

BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

PLANNING COMMISSION MEETING

July 23, 2013

Call to Order:

The July 23, 2013 Baldwin Planning Commission meeting was called to order by Chairman Peggy Patten at 7:04 p.m. All present recited the Pledge of Allegiance.

Commissioners Present:

Commissioners Richard Harris, Peggy Patten, Ross Perry, Judy Thorson and Scott Case 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.

Nominations:

Deputy Clerk Dobson opened the floor and called for nominations for Chair.

Commissioners Ross/Harris unanimous to nominate Peggy Patten. Commissioners Harris/Thorson unanimous to cease nominations. Motion carried with Patten abstaining.

Chairman Patten opened the floor and called for nominations for Vice Chair.

Commissioners Ross/Thorson nominated Scott Case. Commissioner Case respectively declined. Commissioners Harris/Case unanimously to nominate Ross Perry. Commissioners Harris/Thorson unanimous to close nominations. Motion carried with Perry abstaining.

Move to Approve/Amend Agenda:

Added to New Business is:

- Community Participation

Commissioners Thorson/Case unanimous to approve agenda.

Claim Forms:

The Claim Forms were passed out by Commissioner Patten and returned to the Deputy Clerk.

Secretary's Report:

Commissioners Perry/Harris unanimous to approve the June 25, 2013 Planning Commission Meeting minutes.

Hand out signed May 9, 2013 meeting minutes to the Planning Commissioners:

The signed May 9, 2013 as well as the signed and approved minutes of June 25, 2013 were made available and distributed in order to be added to the commissioners' binders.

Public Input:

It was requested that the Clustered Desired Outcomes from the June 29, 2010 luncheon be made available as a guideline for the commissioners. They will be sent out by email.

Communications:

Workshop in October on Variances in Shorelands/Approval:

Liaison Atwood informed the commissioners that the town board granted approval for them to attend the Shoreline Workshop on October 16th in Little Falls. The Township Clerk/Treasurer will make the reservations. All the commissioners have indicated they will be attending.

Planning Commission Appointment:

Since all avenues of advertising for a commissioners' position have been made, an appointment by the town board of an interested resident can be obtained.

Old Business and Reports

4R Board – Mr. Rich Harris/Meeting Minutes:

Commissioner Harris attended the 4R Board meeting at Young Park. He reported that the 4R Board has received a legacy grant for trails in the amount of \$5,000. He further stated that the meeting was held out at Young Park, but that there were no benches or means to sit down and discuss the meeting agenda.

Research:

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. The Planner also asked for any pictures that the Commissioners would want for their sections. None were suggested or brought forth. P.C. Commissioner is to speak with the Artist regarding her thoughts on one section of hers.

Front Page Ideas from Open House for Artist – Sharma Wolff:

Discussed among the commissioners were thoughts on theme, color, pictures, layout, etc. of the comprehensive plan. Also discussed was what the commissioners thought was their 'concept of the future' of Baldwin in order for Sharma Wolff to have an idea of sketches and photos to submit. Wolff took notes and will be back at the September planning commission meeting with ideas for the cover page as well as ideas and sketches for the individual components of the plan. Liaison Atwood will also gather information on how the town board perceives the future of Baldwin.

Future Land Use Map - Comments:

Commissioners Harris and Patten will meet with Planner Chard on August 7 at 1:30 p.m. Commissioners Case and Perry will meet with Planner Chard on August 8 starting at 9:00

a.m. Work on the land use map, and road linkages, as well guidance on goals and objectives will be the objectives of these meetings.

Future Road Linkages – see above note.

New Business

Goals/Action Plan/Review:

Information and other Comprehensive Plans were handed out which contained background information on objectives and goals others have used for their plans. The action plan is to write goals and set objectives on how to reach those goals. Each Commission member is to take their section and chose one goal and what they hope to achieve from that goal; then write two objectives on how an action is going to accomplish their objective. Planner Chard will meet with each of them on the 7th and 8th of August, 2013 during scheduled times to help understand and complete this section.

Community Participation:

Commissioner Harris said he was concerned about the amount of public participation built into this process, and to address this he would like to have the following considered:

1. Make sure the results of previous township visioning sessions and committees are considered.
2. Arrange public participation at key points in the process so that an opportunity for the public to suggest additions and changes can be made.
3. Publicize these meetings through normal channels to make the public aware.

Planner Chard indicated that we have had done the following: have completed sections in the newsletter more than once, items on the website, and two Open Houses so far along with the P.C. meetings wherein public participation has had the opportunity to always give comment. Along with this, each P.C. member has residents and neighbors in their area to communicate what is happening. Finally, the P.C. members were chosen for their task by the Town Board to represent the community due to their knowledge of the community and their regional representation. Planner Chard further indicated that having any means to reach the community is worth trying.

Commissioners Harris/Perry unanimous to have a presentation of a draft outline of the comprehensive plan at the September 12, 2013 available to the public for review at 6:00 p.m.

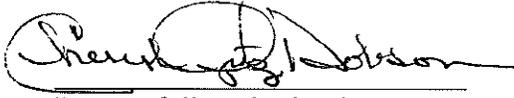
Permitting Process:

Presented and discussed, via slides a general (not all inclusive) process on *Permitting Process and Beyond* explaining the general responsibilities, steps in the process, various permits, Conditional Use Permits, Interim Use Permits, and Variances and a general process keeping mind the sixty day rule.

Agenda Items for Next Month:

- **Goals/Action Plan**

Adjourn – Case/Perry unanimous to adjourn at 8:52 p.m. with the August Planning Commission meeting to be held on August 8th at 7:00 p.m. at the Town Hall.



Respectfully submitted:
Cheryl Goetz Dobson
Deputy Clerk



Peggy Patten, Chair