

**CITY OF CHATFIELD
PLANNING & ZONING COMMISSION AGENDA**

Monday, July 1st, 2024

I. Planning & Zoning Commission Meeting, July 1st, 2024, 7:00 p.m.

II. Approve Prior Meeting Minutes

March 4th, 2024

May 6th, 2024

III. Public Hearing Items

A. None

IV. Non-Public Hearing Items

A. Outlot C

B. Solar on Public Buildings 2025/2026

V. Staff Recap

A. None

VI. Adjourn

CITY OF CHATFIELD

PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, March 4th, 2024

The Planning & Zoning Commission of the City of Chatfield met in regular session on Monday, March 4th, 2024. Wayne Halvorson presided as Chair and called the meeting to order at 7:00 PM.

Present	Absent	Name
■		Commissioner Wayne Halvorson, Chair
	■	Commissioner Dan Tuohy
■		Commissioner Rich Bakken, Vice Chair
■		Commissioner Terry Bradt
■		Commissioner Josh Broadwater
	■	Commissioner Jeremy Aug
	■	Commissioner Kent Whitcomb
■		Craig Britton, City Engineer
■		Logan Tjossem, Planner and Zoning Administrator

Prior Meeting Minutes

Motion: To approve the December 4th, 2023, minutes by Commissioner Broadwater
Second: Commissioner Bakken
Amendments: None.
Ayes: Unanimous.
Nays: None.
Abstention: None.
 Motion carried.

Public Hearing Items

Amco Third Addition Preliminary Plat proposed by G-Cubed Development. The plat proposes two blocks, eight lots and one Outlot on approximately 21.16 acres and is located adjacent to Amco Second Addition. Logan Tjossem, Planner and Zoning Administrator, presented the request to the Commissioners.

Commissioner Halvorson opened the public hearing.

There was additional discussion about the sidewalks, parking, and street width requirements and if there could be a change. Additionally, there was discussion about the timing of approval and a certificate of occupancy.

CITY OF CHATFIELD
PLANNING & ZONING COMMISSION MEETING MINUTES
Monday, March 4th, 2024

Motion: To close the public hearing by Commissioner Halvorson
Second: Commissioner Bradt
Amendments: None.
Ayes: Unanimous.
Nays: None.
Abstention: None.
Motion carried and the Public Hearing closed.

The Planning Commission recommended approval to the request with the following modification to condition number four:

- 4) Further development into Outlot A will require a separate review process. Any improvements beyond the cul-de-sac right-of-way need further review.

Motion: To approve with the modification to number four and ten conditions by Commissioner Broadwater.
Second: Commissioner Bakken
Ayes: Unanimous
Nays: None.
Abstention: None.
Motion carried.

Non – Public Hearing Items

- A. Annual Report: Logan Tjossem, Planner and Zoning Administrator presented the Annual Report.

Staff Recap

- A. The Planning Commission directed Staff to start the update for the Comprehensive Plan.

Motion: To recommend staff to start the Comprehensive Plan update by Commissioner Bradt.
Second: Commissioner Broadwater
Amendments: None.
Ayes: Unanimous
Nays: None
Abstention: None.
Motion carried.

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Monday, March 4th, 2024

B. Logan Tjossem, Planner and Zoning Administrator discussed the City Survey results.

Adjourn

Motion: To adjourn by Commissioner Bradt.
Second: Commissioner Broadwater
Amendments: None
Ayes: Unanimous.
Nays: None.
Abstention: None.
Motion carried.

Wayne Halvorson, Chair

Logan Tjossem, Planner & Zoning Administrator

CITY OF CHATFIELD

PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, May 6th, 2024

The Planning & Zoning Commission of the City of Chatfield met in a special joint session with the City EDA on Monday, May 6th, 2024. Kent Whitcomb presided as Chair and called the meeting to order at 7:10 PM.

Present	Absent	Name
■		Commissioner Wayne Halvorson
	■	Commissioner Dan Tuohy
■		Commissioner Rich Bakken, Vice Chair
■		Commissioner Terry Bradt
■		Commissioner Josh Broadwater
	■	Commissioner Jeremy Aug
■		Commissioner Kent Whitcomb, Chair
■		Logan Tjossem, Planner and Zoning Administrator
■		Chris Giesen, EDA
■		Michele Peterson, City Administrator

Joint Meeting Items

- A. Future land use/project development strategy discussion.
 - (i) Current Land Use Plan overview.
 - (ii) Discuss frequently mentioned areas ready for development/redevelopment.
 1. Burr Oak Extension/Co Road 136 area.
 2. Co Road 10 Property.
 3. Division Street (west of Mill Creek Road)
 4. Twiford Street Redevelopment (3rd Street to Division Street)
 - (iii) What other areas need attention.
 - (iv) What is the priority if we could only do one of the projects discussed tonight.

Logan Tjossem, Zoning Administrator and Planner and Chris Giesen, EDA gave a presentation and facilitated discussion.

There were comments and discussion about priorities and ultimately there were two items that presented themselves as the most important items collectively by the group. The Burr Oak extension, as a safety concern and Twiford Street Redevelopment as the focus area for future downtown development.

CITY OF CHATFIELD

PLANNING & ZONING COMMISSION MEETING MINUTES

Monday, May 6th, 2024

The EDA closed their meeting and the Planning Commission continued with their regular business.

Non – Public Hearing Items

A. MnDOT Site Purchase

Motion: The MnDOT site is consistent with the intent and purpose of the Comprehensive Plan. However, the Planning Commission recommends the City initiate a Land Use Amendment to Industrial.

Second: Commissioner Bradt.

Amendments: None.

Ayes: Unanimous.

Nays: None.

Abstention: None.

Motion carried.

Adjourn

Motion: To adjourn by Commissioner Broadwater.

Second: Commissioner Bradt

Amendments: None

Ayes: Unanimous.

Nays: None.

Abstention: None.

Motion carried.

Kent Whitcomb, Chair

Logan Tjossem, Planner & Zoning Administrator



City of Chatfield

Thurber Community Center • Chatfield Municipal Building
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810
www.ci.chatfield.mn.us

MEMORANDUM

TO: PLANNING & ZONING COMMISSION
FROM: LOGAN TJOSEM, ZONING ADMINISTRATOR AND PLANNER
SUBJECT: OUTLOT C OF LONE STONE SALE
DATE: 6/27/2024
CC:

Background: The City of Chatfield is selling the approximate 1-acre parcel at 1496 Lone Stone Court (Parcel ID 26.05.64000) located within the City Limits of Chatfield and in part of Fillmore County. For many years, the City of Chatfield has not used the property. This property would be the long-term solution for the City of Chatfield encouraging infill development within the City. The buyer is Doug Wright of Wright Homes, Inc. and agrees to the terms set by the City. If it is determined that the sale of the property for a single-family dwelling meets the intent of the Comprehensive Plan for low density residential, the City will execute a formal purchase agreement drafted and signed, set a closing date, and conclude the sale accordingly.

Per Minnesota Statute, 462.356 PROCEDURE TO EFFECT PLAN: GENERALLY, the Planning Commission must review the purchase or sale of property owned by the City and advise the Council in writing as to whether the sale complies with the Comprehensive Plan.

Subdivision 1. Recommendations for plan execution. Upon the recommendation by the planning agency of the comprehensive municipal plan or sections thereof, the planning agency shall study and propose to the governing body reasonable and practicable means for putting the plan or section of the plan into effect. Subject to the limitations of the following sections, such means include, but are not limited to, zoning regulations, regulations for the subdivision of land, an official map, a program for coordination of the normal public improvements and services of the municipality, urban renewal and a capital improvements program.

§Subd. 2. Compliance with plan. After a comprehensive municipal plan or section thereof has been recommended by the planning agency and a copy filed with the governing body, no publicly owned interest in real property within the municipality shall be acquired or disposed of, nor shall any capital improvement be authorized by the municipality or special district or agency thereof or any other political subdivision having jurisdiction within the municipality until after the planning agency has reviewed the proposed acquisition, disposal, or capital improvement and reported in writing to the governing body or other special district or agency or political subdivision concerned, its findings as to compliance of the proposed acquisition, disposal or improvement

with the comprehensive municipal plan. Failure of the planning agency to report on the proposal within 45 days after such a reference, or such other period as may be designated by the governing body shall be deemed to have satisfied the requirements of this subdivision. The governing body may, by resolution adopted by two-thirds vote dispense with the requirements of this subdivision when in its judgment it finds that the proposed acquisition or disposal of real property or capital improvement has no relationship to the comprehensive municipal plan.

Facts to Consider:

Existing Use: For many years, the site has been a vacant residential lot.

Current Land Use Plan Designation: The property is within the Open Space Designation. This designation is, *“Parks, open space, floodplains, and recreation areas are designated on the plan as Open Space where existing and future used have a public or semi-public recreational use.”*

Current Zoning District Designation: The property is within the R-1 (Single Family Residential) Zoning District. The purpose of the R-1 Zoning District is, *“intended to allow low-density development of single-family dwelling units in developing portions of the city where city sewer and water is available. Where available, all dwelling units in an R-1 district shall be required to connect to city sewers.”*

Permitted uses. The following are permitted uses for property zoned single-family residential.

- (1) Single-family detached dwellings.
- (2) Single-family attached (duplex dwellings).
- (3) Public recreation, including parks and playgrounds.
- (4) Historic sites and structures.
- (5) Public and parochial schools of general instruction.
- (6) Churches, chapels, including parish houses.
- (7) Home occupations.
- (8) State-licensed residential facilities serving six or fewer persons.
- (9) Licensed day care facilities serving 12 or fewer persons, or group family day care facilities licensed to serve 14 or fewer children.

(c) Accessory uses. Any incidental structure or building for use of the occupants of the permitted principal structure, including residential towers, swimming pools, private garages, carports, screen houses and post-frame type construction shall be allowed as accessory use for property zoned single-family residential if it complies with division 2, accessory buildings and structures.

(d) Conditional uses. All conditional uses require a conditional use permit as set forth and regulated by article II, division 3 of this chapter. The following are conditional uses for property zoned single-family residential:

- (1) Municipal office buildings;

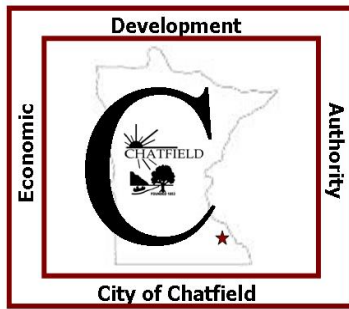
- (2) Cemeteries, memorial gardens and funeral homes;
- (3) Boarding or rental of rooms, including bed and breakfast establishments;
- (4) Governmentally owned buildings and structures, including police and fire stations, libraries, museums and art galleries;
- (5) Nursing homes, hospitals and sanitariums;
- (6) Public service facilities, including water supply buildings and reservoirs, elevated tanks, utility buildings, substations and transformer stations;
- (7) Semi-private recreation areas, clubs, lodges and centers, including country clubs, swimming pools and golf courses, but not including such uses as camping areas, miniature golf courses or practice driving tees operated for commercial purposes;
- (8) Any other use of a character similar to those listed under subsection (b) of this section.

Action Requested:

Based on the facts presented above, Staff is requesting the Planning Commission make a recommendation to the City Council on if the sale of Outlot C within the Lone Stone subdivision, for the development of a residential single-family home, will be in compliance with the intent and purpose of the City of Chatfield's Comprehensive Plan.

Attachments:

1. Lone Stone Outlot C Offer
2. Lone Stone Outlot C Property Package
3. Lone Stone Subdivision "Official Plat"



Chatfield Economic Development Authority
Thurber Community Center - Chatfield Municipal Building
21 Second Street SE
Chatfield, MN 55923
Voice 507.867.1523 Fax 507.867.9093
www.ci.chatfield.mn.us

June 24, 2024

MEMO

To: Chatfield Economic Development Authority
From: Chris Giesen
RE: Lonestone Outlot C Offer

Midday Friday, we received an offer to purchase Outlot C in Lonestone from Doug Wright of Wright Homes Inc. The buyer agrees to the terms set by the city.

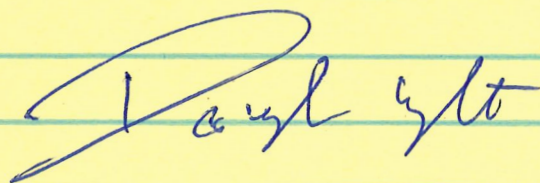
While final approval will be given by council, the EDA should review the offer to ensure it meets the terms and goals of the effort. Because our city has a comprehensive plan, the Planning and Zoning Commission must also verify the sale is consistent with our comprehensive plan.

If you, P&Z, and the council are agreeable with the offer we will have a formal purchase agreement drafted and signed, set a closing date, and conclude the sale accordingly.

Action requested tonight:

Review the offer and make a recommendation on the sale.

Wright Homes Inc Agrees to Purchase
lot for \$30,000 and agrees to the
terms stated in Email sent by Chris
Giesen. ~~On~~ June 21, 2024



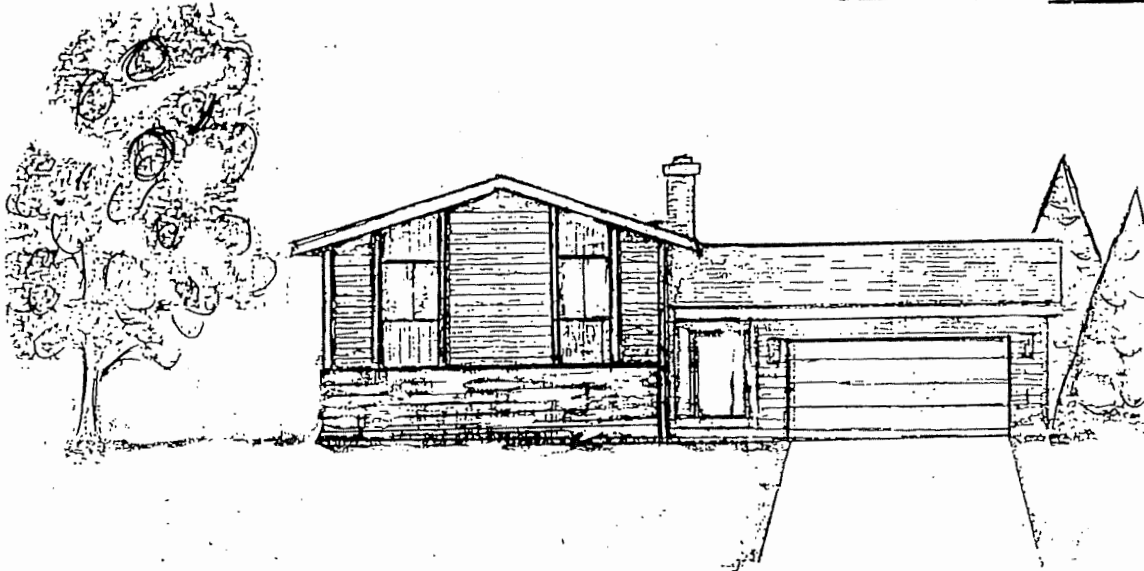
Doug Wright

dougwrighthomes@yahoo.com
612-490-2520



WRIGHT HOMES, INC.

Offered at _____

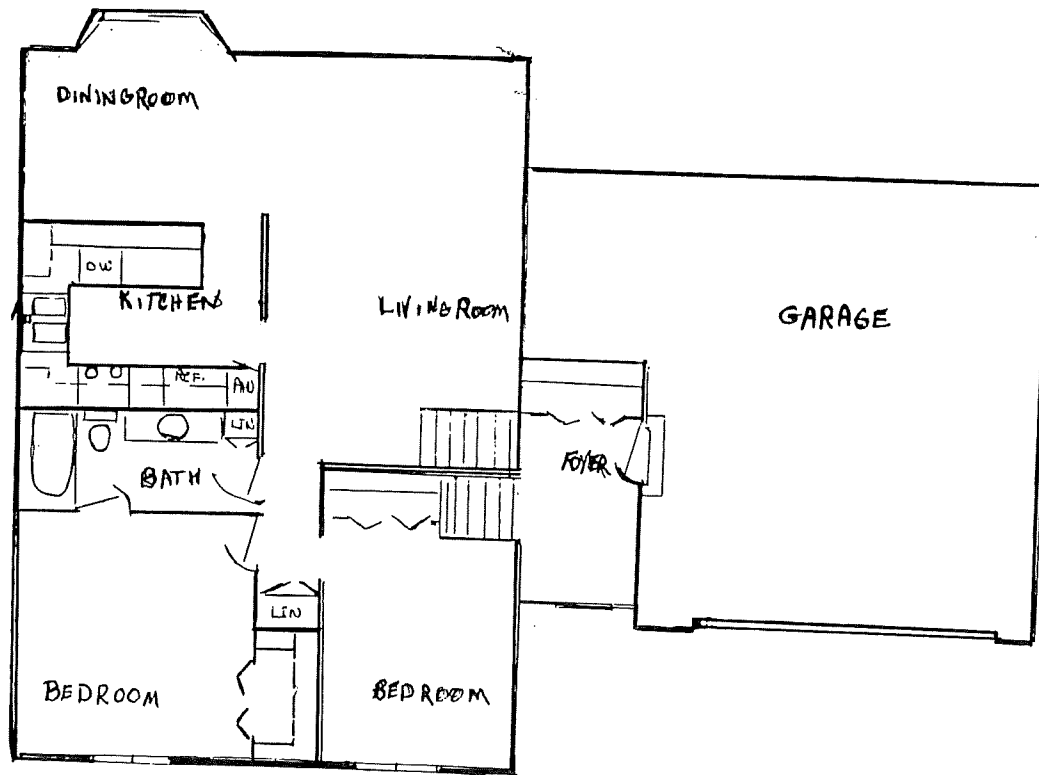


"Perfectly Practical"

Partial list of inclusions:

- * Vaulted living room, dinette, and kitchen**
- * Bay in dinette with patio door to future deck**
- * Large kitchen with ample cabinets and counter space**
- * Maintenance-free exterior**
- * Oversized double garage with extra storage**

Mn.Lic.#2646



We are committed to providing only the best.

The quality we build into our homes may be obvious...but the things you can't see are just as important to make a comfortable home for you and your family.

Ev Wright has been in the construction field for over a decade. Ev believes in giving personal attention to each new home owner--enjoy the experience of working directly with your builder and his staff.

For additional information on this home or other plans (yours or ours) contact MARGE JARA office# 431-9834 direct# 940-1757

Chris Giesen

From: Chris Giesen <chris.giesen@cedausa.com>
Sent: Monday, June 17, 2024 11:31 AM
Subject: Chatfield Opportunity - FYI
Attachments: Lonestone Outlot C Property Package.pdf

Hi All,

Just a quick note to pass along a new opportunity for home development in Chatfield, in case it's helpful to you or any of your clients!

The city is selling surplus public land with the intent to get a new modest/affordably priced home constructed. "Outlot C" (1496 Lone Stone Court SE) is for sale by the City of Chatfield without any income restrictions for the buyer. Near the Chatfield Golf Course and across the street from a city park. Shovel ready for construction! Bring your own builder – anyone can build home as a spec/investment or build their own personal home. General terms are below and more information attached!

- \$30,000 sale price.
- Public utilities (water and sanitary sewer) are stubbed in to the lot.
- Buyer must agree to build a new home on the lot within 12 months of purchase.
- The new home built (lot + home) must be under \$350,000 for a final price point on the initial finished home.
- Home constructed must have a minimum size of 1,000 square feet and meet other zoning standards for the R1 district.

I'm happy to discuss any questions, facilitate offers, assist you with your clients, etc... thanks for all you do!

Chris Giesen
Chatfield EDA
507-867-3810 (Office)
507-990-1822 (Cell)

FOR SALE: Residential Lot

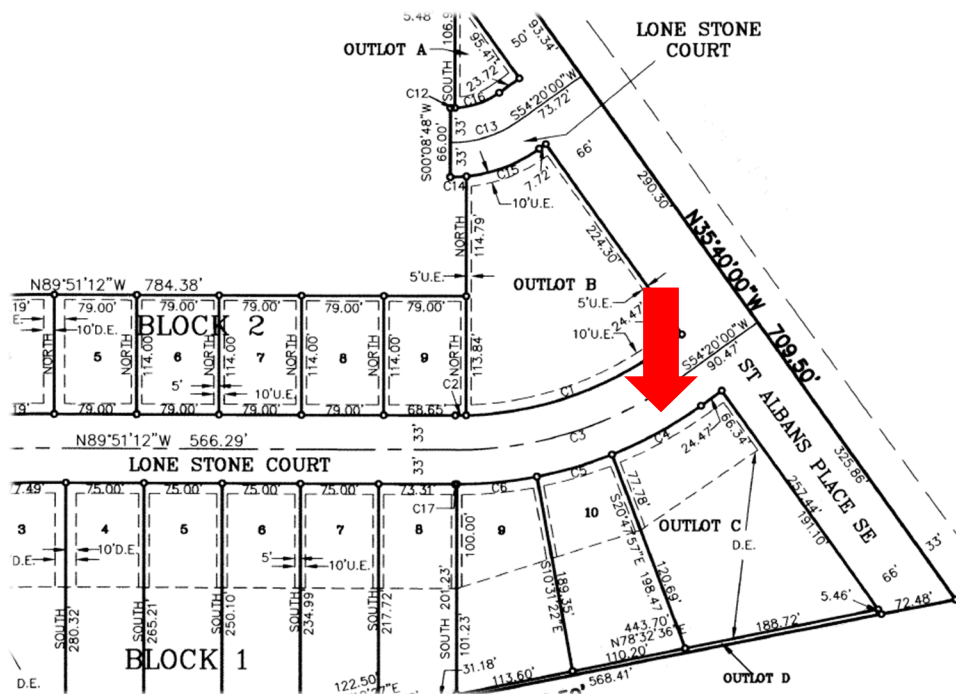
1496 Lone Stone Court SE
Chatfield, MN 55923

\$30,000

City-owned parcel for sale in established neighborhood. Across the street from a park and near the Chatfield Golf Course. City water & sewer connections stubbed into property. Shovel ready for construction! No income restrictions!

Sale Terms:

- Buyers required to build a new home on the lot within 12 months.
- Initial finished home value/sale price (lot + home) must be under \$350,000.
- Minimum home size: 1,000 square feet.
- Must meet all zoning standards for the R1 district.



Submit offer, building plans, and proposed construction start/end date to:

Chatfield EDA

Attn: Chris Giesen

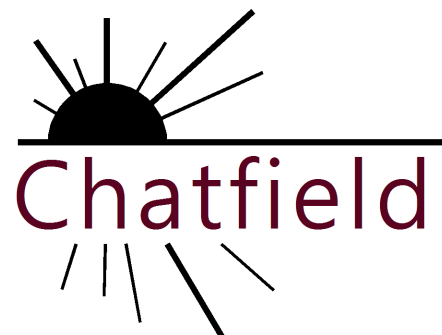
chris.giesen@cedausa.com

Chatfield Economic Development Authority

21 Southeast Second Street
Chatfield, Minnesota 55923

507-867-3810

www.ci.chatfield.mn.us



FOR SALE

1496 Lone Stone Court SE
Chatfield, MN 55923

\$30,000

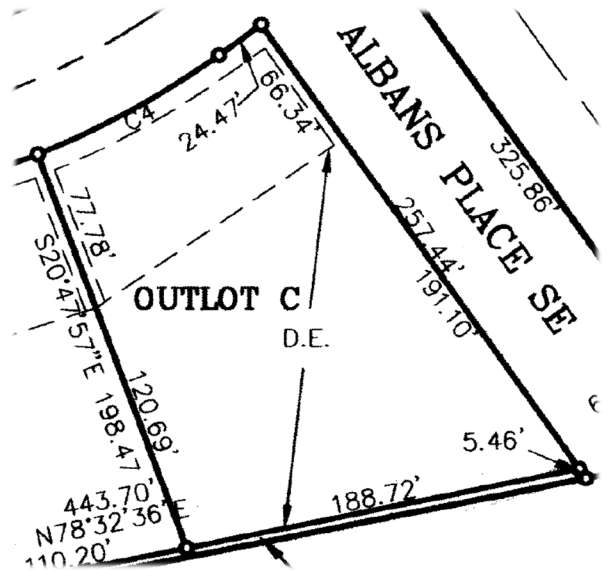


Bring your own builder! Build your own or resell as a spec home!

No requirements to own the property for a certain length of time. Offers accepted until sold under the published terms.



Call the Chatfield EDA for any questions!

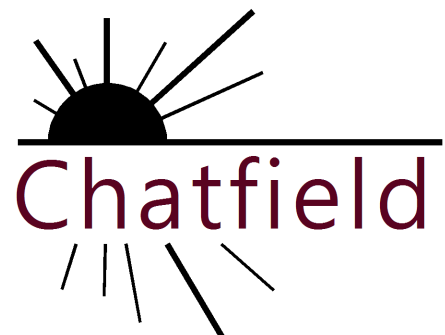


Chatfield Economic Development Authority

21 Southeast Second Street
Chatfield, Minnesota 55923

507-867-3810

www.ci.chatfield.mn.us



LONE STONE SUBDIVISION

333668

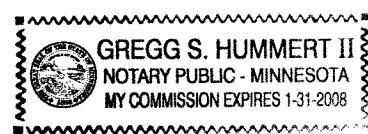
Surveyor's Certificate

I hereby certify that I have surveyed and platted the property described on this plat as LONE STONE SUBDIVISION; that this plat is a correct representation of the survey; that all distances are correctly shown on the plat in feet and hundredths of a foot; that all monuments have been correctly placed in the ground as shown; that the outside boundary lines are correctly designated on the plat; and that there are no wetlands as shown in MS 505.02, Subd 1, or public highways to be designated other than as shown.

Geoffrey G. Griffin, L.S.
Minnesota License Number 21940

State of MINNESOTA
County of OLMSTED
The surveyor's certificate was subscribed and sworn to before me, a Notary Public, this 13TH day of AUGUST, 2003.

Gregg S. Hummert
Notary Public, OLMSTED County, Minnesota



My commission expires: 1-31-2008

Tax Statements

Taxes due and payable in the year 2003 have been paid.

Eric P. Burkholder Date: 8-19-03
Fillmore County Auditor/Treasurer

County Recorder 10-69 333668
DOCUMENT NUMBER 333668

I hereby certify that this instrument was filed in the Office of the County Recorder for the record on this 20TH day of AUGUST, 2003, at 4:15 o'clock P.M., and was duly recorded in the Fillmore County records.

Dw. Henshaw
County Recorder

Deputy

City Approval
State of Minnesota
County of Fillmore
City of Chatfield

We, Curtis A. Sorenson, mayor, and Joel Young, city clerk, in and for the City of Chatfield, do hereby certify that on the 9 day of JUNE, 2003, the accompanying plat was duly approved by the Common Council of the City of Chatfield. In testimony thereof we have hereunto signed our names and affixed the seal of said City of Chatfield this 19 day of AUGUST, 2003.

Curtis A. Sorenson, Mayor
Joel Young, City Clerk

Instrument of Dedication

KNOW ALL MEN BY THESE PRESENTS: That Lone Stone LLC, owners and proprietors of the following described property in the City of Chatfield, State of Minnesota, to wit:

The tract is located in the Northwest Quarter (NW 1/4), Section 9, Township 104 North, Range 11 West, County of Fillmore, State of Minnesota, and described as follows:
For a point of beginning, commence 429 feet South, on the section line, from the northwest corner of the Northwest Quarter (NW 1/4), Section 9, Township 104 North, Range 11 West. From the BEGINNING CORNER; thence South, on the section line, a distance of 779.5 feet; thence North 89 degrees east, a distance of 628.3 feet; thence North 78 degrees 45 minutes East, a distance of 969.5 feet to the centerline of the public road; thence North 35 degrees 40 minutes West, on the centerline of the public road, a distance of 709.5 feet; thence west, a distance of 1165 feet to the POINT OF BEGINNING. The enclosure containing 26.45 acres, more or less.

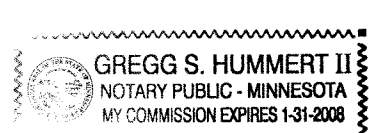
Have caused the same to be surveyed and platted as LONE STONE SUBDIVISION and do hereby donate and dedicate to the public for the public use forever the thoroughfare, and for drainage and utility purposes only the easements as shown on this plat.

In witness whereof said Lone Stone LLC, have caused these presents to be signed this 12TH day of AUGUST, 2003.

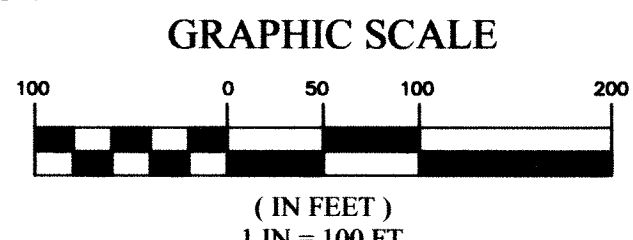
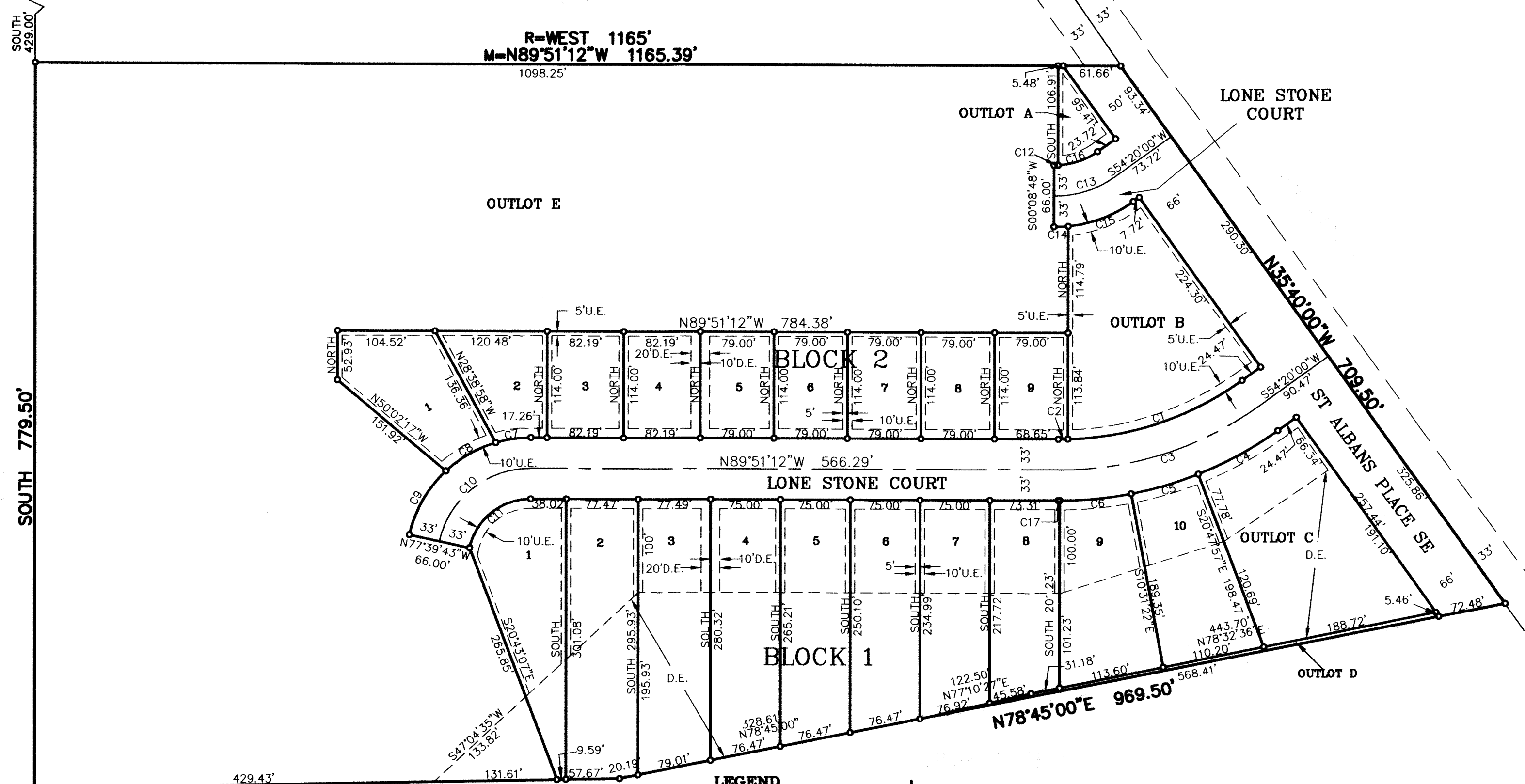
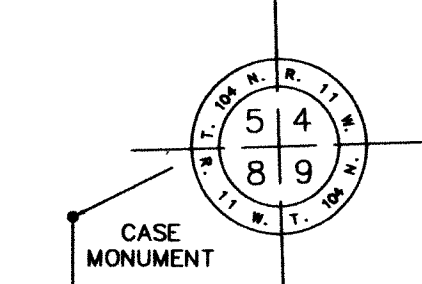
Geoffrey G. Griffin
Manager

The foregoing instrument was acknowledged before me this 13TH day of AUGUST, 2003 by Lone Stone LLC, President

Gregg S. Hummert
Notary Public, OLMSTED County, Minnesota



My Commission expires: 1-31-2008



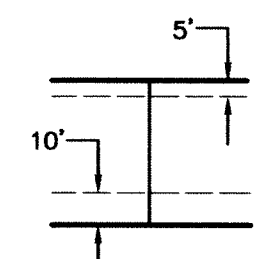
- LEGEND**
- ◉ DENOTES CAST IRON MONUMENT
 - IRON PIPE WITH PLASTIC CAP
 - ◉ STAMPED R.L.S. #21940
 - FOUND MONUMENT
 - EASEMENT LINE
 - U.E. UTILITY EASEMENT
 - D.E. DRAINAGE EASEMENT
 - R RECORDED
 - M MEASURED

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD
C1	200.30'	337.00'	34°03'14"	S71°21'37"W	197.36'
C2	10.35'	337.00'	1°45'34"	S89°16'01"W	10.35'
C3	231.27'	370.00'	35°48'48"	S72°14'24"W	227.53'
C4	97.68'	403.00'	13°53'16"	S61°16'38"W	97.44'
C5	75.29'	403.00'	10°42'13"	S73°34'25"W	75.18'
C6	77.24'	403.00'	10°58'53"	S84°24'55"W	77.12'
C7	38.36'	133.00'	16°31'41"	S81°52'57"W	38.23'
C8	62.14'	133.00'	28°46'10"	S60°14'02"W	61.58'
C9	80.11'	133.00'	34°30'39"	S29°35'37"W	78.90'
C10	135.80'	100.00'	77°48'30"	S51°14'32"W	125.60'
C11	90.99'	67.00'	77°48'30"	S51°14'32"W	84.15'
C12	4.27'	79.00'	03°05'37"	S88°54'42"W	4.26'
C13	70.52'	112.00'	36°04'30"	S72°22'15"W	69.36'
C14	15.53'	145.00'	6°08'18"	S87°14'50"W	15.53'
C15	75.53'	145.00'	29°50'44"	S69°15'20"W	74.68'
C16	45.54'	79.00'	33°01'53"	S70°50'57"W	44.92'
C17	1.69'	403.00'	00°14'25"	S89°58'35"W	1.69'

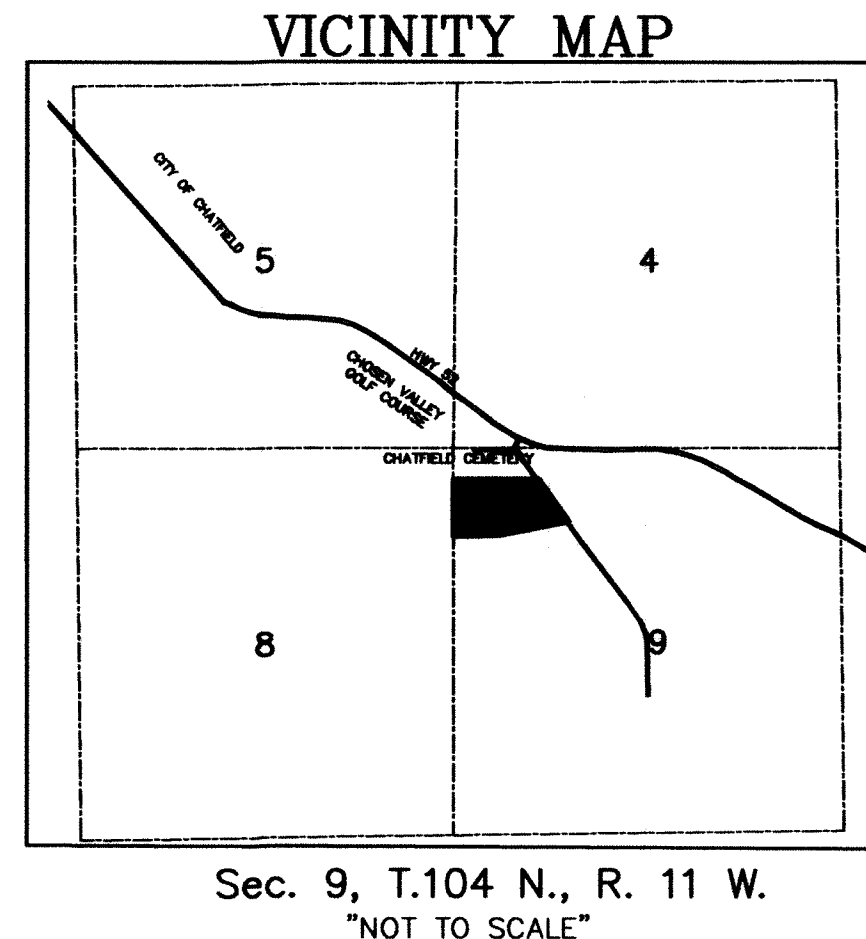
BEARINGS
ALL BEARINGS ARE BASED ON THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 104 NORTH, RANGE 11 WEST WHICH IS ASSUMED TO BEAR SOUTH.

DRAINAGE EASEMENT DEFINED
AN UNOBSTRUCTED EASEMENT FOR THE OPERATION AND MAINTENANCE OF ALL WATERWAYS, BOTH SURFACE AND UNDERGROUND RUNNING OVER, UNDER AND ACROSS SAID EASEMENT.

UTILITY EASEMENT DEFINED
AN UNOBSTRUCTED EASEMENT FOR THE CONSTRUCTION AND MAINTENANCE OF ALL NECESSARY UNDERGROUND OR SURFACE PUBLIC UTILITIES INCLUDING THE RIGHTS TO CONDUCT DRAINAGE AND TRIMMING ON SAID EASEMENT.



UTILITY EASEMENTS ARE 10 FEET IN WIDTH ADJACENT TO STREET LINES AND 5 FEET ADJACENT TO LOT LINES UNLESS OTHERWISE SHOWN.



GGG Engineering Surveying Planning
14070 HWY 52 S.E. Chatfield, MN 55923
Ph. 507-867-1666 Fax 507-867-1665

FILE NO.: 98182BFF-1