



ALBION PLANNING COMMISSION MEETING

MONDAY, JULY 07, 2025 at 7:00 PM

COUNCIL CHAMBERS, ALBION CITY HALL, 420 W MARKET ST. ALBION, NE 68620

AGENDA

CALL TO ORDER

A copy of the open meetings act is posted and is provided for the public on the billboard of the Council Chambers

ROLL CALL

APPROVAL OF MINUTES

1. [APPROVAL OF MINUTES OF THE MARCH 3, 2025 PLANNING COMMISSION MEETING](#)

OLD BUSINESS

NEW BUSINESS

2. [PREAPPLICATION CONFERENCE WITH RICH RILEY REGARDING SUBDIVISION OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 20, TOWNSHIP 20, RANGE 6 WEST OF THE 6TH PM, BOONE COUNTY, NEBRASKA](#)

REPORTS

ITEMS TO BE PUT ON NEXT MEETING AGENDA

3. PUBLIC COMMENT FOR FUTURE CONSIDERATION

ADJOURNMENT

THE COUNCIL RESERVES THE RIGHT TO ENTER INTO EXECUTIVE SESSION ONLY AS PROVIDED IN R.S.N. 84-1410



AGENDA MEMO

MEETING NAME: Albion Planning Commission

DATE: July 7, 2025

ITEM NAME: APPROVAL OF MINUTES OF THE MARCH 3, 2025 PLANNING COMMISSION MEETING

PRESENTER(S):

BACKGROUND INFORMATION:

Minutes are enclosed for review.

DISCUSSION:

MOTION: To approve the minutes of the March 3, 2025 Planning Commission Meeting

BY:

2ND:

ROLL CALL: Nathan _____ Schafer _____ Thorberg _____ Ruzek _____

Fick _____ Gragert _____ Wynn _____ Vacant _____ Dailey _____

SUMMARY OF DECISION:



ALBION PLANNING COMMISSION MEETING

MONDAY, MARCH 03, 2025 at 7:00 PM

COUNCIL CHAMBERS, ALBION CITY HALL, 420 W MARKET ST. ALBION, NE 68620

MINUTES

CALL TO ORDER

A Regular Meeting of the Albion Planning Commission of the City of Albion, Nebraska was convened in open and public session at 7:00 p.m. on March 3, 2025 at the Albion City Hall, 420 West Market Street, Albion, NE. The meeting was called to order by Chairman Fick at 7:00 p.m. Chairman Fick informed the public about the location of the current copy of the Open Meetings Act posted in the Council Chambers. Notice of this meeting along with the agenda was simultaneously given in advance to all members of the Commission. Notice of this meeting was given in advance by publication, a designated method for giving notice; a copy of proof of publication is attached to these minutes. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. The meeting was recorded using an audio recording device and such recording is available for inspection at the office of the City Clerk.

ROLL CALL

Commission members present were Don Thorberg, Bev Dailey, Steven Ruzek, Gale Schafer, and Chairman Tom Fick. Absent were Steve Gragert, Todd Wynn, and Brian Nathan. City staff present were Secretary Andrew Devine, and Building Inspector Warren Myers.

APPROVAL OF MINUTES

1. APPROVAL OF MINUTES OF THE JANUARY 6, 2025 PLANNING COMMISSION MEETING

Commissioner Schafer made a motion to approve the minutes of the January 6, 2025 Planning Commission meeting; seconded by Ruzek. Voting Yea: Schafer, Thorberg, Ruzek, Fick, Dailey. Voting Nay: None. Absent: Nathan, Gragert, Wynn. Motion carried.

NEW BUSINESS

2. PUBLIC HEARING

CONSIDER APPLICATION NUMBER CU-2025-02 FOR CONDITIONAL USE PERMIT of Mollie and John Morrow for property located in the TA (Transitional Agriculture) Zoning District and legally described as Lot 2, Seda's Lot Split, Part of the SW ¼ of the SE ¼, Section 17-20-6, Boone County, Nebraska, more commonly known and 2350 250th Street, Albion, NE.

The application was previously provided to commissioners for review. Chairman Fick opened the public hearing at 7:01 p.m. and sought public input. None given. Fick again sought public comment. Hearing none, Chairman Fick closed the public hearing at 7:03 p.m. Mollie Morrow was present to explain they would like to put in an underground swimming pool on their property. Supreme Pool and Spa of Lincoln would construct it. The pool would have a hard cover over it. Liss Construction would construct a pool house. If the permit is approved, construction would begin in a couple of weeks. Secretary Devine explained the process of obtaining a conditional use permit for an underground pool. The request is first brought before the planning commission to review and recommend approval to the city council. Planning commissioners may put any conditions on the permit they deem necessary. Albion zoning regulations state that a fence is required; however, this group has allowed underground pools with a hard cover in lieu of a fence for other applications in the past. Building inspector Warren Myers added that a past permit that was approved with a hard cover in lieu of a fence had an engineer stamped plan for the cover that would hold approximately 250 pounds. Fick asked Ruzek if he, as a neighbor to the Morrrows, had any concerns. Ruzek replied he didn't have any concerns about this request; however, he wondered for future projects when a fence should be required instead of just a hard cover? Devine stated that planning commissioners determine what is suitable for each piece of property.

Dailey made a motion to recommend approval of Conditional Use Permit Application #CU-2025-02 with the condition that a hard top cover may be used in lieu of a fence, seconded by Thorberg. Voting Yea: Thorberg, Dailey, Ruzek, Schafer, Fick. Voting Nay: None. Absent: Nathan, Gragert, Wynn. Motion carried.

3. CONSIDER ADMINISTRATIVE PLAT APPLICATION NUMBER 2025-01 OF STEVEN JOHNSON FOR LOT SPLIT OF A TRACT OF LAND LOCATED IN THE WEST ½ OF THE NORTHWEST ¼ OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 6 WEST OF THE 6TH P.M., Boone County, Nebraska, more commonly known AS 2428 STATE HIGHWAY 14, Albion, NE.

Commissioners reviewed the application. Marcus Johnson was available to explain the request. He plans to tear down the old house on the property and put up a shouse. Funding for the project requires that he own the property; therefore, he is purchasing 5 acres of the property owned by his father, Steven Johnson.

Commissioner Schafer made a motion to approve Administrative Plat Application 2025-01 of Steven Johnson as presented, seconded by Ruzek. Voting Yea: Ruzek, Schafer, Thorberg, Dailey, Fick. Voting Nay: None. Absent: Nathan, Gragert, Wynn. Motion carried.

REPORTS

4. REPORT FROM ADMINISTRATOR ON CAPITAL PROJECTS AND COMMUNITY DEVELOPMENT POLICY UPDATES

Secretary Devine reviewed his City Administrator Report with the commissioners. Warren Myers added that Bygland Dirt Contracting dug two holes for the new tree and grass piles by the sewer plant. They will also build a looped road for easier navigation around the grass pile. Three security cameras will be installed in the area. Myers spoke with the county commissioners to request signs in the area to slow traffic for safety purposes. Devine will apply for the permit with the Nebraska Department of Environment and Energy after the road is constructed. No action taken.

ITEMS TO BE PUT ON NEXT MEETING AGENDA

The next meeting is scheduled for April 7, 2025.

5. PUBLIC COMMENT FOR FUTURE CONSIDERATION

None.

ADJOURNMENT

At 7:25 p.m. Commissioner Thorberg made a motion to adjourn, seconded by Schafer. Voting Yea: Fick, Thorberg, Dailey, Schafer, Ruzek. Voting Nay: None. Absent: Wynn, Nathan, Gragert. Motion carried.



AGENDA MEMO

MEETING NAME: Albion Planning Commission

DATE: July 7, 2025

ITEM NAME: PREAPPLICATION CONFERENCE WITH RICH RILEY REGARDING SUBDIVISION OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 20, TOWNSHIP 20, RANGE 6 WEST OF THE 6TH PM, BOONE COUNTY, NEBRASKA

PRESENTER(S):

RICH RILEY

BACKGROUND INFORMATION:

A sketch of the proposed subdivision as well as an administrative review are both enclosed.

The proposed subdivision is located outside City Limits, but inside the City’s EJT – the County Roads and County Planning staff have both been notified and invited to attend.

DISCUSSION:

MOTION:

BY:

2ND:

ROLL CALL: Nathan _____ Schafer _____ Thorberg _____ Ruzek _____

Fick _____ Gragert _____ Wynn _____ Vacant _____ Dailey _____

SUMMARY OF DECISION:

New Subdivision Pre-Application Administrative Review rev2016
City of Albion, Nebraska

File No. 2025-01 Date Filed 06/11/2025

Applicant Name(s) Rich Riley
Applicant Address _____
Applicant Phone # 402-841-4358
Location of Proposed Subdivision NW 1/4 NE 1/4 20-20-6, Boone County, Nebraska

Pre-application Conference with Planning Commission Date 7/7/2025

1) Does the proposed Subdivision have a name? Y / N Blessed Acres

2) Has the applicant provided a sketch of the proposed subdivision? Y / N _____

3) Does the Sketch provided include:

a. Lot Lines? Y / N

b. Boundary/Lot Line Dimensions? Y / N

i. If yes, do dimensions conform to Comprehensive Plan, Subdivision, and Zoning Regulations? Y / N _____

c. Location and Width of proposed Streets/Alleys/Easements? Y / N

i. If yes, do such dedications conform to Comprehensive Plan, Subdivision, and Zoning Regulations? Y / N _____

d. General Plan of sewage disposal, water supply and utilities? Y / N

i. If yes, are those proposed utilities public or private? Private

ii. Do the proposed utility improvements conform to the Comprehensive Plan, Subdivision, and Zoning Regulations? Y / N _____

e. Storm Drainage Plan? Y / N Recommend completion as part of preliminary plat application.

4) Is the propose subdivision in City Limits? Y / N _____

5) Does the proposed subdivision design conform to the Comprehensive Plan? Y / N _____

6) Administrative Recommendation: Administration recommends planning commission review of sketch and to provide feedback to applicant.

Administration recommends applicant work with a civil engineer to develop a preliminary plat according to the subdivision regulations.

*Will need to clarify if the access road will be private or public (dedicated to the county).

Signed:  _____

Date: 6/26/2025

Andrew Devine, Administrator/Clerk/Treasurer

Printed Name and Title of City Representative providing Review



North

