

CITY OF WILLMAR

PLANNING COMMISSION MEETING

7:00 P.M. ON WEDNESDAY, DECEMBER 16, 2020

VIRTUAL

GOTO MEETING

Chair: Christina Nelson

Vice Chair: Rolf Standfuss

Members: Steve Gardner, Jeffery Kimpling, Cletus Frank, Jonathan Marchand, Terry Sieck, Khalif Ahmed Bashir, and Stephanie Carlson.

AGENDA

1. Meeting Called to Order
2. Minutes of December 2, 2020 meeting
3. Land Transfer Agreement between the City & Willmar School District
4. Miscellany
5. Adjourn

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, DECEMBER 2, 2020**

MINUTES

1. The Willmar Planning Commission met on Wednesday, December 2, 2020, at 7:06 p.m. virtually via GoTo Meeting.

** Members Present: Christina Nelson, Steve Gardner, Cletus Frank, Jonathan Marchand, Rolf Standfuss, and Stephanie Carlson.

** Members Absent: Khalif Ahmed Bashir, Jeff Kimpling, and Terry Sieck

** Others Present: Sarah Swedburg – Planner and Alex Rau – Planning Intern

2. MINUTES: Minutes of the November 4, 2020 meetings were approved as presented.

3. MEIJA DRIVE-THRU PLAN REVIEW– FILE NO 20-04: Staff presented the plan review for a drive-thru on behalf of Esteban Meija of Spicer, MN who is opening a new deli/grocery store (“La Manzanita”) on property described as follows: That part of Hamann’s Outlot lying Southerly of Trunk Highway 12 as presently constructed, excluding the part platted as Krupa Addition (1406 Highway 12 E). There will be no indoor seating, and the drive-thru window has existed for some time, as it was used by a previous business. Mr. Meija is only renovating the interior of the existing building; no additions are planned at this time.

Staff comments were reviewed and discussed (see Attachment A). The deli/grocery is approximately 3,993 square feet & 22 parking spaces are required.

Mr. Standfuss made a motion, seconded by Mr. Frank to approve the Plan Review as submitted with the following conditions:

- A. Onsite parking shall meet Zoning Ordinance standard or a variance shall be approved.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

The motion carried.

5. MISCELLANY: Thank you to Commissioner Gardner & Commissioner Standfuss for their tenure on the Planning Commission. They have both served six full years and will complete their final term at the end of this month. Their dedication to the Commission has been greatly appreciated, & they will be missed.

6. There being no further business to come before the Commission, the meeting adjourned at 7:18 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sarah Swedburg".

Sarah Swedburg
Planner

PLANNING COMMISSION – DECEMBER 2, 2020

STAFF COMMENTS

1. MEIJA DRIVE-THRU PLAN REVIEW – FILE NO 20-04:

- The applicant is Esteban Meija of Spicer, MN.
- The applicant is requesting a plan review to allow a drive-thru for a new café/grocery store located on property described as follows: That part of Hamann's Outlot lying Southerly of Trunk Highway 12 as presently constructed, excluding the part platted as Krupa Addition (1406 Highway 12 E).
- The property is zoned GB (General Business).
- The use of the property as a café/grocery store is allowed outright.
- The site was most recently used as a gas station. However, a drive-thru was originally approved on this site when it was formerly a Burger King.
- No additions to the building are planned at this time. Indoor renovations are currently underway.
- Parking? Restaurant/Café space requires 1 parking space for every 40 square feet of dining & 1 parking space for every 80 square feet of kitchen space. Grocery store space requires 1 parking space for every 175 square feet of floor area.
- The site can be accessed via the Highway 12 frontage road.
- Signage approvals are ancillary from site plan review/approval.

RECOMMENDATION: Approve plan review with the following conditions:

- A. Onsite parking shall meet Zoning Ordinance standards or a variance shall be approved.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

95-901-0300

LOGE/ALAN C & NANCY
22-006-0020

IND. SCHOOL DIST. #347
95-901-0100

22-006-0030

22-006-0020

Willmar Twp.

Willmar 95-901-0300
STATE OF MINNESOTA - D.O.T.

6 *Kandiyohi Twp.*

95-901-0200
CITY OF WILLMAR

22-006-0040
LOGE/ALAN C & NANCY

CORR 9 NE

33-001-0020

33-001-0040

95-901-0310

71

95-220-1370

9th St SE

Trott Ave SE

CASA DE MISERICORDIA
95-222-0001

IND. SCHOOL DIST. #347
95-224-0010

CITY OF WILLMAR 95-224-0020

Willmar

Minnesota Ave SE

95-840-0010
IND. SCHOOL DIST. #347

CITY OF WILLMAR
95-914-2605

95-222-1710

9th St SE

95-840-0040
OLSON/ERIKA L

95-840-0050

GESCH PROPERTIES LLC
95-914-2610

95-222-1700

95-840-0060

PLANNING COMMISSION – DECEMBER 16, 2020

STAFF COMMENTS

1. LAND TRANSFER AGREEMENT (CITY/SCHOOL DISTRICT):

- As part of the local option sales tax recreation field projects, the City and Public School District are pursuing a transfer of land from the School District to the City for the development of athletic fields at the current High School location – 2701 30th St NE (see map included in packet – legal description in development).
- Additionally, the School District is looking to transfer park land to the City that the City has maintained for some time behind the former Lincoln School described as: Lots 1-7, excluding the Easterly 18.8 feet of Lot 7, Block 1, Ferring's Third Addition to the City of Willmar, Minnesota AND Lot 1 & 2, excluding the North 1/100 feet, Block 1, Welch's Addition to the City of Willmar (511 Julii St SE).
- Both properties are zoned G (Government).
- Both properties will continue to be used for public park/recreational facilities.
- City and School District use of these facilities will be covered under existing facility use agreements overseen by the Parks & Rec department.
- A portion of the Local Option Sales Tax funding has been designated to fund the design and construction of new athletic fields on the property located by the High School. The final scope of the project is yet to be determined by the City, but the project is currently expected to consist, at minimum, of the following components:
 - Four softball/youth baseball Fields with
 - Dugouts
 - All fields fenced in
 - 220-foot distance to the outfield fence
 - Irrigation for all four fields.
 - One or Two regulation sized multipurpose turf fields
 - Lines for soccer, football and possibly Lacrosse
- The athletic fields property by the High School will not include parking. A joint parking facilities provision will be included in the Land Transfer Agreement. These parking spaces are within 300 feet of the fields and times of use should not substantially conflict with the use of the School's parking lot.

RECOMMENDATION: Approve the Joint Parking Facility to be included in the Land Transfer Agreement between the City of Willmar and Willmar Public School District. Recommend approval of the Land Transfer and forward to the City Council for review.