



**Planning Commission Regular Meeting
City Council Chambers, 2660 Civic Center Drive
Minutes – Wednesday, December 4, 2024 – 6:30 p.m.**

1. Call to Order

Vice-Chair Schaffhausen called to order the regular meeting of the Planning Commission meeting at approximately 6:30 p.m. and reviewed the role and purpose of the Planning Commission.

2. Roll Call

At the request of Vice-Chair Schaffhausen, City Planner Thomas Paschke called the Roll.

Members Present: Vice-Chair Karen Schaffhausen, and Commissioners Tammy McGehee, Pamela Aspnes, Matthew Bauer and Erik Bjorum.

Members Absent: Chair Michelle Pribyl, and Commissioner Kruzal

Staff Present: City Planner Thomas Paschke and Community Development Director Janice Gundlach

3. Approve Agenda

MOTION

Member McGehee moved, seconded by Member Bjorum, to approve the agenda as presented.

Ayes: 5

Nays: 0

Motion carried.

4. Review of Minutes

a. November 6, 2024, Planning Commission Regular Meeting

MOTION

Member Bjorum moved, seconded by Member McGehee, to approve the November 6, 2024, meeting minutes as revised.

Ayes: 5

Nays: 0

Motion carried.

5. Communications and Recognitions:

Member Bauer announced he will be resigning from the Commission effective December 31, 2024, as he will be joining the City Council.

- a. **From the Public:** *Public comment pertaining to general land use issues not on this agenda, including the 2040 Comprehensive Plan Update.*

None.

- b. **From the Commission or Staff:** *Information about assorted business not already on this agenda, including a brief update on the 2040 Comprehensive Plan Update process.*

None.

6. Public Hearing

- a. **A request by BFA, Inc., on behalf of Wal-Mart, for a Conditional Use for the Pre-existing Building and Site, the Proposed Improvements to the Parking Lot, and the Construction of a 2,500 square foot Online Pickup and Delivery Addition at 1960 Twin Lakes Parkway (PF24-018)**

Vice-Chair Schaffhausen opened the public hearing for PF24-018 at approximately 6:40 p.m. and reported on the purpose and process of a public hearing. She advised this item will be before the City Council on December 27, 2024.

City Planner Paschke summarized the request as detailed in the staff report dated December 4, 2024.

Member McGehee asked if this was essentially a drive-thru.

City Planner Paschke stated it is not, it is a walk-up pickup. The customer parks and calls into the store and the items are then brought to the car.

Member Bauer asked if there would be a change in signage.

City Planner Paschke stated some modifications have already been made but are not material to the Zoning Code. There were modifications made to the entry area, which were approved by the City Engineer and Public Works Director.

Member Bjorum asked about the number of parking stalls.

City Planner Paschke stated no additional stalls will be added.

Member Aspnes asked about the aerial view of the area. The current pickup area will be relocated to the area indicated on the drawing.

Public Comment

Mr. Craig Winkelmann, from BFA Inc., applicant, stated he read the staff report and all is correct. The expansion is not open to the public and is just for the associates of the store. Freezers and refrigerators will be in that area. He indicated the location of the pickup area, noting the current pick-up area will become regular parking spaces.

Member Bauer encouraged the applicant to look at the garbage that accumulates in the parking lot.

Mr. Winkelmann explained it is difficult to deal with the garbage on site design but they will look at keeping the area clean. They are also working with the architects and he will mention to them about adding more trash receptacles throughout the parking lot.

No one else appeared to address the Commission.

Vice-Chair Schaffhausen closed the public hearing at 6:52 p.m.

MOTION

Member McGehee moved, seconded by Member Bjorum, to recommend to the City Council approval of the proposed Conditional Use for the Pre-existing Building and Site, the proposed improvements to the parking lot, and the construction of a 2,500 square-foot online pickup and delivery addition at 1960 Twin Lakes Parkway (PF24-018).

**Ayes: 5
Nays: 0
Motion carried.**

7. Other Business

a. Approve 2025 Variance Board & Planning Commission Meeting Calendar

City Planner Paschke reviewed the 2025 meeting calendar.

MOTION

Member McGehee moved, seconded by Member Aspnes, to approve the 2025 meeting calendar, as presented.

**Ayes: 5
Nays: 0
Motion carried.**

8. Commission Direction on Commission Member Initiated Agenda Items

9. Adjourn

MOTION

Member Bauer, seconded by Member McGehee, to adjourn the meeting at 7:00 p.m.

Ayes: 5

Nays: 0

Motion carried.