WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, OCTOBER 8, 2014

MINUTES

1. The Willmar Planning Commission met on Wednesday, October 8, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

   ** Members Present: Mark Klema, Andrew Engan, Randy Czarnetzki, Gary Geiger, Sandy Bebler, Bob Poe, and Aaron Larson.

   **Members Absent: Scott Thaden, and Margaret Fleck.

   ** Others Present: Steve Salzer, Andy Nelson, Scott Kuhlman, Wesley Hompe, Jim Bach, Ben Taatjes, John Harren, Jeron Smith, Bruce D. Peterson- Director of Planning and Development Services, and Megan DeSchepper- Planner

2. MINUTES: The minutes of the September 24, 2014 meeting were approved as submitted.

3. D.Q. RESTAURANT W/DRIVE THROUGH PLAN REVIEW- FILE NO. 14-07: Jim Bach, of Marcus Construction, presented plans on behalf of HIS Land Co. (Dan Goetzman) for review for a Dairy Queen restaurant with drive-through on property legally described as follows: part of the NE ¼ of the NW ¼ Section 13, Township 119, Range 35 (2020 Highway 12 SE). Mr. Klema, Mr. Engan, and Mr. Larson, recused themselves from the discussion as they have a conflict of interest with the project. The property is zoned General Business (GB) and, as it's a restaurant with a drive-through, plan review by the Planning Commission is required. Building and parking setbacks are met and the number of parking spaces provided exceeds Zoning Ordinance requirements. The architectural style of the building will fit in well with surrounding commercial properties.

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

   The Planning Commission discussed the three proposed accesses off of the private access road. The City Engineer's comments were that his recommendation would be to have two accesses and if the frontage road ever becomes public only two accesses will be allowed. Mr. Bach commented that Mr. Goetzman is aware of the frontage road condition and, at this time as it's a private road, wishes to have the three accesses.

   Mr. Poe made a motion, seconded by Ms. Bebler to approve the plan review with the following conditions:

   A. All existing and proposed utilities shall be shown on the construction plans, for review and approval by the City prior to issuance of a building permit.
   B. Stormwater calculations and maps that demonstrate pre and post development

calculations and drainage areas shall be submitted for review and approval prior to issuance of a building permit.

C. The three access openings onto the private service drive are permissible; one of the accesses on the plan shall be removed prior to acceptance of the service drive as a public street.

D. The applicant shall provide grading, drainage, and erosion control plans for review and approval by the City prior to issuance of a building permit.

E. Computations for storm sewer on the MNDOT right of way along with the drainage maps shall be submitted to MNDOT.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried, with Mr. Klema, Mr. Engan, and Mr. Larson abstaining.

4. TAATJES FINANCIAL ADVISOR OFFICE PLAN REVIEW- FILE NO. 14-08: Ben Taatjes presented the request for plan review for a 6,000 sq. ft. office building on property legally described as follows: the west 125' of Lot 1, Block 1, Les Chermak Addition (1104 19th Ave. SW). The property is zoned Limited Business (LB) and the site requires plan review for a professional office use. Earlier in the year when Mr. Taatjes acquired the property a shared parking, access, and stormwater agreement was done between the abutting property to the east the dental clinic and his property. The shared agreement will ensure access, parking, and stormwater ponding is adequate for this development as well. The architectural style of the building will fit in well with neighboring commercial buildings.

The Planning Commission reviewed and discussed staff comments (see Attachment A).

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

A. All comments for plan amendment or more information from the City Engineering Department regarding the construction and SWPP plans for grading, paving, utilities, and erosion control shall be addressed to prior to issuance of a building permit.

B. A copy of the recorded shared parking, access, and stormwater pond agreement shall be submitted to the City for their records.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried.

5. WILLMAR MUNICIPAL UTILTIES LAND ACQUISITION (PRIAM SUBSTATION): Wesley Hompe, of Willmar Municipal Utilities, presented the plans for the Priam Substation Project. WMU wishes to build a second substation to have increased load serving reliability. Should one of the two substations be damaged or need repairs the

other can carry the load without a disruption in service. WMU is interested in purchasing a 48 acre tract of land in Priam by January 2015, with construction scheduled to begin in June 2015 and be complete by April of 2016.

The Planning Commission discussed that, as per the City Charter, they must review all land acquisitions by the City from a land use perspective. They supported, the project but, as the substation is not within the City limits, had no comments regarding land use in the area.

Mr. Geiger made a motion, seconded by Mr. Engan, to recommend approving the land acquisition by the MUC for a second substation.

The motion carried.

6. MINNWEST TECHNOLOGY CAMPUS PARKING LOT REVIEW CONTINUED (TECHNICAL ACADAMIES OF MN CHARTER SCHOOL)- FILE NO. 13-10: Steve Salzer, of MinnWest Technology Campus, presented the plans for a 210 stall parking lot along 16th St. NE for the Technical Academies Charter School. Earlier in 2014 and 2013 the Commission reviewed concept plans for parking for the school. This newest draft was approved by the State Historical Preservation Office. The street is a private street that connects to Technology Dr. NE in two spots.

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

The Commission discussed the private street/parking addition opening up two way traffic for the school and the campus. The civil plans had not yet been submitted to the Engineering Department for review or comment. The current traffic flow for parent pickup/drop-off is on 16th St. NE and the two buses use Technology Drive for loading and unloading.

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

A. The applicant shall supply any proposed easements for access/shared parking for City review and supply a recorded copy for City records.
B. Additional information regarding setbacks, ownership, and school drop-off plans shall be supplied to the City prior to construction commencing.
C. All the information requested by the Engineering Department shall be supplied for review and approval prior to construction commencing.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried with all voting aye, save for Mr. Klema who voted nay.

7. MINNWEST TECHNOLOGY CAMPUS PARKING LOT EXPANSION OFF OF BIO TECH AVE. NE: Steve Salzer explained that the MinnWest Technology Campus wishes

to do a minor 15 stall parking lot at 1708 Bio Tech Ave. NE. It will be of the same exact design and layout as the parking lot across the street. The Engineering Department had no comments due to the small size of the project.

Mr. Czarnetzki made a motion, seconded by Ms. Bebler, to approve the parking lot plan as presented.

The motion carried.

8. MINNWEST TECHNOLOGY CAMPUS PLAN REVIEW 'WORKUP'- FILE NO. 14-09: Steve Salzer, of MinnWest Technology Campus, presented plans for a 4,500 sq. ft. office space for a new tenant named Workup on property legally described as: Unit 3 MinnWest Technology Campus, CIC #40 a Planned Community (1601 Technology Dr. NE). Workup will be run by Betsy Bonnema. It's a professional membership organization where members can rent meeting space, office space, etc. The cottage will be remodeled and updated, but will preserve the historical designation of exterior and interior architecture.

The Commission thought this type of use fit in quite well with the Technology District.

Mr. Poe made a motion, seconded by Ms. Bebler, to approve the plan review as requested.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried.

9. There being no further business to come before the Commission, the meeting adjourned at 7:47 p.m.

Respectfully submitted,

Megan M. DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager

Attachment A

PLANNING COMMISSION-OCTOBER 8, 2014

STAFF COMMENTS

1. D.Q. RESTAURANT W/DRIVE THROUGH PLAN REVIEW FILE NO. 14-07:

- The applicant is HIS Land Co., Spicer, MN.
- The applicant is requesting plan review for a Dairy Queen restaurant with drive-through on property legally described as follows: part of the NE ¼ of NW ¼ Section 13, Township 119, Range 35 (2020 Highway 12 SE).
- The property is zoned General Business (GB). Restaurants with a drive through require plan review by the Planning Commission.
- The applicant proposes adding a service road extension of the existing service road to the east. The property would be accessed via the service road off of Highway 12 E.
- The building and parking setbacks are met for the GB district.
- The applicant proposes 47 parking spaces and two bus/rv parking spaces. The building is a total of 3,503 sq. ft. Dining area is 1,245 sq. ft. and kitchen space is 994 sq. ft. The plan meets the Zoning Ordinance parking requirements.
- Sign permitting and approval shall be ancillary from plan review approval.
- There is landscaping planned and outdoor eating areas. Landscaping on the two southern parking islands should be discussed?
- The exterior architectural style of the building will fit in well with the area.

Engineering Comments: All existing and proposed utilities shall be shown on construction plans, for review and approval by the City. The applicant shall submit stormwater calculations and maps that demonstrate pre and post development calculations and drainage areas. Three access openings for a 216' wide parcel will not be allowed due to closeness of existing service drive. The applicant shall provide grading, drainage, and erosion control plans for review and approval by the City.

MNDOT Comments: The proposal is within the area of the current Highway 12 Corridor Study. The study is a long range vision for the corridor from County Road 5 on the west to 45th Street SE on the east. The study helps guide future land use decisions, access management and design, aesthetics, including streetscape opportunities. While the study is still ongoing, it is proposed to be adopted by the City of Willmar later in 2014 or early 2015. As such, this service drive access as proposed is workable. Consideration will need to be made for future traffic movement and access to the west, including the possibility of access consolidation as indicated in the corridor vision. In addition, the city has planned for a pedestrian/bike trail on the south side of Highway 12 between Lakeland Drive and 23rd Street SE and these considerations should be taken into account now and in the future. MNDOT requests that computations for storm sewer on the MNDOT right of way along with a drainage area map be furnished.

RECOMMENDATION: Approve the plan review with the following conditions:

A. All existing and proposed utilities shall be shown on the construction plans, for review and approval by the City prior to issuance of a building permit.

B. Stormwater calculations and maps that demonstrate pre and post development calculations and drainage areas shall be submitted for review and approval prior to issuance of a building permit.

C. The three access openings onto the service drive is not permissible, one of the accesses on the plans shall be removed prior to issuance of a building permit.

D. The applicant shall provide grading, drainage, and erosion control plans for review and approval by the City prior to issuance of a building permit.

E. Computations for storm sewer on the MNDOT right of way along with the drainage maps shall be submitted to MNDOT.

2. TAATJES FINANCIAL ADVISING OFFICE PLAN REVIEW- FILE NO. 14-08:

- The applicant is Ben Taatjes (BMT Holdings, LLC), Prinsburg, MN.
- The applicant is requesting plan review for a 6,000 sq. ft. professional office building on property legally described as follows: the west 125' of Lot 1, Block 1, Les Chermak Addition (1104 19th Ave. SW).
- The property is zoned Limited Business (LB) and plan review is required for office uses.
- The property is accessed via 19th Ave. SW.
- Earlier in the year Mr. Taatjes acquired the property from the abutting land owner to the east. There is an agreement for shared parking, access, and stormwater ponding between the two properties.
- There are 19 proposed parking spaces on site, which is less than required by the parking regulations of the Zoning Ordinance. However, the shared parking agreement with the property to the east allows for additional parking as may be needed.
- Architectural/elevation drawings were submitted and the building will fit in well with adjacent properties in the neighborhood.
- A landscaping plan was not submitted.
- Construction and SWPP plans for grading, paving, utilities, and erosion control were submitted by Bollig Engineering. City Engineering review comments have not yet been received back regarding those plans.

  RECOMMENDATION: Approve the site plan with the following conditions:

  A. All comments for plan amendments or more information regarding the construction and SWPP plans for grading, paving, utilities, and erosion control shall be adhered to prior to issuance of a building permit.

  B. A copy of the recorded shared parking, access, and stormwater pond shall be submitted to the City for their records.

3. MINNWEST TECHNOLOGY CAMPUS PARKING LOT PLAN REVIEW CONTINUED (TECHNICAL ACADEMIES OF MN CHARTER SCHOOL) - FILE NO 13-10:

- At the October 23, 2013 Planning Commission meeting the Commission approved plan review for the 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 conceptual plan was reviewed by the Commission on January 8, 2014 that the Planning Commission deemed conceptually acceptable. Mr. Salzer had to then submit the design to the State Historical Preservation Office for review and approval.
- The proposed parking lot expansion is along an existing private drive (16th St. NE) that connects/accesses Technology Dr. NE in two spots.
- The applicant proposes a total of 210 parking spaces.
- Is this two way traffic as the stalls are not diagonal?
- What is the setback from the buildings?
- There are proposed easements for parking/access etc. Those documents shall be furnished to the City for review prior to recording them and recorded copies supplied for City records, as well. Spelled out in CIC?
- Is there a demand/need for this number of parking spaces?
- What will the student drop off/bus plan be for the Charter School?

Engineer Comments: Parcel ownership shall be provided on the drawing. All easements required based on existing parcel boundaries and the proposed improvements shall be clearly identified on the construction plans. All existing easements shall be clearly identified and labeled on the construction drawings. All utilities, consisting of, but not limited to, sanitary sewer, watermain, stormsewer, electrical, and street lights shall be clearly identified on the construction drawings. The applicant shall be clearly identified on the construction drawings, and shall submit stormwater calculations and maps complete with pre and post development drainage areas for the review of the City. The applicant shall submit grading, drainage, and erosion control plans for the review and approval of the City prior to construction. All construction shall be in accordance with the City of Willmar Standards.

RECOMMENDATION: Approve the parking plan with the following conditions:

A. The applicant shall supply any proposed easements for access/shared parking for City review and supply a recorded copy for City records.
B. Additional information regarding setbacks, ownership, and school drop-off plans shall be supplied to the City prior to construction commencing.
C. All of the information requested by the Engineering Department shall be supplied for review and approval prior to construction commencing.

4. <u>MINNWEST TECHNOLOGY CAMPUS SOUTHERN PARKING LOT EXPANSION PLAN REVIEW</u>:

- MinnWest Technology Campus also proposes a small 15 stall parking lot addition off of 1708 Bio Tech Ave. NE. The parking lot layout is similar to that across the street.

Engineering Comments: No comments received back yet.

RECOMMENDATION: Approve parking plan with the following comments:

A. All of the information requested by the Engineering Department shall be supplied for review and approval prior to construction commencing.