



**Norwood Young America Planning Commission**  
**6:00 p.m., Tuesday, August 6, 2024**  
**Norwood Young America City Council Chambers, 310 Elm St. W.**  
**AGENDA**

**Jerry Barr**

1. Call to Order
  - A. Pledge of Allegiance

**Timon Dammann**

2. Adoption of Agenda
3. Approve Minutes of June 4, 2024

**Mike Eggers**

4. Introductions, Presentations, and Public Comment  
 (Citizens may address the Planning Commission about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The Planning Commission will take no official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting.)

**Bill Grundahl**

5. Public Hearing

**Paul Hallquist**

6. Business

**Craig Heher**

- a. PVS Sackett Waconia Phase 1 Site Plan Review

**Charlie Storms**

7. Miscellaneous
  - A. Building Permit Report

8. Commissioner's Reports

9. Next Planning Commission Meeting – Wednesday, November 6, 2024, at 6 p.m. (date change due to General Elections on Tuesday, November 5<sup>th</sup>)

10. Adjourn

**UPCOMING MEETINGS**

October 9 <sup>th</sup>	NYA Food Distribution	12:30-1:30 PM
October 9 <sup>th</sup>	Economic Development Authority	6:00 PM
October 14 <sup>th</sup>	No City Council Meeting: Columbus Day Observed/ Indigenous Peoples Day	Rescheduled to Tuesday, October 15 <sup>th</sup> Meeting
October 15 <sup>th</sup>	City Council Meeting	6:00 PM (Tuesday Meeting)
October 16 <sup>th</sup>	Park and Rec Commission Meeting	5:30 PM (Wednesday Meeting)
October 17 <sup>th</sup>	Sr. Advisory	9:00 AM
October 28 <sup>th</sup>	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM

November 5 <sup>th</sup>	General Elections	7:00 AM – 8:00 PM
November 6 <sup>th</sup>	Planning Commission	6:00 PM

Norwood Young America  
Planning Commission Minutes  
August 6, 2024

Present: Commissioners Craig Heher, Charlie Storms, Jerry Barr, Mike Eggers, Paul Hallquist, Bill Grundahl, Timon Dammann

Absent: none

Staff: Karen Hallquist, Community & Economic Dev Director, City Planner Hannah Rybak (WSB)

Public: Dave Orr, Candace Orr, Jesse Hackbarth, Chris Pass, Andy Cook

1. Call to Order.

The meeting was called to order by Chair Heher at 6:00 pm. All those present stood for the Pledge of Allegiance.

2. Adoption of Agenda.

*Motion: CS/ME to approve agenda with changing the order of public hearings to Variance Request from 10 2<sup>nd</sup> St SE, Preliminary & Final Plat, CUP, Variance and Site Plan Approval, followed by Ordinance Amendment. Motion passed 7-0.*

3. Approve Minutes of June 4, 2024.

*Motion: BG/CS to approve the minutes as written. Motion passed 7-0.*

4. Introductions, Presentations, and Public Comment – none

5. Public Hearing

a. Variance Request – 10 2<sup>nd</sup> St SE

*Chair Heher opened the public hearing at 6:10 pm.*

Rybak reported on the following variances that were requested by Dave Orr, property owner of 10 2<sup>nd</sup> St SE, to build an accessory structure/detached double garage on said property:

1. Variance to allow 38% lot coverage, where 35% is the maximum in the R-3 District
  - Staff recommended to avoid the variance by reducing the proposed garage size. Recommending motion to deny.
2. Accessory structure exceeding 2/3 the height of the principal structure
  - This is a practical difficulty restricted by city code. It is impossible to construct a functional garage at two-thirds the height of a single-story dwelling. Recommending motion to deny.
3. Setback of 4 feet from the south property line, where 20 feet is required
  - There are no practical difficulties associated with the setback variance request. The proposed garage location could be moved to accommodate the required setbacks. Recommending motion to deny.
4. Building materials and construction style are not consistent with the home, as required for accessory structures
  - Requested design and materials are not in character with existing development. Recommending motion to deny.

It was also noted that three out of the four variances could have been avoided had the applicant reviewed the zoning code and discussed plans before starting the project. No building permit was applied for, and a stop-work order had to be issued.

*Motion: CS/BG to close the public hearing at 6:33pm.*

Commission members discussed the four variances:

1. A 3% difference in lot coverage is minimal and a reasonable request.
2. The height variance request is reasonable given the restrictive code.
3. Setbacks are measured from the property lines, not the curb. The location of the proposed garage could be moved to accommodate the required setbacks.
4. The design characteristics were of concern as the accessory structure would look like a pole shed. A metal roof would be acceptable.

*Motion: CS/JB to recommend approval of the height and lot coverage variance requests. Motion passed 7-0.*

*Motion: PH/ME to recommend denial of the setback and exterior design materials variance requests. Motion passed 7-0.*

b. Preliminary & Final Plat, CUP, Variances and Site Plan Approval – Nordic Waste and C&C Lawns – Tacoma West Industrial Park 5<sup>th</sup> Addition, Outlot B, 4-acres

Chair Heher opened the public hearing at 7:01 pm.

Rybak gave an overview of the development plans for a new facility for Nordic Waste and C&C Lawns to be located at the Tacoma West Industrial Park 5<sup>th</sup> Addition. The application included:

1. Preliminary and final plat which shows the proposed 4-acre parcel
  - The subdivision design and easement requirements have been met. Bolten & Menk gave engineering conditions as part of the approval. Staff is recommending the waiver of parkland dedication as this is an economic development project.
2. Conditional Use Permit request for outdoor storage, and outdoor storage of vehicles in excess of ¾ ton.
  - All criteria were met under the standards provided in the city code, and there were no negative impacts on the property's aesthetics or integrity.
3. Variance to allow gravel surfacing in the front yard, and outdoor storage area in the front yard
  - All criterion was met for practical difficulties and economic considerations.
4. Site Plan which showed the design and overall layout, building requirements, parking requirements, landscaping plans, signage, and lighting.
  - All proposed plans conform to architectural standards and guidelines in city code. A robust landscaping plan was noted.

Motion: CS/BG to close the public hearing at 7:15pm.

Commissioners discussed the proposed project:

1. Details with the driveway, hydrant, etc. will be worked out with the conditions as presented by the engineer.
2. All outdoor storage criteria was met and screened as required. Commissioners appreciated the landscaping plan.
3. Variances for gravel front and outdoor storage (both screened) were reasonable allowances. The lot is being used to its maximum potential with 80% lot coverage and 20% greenspace used primarily in the back of the lot to accommodate the stormwater.
4. All proposed plans were agreed upon.

Motion: CS/ME to recommend approval of the Norwood East LLC applications subject to conditions as presented. Motion passed 7-0.

c. Ordinance Amendment – Accessory Materials, Height, Manufactured Homes

Chair Heher opened the public hearing at 7:30 pm.

Rybak shared recommended additions to ordinances relating to:

1. Manufactured homes to set guidelines for any new manufactured home park that were proposed through a conditional use permit process.
2. Accessory structure materials and height to lessen the restrictions, specifically with accessory structures built on a property with a single-story principal structure.

Motion: CS/BG to close the public hearing at 7:39 pm.

Motion: CS/ME to recommend the adoption of the draft ordinance. Motion passed 7-0.

6. Business - none

7. Miscellaneous

A. Building Permit Report

8. Commissioner's Reports

CH reported on City Council:

- Assessments for Tacoma West Industrial Park Phase 2
- I&I reduction discussion
- Fee schedule adjustments/language updates

9. Next Planning Commission Meeting – Tuesday, September 3, 2024, at 6 p.m.

10. Adjourn

Motion: BG/JB to adjourn at 7:43pm. Motion passed 7-0.

Respectfully Submitted,

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Karen Hallquist, Community & Economic Development Director



TO: NYA Planning Commission

FROM: Hannah Rybak, Planning Consultant - WSB

DATE: September 26, 2024  
Planning Commission Regular Meeting October 1, 2024

REQUEST: Site Plan Review – Sackett Waconia Expansion Project Phase 1

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#### **GENERAL INFORMATION**

Owner: PVS Sackett Waconia, INC & City of NYA

Applicant: Dan Rondeau, President Sackett Waconia

Location: 680 Tacoma Blvd., 740 Tacoma Blvd., 211 Tacoma Ave.

Existing Land Use / Zoning: Industrial & Undeveloped; zoned I-1 Light Industrial District

Surrounding Land Use / Zoning: North: Veteran’s Park / zoned: I-1 Light Industrial District  
East: Agricultural / zoned: TA Transition/Agriculture & Young America Township  
South: Industrial / zoned: I-1 Light Industrial District  
West: Industrial / zoned: I-1 Light Industrial District

Comprehensive Plan: The 2040 Comprehensive Plan guides this property for Industrial land use.

Deadline for Agency Action:

Application Date:	09-13-24
60 Days:	11-12-24
Extension Letter Mailed:	N/A
120 Days:	01-11-25

#### **OVERVIEW OF THE REQUEST**

Sackett Waconia is preparing for an expansion project. They are currently in the process of purchasing 740 Tacoma Blvd. and 211 Tacoma Ave. from the City of Norwood Young America. Following purchase, the three lots will be combined into one parcel. The expansion project will include a 35,000 square foot building addition comprised of office and research and development space. There will also be expanded outdoor storage and additional employee parking constructed. The Site Plan Review request before you includes only Phase 1 of the project, which includes access reconfiguration and grading in preparation for Phase 2, the main expansion project. The Applicant intends to submit a Conditional Use Permit request for expanded outdoor storage and an additional Site Plan Review request for construction of the additional employee parking in the near future (Phase 1.1 in the attached project narrative).

**SITE PLAN REVIEW**

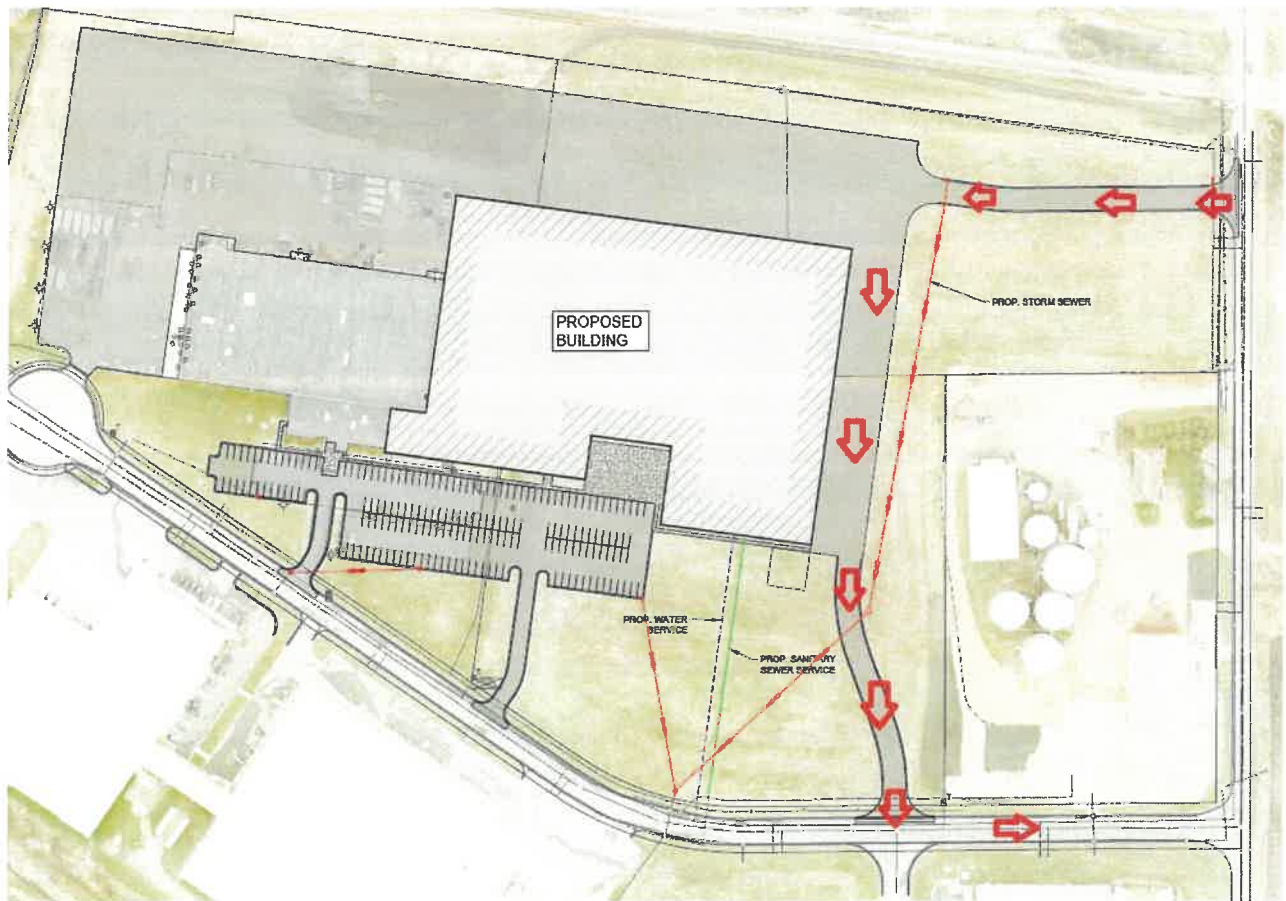
*SITE DESIGN AND OVERALL LAYOUT*

The current Sackett Waconia layout includes the principal structure located at the center of the 680 Tacoma Blvd. parcel. There is employee parking in front, and an outdoor storage area in the back. Passenger vehicles enter the property from the first entrance off of Tacoma Blvd. *(Indicated by the yellow rectangle)* Trucks continue past the first entrance and enter the property from the second entrance on the Tacoma Blvd. cul-de-sac. *(Indicated by the red rectangle)*.



This Site Plan Review has been requested to approve a reconfiguration of truck access to the campus. The reconfiguration would allow trucks to enter from a new access off of Tacoma Ave., and exit from a second newly created access on to Tacoma Blvd. This change would eliminate on-street truck parking and staging on shipping days, keeping operations entirely contained on the Sackett Waconia Campus.





**RELEVANT ZONING ORDINANCE PROVISIONS**

**1250.07 Access.**

- A. Parking and loading space shall have adequate access from a public right-of-way.
- B. Access drives shall be so located as to minimize traffic and congestion and abnormal traffic hazards. No driveway shall be closer than fifty (50) feet to any right-of-way line of a street intersection.
- C. Access drives shall be located a minimum of five (5) feet from a side property line.
- D. The maximum width for a driveway serving a single-family home shall be twenty-four (24) feet at the property line, and thirty-six (36) feet within the lot.
- E. Single family properties shall have no more than one (1) driveway per street frontage.
- F. Access drive widths shall not exceed forty (40) feet for multiple family, commercial, or industrial uses. The established width for multiple family, commercial, or industrial uses may be exceeded if the City Engineer finds traffic circulation purposes warrant increased width.
- G. Residential, commercial, and industrial driveways shall be hard-surfaced with materials such as concrete, asphalt, or brick/paver, except that driveways accessed from non-hard-surfaced alleys may be non-hardsurfaced.
- H. Residential parking pads shall be setback a minimum of five (5) feet from side property lines.

The submitted plans demonstrate compliance with all relevant access-related zoning ordinance requirements. Staff has no concerns with the proposed access reconfiguration.

**ENGINEERING CONSIDERATIONS**

Please see the attached memo from City Engineer, Josh Eckstein.

**RECOMMENDED ACTION**

Based on the information in the submitted application and findings in this report, staff recommends that the Planning Commission recommend approval of the Site Plan, related to the access configuration and site grading, subject to the following conditions:

1. It has been indicated that the entrance from Tacoma Avenue will be an entrance only. The proposed entrance roadway should be modified to provide one-way access only. Signage, width and channelized entry should be considered for this entry.
2. Plans for the access from Tacoma Avenue must be submitted to the railroad authority for their review and/or comment.
3. Grading is proposed north of the property line on Railroad property. A permit from the railroad will be required for that work.
4. Stormwater and drainage calculations shall be submitted as part of the final design process.
5. The applicant will be required to obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. A copy of any permits/approvals must be submitted prior to work commencing.
6. The applicant will be required to obtain a General Construction Permit for Stormwater associated with Construction Activity (NPDES). A copy of the permit must be submitted prior to any work commencing.
7. Municipal water demand will need to be submitted for evaluation.
8. The final location of fire hydrants, valves, and fire connections must be reviewed by the Fire Chief.
9. Any exterior lighting shall be submitted to the City for review and approval prior to installation.
10. Any signage shall be submitted to the City for review and approval prior to installation.

**POTENTIAL ACTION**

1. Approval (with or without conditions) of the Requests. In the event of a decision for approval (with or without conditions), the Planning Commission may make a motion to recommend approval of the proposed application to the City Council.
2. Denial of the Requests. In the event the Planning Commission chooses denial of the proposed application, the Planning Commission should make a motion to recommend denial of the requests to the City Council, clearly state its reasons for the denial and direct staff to prepare a resolution of denial.
3. Request Additional Information and Continue the Meeting. The Applicant appears to have provided enough information for the Planning Commission to make a recommendation to approve or deny the request. Should the Planning Commission request additional information from the Applicant, the Planning Commission should continue the meeting until a later time.

**Attachments:**

- Application and Plans
- City Engineer's Memo





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September 18, 2024

City of Norwood Young America  
Attn: Karen Hallquist  
310 Elm Street West  
Norwood Young America, MN 55368

RE: Preliminary Site Plan Review  
Sackett Waconia Building Expansion  
Engineering Review #1

Dear Mrs. Hallquist:

As requested, I have completed an engineering review of the documents submitted for the above-referenced project. Following are my comments for consideration:

1. It has been indicated that the entrance from Tacoma Avenue will be an entrance only. The proposed entrance roadway should be modified to provide one-way access only. Signage, width and channelized entry should be considered for this entry. This access location may also need to be evaluated by the railroad authority.
2. Grading is proposed north of the property line on Railroad property. A permit from the railroad will be required for that work.
3. Stormwater and drainage calculations will need to be submitted as part of the final design process.
4. The applicant will be required to obtain Carver County Watershed Management Organization (CCWMO) approval and permitting for erosion control and stormwater management. A copy of any permits/approvals should be submitted conditional to Final Site Plan approval.
5. The applicant will be required to obtain a General Construction Permit for Stormwater associated with Construction Activity (NPDES). A copy of the permit should be submitted conditional to Final Site Plan approval.
6. Municipal water demand will need to be submitted for evaluation.
7. The final location of fire hydrants, valves, and fire connections must be reviewed by the Fire Chief.

If you have any questions or comments, please contact me to discuss.

Sincerely,

**Bolton & Menk, Inc.**

**Joshua Eckstein, P.E.**  
Principal Engineer