



PLANNING AND DEVELOPMENT SERVICES

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MEMO

TO: Willmar Planning Commission

Chair: Steve Gardner

Vice Chair: Rolf Standfuss

Members: Bob Poe, Margaret Fleck, Rolf Standfuss, Jeffery Kimpling, Cletus Frank, Terry VanVeldhuizen, Jonathan Marchand, and Terry Sieck.

FROM: Megan M. DeSchepper, AICP, Planner/Airport Manager *MMD*

DATE: March 15, 2017

SUBJECT: MARCH 22, 2017 MEETING

The Willmar Planning Commission will meet at 7:00 p.m. on Wednesday, March 22, 2017, in Conference Room #2 (upper level) of the City Office Building. Please call me at 320-214-5195 if you cannot attend.

1. Call the meeting to order
2. Welcome to new Commission members Jonathan Marchand and Terry Sieck.
3. Minutes of February 22, 2017. *
4. Tabled-Street Vacation Woodland Ave. NW and Park Ave. NW. *
5. Planning Commission operations.
6. Accessory Dwelling Unit Discussion continued as time allows.
7. Miscellany
8. Adjourn

*Included

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, FEBRUARY 22, 2017**

MINUTES

1. The Willmar Planning Commission met on Wednesday, February 22, 2017, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Steve Gardner, Bob Poe, Margaret Fleck, Rolf Standfuss, Jeff Kimpling, Terry VanVeldhuizen, and Cletus Frank.

** Members Absent:

** Others Present: Terry Sieck, and Megan DeSchepper- Planner.

2. MINUTES: The January 25, 2017 minutes were approved as submitted with one correction. The meeting was January 25, 2017 not 27th as erroneously typed in the minutes.
3. ROCKSTEP PLAZA SUBDIVISION FINAL PLAT- FILE NO. 17-01: Staff presented the final plat of the one lot subdivision of Kandi Mall property on behalf of AutoZone for development of an auto parts store on property legally described as follows: part of the SW ¼ of the NW ¼ Section 23, Township 119N-R35W (1605 1st St. S., see file for full legal). Staff explained that the utility easements have been added as requested by Municipal Utilities, the rezoning has been completed, and the applicant is working on private easements/agreements for the private utilities.

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

The Commission talked about the final plat mylars not being signed until the private documents are submitted to the City.

Mr. Poe made a motion, seconded by Mr. Kimpling, to approve the final plat with the following conditions:

- A. A private sanitary sewer agreement/easement shall be recorded with final plat and copy provided to the City.
- B. A private access agreement/easements (from 19th Ave. SE to new lot and mall parking from the north) between the mall property and the proposed lot shall be recorded with the final plat and copy provided to the City.
- C. The private storm sewer shall be protected by an agreement/easement and recorded with the final plat and copy provided to the City.
- D. The private water main shall be protected by an agreement/easement and recorded with final plat and copy provided to the City.

The motion carried.


4. PROPOSED CITY LAND SALE: Staff presented the proposed purchase of a lot in the newest portion of the industrial park by Magnum Holdings Inc. of property legally described as follows: Lot 1, Block 1, Willmar Industrial Park Fourth Addition. The company also has requested first right of refusal on a second lot described as Lot 2, Block 1, Willmar Industrial Park Fourth Addition. The Commission discussed the matter as the City Charter requires them to consider all land sales and purchases by the City in regards to land use. As the proposed buyer plans to use the land for Industrial purposes it would fit the Zoning Ordinance.

Mr. Standfuss made a motion, seconded by Ms. Fleck, to recommend the City Council direct staff to negotiate and sell the property to the proposed buyer.

The motion carried.

5. MISCELLANY: The Commission continued their discussions regarding accessory dwelling units and hopes to review a draft ordinance once the Commission is fully filled to allow new and past Commission members to review and work on the draft.
6. There being no further business to come before the Commission the meeting adjourned at 7:50 p.m.

Respectfully submitted,


Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-FEBRUARY 22, 2017

STAFF COMMENTS

1. ROCKSTEP PLAZA SUBDIVISION- FILE NO. 17-01:

- The applicant is AutoZone, Memphis, TN. The landowner is Rockstep Willmar, LLC, Houston, TX (Kandi Mall).
- The subdivision is a one lot plat described as follows: part of the SW ¼ of the NW ¼ Section 23, Township 119N-R35W (1605 1st St. S, see file for full legal).
- The applicant is requesting subdividing the land to create a separate parcel for development of an auto part store.
- The property was rezoned to GB.
- The 6' utility easements were added as requested.
- Private access and utility agreements/easements have not been submitted to the City as of yet.

RECOMMENDATION: Approve the final plat with the following conditions:

- A. A private sanitary sewer agreement/easement shall be recorded with final plat and copy provided to the City.
- B. A private access agreement/easements (from 19th Ave. SE to new lot and mall parking from the north) between the mall property and the proposed lot shall be recorded with the final plat and copy provided to the City.
- C. The private storm sewer shall be protected by an agreement/easement and recorded with the final plat and copy provided to the City.
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