



BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

PLANNING COMMISSION MEETING

February 13, 2014

Call to Order:

The February 13, 2014 Baldwin Planning Commission meeting was called to order by Chairman Peggy Patten at 7:02 p.m. All present recited the Pledge of Allegiance. There was no January Planning Commission 2014 meeting due to weather.

Commissioners Present:

Commissioners Peggy Patten, Richard Harris, Ross Perry, Terry Carlile and Judy Thorson were present. Planner Bridget Chard was in attendance as well as Town Board Liaison Randy Atwood. Deputy Clerk Cheryl Goetz Dobson took the minutes. The audience sign-in sheet is attached.

Move to Approve/Amend Agenda:

Added to the agenda under New Business:

- Discuss Billboard Advertising at Town Hall notifying the public regarding the Annual Meeting and the Planning Commission's meetings inclusive of the Open Houses and the Public Hearing on the Comprehensive Plan
- The Next Planning Commission Meeting is March 13, 2014 and a joint meeting with the Board is being planned to present the Survey results.
- Work Plan/ add Budget

Commissioners Carlile/Perry unanimous to approve agenda as amended.

Claim Forms:

The Claim Forms were passed out by Commissioner Patton and returned to the Deputy Clerk.

Secretary's Report:

Planning Commission Meeting Minutes of 12.December.13/Move to

Approve/Amend:

Commissioners Thorson/Carlile unanimous to approve the Planning Commission minutes of December 12, 2013.

Handout Signed 14.November.13 Approved Minutes to Planning Commission:

The signed and approved minutes of November 14, 2013 were distributed in order to be added to the commission books.

Public Input:

The Commissioners were informed there will be a Candidate Forum at the Town Hall on March 1, 2014 from 10:00 a.m. to 12:00 noon. Mr. Nagel, resident, offered six copies of CDs of recent surveys taken to the commissioners and containing information gathered from previous task force committees.

Communications from Town Board/Liaison:**Driveway Regulations/Changes:**

Liaison Atwood informed the commissioners that at the January 14, 2014 regular meeting of the Town Board procedures for a second driveway was discussed. At the meeting there was discussion regarding the permitting and standards of driveways that already exist, and the procedures in place for when the township engineer is called out for the inspections to make sure they conform to the standards as well as an escrow account to be set up to pay the engineer. He further commented on a drainage map for the commercial district when parties purchase and build. These documents are being drafted to be brought to the supervisors for approval or amendment.

Old Business and Reports**Final Page Ideas from Open House for Artist/Finalize:**

With a couple minor adjustments the cover page for the comprehensive booklet will be finalized.

Bylaw Changes/Finalize/Move to Approve and Sign Amendment:

There was disagreement on the wording of the bylaw change regarding what constitutes a quorum. After a lengthy discussion *a motion was made by Commissioners Thorson/Harris to unanimously change the wording to say: A Planning Commissioner quorum shall consist of a full planning commission already appointed and sworn in to conduct the business of the Commission.*

Planner Chard will make revisions and update the document, and send to the deputy clerk for distribution and review.

Driveway Materials/Review and Go Over/Prepare for Applications/Other Permitting:

It was suggested by Planner Chard for the Commissioners to become familiar with the driveway materials before the March meeting.

New Business**Survey/Review:**

Tabled to the joint Board/Planning Commission March meeting.

Work Plan/2014/Inclusive of Comp Plan Schedule/Budget:

Planner Chard distributed copies of the 2014 Planning Commission Regular Meeting Schedule, reviewed the Proposed Budget for the year 2014-2015, presented an Estimated Budget, and detailed the Proposed Timeline. No action taken.

4R Board Update:

Commissioner Harris reported that the City of Princeton has received a federal grant to pay for part of the trail system, and that MNDOT has been asked to come on board with the 95 trail.

Discuss Billboard Advertising at Town Hall Depicting Planning Commission Open House:

It was agreed that the use of all media is valuable in order to keep the community informed.

Discussion Requesting Approval Date of Joint Meeting:

It is requested that a joint meeting with the Initiative Foundation, the supervisors, the planning commissioners, and the Baldwin Volunteer Corps on the 20th or 24th of March, 2013, with Adeel Admed. to determine if Baldwin Township is ready for a BR&E program, and how it can be included into the comprehensive plan.

Agenda Items for Next Month:

- Survey Report
- Changes in By-Law
- Final Front Page Work
- Driveway Regulations

Adjourn – Commissioners Perry/Carlile unanimous to adjourn at 8:46 p.m. with the next Planning Commission meeting to be held on March 13, 2014 at 7:00 p.m. at the Baldwin Town Hall.



Respectfully submitted:
Cheryl Goetz Dobson
Deputy Clerk



Peggy Patten, Chairman