WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, DECEMBER 16, 2015

MINUTES

1. The Willmar Planning Commission met on Wednesday, December 16, 2015, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

   Members Present: Andrew Engan, Gary Geiger, Aaron Larson, Bob Poe, Randy Czarnetzki, Steve Garnder, and Rolf Standfuss.

   Members Absent: Margaret Fleck, and Scott Thaden.

   Others Present: Megan M. DeSchepper-Planner.

2. MINUTES: The minutes of the October 28, 2015 meeting were approved as submitted.

3. MINNWEST TECHNOLOGY CAMPUS PETERSON ARCHTIECTURAL DRAFTER PLAN REIVEW- FILE NO. 15-10: Staff presented, on behalf of the applicant MinnWest Technology Campus, the plan review for an office lease for Dan Peterson an architectural drafting office on property legally described as follows: Unit 5, MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Dr. NE). Mr. Peterson will be partnering with an Architectural firm out of the metro and will be a satellite office.

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

   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.

   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. SCHMITT SECOND ADDITION FINAL PLAT- FILE NO. 12-02: Staff presented the final plat on behalf of the applicant Ken Schmitt of a two lot and two outlot subdivision on property legally described as follows: Lot 1, Block 1, Schmitt Addition (202 19th Ave. SE). Mr. Schmitt wishes to subdivide the existing lot that Culvers is on and create a second lot with a private drive on Outlot A and Outlot B is an existing stormwater pond. There will be articles/declarations spelling out the ownership, maintenance, and access for the outlots. The applicant is planning on paying off the existing assessments.

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

   The Commission talked about additional easements and setbacks. Staff assured the Commission that the requested easements did not affect setback or buildability of the lot.

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

A. Declarations/articles for the outlots shall be submitted for City review prior to final plat signatures and it shall be recorded with the plat.

B. Assessments shall either be paid in full or reapportioned.

The motion carried.

5. GIBBY ADDITION FINAL PLAT-F ILE NO. 15-05: Staff presented, on behalf of Adam and Holly Gibson, the replat subdivision of their residential lot and a portion of an adjacent outlot to allow for a garage addition on property legally described as follows: Lot 4, Block 2, Eagle's Landing Phase II AND part of the Outlot B Eagles Landing Phase II (101 34th Ave. NE). Staff explained that the garage addition would have been very limited and required a variance; the applicant is purchasing land from the homeowners association to combine with their existing parcel. There is still a portion of Outlot B between the newly created lot and the County Road right-of-way, so a 10' side yard setback is required not a 30' from right-of-way setback. There is a mitigated wetland buffer area in the outlot but the garage addition will not impede the buffer.

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

Mr. Gardner made a motion, seconded by Mr.Standfuss, to approve the preliminary plat as presented.

The motion carried.

4. With no further business to come before the Commission the meeting adjourned at 7:20 p.m.

Respectfully submitted,

Megan M DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager

Attachment A

PLANNING COMMISSION-DECEMBER 16, 2015

STAFF COMMENTS

1. MINNWEST TECHNOLOGY CAMPUS PLAN REVIEW-PETERSON ARCHITECTURAL DRAFTER- FILE NO. 15-10:

- The applicant is MinnWest Technology Campus, Willmar, MN.
- The applicant wishes to lease a 213 sq. ft. office to Dan Peterson for an architectural drafting office on property legally described as follows: Unit 5, MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Dr. NE).
- The use fits in the Technology District as it is a business/professional office use.
  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.

2. SCHMITT SECOND ADDITION FINAL PLAT- FILE NO. 12-02:

- The applicant is Ken Schmitt (Culver's) Willmar, MN 56201.
- The applicant is replatting one parcel into two parcels and two outlots on property legally described as follows: Lot 1, Block 1, Schmitt Addition (202 19th Ave. SE).
- The property is zoned GB (General Business).
- The applicant is requesting to subdivide the existing parcel into two lots, one with the existing Culver's Restaurant on it and the other to be parceled off for resale. Outlot A will be a shared drive access, and Outlot B is and will be stormwater retention area. Shared access, maintenance, etc. for both lots will be spelled out in articles of declaration and shall be recorded congruous with the plat.
- Proposed Lot 2 does meet frontage and sq. ft. area requirements for a GB lot.
- Employee parking for Culver's Works will be lost in the subdividing of the property, plans for parking adjustment?
- The existing assessments shall be paid in full or reapportioned prior to final plat signatures.
- The utility easements were added as requested.
  RECOMMENDATION: Approve the final plat with the following conditions:
  A. Declarations/Articles for the outlots shall be submitted for City review prior to final plat signatures and it shall be recorded with the plat.
  B. Assessments shall either be paid in full or reapportioned.

3. GIBBY ADDITION FINAL PLAT- FILE NO. 15-05:

- The applicants are Adam and Holly Gibson, Willmar, MN.
- The applicants are requesting subdividing land on property legally described as follows: Lot 4, Block 2, Eagle's Landing Phase II AND part of Outlot B Eagles Landing Phase II (101 34th Ave. NE).

- The applicant proposes combining a portion of the adjacent Outlot owned by the homeowner's association with their lot to allow an addition onto their existing garage to meet required setbacks.
- There is still a portion of the existing Outlot between the lot and the County Rd. 41 (10' side yard setback for garage addition).
- The lot is zoned R-2 One and Two Family Residential.
- Portions of the outlot are mitigated wetland, but the applicants home addition and garage addition will not impede into the wetland buffer area.

  RECOMMENDATION: Approve final plat as submitted.