



PLANNING AND ZONING COMMISSION MEETING MINUTES

Tuesday, June 09, 2026, at 6:00 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

"A Growing Community"

CALL TO ORDER

The regular meeting of the Baxter Planning and Zoning Commission was called to order at 6:00 pm by Acting Chair Oswald.

ROLL CALL

MEMBERS PRESENT: Commissioners Gwen Carleton, Howie Oswald, Cathy Clark and Council Liaison/Mayor Darrel Olson

MEMBERS ABSENT: Chair Chuck Hiltner and Commissioner Larry Kellerman

STAFF PRESENT: Community Development Director (CD) Josh Doty, and City Administrator Bradley Chapulis

OTHERS: Joe Vavrina and Renee Richardson

MINUTES

1. Approve Planning & Zoning Commission Meeting Minutes from May 12, 2026

MOTION by Commissioner Carleton, seconded by Commissioner Clark to approve the Planning and Zoning Minutes from the May 12, 2026. Motion carried unanimously.

Acting Chair Oswald stated that this Commission is a recommending body, and that final approval/denial of the applications on the agenda is taken up with the City Council on June 16, 2026.

COMMENTS AND QUESTIONS

None

OLD BUSINESS

None

NEW BUSINESS

2. **PUBLIC HEARING.** Conditional Use Permit Amendment for a revised drive-through restaurant for development of a Chick-fil-A located at 7609 Excelsior Road (legally described as Lot 1, Block 1, Kohls Addition, Crow Wing County, Minnesota) (City file 2026-017)

Acting Chair Oswald asked for the staff report. CD Director Doty stated the applicant is requesting approval of a conditional use permit amendment to allow a revised restaurant drive through use for the roughly 2-acre site located at 7609 Excelsior Road. In 2025, the city approved conditional use permits and a variance for Chick-fil-A for a restaurant drive through, revised joint access, and

allowing a drive through lane between the building and a public street. Under the subject Conditional Use Permit Amendment, the applicant is revising the location of access to the site, which requires shifting of the building and drive-through lanes from the previously approved location on the site. Even with the revisions, the general concept of the site layout remains the same as the approved plan from 2025. With the CUP amendment, the applicant would also use the variance approval from 2025 to allow the drive through lanes between the building and the public street.

The subject property is currently developed with the Bills Gun Club building and parking lot. The applicant is proposing to redevelop the site, which would include demo of the building to allow development of a Chick-fil-A restaurant and drive through.

CD Directory Doty reviewed the aerial and site plan changes and conditional use permit changes from 2025 to 2026 with the Commission. He noted that the variance runs with the land and does not need to be revised or reviewed.

The Utility Commission reviewed the application on June 3, 2026, and recommended approval, subject to the following:

- 1) Enter into a Stormwater Facilities Maintenance Agreement prior to issuing a building permit.
- 2) Enter into an Escrow Agreement prior to issuing a building permit.

Staff recommends approval of the conditional use permit amendment, subject to the findings and conditions in the attached resolution.

Acting Chair Oswald opened the public hearing.

Mr. Joe Vavrina, HR Green, Inc. 13901 Corporate Dr. IL, indicated from the audience that there were no concerns.

Commissioner Carleton asked if there was only one entrance into the site from a public street. CD Director Doty indicated that the northwest entrance from Excelsior will be closed with the new 371 Highway project leaving only the northeast entrance from Excelsior into the site. He stated that there is another entrance from Golf Course Road into the Kohls site, but that it might not be covered by the access easement for Chick-Fil-A. Staff and the Commission reviewed the round-about locations and how it will affect this project.

Acting Chair Oswald closed the public hearing.

MOTION by Commissioner Carleton, seconded by Commissioner Clark to approve the conditional use permit amendment for a revised drive-through restaurant for development of a Chick-fil-A located at 7609 Excelsior Road to as presented by staff in the draft resolutions. Motion carried unanimously.

UPDATES

Acting Chair Oswald asked if there were any updates from staff. CD Director y informed the Commission that this year has been very busy with 27 new homes to date. There has been a large amount of construction this year.

ADJOURN

MOTION by Commissioner Clark, seconded by Commissioner Carleton to adjourn the meeting at 6:17 p.m. Motion unanimously approved.

Approved by:

Submitted By:

Howie Oswald
Acting Chair

Shanna Newman
CD Administrative Assistant