

**WILLMAR**



**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

**MEMO**

TO: Willmar Planning Commission

FAX: 320-235-4917

Chair: Mark Klema

Members: Charles Oakes, Andrew Engan, Scott Thaden, Gary Geiger, Randy Czarnetzki, Nick Davis, Bob Poe, and Margaret Fleck.

FROM: Megan M. DeSchepper, Planner *MMD*

DATE: July 17, 2013

SUBJECT: **JULY 24, 2013 MEETING**

The Willmar Planning Commission will meet at 7:00 p.m. on Wednesday, July 24, 2013, 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 July 10, 2013 meeting. \*
3. 7:01 p.m. YMCA Addition Conditional Use Permit. \*
4. MinnWest Technology Campus ISAGRO USA Plan Review. \*
5. Zoning Ordinance update discussion continued.
6. Miscellany.
7. Adjourn.

\* included

\*\* to be presented



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

**MINUTES**

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

**\*\* Members Present:** Andrew Engan, Nick Davis, Randy Czarnetzki, Gary Geiger, and Margaret Fleck.

**\*\* Members Absent:** Mark Klema, Bob Poe, Charles Oakes, and Scott Thaden.

**\*\* Others Present:** Calvin Nielsen, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the June 26, 2013 meeting were approved as presented.

3. NIELSEN ZONING DISCUSSION: Staff explained that the City received a rental housing license application from Calvin Nielsen for property legally described as Lots 26 and 27, Block 2, Pheasant Run (600 23<sup>rd</sup> St. SE) for a duplex on a property that is zoned R-1 (Single Family Residential). Mr. Nielsen lives in the home and wants to rent out the basement level as an apartment. Staff brought the issue to the Commission to get their opinion on if Mr. Nielsen should apply for a rezone for just his property, or if the Commission would rather rezone the area of the development that is R-1 to R-2 (One and Two Family Residential) as much of Pheasant Run is a mix of single family and multiple family units.

Mr. Nielsen explained that the home was built with two garages and entrances and the basement had a kitchenette in it. Due to the size of the home, it was natural to separate the basement for a rental space when they acquired it.

The Planning Commission talked about the mixture of homes further north and south in Pheasant Run that are single family, twin homes, and four-plexes. Mr. Nielsen's property directly abuts R-1 zoned properties except for the golf course property to the west is also zoned R-2. The Commission doesn't support spot zoning, but in this instance the intensity of uses between R-1 and R-2 is nearly imperceptible. The Planning Commission discussed having concerns with recommending rezoning the other properties. They saw no issue with Mr. Nielsen's request, but saw no reason to initiate the rezone of a few blocks from R-1 to R-2.

Ms. Fleck made a motion, seconded by Mr. Czarnetzki, to recommend to Mr. Nielsen to apply for a rezone of his property only.

The motion carried.

4. ZONING ORDINANCE UPDATE DISCUSSION CONTINUED: Staff distributed drafts of Section 7-Nonconforming Structures/Uses and Section 8-Performance Standards from the Zoning Ordinance as well as other community's ordinance regarding similar subject matter. It was noted that most of the nonconforming structures/uses section had already been updated to meet State Statute. The Commission discussed possible additional performance standards such as vibration, glare, heat, flammable materials etc. and discussed a need for measurable regulations. The Commission asked for time to review the documents and will discuss them more fully at the next meeting.
5. There being no further business to come before the Commission, the meeting adjourned at 7:41 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

**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, July 24, 2013, at 7:01 p.m. at the City Office Building, 333 6<sup>th</sup> St. SW, Willmar, Minnesota, to conduct a public hearing to hear reasons for and against a conditional use permit requested by Kandiyohi County Area YMCA, Willmar, MN, to allow the expansion of the existing Kandiyohi County Area Family YMCA building on property described as: Lot 1, Block 1, Gesch YMCA Addition (1000 Lakeland Dr. 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.

July 12, 2013  
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.

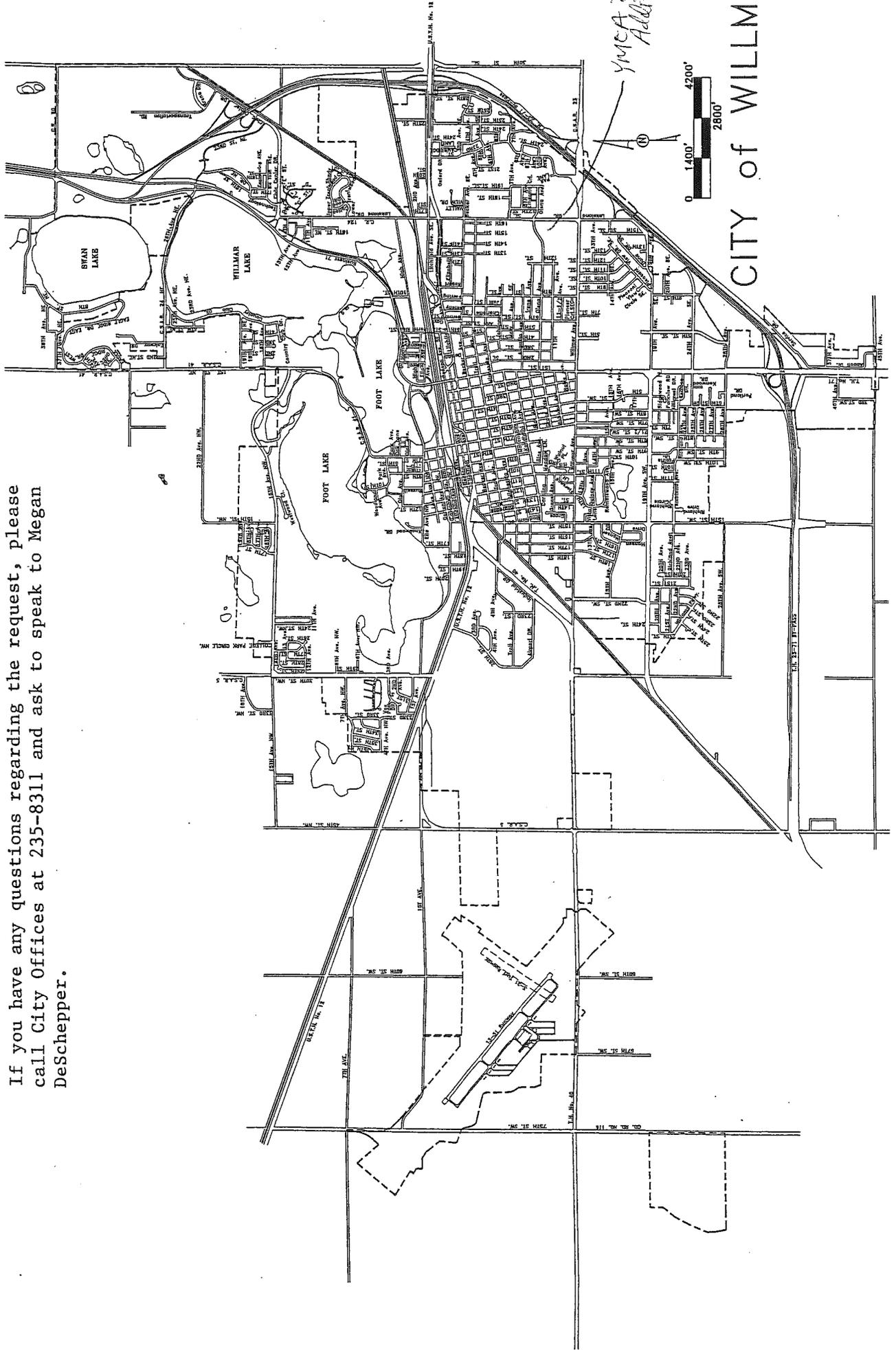
Hadii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo WAC Contact:  
Lul Yusaf, Somali Women & Family Center (320)235-0532 or (678)467-3217.

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 DeSchepper, City Planner.

If you have any questions regarding the request, please call City Offices at 235-8311 and ask to Megan DeSchepper.





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