



SPECIAL PLANNING COMMISSION MEETING MINUTES

NOVEMBER 19, 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.

Oath of Office: On November 19, 2025 Mary Larson stood and read the oath of office and was sworn in. On November 19, 2025 Bruce West stood and read the oath of office and was sworn in.

Roll Call: Present: Chair Clarence Mattson, Commissioners Mary Larson, Patti Miller, Teresa Barnes, Ed Stofferahn, Abby Newland and Bruce West.

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

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

Election of Officers:

Vice Chair: The Deputy Clerk opened nominations for Vice Chair.

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

Approval of the Agenda:

Commissioner West motioned to approve the agenda as written. Commissioner Barnes seconded. All in favor. Motion carried.

Approval of the Minutes:

Special Planning Commission meeting of October 15, 2025

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

New Business:

Planning Commission training and discussion

City Planner Licht prepared a PowerPoint presentation for a training session. The Planning Commission discussed different topics pertaining to different types of applications, the comprehensive plan, zoning administration, ordinances and how the Planning Commission works.

City Planner Licht stated that the Comprehensive Plan update has been worked on with the previous Planning Commissioners. Starting in January, the draft of the Comprehensive Plan will be brought back to the Planning Commission. The commissioners will then discuss and define the document and adjust where needed. A community meeting will be held once the document is defined. The goal is to have the new Comprehensive Plan adopted by April 2026 when the moratorium ends.

Planning Commission 2026 meeting schedule

The City Council will be changing their meeting schedule to the first and third Wednesdays of the month. Due to this change, the Planning Commission will be meeting on the second and fourth Wednesdays of the month.

Commissioner Barnes motioned to approve the Planning Commission schedule for 2026. Commissioner Stofferahn seconded. All in favor. Motion carried.

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 Newland will not be able to attend the January 14, 2026 Special Planning Commission meeting.

Commissioner Miller stated she is very grateful for the opportunity to serve on the Planning Commission. Commissioner Miller thanked the Planning Commission, Mayor Swanson, and City Planner Licht.

City Staff Update:

City Planner Licht stated there is a resident that would like to add an accessory building to their property; but they need a variance due to the location of the accessory building. The resident would like to bring this to the Planning Commission for approval.

Commissioner West stated they just discussed variances. This is more of a want than a need.

Commissioner Miller and Commissioner Larson agree with Commissioner West.

Commissioner Barnes asked when the previous building was built. City Planner Licht stated he had not done the research on that yet; however, it could have been before the ordinance was updated.

Chair Mattson agreed with the commissioners that this is more of a want than a need. City Planner Licht will update the resident on what the Planning Commission discussed.

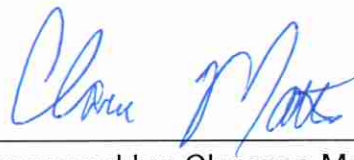
Miscellaneous Information and Communications: None.

Adjourn:

Commissioner Miller motioned to adjourn the November 19, 2025 Special Planning Commission meeting at 8:43 pm. Commissioner Stofferahn seconded. All in favor. Motion carried.



Submitted by: Kayla Nielsen
Deputy Clerk/Treasurer



Approved by: Clarence Mattson
Chair



Date

Attendees: James Larson and City Council member Jeff Holm.