

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, MAY 11, 2016**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, May 11, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**\*\* Members Present:** Randy Czarnetzki, Gary Geiger, Aaron Larson, Rolf Standfuss, Bob Poe, Rebecca Trongaard, and Steve Gardner.

**\*\* Members Absent:** Margaret Fleck.

**\*\* Others Present:** Warren Erickson, Martin DeZeeuw, and Megan DeSchepper-Planner.

2. MINUTES: The April 13, 2016 minutes were approved as submitted.

3. DEZEEUW GRAPHIC DESIGN/SIGN HOME OCCUPATION CONDITIONAL USE PERMIT- FILE NO. 16-02: The public hearing opened at 7:01 p.m. Martin DeZeeuw, Willmar, MN, presented his request for a conditional use permit to operate a home occupation graphic design/sign business on property legally described as follows: Lot 3, Block 4, Original Town of Willmar (310 10<sup>th</sup> St. NW). Mr. DeZeeuw explained that he plans on making vinyl self-adhesive vehicles decals and signs in his basement. For the majority of his clients he goes to them to install the signs. He wouldn't store or do work outside of the home or garage. He anticipates his hours of operation would be 9 am to 5 pm.

With no one to speak for or against the request, the public hearing closed at 7:11 p.m.

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

The Commission inquired about deliveries of product to the home and about chemicals used in the process. Mr. DeZeeuw anticipates at the most there would be two shipments to the home via UPS or FedEx. He said he's more likely to have more deliveries from personal shopping than he is related to his business. The applicant also explained that the only spraying that would occur on some installs would be a light top coat spraying that he compared to the same amount of spray that would go on a bird house.

Staff explained that the request meets all the standards for a home occupation and would likely have little effect on the neighborhood.

Mr. Gardner made a motion, seconded by Mr. Larson, to approve the conditional use permit with the following condition:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

The motion carried.

- 4. TRENTWOOD ESTATES THIRD ADDITION FINAL PLAT- FILE NO. 16-01: Staff presented the final plat of the two lot replat to enlarge two lots by adding an additional 24' along the north property line by Erickson Land Co., Willmar, MN, on property legally described as follows: Lot 1 & 2, Block One, Trentwood Estates AND also part of the NW ¼ of Section 12, Township 119, Range 35 (Upper Trentwood Circle). The rezone of the additional land has been completed with Lot 1 being GB (General Business) and Lot 2 R-2 (One and Two Family Residential). The 6' utility easements have been added as per Municipal Utilities request.

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

Warren Erickson stated that he is working on the homeowner association declaration amendment to include the new legal of the residential lot that is being created so they can be part of the association.

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

- A. Declarations/bylaws for the homeowners association shall be updated to include new the new legal description and submitted to staff for review prior to final plat signatures and shall be recorded with the plat.

The motion carried.

- 5. DOOLEY'S PETROLEUM OFFICE & SHOP PLAN REVIEW- FILE NO. 16-03: Staff presented plans on behalf of Dooley's Petroleum, Murdock, MN for construction of a corporate office (9,810 sq. ft.), shop (11,025 sq. ft.), and shed (6,120 sq. ft.) on property legally described as follows: Lots 4, 5, & 7, Block 4, Willmar Industrial Park Fourth Addition. The property is zoned I-1 (Limited Industry) and the use is permitted with plan review. All setbacks and parking requirements are met. The property is accessed via 3<sup>rd</sup> Ave. SW and Trott Ave. SW. The architectural style of the facilities will fit in well with the industrial park.

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

The Commission talked about staff reviewing a landscape plan once one is completed. They also talked about onsite safety and meeting MPCA and MNDOT regulations for any possible leaks/spills etc.

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

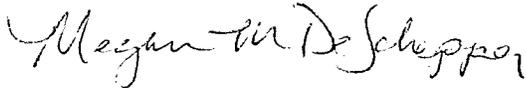
- A. The use shall meet all applicable local, state, and federal rules and regulations including MPCA and MNDOT at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried.

6. MISCELLANY: Staff stated that Joanna Schrupp from MinnWest Technology Campus asked that the Planning Commission give their opinion about some new office requests they've been fielding on the campus. Specifically some folks that have been using the WorkUp office space are growing or have the wish to transition to more permanent space on the campus for private office space. Not necessarily doing work with other campus users or representing the company they work for; they simply don't want to work out of their homes or coffee shops any longer. The Commission was of the opinion that as long as the uses were business professional or other items that are allowed in the Technology District and the campus has office space for them to use they would support the endeavors.
7. With no further business to come before the Commission the meeting adjourned at 7:35 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

PLANNING COMMISSION-MAY 11, 2016

STAFF COMMENTS

1. DEZEEUW GRAPHIC DESIGN/SIGN HOME OCCUPATION CONDITIONAL USE PERMIT- FILE NO. 16-02:

02:

- The applicant is Martin DeZeeuw, Willmar, MN.
- The applicant is requesting a conditional use permit for a home occupation for a graphic design and sign manufacturing business on property legally described as follows: Lot 3, Block 4, Original Town of Willmar (315 10<sup>th</sup> St. NW).
- The applicant will operate all business operations within the home and garage.
- There are no other applicants for the business.
- There is off-street parking available in the driveway, but the applicant will generally leave the home to install graphics or make deliveries of product to the client.
- There will be no exterior storage of product or equipment used to make graphics or signs.
- Number of deliveries to property per week?
- Hours of operation?

RECOMMENDATION: Approve the conditional use permit with the following conditions:

A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

2. DOOLEYS PETROLEUM OFFICE & SHOP PLAN REVIEW- FILE NO. 16-03:

- The applicant is Dooley Petroleum, Murdock, MN.
- The applicant is requesting plan review for construction of a corporate office, shop and shed for Dooley's Petroleum on property legally described as follows: Lots 4, 5, & 7, Block 4, Willmar Industrial Park Fourth Addition.
- The property is zoned I-1 Limited Industry. Transportation facilities/businesses are a permitted use with Plan Review.
- There are three proposed buildings. One office building 9,810 sq. ft., one shop 11,025 sq. ft., and one shed 6,120 sq. ft.
- The property is accessed via 3<sup>rd</sup> Ave. SW and Trott Ave. SW.
- All building setbacks are met as well a parking setbacks. The parking lot is curbed and guttered.
- The 50 proposed office spaces meet the parking requirements.
- There are 18 proposed trailer stalls.
- The architectural style of the office building is in keeping with other offices in the area, as are the shop and shed with other industrial buildings.
- There is a stormwater pond proposed on site that shall be as per the City's Engineer's review and approval.
- Landscape plan?
- Any sign permits shall be ancillary to plan review.

RECOMMENDATION: Approve the plan review with the following condition:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

3. TRENTWOOD ESTATES THIRD ADDITION FINAL PLAT- FILE NO. 16-01:

- The applicant is Erickson Land Co. (Warren Erickson), Willmar, MN.
- The two lot replat is to enlarge both lots with some adjacent land also owned by the applicant to allow for future assisted living development on property legally described as follows: Lot 1 & 2, Block One, Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle NE).
- The properties are accessed via Upper Trentwood Circle NE and the proposed Lot 1 also has access via Lakeland Dr. NE.
- The rezone of the northerly 24' of each proposed lot has been completed with Lot 1 being GB (General Business) and Lot 2 R-2 (One and Two Family Residential).
- The 6' utility easements have been added to the plat as requested by Willmar Municipal Utilities.
- Updated declarations for the owners association with the new legal description of the lots shall be submitted and approved prior to mylar signatures.

RECOMMENDATION: Approve the final plat with the following condition:

- A. Declarations/bylaws for the homeowners association shall be updated to include new legal descriptions and submitted to city staff for review prior to final plat signatures.

## NOTICE OF HEARING ON A REQUEST TO SUBDIVIDE PROPERTY

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday, June 8, 2016, at 7:03 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 two lot subdivision plat submitted by MIA III, LLC AND JR & R II, LLC, Chillicothe, MO AND Marshall, MN. Said plat is a subdivision of property described as: portions of the NW ¼ of the NW 1/4, Section 26, Township 119, Range 35 (3031 1<sup>st</sup> St. S).

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.

May 27, 2016

Date

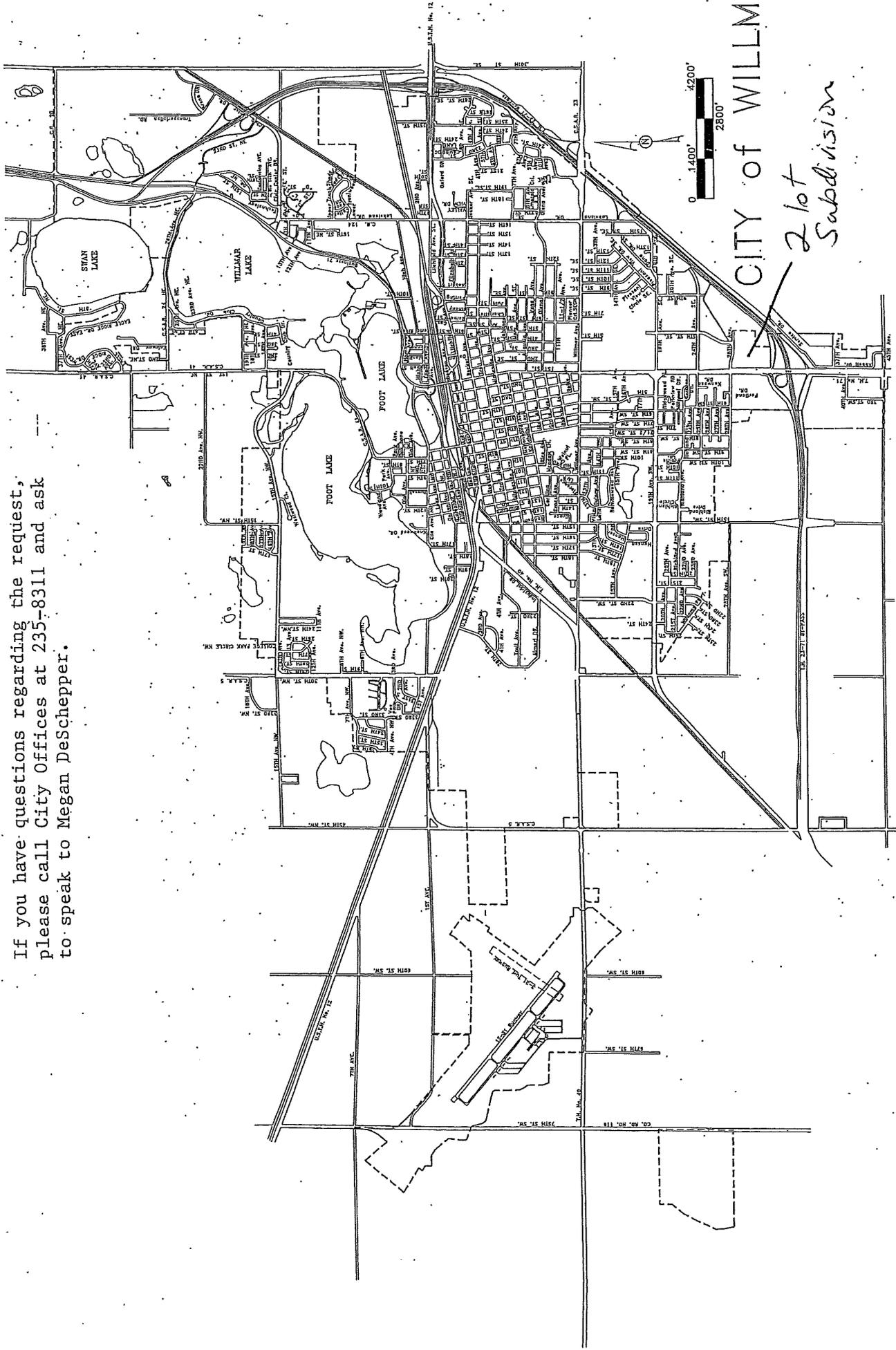
Megan M. DeSchepper

Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficiente, por favor comuníquese con Maria al 235-0850 ext. 1100, de Heartland Community Action Agency.

Haddii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo Wac: Sahra Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.

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



CITY OF WILLMAR

2 lot Subdivision





## NOTICE OF HEARING FOR PROPOSED ZONING AMENDMENT

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday June 8, 2016, at 7:01 p.m. at the City Office Building (Conference Room #2 upstairs) 333 6<sup>th</sup> St. SW, to consider an ordinance amending No. 1060 known as the Willmar Zoning Ordinance by adding Section 5.H.2.g. relating to signs permitted in Residential Districts:

SECTION 5. Ordinance 1060 is hereby amended by adding SECTION 5.H.2.g. so as to read as follows:

- h. Electronic reader boards are permitted and shall follow the sign area requirement for wall or freestanding signs. Electronic reader boards can be animated or scroll, but they shall not flash or display rapid animation so as not to distract, or mimic any emergency vehicles. Signs that face residential homes shall not illuminate their signs from 10 p.m. to 6 a.m.*

At the time and place fixed for the Public Hearing, the Planning Commission of the City will give all persons who appear at the hearing an opportunity to express their views with respect to the proposal.

May 27, 2016  
Date

Megan M. DeSchepper  
Planner/Airport Manager

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Candice Clemens a Support Services Manager at Microsoft and a Yoga teacher. Has been with Microsoft for 13+ years and works in her home and at WORK|Up in Willmar. She wants to move to a dedicated space on the MinnWest campus.

Candice Clemens is a prime example of what kind of Ecosystem we have started to put into place. Get people into WORK UP (a Co-Working Facility) and eventually move them out into the MinnWest Technology Campus.