

## ***CITY OF WILLMAR***

**PLANNING COMMISSION MEETING  
7:00 P.M. ON WEDNESDAY, AUGUST 19, 2020  
VIRTUAL  
GoTo MEETING**

***Chair:*** Christina Nelson

***Vice Chair:*** Rolf Standfuss

***Members:*** Steve Gardner, Jeffery Kimpling, Cletus Frank, Jonathan Marchand, Terry Sieck, Dr. Jerry Kjergaard, and Khalif Ahmed Bashir.

### **AGENDA**

1. Meeting Called to Order
2. Minutes of July 15, 2020 meeting
3. 7:01 p.m. Knapper Home Occupation CUP Public Hearing
4. Tiny Homes Standards Discussion
5. Updates:
  - a. Renaissance Zone
  - b. Comprehensive Plan
6. Miscellany
7. Adjourn

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, JULY 15, 2020**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, July 15, 2020, at 7:00 p.m. virtually via GoTo Meeting.

\*\* Members Present: Christina Nelson, Jeff Kimpling, Steve Gardner, Cletus Frank, Terry Sieck.

\*\* Members Absent: Rolf Standfuss, Jonathan Marchand, and Khalif Ahmed Bashir.

\*\* Others Present: Sarah Swedburg – Planner

2. MINUTES: Minutes of the June 17, 2020 meetings were approved as presented.

3. Tiny Homes Standards Review: Staff has been approached by a party interested in pursuing a Tiny Homes Development. This inquiry required staff to review current Zoning Ordinance standards that relate to allowing such a development, and came to the conclusion that the Planning Commission needed to consider Tiny Homes Standards.

Staff presented initial research, providing the Commission with a background on Tiny Homes basics, Willmar housing statistics, and how staff interprets current Zoning Ordinance standards in relation to such a residential use.

Planning Commission expressed:

- Tiny homes on foundation would be preferred
- Connection to City utilities would be preferred
- Some have had conversations with communities members that have expressed Tiny Homes may be a good option for first time home buyers getting used to home ownership responsibilities
- Shared Pocket Neighborhoods website was shared by Mr. Gardner. He expressed that this is the type of community (vs. “neighborhood”) he envisions if we were to allow Tiny Homes.
- A “household” is defined by the Census Bureau as “all the people who occupy a housing unit”.
- Staff will gather more data on where pre-leasees for new housing developments are coming from (i.e. moving into town or relocating from another rental unit currently in City Limits).
- The City has not received many, if any, inquiries about Tiny Homes, other than this initial developer inquiry. However, because of the Minnesota Building Code changes that now include “Appendix Q” of the International Building Code,

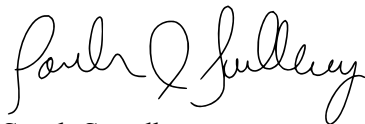
allowing for a few variances in the construction of Tiny Homes, staff only anticipates increases of inquiries from here.

- Staff will collect more feedback from communities on *why* they chose to adopt the ordinances for or against Tiny Homes.
- Some concern of land ownership due to the history of Elm Lane exists
- Discussion about the availability currently in land for this type of development. Staff would envision standards that required Tiny Homes to be located in clusters that provided for community green space (rather than one-offs on larger vacant parcels in the middle of other developed neighborhoods).
- Some inquiry about accessory dwelling units - desire to not muddy the waters with this option at this time, and focus on standards for Tiny Homes as a dwelling unit on individual lots.

The Planning Commission came to the consensus that their curiosity is piqued. Staff will continue to do more research and gather more anecdotal information from Cities that have passed ordinances for or against Tiny Homes and report back to the Commission at a later time.

4. MISCELLANY: Dr. Jerry Kjergaard has submitted his resignation to the City & Planning Commission. Staff will begin recruitment efforts, as we would like to fill this vacancy before the Commission has 2 retirements of veteran Commissioners Gardner & Standfuss. We hope that this recruitment effort will also bring forward 2 community members interested in filling these positions that will open in January.
5. There being no further business to come before the Commission the meeting adjourned at 8:12 p.m.

Respectfully submitted,



Sarah Swedburg  
Planner

**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, August 19, 2020, at 7:01 p.m. virtually via GoTo Meeting, to conduct a public hearing to hear reasons for and against a conditional use permit requested by Lori Knapper, Willmar, MN, to allow a home occupation salon business on property legally described as: Lot 6, Block 1, Terwisscha's Addition (904 15th Ave SW).

All property owners or residents living in the vicinity of the above-described property are hereby notified of the public hearing. Due to the COVID-19 health pandemic & local and state emergency declarations, interested parties may participate via GoTo Meeting or be represented by counsel to be heard on this matter. To participate in the public hearing, please connect via internet at <https://global.gotomeeting.com/join/751866469> or via phone at (571) 317-3122, access code 751-866-469. The Planning Commission meeting agenda and packet can be found on the Calendar on the home page of the City's website ([www.willmarmn.gov](http://www.willmarmn.gov)).

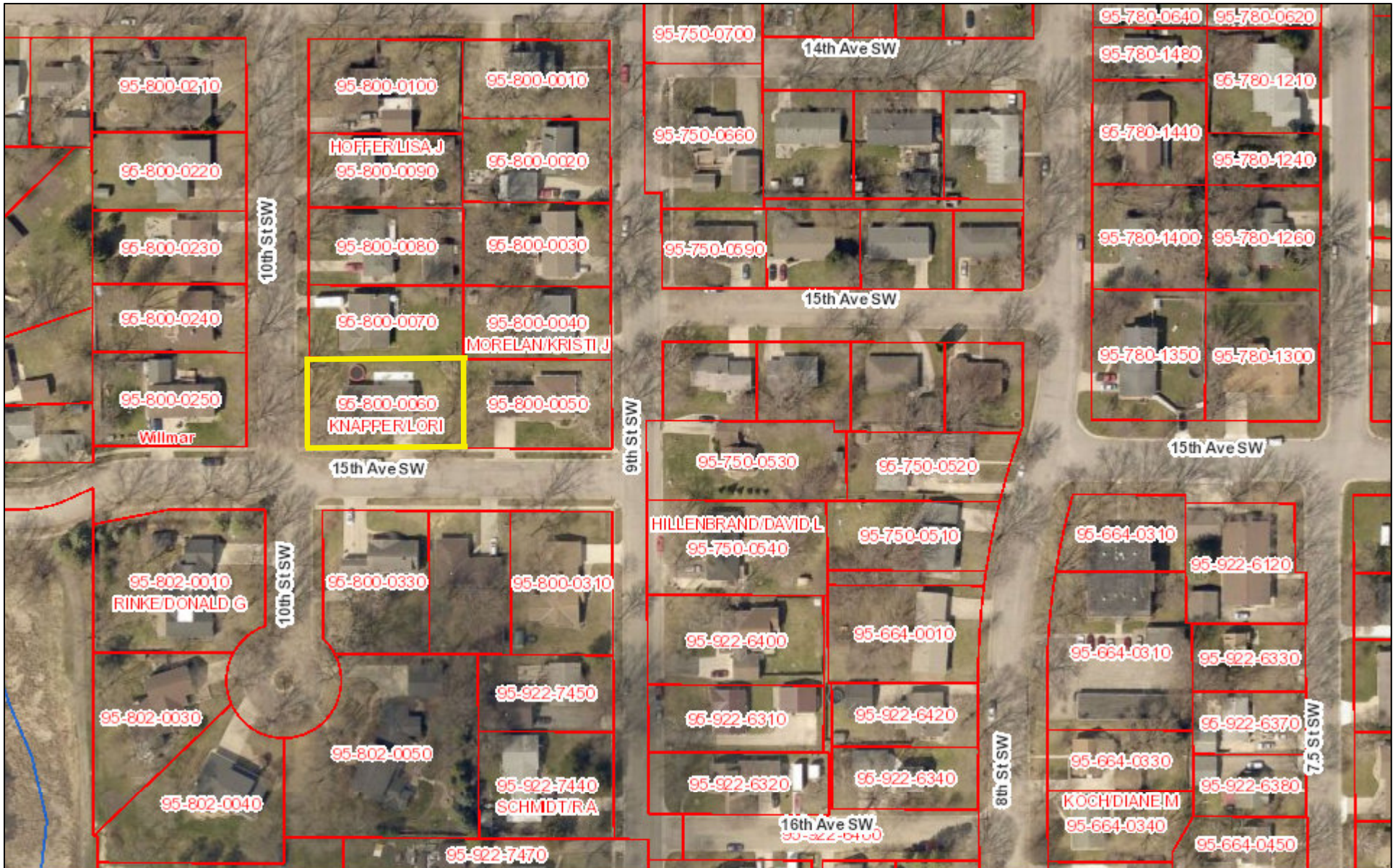
August 5, 2020  
Date

Sarah J. Swedburg  
Planner

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

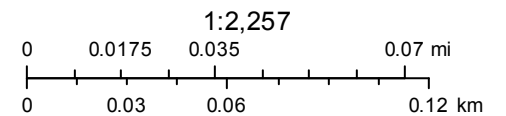
Haddii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo Wac: Sahra Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.

# CUP Public Hearing for Salon Home Occupation



August 7, 2020

**If you have any questions regarding this request, call Willmar City Offices at 320-235-8311 and ask to speak to Sarah Swedburg.**



**PLANNING COMMISSION – AUGUST 19, 2020**

***STAFF COMMENTS***

1. KNAPPER HOME OCCUPATION CUP -- FILE NO 20-01:

- The applicant is Lori Knapper of Willmar, MN.
- The applicant is requesting a conditional use permit to allow a home occupation for a hair salon business on property legally described as: Lot 6, Block 1, Terwisscha's Addition (904 15th Ave SW).
- The parcel is zoned R-2 (One- and Two- Family Residential).
- The parcel fronts 15th Ave SW, and is accessed via this same road.
- The hair salon will be operated by appointment.
- General hours of operation will be Monday mornings, Tuesday & Thursday afternoons
- The applicant will be the sole employee, off street parking is available in the driveway, business will take place within the home, and no exterior storage will occur of business related items.
- An addition on the east side of the existing home will be constructed to accommodate this use.
- Sign permits are ancillary from the CUP. Signs are limited to 2 sq. ft. in size and require a sign permit.
- No anticipation of significant increases in deliveries at the home.
- All comments from neighbors received by staff have been positive and in favor of approval of this request.

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

- A. The home addition shall meet Zoning Ordinance setback requirements (10 feet from interior side yard property line and 30 feet from right-of-way and rear yard property line).
- B. A building permit shall be submitted and approved by the City Building Inspector for the construction of the home addition.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

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

1. That the conditional use/plan review, 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/plan review.
3. The conditional use/plan review 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/plan review 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/plan review 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 Sarah Swedburg, City Planner.