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# BALDWIN TOWNSHIP

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

## PLANNING COMMISSION MEETING

October 28, 2015

### **Call to Order:**

On this 28<sup>th</sup> of October 2015 the Regular Monthly Meeting of the Baldwin Planning Commission was called to order by Chairman Bryan Lawrence at 7:00 p.m.

### **Pledge of Allegiance:**

The Pledge of Allegiance was recited.

### **Roll Call:**

Commissioners present were Bryan Lawrence, Richard Marshall, Rich Harris and Judy Thorson. Commissioner Peggy Patten is absent. Planner Bridget Chard and Supervisor Jay Swanson were also present. Liaison Randy Atwood is absent. The sign in sheet is attached. Added to the revised agenda under Old Business is 'Thank You's' and '2016 Meeting Schedule'. *A motion was made by Commissioner Thorson to approve the October 28, 2015 revised agenda which was seconded by Commissioner Marshall; all in favor; motion carried.*

### **Secretary's Report:**

**Planning Commission Meeting Minutes of 30.September.15:** *A motion was made by Commissioner Harris to table the September 30, 2015 regular meeting minutes in order to listen to the audio concerning the wording of motions made under New Business on pages 3 and 4 which was seconded by Commissioner Marshall; all in favor; motion carried.*

**Handout Signed Planning Commission Meeting Minutes from 19.August.15:** The signed Planning Commission meeting minutes from August 19, 2015 were distributed in order to be added to the commission books.

### **Communications:**

- **Meeting with Town Board:** Planner Chard attended the Baldwin Township regular meeting of October 5, 2015 to discuss the Frontier Trails Subordinate Service District as well as give an update on the Planning Commission progress. With the recent work good background information is being gained in order to effectively deal with planning and zoning issues. Chard will continue monthly involvement at the Planning Commission meetings at least until the end of the year at which time a review will be given.
- **Notice of Position:** A display ad will be put into the Princeton Union Eagle and the Town and Country to advertise for a vacant position on the planning

commission board. This will be done at the same time that the other Commissioner's terms are ending and up for possible reappointments.

- **CUP Delkamp:** An email received from Marc Schneider, Sherburne County Environmental Staff indicated that the Sherburne County commissioners will recommend approval of the Conditional Use Permit submitted by William and Cindy Delkamp with conditions set forth, and will hear the request on November 3, 2015. After reviewing *a motion was made by Commissioner Harris for the Baldwin Town Board to send an email to Marc Schneider to add 'Any outside lighting to be downward facing' to the comments which was seconded by Commissioner Marshall; all in favor; motion carried.*

## Old Business

### Community Meetings:

1. **Update – Agricultural Meeting:** The Agricultural Meeting is scheduled for Thursday, November 12 starting at 7:00 p.m. Light refreshments will be provided by the Baldwin Volunteer Corps. Flyers were printed which will be mailed as well as handed out targeting crop and livestock producers, agribusinesses, horse owners, 4H participants and leaders and other interested in agricultural land usage. Marc Schneider is invited to be the guest speaker.
2. **Work in Process**
  - **IUP Request:** The IUP request submitted by Terrance and Tamara Hoyez for a home business in an accessory building was approved by Sherburne County. Planner Chard went over the conditions placed on the CUP and informed the P.C. members that their work helped add to the final decisions.
  - **County Comments:** Planner Chard was told by Sherburne County that the discussion and comments from the Baldwin Planning Commission has helped formulate decisions and have been very much appreciated.
3. **Comprehensive Action Plan Work – Finalize:** The Comprehensive Action Plan work should be sent to the Planner Chard for review in order to have it finalized and inserted into the Comprehensive Plan. End date will be the November 18<sup>th</sup> meeting.
4. **Thank You's:** Thank you cards were given to Ross Perry and Terry Carlile from the Planning Commission for their work and dedication to Baldwin Township.

### New Business:

- **Bylaws Amendments Final:** With the acceptance of the Planning Commission last month, the Planning Commission Bylaw amendments will be signed and they will be posted.
- **Commissioners Corner:** Commissioner Harris indicated that he felt uncomfortable to send changes to the draft minutes ahead of the meeting. Commissioner Lawrence commented that the draft minutes are not valid until approved by the commissioners. The clerk is able to edit draft minutes with audio verification since the commission is the final voting authority. No action taken.

Commissioner Marshall requested to have on the November agenda that in Article III; Section I of the Planning Commission Bylaws to include "Sworn in and appointed". It was noted by the Planner Chard that this language is already there. No action taken.

Supervisor Jay Swanson, who was liaison for the night, attended a Minnesota Association of Township meeting in which they talked about feedlots. He also said that the township is taking the stance that it's an unfunded mandate and that Baldwin Township should not be included in the MS4 permitting process.

- **Next Month:**  
Agricultural Meeting Report  
Action Plan Reports Due In  
2016 Meeting Schedule – Bring planners along for next month.

**Adjourn:**

*A motion was made by Commissioner Thorson; seconded by Commissioner Marshall to adjourn at 9:02 p.m. with the next Planning Commission meeting to be held on November 18, 2015. Motion carried. Meeting adjourned.*



Respectfully submitted:  
Cheryl Goetz Dobson  
Deputy Clerk

  
Bryan Lawrence, Chairman

1/27/16  
Date

**Amendments:**

Commissioner Marshall requested to have on the November agenda that in Article III; Section I of the Planning Commission Bylaws to include "Sworn in and appointed". It was noted by the ~~Zoning Administrator~~ **Planner Chard** that this language is already there. No action taken.