

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, OCTOBER 26, 2016**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, October 26, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Randy Czarnetzki, Gary Geiger, Aaron Larson, Margaret Fleck, Steve Gardner, Bob Poe, and Rolf Standfuss.

\*\* Members Absent: Rebecca Trongaard

\*\* Others Present: Amanda McGillivray, Megan DeSchepper- Planner.

2. MINUTES: The October 12, 2016 minutes were approved as submitted.

3. MCGILLIVRAY SALON HOME OCCUPATION CONDITIONAL USE PERMIT- FILE NO. 16-03: The public hearing opened 7:01 p.m. Amanda McGillivray presented a request for a salon home occupation business conditional use permit on property described as follows: Lot 11, Block 81, First Addition to the Town of Willmar (713 7<sup>th</sup> St. SW). Ms. McGillivray explained that she will be the sole employee and will have clients by appointment only. Her hours of operation at the latest would be one evening a week to 7 p.m. and some Saturday mornings to noon. There is off street parking available in the driveway and will have no exterior signage just a sign in the door window.

No one appeared to speak for or against the request and the public hearing closed at 7:06 p.m.

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

The Commission inquired about deliveries to the site. Ms. McGillivray said she would get most of her product herself from a distributor in St. Cloud, if she ordered anything to be delivered to the home it would be at most once a month.

Mr. Geiger made a motion, seconded by Mr. Poe, to approve the conditional use permit for a home occupation salon with the following condition:

- A. That all applicable local, state, and federal rules and regulations shall be met on site 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.

4. ACCESSORY DWELLING UNIT DISCUSSION CONTINUED- SUBCOMMITTEE UPDATE: The Subcommittee updated the Commission on their progress. They've met twice and gone over the sample ordinances to pick and choose requirements that fit the Commissions vision. One major step forward was the determination that Accessory Dwelling Units (ADU) would only be permitted in R-2. Secondly, they also added the requirement to the list that one of the two units, either the principal structure or the ADU, shall be owner occupied. The Commission looked at the zoning map to determine R-2 locations and the limited amount of R-1 within the City Limits. Warren Erickson attended their first meeting, and gave his perspective on building costs and planned unit development possibilities. The Subcommittee and Staff will continue to work on the document and update the Commission on their progress.
  
5. There being no further business to come before the Commission the meeting adjourned at 7:39 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

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STAFF COMMENTS

1. MCGILLIVRAY SALON HOME OCCUPATION CONDITIONAL USE PERMIT-FILE NO. 16-03:

- The applicants are Amanda and Joshua McGillivray, Willmar, MN.
- The applicant wishes to operate a one chair salon home occupation on property legally described as follows: Lot 11, Block 81, First Addition to the Town of Willmar (713 7<sup>th</sup> St. SW).
- The property is zoned R-2 (One and Two Family Residential).
- The applicant will be the sole employee, off street parking is available in the driveway, will take place within the home, and no exterior storage will occur of business related items.
- Sign permits are ancillary from the CUP and is limited to 2 sq. ft. in size and requires a sign permit.
- Hours of operation?
- Deliveries?

RECOMMENDATION: Approve the conditional use permit with the following condition:

- A. That all applicable local, state, and federal rules and regulations shall be met on site at all times.