

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, SEPTEMBER 24, 2014**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, September 24, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Mark Klema, Andrew Engan, Margaret Fleck, Gary Geiger, Sandy Bebler, Bob Poe, and Aaron Larson.

\*\*Members Absent: Randy Czarnetzki, Scott Thaden.

\*\* Others Present: Megan DeSchepper- Planner.

2. MINUTES: The minutes of the August 27, 2014 meeting were approved as submitted.
3. CAMBRIDGE THIRD ADDITION FINAL PLAT- FILE NO. 14-03: Staff presented the final plat of a six lot twin home development on property legally described as follows: Lot 6, 7, 8, 9, 10, 11, 12, 13, and 14 of Block 1, Terraplane Estates less the west 6' of said Lot 6 (2400 block of 3<sup>rd</sup> Ave. SE). The property is zoned R-4 Medium Density Multiple Family Residential. The development will consist of twin home rentals with six buildings and a total of 12 units. The private development shall be covered by private covenants and declarations for the private street. The developer shall have separate water and sewer shut off for each unit. And assessments shall be paid in full or apportioned.

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

Mr. Poe made a motion, seconded by Mr. Larson, to approve the final plat with the following conditions:

- A. Each unit shall have separate water and sewer shut off valves and connections.
- B. Assessments shall either be paid in full or reapportioned prior to final plat signatures.
- C. Declarations and covenants shall be submitted for review and approval by the City prior to final plat recording and recorded congruous to the final plat for tracking to cover common areas, access, and utilities for the private development.
- D. Parking shall be limited to one side on the private street and shall be signed accordingly by the developer.

The motion carried.

4. MID CENTRAL RESEARCH AND OUTREACH CENTER (MCROC) BUILDING-CITY ACQUISITION: Staff presented a request that the City accept the MCROC Building as a gift from Minn West Technology Campus. The City was a partner in the grant that funded the project and needs to formally accept the property as per a previous lease agreement. The U of M has a

long term lease on the building and MinnWest Technology Campus will continue to handle the management of the property.

The Planning Commission discussed the MCROC and what a good fit it is in the Technology District and on the MinnWest Campus.

Ms. Bebler made a motion, seconded by Mr. Engan, to recommend acquisition of the building as was anticipated with the grant.

The motion carried.

5. POSSIBLE ORDINANCE TEXT AMENDMENT DISCUSSION-KENNELS: Staff discussed a scenario that came up regarding dog kennels. Kennels are permitted in the industrial districts, but not in the GB (General Business) district. There was an inquiry from a dog groomer wondering if she could do indoor kenneling of animals at her business in the GB District. Staff suggested the matter could best be handled with a text amendment, perhaps with a conditional use permit to allow the Commission to attach conditions as necessary.

The Planning Commission talked about the matter and that many of the GB zoned properties abut residential uses and that a kennel, even indoor kenneling would require outdoor exercising etc. to occur.

The Commission was of the opinion that the text amendment wouldn't be something they were comfortable with and wouldn't recommend anyone applying for such a change.

6. BETHESDA EASEMENT RELEASE DISCUSSION: Staff explained that during the closing on the Bethesda properties their attorney noted that some of the private easement documents from the 90's had also been signed by the City due to some City utilities that went through the property. They will be covered by the new easements, but in order to cover said utilities etc., Bethesda needs the City's permission and sign-off on the new documents.

Mr. Geiger, made a motion, seconded by Mr. Engan, to recommend the City Council sign off on the new easement documents as the City's utilities are covered by easements and the rest of the easements are private between Bethesda parcels.

The motion carried.

7. There being no further business to come before the Commission, the meeting adjourned at 7:31 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

PLANNING COMMISSION-SEPTEMBER 24, 2014

STAFF COMMENTS

1. CAMBRIDGE THIRD ADDITION FINAL PLAT- FILE NO. 14-03:

- The applicant is RAK Construction, LLC, Willmar, MN.
- The applicant proposes a six lot replat for twin home development on property legally described as follows: Lots 6, 7, 8, 9, 10, 11, 12, 13, and 14 of Block 1, Terraplane Estates less the west 6' of said Lot 6 (2400 block of 3<sup>rd</sup> Ave. SE).
- The property is zoned R-4 Medium Density Multiple Family Residential.
- The property is accessed via 3<sup>rd</sup> Ave. SE an already existing private road (Outlot A).
- Architectural style is similar to the four-plexes to the west and will fit in with the neighborhood.
- The development will consist of twin homes that will be rental properties, 6 total buildings with 12 total units.
- As the property is private with a private street, utilities etc., covenants and declarations are required to ensure common areas and access is protected and shared.
- Outlot E shall be included on the declarations/covenants as that is how Lot 1 is accessed.
- There are assessments on the property that shall either be paid in full or reapportioned prior to final plat recording.
- MUC requires separate water and sewer connections be made for each unit so they can be shut off separately from the adjoining unit in the future should the need arise.

RECOMMENDATION: Approve the final plat with the following conditions:

- A. Each unit shall have separate water and sewer shut off valves and connections.
- B. Assessments shall either be paid in full or reapportioned prior to final plat signatures.
- C. Declarations and covenants shall be submitted for review and approval by the City prior to final plat recording and recorded congruous to the final plat for tracking to cover common areas, access, and utilities for the private development.
- D. Parking shall be limited to one side on the private street and shall be signed accordingly by the developer.