



BALDWIN TOWNSHIP

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BALDWIN PLANNING COMMISSION

Meeting Minutes

August 9, 2012

Call to Order – The August 9, 2012 Baldwin Planning Commission meeting was called to order by Chairman Peggy Patten at 7:02 p.m. The Pledge of Allegiance was recited by everyone present.

Commissioners Present: Scott Case, Terry Carlile, Richard Harris, Peggy Patten, Ross Perry, Eleanor Rittenour. Planner Bridge Chard was in attendance as well as Town Board Liaison Randy Atwood. Deputy Clerk Cheryl Goetz Dobson took the minutes. The audience and sign-in sheet is attached.

Move to Approve/Amend Agenda – *Commissioners Carlile/Case unanimous to approve agenda.*

Claim Forms – The Claim Forms were passed out by Chairman Patten, and returned to the Deputy Clerk.

Secretary Report

Approve/Amend Planning Commission Meeting of July 12, 2012

- Discussion initiated by Commissioner Rittenour's suggestion to add first names to Roll Call since it would better define who each person is.
- *Commissioners Rittenour/Carlile to amend minutes of July 12, 2012 to show that Rittenour was in favor of motion stating to insert "5 to 7 persons interested to be appointed"; and to show Rittenour in favor of motion stating "to leave the order of business in Article 7 as is."*
- *Commissioners Case/Perry unanimous to amend the minutes of July 12, 2012 to remove the words 'Unapproved' and 'Draft'.*
- *Commissioners Harris/Perry unanimous to review the tapes to clarify the motions in the minutes of July 12, 2012.*

Public Input - It was suggested the commissioners make their presence known and introduce themselves to the public at the FunFest on October 6, 2012. Supervisor Swanson welcomed the commissioners saying they are very important to the future of Baldwin Township and he is looking forward to working with them.

Communications: From Town Board/Liaison Written Communication

Written Communications Regarding Ordinance Creating Planning Commission – Liaison Atwood said the Baldwin Town Board would be addressing Township Ordinance 200 at their August 21st meeting. An Ordinance amending Section 2 of the Baldwin Township Ordinance establishing a Planning



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Commission is also on the agenda for the Town Board meeting of August 21st. Discussion will center on the definition of landowner. There was also discussion regarding Section 5 of Article IV to substitute the word 'Secretary' to have the option of either 'Clerk/Treasurer' or 'Deputy Clerk' *shall keep the minutes and records of the Commission;*

Old Business & Reports

Approve/Finalize Bylaws – The Planning Commission Bylaws were thoroughly reviewed by Chard by article and section highlighting the revised language. Commissioner Harris asked for clarification as to the status of the Bylaws. Until the ordinance defining 'landowner' is resolved by the Town Board, the status of the bylaws remains subject to approval with the exception of the final language.

Book Materials – Additional Materials – Added to the binders were the Joint Powers Agreement and the 2012 Regular Meeting Schedule of the Baldwin Planning Commission.

Revise/Finalize Planning Commission Standards – Zoning Administrator Chard presented a revised Planning Commission set of standards which was renamed "Planning Commission Standards". After review of the revised Planning Commission Standards, *Commissioners Carlile/Rittenour unanimous to approve the Planning Commission Standards.*

New Business

Overheads – Chard presented an extensive presentation on the subject of Subordinate Service Districts. In brief, and answering questions from the commissioners, it was discussed that it's wise for the professionals to be in contact with the landowners although the township has legal authority, a subordinate service district is absolutely petitioned driven, and can only be created by the people who want it.

Planning Commission Work for Comp Plan (next step)

Assignments – Explaining months 3 through 7, Chard said the next step would be research.

Timeline for Completion of Research – Each commissioner was able to choose a component of the research plan. Rittenour has 'Population/Housing Stock/Income/Projections'; Perry has 'Economy/Land Uses/Plats and History'; Carlile has 'Transportation System – Present/Future/Standards'; Patten has 'Land Uses/Sensitive Shoreland & Floodplain Areas/Wetlands'; Harris has 'Inter-Governmental Relationships/OAA'; and Case has 'Capital Improvement Plans – Townships & Neighboring Jurisdictions/Timelines'.

Adjourn – *Commissioner Carlile moved to adjourn at 8:53 p.m.* The next meeting date will be September 13, 2012 at 7:00 p.m. Commissioner Case may not be at the September meeting.



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Commissioner Harris cannot be at the September meeting. Materials will be sent to them after the meeting.

Respectfully submitted:
Cheryl Goetz Dobson
Deputy Clerk

Peggy Patten, Chair