

**CITY OF CHATFIELD  
PLANNING & ZONING COMMISSION AGENDA**

**Monday, April 3<sup>rd</sup>, 2023**

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**I. Joint Meeting with EDA, April 3<sup>rd</sup>, 2023, 6:00 p.m.**

**Planning & Zoning Commission Meeting, April 3<sup>rd</sup>, 2023, 7:00 p.m.**

**II. Approve Prior Meeting Minutes**

March 6<sup>th</sup>, 2023

**III. Public Hearing Items**

A. Multi-family Off Street Parking Standards

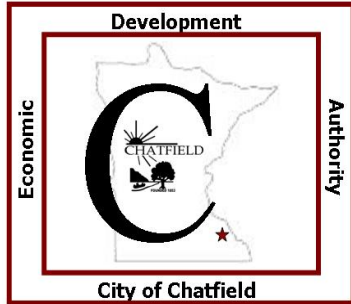
**IV. Non-Public Hearing Items**

A. None

**V. Staff Recap**

A. None

**VI. Adjourn**



**Chatfield Economic Development Authority**  
**Thurber Community Center - Chatfield Municipal Building**  
**21 Second Street SE**  
**Chatfield, MN 55923**  
**Voice 507.867.1523 Fax 507.867.9093**  
**[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)**

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## **SPECIAL JOINT MEETING NOTICE**

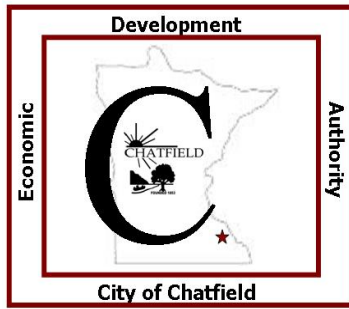
### **CHATFIELD ECONOMIC DEVELOPMENT AUTHORITY & PLANNING AND ZONING COMMISSION**

**6:00 p.m., Monday April 3, 2023**

**Thurber Municipal Center  
Chatfield, Minnesota**

### **AGENDA**

- I. Call to Order
- II. Business
  - A. Twiford Street Public Works Property Discussion with Planning & Zoning
- III. Adjourn



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April 3, 2023

MEMO

To: Chatfield EDA

From: Chris Giesen

RE: Twiford Street Public Works Property Discussion

### **Joint Meeting w/ Planning and Zoning – Visioning for City’s New Downtown Property**

The city now owns the former People’s Energy Cooperative facility on Twiford Street.

The new use is now for public works storage, but no long term plan has been identified. The current (and past uses) are considered “nonconforming uses” by planning and zoning – meaning that while the current use/level of that use is acceptable, there are limits to what can be done under the current zoning. In addition, even the apartment building that was proposed for the same site last year didn’t actually fit the current zoning standards.

As discussed at prior EDA meetings, the EDA will meet with the Planning and Zoning Commission to discuss the future utilization and vision for this property.

Tonight, we will discuss four main topics related to this property:

1. Existing conditions.
2. Current permitted uses.
3. What EDA and P&Z would like to ultimately see on this property: what do we need? What fits? What do we want?
4. Next steps. What do we need to do to address items from 1 & 2 to make items from 3 possible?

The goal of tonight’s meeting is to begin formulating a vision for the Twiford Street public works property and then present our findings/vision to the Committee of the Whole at its April meeting.

We may not have enough time to dive further at the meeting tonight, but the EDA also requested that we identify, discuss, and solve these questions for similar situated properties in the community.

# CITY OF CHATFIELD

## PLANNING & ZONING COMMISSION MEETING MINUTES

### Monday, March 6<sup>th</sup>, 2023

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The Planning & Zoning Commission of the City of Chatfield met in regular session on Monday, March 6<sup>th</sup>, 2023. Wayne Halvorson presided as Chair and called the regular meeting to order at 7:00 PM.

Present	Absent	Name
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- |   |  |   |
|---|--|---|
| ■ |  | Commissioner Wayne Halvorson, Chair             |
| ■ |  | Commissioner Dan Tuohy                          |
| ■ |  | Commissioner Rich Bakken                        |
| ■ |  | Commissioner Terry Bradt                        |
| ■ |  | Commissioner Josh Broadwater                    |
| ■ |  | Commissioner Jeremy Aug                         |
| ■ |  | Commissioner Kent Whitcomb                      |
| ■ |  | Logan Tjossem, Planner and Zoning Administrator |

#### Prior Meeting Minutes

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<b>Motion:</b>	To approve minutes by Commissioner Halvorson
<b>Second:</b>	Commissioner Tuohy
<b>Amendments:</b>	None.
<b>Ayes:</b>	Unanimous.
<b>Nays:</b>	None.
<b>Abstention:</b>	None.
	Motion carried.

#### Public Hearing Items

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A. None

# CITY OF CHATFIELD

## PLANNING & ZONING COMMISSION MEETING MINUTES

### Monday, March 6<sup>th</sup>, 2023

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#### Non – Public Hearing Items

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#### A. Goals and Priorities of 2023 continued...

Logan Tjossem, Planner and Zoning Administrator, presented a Power Point on:

#### Priority #1: LUP and Zoning Map Amendments:

- People’s Energy Site Long Term Plan – Review of Land Use Plan, Zoning District and Permitted Uses.
- Suggested Uses. (Apartments, Parking, Retail, etc.)
- Joint Meeting with EDA at the April 3<sup>rd</sup>, 2023, P&Z Meeting.

There was dialogue and discussion among the Commission members with general consensus that the Peoples site should be a short term solution for the Public Works facility, the parcel should be kept as one parcel and not sold off into individual parcels, a larger area should be reviewed for encouraging redevelopment, and although the City shouldn’t be a developer per se, there was discussion about retaining ownership of the land and partnering with a private developer to build an apartment and managing the facility through a land lease or land trust type of arrangement.

#### Priority #2: Development Standards Review:

- Off – Street Parking Requirements for Multi-Family Uses. Current Requirements/Suggested Requirements (1.5 Parking Stalls per unit/Some other metric; include metric for guest parking and/or proof of parking).
- Street widths, sidewalk locations and widths, bike lanes and other pedestrian facilities, lot widths, impervious coverage, density.

There was dialogue and discussion among the Commission members with consensus that the first priority is to look at current off-street parking requirements related to Multi-family Uses. There was unanimous support to move forward with a text amendment.

**Motion:** To initiate a Text Amendment to the off-street parking standards for multi-family uses by Commissioner Tuohy.  
**Second:** Commissioner Whitcomb  
**Amendments:** None  
**Ayes:** Unanimous.  
**Nays:** None.  
**Abstention:** None.  
Motion carried.

**CITY OF CHATFIELD  
PLANNING & ZONING COMMISSION MEETING MINUTES  
Monday, March 6<sup>th</sup>, 2023**

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Staff Recap on upcoming issues.

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**None**

Adjourn

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**Motion:** To adjourn by Commissioner Tuohy.  
**Second:** Commissioner Tuohy  
**Amendments:** None  
**Ayes:** Unanimous.  
**Nays:** None.  
**Abstention:** None.  
Motion carried.

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Wayne Halvorson, Chair

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Logan Tjossem, Planner & Zoning Administrator



# City of Chatfield

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## MEMORANDUM

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**TO:** PLANNING & ZONING COMMISSION  
**FROM:** LOGAN TJOSEM, ZONING ADMINISTRATOR AND PLANNER  
**SUBJECT:** MULTIPLE DWELLING OFF STREET PARKING PROPOSED TEXT AMENDMENT  
**DATE:** 03/30/2023  
**CC:**

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**Background:** At the 03/06/2023 Planning and Zoning Commission meeting, the Commission members made a motion to amend the multiple dwelling off street parking requirements under Section 113-412. – Parking requirements.

The current regulations are listed below, and the proposed language change is in *red, BOLD, underlined and Italics*, as follows:

### **Sec. 113-412. – Parking Requirements.**

Multiple dwellings	1½ spaces per dwelling unit
<b><u>Multiple dwellings:</u></b>	<b><u>1 space per efficiency/studio or 1-Bedroom</u></b>
	<b><u>1.5 spaces per two bedrooms</u></b>
	<b><u>2 spaces per three bedrooms, or more.</u></b>

### **Alternate Option:**

**If the above calculations for off street parking spaces cannot be met, a Statement of Proof of Parking will be required showing how the off-street parking can work. The request must be reviewed and approved by the City Council.**

### **Staff Recommendation / Action Requested:**

Staff is requesting the Planning Commission make a recommendation to the City Council for approval of the Text Amendment as outlined above and follow the procedure as outlined in Section 113-135 as referenced below:

**Sec. 113-135. - Procedure for the planning commission or the city council.**

(a) Amendments of this chapter not initiated by the planning commission shall be referred to the planning commission for study and review.

(b) All amendments of this chapter initiated by the planning commission, or the city council shall be the subject of a public hearing pursuant to law. The city clerk shall set the date for a public hearing and shall have the notice of such hearing published in the legal newspaper at least once, not less than ten days, nor more than 30 days prior to said hearing. The city council may waive the mailed notice requirements for a city-wide amendment to this chapter initiated by the planning commission or city council give notice in the manner required by law.

(c) The planning commission shall hold the public hearing and then shall recommend to the city council within 30 days after the public hearing one of three actions: approval, denial, or approval with special conditions/modifications.

(d) The city council shall act upon the application within 30 days after receiving the recommendation of the planning commission. Amendments to this chapter shall be by passage upon a simple majority vote of the city council, provided that any action or passage overriding the recommendations of the planning commission shall require a four-fifths majority vote of the entire city council.