



**PLANNING AND DEVELOPMENT SERVICES**

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**MEMO**

TO: Willmar Planning Commission

Chair: Randy Cazarnetzki  
Vice Chair: Gary Geiger  
Members: Bob Poe, Margaret Fleck, Aaron Larson, Rolf Standfuss, and Steve Gardner.

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

DATE: March 16, 2016

**SUBJECT: MARCH 23, 2016 MEETING**

The Willmar Planning Commission will meet at 7:00 p.m. on Wednesday, March 23, 2016, in Conference Room #2 (upper level) of the City Office Building. Please call me at 320-214-5195 if you cannot attend.

1. Reorganization
2. Call the meeting to order
3. Minutes of March 9, 2016. \*
4. MinnWest Technology Campus- Plan Review Speer medical Technologies. \*
5. MinnWest Technology Campus- Plan Review Owens & Co. rep payee services. \*
6. Electronic Signs in residential areas discussion (TABLED). \*
7. Downtown Design Standards discussion continued.
8. Miscellany
9. Adjourn

\*Included

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, MARCH 9, 2016**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, March 9, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Randy Czarnetzki, Gary Geiger, Bob Poe, Aaron Larson, Rolf Standfuss, and Steve Gardner.

\*\* Members Absent: Margaret Fleck.

\*\* Others Present: Bill Paterson, and Megan DeSchepper- Planner.

2. MINUTES: The February 17, 2016 minutes were approved as submitted.

3. DONATION OF LAND TO CITY- NELSON FAMILY: Staff presented a proposal of donation of land from the Nelson family of a small unbuildable parcel that abuts city owned property legally described as follows: part of Lot 1, Block A, Third Addition to Willmar (137 Benson Ave. SE/corner of Benson Ave. SE and Highway 12 SE- see file for full legal). Rather than let the parcel go tax forfeiture the family wishes to donate the parcel to the City of Willmar as it abuts other City owned green space. Staff explained, as required by the City Charter all acquisition of land by the City is required to be reviewed by the Planning Commission.

Mr. Geiger made a motion, seconded by Mr. Standfuss, to recommend to the City Council approval and acceptance of the donation of land.

The motion carried.

4. ELECTRONIC SIGNS IN RESIDENTIAL AREAS DISCUSSION: Staff explained they had been approached by a sign contractor inquiring about digital signage at a church. As a majority of churches are in residentially zoned areas they are prohibited from having digital signs by the current Zoning Ordinance language. Bill Paterson, speaking on behalf of Redeemer Lutheran Church, explained that their sign only abuts apartment buildings and would be at such a distance/angle from the sign that it wouldn't be an issue. The Commission talked about that opening then language up in the Ordinance would be for all churches not just this one that may not be as ideally situated. They also discussed regulating the time and brightness as possible ways of not affecting abutting homes. The Commission asked Staff to supply a copy of the draft language they worked on previously to see how they were planning on regulating commercial digital signs at their next meeting.

Mr. Gardner made a motion, seconded by Mr. Larson, to table the matter until the next meeting.

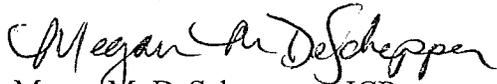
The motion carried.

5. DOWNTOWN DESIGN STANDARDS DISCUSSION CONTINUED: Staff asked the Commission if the amendments on the draft document met their intent from the previous meetings discussion. They concurred with the changes to the language regarding height of buildings. However, they were still uncomfortable with the section on windows and clear view percentages etc. They asked staff to work on the language of that section perhaps checking how other Cities handle windows in Central Business Districts.

The Planning Commission then discussed the previous meetings presentation by the Minnesota Historical Society regarding historic preservation. The Commission talked about liking property owners to have the opportunity to use tax credit and have access to other financial incentives to maintain properties with the National Historic Designation. They do not however support creating a local Historic Preservation Ordinance and Board.

6. With no further business to come before the Commission the meeting adjourned at 7:40 p.m.

Respectfully submitted,

  
Megan M. DeSchepper, AICP  
Planner/Airport Manager

Doctor Tod Speer is an Oncologist that is doing Medical Research and Development. He will be collaborating with other R & D entities on campus as well as the Mid Central Research and Outreach Center. Tod needs office space to do his office work so he then can collaborate with other Research and Development on campus.

Speer Medical Technologies LLC. It is filed with state of MN and other business entities (D&B, SAMS). Industry is Biotechnology. Specifically, we are designing cancer therapeutics and have a couple of grant request for ideas to treat multi-drug resistant bacterial infections (hence interest in the bacteria lab people). I am currently collaborating with the U. of Wisconsin on a cancer drug that we have synthesized and characterized and are writing grant for preclinical studies. So this drug is technically in our pipeline. So in general we do things like that. Is that enough information to garner a flavor of what this is about. Glad to further explain down road.

[www.owenscompany.com](http://www.owenscompany.com)

Short company Bio:

Owens & Company is a Minnesota private Non-profit organization that was founded in 2008 by Mark Owens. Owens & Company provides representative payee services to individuals that receive social security income. We pride ourselves in helping our clients set and achieve their financial goals on a fixed income. Owens & Company is approved by the Social Security Administration to provide Representative Payee services. We currently serve around 320 individuals all across Minnesota, and work hard to help our clients and their families establish a sound financial base. We help with monthly budgeting, teaching responsible spending, daily money management, and encourage saving money. Our main duties as a representative payee are to receive and pay bills, maintain a bank ledger, create a budget for each client, and help with paperwork for the county and Social Security. We are also approved to work with the Veteran's Administration to provide Fiduciary services to our Veterans. We work with the Veteran to help establish a budget and work with them and their family to establish financial goals and a sound financial base.

Mark M. Owens  
Director

Owens & Company  
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- e. Allocation of sign area for wall signs on multiple occupancy buildings shall be controlled by the building owner, who shall be directly responsible for obtaining the necessary permits for all signs, or for seeing that they are obtained, and for compliance with this Section.
  - f. Each premise, in lieu of a wall sign as herein permitted, shall be permitted to have one (1) projecting sign, provided that such sign shall not exceed twenty (20) square feet in sign area, shall not project more than three (3) feet from the building to which it is attached, and shall not project over any property line.
  - g. Each occupancy having a canopy shall be permitted to maintain one (1) under-canopy sign, not to exceed five (5) square feet in sign area and to have a minimum clearance of seven and one-half (7 ½) feet.
  - h. Each occupancy having a marquee, or the building owner if the marquee is located so that it is shared by two (2) incidental signs, not to exceed four (4) square feet in aggregate sign area.
  - i. Each occupancy having a marquee, or the building owner if the marquee is located so that it is shared by two (2) or more occupancies, shall be permitted to maintain a marquee sign on the front and each side of the marquee, the sign area in each case limited to one-half (1/2) square foot of sign area for each linear foot of marquee frontage or marquee extension on each respective side.
  - j. Each occupancy shall be permitted to have a maximum of two (2) incidental signs, not to exceed four (4) square feet in aggregate sign area.
  - k. ~~Electronic reader boards/dynamic signs~~ *Digital Signs* are permitted and shall follow the sign area requirements for wall or freestanding signs. Electronic reader boards/dynamic digital signs can be animated or scroll, but they shall not flash or display rapid animation or colors so as not to distract, or mimic any emergency vehicles. *Transitions between successive displays shall be less than 1 (one) second. The animation or scrolling text or images shall be of a duration minimum of four seconds. No videos shall be permitted. Signs shall have dimmer controls to adjust intensity based off of natural ambient light conditions for all times of day.*
4. Signs Permitted in GB – General Business, I-1 – Limited Industry, and I-2 – General Industry Districts.

sidewalk immediately beneath a sign and the lowest point of the sign, including framework and embellishments, extending over such grade.

13. *Construction Sign.* A temporary sign identifying an architect, contractor, subcontractor, developer, financier, supplier of materials, or other like information with respect to construction on the property on which the sign is located.
14. *Development Sign.* A sign identifying a particular subdivision or residential development or area of a particular commercial or industrial complex, located at the entrance or entrances to such development or complex.
15. *Directional Sign.* An on-premise sign giving directions, instructions, or facility information and which may contain the name or logo of an establishment but no advertising copy, such as parking, entrance, or exit sign.
16. *Double-faced Sign.* A sign with two (2) faces.
17. ~~*Electronic Reader Sign/Dynamic Digital.* A sign that has characteristics of movement or change, caused by automated means, either electronic or mechanical. This includes change in the display, the sign structure or any other component of the sign. **OR** A sign or portion thereof that appears to change using any method other than a person physically removing and replacing the sign or its components. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method of technology that allows the sign face to present a series of images or displays.~~
18. *Façade.* The entire building front including the parapet.
19. *Face of Sign.* The area of a sign on which the copy is placed.
20. *Festoon.* A string of garland of leaves, flowers, ribbons, tinsel, small flags, pinwheels, ornamental windsocks, or other like ornaments.
21. *Flashing Sign.* A sign which contains an intermittent or sequential light source used primarily to attract attention.
22. *Freestanding Sign.* A sign permanently fixed to the ground by one (1) or more uprights, posts, columns, or pylons, and not attached to any building.