

**BALDWIN TOWNSHIP
PLANNING COMMISSION AGENDA
Wednesday, March 27, 2024 at 7:00 P.M.
Baldwin Township Town Hall**

- A. **Call to Order:**
 - 1. Pledge of Allegiance
 - 2. Roll Call
 - 3. Planning Commission claim forms
- B. **Approval of the Agenda**
- C. **Approval of Minutes:**
 - 1. None
- D. **Public Hearings:**
 - 1. Tyler Paulson; 27931 1237th Street
 - a. Variance for expansion of an existing single family dwelling.
 - 2. Andrea Casselton/Ted Davis; 14338 284th Avenue
 - a. Narrow lot variance for a new single family dwelling.
 - 3. 33 Acre 108th LLC; 30010 108th Street
 - a. Simple Plat of one lot and one outlot
- E. **Old Business:**
 - 1. None
- F. **New Business:**
- G. **Town Supervisor Liaison Update**
- H. **Commissioner Update**
- I. **Town Staff Update**
- J. **Miscellaneous Information and Communications**
- K. **Adjourn by 9:00PM**

Notes:

- 1. Five copies of the agenda and two copies of the packet materials are available for review by the public.
- 2. The meeting will be video and audio recorded for transcription purposes only.
- 3. This agenda does not claim to be complete and is subject to change.
- 4. A quorum of the Town Board may be present at the Planning Commission meeting.

PUBLIC HEARING PROCEDURE

The following process will be used for each public hearing agenda item:

1. The Chair is to announce the application.
2. Town staff will present the Planning Report.
3. The applicant will be given an opportunity to describe their request and make additional statements.
4. The Chair will open the public hearing and invite comments and questions from the audience:
 - Please state your name and address to be recorded in the meeting minutes.
 - Comments and questions are to be directed to the Chair.
 - Please limit individual comments or questions to 5 minutes or less.
 - The Chair may request that only new information be presented.
5. The Chair will ask for any additional public comments and, if hearing none, will ask for a motion to close the public hearing.
6. The Chair may ask the applicant and/or Town staff to respond to comments or questions from the public hearing.
7. The Planning Commission will discuss the application and ask questions of the applicant and/or Town staff.
8. The Chair will ask for a motion for a recommendation to the Town Board as to the whether the application be approved or denied, including any recommended stipulations. The Planning Commission may also table consideration of an application.
9. The Chair will announce the date the application is likely to be considered by the Town Board.

The Town Board and Planning Commission want to ensure that all comments regarding development applications before the Town are received at the proper time and place to be most effective. In order for comments regarding a Comprehensive Plan amendment, Zoning Ordinance amendment, Conditional Use Permit, Interim Use Permit, or variance to be legally considered by the Town Board and Planning Commission, they must only be received in writing prior to or verbally at a property noticed public hearing. After the Planning Commission has closed the public hearing, people will be advised by the Planning Commission Chair and/or Town staff that additional comments are no longer able to be heard.