CITY OF GAYLORD
PLANNING & ZONING COMMISSION MEETING MINUTES
December 10, 2025

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

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

2. **Approve Agenda**

   Helget requested adding under New Business a discussion on possible Zoning Ordinance amendments to section 153.57, Architectural Standards and Guidelines.

   Motion was made by Schulte to approve the agenda with the addition. Seconded by Bell and unanimously carried.

3. **Open Forum** - None

4. **Minutes**

   Motion was made by Grochow to approve the minutes of the November 12, 2025 meeting. Seconded by Bell and unanimously carried.

5. **Public Hearings** - None

6. **New Business**

   A. 153.57, Architectural Standards and Guidelines

   Helget stated that currently the Zoning Code requires new commercial / industrial buildings: 1) steel siding for the walls must be a horizontal application versus vertical steel panels, and 2) that concealed fasteners are required for metal roofs.

   Helget stated vertical steel siding is not uncommon for commercial / industrial buildings and they can look very nice. He recommended both horizontal and vertical metal siding be allowed.

   Helget stated concealed fasteners are more expensive, both labor and materials. The purpose of concealed fasteners is mainly cosmetics. Helget proposed to require concealed fasteners for residential metal roofs but to allow commercial / industrial to be either one.

The Commission had some questions about how concealed fasteners look versus not concealed. The Commission directed Helget to provide some pictures of both options and to bring this item back to a future meeting.

7. **Old Business**

A. Subdivision Code Review

The Commission reviewed a section pertaining to Park/Public Land Dedication. This section is currently not included in the City's Subdivision Regulations.

Helget stated many cities do require parkland dedication for new subdivisions. The principal concept is that as a community grows more demand is placed on the City's parks and park related facilities. Per state statute, City's can require land within the new subdivision to be dedicated for a future park or a cash contribution in lieu of the land dedication.

Discussion was held on the limited amount of new housing development the city has experienced and if the additional cost would persuade potential developers from not developing in Gaylord. The flipside is the City should be prepared for housing growth. It was suggested that the section could be written such that the City Council could determine if parkland dedication would be required.

The Commission consented to continue its discussion on this item at a future meeting when more of the members are present.

8. **Monthly Building Permit Report**

The Commission reviewed the November Building Permit report.

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

10. **Next Meeting**

The next P & Z meeting is scheduled for 5:30 p.m., January 14, 2026.

11. **Adjourn**

There being no further business, motion was made by Schulte to adjourn the meeting. Seconded by Bell and unanimously carried. The meeting was declared adjourned at 6:03.

Respectfully submitted,

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Steven Helget
City Administrator