



**CITY OF GAYLORD**  
**Planning and Zoning Commission Agenda**  
Wednesday, April 13, 2016  
5:30 p.m., City Hall

1. Call Meeting to Order
2. Consider 4-13-16 Agenda
3. Approval of Minutes –
  - a. March 9<sup>th</sup> Regular Meeting
4. PUBLIC HEARING – Conditional Use Permit for Antique Sales in R-1 District (Fredin)
5. PUBLIC HEARING – Conditional Use Permit for Daycare Center in R-1 District (Schulte)
6. Swenson Mini Storage – Shoreland Overlay District Regulations
7. Comprehensive Plan Update – Kevin McCann, City Administrator
8. Open Forum - Comments from citizens in attendance
9. Other
10. Adjournment

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

## Regular Planning and Zoning Commission Meeting

Wednesday, March 9, 2016

5:30 pm, City Hall

MEMBERS PRESENT: Chairperson, Orlin Grack; Commissioners, Marilyn Bratsch, Jerry Gasow, Bill Schulte, Steve Boerner

COUNCIL PRESENT: Jessica Uecker

COUNCIL ABSENT: Chad Muchow

STAFF PRESENT: Kevin McCann, Administrator

Public: Diana Karau

1. Call Meeting to Order

Pursuant to due call and notice, thereof, the Planning and Zoning Commission was called to order in the City Hall Chambers by Chairperson Grack at 5:30 pm.

2. Consider March 9, 2016 Agenda

Motion made by Council Uecker; seconded by Commissioner Schulte to approve P&Z March 9, 2016 Agenda adding "house" to Other. Motion passed 6-0.

3. Approval of Minutes:

Motion made by Commissioner Boerner; seconded by Commissioner Gasow to approve January 13, 2016 Regular Meeting Minutes as presented. Motion passed 6-0.

4. Comprehensive Plan Update – Kevin McCann, City Administrator

City Administrator McCann stated City Council approved Hoisington Koegler Group to develop the comprehensive plan for Gaylord. This group has reviewed Gaylord's current plan. This group will start Wed, Mch 16th with a "kick-off" meeting at 9:30 am. Mayor Boeder, City Administrator McCann, Amy Newsom and P&Z Chair Grack will be in attendance. As meetings progress, more members from P&Z, business leaders and citizens of Gaylord will be asked to be involved in the plan. Hoisington & Koegler will update the City's website.

5. Open Forum – Comments from citizens in attendance

Diana Karau offered some suggestions and noted some concerns. Regarding the medical school and what does it mean for the neighborhood, what is the City of Gaylord's plan if the school doesn't go thru since they will own the building; discussed Conditional Use Permits and how they are handled (old Coast-Coast bldg. as example); she would like to see "orderly development, orderly growth and issuing conditional use guidelines:.

6. Other: House on south-end of Gaylord – 3<sup>rd</sup> street: Discussion held regarding how the house is standing on lot. City Administrator, McCann showed drawing of how the house will look when completed. The front of home will face east-not north.

7. Adjournment

Motion made by Commissioner Boerner; seconded by Council Uecker to adjourn at 6:00 pm. Motion passed 6-0.

CITY OF GAYLORD

MEMORANDUM

DATE: April 13, 2016
TO: Gaylord Planning and Zoning Commission
FROM: Kevin McCann, City Administrator
RE: Request to obtain a Conditional Use Permit (CUP) to allow occasional antiques and crafts sales in the R-1 (Single/Two Family) District at 230 Lincoln Ave. E.

INTRODUCTION:

The applicant, Michelle Fredin, is planning to use her property's sheds to use to sell antiques and crafts spring through fall as Fredin's Antiques. Since the property is zoned residential, and occasional retail business is proposed, the applicant needs a CUP.

BACKGROUND:

Existing Zoning: R-1
Property Location: 230 Lincoln Ave.
Lot Size: approx. 280'x600'
Surrounding Land Use: R-2 (southeast)
Zoning History: Building permits - roofing, garage doors
Applicable Regulations: §153.062
§153.216 (Section 19 of Ordinance 209.5)

Analysis and Recommendation:

Michelle Fredin is planning to start an antique and craft business at her property. The property has been used as a well drilling and now garage door business for decades. These business typically don't get much foot traffic. An antique and craft business is a retail business and will generate much more traffic in the area.

The relevant zoning ordinance language is as follows:

HOME OCCUPATION. Any occupation of a service character which is clearly secondary to the main use of the premises as a dwelling and does not change the character thereof or exhibit any exterior evidence of the secondary use. The occupation shall be carried on or conducted only by the members of a family residing in the dwelling and in connection with which there is kept no stock in trade or commodity for sale on the premises.

## R-1 SINGLE AND TWO-FAMILY RESIDENTIAL DISTRICT

### § 153.060 PURPOSE.

The purpose of the R-1 Single- and Two-Family Residential District is to permit the development of low density residential dwellings in the community; to provide reasonable standards for the development; to avoid overcrowding; and to prohibit the use of land which would be incompatible with or detrimental to the essential residential character of the district.

### § 153.061 PERMITTED PRINCIPLE USES.

(A) One and two-family dwellings. A licensed group home serving six or fewer residents shall be considered a single-family structure.

(B) Licensed nonresidential programs with a licensed capacity of 12 or fewer persons;

(C) Licensed group family day care facilities; and

(D) Parks and recreational areas owned or operated by government agencies.

(Ord. 209.5, passed 12-14-1994; Am. Ord. 281, passed 1-3-2011)

### § 153.062 CONDITIONAL USES.

(A) Government and public utility buildings and structures necessary for the health, safety and general welfare of the community;

(B) Publicly-owned buildings or structures but not including maintenance yards;

(C) Public or semi-public recreational buildings, community centers and day care centers;

(D) Nurseries (but not including greenhouses), farm or truck gardens, display or sale of agricultural products;

(E) Churches, libraries, museums, schools, memorial buildings and hospitals; and

(F) Other uses determined by the Planning and Zoning Commission to be of the same general character as the conditional uses above and found not to be detrimental to the general health and welfare of the city.

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 is 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 N/A
- 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 N/A
- 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 N/A
- 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 N/A

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

1. Sales will be limited to Thursday through Sunday
2. Sales will be limited to 8 AM – 8 PM.
3. No permanent signage will be added to the property
4. Driveway access will be widened to allow two-way traffic and appropriate permits will be obtained from Sibley County
5. No temporary signage will be allowed in the right of way outside of property (Hwy 5/19, Melro, etc.)
6. No additional exterior lighting may be added.
7. Other conditions as identified by planning and zoning.

Staff has looked at other cities regulations for garage sales. More and more cities are limiting the number of garage sales a home can have. The City of Delano limits the number of garage sales to 4/yr.

SECTION 418.01 GARAGE AND YARD SALES The following rules shall apply to garage and yard sales located within City limits: 1. Each residential property is limited to 4 garage sales during any consecutive 12 month period.

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

Application Fee \$250.00

# CITY OF GAYLORD

## APPLICATION FOR CONDITIONAL USE PERMIT

Street Location of Property 230. Lincoln Ave East

Legal Description of Property R32.0722.000 Sect-28 Twp13 Range-028

Lands Annexed to city lot-005 3.00 AC 3 A of Lot 5

Owner Fred Fred 507-381-0589  
Name Address Telephone

Applicant Michelle Fred 507-829-4156  
Name Address Telephone

Description of Request: Occasional <sup>Spring</sup> summer & fall  
sales of Antiques & things

Name of Business Fred's Antiques

Reason for Request: To Allow sales at  
present address for resale of  
Antiques and other items

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 \_\_\_\_\_ 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: 3/22 2016

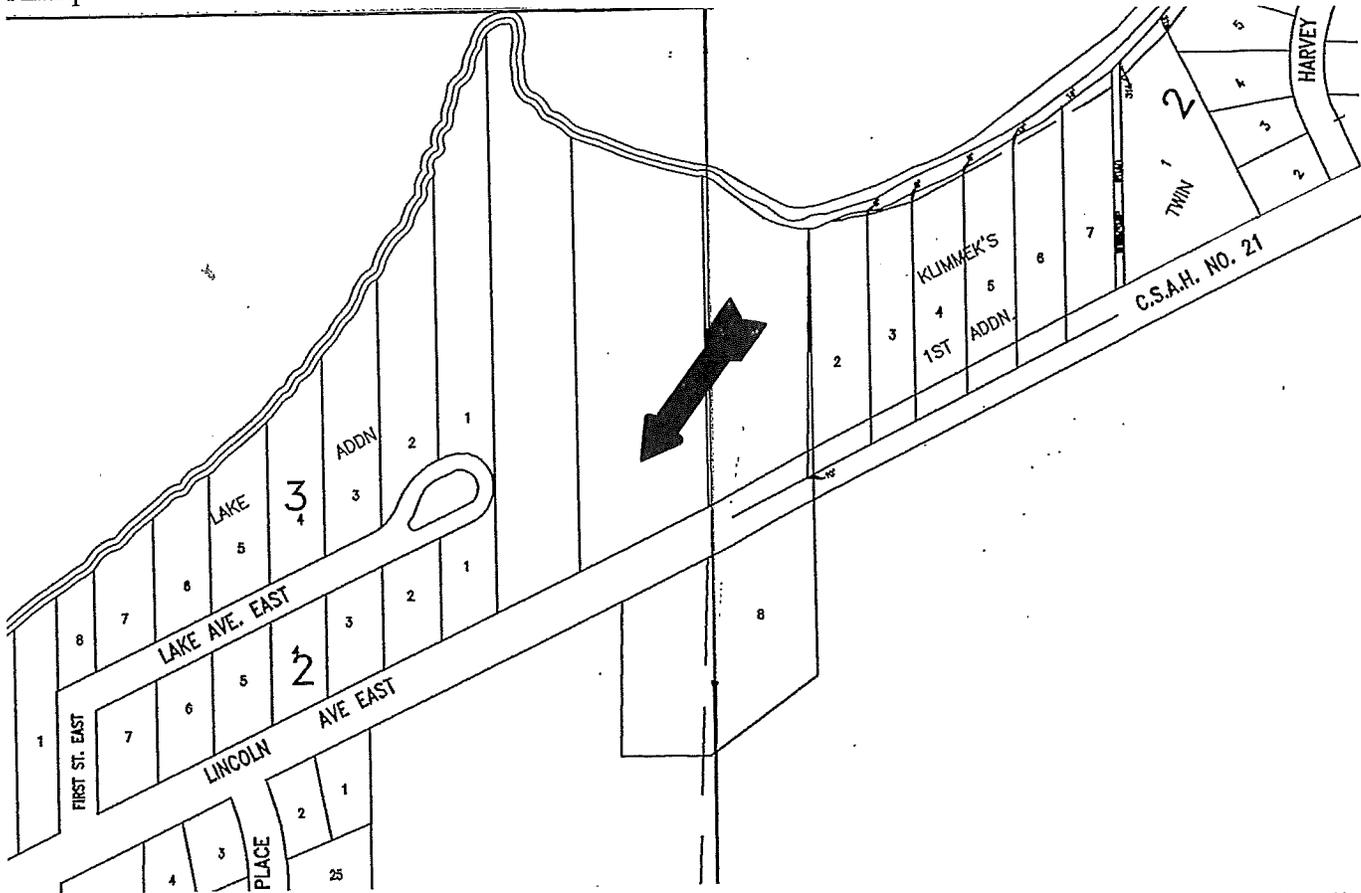
[Signature]  
Signature of Applicant

PD CCH 44871

**CITY OF GAYLORD**  
**BOARD OF ADJUSTMENT AND APPEALS**  
**NOTICE TO ADJOINING PROPERTY OWNERS**

Dear Property Owner:

An application for a conditional use permit to the Zoning Ordinance has been filed with the Board of Adjustment by Michelle Fredin. The property at issue is currently situated in a (R-1) Single and Two Family Residential District, with the intent to occasionally sell antiques and things under the name of Fredin's Antiques and is located at 230 Lincoln Ave. E. See map below.



If the conditional use permit is approved as requested the applicant will be allowed to occasionally sell antiques and things under the name of Fredin's Antiques.

A public hearing will be held by the Board of Adjustment on Wednesday, April 13<sup>th</sup>, 2016 at 5:30 p.m. in the Gaylord 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: Mar 31<sup>st</sup>, 2016  
Published: Mar 28<sup>th</sup>, 2016

  
\_\_\_\_\_  
Kevin McCann  
City Administrator

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

Notice is hereby given that on Wednesday, the 13<sup>th</sup> day of April, 2016, 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 Michelle Fredin, for a Conditional Use Permit for the property located at 230 Lincoln Ave E. The property is legally described as:

R32.0722.000 Sect-028, Twp-113, Range-028, Lands Annexed to City, Lot-005, 3.00 AC, 3A of Lot 5

The applicant is requesting a conditional use permit in the currently zoned (R-1) Single Family and Two Family Residential District, with the intent to occasionally sell antiques and things under the name of Fredin's Antiques.

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: Mar 31<sup>st</sup>, 2016  
POSTED: Mar 28<sup>th</sup>, 2016







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**CITY OF GAYLORD**  
**MEMORANDUM**

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**DATE:** April 13, 2016  
**TO:** Gaylord Planning and Zoning Commission  
**FROM:** Kevin McCann, City Administrator  
**RE:** Request to obtain a Conditional Use Permit (CUP) to allow a daycare facility in the R-1 (Single/Two Family) District at 114 High Ave.

**INTRODUCTION:**

The applicant, Stephanie Schulte, is planning to use her father-in-law's house as a daycare facility. Since the property is not occupied by the daycare provider as a home occupation, the applicant needs a CUP.

**BACKGROUND:**

**Existing Zoning:** R-1  
**Property Location:** 114 High Ave.  
**Lot Size:** approx. 50'x140'  
**Surrounding Land Use:** R-2 (south)  
**Zoning History:** Building permits – roofing, siding, windows, A/C  
**Applicable Regulations:** §153.062  
§153.216 (Section 19 of Ordinance 209.5)

**Analysis and Recommendation:**

Stephanie Schulte is planning to relocate her daycare from her occupied house to her father-in-law's house. The house will also be occupied by a nephew of her. The number of children allowed a daycare facility is controlled by the state and county.

**The relevant zoning ordinance language is as follows:**

*HOME OCCUPATION.* Any occupation of a service character which is clearly secondary to the main use of the premises as a dwelling and does not change the character thereof or exhibit any exterior evidence of the secondary use. The occupation shall be carried on or conducted only by the members of a family residing in the dwelling and in connection with which there is kept no stock in trade or commodity for sale on the premises.

## R-1 SINGLE AND TWO-FAMILY RESIDENTIAL DISTRICT

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### § 153.061 PERMITTED PRINCIPLE USES.

(A) One and two-family dwellings. A licensed group home serving six or fewer residents shall be considered a single-family structure.

(B) Licensed nonresidential programs with a licensed capacity of 12 or fewer persons;

(C) Licensed group family day care facilities; and

(D) Parks and recreational areas owned or operated by government agencies.

(Ord. 209.5, passed 12-14-1994; Am. Ord. 281, passed 1-3-2011)

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(C) Public or semi-public recreational buildings, community centers and day care centers;

(D) Nurseries (but not including greenhouses), farm or truck gardens, display or sale of agricultural products;

(E) Churches, libraries, museums, schools, memorial buildings and hospitals; and

(F) Other uses determined by the Planning and Zoning Commission to be of the same general character as the conditional uses above and found not to be detrimental to the general health and welfare of the city.

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 based on home daycare facilities minimal impact to neighbors.

**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 is 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.  
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Finding #6 N/A
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Finding #8 N/A
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Finding #9 N/A
- 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 There is a need for more daycare in Gaylord.

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.

Application Fee \$250.00

# CITY OF GAYLORD

## APPLICATION FOR CONDITIONAL USE PERMIT

Street Location of Property 114 High Ave.

Legal Description of Property R32.0268.000 Poehlers ADDN  
Lot -006 - Block -008

Owner Bill & Steph Schulte / Doug Schulte Estate  
Name Address Telephone 237-5588

Applicant Stephanie Schulte  
Name Address Telephone 237-5583  
462 3rd St Gaylord

Description of Request: I would like to run my  
daycare business out of this  
house 114 High Ave.

Reason for Request: Because the owners do not  
live at this address we were  
told to fill out this application.

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 \_\_\_\_\_ 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: 3-18-16

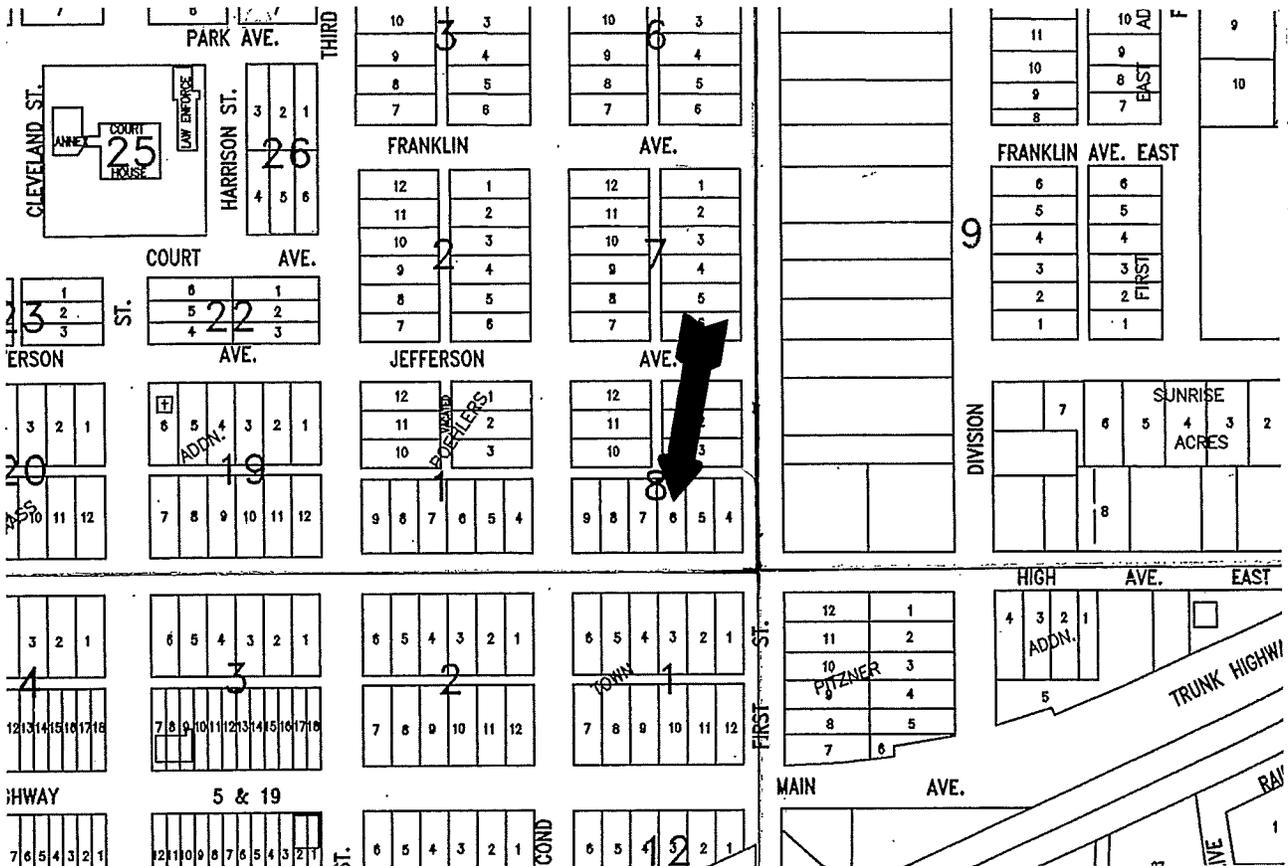
Stephanie Schulte  
Signature of Applicant

Pd CR# 44857

**CITY OF GAYLORD**  
**BOARD OF ADJUSTMENT AND APPEALS**  
**NOTICE TO ADJOINING PROPERTY OWNERS**

Dear Property Owner:

An application for a conditional use permit to the Zoning Ordinance has been filed with the Board of Adjustment by Stephanie Schulte. The property at issue is currently situated in a (R-1) Single and Two Family Residential District, with the intent to open and operate a daycare in an unoccupied home and is located at 114 High Ave. See map below.



If the conditional use permit is approved as requested the applicant will be allowed to open and operate a daycare in an unoccupied home.

A public hearing will be held by the Board of Adjustment on Wednesday, April 13<sup>th</sup>, 2016 at 5:30 p.m. in the Gaylord 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: Mar 31<sup>st</sup>, 2016  
 Published: Mar 22<sup>nd</sup>, 2016

  
 Kevin McCann  
 City Administrator

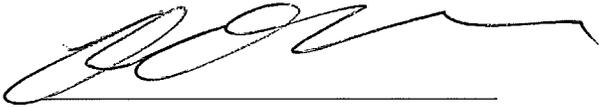
**CITY OF GAYLORD**  
**BOARD OF ADJUSTMENT AND APPEALS**  
**PUBLIC NOTICE**  
**CONDITIONAL USE PERMIT**

Notice is hereby given that on Wednesday, the 13<sup>th</sup> day of April, 2016, 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 Stephanie Schulte, for a Conditional Use Permit for the property located at 114 High Ave. The property is legally described as:

R32.0268.000 Poehler's Addn Lot-006 Block-008

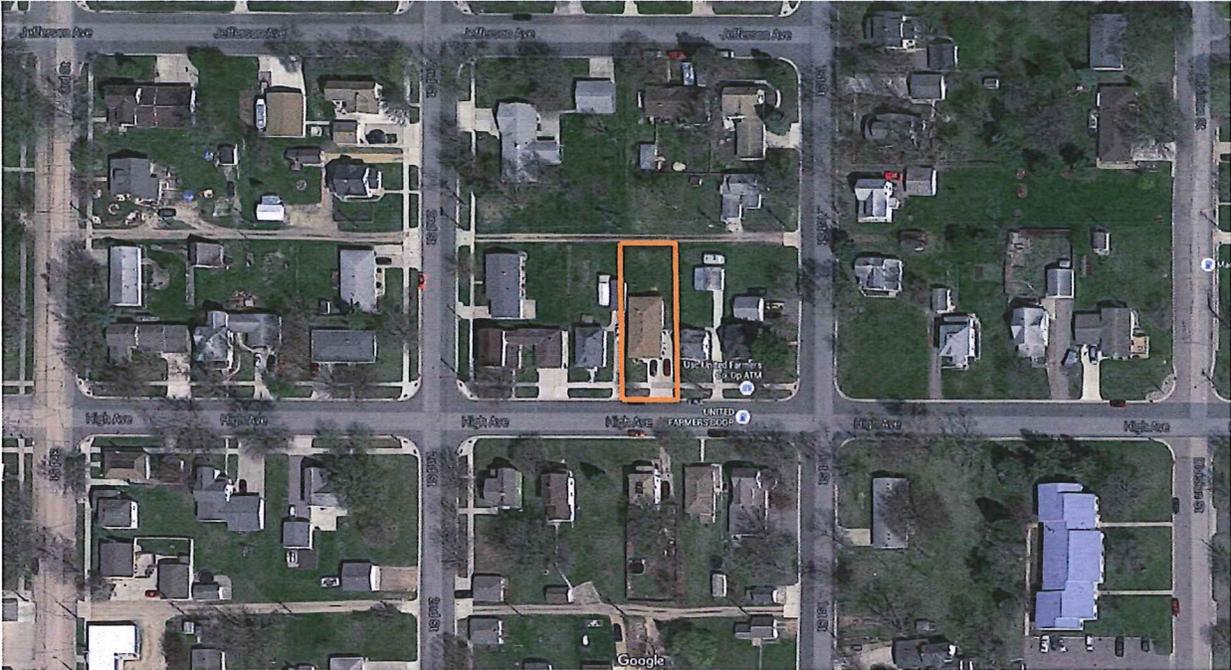
The applicant is requesting a conditional use permit in the currently zoned (R-1) Single Family and Two Family Residential District, with the intent to open and operate a daycare in an unoccupied home.

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: Mar 31<sup>st</sup>, 2016  
POSTED: Mar 22<sup>nd</sup>, 2016





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**CITY OF GAYLORD****MEMORANDUM**

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**DATE:** April 13, 2016  
**TO:** Gaylord Planning and Zoning Commission  
**FROM:** Kevin McCann, City Administrator  
**RE:** Swenson Mini Storage

**INTRODUCTION:**

Erin Swenson is proposing to build a new mini storage facility next to his current storage units. Staff is unsure what was approved in the past, but there are several issues going on that need direction from P&Z

- **The property is zoned B-2 – here is what is allowed in B-2**
  - (A) Offices, office buildings, banks and financial institutions and/or related structures;
  - (B) Retail service stores and shops;
  - (C) Theaters;
  - (D) Custom manufacturing, restricted production or repair limited to the following: art, needlework, jewelry, watches, dressmaking, tailors and similar uses;
  - (E) Bakeries employing not more than four persons in the baking process;
  - (F) Barbershop and beauty parlors;
  - (G) Restaurants, cafes and taverns, excluding drive-ins;
  - (H) Supermarkets;
  - (I) Governmental and public utility buildings and structures; and
  - (J) Clinics for human beings.
  - (A) Laundromats, laundries, dry-cleaning establishments, providing they are self-servicing or employ not more than four persons in the laundering, cleaning and pressing process; and
  - (B) Mortuaries and funeral homes.
  - **§ 153.102 CONDITIONAL USES.**
  - (A) Multiple-family dwellings;
  - (B) Churches, chapels, temples, mosques and synagogues;
  - (C) Automobile service stations and repair shops and car washes;
  - (D) Publicly-owned buildings or structures but not including maintenance yards;
  - (E) Small animal hospitals and kennels excluding outdoor runs;
  - (F) Hotels and motels;
  - (G) Armories, convention halls or club halls;
  - (H) Amusement and recreational establishments such as commercial bowling alleys, pool halls, swimming pools and skating rinks;

- (I) Health clubs; and
- (J) Other uses as determined by the Planning and Zoning Commission to be of the same general character as the conditional uses listed above.
- **It is within the shoreland overlay district**
  - (5) In the Fringe Central Business District (B-2), the following uses are allowed provided a conditional use permit is granted:
    - (a) Single-family homes;
    - (b) Multiple-family dwellings (if more than five dwelling units are planned, the development must conform to the standards referenced in § [153.205](#)).
    - (c) Churches, chapels, temples, mosques and synagogues;
    - (d) Automobile service stations and repair shops and car washes;
    - (e) Publicly-owned buildings or structures but not including maintenance yards;
    - (f) Small animal hospitals and kennels excluding outdoor runs;
    - (g) Hotels and motels (if more than five dwelling units are planned the development must conform to the standards referenced in § [153.205](#));
    - (h) Armories, convention halls or club halls;
    - (i) Amusement and recreational establishments such as commercial bowling alleys, pool halls, swimming pools and skating rinks; and
    - (j) Health clubs.
- **I-2 would be more appropriate –**
  -  § 153.146 PERMITTED PRINCIPLE USES.
  - (A) Commercial grain elevators, storage and drying;
  - (B) Wholesale business and warehousing; and
  - (C) Freight and transportation terminals
- **But would also require a CUP:**
  - (B) *Specific standards.*
  - (1) Impervious surface coverage of lots must not exceed 25% of the lot area. However, up to 75% impervious surface coverage may be allowable within zoned **light and medium industrial districts**, located within the existing (as of November 2013) Mud Lake shoreland district and shoreline (as defined by extending a line east from Southview Avenue South and extending a line south from 3rd Street SE), **as a conditional use**, if all of the following requirements are met:

Planning & Zoning will need to determine the appropriate course of action. Here are a couple options:

- Rezone the property to I-2 (fits with other use in area) & Swenson apply for CUP
- Amend B-2 District to include storage & Swenson to apply for CUP

In order to follow the ordinance correctly – certain actions need to be taken



CITY OF GAYLORD ZONING PERMIT NO. ZP2016-04

Street Address of Property: 119 Industrial Ave S

Legal Description (Attach a separate sheet if necessary and indicate here by writing "See Attached" on the following line:  
R32.0745.025 "See Attached"

OWNER → Name: Erin Swanson Phone Number: 507-381-7898  
Address: \_\_\_\_\_

Brief Description of proposed project:  
44x115 Mini Storage Shed - New Construction

Zoning District Within Which the Property is Located:  
B-2

Sketch the proposed property and all fixed structures **TO SCALE** using the grid paper on the back of this form, showing the information listed below. If the lot is 174'x134' or less one square should equal two feet. If a other scale is used, indicate that scale.

1. North directional arrow.
2. Location of proposed and existing structures on the lot, with the uses clearly labeled (house, garage, driveways, utility sheds, deck, carport, septic systems, wells, etc.).
3. Dimensions of lot.
4. Dimensions of front, side and rear yard setbacks of proposed and existing structures.
5. Dimensions of proposed and existing structures.
6. Names and locations of streets which adjoin the property, alleys must also be identified.
7. Other information as may be requested.

Signature of Applicant: [Signature] Date: 3-31-2016

**NOTE:** This Zoning Permit is approved contingent upon the structure meeting conditions recited on this application and all applicable conditions contained in the Zoning Ordinance for the City of Gaylord. The Property Owner shall be responsible for any misinformation they've provided and any deviation from the information related to this application under the penalty provisions of the Zoning Ordinance of the City of Gaylord and other applicable law.

Signature of Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator Notes: - Shoreland Overlay District Requirements?

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FD CR# 44897

**ERIN SWENSON DESCRIPTION**

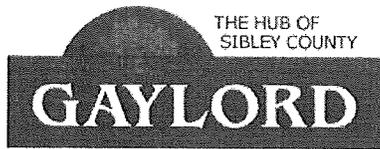
*Whole Storage skd Area Both Lots*

Part of Government Lot 2 of Section 32, Township 113, Range 28, Sibley County, Minnesota, described as follows: Beginning at the intersection of the southerly extension of the West line of Second Street and the easterly extension of the South Line of Industrial Avenue in the City of Gaylord, Minnesota; thence on an assumed bearing of North 89 degrees 51 minutes 00 seconds East along the easterly extension of said South line of Industrial Avenue 234.50 feet; thence South 00 degrees 05 minutes 00 seconds East 335.00 feet to the intersection with the easterly extension of the centerline of Commercial Avenue in the City of Gaylord, Minnesota; thence South 89 degrees 51 minutes 00 seconds West along said extended centerline 234.50 feet to the intersection with the southerly extension of the West line of said Second Street; thence North 00 degrees 05 minutes 00 seconds West along said extension of the West line of Second Street 335.00 feet to the point of beginning. This tract contains 1.80 acres of land and is subject to any and all easements of record and is subject to an easement for utility and roadway purposes and the right of ingress and egress, over, under and across the East 40.00 feet thereof.

AND

Part of Government Lot 2 of Section 32, Township 113, Range 28, Sibley County, Minnesota, described as follows: Commencing at the intersection of the southerly extension of the West line of Second Street and the easterly extension of the South line of Industrial Avenue in the City of Gaylord, Minnesota; thence on an assumed bearing of North 89 degrees 51 minutes 00 seconds East along the easterly extension of said South line of Industrial Avenue 234.50 feet; thence South 00 degrees 05 minutes 00 seconds East 150.00 feet to the point of beginning of the tract to be described; thence continuing South 00 degrees 05 minutes 00 seconds East 185.00 feet to the intersection with the easterly extension of the centerline of Commercial Avenue in the City of Gaylord, Minnesota; thence North 89 degrees 51 minutes 00 seconds East along the easterly extension of said centerline 170.50 feet to the intersection with the southerly extension of the centerline of First Street in the City of Gaylord, Minnesota; thence North 00 degrees 05 minutes 00 seconds West along said extended centerline 185.00 feet; thence South 89 degrees 51 minutes 00 seconds West 170.50 feet to the point of beginning. This tract contains 0.72 acres of land and is subject to any and all easements of record and is together with the right of ingress and egress, over, under and across a 40.00 foot wide easement for roadway and utility purposes, the East line of said of said easement being described as follows: Commencing at the intersection of the southerly extension of the West line of Second Street and the easterly extension of the South line of Industrial Avenue in the City of Gaylord, Minnesota; thence on an assumed bearing of North 89 degrees 51 minutes 00 seconds East along the easterly extension of said southerly line of Industrial Avenue 234.50 feet to the point of beginning of said East line of 40.00 foot wide easement to be described; thence South 00 degrees 05 minutes 00 seconds East 335.00 feet to the intersection with the easterly extension of the centerline of Commercial Avenue in the City of Gaylord, Minnesota and said easement there terminating.





CITY OF GAYLORD, MINNESOTA  
REQUEST FOR COUNCIL ACTION



Agenda Item Number: \_\_\_ Meeting Date: 4/6/16

Attachments:  Yes  No

**Originating Department:**  
Administration

**Prepared By:**  
Kevin McCann, City Administrator

**Topic:**  
Comprehensive Plan Task Force

**Action Requested:**  
Approve appointment of task force members

**Alignment with Values:**

The item relates to the following Strategic Values:

- Cooperation and Teamwork
- Positive Relations with the Community
- Progressive and Proactive
- Open and Honest Communication

**Alignment with Goals:**

The item relates to the following Strategic Goals:

- To continue to provide quality public service with limited resources
- To increase citizen participation in the affairs of the city

**Background/Justification:**

According to the League of Minnesota Cities:

A comprehensive plan is an expression of the community's vision for the future and a strategic map to reach that vision. ...Comprehensive planning is an important tool for cities to guide future development of land to ensure a safe, pleasant, and economical environment for residential, commercial, industrial, and public activities. In addition, planning can help: Preserve important natural resources, agricultural, and other open lands; create the opportunity for residents to participate in guiding a community's future; identify issues, stay ahead of trends, and accommodate change; ensure that growth makes the community better, not just bigger; foster sustainable economic development; provide an opportunity to consider future implications of today's decisions; protect property rights and values; enable other public and private agencies to plan their activities in harmony with the municipality's plans.

In February, the city approved retaining Hoisington Koeigler Group to update the City's comprehensive plan. In order to generate excitement and get buy-in for the project, a task force is recommended to help guide the plan; set the vision, goals, and develop future scenarios. The task force will be coordinated by the HKG and city staff. We will be meeting over the next 8-12 months.

I have placed flyers online. There were a few people who volunteered to be on the task force. Staff contacted most directly. It is also recommended to have a couple city appointed and elected officials. Below is the final task force members identified.

**The task force members are as followed:**

- Don Boeder – Mayor & citizen
- Steve Boerner – P&Z & citizen
- Lindsay Bruns - Business
- Gorette Enrique – Business & citizen
- Collin Grams - Citizen
- Jerry Hahn – Business & citizen
- Diana Karau - Citizen
- James King – Citizen
- Chuck Klimmek – EDA, business, & citizen
- Marc McCann - Business
- Ashley Messner - Business
- Sheryl Monsivaiz – Youth Citizen
- Jim Swanson - Citizen
- Tom Whalen – Citizen
- Ashley Latzke - Citizen

<b>Fiscal Impact:</b> \$200 for treats, \$2,520 for per diems
<b>Alternatives:</b> <ol style="list-style-type: none"><li>1. Approve task force members as presented.</li><li>2. Approve additional task force members, based on council input</li><li>3. Approve different task force member, based on council input.</li><li>4. Deny task force.</li><li>5. Table pending additional information.</li></ol>
<b>Staff Recommendation:</b> Staff recommends Alternative #1.
<b>Council Action:</b> Motion to approve
<b>Attachments:</b> <ul style="list-style-type: none"><li>• None</li></ul>