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
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BUILDING INSPECTION TECH	320-214-5187

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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: April 18, 2012

SUBJECT: APRIL 25, 2012 MEETING

The Willmar Planning Commission will meet at 7:00 p.m. on Wednesday, April 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 April 11, 2012 meeting *
3. 7:01 p.m. Food Shelf Addition preliminary plat. *
4. MinnWest Tech Campus Plan Review- Optimum Communications Corp. *
5. Trav's Dino Mart- drive up window Plan Review. *
6. Miscellany
7. Adjourn

* included
** to be presented

Willmar
All-America City
2005

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

MINUTES

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

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

   ** Members Absent: Andrew Engan, Randy Czarnetski, and Virgilio Aguirre Jr.

   ** Others Present: Michael Schramm, Mary Weimerskirch, David Little, Frank Yanish-Mayor, Charlene Stevens-City Administrator, Beverly Dougherty, Bruce D. Peterson-Director of Planning and Development Services, and Megan Sauer- Planner/Airport Manager.

2. MINUTES: The Planning Commission reviewed the seven affirmative findings of fact for the conditional use permit for the Islamic Society to ensure they met statutory requirements. Staff added that the City's new legal counsel reviewed the findings and also found them to be legally sound. The minutes of the March 28, 2012 meeting were approved as presented.

3. DOWNTOWN PLAN DISCUSSION: Staff presented the draft of the Willmar Downtown Plan. The plan was conceived by Mayor Frank Yanish and Charlene Stevens the City Administrator. Adam Regn Arvidson of Treeline, and City staff prepared the document after a series of community meetings and stakeholder brainstorming sessions. The document encompasses 19 elements categorized into five main topic areas as follows: Access, Movement, and Parking; Open Space, Green Space, and Trails; Building Conditions and Aesthetics; Business Mix and Redevelopment; and Housing.

   The Commission discussed certain aspects of the Plan such as the Central Business District boundaries, the opening of Litchfield Ave. SW to the Highway 12 bypass, and downtown façade design standards, etc.

   Mr. Geiger made a motion, seconded by Mr. Thaden, to approve the draft Willmar Downtown Plan and forward it onto the City Council for public hearing and adoption as an amendment to the Comprehensive Plan.

   The motion carried by a unanimous roll call vote.

4. CAPITAL IMPROVEMENTS REVIEW: Staff presented a summary of the 2013 Capital Improvement Plans for the City of Willmar. Staff explained that City Administrator Charlene Stevens initiated a new peer review process of the five year capital

improvement plans where every department request is ranked and prioritized on a series of needs assessments qualifications. The Planning Commission reviewed the summary report and discussed the need for community-wide storm sewer improvements as it's an issue caused by the entire community and negatively affects a small portion of property owners.

Mr. Poe made a motion, seconded by Mr. Davis, to forward the Capital Improvements priority list to the City Council to include the recommendations into their budget development process.

The motion carried.

5. MISCELLANY: Mark Klema, the Commission Chair, shared information regarding a workshop he attended on being a member of a Planning Commission. He said he learned a lot, and distributed handouts and shared some insights he had about how to make the public hearing process smoother and to help the public understand the Planning Commissions role in land use regulatory process.

6. There being no further business to come before the Commission, the meeting adjourned at 8:58 p.m.

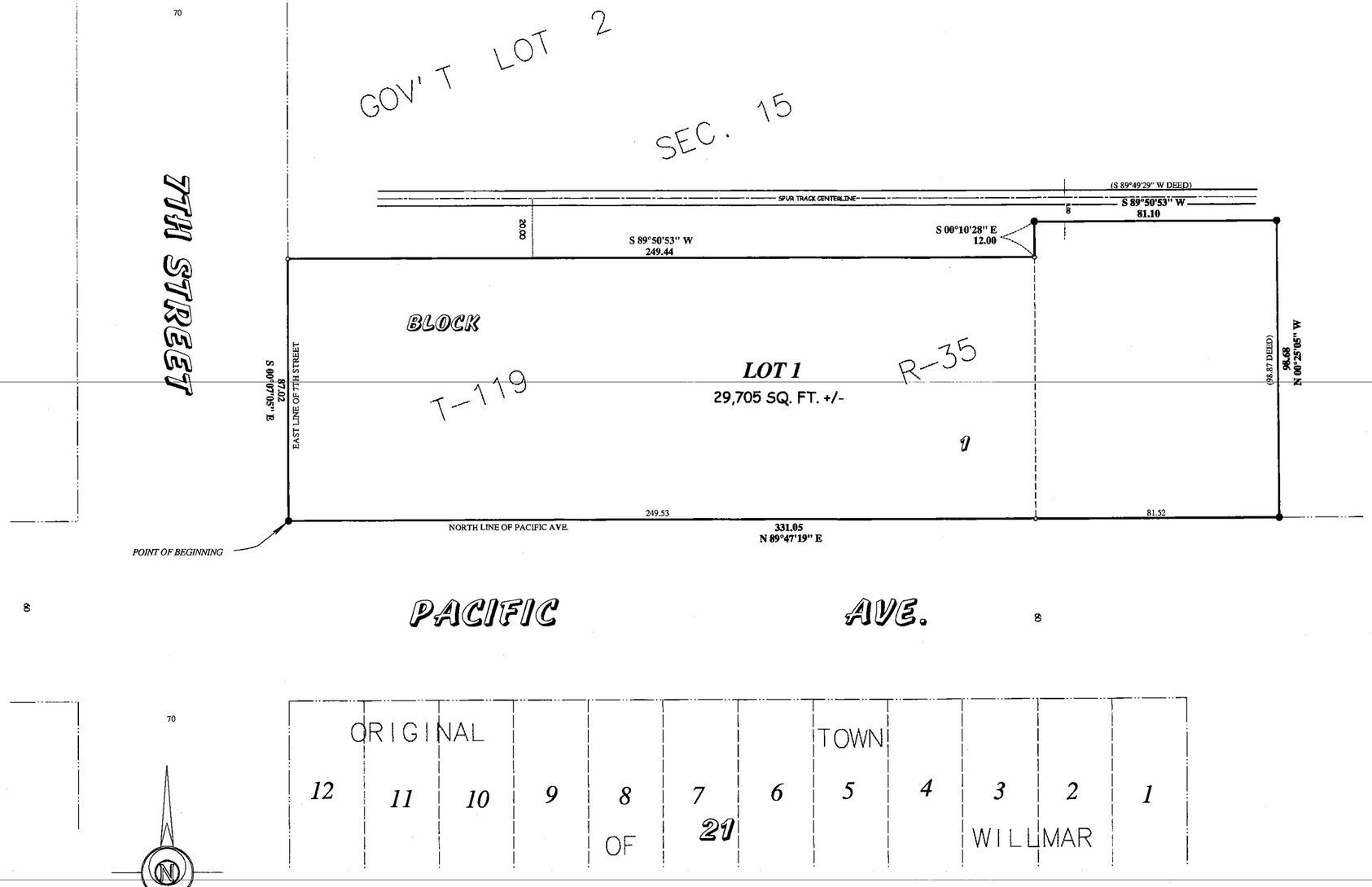
Respectfully submitted,

Megan M. Sauer

Megan M. Sauer, AICP
Planner/Airport Manager

O'MALLEY & KRON LAND SURVEYORS, INC.
328 SW 3RD STREET
WILLMAR, MN 56201
PH. 320-235-4012

FOOD SHELF ADDITION



● *INDICATES IRON MONUMENT FOUND*

○ *INDICATES IRON MONUMENT PLACED WITH REGISTRATION NO. 42621 INSERTED THEREIN*

KNOW ALL PERSONS BY THESE PRESENTS: That Willmar Area Food Shelf, a Minnesota Nonprofit Corporation, fee owners of the following described property, situated in the County of Kandiyohi, State of Minnesota, described as follows, to-wit:

That part of Government Lot 2, Section 15, Township 119, Range 35, Kandiyohi County, Minnesota, described as follows; Beginning at the intersection with the Northerly extension of the West line of Block 21 in the ORIGINAL TOWN OF WILLMAR, as of public record, Kandiyohi County, Minnesota and the North line of Pacific Avenue as platted in said ORIGINAL TOWN OF WILLMAR; thence on an assumed bearing of N 89°47'19" E, along the North line of said Pacific Avenue, 331.05 feet; thence on a bearing of N 00°25'05" W, 98.87 feet to a line that is 8.00 feet South of, parallel with and measured at a right angle to the spur track centerline; thence on a bearing of S 89°49'29" W along last said line, 81.10 feet; thence on a bearing of S 00°10'28" E, 12.00 feet to a line that is 20.00 feet South of, parallel with and measured at a right angle to the spur track centerline; thence on a bearing of S 89°50'53" W along last said line, 249.44 feet to its intersection with the East line of 7th Street; thence on a bearing of S 00°07'05" E, along last said line, 87.02 feet to the point of beginning.

have caused the same to be surveyed and platted as FOOD SHELF ADDITION and do hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Willmar Area Food Shelf, a Minnesota Nonprofit Corporation, have hereunto set their hands this _____day of_____, 20___.

_____ _____
Louise Mack, President — Sharolyn Peterson, Secretary

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Loise Mack, President and Sharolyn Peterson, Secretary, of Willmar Area Food Shelf, a Minnesota Nonprofit Corporation.

_____
_____
Notary Public, _____
My commision expires_____

I, Benjamin C. O'Malley do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20___.

_____
Benjamin C. O'Malley, Licensed Land Surveyor
Minnesota License No. 42300

STATE OF MINNESOTA
COUNTY OF KANDIYOHI

This instrument was acknowledged before me on _____ by Benjamin C. O'Malley.

_____
_____
Notary Public, _____
My commision expires_____

WILLMAR PLANNING COMMISSION
Approved by the Planning Commission of the City of Willmar, Kandiyohi County, Minnesota, this ___ day of_____, 20__, A.D.

_____ _____
CHAIRMAN — CLERK

WILLMAR CITY COUNCIL
Approved by the City Council of the City of Willmar, Kandiyohi County, Minnesota, this ___ day of _____,20___, A.D

_____ _____
MAYOR — CLERK

WILLMAR CITY ENGINEER
Approved this ___ day of _____, 20__, A.D.

_____
ENGINEER, CITY OF WILLMAR

I hereby certify that the proper evidence of title has been presented to me and that all parties with an interest in said property have been included in the execution of the above instrument. Dated this ___day of _____, 20____,A.D.

_____
ATTORNEY

I, hereby certify that all taxes are paid for the year _____ for the land herein described.

_____
KANDIYOHI COUNTY TREASURER

No delinquent taxes and transfer entered this _____day of _____, 20____, A.D.

_____
KANDIYOHI COUNTY AUDITOR

I, hereby certify that the within instrument was filed in this office for record on the _____day of _____, 20___, at ____ o'clock __.m and was duly recorded as Folder No. _____; and as document No._____.

_____
KANDIYOHI COUNTY RECORDER

NOTICE OF HEARING ON A REQUEST TO SUBDIVIDE PROPERTY

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday, April 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 Willmar Area Food Shelf, Willmar, MN. Said plat is a subdivision of property described as: a portion of Government Lot 2, Section 15, Township 119, Range 35 (624 Pacific 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.

April 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.

OPTIMUM COMMUNICATIONS CORP.

Optimizing
Business
Communications

ABOUT OCC

Communication methods are changing almost daily. It is imperative that employees, vendors, and clients continually look for ways to communicate more effectively; which often has them turning to technology. The problem for many businesses lies in the fact that there is so much to know and competition has created so many places and ways to find information; making it nearly impossible to properly sort through it all while effectively doing your most important objective; running your core business. OCC's passion is to help close that gap for you and your firm.

With our technology roots going back to telecom in the 1970's, we are committed to helping small to mid-sized businesses sort through emerging communication technologies with one simple goal in mind; **improve your bottom line through cost savings or improved operational efficiencies**. With the changes in the technology world, there is a lot for our clients to keep up with and it becomes hard to determine what is "real" and what is not. Instead of being "everything to everyone", our mission is to deliver converged IP solutions while forming partnerships with other technology companies that truly respect the small to midsized market space and connect our clients with them. You will not simply be a number as a partner of OCC; yet we have the resources and experience necessary support to help you optimize your communication technology investment dollars.

Bryan Fleegel - President

Optimum Communications Corp.
3112 Southway Drive St. Cloud, MN 56301

Toll Free: 866.789.4622
Brainerd: 218.454.4622
St. Cloud: 320.230.1111

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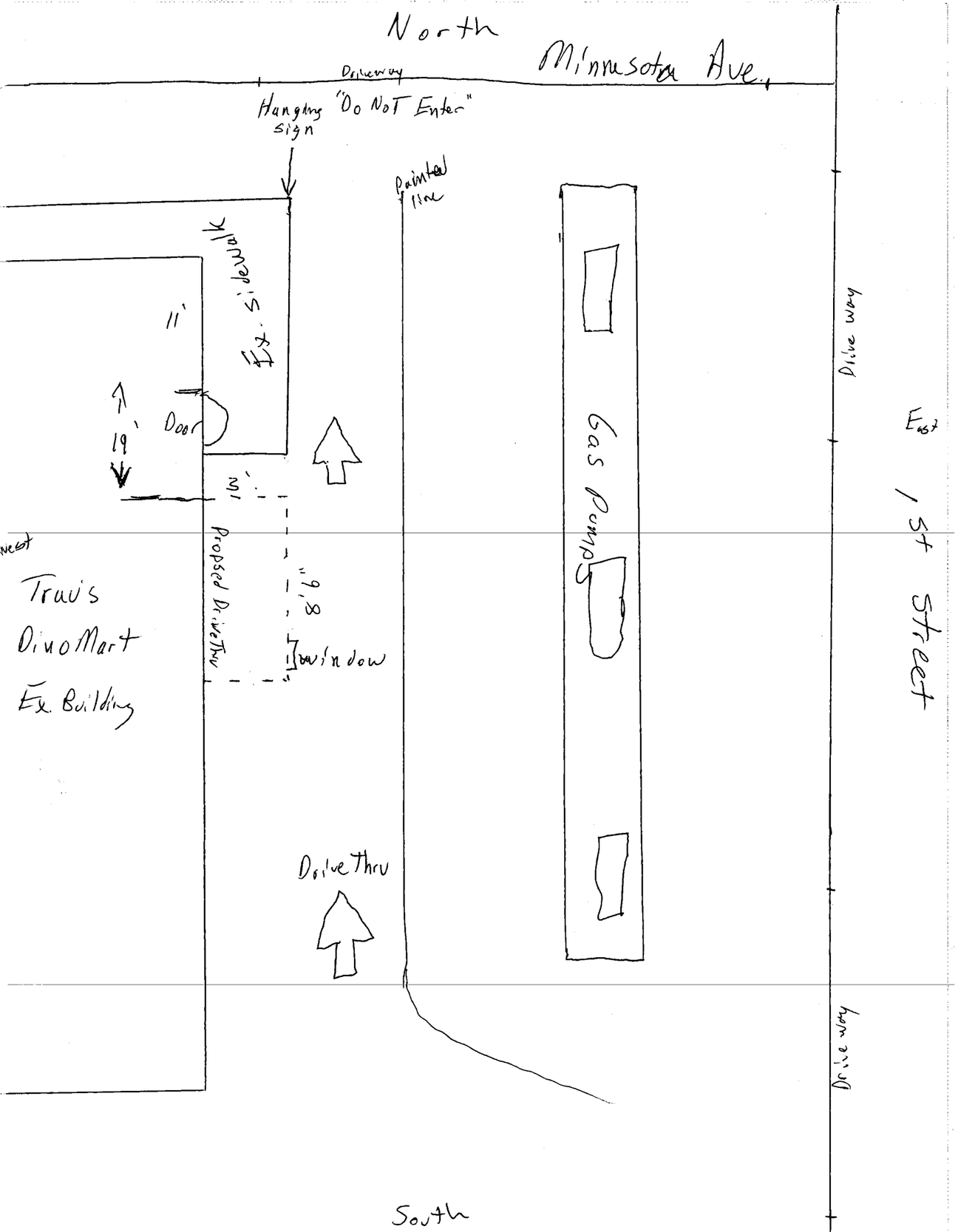
North
Minnesota Ave.
Driveway
Hanging sign
"Do NoT Enter"
Painted line
Ex. sidewalk
11'
Door
19'
Gas Pumps
Drive way
East
1st Street
Proposed Drive Thru
9.8'
window
Trav's
DinoMart
Ex. Building
Drive Thru
Drive way
South