

CITY OF CHATFIELD PLANNING & ZONING COMMISSION

AGENDA

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

September 2, 2025, 7:00 P.M.

- I. Open Meeting
- II. Minutes
 - A. [Minutes 8.4.25](#)
Motion to approve
- III. Non-Public Hearing Items
 - A. [Review proposed sidewalk ordinance.](#)
Review, update and motion to approve proposed sidewalk ordinance to bring forth to council.
 - B. [Future Land Use Maps](#)
Review future land use maps
- IV. Adjourn
- V. Next Meeting Monday, September 22 combined with EDA at 5:30pm.



PLANNING & ZONING COMMISSION MEETING STAFF REPORT

Meeting Date: September 2, 2025

Agenda Item: Minutes 8.4.25

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:

[2025-8.4 PZ Meeting Minutes.pdf](#)

CITY OF CHATFIELD

PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, August 4, 2025

The Planning & Zoning Commission of the City of Chatfield met in regular session on Monday, August 4, 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 (Via Teams/ entered at 7:20pm)
■		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
		<i>Paul Novotny, City Council Member</i>
		<i>Mike Urban, City Council Member</i>
		<i>Mark Rynearson, EDA Member</i>

Prior Meeting Minutes

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

Non – Public Hearing Items

A. Sidewalk Ordinance- Proposed:

- (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 and/or sidewalks pursuant to the City's Comprehensive Plan and Master Sidewalk/Trail Plan.
- (2) Unless otherwise directed by Council, blocks exceeding 500 feet in any residential district shall be provided with trails/sidewalks or easements extending between residential subdivisions 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.

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Monday, August 4, 2025

- a. Sidewalks shall be at least five feet in width and meet specifications set forth by the Engineering Specifications, including accessibility requirements. (4 inch concrete for residential/ 6 inch concrete for B1/B2 district with crushed rock)
 - b. Multi-use trails shall be at least ten feet wide and meet standards set forth by the Engineering Specifications, including accessibility requirements. (4 inch bituminous trail)
 - c. Concrete sidewalks and multipurpose bituminous trailways shall be accessible by handicapped persons in accordance with Minnesota statutes section 471.464.
- (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) 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.
- (6) Consider information with Safe Routes to School

B. Hilltop Estates

Review the sidewalk/ trail options to bring back to council. Discussion around planning for the shortest route vs safest route vs common sense route.

Motion: To add a sidewalk on North side of Wisdom Court from Hillside Drive to follow the latest plat with an option of a trail system by Bradt. (as the Development Agreement states)

Second: Commissioner Bakken.

Amendments: None

Ayes: Commissioners Halvorson, Bakken, Bradt, Aug, Whitcomb, Fredrichs

Nays: Commissioner Broadwater

Motion Carried

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Monday, August 4, 2025

C. Comp Plan Updates

Review the sidewalk/ trail options to bring back to council. Discussion around planning for the shortest route vs safest route vs common sense route.

Motion: Motion to approve Comp Plan maps as presented and discuss next steps for future land use maps by Commissioner Fredrichs.
Second: Commissioner Aug.
Amendments: None
Ayes: All
Nays: None
Motion carried

Next meeting Tuesday, September 2 at 7:00pm with a combined meeting with EDA scheduled For Monday, September 22 at 5:30pm.

Motion: To Adjourn made by Commission Aug.

Second: Commissioner Halvorson
Amendments:
Ayes:
Nays:



PLANNING & ZONING COMMISSION MEETING STAFF REPORT

Meeting Date: September 2, 2025

Agenda Item: Review proposed sidewalk ordinance.

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Review, update and motion to approve proposed sidewalk ordinance to bring forth to council.

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 8.4.25.pdf](#)

FINAL DRAFT Sidewalk Ordinance

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 and/or sidewalks pursuant to the City's Comprehensive Plan ~~and Master Sidewalk/Trail Plan.~~
- (2) Unless otherwise directed by Council, blocks exceeding 500 feet in any residential district shall be provided with trails/sidewalks or easements extending between residential subdivisions 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. ~~(4-inch concrete for residential) (6-inch concrete for B1/B2 district with crushed rock)~~
 - b. Multi-use trails shall be at least ten feet wide and meet standards set forth by the Engineering Specifications, including accessibility requirements. (4-inch bituminous trail)
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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.

(6) Consider information with Safe Routes to School



PLANNING & ZONING COMMISSION MEETING STAFF REPORT

Meeting Date: September 2, 2025

Agenda Item: Future Land Use Maps

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Review 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):

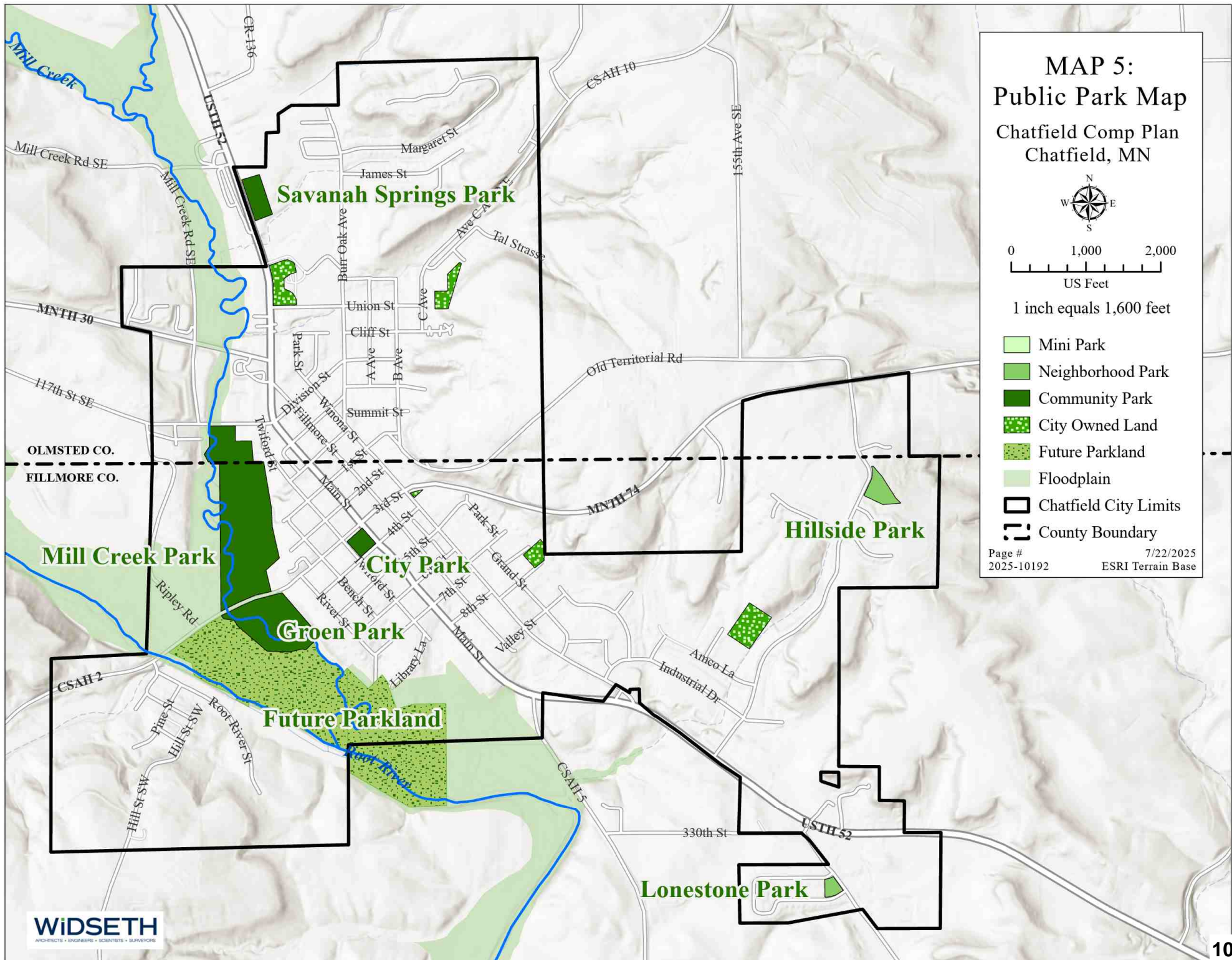
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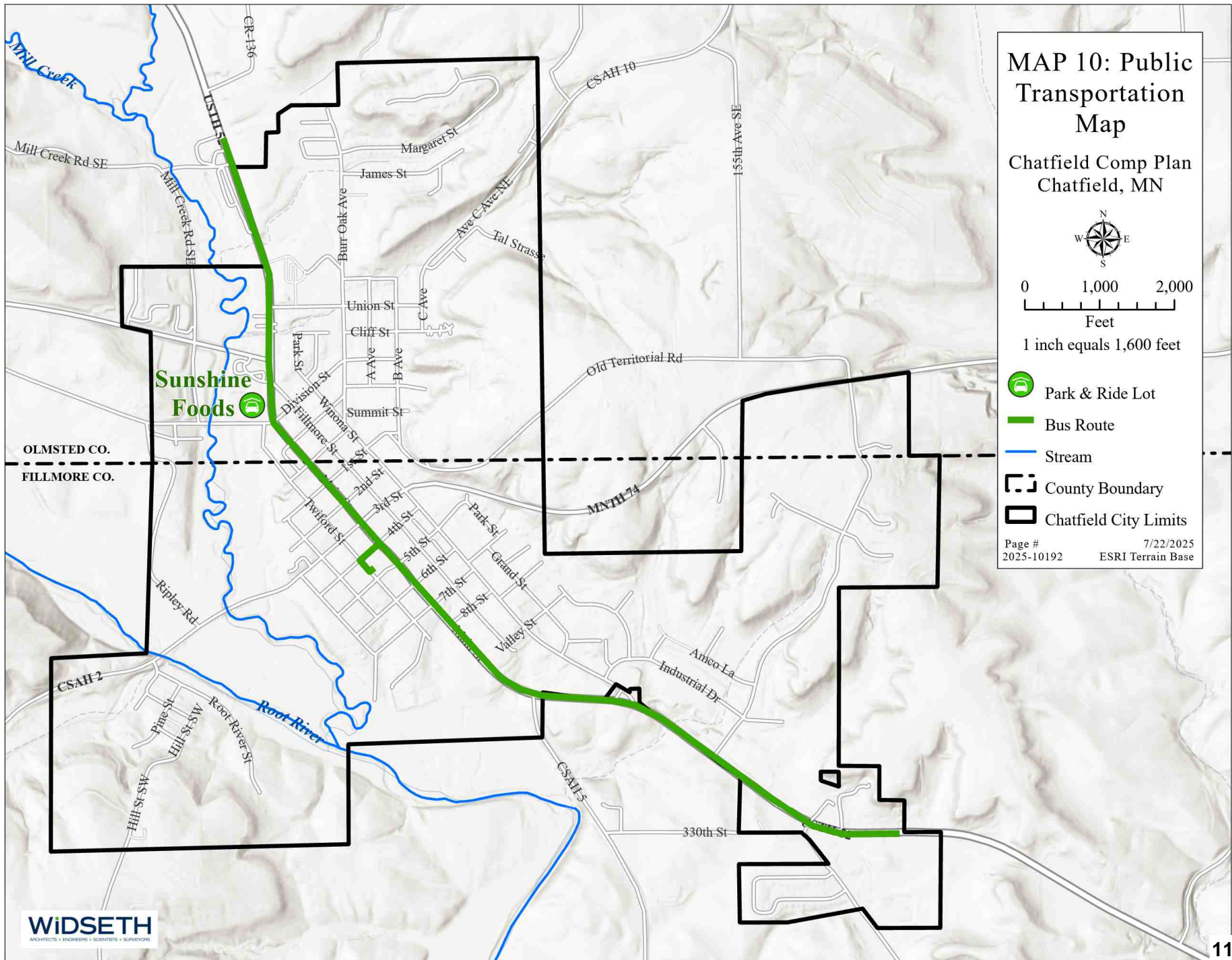
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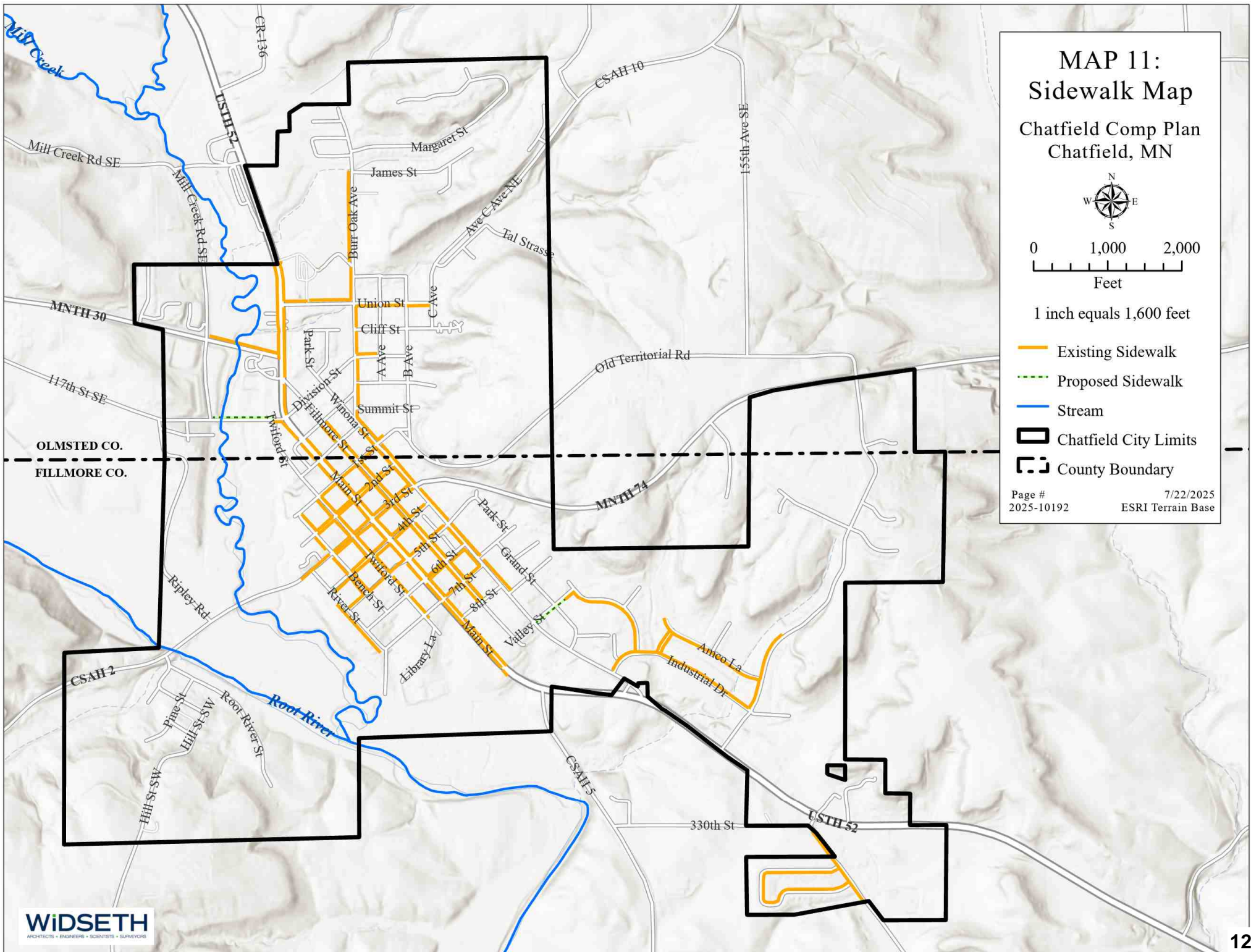
Attachments:

[FINAL_Update Maps_8.4.25.pdf](#)

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







MAP 6: Trail Map

Chatfield Comp Plan
Chatfield, MN

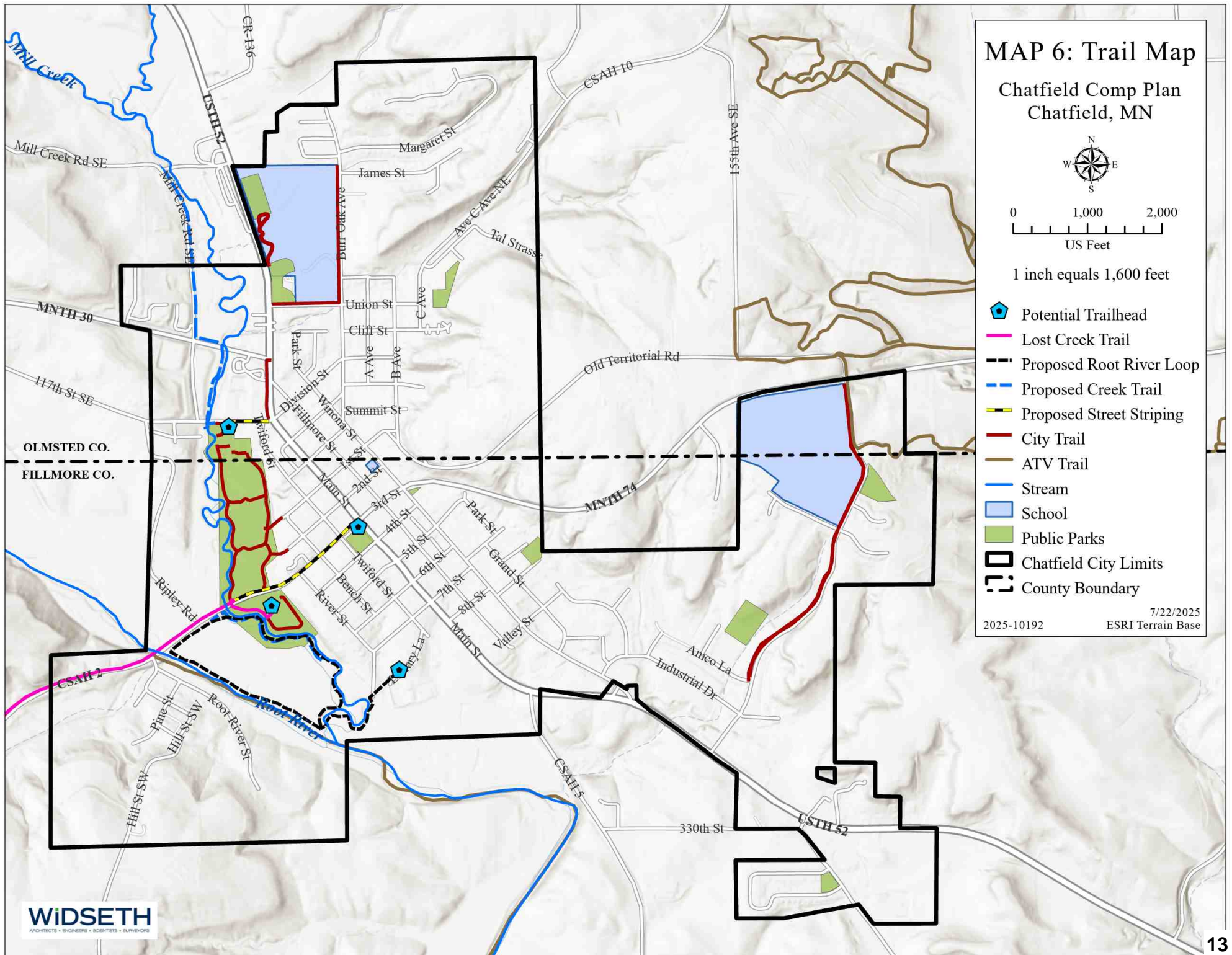


0 1,000 2,000
US Feet

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



MAP 7: Trail and Sidewalk Map

Chatfield Comp Plan
Chatfield, MN

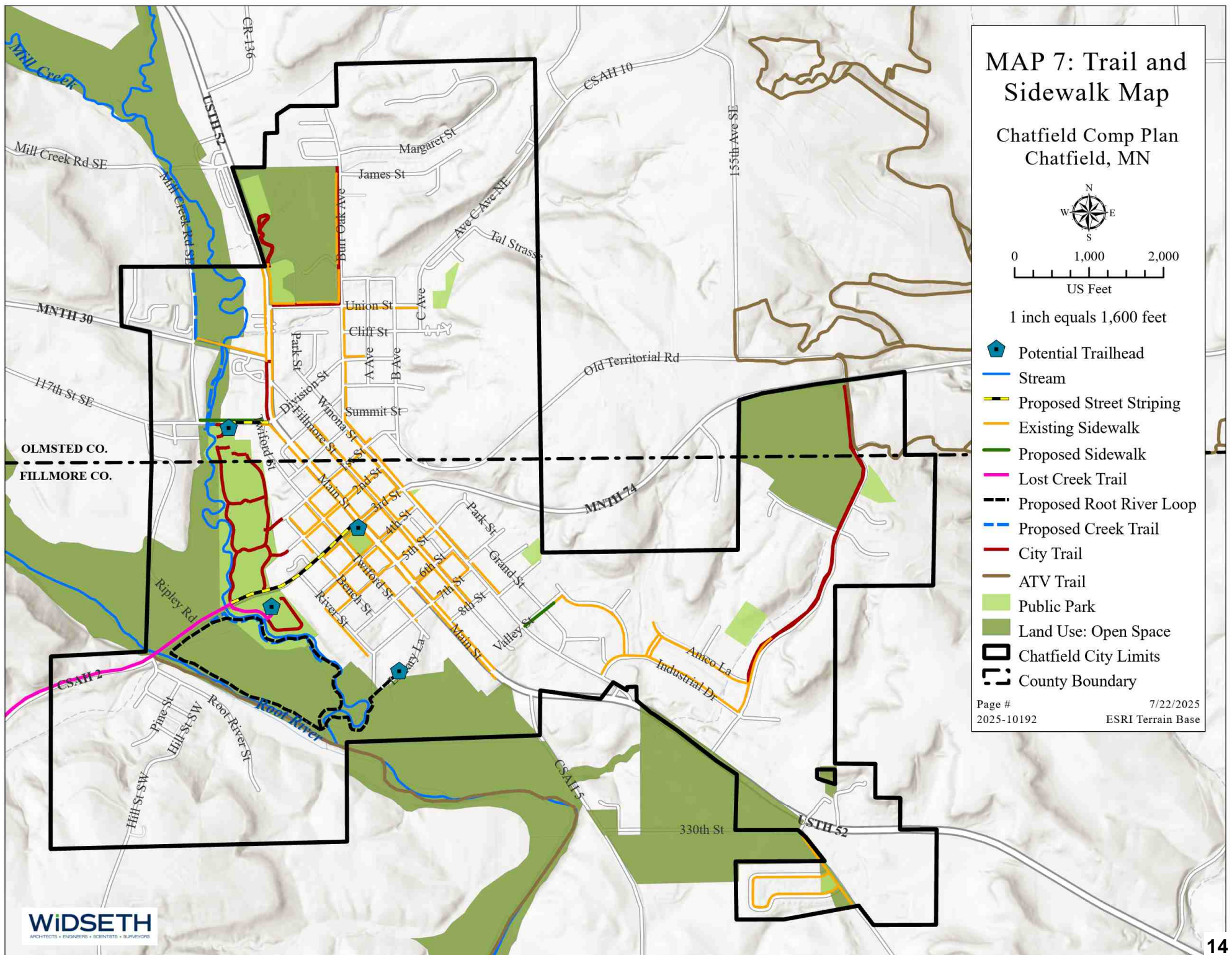


0 1,000 2,000
US Feet

1 inch equals 1,600 feet

- Potential Trailhead
- Stream
- Proposed Street Striping
- Existing Sidewalk
- Proposed Sidewalk
- Lost Creek Trail
- Proposed Root River Loop
- Proposed Creek Trail
- City Trail
- ATV Trail
- Public Park
- Land Use: Open Space
- Chatfield City Limits
- County Boundary

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2025-10192 ESRI Terrain Base



MAP 8: Thoroughfare Map

Chatfield Comp Plan
Chatfield, MN

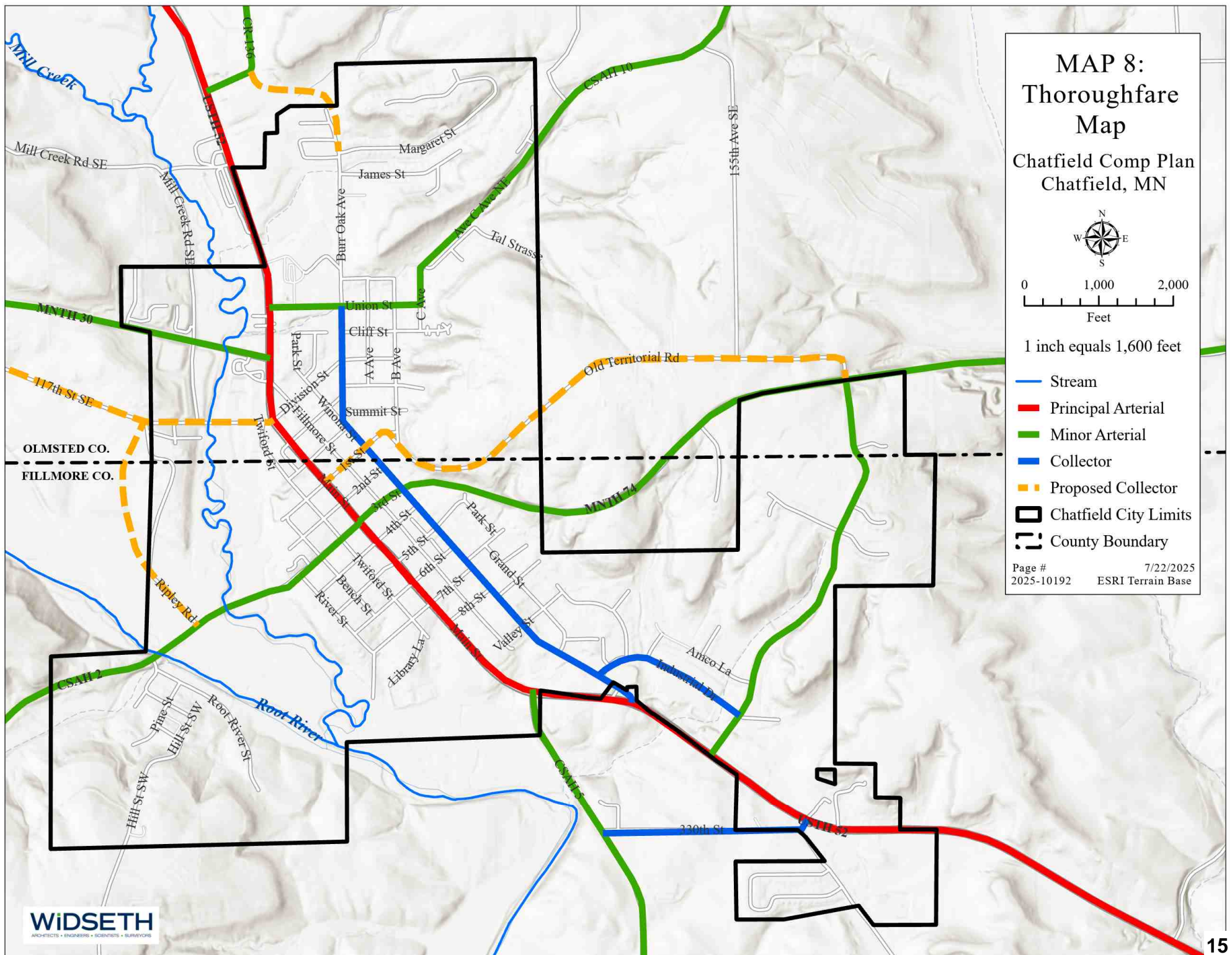


0 1,000 2,000
Feet

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



0 1,000 2,000

Feet

1 inch equals 1,600 feet

AADT Count Year



Principal Arterial

Minor Arterial

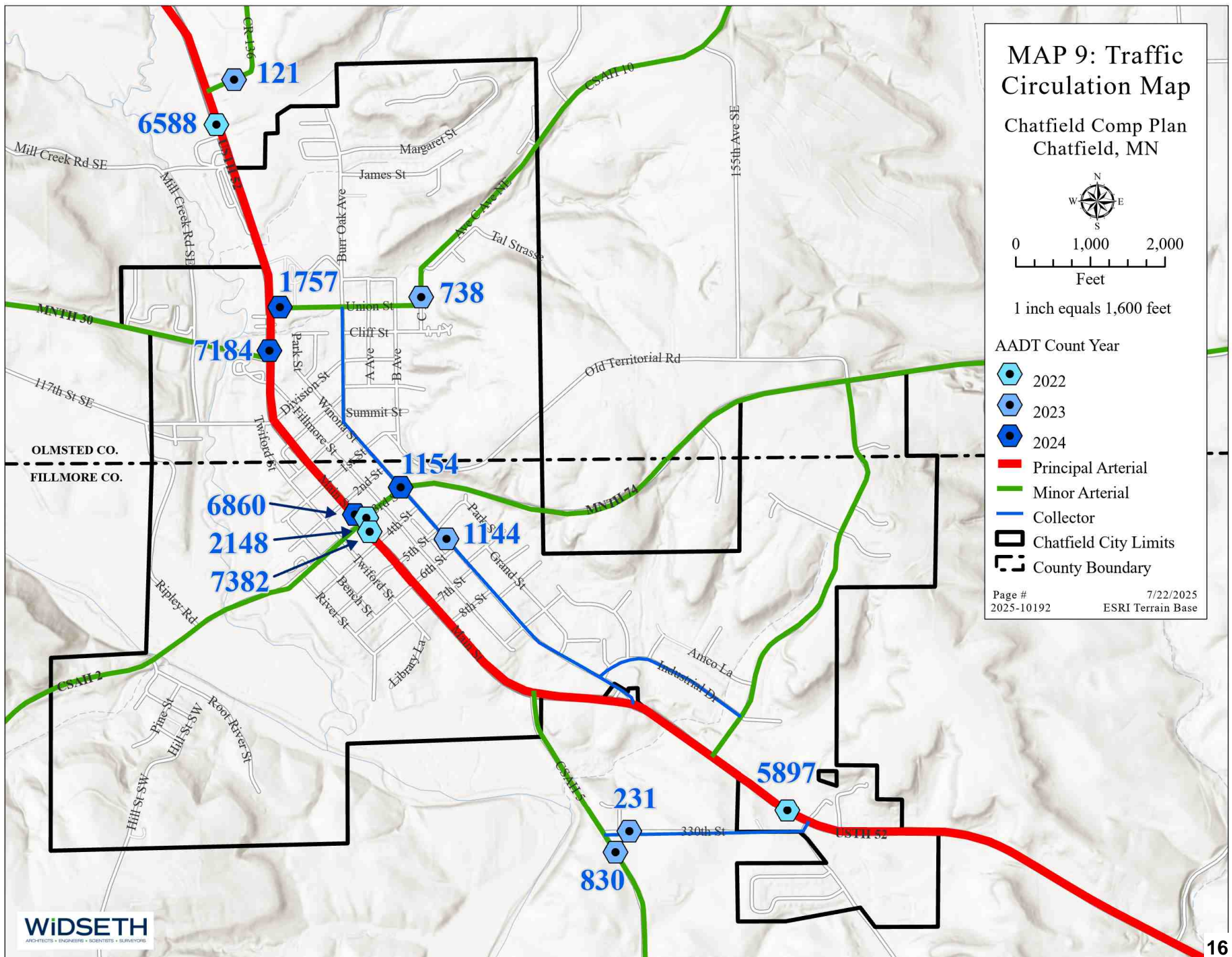
Collector

Chatfield City Limits

County Boundary

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ESRI Terrain Base



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

