

CITY OF CHATFIELD PLANNING & ZONING COMMISSION

AGENDA

City Council Chambers - 21 SE Second Street, Chatfield, MN 55923

August 4, 2025, 7:00 P.M.

- I. Minutes
 - A. [Minutes 7.7.25](#)
- II. Non-Public Hearing Items
 - A. [Sidewalk Ordinance](#)
Review updated ordinance.
 - B. [Hilltop Estates](#)
Review Information
 - C. [Comp. Plan Updates](#)
Motion to approve Comp Plan maps as presented and discuss next steps for future land use maps.
- III. Adjourn
- IV. Next Meeting Tuesday, September 2 at 7:00pm
 - Combined meeting with EDA Monday, September 22 at 5:30pm



PLANNING & ZONING COMMISSION MEETING STAFF REPORT

Meeting Date: August 4, 2025

Agenda Item: Minutes 7.7.25

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:

[2025-7.7 PZ Meeting Minutes.pdf](#)

CITY OF CHATFIELD

PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, July 7, 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 June 2, 2025, minutes by Commissioner Aug.
Second: Commissioner Broadwater.
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, July 7, 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: August 4, 2025

Agenda Item: Sidewalk Ordinance

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Review updated ordinance.

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:

[DRAFT-Sidewalk Ordinance 7.28.25.pdf](#)

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.

Proposed Ordinance:

- (1) All developments, 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) Sidewalks or trails shall be required along one side of any collector or arterial street.
 - a. Sidewalks shall be at least five feet in width and meet specifications set forth by the Engineering Specifications, including accessibility requirements.
 - b. 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.
- (5) Concrete sidewalks and multipurpose bituminous trailways shall be accessible by handicapped persons in accordance with Minnesota statutes section 471.464.
- (6) 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

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: August 4, 2025

Agenda Item: Hilltop Estates

Subject | Summary: Hilltop Estate Sidewalk/ Trail options:

1. Create a pedestrian/ bike path along Wisdom ST SE from Hillside Drive to Whitetail. This would meet SRTS plan.
2. Follow the Development Agreement as stated
3. Move the sidewalk to the S side of Wisdom Court

- The Finding of Facts document will be presented to Council for their review.

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Review Information

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:

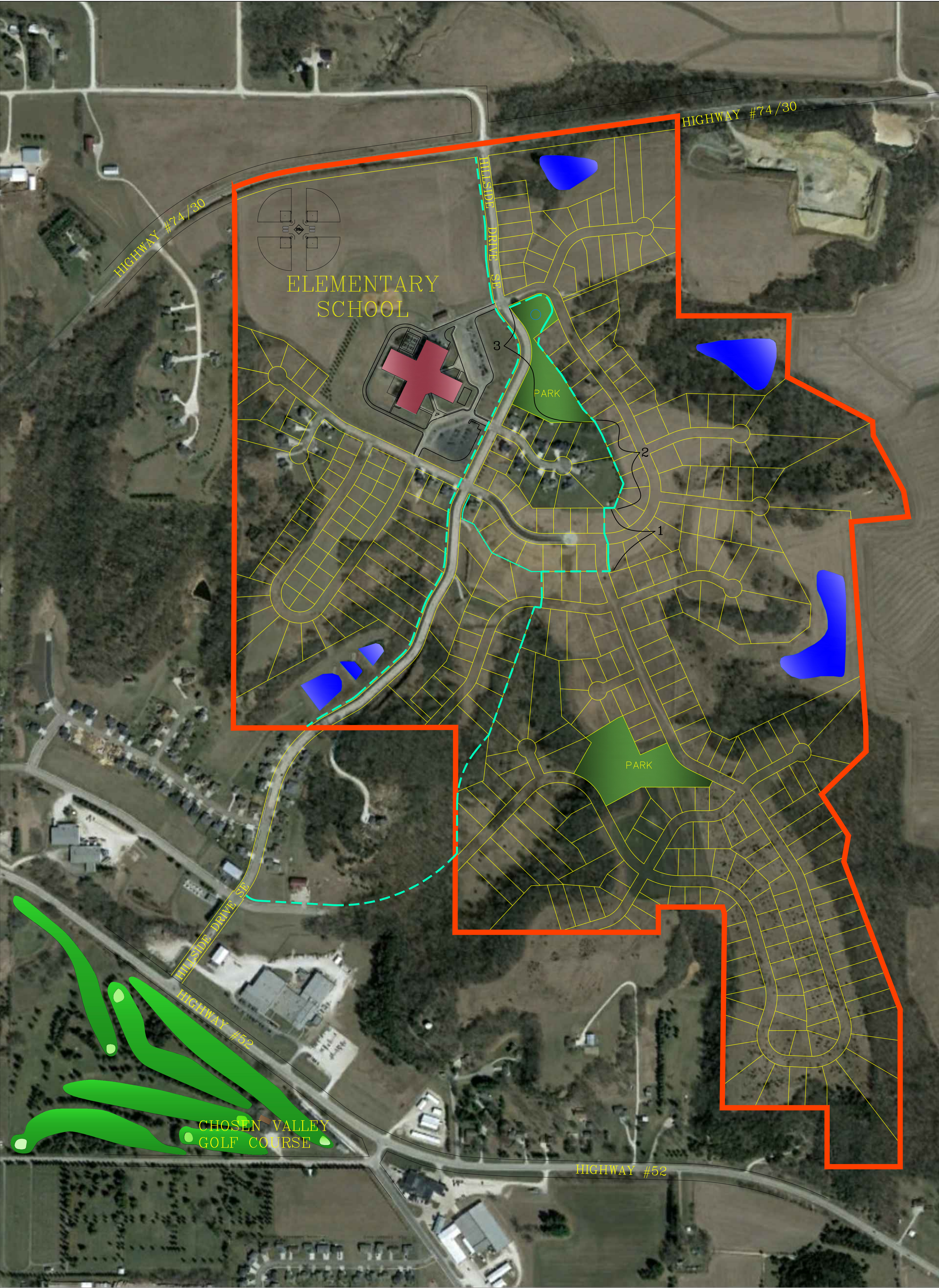
Background:

Attachments:

[Hilltop Estates 6-17-25.pdf](#)

[Hilltop Estates Findings of Fact.pdf](#)

[Hilltop Estates Revised GDP 11-28-07.PDF](#)



AMENDED
GENERAL DEVELOPMENT PLAN
FOR
HILLTOP ESTATES

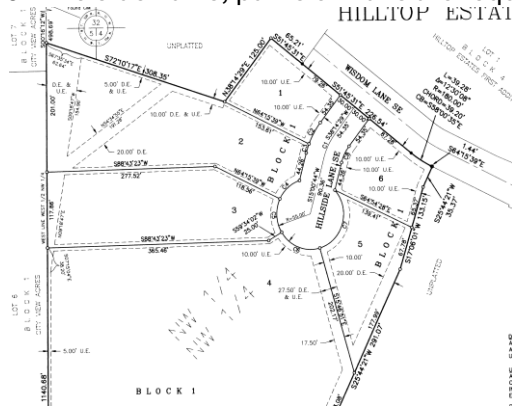
--- CITY TRAILS

ACREAGE SUMMARY
TOTAL ACREAGE = 367.32
SCHOOL = 55.00 ACRES
PONDS = 42.74 ACRES
PARKS = 7.07 ACRES
WATER TOWER SITE = 1.05 ACRES
RESIDENTIAL LOTS = 261.47 ACRES
LOT TOTAL = 381 LOTS

Topic: Hilltop Estates

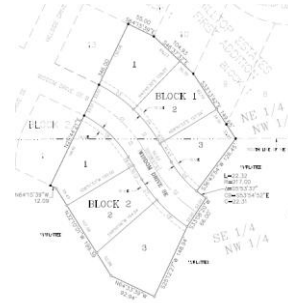
Timeline:

- April 8, 2008, City Council approves the General Development Plan for Hilltop Estates, including the Master Development Agreement. The agreement includes the following language:
 - c) The Developer shall construct pedestrian pathways within the Property in accordance with the Plans, which pathways shall include, at a minimum, a ten-foot-wide bituminous pedestrian pathway along the westerly side of Hillside Drive, and sidewalk access as depicted in the Plans. The City reserves the right to require reasonable amendments to the Plans for future phases of Hilltop Estates in accordance with then-current City ordinances. Construction of pedestrian pathways on individual lots in accordance with this paragraph shall occur at the time the individual lots are developed. ***Completed***
- August 24, 2009, the City Council approves the Development Agreement for Hilltop Estates Second Subdivision, the following is included:
 - No sidewalks, paths or trails are required.



- On August 22, 2016, the Council is presented with a proposal to change the sidewalk ordinance in order to comply with the SRTS Plan. Although both recommendations were approved by the Council, the only ordinance that was published did not update the ordinance in question (amendment in red):
 - Section 111-162 – Sidewalks. Sidewalks shall be required **in defined Safe Routes to School areas and** in areas of potential high pedestrian traffic as determined by the city council.
- 2020, Safe Routes to School Plan is completed.
- August 10, 2020, City Council approves Hilltop 3rd, and the following language is included in the Development Agreement:
 - Sidewalks will be installed according to city specifications on the north side of Wisdom Drive, including a pedestrian ramp at Hillside Drive and extending from Hillside Drive to the easterly end of Lot 3. The sidewalks will be installed as the houses get constructed but no later than December 31, 2023, whichever comes first. The pedestrian ramp at the corner of Hillside Drive and Wisdom Drive shall be

installed at the same time the first section of sidewalk is installed, regardless of which lot is developed first.



- December 14, 2020 A request to amend the Development Agreement for the third addition is approved by Council. The following language was included in the amendment:
 - 9. c. Sidewalks will be installed according to city specifications on the north side of Wisdom Drive, including a pedestrian ramp at Hillside Drive and extending from Hillside Drive to the easterly end of the last lot in the plat. The sidewalks will be installed as the houses get constructed but no later than December 31, 2023, whichever comes first. The pedestrian ramp at the corner of Hillside Drive and Wisdom Drive shall be installed at the same time the first section of sidewalk is installed, regardless of which lot is developed first.
- On December 4, 2023, the Planning & Zoning Commission held a public hearing for Hilltop Estates Fourth Addition. There was much discussion about sidewalks, parking, and street width requirements. At which time Mr. Griffin asked if they would be willing to look at different options for pedestrian routes.
- On March 4, 2024, the Planning & Zoning Commission met for the first time in 2024. On their agenda was a public hearing for the Amco Third Addition Preliminary Plat. During that the commission had an extensive discussion about sidewalks and street specifications. It was my understanding that the commission desired to have a more in-depth conversation about those requirements, however it would be at a future meeting.
- On July 1, 2024, the commission met to talk about the sale of outlot C in Lonestone, as well as Solar on Public buildings, again no sidewalk discussion. Later that month Mr. Griffin reached out to understand what was happening with the sidewalk discussion. In that discussion he asked how he could request an amendment to the current development plans that required sidewalk installation in Hilltop Estates
- On July 31, 2024, I sent the formal request for an amendment to the Development Agreements for the third and fourth additions to Logan and Craig, and asked if they needed anything else to consider the amendment, as Mr. Griffin would like to move forward with the request to amend the Development Agreements.
- On August 26, 2024, the City Council voted in favor of “Directing staff to work with G-Cubed on developing a proposal to amend the development agreement for additions three and four to have walking paths instead of sidewalks and include that the city will be responsible for all maintenance.
- November 4th, 2024, the Planning & Zoning Commission approves a motion to “Reinstate the original motion and comments from the Hilltop preliminary plat and not allow modifications without following the proper procedures...”

In my research, the requirements for the sidewalks were not part of the General Development Plan, or phase two development agreement, they were however part of the Development Agreement for Hilltop third and fourth developments.

Findings of Fact

Request to Amend Development Agreements to Replace Sidewalks with Multi-Use Trails

1. Background and Request

- a) The applicant has submitted a formal request on July 31, 2024, to amend the existing development agreement for Hilltop Estates to remove the requirement for standard sidewalks and instead install multi-use trails throughout the development.
- b) The proposed amendment applies to the third and fourth additions within the development.
- c) The City Council acted on the request 25 days after the request was filed, while the Planning & Zoning Commission did not take action for 65 days after the request was filed.

2. Purpose of the Amendment

- a) The applicant states that the intent of the amendment is to enhance pedestrian and recreational connectivity by providing wider, more versatile multi-use trails that accommodate pedestrians, cyclists, and other non-motorized users.
- b) The proposed trails are intended to promote active transportation and align with broader community goals for walkability and outdoor recreation.

3. Consistency with Comprehensive Plan

- a) The City of Chatfield's Comprehensive Plan encourages the development of multi-modal transportation infrastructure, including trails and pedestrian-friendly design.
- b) The proposed amendment is consistent with the plan's goals to improve connectivity, promote healthy lifestyles, and provide safe, accessible routes for all users.
- c) The proposed amendment is in alignment with the Comprehensive Plan for existing and proposed sidewalks.

4. Design and Safety Considerations

- a) The proposed multi-use trails will be 8 feet wide, constructed of asphalt, and meet ADA accessibility standards.
- b) The trail network will be designed to ensure safe crossings at intersections and connectivity to existing or planned trail systems within the city.
- c) The removal of sidewalks will not compromise pedestrian safety, as the trails will serve the same or enhanced function.

5. Compliance with Safe Routes to School Program

- a) The proposed trail system will support and comply with the goals of the Safe Routes to School (SRTS) program by providing safe, and accessible routes for students traveling to and from the school. As well as provide a safe route for pedestrians along the East side of Hillside Drive.
- b) The concerns highlighted in the Safe Routes to School Program focus on narrowing of roadways and increasing visibility at crosswalks. Providing a multi-use trail system would help to navigate users to specific crossing areas.

6. Public Benefit

- a) Multi-use trails offer greater flexibility and usability than standard sidewalks, supporting a wider range of users including walkers, joggers, cyclists, and individuals with mobility devices.
- b) The trails are expected to increase recreational opportunities and enhance the overall quality of life for residents.

7. Impact on Adjacent Properties

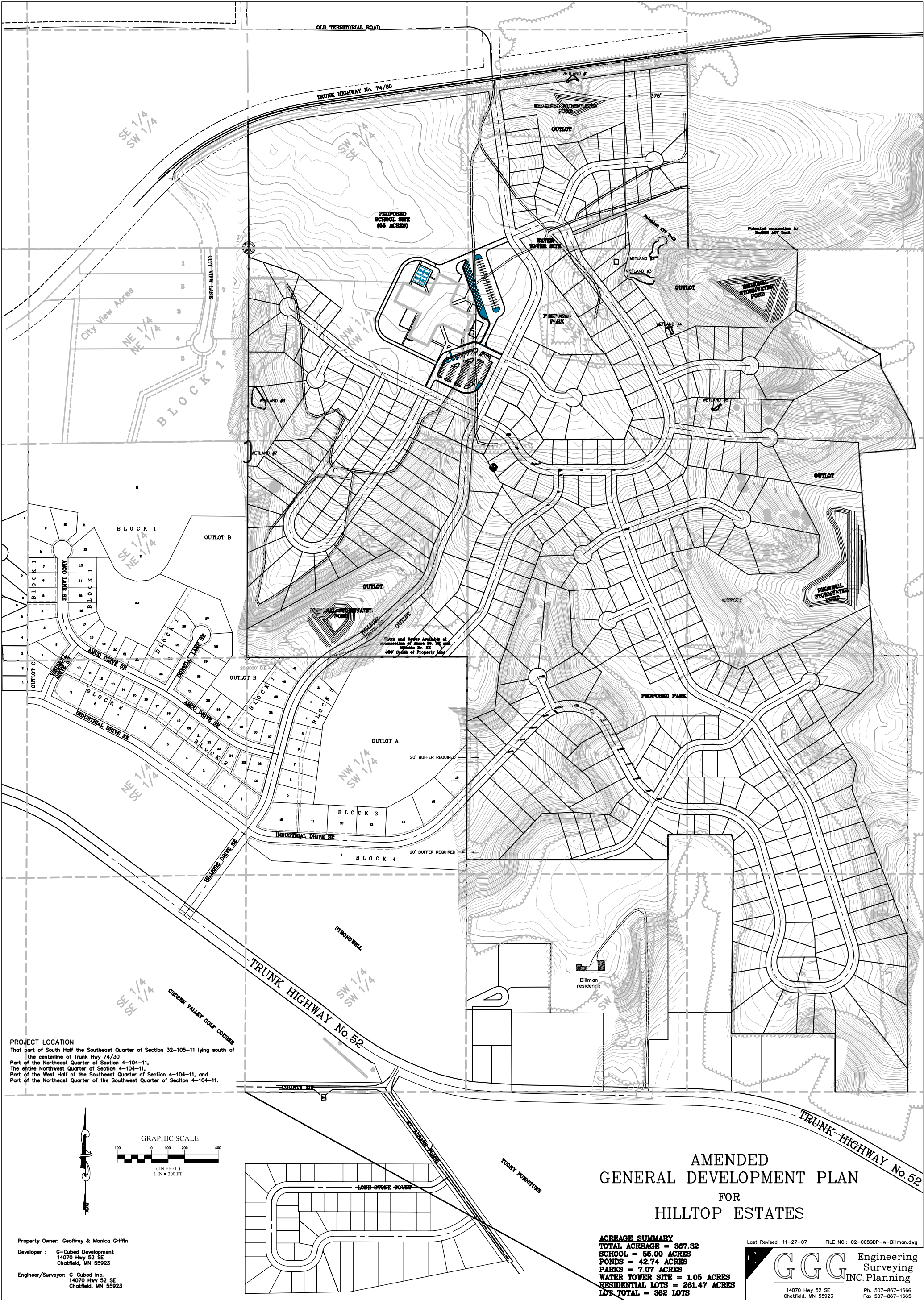
- a) The proposed change is internal to the development and does not negatively impact adjacent properties.
- b) The trail system may provide additional connectivity to surrounding neighborhoods, increasing accessibility and value.

10. Recommendation

- a) Based on the above findings, the City Council finds that the proposed amendment is in the public interest, aligns with city planning goals, supports Safe Routes to School objectives, and maintains or improves pedestrian infrastructure within the development.

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





PLANNING & ZONING COMMISSION MEETING STAFF REPORT

Meeting Date: August 4, 2025

Agenda Item: Comp. Plan Updates

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Motion to approve Comp Plan maps as presented and discuss next steps for future land use maps.

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:

[Future Idea_ Land Use Plan Map.pdf](#)

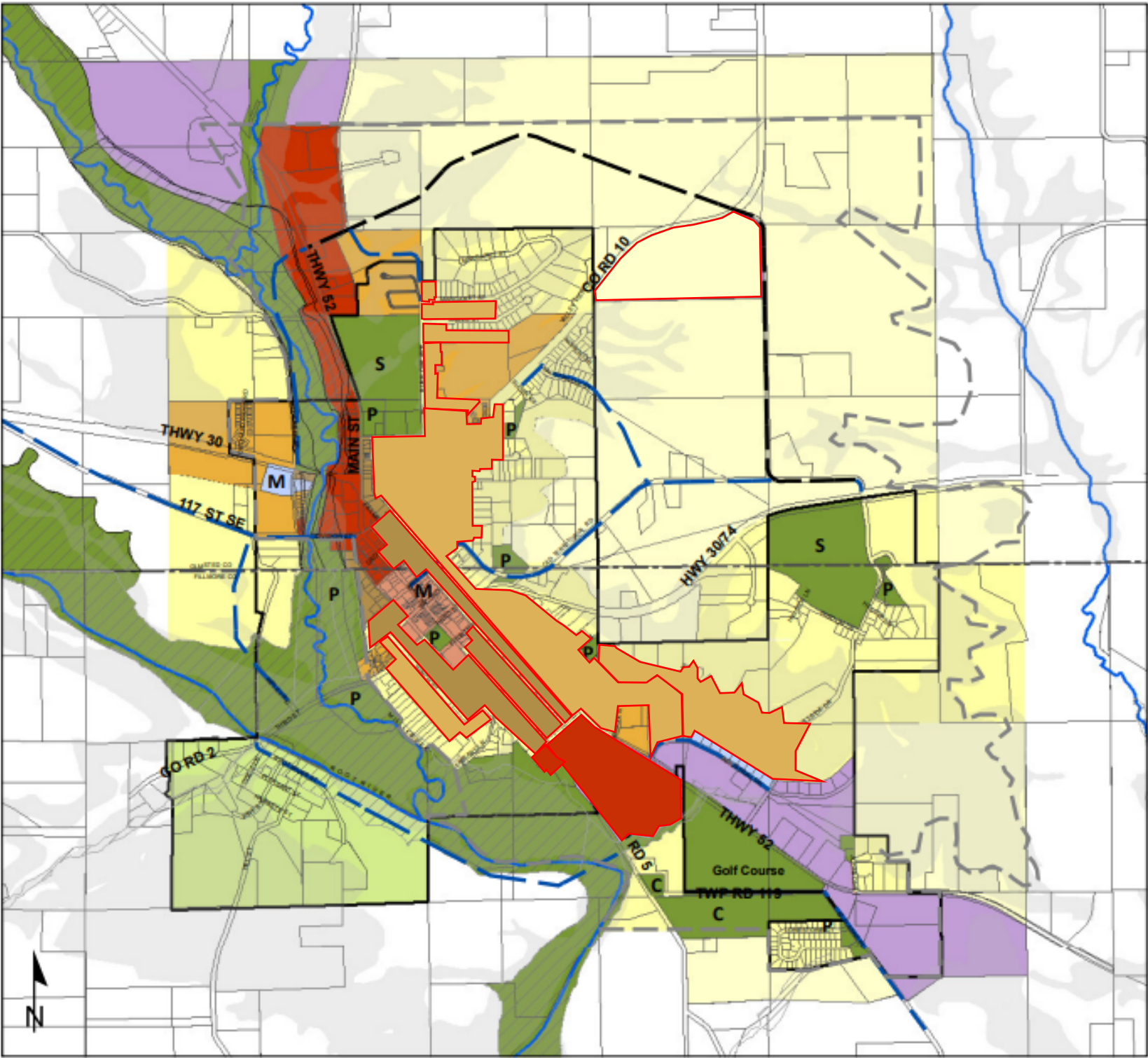
[FINAL_Update Maps_8.4.25.pdf](#)

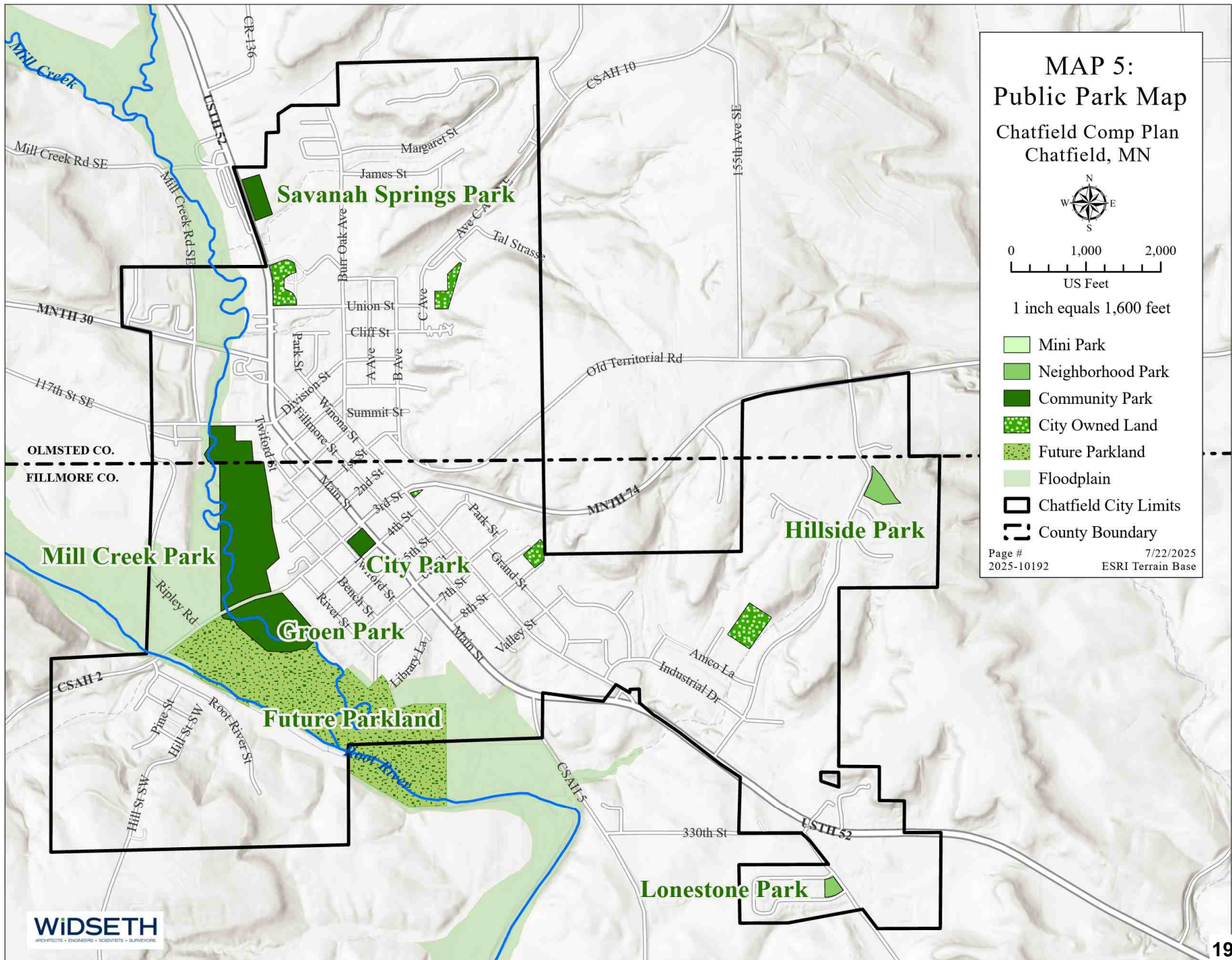
Map 15

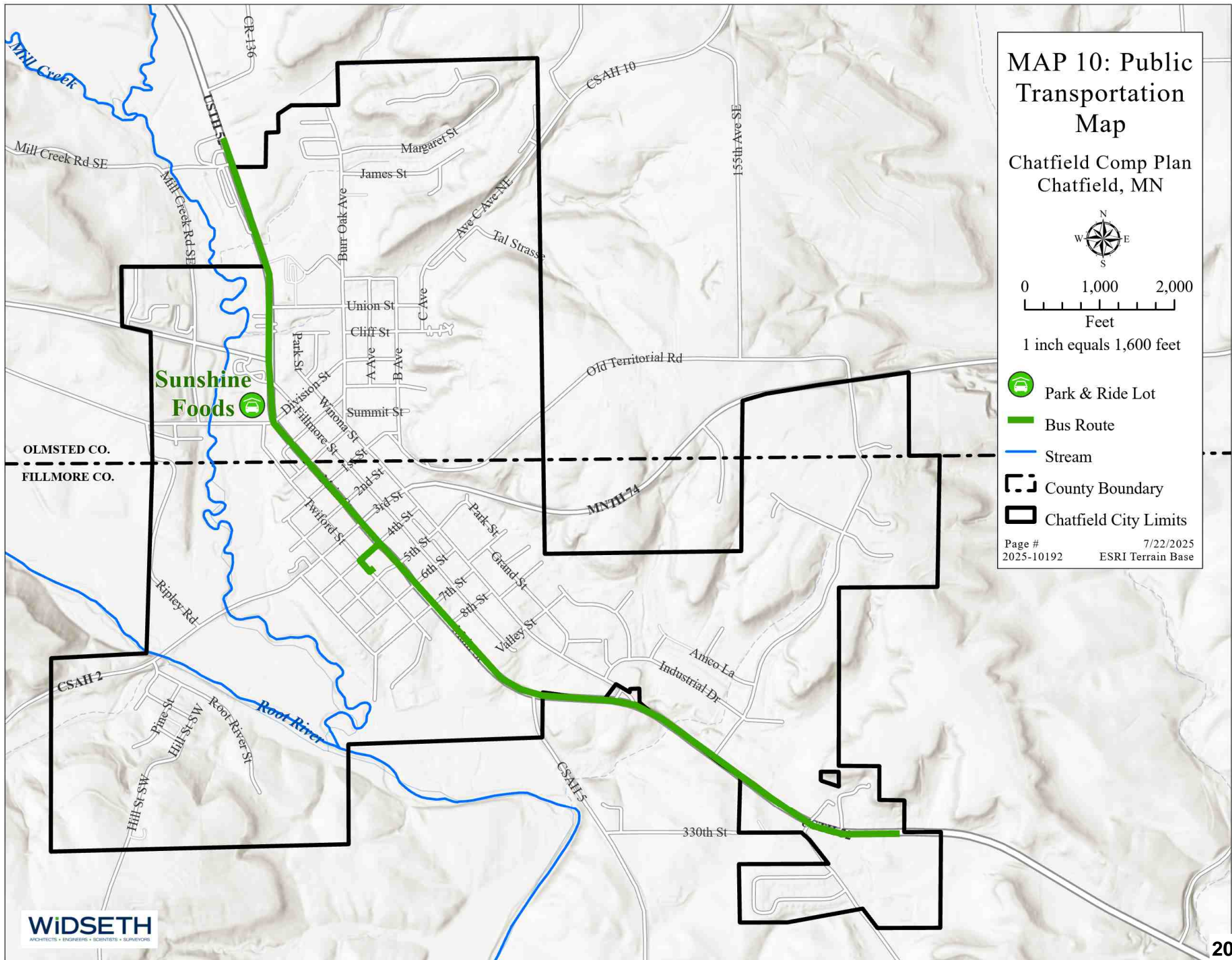
Land Use Plan

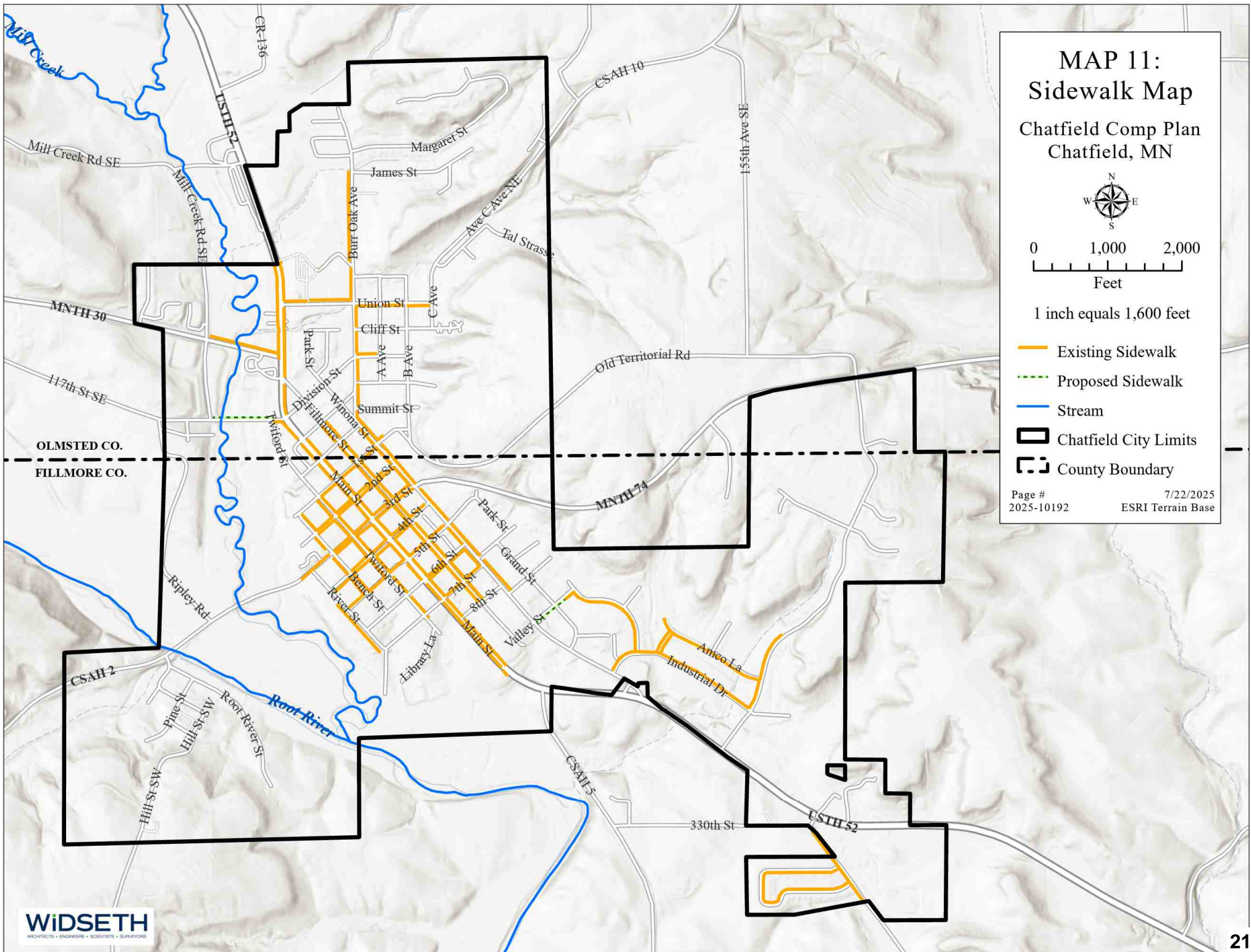
Legend

- Long Range Residential
 - Limited Residential
 - Low Density Residential
 - Medium Density Residential
 - Mixed Use
 - Light Commercial
 - Historic Downtown Commercial
 - Highway Commercial
 - Industrial
 - Open Space
 - Floodplain
 - Development Constraints
 - Urban Service Limit
 - Proposed Arterial Roads
 - Proposed Collector Roads
 - S Schools
 - P Public Parks
 - M Museum
 - C Cemetery
 - Chatfield City Limits
 - County Line
 - Major Streets and Highways
 - Stream
- 0 250 500 1,000 1,500 Feet









MAP 6: Trail Map

Chatfield Comp Plan
Chatfield, MN



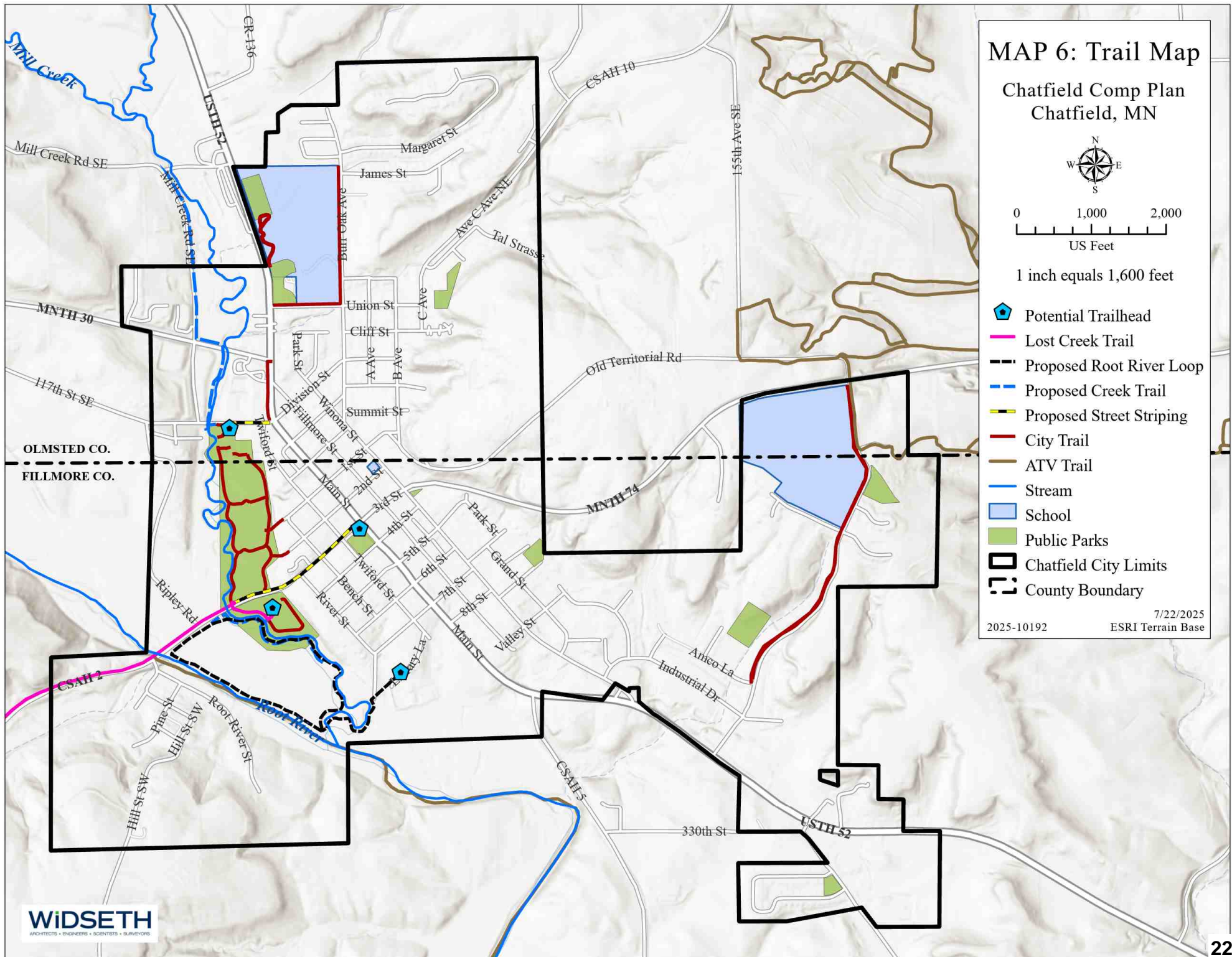
0 1,000 2,000
US Feet

1 inch equals 1,600 feet

- Potential Trailhead
- Lost Creek Trail
- Proposed Root River Loop
- Proposed Creek Trail
- Proposed Street Striping
- City Trail
- ATV Trail
- Stream
- School
- Public Parks
- Chatfield City Limits
- County Boundary

2025-10192

7/22/2025
ESRI Terrain Base



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MAP 8: Thoroughfare Map

Chatfield Comp Plan
Chatfield, MN

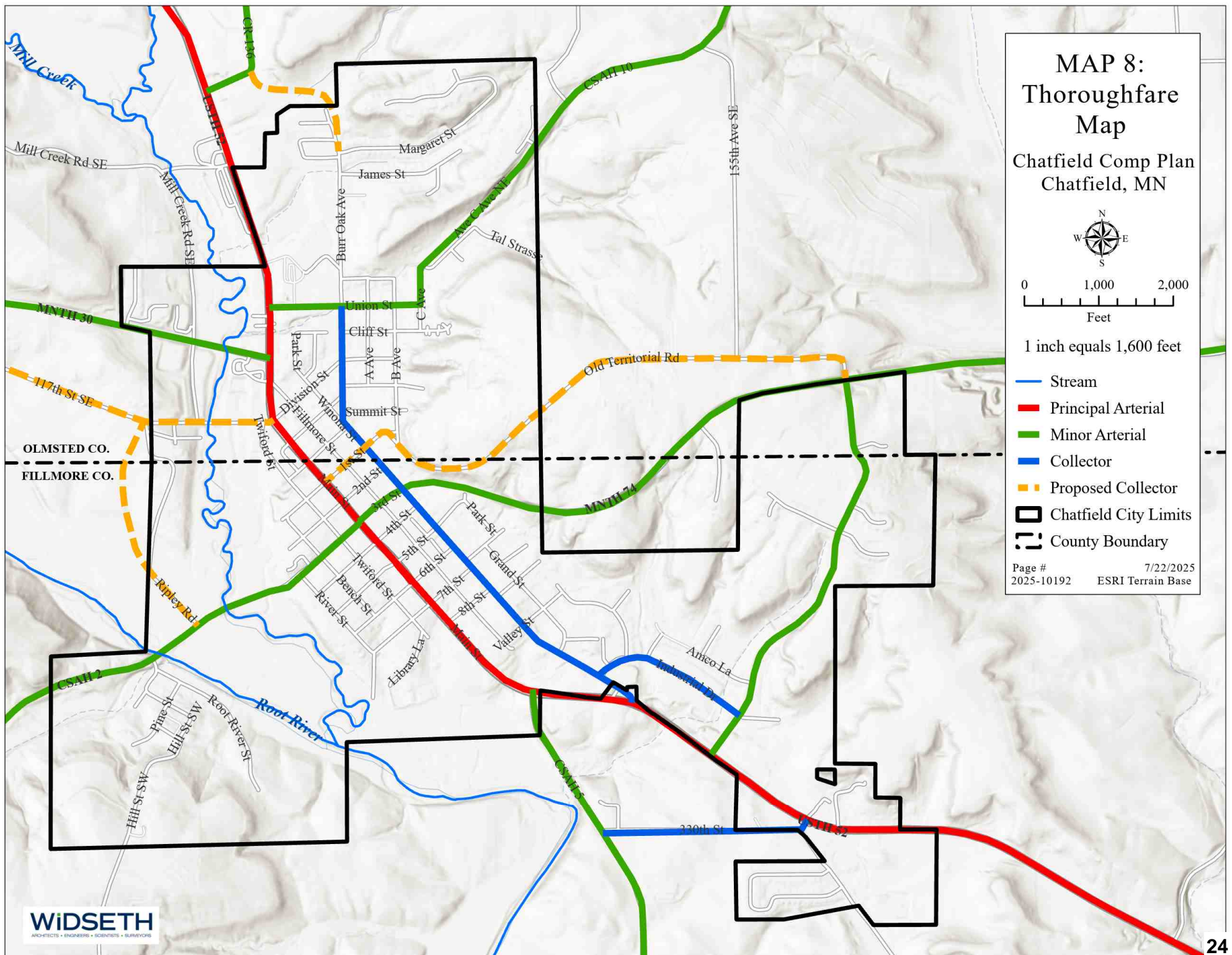


0 1,000 2,000
Feet

1 inch equals 1,600 feet

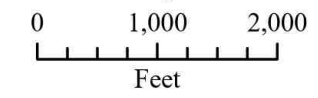
- Stream
- Principal Arterial
- Minor Arterial
- Collector
- - - Proposed Collector
- Chatfield City Limits
- County Boundary

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2025-10192 ESRI Terrain Base



MAP 9: Traffic Circulation Map

Chatfield Comp Plan
Chatfield, MN



1 inch equals 1,600 feet

AADT Count Year

- 2022
- 2023
- 2024

- Principal Arterial
- Minor Arterial
- Collector

- Chatfield City Limits
- County Boundary

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