

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

Monday, February 7, 2022

I. Planning & Zoning Commission Meeting, February 7th, 2022, 7:00 p.m.

II. Approve Prior Meeting Minutes

December 6th, 2021

III. Public Hearing Items

A. None

IV. Staff Recap on upcoming issues, if any...

- A. Annual Report – 2021 Zoning Activity
- B. Complete 2021 CUP Review
- C. Vote on new Chairperson
- D. Vote on new Vice Chairperson
- E. League of MN Cities Virtual Conference Information
- F. Action Items:
 - 1) Solar Power Text Amendment – Residential and Solar Farm
 - 2) Athletic and Health Club/Business Text Amendment in the I-2 (General Industrial) Zoning District.
 - 3) Large Animal Veterinary Clinic Text Amendment in the I-2 (General Industrial) Zoning District.
 - 4) Some other means to overcome Zoning Barriers.
 - 5) Strategic Plan:
 - Re-imagine Twiford.
 - Affordable Housing Strategies – Vacant Lots and ADU's (Alternate Dwelling Units).

Adjourn

CITY OF CHATFIELD

PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, December 6th, 2021

The Planning & Zoning Commission of the City of Chatfield met in regular session on Monday, December 6th, 2021. Chair Wayne Halvorson presided, called the regular meeting to order at 7:00 PM.

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

Prior Meeting Minutes

Motion: To approve minutes by Commissioner Bradt
Second: Commissioner Haffner
Amendments: None.
Ayes: Unanimous.
Nays: None.
Abstent: None.
Motion carried.

Discussion on Planning Commission Roles and Responsibilities

Logan Tjossem, Planner and Zoning Administrator, presented to the Planning Commission. The topics included How'd we get here, Planning Legislative Authority, Responsibilities by Ordinance, Intent and Purpose, Conditional Use Permit and Variance Discussion.

Upcoming Issues

February Meeting: Set some action items and discuss Solar Panels.

Adjourn

Motion: To adjourn by Commissioner Tuohy.
Second: Commissioner Bradt

CITY OF CHATFIELD
PLANNING & ZONING COMMISSION MEETING MINUTES
Monday, December 6th, 2021

Amendments: None
Ayes: Unanimous.
Nays: None.
Absent: None.
Motion carried.

Wayne Halvorson, Chair

Logan Tjossem, Planner & Zoning Administrator

Planning & Zoning Commission
City of Chatfield
Annual Report - 2021 Zoning Activity

<u>2021</u>		<u>2018</u>	<u>2019</u>	<u>2020</u>
79	Total Number of Building Permits Issued	71	80	55
11	Single Family Homes	20	7	6
0	New Apartment Units	0	0	0
11	Total New Living Units	20	7	10
0	Variances Approved	1	0	0
0	Variances Denied	1	0	0
0	Conditional Use Permit Denied	0	0	0
2	Conditional Use Permit Approved	1	2	0
0	Conditional Use Permit Withdrawn	0	0	0
3	Re-zoning Approved	0	2	0
2	Final Plats Approved	2	1	1
0	Demolition Permits Approved	4	3	0
\$2,381,730.00	Value of new Residential Construction	\$3,857,500.00	\$1,474,500.00	\$1,551,900.00
\$7,400,995.00	Value of new Commercial Construction	\$1,200,000.00	\$650,000.00	\$965,170.00
\$9,782,725.00	Total (NEW) Construction Value	\$1,453,000.00	\$2,124,500.00	\$2,517,070.00
\$16,000.00	Water Hook-Up Fees	\$28,800.00	\$11,200.00	\$9,600.00
\$26,000.00	Sewer Hook-Up Fees	\$46,800.00	\$18,200.00	\$15,600.00
\$0.00	Water Area Access Fees	\$11,281.03	\$0.00	\$0.00
\$0.00	Sewer Area Access Fees	\$11,462.68	\$0.00	\$0.00
\$42,000.00	Total Development Related Revenues	\$98,343.71	\$29,400.00	\$25,200.00



Memo

To: Planning & Zoning Commission
From: Logan Tjossem, Zoning Administrator and Planner
Date: February 3, 2022
Re: Conditional Use Permit Review – 2021 (* is not the same use now)

1- 4 Main Street North (Arndt, Post-Frame Garage)
Parcel ID – 513134000333

Approvals: P & Z recommended approval 4/1/19, Council approved on 4/22/19.
Use: To construct a post-frame garage that is 26' x 32' or approximately 832 square feet in size
Address: 4 Main Street North
Conditions: No listed conditions. In compliance

2- 236 Mill Creek Road (Bernard Learn & Play Daycare Center)
Parcel ID - 513133075941

Approvals: P & Z recommended approval 5/2/2005, Council approved on 5/23/2005
Use: To construct a daycare facility on the corner of Mill Creek Road and Highway 30.
Address: 236 Millcreek Road NW
Conditions:

1. A 10' easement be provided along the southerly property line between lots 9 and 10.
2. A hedge to be planted to screen the chain link fence from the neighboring property on the south from the south edge of the building to the east end of the fence.
3. Only security lighting is placed on the south side of the building.
4. 25 designated off-street parking spaces be provided for employees and event parking
5. A 5' concrete sidewalk to be installed from the SW corner of lot 9 to Hwy 30.
6. The building be constructed of similar style and color of the neighboring townhomes.
7. The building be a single-story structure.

Summary completed on: 11/12/19. The City is still working on determining if a connecting sidewalk along Mill Creek Road is possible from Division Street north to the Learn & Play Daycare site. Until that study is complete, Condition 5 will not be required. All other conditions are in compliance.

3- Bernard's First Plat & CUP (See Olmsted County Plat Records)

Approvals: P & Z recommended approval on 2/4/2002, Council approved on 2/11/2002
Use: To construct residential units on lots 2-9 as a Planned-Unit-Development.
Address: Bernards First Plat
Conditions:

1. An 8" watermain must be between lot 1 and lot 2, Block 1 is located within a utility easement
 2. Access easement to Lot 3, Block 1 is 45' wide
 3. The 40' utility easement located on the north side of Division Street needs to be extended to include the 8" in-place sanitary sewer.
 4. An agreement between City and Mr. Bernard to clarify the current and future status of Lot 3 Block 1
 5. An easement needs to be added in the NW corner of lot 2
 6. Access control need to be in place from Division St. to Skippy's first entrance and access needs to be controlled for 80' on Mill Creek Rd. to allow for four to five car stacking.
- Summary:** All six conditions were completed during the final plat which was approved on 3/11/2002. In compliance.

4- 1596 Enterprise Drive (Broadwater, Commercial, Post-Frame Building)
Parcel ID – 26.0630.000

Approvals: P & Z recommended approval 11/4/19, Council approved on 11/11/19.
Use: To construct a post-frame garage that is 52' x 128' or approximately 6,656 square feet
Address: 1596 Enterprise Drive
Conditions: No listed conditions. In compliance

5- Parcel ID – 26.0728.000 (Chatfield – Booster Station)

Approvals: P & Z recommended approval 5/5/08, Council approved on 5/12/08
Use: To build a water utility pump house at the southern end of Outlot C in the Hilltop Estates Addition First Plat
Address: Hillside Drive
Conditions: No listed Conditions. In compliance.

6- 11555 Hillside Drive (Chatfield Elementary, Post-Frame Storage Facility)
Parcel ID – 26.0724.000

Approvals: P & Z recommended approval 08/24/2009, Council approved on 08/24/2009.
Use: To construct a post-frame storage facility that is 40' x 80' or approximately 3,200 square feet in size with an approximate roof height of 24'.
Address: 11555 Hillside Drive
Conditions: No listed conditions. In compliance

7- 10208 Hillside Drive (Chatfield – Water Tower)
Parcel ID – 26.0726.000

Approvals: P & Z recommended approval 5/5/08, Council approved on 5/12/08
Use: To build a water tower within Outlot B in the Hilltop Estates Addition First Plat
Address: 10208 Hillside Drive
Conditions: No listed Conditions. In compliance.

8- 1260 Winona Street (Chosen Valley Care Center)
Parcel ID - 26.0383.000
Parcel ID – 26.0025.000

Parcel ID – 26.0469.000

Approvals: P & Z recommended approval 5/2/05, Council approved on 5/9/05

Use: To build an assisted living care facility

Address: 1102 Liberty Street

Conditions:

1. Install a Knox Box on the property to gain access without resident or management assistance. A Knox Box was installed and the Fire Marshal has the key.

Summary: In compliance.

9- 15 Second Street (Coyote Bar Apartments)

Parcel ID – 26.1550000

Approvals: P & Z recommended approval 4/4/04, Council approved on 4/11/05

Use: To develop apartments

Address: 15 SE Second Street.

Conditions:

1. Installation of Knox box on the property to provide the Fire Department and Police Department the ability to gain access to the building without resident or management assistance in the case of an emergency.
2. Installation of 8 designated and sufficiently signed off-street parking spaces for Coyote Bar Apartment residents only. The management of these spaces is the responsibility of the property owners. – The building is scheduled to be auctioned off on October 20, 2016. Adequately marking the apartment parking stalls will be revisited with the new owners if apartments are a continued use in the building.
3. Sufficient garbage management system that provides complete screening from view, and containment to prevent any loose materials.
4. Exterior dark sky lighting for security purposes that meets the approval of the Police Chief.
5. No advertising signage on the exterior of the building or in the apartment windows.
6. When required, apartment for rent sign limited to approximately 11 x 17 in the Coyote Club entrance area.
7. Payment in full of applicable water and sewer hook up fees based on a single family residential equivalency factor for the added demand that will be created by the eight apartments, over and above the demand that was previously made by the commercial use on those two floors.
8. Require the use of a six months lease for apartment rentals.

Summary completed on: 11/12/19. The main and basement floor are not in use at this time. All other conditions are in compliance.

10- 128 Main Street (PawPrint Brewery)

Parcel ID - 26.155.000

Approvals: P & Z recommended approval 10/4/2004, Council approved on 10/11/2004

Use: To open a saloon/bar

Address: 15 SE 2nd Street.

Conditions:

1. The on-site garbage and recycling area/containers be completely enclosed/screened from view from neighboring properties.

2. Adequate dark sky lighting be added to the parking area to meet security requirements, as approved by the City.

Summary completed on 11/12/19– All conditions are in compliance. The building will be purchased in December of 2018. I will work with them to make sure the use and conditions are in compliance in the 2019.

11- Hidden Valley Estates (See Hidden Valley Subdivision)

Approvals: P & Z recommended approval 9/5/2000, Council approved on 9/11/2000

Use: To construct three twin home structures to be planned as a Planned Unit Development.

Address: 1018 Main Street South

Conditions: No listed conditions. In compliance.

12- 7 Main Street (McClimon Open-air display)

Parcel ID – 26.0276.000

Approvals: P & Z recommended approval 1/4/2010, Council approved on 1/11/2010

Use: To use the property as an open-air display use

Address: 7 Main Street North

Conditions:

1. No access will be allowed on (Main Street) Highway 52 and public access from Spring Street is discouraged.
2. The property should be properly maintained and remain in compliance with all of the codes within the Chatfield City Code.
3. All sale items must be displayed within the property.
4. All sale items displayed must be in good repair.
5. Only temporary signs will be allowed on the property and the property owner must follow the Sign Ordinance.
6. All sale items should be at least 5' from the southern property line to ensure that the viewers of the equipment do not go on the residential neighbor's property.
7. No sale items can obstruct the view from the residential driveway by maintaining a 15' clear vision triangle.

Summary completed on: 11/12/19– All conditions in compliance

13- 102 Avenue B (Nixa – Post-frame storage shed/garage)

Parcel ID - 513143000452

Approvals: P & Z recommended approval 9/3/2018, Council approved on 9/24/2018

Use: To construct a post-frame (pole building) garage on their single-family lot

Address: 102 Avenue B

No Conditions: As the building will be constructed with standard exterior siding, roofing, windows & doors.

Summary completed on: No listed conditions. In compliance.

14- 218 Winona Street (Oakenwald Terrace Bed & Breakfast)

Parcel ID – 26.0015.000

Approvals: P & Z recommended approval 6/2/2003, Council approved on 6/9/2003

Use: To operate a Bed & Breakfast establishment

Address: 218 Winona Street SE

Conditions:

1. Six sleeping rooms
2. The availability of five off street parking spaces for guests, one of which will be handicap accessible.

Summary completed on: 11/12/19– All conditions are in compliance.

15- Orchard Ridge Townhomes (See Orchard Ridge First Addition)

Parcel ID – 523641061881

Parcel ID - 523641061868

Approvals: P & Z recommended approval 5/1/2000, Council approved on 5/8/2000

Use: To develop townhomes as a Planned Unit Development. Orchard Ridge Townhomes are located on 6.3 acres of land on the north side of Highway 30 and west of Mill Creek Road.

Conditions:

1. The developer will plant a minimum of 1.5 trees per living unit created
2. A temporary turnaround will be constructed at the north end of the street

Summary completed on: 11/12/19- All conditions are in compliance.

***16- 205 Main Street South** (Peterson – Lower Level Apartment)

Parcel ID - 260242000

Approvals: P & Z recommended approval 09/03/2013, Council approved on 09/10/2013

Use: A residential use located below street-level

Address: 205 Main Street South

Conditions:

1. One parking stall per apartment (three total stalls) must be maintained and available for residents adjacent to the rear of the building.
2. The street level portion of the building must be maintained as a commercial use.
3. Access to the lower level apartment must utilize the rear entrance adjacent to the alley so that lower level residents do not conflict with the commercial use.
4. Upon the issuance of a CUP, the City shall require an annual inspection of the building for compliance of the CUP.

Summary completed on: 11/12/19- Chosen Valley Threads expanded their use into this building. All conditions are in compliance.

17- 615 Main Street South (Price-Troska/Krusemark Rental Home)

Parcel ID - 260218000

Approvals: P & Z recommended approval 4/2/2007, Council approved on 4/9/2007

Use: To use the existing home as a retreat/rental space for groups or individuals to work on various hobbies or projects on weekend and potentially weekdays.

Address: 615 South Main Street

Conditions:

1. No more than eight (8) guests can rent or occupy the home at any one time.
2. Four (4) parking stalls must be provided. The parking provided shall be maintained so that it is accessibility and usable at all time during the year, when the home is occupied. Parking is not allowed in the alley. Guests must park on the concrete pad or in the garage before using on-street parking.
3. A sign relating to the rented home shall comply with the sign ordinance.
4. No alcoholic beverages may be sold to guests, and cooking within the home shall be limited to the kitchen of the home.
5. No retail or other sales shall be permitted unless they are clearly incidental.
6. Upon the issuance of a CUP, the City shall require an annual inspection and compliance for the CUP.
7. Leases shall be limited to 2 weeks.
8. The exterior of the home and yard must be maintained throughout the year by complying with all applicable snow removal and summer maintenance standards within the City Code.
9. Activity relating to the principle business use shall be contained within the house.

Summary completed on: 11/12/19 All conditions are in compliance. The property was sold as a single-family residence in late 2012. However, the approved CUP goes with the property and not a land owner so another owner could use the property as a retreat/rental space in the future with the same nine (9) conditions that were placed on the property in 2007.

18- 519 River Street (Simpson Property - Post-Frame storage)
Parcel ID - 2600063010

Approvals: P & Z recommended approval 09/07/09, Council approved on 09/14/09

Use: To construct a post-frame storage facility that is approximately 600 square feet in the rear yard of an R-1 zoned (single-family) property.

Condition:

1. The siding must be constructed with a material that does not exceed 12" in panel width.

Summary: Siding has been installed and is in compliance.

19- 5 and 15 Main Street North (WIT BOYZ Inc. – Automotive Service and Open-Air Display)
Parcel ID – 260279000
Parcel ID – 513134000410
Parcel ID - 513134000411

Approvals: P & Z recommended approval 06/07/10, Council approved on 06/14/10

Use: To use the property as an automotive service and open-air display land use.

Address: 5 & 15 Main Street North

Adjacent Home: Home on 23 Main Street was demolished in 2016

Conditions:

1. The property should be properly maintained and remain in compliance with all of the codes within the Chatfield City Code.
2. All sale items must be displayed within the property and be in good repair.
3. No additional accesses will be allowed along Main Street and public access from Spring Street is discouraged.

4. No parking or commercial property shall be located within the public rights-of-way along Spring Street and Main Street and creating a stronger visual separation of private property and right-of-way is encouraged.
5. An eight-foot landscape buffer is required along the northern property line of 15 Main Street North if the single-family home at 15 Main Street North is removed and commercial uses are expanded into the site while the existing single family home located at 23 Main Street North remains. See Section 113-265 (e) for a more detailed landscape description.

Summary completed on: 11/12/19 – All conditions are in compliance with an 8-foot grass strip along the north property line.

20- 15 3rd Street SE (Margo and Mike Tuohy Residential and Commercial Mixed-use CUP)
Parcel ID – 260279000

Approvals: P & Z recommended approval 03/01/21, Council approved on 03/08/2021

Use: To use the property as an owner occupied residential and commercial tenant mixed-use.

Address: 15 Third Street SE

Conditions:

1. All parking for the residential uses will need to be accommodated on site so that there is not any additional burden on the public street and alley.
2. All clear vision site triangles at the intersecting street and alley must be maintained.
3. Any changes to the existing parking on site will need to be reviewed and approved through the Conditional Use Permit process, including any curb cuts for a new driveway.
4. No exterior storage is allowed on site.
5. All light sources must be shielded and directed down toward the property and within the property boundary.
6. Any changes to the existing building exterior or interior will need to be reviewed and approved through the conditional use permit process.

Summary completed on: 05/03/2021 – Building permit was issued and all conditions are in compliance.

21 – Generally located in the SW ¼ of the SW ¼ of Section 31, Elmira Township, Mill Creek Road NW and Division Street NW, Chatfield, MN (Mike and Julie Sogla PUD townhome development CUP).
Parcel ID – 513132062299

Approvals: P & Z recommended approval 09/07/2021, Council approved on 09/13/2021

Use: Town home style medium density development as a Planned Unit Development

Address: Mill Creek Road NW and Division Street NW.

Conditions:

- 1) A letter of credit or performance bond payment for an amount to be determined by the City is required for the improvements to Division Street NW.
- 2) Upon completion of the improvements to Division Street NW and acceptance by the City, the developer shall dedicate all improvement to the city free and clear of all liens

and encumbrances.

- 3) In Townhome Association/HOA documents, there needs to be language and clear understanding that no parking of vehicles is allowed along Mill Creek Road.
- 4) When improvements are made to Division Street, trails will need to be part of the connection.
- 5) Grading Plan approval is required prior to the application of the Final Plat, unless other arrangements are made with the City Engineer and Public Works.
- 6) Parkland Dedication Fees will need to be determined and paid prior to, or at the time of, application of the Final Plat.
- 7) A Development Agreement is not required for this phase of development with the City but will be required for future phases of development.
- 8) HOA documents need to be submitted as part of the Final Plat application identifying ownership and maintenance of sanitary sewer services and water mains within Mill Creek Road as well as the private road and common area spaces of the townhome development.
- 9) Coordination and approval are required by the City Public Works Department to best determine where the water and sewer connection locations should be for the hotel and residential uses.
- 10) Fire hydrant(s) may be required per the direction and coordination of the City Public Works Department.
- 11) All zoning ordinance and building code requirements must be reviewed and approved through the building permit process.

NOTE: Approved with modifications to the front yard (25 ft.) and rear yard (20 ft.) setback.

Summary completed on: 02/03/2022 – There has been no application for a Final Plat.