

CITY OF WILLMAR

**PLANNING COMMISSION MEETING
7:00 P.M. ON WEDNESDAY, MAY 19, 2021
VIRTUAL
GOTOMEETING**

Chair: Jonathan Marchand

Vice Chair: Jeff Kimpling

Members: Christina Nelson, Cletus Frank, Terry Sieck, Khalif Ahmed Bashir, Stephanie Carlson, and Justice Walker.

AGENDA

1. Meeting Called to Order
2. Minutes of April 21, 2021 meeting
3. All Cap CUP
4. Mathew Timothy Minor Subdivision
5. Miscellany
6. Adjourn

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, APRIL 21, 2021**

MINUTES

1. The Willmar Planning Commission met on Wednesday, April 21, 2021, at 7:00 p.m. virtually via GoToMeeting.

**** Members Present:** Christina Nelson, Jeff Kimpling, Justice Walker, Jonathan Marchand, Cletus Frank, and Terry Sieck.

**** Members Absent:** Khalif Ahmed Bashir and Stephanie Carlson

**** Others Present:** Sarah Swedburg – Planner, Alex Rau – Planning & Development Intern, David Ramstad – Planning & Development Director, Aaron Backman – Executive Director of the City of Willmar & Kandiyohi County EDC, Ted Schmid – Lumber One

2. MINUTES: Minutes of the April 7, 2021 meeting were approved as presented.

3. PARKING STANDARDS DISCUSSION: Alex Rau, Planning & Development Intern, introduced the research collected to provide options to update our current parking standards. In previous reviews of land use applications, Planning Commission has expressed a desire for our standards to be more flexible. Staff explained the option of moving to parking maximums, or a range of parking minimums to parking maximum requirements to allow for more flexibility for developers and business owners. These new standards would not affect the Central Business District zone with a current minimum parking requirement of zero spaces.

Commissioner Walker expressed a desire to see more out of a single parking space, specifically by addressing tree & landscaping requirements in parking lots.

Commissioner Frank voiced concern that downtown parking requirements need to be sensitive to the high demand for parking in downtown.

Planning and Development Director Ramstad stated that typically, market demand and what comparable developments are providing will drive the number and type of parking spaces that a development will seek to provide.

Planning Intern Rau and Planner Swedburg have discussed that these changes could be a great strategy in continuing to promote and pursue multimodal transportation goals. For example, perhaps new businesses/developments could be required to provide bike racks in replace of a reduction of parking.

Commissioner Kimpling enquired about the Commission's ability to approach updated standards for residential parking differently than commercial or industrial.

Staff will continue to perform research & bring this discussion back to the table at a future meeting after a new City Planner is hired.

4. DOWNTOWN LAND SALE: Planning and Development Director Ramstad introduced the proposed sale of city-owned land on the west half of the Block-25. AS an overview, Director Ramstad presented that the Council adopted the Renaissance Zone in May 2020, and that the last of the Renaissance Zone incentives were adopted this past December 2020. And, that the new zoning overlay district is a 5-year pilot program intended to encourage economic development, greater flexibility relative to the traditional Zoning requirements. Director Ramstad also mentioned that the developer, Lumber One, has already spent considerable time and money to perform their initial due diligence and negotiate purchase agreements with the other two land owners on Block-25. After title transfers, which must occur sometime around May 28th, the developer will own the entire City block. Director Ramstad explained that the developer plans to build a 60-unit apartment complex with an estimated total of approximately \$10,000,000 on Block 25. It's anticipated that the developer will also apply for TIF as part of their Renaissance Zone incentive package to help defray costs associated with mitigating environmental issues and help keep costs from pushing the market rate rents higher than what the market will support because of their additional costs. It was also mentioned that the project will require Planning Commission approval of the Conditional Use Permit, which will be presented at a later date. Director Ramstad also pointed out that the total tax assessed value of the land is \$91,700 and that the tax revenues once developed and after the TIF expires will be about \$50,000 year. Director Ramstad said that land sale is time sensitive because the developer only has a 60-days to move forward on the purchase of the private land; that each month of delay adds costs to materials and labor; and, that the developer intends to start construction this year.

Mr. Backman, Director of the EDC, shared his excitement about the Block-25 project. He pointed out that this will be the first major Renaissance Zone project and a great way to kick off development within the zone. Mr. Backman emphasized that the additional housing is much needed and that when completed, it would be the largest housing project in the Central Business District. Moreover, that it will be the largest project since the hospital expansion in 2002 (nearly two-decades ago). Mr. Backman also pointed out that the downtown businesses will benefit from additional residents living within walking distance of their shops.

Mr. Schmid, the developer, introduced himself and gave an overview of his company Lumber One, and the types of projects they specialize in and some of the cities they have buildings. He mentioned that they develop buildings from 24 to 280 units and in many communities of similar size to Willmar. Currently they are working on a project in Zumbrota with a similar project size as proposed for Block-25. Similar to the Willmar proposal, it is also in Zumbrota's downtown district. Architecturally

speaking, he assured the Planning Commission that the design standard will far exceed the architectural requirements for the Renaissance Zone. Mr. Schmid emphasized that while the proposed project will be comprised of market rate units, unit price points will be targeted to working class households that want the urban lifestyle and be able to walk to their places of employment. He emphasized that the project is not necessarily geared to the people commuting to different locations and that he anticipates many of their residents will be walking to work.

Planner Swedburg reminded the commission that land sales go thru a number of processes and that it's starting the process at the Planning Commission because that is the land use body. She also emphasized that consideration is supposed to be in relation to the Comprehensive Plan and Renaissance Zone objectives. She pointed out that key metrics are if the project promotes Economic Growth & Housing Diversity in relation to residential and social development.

Commissioner Marchand spoke in favor of fresh housing in the downtown area and supported the economic growth that will come along from and after this development. He also emphasized that there is a housing shortage and this is a great way to meet that need, but also concurred that parking definitely needs to be considered.

Commissioner Walker also spoke in favor of the land sale. He considered it a step towards improving the economy. He was also glad to hear the design standards will meet and exceed the architectural standards for downtown.

Commissioner Frank spoke at length about parking being in great shortage in downtown, and how the parking on the city owned lot was always full and provided desperately needed parking in the area. He expressed great concern over the loss of public parking, pointing to extreme downtown traffic congestion along public streets, which has significantly limited and/or prevented customers from coming to downtown to access existing and future businesses. Commissioner Frank emphasized that the current use of the land as a parking lot was a valuable use and not a marginal use. He also said that there should be a parking study available before a land sale decision is made.

Mr. Backman of the EDC and Director Ramstad mentioned that the parking lot has never been full the many times they have driven by, and that of the 48 spaces only about a third of them are ever used. They also countered that the downtown traffic is far from congested and that there is parking capacity in the downtown area to absorb the few cars using the city-owned land. They both acknowledged, however, that parking is an important consideration. Planner Swedburg pointed out that the downtown district does not require any onsite parking, and so the project will greatly exceed requirements.

The developer, Mr. Schmid, emphasized that the project is currently being modeled on their Zumbrota project, which will have six (6) Studio units, forty-five (45) 1 BR units, and six (6) 2 BR units. Likewise, it will target young professionals and

residents over 55 that want to live maintenance free and near services. He also mentioned that Zumbrota required a 1-to-1 ratio for parking. Finally he pointed out that they have agreements to purchase the two privately owned parcels purchased right now and plan to have a 1-to-1 parking ratio.

Commissioner Kimpling made a motion, seconded by Commissioner Walker to approve the land sale and forward it to City Council.

The motion passes.

5. MISCELLANY: Staff anticipates a new community member joining the Planning Commission to fill current vacancy in June. Staff will be in touch on whether there will be a May 5th Planning Commission meeting.
6. There being no further business to come before the Commission, the meeting adjourned at 8:50 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Ramstad', with a horizontal line underneath.

David Ramstad, PhD
Planning & Development Director

PLANNING COMMISSION – MAY 19, 2021

STAFF COMMENTS

1. ALL CAP CONDITIONAL USE PERMIT FILE NO. 21-02

- The applicant is Steven Vosen owner of All Cap, LLC of Willmar, MN.
- The applicant is requesting a conditional use permit to house a manufacturing company making temporary reusable covers for construction and manufacturing on the property described as follows: That part of Solversons's Outlot lying south of U.S. Highway 12, the Westerly Boundary line being 173.27', Southern boundary line 297', and Easterly boundary line 159.5', to the City of Willmar (1300 E Hwy 12).
- The property is zoned GB.
- The use of limited production requires a conditional use permit.
- All setbacks, lot size, and width standards are met.
- The existing structure will not change.

RECOMMENDATIONS: Approve conditional use permit with the following condition:

The use shall meet all applicable local, state, and federal rules and regulations at all times.

2. MATHEW TIMOTHY HOUSE MINOR SUBDIVISION FILE NO. 21-02

- The applicant is Michael Laidlaw from Overcomers International Fellowship of St. Cloud, MN.
- The applicant is requesting a minor subdivision to split the property into two parcels for the property described as follows: First Addition to the Town of Willmar, lot 13, lot 14 (619 & 621 Trott Ave SW)
- The property is zoned R-3 (Low Density Multi-Family Residential)
- Two houses currently sit on the property and the subdivision would place each house into its own parcel.
- The property is currently nonconforming.
- A shed is currently sited on the proposed property line.
- Each lot would be 7500 sqft.
- Willmar's minimum lot size for R-3 is 8500 sqft

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

- A. The conditional use permit is contingent upon receiving a variance from the Board of Zoning Appeals
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.



CONDITIONAL USE PERMIT APPLICATION

Applicant: ALLCAP, LLC Address: 2763 Fairway Dr NE Willmar, MN 56201

Phone Number: 320-212-3226 Email: Steve@ductcap.com

Owner: Steven Vossen Address: 2763 Fairway Dr NE Willmar, MN

Applicant's Property Interest: 1300 E Hwy 12 Parcel #: 95-914-2350

Ordinance Section Number: _____ Zoning District: _____

Legal Description: Sect 14 TWP 119 Range 3S

That part of Solversons Outlot lying S. of
US Hwy 12

The Applicant requests a conditional use permit for the above-described property to: _____

House a manufacturing Company @ making temporary
Reusable covers for Construction & manufacturing

What will be the impact of this use on neighborhood property values?: _____

How does this use conform to the Zoning Ordinance and the Comprehensive Plan goals and objectives?:

It would be very similar to past uses
of this building

How will the use affect the development and improvement of other properties in the neighborhood?: _____

Have appropriate utilities, access roads, ingress/egress, stormwater management, and traffic flow, been designed/planned for the use so as to not negatively affect the public health, safety and welfare of the neighborhood?:

yes, from past uses

How will the use "fit into" the neighborhood and be compatible with abutting properties?: _____

How will the uses architectural appearance, design, and function of the use conform with the surrounding built environment?: Existing building will not change

Applicant's Signature: [Signature] Date: 3-27-2021

(For staff use only)

Commission Date: _____

Fees: \$350 to City of Willmar
\$46 to Kandiyohi County Recorder

[Signature]
Zoning Administrator

DECISION OF THE CITY OF WILLMAR PLANNING COMMISSION



This _____ day of _____, 20__ the City of Willmar Planning Commission:

Any person aggrieved by this decision shall have the right to appeal to the District Court of Kandiyohi County.

Signed: _____

Chairperson

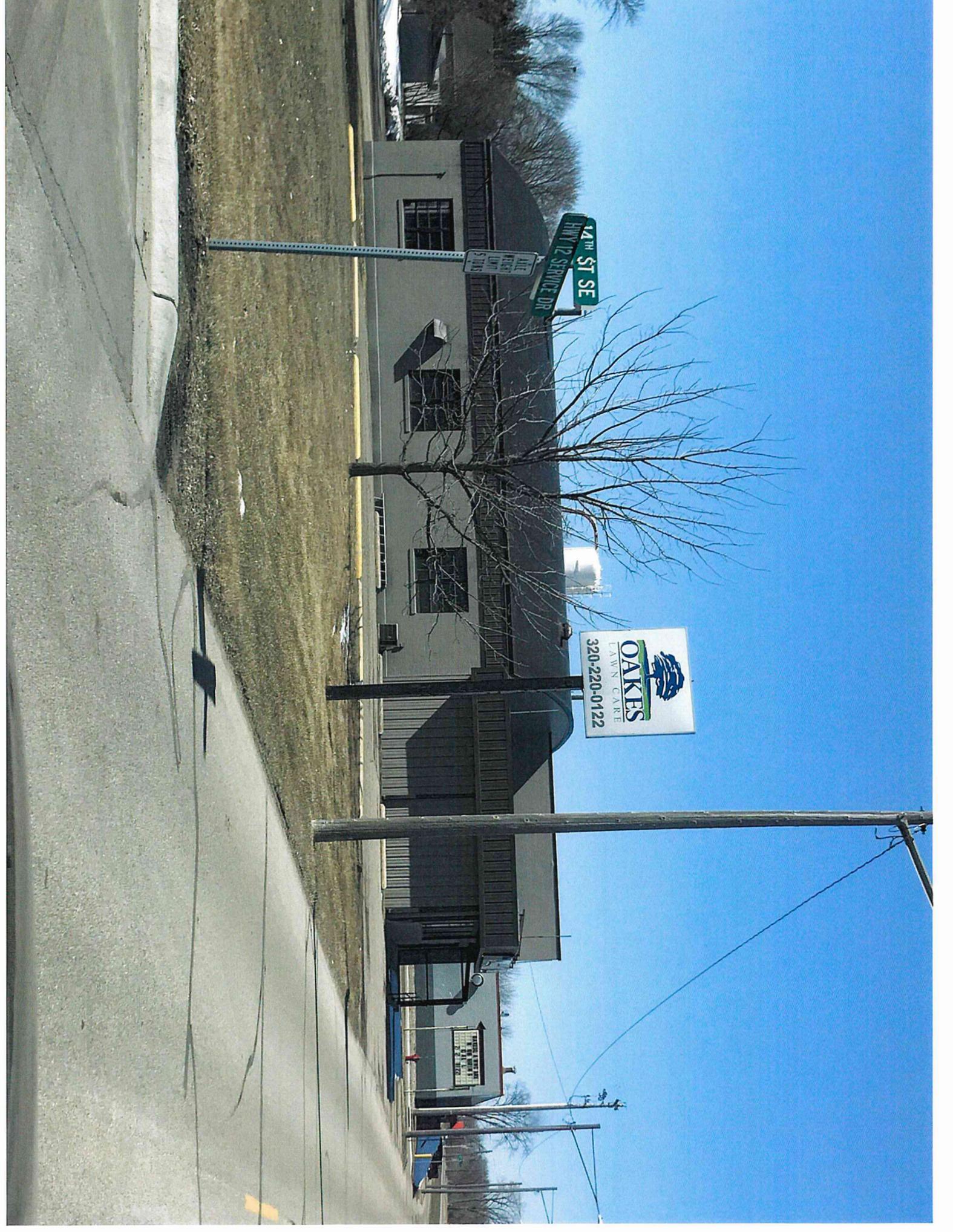
Zoning Administrator





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Start

3 Easy Steps

- 1. Click "Start"
- 2. Start Download
- 3. Browse The Web

Wave Browser

Output

664.188 m²
0.001 km²
0.164 Acres
0.066 Hectares
7149.255 Feet²

Output

105.878 m
0.106 km

Delete Last Point

Delete All Points

Start a New Area

n Area

13th St SE

Search for a location

13th St SE



Map data ©2021 Imagery ©2021 Terms of Use Report a map

Start

3 Easy Steps

1. Click "Start"
2. Start Download
3. Browse The Web

Wave Browse

out

179.883 m²
 0.000 km²
 0.044 Acres
 0.018 Hectares
 1936.242 Feet²

r Output

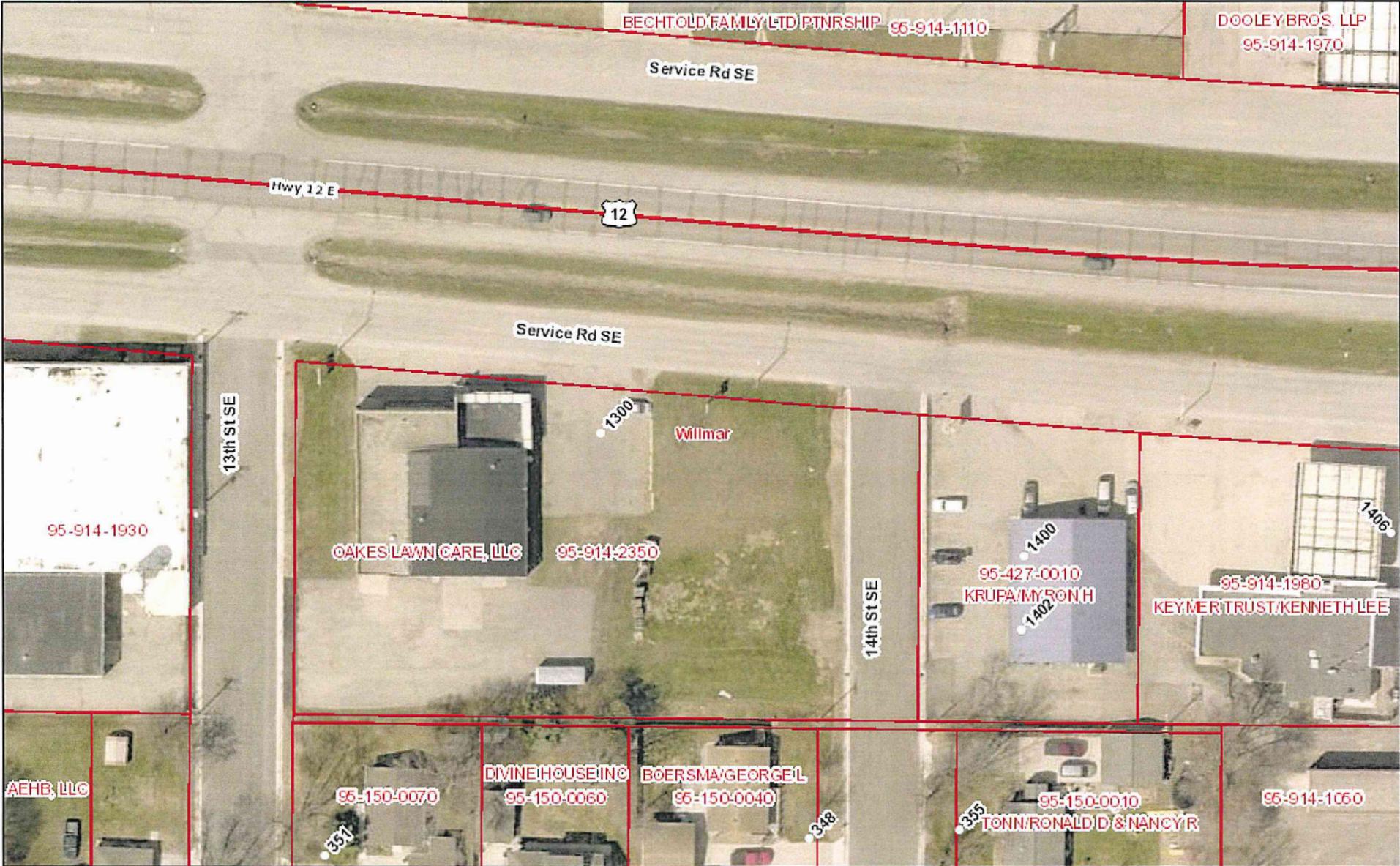
63.947 m
 0.064 km

Delete Last Point

Delete All Points

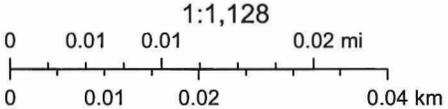
Start a New Area

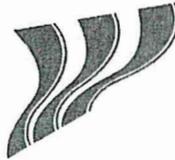
All Cap CUP



4/26/2021, 8:18:34 AM

- HouseAddresses
- Township Roads
- US
- State
- City
- Railroad
- Township
- County Gravel
- County
- County
- County Gravel
- County
- County
- County Gravel
- County
- County
- US & State Highways
- US
- State





File #: 21-02

City of Willmar Subdivision Application

Applicant: Overcomers Int'l Fellowship (OIF) Address: 619 & 621 Trott Ave SW, Willmar, MN 56201
 Phone Number: 320-656-1550 ext 1 Email: oifadultcare@aol.com
 Owner: Michael Laidlaw / OIF Address: PO Box 2150, St Cloud, MN 56302
 Surveyor: Bonnema Runke Stern Inc. Address: 4566 Hwy 71 NE Suite 1, Willmar, MN 56201
 Applicant's Property Interest: Owners / Contract for Deed
 Parcel #(s): 95-006-0670
 Legal Description: S/T/R 15-119-35 First Addition to The Town of Willmar Lot 13; Lot 14

Zoning District: Current R-3 Proposed R-3

Name of Proposed Plat: Mathew Timothy House Number of Lots Proposed: 2

Applicant's Signature: Michael Laidlaw Date: 4/13/2021

Subdivision Type:	<u>Minor</u>	Consolidated Major	Major	Office Use Only
Fee: \$	<u>N/A - Renaissance zone</u>	to City of Willmar <input type="checkbox"/>	Date Received:	
Zoning Administrator:	<u>Janet J. Sullivan</u>		BY:	RECEIVED <u>APR 23 2021</u>

DECISION OF THE CITY OF WILLMAR PLANNING COMMISSION

This _____ day of _____, 20____ the City of Willmar Planning Commission recommends to the City Council that the preliminary plat be _____

Signed: _____

Chairperson

Secretary/Clerk

City Council action on Preliminary Plat:

Approved / Disapproved

Planning Commission action on Final Plat:

Approved / Disapproved

City Council action on Final Plat:

Approved / Disapproved

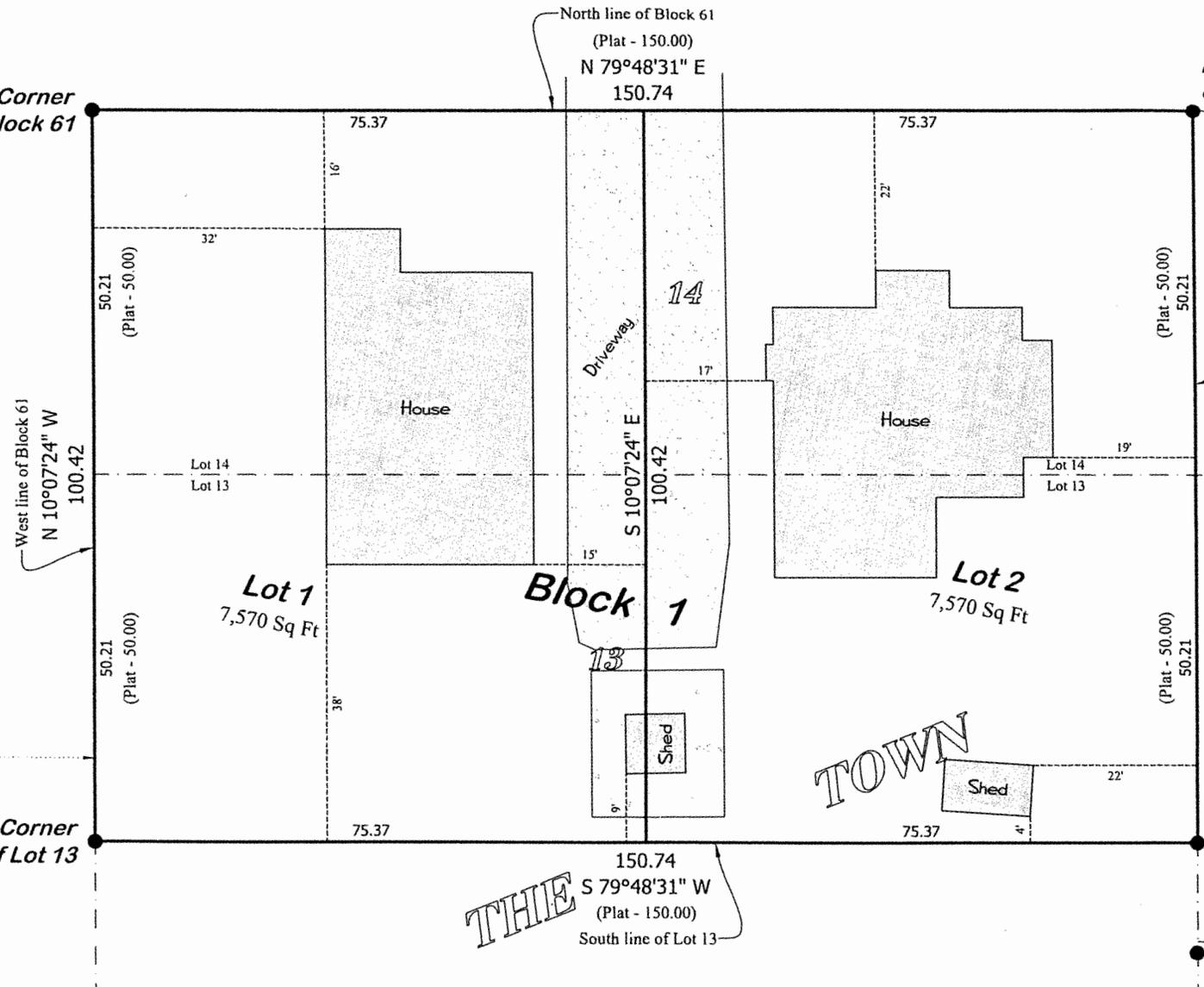
Street SW

NW Corner of Block 61

SW Corner of Lot 13

NE Corner of Lot 14

SE Corner of Lot 13



THE

TOWN

OF

Sarah Swedburg

From: Sandra Laidlaw <oifadultcare@aol.com>
Sent: Wednesday, April 21, 2021 12:23 PM
To: Sarah Swedburg; oifdcac@aol.com
Subject: Re: Splitting of Property Procedure

Hi Sarah,

The Shed will be moved over and stay with the 619 property,.

Thanks

*Sandra Laidlaw, MA, LADC,
Business Coordinator
Overcomers Intl Fellowship
Mailing Address; PO Box 2150, St. Cloud, MN 56302
Office Address; 529 16th Avenue N., St Cloud, MN 56303
Mobile; 320-492-0182
eFax: 320-803-3047*

-----Original Message-----

From: Sarah Swedburg <sswedburg@willmarmn.gov>
To: OIFDC - Heather AC <oifdcac@aol.com>; oifadultcare@aol.com <oifadultcare@aol.com>
Sent: Wed, Apr 21, 2021 12:13 pm
Subject: Re: Splitting of Property Procedure

Good afternoon Heather -

I just received the preliminary plat from Bonnema. Do you know if the shed that is currently onsite along the property line will be moved or removed? (Or could you pass this message along to the proper person to answer that question?)

Thanks,
Sarah

From: Sarah Swedburg <sswedburg@willmarmn.gov>
Sent: Tuesday, April 13, 2021 3:33:39 PM
To: OIFDC - Heather AC <oifdcac@aol.com>; oifadultcare@aol.com <oifadultcare@aol.com>
Cc: David Ramstad <dramstad@willmarmn.gov>; Alex Rau <arau@willmarmn.gov>
Subject: Re: Splitting of Property Procedure

Good Afternoon Heather -

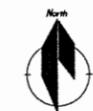
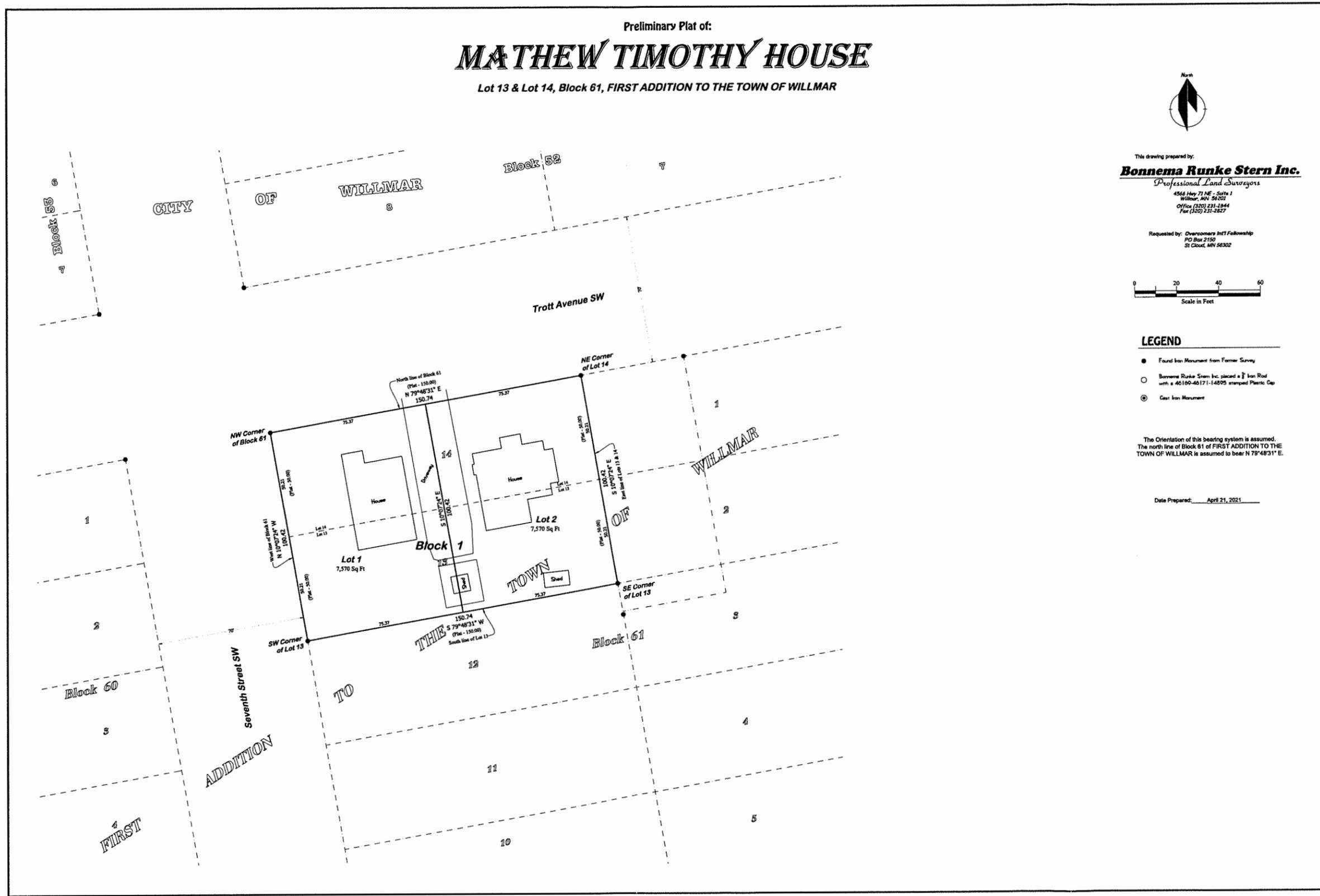
Thank you for submitting these applications! Has Bonnema Runke Stern completed the Preliminary Plat? They can certainly send it directly to me if it is complete. I believe that should be the only item missing before both of these applications are considered complete & can be scheduled on the appropriate upcoming meetings.

As previously mentioned, no application fees are required, as this project is within the Renaissance Zone.

Thanks,
Sarah

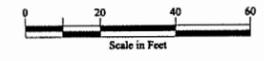
Preliminary Plat of:
MATHEW TIMOTHY HOUSE

Lot 13 & Lot 14, Block 61, FIRST ADDITION TO THE TOWN OF WILLMAR



This drawing prepared by:
Bonnema Runke Stern Inc.
 Professional Land Surveyors
 456 Hwy 71 NE - Suite 1
 Willmar, MN 56201
 Office (320) 231-2844
 Fax (320) 231-2827

Requested by: Overcomers Int'l Fellowship
 PO Box 2150
 St Cloud, MN 56302



LEGEND

- Found Iron Monument from Former Survey
- Bonnema Runke Stern Inc. placed a 1" Iron Rod with a 46160-46171-14899 stamped Plastic Cap
- ⊙ Cast Iron Monument

The Orientation of this bearing system is assumed.
 The north line of Block 61 of FIRST ADDITION TO THE TOWN OF WILLMAR is assumed to bear N 79°48'31" E.

Date Prepared: Apr 21, 2021