



## BALDWIN TOWNSHIP

30239 128<sup>th</sup> Street, Princeton MN 56371

Telephone: (763) 389-8931

Fax: (763) 389-2751

Email: [baldwintwp2@qwestoffice.net](mailto:baldwintwp2@qwestoffice.net)

Website: <http://baldwintownship.govoffice.com>

### BALDWIN PLANNING COMMISSION

Meeting Minutes

June 14, 2012

**Call to Order** – The June 14, 2012 Baldwin Planning Commission meeting was called to order by Planner Bridget Chard at 7:00 p.m.

**Pledge of Allegiance** – All present recited the pledge of allegiance.

Planner Chard added two items prior to beginning of the agenda:

**Introduction** – Supervisors Kim Good and Larry Handshoe were present. Supervisor Randy Atwood was present as the Planning Commission Liaison. Supervisor Good welcomed the new planning commissioners on behalf of the Board and was looking forward to the work that the Planning Commission would be doing on behalf of the Community.

**Agenda Addition Clarifications:** Added to the agenda was a five point ‘Agenda Additions’ concerns submitted by Planning Commissioner Harris. Chard read each point along with the responses prepared by herself and the township attorney. After addressing the concerns, Chard asked Harris if he was sure he wanted to be on the Baldwin Planning Commission since this committee requires a team effort and needs to be a cohesive group. Harris replied that he is every bit as interested and simply wanted clarification of the items.

Planner Chard also indicated that no public input would be taken at this very first Planning Commission meeting.

#### **Roll Call of Commissioners:**

Commissioner Scott Case – present.

Commissioner Terry Carlile – present.

Commissioner Richard Harris – present.

Commissioner Peggy Patten – present.

Commissioner Ross Perry – present.

Commissioner Eleanor Rittenour – present.

Planner Bridget Chard – present.

Randy Atwood (Planning Commission Town Board Liaison) – present.

Cheryl Goetz Dobson (Deputy Clerk)

The sign in sheet is attached to these minutes.



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**Claim Forms** – The planning commissioners will receive a stipend of \$10.00 per meeting. The Town Board made a decision that payment would be made twice a year. The deputy clerk will maintain the forms in order to pass out with each meeting. Mileage for special meetings can be claimed separately.

**Introduction and Background** – Each commissioner introduced themselves, gave a brief background and commented on the seminar they attended on June 7<sup>th</sup> in Eagan. Planner Chard also spoke of her background as a planner; and stressed that she hopes to create a commission that will be professional, objective and work together to prepare a Community Comprehensive Plan for the Baldwin community.

### **Planning Commission Terms**

Under Section 3, Appointment, Vacancies and Removal from the **Baldwin Township Ordinance 200** named An Ordinance Establishing a Planning Commission states that “The Town Board shall appoint the Commission members. Vacancies occurring on the Commission shall be filled by Town Board appointment for the remainder of the term of the position”.

There was discussion concerning the even number of commissioners appointed to the Planning Commission. Liaison Atwood stated that the Town Board had discussed this matter and decided that it probably would be a non-issue.

### **Terms for Planning Commissioners/Adopt –**

Commissioners Harris, Carlile and Rittenour chose one (1) year terms

Commissioners Patten and Perry chose two (2) year terms

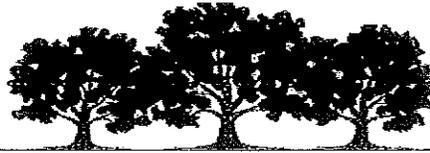
Commissioner Case chose the three (3) year term.

*Case/Patten unanimous to approve recommendation of these terms to the Baldwin Town Board for final approval.*

Planner Chard explained discussed voting and that abstaining from voting would need a reason to do so.

**Planning Commission Materials / Bylaws** – Each Commissioner was presented a binder that included Ordinance 200 Establishing a Planning Commission, transportation, zoning and comprehension maps, Riggins Rules, MN. Statute 462, Township Planning & Zoning General Overview, the 60-Day Rule, Developing Findings of Fact and the ordinances adopted by Baldwin Township. An overview by Planner Chard was given each item with questions answered. This binder and others will be the basis for the Planning Commission to use for reference and background for the Township. There will be more added in the future.

**Bylaws** – The draft Baldwin Township Planning Commission Bylaws were reviewed. Planner Chard went over the Bylaws and stated that these can be changed or amended if necessary. One point of clarification to the Town Board dealt with whether or not Planning Commissioners were required to be landowners or residents. Liaison Atwood will bring this to the Board for comments.



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### **Procedures for holding a P.C. Meeting**

Planner Chard explained that Planning Commission meetings are usually work meetings and are not necessarily required to have public input; however, the community is usually there and if there is time, they should be allowed to comment. The Planning Commission reviewed the process in the Bylaws and generally adopted a format, with the inclusion for Public Input at a certain time, for their meeting process. Question regarding public input was asked and Planner Chard suggested the following:

- Have the party state their comments
- If general question, then respond accordingly
- If it requires review, then table to next month or forward to Board
- To provide order, you can set rules to keep the public input orderly and equitable for all

**Code of Ethics** – It was stressed to be very important for the commissioners to read Riggins Rules. Planner Chard will draft a sample professional code of ethics for review at next meeting for the Commissioners review.

**Background Materials** – Commissioners to go over their binders and review for next month.

**Work Plan** – A timeline for a Comprehensive Plan was included in the binders for review. Estimated for completion of the plan is 18 months. Planner Chard also explained the research components within the Plan, and explained that the time frame can be adjusted if desired by the commissioners.

**Schedule for Meetings** – New meeting dates for the rest of 2012 were set. They are as follows:

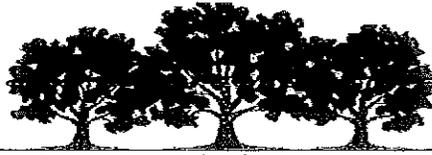
The 2<sup>nd</sup> Thursday of the month at 7:00 p.m. located at the Baldwin Town Hall

- July 12
- August 9
- September 13
- October 11
- November 8
- December 13.

***Carlile/Rittenour unanimous to approve recommendation to the board to adopt the 2012 Meeting Schedule, to post on the required Boards and to place on the website if necessary.***

**Process to be on Agenda/Agenda Deadlines** – Planner Chard recommended that agenda requests should be submitted one week in advance of a meeting since the Board agenda is also posted on the website and therefore the Planning Commission should do this as well. It does not need to be posted on the posting Boards.

**Adjourn** – *Carlile/Patten moved to adjourn at 8:57 p.m.* The next meeting date is July 12, 2012 at the Baldwin Town Hall at 7:00 p.m.



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# BALDWIN TOWNSHIP

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Respectfully submitted:  
Cheryl Goetz Dobson  
Baldwin Township Deputy Clerk

A handwritten signature in cursive script, appearing to read "Bridget Chard". The signature is written in dark ink and is positioned above a horizontal line.

Planner Bridget Chard