CITY OF ALBERT LEA
PLANNING COMMISSION
ADVISORY BOARD

3/4/2014, 5:30 p.m.
Council Chambers, City Offices

AGENDA

a. **CALL TO ORDER AND ROLL CALL**

b. **APPROVAL OF THE AGENDA**

c. **APPROVAL OF MINUTES**-PC minutes from January 7, 2014

d. **PUBLIC HEARINGS-NONE**

e. **NEW BUSINESS**
   a. Redevelopment Opportunity Sites
   b. Upcoming Applications

f. **COMMISSIONER COMMUNICATIONS**

g. **STAFF COMMUNICATIONS**
   a. Heritage Preservation Commission Training
      Tuesday, March 11th, 2014 at 5:30 p.m.
      Freeborn County Historical Museum

   b. Planning 101-Planning Commissioner Training
      Saturday, April 12th, 11 a.m. to 2 p.m.
      Chatfield Center for the Arts

h. **ADJOURNMENT**

CITY OF ALBERT LEA
PLANNING COMMISSION
ADVISORY BOARD
MEETING MINUTES

1/7/14 5:30 pm
City Center - Council Chambers

Members Present
John Severtson
Thayne Nordland
Pam Schmidt
David Gross
Jon Murray
Doug Olson
Larry Baker, Ex-Officio

Members Absent
Rick Mummert

Staff in Attendance
Chad Adams, City Manager
Addison Lewis, City Planner
Jennifer Nelson, Office Specialist

intersted Parties
Heritage Preservation Commissioners;
Tom Larson
Darryl Meyer
Lester Anderson
Rick Buringa

Chairman, Jon Murray called the meeting to order at 5:35 p.m.

Approval of the Agenda
Thayne Nordland made a motion to approve the agenda and John Severtson seconded the motion. The agenda was approved unanimously on a voice vote.

Approval of Minutes
A motion was made by John Severtson to approve the minutes from December 23, 2013 and David Gross seconded the motion. The minutes were approved unanimously on a voice vote.

Public Hearing-None

Old Business-None

New Business:

Staff report prepared by Addison Lewis, Planner WSB & Associates, Inc. becomes part of these minutes by reference.

The owner of Habben & Holton Real Estate has petitioned that the city vacate a portion of Crossroads Boulevard abutting its property, along with the 10 foot wide utility easement along the northerly side thereof.

This is going before the planning commission for a motion to recommend that the City Council approve the request to vacate the proposed portion of Crossroads Boulevard and the 10 foot wide utility easement along the northerly side thereof, upon determination that there is not a public need for the roadway or utility easement area. The southern 10 foot wide utility easement will remain in place and a 50 foot wide utility easement will be maintained on the western end of the property.

David Gross asked about the cost of removing the street lights. This will be up to the owner of the property if he wants to keep the light poles or not. The owner of the property was out of town and staff was not sure if he was planning on keeping the poles on the property. The City does not own the poles they are property of Alliant Energy. The city only pays for the service or electricity of the poles. The new owner would either take over this bill or the poles would be removed by Alliant Energy. This will be of no cost to the City.

A motion was made by John Severtson and seconded by Thayne Nordland to recommend that the City Council approve the request to vacate the proposed portion of Crossroads Boulevard and the 10 foot wide utility easement along the northerly side thereof. Approved on a 6-0 roll call vote.

City Manager, Chad Adams presented Planning Commission overview/Training for Planning Commission & Heritage Preservation Commission which included the following topics;

- Planning Commission Members are encouraged to take the League of Minnesota Cities "Land Use Basics" class. Staff will pass along the information for this course when it becomes available. This class assists in keeping insurance costs down for the City.
- Open meeting laws were discussed
- Chad Adams brought up the question, How the City Staff would like the Planning Commission to handle if approached individually by a developer? The PC members agreed they would advise the developer to contact staff regarding presenting their concept to the group as a whole at a scheduled Planning Commission meeting.
- Chad Adams advised it is important to be as transparent as possible to the public. If any members have any concerns please contact staff.
- Updates were given on projects such as the Freeborn Bank Building, Blazing Star Landing, Edgewater Cottage, St Johns, market rate rental properties, Tesla Motors, DCD VA Clinic and downtown.
- Discussed the development process and ALEDA
- Chad advised the Planning Commission and HPC Commissioners if they have any ideas or initiatives they would be interested in to contact Larry Baker and let him know. The City Council is having a retreat on January 25, 2014.

Election of Officers
A motion was made by John Severtson to nominate David Gross to serve as Vice-Chairman and was seconded by Thayne Nordland. Approved on a 6-0 roll call vote.

A motion was made by Doug Olson to approve the official meeting schedule for 2014 as follows and seconded by Pam Schmidt. The official 2014 meeting schedule was approved unanimously on a voice vote.

January 7, 2014
February 4, 2014
March 4, 2014
April 1, 2014
May 6, 2014
June 3, 2014
July 1, 2014
August 5, 2014
September 9, 2014 (note 2nd Tuesday)
October 7, 2014

November 11, 2014 (note 2nd Tuesday)
December 2, 2014

Commissioner Communications:-none

Staff Communications - none

Adjournment -The meeting was adjourned at 7:05 p.m. on 1/7/14 motion by Thayne Nordland and seconded by John Severtson.

Respectfully submitted,

Addison Lewis, City Planner

Approved:

Thayne Nordland
Planning Commission Secretary