



PLANNING COMMISSION MEETING MINUTES

AUGUST 27, 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 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:

Under New Business add B. Second Driveway review for 14215 278th Avenue NW and C. Commissioner Marshall's Status

Commissioner Stofferahn motioned to approve the agenda as amended. Commissioner Newland seconded. All in favor. Motion carried.

Approval of the Minutes:

Planning Commission meeting of July 23, 2025

Commissioner Miller motioned to approve the minutes as amended. Commissioner Newland seconded. All in favor. Motion carried.

Public Hearings:

Meadows of Baldwin (PID: 01-00018-4102)

City Planner Licht presented the planning report. Meadows of Baldwin, LLC has submitted an application to subdivide 58.34 acres located at the southwest quadrant of 305th Avenue and 136th Street into 17 single family lots.

The applicant, Joss Jondahl, 29820 108th St NW, was in attendance.

Mr. Jondahl stated that the project would come to a halt if another street was added through this subdivision to the adjoining property. Chair Mattson asked if the street would be between lots 3 and 4 or on the north side of lot 4. Mr. Jondahl stated between lots 3 and 4. One of the lots would have to be removed and there would be an expense of a street.

Chair Mattson asked where lots 7 and 8 driveways would be located. Mr. Jondahl stated it would come off the new road that would be created with this subdivision. Lots 5 and 6 and lots 1 and 2 would have a shared driveway.

Chair Mattson opened the public hearing at 7:13 pm.

Susan Vordenbruggen, 30339 136th St, stated concerns with the speed on 136th street. Mrs. Vordenbruggen is requesting a speed study on 136th street and a four-way stop at 305th and 136th Street due to the potential increase in traffic with this added subdivision. City Planner Licht stated the speed concern is not specific to the development and should be considered a separate issue to be addressed with the City Council. The four-way stop can be addressed by the City Engineer.

Charlie Jones, 30305 136th St, stated concerns with the speed on 136th street and has concerns that the subdivision would add more traffic. Mr. Jones asked about trails in these developments. City Planner Licht stated the City has discussed the idea of adding trails in new developments, however doing so in one section of this development will not connect to any other development at this time. This would be part of a larger discussion the City would need to have as part of pre-improvement plans.

Andrew Schwantz, 13938 302nd Ave, stated the back of his property butts up to lot 1 in the new development. Mr. Schwantz has asked if they could buy any of that land. City Planner Licht stated that would be between him and the property owner.

Michelle Jones, 30305 136th St, stated there is a trail that is currently used for recreation on this property. Mrs. Jones asked if that trail would stay or if it would become part of the subdivision. City Planner Licht stated the trail looks to be part of the right-of-way and won't be affected by the subdivision.

Mrs. Jones reiterated the concern for a speed study to be done on 136th Street as the road is very busy. Mrs. Jones asked if the speed study would be done prior to the approval of the subdivision. Chair Mattson stated the speed study is something that would need to be discussed with the City Council. City Planner Licht stated the City Engineer and The Planning Company have reviewed the traffic patterns on 305th Avenue and 136th Street and have stated that the traffic patterns are not high enough that this new subdivision would cause congestion issues on those roadways.

Mrs. Jones asked what the proposed start date is for the subdivision. City Planner Licht stated the developer will have permission to start construction this fall.

Ken Larson, no address, asked about the street being developed and where it is located. City Planner Licht stated that the developer would extend 138th Street through to 305th Avenue. Mr. Larson asked how close the new road would come to the current property to the east. Mr. Jondahl stated there is 533 feet from that property to the new road.

Commissioner Marshall motioned to close the public hearing at 7:25 pm. Commissioner Barnes seconded. All in favor. Motion carried.

Commissioner Miller asked about lots 5 and 6 having a shared driveway. City Planner Licht stated there was discussion on shared driveways, however with two lots being accessed by 138th Street instead of the new road, staff is comfortable with these two driveways directed towards 305th.

Chair Mattson asked to discuss the access to the 20 acres on the west side of this property. Chair Mattson asked if there should be an easement between lots 3 and 4 going west. City Planner Licht stated the street would not be required to be constructed, just the right of way dedicated. If the property to the west develops in the future, the applicant would be responsible for construction of that road. Mr. Jondahl is correct in stating that in order to dedicate the right of way, they would lose one of those lots.

City Planner Licht stated the city's goal is to avoid cul-de-sac's as the city is losing the connectivity between subdivided neighborhoods. Cul-de-sac's also impact emergency vehicle access, circulation throughout the city, and street maintenance purposes. The property to the west would require a cul-de-sac to be subdivided into multiple parcels or it could be subdivided in half into two 10-acre parcels.

Chair Mattson asked if Mr. Jondahl was aware of the eleven conditions. Mr. Jondahl stated he was.

Commissioner Stofferahn stated that if the Planning Commission agrees to this subdivision without the additional road, then the city is not allowing the other parcel owner the full ability to develop that lot. City Planner Licht stated that the current subject site and the 20-acres to the west are under common ownership.

Commissioner Barnes motioned to approve the Preliminary Plat for Meadows of Baldwin (PID: 01-00018-4102), subject to the eleven conditions listed by city staff. Commissioner Newland seconded. All in favor. Motion carried.

New Business:

Jeremy Snow (PID: 01-00555-0010)

City Planner Licht presented the planning report. Jeremy and Casey Snow own Outlot A, Infinite Acres located at the terminus end of 302nd Street. The Infinite Acres plat is located at the northwest quadrant of 136th Street and 301st Avenue. The property owners are proposing to build a house upon the parcel, which requires it to be platted prior to issuance of a building permit. This was brought in front of the Planning Commission to discuss the support of the idea for a variance to allow for construction of the one house on the property, either with an easement for the future street, an outlot dedicated for the future street, or to require full compliance with the zoning ordinance and subdivision ordinance in order to build on the lot.

JulieAnna Snow, 9987 106th Place N, Maple Grove, was in attendance representing Jeremy and Casey Snow. Mrs. Snow is asking the Planning Commission to grant them permission to build a home on this outlot and the use of the current driveway.

City Planner Licht stated that the right of way for 302nd Street does extend to the property line. There is a temporary cul-de-sac with a public right of way to access the outlot.

Chair Mattson asked how the parcels to the west of this property are accessed. City Planner Licht stated there is no current home on that property and currently land locked.

Commissioner Barnes asked for clarification on the future street and if the applicant could split the parcel into two buildable lots. City Planner Licht stated the applicant would need to plat the right of way, build the street, and show each lot at 2.5 acres with 40,000 square feet buildable area which is what the subdivision ordinance requires.

Commissioner Barnes asked who would be required to build the rest of the street if the property to the west develops or who is required to build the road later. City Planner Licht stated that the city requires that houses be constructed on lots with direct access to public streets meaning the street would have to be built.

Mrs. Snow asked what would happen if they do not build on the outlot, but they keep ownership of the lot. The properties to the west would still not be able to develop in the future. City Planner Licht stated that the issue is the applicant is bringing forward the idea of developing this property and in order to develop this property, they have to comply with the city's regulations. If the applicant does not do anything with the property, then the properties to the west can't do anything with their property or they will need to find another way to get to that property.

Commissioner Marshall asked why this outlot does not comply with the zoning ordinance. Chair Mattson replied stating the outlot does not have the road frontage. City

Planner Licht stated that when Infinite Acres was built, if they would have brought 302nd Avenue into this outlot, and platted it, the property would have been buildable. Instead, the road was stopped short of this parcel and platted as an outlot.

Commissioner Newland asked if the applicant knew about the ordinance when they purchased the lot. Mrs. Snow stated no, they did not.

City Planner Licht stated the alternative option would be to extend the street cul-de-sac into the property so that they have the road frontage to build and then dedicate easement for the future street through the property. The second option would be the Planning Commission agreeing to making 302nd Street a permanent cul-de-sac, in which the applicant would then need to extend the cul-de-sac into the property to gain the road frontage.

Chair Mattson stated the way it is currently platted, developed, and with the ordinances, the Planning Commission cannot give a variance for this property. City Planner Licht provided different options for the applicant on how to make this property buildable. At this time, the applicant will need to work with City Planner Licht on different scenarios to make this lot conform to city ordinances and come back to the Planning Commission at a later date.

Second Driveway review for 14215 278th Ave NW

The Second Driveway application for Glen Peterson (14215 278th Ave NW) is under review with the Planning Commission. City Engineer, Sam Jochum, from Hakanson Anderson reviewed the second driveway. Hakanson Anderson recommends approval as the second driveway does meet all requirements of Ordinance 100.

Commissioner Barnes asked where the location of the second driveway would be. Commissioner Stofferahn stated the application states 277th Avenue. This would access the south side of the property.

Commissioner Stofferahn motioned to approve the second driveway for 14215 278th Avenue NW. Commissioner Miller seconded. All in favor. Motion carried.

Commissioner Marshall's Status

Commissioner Marshall presented a resignation letter effective no later than the conclusion of the November 2025 meeting schedule or as soon as a replacement is found. The Planning Commission has posted an opening for Seat A with a term ending in 2027.

Old Business: None.

City Council Liaison Update: None.

Commissioner Update:

Commissioner Miller cannot attend the Special Planning Commission meeting on September 17, 2025.

Chair Mattson discussed the vacancy on the Planning Commission, noted how variances work, and noted how public hearings work for the new Planning Commission members.

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 August 27, 2025 Planning Commission meeting at 8:15 pm. Commissioner Miller seconded. All in favor. Motion carried.



Submitted by: Kayla Nielsen
Deputy Clerk/Treasurer



Approved by: Clarence Mattson
Chair

10/22/25

Date

Attendees: JulieAnna Snow, Andrew Schwantz, Susan Vordenbruggen, Charlie Jones, Michelle Vaughan, Ken Larson, Donna Larson, Josh Manke, Joss Jondahl, CT Ogham, and City Council member Alan Walker.