WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MAY 14, 2014

MINUTES

1. The Willmar Planning Commission met on Wednesday, May 14, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

   ** Members Present: Mark Klema, Gary Geiger, Scott Thaden, Bob Poe, Margaret Fleck, Randy Czarnetzki, Sandy Bebler, and Aaron Larson.

   **Members Absent: Andrew Engan.

   ** Others Present: Barbara Schneider, Dean Madson, Pat Solheid, Randy Alsleban, Michelle Haefner, Rick Moore, Tu-Anh Bui, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the April 23, 2014 meeting were approved as submitted.

3. BETHESDA NURSING HOME ADDITION CONDITIONAL USE PERMIT- FILE NO. 14-04: The public hearing opened at 7:02 p.m. Rick Moore of Horty Elving and Associates presented the request for a conditional use permit to build several additions and add parking lots to the Bethesda campus for an additional 125 nursing home beds on property legally described as: Lot 1, Block 1, Bethesda Nursing Home Addition, AND Lot 1 & Lot 2, Block 1, Bethesda Nursing Home Second Addition (901 Willmar Ave. SE, 1015 Willmar Ave. SE, 9th St. SE, and 12th St. SE). The property is zoned R-2 and nursing homes are permitted with a conditional use permit. Mr. Moore explained that Bethesda proposes four building additions (building additions A-D) on various portions of the campus. The 3 existing twin homes (owned by Bethesda) on the northwest portion of the property will be removed to allow room for parking lot expansion. There are currently 163 parking spaces on the Bethesda property; there will be a total of 262 spaces once the project is completed. The applicant hopes to accommodate shift changes so that all employees, guests, and residents will be able to park on site.

   With no one to speak for against the request, the public hearing closed at 7:12 p.m.

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

   Staff explained that the Board of Zoning Appeals had a variance hearing regarding the Bethesda property and approved several building and parking lot setback variances. Staff also pointed out that the Fire Marshall had some concerns about certain portions of the private drives within the campus that are too tight for fire truck apparatus to navigate and that some drive widths and radius may need to be expanded slightly.

   The Commission discussed parking on site and hopefully alleviating any street parking. They inquired about the Heritage Square building that is being replaced by the proposed

additions. Michelle Haefner, of Bethesda, stated that the Board has not yet determined a plan for the old building.

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

A. The drives and access points shall be of widths and radius as per the Fire Code and the Fire Marshall's approval.
B. The 45' high two story building shall be permitted as part of the conditional use permit as requested.
C. The final plat of Bethesda Nursing Home Third Addition shall be recorded prior to issuance of the building permit and copies provided to the City for record keeping.
D. The shared parking agreements and access easements shall be recorded prior to issuance of the building permit and copies provided to the City for record keeping.
E. Engineering review and comments shall be complied with prior to issuance of a building permit.
F. The use shall meet all applicable local, state, and federal rules and regulations at all times.

Mr. Thaden made a motion, seconded by Mr. Geiger, to amend the motion to remove the Fire Code from condition A. so it would read as follows: The drives and access points shall be of widths and radius as per the Fire Marshall's approval.

The motion carried.

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

The motion carried.

4. JENNIE-O TURKEY STORE PLAN REVIEW- FILE NO. 14-05: Mr. Klema recused himself from the discussion. Randy Alsleben presented plans for an office and parking lot expansion of the Jennie-O Turkey Store on property legally described as: part of the NW ¼ of Section 21, Township 119, Range 35; AND Lot 1, Block 5 and Outlot B Willmar Industrial Park Third Addition (2505 Willmar Ave. SW, 1300 Industrial Dr. SW). Mr. Alsleben explained that the addition will accommodate another 120 employees in the corporate office which already houses 125 employees. There are also parking lot expansions on the northwest portion of the existing employee parking lot as well as on the east side parking lot totaling 496 spaces. Portions of old Hwy. 40 will be removed or re-graded for the new private access off of new Willmar Ave. SW. Stormwater ponding is being designed and planned on the east side of the property.

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

The Planning Commission discussed the water mains becoming private once they enter the private property, as some areas used to be part of Hwy. 40 and thus public with easements. Mr. Alsleben explained that the water loop only serves Jennie-O and there is a new public loop in new Willmar Ave. SW to the north so its Willmar Municipal Utilities plan to turn back the water main to private. Mr. Alsleben also explained that the land acquisition will be completed once the Willmar Ave. SW project is completed.

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

A. The water mains shall all be private once they cross into the private (Jennie-O) property.
B. Engineering review and comments shall be complied with 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 9.4.a.1-7.

The motion carried, with Mr. Klema abstaining.

5. TACO BELL PLAN REVIEW-FILE NO. 14-04: Barbara Schneider, Border Foods, presented the plans for a Taco Bell restaurant with a drive through window on property legally described as: Lot 1, Block 3, The Water View Business Park (200 24th Ave. SE). The proposed restaurant is 1,718 sq. ft. with seating for 28 patrons. There are 30 proposed parking spaces and the drive through has stacking room for up to 13 vehicles. Ms. Schneider explained that there is an escape lane in the drive through that if a patron decides not to order at the drive through they can bypass the lane and exit.

Ms. Schneider pointed out that the plan depicts pavers at the end of the parking lanes to delineate the space. She stated that keeping plants and landscaping up in islands is very difficult, the pavers are an attractive solution. Also, the City Engineer noted that the plans show bituminous sections for light duty on the majority of the lot and heavy duty along the entrance and that only one is necessary. Ms. Schneider explained that they purposely put heavy duty at the entrance as their deliveries are from heavy semis and there is wear and tear at the point of access.

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

The Commission talked about the pavers in the parking lot, as the landscaping plan meets the landscaping ordinance and the lot is less than 50 spaces the pavers would be acceptable. They also talked about the bituminous plan is acceptable as requested as the intent is to purposely put heavy duty at the entrance to accommodate heavy delivery truck traffic.

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

A. The City Engineer comments regarding civil drawings 1-2 and 4-6 shall be noted and amended prior to issuance of a building permit.
B. 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 9.4.a.1-7.

The motion carried.

6. There being no further information to come before the Commission the meeting closed at 7:55 p.m.

Respectfully submitted,

Megan M. DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager

Attachment A

PLANNING COMMISSION-MAY 14, 2014

STAFF COMMENTS

1. BETHESDA NURSING HOME ADDITION CONDTIONAL USE PERMIT- FILE NO. 14-04:
   - The applicant is Bethesda, Willmar, MN.
   - The applicant is requesting a conditional use permit for a 125 bed nursing home addition and parking lot expansions on the campus on property legally described as: Lot 1, Block 1, Bethesda Nursing Home Addition, AND Lot 1 & Lot 2, Block 1, Bethesda Nursing Home Second Addition (901 Willmar Ave. SE, 1015 Willmar Ave. SE, 9th St. SE, and 12th St. SE).
   - The property is zoned R-2 (One and Two Family Residential), and nursing homes are permitted uses with conditional use permits. As this is such a large expansion, a CUP is required.
   - The property is accessed via Willmar Ave. SE, 9th St. SE, and as soon as street construction is completed 12th St. SE.
   - The applicant is proposing four building additions onto different portions of the already existing campus. The building additions are referred to as A, B, C, D.
   - Building addition A is three levels totaling 56,904 sq. ft. and 80 beds. Building addition B is 4,543 sq. ft. plus an additional 200 sq. ft. of renovation of the existing building totaling 4,743 sq. ft. and six total beds. Building addition C is 1,867 sq. ft. and living area only no beds. Building addition D is two levels totaling 24,189 sq. ft. and 36 beds. There will be three new beds and one renovated bed in the existing facility totaling the 125 total replacement beds.
   - Several building and parking setback variances were approved by the Board of Zoning Appeals, they are as follows: building addition "A" at 20.04' on one corner and 25' at the other, building addition "B" at 20', building addition "C" at 20.15', AND parking setbacks of 0' at the northwest parking lot off of 11th Ave. SE r-o-w, varying setback in the northwest parking lot off of the 9th St. SE r-o-w from 11.21', 11.41, 11.59' and 12.07', 0' setback in the northwest parking lot along the east property line and 0'setback along the service road behind building addition "A", the drive up lane to building addition "A" is at 0' and partly in the 9th St. SE r-o-w, the parking lot in the southeast corner of the property is at a 9.10' and 6.99' off of the Willmar Ave. SE r-o-w, and 0' off of the southeast parking lot from the 12th St. SE r-o-w.
   - The preliminary plat of the property was approved by the Planning Commission on January 22, 2014. The lot lines depicted on the site plan are not yet finalized and recorded. The final plat shall be recorded prior to issuance of a building permit.
   - There are shared parking areas and accesses between the proposed Lot 1 and 2 Block 1, Bethesda Nursing Home Addition and Lot 3, Block 1, Bethesda Nursing Home Second Addition, recorded documents of the shared parking agreements and accesses shall be submitted to the City for record keeping prior to issuance of a building permit. As well as any vacated easements for the site as well.
   - The three existing twin homes on the northwest portion of the property are being removed from the site to allow for the expansion.

- 12th St. SE will be improved the summer of 2014. Through cross easements and other access points all areas should have access during the building and street construction.
- On building addition A the applicant proposes a 45' building height, the R-2 district restricts building height to 35' they can go higher with the CUP approval.
- The landscaping plan appears to be adequate for the use and neighborhood.
- There are currently 163 parking spaces on the campus. They estimate 70 spaces will be lost in the expansion leaving 93 original parking spaces remaining. And then an additional 169 new parking spaces will be added with a grand total of 262 parking spaces once the project is completed. The Zoning Ordinance requires four spaces plus one space for each three beds. After the addition there will be a total of 248 beds on the site. 247/3 equals 82.6 parking stalls required for the number of beds on site. Parking should be adequate for the residents with vehicles, staff, and visitors. Number of staff? At any given time/shift change?
- The exterior elevations of the proposed building will fit in very well with the surrounding residential neighborhood.
- Right-of-way agreements for 9th St. SE drive up may be required, shall be as per City Engineer.

City Engineer Comments: The Engineering staff recently received the Bethesda civil plans and as such has not yet had opportunity to review and comment on the plans.

Fire Department Comments: Based on the Plans the Fire Marshall has concerns with fire department access throughout the complex. Appendix D in the Minnesota State Fire Code which the City of Willmar has adopted requires specific widths for fire apparatus access. Some areas have adequate width to accommodate 100' aerial yet many do not. Fire department access roads shall have a minimum unobstructed width of 26' providing it has a fire hydrant located on it. Additionally some of the means of ingress and egress from 9th St., Willmar Ave., and 12th St. will be difficult to access because of the width making it difficult for aerial apparatus to maneuver when making a left or right turn. Attached is a copy of Appendix D for reference.

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

A. The drives and access points shall be of width and radius as per the Fire Code and the Fire Marshall's approval.

B. The 45' high two story building shall be permitted as part of the conditional use permit as requested.

C. The final plat of Bethesda Nursing Home Third Addition shall be recorded prior to issuance of a building permit.

D. The shared parking agreements and access easements shall be recorded prior to issuance of the building permit and copies provided to the City for record keeping.

E. Engineering review and comments shall be complied with prior to issuance of a building permit.

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

2. JENNIE-O TURKEY STORE OFFICE AND PARKING EXPANSION PLAN REVIEW- FILE NO. 14-05:
   - The applicant is Jennie-O Turkey Store, Willmar, MN.
   - The applicant is requesting plan review for an office and parking expansion on property legally described as follows: Part of NW ¼ of Section 21, Township 119, Range 35; AND Lot 1, Block 5 and Outlot B Willmar Industrial Park Third Addition (2505 Willmar Ave. SW, 1300 Industrial Dr. SW).
   - The applicant proposes an office building addition of 35,391 sq. ft. The existing office space is 20,500 sq. ft. The existing food processing is 194,500 sq. ft. And the existing storage warehousing area is 101,200 sq. ft.
   - The east employee parking lot has 283 proposed parking spaces, the new employee lot to the west has 177 proposed parking spaces, the proposed visitor lot has 25 spaces and the proposed live production lot has a proposed 11 parking spaces. With a total of new proposed parking spaces on the west and east side of the addition of 496 parking spaces. Number of employees at greatest shift?
   - Ok with parking spaces with no landscaped curbed islands? Parking lot not curbed, ok with more rural design? Linear parking along old Hwy. 40 proposed access via existing private parking lot.
   - The property will be accessed via Willmar Ave. SW via a new private drive near where the old Hwy. 40 was. As well as the existing access from the west via County Rd. 5 on the production/warehouse portion of the site.
   - Stormwater ponding is being planned/designed to the northeast of the project.
   - All building and parking setbacks are met.
   - Sufficient electrical power is available with some construction necessary.
   - Has Jennie-O acquired the property from the City?

   City Engineer Comments: The Engineering staff has not yet received full civil plans for the Jennie-O project and as such has not yet had opportunity to review and comment on the plans.

   RECOMMENDATION: Approve the plan review with the following conditions:
   A. The water mains shall all be private once they cross into the private (Jennie-O) property.
   B. Engineering review and comments shall be complied with prior to issuance of a building permit.
   C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

3. TACO BELL RESTAURANT/DRIVE THROUGH PLAN REVIEW- FILE NO. 14-04:
   - The applicant is Border Foods, Inc. New Hope, MN.
   - The applicant is requesting plan review to develop property for a Taco Bell restaurant with a drive through window on property legally described as: Lot 1, Block 3, The Waterview Business Park (200 24th Ave. SE).

- The property is accessed via 24th Ave. SE.
- Building and parking setbacks are met for the GB (General Business) zoned lot.
- The applicant is proposing constructing a 1,718 sq. ft. building with seating for 28.
- There are 30 proposed parking spaces. 400 sq. ft. of customer area/ 40 plus 809 sq. ft. of kitchen area/80 sq. ft. totals (10 + 10) 20 stalls required by Ordinance. They are well within the requirements.
- The landscape plans appear to be adequate and meet Ordinance landscaping requirements (well over 10% open space/landscaped). The parking stalls are delineated by pavers, PC ok with that or do you want plantings?
- Sign permits and approvals shall be ancillary from plan review approval.
- Drive through traffic flows well through the site, onsite striping will help traffic guide. There is room for 13 cars to stack in the drive through lane.
- Elevation drawings depict an architecturally varied building that is similar to other fast food restaurants and retail uses in the GB district and will fit in visually in the area.

City Engineer Comments: We have reviewed the construction plans for Taco Bell prepared by Civil Engineering Site Design, dated April 28, 2014 and have the following comments:

1. Note 13 on sheet C3.0 states erosion measures "must be inspected by the City". The City expects the plan to be followed and will not inspect erosion control installations.
2. The bituminous cut in 24th Ave. SE bituminous shall be straight cut. The street repair section shall match the existing street section which is twelve inches of class 5 aggregate base, four inches of bituminous base course and two inches of bituminous wear course.
3. The plan bituminous sections for light duty and heavy duty are very similar. It is suggested to use only one section.
4. Sheet C5.0 shows the 18" RCP storm sewer stub invert of 1111.53. The record drawing for the stub indicates a length of 52' from the existing catch basin and an invert of 1110.84 (see attached record drawing).
5. Sheet C5.0 shows the 6" PVC sanitary sewer service invert of 1105.06. The record drawing for the service indicates an invert of 1104.52 (see attached record drawing). Sanitary sewer service clean out spacing cannot exceed 100'.
6. She C5.0 shows the water service to be 2" copper. It is suggested that the 2' water service material be HDPE.

   RECOMMENDATION: Approve the plan review with the following conditions:

   A. All City Engineer comments regarding civil drawings shall be noted and amended prior to issuance of a building permit.
   B. The use shall meet all applicable local, state, and federal rules and regulations at all times.