

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, APRIL 22, 2015**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, April 22, 2015, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**Members Present:** Gary Geiger, Andrew Engan, Aaron Larson, Rolf Standfuss, Steve Gardner, Margaret Fleck, and Bob Poe.

**Members Absent:** Randy Czarnetzki and Scott Thaden

**Others Present:** Bruce Peterson – Director of Planning and Development Services, Steve & Ceinwen Woehler, Steve Salzer – MinnWest Technology Campus, and Andy Nelson – Bollig & Associates.

2. MINUTES: The minutes of the March 25<sup>th</sup> and April 8<sup>th</sup> meetings were approved as submitted.

3. FREE 35 FOOT ADDITION PRELIMINARY PLAT – FILE NO. 15-02

The public hearing convened at 7:02 p.m.

Being requested was a preliminary re-plat of lots 3-5 and the southwesterly ½ of vacated 13<sup>th</sup> Street Southeast, Block 3, Pleasant View 3<sup>rd</sup> Addition. Steve Woehler, property owner, presented the plat as follows:

The applicant is re-platting the three lots and partially vacated street for four single family homes, two of which will be group homes. All utilities are available to the site which is accessed via Pleasant View Drive. All lots exceed minimum required area and width.

The hearing closed at 7:05 p.m. Staff comments were reviewed and discussed. Staff emphasized the special assessment issue and that they must be paid in full or reappropriated prior to filing the plat. The Commission reminded the developer that any utility extensions or services would be at the expense of the developer.

A motion was made by Mr. Gardner, seconded by Mr. Larson, to approve the preliminary plat with the following conditions:

- A. The assessments shall either be paid in full or reappropriated prior to final plat recording.
- B. The extension of services from MUC for water/electric shall be at the cost of the developer.
- C. The existing sewer easement on the west lot line of Lot 1 shall be shown.
- D. The SW corner of Lot 1 drainage shall be addressed with the Engineering Department prior to final plat recording.

Several questions were asked about group homes in residential districts. Staff reviewed the statutes that apply to licensed residential facilities.

Following discussion, the motion carried.

4. RE-COVER TEMP EMPLOYMENT AGENCY PLAN REVIEW – FILE NO. 15-05

Steve Salzer of Minn West Technology Campus presented plans for the Re-Cover temporary employment agency. The company wishes to lease office space on the campus. The business offers job readiness programs, temporary employment services, and executive staffing. Many of the jobs they deal with relate directly to technology and agriculture and fit the intent and purpose of the campus.

A motion was made by Mr. Gardner, seconded by Mr. Standfuss, to approve the plan review with the following condition:

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

The motion carried.

5. MINN WEST TECHNOLOGY CAMPUS PROPERTY ACQUISITION

Staff presented a proposal that property at the Minn West Campus be transferred to the City of Willmar for purposed of developing a new street and additional parking. City ownership of the property is necessary to receive funding under the Business Development Infrastructure Grant program offered by the Minnesota Department of Employment and Economic Development. A grant application that was submitted has been approved; construction is contingent on the City owning the property.

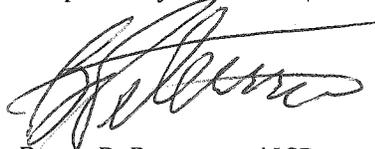
The street layout and parking design had been before the Commission several times previously for their input.

Following discussion, a motion was made by Mr. Geiger, seconded by Mr. Poe, to recommend to the Council that the City acquire the property necessary to construct the street and parking at the Minn West Campus.

The motion carried.

6. There being no further business to come before the Commission, the meeting adjourned at 7:20 p.m.

Respectfully submitted,



Bruce D. Peterson, AICP  
Director of Planning and Development Services

**PLANNING COMMISSION-APRIL 22, 2015**

**STAFF COMMENTS**

1. FREE 35 FOOT ADDITION-PRELIMINARY PLAT- FILE NO. 15-02:

- The applicant is Steve Woehler, Willmar, MN.
- The applicant proposes a replat of three lots and half a vacated street into four lots on property described as follows: Lots 3-5, Block 3, AND the Southwesterly ½ of vacated 13<sup>th</sup> St. SE lying adjacent to Lot 5, Pleasant View Third Addition (1204, 1208, 1212 Pleasant View Dr. SE).
- The property is zoned R-2 One and Two Family Residential.
- The property is accessed via Pleasant View Dr. SE.
- The applicant didn't realize he owned a portion of a vacated street and wants to adjust lot lines to accommodate four single family homes. Two group homes and two for speculation.
- The lots width and sq. ft. of each lot exceeds the minimum requirements of the Zoning Ordinance.
- **Assessing Comments:** there are special assessments of \$24,106.38 on the property that shall either be paid in full or reapportioned prior to recording of the final plat.
- **Fire Chief/Marshall Comments:** No concerns.
- **MUC Comments:** Electrical service is an available but will require extension. Lot 4 does not have water service. Extension of services to all the lots will be at the developer's expense.
- **Engineer/Public Works Comments:** Replat of Pleasant view Third Addition. The existing sewer easement is not shown on west lot line of Lot 1. Water and Sanitary sewer is available to Lots 1, 2, & 3, but not Lot 4. SW corner of Lot 1 will need to be addressed for drainage.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. The assessments shall either be paid in full or reapportioned prior to final plat recording.
- B. The extension of services from MUC for water/electric shall be at the cost of the developer.
- C. The existing sewer easement on the west lot line of Lot 1 shall be shown.
- D. The SW corner of Lot 1 drainage shall be addressed with the Engineering Department prior to final plat recording.

2. RE-COVER TEMP AGENCY MINNWEST TECHNOLOGY CAMPUS- FILE NO. 15-05:

- The applicant is MinnWest Technology Campus, Willmar, MN.
- Re-Cover Temp Agency (Kevin Bronner) wishes to rent 277 sq. ft. of office space on property legally described at Unit 5 CIC #40 A Planned Community MinnWest Technology Campus (1700 Technology Dr. NE).
- The applicant has a job readiness program, temporary employment services, and executive staffing.

- Some of the jobs are technology and Ag related and should be a good fit with the Technology District uses.

RECOMMENDATION: Approve the plan review with the following condition:

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