



Norwood Young America Planning Commission
6:00 p.m., Tuesday, January 2, 2024
Norwood Young America City Council Chambers, 310 Elm St. W.

AGENDA

1. Call to Order
Pledge of Allegiance
2. Adoption of Agenda
3. Approve Minutes of November 7, 2023
4. Introductions, Presentations, and Public Comment
(Citizens may address the Planning Commission about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The Planning Commission will take no official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting.)
5. Public Hearing
6. Business
 - A. Building Permit Fees
 - B. Tacoma West Industrial Park Phase 2 Update
7. Miscellaneous
 - A. Building Permit Report
8. Commissioner's Reports
9. Next Planning Commission Meeting – Tuesday, February 6, 2024, at 6 p.m.
10. Adjourn

**Jerry
Barr**

**Timon
Dammann**

**Mike
Eggers**

**Bill
Grundahl**

**Paul
Hallquist**

**Craig
Heher**

**Charlie
Storms**

UPCOMING MEETINGS

January 8	City Council Meeting	6:00 PM
January 10	NYA Food Distribution	9:30 AM – 10:30 AM (New Day and Time-2 nd Wed. of each month)
January 10	Economic Development Commission Meeting	6:00 PM
January 16	Park and Recreation Commission Meeting	5:30 PM
January 18	Senior Advisory Commission Meeting	9:00 AM
January 22	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM
February 6	Planning & Zoning Commission Meeting	6:00 PM

Norwood Young America
Planning Commission Minutes
November 7, 2023

Present: Commissioners Craig Heher, Jerry Barr, Bill Grundahl, Mike Eggers, Charlie Storms, Paul Hallquist, Timon Dammann

Absent:

Staff: City Planner Hannah Rybak (WSB), 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: CS/JB to approve agenda as written. Motion passed 7-0.

3. Approve Minutes of September 5, 2023

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

4. Introductions, Presentations, and Public Comment – none

5. Public Hearing

- A. Ordinance Amendments

CH opened the public hearing at 6:35pm.

Rybak presented the following ordinance amendment proposals:

1200.04 Definitions:

- Defined “auto condo”

1210.06 Conditional Use Permits, Subd. 3 Standards for Granting a Conditional Use Permit, (B) Specific Conditional Use Provisions:

- Added standards for auto condos
 - Auto condos are primarily for private storage and leisure
 - Provides standards for certain units that may be eligible for commercial use
 - CUP applies to the original development approval, not as an individual review.
- Outdoor Storage
 - Clarified screening
 - Outdoor storage not permitted in front yard
 - No soft fencing

1230.11 B-1 Business Industrial District:

- Removal of B-1 Business Industrial District, due to consolidation with I-1 Light Industrial District

1230.12 I-1 Light Industrial District:

- Minor amendments related to permitted/conditional uses to facilitate the combination of the B-1 & I-1 Districts
- Minor amendments to setbacks
- Addition of architectural standards to apply to all industrial properties
- Rybak will verify there is not a need for a Comp Plan amendment

1245.03 Architectural Standards for Commercial and Business Industrial

- Amended this section to pertain to commercial, Office/Institutional and Multifamily
- Removed references to industrial or business industrial
- Standards are consistent with surrounding communities

1245.04 Accessory Structures, Subd. 2 General Provisions:

- Amend building permit exclusion from 120 SF to 200 SF, per building code
- Need to add that an administrative permit is required.

1245.05 Fences:

- Remove requirement for 1-foot setback for fences
- Clarify permitting requirements
- Allow solid fencing up to 6 feet in height in corner side yards – must be no closer to front property line than the home and must be outside of the required clear sight triangle

1250.07 Access:

- Add driveway width requirements
- Clarify that only one driveway is permitted per street frontage

Section 1255 Landscaping:

- Updated landscaping requirements and standards for non-residential uses
- Takes into consideration size of land rather than size of building

Motion: CS/BG to close the public hearing at 6:36pm.

Motion: CS/PH to recommend approval of the proposed ordinance changes to the City Council. Motion passed 7-0.

6. Business - none

7. Miscellaneous

A. Building Permit Report

8. Commissioner's Reports

Council (CS) – Approved CUP for Orr Construction at 114 W Elm St.

9. Next Planning Commission Meeting – Tuesday, December 5, 2023, at 6 p.m.

10. Adjourn

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

Respectfully Submitted,

Karen Hallquist, Community & Economic Development Director



TO: Planning & Zoning Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: January 2, 2024

SUBJECT: Building Permit Fees

There seems to be a misnomer that the City of Norwood Young America has high building permit fees. Staff did a building permit comparison to other cities in Carver County. The comparisons were based on a \$350,000 single family home built within city limits. Comparable costs shown are fixed costs based on approved fee schedules. There are variable costs such as plumbing and heating that would be based per home.

The Economic Development Commission reviewed this information at their December 13, 2023, meeting. The City Council will be presented this same information at their January 22, 2024, work session.

Information Only

2023 Permit Price Comparison on a 350k new build home

	NYA	Carver	Cologne	Waconia	Mayer	Watertown
Building Permit Fee	\$2,633.20	\$2,465.97	\$2,618.55	\$2,752.81	\$2,633.20	\$2,874.15
Plan Check Fee	\$1,711.58	\$1,602.88	\$1,702.05	\$1,789.33	\$1,711.58	\$1,868.20
State Surcharge	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00
Plumbing minimum	\$80.00	\$70.00	\$108.00	\$61.00	\$226.00	\$75.00
Mechanical minimum	\$80.00	\$70.00	\$211.00	\$177.00	\$301.00	\$75.00
Subtotal	\$4,679.73	\$4,383.85	\$4,814.60	\$4,955.14	\$5,046.78	\$5,067.35
City/Misc Fees						
Storm Sewer	\$750.00	\$3,608.00		\$2,900.00		\$2,254.00
Storm Sewer access				\$400.00		
Sewer hook-up	\$125.00	\$1,009.00	\$140.00	\$110.00	\$100.00	\$60.00
Water hook-up	\$125.00		\$140.00	\$150.00	\$100.00	\$57.00
Sewer/Water permit			\$130.00	\$200.00		
SEC fee				\$140.00		
Water meter 3/4"	\$203.50	\$660.00	\$500.00	\$500.00	\$545.00	\$195.00
SAC fee (when seperated)				\$2,485.00		
WAC fee (when seperated)						
Sewer Trunk (SAC)(MCES)	\$3,900.00	\$2,485.00	\$4,000.00	\$3,300.00	\$4,920.00	\$5,230.00
Water Trunk (WAC)	\$3,900.00	\$9,167.00	\$5,000.00	\$5,100.00	\$4,920.00	\$4,416.00
Infrastructure fee	\$900.00					
Administrative fee		\$35.00				\$60.00
Site Inspection fee		\$40.00		\$145.00		\$60.00
Erosion control fee			\$30.00			
Landscape escrow					\$2,500.00	
License lookup						\$5.00
Subtotal	\$14,583.23	\$21,387.85	\$14,754.60	\$20,240.14	\$18,131.78	\$17,404.35

*NYA has specific subdivisions subject to addl sewer/water development fees from \$1373.23 not to exceed \$36,781.82

*NYA has specific subdivisions subject to park dedication and/or trail fees based on development agreements.

*Plbg & Mech fees shown are the minimum - they are based on what is installed.

2023 Permit Price Comparison on a 350k new build home

	NYA	Brand Lake Highland*	Heape Property**	Budahn Property**
	(General)	(Emma Street)	(Tacoma/Hwy 212)	(Meadows)
Building Permit Fee	\$2,633.20	\$2,633.20	\$2,633.20	\$2,633.20
Plan Check Fee	\$1,711.58	\$1,711.58	\$1,711.58	\$1,711.58
State Surcharge	\$175.00	\$175.00	\$175.00	\$175.00
Plumbing minimum	\$80.00	\$80.00	\$80.00	\$80.00
Mechanical minimum	\$80.00	\$80.00	\$80.00	\$80.00
Subtotal	\$4,679.73	\$4,679.73	\$4,679.73	\$4,679.73
City/Misc Fees				
Storm Sewer	\$750.00	\$750.00	\$750.00	\$750.00
Storm Sewer access				
Sewer hook-up	\$125.00	\$125.00	\$125.00	\$125.00
Water hook-up	\$125.00	\$125.00	\$125.00	\$125.00
Sewer/Water permit				
SEC fee				
Water meter 3/4"	\$203.50	\$203.50	\$203.50	\$203.50
SAC fee (when seperated)**		pd by developer	\$2,322.17	\$3,414.58
WAC fee (when seperated)**		pd by developer	\$1,425.31	\$2,454.24
Sewer Trunk (SAC)(MCES)	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00
Water Trunk (WAC)	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00
Infrastructure fee	\$900.00	\$900.00	\$900.00	\$900.00
Administrative fee				
Site Inspection fee				
Erosion control fee				
Landscape escrow				
License lookup				
Park Dedication*		\$1,250.00	TBD	10% land to city
Trail Fee*		\$1,769.00	TBD	10% land to city
CR 134 Fee**			\$634.00	\$634.00
Barnes Lake Outlet Fee**			\$250.00	\$250.00
Subtotal	\$14,583.23	\$17,602.23	\$19,214.71	\$22,336.05

**As of 2023

**As of 2023

Administration is to follow up on this

**NYA has specific subdivisions subject to add sewer/water development fees from \$1373.23 not to exceed \$36,781.82

*NYA has specific subdivisions subject to park dedication and/or trail fees based on development agreements.



TO: Planning & Zoning Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: January 2, 2024

SUBJECT: Tacoma West Industrial Park Phase 2 Update

Staff submitted a TEDI application to MN DEED September 22, 2023, for funding assistance in the amount of \$900,000 for the Tacoma West Industrial Park Phase 2 Infrastructure Project. The total cost of the infrastructure project is over \$5,000,000.

Competitive applications needed to demonstrate the following objectives:

- *A strong, well-documented need and an effective solution. This would include documented financial costs, reasonable budgets, secured leverage resources;*
- *How the proposal addresses the goal of the application;*
- *Committed business(es), number of full-time jobs created or being created and their salaries;*
- *Project Readiness – will the project be started soon after DEED approval;*
- *Evidence that the Eligible Applicant is able to perform and complete the tasks stated within the application.*

Staff received formal notice on Monday, December 4, 2023, from DEED Grant Administrator Jeremy LaCroix and DEED Commissioner Matt Varilek that the City of Norwood Young America's application regarding the Tacoma West Industrial Park Phase 2 Infrastructure Project was approved in the amount of \$900,000.

The infrastructure project should be completed within three (3) years of execution of the funding agreement.

Other highlights for TWIP2:

- Marketing efforts started – TWIP2 packets, city website, contacted interested parties
- Extending contacts to Carver Co CDA, Choose Carver County, LocationOne, and other site selection outlets after ordinance amendment approvals
- Conversations started with interested parties
- Staff reviewing proposed survey/plat with consultants in preparation for Planning Commission review and recommendations to City Council in late February 2024
- Completing the MVE – USDA grant application for \$360,000 to assist in funding for the infrastructure for TWIP2 – Council approved Resolution in Nov 2023
- Researching additional USDA loan program offered

Information Only
