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# BALDWIN TOWNSHIP

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

## PLANNING COMMISSION MEETING

September 30, 2015

### **Call to Order:**

1. On this 30<sup>th</sup> of September 2015 the Regular Monthly Meeting of the Baldwin Planning Commission was called to order by Chairman Bryan Lawrence at 7:00 p.m.
2. The Pledge of Allegiance was recited.
3. Commissioners present were Bryan Lawrence, Richard Marshall, Rich Harris and Judy Thorson. Commissioners Peggy Patten and Ross Perry are absent. Planner Bridget Chard and Liaison Randy Atwood were also present. The sign in sheet is attached. Added to the revised agenda under Communications is 'Resignation', 'Notification of Posting for Term Positions', 'Amendment No's 212, 213, and 214' and 'Update SSD Frontier Trails'. Added to the revised agenda under Old Business is 'Update on Lot Split on 313<sup>th</sup>', 'Update on Mechanic's Business off Highway 169', and Update on Contractors Yard'. *With all in favor, the revised agenda was unanimously approved.*

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

**Planning Commission Meeting Minutes of 19.August.15:** After clarifying that the Business Meeting report was submitted on May 20<sup>th</sup> as well as printed in the July Baldwin Township newsletter, requesting that the minute pages be numbered and correcting the first work in the second sentence in the Mission Statement in the footer to reflect a lower case 'e' *a motion was made by Commissioner Harris to approve the August 19, 2015 corrected regular meeting minutes which was seconded by Commissioner Thorson; all in favor; motion carried.*

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

### **Communications:**

- **FunFest:** According to Commissioner Harris there was almost no activity at the Planning Commission booth although it was determined that it was still important to maintain a presence at the FunFest. *A motion was made by Commissioner Harris to approve sending a thank you card to Terry Carlile for his support of the Planning Commission and the FunFest which was seconded by Commissioner Marshall; all in favor; motion carried.*

- **Resignation:** Commissioner Perry has submitted his resignation from the Baldwin Planning Commission. *A motion was made by Commissioner Marshall to acknowledge Commission Perry's resignation with regrets and to send a thank you for his support of the Planning Commission which was seconded by Commissioner Thorson; all in favor; motion carried.*
- **Notification of Posting:** Planning Commission Clerk to request for posting for Commissioner Perry's position now and that two more positions will be open for the Planning Commission in April, 2016 (meaning that postings should be done in March, 2016 to fill by April 1, 2016).
- **Amendment No's 212, 213, and 214:** Amendments No's 212, 213 and 214 were distributed to add to the commissioner's books.
- **Update SSD Frontier Trails:** Frontier Trails petitioned for the Township to create a Subordinate Service District to repair and manage their wastewater treatment system. It has gone through public hearing and has been certified as in place and now Baldwin Township will move forward with the service.

#### Old Business

##### Community Meetings:

1. **Report -Final Business Meeting Report:** Add to files.
2. **Report – Lakeshore Meeting:** *A motion was made by Commissioner Harris to table which was seconded by Commissioner Marshall; all in favor; motion carried.*
3. **Update – Agricultural Meeting:** Commissioners Harris and Lawrence highlighted the agenda for the Agricultural Meeting scheduled for November 12, 2015 starting at 7:00 p.m. at the Baldwin Town Hall. Flyers to advertise the meeting will be placed 30 days in advance. Commissioner Lawrence indicated that he is going to invite Dave Lucas, the Solid Waste Administrator for Sherburne County, and Sherburne County Zoning Specialist Mark Schneider as speakers.

Attached to the minutes as Exhibit "A" are some ideas presented by Planner Chard to be used in conducting the agricultural meeting as well as a guide to use for the final reports of the meeting.

#### 4. Work in Process

- **CUP Request; Personal Storage Structure; Recommendations:** Submitted for review is a CUP request for a personal storage structure in the new Shoreland Residential district overlay (General rural district – primary) on Sandy Lake with PID #01-025-3403 by William and Cindy Delkamp. After an intensive discussion *a motion was made by Commissioner Harris, seconded by Commissioner*

*Thorson to recommend approval to the Baldwin Town Board with the following four (4) conditions and two (2) questions; all in favor; motion carried.*

1. Driveway Permit required from Baldwin Township.
2. No plumbing or drainage allowed in personal storage structure.
3. Personal Storage Structure will not be used for human habitation.
4. Downward lighting to be used on personal storage structure

**Questions:**

- a. There is identified a personal wastewater easement. Explain if there is an existing dwelling, shared dwellings or other structures using this private septic easement?
- b. Use erosion control measures at time of construction for personal storage structure.

- **Pool Ordinance Revisions:** Distributed to be placed in commissioner books.
- **Comprehensive Action Plan Work:** Due at the November meeting.
- **Land Split:** Discussed for clarification was the land split located in the Georgetown 1<sup>st</sup> Addition. Wholesale Inc. inquired about platting PID #01-425-0250 into two lots. Concerns are future septic, driveway placement, building design and water drainage design. The land split has not formulized according for Commissioner Lawrence.
- **IUP Review:** Discussed for clarification was the Request for IUP for Home Business in Accessory Building (Auto Repair Business) PID No. 01-009-4101 by Terrance Hoyez of 31113 US Hwy 169, Princeton, MN 55371. No action was taken because of the limited information, and the commissioners would likely deny the application for being incomplete. Even though the Baldwin Township supervisors approved the IUP, Sherburne County has not heard it yet.
- **Contractor's Yard:** Discussed for clarification was a request to amend the Sherburne County Zoning Ordinance pertaining to Interim Use Permit for Contractors' Yard found in Section 16.2 Subdivision 5.8 requested by Steinbrecher Companies. The Sherburne County Commissioners recommended denying this request, although they continue to work with the business since the request needs more clarity.

**New Business:**

- **Bylaws Amendments:** *A motion was made by Commissioner Harris to approve inserting into the Planning Commission Bylaws under Article VII; Order of Business letter 'c' Land Use Requests hence re-lettering the remaining items which was seconded by Commissioner Marshall; with Commissioner Patten absent all in favor; motion carried.*

*A motion was made by Commissioner Thorson to approve rewording 'Reading of the minutes of previous meeting' and replace with 'Suspend Reading of Minutes unless Requested' from the Planning Commission Bylaws under*

*Article VII; Order of Business letter 'b' which was seconded by Commissioner Lawrence; with Commissioner Patten absent motion failed.*

- *A motion was made by Commissioner Marshall to approve rewording 'Reading of the minutes of previous meeting' and replace with 'Minutes' from the Planning Commission Bylaws under Article VII; Order of Business letter 'b' which was seconded by Commissioner Thorson; with Commissioner Patten absent all in favor; motion carried.*
- *A motion was made by Commissioner Thorson to approve the Planning Commission Bylaws with all changes which was seconded by Commissioner Harris; with Commissioner Patten absent all in favor; motion carried.*

Changes to the Planning Commission Bylaws will be made for review at the October 28, 2015 meeting of the Baldwin Planning Commission.

- **GTS Workshop Classes:** No interest.
- **Commissioners Corner:** Commissioner Harris informed the commission that the 4R Board is in the process of disbanding. Since there were no formal positions on the 4R Board, nothing was needed. Commissioner Harris asked that Supervisor Rush be notified. The Princeton City Council would have to dismiss their subcommittee for the Parks and Recreation group as a formality.

**Adjourn:**

*A motion was made by Commissioner Thorson; seconded by Commissioner Marshall to adjourn at 9:32 p.m. with the next Planning Commission meeting to be held on October 28, 2015. Motion carried. Meeting adjourned.*



Respectfully submitted:  
Cheryl Goetz Dobson  
Deputy Clerk

  
Bryan Lawrence, Chairman

11/18/15  
Date

Amendments:

After verifying with the audio of September 30, 2014 the following motion should read:

- *A motion was made by Commissioner Harris to approve ~~recommending to the Baldwin Town Board~~ inserting into the Planning Commission Bylaws under Article VII; Order of Business letter 'c' Land Use Requests hence re-lettering the remaining items which was seconded by Commissioner Marshall; with Commissioner Patten absent all in favor; motion carried.*

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