



PLANNING AND ZONING COMMISSION MEETING MINUTES

Tuesday, October 13, 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 Chair Hiltner.

ROLL CALL

Chair Chuck Hiltner, Commissioners Larry Kellerman, Gwen Carleton, Howie Oswald, Cathy Clark and Council Liaison/Mayor Darrel Olson

MEMBERS ABSENT: None

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

OTHERS: Scott Hayes, Emily Korsch, Chad Connor, Reed & Sally Campbell, Macala Campbell and Nick & Monica Rengel

MINUTES

1. Approve Planning & Zoning Commission Meeting Minutes from September 8, 2026

MOTION by Commissioner Clark, seconded by Commissioner Oswald to approve the Planning and Zoning Minutes from the September 8, 2026. Motion carried unanimously.

Chair Hiltner 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 October 20, 2026.

COMMENTS AND QUESTIONS

None

OLD BUSINESS

2. **PUBLIC HEARING.** Conditional Use Permit to allow an apartment accessory to a single-family dwelling at 4859 Baywood Road (City file 2026-034)

Chair Hiltner asked for the staff report. Planner Gindele indicated the applicant is requesting approval of a conditional use permit to allow an apartment accessory to a single-family dwelling for property located at 4859 Baywood Road. The applicant is proposing an accessory apartment home addition to allow separate kitchen, bathroom, bedroom within the design of the home.

Planner Gindele reviewed the floor plans and site location and surrounding area with the Commission.

Planner Gindele reviewed the conditions that allow accessory apartment in a single-family home. He indicated that staff finds that the applicant has submitted a plan that meets all conditions of the approving resolution and added several of the requirements to the approving resolution.

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

Commissioner Carleton stated that it bothers her that there is not an outside door for the apartment, she felt it was a safety issue. Planner Gindele pulled up the floor plan and explained the ingress and egress for safety. Planner Gindele showed the door locations, Commissioner Carleton indicated that she hadn't seen the back door and was now comfortable.

Chair Hiltner reopened the public hearing.

Mrs. Sally Campbell 4859 Baywood Rd.-Owner of the home with her husband approached the podium. She stated that they are doing this because they are aging. She informed the Commission that her parents had lived with them and now they are wanting to do the same. Mrs. Campbell stated as her parent's aged, steps became more difficult and they ended up in assisted living. They began to think of ways they can stay in the home on one level, and this was the solution. She indicated they have been blessed with children that want to be with them as they age and this was the solution. She said the other concern was who is going to check in on them as they age and adding a one level apartment works for their family.

Chair Hiltner asked Mrs. Campbell if they had any concerns over the conditions, they did not.

Chair Hiltner closed the public hearing.

MOTION by Commissioner Carleton, seconded by Commissioner Oswald to approve the conditional use permit to allow an apartment accessory to a single-family dwelling at 4859 Baywood Road as presented by staff in the draft resolutions. Motion carried unanimously.

The Commission agreed that was a great solution to stay out of assisted living.

NEW BUSINESS

3. **PUBLIC HEARING.** Preliminary and Final Plat of "Frandsen Addition" and Conditional Use Permits and Variances to allow the development of Frandsen Bank for property located between State Highway 371, Novotny Road, and Dellwood Drive (city file 2026-037)

Chair Hiltner asked for the staff report. CD Director Doty indicated the applicant is requesting approval of the following items for the nearly 12-acre site:

- Preliminary and Final Plat to allow "Frandsen Addition" to create one lot and two outlots from three lots;
- Conditional Use Permits (CUPs) to allow a bank drive through and to allow multiple entrance signage; and
- Variances for drive through escape lane and building roof pitch.

The applicant is proposing to replat three existing lots into one buildable lot and two outlots. The buildable lot is proposed in the northwest corner of the property to allow development of a new

7,600-square-foot Frandsen Bank with a drive through. Access to the Frandsen Bank lot would be from Novotny Road. The remaining property would be comprised of two outlots for future development.

CD Director Doty reviewed the history of the property, adjacent land use and zoning, site plan and building elevations with the Commission.

The Utility Commission reviewed the application on October 7, 2026, and recommended approval, subject to the following:

1. Enter into a Development Agreement prior to issuing a building permit.
2. Enter into a Stormwater Facilities Maintenance Agreement prior to issuing a building permit.
3. Enter into a Permanent Access Easement prior to issuing a building permit.
4. Enter into a Construction Repair and Maintenance Agreement prior to issuing a building permit.
5. Landowner must meet the requirements of MnDOT Commissioner of Transportation or their designee as it relates to closing the access on Trunk Highway 371.

CD Director Doty reviewed the preliminary and final plat requirements, including Lot area, access, trail segment and park dedication with the Commission. He reviewed the requirements for the conditional use permit for a drive through and multiple entrance signs with the Commission and provided findings of fact for approving the CUPs.

CD Director Doty reviewed the variance requests for the roof pitch and drive through bypass lane requirements with the Commission. He provided findings of fact in support of the variances.

The site plan review that takes place when the building permit is applied for was also reviewed.

CD Director Doty explained the revised resolutions that were at the Commission's chairs.

Staff recommends approval of the preliminary and final plat of "Frandsen Addition" and conditional use permits and variances, subject to the findings and conditions in the draft resolutions.

Chair Hiltner opened the public hearing.

Mr. Scott Hayes Mohagen Hansen Architects, Wayzata, MN approached the podium. Commissioner Kellerman asked if the intention was to go around the west side of the bank to get to the drive through. Mr. Hayes indicated that is correct. Commissioner Kellerman noted a different route to the east of the drive through that could be used to get to the drive through. He asked if that would be a problem with congestion. Mr. Hayes indicated that would not be a problem as there are two lanes. Commissioner Kellerman stated human nature is the shorter route verses going around the building. CD Director Doty noted that staff was comfortable with that route because it was designed for two-way traffic.

Commissioner Carleton asked if there was going to be signage on the bank. Mr. Hayes did not think there would be, as the pylon and monument sign are there, he said there would be address number on the building. CD Director Doty indicated that if they changed their mind, they would be allowed 10% of the face of the building.

Chair Hiltner asked if Mr. Hayes was comfortable with the conditions, he indicated they are comfortable.

Commissioner Carleton noted it was a nice looking building.

Chair Hiltner closed the public hearing.

MOTION by Commissioner Oswald, seconded by Commissioner Kellerman to approve Preliminary and Final Plat of "Frandsen Additon" and Conditional Use Permits and Variances to allow the development of Frandsen Bank for property located between State Highway 371, Novotny Road, and Dellwood Drive as presented by staff in the draft resolutions. Motion carried unanimously.

4. **PUBLIC HEARING. Rezoning/PUD General and Final Plan to amend the current PUD** to allow a master sign plan for the Essentia Health, St. Joseph's Orthopedic Center with Urgent Care and a Pharmacy for property located at 14275 Edgewood Drive (city file 2026-039)

Chair Hiltner asked for the staff report. CD Director Doty indicated the applicant is requesting approval of a Rezoning/PUD (Planned Unit Development) General and Final Plan to amend the current PUD to allow a master sign plan for the Essentia Health, St. Joseph's Orthopedic Center with Urgent Care and a Pharmacy for property located at 14275 Edgewood Drive. In 2024, the City Council approved a PUD development plan for the Essentia Health, St. Joseph's Orthopedic Center to renovate the approximately 68,000 square feet of the 110,000 square foot interior of the building. The PUD included approval of a pylon sign and a location for four monument signs. However, specific sign designs for the four monument/directional signs were not approved in the 2024 PUD. The proposed PUD amendment is to establish the master sign plan for the Orthopedic Center to include approval of the design for the four monument/directional signs.

The subject property is currently within a PUD, Planned Unit Development that also includes 14203 and 14199 Edgewood Drive, which is located directly east of the subject property. No changes are proposed to 14203 and 14199 Edgewood Drive properties with this application, except that a new sign is proposed on the existing pylon pole for the subject property, which is located at the southwest corner of 14199 Edgewood Drive.

CD Director Doty reviewed the previous applications that affect the site, located within the packet.

CD Director Doty stated the applicant is requesting approval of a Rezoning/PUD (Planned Unit Development) General and Final Plan to amend the current PUD to allow a master sign plan for the Essentia Health, St. Joseph's Orthopedic Center with Urgent Care and a Pharmacy for property located at 14275 Edgewood Drive. He reviewed the freestanding pylon signage, freestanding monument/directional signs and wall signage located in the packet with the Commission.

CD Director Doty stated the site is a multi-specialty medical facility including the need for directional signs beyond what a typical business requires. The four monument signs are strategically located to provide efficient directions for people using the facility. The directional signage is needed to maintain organization, efficiency and traffic flow at the facility. Staff supports the four monument signs and the overall PUD master sign plan.

Staff recommends approval of the application subject to the ordinance and conditions and findings in the attached resolutions.

Chair Hiltner stated his understanding is Essentia is only using half of the building, CD Director Doty indicated that is correct. Chair Hiltner asked if the signs were sized for the whole building accounting for a possible future tenant. He also asked if the Commissions would have to review this again. CD

Director Doty indicated the panels can be removed and replaced and the pylon sign has a dynamic feature. He added that the building has room on the wall for additional signage. CD Director Doty noted that there could be additional signage reviewed in the future with this PUD but that the signs could be refaced to add another tenant without coming back to the Commission.

Council Liaison/Mayor Olson asked if the pylon sign is devoted to Essentia and not the other two buildings even though they are part of the PUD; CD Director Doty indicated that is correct. CD Director Doty went back to the aerial and explained the other monument sign has panel room for each tenant.

Commissioner Clark asked how the sign going to be impacted with HWY 371 overpass project. CD Director Doty stated that MnDOT is starting to put 3D renderings on the website where you can go to each area and see the impact. He suggested the Commission check out the website to follow the whole corridor. He added that Essentia was fully aware of the 371 project prior to purchasing this location. The sign is taller, 40 feet tall, and will be viewable from the Highway.

Chair Hiltner opened the public hearing.

Ms. Emily Korsch, Project Manager for the Essentia project, approached the podium. She thanked CD Director Doty for bringing this to their attention. They thought everything was good and the signage was then submitted as the building got closer. They did not have the detailed dimensions and she apologized for that. Ms. Korsch stated the signs will not be ready for the grand opening; however they are working on temporary signs for the grand opening. She said their patients have to get off the highway, onto Edgewood then turn, by that time on site signage should be clear as to which way to go for urgent care, patient pick up and the pharmacy.

Chair Hiltner closed the public hearing.

MOTION by Commissioner Kellerman, seconded by Commissioner Oswald to approve the Rezoning/PUD General and Final Plan to amend the current PUD to allow a master sign plan for the Essentia Health, St. Joseph's Orthopedic Center with Urgent Care and a Pharmacy for property located at 14275 Edgewood Drive as presented by staff in the draft resolutions. Motion carried unanimously.

UPDATES

Commissioner Kellerman heard 7 Brew was delivering coffee, he thought they were open, turns out they were not, after he drove over there.

Chair Hiltner asked staff if they are starting to dismantle the Bill's Gun Range, staff indicated that they have a demo permit and removals could begin any time.

Commissioner Carleton asked when Panera is going to open. Planner Gindele stated that their goal is October 19th.

Chair Hiltner asked for any updates. CD Director Doty stated they could be here for hours with all the projects that are going on in the city. He was a little shocked to see projects that were started in 2025 are still open and starting to wrap up, on top of all of the development that came in 2026. It has been a good year for business in Baxter.

The Commission discussed the 371/210 project.

ADJOURN

MOTION by Commissioner Clark, seconded by Commissioner Oswald to adjourn the meeting at 6:55 p.m. Motion unanimously approved.

Approved by:

Submitted By:

Chuck Hiltner
Chair

Shanna Newman
CD Administrative Assistant