



PLANNING COMMISSION
ADVISORY BOARD

August 4, 2026 – 5:30 p.m.
City Center

AGENDA

- A. CALL TO ORDER AND ROLL CALL
- B. APPROVAL OF THE AGENDA
- C. APPROVAL OF MINUTES
 - 1. July 7, 2026
- D. NEW BUSINESS
- E. PUBLIC HEARINGS
 - 1. Re-zoning 10 parcels on Plainview Lane and Lincoln Avenue from Limited Industrial (I-1) to Single-Family Residential (R-1)
- F. COMMISSIONER COMMUNICATIONS
- G. STAFF COMMUNICATIONS
- H. 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

July 7, 2026

5:30 pm – City Center

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

MEMBERS PRESENT

Leon Axtman

Matt Dorman, Vice Chair

Josh Enriquez

Allen Hendriks

Matt Maras

Lucas Schuster, Chair

Rachel Christensen, Ex-Officio

MEMBERS ABSENT

Steve Thompson

STAFF PRESENT

Cierra Maras, Community Development Administrative Assistant

Robert Rice, Building Official

APPROVAL OF AGENDA

Motion by Hendriks and second by Dorman to approve the agenda as presented. Motion carried.

APPROVAL OF MINUTES

Motion by Schuster and second by Dorman to approve the June 2, 2026 meeting minutes as presented. Motion carried.

Staff report prepared by Megan Boeck, Community Development Director, is to become part of these minutes by reference.

PUBLIC HEARINGS

1. Conditional Use Permit for Building Addition & Remodel at 906 Front Street West (Kwik Trip)

Rice reviewed the staff report and explained that Kwik Trip has applied for a Conditional Use Permit (CUP) for a 1,911 ft² building addition and remodel of the existing store to allow for expansion of existing services.

Rice reviewed the zoning code policy in regards to the B-1 Neighborhood Business District and noted that all uses in the B-1 district are permitted only by a conditional use permit. He added that the landscaping that was a condition of the previous CUP has since been removed and stated that staff is recommending the landscape plan for this CUP include adding back the trees and shrubs to the north and west side of the property.

Schuster asked when the original CUP was issued. Rice stated it was in June of 2001.

Schuster opened the hearing to the public at 5:41 p.m.

Linda Sash, neighboring property owner, asked if the buildings in the surrounding area would be demolished. Rice stated there are no demolition plans for any of the surrounding buildings for this application.

Jeff Schei, owner of the neighboring apartment buildings, questioned if the city could do anything to be sure the equipment all stays on the applicant's property during construction. He said that years ago when an RTU was installed on Kwik Trip, the contractors drove over brand new concrete on his property.

Schuster closed the hearing to the public at 5:45 p.m.

Axtman questioned if anything would be done regarding the traffic flow on Front Street and 1st Avenue. Kwik Trip explained that they would leverage the opportunity to install directional traffic signs to mitigate the congestion.

Hendriks added that the loading zone area impedes the flow of traffic when they have a shipment and there is not a reasonable amount of room. Kwik Trip explained that the door swings and loading locations on the trucks have been changed and by extending the depth of the loading area they should not take up as much space.

Dorman questioned how the city would enforce the landscape requirement when it was previously taken out in violation of the existing CUP. Kwik Trip explained that they have developed a landscaping plan that they plan to install and maintain regardless of it being a condition.

Kwik Trip said that part of the requirement for approval of this application is to have the three lots combined prior to issuance of a building permit and asked if the city would reconsider that requirement as the surveyors are busy and the store will already be closed during construction.

Motion by Dorman and second by Hendriks to recommend to City Council the approval of the Conditional Use Permit for building addition and remodel at 906 Front Street West with the following conditions:

1. A property boundary survey and minor subdivision combining all three lots into one be completed before final inspection or a certificate of occupancy is issued.
2. A landscape plan providing three-dimensional landscaping to the north and west side be submitted before a building permit may be issued.
3. Ground and/or rooftop equipment is to be screened.
4. Trash enclosures are to be constructed with like building materials.

Motion passed on a 6-0 voiced vote.

COMMISSIONER COMMUNICATION

None.

STAFF COMMUNICATION

Rice explained that Wayne Sorensen (previous Building and Zoning Official) has retired and that he is now the Building Official for the city and Megan Boeck is the Community Development Director.

ADJOURNMENT

Motion by Axtman and second by Dorman to adjourn the meeting at 6:07 p.m. Motion carried.

Cierra Maras, Planning Commission Secretary

Lucas Schuster, Chairman

TO: Planning Commission Members
FROM: Megan Boeck, Community Development Director
DATE: July 29, 2026
RE: Re-zoning of 10 parcels along Plainview Lane and Lincoln Avenue

City staff has initiated the process to re-zone the below highlighted properties from Limited Industrial (I-1) to Single-Family Residential (R-1) in order to eliminate the legal non-conforming status.



The properties include the following:

- 1) 711 Plainview Lane (Parcel ID#34.059.0980)
- 2) 713 Plainview Lane (Parcel ID#34.059.0970)
- 3) 717 Plainview Lane (Parcel ID#34.059.0990)
- 4) 721 Plainview Lane (Parcel ID#34.059.0920)
- 5) 725 Plainview Lane (Parcel ID#34.059.0930)
- 6) 1003 Lincoln Avenue (Parcel ID#34.059.0950)
- 7) 1005 Lincoln Avenue (Parcel ID#34.059.0960)
- 8) 1007 Lincoln Avenue (Parcel ID#34.059.0940)
- 9) 1011 Lincoln Avenue (Parcel ID#34.059.0360)
- 10) Parcel 34.659.0050

In Minnesota, a legal non-conforming use refers to a property or use that was legally established but no longer complies with current local zoning. Under Minnesota State Statute 462.357, these properties are generally protected and are allowed to continue, be maintained and repaired, but cannot be altered or expanded. This limits property owners' ability to add on to buildings or structures, add fencing or screening, alter the footprint of a building, and sometimes even diminishes aspects of a property sale.

The 2040 Comprehensive Plan identifies these properties as Medium Density Residential, which includes residential densities typically between 6 to 12 units an acre, places of worship and small, neighborhood-scale services. Properties in question are not platted and are described by metes and bounds. However, much of the land surrounding these properties are within the 100-year flood zone and likely what can develop (without substantial investment in raising grade) already has.



Staff's recommendation to re-zone to Single-Family Residential (R-1) is based on the existing use of the property as well as the close proximity to a neighborhood park (Bellview) and the surrounding uses being highly residential as well.

A courtesy phone call was placed to all of the property owners to provide information about the potential re-zoning and to see if there were any concerns. Staff was able to reach or leave a message for all except the owner of 721 Plainview Lane.

Lastly, if the re-zoning of the above-mentioned properties is approved, the City of Albert Lea intends to advertise and sell 725 Plainview Lane.

Please let me know if you have any questions, comments or concerns.

Thank you!

Megan Boeck

Megan Boeck, Community Development Director



