



PLANNING AND ZONING COMMISSION MEETING MINUTES

Tuesday, July 14, 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 Larry Kellerman, Gwen Carleton, Howie Oswald, Cathy Clark and Council Liaison/Mayor Darrel Olson

MEMBERS ABSENT: Chair Chuck Hiltner

STAFF PRESENT: Community Development Director (CD) Josh Doty and City Planner Matthew Gindele

OTHERS: Jim Ertz

MINUTES

1. Approve Planning & Zoning Commission Meeting Minutes from June 9, 2026

MOTION by Commissioner Clark, seconded by Commissioner Kellerman to approve the Planning and Zoning Minutes from the June 9, 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 July 21, 2026.

COMMENTS AND QUESTIONS

None

OLD BUSINESS

None

NEW BUSINESS

2. **PUBLIC HEARING.** Conditional Use Permit for forestland conversion to allow tree clearing on property located at the southeast corner of Dellwood Drive and Novotny Road. (City file 2026-018)

Acting Chair Oswald asked for the staff report. Planner Gindele indicated the applicant has requested approval of a conditional use permit for forestland conversion to allow tree clearing on property located at the southeast corner of Dellwood Drive and Novotny Road. The applicant is requesting the tree clearing to prepare the site for a future development.

Planner Gindele reviewed a site plan, aerial and what was originally cleared and new request for additional clear cutting with the Commission. He also reviewed the concept plan with the Commission for future development.

The applicant is proposing to clearcut the north/northwest portions of the property to prepare it for future commercial development; the central and east portions of the site were cleared in 2024 under a separate CUP for forestland conversion. The applicant is proposing to leave the existing stand of trees in the south part of the property near Highway 371 and adjacent to the lot to the south.

Staff recommends approval of the Conditional Use Permit for forestland conversion to allow tree clearing on property located at the southeast corner of Dellwood Drive and Novotny Road, subject to the conditions in the attached resolution.

Chair Hiltner opened the public hearing

Mr. Jim Ertz, Franzen Bank and Trust approached the podium. He indicated that the reason for this location is their current location is going to be affected by the proposed overpass. He stated that they decided to move to a better location with better access/visibility, and they then hope to sell their current building in a few years.

Commissioner Kellerman asked how much land they had purchased. Mr. Ertz stated they bought 12 acres from the Tanners. Mr. Ertz indicated they will be using 3 acres to build on. He mentioned to the Commission that he was previously told they could not touch the wetland. Later he found out from the County that there is an amount/size that can be cleaned up and they may do that in the future to clean it up a bit, but for now they plan on staying away from the wetland. He stated that some of the trees will come down, however the trees will be marked that they want to keep on the property. There was a question regarding fill at site. CD Director Doty indicated that there will be a need to bring in fill to get the elevation right for building the bank, due to the high-water table and required 3 feet of separation needed per code. Mr. Ertz stated they had the land surveyed with the trees and it will be re-surveyed after the trees are removed. Mr. Ertz added that they are going to build retention ponds to keep the runoff from going into the wetland. CD Directory doty added that the ponds also have to meet the vertical separation from mottled soils.

Acting Chair Oswald Mr. Ertz if he had any concerns regarding the conditions of approval, he had no concerns with the conditions.

Chair Hiltner closed the public hearing.

MOTION by Commissioner Kellerman, seconded by Commissioner Carleton to approve the conditional use permit for forestland conversion to allow tree clearing on property located at the southeast corner of Dellwood Drive and Novotny Road as presented by staff in the draft resolution. Motion carried unanimously.

3. **PUBLIC HEARING.** Zoning Ordinance Text Amendment to update the Zoning regulations of the City Code. (City file no. 2026-020)

Acting Chair Oswald asked for the staff report. CD Director Doty indicated the applicant/City is requesting an ordinance amendment to address two items within Title 10 Zoning Regulations of the City Code. The updates include amendment to the Earth Tone Color definition in Chapter 2, Section

2. The other update is to correct a typo in the RR, Rural Residential district of Chapter 3, Article A, Section 5.

CD Director Doty walked the Commission through the few changes that were being requested. He noted that there are several more requests for white and black commercial buildings. He then reviewed the typo in the RR district with the Commission.

Chair Hiltner opened the public hearing and closed the public hearing.

MOTION by Commissioner Carleton, seconded by Commissioner Kellerman to approve Ordinance 2026-007, and Resolution 2026-052 to update the Zoning regulations of the City Code as presented by staff. Motion carried unanimously.

UPDATES

CD Director Doty stated that the deadline was yesterday for the August meeting. Staff took in 3 commercial and 1 residential application for that meeting.

ADJOURN

MOTION by Commissioner Clark, seconded by Commissioner Carleton to adjourn the meeting at 6:25 p.m. Motion unanimously approved.

Approved by:

Submitted By:

Howie Oswald
Chair

Shanna Newman
CD Administrative Assistant