



SPECIAL PLANNING COMMISSION MEETING MINUTES

OCTOBER 15, 2025

Call to Order: Chair Clarence Mattson called the Baldwin Special 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 Calvin Schmock, Patti Miller, Teresa Barnes, Ed Stofferahn, and Abby Newland.

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:

Add Cal Schmock Announcement as number one and Applicant Discussion as number two under New Business.

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

Approval of the Minutes:

Special Planning Commission meeting of September 17, 2025

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

New Business:

Cal Schmock Announcement

Commissioner Schmock stated that he has taken on a new position at the school district and has decided to resign from the Planning Commission. His term ends in April 2026. Commissioner Schmock can serve the remainder of his term, however if there is another applicant available to fill his seat, he will resign immediately.

Applicant Discussion

The commissioners discussed the applicant interviews from the September 17, 2025 Special Planning Commission meeting. The two open seats are for Seat A ending in April 2027 and Seat F ending in April 2026.

Chair Mattson made a motion to appoint Bruce West for Seat A and Mary Larson for Seat F. Commissioner Stofferahn seconded. All in favor. Motion carried.

Planning Commission training and discussion

City Planner Licht asked if the commissioners would like to start the training when the two new commissioners are sworn in at the November meeting. Chair Mattson agreed.

Commissioner Stofferahn thanked City Planner Licht for putting this training together and helping the new commissioners understand the job of being a commissioner.

Planning Commission meeting schedule

The commissioners discussed the meeting schedule for the rest of 2025.

Chair Mattson stated the November 26, 2025 meeting will be cancelled as the commissioners do not want to meet the night before Thanksgiving. Meetings in December will be cancelled unless any new applications are received that need a public hearing. The last meeting of the Planning Commission for the year will be the Special Planning Commission meeting on November 19, 2025.

Old Business: None

Comprehensive Plan Update: None

City Council Liaison Update:

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

Commissioner Update:

Commissioner Miller stated the Planning Commission needs to have a discussion on shipping containers and sheds that require tarps.

Commissioner Barnes agreed with Commissioner Miller and stated that the Planning Commission should modify the shipping container ordinance.

Commissioner Stofferahn stated that either the city needs to enforce the shipping container ordinance more or the city needs to adjust the ordinance because residents are currently not following the ordinance that is in place.

The commissioners discussed the Shipping/Storage Container ordinance. City Planner Licht stated this can be added to the Planning Commission agenda for January 2026.

City Staff Update:

City Planner Licht updated the Planning Commission on future applications.

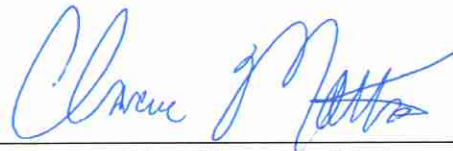
Miscellaneous Information and Communications: None.

Adjourn:

Commissioner Marshall motioned to adjourn the October 15, 2025 Special Planning Commission meeting at 8:05 pm. Commissioner Schmock seconded. All in favor. Motion carried.



Submitted by: Kayla Nielsen
Deputy Clerk/Treasurer



Approved by: Clarence Mattson
Chair



Date

Attendees: None.