



PLANNING AND DEVELOPMENT SERVICES

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

GENERAL DEPARTMENT & INFORMATION	320-235-8311
DIRECTOR	320-214-5184
PLANNER	320-214-5195
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BUILDING INSPECTION TECH	320-214-5187

FAX: 320-235-4917

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: October 3, 2012

SUBJECT: **OCTOBER 10, 2012 MEETING**

The Willmar Planning Commission will meet at 7:00 p.m. on Wednesday, October 10, 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 September 12, 2012 meeting *
3. 7:01 p.m. Busby Home Occupation Conditional Use Permit, Speech Pathology Office. *
4. 7:05 p.m. Quinn Addition- Preliminary Plat. *
5. Fairacre Addition- Final Plat. *
6. MinnWest Technology Campus- Plan Review Procore. *
7. MinnWest Technology Campus- Plan Review Technical Directions, LLC. *
8. Miscellany
9. Adjourn

* included

** to be presented



**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, SEPTEMBER 12, 2012**

MINUTES

1. The Willmar Planning Commission met on Wednesday, September 12, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Mark Klema, Andrew Engan, Gary Geiger, Scott Thaden, Nick Davis, Virgilio Aguirre, and Randy Czarnetzki.

** Members Absent: Charlie Oakes, and Bob Poe.

** Others Present: Bruce D. Peterson- Director of Planning & Development Services, and Megan M. Sauer- Planner/Airport Manager.

2. MINUTES: The minutes of the August 22, 2012 meeting were approved as submitted.

3. VALLEY VIEW COURT SECOND ADDITION FINAL PLAT- FILE NO. 12-4: Staff presented the final plat on behalf of the applicant Anjali Dahiya, Spicer, MN. The plat consists of a one lot split for twin home development on property described as: Lot 7, Block 1, Valley View Court First Addition (207 Valley View Dr. SE). The Planning Commission approved the conditional use permit planned unit development amendment at a previous meeting on the parcel designated for a single family home to a twin home. The utility easements have been added as requested by Municipal Utilities. The association architectural board approved the elevation drawings of the home and is working on changing the legal description in the articles.

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

The Commission talked about the proposed home fitting in and looking quite similar to the existing homes in the development.

Mr. Czarnetzki made a motion, seconded by Mr. Engan, to approve the final plat and forward it onto the City Council for approval.

The motion carried.

4. CBD EXPANSION REZONE AND PHASE I & II LAND RELEASE REZONE DISCUSSION: Staff presented the CBD (Central Business District) boundaries map depicting public input about Downtown boundaries from the Downtown Plan completed earlier this year. The Commission discussed the expansion of the Central Business District to allow more dense development and growth in the core portion of the community. They talked about which blocks to include and natural barriers/boundaries

such as 1st St. S. The CBD does not have off-street parking requirements and allows a zero foot setback line.

Mr. Thaden made a motion, seconded by Mr. Engan, to direct staff to commence the zoning amendment process for several blocks immediately adjacent to the current CBD south of Trott Ave. SW and west of 6th St. SW (full legal to be included in rezone documents).

The motion carried.

Next, staff presented the old airport land release phase map. As Phase 1 has already been released by the FAA that portion of land can be rezoned from G/I (Government Institutional) to I-1 (Limited Industry). And once Phase II is released, which is anticipated to occur soon, that property can be initiated for rezoning as well. The Planning Commission discussed Phase II parcel's rezoned to I-2 (General Industry).

The Commission discussed industrial park expansion plans and utility extensions.

Mr. Czarnetzki made a motion, seconded by Mr. Engan, to direct staff to begin preparing Ordinance documents for the rezoning process.

The motion carried.

5. MISCELLANY: Staff distributed a draft of the regulations for garage/rummage sales as suggested by the Commission at previous meetings. Staff will be conferring with the City Attorney to determine if the regulations would be in the Zoning Ordinance or Municipal Code. The Planning Commission talked about the exterior storage of sale items that are sometimes left in yards for days/weeks at a time between garage/rummage sales causing issues.

Mr. Davis made a motion, seconded by Mr. Geiger, to approve the draft wording and commence the Ordinance process with the following additional regulation:

- A. No exterior storage of sale items between consecutive sales shall be allowed.

The motion carried.

6. There being no further business to come before the Commission, the meeting adjourned at 7:59 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

PLANNING COMMISSION-September 12, 2012

STAFF COMMENTS

1. VALLEY VIEW COURT SECOND ADDITION FINAL PLAT- FILE NO. 12-4:

- The applicant is Anjali Dahiya, Spicer, MN.
- She is requesting final plat approval for a two lot replat of a lot for twin home development on property described as: Lot 7, Block 1, Valley View Court First Addition (207 Valley View Dr. SE).
- A conditional use permit amendment was approved by the Planning Commission on May 23, 2012, to allow the single lot to be split for twin home development.
- The applicant has submitted house plans to the home owners association and they did approve the architecture of the proposed home. The elevation drawings are similar to the other homes in the development.
- The utility easements were added as requested by MUC.
- The association is working on the changes to the articles/declarations to include the new legal description of the lots and will be furnished to the City prior to final plat signatures.

RECOMMENDATION: Approve the final plat and forward it onto the City Council for approval.

**NOTICE OF HEARING ON A REQUEST FOR
A CONDITIONAL USE PERMIT**

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday, October 10, 2012, at 7:01 p.m. at the City Office Building, 333 6th St. SW, Willmar, Minnesota, to conduct a public hearing to hear reasons for and against a conditional use permit requested by Robert Busby, Willmar, MN, to amend the conditional use permit to allow a home occupation speech pathologist office on property described as: the easterly 25' of Lot 10 and westerly 75' of Lot 11, Block 3, Nyquist's North Orchard Addition (930 Meadow Lane SW).

All property owners or residents living in the vicinity of the above-described property are hereby notified of the public hearing and that they may appear in person or be represented by counsel to be heard on this matter.

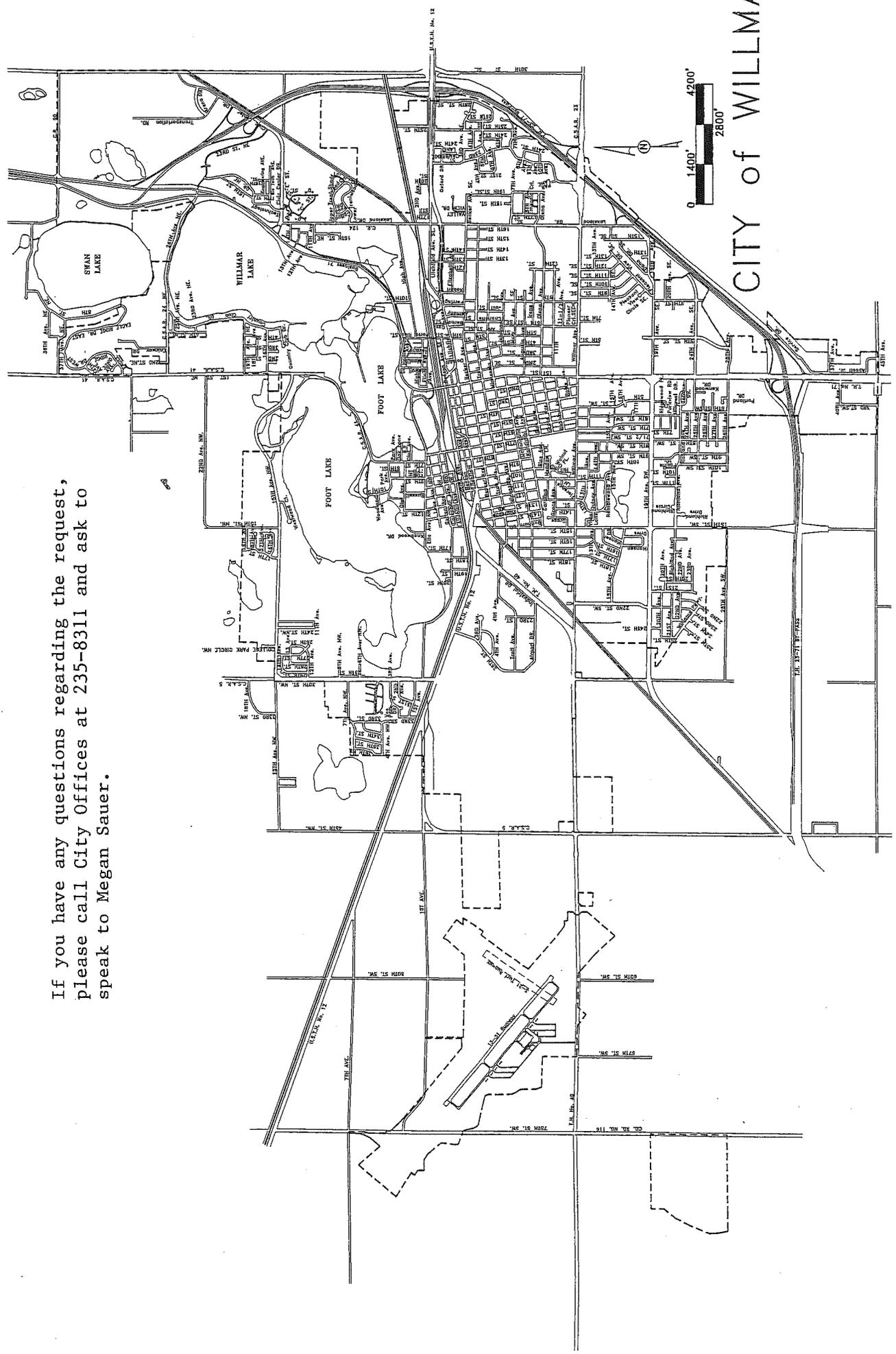
September 28, 2012
Date

Megan M. Sauer
Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficiente, por favor comuníquese con Jill al 231-8575, de la Cooperativa de Integración del Oeste Central.

Hadii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo WAC Contact:
Lul Yusaf, Somali Women & Family Center (320)235-0532 or (678)467-3217.

If you have any questions regarding the request,
please call City Offices at 235-8311 and ask to
speak to Megan Sauer.



NOTICE OF HEARING ON A REQUEST TO SUBDIVIDE PROPERTY

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday, October 10, 2012, at 7:05 p.m. at the City Office Building (Conference Room # 2 upstairs), 333 6th St. SW Willmar, Minnesota, to conduct a public hearing to hear reasons for and against a subdivision plat submitted by Kvam Implement, Willmar, MN. Said plat is a subdivision of property described as: part of Lot 5, Lot 6, Lot 7, Lot 8, and Lot 9 of State Subdivision of Government Lots 1 & 2, Section 16, Township 119, Range 35 (213 Industrial Dr. SW).

All property owners or residents living in the vicinity of the above described property are hereby notified of the public hearing and that they may appear in person or be represented by counsel to be heard on this matter.

September 28, 2012

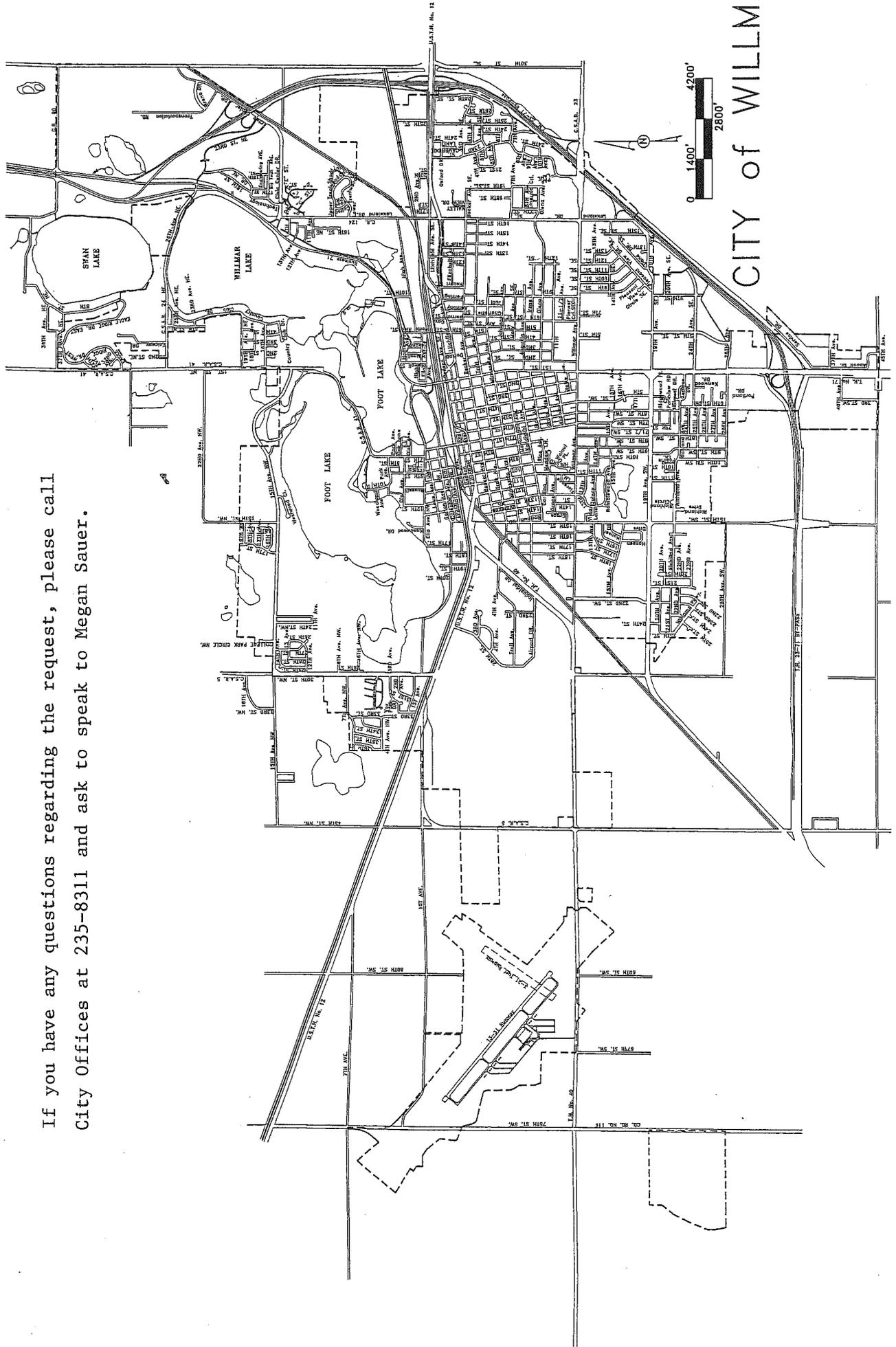
Date

Megan M. Sauer
Planner

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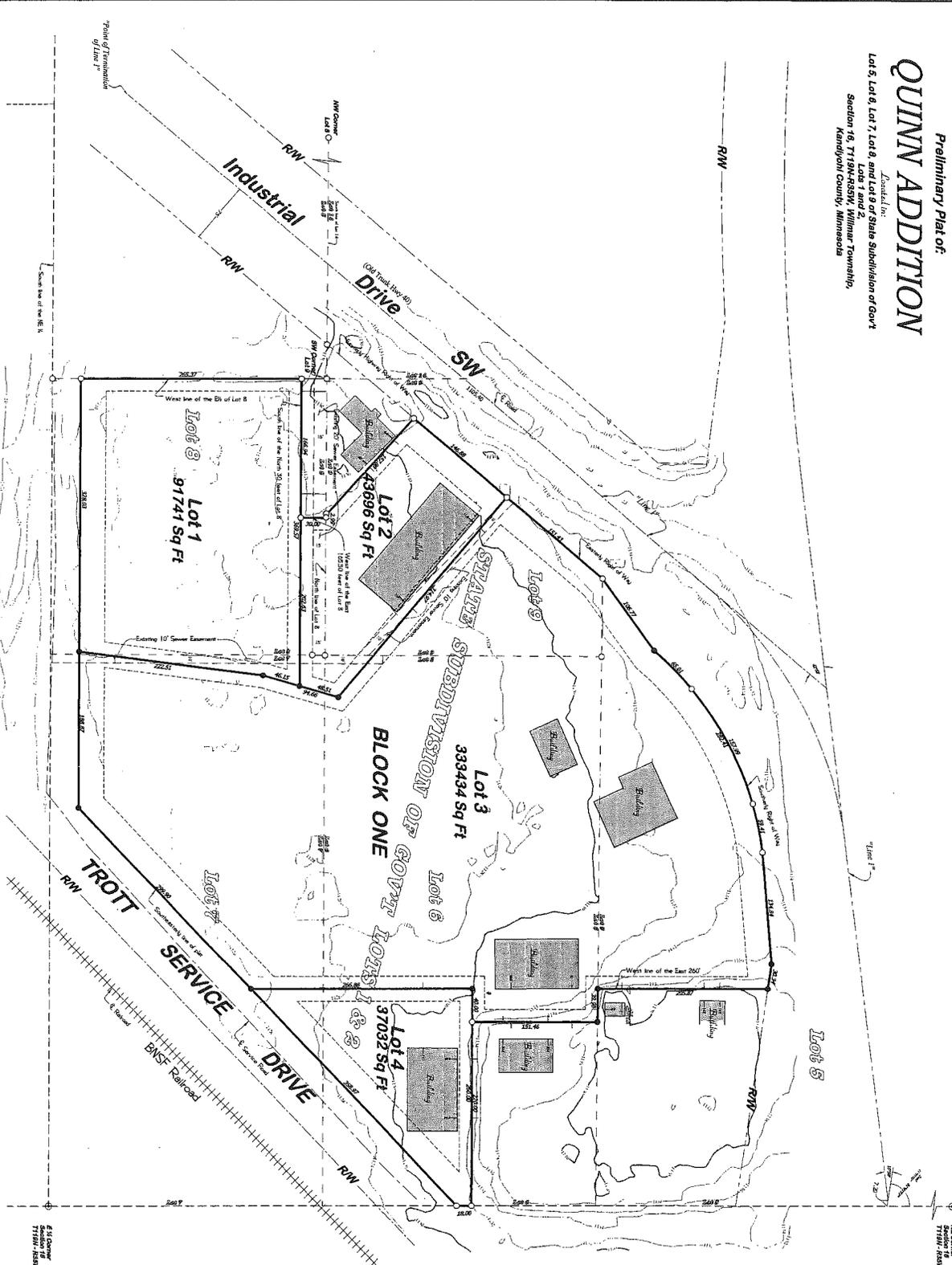
Hadii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo WAC Contact:
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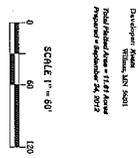


Preliminary Plat of: QUINN ADDITION

Platted in:
Lot 5, Lot 6, Lot 7, Lot 8, and Lot 9 of State Subdivision of Court
Lots 1 and 2,
Section 16, T19N-R35W, Willmar Township,
Kandiyohi County, Minnesota



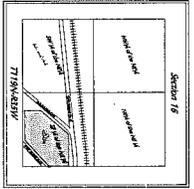
This plat prepared by
BONNEMA SURVEYS INC.
Professional Land Surveying
1805 2nd Street SW, Willmar, MN 56201
Phone: (507) 937-4377
Fax: (507) 937-4377



LEGEND

- Found Iron Bolt/Marker Iron
- Bonema Survey Point
- Caped Iron Monument
- Caped Iron Monument
- Building Subdivisions
- Typing Lines
- Section Lines
- Adjacent Plats
- Railroad

Zoned - I2
Typical Building Subdivisions





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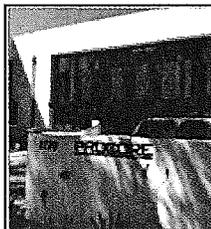
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About Procore Construction Software

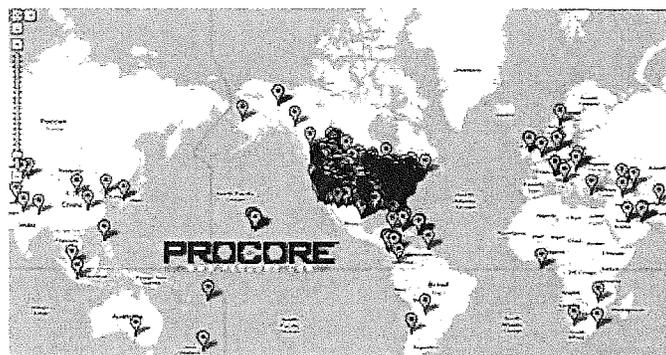
Headquartered in Santa Barbara, California, Procore Technologies, Inc. was founded in 2003 by a team with proven backgrounds in construction management and creating successful software as a service (SaaS) applications.

Procore makes construction project management easier, more efficient and more profitable. If your company manages construction project teams, you can do your job better with Procore. With Procore, communications are more efficient, project information doesn't get misplaced, people can get the documents they need whenever they need them, and items with due dates aren't forgotten.

Procore is easy to learn and simple to use. Our clients can be up and running the same day they purchase our software -- there's no need for expensive implementation consultants, overpriced server hardware, or special computing equipment. If your team knows how to use email, they know how to get up and running with Procore, immediately.

Procore was designed from the beginning as a web-based application which uses the latest web technologies and security measures. Unlike older client-server software applications that attempt to migrate outdated software code to the web, Procore has been designed and built to work smoothly and efficiently with nothing but an Internet connection and standard browser software.

Procore has over 250 client companies that manage more than a thousand construction projects using our software. There are in excess of 30,000 registered Procore users, most of whom use Procore by simply replying to communications and requests using their regular email. Approximately 10% of Procore's users are project administrators who login to the web-based system on a daily basis. [Click here to read what some of our customers say about using Procore.](#)



Procore has been the recipient of multiple awards for our unique approach to construction project management software. We've also gotten a lot of attention in the press for our innovations in construction software. [Click here to read our blog about our clients, awards and press coverage.](#)

Procore is a profitable company with over seven years of operational history. Procore's software has been used to manage the construction of thousands of projects ranging from major industrial plants to office buildings, university facilities to hotels, and airport facilities to large custom homes. Our start-up phase was funded by over \$5 million in investment capital from some of the smartest leaders in the technology



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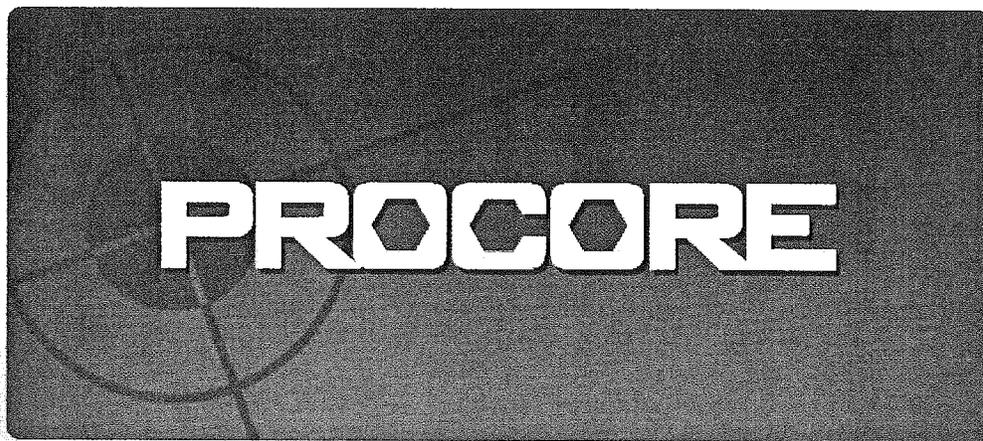
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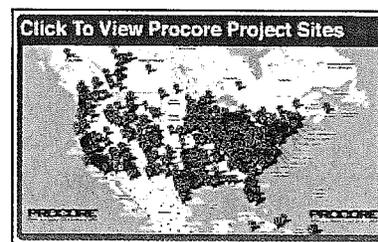
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- Organize Submittals
- Track Time Worked
- Schedule and Track Meetings

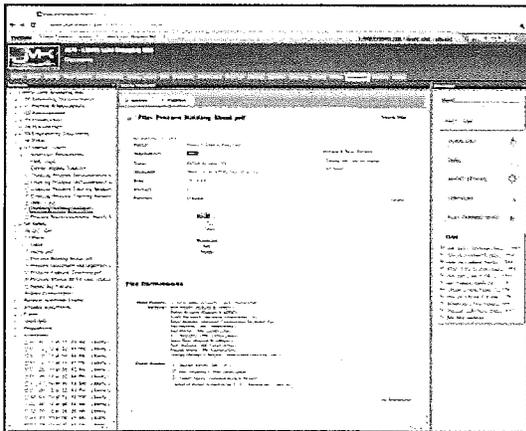
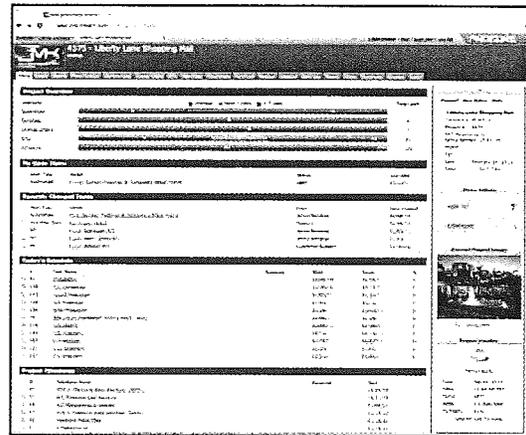
Procore Construction Software Project Dashboard

The Project Dashboard provides a useful "dashboard overview" of the current status of the project. By viewing Procore's unique dashboard chart, any user can quickly see that status of key items on a project. Submittals, Requests-for-Information (RFIs), change orders, construction project management tasks, punch list items, and meeting items are all monitored using clearly marked indicators for item due



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[Read More About Procore Construction Software's Project Dashboard]



Procore Construction Software Document Management Tool

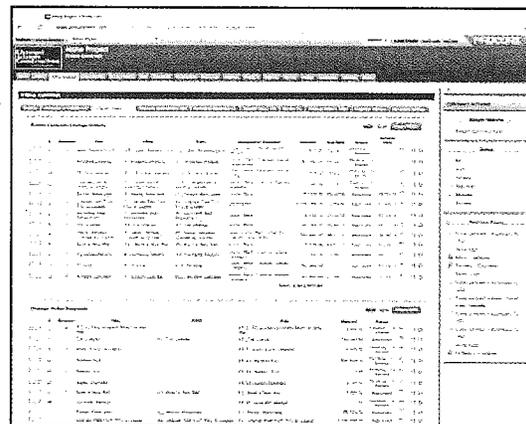
Procore's Document Management Tool stores all types of electronic documents related to your specific project. Procore's construction project document management offers both unlimited document storage and online availability with backup.

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Procore Construction Software Contract & Change Management Tool

Procore organizes your prime contract, change orders, sub-contracts and purchase orders with one of the industry's most powerful contract management tools found outside of a general ledger accounting system. Track budget vs. actual amounts committed and paid. Get approvals faster by emailing out change order requests. Use either amount-based contracts or unit/quantity budgets in your prime contract. Procore also allows for the generation of owner Payment Applications and commitment Draw Requests.

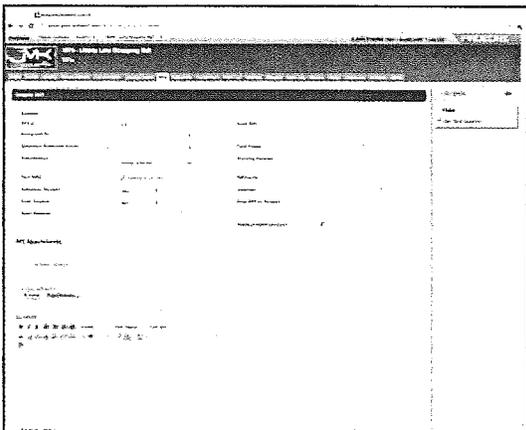
[Procore Construction Software Contract & Change Management]



Procore Construction Software RFI (Request For Information) Tool

Requests-for-Information (RFIs) can help a project run smoothly and on schedule, or they can cause delays that can mean cost overruns and lost profit for contractors. Most construction software doesn't attempt to address the root cause of RFI problems - poor communication and a lack of accountability from the people responsible for answering or 'closing' an RFI.

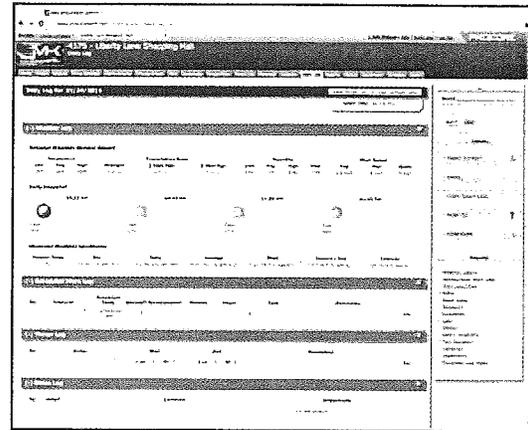
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Procore Construction Software Daily Log Tool

Procore's Daily Log page offers several features that make it unique among construction project management software packages. Procore's Daily Log page is much more than just a simple notes field -- instead, Procore uses the power of the Internet to provide a more powerful construction software solution for project managers who need to keep track of what happens on a construction job site, each and every day of the job.

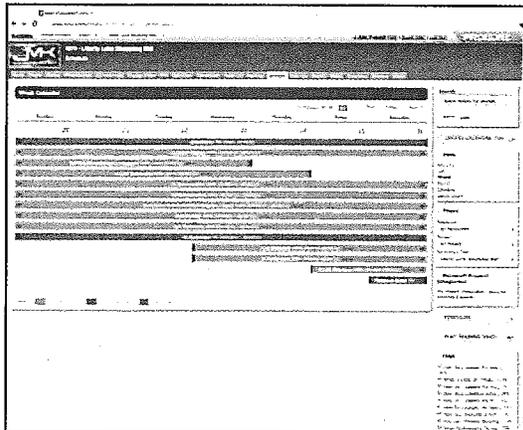
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Procore Construction Software Project Schedule Tool

Procore's Project Schedule offers a customizable view of the tasks entered into the construction project schedule. Unique among construction project management software packages, Procore offers a choice of views that goes beyond the standard scheduling software Gantt chart. Construction software is used by a wide range of people, who may not all have experience with construction project schedules and Gantt views. For this reason, Procore presents the construction project schedule in a calendar view, available as a daily, weekly or monthly view. Project tasks for the construction schedule are presented as individual bars. Each bar displays the task name, as well as the resource assigned to that task and the task start and finish dates.

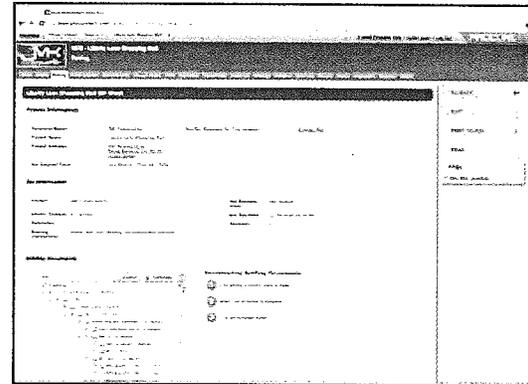
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Procore Construction Software Project Bidding Tool

Procore's construction project management tool allows you to solicit bids based on the bidding documents and contracts prepared in the detailed design phase of your project. Sub-contractors can download bid packages from Procore, and then provide bids which quantify their contributions to the project in terms of material quantities, productivity rates, worker hours, wage rates, material dollars, overheads and indirect costs.

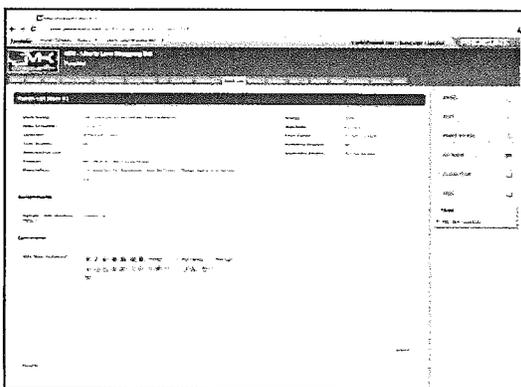
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Procore's Punch List tool has several features that make it stand out from other construction project management software packages. The Punch List tool allows a project manager or construction project superintendent to keep a clear list of issues; assign responsibility for each of those issues to a specific person at a specific company; mark a due date for each issue, and track the current status of the Punch List issue.

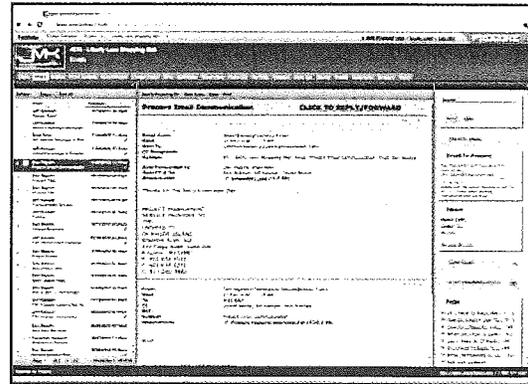
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Procore Construction Software Email Tracking

Procore's Email Tracking tool is a simple and easy way to track, manage and securely archive all email communications related to a specific project. Procore users do not have to change the email system or device they currently use -- Procore does not replace a user's current email.

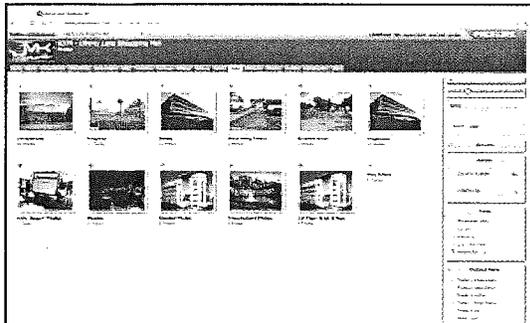
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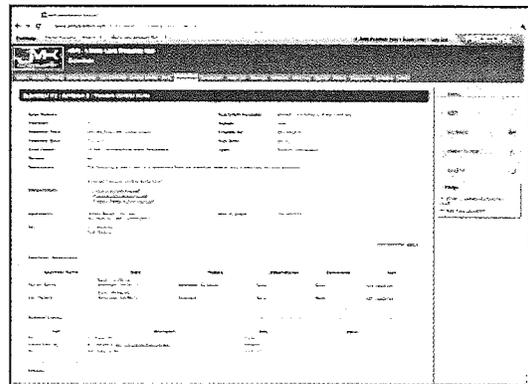
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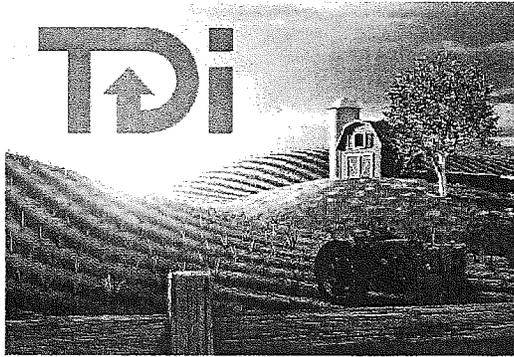


Procore Construction Software Project Submittals Tool

Procore's construction project management software makes the process of creating, managing and tracking submittals simple and straightforward. Procore goes far beyond the creation of a submittals log. Procore lets the submittal log be organized by division, and allows the addition of shop drawings, catalog pages, product data and other documents to each submittal.

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DATA

USING AND PROTECTING THE IRREPLACEABLE

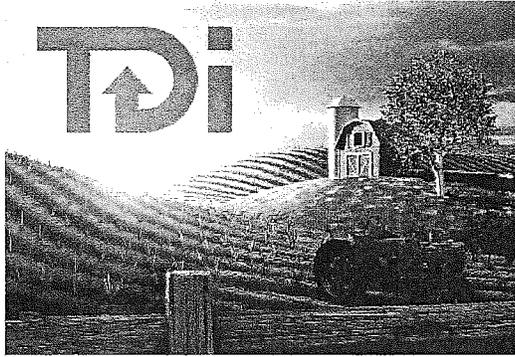
- YOUR *PRECISION FARMING DATA* IS THE KEY TO YOUR *PRODUCTIVITY, CROP INSURANCE, AND GOVERNMENT COMPLIANCE*. LET ME SHOW YOU HOW TO ADD THE *LAYERS OF PROTECTION* NECESSARY TO *TRULY PROTECT YOUR DATA*.
- WHAT GOOD IS YOUR DATA IF YOU CAN'T *ACCESS AND SHARE IT*, NEEDED? LEARN ABOUT HOW *REMOTE ACCESS* AND *FILE SERVERS* CAN PROVIDE YOUR INFORMATION SAFELY TO *DEALERS, AG CONSULTANTS, INSURANCE AGENTS, CO-OPS*, AND OTHERS. ACCESS AND CONTROL YOUR DATA FROM ANY *INTERNET CONNECTED COMPUTER OR WINDOWS MOBILE SMARTPHONE* QUICKLY AND SAFELY.
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PAUL SMITH
(320) 262-3722

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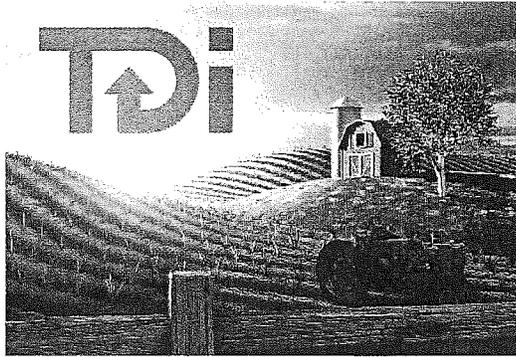
- **HELP YOU UNDERSTAND TECHNOLOGY AND COMPUTERS SO TOGETHER WE CAN DETERMINE THE *SPECIFIC NEEDS OF YOUR FARMING OPERATION.***
- **ASSIST WITH THE PURCHASE OF YOUR SYSTEM WHETHER FROM *BIG BOX STORE, ONLINE, OR FROM ME.***
- **SETUP AND CONFIGURE YOUR NEW SYSTEM EXACTLY AS *YOU* NEED.**
- **PROVIDE *TRAINING* AS NEEDED TO *INCREASE THE PRODUCTIVITY YOU AND YOUR FARM.***
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PLEASE LET ME KNOW WHAT I MAY DO FOR YOU AND YOUR OPERATION!

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- ***UNDERSTANDING WHAT YOU NEED TO KNOW BEFORE YOU BUY TELEVISIONS, HOME THEATER, OR OTHER ELECTRONIC EQUIPME***
- ***LEARNING THE TRUTH ABOUT CABLES, SOFTWARE, AND ACCESSORIES. FIND OUT WHEN YOU CAN SAVE MONEY AND WHI NOT TO.***
- ***I AM INVESTIGATING WEATHER DATA COLLECTION SYSTEMS, AND OTHER FARM SYSTEMS. LET ME KNOW IF YOU ARE INTERESTED I THIS OR WOULD LIKE ME TO INVESTIGATE OTHER TECHNOLOGIE.***
- ***TELL YOUR FAMILY AND FRIENDS IN TOWN THAT I AM WILLING TO HELP THEM TOO!***

PAUL SMITH
(320) 262-3722

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TECHNICAL DIRECTIONS, LLC
2015 1ST STREET SOUTH
SUITE 128
WILLMAR, MN 56201

DATA ▶	HISTORY ▶	HOME ▶	SERVICES ▶	TRAINING ▶
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