

CITY OF CHATFIELD PLANNING & ZONING COMMISSION
AGENDA

City Council Chambers - 21 SE Second Street, Chatfield, MN 55923
June 2, 2025, 7:00 P.M.

- I. Open Meeting
- II. Minutes
 - A. [Approve Meeting Minutes 5.5.25](#)
Motion to Approve.
- III. Non-Public Hearing Items
 - A. [Review Parks, Trails, and Sidewalks discussion 5.5.25](#)
 - B. [Review Hillside Incentive Program](#)
- IV. Adjourn
- V. Next Meeting July 7, 2025



PLANNING & ZONING COMMISSION MEETING STAFF REPORT

Meeting Date: June 2, 2025

Agenda Item: Approve Meeting Minutes 5.5.25

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Motion to Approve.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025-5.5 PZ Meeting Minutes.pdf](#)

CITY OF CHATFIELD

PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, May 5, 2025

The Planning & Zoning Commission of the City of Chatfield met in regular session on Monday, May 5, 2025. Kent Whitcomb presided as Chair and called the meeting to order at 7:01 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
■		Commissioner Ben Fredrichs
■		Logan Tjossem, Planner and Zoning Administrator (via Zoom)
■		Alison Bentley Community Development Director

Prior Meeting Minutes

Motion: To approve the April 7, 2025, minutes by Commissioner Halvorson.
Second: Commissioner Fredrichs.
Amendments: None.
Ayes: Unanimous.
Nays: None.
Abstention: None.
Motion carried.

Non – Public Hearing Items

A. Review-Parks, Sidewalks, & Trails Discussion

Attached is the PDF of the PPT that was given with our suggested action items. Logan was virtual for the meeting also taking notes and will incorporate the information and bring back for our July meeting.

Motion: To adjourn at 8:36 pm by Commissioner Bakken.
Second: Commissioner Halvorson
Amendments: None
Ayes: Unanimous.
Nays: None.
Motion Carried
Next meeting Tuesday, May 27 combined with the EDA at 5:30pm

**CITY OF CHATFIELD
PLANNING & ZONING COMMISSION MEETING MINUTES
Monday, May 5, 2025**



PLANNING & ZONING COMMISSION MEETING STAFF REPORT

Meeting Date: June 2, 2025

Agenda Item: Review Parks, Trails, and Sidewalks discussion 5.5.25

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

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FISCAL DETAILS:

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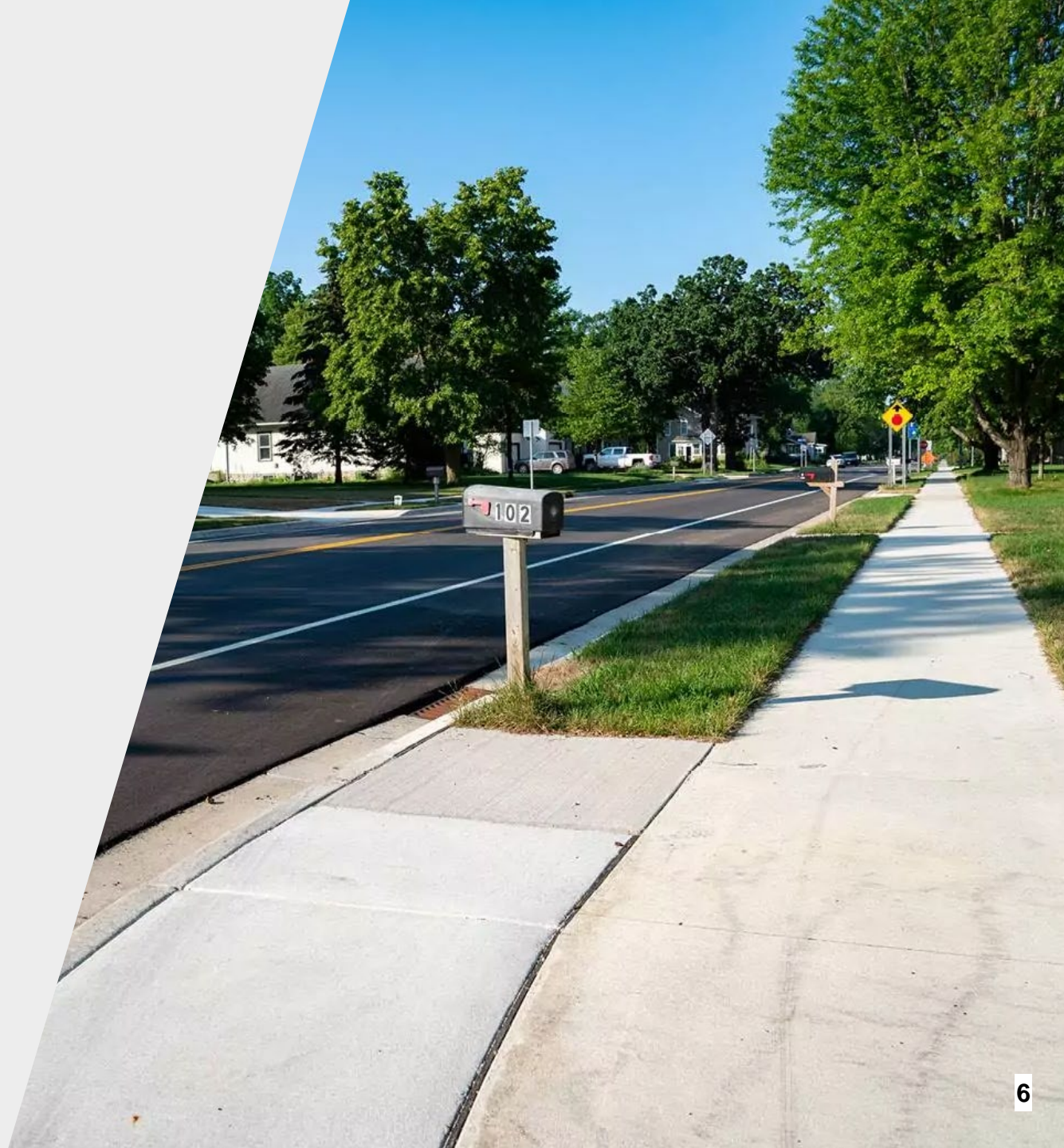
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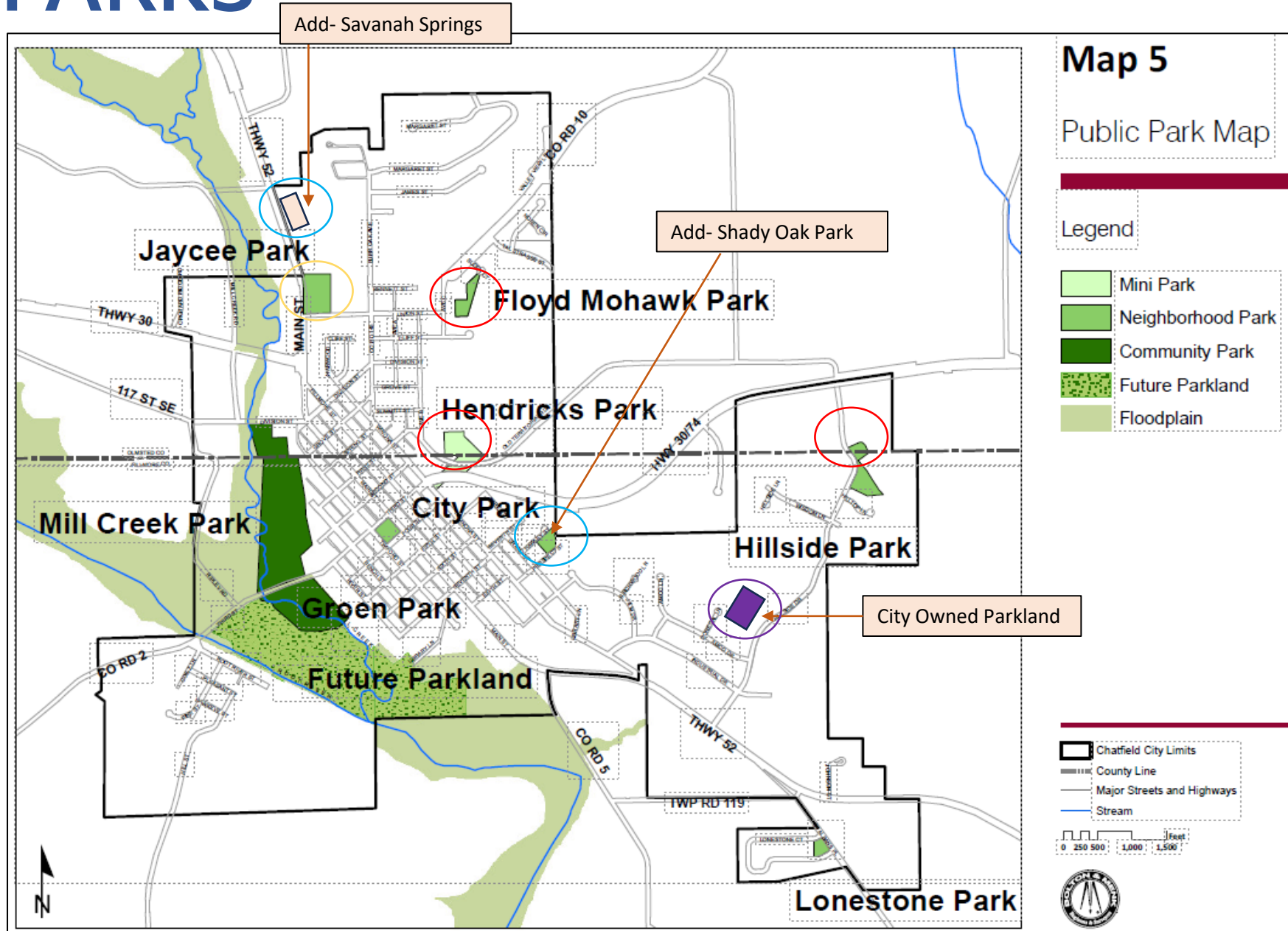
[Updated Sidewalk Discussion_ 5.21.25_AB.pdf](#)

PLANNING **& ZONING** **PARKS, TRAILS, &** **SIDEWALKS**

MAY 5 @ 7:00PM

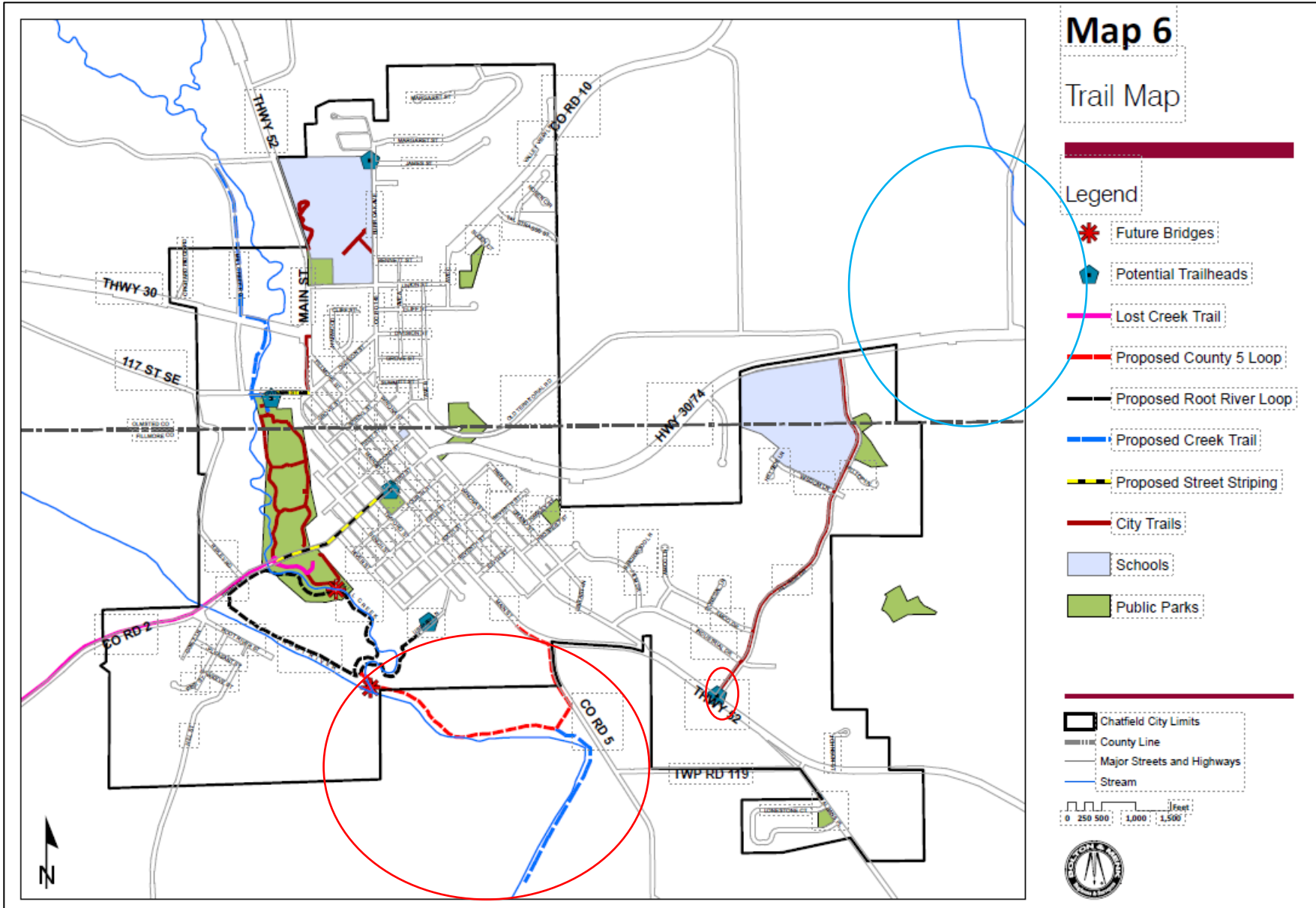


PARKS



- Do all these parks still exist?
 - Yes
- Does the City of Chatfield want or need the existing parks?
 - Discussion to **remove** Hendricks
 - Discussion to **remove** Floyd Mohawk
 - Discussion to **remove** Shady Oak (Concern of losing large Oak trees)
 - **NOTE: Could we turn the unneeded parks into buildable lots??**
 - **Take off Jaycees Park**
- Are more parks needed?
 - **Add Savannah Springs to map**
 - Discussion to add a park near Amco Drive
- Should the parks all be connected to trails/sidewalks?
 - Change mindset that parks can be both passive and active

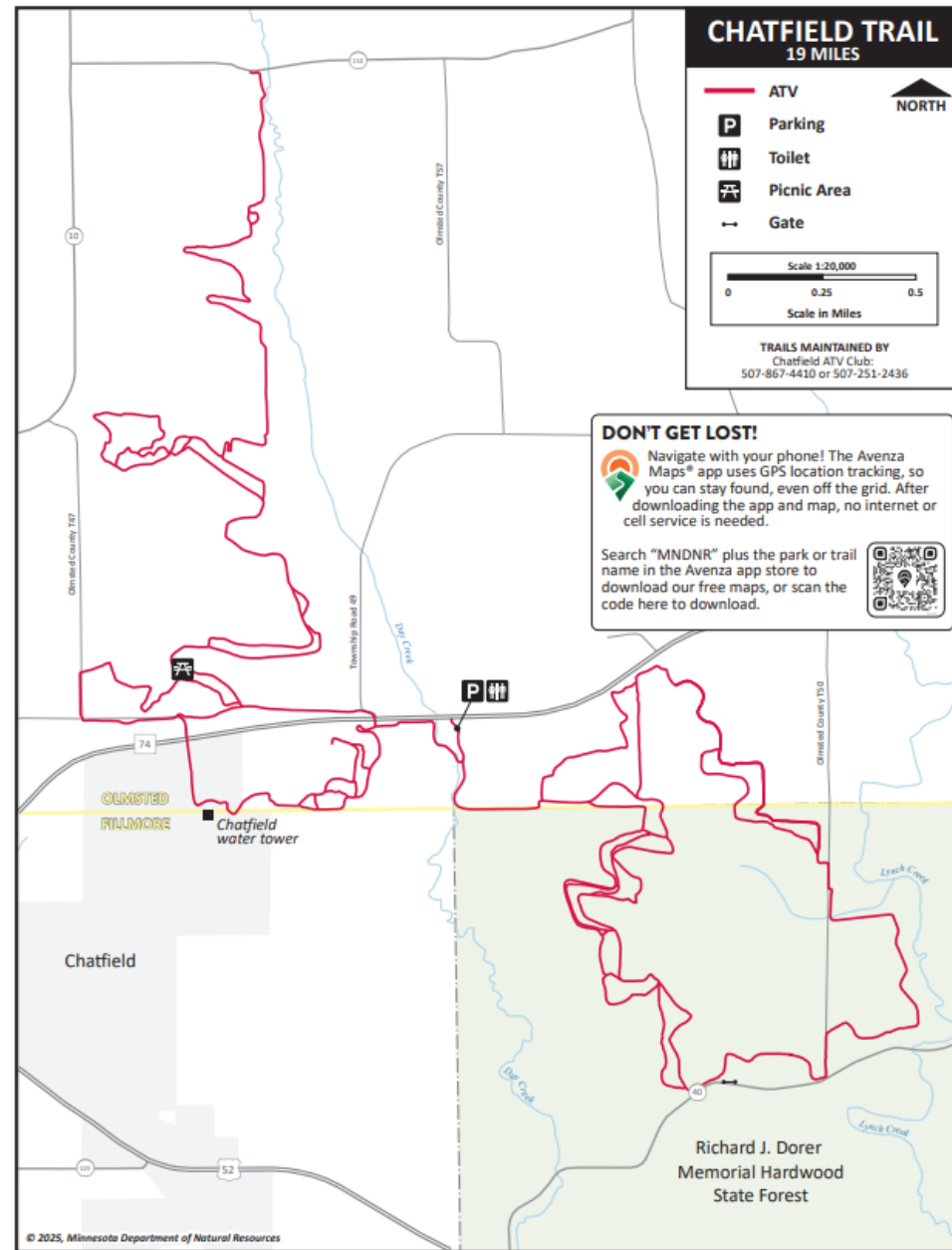
TRAILS MAP



- Do all these trails still exist?
 - No, these trails will not be put in, due to the sale of the bridge
 - Update the trail to start back on Industrial Drive, not on Highway 52
- Does the City of Chatfield want or need the existing trails?
 - Keep existing trails
- Are more trails needed?
 - Add in ATV (see next slide), Horseback, snowmobile, cross country skiing, fishing
 - All of these will bring in tourism
- Should the parks all be connected to trails/sidewalks?
 - Great to have them connected if they already are, but no need to add connections.

ADD to TRAILS MAP

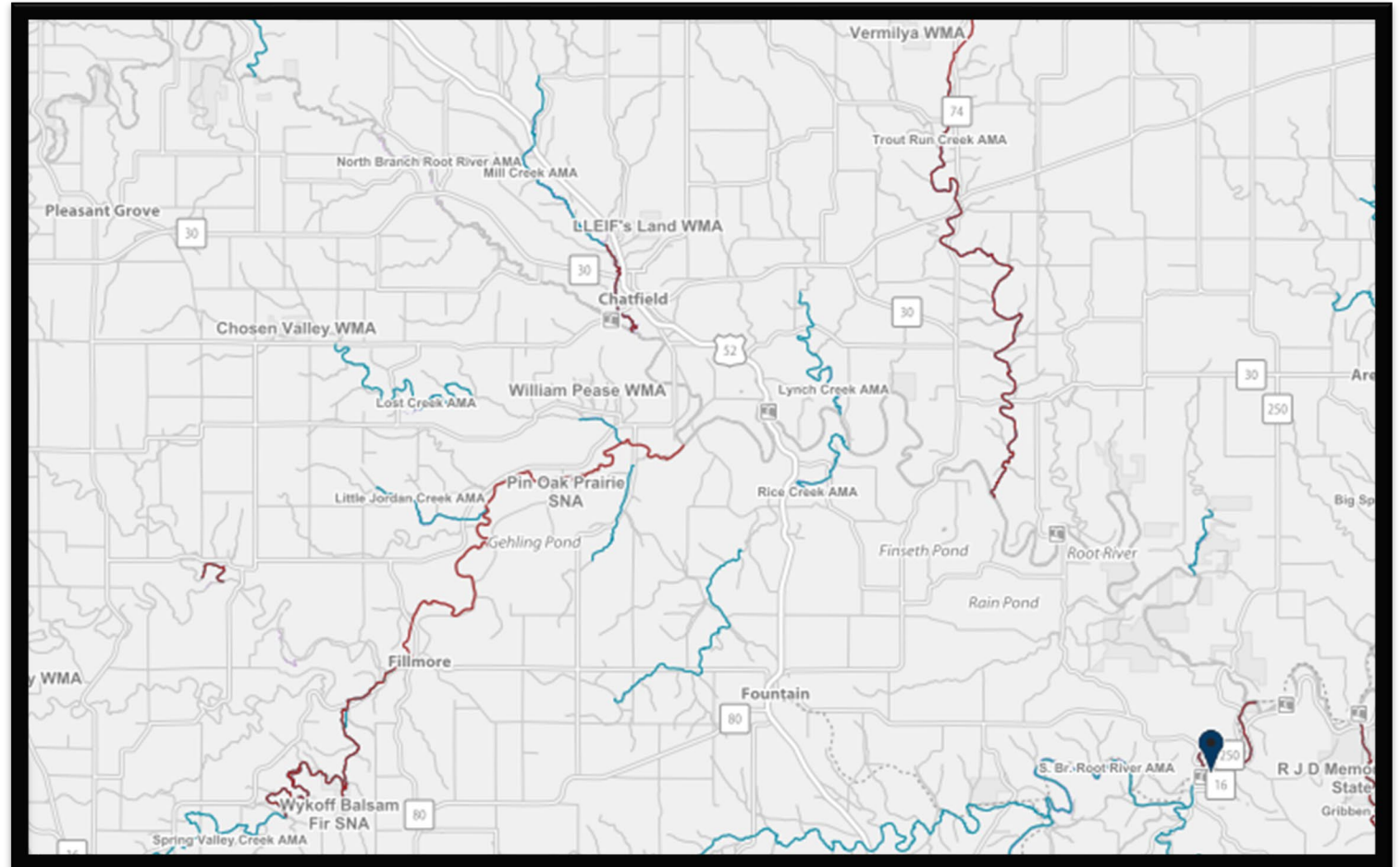
- ATV Trail MAP



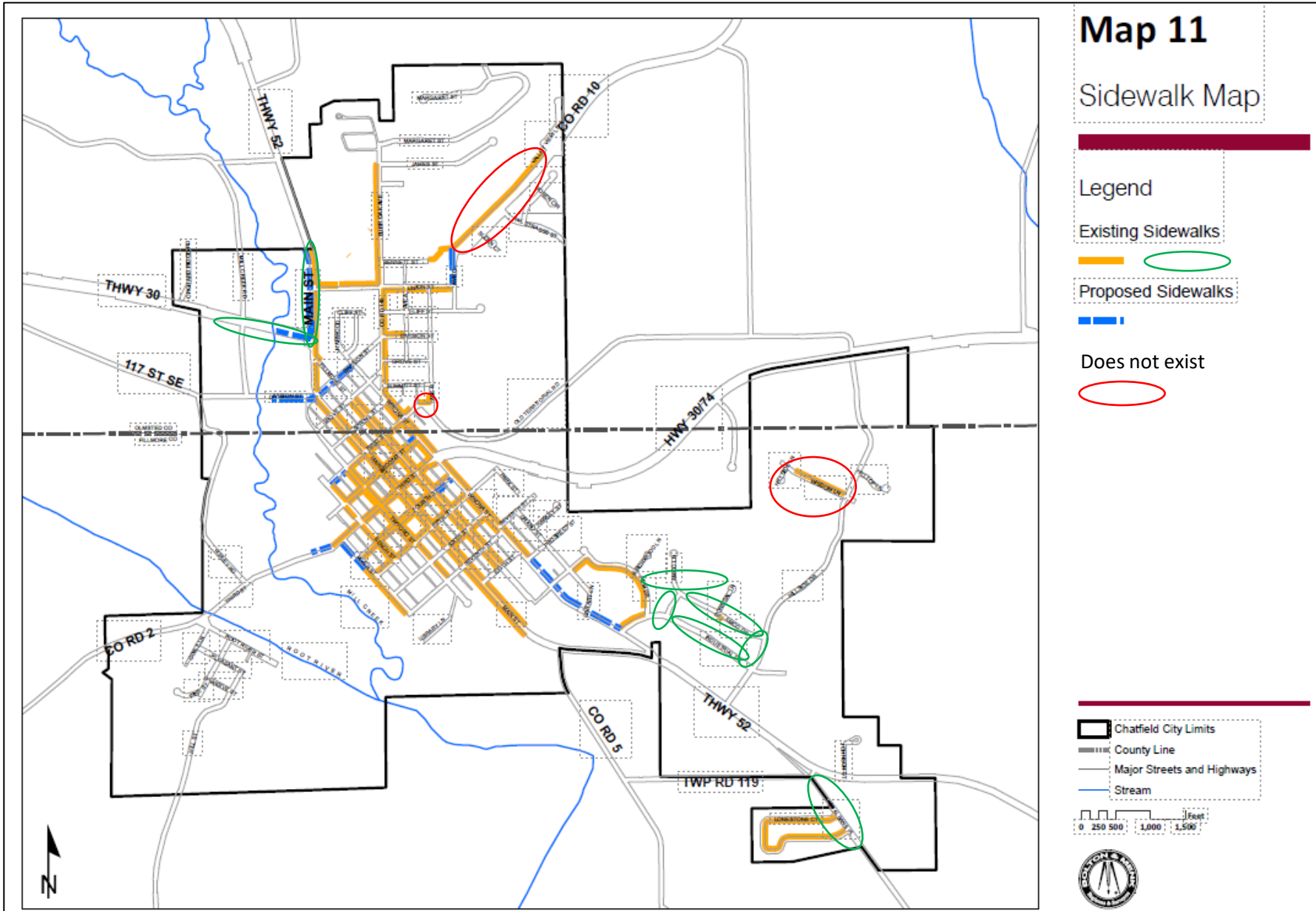
ADD to TRAILS MAP

- Fishing Trail MAP

- DNR Parking by treatment plant
- Parking by canoe launch
- Parking at Mill Creek Park

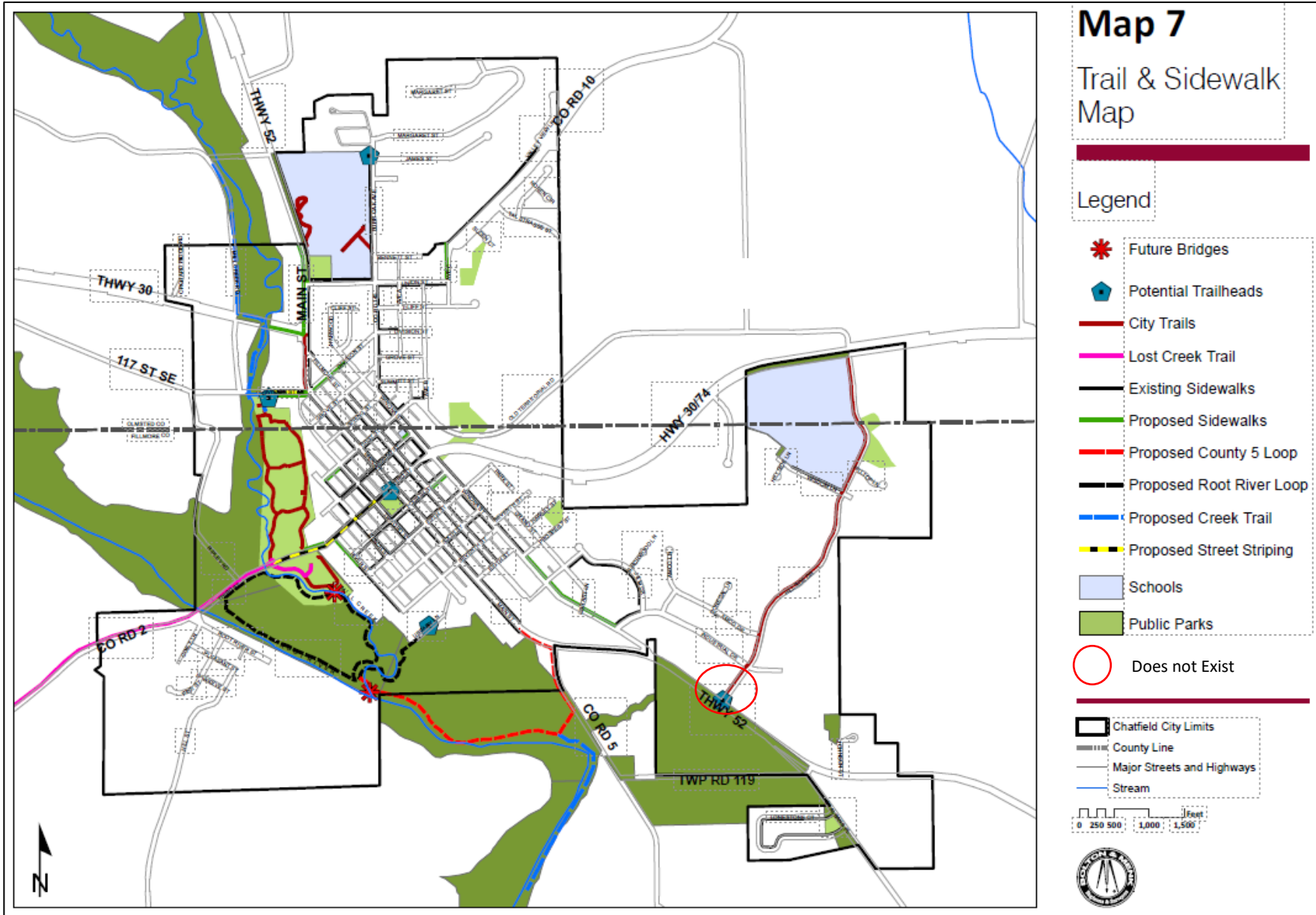


SIDEWALK MAP



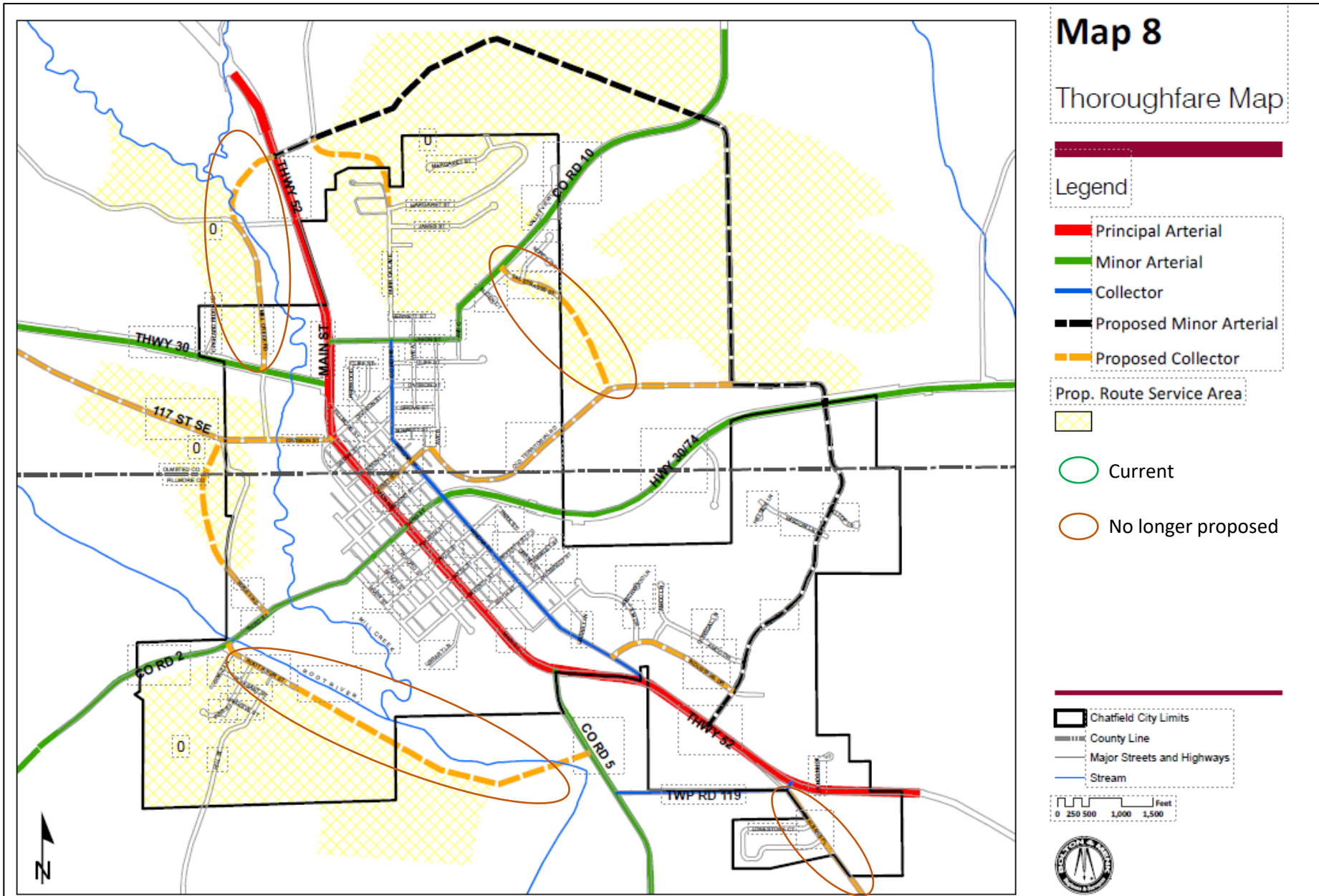
- Check for accuracy
 - Does not exist
- Does the City of Chatfield want or need the existing sidewalks?
- Are more sidewalks needed?
- Should sidewalks be added to connect schools, downtown, trails, etc.

TRAILS & SIDEWALKS



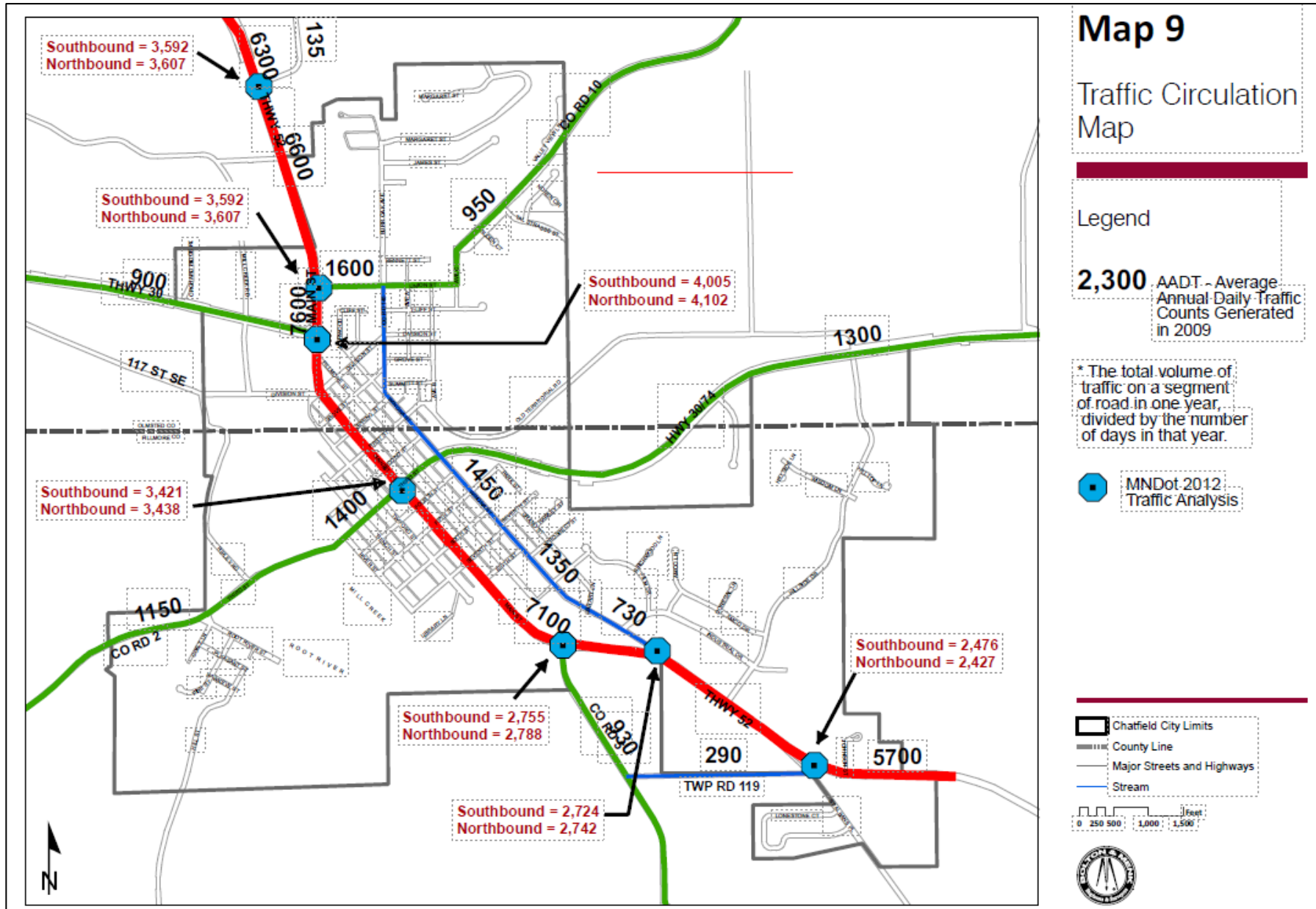
- Check for accuracy
 - Remove Proposed County 5 Loop/ future bridge/ Proposed creek trail
- Does the City of Chatfield want or need the existing trails/sidewalks?
- Are more trails/sidewalks needed?
 - Add trail/sidewalk from cement plant toward Mill Creek
 - Add trail/sidewalk off of 1st street towards Mill Creek
- Should the trails/sidewalks be connected to schools, parks, etc.?

THROUGHFARE MAP



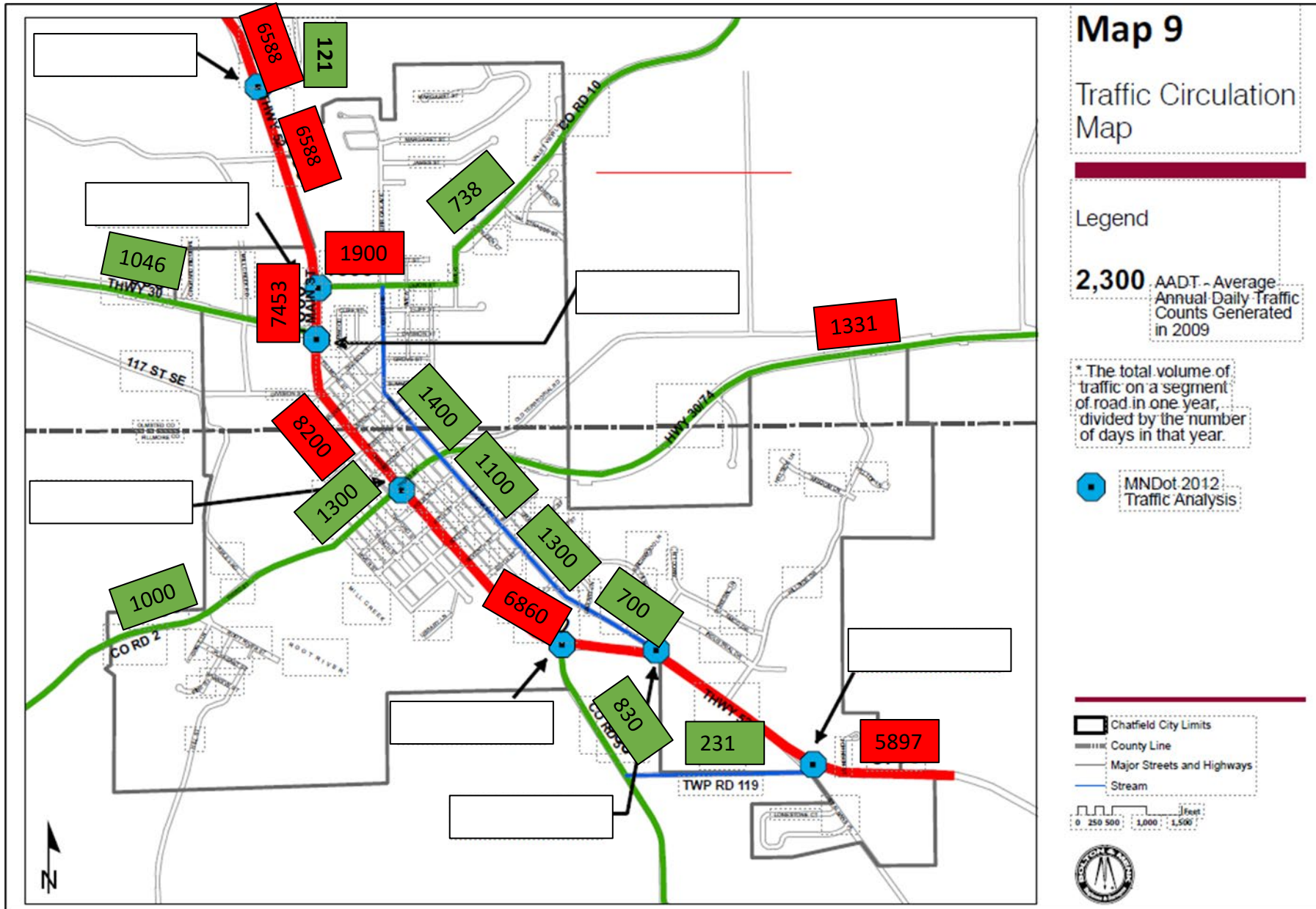
- Check for accuracy
- Does the City of Chatfield want or need more roads?
- Do we need to think of connection points for future roads?

TRAFFIC CIRCULATION MAP- 2012



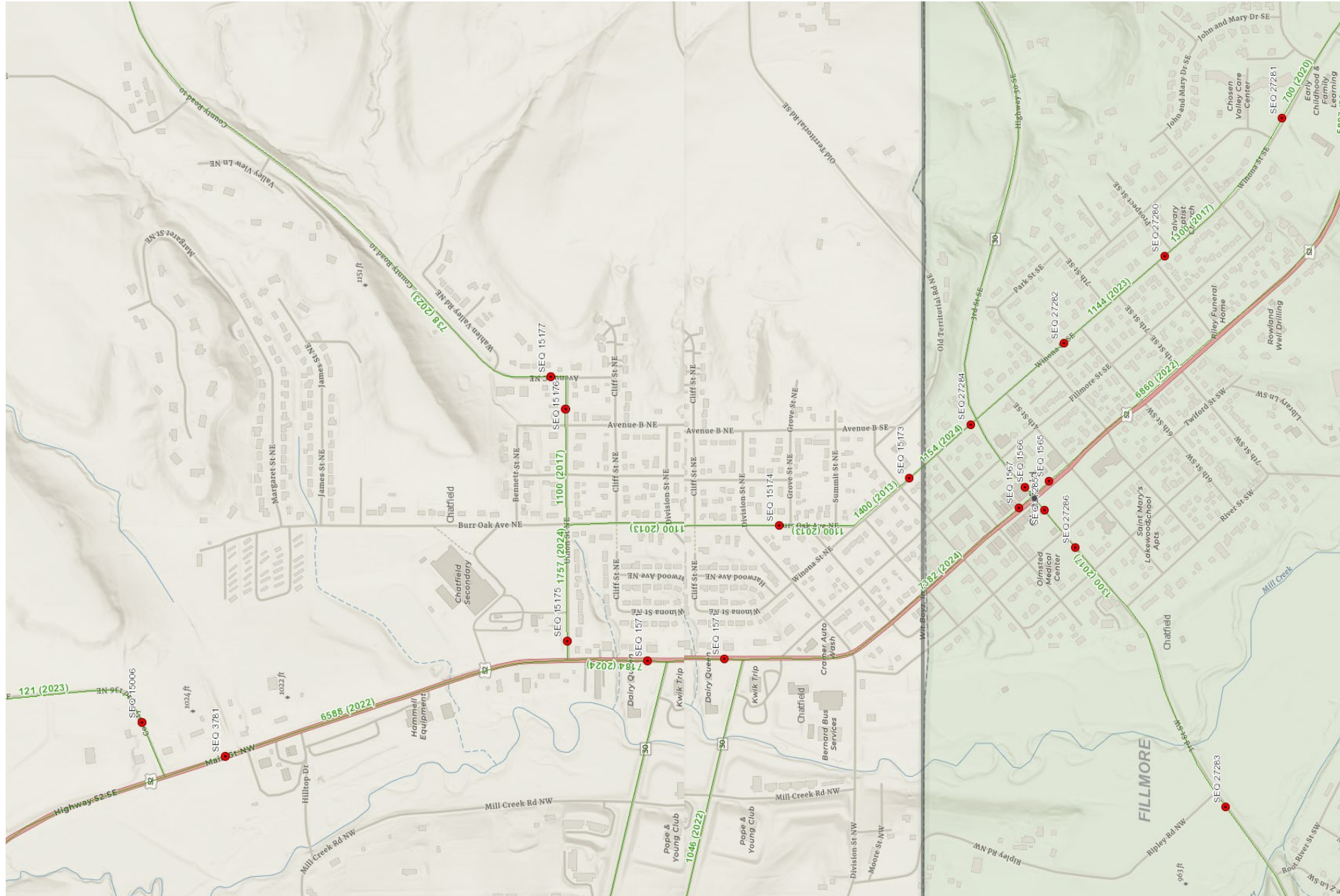
- Review data from 2012-TBD date
- Where has traffic increased?
- Where has traffic decreased?

TRAFFIC CIRCULATION MAP- 2013/2017/2022

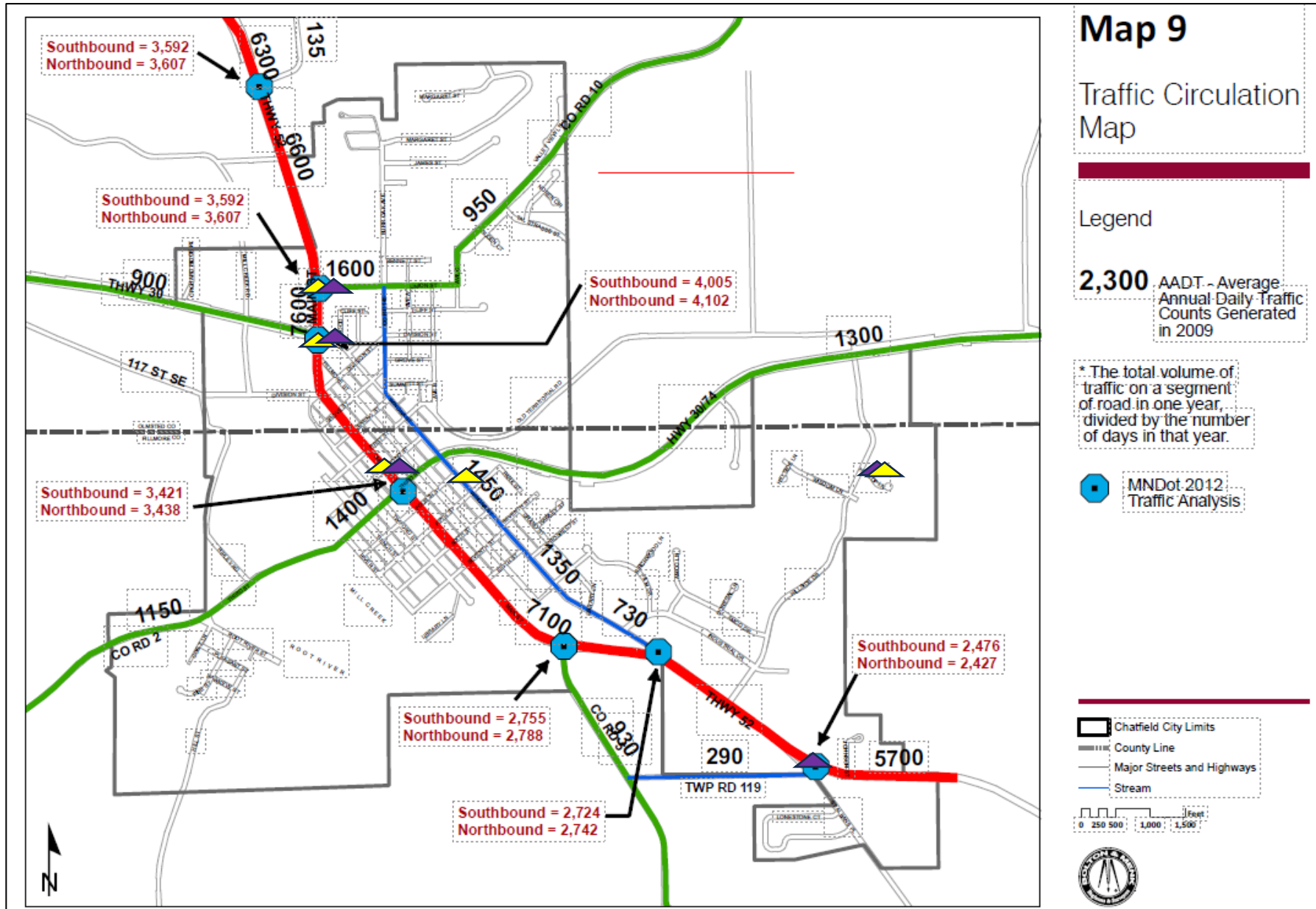


- Review data from 2012/ 2013/2017 date
- Where has traffic increased?
- Where has traffic decreased?

TRAFFIC CIRCULATION MAP-2013/2017/2022/2024



CROSSWALK MAP



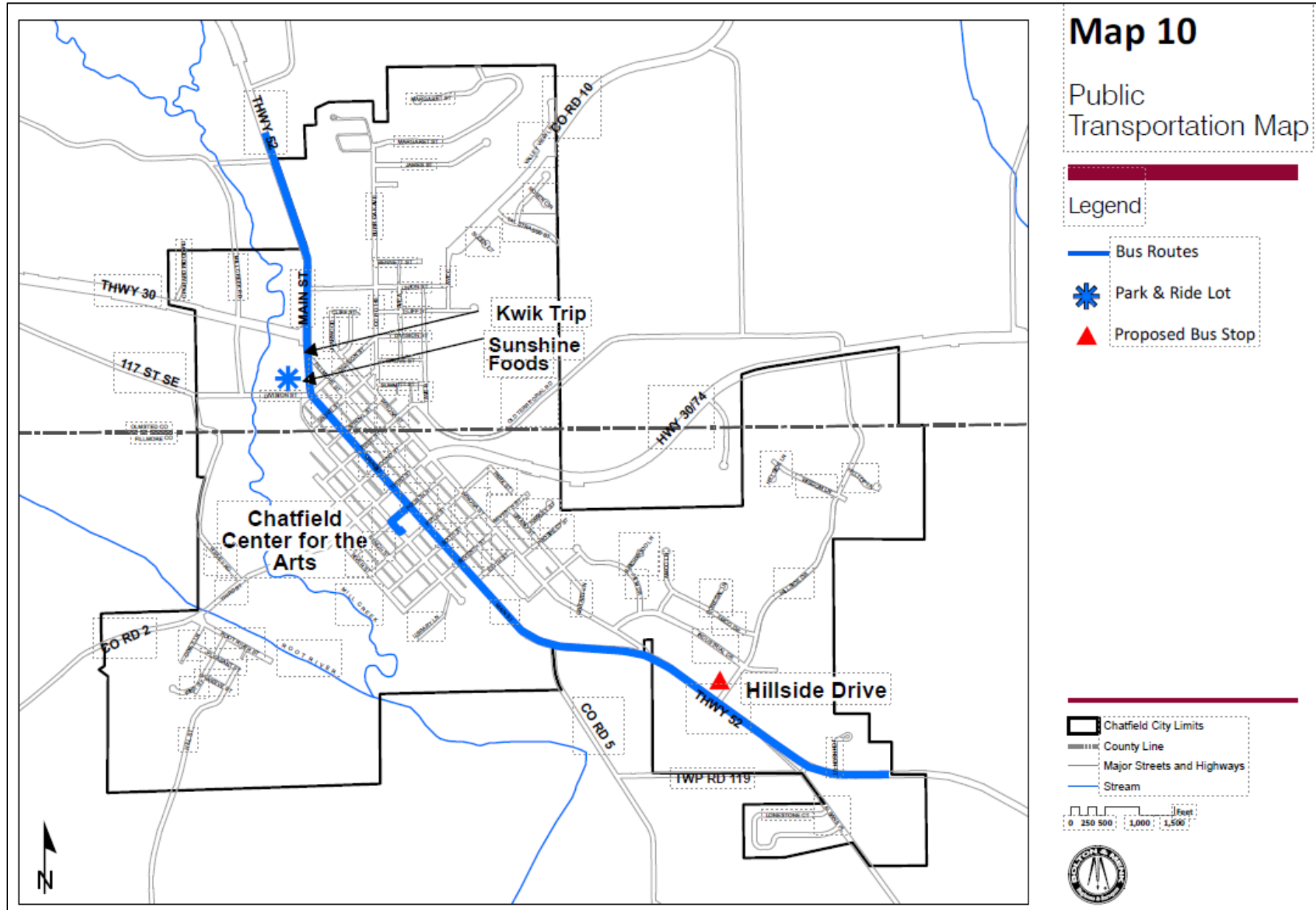
• Current Crosswalks

- Union Street & Highway 52
- Main Street & Second Street
- Winona Street and Highway 30/74 (Lighted)
- Highway 52 and Highway 30
- Hillside Drive SE & Wisdom Court SE

• Proposed Lighted Crosswalks

- Union Street & Highway 52 (Corner of school/Cabin Coffee)
- Main Street & Second Street (Corner of Jacs)
- Highway 52 and Highway 30
- Highway 52 and 330th Street (Tuohys/Lonestone)
- Hillside Drive SE & Wisdom Court SE

PUBLIC TRANSPORTATION MAP



- Does the City of Chatfield have public transportation anymore?
 - Currently 5/2025 Mayo Clinic is offering one commuter bus for those working the 8:00am-5:00pm shift
 - Pick up location at Sunshine Foods parking lot adjacent to highway 52

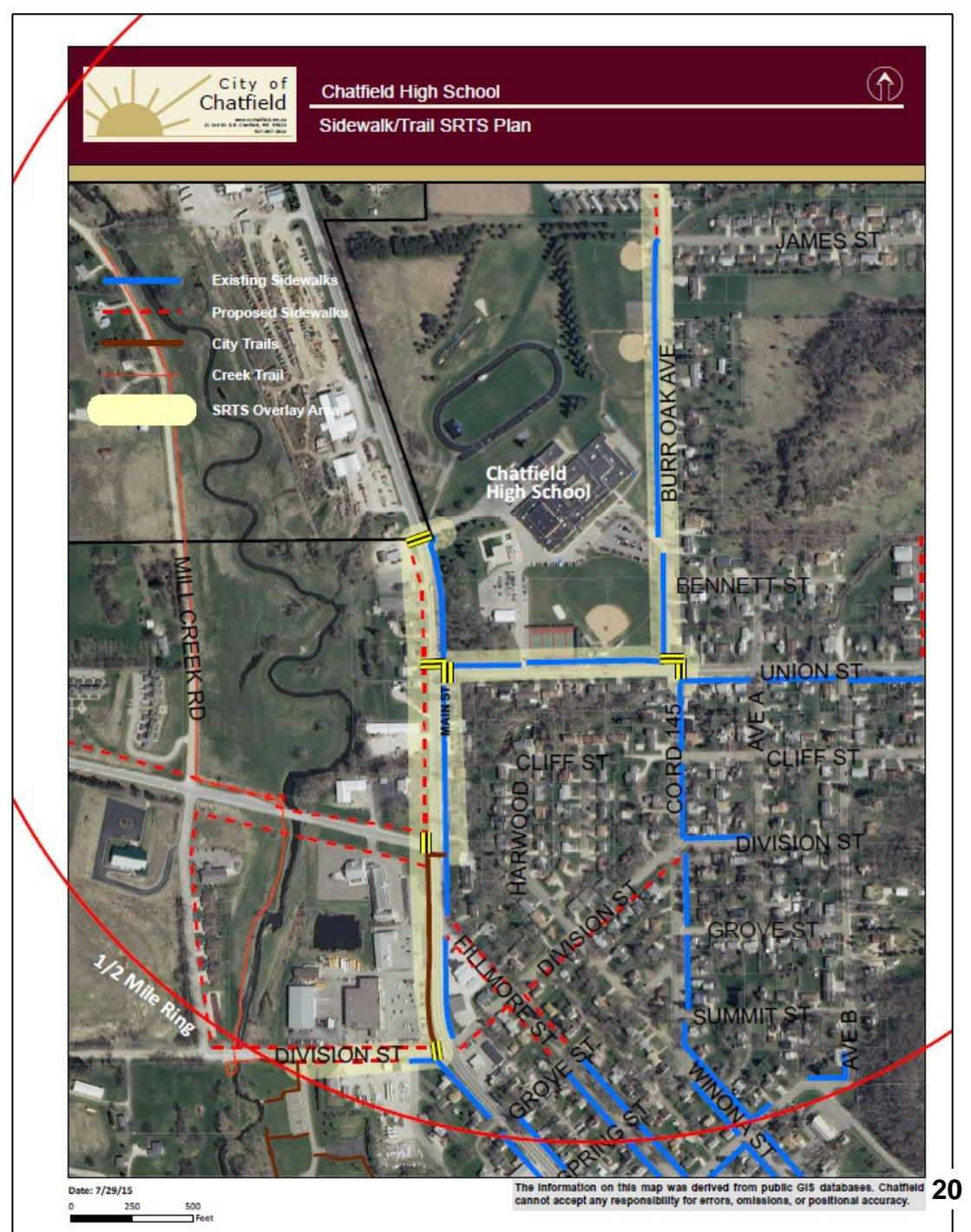
ELEMENTARY SCHOOL SRTS PLAN

- Check for accuracy
- Are kids bussed to school from within the circle?
 - No, Kids are bussed from outside the circle to/from school



HIGH SCHOOL SRTS PLAN

- Check for accuracy
- Are kids bussed to school from within the circle?
- Are their additional sidewalks needed within walking distance to the school?



SIDEWALK VS. TRAIL

Definition of Sidewalk

5' Wide

5" in Depth

Concrete

Shall be required in all subdivisions unless P&Z/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.

Sidewalks shall be required along at least one side of the local street.

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 P&Z/Council.

Multi-use trails

A minimum width of ten feet (10')

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.

Chatfield Secondary Issues & Opportunities

	LOCATION	PROBLEM/ISSUE	POTENTIAL SOLUTION/RECOMMENDATION	ANTICIPATED OUTCOME	LEAD	PRIORITY
A	Union St and Burr Oak Ave	Long and uncomfortable crossing distances; poor driver yielding behavior; difficult to see people in low light	Install curb extensions; install forward stop bars; install additional crosswalk lighting; install RRFB; coordinate with Location C; consider median crossing island and removal of parking	Increased visibility and awareness of people walking and biking; more comfortable crossing	Olmsted County; City of Chatfield	High
B	Union St and Hwy 52/Main St	High vehicle speeds and volumes; long and uncomfortable crossing distances; poor driver yielding behavior	Install curb extensions; install RRFB; install forward stop bars	Increased visibility and awareness of people waiting to cross; more comfortable crossing	Olmsted County; MnDOT; City of Chatfield	High
C	Burr Oak Ave between Union St and Division St	No separated space for pedestrians on the west side of Burr Oak Ave	Install sidewalk on west side of Burr Oak Ave; coordinate with Location A and install curb ramps and crosswalk across Union St when sidewalk installed	More direct connection for people walking to and from the south of school; increased comfort for people walking	City of Chatfield	Medium
D	Trunk Highway 30 and Hwy 52/ Main St	High vehicle speeds and volumes; large curb radii encourage high turning speeds; long and uncomfortable crossing distances; poor driver yielding behavior	Install curb extensions or median crossing island; install forward stop bar	Increased comfort for people walking and biking across Trunk Highway 30 and Hwy 52	MnDOT	Medium
E	Division St and Burr Oak Ave	Large intersection with long and uncomfortable crossing distances; high turning speeds; legibility for users is low; missing curb ramps	Install curb extensions; install crosswalks to show the most comfortable and direct crossings	Increased comfort and legibility for all road users; slower vehicle turning speeds	City of Chatfield	Low
F	Route through parking lot along pool to Union St	No separated space for pedestrians through parking lot	Coordinate with current site and parking lot redesign to provide convenient, safe, and comfortable spaces for people walking and biking through the parking lot. Coordinate with Location O.	Increased comfort for people walking through the parking lot	Chatfield Public Schools	Medium
G	Division St and Hwy 52/Main St	Large intersection with long and uncomfortable crossing distances, high turning speeds; legibility for users is low	Install curb extensions; install high visibility crosswalks; install RRFB; install forward stop bars	Increased visibility and awareness of people waiting to cross; more comfortable crossing for people walking and biking	MnDOT; City of Chatfield	Medium
H	Division St between Burr Oak Ave and Hwy 52/Main St	No separated space for pedestrians on either side of Division St	Install sidewalk or separated trail, prioritize north/west side of Division St	Increased comfort for people walking and biking	City of Chatfield	Medium
I	Northwest access lane to school and Hwy 52/Main St	High vehicle speeds and volumes; long and uncomfortable crossing distances; poor driver yielding behavior	Install curb extensions; explore "gateway" treatment to indicate to drivers they are entering town and should expect to see people walking	Drivers understand they are entering an area where people walking and biking should be expected; slower driver speeds	MnDOT	High
J	Burr Oak Ave between James St and Margaret St	No separated space for pedestrians on either side of Burr Oak Ave	Install sidewalk or separated trail, prioritize the west side of Burr Oak Ave	More students and families walking to and from the north	City of Chatfield	Medium
K	Front of school	No high quality bicycle parking; current racks near capacity	Install and site high quality bicycle parking as shown in Appendix section	More students biking to and from school	Chatfield Public Schools	Medium
L	3rd St and Winona St	Large intersection with long and uncomfortable crossing distances; high turning speeds; high speeds coming in from the east; visibility is low because of road geometry	Install curb extensions; install high visibility crosswalks; install appropriate crossing signage	Drivers understand they are entering an area where people walking and biking should be expected; slower driver speeds	Fillmore County; MnDOT	High
M	Winona St between Industrial Dr and Prospect St	No separated space for pedestrians on either side of Winona St	Install sidewalk or separated trail, prioritize the north/east side of Winona St	More students and families walking and biking from the south east	Fillmore County	High
N	Winona St and 1st St	Long and uncomfortable crossing distances; missing curb ramps; higher traffic to and from Old Territorial Rd	Install curb extensions or median crossing island; install high visibility crosswalks; install forward stop bars; install ADA-compliant curb ramps	Increased comfort for people walking and biking	Fillmore County; City of Chatfield	Low
O	Bus and driver loop	Limited formal crossing locations for people walking across drop off loop; general confusion for users; drivers traveling in both directions and between buses	Coordinate with current site and parking lot redesign to provide convenient, safe, and comfortable crossings of the drop off lane for people walking; shorten crossing distances and improve visibility; ensure legibility for all users; discourage unsafe driving behavior. Coordinate with Location F.	Decreased unsafe driver behavior, slower speeds through parking lot; increased comfort for people walking	Chatfield Public Schools	Medium
P	Connection between Burr Oak Ave and Hwy 52 via County Rd 136	Drivers traveling between area north and east of school and Hwy 52 must pass school, which increases vehicle traffic and possibility of conflict	Consider constructing a connection between Burr Oak Ave and Hwy 52 via County Rd 136 that provides a safe and comfortable connection for all road users	Decreased vehicle traffic in the area of school; increased comfort for people walking and biking	City of Chatfield; MnDOT; Olmsted County	Low

Completed

Completed

Completed

Completed

No action taken

Completed

Cross walk Complete
- No high visibility or RRFB (Not approved by MN Dot)

No action taken

No action taken

No action taken

Completed

Completed

No action taken

Completed

Completed

No action taken

Chatfield Elementary Issues & Opportunities

	LOCATION	PROBLEM/ISSUE	POTENTIAL SOLUTION/RECOMMENDATION	ANTICIPATED OUTCOME	LEAD	PRIORITY
A	Wisdom Ln and Hillside Dr	Long and uncomfortable crossing distances; large curb radii encourage high turning speeds	Install curb extensions; install high visibility crosswalks; install forward stop bars; coordinate with Location C	Increased visibility and awareness of people waiting to cross; more comfortable crossing for people walking and biking	City of Chatfield	High
B	School driveway at Hilltop Ln	Long and uncomfortable crossing distances; large curb radii at driveway encourage high turning speeds	Install curb extensions; install high visibility crosswalks; install forward stop bars	Increased visibility and awareness of people waiting to cross; more comfortable crossing for people walking and biking	Chatfield Public Schools; City of Chatfield	High
C	Wisdom Ln west of Hillside Dr	No separated space for pedestrians on either side of Wisdom Ln	Install sidewalk or separated trail, prioritize the south side of Wisdom Ln	More students and families walking and biking from homes along Wisdom Ln	City of Chatfield	Medium
D	School driveway at Wisdom Ln	Long and uncomfortable crossing distances; large curb radii at driveway encourage high turning speeds	Install curb extensions to narrow driveway; install high visibility crosswalk across driveway; install forward stop bar; coordinate with Location C	Slower driver speeds entering and exiting parking lot	Chatfield Public Schools	High
E	Drop off loop outside front entrance	Wide crossing to parking lot with multiple thru lanes	Install curb extensions or median crossing island to narrow crossing; install high visibility crosswalk	More comfortable crossing for people walking in parking lot	Chatfield Public Schools	Medium
F	Hwy 74 and Hillside Dr	Shared path ends before crossing; high speed traffic; long and uncomfortable crossing distances	Install high visibility signage; install high visibility crosswalk; install school sign, coordinate with Location H	Increased awareness of people walking and biking at the location	Olmsted County; MnDOT	Low
G	Connection between campus and Cityview Ln	No formal connection for people walking and biking to school	Construct a trail between campus and Cityview Ln that provides a safe and comfortable connection for people walking and biking	More students and families walking to and from Cityview Ln	Olmsted County; Fillmore County; City of Chatfield; Chatfield Public Schools	Medium
H	Old Territorial Rd from Hwy 74 to town	No separated space for people walking and biking along a key connection to town	Construct a separated path that connects Chatfield to Location F along Old Territorial Rd	More students and families walking and biking to and from downtown Chatfield	City of Chatfield	Low
I	Industrial Dr between Vindmoll Dr and John and Mary Dr	No separated space for people walking and biking; traffic travels at high speeds	Install sidewalk or separated trail to fill gap	More students and families walking and biking to and from John and Mary Dr	City of Chatfield	Medium
J	Front of school	No high quality bicycle parking	Install and site high quality bicycle parking as shown in Appendix section	More students biking to and from school	Chatfield Public Schools	Low
K	Connection from Hillside Dr to Lonestone Ct	No comfortable connection between Hillside Dr and residences in Lonestone Ct along and across Hwy 52	Install a sidewalk or separated trail along Hwy 52, prioritize south side; consider improved crossing at Hillside Dr	More students and families walking and biking to and from Lonestone Ct	MnDOT	High
L	Hillside Dr from Wisdom Ln to Hilltop Ln	No separated space for pedestrians on the east side of Hillside Dr	Install sidewalk or a shared use path on the east side of Hillside Dr; coordinate with development	Increased comfort for people walking in the area	City of Chatfield	Medium

Completed

Completed

No action taken

No action taken

Completed

No action taken

No action taken

No action taken

No action taken

No action taken

No action taken

No action taken- sidewalk located on the west side of Hillside Dr



PLANNING & ZONING COMMISSION MEETING STAFF REPORT

Meeting Date: June 2, 2025

Agenda Item: Review Hillside Incentive Program

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

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Attachments:

[Draft-Hilltop Estates Incentive Program.pdf](#)

Hilltop Estates

BUILDING INCENTIVE PROGRAM

NEW Construction Incentive Features:

- Water and Sewer Hook-up Fee's waived
- Down Payment costs
- Water fees waived for up to 6 months
- Sewer fees waived for up to 6 months
- 2% of the purchase price from developer to buyer at time of closing

\$500 or up to 6 months of water charges waived

\$10K in down payment costs

\$4200 waived in water and sewer hook-up fees

\$500 or up to 6 months of sewer charges waived

2% back to buyer at closing

Up to **\$24,000** in savings!



Contact Information:

- Single Family Home Builder
G Cubed Homes - 507.867.1666
- Community Development Director
Alison Bentley - 507.867.1523