



**Norwood Young America Planning Commission**  
**6:00 p.m., Tuesday, February 7, 2023**  
**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
4. Approve Minutes of December 6, 2022, meeting (No meeting January 2023)
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 Hearing
7. Business
  - A. 2023 Planning Commission Goals
  - B. Industrial Park Expansion Comp Plan Amendment Update
  - C. Ordinance Updates for the Industrial Districts
8. Miscellaneous
  - A. December Building Permit Report
9. Commissioner's Reports
10. Next Planning Commission Meeting – Tuesday, March 7, 2023, at 6 p.m.
11. Adjourn

**Jerry Barr**

**Mike Eggers**

**Bill Grundahl**

**Paul Hallquist**

**Craig Heher**

**UPCOMING MEETINGS**

February 8, 2023	Economic Development Commission Meeting	6:00 PM
February 16, 2023	Sr. Advisory	9:00 AM
February 21, 2023	Park and Recreation Commission Meeting	4:45 PM
February 27, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM
March 3, 2023	NYA food distribution	2:00-3:00 PM
March 7, 2023	Planning Commission Meeting	6:00 PM
March 8, 2023	Economic Development Commission Meeting	6:00 PM

March 16, 2023	Sr. Advisory	9:00 AM
March 21, 2023	Park and Recreation Commission Meeting	4:45 PM
March 27, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM



TO: NYA Planning & Zoning Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: February 7, 2023

SUBJECT: PC Officers and Representatives to Commissions

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

In 2022:

- 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 & Recreation Commission
- Mike Eggers served as PC Liaison to the Economic Development Commission

**Action**

**Elect officers and appoint representatives to commissions.**

**Norwood Young America**

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310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – [www.cityofnya.com](http://www.cityofnya.com)

*Norwood Young America  
Planning Commission Minutes  
December 6, 2022*

Present: Commissioners Craig Heher, Bill Grundahl, Mike Eggers

Absent: Jerry Barr, Paul Hallquist, City Planner Jared Johnson (WSB)

Staff: Karen Hallquist, Community & Economic Dev Director

Public:

1. Call to Order.

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

2. Adoption of Agenda.

*Motion: ME/BG to approve agenda as written. Motion passed 3-0.*

3. Approve Minutes of November 1, 2022, meeting

*Motion: CH/ME to approve the minutes as presented. Motion passed 3-0.*

4. Introductions, Presentations, and Public Comment – none

5. Public Hearing - none

6. Business

A. 2022 Planning Commission Review

Hallquist shared City Planner Johnson's annual review summary of the Planning Commission development projects and ordinance amendments during 2022. A few items were pointed out during the review:

- Central Schools site plan has changed due to budgetary constraints – specifically the front entrance of the school. More information to come on this in the new year.
- The industrial park expansion comprehensive plan amendment has been sent to Carver County and the townships for comment. Once Johnson receives their comments and approval, the amendment request will be submitted to the Met Council for final approval.

B. 2023 Planning Commission Goals

Hallquist and commissioners reviewed the proposed 2023 PC goals which included an update of the zoning and subdivision ordinances, preparations for the industrial park expansion and identifying land to re-guide Medium Density Residential in the Comp Plan. In addition to those proposed goals, commissioners requested the following reviews:

- Building code finishes (façade) in the I-1 Industrial District
- Tree/landscaping standards in the I-1 Industrial District
- Formulated outdoor storage standards for I-1 Industrial District
- Allowable businesses in the C-3 Downtown District

7. Miscellaneous

- A. November Building Permit Report
- 8. Commissioners Reports

Heher shared that there is only one City Council meeting for December which is Monday, December 12.

- 9. Adjourn

*Motion: BG/ME to adjourn at 6:33pm. Motion passed 3-0.*

Respectfully Submitted,

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Karen Hallquist, Community & Economic Development Director



TO: NYA Planning Commission

FROM: Jared Johnson, Planning Consultant - WSB

DATE: January 3, 2023

SUBJECT: Industrial Park Expansion Comprehensive Plan Amendment Update

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#### Review

Staff would like to update the Planning Commission on the status of the Industrial Park Expansion Comprehensive Plan Amendment that was approved by the City Council in November. The City has formally submitted the Industrial Park Comprehensive Plan Amendment to the Met Council for review in late December.

There was a delay in between approval of the amendment from City Council and when staff submitted the amendment to the Met Council. Amendments to comprehensive plans require comments from adjacent jurisdictions, in particular Carver County. Staff received these comments in late December and submitted the amendment to the Met Council soon after.

Staff received correspondence from the Met Council on January 27<sup>th</sup> with the formal amendment approval scheduled for Wednesday, February 22, 2023. Once the Met Council approves the amendment, staff will work on bringing the proposed site plan/layout for the industrial park expansion to the Planning Commission for review in early spring of this year. To recap, this comprehensive plan amendment is necessary in order for the land to be developed for industrial uses.

#### Action

No action needed, discussion only.

**Norwood Young America**



## Norwood Young America Planning & Zoning Commission 2023 Goals

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In 2023, the Planning Commission will continue to conduct public hearings regarding all planning related activities, including but not limited to, amendments to the zoning ordinance, plat approval, variances, conditional use permits, etc. as requested.

Specific projects for 2023 will include:

### **1. Update of the Zoning and Subdivision ordinances**

This project is necessary to help with the clarity and flexibility of code with existing and future development. Staff will be researching options to expedite the process of updating the zoning districts (in particular) by contracting out the entire review rather than piecing out each zone. Specific items to be reviewed in preparation for an overall update include:

- a. Building code finishes (façade) in the I-1 Industrial district
- b. Tree/landscaping standards in the I-1 Industrial district
- c. Formulated outdoor storage standards for I-1 Industrial district
- d. Allowable businesses in the C-3 Downtown District

### **2. Prepare for Industrial Park Expansion**

In preparation for the industrial park expansion, staff is currently working on the necessities for the purchase agreement – Phase 1 Environmental Study and land negotiations. After the PA is approved by City Council and the seller, it will be the responsibility of the Planning Commission to review concept site plans and zoning specifics for the expansion. Specific zoning items to be reviewed in preparation for the expansion include:

- a. Combining B-1 Business Industrial with I-1 Industrial and what that layout looks like
- b. Permitted Use review (i.e., Incubator/Garage Condo Businesses)

### **3. Identify land to re-guide Medium Density Residential in the Comprehensive Plan**

The Met Council requires certain percentages of land identified for zoning districts, housing in particular. The Planning Commission will be reviewing the 2040 Comprehensive Plan Future Land Use Map to identify land to re-guide to Medium Density Residential.



**TO:** NYA Planning Commission  
**FROM:** Jared Johnson, Planning Consultant - WSB  
**DATE:** February 7, 2023  
**SUBJECT:** Ordinance Updates for the Industrial Districts  
**REQUEST:** Discussion Only

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### Background

The City is in the process of acquiring land for the expansion of the industrial park off Tacoma Avenue. The City would like to conduct several ordinance amendments in the industrial sections of the zoning code in anticipation for the expansion and to be prepared for interested business owners. These amendments include miscellaneous edits, editing uses, and updating landscaping and outdoor storage requirements.

### Review

#### Miscellaneous Edits

There are several minor edits staff has found in the ordinance that need to be cleaned up:

- Removing "Industry, Heavy" from definitions and conditional use permit requirements. The definition reads as *"The manufacture, compounding, processing, packaging, treatment or assembly of products and material that may emit objectionable and offensive influences beyond the lot on which the use is located. Uses such as bulk storage, outdoor storage of large amounts of raw materials or finished product, agricultural processing, manufacture or fabrication of large, bulky items, and potentially hazardous or explosive product manufacture, production, or distribution generally qualify as heavy industrial."* Heavy industrial uses are not permitted anywhere in the City. Therefore, all mentions of heavy industry should be removed for clarity as they are no longer applicable.
- Editing "Light Industrial" under the permitted uses in the B-1 Business Industrial District to "Light Industry" to match the definition.

#### Use Edits

There are several inconsistencies regarding uses in the industrial districts:

- Mini-storage facilities are listed as a permitted use in the B-1 Industrial District and not listed in the I-1 Light Industrial District. The definition of light industry includes mini-



storage facilities. Both districts permit light industry, therefore mini-storage facilities are permitted in both districts, not just B-1. Staff suggests adding mini-storage facilities as a permitted use in the I-1 district.

- A new use that is becoming popular are garage condos. Garage condos are similar to mini-storage facilities whereas they can act as a storage space but also be utilized for hobby work. Garage condos can also act as a business incubator where owners could use the space to help operate their small business. This can come with some exceptions in order to keep the property clean and maintained. Staff suggests adding garage condos as a conditional use in the I-1 district with some standards to limit retail sales and outdoor storage concerns.

**The Planning Commission should discuss if they agree or disagree with the proposed use updates.**

#### Landscape Requirements

One of the Planning Commission's goals has been to update landscaping requirements in the industrial districts. New industrial uses must meet the following landscape requirements:

- A. Tree planting at the rate of one (1) tree per 1000 square feet of gross building area;
- B. A combination of berming, shrub and tree planting; and
- C. Berming with low ground cover (slopes shall be no greater than one foot in elevation per three horizontal feet).

If aesthetics is an issue, staff suggests requiring the trees to be planted in the front and/or side yards facing any public street.

**The Planning Commission should discuss where they would like to see improvements for landscape requirements in the industrial districts.**

#### Outdoor Storage

Staff would like to limit the percentage of the lot allowed to be occupied by outdoor storage. Outdoor storage is allowed through an interim use permit in the B-1 district and through a conditional use permit for both B-1 and I-1. Currently all outdoor storage must be fully screened from adjacent development and public streets. There is no maximum area limit for outdoor storage. Staff would like to include a percentage limit in order to make sure outdoor storage does not become the dominant use on the site and to maintain site cleanliness. If the Planning Commission agrees, staff suggests a limit of 50%.

**The Planning Commission should discuss if they agree or disagree with establishing a percentage limit for outdoor storage on lots.**

#### Action

Discussion only. If the Planning Commission supports any of the proposed updates, staff will move forward with a formal ordinance amendment.

#### Attachments

Industrial districts code section (1230.11 & 1230.12)

- A. Outdoor Dining;
- B. Recreational Facilities;

**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: 35 feet (principal structure) (*Amended by Ord. 216; 8-24-2009*)  
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure) (*Amended Ord. 344, 04/11/2022*)
- E. Setbacks:

**Principal Structures:**

- Front yard: 0 feet
- Side yard: 0 feet
- Side yard: 5 feet (if adjacent to a residential district)
- Street side yard: 0 feet
- Rear yard: 0 feet
- Rear yard: 10 feet (if adjacent to a residential district or alley)

**Accessory Structures:**

- Front yard: not permitted in front yards
- Side yard: 5 feet
- Street side yard: 0 feet
- Rear yard: 5 feet
- Alley rear yard: 10 feet

**Subd. 6 Architectural Standards and Guidelines.** Architectural standards and guidelines shall follow the provisions of Section 1245.02 of this Chapter.

**1230.11 B-1 Business Industrial District**

**Subd. 1 Intent.** The B-1, Business Industrial District is intended to provide an area identified for light industrial and large-scale office-park development. This District is suitable for areas planned for Mixed Use Commercial Industrial or Industrial Use in the Future Land Use Map as contained in the Comprehensive Plan. (*Amended by Ord No. 338, 06-28-2021*)

**Subd. 2 Permitted Uses.** The following uses are permitted in the Business Industrial District:

- A. Automobile repair, major
- B. Contractor Yards
- C. Light Industrial
- D. Office Complexes
- E. Garden and landscaping services
- F. Mini-storage facilities
- G. Retail in association with a contractor yard or wholesale trade business
- H. Vocational and Technical Schools
- I. Warehouses
- J. Wholesale Trade and Showrooms

**Subd. 3 Permitted Accessory Uses.** The following accessory uses are permitted in the Business Industrial District.

- A. Commercial or business buildings and structures for a use accessory to the principal use;
- B. Fences, subject to Section 1245.05;

- C. Lighting, subject to Section 1245.08;
- D. Signs, subject to Section 1260.

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

*Principle Uses:*

- A. Veterinary clinic, animal care, animal shelter, pet daycare, pet training, or animal hospital.

*Accessory Uses:*

- A. Outdoor Auto, Truck, Recreational Vehicle and Equipment Sales and Display;
- B. Outdoor Storage;
- C. Barbed-wire Fencing

**Subd. 5 Interim Uses.** The following uses are permitted as an interim use, subject to the provisions of Section 1210.07:

- A. Outdoor Storage

**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)  
Two-thirds of the height of the principal structure (accessory structure) (*Amended Ord. 344, 04/11/2022*)
- E. Setbacks:
  - Principal Structures:**
    - Front yard: 25 feet
    - Side yard: 5 feet
    - Side yard: 30 feet (if adjacent to a residential district)
    - Street side yard: 25 feet
    - Rear yard: 20 feet
    - Rear yard: 30 feet (if adjacent to a residential district)
  - Accessory Structures:**
    - Front yard: not permitted in front yards
    - Side yard: 5 feet
    - Street side yard: 25 feet
    - Rear yard: 5 feet
    - Alley rear yard: 10 feet

**Subd. 7 Architectural Standards and Guidelines.** Architectural standards and guidelines shall follow the provisions of Section 1245.03 of this Chapter.

**1230.12 I-1 Light Industrial District**

**Subd. 1 Intent.** The purpose of the I-1, Light Industrial District, is to create industrial areas within the City that will be acceptable and will not adversely affect adjacent business or residential neighborhoods. The overall character of the I-1 District is intended to have low-impact manufacturing/warehouse character. Industrial uses allowed within the District shall be either:

- A. Those whose operations are relatively free from objectionable influences; or
- B. Those whose objectionable features will be mitigated by design or appropriate devices.

This District is suitable for areas planned for Industrial Use in the Future Land Use Map as contained in the Comprehensive Plan. (Amended by Ord No. 338, 06-28-2021)

**Subd. 2 Permitted Uses.** The following uses are permitted in the Light Industrial District:

- A. Contractor Operations;
- B. Laboratories;
- C. Light Industry;
- D. Utilities (public sewer, water);
- E. Warehousing;
- F. Wholesale Trade and Showrooms

**Subd. 3 Permitted Accessory Uses.** The following accessory uses are permitted in the Light Industrial District.

- A. Commercial or business buildings and structures for a use accessory to the principal use.
- B. Fences, subject to Section 1245.05
- C. Lighting, subject to Section 1245.08

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

*Principal Uses:*

- A. Antennas, satellite dishes, communication and radio towers;
- B. Vocational and Technical Schools;
- C. Adult Uses providing they are located on lots which do not abut U.S. Highway 212.
- D. Minor Auto Repair, subject to standards contained in Section 1230.12, Subd. 4 pertaining to accessory outdoor storage, as may be amended, provided:
  - i. 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.
  - ii. 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.
  - iii. Junk yards and/or auto salvage is prohibited.
  - iv. Exterior storage other than vehicles and equipment being repaired shall be limited to service equipment and incidental, seasonal, and occasional items offered for sale.
  - v. The storage of new tires, batteries and other such items for sale outside the building is allowed during hours of business operation.
  - vi. Business activities such as automatic car and truck wash, rental of vehicles, equipment or trailers, and general retail sales may be allowed.
  - vii. 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.
- E. Major Auto Repair, subject to standards contained in Section 1230.12, Subd. 4 pertaining to accessory outdoor storage, as may be amended, provided:
  - i. 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.
  - ii. No vehicle or equipment shall be parked on the premises other than those utilized by employees, used by the business, or awaiting service. Vehicles and equipment, if required to be licensed, shall display current licenses.
  - iii. Junk yards and/or auto salvage is prohibited.

- iv. Exterior storage other than vehicles and equipment being repaired shall be limited to service equipment and incidental, seasonal, and occasional items offered for sale.
- v. 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.

F. Non-Passenger Auto Repair such as semi-truck repair, large equipment repair, agricultural equipment repair, boat repair, and marine equipment repair, provided:

- i. 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.
- ii. 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.
- iii. Junk yards and/or auto salvage is prohibited.
- iv. Exterior storage other than vehicles and equipment being repaired shall be limited to service equipment and incidental, seasonal, and occasional items offered for sale.
- v. The storage of new tires, batteries and other such items for sale outside the building is allowed only during hours of business operation.
- vi. 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.

*Accessory Uses:*

- A. Freight and yard equipment;
- B. Outdoor Auto, Truck, Recreational Vehicle and Equipment Sales and Display;
- C. Outdoor Storage;
- D. Barbed-wire Fencing  
(Amended 8-26-19, Ord. 321)

**Subd. 5 Lot Requirements and Setbacks.** The following requirements and setbacks are the minimum amount allowed in the I-1 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)  
two-thirds of the height of the principal structure (accessory structure)  
*Amended Ord. 344, 04/11/2022)*

E. Setbacks:

***Principal Structures:***

- Front yard: 30 feet
- Side yard: 15 feet
- Street side yard: 30 feet
- Rear yard: 50 feet
- Rear yard: 75 feet (if adjacent to a residential district)

***Accessory Structures:***

- Front yard: not permitted in front yards
- Side yard: 10 feet

Street side yard: 30 feet  
Rear yard: 10 feet  
Alley rear yard: 10 feet

### 1230.13 P-1 Parks/Open Space

**Subd. 1 Intent.** It is the intent of the P-1 Parks/Open Space District, to provide for recreational areas for enjoyment by the general public as well as preserve significant natural features and amenities such as lakes, rivers, marshes, steep hills, extensive woodlands and woodlands in their natural state in order to assure continuation of the existing natural drainage system, to prevent harmful soil erosion, and to maintain ecological balance to the greatest extent possible.

**Subd. 2 Permitted Uses.** The following uses are permitted in the Parks/Open Space District:

- A. Public parks, open spaces and other recreational uses, non-commercial in nature;

**Subd. 3 Permitted Accessory Uses.** The following accessory uses are permitted in the Parks/Open Space District:

- A. Essential service structures including but not limited to playgrounds, gazebos, shelters, concession areas, grandstands, and athletic fields;

## **Section 1235 – Reserved**

## **Section 1240 – Overlay District**

### 1240.01 Shoreland Management Overlay District

#### **Subd. 1 Statutory Authorization and Policy**

- A. Statutory Authorization. This section is adopted pursuant to the authorization and policies contained in Minnesota Statutes, Chapter 103F, Minnesota Regulations, Parts 6120.2500 - 6120.3900, and the planning and zoning enabling legislation in Minnesota Statutes, Chapter 462.
- B. Policy. The uncontrolled use of shorelands of the City of Norwood Young America, Minnesota affects the public health, safety and general welfare not only by contributing to pollution of public waters, but also by impairing the local tax base. Therefore, it is in the best interests of the public health, safety and welfare to provide for the wise subdivision, use and development of shorelands of public waters. The Legislature of Minnesota has delegated responsibility to local governments of the state to regulate the subdivision, use and development of the shorelands of public waters and thus preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, and provide for the wise use of waters and related land resources. This responsibility is hereby recognized by the City of Norwood Young America.

#### **Subd. 2 General Provisions**

- A. Jurisdiction. The provisions of this section shall apply to the shorelands of the public water bodies as classified in Subd. 4. Pursuant to Minnesota Regulations, Parts 6120.2500 - 6120.3900, no lake, pond, or flowage less than 10 acres in size in municipalities or 25 acres in size in unincorporated areas need be regulated in a local government's shoreland regulations. A body of water created by a private user where there was no previous shoreland may, at the discretion of the governing body, be exempt from this section.
- B. Compliance. The use of any shoreland of public waters; the size and shape of lots; the use, size, type and location of structures on lots; the installation and maintenance of water supply and waste treatment systems, the grading and filling of any shoreland area; the cutting of shoreland vegetation;