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# BALDWIN TOWNSHIP

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

## PLANNING COMMISSION MEETING

April 27, 2016

### **Call to Order:**

On this 27<sup>th</sup> day of April 2016 the Regular Monthly Meeting of the Baldwin Planning Commission was called to order by Chairman Bryan Lawrence at 7:00 p.m.

### **Pledge of Allegiance:**

The Pledge of Allegiance was recited.

### **Roll Call:**

Commissioners present were Bryan Lawrence, Rich Harris, Deborah Guy and Kimberly Good. Commissioner Richard Marshall arrived at 7:27 p.m. Planner Bridget Chard was also present as well as Liaison Larry Handshoe. The sign in sheet is attached. The Claim Forms were filled out and returned.

**Oath of Office** – The Oath of Office was administered to Kimberly Good and Richard Harris.

### **Approve/Disapprove Agenda**

- Move Communications/Liaison Report to under Secretary Report
- Add 'Two Agenda Packets' to under Old Business
- Add 'Revisit Joint Powers Agreement' to under New Business

*A motion was made by Commissioner Good to approve the April 27, 2016 revised agenda which was seconded by Commissioner Guy; all in favor; motion carried.*

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

**Planning Commission Meeting Minutes of 30.March.16:** *A motion was made by Commissioner Harris to approve the March 30, 2016 regular meeting minutes which was seconded by Commissioner Guy; all in favor; motion carried.*

**Handout Planning Commission Meeting Minutes of February 24, 2016:** The Planning Commission minutes of February 24, 2016 were handed out to be put into the Commissioner's Books.

### **Communications:**

**Liaison/Video Message: Bullying Workplace Video and Training** – It was explained that if you feel you're being bullied, or are experiencing a hostile work environment, there is a process to go through to voice your concerns. Each of the committee members

signed a form affirming they took the work place bullying training and was offered an opportunity to have their questions answered.

**Land Use Requests:**

**Ruff Start Animal Rescue:** Ruff Start Animal Rescue is purchasing property at 12545 – 320 ½ Avenue NW in Baldwin Township. Azure Davis, Executive Director and Founder, was present to inform the Commission on who Ruff Start is, what they do for their rescue animals, how they operate and to answer any questions that may be pertinent to their operation. She was informed to contact Sherburne County Licensing. This is a no action item for the Baldwin Planning Commission.

**Variance Requests Rodney and Jolynne Larson:** Rodney and Jolynne Larson are requesting a 9 foot variance in setback from the south property for a septic system upgrade on property located at 14322 – 284<sup>th</sup> Avenue NW, Zimmerman, MN; PID #01-403-0030. Required setback from the side property line is 10 feet. Septic system will be 1 foot from the side property line. Chairman Lawrence called for an Open Hearing. With no comments from the audience, *a motion was made by Commissioner Marshall; seconded by Commissioner Good to close the Open Hearing. All in favor. Motion carries.* Chairman Lawrence read the Findings of Facts presented by Planner Chard. If a new septic is granted it was recommended that 1) Careful annual monitoring of the system by permit or other means should be considered; and 2) Three year pumping and management program be implemented to protect the system. *A motion was made by Commissioner Good; seconded by Commissioner Marshall to recommend to the Baldwin Town Board to allow the requested 9 foot variance for Rodney and Jolynne Larson for a septic system upgrade at the property located at 14322 – 284<sup>th</sup> Avenue NW, Zimmerman, MN with no conditions. All in favor. Motion carries.*  
(See Amendment)

Rodney and Jolynne Larson are requesting a 80 foot variance in lot width for a new residence located at 14322 – 284<sup>th</sup> Avenue NW, Zimmerman, MN; PID #01-403-0030. Required lot width within a general development lakeshore district is 150 feet. Lot is 70 feet wide. *A motion was made by Commissioner Good; seconded by Commissioner Guy to recommend to the Baldwin Town Board to allow the requested 80 foot variance in lot width for the property located at 14322 – 284<sup>th</sup> Avenue NW, Zimmerman, MN with no conditions. All in favor. Motion carries.*  
(See Amendment)

**Communications (Continued):**

**Solar Amendment Hearing:** The County Planning and Zoning has recommended approval for the Solar Amendment language to the County Board. No action needs to be taken by the Baldwin Township Planning Commission.

**Animal Unit Density:** Informational sheet distributed to be put in Ordinance Books under Definitions.

**Isolation Distances from Water Supply Well:** This list of isolation distances is summarized from Minnesota rules, Chapter 4725. Informational sheet distributed to be put in Ordinance Books under Definitions.

**Old Business:**

**Community Meetings:** Question was whether the Commission was interested in continuing Community Meetings. *A motion was made by Commissioner Marshall; seconded by Commissioner Good to revisit the question in three (3) months. All in favor. Motion carries.*

**Wicklender Septic Variance:** Even though the Wicklander Septic Variance was approved by Sherburne County Planning and Zoning, there was discussion and questions concerning neighboring tanks and drain fields as well as noting that the lots are very small. Planner Chard will contact the county for further information.

Per email from Marc Schneider dated April 22, 2016 reads *The requirement to have applicants combine contiguous lots when proposing a septic upgrade that requires a septic to go onto a separate contiguous lot is a long standing policy in Sherburne County.*

**New Business:**

**GTS Classes/Training:** There has been no published schedule.

**Interim Subdivision Ordinance:** Information to be filed in the Commissioner Books.

**Commissioner's Corner:**

- There was discussion on obtaining a 'Right of Entry' form when viewing different properties.
- A church is considering a location in Baldwin Township.
- Commissioner Harris feels that it's important to obtain more information concerning the roads in Baldwin Township. He would like to be able to contact the township engineer with a list of questions concerning the building and maintaining of the roads. A request can be made to the clerk in order to gain access to the township engineer.

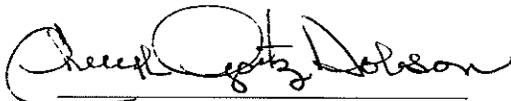
**Point of Order; Old Business: Two Agenda Packets:** At the March meeting a motion was made by Commissioner Thorson which was seconded by Commissioner Lawrence with an accepted friendly amendment to have hard copies available if the overhead is not used to have two (2) Planning Commission packets available to the public. A motion was made by Commissioner Thorson to officially add to the April agenda to have two (2) agenda packets available to the public which was seconded by Commissioner Lawrence. *A motion was made Commissioner Harris; seconded by Commissioner Guy to have available two (2) packets for public review. All in favor. Motion carries. Note: Two packets were available for review at this meeting.*

**Resignation of Commissioner:** With regrets the resignation of Commission Peggy Patten was acknowledged. *A motion was made by Commissioner Guy; seconded by Commissioner Marshall to accept. All in favor. Motion carries.*

**Revisit Joint Powers Agreement:** After reviewing, Commissioner Good pointed out areas of concern with the current Joint Powers Agreement with the county. It was determined that as a first step a fee schedule needs to be obtained from the county.

**Adjourn:**

*A motion was made by Commissioner Good which was seconded by Commissioner Marshall to adjourn at 9:05 p.m. with the next Planning Commission meeting to be held on May 25, 2016. Motion carried. Meeting adjourned.*



Respectfully submitted:  
Cheryl Goetz Dobson  
Deputy Clerk



Bryan Lawrence, Chairman

7-27-16

Date

**Amendments:**

*At the May 25, 2016 Planning Commission meeting a motion was made by Commissioner Good; seconded by Commissioner Guy to modify the language in the Rodney and Jolynne Larson variance. All in favor. Motion carries.*

The original language states:

**Variance Requests Rodney and Jolynne Larson:** Rodney and Jolynne Larson are requesting a 9 foot variance in setback from the south property for a septic system upgrade on property located at 14322 – 284<sup>th</sup> Avenue NW, Zimmerman, MN; PID #01-403-0030. Required setback from the side property line is 10 feet. Septic system will be 1 foot from the side property line. Chairman Lawrence called for an Open Hearing. With no comments from the audience, *a motion was made by Commissioner Marshall; seconded by Commissioner Good to close the Open Hearing. All in favor. Motion carries.* Chairman Lawrence read the Findings of Facts presented by Planner Chard. If a new septic is granted it was recommended that 1) Careful annual monitoring of the system by permit or other means should be considered; and 2) Three year pumping and management program be implemented to protect the system. *A motion was made by Commissioner Good; seconded by Commissioner Marshall to recommend to the Baldwin Town Board to allow the requested 9 foot variance for Rodney and Jolynne Larson for a septic system upgrade at the property located at 14322 – 284<sup>th</sup> Avenue NW, Zimmerman, MN. All in favor. Motion carries.*

Rodney and Jolynne Larson are requesting a 80 foot variance in lot width for a new residence located at 14322 – 284<sup>th</sup> Avenue NW, Zimmerman, MN; PID #01-403-0030. Required lot width within a general development lakeshore district is 150 feet. Lot is 70 feet wide. *A motion was made by Commissioner Good; seconded by Commissioner Guy to recommend to the Baldwin Town Board to allow the requested 80 foot variance in lot width for the property located at 14322 – 284<sup>th</sup> Avenue NW, Zimmerman, MN. All in favor. Motion carries.*

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*At the May 25, 2016 Planning Commission meeting a motion was made by Commissioner Good; seconded by Commissioner Guy to modify the language in the Rodney and Jolynne Larson variance to include “approve ....with no conditions”. All in favor. Motion carries.*

**Variance Requests Rodney and Jolynne Larson:** Rodney and Jolynne Larson are requesting a 9 foot variance in setback from the south property for a septic system upgrade on property located at 14322 – 284<sup>th</sup> Avenue NW, Zimmerman, MN; PID #01-403-0030. Required setback from the side property line is 10 feet. Septic system will be 1 foot from the side property line. Chairman Lawrence called for an Open Hearing. With no comments from the audience, *a motion was made by Commissioner Marshall; seconded by Commissioner Good to close the Open Hearing. All in favor. Motion carries.* Chairman Lawrence read the Findings of Facts presented by Planner Chard. If a new septic is granted it was recommended that 1)Careful annual monitoring of the system by permit or other means should be considered; and 2)Three year pumping and management program be implemented to protect the system. *A motion was made by Commissioner Good; seconded by Commissioner Marshall to recommend to the Baldwin Town Board to allow the requested 9 foot variance for Rodney and Jolynne Larson for a septic system upgrade at the property located at 14322 – 284<sup>th</sup> Avenue NW, Zimmerman, MN with no conditions. All in favor. Motion carries.*

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