

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JULY 24, 2013**

MINUTES

1. The Willmar Planning Commission met on Wednesday, July 24, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**** Members Present:** Mark Klema, Andrew Engan, Randy Czarnetzki, Gary Geiger, Scott Thaden, Bob Poe, and Margaret Fleck.

**** Members Absent:** Charles Oakes, and Nick Davis.

**** Others Present:** Theresa Wittenberg, Marv Calvin, Duane Day, Tim Daniels, Steve Salzer, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the July 10, 2013 meeting were approved as presented.

3. YMCA BUILDING ADDITION CONDITIONAL USE PERMIT- FILE NO. 13-03: Duane Day of Cities Edge Architecture presented plans for an addition onto the existing YMCA on property legally described as: Lot 1, Block 1, Gesch YMCA Addition (1000 Lakeland Dr. SE). The property is zoned LB (Limited Business) and athletic/recreation facilities are permitted with a conditional use permit. The applicant is adding a 13,993 sq. ft. addition onto the existing facility including exercise equipment space, racquetball courts, an exercise studio, and a gymnasium. The exterior of the building will be of similar materials to blend in well with the existing building façade.

The public hearing was opened and closed at 7:21 p.m. as no one appeared to speak for or against the request.

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

The Commission talked about the parking on the property. With the proposed addition 16 parking stalls will be lost. The architect had included an alternate parking plan on the site plan that could be added should the Commission determine more parking was needed.

YMCA Director- Theresa Wittenberg presented a parking study assessment. The graph depicts a six month period and the peak number of members and vehicles during the peak timeframe (see Attachment B). The largest use month of the study did not come close to filling the existing parking spaces.

The Planning Commission discussed that during child activity events, news year's resolution time, and the Farmers Market the spaces are more filled, but it's an ebb and flow the lots are not constantly full.

Mr. Thaden made a motion, seconded by Mr. Poe, to approve the conditional use permit with the following conditions:

- A. The alternate site plan depicting 54 additional parking stalls shall be constructed with curbed island and landscaping should it be deemed needed in the future by the YMCA.
- B. The interim City Engineers comments 1-6 shall be met 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 in Zoning Ordinance Section 9.E.3.a.1-7.

The motion carried.

- 4. ISAGRO USA PLAN REVIEW- MINNWEST TECHNOLOGY CAMPUS- FILE NO. 13-07: Steve Salzer of MinnWest Technology campus presented plan review for an office space lease of 206 sq. ft. to ISAGRO USA an Ag disease control product company on property legally described as: Unit 5, MinnWest Technology Campus CIC #40 a Planned Community (1700 Technology Dr. NE).

The Planning Commission discussed that the Ag business is very fitting for the technology campus.

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

- A. The use shall meet all applicable local, state, and federal laws and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

- 5. FEY INDUSTRIES INC. PLAN REVIEW- MINNWEST TECHNOLOGY CAMPUS- FILE NO. 13-08: Steve Salzer of MinnWest Technology campus presented plan review for an office space lease 505 sq. ft. to Fey Industries Inc. to house sales, customer service and graphic arts 6 employee team for their promotional product company on property legally described as: Unit 5, MinnWest Technology Campus, CIC#40 a Planned Community (1700 Technology Dr. NE). The promotional business is technology based which the Planning Commission discussed as a good niche for the campus.

Mr. Engan made a motion, seconded by Ms. Fleck, to approve the plan review with the following condition:

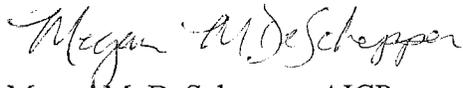
- A. The use shall meet all applicable local, state, and federal laws and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

6. ZONING ORDINANCE UPDATE DISCUSSION CONTINUED: The Planning Commission discussed Section 7 and 8 updates or amendments. They reviewed some similar sized community's ordinances to get ideas of other regulatory options. The Commission talked about odors, air emissions, vibrations, and explosives. Staff noted the suggested changes and will come back with a draft revision at an upcoming meeting.
7. MISCELLANY: Mr. Geiger inquired if the Commission thought maybe each section of the Zoning Ordinance update should be adopted after it's edited. He was concerned that maybe some congruity issues would occur waiting until the whole documents is completed. The Commission discussed the matter and asked to discuss it further at an upcoming meeting.
8. There being no further business to come before the Commission, the meeting adjourned at 8:40 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-JULY 24, 2013

STAFF COMMENTS

1. YMCA ADDITION CONDITIONAL USE PERMIT- FILE NO. 13-03:

- The applicant is the Kandiyohi County Area YMCA, Willmar, MN.
- The applicant is requesting a conditional use permit for an addition onto the existing YMCA building on property legally described as Lot 1, Block 1, Gesch YMCA Addition (1000 Lakeland Dr. SE).
- The property is zoned LB (Limited Business) Athletic/Recreation facilities are permitted with a conditional use permit. The original construction of the facility was approved via a CUP as well.
- The addition will consist of more exercise equipment space and racquetball courts on the main level and exercise studio space on the upper floor.
- The property has access via Lakeland Dr. SE and Olena Ave. SE.
- Building and parking setbacks are met for an LB use.
- There are currently 261 parking stalls and between the two levels the existing structure is 48,000 sq. ft. With the addition there will be the loss of 16 stalls. They have a layout of how additional parking could be installed, adding 54 stalls for the 13,993 sq. ft. of additional building. Due to the additional space and the existing use of the facility the alternate site plan depicting additional parking is recommended. The parking end caps shall be curbed and guttered and landscaped to help delineate traffic.
- The elevations depict a building that will blend in well with the existing building.
- A landscape plan was submitted depicting mulch and plants to be added along the addition facing the parking area. And one curbed island with plantings.
- **Interim Engineer Comments-** the following information shall be submitted for the review and approval of the City of Willmar prior to a building permit being used for the site:
 1. The applicant shall submit a stormwater management plan complete with drainage calculations and drainage area maps identifying pre-development and post-development drainage areas, volumes and rates.
 2. The applicant shall submit a Stormwater Pollution Prevention Plan for the review and approval of the City of Willmar.
 3. The applicant shall submit grading and drainage plans for the review and approval of the City of Willmar.
 4. The applicant shall submit a utility plan for the review and approval of the City of Willmar.
 5. Street names shall be included on the construction documents.
 6. The applicant shall be responsible for obtaining a NPDES Construction Stormwater Permit for the project. A copy of the stormwater permit shall be submitted to the City of Willmar for our files.

RECOMMENDATION: Approve the conditional use permit with the following conditions:

- A. The alternate site plan depicting 54 additional parking stalls shall be constructed with curbed islands and landscaping.
- B. The Interim City Engineers comments 1-6 shall be met prior to issuance of a building permit.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

NOTICE OF HEARING FOR PROPOSED REZONING

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, August 14, 2013, to consider the application of Calvin and Joy Nielsen for a change in zoning from R-1 (Single Family Residential) to R-2 (One and Two Family Residential) allowing a duplex on property legally described as follows: Lots 26 and 27, Block 2 Pheasant Run (600 23rd St. SE).

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.

August 2, 2013

Date

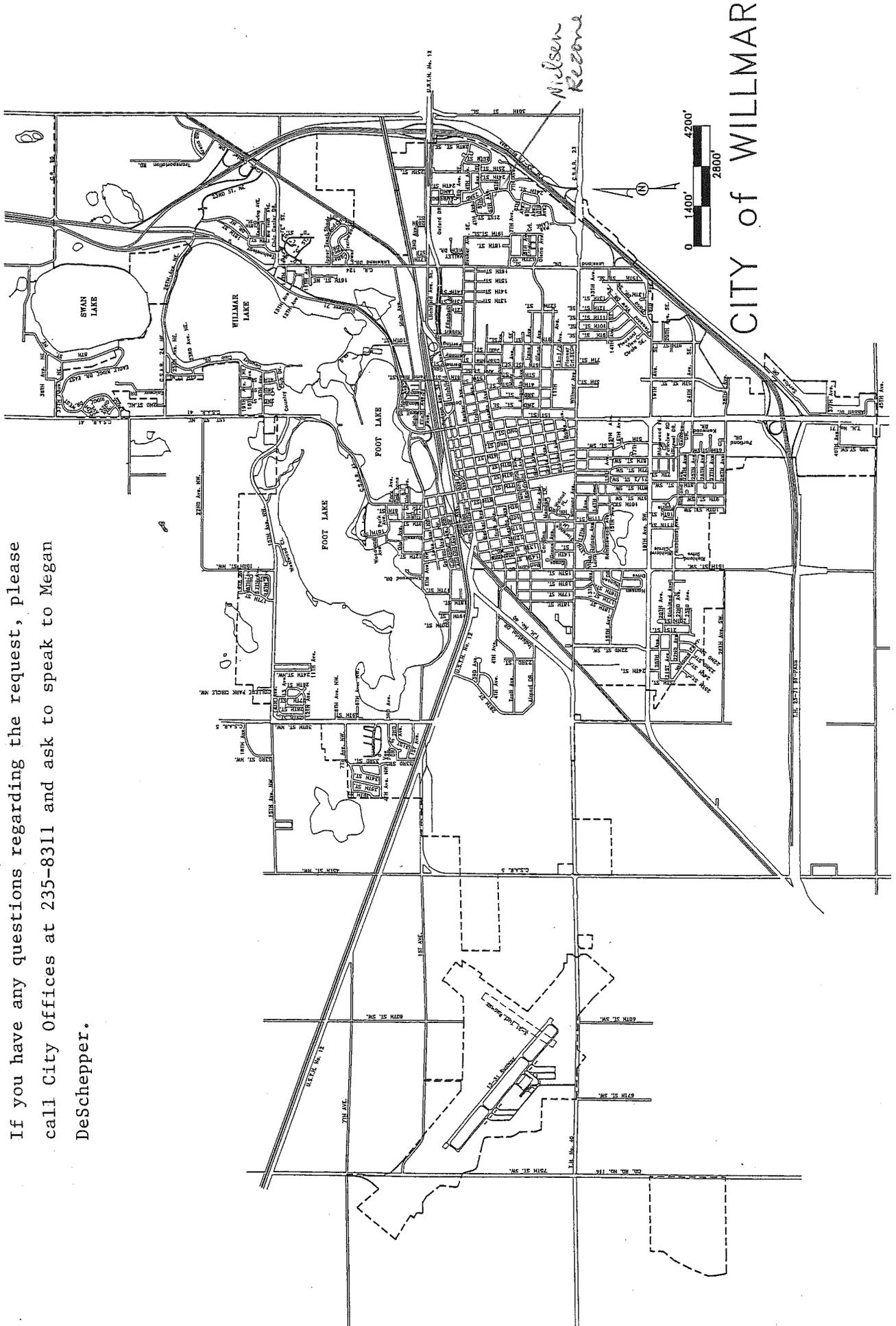
Megan M. DeSchepper

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.

If you have any questions regarding the request, please call City Offices at 235-8311 and ask to speak to Megan DeSchepper.



**NOTICE OF HEARING ON A REQUEST FOR
A CONDITIONAL USE PERMIT**

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday, August 14, 2013, at 7:05 p.m. at the City Office Building, 333 6th St. SW, Willmar, Minnesota, to conduct a public hearing to hear reasons for and against a conditional use permit requested by Casa De Misericordia, Willmar, MN, to allow the operation of a church/worship space on property described as: Lots 1-14, Block 1, Ferrings Second Addition (511 Julii St. SE).

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.

August 2, 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.

To approve a conditional use permit, the Planning Commission must make, where applicable, the following affirmative findings:

1. That the conditional use, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City.
2. That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed conditional use.
3. The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community.
4. That the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned.
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being, provided.
6. That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets.
7. The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood.

If you have any specific questions regarding the request, call City Offices at (320)235-8311 and ask to speak to Megan DeSchepper, City Planner.

If you have any questions regarding the request, please call City Offices at 235-8311 and ask to speak to Megan DeSchepper.

