

Community Development Committee Meeting
4:45 pm, Thursday, April 12, 2012
Conference Room No. 1
City Office Building

Chair: Jim Dokken
Members: Bruce DeBlieck
Ron Christianson
Steve Ahmann

AGENDA

1. Public comments.
 2. Land use hearing notification requirements and hearing procedures.
 3. Miscellany.
 4. Adjourn.
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1. Comments will be received from the public.
2. Staff will review notification requirements and procedures to conduct Planning Commission public hearings. A copy of the hearing notice for the Islamic Society conditional use permit is included. The notice contained the findings required to be made by the Commission to approve a conditional use.

CITY OF WILLMAR

CONDITIONAL USE PERMIT PROCEDURE-

1. Application forms shall be submitted, once a conditional use permit is deemed necessary by the Planning and Development Services Staff, a minimum of 15 days prior to a Planning Commission meeting. The Planning Commission meets the second and fourth Wednesdays of each month, at 7 p.m. at the Willmar City Office Building, 333 6th St. SW, Conference Room #2 (upstairs). (See Attachment A for schedule of meeting dates and submittal timeframe requirements). The fee is \$225 payable to the City of Willmar, and a separate check for \$46.00 should be made out to the Kandiyohi County Recorder, as the action is recorded on the property.
2. Conditional use permits require a public hearing. The hearing notice is advertised in the legal section of the West Central Tribune a minimum of 10 days prior to the meeting, and mailed to property owners within 350' of the property at the same time.
3. All property owners or residents living in the vicinity of the proposed use may appear in person or be represented by counsel on the matter.
4. The application form shall be filled out completely, along with subsequent required drawings and documents. Incomplete applications will not be accepted.
5. The following information/drawings shall be furnished along with the application form for conditional use permits involving construction (not for home occupations) (see checklist on Attachment B):
 - Full site plan (to scale) with lot dimensions, location of streets, location of proposed and existing structures, off street parking, traffic flow, curbing, setbacks of building(s) and parking from property line, elevation drawings of proposed structures, location of all existing and proposed utilities (see Attachment C), and a landscape plan.
6. The Planning Commission (and subsequently the City Council) has 60 days to act upon a conditional use permit request; however, they reserve the right to extend the review period for an additional 60 days for further review with written notice to the applicant.
7. To approve a conditional use permit, the Planning Commission must make, where applicable, the following affirmative findings:

To approve a conditional use permit, the Planning Commission must make, where applicable, the following affirmative findings:

1. That the conditional use, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City.
2. That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed conditional use.
3. The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community.
4. That the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned.
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being, provided.
6. That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets.
7. The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood.

If you have any specific questions regarding the request, call City Offices at (320)235-8311 and ask to speak to Megan Sauer, City Planner.

**NOTICE OF HEARING ON A REQUEST FOR
A CONDITIONAL USE PERMIT**

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday, March 28, 2012, at 7:01 p.m. at the Willmar Fire Hall, 515 2nd St. SW, Willmar, Minnesota, to conduct a public hearing to hear reasons for and against a conditional use permit requested by the Islamic Society of Willmar, Willmar, MN, to allow for an Islamic Mosque, religious education, adult education, and limited child care, on property described as: ALL of Block 135, Second Addition to Willmar (1112 Lake Ave. NW).

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.

March 16, 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.