



ALBERTVILLE PLANNING COMMISSION

TUESDAY, JANUARY 13, 2026

APPROVED 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,

Maeghan Becker

Maeghan M. Becker, Building Permit Technician