WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, APRIL 24, 2013

MINUTES

1. The Willmar Planning Commission met on Wednesday, April 24, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

   ** Members Present: Mark Klema, Charles Oakes, Andrew Engan, Bob Poe, Nick Davis, and Gary Geiger.

   ** Members Absent: Scott Thaden, and Randy Czarnetzki.

   ** Others Present: Adam Arvidson, Margaret Fleck, Bethany Hardy, John Chapin, John Cola, Jessica Bruck, Zack Liebl, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the April 10, 2013 meeting were approved as presented.

3. COMMUNITY CHRISTIAN SCHOOL ADDITION PLAN REVIEW- FILE NO. 13-05: Mr. Oakes made a motion, seconded by Mr. Geiger to remove the item from the table and open it up for further discussion.

   The motion carried.

   Staff updated the Commission on comments from the Fire Chief regarding access and hydrants, reiterated the previous comments from the City Engineer regarding civil plans, and shared the current numbers on enrollment, classrooms, and teachers.

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

   The architects depicted additional parking areas on the east and west side of the main portion of the building where parking could be accommodated to meet the five year enrollment projections (20 spaces each lot).

   John Chapin, interim administrator for Community Christian School, said that they are a member of MN High School Sports Federation for cross country, track, and golf. None of those events are held on the premises, and any band/choir concerts are held elsewhere for better acoustics. Large event parking shouldn't be an issue.

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

   A. A parking plan shall be submitted and approved by staff depicting how sport and music event parking will be accommodated.
   B. A landscape plan shall be submitted and reviewed by staff prior to issuance of a building permit or certificate of occupancy.

C. Full civil plans shall be submitted for the Interim City Engineer's review and comment and all his conditions shall be met prior to issuance of a building permit.
D. Fire Chief Comments for access, fire lanes, hydrant, and additional parking shall be met and/or approved by him prior to school year commencement (Fall 2013).
E. All utilities and services shall be as per MUC and City policies and standards.
F. The use shall meet all applicable local, state, and federal laws and regulations at all times.
G. The exterior façade of the addition shall blend and match the colors and materials of the existing structure as best as possible.

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

The motion carried.

4. DOWNTOWN GATEWAYS PRESENTATION: Adam Arvidson, of Treeline, presented possible Downtown Gateways scenarios for the main entrances into downtown as per the Downtown Plan that was adopted last year. He designed three possible themes connected to the development and ecosystem of the area one relating to the railroad, the glacial lakes, and the forest meeting the prairie.

The Commission talked about placement, style considerations, and fit for the intersections. They thanked Mr. Arvidson for his presentation and designs and look forward to the project moving forward.

5. There being no further business to come before the Commission, the meeting adjourned at 8:16 p.m.

Respectfully submitted,

Megan M. DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager

Attachment A

PLANNING COMMISSION-APRIL 24, 2013

STAFF COMMENTS

1. COMMUNITY CHRISTIAN SCHOOL ADDITION PLAN REVIEW- FILE NO. 13-05:
   - The applicant is Cities Edge Architects on behalf of Community Christian School, Willmar, MN.
   - The applicant is proposing a 24,400 sq. ft. one story addition onto the existing school facility including band and choir rooms, storage, locker rooms, rest rooms, 4 classrooms, a kitchen, and gymnasium on property legally described as: part of the NW ¼ of Section 22, Township 119, Range 35 (1300 19th Ave. SW)(see file for full legals).
   - The property is zoned R-2, and as it is already an existing private school facility plan review is required.
   - All setbacks will be met/exceeded with the proposed addition.
   - The addition may be done in two phases, depending on funding etc.
   - The Zoning Ordinance stipulates that parking spaces for High Schools should be one space for each four (4) students plus three (3) spaces for each classroom. The current parking lot layout has 62 stalls and 10 bus stalls the proposed schematic is 84 stalls. There are currently 31 High School Students and 5 High School teachers. Once all phases of the addition are completed there will be a band room, choir room, 4 High School Rooms, and 22 pre-school to middle school rooms. The proposed parking meets current Ordinance requirements, if the projected five year growth is realized additional parking will be needed.
   - How many parking stalls could be accommodated in the proposed additional parking areas?
   - The exterior façade of the addition will blend and match the colors and materials of the existing structure as best as possible.
   - No landscape plan was submitted, landscape plan shall be submitted prior to issuance of a building permit.
   - **Interim City Engineer Comments**: A preliminary grading plan has been submitted, but full Civil plans have not been submitted. The Civil plans shall include the following:
     1. Utility plans.
     2. Grading, drainage, and erosion control plans.
     3. Stormwater pollution prevention plan.
     4. Stormwater Management Plan and hydraulic calculations.

     All approvals and permitting, shall be contingent upon Interim City Engineer review/comments and conditions all being met.
   - **Fire Chief Comments**:

     1. I would request one fire apparatus access lane 26 feet in width be constructed on the North side of the future structure. I'm also requesting 1 additional fire hydrant be placed near the end of the above-noted fire apparatus access lane. Due to the length of the apparatus access lane, a 120'-foot hammerhead turn-around will be required.

2. Parking at the facility during events causes me concern for responding apparatus. If possible I would recommend additional parking to minimize visitors from parking in the Fire Lane. This will also provide adequate space for apparatus to maneuver upon arrival.

RECOMMENDATION: Approve the plan review with the following conditions:

A. A parking plan shall be submitted and approved by staff depicting how sport and music event parking will be accommodated.
B. A landscape plan shall be submitted and reviewed by staff prior to issuance of a building permit or certificate of occupancy.
C. Full civil plans shall be submitted for the Interim City Engineer's review and comment and all his conditions shall be met prior to issuance of a building permit.
D. Fire Chief Comments for access, fire lanes, and additional parking shall be met and/or approved by him prior to school year commencement (Fall 2013).
E. All utilities and services shall be as per MUC and City policies and standards.
F. The use shall meet all applicable local, state, and federal laws and regulations at all times.

NOTICE OF HEARING FOR PROPOSED ZONING TEXT AMENDMENT

Notice is hereby given that the Willmar Planning Commission will meet at the Willmar City Office Building, 333 6th St. SW, Willmar, Minnesota, at 7:01 p.m. on Wednesday May 8, 2013, to consider an Ordinance amending No. 1060 known as the Willmar Zoning Ordinance by amending Section 3. relating to accessory buildings/structures door height:

SECTION 3. Ordinance 1060 is hereby amended by changing Section 3.E.6. so as to read as follows:

6. Garages. Only one (1) detached garage with a maximum gross area of one thousand (1,000) square feet shall be permitted in residential districts. No door or other access opening shall exceed ~~ten (10)~~ twelve (12) feet in height. The exterior color, design, and materials shall be similar to the principal structure. If not constructed at time of the principal structure, the future garage plans shall be indicated on the general site plan.

All property owners or residents living in the vicinity of the above-described property are hereby notified of the public hearing and that they may appear in person or be represented by counsel to be heard on this matter.

April 27, 2013
Date

Megan M. DeSchepper
Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficient, por favor comuniquese con Jill al 231-8575, de la Cooperativa de Integracion del Oeste Central.

Hadii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo WAC Contact: Lul Yusaf, Somali Women & Family Center (320)235-0532 or (678)467-3217.