CITY OF GAYLORD
PLANNING & ZONING COMMISSION MEETING MINUTES
June 11, 2025

Members Present: Orlin Grack, Alice Strobel, Steve Boerner, William Schulte, Amy Bell, and Lynn Grochow
Members Absent: Scott Kuphal
Staff Present: None
Others Present: Dave Lind, Jackie Bernstein, Helton & Kim Castillo, Chuck Klimmek, Benita Schwab, Felicia Rengel, Steph Schultz, and Pat Bednarek

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

2. **Approve Agenda**

Grack stated there are three hearings on the agenda and he proposed to conduct each hearing and then immediately act on that item.

Motion was made by Strobel to approve the agenda with the addition. Seconded by Grochow and unanimously carried.

3. **Open Forum** - None

4. **Minutes**

Motion was made by Bell to approve the minutes from the May 14, 2025 meeting. Seconded by Schulte and unanimously carried.

5. **Public Hearings**

A. David Lind – Variance Application, 1021 Harvey Dr.

Grack opened the public hearing at 5:34.

David Lind is proposing to build a 30' x 42' accessory building (garage/shop). His lot size is .94 acres. Per the Zoning Ordinance, the maximum height for accessory buildings is 16'. Mr. Lind is proposing a building height of 26' and is requesting a 10' variance. The proposed accessary building height would not be higher than the principal building.

The property in question is located within the Shoreland Overlay District. Notice was provided to the Minnesota DNR of the proposed variance and hearing.

Mr. Lind stated the building will be placed between the driveway and trees.

Chuck Klimmek stated he has no opposition to proposed building.

Felicia Rengel asked when the project is planned to be completed. Mr. Lind stated he hopes to have it completed before the first snow fall.

Grochow stated she spoke to Steve Helget, City Administrator, about whether there was any opposition and there were none.

There being no further comments/questions from the public,

Motion was made by Schulte to close the public hearing. Seconded by Boerner and unanimously carried the hearing was closed at 5:41.

B. Milton Lindeman – Variance Application, 815 9th Street

Grack opened the public hearing at 5:41.

Milton Lindeman is proposing to replace his front steps with a 16' x 12' open deck with a roof. The property is zoned R-1, Single Family (Low Density) Residential District, and in the R-1 District the front yard setback requirement is 30 feet. Mr. Lindeman is proposing to be setback 12.9-feet and therefore is requesting a 17.1-foot front yard variance.

Mr. Lindeman is also planning to convert his existing single stall-attached garage into a kitchen and building a new attached garage onto the back side of the kitchen wall. The new garage will be accessed from the alley. The front yard driveway is planned to be removed. Currently the south side of the house is non-conforming in that it doesn't meet the 10-foot setback requirement. Mr. Lindeman is requesting a side yard setback of 4.7 feet and therefore request a 5.3-foot variance.

The property in question is <u>not</u> located within the Shoreland Overlay District.

Jackie Bernstein was present on behalf of her father. Ms. Bernstein stated part of the purpose for the remodel is to make the home more handicap accessible.

At the meeting, a new drawing of the garage addition was distributed. The new drawing reflected a larger garage than illustrated in the survey. The question was raised as to whether with the larger garage the property would meet the impervious surface requirement in the R-1 District of not more than 50% of the lot area.

Grochow stated according to Helget, no objections were received with regard to the variance application.

There being no comments/questions from the public,

Motion was made by Bell to close the public hearing. Seconded by Grochow and unanimously carried the hearing was closed at 5:55.

C. Helton & Kim Castillo – Conditional Use Permit, 581 Wood Circle

Grack opened the public hearing at 5:41.

Helton & Kim Castillo have applied for a conditional use permit for the purpose of utilizing the property at 581 Wood Circle as an adult assisted living home for up to five (5) residents. The property in question is owned by Sharon Castillo. On-site staff will be provided 24/7 for the residents.

The property in question is zoned R-2 District and Foster homes licensed by the State of Minnesota serving six (6) or less mentally or physically challenged persons is permitted in the District as conditional use.

Kim Castillo stated they are looking to operate an assisted living for up to six residents and 24/7 staff coverage will be provided. Castillo stated she is working on obtaining her Administrator's license. In the interim, they will contract out for a licensed Administrator. Residents will have their independence to go out into the community. There is a two-stall garage and large driveway available for off-street parking. An on-call RN will be available.

Felicia Rengel asked why they are choosing Gaylord to establish this business.

Benita Schwab stated she is opposed to the request because the community already has an assisted living facility and there are currently openings, so it is not needed.

Castillo stated their primary focus will be people 65 years and older. The license they are applying for doesn't allow for vulnerable adults or mentally disabled persons. Resident meals will be prepared by a food licensed individual.

Pat Bednarek expressed concern for the safety of their children in the cul-de-sac. Sometimes they play in the street.

Felicia Rengel asked if they have other facilities.

There being no comments/questions from the public,

Motion was made by Schulte to close the public hearing. Seconded by Bell and unanimously carried the hearing was closed at 6:35.

6. **New Business**

A. David Lind – Variance Application, 1021 Harvey Dr.

Motion was made by Schulte to approve David Lind's variance request and to recommend such to the City Council. Seconded by Boerner and unanimously carried.

B. Milton Lindeman – Variance Application, 815 9th Street

Motion was made by Bell to approve Milton Lindeman's variance request and to recommend such to the City Council. Seconded by Schulte and unanimously carried.

C. Helton & Kim Castillo – Conditional Use Permit, 581 Wood Circle

Following some discussion,

Motion was made by Grochow to table acting on Helton & Kim Castillo Conditional Use Permit application until the Commission's July regular meeting when Helget is present. Seconded by Bell and unanimously carried.

7. **Old Business** - None

8. **Monthly Building Permit Report**

The Commission reviewed the May Building Permit report.

9. **Other Items of Discussion**

Grochow stated she spoke to Helget about scheduling a work session to discuss when and why to approve/deny variances.

10. **Next Meeting**

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

11. **Adjourn**

There being no further business, motion was made by Boerner to adjourn the meeting. Seconded by Bell and unanimously carried. The meeting was declared adjourned at 6:40.

Respectfully submitted,

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Steven Helget
City Administrator