CITY OF GAYLORD
PLANNING & ZONING COMMISSION MEETING MINUTES
March 11, 2026

Members Present: Orlin Grack, William Schulte, Lynn Grochow, and Scott Kuphal
Members Absent: Alice Strobel and Amy Bell
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**

   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 Grochow to approve the minutes of the February 11, 2026 meeting. Seconded by Kuphal and unanimously carried.

5. **Public Hearings**

   A. Zoning Code Amendments – Section 153.12, Definitions; and Sections 153.31, B-1, Central Business District, 153.32, B-2, Fringe Central Business District, and 153.33, B-3, Highway Commercial District; and Section 153.49 Signs

   Grack opened the public hearing at 5:32.

   The purpose of the hearing was to consider amending the Zoning Code to establish a definition for “Contractor Operations” and to provide for said use in the commercial districts. The use is already allowed in the industrial districts. In addition to consider amending Section 153.49, Signs. Specifically, consider allowing more than one wall sign in the B-2, B-3, I-1 and I-2 districts, and base the number of signs allowed on a defined percentage of the building wall space.

   In respect to the Contractor Operations definition, Helget suggested adding the words “indoor and/or” in front of “outdoor storage of materials, tools, and construction equipment.”

The Commission held a lengthy discussion on what percentage to establish for commercial/industrial building walls that can be occupied by signs. The consensus was 25%.

There being no comments from the public, Grack called for a motion to close the hearing.

Motion was made by Kuphal to close the public hearing. Seconded by Schulte and unanimously carried, the hearing was closed at 5:47.

6. **New Business**

A. Zoning Code Amendments – Section 153.12, Definitions; and Sections 153.31, B-1, Central Business District, 153.32, B-2, Fringe Central Business District, and 153.33, B-3, Highway Commercial District; and Section 153.49 Signs

Motion was made by Schule to approve the Zoning Code amendments with the addition of "indoor" storage to the Contractors Operations definition and to establish the maximum of wall coverage by signs at 25% for the B-2, B-3, I-1 and I-2 Districts and to recommend such to the City Council. Seconded by Grochow and unanimously carried.

B. Zoning Code Amendment – Post Frame Buildings

The Commission discussed allowing post-frame or pole buildings in commercial and industrial districts. According to the Accessory Structure section of the Zoning Code, pole buildings are not allowed in any district.

Helget stated one of the key differences between a stick-built frame building and a post-frame building is a stick-built building relies on the walls to carry the loads while post-framed buildings rely on the posts and trusses to carry the loads. A handout was provided in the agenda packet that provided other differences.

The Commission identified several post frame buildings already existing in the community. Helget also stated the City is constructing a new Public Works building this year and is considering a post frame building.

Following further discussion, the Commission consented to schedule a public hearing for the purpose of considering amending the Zoning Code to allow post frame buildings as follows:

B-2 and B-3 Districts – accessory buildings only
I-1 and I-2 Districts – both principal and accessory buildings
R-1, R-2, and B-1 Districts – not to allow post frame buildings

The Commission consented to schedule the hearing for their April 8th regular meeting.

7. **Old Business** - None

8. **Monthly Building Permit Report**

The Commission reviewed the February Building Permit report.

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

10. **Next Meeting**

The next P & Z meeting is scheduled for 5:30 p.m., April 8, 2026.

11. **Adjourn**

There being no further business, motion was made by Grochow to adjourn the meeting. Seconded by Kuphal and unanimously carried. The meeting was declared adjourned at 6:19.

Respectfully submitted,

_____
Steven Helget
City Administrator