**WILLMAR PLANNING COMMISSION**
**CITY OF WILLMAR, MN**
**WEDNESDAY, MARCH 12, 2014**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, March 12, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

   ** Members Present: Mark Klema, Gary Geiger, Randy Czarnetzki, Sandy Bebler, and Aaron Larson.

   ** Members Absent: Andrew Engan, Scott Thaden, Margaret Fleck, and Bob Poe.

   ** Others Present: Adam Prilipp, Gabe Olson, Jeff Huston, and Megan DeSchepper-Planner.

2. MINUTES: The minutes of the February 26, 2014 meeting were approved as submitted.

3. ALDI GROCERY STORE PLAN REVIEW- FILE NO. 14-02: Adam Prilipp, with I & S Group, presented the Aldi grocery store plan review for a 17,018 sq. ft. store on property legally described as: part of the NW ¼ of Section 23, Township 119, Range 35 (soon to be recorded as Lot 1, Block 1, Gesch Acres Second Addition). The property is zoned GB (General Business). The building setbacks, parking setbacks, and required number of parking stalls all meet Zoning Ordinance requirements. The stormwater prevention plans have been submitted to the Engineering Department for review. The landscape plan includes plantings and green space on the curbed islands that delineate rows of parking. Access to the property will be via 19th Ave. SE as well as 5th St. SE. The proposed 5th St. SE access is directly south of an existing Kandi Mall access, a traffic impact study is being done to best determine access needs. Negotiations are occurring between Aldi and the Kandi Mall for possible shared access.

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

   The Planning Commission discussed the 5th St. SE access scenarios. They talked about traffic flow and public safety and turning lanes that may need to be elongated or restriped depending on the outcome of the traffic impact study. They also talked about the Interim City Engineer comments and most of those being details regarding utilities, drainage, and development processes.

   Mr. Czarnetzki made a motion, seconded by Mr. Larson, to approve the plan review with the following conditions:

   A. The plan revisions and further requested information, items 1-18 from the Interim city Engineer (as listed in Attachment A), shall be submitted for review and approval by the City Engineer prior to issuance of a building permit.

B. The 5th St. SE access shall be via a shared access with the mall or an alternative as approved by the City Engineer and the traffic impact study.
C. The use shall meet all applicable local, state, and federal laws and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

4. AEHC, LLC- SUITE LIVING PLAN REVIEW FILE NOT. 14-03: Gabe Olson and Jeff Huston, of AEHC, presented plans for a freestanding 22 unit extended stay hotel next to their existing 25 unit hotel on property described as: part of Government Lot 7, Section 11, Township 119, Range 35 (616 Highway 71 N). The property is zoned GB (General Business) and hotels are permitted with plan review. The Board of Zoning Appeals approved two variances one for a 6' parking setback from the east property line, and another for a 6' ½" building setback from the east property line. The Board of Zoning Appeals denied the request for reduced number of parking spaces provided. They stipulated that the required number of parking spaces for hotels per the Zoning Ordinance shall be provided on the existing site, and/or on the vacant property across 10th St. NE that the applicant also owns (Lots 4 & 5, Block 1, North 71 Addition) with a recorded shared parking agreement.

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

Mr. Huston explained that the internal traffic lane is 25' in diameter and wide enough for two way traffic. That is why they have angled parking in two different directions to help maximize the parking spaces available. Mr. Huston also noted that the parking stalls on the northwest portion of the property are existing spaces and have been used in that manner for some time.

The Planning Commission discussed the access off the service road and that the parking layout does force traffic towards the abutting property to the east (Century 21 Realty); however that has historically occurred for years. As the property line is down the middle of the access both properties use one another's halves for access. Mr. Olson was not sure if there is a recorded shared access with the property to the east. The Commission commented that if it became an issue the applicant would have to remove the four parking spaces and provide them elsewhere. They talked about removing Letter E. from the staff recommendation about angling the parking all in the same direction and removing the four north western most parking spaces by the drive access (see Attachment A).

Mr. Geiger made a motion, seconded by Mr. Czarnetzki, to approve the plan review with the following conditions:

A. A Stormwater Management Plan complete with drainage areas and storm water calculations shall be submitted for review and approval of the City Engineer prior

to issuance of a building permit.

B. A Grading, Drainage, and Erosion Control Plan shall be submitted for the review and approval of the City Engineer prior to the issuance of a building permit.

C. Hydrant relocation location shall be identified by the applicant on the plans.

D. The proposed new parking lot shall be paved and provide details for the proposed bituminous pavement section, concrete curb and gutter, and any other improvements proposed.

E. The applicant shall be responsible for all costs associated with repairs to 10th St. NE as a result of the construction.

F. Lot 4 and Lot 5 shall be combined into one legal and parcel number if the parking lot is going to traverse both lots.

G. All construction shall be in accordance with the City of Willmar standards.

H. The siding color and material and roofing product shall be as similar color and style as the existing building as possible.

I. A landscape plan including trees or shrubs on the grassy areas surrounding the new structure shall be submitted for staff review and approval.

J. A recorded shared parking agreement for Lots 4 & 5, Block 1, North 71 Addition and the Suite Livin' property shall be submitted to the City prior to a building permit being issued.

K. Any utilities (water) that won't be used for future development on Lots 4 & 5, Block 1, North 71 Addition shall be abandoned as per City Policy. Consideration shall be given to the future plans for Lots 4 & 5 with respect to existing utilities since excavation is required for the hydrant location.

The Planning Commission talked about the proposed parking lot across 10th St. NE on Lots 4 & 5, Block 1, North 71 Addition. Mr. Huston explained that they aren't sure what type of business will ultimately be developed on the property. They don't want to incur the expense of paving and curbing the overflow parking lot at this time as they'd likely have to rip it up in two years when that property is developed.

Mr. Geiger made a motion to amend the motion, seconded by Mr. Czarnetzki, to remove Letter D. from the conditions of approval.

The motion carried.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

5. SIGN SECTION OF ZONIG ORDINANCE DISCUSSION CONTINUED: The Planning Commission postponed discussion until the next meeting when more of a full Commission is present.

6. There being no further business to come before the Commission the public hearing closed at 7:53 p.m.

Respectfully submitted,

Megan M DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager

Attachment A

**PLANNING COMMISSION-MARCH 12, 2014**

***STAFF COMMENTS***

1. ALDI GROCERY STORE PLAN REVIEW- FILE NO. 14-02:
   - The applicant is Aldi, Inc., Faribault, MN.
   - The applicant wishes to construct a 17,018 sq. ft. grocery store and associated site improvements on property legally described as: Part of the NW ¼ of Section 23, Township 119, Range 35 (soon to be recorded as Lot 1, Block 1, Gesch Acres Second Addition (5th St. SE).
   - The property is zoned GB (General Business).
   - The property has frontage along 5th St. SE and 19th Ave. SE.
   - A stormwater infiltration basin is planned along the east side of the property.
   - Building and parking setbacks are met (15' from r-o-w for parking, and 25' for building from r-o-w and 10' side and rear).
   - The required number of parking spaces is exceeded (11,679 sq. ft. general retail/175 + 5,339 sq. ft. warehouse/storage/ 500 = 78 stalls required. They provide 79 stalls).
   - The landscaping plan includes plantings in the curbed parking islands and meets the landscape requirements.
   - Access will be via 19th Ave. SE and the 5th St. SE. The 5th St. SE access is not yet determined; it will be via a shared access with the mall or an alternative as approved by the City Engineer. A traffic study is being done to help determine the best location.
   - Sign permitting shall be ancillary from site plan review and approval.
   - Stormwater pollution prevention plans have been submitted for Engineering Department Review.
   - And Municipal Utilities has had preliminary discussions with the applicant regarding water and electrical services.

     **Interim Engineer Comments:** Revised plans and the additional requested information noted below shall be submitted for the review and approval of the City Engineer prior to a building permit being issued for the site.

     1. The applicant shall complete a traffic impact study for the proposed site accesses. The traffic impact study should be submitted for review of the City Engineer.
     2. The applicant shall be responsible for obtaining a NPDES Construction Stormwater Permit. A copy of the permit shall be submitted to the City for our records.
     3. The applicant shall update the Stormwater Management Report to include Atlas 14 rainfalls consisting of 2 year event- 2.78 inches, 10 year event- 4.0 inches, 100 year event- 6.73 inches.
     4. The applicant shall submit soil boring information to confirm that the soils within the proposed infiltration basin area are in fact type A soils.
     5. All storm sewer piping within the public road right-of-way shall be concrete.

6. The applicant might consider the reconfiguration of the proposed water service to the building. The existing 8 inch water main could be extended west and a new 8 x 6 "Tee" installed for the purpose of relocating the existing hydrant.
7. 12 AWG tracer wire, coated green, shall be installed on all sanitary sewer and shall be appropriately grounded and brought to the surface at all clean out locations.
8. The proposed sanitary sewer service elevations indicate that the sanitary sewer service will be exposed in the bottom of the proposed infiltration basin. Modifications to the proposed sewer service or infiltration basin are required.
9. The applicant shall submit a traffic control plan for the proposed removal of the existing 1-inch water service within Fifth Street.
10. The applicant shall submit additional information regarding the proposed removal of the existing 1-inch water service including the proposed abandonment method.
11. 12 AWG tracer wire, blue coated, shall be installed on all watermain and shall be appropriately grounded and brought to the surface at all hydrants and gate valves. The tracer wire should be connected to the existing wire and extended to the inside of the proposed building.
12. The applicant shall submit a striping plan illustrating the proposed striping improvements or modifications to 19th Ave. SE and 5th St. SE. The striping plans shall be contingent upon the traffic impact study.
13. The proposed sanitary sewer cleanout spacings shall not exceed 75 feet.
14. The applicant shall be responsible for the cost associated with all repairs and or modifications to 19th Ave. SE and 5th St. SE.
15. The Stormwater Pollution Prevention Plan shall include a rock construction entrance at all access to the site.
16. The Stormwater Pollution Prevention Plan shall include inlet protection on the catch basins located west of the proposed 19th Ave. SE site access.
17. The Willmar Municipal Utilities shall be provided an opportunity to review the proposed water service construction.
18. All construction shall be in accordance with the City of Willmar Standards.

RECOMMENDATION: Approve the site plan with the following conditions:

A. The plan revisions and further requested information, items 1-18 from the Interim City Engineer listed above, shall be submitted for review and approval by the City Engineer prior to issuance of a building permit.

B. The 5th Street SE access shall be via a shared access with the mall or an alternative as approved by the City Engineer and the traffic impact study.

C. The use shall meet all applicable local, state, and federal laws and regulations at all times.

2. AEHC SUITE LIVIN PLAN REVIEW- FILE NO. 14-03:

- The applicant is AEHC, LLC Litchfield MN.
- They are requesting plan review of a freestanding 22 unit extended stay hotel on property legally described as follows: that part of Government Lot 7, Section 11, Township 119, Range 35 (616 Highway 71 N).
- The proposed freestanding building would be in addition to the existing 25 unit facility on the property. The property will never be able to be subdivided and the two structures will be on one parcel.
- The applicant received a variance for a building setback of 6' ½" from the property line (10th St. NE r-o-w). As well as a variance for a 6' parking setback from the property line (10th St. NE r-o-w). The Board of Zoning Appeals however denied the variance request for a reduced number of parking spaces required by the Zoning Ordinance, their stipulation was that all required parking space shall be supplied and defined on the site plan on this property or the property across the street (that the applicant also owns Lots 4 & 5, Block 1, North 71 Addition) with a recorded parking agreement (a copy shall be supplied to the City).
- Based off of the proposed 47 total units plus one employee per shift total 52 parking spaces are required. 53 parking spaces are shown on the site plan including the parking lot on the adjacent land across 10th St. NE.
- The property is zoned GB (General Business) and the existing and proposed use is an extended stay hotel.
- Staff has concerns about the parking on the north access off the Business Highway 71 Service road, is there a shared access access/parking agreement with the abutting property? Parking right up to the property line? Also concerned about traffic flow as the angled parking is two different directions.
- The parking lot on the adjacent property shall be paved and have curb and gutter. Also the parking setback is 10' from the side and 15' from r-o-w, the proposed lot can be shifted closer to property lines than depicted if so desired.
- The siding color and material and roofing product shall be as similar color and style as the existing building as possible.
- Recommend tree or shrubbery plantings to the north, east, and south of the proposed new building to make up for the trees that will be lost due to the project. Plans shall be submitted for review and approval prior to issuance of a building permit.

Interim City Engineer Comments:

1. The existing utilities to Lots 4 and 5 shall be abandoned.
2. The applicant shall submit a Stormwater Management Plan complete with drainage areas and storm water calculations for the review and approval of the City Engineer.
3. The applicant shall submit a Grading, Drainage, and Erosion Control Plan for the review and approval of the City Engineer.
4. The applicant shall identify the proposed hydrant relocation location.

5. Consideration should be given to the future plans for Lot 4 and 5 with respect to existing utilities since excavation is required for the hydrant relocation.
6. The applicant shall provide details for the proposed bituminous pavement section, concrete curb and gutter, and any other improvements proposed.
7. The plan sheet illustrates parking spaces extending into the drive aisle located in the northwest corner of the site.
8. The applicant shall be responsible for all costs associated with repairs to 10th Street Northeast as a result of the construction.
9. The minimum required setback adjacent to 10th Street Northeast is 15 feet.
10. Improvements are proposed across the common lot line of Lot 4 and Lot 5. The applicant shall provide all applicable information as required by the City Zoning Ordinance.
11. All construction shall be in accordance with the City of Willmar Standards.

RECOMMENDATION: Approve the site plan with the following conditions:

A. A Stormwater Management Plan complete with drainage areas and storm water calculations shall be submitted for review and approval of the City Engineer prior to issuance of a building permit.

B. A Grading, Drainage, and Erosion Control Plan shall be submitted for the review and approval of the City Engineer prior to the issuance of a building permit.

C. Hydrant relocation location shall be identified by the applicant on the plans.

D. The proposed new parking lot shall be paved and provide details for the proposed bituminous pavement section, concrete curb and gutter, and any other improvements proposed.

E. Remove four north western most parking stalls as they interfere with access and traffic flow, accommodate them in the lot across 10th St. NE. All parking stalls shall be angled the same direction.

F. The applicant shall be responsible for all costs associated with repairs to 10th St. NE as a result of the construction.

G. Lot 4 and Lot 5 shall be combined into one legal and parcel number if the parking lot is going to traverse both lots.

H. All construction shall be in accordance with the City of Willmar standards.

I. The siding color and material and roofing product shall be as similar color and style as the existing building as possible.

J. A landscape plan including trees or shrubs on the grassy areas surrounding the new structure shall be submitted for staff review and approval.

K. A recorded shared parking agreement for Lots 4 & 5, Block 1, North 71 Addition and the Suite Livin' property shall be submitted to the City prior to a building permit being issued.

L. Any utilities (water) that won't be used for future development on Lots 4 & 5, Block 1, North 71 Addition shall be abandoned as per City Policy. Consideration shall be given to the future plans for Lots 4 & 5 with respect to existing utilities since excavation is required for the hydrant location.