



CITY OF BALDWIN
PLANNING COMMISSION MEETING AGENDA
Wednesday, April 22, 2026 at 7:00 P.M.
Baldwin City Hall

- A. **Call to Order:**
 - 1. Pledge of Allegiance
 - 2. Roll Call
 - 3. Planning Commission claim forms
- B. **Approval of the Agenda**
- C. **Approval of Minutes:**
 - 1. Planning Commission meeting of March 25, 2026.
- D. **Public Hearings:**
 - 1. Matt Haugen – 28748 Elk Lake Rd NW:
 - a. Variance to allow expansion of existing home
- E. **New Business:**
 - 1. None.
- F. **Old Business:**
 - 1. None.
- G. **City Council Liaison Update**
- H. **Commissioner Update**
- I. **City Staff Update**
- J. **Miscellaneous Information and Communications**
- K. **Adjourn by 9:00PM**

Notes:

- 1. Five copies of the agenda and two copies of the packet materials are available for review by the public.
- 2. The meeting will be video and audio recorded for transcription purposes only.
- 3. This agenda does not claim to be complete and is subject to change.
- 4. A quorum of the City Council may be present at the Planning Commission meeting.



PLANNING COMMISSION MEETING MINUTES

MARCH 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, 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.

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 February 25, 2026

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

Public Hearings:

Zoning Ordinance Amendment - Accessory Structures

City Planner Licht presented the planning report. The Planning Commission and the City Council jointly discussed storage containers as accessory structures at a meeting on February 11, 2026. Following this discussion, Planning Commission members were provided addresses of current code enforcement cases involving shipping containers. The Planning Commission discussed the issue again at their meeting on March 11, 2026 directing final changes to the draft ordinance.

Chair Mattson opened the public hearing at 7:06 pm.

Commissioner West motioned to close the public hearing at 7:07 pm. Commissioner Stofferahn seconded. All in favor. Motion carried.

Commissioner Stofferahn motioned to approve the ordinance amending the zoning ordinance regulating accessory buildings. Commissioner Barnes seconded. All in favor. Motion carried.

New Business:

Andy's Electric (PID 01-00009-3105): Site and Building Plan Review

City Planner Licht presented the planning report. Andy's Electric is proposing to develop a 5.03-acre parcel located on the south side of 313th Avenue west of Highway 169. The proposed development consists of initial construction of a 6,900 square foot industrial building with potential to add a second 6,900 square foot building in the future.

The applicant, Andy Franey, 12214 55th Street, was in attendance.

City Planner Licht read through the 15 conditions listed by city staff.

The Planning Commission and Mr. Franey discussed the 15 conditions.

Commissioner Barnes motioned to approve the site and building plan review for Andy's Electric at PID 01-00009-3105 subject to the 15 conditions listed by city staff. Commissioner West seconded. All in favor. Motion carried.

Old Business:

Continue discussion of the Comprehensive Plan update from March 11, 2026

The Planning Commission finished reading through pages 11 through 15 in the development framework section of the draft Comprehensive Plan. The next steps will be to review the last section of the draft Comprehensive Plan, review the final draft, and discuss the public process to adopt the plan.

City Council Liaison Update:

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

Commissioner Update:

Commissioner Larson updated the Planning Commission on the turn out from the Easter Egg Hunt.

Commissioner Mattson noted the new changes to Highway 169 in Zimmerman.

City Staff Update:

City Planner Licht updated the Planning Commission on future Comprehensive Plan updates.

Miscellaneous Information and Communications:

2025 Year End Report - Building Permits

Adjourn:

Commissioner Newland motioned to adjourn the March 25, 2026 Planning Commission meeting at 8:45 pm. Commissioner Barnes seconded. All in favor. Motion carried.

Submitted by: Kayla Nielsen
Deputy Clerk/Treasurer

Approved by: Clarence Mattson
Chair

Date

Attendees: Andy Franey



3601 Thurston Avenue
Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

PLANNING REPORT

TO: Baldwin Planning Commission

FROM: D. Daniel Licht

REPORT DATE: 20 April 2026

60-DAY DATE:

RE: Baldwin – PID 01-00416-0020; Haugen Variance

TPC FILE: 269.02

BACKGROUND

Matthew Haugen owns the property at 28748 Elk Lake Road East, which is developed with a 720 square foot single family dwelling built in 1960. Mr. Haugen is proposing to construct an addition with living space and attached garage onto the existing building. The proposed construction encroaches within the side yard setback as required by Section 900-51-8.A of the Zoning Ordinance. Mr. Haugen has applied for a variance to allow construction of the proposed addition, which is to be processed in accordance with Section 900-6-4 of the Zoning Ordinance subject to review by the Planning Commission and approval of the City Board. A public hearing to consider the application has been noticed for the Planning Commission meeting on 22 April 2026 at 7:00PM.

Exhibits:

- Site Location Map
- Building Plans (4 sheets)
- Certificate of Survey
- Findings of Fact

ANALYSIS

Comprehensive Plan. The Baldwin Comprehensive Plan guides development of land use patterns that provide connections to existing public amenities and the natural landscape. The subject site is lot within the Smith's Shore View Addition subdivision along the east shoreline of Elk Lake, with lots that provide for residential use and enjoyment of the waterbody. The continued use of the property for a single family dwelling is consistent with the Comprehensive Plan.

Zoning. The subject site is zoned R1, General Rural District and single family dwellings are allowed as a permitted use. Elk Lake is a designated General Development Lake and properties within 1,000 feet of the lake are subject to the standards of the Shoreland Overlay District. Single family dwellings are also a permitted use within the Shoreland Overlay District.

Surrounding Uses. There are similar single family dwellings to the north and south of the property along the shoreline of Elk Lake developed with single family dwellings. There are also residential lots to the east across Elk Lake Road within the Cherry Oak Landing plat. The proposed construction of a new single family dwelling upon the property will be compatible with the surrounding area.

Building Plans. The proposed addition measures 28 feet by 20 feet and includes a 560 square foot one-stall garage on the ground elevation with a 560 square foot bonus room above. The building elevations indicate that the addition will be sided to match the existing structure. The two story height of the addition is within the 25 foot building height, which is measured to the mid-point of the pitched roof, allowed within the Shoreland Overlay District.

Lot Requirements. Lots within the R1 District are required by Section 900-51-7 of the Zoning Ordinance to be 2.5 acres in area, 200 feet in width measured at the front setback line abutting a public right-of-way, and 300 feet in depth (the minimum lot requirements of the R1 District are greater than those of the Shoreland Overlay District). The subject property is 9,159 square feet (0.21 acres) in area, approximately 64 feet in width, and approximately 153 feet in depth to the Ordinary High Water Level and is, therefore, a legal non-conforming lot of record.

Setbacks. The table below summarizes the setback requirements of the R1 District established by Section XX-51-8 of the Zoning Ordinance and Shoreland Overlay District established by Section XX-90-7.B.1 of the Zoning Ordinance:

	R1 District Setbacks		
	Elk Lake Rd.	Side	OHWL
Required	50ft.	10ft.	75ft.
Proposed	25.5ft.	(N) 5.4ft. (S) 5.7ft.	85.2ft.

The existing single family dwelling encroaches into both the required setback from Elk Lake Road and the side yard setback from the south lot line. The proposed addition is not closer to the lot line abutting the Elk Lake Road right-of-way than the existing building. The proposed addition will reduce the side yard setback between the building and the north lot from 24.89 feet to 5.39 feet encroaching into the required setback by 4.61 feet. The proposed encroachment into the required setback from the north lot line is due to the narrow, non-conforming lot width.

Impervious Surface. Section 900-90-10.B.1 of the Zoning Ordinance limits impervious surface within a lot subject to Shoreland Overlay District standards to 25 percent. The existing impervious surfaces within the lot are identified as 14.3 percent of the lot area on the Certificate of Survey. The site plan for the building addition indicates an increase in impervious surface to 22.4 percent of the lot area. The proposed impervious surface complies with the limit established by the Zoning Ordinance.

Access. The property has one access to Elk Lake Road. The driveway be reconstructed as part of the redevelopment of the lot to provide access to the attached garage. The surface of the driveway is not identified, but City staff recommends that the surface be required to be asphalt or concrete.

The existing driveways along Elk Lake Road do not comply with the minimum of 75 feet between driveways required by Section 1.08.3(b) of the right-of-way ordinance, which is due to the non-conforming width of the lots. The existing driveway is setback less than 10 feet from side lot lines as required by Section 1.08.3(b) of the Right-of-Way Ordinance. The location of the existing driveway is a non-conforming condition that is allowed to continue.

Section 1.08.4(a) limits the width of residential driveways to 24 feet and requires a minimum width of 16 feet. The existing driveway is less than 10 feet in width and will be expanded to 10 feet with the proposed reconstruction.

Construction of the proposed accesses is to be subject to review and approval of the City Engineer with application for a driveway permit.

Wetlands. There are no wetlands identified by the National Wetland Inventory that will be impacted by the proposed addition. Any wetland issues will be subject to review by the City Engineer with an application for building permit.

Utilities. The proposed single family dwelling is served by an on-site Subsurface Sewage Treatment System and well. All SSTS issues are subject to review and approval of the Building Official at the time a building permit is applied for.

RECOMMENDAT

ION

Our office recommends approval a variance from side yard setback requirements to allow for addition of the proposed attached garage and living space. Findings of Fact supporting City staff's recommendation have been prepared for consideration by the Planning Commission, which includes the conditions outlined below.

POSSIBLE ACTION

Motion to **adopt** Findings of Fact as presented and recommend **approval** of a variance for 28748 Elk Lake Road East (01-00416-0020), subject to the following conditions:

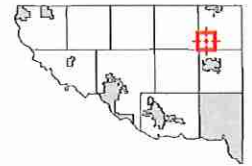
1. The lot shall be developed in accordance with the plans on file with the City as provided for by Section 900-6-5 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
 2. The driveway and access to Elk Lake Road shall be surfaced with asphalt or concrete and is subject to review and approval of the City Engineer for compliance with the Right-of-Way Ordinance.
 3. All Subsurface Sewage Treatment System issues shall be subject to review and approval of the Building Official.
- c. Joan Heinen, City Clerk/Treasurer
Sam Jochum, City Engineer
Andy Schreder, Building Official

Haugen Variance

Site Location Map



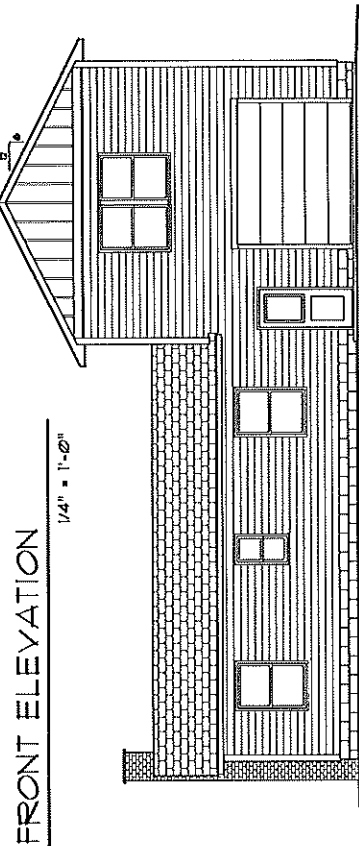
Overview



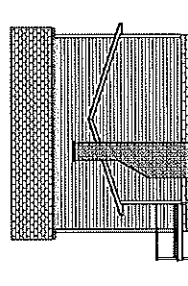
Legend

Roads

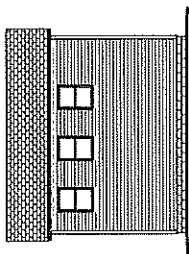
- MN Highway; US Highway
- Municipal-State Aid Street
- Municipal Street
- Township Road
- State Forest Road
- Bureau of Fish and Wildlife Road
- Connector (Ramp)
- Privately Maintained Public Access Road
- County Road
- County-State Aid Highway
- Parcels
- Streams



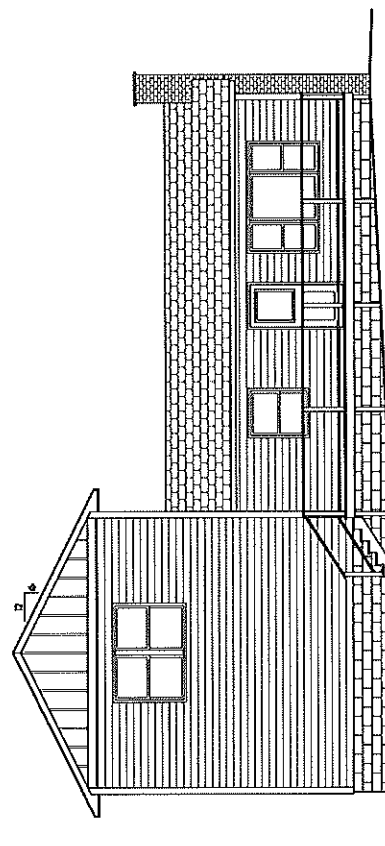
FRONT ELEVATION
 1/4" = 1'-0"



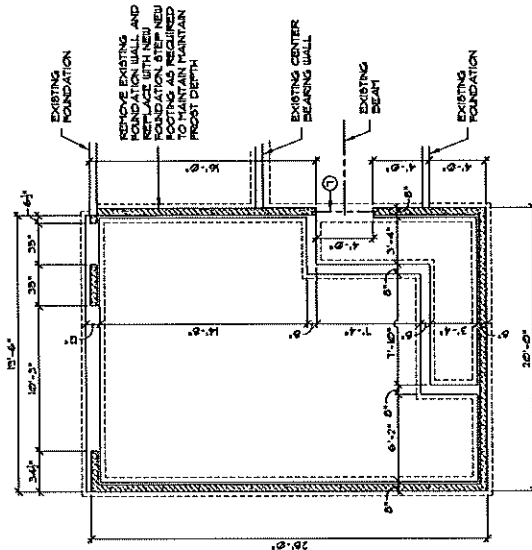
LEFT ELEVATION
 1/8" = 1'-0"



RIGHT ELEVATION
 1/8" = 1'-0"



REAR ELEVATION
 1/4" = 1'-0"



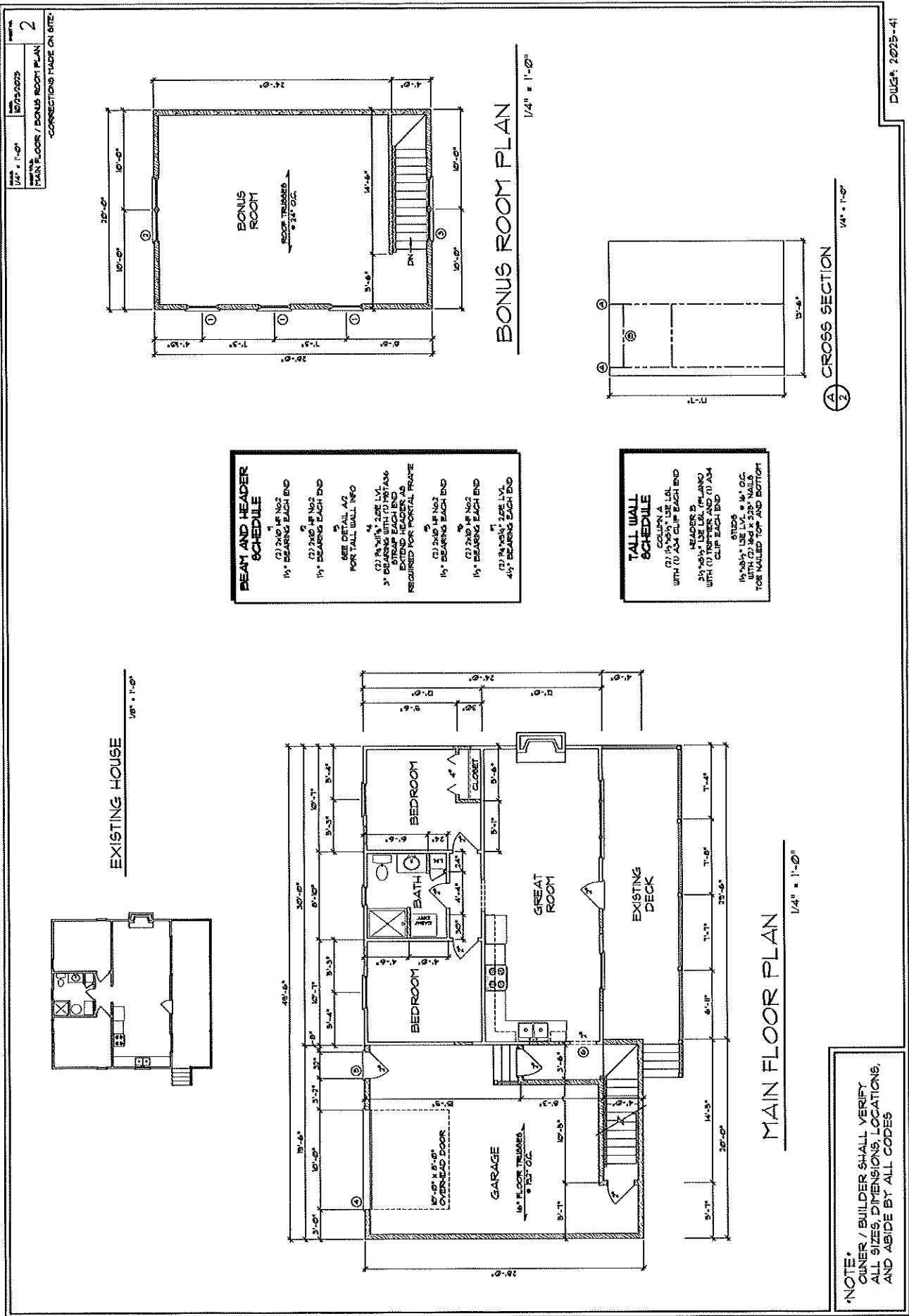
FOUNDATION PLAN
 1/4" = 1'-0"

NOTE
 OWNER / BUILDER SHALL VERIFY ALL SIZES, DIMENSIONS, LOCATIONS, AND ABIDE BY ALL CODES

THE
**HAUGEN
 ADDITION**
 29740 ELK LAKE RD E
 ZIMMERMAN, MN 55398

DRAWN BY:
 T.M. J. ASHLEY
 (763) 467-1848

SHEET INDEX	
NO.	DESCRIPTION
1	FOUNDATION / FOUNDATION PLAN
2	FOUNDATION / FOUNDATION PLAN
3	FOUNDATION / FOUNDATION PLAN
4	FOUNDATION / FOUNDATION PLAN
5	FOUNDATION / FOUNDATION PLAN



LITTLE ELK WATER LEVEL ELEV
Highest recorded: 952.28 R (04/16/1985)
Lowest recorded: 940.35 R (08/29/1992)
Water Elevation/Top Loc: 948.8
(1/21/2025)
Datum: (NGVD 29)
100'-5' Survey Elev: 952.1 R Per FIS
(11/15/20) Datum: (NAVD 83)
FEMA Firm Map No. 2741002 EDF
(Rev. 11/16/2011)

Certificate of Survey

for
Matt Haugen

Lot 2, Block 1, SMITH'S SHORE VIEW ADDITION
City of Baldwin, Sherburne County, Minnesota

NO EXCAVATION OR CONSTRUCTION CAN BEGIN UNTIL THIS PLAN IS
APPROVED BY THE LOCAL BUILDING INSPECTOR
LOWEST FLOOR ELEVATION IS SUBJECT TO SOIL AND WATER TABLE CONDITIONS.
PRIOR TO ANY EXCAVATION, EXCAVATOR MUST COMPILE SURVEY WITH HOUSE PLAN AND BUILDER
TO VERIFY TYPE OF HOUSE, DIMENSIONS AND FINAL ELEVATIONS(S).

Existing Property Description (Trac. No. 653872):
Lot 2, Block 1, SMITH'S SHORE VIEW ADDITION, according to the recorded Plat thereof,
Sherburne County, Minnesota.

- Survey Notes:**
- This survey was performed without the benefit of a title report. Limited search for restrictions or encumbrances was made by the surveyor. We reserve the right to update this survey upon receipt of a title report.
 - Reference 2007 survey for Mark Hurl (Lots 3 & 4, Block 1) by Bogert, Pederson & Associates, Inc.; File No. 07-0174.00.
 - Reference 2024 survey for Nick Spain (Lots 4 & 9, Block 1) by Bogert, Pederson & Associates, Inc.; File No. 24-0034.00.
 - Reference 2025 survey for Grizler Builders (Lot 2, Block 1) by Bogert, Pederson & Associates, Inc.; File No. 25-0034.00.
 - Low floor per shore land overlay district needs to be 3 feet above Ordinary High Water elevation or 4 feet above Ordinary High Water elevation, whichever is higher. For Little Elk Lake, the minimum lowest floor would be: 955.06 feet (NGVD 29).
 - Reference septic design by Stone Septic Design & Inspection dated August 15, 2025.

SETBACKS

50' Front
50' Side
40' Ordinary High Water
40' Ordinary High Water
40' Front
25' Easement from Don Licht's
25' Impervious

REFERENCE BENCHMARK

EN Low DNR benchmark being
established at right
corner of outlet structure on south
end of lake.
Elevation = 952.02 feet (NGVD 29)

PROJECT BENCHMARK

EN station = 951.64 feet (NGVD 29)
Secondary Benchmark:
Stake in power pole across the road
from access to the subject property.
Elevation = 958.06 feet (NGVD 29)

PROPOSED IMPERVIOUS SURFACES

Total lot Area = 9,152.2 S.F. to OHW
House/Deck/Garage Addition Area = 1,406.5 S.F.
Shade Area = 1632.2 S.F.
Total Impervious Area = 2,838.7 S.F.
Total Impervious Area = 2,838.7 S.F. (22.43%)

EXISTING IMPERVIOUS SURFACES

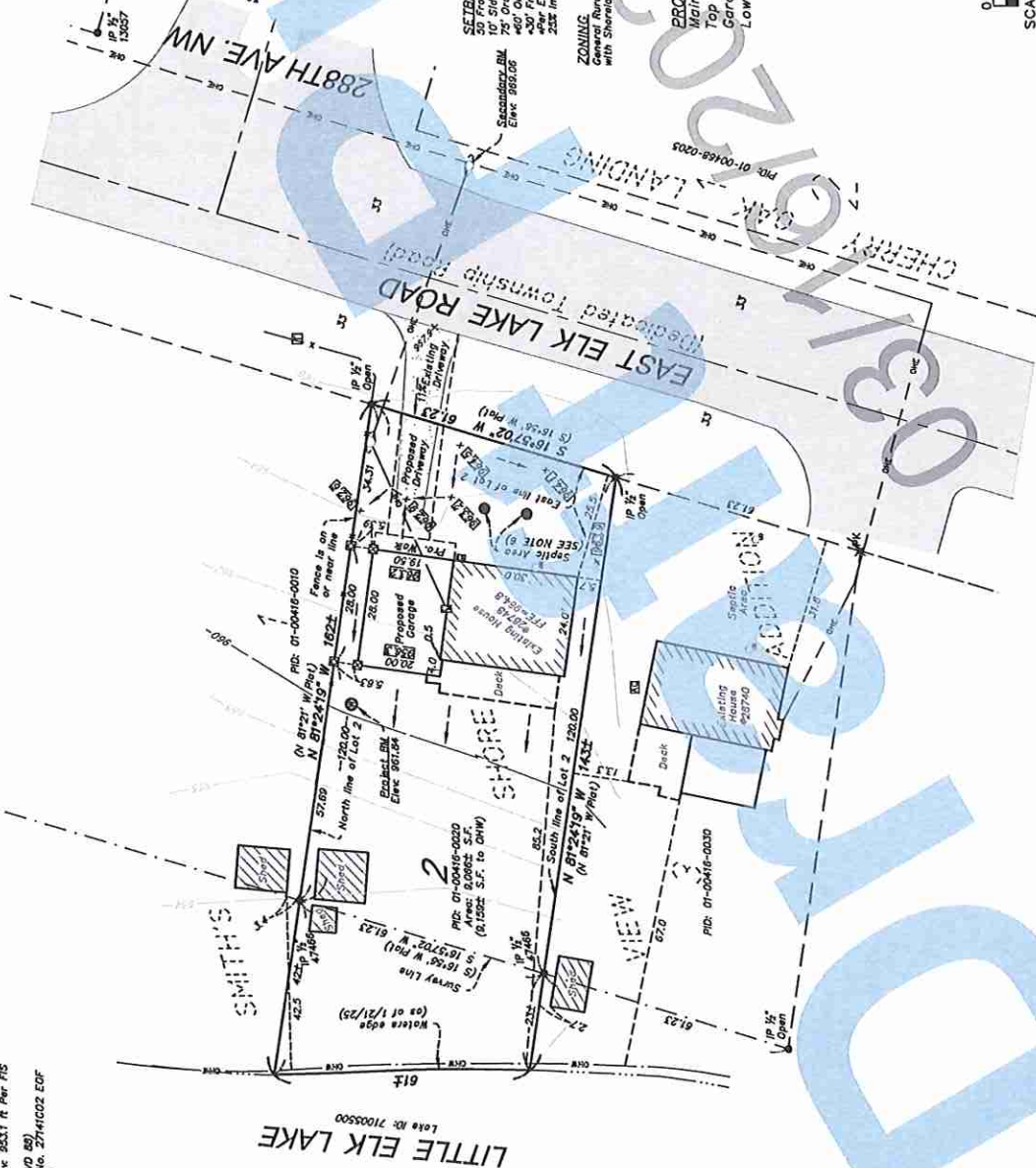
Total lot Area = 9,152.2 S.F. to OHW
House/Deck Area = 962.2 S.F.
Shade Area = 1632.2 S.F.
Total Impervious Area = 2,594.4 S.F. (28.35%)

PROPOSED HOUSE ELEVATIONS
Main Floor Existing Elevation = 964.8
Top of Block (Pro) Elev = 964.2
Garage Floor (Pro) Elev = 963.2
Lowest Floor (Pro) Elev = 956.3

LEGEND

- Denotes set tub
- Denotes set tub
- Denotes found iron monument
- Denotes existing ground elevation
- Denotes proposed elevation
- Denotes proposed drainage flow
- Denotes found PK nail
- Denotes septic cleanout
- Denotes septic manhole
- Denotes power pole
- Denotes telephone pedestal
- Denotes electric meter
- Denotes well
- Denotes air conditioning
- Denotes gas meter
- Denotes Lynn Caswell, LS
- Denotes bituminous surface
- Denotes gravel surface
- Denotes barbed fence
- Denotes overhead electric
- Denotes existing asphalt
- Denotes existing gravel
- Denotes existing edge
- Denotes ordinary high water (OHW) line
- Denotes major contour
- Denotes minor contour

SCALE: 1" = 20'
Bearing and distance for the
Sherburne County Coordinate
System (NAD 83 8504)



SHEET NO.

1

Matt Haugen

L2, B1, SMITH'S SHORE VIEW ADDITION

28748 Elk Lake Rd. E Zimmerman

City of Baldwin, Sherburne County, Minnesota

Certificate of Survey

Draft Print

03/16/2026

WIDSETH

ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS
13076 FIRST STREET, BECKER, MN 55309-9322
TEL: 763-962-9922

DATE:

3/4/2026

REV NO.

1

DATE

DESCRIPTION

**CITY OF BALDWIN
PLANNING COMMISSION
VARIANCE
FINDINGS OF FACT & RECOMMENDATION
01-00416-0020**

APPLICANT: Matthew Haugen

APPLICATION: Request for variance to allow construction of a single family dwelling at 28749 Elk Lake Road East Street.

PLANNING COMMISSION MEETING: 20 April 2026

FINDINGS: Based upon review of the application and evidence received, the Baldwin Planning Commission now makes the following findings of fact:

1. The property identified as Lot 2, Smith's Shore View Addition.
2. The property is guided for rural land uses by the Comprehensive Plan.
3. The property is zoned R1, General Rural District and is also located within the Shoreland Overlay District of Elk Lake.
4. The applicant is requesting a variance to allow construction an addition to a single family dwelling within the 10 foot setback of the side lot line required by Section 900-51-8.A of the Zoning Ordinance;
5. The Planning Commission must take into consideration the possible effects of the request with their judgment based upon (but not limited to) the criteria outlined in Section 900-6-3 of the Zoning Ordinance:
 - A. That the variance would be consistent with the comprehensive plan.

Finding: The addition to the existing single family dwelling upon the legal non-conforming lot of record is consistent with the Comprehensive plan.
 - B. That the variance would be in harmony with the general purposes and intent of this ordinance.

Finding: The proposed side yard setback preserves necessary separation from adjacent properties.

- C. That the plight of the landowner is due to circumstances unique to the property not created by the landowner.

Finding: The property was established as a lot of record prior to adoption of the current lot width requirements applicable to the lot that make compliance with side yard setback requirements not practical.

- D. That the purpose of the variance is not exclusively economic considerations.

Finding: The need for variance is only due to the legal non-conforming width of the lot of record that make it not possible to comply with the applicable setback requirements.

- E. That the granting of the variance will not alter the essential character of the neighborhood in which the parcel of land is located.

Finding: The properties to the north and south of the subject site are similar in dimension to the subject site and developed with single family dwellings such that approval of the variance will not alter the character of the area.

- F. That the requested variance is the minimum action required to remedy the practical difficulty.

Finding: The proposed addition in is the minimum necessary to provide a one-stall garage with living space above minimizing the extent of the requested variance into the required side yard setback.

- G. The potential for the variance to impact natural resources such as surface water, groundwater, or wetlands; sites identified for rare biological species habitat; ecologically sensitive areas; or historically significant areas.

Finding: The proposed addition will not impact natural resources.

- H. No variance shall be granted that would allow for a lesser degree of flood protection than required by this ordinance.

Finding: Approval of the variance will not allow for a lesser degree of flood protection.

- I. Variances shall not be approved for any use that is not allowed under this ordinance for property in the zoning district in which the parcel or lot is located.

Finding: The requested variance is not for a use not allowed by the Zoning Ordinance.

6. The planning report dated 20 April 2026 prepared by the City Planner, The Planning Company LLC, is incorporated herein.

7. The Planning Commission conducted a public hearing at their meeting on 20 April 2026⁴ to consider the application, preceded by published and mailed notice; based upon review of the application and evidence received, the public hearing was closed and the Planning Commission voted to recommended that the City Council approve the request based on the aforementioned findings.

RECOMMENDATION: Based on the foregoing information and applicable ordinances, the Planning Commission recommends the request be **APPROVED**, subject to the following conditions:

1. The lot shall be developed in accordance with the plans on file with the Town as provided for by Section 900-6-5 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
2. The driveway and access to Elk Lake Road Street shall be surfaced with asphalt or concrete and is subject to review and approval of the City Engineer for compliance with the Right-of-Way Ordinance.
3. All Subsurface Sewage Treatment System issues shall be subject to review and approval of the Building Official.

ADOPTED by the Baldwin Planning Commission this 20th day of April, 2026.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

BALDWIN PLANNING COMMISSION

BY: _____
Clarence Mattson, Chair