



more than a place. it's home.

Norwood Young America Planning Commission
6:00 p.m., Tuesday, November 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. Approve Minutes of October 11, 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
A. Ordinance Amendments
6. Business
7. Miscellaneous
A. Building Permit Report
8. Commissioner's Reports
9. Next Planning Commission Meeting – Tuesday, December 5, 2023, at 6 p.m.
10. Adjourn

Jerry Barr

Timon Dammann

Mike Eggers

Bill Grundahl

Paul Hallquist

Craig Heher

Charlie Storms

UPCOMING MEETINGS

November 16	Sr. Advisory	9:00 AM
November 21	Park and Recreation Commission Meeting	5:30 PM
November 27	City Council Workshop/EDA/Council Meeting	5:00 PM/6:00 PM
December 5	Planning & Zoning	6:00 PM
December 11	City Council Meeting	6:00 PM (TNT Public Hearing)
December 13	Economic Development Commission Meeting	6:00 PM
December 19	Park and Recreation Commission Meeting	5:30 PM

December 21	Sr. Advisory	9:00 AM
December 25	No City Council meeting	

Norwood Young America
Planning Commission Minutes
October 11, 2023

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

Absent: City Planner Hannah Rybak (WSB)

Staff: Karen Hallquist, Community & Economic Dev Director

Public: Luke Orr, Megan Stoeckman

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/ME to approve agenda as written. Motion passed 7-0.

3. Approve Minutes of September 5, 2023

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

4. Introductions, Presentations, and Public Comment – none

5. Public Hearing

- A. Orr Contracting – Condition Use Permit

Heher opened the public hearing at 6:02pm. Hallquist, on behalf of Rybak, shared the CUP request from Luke Orr for limited manufacturing at 114 Elm St W. The property is located in the C-3 Downtown District where limited manufacturing is listed as a conditional use. The intent is to use the property for retail and office on the main floor and welding/limited manufacturing on the lower level with no outdoor storage associated with the business. Customer parking is allowed on the street in front of the building. Grundahl commented that there is no alley access to the back of the building as it is privately owned. It was suggested to Mr. Orr to contact the owner of the property to discuss access.

Commissioners reviewed the following criteria for the approval of the CUP. All criteria were met.

1. The use is consistent with goals, policies, and objectives of the Comprehensive Plan.

The 2040 NYA Comprehensive Plans guides the subject property for Downtown Mixed Use. The business is primarily commercial in nature, with the small limited manufacturing component. This is consistent with the future land use guidance.

2. The use is consistent with the intent of this Ordinance. Limited manufacturing is an allowable conditional use in the C-3 Downtown District.

3. The use does not have an undue adverse Impact on governmental facilities, utilities, services or existing or proposed improvements.

4. The use does not have an undue adverse Impact on the public health, safety, or welfare. The limited manufacturing use will be limited to the basement level of the property. That, coupled with the brick construction of the building will provide sound buffering. The manufacturing use is limited in scope and is not the main function of the business. Putting a currently vacant property to use is to the benefit of the community as a whole.

5. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. The Applicant is aware that sound generated from the limited manufacturing, which is why it is proposed on the lower level only. Additionally there will be safety precautions taken regarding sparks. Staff recommends limited the hours of operation for the limited manufacturing portion of the business to between the hours of 7:00 AM and 6:00 PM.

6. The use will not Impede the normal and orderly development and Improvement of surrounding property for uses permitted In the district.

7. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. The proposed use will be served by existing facilities.

8. Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site.

9. The use meets all the performance criteria requirements as established in Section 1245.01 of this chapter.
10. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

Hallquist shared that based on the submitted application materials, and the review provided in this report, staff recommends approval of the requested conditional use permit, subject to the following conditions:

1. Limited manufacturing may occur only on the lower level of the building.
2. Hours of operation for the limited manufacturing use shall be 7:00 AM to 6:00 PM.
3. No outdoor storage shall be permitted on the property.

Mr. Orr shared that he will have no delivery trucks as he picks up his own supplies and he is comfortable with the three conditions. His business will also complement the existing powder coating business on the same block.

Motion: ME/CS to close the public hearing at 6:15pm.

Motion: ME/BG to recommend that the City Council approve the requested conditional use permit, subject to the three conditions outlined above. Motion passed 7-0.

6. Business

A. 2024 Planning Commission Goals

Hallquist reviewed the proposed 2024 goals that included the following:

1. Update of the zoning and subdivision ordinances
2. Identifying land to re-guide Medium Density Residential in the Comp Plan
3. Rezone Outlot A
4. Platting of the Tacoma West Industrial Park Phase 2

Motion: CS/JB to approve the NYA Planning & Zoning Commission 2024 Goals. Motion passed 7-0.

7. Miscellaneous

A. Building Permit Report

8. Commissioner's Reports

Parks (BG) – Old Town project is in process.

Council (CS) – Approved the union contract, Railroad Street Grant application, and Main Street Streetscape grant application.

9. Next Planning Commission Meeting – Tuesday, November 7, 2023, at 6 p.m.

10. Adjourn

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

Respectfully Submitted,

Karen Hallquist, Community & Economic Development Director



TO: NYA Planning Commission

FROM: Hannah Rybak, Planning Consultant - WSB

DATE: November 7, 2023

SUBJECT: Public Hearing - Ordinance Amendments

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
- Outdoor Storage
 - Clarified screening
 - Outdoor storage not permitted in front yard

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

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

1245.04 Accessory Structures, Subd. 2 General Provisions:

- Amend building permit exclusion from 120 SF to 200 SF, per building code

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

Action

- Planning Commission should review the draft ordinances ahead of the meeting
- Hold the required public hearing at the Planning Commission meeting on November 7th
- Discuss and make a recommendation regarding adoption of the draft ordinances to the City Council for their consideration

Attachments

Draft Ordinances

**CITY OF NORWOOD YOUNG
AMERICA ORDINANCE NO. **XXX****

AN ORDINANCE AMENDING SECTION 1200.04 OF THE CITY CODE RELATING TO DEFINITIONS. THE ~~STRUCK-OUT~~ TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1200.04, RELATING TO DEFINITIONS SHALL BE AMENDED AS FOLLOWS:**

Auto Condo. A facility comprised of condominium garage units that serve as storage or a workshop. Auto condos may also include shared facilities such as a lounge, washbay, workshop or restrooms. Auto condos may not be residentially occupied at any time.

- II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City of Norwood Young America on the 27th day of November 2023.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted: December 11, 2023

Published:

**CITY OF NORWOOD YOUNG
AMERICA ORDINANCE NO. XXX**

AN ORDINANCE AMENDING SECTION 1210.06 OF THE CITY CODE RELATING TO CONDITIONAL USE PERMITS. THE ~~STRUCK-OUT~~ TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1210.06, SUBD 3(B)(2), RELATING TO SPECIFIC CONDITIONAL USE PROVISIONS FOR AUTO CONDOS SHALL BE AMENDED AS FOLLOWS:

Subd. 3 Standards for Granting a Conditional Use Permit. No conditional use permit shall be granted, unless the City Council determines that all of the following standards, along with standards for a specific use and any other conditions the City Council deems necessary to protect the health, safety and general welfare of the public, will be met:

B. 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.

2. ~~Reserved.~~ (Ord 298; 3-26-18)

Auto Condos. Auto condos shall conform to the following standards:

- a. Auto condos shall be for the private storage and private leisure by the owner(s) of such space. No commercial activities shall be permitted in the auto condo, nor shall any auto condo ever be occupied for residential purposes.
- b. The City may permit specifically designated auto condo units for manufacturing and commercial uses already permitted within the I-1 Light Industrial District, if designated on the approved site plan. If units are approved for manufacturing and commercial uses, the following additional conditions shall apply:
 - i. One wall sign per unit shall be permitted. The sign size shall not exceed 15% of the area of the front face of the unit.
 - ii. No outdoor storage will be permitted.
 - iii. Parking shall be permitted only in the designated parking spaces.

II. BE IT FURTHER ORDAINED SECTION 1210.06, SUBD. 3(B)(18),

**RELATING TO SPECIFIC CONDITIONAL USE PROVISIONS FOR
OUTDOOR STORAGE SHALL BE AMENDED AS FOLLOWS:**

18. Outdoor Storage. Outdoor storage shall conform to the following standards:
- a. 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. A chain link fence with plastic or vinyl screening slats shall be considered a solid fence.
 - b. Outdoor storage shall not be located in front of the principal structure or within the front yard as required by the applicable zoning district, whichever is more restrictive.
 - 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.

**III. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS
ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City of Norwood Young America on the 27th day of November 2023.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted: December 11, 2023

Published:

**CITY OF NORWOOD YOUNG
AMERICA ORDINANCE NO. XXX**

AN ORDINANCE AMENDING SECTION 1230.11 OF THE CITY CODE RELATING TO THE B-1 BUSINESS INDUSTRIAL DISTRICT. THE ~~STRUCK OUT~~ TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.11, RELATING TO THE B-1 BUSINESS INDUSTRIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:

1230.11 ~~Reserved.~~ 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.~~

II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the 27th day of November 2023.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted: December 11, 2023

Published:

**CITY OF NORWOOD YOUNG
AMERICA ORDINANCE NO. **XXX****

AN ORDINANCE AMENDING SECTION 1230.12 OF THE CITY CODE RELATING TO THE I-1 LIGHT INDUSTRIAL DISTRICT. THE ~~STRUCK-OUT~~ TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1230.12, RELATING TO THE I-1 LIGHT INDUSTRIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:

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;~~
- C. Utilities (public sewer, water);
- D. Warehousing;
- E. Wholesale Trade and Showrooms
- F. Manufacturing
- G. Office Complexes
- H. Garden and Landscaping Services
- I. Vocational and Technical Schools
- J. Retail – in association with a contractor yard or wholesale trade business

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;~~
- B. Adult Uses providing they are located on lots which do not abut U.S. Highway 212.
- C. 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.
- D. 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.
- E. 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.

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

G. Mini Storage / Auto Condos

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

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)

E. Setbacks:

Principal Structures:

- Front yard: 30 feet
- Side yard: 10 ±5-feet
- Street side yard: 30 feet
- Rear yard: 30 50 feet
50 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

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

B. Color. Colors shall be harmonious and consist of muted colors with low reflectance. Recommended colors include browns, grays, tans, beiges and dark or muted greens, blues

and reds. Bright or brilliant colors and sharply contrasting colors may be used only for accent purposes.

- C. Entries. The main entrance should always face the primary street and shall be placed at grade. Main entries must be designed with one or more of the following:
1. Canopy, portico, overhang or arch above the entrance. If used, these projections shall be permitted to encroach up to ten (10) feet into the required front yard setback.
 2. Recesses or projections in the building façade surrounding the entrance
 3. Peaked roof or raised parapet over the door
 4. Display windows surrounding the entrance
 5. Architectural detailing such as tile work or ornamental moldings

II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the 27th day of November 2023.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted: December 11, 2023

Published:

**CITY OF NORWOOD YOUNG
AMERICA ORDINANCE NO. **XXX****

AN ORDINANCE AMENDING SECTION 1245.03 OF THE CITY CODE RELATING TO ARCHITECTURAL STANDARDS FOR COMMERCIAL DISTRICTS. THE ~~STRUCK-OUT~~ TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1245.03, RELATING TO ARCHITECTURAL STANDARDS FOR COMMERCIAL DISTRICTS, SHALL BE AMENDED AS FOLLOWS:

1245.03 Architectural Standards and Guidelines for Commercial, Office/Institutional and Multifamily Development, and ~~Business-Industrial~~.

Subd. 1 Purpose and Intent. The City of Norwood Young America recognizes that the visual character of the City is an important attribute of its quality of life. The City intends that all commercial, ~~and business-industrial~~ development within the City should strive towards the highest level of quality in both design and construction. The architectural standards and design guidelines have been established to guide the quality, character and compatibility of new development and redevelopment within the City.

Subd. 2 Applicability. The provisions of this Section shall apply to all new construction of commercial, ~~business-industrial~~, office/institutional and multifamily development. Within each zoning district, the standards shall be in addition to the underlying requirements. The following activities are exempt from design review unless staff determines that the project creates a significant change in the design characteristics of the development:

- A. Internal alteration to buildings that do not result in a change to the building height, roof line or footprint.
- B. Replacement or repair of existing materials
- C. The standards shall apply only to the building or site elements being developed or altered.

Subd. 3 Building Material and Detail.

- 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. Prefabricated steel or sheet metal panels or pre-engineered buildings for Permitted Industrial Uses in the B-1 District only, assuming that permitted materials listed in 1-7 above shall occupy 100% of the street-facing side(s) of the building and 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. Commercial uses (retail or service occupying fifty percent or more of the site) are specifically excluded from this clause (1245.03, A, 10) as may be amended.~~

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

B. *Color.* Colors shall be harmonious and consist of muted colors with low reflectance. Recommended colors include browns, grays, tans, beiges and dark or muted greens, blues and reds. Bright or brilliant colors and sharply contrasting colors may be used only for accent purposes.

C. *Horizontal Articulation.* To avoid long unbroken expanses, building of more than 40 feet in width shall be divided into smaller increments through articulation of the façade. This can be achieved through combinations of the following techniques:

1. Façade modulation- stepping back or forward or extending a portion of the

- façade.
- 2. Vertical divisions using different textures or materials.
- 3. Variation in the rooflines by alternating dormers and stepped roofs, gables or other roof elements to reinforce the modulation or articulation intervals.
- D. *Ground-level Articulation.* The ground level of any multi-story structure shall be visually distinct from the upper stories. This can be achieved through the use of one or more of the following techniques. Others that may meet the objective shall be reviewed and approved by the Planning Commission:
 - 1. An intermediate cornice line
 - 2. A sign band
 - 3. An awning arcade or portico
 - 4. A change in the building materials, texture or detailing
 - 5. A change in window shape or treatment
- E. *Entries.* The main entrance should always face the primary street and shall be placed at grade. Main entries shall be designed with one or more of the following:
 - 1. Canopy, portico, overhang or arch above the entrance
 - 2. Recesses or projections in the building façade surrounding the entrance
 - 3. Peaked roof or raised parapet over the door
 - 4. Display windows surrounding the entrance
 - 5. Architectural detailing such as tile work or ornamental moldings
- F. *Building Placement.* All buildings in the General Commercial District shall be located as close as possible to the front yard setback line and building entrances shall be as close as possible to abutting streets. Parking shall be to the rear or side of the building to the greatest extent possible.
- ~~G. Pre-fabricated and/or pre-engineered buildings are prohibited in the C-2 and B-I Districts, except as provided under 1245.03, Subd. 3, A, 10. Pre-fabricated buildings are those primarily built in a factory off-site and then shipped to and assembled on-site. Pre-engineered buildings are products generally designed by manufacturers according to standard design models as opposed to buildings designed by a stand-alone architect and project engineer who select/employ materials from a variety of independent sources for the specific needs of the property and building.~~

Subd. 4 Loading and Refuse Areas. Screening of service yards, refuse, and waste-removal areas, loading docks, truck parking areas, and other areas which tend to be unsightly shall be accomplished by use of walls, privacy fencing, dense planting, or any combination of these elements. Screening shall block views from public right-of-way.

Subd. 5 Lot Frontage and Parking Location.

- A. *Highway 212 and Highway 5 Corridor.*
 - 1. In any lot that abuts Highway 212 or Highway 5, directly, the lot line abutting the highway shall be considered the front lot line.
 - 2. In any lot that abuts either an access boulevard parallel to Highway 212 or Highway 5, the lot line abutting the boulevard shall be considered the front lot line.
 - 3. The majority of parking shall be located to the side or rear yards of the building.
- B. *All other non-commercial districts listed under the provisions of this section.* Parking areas should be distributed around large buildings in order to shorten the distance to the entrance and to other buildings and reduce the overall scale of the paved surface. No more than 50 percent of the parking area for the site shall be located between the front façade of the principal building and

the primary abutting street.

Subd. 6 Franchise Architecture. Franchise architecture (building design that is trademarked or identified with a particular chain or corporation and is generic in nature) shall be incorporated in such a manner to comply with the design standards of this Section.

II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the 27th day of November 2023.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted: December 11, 2023

Published:

**CITY OF NORWOOD YOUNG
AMERICA ORDINANCE NO. **XXX****

AN ORDINANCE AMENDING SECTION 1245.04 OF THE CITY CODE RELATING TO ACCESSORY STRUCTURES. THE ~~STRUCK OUT~~ TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1245.04, SUBD. 2, RELATING TO ACCESSORY STRUCTURES, SHALL BE AMENDED AS FOLLOWS:**

1245.04 Accessory Structures

Subd. 2 General Provisions.

- A. ~~Structures 120-200 Square Feet or Less.~~ Structures sized ~~120~~ 200 square feet or less are exempt from this Section, except those standards relating to required setbacks and number of total detached structures allowed.

II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the 27th day of November 2023.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted: December 11, 2023

Published:

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. XXX**

AN ORDINANCE AMENDING SECTION 1245.05 OF THE CITY CODE RELATING TO FENCES. THE ~~STRUCK OUT~~ TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1245.05, RELATING TO FENCES, SHALL BE AMENDED AS FOLLOWS:

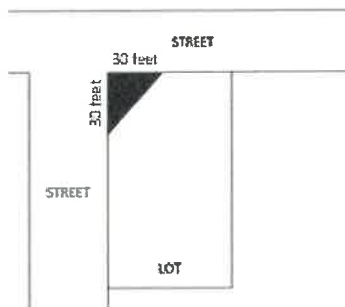
1245.05 Fences

Subd. 1 ~~Building~~ Administrative Permit Required. No fence, except temporary fencing, shall be constructed without an ~~administrative building~~ permit. A fence that is eight (8) feet in height or greater shall require a building permit. ~~The A permit~~ application shall be accompanied by a plot plan clearly describing the type, location, and method of anchoring the fence.

Subd. 2 Setbacks. Boundary line fences ~~shall~~ may be ~~at least one (1) foot from~~ constructed up to the property line, ~~but no component of any fence may exceed the property line.~~ except as provided for in Subd. 4 and 5 of this Section. ~~The persons, firms or corporations constructing or causing the construction of such fence shall be responsible for maintaining that part of their property between fence and property line.~~ City staff shall require any applicant for a fence permit to establish the boundary lines of his property by a certificate of survey thereof to be made by any registered land surveyor or by showing the accurate stake markers of the surveyed lot.

Subd. 3 Fencing Conformity. Fencing in all districts shall conform to the following:

- A. Fences in all districts shall be maintained so that the exposed outer/inner surface shall be uniformly painted or stained in a neat and aesthetically acceptable condition.
- B. The side of the fence considered to be the face (finished side as opposed to structural supports) shall face abutting property.
- C. No fence shall be permitted on a public right-of-way or boulevard area.
- D. No fence shall be erected on a corner lot that will obstruct or impede the clear view of an intersection by approaching traffic within a sight triangle defined by measuring thirty (30) feet from intersecting streets.



- E. All snow-stop fencing may be used from November 1 to April 1. No permit shall be required for temporary fencing.

- F. All fencing shall be constructed straight, true, and plum.
- G. Fences which are in need of repair or maintenance through type of construction or otherwise, or are otherwise dangerous to the public safety or general welfare and health are considered a public nuisance and the City may commence proceedings for the abatement thereof under Chapter 6, Nuisance Abatement of the City Ordinance. Electric fences may not be used. Material such as chicken, sheep, or hog wire fencing, barbed wire fencing, or snow fencing will not be allowed as permanent fencing, except as stated in paragraph E in this section.
- H. All fences shall have a gate or opening to allow access from the exterior of the lot.
- I. All fences shall be constructed of durable materials such as treated or painted wood, cedar, chain link, aluminum, wrought iron, and similar materials intended to be used for fencing in urban areas. Agricultural fences, woven wire, electric wire, plastic, and fences made of flimsy or non-traditional materials/items are prohibited. Barbed wire is prohibited in residential districts but may be allowed on the top of fences in commercial and industrial districts as provided under Subd. 5 "Fencing in Commercial, Business, and Industrial Districts".

Subd. 4 Fencing in All Residential and Agricultural Districts.

- A. *Setback and design.* A fence may be located within the rear yard and side yard to a maximum height of six (6) feet up to the point where it is parallel with the front edge of the building. Fences located in front of a dwelling shall not exceed three and one half feet in height, ~~and shall not be placed within two (2) feet of a property line.~~ Fences may be placed in street side corner yards provided the fence is not closer to the front property line than the principal structure at least fifty (50) percent opaque and not more than ~~four (4) six (6) feet in height.~~ A clear sight triangle as defined in Section 1245.05, Subd. 3(D) is required. Fence height shall be measured from grade.
- B. Fences around dog kennels not exceeding one hundred (100) square feet in size, fences around garden fences will not require ~~building a permits,~~ but shall adhere to the other regulations of this subdivision.
- C. All garbage can areas in multi-family developments shall be protected by a privacy fence not less than six (6) feet in height. The privacy fence shall be constructed of wood, vinyl or similar, but shall not include chain link with slats. All gates shall have a self-closing and self-latching latch installed on the outside of the fence.

Subd. 5 Fencing in Commercial, Business and Industrial Districts.

- A. Business and industrial fences may be erected up to eight (8) feet in height as measured from grade. Fences in excess of eight (8) feet shall require a conditional use permit.
- B. Business and industrial fences with barbed or razor wire security arms shall be erected a minimum of six (6) feet in height as measured from grade (measured without the security arm) and shall require a conditional use permit. The security arm shall be angled in such a manner that it extends only over the property of the permit holder and does not endanger the public.
- C. ~~Single family residential properties located in the Civic (C), Central Business District (CBD), and Commercial/Industrial (C-I) districts shall conform to the provisions of Subd. 3 of this Section.~~

II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the 27th day of November 2023.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted: December 11, 2023

Published:

**CITY OF NORWOOD YOUNG
AMERICA ORDINANCE NO. XXX**

AN ORDINANCE AMENDING SECTION 1250.07 OF THE CITY CODE RELATING TO ACCESSES. THE ~~STRUCK-OUT~~ TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1250.07, RELATING TO ACCESSES, SHALL BE AMENDED AS FOLLOWS:

1250.07 Access.

- A. Parking and loading space shall have adequate access from a public right-of-way.
- B. 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.
- C. Access drives shall be located a minimum of five (5) feet from a side property line.
- D. The maximum width for a driveway serving a single-family home shall be twenty-four (24) feet at the property line, and thirty-six (36 feet) within the lot.
- E. Single family properties shall have no more than one (1) driveway per street frontage.
- F. 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.
- G. 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.
- H. Residential parking pads shall be setback a minimum of five (5) feet from side property lines.

II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the 27th day of November 2023.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted: December 11, 2023

Published:

**CITY OF NORWOOD YOUNG
AMERICA ORDINANCE NO. **XXX****

AN ORDINANCE AMENDING SECTION 1255 OF THE CITY CODE RELATING TO LANDSCAPING. THE STRUCK-OUT TEXT SHOWS THE DELETED WORDING AND THE UNDERLINED TEXT SHOWS LANGUAGE ADDED TO THE CODE.

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 1255, RELATING TO LANDSCAPING, SHALL BE AMENDED AS FOLLOWS:

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 suitable site area, whichever is greater. Tree spacing must include trees planted at the boulevard, at fifty-foot intervals. Suitable site area shall include all area of the site unoccupied by structures and parking lot, and shall exclude wetlands or other land not suitable for disturbance or tree planting. one (1) tree per 1000 square feet of gross building area;~~
Tree planting at a minimum of eight trees or one tree per 3,000 SF of suitable site area, whichever is greater. Tree spacing must include trees planted at the boulevard, at fifty-foot intervals. Suitable site area shall include all area of the site unoccupied by structures and parking lot, and shall exclude wetlands or other land not suitable for disturbance or tree planting. 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 frontage 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~~
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.~~
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 1/2) 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.

II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the 27th day of November 2023.

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