



**PLANNING AND DEVELOPMENT SERVICES**

City Office Building  
333 SW 6th Street, Box 755  
Willmar, MN 56201

<b>GENERAL DEPARTMENT &amp; INFORMATION</b>	320-235-8311
<b>DIRECTOR</b>	320-214-5184
<b>PLANNER</b>	320-214-5195
<b>BUILDING OFFICIAL</b>	320-214-5185
<b>BUILDING INSPECTION TECH</b>	320-214-5187

FAX: 320-235-4917

**MEMO**

TO: Willmar Planning Commission

Chair: Mark Klema

Members: Andrew Engan, Scott Thaden, Gary Geiger, Randy Czarnetzki,  
Bob Poe, Margaret Fleck, and Sandy Bebler.

FROM: Megan M. DeSchepper, Planner *MMD*

DATE: January 15, 2014

**SUBJECT: JANUARY 22, 2014 MEETING**

The Willmar Planning Commission will meet at 7:00 p.m. on Wednesday, January 22, 2014, in Conference Room #2 (upper level) of the City Office Building. Please call me at 214-5195 if you cannot attend.

1. Call the meeting to order.
2. Minutes of the January 8, 2014 meeting. \*
3. 7:01 p.m. Bethesda Nursing Home Third Addition preliminary plat. \*
4. MinnWest Technology Campus east parking lot plan review. \*
5. Storage container draft/discussion. \*
6. Miscellany.
7. Adjourn.

\* included

\*\* to be presented



**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, JANUARY 8, 2014**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, January 8, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Mark Klema, Gary Geiger, Andrew Engan, Bob Poe, Scott Thaden, Nick Davis, and Sandy Bebler.

\*\* Members Absent: Margaret Fleck, and Randy Czarnetzki.

\*\* Others Present: Steve Salzer, Wes Hompe, Bruce D. Peterson- Director of Planning and Development Services, Megan DeSchepper- Planner.

2. REORGANIZATION: Mr. Geiger made a motion, seconded by Mr. Engan, to nominate Mr. Klema for Chair.

Mr. Klema made a motion, seconded by Mr. Poe, to nominate Mr. Engan for Vice Chair.

Mr. Engan made a motion, seconded by Mr. Thaden, to nominate Mr. Geiger for Secretary.

The motions carried.

3. WELCOME NEW COMMISSION MEMBER: Sandy Bebler was welcomed by the Planning Commission as a new member and thanked for volunteering her time to the community.

4. MINUTES: The minutes of the December 11, 2013 meeting were approved as submitted.

5. BREWER TAPROOMS TEXT AMENDMENT- FILE NO. 14-01: The public hearing opened at 7:07 p.m. Staff presented the proposed text amendment to Zoning Ordinance 1060 to include brewer tap rooms as permitted uses in the Central Business District and General Business District with a conditional use permit. Staff explained that the City Council amended the liquor license requirements to permit brewer taprooms a few months back.

No one appeared to speak for or against the request and the public hearing closed at 7:08 p.m.

The Commission talked about the history of brewer taprooms in State Statute and keeping the City up to the new regulations. And that once the City Council had amended

the liquor license the Planning Commission recommended starting the text amendment process to regulate where brewer taprooms would be permissible uses.

Mr. Thaden made a motion, seconded by Mr. Davis, to approve the text amendment ordinance and forward it onto the City Council for public hearing and adoption.

The motion carried.

6. WILLMAR MUNICIPAL UTILITIES ACQUISITION OF PROPERTY: Wes Hompe, General Manager of Willmar Municipal Utilities, presented a proposal for Willmar Municipal Utilities to acquire property at 810 Litchfield Ave. SW (Gerry's Liquor). Mr. Hompe explained that in 2010 a long range study was performed that laid out a plan for operation and energy efficiency solutions that included facility improvements and development. It has been the Utilities plan to acquire the identified properties in the expansion area as they become available. The goal is to ultimately own all the parcels for their staged growth plan.

Staff reminded the Planning Commission that as per the City Charter the Planning Commission reviews and approves all land acquisitions.

The Commission inquired about the use of the property for the time being. Mr. Hompe explained that the rental apartments in the upper level will continue to be rented out and that the main level will be used for some commercial space but not a liquor store. The Commission supported the Utilities efforts for a long range plan and vision.

Mr. Geiger made a motion, seconded by Mr. Engan, to approve the acquisition of land by Willmar Municipal Utilities as requested.

The motion carried.

7. MINNWEST TECHNOLOGY CAMPUS PARKING EXPANSION PLAN REVIEW- FILE NO. 13-10: Steve Salzer, of MinnWest Technology Campus, explained that he had submitted the parking lot layout for Planning Commission review as a conceptual plan; the design has to go to Historical Preservation for review and approval. Once they approve the concept, then MinnWest will design the stormwater plan, and other construction requirements. Mr. Salzer also brought a parking layout with diagonal stalls as another possible alternative. It was the consensus of the Commission was that the conceptual layout was acceptable and Mr. Salzer can bring the plan back for formal review after Historic has approved the concept. The Planning Commission chose to leave the matter on the table and take no action.

8. GESCH ACRES SECOND ADDITION FINAL PLAT- FILE NO. 13-02: Staff presented the final plat of a two lot subdivision on behalf of Gesch Properties, LLC of property legally described as follows: part of the south half of the northwest quarter of Section 23, Township 119, Range 35 (19<sup>th</sup> Ave. SE). The conditions of preliminary plat

approval such as utility and drainage easements and the plat name change had all been added to the plat.

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

Staff added that the other conditions for the preliminary plat were development related, and when a developer comes forward with plans those conditions shall be met.

Mr. Thaden made a motion, seconded by Mr. Geiger, to approve the final plat and forward it onto the City Council for approval.

The motion carried.

9. HIGHWAY 40 VACATION: Staff presented a proposal for the vacation of Highway 40 SW from Willmar Ave. SW to County Road 5 to allow for the expansion of Jennie-O Turkey Store to the north. This has the potential to create more jobs in the community and possible sale of industrial park land for the expansion as well. TIF monies may also be available for the project. The City Charter requires Planning Commission approval prior to City Council holding a public hearing on the vacation.

Mr. Poe made a motion, seconded by Mr. Engan, to approve the Highway 40 vacation as proposed and forward it onto the Council for a public hearing.

The motion carried.

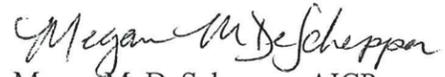
10. MISCELLANY: The Commission discussed storage containers or PODS that may be an issue in the future in residential areas. Some parcel delivery companies use them as holding sortation centers and drop them in residential areas during high volume times like the Holidays. The containers are often used as temporary storage during a house move etc. The Commission talked about people turning these storage containers into storage sheds that may turn into eyesores. Staff was of the opinion that they would have to be of similar materials and colors as the home on the property, but someone could put residential siding on them etc.

The Commission asked staff to bring draft language to the next meeting that would prohibit shipping containers/PODS as permanent storage units in residential areas.

The Commission also further discussed off-premise advertising and what constitutes advertising.

11. There being no further business to come before the Planning Commission the meeting adjourned at 7:58 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

PLANNING COMMISSION- JANUARY 8, 2014

STAFF COMMENTS

1. GESCH ACRES SECOND ADDITION FINAL PLAT- FILE NO. 13-02:

- The applicant is Gesch Properties, LLC, Willmar, MN.
- The applicant is requesting to subdivide a parcel into two parcels on property legally described as follows: part of the south half of the northwest quarter of Section 23, Township 119, Range 35 (19<sup>th</sup> Ave. SE).
- The parcels front 19<sup>th</sup> Ave. SE and 5<sup>th</sup> St. SE respectively.
- The parcels are zoned SCD (Shopping Center District).
- Minimum sq. ft. and lot width are well exceeded.
- The plat name was changed as per the City Assessor's recommendation.
- Willmar Municipal Utilities easements were added as requested.
- The drainage and utility easements were added as per the Interim City Engineer's request.

RECOMMENDATION: Approve the final plat with the following conditions:

- A. Stormwater adjacent to both lots. Ponding will likely be required. Grading, erosion control, and drainage plans will be required during the site plan review.
- B. A site plan illustrating proposed access locations for Lot 1, Block 1 and Lot 1, Block 2 shall be submitted for review prior to a building permit being issued for either of the sites.

**NOTICE OF HEARING ON A REQUEST TO SUBDIVIDE PROPERTY**

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday, January 22, 2014, at 7:01 p.m. at the City Office Building (Conference Room #2 upstairs), 333 6<sup>th</sup> St. SW, Willmar, Minnesota, to conduct a public hearing to hear reasons for and against a subdivision plat submitted by Bethesda, Willmar, MN. Said plat is a subdivision of property described as: Lot 1, Block 1, Bethesda Nursing Home Addition, AND Lots 1 & 2, Block 1, Bethesda Nursing Home Second Addition (901 Willmar Ave. SE, 1015 Willmar Ave. 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.

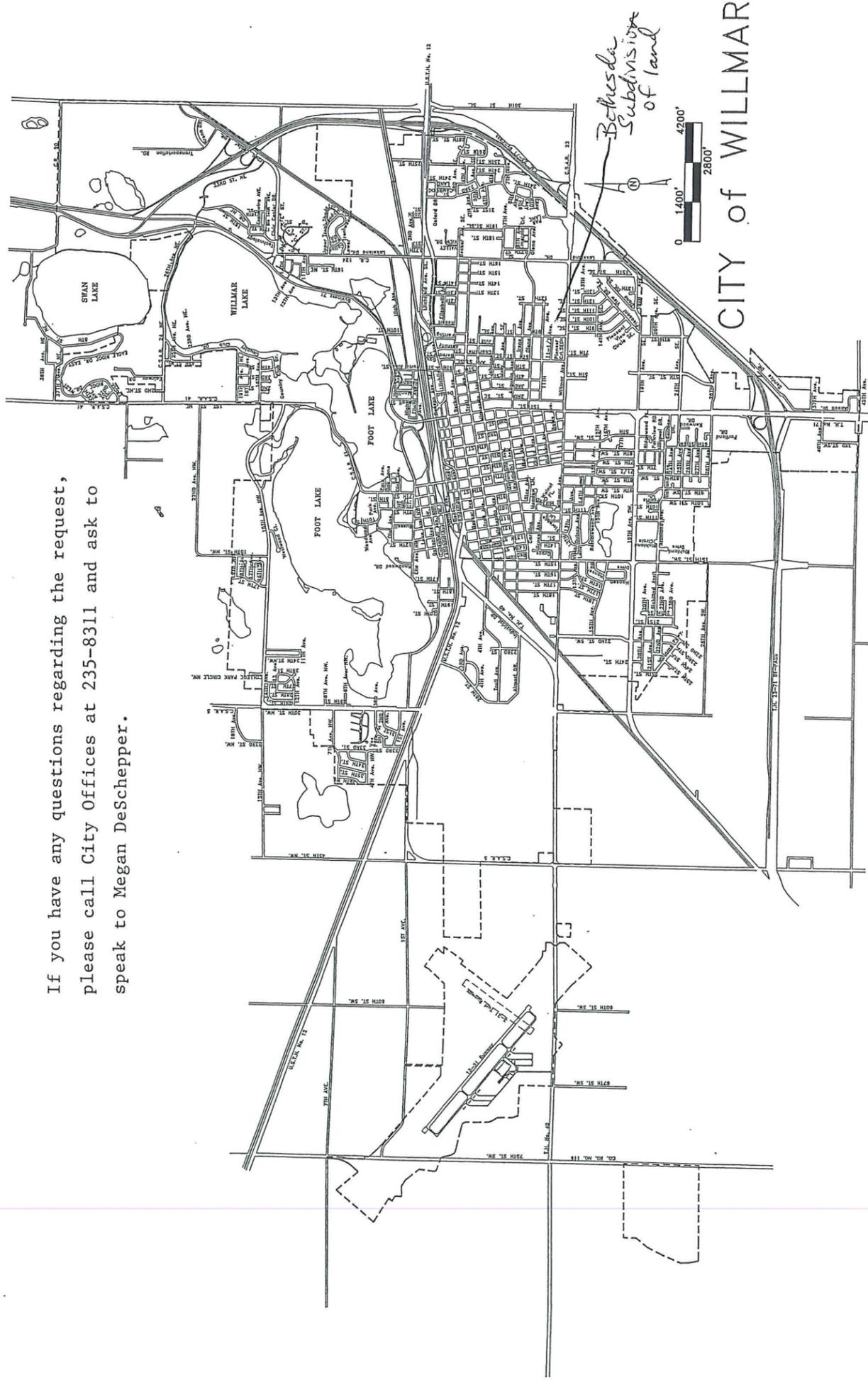
January 10, 2014  
Date

Megan M. DeSchepper  
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 DeSchepper.



PRELIMINARY PLAT OF:  
**BETHESDA NURSING HOME 3RD ADDITION**

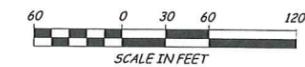
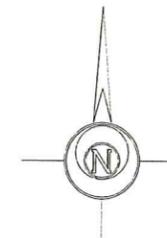
**LEGAL DESCRIPTION**

Tract of land lying and being in the County of Kandiyohi, State of Minnesota, described as follows, to-wit:

Lot 1, Block 1, BETHESDA NURSING HOME ADDITION as of public record Kandiyohi County, Minnesota.  
 AND  
 Lot 1 & 2 of Block 1, BETHESDA NURSING HOME SECOND ADDITION as of public record, Kandiyohi County, Minnesota.

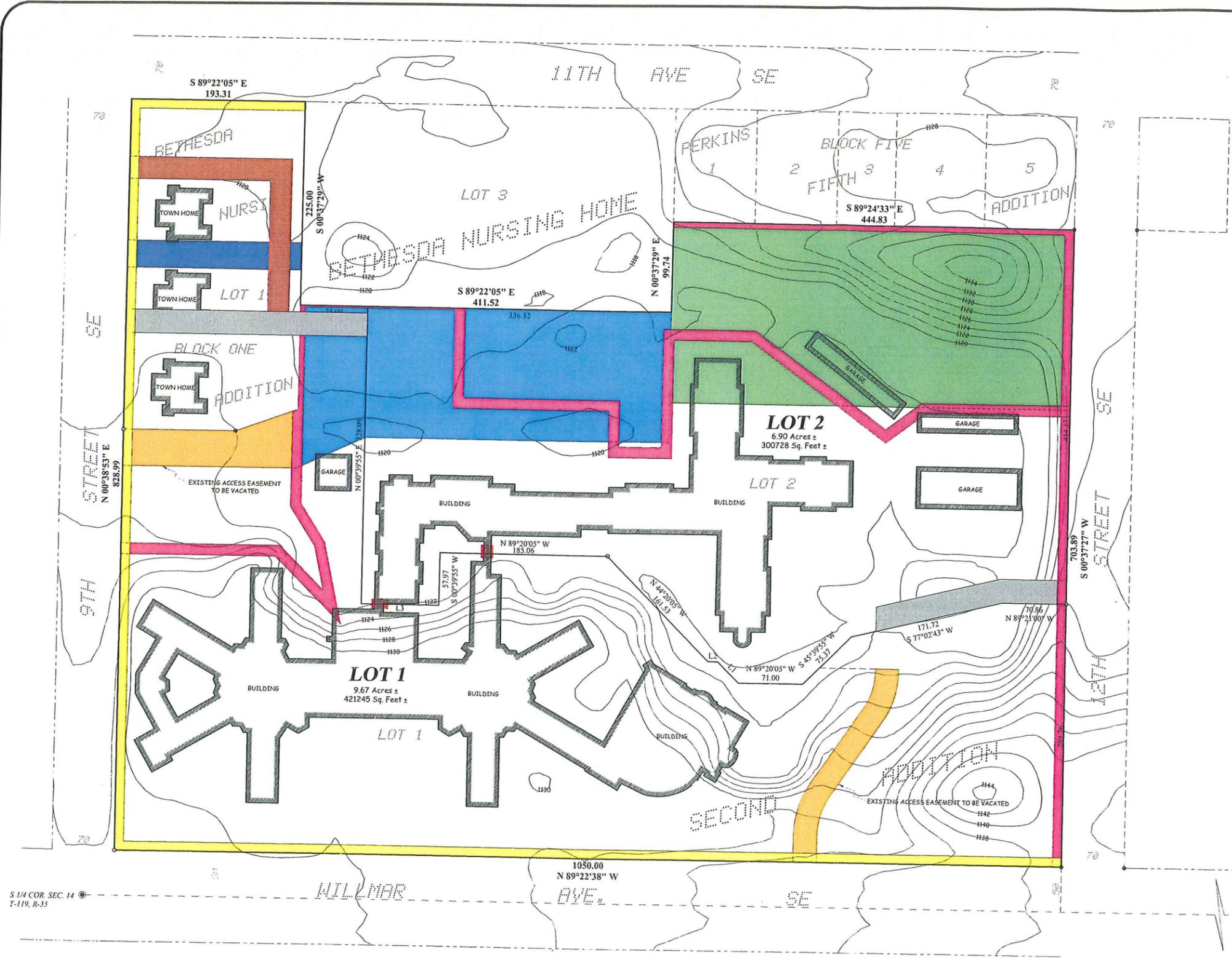
Subject to easement of record.

Containing 16.57 acres, more or less.



- Legend
- INDICATES IRON MONUMENT PLACED
  - INDICATES IRON MONUMENT FOUND
  - INDICATES KANDIYOHI COUNTY CAST IRON MONUMENT
  - INDICATES TREE PLANTING EASEMENT
  - INDICATES UTILITY EASEMENT
  - INDICATES ACCESS EASEMENT
  - INDICATES PARKING EASEMENT
  - INDICATES DRAINAGE EASEMENT
  - INDICATES PIPE LINE EASEMENT
  - INDICATES WALKWAY EASEMENT
  - INDICATES PROPOSED TEMPORARY ACCESS EASEMENT
  - INDICATES PROPOSED PERMANENT ACCESS EASEMENT

NOTE: CONTOURS ARE TAKEN FROM MINNESOTA D.N.R. LIDAR DATA AND SHOULD NOT BE USED FOR DESIGN PURPOSES



S 1/4 COR. SEC. 14 T-119, R-35

SE COR. SEC. 14 T-119, R-35

LINE TABLE

LINE	BEARING	DISTANCE
L1	S 44°20'05" E	32.56
L2	S 89°20'05" E	11.00
L3	S 89°20'05" E	86.23

NOTE: THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT FIRST CONTACTING THE SURVEYOR WHO DEVELOPED AND MADE THIS DRAWING. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

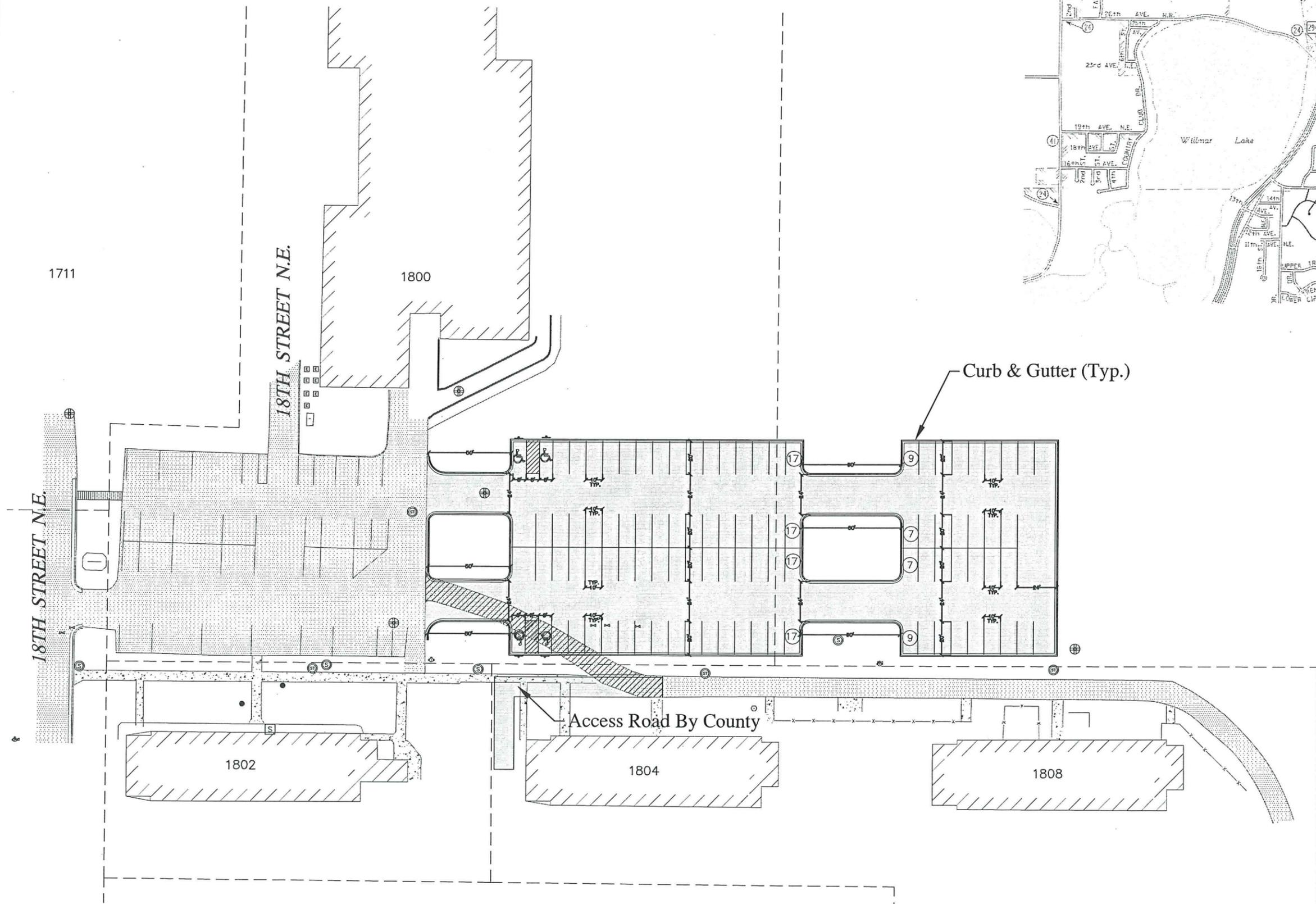
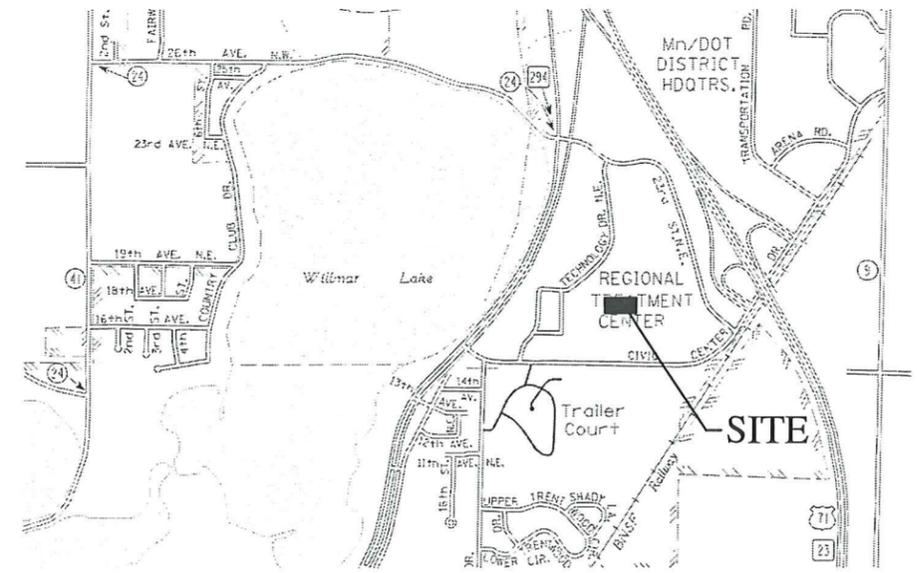
370 CHAPEL HILL RD., SUITE 105  
 COLD SPRING, MN 56320  
 PH. 320-685-5905  
 FAX 320-685-3056

CERTIFICATE OF SURVEY PREPARED BY:  
**O'MALLEY & KRON**  
 LAND SURVEYORS, INC.

1004 2nd ST. SE  
 WILLMAR, MN 56201  
 PH. 320-235-4012  
 FAX 320-685-3056

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 BENJAMIN C. O'MALLEY  
 MINNESOTA REGISTRATION NO. 42300  
 DATE: 12-10-2013

CERTIFICATE OF SURVEY PREPARED FOR:  
**BETHESDA**  
 JOB NO: 2013-375  
 FILE NAME: 2013-375PP.DWG  
 LOCATION: 14-119-35



**Legend**

- EXISTING BITUMINOUS
- PROPOSED BITUMINOUS
- EXISTING CONCRETE
- PROPOSED CONCRETE
- PROPERTY LINE
- SANITARY SEWER MANHOLE
- STORM SEWER MANHOLE

Project Number: 133004

**BOLLIGinc**  
 engineering & environmental  
 Willmar, Minnesota  
 PH: 320.235.2555 Email: contact@bollig-engineering.com  
 www.bollig-engineering.com

Surveyed:	KVD
Designed:	ARN
Drawn:	NJF
Checked:	ARN

Revisions:			
No.	Date	Revision	Sheets

Prepared for:  
**MinnWest Technology Campus**  
 1700 Technology Dr NE Suite 101  
 Willmar, MN 56201  
 Phone: 320.222.9770

**2013 Parking Lot**  
 Willmar, MN

**Parking Exhibit**  
 Date: 1/15/2013 Sheet: 1 of 1

ORDINANCE NO. \_\_\_\_\_  
AN ORDINANCE AMENDING NO. 1060  
KNOWN AS THE WILLMAR ZONING ORDINANCE  
BY AMENDING SECTION 3 RELATING TO  
SHIPPING CONTAINERS

The City Council of City of Willmar does ordain as follows:

SECTION 6. Ordinance 1060 is hereby amended by ADDING TO SECTION 3.E.8 regarding accessory buildings/structures so as to read as follows:

8. *Shipping/storage containers in residential areas shall be prohibited for use as a storage structure, except as a temporary unit for moving purposes for a period of not more than three months.*

EFFECTIVE DATE. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: \_\_\_\_\_

This Ordinance introduced on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_