



**WILLMAR**

**PLANNING AND DEVELOPMENT SERVICES**

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**MEMO**

**TO:** Willmar Planning Commission

**Members:** Andrew Engan, Scott Thaden, Gary Geiger, Randy Czarnetzki,  
Bob Poe, Margaret Fleck, and Aaron Larson.

**FROM:** Bruce D. Peterson, Director of Planning and Development Services

**DATE:** January 7, 2015

**SUBJECT: JANUARY 14, 2015 MEETING**

The Willmar Planning Commission will meet at 7:00 p.m. on Wednesday, January 14, 2015, in Conference Room #2 (upper level) of the City Office Building. Please call me at 320-214-5184 if you cannot attend.

1. Call the meeting to order
2. Reorganization
3. Minutes of November 12, 2014 \*
4. 7:02 p.m., Genesis Third Addition Preliminary Plat Public Hearing – File 15-01
5. Minn West Technology Campus Plan Review – File 15-01 (Tower Real Estate)
6. SW Third Street Partial Vacation – File 15-01
7. Miscellany
8. Adjourn

\*Included



**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, NOVEMBER 12, 2014**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, November 12, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Mark Klema, Scott Thaden, Randy Czarnetzki, Sandy Bebler, Bob Poe, and Aaron Larson.

\*\*Members Absent: Margaret Fleck, Gary Geiger, and Andrew Engan.

\*\* Others Present: Kevin Friesen, Doug Fenstra, Jen Johnson, Carrie Buddy, and Megan DeSchepper- Planner

2. MINUTES: The minutes of the October 22, 2014 meeting were approved as submitted.

3. OIL-AIR PRODUCTS, LLC CONDITIONAL USE PERMIT-FILE NO. 14-09: The public hearing opened at 7:01 p.m. Doug Fenstra, of Fenstra Real Estate, presented the request for a conditional use permit to operate an assembly hose parts business, office and sales display area on behalf of Oil-Air Products, LLC Plymouth, MN on property legally described as follows: part of Outlot 2 of A.G. Andersons plat AND part of the of the NE ¼ of NE ¼ Section 14, Township 119, Range 35 (1500 Hwy. 12 E). Mr. Fenstra explained that the applicant would be leasing the Donnerite Trucking portion of the building and doing some remodeling for the assembly use. Oil-Air Products assembles hoses of various sizes and lengths with various metal or plastic fittings for several of the areas ag/industrial related businesses.

Kevin Friesen, an abutting property owner asked about air/ventilation and noise. Mr. Fenstra explained that there is only pneumatic equipment and the noise is minimal decibels as the employees do not wear ear protection.

Mr. Friesen inquired about the empty residentially zoned lot to the south. Mr. Fenstra stated there were no plans for that portion of the property, and if it were to be used for anything other than what it is zoned a rezone would be required including public hearing etc.

With no further questions from the public, the hearing was closed at 7:15 p.m.

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

The Commission enquired about the hours of operation. Mr. Fenstra explained that it would be regular business hours of 8 a.m. to 5 p.m.

Ms. Bebler made a motion, seconded by Mr. Larson, to approve the conditional use permit with the following condition:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The Planning Commission made the affirmative findings of fact as per Section 9.E.3.a.1-7.

The motion carried, with Mr. Czarnetzki abstaining.

- 4. SAFE AVENUES OFFICE PLAN REVIEW- FILE NO. 14-10: Jen Johnson, of Safe Avenues, presented a request for plan review for their administrative offices and Harmony Visitation Center to operate out of property legally described as follows: Lot 1, Block 1, West Park 6<sup>th</sup> Addition (1950 19<sup>th</sup> Ave. SW). Ms. Johnson explained that they currently meet the Zoning Ordinance for parking, and have room available to the north of the building to add additional parking if needed. They would generally be open regular business hours with some evening meetings to 8 p.m. at the latest. And some weekend meetings as needed.

The Planning Commission reviewed and discussed staff comments (see Attachment A).

The Commission talked about the location and the Limited Business Zoning and professional office uses and that the use should fit into the neighborhood.

Mr. Czarnetzki made a motion, seconded by Ms. Bebler, to approve the plan review with the following condition:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried.

- 5. There being no further business to come before the Commission, the meeting adjourned at 7:33 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager