

BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

PLANNING COMMISSION MEETING

October 10, 2013

Call to Order:

The October 10, 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.

Move to Approve/Amend Agenda:

Added to Agenda:

- Resignation of Commissioner Case
- Present Ideas on Changing the Bylaws
- Procedural Question for the Chair
- Schedule 2014
- Discuss Survey

Commissioners Harris/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:

Note: No approval necessary since the September 12, 2013 Planning Commission meeting lacked the necessary quorum.

Handout Signed August 18, 2013 Approved Minutes to Planning Commission:

The signed and approved minutes of August 18, 2013 were distributed in order to be added to the commission books.

Public Input:

The Commissioners were thanked for supporting the FunFest on September 21, 2013 at Young Park.

Communications from Town Board/Liaison:

Planning Commission Position:

Liaison Atwood informed the commissioners that there is an opening available and appointments can be made if necessary.

Review and Recommendations for Township Requests:

Finding that he feels the commissioners are ready to start addressing issues of zoning and variances, Supervisor Swanson said that the vision is for the residents to start these processes with the Planning Commission. The Planning Commission can only make recommendations with the final decisions coming from the Board of Supervisors. Swanson also said that professionals would be made available to the commissioners, if needed, in their reviews. Swanson thanked all the commissioners on their research and commended them on their importance to the future of the township.

Quorum Issues:

Resolved. As stated in Ordinance No. 200 namely *An Ordinance Establishing a Planning Commission* under Section 2. Composition. ... A majority of members constitutes a quorum to conduct Commission's business ...

After discussion, *Commissioners Thorson/Perry unanimous to table revising the language describing a quorum as stated in Ordinance No. 200 to the Bylaws of the Baldwin Planning Commission.*

Old Business and Reports

Front Page Ideas from Open House for Artist:

After taking notes on the commissioners' thoughts on theme, color, pictures, layout, etc. for the front page of the comprehensive plan, Ms. Wolff's inspiration is to use a 'winding road from past to future'. Four drafts layouts were presented for review with additional suggestions made by the commissioners before final approval is given.

Survey Questions – Finalize for Print:

Planner Chard offered a list of 12 sample survey questions for the commissioners to review. After reducing the list of questions to 10 and with minor changes, it was agreed to have the survey ready for mailing within the week.

Bylaw Changes/Quorum:

See above.

Goals/Objectives; Continue Review and Work:

Planner Chard stressed the importance of wrapping up the research portion of the comprehensive plan since we are now going into the goals and objectives phase of the plan. It is significant that the commissioners review their research portions for any changes that may be necessary in order for the Planner to finalize these sections, and to submit any photos that may be pertinent to the sections. Planner Chard said she expects one more objective and one more policy from each commissioner.

Future Land Use Map – Work on Map:

Future Road Linkages – Work on Map:

Expectations are to finish up with both the Future Land Use map and the Future Road Linkages map by next Commission meeting in order to provide this for the Open Houses and Public Hearing with the Comp Plan.

New Business

4R Board Update:

Commissioner Harris was unable to attend the 4R Board meeting due to prior commitments.

Positions to Open; Move to Notify Town Board:

The terms of Commissioners Patten and Perry will be due to end in December. Liaison Atwood is to notify the town board at their November meeting of the opening of positions. Appointment of commissioners will be in December with office taken in January.

Resignation of Commissioner Case:

With regrets the resignation of Commissioner Case was accepted

Present Ideas on Changing the Bylaws:

See above.

Procedural Question for the Chair:

Since the survey has put the timeframe of the commission behind schedule, Commissioner Harris said he would look favorably on having two meetings a month in order to accomplish the goals and timeframe set forth by the commission. Liaison Atwood will forward this idea to the town board for their comments.

Schedule 2014:

Planner Chard is putting together the Planning Commission meeting schedule for 2014.

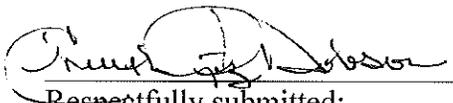
Discuss Survey:

The plan is to have the survey printed and ready for mailing by Monday, October 21st.

Agenda Items for Next Month:

- Goals/Action Plan
- Survey

Adjourn – Commissioners Perry/Harris unanimous to adjourn at 9:23 p.m. with the November Planning Commission meeting to be held on November 8th at 7:00 p.m. at the Baldwin Town Hall.



Respectfully submitted:
Cheryl Goetz Dobson
Deputy Clerk



Peggy Patten, Chair