

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
TUESDAY, SEPTEMBER 15, 2015**

MINUTES

1. The Willmar Planning Commission met on Tuesday, September 15, 2015, at 4:30 p.m. at the Willmar City Offices Conference Room #2.

Members Present: Gary Geiger, Aaron Larson, Steve Gardner, Randy Czarnetzki, and Rolf Standfuss.

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

Others Present: Megan M. DeSchepper-Planner.

2. CAMBRIDGE FOURTH ADDITION FINAL PLAT- FILE NO. 15-03: Staff presented the final plat on behalf of Koosman Construction of a 16 lot single family home subdivision on property legally described as follows: Lots 1-11 and Lots 16-22, Block 2 TerraPlane Estates. The property is in the process of being rezoned from R-4 (Medium Density Multiple Family) to R-3 (Low Density Multiple Family). The 5' utility easements have been added as per the Municipal Utilities request. And declarations/covenants for the private development have been submitted and reviewed by City Staff.

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

Mr. Gardner made a motion, seconded by Mr. Larson, to approve the final plat with the following conditions:

- A. No parking signs shall be placed on the private drive to prohibit parking on one side of the street prior to final plat signatures.
- B. The utility easement shall be vacated prior to final plat signatures if it's not going to be shown on the plat.
- C. The rezone shall be completed prior to final plat recording.
- D. Stormwater detention plans including calculations shall be submitted for review and approval by the Engineering Department prior to final plat signatures.
- E. Plans shall be submitted to the Engineering Department verifying sewer service to each lot prior to final plat signatures.
- F. The declarations and covenants shall be corrected and reviewed and approved by Staff and then recorded with the final plat.

The motion carried.

3. With no further business to come before the Commission the meeting adjourned at 4:34 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-SEPTEMBER 15, 2015

STAFF COMMENTS

1. CAMBRIDGE FOURTH ADDITION FINAL PLAT- FILE NO. 15-03:

- The applicant is Koosman Construction, Willmar, MN.
- The applicant is requesting a replat of property creating 16 single family homes on property legally described as follows: Lots 1-11 and Lots 16-22, Block 2, TerraPlane Estates.
- The property is in the process of being rezoned the public hearing for the rezone from R-4 (Medium Density Multiple Family) to R-3 (Low Density Multiple Family) is scheduled for the City Council meeting on September 21, 2015.
- The 5' rear and side utility easements have been added as requested by MUC.
- The utility easement vacation has not been initiated by the applicant yet with MUC.
- The applicant has added Outlot A to the plat, perhaps for stormwater retention? Stormwater detention plans or calculations have not been submitted to the Engineering Department yet.
- Sewer service verification plans have not been submitted to The Engineering Department for review and approval yet.
- No parking signs have not been added to the private street.
- The covenants and declarations have been submitted for review and sent back to the applicant for corrections.

RECOMMENDATION: Approve the final plat with the following conditions:

- A. No parking signs shall be placed on the private drive to prohibit parking on one side of the street prior to final plat signatures.
- B. The utility easement shall be vacated prior to final plat signatures if it's not going to be shown on the plat.
- C. The rezone shall be completed prior to final plat recording.
- D. Stormwater detention plans including calculations shall be submitted for review and approval by the Engineering Department prior to final plat signatures.
- E. Plans shall be submitted to the Engineering Department verifying sewer service to each lot prior to final plat signatures.
- F. The declarations and covenants shall be corrected and reviewed and approved by Staff and then recorded with the final plat.