

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, NOVEMBER 14, 2012**

MINUTES

1. The Willmar Planning Commission met on Wednesday, November 14, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Mark Klema, Charlie Oakes, Andrew Engan, Gary Geiger, Bob Poe, and Scott Thaden.

** Members Absent: Randy Czarnetzki, Nick Davis, and Virgilio Aguirre, Jr.

** Others Present: Bethany Hardy, John Hafner, Jeff Huston, Gabe Olson, Bruce Peterson- Director of Planning and Development Services, and Megan M. Sauer-Planner/Airport Manager.

2. MINUTES: The minutes of the October 24, 2012 meeting were approved as submitted.

3. WILLMAR LEGACY PROPERTIES PLAN REVIEW-FILE NO. 12-10: Bethany Hardy of Cities Edge Architects presented the remodel/refranchise plans, on behalf of Torgerson Properties, for the Willmar Legacy Properties (Willmar Holiday Inn/Conference Center/Green Mill) on property legally described as: part of the NE ¼ of the NW ¼, commencing at the NE corner of the NW ¼ then west 557', for point of beginning then W 400', then south 1000', east 1000', to point of beginning along with easement for service road (2100 Hwy. 12 E.). The entire complex will be remodeled/refranchised. The existing Comfort Inn will be refranchised to a Holiday Inn Express and a third floor will be added onto the building adding twelve rooms, seventy-three rooms total. The current Holiday Inn will be refranchised to a Best Western Plus. The Green Mill restaurant will be remodeled and a portion of the front of the building will be remodeled to a Hurricane Grill and Wings restaurant. The Conference Center will be updated on the exterior façade, as well as inside. Parking lots will be resurfaced and reconfigured and will actually be adding some additional spaces from the number that is currently on the site.

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

Staff talked about some of the Interim Engineer's comments regarding site drainage, access easement to the property to the west, and the northern most access being shifted closer to Hwy 12 E on 23rd St. SE. Staff added that the applicant should contact MNDOT regarding the adjusted access proximity to the highway, as well as some drainage areas near the highway right-of-way.

The Commission talked about onsite way finding, as well as islands at the end of parking lanes to help delineate and add landscaping within the parking areas. The façade

improvements and updates will blend in well with the surrounding commercial properties.

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

- A. The documentation of the access easement agreement with the abutting property to the west for City records.
- B. Signage/stripping shall be added to assist in way finding on site for the various businesses within the complex (signage review/permitting shall be ancillary to plan review).
- C. The curbed island shall be landscaped and added to the parking on the south and north end of the property, not just striping as per the landscape ordinance.
- D. All the Interim City Engineer's comments shall be added to the construction documents for final review and approval prior to issuance of a building permit.
- E. The property owner shall receive easements or permission/permits to drain pits onto abutting property.
- F. MNDOT approvals shall be obtained for the relocation of the northernmost access off of 23rd St. SE.
- G. The use shall meet all applicable local, state, and federal laws and regulations.

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

The motion carried.

4. VIKING MOTEL PROPERTY ZONING/USE DISCUSSION-CONTINUED: The Planning Commission continued a discussion regarding the Viking Motel property at 616 Business Highway 71 N. Jeff Huston and Gabe Olson, possible purchasers of the property, asked the Commission to guide them as to the best way to develop the property for efficiency apartments. After much discussion the Commission was of the opinion that rezoning the property to residential would be spot zoning, which is poor planning. And they weren't comfortable amending the General Business District to allow apartments in major commercial areas. The Comprehensive Plan wouldn't support it and they didn't see this to be a good use of the property. Mr. Huston talked about an extended stay upgrade which may be an option after looking into licensing requirements etc. The Commission said the concept is admirable, but not in this specific location.
5. QUINN ADDITION FINAL PLAT- FILE NO. 12-8: Staff presented the final plat of Quinn Addition on behalf of Kvam Implement, Willmar, MN. The four lot subdivision is intended to clean up legal descriptions and some minor boundary adjustments on property legally described as: Lot 5, Lot 6, Lot 7, Lot 8, and Lot 9 of State Subdivision of Gov't Lots 1 and 2, Section 16, Township 119N, Range 35W. The property is zoned I-1 General Industry and no additional development of the property is planned. The easements had been added as requested by Willmar Municipal Utilities.

Staff comments were reviewed and discussed by the Planning Commission (see Attachment A).

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

- A. Any development of the lots would require street improvements of the service drive and stormwater ponding at the cost of the developer.
- B. When Trott Service Drive is improved it shall meet Fire Marshall Policy for hydrants and access.

The motion carried.

- 6. MISCELLANY: Mr. Geiger asked that it be noted that he did not attend the previous Planning Commission meeting held on October 24, 2012 as the public hearing was for a rezoning of some property that he has a vested interest in. Mr. Geiger did not want to appear to have any influence over the process and felt it was a conflict of interest for him to even attend the meeting.
- 7. There being no further business to come before the Commission, the meeting adjourned at 8:12 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

PLANNING COMMISSION-NOVEMBER 14, 2012

STAFF COMMENTS

1. WILLMAR LEGACY PROPERTIES PLAN REVIEW- FILE NO. 12-10:

- The applicant is Cities Edge Architects, on behalf of Torgerson Properties, Willmar, MN.
- The applicant requests plan review for a hotel/restaurant remodel and addition on property legally described as: part of the NE ¼ of the NW ¼, commencing at the NE corner of the NW ¼ then west 557', for point of beginning then W 400', then south 1000', east 1000', to point of beginning along with easement for service road (2100 Hwy. 12 E).
- The property is zoned General Business (GB).
- The property is accessed via several points off of 23rd St. SE and a Highway 12 service drive. A private access easement agreement shall be furnished to the City regarding the westerly access point.
- The parking setback is met on the north, south, and west sides of the property, the east parking area is 10' from property line ordinance stipulates 15'.
- The Holiday Inn portion of the building is becoming a Best Western Plus, the Comfort Inn is becoming a Holiday Inn Express and a third level is being added on, and the Green Mill will be reconfigured and a Hurricane Grill restaurant will be added.
- The existing parking lot has 510 spaces and the proposed parking layout will 536 spaces.
- Onsite signage shall be added to help with wayfinding and locating various parts of the complex (all sign permits shall be approved ancillary from the plan review).
- The exterior façade upgrades will blend in well with the surrounding commercial properties.
- As per the landscape ordinance, the curbed islands within the parking lot shall have landscaping and plantings. Curbed islands shall be added to the rear parking area as well to help delineate traffic areas and parking areas. Are all the trees along 23rd St. SW to remain? Fencing around garbage corral and fencing along the south remaining? (screening from residences?)

Engineering Comments: See attached comments from Jared Voge, P.E. Interim City Engineer.

RECOMMENDATION: Approve the plan review with the following conditions:

- A. Submit the documentation of the access easement agreement with the abutting property to the west for City records.
- B. Signage/stripping shall be added to assist in wayfinding on site for the various businesses within the complex.
- C. The curbed islands shall be landscaped and landscaped islands shall be added to the parking on the south and north end of the property not just stripping as per the landscape ordinance.
- D. All the Interim City Engineers comments shall be added to the construction documents

for final review and approval prior to issuance of a building permit.

E. The property owner shall receive easements or permission/permits to drain pits onto abutting property.

F. MNDOT approvals shall be obtained for the relocation of the northernmost access off of 23rd St. SE.

G. The use shall meet all applicable local, state, and federal laws and regulations.

2. QUINN ADDITION FINAL PLAT- FILE NO. 12-8:

- The Applicant is Kvam Implement, Willmar, MN.
- The applicant is requesting a four lot subdivision on property legally described as: Lot 5, Lot 6, Lot 7, Lot 8, and Lot 9 of State Subdivision of Gov't Lots 1 and 2, Section 16, Township 119N, Range 35-W.
- The property is currently zoned I-1 (General Industry) and will remain as such.
- The lots exceed the minimum lot sq. ft. and width requirements.
- The property is accessed via Industrial Dr. SW, Highway 12 SW, Trott Ave. SW, and Trott Service Drive.
- This is currently five separate parcels and some of the lines are being shifted to enlarge lots. The setbacks are existing, so no new or increased non-conformities are being created.
- All easements have been added as requested by the MUC.

RECOMMENDATION: Approve the final plat with the following conditions:

- A. Any development of the lots would require street improvements of the service drive and stormwater ponding at the cost of the developer.
- B. When Trott Service Drive is improved it shall meet Fire Marshall Policy for hydrants and access.



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

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November 5, 2012

Megan Sauer, Planner
City of Willmar
333 6th Street Southwest
P.O. Box 755
Willmar, MN 56201

RE: Willmar Legacy Properties
City of Willmar
Project No.: W18.105587

Dear Megan:

I have reviewed the preliminary project documents submitted for the above referenced project and have the following comments.

1. The applicant shall be responsible for obtaining an NPDES Phase II Construction Stormwater Permit. A copy of the permit shall be submitted to the City for our files.
2. The applicant shall be responsible for obtaining a Minnesota Department of Transportation Work Within the Right of Way Permit. Sheet C-300 of the preliminary documents indicates that work will take place within US TH 12 right of way.
3. A Stormwater Pollution Prevention Plan shall be submitted for review and approval prior to construction.
4. It should be noted that the proposed northernmost site access to 23rd Street Southeast will be relocated to approximately 80 feet south of US Trunk Highway 12. This is north of the existing property access.
5. The applicant shall provide clarification regarding the property ownership, or existence of an easement on the service road access to the northwest corner of the site. Improvements are proposed outside of the existing property boundaries.
6. The applicant shall be responsible for the cost of all repairs required to 23rd Street Southeast as a result of construction.
7. The applicant must submit drainage calculations for the proposed improvements.
8. Tracer wire shall be installed on the proposed sanitary sewer service scheduled for replacement. Tracer wire should be brought to the surface at all manhole and cleanout locations for locating purposes.
9. The applicant shall provide additional information regarding traffic flow at the northwest access to the site. Such additional information shall include but not be limited to striping, signage, and median dimensions.

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10. The proposed truck pavement shall be extended to the western extents of the proposed northwest access improvements.
11. The applicant shall consider the addition of truck pavement to the second access south of Trunk Highway 12, and west through the proposed loading dock area, and southern drive aisle to the west side of the building.
12. Rock construction entrances shall be provided at all construction accesses to the site and shall be constructed to the full width of the construction access.
13. Inlet protection and other applicable Best Management Practices (BMP's) shall be installed on 23rd Street Southeast. Stormwater conveyance structures exist within 23rd Street Southeast and shall be protected from sedimentation during construction.
14. The Willmar Municipal Utilities shall be provided with the opportunity to review the construction plans prior to a building permit being issued for the site to ensure that all proposed gate valves, water services, and fire hydrants comply with their requirements.
15. All construction shall be in accordance with the City of Willmar standards.

I recommend that the applicant submit final construction documents incorporating the above referenced comments and additional requested information for the review and approval of City staff prior to a building permit being issued for the site.

If you have any questions on the above please call.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in black ink, appearing to read 'J. Voge'.

Jared Voge, P.E.
Interim City Engineer

JV/kg

NOTICE OF HEARING FOR PROPOSED REZONING

Notice is hereby given that the Willmar Planning Commission will meet at the Willmar Fire Hall, 515 2nd St. SW(Northeast Corner Training Room Door), Willmar, Minnesota, at 7:01 p.m. on Wednesday, December 12, 2012, to consider the application of Casa De Misericordia Church, Willmar, MN, for a change in zoning from G/I (Government/Institutional) to R-2 (One and Two Family Residential) allowing church/place of worship and religious classes/activities with a conditional use permit on property described as: Lots 1-14, Block 1, Ferrings 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.

November 30, 2012
Date

Megan M. Sauer
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 Sauer.



