WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JUNE 25, 2014

MINUTES

1. The Willmar Planning Commission met on Wednesday, June 25, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

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

   **Members Absent: Mark Klema, and Scott Thaden.

   ** Others Present: Gary Laughlin, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the May 28, 2014 meeting were approved as submitted.

3. ZONING ORDINANCE UPDATE DISCUSSION CONTINUED-SECTION 5 SIGNS: The Planning Commission discussed and reviewed the working draft of the Zoning Ordinance Section 5 regarding signs. Gary Laughlin, owner of Quick Signs, added to the discussion from the view point of a sign maker/installer and from the business community.

   The Commission talked about digital signs, animation, videos, intensity, and display times. They also discussed vehicles signs, vehicle wraps, and public/private buses. They also debated off-premise advertising.

   Mr. Laughlin stated that there is a state statute that doesn't allow businesses to sell advertising space to each other, only billboard companies.

   The Commission directed staff to make the following edits and bring the draft to an upcoming meeting: to require digital signs to have one second between displays, no camera based videos be permitted, and change electronic signs to digital.

4. BETHESDA NURSING HOME THIRD ADDITION FINAL PLAT- FILE NO. 14-01: Staff presented the final plat of a two lot subdivision on behalf of Bethesda, Willmar, MN. The property is legally described as: Lot 1, Block 1, Bethesda Nursing Home Addition, Lot 1 and Lot 2, Block 2, Bethesda Nursing Home Second Addition (901 Willmar Ave. SE, 1015 Willmar Ave. SE, 1105 9th St. SE, 1107 9th St. SE, 1113/1115 9th St. SE). Bethesda is working on submitting final civil plans as per the City Engineers and Fire Marshall request. Several access, parking, and drainage easements will be recorded concurrent with the plat. And the existing assessments will either be paid in full or reapportioned prior to recording of the final plat. There is a Municipal Utilities electrical easement that will be vacated and a new easement needed once the new line is installed.

Staff comments were reviewed and discussed (see Attachment A).
Mr. Geiger made a motion, seconded by Ms. Bebler, to approve the final plat with the following conditions:

A. All the City Engineers and Fire Marshalls comments and requirements shall be met on the civil plans prior to issuance of a building permit.
B. The existing assessment shall either be paid in full or reapportioned concurrent with the final plat approval.
C. The shared parking, access, and drainage easements shall be recorded concurrent with the final plat so they tract together in the future.

The motion carried.

5. HAR-MAR FOODS ADDITION FINAL PLAT-FILE NO. 14-02: Staff presented the final plat of a commercial two lot and one outlot plat on property legally described as follows: the north 158' of the south 502' of E ½ of SE ¼ of NE ¼ excluding the west 240' thereof, Section 22, Township 119', Range 35 (1704 1st St. S.). The outlot will be governed by an association with declarations and bylaws that will regulate the shared access, parking, green space, and private utilities.

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

Mr. Czarnetzki made a motion, seconded by Ms. Fleck, to approve the final plat with the following condition:

A. The declarations and bylaws shall be recorded congruent with the final plat to ensure tracking in the future.

The motion carried.

6. BEE KEEPING DISUCSSION: The Planning Commission postponed the discussion to an upcoming meeting.

7. There being no further information to come before the Commission the meeting closed at 8:29 p.m.

Respectfully submitted,

Megan M. DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager

Attachment A

PLANNING COMMISSION-JUNE 25, 2014

STAFF COMMENTS

1. BETHESDA NURSING HOME THIRD ADDITION FINAL PLAT - FILE NO. 14-01:

- The applicant is Bethesda Willmar, MN.
- The applicant is requesting subdivision of three existing platted lots into two on property legally described as: Lot 1, Block 1 Bethesda Nursing Home Addition, Lot 1 and Lot 2, Block 1 Bethesda Nursing Home Second Addition (901 Willmar Ave. SE, 1015 Willmar Ave. SE, 1105 9th St. SE, 1107 9th St. SE, 1113/1115 9th St. SE).
- 12th St. SE is proposed to be improved in 2014 connecting Willmar Ave. SE to 11th Ave. SE. the 12th St. SE r-o-w plat has been recorded.
- There are existing assessments that shall either be paid in full or reapportioned prior to recording of the final plat.
- It appears that the access, parking, and drainage easements are laid out as requested, as-builts for all the private utilities will be recorded after construction is completed.
- There is one meandering electrical easement that does need to be vacated, and then once the new line is installed an easement will need to be obtained by MUC.
- The civil drawings are still being reviewed and updated with the Engineering Department and will be resolved prior to issuance of a building permit.
- The Fire Chiefs access/drive width requirements shall be met prior to issuance of a building permit.

RECOMMENDATION: Approve the final plat with the following conditions:

A. All the City Engineers and Fire Marshalls comments and requirements shall be met on the civil plans prior to issuance of a building permit.

B. The existing assessment shall either be paid in full or reapportioned concurrent with the final plat approval.

C. The shared parking, access, and drainage easement shall be recorded concurrent with the final plat so they tract together in the future.

2. HAR-MAR FOODS ADDITION FINAL PLAT- FILE NO. 14-02:

- The applicant is Har-Mar Foods, Marshall, MN.
- The applicant is requesting subdividing the existing lot with two structures on it into two parcels and one outlot on property legally described as follows: the north 158' of the south 502' of E ½ of SE ¼ of NE ¼ excluding the west 240' thereof, Section 22, Township 119' Range 35 (1704 1st St. S.).
- The property will be governed by an association with common area, access, parking etc. in the Outlot.
- The declarations and bylaws cover all aspect required and has been corrected as per the Assessor's suggestion on the preliminary plat approval.

- The private water main that serves both lots is covered by the bylaws.

  RECOMMENDATION: Approve the final plat with the following conditions:

  A. The declarations and bylaws shall be recorded congruent with the final plat to ensure tracking in the future.