

# BALDWIN TOWNSHIP SPECIAL MEETING

March 27, 2012

**Present** - Supervisors Jay Swanson, Tom Rush, Larry Handshoe, Kimberly Good and Randy Atwood

**Call to Order** – The March 27, 2012 special meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:00 p.m.

**Pledge of Allegiance** – All present recited the Pledge of Allegiance.

**Meet with Bridget Chard, Planner, Bridget Chard & Associates** – Chard is a Small Communities Project Coordinator from Brainerd who currently works primarily in Minnesota, with townships, cities, counties and rural electrical cooperatives to develop water and wastewater management tools as well as implementing planning and zoning programs. She also does grant and loan writing as well as training for local officials and other township related issues.

Chard provided a PowerPoint on “Why Plan?” Provided below she outlines “A way to control your future rather than having it control you, a process for setting priorities and solving problems, a way to communicate your needs, a way to use what you know, and a way to promote creativity.”

**Community Planning**

Bridget Chard  
Small Communities Project Coordinator

Pillager, Minnesota 56473  
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Baldwin Township 032712

**PLANNING/ZONING  
BALDWIN TOWNSHIP**

ORDINANCE CREATING COMMISSION  
PLANNING COMMISSION MEMBERS  
BYLAWS FOR COMMISSION'S WORK  
PROFESSIONAL COORDINATION FOR PLAN  
PLAN UPDATE AND COMPLETION  
COMMUNITY MEETINGS

Baldwin Township 032712

**PLANNING  
"WABEDO TOWNSHIP"  
SEQUENCE**

- ANNUAL TOWNSHIP MEETING / APPROVAL
- ORDINANCE CREATING PLANNING COMMISSION
- CALL FOR APPLICANTS
- INTRODUCTION TO PLANNING PROCESS
- BYLAWS FOR PLANNING COMMISSION
- SURVEY OF RESIDENTS / OCTOBER, 1997
- PLAN DRAFT / TO TOWNSHIP BOARD
- PLAN HEARING / RECOMMENDATION
- PLAN APPROVAL / ADOPTION : MAY, 1998

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**PLANNING  
"PLANNING PROCESS"**

- MINNESOTA STATUTES § 462
- GUIDES THE COMMUNITY'S GROWTH
- PLAN / BASIC FRAMEWORK FOR TOWN'S FUTURE
- ZONING (RULES TO GUIDE ADOPTED PLAN)
- PLANNING COMMISSION / 5-7 MEMBERS
- SUBJECT TO OPEN MEETING LAWS / QUORUM
- NEEDS ASSESSMENT OF COMMUNITY
- GOALS / OBJECTIVES TO IMPLEMENT
- TIMELINE FOR IMPLEMENTATION
- UPDATE PLAN / 3-5 YEARS

Baldwin Township 032712

**PLANNING**  
**OUTLINE OF PROCESS**

- Public Awareness, Education, and Information
  - Research
    - Needs Assessment of Township
    - Survey of community
  - Components of Plan / Determine
    - Goal, Objectives, Policies and Action Plans
  - Mapping, Appendices, Standards, Policies, Other area Plans
  - Statutory Hearing Process
  - Recommendation to Township for Adoption
  - Copies

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**PLANNING**

- HISTORY / COMMUNITY AND NATURAL
- POPULATION AND PROJECTIONS
- ENVIRONMENT / INFRASTRUCTURE INCLUDED
- AGRICULTURE
- HOUSING / INCOME
- ECONOMY / LAND USES
- TRANSPORTATION SYSTEM – PRESENT / FUTURE
- COMMUNITY SERVICES / FACILITIES
- PARKS / RECREATION
- LAND USES
- INTER-GOVERNMENTAL RELATIONSHIPS

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**PLANNING/ZONING**  
**FACTORS TO CONSIDER IN PLANNING**

- PLANNING COMMISSION ADVISORY TO BOARD
- CONSIDER LOCAL GOVERNMENTAL UNITS AROUND YOU
- DIRECTLY WORKING WITH COUNTY / SPECIALISTS
- BENEFITS TO COMMUNITY / SEE BIGGER PICTURE
- PLANS HAVE TEXTS / MAPS, CHARTS, STANDARDS
- LAND USE REGULATIONS / MAY OR MAY NOT DO
  - TOOL TO GUIDE PLAN
  - USED FOR ENFORCEMENT
  - DIFFERENT TYPES
  - BUDGET (I) CONSIDER COSTS, TIME AND ENERGY
  - EXPERIENCED PROFESSIONALS



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**PLANNING/ZONING**  
**RE-CAP**

- COMMUNITY PLANNING IS HEALTHY!
- DONE UNDER M.S. § 462.351-462.365
- ZONING REGULATES THE PLAN'S GOALS
- ZONING REQUIRES MORE CONSIDERATIONS
- COUNTY'S HAVE WORKED WITH TOWNSHIPS ON THEIR PLANS
- COMMUNITY PROCESS



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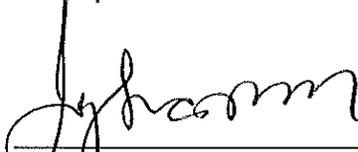


Chard was informed that Baldwin Township is hoping to do a comprehensive plan within the next 1 to 1 ½ years, and that they are getting ready to seat a planning commission. There is a need to know what the people of the township want. Chard said in order to get the community involved with minimum involvement is to schedule open houses to get feedback, and do surveys. Chard stressed that a better way to build is to have members of the community, or a committee, work out ideas and present them to the board. Having recommendations from a committee of the community is usually better received and easier to justify.

Chard said her fees are subject to negotiations. Currently she charges \$80.00 per hour with mileage of \$.555. Chard said she is flexible to work with a salary or lump sum for certain projects.

**Adjourn** – Good/Rush unanimous to adjourn at 8:58 p.m.

  
 Submitted By: (s/) Cathy Stevens  
 Clerk/Treasurer  
 Baldwin Township

  
 Approved By: (s/) Jay Swanson  
 Chairman, Board of Supervisors  
 Baldwin Township

Attendees: Carol Swanson, Elaine Philippi, Chuck Nagle