



**PLANNING COMMISSION MEETING MINUTES
MARCH 26, 2025**

Call to Order: Chair Clarence Mattson called the Baldwin Planning Commission meeting to order at 7:02 pm.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Roll Call: Present: Chair Clarence Mattson, Commissioners Patti Miller, Joy Johnson, William McGowan, Calvin Schmock and Richard Marshall.

Also present: City Planner, Dan Licht, and City Council Liaison, Jay Swanson.

Absent: Vice Chair Sherry Newman

All claim forms were filled out and returned to the Deputy Clerk.

Approval of the Agenda:

Correction under New Business, item number 2, should state 125th street, not 12th street.

***Commissioner Schmock motioned to approve the agenda as amended.
Commissioner Johnson seconded. All in favor. Motion carried.***

Approval of the Minutes:

Planning Commission meeting of February 26, 2025

***Commissioner Schmock motioned to approve the minutes as written.
Commissioner Miller seconded. All in favor. Motion carried.***

Public Hearings: None

New Business:

Matt and Kathleen Finlayson; Lots 4 and 5, Block 1, Hunter Estates

City Planner Licht presented the planning report. The property owners are proposing to combine the lots and build a house and a detached accessory building on the property. The property owners further intend that their excavation contracting business would occupy the detached accessory building as a home occupation.

The applicant, Mr. Finlayson (28494 149th St NW), was in attendance and is aware of the seventeen conditions.

Commissioner Miller asked about the equipment listed in the planning report and how much of it would be inside of the accessory building. Mr. Finlayson stated the majority of the equipment will be inside the building; however the building will not be big enough to store all of the business equipment. City Planner Licht stated this would affect condition number nine.

Commissioner Marshall questioned condition number six as to why there is no sandblasting, painting, or maintenance. Mr. Finlayson stated there would be no maintenance on any of the equipment in this accessory building.

Commissioner Miller stated condition number ten has the incorrect business hours listed. It should state 7:00 AM to 7:00 PM. Mr. Finlayson requested the time to be changed to 6:00 AM.

Commissioner McGowan asked about planting trees as a barrier on the south side of the property to screen outdoor parking from the neighboring properties.

Commissioner Schmock motioned to recommend approval of the Home Occupation Interim Use Permit for Matt and Kathleen Finlayson with the following modifications:

9. All vehicles that are Class 5 or larger and all trailers and equipment for the business shall be stored upon a Class-5, asphalt, or concrete surface.

10. Business hours of operation shall be limited to 6:00 AM to 7:00 PM on Monday through Saturday; no work shall be allowed on Sunday.

18. The property owner shall plant evergreen trees, subject to approval of the Zoning Administrator, a minimum of 30 feet on center at the following locations :

a. Along the property line with PID 01-00424-0110

b. East of the detached accessory building, between the north line of the detached accessory building, and north line of the driveway access.

Commissioner Marshall seconded. All in favor. Motion carried.

Century Cabinets; 31924 125th Street NW

City Planner Licht presented the planning report. Century Custom Cabinets has acquired the property at 31924 125th Street NW, which is developed with a 7,200 square foot building. The building was previously used as a restaurant. The property owner intends to use the building for cabinet manufacturing.

The applicant, Mike Ternes, was in attendance and stated that he has been operating out of a small accessory building and would like to expand his business into a larger shop and showroom.

Commissioner Schmock motioned to recommend approval of the Conditional Use Permit for Century Custom Cabinets, subject to the four conditions recommended by City staff. Commissioner Marshall seconded. All in favor. Motion carried.

City of Baldwin Interim Ordinance

City Planner Licht presented the planning report. To ensure that future development is consistent with the vision of the City of Baldwin, it is necessary to complete the Comprehensive Plan update. The Planning Commission is concerned that if growth is permitted to continue before the Comprehensive Plan update is finished, opportunities may be missed, particularly in the area of commercial and industrial development.

Commissioner Miller noted that the word "statute" was spelled incorrectly on the ordinance.

Commissioner Schmock motioned to recommend approval of the interim ordinance for the City of Baldwin prohibiting application for subdivision. Commissioner Miller seconded. All in favor. Motion carried.

Old Business: None

City Council Liaison Update:

Mayor Swanson updated the Planning Commission on City Council discussions.

Commissioner Update:

Commissioner Marshall wants to discuss having Planning Commission meetings even if City Planner Licht is absent.

Chair Mattson wants to bring attention to Jake's Tree Service and note that it is unpleasant to look at.

City Staff Update:

City Planner Licht updated the Planning Commission on the topics to be discussed at upcoming meetings.

Miscellaneous Information and Communications: None.

Adjourn:

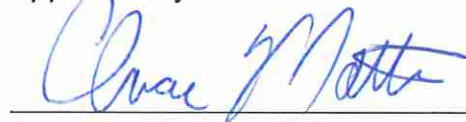
Commissioner Marshall motioned to adjourn the March 20, 2025 Planning Commission meeting at 8:44 pm. Commissioner Schmock seconded. All in favor. Motion carried.

Respectfully submitted:



Kayla Nielsen
Deputy Clerk

Approved by:



Clarence Mattson
Chair

5/28/25

Date

Attendees: Matt Finlayson, Jason Allen, and Mike Ternes