

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, APRIL 8, 2015**

MINUTES

1. The Willmar Planning Commission met on Wednesday, April 8, 2015, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Andrew Engan, Scott Thaden, Gary Geiger, Bob Poe, Steve Gardner, Rolf Standfuss, and Aaron Larson.

**Members Absent: Margaret Fleck, and Randy Czarnetzki.

** Others Present: Todd Kleinhuizen, Lon Negen, Charles O. Miller, Sherron Thein, Kenneth T. Paschke, and Megan DeSchepper- Planner

2. MINUTES: The minutes of the March 25, 2015 meeting were inadvertently omitted from the meeting packets.

Mr. Standfuss made a motion, seconded by Mr. Larson, to table the minutes until the next meeting to review them.

The motion carried.

3. THEIN HOUSE MOVE PLAN REVIEW- FILE NO. 15-04: Sherron Thein, presented a request for plan review for a house move of a single story home onto property legally described as follows: Lots 1-2, Block 12, Spicer Addition (600 4th St. SE). The property is zoned R-2 (One and Two Family Residential) and Ms. Thein will rent the property as a duplex. Predominate setback will be met along 4th St. SE and Minnesota Ave. SE. They will not be removing the grade that currently exists on the site. Ms. Thein will be putting in a cement driveway and sidewalk and will eventually remove the existing single stall garage and replace it with a double stall garage.

No one appeared to speak for or against the request.

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

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

- A. The main floor elevations above finished grade shall be consistent with those of nearby houses.
- B. The deadline for completing all exterior work i.e., house exterior, driveway, sidewalk, landscaping, etc. shall be August 1, 2015.
- C. A performance bond or certified check in the amount of \$2,500 shall be submitted to the City prior to issuance of a building permit) as security to ensure completion

- of the exterior work.
- D. The water and sewer hook-up plans shall be submitted for review and approval by the Engineering Department prior to issuance of a building permit.
 - E. The use shall conform to all applicable local, state, and federal laws and regulations.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried.

4. WILLMAR CHRISTIAN REFORMED CHURCH ADDITION CONDITIONAL USE PERMIT- FILE NO. 15-03: The public hearing opened at 7:10 p.m. Lon Negen, of Negen Associates, presented the site plan for the proposed sanctuary removal and new sanctuary and classroom addition onto the existing facility conditional use permit request on behalf of Willmar Christian Reformed Church on property legally described follows: part of the SW ¼ of SW ¼ of NE ¼ Section 22, Township 119, Range 35 (1708 8th St. SW). The main purpose of the new sanctuary is to make the facility more accessible. There will be an additional 12-15 parking stalls and the exterior architectural style will be architectural wall panels and EIFS.

Ken Paschke, 1608 8th St. SW, had some concerns about additional parking stalls adding to water issues down 8th St. SW. Mr. Negen stated the parking lot will now be curbed to direct water to appropriate areas as approved the Engineering Department.

With no further comments from the public the hearing was closed at 7:15 p.m.

Mr. Geiger made a motion, seconded by Mr. Gardner, to approve the conditional use permit with the following condition:

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

The Planning Commission made affirmative findings of fact as per Section 9.E.3.a.1-7.

The motion carried.

5. There being no further business to come before the Commission, the meeting adjourned at 7:17 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-APRIL 8, 2015

STAFF COMMENTS

1. THEIN HOUSE MOVE PLAN REVIEW- FILE NO. 15-04:

- The applicant is Sherron Thein, Clara City, MN.
 - The applicant wishes to move a one story home onto property legally described as follows: Lots 1-2, Block 12, Spicer Addition (600 4th St. SE).
 - The property is zoned R-2 (One and Two Family Residential).
 - The applicant plans on renting the home as a duplex.
 - It appears the required setbacks will be met on the rear and interior side, with the front setback along Minnesota Ave. SE and 4th St. SE meeting the predominate setback in the neighborhood.
 - The applicant proposes a driveway at this time with a proposed detached garage in the future. The current small garage would be removed when the new garage would be added.
 - Four off-street parking spaces are required. The sidewalk and driveway will be cement.
 - The Planning Commission can assign a performance bond or other security to ensure that the exterior improvements are completed and done in a timely fashion. When will house be moved?
 - Water and sewer hook-ups and plan shall be submitted for review and approval by the Engineering Department prior to issuance of a building permit.
- RECOMMENDATION: to approve the house move with the following conditions:
- A. The main floor elevations above finished grade shall be consistent with those of nearby houses.
 - B. The deadline for completing all exterior work i.e. house exterior, driveway, sidewalk, landscaping, etc. shall be August 1, 2015?
 - C. A performance bond or certified check in the amount of \$2,500 shall be submitted to the City (prior to the issuance of a building permit) as security to ensure completion of the exterior work.
 - D. The water and sewer hook-up plans shall be submitted for review and approval by the Engineering Department prior to issuance of a building permit.
 - E. The use shall conform to all applicable local, state, and federal laws and regulations.

2. WILLMAR CHRISTIAN REFORMED CHURCH ADDITION CONDITIONAL USE PERMIT- FILE NO. 15-03:

- The applicant is Willmar Christian Reformed Church, Willmar, MN.
- The applicant proposes removing the existing sanctuary and adding on a new worship space and classrooms on property legally described as follows: part of SW ¼ of SW ¼ of NE ¼, Section 22, Township 119, Range 35 (1708 8th St. SW).

- The property is zoned R-2 (One and Two Family Residential) and churches are a permitted use with a conditional use permit. The project is significant and thus requires a conditional use permit and review.
 - The property is accessed via 8th and 9th St. SW.
 - The architecture and design will be in keeping with other worship facilities in the area.
Materials?
 - Landscape plan?
 - Drainage plans/comments, have all been submitted/met as requested by the Engineering Department.
 - There is a total of 97 parking spaces proposed, some of which are across 8th St. SW on another piece of property. It appears that there were 45 parking spaces on the main property and there will be 70 once the project is completed. Seating capacity? 1 space for each three seats.
 - Hours of worship, amplified music?
 - Any sign changes will require a sign permit and will be ancillary from plan review.
- RECOMMENDATION: Approve the conditional use permit with the following conditions:
- A. The use shall meet all applicable local, state, and federal laws and regulations.