CITY OF GAYLORD
Planning and Zoning Commission Agenda
Wednesday, May 11, 2016
5:30 p.m., City Hall

1. Call Meeting to Order

2. Consider 5-11-16 Agenda

3. Approval of Minutes –
   a. April 13th - Regular Meeting

4. PUBLIC HEARING – Conditional Use Permit for Storage Building in Shoreland Overlay District

5. 2015 Annual Report

6. Condition of Properties on East Side of Town – Kevin McCann, City Administrator

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.
Planning and Zoning Commission Meeting  
Wednesday, April 13, 2016  
5:30 pm, City Hall

MEMBERS PRESENT: Chairperson, Orlin Grack; Commissioners, Marilyn Bratsch, Jerry Gasow, Bill Schulte, Steve Boerner  
COUNCIL PRESENT: Jessica Uecker; Chad Muchow  
STAFF PRESENT: Kevin McCann, Administrator  
Public: Diana Karau; Michelle & Rick Fredin; Steph Schulte; Heather Zellman; Erin Swenson

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 April 13, 2016 Agenda**  
Motion made by Commissioner Gasow; seconded by Commissioner Schulte to approve P&Z April 13, 2016 Agenda adding “Sign & Awning From Ground Requirements” – Kevin McCann, City Admin. to Other. Motion passed 6-0.

3. **Approval of Minutes:**  
Motion made by Commissioner Boerner; seconded by Council Uecker to approve March 9, 2016 Regular Meeting Minutes as presented. Motion passed 6-0.

4. **PUBLIC HEARING – Conditional Use Permit for Antique Sales in R-1 District (Fredin)**  
Request by Michelle & Rick Fredin to use an existing shed on owned property to sell antiques and crafts spring through fall as *Fredin’s Antiques* in R-1 (Single/Two Family) District at 230 Lincoln Ave E. Motion made by Commissioner Schulte to approve CUP based on uniqueness of lot size within city limits and meets the 11 Criteria with following conditions: sales limited to Wed-Sat and by appointment but with a maximum of eight (8) days per month; Sales will be limited to 8 am – 8 pm; No permanent signage will be added to the property; Driveway access will be widened to allow two-way traffic and appropriate permits will be obtained from Sibley County ONLY if it becomes an issue and will be reviewed six (6) months from today, April 13, 2016; No temporary signage will be allowed in the right of way outside of property (Hwy 5/19), Metro, etc.); No additional exterior lighting may be added; seconded by Council Uecker. Motion passed 6-0.

5. **PUBLIC HEARING – Conditional Use Permit for Daycare Center in R-1 District (Schulte)**  
Request by Stephanie Schulte to open a daycare facility in R-1 (Single-Two Family) District at 114 High Ave. Stephanie Schulte would relocate current daycare from her occupied house to her father-in-law’s house. The house would be occupied by a nephew. Motion made by Commissioner Gasow to approve CUP based on it is an existing daycare; the need for daycare; daycares are regulated by State/Fire Marshall; seconded by Commissioner Boerner. Commissioner Schulte abstained from vote. Motion passed 5-0.
6. **Swenson Mini Storage –Shoreland Overlay District Regulations – Discussion**
   Erin Swenson is proposing to build a new mini storage facility next to his current storage units in a B-2 District and is within the shoreland overlay district. DNR requests a 75% impervious surface area within light and medium industrial districts. The DNR must also give approval of request. Consensus by P&Z Commissioners to begin process to amend B-2 District to include storage; and to have Erin Swenson apply for CUP. Administrator McCann will proceed with the Public Hearing process and notify DNR.

7. **Other: Sign & Awning From Ground Requirements – Kevin McCann, City Administrator**
   Discussion regarding the height regulation for awning. Consensus to leave the height recommendation of eight (8) feet from ground.

8. **Comprehensive Plan Update – Kevin McCann, City Administrator**
   Reported first meeting held with business owners, Diana Karau, Steve Boerner-P&Z representative, Mayor Boeder and Chuck Klimmek, EDA.

9. **Adjournment**
   Motion made by Commissioner Schulte; seconded by Commissioner Boerner to adjourn at 6:50 pm. Motion passed 6-0.
DATE: May 11, 2016
TO: Gaylord Planning and Zoning Commission
FROM: Kevin McCann, City Administrator
RE: Request for a Conditional Use Permit (CUP) to allow a storage building in the B-2 District in the Shoreland Overlay District.

INTRODUCTION:
The applicant, Erin Swenson, is planning to add another storage building to his existing storage buildings. Since the property is within the shoreland overlay district, a CUP is needed.

BACKGROUND:
Existing Zoning: B-2

Property Location: 119 Industrial Ave
Lot Size: approx. 170’ x 185’
Surrounding Land Use: R-2 – South
I-2 – North

Zoning History: Building permit – new construction

Applicable Regulations: §153.100 – B-2 Regulations
§153.175 – Shoreland Overlay District Regulations
§153.216 – CUP Regulations

Analysis and Recommendation:
Erin Swenson is planning to build another storage shed in an area with other storage buildings. The area is zoned B-2 with various uses of the buildings in the area. The area is also a part of the Mud Lake Shoreland Overlay District which specifies a CUP is needed for development in this area. Staff has spoken to the DNR about the project and they did not have any major concerns with it.

The relevant zoning ordinance language is as follows:

B-2 FRINGE CENTRAL BUSINESS DISTRICT

§153.100 PURPOSE.
The purpose of the B-2 District is to provide for certain types of commercial activities which have a functional and economic relationship to the Central Business District and which might be
incompatible with Central Business District uses by reason of traffic and visual exposure considerations, area requirements and the like. Establishments can be dispersed over a considerable area with each establishment having its own off-street parking.

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

\(§\ 153.101\) PERMITTED PRINCIPLE USES.

All uses principally permitted in the B-1 Central Business District:

B-1 PERMITTED PRINCIPLE USES.

(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.

in addition to:

(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.

SHORELAND OVERLAY DISTRICT

(B) Permitted principal uses.

(5) In the Fringe Central Business District (B-2), commercial uses as listed in § 153.102 are permitted.

(C) Conditional uses.
(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.

§ 153.180 STORM WATER MANAGEMENT.

The following general and specific standards shall apply.

(A) General standards.

(1) When possible, existing natural drainage ways, wetlands and vegetated soil surfaces must be used to convey, store, filter and retain storm water run-off before discharge to public waters.

(2) Development must be planned and conducted in a manner that will minimize the extent of disturbed areas, run-off velocities, erosion potential and reduce and delay run-off volumes. Disturbed areas must be stabilized and protected as soon as possible and facilities or methods used to retain sediment on the site.

(3) When development density, topographic features and soil and vegetation conditions are not sufficient to adequately handle storm water run-off using natural features and vegetation, various types of constructed facilities such as diversions, settling basins, skimming devices, dikes, waterways and ponds may be used. Preference must be given to designs using surface drainage, vegetation and infiltration rather than buried pipes and human-made materials and facilities.

(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:

   (a) One inch of runoff from all impervious surfaces is permanently treated. Preference should be given to volume reduction techniques that include infiltration basins, rain gardens, enhanced infiltration swales, filter strips, disconnected impervious area, and other conservation designs. Treatment by infiltration is required if type A or B soils are present. Otherwise, the runoff must be treated to reduce the total suspended solid (TSS) load by 90 percent and the total phosphorus load by 65%;

   (b) A 50-foot wide, permanently vegetated buffer is established along the affected public waters, if one does not presently exist. The buffer shall include vegetation typical of good quality wetlands within the region, and a long-term maintenance plan, including provisions for replacing
dead or diseased vegetation, shall be developed and recorded for the maintenance of the established wetland buffer vegetation. Removal of trees and shrubs necessary to accommodate stairways, landings, chairlifts, access paths, and recreational use areas can occur. Except for the access path and recreational use area, a natural ground cover must be preserved or established in the 50-foot nearshore area;

(c) A storm water management plan is developed by a state licensed professional engineer with experience in meeting National Pollution Discharge Elimination System (NPDES) construction permit requirements. The storm water plan must include a long-term operations and maintenance plan recorded with the property; and

(d) Storm water and vegetation management plans are approved by the Commissioner of the Department of Natural Resources.

(2) When constructed facilities are used for storm water management, documentation must be provided by a qualified individual that they are designed and installed consistent with the field office technical guide of the local soil and water conservation districts.

(3) New constructed storm water outfalls to public waters must provide for filtering or settling of suspended solids and skimming of surface debris before discharge.

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  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  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  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  There is a need for more storage in Gaylord.

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

- No more than 75% of the land shall be covered with impervious surface (building, gravel parking, etc.)
- A buffer strip of vegetation will be maintained on the south and east edges of the property.

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: 119 Industrial Aves.

Legal Description of Property: R32, 0745, 025 "See Attached"

Owner: Erin Swenson
Name: 46415 250th St
Address: 507 237-5171

Applicant: Erin Swenson
Name: 
Address: 

Description of Request: I plan to build a 3rd storage shed.
I have 2 sheds built already.

Reason for Request: Shoreland Overlay District

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: 4-15-16

Signature of Applicant
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 Erin Swenson. The property at issue is currently situated in a (B-2) Fringe Central Business District/Shoreland Overlay District, with the intent to construct a third storage unit and is located at 119 Industrial Ave S. See map below.

If the conditional use permit is approved as requested the applicant will be allowed to construct a third storage unit, which requires a conditional use permit within the Shoreland Overlay District.

A public hearing will be held by the Board of Adjustment on Wednesday, May 11th, 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: April 21st, 2016
Published: April 28th, 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 11th day of May, 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 Erin Swenson, for a Conditional Use Permit for the property located at 119 Industrial Ave S. The property is legally described as:

R32.0745.025    SEE ATTACHED DESCRIPTION:

The applicant is requesting a conditional use permit in the currently zoned (B-2) Fringe Central Business District/Shoreland Overlay District, with the intent to construct a third storage unit, which requires a conditional use permit within the Shoreland Overlay District.

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: April 28th, 2016
POSTED: April 21st, 2016
ERIN SWENSON DESCRIPTION.

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.
Kevin McCann

From: Bennett, Garry (DNR) <garry.bennett@state.mn.us>
Sent: Friday, May 06, 2016 9:36 AM
To: Kevin McCann
Subject: RE: CUP with Shoreland Overlay District in Gaylord

Kevin,

Thanks for calling this morning. I have not yet received those items concerning the CUP; however, based on our conversation, it doesn’t sound like something DNR would comment on. Oftentimes, but not always, the greater concern has to do with variances to the shoreland ordinance involving setback distances, height of structures, impervious surface coverage, etc. Regardless, please be advised that the city has the right to include or require special conditions with a CUP, such as visual screening, increased setback from ordinary high water level, limitations on natural vegetation removed, and special provisions concerning the location, design, and use of structures. In addition to CUPs and variances, you should also contact DNR in the future for any planned subdivisions or PUDs involving Mud Lake and Lake Titlow.

Thanks for contacting me regarding this project. If I have any concerns I will contact you ASAP.

Garry M. Bennett
Area Hydrologist
DNR Ecological & Water Resources
20596 Highway 7
Hutchinson, MN 55350
(320) 234-2550, ext. 230

Hi Garry,

I am just letting you know we had a CUP come in for a building within the Mud Lake Shoreland Overlay District. Did you get a copy of those items or do you need me to send it? Do you need to comment on it at all?

Thanks,

Kevin
City of Gaylord
Planning and Zoning Commission
Annual Report 2015

Report Contents:

I. Gaylord Planning and Zoning Commission

II. 2015 Goals and Objectives

III. Activity Report

IV. Expenditures and Receipts

V. Conclusion
I. GAYLORD PLANNING AND ZONING COMMISSION
The Gaylord Planning and Zoning Commission (P&Z) is governed by a seven member Board. The Board consists of five citizens at-large and two City Council liaisons. The make-up of the Board during 2015 is provided in the table below.

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
<th>Affiliation</th>
<th>Term Expires</th>
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</thead>
<tbody>
<tr>
<td>Orlin Grack</td>
<td>Chair</td>
<td>Citizen</td>
<td>12/2016</td>
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<tr>
<td>Jerry Gasow</td>
<td>Vice-Chair</td>
<td>Citizen</td>
<td>12/2015</td>
</tr>
<tr>
<td>Marilyn Bratsch</td>
<td>Secretary</td>
<td>Citizen</td>
<td>12/2016</td>
</tr>
<tr>
<td>Bill Schulte</td>
<td>Member</td>
<td>Citizen</td>
<td>12/2016</td>
</tr>
<tr>
<td>Steve Boerner</td>
<td>Member</td>
<td>Citizen</td>
<td>12/2016</td>
</tr>
<tr>
<td>Jessica Uecker</td>
<td>Member</td>
<td>City Council</td>
<td>12/2015</td>
</tr>
<tr>
<td>Chad Muchow</td>
<td>Member</td>
<td>City Council</td>
<td>12/2015</td>
</tr>
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</table>

P&Z is assisted by Kevin McCann, City Administrator
II. 2015 GOALS AND PROJECTS
P&Z worked on a variety of goals and objectives for the year. With the mission of regulating zoning, promoting development, and planning for the future, the following goals and objectives were outlined:

A. Downtown Revitalization
P&Z recognizes the importance of the downtown as a critical component of the community. P&Z worked closely with the EDA, Council, and citizens to develop the downtown master plan. The EDA and staff are now working to implement many of the recommendations.

B. Historic Preservation
Along with the downtown and importance of Gaylord’s history, the EDA and P&Z partnered again to work together on a historic preservation plan and assist in the formation of the Heritage Preservation Commission (HPC). An ordinance was adopted and the HPC will work with a consultant in 2016 on reviewing the history of all downtown buildings to determine the historic district of Gaylord.
C. **Comprehensive Plan Update**

At the end of 2015, RFPs were obtained again for the comp plan update. Six proposals were received and reviewed by P&Z who ultimately recommended Hoisington Koegler Group. The city is currently working with HKGI to update the current plan. The first public meetings will take place in the summer of 2016.

D. **Junk Properties**

P&Z identified the need to clean up some properties on the east end of town. After meeting with the landowners, it was determined that their business relates to repairing damaged vehicles. It was determined to continue monitoring the situation.
E. Frontage Road and Sibley East School Site
At the end of 2015, Planning and Zoning held a public hearing to review preliminary and final plats for the School Addition Plat. The site included future sketches of Harvey Dr. extension to Hwy 5/19 and a future frontage road along the highway to stimulate future retail/commercial development.
III. ACTIVITY REPORT

In addition to the identified goals and objectives above, there were also many other activities undertaken by P&Z in 2015. These activities included:

A. Sign Permits
   i. 2014 - 6

<table>
<thead>
<tr>
<th>No.</th>
<th>Applicant</th>
<th>Submitted</th>
<th>Action</th>
<th>Process</th>
<th>Address</th>
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<tbody>
<tr>
<td>SP 2015-01</td>
<td>Jalisco Market</td>
<td>1/9/2015</td>
<td>Approved</td>
<td>Over the counter</td>
<td>416 Main Ave.</td>
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<tr>
<td>SP 2015-02</td>
<td>Ennio's Body Shop</td>
<td>3/3/2015</td>
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<td>Over the counter</td>
<td>9 4th St.</td>
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<td>SP 2015-03</td>
<td>Maria Jauquez</td>
<td>3/27/2015</td>
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<td>Over the counter</td>
<td>640 E. Main Ave.</td>
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<td>SP 2015-04</td>
<td>RS Fiber</td>
<td>5/18/2015</td>
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<td>Over the counter</td>
<td>310 Main Ave</td>
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<tr>
<td>SP 2015-05</td>
<td>McGuire Family Chiropractic</td>
<td>7/22/2015</td>
<td>Approved</td>
<td>Over the counter</td>
<td>215 3rd St.</td>
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<td>SP 2015-06</td>
<td>Eunoia</td>
<td>7/22/2015</td>
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<td>Over the counter</td>
<td>112 5th St.</td>
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<td>SP 2015-07</td>
<td>Goetsch Insurance</td>
<td>7/27/2015</td>
<td>Approved</td>
<td>Over the counter</td>
<td>315 4th St.</td>
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<tr>
<td>SP2015-08</td>
<td>4th St. Pizza and Pub</td>
<td>8/31/2015</td>
<td>Approved</td>
<td>Over the counter</td>
<td>210 4th St.</td>
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<tr>
<td>SP2015-09</td>
<td>Casey's</td>
<td>10/15/2015</td>
<td>Approved</td>
<td>Over the counter</td>
<td>119 6th Street</td>
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<tr>
<td>SP2015-10</td>
<td>Control Assb/Extron/Railway</td>
<td>11/3/2015</td>
<td>Approved</td>
<td>Over the counter</td>
<td>740 Railroad Ave</td>
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<td>SP2015-11</td>
<td>Gold Leaf Lodging</td>
<td>11/10/2015</td>
<td>Approved</td>
<td>Over the counter</td>
<td>330 Main Ave E.</td>
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B. **Zoning Permits**

i. 2014 – 20

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Applicant</th>
<th>Date Submit</th>
<th>Action</th>
<th>Date Acted Upon</th>
<th>Description</th>
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<tr>
<td>ZP2015-01</td>
<td>Rachael Fraundienst</td>
<td>3/6/2015</td>
<td>Approved</td>
<td>3/10/2015</td>
<td>Build 42’x64’ pole shed</td>
</tr>
<tr>
<td>ZP2015-02</td>
<td>Shannon Henke</td>
<td>3/10/2015</td>
<td>Approved</td>
<td>3/10/2015</td>
<td>build 30’x30’ garage</td>
</tr>
<tr>
<td>ZP2015-03</td>
<td>skye koch</td>
<td>4/13/2015</td>
<td>Approved</td>
<td>4/16/2015</td>
<td>Fence along west property line</td>
</tr>
<tr>
<td>ZP2015-04</td>
<td>Jereny Hendke</td>
<td>4/21/2015</td>
<td>Approved</td>
<td>4/30/2015</td>
<td>Replace deck with 10’x10’ deck</td>
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<tr>
<td>ZP2015-05</td>
<td>Marcella Padilla</td>
<td>5/5/2015</td>
<td>Approved</td>
<td>5/11/2015</td>
<td>Fence along property line</td>
</tr>
<tr>
<td>ZP2015-06</td>
<td>Steve Folkerts</td>
<td>4/15/2015</td>
<td>Approved</td>
<td>5/18/2015</td>
<td>14’x24’ garage moved in</td>
</tr>
<tr>
<td>ZP2015-07</td>
<td>Josh Klein</td>
<td>5/5/2015</td>
<td>Approved</td>
<td>5/18/2015</td>
<td>6’ along back and side yards</td>
</tr>
<tr>
<td>ZP2015-08</td>
<td>Larry Lecker</td>
<td>5/12/2015</td>
<td>Approved</td>
<td>5/18/2015</td>
<td>28’x36’ garage in backyard</td>
</tr>
<tr>
<td>ZP2015-09</td>
<td>Travis Fritsvold</td>
<td>5/20/2015</td>
<td>Approved</td>
<td>5/22/2015</td>
<td>12’x16’ shed in backyard</td>
</tr>
<tr>
<td>ZP2015-10</td>
<td>Kevin McCann</td>
<td>5/22/2015</td>
<td>Approved</td>
<td>5/22/2015</td>
<td>11.5’x16’ deck in back of house</td>
</tr>
<tr>
<td>ZP2015-11</td>
<td>Apryl &amp; Kevin Deno</td>
<td>6/2/2015</td>
<td>Approved</td>
<td>6/19/2015</td>
<td>15’x18’ shed</td>
</tr>
<tr>
<td>ZP2015-12</td>
<td>Jose Mendoza</td>
<td>5/15/2015</td>
<td>Approved</td>
<td>6/29/2015</td>
<td>10’x12’ deck</td>
</tr>
<tr>
<td>ZP2015-14</td>
<td>Gary Webster</td>
<td>6/18/2015</td>
<td>Approved</td>
<td>7/21/2015</td>
<td>Replace a wooden fence with chain link</td>
</tr>
<tr>
<td>ZP2015-15</td>
<td>Willy Schmidt</td>
<td>7/12/2015</td>
<td>Approved</td>
<td>8/19/2015</td>
<td>Fence across property line to enclose backyard</td>
</tr>
<tr>
<td>ZP2015-16</td>
<td>Jon Laudert</td>
<td>7/2/2015</td>
<td>Approved</td>
<td>7/24/15</td>
<td>Chain link fence around backyard - 2’ off prop</td>
</tr>
<tr>
<td>ZP2015-17</td>
<td>Mark Moses</td>
<td>7/24/2015</td>
<td>Approved</td>
<td>7/29/2015</td>
<td>4’x6’ front landing with 5 steps total</td>
</tr>
<tr>
<td>ZP2015-18</td>
<td>S &amp; B Transfer</td>
<td>8/18/2015</td>
<td>Approved</td>
<td>8/19/2015</td>
<td>16x72 addition on building</td>
</tr>
<tr>
<td>ZP2015-20</td>
<td>Jeff Schmidt</td>
<td>8/21/2015</td>
<td>Approved</td>
<td>10/8/2015</td>
<td>Moving to a 26’X30.6 Garage In The Front Yard</td>
</tr>
<tr>
<td>ZP2015-21</td>
<td>Specialty Turf &amp; Ag Inc.</td>
<td>9/21/2015</td>
<td>Approved</td>
<td>9/25/2015</td>
<td>Build 2 30’x48 hoop sheds on west side of property</td>
</tr>
<tr>
<td>ZP2015-22</td>
<td>Charles Klimmek</td>
<td>10/16/2015</td>
<td>Approved</td>
<td>10/19/2015</td>
<td>Privacy Fence around Hot Tub</td>
</tr>
<tr>
<td>ZP2015-23</td>
<td>LS Grouphome</td>
<td>10/15/2015</td>
<td>Approved</td>
<td>10/26/2015</td>
<td>Vinyl fencing 80’x40’x80’ 200sq ft total</td>
</tr>
</tbody>
</table>
C. Rezoning Applications  
   i. 2014 – 0  

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Applicant</th>
<th>Date Submit</th>
<th>Action</th>
<th>Date Acted Upon</th>
<th>Comments</th>
</tr>
</thead>
</table>

D. Variance Applications  
   i. 2014 – 2  

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Applicant</th>
<th>Date Submit</th>
<th>Action</th>
<th>Date Acted Upon</th>
<th>Request</th>
<th>Address</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>V2015-01</td>
<td>Jose Mendosa</td>
<td>5/1/2015</td>
<td>Approved</td>
<td>6/1/2015</td>
<td>Requesting a 5' variance from front yard</td>
<td>712 Main Ave.</td>
<td>R-1</td>
</tr>
<tr>
<td>V2015-02</td>
<td>Willy Schmidt</td>
<td>7/27/2015</td>
<td>Approved</td>
<td>8/19/2015</td>
<td>Requesting a 13' variance to construct a 10'x10' 818 Penn Ave.</td>
<td>R-1</td>
<td></td>
</tr>
<tr>
<td>V2015-03</td>
<td>William Cowell</td>
<td>9/11/2015</td>
<td>Denied</td>
<td>10/21/2015</td>
<td>Requesting a 20' variance to construct a 10' x 32' 6th St.</td>
<td>R-1</td>
<td></td>
</tr>
</tbody>
</table>

E. Conditional Use Permits  
   i. 2014 – 0  

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Applicant</th>
<th>Date Submit</th>
<th>Action</th>
<th>Date Acted Upon</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2015-01</td>
<td>Specialty Turf &amp; Ag</td>
<td>7/9/2015</td>
<td>Approved</td>
<td>8/19/2015</td>
<td>CUP for manufacturing in I-1</td>
</tr>
<tr>
<td>C21015-02</td>
<td>Sibley East Public Schools</td>
<td>12/10/2015</td>
<td>Approved</td>
<td>12/28/2015</td>
<td>CUP for new elementary school bldg in R-2 district</td>
</tr>
</tbody>
</table>

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F. Building Permits

<table>
<thead>
<tr>
<th>Year</th>
<th>Permits</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>187</td>
<td>$1,494,870</td>
</tr>
<tr>
<td>2015</td>
<td>164</td>
<td>$1,175,870</td>
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</tbody>
</table>

IV. RECEIPTS, EXPENDITURES AND INVESTMENTS  
A. Expenditures and Receipts

Expenditures
The main expenses relate to board pay.

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Pay</td>
<td>$2,520</td>
<td>$1,740</td>
</tr>
<tr>
<td>Ads &amp; Notices</td>
<td>$1,000</td>
<td>$957</td>
</tr>
<tr>
<td>Other (Comp Plan &amp; training)</td>
<td>$5,150</td>
<td>$0 (reserves)</td>
</tr>
<tr>
<td>Building Permits</td>
<td>$27,537</td>
<td>$1,800 (no bill received)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$36,207</strong></td>
<td><strong>$7,194</strong></td>
</tr>
</tbody>
</table>

Revenues

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>P&amp;Z Fees</td>
<td>$1,000</td>
<td>$1,850</td>
</tr>
<tr>
<td>Building Permit Fees</td>
<td>$36,382</td>
<td>$30,950</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$37,382</strong></td>
<td><strong>$32,800</strong></td>
</tr>
</tbody>
</table>

V. CONCLUSION
The year 2015 had P&Z working on a variety of projects and conducting their normal operations. P&Z will continue to work toward the future of Gaylord with the continued work updating the comprehensive plan. P&Z also seeks input from the council on any projects they should be conducting or researching. All this is done to help make Gaylord a bigger and better.

Submitted May, 2016:

Kevin McCann, City Administrator