



BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

PLANNING COMMISSION MEETING

June 25, 2013

Call to Order:

The June 25, 2013 Baldwin Planning Commission meeting was called to order by Chairman Peggy Patten at 7:01 p.m. All present recited the Pledge of Allegiance.

Commissioners Present:

Commissioners Richard Harris, Peggy Patten, Ross Perry and Scott Case were present. Commissioner Terry Carlile is not 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.

Oath of Office:

Judy Thorson was given the oath of office by the Deputy Clerk.

Move to Approve/Amend Agenda:

Added to New Business is:

- Article 5 of the Bylaws – Annual Meeting in May to Elect Officers.
- Draft Copy of Baldwin/Princeton Agreement.

Commissioners Harris/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 Harris/Perry unanimous to approve the May 9, 2013 Planning Commission Meeting minute.

Hand out signed April approved 2013 meeting minutes to the Planning Commissioners:

The signed April 2013 meeting minutes are available and distributed in order to be added to the commissioners' binders.

Public Input:

None.

Communications:**Notice of Positions Open/Commissioners:**

Liaison Atwood welcomed Commissioner Thorson. There still is another position available.

Check on Lamination of Maps:

The cost of laminating the maps would be \$45.00 each. There was discussion regarding other options.

New Planning Commissioner Book/Update:

Planner Chard ordered two *Planning Commission Journal* books for use of the commissioners.

Old Business and Reports**4R Board – New Representative:**

Commissioners Case/Perry unanimous to appoint Commissioner Harris as the Baldwin Planning Commission representative to the 4R Board. Liaison Atwood will report this position to the Town Board. Planner Chard gave Mr. Harris the Park section and folder to update himself for the next 4R meeting.

Research – Finalized/Review:

Planner Chard has taken the research information gathered by the commissioners, as well as inquires from the open house, to compile a rough out line how what the comprehensive plan will look like. She wants feedback regarding the heading, pictures used, font, information, etc. The work on the comprehensive plan is moving along nicely, and it's determined that the work is approximately half done. Chard stressed that the goals, objectives and policies are driven by the planning commissioners.

Front Page Ideas from Open House for Artist

Ideas for the front page will be available at the July meeting. The commissioners need to find their final picture for their research sections by September or October; all pictures should be sent to the secretary.

Future Land Use Map – Set Up with Board for Discussion:

A land use map was available with Planner Chard explaining that the commissioners will have the responsibility of deciding where commercial should be, where farms should stay, and where residential should be. There are certain standards to consider such as property lines, setbacks and variances. Commissioners Patten and Harris will reflect on what the land uses should be taking into consideration, floodplains, aerial and soil of the land use map should look like; commissioners Perry and Case will study the road linkage map. Planner Chard stressed that the commissioners should look to the future visioning what Baldwin Township could look like in 20 to 30 years.

Park Book/Parks/Park Drive:

Planner Chard organized the park information and minutes into two books. A tour was suggested to view the parks, accesses, and preservation sites in the Baldwin Township area. Commission to meet at 5:00 p.m. at the Town Hall to go out and review prior to the next P.C. meeting date to do this.

Review Timeline/Adjust if Needed:

The timeline was reviewed.

New Business**Goals/Action Plan/Identify and Begin Drafting:**

Information and research data packages were handed out which contained research and background information for the community and the board. 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.

Road Linkage:

See above.

Capital Improvement Plans/Identify Needs:

Capital Improvements are defined as large expenditures such as roads, buildings, parks. A Capital Improvement Plan puts the money aside over a period of time rather than borrowing and paying added interest in addition to the principal amount. It is part of planning for the Township. Discussion was held on what types of capital improvements would be necessary in the next 20/30 years. This information would be passed onto the residents at the annual meeting. Commissioner Case will be reviewing such plans and making recommendations.

Shoreline Workshop/October 16th/Initiative Foundation in Little Falls:

Liaison Atwood will make a request at the next town board meeting that all Commissioners be able to attend the Shoreline Workshop on October 16th in Little Falls.

Article 5 of the Bylaws – Annual Meeting in May to Elect Officers:

A reminder that Article 5 of the Planning Commission Bylaws state that an election of held in the month of May. Since all Commissioners were on board at the time, it was delayed. Planner Chard recommended that it be done at the July 23rd meeting. It was moved to set it onto the July 23rd agenda.

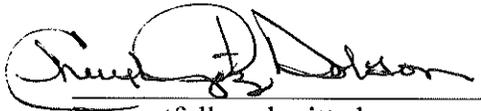
Draft Copy of Baldwin/Princeton Agreement:

A draft copy of the Baldwin/Princeton Annexation Agreement was furnished to Commissioner Harris. Such an agreement would ultimately affect a Comprehensive Plan and said Plan would need revisions. Liaison Atwood indicated that there were some discussions, but the Board was nowhere near anything final nor was the City.

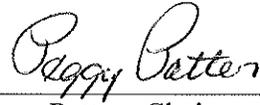
Agenda Items for Next Month:

- **Goals/Action Plan**
- **Map Cabinet/Donation Resolution**

Adjourn – Thorson/Case unanimous to adjourn at 9:02 p.m. with the July Planning Commission meeting to be held on July 23rd at 7:00 p.m. at the Town Hall.



Respectfully submitted:
Cheryl Goetz Dobson
Deputy Clerk



Peggy Patten, Chair