CITY OF GAYLORD
PLANNING & ZONING COMMISSION MEETING MINUTES
July 10, 2024

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

1. **Call Meeting to Order**
The meeting was called to order by Grack at 5:31 p.m.

2. **Approve Agenda**

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

3. **Open Forum** - None

4. **Minutes**

Motion was made by Schulte to approve the minutes from the June 12, 2024 meeting. Seconded by Strobel and unanimously carried.

5. **Public Hearings**

A. Zoning Ordinance Revision (hearing continuation)

Grack opened the public hearing at 5:32.

The purpose of the hearing was to review and consider the Zoning Ordinance revision.

Helget proposed to add specific conditional use provisions to Section 153.24 for solar gardens. The provisions were reviewed and discussed.

There were no questions or comments from the citizens in attendance.

Motion was made by Strobel to close the public hearing. Seconded by Schulte and unanimously carried, the hearing was closed at 5:56.

B. 2040 Comprehensive Plan, Future Land Use Map Amendments

Grack opened the public hearing at 5:56.

Helget stated the purpose of the hearing is to consider amending the 2040 Comprehensive Plan, Future Land Use Map for two parcels. Both parcels are zoned I-2, Medium Industrial District. Proposed is to amend the Future Land Use map aligns with the Zoning Map.

Proposed is to amend the future designated use from "Rural Reserve" to "Light Industrial" for Parcel No. 1 legally described as follows:

Parcel No. 1:

That part of the West 1574.08 feet (as measured perpendicular to and parallel with the west line) of the South Half of the Southwest Quarter of Section 27, Township 113, Range 28, Sibley County, Minnesota, lying south of the southerly right-of-way line of the Railroad.

This tract contains 25.25 acres and is subject to any and all easements of record.

Proposed is to amend the future designated use from "Community Commercial" to "Light Industrial" for Parcel No. 2 legally described as follows:

Parcel No. 2:

That part of the Southeast Quarter of the Southeast Quarter (SE ¼ of SE ¼), Section Twenty-eight (28), Township One Hundred Thirteen (113), Range Twenty-eight (28), described as follows: Beginning at a point 75.0 feet due north of the southeast corner of said Section 28, thence continuing 342.1 feet due north to a point on the south right way line of the Chicago and Northwestern Railroad, thence South 70 degrees 5 minutes West, 736.8 feet along the above mentioned right of way; thence South 31 degrees 12 minutes East, 31.5 feet, thence Southeasterly on a 10 degree curve 281.8 feet along the north right of way of T.H. 19, thence 396.3 feet East along the above mentioned right of way to the point of beginning.

Helget stated hearing notices were mailed to the property owners. In respect to Parcel No. 2, Helget stated he was contacted by Amy Hill, representing Pat Bartels. Ms. Hill initially questioned the proposed action, but upon learning the property zoning wasn't changing she was okay with the proposal.

There were no questions or comments from the citizens in attendance.

Motion was made by Schulte to close the public hearing. Seconded by Gasow and unanimously carried, the hearing was closed at 6:04.

6. **New Business**

A. Zoning Ordinance Revision

The Commission discussed incorporating the solar garden conditions into Section 153.24. Following discussion,

Motion was made by Strobel to include the solar garden conditions in Section 153.24 with the following changes to Subd. 2 A:

i.(3) change ¼ mile to 1,000 feet
iv. include examples of screening i.e. berms, fences, and trees
v. include the word "not" to display advertising and remove Fire Marshall language
ix. eliminate item

seconded by Gasow and unanimously carried.

Motion was made by Gasow to approve the Zoning Ordinance Revision to include solar garden addition to Section 153.24 and to recommend such to the City Council. Seconded by Strobel and unanimously carried.

B. Comprehensive Plan Future Land Use Map Amendment

Motion was made by Schulte to approve the two amendments to the Comprehensive Plan Future Land Use Map and recommend such to the City Council. Seconded by Gasow and unanimously carried.

C. Billboard Signs Draft Ordinance

The Commission reviewed and discussed the draft ordinance. Duane Fredrickson, Circle City Outdoor, was present to review his proposed placement of billboards in the I-3, Heavy Industry District. Following lengthy discussion, the Commission consented to the following changes to the draft ordinance:

1. Minimum radius distance between billboard signs shall be 400 feet.
2. No billboard shall be located closer to any intersection than 200 feet.
3. The maximum number of billboards on any single parcel shall be two.

The Commission consented to send the draft ordinance to the City Council for their feedback and if acceptable to move forward with scheduling a public hearing for the Commission's August meeting.

D. Consider Canceling the August 14, 2024 Regular Meeting

The Commission consented to not cancel the August 14th meeting as it will not conflict with Eggstravaganza this year.

7. **Old Business** – None

8. **Monthly Building Permit Report**

The Commission reviewed the distributed June Building Permit report.

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

10. **Next Meeting**

The next P & Z meeting is scheduled for 5:30 p.m., August 14, 2024.

11. **Adjourn**

There being no further business, motion was made by Strobel to adjourn the meeting. Seconded by Gasow and unanimously carried. The meeting was declared adjourned at 6:51.

Respectfully submitted,

_____

Steven Helget
Zoning Administrator