CITY OF WILLMAR

PLANNING COMMISSION MEETING
6:30 P.M. ON WEDNESDAY, MARCH 2, 2022
CONFERENCE ROOM #1
CITY OFFICE BUILDING

Chair: Jonathan Marchand
Vice Chair: Jeff Kimpling
Members: Cletus Frank, Stacy Holwerda, Stephanie Carlson, Steven Dresler

AGENDA

1. Meeting Called to Order
2. Minutes of February 16 Meeting
3. Updates on Block 25, Columbarium, and the Pattison Parcel
4. James House Plan Review
5. Willmar Middle School Proposed Subdivision
6. Ben Fischer Proposed House Move and Major Subdivision
7. Miscellany
8. Adjourn

WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, FEBRUARY 16, 2022

MINUTES

1. The Willmar Planning Commission met on Wednesday, February 16, 2022, at 6:30 p.m. at the Willmar City Offices Conference Room #1

   Members Present: Jonathan Marchand, Jeff Kimpling, Stephanie Carlson, Cletus Frank, Steven Dresler, and Stacy Holwerda

   Members Absent: Khalif Ahmed

   Other Present: Kayode Adiatu – Planner, Willard Huyck – Main Street Coordinator, Justice Walker - Planning and Development Director, Tim Ostby – Vinje Lutheran Church, Cheryl Schmidt – Vinje Lutheran Church, and Jan Dahl – Vinje Lutheran Church

2. MINUTES: Minutes from January 19th, 2022 and February 2nd, 2022 were reviewed and approved.

3. CHANGES OR ADDITIONS TO THE AGENDA: There were no changes or additions to the agenda.

4. UPDATES ON JAMES HOUSE, TINY HOMES, AND INDOOR GUN RANGE: Planner Adiatu provided the Commission with updates on James House, Tiny Homes, and the Indoor Gun Range. Commissioner Kimpling asked if the proposed Tiny Homes project would fit into a R-1 district. Director Walker responded that it would be a Planned Unit Development (PUD). Commissioner Kimpling also stated that the City should see if there is an appetite for creating a PUD before accepting a Purchase Agreement from Mr. Paffrath. Director Walker responded that staff and the Commission would review and approve the landscape and structural plans before creating a PUD. Chairperson Marchand asked if the City would allow interested persons to purchase and reuse the equipment in the closed gun range facility at the City Auditorium. Director Walker responded that he has not discussed such plan with Mr. Peterson.

5. COLUMBARIUM – CONDITIONAL USE PERMIT (CUP) PRELIMINARY: Planner Adiatu presented a proposed Conditional Use Permit Application by Mr. Ostby on behalf of the Vinje Lutheran Church located at 1101 Willmar Ave SW. Planner Adiatu further explained that the CUP application is to allow for the installation of a Columbarium on the South side of the Church, and that a Columbarium is allowed as an accessory use in a R-2 district. Planner Adiatu then introduced Mr. Ostby to the Commission.

   Mr. Ostby explained that a Columbarium is a receptacle for cremated remains and that Vinje Lutheran Church has been discussing these plans for three years. He further explained how they plan to install the Columbarium at the South entrance of the Church. Mr. Ostby informed the Commission that both the Utilities and Engineering Departments confirmed to him that there are no electrical, water or sewer lines laying under the proposed location of the Columbarium.

   Commissioner Carlson asked how much the Columbarium weighs. Mr. Ostby responded that that he does not know but would circle back when he finds out. Commissioner Carlson sought clarification on how far down the footings will go. Mr. Ostby responded that the company they are working with is very specific in what the requirements are. Commissioner Dresler stated that he does not see them digging more than 6 ft down. Commissioner Carlson asked if they only plan to install one Columbarium. Mr. Ostby responded that they are only going to install one for now with a possibility to expand in the future.

Commissioner Kimpling stated that if the Commission approves the Conditional Use for Vinje Lutheran Church to install a Columbarium as an accessory use, the same process should be considered for other Churches if they approach the City. Director Walker responded that each CUP application would be allowed with unique conditions. Commissioner Frank and Commissioner Kimpling sought for clarification on the Ordinance that allows for a Columbarium as an accessory to a building. Staff noted their concerns and promised to do more findings on how other cities have allowed the installation of a Columbarium.

Commissioner Frank asked about the motivation for installing a Columbarium. Ms. Dahl responded that she facilitated the idea because she went through the process with another Church in the metro area. She further stated that the conversation has been ongoing with the same company that did the one in the metro area since 2018. She further clarified that the Columbarium could be moved to a designated cemetery location if the Vinje Lutheran Church no longer exists.

Director Walker stated that staff would look into incorporating a Columbarium as an accessory to an existing building in the City Ordinance. Commissioner Frank added that City staff and the City Council should look into this issue to determine whether a burial of cremated remains around Church buildings is a welcomed development in the City of

Willmar. Commissioner Holwerda asked about their plans for pedestrians along road traffic during an interment with large congregation. Mr. Ostby responded that there are open green spaces in the side yards and could be a space for additional spots or structure around the facility.

Director Walker reiterated his commitment to working with applicants as things develop.

6. MISCELLANY: Chairperson Marchand requested that Commissioners review the newly drafted Planning Commission handbook and possibly consider it for adoption. Planner Adiatu also explained that he is working with City staff to see how the handbook could be made into a smaller size booklet. Chairperson Marchand asked that Commissioners should return their review, suggestion and/or recommendation by the next Planning Commission Meeting.

   Commissioner Kimpling motioned to adjourn the meeting, seconded by Commissioner Dresler. The motion carries.

   There being no further discussion, the meeting was adjourned at 7:30 p.m.

Best Regards,

Kayode Adiatu

BLOCK 25 UPDATE

This is a TIF development project in the Renaissance zone of the Central Business District abutting Hwy 12. Planning Commission and City Council approved the development of a 4-story loft style, 57-unit multi-family apartment with an underground parking system. Staff is working with the Title Company in Saint Cloud on closing on the City-owned property sale and having all recordable documents and plat recorded with the County this week.

COLUMBARIUM

Staff is still working with City Planners who have allowed the columbarium in their City, and professionals in the business of installing columbarium on zoning requirements, design standards and the locational suitability of columbarium in their City. Staff informed applicants about this development and that it may take a few weeks to gather as much information to formulate or review the zoning ordinance such that it accommodates their plan.

PATTISON PARCEL

Staff engaged in a Pre-construction meeting with the Engineering department, Utilities, public works to discuss some important items before construction starts. The items discussed include:

- Project schedule/Gantt chart
- Project contact list – names, cell phones, e-mail addresses
- Traffic control/staging for utility connections
- Durations for utility connections
- Erosion control in-place prior to construction, SWPPP Manager, SWPPP location, weekly logs, NPDES Permit requirements
- Contractor Safety Officer name and contact information, Safety Plan
- 24-hour emergency contact
- Subcontractors and material suppliers (Civil)
- Private utility impacts (gas, electric, phone, cable, etc.)

PLANNING COMMISSION – MARCH 2, 2022
STAFF COMMENTS

1. JAMES HOUSE PLAN REVIEW

- The applicant is Duane Bonnema (James House) on behalf of RC Investment LLC.
- The applicant is requesting a Plan Review on the property on 3051 1st Ave NW.
- The property is currently being remodeled into a sober living facility with a house manager present
- The property is zoned R-4 (Medium Density Multi-family Residential).
- The building on the Southside of the property will be used as the sober facility while the one on the Northside of the property will be used as a rental property for recovering residents.
- There will be five (5) residents on each of the property.

RECOMMENDATION: Staff recommends the approval of the James House Sober Facility with the following conditions:

a. Residents in each building shall not exceed the total of five.
b. That the Northside of the property shall be in the City of Willmar Rental Inspection Program
c. The use shall meet all applicable Local, State, and Federal rules and regulations at all times.

2. WILLMAR MIDDLE SCHOOL SUBDIVISION – PRELIMINARY

- The applicant is Kathryn Haase of Willmar Public Schools.
- They are requesting to parcel out some certain portions of the Willmar Middle school located at 209 Willmar Ave SE, and legally described as:

  PART OF S1/2 OF SW1/4 AS FFS:COM. AT A PT. ON S. LINE OF SW1/4 361' E. OF SW COR. OF SW1/4, TH. N. 875' TO PT. TH. E.TO W. LINE OF MITIVET'S OUT- LOT, TH. S.TO SW COR. OF MITTVET'S OUTLOT, TH. E. TO SE COR. THEREOF;TH. N TO SW COR.OF CAL. CHURCH PROPERTY, TH. E.& PAR. WITH S. LINE OF OLENA A. TO PT. 1,758' W. OF W. LINE OF SW1/4 TH S TO PT ON S. LINE OF SAID SW1/4 TH W ON S LINE OF SW1/4 1,397', TO PT.OF BEG.
- The purpose of this subdivision is to create a new parcel for the SWWC Willmar Educational Learning Center, separate from the Willmar Middle School.
- The subdivision meets the requirements of a Major subdivision as it abuts County Road 23.
- The setback shall not be less than 30 feet for the front (street r/w) or rear, and 15 feet for the sides. No minimum lot area or width is required.

RECOMMENDATION: Creating a separate parcel is subject to meeting the setback requirements. Examine the following key points:

a. Applicants suggested that staff review the Common Interest Community (CIC) Plat Manual, which may be applied in a subdivision, in lieu of meeting the setback

requirements.

b. Applicants also pointed out the Common Wall Easement Agreement where two abutting property owners agree to share a common wall, thereby eliminating the setback requirements – staff is looking into this.
c. Staff does not think that the CIC guideline supersedes or overrules the requirements of the Zoning Ordinance. In addition, the proposed curb cut at the stop light may not be necessary as the existing curb can still be used.

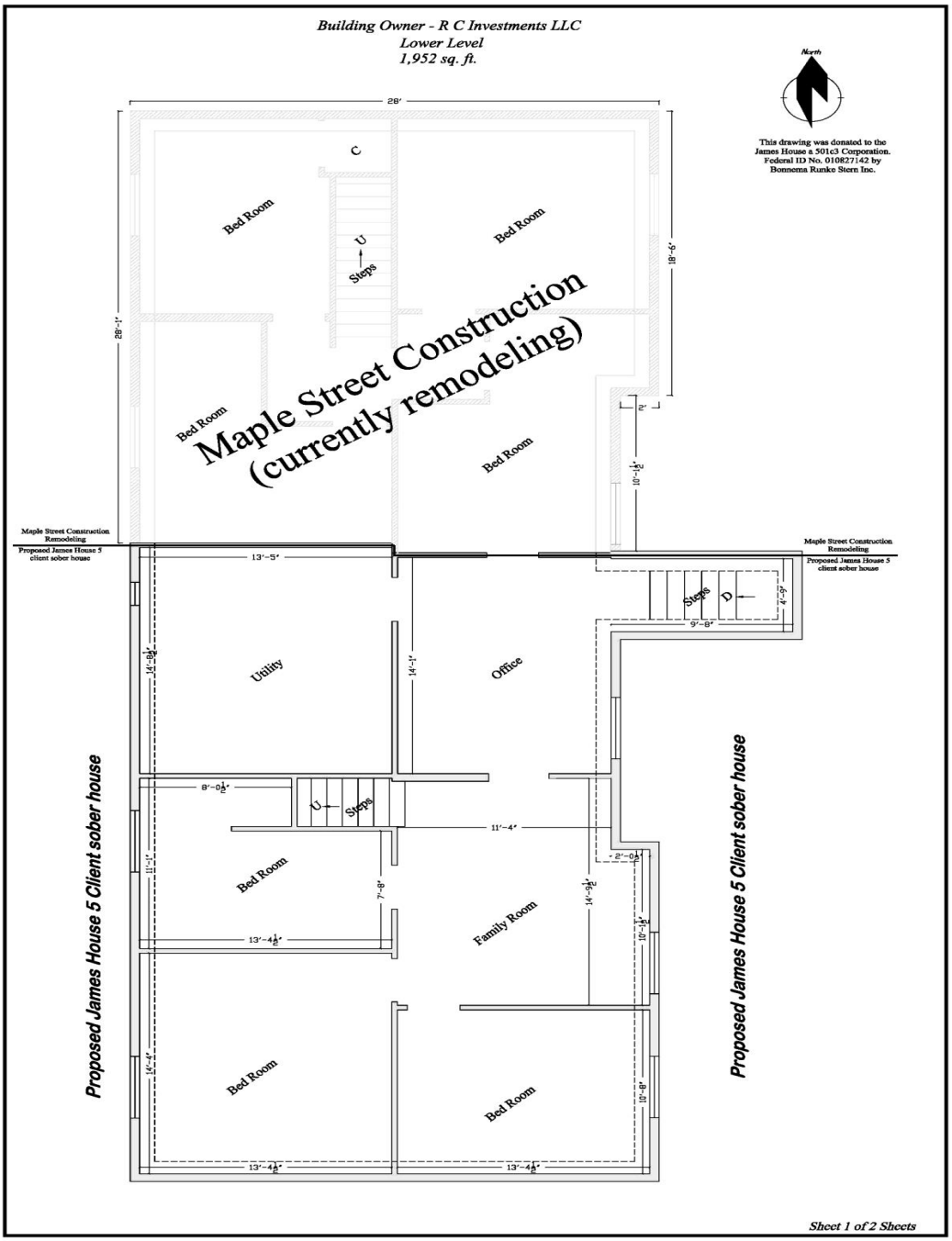
3. <u>BEN FISCHER PROPOSED HOUSE MOVE PRELIMINARY</u>

- The applicant is Ben Fischer, and he is requesting to move his property on 427 Litchfield Ave SE to the vacant lot on 425 Litchfield Ave SE.
- The lot in which the house will be moved from will then be converted into a parking lot with a driveway access
- The applicant is also requesting to consolidate the two parcels to one.

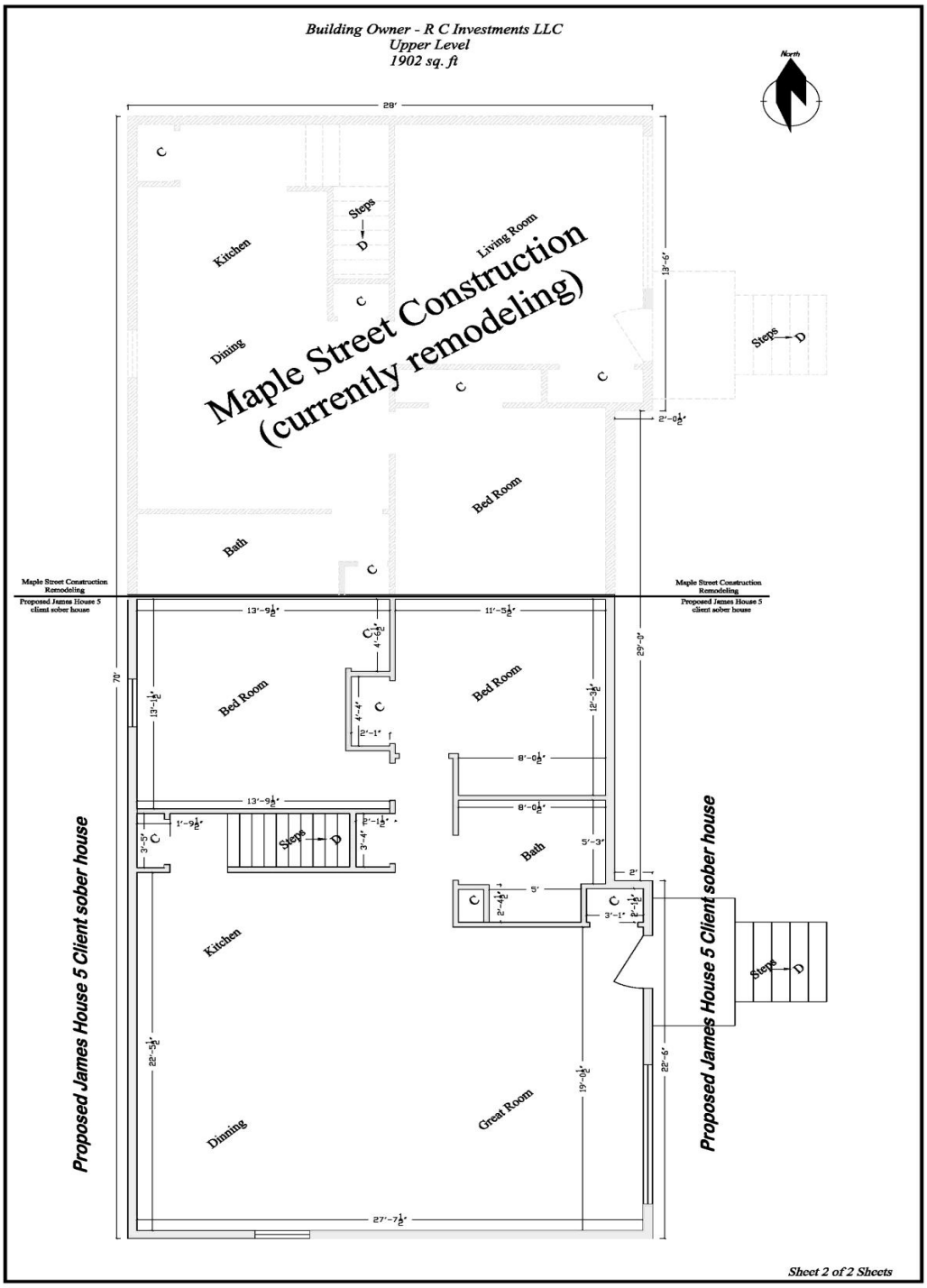
4. <u>BEN FISCHER SUBDIVISION – PRELIMINARY</u>
   The applicant is also requesting to consolidate the abutting lots on Benson Ave SE to become one. Please see map attached.

RECOMMENDATION: Staff has no concern with the any of the plans. However, staff recommends a driveway access on 6th street SE.

James House Lower Level

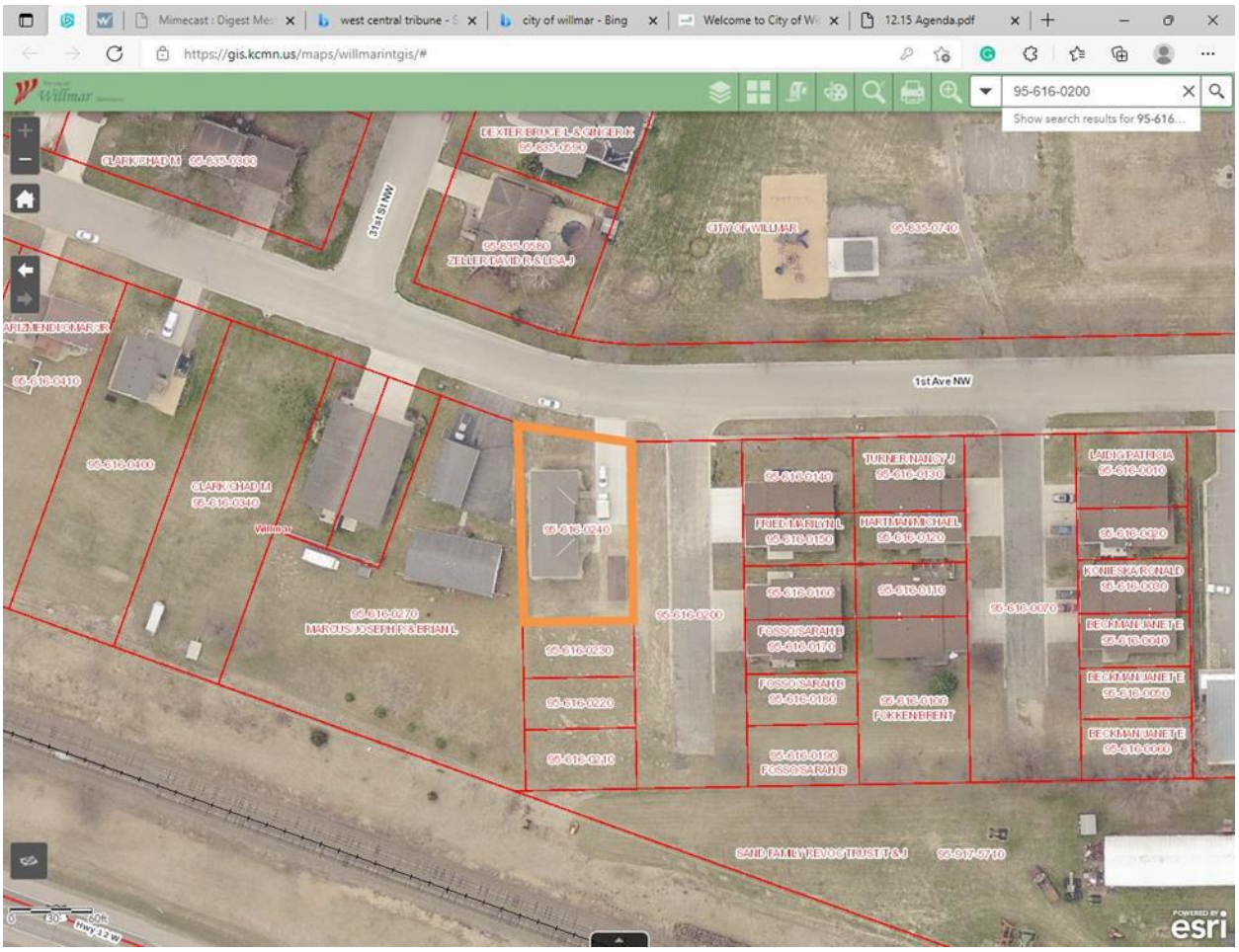


James House Upper Level

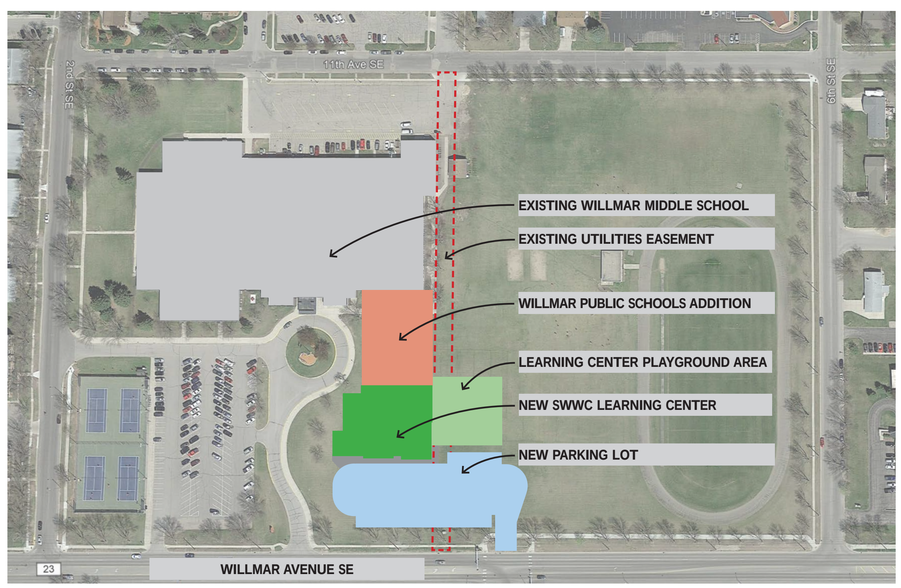


Attachment C

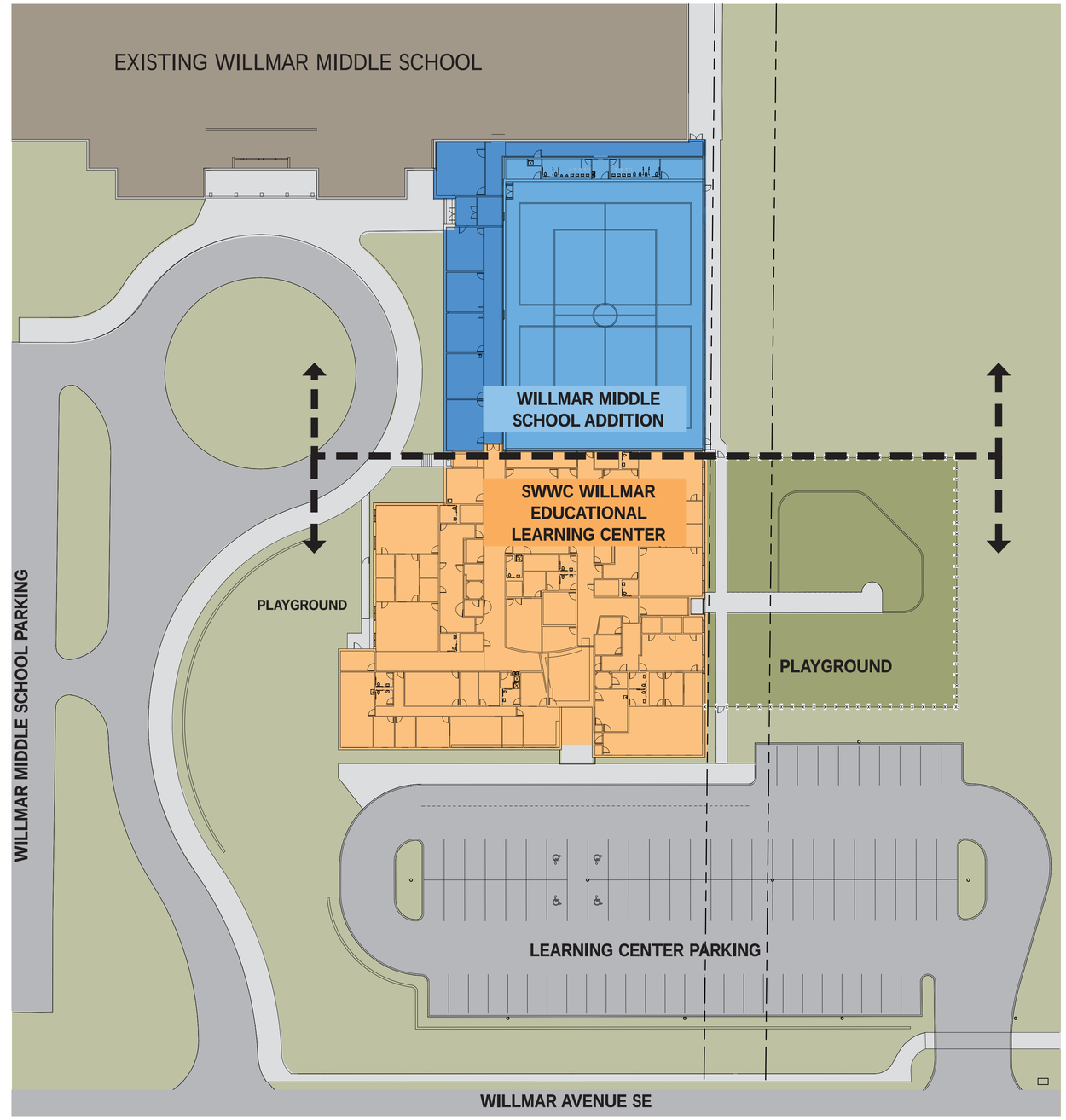
View of the James House



WILLMAR, MN - CONTEXT



WILLMAR MIDDLE SCHOOL SITE



LEARNING CENTER SITE PLAN

Date: 10/19/2021/01/21/2022

PROJECT NO.: 18015.001

SWWC -WSD 347 - Willmar Educational Learning Center

Willmar, Minnesota

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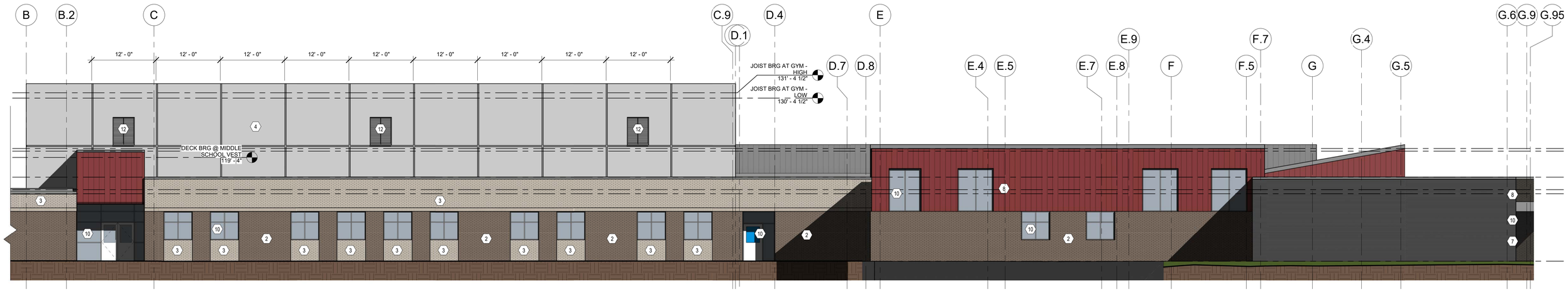
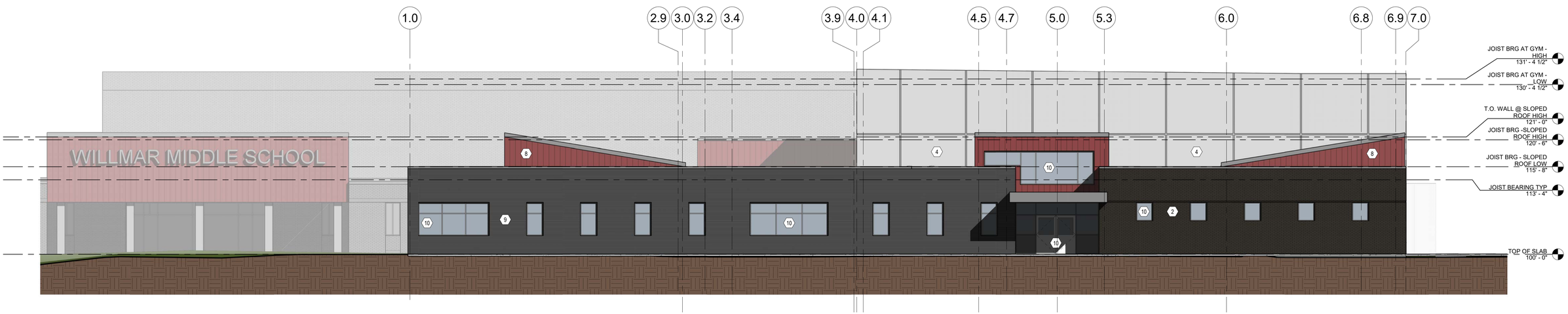
SK. 17



WEST ELEVATION - VIEW OF FROM MIDDLE SCHOOL ENTRANCE DRIVE



SOUTH ELEVATION - VIEW FROM WILLMAR AVENUE

Date: 10/19/2021/01/21/2022

PROJECT NO.: 18015.001

SWWC -WSD 347 - Willmar Educational Learning Center

Willmar, Minnesota

SK. 18

ORB REAL ESTATE & PROJECT ADVISORS — A compass of endeavors

Willmar Public Schools - ISD 347

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE SWWC Education & Administrative Resources

HAY DOBBS

VIEW OF FROM MIDDLE SCHOOL ENTRANCE DRIVE - LOOKING NORTHEAST

VIEW FROM WILLMAR AVENUE - LOOKING NORTHWEST

Date: 10/19/2021/01/21/2022

PROJECT NO.: 18015.001

SWWC -WSD 347 - Willmar Educational Learning Center

Willmar, Minnesota

SK. 19

Consolidate these two parcels
Move house & consolidate parcels