

BALDWIN TOWNSHIP SPECIAL MEETING MARCH 26th, 2024

Present – Supervisors Jay Swanson, Tom Rush, Bryan Lawrence, Jeff Holm and Scott Case.

Supervisor Case arrived at 7:58 p.m.

Also present: Andy Schreder and Roxanne Schreder with Rum River Consultants, RRCC.

Call to Order – The special meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:02 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Discussion with Rum River Construction Consultants – Andy Schreder with RRCC went through a handout that is available in the Clerks office. Andy presented the idea of having a homeowner welcome packet that would include a welcome letter from the Town, information for homeowner's septic system, home maintenance checklists and additional information the Town Board would like to add. Andy suggested buying 8-10 copies of the University of Minnesota's Septic System Owner's Guide to have available at the Town Hall. Supervisor Rush suggested adding information regarding driveways and headwalls in the welcome packet. Supervisor Lawrence suggested compiling a packet of forms such as headwall restrictions, driveway information, and other important Township information. Deputy Clerk to gather this information. The proposed fees from RRCC are attached to the meeting minutes as "Appendix A". Andy stated finishing the building completely, with installation or concrete floors, would not affect the permit fee. Supervisor Lawrence asked how the plan review is calculated. Andy stated it is 55% percent of the building permit fee. All values will be the same as Sherburne County's aside from the multiplier that was approved in September of 2023.

Supervisor Rush inquired if the Certificate of Occupancy could be withheld until the culvert is established and up to code. Andy stated since an unfinished culvert does not break any legal requirements, the CO cannot be withheld. Andy shared that an escrow could be withheld until the culvert is completed.

Lawrence stated he thinks this is the last part of the permitting issues that the Board has to handle. He thinks having the resources available to new homeowners is a great idea. Roxanne with RRCC suggested adding meeting dates, contact information for the Town Hall, Fire Department, etc. It would bring more knowledge to the community.

Supervisor Holm suggested having copies of the homeowner welcome packet available at the Town Hall and advertise to residents on the website and Facebook page to come and pick one up at the Town Hall.

Chair Jay Swanson reviewed permit fees received from the County. After comparing them to the proposed fee schedule for Baldwin Township, Swanson feels that it is closer than they have gotten before.

Swanson stated, for residents in the Township, he urges that all the documents or requirements for permits are available right away to avoid misunderstandings.

Rush stated he is impressed by the hand-outs and the customer service improvements. Rum River has worked through each problem that has occurred since the Town took over their own Planning and Zoning.

Holm stated he appreciates the previous meetings and the willingness to work with the Board. He stated the proposed fee schedule looks good.

Andy would like to have the maximum permit fee within the fee schedule. Swanson agreed.

Lawrence stated the Board should re-evaluate the fees if Sherburne County's fee rise from year to year. This is important to see the effects of that jurisdiction.

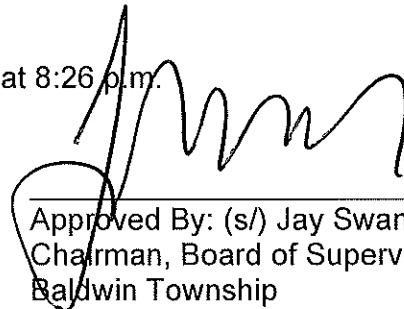
Case is in favor of the new schedule.

Supervisor Lawrence requested a 10-day timeline for permits to be issued which was agreed upon between Andy and Bryan. He spoke with the Town Planner Dan Licht, The Planning Company and the Town Engineer Matthew Kind, Hakenson Anderson and they agreed.

Adjourn – Rush/Holm unanimous to adjourn at 8:26 p.m.



Submitted By: (s/) Julia Pettitt
Deputy Clerk/Treasurer
Baldwin Township



Approved By: (s/) Jay Swanson
Chairman, Board of Supervisors
Baldwin Township

4-15-2024

Date

Attendees: None

Value-Based Permit Fee Analysis

Project	Current Permit Fee	Proposed Fee	2022 Fees
1,200 ft ² house w/ 720 ft ² garage & 600 ft ² unfinished basement	\$3,606.32	\$3,105.14	\$2,793.29
2,000 ft ² house w/ 720 ft ² garage & 1,000 ft ² unfinished basement	\$5,054.20	\$4,363.67	\$3,817.94
3,400 ft ² house w/ 720 ft ² garage & 1,800 ft ² basement	\$7,393.07	\$6,558.17	\$5,633.35
192 ft ² deck	\$301.62	\$219.70	\$247.01
400 ft ² deck	\$547.39	\$356.24	\$410.85
1,200 ft ² deck	\$1,260.85	\$864.85	\$983.65
600 ft ² basement finish	\$492.77	\$492.77	\$465.47
860 ft ² basement finish	\$683.93	\$683.93 <u>\$500.00 max</u>	\$629.31
1,200 ft ² basement finish	\$864.85	\$864.85 <u>\$500.00 max</u>	\$825.25

Projects listed above are based on average project sizes and comparative fees in Baldwin Township. State surcharge is not included in the total fee.

Value-Based Permit Fee Analysis

Project	Current Permit Fee	Proposed Fee	2022 Fees
480 ft ² unfinished post frame accessory building	\$438.16	\$356.24	\$301.62
720 ft ² unfinished post frame accessory building	\$602.00	\$492.77	\$383.54
2,400 ft ² unfinished post frame accessory building	\$1,442.10	\$1,221.25 <u>Max \$850.00</u>	\$983.65
480 ft ² finished post frame accessory building	\$825.25	\$547.39	\$356.24
720 ft ² finished post frame accessory building	\$1,102.45	\$785.65	\$492.77
2,400 ft ² finished post frame accessory building	\$2,403.47	\$1,734.89 <u>Max \$850.00</u>	1,241.05
360 ft ² detached garage	\$683.93	\$438.16	\$520.08
800 ft ² detached garage	\$1,241.05	\$825.25	\$944.05
1,200 ft ² detached garage	\$1,581.53	\$1,102.45 <u>Max \$850.00</u>	\$1274.79

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