

**CITY OF WACONIA**  
**JUNE 5, 2025**

**1. CALL MEETING TO ORDER AND ROLL CALL**

Pursuant to due call and notice thereof, the meeting of the Planning Commission of the City of Waconia was called to order by Commissioner Chair Polunc at 6:30 PM.

The following Commissioners were present: Planning Commission Member Polunc, Planning Commission Member Paulsen, Planning Commission Member Peterson, and Planning Commission Member Weckman.

Planning Commission Member Genz was absent.

**2. ADOPT AGENDA**

Motion made by Planning Commission Member Weckman, seconded by Planning Commission Member Paulsen to adopt the agenda.

**MOTION CARRIED.**

**3. APPROVAL OF MINUTES**

Commission member Polunc announced the minutes from April 3rd are not complete.

**4. NEW BUSINESS**

**1) PUBLIC HEARING - Variance - 1517 Sparrow Road**

Sahal presented the request for the variance located at address 1517 Sparrow Road. Applicants Brian and Rochele Williams are asking to construct an 8 x 12-foot deck on the rear side of the home. The rear yard setback required is 30 feet from the property line; the proposed deck would put them at a setback of 22 feet. The applicant has indicated the variance is necessary due to the location of an existing second-level siding glass door that leads directly to the backyard.

The variance criteria were reviewed.

Paulsen reconfirmed the survey supplied by the applicant was not the survey found in the city file. Braaten stated there was a time when an attached deck was considered an accessory structure in which a 10-foot setback was required. A change was made determining that a deck connected to the home is a part of the primary structure.

Polunc opened the Public Hearing.

Applicants: Brian Williams, 1517 Sparrow Road.  
Comments and Concerns:

Williams stated the survey presented is the site survey they were given at the time of closing on the property. Williams also mentioned the 16-foot header on the house showing where a deck was to be constructed. It was mentioned that all the homes in this area have decks.

No additional public comments.

Motion made by Planning Commission Member Paulsen, seconded by Planning Commission Member Weckman to close the public hearing.

**MOTION CARRIED.**

Motion made by Planning Commission Member Paulsen, seconded by Planning Commission Member Weckman to approve the Variance for 1517 Sparrow Road.

**MOTION CARRIED.**

**2) PUBLIC HEARING - Variance - 433 Oak Street South**

Applicant Allicia Ebert, 433 Oak Street South is requesting to install a 4-foot chain link fence versus a 3-foot maximum height requirement in the R-2 zoning district. The applicant states the variance is needed due to repeated safety concerns involving the behavior of neighboring dogs. The dogs had entered the yard and attacked both pets and a family member.

Sahal explained the regulations for a corner lot with regard to site triangle, showing the area needing to be free of obstructions. After reaching out to the city engineer, the findings were recommended against the variance.

Variance review criteria were considered.

One comment was received in disagreement with the variance not to allow this request. The written comments were provided to the Planning Commission for review and consideration.

Polunc voiced concerns, asking about site lines and wondering why there were no law enforcement reports regarding the dangerous dogs.

The homeowner commented on the frustration of not being able to enjoy the yard because of the neighboring dogs. Ebert explained the calls they made to the sheriff's department.

Polunc asked if a two-stage fence height would apply to this request.

Polunc to open the public hearing.

Braaten went through the recommendation conditions of the Planning Commission

were inclined to recommend approval of the application.

Motion by Planning Commission Member Polunc, second by Planning Commission Member Paulsen to close the public hearing.

**MOTION CARRIED**

Further discussion occurred which lead to the possibility of tabling/continuing the consideration of the application to have the property pins identified in the field and get better direction on the site triangle requirements from the city engineer.

Motion by Planning Commission Member Paulsen, seconded by Planning Commission Member Weckman to table the variance for 433 Oak Street South until the City Engineer approves the application.

**MOTION CARRIED**

**3) PUBLIC HEARING - Variance - ACPI Wood Products at 231/233 Industrial Blvd.**

The City has received a variance request for property address 231/233 Industrial Boulevard to reduce existing parking on the parcel by two parking spaces to allow for a new external dust collector on site.

Braaten displayed the address location describing the area and parking along with variance considerations.

No public comments have been received.

There has never been a parking problem on this property.

Weckman asked about the number of parking spots when ACPI moved in and if a variance was submitted. No variance was needed due to the fact it had been a different tenant previously.

Paulsen wondered where the dust collector would be located. Scott Tift pointed out the location of a retaining wall next to the loading docks where the dust collector would be placed. Tom Alveraz, superintendent of both facilities, and applicant Naman Sanghvi, processing engineer, explained the need for the variance and the ideal placement of the mechanical unit.

Polunc opened the public hearing.

Motion made by Planning Commission Member Weckman, seconded by Planning Commission Member Paulsen to close the public hearing.

**MOTION CARRIED**

Motion to recommend approval made by Planning Commission Member Weckman, seconded by Planning Commission Member Paulsen to approve the variance for ACPI Wood Products, 231/233 Industrial Blvd.

**MOTION CARRIED.**

**5. OLD BUSINESS**

None

**6. OTHER**

**1) Staff Update**

-New Home Construction 35 new homes.

-Holbrook received an early grading permit. They've started tree clearing and put up erosion control. The City is waiting for the CCWmO approval before they can proceed.

-GoodWill and Tractor Supply permits were issued. Olive and 2nd Street permits have also been issued.

-City Council approved the Norsq Comprehensive Plan Amendment for the 7 acres on 10th Street.

-Reminder - Planning Commission Meeting was moved to July 10th because of the 4th of July holiday.

Submittals for July 10th Planning Meeting: Resubmittal of the project for TMC at 1370 Mill Lane and an after-the-fact deck variance for 100 Scott Lane.

-Braaten talked about the City Hall Remodel.

**7. ADJOURN**

Motion made by Planning Commission Member Paulsen, seconded by Planning Commission Member Weckman to adjourn.

**MOTION CARRIED**

**RESPECTFULLY SUBMITTED**

Brenda Stein

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Chad Genz, Chair

ATTEST: \_\_\_\_\_  
Brenda Stein, Administrative Specialist