



PLANNING COMMISSION MEETING MINUTES

FEBRUARY 25, 2026

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 Teresa Barnes, Commissioners Mary Larson, and Ed Stofferahn.

Absent: Commissioners Bruce West 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:

Commissioner Larson motioned to approve the agenda as written. Commissioner Stofferahn seconded. All in favor. Motion carried.

Approval of the Minutes:

Planning Commission meeting of January 28, 2026

Commissioner Larson motioned to approve the minutes as written. Commissioner Barnes seconded. All in favor. Motion carried.

Public Hearings:

Country Pup Kennels; 30209 116th Street

City Planner Licht presented the planning report. Mason Management, LLC owns the property at 30209 116th Street. The property owners are proposing to construct a 2,000 square foot addition onto the commercial kennel building to increase the size of the waiting area and provide retail space. The proposed expansion of the facility requires an amendment of the Interim Use Permit which is processed in accordance with Section XX-5-4 of the Zoning Ordinance subject to review by the Planning Commission and approval of the City Council.

Mark Mason, 30209 116th Street, was in attendance representing Mason Management and Country Pup Kennels. Mr. Mason stated the addition will provide extra space for more animals, better care, and mitigate some of the noise. Mr. Mason stated the dogs are never left outside alone, there are no outside kennels, and there are approximately three acres of play yard. Mr. Mason stated they do their best to control the barking.

Chair Mattson asked if Mr. Mason was aware of the six conditions listed by City Staff. Mr. Mason stated he was aware and agreed to the six conditions.

Chair Mattson opened the public hearing at 7:14 pm.

Joel Oakes, 11419 305th Avenue, stated the neighbors have been tolerant with the noise. Mr. Oakes stated there are multiple times in the evening when he hears barking, usually around 7 pm. Mr. Oakes is asking for the amendment to be declined and to revoke the license. Mr. Oakes also asked about the consequences of noise complaints.

City Planner Licht stated the city would consider code enforcement for the noise complaint and would work with the business owner to fix the issue before revoking a license.

Chris Meyer, 11333 305th Ave, stated that the noise is noticeable in the morning and at night. Mr. Meyer stated that he is concerned with the number of dogs increasing. Mr. Meyer is concerned about neighborhood safety and property values. Mr. Meyer also stated the website for Country Pup Kennels states there are walking paths for the dogs on the property.

City Planner Licht stated the owners can walk the dogs on the property with a leash.

Jeff Holm, 10094 305th Avenue, spoke on behalf of the neighbor to the southeast. They are concerned about the increase in noise from barking dogs and the number of dogs. Mr. Holm stated that he was under the impression that the dogs go out 3 times a day. He asked if there is a specific time frame for when they are outside and if the applicant could explain the schedule. Mr. Holm suggested separating the issue with the noise complaints from the building expansion request.

***Commissioner Larson motioned to close the public hearing at 7:26 pm.
Commissioner Barnes seconded. All in favor. Motion carried.***

Mr. Mason stated the dogs go out in groups with a staff member starting at 6 am and as late as 9 pm. Mr. Mason stated that staff tries to interact with the dogs to minimize the barking and that the schedule could change if needed.

Commissioner Stofferahn asked what modifications are being taken into consideration with the increase from 40 to 60 dogs.

Mr. Mason stated he is not asking for an expansion in the number of dogs. He is only seeking a building permit for the larger area in the front of the building with a goal to improve the storefront space.

Commissioner Barnes asked about the noise ordinance. City Planner Licht stated the ordinance distinguishes between daytime and nighttime barking and that the city is currently working with Sherburne County to adjust the noise ordinance for barking dogs.

Commissioner Larson asked if the conditions could be changed based on the clarification to not expand the number of dogs. City Planner Licht stated condition two would be removed.

Commissioner Barnes motioned to approve the Interim Use Permit amendment to expand the existing dog kennel for Country Pup Kennels at 30209 116th Street, subject to the five conditions listed by city staff. Commissioner Larson seconded. All in favor. Motion carried.

New Business: None.

Old Business:

Continue discussion of accessory buildings from February 11, 2026

City Planner Licht presented the planning report. The Planning Commission has initiated discussion of residential accessory buildings, specifically allowance of shipping containers as accessory structures on parcels less than 10 acres. The Planning Commission and City Council jointly discussed the issue at a meeting on February 11, 2026. City staff is requesting final direction from the Planning Commission on the draft ordinance, or on allowance use of the shipping containers as accessory buildings, prior to proceeding with a public hearing at the March 25, 2026 Planning Commission meeting.

The Planning Commission discussed the changes to the zoning ordinance.

Continue discussion of Comprehensive Plan update from February 11, 2026

The commissioners reviewed and discussed pages 42 through 49 in the draft Comprehensive Plan.

City Planner Licht will make revisions and this will come back to the next Special Planning Commission meeting on March 11, 2026.

City Council Liaison Update:

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

Commissioner Update:

Commissioner Larson stated the City Council approved the Easter Egg Hunt on March 21, 206 and Baldwin FunFest on September 19, 2026.

City Staff Update:

City Planner Licht updated the Planning Commission on the future discussion of the comprehensive plan.

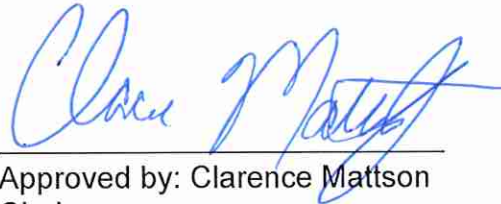
Miscellaneous Information and Communications: None.

Adjourn:

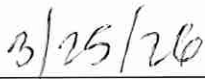
Commissioner Stofferahn motioned to adjourn the February 25, 2026 Planning Commission meeting at 8:42 pm. Commissioner Larson seconded. All in favor. Motion carried.



Submitted by: Kayla Nielsen
Deputy Clerk/Treasurer



Approved by: Clarence Mattson
Chair



Date

Attendees: Chris Meyer, Mark Mason, Samantha Mason, Tammy Oakes, Joel Oakes, and Council Members Jeff Holm and Alan Walker.