

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, JUNE 28, 2017**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, June 28, 2017, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Steve Gardner, Jeff Kimpling, Terry Sieck, Cletus Frank, Margaret Fleck, and Terry VanVeldhuizen.

\*\* Members Absent: Bob Poe, Rolf Standfuss, and Jonathan Marchand.

\*\* Others Present: Jim Bach, and Megan DeSchepper- Planner.

2. MINUTES: The June 14, 2017 minutes were approved as presented.

3. ROCKSTEP PLAZA FIRST ADDITION PRELIMINARY PLAT- FILE NO. 17-02:  
The public hearing opened at 7:01 p.m. Staff updated the Commission that the applicant asked to postpone their public hearing as they wished to change their plat submittal. As hearing notices had already been mailed and published in the paper the hearing could be opened and then continued onto the next meeting.

No one appeared to speak for or against the request.

Mr. Frank made a motion, seconded by Ms. Fleck, to table the preliminary plat and continue the hearing.

The motion carried.

4. MAGNUM TRUCKING (GM DEVELOPMENT) PLAN REVIEW- FILE NO. 17-07:  
Jim Bach, with Marcus Construction, presented plans on behalf of GM Development (Magnum Trucking), Fargo, ND, of an LTT (Less Than Load Terminal) on property described as follows: Lot 1, Block 1, Willmar Industrial Park Fourth Addition (3201 Willmar Ave. SW). Mr. Bach explained that the building will house multiple truck bays as well as offices, locker rooms/restrooms, and a break room. The building will be of pre-engineered steel with a decorative split face block veneer.

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

The Commission went through each Engineering Department comment. They discussed drainage on-site and regionally, and the stormwater construction permit that is required as well as drainage calculations.

The curb cuts were talked about at length; Engineering Department policy is no wider than 32' in Industrial/Commercial development. The applicant proposed 70' and 72' wide accesses. The Commission referred to recent past actions on two other sites that were heavy semi-truck projects where they allowed wider driveways to accommodate trucks with big loads etc.

Staff explained the policy is not arbitrary, it is in keeping with the MNDOT Standard of 32' (which is on higher speed, more traveled, thoroughfares). The larger the curb cut the more area for water to quickly leave the site and go into the city catch basins and system. Willmar Ave. SW is only 54' wide in the new industrial park, so the driveways will be considerably wider than the street. Wider accesses actually cause traffic conflicts because they are too wide.

Mr. Bach added he had not spoken about more narrow drives with the property owner.

The Planning Commission then talked about the comment regarding lining up the east driveway with 32<sup>nd</sup> St. SW, which with the layout of the site would be very difficult to do. They talked about streets aligning and driveways aligning when possible, but with this project they couldn't see how it could be accommodated.

Ms. Fleck made a motion, seconded by Mr. Frank, to approve the plan review with the following condition:

- A. An NPDES construction stormwater permit shall be submitted prior to issuance of a building permit.
- B. Drainage calculations shall be submitted and approved prior to issuance of a building permit.
- C. Curb cuts shall be no more than 72' in width.
- D. Parking lot shall have perimeter curb and gutter.
- E. Drainage should be indicated and contained on site.
- F. All new water mains shall be 8".
- G. Site hydrants shall be as per Fire Code.
- H. Landscape plan shall be submitted for staff review and approval prior to issuance of a building permit.
- I. The use shall meet all applicable local, state, and federal rule and regulations at all times.

Discussion continued with concern about the 72' curb cut being excessive and setting precedence for future development. They talked about conditions A. and F. being of similar topic and wanted the wording contained to be specified further.

Ms. Fleck made a motion, seconded by Mr. Frank, to amend the motion by adding to condition E. as follows:

- E. Drainage should be indicated and contained on site consistent with the construction stormwater permit.

The Commission then talked about specifying the curb cuts be exactly as they are

depicted on the site plan they were reviewing.

Ms. Fleck made a motion, seconded by Mr. Frank, to amend the motion by adding to condition C. as follows:

- C. Curb cuts shall be approved as per the submitted plan dated 5-12-2017 as reviewed by Planning Commission with the west driveway at 70' and the east driveway at 72'in width.

Staff asked the Commission to clarify condition E. regarding curb and gutter on perimeter of parking lot. The Planning Commission stated it was the area at the north end of the development by the two driveways and where the parking spaces were proposed only. The rest of the site could remain uncurbed.

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

The motion carried with all members voting aye, save for Mr. Kimpling who voted no.

5. With no further business to come before the Commission, the meeting adjourned at 7:55 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

PLANNING COMMISSION-JUNE 28, 2017

STAFF COMMENTS

1. MAGNUM TRUCKING (GM DEVELOPMENT) PLAN REVIEW- FILE NO. 17-07:

- The applicant is GM Development (Magnum Trucking) Fargo, ND.
- The applicant submitted plans for a LTL (less than load) trucking terminal on property described as follows: Lot 1, Block 1, Willmar Industrial Park Fourth Addition (3201 Willmar Ave. SW).
- The property is zoned I-1 (Limited Industry).
- The applicant proposes a 70' x 198' building with semi-truck bays as well as office, locker room/restrooms, and breakroom space.
- Building will be of pre-engineered steel building design and will fit in well architecturally with other buildings in the industrial park.
- There are 11 proposed truck bays with concrete aprons. The drive and parking area will be paved. There is also a secondary area of class 5 gravel surfacing beyond paved areas (semi parking area?) There are 21 paved parking spaces proposed, and meets Ordinance requirements for parking.
- Building and parking setback requirements are exceeded.
- A landscape plan was not submitted.
- Curb cuts shall be limited to 32' per engineering policy, proposed cuts are excessive.
- **Engineering Comments:**
  - A NPDES construction storm water permit will be required for this project.
  - The plan sheets indicate Willmar Ave. SW and 32rd St. SW are "under construction". These streets are completed.
  - Post development runoff should be equal to or less than pre development runoff. Drainage calculations shall be submitted.
  - The proposed driveways off of Willmar Ave. SW shall be maximum of 32' wide per City policy. No curb removal or construction details are indicated for new driveways. The existing curb and gutter is B624 and new driveway openings shall be constructed to match.
  - It is recommended the proposed east driveway off Willmar Ave. SW be better aligned with 32<sup>nd</sup> St. SW.
  - Indicate the proposed drainage flow directions. Drainage to City streets is not allowed and shall be minimal.
  - Parking lot shall have perimeter curb and gutter.
  - The existing utility services that are stubbed into the property from Willmar Ave. SW are 6" sanitary sewer and 8" water main. Provisions to flush the existing 8" water main stub will need to be addressed to ensure there are no contaminants in the stub.
  - All new water main shall be 8".

- The building requires two on site fire hydrants to be located within 225' of furthest portion of the building. The hydrants shall be Waterous Pacer 16" breakaway with two 4 1/2" steamer nozzles.
- Water main testing and disinfection procedures shall be as approved by the Willmar Municipal Utilities.
- The Utility Notes on sheet C2.0 are not completely filled in and have conflicts with sheet C1.1 specifications.
- The contact information on the SWPPP should include City Public Works Director Sean Christensen. His phone number is 320-214-5169.
- The existing catch basins on Willmar Ave. SW require inlet protection.

RECOMMENDATION: Approve the plan review with the following conditions:

- A. An NPDES construction stormwater permit shall be submitted prior to issuance of a building permit.
- B. Drainage calculations shall be submitted and approved prior to issuance of a building permit.
- C. Curb cuts shall be limited to 32' in width.
- D. The east driveway off of Willmar Ave. SW shall better align with 32rd St. SW.
- E. Parking lot shall have perimeter curb and gutter.
- F. Drainage should be indicated and contained on site.
- G. All new water mains shall be 8".
- H. Site hydrants shall be as per Fire Code.
- I. Landscape plan shall be submitted for staff review and approval prior to issuance of a building permit.
- J. The use shall meet all applicable local, state, and federal rule and regulations at all times.

## NOTICE OF HEARING FOR PROPOSED ZONING AMENDMENT

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday July 12, 2017, at 7:01 p.m. at the City Office Building (Conference Room #2 upstairs) 333 6<sup>th</sup> St. SW, to consider an ordinance amending No. 1060 known as the Willmar Zoning Ordinance by adding Section 6.K.5. relating to uses in the Shopping Center District:

SECTION 6. Ordinance 1060 is hereby proposed to be amended by adding SECTION 6.K.5.g. so as to read as follows:

5. *Conditional Uses. The following uses are permitted upon the granting of a conditional use permit by the Planning Commission, subject to such conditions as they may attached thereto:*
  - a. *Warehousing/Distribution/Storage.*
  - b. *Assembly (parts).*
  - c. *Schools and Colleges.*

At the time and place fixed for the Public Hearing, the Planning Commission of the City will give all persons who appear at the hearing an opportunity to express their views with respect to the proposal.

June 30, 2017  
Date

Megan M. DeSchepper  
Planner/Airport Manager

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: Sahara Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.