

**CITY OF ALBERT LEA
PLANNING COMMISSION
ADVISORY BOARD**

*1/7/2014, 5:30 p.m.
City Council Chambers*

AGENDA

- A. CALL TO ORDER AND ROLL CALL

- B. APPROVAL OF THE AGENDA

- C. APPROVAL OF MINUTES
 - a. PC Minutes from December 3, 2013

- D. PUBLIC HEARING

- E. OLD BUSINESS

- F. NEW BUSINESS
 - a. Crossroads Boulevard street vacation
 - b. Planning Commission Overview/Training

- G. COMMISSIONER COMMUNICATIONS

- H. STAFF COMMUNICATIONS

- I. ADJOURNMENT

CITY OF ALBERT LEA
PLANNING COMMISSION
ADVISORY BOARD
MEETING MINUTES

12/3/13 5:30 pm
City Center - Council Chambers

Members Present

John Severtson
Thayne Nordland
Pam Schmidt
Robert Hoffman
Jon Murray
Doug Olson

Members Absent

David Gross
Larry Baker, Ex-Officio

Staff in Attendance

Doug Johnson, Building Official
Jennifer Nelson, Office Specialist

Chairman, Jon Murray called the meeting to order at 5:30 p.m.

Approval of the Agenda

Robert Hoffman made a motion to approve the agenda and Thayne Nordland 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 November 19, 2013 and Doug Olson seconded the motion. The minutes were approved unanimously on a voice vote.

Public Hearing-None

Old Business

Staff report prepared by Addison Lewis, Planner WSB & Associates, Inc. becomes part of these minutes by reference. Also included will be the Year in Review: Planning prepared by Breanne Rothstein, Planner WSB & Associates, Inc.

Doug Johnson explained the purpose of a work plan is to have a list of items to work on when there are no items on the agenda. The DCD Ordinance and the street scape project are examples of past work plan items. Items for the work plan would have to be supported by the Comprehensive Plan. Doug Johnson advised we will get a copy of the Comprehensive Plan and a 24" x 36" zoning map to each Planning Commissioner. The Comprehensive Plan is also available on the City website. An item on the work plan could include promoting the Blazing Star Landing. The Planning Commission members are eager to set goals and would appreciate some guidance and training sessions on how to assist accomplishing goals this year. Staff is in the process of putting together a training session for January which would include education on development process procedures. The PC would also like an update on the Freeborn Bank Building. They were advised by Doug Johnson the "Letter of Interest" is due by December 6, 2013. We should know more after this date of any interested parties.

New Business:None

Commissioner Communications:

Reminder that Robert Hoffman's seat will need to be filled for 2014. If anyone hears of a candidate interested in the seat please let the City Manager know. Staff has not heard of any applications at this time.

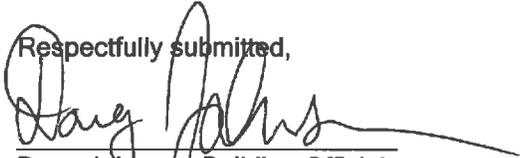
A motion was made by Robert Hoffman and seconded by Thayne Nordland to approve the next Planning Commission meeting date of January 7, 2014 at 5:30 in the Council Chambers.

The tentative schedule will be up for approval at the January 7, 2014. The meeting dates will be the first Tuesday of the month and if an alternate date needs to be set it will be moved to the second Tuesday of the month. If for some reason the meeting is canceled due to inclement weather or an emergency staff will call the members to let them know. The commissioners agreed on the tentative schedule of the first Tuesday in the month with the exception being September 2, 2013 meeting date will be moved to the second Tuesday which would be September 9, 2014 due to the Labor Day weekend.

Staff Communications -The IDD Ordinance was published and will be effective January 1, 2014. The DCD Ordinance and DCD Sign Revisions were published and also will be effective January 1, 2014. The Interim Use Permit first reading will be December 9, 2013.

Adjournment -The meeting was adjourned at 6:14 p.m. on 12/3/13 motion by Robert Hoffman and seconded by John Severtson

Respectfully submitted,



Doug Johnson, Building Official

Approved:



Thayne Nordland
Planning Commission Secretary



Memorandum

To: *Planning Commission, City of Albert Lea
Doug Johnson, Building Official*

From: *Addison Lewis, Planner
WSB & Associates, Inc.*

Date: *December 31, 2013*

Re: *Crossroads Boulevard Street Vacation*

Request

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.

Overview

The proposed segment of Crossroads Boulevard to be vacated is located just north of the intersection of I-35 and U.S. Hwy 65. All property abutting the section of roadway proposed to be vacated is owned by the petitioner. Crossroads Boulevard currently terminates within the proposed area to be vacated. The land owner has requested the street be vacated so that a gate may be put up across the roadway to prevent trespassing on his property.

City staff has reviewed the request and found that there is not a public need for the easement area and section of roadway to be vacated. In addition, approval of the request will not be inconsistent with the goals and objective of the comprehensive plan. Currently there are two city lights located within the proposed vacation area that are owned by Alliant Energy for which the City pays a monthly rate to operate. As part of the street vacation, the City of Albert Lea will notify Alliant Energy to remove the street lights. The property owner may pay Alliant Energy to continue to have the lights operated at the property owners' cost. City staff supports the petition to vacate the proposed section of roadway and easement area.

Requested Action

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.



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JONES, HAUGH & SMITH INC.
PROFESSIONAL ENGINEERS & LAND SURVEYORS

515 South Washington
ALBERT LEA, MINNESOTA 56007
Telephone: 507/373-4876
Fax: 507/373-1839

December 3, 2013

John H. Schulte IV, P.L.S.
Steven J. Thompson, P.L.S.
Brian J. Johnson, P.E.
Steven J. Penkava, P.E.
John H. Schulte V, P.E.
Arthur W. Smith, P.E. - Retired

C.V. Jones, 1901-1990
Harold H. Haugh, 1925-2001

City of Albert Lea
Attn: Doug Johnson
Fire & Inspection Dept.
221 East Clark
Albert Lea, MN 56007

RE: Our File 13-438

Dear Doug:

Enclosed are the description for vacation purposes and four (4) copies of our Drawing of Vacation for property located in Lot 1, Block 2; Habben First Addition and Crossroads Boulevard Right-Of-Way, Albert Lea, Freeborn County; showing the vacation of a portion of Crossroads Boulevard.

If there are any questions, please let us know.

Yours very truly,

John H. Schulte IV, LS

Enclosures
cc: Darv Habben

December 3, 2013

DESCRIPTION FOR VACATION PURPOSES
IN LOT 1, BLOCK 2, HABBEN FIRST ADDITION
& CROSSROADS BOULEVARD R/W
ALBERT LEA, FREEBORN COUNTY, MN

CITY OF ALBERT LEA

All that part of Crossroads Boulevard and the 10 foot wide utility easement on the northerly side thereof, as shown on the plat of Habben First Addition, as the same is platted and recorded in the office of the County Recorder of Freeborn County, Minnesota; which lies east of the following described line:

Commencing at the southeast corner of Lot 1, Block 1 in said Habben First Addition; thence South $89^{\circ}42'51''$ West a distance of 606.54 feet, on the south line of said Lot 1; thence North $59^{\circ}32'20''$ West a distance of 151.12 feet, on the south line of said Lot 1; thence North $00^{\circ}44'14''$ West a distance of 11.69 feet, to the point of beginning of the line to be described;

thence South $00^{\circ}44'14''$ East a distance of 154.95 feet, to a point on the south line of said Crossroad Boulevard, and there terminating.

Reserving an easement for public utility purposes over the West 50 feet thereof, said 50 feet being measured perpendicular to the foregoing described line.

Our File 13-438

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.


John H. Schulte IV

Date: 12-3-13

L.S. No. 13807

JHS

ENGINEERS
SURVEYORS



Jones, Haugh
& Smith Inc.

515 SOUTH WASHINGTON AVE.
ALBERT LEA, MN. 56007

507-373-4876

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 = Approximate area to be vacated

