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# BALDWIN TOWNSHIP

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

## PLANNING COMMISSION SPECIAL MEETING

August 21, 2019

### **Call to Order:**

On this 21st day of August 2019 the special meeting of the Baldwin Planning Commission was called to order by Chairman Richard Marshall at 7:00 p.m.

### **Pledge of Allegiance:**

The Pledge of Allegiance was recited.

### **Roll Call:**

Commissioners present were Richard Marshall, Richard Harris, Sherry Newman and Clarence Mattson. Baldwin Town Board Liaison Bryan Lawrence was absent. The Claim Forms were filled out and returned.

### **Discuss Land Use:**

Progress is being made to combine research in bringing clarification to the Land Use section of the Baldwin Township Comprehensive Plan.

From the Special Planning Commission minutes of June 12, 2019 to establish background: Two teams have been formed to combine their thoughts, efforts and research to bring elucidation to the Land Use section of the Baldwin Township Comprehensive Plan. The assignment before the two teams is to look at the land use goals and update future objectives as well as to include a reference section to allow residents to review and identify the more common concerns. The clarification would consist of two parts namely 'what exists now and how to help residents work through the processes' and 'future objectives.' The goal is to come up with the best possible document that can be designed as well as one that is relevant to the zoning districts of Baldwin Township.

Commissioners Marshall and Harris are concentrating their efforts on rewriting, refining and/or revising the land use zones and sections, and provide definitions for such.

Commissioners Newman and Mattson are concentrating their efforts on rewriting, refining and/or revising the land use requests (i.e. IUP, CUP, Findings of Fact), blend the township and the county plans, and most frequently asked questions.

CG  
8/28/19

Under scrutiny were the questions provided in the currently used Findings of Facts worksheet. The Commissioners felt the questions were confusing and unclear within the content of their purpose as well it is believed there are different versions causing further misunderstandings.

Commissioners Newman and Mattson said they will strive to put together a combined list of Findings of Facts that would be easier to understand.

Discussion from notes of the August 21 Special Meeting:

To clarify the steps for a variance process only, Commissioner Marshall said that an applicant needed to make the request at the county level. The request is then sent to Baldwin Township for the Baldwin Planning Commission to review who then submits it to the Baldwin Township Board of Supervisors. The Supervisors review the request in which the request is then sent directly to the County Board of Adjustment for the final decision.

To clarify the steps for a CUP and IUP process, the applicant again needs to make the request at the county level. The request is then sent to the Baldwin Planning Commission who submits the comments to the Baldwin Township Board of Supervisors. The comments are sent to the County Commission for approval.

After doing research Commission Harris determined that all versions of ‘Findings of Fact’ are laid out in Section 18 (Administration and Enforcement) of the Sherburne County Zoning Ordinance book. It was noted that the blank space at the bottom of Attachment 2 from the minutes of July 31, 2019 labeled Definitions 7.0 Variance Process; 7.5 Reference: (should read) Section 18; Subsection 3 – Board of Adjustment; Number 5 – Variances.

It was also determined as written in Section 18 (Administration and Enforcement) of the Sherburne County Zoning Ordinance that there are separate versions of “Findings of Fact” for variances, CUP’s and IUP’s which has thus caused the confusion noted in the June 12, 2019 minutes as stated above. Commission Marshall commented that it would be the purpose of this commission to rewrite, revise and/or refine Findings of Fact to be compatible with what the county would require as well as serve the purpose of this township.

Commissioners Mattson and Newman will meet on September 4, 2019 and September 9, 2019 to put together draft versions of the three separate Findings of Fact (variance, IUP and CUP) to present at the next special meeting of the Baldwin Township Planning Commission scheduled for September 18, 2019.

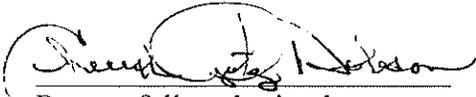
Commissioners Harris and Marshall will fine tune the version of Definitions. The goal is to try to produce a concise and the best document possible.

The next scheduled special meeting of the Baldwin Township Planning Commission will be September 18, 2019.

The next regular meeting of the Baldwin Township Planning Commission will be September 25, 2019

**Adjourn:**

*A motion was made by Commissioner Newman which was seconded by Commissioner Harris to adjourn at 8:08 p.m. with the next Planning Commission meeting to be held on September 25, 2019. Motion carried. Meeting adjourned.*



Respectfully submitted:  
Cheryl Goetz Dobson  
Deputy Clerk

  
Richard Marshall, Chairman

8-27-19  
Date

Attendees: