



BALDWIN TOWNSHIP

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BALDWIN PLANNING COMMISSION

Meeting Minutes

July 12, 2012

Call to Order – The July 12, 2012 Baldwin Planning Commission meeting was called to order by Planner Bridget Chard at 7:00 p.m. Pledge of Allegiance was said.

Commissioners Present: Case, Carlile, Harris, Patten, Perry, Rittenour. Planner Chard was in attendance as well as Board Liaison Atwood. Clerk/Treasurer Cathy Stevens sat in to take minutes due to the absence of Deputy Clerk. Audience and guest sign-in sheet is attached.

Reorganization/Secretary calls for Chair – The Clerk/Treasurer opened nominations for Chair of the Baldwin Planning Commission. Commissioner Patten nominated Commissioner Case; Commissioner Carlile nominated Commissioner Patten; and Commissioner Harris nominated Commissioner Rittenour. Nominations were ceased. Commissioner Patten received the most votes and accepted the nomination for Planning Commission Chairman.

Chair Calls for Vice Chair – Newly elected Chair Patten opened the nominations for Vice Chair of the Baldwin Planning Commission. Commissioner Perry nominated Commissioner Case and Commissioner Harris nominated Commissioner Rittenour. Nominations were ceased and votes were taken. Commissioner Case received the most votes and accepted the position of vice chair. Those nominated abstained from voting.

Approve/Amend Agenda for June 14, 2012

- Agenda item 2(b) deleted from agenda since the board has not decided on budgeting.
- Under Communications should read Communications: From Town Board/Liaison *Written Communications*.
- Add Freiheit's Addition Request – Section 9, Lot 6, Block 1 to Old Business and Reports.
- P.C. Work for Comp Plan (next steps) changed to "c".

Commissioners Carlile/Rittenour unanimous to amend the agenda as stated.

Claim Forms –The Claim Forms were passed around along with W-4 Forms which were filled out and submitted to the Town for their files.

Secretary Report

Planning Commission Meeting Minutes of June 14, 2012 – The Planning Commission minutes of June 14, 2012 were read by Chard. *Commissioners Case/Ross unanimous to approve.*



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Public Input – Inquiries regarding the Business List were asked. No actions have been taken at this time on the business list by the Planner since the Commission is not ready.

Communications: From Town Board/Liaison Written Communication – It was requested from the Baldwin Township board for clarification under the Planning Commission Bylaws; Article III the definition of landowner. The Board Liaison is requested to have the written clarifications at the next meeting.

Old Business and Reports

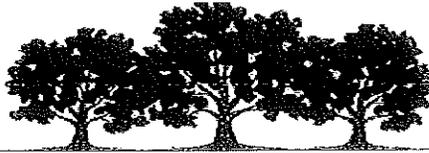
Bylaws – It was moved to adopt the amended Bylaws. Commissioner Harris moved to adopt by article. There were several questions concerning the Bylaws particularly ‘landowners who are residents’ citing that it conflicts with Ordinance 200 along with questions regarding the number of voting members. It was stated by Chard that the Bylaws are not necessarily going to read like the ordinance since the Bylaws are the Planning Commissions working tool. After discussion, Commissioner *Harris restated his motion to just strike “landowners who are residents” and insert “5 to 7 persons interested to be appointed”*. *The motion was seconded by Commissioner Case. With voice vote taken, Commissioners Patten and Harris in favor; Commissioners Perry, Carlile, Rittenour and Case opposed. Motion failed.* Board Liaison Atwood asked what the Planning Commissions recommendations were to the Township Board concerning Ordinance 200 and how they would like it defined. It was determined that verification was also needed on voting issues. *Commissioners Carlile/Perry unanimous to table until the next meeting for verification.*

Under Article III; Section 3 discussion to change the word ‘can’ and delete the words ‘shall only’ for the section sentence to read *“The Baldwin Township Board of Supervisors can remove a member for valid cause, including but not limited to”*. *Commissioners Harris/Carlile unanimous to amend the language in Article III; Section 3.*

Harris motioned to have a Statement of Parliamentary Authority like the township has done under Resolution 07-07, item 4. Planner Chard stressed that the Planning Commission already has an order of business, and doesn’t need to identify with Roberts Rules of Order. Motion dies for lack of second. *Commissioners Carlile/Perry motion to leave the order to business Article 7 as is. Voice vote taken with Commissioners Perry, Carlile, Case, Rittenour and Patten in favor; Commissioner Harris opposed. Motion carries.*

Commissioners Perry/Carlile unanimous to adopt the Bylaws pending clarification from the Baldwin Township Board.

Book Materials – Review and Comment/Ordinances – The binders distributed at the last meeting are not complete. A copy of the Joint Powers Agreement is to be inserted behind Ordinance 2005-03. Additional materials to be added in the next couple of months.



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P.C. Schedule – Approved.

Freiheit's Addition Request – Section 9, Lot 8, Block 1 – The Baldwin Township Board asked the Planning Commission to address the Freiheit's Addition request. Planner Chard commented that the Planning Commission, at this time, does not have enough information and recommended the Planning Commission to respond back to the Township Board that it is premature to respond as it may affect the outcome of the application. *Commissioners Case/Harris unanimous to decline making a decision on this issue at this time.*

New Business

Code of Ethics – Draft Review – As included below is the Planning Commission Code:

Planning Commission Code

1. Commissioners should be on time to all meetings, especially a Public Hearing. This is a courtesy to all Applicants before the Planning Commission.
2. Commissioners should always be dressed appropriately, as a sign of respect, for meetings.
3. Commissioners should do their homework prior to a meeting of the Planning Commission.
4. Should there be a Hearing on a matter with an Applicant of the Township, the following should be observed:
 - a. If there is a conflict or possible presumption of conflict with the proposed application/applicant, then state this and leave the table during the procedure.
 - b. Be polite and impartial as well as attentive to all parties that come before the Planning Commission.
 - c. Do not indicate how you intend to vote prior to making a decision.
 - d. Do not discuss a case privately prior to a hearing on a matter with friends, acquaintances, unknown applicants or objectors that may be in the audience or prior to the meeting.
5. Once a decision has been made by the full Planning Commission, Commissioners should refrain from making what is called “post mortem” remarks. The Planning Commission has completed their work. The decision is always subject to change once the Town Board receives it.

Commissioners Harris/Carlile unanimous to table the Planning Commission Code for further review.



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Overheads – Chard presented an overhead on the Open Meeting Law’s General Rules and Guidelines (see attached overheads).

P.C. Work for Comp Plan (next steps) – Chard said that the work plan schedule was looked at last month’s first meeting (which is in their binders), and the Commissioners should review the components within that plan. Next month the work assignments will be handed out to the Commissioners.

Adjourn – *Commissioners Perry/Carlile moved to adjourn at 9:05 p.m.* The next meeting date is August 9, 2012 at the Baldwin Town Hall at 7:00 p.m.

Respectfully submitted:

Cathy Stevens

Baldwin Township Clerk/Treasurer

Peggy Patten, Chair