

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

**Monday, October 2<sup>nd</sup>, 2023**

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**I. Planning & Zoning Commission Meeting, October 2<sup>nd</sup>, 2023, 7:00 p.m.**

Introduction to the new City Administrator – Michele Peterson

**II. Approve Prior Meeting Minutes**

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

**III. Public Hearing Items**

- A. Conditional Use Permit by Jamie and Robin Arthur for three apartments and an AirB&B apartment above Jac's. The property is located at 129 S Main Street.

**IV. Non-Public Hearing Items**

- A. Committee of the Whole Meeting Recap on Discussion Items from April 24<sup>th</sup>, 2023:

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?
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?
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.

- B. Next Steps: What should the use be? Special Overlay to encourage development? Land Use Plan Amendment and Zone Change?

- C. Initiate a Text Amendment to address the inconsistencies with metal rooftops for principal and accessory structures.

**V. Staff Recap**

- A. Hilltop and Amco Plats: It looks like we are at the 50% mark for lots sold in both Hilltop 3<sup>rd</sup> and Amco 2<sup>nd</sup> which would require the next phases to be platted:

- Hilltop 3<sup>rd</sup>: 5 of 9 sold, with a 6<sup>th</sup> unsold home under construction.
- Amco 2<sup>nd</sup>: 3 of 6 sold, with a 4<sup>th</sup> unsold home under construction.

- B. Strategic Planning Session in November.

- C. Joint Meeting with EDA. Date to be determined.

**VI. Adjourn**

# CITY OF CHATFIELD

## PLANNING & ZONING COMMISSION MEETING MINUTES

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

The Planning & Zoning Commission of the City of Chatfield met in special session with the Economic Development Authority (EDA) on Monday, April 3<sup>rd</sup>, 2023. Wayne Halvorson presided as Chair and called the meeting to order at 6:07 PM.

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

#### Prior Meeting Minutes

<b>Motion:</b>	To approve March 6 <sup>th</sup> , 2023 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

A. None

#### Non – Public Hearing Items

A. Goals and Priorities of 2023 joint meeting with the Economic Development Authority:

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 zoning regulations- which means that while the current use/intensity

# CITY OF CHATFIELD

## PLANNING & ZONING COMMISSION MEETING MINUTES

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

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of that us is acceptable, there are limitations to what can and cannot be done under the current zoning regulations.

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

Priority #1 Agenda Discussion:

1. Existing Conditions.
2. Current Permitted Uses
3. What EDA and P&Z would like to ultimately see on the People's Energy Cooperative facility on Twiford Street: What do we need? What fits? What do we want? (Apartments, Parking, Retail, etc.)
4. Next Steps: What do we need to do to address items from 1 and 2 to make items from 3 possible.

There was dialogue and discussion among the EDA and 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.

There was dialogue and discussion among the EDA and Commission members with consensus that the priority is to formulate a vision for the Twiford Street public works property. There was unanimous support to move forward with continuing these discussions as individual groups and continue joint discussions on formulating a vision.

#### Adjourn

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<b>Motion:</b>	To adjourn by Commissioner Tuohy.
<b>Second:</b>	Commissioner Bradt
<b>Amendments:</b>	None
<b>Ayes:</b>	Unanimous.
<b>Nays:</b>	None.
<b>Abstention:</b>	None.
	Motion carried.

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Wayne Halvorson, Chair

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Logan Tjossem, Planner & Zoning Administrator

# CITY OF CHATFIELD

## PLANNING & ZONING COMMISSION MEETING MINUTES

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

The Planning & Zoning Commission of the City of Chatfield met in regular session on Monday, April 3<sup>rd</sup>, 2023. Wayne Halvorson presided as Chair and called the regular meeting to order at 7:12 PM.

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

#### Public Hearing Items

A. 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
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**Multiple dwellings:**  
**1 space per efficiency/studio or 1-Bedroom**  
**1.5 spaces per two bedrooms**  
**2 spaces per three bedrooms, or more.**

#### **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.**



# CITY OF CHATFIELD

## PLANNING & ZONING COMMISSION MEETING MINUTES

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

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**Motion:** To open the public hearing by Commissioner Tuohy.  
**Second:** Commissioner Bradt  
**Amendments:** None  
**Ayes:** Unanimous.  
**Nays:** None.  
**Abstention:** None.  
Motion carried.

Wayne Halvorson, Chair called for comment from the public. With no one wishing to be heard, Commissioner Halvorson asked for a motion to close the public hearing.

**Motion:** To close the public hearing and approve the proposed text amendment by Commissioner Bradt  
**Second:** Commissioner Bakken  
**Amendments:** None  
**Ayes:** Unanimous.  
**Nays:** None.  
**Abstention:** None.  
Motion carried.

#### Non – Public Hearing Items

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None

#### Staff Recap on upcoming issues.

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None

#### Adjourn

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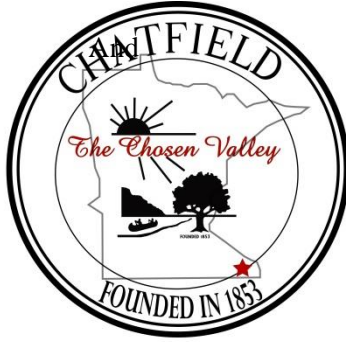
**Motion:** To adjourn by Commissioner Tuohy.  
**Second:** Commissioner Broadwater  
**Amendments:** None  
**Ayes:** Unanimous.  
**Nays:** None.  
**Abstention:** None.  
Motion carried.

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Wayne Halvorson, Chair

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Logan Tjossem, Planner & Zoning Administrator



# City of Chatfield

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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## MEMORANDUM

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**TO:** CHATFIELD PLANNING AND ZONING COMMISSION AND CITY COUNCIL  
**FROM:** LOGAN TJOSSEM, ZONING ADMINISTRATOR AND PLANNER  
**SUBJECT:** 129 S MAIN STREET (JAC'S) CONDITIONAL USE PERMIT  
**DATE:** 9/28/2023  
**CC:**

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**Location and Background:** The property at 129 S Main Street is located within the B-1 General Commercial Zoning District and is the location of Jac's Bar and Grill.

**Proposed Use:** The proposed residential use with three apartments and an AirBnB located above street-level commercial establishments is a conditional use permit.

**Details of the request:** The proposed request is to convert an existing structure at the address listed above into a residential use with three apartments and an AirBnB located above a commercial use. The first floor will remain as Jac's Bar and Grill. The upstairs apartments will consist of all one bedroom units with kitchens, individual laundry, bathrooms, storage and living space. The AirBnB unit has all of the same amenities except laundry. There are currently four off-street parking stalls behind the existing building. Four off street parking stalls are required based on one off-street parking stall per each 1-bedroom unit.

**Public Notice:** The public hearing notice was requested to the "official" paper September 12<sup>th</sup>, 2023.

**Action:** In granting a conditional use permit, the city council shall consider the advice and recommendations of the planning commission and the effect of the proposed use on the comprehensive plan and upon the health, safety, and general welfare of occupants of surrounding lands. Among other things, the city council shall make the following findings, where applicable:

**Findings of Fact:**

1. The use will not create an excessive burden on existing parks, schools, streets or other public facilities which service or are proposed to serve the area.

*The proposed mixed commercial/residential use will not create an excessive burden on existing parks, schools, streets or other public facilities. It is an existing building with four off-street parking stalls designated for the property.*

2. The use will be sufficiently compatible or separated by distance from adjacent single-family homes so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.

*The proposed mixed commercial/residential use will be constructed within an already existing building and will not depreciate the value of the surrounding existing homes.*

3. The structure and site shall have the appearance that will not have an adverse effect upon adjacent residential properties.

*The building's appearance will not change and will not have an adverse effect on the surrounding neighborhood.*

4. The use is reasonably related to the overall needs of the city and to the existing land use.

*A mixed commercial/residential use is a reasonable request for the general commercial zoning district. The use conforms to both the zoning district and the land use for the property as a Conditional Use Permit and is encouraged by the City's strategic planning initiative.*

5. The use is consistent with the purposes of this Article and the purposes of the zoning district in which the applicant intends to locate the proposed use.

*This conditional use permit request is consistent with the B-1 Zoning District and the General Commercial land use within the Chatfield Comprehensive Plan.*

6. The use is not in conflict with the comprehensive plan of the city.

*Remodeling an existing building to a mixed commercial/residential building is compatible with the Comprehensive Plan goals and policies for this property.*

7. The use does not cause traffic hazard or congestion.

*The proposed use will not adversely cause traffic hazards or congestion.*

8. Adequate utilities, access roads, drainage and other necessary facilities have been or will be provided.

*The proposed mixed commercial/residential building as an existing building has adequate utility connections and will be properly drained away from existing buildings.*

**Conditions of Approval:**

Staff is recommending approval with the following 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 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.
- 4) Any changes, other than what is being proposed, to the existing building's exterior or interior will need to be reviewed and approved through the Conditional Use Permit Amendment Process.

**Attachments:**

- 1) Conditional Use Permit Application
- 2) Site Plan
- 3) Floor Plans



www.ci.chatfield.mn.us

21 Second Street SE, Chatfield, MN 55923

507-867-3810

## Conditional Use Permit Application Form

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_  
Street City Zip

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Property where the work will take place: \_\_\_\_\_

### **Key Dates:**

\_\_\_\_\_ Pre-Application Meeting  
\_\_\_\_\_ Submittal Date (14 days) prior to P&Z / Board of Adjustment Hearing  
\_\_\_\_\_ Neighborhood Notification (At least 10 days prior to meeting) P&Z / Board of Adjustment  
\_\_\_\_\_ Public Hearing Date  
\_\_\_\_\_ Planning & Zoning Consideration Date  
\_\_\_\_\_ Date Approved or Denied

### **Checklist for the submittal package:**

\_\_\_\_\_ Signed and dated application form  
\_\_\_\_\_ A preliminary building and site development plan  
\_\_\_\_\_ The Planning & Zoning Commissioners may also require a boundary survey of the property  
\_\_\_\_\_ Evidence of ownership or enforceable options on the property  
\_\_\_\_\_ A letter addressing the following information, description of the use/activity operation  
information, management issues and responses to criteria as stated in the Code  
\_\_\_\_\_ Filling fee  
(See attached sheet for a detailed outline of these requirements)

Signature of Property Owners: \_\_\_\_\_

8/24/2023

Date: \_\_\_\_\_





Parcel ID	260260000	Alternate IDn/a	Owner Address	JAMIE ARTHUR &
Sec/Twp/Rng	--	Class	233 - 3A COMMERCIAL LAND AND BUILDING	ROBIN ARTHUR
Property Address	129 MAIN ST S	Acreage	0.17	1405 15 1/2 AVE NW
	CHATFIELD			ROCHESTER, MN 55901
District	(2501) CHATFIELD CTY/SD0227			
Brief Tax Description	CHATFIELDS ORIGINAL PLAT LOT-001 BLOCK-021 LOT 1 BLK 21 EX NW4' NE90' & EX NW1' NE12' OF SW 38' NW4' NE90' & EX NW1' NE12' OF SW 38'			
	(Note: Not to be used on legal documents)			



# APARTMENTS ABOVE JAC'S

123 1/2 MAIN ST SOUTH, CHATFIELD, MN 55923

## OWNER & CONTRACTOR

JAMIE ARTHUR  
JAC'S BAR & GRILL

## ARCHITECT

ARMON ARCHITECTURE, INC.  
CONTACT: PAUL ARMON, AIA  
11 4TH STREET SW  
ROCHESTER, MN 55902  
(507) 261-6140

## PROJECT SCOPE

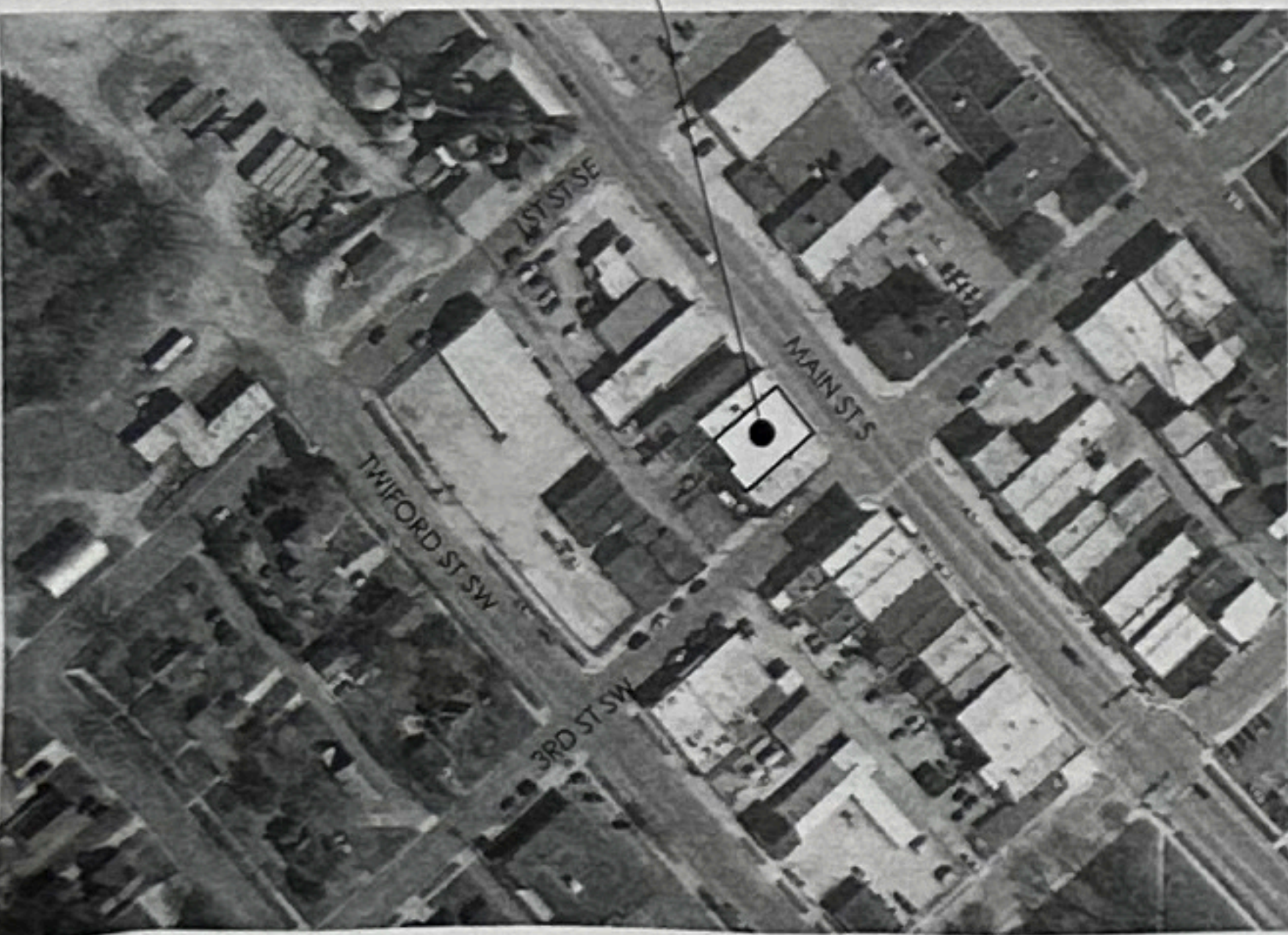
RENOVATION OF EXISTING APARTMENTS ON UPPER FLOOR TO CREATE THREE NEW APARTMENT UNITS AND ONE AIRBNB UNIT.

## DRAWING INDEX

### ARCHITECTURAL

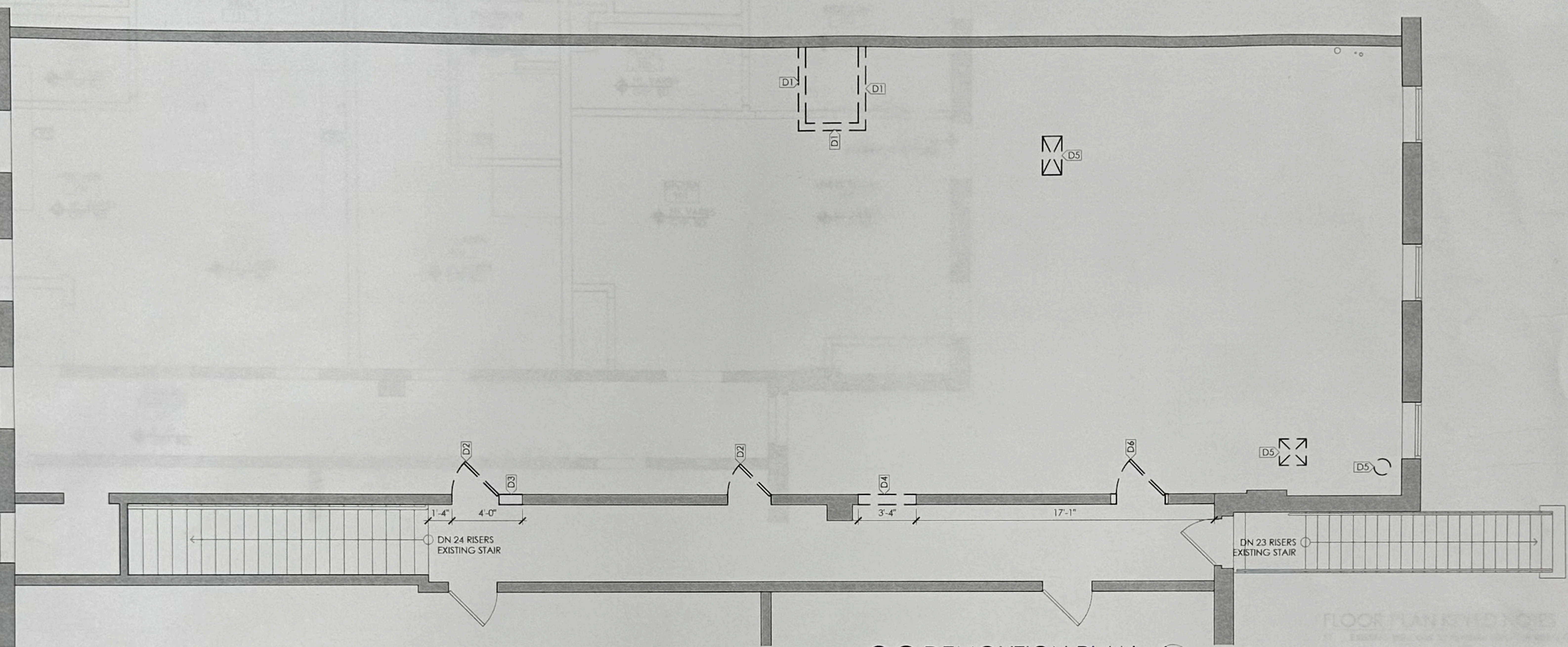
SHEET NO.	SHEET NAME
A001	TITLE SHEET & DEMOLITION PLAN
A201	REFLECTED CEILING PLAN & FLOOR PLAN
A501	INTERIOR ELEVATIONS, SCHEDULES, & DETAILS

## PROJECT LOCATION



## 01 LOCATION MAP

NOT TO SCALE



## 02 DEMOLITION PLAN

SCALE: 1/4" = 1'-0"



## DEMOLITION PLAN KEYED NOTES

- D1. REMOVE EXISTING WALLS FROM FLOOR TO CEILING STRUCTURE, AS SHOWN.
- D2. COMPLETELY REMOVE EXISTING DOOR AND FRAME, AS SHOWN.
- D3. REMOVE PORTION OF EXISTING WALL FROM FLOOR TO 8'-0" A.F.F., AS SHOWN, FOR NEW HALLWAY OPENING.
- D4. REMOVE PORTION OF EXISTING WALL, AS SHOWN, FOR NEW DOOR AND FRAME.
- D5. REMOVE EXISTING MECHANICAL ITEMS.
- D6. REMOVE EXISTING DOOR & FRAME, MAKE OPENING WIDER FOR NEW 3'-0" WIDE DOOR.

## CODE SUMMARY

2020 MINNESOTA STATE BUILDING CODE  
(IBC 2018 WITH MINNESOTA AMENDMENTS)

TYPE OF OCCUPANCY	EXISTING R-2 (APARTMENTS)
TYPE OF CONSTRUCTION	EXISTING 3-B
NUMBER OF STORIES	UPPER LEVEL OF TWO STORY BUILDING
FIRE SPRINKLERS PROVIDED	NO
TOTAL AREA OF WORK	1,985 SF
OCCUPANT LOAD	10 OCCUPANTS
CORRIDOR FIRE RATING	EXISTING 1 HOUR RATING - NEW WALLS WILL BE 1 HOUR FIRE RATED AND NEW DOORS WILL BE 20 MIN. FIRE RATED
COMMON PATH OF TRAVEL	47'-0" FROM MOST REMOTE LOCATION IN A UNIT TO THE CORRIDOR
EMERGENCY ESCAPE AND RESCUE	PROVIDED BY EXISTING WINDOWS FOR THE TWO END UNITS, AND PROVIDED BY A DOOR TO A FIRE RATED CORRIDOR WITH TWO EXITS IN OPPOSITE DIRECTIONS FOR THE TWO MIDDLE UNITS
REQUIRED RATING OF WALLS BETWEEN UNITS:	PROVIDED RATING OF WALLS BETWEEN UNITS:
-1 HOUR FIRE RATING	-1 HOUR FIRE RATING WITH 20 MINUTE DOORS
-STC 50 SOUND RATING	-STC 56 SOUND RATING
	-UL DESIGN NO. U305

## SYMBOL LEGEND

NEW CONSTRUCTION	DRY CLEANERS	ROOM NAME	COLUMN GRID BUBBLE	BREAKLINE
EXISTING CONSTRUCTION	100	ROOM NUMBER	DETAIL CALLOUT	WALL TYPE
EXISTING CONSTRUCTION TO BE REMOVED	584 GSF	ROOM AREA	DRAWING NUMBER ON SHEET	KEYNOTE
2-HOUR RATED FIRE WALL			DRAWING NUMBER ON SHEET	WINDOW TAG
NEW DOOR			OPTIONAL SPECIAL NOTATION	ROOF SLOPE MARKER
DOOR NUMBER				RUN IN INCHES
				RISE IN INCHES
EXISTING DOOR				FINISH MATERIAL
				MATERIAL NUMBER

## 01 NAME

SCALE: 1/8" = 1'-0"

DRAWING NAME  
DRAWING SCALE  
DRAWING NUMBER  
ELEVATION MARKER  
ELEMENT REFERENCE NAME  
ELEVATION HEIGHT



Commercial • Residential • Code Consulting  
11 FOURTH STREET SW Rochester, MN 55902  
Phone: 507.289.6063

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Paul Armon  
SIGNATURE

PAUL ARMON

PRINTED NAME

40080 08/10/2023

NUMBER DATE

APARTMENTS ABOVE JAC'S

123 1/2 MAIN ST SOUTH  
CHATFIELD, MN 55923

10 AUGUST 2023

DATE

J. GELLE

DRAWN BY

2023-011

PROJECT NUMBER

SHEET TITLE

TITLE SHEET & DEMOLITION PLAN

SHEET

A001





ARMON ARCHITECTURE inc.  
111 FOURTH STREET SW • Rochester, MN 55902  
Phone: 507.289.6063

I HEREBY CERTIFY THAT THIS PLAN,  
SPECIFICATION, OR REPORT WAS  
PREPARED BY ME OR UNDER MY  
DIRECT SUPERVISION AND THAT I AM A  
DULY LICENSED ARCHITECT UNDER THE  
LAWS OF THE STATE OF MINNESOTA.

SIGNATURE  
PAUL ARMON

PRINTED NAME  
40080  
08/10/2023

NUMBER

DATE

# APARTMENTS ABOVE JACI'S 123 1/2 MAIN ST SOUTH CHATFIELD, MN 55923

10 AUGUST 2023

J. GELLE

2023-011

PROJECT NUMBER

SHEET TITLE

& FLOOR PLAN

SHEET

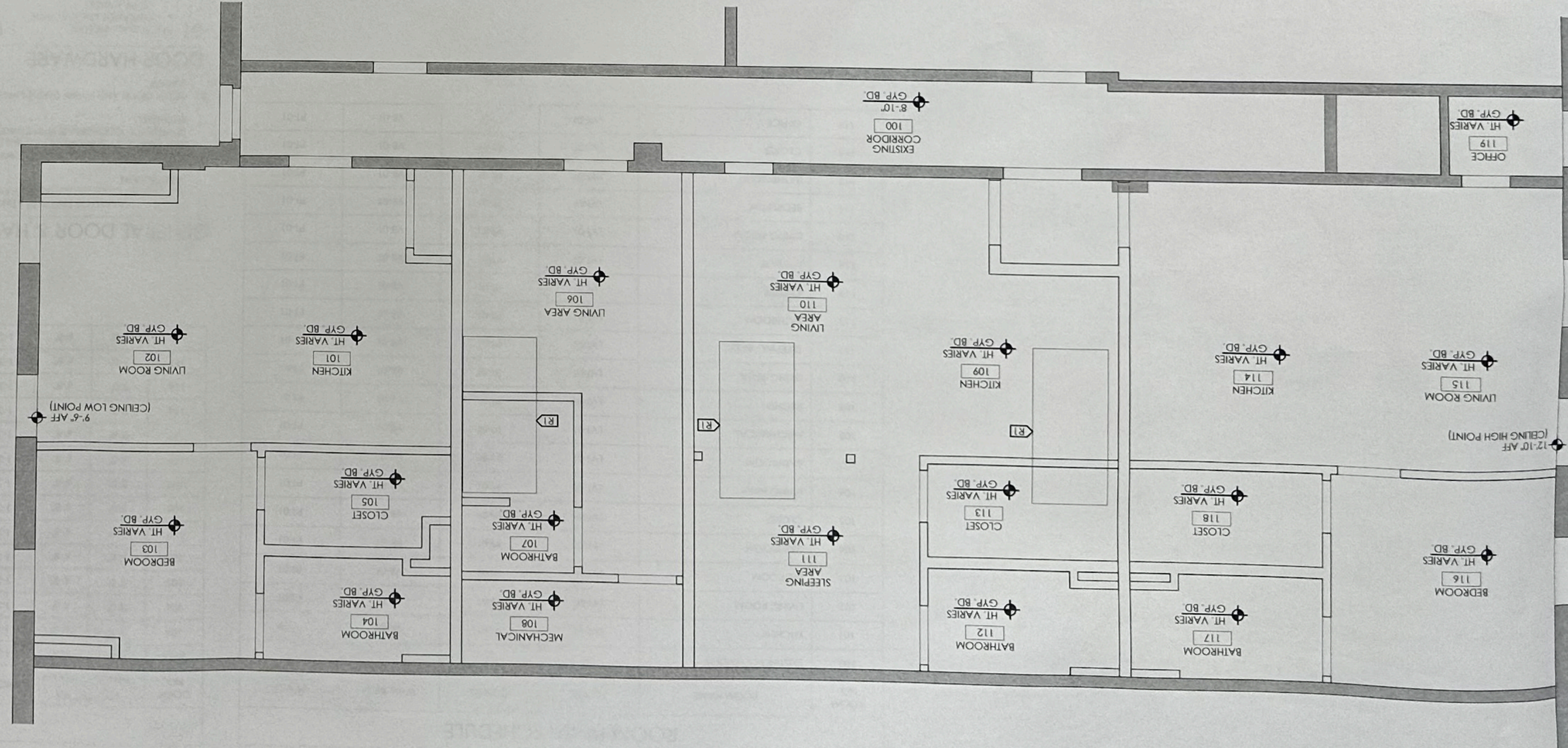
A201

REFLECTED CEILING PLAN KEYED NOTES

R1. EXISTING SKYLIGHT OPENING TO REMAIN

## 02 REFLECTED CEILING PLAN

SCALE: 1/4" = 1'-0"



FLOOR PLAN KEYED NOTES

F1. EXISTING WINDOW TO REMAIN. WINDOW MEETS EGRESS REQUIREMENT.

F2. EXISTING WALL MEETS 1 HOUR FIRE RATING.

F3. INFILL OPENING W/ WOOD STUD FRAMING & 5/8" GYP. BD. TO BE FLUSH WITH

EXISTING WALL. INSULATE TO MATCH WALL TYPE (B6). PAINT BOTH SIDES.

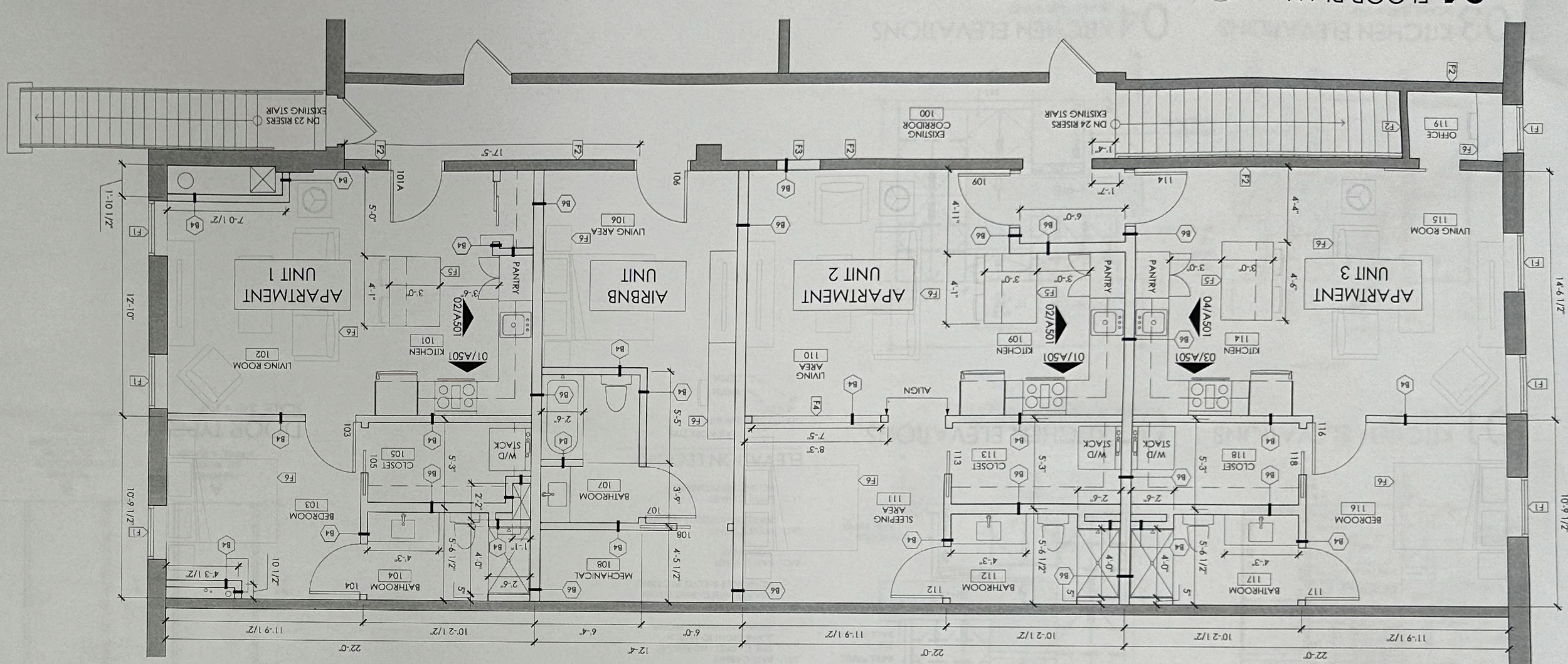
F4. THIS PORTION OF WALL TO BE FRAMED UP TO 8'-0" A.F.F. W/ GYP. BD. CAP.

F5. KITCHEN ISLAND W/ TOP TO MATCH KITCHEN COUNTER. TOP TO BE 36" A.F.F.

F6. FURNITURE, BY OTHERS.

## 01 FLOOR PLAN

SCALE: 1/4" = 1'-0"

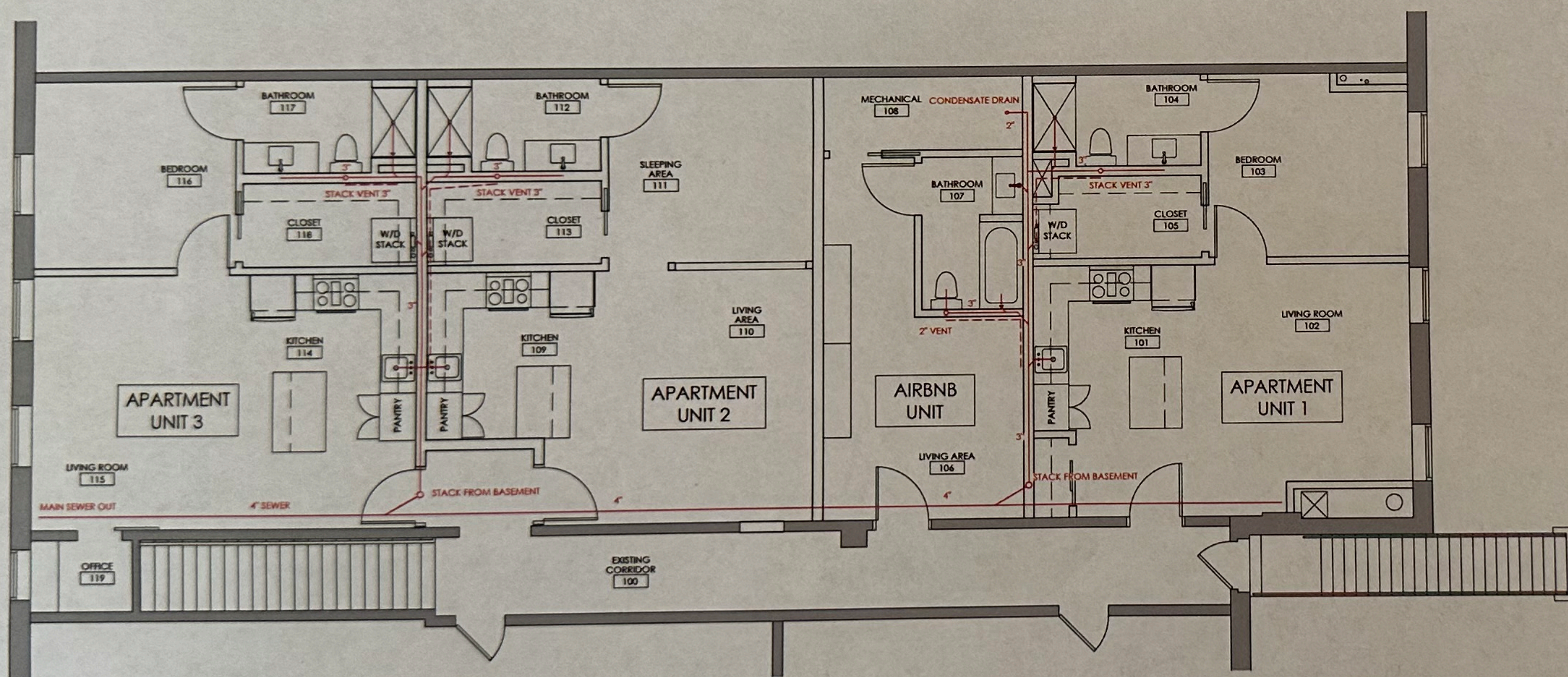




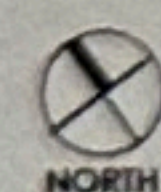




DWV Plumbing



01 FLOOR PLAN  
SCALE: 1/4" = 1'-0"



*Robert A. [Signature]*  
MP-058275

APARTMENTS ABOVE JAC'S

123 1/2 MAIN ST SOUTH  
CHATFIELD, MN 55923

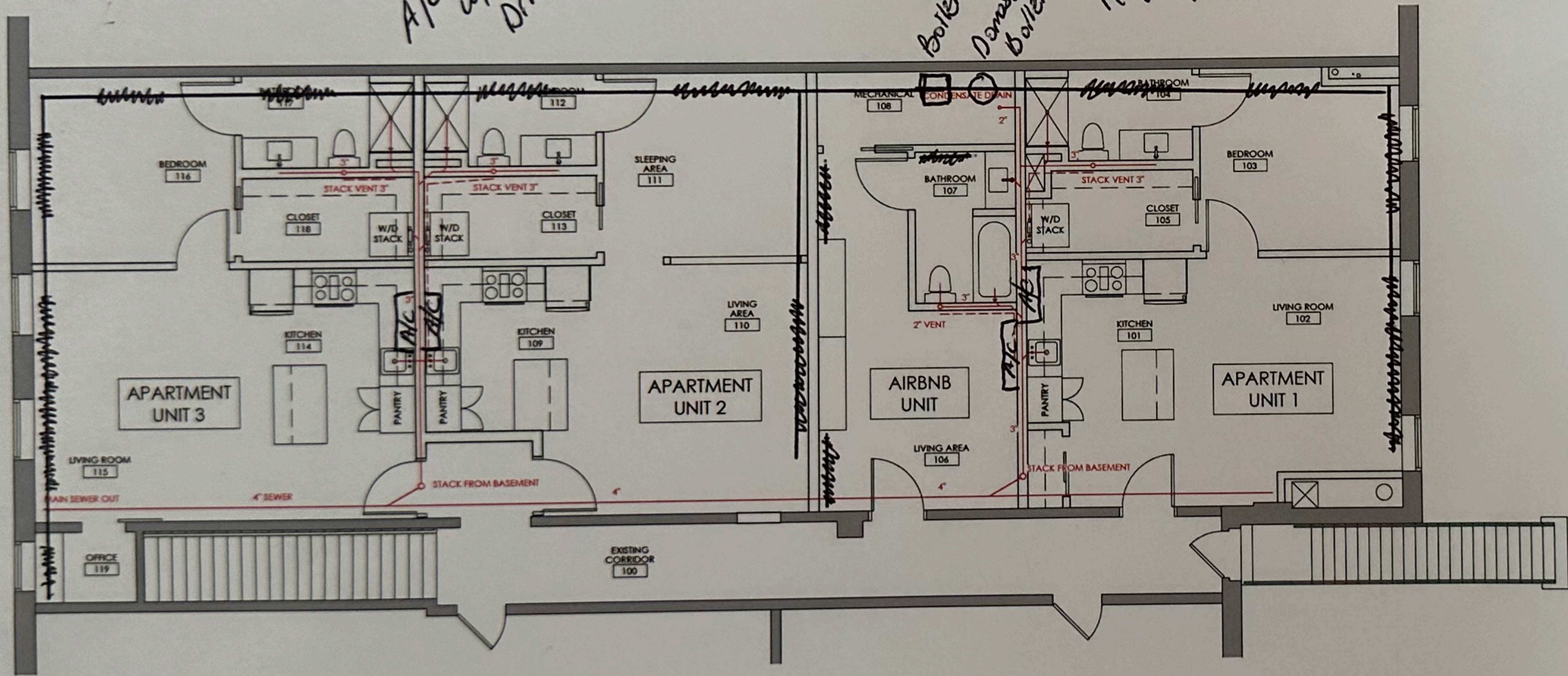
DATE	
DRAWN BY	
PROJECT NUMBER	
SHEET TITLE	
SHEET	



BASE BOARD HEAT-  
Cooling mini splits.

A/C mini splits  
w/ heat pumps  
Drain to water  
stack

Boiler  
Domestic  
Boiler water  
A/C mini splits  
w/ heat pumps  
Drain to water  
stacks



01 FLOOR PLAN  
SCALE: 1/4" = 1'-0"  
NORTH

APARTMENTS ABOVE JAC'S  
123 1/2 MAIN ST SOUTH  
CHATFIELD, MN 55923

DATE	
DRAWN BY	
PROJECT NUMBER	
SHEET TITLE	
SHEET	