

**CITY OF CHATFIELD PLANNING & ZONING COMMISSION**  
**AGENDA**  
**City Council Chambers - 21 SE Second Street, Chatfield, MN 55923**  
**March 3, 2025, 7:00 P.M.**

- I. Open Meeting
- II. Minutes
  - A. [Meeting Minutes January 6, 2025](#)  
Motion to approve meeting minutes
- III. Non-Public Hearing Items
  - A. [Harvest Host follow-up](#)  
Update: No action to be taken
  - B. [Sidewalk Ordinance](#)  
Consider what provisions should be included in the new ordinance for future developments, staff will then work to create a draft, incorporating the SRTS Plan and the Comprehensive Plan.
  - C. [Comprehensive Plan](#)  
Motion to recommended to Council to move forward.
  - D. [Future Agenda Topics](#)
- IV. Adjourn
- V. Next Meeting



## PLANNING & ZONING COMMISSION MEETING STAFF REPORT

**Meeting Date:** March 3, 2025

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**Agenda Item:** Meeting Minutes January 6, 2025

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Alison Bentley

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**Recommended Motion:** Motion to approve meeting minutes

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**Attachments:**

[2025-01-06 PZ Meeting Minutes.pdf](#)

# CITY OF CHATFIELD

## PLANNING & ZONING COMMISSION MEETING MINUTES

### Monday, January 6, 2024

The Planning & Zoning Commission of the City of Chatfield met in regular session on Monday, January 6, 2025. Kent Whitcomb presided as Chair and called the meeting to order at 7: PM.

Present	Absent	Name
■		Commissioner Wayne Halvorson
■		Commissioner Rich Bakken, Vice Chair
■		Commissioner Terry Bradt
	■	Commissioner Josh Broadwater
■		Commissioner Jeremy Aug
■		Commissioner Kent Whitcomb, Chair
■		Logan Tjossem, Planner and Zoning Administrator
■		Alison Bentley Community Development Director
■		<i>Additional people present:</i> Michele Peterson, City Administrator

#### Prior Meeting Minutes

<b>Motion:</b>	To approve the November 4 <sup>th</sup> 2024, minutes by Commissioner Bradt
<b>Second:</b>	Commissioner Halvorson.
<b>Amendments:</b>	None.
<b>Ayes:</b>	Unanimous.
<b>Nays:</b>	None.
<b>Abstention:</b>	None.
	Motion carried.

#### Public Hearing Items

None

#### Non – Public Hearing Items

##### A. Annual Report

Discussion on 2024 Zoning Activity with 76 Total Building Permits Issued, 8 Single Family Homes/Townhomes, and 12 Zoning Certificates. In addition, 1 Temporary Use Approved for La Cantina to cook out of the food truck with the restaurant attached as well as 1 Preliminary Plat approved for Amco Third.

NOTE: Sidewalk vs trails discussion on whether it is an either-or decision.

# CITY OF CHATFIELD

## PLANNING & ZONING COMMISSION MEETING MINUTES

### Monday, January 6, 2024

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NOTE: Discussion on a property owner that has a driveway near the rear of his property. Currently no city ordinance that says how many feet away it should be. Driveway set back it 5 feet (create a performance standard)

NOTE: Discussion on connecting sidewalks to start the conversation ie. Amco Drive. Needs to be a part of comprehensive plan. (If a sidewalk is not put in, the city will put it in and bill the property owner)

#### B. CUP Review

Reviewed packet of Complete 20204 cup review

#### C. Election of Chair and Vice Chair

**Motion:** To approve the reelection of Commissioner Kent Whitcomb, Chair and Commissioner Rich Bakken, Vice Chair.  
**Second:** Commissioner XXXX  
**Amendments:** None.  
**Ayes:** Unanimous.  
**Nays:** None.  
**Abstention:** None.  
Motion carried.

#### D. Overnight Camping Options

Discussion around a specific location and for 1-2 nights. It was talked about for examples like artists or visitors coming to the CCA for an event. There would need to be guidelines on camper length, night stay, etc. an example is [Unique RV Camping at Farms, Wineries, Breweries, & More with Harvest Hosts](#)

**Motion:** To have direct staff to look into the program details by Commissioner Bradt  
**Second:** Commissioner Bakken  
**Amendments:** None.  
**Ayes:** Unanimous.  
**Nays:** None.  
**Abstention:** None.  
Motion carried.

# CITY OF CHATFIELD

## PLANNING & ZONING COMMISSION MEETING MINUTES

### Monday, January 6, 2024

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#### E. Cannabis Text Amendment

Information is continuing to change.

**Motion:** To continue discussion by Commissioner Aug.  
**Second:** Commissioner Bakken  
**Amendments:** None.  
**Ayes:** Unanimous.  
**Nays:** None.  
**Abstention:** None.  
Motion carried.

#### Staff Recap

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- A. Hilltop Sidewalk Memo to Council
  - B. Roles and Responsibilities Adjourn  
Presentation reviewed, no new members.
  - C. Short-Term Lodging Establishment  
Discussed a new property in town that is on VRBO/ Air B&B. They pay 3% in lodging tax to city. Do we look at these properties being registered?
- 

**Motion:** To adjourn at 8:10pm by Commissioner Bradt.  
**Second:** Commissioner Aug  
**Amendments:** None  
**Ayes:** Unanimous.  
**Nays:** None.  
**Abstention:** None.  
Motion carried.

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Kent Whitcomb, Chair

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Logan Tjossem, Planner & Zoning Administrator



## PLANNING & ZONING COMMISSION MEETING STAFF REPORT

**Meeting Date:** March 3, 2025

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**Agenda Item:** Harvest Host follow-up

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Alison Bentley

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**Recommended Motion:** Update: No action to be taken

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

1. A homeowner/ landowner would need to be the host for people to register
  1. Buy a Plan (Classic/Boondockers/ All Access)
  2. No charges for overnight stays and some may allow up to 4 night

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**Attachments:**



## PLANNING & ZONING COMMISSION MEETING STAFF REPORT

**Meeting Date:** March 3, 2025

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**Agenda Item:** Sidewalk Ordinance

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Alison Bentley

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**Recommended Motion:** Consider what provisions should be included in the new ordinance for future developments, staff will then work to create a draft, incorporating the SRTS Plan and the Comprehensive Plan.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

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**Background:**

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**Attachments:**

[Memorandum - Sidewalks.pdf](#)

# Memorandum

To: Planning & Zoning  
From: Michele Peterson  
Date: February 4, 2025

## Sidewalk Ordinance

Sidewalks and trails are important to our community, as well as how we consider such options in the future. I believe that we should consider an update to the current ordinance, so that moving forward there is a clear understanding of what the community would like to have implemented. The current Ordinance reads as follows:

### Sec. 111-162. - Sidewalks.

Sidewalks shall be required only in areas of potential high pedestrian traffic as determined by the city council.

In reviewing the requirements for a Safe Routes to School (SRTS) Grant program I believe that our ordinance should be updated. Although I think we should have some flexibility, the current language also leaves a lot to interpretation. I was hoping that there was a model ordinance we could compare to, there is not, the following is from the FAQ for the SRTS Grant Application:

*One of the requirements listed in Minnesota Statute 174.40 subd. 4a is that all new developments are required to be constructed with safe routes to school infrastructure. This means that applicants must have a local requirement or ordinance that mandates the construction of accessible sidewalks or bicycle infrastructure with the construction of new developments or large subdivisions.*

*MnDOT does not dictate the language of local ordinances and does not have strict requirements or trigger language on when, where, or how accessible sidewalks are implemented (e.g., large-scale developments vs cul-de-sacs or single-family lot division). Applicants are eligible for the SRTS infrastructure program if they can prove they have adopted requirements to construct accessible sidewalks or bicycle infrastructure in some capacity with*



*new developments or subdivisions, regardless if the specifics of these requirements are defined in local ordinances or at the discretion of the local governing board or council.*

In order to give us some discussion points I have included several ordinances from other cities, these are just for reference:

**Preston:** (D) *Sidewalks.* Sidewalks may be required along both sides of all streets in areas where residential density equals or exceeds three dwelling units per net acre of residentially used land or in commercial areas.

**Stewartville:** Subd. 4 Sidewalks. Shall be required in all subdivisions unless the City Council specifically determines that sidewalks are not required in the new subdivision. Sidewalks must be constructed at the time the driveway is poured. Once construction is completed upon 80% of the lots in the subdivision, all other remaining lots must have the sidewalk completed. Concrete sidewalks, four (4) inches thick except at driveways where greater thickness shall be required, five (5) feet wide in residential areas and of such width as directed in other areas.

**Byron:** 151.024 NON-MOTORIZED CONNECTIONS.

(A) Walkways along roadways.

(1) Sidewalks shall be required along both sides of any local street.

(2) Collector and arterial streets.

(a) Collector and arterial streets shall include provisions for non-motorized connections on both sides of the street.

(b) Sidewalks shall be required along one side of any collector or arterial street. The other side of the street may include a sidewalk, multi-use trail, bike lane, or other type of connection at the city's discretion.

(c) Where possible, the required sidewalk shall be located on the same side of the street as previously existing sidewalks in the area to ensure continuity and reduce the need for road crossings.

(3) Sidewalks shall be at least five feet in width and meet specifications set forth by the Engineering Specifications, including accessibility requirements.

(4) Multi-use trails shall be at least ten feet in width and meet specifications set forth by the Engineering Specifications, including accessibility requirements.

(5) Walkways must be placed in the public right-of-way or within an easement in favor of the city.

(B) Trail linkages.

(1) All development, either at the time of platting or during site plan approval, shall be required to demonstrate that the design of the proposed development includes multi-use trail linkages pursuant to the City's Comprehensive Plan and Master Trail Plan.

(2) Unless otherwise directed by Council, blocks exceeding 900 feet in any residential district shall be provided with trails or easements extending between residential lots in locations deemed necessary to allow residents to safely connect to neighboring streets or neighborhoods.

(3) Multi-use trails shall be at least ten feet wide and meet standards set forth by the Engineering Specifications, including accessibility requirements.

(4) Multi-use trail linkages must be placed within public right-of-way or in an easement of suitable width in favor of the city.

(C) Additional pedestrian-oriented facilities, including outdoor seating, proper lighting and safe crosswalks and separation of pedestrian ways from vehicular traffic, where possible, may be required by the City Council.

**Zumbrota: SIDEWALKS/PEDESTRIAN WAYS.** In those cases where the City Council deems it appropriate and as designated by the Comprehensive Plan, sidewalks of not less than five (5) feet in width shall be provided.

Where a proposed plat abuts or includes an arterial street, sidewalks of not less than five (5) feet in width shall be provided on both sides of the paved surface, unless a trail is included as designated by the Comprehensive Plan. Where the proposed plat abuts or includes a collector street, sidewalks of not less than five feet (5') in width shall be required on one side of the street. In all cases where sidewalks are provided provisions shall be made for handicapped access.

#### **Pine Island: Sidewalks and Multipurpose Trailways.**

1. Concrete sidewalks shall be installed along both sides of all local residential and local commercial/industrial streets (not including cul-de-sacs) as designated by the City's Comprehensive Plan. All sidewalks shall have a minimum width of five feet (5'). At the discretion of the City Council sidewalks may be installed along only one side of a local residential and local commercial/industrial street in areas determined by the City to be environmentally sensitive due to topography, forestation and/or wetlands.

2. Concrete sidewalks shall be installed along one side and multipurpose trailways shall be installed along the other side of all arterial, collector and parkway streets as designated by the City's Comprehensive Plan. All sidewalks shall have a minimum width of five feet (5') and all multipurpose trailways shall have a minimum width of ten feet (10') and be constructed of bituminous materials.

3. Concrete sidewalks and multipurpose bituminous trailways shall be accessible by handicapped persons in accordance with Minnesota statutes section 471.464.

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4. The subdivider and/or owner shall be responsible for the payment of one hundred percent (100%) of all the costs of sidewalks and multipurpose bituminous trailways, including the cost of grading and restoration, materials and all installation costs.

5. The subdivider and/or owner shall install all required sidewalks and multipurpose trailways at the time the required street improvements are installed or provide the City with a cash escrow or irrevocable letter of credit in amount of one hundred and twenty-five percent (125%) of the estimated cost of installation, as determined by the City Engineer, to ensure completion of the required sidewalks and multipurpose trailways. All required sidewalks and multipurpose trailways shall be completed within three (3) years of final plat approval or prior to the issuance of a certificate of occupancy for an individual lot, whichever occurs first. If the required sidewalks and multipurpose trailways have not been completed within three (3) years of the final plat approval, the City may use the cash escrow or irrevocable letter of credit to complete any remaining sidewalks and multipurpose trailways. If the required sidewalks and multipurpose trailways are to be installed at the time the required street improvements are installed, the subdivider and/or owner shall provide the City with an appropriate financial security acceptable to the City, prior to the issuance of building permits within the subdivision, to ensure the installation of the required sidewalks and multipurpose trailways is completed.

In considering any changes to the ordinance, we should also consider what information is part of our approved Comprehensive Plan as well as the SRTS plan. For reference attached is also included is the SRTS plan, appendix, and summary, an excerpt from the current Comprehensive Plan, and Minnesota Statute 174.40.

**Action Requested:** Consider what provisions should be included in the new ordinance for future developments, staff will then work to create a draft, incorporating the SRTS Plan and the Comprehensive Plan.



## PLANNING & ZONING COMMISSION MEETING STAFF REPORT

**Meeting Date:** March 3, 2025

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**Agenda Item:** Comprehensive Plan

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Alison Bentley

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**Recommended Motion:** Motion to recommended to Council to move forward.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**Attachments:**

[Widseth Comp Plan Update Proposal.pdf](#)

COMPREHENSIVE PLANNING  
SERVICES

# CITY OF CHATFIELD

## 2015 COMPREHENSIVE PLAN UPDATE

FEBRUARY 17, 2025



WIDSETH

**LOGAN TJOSSEM AICP**

Project Manager | Principal Planner

507.206.2138

[Logan.Tjossem@widseth.com](mailto:Logan.Tjossem@widseth.com)

3777 40th Avenue NW, Suite 200

Rochester, MN 55901

■ February 17, 2025

## Rochester

3777 40th Avenue NW, Suite 200  
Rochester, MN 55901-3297

507.292.8743

Rochester@Widseth.com

Widseth.com

Attn: Michele Peterson, City Administrator  
City of Chatfield  
21 SE Second Street  
Chatfield, MN 55932  
PH: 507.872.1518  
Email: mpeterson@ci.chatfield.mn.us

Re: City of Chatfield Comprehensive Plan Update

Dear Ms. Peterson

The City of Chatfield is a diverse community of citizens with a rich history. As an ideal location for arts and history, recreation and entertainment, scenic wildlife and agriculture, Chatfield has a strong sense-of-place, and perhaps Chatfield could be labeled as “The Chosen Valley”. Thus, the city needs a thoughtful review of the current and future growth and development of the city.

The revision to the Comprehensive Plan will benefit residents, community leaders, and prospective developers by anticipating and preparing for the impacts of an increasing diversity of population, housing, economic, and social needs. The recommendations and implementation will be the foundation for growth that will benefit citizens, stakeholders, and all who live here over the next 15-20 years and beyond.

Widseth has professionals already working with the City of Chatfield. We are vested in the process to create a policy document that enables citizens, developers, and the city to work together in a complementary way. Widseth has been a part of your community for many years and we hope to continue collaborating with you for many more.

Sincerely,



*Logan D. Tjossem*

**LOGAN TJOSSEM AICP**

Project Manager | Principal Planner

507.206.2138

Logan.Tjossem@widseth.com



*Craig M. Britton*

**CRAIG BRITTON PE, VP**

Civil Engineer | Office Manager

507.206.2125

Craig.Britton@widseth.com



# WIDSETH INTRODUCTION

WIDSETH

“

*WIDSETH IS COMMITTED  
TO PRESERVING AND  
ENHANCING THE  
COMMUNITIES WE SERVE  
THROUGH CAREFUL  
STEWARDSHIP OF  
THEIR RESOURCES.*

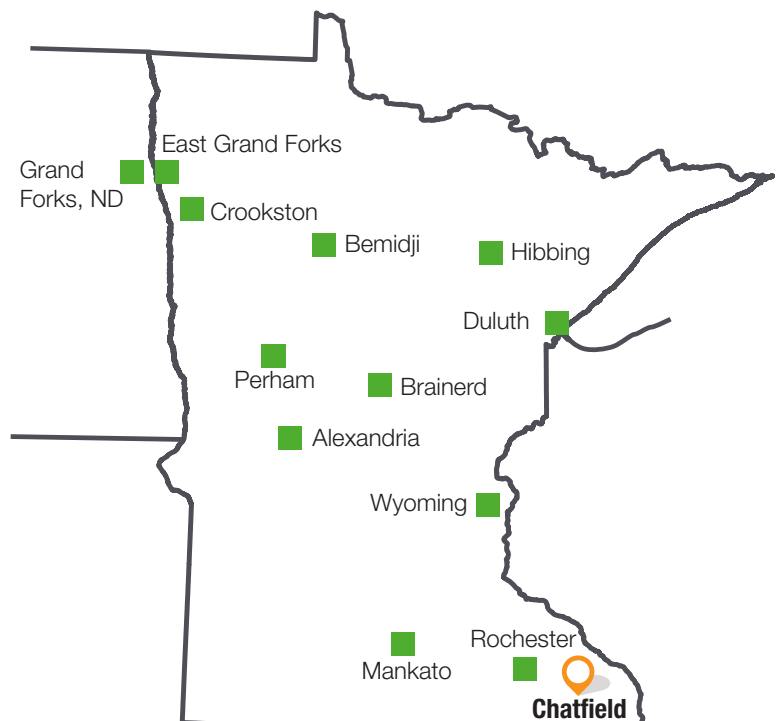
## LIST OF DISCIPLINES

- Aerial Mapping
- Architecture
- Civil Engineering
- Electrical Engineering
- Environmental
- Funding
- GIS
- Interior Design
- Land Surveying
- Landscape Architecture
- Mechanical Engineering
- Planning
- Structural Engineering
- Transmission & Distribution Design
- Transportation Engineering
- Water Resources Engineering



Widseth is an engineering, land surveying, environmental, and architecture services firm with 12 offices in Minnesota and North Dakota and 250+ employees. Our engineering practice includes civil, structural, mechanical and electrical engineers who work on a wide range of projects for public and private clients. Our land survey crews and environmental specialists work throughout the Midwest. Our architectural portfolio includes schools, sports and recreational facilities, maintenance buildings, clinics, senior living, retail, offices, factories, historic buildings and more. Together, this multi-discipline team provides our clients a complete package of services to lead their project from concept to completion.

Widseth was established in 1975, and 2025 marks 50 years of dedicated service to our clients and communities. This milestone reflects our long-standing commitment to excellence, innovation, and building lasting relationships.



## PROJECT UNDERSTANDING

We understand the City of Chatfield desires to have a revision to their current Comprehensive Plan. A Comprehensive Plan update process identifies strengths, weaknesses, opportunities, and challenges and ultimately creates both a physical and policy document that allows the city to best optimize its resources, growth, and development over the next 15-20 years, while establishing implementation goals and strategies to move towards a sustainable future with clear objectives. With the City of Chatfield's current Comprehensive Plan adopted in 2015, we understand that new strategic objectives and action items should be addressed through the proposed update. With an update to the policies, goals, and standards; including land use and planning; transportation (sidewalks, trails, and roads,) community facilities and services, municipal utilities (electric, water, sanitary sewer, storm sewer), housing; economic development/ redevelopment; and community culture & image, the new plan will provide a new direction for growth that will enhance the quality of life for all its residents and unique socio-economic make-up for a successful long-term plan.

## PROJECT APPROACH

We propose to provide an approach that is not linear (a straight line from start to finish) but somewhat of a spiral. We make progress yet circle back to test our assumptions and findings, then move forward, again, repeating the cycle while moving ahead.

Throughout this process, our team will draw on years of experience to develop understandable, useable documents to plan the future of the City of Chatfield.

Each phase will consist of:

- Reviewing existing information and/or information gathered in the previous phase.
- Questioning results and communicating with stakeholders, community leaders, and citizens.
- Testing proposed suggestions or new policies for recommendations and implementation strategies.

## COMMUNITY OUTREACH

Our team is experienced in leading client groups to establish long-term goals, define needs, and build consensus around solutions. Our process includes meeting with the city, county, tribal governments, stakeholders, and community leaders to listen, establish needs, and work through appropriate solutions. Widseth's approach always has been, and always will be, client driven.

Having executed many similar successful engagements, we will tailor a unique public engagement process specific to the needs of the community to try and make sure every voice is heard and represented.

## PUBLIC MEETINGS

In collaboration with the City of Chatfield, stakeholders, and community leaders, Widseth's team will help plan, and conduct community engagement meetings as outlined in our timeline. Our team will also help facilitate the meetings and draft and deliver informational exhibits and reports throughout the process.



**COMPREHENSIVE PLAN TIMELINE, DELIVERABLES, & COST - Months 1-3:**

- Review previous Comprehensive Plan and existing policies and documents
- Begin Formatting - chapters, sections, or themes
- Determine Role of Public in Plan Development
- Coordinate with Planning Commission and staff

**MEETING #1 (VIRTUAL OR IN PERSON) - Months 3-6:**

- Introduction
  - Schedule
  - Areas of focus
  - Community involvement
- Discussion
  - Comparing Ideas
- Deliverables: Meeting minutes

**MEETING #2 (VIRTUAL OR IN PERSON) - Months 6-9:**

- Introduction
  - Recap of Meeting #1
- Evaluate Specific Areas
  - Residential housing options and density
  - Land use: Re-imagine Twifford Street
  - Transportation: Trails, sidewalks and roads
  - Parks and open space
  - Utilities and infrastructure
- Deliverables: Meeting minutes

**MEETING #3 (VIRTUAL OR IN PERSON) - Months 9-11:**

- Introduction
- Finish evaluating specific areas
  - Similar to Meeting #2
  - Implementation
- Deliverables: Draft Comprehensive Plan

**MEETING #4 (VIRTUAL OR IN PERSON) - Adoption:**

- Comprehensive Plan Presentation
- Questions/Comments
- Deliverables: Final Comprehensive Plan

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**FEES: Hourly, estimated at \$15,000.00**



## **LOGAN TJOSSEM AICP** Principal Planner | Project Manager

Logan brings over 20 years of project planning experience to Widseth, offering expertise in both the private and public sector. He is involved in project development for all Widseth offices by creating and modifying comprehensive plans, zoning ordinances, conducting research, and development review. He focuses on assessing obstacles within a projects design and process and establishing timelines that allow every project to be efficient and progress seamlessly.

### **License/Certification**

American Institute of Certified Planners (AICP)

### **Education**

Bachelor of Science, Community and Regional Planning (emphasis on Economic Development) | Iowa State University

### **Professional Associations**

Associate Member of Minnesota & Wisconsin Chapters of the American Planning Association (MnAPA & WiAPA)



## **CRAIG N BRITTON PE, VP** Civil Engineer | Office Manager

Craig joined Widseth in 2008 as a partner in the firm through the firm's merger with QED Engineering. Craig serves as the City Engineer for Chatfield, Pine Island, Dodge Center, and Rollingstone, Minnesota. His responsibilities include site selection, roadway and utility design, preliminary and final engineering and design, construction cost estimates, and construction administration services. Craig also works with a number of private sector clients to plan and prepare construction documents for development projects.

### **License/Certification**

Professional Civil Engineer | MN #44228, Certification for Erosion/Stormwater Management

### **Education**

Bachelor of Science in Civil Engineering | University of Wisconsin-Platteville



## PLANNING & ZONING COMMISSION MEETING STAFF REPORT

**Meeting Date:** March 3, 2025

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**Agenda Item:** Future Agenda Topics

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Alison Bentley

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**Recommended Motion:**

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**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

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**Included in Current Budget?:**

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**Background:**

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**Attachments:**