

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, AUGUST 26, 2015**

MINUTES

1. The Willmar Planning Commission met on Wednesday, August 26, 2015, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

Members Present: Andrew Engan, Margaret Fleck, Gary Geiger, Bob Poe, Aaron Larson, Steve Gardner, and Rolf Standfuss.

Members Absent: Scott Thaden, and Randy Czarnetzki.

Others Present: Dustin Koosman, Dan Koosman, and Megan M. DeSchepper-Planner.

2. MINUTES: The minutes of the August 12, 2015 meeting were approved as submitted.

3. VERIZON WIRELESS CELL PHONE TOWER CONDITIONAL USE PERMIT-FILE NO. 15-05:
The public hearing opened at 7:03 p.m. Steve Fester, of FCC presented the request on behalf of Verizon Wireless for a conditional use permit to install a 36.5' cell tower/light pole on the Ridgewater College property legally described as follows: part of the NW1/4 of the NE ¼, Section 9, Township 119, Range 35 (2101 15th Ave. NW). Mr. Fester explained that they plan on removing an existing light pole at the edge of the parking lot and replacing it with a light pole that also has a cell antenna attached to the top of it to meet the large clustered cell phone demands at Ridgewater College.

With no comments from the public the hearing closed at 7:07 p.m.

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

Staff noted that as the tower is so low, no FAA airspace approvals are required.

The Commission discussed the camouflaged style of the light pole/antenna combo and that it will service the immediate areas cell phone needs well. Co-location may not be feasible with the light pole design, but Mr. Fester explained there are plenty of light poles in the area that could similarly service the campus by other companies.

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

- A. All applicable local, state, and federal rules and regulations shall be met at all times.

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. KOOSMAN REZONE R-4 TO R-3- FILE NO. 15-02: The public hearing opened at 7:12 p.m. Dan Koosman presented the request to rezone property from R-4 (Medium Density Multiple

Family) to R-3 (Low Density Multiple Family) on property legally described as follows: Lots 1-11, and Lots 16-22, Block 2, Terraplane Estates. Mr. Koosman explained that the density isn't really changing it's just going to be in the form of single family homes instead of 4-plexes.

With no comments from the public the hearing was closed at 7:13 p.m.

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

The Commission discussed the zoning of abutting properties which are commercial to the east and north and residential to the south and west. They discussed the private street and the commercially zoned lots that abut them and that Mr. Koosman would have rights over any of them using the private street.

Mr. Gardner made a motion, seconded by Mr. Geiger, to approve the rezone and forward it onto the City Council for a public hearing and ordinance adoption.

The motion carried.

5. KOOSMAN PLANNED UNIT DEVELOPMENT CONDITIONAL USE PERMIT-FILE NO. 15-06:

The public hearing opened at 7:15 p.m. Dan Koosman presented the request for a conditional use permit for a planned unit development for single family homes on property legally described as follows: Lots 1-11 and 16-22, Terraplane Estates. The private drive and other common areas ownership, maintenance etc. will be covered by private covenants/declarations.

No one appeared to speak for or against the request and the public hearing closed at 7:17 p.m.

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

Area drainage was discussed.

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

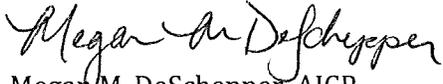
- A. The declarations and covenants shall be submitted to City Staff prior to plat signatures for review and approval.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

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

The motion carried.

6. With no further business to come before the Commission, the meeting adjourned at 7:24 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION- AUGUST 26, 2015

STAFF COMMENTS

1. VERIZON WIRELESS CELL PHONE TOWER CONDITIONAL USE PERMIT- FILE NO. 15-05:

- The applicant is Verizon Wireless, Bloomington, MN.
- The applicant is requesting installation of a 36.5' high wireless communication antenna on property legally described as follows: part of NW ¼ of the NE ¼, Section 9, Township 119, Range 35 (2101 15th Ave. NW).
- The applicant is proposing removal of an existing light pole at Ridgewater College and installing a replacement light pole with an antenna and remote radio units attached.
- The property is zoned G/I Government Institutional and as such any new commercial towers require a conditional use permit.
- The setback and height of the tower do not exceed Ordinance limits.
- Technically towers aren't supposed to be in the front setback, however since the tower is setback so far from the right-of-way and only 36.5' high and is integrated into the design of a light pole the location is acceptable as requested (Section 10.G.4.e.).
- The proposal is very visually compatible with the area and will be camouflaged in color and design to look like part of the light pole which is highly encouraged in the Zoning Ordinance.
- The applicant shall submit all airspace approval documents from the FCC and FAA regarding the proposed tower prior to issuance of a building permit.

RECOMMENDATION: Approve the conditional use permit with the following conditions:

- A. FCC and FAA final airspace approvals shall be submitted to the City for the project prior to issuance of the building permit.
- B. All-applicable local, state, and federal rules and regulations shall be met at all times.

2. KOOSMAN REZONE R-4 TO R-3- FILE NO. 15-02:

- The applicant is Koosman Construction, Willmar, MN.
- The applicant is requesting to rezone property from R-4 (Medium Density Multiple Family) to R-3 (Low Density Multiple Family) to allow for single family home development on property legally described as follows: Lots 1-11, and Lots 16-22, Block 2, Terraplane Estates.
- The property to the north and east are zoned GB (General Business) and the property to the west and south is R-4.
- Single family up to four plexes are permitted in the R-3, whereas two family to 24 unit structures are permitted in the R-4.
- The single family homes are proposed to be rental properties and part of a private planned unit development.
- The Comprehensive plan supports dense residential to abut commercial properties and become less dense to transition to single family.

RECOMMENDATION: Approve the rezone and forward it onto the City Council for a public hearing and ordinance adoption.

3. KOOSMAN PLANNED UNIT DEVELOPMENT CONDITIONAL USE PERMIT- FILE NO. 15-06:

- The applicant is Koosman Construction, Willmar, MN.
- The applicant is requesting an amendment to the conditional use permit for a planned unit development for single family home development on property legally described as follows: Lots 1-11 and 16-22, Terraplane Estates.
- The street is private so there shall be declarations and covenants for the newly created lots to ensure access, maintenance and common areas are properly addressed and designated.
- The private water and sewer lines and hook ups were installed for four plexes so the realignment and separate connections shall be at the cost of the developer.
- Any water retention ponds ownership and maintenance shall be noted in the declarations as well.
- How will the property on the corner of 3rd Ave. SE and 25th St. SE be addressed? It is accessed via 3rd Ave. SE? Is it part of the association?
- The lots meet the PUD standards for lot width and sq. ft. for single family homes.
- Building elevations show a style that is compatible with the neighborhood.
- Stormwater calculations shall be submitted to the Engineering department and storm water detention ponds may be required.

RECOMMENDATION: Approve the conditional use permit with the following conditions:

- A. The declarations and covenants shall be submitted to City Staff prior to plat signatures for review and approval.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.