WILLMAR

PLANNING AND DEVELOPMENT SERVICES

City Office Building
333 SW 6th Street, Box 755
Willmar, MN 56201

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MEMO

TO: Willmar Planning Commission

Chair: Mark Klema
Members: Charles Oakes, Andrew Engan, Scott Thaden, Gary Geiger, Randy Czarnetzki, Nick Davis, Virgilio Aguirre, Jr, and Bob Poe.

FROM: Megan M. Sauer, Planner MMS

DATE: March 7, 2012

SUBJECT: MARCH 14, 2012 MEETING

The Willmar Planning Commission will meet at 7:00 p.m. on Wednesday, March 14, 2012, in Conference Room #2 (upper level) of the City Office Building. Please call me at 214-5195 if you cannot attend.

1. Call the meeting to order.
2. Minutes of the February 22, 2012 meeting *
3. Rice Hospital Land Acquisition. **
4. Street Vacation Harold Ave. NW. *
5. Zoning Ordinance Update Section 4 Parking draft discussion.
6. Miscellany.
7. Adjourn.

* included
** to be presented

Willmar
All-America City
2005

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 19th 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 1st 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 1st 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 1st 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 6th 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

Megan M. Sauer, AICP
Planner/Airport Manager

Attachment A

PLANNING COMMISSION-FEBRUARY 22, 2012

STAFF COMMENTS

1. SCHMITT SECOND ADDITION PRELIMINARY PLAT-F ILE # 12-02:
   - The applicant is Ken Schmitt (Culver's) Willmar, MN 56201.
   - The applicant is requesting re-platting of his parcel into two parcels and two outlots on property legally described as: Lot 1, Block 1, Schmitt Addition (202 19th Ave. SE).
   - The property is zoned GB (General Business).
   - The applicant is requesting to subdivide the existing parcel into two lots, one with the existing Culver's Restaurant on it and the other to be parceled off for resale. As the second parcel being created does not have direct street access the subdividing will be part of a common interest community. Outlot A will be a shared drive access, and Outlot B is and will be stormwater retention area. Shared access, maintenance, etc. for both lots will be spelled out in articles of declaration and shall be recorded congruous with the plat.
   - Access agreement or easement with SuperValu on east drive/access lane!?
   - Proposed Lot 2 does meet frontage and sq. ft. area requirements for a GB lot.
   - Employee parking for Culver's workers will be lost in the subdividing of the property, plans for parking adjustment!?

   Assessing Comments: There are existing assessments of $2,742.45 and shall be paid in full or reapportioned. As the plat is a common interest community, articles and declarations shall be submitted and recorded to cover access and outlot issues.

   Fire Chief/Marshal Comments: There are no fire concerns.

   MUC Comments: Electrical services will need to be constructed to get to Lot 2. Please add 6' utility easement along the north 6' of Lot 2. No public water available to Lot 2. Only private watermain, 10" (Cub Foods) adjacent to Lot 2.

   City Engineer/Public Works Comments: No comments.

   RECOMMENDATION: 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 it 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 lot shall be at the cost of developer.

2. BURGER KING REBUILD PLAN REIVEW FILE # 12-01:
   - The applicant is David Knoop, of Quickstop Properties Inc., Alexandria MN.
   - The applicant is requesting plan review for the rebuild of Burger King on 1st St. S. 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 1st St. S.).

- The proposed rebuild will re-orient the building and drive-through and thus requires plan review in the GB (General Business) District.
- Similar size as previous building?
- There are 42 proposed parking spaces; the exact same number as currently exists on site.
- The proposed parking and drive setbacks do not meet Ordinance standards, and will require a variance. The building setbacks are met.
- Landscaping shall be in all non-paved areas including plantings, not just grass, to soften and buffer the parking lot.
- Concern regarding the stacking of vehicles in drive through?
- South driveway only accessible for northbound traffic.

Engineering/Public Works Comments: A 3' x 3' easement is required for both the fire hydrant and the street light adjacent to 1st St. S. (public/private hydrant pole? pre-existing?) Access widths must not be modified. Verify with the Fire Chief the requirements for hydrant access in regards to parking restrictions.

RECOMMENDATION: Approve the plan review 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 1st St. S.
C. Parking and drive setback variances shall be obtained prior to 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.

RESOLUTION NO. _____

RESOLUTION RECOMMENDING STREET ROW VACATION

BE IT RESOLVED by the Willmar Planning Commission that it hereby recommends to the Willmar City Council the vacation of the portion of the dedicated road right-of-way as described below:

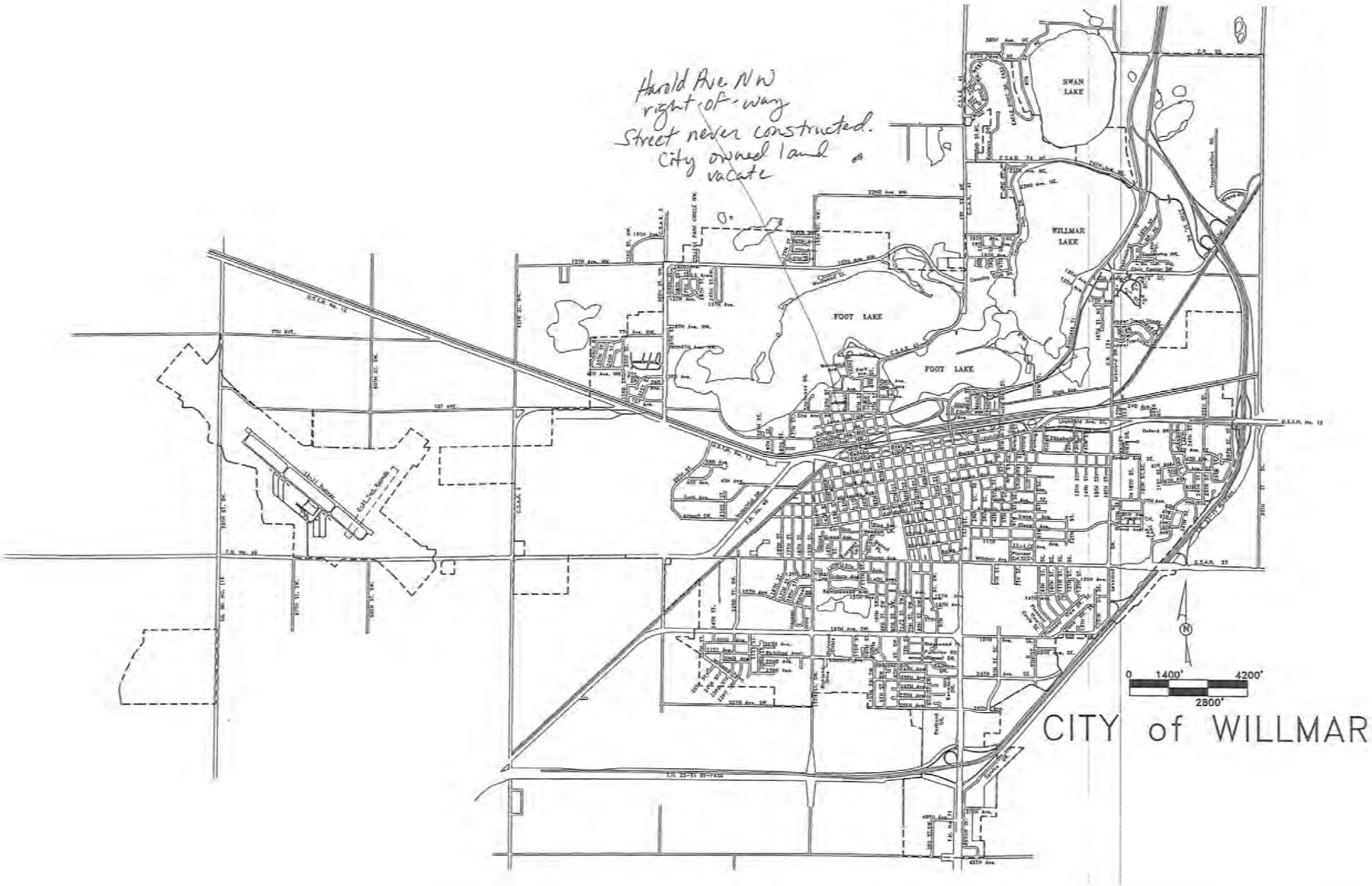
The North 31.5' of Lots 3 and 4, and the South 18.5' of Lots 1 and 2, Block 6, Thorpe and Lien's Addition (Harold Ave. NW).

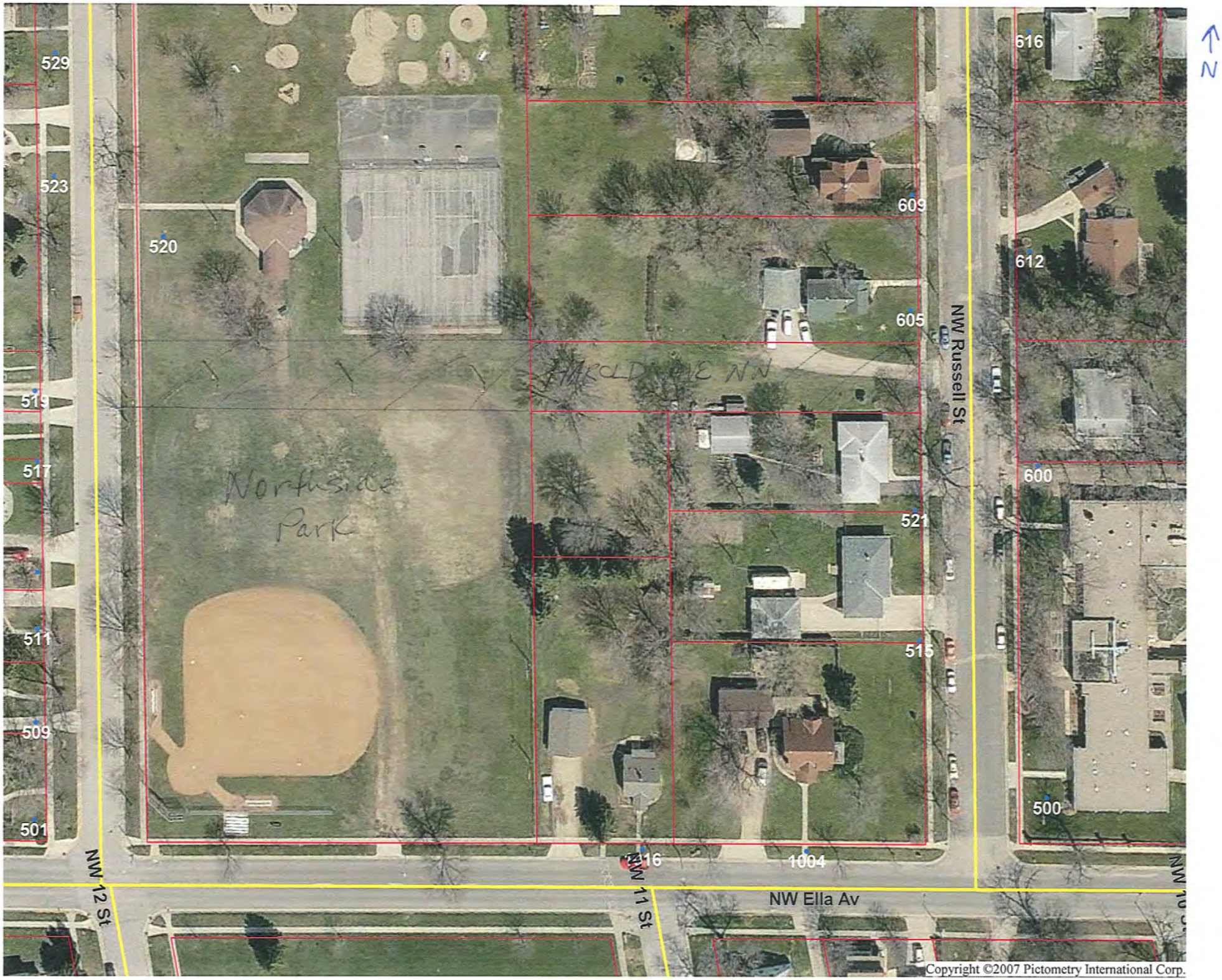
Dated this 14th day of March 2012.

_____
CHAIR

Attest:

_____
SECRETARY


Harold Ave. NW
right-of-way
Street never constructed.
City owned land
vacate
SWAN LAKE
WILLMAR LAKE
FOOT LAKE
FOOT LAKE
0 1400' 4200'
2800'
CITY of WILLMAR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HAROLD AVE NW
Northside Park
NW Russell St
NW 12 St
NW 11 St
NW Ella Av
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3/07/12 *-PARCEL INQUIRY-* INQ010 11/24/09

2011 PAY 2012

TAXP # 9050
CITY OF WILLMAR
P O BOX 755
WILLMAR MN 56201

PARCEL # 95-820-1205

TWP/CITY	SCHOOL	DEBT	WATR	SEWR	AGRI
95	347				

DESCRIPTION
BLK-6
THORPE & LIEN'S ADDITION
N 31.5' OF LOT 3 & 4, S 18.5' OF LOTS 1&2

ENTER PARCEL#/YEAR 95 - . . . . . / 2011 . . . . .
F1-RETURN F2-INQ F3-EOJ F6-NEXT PRCL F8-NEW YR F12-PRV SCRN F18-PRV PRCL