

CITY OF WILLMAR
PLANNING COMMISSION MEETING
6:30 P.M. ON WEDNESDAY, JULY 19th, 2023.
CONFERENCE ROOM #1
WILLMAR CITY HALL

Chair: Jonathan Marchand

Vice Chair: Kelsey Vosika

Members: Steve Dresler, Stacy Holwerda, Yvon Fils-Aime, John Christianson and Christopher Buzzeo.

AGENDA

1. Meeting Called to Order
2. Canceled meeting on July 5th
3. Les Schwab Tires Center, Subdivision – Final Plat
4. Daniel Tempel, Minor Subdivision – Final Plat
5. Pep’s Bar and Restaurant – Plan Review - Final
6. Miscellany
7. Adjourn

1. MEETING CALLED TO ORDER

2. CANCELLED MEETING ON JULY 5TH.

3. LES SCHWAB TIRES CENTER, SUBDIVISION (23-02) – FINAL PLAT

Overview:

- On 05/01/2023 Trent Karel requested a minor subdivision to support developing the Les Schwab Tire Center building at 1st St S, parcel 95-504-0010.
- The land is being subdivided (minor subdivision) due to:
 - Result in less than 4 lots or parcels,
 - All utilities and easements are provided,
 - They comply with the design standards and minimum lot area and width
 - No new or changes to current street, utilities, easements, and
 - The plat does not abut or contain a wetland, lake, state, highway, county road or county-aid highway.
- Buildable area will be about 11,763 sq ft.
- The preliminary plat was presented to Planning Commission on 05/17/2023, with no comments.

Comments on Final Plat:

Fire Department: They are good at this point. (06/05/2023)

WPD: No areas of concern from the WPD aspect. (06/05/2023)

WMU Electrical: They are good to go with the electric service that's already in place and will put a quote together when they are ready for it for labor and materials, no other comments. (06/05/2023)

WMU Water: As this is just a plat and not construction, they have no comments. They need the easements on all property lines for the utilities. (06/05/2023)

Engineering:

1. The applicant shall obtain all necessary regulatory agency permits/approvals and provide verification to the City of Willmar for our files prior to construction.
2. The Preliminary Plat shall be signed by a Land Surveyor licensed in the State of Minnesota.
3. The Preliminary Plat shall identify the larger lot from which the proposed lot is being subdivided.
4. The Preliminary Plat shall include drainage and utility easements around the perimeter of the proposed parcel.
5. The Final Plat shall identify the larger lot from which the proposed lot is being subdivided.
6. The Final Plat shall include drainage and utility easements around the perimeter of the proposed parcel.
7. The applicant shall submit a grading plan for the review of the City of Willmar.
8. The applicant shall submit utility plans for the review of the City of Willmar.
9. The applicant shall submit paving, signage, and striping plans for the review of the City of Willmar.
10. The applicant shall submit construction details for the review of the City of Willmar.
11. The applicant shall submit a Stormwater Pollution Prevention Plan for the review of the City of Willmar.
12. The stormwater management plan shall be subject to the review of the civil construction documents.
13. The proposed impervious surface calculations shall be provided for the Schwab site.
14. The applicant shall enter into a stormwater maintenance agreement for the private stormwater facility i.e., the existing Menards Pond.
15. The applicant shall provide the city a copy of the executed agreement between Menards and the Les Schwab property such that the existing pond capacity will not be decreased.
16. The applicant shall provide storm sewer sizing calculations.
17. The stormwater management report shall be updated for clarity. The report refers to "development", "area" or "site" multiple times, but it is not clear if the reference is to the entirety of the original site with Menards included, or just the remainder open grassed lot. Additionally, clarification shall be provided as to whether the references are to pre-Menards, post-Menards, or future.
18. The stormwater management report states that "the modeled wet sedimentation basin volume is 191,664 cu . ft. (141,933 cu. Ft. from Menards 2S and 49,711 cu. Ft. from 1S)." The applicant shall clarify what volume (Live, Dead, or Both) is being referred to and how it was determined.
19. The applicant shall submit a lighting plan for the review of the City of Willmar.
20. All construction shall be in accordance with the City of Willmar Standards.

21. A pre-construction meeting shall be held prior to any construction at the site. They recommend that the construction plan information requested above be provided for review prior to a Building Permit being issued for the site. They further recommend that the Preliminary and Final Plats be revised to incorporate the above-mentioned comments and be re-submitted for review.

Staff Recommendation: Staff recommends approve the minor subdivision. The plat provides all the requirements for the final plat approval.

4. DANIEL TEMPEL, MINOR SUBDIVISION (23-05) – FINAL PLAT

Overview:

- On 06/14/2023 Daniel Tempel requested to split a lot in two. It is a minor subdivision.
- Preliminary were overviewed by Planning Commission on 06/07/2023.
- The area is located on Parcel 95-914-2350, zoned General Business District.
- In the new lot they intend to build a three units storage building.

Comments on Final Plat:

Fire Department: No comments from the Fire Department. (06/15/2023)

WPD: No WPD concerns noted. (06/20/2023)

WMU Electric: I need to keep the easement we have existing and need to have 5 feet on each side of the new property line splitting the two lots. (06/14/2023)

WMU Water: Water service for 1300 HWY 12, 351 1#th ST SW, and 1309 all have water service located through the new lot. There would need to be provisions for those water services to exist on the new plat property or the services moved to exist on the correct lot for each at the property owner's expense. WMU does not allow the service line on to be located on adjacent properties by policy. (06/15/2023)

Engineering: They have reviewed the Preliminary and Final Plat which was submitted via e-mail 6/14/2023. They have the following comments:

1. Drainage and utility easements shall be provided around the perimeter of the proposed lots.
2. 14th Street SE should be dedicated on the plat.
3. The preliminary plat shall be signed by a Land Surveyor licensed in the State of Minnesota.
4. A gap appears to exist between the proposed plat and the plat to the south and should be verified.

They recommend that the Preliminary and Final Plat be approved contingent on the above-reference comments and other comments submitted by city staff, the Planning Commission, and the City Council. (06/27/2023)

Staff Recommendation: Staff recommends approve the minor subdivision. The plat provides all the requirements for the final plat approval. To construct current project applicant will need a variance or follow the setbacks.

5. PEP'S BAR AND RESTAURANT PLAN REVIEW (23-06) - FINAL

Overview:

- On 05/29/2023 Stephen Peppin requested a plan review to continue remodeling of interior to build out a kitchen and a bathroom for Bar and Restaurant use.
- The proposed building is located at 1600 11th Ave NE, Willmar and zoned as GB - General Business.
- Preliminary plan was presented with comments on 06/21/2023 Planning Commission Meeting.

Comments on Site Plan:

Fire Department: Until they have actual building plans, they have no concerns at this point (06/22/2023)

WPD: Nothing further from WPD on this. (06/22/2032)

WMU Electric: They are good to go with the current electrical service to the building, any changes to there service would be at the expense of the owner. (06/22/2023)

WMU Water: They have no comments for the building. The building has an existing water service and it is sized to accommodate the new theme. (06/22/2023)

Engineering: They have no comments since there is no work proposed exterior of the building.

Staff Recommendation: Staff recommends approve the Plan Review. The plat provides all the requirements for the final plan review approval.

6. Miscellaneous

1. Parking lot maintenance ordinance text amendment.

7. Adjourn