

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, OCTOBER 26, 2016**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, October 26, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**\*\* Members Present:** Randy Czarnetzki, Gary Geiger, Aaron Larson, Margaret Fleck, Steve Gardner, Bob Poe, and Rolf Standfuss.

**\*\* Members Absent:** Rebecca Trongaard

**\*\* Others Present:** Amanda McGillivray, Megan DeSchepper- Planner.

2. MINUTES: The October 12, 2016 minutes were approved as submitted.

3. MCGILLIVRAY SALON HOME OCCUPATION CONDITIONAL USE PERMIT- FILE NO. 16-03: The public hearing opened 7:01 p.m. Amanda McGillivray presented a request for a salon home occupation business conditional use permit on property described as follows: Lot 11, Block 81, First Addition to the Town of Willmar (713 7<sup>th</sup> St. SW). Ms. McGillivray explained that she will be the sole employee and will have clients by appointment only. Her hours of operation at the latest would be one evening a week to 7 p.m. and some Saturday mornings to noon. There is off street parking available in the driveway and will have no exterior signage just a sign in the door window.

No one appeared to speak for or against the request and the public hearing closed at 7:06 p.m.

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

The Commission inquired about deliveries to the site. Ms. McGillivray said she would get most of her product herself from a distributor in St. Cloud, if she ordered anything to be delivered to the home it would be at most once a month.

Mr. Geiger made a motion, seconded by Mr. Poe, to approve the conditional use permit for a home occupation salon with the following condition:

- A. That all applicable local, state, and federal rules and regulations shall be met on site 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. ACCESSORY DWELLING UNIT DISCUSSION CONTINUED- SUBCOMMITTEE UPDATE: The Subcommittee updated the Commission on their progress. They've met twice and gone over the sample ordinances to pick and choose requirements that fit the Commission's vision. One major step forward was the determination that Accessory Dwelling Units (ADU) would only be permitted in R-2. Secondly, they also added the requirement to the list that one of the two units, either the principal structure or the ADU, shall be owner occupied. The Commission looked at the zoning map to determine R-2 locations and the limited amount of R-1 within the City Limits. Warren Erickson attended their first meeting, and gave his perspective on building costs and planned unit development possibilities. The Subcommittee and Staff will continue to work on the document and update the Commission on their progress.
  
5. There being no further business to come before the Commission the meeting adjourned at 7:39 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

PLANNING COMMISSION-OCTOBER 26, 2016

STAFF COMMENTS

1. MCGILLIVRAY SALON HOME OCCUPATION CONDITIONAL USE PERMIT-FILE NO. 16-03:

- The applicants are Amanda and Joshua McGillivray, Willmar, MN.
- The applicant wishes to operate a one chair salon home occupation on property legally described as follows: Lot 11, Block 81, First Addition to the Town of Willmar (713 7<sup>th</sup> St. SW).
- The property is zoned R-2 (One and Two Family Residential).
- The applicant will be the sole employee, off street parking is available in the driveway, will take place within the home, and no exterior storage will occur of business related items.
- Sign permits are ancillary from the CUP and is limited to 2 sq. ft. in size and requires a sign permit.
- Hours of operation?
- Deliveries?

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

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

**NOTICE OF HEARING ON A REQUEST FOR  
A CONDITIONAL USE PERMIT**

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday, December 14, 2016, at 7:01 p.m. at the City Office Building (Conference Room # 2 upstairs), 333 6th St. SW, Willmar, Minnesota, to conduct a public hearing to hear reasons for and against a conditional use permit requested by Elizabeth A. Marcus, Willmar, MN, to allow a home occupation lash salon business on property legally described as follows: Lot 2, Block 4, Lakewood Third Addition (311 Country Club Dr. NE).

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.

December 2, 2016  
Date

Megan M. DeSchepper  
Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficiente, por favor comuníquese con Maria al 235-0850 ext. 1100, de Heartland Community Action Agency.

Haddii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo Wac: Sahra Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.

To approve a conditional use permit, the Planning Commission must make, where applicable, the following affirmative findings:

1. That the conditional use, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City.
2. That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed conditional use.
3. The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community.
4. That the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned.
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being, provided.
6. That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets.
7. The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood.

If you have any specific questions regarding the request, call City Offices at (320)235-8311 and ask to speak to Megan DeSchepper, City Planner.

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to speak to Megan DeSchepper.

