

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, FEBRUARY 22, 2012**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, February 22, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Mark Klema, Charlie Oakes, Scott Thaden, Nick Davis, Randy Czarnetski, Bob Poe, and Virgilio Aguirre, Jr.

\*\* Members Absent: Andrew Engan, and Gary Geiger.

\*\* Others Present: Phil Anderson, Frank Yanish, Steve Salzer, Cecil Meyer, Bruce D. Peterson, Megan Sauer- Planner.

2. MINUTES: The minutes of the January 25, 2012 meeting were approved as presented.

3. SCHMITT SECOND ADDITION PRELIMINARY PLAT- FILE NO. 12-02: The public hearing opened at 7:05 p.m. Staff presented the preliminary plat on behalf of Ken Schmitt for a replat of one parcel into two parcels and two outlots on property legally described as: Lot 1, Block 1, Schmitt Addition (202 19<sup>th</sup> Ave. SE). Lot 1 will contain the existing Culver's Restaurant and Lot 2 will be for sale/development. Outlot A will be a shared drive/access and Outlot B an already existing stormwater pond. The plat will be a common interest community with declarations spelling out shared interests in drives/access and stormwater control for Outlot A and B.

No one appeared to speak for or against the request, and the public hearing closed at 7:07 p.m.

The Planning Commission reviewed and discussed staff comments (see Attachment A).

The Commission talked about employee parking for the Culver's Restaurant, which currently has employee parking on the future Lot 2. They talked about peak operating hours and there being times the parking lot is full. They also discussed the abutting access/drive to the east of both properties, which is owned by SuperValu. It is unknown if there is a recorded access easement already to the entire property, or if it's just to Mr. Schmitt.

Mr. Oakes made a motion, seconded by Mr. Thaden, to approve the preliminary plat with the following conditions:

- A. Declarations/articles for the outlots shall be submitted for City review prior to final plat signatures and shall be recorded with the plat.
- B. Assessments shall either be paid in full or reapportioned.
- C. Utility easement shall be added as requested.

D. Any extension of services to parcels shall be at the cost of developer.

The motion carried.

4. BURGER KING REBUILD PLAN REVIEW FILE NO. 12-01: Phil Anderson, Genesis Architecture, presented the plans for a Burger King Restaurant rebuild on the existing restaurant site including a drive through lane and landscaping/parking on property described as: the north 250' of south 500' of East 150' of West 183' of SW ¼ of SW ¼ (1201 1<sup>st</sup> St. S.). Mr. Anderson explained that the building will reorient the drive through and create better traffic patterns on site. There will be curbed/landscaped parking delineations from the property to the north, and the retaining walls will be expanded. Parking and drive setbacks are not met, and a variance will be required.

Staff comments were discussed and reviewed (see Attachment A).

The Commission talked about the two access points to the property, and the drive through lane traffic flow. As the southbound traffic cannot enter the south access there wasn't as much concern about traffic backed up into 1<sup>st</sup> St. S.

Mr. Czarnetzki made a motion, seconded by Mr. Oakes, to approve the site plan with the following conditions:

- A. Landscaping plan shall be submitted for Planning Commission review and approval.
- B. Onsite signage and striping shall be added to discourage drive through traffic from backing up onto 1<sup>st</sup> St. S.
- C. Parking and drive setback variances shall be obtained prior to the issuance of a building permit.
- D. Sign permits shall be ancillary approvals.
- E. Parking and drive areas shall be curbed.
- F. The use shall meet all applicable local, state, and federal laws and regulations.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

5. MINNWEST TECHNOLOGY CAMPUS DATASUCCESS PLAN REVIEW- FILE NO. 12-02: Steve Salzer, of MinnWest Technology Campus presented a plan review request for DataSuccess, Inc. on property described as Unit 5, MinnWest Technology Campus CIC #40 (1700 Technology Dr. NE). DataSuccess is owned by Jon Schmidt and he does on-site PC sales and service for home and business. Mr. Salzer explained, that this niche business will be useful on the Technology Campus to perform IT tasks for the private businesses on the campus.

Mr. Thaden made a motion, seconded by Mr. Davis, to approve the plan review with the following condition:

The use shall meet all applicable local, state, and federal laws and regulations.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

6. ZONING ORDINANCE UPDATE SECTION 4 PARKING DRAFT: Staff distributed a draft of the Zoning Ordinance Section 4 Off-Street Parking/Loading. The Planning Commission will review the draft and discuss the section at the next meeting.
7. MISCELLANY- MEYER'S ADDITION FINAL PLAT- FILE NO. 12-01: Staff presented the final plat of Meyer's Addition on behalf of Cecil Meyer, which consists of three parcels being replatted/reconfigured on property described as: Lots 13 and 14 excluding the S 20' of E 50' of Lot 13, Block 52, Original Townsite of Willmar (611 & 615 Becker Ave. SW), AND Lot 1 and N. 30' of Lot 2, Block 52, Original Townsite of Willmar (402 6<sup>th</sup> St. SW). The only condition of preliminary plat approval was a recorded access and parking agreement, which shall be submitted prior to final plat signatures. Mr. Meyer stated they are working on the document and will have it to City staff soon.

Mr. Thaden made a motion, seconded by Mr. Oakes, to approve the final plat, with the understanding that final mylar signatures will not be applied until the access/parking agreement is submitted and approved.

The motion carried.

Staff discussed an opportunity for the Planning Commission to join the Minnesota Planning Association (MNAPA) as citizen planners. They will receive e-mail updates and the monthly newsletter and have contact with other Citizen planners as well as learning opportunities.

Mr. Thaden made a motion, seconded by Mr. Oakes, to enroll the Commission into the membership of MNAPA.

The motion carried.

8. There being no further business to come before the Commission, the meeting adjourned at 7:51 p.m.

Respectfully submitted,

Megan M. Sauer, AICP  
Planner/Airport Manager