



**Norwood Young America Planning Commission**  
**6:00 p.m., Wednesday, January 4, 2022**  
**Norwood Young America City Council Chambers, 310 Elm St. W.**

**AGENDA**

1. Call to Order  
Pledge of Allegiance
2. Adoption of Agenda
3. Appointment of Officers and Representatives to Commissions
4. Approve Minutes of December 5, 2021 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. New Business
  - A. Discuss - Accessory Structure Height Requirements
  - B. Discuss - Sign Code
  - C. Discuss – Ground Mounted Accessory Solar
  - D. Discuss - Joint Commission Meeting – January 12, 2022
  - E. Call for Special Meeting January 24, 2022, with City Council
8. Miscellaneous
  - A. December Building Permit Report
9. Commissioner's Reports
10. Adjourn

**Jerry  
Barr**

**Mike  
Eggers**

**Bill  
Grundahl**

**Paul  
Hallquist**

**Bob  
Smith**

**Craig  
Heher  
Council  
Liaison**

**UPCOMING MEETINGS**

January 10	City Council – 6:00 p.m.
January 12	Economic Development Commission – 5:00 p.m.
January 12	Joint Commission Meeting – 6:00 p.m.
January 18	Finance Committee - 3:00 p.m.
January 18	Parks and Recreation Commission – 4:45 p.m.
January 24	Work Session, EDA, City Council – 6:00 p.m.
February 1	Planning Commission – 6:00 p.m.



To: Chairperson Heher  
Members of the Planning Commission  
Administrator Aukrust

From: Cynthia Smith Strack, Strack Consulting LLC

Date: January 4, 2022

Re: PC Officers and Representatives to Commissions

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**BACKGROUND**

At the first meeting of each year the Planning Commission elects officers and representatives to Commissions.

In 2021:

- Craig Heher served as Planning Commission Chair.
- Bob Smith served as Planning Commission Vice Chair.
- Staff was designated as Secretary, similar to previous years.
- Bill Grundahl served as PC Liaison to the Parks and Recreation Committee.
- Mike Eggers served as PC Liaison to the Economic Development Commission.

**ACTION**

Elect officers and appoint representatives.

*Norwood Young America  
Planning Commission Minutes  
December 7, 2021*

- Present:** Commissioners Jerry Barr, Mike Eggers, Bill Grundahl, Paul Hallquist, Craig Heher, and Bob Smith.
- Absent:** None.
- Staff:** City Administrator Andrea Aukrust, City Clerk Angela Brumbaugh, and Planning Consultant Cynthia Smith Strack.
- Public:** Erik Loomis, Scott Loomis.

**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. No changes were proposed.

Motion – Eggers, second Smith to approve the agenda as presented. The agenda was approved 6-0.

**3. Approval of Minutes from the Regular Meeting November 3, 2021.**

Heher introduced the minutes from the November 3, 2021 regular meeting.

Motion – Smith to approve the November 3, 2021 regular meeting minutes as presented. Second by Hallquist. With all in favor the regular meeting minutes were approved 6-0.

**4. Public Comment.**

None.

**5. Public Hearings.**

- A. Variance Number of Parking Spaces and Parking Lot Setback: Loomis Homes, LLC, 117 Railroad Street West.

Chairperson Heher opened the public hearing at 6:03 p.m. and explained the hearing process.

Strack stated Scott Loomis, Loomis Homes, proposes a 6,408 sf expansion to an existing 2,592 sf structure at 117 Railroad Street West. An existing, valid conditional use permit provides for a contractor operation at the site. The site was developed when the lot was zoned C-3 Downtown District with zero setbacks and

no firm requirements for parking. The City Council initiated rezoning of the parcel to RC-1 District in 2021. Building setback and parking requirements now apply to the lot.

To accommodate the proposed expansion the Applicant is requesting a variance to (a) Section 1250.12 pertaining to the required number of off-street parking spaces and Section 1250.05(B) pertaining to required parking lot setback. Four parking spaces are proposed, five are required under code. Parking lot setback required under code is ten feet and the Applicant proposes five feet. Companion requests for a nonconformance expansion (NCE) permit to extend existing building setbacks and site plan approval have also been filed.

Notice of the variance request public hearing was posted, published and mailed. The Applicant was in attendance. No comments for or against the variance had been received.

Eggers asked for the distance between the curb and the setback. Strack noted setback was measured from property line and supposed to be ten feet for parking lot. Five feet was proposed. Right of way width was 66 feet.

Heher asked the Applicant how the building would be used. Scott Loomis stated there would not be many people at the site. Smith asked if Loomis's planned to staff up the site. Loomis said there were no plans.

Heher asked about requirement for handicap parking. Strack noted that was Building Official question. If required the space would need to be appropriately striped and signed.

Heher inquired as to whether the plan was forwarded to the Fire Chief. Strack indicated it was forwarded to the Fire Chief and the Public Works Director.

Motion Smith to close the public hearing. Second Grundahl. With all in favor the hearing was closed at 6:14 p.m.

## **6. New Business.**

### **A. Variance Number of Parking Spaces and Parking Lot Setback: Loomis Homes, LLC, 117 Railroad Street West.**

Chairperson Heher introduced the business item.

Strack noted the staff memo included sample findings for and against the request which were available for consideration. Strack recommended the Planning Commission specify findings for motion. If approval was contemplated, certain conditions were recommended including defining the use of the property, making approval contingent on approval of companion requests and voiding the variance if construction had not commenced within one year.

Motion Smith to recommend the City Council approve the variances with the approval findings included in the staff memo and subject to conditions included in the same. Second Barr. With all in favor the motion carried.

### **B. Nonconformance Expansion Permit (Setbacks) and Site Plan: Loomis Homes, LLC, 117 Railroad Street**

West.

Chairperson Heher introduced the agenda item.

Strack stated Loomis Homes requests a nonconformance expansion permit pertaining to required setbacks in the RC-1 District in order to accommodate a 6,408 sf expansion of an existing 2,592 sf structure (total 9,000 sf). Strack referenced site plans and exterior elevations included in the packet.

Strack stated the RC-1 lot performance standards, with the exception of side setbacks appear to be met. The structure fronts on Franklin Street North and has frontage on both Railroad and Morse. The proposed structural addition will extend existing nonconforming corner (nine feet) and interior (five feet) side setbacks but will not expand the existing nonconformity through further encroachment.

Access to the existing structure is from Franklin St N. The Applicant proposes two additional access points, one from Railroad St W and another from Morse St N. The Morse St access would lead to a parking lot. Code does not limit the number of access points. Driveways are to feature high back curb and either concrete or bituminous surfacing.

The Applicant has applied for variances to the number of parking spaces required and parking lot setback. The proposed new parking lot appears to meet design requirements for parking lots. No changes to the existing parking lot are proposed.

Building elevations are attached. Exterior surfaces are to be painted, engineered wood strand siding and asphalt shingles to match the existing structure. Section 1245.02, Architectural Standards, applies to structures in the RC-1 District.

Building lighting is proposed to be limited to wall-mounted luminaries. The height of wall-mounted luminaries shall not exceed 18 feet above ground level at the building line. Luminaries must face downward and include cutoffs.

The Applicant proposes installation of eight (8) trees, the proposed expansion requires seven (7) trees. Trees shall be a minimum of 2½ caliper inches, be of species approved by the City, and shall be replaced if they do not survive for two years after planting.

If handicap parking space is required under building code, then handicap space and no-parking signs are included in the application materials. In the event any additional signage is contemplated, a separate permit is required and the standards contained in Section 1260 (Signs) of the City Code shall apply.

The use is required to meet all performance standards set forth in Section 1245.01 of the City Code. In particular, garbage /refuse area shall be kept in an enclosed building or otherwise hidden from public view by a privacy fenced area.

The site plan has been forwarded to the City Engineer, Fire Chief, and Public Services Director for review. Any comments issued by them are to be incorporated by reference.

Strack referenced nonconformance expansion review criteria and analysis included in the staff memo.

If approval is contemplated staff recommends several conditions:

1. The "Use" of the property is defined as a contractor operation and features a 9,000 square foot structure consisting of storage and office space.
2. All application materials and plan sets are hereby incorporated by reference and accepted in good faith by the City as the Applicant's intended development, including but not limited to the attached site plan.
3. Approval of variances pertaining to number of parking spaces required and parking lot setback.
4. Compliance with all standards required and as set forth within the memo from Consulting Planner, Cynthia Smith Strack, dated December 7, 2021.
5. Compliance with any recommendations from the City Engineer, Public Services Director, and/or City Engineer.
6. Proposed driveways from Railroad Street and Morse St and the parking lot accessed from Morse St shall be surfaced with concrete or bituminous and have high back curb.
7. The height of wall-mounted luminaries shall not exceed 18 feet above ground level at the building line. Luminaries must face downward and include cutoffs. Light intensity at common lot lines shall not exceed one-half foot candle and light intensity at right of way boundaries shall not exceed one foot candle.
8. Trees shall be a minimum of 2½ caliper inches, be species approved by the City, and shall be replaced if they do not survive for two years after planting.
9. The use shall continuously meet all performance standards set forth in Section 1245.01 of the City Code, as may be amended.
10. Garbage /refuse area shall be enclosed in the building.
11. All signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
12. A building permits is required.
13. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
14. This approval shall expire one year after date of approval unless the Applicants have commenced construction of the Use on the Property.
15. Approval of this site plan does not approve any future expansion or associated improvements on-site.
16. Any modifications not defined as "minor" pursuant to Section 1210.08, Subd. 4, shall require separate site plan approval.

Heher requested the Fire Chief and Public Services Director comments be specifically included if received. Heher asked the Applicant to confirm they were aware of proposed conditions. Scott Loomis affirmed.

Mike Eggers requested Loomis consider adding additional interest to the façade such as wainscoting as a means of adding curb appeal and showcasing Loomis's business. Loomis refused, noting planned landscaping adjacent to foundation on Railroad Street.

Motion Hallquist to recommend the City Council approve the nonconformance expansion permit and site plan including conditions previously outlined. Second Eggers. With all in favor the motion carried.

C. 2021 Planning Zoning Commission Report to City Council.

Heher introduced the agenda item.

Strack referenced a draft annual report included in the packet noting the Commission held 23 public hearings during 2021.

Strack referenced proposed goals either carried over from 2021 or as discussed at the November meeting including:

1. Review tree requirements under landscaping standards, including a one overstory tree per 1,000 square feet of structure requirement.
2. Review the entire sign code, including review to more clearly state requirements for different types of signs, especially in the 212 corridor.
3. Review of accessory structure height maximums.
4. Consideration of less restrictive or more flexible PUD standards.
5. Examine uses in the Downtown District to incorporate uses that are common in downtowns to the east of Norwood Young America.
6. Examine density allowances in residential zoning classifications and consistency with the 2040 Comprehensive Plan update. Carried over from 2021.
7. Examine potential opportunities for training/enrichment of Planning Commission Members. Ongoing.
8. Continue review of zoning code sections. Ongoing.

Commissioners acknowledged the depth of issues covered in 2021 and expectations for a busy 2022.

Motion Smith to accept the report and authorize submitted to the City Council. Second Grundahl. With all in favor the motion carried.

## **7. Old Business.**

None

## **8. Miscellaneous.**

### **A. November Building Permit Report.**

The November building permit report was received.

## **9. Commissioner Reports.**

Grundahl provided an update on Parks Commission efforts. Heher provided summaries of previous Council meetings. Eggers, Smith, Hallquist, and Barr did not have updates.

Strack referenced stepping back from consulting role in 2022.

Andrea Aukrust provided background on previous experience.

## **10. Adjourn**

Motion – Smith, Second Eggers to adjourn the meeting. With all in favor the meeting adjourned at 6:40 p.m.

Respectfully submitted,

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*Andrea Aukrust*  
Zoning Administrator





To: Chairperson Heher  
Members of the Planning Commission  
Administrator Aukrust

From: Cynthia Smith Strack, Consulting Planner

Date: January 4, 2022

Re: Accessory Structure Height Standards Discussion

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**BACKGROUND**

The Planning Commission has a 2022 goal of examining accessory structure height requirements and inconsistencies in the code relating thereto.

Attached please find accessory structure requirements and accessory structure heights allowed within individual zoning classifications. Please note **green highlight** identifies applicable standards and internal inconsistency.

**ACTION**

This item is for Commission initial discussion. If/when the Commission arrives at potential changes, presentation to the City Council is anticipated prior to a formal hearing.

#### 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*	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)

#### **1230.04 R-1 Low Density Single Family Residential District.**

**Subd. 5 Lot Requirements and Setbacks.** The following requirements and setbacks are established as the minimum amount allowed in the R-1 District, with the exception of "Lot Coverage" and "Building Height" which shall be the maximum amount allowed:

- A. Lot Area: 10,000 square feet
- B. Lot Width: 80 feet
- C. Lot Coverage: 30%
- D. Building Height: 35 feet (principal structure)  
25 feet (accessory structure)

#### **1230.05 R-2 Medium Density Single Family Residential District.**

**Subd. 5 Lot Requirements and Setbacks.** The following requirements and setbacks are the minimum amount allowed in the R-2 District, with the exception of "Lot Coverage" and "Building Height" which shall be the maximum amount allowed:

- A. Lot Area: 8,500 square feet (single-family)  
7,000 square feet (per unit, Twin Home)
- B. Lot Width: 70 feet
- C. Lot Coverage: 30%
- D. Building Height: 35 feet (principal structure)  
25 feet (accessory structure)

#### **1230.06 R-3 Medium Density Mixed Residential**

**Subd. 5 Lot Requirements and Setbacks.** The following requirements and setbacks are the minimum amount allowed in the R-3 District, with the exception of "Lot Coverage" and "Building Height" which shall be the maximum amount allowed:

- A. Lot Area: 7,000 square feet (single-family detached structure)  
6,000 square feet (per unit, twin homes and two- family structures)  
3,000 square feet (per unit up to four units)
- B. Lot Width: 50 feet (single-family)  
70 feet (two-family, multi-family up to 4 units)  
30 feet (town home)
- C. Lot Coverage: 35%
- D. Building Height: 35 feet (principal structure)  
25 feet (accessory structure)

#### **1230.07 R-4 Multiple Family Residential District.**

**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: 2,400 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.
- B. Lot Width: 150 feet (up to 7 multi-family units)  
200 feet (8+ multi-family units and all other uses)
- C. Lot Coverage: 50%
- D. Building Height: 45 feet (principal structure) (Amended by Ord. 216; 8-24-2009)  
25 feet (accessory structure)

#### **1230.08 RC-1 Residential/Neighborhood Commercial District**

**Subd. 5 Lot Requirements and Setbacks.** The following requirements and setbacks are the minimum amount allowed in the RP-1 District, with the exception of "Lot Coverage" and "Building Height" which shall be the maximum amount allowed:

- A. Lot Area: 7,000 square feet
- B. Lot Width: 50 feet
- C. Lot Coverage: 70%
- D. Building Height: 35 feet (principal structure)  
15 feet (accessory structure)

#### **1230.09 C-2 General Commercial District**

**Subd. 6 Lot Requirements and Setbacks.** The following requirements and setbacks are the minimum amount allowed in the C-2 District; with the exception of "Lot Coverage" which shall be the maximum amount allowed:

- A. Lot Area: 20,000 square feet
- B. Lot Width: 200 feet
- C. Lot Coverage: 80%
- D. Building Height: 35 feet (principal structure)  
25 feet (accessory structure)

#### **1230.10 C-3 Downtown Districts**

**Subd. 5 Lot Requirements and Setbacks.** The following requirements and setbacks are the minimum amount allowed in the C-3 District, with the exception of "Lot Coverage" and building height, which shall be the maximum amount allowed:

- A. Lot Area: no minimum established
- B. Lot Width: no minimum established
- C. Lot Coverage: no maximum established
- D. Building Height: 45 feet (principal structure) (Amended by Ord. 216; 8-24-2009)  
25 feet (accessory structure)

#### **1230.11 B-1 Business Industrial District**

**Subd. 6 Lot Requirements and Setbacks.** The following requirements and setbacks are the minimum amount allowed in the B-1 District; with the exception of "Lot Coverage" which shall be the maximum amount allowed:

- A. Lot Area: 30,000 square feet
- B. Lot Width: 200 feet
- C. Lot Coverage: 80%

D. Building Height: 40 feet (principal structure)  
25 feet (accessory structure)

**1230.12 I-1 Light Industrial District**

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

A. Lot Area: 87,120 square feet (2 acres)  
B. Lot Width: 200 feet  
C. Lot Coverage: 80%  
D. Building Height: 40 feet (principal structure)  
25 feet (accessory structure)



To: Chairperson Heher  
Members of the Planning Commission  
Administrator Aukrust

From: Cynthia Smith Strack, Consulting Planner

Date: January 4, 2022

Re: Sign Code Repeal and Replace

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#### **BACKGROUND**

The Planning Commission has a 2022 goal of examining the sign code following several variance requests and perceived language inconsistencies.

Attached please find a draft sign code update. Please note **green highlight** is for commentary by the Commission, **red text/yellow highlight** is proposed new language for discussion, and **strike through/blue highlight** is text proposed for removal.

The approach is repeal/replace entire Section.

#### **ACTION**

This item is for Commission initial discussion. If/when the Commission arrives at potential changes, presentation to the City Council is anticipated prior to a formal hearing.

## Section 1260 – Signs

**1260.01 Purpose and Intent.** The purpose of the sign ordinance is to establish regulations that govern the use, approval, construction, change, replacement, location and design of signs and related informational tools within the city. The sign ordinance is not intended to and does not restrict, limit, or control the content or message of signs. The sign ordinance has a number of specific purposes:

1. To encourage the effective use of signs as a means of communication.
2. To promote health, safety, and welfare by limiting hazardous or distracting signage.
3. To ensure and improve pedestrian and traffic safety.
4. To protect, conserve, and enhance property values.
5. To enhance the attractiveness and economic wellbeing of Norwood Young America as a place to live and conduct business.
6. To encourage creative and well-designed signs that contribute in a positive way to the city's visual environment, express local character, and help develop a distinctive pedestrian image in the city.
7. To recognize that signs are a necessary form of communication and provide flexibility within the sign review and approval process to allow for unique circumstances.
8. To create a framework for a comprehensive and balanced system for sign regulation, to facilitate an easy and pleasant communication between people and their environment, and to avoid the visual clutter that is potentially harmful to traffic and pedestrian safety, property values, business opportunities, and overall community appearance.
9. To encourage and, to the maximum extent feasible, require that all signs within the city be brought into compliance with the terms of the sign ordinance.

### 1260.02 Definitions

**Abandoned Sign:** A sign (including any structure whose primary function is to support such Sign) a) whose display surface remains blank for a period exceeding sixty (60) days; b) which pertains to a time, building, event or purpose that passed or ceased to apply more than sixty (60) days prior to the then applicable date; or c) that has remained for more than sixty (60) days after demolition of the building that it served.

**Address Sign:** A sign including postal identification numbers, whether written or in number form, and, optionally, the name of a building occupant.

**Awning Sign:** A Sign permanently affixed to an awning providing a shelter or cover over the approach to any building entrance or shading a window area.

**Banner:** A Temporary Sign made out of flexible paper, cloth or plastic-like material.

**Building Face:** That portion of any exterior elevation of a building or other structure extending from grade to the top of a wall and the entire width of that particular building or structure elevation.

**Canopy and Marquee:** A roof-like structure projecting over the entrance to a building.

**Commercial Speech:** speech advertising a business, profession, commodity, service, or entertainment.

**Development:** A commercial use of three or more principal structures with common characteristics, as determined by the City, or a platted residential use of twenty (20) or more lots with common characteristics, as determined by the City. Common characteristics may include shared access, similar architecture, single ownership or history or site plan review approval.



**Directional Sign:** A Sign erected on a property by the owner of such property solely for the purpose of guiding vehicular and pedestrian traffic, which does not contain any commercial speech.

**Dynamic Sign:** A Sign or portion thereof that appears to have movement or that appears to change using any method other than a person physically removing and replacing the Sign or its components. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method or technology that allows the sign face to present a series of images or displays.

**Freestanding Sign:** A Sign which is placed in the ground, **non-movable**, and not affixed to any part of any structure.

**Government Sign:** A Sign **erected and maintained pursuant to and in discharge of any governmental functions or required by law, ordinance, or other governmental regulation** which is erected or maintained by a governmental unit.

**Illuminated Sign:** A Sign **lighted by or exposed to artificial lighting either by lights on or in the sign or directed toward the sign.** or portion thereof that: 1) incorporates an artificial light source as part of the Sign including but not limited to, a Sign with LED lights, neon lights or an interior light; or 2) a Sign that has an artificial light source directed upon it.

**Marquee Sign:** A Sign that is permanently attached to a marquee.

**Monument Sign:** Any one-sided or two-sided free-standing Sign, **other than a pylon sign, in which the entire bottom of the structure is in contact with or is close to the ground and is independent of any other structure.** with its entire Sign Area mounted on the ground or mounted on a base at least eighty percent (80%) as wide as the Sign Area.

**Mural:** A work of graphic art painted or applied to a wall of a building or other structure which contains no commercial speech.

**Non-Commercial Speech:** Dissemination of messages not classified as Commercial Speech which include, but are not limited to, messages concerning political, religious, social, ideological, public service, and informational topics.

**Nonconforming Sign:** A Sign lawfully existing prior to the adoption of this ordinance but does not conform to the newly enacted requirements of the ordinance.

**Off-Site Sign:** A sign, including the supporting sign structure, advertising a business, commodity, **entertainment**, or service which is not located or performed on the premises on which the sign is located; commonly known as a "billboard."

**Portable Sign:** A sign designed to move from one location to another, not permanently attached to **a building, a structure**, the ground or any other surface.

**Pylon Sign:** Any free-standing sign **mounted on supported by** a column-like structure, posts or poles set firmly in or below the ground surface **so that the sign face is six feet or more above grade.**

**Roof Sign:** A sign erected or painted upon or above a roof or parapet of a building.

**Scoreboard:** A sign displayed at an athletic field and in conjunction with the activities occurring at the athletic field.

**Shielded Light Source:** Shall have the meaning associated with the nature of the light source, as follows: 1) For an artificial light source directing light upon a Sign, Shield Light Source shall mean a light source diffused or directed so as to eliminate glare and housed to prevent damage or danger. 2) For light source located within a Sign, Shielded Light Source shall mean a light source shielded with a translucent material of sufficient opacity to prevent the visibility of the light source. 3) For a light source designed to directly display a message (e.g. LED and neon lighting), Shielded Light Source means a light source specifically designed by its manufacturer for outdoor use.

**Sidewalk Sign:** A temporary, freestanding, Portable Sign placed at ground level, with no moving parts or flashing lights, displayed on a public or private sidewalk adjacent to and directly in front of a business.

**Sign:** Any letter, symbol, device, poster, picture, statuary, reading matter or representation in the nature of any advertisement, announcement, message, or visual communication, whether painted, pasted, printed, affixed or constructed, which is displayed outdoors for informational or communicative purposes and is visible to members of the public who are not on the premises on which it is located.

**Sign Area:** The entire area within a continuous perimeter enclosing the extreme limits of the Sign message and background. However, such perimeter shall not include any structural elements lying outside of such sign and not forming an integral part of the Sign. The area of a Sign within a continuous perimeter shall be computed by means of the smallest circle, rectangle or triangle that will encompass the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the building façade against which it is placed.

**Special Events Sign:** A Temporary Sign displayed before or during a one-time, special, or annual event or a holiday.

**Temporary Sign:** A Sign displayed concurrent with a specific event or occurrence for a limited duration, after which the Sign is to be removed, which does not necessarily meet the structural requirements for a permanent sign.

**Wall Sign:** Any Sign which is affixed to the wall of any building or structure.

**1260.03 Jurisdiction.** No sign permit shall be issued for any lot, tenant, or development after the effective date of and which is not in substantial conformity with the provisions of these regulations. Nor shall any sign, except as hereinafter specified, be erected, substantially improved, converted, enlarged, moved, or structurally altered without conforming with the provisions of these regulations. The lawful use of a sign existing at the time of the enactment of this chapter may be continued although such use may not conform to the regulations herein. For those signs permitted before the adoption of these regulations, such signs shall be classified and governed as nonconforming structures under this Chapter.

**1260.04 Permit Required.** Except as herein exempted, no person firm or corporation shall maintain, install, erect, relocate or modify any sign in the City without first obtaining a permit therefore. The fee for the permit shall be based on the chart of fees as adopted by the City Council by Ordinance from time to time, and shall be determined by the Building Inspector.

The permit shall include two sets of plans drawn to scale that show in sufficient detail the following:

- A. The proposed and its relationship to the other principal buildings on the lot and on adjacent properties.
- B. The size and height of the sign.
- C. The elevation of the centerline of the roadway upon which the sign is oriented, when applicable.
- D. Material of the sign and supporting pole.

- E. Drawing of any landscape or other b
- F. Any other information required by the Building Inspector to accurately review the application for conformance to the code. Including but not limited to a certified land survey.

**1260.05 Registration Required.** Those signs permitted within this section, not requiring a permit which must be registered with the City, shall include the following information.

- A. Name of the person or company responsible for the sign.
- B. Address of the responsible party.
- C. Number of signs and their location(s).
- D. Dates signs will be posted.
- E. Description of the sign including the size, height and copy of any text or graphics shown on the sign.

**1260.06 Variance.** A variance may be sought from this regulation in accordance with the variance procedure outline in Section 1210.04 of this Chapter.

**1260.07 Maintenance and Continuation.** All signs shall be constructed in such manner and of such material as to be safe and substantial. The exposed backs of all signs and sign structures shall be painted a neutral color. Signs determined by the Zoning Administrator to be in a state of disrepair shall be considered a nuisance pursuant to Chapter 6 of the City Code. Any Abandoned Sign or Sign that no longer advertises or identifies a business in operation, a service rendered, or a product sold shall be taken down and removed by the owner, agent or person having the beneficial use and/or control of the buildings or structure upon which the sign may be found. Any sign found to be in violation of this Section shall be enforced in the same manner as described in Chapter 6, Section 610 – General Abatement Procedures.

**1260.08 General Provisions Applicable to All Districts.**

**Subd. 1 Prohibited Signs.** The following signs are prohibited in all districts:

- A. Signs in, upon, or projecting into any public right-of-way or easement, excepting Government Signs.
- B. Signs containing statements, words, or pictures of an obscene, indecent, or immoral character, or such as would offend public morals or decency..
- C. Any type of sign painted, attached, or in any manner affixed to trees, rocks, or similar natural surfaces.
- D. Roof Signs.
- E. Signs which interfere with the ability of vehicle operators or pedestrians to see traffic signs or signals, or which impedes the vision of traffic by vehicle operators or pedestrians.
- F. Signs that contain or are an imitation of an official traffic sign or signal or include the terms “stop”, “look”, “caution”, “danger”, “warning” or similar words, phrases, symbols, or characters in such a manner as to interfere with, mislead or confuse motorists.
- G. Signs which obstruct any window, door, fire escape or opening intended to provide ingress or egress to any structure or building.
- H. Portable Signs, except for sidewalk signs expressly permitted within.
- I. Any Sign not in conformance with these regulations, other than a Non-Conforming Sign.
- J. Any other Sign not expressly permitted by the provisions of these regulations.

**Subd. 2 Illuminated Signs.** Each Illuminated Sign shall:

- A. Have a Shielded Light Source
- B. Not exceed a maximum light intensity of .5 foot-candles at each property line:
- C. Not cause beams or rays of light to be directed at any portion of the road or of such intensity or brilliance as to cause glare or impair vision of a driver of any motor vehicle; and
- D. Be equipped with (i) an automatic dimmer control, to produce the illumination change required by Section 1260.08, Subd. 3 A. 2 above and (ii) a means to immediately turn off the display or lighting if the Illuminated Sign malfunctions.

**Subd. 3 Address Signs.** To aid emergency personnel, postal delivery, and the navigation of traffic, one address sign shall be required per residential and commercial building in all districts. No permits or registration is required.

**Subd. 4 Scoreboards.** One scoreboard up to 450 square feet per playing field, located in a public or private park, shall be permitted.

**Subd. 5. Temporary Signs.** The following regulations apply to Temporary Signs within the City. If they are not removed by the date specified, the signs may be taken down by the City and the cost of removal charged to the sign's owner or registrant.

- A. **Signs Containing Non-Commercial Speech.** Subject to Minnesota Statute Section 211B.045, as it may be amended from time to time, and notwithstanding the other provisions contained in this Section 1260, Signs containing Non-Commercial Speech may be posted beginning forty six (46) days before a primary election in a general election year until ten (10) days following the general election. No permit or registration is required for this type of sign.
- B. **Banners.** Banners may be displayed for one-time or special events for up to forty-five (45) days. Banners may be up to forty (40) square feet in area. ~~They must be registered with the City under the guidelines established in this chapter and removed within five (5) business days of the closing date listed on the registration permit.~~
- C. **Grand Openings.** Air inflated devices, Banners exceeding forty (40) square feet in area, non-mechanical whirling devices, spotlights, or any sign resembling the same may be permitted for a period of one (1) week in conjunction with a grand opening, meaning the initial commencement of a business. Such signs are prohibited at all other times.
- D. **Special Events.** Special Event Signs may be permitted with the following conditions:
  1. **Non-Residential property:** Special Event Signs may be erected and maintained on non-residential property for a period not to exceed thirty (30) days prior to the date of the event and shall be removed within five (5) business days following the event.
  2. **Residential property:** Special Event Signs, not exceeding four (4) square feet, may be erected on residential property for a period not to exceed five (5) days and shall be removed within one (1) day following the event.
- E. **Property for Sale or Lease.** A sign may be placed upon property in and District while it is for sale or for lease. Only one (1) sign shall be permitted per street frontage with the following conditions:
  1. Each such Sign shall be removed within seven (7) days following the date of leasing or sale.
  2. The maximum Sign Area for each such Sign is as follows:
    - a. R-1, R-2, R-3, T-A Districts- ~~eighteen (18)~~ **nine (9)** square feet
    - b. R-4, RC-1 Districts- ~~thirty-two (32)~~ **eighteen (18)** square feet
    - c. Commercial and Industrial Districts- ~~sixty-four (64)~~ **thirty-two (32)** square feet
  3. No such Sign shall exceed **ten (10)** ~~eight (8)~~ feet in height.
  4. Subdivision developments which have more than two sites remaining available may place one sign at each entry point. Such signs shall not be greater than **sixty four (64)** ~~thirty two (32)~~ square feet and not to exceed eight (8) feet in height.
- F. **Construction.** One sign may be installed at a construction site in any district for the period of the construction subject to the following conditions:
  - ~~1. The Sign must be registered with the City under the guidelines established in this chapter.~~
  2. The Sign shall be removed within five (5) days of the closing listed on the registration permit or end of construction period, whichever is sooner.
  3. No such Sign shall exceed twenty-four (24) square feet or eight (8) feet in height.

**Subd. 6 Off-Site Signs.** Off-Site signs are not allowed in any district, except that on Off-Site sign lawfully existing prior to January 23, 2017 shall be considered a Nonconforming Sign, subject to Section 1215 of the Zoning Code.

**Subd. 7 Dynamic Signs.** Dynamic Signs may be permitted with the following conditions:



- A. Dynamic displays are permitted as follows:
1. **A maximum of one dynamic display per parcel is allowed.**
  2. R-1, R-2, R-3 and R-4 Districts: only on monument signs for conditionally permitted uses. Dynamic displays may occupy no more than 35 percent of the Monument Sign Area.
  3. C-2 District: on monument and pylon signs for any permitted or conditionally permitted use, occupying up to **75 35** percent of the Sign Area, and on permitted Off-site Signs, occupying up to 100 percent of the Sign Area.
  4. C-3 District: on monument and wall signs for any permitted or conditionally permitted uses, occupying up to **50 35** percent of the Sign area.
  5. B-1 and I-1 Districts: only on monument and pylon signs for any permitted or conditionally permitted use, occupying up to **50 35** percent of the Sign Area, and on permitted Off-Site Signs, occupying up to 100 percent of the Sign Area.
- B. Dynamic displays may not change or move more often than **one time every twenty (20) seconds** the following, except **one for which** **when** changes are necessary to correct hour-and minute, date, or temperature information.

Speed Limit	Maximum number of changes
25-34	Once every two (2) minutes
35-44	Once every five (5) minutes
55 and over	Once every ten (10) minutes

- C. Time, date, or temperature information is considered one dynamic display and may not be included as a component of any other dynamic display.
- D. **A display of time, date, or temperature must remain for at least the minimal allowable display time for the district in which it is located before changing to a different display, but the time, date, or temperature information itself may change no more often than once every three (3) seconds.**
- E. The images and messages displayed must be static, and the transition from one static display to another must be instantaneous without any special effects.**
- G. The images and messages displayed must be complete in themselves, without continuation in content to the next image or message or to any other sign.
- H. **Every line of copy and graphics in a dynamic display must be at least seven inches in height on a road with a speed limit of 25 to 34 miles per hour, nine inches on a road with a speed limit of 35 to 44 miles per hour, 12 inches on a road with a speed limit of 45 to 54 miles per hour and 15 inches on a road with a speed limit of 55 miles per hour or more. (Keep this!!)**
- I. Dynamic displays must be designed and equipped to freeze the device in one position if a malfunction occurs. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the dynamic display when notified by the City that it is not complying with the standards of this ordinance.
- J. Dynamic displays must comply with the brightness standards contained in Section 1260.08, Subd. 2.

**Subd. 8. Interior Building Signs.** Unless specifically named in this ordinance, signs which are located on the interior of a building shall be exempt from the provisions of this ordinance.

**1260.09 District Regulations.** Signs herein designated shall be permitted in each specified District and shall conform as to size, location, and character according to the requirements herein set forth.

**Subd. 1 Residential District (R-1, R-2 and R-3) Regulations.** The following signs are permitted within the residential districts.

- A. Address Sign: One sign not to exceed two (2) square feet in area for each dwelling unit.
- B. Monument Signs: One Monument Sign per street frontage, not to exceed two (2) Monument Signs, shall be permitted for each lot and development entrance located on a collector or arterial roadway.

Such sign shall not exceed forty-eight (48) square feet in area and shall not exceed twelve (12) feet in width and six (6) feet in height. No Sign shall be placed closer than five (5) feet to any public right-of-way.

- C. Directional Signs: Directional Signs for non-single-family uses are allowed up to three (3) per lot. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.

**Subd. 2 Multiple Family Residential District (R-4) Regulations.** The following signs are permitted within the Multiple Family Residential District:

- A. Address Sign: One sign not to exceed four (4) square feet in area for each building.
- B. Monument and Wall Signs: Each lot and development entrance located on a collector or arterial roadway shall be permitted one Monument Sign per street frontage, not to exceed two (2) Monument Signs. Each lot located on a local roadway shall be permitted one Monument Sign. Such Sign shall not exceed forty-eight (48) square feet in area and shall not exceed twelve (12) feet in width and six (6) feet in height. No Sign shall be placed closer than five (5) feet to any public right-of-way. In addition to any Monument Sign, one Wall Sign shall be permitted on each Building Face, not to exceed two Wall Signs per Building. The Sign Area of each such Wall Sign shall not exceed 5% of the Building Face on which it is located.
- C. Directional Signs: Directional Signs are allowed up to three (3) per lot. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.

**Subd. 3 Downtown Districts (C-3) Regulations.** The following signs are permitted within the Downtown Districts.

- A. Address Sign: One sign not to exceed four (4) square feet in area for each building.
- B. Monument Signs: Where a building does not cover the full area of the property, one Monument Sign is allowed per lot. The Sign Area of any such Monument Sign shall not exceed thirty-two (32) square feet and shall not exceed ten (10) feet in width or six (6) feet in height.
- C. Wall Signs: One Wall Sign shall be permitted per Building Face, not to exceed three Wall Signs per building. For multi-tenant buildings, one Wall Sign per tenant is allowed provided that the Building Face coverage limitation set forth below is met. *(Amended by Ord 311, 10-22-18)*
  - 1. A maximum of 10% of the Building Face may be used for a Wall Sign.
  - 2. Signs shall not project above the roof level.
- D. Sidewalk Signs: Sidewalk Signs shall be permitted on the premises of a business, provided the following provisions are followed:
  - 1. Only one sidewalk sign per business is allowed.
  - 2. Signs shall be displayed during business hours only.
  - 3. Maximum allowable sign size, including the frame and support structure, shall not exceed 6-square feet. Two sides of the sign may contain graphics and/or text. The maximum depth or spread of the sign shall not exceed 2 feet.
  - 4. Quality of said signs shall be of professional craftsmanship only
  - 5. Signs shall not create any hazards or interfere with pedestrian or vehicular traffic.
  - 6. Signs shall be placed only on the business property or on sidewalks directly abutting the business property.
- E. Awning Signs: One Awning Sign is allowed per lot, provided the Sign Area does not exceed eight (8) square feet. The Sign Area of any Awning Sign shall reduce, square foot for square foot, the Sign Area of any permitted Wall Signs on the same building face. Awnings shall have a minimum clearance of eight (8) feet above a public sidewalk or right-of-way and be an integral part of the awning, not projecting above or below the vertical awning face.

**Subd. 4 RC-1, C-2, B-1 and I-1 Regulations.** The following uses are permitted within the RC-1, C-2, B-1 and I-1 Districts.

- A. Address Sign: One sign not to exceed four (4) square feet in area for each building.

- B. Monument Signs. ~~(reformatted with standards broken out)~~
1. One Monument Sign facing each street frontage may be permitted per lot and development entrance.
  2. The Sign Area of any ~~such~~ Monument Sign facing a local or collector street shall not exceed sixty (60) square feet.
  3. ~~A~~ The Monument Sign facing a local or collector street shall not exceed twelve (12) feet in width or six (6) feet in height, ~~except when adjacent to a major arterial.~~
  4. The Sign ~~total~~ Area of any ~~such~~ Monument Sign facing an ~~major arterial~~ street shall not exceed eighty (80) square feet. ~~and~~
  5. ~~A Sign facing an arterial street shall not exceed fifteen (15) feet in width and eight (8) feet in height.~~
  6. No Monument Sign shall be placed closer than five (5) feet to any public right-of-way line.
  7. ~~For~~ Multi-tenant buildings.
    - a. One Monument Sign per street entry ~~lot~~ is allowed.
    - b. Monument Signs facing a local or collector street shall not exceed a ~~The total~~ Sign Area of ~~each such Monument Sign shall not exceed~~ eighty (80) square feet and any one tenant may not occupy a Sign Area greater than forty (40) square feet. ~~with a maximum Sign Area of forty (40) square feet per tenant, except when adjacent to a major arterial.~~
    - c. Monument Signs facing an arterial street ~~The total area of any such multi-tenant Sign facing a major arterial shall not exceed~~ a total Sign Area of one hundred (100) square feet, and any one tenant may not occupy a sign area greater than fifty (50) square feet. ~~with a maximum Sign Area of fifty (50) square feet per tenant.~~
- B. Wall Signs: ~~Two~~ One Wall Sign shall be permitted per Building Face, not to exceed ~~four~~ ~~three~~ Wall Signs per building. For multi-tenant buildings, one Wall Sign per tenant is allowed provided that the Building Face coverage limitation set forth below is met. *(Amended by Ord 311, 10-22-18)*
1. A maximum of 10% of the Building Face may be used for a Wall Sign.
  2. Signs shall not project above the roof level.
- C. Pylon Signs: ~~(reformatted with standards broken out)~~
1. One Pylon Sign facing each street frontage may be permitted per lot and development entrance.
  2. The Sign Area of any Pylon ~~such~~ Sign facing a local or collector street shall not exceed forty-eight (48) square feet.
  3. The Sign Area dimensions of a Pylon Sign facing a local or collector street ~~and~~ shall not exceed twelve (12) feet in width or six (6) feet in height.
  4. The Sign Area of a Pylon Sign facing an arterial street ~~except when adjacent to a major arterial. The total area of any such Pylon Sign facing a major arterial shall not exceed sixty (60) square feet.~~
  5. The Sign Area dimensions of a Pylon Sign facing an arterial street ~~and~~ shall not exceed fifteen (15) feet in width and eight (8) feet in height.
  6. No Pylon Sign shall be placed closer than five (5) feet to any public right-of-way line.
  7. ~~For~~ Multi-tenant buildings.
    - a. One Pylon Sign per lot is allowed.
    - b. The Sign Area of a Pylon Sign facing a local or collector street ~~The Sign Area of each such Sign shall not exceed sixty (60) square feet and any one tenant may not occupy a Sign Area greater than thirty (30) square feet.~~
    - c. The Sign Area of a Pylon Sign facing an arterial street ~~with a maximum Sign Area of thirty (30) square feet per tenant, except when adjacent to a major arterial. The total area of any such multi-tenant Sign facing a major arterial shall not exceed eighty (80) square feet, and any one tenant may not occupy a Sign Area greater than forty (40) square feet. with a maximum Sign Area of forty (40) square feet per tenant.~~
  8. The height of any Pylon Sign shall not exceed thirty-five (35) ~~feet~~ as measured from the elevation of the centerline of the roadway upon which the sign is orientated. ~~The maximum actual sign height shall be no more than forty (40) feet. The sign shall not be raised up by use of a natural~~

or manmade material so as to create a base for the placement of the sign resulting in a height greater than thirty (30) feet as measured from the elevation of the centerline of the roadway.

- D. Directional Signs: Each lot is permitted up to four (4) Directional Signs per driveway or vehicle entrance onto the property. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.

**1260.10 Substitution Clause.** The owner of any Sign that is otherwise allowed under this Section may substitute Non-Commercial Speech for any other Commercial or Non-Commercial Speech without any additional approval or permitting, notwithstanding any provision to the contrary.

**1260.11 Severability.** If any part, clause, provision, or portion of this Section is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Section shall not be affected thereby.





To: Chairperson Heher  
Members of the Planning Commission  
Administrator Aukrust

From: Cynthia Smith Strack, Strack Consulting LLC

Date: January 4, 2022

Re: Ground Mounted Accessory Solar

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**BACKGROUND**

We have had two inquiries about allowing ground mounted solar in the industrial district as an accessory use. City Council has not yet weighed in on this matter.

Attached please find examples emailed to staff on December 28<sup>th</sup>. Discussion and a recommendation to City Council to proceed with a code amendment or not is requested.

**ACTION**

Discussion and recommendation to City Council.

**Ground mount solar info**

1 message

**Kris Bartkowicz** <krbart5@gmail.com>  
To: csmithstrack@gmail.com

Tue, Dec 28, 2021 at 1:27 PM

Hi

Attached is a few photos of a similar ground mount system that the business owner would like to install on his property.

Thanks

Kris Bartkowicz

KB Electric

3202915578













TO: Planning Commission

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: January 4, 2022

SUBJECT: Discuss Joint Commission Meeting

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The last meeting of the Joint Commission of the NYA City Council, Planning Commission, Economic Development Commission, Parks & Recreation Commission, NYA Area Chamber of Commerce and Willkommen Heritage & Preservation Society was held on January 8, 2020. Attached are the minutes from that meeting.

Since this meeting, the commissions have been working on completing the goals that were set for them from the Downtown Redevelopment Plan which was implemented by the Joint Commission in December 2018. Some of these goals will continue in everyday routines (i.e. timely nuisance follow ups, positive business efforts), other projects are currently being worked on (i.e. historic walking tour, sidewalk/trail connectivity, Main Street Streetscape project), however, a majority of the goals have been accomplished:

The NYA Economic Development Commission discussed the successes of the Downtown Redevelopment Plan and recommends to the City Council to start the Joint Commission meetings back up again in January 2022. The goal would be to bring all commission members together again to discuss new projects/goals for the community going forward.

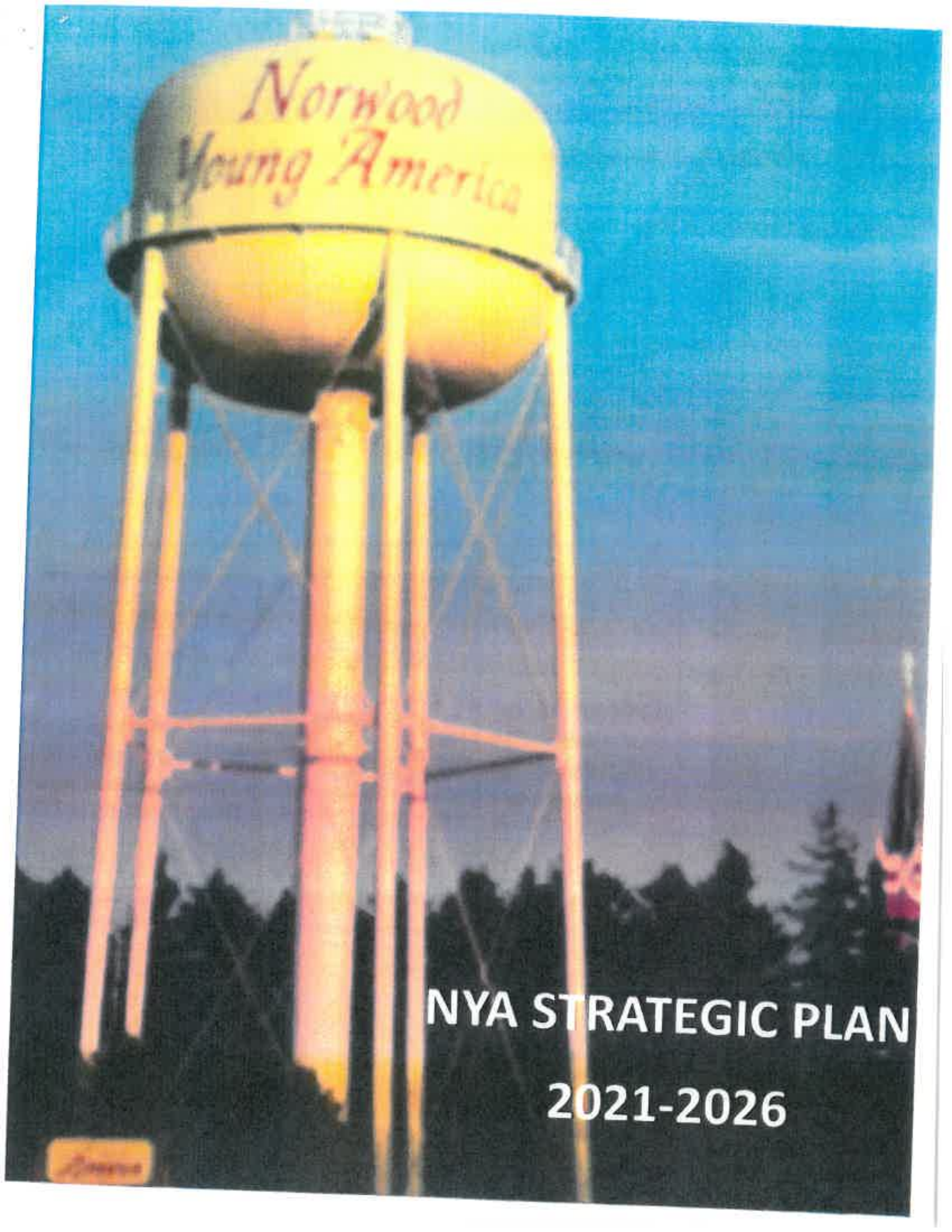
The EDC is recommending the first Joint Commission meeting agenda should include:

- Review of the Downtown Redevelopment Implementation Plan (attached) and celebrate the accomplishments of the Council and Commissions
- Review the 2021-2026 NYA Strategic Plan (attached) that was created from a strategic planning session with the City Council and City management staff in June 2021. Plan and develop detailed goals to assist in "Building a Thriving Community" and "Creating Business Opportunities" as listed.
- Share other ideas/concerns/projects that need to be addressed within the community

NYA City Council approved that Joint Commission meetings will be held on the 2<sup>nd</sup> Wednesday Quarterly at NYA City Hall starting on January 12, 2022 at 6pm. All members of the Council and commissions are encouraged to attend.

**Discussion Only**



A photograph of a tall, yellow water tower with a spherical tank. The tank is inscribed with "Norwood Young America" in red script. The tower is supported by a lattice of yellow legs. The background shows a clear blue sky and dark silhouettes of trees at the base of the tower.

*Norwood  
Young America*

**NYA STRATEGIC PLAN**

**2021-2026**

# Norwood Young America VISION 2026

*Visioning looks into the foreseeable future and imagines what is possible.*

## Building a Thriving Community



In 2026, NYA has  
Infrastructure which  
Supports Expansion  
and Reflects  
Community Pride



In 2026, NYA  
has Housing  
Opportunities for  
all



In 2026, NYA  
has Healthy  
Outdoor  
Activities for All

## Creating Business Opportunities



In 2026 NYA has an  
Attractive  
Commercial  
Gateway



In 2026, NYA has  
Thriving Historic  
Downtowns



In 2026, NYA has  
an Economically  
Stable Community  
Through Industry



## Building a Thriving Community



### Building a Thriving Community

This strategic direction is designed to continue to build upon what has made the community a place to build a home, experience life, and build a business. This is done through creating housing opportunities, ensuring water resources and other infrastructure needs are met, and creating outdoor recreation that meet the needs of the whole community.



### First Year Actions

1. Review orderly annexation plan (work session) (Steve) Completed by Aug 2021
2. Keep contact with elected representatives for expansion of 212 (Mayor) -ongoing
3. Developers recruited and agreements drafted (Karen/Steve) Completed by Dec 2021
4. New well drilling project scoped (Tony) Completed by Mar, 2022
5. Splash pad is scoped (Parks) Completed by June 2022
6. Outlot A is scoped for Dog Park and Water Access (Storms) Completed by Dec 2022

### Two-Year Results

1. Hwy 212 is started
2. Dog Park is Open
3. Lake Access established (outlot A)
4. New Housing Development is open and lots are being sold
5. Location established for a new well
6. More land is scheduled for annexation
7. Splash Pad is open

WILLKOMMEN TO

*Norwood Young America*

more than a place. it's home.

- Beautiful Parks
- Welcoming Neighborhoods
- Available Sites for New Businesses

#### Creating Business Opportunities

NYA is positioned to grow substantially now through the next couple of decades. It is hoped the 'small-town' feel and high quality of life will be part of all the new commercial and industrial development that will want to thrive in the City. . The high quality of life has made the community an attractive place to make a home. The City's Historic Downtown, industrial lots, and commercial growth will ensure the economic vitality of the community.



#### First Year Imperatives

1. Clear and quick communication that is ongoing and positive (Karen) - ongoing
2. Industrial park 2—scoping study with options (location, layout, size, cost) (Steve and Karen) Completed by Dec 2021
3. Economic Dev Summit/Workshop to establish objectives for business dev (parameters for incentives (Karen/Steve) Completed by Dec 2021
4. BRE (business retention and expansion) plan for all businesses (Karen) Completed by Dec 2021
5. Scope Downtown streetscape completion (lights, trees, sidewalks, etc.) (Karen) Completed by Nov 2021

#### Two-Year Results

1. Strip mall on east side of town is full
2. Second industrial park is open with (B-1 zoning)
3. First industrial park is full
4. Downtown Streetscape is done
5. Economic Development Parameters are established and being used
  - Defined Economic Development Packages (tool-kit and parameters set)
  - Objectives for business development established
  - Business ranking system established for staff action (Red—Discourage, Yellow—Caution, Green—Encourage)

# Implementation Plan

## Downtown Redevelopment Plan—Norwood Young America



### Implementation Plan

Goals identified as part of the Redevelopment Plan include both short-term and long-term projects. Short-term projects could take place in the next 2-3 years. Long-term projects may take 5-10 years to implement. The joint committee may begin work on both short-term and long-term projects, but recognizing that long-term projects will take longer to implement and may require approval from other jurisdictions. Following are action items to guide the implementation of the Downtown Redevelopment Plan. It is recommended regular meetings be held to follow-up on the status of these items and adjust as deemed appropriate by the groups.

### Short-term Projects

Category	Project	Responsible Party	Action Items
Design /Aesthetics	Adopt Design Guidelines	EDC/Planning Commission/ City Council	<ol style="list-style-type: none"> <li>1. EDC and Planning Commission Recommendation to adopt the Design Guidelines, as recommended as a part of the Redevelopment Plan – <b>Done</b></li> <li>2. City Council adoption of Design Guidelines – <b>Done</b></li> <li>3. Education of Guidelines to building and business owners – <b>Constant</b></li> </ol>
Historic Designation	Inventory Buildings	Willkommen Center/City	<ol style="list-style-type: none"> <li>1. Use Property Template to inventory information about buildings –<b>Constant</b></li> <li>2. Share information with building owners – <b>Constant</b></li> </ol>
Vacant Spaces	Window Displays	EDC/Chamber	<ol style="list-style-type: none"> <li>1. Contact building owners (vacant and storage) about window displays – <b>Done</b></li> <li>2. Work with Willkommen Center and School District to create historic window displays – <b>In Progress</b></li> <li>3. Review current sign ordinances which regulate the percent of front commercial windows which may be covered, and address plastic window coverings in commercial store fronts. – <b>Done</b></li> </ol>
Maintenance	Add Benches	Planning Commission/ City Council	<ol style="list-style-type: none"> <li>1. Inventory existing benches – <b>Done</b></li> <li>2. Determine location for new benches – <b>Done</b></li> <li>3. Order benches – <b>Done And revitalized the Bench Program</b></li> <li>4. Place benches in identified locations – <b>Done!</b></li> </ol>





# Implementation Plan

## Downtown Redevelopment Plan—Norwood Young America

### Short-term Projects

Maintenance	Add Fence or Hedge to Municipal Parking Lot	City/Public Works	<ol style="list-style-type: none"> <li>1. Determine best solution (fence or hedge) – <b>Done</b></li> <li>2. Install fence or hedges at the front perimeter of vacant parcels, as identified in the Design Guidelines to create a clearly defined street frontage and pedestrian walkway – <b>Done</b></li> </ol>
Maintenance	Review Enforcement Procedure	Planning Commission/City Council	<ol style="list-style-type: none"> <li>1. Determine if timeframe for compliance should be shortened – <b>Done</b></li> <li>2. Amend ordinance (if needed) – <b>Done</b></li> </ol>
Financial Incentives	Business Input	EDC/Chamber	<ol style="list-style-type: none"> <li>3. Review outdoor storage ordinances including parking of trailers. – <b>Done</b></li> <li>1. Host a joint meeting with the Chamber to gain greater input from businesses on financial incentives – Done via survey</li> <li>2. Continue to pursue a Small Cities Development Grant – <b>Done</b> and in progress</li> </ol>
Tourism and Events	Downtown Arts Fair/Music	EDC/Chamber	<ol style="list-style-type: none"> <li>1. Meet with members of Arts Consortium of Carver County regarding festival in western Carver County – Done! Springfest Artisan Fair</li> <li>2. Reach out to local artists and dance theatres about interest – <b>Done</b></li> </ol>
Connectivity	Wayfinding Signage	Parks	<ol style="list-style-type: none"> <li>1. Work with MNDOT staff on signage changes and additions – <b>Done</b></li> <li>2. Work with MNDOT to have signage installed – <b>Done</b></li> </ol>
Maintenance	Street Trees	City/Public Works	<ol style="list-style-type: none"> <li>1. Identify locations of where trees were removed – <b>Done</b></li> <li>2. Determine if trees can be replaced in those locations – In progress</li> <li>3. Have concrete removed and soil remediated – In progress</li> <li>4. Plant trees - TBD</li> </ol>
Maintenance	Maintenance/Aesthetics	EDC/City Council	<ol style="list-style-type: none"> <li>1. Identify and work with local organizations, such as Boy Scouts, National Honor Society, etc. to assist with projects in the downtown. – Constant</li> </ol>



# Implementation Plan

## Downtown Redevelopment Plan—Norwood Young America

### Long-term Projects

Category	Project	Responsible Party	Next Steps
Maintenance	Decorative Streetlights	City	<ol style="list-style-type: none"> <li>1. Identify locations for additional decorative streetlights in Historic Downtown Young America – <b>In progress</b></li> <li>2. Obtain costs for streetlights – <b>In progress</b></li> <li>3. Include in subsequent year budget - <b>Done</b></li> <li>4. Have lights installed - <b>TBD</b></li> </ol>
Connectivity	Trails/Sidewalk	City	<ol style="list-style-type: none"> <li>1. Identify gaps in connectivity between existing trails and sidewalks - <b>Done</b></li> <li>2. Budget for new trails or sidewalks in subsequent years – <b>In progress</b></li> <li>3. Research application for DNR Local Connections grant to help offset costs – <b>In progress</b></li> <li>4. Explore applications to the MN Department of Natural Resources (DNR) for Local Trail Connections Grants, and coordinate with the installation of the Hwy 212 underpass. See: <b>In progress</b></li> <li>5. <a href="https://www.dnr.state.mn.us/grants/recreation/trails_local.html">https://www.dnr.state.mn.us/grants/recreation/trails_local.html</a></li> </ol>