



## PLANNING COMMISSION MEETING

Tuesday, March 10, 2026

City Council Chambers

7 pm

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## ALBERTVILLE PLANNING COMMISSION

TUESDAY, JANUARY 13, 2026

### DRAFT MINUTES

ALBERTVILLE CITY HALL

7:00 PM

#### 1. CALL TO ORDER – ROLL CALL – ADOPT AGENDA

Chair Buhrmann called the meeting to order at 7:00 pm.

Maeghan Becker conducted roll call.

**Present:** Chair Buhrmann and Commissioners Anderson, Huggins, Smith, Zopfi and Council Liaison Zagorski.

**Absent:** None.

**Others Present:** City Planner TJ Hofer and Madison Richard with Bolton & Menk, Building Permit Technician Maeghan Becker, David Jurek for Federated and Tiffini Ventura and Tami Biegert for the Ventura Addition.

***Motioned by Smith, seconded by Anderson to approve the agenda as submitted. Ayes: Buhrmann, Anderson, Huggins, Smith, and Zopfi. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

#### 2. MINUTES

***Motioned by Anderson, seconded by Buhrmann to approve the November 12, 2025, Planning Commission meeting minutes as presented. Ayes: Buhrmann, Anderson, Huggins, Smith, and Zopfi. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

#### 3. PUBLIC HEARINGS

##### **A. Public Hearing for Preliminary Plat and Zoning Map Amendment for Federated Coops, Inc.**

Hofer informed Commissioners that David Jurek of Bogart, Pederson & Associates, Inc, the applicant, has made an application on behalf of Federated Co-ops, Inc for a Preliminary Plat and Zoning Map Amendment.

The rezoning application is applicable to a parcel recently subdivided from the BNSF Railway parcel, changing its zoning from Railway to PUD/B-3, Highway Commercial District. Following the rezoning, the applicant intends to combine this parcel with other contiguous parcels owned by Federated Co-ops, which are zoned PUD/B-3 district.

Staff recommends approval of the Zoning Map Amendment for PID 101-500-012133, as described in the attached Ordinance, from Right-of-Way to Federated Co-ops PUD/B-3 district for Federated Coop, Inc.

***Motioned by Huggins, seconded by Anderson to open the Public Hearing. Ayes: Buhrmann, Anderson, Huggins, Smith and Zopfi. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

No one wished to speak.

***Motioned by Smith, seconded by Anderson to close the Public Hearing. Ayes: Buhrmann, Anderson, Huggins, Smith and Zopfi. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

Commissioners discussed entrance and exits for this site.

David Jurek, with Bogart, Pederson & Associates, Inc, approached the podium. He informed Commissioners that there is a roadway easement which goes through the city parking lot. There is currently an access easement but said this will have to be looked at in the future.

***Motioned by Anderson, seconded by Buhrmann to approve the Preliminary Plat and Zoning Map Amendment for Federated Coops, Inc as listed with the conditions in the January 13, 2026, planners report. Ayes: Buhrmann, Anderson, Huggins, Smith and Zopfi. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

#### **B. Public Hearing for Zoning Map Amendment and Preliminary Plat for Ventura Addition.**

Madison Richard with Bolton and Menk presented the Ventura Addition Preliminary Plat application to the Commissioners.

The applicants have made an application for a Zoning Map Amendment, Preliminary Plat, Final Plat, and Easement Vacation for the properties with PIDs 101-103-001160 (parcel A) and 101-118-000010 (parcel B).

Parcel A is currently zoned Prairie Run PUD/R-1A and contains a single-family dwelling. Parcel B is currently zoned Albertville Clinic PUD/B-2, is platted as an outlot, and is currently vacant. The applicant requests to realign the two lots and to vacate the easements that are rendered unnecessary due to the realignment.

The applicant is requesting to rezone proposed Lot 1, Block 1 to the R-1A district and proposed Outlot A to the B-2 district. Staff believes the request for the zoning map amendments meets the review criteria within the zoning ordinance.

The applicant has not yet stated a proposed use for Outlot A as it will be zoned B-2, but the lot will not be developable until it is platted as a lot.

The proposed residential lot and existing structure meet the requirements of the R-1A district.

Staff recommends approval of the Zoning Map Amendment for the proposed Lot 1, Block 1, Ventura Addition, from Prairie Run PUD/R-1A to R-1A and Outlot A, Ventura Addition, from Albertville Clinic PUD/B-2 to B-2 with the following conditions of approval:

1. Approval of Ordinance 2026-XX rezoning Lot 1, Block 1 and Ordinance 2026-YY rezoning Outlot A within the plat.
2. An access easement across Outlot A to access Lot 1, Block 1 shall be recorded if or when Lot 1, Block 1 is converted to commercial and access to the county road is denied by the county.
3. Approval is subject to vacation of the drainage and utility easement located on PID 101-103-001160.
4. No improvements or modifications to the site are approved with the approval of this plat.
5. The Future Land Use Plan shall be updated prior to replatting of Outlot A, Ventura Addition.
6. The plat shall provide utility easements over all utilities, drainage ways, and stormwater ponds service the plat. The size and location shall be subject to the review and approval of the City Engineer.

***Motioned by Huggins, seconded by Anderson to open the Public Hearing. Ayes: Buhrmann, Anderson, Huggins, Smith and Zopfi. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

No one wished to speak.

***Motioned by Smith, seconded by Anderson to close the Public Hearing. Ayes: Buhrmann, Anderson, Huggins, Smith and Zopfi. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

Commissioners discussed the existing single-family home will be zoned residential and will continue to exist.

***Motioned by Zopfi, seconded by Anderson to approve the Zoning Map Amendment and Preliminary Plat for Ventura Addition as listed with the conditions in the January 13, 2026, planners report. Ayes: Buhrmann, Anderson, Huggins, Smith and Zopfi. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

**4. OTHER BUSINESS**

**A. COMMUNITY PLANNING PRESENTATION**

Hofer went over the Community Planning presentation with the Commissioners. Went over the following items:

1. Goals and importance of planning.
2. Albertville comprehensive plan.
3. How to implement the vision plan.
4. Planning tools and administrative decisions.
5. Commission and staff roles in planning.

**5. ADJOURNMENT**

***Motioned by Smith, seconded by Anderson to adjourn the meeting at 7:50pm. Ayes: Buhrmann, Anderson, Huggins, Smith and Zopfi. Nays: None. Absent: None. MOTION DECLARED CARRIED.***

Respectfully submitted,

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Maeghan M. Becker, Building Permit Technician

March 10, 2026

**TO:** Chair Buhrmann and Members of the Planning Commission

**FROM:** Madison Richard, Consultant Planner  
Jenni Faulkner, Consultant Planner

**AGENDA ITEM:** Zoning Text Amendment and Planned Unit Development (PUD) Amendment at 11011 61<sup>st</sup> Street NE (PID 101-078-001010)

**HEARINGS:** Zoning Text Amendment and PUD Amendment to 11011 61<sup>st</sup> Street NE (PID 101-078-001010)

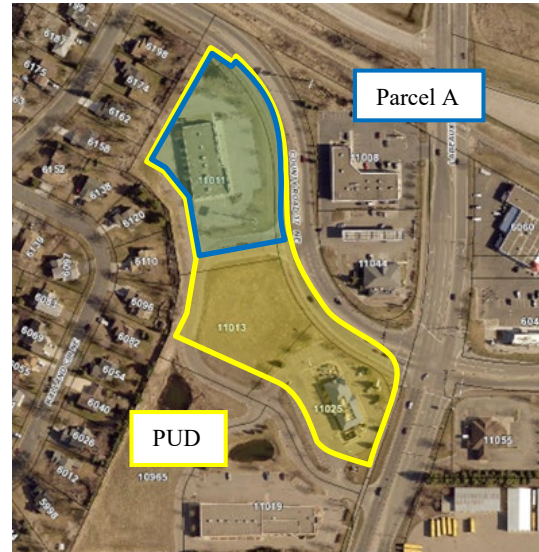
### **ACTION REQUESTED**

The Planning Commission is asked to conduct a public hearing and make a recommendation to the City Council regarding the Zoning Text Amendment and Planned Unit Development (PUD) Amendment to the Albertville Plaza 1st Addition PUD for the parcel located at 11011 61<sup>st</sup> Street NE. This is west of LaBeaux Avenue (CR19) and south of I-94.

### **BACKGROUND**

The Albertville Plaza 1<sup>st</sup> Addition PUD subject area is located along 61<sup>st</sup> Street NE (also known as County Road 37 NE), southwest and west of the intersection with LaBeaux Avenue NE. The PUD site is currently comprised of three parcels, while only Parcel A will be impacted by the PUD amendment.

The parcels to the west are part of the PUD Westwind (residential), the parcels to the south are part of the Albertville Plaza 3<sup>rd</sup> Addition, the parcels to the east are part of the B-3 district, and the parcels to the north are part of the Albertville Plaza Mooney Addition PUD.



The applicant's request is to allow a community center as an interim use within the retail strip center at Albertville Plaza (Lot 1 Block 1 Albertville Plaza 1<sup>st</sup> Addition). The code does not define the use and said use is not listed as allowed within B-3 or the PUD Agreement. The intended use is for paying members as well as the public to gather for various activities including help with schoolwork, job applications, social and cultural activities, and religious activities including prayer. The applicant is current leasing space at the St. Michael fire hall for their community center. This location will be temporary as their long-term plan is to be in a building they own. If approved, the applicant will apply for an Interim Use Permit to address how the use is compatible and address the site specifics and potential impacts.

**REVIEW**  
**Ordinance Amendment**

Community Centers are currently listed in the Zoning Ordinance as a conditional use within the P/I Public/Institutional District with specific provision listed, particularly screening form adjacent residential uses. However, there is no definition.

The following text includes the existing code language (*italics*) and added text (red and underlined), as well as staff’s consideration of the proposed changes:

Chapter 200: *Rules and Definitions*

*“200.2: DEFINITIONS*

*COMMUNITY CENTER: A public facility where individuals from a neighborhood or community can gather for social, educational, recreational, religious, or cultural activities. These centers often host events, classes, and meetings, and provide resources and support to the local community. They aim to foster a sense of belonging and enhance the overall well-being of community members.”*

The ordinance does not currently have a definition for community centers, but the City should consider adding a use definition to align with the proposal to permit community centers in the Albertville Plaza PUD. Staff have reviewed adjacent communities’ definitions for community centers and are recommending the definition used by the City of Anoka with the addition of religious activities. Staff have compiled the information below related to adjacent communities’ definitions:

Hanover	<i>Recreation, public.</i> Includes all uses such as tennis courts, ball fields, picnic areas, and the like that are commonly provided for the public at parks, playgrounds, community centers, and other sites owned and operated by a unit of government for the purpose of providing recreation.
Anoka	Community center means a public facility where individuals from a neighborhood or community can gather for social, educational, recreational, or cultural activities. These centers often host events, classes, and meetings, and provide resources and support to the local community. They aim to foster a sense of belonging and enhance the overall well-being of community members.
Maple Grove	Community center means a building, together with its accessory buildings and uses, controlled and maintained by the city for the purpose of recreation and public/semi-public meetings and uses.
Monticello	A “public building or use” that provides a variety of services and facilities for both public and private activities, which may include the following: city offices; U.S. or State of Minnesota military offices; recreation facilities and classes; public assembly uses; senior citizen community rooms and activities; event center gatherings; and support facilities for any of the above. Individual public space and/or facilities within a COMMUNITY CENTER may be used, leased or rented to other entities, including private individuals or groups as an incidental and accessory aspect of such space or facility, at the discretion of the public agency owner/manager.

*Chapter 5200: PUD Planned Unit Development Districts*

*“5200.4.1: ALBERTVILLE PLAZA 1ST ADDITION AND 2ND ADDITION*

- A. Uses: All permitted uses permitted accessory uses, conditional uses, and interim uses contained in the B-3 zoning district defined in this ordinance that are consistent with the zoning performance standards shall be treated as allowed uses within a PUD district.*

*Community centers with accessory prayer services are permitted on Lot 1, Block 1, Albertville Plaza First Addition with an Interim Use Permit.*”;

Because this use is proposed to be permitted in a commercial district, screening from adjacent residential uses is existing in the code. All code requirements would otherwise have to be met and no specific provision are being suggested for inclusion into the code at this time.

The applicant is proposing to amend the Albertville Plaza PUD to permit community centers with prayer services as an accessory use with an Interim Use Permit. Staff believe it makes sense on Lot 1, Block 1 in Albertville Plaza First Addition while not permitting the use within the underlying B-3 district or the remainder of the PUD. The PUD is more specific than general provisions. And further, the PUD Agreement can be more specific than the PUD zoning or general provisions as well.

**PUD Amendment**

The following text includes the existing code language (italics), added text (red and underlined), and stricken text (red and struck through), as well as staff’s consideration of the proposed changes:

*Planned Unit Development Agreement – Albertville Plaza Agreement*

*“2. **Use of Property.** Developer’s use of Said Plat shall be consistent with the following restrictions, which shall be effective until further modified or amended by rezoning or other amendment of the planned unit development by the City Council:*

- A. Said Plat has been approved as a planned unit development (“PUD”). The provisions of the City’s B-3 zoning district (as amended from time to time) shall apply to the lots in Said Plat, except as modified by this Agreement and except that the uses on the lots in Said Plat shall be limited to the following unless otherwise agreed to by the City Council and Developer:*
- i. Lot 1: Multi-tenant retail, office, ~~and~~ coffee shop, and community center with accessory prayer services.*
  - ii. Lot 2 and Outlot A: Professional office, bank, hotel/motel, daycare, retail sales, restaurant, and auto service.*
  - iii. Lot 3: Restaurant.”*

As a matter of housekeeping, the PUD Amendment should also include language regarding the screening from adjacent residential uses. There is an existing fence along the property line. The PUD is not clear on maintenance of this fence. Fences/screening is required to be installed by commercial developers when commercial property is developed adjacent to residential uses. To provide clarity, staff suggests an amendment to the PUD to include maintenance of the fence be the responsibility of Albertville Plaza 1<sup>st</sup> Addition developer/owner.

**Review Considerations**

The applicant has requested to update the zoning ordinance to include a community center definition and permit community centers with accessory prayer within the Albertville Plaza PUD. The Zoning Ordinance states that the Planning Commission shall consider possible adverse effects of the proposed amendment. Its judgment shall be based upon, but not limited to, the following factors:

- 1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official city comprehensive plan.*
- 1. The proposed use is or will be compatible with present and future land uses of the area.*
- 2. The proposed use conforms with all performance standards contained herein.*
- 3. The proposed use will not tend to or actually depreciate the area in which it is proposed.*
- 4. The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.*
- 5. Traffic generation by the proposed use is within the capabilities of streets serving the property.*

Staff believes that the proposed ordinance amendment is consistent with the review considerations and will help clarify standards within the zoning ordinance. Given the use is unique to the community, limited to a specific PUD and further limiting to an IUP will allow the use temporarily and provide an opportunity to address any issues that may arise in the future as the IUP comes to an end or is reconsidered in the future.

**Compliance with Comprehensive Plan**

The Zoning Ordinance must be consistent with the Albertville Comprehensive Plan.

Small Town Atmosphere Goal 1 in the Albertville Vision/Comprehensive Plan is to maintain and protect Albertville’s small town identity by promoting civic organizations and community events. The proposed amendment helps clarify standards and permits a community center use in the Albertville Plaza PUD, with an interim use permit.

**RECOMMENDATION:** It is respectfully requested that Chair Buhrmann and Members of the Planning Commission consider the following:

**MOTION TO:** Recommend approval of the ordinance amendment to Sections 200 and 5200 of the Zoning Ordinance, relating to a definition for community centers and updating standards for the Albertville Plaza 1<sup>st</sup> Addition Planned Unit Development with the findings described within the staff report.

**MOTION TO:** Recommend approval of the amendment to the Albertville Plaza 1st Addition PUD, permitting community centers with accessory prayer services in Lot 1, Block 1 and addressing maintenance of the screening fence.

**Attachments:**

- A. Draft Ordinance
- B. Zoning Map can be found here: [Zoning2022](#)

CITY OF ALBERTVILLE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA

ORDINANCE NO. 2026-\_\_

AN ORDINANCE AMENDING THE ALBERTVILLE CITY CODE AND ZONING  
ORDINANCE RELATING TO THE REGULATION OF COMMUNITY CENTERS  
WITHIN THE CITY

The City Council of the City of Albertville, Minnesota, hereby ordains:

**Section One:** Appendix A: City of Albertville Zoning Ordinances, Chapter 200: Rules and Definitions of the Albertville City Code is hereby amended, inserting the following underlined language:

*“200.2: DEFINITIONS*

COMMUNITY CENTER: A public facility where individuals from a neighborhood or community can gather for social, educational, recreational, religious, or cultural activities. These centers often host events, classes, and meetings, and provide resources and support to the local community. They aim to foster a sense of belonging and enhance the overall well-being of community members.”

**Section Two:** Appendix A: City of Albertville Zoning Ordinances, Chapter 5200: PUD Planned Unit Development Districts of the Albertville City Code is hereby amended, inserting the following underlined language:

*“5200.4.1: ALBERTVILLE PLAZA 1ST ADDITION*

*A. Uses: All permitted uses permitted accessory uses, conditional uses, and interim uses contained in the B-3 zoning district defined in this ordinance that are consistent with the zoning performance standards shall be treated as allowed uses within a PUD district.*

Community centers with accessory prayer services are permitted on Lot 1, Block 1 Albertville Plaza First Addition with an Interim Use Permit.”;

**Section Three:** This amendment shall be in full force and effective upon its passage and publication.

Adopted by the City Council of the City of Albertville on this \_\_ day of April 2026.

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Jillian Hendrickson, Mayor

ATTEST:

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Kristine A. Luedke, City Clerk

DRAFT