WILLMAR

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
BUILDING OFFICIAL	320-214-5185
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: January18, 2012

SUBJECT: JANUARY 25, 2012 MEETING

The Willmar Planning Commission will meet at 7:00 p.m. on Wednesday, January 25, 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 January 11, 2012 meeting *
3. 7:01 p.m. Meyer's Addition preliminary plat. *
4. Community Owned Grocery Store **
5. Miscellany.
6. Adjourn.

* included
** to be presented

Willmar
All-America City
2005

WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JANUARY 11, 2012

MINUTES

1. The Willmar Planning Commission met on Wednesday, January 11, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

   ** Members Present: Mark Klema, Scott Thaden, Andrew Engan, Gary Geiger, Nick Davis, and Bob Poe.

   ** Members Absent: Charlie Oakes, Randy Czarnetski, and Virgilio Aguirre.

   ** Others Present: Ryan Voz, Mark Jerzak, Bruce Peterson- Director of Planning and Development Services, Megan Sauer- Planner.

2. REORGANIZATION: Mr. Thaden made a motion, seconded by Mr. Geiger to nominate Mr. Klema for Chair, Mr. Oakes for Vice Chair, and Mr. Engan for secretary.

   The motion carried.

3. MINUTES: The minutes of the December 14, 2011 meeting were approved with the correction of the spelling of Mr. Geiger.

4. STINGERS TRAILER DISCUSSION CONTINUED: The Commission continued the discussion of a possible new office trailer at the ball park for the Stingers organization and Ryan Voz and Mark Jerzak were present for the discussion. The Stingers were offered the lease of a trailer that is larger and more insulated for use as office space at Bill Taunton field. It would be tied down and skirted. The office space would be more user friendly in the winter, but would not have City sewer or water.

   The Planning Commission opined that ideally a permanent structure would be built on the site, but that is not feasible at this time. A step up in the temporary office structure is a step forward. They saw the new trailer to be unobtrusive and as long, as there aren't ADA issues and only Stinger signage, they saw no issue with the new trailer.

   Mr. Thaden made a motion, seconded by Mr. Geiger, to approve the new trailer building at the existing office location with the conditions as follows:
   A. The trailer be tied down and properly skirted.
   B. The trailer shall meet all necessary codes/ADA requirements.
   C. The signage shall meet the Zoning Ordinance stipulations.
   D. The temporary office will be re-reviewed at the January 2014 Planning Commission meeting.

   The motion carried.

5. GREENSTEP CITIES PROGRAM: Mr. Thaden made a motion, seconded by Mr. Engan, to take the matter off the table and open the topic up for further discussion.

The motion carried.

The Commission discussed the benefits and impact the program would have on the community. They also talked about it being a citizen driven process and that staff time and City dollars would be limited. They talked about the program being inherently good, but that the City Council will ultimately decide if it's a program the City should participate in.

Mr. Scott reiterated the motion that was already on the table, to encourage the City Council to adopt a resolution to participate in the program after Mr. Bjur and Mr. Vetsch present the GreenSteps Program and sub-committee findings to the City Council.

The motion carried.

6. MISCELLANY: Staff presented a possible future annexation on the north side of town east of Eagles Landing along 8th St. NE. There are some failing septic systems and a possible support and solution for the problem of the home owners would be annexation and City services. The best way to service these homes with sewer would be gravity feed. And through its due diligence the City discovered there are two tax forfeiture lots that are low lying and swampy (probably unbuildable), but would be needed for the gravity sewer plans due to existing elevations (easements in the future would be much more costly). Staff asked the Commission to support the acquisition of the two lots for future utilities.

Mr. Engan made a motion, seconded by Mr. Geiger, to recommend that the City acquire the two forfeiture lots to allow future access to sewer lines and for stormwater retention.

The motion carried.

7. There being no further business to come before the Commission, the meeting adjourned at 7:46 p.m.

Respectfully submitted,

Megan M. Sauer

Megan M. Sauer, AICP
Planner/Airport Manager

NOTICE OF HEARING ON A REQUEST TO SUBDIVIDE PROPERTY

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday, January 25, 2012, at 7:01 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 Cecil Meyer, Willmar, MN. Said plat is a subdivision of property described as: Lots 1, 2, 13, and 14, Block 52, Original Town site of Willmar, except the southerly 20' of lot 2 and except the southerly 20' of the easterly 50' of said Lot 13 (402 6th St. SW, 615 & 611 Becker Ave. 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.

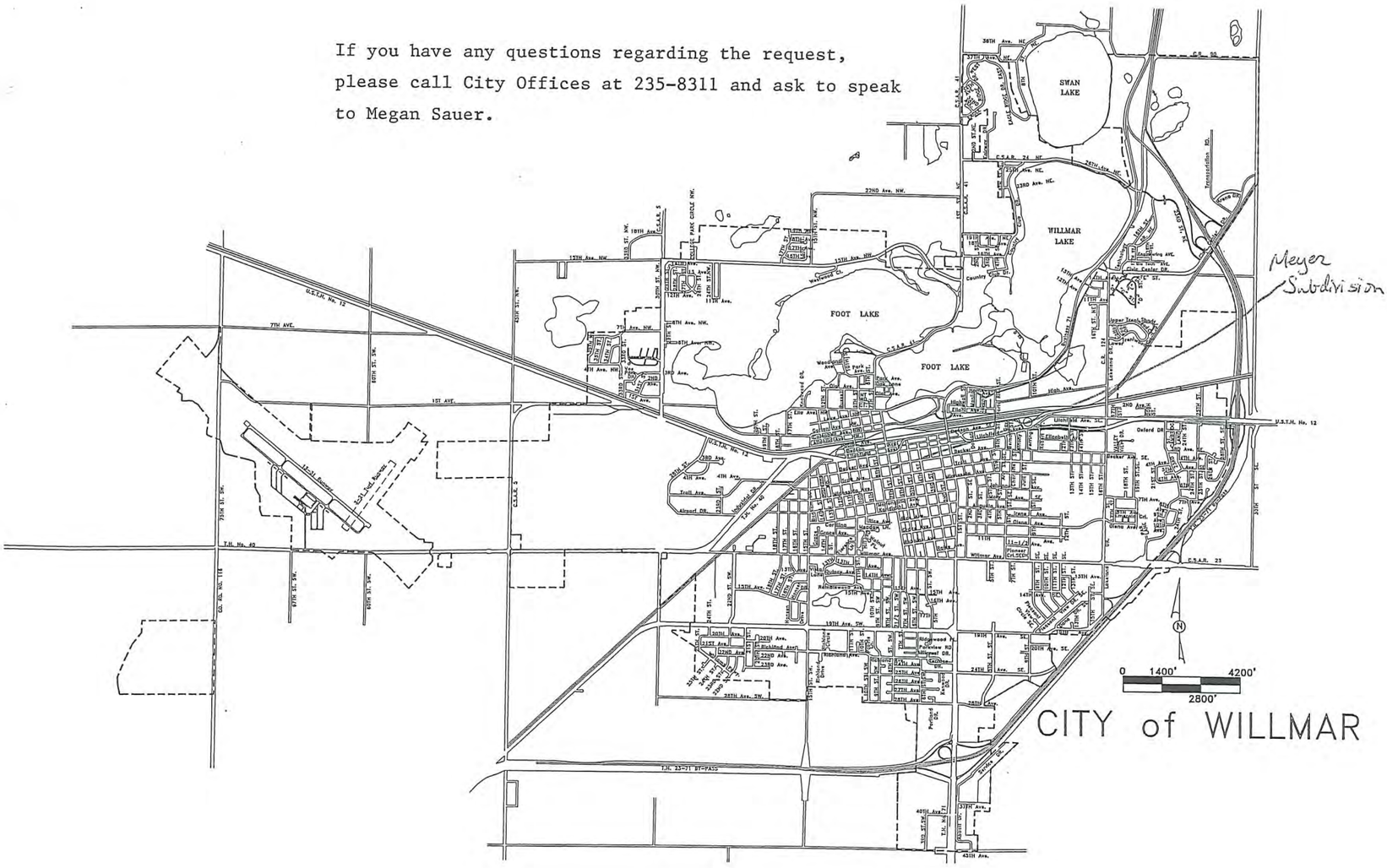
January 13, 2012
Date

Megan M. Sauer
Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficient, por favor comuniquese con Jill al 231-8575, de la Cooperativa de Integracion 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.



PRELIMINARY PLAT OF:

MEYER'S ADDITION

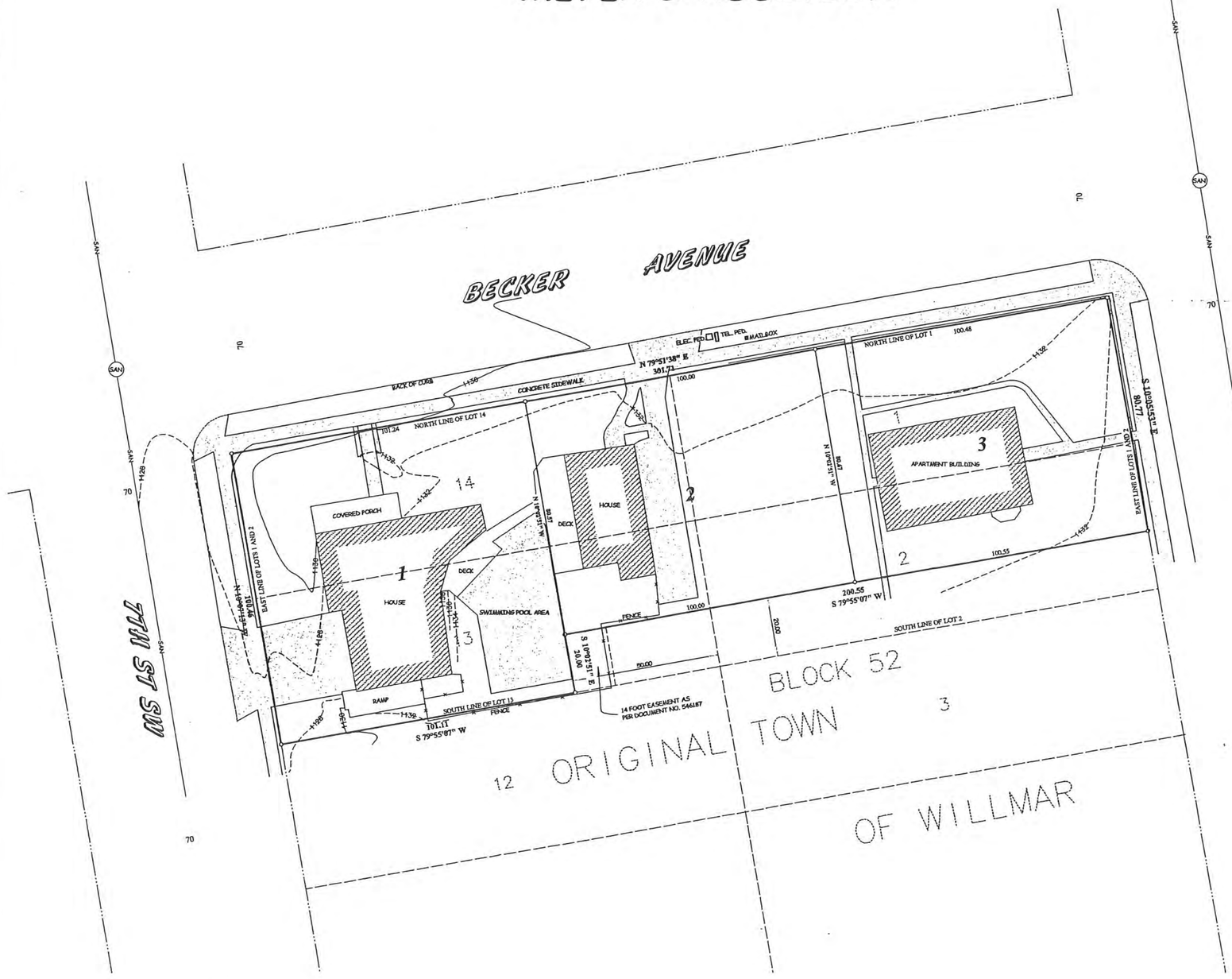
LEGAL DESCRIPTION

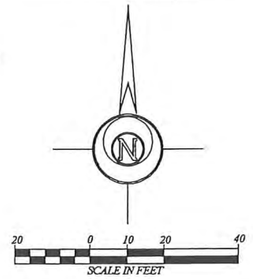
Tract of land lying and being in the County of Kandiyohi, State of Minnesota, described as follows, to-wit:

Lots 1, 2, 13, and 14 of Block 52 in the ORIGINAL TOWNSITE OF WILLMAR as of public record, Kandiyohi County, Minnesota, LESS & EXCEPT the Southerly 20.00 feet of said Lot 2 and LESS & EXCEPT the Southerly 20.00 feet of the Easterly 50.00 feet of said Lot 13.

Subject to easements of record.

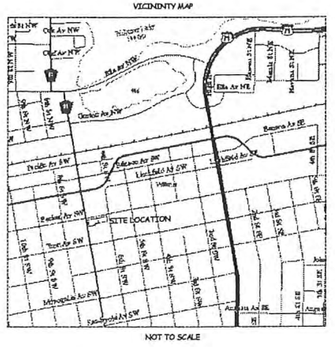
LOT AREA	IMPERVIOUS SURFACE AREA
LOT 1 = 10,169 SQ. FT. +/-	LOT 1 = 5211 SQ. FT. +/-
LOT 2 = 8062 SQ. FT. +/-	LOT 2 = 2444 SQ. FT. +/-
LOT 3 = 8113 SQ. FT. +/-	LOT 3 = 2225 SQ. FT. +/-
TOTAL AREA = 26,344 SQ. FT. +/-	





Legend

- INDICATES IRON MONUMENT FOUND
- INDICATES IRON MONUMENT PLACED



PRELIMINARY PLAT PREPARED FOR:

CECIL MEYER

JOB NO: W2011-118
FILE NAME: 2011-118.SCJ
LOCATION: 15-119-35

NOTE: THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT FIRST CONTACTING THE SURVEYOR WHO DEVELOPED AND MADE THIS DRAWING. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

370 CHAPEL HILL RD., SUITE 105
COLD SPRING, MN 56320
PH. 320-685-5905
FAX 320-685-3056

PRELIMINARY PLAT PREPARED BY:
O'MALLEY & BOE
LAND SURVEYORS, INC.

328 SW 3RD ST.
WILLMAR, MN 56201
PH. 320-235-4012
FAX 320-214-9380

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 1-5-2012

BENJAMIN C. O'MALLEY
MINNESOTA REGISTRATION NO. 42300