

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, JANUARY 19, 2022**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, January 19, 2022, at 6:30 p.m. at the Willmar City Offices Conference Room #1.

*Members Present:* Jonathan Marchand, Jeff Kimpling, Steven Dresler, and Stacy Holwerda.

*Members Absent:* Stephanie Carlson, Cletus Frank, and Khalif Ahmed.

*Other Present:* Kayode Adiatu – Planner, Willard Huyck – Main Street Coordinator, Justice Walker - Planning and Development Director, Wayne Larson - Attorney, Harlan Rohner – Willmar, Pearl Htoo – Htoo Market, Duane Bonnema – James House, Cecil Meyer – James House, and Justin Paffrath – Tiny Homes Development.

2. MINUTES: Minutes from the December 15<sup>th</sup> meeting was delayed for approval due to lack of quorum.
3. CHANGES OR ADDITIONS TO THE AGENDA: The Rohner Rezone item was moved down the agenda to see whether more Commissioners would attend the meeting for a quorum.
4. INTRODUCTION OF A NEW MEMBER: Chairperson Marchand introduced and welcomed new Commissioner Stacy Holwerda to the Commission.
5. JAMES HOUSE REVIEW - PRELIMINARY: Planner Adiatu presented the James House preliminary review to the Commission. He stated that the facility would be remodeled to serve as a sober house. He further stated the Planning team has been meeting with Mr. Bonnema regarding the proposed plan, and explained the conditions of either pursuing a Conditional Use Permit or Plan Review Application to the Commission.

Mr. Bonnema stated the James House started in Willmar as a sober living facility in 2006. He stated that State Code allows five residents to live in the sober house with a house manager present. Fire sprinklers are required if there are over five residents. He further expressed the cost benefit of having more than five residents at some point if they are going to have a house manager present.

Commissioner Dresler asked Mr. Bonnema what he meant by “supervision”. Mr. Meyer responded that there would be a day staff, essentially doing the programming during the day and a part-time staff on night shifts from evening until morning. Commissioner Kimpling asked whether the Commission needs to make a decision. Planner Adiatu responded no. Chairperson Marchand asked if the dining is going to be a congregate or dormitory set up. Mr. Meyer responded that although the food is purchased by the facility, people are responsible for their own meals. Mr. Meyer asked what Planning approach will be pursued. Planner Adiatu responded that if the applicant chooses to have five residents or less, it will only require a Plan Review.

Commissioner Kimpling asked if there is a possibility of an expansion to the north half of the building. Mr. Bonnema responded that there would need to be fire sprinklers and handicap accessibility or they would have to move elsewhere. Mr. Meyer sought for clarification on the difference between a Conditional Use Permit and a Plan Review. Planner Adiatu responded that if they plan to have six or fewer residents, a Plan Review application is required but if there are more than six residents, applicants have to meet the conditions of a Conditional Use Permit.

Commissioner Dresler asked if the licensed facility is two separate buildings, with separate addresses. Planner Adiatu responded that the City is only reviewing the number of residents, and how many rooms would be created within the facility. Chairperson Marchand asked what kind of target date the applicants have set for occupancy. Mr. Meyer responded “May 1”.

Chairperson Marchand thanked the applicants for coming, and there being no further discussion, the hearing was closed.

6. ROHNER REZONE: Chairperson Marchand notified Attorney Larson that the Commission will not be hearing their application at this time, and offered his apology on behalf of the Commission for the lack of quorum. Planner Adiatu promised to keep the communication line open and co-ordinate with the applicant’s representative regarding the next meeting.
7. JUSTIN PAFFRATH TINY HOMES – PRELIMINARY: Director Walker introduced Mr. Paffrath who intends to do a Planned Unit Development on City-owned 1.4-acre property at Pleasant Ave SE. He further stated that the project is going to be affordable housing, and the Commission will have the opportunity to determine the lot size requirements, setbacks, landscaping, design standards, and other parking.

Mr. Paffrath explained his housing plans to the Commission and re-iterated the need for affordable housing in the City of Willmar. Commissioner Kimpling asked if the development is going to be rental or ownership. Mr. Paffrath responded that the Declaration of Covenants would not be designed to prohibit rental. Mr. Paffrath further stated that this is not a trailer but a real estate development with sewer and water, just like

any other housing development. Commissioner Dresler sought clarification on whether a 400 sq. ft. is required for a tiny home.

Commissioner Dresler asked how association dues would be set for a PUD. Director Walker responded that it depends on how the PUD is set up. He further implored the Commission to digest the preliminary discussion to determine the conditions that can be set to accommodate the development. Commissioner Dresler asked what the role of the Planning Commission is, in the review of the PUD. Director Walker responded that the Commission might choose to have a work session to examine the PUD, such as reviewing the zoning ordinance, setting design standards, setbacks, etc.

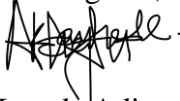
Director Walker clarified that the first stage is to accept the purchase agreement before moving ahead with the PUD process.

With no further discussion, the hearing closed.

8. MISCELLANY: Director Walker explained to the Planning Commission that the PUD threshold needs to change, and that staff is currently working on the work session worklist for the year. He also mentioned that the review of the landscape plan, parking minimums, and creating the overlay for the Central Business District. Director Walker briefed the Planning Commission about the comprehensive plan that is already in the pipeline and implored members to join the work group for their input. Commissioner Kimpling suggested that Planning Commission meetings could replicate the same orderliness displayed during Council meetings.

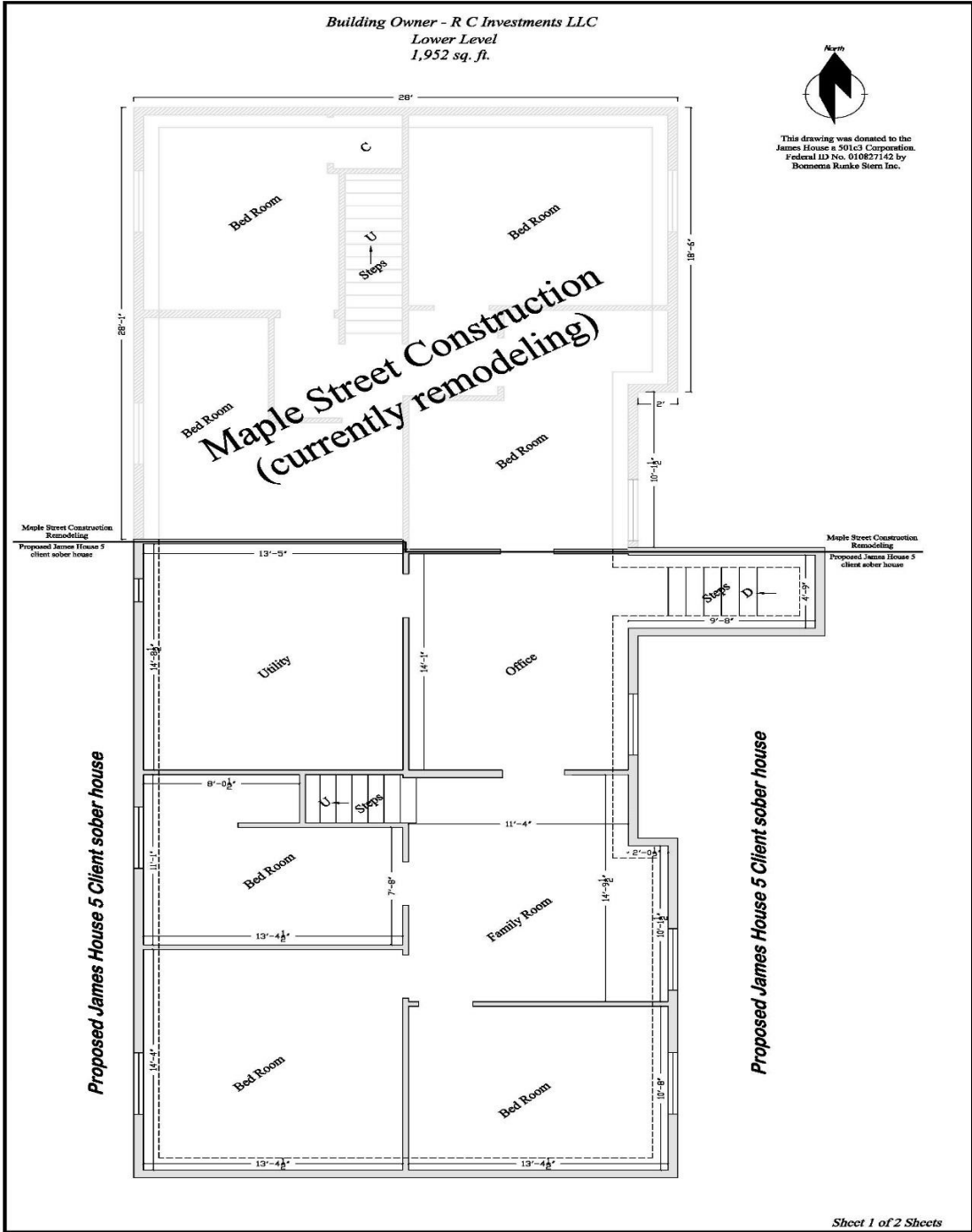
There being no further discussion, the meeting was adjourned at 8:30 p.m.

Best Regards,

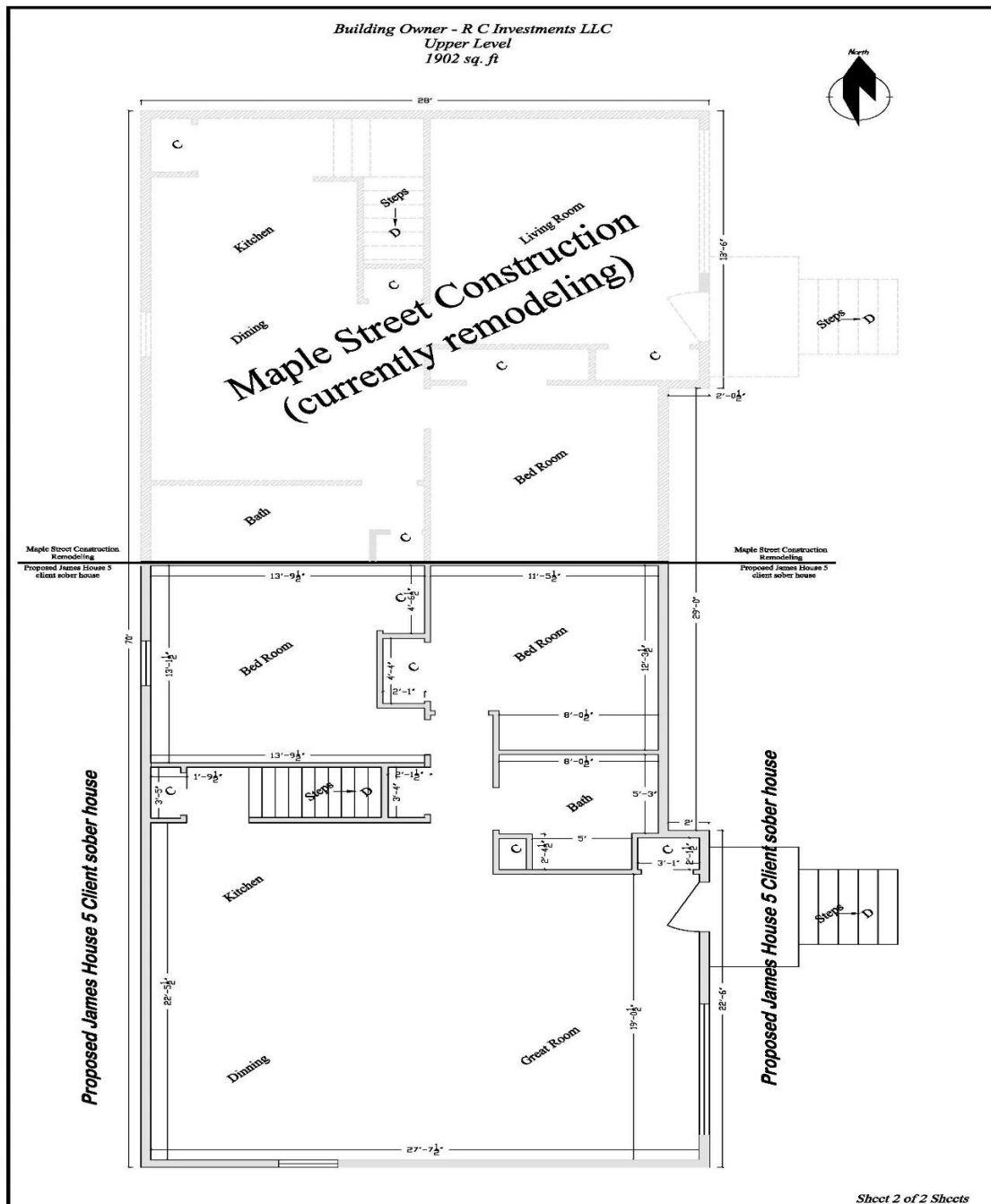


Kayode Adiatu

James House Lower Level



James House Upper Level



Paffrath Tiny Homes Proposed Development



1 SITE PLAN  
1/2" = 1'-0"



STONE RIDGE  
DRAFTING & DESIGN  
301 LAKE BLVD, SUITE 100  
WILLMAR, MN 56201

PROJECT NO. 20003  
DATE 09/11/20  
DRAWN BY JPH  
CHECKED BY MO

No.	Description	Date

**PRELIMINARY**  
NOT FOR CONSTRUCTION

JUSTIN PAFFRATH  
PAFFRATH PHLATZ  
TINY HOME  
DEVELOPMENT  
WILLMAR, MN  
SITE PLAN

Project Number 20003  
Date 09/11/20  
Drawn by JPH  
Checked by MO

**A2**

SCALE: AS SHOWN

10/20/2020 14:52:17

PAFFRATH PHLATZ  
TINY HOME DEVELOPMENT  
WILLMAR, MN

GENERAL NOTES:

1. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND STATE AGENCIES.
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SHEET INDEX

No.	Description
A1	COVER SHEET
A2	SITE PLAN
A3	1500' PLANS
A4	SECTION ELEVATIONS
A5	LANDSCAPE PLAN
A6	UTILITY PLAN
A7	WALLS AND PARTITIONS
A8	ROOFING
A9	MECHANICAL
A10	ELECTRICAL
A11	PLUMBING



1 TINY HOME PHLATZ  
1/2" = 1'-0"



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JUSTIN PAFFRATH  
PAFFRATH PHLATZ  
TINY HOME  
DEVELOPMENT  
WILLMAR, MN  
COVER SHEET

Project Number 20003  
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**A1**

SCALE: AS SHOWN

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