

**Committee of the Whole
Monday, April 24, 2023
City Council Chambers**

1. Committee of the Whole **5:00 p.m.** Monday, April 24, 2023
2. Envisioning the future use of the Twiford Street property with the EDA and Planning Commission.

Committee of the Whole Meeting Notes

February 27, 2023

Members Present: Mayor Russ Smith, Councilors Paul Novotny, Pam Bluhm, Mike Urban, Josh Broadwater and Dave Frank.

Members Absent: None.

Others Present: Gretchen Mensink-Lovejoy, Shane Fox, Beth Carlson, Brian Burkholder, Craig Britton, Chris Giesen and Joel Young.

Strategic Plan Status Report: The committee reviewed progress reports relating to seventeen initiatives that were adopted at the Strategic Planning Retreat held in November, 2021. A few of the initiatives have been completed, progress is continuing on several others, and still other initiatives are evolving into slightly different forms.

Camping Discussion: Due to the elimination of camping at Shady Oak Park, the committee talked about replacing the facilities at another location within the community. The consensus was that four camp sites should be sufficient and that the location of the horseshoe pits in Mill Creek Park might be the most likely place to locate campers. Some concern was expressed that locating camping in Mill Creek Park might detract from the use of the park by local residents. The City Engineer was asked to develop a rough cost estimate to develop the sites and to extend water and electricity to the sites, and to create a dump station at an appropriate location. The Park & Recreation Committee will continue to discuss these issues.

Twiford Street Property Discussion: The purpose of the discussion was to start a conversation that would eventually result in a shared vision as to how this property would be used after the city is done using it. It was reported that the Planning Commission and the EDA are both having a similar discussion, with the thought of the city council meeting with Planning and EDA in April to continue the discussion. A secondary element of the discussion is to determine if the property should remain intact until a public works building is constructed or if it can be sold in pieces. It was reported that a parallel discussion would be taking place at the Public Works Committee to determine the type of facility that is needed for public works and to identify a location for the facility. The ultimate purpose of these discussions is to be prepared to make decisions as the opportunities present themselves.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE / P&Z / EDA
FROM: JOEL YOUNG, CITY ADMINISTRATOR
SUBJECT: TWIFORD STREET PROPERTY DISCUSSION
DATE: 4/07/23
CC:

This note is intended to form up the basis for the discussion on April 24th, which will focus on the Twiford Street property that was recently purchased by the City for use by the public works department. The City's intention is to use the property until a new public works facility is constructed, which is slated to take place sometime between 2024 – 2029.

The primary points of consideration are:

- 1. What type of use, or service, does the City ultimately want to see take place on this property after the City no longer needs it for the public works department?***

This property is currently zoned B-1, General Commercial. The purpose of this zoning district, along with the permitted uses & conditional uses that can take place on this property, can be found at Sec. 113-184 [https://library.municode.com/mn/chatfield/codes/code_of_ordinances?nodeId=PTIICO OR CH113ZO ARTIVDIRE S113-184GECODI](https://library.municode.com/mn/chatfield/codes/code_of_ordinances?nodeId=PTIICO_OR_CH113ZO_ARTIVDIRE_S113-184GECODI). If there is a property use that the City would like to see take place on this property, but that use is not listed as a permitted or conditional use, the Code would need to be changed to allow that use. Any use that might be added as a permitted or conditional use would need to be consistent with the Purpose of the zoning district, of course, and that use would then be permitted anywhere else in the district, too.

The recently proposed apartment building is good fodder for this discussion, as housing is needed within the community and additional housing in or near the B-1 District would improve the commercial prospects of the historical downtown area. The benefits of an apartment building notwithstanding, the only residential uses allowed in the B-1 District are those with commercial establishments at the street level, which means that the

apartment building that was proposed didn't really fit, as there was no commercial space included in the proposal.

This discussion should directly address the prospect of allowing a stand-alone apartment building in the B-1 District, as well as any other use that might not be currently listed in the Code.

The performance standards that must be followed when constructing a building on this property, or anywhere else in the B-1 zoning district, can be found at Sec. 113-184 https://library.municode.com/mn/chatfield/codes/code_of_ordinances?nodeId=PTIICO_OR_CH113ZO_ARTIVDIRE_S113-184GECODI. This section of the Code stipulates how tall a building can be, how much of the property can be covered with buildings, open space requirements, etc. There is no requirement to provide off-street parking for any allowable use in the B-1 zoning district. Off-street parking requirements in other zoning districts can be found at Sec 113-412 of the Code https://library.municode.com/mn/chatfield/codes/code_of_ordinances?nodeId=PTIICO_OR_CH113ZO_ARTVIRESUSPEST_DIV6OREPALOLOAC_S113-412PARE.

Referring to the recently proposed apartment building might help this conversation, too, since concerns were raised about the height of the proposed building, open space and off-street parking. As stated above, if this discussion results in changing performance standards, those changes would apply to all properties within the B-1 zoning district.

2. ***Should the property stay intact until the City vacates the property or, if it is determined that a certain portion of the property is not needed by the public works department, should that portion of the property be offered for sale?***
 - A. Currently, the Planning Commission, along with some members of the EDA, has determined that the property should remain intact.
3. ***While the City will have an opportunity to restrict the sale of the property to a buyer/developer who would construct the building or provide the service most desired by the City, the City will need to determine how long to hold the property until the right prospect is identified. This point should be acknowledged so it is understood that this discussion is intended to be guidance for future decision-making, as opposed to anything more restrictive in nature.***

Sec. 113-184. - General commercial district (B-1).

- (a) *Purpose.* The B-1 district is intended to encourage the continuation of a viable downtown and concentrated commercial area by allowing retail, service, office and entertainment facilities as well as public and semipublic uses.
- (b) *Permitted uses.* The following are permitted uses for property zoned general commercial.
- (1) Business services, including banks, offices and postal stations.
 - (2) Clothing services, including dry cleaning and laundry establishments, laundromats, dressmaking, millinery and tailor shops, and shoe repair shops.
 - (3) Equipment services, including radio and television shops, electrical appliance shops, showrooms of a plumber, decorator or similar trade.
 - (4) Food services, including grocery stores, fruit, vegetable and meat markets, supermarkets, restaurants, delicatessens, candy shops and bakeries whose products are sold only at retail on the premises.
 - (5) Personal services, including barbershops and beauty shops, fitness centers, spas, photographic shops and funeral homes.
 - (6) Retail services, including drug stores, hardware stores, haberdasheries, stationary and book stores, news shops, apparel shops, showrooms for articles to be sold at retail, flower shops and commercial greenhouses.
 - (7) Public transportation terminals, public utility buildings and transformer stations without storage yards.
 - (8) Buildings used for research and testing laboratories, storage buildings or distributing stations.
 - (9) Any similar commercial establishments or professional services or commercial services not specifically stated or implied elsewhere in this article.
 - (10) Buildings and uses customarily necessary to any of the uses specified in this section which may include the repair, alteration, finishing, assembly, fabrication or storage of goods. Such uses shall not be detrimental either by reasons of odor, smoke, noise, dust or vibration to the surrounding neighborhood.
 - (11) Medical service, including medical, dental, chiropractic, and animal clinics.
 - (12) Brewpub; small brewery with taproom; micro-distillery with tasting room; taproom.
- (c) *Accessory uses.* Uses incidental to the principal uses, such as off-street parking and loading and unloading areas, storage of merchandise, residential towers shall be permitted as accessory uses within the B-1 district.
- (d)

Conditional uses. The following are conditional uses for property zoned general commercial and shall require a conditional use permit as set forth and regulated by article II, sections 113-78 through 113-82 of this chapter:

- (1) Automotive services including auto equipment sales, car wash service, new and used car sales lots, trailer sales area, gasoline service station and auto repair garages.
 - (2) Recreation services, including theaters, bowling alleys, poolrooms, dance halls roller and ice skating rinks.
 - (3) Hotels, motels, private clubs, bed and breakfasts and lodges.
 - (4) Wholesale establishments, taverns, nightclubs, on and off-sale liquor stores.
 - (5) Trade schools.
 - (6) Commercial parking garages and ramps.
 - (7) Drive-in restaurants, drive-in banks, and other drive-in services.
 - (8) Open-air display areas for the sale of products such as garden furniture, hardware items, nursery stock or automobiles or areas used to display rental equipment such as tools or trailers.
 - (9) Buildings or uses customarily incidental to the uses listed in this subsection when located on the same property, and which will not be detrimental either by reason of odor, smoke, noise, dust or vibration, to the surrounding neighborhood.
 - (10) Care centers for children or adults.
 - (11) Residential uses located above or below street-level commercial establishments.
 - (12) Other uses which, in the opinion of the planning commission or the city council, are of the same general character as the permitted uses and which will not be detrimental to the central business district.
- (e) **Performance standards.** The following are performance standards for property zoned general commercial:
- (1) *Height.* The maximum height of all buildings and structures shall be 45 feet.
 - (2) *Front, side and rear yard, lot coverage, lot area and frontage.* For all permitted uses in the B-1 district, there are no minimum requirements for front, side or rear yards, lot coverage, lot area or frontage. All conditional uses shall meet the minimum requirements as specified by the planning commission and city council.
 - (3) *Screening and fencing.* The city may require the screening or fencing of commercial uses on side and rear yards which face residential or rural residential districts.
 - (4) *Additional regulations.* Additional requirements for parking, shopping centers and other regulations are set forth in article VI.

Sec. 113-412. - Parking requirements.

- (a) *Off-street parking required.* In all zoning districts with the exception of allowed uses in B-1 districts, off-street parking facilities for the storage of self-propelled motor vehicles for the use of occupants, employees and patrons of the buildings or structures hereafter erected, altered or extended shall be provided and maintained as herein prescribed, and in the following minimum quantities:

Structure	Number of Spaces
One- and two-family residences	Two spaces per dwelling unit
Multiple dwellings	1½ spaces per dwelling unit
Business and professional offices	One space for each 200 square feet of gross floor area
Medical and dental clinics	One space for each 200 square feet of gross floor area
Hotel or motel	One space per rental unit, plus one space per fulltime employee
Schools	
(1) Elementary	Two spaces for each classroom, plus one space per employee
(2) High school	One parking space for each four students based on building occupancy standards, plus one additional space for each classroom
Drive-in food establishment	One space per three seats based on building occupancy standards, plus one per employee
Bowling alley	Six spaces for each lane, plus additional spaces as may be required herein for related uses such as a restaurant
Automobile service station	At least two off-street parking spaces, plus one parking space per employee and three per repair bay
Retail store	One space per 175 square feet of gross floor area
Restaurants, cafes, bars (Including brewpubs, small brewery, micro-distilleries and taprooms)	At least one space for each four seats based on building occupancy standards, plus one per employee
Funeral homes	One parking space for every three persons based on building occupancy standards, plus one for each funeral vehicle. Fifty percent of the total spaces required must be on-site. The remaining 50 percent of spaces must be within a 300-foot radius of the building
Theaters, stadiums, arenas, auditoriums, halls, and similar places	One parking space for every three persons based on building occupancy standards. Fifty percent of the total spaces required must be on-site. The remaining 50 percent of spaces must be within a 300-foot radius of the building

Churches	One parking space for every three persons based on building occupancy standards. Fifty percent of the total spaces required must be on-site. The remaining 50 percent of spaces must be within a 300-foot radius of the building
Industrial, warehouse, bulk goods (Including breweries and distilleries)	At least one space for each employee on maximum shift, or one space for each 2,000 square feet of gross floor area, whichever is larger
Uses not specifically mentioned	As determined by the city council following review by the planning commission, to be set based upon listed similar uses.

(b) *Surfacing and drainage.* All parking areas shall be so graded and drained as to dispose of all surface water accumulation within the area. Open sales lots for cars, trucks, and other equipment shall also be graded, drained, and dustfree, but the interior landscaping is not required. All accessory off-street parking facilities required herein shall be located as follows:

- (1) Spaces accessory to one-family and two-family dwellings: on the same lot as principal use served, and may include driveways.
- (2) Spaces accessory to multiple-family dwellings: on the same lot as the principal use served or within 300 feet of the main entrance to the principal building served.
- (3) Spaces accessory to all other nonresidential uses: on the same lot as the use it serves or within 400 feet of the principal building.
- (4) There shall be no off-street parking space within five feet of any street right-of-way.
- (5) No off-street parking area containing more than four parking spaces shall be located closer than five feet from an adjacent lot zoned or used for residential purposes.

(c) *General parking provisions.*

- (1) In any parking facility providing over five spaces, 30 percent of the total spaces may be designed and marked for compact cars.
- (2) Each compact parking space shall not be less than eight feet wide and 16 feet in length.
- (3) Each standard parking space shall not be less than nine feet wide and 18 feet in length.
- (4) When required accessory off-street parking facilities are provided elsewhere than on the lot in which the principal use served is located, they shall be in the same ownership or control, either by deed or longterm lease, as the property occupied by such principal use, and the owner of the principal use shall file a recordable document with the city council requiring the owner and his heirs and assigns to maintain the required number of off-street spaces during the existence of said principal use.
- (5) Required off-street parking space in any district shall not be utilized for the open storage of goods or for the storage of vehicles which are inoperable or for sale or rent.



City of Chatfield

*Thurber Community Center • Chatfield Municipal Building
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810 www.ci.chatfield.mn.us*

Twiford Street Property Discussion COTW, P&Z, and EDA Joint Meeting April 24th, 2023.



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Discussion Topics

- 1. What type of use, or service, does the City ultimately want to see take place on this property after the City no longer needs it for the public works department?***
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Existing Conditions

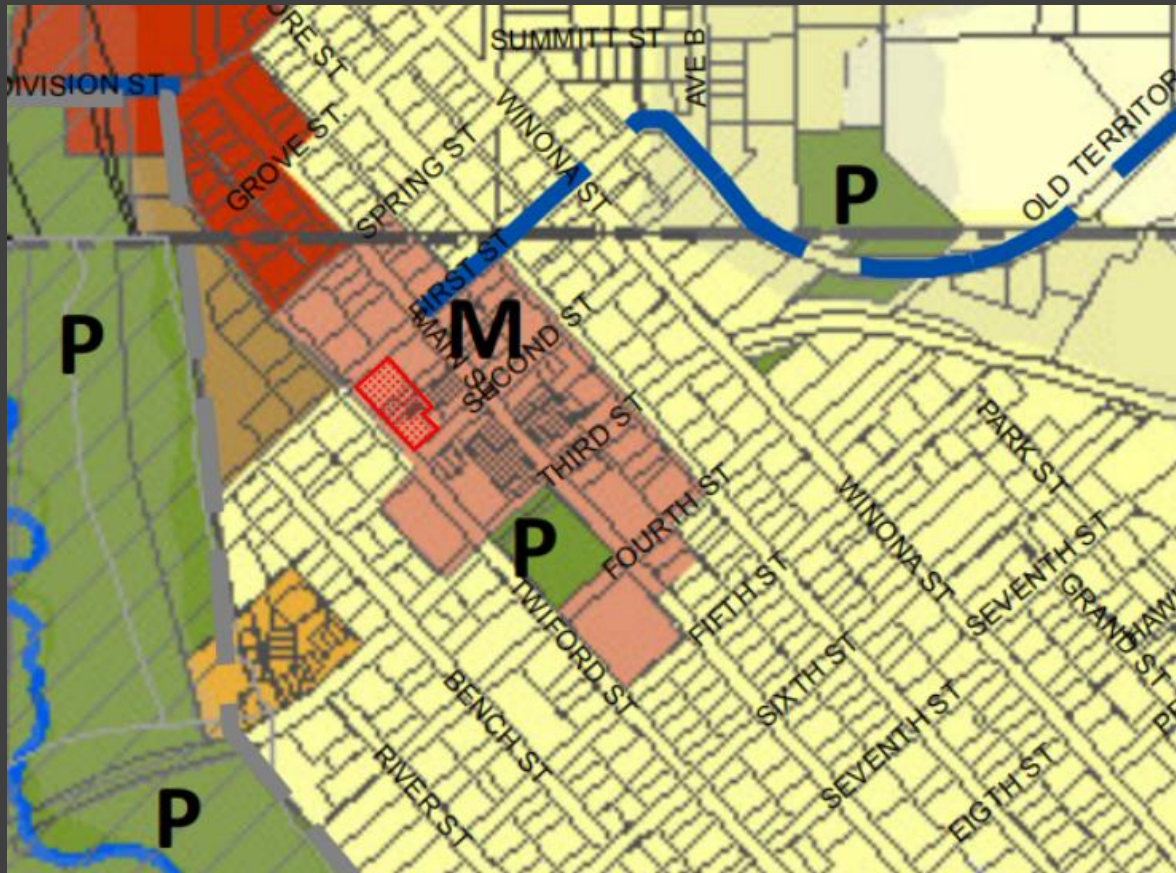


Location of Property: The property is generally located on the south half of the block between 1st Street SW and 2nd Street SW and northeast of Twiford Street SW.

Land Use Designation: Historic Downtown Commercial with growth guidelines for residential PUD's allowing for apartments.

Existing Zoning District: B-1 (General Commercial).

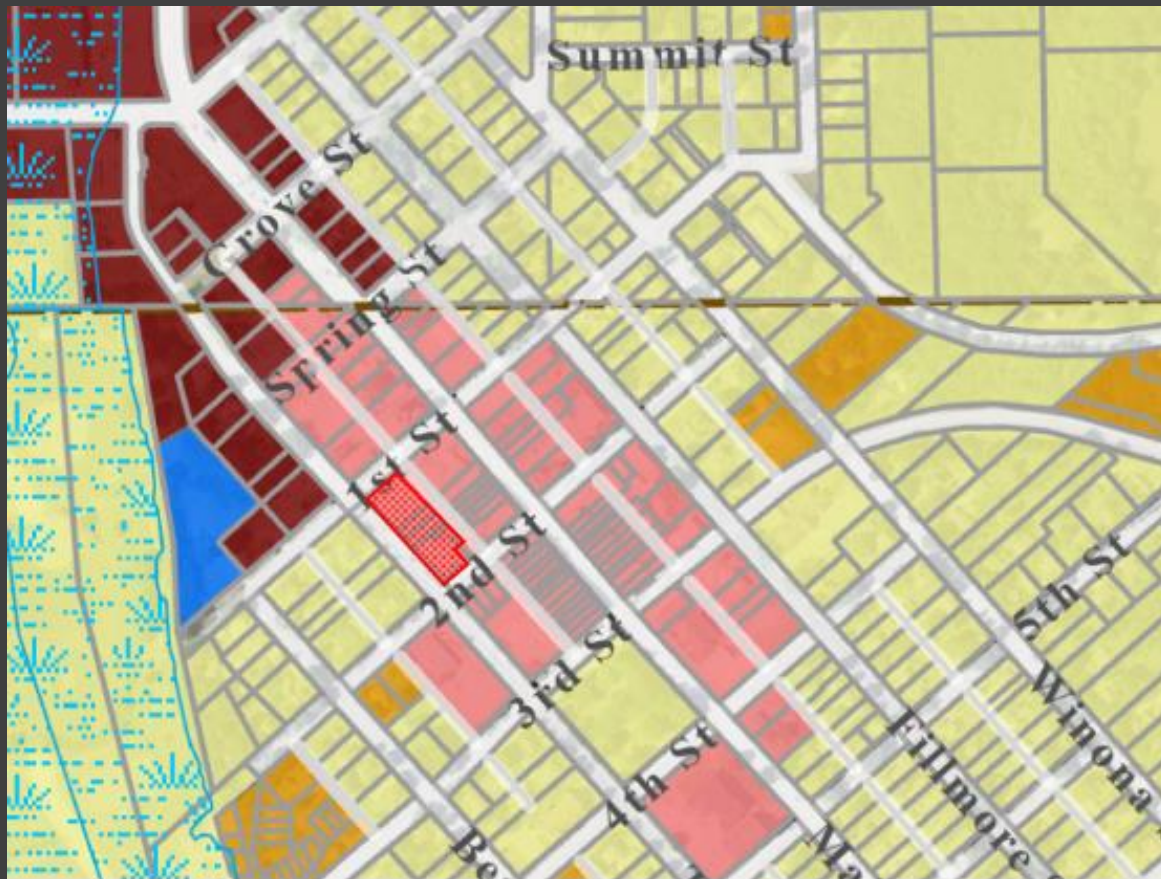
Existing Conditions - Land Use



Land Use Designation: Historic Downtown Commercial with growth guidelines for residential PUD's allowing for apartments.

This designation is, “*intended primarily for commercial businesses that need fewer customer parking stalls and smaller facilities. Typical uses include: businesses services, clothing services, equipment sales and services, food markets, restaurants, barbers and beauty shops, and retail sales.*”

Existing Conditions - Zoning District



Zoning District Designation: B-1
(General Commercial).

The purpose of the B-1 Zoning District is, “to encourage the continuation of a viable downtown and concentrated commercial area by allowing retail, service, office and entertainment facilities as well as public and semipublic uses.”

List of Permitted Uses

Sec. 113-184. - General commercial district (B-1).

modified



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List of Conditional Uses



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Chatfield

Twiford St NW

Spring St SW

Spring St SW

1st St SE

1st St SE

1st St SW

2nd St SW

2nd St SE

Fillmore St SE

Winona St SE

4th St SE

5th St SE

Mill House Ln

3rd St SW

Twiford St SW

4th St SW

6th St SE

Questions?