



SPECIAL PLANNING COMMISSION MEETING MINUTES

JANUARY 14, 2026

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 Teresa Barnes, Commissioners Mary Larson, Ed Stofferahn, and Bruce West.

Absent: Commissioner 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.

Election of Officers:

Chair: The Deputy Clerk opened nominations for Chair.

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

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

Commissioner Stofferahn nominated Commissioner Barnes for Vice Chair. There were no other nominations. Commissioner Larson 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 Stofferahn seconded. All in favor. Motion carried.

Approval of the Minutes:

Special Planning Commission meeting of November 19, 2025

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

New Business:

Zoning Ordinance

City Planner Licht read the planning report.

Shipping Containers: The Planning Commission has initiated discussion of residential accessory buildings, specifically allowing shipping containers as accessory structures on parcels less than 10 acres. The Planning Commission discussed this issue at the November 20, 2024 meeting and no changes were recommended. However, with significant turnover in membership and the continued issues with non-conforming use of shipping containers, the Planning Commission determined that reconsideration of the issue is warranted.

The Planning Commission discussed making changes to the ordinance which included the number of acres, the location of the container on the property, and the color of the container. Discussion was had on accepting these with an administrative permit.

The Planning Commission asked for more information on the number of 5-acre properties within the city.

Driveway Standards: The City Council has directed the Planning Commission to review performance standards for driveways and administration of these requirements. The City adopted performance standards on 3 April 2023 requiring pavement not only the portion of the driveway within the right-of-way, but into the property a minimum distance equal to the front yard setback. The city is implementing an escrow and performance agreement as part of the construction process to ensure completion of the requirements.

City Planner Licht asked if the Planning Commission agrees with the current ordinance standards of paving the portion of the driveway within the right-of-way and into the property minimum setback. The Planning Commission agreed with this portion of the driveway standards.

The Planning Commission discussed an escrow agreement for driveways to be able to be executed when the building permit is applied for.

Old Business:

Planning Commission 2026 Meeting Schedule

The Planning Commission approved their 2026 meeting schedule at their last meeting in November of 2025. The meeting date of November 18, 2026 was set for a Planning Commission meeting; however, City Council has a scheduled meeting that day. The Planning Commission will discuss a revised date for the November meeting.

Commissioner West made a motion to move the November 18, 2026 meeting to November 24, 2026. Commissioner Larson seconded. All in favor. Motion carried.

Comprehensive Plan Update:

Review Community Profile, Issues Summary, Policy Plan

City Planner Licht explained how the previous planning commission reviewed the 2012 comprehensive plan and made changes using the SWOT exercises. The Community Profile was taken from the incorporation hearing. The Planning Commission discussed the strengths, weaknesses, opportunities, and threats that were previously discussed by the prior members.

City Council Liaison Update:

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

Commissioner Update: None.

City Staff Update:

City Planner Licht stated there are no planning applications for the January 28, 2026 meeting. The Planning Commission will continue to work on the comprehensive plan.

Miscellaneous Information and Communications: None.

Adjourn:

Commissioner Stofferahn motioned to adjourn the January 14, 2026 Special Planning Commission meeting at 8:58 pm. Commissioner Larson seconded. All in favor. Motion carried.



Submitted by: Kayla Nielsen
Deputy Clerk/Treasurer



Approved by: Clarence Mattson
Chair



Date

Attendees: Ron Messer and Alan Walker