



**City of Gaylord**  
**Planning and Zoning Commission**  
**Annual Report 2015**

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**I. GAYLORD PLANNING AND ZONING COMMISSION**

The Gaylord Planning and Zoning Commission (P&Z) is governed by a seven member Board. The Board consists of five citizens at-large and two City Council liaisons. The make-up of the Board during 2015 is provided in the table below.

| <i>Member</i>   | <i>Position</i> | <i>Affiliation</i> | <i>Term Expires</i> |
|-----------------|-----------------|--------------------|---------------------|
| Orlin Grack     | Chair           | Citizen            | 12/2016             |
| Jerry Gasow     | Vice-Chair      | Citizen            | 12/2015             |
| Marilyn Bratsch | Secretary       | Citizen            | 12/2016             |
| Bill Schulte    | Member          | Citizen            | 12/2016             |
| Steve Boerner   | Member          | Citizen            | 12/2016             |
| Jessica Uecker  | Member          | City Council       | 12/2015             |
| Chad Muchow     | Member          | City Council       | 12/2015             |

P&Z is assisted by Kevin McCann, City Administrator

## II. 2015 GOALS AND PROJECTS

P&Z worked on a variety of goals and objectives for the year. With the mission of regulating zoning, promoting development, and planning for the future, the following goals and objectives were outlined:

### A. Downtown Revitalization

P&Z recognizes the importance of the downtown as a critical component of the community. P&Z Worked closely with the EDA, Council, and citizens to develop the downtown master plan. The EDA and staff are now working to implement many of the recommendations.



### B. Historic Preservation

Along with the downtown and importance of Gaylord's history, the EDA and P&Z partnered again to work together on a historic preservation plan and assist in the formation of the Heritage Preservation Commission (HPC). An ordinance was adopted and the HPC will work with a consultant in 2016 on reviewing the history of all downtown buildings to determine the historic district of Gaylord.



**C. Comprehensive Plan Update**

At the end of 2015, RFPs were obtained again for the comp plan update. Six proposals were received and reviewed by P&Z who ultimately recommended Hoisington Koegler Group. The city is currently working with HKGI to update the current plan. The first public meetings will take place in the summer of 2016.



**D. Junk Properties**

P&Z identified the need to clean up some properties on the east end of town. After meeting with the landowners, it was determined that their business relates to repairing damaged vehicles. It was determined to continue monitoring the situation.

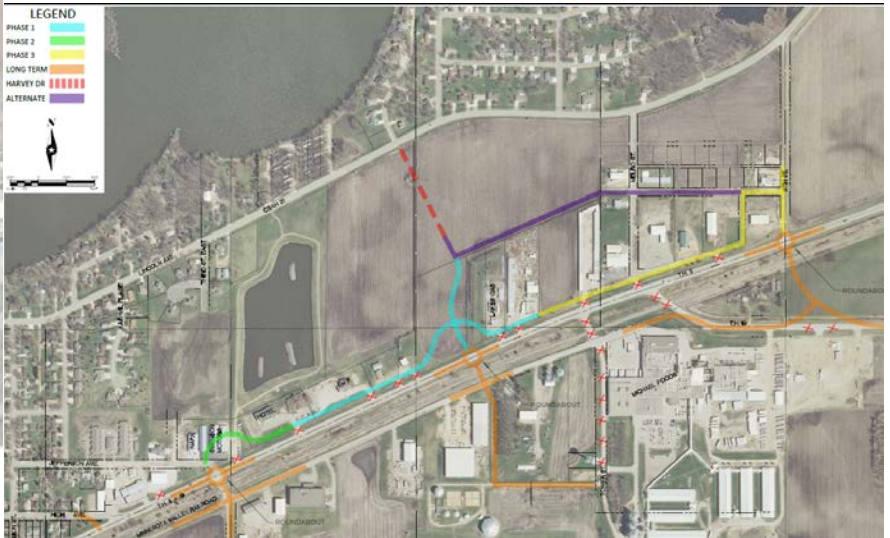


### **E. Frontage Road and Sibley East School Site**

At the end of 2015, Planning and Zoning held a public hearing to review preliminary and final plats for the School Addition Plat. The site included future sketches of Harvey Dr. extension to Hwy 5/19 and a future frontage road along the highway to stimulate future retail/commercial development.



Proposed Sibley East Elementary School - Gaylord, MN



### III. ACTIVITY REPORT

In addition to the identified goals and objectives above, there were also many other activities undertaken by P&Z in 2015. These activities included:

#### A. Sign Permits

##### i. 2014 - 6

| No.         | Applicant                   | Submitted  | Action   | Process          | Address          |
|-------------|-----------------------------|------------|----------|------------------|------------------|
| SP 2015-01  | Jalisco Market              | 1/9/2015   | Approved | Over the counter | 416 Main Ave.    |
| SP 2015-02  | Erin's Body Shop            | 3/3/2015   | Approved | Over the counter | 9 4th St.        |
| SP 2015-03  | Maria Jauquez               | 3/27/2015  | Approved | Over the counter | 640 E. Main Ave. |
| SP 2015- 04 | RS Fiber                    | 5/18/2015  | Approved | Over the counter | 310 Main Ave     |
| SP 2015- 05 | McGuire Family Chiropractic | 7/22/2015  | Approved | Over the counter | 215 3rd St.      |
| SP 2015- 06 | Eunoia                      | 7/22/2015  | Approved | Over the counter | 112 5th St.      |
| SP 2015- 07 | Goetsch Insurance           | 7/27/2015  | Approved | Over the counter | 315 4th St.      |
| SP2015-08   | 4th St. Pizza and Pub       | 8/31/2015  | Approved | Over the counter | 210 4th St.      |
| SP2015-09   | Casey's                     | 10/15/2015 | Approved | Over the counter | 119 6th Street   |
| SP2015-10   | Control Assb/Extron/Railway | 11/3/2015  | Approved | Over the counter | 740 Railroad Ave |
| SP2015-11   | Gold Leaf Lodging           | 11/10/2015 | Approved | Over the counter | 330 Main Ave E.  |



**B. Zoning Permits**  
**i. 2014 – 20**

| No.       | Name of Applicant        | Date Submit | Action   | Date Acted Upon | Description                                    |
|-----------|--------------------------|-------------|----------|-----------------|--|
| zp2015-01 | Rachael Frauendienst     | 3/6/2015    | Approved | 3/10/2015       | Build 42'x64' pole shed                        |
| zp2015-02 | Shannon Henke            | 3/10/2015   | Approved | 3/10/2015       | build 30'x30' garage                           |
| zp2015-03 | skye koch                | 4/13/2015   | Approved | 4/16/2015       | Fence along west property line                 |
| zp2015-04 | Jeremy Henke             | 4/21/2015   | Approved | 4/30/2015       | Replace deck with 10'x10' deck                 |
| zp2015-05 | Marcella Padilla         | 5/5/2015    | Approved | 5/11/2015       | Fence along property line                      |
| zp2015-06 | Steve Folkerts           | 4/15/2015   | Approved | 5/18/2015       | 14'x24' garage moved in                        |
| zp2015-07 | Josh Klein               | 5/5/2015    | Approved | 5/18/2015       | 6' along back and side yards                   |
| zp2015-08 | Larry Uecker             | 5/12/2015   | Approved | 5/18/2015       | 28'x36' garage in backyard                     |
| zp2015-09 | Travis Fritsvold         | 5/20/2015   | Approved | 5/22/2015       | 12'x16' shed in backyard                       |
| zp2015-10 | Kevin McCann             | 5/22/2015   | Approved | 5/22/2015       | 11.5'x16x deck in back of house                |
| zp2015-11 | Apryl And Kevin Deno     | 6/2/2015    | Approved | 6/19/2015       | 15'x18' shed                                   |
| zp2015-12 | Jose Mendoza             | 5/15/2015   | Approved | 6/29/2015       | 10'x12' deck                                   |
| zp2015-13 | Rand Peterman            | 6/24/2015   | Approved | 6/29/2015       | 12'x20' shed                                   |
| zp2015-14 | Gary Webster             | 6/18/2015   | Approved | 7/21/2015       | Replace a wooden fence with chain link         |
| zp2015-15 | Willy Schmidt            | 7/12/2015   | Approved | 8/19/2015       | Fence along property line to enclose backyard  |
| zp2015-16 | Jon Laudert              | 7/21/2015   | Approved | 07/24/15        | Chain link fence around backyard - 2' off prop |
| zp2015-17 | Mark Moses               | 7/24/2015   | Approved | 7/29/2015       | 4'x6' front landing with 5 steps total         |
| ZP2015-18 | S & B Transfer           | 8/18/2015   | Approved | 8/19/2015       | 16x72 Addition on Building                     |
| ZP2015-19 | Cheryl lindgren          | 8/26/2015   | Approved | 9/11/2015       | Storage Shed in back of house                  |
| ZP2015-20 | Jeff Schmidt             | 8/21/2015   | Approved | 10/8/2015       | Moving in a 26 X 30.6 Garage In The Front Y    |
| ZP2015-21 | Specialty Turf & Ag Inc. | 9/21/2015   | Approved | 9/25/2015       | Build 2 30 x48 hoop sheds on west side of ex   |
| ZP2015-22 | Charles Klimmek          | 10/16/2015  | Approved | 10/19/2015      | Privacy Fence around Hot Tub                   |
| ZP2015-23 | S LS Grouphome           | 10/15/2015  | Approved | 10/26/2015      | Vinyl fencing 80' x 40' x 80' 200sq ft total   |
| ZP2015-24 | Troy Utz                 | 11/4/2015   | Approved | 11/6/2015       | Move in a single Family dwelling home on an    |





## **C. Rezoning Applications**

### **i. 2014 – 0**

| <b>No.</b> | <b>Name of Applicant</b> | <b>Date Submit</b> | <b>action</b> | <b>Date Acted Upon</b> | <b>Comments</b>               |
|------------|--------------------------|--------------------|---------------|------------------------|-------------------------------|
| R2015-01   | Dale Kroells             | 4/21/2015          | Approved      | 6/5/2015               | Change parcel from B-2 to R-2 |

## **D. Variance Applications**

### **i. 2014 – 2**

| <b>No.</b> | <b>Name of Applicant</b> | <b>Date Submit</b> | <b>Action</b> | <b>Date Acted Upon</b> | <b>Request</b>                                 | <b>Address</b> | <b>District</b> |
|------------|--------------------------|--------------------|---------------|------------------------|--|----------------|-----------------|
| V2015-01   | Jose Mendoza             | 5/21/2015          | Approved      | 6/10/2015              | Requesting a 5' variance from front yard       | 712 Main Ave.  | R-1             |
| V2015-02   | Willy Schmidt            | 7/27/2015          | Approved      | 8/19/2015              | Requesting a 13' variance to construct a 10'x1 | 818 Penn Ave.  | R-1             |
| V2015-03   | William Cowell           | 9/11/2015          | Denied        | 10/21/2015             | Requesting a 20' variance to construct a 10 x  | 321 6th St.    | R-1             |



## **E. Conditional Use Permits**

### **i. 2014 – 0**

| <b>No.</b> | <b>Name of Applicant</b>   | <b>Date Submit</b> | <b>Action</b> | <b>Date Acted Upon</b> | <b>Comments</b>                                    |
|------------|----------------------------|--------------------|---------------|------------------------|--|
| C2015-01   | Specialty Turf & Ag        | 7/9/2015           | Approved      | 8/19/2015              | CUP for manufacturing in I-1                       |
| C21015-02  | Sibley East Public Schools | 12/10/2015         | Approved      | 12/28/2015             | CUP for new elementary school bldg in R-2 district |



**F. Building Permits**

| <b>Year</b> | <b>Permits</b> | <b>Valuation</b> |
|-------------|----------------|------------------|
| 2014        | 187            | \$1,494,870      |
| 2015        | 164            | \$1,175,870      |

**IV. RECEIPTS, EXPENDITURES AND INVESTMENTS**

**A. Expenditures and Receipts**

**Expenditures**

The main expenses relate to board pay.

| <b>Item</b>                  | <b>Budget</b>   | <b>Actual</b>               |
|------------------------------|-----------------|-----------------------------|
| Board Pay                    | \$ 2,520        | \$ 1,740                    |
| Ads & Notices                | \$ 1,000        | \$ 957                      |
| Other (Comp Plan & training) | \$ 5,150        | \$ 0 (reserves)             |
| Building Permits             | \$27,537        | \$ 1,800 (no bill received) |
| <b>Total</b>                 | <b>\$36,207</b> | <b>\$ 7,194</b>             |

**Revenues**

| <b>Item</b>          | <b>Budget</b>   | <b>Actual</b>   |
|----------------------|-----------------|-----------------|
| P&Z Fees             | \$ 1,000        | \$ 1,850        |
| Building Permit Fees | \$36,382        | \$30,950        |
| <b>Total</b>         | <b>\$37,382</b> | <b>\$32,800</b> |

**V. CONCLUSION**

The year 2015 had P&Z working on a variety of projects and conducting their normal operations. P&Z will continue to work toward the future of Gaylord with the continued work updating the comprehensive plan. P&Z also seeks input from the council on any projects they should be conducting or researching. All this is done to help make Gaylord a bigger and better.

Submitted May, 2016:

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Kevin McCann, City Administrator