

**COMMUNITY DEVELOPMENT COMMITTEE  
MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, July 2, 2015, in Conference Room No. 1 at the City Office Building.

Present:	Rick Fagerlie	.....	Chair
	Andrew Plowman	.....	Vice Chair
	Audrey Nelsen	.....	Member
	Tim Johnson	.....	Member

Others present: Bruce Peterson, Director of Planning and Development Services; David Little, West Central Tribune; and Lupe Flores.

Item No. 1      Call to Order

The meeting was called to order by Chair Fagerlie at 4:45 p.m.

Item No. 2      Public Comments

There were no public comments.

Item No. 3      Unsafe Building Declaration for 944 Olaf Avenue Northwest (Motion)

Staff presented a request for an unsafe building declaration for the house at 944 Olaf Avenue Northwest. The property has been in disrepair for some time. Staff has made numerous attempts to work with the property owners to improve conditions on the site and to eliminate the dilapidated structure. Some work has been done, but a lot of work remains. Lupe Flores, the owner of the property, said he bought the property not knowing it was condemned. He stated he has been cleaning out the house and removing debris from the property. He asked for an extension until the end of November 2015, and added that he has family that can help him. The Committee discussed the situation and told Mr. Flores that the end of November was not a suitable deadline.

A motion was made by Council Member Nelson, seconded by Council Member Plowman, and passed to allow the property owner until July 30, 2015 to demonstrate significant progress in removing junk from the property and demolishing the home. If significant progress is not made, it is the intent of the Committee to recommend a declaration of the home as unsafe.

Item No. 4      Development Project Flow Chart and Tax Increment Financing Abatement Application Form (Motion)

Staff presented a revised flow chart detailing the review procedures for tax increment financing and tax abatement applications. The flow chart shows each step of the process and indicates whether it is a staff responsibility or a City Council responsibility. Also reviewed was a revised application for tax increment financing and tax abatement. Staff explained that the application would provide sufficient information for the staff and Council to make decisions regarding project eligibility. Should there be a need for additional information, the Council has the authority to request it. At that point, it becomes up to the applicant as to whether or not they wish to provide the information and continue with the process.

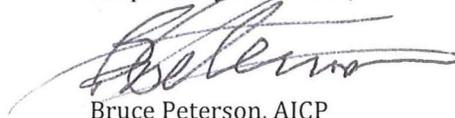
Following discussion, a motion was made by Council Member Johnson, seconded by Council Member Plowman, and passed that the Development Project Flow Chart and Tax Increment Financing/Tax Abatement Application be approved as presented.

Item No. 5      New Business (For Information Only)

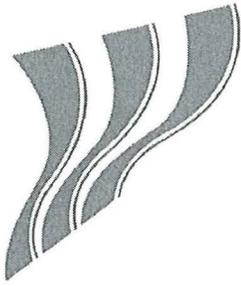
Staff provided brief updates on construction and development activities in the City. The Committee briefly discussed the timing for the Willmar Wye TIGER Grant application.

There being no further business to come before the Committee, the meeting was adjourned at 5:20 p.m. by Chair Fagerlie.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bruce Peterson", written over a horizontal line.

Bruce Peterson, AICP  
Director of Planning and Development Services



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:** 4

**Meeting Date:** July 2, 2015

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** \_\_\_\_\_

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |

\_\_\_\_\_  
\_\_\_\_\_

**Originating Department:** Planning and Development Services

**Agenda Item:** Development Project Flow Chart and Tax Increment Financing/Abatement Application Form

**Recommended Action:** Approve the flow chart and application form for use.

**Background/Summary:** Sometime ago, staff proposed a preliminary flow chart for reviewing development projects requesting tax increment financing or abatement. Major changes have also been proposed for the application form that provides more information for the Council to use in reviewing and qualifying projects. There is no statutory requirement that the City have either of the proposed forms.

**Alternatives:**

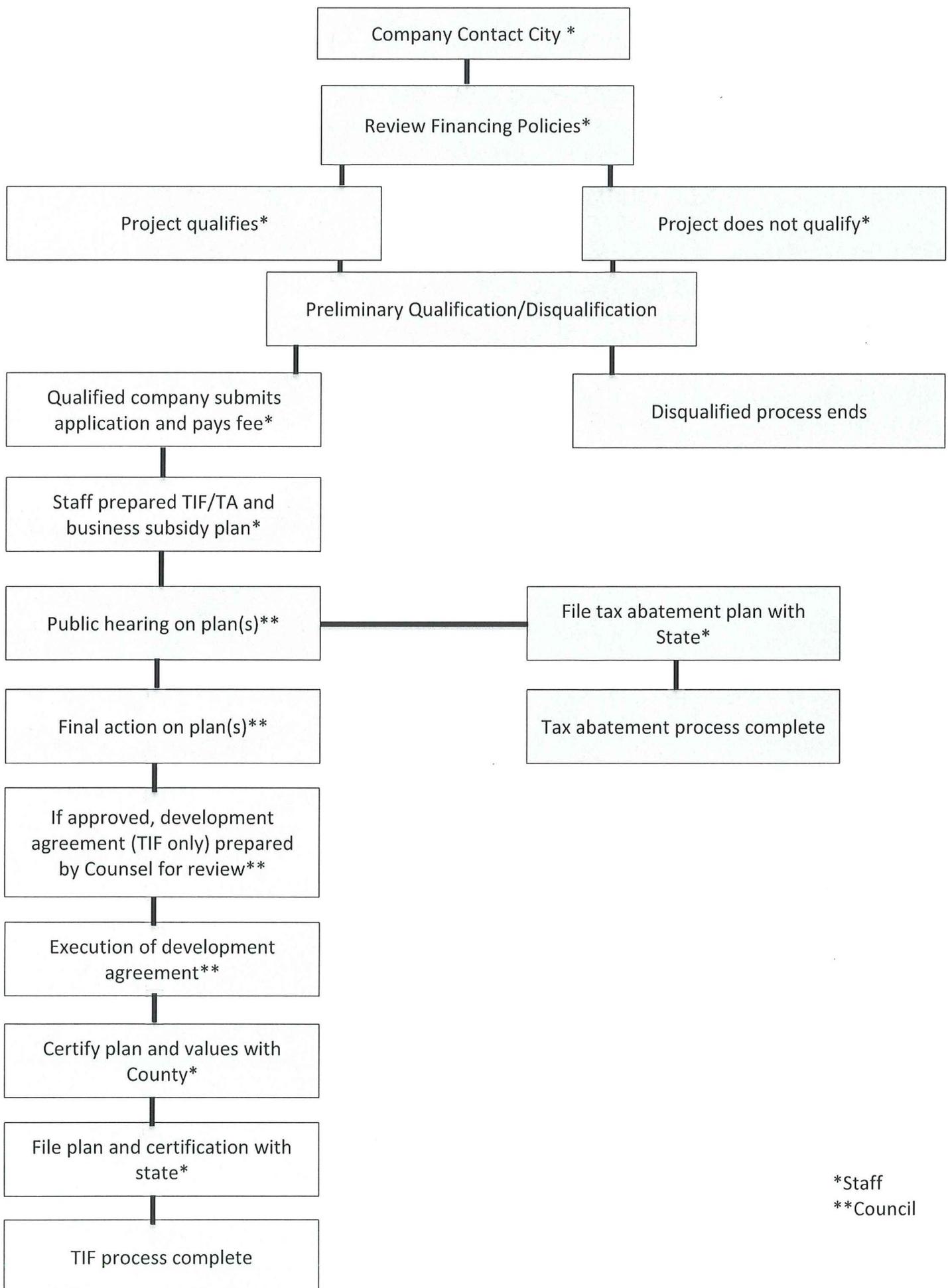
1. Have no written review process and continue to use the existing application form.

**Financial Considerations:** N/A

**Preparer:** Bruce D. Peterson, AICP  
Director of Planning and Development Services

**Signature:**

**Comments:**



\*Staff  
 \*\*Council

Date Submitted: \_\_\_\_\_

TAX INCREMENT FINANCING / TAX ABATEMENT APPLICATION FORM

1. Applicant: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

2. Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietor \_\_\_\_\_

Cooperative \_\_\_\_\_ Other \_\_\_\_\_

3. Type of Business: \_\_\_\_\_

Primary Product(s) / Service(s): \_\_\_\_\_

4. Legal Description of Site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Municipal Development District No. (TIF only): \_\_\_\_\_

5. Project Description: \_\_\_\_\_

\_\_\_\_\_

Type of District (TIF only): Economic Development \_\_\_\_\_ Housing \_\_\_\_\_

Redevelopment \_\_\_\_\_ Other \_\_\_\_\_

Size of Proposed Structure or Expansion: \_\_\_\_\_ sq. ft.

Estimated project cost: Land \$ \_\_\_\_\_

Building \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

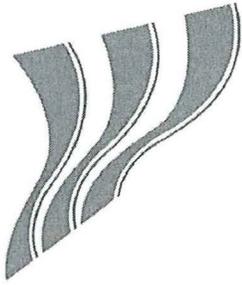
Other \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

6. Estimated real estate tax increase \$ \_\_\_\_\_/yr.
7. Employment: Current \_\_\_\_\_ 5-year projection \_\_\_\_\_  
Payroll: Current \_\_\_\_\_ 5-year projection \_\_\_\_\_
8. Project Financing Sources: \_\_\_\_\_  
\_\_\_\_\_
9. Project Costs Eligible for TIF (TIF only): \_\_\_\_\_  
\_\_\_\_\_
10. Explain and quantify the need for financial assistance ("but for" test): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Financial Institution(s) (Applicant's Affiliation):  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_
12. Fiscal Consultant / Accountant:  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_
13. Legal Counsel:  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_
14. Application Fee Paid (Non-Refundable): \$ \_\_\_\_\_
15. Applicant Signature: \_\_\_\_\_  
\_\_\_\_\_  
Title  
For: \_\_\_\_\_  
Applicant

Recommended application fees for tax increment financing or tax abatement.

<u>Estimated total of City assistance</u>	<u>Application fee (non-refundable)</u>
Up to \$500,000	\$1,500
\$500,000-\$1,000,000	\$2,500
Over \$1,000,000	\$3,500



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: July 2, 2015

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: \_\_\_\_\_

- Approved  Denied
- Amended  Tabled
- Other

Originating Department: Planning and Development Services

Agenda Item: "Unsafe Building" Declaration for 944 Olaf Avenue Northwest

Recommended Action: To declare the structure located at 944 Olaf Avenue Northwest as unsafe.

Background/Summary: Staff has been dealing with violations at this property for some time. When it was realized that the owner was not making progress on repairs and site clean-up, an order to voluntarily remove the house was issued. Staff granted an extension to the compliance date, but very little progress is evident.

- Alternatives:
1. Allow the house to remain.
  2. Allow the owner to remove the house at his pace.

Financial Considerations: City may have to front the costs of removal.

Preparer: Bruce D. Peterson, AICP  
Director of Planning and Development Services

Signature:

Comments:



**WILLMAR**



**PLANNING AND DEVELOPMENT SERVICES**

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[www.willmarmn.gov](http://www.willmarmn.gov)

**MEMO**

**TO:** Bruce D. Peterson, Director of Planning and Development

**FROM:** Randy Kardell, Building Official *RK*

**Date:** June 24, 2015

**RE:** **944 Olaf Avenue Northwest**

Voluntary orders were issued on 944 Olaf Avenue Northwest, with a compliance date of May 15, 2015. As of today, there has been no forward progress. This property needs to have a declaration of an "Unsafe Building" with the Willmar City Council to initiate the formal removal process. This matter needs to be turned over to the City Attorney for the removal actions as allowed by Minnesota State Statutes, Section 463.15 to 463.26.



940/944 Olaf Ave. NW  
6/24/2015 11:08:48 AM  
RLK



940/944 Olaf Ave. NW  
6/24/2015 11:09:20 AM  
RLK



940/944 Olaf Ave. NW  
6/24/2015 11:09:43 AM  
RLK



940/944 Olaf Ave. NW  
6/24/2015 11:10:02 AM  
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940/944 Olaf Ave. NW  
6/24/2015 11:11:12 AM  
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