



CITY OF
MILACA *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

CITY OF MILACA
PLANNING COMMISSION AGENDA

JULY 14, 2025

6:00 P.M.

255 1ST ST E, CITY HALL COUNCIL ROOM

1. Call to Order Regular Planning Commission Meeting Time _____
2. Roll Call

_____ Brett Freese _____ Lainy Hoskins _____ Jake Lepper _____ Joel Millam _____ Mitch Siemers
_____ Brad Tolzman
3. Approve minutes from June 9, 2025 MB _____ 2nd _____ AIF _____ O _____
4. **Open Public Hearings: Time** _____ (Discussion from Planning Commission members conducted under New Business)
 - a. Preliminary and Final Plat for City of Milaca-Milaca Junction Addition

Close Public Hearings: Time _____
5. Old Business
6. New Business
 - a.. Preliminary and Final Plat for City of Milaca - Milaca Junction Addition MB _____ 2nd _____ AIF _____ O _____
7. Miscellaneous
 - a. Vacancy on the Planning Commission
8. Adjourn Time _____ MB _____ 2nd _____ AIF _____ O _____

CITY OF MILACA PLANNING COMMISSION MEETING MINUTES

June 9, 2025

6:00 P.M.

1. OPEN PLANNING COMMISSION MEETING: Brad Tolzman –Chairman 6:00 p.m.

2. MEMBERS PRESENT: Roll Call:

a. Brett Freese, Jake Lepper, Joel Millam, Mitch Siemers, Brad Tolzman

b. Others Present: City Manager Tammy Pfaff, Assistant City Clerk Deloris Katke, Council Liaison Norris Johnson. Public-at-large: Brenda Vanthof, Tracey Sundvall, Lainey Hoskins, George Czech, Michelle Czech, Carol Mueller, Jesse Latterell, Todd Hoffman, Wendi Wicktor, Kasner Storm.

3. APPROVAL OF MINUTES FROM March 10, 2025:

Chairman Tolzman called for a motion to approve the minutes from March 10, 2025.

Motion to approve minutes from March 10, 2025, made by Mitch Siemers, seconded by Joel Millam. No further discussion. All in favor.

Motion passes.

4. PUBLIC HEARINGS: Opened at 6:00

- a. **Public Hearing on Solar Panel Ordinance:** The completed Solar Panel Ordinance is place. Ordinance is consistent with what was discussed during the March 10, 2025 Planning Commission meeting. **-No public comment**
- b. **Public Hearing on Conditional Use Permit for Holiday Station Stores, LLC for high-speed diesel fueling station:** Holiday stores parent company, Circle K would like to install a high-speed diesel fueling island adjacent, to the south, of their existing store at the junction. The CUP would allow a fueling station in a B-2 district. **-No public comment**
- c. **Public Hearing on Conditional Use Permit for Jesse Latterell -Three story apartment building in B-1 District:** Mr. Latterell would like to build a five-unit apartment building for adults with developmental disabilities. **-Several individuals in attendance came forward with questions related to this request. These included several adjacent property and business owners. In particular, these concerns involved the availability of parking, building setbacks, visibility concerns at the intersection of the alley, and the presence of utility easements. Several staff from the Milaca Area Food Pantry expressing concern for how this would impact their business. Both from the standpoint of serving their clientele, and well as reduced accessibility for deliveries.**

5. PUBLIC HEARINGS: Closed at 6:10

6. OLD BUSINESS:

- a. **Solar Panel Ordinance:** A motion was made by Brett Freese, seconded by Mitch Siemers, to approve a proposed amendment limiting the percentage of acres that can be converted to a “solar farm” to 50%. All in favor. No further discussion. Motion passes.

7. NEW BUSINESS:

- a. **Conditional Use Permit for Holiday Station Stores, LLC for high-speed diesel fueling station:** A motion was made by Brett Freese, seconded by Jake Lepper, to approve a CUP contingent on a Developers Agreement from Holiday Station Stores, LLC. All in favor. No further discussion. Motion passes.
- b. **Conditional Use Permit for Jesse Latterell -Three story apartment building in B-1 District:** A motion was made by Joel Millam, seconded by Brett Freese, to approve a CUP contingent on a Developers Agreement from Jesse Latterell/ Mid MN Investments. All in favor. No further discussion. Motion passes.
- c. **Milaca Junction Update:** City Manager Pfaff updated the committee on the status of the final plat for the Milaca Junction expansion. It was noted that there will be a Planning Commission meeting in July to review the final plat, along with lot dimensions and legal descriptions for the layout.
- d. **Planning Commission Candidate Interview:** Lainy Hoskins is the Community & Organizational Development Manager for Mille Lacs County and would like to be on our Planning Commission. Per Ordinance, Planning Commission can have up to two members from the surrounding community. Lainy would be our second member from surrounding community.
- e. **Planning Commission Candidate Approval:** A motion was made by Mitch Siemers, seconded by Jake Lepper, to approve Lainy Hoskins for the Milaca Planning Commission. All in favor. No further discussion. Motion passes.

8. MISCELLANEOUS:

City Manager Pfaff noted that the current Planning Commission is still short one member, and encouraged members to help fill that vacancy.

City Manager Pfaff also mentioned that the Planning Commission meeting originally scheduled for June 23, will be rescheduled for July. This meeting will include a discussion regarding the final plat for the Milaca Junction expansion.

9. ADJOURN:

PC Chairman Tolzman called for a motion to adjourn. PC Member Milliam made the motion to adjourn. PC Member Siemers seconded the motion. No further discussion. All In favor.

Motion passes.

Meeting adjourned at 6:39 p.m.

To:	Milaca Planning Commission	From:	Evan Monson Minneapolis
Project/File:	193800515	Meeting Date:	July 14, 2025

Request: Preliminary Plat request for *Milaca Junction Addition*

Applicant/Owner: City of Milaca

Property Location: 640 10th Avenue SE (Parcel # 21-000-3041), Parcel # 21-000-340, and Parcel # 21-000-3016

Zoning: B-2 (General Business)

Review Period: 120-day review period ends 10/14/2025.

Items Reviewed: Preliminary Plat dated 6/15/2025.

OVERVIEW

The city is proposing to subdivide three parcels of land totaling approximately eighteen acres located on the east side of US Highway 169 into twelve lots and one outlet. Part of the property is currently occupied by the municipal liquor store, while the rest of the site is vacant/undeveloped or farmland. New development on the proposed parcels would have access onto 10th Avenue SE, as the proposed plat includes an extension of 10th Avenue SE running south past the liquor store and down through the site. The newly extended road terminates in the southeast corner of the site, though it can be further extended to the east in the future if/when neighboring properties redevelop.

The site is already [zoned B-2](#), so the proposed lots would retain that zoning designation. The B-2 zone allows a number of commercial-type uses as permitted or conditional uses; these are listed in 156.039.

There are no grading or utility plans included at this time. Utilities, such as streets, water, and sewer, will have to be extended into the site in the future. Utility plans can be prepared by a developer as part of a development project, or by the city. Grading and erosion control for each lot will have to be reviewed prior to any approvals or permits being issued.

Title XV, Chapter 155 of the city's code governs subdividing land within the city. Chapter 156 governs zoning. Creating a new subdivision requires review and approval of a preliminary plat, as well as a final plat. Per 155.021, a preliminary plat is reviewed by the city's planning commission, and approved or denied by the city council. The city has 120 days to complete a review and approve or deny a preliminary plat, per 155.021(G). If approved, a final plat can be applied for, which is reviewed by the city council only. The council can either approve or deny a final plat request.

Reference: Milaca Junction Addition - Preliminary Plat

PROPERTY DESCRIPTION

The site is 18.03 acres, or 785,518 square feet (SF) in size, per the plat. The site is fairly flat, with some gradual slopes near the north and south ends of the site. There are some wetlands on the eastern and northwest portions of the site that have not recently been delineated. The site has access to 10th Avenue SE to the north. A ramp for US Highway 169 forms the western boundary of the site. The lots/parcels to the east and south of the site are outside of city limits.

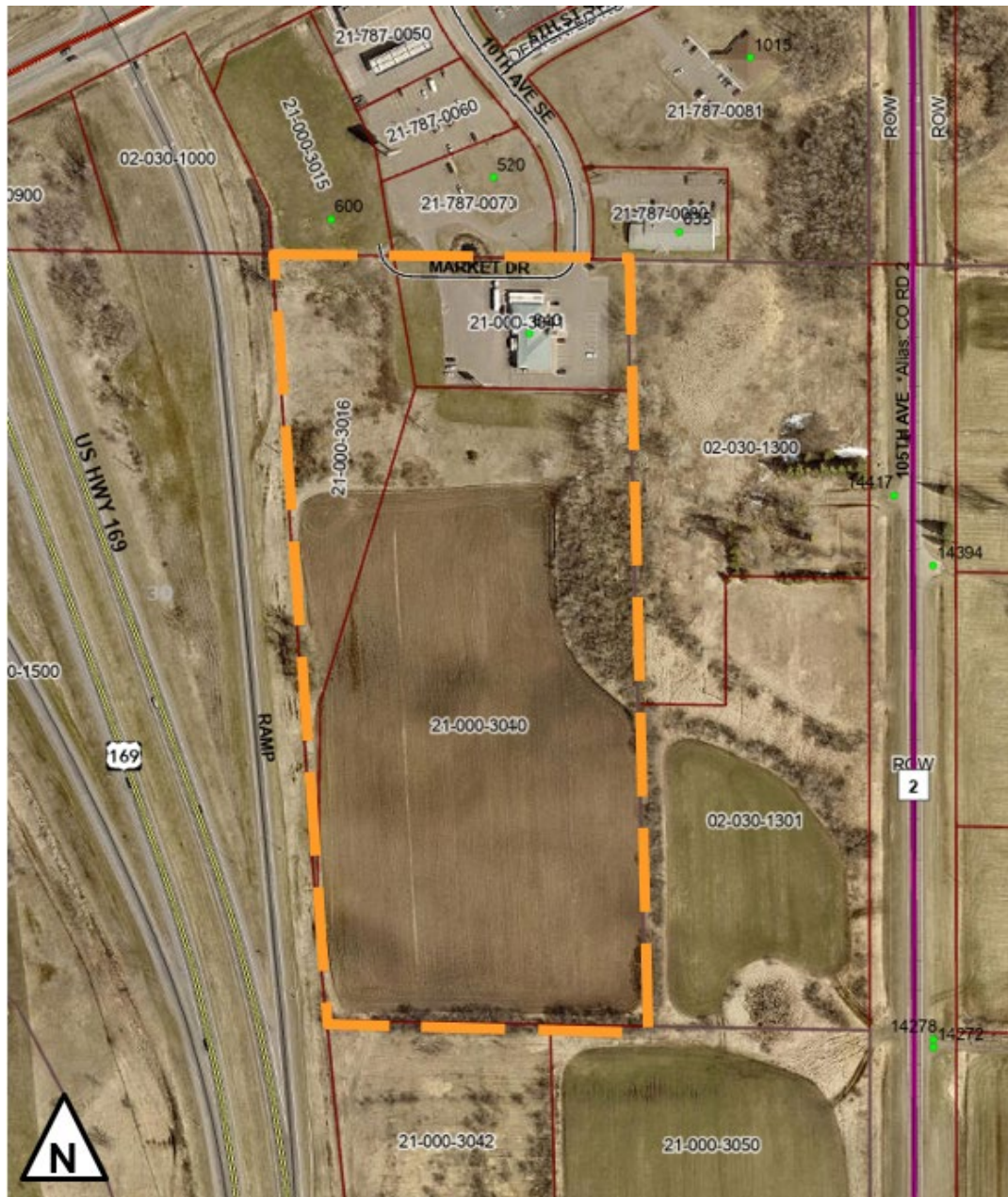


Figure 1: Aerial of site, per Mille Lacs County GIS. The boundary of the site is in orange, parcel lines are in red.

Reference: Milaca Junction Addition - Preliminary Plat

EVALUATION

The proposed plat includes twelve lots and one outlet. The outlet would encompass the vacant land east of the current parking lot of the liquor store. An outlet is land that is reserved for future use, or is unused/unable to be developed. In this situation, the outlet would be unable to be developed due to its size.

Table 1: List of proposed lots

Proposed lot/parcel	Proposed Size
Lot 1, Block 1	2.80 acres
Lot 2, Block 1	2.15 acres
Lot 3, Block 1	0.74 acres
Lot 4, Block 1	0.72 acres
Lot 5, Block 1	0.71 acres
Lot 6, Block 1	0.69 acres
Lot 7, Block 1	2.29 acres
Lot 8, Block 1	1.35 acres
Lot 1, Block 2	2.00 acres
Lot 2, Block 2	0.84 acres
Lot 3, Block 2	0.84 acres
Lot 4, Block 2	0.79 acres
Outlet A	0.24 acres

As mentioned previously, the site is zoned B-2. The twelve developable lots would meet the size requirements of the B-2 zone, as outlined in 156.039. The B-2 zone requires a minimum lot size of 6,000 SF if served by city/public sewer. On-site sewer (septic) requires a minimum lot size of 43,500 SF. Lots with city sewer require a minimum lot width of 80 feet. The 80-foot requirement would be met by all of the proposed lots. A width of 150 feet is required if a lot in the B-2 zone has a septic system.

The B-2 zone also has setback requirements from each lot line. The minimum front setback is 25 feet, while the minimum rear setback is 10 feet. The minimum side setback is 10 feet for interior lots and 20 feet for corner lots.

The proposed extension of 10th Avenue SE is shown with a right-of-way (ROW) width of 60 feet, which meets the minimum required under 155.059. The roadway width is not finalized at this time, but based on the code requirements in 155.059 the future road would be at minimum 40 feet in width. If sidewalks were installed in the future, they would be a minimum width of 10 feet, per 155.061.

The plat shows drainage and utility easements along each property line, which meets the requirements of 155.064. The plat also shows a restriction on ingress/egress along the west boundary of the plat; this is to show that direct driveway access would not be allowed off of the US Highway 169 ramp. This requirement is consistent with the lot requirements of 155.067, as well as the comments received from the Minnesota Department of Transportation (MnDOT).

Comments From Others

The proposed preliminary plat was sent to staff/agencies for comment, as required under 155.121. Comments received at the time of writing this report are below in italics.

Reference: Milaca Junction Addition - Preliminary Plat

- District Highway HQ (MnDOT)
 - *MnDOT will not allow any access to US 169 or the ramp from the highway for any development in this area.*
 - *We would like to review any [future] site plans to ensure no ROW encroachments and including drainage plans for future development that abuts highway [169] ROW.*
 - *Do note that MnDOT will not be constructing any sound walls in between the highway and the development. Any sound barriers would be [the] responsibility of the developer or City of Milaca.*
 - *Do submit to us any traffic studies that may be produced from future development, whether commercial or otherwise.*
- Mille Lacs County
 - No comments were received by planning staff at the time of writing this report.
- City Engineer
 - *The City Engineer had no comments.*
- City Fire Chief
 - No comments received at the time of writing this report.
- City Utilities Superintendent/Public Works
 - No comments received at the time of writing this report.

Review of the Preliminary Plat

155.022 outlines the following (in italics below) when reviewing a preliminary plat:

(A) *Approval of the preliminary plat is an acceptance of the general layout and indication to the subdivider that he or she may proceed toward fulfilling the necessary steps for approval of the plat in accordance with the terms of approval. This approval does not constitute final acceptance of the subdivision.*

(B) *The City Council may require modifications, changes, and revisions of the plat, as it deems necessary to protect the health, safety, morals, comfort, convenience, and general welfare of the community.*

Based on the previous information outlined in this report, the proposed Milaca Junction Addition plat meets the requirements outlined in the city's subdivision code (Chapter 155), and would result in lots that meet the requirements of the B-2 zone as outlined in the city's zoning code (Chapter 156). As noted in 155.022, the city can require changes to the preliminary plat, if needed. It also notes that approval does not constitute

Reference: Milaca Junction Addition - Preliminary Plat

final acceptance of the subdivision; the applicant (in this case, the city) will have to move forward with a request for a final plat in the future.

OPTIONS

The Planning Commission has the following options with this request:

1. Recommend the city council approve of the request, with findings for approval and with/without conditions.
2. Recommend the city council deny the request, with findings for denial.
3. Table the request for further review/study.

RECOMMENDATION

Staff recommend that the planning commission recommend the city council approve of the requested preliminary plat for Milaca Junction Addition, based on the following findings:

1. The request meets the requirements for a preliminary plat, as outlined in Title XV, Chapter 155 (Subdivision Control) of the city code.
2. The request would create twelve developable lots that meet the requirements of Title XV (Chapter 155 (Subdivision Control) and Chapter 156 (Zoning), as well as one outlot.

In addition, staff would recommend the following conditions of approval:

1. The final plat shall be consistent with the proposed preliminary plat, and any changes or amendments to the preliminary plat as approved by the city.
2. The final plat shall adhere to the requirements of the City Engineer.
3. The final plat shall be sent to the County Surveyor for review and comments.
4. A delineation shall be conducted to confirm the boundaries of wetlands on the site.



CITY OF
MILACA *Minnesota*

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APPLICATION FOR PRELIMINARY PLAT REQUEST

APPLICATION IS HEREBY MADE FOR A PRELIMINARY PLAT FOR

MILACA JUNCTION ADDITION

CITY OF MILACA

Subdivision Name

Owner's Name

FULL LEGAL DESCRIPTION OF PROPERTY (Attach description if needed)

SEE ATTACHED

ADDRESS OF
PROPERTY **XXX 10TH AVE SE**

OWNER
NAME **CITY OF MILACA**

OWNER
ADDRESS **255 1ST ST E**
STREET ADDRESS

MILACA

CITY

MN

STATE

56353

ZIP CODE

TELEPHONE (**320**) **983-3141**

EMAIL ADDRESS **tpfaff@milacacity.com**

APPLICANT
NAME **CITY OF MILACA**

APPLICANT
ADDRESS **255 1ST ST E**
STREET ADDRESS

MILACA

CITY

MN

STATE

56353

ZIP CODE

APPLICANT TELEPHONE (**320**) **983-3141**

EMAIL ADDRESS **tpfaff@milacacity.com**

THE FOLLOWING INFORMATION IS SUBMITTED IN SUPPORT OF THIS APPLICATION:

- ☒ COMPLETED APPLICATION FOR PRELIMINARY PLAT
- ☐ \$400.00 FOR **10 LOTS OR LESS** PLUS \$25.00 PER PROPOSED LOT OR DWELLING UNIT; OR
- ☐ \$350.00 FOR **MORE THAN 10 LOTS** PLUS \$25.00 PER PROPOSED LOT OR DWELLING UNIT
- ☐ ESCROW FEE OF \$3,500.00 FOR ASSOCIATED ENGINEERING AND LEGAL EXPENSES
- ☒ LEGAL DESCRIPTION OF PROPERTY ATTACHED
- ☒ 12 COPIES OF SURVEY
- ☒ 12 COPIES OF SITE PLAN
- ☐ OTHER_____

I FULLY UNDERSTAND THAT ALL OF THE ABOVE REQUIRED INFORMATION MUST BE SUBMITTED AT
LEAST 15 DAYS PRIOR TO THE PLANNING COMMISSION MEETING TO ENSURE REVIEW BY THE
PLANNING COMMISSION ON THAT DATE.

OWNER'S SIGNATURE_____

DATE 05-27-25_____

COMMENTS/REVISIONS_____

RECEIVED BY: _____
CITY MANAGER SIGNATURE/ZONING ADMINISTRATOR DATE

CITY OF MILACA

The City of Milaca Planning Commission will hold a Public Hearing on Monday, June 23, 2025, at 6:00 p.m. at the Milaca City Hall, at 255 1st St E, in the council room to consider a Preliminary and a Final Plat request from City of Milaca. City of Milaca would like make 11 lots for business opportunities.

The property is located at XXX 10th Ave SE (south of Milaca Off Sale), Milaca, Mille Lacs County, Minnesota. Legally described as:

The West Half of the West Half of the East Half of the Northeast Quarter of the Southwest Quarter AND the West Half of the Northeast Quarter of the Southwest Quarter, all in Section 30, Township 38, Range 26, Mille Lacs County, Minnesota.

EXCEPTING THEREFROM all land lying west of the east boundary of Parcel 18 on the plat designated as Minnesota Department of Transportation Right of Way Plat No. 48-10 on file and of record in the office of the County Recorder, said Mille Lacs County.

ALSO EXCEPTING THEREFROM that part of the Northeast Quarter of the Southwest Quarter of Section 30, Township 38, Range 26, Mille Lacs County, Minnesota, described as follows: Beginning at the point of intersection of the North line of said Northeast Quarter of the Southwest Quarter with the Easterly line of the recorded plat of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 48-28, said point of beginning being denoted as monument B1035 on said plat; thence South 89 degrees 30 minutes 24 seconds East, assumed bearing, along said North line of the Northeast Quarter of the Southwest Quarter a distance of 410.87 feet to the Northeast corner of the West Half of the West Half of the East Half of the Northeast Quarter of the Southwest Quarter; thence South 1 degree 46 minutes 44 seconds East along the East line of said West Half of the West Half of the East Half of the Northeast Quarter of the Southwest Quarter a distance of 225.92 feet; thence North 89 degrees 30 minutes 24 seconds West a distance of 378.00 feet to said Easterly line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 48-28 and being denoted on said plat as monument B10; thence North 10 degrees 00 minutes 21 seconds West along said Easterly line a distance of 229.59 feet to said point of beginning.

You may voice your opposition or support by attending this meeting or by mailing a letter. However, all letters must be signed or they will not be accepted and letters must be received at city hall by 4:00 p.m. June 23, 2025.

Thank you,

Tammy Pfaff
City Manager
City of Milaca



APPLICATION FOR FINAL PLAT REQUEST

APPLICATION IS HEREBY MADE FOR A FINAL PLAT FOR MILACA JUNCTION ADDITION
SUBDIVISION NAME

WHICH RECEIVED PRELIMINARY APPROVAL BY THE MILACA CITY COUNCIL ON _____
DATE

FULL LEGAL DESCRIPTION OF PROPERTY (Attach description if needed)

SEE ATTACHED

OWNER
NAME CITY OF MILACA

OWNER
ADDRESS 255 1ST ST E

STREET ADDRESS

MILACA

CITY

MN

STATE

56353

ZIP CODE

TELEPHONE (320) 983-3141

E-MAIL ADDRESS tpfaff@milacacity.com

APPLICANT
NAME CITY OF MILACA

APPLICANT
ADDRESS 255 1ST ST E

STREET ADDRESS

MILACA

CITY

MN

STATE

56353

ZIP CODE

APPLICANT TELEPHONE (320) 983-3141

EMAIL ADDRESS tpfaff@milacacity.com

THE FOLLOWING INFORMATION IS SUBMITTED IN SUPPORT OF THIS APPLICATION AS DESCRIBED IN THE FINAL PLAT PROCEDURES AND DATA REQUIRED FOR FINAL PLAT:

☒ COMPLETED APPLICATION FOR FINAL PLAT REQUEST

☒ COMPLETE PRELIMINARY PLAT CHECK LIST

☐ NONREFUNDABLE FEE OF \$300.00

☒ LEGAL DESCRIPTION OF PROPERTY

☒ 12 COPIES OF SURVEY

☒ 12 COPIES OF THE FINAL PLAT

☐ REZONING APPLICATION, IF APPLICABLE

☐ OTHER _____

I FULLY UNDERSTAND THAT ALL OF THE ABOVE REQUIRED INFORMATION MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO THE PLANNING COMMISSION MEETING TO ENSURE REVIEW BY THE PLANNING COMMISSION ON THAT DATE.

OWNER'S SIGNATURE _____

DATE _____

COMMENTS/REVISIONS _____

RECEIVED BY: _____

CITY MANAGER SIGNATURE/ZONING ADMINISTRATOR

DATE

RECEIPT # _____

[illegible]