



PLANNING COMMISSION MEETING MINUTES

JULY 23, 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.

Oath of Office: On July 23, 2025, Abby Newland stood and read the oath of office and was sworn in.

Roll Call: Present: Chair Clarence Mattson, Vice Chair Richard Marshall, Commissioners Patti Miller, Teresa Barnes, Abby Newland, and Ed Stofferahn.

Absent: Commissioner Calvin Schmock

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

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

Approval of the Agenda:

Commissioner Marshall motioned to approve the agenda as amended. Commissioner Miller seconded. All in favor. Motion carried.

Approval of the Minutes:

Planning Commission meeting of June 25, 2025

Commissioner Marshall motioned to approve the minutes as written. Commissioner Stofferahn seconded. All in favor. Motion carried.

Public Hearings:

AT&T Wireless (28829 104th St NW)

City Planner Licht presented the planning report. On May 15, 2023 the Town Board approved a Conditional Use Permit application for AT&T Mobility to construct a personal wireless services facility at 28829 104th Street NW. As a building permit for the proposed tower was not issued within one year from the date of approval, the original Conditional Use Permit is void. Buell Consulting has submitted an application, on behalf

of AT&T Mobility, to reissue the Conditional Use Permit and proceed with the planned tower installation.

Leonard Mick Manman was at the meeting representing Buell Consulting. Mr. Manman stated the only question he had was a condition relating to abandoned equipment. Mr. Manman stated that all decommissioned facilities go through a process called RMA (Returned Material Assets) to collect all abandoned equipment when they close a tower. This would be completed within 120 days of closing. City Planner Licht stated condition six states the applicant has up to 12 months to collect abandoned equipment.

Chair Mattson read through the six conditions listed by city staff.

Mr. Manman asked how the plants surrounding the ground equipment would be verified. City Planner Licht stated that city staff will inspect the property to make sure all landscaping requirements are met.

Commissioner Stofferahn asked what is considered RMAs. Mr. Manman stated that there would be small equipment items like antennas, remote radio units, cables, tower mounted amplifiers, etc.

Mr. Manman stated the existing driveway will be improved with gravel.

Chair Mattson opened the public hearing at 7:17 pm. Seeing no comments, questions or concerns, Chair Mattson asked for a motion to close the public hearing.

Commissioner Marshall motioned to close the public hearing at 7:17 pm. Commissioner Stofferahn seconded. All in favor. Motion carried.

Chair Mattson read through a letter received by a resident. City Planner Licht stated the applicants have provided coverage analysis demonstrating the need for a tower to provide service in the area. The tower provides facilities for other carriers to locate on this tower.

Commissioner Barnes motioned to approve the Conditional Use Permit for AT&T Wireless at 28829 104th Street, subject to the six conditions listed by city staff. Commissioner Marshall seconded. All in favor. Motion carried.

City of Baldwin – Zoning ordinance; Fence Regulations

City Planner Licht presented the planning report. The Zoning Ordinance does not include performance standards or a permitting process for fences. The City Council directed the Planning Commission to consider adopting regulations for fences.

Chair Mattson opened the public hearing at 7:27 pm. Seeing no questions, comments, or concerns, Chair Mattson asked for a motion to close the public hearing.

Commissioner Barnes motioned to close the public hearing at 7:27 pm. Commissioner Miller seconded. All in favor. Motion carried.

Commissioner Stofferahn asked if there was a permit needed for fences under 7 feet. City Planner Licht stated there is no building permit required, however the resident would still need an administrative permit for the fence.

Commissioner Miller asked about fences next to a property line with two properties having a fence on the same line. Commissioner Miller questioned why the requirements wouldn't be a foot or more. City Planner Licht stated the city doesn't want the resident to have to exclude property from the enclosed portion of the fence line as the resident would still need to maintain the area.

Commissioner Stofferahn asked about fencing inside the property line that doesn't require setbacks. City Planner Licht stated if the resident built a fence within the building setbacks, it would not need to be reviewed.

Commissioner Marshall motioned to approve the adoption of the proposed fence regulations. Commissioner Barnes seconded. All in favor. Motion carried.

New Business: None.

Old Business: None.

City Council Liaison Update:

Mayor Swanson updated the Planning Commission on recent City Council discussions.

Commissioner Update:

Chair Mattson asked the Planning Commission about going paperless and utilizing electronic versions. The commissioners discussed their opinions about going paperless.

Commissioner Miller asked if there was a new resident packet on the website. Deputy Clerk Kayla Nielsen stated there is not.

Chair Mattson communicated recording and streaming meetings to the new commissioners.

City Staff Update:

City Planner Licht updated the Planning Commission on future meeting agenda items.

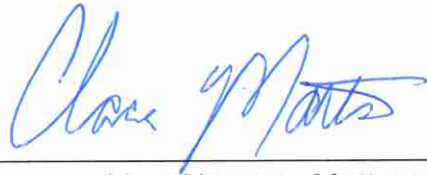
Miscellaneous Information and Communications: None.

Adjourn:

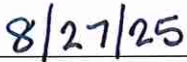
Commissioner Marshall motioned to adjourn the July 23, 2025 Planning Commission meeting at 8:20 pm. Commissioner Miller seconded. All in favor. Motion carried.



Submitted by: Kayla Nielsen
Deputy Clerk/Treasurer



Approved by: Clarence Mattson
Chair



Date

Attendees: L. Mick Manman and Gary Mason