

PLANNING COMMISSION SPECIAL MEETING

May 15, 2024

Call to Order:

On May 15, 2024, the Special Meeting of the Baldwin Planning Commission was called to order by Chairman Clarence Mattson at 7:00 p.m.

Pledge of Allegiance:

All stood and recited the Pledge of Allegiance.

Oath of Office:

Marlene Nelson administered the oath of office to William McGowan

Roll Call:

Chair Clarence Mattson, Vice Chair Sherry Newman, Commissioners Patti Miller, William McGowan, Joy Johnson, and Richard Marshall.

Also present were Town Board Liaison Jay Swanson, and Town Planner Dan Licht.

Claim Forms: Commissioners filled out the claim forms and handed back.

Approve Agenda:

Sherry Newman wondered about if we wanted to talk about fire chief's request for key boxes. Dan Licht said it is not necessary for the planning commission to discuss because that is something the fire marshal can require.

Calvin Schmock made the motion to approve the agenda as presented. Patti Miller seconded the motion, all in favor motion passed.

Approve Clerk Minutes from April 24, 2024:

Under call to order change "Marshall to Mattson".

On page 2 under old business cross out second "found".

Under old business, next line was "alternation and should be alteration".

Sherry Newman made the motion to approve the May 15 minutes as amended. William McGowan seconded the motion, all in favor motion passed.

New Business: Shoreland Overlay District Update

Dan Licht – There will be a public hearing on this next week. This is an update to the shoreland district. DNR expanded their classification subject to shoreland regulations. The state says this is what we need to do. The same ID for the 2 lakes will be corrected. There is no action needed tonight.

Old Business: Discussion of Administrative Code Enforcement Ordinance

Dan Licht – First step is a notification letter on town letterhead stating we received a complaint and here is what the violation is. We want to work with you to address this so please contact us so we can come out and see if there is a violation and how we can resolve it. Per the ordinance

they have 15 days to call. If they don't do that then on the next page is the official notice saying we have observed this from the road and you have 15 days to correct this violation. If the violation is still not taken care of, a citation is then sent out to the homeowner. Then towards the end of the year the assessments get put on the homeowner's taxes.

Discussion – Administration will send out notices. Citations will be sent until complaint is resolved. If the home is rented the notices are sent to the owner because they are the ones responsible. End of year the cost will be assessed on to homeowner's taxes. Citations will be sent every 15 days.

There should be a minimum of notices because of the cost.

This is a \$100.00 a month and they might want to get it fixed. If we have sent out 2 or 3 maybe 4 citations, then we talk to Mr. Couri because this needs to be fixed.

If someone buys a property they need to do an assessment search so they will call the town and see if there are any.

Comprehensive Plan Update:

Discussion – There are no updates on the incorporation.

We should know by July 19th.

Question was asked what and how will this affect the Planning Commission.

Dan Licht responded that it will be business as usual for the Planning Commission. We are confident that we will become a city because the City of Princeton did not properly request an annexation. Statute says this is how you incorporate and statute says this is how you do annexation.

For Comp Plan – Dan Licht – One thought I had was to take a fresh start at it and do an exercise that is called strengths, weaknesses, opportunities. You do a group think, listing out what the town has going for it, all the things that need some work and what could happen in the future, any threats and that gives you a road map as to what has to be covered in the comprehensive plan and what has to be highlighted. This helps set a direction rather than take an existing document and go page by page and update it.

Richard Marshall – We have gone thru 65% of what you just mentioned and that is somewhere and would like to have that dug out. Maybe start with where we live in the land use section.

Clarence Mattson – If we could get info to everyone before the meeting.

Jay Swanson – Maybe update the maps, where the developments are and what the town owns now at the corner of 9 and 45, where city hall and fire station will be. Where the center of town might be, there is a housing development going in west of where the city hall will be. They are going to break ground up at the church now, how does that area fit in now and the church is talking about having a school now.

Dan Licht – We have existing land use maps that were put together for the incorporation that we can improve. Here is the picture of the town today so that then we can start to envision where things are going to be.

Town Supervisor Liaison Update:

Jay Swanson – Everything you passed at your last meeting the Board approved.

The dog kennel gentlemen requested and applied for an IUP permit and was approved. He wondered if that could be turned into a CUP at some point in time. He has put a lot of money in

this and wants to make a go of it. If sold and someone wants to come in and take over the dog kennel and go thru all the procedures and we feel comfortable that he wants to make a go of it. The IUP the way it stands will put the new person in front of all of us to make sure they understand that we need them to know how to run the business. A CUP would just flow thru. The ordinance change was approved also.

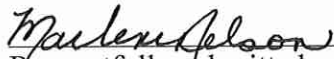
Commissioner Corner: Richard Marshall-I see logs coming out on 169, where are they going. Dan Licht said he would be checking on this. Joy Johnson-I see the old state flag is still up and I don't want to get in trouble. Dan Licht replied that it is not required to fly new flag.

Town Staff Update: There is a variance application on Sandy Lake which might be cancelled.

Miscellaneous Information & Communication: None

Adjourn:

Richard Marshall made a motion to adjourn the Special Planning Commission meeting at 8:28 p.m. Calvin Schmock seconded the motion all in favor motion passed. The meeting was adjourned at 8:28 p.m.


Respectfully submitted:
Marlene Nelson
Admin Support


Clarence Mattson, Chair
Baldwin Township

Attendees: None

Date *July 17, 2024*