

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, APRIL 10, 2013**

MINUTES

1. The Willmar Planning Commission met on Wednesday, April 10, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**** Members Present:** Mark Klema, Charles Oakes, Scott Thaden, Bob Poe, Nick Davis, and Randy Czarnetzki.

**** Members Absent:** Gary Geiger, and Andrew Engan.

**** Others Present:** Margaret Fleck, Joe Hartmann, Joline Hoveland, Bethany Hardy, Tim Miller, Lisa and Jeff Adkins, Steve Salzer, Bruce D. Peterson- Planning and Development Services-Director, Megan Sauer- Planner.

2. MINUTES: The minutes of the March 13, 2013 meeting were approved as presented.
3. COMMUNITY CHRISTIAN SCHOOL PLAN REVIEW- FILE NO. 13-05: Bethany Hardy of Cities Edge Architects presented the plans on behalf of Community Christian School for an addition onto the existing school facility including band and choir rooms, storage, locker rooms, rest rooms, 4 classrooms, a kitchen, and gymnasium on property legally described as: part of the NW ¼ of Section 22, Township 119, Range 35 (1300 19th Ave. SW) (see file for full legal).

Ms. Hardy explained that the school is expanding to accommodate the expanding High School students/classes and sport activities. The proposed addition may be done in phases, either doing portions of the addition one year and completing it the next, or building the exterior walls but not doing a portion of the interior finishes until the next year. Civil plans are not yet completed, but Duinick Inc. will submit them to the City Engineer for review. The City Fire Chief/Marshall has not reviewed or commented on the plans yet.

The parking lot currently has 62 stalls and 10 bus stalls, and the proposed restriping/reconfiguring is at 84 stalls. The Commission talked about student enrollment numbers and student and faculty parking needs. Ms. Hardy did not have those numbers available yet. The Commission also discussed sporting events that may draw larger crowds, as well as Fire Department access to the addition.

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

The Commission talked about the number of unknowns at this point with the plans. They support the school adding on but would like to see more of the details to ensure everything is being done per City Ordinances and codes.

Mr. Thaden made a motion, seconded by Mr. Czarnetzki, to table the matter until the next meeting to get more of the details for the plans determined and reviewed.

The motion carried.

4. MINNWEST TECHNOLOGY CAMPUS FLADEBOE AUCTIONS PLAN REVIEW- FILE NO: 13-05: Steve Salzer, of MinnWest Technology Campus, presented plans for Fladeboe Auctions to lease 261 sq. ft. of space for an office on property legally described as: Unit 5, MinnWest Technology Campus, CIC #40 a Planned Community (1700 Technology Dr. SW). Fladeboe Auctions specializes in nonprofit charity, farm and land real estate auctions. Kristine Fladeboe Duninick will operate out of the office.

The Planning Commission discussed that the office use is permitted in the technology district and the proposal is definitely Ag related.

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

- A. 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.

5. GARAGE DOOR HEIGHT DISCUSSION: The Planning Commission had discussed Section 3 of the Zoning Ordinance at the previous Commission meeting specifically outbuildings and sq. ft. requirements. One aspect that wasn't discussed was door height. The Zoning Ordinance allows two story accessory structures, but limits the garage door heights to 10 feet. There have been some issues with people that wish to store RV's in them and the 10 foot door height is limiting.

The Planning Commission had a discussion about preferring RV's in garages than in yards for months at a time. However, they didn't want to open it up to allowing commercial sized equipment and semi's into residential storage shed. Roll-up garage doors are limited to 12' in width; once they get wider then that it's something like a Schweiss Door similar to those on airport hangars. The Commission didn't like the idea of opening up residential areas to such large commercial fold up garage doors.

Mr. Poe excused himself from the meeting.

Jeff Adkins, a citizen currently building a garage for his RV, asked the Commission to consider 12' door heights instead of 10', as it would allow the smaller RV's but not big commercial equipment.

The Commission talked about once they change it to 12' now, in another few years people will be asking for 15' and it'll open up to bigger RV's etc. in residential neighborhoods.

Mr. Oakes made a motion, seconded by Thaden, to start the process to hold a public hearing considering amending the Zoning Ordinance limiting door heights on accessory structures to 12' high, and to not more than 12' wide for doors exceeding 8' in height.

The motion carried with Mr. Oakes, Mr. Thaden, and Mr. Davis voting yes, and Mr. Czarnetzki and Mr. Klema voting no.

The motion carried by 3 to 2 vote.

6. FORMER RULE TIRE PROPERTY ACQUISITION: Staff explained that the Rule Family contacted the City wishing to gift some property/building to the City (620 Pacific Ave. SW). The City was then approached by Habitat for Humanity which has offices across the street from said property to buy a portion of the southern half of the lot to use for additional parking and the garage building for warehousing.

The City will demolish the building on the north part of the parcel and possibly use the property for a pocket park, MUC parking, another trail connection etc.

The Commission asked about demolishing the building and any contamination issues. Staff stated that three bids were received, and there is an extremely small amount of asbestos in the building that will be properly removed and disposed of. The PCA has closed files on the gas tanks that were removed in the 80's. There are back taxes on the property and this gift will speed up the removal process on a vacant derelict property.

Mr. Thaden made a motion, seconded by Mr. Czarnetzki, to recommend approving acquisition of the property to the City Council.

The motion carried.

7. ELECTRONIC BILLBOARDS DISCUSSION: Staff was approached by a marketing group that wants to do a community electronic billboard. Staff explained to them that billboards are prohibited by our Zoning Ordinance. They asked that the matter be discussed at the Planning Commission to see if this is something that should be considered.

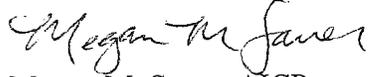
The Planning Commission talked about electronic signs and billboards, and the scale, brightness, and motion issues that could arise from such signage.

The consensus of the Commission was that the wording of the ordinance regarding billboards shall remain as written in the Ordinance.

No action was taken.

8. There being no further business to come before the Commission, the meeting adjourned at 8: 29 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

Attachment A

PLANNING COMMISSION-APRIL 10, 2013

STAFF COMMENTS

1. COMMUNITY CHRISTIAN SCHOOL ADDITION PLAN REVIEW- FILE NO. 13-05:

- The applicant is Cities Edge Architects on behalf of Community Christian School, Willmar, MN.
- The applicant is proposing a 24,400 sq. ft. one story addition onto the existing school facility including band and choir rooms, storage, locker rooms, rest rooms, 4 classrooms, a kitchen, and gymnasium on property legally described as: part of the NW ¼ of Section 22, Township 119, Range 35 (1300 19th Ave. SW)(see file for full legals).
- The property is zoned R-2, and as it is already an existing private school facility plan review is required.
- All setbacks will be met/exceeded with the proposed addition.
- The addition may be done in two phases, depending on funding etc.
- The Zoning Ordinance stipulates that parking spaces for High Schools should be one space for each four (4) students plus three (3) spaces for each classroom. The current parking lot layout has 62 stalls and 10 bus stalls the proposed schematic is 84 stalls. There is ample room for parking expansion, what is the Commissions comfort level?
- The exterior façade of the addition will blend and match the colors and materials of the existing structure as best as possible.
- No landscape plan was submitted, landscape plan shall be submitted prior to issuance of a building permit.
- Civil plans have not been submitted. The Civil plans shall include the following:
 1. Utility plans.
 2. Grading, drainage, and erosion control plans.
 3. Stormwater pollution prevention plan.
 4. Stormwater Management Plan and hydraulic calculations.All approvals and permitting, shall be contingent upon Interim City Engineer review/comments and conditions all being met.
- Access to 15th St. SW in the future?
RECOMMENDATION: Approve the plan review with the following conditions:
 - A. Parking spaces required shall be determined once accurate student enrollment numbers are known, prior to issuance of a building permit.
 - B. A landscape plan shall be submitted and reviewed by staff prior to issuance of a building permit or certificate of occupancy.
 - C. Civil plans shall be submitted for the Interim City Engineer's review and comment and all his conditions shall be met prior to issuance of a building permit.
 - D. The use shall meet all applicable local, state, and federal laws and regulations at all times.



CITIES **EDGE** ARCHITECTS

103 Fifteenth Ave NW
Willmar, MN 56201-2242

Tel: 320-235-7775
Fax: 320-235-8673
www.CitiesEdgeArchitects.com

April 17th 2013

Megan Sauer
Planning Commission
Willmar, MN, 56201

SUBJECT: Community Christian School – Re-Submittal

Dear Megan:

I have attached the resubmittal of the Architectural plans for the Community Christian School 2013 Addition. I wanted to note that we have included the possible locations for future parking expansions, and we have made a few changes to bathroom/locker-room layout.

At this point we have not submitted a landscape plan because the school does not plan to do extensive landscaping around the new addition. Their plan is to patch and repair the grass around the addition as necessary.

The preliminary civil document will be submitted by Jason VerSteeg with Duinink Brothers. They will be doing the civil work for this project.

If you have any questions or comments, please do not hesitate to contact our office.

Sincerely,

CITIES EDGE ARCHITECTS

Bethany Hardy
Architect, Project Manger

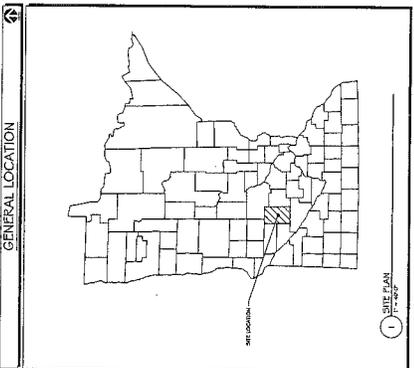
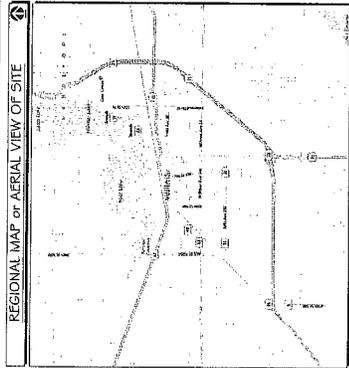
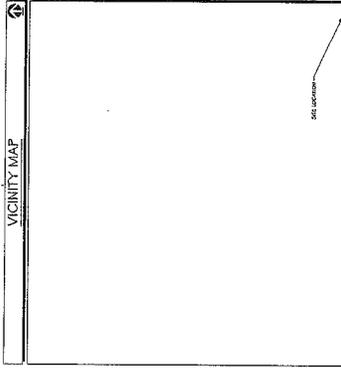
Enclosure

cc:



COMMUNITY CHRISTIAN SCHOOL 2013 ADDITION

WILLMAR, MINNESOTA



TO OBTAIN COPIES OF PROPOSED INSTRUMENTS
PLEASE CONTACT THE CITY ENGINEER
601 N. 1ST ST. SUITE 1166
WILLMAR, MN 56201
TELEPHONE: 507-835-1166
WWW.CITYOFWILLMAR.MN.GOV

PROJECT INFORMATION	
CLIENT: COMMUNITY CHRISTIAN SCHOOL 1011 19TH AVE SW WILLMAR, MN 56201 TEL: 507-835-1166 CONTACT: JOHN CHRYN JCHRYN@WILLMAR.MN.GOV	GENERAL CONTRACTOR: CONSTRUCTION CONSTRUCTION WILLMAR, MN 56201 TEL: 507-835-1166 CONTACT: CLAY WANGSÖL CWANGSO@WILLMAR.MN.GOV
ARCHITECT: CITIES 2020, LLC 1011 19TH AVE SW WILLMAR, MN 56201 TEL: 507-835-1166 CONTACT: JOHN CHRYN JCHRYN@WILLMAR.MN.GOV	GENERAL CONTRACTOR: CONSTRUCTION CONSTRUCTION WILLMAR, MN 56201 TEL: 507-835-1166 CONTACT: CLAY WANGSÖL CWANGSO@WILLMAR.MN.GOV
INSURANCE: HAWKEYE ASSOCIATES, INC. 1011 19TH AVE SW WILLMAR, MN 56201 TEL: 507-835-1166 CONTACT: JOHN CHRYN JCHRYN@WILLMAR.MN.GOV	GENERAL CONTRACTOR: CONSTRUCTION CONSTRUCTION WILLMAR, MN 56201 TEL: 507-835-1166 CONTACT: CLAY WANGSÖL CWANGSO@WILLMAR.MN.GOV
OWNER: COMMUNITY CHRISTIAN SCHOOL 1011 19TH AVE SW WILLMAR, MN 56201 TEL: 507-835-1166 CONTACT: JOHN CHRYN JCHRYN@WILLMAR.MN.GOV	GENERAL CONTRACTOR: CONSTRUCTION CONSTRUCTION WILLMAR, MN 56201 TEL: 507-835-1166 CONTACT: CLAY WANGSÖL CWANGSO@WILLMAR.MN.GOV
DATE: 10/1/2013	GENERAL CONTRACTOR: CONSTRUCTION CONSTRUCTION WILLMAR, MN 56201 TEL: 507-835-1166 CONTACT: CLAY WANGSÖL CWANGSO@WILLMAR.MN.GOV
SCALE: AS NOTED	GENERAL CONTRACTOR: CONSTRUCTION CONSTRUCTION WILLMAR, MN 56201 TEL: 507-835-1166 CONTACT: CLAY WANGSÖL CWANGSO@WILLMAR.MN.GOV
TITLE: 2013 ADDITION	GENERAL CONTRACTOR: CONSTRUCTION CONSTRUCTION WILLMAR, MN 56201 TEL: 507-835-1166 CONTACT: CLAY WANGSÖL CWANGSO@WILLMAR.MN.GOV

SHEET INDEX	
1	GENERAL
2	FOUNDATION
3	MECHANICAL
4	ELECTRICAL
5	PLUMBING
6	PAINTING
7	LANDSCAPE
8	ARCHITECTURAL
9	MECHANICAL
10	ELECTRICAL
11	PLUMBING
12	PAINTING
13	LANDSCAPE
14	ARCHITECTURAL
15	MECHANICAL
16	ELECTRICAL
17	PLUMBING
18	PAINTING
19	LANDSCAPE
20	ARCHITECTURAL

CLIENT NAME AND ADDRESS
 COMMUNITY CHRISTIAN SCHOOL
 WILLAR, MINNESOTA

PROJECT NAME
 2013 ADDITION

DATE
 2/20/13

SCALE
 AS SHOWN

DATE
 2/20/13

DATE
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DATE
 2/20/13

PROJECT DESCRIPTION
 2013 ADDITION

PROJECT LOCATION
 15th St S.W. & 19th Ave S.W.

PROJECT OWNER
 COMMUNITY CHRISTIAN SCHOOL

PROJECT ARCHITECT
 [Firm Name]

PROJECT ENGINEER
 [Firm Name]

PROJECT CONTRACTOR
 [Firm Name]

PROJECT PERMIT
 [Permit Number]

PROJECT PHASE
 PRELIMINARY

PROJECT STATUS
 PRELIMINARY

PROJECT DATE
 2/20/13

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PARKING
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 PROPOSED PARKING = 43 STALLS

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 PROPOSED PARKING = 43 STALLS

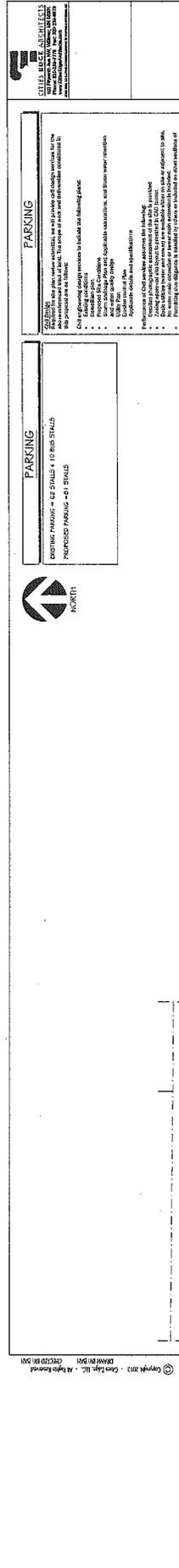
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 PROPOSED PARKING = 43 STALLS



15th St S.W.
19th Ave S.W.
City Walker Trail

NEW ADDITION WILL BE LOCATED IN THIS LOCATION

EXISTING PARKING

PROPOSED PARKING

PLAYGROUND

SOCCER FIELD

LOCKER ROOMS WILL BE LOCATED IN THIS LOCATION

EXISTING BUILDING

PROPOSED BUILDING

Scale: 1" = 40'-0"

North Arrow

City Walker Trail

15th St S.W.

19th Ave S.W.

PROPOSED PARKING

EXISTING PARKING

PLAYGROUND

SOCCER FIELD

LOCKER ROOMS WILL BE LOCATED IN THIS LOCATION

EXISTING BUILDING

2013 ADDITION

COMMUNITY CHRISTIAN SCHOOL

WILLAR, MINNESOTA

SITE PLAN

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CELAS BLAIR ARCHITECTS
 115 West Park Drive, Suite 100
 Minneapolis, MN 55425
 (612) 338-1100
 www.celasblair.com



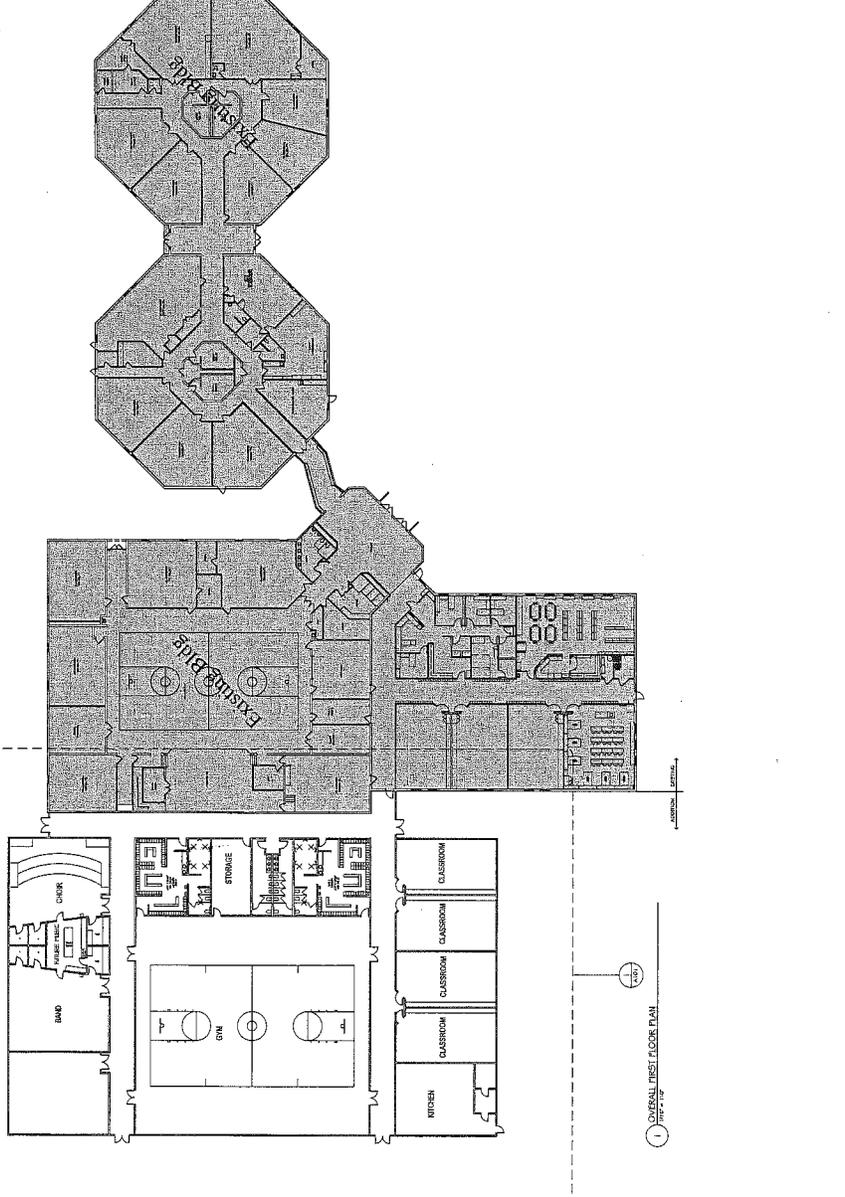
2013 ADDITION

COMMUNITY
 CHRISTIAN SCHOOL
 WILLMAR, MINNESOTA

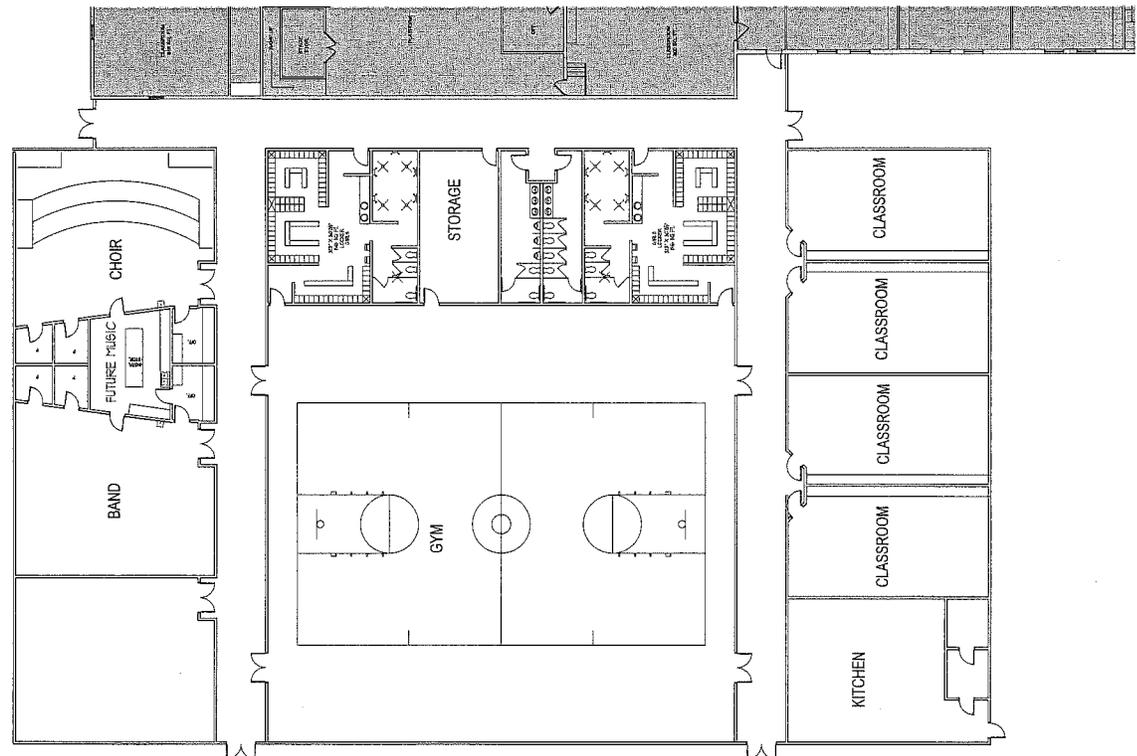
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 CHECKED: J. HANSEN

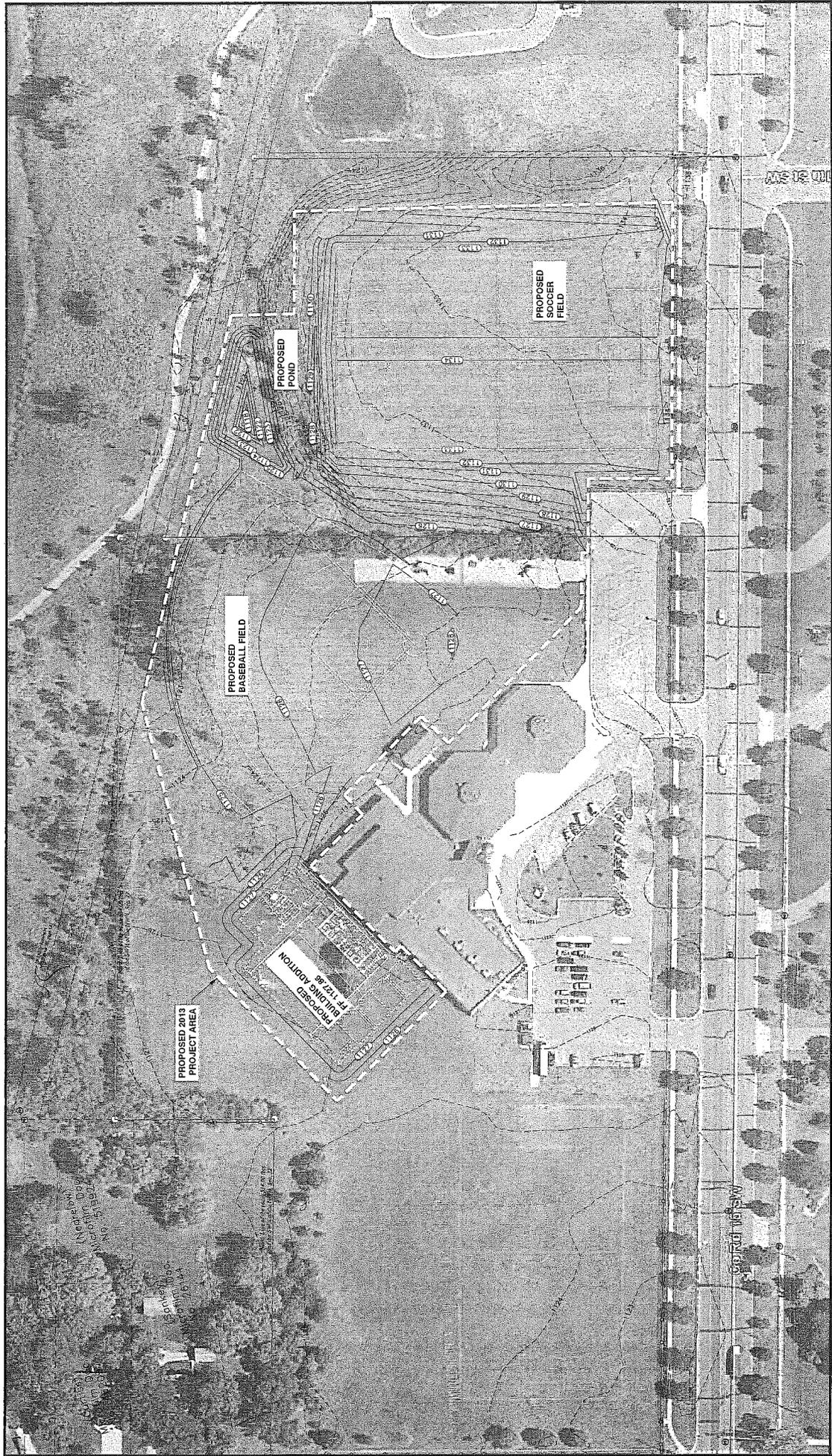
SCALE:
 AS SHOWN

DATE: 2/20/13
 DRAWN: J. HANSEN
 CHECKED: J. HANSEN



1 OVERALL FIRST FLOOR PLAN
 1/8" = 1'-0"





DATE	NO.	BY	REVISIONS
<p>DUININCK INC. 6011 408 SIXTH STREET PRINGSBURG, MN 56221 PHONE: (320)979-6011 FAX: (320)979-4978 P.O. BOX 203 PRINGSBURG, MN 56221</p>			
<p>I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.</p>			
SCALE GRAPHIC	CHECKED BY:	DATE:	SIGNATURE:
DRAWN BY: JVS	JVS		
			NAME: JASON VERSTEG LIC. NO. 28505
			DATE: APRIL 17, 2013
			WILLMAR, MN
			COMMUNITY CHRISTIAN SCHOOL
			2013 ADDITION
			PRELIMINARY GRADING/SITE PLAN
			SHEET 1 OF 1



DUININCK INC. 6011 408 SIXTH STREET PRINGSBURG, MN 56221
 PHONE: (320)979-6011 FAX: (320)979-4978
 P.O. BOX 203 PRINGSBURG, MN 56221

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SCALE GRAPHIC
 DRAWN BY: JVS
 CHECKED BY: JVS
 DATE: APRIL 17, 2013
 SIGNATURE: JASON VERSTEG
 NAME: JASON VERSTEG LIC. NO. 28505
 DATE: APRIL 17, 2013
 WILLMAR, MN
 COMMUNITY CHRISTIAN SCHOOL
 2013 ADDITION
 PRELIMINARY GRADING/SITE PLAN
 SHEET 1 OF 1