

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JULY 13, 2016**

MINUTES

1. The Willmar Planning Commission met on Wednesday, July 13, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**** Members Present:** Randy Czarnetzki, Gary Geiger, Aaron Larson, Rolf Standfuss, Rebecca Trongaard, and Steve Gardner.

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

**** Others Present:** Jeff Holm, Steve Savonen, Dave Rey, Bruce D. Peterson- Director Planning and Development Services, and Megan DeSchepper- Planner.

2. MINUTES: The June 8, 2016 minutes were approved as submitted.

3. LAKE NORTH FIFTH ADDITION PRELIMINARY/FINAL PLAT-FILE NO. 16-03: Staff presented the request for replat on behalf of Terry Quam, Willmar, MN for a four lot subdivision creating two lots from property legally described as follows: Lots 104, Block One, Lake North Fourth Addition (345, 337, 333, 15th Ave. NW). There is a private ingress/egress access easement across all the lots as access is limited/shared. The property is part of a private home owners association and any regulations are handled by private covenants/declarations not the City.

No one appeared to speak for the request, the public hearing opened and closed at 7:05 p.m.

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

Mr. Gardner made a motion, seconded by Mr. Geiger, to approve the preliminary/final plat with the following condition:

A. 6' utility easements shall be added to all lot lines as requested by MUC.

The motion carried.

4. WILLMAR PUBLIC SCHOOLS ELEMENTARY SCHOOL PLAN REVIEW-FILE NO. 16-05: Steve Savonen, of Architects Rego & Youngquist, presented plans on behalf of Willmar Public Schools for an elementary school on property legally described as follows: SW ¼ of SW ¼ excluding the S 685' of W 468.8' of SW ¼ of SW ¼ and excluding part for plat of Pheasant Run, Section 13, Township 119, Range 35 (see file for full legal description). The facility of 40 classrooms is planned for students in kindergarten through 5th grade. Roughly 600 to 650 students will attend.

Mr. Savonen explained there are four bid packages for the project being done in stages: grading/utilities, exterior finishes, interior/m & e, and finally paving/landscaping. The property is accessed via two drives off of Lakeland Dr. SE; the southerly access intended for teachers/parents/visitor access, and the northerly drive for buses and deliveries. There are also two paths planned on the eastern half of the property to connect to 19th St SE and across the ditch to 23rd St. SE. Turn lanes are proposed for the accesses and that processed would be determined between the School and the Engineering Department. The landscape plan is not yet complete. There is a large stormwater pond planned at the southeast end of the property and the southwesterly portion (accessed via Willmar Ave. SE) of property could be sold and developed in the future if not used for school purposes.

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

The Commission talked about pedestrian and bike traffic with the site. Crossing will occur at Olena Ave. SE and Willmar Ave. SE. There was concern about crossing at the access drives. Drive speeds, crossing guards, and the age of the children will all play a factor. A tunnel under Lakeland Dr. SE to the YMCA property had been discussed but the reality of that occurring is low due to costs etc.

The Planning Commission discussed the options for adding on to the structure, Mr. Savonen added there is room for additions to the second level, cafeteria, and various ground level options as well.

Jeff Holm, Superintendent for Willmar Public Schools, stated that adding this elementary school to the community along with the other two existing elementary schools will reduce the traffic and lower numbers at each facility. This site will hold 30% less than the middle school currently does. By the 1st of December there will be a routing process study completed to determine which students will attend each school to make it equitable on income, diversity, and location.

Commissioners also talked about vehicle stacking on site, and that there will be one way traffic for drop off, as well as a long driveway to alleviate any issues on Lakeland Dr. SE. They noted that the YMCA and school accesses align with each other, which is good for traffic safety, flow etc.

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

- A. Landscape plan shall be submitted for review/approval prior to issuance of building permit.
- B. City Engineering Department shall review and approve all civil plans prior to issuance of a building permit.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

The motion carried.

5. There being no further business to come before the Commission the meeting adjourned at 7:57 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-JULY 13, 2016

STAFF COMMENTS

1. LAKE NORTH FIFTH ADDITION PRELIMINARY/FINAL PLAT- FILE NO. 16-03:

- The applicant is Terry Quam, Willmar, MN.
- The applicant is requesting a four lot replat creating two lots on property legally described as follows: Lots 1-4, Block One, Lake North Fourth Addition (345, 337, 333 15th Ave. NW).
- The property is zoned R-2 One and Two Family Residential.
- The property is accessed via 15th Ave. NW.
- Proposed lot areas exceed minimum square footage requirements.
- There is a private 36' ingress/egress easement and an access approach is already in place (per County Engineer?).
- Construction is already in progress for a single family home on future lot 1. It appears the detached garage is over existing lots 2 & 3 which would require lot combination, this will be accomplished with completion of the platting process.
- Any covenant/declarations regulations are private, and will have to be addressed with the homeowners association.

Fire Chief/Marshall Comments: No concerns/comments.

Willmar Municipal Utilities Comments: Please add 6' utility easement along all property lines. 1" water service is stubbed into both proposed lots.

Engineering/Public Works Comments: Street is a private drive via a 36' ingress/egress easement, layout/design ok. Access via existing approach.

RECOMMENDATION: Approve the preliminary/final plat with the following conditions:

- A. 6' utility easements shall be added to all lot lines as requested by MUC.

2. WILLMAR PUBLIC SCHOOLS ELEMENTARY SCHOOL PLAN REVIEW- FILE NO. 16-05:

- The applicant is Willmar Public Schools ISD 347, Willmar, MN.
- The applicant requests plan review for development of an elementary school on property legally described as follows: SW ¼ of SW ¼ excluding the S 685' of W 468.8' of SW ¼ of SW ¼ and excluding part for plat of Pheasant Run, Section 13, Township 119, Range 35 (see file for full legal)
- The property is zoned G/I (Government/Institutional). Public Schools are a permitted use with Plan Review.
- The property abuts Willmar Ave. SE, Lakeland Dr. SE, and 19th St. SE.
- There are two proposed accesses to the property on Lakeland Dr. SE. The northerly access is for bus and delivery vehicles, the southerly access is for staff/student/parent access. (Notation- future road improvements by public works? Turn lane? Will be at the Schools expense.)

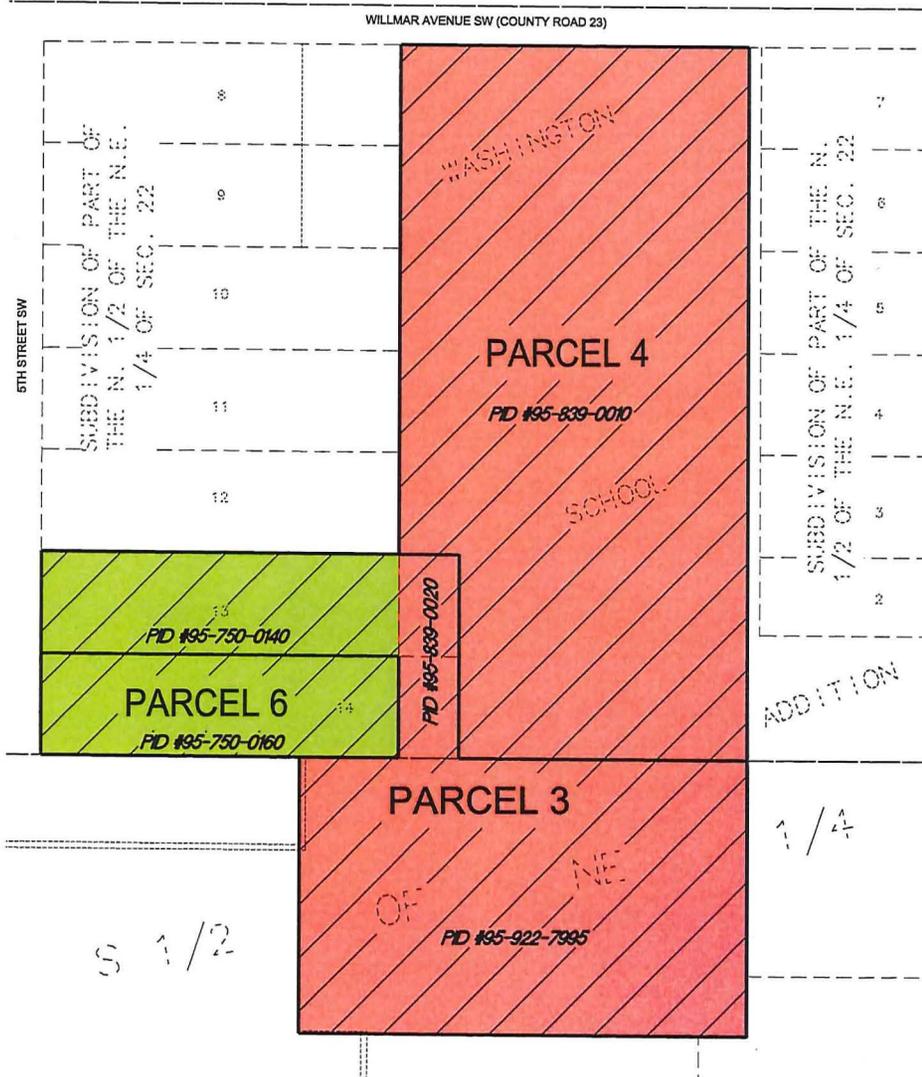
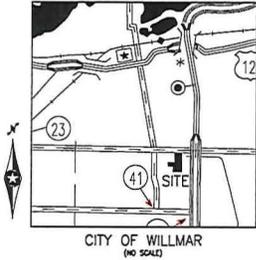
- The exterior façade of the building is a mixture of brick, precast wall panels, and metal finishes. The architectural style will fit in to other institutional uses in the area and will be an attractive addition to the neighborhood.
- Capacity of the parent stacking lane? Capacity of bus parking area?
- Proposed parking lot has 162 stalls which exceeds Ordinance requirements. (40 classrooms x 3= 120 stalls).
- There are two proposed trails on the campus to connect the neighborhoods to the school via foot/bike traffic. There are pedestrian crossings at Willmar Ave. SE and Olena Ave. SE across Lakeland Dr. SE. Any future crossings/access/path connections to be determined. Cost of such improvements shall be the Schools responsibility. (Bridge over ditch? Shall be constructed in right-of-way.)
- There is a dedicated fire department access drive along the south end of the facility as required by Fire Code.
- There is a proposed pond on the southeast portion of the property, it shall meet the Stormwater Ordinance and City Engineers approval.
- All building and parking setbacks are met.
- Possible use of southern portion of property?

RECOMMENDATION: Approve the plan review with the following conditions:

- A. Landscape plan shall be submitted for review/approval prior to issuance of building permit.
- B. City Engineering Department shall review and approve all civil plans prior to issuance of a building permit.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

AFFILIATED COMMUNITY MEDICAL CENTERS PROPOSED REZONING EXHIBIT

VICINITY MAP



AFFILIATED COMMUNITY MEDICAL CENTERS

Parcel 3 to be Rezoned
From R-2 and LB to GB

Rezoning Legal Description

The West 372.00 feet of the East 782.00 feet of the North 855.60 feet of the Northeast 1/4 of the Northeast 1/4 of Section 22, Township 119, Range 35, lying South of WASHINGTON SCHOOL, as of public record Kandiyohi County, Minnesota, and South of Lot 14 of the SUBDIVISION OF PART OF THE NORTH HALF OF THE NE 1/4 SECTION 22, Township 119N, Range 35W, as of public record Kandiyohi County, Minnesota.

And also Lot 13 of the Subdivision of Part of the North 1/2 of the Northeast 1/4, Section 22, Township 119, Range 35, except that part platted as Washington School Addition. And also that part of said WASHINGTON SCHOOL ADDITION described as follows: Beginning at the intersection of the North line of Lot 13 of said SUBDIVISION OF PART OF THE NORTH HALF OF THE NE 1/4 SECTION 22, Township 119N, Range 35W, and the West line of said WASHINGTON SCHOOL ADDITION; thence East on the Easterly Extension of the North line of said Lot 13, a distance of 50.00 feet; thence South parallel with the West line of said WASHINGTON SCHOOL ADDITION, to the South line of said WASHINGTON SCHOOL ADDITION; thence West along last said South line, to the West line of said WASHINGTON SCHOOL ADDITION; thence North along last said West line to the point of beginning.

AFFILIATED COMMUNITY MEDICAL CENTERS

Parcel 4 to be Rezoned
From LB to GB

Rezoning Legal Description

The West 290 feet of Washington School Addition, EXCEPT the Westerly 50 feet of the Southerly 170 feet thereof.

AFFILIATED COMMUNITY MEDICAL CENTERS

Parcel 6 to be Rezoned
From R-2 to GB

Rezoning Legal Description

Lot 14 of Subdivision of the North Half of the NE 1/4 of Section 22, Township 119, Range 35, excepting therefrom the Easterly 152 feet thereof, Kandiyohi County, Minnesota

- CURRENT ZONING
- R-2, One and Two Family Residential
 - LB, Limited Business

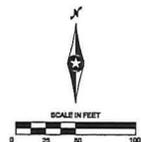
NOTE: Zoning Based on MAP3A: City of Willmar Zoning Map; Updated May 2013

PROPOSED REZONING OF R-2 AND LB TO GB

DRAFT

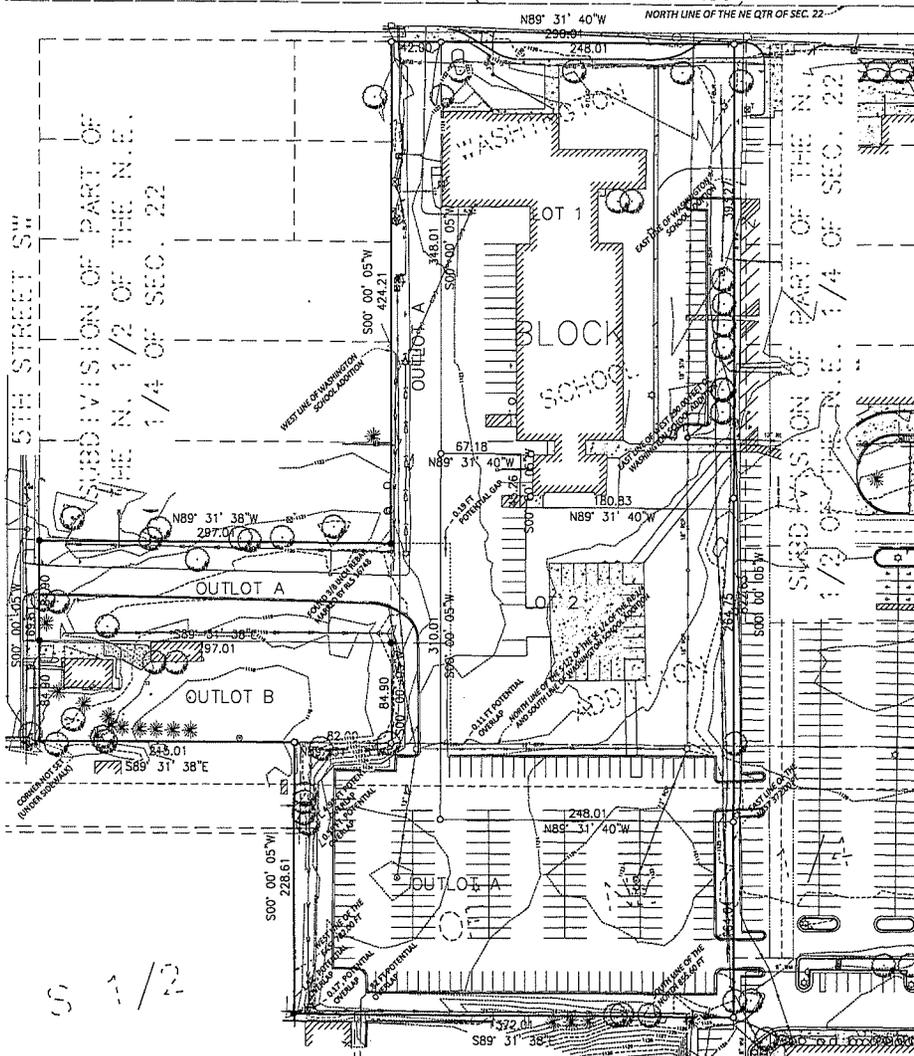
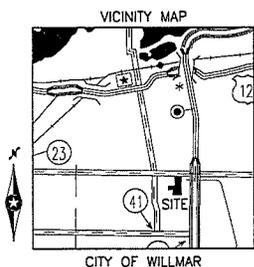
SRF

1 CARLSON PARKWAY,
SUITE 150
PLYMOUTH, MINNESOTA 55447
PH: 763-475-0010
www.srfconsulting.com



PRELIMINARY PLAT COMMON INTEREST COMMUNITY NO. XXX AFFILIATED COMMUNITY MEDICAL CENTERS

WILLMAR AVE. SW (COUNTY ROAD 23)



THE EAST LINE OF THE NE 1/4 OF THE NE 1/4 OF SECTION 22, TOWNSHIP 119, RANGE 35 HAS AN ASSUMED BEARING OF S00°00'05"W

- DENOTES 1/2 INCH BY 14" IRON PIPE MONUMENT SET AND MARKED BY REGISTRATION NO. 16679
- DENOTES FOUND IRON MONUMENT MARKED RLS 13075 (UNLESS NOTED OTHERWISE)



Owners:

- Block 1, Lot 1
Affiliated Community Medical Center, P.A.
- Block 1, Lot 2
Affiliated Community Medical Center, P.A.
- Outlot A
Affiliated Community Medical Center, P.A.
Affiliated Community Health Network, Inc.
- Outlot B
Affiliated Community Medical Centers, P.A.

Subdivider:

- Affiliated Community Medical Center, P.A.
and
Affiliated Community Health Network, Inc.

Surveyor:

Dean Dusheck
SRF Consulting Group, Inc.
One Carlson Parkway, Ste 150
Minneapolis, MN 55447
763-475-0010

Site Acreage:

Overall Site	Acre:	7.06
	Sq. Ft.	307,740
Lot 1 Block 1	Acre:	2.17
	Sq. Ft.	94,490
Lot 2 Block 1:	Acre:	1.57
	Sq. Ft.	68,699
Outlot A:	Acre:	2.74
	Sq. Ft.	119,335
Outlot B:	Acre:	0.58
	Sq. Ft.	25,216

Prepared: July 25, 2016





July 15, 2016

Via E-Mail

Megan DeSchepper
Planner
City of Willmar
333 6th Street SW
Willmar, MN 56201

Re: Petition to request time extension to complete work, Conditional Use Permit granted to Verizon Wireless, August 26, 2015, Ridgewater College, 2101 15th Avenue NW

Megan:

Please accept this letter as a petition for an extension of time in which to complete the work allowed under the Conditional Use Permit granted to Verizon Wireless from the City of Willmar Planning Commission on August 26, 2015. The Permit allows the land to be used for a 36.5' tall small-cell wireless communications facility at Ridgewater College, 2101 15th Avenue NW.

Verizon Wireless is requesting additional time to complete the work due to a longer than expected leasing process with Minnesota State Colleges and Universities (MnSCU), the leasing entity for Ridgewater College. A substantial portion of the delays has been due to unexpected reduced staffing levels in MnSCU's real estate department.

It is anticipated that a lease agreement will be in place by the end of 2016, with construction of the facility to be completed by the end of 2017. An extension through December 31, 2017 should be sufficient, and would be most appreciated.

Sincerely,

A handwritten signature in black ink that reads "Steve Fester".

Steve Fester
Agent for Verizon Wireless

cc: Kristin Anderson, Verizon Wireless