

BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

PLANNING COMMISSION MEETING

February 18, 2015

Call to Order:

The February 18, 2015 Baldwin Planning Commission meeting was called to order by Chairman Judy Thorson at 7:01 p.m. All present recited the Pledge of Allegiance.

Commissioners Present:

Commissioners Ross Perry, Peggy Patten, Rich Harris, and Judy Thorson. 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. Newly appointed Commissioners Bryan Lawrence and Richard Marshall were also in attendance.

Oath of Office:

The Town Board appointed landowners Bryan Lawrence and Richard Marshall and the Oath of Office was given by the Deputy Clerk. The Planning Commissioners welcomed them to the meeting. Both Planning Commissioners gave the Commissioners a bit of background about themselves.

Reorganization:

Commissioner Harris asked the Chair a point of order. Mr. Harris reminded the Commission that according to Baldwin Planning Commission Bylaws Article V; Election of Officers; Section 1. *An annual organizational meeting shall be held in May of each year. The organizational meeting of the Baldwin Township Planning Commission will be held thereafter yearly.* Planner Chard stated that the point was correct and that the reorganization be placed on the agenda for May's meeting.

Claim Forms:

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

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

- Income and Expense Report under Secretary's Report
- Communications – Baldwin Supervisor Tom Rush

Commissioners Patten/Perry unanimous to approve agenda as amended.

Secretary's Report:

Planning Commission Meeting Minutes of 21.January.15 / Move to Approve /

Disapprove:

Commissioners Patten/Perry unanimous to approve the Planning Commission meeting minutes of January 21, 2015 as amended.

Handout Signed Planning Commission Meeting Minutes from 11.December.14 to Planning Commissioners:

The signed and approved minutes of December 11, 2014 was distributed in order to be added to the commission books.

Income and Expense Report:

A monthly income and expense report will be provided each meeting to track expenses. The total expenses to date are \$1098.90.

Public Input:

Inquiry No. 1: Agenda packets and agenda

The consideration of providing agendas and an agenda packet to be put on the Baldwin Township Website has been deferred to and previously submitted to the Baldwin Township Board of Supervisors.

Comment No. 1: Proposed Subordinate Service District(SSD)

Supervisor Swanson informed the Commission that a subordinate service district has been requested of the Township. There will be a public hearing to consider the creation of the Subordinate Service District on March 16 at 7:00 p.n. and all are invited to attend. Swanson also welcomed the new members to the Commission.

Communication: Liaison:

Planning Commissioner's Positions:

Liaison Atwood welcomed the two new members to the Planning Commission. He noted, though, that the Planning Commission has a potential of having seven (7) members. Currently there are only six, so there is room for one more and it would help to break ties.

Communications – Baldwin Supervisor Tom Rush:

Supervisor Rush said that at a regular meeting of Baldwin Township on February 2, 2015 he made a motion that was passed 3-2 to limit the amount of trips made by Planner Chard for meetings at Baldwin Township. His purpose to address the meeting is to obtain input from the commissioners on how they would feel if they ventured off on their own only having Planner Chard perhaps attending meetings on a quarterly basis. Planner Chard would still be used as a resource for information, and would be available for questions. The overall consensus of the commissioners was that the vote was perhaps a premature decision. Even though the commissioners agreed that they could run a meeting on their own they are still not adequately familiar with the rules and legalities that encompass a planning commission. Supervisor Rush will take this back to the Board.

Old Business

Vision Statement:

Patterning ideas from the Town of Brockway's Mission Statement, it was decided to come up with a two to three line mission statement for Baldwin keeping it simple but encompassing pertinent points since a mission statement does carry weight. A mission statement is a generalized idea identifying the key ideas that the Township wants the world to see when they hear their name. Each commissioner was asked to come up with some ideas and send them to the secretary to collate. *Commissioners Lawrence/Harris unanimous to table until the March meeting.*

Work Plan Objectives; Year End Report / Other:

Planner Chard reviewed the Planning Commission Year End Report for 2015 asking if there were any changes. It will be given to the Town Board for the Annual Meeting as a document that would show the work of the Planning Commission. *Commissioners Patten/Perry unanimous to send the Planning Commission Year End Report 2015 to the Town Board for approval.*

Continue Discussions on Community Meetings / When, What, How, Expected Outcome:

The Planning Commission has looked at three possible public meetings to be held in May, June and November. The Baldwin Volunteer Corps has agreed to assist with whatever is needed for these meeting. The commissioners are to look at their section and bring back the information to Planner Chard at the March meeting.

The commissioners were paired up with Commissioners Marshall and Thorson looking at the Business Sector for a May Community Meeting; Commissioners Patten and Perry looking at Lake Sector for the June Community Meeting and Commissioners Harris and Lawrence looking at Farmers Sector for the November Community Meeting. Each pair of commissioners is to work on declaring the meeting objectives. Planner Chard will give her assistance if needed.

Point of Order from Audience:

Town Board Chairman Jay Swanson requested that the resident seated at the table in front of the audience return to the audience and that it was incorrect to be seated with the Commissioners.

Mr. Chuck Nagle decided to sit at the commissioner's table during the meeting. He said that since the agenda packet was not allowed to leave the table he wanted to view the packet. It was stressed by Planner Chard that the Planning Commission is a management team. *Commissioners Perry/Lawrence motion to defer to the Town Board to utilize an overhead projector. Motion carried.*

Commissioners Thorson/Harris motion to have one packet and agendas at the lectern or at the back table for the public. Commissioner Lawrence asked if the proceedings of the Planning Commission meetings are recorded. Answer was no.

Sherburne County Land Use Ordinance; Research on Personal Storage Structure:

There was discussion regarding the Sherburne County Land Use Ordinance and the continued research on personal storage structure and daycare facilities. There were comments and questions concerning the lack of definition and the vagueness of some of the sections.

In addition, discussion was done regarding solar farm language that Sherburne County is considering. Planning Commissioners are to review and see what research they can find and come back at the next meeting to discuss this further. Solar energy is getting a lot of attention and some townships may be getting inquiries from companies looking to locate a solar farm in their area. Currently the Zoning Ordinance does not address them as an allowed use. Sherburne County Planning and Zoning would like feedback from the Town Boards before taking the Draft Solar Ordinance to the Sherburne County Planning Commission for public hearing. The commissioners were asked to review the draft and make comments in order for the county to be able to move forward

Findings / Samples:

Planner Chard went over documents when someone comes in for developing their property. Examples from other Townships were in the packet to give them a variety of ideas for when they begin to do their own work. Planner Chard will bring another set of documents for a CUP, Variance, etc. to the next meeting she attends.

Public Input:

None.

New Business: *Due to the lateness of the hour, motion by Commissioners Harris/Lawrence to defer this section to the March P.C. meeting. Motion passed unanimously.*

Next Month:

- **Community Meetings; Actual Setup**
- **County Planning Commission Meeting?**
- **Comp Plan Work; Goals and Objectives**

Commissioner's Corner:

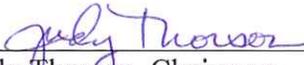
- Candidates; Commissioner Thorson was informed that there would be no candidate responses on either the website or face book since a candidate made allegations of impropriety.
- Inquiry by Chair Thorson on the fee schedule. The posted fee schedule is current.

Adjourn:

Commissioners Perry/Lawrence unanimous to adjourn at 9:21 p.m. with the next Planning Commission meeting to be held on March 18, 2015.



Respectfully submitted:
Cheryl Goetz Dobson
Deputy Clerk



Judy Thorson, Chairman

7-15-2015
Date

Per Motion Dated April 15 Correction: *Commissioners Harris/Lawrence to approve striking from the February 18, 2015 meeting minutes on page 3; second paragraph under Point of Order from Audience the entire sentence "After misinforming the commissioners with incorrect quoting of MN Statute 13D.01 discussion followed". Motion passed.*