CITY OF GAYLORD
PLANNING & ZONING COMMISSION MEETING MINUTES
November 12, 2025

Members Present: Orlin Grack, William Schulte, Amy Bell, Alice Strobel, Lynn Grochow, and Scott Kuphal
Members Absent: Steve Boerner
Staff Present: Steve Helget, City Administrator
Others Present: Dawn Kratzke, Mayor, and Brian Sullivan, Xcel Energy

1. **Call Meeting to Order**
   The meeting was called to order by Grack at 5:30 p.m.

2. **Approve Agenda**

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

3. **Open Forum** - None

4. **Minutes**

   Motion was made by Strobel to approve the minutes of the October 8, 2025 meeting. Seconded by Grochow and unanimously carried.

5. **Public Hearings** - None

6. **New Business**

   A. Xcel Energy Registered Land Survey No. 34

   Helget stated Xcel Energy is planning to establish a new substation referred to as the "Dryden Substation Project" which involves the construction of a 0.9-acre electrical substation in an area that is currently used as cropland. The location is just west of Gaylord adjacent to Highway 19 on parcel 12.32.04.000 which is currently owned by John Weber.

   Helget stated a registered land survey is required because the property in question is Torrens. Any time a Torrens property is subdivided and RLS is required. Helget provided a brief explanation of the difference between Abstract and Torrens property.

   Brian Sullivan, Xcel Energy, stated their engineers periodically review their transmission systems and they have determined that the 50-year-old Gaylord substation located on Fifth Street S. is reaching the end of its useful life. The current site is too small to build a new substation on. When determining a new site they considered the proximity to the

city and current system. They have determined John Weber's property to be an acceptable location. They plan to purchase Tract A, identified in RLS No. 34 which is a 5-acre parcel.

Mr. Sullivan stated they will utilize United Farmers Cooperative's Highway 19 driveway to gain site access and they will obtain a permit for the railroad crossing. The driveway access will be paved from the highway to over the railroad tracks. They plan to erect a 10-foot high chain-link fence around the substation compound. Planned to install one transformer, and a building to house system components. The transformer changes the voltage in the lines to an acceptable level to serve customers. They will have enough room to add a second transformer if needed in the future. They will plant native grass in the areas outside the substation compound.

Mr. Sullivan stated construction on the new substation is planned to start in 2026 and will take about 1 ½ years to complete. The old substation will continue to operate for about 1 – 2 years after the new substation is operating. After that period, they will prepare the site for sale.

Mr. Sullivan stated part of the area outside of the substation compound may be desired to be utilized for outdoor storage of materials for projects they have going on in the area. They will contact the City prior to commencing any outdoor storage.

The new substation will support the same territory as the current substation.

Motion was made by Kuphal to approve Registered Land Survey No. 34 and to recommend such to the City Council. Seconded by Grochow and unanimously carried.

7. Old Business

A. Sibley County Conditional Use Permit Withdraw – 111 8th Street

At the October 8th regular P & Z meeting, the Commission opened a public hearing on Sibley County's Conditional Use Permit to construct a 104' x 48' accessory building on their property located at 111 8th Street that will be utilized as a storage building. Marilee Peterson, County Administrator stated during the hearing that there are still some questions with the County Board on the size and location of the building. Due to these uncertainties, the Commission elected to table the hearing to their November 12th regular meeting.

Since the October 8th meeting, Marilee Peterson has submitted a letter to the City withdrawing their conditional use permit application due to uncertainties about the design and appearance of the building.

Helget stated no further action is required by the Commission.

8. Monthly Building Permit Report

The Commission reviewed the October Building Permit report.

9. **Other Items of Discussion**

Helget reported that he received an email from Helton & Kim Castillo who recently received a CUP to operate an assisted living home in Wood Circle. Kim Castillo stated the licensing through the Minnesota Department of Human Services & Health is backed up and it will take two years to get the license. Due to the waiting period they've decided not to pursue establishing an assisted living home. They are interested in establishing independent living in the home.

Helget reported that the City Council recently approved the sale of the remaining lots located in the Pond Meadows Addition located on the west side of Third Street. The Council may be interested in pursuing other City owned lands to develop.

10. **Next Meeting**

The next P & Z meeting is scheduled for 5:30 p.m., December 10, 2025.

11. **Adjourn**

There being no further business, motion was made by Bell to adjourn the meeting. Seconded by Schulte and unanimously carried. The meeting was declared adjourned at 6:05.

Respectfully submitted,

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Steven Helget
City Administrator