CITY OF GAYLORD
PLANNING & ZONING COMMISSION MEETING MINUTES
May 8, 2024

Members Present: Orlin Grack, William Schulte, Steve Boerner, Jerry Gasow, Alice Strobel, and Scott Kuphal
Members Absent: Chad Muchow
Staff Present: Steve Helget, City Administrator
Others Present: Alan Trout, Dave Lynn, Duane Fredrickson, City Circle Outdoor, and Dawn Kratzke, Mayor

1. **Call Meeting to Order**
The meeting was called to order by Grack at 5:32 p.m.

2. **Approve Agenda**

Motion was made by Gasow to approve the agenda. Seconded by Schulte and unanimously carried.

3. **Open Forum** - None

4. **Minutes**

Motion was made by Kuphal to approve the minutes from the April 10, 2024 meeting. Seconded by Gasow and unanimously carried.

5. **Public Hearings**

A. Alan Trout, 223 Fifth Street North: Variances

Grack opened the public hearing at 5:33.

Helget stated Mr. Trout is proposing to build a 30'x34' detached garage to replace an existing garage and utility shed. The new garage will be accessed from the alley.

The following variances are being requested:

1. Front Yard Setback: Section 153.201, Accessory Buildings, states that all detached accessory buildings shall be setback a minimum of 30 feet from all street right-of-way lines. Mr. Trout is requesting a 16.1-foot variance from this requirement.

2. Rear Yard Setback: For the R-1 District, Section 153.064(3)(b) states accessory structures shall be no closer than 10 feet from the rear lot line. Mr. Trout is requesting a 4-foot variance from this requirement.

Helget reviewed potential findings in favor and for denial of the variance requests.

Proposed Variance: Street Right-of-Way Setback

Mr. Trout proposes to be 16.1-feet from Fifth Street; the minimum setback requirement is 30-feet.

Potential findings in favor of request:

A. The proposed use is consistent with the planned land use in the Comprehensive Plan and development in the adjacent locale.
B. The existing lot dimensions create a practical difficulty to meeting the front yard setback requirement.
C. Removal of the existing garage will improve the alley intersection sightlines.
D. The proposed variance is not for the use of the property.
E. This variance is minimum in scope and will not negatively impact the essential character of the locality.

Potential findings for denial of the request:

A. Mr. Trout could choose to construct a smaller detached garage.

Proposed Variance: Rear Yard Setback

Mr. Trout proposes to be 4-feet from rear lot line; the minimum setback requirement is 10-feet.

Potential findings in favor of request:

A. The proposed use is consistent with the planned land use in the Comprehensive Plan and development in the adjacent locale.
B. The existing lot dimensions create a practical difficulty to meeting the rear yard setback requirement.
C. Removal of the existing garage will improve the alley intersection sightlines.
D. The proposed variance is not for the use of the property.
E. This variance is minimum in scope and will not negatively impact the essential character of the neighborhood.

Potential findings for denial of the request:

A. Mr. Trout could choose to construct a smaller detached garage.

Helget stated staff recommend approval of the variances as requested and if the P & Z considers a recommendation to approve the variances, the following conditions are recommended:

1. The front yard setback for the detached garage shall be 13.9 feet.
2. The rear yard setback for the detached garage shall be 6 feet.
3. The variances, if within 1-year after granting variances, the use as allowed by the variances, has not been initiated or utilized, then such variances shall become null and void unless a petition for an extension of time in which to complete or utilize the use has been granted by the City Council.

Mr. Trout stated he is always concerned when backing out of his garage of hitting a child walking by. The current detached garage is located right on the property line. He stated the color of the new shed will match the house. Mr. Trout stated he will be replacing his house roof due to the hailstorm last October and so both roofs will match. Mr. Trout stated he will be removing the current garage and small shed before commencing

construction on the new garage.

Dave Lynn, Harvey Dr., stated he was in town and seen the notice for the hearing and decided to stop in. He stated he is in favor of the requested variances.

There being no further comments from anyone present,

Motion was made by Strobel to close the public hearing. Seconded by Boerner and unanimously carried, the hearing was closed at 5:46.

6. **New Business**

A. Alan Trout, 223 Fifth Street North: Variances

Schulte stated removing the current garage will improve the safety of the alley intersection.

Mr. Trout inquired about having the garage completed within a year. Boerner stated as long as he initiates the construction within one year, he will not have to ask the Council for an extension.

Motion was made by Gasow to approve the variance requests with staff's recommended findings and to recommend such to the City Council. Seconded by Strobel and unanimously carried.

B. Billboard Signs Request

Grack stated he asked Helget to research when the billboards located west on Highway 19 were approved. Based on the staff's research, Grack stated they were approved in 1998.

Helget stated he was contacted by Duane Fredrickson, Circle City Outdoor, requesting the City consider allowing billboard signs. Currently Section 153.202(D)(10) states billboards are not permitted in any zoning district.

Duane Fredrickson introduced himself as the owner of Circle City Outdoor. He stated he has been in the billboard business for 40-45 years. Except for Red Wing Shoes, he doesn't work with any national companies. Mr. Fredrickson stated he would like to install two 300 square foot billboards on the south side of Highway 5, one on each side of Tower Street 400 feet apart. He stated he has a written agreement with Minnesota Regional Rail Authority to place billboard signs on their right-of-way. MnDOT prohibits billboards in their right-of-way. Mr. Fredrickson stated he has received interest from Michael Foods, State Farm, and the Sibley County Dairy Association so far. If an open spot exists, he offered to place one billboard up for the City at no cost. The billboard displays are covered with vinal.

Grack expressed some concern on what the billboards would be advertising. Mr. Fredrickson stated he does not advertise questionable morality messages.

Commission members expressed interest in learning more and possibly amending the zoning ordinance to allow billboards in the I-3 District. Following further discussion, the Commission consented to forwarding this item to the City Council to request their direction.

7. **Old Business**

A. Zoning Code Revision

The Commission reviewed the final draft. Strobel stated she read the entire draft and suggested some minor changes in some areas.

Following some discussion, the Commission consented to scheduling a public hearing on the Zoning Code revision for their June 12th regular meeting.

8. **Monthly Building Permit Report**

The Commission reviewed the April Building Permit report.

9. **Other Items of Discussion** – None

10. **Next Meeting**

The next P & Z meeting is scheduled for 5:30 p.m., June 12, 2024.

11. **Adjourn**

There being no further business, motion was made by Strobel to adjourn the meeting. Seconded by Kuphal and unanimously carried. The meeting was declared adjourned at 6:35.

Respectfully submitted,

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Steven Helget
Zoning Administrator