

APPENDIX F

NORWOOD YOUNG AMERICA CITY ZONING AND FEATURES MAPS

APPENDIX F.1

NORWOD YOUNG AMERICA PLANNING FOR FUTURE GROWTH

Norwood Young America: Planning for future Growth

Lola Schoenrich, The Minnesota Project
May 2003



It took 125 years for Norwood Young America to grow to its current population of 3,100. Now growth is coming fast to this city on the Twin Cities urban fringe. City officials expect the population to increase by up to 50% by 2010 and potentially double in just 15 years. The land area will double along with the population. Much of the farmland abutting the city, long held in the Agricultural Preserve Program, an agricultural land preservation tax credit program, has become available for development in 2002 and even more will become available over the next several years. In the face of the anticipated growth, people in Norwood Young America want to retain the small town feel they enjoy today. Community leaders knew that this was only possible if they planned ahead to guide and shape the expected growth. They called on the Minnesota Design Team to help develop a vision of the future and have been working since then to make the vision a reality.

"While Norwood Young America has seen a lot of change since 1996, it hasn't always been an easy ride. Our extremely dedicated and committed citizens have made this journey possible, toughing it out even in tough times. We will continue to seek ways to continue this superior quality of life, and hope to pass on to future generations this pride so they can continue our legacy."

Norwood Young America Comprehensive Plan.

Located just 35 miles southwest of the Twin Cities, at the intersection of busy highway 212 and highway 5, Norwood Young America is ideally located for people looking for easy access to jobs in the growing southwest Twin Cities area. That, in combination with the new availability of prime development land, makes fast growth a virtual certainty.

Both the people who live there now and those moving in value the small town feel of the community. People know each other. They spend the summers playing baseball, swimming and enjoying the Stiftungsfest celebration, Minnesota's oldest continuing celebration.



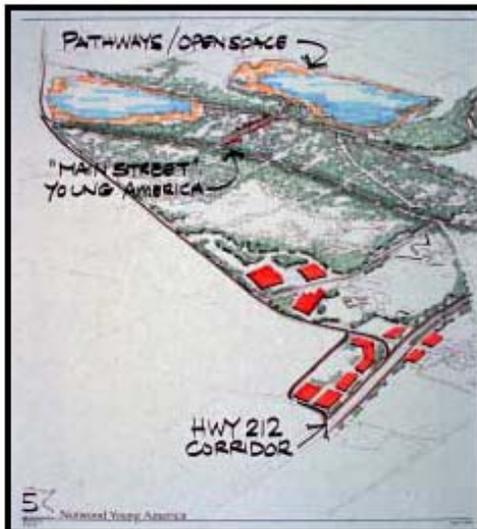
Willkommen Park, home of Stiftungsfest

The Norwood Young America application to the Minnesota Design Team said, "We want our community to be an attractive city in a rural setting with a small town image that provides a variety of services, housing, and employment choices. We want a community with character and a strong identity with healthy business districts that are friendly and functional for residents and visitors alike."

Norwood and Young America, once two towns, took the first step by merging in 1997. A new comprehensive plan laid out goals and vision for the new city. Although many people were involved in developing the plan, it was hard to translate the ideas in the plan into the concrete vision of what the new city could look like.

The Minnesota Design Visit

Norwood Young America hosted the Design Team in April of 2000 in hopes of bridging the gaps between the goals in the comprehensive plan and reality. By all accounts, the four-day long Design Team visit and the resulting drawings and recommendations focused the community and gave life to the concepts in the comprehensive plan. NYA Community Development Director, Tom Terry, says "The Minnesota Design Team visit primarily served to reinforce many of the concepts in the City's adopted comprehensive plan. The Design Team also helped to 'fill out' some of the broader policy statements. The visit served to re-energize the community towards the implementation of many goals identified in the comp plan, as well as renew community ownership of the plan.



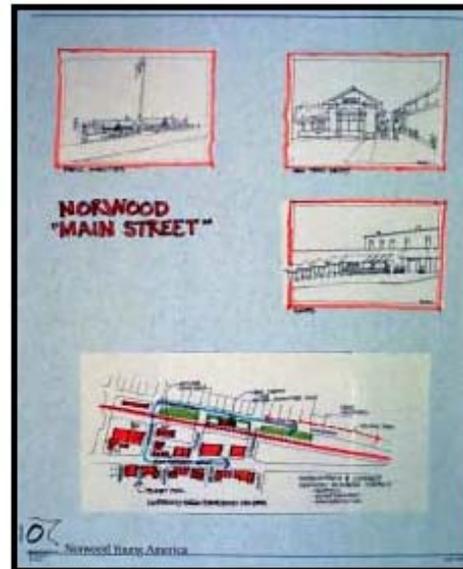
Minnesota Design Team park plan

Community Involvement

Bringing the Design Team to town was a huge community effort. A citizen committee guided the planning and coordinated the event. After the Design Team visit, citizens had a follow-up meeting with Design Team leaders to take another look at the recommendations, ask questions, and begin planning for action.

City staff and leaders were actively involved in the Design Team visit and began coordinating implementation. The recommendations directly ad-

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Design Team plans for Norwood's main street

Design Team Recommendations:

1. Young America Main Street
2. Norwood Main Street
3. Highway 212 Corridor
4. Pathways and Open Space
5. Future Residential Development

ressed areas of City responsibility like streets, sidewalks, parks, and new development. Since the City was acting on many of these items, leadership responsibility fell to elected officials and staff. Eventually, all of the citizen committees that grew out of the Design Team visit became official task forces to the City Council or Planning Commission.

Technical Assistance

Minnesota Project, Tree Trust, the Department of Natural Resources, and Biko Associates collaborated with the Minnesota Office of Environmental Assistance through a grant from the agency to provide assistance to Norwood Young America as they began implementation of the Design Team recommendations. As part of this assistance, three workshops were held for key city decision-makers, including the Mayor, City Council and Planning Commission. The workshops were designed to flesh out

Norwood Young America: Planning for future growth 2

concepts of sustainable development and smart growth and identify different options to achieve the city's development objectives.

In addition, the City matched OEA funds to hire an intern who put together a development handbook clarifying the city's goals and development procedures for developers considering working in the city. The City found that the intern added significant capacity and they have continued funding the position.

Accomplishments and Future Plans

Norwood Young America has implemented many of the Design Team recommendations in the two years since the visit. A newly designed main street with new sidewalks, lighting, crosswalks, and trees in downtown Norwood is the most obvious physical change. Other changes will become more evident as development occurs. In embracing the Design Team recommendations, City Council, Mayor, and the many volunteers on other Commissions and Task Forces are changing status quo development patterns into a new community vision.

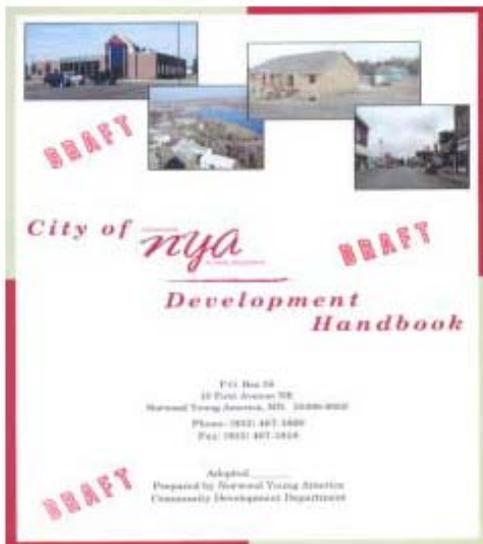
The City used its own resources to hire design assistance in several key areas including parks and trails, streetscapes, and Highway 212. Armed with their own clear vision, able assistance from their own community development staff, and targeted professional design assistance, the City Council, Mayor, Planning Commission and others on City

task forces have been able to make choices and develop the long range plans to guide and shape the coming development. Physical changes will be gradual, but there are clear signs that the new NYA will be that unique small community everyone was hoping for.

Development is coming fast, but City leaders and staff are moving fast as well. The specifics of their work are impressive.



Norwood main street improvements



Young America Civic Center and Main Street – The Young America downtown is north of Highway 212, and serves as the civic center for NYA with city hall, library, and Willkommen Park, the location of the Stiftungsfest celebration. A bulk fuel plant business and the city public works facility are located on the shores of Young America Lake. Much of the retail space on Main Street had been converted to lower quality housing. Plans for the following are well underway.

- Moving the bulk fuel plant and city public works facility off the lake front
- Building medium density mixed residential development in its place, including town homes and single family, on a town grid with alleyways to match the rest of the community and design consistent with original homes. This concept is part of a long-term redevelopment plan and the City has begun the process of acquiring properties in the redevelopment area.

- A new streetscape is proposed as a part of the reconstruction of the Main Street sidewalks.
- Preservation of the old Masonic Lodge, a historic building, is a goal of the redevelopment.
- A Small Business Development Loan Program, funded from loan repayments of Department of Trade and Economic Development loans, will serve the entire community and fund structural, exterior, and facade improvements for local businesses.
- Already a new restaurant has opened up in a vacant building, and City expects the increased residential density will spur other private investment

Norwood Business District and Main Street – The Norwood downtown area is south of 212, and has retail businesses, restaurants, a pharmacy, coffee shop, and the community center.

- The Elm Street (main street) Design team streetscape completed in fall 2002, includes trees, sidewalks, lighting, and brick pavers. The Design Team recommended creating a pedestrian friendly streetscape, and the City has done just that, with the goals of beautification and downtown revitalization. The landscape architect was, Gene Ernst of Ernst & Assoc. in Chaska, and the project was funded with water and sewer revenue bonds.
- Railroad Street, an area between Elm Street and highway 212, once the railroad track, is now an area with mobile homes and industry. The City's goal is to redevelop the area as mixed use



Downtown Norwood

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residential and retail. The street reconstruction will be done as a part of the 10-year infrastructure reconstruction program.

New Residential Development – Some of the expected new residents of NYA will move into the new downtown developments, bringing new density and new business to the two downtowns. The most noticeable changes in NYA, however, will be in the many acres of new developments that will replace open farmland. In the process of working with an initial developer, the City has clarified its goals and now has a clear idea of how they will work with future developers, what they will require, and the amenities for which they will negotiate.

- A visual preference survey showed that people in NYA wanted traditional suburban development, homes with 3 car garages. Contiguous to the two downtowns, the City will push for the town grid street layout and homes. The new farm field developments will be a typical suburban street layout and home type.
- The city is encouraging the use of PUDs,



New development in Norwood Young America

planned unit developments, which allows development of develop a site through the relaxation of the current conventional zoning standards in exchange for higher quality and more environmentally sensitive development. The City will to negotiate on density, lot size, setbacks, fees and other issues in exchange for elements like park dedications, wider buffers around lakes and wetlands, preservation of natural amenities, narrower streets, sidewalks, and trees.

- The Preserve, the first of many developments, will be on 150 acres on the old Shrupp farm. It will be 291 units, single family, townhomes, and twin homes. It will have 11 acres of park-

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land, 27 acres of buffer strips, and 100-150 foot buffers with trails around lakes and wetlands.

- The new “Developer Handbook” will help the City carry the lessons learned from the first development forward into the next. It provides developers with a document outlining the procedures, process and criteria required through the various stages of the development process.

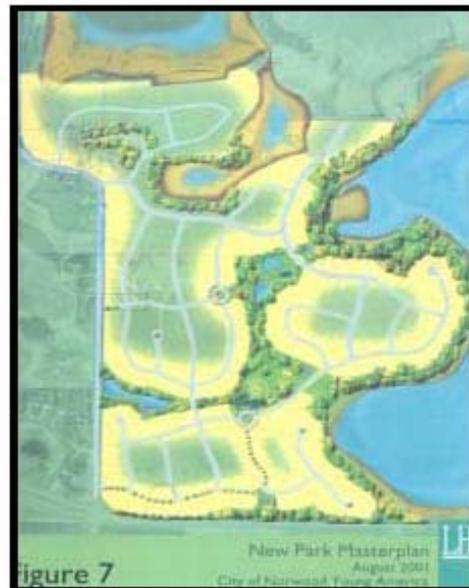
Pathways and Open Space – Many of the Design



Team recommendations addressed parks and trails. With the love of baseball and historic commitment to recreation for children, NYA already has a number of well-maintained parks. However, the community recognized that the existing park system would not be adequate as the community grows. Terry is particularly proud that NYA has gotten a handle on this complex issue. By taking a close look at parks in the context of the first development, they developed a comprehensive, community-wide strategy for parks and trails. Their plans will carry forward in new housing developments and in plans for streets and sidewalks in the rest of the community.

- A new park masterplan for the first new development, the Preserve, was prepared by LHB Architects. After considering several options, the City chose a linear, connected park system with nodes, connecting natural features with ball fields and other recreational facilities. The new parks will be connected to each other with greenways and trails and the park plan will be extended into contiguous developments.

- This plan launched the development of a city-wide Comprehensive Parks and Trails Masterplan with specific recommendations for each park. Terry anticipates that the City will adopt the plan fall 2003. The parks will be connected by a trail system of pathways and sidewalks. Sidewalks will be required in new developments and added in existing residential areas as a part of the infrastructure development plan.
- The City formed and appointed a new Parks Commission in Feb 2002. Previously, a citizen group, the Community Improvement Program, was the unofficial park commission.
- The Park Commission has done an inventory of existing parks, will do parks programming, and will work on developing and adopting the Parks Master Plan, and will keep an eye on the possible need for a parks referendum as the community grows.
- In March of 2003, the City adopted a comprehensive Sidewalks, Trails and Thoroughfare Plan, which includes a construction plan for sidewalks within the existing community and requirements for new development. The plan also includes guidelines for thoroughfares, including boulevard trees and other design elements.



- Enhancement and protection of open space and natural resources is encouraged through PUD in new developments, the newly adopted Carver County water resource management rules (September 2002) and City adopted regulations (anticipated in Fall 2003). There is an option for the developer to pay cash in lieu of land if no suitable land is available.
- A new skateboard park requested by the kids was approved and built in 3 months. Terry says the City was able to act fast to provide this new resource to the community's children because of their experience working together on other projects.

Highway 212 Corridor— Highway 212 is a designated Interregional Corridor, designed for regional, not local, trips. This makes development and safety tricky, since the highway divides the community. It is important to the Minnesota Department of Transportation to limit access and develop alternative transportation corridors within the growing community for local trips. The many lakes and wetlands in NYA make this a difficult task as the community grows. In addition, the City encourages appropriate development on the highway, while keeping the two downtown areas strong.



- The City worked with Carver County, Minnesota Department of Transportation, and Minnesota Department of Natural Resources in a Partnership study to “develop a future transportation system with safe, efficient, and appropriate access.” The study was done by Short Elliot Hendrickson, Inc. This long-range plan addressed ways to protect natural resources while providing adequate local and inter-regional transportation. The study included preparation of traffic forecasts, model traffic impact ordinance, envi-

ronmental impact screening, and development of short and long-range vision for improvements. Public involvement included stakeholder workshops, community open houses, and meetings with the NYA Planning Commission and City Council.

- A pedestrian bridge over the highway was mentioned many times during the Design Team visit and is a mid-term item in the plan.
- Norwood Young America has approved the first phase of the Metro West Industrial Park development on land adjacent to highway 212. The development, which includes retail, office, housing, motel and restaurant pads incorporates many of the concepts presented by the MDT.
- NYA is working with a developer to build senior housing, including assisted living and independent senior apartments. Many of the elements of recommendations from the Design Team will be incorporated into the new development.

Elements of Success

Terry says that without the MDT visit, many of the positive changes in NYA would not have happened. In part, the timing of the visit was very good. The Elm Street streetscape, for instance, happened because the Design Team was there at just the right time. The repaving and sewer work was already scheduled, and the streetscape was added because the Design Team drawing of a redesigned Elm Street inspired people.

When the City requested the Design Team visit, everyone knew that the community was on the verge of unprecedented growth, but people had different ideas about what new developments should look like and how to proceed. They were also unsure about how much direction they could or should give developers. Fortunately, the coming growth will be staged and there was time to develop a specific plan of action. The Design Team visit reinforced the existing comprehensive plan, and made it real. City staff was able to use the recommendations as a springboard for the extra design and planning assistance needed to make them a reality.

Terry points out that the City Council, commissions, and Mayor pushed to invite the Design Team, and many were involved in the visit. In part because of the visit, they share a common vision for the future of NYA and have a good working rela-

tionship. Having shared clear goals for residential development helped the Planning Commission and City Council stay strong and stay together when dealing with the developers.

The City had the opportunity to incorporate Design Team ideas right away because of planned infrastructure improvements. In addition, they had resources to hire the necessary design consultants. As a result, things began looking different right away. People saw real change starting with the Elm Street improvements and the integration of other ideas as development progressed.

Having an intern freed Terry to do the community building and outreach work that has been an integral part of success. The intern was such a success, that the City has funded the position on a permanent basis.

Not everything has been easy, however. It has sometimes been hard to sell the long-term intangible benefits of extra design work to City leadership and to the developers, and sometimes hard, in general, dealing with the many developers involved in NYA.



Lessons Learned

In some ways, NYA was special. Not every community is facing unprecedented growth. NYA also had the resources to hire additional design assistance, in part because of the recent merger. Still, some of the lessons Terry talks about from NYA apply anywhere.

- Keep the Design Team drawings up on the wall. They are in the NYA city hall conference room and the images and ideas behind them have become subliminal. The ideas creep into conversations again and again. Because people have



them in mind, they are ready to act when opportunity arises.

- City Hall should be committed to the Design Team visit, involved in the visit, and bought into the recommendations.
- Be proactive rather than reactive whenever possible.

A great many fast growing communities around urban areas in Minnesota share the challenges of Norwood Young America. Once sleepy small towns, communities on the urban fringes and on highway corridors are facing unprecedented growth. Norwood Young America is proving that communities can take control to guide and direct growth in ways that are compatible with and even enhance the goals of the community. It takes thinking ahead, finding or hiring outside professional help, using the skills and vision of current residents and staff, and it takes vision. NYA has been successful and other communities can be as well.

For More Information:

- Tom Terry, Norwood Young America Community Development Director, 952-467-1800, or tterry@n-y-a.com
- Minnesota Design Team, www.minnesotadesignteam.org
- Tree Trust, www.treetrust.org, Janette Monear, janettem@treetrust.com
- Minnesota Project, www.mnproject.org, Lola Schoenrich, lschoenrich@mnproject.org

APPENDIX F.2

NORWOOD YOUNG AMERICA PLANNING COMMISSION AGENDA FOR TUESDAY, FEBRUARY 17, 2009



AGENDA

Norwood Young America Planning Commission
Tuesday, February 17, 2009 at 6:00 pm
Norwood Young America City Hall, 10 First Avenue NE

- Call to Order
Pledge of Allegiance
- Gary Wolf, Chair**
- Mark Guderian, Vice-Chair**
- Jim Keller, Secretary**
- Tina Diedrick**
- Mark Lagergren**
- Robert Schmitt**
- Richard Stolz**
- Butch Potter, Council Liaison**
1. Oath of Office- Tina Diedrick
 2. Adoption of Agenda
 3. Approve Minutes of January 20, 2009 Meeting
 4. Public Hearings
 - A. Ordinance #210- Rezoning of property located at 12620 Tacoma Avenue N.
 - B. Ordinance #211- Amendment to Chapter 12: Zoning, regarding Bed and Breakfasts
 - C. Conditional Use Permit- 222 Reform St. S.- Bed and Breakfast
 5. New Business
 - A. Community Growth Options Grant- Greenway Corridor Master Plan Goals Discussion
 - B. Review Updated Zoning Ordinance
 - C. 2009 Meeting Schedule
 6. Old Business

None
 7. Reports
 - A. City Council Meeting Representative Report
 - B. Parks & Recreation Commission Report
 - C. Community Development Report
- Adjourn
- Info Items: None*

UPCOMING EVENTS

- February 23 6:30- City Council- PC Rep- Robert Schmitt
- March 9 5:00- City Council Workshop- Pool Expansion Study
6:30- City Council- PC Rep- Jim Keller

*Norwood Young America
Planning Commission – Meeting Minutes
January 20, 2009, 6:00 pm*

Present: Commissioners Mark Guderian, Jim Keller, Mark Lagergren, Robert Schmitt, Dick Stolz, and Gary Wolf, Council Liaison Butch Potter

Absent: None

Staff: Community Development Director Chelsea Alger

Also: Council Member JR Hoernemann, Don and Carol Schroeder, Tina Diedrick, Wayne Zimmerschied, and Jim Richter

1. Call to Order

Meeting was called to order by GW at 6:00 pm

All present stood for the Pledge of Allegiance.

Oath of Office- Mark Guderian, Jim Keller, and Mark Lagergren

2. Adopt Agenda

Motion –DS/RS, all in favor, to adopt the agenda as presented.

3. Approval of December 18th, 2008 Meeting Minutes

Motion- MG/RS, all in favor, to approve the minutes with amendment under New Business

4. Public Hearings

A. Ordinance #208- Amendments to map and text of Chapter 12 Zoning: RC-1 District

Tina Diedrick- Questioned whether there were ordinances in place that addressed noise, light and other nuisance items. Alger stated that those items were addressed in other areas of the ordinance.

JR Hoernemann- Has received questions regarding the amendments. Why change? Why not leave well enough alone? Concern with trucks parked on Kurfman's lot by Railroad and Faxon Rd.

Don Schroeder- Would like to see "wall-to-wall" buildability on lots. Would allow more room for off-street parking.

Carol Schroeder- "Wall-to-wall" would give more use for lot.

Public Hearing closed at 6:20

Commissioner Wolf- Not opposed to allowing more units per multi-family dwelling. Question on whether 35-feet was tall enough. Alger mentioned the height was consistent with most other districts, except for the downtown district.

Commissioner Stolz addressed Mr. Hoernemann's question as to why the City was pursuing the changes to the Zoning Ordinance.

Commissioner Schmitt inquired as to the four-unit limit. Thought 8-plex might be more feasible.

JR Hoernemann- Question regarding setbacks if a parcel will be destroyed.

Carol Schroeder- Doesn't see future of area as rentals, but more condos, which puts a whole different face on what the housing could become. Sees more need in that case for the "wall-to-wall" coverage.

Motion- MG/ML, all in favor, to recommend adopting Ordinance 208.

B. Ordinance #209- Rezoning Property at 12620 Tacoma Avenue North

Alger requested the Council table the rezoning to the February 17th meeting in order to wait for the State's approval letter on the annexation of the subject property.

Motion- DS/MG, to table until February 17th meeting

5. New Business

A. Commissioner Interviews

Tina Diedrick- Ms. Diedrick provided background on herself. The Commissioners asked questions of the applicant.

Allan Hastings- Unable to attend the meeting. His answers to interview questions were provided to the Commission members.

Motion- ML/MG, to recommend appoint Tina Diedrick to the Planning Commission.

B. Organizational Items: Elect Officers, Review By-Laws, Assign Commission duties

Motion- ML/DS, all in favor; to reelect current officers.

Mark Lagergren will is appointed to the Parks and Recreation Commission.

Robert Schmitt will be reappointed to the Economic Development Commission.

No changes to the Planning Commission By-Laws were noted.

6. Old Business

None

7. Reports

There was not a Parks & Recreation Commission meeting in December or January.

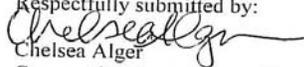
Mark Guderian gave an update on Council activities, including potential new fire truck purchase.

Alger gave updates on Community Development activities, including CGO grant information.

8. Adjourn

Motion- DS/GW, all in favor, to adjourn at 7:17 p.m.

Respectfully submitted by:



Chelsea Alger
Community Development Director

STAFF MEMO

**Planning Commission
City of Norwood Young America**

To: Members of the Planning Commission
From: Chelsea Alger, Community Development Director
Date: February 17, 2009
Agenda Item: **4.0 A. Ordinance 210- Rezoning property located at 12620 Tacoma Avenue North**

Background:

On November 24, 2008, the City Council passed Resolution 2008-75 (a joint resolution with Young America Township) annexing property located at 12620 Tacoma Avenue North, pursuant to Section 4.B. of the Orderly Annexation Agreement (OAA) between the City and Young America Township. Section 4.B. states that the City may annex property legally described in the OAA upon "written agreement of both the City and the Township." The City and Township initiated this annexation because the property was completely surrounded by the City. The property is 3.12 acres in size and has a single-family home with an outbuilding located on-site.

Section 1225.05 Annexations, of the Zoning Ordinance considers the zoning classification of any property annexed into the City as T-A, Transition/Agriculture, to be rezoned to the appropriate zoning for the land-use designation within the Comprehensive Plan. The property is located in the Low-Medium Density Land Use category within the Comprehensive Plan and as such, Staff would recommend a zoning designation of R-1, Low Density Single-Family Residential. This is also consistent with the use of the property and the surrounding uses.

Public Comment:

No public comment was received specific to this request; however Tim Fahey wanted to provide feedback to the Commission regarding future annexations of development areas. He asked that the City be cognizant of all of the vacant residential property within the City before considering annexation areas for residential development.

Staff Recommendation:

A motion to recommend adopting Ordinance 210, an ordinance rezoning property located at 12620 Tacoma Avenue N. from Transition/Agriculture to Low Density Single-Family Residential.

ATTACHMENT(S):

1. Ordinance 210
2. Survey Map of subject property
3. 2030 Urban Growth Boundary Land Use Plan

4.0 A- Ordinance 210
February 17, 2009 Planning Commission
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**CITY OF NORWOOD YOUNG AMERICA
CARVER COUNTY, MINNESOTA**

ORDINANCE NO. 210

**AN ORDINANCE AMENDING CHAPTER 12- ZONING, OF THE NORWOOD YOUNG
AMERICA CITY CODE BY REZONING CERTAIN PROPERTY FROM T/A
(TRANSITION/AGRICULTURE) TO R-1 (LOW-DENSITY SINGLE FAMILY
RESIDENTIAL)**

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA ORDAINS:

SECTION 1. Chapter 12 of the Norwood Young America City Code, the City's Zoning Ordinance, is hereby amended by rezoning from Transition/Agriculture District, T/A, to Low-Density Single Family Residential District, R-1, the property legally described in Exhibit A, located at 12620 Tacoma Avenue N.

SECTION 2. The rezoning of this property is subject to all conditions of City Council approval.

SECTION 3. The zoning map of the City of Norwood Young America shall not be republished to show the aforesaid zoning, but the Clerk shall appropriately mark the zoning map on file in the Clerk's Office for the purpose of indicating the rezoning hereinabove provided for in this ordinance, and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

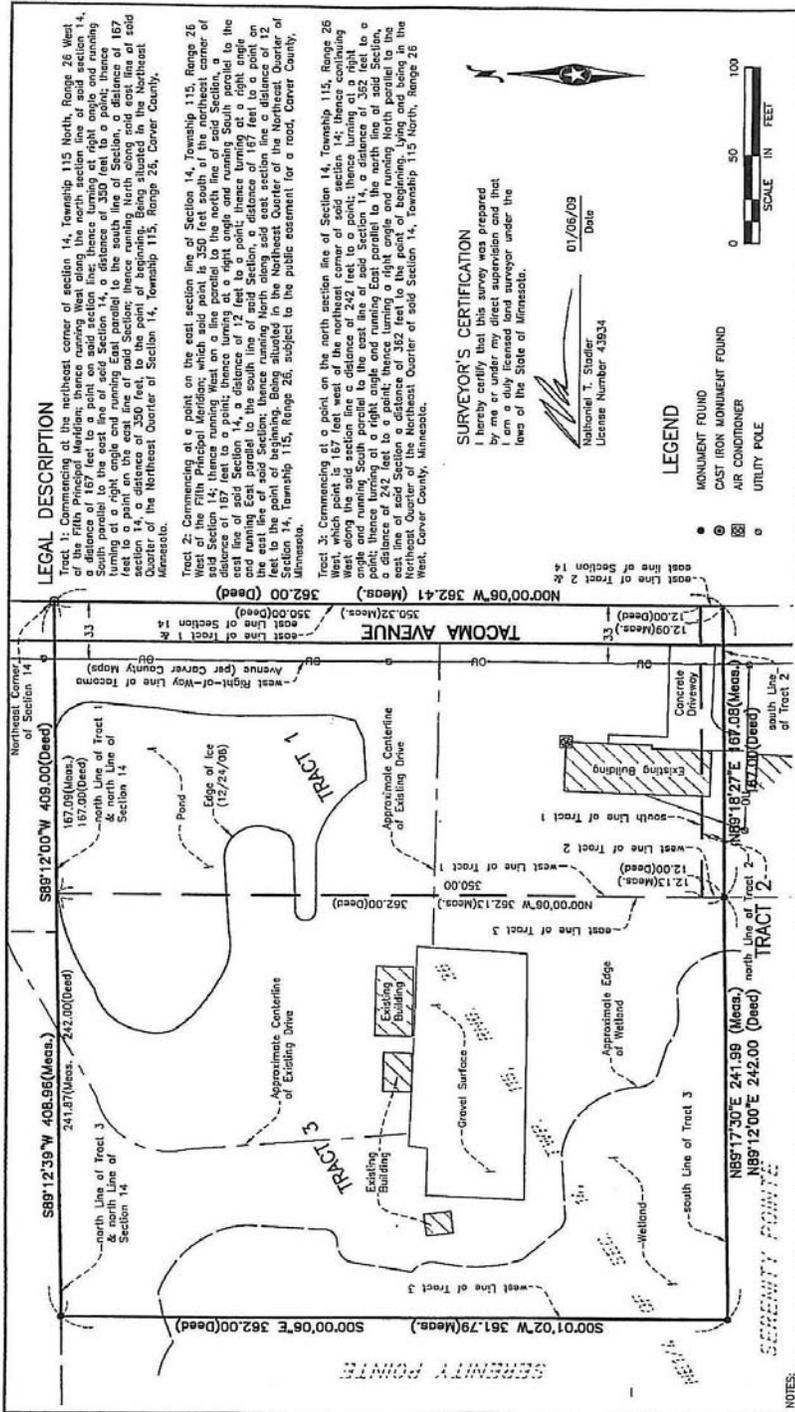
SECTION 4. This ordinance shall be effective immediately upon its passage and publication.

Adopted by the City Council this 23rd day of February 2009.

Mayor

ATTEST:

Diane Frauendienst
City Clerk/Treasurer



BOUNDARY SURVEY
 12520 TACOMA AVENUE NORTH

BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 2535 SHADOWN LAKE SUITE 200, CHASKA, MN 55318 (652)-448-9838
 1000 W. WASHINGTON STREET, MINNAPOLIS, MN 55401
 1000 W. WASHINGTON STREET, MINNAPOLIS, MN 55401

P.O. NET/4 OF THE NET/4
 SEC. 11, TWP. 115, RGE. 26

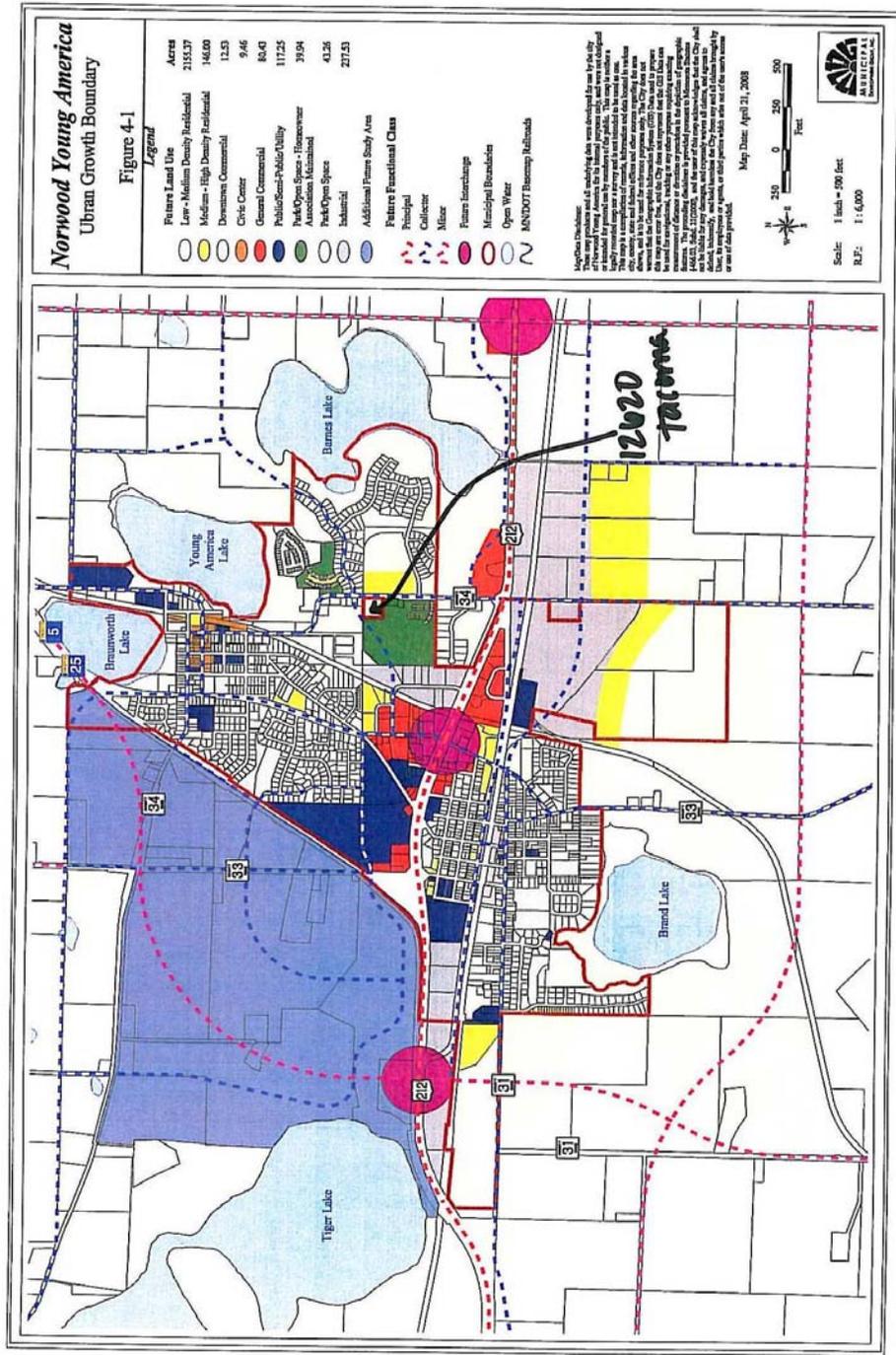
FOR: CITY OF NORWOOD YOUNG AMERICA

JOB NUMBER: C1235710 FIELD BOOK: GREG D. B DTP 41 DRAWN BY: WTS

R:\MVA\C1235710\12520 TACOMA AVE\CAD\35710SU02.DWG 01-06-2009 2:59p.m.

EXHIBIT A

NOTES:
 1) The field survey on which this map is based was performed when snow was covering all or part of the subject property. There could be improvements on the site not shown on this map, but hidden by snow on the date of this survey.
 2) A "Jurisdictional Wetland Determination" was not performed in conjunction with this survey, nor was it a contractual component of this survey. Areas noted as "POTENTIAL WETLAND OR PONDING AREA" might be serving, intentionally or unintentionally, as storage areas (ponding areas) for storm water, or they might have characteristics that could give them protection status under the Minnesota Wetland Conservation Act and/or the Federal Clean Water Act.
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STAFF MEMO

**Planning Commission
City of Norwood Young America**

To: Members of the Planning Commission
From: Chelsea Alger, Community Development Director
Date: February 17, 2009
Agenda Item: 4.0 B. Ordinance 211- Amendment to Chapter 12: Zoning, regarding Bed and Breakfasts

Request Summary:

The City has received application from Erica Slathar and Rita Boettcher to amend Sections 1200.04 (Definitions) and 1210.06, Subd. 3 (Standards for Granting a Conditional Use Permit) in order to allow non-owner occupied Bed and Breakfasts as a Conditional Use in the R-3, Medium Density Mixed Residential District. The applicants are requesting this change in order to apply for a conditional use permit to operate a non-owner occupied Bed and Breakfast at 222 Reform St. S. that caters to clientele that would use the facility for crafting retreats, such as quilting, scrapbooking and other, similar fellowship events.

Currently, the Zoning Ordinance allows for owner-occupied Bed and Breakfasts as a conditional use in the R-3 District. The amendment would change the requirement that the facilities be owner-occupied and allow for non-owner occupied, however still require the owner to be the operator of the facility.

Applicable Code Sections:

Section 1210.05 (Amendments) of the Zoning Ordinance requires that an amendment to the ordinance may be approved only by a 2/3 majority of all members of the City Council, and only after a public hearing has been duly advertised and held by the Planning Commission. A public hearing notice was published in the February 5th edition of *The Times*.

Staff Comment:

In order to allow for Bed and Breakfasts that are not owner occupied, the City would need to amend the current definition of "Bed and Breakfast" under Section 1200.04, and revise the conditions specific to "Bed and Breakfasts" under the Conditional Use Permit Section 1210.06. Staff has researched some other cities and also found that they create two separate definitions for each type of use, however the difference is generally within the occupancy status. Since both uses would require a conditional use permit anyway, Staff feels it is acceptable to take the more simple approach in encompassing both uses into the definition of "Bed and Breakfast."

The current definition of Bed and Breakfast reads: *An owner occupied single-family dwelling where lodging in up to four guest rooms and breakfast are provided to the traveling public by the resident owner for compensation.*

Staff would recommend revising the definition to read as follows: *A single-family dwelling where lodging in up to four guest rooms and breakfast are provided on a transient basis by the owner for compensation. Such uses may include traditional owner-occupied bed and breakfasts, or non-owner occupied facilities*

4.0 B- Ordinance 211
February 17, 2009 Planning Commission
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used for retreats such as scrap booking, stamping, greeting card making, quilting, or similar fellowship events.

Staff would further recommend amending conditions "a." and "i." of the specific conditional use requirements for Bed and Breakfasts to remove the requirement for owner occupancy and update the parking requirements.

All proposed amendments are outlined on the attached draft of Ordinance 211.

Scrapbooking, and like, retreats have become a popular venue in the recent past and the City has no provisions in the Zoning Ordinance that would specifically address them. It is the opinion of Staff that the proposed use is most similar to that of a Bed and Breakfast where single-family residences, generally but not necessarily, older homes, have been converted to these types of lower impact commercial properties maintaining the character of the surrounding locale, while providing for a unique business opportunity in the community. Staff feels comfortable that the revised conditional use provisions would adequately regulate either a traditional Bed and Breakfast or one of these retreat facilities.

Public Comment:

As of the date of this report, no public comment had been received either for or against this application.

Staff Recommendation:

A motion to recommend adopting Ordinance 211, an ordinance.

ATTACHMENT(S):

1. Ordinance 211
2. Application
3. Applicant's request to amend Zoning Ordinance

CITY OF NORWOOD YOUNG AMERICA
CARVER COUNTY, MINNESOTA

ORDINANCE NO. 211

AN ORDINANCE AMENDING THE TEXT AND MAP OF CHAPTER 12 (ZONING)
PERTAINING TO BED AND BREAKFAST

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA HEREBY
ORDAINS:

SECTION 1. AMENDMENTS. The text of Chapter 12, Zoning, of the Norwood Young
America City Code is hereby amended as follows:

SECTION 1200.04 (DEFINITIONS) IS HEREBY AMENDED AS FOLLOWS:

Bed and Breakfast. ~~An owner-occupied~~ A single-family dwelling where lodging in up to four
guest rooms and breakfast are provided ~~to the traveling public~~ on a transient basis by the ~~resident~~
owner for compensation. Such uses may include traditional owner-occupied bed and breakfasts,
or non-owner occupied facilities used for retreats such as scrap booking, stamping, greeting card
making, quilting, or similar fellowship events.

**SECTION 1210.06, SUBD. 3 (STANDARDS FOR GRANTING A CONDITIONAL USE
PERMIT) IS HEREBY AMENDED AS FOLLOWS:**

B. Specific Conditional Use Provisions

3. Bed and Breakfast

- a. The owner must ~~reside on the premises and~~ be the operator of the facility.
- b. There is a maximum of four (4) units in the principal structure.
- c. All units are located within the principal structure.
- d. A building permit is applied for and issued to assure conformance to Health, Building
and Fire Codes.
- e. The exterior façade shall not be altered from its Single Family character.
- f. On-premise advertising signs shall be limited to either one wall sign up to 4 square
feet or a free-standing sign up to 2 square feet.
- g. The sign shall be approved as part of the CUP and shall be designed in character with
the principal structure, identifying not more than the name and address of the facility.
- h. The facility must have access to a collector or arterial street or be contiguous to a
commercial district or shall be otherwise located so that access can be provided
without generating significant traffic on local residential streets.
- i. A minimum of one off-street parking stall for each guest room plus two off-street
parking stalls for the permanent residents of the primary structure, if applicable, shall
be provided. A piggy-back or tandem parking arrangement is permitted.
- j. On-site dumpsters or other waste containers shall be screened from public view.

SECTION 2. EFFECTIVE DATE. This ordinance shall be in full force and effect upon its
passage and publication.

The ~~stricken~~ language is deleted; the underlined language is inserted.

1

Adopted by the City Council this 23rd day of February 2009.

Mayor

ATTEST:

Diane Frauendienst
City Clerk/Treasurer

The ~~stricken~~ language is deleted; the underlined language is inserted.

2

Planning and Zoning Application

Case File
#2009-003

City of Norwood Young America
10 1st Ave NE, PO Box 59
Norwood Young America, MN 55368
Phone: (952) 467-1800 Fax: (952) 467-1818

Applicant's Name <i>Erica Slathar</i>		Telephone Home Work/Cell <i>952-467-3145</i> <i>612-910-0192</i>																														
Address (Street, City, State, ZIP) <i>1475 122nd St Norwood, MN 55368</i>																																
Property Owner's Name (If different from above) <i>Michael & Katherine Dickson, 1050 Goldfinch Dr. Waconia, MN</i>		Telephone Home Work/Cell																														
Location of Project <i>222 Reform St</i>																																
Legal Description <i>Sect-14 Twp-11S Range-02W Slocum's Addition lot-002 Block-004 & Lot 3 & N 18' of Lot 6</i> <i>Old # 60.6000120</i>																																
Description of Request (Attach separate sheet, if necessary) <i>Change in city code to allow for use as a \$ women's retreat (scrapbooking, knitting emphasis). Currently the property could be used as an owner occupied bed and breakfast. We would not be living there.</i>																																
<p align="center">Proposed Action(s): Check all that apply</p> <table border="0"> <tr> <td><input type="checkbox"/> Annexation \$300.00</td> <td><input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow</td> <td><input type="checkbox"/> Storm Water Plan \$250.00</td> </tr> <tr> <td><input type="checkbox"/> Application for Appeal \$150.00</td> <td><input type="checkbox"/> Sketch Plat \$200.00 + Escrow</td> <td><input type="checkbox"/> Rezoning \$500.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> City Code Amendment \$250.00</td> <td><input type="checkbox"/> Site Plan \$300.00 + Escrow</td> <td><input type="checkbox"/> Street/Alley Vacation \$150.00</td> </tr> <tr> <td><input type="checkbox"/> Parking Reduction \$100.00</td> <td><input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow</td> <td><input type="checkbox"/> Zoning Text Amendment \$250.00</td> </tr> <tr> <td><input type="checkbox"/> CUP/IUP \$200.00 (Residential) <i>fee waived</i></td> <td><input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow</td> <td><input type="checkbox"/> Other _____</td> </tr> <tr> <td><input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non Residential)</td> <td><input type="checkbox"/> PUD Final Plan \$300.00 + Escrow</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Variance \$150.00 (Residential)</td> <td><input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Variance \$200.00 (Non Residential)</td> <td><input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lot Split \$200.00</td> <td><input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Public Hearing Notice \$50.00</td> <td><input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow</td> <td></td> </tr> </table>			<input type="checkbox"/> Annexation \$300.00	<input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow	<input type="checkbox"/> Storm Water Plan \$250.00	<input type="checkbox"/> Application for Appeal \$150.00	<input type="checkbox"/> Sketch Plat \$200.00 + Escrow	<input type="checkbox"/> Rezoning \$500.00	<input checked="" type="checkbox"/> City Code Amendment \$250.00	<input type="checkbox"/> Site Plan \$300.00 + Escrow	<input type="checkbox"/> Street/Alley Vacation \$150.00	<input type="checkbox"/> Parking Reduction \$100.00	<input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow	<input type="checkbox"/> Zoning Text Amendment \$250.00	<input type="checkbox"/> CUP/IUP \$200.00 (Residential) <i>fee waived</i>	<input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow	<input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non Residential)	<input type="checkbox"/> PUD Final Plan \$300.00 + Escrow		<input type="checkbox"/> Variance \$150.00 (Residential)	<input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow		<input type="checkbox"/> Variance \$200.00 (Non Residential)	<input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow		<input type="checkbox"/> Lot Split \$200.00	<input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow		<input checked="" type="checkbox"/> Public Hearing Notice \$50.00	<input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow	
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<p>ALL ESCROW MUST BE PAID BY CERTIFIED CHECK Escrow Deposit \$2,000.00 Escrow Deposit - Site Plan Review \$5,000.00 Escrow Deposit - Development Review (paid at Sketch Plan) \$10,000.00</p> <p>ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.</p> <p align="center">*APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED*</p>																																
The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of Chapter 11 and Chapter 12 of the City Code and other applicable ordinances.																																
Applicant's Signature: <i>Erica Slathar</i>	Date <i>1/26/09</i>																															
Fee Owner's Signature:	Date																															
For Office Use Only																																
Accepted By: <i>Chelsea Jeger</i>	Amount <i>300 -</i>	Date <i>1/27/09</i>																														

We are interested in purchasing the property at 222 Reform Street, Norwood Young America. This property is currently unoccupied and close to, if not in, foreclosure. We would like to purchase it for use as a women's retreat with an emphasis on scrapbooking, quilting, and knitting. As the code is now, that property could be used as an owner-occupied bed and breakfast. Our use would be similar with the exception that it would not be owner-occupied. Rita Boettcher of Hamburg and daughter, Erica Slathar of Norwood Young America would be the owners and would continue to live in their respective homes.

APPENDIX F.3
NORWOOD YOUNG AMERICA URBAN GROWTH
BOUNDARY / FUTURE LAND USE MAP, MAY 17, 2009

Norwood Young America Urban Growth Boundary /Future Land Use Figure 4-1

Legend

Future Land Use		Acres
	Low - Medium Density Residential	2167.93
	Medium - High Density Residential	140.49
	Downtown Commercial	12.53
	Civic Center	9.46
	General Commercial	80.43
	Public/Semi-Public/Utility	117.25
	Park/Open Space - Homeowner	32.89
	Association Maintained	
	Park/Open Space	43.26
	Industrial	237.53
	Additional Future Study Area	
Future Functional Class		
	Principal Arterial	
	A Minor Arterial-Connector	
	Future A Minor Arterial-Connector	
	B Minor Arterial	
	Future B Minor Arterial	
	Major Collector	
	Future Major Collector	
	Minor Collector	
	Future Minor Collector	
	Future Overpass	
	Future Interchange	
	Future Interchange	
	Road Closure	
	Municipal Boundaries	
	Open Water	
	MN/DOT Basemap Railroads	

Map/Data Disclaimer:
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Map Date: May 17, 2009



Scale: 1 inch = 500 feet

R.F.: 1 : 6,000

