

CITY OF GAYLORD
Special Planning and Zoning Commission Agenda
Wednesday, December 28, 2015
5:30 p.m., City Hall

1. Call Meeting to Order
2. Consider 12-28-15 Agenda
3. PUBLIC HEARING – Preliminary and Final Plat School Addition (Former City/Dean Messner Property)
4. PUBLIC HEARING – Conditional Use Permit for School in R-2 District Addition (Former City/Dean Messner Property)
5. Comprehensive Plan Proposals (Please bring copies that were sent out) – Kevin McCann, City Administrator
6. Open Forum - Comments from citizens in attendance
7. Other
8. Adjournment

**** Denotes amendments to the most recent draft of the agenda.**

CITY OF GAYLORD**MEMORANDUM**

DATE: December 28, 2015
TO: Gaylord Planning and Zoning Commission
FROM: Kevin McCann, City Administrator
RE: School Addition Preliminary and Final Plats

INTRODUCTION:

With the new Sibley East Elementary school planned in in Gaylord, the City entered a land swap to exchange city land near the storm water pond for the school building site and the softball field land.

As part of this land swap, the city needs to acquire additional land from Dean Messner for the school to have enough land to build on. The City is also looking at an option for the rest of this land and future access to this site.

In order for the land to be sold, a plat is needed.

Attached you will find the preliminary and final plats for the property.



CITY OF GAYLORD
PLANNING AND ZONING COMMISSION
PUBLIC NOTICE
PRELIMINARY AND FINAL PLAT

Notice is hereby given that on Monday the 28th day of December 2015, at the hour of 5:30 P.M. in the Gaylord City Hall, the Planning and Zoning Commission will hold a public hearing on the application of the City of Gaylord – Dean Messner, for a preliminary and final plat. The property is legally described as:

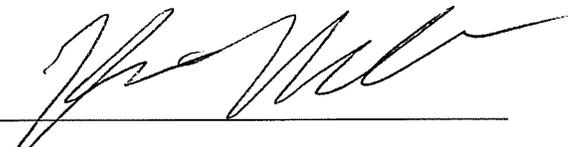
Tract E, Registered Land Survey No. 4, according to the registered land survey on file in the office of the Sibley County Registrar of Titles.

U.S. Government Lots 2 and 3 and the SW ¼ of the SE ¼ of Section Number 28, Township Number 113 North of Range Number 28 West, excepting therefrom all those parts thereof lying and being North of the centerline of County State Aid Highway 21, and excepting therefrom Registered Land Survey No. 1, and excepting therefrom the plat of MESSNER'S FIRST ADDITION, to the City of Gaylord, Sibley County, Minnesota.

Tract A of Registered Land Survey No. 1, being a parcel of SW ¼ of SE ¼ of Section 28, Township 113, Range 28.

The applicant is requesting a preliminary and final plat located in R-2 Multiple Family Residential District.

All persons wishing to be heard regarding this preliminary and final plat shall be allowed an opportunity at said public hearing at the time and place set forth. Written comments may be submitted to the City Administrator prior to and at the public hearing.



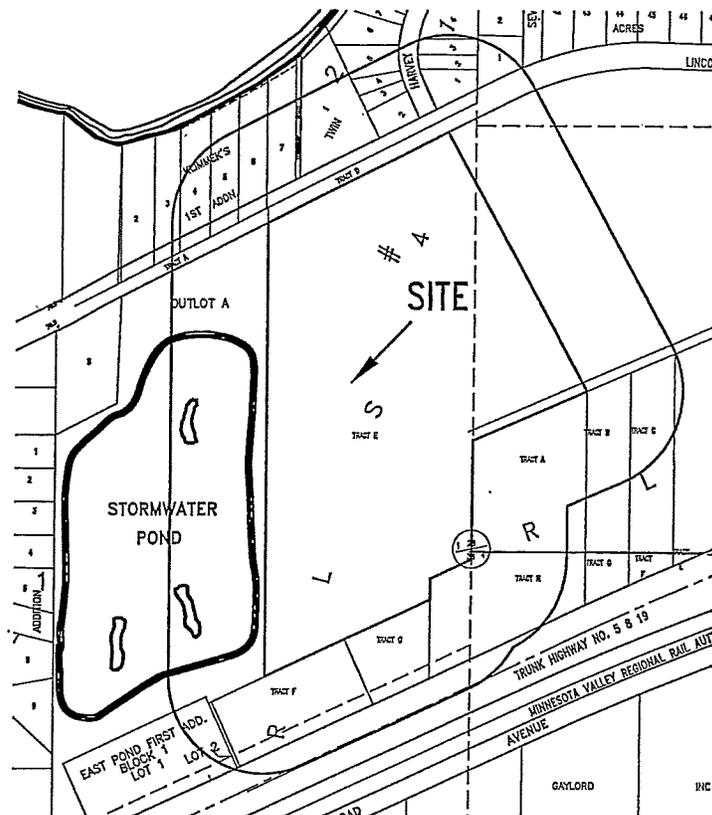
Kevin McCann, City Administrator

PUBLISHED: December 17, 2015
POSTED: December 14, 2015

CITY OF GAYLORD
PLANNING AND ZONING COMMISSION
NOTICE TO ADJOINING PROPERTY OWNERS

Dear Property Owner:

An application for a preliminary and final plat has been filed with the Planning and Zoning Commission by City of Gaylord. The property at issue is situated in a (R-2) Multiple Family Residential District. See map below.

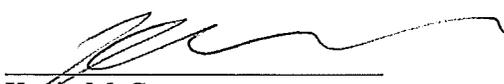


If the preliminary plat is approved as requested, the applicant will be allowed to split the property to develop a school site and other future development in the R-2 District.

A public hearing will be held by the Board of Adjustment on Monday, December 28, 2015 at 5:30 p.m. in the City Hall, at which time you may submit your views on the matter in person, by writing or by representative.

If you know of any interested property owner who, for any reason, has not received a copy of this letter, it would be greatly appreciated if you would inform them of the time and place of the hearing. If you have any questions please contact city hall at (507) 237-2338.

Posted: December 14, 2015
Published: December 17, 2015


Kevin McCann
Administrator

CITY OF GAYLORD**MEMORANDUM**

DATE: December 28, 2015
TO: Gaylord Planning and Zoning Commission
FROM: Kevin McCann, City Administrator
RE: Request to obtain a Conditional Use Permit (CUP) to allow a school within the R-2 (Multiple Family Residential) District

INTRODUCTION:

The applicant, Sibley East Schools is planning to build a new school in the R-2 District. The applicant needs a CUP to have in the R-2 district.

BACKGROUND:

Existing Zoning: R-2 (Multiple Family Residential)

Property Location: Tract E, Registered Land Survey No. 4, according to the registered land survey on file in the office of the Sibley County Registrar of Titles.

U.S. Government Lots 2 and 3 and the SW ¼ of the SE ¼ of Section Number 28, Township Number 113 North of Range Number 28 West, excepting therefrom all those parts thereof lying and being North of the centerline of County State Aid Highway 21, and excepting therefrom Registered Land Survey No. 1, and excepting therefrom the plat of MESSNER'S FIRST ADDITION, to the City of Gaylord, Sibley County, Minnesota.

Tract A of Registered Land Survey No. 1, being a parcel of SW ¼ of SE ¼ of Section 28, Township 113, Range 28.

Lot Size: approx. 25 acres

Surrounding Land Use: Ag land

Zoning History: None

Applicable Regulations: §153.070
§153.216

Analysis and Recommendation:

Sibley East Schools is planning to build a new elementary school. Schools are allowed in the R-2 district as a condition use.

The current language of the R-2 district is as follows:

R-2 MULTIPLE-FAMILY RESIDENTIAL DISTRICT

§ 153.070 PURPOSE.

The purpose of the R-2 Multiple-Family Residential District is to establish residential areas which will allow multiple-family dwellings (apartments, rowhouses, townhouses, etc.) in those areas where such development is compatible with the Land Use Plan and which will maintain optimum space, height and lot requirements approximating the standards of single-family residential development.

(Ord. 209.5, passed 12-14-1994)

§ 153.071 PERMITTED PRINCIPAL USES.

- (A) One and two-family dwellings;
- (B) Parks and recreational areas owned or operated by government agencies;
- (C) Multiple-family dwellings, apartment buildings, townhouses, condominiums, group houses and rowhouses;
- (D) Licensed group homes serving more than six residents;
- (E) Licensed nonresidential programs with a licensed capacity of 13 to 16 persons; and
- (F) Boarding or lodging houses.

(Ord. 209.5, passed 12-14-1994; Am. Ord. 282, passed 1-3-2011)

§ 153.072 CONDITIONAL USES.

- (A) Manufactured home park, as regulated in §§ 153.195 through 153.205 of this chapter;
- (B) Residential planned unit developments as regulated by §§ 153.195 through 153.205 of this chapter;
- (C) Clinics, hospitals, convalescent and nursing homes and other buildings for treatment of human beings;
- (D) Institutions of a religious, educational, charitable or philanthropic nature;
- (E) Private clubs or lodges, except those whose chief activity is a service customarily carried on as a business;
- (F) Housing projects for the elderly, excluding nursing homes, will be exempted from restrictions applied to multiple dwellings, except that such projects shall be approved as a total concept and shall observe such standards as not to adversely affect the health or safety of persons residing or working in the neighborhood of the proposed project and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood; and

(G) Other uses determined by the Planning Commission to be of the same general character as the conditional uses listed above.

(Ord. 209.5, passed 12-14-1994)

In reviewing the CUP, the Commission shall consider if the request meets the following criteria:

Staff has determined the following findings, but is subject to the Commission's formal approval before a resolution can be prepared for final council approval.

Criteria #1 That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted nor substantially diminish and impair property values within the immediate vicinity.

Finding #1 This has been found to be true.

Criteria #2 That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

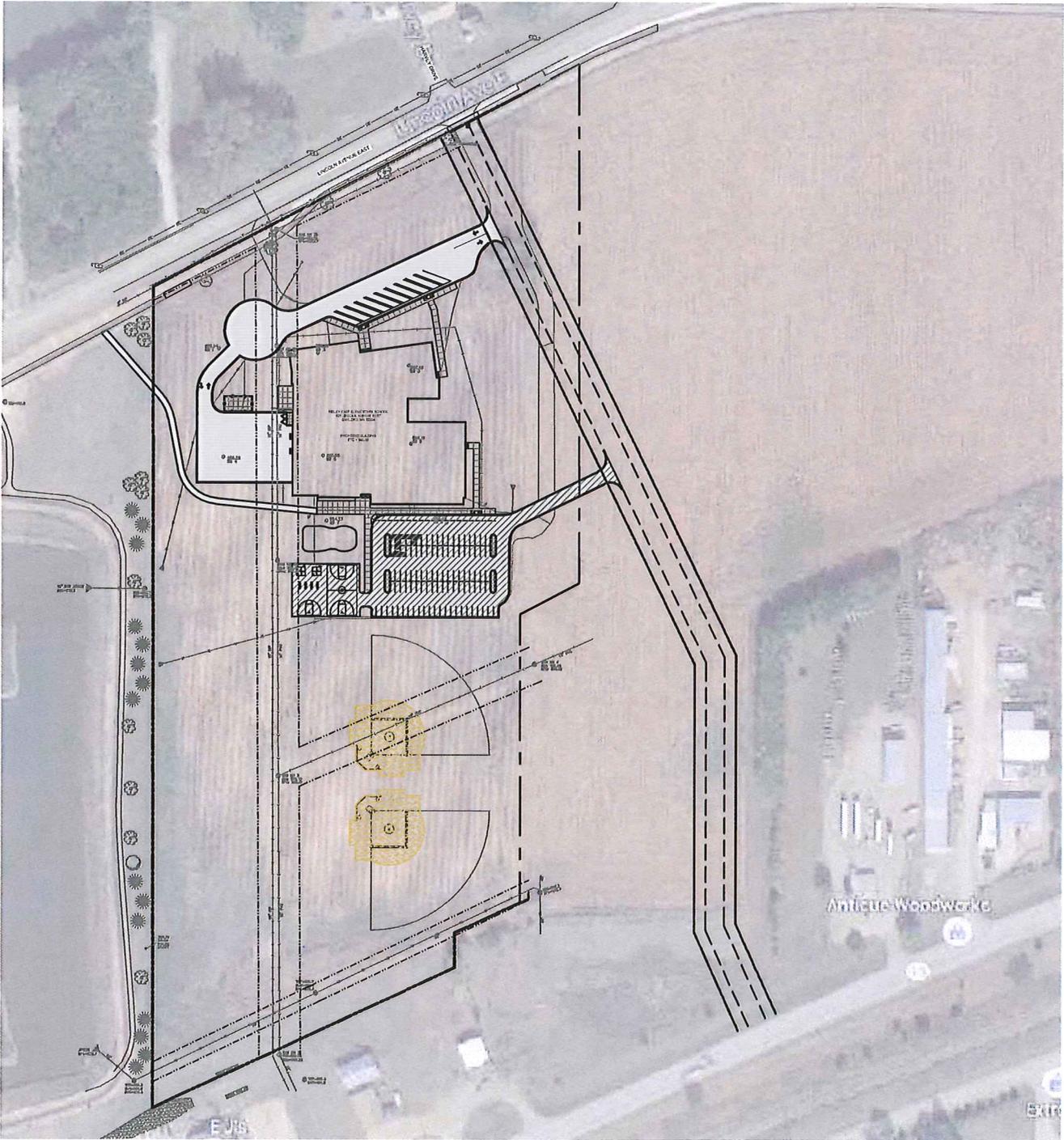
Finding #2 This has been found to be true.

- Criteria #3** That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
Finding #3 This has been found to be true.
- Criteria #4** That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
Finding #4 There will be available off street parking.
- Criteria #5** That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will occur.
Finding #5 This has been found to be true.
- Criteria #6** That soil conditions are adequate to accommodate the proposed use.
Finding #6 This has been found to be true.
- Criteria #7** That proper facilities are provided which would eliminate any traffic congestion or traffic hazard which may result from the proposed use.
Finding #7 This has been found to be true.
- Criteria #8** That the density of any proposed residential development is not greater than the density of the surrounding neighborhood or not greater than the density indicated by the applicable Zoning District.
Finding #8 This has been found to be true.
- Criteria #9** That the intensity of any proposed commercial or industrial development is not greater than the intensity of the surrounding area or not greater than the intensity characteristic of the applicable Zoning District.
Finding #9 This has been found to be true.
- Criteria #10** That the proposed use is compatible with the City Land Use Plan.
Finding #10 This has been a demonstrated land use according to the City's comprehensive plan.
- Criteria #11** That there is a demonstrated need for the proposed use.
Finding #11 This has been found to be true.

Staff is recommending approval of the CUP with the following conditions:

None

Attached you will find the CUP application for P&Z's review and consideration.



CITY OF GAYLORD

APPLICATION FOR CONDITIONAL USE PERMIT

Street Location of Property 625 HARVEY DRIVE

Legal Description of Property SEE ATTACHED SURVEY

SIBLEY EAST PUBLIC SCHOOLS 202 THIRD AVE N.W.

Owner JIM AMSDEN ARLINGTON, MN 55307 507-964-8224
Name Address Telephone

Applicant JON LEUNG 111 WASHINGTON AVE. N., SUITE 300, MINNEAPOLIS, MN 55401 612-332-1401
Name Address Telephone

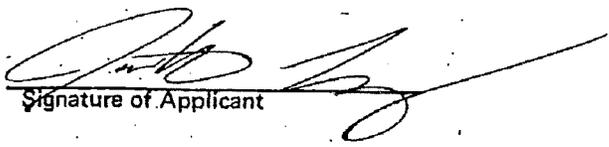
Description of Request: CONDITIONAL USE PERMIT IS REQUESTED FOR
A NEW 2-STORY 109,000 S.F. ELEMENTARY SCHOOL FACILITY.

Reason for Request: THE SITE OF THE PROPOSED NEW ELEMENTARY
SCHOOL IS IN THE R-2 ZONING DISTRICT, WHERE EDUCATIONAL
INSTITUTIONS FALL UNDER CONDITIONAL USES.

I further state that if this request is granted, I will proceed with the actual construction in accordance with the plans herewith submitted within six months from date of filing this appeal; will complete the work within 2 year(s) from said date; and that I am able from a financial, legal, and physical basis to do so.

NOTE: Site plan showing property lines and location of buildings attached.

Date: 12/10/2015


Signature of Applicant

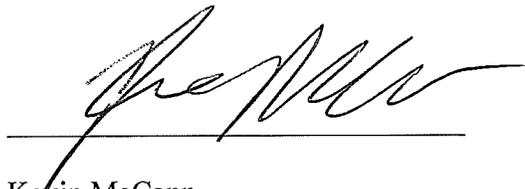
CITY OF GAYLORD
BOARD OF ADJUSTMENT AND APPEALS
PUBLIC NOTICE
CONDITIONAL USE PERMIT

Notice is hereby given that on Monday, the 28th day of December, 2015, at the hour of 5:30 P.M. in the Gaylord City Hall the Board of Adjustment will hold a public hearing on the application of Independent School District 2310, Sibley East School, for a Conditional Use Permit for the property located at 625 Harvey Drive. The property is legally described as:

Tract E, Registered Land Survey No. 4, according to the registered land survey on file in the office of the Sibley County Registrar of Titles.

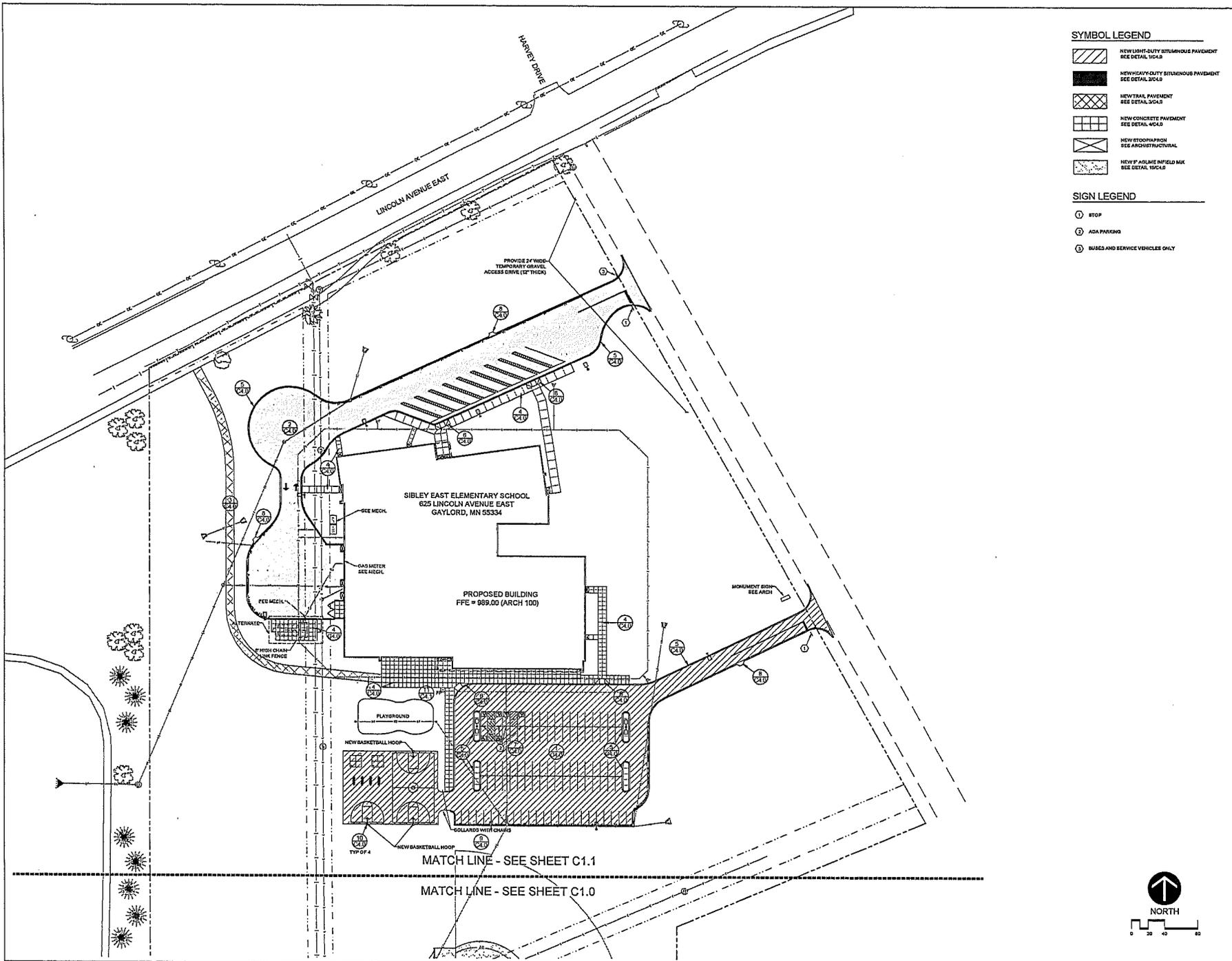
The applicant is requesting a conditional use permit in the currently zoned (R-2) Multiple Family Residential District, with the intent of developing a school site.

All persons wishing to be heard regarding this conditional use permit shall be allowed an opportunity at said public hearing at the time and place set forth. Written comments may be submitted to the City Administrator prior to and at the public hearing.



Kevin McCann
City Administrator

PUBLISHED: Dec 17th, 2015
POSTED: Dec 14th, 2015



- SYMBOL LEGEND**
- NEW LIGHT-DUTY BITUMINOUS PAVEMENT SEE DETAIL 1004S
 - NEW MEDIUM-DUTY BITUMINOUS PAVEMENT SEE DETAIL 1004S
 - NEW TRAIL PAVEMENT SEE DETAIL 1004S
 - NEW CONCRETE PAVEMENT SEE DETAIL W040
 - NEW STOOD-PARION SEE ARCHITECTURAL
 - NEW 1/2" ASHLE IN FIELD MARK SEE DETAIL 1004S

- SIGN LEGEND**
- ① STOP
 - ② ADA PARKING
 - ③ BUSES AND SERVICE VEHICLES ONLY



**SIBLEY EAST
ELEMENTARY SCHOOL**
423 LINCOLN AVENUE EAST
GAYLORD, MN

BID DOCUMENTS



**Larson
Engineering, Inc.**
3726 Larson Road
Mound, MN 55337
651.481.8100 FAX 651.481.8201
www.larsoneng.com



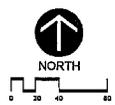
I hereby certify that this plan, specification or report was prepared by a duly Licensed Professional Engineer or Professional Architect in the State of Minnesota.
Eric S. Morton
Date: 08.18.2015 Page No. 46332

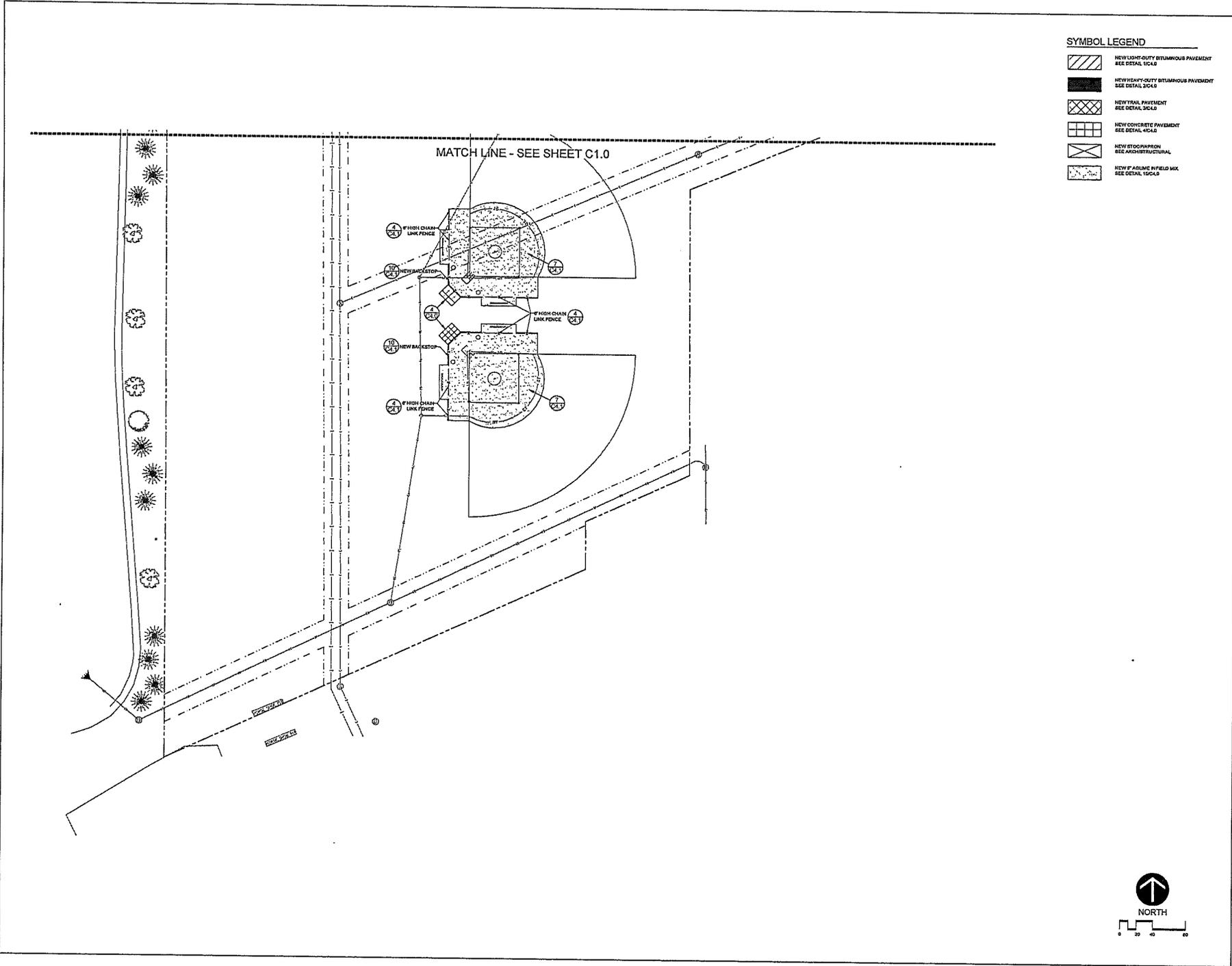
REVISIONS

DWG TITLE
**PAVING AND
DIMENSION PLAN
NORTH**

DATE: 08.18.2015
SCALE: AS SPECIFIED
DWG: ESR, DW, EDM
PROJ. NO: 12154800
DWG. NO.

C1.0





SYMBOL LEGEND

	NEW LIGHT-DUTY BITUMINOUS PAVEMENT SEE DETAIL 10CA6
	NEW HEAVY-DUTY BITUMINOUS PAVEMENT SEE DETAIL 20CA6
	NEW TRAIL PAVEMENT SEE DETAIL 30CA6
	NEW CONCRETE PAVEMENT SEE DETAIL 40CA6
	NEW BITUM PAVEMENT RECONSTRUCTION SEE DETAIL 50CA6
	NEW F' ASUME IN FIELD MIX SEE DETAIL 10CA6



SIBLEY EAST
ELEMENTARY SCHOOL
633 LINCOLN AVENUE EAST
GAYLORD, MI

BID DOCUMENTS



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111 Washington Street, Suite 200
Gaylord, MI 49735
www.wendelinc.com
616.232.7001



216 Lakeshore
Gaylord, MI 49735
616.232.7001
www.larsoneng.com



I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Eric G. Meyer
Date: 08.18.15 Proj. No.: 64332

REVISIONS

DWG TITLE
**PAVING AND
DIMENSION PLAN
SOUTH**

DATE: 08.18.2015
SCALE: AS SPECIFIED
DWG. SIZE: 11x17
PROJ. NO.: 1215020
CHK. EGM
DATE: 08.18.15

C1.1