WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, AUGUST 10, 2016

MINUTES

1. The Willmar Planning Commission met on Wednesday, August 10, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

   ** Members Present: Randy Czarnetzki, Aaron Larson, Margaret Fleck, Rebecca Trongaard, and Steve Gardner.

   ** Members Absent: Bob Poe, Gary Gieger, and Rolf Standfuss.

   ** Others Present: Brady Rutman, Audrey Nelsen, Mark Hansen, and Megan DeSchepper- Planner.

2. MISCELLANY: Commission meeting time was discussed. The 7 p.m. time works for most members as they joined the Commission knowing it meets at that time. Those present were of the opinion that the time can remain as it is as it allows for public participation for hearings.

3. MINUTES: The July 11, 2016 minutes were approved as submitted.

4. ACMC REZONE LB & R-2 TO GB- FILE NO. 16-05: The public hearing opened at 7:20 p.m. Mark Hansen of Mohagen Hansen Architecture presented the request on behalf of Affiliated Community Medical Centers, Willmar, MN to rezone property from R-2 (One and Two Family Residential) and LB (Limited Business) to GB (General Business) on property legally described as follows: part of NE ¼ of NE ¼ Section 22, Township 119, Range 35; And W 290' of Washington School, EXCEPT the W 50' of S 170'; AND Lot 14 of Subdivision of the NE ½ or NE ¼ Section 22, Township 119, Range 35 excepting therefrom E 152' (see file for complete legal). Mr. Hansen explained that the ACMC properties to the east are all zoned GB and ACMC just wishes to have the remainder of the campus the old Roosevelt School properties and the two residential properties along 5th St. SW to all be uniformly zoned.

   Mr. Hansen shared sketches of the future proposed surgery center on the ACMC property for information only.

   The Commission talked about the existing clinic and surgery center being zoned GB so rezoning the remainder of the campus to the same use makes sense.

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

   No one appeared to speak for or against the request, and the public hearing was closed at 7:38 p.m.

Mr. Gardner made a motion, seconded by Mr. Larson, to approve the rezone as requested and forward it onto the City Council for a public hearing and Ordinance adoption.

The motion carried.

5. ACMC CIC PRELIMINARY/FINAL PLAT- FILE NO. 16-04: The public hearing opened at 7:50 p.m. Mark Hansen, of Mohagen Hansen Architecture, presented the two lot and two outlot Common Interest Community subdivision on behalf of ACMC on property legally described as follows: part of NE ¼ of NE ¼ Section 22, Township 119, Range 35; And W 290' of Washington School, EXCEPT the W 50' of S 170'; AND Lot 14 of Subdivision of the NE ½ or NE ¼ Section 22, Township 119, Range 35 excepting therefrom E 152' (see file for complete legal). Proposed Lot 1 is the existing old school building, proposed Lot 2 would be the location for the development of a new surgery center, Outlot A is common area for access/parking/drainage amongst the various ACMC lots, and Outlot B is a proposed stormwater holding pond.

No one appeared to speak for or against the request and the public hearing was closed at 7:50 p.m.

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

Some of the requested utility easements by Municipal Utilities may be an issue with the proposed surgery center. Staff explained that they wish to protect an existing electric line, however the line can be moved if needed at the applicants cost. The Commission talked about ACMC working with MUC to determine what easements would be needed as Lot 1 is already fully developed and serviced by utilities.

Staff added that the Engineering Department had some concerns about the stormwater holding pond as there is no public stormwater in 5th St. r-o-w, the stormwater system on the ACMC property is private and they will need to submit verification of outflow adequacy calculations etc. It was also noted that the water lines will all have to be 8" and should loop to the existing lines for the clinic and surgery center to improve reliability.

The Commission talked about parking on 5th St. SW and possible traffic increases. Mr. Hansen explained the access has been there for years, and the amount of traffic shouldn't change due to the new building it would be the same as is currently there. The 5th St. access would be mostly used by staff.

Mr. Gardner made a motion, seconded by Ms. Fleck, to approve the preliminary/final plat with the following conditions:

A. The access/parking/drive/stormwater covenants and declarations for Outlots A and B shall be submitted prior to final plat signatures for staff review and shall be recorded with the plat.
B. Utility easements shall be added in cooperation with Willmar Municipal Utilities.
C. Water lines shall all be 8" and looped per City Engineer/MUC requirements.

D. Stormwater calculations, outflow etc. of private systems shall be as per City Engineers review and approval.

The motion carried.

6. VERIZON WIRELESS CUP EXTENSION REQUEST- FILE NO. 15-05: The City received a written request for an extension of a conditional use permit from August of 2015 for a cell phone tower on the Ridgewater College property. The Ordinance allows for an extension if the project has not commenced in the initial year. The applicant, Verizon Wireless, has requested an extension until December 31, 2017 to complete the leasing process and construction of the project.

   The Commission discussed the request as just an extension of something that they already approved and reviewed. Any changes would have to come back to them for an amendment.

   Ms. Fleck made a motion, seconded by Ms. Trongaard, to approve the request for extension of the CUP until December 31, 2017.

   The motion carried.

7. CELL TOWERS ON LIGHT POLES IN PUBLIC RIGHT-OF-WAY DISCUSSION: Staff explained that the current cell phone tower ordinance does not cover a new technology that is becoming more prevalent, cell towers being placed on City owned street lights in the public right-of-way. The City Attorney was of the opinion that they are permissible and that the Ordinance should be updated to cover this new type of use. The Commission asked staff to prepare draft documents to review at an upcoming meeting.

8. MOTHER IN LAW FLATS DISCUSSION: The City Council recently opted out of a temporary family health care dwellings regulations from the State of Minnesota. They asked the Planning Commission to discuss accessory dwellings. The Commission talked about the various levels of housing options out there and the needs and demands in the community. They asked staff to get information from the Willmar housing study and Ordinances from other communities in the State of Minnesota to start to determine what should be considered for Willmar.

9. There being no further business to come before the Commission the meeting adjourned at 8:25 p.m.

Respectfully submitted,

Megan M. DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager

Attachment A

PLANNING COMMISSION-AUGUST 10, 2016

STAFF COMMENTS

1. ACMC REZONE R-2 AND LB TO GB- FILE NO. 16-05:
    - The applicant is Affiliated Community Medical Centers, Willmar, MN.
    - The applicant is requesting rezoning property from R-2 (One and Two Family Residential) and LB (Limited Business) to GB (General Business) on property legally described as follows: part of NE ¼ of NE ¼ Section 22, Township 119, Range 35; And W 290' of Washington School, EXCEPT the W 50' of S 170'; AND Lot 14 of Subdivision of the NE ½ or NE ¼ Section 22, Township 119, Range 35 excepting therefrom E 152' (see file for complete legal).
    - The properties to the north are zoned R-2, to the east GB, to the South R-4 (Medium Density Multiple Family Residential), and to the west R-2.
    - The two parcels that abut 5th St. SW are residentially zoned and the two internal lots (that used be Washington School and parking lot) are zoned LB. All the other ACMC parcels to the east are GB.
    - As the new surgery center is developed a congruity of zones for all of the property is desired. As a campus wide uniformity.
    - The properties are accessed via Willmar Ave. SW and 5th St. SW.
    - All of the proposed lots (for replat) will exceed minimum lot sizes for GB district (outlots do not meet minimum frontage requirements, however they are unbuildable). RECOMMENDATION: Approve the rezone as requested.

2. PRELIMINARY/FINAL PLAT COMMON INTEREST COMMUNITY AFFILIATED COMMUNITY MEDICAL CENTERS- FILE NO. 16-04:
    - The applicant is Affiliated Community Medical Centers, Willmar, MN.
    - The applicant is requesting a two lot common interest community subdivision and two outlots on property legally described as follows: part of NE ¼ of NE ¼ Section 22, Township 119, Range 35; And W 290' of Washington School, EXCEPT the W 50' of S 170'; AND Lot 14 of Subdivision of the NE ½ or NE ¼ Section 22, Township 119, Range 35 excepting therefrom E 152' (see file for complete legal).
    - Proposed lots 1 and 2 and part of Outlot A are zoned LB (rezone request to GB), the portion of proposed Outlot A that abuts 5th St. SW and all of Outlot B are zoned R-2 (rezone request to GB).
    - The property is accessed via Willmar Ave. SW and 5th St. SW. Lot 2 and Lot 1 will have shared access/parking via Outlot A (hence the Common Interest Community) that will be controlled by articles and declarations.
    - Outlot B is proposed to be a stormwater holding pond for the campus.
    - The subdivision is occurring to clean up some old metes and bounds parcels as well as allowing various entities involved to have shared parking/accesses/drainage etc.

- The lot sizes meet minimum sq. ft. and width requirements (outlots are unbuildable and as such don't need to meet size requirements).

Engineering/Public Works Comments: The internal drives/streets are private. Sanitary sewer is available and adequately sized. Storm sewer is a private system- verify outflow and adequacy. A detention pond will be required.

Fire Chief/Marshal Comments: No comments at this time, will likely have comments once site plans are submitted.

MUC Comments: 25' utility easements along north and east property line of proposed Lot 1. Rest of property lines standard 6' utility easements. All water main lines shall be 8" (sprinkled building). Loop water main to either or both 8" water mains that go to existing clinic and to existing surgery center for better reliability.

RECOMMENDATION: Approve the preliminary/final plat with the following conditions:

A. The access/parking/drive lanes covenants and declarations for Outlots A and B shall be submitted prior to final plat signatures and shall be recorded with the plat.
B. Utility easement shall be added as per Willmar Municipal Utilities request.
C. Water lines all 8" and shall be looped as per City Engineer and MUC requirements.
D. Stormwater calculations, outflow etc. of private system shall all be as per City Engineers review and approval.