



BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

PLANNING COMMISSION MEETING

November 14, 2013

Call to Order:

The November 14, 2013 Baldwin Planning Commission meeting was called to order by Chairman Peggy Patten at 7:00 p.m. All present recited the Pledge of Allegiance.

Commissioners Present:

Commissioners Richard Harris, Peggy Patten, Ross Perry, 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.

Oath of Office/New Commissioner:

Sworn to before Cheryl Goetz Dobson and attested by Bridget Chard the Oath of Office was given to Terry Carlile.

Move to Approve/Amend Agenda:

Added to Agenda under New Business:

- 2014 Schedule
- Ideas for 2014 Business Forum

Commissioners Carlile/Perry unanimous to approve agenda as amended.

Claim Forms:

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

Secretary's Report:

Planning Commission Meeting Minutes of 10.October.13/Move to Approve/Amend:
Commissioners Thorson//Perry unanimous to approve the Planning Commission minutes of October 13, 2013.

Handout Signed 12.September.13 Approved Minutes to Planning Commission:

The signed and approved minutes of September 12, 2013 were distributed in order to be added to the commission books.

Public Input:

The Commissioners were asked about the mailing list that was used to send out the survey.

Communications from Town Board/Liaison:

Planning Commission Position:

Liaison Atwood informed the commissioners that there still are openings available to persons who may be interested, and appointments can be made if necessary. He also said it was approved by the Baldwin Township board for the Planning Commission to call a second meeting a month if the need arises.

Survey Cost to Date:

Cost of the survey to date is totally \$4,727.16.

Old Business and Reports

Front Page Ideas from Open House for Artist/Finalize:

After minor changes, and with more defined detail on the lettering, the commissioners have decided that Ms. Wolff has done a fine job on the cover page for the comprehensive plan.

Survey/Review:

The commissioners each took a sampling of the survey results to review. Planner Chard will now collate the results and present them at the next meeting.

Bylaw Changes/Review and Finalize:

The Baldwin Township supervisors approved at their regular meeting on November 4, 2013 the wording for Section 2 of Ordinance 200 namely An Ordinance Establishing a Planning Commission to state as follows:

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 un-expired 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).

Commissioners Thorson/Perry unanimous to approve the language as stated.

After being published in the newspaper, the language will be inserted into the Planning Commission Bylaws.

Goals/Objectives; Continue Review and Work:

Planner Chard stressed the importance of wrapping up the research portion of the comprehensive plan since she is in the process of putting all the components together. Two binders titled ‘Community Comprehensive Plan Draft Research’ is being loaned out to each commissioner to read, study and provide comments on.

Future Land Use Map – Work on Map:

Future Road Linkages – Work on Map:

The Future Land Use Map and the Future Road Linkages Map were viewed and discussed. It needs to be made clear that the road linkages are only a possibility and proposed to simplify access. The commissioners will continue to look at the land uses in Baldwin Township.

New Business

4R Board Update:

Commissioner Harris was unable to attend the 4R Board meeting due to prior commitments. There is no meeting in November.

Shoreland Workshop:

The commissioners felt the Shoreland Workshop was interesting, but could have been a bit more organized.

Driveway Materials:

Copies of Baldwin Township's driveway materials were given to each commissioner to review in order to prepare for application and process.

Schedule for 2014:

The proposed schedule was handed out for review. After approval it will be finalized and posted.

Ideas for 2014 Business Forum:

Commissioner Perry was concerned that the business district could use more of a presence in the community, and proposed providing a forum for them to network together. The Baldwin Volunteer Corps has changed focus by proposing a Baldwin Business Association in order to help provide a connection and a network between the businesses for growth and survival.

Agenda Items for Next Month:

- Goals/Action Plan/Final Work
- Schedule for Next Year
- Schedule for Comp Plan/Open Houses/Public Hearings
- Survey Work

Adjourn – Commissioners Perry/Carlile unanimous to adjourn at 8:42 p.m. with the November Planning Commission meeting to be held on December 12th at 7:00 p.m. at the Baldwin Town Hall.



Respectfully submitted:
Cheryl Goetz Dobson
Deputy Clerk



Peggy Patten, Chair
ROSS PERRY
Acting Chair