



**PLAINVIEW PLANNING COMMISSION
REGULAR MEETING
AGENDA**

Tuesday January 6, 2026

6:00 p.m.

City Hall, 241 W Broadway, Plainview, MN 55964

1. Call to Order

2. Approval of Agenda

3. Consent Agenda

A. July 17, 2025, Minutes

4. New Business

A. 2025 Annual Report to Council

B. Select Chair for Planning & Zoning Commission for 2026

**C. Select Vice Chair for Planning & Zoning Commission for
2026**

5. Updates/Discussion

6. Adjourn

CITY OF PLAINVIEW PLANNING COMMISSION
JULY 17, 2025
MEETING MINUTES

The July 17, 2025, meeting for the Plainview Planning Commission was called to order at 6:02 p.m. by Commission Vice Chair Russell Hess.

Members present: Russell Hess, Jim Walkes, Scott Kujath, Ann Liebenow-Anttila, Don Kuschel, and Jae Gourley.

Members absent: Holly Reeve.

Staff members present: City Administrator David Todd, City Clerk Carol Kujath, and Deputy Clerk Kayla Hall.

Guests in attendance: Brian Malm with Bolton & Menk, Dustin Boettcher, Darvy Sloan, Ryan Lamprecht, Brad Jech, Bob Smith, Bernie Rother, and Craig Britton with Widseth.

Motion by Liebenow-Anttila, second by Kujath to approve the Agenda.
Motion carried unanimously.

Motion by Kuschel, second by Walkes to approve the Consent Agenda which included the February 4, 2025, Planning Commission Minutes.
Motion carried unanimously.

PUBLIC HEARING:

Rolling Plains Business Park Preliminary Plat and Rezone Request

Motion by Hess, second by Liebenow-Anttila to open the public hearing.
Motion carried unanimously. The public hearing opened at 6:03 p.m.

Craig Britton, engineer with Widseth, representing the developer of Rolling Plains Business Park, was available to answer questions from the commissioners. Bob Smith owns property on the south side of property being developed. Have not heard what is transpiring and would like some information on the development. Brian Malm with Bolton & Menk answered questions from the public, along with the written questions and comments from Commissioner Liebenow-Anttila regarding the development. Malm mentioned slight modifications to the conditions that were provided to the Commissioners. Which included showing the southern portion of the property as Outlot B. and include a drainage and utility easement of minimum 10-ft width along each property line. Easements shown will include water & sewer. Liebenow-Anttila would like to see dry and wet utility easements separated for protection of city. Malm said this is a preliminary plat so changes can be made for the final plat.

Motion by Walkes, second by Kuschel to close the public hearing.
Motion carried unanimously. The public hearing was closed at 6:22 p.m.

Motion by Liebenow-Anttila, second by Walkes to reopen the Commission meeting.
Motion carried unanimously. The meeting was reopened at 6:23 p.m.

Rolling Plains Business Park Preliminary Plat and Rezone Request:

The City received a preliminary plat and rezone request from BA Holdings to develop an industrial business park, "Rolling Plains Business Park," on the land that was recently annexed into the City of Plainview. The Rolling Plains Business Park preliminary plat consists of nine industrial lots and one outlot south of 530th Street. The Preliminary Plat is proposed as the first phase of the development of a full development of the property as shown on the Concept Development Plan. The proposed nine lots in the proposed Preliminary Plat will require the extension of public water and sanitary sewer, as well as a stormwater pond to be located on Outlot A located in the northeast corner of the plat. The Plat also proposed a 44-foot public roadway. Full development of the property, as shown on the Concept Development Plan, includes eight additional future phase lots, two additional outlots for future roadway extensions to the east and south, and two outlots for additional stormwater areas.

Staff recommend that the Planning Commission make a motion to: Recommend to City Council the approval of the Rolling Plains Business Park Preliminary Plat and rezone to Industrial with listed engineering and planning conditions.

1. The Preliminary Plat shall be modified to:
 - a. Incorporate the required changes to address the City Engineer's comments in this memo, including:
 - i. A shared access off 530th Street for Lots 2 & 3 of Block 1.
 - ii. Improvements to 530th Street adjacent to the subdivision to meet City Subdivision Ordinance requirements for street improvements.
 - iii. Temporary cul-de-sac type turnarounds, contained within appropriate easements or right-of-way at the end of each dead-end street.
 - iv. Modify the watermain size to 10-inch diameter.
 - v. Include the signature of a Licensed Professional Engineer and/or Surveyor as appropriate.
 - b. Verify and correct, as needed, the setbacks for Lots 1&2 Block 2, and Lot 4, Block 1.
- Liebenow stated it is a great thing that Plainview has an industrial park. She expressed concerns about the size of utility easements, grading, and the drainage and runoff to the east of the development. Malm stated the grading is good, and the drainage and runoff follow the City's ordinance. Liebenow-Anttila also had concerns

that Outlot A will give public works some problems for maintenance. It was suggested that the development should give variety of lot sizes so there is no change in lot sizes in the future or utilities needing to be moved. Brian Malm, the city's engineer, amended the conditions to the following:

1. The Preliminary Plat shall be modified to:
 - a. Incorporate the required changes to address the City Engineer's comments in this memo, including:
 - I. A shared access off 530th Street for Lots 2 & 3 of Block 1.
 - ii. Improvements to 530th Street adjacent to the subdivision to meet City Subdivision Ordinance requirements for street improvements.
 - iii. Temporary cul-de-sac type turnarounds, contained within appropriate easements or right-of-way at the end of each dead-end street.
 - iv. Modify the watermain size to 10-inch diameter.
 - v. Include the signature of a Licensed Professional Engineer and/or Surveyor as appropriate.
 - b. Verify and correct, as needed, the setbacks for Lots 1&2 Block 2, and Lot 4, Block 1.
 - c. Show the southern portion of the property as Outlot B.
 - d. Include drainage and utility easement of minimum 10-ft width along each property line.
- Motion by Hess, second by Walkes to recommend approval of the preliminary plat and rezoning request with staff recommended amended conditions to City Council.

Motion by Kuschel, second by Walkes to adjourn.

Motion carried unanimously.

Meeting adjourned at 6:37 p.m.

Planning Commissioner

City Clerk

Date

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning Commission Regular Meeting: January 6, 2026

AGENDA ITEM: 2025 Annual Report to Council	AGENDA SECTION: New Business
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 4.A.
ATTACHMENTS:	APPROVED BY:
RECOMMENDED ACTION: Motion to approve the 2025 Report of the Planning Commission to be submitted to City Council.	

Summary:

Planning/Zoning Commission meetings were held on the following dates:

February 4, 2025 – Welcomed new members to the Planning Commission. Selected a Chair and Vice Chair for the Commission.

July 17, 2025 – Public hearing for Rolling Plains Business Park Preliminary Plat and Rezone Request.

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CITY COUNCIL ACTION



Executive Summary

Planning Commission Regular Meeting: January 6, 2026

AGENDA ITEM:	Select Chairperson for Planning & Zoning Commission	AGENDA SECTION:	New Business
PREPARED BY:	Carol Kujath	AGENDA NO.	4.B.
ATTACHMENTS:	none	APPROVED BY:	cjk
RECOMMENDED ACTION: Motion to select and approve a Chairperson for the Planning & Zoning Commission for 2026.			

SUMMARY

The commission shall elect a chairperson and vice-chairperson from among its appointed members for a term of one (1) year. The commission may create and fill such other offices as it may determine. The committee shall hold as many regular or special meetings as it deems necessary each year to complete its work. It shall adopt rules for the transaction and findings, which records shall be a public record. On or before the second regular City Council meeting in January of each year, the commission shall submit a report to the Council of its work during the preceding calendar year. Expenditures shall be within the amount appropriated for the purpose by the City Council.

Planning/Zoning Members: Term Expiration Dates:

Jim Walkes	(Term Expires: 12/31/2026)
Ann Liebenow-Anttila	(Term Expires: 12/31/2027)
Scott Kujath	(Term Expires: 12/31/2027)
Jae Gourley	(Term Expires: 12/31/2027)
Russell Hess	(Term Expires: 12/31/2027)
Holly Reeve	(Council Member)
Don Kuschel	(Council Member)

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning Commission Regular Meeting: January 6, 2026

AGENDA ITEM:	Select Vice-Chairperson for Planning & Zoning Commission	AGENDA SECTION:	New Business
PREPARED BY:	Carol Kujath	AGENDA NO.	4.C.
ATTACHMENTS:	none	APPROVED BY:	cjk
RECOMMENDED ACTION: Motion to select and approve a Vice-Chairperson for the Planning & Zoning Commission for 2026.			

SUMMARY

The commission shall elect a chairperson and vice-chairperson from among its appointed members for a term of one (1) year. The commission may create and fill such other offices as it may determine. The committee shall hold as many regular or special meetings as it deems necessary each year to complete its work. It shall adopt rules for the transaction and findings, which records shall be a public record. On or before the second regular City Council meeting in January of each year, the commission shall submit a report to the Council of its work during the preceding calendar year. Expenditures shall be within the amount appropriated for the purpose by the City Council.

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Jae Gourley	(Term Expires: 12/31/2027)
Russell Hess	(Term Expires: 12/31/2027)
Holly Reeve	(Council Member)
Ben Jacobs	(Council Member)