

CITY OF CHATFIELD PLANNING & ZONING COMMISSION
AGENDA

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

- I. Open Meeting
 - A. [Open Meeting](#)
- II. Minutes
 - A. [Minutes](#)
Approve Meeting Minutes 6.2.25
- III. Non-Public Hearing Items
 - A. [Hilltop Estates Sidewalk/Trail Plan](#)
Review and Approve Amended Plan
- IV. Staff Report
 - A. [Staff Report](#)
- V. Adjourn
- VI. Next Meeting Monday, August 4, 2025 @ 7:00pm



PLANNING & ZONING COMMISSION MEETING STAFF REPORT

Meeting Date: July 7, 2025

Agenda Item: Open Meeting

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):

Account Code:

Background:

Attachments:



PLANNING & ZONING COMMISSION MEETING STAFF REPORT

Meeting Date: July 7, 2025

Agenda Item: Minutes

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Approve Meeting Minutes 6.2.25

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

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Background:

Attachments:

[2025-6.2 PZ Meeting Minutes.pdf](#)

CITY OF CHATFIELD

PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, June 2, 2025

The Planning & Zoning Commission of the City of Chatfield met in regular session on Monday, June 2, 2025. Kent Whitcomb presided as Chair and called the meeting to order at 6:59 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 May 5, 2025, minutes by Commissioner Bradt.
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.

Discussed Map 5- Parks

- In discussion from our previous meeting about removing Floyd Mohawk Park, we had some follow up questions. Do we get rid of the equipment? Do we plant prairie grass for lower maintenance? What price do we draft and offer to the neighbors for purchase?
 - o Bentley will work with Staff to find out the hours and/or materials put into the park the previous years to come up with a cost.
- Shady Oak Park was discussed as potentially converting to 2-4 building lots. This could include single family homes or slab on grade twin homes. Discussion was had around allowing adjacent neighbors the ability to purchase vs. new home builds. It was agreed upon pursuing new home builds to expand the residents of Chatfield. Further discussion was using the money from the sale of these lots to purchase future park land elsewhere in Chatfield that allows for

CITY OF CHATFIELD

PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, June 2, 2025

growth.

Sidewalk Map 11

- Discussion about sidewalks on both side of the streets vs one side. In areas of town that sidewalks end or skip blocks, there was a discussion about removing them. Sidewalk approval for placing a sidewalk between John and Mary Drive and Vinmoll Drive will be coming to City Council in

Motion: To adjourn at 8:36 pm by Commissioner Bakken.

Second: Commissioner Halvorson

Amendments: None

Ayes: Unanimous.

Nays: None.

Motion Carried

Next meeting Monday, July 7 at 7:00pm



PLANNING & ZONING COMMISSION MEETING STAFF REPORT

Meeting Date: July 7, 2025

Agenda Item: Hilltop Estates Sidewalk/Trail Plan

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Review and Approve Amended Plan

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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Background:

Attachments:



PLANNING & ZONING COMMISSION MEETING STAFF REPORT

Meeting Date: July 7, 2025

Agenda Item: Staff Report

Subject | Summary:

- Comprehensive Plan Update
 - Enterprise Drive- 1 sold
 - Hilltop Estates Incentive Program- distributed to Real Estate Agents/ Banks/ Brokers
 - Zoning Certificates (5 Fence/ 2 Chicken/ 3 Shed)
-

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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