



ALBION PLANNING COMMISSION MEETING

MONDAY, JULY 07, 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 July 7, 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 Tom Fick. Absent were Steve Gragert, Todd Wynn, and Brian Nathan. City staff present was Secretary Andrew Devine.

APPROVAL OF MINUTES

1. APPROVAL OF MINUTES OF THE MARCH 3, 2025 PLANNING COMMISSION MEETING

Commissioner Schafer made a motion to approve the minutes of the March 3, 2025 Planning Commission meeting; seconded by Thorberg. Voting Yea: Schafer, Thorberg, Ruzek, Fick, Dailey. Voting Nay: None. Absent: Nathan, Gragert, Wynn. Motion carried.

OLD BUSINESS (NONE)

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

Secretary Devine had previously provided commissioners with the new Subdivision Pre-Application Administrative Review and a sketch of the proposed subdivision. The property is located outside City Limits, but within the 1-mile jurisdiction of the city. Rich and Cami Riley were present to explain they recently purchased approximately 40 acres of property. They propose to divide the property off into five separate acreage Lots and build their home on 11 of those acres and sell the other Lots. They have been working with an architect and with Liss Construction for the plans. Mr. Riley stated that the main question at this time is the process they need to take in building a road to the property. They would like to build a public road and dedicate it to the county for future maintenance. Devine reported that City code for a street is at least 50' wide, which includes the easement. If they were to build a public road and dedicate it to the county they would need to follow county guidelines. Commissioner Schafer stated that a county road requires it to be at least 66' wide, which includes the easement. Schafer suggested that through his experience, county roads typically lose about 2' on each side the first few years; therefore it would be advisable to build it wider to accommodate that loss. Devine suggested the first step would be to reach out to the County Roads Department and County Commissioners to find out if they are willing to accept the dedication of the road. This would determine whose code to follow. Mr. Riley stated he hired a civil engineer for a drainage plan and found it will be necessary to put in a bridge on the northwest corner of the property. Schafer recommended a box culvert instead of a bridge if it's possible, as it would be cheaper and easier to construct. Devine stated the plan for a pond is also a good idea to help with drainage. Commissioner Ruzek asked if there are any restrictions on drilling a Well at that location. Devine stated it is outside the Well protection area so there are no restrictions. Ruzek noted that when he had a Well drilled in that nearby location there was a sulfur pocket, so he suggested they drill the Well deep enough to avoid it. Mr. Riley asked what the next step would be as far as the city is concerned. Devine stated they should have their Civil Engineer submit both a preliminary plat and a formal plat for the Planning Commission to review at a public hearing. It would then go before the City Council at a public hearing for final approval.

REPORTS (NONE)

ITEMS TO BE PUT ON NEXT MEETING AGENDA

The next meeting is scheduled for August 4, 2025.

3. PUBLIC COMMENT FOR FUTURE CONSIDERATION (NONE)

ADJOURNMENT

At 7:43 p.m. Commissioner Ruzek made a motion to adjourn the meeting, seconded by Dailey. Voting Yea: Fick, Thorberg, Ruzek, Dailey, Schafer. Voting Nay: None. Absent: Nathan, Wynn, Gragert. Motion carried.

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