



Norwood Young America Planning Commission
6:00 p.m., Tuesday, June 4, 2024
Norwood Young America City Council Chambers, 310 Elm St. W.
AGENDA

1. Call to Order
 - A. Pledge of Allegiance
2. Adoption of Agenda
3. Approve Minutes of May 7, 2024
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.)
5. Public Hearing
 - A. Ordinance Amendments for C-3 Downtown District and R-4 Multiple Family Residential
6. Business
7. Miscellaneous
 - A. Building Permit Report
8. Commissioner's Reports
9. Next Planning Commission Meeting – Tuesday, July 2, 2024, at 6 p.m.
10. Adjourn

UPCOMING MEETINGS

June 12 th	NYA Food Distribution	12:30 PM
June 12 th	EDC Meeting	6:00 PM
June 13 th	Music in the Park – Sponsored by City of NYA	6:30 PM
June 18 th	Park and Rec Commission Meeting	5:30 PM
June 20 th	Sr. Advisory	9:00 AM
June 21 st	New-Old Town Dedication Event	Starting@5:00 PM/ Ceremony@6:30PM
June 24 th	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM
July 2 nd	Planning Commission Meeting	6:00 PM

**Jerry
Barr**

**Timon
Dammann**

**Mike
Eggers**

**Bill
Grundahl**

**Paul
Hallquist**

**Craig
Heher**

**Charlie
Storms**

Norwood Young America
Planning Commission Minutes
May 7, 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: Dan Stender (108 Hilltop Circle), Duane Schrupp (4th Ave SW)

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/JB to approve agenda as written. Motion passed 7-0.

3. Approve Minutes of April 2, 2024.

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

4. Introductions, Presentations, and Public Comment – none

5. Public Hearing

A. Variance for 108 Hilltop Circle

Chair Heher opened the public hearing at 6:02 pm.

Rybak presented information on two variance requests for said property.

- Dan Stender, owner of 108 Hilltop Circle, applied for a variance to encroach on the ditch easement for a shed, and to place his shed two feet from the property line in his side yard.
- The neighbor signed off on the two-foot setback.
- Engineering had no concerns with the request.
- All criteria for approval of the variance were met.
- Staff recommended approval of the variances subject to the following conditions:
 - A building permit application shall be submitted and approved prior to construction of the shed.
 - The shed may not be constructed on any type of permanent foundation.
 - It is the property owner's responsibility to move the shed if needed to facilitate an allowable public improvement within the easement.

Motion: CS/BG to close the public hearing at 6:08pm.

Motion: CS/ME to recommend approval of the variance request at 108 Hilltop Circle. Motion passed 7-0.

6. Business

7. Miscellaneous

A. Building Permit Report

8. Commissioner's Reports

CS reported on City Council:

- Temporary bond for TWIP2 was approved.
- Railroad Street bids will be awarded at the 05/28/2024 meeting.
- All recommendations from Planning Commission at the last meeting were approved.
- Norwood Baseball team projects were presented and approved.
- Quarterly report was presented.
- Lifeguards are set for the summer.
- Transient permit for Sqweeky Cow was approved.

9. Next Planning Commission Meeting – Tuesday, June 4, 2024, at 6 p.m.

10. Adjourn

Motion: CS/PH to adjourn. Motion passed 7-0.

Respectfully Submitted,

Karen Hallquist, Community & Economic Development Director



TO: NYA Planning Commission

FROM: Hannah Rybak, Planning Consultant - WSB

DATE: May 30, 2024
Planning Commission Meeting June 4, 2024

SUBJECT: Public Hearing – C-3 & R-4 Ordinance Amendments

Overview

The overall purpose of the Ordinance amendments staff offers for review is to permit multifamily residential, as a sole use, in the C-3 Downtown District. Currently, residential units are only permitted on the upper level(s) of a structure, or if there is also a retail component for properties in the C-3 Downtown District. Recently staff has had inquiries from some developers regarding properties located in the C-3 District who may be interested in a solely residential development downtown. Additionally, the City owns the properties at 123 Reform St., which could be a prime site sold for development of multifamily housing.

This is not to say that all properties within the C-3 Downtown District are appropriate for and should be developed for multifamily housing. Staff recommends that multifamily housing, as a sole use, be a conditional use in the C-3 District. This would allow the Planning Commission and City Council to review any proposal individually, in the context of the general vicinity of the parcel, to determine if multifamily housing as the sole use is appropriate. The City has worked hard to ensure that the downtown centers remain primarily commercial in nature, in an effort to support downtown businesses. Properly located apartment developments will complement and enhance the existing businesses and help contribute to a thriving downtown.

The text amendment before you is also consistent with the Comprehensive Plan, as housing at a density of 12-18 units per acre is permitted in the Downtown Mixed Use future land use category.

Along with the C-3 District text amendment, staff recommends amending the lot area requirements in the R-4 District. Lot area requirements are ultimately what regulates

allowable density. The R-4 District is intended to allow up to 18 units per acre. However currently the minimum required lot area is specified based on the number of bedrooms in each dwelling unit. The more bedrooms, the larger the lot area requirement, which results in a lower density. Tying lot area to bedrooms is a bit of a dated practice. The city has a demonstrated need for additional housing currently. The current lot area requirement could be a barrier to developers by not permitting them to maximize density. It is recommended that the regulation be simplified to a minimum lot area of 2,420 square feet, regardless of the number of bedrooms, to allow up to 18 units per acre. Changing this regulation allows us to refer to the R-4 standards in the amendment to the C-3 District, rather than having to repeat specific development requirements in the C-3 District section.

In addition to referring to the R-4 District for lot area and setback requirements, the draft C-3 amendments also include the following references:

- Section 1210.06, Subd. 3 Standards for Granting a Conditional Use Permit
 - Provides standards for all multifamily development within the City
- Section 1245.03 Architectural Standards and Guidelines for Commercial, Office/Institutional and Multifamily Development
 - Provides exterior standards for all multifamily development

1230.10 C-3 Downtown Districts – Redline

Subd. 4 Conditional Uses. The following uses are permitted, subject to the provisions of Section 1210.06:

Principal Uses:

- A. Contractor Operations (Amended by Ord. 216; 8-24-2009)
- B. Lodging Services, such as hotels, motels and bed and breakfasts.
- C. Entertainment Services, such as motion picture theaters and bowling alleys
- D. Licensed Daycare Facilities
- E. Custom or limited manufacturing, assembly, or treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool (Amended by Ord. 261, 5-11-2015)
- F. Auto Dealership Sales, Storage, and Display without ancillary minor auto repair and service, provided:
 - 1. Sales, display, and storage are limited to new and used passenger automobiles.
 - 2. A valid dealership license is maintained.
 - 3. Office space devoted to perform transactions in conjunction with the business is provided on site.
 - 4. Veterinary clinic, animal care, animal shelter, pet daycare, pet training, or animal hospital.

G. Multiple family dwellings as the sole use of the property, provided:

- 1. Lot area and setbacks for multiple family dwellings in the C-3 District shall conform to the requirements of the R-4 Multiple Family Residential District.
- 2. All requirements found in 1210.06, Subd. 3, B, 15 are satisfied by the development.
- 3. All requirements found in 1245.03 are satisfied by the development.

1230.07 R-4 Multiple Family Residential District – Redline

Subd. 5 Lot Requirements and Setbacks. The following requirements and setbacks are the minimum amount allowed in the R-4 District, with the exception of "Lot Coverage" and "Building Height" which shall be the maximum amount allowed:

A. Lot Area: 2,420 square feet per unit

~~A. ——— 2,400 square feet per unit — (efficiency units)~~

~~3,000 square feet per unit — (1 bedroom units)~~

~~3,500 square feet per unit — (2 bedroom units)~~

~~4,000 square feet per unit — (3 bedroom units)~~

30,000 square feet (all other uses)

~~1. Lot area reduction. Up to 400 square feet may be deducted from the total required lot area for every tuck under or underground garage proposed.~~

Action

- Planning Commission should review the draft ordinance ahead of the meeting
- Hold the required public hearing at the Planning Commission meeting on June 4th
- Discuss and make a recommendation regarding adoption of the draft ordinance to the City Council for their consideration

Recommended Motion Language

Motion to recommend that the City Council adopt the draft ordinance.

Attachments

Draft Ordinance

**CITY OF NORWOOD YOUNG
AMERICA ORDINANCE NO. 3XX**

AN ORDINANCE AMENDING SECTIONS 1230.07 AND 1230.10 OF THE CITY CODE RELATING TO THE R-4 AND C-3 DISTRICTS. THE ~~STRUCK OUT~~ TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.07, RELATING TO MINIMUM REQUIRED LOT AREA IN THE R-4 MULTIPLE FAMILY RESIDENTIAL DISTRICT, SHALL BE AMENDED AS FOLLOWS:

Subd. 5 Lot Requirements and Setbacks. The following requirements and setbacks are the minimum amount allowed in the R-4 District, with the exception of "Lot Coverage" and "Building Height" which shall be the maximum amount allowed:

- A. Lot Area: 2,420 square feet per unit
 - ~~2,400 square feet per unit~~ ——— (efficiency units)
 - ~~3,000 square feet per unit~~ ——— (1 bedroom units)
 - ~~3,500 square feet per unit~~ ——— (2 bedroom units)
 - ~~4,000 square feet per unit~~ ——— (3 bedroom units)
 - 30,000 square feet of (all other uses)

- ~~1. Lot area reduction. Up to 400 square feet may be deducted from the total required lot area for every tuck under or underground garage proposed.~~

II. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.10, RELATING TO CONDITIONAL USES IN THE C-3 DOWNTOWN DISTRICTS, SHALL BE AMENDED AS FOLLOWS:

Subd. 4 Conditional Uses. The following uses are permitted, subject to the provisions of Section 1210.06:

Principal Uses:

- A. Contractor Operations (Amended by Ord. 216; 8-24-2009)
- B. Lodging Services, such as hotels, motels and bed and breakfasts.
- C. Entertainment Services, such as motion picture theaters and bowling alleys
- D. Licensed Daycare Facilities

E. Custom or limited manufacturing, assembly, or treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool (Amended by Ord. 261, 5-11-2015)

F. Auto Dealership Sales, Storage, and Display without ancillary minor auto repair and service, provided:

1. Sales, display, and storage are limited to new and used passenger automobiles.
2. A valid dealership license is maintained.
3. Office space devoted to perform transactions in conjunction with the business is provided on site.
4. Veterinary clinic, animal care, animal shelter, pet daycare, pet training, or animal hospital.

G. Multiple family dwellings as the sole use of the property, provided:

1. Lot area and setbacks for multiple family dwellings in the C-3 District shall conform to the requirements of the R-4 Multiple Family Residential District.

2. All requirements found in 1210.06, Subd. 3, B, 15 are satisfied by the development.

3. All requirements found in 1245.03 are satisfied by the development.

III. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the X day of June 2024.

Attest:

Carol Lagergren, Mayor

Mitchell Thiesfeld, City Clerk

Adopted:

Published: