



WILLMAR



PLANNING AND DEVELOPMENT SERVICES

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MEMO

TO: Willmar Planning Commission

Chair: Randy Czarnetzki

Vice Chair: Gary Geiger

Members: Bob Poe, Margaret Fleck, Aaron Larson, Rolf Standfuss, Rebecca Trongaard, and Steve Gardner.

FROM: Megan M. DeSchepper, AICP, Planner/Airport Manager *MMD*

DATE: October 5, 2016

SUBJECT: OCTOBER 12, 2016 MEETING

The Willmar Planning Commission will meet at 7:00 p.m. on Wednesday, October 12, 2016, in Conference Room #2 (upper level) of the City Office Building. Please call me at 320-214-5195 if you cannot attend.

1. Call the meeting to order
2. Minutes of September 14, 2016 meeting. *
3. Accessory dwelling discussion continued.
4. Miscellany
5. Adjourn

*Included

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, SEPTEMBER 14, 2016**

MINUTES

1. The Willmar Planning Commission met on Wednesday, September 14, 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 Rebecca Trongaard.

**** Members Absent:** Rolf Standfuss.

**** Others Present:** Cory Backes, Megan DeSchepper- Planner.

2. MINUTES: The August 24, 2016 minutes were approved as submitted.

3. 4 EVER FAMILY PROPERTIES LLC. PLAN REVIEW- FILE NO. 16-06: Cory Backes Willmar, MN presented plans for a 4,800 sq. ft. contractor shop with office space on property legally described as follows: Lot 1, Block 4, Industrial Park 4th Addition (3113 3rd Ave. SW). The proposed tenant of the facility is Backes Technology Services Inc. The property is zoned I-1 (Limited Industry) and the use is permitted with plan review. The building and parking setbacks and the number of proposed parking spaces meet Zoning Ordinance requirements. There are two proposed accesses one via 3rd Ave. SW and the other off of 32nd St. SW. The building is a mix of steel construction with stone façade along the base on all four sides.

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

The Planning Commission talked about the use being a good fit in the new industrial park. Mr. Backes prepared updated site plans to take into account the comments from the Engineering Department regarding access distance from the intersection and onsite swales.

Mr. Gardner made a motion, seconded by Mr. Geiger, to approve the plan review with the following conditions:

- A. All of the Engineering Department comment items shall be adhered to and depicted on plans prior to issuance of a building permit.
- B. 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.E.3.a.1-7.

The motion carried.

4. MISCELLANY: Staff asked Planning Commission to discuss and consider temporary signage in relation to occasional shops that are not open regular hours within a work week or month. A shop owner asked to get the Commissions opinion regarding this growing type of business. The Commission talked about temporary signage and wanted to be fair and equal to all businesses. At the same time they want the businesses that are trying to succeed to have some flexibility when they have limited hours of operation. The Commission directed staff to get examples from other communities or the League of MN Cities regarding temporary sandwich board signs for discussion at an upcoming meeting.
5. ACCESSORY DWELLING DISCUSSION: The Planning Commission continued their discussion regarding accessory dwelling units. They built on their discussion from last meetings definitions and started to outline the parameters of those stipulations. Staff will gather information regarding building separation code from the Building Official as well as utility connection requirements. This discussion will continue at a future meeting.
6. There being no further business to come before the Commission the meeting adjourned at 8:36 p.m.

Respectively submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-SEPTEMBER 14, 2016

STAFF COMMENTS

1. 4 EVER FAMILY PROPERTIES LLC- FILE NO. 16-06:

- The applicant is 4 Ever Family Properties LLC, Willmar, MN.
- The applicant is requesting plan review for a 4800 sq. ft. contractor shop on property legally described as Lot 1, Block 4, Industrial Park 4th Addition (3113 3rd Ave. SW).
- The tenant of the facility will be Backes Technology Services, Inc. and will house an office area and shop.
- The property is accessed via 3rd Ave. SW or 32nd St. SW.
- The property is zoned I-1 (Limited Industry).
- The number of parking spaces provided meets the requirements of the zoning ordinance.
- Building and parking setbacks are met.
- There will be some garage bays and man doors and windows on the building, with a mix of steel and stone on the façade exterior.
- A landscape plan was submitted, and appears adequate.
- There is a proposed accesses off of both streets.
- Will the parking lot be paved and curbed?

ENGINEERING DEPARTMENT COMMENTS: The proposed driveway opening off of 3rd Ave. SW needs to be a minimum of 50' east of 32nd St. SW east curb line. Indicate the proposed drainage flow directions and the total land area that will be disturbed. Drainage cannot flow directly to 32nd Street or to 3rd Avenue or adjacent properties. Regrade lot to detain run off with swales and depressions. The existing curb and gutter is B624 and new driveway opening shall be constructed to match. The existing utility services that are stubbed into the property from 3rd Ave. SW are 6" sanitary sewer and 8" water main.

RECOMMENDATION: approve the plan review with the following conditions:

- A. All of the above mentioned Engineering Comment items shall be adhered to and depicted on plans prior to issuance of a building permit.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.