



PLANNING COMMISSION MEETING MINUTES

OCTOBER 22, 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 Calvin Schmock, Patti Miller, Teresa Barnes, Abby Newland, and Ed Stofferahn.

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 written. Commissioner Schmock seconded. All in favor. Motion carried.

Approval of the Minutes:

Planning Commission meeting of August 27, 2025

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

Public Hearings:

Travis and Mikaela Nietz (31516 136th Street NW)

City Planner Licht presented the planning report. Travis and Mikaela Nietz own the property at 31516 136th Street (PID 01-00007-1105). The 10-acre property is developed with a single-family dwelling and two detached accessory buildings. The property owners operate a commercial kennel on the property that includes dog boarding as a secondary use of the property. Commercial animal kennels are allowed with the approval of an interim use permit.

The applicants, Travis and Mikaela Nietz, 31516 136th Street NW, and Diane Neal, 29607 139th St, were in attendance representing North Country Goldens. Mr. Nietz stated that the dogs are outside a lot with supervision. Mrs. Neal stated that even

though the conditions state 40 dogs are allowed, they are not all there at the same time. There may be some dogs that stay overnight and some dogs that are only there for daycare during the day.

Chair Mattson opened the public hearing at 7:09 pm.

Samantha Bistodeau, 35163 Hwy 47 NW, Cambridge, stated Ruff Start Rescue has worked with North Country Goldens on multiple occasions. They are very organized and nice to work with.

Commissioner Marshall motioned to close the public hearing at 7:10 pm. Commissioner Schmock seconded. All in favor. Motion carried.

Commissioner Miller asked about barking dogs and what would happen if there were a noise complaint. City Planner Licht stated this could be addressed through a nuisance violation.

Chair Mattson asked the applicants if they were aware of the eight conditions listed in the Interim Use Permit. The applicants are aware and agreed to all 8 conditions.

Commissioner Schmock motioned to approve the Interim Use Permit for a commercial kennel for Travis and Mikaela Nietz at 31516 136th Street, subject to the eight conditions listed by city staff. Commissioner Newland seconded. All in favor. Motion carried.

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

City Planner Licht presented the planning report. Matt and Kathleen Finlayson own Lots 4 and 5, Hunter Estates. The city approved an administrative subdivision to combine the two lots into one lot on 25 June 2025. The property owners have a desire to construct a new home upon the lot that would overlay what had been the interior lot line. The administrative subdivision erases the lot line but does not vacate the drainage and utility easement overlying the property line. The property owners have petitioned for vacation of the drainage and utility easements to allow the proposed location of their single-family dwelling.

Matt and Kathleen were not in attendance.

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

Commissioner Stofferahn motioned to close the public hearing at 7:13 pm. Commissioner Schmock seconded. All in favor. Motion carried.

Commissioner Schmock motioned to approve vacating existing drainage and utility easements within Lots 4 and 5, Block 1 Hunter Estates. Commissioner Barnes seconded. All in favor. Motion carried.

New Business:

Ruff Start Rescue (12526 319th Avenue)

City Planner Licht presented the planning report. Ruff Start Rescue is proposing another addition onto the existing principal building located at 12526 319th Avenue. An addition to the principal building had previously been approved by the Town Board on 7 October 2024. The proposed 3,040 square foot addition is in the northwest elbow of the existing building and will include space for veterinary services, administration, and indoor/outdoor space for kenneling cats.

Commissioner Miller asked about on street parking for events and if that will change with the addition of a parking lot. City Planner Licht stated there is an expanded parking area and hopefully that will address some of the on-street parking issues. City Staff will continue to assist Ruff Start Rescue with managing the street parking concerns.

Samantha Bistodeau, 35163 Hwy 47 NW, Cambridge, was in attendance representing Ruff Start Rescue. Brent Johnstone, 44748 Dapple Court, Harris, MN is the contractor on the project and was also in attendance.

Commissioner Marshall asked if only cats would be in the building. Mrs. Bistodeau stated there will only be cats on the property. They already have 2 catio enclosures in the building but are moving them to the new addition. Cats only come in for a short time to get vetting, and then they are adopted out with Pet Smart. Ruff Start Rescue has over 1000 fosters for all animals up for adoption, so that no animals are on site.

Commissioner Marshall asked about feral cats in the area and if Ruff Start Rescue would take those in. Mrs. Bistodeau stated they do not take in feral cats as they are not an impound. Ruff Start Rescue will ask residents to hold on to the cat for 10 days, which is required by the State of Minnesota. The resident will need to try and find the owner. If after the 10 days an owner cannot be found, Ruff Start Rescue will take in the cat, if it is friendly, and start the vetting and fostering process.

Commissioner Stofferahn asked about the use of the existing buildings. Mrs. Bistodeau stated there will be shifting of offices, cat rooms and storage. There are exam rooms, a vetting room and an x-ray room.

Commissioner Schmock motioned to approve site and building plans for Ruff Start Rescue located at 12526 319th Avenue, subject to the ten conditions listed by city staff. Commissioner Newland seconded. All in favor. Motion carried.

Boe Companies (31540 125 ½ Street)

City Planner Licht presented the planning report. Boe Resources, LLC has submitted plans for development of the 4.64-acre lot located at 31540 125 ½ Street. The proposed development consists of a first phase construction of one 12,000 square foot industrial building. The site plan illustrates future plans for construction of four future principal buildings ranging between 7,800 square feet to 10,800 square feet.

Commissioner Schmock asked if all four of the buildings will have their own septic system and well system.

Andrew Harvala with Heritage Construction, 10908 171st Avenue NW, Suite C, Elk River, was in attendance. Mr. Harvala stated that each building will have its own septic which means there could potentially be 5 septic systems on the property. The first building is what they are focusing on right now.

Commissioner Stofferahn asked about stormwater and where they are located on the property. Mr. Harvala stated this is drawn into the plans with future paved areas. The storm drainage areas are located on the south side of the property.

Mr. Harvala stated a future road is shown on the plans. The only reason they would have extra entrances to the future road is if the Fire Department required or needed them. Boe Companies do not want access to the future road. City Planner Licht stated this has been discussed with the City Engineer. The future road can be deferred until the area develops.

Commissioner Barnes motioned to approve the site and building plans for Boe Resources, LLC at 31540 125 ½ Street, subject to the nine conditions listed by city staff. Commissioner Miller seconded. All in favor. Motion carried.

Old Business: None.

City Council Liaison Update:

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

Commissioner Update:

Commissioner Miller stated her term ends in April; however, she would like to resign sooner and make November her last meeting.

Commissioner Schmock stated he is excited for the planning commission to evolve with the new group of commissioners.

Commissioner Marshall commended City Planner Licht for his expertise and thanked him for helping the Planning Commission become what it is today.

Chair Mattson thanked Commissioner Schmock and Commissioner Marshall for their years of service with the Planning Commission.

City Staff Update:

City Planner Licht stated there will be training at the Special Planning Commission meeting in November and that this will likely be the last meeting for the year.

Miscellaneous Information and Communications:

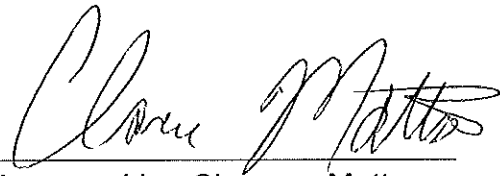
July, August, and September building permits

Adjourn:

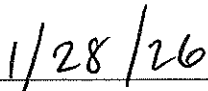
Commissioner Schmock motioned to adjourn the October 22, 2025 Planning Commission meeting at 8:04 pm. Commissioner Marshall seconded. All in favor. Motion carried.



Submitted by: Kayla Nielsen
Deputy Clerk/Treasurer



Approved by: Clarence Mattson
Chair



Date

Attendees: Diane Neal, Mikaela and Travis Nietz, Andrew Harvala, Samantha Bistodeau, Brent Johnstone, and Kyle Boe.