

**BALDWIN TOWNSHIP
SPECIAL PLANNING COMMISSION MEETING MINUTES
APRIL 17th, 2024**

Call to Order: The Special Planning Commission meeting was called to order at 7:00p.m. by Chair Clarence Marshall

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Oath of Office for Commissioner Newman, Commissioner McGowan and Commissioner Marshall: The oath of office was administered to Commissioners Sherry Newman and Richard Marshall by Deputy Clerk Julia Pettitt.

Present: Commissioners present are Chair Clarence Mattson, Vice Chair Sherry Newman, Patti Miller, Calvin Schmock, Richard Marshall. Also present Planner Dan Licht and Town Board Liaison Jay Swanson

Absent: Commissioners William McGowan and Joy Johnson

Claim forms were passed out and returned to the Deputy Clerk.

Agenda: Commissioner Marshall motioned to approve the April 17th, 2024 agenda as presented, seconded by Commissioner Newman. All in favor, motion carried.

Minutes: Commissioner Miller found one correction on page 1 to change 100 feet to 1,000 feet. The second correct was on page 2 to add "be" before "completely community driven."

Commissioner Marshall motioned to approve the March 20th, 2024 minutes as amended, seconded by Commissioner Schmock. All in favor, motion carried.

New Business:

Discussion of Administrative Code Enforcement Ordinance – Planner Dan Licht went through the memorandum which is available in the minutes. He stated that the Town's ordinances are in place for the Township to be able to handle situations that occur. Such as code violations and complaints.

Commissioner Marshall suggested having the code violation written out before mailing it to ensure the Town will have all the information on file.

Planner Dan Licht stated the first step is to see the code violation in-person before a letter is sent.

Commissioner Mattson asked if the 15-day timeframe begins the day the letter is mailed. Dan stated yes.

Commissioner Schmock would like to see the Code Enforcement ordinance sent to the Town Board for review as quickly as possible.

Dan stated he will put the Code Enforcement ordinance on the May Special Planning agenda for final review.

Commissioner Newman agrees with Commissioner Marshall, if the letter is delivered in person, the violation is written out with all the information to avoid miscommunication.

Commissioner Newman asked what kind of response the Town will be giving the complainant to know if the problem has been addressed. Dan stated since it is between the Town and the resident who has a code violation, the Town would not supply regular updates to the complainant. Although the complainant could contact the Town for updates.

Town Board Liaison Swanson asked if the letters would be sent by the Town Board or by the Planning Commission. Dan stated town staff will be sending out the letters.

Commissioner Newman asked, at the expiration of the timeline, whose responsibility is it to go out to visit the site. Dan stated the Town's code enforcement officer, which he is currently.

Old Business:

Discussion of Private Motor Sports Vehicles – Planner Dan Licht presented the revised Ordinance for final comments or questions.

Commissioner Miller found a correction found on page 1, correct spelling of the word "regulating". On page 2, first paragraph, first sentence correct "alteration" in "alteration of the land." On page 2, second to the last paragraph, correct "not include" to "not including".

Town Board Liaison Swanson stated on page 3, 120-3, in Minnesota Statute, snowmobiles are not allowed to operate on the roadways.

Planner Licht will include the statutory accordance on number 6. He will change heading of the section to "Rights-Of-Way" instead of "Use on Public Roads" for section 120-3.

The final Ordinance will be presented at the Planning Commission on April 24th, 2024.

Town Supervisor Liaison Update: Town Board Liaison Swanson stated the Town Board was approached by Larry Doose at the last town board meeting. Doose is interested in purchasing land from the City of Princeton to put in a composting site on 136th Street. The issue is 136th street is a 5-ton road due to the roads condition. Swanson stated Doose asked the Town Board for assistance. The Board asked Doose to assist with the repair of the road due to the increased usage of the road, which could worsen its condition. Swanson stated the goal is to make 136th street a 9-ton standard road.

183 letters were submitted to the Administrative Law Judge regarding the Baldwin Township Incorporation petition. It is estimated the Town will know the outcome by the end of July this year.

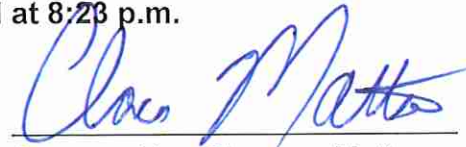
Commissioner Update: Commissioner Mattson and Miller will be absent from the upcoming Planning Commission meeting on April 24th, 2024.

Town Staff Update: Planner Dan Licht stated an IUP, shoreland variance, a CUP and the Special Use Ordinance will be presented at the Planning Commission meeting.

Miscellaneous Information and Communications: None.

Adjourn: Commissioner Schmock motioned to adjourn, seconded by Commissioner Marshall. Meeting adjourned at 8:23 p.m.


Submitted by: Julia Pettitt
Deputy Clerk/Treasurer


Approved by: Clarence Mattson
Chair

May 15, 2024
Date

Attendees: Pam Burbank