



City Planner
221 East Clark Street
Albert Lea, Minnesota 56007-2496
507-377-4349

PLANNING COMMISSION
ADVISORY BOARD

June 3, 2025 – 5:30 p.m.
City Center

AGENDA

- A. CALL TO ORDER AND ROLL CALL
- B. APPROVAL OF THE AGENDA
- C. APPROVAL OF MINUTES
 - 1. May 6, 2025
- D. NEW BUSINESS
- E. PUBLIC HEARINGS
 - 1. 1212 Sykes Street – IUP Renewal
- E. COMMISSIONER COMMUNICATIONS
- F. STAFF COMMUNICATIONS
- G. ADJOURNMENT

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Planning Commission of the City of Albert Lea. This document does not claim to be complete and is subject to change.

MINUTES OF THE ALBERT LEA PLANNING COMMISSION

Regular Meeting
May 6, 2025
5:30 pm – City Center

Chairman Lucas Schuster called the meeting to order at 5:30 p.m.

MEMBERS PRESENT

Wyeth Anderson, Vice-Chair
Leon Axtman
Rachel Christensen, Ex-Officio
Jared Dawson
Matt Dorman
Matt Maras
Lucas Schuster, Chair
Steve Thompson

MEMBERS ABSENT

None

STAFF PRESENT

Megan Boeck, City Planner
Cierra Maras, Development Services Administrative Assistant

APPROVAL OF AGENDA

Motion by Maras and second by Thompson to approve the agenda. Motion carried.

APPROVAL OF MINUTES

Motion by Schuster and second by Dorman to approve the February 4, 2025 meeting minutes as presented. Motion carried.

Staff report prepared by Megan Boeck, City Planner, is to become part of these minutes by reference.

PUBLIC HEARINGS

1. Ordinance Amendments

Boeck reviewed the staff report. She explained amendments include removing language pertaining to front yard, limiting exposed fasteners to no more than 60% in the B-2 district, adding a definition for real estate signs, adding signs to the list of signs exempt from requiring a permit, decreasing the number of flag or feather signs allowed in commercial and industrial districts, and amending language regarding window requirements in the B-2 district.

Schuster opened the hearing to the public at 5:34 p.m.

Schuster asked if the 60% constraint on exposed fasteners was brought up by contractors. Boeck said that staff took a number of buildings in the Bridge Avenue area and looked at how they face the street.

Maras asked if the amendments came from businesses requesting. Boeck stated that at times the amendments are driven by applicants and other times driven by staff.

Schuster asked if there have been issues with windows in the B-2 district. Boeck stated there have been a few different reasons the window requirement is being amended. She noted the variance that Scooter's got due to the nature of the business.

Christensen mentioned a property owner that needed to install windows at his business when he opened and they were broken shortly after. She asked if it makes sense to require windows on businesses that are vulnerable. Boeck said that if you were to remove the window requirement for a specific type of business and that business closes and a new different type of business opens, you unintentionally create non-conformity issues.

Boeck also noted that the average commercial business is going to have more than 10% of the lineal ground floor in windows.

Schuster closed the hearing to the public at 5:44 p.m.

Motion by Maras and second by Schuster to recommend to City Council approval of all ordinance amendments to Chapter 50 as written and discussed.

Motion passed on a 7-0 voiced vote.

COMMISSIONER COMMUNICATION

None.

STAFF COMMUNICATION

Boeck told the commission there will be a June meeting to review an IUP renewal.

ADJOURNMENT

Motion by Axtman and second by Dorman to adjourn the meeting at 5:49 p.m. Motion carried.

Cierra Maras, Planning Commission Secretary

Lucas Schuster, Chairman

TO: Planning Commission Members
FROM: Megan Boeck, City Planner
DATE: May 30, 2025
RE: Interim Use Permit Renewal – 1212 Sykes Street

Habben Properties at 1212 Sykes Street was granted an Interim Use Permit (IUP) for residential conversion units or temporary housing in July of 2023 in order to accommodate new employees at Select Foods. The purpose of the temporary housing is for new hires to be able to move in, start work immediately, acclimate to their employment and the community, and then secure more permanent housing. The existing IUP was approved for 24-months with the option to reapply.

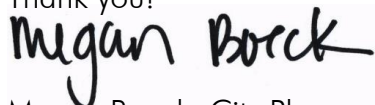
The applicant states that between one and four people have utilized the temporary housing units at one time and that most new hires have found permanent housing in as little as one month, but that some have had to stay up to four months.

City staff reviewed the calls for service log provided by the police department for 1212 Sykes St (e.g. noise complaints, junk violations, etc.) and found there have been no calls for service since the time the original IUP was issued.

Given the shortage of housing units available and the need for added workforce in Albert Lea, staff recommends the Interim Use Permit at 1212 Sykes Street be extended for an additional 24-months with the same conditions:

1. The property shall adhere to residential noise ordinances.
2. All refuse shall be enclosed in a 3-yard or smaller dumpster container and scheduled for regular pick-up.
3. No outdoor merchandise display or sales are allowed.
4. No outdoor storage of construction equipment or materials including vehicles, trailers, lawn mowers, snow blowers, and other recreational vehicles is allowed on site.
5. The interim use permit shall expire after 24-months from the date of approval with the option to reapply.

Thank you!

A handwritten signature in black ink that reads "Megan Boeck".

Megan Boeck, City Planner

Attachment

Resolution 23-128

RESOLUTION 23-128

Introduced by Councilor Christensen

RESOLUTION GRANTING APPROVAL OF AN INTERIM USE PERMIT FOR HABBEN PROPERTIES AT 1212 SYKES STREET

WHEREAS, Habben Properties at 1212 Sykes Street applied for an interim use permit for a residential conversion housing in order to accommodate new and potential employees at Select Foods; and

WHEREAS, the property is legally described as Lot 5, Block 1, Port Authority Plat No. 1.

WHEREAS, the recently adopted 2040 Comprehensive Plan states the importance of expanding housing choice and affordability; and

WHEREAS, the Advisory Planning Commission held a public hearing on Wednesday, July 5, 2023 and made the following findings:

1. The interim use permit for residential conversion housing will alleviate housing shortages which has contributed to the inability of employers to attract and retain employers.
2. The residential conversion housing will not impact nearby properties as the construction is contained 100% within the existing structure.
3. Adequate utilities, access roads and drainage have already been provided and no additional public costs are expected.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBERT LEA, MINNESOTA:

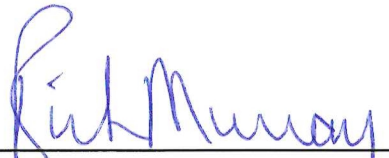
Sec. 1. That the interim use permit for Habben Properties at 1212 Sykes Street is approved with the following conditions:

1. The property shall adhere to residential noise ordinances.
2. All refuse shall be enclosed in a 3-yard dumpster container and schedule for regular pick-up.
3. No outdoor merchandise display or sales are allowed.
4. No outdoor storage of construction equipment or materials including vehicles, trailers, lawn mowers, snow blowers and other recreational vehicles is allowed on site.
5. The interim use permit shall expire after 24-months from the date of approval with the option to reapply.

That the motion for the adoption of the foregoing resolution was duly seconded by Councilor S. Rasmussen, and upon a vote being taken thereon, the following voted in favor thereof: Councilors Christensen, Baker, S. Rasmussen, R. Rasmussen, Anderson, and Mayor Murray;

And the following voted against the same: None. Councilor Howland was absent. Mayor Murray declared the resolution passed.

Introduced and passed this 10th day of July, 2023



Mayor Rich Murray

Filed and attested this 11th day of July, 2023



Secretary of the Council