

**CITY OF CHATFIELD COMMON COUNCIL**

**AGENDA**

**August 9, 2021 7:00 P.M**

- I. Chatfield City Council – August 9, 2021 – 7:00 p.m. – City Council Chambers
  1. Installation of Dave Frank as city council member:
    - A. Oath of Office – City Clerk
    - B. Athenian Oath – Mayor Russ Smith
  2. Consent Agenda:
    - A. Approval of minutes of prior meetings.
    - B. Approve payment of claims.
    - C. Approve Olmsted County Maintenance Agreement
  3. Planning & Zoning Report:
    - A. Adopt resolution to approve the Gjere Addition General Development Plan and Preliminary Plat.
    - B. Adopt resolution to authorize the City Attorney to draft an ordinance to re-zone the Gjere Addition property from Rural Residential to Neighborhood Commercial and Medium Density Residential.
    - C. Adopt resolution to approve the Mill Creek Overlook General Development Plan
    - D. Adopt resolution to authorize the City Attorney to draft an ordinance to approve a zoning district amendment to designate a certain portion of the Mill Creek Overlook property as R-2 Medium Density Residential.
  4. Consider Resolution directing Lodging Tax to The Chatfield Alliance
  5. S.C.S. Report:
    - A. Purchase of pump and heater for swimming pool
  6. Committee Reports:
    - A. Personnel-Budget Committee
    - B. Public Works Committee
  7. Mayor's Report:
  8. Clerk's Report:
  9. Roundtable
  10. Adjourn.
  11. Meeting Notices:
    - A. Personnel-Budget Committee (Councilors Novotny & Urban) 4:30 p.m.
    - B. Public Works Committee (Councilors Novotny & Urban) 5:30 p.m.

**CITY OF CHATFIELD  
COMMON COUNCIL  
MEETING MINUTES**

**Monday, July 26, 2021**

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The Common Council of the City of Chatfield met in regular session on Monday, July 26, 2021. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

**I. Chatfield City Council – July 26, 2021 – 7:00 p.m. – City Council Chambers**

**Members Present:** Councilor Paul Novotny, Councilor Joshua Broadwater, Councilor Mike Urban, Mayor Russell Smith, and Councilor Pam Bluhm.

**Members absent:** None.

PLEASE NOTE: Councilor Novotny arrived at 7:03 p.m.

**Others Present:** Shane Fox, Karen Reisner, Fred Suhler Jr., Beth Carlson, Rick Irish, and Craig Britton.

Consent Agenda

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**Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to approve the consent agenda which includes the following items:**

1. Approve July 12, 2021 Meeting Minutes
2. Approve payment of claims
3. Approve quarterly financial report

**Ayes:** Councilors: Broadwater, Urban, and Bluhm

**Nays:** None

**Absent:** Councilor: Novotny

**Motion carried.**

Consider applications for vacant city council seat

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One application for the open council seat had been received. Council chose to appoint David Frank to the open council seat.

**Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to adopt A RESOLUTION TO APPOINT A MEMBER OF THE CHATFIELD CITY COUNCIL**

**Whereas**, a vacancy in the membership of the Chatfield City Council was declared on June 28, 2021, and

**Whereas**, the news of this vacancy quickly became public knowledge, having been published in The Chatfield News, The Fillmore County Journal and in the City's website, and

**Whereas**, the remaining members of the Chatfield City Council have duly considered the applications that have been submitted by interested members of the community, and  
**Whereas**, it is in the City's best interest to be represented by a complete membership on the City Council,

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Chatfield that David Frank be appointed to the position of City Councilor, effective upon being administered the Oath of Office and continuing until a successor is seated after the City's general election to be held in November, 2024.

**Ayes:** Councilors: Broadwater, Urban, and Bluhm

**Nays:** None

**Absent:** Councilor: Novotny

**Motion carried.**

#### Consider revised request of Jac's for Western Days

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**Councilor Joshua Broadwater entered a motion, with a second by Councilor Pam Bluhm, to accept a RESOLUTION TO APPROVE THE EXTENSION OF A LIQUOR LICENSE**

**Whereas**, Jac's Bar & Grill has applied for an extension of their liquor license to accommodate the needs associated with a city celebration, and

**Whereas**, Jac's Bar & Grill has submitted a site plan describing an outdoor space that includes their back property and a certain portion of the public sidewalk and Second Street SW, and

**Whereas**, such activity is consistent with the celebration of Western Days each year,

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Chatfield that Jac's Bar & Grill is allowed to block off that section of sidewalk and Second Street as shown on the attached map and

**BE IT FURTHER RESOLVED** that the Jac's Bar & Grill liquor license be extended to include this outdoor space on August 12 – 15, 2021

**Ayes:** Councilors: Novotny, Broadwater, Urban, and Bluhm

**Nays:** None

**Motion carried.**

#### Consider approval of the use of Mill Creek Park for a KUBB tournament October 23, 2021

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**Councilor Joshua Broadwater entered a motion, with a second by Councilor Paul Novotny, to approve the use of Mill Creek Park for a KUBB tournament, sponsored by The Chatfield Alliance and hosted by PawPrint Brewery, October 23, 2021. This includes the authority for a licensed food vendor(s).**

**Ayes:** Councilors: Novotny, Broadwater, Urban, and Bluhm

**Nays:** None

**Motion carried.**

#### Ordinance 454: Lodging Tax

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##### *Second Consideration*

**Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban, to adopt Ordinance #454, an ordinance relating to taxation. Providing for the imposition of a tax of 3% on the receipts of rent charged by an operator providing lodging services within the City of Chatfield. Providing**

for collection, payment, filing of returns, exemptions, refunds, and imposition of penalties for delinquent or non-payment of the tax.

**Ayes:** Councilors: Novotny, Broadwater, Urban, and Bluhm

**Nays:** None

**Motion carried.**

### *Publication by Summary*

**Councilor Paul Novotny entered a motion, with a second by Councilor Joshua Broadwater, to approve the Publication by Summary Resolution**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA, DIRECTING THAT A SUMMARY OF THE PROVISIONS OF ORDINANCE NO. 454 BE PUBLISHED RATHER THAN THE ENTIRE TEXT THEREOF.**

**WHEREAS**, the provisions of Minn. Stat. §412.191, subd. 4, provide that in the case of the adoption of a lengthy ordinance, the Council may direct that the title and a detailed summary of said ordinance may be published in lieu of the entire text of said ordinance; and,

**WHEREAS**, the Council has determined that the provisions of Ordinance No. 454 are lengthy and that the proposed detailed summary of provisions of Ordinance No. 454, appended hereto, meet the requirements of Minn. Stat. §331A.01, subd. 10, for such a detailed summary and will adequately inform the public of the provisions contained in Ordinance No. 454.

**Now therefore, BE IT RESOLVED** by the City Council of the City of Chatfield, Minnesota, that the City Clerk is authorized and directed to provide for publication of the provisions of Ordinance No. 454 as required by law, by publishing its only its title and a detailed summary in the form appended hereto, as permitted by the provisions of Minn. Stat. §412.191, subd. 4.

**Ayes:** Councilors: Novotny, Broadwater, Urban, and Bluhm

**Nays:** None

**Motion carried.**

### *Committee Reports*

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#### *Public Services Committee*

Councilor Bluhm was in attendance. The topic was the Fire Dept. PERA Plan.

#### *Park & Rec Committee*

Councilors Broadwater and Bluhm were in attendance. Topics included:

1. The pool will try to stay open until August 29, with shorter hours
2. Pump for the pool
3. Heater for the pool
4. Dumping at Shady Oak Park will not be allowed, and locks will be installed
5. Repairs at Mill Creek are needed, it is recommended to install surveillance camera to monitor vandalism
6. Walking Bridge at Groen Park

## Clerk's Report

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### *Approve a permit for use for temporary storage at 405 Main St S*

**Councilor Joshua Broadwater entered a motion, with a second by Councilor Pam Bluhm, to adopt the RESOLUTION TO APPROVE TEMPORARY STORAGE**

**Whereas**, the City of Chatfield is renovating the property at 405 South Main Street, and

**Whereas**, the construction project will require the removal and storage of the contents of the building, and

**Whereas**, the project will benefit by the buildings' contents being stored on site,

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Chatfield that a permit be issued to the City of Chatfield for a semi-trailer to be used for temporary storage at 405 South Main Street, from August 1, 2021 – September 30, 2022

**Ayes:** Councilors: Novotny, Broadwater, Urban, and Bluhm

**Nays:** None

**Motion carried.**

## Roundtable

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Councilor Bluhm informed everyone that Western Days Buttons are now available around town for purchase. Many activities are planned for the event. Keep an eye open for more information.

Deputy Clerk Beth Carlson stated buttons can be bought at the Clerk's Office.

## Adjourn

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**Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to adjourn**

**Ayes:** Councilors: Novotny, Broadwater, Urban, and Bluhm

**Nays:** None

**Motion carried.**

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Russ Smith, Mayor

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Beth Carlson, Deputy Clerk



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: July 2021

2021 07FPR02

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor AFLAC</b>						
111619	447620	G 910-21712			\$36.14	ACCT #A8980 CANCER INS K COE
	447620	G 910-21712			\$82.94	ACCT #A8980 CANCER - BURKHOLDE
	447620	G 910-21718			\$54.47	ACCT #A8980 SPEVNT - BURKHOLDER
	447620	G 910-21713			\$21.58	ACCT #A8980 ACC - CARLSON
	447620	G 910-21724			\$52.00	ACCT #A8980 STD - CARLSON
	447620	G 910-21724			\$51.48	ACCT #A8980 DISABILITY - K COE
	447620	G 910-21713			\$40.04	ACCT #A8980 ACC - M ERICKSON
	447620	G 910-21715			\$17.20	ACCT #A8980 HOSPITAL INS M ERICS
	447620	G 910-21724			\$47.84	ACCT #A8980 STD - KEIGLEY
	447620	G 910-21724			\$43.68	ACCT #A8980 STD - LANDORF
	447620	G 910-21713			\$28.08	ACCT #A8980 ACC - LANDORF
	447620	G 910-21724			\$49.14	ACCT #A8980 STD - SCHMIEDEBERG
	447620	G 910-21713			\$21.58	ACCT #A8980 ACC - SCHMIEDEBERG
	447620	G 910-21715			\$56.29	ACCT #A8980 HOSPITAL INS B CARLS
<b>Vendor AFLAC</b>					\$602.46	
<b>Vendor CHATFIELD PUBLIC LIBRARY</b>						
111620	7/22/20	R 211-45500-3620	Libraries (GENERA		-\$175.00	SCRIP GAS CARDS
	7/22/20	G 910-21728			\$175.00	SCRIP GAS CARDS
<b>Vendor CHATFIELD PUBLIC LIBRARY</b>					\$0.00	
<b>Vendor EFTPS</b>						
111621	234069	G 910-21709			\$1,736.18	MEDICARE WH - STAFF
	234069	G 910-21703			\$5,760.88	SOC SEC WH - STAFF
	234069	G 910-21701			\$4,354.60	FEDERAL WH - STAFF
<b>Vendor EFTPS</b>					\$11,851.66	
<b>Vendor EMPOWER</b>						
111622	922166	G 910-21719			\$234.36	INVEST - DUBORD
	922166	G 910-21719			\$125.00	INVEST - SCHLICHTER
	922166	G 910-21719			\$109.69	INVEST - IRISH
	922166	G 910-21719			\$74.30	INVEST - PRIEBE
	922166	G 910-21719			\$50.00	INVEST - HYKE
	922166	G 910-21719			\$25.00	INVEST - COE
	922166	G 910-21719			\$136.31	INVEST - BURKHOLDER
	922166	G 910-21719			\$70.53	INVEST - CARLSON
<b>Vendor EMPOWER</b>					\$825.19	
<b>Vendor MN DEPART. OF REV./WH TAX</b>						
111623	2-131-4	G 910-21702			\$2,153.66	STATE TAX WH - STAFF
<b>Vendor MN DEPART. OF REV./WH TAX</b>					\$2,153.66	
<b>Vendor PERA</b>						
111624	SOMPE	G 910-21704			\$4,624.33	PERA - CITY COORDINATED
	SOMPE	G 910-21705			\$3,993.85	PERA - POLICE
	SOMPE	G 910-21704			\$161.85	DCP - ELECTED OFFICIAL
<b>Vendor PERA</b>					\$8,780.03	
<b>Vendor SUN LIFE ASSURANCE COMPANY</b>						
111625	591504	G 910-21720			\$8.80	INSURANCE - HYKE
	591504	G 910-21720			\$2.56	INSURANCE - MILIANDER
	591504	G 910-21720			\$2.56	INSURANCE - DUBORD
	591504	G 910-21720			\$2.56	INSURANCE - ERICKSON
	591504	G 910-21720			\$4.67	INSURANCE - FOX



City of Chatfield  
Batch Listing - Unposted Summary  
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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
111625	591504	G 910-21720			\$2.56	INSURANCE - IRISH
	591504	G 910-21720			\$2.56	INSURANCE - LANDORF
	591504	G 910-21720			\$7.59	INSURANCE - SCHLICHTER D
	591504	G 910-21720			\$9.90	INSURANCE - BURNETT
	591504	G 910-21720			\$2.56	INSURANCE - PRIEBE
	591504	G 910-21720			\$2.56	INSURANCE - SCHMIEDEBERG
	591504	G 910-21720			\$2.56	INSURANCE - SCHLICHTER S
	591504	G 910-21720			\$2.56	INSURANCE - CARLSON
	591504	G 910-21720			\$2.56	INSURANCE - BURKHOLDER
	591504	G 910-21720			\$37.03	INSURANCE - COE
	591504	G 910-21720			\$298.76	INSURANCE - YOUNG
<b>Vendor SUN LIFE ASSURANCE COMPANY</b>					\$392.35	
<b>Vendor TASC</b>						
111626	07/22/2	G 910-21714			\$114.58	FSA - EmpE - SCHMIEDEBERG
<b>Vendor TASC</b>					\$114.58	
Batch Name 2021 07FPR02					\$24,719.93	
					\$24,719.93	

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# City of Chatfield

## Batch Listing - Unposted Summary

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2021 07PD

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor AT&amp;T MOBILITY</b>						
070320	E 220-42280-321	Fire Department *	Telephone		\$49.95	507.884.4423 FIRE
070320	E 230-42270-321	Ambulance	Telephone		\$49.95	507.513.5974 AMBULANCE
070320	E 100-42110-320	Police Administrati	Communications (GENER		\$38.23	507.513.5954 POLICE AIR CARD
070320	E 100-42110-218	Police Administrati	Confiscation/Forfietures		\$38.23	507.513.5937 POLICE AIR CARD
070320	E 230-42270-321	Ambulance	Telephone		\$49.95	507.513.5925 AMBULANCE
070320	E 100-42110-321	Police Administrati	Telephone		\$49.95	507.272.5506 POLICE CHIEF
070320	E 100-42110-321	Police Administrati	Telephone		\$44.92	507.272.5386 POLICE 873
070320	E 100-42110-321	Police Administrati	Telephone		\$44.92	507.272.5382 POLICE 872
<b>Vendor AT&amp;T MOBILITY</b>					\$366.10	
<b>Vendor TACTICAL SOLUTIONS</b>						
8429	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$118.00	CERTIFICATION 2 RADAR UNITS 1 LA
<b>Vendor TACTICAL SOLUTIONS</b>					\$118.00	
Batch Name 2021 07PD					\$484.10	
					\$484.10	

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City of Chatfield

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2021 07UTPSTG

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor JOHN BAKER CONCRETE CONSTRUCTI</b>						
055255	07/19/2	E 100-46323-310	Heritage Preservat	Other Professional Servic	\$1,350.00	PADS FOR INTERPRETIVE SIGNS
<b>Vendor JOHN BAKER CONCRETE CONSTRUCTI</b>					\$1,350.00	
<b>Vendor TASC</b>						
111627	IN2079	E 100-41500-310	City Clerk	Other Professional Servic	\$175.00	COBRA - RENEWAL FEE 08/01/2021-0
	IN2079	E 100-41500-310	City Clerk	Other Professional Servic	\$15.00	COBRA - ADMIN FEE
<b>Vendor TASC</b>					\$190.00	
<b>Vendor UNITED STATES POSTAL SERVICE</b>						
055254	439395	E 603-49500-322	Refuse/Garbage (	Postage	\$78.97	UTILITY BILL POSTAGE ALLOCATION
	439395	E 602-49450-322	Sewer (GENERAL)	Postage	\$285.79	UTILITY BILL POSTAGE ALLOCATION
	439395	E 601-49400-322	Water Utilities (GE	Postage	\$88.02	UTILITY BILL POSTAGE ALLOCATION
<b>Vendor UNITED STATES POSTAL SERVICE</b>					\$452.78	
Batch Name 2021 07UTPSTG					\$1,992.78	
					\$1,992.78	

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2021 08ADM01

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Check							
Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments	
<b>Vendor PRIORITY PAYMENT SYSTEMS</b>							
111632	7/31/21	E 100-45124-323	Swimming Pools -	Administration Expense	\$382.27	CC PROCESSING FEES	
<b>Vendor PRIORITY PAYMENT SYSTEMS</b>					\$382.27		
Batch Name 2021 08ADM01					\$382.27		
					\$382.27		

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# City of Chatfield

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor AMAZON.COM						
07/10/2	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$314.74	ACCOUNT 60457 8781 36661 3	
Vendor AMAZON.COM					\$314.74	
Vendor BAKER & TAYLOR BOOKS						
06/30/2	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$584.96	ACCOUNT L6248262	
Vendor BAKER & TAYLOR BOOKS					\$584.96	
Vendor BENIKE CONSTRUCTION						
54631	E 454-43200-500	Construction Fund	Cap. Outlay-GENERAL	\$7,500.00	JOB#21183 CCA PHASE II	
Vendor BENIKE CONSTRUCTION					\$7,500.00	
Vendor BROADWATER CONTRACTING						
1082	E 100-43100-410	Street Maintenanc	Snow Removal	\$800.00	SNOW REMOVAL FEB 5, 23 MARCH 17	
Vendor BROADWATER CONTRACTING					\$800.00	
Vendor CANON FINANCIAL SERVICES, INC.						
270466	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER	
Vendor CANON FINANCIAL SERVICES, INC.					\$108.44	
Vendor CHATFIELD CENTER FOR THE ARTS						
AUG 20	E 250-46630-310	Community Dev -	Other Professional Servic	\$4,166.67	EDA & CCA MONTHLY OPERATING LEAS	
Vendor CHATFIELD CENTER FOR THE ARTS					\$4,166.67	
Vendor CHATFIELD LUMBER CO						
109367	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$261.45	2x12 2x4 1x3 STAKES SCREWS	
Vendor CHATFIELD LUMBER CO					\$261.45	
Vendor CITY OF CHATFIELD						
	E 100-45124-431	Swimming Pools -	Cash Short	\$100.00	REPLENISH CASH DRAWER - POOL DE	
Vendor CITY OF CHATFIELD					\$100.00	
Vendor DEED						
78	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$1,828.83	#CDAP-13-0031-H-FY14 CHAT EDA/EZ	
78	E 361-46620-610	Revolving Loan Fu	Interest	\$143.68	#CDAP-13-0031-H-FY14 CHAT EDA/EZ	
23	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$635.20	CDAP-18-0018-H-FY19 EZ FABIV	
23	E 361-46620-610	Revolving Loan Fu	Interest	\$82.99	CDAP-18-0018-H-FY19 EZ FABIV	
Vendor DEED					\$2,690.70	
Vendor DEMCO						
697581	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$237.21	POLY FIT CIRC EXT	
Vendor DEMCO					\$237.21	
Vendor FIRE SAFETY USA, INC						
150141	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$41.95	ADAPTER	
Vendor FIRE SAFETY USA, INC					\$41.95	
Vendor FSSOLUTIONS						
FL0045	E 100-43100-310	Street Maintenanc	Other Professional Servic	\$105.79	DOT B&A - BURHKHOLDER	
FL0044	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$56.38	DOT - PRIEBE	
Vendor FSSOLUTIONS					\$162.17	
Vendor GALLS						
018811	E 100-42110-153	Police Administrati	Uniform Allowance	\$200.52	TEE BELT	
Vendor GALLS					\$200.52	
Vendor GRANICUS						
142575	E 100-41500-438	City Clerk	Internet Expenses	\$534.82	GOV TRANSPARENCY SUITE	





# City of Chatfield

## Batch Listing - Unposted Summary

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	07-26-2	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$422.14	SAMS - CONCESSIONS
	07-26-2	E 100-41100-430	Legislative	Miscellaneous (GENERAL	\$82.50	R4 - COTW MEALS
	07-26-2	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$30.75	OC HAZ WASTE - BULBS
	07-26-2	E 601-49400-208	Water Utilities (GE	Training and Instruction	\$250.00	MNRWA - CONFERENCE
	07-26-2	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$45.29	HACH - WATER SAMPLE SUPPLIES
	07-26-2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$80.65	JENNY MENARDS WALMART COSTCO -
	07-26-2	E 230-42270-350	Ambulance	Print/Binding (GENERAL)	\$116.02	GOT PRINT
	07-26-2	E 100-41500-309	City Clerk	Conference Expense	\$835.00	ICMA - REGISTRATION
	07-26-2	E 100-41500-152	City Clerk	Clothing	-\$3.23	THREADS - TAX CREDIT
	07-26-2	E 100-42110-322	Police Administrati	Postage	\$8.45	USPS - POSTAGE FOR EVIDENCE
	07-26-2	E 100-41500-152	City Clerk	Clothing	\$60.00	OLD NAVY - LOGO SHIRTS - ELDER
	07-26-2	E 100-41500-322	City Clerk	Postage	\$7.95	USPS - POSTAGE BONDS
	07-26-2	E 100-42110-208	Police Administrati	Training and Instruction	\$75.00	BCA - DMT ONLINE TRAINING
	07-26-2	E 100-43100-208	Street Maintenanc	Training and Instruction	\$250.00	MRWA - CONFERENCE
	07-26-2	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$679.00	NORTHERN TOOL - CORDLESS COMB
	07-26-2	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$210.73	NYSTROM - HINGE PARTS
<b>Vendor US BANK ONE CARD</b>					\$3,150.25	
<b>Vendor WINONA COUNTY</b>						
	06/15/2	E 230-42270-209	Ambulance	Training Institution	\$300.00	HEARTSAVER CPR & FIRST AID
	000002	E 230-42270-209	Ambulance	Training Institution	\$255.00	HEARTSAVER CPR & FIRST AID
<b>Vendor WINONA COUNTY</b>					\$555.00	
<b>Vendor WIT BOYZ INC.</b>						
	8434	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$1,175.65	FIX DEF TANK   REPLACE LIGHT BAR
<b>Vendor WIT BOYZ INC.</b>					\$1,175.65	
<b>Vendor WM HANSON WASTE REMOVAL</b>						
	29285	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$225.17	GARBAGE SERVICE - FIRE HALL
	29285	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$2,096.64	GARBAGE SERVICE - OC ENVIRON FEE
	29285	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$12,926.46	GARBAGE SERVICE - 1,173 P/U @ 11.
	29285	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$1,130.26	GARBAGE SERVICE - FUEL SURCHARG
	29285	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$104.63	GARBAGE SERVICE - WWTP
	29285	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$36.39	GARBAGE SERVICE - CITY HALL
<b>Vendor WM HANSON WASTE REMOVAL</b>					\$16,519.55	
Batch Name 2021 08FA01					\$108,803.96	
<b>Vendor AMAZON CAPITAL SERVICES, INC.</b>						
	1QJ7-M	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$0.90	TONER (.90 LEFT FROM 1ST INVOICE)
	1K4X-L	E 100-41500-240	City Clerk	Small Tools and Minor E	\$34.92	ORBIT TRACKBALL MOUSE
	119P-P	E 100-45200-240	Parks (GENERAL)	Small Tools and Minor E	\$23.45	UNISEX BRAILLE RESTROOM SIGN
	1CTK-G	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$40.93	BOWL CLEANER MUNICIPAL BUILD
	1CTK-G	E 100-41500-210	City Clerk	Operating Supplies (GEN	\$221.89	INK CLERKS OFFICE
	1RWG-	E 100-41500-430	City Clerk	Miscellaneous (GENERAL	\$161.92	COUNCIL WD PARADE CANDY
<b>Vendor AMAZON CAPITAL SERVICES, INC.</b>					\$484.01	
<b>Vendor BADGER METER</b>						
	800781	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$85.95	1/2 BEACON NETWORK PER UNIT
	800781	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$85.95	1/2 BEACON NETWORK PER UNIT
<b>Vendor BADGER METER</b>					\$171.90	
<b>Vendor CENEX FLEET FUELING</b>						
	216811	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$126.88	471B
	216811	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$118.24	WWTP 2 - IRISH
	216811	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$297.83	471A



# City of Chatfield

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	216811	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$130.29	WWTP 1 - SCHLICHTER
	216811	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$164.61	STREET 5 - SCHLICHTER
	216811	E 601-49400-212	Water Utilities (GE	Vehicle Operating Suppli	\$136.02	WATER 1
	216811	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$100.96	STREET 4 - IRISH
	216811	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$154.22	STREET3 50% - DUBORD
	216811	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$154.21	STREET3 50% - DUBORD
	216811	E 100-41500-212	City Clerk	Vehicle Operating Suppli	\$31.21	CITY CAR - CLERK
	216811	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$331.69	POLICE SQUAD 3
	216811	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$28.62	POLICE SQUAD 1-CHIEF
	216811	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$327.93	POLICE SQUAD 2
	216811	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$735.27	PARK DESK
	216811	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$142.99	STREET 1
<b>Vendor CENEX FLEET FUELING</b>					\$2,980.97	
<b>Vendor CHATFIELD BODY SHOP</b>						
	9612	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$32.10	TIRE REPAIR
	9440	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$32.10	TIRE REPAIR
	9529	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$51.25	OIL AND FILTER
<b>Vendor CHATFIELD BODY SHOP</b>					\$115.45	
<b>Vendor CHATFIELD PARTS HOUSE</b>						
	812582	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$31.98	FLT CHARGE
	812656	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$17.45	RUBBER STRAP
	812686	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$29.99	BATTERY (FIRE ALARM)
	812692	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$29.99	BATTERY
	812746	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$3.18	BOLT
	812360	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$4.69	MTL GRNDNG
	812739	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$169.00	BOOS PAC
	815673	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$12.45	CUT KEY
	812545	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$9.49	ADAPTERS
	811994	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$17.99	TRASH BAGS
	812435	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$42.98	CABLE TIE BACK
	811877	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$110.95	NPT GEN PURP COUP
	812865	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$8.98	PAINTERS CAULK
	814494	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$11.99	GAL DIESEL EXH
	812528	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$3.99	ROLLER FRAME
	814383	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$3.99	BASKETBALL NEYT
	815553	E 100-42110-210	Police Administrati	Operating Supplies (GEN	\$4.29	ADHESIVE
	815075	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$47.10	UTILITY PULL
	815645	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$31.92	24&32 INCH H.D. STRETCH
	814376	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$3.49	METAL CUT
	814741	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$107.95	STAIN ROLLER COVER,ROLLER FRAME
	813167	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$22.98	PAINTBRUSH,GLOVES
	814085	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$11.48	FOAM ROLLER REFILL
	813755	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$4.49	SPRAYPAINT
	81356	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$18.33	DRILL,SCREWS,FLAP DISC
	813437	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$17.15	PAINT ROLLER FRAME AND COVERS
	815655	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$27.45	UTILITY PULL
<b>Vendor CHATFIELD PARTS HOUSE</b>					\$805.72	
<b>Vendor CITY OF CHATFIELD</b>						
	07/26/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$1,028.49	10-00000121-007 POOL
	07/26/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$114.68	10-00000001-00-4 THURBER BLDG GA



# City of Chatfield

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<b>Vendor CITY OF CHATFIELD</b>					\$1,143.17	
<b>Vendor CONSTRUCTION MANAGEMENT SERVIC</b>						
07/31/2	E 100-42400-440	Building Inspectio	Building Inspections		\$1,460.02	INSPECTIONS
07/31/2	E 100-42400-441	Building Inspectio	Plan Review		\$184.08	PLAN REVIEW
<b>Vendor CONSTRUCTION MANAGEMENT SERVIC</b>					\$1,644.10	
<b>Vendor COZY LOCKSMITH</b>						
406518	E 100-45124-240	Swimming Pools -	Small Tools and Minor E		\$31.13	KEYS FOR POOL STAFF
<b>Vendor COZY LOCKSMITH</b>					\$31.13	
<b>Vendor EARL F. ANDERSON</b>						
012699	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN		\$227.25	HIP ROAD CLOSED
<b>Vendor EARL F. ANDERSON</b>					\$227.25	
<b>Vendor EO JOHNSON, BUSINESS TECH.</b>						
987033	E 100-41500-404	City Clerk	Repairs/Maint Equipment		\$78.89	#56246 NETWORK L9124 MP C4503
987033	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment		\$20.58	#56246 NETWORK L9124 MP C4503
987033	E 230-42270-404	Ambulance	Repairs/Maint Equipment		\$72.03	#56246 NETWORK L9124 MP C4503
987033	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment		\$20.58	#56246 NETWORK L9124 MP C4503
987033	E 603-49500-404	Refuse/Garbage (	Repairs/Maint Equipment		\$37.73	#56246 NETWORK L9124 MP C4503
987033	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment		\$37.73	#56246 NETWORK L9124 MP C4503
987033	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment		\$37.73	#56246 NETWORK L9124 MP C4503
987033	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$37.73	#56246 NETWORK L9124 MP C4503
987032	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$40.00	#46719-01 POLICE L7545
<b>Vendor EO JOHNSON, BUSINESS TECH.</b>					\$383.00	
<b>Vendor FILLMORE COUNTY JOURNAL</b>						
125591	E 100-41500-350	City Clerk	Print/Binding (GENERAL)		\$103.41	CLERK - COUNCIL MIN, ORD, SUM BU
	E 240-46500-350	Economic Dev (GE	Print/Binding (GENERAL)		\$132.32	EDA - TIF DISCLOSURE
<b>Vendor FILLMORE COUNTY JOURNAL</b>					\$235.73	
<b>Vendor FLEXIBLE PIPE TOOL COMPANY</b>						
26437	E 602-49450-240	Sewer (GENERAL)	Small Tools and Minor E		\$104.60	SUCTION HOSE
<b>Vendor FLEXIBLE PIPE TOOL COMPANY</b>					\$104.60	
<b>Vendor FREDERICK S. SUHLER, ATTY</b>						
08/01/2	E 100-41100-304	Legislative	Legal Fees		\$500.00	MONTHLY RETAINER
08/01/2	E 100-41100-304	Legislative	Legal Fees		\$220.00	ADDITIONAL TASKS
<b>Vendor FREDERICK S. SUHLER, ATTY</b>					\$720.00	
<b>Vendor GOPHER STATE ONE CALL</b>						
107028	E 601-49400-310	Water Utilities (GE	Other Professional Servic		\$81.00	ACCOUNT #MN00240
<b>Vendor GOPHER STATE ONE CALL</b>					\$81.00	
<b>Vendor GSS</b>						
20461	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements		\$235.00	WWTP GENERATOR PM
20465	E 100-41940-403	Municipal Building	Prev. Maint. Agreements		\$760.00	CITY HALL GENERATOR PM
<b>Vendor GSS</b>					\$995.00	
<b>Vendor HAWKINS, INC.</b>						
499926	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN		\$2,077.50	POOL CHEMICALS
<b>Vendor HAWKINS, INC.</b>					\$2,077.50	
<b>Vendor LOCATORS &amp; SUPPLIES, INC.</b>						
029411	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN		\$114.51	FLAGS BL/WHITE, WIRE
<b>Vendor LOCATORS &amp; SUPPLIES, INC.</b>					\$114.51	









City of Chatfield

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	W1729	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$114.91	UTV REPAIR
Vendor <b>ST. JOSEPH EQUIPMENT</b>					\$114.91	
Vendor <b>SUNSHINE FOODS</b>						
	07/202	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$27.98	CONSESSION ITEMS
	07/202	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$77.90	CONSESSION ITEMS
Vendor <b>SUNSHINE FOODS</b>					\$105.88	
Vendor <b>ZARNOTH BRUSH WORKS</b>						
	018579	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$126.50	DISPOSABLE GUTTER BROOM
Vendor <b>ZARNOTH BRUSH WORKS</b>					\$126.50	
Batch Name 2021 08FA01U					\$20,899.05	
					\$129,703.01	

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# City of Chatfield

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<b>Vendor MN REVENUE</b>						
111630		E 614-49840-437	Cable TV (GENER	Sales Tax - Purchases	\$749.00	7316521 CCTV SALES
		E 100-45200-436	Parks (GENERAL)	Sales Tax	\$66.00	7316521CAMP SITE
		E 603-49500-436	Refuse/Garbage (	Sales Tax	\$1,002.00	7316521 GARBAGE TAX
<b>Vendor MN REVENUE</b>					\$1,817.00	
Batch Name 2021 08MNREV					\$1,817.00	
					\$1,817.00	

([BatchID] in (16316))



Public Works  
2122 Campus Drive SE—Suite 200  
Rochester, MN 55904  
Phone: 507-328-7070  
E-mail: [pwservice@co.olmsted.mn.us](mailto:pwservice@co.olmsted.mn.us)

Date: August 2, 2021

To: City and Township Clerks

From: Monica Hansen, Public Works Administrative Assistant 2

Subject: Maintenance Agreements

Enclosed is an agreement for providing maintenance for City or Township roads. If you are interested in retaining the County for maintenance, please have the enclosed agreement signed and returned to us by August 31, 2021.

Agreements are sent to you via DocuSign for your Clerk and Chair/Mayor signatures. Upon the completion of your signatures DocuSign will automatically send the agreement to Ben Johnson for his signature. Once he has signed, you will receive a completed agreement with all signatures. There is no need to have the signatures notarized.

The effective dates of the contracts are July 1, 2021 to June 30, 2022.

If you have any questions, I may be reached at 507-328-7060.

THIS AGREEMENT, made this day \_\_\_\_\_, by and between the County of Olmsted, in the State of Minnesota, acting by and through its Board of County Commissioners, hereinafter referred to as the County, and the City of **CHATFIELD** in said County and State, hereinafter referred to as the City.

WITNESSETH:

WHEREAS, pursuant to the Laws of Minnesota, the City Council of any City may contract with the County Board of the County in which the City is situated for the use of County equipment and operators for snow removal from and the blading of any or all City streets within the City. The contract price therefore to be paid by the City to the County, shall be not less than the actual cost to the County of the use of such equipment, operators and materials. County employees performing such work on City streets shall be deemed County employees for all purposes while so engaged.

WHEREAS, the County may exercise an option to request the addition of a fuel surcharge on a per hour basis negotiated at the time the option is exercised. The fuel surcharge may only be imposed when and if fuel prices increase 20% or more over the retail fuel prices being charged on the date this agreement is executed and remain at escalated prices for more than a month. Also if fuel prices decrease by 20% or more a credit shall be due the City on the same basis.

NOW THEN, IT IS AGREED:

That the County will furnish equipment and operators during the period from **July 1, 2021** to **June 30, 2022** for the maintenance blading of City streets, and the plowing of snow from City streets where the maintenance blading is done under this agreement, when requested by the Mayor or an authorized representative of the City Council, provided, however, that said equipment and operators are available therefore, and are not needed by the County to address a more urgent maintenance need on the County Highway system.

The City of **CHATFIELD** agrees to reimburse the County of Olmsted Infrastructure Fund for the cost of furnishing equipment and operators hereunder in accordance with the schedule hereinafter set forth as follows, to-wit:

<u>SCHEDULE OF EQUIPMENT</u>	<u>RATE PER HOUR (Including Operator)</u>
MOTOR GRADER, BLADING (SUMMER)	147.00
MOTOR GRADER, PLOWING SNOW (WINTER)	163.00
TRUCK, SINGLE AXLE	66.00
TRUCK, TANDEM AXLE	151.00
TRACTORS, MOWER	114.00
LOADERS	170.00
UTILITY EQUIPMENT	94.00
EXCAVATOR	126.00
SWEEPER	246.00
DOZER	158.00
SIGN TRUCK	109.00
CRACKFILL/SEALCOATING EQUIPMENT	132.00
JETTER-VAC (PLUS REQUIRES 2 OPERATORS)	361.00

IT IS AGREED that payments to be made at the rates set forth in the foregoing schedule shall be at the rates therein set forth for the equipment and operators for the number of hours that said equipment and operators are engaged in performing the work provided for hereunder, which time shall include the time of both equipment and operators in going from the place where stationed to the site of the work and their return to their station.

IT IS FURTHER AGREED that the County shall keep a record of the time of equipment and operators furnished hereunder and shall prepare and make an itemized statement thereof showing the amount due hereunder, and submit the same to the City on or about the fifth day of the month following the month in which the work was done. The City agrees to pay to the Olmsted County Public Works Infrastructure Fund, all monies due hereunder and as shown by said invoice or statement within sixty (60) days of the receipt of the invoice.

It is further agreed to by and between the parties that in the event any person, partnership, firm, corporation or anybody brings legal action for the recovery of damages as a result of the use of said County equipment and operators, the City named in this agreement shall hold the County of Olmsted harmless from all claims whatsoever.

CITY OF **CHATFIELD**

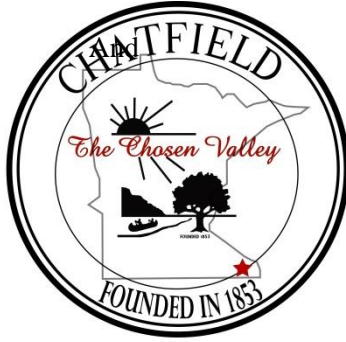
COUNTY OF OLMSTED, STATE OF MINNESOTA

BY \_\_\_\_\_  
City Mayor

BY \_\_\_\_\_  
Olmsted County Public Works Director

ATTEST: \_\_\_\_\_  
City Clerk

DATE \_\_\_\_\_ DATE \_\_\_\_\_



# City of Chatfield

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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## MEMORANDUM

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**TO:** CHATFIELD CITY COUNCIL  
**FROM:** LOGAN TJOSSEM, ZONING ADMINISTRATOR AND PLANNER  
**SUBJECT:** GJERE ADDITION GENERAL DEVELOPMENT PLAN, PRELIMINARY PLAT, AND AMENDMENT  
**DATE:** 8/4/2021  
**CC:**

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**Recommendation:** At the August 2<sup>nd</sup>, 2021 Planning and Zoning Commission Meeting, the Commission heard and recommended approval for the General Development Plan, Zoning District Amendment and Preliminary Plat with 13 conditions. See the attached Staff Report.

**Background:** The property is generally located in the SW ¼ of the SW ¼ of Section 31, Elmira Township, and at 273 Mill Creek Road NW, Chatfield, MN.

**Proposed Use:** Mike and Julie Sogla are proposing a development for a hotel, single-family homes, and townhomes. The proposed development is located adjacent to Mill Creek Road NW and Division Street NW. This is also the general area for the rezone requests to R-2 (Medium Density Residential) and B-2 (Neighborhood Commercial). The Hotel portion of the request is the northern portion of the property and is adjacent to the former Pope and Young Museum site. This portion of the property is proposed to be the B-2 Neighborhood Commercial Zoning District. The remainder of the property adjacent to Mill Creek Road and Division Street are proposed to be rezoned to the R-2 in order to allow for residential homes and townhomes.

**Public Hearing Notification:** A public notice was placed in the “official” paper on July 19th, 2021 as well as notification letters sent out for a public hearing to be held on Monday, August 2nd, 2021.

**Action:** Since there are three separate application types, three separate motions must be made for each type. Per the Zoning Ordinance, after receiving the comments and recommendations of the planning commission, the city council shall consider the general development plan, amendment and preliminary plat at the next regularly scheduled meeting. The city council shall approve, approve it subject to certain conditions, or disapprove within 30 days.

## **A Resolution to Recommend Approval of a General Development Plan and Preliminary Plat**

**Whereas**, the City of Chatfield maintains a Comprehensive Plan and Land Use Plan Map which includes land uses and policies of the City's future growth and development, and

**Whereas**, the City of Chatfield maintains a Zoning District Map which includes all zoning districts within the City and is generally consistent with the Comprehensive Plan and Land Use Plan Map, and

**Whereas**, an application came forward for a request to build a hotel, single-family and town home style medium density development, and

**Whereas**, a public hearing has been held to consider the General Development Plan, Preliminary Plat and Amendment for a hotel, single-family and townhome style medium-density development, and

**Whereas**, the Planning Commission approved the request with the following thirteen conditions:

- 1) A letter of credit or performance bond payment for an amount to be determined by the City is required for the improvements to Division Street NW.
- 2) Upon completion of the improvements to Division Street NW and acceptance by the City, the developer shall dedicate all improvement to the city free and clear of all liens and encumbrances.
- 3) Grading Plan approval is required prior to the application of the Final Plat, unless other arrangements are made with the City Engineer and Public Works.
- 4) Parkland Dedication Fees will need to be determined and paid prior to, or at the time of, application of the Final Plat.
- 5) A Development Agreement with the City will be required prior to the application of the Final Plat.
- 6) HOA documents need to be submitted as part of the Final Plat application identifying ownership and maintenance of sanitary sewer services and water mains within Mill Creek Road as well as the private road and common area spaces of the townhome development.
- 7) Coordination and approval are required by the City Public Works Department to best determine where the sidewalk and/or trail connection locations should be for the hotel and residential uses.
- 8) Coordination and approval are required by the City Public Works Department to best determine where the water and sewer connection locations should be for the hotel and residential uses.
- 9) Fire hydrant(s) will be required per the direction and coordination of the City Public Works Department.

- 10) The driveway to the proposed single family detached dwellings will also be private and the responsibility of the Homeowner's Association and not the City.
- 11) All zoning ordinance and building code requirements must be reviewed and approved through the building permit process for all uses.
- 12) The General Development Plan expires after five years and will have to be resubmitted for approval if the platting process has not been finished through to the recording of the final plat.
- 13) A Conditional Use Permit for a Planned Unit Development is required for the single family attached/townhome development as identified on the preliminary plat. Any other development for future phases that do not meet the setbacks, lot width, and other provisions of the R-2 Zoning District will also need a Conditional Use Permit for a Planned Unit Development.

**NOW THEREFORE BE IT RESOLVED** that the Planning & Zoning Commission of the City of Chatfield recommends that the City Council approve the General Development Plan and Preliminary Plat with thirteen conditions.



## **A Resolution to Recommend an Amendment to the Zoning Map**

**Whereas**, the City of Chatfield maintains a Comprehensive Plan and Land Use Plan Map which includes land uses and policies of the City's future growth and development, and

**Whereas**, the City of Chatfield maintains a Zoning District Map which includes all zoning districts within the City and is generally consistent with the Comprehensive Plan and Land Use Plan Map, and

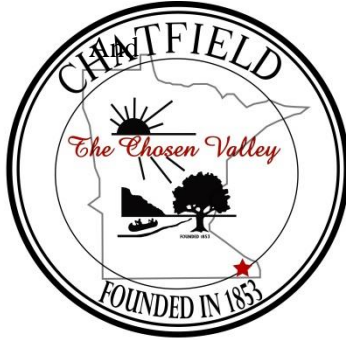
**Whereas**, an application came forward for a request to amend the zoning district map to B-2 (Neighborhood Commercial) and R-2 (Medium Density Residential) from the RR (Rural Residential) Zoning District to allow for a hotel, single family, and townhome medium density style development, and

**Whereas**, amendments to the zoning map are allowed per Ordinance by petition of the land owner, and

**Whereas**, a public hearing has been held to consider the amendment of the zoning map, and

**Whereas**, the Planning Commission approved the request to amend the zoning district map to B-2 (Neighborhood Commercial) and R-2 (Medium Density Residential) from the RR (Rural Residential) Zoning District to allow for a hotel, single family, and townhome medium density style development to be consistent with the Comprehensive Plan and Land Use Plan Map.

**NOW THEREFORE BE IT RESOLVED** that the Planning & Zoning Commission of the City of Chatfield recommends that the City Council authorize the Zoning Administrator to amend the "official" Zoning Map from the RR (Rural Residential) Zoning District to the B-2 (Neighborhood Commercial) Zoning District and the R-2 (Medium Density Residential) Zoning District.



# City of Chatfield

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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## MEMORANDUM

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**TO:** CHATFIELD CITY COUNCIL  
**FROM:** LOGAN TJOSSEM, ZONING ADMINISTRATOR AND PLANNER  
**SUBJECT:** MILL CREEK OVERLOOK GENERAL DEVELOPMENT PLAN AND AMENDMENT  
**DATE:** 8/4/2021  
**CC:**

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**Recommendation:** At the August 2<sup>nd</sup>, 2021 Planning and Zoning Commission Meeting, the Commission heard and recommended approval for the General Development Plan and Zoning District Amendment with a special modification to the Mixed-Use Zoning District and 11 conditions. See the attached Staff Report.

**Background:** The property is generally located in the NE 1/4 of Section 6, Chatfield Township, and at 219 First Street SW, Chatfield, MN.

**Proposed Use:** Main Street Properties, LLP is proposing a development for an apartment building with underground parking and an RV Campground adjacent to Mill Creek Park. The proposed apartment is located adjacent to 1<sup>st</sup> Street SW and at the end of Bench Street SW. This is also the general area for the rezone request to R-2 (modified to Mixed Use). The RV Campground portion of the request is the northern portion of the property and is adjacent to Twiford Street SW. This portion of the property would remain as the B-2 Neighborhood Commercial Zoning District.

**Public Hearing Notification:** A public notice was placed in the “official” paper on July 19th, 2021 as well as notification letters sent out for a public hearing to be held on Monday, August 2nd, 2021.

**Action:** Since there are two separate application types, three separate motions must be made for each type. Per the Zoning Ordinance, after receiving the comments and recommendations of the planning commission, the city council shall consider the general development plan and amendment at the next regularly scheduled meeting. The city council shall approve, approve it subject to certain conditions, or disapprove within 30 days.

## **A Resolution to Recommend Approval of a General Development Plan**

**Whereas**, the City of Chatfield maintains a Comprehensive Plan and Land Use Plan Map which includes land uses and policies of the City's future growth and development, and

**Whereas**, the City of Chatfield maintains a Zoning District Map which includes all zoning districts within the City and is generally consistent with the Comprehensive Plan and Land Use Plan Map, and

**Whereas**, an application came forward for a request to build an apartment and an RV Campground, and

**Whereas**, a public hearing has been held to consider the general development plan for an apartment and RV Campground, and

**Whereas**, the Planning Commission approved the request with the following eleven conditions:

- 1) Coordination and approval are required by the City Public Works Department to best determine where the water connection locations should be for the apartments and campground uses and potential looping of the watermain through the site.
- 2) Fire hydrant(s) will be required per the direction and coordination of the City Public Works Department.
- 3) The access drive to the proposed campsites must be private.
- 4) The drainage ditch and 24" inlet on site may need to be upsized and repaired per the direction and coordination of the City Public Works Department. Drainage easements may be required and will be reviewed as part of the preliminary and final platting process.
- 5) All existing utilities shall be shown on a revised General Development Plan, including but not limited to the sanitary sewer lines.
- 6) If required, the applicant is responsible for obtaining all necessary permits from the MPCA and MN Department of Health for the sanitary sewer and water main extensions.
- 7) All zoning ordinance and building code requirements must be reviewed and approved through the building permit process for the apartment.
- 8) The General Development Plan expires after five years and will have to be resubmitted for approval if the platting process has not been finished through to the recording of the final plat.
- 9) The RV Campground will require a Conditional Use Permit.
- 10) An updated and accurate legal description for the parcel with the apartments is required to better describe the zoning district boundary.

- 11) Coordination and approval are required by the City Public Works and Fire Department regarding fire suppression for the apartment building. The building will need to be sprinklered or have plug-in stations on various floors to allow for internal firefighting, or some other method, so as not to cause financial burdens on the City, such as, requiring an update to the fire station or the purchase of a ladder truck.

**NOW THEREFORE BE IT RESOLVED** that the Planning & Zoning Commission of the City of Chatfield recommends that the City Council approve the General Development Plan with eleven conditions.

## **A Resolution to Recommend an Amendment to the Zoning Map**

**Whereas**, the City of Chatfield maintains a Comprehensive Plan and Land Use Plan Map which includes land uses and policies of the City's future growth and development, and

**Whereas**, the City of Chatfield maintains a Zoning District Map which includes all zoning districts within the City and is generally consistent with the Comprehensive Plan and Land Use Plan Map, and

**Whereas**, an application came forward for a request to amend the zoning district map to R-2 (Medium Density Residential) to allow for an apartment, and

**Whereas**, amendments to the zoning map are allowed per Ordinance by petition of the land owner, and

**Whereas**, a public hearing has been held to consider the amendment of the zoning map, and

**Whereas**, the Planning Commission approved the request with a special modification to the Mixed Use Zoning District rather than the R-2 (Medium Density Residential) Zoning District to be even more consistent with the Comprehensive Plan and Land Use Plan Map.

**NOW THEREFORE BE IT RESOLVED** that the Planning & Zoning Commission of the City of Chatfield recommends that the City Council authorize the Zoning Administrator to amend the "official" Zoning Map from the B-2 (Neighborhood Commercial) Zoning District to the Mixed-Use Zoning District.

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

**Monday, August 2<sup>nd</sup>, 2021**

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**I. Planning & Zoning Commission Meeting August 2<sup>nd</sup>, 2021, 7:00 p.m.**

**II. Approve Prior Meeting Minutes**

July 6<sup>th</sup> Minutes

**III. Public Hearing Items**

- A. Gjere Addition – General Development Plan, Zone Change, Preliminary Plat
- B. Mill Creek Overlook – General Development Plan and Zone Change

**IV. Staff Recap on upcoming issues, if any...**

**Adjourn**

**Meeting link:**

<https://cityofchatfieldmn.webex.com/cityofchatfieldmn/j.php?MTID=m50c4b1170a82d9be9e6d43f3ca679546>

**CITY OF CHATFIELD**  
**PLANNING & ZONING COMMISSION MEETING MINUTES**  
**Tuesday, July 6<sup>th</sup>, 2021**

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The Planning & Zoning Commission of the City of Chatfield did not meet on July 6<sup>th</sup>, 2021.

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Logan Tjossem, 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](http://www.ci.chatfield.mn.us)

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## MEMORANDUM

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TO: PLANNING & ZONING COMMISSION

FROM: LOGAN TJOSSEM, ZONING ADMINISTRATOR AND PLANNER

SUBJECT: GJERE ADDITION GENERAL DEVELOPMENT PLAN, ZONE CHANGE AND PRELIMINARY PLAT

DATE: 7/28/2021

CC:

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**Location of Property:** The property is generally located in the SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of Section 31, Elmira Township, and at 273 Mill Creek Road NW, Chatfield, MN.

**Proposed Use:** Mike and Julie Sogla are proposing a development for a hotel, single-family homes and townhomes. The proposed development is located adjacent to Mill Creek Road NW and Division Street NW. This is also the general area for the rezone requests to R-2 (Medium Density Residential) and B-2 (Neighborhood Commercial). The Hotel portion of the request is the northern portion of the property and is adjacent to the former Pope and Young Museum site. This portion of the property is proposed to be the B-2 Neighborhood Commercial Zoning District. The remainder of the property adjacent to Mill Creek Road and Division Street are proposed to be rezoned to the R-2 in order to allow for residential homes and townhomes.

**Existing Land Use -** The Land Use Plan and Map designates the current property as Future Commercial and Medium Density Residential. The Commercial areas are specifically for automobile uses and traditional downtown, pedestrian-scaled uses. The Medium Density Housing area is designated to be close to downtown commercial and city services and public transportation.

**Existing Zoning District -** The property is currently zoned as the RR - Rural Residential District and is not consistent with the Comprehensive Plan. The purpose of the RR District is intended to promote orderly development of formerly rural areas, and to control the potentially uneconomical spread of residential development at excessive cost to the community.



**Street Patterns and Access-** The general development plan shows access for the hotel off Division Street and through a private drive to the Event Center (formerly the Pope and Young Museum). The proposed single family homes also take access off Division Street and a private drive. The single family attached townhomes have a private drive off Division Street, also connecting to a private drive to the Event Center. There is no direct access off of Mill Creek Road.

**Sidewalks:** There are not currently any sidewalks along Mill Creek Road NW or Division Street NW.

**Public Utilities:** There is currently an 8” sanitary sewer main within the Mill Creek Road right-of-way and an 8” watermain currently on the site and also coming from Mill Creek Road.

**Parkland Dedication:** Parkland dedication is not required for a Zoning District Change or General Development Plan, however, section 111-222 of the Subdivision Code states, “plats need .1 acres per residential unit to be dedicated for parks”. Parkland Dedication Fees need to be determined.

**Referral Comments:**

1. Chatfield Public Works, contained in conditions of approval.
2. County Surveyor, responded and had no comments at this time.
3. City Engineer, contained in conditions of approval.

**Public Hearing Notification:** A public notice was placed in the “official” paper on July 19<sup>th</sup>, 2021 as well as notification letters sent out for a public hearing to be held on Monday, August 2<sup>nd</sup>, 2021.

**Growth Guidelines per the City’s Land Use Plan:** See Staff responses in **Bold** below:

1. Growth should occur in conjunction with municipal services and facilities. Municipal service areas should be well defined and expanded to accommodate and encourage orderly development. **There are currently existing municipal services and facilities serving the site.**

2. The City should allow for future development needs by identifying the long-term growth needs in areas where the land use is best suited. **The land use plan designation for this site is for Commercial and Medium Density Residential. By definition, Commercial areas are specifically for automobile uses and traditional downtown, pedestrian-scaled uses. The Medium Density Housing area is designated to be close to downtown commercial and city services and public transportation. A proposed hotel and medium density residential development are consistent with the land use plan intent for these designations.**

3. Medium and high-density housing should be developed in close proximity to commercial, industrial and institutional centers. **The proposed medium density residential is adjacent to the B-2 Neighborhood Commercial and within a couple of blocks of the downtown.**

4. Provide for continued diversity and growth of businesses in the commercial business districts through redevelopment, preservation, and building and property improvements. **Improvements, diversity, and growth will be achieved as part of the proposed hotel and residential development.**
5. Concentrate industrial development in industrial parks with existing or planned public facilities and services. **N/A**
6. Preserve land which has a unique recreational, geological, environmental significance, or good agricultural land. **N/A**
7. Protect and preserve properties of historical, architectural, and cultural significance by designating buildings, sites, structures, and districts as heritage preservation sites. **N/A**
8. Development in the 100-year floodplain should be regulated and limited to uses which are properly flood-protected or do not have a detrimental effect on the floodplain. **The property is within Zone X per the FEMA Floodplain designation and is above the 100-year floodplain.**
9. Adopt regulations that encourage residential and commercial planned unit developments, cluster subdivisions, common interest communities, provisions for common open space, subdivision innovation and other similar provisions which provide for flexibility in development design and an opportunity to mix dwelling types and commercial uses. **This proposal includes a mix of uses including a hotel and a residential component with an HOA and common areas, which is consistent with encouraging flexibility in development design, mixing dwelling types and commercial uses.**
10. Ensure the recreational facilities are adequately provided as the City continues to experience population growth. Encourage and promote joint cooperation and planning of school and park facilities. **Connection to the existing trail and park system through sidewalks or trails are not shown and are encouraged.**

#### Locational Criteria

- b. Medium density residential uses are most suitable in areas that contain the following characteristics:
  - i. Level to fairly rolling terrain, lying outside floodplain areas or areas with steep slopes. **The proposed residential development is outside of the floodplain with fairly rolling terrain and some topographic challenges. The property has steep slopes but are accounted for by the design and layout of the buildings and access drives of the development.**
  - ii. In close proximity to commercial areas, employment centers, recreational areas, or other neighborhood support facilities. **The proposed residential development is adjacent to**

**the B-2 Neighborhood Commercial area and within a couple of blocks of the downtown.**

iii. Having good access by means of collector, arterial, and expressway streets to employment centers, commercial areas, and community facilities. **Private drives lead to and through the proposed development to Division Street (Proposed Collector) to Highway 52 and also Mill Creek to Highway 30 (Minor Arterial). In addition, the site has good access to downtown, employment centers, commercial areas, and community facilities.**

iv. Buffered from commercial, industrial and other incompatible activities. **The rolling terrain and Mill Creek Road creates a scenic view and buffer to any incompatible activities.**

Commercial Uses: The commercial designation on the plan includes a variety of uses. These uses vary in the amount and type of traffic generated, the size of the service area, the compatibility with surrounding land uses, and the needs of the residents. Based on the different levels of commercial land use, separate criteria have been developed as follows:

b. Highway Commercial Uses- Highway Commercial Uses are uses that are oriented primarily to automobile travel and need highway access. Uses typically include convenience stores, gas stations, drive-in restaurants, truck stops, motels, and large frontage uses like farm implement and car dealerships, and are most suitable in areas with the following characteristics:

i. Located on major highway approaches with access to a frontage road or established access to the highway. Request for new access openings to the major highway shall be reviewed for compliance with the Management Access Plan prepared by the Minnesota Department of Transportation. **Private drives lead to and through the proposed development to Division Street (Proposed Collector) to Highway 52 and also Mill Creek to Highway 30 (Minor Arterial). In addition, the site has good access to downtown, employment centers, commercial areas, and community facilities.**

ii. Having relatively level terrain. **Through engineering, the proposed hotel location will be cut down to create a level platform for the hotel and using the excavated material to build up the parking lot and drive to balance the material moved on site.**

iii. Provides for a concentration of similar uses. **Adjacent and to the north of the proposed hotel is a new Event Center (Former site of the Pope and Young Museum) and other properties zoned as the B-2 Neighborhood Commercial Zoning District.**

iv. Served by municipal utilities. **There is currently an 8” sanitary sewer main within the Mill Creek Road right-of-way and an 8” watermain currently on the site and also coming from Mill Creek Road.**

v. Not detrimental to the safety or appearance of the surrounding area. **As the City of Chatfield grows, appearances of the surrounding area will inevitably change. However, the City’s goals and objectives for growth include commercial development in the area. The proposed hotel is consistent with these goals and objectives.**

**An approval for a General Development Plan shall include:** See Staff responses in **Bold** below:

a. Scale and north arrow. **Duly noted on the GDP.**

b. Name and address of property owner. **Duly noted on the GDP.**

c. Name and address of subdivider. **Duly noted on the GDP.**

d. Topography with contour intervals of not more than five feet on land having slopes less than 15 percent and ten feet on lands with slopes greater than 15 percent. **Topographic contour lines are labeled at two-foot intervals.**

e. General pattern of land use proposed if different from the comprehensive land use plan. **The proposed use as a hotel and medium density residential is consistent with the Comprehensive Plan.**

f. Identification of floodplain lands and wetlands. **There are no known wetlands on site and the property is within Zone X as identified by FEMA.**

g. Identification of soils with particular characteristics that could create difficulties for development, i.e., wet soils, highly erodible soils. **There are known soils that could create difficulties for development. However, through property engineering and design the steep slopes and difficult soils can be corrected.**

h. Identification of major drainage corridors on the property. **There are no known drainage corridors within the site.**

i. Proposed street pattern for the area under consideration. **The proposed project does not include any public streets. All access drives will be private.**

j. General lot layout with approximate dimensions. **The proposed layout for the entire development is identified on the General Development Plan with specific dimensions and configurations for each lot encompassing the area for the single family attached townhomes on the preliminary plat. The area and dimension designated on the preliminary plat for single family attached townhomes do not meet the R-2 Standards**

**and a Planned Unit Development will need to be approved through a Conditional Use Permit process.**

k. Preliminary proposal for connection with existing water supply and sanitary sewer. **There are utilities available and connections will be determined in coordination with the City Public Works Department through permitting.**

l. Possible phasing of any development of the property. **Proposed construction is to begin as soon as possible.**

**Staff Recommendations:** Staff is recommending approval of the General Development Plan and Preliminary Plat with the following conditions:

- 1) **A letter of credit or performance bond payment for an amount to be determined by the City is required for the improvements to Division Street NW.**
- 2) **Upon completion of the improvements to Division Street NW and acceptance by the City, the developer shall dedicate all improvement to the city free and clear of all liens and encumbrances.**
- 3) **Grading Plan approval is required prior to the application of the Final Plat, unless other arrangements are made with the City Engineer and Public Works.**
- 4) **Parkland Dedication Fees will need to be determined and paid prior to, or at the time of, application of the Final Plat.**
- 5) **A Development Agreement with the City will be required prior to the application of the Final Plat.**
- 6) **HOA documents need to be submitted as part of the Final Plat application identifying ownership and maintenance of sanitary sewer services and water mains within Mill Creek Road as well as the private road and common area spaces of the townhome development.**
- 7) **Coordination and approval are required by the City Public Works Department to best determine where the sidewalk and/or trail connection locations should be for the hotel and residential uses.**
- 8) **Coordination and approval are required by the City Public Works Department to best determine where the water and sewer connection locations should be for the hotel and residential uses.**
- 9) **Fire hydrant(s) will be required per the direction and coordination of the City Public Works Department.**
- 10) **The driveway to the proposed single family detached dwellings will also be private and the responsibility of the Homeowner's Association and not the City.**
- 11) **All zoning ordinance and building code requirements must be reviewed and approved through the building permit process for all uses.**
- 12) **The General Development Plan expires after five years and will have to be resubmitted for approval if the platting process has not been finished through to the recording of the final plat.**
- 13) **A Conditional Use Permit for a Planned Unit Development is required for the single family attached/townhome development as identified on the preliminary plat. Any other development for future phases that do not meet the setbacks, lot width, and**

**other provisions of the R-2 Zoning District will also need a Conditional Use Permit for a Planned Unit Development.**

**Action:** General Development Plan: Division 3. – Preliminary Plat Procedures, Sec. 111-102 – Preplat investigation (a)(3):

The planning commission shall approve, approve with conditions, or disapprove the general development plan within 30 days after review at a regularly scheduled meeting, and shall within that time period submit a recommendation with written comments to the city council.

**Sec. 111-106. - Planning commission recommendations.**

After considering the comments and suggestions received at the public hearing, the planning commission shall recommend in writing to the city council stating its reasons therefore either that the preliminary plat be approved subject to certain conditions or disapproved. A copy of the recommendation shall be sent to the city council and the applicant with notice to the applicant of the date when it will be considered by the city council.

**Sec. 111-5. – Amendments**

The planning commission may, of its own motion or upon petition or at the city councils' direction, cause to be prepared amendments supplementing or changing regulations herein established.

Upon receiving the planning commission's recommendation, the city council shall study the planning commission's recommendation and approve or disapprove the amendments. If action is not taken within 60 days of the public hearing, another hearing shall be held with the same procedures. All amendments must be by ordinance.

**Sec. 113-131 – Types of Amendments**

The amendments adopted by the city council may be as follows:

- (1) A change in a district's boundary (rezoning). **The proposal is to change the RR- Rural Residential Zoning District to B-2 and R-2 in order to allow for a hotel and medium density residential development.**
- (2) A change in a district's regulations. N/A
- (3) A change in any other provision of this chapter. N/A

**Sec. 113-132. - Methods to initiate proceedings.**

Proceedings for amending this chapter shall be initiated by at least one of the following three methods:

- (1) By petition of an owner of the property, which is proposed to be rezoned, or for which district regulation changes are proposed. **The property owner has petitioned to change the zoning district designation on their property from RR- Rural Residential Zoning District to B-2 and R-2 in order to allow for a hotel and**

**medium density residential development.**

(2) By recommendation of the planning commission. N/A

(3) By action of the city council. N/A

**Staff Recommendations:** Staff is recommending approval of the Zoning District Amendment as proposed.

**Action: Zoning District Amendment**

The planning commission shall hold the public hearing and then shall recommend to the city council within 30 days after the public hearing, one of three actions, approval; denial; or approval with special conditions/modifications.

**Summary:**

**The request is for a Zoning District Amendment, General Development Plan and Preliminary Plat on a portion of the property. The General Development Plan is the concept outlining the purpose for the Zoning District Amendment. The Zoning District Amendment needs to be consistent with the goals, policies, and map of the Comprehensive Plan as the Plan is the guide for future goals and objectives and how the City of Chatfield would like to develop. The Preliminary Plat is the detail that shows how a portion of the property will be developed.**

**Since there are three separate application types, three separate motions must be made with the Planning Commission's recommendation to the Council.**

**Attachments:**

- 1. Gjere Addition ReZone and GDP Letter**
- 2. Rezone Survey and Description**
- 3. GDP**
- 4. Preliminary Plat**
- 5. Public Comments (Two inquiries. One by phone and one by email.)**



ENGINEERING  
SURVEYING  
PLANNING

July 14, 2021

City of Chatfield  
Attn: City Planner Logan Tjossem - Widseth  
21 2<sup>nd</sup> Street SE  
Chatfield, MN 55923

**Re: Gjere Addition GDP and Rezone**

Dear Mr. Tjossem,

Enclosed is a request for Rezone and a General Development Plan for the property Mike and Julie Sogla own commonly referred to as the Gjere property. This property was part of the Mill Creek Road construction in 2001 and was referred to as Mill Hill Subdivision. Services to the lots depicted off Mill Creek Road were installed and assessed to the prior property owner. The immediate slope off the curb of Mill Creek Road made the excavation and quality of the lots less than desirable and grading and building construction never took place.

Since the Sogla's purchase of the property, we have explored options for development of the property and in 2019, brought the current concept of the private access road to the City which was agreed to be a solution to the existing topography. In recent months, the purchase of the former Pope & Young Museum site by the Tangen's for an event center has brought the two ownership groups together in discussion of sharing of the existing access road. This sharing will allow for a hotel to be constructed on the Sogla's upland property with a direct connection to the event center. The attached GDP depicts the previously proposed private road and lots along Mill Creek Road, the proposed hotel site and a row of future residential lots on a private street paralleling Division Street. This layout allows for sharing of private drives and infrastructure which limits public facility maintenance while making the best use of the property.

The current zoning of the property is RR - Rural residential. We are requesting that the area adjacent to Mill Creek Road and Division Street be rezoned to R-2 Residential with remainder of the property to be zoned B-2 Neighborhood Commercial. The B-2 zoning will allow for the permitted development of the hotel and will match the B-2 zoning of the new event center. R-2 zoning will allow for residential development and matches the zoning of the existing townhomes along Mill Creek Road.

Pursuant to Section 111-75 General Development Plan, the information listed under Article 2 is depicted on the plan or addressed below:

f. - floodplain and wetlands - the property does not have wetlands and is well outside flood zone AE per FEMA Firm Panel 27109C0505D (effective 4-19-2017).

g. - soils with difficult characteristics for development - the property has steep slopes which are accounted for in the layout of the building and access routes. The westerly and highest portion of the property is a lens of dolomite limestone with silts, sands, clays and gravels with the easterly limits comprised of silty clay and silts (loess). Cutting down the high point to create a level platform for the



hotel and using the excavated material to build up the parking lots and drives will help balance the material moved onsite. The soils require protection during excavation as they are highly erodible but are acceptable for development. Specific planning of staged grading will limit the time of exposure to aid in limiting the potential for erosion.

h. - Identification of major drainage corridors - There are no drainage corridors within the site. There is very little runoff coming onto the site due to its position near the high point of the ridge. There is a broad swale roughly paralleling the Tangen property on the north and a drainage ditch along Division Street to the south. Mill Creek Road is curbed with catchbasins and piping already installed.

i. - Street Pattern - This project will not require any new public streets. All drives would be private. A TIF district will establish funding for reconstruction of the Division Street which currently does not have sewer, water, storm or curb and gutter. The reconstruction of Division Street provides minimal benefit to adjacent property owners within the City limits but would help open up the area west of this site for future residential development.

j. - Lot Layout - Lots depicted along Mill Creek Road make use of the existing services that were stubbed in during street construction in 2001. Some services will require splitting to create individual services to each lot. Extending a new service is not viable due to the depth of the sanitary sewer within Mill Creek Road. These split services will be identified as being the responsibility of the Home Owners Association and not the City of Chatfield. HOA documents will be presented at the time of Final plat.

k. - Utility Connection - The property has water available from the Tangen property which will need to be extended to Division Street and within Division Street. Sanitary sewer is available in Division Street and when extended west, will provide service for future development to the west.

l. - Phasing - Grading and development of the lots along Division Street will commence as soon as permits are issued. Planning for the hotel is ongoing with a target for grading and utilities to be completed as soon as plans are permitted. Building construction will be subject to permitting. Lots paralleling Division Street are likely to be after the hotel is constructed and may coincide with the reconstruction of Division Street.

Please let us know if there is any additional information you need to proceed with the GDP and Rezone applications. Please schedule this for review at the next available meeting.

Best Regards,

Mark R. Welch, P.E.

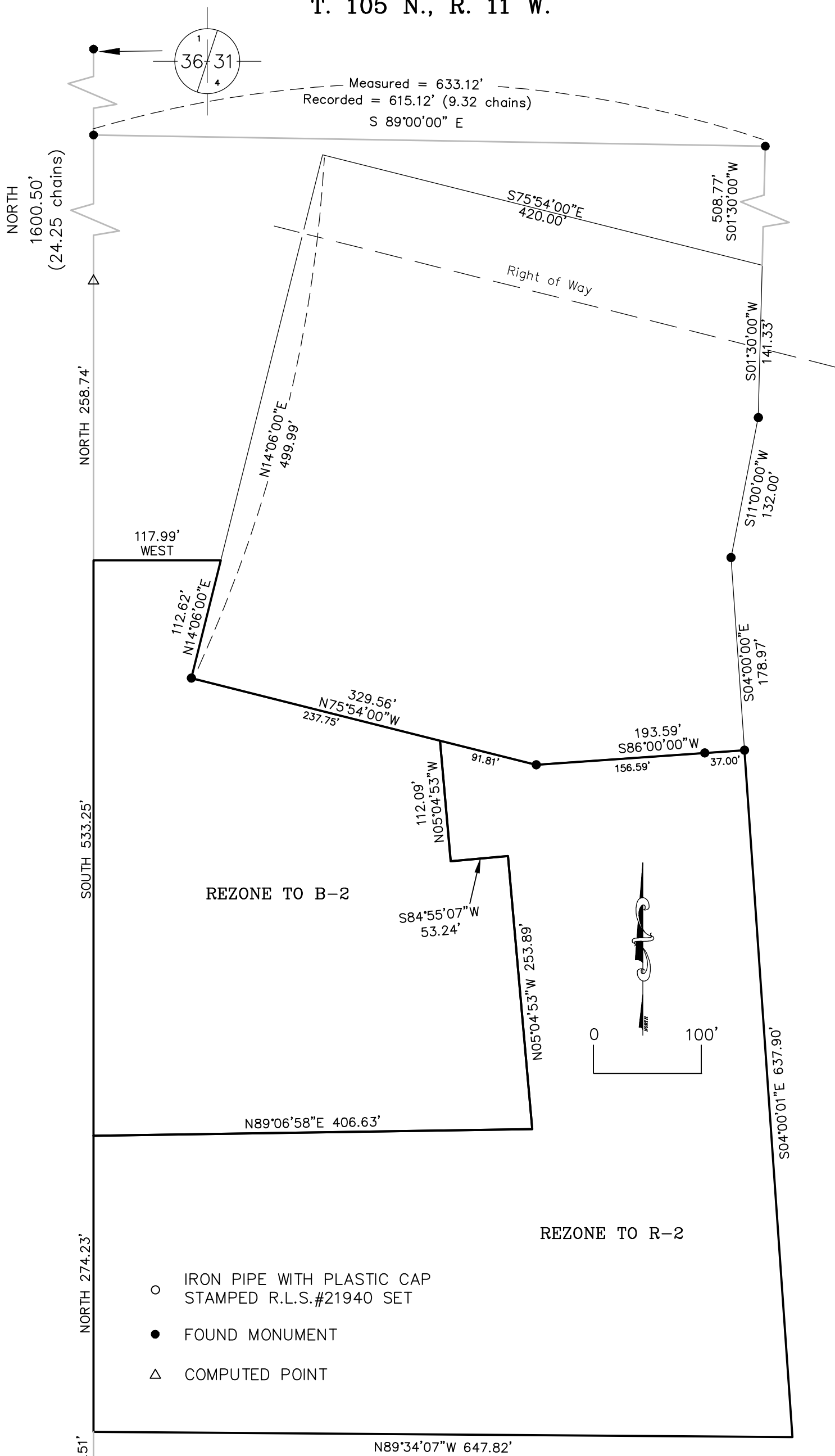
Enclosures:

Applications  
Gjere Addition - General Development Plan  
Property and Rezone legal descriptions

Cc: Mike and Julie Sogla

CERTIFICATE OF SURVEY

SECTION 31  
T. 105 N., R. 11 W.



I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA

Geoffrey G Griffin

DATE 7/14/2021 REG. NO. 21940

G<sup>3</sup>

G-Cubed

14070 Hwy 52 S.E.  
Chatfield, MN 55923

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PLANNING

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DATE OF SURVEY: 7/14/2021

Prepared For:  
Mike Sogla

22453 State 16

Wykoff, MN 55990

SHEET 1 OF 2

FILE NO: 19-192

# CERTIFICATE OF SURVEY

## SECTION 31 T. 105 N., R. 11 W.

### REZONE TO R-2

That part of the West Half of the Southwest Quarter of Section 31, Township 105 North, Range 11 West, Olmsted County, Minnesota, described as follows:

Commencing at the southwest corner of said Section 31; thence on an assumed bearing of North along the west line of said Section 31 a distance of 512.52 feet (recorded distance = 7.7 chains or 508.20 feet) to the center of the public road and a set iron pipe with a plastic cap stamped "RLS #21940" (IRON PIPE); thence continuing North 1600.50 feet (24.25 chains) to an IRON PIPE; thence South 89°00'00" East 633.12 (recorded distance = 9.32 chains or 615.12 feet) to the center of the highway and an IRON PIPE; thence South 1°30'00" West 508.77 feet to the centerline of Trunk Highway No. 30; thence continuing South 1°30'00" West 141.33 feet to an IRON PIPE; thence South 11°00'00" West 132.00 feet to an IRON PIPE; thence South 4°00'00" East 178.97 feet to an IRON PIPE and to the point of beginning; thence continuing South 4°00'00" East 637.90 feet; thence North 89°34'07" West 647.82 feet to the west line of said West Half of the Southwest Quarter; thence North, along said west line, 274.23 feet; thence North 89°06'58" East 406.63 feet; thence North 05°04'53" West 253.89 feet; thence South 84°55'07" West 53.24 feet; thence North 05°04'53" West 112.09 feet; thence South 75°54'00" East 91.81 feet to an IRON PIPE; thence North 86°00'00" East 193.59 feet to the point of beginning, containing 6.01 acres, more or less.

### REZONE TO B-2

That part of the West Half of the Southwest Quarter of Section 31, Township 105 North, Range 11 West, Olmsted County, Minnesota, described as follows:

Commencing at the southwest corner of said Section 31; thence on an assumed bearing of North along the west line of said Section 31 a distance of 512.52 feet (recorded distance = 7.7 chains or 508.20 feet) to the center of the public road and a set iron pipe with a plastic cap stamped "RLS #21940" (IRON PIPE); thence continuing North 1600.50 feet (24.25 chains) to an IRON PIPE; thence South 89°00'00" East 633.12 (recorded distance = 9.32 chains or 615.12 feet) to the center of the highway and an IRON PIPE; thence South 1°30'00" West 508.77 feet to the centerline of Trunk Highway No. 30; thence continuing South 1°30'00" West 141.33 feet to an IRON PIPE; thence South 11°00'00" West 132.00 feet to an IRON PIPE; thence South 4°00'00" East 178.97 feet to an IRON PIPE; thence continuing South 4°00'00" East 637.90 feet; thence North 89°34'07" West 647.82 feet to the west line of said West Half of the Southwest Quarter; thence North, along said west line, 274.23 feet to the point of beginning; thence North 89°06'58" East 406.63 feet; thence North 05°04'53" West 253.89 feet; thence South 84°55'07" West 53.24 feet; thence North 05°04'53" West 112.09 feet; thence North 75°54'00" West 237.75 feet to an IRON PIPE; thence North 14°06'00" East 112.62 feet; thence West 117.99 feet to said west line of the West Half of the Southwest Quarter; thence South, along said west line, 533.25 feet to the point of beginning, containing 3.66 acres, more or less.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA



Geoffrey G. Griffin

DATE 7/14/2021 REG. NO. 21940

G<sup>3</sup>

G-Cubed

14070 Hwy 52 S.E.  
Chatfield, MN 55923

ENGINEERING  
SURVEYING  
PLANNING

Ph. 507-867-1666  
Fax 507-867-1665  
www.ggg.to

DATE OF SURVEY: 7/14/2021

Prepared For:  
Mike Sogla

22453 State 16

Wykoff, MN 55990

SHEET 2 OF 2 | FILE NO: 19-192

# LEGEND

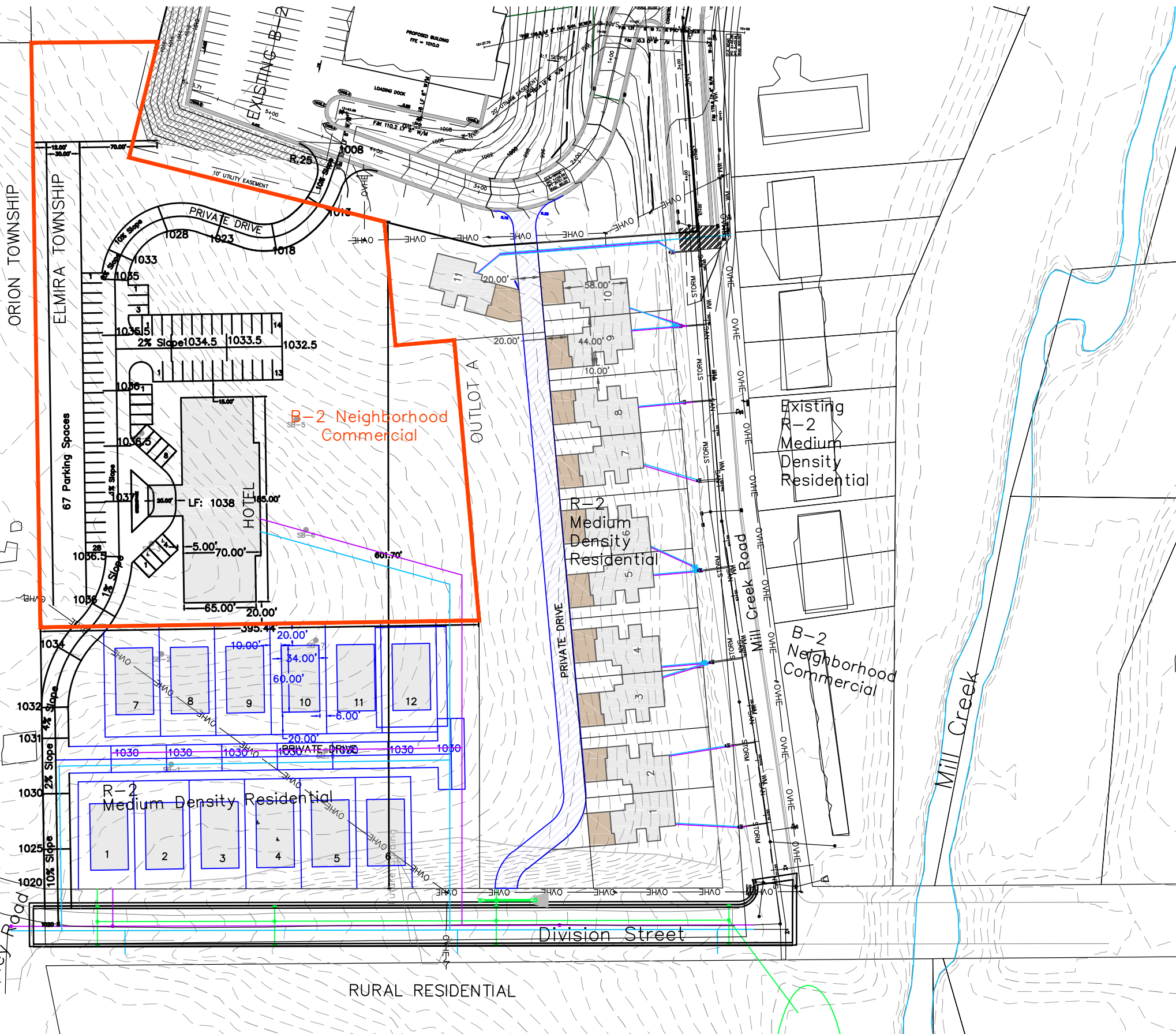
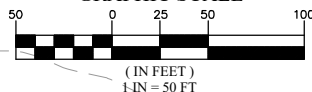
- WATER HYDRANT & GATE VALVE
- SANITARY MANHOLE
- STORM MANHOLE & CATCHBASIN
- GAS VALVE
- ELECTRIC POLE
- LIGHT POLE
- GRADING LIMITS
- MAJOR CONTOUR
- MINOR CONTOUR
- WATERMAIN
- SANITARY SEWER
- STORM SEWER
- OVERHEAD ELECTRIC LINES
- GAS LINE
- WATER SERVICE
- PROPOSED MAJOR CONTOUR
- PROPOSED MINOR CONTOUR
- EASEMENT LINE
- RETAINING WALL
- BUILDING
- EXISTING SPOT ELEVATION
- ROCH. STD. PLATE 7-05
- RIP RAP (PER MNDOT 3133D)

NOTE: PROPERTY IS NOT SUBJECT TO FLOODING AND DOES NOT CONTAIN WETLANDS OR HYDRIC SOIL

OWNERS: MIKE & JULIE SOGLA  
MIKE: Mikesogla@gmail.com  
JULIE: JULIESOGLA@YAHOO.COM

Engineering / Surveying  
G-Cubed Inc.  
Phone: 507-867-1666  
Email: markw@ggg.to

## GRAPHIC SCALE



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE 7/14/2021 REG. NO. 42736

DATE: 8/6/2019  
Prepared For:  
MICHAEL SOGLA  
22453 State Hwy 16  
Wykoff, MN 55990  
Phone: 952-239-1895  
FILE NO.: 19-192 BASE

G<sup>3</sup>

G-Cubed

14070 Hwy 52 S.E.  
Chatfield, MN 55923

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Ph: 507-867-1666  
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DESIGNED MRW  
DRAWN ADB  
CHECKED MRW

REVISED	BY	DATE
Submittal	MRW	7/14/2021

BENCHMARK:

CITY OF CHATFIELD  
OLMSTED COUNTY

Gjere Addition  
General Development Plan

SHEET 1  
OF 1 SHEETS

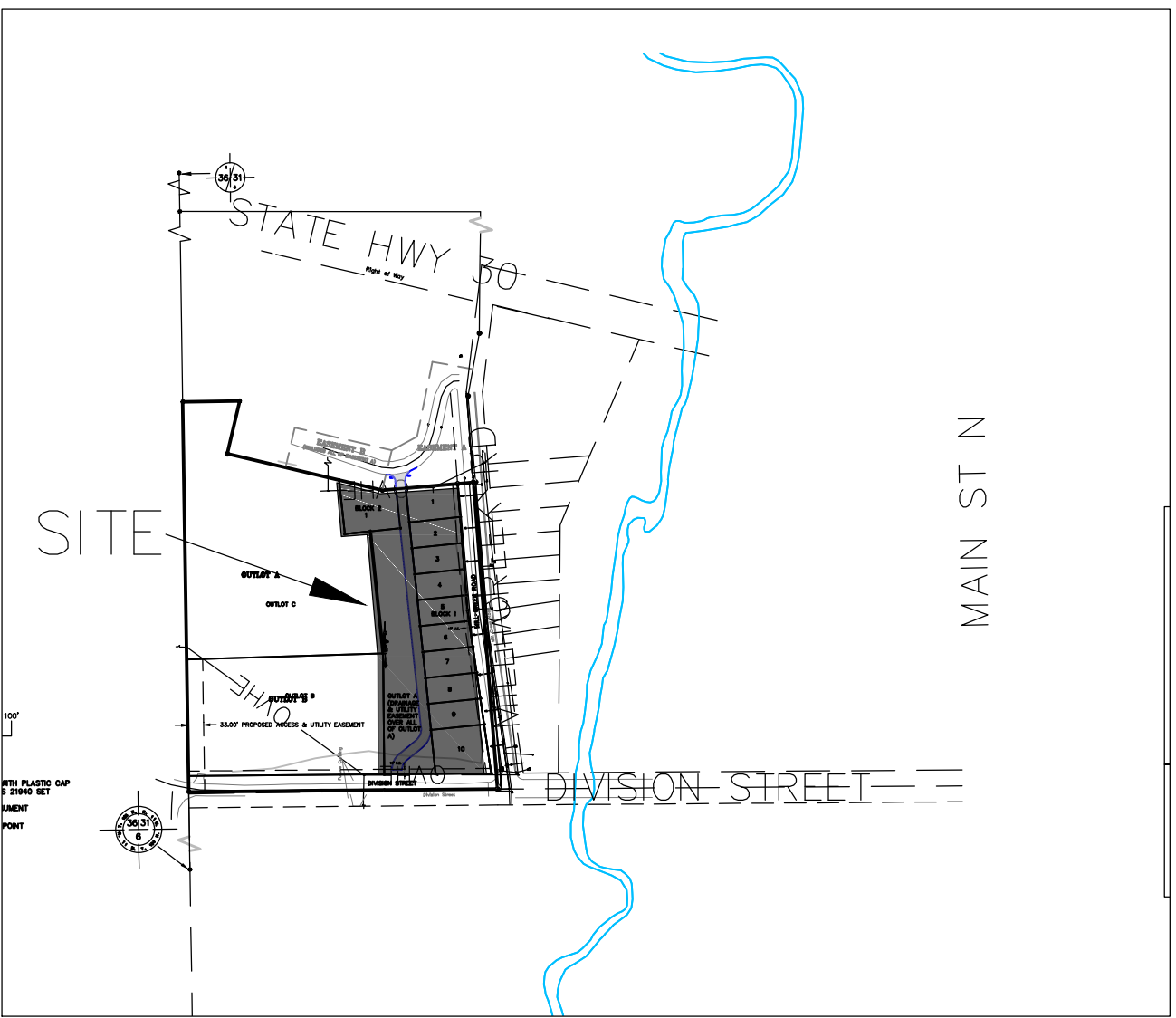




**PROJECT CALCULATIONS:**  
DEVELOPABLE AREA (BLOCKS 1&2): 3.41 ACRES  
11 PROPOSED LOTS  
OUTLOT "A" AREA: 1.07 ACRES  
654 LINEAR FEET OF ROAD  
ALL STREETS ARE PRIVATE  
EXISTING IMPERVIOUS: 0.00 ACRES  
WETLANDS: 0.00 ACRES

**OWNERS/ DEVELOPERS**  
MICHAEL SOGLA  
22453 STATE HWY 16  
WYKOFF, MN 55990

**ENGINEER & SURVEYOR**  
G-CUBED INC.  
14070 HWY. 52 SE  
CHATFIELD, MN 55923

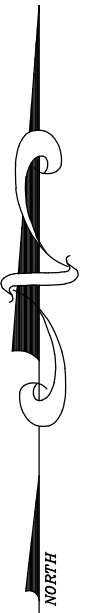


**VICINITY MAP**  
T. 105 N., R. 11 W., SEC. 31  
"NOT TO SCALE"

**LAND DESCRIPTION:**  
That part of the West Half of the Southwest Quarter of Section 31, Township 105 North, Range 11 West, Olmsted County, Minnesota, described as follows:

Commencing at the southwest corner of said Section 31; thence on an assumed bearing of North along the west line of said Section 31 a distance of 512.52 feet (recorded distance = 7.7 chains or 508.20 feet) to the center of the public road and a set iron pipe with a plastic cap stamped "RLS #21940" (IRON PIPE); thence continuing North 1600.50 feet (24.25 chains) to an IRON PIPE; thence South 89°00'00" East 633.12 (recorded distance = 9.32 chains or 615.12 feet) to the center of the highway and an IRON PIPE; thence South 1°30'00" West 508.77 feet to the centerline of Trunk Highway No. 30; thence continuing South 1°30'00" West 141.33 feet to an IRON PIPE; thence South 11°00'00" West 132.00 feet to an IRON PIPE; thence South 4°00'00" East 178.97 feet to an IRON PIPE and to the point of beginning; thence continuing South 4°00'00"East 637.90 feet; thence North 89°34'07"West 647.82 feet to the west line of said West Half of the Southwest Quarter; thence North, along said west line, 807.48 feet to an iron pipe; thence EAST 117.99 feet to an iron pipe; thence South 14°06'00" West 112.62 feet to an iron pipe; thence South 75°54'00" East 329.56 feet to an iron pipe; thence North 86°00'00" East 193.59 feet to the point of beginning, containing 9.67 acres, more or less.

**EXCEPT**  
BERNARDS FIRST ADDITION, according to the recorded plat thereof on file and of record at the office of the County Recorder, Olmsted County, Minnesota.



- GRAPHIC SCALE**  
50 0 25 50 100  
(IN FEET)  
1 IN = 50 FT
- SPIKE SET
  - IRON PIPE WITH PLASTIC CAP STAMPED LS 21940 SET
  - FOUND MONUMENT
  - △ COMPUTED POINT

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

MARK R WELCH  
DATE \_\_\_\_\_ REG. NO. 42736

DATE: 7/15/2021  
Prepared For:  
MICHAEL SOGLA  
22453 STATE HWY 16  
WYKOFF, MN 55990  
FILE NO.: 19-192 PP

**G<sup>3</sup>**  
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www.gcg10

DESIGNED \_\_\_\_\_ ADB  
DRAWN \_\_\_\_\_ ADB  
CHECKED \_\_\_\_\_ MRW

REVISED	BY	DATE
PRELIMINARY	ADB	7/16/2021

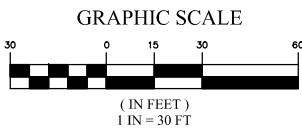
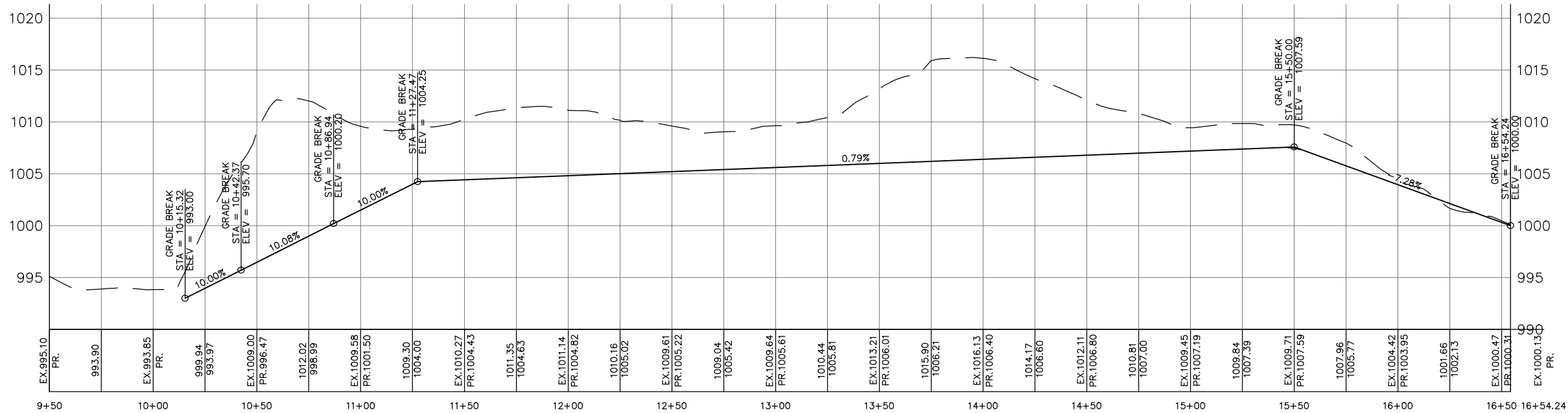
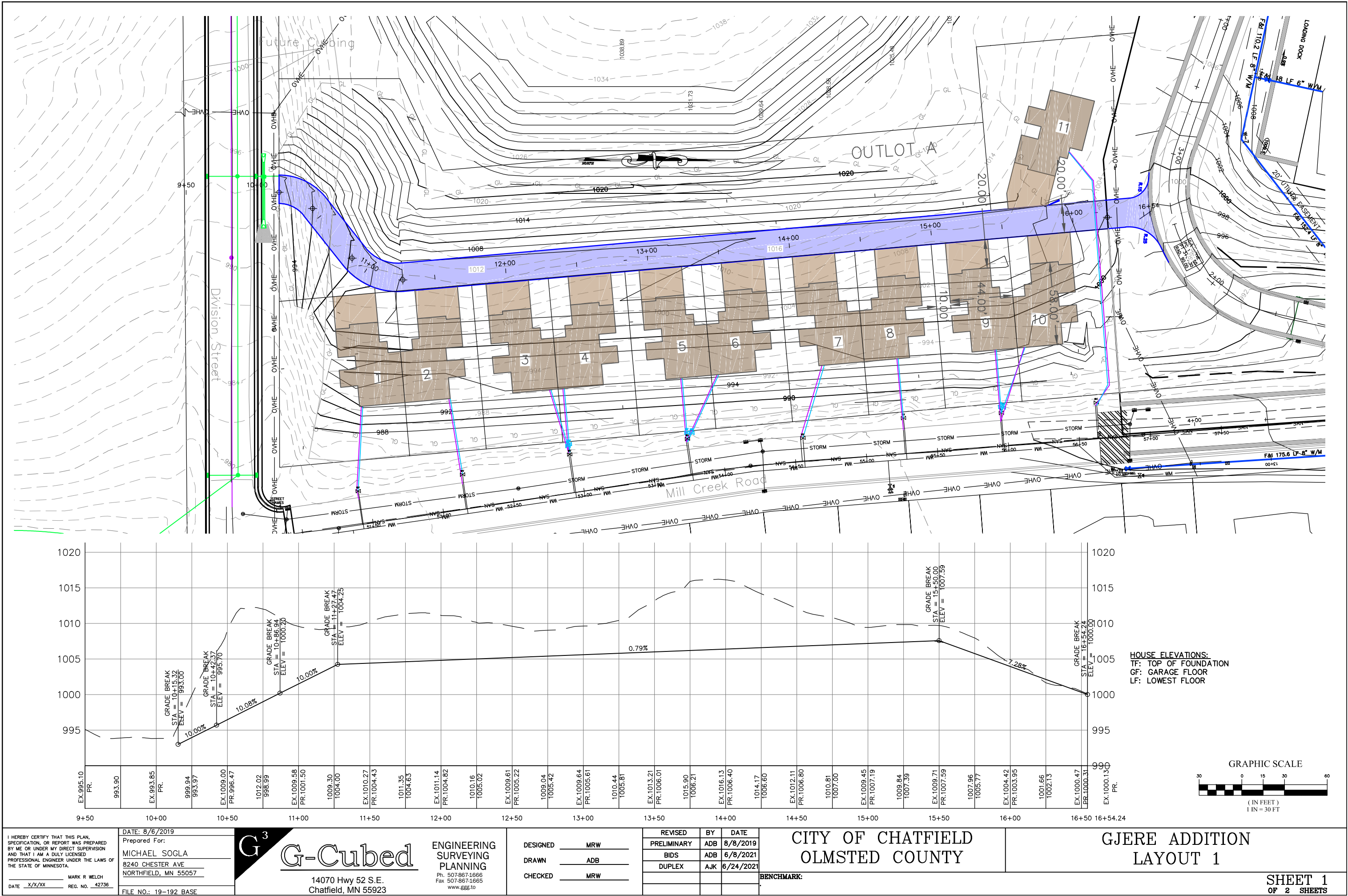
**CITY OF CHATFIELD**  
**OLMSTED COUNTY**

BENCHMARK:

**GJERE ADDITION**  
**PRELIMINARY PLAT**

**SHEET 1**  
**OF 1 SHEETS**





I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

MARK R. WELCH  
DATE: X/X/XX REG. NO. 42736

DATE: 8/6/2019  
Prepared For:  
**MICHAEL SOGLA**  
8240 CHESTER AVE  
NORTHFIELD, MN 55057  
FILE NO.: 19-192 BASE

**G-Cubed**  
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Chatfield, MN 55923

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SURVEYING  
PLANNING  
Ph. 507-867-1666  
Fax 507-867-1665  
www.gcg.to

DESIGNED: MRW  
DRAWN: ADB  
CHECKED: MRW

REVISED	BY	DATE
PRELIMINARY	ADB	8/8/2019
BIDS	ADB	6/8/2021
DUPLEX	AJK	6/24/2021

BENCHMARK:

**CITY OF CHATFIELD**  
**OLMSTED COUNTY**

**GJERE ADDITION**  
**LAYOUT 1**

**SHEET 1**  
**OF 2 SHEETS**



# City of Chatfield

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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## MEMORANDUM

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TO: PLANNING & ZONING COMMISSION  
FROM: LOGAN TJOSSEM, ZONING ADMINISTRATOR AND PLANNER  
SUBJECT: MILL CREEK OVERLOOK GENERAL DEVELOPMENT PLAN AND ZONE CHANGE  
DATE: 7/26/2021  
CC:

---

**Location of Property:** The property is generally located in the NE 1/4 of Section 6, Chatfield Township, and at 219 First Street SW, Chatfield, MN.

**Proposed Use:** Main Street Properties, LLP is proposing a development for an apartment building with underground parking and an RV Campground adjacent to Mill Creek Park. The proposed apartment is located adjacent to 1<sup>st</sup> Street SW and at the end of Bench Street SW. This is also the general area for the rezone request to R-2. The RV Campground portion of the request is the northern portion of the property and is adjacent to Twiford Street SW. This portion of the property would remain as the B-2 Neighborhood Commercial Zoning District.

**Existing Land Use -** The Land Use Plan Map designates the current property as Mixed-Use. Mixed use by definition, “can include a mixture of commercial and higher density residential uses and are located in close proximity to community services, parks, pedestrian facilities, and bus stops. These areas should promote walking, bicycling, and transit uses while also accommodating automobiles...”

**Existing Zoning District -** The current property is within the B-2 Neighborhood Commercial Zoning District. The purpose of the B-2 Zoning District, “is to accommodate those uses which are oriented to automobile travel and require highway access. This district should only allow those uses which absolutely require highway access and exposure.”

**Street Patterns and Access-** The general development plan shows access off two public streets, Twiford Street SW and First Street.

**Sidewalks:** There are not currently any sidewalks along Twiford Street SW or 1<sup>st</sup> Street SW. There is pedestrian connectivity adjacent to the site along the easterly edge of Mill Creek Park. There is also a trail connection stubbed in at the far southwesterly end of 1<sup>st</sup> Street SW.

**Public Utilities:** There is currently an 8” sanitary sewer main that bifurcates the property and connects to a 10” sanitary sewer main to the west and within Mill Creek Park. There is currently a 6” water service at the end of Bench Street and a 4” water service along Twiford Street and adjacent to the northeast portion of the site.

**Parkland Dedication:** Parkland dedication is not required for a Zoning District Change or General Development Plan, however, section 111-222 of the Subdivision Code states, “plats need .1 acres per residential unit to be dedicated for parks” and will have to be revisited at the time of platting.

**Referral Comments:**

1. Chatfield Public Works, contained in conditions of approval.
2. County Surveyor, responded and had no comments at this time.
3. City Engineer, contained in conditions of approval.

**Public Hearing Notification:** A public notice was placed in the “official” paper on July 19<sup>th</sup>, 2021 as well as notification letters sent out for a public hearing to be held on Monday, August 2<sup>nd</sup>, 2021.

**Growth Guidelines per the City’s Land Use Plan:** See Staff responses in **Bold** below:

1. Growth should occur in conjunction with municipal services and facilities. Municipal service areas should be well defined and expanded to accommodate and encourage orderly development. **There are currently existing municipal services and facilities serving the site.**
2. The City should allow for future development needs by identifying the long-term growth needs in areas where the land use is best suited. **The land use plan designation for this site is for Mixed-Use. By definition, Mixed-Use includes a mixture of commercial and higher density residential uses and a proposed apartment building and commercial RV campground is consistent with the land use plan intent for Mixed-use.**
3. Medium and high-density housing should be developed in close proximity to commercial, industrial and institutional centers. **The proposed apartments are currently within and adjacent to the B-2 Neighborhood Commercial and within a couple of blocks of the downtown.**
4. Provide for continued diversity and growth of businesses in the commercial business districts through redevelopment, preservation, and building and property improvements. **Improvements, diversity, and growth will be achieved as part of the proposed apartment and RV campground.**
5. Concentrate industrial development in industrial parks with existing or planned public facilities and services. **N/A**



6. Preserve land which has a unique recreational, geological, environmental significance, or good agricultural land. **N/A**
7. Protect and preserve properties of historical, architectural, and cultural significance by designating buildings, sites, structures, and districts as heritage preservation sites. **N/A**
8. Development in the 100-year floodplain should be regulated and limited to uses which are properly flood-protected or do not have a detrimental effect on the floodplain. **The property is within Zone X per the FEMA Floodplain designation and is above the 100-year floodplain.**
9. Adopt regulations that encourage residential and commercial planned unit developments, cluster subdivisions, common interest communities, provisions for common open space, subdivision innovation and other similar provisions which provide for flexibility in development design and an opportunity to mix dwelling types and commercial uses. **This proposal includes a mix of an apartment with a recreational camping commercial use, which is consistent with encouraging flexibility in development design.**
10. Ensure the recreational facilities are adequately provided as the City continues to experience population growth. Encourage and promote joint cooperation and planning of school and park facilities. **A portion of this proposal includes a recreational RV campground adjacent to Mill Creek Park with a connection to the existing trail system.**

#### Locational Criteria

- b. Medium density residential uses are most suitable in areas that contain the following characteristics:
  - i. Level to fairly rolling terrain, lying outside floodplain areas or areas with steep slopes. **The proposed apartment building is on fairly level ground with an approximate elevation range of 992 in the northwest corner to 1004 on the far east corner along First Street over an approximate distance of 330 feet (3.6 percent grade change). In addition, the site is outside of any floodplain area and the building placement is outside of any areas with steep slopes.**
  - ii. In close proximity to commercial areas, employment centers, recreational areas, or other neighborhood support facilities. **The proposed apartments are currently within and adjacent to the B-2 Neighborhood Commercial and within a couple of blocks of the downtown.**
  - iii. Having good access by means of collector, arterial, and expressway streets to employment centers, commercial areas, and community facilities. **First Street on the across Main Street is designated on the City's Thoroughfare Map as Proposed**

**Collector. In addition, the site has good access to downtown, employment centers, commercial areas, and community facilities.**

iv. Buffered from commercial, industrial and other incompatible activities. **The rolling terrain and Mill Creek Park creates a scenic view and buffer to any incompatible activities.**

**An approval for a General Development Plan shall include:** See Staff responses in **Bold** below:

a. Scale and north arrow. **Duly noted on the GDP.**

b. Name and address of property owner. **Duly noted on the GDP.**

c. Name and address of subdivider. **Duly noted on the GDP.**

d. Topography with contour intervals of not more than five feet on land having slopes less than 15 percent and ten feet on lands with slopes greater than 15 percent. **Topographic contour lines are labeled at two-foot intervals.**

e. General pattern of land use proposed if different from the comprehensive land use plan. **The proposed use as an apartment and RV Campground is consistent with the Comprehensive Plan as Mixed -Use.**

f. Identification of floodplain lands and wetlands. **There are no known wetlands on site and the property is within Zone X as identified by FEMA. However, the property abuts Zone AE per FEMA's floodplain designation.**

g. Identification of soils with particular characteristics that could create difficulties for development, i.e., wet soils, highly erodible soils. **There are no known soils that could create difficulties for development.**

h. Identification of major drainage corridors on the property. **There is a significant drainage channel bisecting the property from the upland watershed of residential and commercial lots along Spring and First Streets to a culvert northeast of Twiford Street, which then outlets just upstream from the property. There is a 200-foot ravine and 24" culvert on the property which conveys the flow to an outlet within Mill Creek Park.**

i. Proposed street pattern for the area under consideration. **The proposed project does not include any public streets. All access drives will be private.**

j. General lot layout with approximate dimensions. **The proposed layout is identified on the General Development Plan with approximate dimensions and configurations for each lot encompassing the apartment and individual lease areas for the proposed campground.**

k. Preliminary proposal for connection with existing water supply and sanitary sewer. **There are utilities available and connections will be determined in coordination with the City Public Works Department through permitting.**

l. Possible phasing of any development of the property. **Proposed construction is to begin in late 2021, or early 2022.**

**Staff Recommendations:** Staff is recommending approval of the General Development Plan with the following conditions:

- 1) **Coordination and approval are required by the City Public Works Department to best determine where the water connection locations should be for the apartments and campground uses and potential looping of the watermain through the site.**
- 2) **Fire hydrant(s) will be required per the direction and coordination of the City Public Works Department.**
- 3) **The access drive to the proposed campsites must be private.**
- 4) **The drainage ditch and 24" inlet on site will need to be upsized and repaired per the direction and coordination of the City Public Works Department. Drainage easements may be required and will be reviewed as part of the preliminary and final platting process.**
- 5) **All existing utilities shall be shown on a revised General Development Plan, including but not limited to the sanitary sewer lines.**
- 6) **If required, the applicant is responsible for obtaining all necessary permits from the MPCA and MN Department of Health for the sanitary sewer and water main extensions.**
- 7) **All zoning ordinance and building code requirements must be reviewed and approved through the building permit process for the apartment.**
- 8) **The General Development Plan expires after five years and will have to be resubmitted for approval if the platting process has not been finished through to the recording of the final plat.**
- 9) **The RV Campground will require a Conditional Use Permit.**
- 10) **An updated and accurate legal description for the parcel with the apartments is required to better describe the zoning district boundary.**
- 11) **Coordination and approval are required by the City Public Works and Fire Department regarding fire suppression for the apartment building. The building will need to be sprinklered or have plug-in stations on various floors to allow for internal firefighting, or some other method, so as not to cause financial burdens on the City, such as, requiring an update to the fire station or the purchase of a ladder truck.**

**Action:** General Development Plan: Division 3. – Preliminary Plat Procedures, Sec. 111-102 – Preplat investigation (a)(3):

The planning commission shall approve, approve with conditions, or disapprove the general development plan within 30 days after review at a regularly scheduled meeting, and shall within that time period submit a recommendation with written comments to the city council.

## **Sec. 111-5. – Amendments**

The planning commission may, of its own motion or upon petition or at the city councils' direction, cause to be prepared amendments supplementing or changing regulations herein established.

Upon receiving the planning commission's recommendation, the city council shall study the planning commission's recommendation and approve or disapprove the amendments. If action is not taken within 60 days of the public hearing, another hearing shall be held with the same procedures. All amendments must be by ordinance.

## **Sec. 113-131 – Types of Amendments**

The amendments adopted by the city council may be as follows:

- (1) A change in a district's boundary (rezoning). **The proposal is to change a portion of the B-2 Zoning District to R-2 in order to allow for an apartment building. The remainder of the property is to remain as B-2 for an RV campground.**
- (2) A change in a district's regulations. N/A
- (3) A change in any other provision of this chapter. N/A

## **Sec. 113-132. - Methods to initiate proceedings.**

Proceedings for amending this chapter shall be initiated by at least one of the following three methods:

- (1) By petition of an owner of the property, which is proposed to be rezoned, or for which district regulation changes are proposed. **The property owner has petitioned to change the zoning district designation on a portion of their property from B-2 to R-2 in order to allow for an apartment building. The remainder of the property remains B-2 to allow for an RV campground.**
- (2) By recommendation of the planning commission. N/A
- (3) By action of the city council. N/A

**Staff Recommendations:** Staff is recommending approval of the Zoning District Amendment with the following suggestions:

**Option 1: Approve the zoning district amendment request changing a portion of the property from B-2 to R-2 as petitioned.**

**Option 2: Approve the zoning district amendment request with a special modification to change the portion of the property from the petitioned R-2 Medium Density Zoning District to the Mixed Use Zoning District in order to be even more consistent with the Land Use Plan designation and minimize the need for future variances to the zoning code.**

	Height	Front Yard	Side Yard Minimum	Side Yard Total	Rear Yard	Lot Area	Lot Width	Lot Depth	Lot Cov.
Option 1: R-2	35 ft. Max	25 ft.	8 ft.	20 ft.	25 ft.	2,000 SF Per family	70 ft. Min	100 ft. Min	50 % Max
Option 2: Mixed Use	6 stories / 90 ft. max	25 ft.	0 ft.	20 ft.	20 ft.	5,000 SF	50 ft. at Street Line	No min	0

### **Action: Zoning District Amendment**

The planning commission shall hold the public hearing and then shall recommend to the city council within 30 days after the public hearing, one of three actions, approval; denial; or approval with special conditions/modifications.

### **Summary:**

**The request is for a Zoning District Amendment and a General Development Plan. The General Development Plan is the concept outlining the purpose for the Zoning District Amendment. The Zoning District Amendment needs to be consistent with the goals, policies, and map of the Comprehensive Plan as the Plan is the guide for future goals and objectives and how the City of Chatfield would like to develop.**

**Since there are two separate application types, two separate motions must be made with the Planning Commission's recommendation to the Council.**

### **Attachments:**

1. Mill Creek Overlook GDP and ReZone Letter
2. General Development Plan
3. Public Comments - **None**



ENGINEERING  
SURVEYING  
PLANNING

July 13, 2021

City of Chatfield  
Attn: City Planner Logan Tjossem - Widseth  
21 2<sup>nd</sup> Street SE  
Chatfield, MN 55923

**Re: Mill Creek Overlook GDP and Rezone**

Dear Mr. Tjossem,

Enclosed is a request for Rezone and a General Development Plan for the property Main Street Properties, LLP purchased from Percy and Paula Bessingpas abutting Mill Creek Park. The plan is to develop the upper portion of the property with an apartment building with underground parking and the lower portion as a RV Campground. The current zoning of the property is B-2 Neighborhood Commercial. We are requesting that the area adjacent to 1<sup>st</sup> Street SW at the end of Bench Street be rezoned to R-2 Residential zoning required for an apartment building. The remainder of the property may remain zoned B-2.

Pursuant to Section 111-75 General Development Plan, the information listed under Article 2 is depicted on the plan or addressed below:

f. - floodplain and wetlands - the property does not have wetlands but does abut flood zone AE per FEMA Firm Panel 27109C0505D (effective 4-19-2017). The property is above the floodplain elevations and access to the property does not require travel within the floodplain.

g. - soils with difficult characteristics for development - this property was part of the old railroad spur. The area proposed for the RV Park is a level area that will only require shaping for the drive and pads. The area proposed for the apartment has minimally disturbed soils nearest to 1<sup>st</sup> Street but has non-engineered fill extending north. With a basement garage, a portion of this fill will be removed and any fill under the building will be removed and engineered as recommended by the geotechnical engineer. Other than the non-engineered fill, the soils are not considered difficult for development.

h. - Identification of major drainage corridors - There is a significant drainage channel bisecting the property. The upland watershed includes a number of the residential and commercial lots along Spring and 1<sup>st</sup> Streets which is all conveyed to the low area in the former All American Coop property. The runoff enters a culvert northeast of Twiford Street which outlets just upstream of the subject property. It then follows a ravine for about 200 feet before entering a 24" culvert on the property which conveys the flow to an outlet within Mill Creek Park. In the scenario the 24" culvert cannot convey a large rainfall event; there is a route for runoff to flow overland across the lower portion of the property to Mill Creek Park. There is no visual evidence that this has happened but provisions for this emergency overflow would be incorporated into the proposed RV Park.

i. - Street Pattern - This project will not require any new public streets. All drives would be private.

j. - Lot Layout - Lots depicted within the RV Park would not be platted and are only shown to delineate leased site areas.

- k. - Utility Connection - The property has water available for connection at 1<sup>st</sup> Street and Twiford Street. The trunk sanitary sewer main runs parallel to the property within Mill Creek Park. Connections will be determined at a later date but sewer, water and dry utilities are available.
- l. - Phasing - The timeline for construction has not been set but planning and permitting will continue in 2021 to allow for construction to begin in late 2021 or early 2022.

Please let us know if there is any additional information you need to proceed with the GDP and Rezone applications. Please schedule this for review at the next available meeting.

Best Regards,

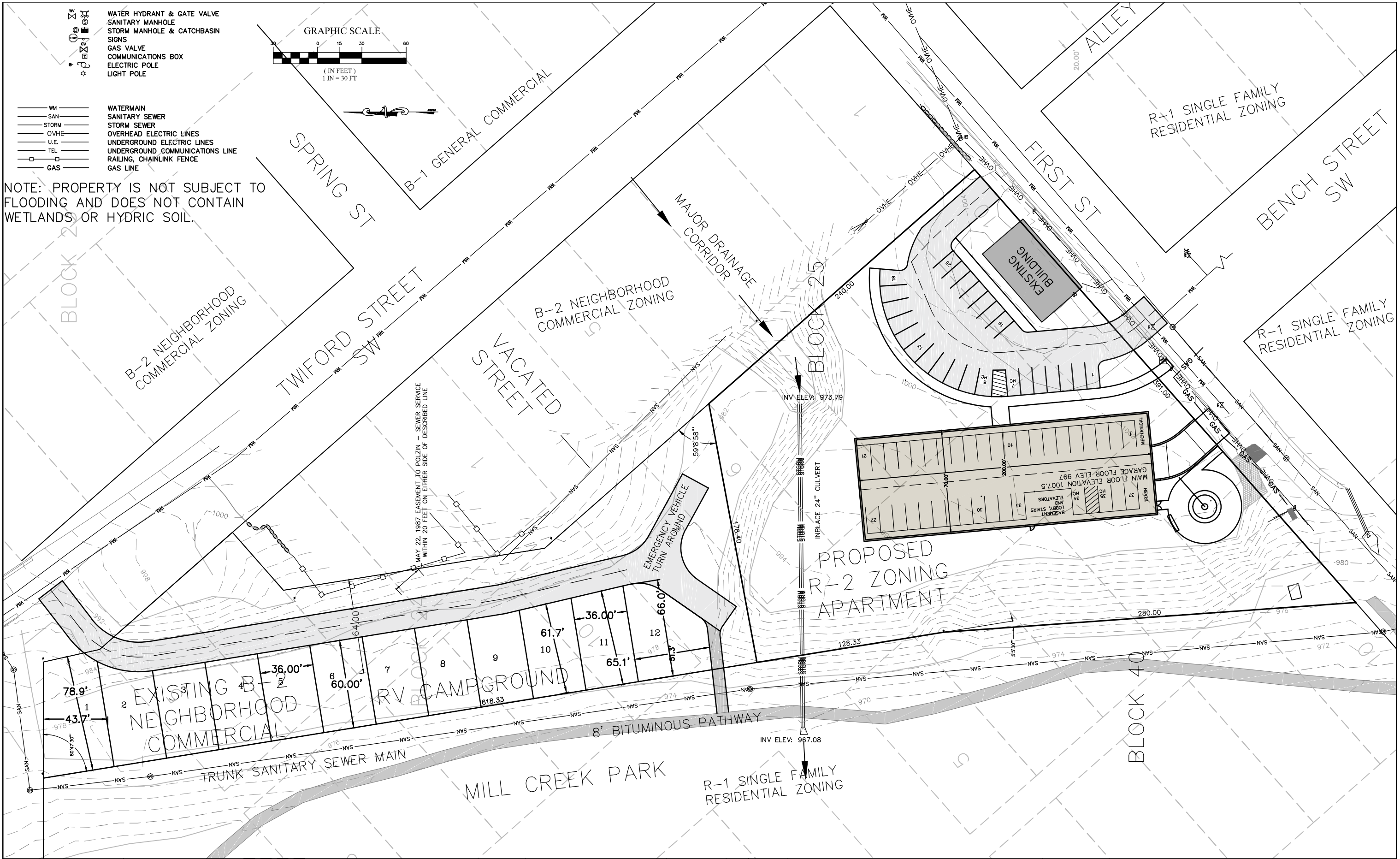
Mark R. Welch, P.E.

Enclosures:

Applications  
Mill Creek Overlook - General Development Plan  
Property and Rezone legal descriptions

Cc: Main Street Properties, LLP







## **A Resolution to Approve a General Development Plan and Preliminary Plat**

**Whereas,** the City of Chatfield maintains a Comprehensive Plan and Land Use Plan Map which includes land uses and policies of the City's future growth and development, and

**Whereas,** the City of Chatfield maintains a Zoning District Map which includes all zoning districts within the City and is generally consistent with the Comprehensive Plan and Land Use Plan Map, and

**Whereas,** an application came forward for a request to build a hotel, single-family and town home style medium density development, and

**Whereas,** a public hearing has been held to consider the General Development Plan, Preliminary Plat and Amendment for a hotel, single-family and townhome style medium-density development, and

**Whereas,** the Planning Commission approved the request with the following thirteen conditions:

- 1)** A letter of credit or performance bond payment for an amount to be determined by the City is required for the improvements to Division Street NW.
- 2)** Upon completion of the improvements to Division Street NW and acceptance by the City, the developer shall dedicate all improvement to the city free and clear of all liens and encumbrances.
- 3)** Grading Plan approval is required prior to the application of the Final Plat, unless other arrangements are made with the City Engineer and Public Works.
- 4)** Parkland Dedication Fees will need to be determined and paid prior to, or at the time of, application of the Final Plat.
- 5)** A Development Agreement with the City will be required prior to the application of the Final Plat.
- 6)** HOA documents need to be submitted as part of the Final Plat application identifying ownership and maintenance of sanitary sewer services and water mains within Mill Creek Road as well as the private road and common area spaces of the townhome development.
- 7)** Coordination and approval are required by the City Public Works Department to best determine where the sidewalk and/or trail connection locations should be for the hotel and residential uses.
- 8)** Coordination and approval are required by the City Public Works Department to best determine where the water and sewer connection locations should be for the hotel and residential uses.
- 9)** Fire hydrant(s) will be required per the direction and coordination of the City Public Works Department.
- 10)** The driveway to the proposed single family detached dwellings will also

be private and the responsibility of the Homeowner's Association and not the City.

- 11)** All zoning ordinance and building code requirements must be reviewed and approved through the building permit process for all uses.
- 12)** The General Development Plan expires after five years and will have to be resubmitted for approval if the platting process has not been finished through to the recording of the final plat.
- 13)** A Conditional Use Permit for a Planned Unit Development is required for the single family attached/townhome development as identified on the preliminary plat. Any other development for future phases that do not meet the setbacks, lot width, and other provisions of the R-2 Zoning District will also need a Conditional Use Permit for a Planned Unit Development.

**NOW THEREFORE BE IT RESOLVED** that the Common Council of the City of Chatfield approves the General Development Plan and Preliminary Plat with the thirteen conditions stated above.

## **A Resolution to Authorize an Amendment to the Zoning Map**

**Whereas,** the City of Chatfield maintains a Comprehensive Plan and Land Use Plan Map which includes land uses and policies of the City's future growth and development, and

**Whereas,** the City of Chatfield maintains a Zoning District Map which includes all zoning districts within the City and is generally consistent with the Comprehensive Plan and Land Use Plan Map, and

**Whereas,** an application came forward for a request to amend the zoning district map to B-2 (Neighborhood Commercial) and R-2 (Medium Density Residential) from the RR (Rural Residential) Zoning District to allow for a hotel, single family, and townhome medium density style development, and

**Whereas,** amendments to the zoning map are allowed per Ordinance by petition of the land owner, and

**Whereas,** a public hearing has been held to consider the amendment of the zoning map, and

**Whereas,** the Planning Commission has recommended the amendment of the zoning district map to B-2 (Neighborhood Commercial) and R-2 (Medium Density Residential) from the RR (Rural Residential) Zoning District to allow for a hotel, single family, and townhome medium density style development to be consistent with the Comprehensive Plan and Land Use Plan Map.

**NOW THEREFORE BE IT RESOLVED** that the Common Council of the City of Chatfield authorizes the City Attorney to draft an ordinance to amend the "official" Zoning Map from the RR (Rural Residential) Zoning District to the B-2 (Neighborhood Commercial) Zoning District and the R-2 (Medium Density Residential) Zoning District.

## **A Resolution to Approve a General Development Plan**

**Whereas,** the City of Chatfield maintains a Comprehensive Plan and Land Use Plan Map which includes land uses and policies of the City's future growth and development, and

**Whereas,** the City of Chatfield maintains a Zoning District Map which includes all zoning districts within the City and is generally consistent with the Comprehensive Plan and Land Use Plan Map, and

**Whereas,** an application came forward for a request to build an apartment and an RV Campground, and

**Whereas,** a public hearing has been held to consider the general development plan for an apartment and RV Campground, and

**Whereas,** the Planning Commission recommended approval of the request with the following eleven conditions:

- 1) Coordination and approval are required by the City Public Works Department to best determine where the water connection locations should be for the apartments and campground uses and potential looping of the watermain through the site.
- 2) Fire hydrant(s) will be required per the direction and coordination of the City Public Works Department.
- 3) The access drive to the proposed campsites must be private.
- 4) The drainage ditch and 24" inlet on site may need to be upsized and repaired per the direction and coordination of the City Public Works Department. Drainage easements may be required and will be reviewed as part of the preliminary and final platting process.
- 5) All existing utilities shall be shown on a revised General Development Plan, including but not limited to the sanitary sewer lines.
- 6) If required, the applicant is responsible for obtaining all necessary permits from the MPCA and MN Department of Health for the sanitary sewer and water main extensions.
- 7) All zoning ordinance and building code requirements must be reviewed and approved through the building permit process for the apartment.
- 8) The General Development Plan expires after five years and will have to be resubmitted for approval if the platting process has not been finished through to the recording of the final plat.
- 9) The RV Campground will require a Conditional Use Permit.
- 10) An updated and accurate legal description for the parcel with the apartments is required to better describe the zoning district boundary.
- 11) Coordination and approval are required by the City Public Works and Fire

Department regarding fire suppression for the apartment building. The building will need to be sprinklered or have plug-in stations on various floors to allow for internal firefighting, or some other method, so as not to cause financial burdens on the City, such as, requiring an update to the fire station or the purchase of a ladder truck.

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Chatfield to approve the Mill Creek Overlook General Development Plan with the eleven conditions listed above.

## **A Resolution to Approve an Amendment to the Zoning Map**

**Whereas,** the City of Chatfield maintains a Comprehensive Plan and Land Use Plan Map which includes land uses and policies of the City's future growth and development, and

**Whereas,** the City of Chatfield maintains a Zoning District Map which includes all zoning districts within the City and is generally consistent with the Comprehensive Plan and Land Use Plan Map, and

**Whereas,** an application came forward for a request to amend the zoning district map to R-2 (Medium Density Residential) to allow for an apartment, and

**Whereas,** amendments to the zoning map are allowed per Ordinance by petition of the land owner, and

**Whereas,** a public hearing has been held to consider the amendment of the zoning map, and

**Whereas,** the Planning Commission has recommended the approval the request with a special modification to the Mixed Use Zoning District rather than the R-2 (Medium Density Residential) Zoning District to be even more consistent with the Comprehensive Plan and Land Use Plan Map.

**NOW THEREFORE BE IT RESOLVED** that the Common Council of the City of Chatfield authorizes the City Attorney to draft an ordinance to amend the "official" Zoning Map from the B-2 (Neighborhood Commercial) Zoning District to the Mixed-Use Zoning District.

### **A Resolution Directing Proceeds of the Local Lodging Tax to The Chatfield Alliance**

**Whereas**, the City of Chatfield imposes a lodging tax on anyone who provides lodging services at a hotel, motel, rooming house, tourist court or resort or other than the rent or leasing thereof for a continuous period of 30 days or more, and

**Whereas**, the purpose of this tax is to fund a tourism promotion bureau for the purpose of marketing and promoting the area as a tourist region, and

**Whereas**, the Chatfield Economic Development Authority has entered into an agreement to designate the Chatfield Alliance as the community's Destination Marketing Organization,

**Now, Therefore, Be It Resolved** by the Common Council of the City of Chatfield that 95% of all lodging tax proceeds received by the City be paid to the Chatfield Alliance to support their effort to market and promote the area as a tourist region.

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**MEMORANDUM**

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**TO:** CHATFIELD CITY COUNCIL  
**FROM:** RYAN PRIEBE, WATER SUPERINTENDENT  
**SUBJECT:** POOL PUMP  
**DATE:** 7/13/2021

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Action Requested- Approve purchase of extra pump for pool from Ricchio for \$6,960.

Background- After the heater situation that we had this year. I wanted to make sure nothing like this happens with our pumps. Without both our circulation pumps running the pool cannot be open. I would like to purchase an extra pump just in case something happens. That way we will always have a backup in case something breaks.



# RICCHIO<sup>INC.</sup>

## GENERAL CONTRACTOR

1017 Vista Dr, Gurnee, IL 60031 262-857-7610 FAX:262-857-3048

July 12, 2021

To: Chatfield, MN

Attn: Joel Young

Re: Spare Pool Pump and Motor

Ryan Pribe requested a quote for a back up 15HP recirculation pump to supply the motor and seal only, which is the most common cause of breakdown:

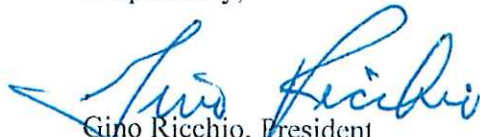
*For the Sum of* ..... \$2,472.00

To supply a complete pump, strainer and motor:

*For the Sum of* ..... \$6,960.00

If you have any questions, please do not hesitate to call (224-588-7014).

Respectfully,

  
Gino Ricchio, President  
Ricchio Inc.

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**MEMORANDUM**

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**TO:** CHATFIELD CITY COUNCIL  
**FROM:** RYAN PRIEBE, WATER SUPERINTENDENT  
**SUBJECT:** POOL HEATER  
**DATE:** 7/13/2021

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Action Requested- Approve purchase of pool heater from Southeast Mechanical for \$35,649

Background- We have done some research from other area pools and our own experience to decide to get a Raypak 1.8 million btu boiler. We had Southeast Mechanical and Superior Plumbing bid project. Superior's bid was \$38,710. This is a more expensive brand but everyone including ourselves have had good luck with this brand. The heater won't be in until Oct-Nov. The warranty doesn't start until installation date, which will be in the spring.



[www.superiormechnical.us](http://www.superiormechnical.us)

**PROPOSAL**

TO: City of Chatfield

Email: [rpriebe@ci.chatfield.mn.us](mailto:rpriebe@ci.chatfield.mn.us)

DATE: July 22, 2021

JOB: City Pool

BID DESCRIPTION: Pool Heater

BASE BID: \$ 38,710.00

**INCLUSIONS:**

(1) Raypak P1802C pool heater  
Existing pumps to remain  
Venting  
Piping  
Electrical  
Disconnect, remove and dispose of existing equipment  
Labor and materials

**EXCLUSIONS:**

N/A

**ALTERNATES:**

1. Raypak P2002C pool heater.....add \$ 6,450.00
2. Raypak P2005A pool heater.....add \$ 29,420.00

NOTE: Project quoted as tax exempt

Respectfully submitted,

Brian H. Lubbert  
Project Manager/Estimator  
Superior Mechanical

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_

*Late fee/rebiling charge – all past due accounts are charged at 18% annually or a minimum \$15.00 rebiling charge. Process fee for NSF payments \$35.00 charge.*

Rochester 507.289.0229 Brainerd 218.568.4709

Plumbing HVAC Refrigeration Mechanical Insulation Irrigation Water Conditioning

# **Southeast Mechanical, Inc.**

**25 Third Street SW**

**Chatfield, Mn 55923**

**Ph: (507) 867-1604**

**Fax: (507) 867-3797**

**Email: [semechanical507@gmail.com](mailto:semechanical507@gmail.com)**

**July 23, 2021**

**To: City of Chatfield**

**Attn: Ryan Priebe**

**21 SE 2 St.**

**Chatfield, Mn 55923**

**Re: Pool Heater**

## **Proposal**

I propose to provide material and labor to replace existing pool boiler. I am quoting a 180 MBH and a 200 MBH boiler. The 180 MBH is what the calculated load is for the pool. Not knowing what exactly caused the existing boiler to fail I have concerns about gas supply issues and/or venting issues. We really won't know until we start up the new boiler. I am putting an exclusion on any gas line and/or venting issues that arise.

## **Material and Labor**

- 1. RayPak pool boiler  
Model: P1802C**
- 2. Misc. water pipping**
- 3. Disposal of old unit**

<b>Total Investment price</b>	<b>\$35,649.00</b>
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<b>Total Investment price for a P2002C boiler</b>	<b>\$40,763.00</b>
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## **Exclusions**

- 1. Any electrical work required.**
- 2. Any gas line or gas pressure issues.**
- 3. Any Chimney or combustion air issues.**

**Prices are good for 15 days. Terms are 50% down 100% due on completion.  
If financing or a credit/debit card will be used there will be a 3% charge on total.**

**Accepted by: \_\_\_\_\_**

**Thank You for the opportunity to propose your project. Please call me if you have any questions at 508-867-1604.**

**Thank You**

**Lanny L. Isensee, CEO  
Southeast Mechanical  
25 SW 3<sup>rd</sup> ST  
Chatfield, MN 55923**