BALDWIN TOWNSHIP
SHERBURNE COUNTY, MINNESOTA
Ordinance No. 200 – 11/04/2013 R1

AN ORDINANCE ESTABLISHING A PLANNING COMMISSION

The board of supervisors of the Town of Baldwin ordains:

SECTION I. Baldwin Township Planning Commission.

Section 1. Establishment. A planning commission is hereby established for Baldwin Township ("Town") pursuant to Minnesota Statute, section 462.354. The planning commission shall serve as the Town's planning agency and shall be known as the Baldwin Township Planning Commission ("Commission"). The Commission shall serve in an advisory capacity to the Town Board.

Section 2. Composition. The Commission shall consist of up to five (5) to seven (7) landowners who are residents to be appointed by the Baldwin Town Board of Supervisors. In the first instance, three members of said Planning Commission shall be appointed for one year, two members for two years, and two members for three years. One township supervisor will be a representative from the Baldwin Township Board of Supervisors and will act in an ex-official capacity. An appointment to fill a vacancy shall be only for the unexpired portion of the term. A Planning Commission quorum shall consist of a majority of the members in attendance to conduct the business of the Commission (meaning those that presently constitute the full Planning Commission). Each Commission member, including the Chair and Vice-Chair, shall have one vote on all matters acted upon by the Commission. A member must be present at a meeting to vote.

Section 3. Appointment, Vacancies and Removal. 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.

Section 4. Term. Commission members are appointed for a term of 3 years and until a successor is appointed and qualifies. Terms expire on April 1st. Commission members serve at the pleasure of the Town Board and may be removed by the Town Board at any time without needing to state a cause. The Town Board shall stagger the terms of Commission members as it determines is appropriate to minimize the number of Commission positions expiring in the same year.

Section 5. Officers and Duties. The Commission shall appoint from among its members a Chair and Vice-Chair. The Chair shall be the presiding officer for Commission meetings and shall sign documents on behalf of the Commission as needed. The Vice-Chair shall conduct the duties of the Chair in the Chair's absence. The Commission shall also have a secretary. If the Town Board directs the Town Clerk-Treasurer to serve as the Secretary, the Secretary shall not be a voting member of the Commission. If the

Town Board leaves it to the Commission to appoint a Secretary from among its members, the Secretary shall have a vote. The Secretary shall provide notices, keep records of the Commission's proceedings, and countersign the Chair's signature on Commission documents.

Section 6. Compensation. The Town Board shall determine if members will be compensated for their service on the Commission, determine the amount of compensation if provided, and set a policy for reimbursing expenses incurred in carrying out the Commission's duties.

Section 7. Rules and Procedures. The Commission may adopt rules and procedures related to how it conducts its meetings and hearings.

Section 8. Meetings. The Commission shall hold regular meetings as needed. The Chair or Vice-Chair, along with the consent of at least one other Commission member, may call special meetings as needed to conduct the Commission's business.

Section 9. Commission Powers and Duties. The Commission shall have the powers and duties provided it by Minnesota Statutes, chapter 462 and such other powers and duties as the Town Board may delegate to it. Unless directed otherwise by the Town Board, the Commission shall be responsible for conduct such hearings as may be required by law or by ordinance to implement and administer the Town's official controls.

SECTION II. Effective Date. This ordinance shall be effective upon adoption and the first day of publication after adoption.

Adopted this 7th day of March 2011.

BY THE TOWN BOARD

Chairperson

Attest: Cathy Stevens
Clerk-Treasurer