



more than a place, it's home.

Norwood Young America Planning Commission
6:00 p.m., Tuesday, June 6, 2023
Norwood Young America City Council Chambers, 310 Elm St. W.

AGENDA

1. Call to Order
Pledge of Allegiance
2. Oath of Office – Timon Dammann
3. Adoption of Agenda
4. Approve Minutes of May 2, 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. Ordinance Amendments
 - a. Review of B-1 & I-1 Districts
 - b. Non-Residential landscape Requirements
 - c. Outdoor Storage Edits
 - d. Residential Driveway Width
8. Miscellaneous
 - A. Building Permit Report – April/May
9. Commissioner's Reports
10. Next Planning Commission Meeting – Wednesday, July 5, 2023, at 6 p.m.
11. Adjourn

Jerry Barr

Timon Dammann

Mike Eggers

Bill Grundahl

Paul Hallquist

Craig Heher

Charlie Storms

UPCOMING MEETINGS

June 14, 2023	Economic Development Commission Meeting	6:00 PM
June 15, 2023	Sr. Advisory	9:00 AM
June 20, 2023	Park and Recreation Commission Meeting	5:15 PM
June 26, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM

July 5, 2023	Planning and Zoning Commission Meeting	6:00 PM (Please note the day change due to the holiday)
July 7, 2023	NYA Food Distribution	12:30 PM to 1:30 PM
July 10, 2023	City Council Meeting	6:00 PM
July 12 th , 2023	Economic Development Commission Meeting	6:00 PM
July 18, 2023	Park and Recreation Commission Meeting	5:15 PM
July 20, 2023	Sr. Advisory	9:00 AM
July 24, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM

*Norwood Young America
Planning Commission Minutes
May 2, 2023*

Present: Commissioners Craig Heher, Jerry Barr, Bill Grundahl, Mike Eggers, Charlie Storms (City Council)
Absent: Paul Hallquist
Staff: Karen Hallquist, Community & Economic Dev Director, City Planner Hannah Rybak (WSB)
Public: Timon Dammann

1. Call to Order.

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

2. Adoption of Agenda.

Motion: CS/BG to approve agenda as written. Motion passed 5-0.

3. Approve Minutes of February 7, 2023

Motion: ME/CS to approve the February 7, 2023 Minutes as written. Motion passed 5-0.

4. Introductions, Presentations, and Public Comment – none

5. Public Hearing – none

6. Business

- A. Guidelines for Advisory Commissions – Karen Hallquist, Community & Econ Dev Director

Hallquist reported that the Guidelines for Advisory Commissions were approved at the March 27th City Council meeting. Addresses the role of the commissioners, commissioner terms, commission administration, qualifications, duties & responsibilities, and meeting procedures. Will be presented to new commission members and posted on the City's website.

Areas of note from the guidelines included:

- A commissioner's responsibility is to make recommendations for the betterment of the City, not self-serving and must recuse themselves from conversation or voting when conflicts of interest arise.
- Prior preparation of the topics listed on the meeting agenda by commissioners, with encouragement to contact the commission's City liaison with questions, so they have adequate time to provide a detailed response.
- Gathering information from the community, while staying neutral, so the commission can make decisions together.
- Inviting community members to come to the meetings for any questions or comments so the entire commission can discuss the topics.

- B. Ordinance Updates for the Industrial Districts – Hannah Rybak, Planning Consultant – WSB

City Hannah Rybak summarized the ordinance amendments discussed at the previous meeting. Some of those changes include:

- Review of B-1 and I-1 Districts

- Overall similar
- Most uses allowed in both districts
- Main difference is in the minimum lot size
 - B-1 minimum is 30,000 sq ft or .69 acres
 - I-1 minimum is 87,120 sq ft or 2 acres

After reviewing the differences with the commissioners, Rybak shared there is not enough differentiation between the uses in each district to warrant two districts. The City would be served by combining them into one district. There are eight properties currently in the two districts that fall under the two-acre minimum for I-1 that would be considered legal and non-conforming if the two districts combine. The overall goal is to simplify the regulations and requirements for the user.

Staff recommends that both districts are combined into a single Light Industrial District. There are only 14 properties within the B-1 District, and nearly all are developed. The permitted uses in each district are very similar. The most notable difference in zoning requirements is the lot size.

Commissioner would like to see some visual examples of what the current setup looks like in the industrial park to be able to have a reference to gauge what setbacks and lot size requirements will work best if B-1 and I-1 were to be combined into one district.

Staff will provide examples of different businesses and sizes of lots currently in the industrial park to compare and provide a visual reference at the next meeting.

- Landscape Requirements
 - If the number of trees being planted relies on building size, it could make for way too many trees to be planted compared to lot size
 - Also result in trees being planted, not along the street frontage, helping with aesthetics of the lot

Some cities have very complex requirements that make it hard for the average person to follow or understand. Using land size to calculate landscape requirements makes more sense for what the land can support vs. what the building size requires. Staff recommends adopting updates similar to the Cologne Landscape Requirements. They are clear, concise, and reasonable, considering the total site area rather than the building area. Additionally, they require some trees to be planted at the boulevard, at an interval of 50 feet.

Commissioners like that it addresses scaling issues by the lot size vs. building size and that it is straightforward and easy to follow/read.

City Planner Rybak will take the commissioners' input and draft something to be presented at the next meeting for further review and discussion of the landscape requirements.

- Outdoor Storage Examples
 - Currently no percentage requirement for the amount of outdoor storage allowed
 - Based on CUP or IUP review and approval by the Planning Commission and City Council
 - Would the Planning Commission find value in adding an overall percentage of lot area that could not be exceeded?
 - Staff recommends 40-50%

Not a lot of value in adopting a maximum percentage because businesses that have exterior storage are limited by what is set up in their CUP and if they exceed it, they are in violation of their CUP and it can be revoked, however, following through with review and enforcement of the CUP/IUP or percentage is what will be most impactful.

Commissioners discussed having a baseline for outdoor storage to have a point of reference for when businesses do come and ask for outdoor storage, there is a place to start that discussion.

Setting standards for how the outdoor storage can look, and rules to follow for it to be allowed, and making sure they are held accountable.

Rybak would recommend 40-50% of the total lot for a percentage if setting a restriction based on total lot coverage. However, that may deter businesses from even considering NYA. Other things to consider would be the placement of building(s) vs. placement of outdoor storage, screening, and other standards for the appearance and look of the outdoor storage along with a CUP.

Commissioners said 40-50% could be a good number, however, Rybak pointed out that may be a hindrance to interested parties due to each business being different and having unique needs. Currently, the CUP process is the best process to deal with these situations case-by-case.

7. Miscellaneous
 - A. January/February/March Building Permit Reports

8. Commissioners' Reports

Storms shared City Council moving forward with comprehensive housing study.

Hallquist shared WSB received winning bid for the housing study, start soon, and complete around August. EDC has small business seminar tomorrow evening with Next Stage, Lee Hall to present. City Council approved decommissioning of NYA Skate Park. Met with a loss control consultant from the League of MN Cities, toured all nine parks, and made notes on how to bring those to best safety and compliance, will be receiving a report soon from them.

9. Next Planning Commission Meeting – Tuesday, June 6, 2023, at 6 p.m.

10. Adjourn

Motion: CS/ME to adjourn at 7:12 pm. Motion passed 5-0.

Respectfully Submitted,

Karen Hallquist, Community & Economic Development Director



TO: NYA Planning Commission

FROM: Hannah Rybak, Planning Consultant - WSB

DATE: June 6, 2023

SUBJECT: Ordinance Amendments

REQUEST: Discussion Only

Background

The City is in the process of platting 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. This report also contains several miscellaneous amendments unrelated to the industrial park expansion.

Review of B-1 & I-1 Districts

At the May meeting, the Planning Commission provided general support for the combination of the B-1 & I-1 Zoning Districts. Combining the uses is very straightforward, but the Commission requested information regarding lot and setback standards to aid in deciding the standards that should be adopted for the combined district.

Staff has compiled lot and setback standards from the cities of Waconia, Chanhassen, Watertown, Hutchinson, Glencoe, Jordan, Delano and Victoria.

Additionally a table showing existing lot sizes and setbacks for all properties in the B-1 District has been provided in your packet. The text shown in red on this table indicates existing conditions that would not conform to the proposed combined district requirements provided below. The text in red and also highlighted, indicates existing conditions that do not conform to the existing B-1 requirements. All of these conditions would be considered legal nonconforming, as they would predate the adoption of the updated code. Legal nonconforming status allows the nonconformity to continue into perpetuity and to be repaired and replaced if necessary.

STAFF RECOMMENDATION – Feedback on the below proposed standards for combining B-1 & I-1 into a single industrial district:

Lot Area: 2 acre minimum. Based on the discussion at the May Planning Commission meeting, decreasing the required lot area under 2 acres would not be supportive. Staff agrees with this recommendation. There are four B-1 properties that do not meet this requirement. Their areas are: 0.6 acres, 1 acre, 1 acre and 1.8 acres.

Lot Width: 200 feet. Both existing zoning districts require a lot width of 200 feet. No change proposed.

Front Setback: 30 feet. The existing B-1 front setback is 25 feet, and I-1 is 30 feet. Looking at the comparison cities, only Victoria has a lesser front setback, of 20 feet. 30 feet is consistent with one of the two industrial districts in Waconia, Chanhassen, and Hutchinson, both industrial districts in Delano, and the only industrial district in Watertown. Jordan has a greater setback of 50 feet for both industrial districts, and Waconia, Chanhassen and Hutchinson have a second industrial district with a setback greater than 30 feet.

Corner Side Setback: 30 feet. It is generally accepted that the front yard setback requirement be required on both street frontages for a corner lot. This is consistent with the existing standards for B-1 and I-1, most of the comparable cities. Staff recommends that this be continued in the combined district.

Side Setback: 15 feet. This is the existing setback in the I-1 District. The existing B-1 setback is 5 feet. 5 feet is very low; only one of the comparable cities has a side setback of less than 10 feet for any district. Generally, the comparable cities all have a side setback requirement of 10, 15 or 20 feet. A 10 foot side setback is generally found when the lot area requirement is less than 2 acres.

Rear Setback: 30 feet. The current rear yard setback for B-1 is 20 feet, and for I-1 is 50 feet. A 30 foot setback requirement is located between the two existing requirements, and is consistent with both districts in Waconia and Delano, and one district in Chanhassen. 20 feet is a common setback, found in Watertown, Hutchinson, Jordan and Victoria. It should be noted that it is very rare that an industrial building be built right on the minimum rear setback line; there is generally extra space left behind the building for maneuvering and exterior storage.

Setback from Residential: 50 feet. The current setback for industrial uses adjacent to residential is 30 feet in B-1 and 75 feet in I-1. The distances utilized by comparable cities range from 40 to 150 feet, with 50 feet being the most common.

Lot Coverage: 80% of lot area. This is the requirement for both existing districts, and consistent with several comparable cities. Allowing a coverage of over 80% would take away the ability to require that a portion of the lot be landscaped, which is not advisable.

Non-Residential Landscape Requirements

A draft redline version of the amended landscape requirements has been provided. These edits were drafted following the discussion at the May Planning Commission meeting.

STAFF RECOMMENDATION - Staff recommends that the Planning Commission review the redline and discuss, providing staff with feedback.

Outdoor Storage Edits

Based on the discussion at the May Planning Commission meeting, there was not support for placing a maximum coverage percentage for exterior storage. There was support for outdoor storage being prohibited in the front yard. A redline showing this update has been included.

Staff requests additional discussion on the following items:

1. Should chain link fencing with screening slats be considered "solid" fencing for the purpose of screening outdoor storage?
2. Is "C" under outdoor storage standards necessary to keep in the code? New unscreened outdoor storage is prohibited.

STAFF RECOMMENDATION – Planning Commission should review the redline and discuss, providing staff with feedback.

Residential Driveway Width

Currently the Ordinance does not contain any requirements for how wide a residential driveway can be. The code currently contains a five-foot setback requirement for driveways from side property lines.

Comparable Cities:

Waconia – 12 feet minimum, 24 feet maximum at property line

Chanhausen – 10 feet minimum, 24 feet maximum at property line

Watertown – 24 feet maximum at the property line. Maximum driveway width for a three-stall garage is 30 feet.

Jordan – 22 feet maximum at property line. Total driveway and parking cannot occupy more than 40% of the front yard.

Delano – 25 feet maximum at property line

Waseca – 24 feet maximum at property line

A redline has been provided in this packet. There are some pertinent regulations that are highlighted. There is also a contradiction pointed out in the highlighting (5 feet vs. 15 feet residential driveway setback).

STAFF RECOMMENDATION – A maximum width of 24 feet at the property line, and 36 feet within the lot. A 30 foot maximum width does not allow for much space between vehicles for a three car garage. A property owner would also need to meet the five foot side yard setback. The Planning Commission should review the redline and discuss, providing staff with feedback.

Action

Discussion only. Staff will take Planning Commission direction to draft/finalize the text amendments.

Attachments

Comparable Cities Lot Size & Setback Requirements

Existing B-1 Properties – Lot Size & Setback Requirements

Landscape Redline

Outdoor Storage Redline

Driveway Redline

Comparable Cities Lot Size & Setback Requirements

	District	Lot Area	Lot Width	Front Setback	Corner Side Setback	Side Setback	Rear Setback	Setback from residential	Lot/impervious surface coverage
Norwood Young America	B-1	30,000	200	25	25	5	20	30	80%
	I-1	87,120	200	30	30	15	50	75	80%
Waconia	I-1	43,560	200	50	50	20	30	50	85%
	I-2	43,560	200	30	30	10	30	50	85%
Chanhassen	OI	15,000	75*	35	15	15	30	50	65%
	IOP	43,560	150*	30	10	10	10	100	70%
Watertown	I-1	20,000	100	30	30	10	20	50	80%
Hutchinson	I-1	43,560	200	30	30	20	20	75	
	I-2	130,680	250	40	40	20	20	150	
Glencoe	I-1	8,700	66		15	5			100%
	I-2				15	5			100%
Jordan	I-1	43,650	150	50	25	15	20		70%
	I-2	43,650	150	50	25	15	20		80%
Delano	I-1	40,000	100	30	30	10	30	40	
	I-2	40,000	100	30	30	10	30	40	
Victoria	I			20	20	20	20	75	65%

Existing B-1 Properties - Lot Size and Setback Requirements

	Lot area		Lot width	Front setback	Side setback	Side setback	Rear setback
Proposed Combined District	87,120	2	200	30	15/30	15/30	
28 Industrial Blvd.	27,007	0.6	125	25	55	30	53
180 Industrial Blvd.	43,124	1.0	125	90	10	35	210
588500100	43,124	1.0	125	90	10	60	145
170 Industrial Blvd.	76,665	1.8	220	85	50	15	190
710 Faxon Rd.	87,817	2.0	225	200	70	10	15
31 Industrial Blvd.	92,347	2.0	400	Undeveloped			
250 Industrial Blvd.	108,900	2.5	310	55	100	105	200
300 Industrial Blvd.	125,888	2.8	275	110	60	100	110
588500120	207,345	4.7	210	Undeveloped			
301 Industrial Blvd.	294,465	6.7	415	70	12	700	60

Italics/underline indicate a corner side yard setback

Red indicates nonconformance with proposed new district requirement

Red & highlight indicates nonconformance with existing B-1 District requirement

Section 1255 – Landscaping

1255.01 Intent. The primary purpose of these regulations is to establish minimum standards for landscaping and ground cover to provide an aesthetic environment. These standards shall be implemented concurrently with site plan approval by the city.

1255.02 Landscaping Area. All areas designated to be landscaped and street boulevards that are not devoted to drives, sidewalks, patios or other such uses shall be landscaped. All landscaped areas shall be kept neat, clean and uncluttered. No landscaped area shall be used for the parking of vehicles or the storage or display of materials, supplies or merchandise.

1255.03 Landscape Requirements for All Uses. Ground cover shall be established within one year of issuance of Certificate of Occupancy.

1255.04 Landscape Requirements for New Non-Residential Uses.

- A. ~~Tree planting at the rate of a minimum of eight trees or one tree per 3,000 SF of site area, whichever is greater. Tree spacing must include trees at the boulevard, at fifty-foot intervals. Site area shall include all area of the site unoccupied by the building and parking lot. one (1) tree per 1000 square feet of gross building area;~~
- B. ~~A combination of berming, shrub and tree planting~~Foundation plantings at a rate of one shrub per ten feet of building and parking lot perimeter. Plantings may be grouped rather than dispersed at ten-foot intervals. Permitted gravel parking areas are exempt from this requirement; and
- C. Berming with low ground cover (slopes shall be no greater than one foot in elevation per three horizontal feet).

1255.05 Landscape Requirements for Expansion of Non-Residential Uses.

- A. ~~Tree planting of a minimum of one (1), or one (1) tree per 1000 square feet of gross expanded building area tree per fifty feet of boulevard. Existing trees may count toward this requirement if they are in the front or corner side yard; and~~
- B. Foundation plantings at a rate of one shrub per ten feet of added building and parking lot perimeter. Plantings may be grouped rather than dispersed at ten-foot intervals. Permitted gravel parking areas are exempt from this requirement.

1255.06 Landscape requirements for Multi-Family Residential Uses. Townhomes, manufactured home parks and apartment dwelling structures shall require as a minimum: one (1) new tree per dwelling unit, unless otherwise approved by the City Council.

1255.07 Size Standards. The minimum size of planted trees shall be a minimum two and one half (2 ½) caliper inches for deciduous trees and six feet in height for coniferous trees. Shrubs shall be planted at a minimum of 1/3 of the mature spread and height of typical growth habits.

1255.08 Species. Types of trees allowed shall be species listed on the city landscaping list. Plant species must be tolerant to snow storage, exposure to salt and sun scald in parking areas.

1255.09 Landscape Warranty. All required landscape plants shall be alive and in satisfactory growth for a minimum of two (2) years after planting, or be replaced at the owners expense.

1255.10. Compliance Time Frame. All planting and sodding shall be completed, and all seeding established within one (1) year of issuance of Certificate of Occupancy. *(Amended by Ord. 1.80, 5/22/2006)*

Outdoor Storage Redline

1210.06 Conditional Use Permit.

Subd. 3 Specific Conditional Use Provisions. In addition to the general standards specified in Subd. 3.A. of this Section, no conditional use permit shall be granted unless the City Council determined that each of the following specific standards have been met for the following uses.

18. Outdoor Storage. Outdoor storage shall conform to the following standards:

a. No exterior storage shall be located within the front yard.

a.b. All outdoor storage yards shall be completely screened from roads or developed areas with a solid fence or wall 6 feet or more in height, maintained in good condition, and screened with suitable planting.

b.c. No un-screened outdoor storage yards established after the effective date of this Chapter shall be located closer than 500 feet to existing State and Federal roads, nor closer than 100 feet to any other City streets.

Section 1250 – Off-street Parking and Loading

1250.01 Scope. Off-street parking and loading regulations shall apply to all buildings and uses of land established after the effective date of this chapter.

1250.02 Required Site Plan. Any application for a building permit shall include a site plan or plot plan drawn to scale and dimensioned showing off-street parking and loading space to be provided in compliance with this chapter.

1250.03 Reduction and Use of Space. Off-street parking facilities existing at the effective date of this chapter shall not subsequently be reduced to an amount less than that required under this chapter for a similar new building or use. Off-street parking facilities provided to comply with the provisions of this chapter shall not subsequently be reduced below the requirements of this chapter. Such required parking or loading space shall not be used for storage of goods or for storage vehicles that are inoperable or for sale or rent.

1250.04 Computing Requirements. In computing the number of parking spaces required, the following rules shall apply:

- A. Floor space shall mean the gross floor area of the specific use.
- B. Where fractional spaces result, the parking spaces required shall be construed to be the nearest whole number.

1250.05 Yards. Off-street parking and loading facilities shall be subject to the front yard, side yard and rear yard regulations for the use district in which the parking is located, except that:

- A. In any of the residence districts, parking or loading space may not be located within fifteen (15) feet of any property line.
- B. In the R-4, Multiple Family Residential District, C-2, General Commercial District, B-1, Business Industrial District or I-1, Light Industrial District, no parking or loading space shall be located within ten (10) feet of any property line nor shall any parking space be located within twenty-five (25) feet of any residence district.
- C. In the C-3, Downtown District or RC-1, Residential Neighborhood Commercial District, no parking and loading space shall be located within five (5) feet of any property line nor shall any parking space be located within ten (10) feet of any residence district.

1250.06 Buffer Fences and Planting Screens. Off-street parking and loading areas in, near or adjoining residence districts, except areas serving single-family dwellings, shall be screened by a buffer fence of adequate design or a planting buffer screen. Plans of such screen or fence shall be submitted for approval as a part of the required site or plot plan and such fence or landscaping shall be installed as part of the initial construction.

1250.07 Access.

- A. Parking and loading space shall have adequate access from a public right-of-way.
- A. Access drives shall be so located as to minimize traffic and congestion and abnormal traffic hazards. No driveway shall be closer than fifty (50) feet to any right-of-way line of a street intersection.
- B. Access drives shall be located a minimum of five (5) feet from a side property line.
- C. Access drive widths shall not exceed forty (40) feet for multiple family, commercial, or industrial uses. The established width for multiple family, commercial, or industrial

uses may be exceeded if the City Engineer finds traffic circulation purposes warrant increased width.

- D. Residential, commercial, and industrial driveways shall be hard-surfaced with materials such as concrete, asphalt, or brick/paver, except that driveways accessed from non-hard-surfaced alleys may be non-hard-surfaced.

E. Residential driveways shall be limited to twenty-four feet in width at the property line, and thirty-six feet in width within the lot.

E.F. Residential parking pads shall be setback a minimum of five (5) feet from side property lines.

(Amended by Ord. 267; 11-9-2015)