

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, DECEMBER 11, 2013**

MINUTES

1. The Willmar Planning Commission met on Wednesday, December 11, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Mark Klema, Charles Oakes, Gary Geiger, Andrew Engan, Randy Czarnetzki, and Scott Thaden.

** Members Absent: Margaret Fleck, Bob Poe, and Nick Davis.

** Others Present: Megan DeSchepper- Planner.

2. MINUTES: The minutes of the November 13, 2013 meeting were approved as submitted.

3. MINNWEST TECHNOLOGY CAMPUS PARKING EXPANSION PLAN REVIEW: Staff presented the plan review of a parking lot expansion on the MinnWest Technology Campus. At a previous Planning Commission meeting Technical Academies of MN Charter School was approved with a condition that the parking lot plan be submitted for Planning Commission approval. The parking lot is along an existing private street (16th St. NE) on the campus, with a proposed addition of 232 parking spaces.

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

Staff added that the private drive is a parcel and part of the Common Interest Community MinnWest Technology Campus. However the exact dimensions aren't noted on the drawing and it's unclear if additional easements for parking, drive, and access would be necessary. The Campus does not own all the parcels that would abut the new parking area. The interim City Engineer also requested some clarification on parcel boundaries, drainage and stormwater info, as well as construction plan documentation requirements.

As the applicant was not in attendance at the meeting the Commission felt there were too many unanswered questions to take action on the request.

Mr. Thaden made a motion, seconded by Mr. Oakes, to table the matter for an upcoming meeting to have more detailed information and the applicant present.

There was discussion about the historical society approval of the parking plan and it was determined that would be required regardless of Commission action.

The motion carried.

4. ZONING ORDINANCE UPDATE SECTION 2 RULES AND DEFINITIONS CONTINUED: Staff reviewed the latest updates to the draft from the previous Commission meeting. The Planning Commission discussed the extended stay hotel definition and determined that it could be combined with motel and hotel definitions and add long term occupancy to cover longer stays. They also recommended that staff add the supper club definition to restaurant.

The Planning Commission will start reviewing Section 5 of the Zoning Ordinance at their next meeting regarding signs.

5. MISCELLANY: Mr. Oakes asked to discuss the off-premise advertising section of the sign code, specifically about electronic reader boards and hybrid businesses that are community and volunteer oriented but not non-for profit such as the Stingers. The Commission discussed different scenarios at length, but determined they were not ready to amend the Ordinance to allow for profit organizations to advertise off-premise from their business locations.

Mr. Oakes was thanked for his years of service to the City with his time on the Planning Commission.

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

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-DECEMBER 11, 2013

STAFF COMMENTS

1. MINNWEST TECHNOLOGY CAMPUS PARKING LOT EXPANSION PLAN REVIEW:

- At the October 23, 2013 Planning Commission meeting the Commission approved plan review for Technical Academies of MN-Charter School on the MinnWest Technology Campus with a condition that a parking lot plan shall be submitted for review and approval by the Planning Commission at an upcoming meeting.
- The proposed parking lot expansion is along an existing private drive that connects/accesses Technology Dr. NE in two spots.
- The applicant proposes adding a total of 232 parking spaces.
- Would this be two way traffic or one way?
- Is the parking lot proposed to abut directly up next to the buildings?
- Is there a demand/need for this number of spaces?
- What will the student drop off/bus plan be for the Charter School?
- Will there be a recorded access and maintenance agreement for the private drive/parking etc. as there are multiple property owners? Spelled out in CIC declarations?

Interim City Engineers Comments:

1. Parcel lines shall be clearly identified on the proposed construction plans.
2. Parcel ownership information shall be provided to the City for our records. This information shall be provided on a map with existing parcel boundaries clearly noted.
3. All easements required based on existing parcel boundaries and the proposed improvements shall be clearly identified on the construction plans.
4. The applicant shall submit stormwater calculations and maps complete with pre- and post-development drainage areas for review by the City.
5. The applicant shall submit grading, drainage, and erosion control plans for the review and approval of the City of Willmar.
6. All construction shall be in accordance with the City of Willmar standards.

RECOMMENDATION: Approve the parking lot expansion with the following conditions or table the matter until the following conditions are met:

- A. Parcel lines shall be clearly identified on the proposed construction plans.
- B. Parcel ownership information shall be provided to the City for our records. This information shall be provided on a map with existing parcel boundaries clearly noted.
- C. All easements required based on existing parcel boundaries and the proposed improvements shall be clearly identified on the construction plans.
- D. The applicant shall submit stormwater calculations and amps complete with pre- and post-development drainage areas for review by the City.
- E. The applicant shall submit grading, drainage, and erosion control plans for the review and

approval of the City of Willmar.

- F. All construction shall be in accordance with the City of Willmar standards.
- G. Ownership/maintenance/access of the private drive shall be included in the CIC declarations/articles or proof thereof submitted to the City for their records.

NOTICE OF HEARING FOR PROPOSED ZONING TEXT AMENDMENT

Notice is hereby given that the Willmar Planning Commission will meet at the Willmar City Office Building, 333 6th St. SW, Willmar, Minnesota, at 7:01 p.m. on Wednesday January 8, 2014, to consider an Ordinance amending No. 1060 known as the Willmar Zoning Ordinance by amending Section 6. relating to brewer tap rooms:

SECTION 6. Ordinance 1060 is being considered to be amended by ADDING TO SECTION 6.J.xx. uses permitted in the Central Business District so as to read as follows:

xx. Brewer taprooms.

SECTION 6. Ordinance 1060 is being considered to be amended by ADDING TO SECTION 6.I.3.e. uses permitted in the General Business district with a conditional use permit so as to read as follows:

e. Brewer taprooms.

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.

December 27, 2013

Date

Megan M. DeSchepper

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.