



PLANNING COMMISSION MEETING AGENDA
Wednesday, March 26, 2025 at 7:00 P.M.
Baldwin City Hall

- A. **Call to Order:**
 - 1. Pledge of Allegiance
 - 2. Roll Call
 - 3. Planning Commission claim forms
- B. **Approval of the Agenda**
- C. **Approval of Minutes:**
 - 1. February 26, 2025
- D. **Public Hearings:**
 - 1. None
- E. **New Business:**
 - 1. Matt and Katheen Finlayson; Lots 4 and 5, Block 1, Hunter Estates
 - a. Interim Use Permit to allow a home occupation from an accessory structure
 - 2. Century Cabinets; 31924 12th Street NW
 - a. Conditional Use Permit to allow light industry
 - 3. City of Baldwin
 - a. Interim Ordinance
- F. **Old Business:**
 - 1. None
- G. **City Council Liaison Update**
- H. **Commissioner Update**
- I. **City Staff Update**
- J. **Miscellaneous Information and Communications**
- K. **Adjourn by 9:00PM**

Notes:

- 1. Five copies of the agenda and two copies of the packet materials are available for review by the public.
- 2. The meeting will be video and audio recorded for transcription purposes only.
- 3. This agenda does not claim to be complete and is subject to change.
- 4. A quorum of the City Council may be present at the Planning Commission meeting.



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

Call to Order: Chair Clarence Mattson called the Baldwin Planning Commission meeting to order at 7:00 pm.

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

Roll Call: Present: Chair Clarence Mattson, Vice Chair Sherry Newman, Commissioners Patti Miller, William McGowan, Calvin Schmock and Richard Marshall.

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

Absent: Commissioner Joy Johnson

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

Election of Officers

The Deputy Clerk opened the floor for nominations for Chair.

Commissioner Newman nominated Commissioner Mattson for Chair. There were no other nominations. Commissioner Miller seconded the nomination for Commissioner Mattson as Chair. All in favor. Motion carried. Commissioner Mattson accepted the nomination.

The Deputy Clerk opened the floor for nominations for Vice Chair.

Commissioner Miller nominated Commissioner Newman for Vice Chair. There were no other nominations. Commissioner Marshall seconded the nomination for Commissioner Newman as Vice Chair. All in favor. Motion carried. Commissioner Newman accepted the nomination.

Approval of the Agenda:

Commissioner Newman requested to add Biography Information Format under New Business.

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

Approval of the Minutes:

Planning Commission meeting of November 20, 2024

Page two, paragraph seven, first sentence: the word "considered" should be changed to the word "needed". (This sentence is referring to the Lakeside Investments Public Hearing where the DNR changed their classifications.)

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

Commissioner Marshall asked if some agenda items could have more clarification in the minutes. The Planning Commission and Mayor Swanson discussed how the minutes should be written.

New Business:

Biography Information Format

Commissioner Newman would like to discuss how in-depth the biographies should be. City Council Liaison Mayor Swanson noted that it would be up to the commissioners to decide how they want to write their individual biographies. City Planner Licht showed the Planning Commission what the website currently looks like, and the Deputy Clerk explained what the Baldwin website could look like. The commissioners will work on their individual biographies and will have them to the Deputy Clerk by the end of March 2025.

Old Business: None

Comprehensive Plan Update:

City Planner Licht continued the visioning session with the Planning Commission. The Planning Commissioners discussed the SWOT exercise (strengths, weaknesses, opportunities, and threats) and future goals for the City of Baldwin.

City Council Liaison Update:

Mayor Swanson updated the Planning Commission on future City Council meetings.

Commissioner Update:

Commissioner Schmock requested to have the Planning Commission meet with the Park Committee and the City Council three times a year.

Chair Mattson asked when we can expect to see Welcome to Baldwin signs in the area. Mayor Swanson stated that any current sign that says Baldwin Township will be changed to the City of Baldwin in the near future.

Chair Mattson discussed with the Planning Commission the reading of the conditions during the public hearing section of the meeting.

City Staff Update:

City Planner Licht updated the Planning Commission on future applications.

Miscellaneous Information and Communications: None.

Adjourn:

Commissioner Marshall motioned to adjourn the February 26, 2025 Planning Commission meeting at 9:05 pm. Commissioner Schmock seconded. All in favor. Motion carried.

Respectfully submitted:

Approved by:

Kayla Nielsen
Deputy Clerk

Clarence Mattson
Chair

Date

Attendees: None.



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763.231.5840
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PLANNING REPORT

TO: Baldwin Planning Commission

FROM: D. Daniel Licht

REPORT DATE: 19 March 2025

60-DAY DATE: 28 April 2025

RE: Baldwin – Finlayson; Home Occupation Interim Use Permit

TPC FILE: 269.02

BACKGROUND

Matt and Kathleen Finlayson own Lots 4 and 5, Block 1, Hunter Estates. The undeveloped lots are located at the southwest quadrant of the 293rd Avenue (CSAH 9) and 128th Street (CR 45) intersection. The property owners are proposing to combine the lots and build a house and 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 proposed home occupation located within a residential detached accessory building is allowed within the R1, General Rural District with approval of an Interim Use Permit. A public hearing to consider the property owner's application for an Interim Use Permit to allow the home occupation within a residential accessory building upon the property has been noticed for the City Council meeting on 7 April 2025. The Planning Commission will consider the application at their meeting on 26 March 2025.

Exhibits:

- Site Location Map
- Draft Findings of Fact

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the property for rural uses. The Comprehensive Plan promotes establishment of land use patterns that will provide connections to existing public amenities and the natural landscape. Existing rural residential character is to be expanded without adversely affecting scenery or open spaces. The Zoning Ordinance limits home occupations through performance standards intended to preserve rural character consistent with the Comprehensive Plan.

Zoning. The property is zoned R1, General Rural District. Home occupations located within residential detached accessory buildings are allowed in the R1 District with approval of an Interim Use Permit subject to the standards set forth in Section 900-5-4.K of the Zoning Ordinance:

1. The business shall be located on the homesteaded property of the business owner.
2. All business activities may be conducted within a maximum area of 1,800 sq ft within one accessory structure. If the accessory building is to be used for nonbusiness use (i.e. personal storage), a partition wall or similar divider shall be used to separate business from non-business use to identify compliance with the 1,800 sq ft maximum floor area. All work shall be conducted within the accessory building.
3. There may be no more than two employees (full time equivalent) other than a member of the household residing on the premises.
4. There may be no sandblasting, chemical/paint spraying, or similar use associated with the business.
5. There may be no more than one non-illuminated business sign totaling not more than 12 square feet on the premises.
6. Excessive noise, glare, odors, traffic or other nuisances may be justification for the City to revoke or modify the terms of the interim use permit.
7. The City Council may limit the daily hours of operation.
8. Any solid or liquid waste shall be handled and disposed of according to any applicable county or state regulations.
9. The applicant and/or property owner shall permit the Zoning Administrator to inspect the property at any time.

Surrounding Uses. The property is located on the west side of 128th Street (CR 45). There are other platted lots within the Hunter Estates plat to the north and west of the subject site and platted lots within the Woodland Acres plat to the south.

There is an existing tree line that separates the subject property from the residential dwellings to the south. With exception of the single family dwelling on the lot immediately to the north of the subject property, the proposed house and detached accessory building would be separated from the other lots within Hunter Estates by a Natural Environment Lake. The Planning Commission may consider requiring planting of evergreens to provide additional screening for the lot to the north and those to the south if necessary to ensure compatibility with surrounding properties.

The Zoning Ordinance allows home occupations located within an accessory building subject to the performance standards set forth by Section 900-5-4.K of the Zoning Ordinance to maintain compatibility with surrounding uses; if the proposed use complies with the requirements of the Zoning Ordinance, the expectation is that the use will be compatible.

Lot Requirements. Lots with the R1 District are required to be a minimum of 2.5 acres in area and a minimum of 200 of width to an improved public street. The combined area of the two lots is 11.84 acres and the combined width is 400 feet. The combination of the two lots complies with the lot requirements of the R1 District. The property owner will be required to combine the two lots as an Administrative Subdivision in accordance with Chapter 5 of the Subdivision Ordinance as a condition of approval of the requested Interim Use Permit.

Setbacks. The table below outlines the R1 District setbacks applicable to the subject property as required by Section 900-51-8 of the Zoning Ordinance. The combination of the two lots into one parcel will have adequate area to accommodate construction of a single family dwelling and detached accessory building.

128 th St. (CR 45)	Side	Rear
100ft.	20ft.	25ft.

Access. The subject property will be accessed via a driveway to 128th Street. A driveway permit will be required to be issued by Sherburne County, subject to review and approval of the Sherburne County Public Works Director.

Business Use. The proposed business is an excavation contractor whereby most activity can be expected to occur off-site. The requested Interim Use Permit is to allow for construction of a detached accessory building that would serve as an office and shop for the business. Activity within the building is to be limited to not include no sandblasting, chemical/paint spraying, or similar use or activities involving excessive noise, glare, odors, or other nuisances as a condition of the Interim Use Permit.

The Zoning Ordinance limits home occupations within a detached accessory building to no more than two employees (full time equivalent) other than a member of the household residing on the premises. This provision is recommended as a condition of approval for the requested Interim Use Permit.

The applicant states that the excavation business has three dump trucks, two excavators, two skid steer tractors, and two trailers. City staff recommends that the requested Interim Use Permit include a condition requiring these vehicles and equipment to be stored inside the detached accessory building.

Detached Accessory Building. The property owner is proposing to build a 60 foot by 80 foot (4,800 square foot) detached accessory building upon the property. Within the detached accessory building Half, or 2,400 square feet of would be used for residential storage and the other 2,400 square feet would be used as an office/shop for the business.

Section 900-18-2.F of the Zoning Ordinance limits the area of all detached accessory buildings to four percent of the lot area with no limit on the maximum area of any one detached accessory building. Four percent of the area of the combined lots is 20,630 square feet. The proposed detached accessory building is within the area limits of the Zoning Ordinance. The height of the building will be limited to 25 feet measured to the mid-point of a pitched roof as the subject property is located within the Shoreland Overlay District of a Natural Environment Lake.

The Planning Commission may consider allowing the proposed 2,400 square foot occupancy of the detached accessory building based on this being only 12 percent of the detached accessory building area allowed upon the property.

Occupancy of the detached accessory building by the business use will be required to comply with applicable commercial building codes, subject to review and approval of the Building Official.

Hours of Operation. The Zoning Ordinance establishes limits on noise corresponding to Minnesota of Pollution Control Agency rules. More stringent night-time hours are in effect from 10:00PM to 7:00AM each day. The Planning Commission may consider additional limitations on the hours of operation for the proposed business use of the property necessary to maintain compatibility with surrounding residential dwellings. The Planning Commission recently limited a contractor business to the hours of 7:00AM to 7:00PM on Mondays through Saturdays with no work allowed on Sunday. As this business may expect to have vehicles and equipment returning to the property after a day's work off-site, consideration may be given to extending the allowed hours to 10:00PM.

Utilities. The property is to be served by an on-site well and Subsurface Sewage Treatment System. The design and construction of the on-site utilities is to be subject to review and approval of the Building Official at time a building permit is applied for.

Stormwater. Grading plans for the subject site will be subject to review and approval by the City Engineer at the time a building plan is applied for based on consistency with the approved plans for the Hunter Estates Plat.

RECOMMENDATION

City staff recommends approval of an Interim Use Permit allowing a home occupation within a residential detached accessory building within the R1 District based on the draft findings of fact as presented and subject to the conditions outlined below.

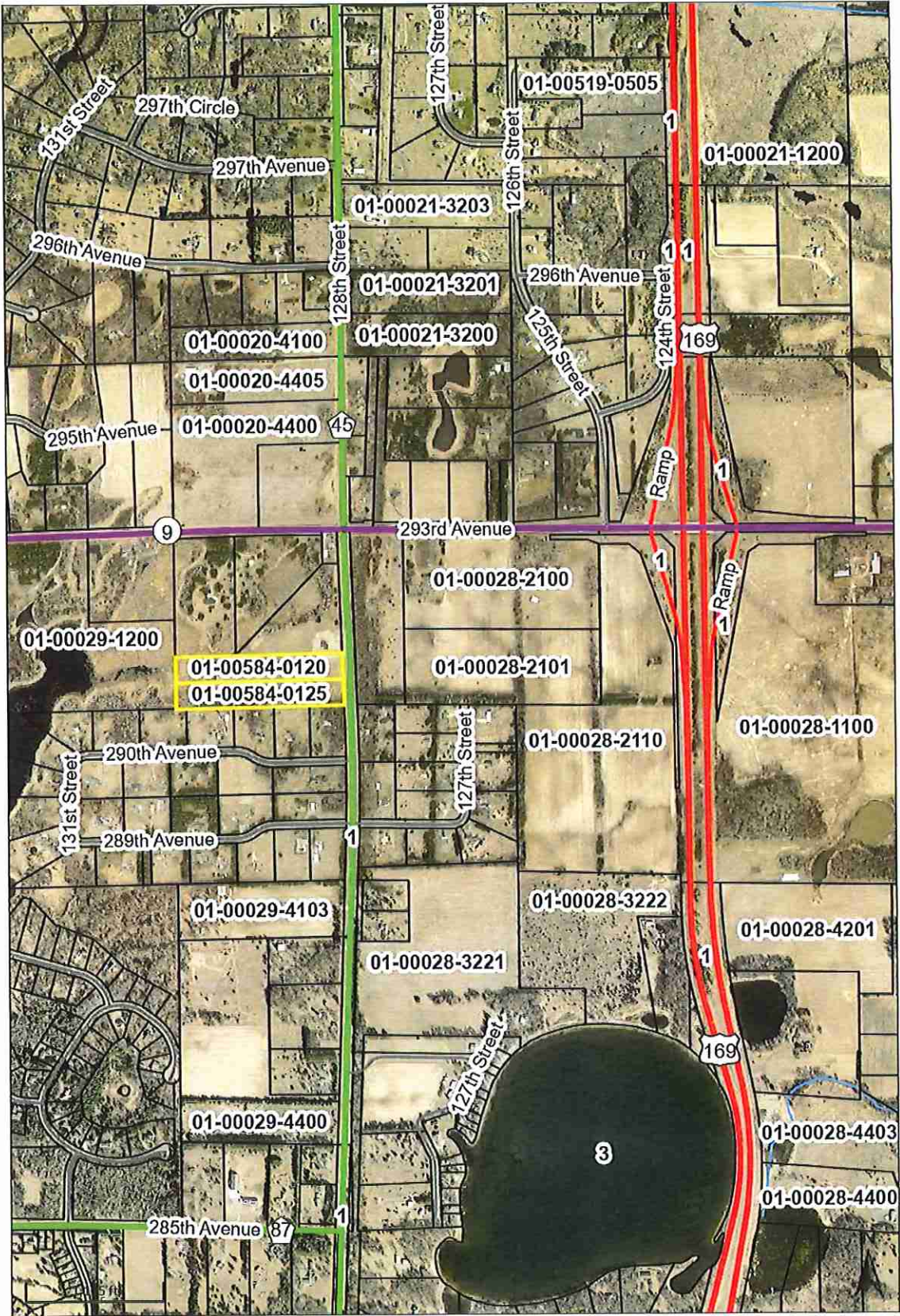
POSSIBLE ACTIONS

- A. Motion to adopt findings and recommend City Council **approval** an Interim Use Permit allowing a home occupation within a residential detached accessory building for Lots 4 and 5, Block 1 Hunter Estates, subject to the following conditions:
 1. The Interim Use Permit shall terminate upon happening of the following events, whichever occurs first:
 - a. Upon violation of conditions under which the interim use permit was issued.
 - b. Upon change in the Zoning Ordinance that renders the use nonconforming.
 - c. The redevelopment of the use and property upon which it is located to a permitted or conditional use as allowed within the respective zoning district.

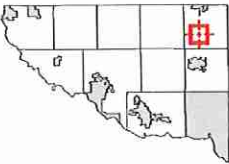
- d. Upon a change in ownership, whether pursuant to move, sale, transfer, assignment, or otherwise, the owner or proposed new owner must complete a new application subject to approval pursuant to the Zoning Ordinance.
2. Lots 4 and 5, Block 1, Hunter Estates shall be combined by Administrative Subdivision in accordance with Chapter 5 of the Subdivision Ordinance.
3. Access to the subject property shall require a driveway permit issued by Sherburne County, subject to review and approval of the Sherburne County Public Works Director.
4. The business shall be located on the homesteaded property of the business owner.
5. There may be no more than two full time equivalent employees other than a member of the household residing on the premises.
6. There may be no sandblasting, chemical/paint spraying, or similar activity associated with the business.
7. The business shall not occupy more than 2,400 square feet of detached accessory building space.
8. Occupancy of a detached accessory building by the business use shall comply with applicable commercial requirements of the Building Code, subject to review and approval of the Building Official.
9. All vehicles that are Class 5 or larger and all trailers and equipment of the business shall be stored within the detached accessory building.
10. Business hours of operation shall be limited to 7:00AM to 10:00PM on Monday through Saturday; no work shall be allowed on Sunday.
11. There may be no more than one non-illuminated business sign totaling not more than 12 square feet on the premises.
12. Any solid or liquid waste shall be handled and disposed of according to any applicable county or state regulations.
13. The applicant and/or property owner shall permit the Zoning Administrator to inspect the property at any time.
14. The business use shall not occupy the property until a Certificate of Occupancy is issued for a residential dwelling as the principal use of the property.
15. The building plans shall be subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance.
16. The design and installation of an on-site well and Subsurface Sewage Treatment system shall be subject to review and approval of the Building Official.

17. Any grading, drainage, and erosion control issues shall be subject to review and approval of the City Engineer.
- B. Motion to recommend the City Council **deny** the application based on a finding that the request is does not comply with the Zoning Ordinance.
- C. Motion to **table**.
- c. Joan Heinen, Town Clerk/Treasurer
Andy Schreder, Building Official

Property Location



Overview



Legend

- Roads
- MN Highway; US Highway
 - Municipal-State Aid Street
 - Municipal Street
 - Township Road
 - State Forest Road
 - Bureau of Fish and Wildlife Road
 - Connector (Ramp)
 - Privately Maintained Public Access Road
 - County Road
 - County-State Aid Highway
- Parcels
- Streams

**FINDINGS OF FACT & RECOMMENDATION
INTERIM USE PERMIT
LOTS 4 AND 5, BLOCK 1, HUNTER ESTATES**

APPLICANT: Matt and Kathleen Finlayson

APPLICATION: Request for an Interim Use Permit to allow a home occupation within a residential detached accessory structure.

PLANNING COMMISSION MEETING: 26 March 2025

FINDINGS: Based upon review of the application and evidence received, the Planning Commission now makes the following findings of fact:

1. The property is legally described as Lots 4 and 5, Block 1, Hunter Estates, Baldwin, Sherburne County, Minnesota
2. The property is guided for Rural Residential land uses Comprehensive Plan.
3. The property is zoned R1, General Rural District.
4. The applicant is proposing to conduct a home occupation within a detached accessory building upon the property; home occupations conducted from a residential detached accessory building are allowed within the R1 District subject to approval of an Interim Use Permit subject to Section XX-5-4.K of the Zoning Ordinance.
5. The Planning Commission must take into consideration the possible effects of the request with their judgment based upon (but not limited to) the criteria outlined in Section XX-5-2 of the Zoning Ordinance:

- A. The proposed action's consistency with the specific policies and provisions of the town comprehensive plan.

Finding: The Comprehensive Plan promotes establishment of land use patterns that will provide connections to existing public amenities and the natural landscape. Existing rural residential character is to be expanded without adversely affecting scenery or open spaces. The Zoning Ordinance limits home occupations through performance standards intended to preserve rural character consistent with the Comprehensive Plan.

- B. The proposed use's compatibility with present and future land uses of the area.

Finding: The Zoning Ordinance allows home occupations located within an accessory building subject to the performance standards set forth by Section 900-5-4.K of the Zoning Ordinance to maintain compatibility with surrounding uses; if the proposed use complies with the

requirements of the Zoning Ordinance, the expectation is that the use will be compatible.

- C. The proposed use's potential to impact natural resources such as surface water, groundwater, or wetlands; sites identified for rare biological species habitat; ecologically sensitive areas; or historically significant areas.

Finding: The proposed use will not impact natural resources or historically significant areas.

- D. The proposed use's conformity with all performance standards contained within [the Zoning Ordinance] and other town ordinances.

Finding: The proposed use will comply with all applicable City ordinances.

- E. Traffic generation of the proposed use in relation to capabilities of streets serving the property.

Finding: The property is accessed via 128th Street (CR 45), which has with adequate capacity to accommodate traffic generated by the proposed use.

- F. The proposed use can be accommodated by existing public services and facilities and will not overburden the City's service capacity.

Finding: The proposed use will not overburden the City's existing service capacity.

6. The planning report dated 23 August 2024 prepared by the Town Planner, The Planning Company LLC, is incorporated herein.
7. The Planning Commission considered the application at their meeting on 26 March 2025; those wishing to speak were heard by the Planning Commission.

RECOMMENDATION: Based on the foregoing information and applicable ordinances, the Planning Commission recommends the request be **APPROVED**, subject to the following conditions:

1. The Interim Use Permit shall terminate upon happening of the following events, whichever occurs first:
 - a. Upon violation of conditions under which the interim use permit was issued.
 - b. Upon change in the Zoning Ordinance that renders the use nonconforming.
 - c. The redevelopment of the use and property upon which it is located to a permitted or conditional use as allowed within the respective zoning district.
 - d. Upon a change in ownership, whether pursuant to move, sale, transfer, assignment, or otherwise, the owner or proposed new owner must complete a new application subject to approval pursuant to the Zoning Ordinance.
2. Lots 4 and 5, Block 1, Hunter Estates shall be combined by Administrative Subdivision in accordance with Chapter 5 of the Subdivision Ordinance.

3. Access to the subject property shall require a driveway permit issued by Sherburne County, subject to review and approval of the Sherburne County Public Works Director.
4. The business shall be located on the homesteaded property of the business owner.
5. There may be no more than two full time equivalent employees other than a member of the household residing on the premises.
6. There may be no sandblasting, chemical/paint spraying, or similar activity associated with the business.
7. The business shall not occupy more than 2,400 square feet of detached accessory building space.
8. Occupancy of a detached accessory building by the business use shall comply with applicable commercial requirements of the Building Code, subject to review and approval of the Building Official.
9. All vehicles that are Class 5 or larger and all trailers and equipment of the business shall be stored within the detached accessory building.
10. Business hours of operation shall be limited to 7:00AM to 10:00PM on Monday through Saturday; no work shall be allowed on Sunday.
11. There may be no more than one non-illuminated business sign totaling not more than 12 square feet on the premises.
12. Any solid or liquid waste shall be handled and disposed of according to any applicable county or state regulations.
13. The applicant and/or property owner shall permit the Zoning Administrator to inspect the property at any time.
14. The business use shall not occupy the property until a Certificate of Occupancy is issued for a residential dwelling as the principal use of the property.
15. The building plans shall be subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance.
16. The design and installation of an on-site well and Subsurface Sewage Treatment system shall be subject to review and approval of the Building Official.
17. Any grading, drainage, and erosion control issues shall be subject to review and approval of the City Engineer.

(remainder of page intentionally blank signatures follow)

MOTION BY:
SECOND BY:
ALL IN FAVOR:
THOSE OPPOSED:

ADOPTED by the Planning Commission of Baldwin Township this 26th day of March, 2025.

BALDWIN TOWNSHIP PLANNING COMMISSION

BY: _____
Clarence Mattson, Chair

ATTEST: _____
Kayla Nielsen, Deputy Clerk



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Anoka, MN 55303
763.231.5840
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PLANNING REPORT

TO: Baldwin Planning Commission

FROM: D. Daniel Licht

REPORT DATE: 19 March 2025

60-DAY DATE: 28 April 2025

RE: Baldwin – Century Custom Cabinets; Conditional Use Permit

TPC FILE: 269.02

BACKGROUND

Century Custom Cabinets, Inc. has acquired the property at 31924 125th Street NW, which is developed with a 7,200 square foot building. The building was previously used for a restaurant. The property owner intends to use the building for cabinet manufacturing. The property is zoned C1, General Commercial District. Light industrial uses are allowed within the C1 District with approval of a Conditional Use Permit. A public hearing to consider the property owner's application for a Conditional Use Permit to allow the cabinet business to be conducted upon the property has been noticed for the City Council meeting on 7 April 2025. The Planning Commission will consider the application at their meeting on 26 March 2025.

Exhibits:

- Site Location Map
- Draft Findings of Fact
- Building Plans dated 1-10-2025 (5 sheets)

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the property for commercial uses. The purpose of areas planned for commercial uses is to develop business locations that provide retail goods and services to local and regional patrons. The prior restaurant use was consistent with the uses anticipated by the Comprehensive Plan for the property.

A manufacturing use, in contrast, does not provide for delivery of retail goods and services. The submitted floorplans illustrate a showroom within the building indicating at least some public facing activities for the business. Provided that the Planning Commission finds that the proposed use is located within an area of similar businesses and maintains or enhances the character of the immediate neighborhood, the proposed light industry may be considered to be consistent with the City's economic development goals to expand business activity and employment within Baldwin.

Zoning. The property is zoned C1, General Commercial District. Light industry uses are allowed in the C1 District with approval of a Conditional Use Permit subject to the standards set forth in Section 900-4-4.K of the Zoning Ordinance:

1. The applicant or business involves the processing or fabrication of certain materials or products where no process involved will produce noise, vibration, air pollution, fire hazard, or noxious emission which will disturb or endanger neighboring properties.
2. The proposed business is located within an area of similar land uses and maintains or enhances the character of the immediate neighborhood.

Surrounding Uses. The property is at a mid-block location between 317th Avenue and 320th-1/2 Avenue, which has visibility from US Highway 169. All of the abutting properties are zoned C1 District.

Businesses to the north include Subway, Abra Autobody, Princeton Rental, and a vacant building. To the south and southwest is RRech Motors and Ruff Start Animal Rescue. With the exception of Subway, the existing uses facing 125th Street and 317th Avenue would not be out of character within an industrial area. To the west of the property fronting 126th Street are more business that are industrial use related. These businesses include Absolute Auto Car, SRW Products, Kemps, and Block Technologies, Inc.

Occupancy of the existing building with a light industry use will be similar to the types of businesses occupying surrounding properties and be compatible with surrounding uses.

Lot Requirements. Lots in the C1 District are required to be a minimum of 22,500 square feet in area and 150 feet in width. The property is 77,537 square feet in area with a width of approximately 190 feet at the front setback line. The property complies with the lot requirements of the C1 District.

Setbacks. The table below outlines the C1 District setbacks applicable to the as required by Section 900-71-8 of the Zoning Ordinance. The existing building does not comply with the setbacks required by the Zoning Ordinance from 125th Street. The building exists as a non-conforming structure that can be maintained at this location, but cannot be expanded without approval of a Conditional Use Permit or variance. As no expansion of the existing building is planned at this time, there is no issue with the non-conforming status of the building relative to required setbacks.

	125 th St.	Side	Rear
Required	50ft.	20ft.	20ft.
Existing ¹	30ft.	20ft./190ft.	230ft.
1. Measurements are approximate			

Building. The existing 7,200 square foot building was constructed in 2008 according to Sherburne County information. The existing interior of the building is to be demolished and reconstructed with the following areas:

Use	Area
Office/Showroom	1,860sf.
Product Assembly	2,760sf.
Workshop	2,580sf.
Total	7,200sf.

No alterations are proposed to the exterior finish or building height with the construction for the change in occupancy.

The building plans are subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance and issuance of a building permit

Parking. There are 57 on-site parking stalls designated on an asphalt surface to the west, south, and east of the building. The existing supply of on-site parking spaces exceeds the number required by Section 900-18-7 of the Zoning Ordinance.

Office:	$1 \text{ space}/250\text{sf.} = 1,0860\text{sf.} \times 0.9 / 250\text{sf.} = 7 \text{ spaces}$
Manufacturing:	$1 \text{ space}/2,000\text{sf.} = 5,340\text{sf.} \times 0.9 / 2,000\text{sf.} = 14 \text{ spaces}$
Total:	21 spaces

Landscaping. Section 900-19-2 of the Zoning Ordinance requires only that area not taken up by buildings or parking and loading areas be landscape green areas or left in a natural state. Section 900-19-3 of the Zoning Ordinance further requires that landscape screening is required where commercial property abuts a rural zoning district, which this property does not. No changes to the site landscaping is proposed as part of the change in occupancy.

Utilities. The property is served by an existing well and septic system. The existing septic system and any changes required for additional fixtures is to be subject to review and approval of the Building Official as required by Section 920-4-2.C.2 of the Building Ordinance.

Stormwater. With no expansion of the existing building or site changes that increase the area of impervious surface within the property, no additional stormwater management measures are required.

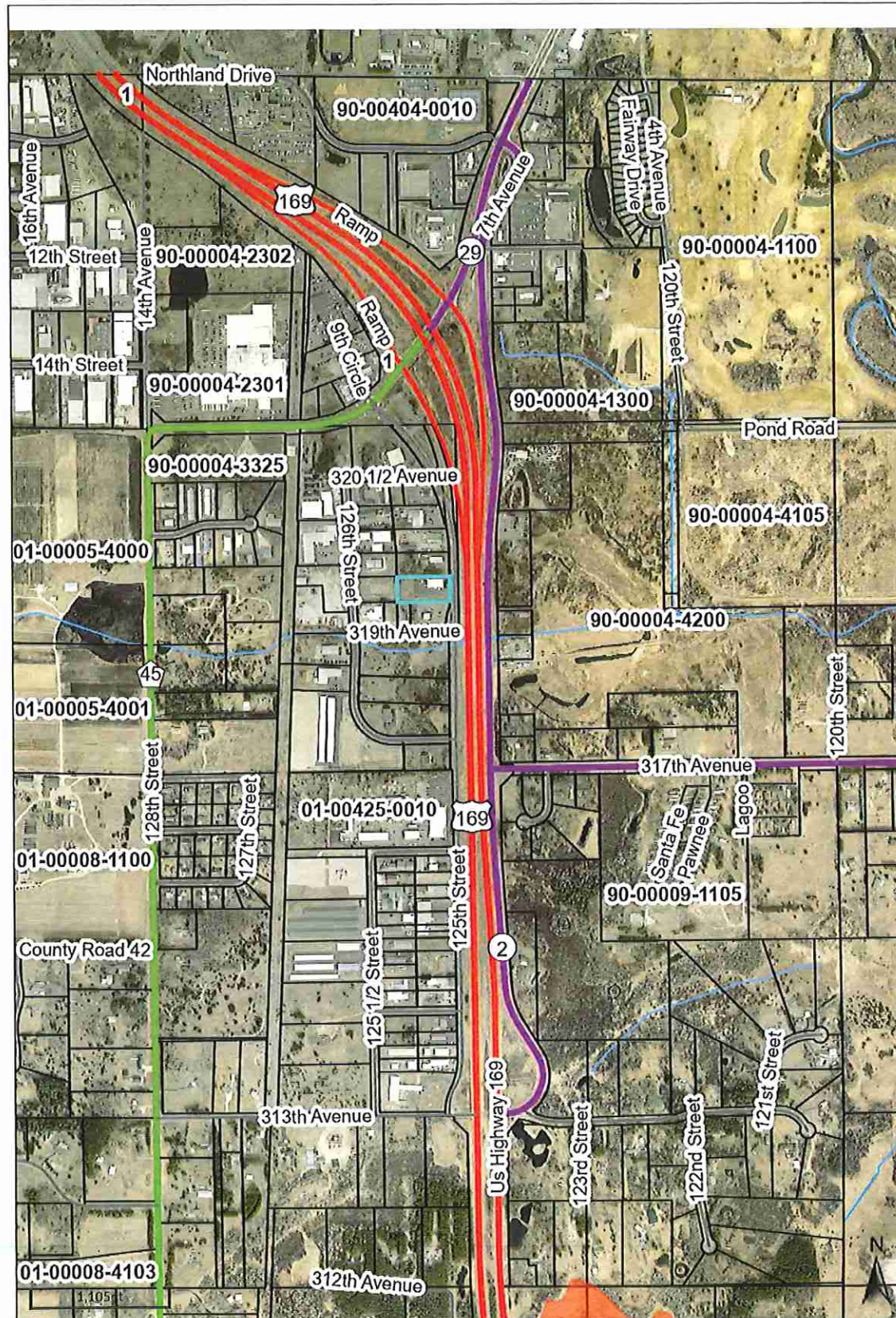
RECOMMENDATION

City staff recommends approval of a Conditional Use Permit allowing a light industry use within the C1 District based on the draft findings of fact as presented and subject to the conditions outlined below.

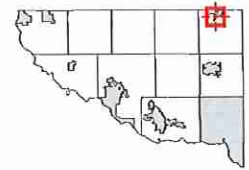
POSSIBLE ACTIONS

- A. Motion to adopt findings and recommend City Council **approval** of a Conditional Use Permit allowing a light industrial use for 31924 125th Street, subject to the following conditions:
 - 1. The site and building shall be developed in accordance with the plans as submitted to the City except as modified herein.
 - 2. The building plans shall be subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance.
 - 3. The existing septic system shall be subject to review and approval of the Building Official as required by Section 920-4-2.C.2 of the Building Ordinance.
 - 4. Any grading, drainage, and erosion control issues shall be subject to review and approval of the City Engineer.
- B. Motion to recommend the City Council **deny** the application based on a finding that the request is does not comply with the Zoning Ordinance.
- C. Motion to **table**.
- c. Joan Heinen, City Clerk/Treasurer
Andy Schreder, Building Official

Property Location



Overview



Legend

Public Water Inventory

- Not Classified
- General Development
- Natural Environment
- Recreational Development

Roads

- MN Highway; US Highway
- Municipal-State Aid Street
- Municipal Street
- Township Road
- State Forest Road
- Bureau of Fish and Wildlife Road
- Connector (Ramp)
- Privately Maintained Public Access Road
- County Road
- County-State Aid Highway
- Parcels
- Streams

ARCHITECTURE
INTERIOR DESIGN



INSIDE OUTSIDE
ARCHITECTURE, INC.

Lea E. Kangas
14165 James Rd, Suite 200.A
ROGERS, MN 55374
763.428.5870

CONSULTANTS'

GENERAL NOTES

1. ALL CONTRACTORS MUST VISIT SITE TO QUANTIFY SCOPE OF WORK PRIOR TO SUBMITTING BID.
2. FINISHING CONTRACTOR TO VERIFY COLUMN AND DESIGN SENSING WALL LOCATIONS PRIOR TO CONSTRUCTION.
3. APPROXIMATE EXISTING ROOF SLAVING HEIGHT IS 12'-0"; FIELD VERIFY.
4. MECHANICAL, ELECTRICAL, AND PLUMBING DESIGN BY OTHERS. ALL KEYNOTES FOR WORKSHOWN INFORMATION THAT IS NOT A PART OF REFERENCE LIST; SEE ALL KEYNOTES FOR WORKSHOWN INFORMATION.
5. CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS AND DISCREPANCIES PRIOR TO START OF WORK. NOTIFY ARCHITECT OF DISCREPANCIES.
6. ELECTRICAL TO COORDINATE WITH TOWN AND ARCHITECT FOR TOWN'S EQUIPMENT, POWER, AND DATA NEEDS.
7. ELECTRICAL TO ENHANCE IMPORTS LIGHT SAFETY LIGHTING, EXTERIOR LIGHTING, AND EXIT SIGNAGE IS PROVIDED FOR CONFORMANCE WITH ALL CODES IN TOWN.
8. DISCREPANCIES TO BE NORMAL DUE TO THE FACT OF FINISH OF THE WALL UNDO.
9. REFERENCE EQUIPMENT PLAN FOR REFERENCE ONLY. EQUIPMENT PROVIDED BY OWNER. COORDINATE WITH ARCHITECT.
10. EXISTING STUDIOS SHALL BE MINIMUM 2' GAUGE. INCREASE GAUGE AS NECESSARY DUE TO HEIGHT, INCLINATION, AND SLOPE, ETC.
11. ARCHITECT NOT RESPONSIBLE FOR DETECTION AND/OR REMEDIATION OF HAZARDOUS MATERIALS ABOVE AND BELOW GRADE. INTERIOR OR EXTERIOR.
12. CONTRACTOR TO PROVIDE AND INSTALL A 10' HIGH CONSPICUOUS ACCESS POINT FOR 6' HIGH GRADE. IMMEDIATELY ADJACENT TO PRIOR ENTRANCE. ALL NECESSARY KEYS ARE TO BE RETAINED AT TIME OF OCCUPANCY.
13. PRIOR TO A REPAIR OF ENTRANCE DOORS EXISTING THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPYING. LETTERS MUST BE 1' TALL AND HAVE A CONTRASTING BACKGROUND.
14. PROVIDE LIGHTING FOR OWNER REQUIREMENTS, AND CODE.

LOCATION MAP



FIXTURE / ACCESSORY MOUNTING LOCATIONS

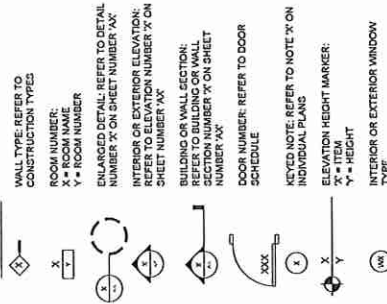
LAVATORY	2" UP TO TOP OF ADA WALL (MAX.) 2-6" BELOW CROWN MOLD
PER MANUFACTURER	
SINK DISPENSER	
MIRROR	TYPICAL MIRROR BOTTOM SET 4" ABOVE SINK AND 10" FROM REFLECTIVE SURFACE OF MIRROR (ADA)
PAPER TOWEL DISPENSER	4-6" MAX TO OPERABLE PARTS
HAND DRYER	4-6" MAX TO OPERABLE PARTS
TOILET PAPER HOLDER	MAX 24" AND MAX 42" FROM WALL BEHIND WATER CLOSET W/IN 1" BELOW GRAB BAR MAX 12" FROM FLOOR, 1" MIN. BELOW HORIZONTAL GRAB BAR
GRAB BARS AT ADA STALLS	2-6" HORIZONTAL BARS 20-24" APART HORIZONTAL BAR EXTENDING WATER CLOSET TO BE 30" MIN IN LENGTH AND TO EXTEND 12" PAST WATER CLOSET. VERTICAL BAR TO BE 42" MIN FROM WALL TO BE 42" MIN FROM BACK WALL. SIDE VERTICAL BAR TO BE 42" FROM BACK WALL TO BE 42" MIN FROM WALL. VERTICAL BAR TO BE 30" MIN FROM BOTTOM OF VERTICAL BAR TO BE 42" MIN
WATER CLOSET	1-1/2" TO TOP OF GRAB BAR (ADA REQ.) CENTERLINE OF ADA WATER CLOSET TO BE 1-1/2" FROM WALL OF OPERABLE WALL
ELECTRIC WATER COOLER	3-4" TO SPOUT (ADA) 5-6" MAX TO TOP OF CABINET
FIRE EXTINGUISHER CABINETS	SEE GRABING ELEVATION
ROOM CHANGE	

NOTES:
1. REFER TO MECHANICAL AND ELECTRICAL DRAWINGS FOR MOUNTING HEIGHTS OF FURNITURE FURNISHED BY THOSE
SECTION
2. REFER INTERIOR FINISHING FOR ADDITIONAL CATEGORY MOUNTING LOCATIONS

CODE SUMMARY

CODES AND ORIGINANCE: SUBMITTANT'S NAME: <u>WATERWORKS</u> PROJECT NAME: <u>WATERWORKS</u> PROJECT NUMBER: <u>00000000000000000000</u> DATE OF SUBMISSION: <u>00/00/00</u>		OCCUPANCY TYPE: <u>INDUSTRIAL/COMMERCIAL</u> CONSTRUCTION TYPE: <u>SPRINKLER</u> <u>NO SPRINKLER</u>	
TOILETS: TOILET TYPE: <u>STANDARD</u> TOILET COUNT: <u>1</u> TOILET LOCATION: <u>RESTROOM</u> TOILET SPECIFICATIONS: <u>SEE SPECIFICATIONS</u>		CONSTRUCTION AREA: CONSTRUCTION TYPE: <u>INDUSTRIAL/COMMERCIAL</u> CONSTRUCTION AREA: <u>1000 SQ. FT.</u> CONSTRUCTION SPECIFICATIONS: <u>SEE SPECIFICATIONS</u>	
TOILETS: TOILET TYPE: <u>STANDARD</u> TOILET COUNT: <u>1</u> TOILET LOCATION: <u>RESTROOM</u> TOILET SPECIFICATIONS: <u>SEE SPECIFICATIONS</u>		CONSTRUCTION AREA: CONSTRUCTION TYPE: <u>INDUSTRIAL/COMMERCIAL</u> CONSTRUCTION AREA: <u>1000 SQ. FT.</u> CONSTRUCTION SPECIFICATIONS: <u>SEE SPECIFICATIONS</u>	

SYMBOLS



ABBREVIATIONS

NLC	NOT IN CONTRACT
U.N.O.	UNLESS NOTED OTHERWISE
FEC	FIRE EXTINGUISHER CABINET
SIM	SIMILAR
MAX	MAXIMUM
MIN	MINIMUM
ELEV	ELEVATION
TYP	TYPICAL
WTH	WITH
WO	WITHOUT
ADA	AMERICANS WITH DISABILITY ACT (ACCESSIBILITY)

F

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CERTIFICATION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Architect under the laws of the State of Minnesota.

He. B. Ferguson

State Registration # 26203
Date 1-10-2025

State Registration # 26203
Date 1-10-2025

DEMOLITION FLOOR
PLAN

CERTIFICATION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Architect under the laws of the State of Minnesota.

Geo. E. Hanger

State Registration # 26203
Date 1-10-2025

D1

03 2702 JALIN, WEDU

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ARCHITECTURE
INTERIOR DESIGN



INSIDE OUTSIDE
ARCHITECTURE, INC.

Lea E. Kangas
14165 James Rd, Suite 200A
ROGERS, MN 55374
763-428-5870

CONSULTANTS

PROJECT

CENTURY CUSTOM
CABINETS

Drinking N

CONTENTS

FLOOR PLAN
TENANT BUILD-OUT
& WALL TYPES

CERTIFICATION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Architect under the laws of the State of Minnesota.

Geo. E. Hanger

State Registration # 26203
Date 1-10-2025

A

COPYRIGHT 2024 C.

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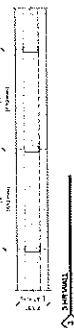
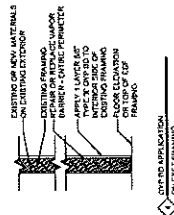
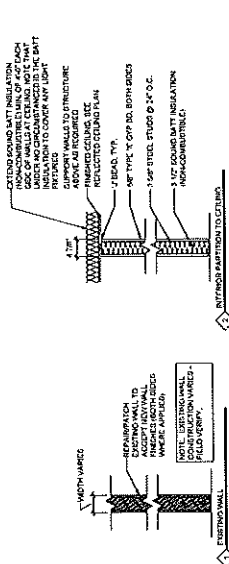
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CENTRAL CONTRACTUAL MODEL

1. PREPARE FLOOR TO ACCEPT FLOOR COVERINGS. TYPICAL PREPARE WALLS TO ACCEPT WALL FINISHES. TYPICAL
2. PROVIDE BLOCKING IN WALLS FOR SUPPORTING TOILET ACCESSORIES, CABINETRY, FIXTURES AND ALL OTHER ITEMS REQUIRING SUPPORT PRIOR TO COVERING FINISHING. COORDINATE WITH OWNER AND/OR ARCHITECT AS REQUIRED
3. PROVIDE 1/2" MINIMUM DICKER BOARD AT TILE WITH PLUMBING FIXTURES
4. MAKE UP EXISTING BUILD
5. VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK

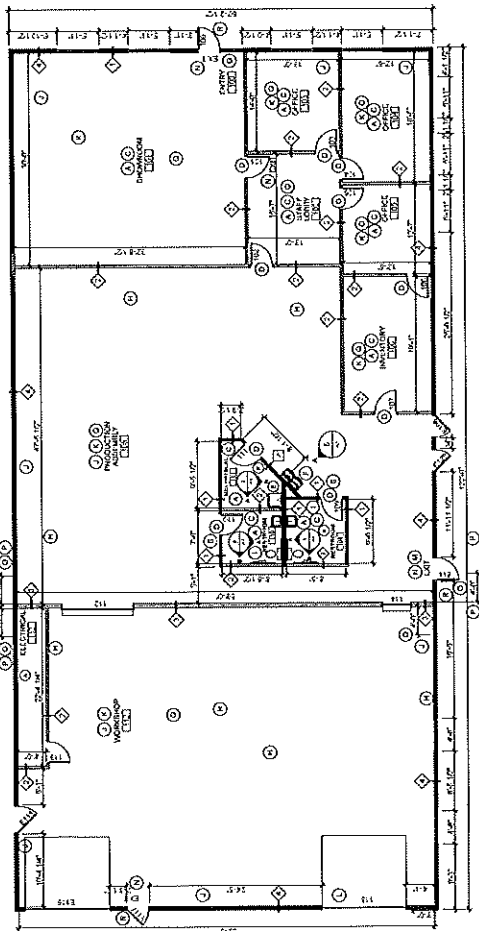
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- | | |
|---|-------------------------------------|
|  | DEDICATES EXISTING WALL TO REMAIN |
|  | DEDICATES NO WORK (NOT IN CONTRACT) |
|  | DEDICATES NEW WALL |

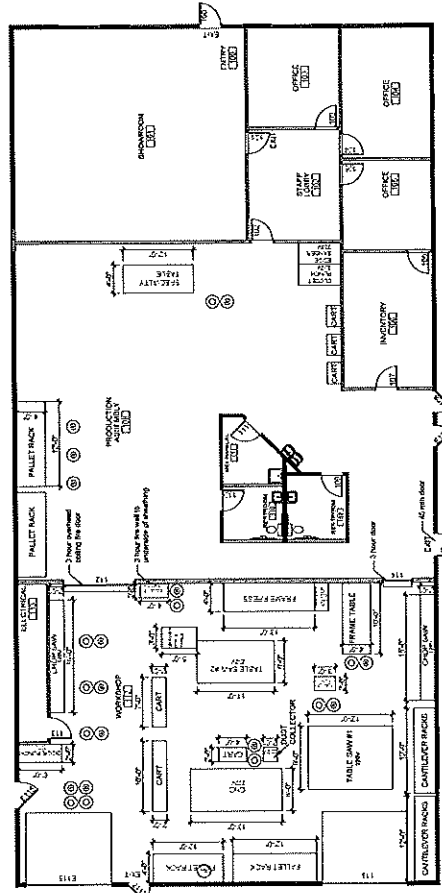
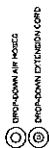


Wall Types

- $$\frac{1}{A1} \left(\frac{3/4^2 - 1^2}{2} \right)$$



1 FLOOR PLAN
A3 1/8" = 1'-0"



REFERENCE EQUIPMENT PLAN
A1 1/8" = 1'-0"



SCALE: 1/2" = 1'-0"

A1 1/25 = 1/25

**FINDINGS OF FACT & RECOMMENDATION
CONDITIONAL USE PERMIT
CENTURY CUSTOM CABINETS**

APPLICANT: Century Custom Cabinets

APPLICATION: Request for a Conditional Use Permit to allow a light industry use at 31924 125th Street.

PLANNING COMMISSION MEETING: 26 March 2025

FINDINGS: Based upon review of the application and evidence received, the Planning Commission now makes the following findings of fact:

1. The property is identified as 01-00419-0160 and legally described as Lot 5, Block 1 Buenaventura Vista, Baldwin, Sherburne County, Minnesota.
2. The property is guided for commercial land uses by the Comprehensive Plan.
3. The property is zoned C1, General Commercial District.
4. The applicant is proposing cabinet manufacturing and assembly upon the property; light industry is allowed within the C1 District subject to approval of a Conditional Use Permit subject to Section 900-4-4.K of the Zoning Ordinance.
5. The Planning Commission must take into consideration the possible effects of the request with their judgment based upon (but not limited to) the criteria outlined in Section 900-4-2 of the Zoning Ordinance:
 - A. The proposed action's consistency with the specific policies and provisions of the town comprehensive plan.

Finding: The Comprehensive Plan guides the property for commercial uses. A light industry use is located within an area of similar businesses and maintains or enhances the character of the immediate neighborhood. The proposed light industry use is consistent with the City's economic development goals to expand business activity and employment within Baldwin.

- B. The proposed use's compatibility with present and future land uses of the area.

Finding: The subject property is surrounded by other properties zoned for commercial uses and developed with a range of businesses, several of which are light industry in character. The proposed occupancy of the subject property will be compatible with existing and future uses in the area.

- C. The proposed use's potential to impact natural resources such as surface water, groundwater, or wetlands; sites identified for rare biological species habitat; ecologically sensitive areas; or historically significant areas.

Finding: The proposed use will not impact natural resources or historically significant areas.

- D. The proposed use's conformity with all performance standards contained within [the Zoning Ordinance] and other City ordinances.

Finding: The proposed use will comply with all applicable City ordinances.

- E. Traffic generation of the proposed use in relation to capabilities of streets serving the property.

Finding: The proposed use has access to 125th Street, which has adequate capacity to accommodate traffic generated by the proposed use.

- F. The proposed use can be accommodated by existing public services and facilities and will not overburden the City's service capacity.

Finding: The proposed use will not overburden the City's existing service capacity.

6. The planning report dated 19 March 2025 prepared by the City Planner, The Planning Company LLC, is incorporated herein.
7. The Planning Commission considered the application at their meeting on 26 March 2025; those wishing to speak were heard by the Planning Commission.

RECOMMENDATION: Based on the foregoing information and applicable ordinances, the Planning Commission recommends the request be **APPROVED**, subject to the following conditions:

1. The site and building shall be developed in accordance with the plans as submitted to the City except as modified herein.
2. The building plans shall be subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance.
3. The existing septic system shall be subject to review and approval of the Town Building Official as required by Section 920-4-2.C.2 of the Building Ordinance.
4. Any grading, drainage, and erosion control issues shall be subject to review and approval of the City Engineer.

(remainder of page intentionally blank signatures follow)

MOTION BY:
SECOND BY:
ALL IN FAVOR:
THOSE OPPOSED:

ADOPTED by the Planning Commission of Baldwin Township this 26th day of March, 2025.

BALDWIN TOWNSHIP PLANNING COMMISSION

BY: _____
Clarence Mattson, Chair

ATTEST: _____
Kayla Nielsen, Deputy Clerk



3601 Thurston Avenue
Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

MEMORANDUM

TO: Baldwin Planning Commission

FROM: D. Daniel Licht

DATE: 19 March 2025

RE: Baldwin – Comprehensive Plan; Interim Ordinance

TPC FILE: 269.01

BACKGROUND

Baldwin Township adopted a Comprehensive Plan on 4 August 2014. Baldwin Township adopted a Zoning Ordinance and Subdivision Ordinance on 18 April 2022 and assumed planning and zoning administration responsibilities from Sherburne County on 20 June 2022. The Baldwin Township Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance were required by Statute to be consistent with, or at least as restrictive as, the Sherburne County Comprehensive Plan and development regulations.

The City of Baldwin was incorporated on 18 November 2024. The City's Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance are now independent of Sherburne County. Consistent with the objectives of incorporation for the City to be able to chart its own development goals and policies, the Planning Commission has initiated an effort to update the Comprehensive Plan. The Comprehensive Plan update process will involve consideration of goals, policies, and plans addressing the following topics:

- Natural environment
- Land use
- Transportation
- Community Facilities
- Implementation

To ensure that future development is consistent with the vision of the City for Baldwin, it is necessary to complete the Comprehensive Plan update. Concern exists on the part of the Planning Commission that opportunities may be lost, especially in the area of commercial and industrial development, if development is allowed to proceed prior to completion of the Comprehensive Plan update. To this end, City staff is recommending that the Planning Commission consider and the City Council adopt an interim ordinance prohibiting application for subdivision.

Minnesota Statutes Section 462.355, Subd. 4 allows the City to adopt an interim ordinance establishing a moratorium for the purpose of preparing a Comprehensive Plan or development regulations.

- The City may apply the moratorium to all or a part of its territory. We would recommend that the moratorium at least apply to the areas:
 - Between 116th Street (CR 39) and 128th Street (CR 45) from the south City boundary to 317th Avenue (CSAH 2).
 - West of 128th Street (CR 45) to the west City Boundary north of 309th Avenue (CR 42) and CR 42.
- The Planning Commission may consider exempting from the moratorium, including:
 - Final plats for preliminary plats approved prior to the effective date of the interim ordinance.
 - Simple Plats to subdivide not more than one new lot from an existing lot of record.
 - Administrative Subdivisions to adjust boundaries between existing lots of record such that no new parcels are established.
- The moratorium is to be in effect for one year from the date of adoption. If the Comprehensive Plan update and any amendments to the Zoning Ordinance or Subdivision Ordinance are complete before the end of the moratorium period, the moratorium can be repealed. The Statute also provides that a moratorium can be extended if certain criteria are met.

City staff has noticed a public hearing for the City Council to consider the proposed interim Ordinance for their meeting on 7 April 2025.

CONCLUSION

The Planning Commission will consider establishment of a moratorium on subdivision applications at their meeting on 26 March 2025. City staff is requesting the Planning Commission make a recommendation to the City Council as to whether a moratorium is to be adopted to allow for completion of the Comprehensive Plan update.

- c. Joan Heinen, City Clerk/Treasurer
Mike Couri/Bob Ruppe, City Attorney

ORDINANCE NO.: 2025-XX

**CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA**

**AN INTERIM ORDINANCE ESTABLISHING A
MORATORIUM ON SUBDIVISIONS**

THE BALDWIN CITY COUNCIL ORDAINS:

Section 1. Purpose and Intent. The intent of this ordinance is to allow the City of Baldwin time to consider updates to its Comprehensive Plan and official controls as provided for by Minnesota Statutes 462.355, Subd. 4.

Section 2. Background and Findings. The time needed to consider updates to the Comprehensive Plan and official controls is necessary for the following reasons:

- The Baldwin Township Comprehensive Plan was adopted on 4 August 2014.
- Baldwin Township adopted Zoning Ordinance and Subdivision Ordinance regulations on 18 April 2022.
- Baldwin Township assumed responsibility for planning and zoning administration from Sherburne County on 20 June 2022.
- Under Minnesota Statutes Section 394.33, the Baldwin Township Comprehensive Plan and official controls were required to be consistent with and at least as restrictive as those of Sherburne County.
- Baldwin Township was incorporated as the City of Baldwin on 18 November 2024.
- Upon incorporation, the Comprehensive Plan and official controls adopted by the City of Baldwin are no longer required to be consistent with those of Sherburne County.
- The Planning Commission has initiated a comprehensive planning process to consider goals, policies, and plans addressing the following topics:
 - Natural environment
 - Land use
 - Transportation
 - Community Facilities
 - Implementation

Section 3. Moratorium:

- A. For the purpose of protecting the planning process pending completion of an updated Comprehensive Plan and amended official controls regulating development in the City of Baldwin, a moratorium is hereby adopted for subdivision of properties within the City.
- B. The moratorium shall apply to the area depicted by Exhibit A and described as follows:
 - 1. Between 116th Street (CR 39) and 128th Street (CR 45) from the south City boundary to 317th Avenue (CSAH 2).
 - 2. West of 128th Street (CR 45) to the west City Boundary and north of 309th Avenue (CR 42) and CR 42 to the north City boundary.
- C. The following subdivision requests shall be exempt from the moratorium:
 - 1. Applications for final plat submitted in accordance with Chapter 3 of the Subdivision Ordinance for a preliminary plat approved prior to the effective date of this Ordinance.
 - 2. Applications for Simple Plat approval submitted in accordance with Chapter 4 of the Subdivision Ordinance.
 - 3. Applications for Administrative Subdivision submitted in accordance with Chapter 5 of the Subdivision Ordinance.
- D. The City of Baldwin will not accept applications for subdivision during the period of the moratorium other than for those requests specifically excepted herein.

Section 4. Effective Date. This Ordinance shall take effect upon passage and shall remain in effect until it is repealed or one (1) year from the date of adoption, whichever first occurs. The ordinance may also subsequently be amended to extend the effective date as provided for by Minnesota Statutes 462.355, Subd. 4.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 7th day of April, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

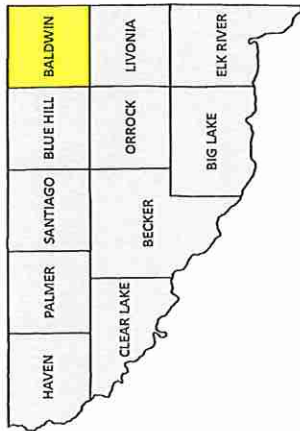
CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

Baldwin Township Zoning Map



Township Boundary

City Limits

Zoning

- R1, General Rural - 21,558ac (97.3%)
- C1, General Commercial - 163ac (0.8%)
- I1, General Industrial - 426ac (1.9%)
- S, Shoreland - 7860ac (35.5%)
- WS, Wild and Scenic - 1339ac (6%)

Roads

- US Highway
- County-State Aid Highway (CSAH)
- County Road
- Township Road
- Private Road
- City Street

TPC
The Planning Company



**Hakanson
Anderson**

DISCLAIMER: Baldwin Township does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will Sherburne County be liable for any damages, including loss of business, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed.

