



**Norwood Young America Planning Commission**  
**6:00 p.m., Tuesday, January 7, 2020**  
**Norwood Young America City Council Chambers, 310 Elm St. W.**  
**AGENDA**

1. Call to Order  
Pledge of Allegiance
2. Adoption of Agenda
3. Appoint Officers and representatives to Commissions
4. Approve Minutes of December 3, 2019 meeting
5. 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.)
6. Public Hearings
  - A. 600 Railroad Street W., Conditional Use Permit to allow truck repair
7. New Business
  - A. 600 Railroad Street W., Conditional Use Permit to allow truck repair
8. Old Business
  - A. Accessory Dwelling Units
8. Miscellaneous
  - A. Reschedule March 3, 2020 meeting
  - B. December Building Permit Report
9. Commissioner's Reports
10. Adjourn

**UPCOMING MEETINGS**

January 8 <sup>th</sup>	Economic Development Commission 5:30 p.m.
January 8 <sup>th</sup>	Joint Meeting – City Council, PC, EDC, Parks & Recreation Commission & Chamber of Commerce Board 6:30 p.m.
January 13 <sup>th</sup>	City Council 6:00 p.m.
January 21 <sup>st</sup>	Parks & Recreation Commission 4:45 p.m.
January 27 <sup>th</sup>	City Council Work Session/EDA/Regular meeting 6:00 p.m.
February 4 <sup>th</sup>	Planning Commission 6:00 p.m.

**Jerry  
Barr**

**Mike  
Eggers**

**John  
Fahey**

**Bill  
Grundahl**

**Paul  
Hallquist**

**Bob  
Smith**

**Craig  
Heher  
Council  
Liaison**

*Norwood Young America  
Planning Commission Minutes  
December 3, 2019*

**Present:** Commissioners Jerry Barr, Mike Eggers, John Fahey, Paul Hallquist, and Craig Heher.

**Absent:** Commissioner Bill Grundahl and Bob Smith.

**Staff:** City of Norwood Young America City Administrator Steve Helget and Planning Consultant Cynthia Smith Strack.

**Public:** None.

**1. Call to Order.**

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

**2. Adoption of Agenda.**

Chairperson Heher introduced the agenda.

*Motion* – Fahey, second Barr to approve the agenda. The agenda was approved 5-0.

**3. Approval of Minutes from the Regular Meeting November 6, 2019.**

Heher introduced the minutes from the November 6, 2019 regular meeting.

*Motion* – Eggers to approve the November 6, 2019 regular meeting. Second by Hallquist. With all in favor the regular meeting minutes were approved 5-0.

**4. Public Comment.**

None.

**5. Public Hearings.**

None.

**6. New Business.**

A. 2019 Annual Report/2020 Goals.

Heher introduced the agenda item.

Strack presented the 2019 draft annual report including core functions, an overview of activities, and a potential 2020 goals. Strack requested comment on the draft report, discussion of what the Commission would like to pursue for goals, and changes requested. Strack noted if appropriate a motion to approve the report and authorize submittal to the Council was requested.

Chairperson Heher noted the Commission held 10 public hearings in 2019 and was a busy/productive committee. Heher suggested finalization of an accessory dwelling unit code amendment be added to the list of goals.

Heher requested input on goals from the Committee. Strack suggested discussion pertaining to residential density in view of the pending Comprehensive Plan update along with review of definitions from the zoning code.

Fahey inquired about the status of historical design standards. Heher clarified the Commission had previously recommended the design guidelines included in the Downtown Revitalization Plan be accepted.

Fahey asked Helget if Planning Commission members could attend training sessions. Helget confirmed that was possible and he had attended some training in the past. The Commission will add investigation of training opportunities to the 2020 goals list.

Helget noted the Council had previously recommended rezoning of some properties adjacent to Railroad Street. The rezoning needed to be placed on hold until the 2040 Comprehensive Plan was placed into effect, but that effort could be included in 2020 goals.

Motion – Fahey, Second Barr to approved the 2019 Planning Commission annual report to the City Council and authorize submittal thereof. Motion carried 5-0.

## **7. Old Business.**

### **A. Accessory Dwelling Units.**

Heher introduced the agenda item and noted the City Council addressed a framework developed by the Commission at a recent work session.

Strack noted the Council requested the Commission give further thought to parking requirements and how any additional parking spaces required could impact the maximum amount of vehicles allowed outside on a lot at one time (i.e. four). The Council also seemed to favor allowing detached accessory dwellings and ADU as a right versus requiring a conditional or interim use permit.

The Commission briefly addressed parking standards and certain design aspects of detached ADU.

Fahey asked Helget how rental licenses were tracked and if rental licenses that were expired were investigated. Helget noted licenses were valid for three years, if rental is suspected and no license is current, staff will look into potential non-compliance.

The Commission directed Strack to bring information on parking, lot coverage, accessory structure language, and rental code details to the January meeting. Commissioners are to conduct an image search to look at ADU designs. Commissioners are also asked to look at the property that Andrea Gerth owns as she requested consideration of detached ADU at her property.

B. Legal Considerations for City Officials Training Session.

Heher introduced the agenda item. Helget asked Commissioners to review a training session online provided by City Attorney Jay Squires to the Council a few months ago.

Commissioners are to report back to Helget when they have reviewed.

**8. Miscellaneous.**

A. November Building Permit Report.

The November building permit report was reviewed.

**9. Commissioner Reports.**

Fahey, Barr, Hallquist, Eggers, Helget, and Strack did not have comments.

Heher provided updates on the two previous Council meetings.

**10. Adjourn**

Motion – Eggers, Second Hallquist to adjourn the meeting. With all in favor the meeting adjourned at 6:35 p.m.

Respectfully submitted,

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*Steve Helget*  
Zoning Administrator



To: Chairperson Heher  
Members of the Planning Commission  
Administrator Helget

From: Cynthia Smith Strack, Consulting Planner

Date: January 6, 2020

Re: Conditional Use Permit: Steve Curfman, Truck Repair – 600 Railroad St W

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**Applicant:** Steve Curfman, d.b.a. Curfman Trucking & Repair Inc.  
**Subject Address:** 600 Railroad Street West  
**Legal Description:** Attached  
**Property ID:** 580150700  
**Zoning Class:** I-1 Light Industrial District  
**Request:** Conditional Use Permit to provide truck repair retail service  
**Representative:** Steve Curfman  
**Attachments:** Site Plan: Dated 07.17.17  
Survey  
City Council Resolutions: 2017-14, 2017-15, and 2017-16

### **BACKGROUND**

The City Council previously authorized a commercial trucking contractor operation and ancillary outdoor storage (City Council resolutions 2017-14, 2017-15, and 2017-16) at 600 Railroad Street West. The Applicant at that time indicated he's like to provide commercial truck repair on a retail basis at the site. That use was not authorized under the aforementioned resolutions as truck repair was not an authorized use in the I-1 Light Industrial District.

The City Council recently enacted code language allowing commercial truck repair in the I-1 District under CUP. Steve Curfman has applied for a CUP to allow commercial auto repair out of an existing structure at the subject property.

Section 1230.12, Subd. 4(F) of the Code provides for the proposed use.

The Applicant proposes no change to outdoor storage approved under City Council Resolution 2017-15 and the attached site plan dated July 17, 2017.

Notice of public hearing has been published, posted, and mailed to adjacent property owners. No comment for or against the proposed use has been received as of the drafting of this memorandum.

## **CUP REVIEW**

Section 1230.12, Subd. 4(F) prescribes the following conditions for truck repair in the I-1 District, reviewer comments are in ***red bold, italic type face***:

1. Fencing and screening. When abutting a property used for residential purposes a landscaped buffer sufficient to screen the use from the adjacent residence at all times of the year shall be provided. When abutting a commercial property a fence is required. ***The abutting property is zoned I-1 Light Industrial and TA Transitional Agriculture.***
2. No vehicle or equipment shall be parked on the premises other than those utilized by employees, used by the business, or awaiting service. No vehicle or equipment shall be parked or be waiting service longer than fifteen (15) days. Vehicles and equipment, if required to be licensed, shall display current licenses. ***This standard to be incorporated as a condition of approval.***
3. Junk yards and/or auto salvage is prohibited. ***This standard to be incorporated as a condition of approval.***
4. Exterior storage other than vehicles and equipment being repaired shall be limited to service equipment and incidental, seasonal, and occasional items offered for sale. ***This standard to be incorporated as a condition of approval.***
5. The storage of new tires, batteries and other such items for sale outside the building is allowed only during hours of business operation. ***This standard to be incorporated as a condition of approval, with exception for that approved under City Council Resolution 2017-15.***
6. Business activities such as automatic car and truck wash, rental of vehicles, equipment or trailers, and general retail sales may be allowed. Outdoor storage of used tires may be allowed, provided tires are stored in a completely enclosed structure approved by the City and a written plan to regularly dispose of used tires is filed with the application for conditional use permit required under this Section.

### **General Criteria for Approval of Conditional Use Permits**

The aforementioned standards relate specifically to outdoor storage. In addition, the Planning Commission is required to examine the request under a series of general standards as set for under Section 1210.06 Conditional Use Permits, Subd. 3(A).

1. The use is consistent with goals, policies and objectives of the Comprehensive Plan. ***DISCUSSION: The 2008 and draft 2040 NYA Comprehensive Plans guide the subject area to industrial use.***
2. The use is consistent with the intent of this Ordinance. ***DISCUSSION: Truck repair is allowed in the I-1 District under CUP.***
3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements. ***DISCUSSION: The proposed use will occur on a previously improved served by a full array of urban services. The proposed use will not overly burden existing utilities in terms of volume used/capacity required or type of waste produced.***
4. The use does not have an undue adverse impact on the public health, safety or welfare. ***DISCUSSION: The proposed truck repair use will be confined in scope and size by proposed conditions and the conditions of City Council Resolutions 2017-14, 2017-15, and 2017-16 will remain in effect. Proposed conditional use permit standards will limit any adverse impact on the public's health, safety, or welfare.***
5. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. ***DISCUSSION: Adjacent uses are a mix of open space ag uses and***

*industrial uses. The use as provided for in the City Code and with conditions proposed appears to blend in with the uses within the general locale.*

6. The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *DISCUSSION: The subject site is developed for industrial use with outdoor storage.*
7. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. *DISCUSSION: The subject parcel is an existing, improved lot with a full complement of urban services provided.*
8. Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site. *DISCUSSION: access to the site is from Railroad Street West. Truck traffic is routed from the site to the west for access to Highway 212. Trucks entering/exiting the site will be required to use designated truck routes.*
9. The use meets all of the performance criteria requirements as established in Section 1245.01 of this chapter. *DISCUSSION: As a condition of approval, the proposed use shall meet the requirements of Section 1245.01 of the City Code relating to noise, vibration, smoke, particulate matter, odor, and connection to municipal utilities.*
10. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *DISCUSSION: Other performance standards are met.*

#### **RECOMMENDATION**

After review and discussion, the Planning Commission may consider a MOTION to recommend approval or denial of the conditional use permit to the City Council.

If the Planning Commission recommends denial of the site plan appropriate findings of fact shall be issued.

If the Planning Commission recommends approval, the following conditions are recommended:

1. The "Use" is a commercial trucking contractor operation with ancillary commercial truck repair and outdoor storage at 600 Railroad Street West, the "Property".
2. Retail and wholesale repair and service of commercial trucks and automobiles is allowed to occur within the existing 9,600 square foot structure.
3. The "Site Plan" is a site plan completed by RAM Building dated July 17, 2017 attached hereto remains in effect.
4. Conditions of approval under City Council Resolutions 2017-14 (variance), 2017-15 (CUP for outdoor storage), and 2017-16 (site plan approval) applicable to the subject property remain in effect, except for condition number two (2) of City Council Resolution 2017-16 (prohibiting truck repair) is hereby superseded.
5. No vehicle or equipment shall be parked on the premises other than those utilized by employees, used by the business, or awaiting service. No vehicle or equipment shall be parked or be waiting service longer than fifteen (15) days. Vehicles and equipment, if required to be licensed, shall display current licenses.
6. Junk yards and/or auto salvage is prohibited.

7. Exterior storage shall be limited that provided under City Council Resolution 2017-15
8. The storage of new tires, batteries and other such items for sale outside the building is allowed only during hours of business operation, except as provided under City Council Resolution 2017-15.
9. Re-painting of vehicles on site is prohibited.
10. Review of building occupancy by the Building Official.
11. All signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
12. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
13. This approval shall expire one year after date of approval unless the Applicants have commenced construction of the Use on the Property.
14. Approval of this conditional use permit does not approve any future expansion or associated improvements on-site, including but not limited to a 24' by 80' future addition to the proposed structure.

**ACTION**

Recommendation to City Council regarding the proposed Conditional Use Permit.



To: Chairperson Heher  
Members of the Planning Commission  
Administrator Helget

From: Cynthia Smith Strack, Planning Consultant

Date: January 6, 2020

Re: Discussion – Accessory Dwelling Units

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At the December meeting the Commission discussed feedback from the City Council pertaining to accessory dwelling units. The Council supports consideration of accessory dwelling units but requested the Planning Commission examine the potential to broaden potential scope of ADU to include:

- Detached ADU units
- Parking requirements
- ADU as a right verses through conditional or interim use permit

The PC requested assembly of additional background material for the January meeting. To those ends please find attached current code language for accessory structures and the current rental license code.

Additionally, please note:

1. Residential district lot coverage and foundation size requirements are as follows. Please note maximum impervious coverage in shoreland areas is 25%.

District	Lot Size Minimum	Lot Coverage Maximum	Minimum Foundation Size
R-1 Low Density Resid	10,000 sf	30%	900 square feet
R-2 Low Density Resid	8,500 sf Single Fam 7,000 sf Two Fam	30%	900 square feet
R-3 Medium Density Resid	7,000 sf Single Fam 6,000 sf Two Fam 3,000 sf Apt 4 + more	35%	900 square feet
R-4 Multiple Family Resid	Varies by number of bedrooms, efficiency is 2,400 sf; 1 BR 3,000 sf, 2 BR 3,500 sf	50%	None
RC-1 Resid/Comm Dist	7,000 sf	70%	900 square feet

2. Parking space requirements are as follows:
  - a. Single and Two Family – two spaces.
  - b. Townhomes & MF – two spaces.
  - c. Senior Housing – dependent on parking study.

Please also find the powerpoint presented to the City Council outlining the Commission's ADU framework and rational.

The Commission was also asked to conduct an online image search for accessory dwelling units to look at design standards.

The Commission is to discuss:

1. Interest in allowing detached ADU, if interested what are potential conditions/requirements that differ from attached/additions?
2. Is the Commission comfortable with allowing ADU as a right versus under CUP/IUP.
3. Parking standards.

## 1245.04 Accessory Structures

Subd. 1 Purpose. The intent of this section is to establish the minimum regulations for accessory structures in order to protect the public health, safety and welfare; to protect use areas; to promote orderly development; to provide adequate light, air, and convenience of access to property; to provide for compatibility of different uses; to prevent overcrowding of land and undue concentration of structures.

Subd. 2 General Provisions.

A. Setbacks. Detached accessory structures shall be located in the side or rear buildable lot area subject to meeting the setback requirements. Unenclosed Decks, Porches, and Patios are permissible in the front yard subject to meeting the setback requirements.

B. Aggregate Coverage Limitation. In the R-1, R-2, R-3, R-4 and RC-1 Districts, the sum of the building area of all garages, utility buildings and other detached accessory structures shall not exceed a total of:

Lot Area (in square feet)	Maximum Total Floor Area of all Accessory Structures <sup>±</sup>	Maximum Number of Detached Accessory Structures
10500 and smaller	1,000 square feet	Two
10,501 to 21,780	1,200 square feet	Two
21,781 to 43,560	1,400 square feet	Two
43,561 and larger	1,600 square feet	Two, unless variance granted

(1) Subject to maximum lot coverage limit contained in the underlying zoning district.

(2) Commercial, industrial, or business buildings and structures for a use accessory to the principal use shall not exceed thirty (30) percent of the gross floor area of the principal use.

(3) At no time shall the ground floor area of a detached residential accessory structure within an R-1, R-2, R-3, R-4, or RC-1 District exceed forty (40) percent of the combined ground floor area of the principal and accessory structure.

(4) Notwithstanding the provisions of Section 1245.04, Subd. 2(B)(2) or Section 1245.04, Subd 2 (B)(3) of the City Code, Single-family residential properties located in the C-3 (Downtown) and C-2 (General Business) Districts shall be allowed one (1) accessory structure up to 1,000 square feet in gross floor area.

C. Design characteristics. Detached accessory structures shall be constructed of material similar to the principal structure, and in character with the surrounding built environment. Design characteristics shall include, but not be limited to, the following:

1. Roof type (e.g. gabled, hipped, mansard), roof orientation, and roof pitch
2. Eave, overhang depth, and fascia/soffit type and appearance.
3. Exterior building material, and,
4. Exterior color.

D. Minimum Roof Pitch. The minimum accessory structure roof pitch shall be 4:12ths

E. Prohibited Roof Types. Rolled roofs and mono-sloped roofs are prohibited

F. Prohibited Exterior Materials. Galvanized and unpainted metal are prohibited as exterior building materials.

G. Exceptions. Agricultural buildings on agricultural lots shall be exempt from this Section.

H. Attachment Required. In cases where an accessory building is attached to the principal structure, it shall be made structurally part of the principal structure and shall comply in all respects with the requirements for principal structures.

I. Principal Structure Required. No accessory structure or building shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.

J. Front Yard Placement Prohibited. No accessory structure shall be place in the front yard.

K. Structures 120 Square Feet or Less. Structures sized 120 square feet or less are exempt from this Section, except those standards relating to required setbacks and number of total detached structures allowed.

L. Accessory Structures Must Be Subordinate Structures. Detached accessory structures shall be clearly and reasonable subordinate to the principal structure in terms of height, footprint, and total square footage.

M. Maximum Height. Sidewall height for detached accessory structures may not exceed ten (10) feet. Total detached accessory structure height may not exceed eighteen (18) feet as measured from the ground level to the highest point of the roof. Where these standards conflict with other standards, the strictest rule shall apply.

N. Setbacks. Setbacks established in the underlying zoning district classification shall apply as indicated for accessory structures. (Amended by Ord. 258; 2-23-2015)

Subd. 3 Opt-Out of Minnesota Statutes, Section 462.3593 as may be amended from time to time. Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of Norwood Young America, Minnesota opts-out of the requirements of Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care Dwellings.