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# BALDWIN TOWNSHIP

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

## PLANNING COMMISSION MEETING

January 21, 2015

### **Call to Order:**

The January 21, 2015 Baldwin Planning Commission meeting was called to order by Chairman Judy Thorson at 7:00 p.m. All present recited the Pledge of Allegiance.

### **Commissioners Present:**

Commissioners Ross Perry, Peggy Patten, and Judy Thorson. Commissioner Rich Harris was excused. Planner Bridget Chard was in attendance as well as Town Board Supervisor Liaison Randy Atwood. Deputy Clerk Cheryl Goetz Dobson took the minutes. The audience sign-in sheet is attached.

### **Claim Forms:**

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

### **Move to Approve/Disapprove Agenda:** Added to the agenda:

- Add County Information under Old Business
- Delete Findings and Samples under Old Business
- Add MS4 Workshop under Old Business
- Add Organization in February under New Business
- Add Form Base Code under New Business

*Commissioners Patten/Perry unanimous to approve agenda as amended.*

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

#### **Planning Commission Meeting Minutes of 11.December.14/Move to Approve / Disapprove:**

The December 11, 2014 Planning Commission meeting minutes are amended to include under Open Forum, "Elaine Philippi asked "What is the time involvement for the Planning Commission role?" She has a contact/friend who may be interested in the role.

Her concern about the March elections is that there will be a candidate forum planned so that the public may hear from the candidates before the election. This will be sponsored by the Baldwin Volunteer Corps.

Also to be added to the meeting minutes is a date line for when the minutes have been signed.

*Commissioners Patten/Perry unanimous to approve the Planning Commission meeting minutes of December 11, 2014 as amended.*

**Handout Signed Planning Commission Meeting Minutes from 13.November.14 to Planning Commissioners:**

The signed and approved minutes of November 13, 2014 was distributed in order to be added to the commission books.

**Public Input:**

Elaine Philippi questioned whether there was a quorum present. Under the Planning Commission Bylaws; Article VI; Section 2: *A Planning Commission quorum shall consist of a majority of the members in attendance of the full Planning Commission which are already appointed and sworn in, to conduct the business of the Commission.*

Philippi also asked for an official job description for a commissioner's position.

**Communication: Liaison:  
Planning Commissioner's Positions:**

Liaison Atwood noted there had been no responses from the ad put in the Princeton Union/Eagle. Bryan Lawrence was in attendance, and may be interested in a position on the Planning Commission.

The County Planning and Zoning have been discussing an amendment to a county ordinance regarding Personal Storage Structure (e.g. accessory structures as a primary use). The commissioners are asked to do research and generate input which will be discussed at the February meeting.

**Old Business**

**Begin to Discuss Work Plan Objectives/Action Plans/Assignments:**

To be put on the February agenda.

**Discuss Community Meetings/When, What, How, Expected Outcome:**

It is believed that the budget holds approximately \$500 each for three designated community meetings. A plan needs to be developed; and dates put into the newsletter. Tentatively a meeting for 'Business' could be in May; for 'Lake Property' in June; and for 'Farmers' for November. The Baldwin Volunteer Corps would help with the preparations. Since a larger space than the town hall may be needed, a rental fee from the church will be obtained. The Planning Commissioners still need to identify what kind of dialogue would be presented, the bricks and mortar of putting a meeting together and to identify a topic. Further discussion will be at the February meeting.

**Scenario/Sherburne County Land Use Ordinance:**

Sherburne County Planning & Zoning is looking at amending the definitions of commercial daycare, in-home daycare and single family residence. The commissioners are asked to look at the ordinance and make recommendations in wording/changes to Sherburne County.

**MS4 Workshop:**

The Baldwin commissioners who attended the MS4 Workshop at Brockway Township on January 14, 2014 felt that the information presented was useful.

**Public Input:**

None.

**New Business****Reorganize in February:**

The Baldwin Planning Commission will reorganize in February.

**Scenarios/Sherburne County Land Use Ordinance:**

Another scenario will be presented in February in order to further familiarize with the Sherburne County Land Use Ordinances.

**Comprehensive Plan Work; Goals & Objectives:**

It was discussed the merit of presenting either an oral or powerpoint presentation at the Annual Meeting in March. Discussion will continue on this subject at the February meeting. Ask Cathy if it's possible to obtain an expenses/income financial report for the Planning Commission to be presented each month.

**Form Base Code:**

The commissioners are to read and familiarize themselves with the Form Base Code for the February meeting.

**Vision Statement:**

The commissioners are asked to work on a vision statement for the Baldwin Planning Commission.

**Workshops; GTS:**

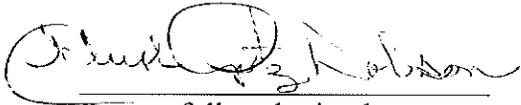
The GTS schedules are not out yet.

**Commissioner's Corner:**

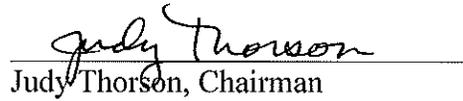
- Commissioner Perry said he had heard there was concern about raising the fees for the commissioners meeting time. All the commissioners indicated that this was not a concern to them.
- Commissioner Thorson felt that perhaps a projector was needed at the meetings to project powerpoint images for audience input and communications. It was discussed that the planning commission meetings are work meetings. The materials are made available to the public in the agenda packet.
- A thank you will be sent to Brockway Township.
- Planner Chard will clean up the books for the next appointed commissioner.

**Adjourn:**

***Commissioners Perry/Patten unanimous to adjourn at 8:32 p.m. with the next Planning Commission meeting to be held on February 18, 2015.***



Respectfully submitted:  
Cheryl Goetz Dobson  
Deputy Clerk



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Judy Thorson, Chairman

2-18-2015  
Date

Amendments: