CITY OF WILLMAR
PLANNING COMMISSION MEETING
6:30 P.M. ON WEDNESDAY, MAY 18, 2022
CONFERENCE ROOM #1
CITY OFFICE BUILDING

Chair: Jonathan Marchand
Vice Chair: Jeff Kimpling
Members: Cletus Frank, Steve Dresler, Stephanie Carlson, Stacy Holwerda, and Jasmine Miller

AGENDA

1. Meeting Called to Order
2. Minutes from April 20, 2022 meeting
3. Approving the Capital Improvement Plan (CIP).
4. Columbarium Text Amendment
5. Brew Pub Text Amendment
6. Rockstep Final Plat
7. I-1 & I-2 Text Amendment
8. Lakeland Dr. Project - Preliminary
9. Miscellany
10. Adjourn

SUBJECT TO FINAL APPROVAL FROM PLANNINGCOMMISSION

WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, APRIL 20, 2022

M I N U T E S

1. The Willmar Planning Commission met on Wednesday, April 20, 2022, at 6:30 p.m. at the Willmar City Offices Conference Room #1.

   **Members Present: Jonathan Marchand, Jeff Kimpling, Cletus Frank, Steve Dresler, and Stacy Holwerda

   **Others Present: Justice Walker - Planning and Development Director, Kayode Adiatu – City Planner, Douglas Fenstra – Willmar, Ben O'Malley – Willmar, Shelby Lindrud – West Central Tribune, Jason Dowdey – Spicer, Jennifer Kotila – West Central Tribune, and Tim Jackson – Uptown Mall

2. MINUTES: Minutes from the April 6, 2022 meeting was reviewed and approved as presented.

3. CHANGES OR ADDITIONS TO THE AGENDA: Items 7 & 8 were removed from the Agenda due to procedural issues and were carried over to the next meeting.

4. APPROVING THE CIP AND ABDICATING THE OVERSIGHT OF THE CIP: Chairman Marchand recommended that the Planning Commission table the agenda and so that Commissioners can take their time to review the summary of the CIP before the next meeting.

5. DOWDEY SUBDIVISION - FILE NO 22-01: Commissioner Kimpling moved to approve the Dowdey Subdivision with the condition that the applicant shall adhere to all City staff comments. Commissioner Dresler seconded the motion.

   Chairman Marchand made a roll call, and all moved in favor.

   There being no further discussion, the motion carries.

6. ROCKSTEP ADDITION – FILE NO 22-02: Commissioner Frank moved to approve the subdivision of the Rockstep Addition with the condition that the applicant shall meet and adhere to all City staff comments. Commissioner Dresler seconded the motion. Chairman Marchand made a roll call and all moved in favor.

   There being no further discussion, the motion carries.

7. SLIM CHICKEN REZONE (LOT 4) FILE NO 22-02: No one appeared from the public, so the public hearing closed.

   Commissioner Frank moved the motion to approve the rezone of the Lot 4 of the Rockstep Addition from Shopping Center district to General Business district with the condition that the applicant shall meet all City staff comments. Commissioner

Holwerda seconded the motion. Chairman Marchand made a roll call and all moved in favor.

There being no further discussion, the motion carries.

8. MISCELLANY: The Planning Commission discussed how best to address the CIP. Commissioners agreed to review the summary of the CIP and recommend approval to the City Council.

   Director Walker also informed the Commission about the Justin Paffrath Tiny Homes Planned Unit Development.

   Director Walker sought the opinion of the Commission regarding short-term rental such as Airbnb.

   Director Walker also discussed a potential development by a developer who is seeking to apply for TIF.

There being no further discussion, the meeting was adjourned at 8:00 p.m.

Best Regards,

Kayode Adiatu

PLANNING COMMISSION – MAY 18, 2022

STAFF COMMENTS

1. APPROVING THE CAPITAL IMPROVEMENT PROGRAM
   The Planning Commission will review the summary of the Capital Improvement Program and make further recommendations to the City Council.

2. COLUMBARIUM TEXT AMENDMENT

   The Planning Commission will consider a City-initiated Text Amendment to include Columbarium as an accessory use to churches, place of worships, and religious institutions with certain conditions. The Planning Commission will also review Staff recommendations concerning the regulations for Columbarium in the City of Willmar. This is a public hearing and Staff submitted a notice of hearing for publication at the West Central Tribune Newspaper where members of the public were invited to speak for or against the amendment.

3. BREW PUB TEXT AMENDMENT – FILE NO 22-03

   This is a City-initiated Text Amendment to amend the Zoning Ordinance to include Brew Pubs in certain districts in the City of Willmar. The City Council amended the Municipal code allowing Brewpubs back in 2019. City staff examined the zoning of Brewpubs in other cities and recommended 4 districts to the Planning Commission at the April 6 meeting. The Planning Commission examined each district and recommended that Light Industry be removed from the list. This is public hearing and staff submitted a notice of hearing for publication at the West Central Tribune Newspaper where members of the public were invited to speak for or against the amendment.

   The remaining districts include the following:
   - General Business District – Permitted Outright
   - Limited Business District – Conditional Use Permit?
   - Central Business District – Conditional Use Permit?

   RECOMMENDATION
   Approve the Text Amendment and forward it to the City Council for further considerations.

4. ROCKSTEP FINAL PLAT - FILE NO 22-02
   The Planning Commission approved the preliminary plat of Rockstep Plaza on April 20, 2022. Typically, staff can administratively approve the final plat if there are no obvious changes compared to the preliminary plat. The applicants have decided to not extend the lot line of Lot 2 further east (5th Street SE) but stops at the same location as the West line of Lot 1.

   RECOMMENDATION
   Approve the final plat with the following conditions:
   a. Access to Lot 1 Block 1 will not be permitted via 5th St SE
   b. Applicant must submit a Plan Review for the proposed Slim Chicken Restaurant to the Planning Commission.
   c. Re-development within the plat shall comply with MPCA and the City of Willmar Stormwater requirements.
   d. All required access and parking agreements and/or easements among the lots shall be established on the plat as necessary upon development, and recorded.
   e. All Fire Chief/Marshall, Engineering/Public Works, and MUC comments shall be met, adhered to, and additional information supplied as requested.

f. The use shall meet all applicable local, state, and federal rules/regulations at all times.

5. I-1 & I-2 USES TEXT AMENDMENT

The Planning Commission reviewed the Zoning Ordinance to examine the uses in I-1 (Light Industry) and I-2 (General Industry) districts. During this review, certain uses were included in the said districts. This is a public hearing and staff submitted a notice of hearing for publication in the West Central Tribune Newspaper where members of the public were invited to speak for or against the amendment. The Planning Commission will make a recommendation to the City Council for further considerations.

6. LAKELAND DR. PROJECT – PRELIMINARY

A multi-family housing development is being proposed in the City of Willmar and the developer will brief the Planning Commission on their plans, particularly on why they qualify for the Tax Increment Finance (TIF) program.

CAPITAL IMPROVEMENT PROGRAM

Scor	Council Avg	Score A	Project	Budget	Cash	Bond	Sales Tax	WWTP Fun	State Aid/Feder	ARPA	Proposed Changes
29			New Fuel Pump Controllers Jet-A and 100LL	Airport	$ 23,100				$ 46,900		
20			Parking Lot Expansion	Airport	$ 70,000						
16			Upgrade Terminal Building Furniture	Airport						$ 12,000	
47			Electrical Remodel (Safety Concern)	Auditorium	$ 40,000						
45			Roof - Gutter - Fascia	Auditorium	$ 400,000						
45			Tuck Pointing and Windows	Auditorium	$ 200,000						
45			BtA Insulation Additional Funds	Civic Center	$ 200,000						
43			Civic Center Roof Replacement - ZAM Roof	Civic Center	$ 15,000						
NA			Community Center LOST Project	Community Center			$ 500,000				
12			Pickle Ball Courts / with Lights	Dorothy Olson Aquatic	$ 340,000						
12			Basketcall Courts	Dorothy Olson Aquatic	$ 170,000						
60			Street Improvement Program	Engineering		$ 9,000,000			$ 1,000,000		
60			Downtown Streetlights	Engineering		$ 250,000					
29			6th Street Pedestrian Bridge	Engineering		$ 200,000					
8			Quiet Zone Improvements	Engineering		$ 200,000					
47			2nd Set of Turnout Gear	Fire						$ 160,000	
44			Mobile and Portable Radio Replacement	Fire						$ 90,000	
42			Hazardous Materials Containment System	Fire	$ 20,000						
38			Training / Burn Facility	Fire	$ 800,000						
37			Body Armor	Fire	$ 25,000						
39			IT Servers	Information Systems						$ 50,000	
37			Bldg / Door Security System City Hall	Information Systems						$ 16,500	
37			Bldg / Door Security System WRAC 8	Information Systems						$ 10,000	
37			Bldg / Door Security System PWG	Information Systems						$ 28,000	
37			Bldg / Door Security System Fire Dept	Information Systems						$ 23,000	
37			Bldg / Door Security System Civic Center	Information Systems						$ 24,000	
37			Bldg / Door Security System WTP	Information Systems						$ 81,000	
37			Bldg / Door Security System Robbins Island	Information Systems						$ 30,000	
37			Bldg / Door Security System OWTP	Information Systems						$ 28,000	
32			Phone System	Information Systems						$ 72,500	
24			Wireless Network Civic Center, Robbins Island, City Hall, Fire Department	Information Systems						$ 63,000	
10			AV / Conference Equipment Civic Center	Information Systems						$ 25,000	
10			AV / Conference Equipment Fire Department	Information Systems						$ 125,000	
49			Swansson Field - Lights	Parks and Recreation	$ 310,000						
45			Baker Field Concession Stand / Bathroom Floor	Parks and Recreation	$ 40,000						
39			Playground Equipment	Parks and Recreation	$ 160,000						
30			Bike and Walking Trails	Parks and Recreation	$ 50,000						
NA			Addtl Funds for Lights @ Swansson Yellow	Parks and Recreation	$ 40,000						
41			Block 22 (Frieda's) Lot	Pavement		$ 175,000					
28			19th Avenue SW Path / 5th E-15th W	Pavement		$ 300,000					
34			Secure Garage ($ and Year Change)	Police	$ 75,000						
40			Line Laser Paint Machine	Public Works	$ 12,000						
22			Floor Repair / Drain Reconstruct	Public Works	$ 75,000						
NA			Air Exchange Systems Replacement	Public Works						$ 75,000	
NA			**Vehicle Replacement**	**Public Works**							
NA			4 Patrol Vehicles (@ $57,000 equipped each)	Police	$ 228,000						
			2006 Ford F-350 - City ID #067863; Orig due for replacement in 2018	Public Works	$ 75,000						
			2007 Ford F-450 bucket truck - City ID #073219; Originally due for replacement in 2022	Public Works	$ 165,000						
			2010 Toro Sand Pro - City ID #100666; Originally due for replacement in 2020	Public Works	$ 40,000						
			2013 International Plow Truck - City ID #132486	Public Works	$ 240,000						
			2013 International Plow Truck - City ID #132487	Public Works	$ 240,000						
			2019 Kubota Mower - City ID #192651	Public Works	$ 37,000						
			2019 Kubota Mower - City ID #192659	Public Works	$ 37,000						
			Total Vehicle Replacement	Public Works	**$ 834,000**						
60			Molly Pond	Stormwater			$ 600,000				
48			Eagle Lake #7 LS; Design, Construction and CRS	Wastewater				$ 1,200,000			
48			Eagle Lake #8 LS; Design, Construction and CRS	Wastewater				$ 950,000			
NA			Old WW Plant Roof	Wastewater				$ 120,000			
					$ 4,961,100	**$ 10,125,000**	**$ 1,100,000**	**$ 2,270,000**	**$ 1,046,900**	$ 913,000.00	$ -

COLUMBARIUM TEXT AMENDMENT

PROPOSED COLUMBARIUM ORDINANCE

Columbarium as an accessory use to churches, places of worship or religious institutions with a valid conditional use permit and subject to the following conditions:

a. A columbarium is subject to site plan review

b. The religious institution must own the property on which the columbarium is placed.

c. The exterior of the columbaria must be constructed to be consistent with existing building/church architecture.

REGULATIONS FOR COLUMBARIUM

1. Definition: A building, structure, or part of a building or structure that is used or intended to be used for the inurnment of cremated remains.

2. Any religious institution may establish an indoor columbarium or an outdoor Columbarium as an accessory structure subject to the conditional use requirements set for by this ordinance:

a. Indoor Columbaria. A religious association may establish an indoor Columbarium subject to the following requirements:

i. A plan of perpetual care and maintenance of any proposed Columbarium pursuant).

b. Outdoor Columbaria. A religious association may establish an outdoor Columbarium subject to the following requirements set forth below:

i. A religious institution must submit a site plan application, conditional use permit application, and a plan of perpetual care and maintenance of any proposed columbarium.

ii. All Outdoor Columbaria must comply with the following physical requirements:

- Location: A columbarium must be located outside a building owned and occupied by a religious institution.
- Height: Outdoor columbaria must be no higher than six (6) feet as measured from the average grade elevation where the columbarium meets the grade. An outdoor Columbarium that is not visible from off-property public is not subject to the six (6) feet requirement and may be higher.
- Size: Columbaria structures shall be subject to the Landscape Standards
- Setback: Columbaria structures shall meet the setback and yard requirements of 50 feet, and shall not cause sight obstruction for traffic.
- Appearance: Columbaria shall be consistent in material and design with the primary structure.
- Signage: Signage shall be limited to inscriptions on the face of a columbarium niche and commemorative plaque on the columbarium structure. Commemorative plaques may be no larger than 12 inches by 12 inches.
- Left Objects: Left objects, such as flowers and mementos, are permitted, but must be monitored by the religious association and removed within seven (7) days of placement.

A STUDY OF ZONING DISTRICT DESIGNATION FOR BREWPUBS

In 2019, City Council of Willmar adopted an Ordinance Amending Chapter 3, Alcoholic Beverages, Article III, and Sale of Intoxicating Liquor for on-premises Consumption, Division 2, License, Section 3-137, **Brewer Taproom Licenses**, and Adopting a New Section 3-138, **Brew Pub Licenses.** More information on this can be found on the City website, specifically Ordinance N0 1443.

The purpose of this study is to identify Zoning designations for Brewpubs in the City of Willmar. To achieve this, staff examined 10 Cities and their dynamic Zoning districts. Out of these 10 Cities, five of them were cities with 1 to 5000 in population less than the City of Willmar while the other five are Cities with 1 to 5000 in population more than the City of Willmar.

Cities 1 – 5000 more than the City of Willmar in Population

Chanhassen - 25, 947

Highway and Business Service District	Brewpub and Brewer taproom permitted outright
Central Business District	Brewpub and Brewer taproom permitted outright, producing less than 3,500 barrels per year Brewery operated in conjunction with a taproom, producing more than 3,500 barrels per year with a CUP
General Business District	Brewpub and Brewer taproom (producing less than 3,500 barrels/year) permitted outright Brewery operated in conjunction with a taproom (producing over 3,500 barrels/year) with a CUP
Industrial Office Park District	Brewery operated in conjunction with a taproom (Producing less than 3,500 barrels/year) permitted outright Brewery operated in conjunction with a taproom (producing over 3,500 barrels/year) with a CUP

Hastings – 22, 154

Community Regional Commerce	Brew Pub, Brewer taproom with a CUP.
Central Business District (Downtown)	Brew Pub, Brewer Taproom with a CUP
Industrial Park	Brewer taproom permitted with a CUP

New Hope – 21, 986

Community Business District	Brew pub – permitted outright
City center district	Brew Pub – Permitted outright
Industrial District	Brewer taproom – conditional use

City of Columbia Heights 21, 973

Limited Business	Brew Pub with a CUP, Brewer Taproom with a CUP
General Business	Brewer Taproom, Brew Pub permitted outright
Central Business District	Brewer taproom, Brew Pub with a CUP
Light Industrial District	Brewer taproom permitted outright
General Industrial District	Brewer taproom outright

Lino Lakes 21, 399

Limited Business	Restaurants and Brew Pubs without drive-through service facilities and without outdoor dining or seating – Permitted outright
General Business	Restaurants and Brew Pubs with or without drive-through facilities, without outdoor dining or seating.

Cities 1 – 5000 less than the City of Willmar in Population

City of Northfield – 20,790

Commercial District	Brewpub permitted outright Brewer taproom permitted outright

City of Hopkins – 19,079

Business District	Brewpub with a CUP (provided that the property and building abuts Main Street

City of Saint Michael – 18,235

General Business District	Brewpub and taproom permitted outright
Downtown Commercial District	Brewpub and taproom permitted outright

City of Anoka – 17,921

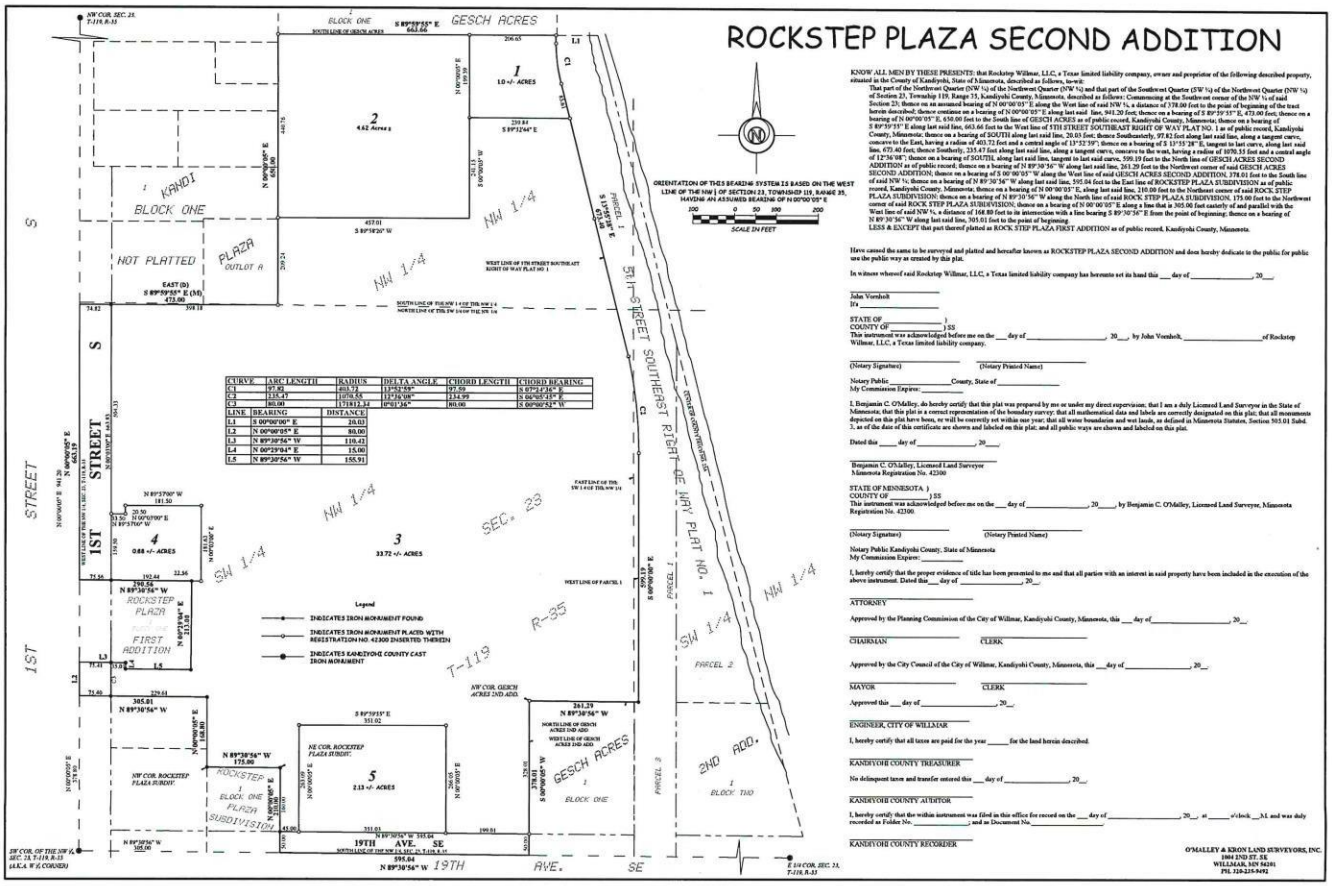
Highway Business District	Brewpub permitted outright
Shopping Center District	Brewpub permitted outright
General Business District	Brewpub&Brewer taproom permitted outright
Regional Business District (N&S)	Brewpub permitted outright
Neighborhood Commercial Business District	Brewpub permitted outright

City of Hutchinson – 14,599

Central Commercial District	Brewpub and Brewer Taprooms with a CUP
Fringe Commercial District	Brew Pub and Taprooms permitted outright
Conditional Commercial District	Brewpub and Brewer Taprooms with a CUP
Industrial Commercial District	Brewpub and Brewer Taproom with a CUP

District	Use	Permission	Rationale
General Business	Brewpub	Outright	Should be permitted by right – consistent with other Cities that have been examined. However, a site plan shall be submitted to the City Engineer and Building official for necessary reviews and approvals/permits.
Limited Business	Brewpub	Conditional Use	This district accommodates office and professional service uses separate from the City's retail and industrial areas and due to its proximity to Residential districts, a Conditional Use permit should be issued with special considerations before granting Brewpub use in Limited Business District.
Central Business	Brewpub	Conditional Use	City of Willmar Central Business District, especially in the Downtown area accommodates commercial and office spaces. It also contain some few mixed-use development as well as close to the most R-2 (One and Two Family Residential) developments. In this case, a Conditional Use should be required with special considerations.
~~Light Industry~~	~~Brewpub~~	~~Conditional Use~~	~~Staff recommends a brewpub **without** outdoor dining or service with a Conditional Use Permit in the Light Industry District. Although, light industry facilities typically produces less air pollution impact, or contaminants, it is still a proactive safety measure to restrict the use without indoor dining.~~

ROCKSTEP FINAL PLAT



Potential Multifamily Housing

Utility capacity? WMU? | Engineering? 200 units

4/11/2022, 8:44:00 AM

Railroad
City
Township Roads
US
State
Township
County Gravel
County
County Gravel
County
US & State Highways
US
State

1:4,514

0 0.03 0.06 0.11 mi

0 0.04 0.09 0.17 km

City of Willmar
This is not an Official map or survey