CITY OF GAYLORD
PLANNING & ZONING COMMISSION MEETING MINUTES
April 9, 2025

Members Present: Orlin Grack, Amy Bell, Alice Strobel, Steve Boerner, and Lynn Grochow
Members Absent: William Schulte and Scott Kuphal
Staff Present: Steve Helget, City Administrator
Others Present: Verl Schmidt, Sibley County Foodshare

1. **Call Meeting to Order**
The meeting was called to order by Grack at 5:33 p.m.

2. **Approve Agenda**

Motion was made by Grochow to approve the agenda. Seconded by Boerner and unanimously carried.

3. **Open Forum** - None

4. **Minutes**

Motion was made by Boerner to approve the minutes from the March 12, 2025 meeting as corrected. Seconded by Grochow and unanimously carried.

5. **Public Hearings**

A. Sibley County Foodshare, Inc. – Variance Application, 111 Industrial Ave.

Grack opened the public hearing at 5:34.

Helget stated the Sibley County Foodshare desires to add a 4-foot section to their existing cooler located on the east side of their building. In September 2021, the City approved a variance from the side yard setback for the installation of the cooler. The property is zoned B-2, Fringe Central Business District, and the required side yard setback for interior lots is 10 feet. The County Foodshare proposes to be 3.3-feet from the property line and therefore seek a 6.7-foot variance.

Per the City's Zoning Code, hearing notice was provided in The Gaylord Hub and mailed to property owners within 350-feet of the subject property.

Helget stated the subject property is in the Mud Lake Shoreland Overlay District. Notice of the hearing was provided to the Minnesota Department of Natural Resources office in Hutchson. Alan Gleisner, Area Hydrologist, responded stating he doesn't have any comments or concerns with the variance request.

Helget provided possible findings for and against the variance request.

Potential findings in favor of request:

1. The proposed use is consistent with the planned land use in the Comprehensive Plan and development in the adjacent locale.
2. The proposed variance is not for the use of the property.
3. The City granted a variance for the cooler installation in September 2021.
4. The setback is applicable to only a 4-foot segment of the structure, the vast majority of the building meets the required setback.
5. This variance is minimum in scope and will not negatively impact the essential character of the locality.

Potential findings for denial of the request:

1. Several parcels within the adjacent locale have irregular shapes, the parcel shape is not unique.

Mr. Schmidt stated the existing cooler is 8 feet long. The addition to the cooler will be placed on a concrete slab. Mr. Schmidt stated he spoke to their neighbor to the east and they are okay with the addition to cooler.

There being no comments/question from the public,

Motion was made by Grochow to close the public hearing. Seconded by Strobel and unanimously carried the hearing was closed at 5:43.

6. **New Business**

A. Sibley County Foodshare, Inc. – Variance Application, 111 Industrial Ave.

Helget recommended the approval of the variance with the following conditions:

1. The 3.3-foot setback is applicable only to the 4-foot addition.
2. If within one (1) year after granting a variance the use, as allowed by the variance, has not been initiated or utilized, then such a variance 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. Such extension shall be requested in writing and filed with the Zoning Administrator at least thirty (30) days before the expiration of the original variance.

Motion was made by Strobel to approve the Sibley County Foodshare variance with proposed findings in favor and variance conditions and to recommend such to the City Council. Seconded by Boerner and unanimously carried.

7. **Old Business**

A. Subdivision Regulations Revision

The Commission reviewed Section 152.060 pertaining to the general improvements the developer would be responsible for.

Bell questioned the wording in Subd. 5 (A) (3). Helget will reword the paragraph to make clearer.

The Commission consented to continuing its review of the Subdivision Regulations at their May meeting.

8. **Monthly Building Permit Report**

The Commission reviewed the March Building Permit report.

9. **Other Items of Discussion**

An updated Zoning Map was distributed.

Helget stated the City Council recently adopted an ordinance regulating Cannabis businesses to include what zoning districts such businesses will be allowed in. A public hearing will be held in the future amend the Zoning Code pertaining Cannabis businesses.

Helget stated the 2040 Comprehensive Plan was adopted in 2019. The next Comprehensive Plan update should be completed by 2030. Generally, it can take about two years to complete the process.

10. **Next Meeting**

The next P & Z meeting is scheduled for 5:30 p.m., April 9, 2025.

11. **Adjourn**

There being no further business, motion was made by Strobel to adjourn the meeting. Seconded by Bell and unanimously carried. The meeting was declared adjourned at 6:20.

Respectfully submitted,

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Steven Helget
City Administrator