

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, APRIL 25, 2012**

MINUTES

1. The Willmar Planning Commission met on Wednesday, April 25, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Charlie Oakes, Scott Thaden, Nick Davis, Andrew Engan, Randy Czarnetzki, and Virgilio Aguirre Jr.

** Members Absent: Mark Klema, Gary Geiger, and Bob Poe.

** Others Present: Joanna Schrupp, Christie Kurth, Jean Lindeman, Travis Foster, and Megan Sauer-Planner/Airport Manager.

2. MINUTES: The minutes of the April 11, 2012 meeting were approved as submitted.

3. FOOD SHELF ADDITION PRELIMINARY/FINAL PLAT- FILE NO. 12-3: The public hearing opened at 7:05 p.m. Christie Kurth, Executive Director of the Food Shelf, presented the plat of the combination of two parcels on property described as: part of Government Lot 2, Section 15, Township 119, Range 35 (624 Pacific Ave. SW and 400 Pacific Ave. SW). Ms. Kurth explained that the Food Shelf wishes to buy this additional property to add parking, which is direly needed as the number of staff persons and number of families being served in a week exceeds the current space they have. They are in the process of buying the additional land from the BNSF Railroad. Once the acquisition is final then the plat will be recorded. Staff informed Ms. Kurth that once a parking layout plan is done that can be reviewed and approved by the City Engineer.

With no comments for or against the request the public hearing was closed at 7:15 p.m.

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

Mr. Czarnetzki made a motion, seconded by Mr. Davis, to approve the preliminary/final plat as presented and forward it onto the City Council for approval.

The motion carried.

4. MINNWEST TECH CAMPUS PLAN REVIEW- OPTIMUM COMMUNICATIONS CORP- FILE NO. 12-3: Joanna Schrupp presented plans on behalf of MinnWest Tech Campus for lease space to Optimum Communications Corp on property described as: Unit 5, MinnWest Technology Campus CIC #40 (1700 Technology Dr. NE). Optimum Communications is a computer, phone and other communication technologies business.

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

The Commission talked about this use being similar to other technology based businesses on the campus that will create synergy.

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

A. The use shall meet all applicable local, state, and federal laws and regulations.

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

The motion carried.

5. TRAV'S DINO MART DRIVE UP WINDOW PLAN REVIEW- FILE NO. 12-4: Travis Foster of Trav's Dino Mart, Willmar, MN presented his plans for a drive through window at his gas station/convenience store on property described as: Lots 1 and 2 excluding the westerly 50' and excluding the east 12' of Lot 1 and excluding the east 11' of Lot 2, Block 67, First Addition to the Town of Willmar (602 1st St. S.). The applicant proposes a 10' drive lane west of the gas pumps that would have traffic entering from the south access on the property and exiting out the north side of the lot. There is ample room on site for vehicle stacking.

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

The applicant plans on having onsite striping and signage to help guide vehicles.

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

- A. Signage and striping of the parking lot shall be done to help with motorist way finding.
B. 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.

6. MISCELLANY: The Planning Commission discussed hookah lounges as requested by the Mayor at the previous meeting. Staff distributed some sample ordinance packets from the League of Minnesota Cities. The Commission talked about hookahs and smoke shops and sampling of products. The State of Minnesota does not prohibit sampling lounges and food and drink are not served at the establishments. No consensus could be reached by the Commission to take further action.
7. There being no further business to come before the Commission, the meeting adjourned at 7:44 p.m.

Respectfully submitted,

Megan M. Sauer, AICP
Planner/Airport Manager