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# BALDWIN TOWNSHIP

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30239 128<sup>th</sup> Street, Princeton MN 55371

## PLANNING COMMISSION MEETING

May 20, 2015

### **Call to Order:**

The May 20, 2015 Baldwin Planning Commission meeting was called to order by Chairman Judy Thorson at 7:02 p.m. All present recited the Pledge of Allegiance.

### **Commissioners Present:**

Commissioners Ross Perry, Peggy Patten, Rich Harris, Judy Thorson and Richard Marshall. Commissioner Bryan Lawrence arrived at 7:11 p.m. Planner Bridget Chard was in attendance as well as Town Board Supervisor Liaison Randy Atwood. Deputy Clerk Cheryl Goetz Dobson took the minutes. The audience sign-in sheet is attached.

### **Reorganization of Officers:**

The deputy clerk asked for nominations for chair of the Baldwin Planning Commission. *A motion was made by Commissioner Perry; seconded by Commissioner Thorson to nominate Commissioner Lawrence. Motion carries. With no further nominations a motion was made by Commissioner Harris; seconded by Commissioner Perry for nominations to cease. Motion carries.* By acclamation Commissioner Lawrence is appointed chairman of the Baldwin Planning Commission.

The deputy clerk asked for nominations for vice-chair of the Baldwin Planning Commission. *A motion was made by Commissioner Patten; seconded by Commissioner Thorson to nominate Commissioner Marshall. Motion carries. With no further nominations a motion was made by Commissioner Thorson; seconded by Commissioner Patten for nominations to cease. Motion carries.* By acclamation Commissioner Marshall is appointed vice-chairman of the Baldwin Planning Commission.

Vice-chairman Marshall then began to conduct the meeting. He thanked everyone for their vote of confidence.

### **Claim Forms:**

The Claim Forms were passed out and returned to the deputy clerk.

### **Move to Approve/Disapprove Agenda:**

- Add Work Plan to Old Business
- Correct 'Vision Statement' to 'Mission Statement'

*A motion was made by Commissioner Thorson; seconded by Commissioner Perry to approve the agenda as amended. Motion carries.*

**Secretary's Report:**

**Planning Commission Meeting Minutes of 15.April.15 and Tabled 18.February.15 / Move to Approve / Disapprove:**

After reading from parliamentary law on the procedure of properly correcting minutes  
*A motion was made by Commissioner Harris; seconded by Commissioner Perry to expunge from the written Planning Commissioner meeting minutes of February 18, 2015 the entire sentence on page 3; second paragraph "After misinforming the commissioners with incorrect quoting of MN Statute 13D.01 discussion followed". Motion fails.*

*A motion was made by Commissioner Harris; seconded by Commissioner Perry to delete the entire sentence so that it does not appear on any record with the corrected minutes of February 18, 2015 be brought back to the June 17, 2015 meeting for approval. Motion carries.*

*A motion was made by Commissioner Patten; seconded by Commissioner Perry to table the Planning Commissioner meeting minutes of February 18, 2014 until the June 17, 2015 meeting. Motion carries.*

Appointed Chairman, Bryan Lawrence, arrived and took over the meeting. He thanked the Planning Commissioners for their confidence, as well as commended out-going Chairman Commissioner Thorson for her service on the Planning Commission.

*A motion was made by Commissioner Patten; seconded by Commissioner Perry to approve the Planning Commission minutes of April 15, 2015. Motion carries.*

**Handout Signed Planning Commission Meeting Minutes from 18.March.15 to Planning Commissioners:**

The signed Planning Commission meeting minutes from March 18, 2015 were distributed in order to be added to the commission books.

**Communication: Liaison:**

**a. Workshop May 21:**

The Baldwin Township Board of Supervisors approved the Community Solar Gardens workshop scheduled for May 21, 2015 in Shoreview, MN for the commissioners to attend. Liaison Atwood said the Baldwin Supervisors are open to approving all types of training for the commissioners.

**b. Draft Vision Statement:**

Hereafter to be referred to as the Mission Statement. The draft Mission Statement "To make Baldwin Township a proud place to live by safeguarding property rights, encouraging agriculture, commercial communities and residential growth" was approved by the Baldwin Township Supervisors.

## **Old Business**

### **Comprehensive Plan Goals and Objectives – Choices & Update:**

Planner Chard went over the goals and action plans identified in the new Comprehensive Plan. She identified the actions that the Commissioners might work to use to improve their community. The Commissioners were to select an area that they might want to do from the Comprehensive Plan. Once they are identified, they are to work on that action plan for that area. The Commissioners are then to send the choices to the Deputy Clerk so she can send them to the Planner who will do a work up to help guide the commissioners. No action taken.

### **Community Meetings:**

#### **Main Purpose; Report from Business Meeting:**

Even though the turnout wasn't great Commissioners Marshall and Thorson felt the Business Meeting held at Baldwin Town Hall on May 18<sup>th</sup> was productive. The purpose of the meeting was to give the local businesses an opportunity to meet and get acquainted with the Baldwin Planning Commission as well as receive information from Sherburne County personnel on business taxes and other economic trends. Feedback from the businesses will be beneficial going forward for the Planning Commission. Planner Chard asked if there was anything that they would do different now that they had their meeting. Ideas were to follow up with personal phone calls a week or so after each meeting; open space for notes on the agenda; having the projector available for visuals and presentations; and using layman's terms for the handouts.

#### **Lakeshore Meeting in June:**

Commissioners Perry and Patten have tentatively set June 11 from 6:30 p.m. to 8:00 p.m. at the Baldwin Town Hall for the Lakeshore Meeting. There was discussion on advertising and contacting the Associations. They are planning on having a representative from Sherburne County Soil and Water speak to the residents. The Baldwin Volunteer Corps will again be available to provide food and drink.

#### **Work on Process / Understanding Planning Commissioners Role Presentation:**

Planner Chard explained the 'Hierarchy of Processes' clarifying that the Town Board makes the final decisions. The role of the Planning Commission is to provide to the Town Board opinions on Conditional Use Permits, Interim Use Permits, working on and updating the comprehensive plan, and dealing with ordinances and zoning.

**General Permit:** Question for the planning commissioners. Who deals with a general permit? Answer: Staff.

#### **Variance /Example:**

Planner Chard distributed a Notice of Public Hearing on a Variance with corresponding information to the commissioners as a homework exercise. The commissioners are to study the information to determine if they would grant the variance.

**Work Plan:**

The 2015 Baldwin Township Planning Commission Work Plan was reviewed for the upcoming months.

**New Business:**

**Commissioners Corner:**

Commissioner Harris asked about the status of the county's variance concerning outbuildings. Baldwin Township has already made recommendations. It will be verified if it's still on the table.

Commissioner Marshall suggested the commissioners attend other township planning commission meetings.

Commissioner Thorson asked if there are any ideas on a specific topic for a planning commission booth at the Baldwin FunFest. Commissioner Harris said he would be available to man the booth.

**Next Month:**

- Second Community Meeting
- County Planning Commission Meeting
- Comprehensive Plan Work / Goals and Objectives
- Continue Process Worksheet

**Adjourn:**

*A motion was made by Commissioner Thorson; seconded by Commissioner Marshall to adjourn at 9:00 p.m. with the next Planning Commission meeting to be held on June 17, 2015. Motion carried. Meeting adjourned.*



Respectfully submitted:  
Cheryl Goetz Dobson  
Deputy Clerk

  
Bryan Lawrence, Chairman

7/15/15  
Date

Amendments: