



Norwood Young America Planning Commission
6:00 p.m., Tuesday, June 3, 2025
Norwood Young America City Council Chambers, 310 Elm St. W.

AGENDA

- | | |
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| Jerry Barr | 1. Call to Order
A. Pledge of Allegiance |
| Timon Dammann | 2. Adoption of Agenda |
| Mike Eggers | 3. Approve Minutes of May 6, 2025 |
| Paul Hallquist | 4. Introductions, Presentations, and Public Comment
<small>(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.)</small> |
| Craig Heher | 5. Public Hearing
a. Comprehensive Plan Amendment – Residential Densities |
| Charlie Storms | 6. Business
a. Ordinance Amendment Discussion
i. Trees and Landscaping
ii. Architectural Standards |
| Connor Smith | 7. Miscellaneous
a. Park Board Liaison
b. Staff Update |
| | 8. Next Planning Commission Meeting – Tuesday, June 3, 2025, at 6 p.m. |
| | 9. Adjourn |

UPCOMING MEETINGS

June 9 th	Economic Development Authority (EDA)	4:30 PM
June 9 th	City Council Meeting	6:00 PM
June 11 th	NYA Food Distribution	12:00 PM – 1:00 PM
June 13 th	“NEW” Old Town Dedication & Events	Starting@5:30 PM
June 18 th	Park and Recreation Commission Meeting	5:30 PM
June 19 th	City Hall Closed in Observance of Juneteenth	
June 23 rd	City Council Workshop/Meeting	5:00 PM/6:00 PM

Norwood Young America
Planning Commission Minutes
May 6, 2025

Present: Commissioners Craig Heher, Connor Smith, Paul Hallquist, Timon Dammann, Jerry Barr, Mike Eggers, Charlie Storms
Staff: Ethan Nelson, City Planner, Karen Hallquist, CED
Public: Dave Pokorney (Community Asset Development Group)

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: CStorms/JBarr to approve agenda. Motion passed 7-0.

3. Approve Minutes of April 1, 2025.

Motion: MEggers/CStorms to approve the minutes. Motion passed 7-0.

4. Introductions, Presentations, and Public Comment – none

5. Public Hearing

a. 123 Reform Street – Site Plan, CUP & Variances

Motion: CStorms/JBarr to open the public hearing at 6:02pm. Motion passed 7-0.

Nelson shared the request of a site plan review, variance and conditional use permit from Community Asset Development Group for the development of a 43-unit apartment building to be located at 123 Reform Street N in the C-3 Downtown District.

Site Plan Review:

- 43-unit building to accommodate a mixture of one and two-bedroom units with 19 tuck-under garage stalls, and the required parking spaces.
- Building requirements of setbacks and height are met, along with architectural standards that will include accent materials of up to 20%. Building colors will be submitted to the staff for approval according to the city code.
- Landscaping plan falls short of code; however, requirements will be met with conditions.
- Lighting plans are met.
- A sidewalk along Reform Street to Elm Street will be added for connection continuity.

Variance Review:

- Two minor variances have been requested, with all general standards criteria met.
 - To allow the principal structure to encroach 10 ft within the 35 ft front yard setback.
 - To allow a minimum lot size of 95,376 sf versus the required 104,060 ft.

Conditional Use Permit:

- Request to allow for multiple family dwellings as the sole use of the property.
- All CUP amendment standards and criteria were met, and specific conditional use provisions noted were satisfied by meeting code requirements or addressed via variance request.

Staff recommended approval of the applications, subject to fifteen conditions that included engineering considerations.

Motion: CStorms/MEggers to close the public hearing at 6:38pm.

Motion: CStorms/PHallquist to recommend approval of the proposed Site Plan, Conditional Use Permit, and Variances for the proposed 43-unit apartment building located at 123 Reform Street with the conditions attached. Motion passed 7-0.

b. Ordinance Amendment – Off-Street Parking

Motion: CStorms/JBarr to open the public hearing at 6:39pm. Motion passed 7-0.

Nelson presented evidence to support reducing the required number of parking stalls for townhomes and multi-family uses from 2 spaces per dwelling unit to a less restrictive 1.5 spaces per dwelling unit. It was noted that developers would have the option and know their need to increase the parking spaces per unit should they feel that 1.5 was insufficient.

Motion: CSmith/JBarr to close the public hearing at 6:56pm.

Motion: CStorms/PHallquist to recommend approval of the ordinance amendment to Section 1250 – Off-Street Parking and Loading. Motion passed 7-0.

c. Ordinance Amendment – RC-1 Lot Requirements

Motion: CStorms/JBarr to open the public hearing at 6:57pm. Motion passed 7-0.

Nelson presented evidence to support an amendment to the RC-1 district to allow condominium-style buildings without meeting the setback requirements. The interior plats (including shared walls) could utilize the original parcel's setbacks and minimum lot size. All other requirements would be enforced with the general requirements of the district. Examples provided included a townhome or auto condo with a shared wall between two separate property owners allowing the entire parcel to use as their setback requirements. It was noted that the I-1 district will need to be reviewed for auto-condos.

Motion: CSmith/MEggers to close the public hearing at 7:25pm.

Motion: CStorms/PHallquist to recommend approval of the ordinance amendment to Section 1230.08, RC-1, Residential/Neighborhood Commercial regarding Condominium Lots. Motion passed 7-0.

6. Business

a. Resolution No. 2025-01: Proposed Disposal of Land & TIF Plan Consistent with Comp Plan

Hallquist shared that part of the process of selling city land to a developer requesting TIF funds or other business subsidies, the Planning Commission is to confirm the proposed development is consistent with the Comp Plan.

Motion: Meggers/JBarr to approve Resolution 2025-01: A Resolution Finding that the Proposed Disposal of Certain Land and TIF Plan is Consistent with the City's Comprehensive Plan.

7. Miscellaneous - none

8. Next Planning Commission Meeting – Tuesday, June 3, 2025, at 6 p.m.

9. Adjourn

Motion: CStorms/JBarr to adjourn at 7:38pm. Motion passed 7-0.

Respectfully Submitted,

Karen Hallquist, Community & Economic Development Director



TO: NYA Planning Commission

FROM: Ethan Nelson, City Planner

DATE: June 3, 2025

SUBJECT: Comprehensive Plan Amendment – Chapter 4: Residential Densities

Recommended Action

Open the Public Hearing
Motion to Close the Public Hearing
Motion to recommend approval of the Comprehensive Plan Amendment to Chapter 4: Land Use

BACKGROUND

The Planning Commission reviewed the densities that exist within the 2040 Comprehensive Plan for the City of Norwood Young America during the March regular session and further discussed the Downtown Mixed-Use amendment during the March regular session. The Downtown Mixed-Use amendment to increase the maximum density to 40 units/acre has since been approved by the Metropolitan Council.

Staff have held on-going conversations with the Metropolitan Council regarding the Low, Medium, and High Density Residential land use categories and what would be approved in upcoming land use amendments and the future 2050 Comprehensive Plan update. During these conversations, staff have come to the conclusion that the Medium Density land use areas are not currently able to be reasonably adjusted due to the Metropolitan Council requirements on affordable housing classifications. Therefore, in the below tables, staff will break down what was the prior consensus versus staff recommendations meeting Metropolitan Council requirements. Alterations are highlighted in **red**.

March Meeting Consensus		
Land Use Category	Minimum Units/Acre	Maximum Units/Acre
Low Density	1.2	5
Medium Density	5	11
High Density	11	25

Revised Staff Recommendation		
Land Use Category	Minimum Units/Acre	Maximum Units/Acre
Low Density	1.2	8
Medium Density	8	12
High Density	12	25

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Although staff is currently recommending the Planning Commission make a different recommendation to the City Council than was previously discussed during the March meeting, this does not mean the density ranges shouldn't be a topic of continued discussion going forward. These density range items should be part of the greater conversation going into the 2050 Comprehensive Plan when the City plans out future areas for development as part of the Future Land Use Map.

Recommendation

Staff recommend the Planning Commission hold the required Public Hearing, take all public comment, and motion to recommend approval of the Comprehensive Plan Amendment related to Land Use Density to the City Council.

Attachments

1. March, 2025 PC Density Report



TO: NYA Planning Commission

FROM: Ethan Nelson, City Planner

DATE: March 4, 2025

SUBJECT: Comprehensive Plan Amendment Discussion – Density Ranges

BACKGROUND

Staff reviewed the densities that exist within the 2040 Comprehensive Plan for the City of Norwood Young America following some discussion related to potential future development opportunities. The sections below detail existing and recommended considerations for the Planning Commission to discuss updates to NYA’s density ranges. These ranges are necessarily listed in rank of importance, however based upon feedback received, the Downtown Mixed-Use District is listed first because it is likely the first land use category that should be updated.

Downtown Mixed-Use

Existing NYA Density Range – 12 to 18 units/acre

Note: Minimum of 50% of front side floor space shall commercial. Rear facing maximum of 50% may be residential use.

Comparative Communities			
Community	Minimum Units/Acre (Min)	Maximum Units/Acre	Notes
Cologne	10	16	
Chaska	12	40	Goal is 50% Residential
Waconia (High Density Mixed Use)	8	95	Recently added designation of their Downtown
Mixed Use Residential	10	30	Existing Areas of Downtown
Chanhasen	8	20	
Mayer			10% Residential allowed through CUP
Victoria	24		No Maximum
Watertown	30	40	
Belle Plaine	3	22	

Based upon various communities in Carver County and the general region, staff note that although NYA is not the most restrictive density range for the Downtown type uses, it is moderately below what most communities allow. Staff would recommend adjusting the maximum units/acre upwards. Below, are three scenarios that the Planning Commission can consider.

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Maximum Units/Acre Impact	Maximum Units/Acre
Minor Increase	25
Moderate Increase	40
Significant Increase	60+

Staff recommends the bolded, **Moderate Increase** of 40 units/acre. This would fall in line with the City of Chaska and would generally be in the middle of most communities.

High Density Residential

Density Range - 12 to 18 units/acre

Comparative Communities			
Community	Minimum Units/Acre (Min)	Maximum Units/Acre	Notes
Cologne	N/A	N/A	No High Density
Chaska	12	40	Same as Downtown
Waconia	8	22	Recently updated
Chanhassen	8	16	
Mayer	10	22	
Victoria	12	36	
Watertown	20	29.9	
Belle Plaine	12	22	

Based on the surrounding communities, staff has found that NYA is not significantly at variance from the surrounding communities, especially at the minimum density requirements, however consideration should be given to allowing higher maximum density.

Maximum Units/Acre Impact	Minimum Units/Acre	Maximum Units/Acre
Base Case	No Change	No Change
Minor Adjustment	No Change	20
Moderate Adjustment	11	25
Significant Adjustment	10	30

Staff recommends the bolded, **Moderate Adjustment** to allow a wider range of density. This would fall closer to communities such as Belle Plaine, Victoria and Watertown.

Medium Density Residential

Density Range - 8 to 12 units/acre

Comparative Communities			
Community	Minimum Units/Acre (Min)	Maximum Units/Acre	Notes
Cologne	7	12	
Chaska	6	11	
Waconia	4	10	
Chanhassen	4	8	
Mayer	4	9.9	
Victoria	6	12	
Watertown	3.6	8	
Belle Plaine	3	22	

Based on the surrounding communities, staff has found that NYA is not significantly at variance from the surrounding communities, especially at the minimum density requirements, however consideration should be given to allowing higher maximum density.

Maximum Units/Acre Impact	Minimum Units/Acre	Maximum Units/Acre
Base Case	No Change	No Change
Minor Adjustment	6	12
Moderate Adjustment	5	11
Significant Adjustment	4	10*

*Although staff does not recommend this alteration below 11 unless the Planning Commission also makes an adjustment for high densities to fall down to 10 units/minimum per acre.

Staff has outlined multiple possibilities. These are all generally considered minor to moderate alterations given the fact that medium density is not that significantly off from the general region. Staff recommends the middle ground approach to fall closer in line with densities that would be roughly in the middle of communities such as Waconia, Chaska, Mayer and Victoria.

Low Density Residential

Density Range - 1 to 8 units/acre

Comparative Communities			
Community	Minimum Units/Acre (Min)	Maximum Units/Acre	Notes
Cologne	3	4	
Chaska	2	5	
Waconia	2	4	
Chanhasen	1.2	4	
Mayer	1	3.9	
Victoria	2.25	6	
Watertown	1.7	3.5	
Belle Plaine	2	9	

Based on the surrounding communities, staff has found that NYA is not significantly at variance from the surrounding communities, especially at the minimum density requirements, however consideration should be given to reducing the higher maximum density to a range more consistent with other communities.

Maximum Units/Acre Impact	Minimum Units/Acre	Maximum Units/Acre
Base Case	No Change	6
Minor Adjustment	1.2	5
Moderate Adjustment	1.5	4
Significant Adjustment	2	4

Staff recommend a **Minor Adjustment** in an attempt to better align density on the low end to continue to recognize the rural center character of the community while realizing the density range is currently much more permissive on the maximum units/acre.

Recommended Action

Review and provide staff direction based upon staff recommended density ranges.

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TO: NYA Planning Commission
FROM: Ethan Nelson, City Planner
DATE: June 3, 2025
SUBJECT: Ordinance Amendment Discussion – Trees and Landscaping

Recommended Action

Review recommended revision items and provide staff direction for future Ordinance Amendment

BACKGROUND

Staff has had some initial discussion regarding possible landscaping code revisions following the May Planning Commission regular session. Staff has since reviewed other communities' approaches in addition existing City Code and have compiled a list of items for Planning Commission consideration below:

- Allowance a ratio of trees to be ornamental trees and/or understory trees.
- Require ratio of tree types – (deciduous vs. evergreen)
- Require specific number of tree species variety
- Regulation of trees lost prior to annexation
- Tree Preservation and Replacement Requirements
- Create a Prohibited Tree list



TO: NYA Planning Commission
FROM: Ethan Nelson, City Planner
DATE: June 3, 2025
SUBJECT: Ordinance Amendment Discussion – Architectural Standards: Building Materials

Recommended Action

Review Architectural Standards Building Materials and provide input for future Ordinance Amendment

BACKGROUND

Staff had some initial discussion regarding possible code revisions to the Architectural Standards following the May Planning Commission regular session. Staff have since reviewed other communities' approaches in addition to the existing City Code and intends to propose a future ordinance amendment for the overall Architectural Standards. Before a formal review occurs, staff desires to have the Planning Commission further discuss permitted, accent and prohibited building materials.

Potential Amendment Items

- Residential Neighborhood Commercial and Downtown Districts.
- Commercial, Office/Institutional and Multifamily Development.
- Light Industrial District

Below, you will find the current permitted, accent, and prohibited materials for each district/use.

Architectural Standards and Guidelines in the Residential Neighborhood Commercial and Downtown Districts.

- F. *Building materials.* Buildings shall be constructed of high-quality materials. The following list is allowed for primary materials:
1. Brick
 2. Natural Stone
 3. Wood consisting of horizontal lap siding with a painted surface.
 4. Precast concrete units and concrete block, provided that surfaces are molded, serrated or treated with a textured material.
 5. Transparent glass

Accent materials shall not consist of more than 20 percent of the building's face, and include the following:

1. Metal
2. Glass block
3. Spandrel glass
4. Other materials as approved by the planning commission.

The following materials are prohibited:

1. Plain or painted concrete block
2. Tip-up concrete panels
3. Prefabricated steel or sheet metal panels
4. Aluminum, vinyl, fiberglass, asphalt or fiberboard siding.
5. Pole buildings

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Architectural Standards and Guidelines for Commercial, Office/Institutional and Multifamily Development.

- A. *Exterior Wall Finish.* All exterior wall finishes on any building structure shall be constructed of the following materials or combination of materials:
1. Brick
 2. Stone
 3. Glass
 4. Textured masonry units
 5. Wood, consisting of lap siding and painted
 6. Stucco
 7. Tilt up concrete panels
 8. Fiber cement or cement/concrete board lapsiding
 9. Metal subject to the following limitations:
 - a. Aluminum is prohibited in any form.
 - b. Minimum metal gauge of 24.
 - c. Concealed fasteners required.
 - d. Horizontal application is required, that is lapsiding versus vertical steel panel.
 - e. When façade of the building faces a public right of way; a minimum of twenty-seven percent (27%) of the façade must be transparent (e.g. window, door openings) and twenty-five percent (25) must be an accent material consisting of brick, stone, textured masonry units, or stucco.
 - f. Portions of facades not facing public streets are exempt from subsection (e) relating to transparency and accent material.
 - g. Metal roofing shall feature standing seams, concealed fasteners, and guards above building openings to prevent snow from accumulating in entrances.

Accent material may occupy up to 25 percent of the building's façade. These may include:

1. Metal
2. Glass Block
3. Spandrel glass
4. Similar materials as approved by the City

The following materials may not be used in any visible exterior application except when specifically permitted by the City in areas with limited public view or accent areas:

1. Unadorned plain or painted concrete block
2. Painted brick
3. Unfinished, corrugated, or galvanized metal panels.
4. Reflective glass
5. Aluminum, vinyl, fiberglass, asphalt or fiberboard siding

I-1 Light Industrial District

Subd. 6 Architectural Standards and Guidelines for the I-1 District.

A. *Exterior Wall Finish.*

1. **Required Materials.** All exterior wall finishes on any building structure shall be constructed of the following materials or combination of materials:

- a. Brick
- b. Stone
- c. Glass
- d. Textured masonry units
- e. Wood, consisting of lap siding and painted
- f. Stucco
- g. Tilt up concrete panels
- h. Prefabricated steel or sheet metal panels or pre-engineered buildings, subject to the accent materials requirements in subsection (2) below. The lot shall be landscaped as required by the City which solely reserves the right to require additional landscaping in exchange for allowing the pre-engineered or prefabricated application.
- i. Fiber cement or cement/concrete board lapsiding
- j. Metal subject to the accent materials requirements in subsection (2) below, and the following limitations:
 - Aluminum is prohibited in any form.
 - Minimum metal gauge of 24.
 - Metal roofing shall feature standing seams, concealed fasteners, and guards above building openings to prevent snow from accumulating in entrances.

2. **Accent Materials.** When required based on subsection (1) above, accent material must occupy up to 25 percent of a building's street-facing façade(s). These may include:

- a. Brick
- b. Stone
- c. Textured masonry units
- d. Stucco
- e. Windows
- f. Doors
- g. Canopy, portico, overhang or arch over the main entry
- h. Similar materials as approved by the City

3. **Prohibited Materials.** The following materials may not be used in any visible exterior application except when specifically permitted by the City in areas with limited public view or accent areas:

- a. Unadorned plain or painted concrete block
- b. Painted brick
- c. Unfinished, corrugated, or galvanized metal panels.
- d. Reflective glass
- e. Aluminum, vinyl, fiberglass, asphalt or fiberboard siding