

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

Monday, March 6th, 2023

I. Planning & Zoning Commission Meeting, March 6th, 2023, 7:00 p.m.

II. Approve Prior Meeting Minutes

February 6th, 2023

III. Public Hearing Items

A. None

IV. Non-Public Hearing Items

A. Goals and Priorities of 2023 continued...

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 3rd, 2023, P&Z Meeting.

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.

V. Staff Recap

A. None

VI. Adjourn

CITY OF CHATFIELD

PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, February 6th, 2023

The Planning & Zoning Commission of the City of Chatfield met in regular session on Monday, February 6th, 2023. Wayne Halvorson presided as Chair and called the regular meeting to order at 6:58 PM. Commission Chair, Halvorson and the other Commissioners present welcomed the newest member to the Planning Commission, Jeremy Aug.

Present	Absent	Name
■		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
■		Joel Young, City Administrator

Prior Meeting Minutes

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

Public Hearing Items

A. None

CITY OF CHATFIELD

PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, February 6th, 2023

Non – Public Hearing Items

- A. Planner and Zoning Administrator, Logan Tjossem presented the Annual Report – 2022 Zoning Activity Recap.

There was discussion amongst the Commission members regarding building permits being down from previous years and what that means for the budget. Joel Young, City Administrator, explained the nuances with budgeting and answered specific budgeting questions.

- B. Planner and Zoning Administrator, Logan Tjossem presented the Annual CUP Review for 2022, highlighting the Gjere Addition PUD and the recent recording of the final plat.

- C. Vote on new Chairperson

Motion: To keep the present Chair by Commissioner Tuohy.
Second: Commissioner Bradt
Amendments: None
Ayes: Unanimous.
Nays: None.
Abstention: None.
Motion carried.

- D. Vote on new Vice Chairperson

Motion: To keep the present Vice Chair by Commissioner Tuohy.
Second: Commissioner Bradt
Amendments: None
Ayes: Unanimous.
Nays: None.
Abstention: None.
Motion carried.

Staff Recap on upcoming issues.

- A. Planning Commission Roles and Responsibilities:
Planner and Zoning Administrator, Logan Tjossem presented the Roles and Responsibilities of the Planning Commission.

CITY OF CHATFIELD

PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, February 6th, 2023

B. Goals and Priorities for 2023:

The Planning Commission discussed previous, current, and future goals and identified the following five goals and priorities for 2023:

1. LUP and Zoning Map Amendments:
 - People's Energy Site Long Term Plan – Potential city owned apartment building.
 - Division Street NW to 3rd Street SW and beyond?
 - Re-Imagine Twiford (Strategic Plan).
2. Development Standards and Fees Review:
 - Standards: Street widths, sidewalk locations and widths, bike lanes and other pedestrian facilities, lot widths, impervious coverage, density, Parkland Dedication.
 - Fees: SAC/WAC, Hookup Fees, Parkland Dedication
3. The Importance of Parks: Discussion and Recommendation
4. Affordable Housing Strategies: ADU's (Alternate Dwelling Units) and other strategies.
5. Burr Oak Extension.

Motion: To move forward with the identified five goals and priorities by Commissioner Tuohy.
Second: Commissioner Bradt
Amendments: None
Ayes: Unanimous.
Nays: None.
Abstention: None.
Motion carried.

Adjourn

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

Wayne Halvorson, Chair

Logan Tjossem, Planner & Zoning Administrator



City of Chatfield

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MEMORANDUM

TO: PLANNING & ZONING COMMISSION
FROM: LOGAN TJOSSEM, ZONING ADMINISTRATOR AND PLANNER
SUBJECT: GOALS AND PRIORITIES #1 AND #2 OF 2023
DATE: 03/06/2023
CC:

Background: At the 02/06/2023 Planning and Zoning Commission meeting, the Commission members identified five goals and priorities for 2023 and made a motion to adopt those goals and priorities. Of the five goals that were adopted, Priority #1 (LUP and Zoning Map Amendments) as it relates to the previous People's Energy Site, is included in this staff report for further discussion.

Priority #1: People's Energy Site:

Existing Use: Recently purchased by the City of Chatfield for a temporary Public Works facility.

Current Land Use Plan Designation: The properties are within the Historic Downtown Commercial Land Use Plan Designation. 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."*

Current Zoning District Designation: The properties are also within the B-1 (General Commercial) Zoning District. 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."*

Staff Recommendation / Action Requested:

Staff is requesting the Planning Commission think about what the site is today in its present form and surroundings, what the permitted uses are as presented, what the site could be, and be ready for a discussion with the EDA on April 3rd, 2023, on the feasibility and possibilities of the site moving forward.

Background: At the 02/06/2023 Planning and Zoning Commission meeting, the Commission members identified five goals and priorities for 2023 and made a motion to adopt those goals and priorities. Of the five goals that were adopted, Priority #2 (Development Standards) is included in this staff report for further discussion.

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.

Staff Recommendation / Action Requested:

Staff is requesting the Planning Commission initiate a 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.