

BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

PLANNING COMMISSION MEETING

December 11, 2014

Call to Order:

The December 11, 2014 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, Terry Carlile, Rich Harris, and Judy Thorson. Commissioner Peggy Patten 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:

Commissioners Carlile/Perry unanimous to approve agenda as submitted.

Secretary's Report:

Planning Commission Meeting Minutes of 13.November.14/Move to Approve / Disapprove:

Commissioners Carlile/Perry unanimous to approve the Planning Commission meeting minutes of November 13, 2014.

Joint Meeting Minutes of 13.November.14/Move to Approve/Disapprove:

Commissioners Carlile/Perry unanimous to approve the joint meeting minutes of November 13, 2014.

Handout Signed Planning Commission Meeting Minutes from 09.October.14 to Planning Commissioners:

The signed and approved minutes of October 9, 2014 was distributed in order to be added to the commission books.

Communication: Liaison:

Agenda Packets/Status:

Tabled since there has been no formal reply from the township attorney.

Community Meetings:

The town board supervisors have agreed that having informational community meetings would benefit the township and the residents. The dilemma always seems to be not enough participation.

Planning Commissioner's Position:

It's been requested that the clerk/treasurer submit an ad to the Princeton Union/Eagle to generate interest in applying for a commission position.

Old Business**Review 2015 Planning Commission Schedule/Move to Revise/Amend/Adopt and Send to Town Board:**

Commissioners Harris/Perry unanimous to adopt the 2015 Planning Commission Schedule to the 3rd Wednesday of each month, and sending the schedule to the town board supervisors for approval.

Review 2016 Proposed Budget/Move to Revise/Amend/Adopt and Sent to Town Board:

In detail, Planner Chard explained the line item dollar figures estimated and actual for 2014. An estimated budget for the year 2016 was also discussed. After a clarification that the 2016 figures were administrative, not the implementation of the comprehensive plan, *Commissioners Perry/Thorson unanimous to adopt and sent the proposed budget to the town board supervisors for consideration.*

Discussion on Engineering/MS4 Permittee (Drainage Standards) Book Materials:

Planner Chard went over the MS4 permit parameters and indicated that the Planning Commission would take a role in the areas of Ordinances (Illicit Discharge Ordinance) and also working and implementing the best management practices that the new MS4 permit will ultimately require.

The commissioners are encouraged to attend an informational meeting at Brockway Township on January 14, 2015 at 5:00 p.m. regarding MS4 permits. The meeting will be posted at Baldwin Township in order for all Baldwin commissioners and Board members interested can attend.

Public Input:

Since there are supervisor elections in March, Elaine Philippi asked what the position entails. There was a question why the public input section isn't further up on the agenda.

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

Planner Chard conducted a little quiz to familiar the commissioners in the use of the Sherburne County Land Use Ordinance book. She will continue with this throughout the next months to help the P.C. members understand the Ordinance and where to find items when they come up.

Steps for Reviewing When a Permit Comes In:

Distributed and discussed was a *sample* planning and zoning procedural checklist sheet for a homeowner to use when needing a building permitting. In the future should the Township begin to do permitting, this may be a form that could be adapted for the lay person.

Work Plan Review:

A draft 2015 planning commission work plan was handed out. It is to be reviewed by the commissioners in case changes need to be made, and discussed at the January 2015 meeting.

Commissioners Corner:

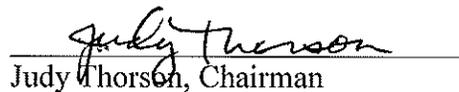
- Commissioner Carlile and Liaison Atwood had nothing further to add to the meeting.
- Commissioner Harris stressed that he feels the proposed community meetings should explicitly address specific content of the comprehensive plan.
- Commissioner Perry said he has requested a joint meeting with the board, and asked Liaison Atwood to forward this to the rest of the town board supervisors.
- Commissioner Thorson commented on information she has received on permeable paver installation indicating that it is a viable green choice.
- Planner Chard handed out the adopted land use map for the Comprehensive Plan which was adopted along with the signed resolution for their books.

Adjourn:

Commissioners Harris/Perry unanimous to adjourn at 8:44 p.m. with the next Planning Commission meeting to be held on January 21, 2015.



Respectfully submitted:
Cheryl Goetz Dobson
Deputy Clerk


Judy Thorson, Chairman

2-18-2015
Date

Amendments: Under Public 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.