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

Megan M. DeSchepper, AICP
Planner/Airport Manager

Attachment A

PLANNING COMMISSION-JULY 24, 2013

STAFF COMMENTS

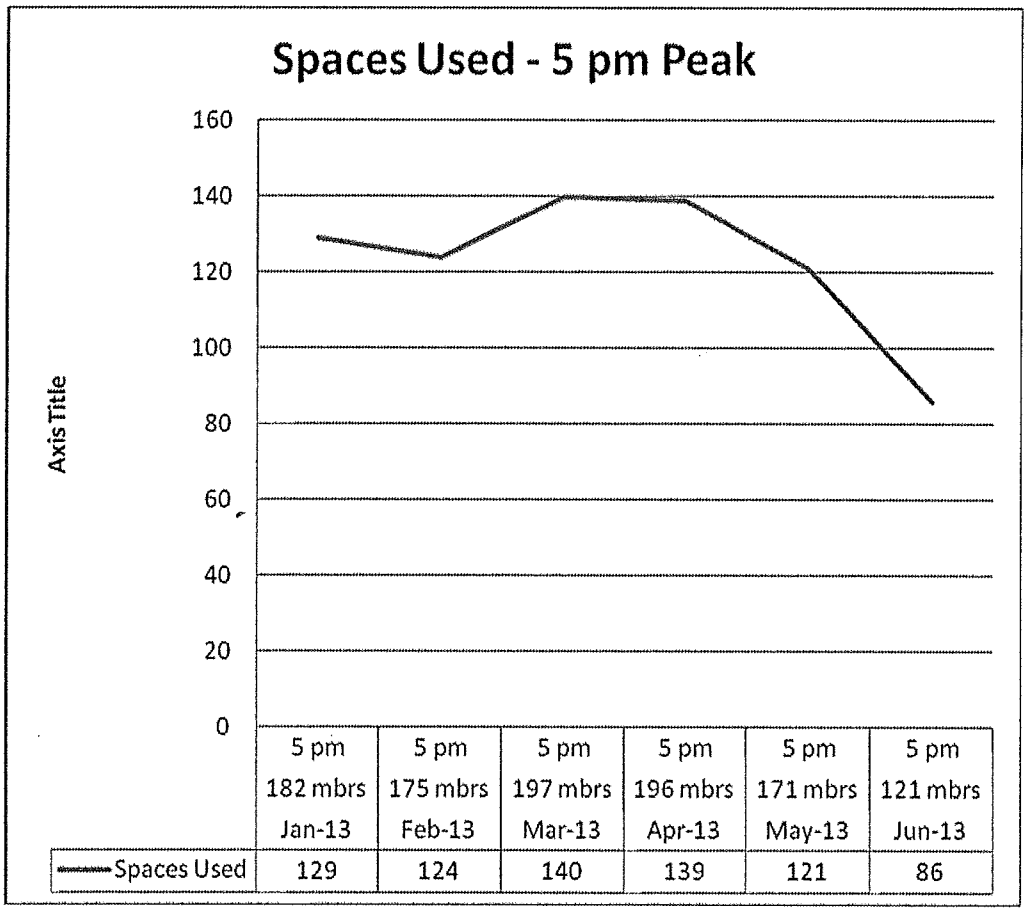
1. YMCA ADDITION CONDITIONAL USE PERMIT- FILE NO. 13-03:
   - The applicant is the Kandiyohi County Area YMCA, Willmar, MN.
   - The applicant is requesting a conditional use permit for an addition onto the existing YMCA building on property legally described as Lot 1, Block 1, Gesch YMCA Addition (1000 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.

Attachment B

Kandiyohi County Area Family YMCA
Parking Study Assessment – 2013 Peak Months



	5 pm 182 mbrs Jan-13	5 pm 175 mbrs Feb-13	5 pm 197 mbrs Mar-13	5 pm 196 mbrs Apr-13	5 pm 171 mbrs May-13	5 pm 121 mbrs Jun-13
Spaces Used	129	124	140	139	121	86