

Chatfield Planning and Zoning Commission Meeting Agenda

Monday, February 3, 2014
7:00 p.m.
City Council Chambers
Thurber Community Building

- I. Regular Meeting - Consider and Approve the Meeting Agenda (pg. 1)
- II. Approve Prior Meeting Minutes (pg. 2-4)
- III. Election of Offices – Chair and Vice Chair
- IV. Annual Planning & Zoning Report (pg. 5-9)
- V. Review and Discuss – 2014 Planning Goals (pg. 10-11)
- VI. Adjourn

CITY OF CHATFIELD
PLANNING & ZONING COMMISSION MEETING MINUTES
Monday, December 02, 2013

Members Present: Lee Amundson, Jerry Barry, Terry Bradt, Dave Frank, and Mary Peterson, and Dan Tuohy

Members Absent: Aaron Armstrong

Others Present: Kristi Clarke, Kay Coe, Mark Welch, and Joel Young

Bradt opened the public hearing at 7:00 p.m.

I. Public Hearing – EZ Fab Preliminary Plat

Clarke introduced the request by reviewing the Preliminary Plat Report;

EZ Fab– Preliminary Plat Report

Petitioners/Property Owner: Tuohy Real Estate, LLC

Consultant: GGG
14070 Highway 52 S.E.
Chatfield, MN 55923

Location of Property: The property in question is located along the east side of St Albans Place south of Tuohy’s main buildings

Proposed Use: To subdivide 1 industrial lot and extend water and sewer service to the existing building

Land Use- The current and future use of the property is industrial and is consistent with the Land Use Plan

Zoning- The current property is within the I-2 Zoning District which is consistent with the proposed plat.

Street Patterns and access- The preliminary plat shows one public street, St Albans Place. The street is consistent with the existing subdivision standards. MnDot provided their comments for the application on November 22, 2013 and stated that the proposals for preliminary and final plats “have no significant impact on MnDot roadways and are acceptable”.

The preliminary plat shows two accesses off of St. Albans Place. The southern driveway would be used for truck traffic and provide for separation from vehicles using the offices. The north property access would be shared with Tuohy Real Estate, LLC. and will provide access to the office and provide approximately 20 parking stalls.

Sidewalks- No sidewalks are planned be constructed along St Albans Place at this time.

Stormwater/drainage- Future Stormwater, drainage, and grading plans much be submitted and approved prior to approving Phase 2 and the Office Buildings as noted on the Preliminary Plan.

Public Utilities: The existing 8” sanitary sewer and 8” water main lines will be extended southward from Lonestone Court to serve the site.

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Parkland Dedication: A parkland dedication is not required for non-residential uses.

Referral Comments:

1. Chatfield Fire Department
2. Chatfield Public Works
3. Fillmore County Surveyor
4. Fillmore County Engineer
5. Chatfield City Engineer
6. Chatfield School District
7. Alliant Energy
8. Qwest Communication
9. Mediacom
10. Minnesota Department of Transportation

Meeting Notification: The preliminary plat public hearing was published in the Chatfield News on Wednesday, November 20, 2013. Neighbors within 350' were notified on Friday, November 22, 2013. Both notices were completed more than 10 days prior to the public hearing which is scheduled for Monday, December 2, 2013.

Staff recommended conditions:

1. A grading, drainage, erosion control plan, and hydrology report will need to be submitted by the developer for approval prior to the submittal of the Phase 2 Building and Offices Permit. The drainage plan should address the downstream conveyance of stormwater to the existing culverts and pond and the capacity of the culvert(s) and pond.
2. The City must be provided a copy of the access easement for the gravel road that parallels St. Albans Place and all other private easement documents referenced on the drawings.

Notes:

1. Utility connection fees will be required for this parcel.
2. Off-Street Parking requirements will need to be approved prior to the construction of the Phase 2 and Office Buildings. Parking requirements for an industrial use is as follows: at least one space for each employee on the maximum shift, or one space for each 2,000 square feet of gross floor areas, whichever is larger.
3. All proposed outdoor storage and performance standards outlined in the I-2 Zoning District will need to be addressed prior to issuing building permits.
4. All future site signage will need to follow the standards outlined in Chapter 109 of the code.

Mark Welch, the Consultant for the Client, noted that Todd Klees was not aware of the utility connection fees. Young commented that he had been in touch with Todd, and that the connection fee issue was not part of the Preliminary or Final Plat process and that it would be addressed prior to the construction of the Phase 2 – Office project.

Bradt inquired about the odorization site setback. Welch and Tuohy explained that this site is where the odor that makes natural gas smell is added to the large line that is located along the southern edge of the proposed EZ Fab

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Plat. Welch also mentioned that the natural gas line easement was a blanket easement through the property and that they have requested that the easement be confined to the area shown on the proposed plat. Clarke commented that the natural gas easement is approximately 43' in width along the southern property boundary of the plat. Future water and sewer lines will be planned along the northern property line. Clarke pointed out that the northern property line of the EZ Fab Plat shows a 20' utility easement and another 10' easement will be placed on the Tuohy Property for a combined easement of 30' as can be seen on the Preliminary Plat.

Hearing no further comments or questions, the public hearing was closed at 7:06 PM.

Bradt called the regular meeting to order

II. Approve the Meeting Agenda

Frank entered a motion, with a second by Barry, to approve agenda as presented. All ayes, motion carried.

III. Approve Prior Meeting Minutes

Tuohy entered a motion, with a second by Frank, to approve the November 04, 2013 Meeting Minutes as presented. All ayes, motion carried.

IV. Review and Discuss – EZ Fab Preliminary Plat

Clarke explained the different survey rules for a Preliminary Plat and a Final Plat processes and that they were being reviewed concurrently to allow for a quicker approval time. Clarke explained that the Chatfield News published the Preliminary Plat and Final Plat applications as separate hearings on different weeks at least 10 days prior to the scheduled hearings, but only notified the neighbors within 350' with one letter outlining both hearing dates. A copy of the plat was attached to the neighborhood meeting notification. Clarke explained that a building permit for the expansion of Phase I has already been submitted by the land owners as that expansion does not require any utilities. Phase 2 and the office buildings cannot be completed until after water and sewer extensions are constructed on the site and the plat and plans are approved by the City.

Peterson entered a motion, with a second by Amundson, to recommend to City Council approval of the Preliminary Plat as presented. Ayes, Amundson, Barry, Bradt, and Mary Peterson, Abstain Tuohy, motion carried.

V. Adjourn

Tuohy entered a motion with a second by Frank to adjourn at 7:16 pm. All ayes, motion carried.

Terry Bradt, Chair

Kay Coe, Finance Director

Planning & Zoning Commission
City of Chatfield
Annual Report - 2013 Zoning Activity

2013		2011	2012
59	Total Number of Building Permits Issued	57	69
6	Single Family Homes	0	4
0	New Apartment Units	0	0
0	Total New Living Units	0	4
1	Variances Approved	0	2
0	Variances Denied	0	0
0	Conditional Use Permit Denied	0	0
0	Conditional Use Permit Approved	0	0
0	Conditional Use Permit Withdrawn	0	0
0	Re-zoning Approved	1	0
0	Final Plats Approved	0	0
1	Demolition Permits Approved	2	2
\$1,670,500.00	Value of new Residential Construction	\$199,500.00	\$1,609,000.00
\$1,187,773.00	Value of new Commercial Construction	\$263,000.00	\$163,300.00
\$2,858,273.00	Total Construction Value	\$462,500.00	\$1,772,300.00

EXPENSE

-\$13,492.00	Plan Check / Inspection Fees	-\$9,397.66	-\$11,799.00
-\$1,567.00	State Surcharge Fees	-\$296.85	-\$1,047.00
-\$1,567.00	Plan Review	-\$1,118.46	-\$1,241.00
-\$16,626.00	Total Cost (Plat Review Costs not included)	-\$10,812.97	-\$14,087.00

REVENUE

\$6,549.00	Permit Fees	\$2,688.23	\$5,919.00
\$2,627.00	Plan Check Fees	\$952.90	\$2,824.00
\$1,541.00	State Surcharge Fees	\$405.46	\$1,042.00
\$10,717.00	Total Revenues	\$4,046.59	\$9,785.00

\$4,800.00	Water Hook-Up Fees	0	Waived
\$7,800.00	Sewer Hook-Up Fees	0	Waived
0	Water Area Access Fees	0	0
0	Sewer Area Access Fees	0	0
\$12,600.00	Total Development Related Revenues	\$0.00	\$0.00

2013- Planning and Zoning Department General Information

Department Staff

<u>Name</u>	<u>Title</u>
Joel Young	City Clerk
Kay Coe	Finance Director

Consulting Staff

<u>Name</u>	<u>Organization</u>
Kristi Clarke	City Planner, Bolton & Menk, Inc.
Dave Morrill	City Engineer, MBI, A Division of WSB & Associates, Inc
Chris Giesen	Community Development Coordinator, CEDA
Robert Vogel	Historic Preservation Consultant, Pathfinder CRM

2013 Planning Approvals

Major Projects

Ordinance Amendments

Adding Post-frame or Pole Buildings as a Conditional Use in the B-3 Zoning District

Amending the Commercial Accessory Structure Standards so that residential structures follow residential standards

Adding residential uses above and below street-level as a Conditional Use in the B-1 Zoning District and amending the purpose statement.

Other Projects:

Complete Streets Training

League of Minnesota Cities 2013 – on-line training course for new Commissioners

St. Paul Lutheran Church Variance

FEMA Memo – Olmsted County Floodway/Flood fringe Map Revision)

Conditional Use Permit – Review

Municipal Development District No 3 and TIF District 3-4

Request to review the Animal Ordinance

Outlot “B” Land Conveyance (City of Chatfield property to private property)

EZ-Fab Preliminary and Final Plat

Planning & Zoning Commission Attendance

Key:

= present

- = absent

Meeting Totals:

Current Members		7-Jan	4-Feb	4-March	1-April	6-May	3-June	1-July	5-Aug	3-Sept	7-Oct	4-Nov	2-Dec
Terry Bradt	Commissioner												
Lee Amundson	Commissioner	-								-			
Dan Tuohy	Commissioner				-	-	-	-			-	-	
Aaron Armstrong	Commissioner	-				-	-	-	-	-	-	-	-
Dave Frank	Commissioner			-					-		-		
Jerry Barry	Commissioner		-	-	-								
Kristi Clarke	Consultant Planner												
Kay Coe	Finance Director												
Joel Young	City Clerk												
Past Members													
Charles Vale (Jan 2013)	Commissioner	-											
Russ Smith (Feb 2013)	Commissioner												
Scot Steenblock (Feb 2013)	Commissioner												

12- Regular Meetings

- (1) On-line training from the League of Minnesota Cities was completed in 2013 for new Commissioners
- (2) In-house training courses 1) - Complete Streets was completed in 1/7/13
2) - TIF District / Economic Development Training was complete on 10/7/13

Planning Application Summary Table by Year - 2008 to 2013

Type of Application	2008	2009	2010	2011	2012	2013
Comprehensive Plan Amendment/ Master Plan	1 Comp. Plan	1 (Amend)				
Ordinance Amendment	3	2	3	7	3	3
Zoning Map Amendment				1		
Conditional Use Permit	2	2	2			1
Preliminary Plat	1	1				1
Final Plat	1	1	1			1
Variance	1	1	1		2	1
Zoning Appeals						
General Development Plan	1	1				
Annual Totals	10	9	7	8	5	7

Building Permit Totals (2013)

	Additions/ Remodel	New Construction	Other (Demo)	Re-Roof	Re-Siding
Commercial	7	1	1	2	
Institutional					
Residential	25	6	2	19	1
Total	32	7	3	21	1

2013 – Residential and Commercial Construction Values)

Residential-

\$1,113,000 = Total value of new residential construction (6 new homes)

\$1,670,500 = Total value of all residential construction (additions/remodels/other)

Commercial-

\$1,187,773 = Total value of all commercial construction

Existing Lot Inventory

Single Family Attached/Detached Lots					
Subdivision	Total Lots	Sold Lots	Available Lots	Percent Sold	Percent Undeveloped
Fingerson-Donahoe					
1 st Phase	31	20	11	65%	35%
2 nd Phase	8	4	4	50%	50%
Future Phases (29 lots)					
Hilltop Estates First	17	8	9	47%	53%
Hilltop Estates Second	6	4	2	66%	67%
Lonestone Court	59	29	30	49%	51%
Orchard Ridge Townhomes	24	18	6	75%	25%
Total	145	83	62	57%	43%
Preliminary Plats / Pending Subdivisions					
Landmark Subdivision	9	0			

Demographic Information

City of Chatfield

Population and Household Estimates

Year	Population Estimates	Change	Household Estimates	Change
2012	2,794	+10	1,100	+5
2011	2,784	+5	1,095	+3
2010 (Census)	2,779	+193	1,092	+47
2009	2,586	+24	1,045	+9
2008	2,562	+31	1,036	+14
2007	2,531	-1	1,022	+3
2006	2,532	+39	1,019	+19
2005	2,493	+58	1,000	+27
2004	2,435	-9	973	+5
2003	2,444	+18	968	+14
2002	2,426	+26	954	+16
2001	2,400	+6	938	+8
2000 (Census)	2,394		930	

Source: MN State Demographer Estimates and Census 2000, 2010

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For Details, Contact:

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2014 – Long-Range Planning Projects

1. *Grant for Mill Creek Streambank Improvement -*

The MnDNR is finishing their work to obtain all of the access easements along Mill Creek and should be completed with this by Spring 2014. Trout Unlimited and the Minnesota Trout Association will most likely include this new stretch of streambank to their grant applications for 2014 with construction to be completed in 2016. I'll continue to work with Jim Meilander from the Lanesboro Office on this.

2. *Floodplain/Floodway Overlay Zone -*

FEMA will complete and finalize Olmsted County's map revisions in 2014 and we will have 6 months to amend our ordinance and approve all the new FIRM maps. Olmsted County will complete this process before Fillmore County so we may need to go through this process twice this year. I'll continue to work with Olmsted County and DNR officials to keep up to date on this issue.

3. *Comprehensive Plan Update -*

The Chatfield Comprehensive Plan was adopted in 2008- which makes this document six years old this year. It was recommended that the plan be updated every five years. I have started updating the "Community Context" section of the plan including the population, housing, utilities, education, and transportation. The "Goals and Policies", mapping, and "Land Use Plan" sections should wait until we formally begin a public process to review these sections.

Key issues:

1. What type of public input process should we follow? Workshops with a core planning committee? Open Houses? Website forums? Community Survey?
2. If a committee is formed, who should be asked to join this committee?
3. Potential locations for future senior or medium/higher density residential uses
4. Potential locations for industrial properties that can be more easily served by existing utilities
5. Changes in community goals or vision

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6. Changes in demographics that might lead our Plan to draw different conclusions for our land use mix.
7. Should we include neighborhood planning in this document - Downtown area? Historic Preservation areas?
8. How might the DMC (Destination Medical Center) alter the future for Chatfield
9. The floodplain area along Mill Creek and Groen Park are shown as open space or floodplain or both. Should we look towards some future detailed plans for any of this area
10. Sidewalks and trails have changed since our last update in 2008. Should we look at connecting the Lost Creek Trail to our trail system and provide more details for our creek trail north of Mill Creek Park
11. Should we include a map that outlines our approved sidewalk system and determine if that system should be changed in some areas

4. Potential Redevelopment on Twiford and Division Street-

Provide any planning assistance necessary. Some potential projects could be replatting and relocating utilities, and site plan reviews.

5. Thoroughfare Plan Update

Work with the City Engineer to review and possibly update the Thoroughfare Plan which was adopted in September 2004. This review could include a review of the data and recommendations provided by MnDot's Chatfield's Area Access Management and Safety Plan, 2009.