



3601 Thurston Avenue
Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

MEMORANDUM

TO: Planning Commission

FROM: D. Daniel Licht

DATE: 15 April 2024

RE: Baldwin Township – Code Enforcement

TPC FILE: 269.01

BACKGROUND

Baldwin Township assumed responsibility for administration and enforcement of the Zoning Ordinance, Subdivision Ordinance, and Building Ordinance on 20 June 2022. The Town is also responsible for enforcement of other various ordinances and regulations that have been adopted from time-to-time. The Sherburne County Sheriff's Office and County Attorney work with the Town on enforcement of Statutory laws.

Enforcement actions are typically only initiated when there is a complaint made to the Town that requires a response be made by the Town. Enforcement of the ordinances that are the responsibility of the Town can be carried out via administrative procedures, civil litigation, and/or criminal prosecution. An administrative enforcement process is intended to be more informal and cooperative in working with property owners when violations are identified. The nature of administrative code enforcement has been found to be more successful in achieving the primary goal being compliance. Administrative code enforcement processes are also more often less costly for the Town than either civil litigation or criminal prosecution. Establishment or use of administrative code enforcement as a tool to address code violations does not preclude any other available remedy that the Town may utilize to abate a condition.

The Town Board directed Town staff to prepare a draft ordinance establishing administrative code enforcement procedures. The draft ordinance attached defines the purpose, process, and procedures for Town staff to administer and enforce Town regulations. Included as part of these procedures are ample notices to property owners regarding potential violations, the ability to issue citations imposing a civil fine for unabated violations and due process for property owners to appeal Town staff decisions.

The Planning Commission reviewed the draft administrative code enforcement ordinances at their meeting on 17 April 2024. Town staff has finalized the proposed ordinance based on this discussion. We have also prepared templates for a first contact letter, Administrative Notice, and Administrative Citation. The Planning Commission will consider recommendations to the Town Board regarding the administrative code enforcement procedures, ordinance, and form at their meeting on 22 May 2024.

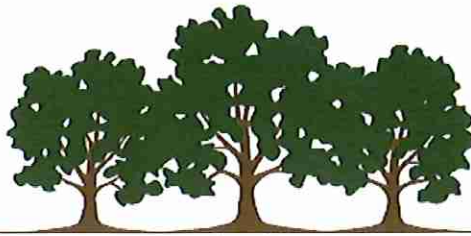
Exhibits:

- Draft Ordinance 610
- Draft First Contact Letter
- Draft Administrative Notice
- Draft Administrative Citation

CONCLUSION

The Planning Commission will discuss the proposed administrative code enforcement ordinance at their Special Meeting on 15 May 2024.

c. Joan Heinen, Town Clerk/Treasurer



BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

Telephone: (763) 389-8931

Fax: (763) 389-2751

<DATE>

PROPERTY OWNER: «PO_NAME»
 «PO_STRNO» «PO_STREET»
 «PO_CITY», «PO_STATE» «PO_ZIP»

PARCEL: «PIN» «GEO_STREETNO» «GEO_STREET»

Dear Property Owner:

The Town has been notified of concerns regarding your property and we would like to work with you to address and resolve any potential issues. The following items are possible violations based on the submitted complaint and an initial observation of the property from the road:

«VIOLATION1» «ORDINANCE_NUMBER1» «ORDINANCE_DESCRIPTION1»

«VIOLATION2» «ORDINANCE_NUMBER2» «ORDINANCE_DESCRIPTION2»

As the Code Enforcement Officer for Baldwin Township, my job is to assist you in resolving any problems, and if necessary, create a schedule for cleanup of your property that involves on-going progress toward completion of specific goals. Town staff can verify whether or not the allegations represent a violation of Town ordinances through an on-site meeting with you. Please contact our office to set up an appointment no later than **<15 DAYS>**.

You can view Town ordinances online at www.baldwintwpmn.com. Please note that if we do not hear from you by the date listed above, the Town may issue an Administrative Notice and/or an Administrative Citation.

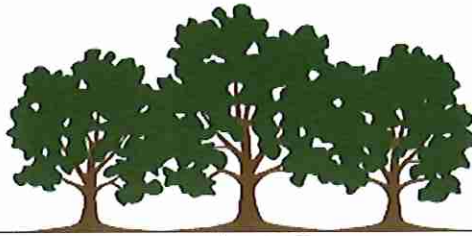
If you have any questions regarding this notice, please do not hesitate to contact me at email address or phone number below.

BALDWIN TOWNSHIP

D. Daniel Licht
Code Enforcement Officer
612.991.2230
DDL@PlanningCo.com

Mission Statement

To make Baldwin Township a proud place to live by safeguarding property rights,
encouraging agriculture, commercial communities and residential growth.



BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

Telephone: (763) 389-8931

Fax: (763) 389-2751

CODE ENFORCEMENT NOTICE

<DATE>

PROPERTY OWNER: «PO_NAME»
 «PO_STRNO» «PO_STREET»
 «PO_CITY», «PO_STATE» «PO_ZIP»

PARCEL: «PIN» «GEO_STREETNO» «GEO_STREET»

Dear Property Owner:

Code Enforcement staff has inspected the above referenced property and observed the following violations of Town Ordinances:

«VIOLATION1» «ORDINANCE_NUMBER1» «ORDINANCE_DESCRIPTION1»

«VIOLATION2» «ORDINANCE_NUMBER2» «ORDINANCE_DESCRIPTION2»

You can view Town Ordinances online at www.baldwintwpmn.com.

The above referenced violations must be corrected before <15 DAYS>. If the violations are not corrected, the Town has the ability to fine the property owner \$<0.00> in accordance with the administrative code enforcement procedures set forth by Ordinance 610. The Town further reserves its rights to all administrative, civil, or criminal actions to abate the noticed violation.

If you have any questions regarding this notice, please do not hesitate to contact me at email address or phone number below.

BALDWIN TOWNSHIP

D. Daniel Licht
Code Enforcement Officer
612.991.2230
DDL@PlanningCo.com

Mission Statement

To make Baldwin Township a proud place to live by safeguarding property rights,
encouraging agriculture, commercial communities and residential growth.

This citation charges you with one or more violations of Baldwin Township Ordinances.

Owner(s):	«PO_NAME»	Date Issued:	«ACTION_DATE»
Mailing Address:	«PO_STRNO» «PO_STREET» «PO_ADDRESS» «PO_CITY», «PO_STATE» «PO_ZIP»	Issued By:	D. Daniel Licht
		Parcel ID:	«PIN»

VIOLATION

VIOLATION		
Section	Ordinance	Citation Amount
«ORDINANCE_NUMBER1»	«VIOLATION1»	00.00

COMPLIANCE REQUIRED: The violation(s) above exist upon the referenced property and must be corrected immediately to avoid additional citation(s). Every day that a violation continues to exist on a property constitutes a separate offense. The penalty for the current violation has been identified above. The Town reserves its rights to all administrative, civil, or criminal actions to abate the violation.

You have 15 days from the date of this citation to either pay the penalty in full or request an appeal. The purpose of an appeal is to determine whether a violation existed. If you request an appeal and the citation stands, you will be responsible for the appeal costs and fines as determined by the Board of Adjustment, as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the appeal hearing.

If payment is not received within the fifteen (15) day period, and the violation is not corrected, the Town will add a late charge to any penalty as set forth by the Fee Schedule Ordinance. Failure to pay may result in collection action by the City or assessment of unpaid citations and related costs assessed against the affected property.

Payment Due By: «15 DAYS»

Payable to: Baldwin Township, 30239 128th Street, Baldwin, MN 55371 Town Hall Phone – 763.389-8931

Payment may be presented by the due date in person at the Town Hall or via mail in the form of a personal check.



3601 Thurston Avenue
Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

MEMORANDUM

TO: Baldwin Township Planning Commission

FROM: D. Daniel Licht

DATE: 15 May 2024

RE: Baldwin Township – Zoning Ordinance; Shoreland Classification

TPC FILE: 269.01

BACKGROUND

The Town administers regulations for protection of public waters through Chapter 90 of the Zoning Ordinance. The provisions of Chapter 90 are based on model language provided by the Department of Natural Resources in accordance with Minnesota Statutes and Minnesota Rules.

The DNR has updated the classifications of public waters within the Baldwin Township, which requires an update of the Town's Shoreland Overlay District provisions. The changes initiated by the DNR adds additional public waters to the protection provisions of the Shoreland Overlay District related to land use and development.

Town staff has drafted a proposed amendment for consideration. A public hearing has been noticed for the Planning Commission meeting on 22 May 2024 to consider the proposed amendments.

Exhibits:

- Draft ordinance amendment
- Map of additional public waters

CONCLUSION

The Planning Commission will review the proposed changes at their meeting on 15 May 2024 prior to the scheduled public hearing.

- c. Joan Heinen, Town Clerk/Treasurer
James Bedell, DNR

ORDINANCE NO.: 2024-XX

BALDWIN TOWNSHIP
SHERBURNE COUNTY, MINNESOTA

AN ORDINANCE AMENDING THE ZONING ORDINANCE
REGARDING SHORELAND CLASSIFICATION

THE BOARD OF SUPERVISORS OF BALDWIN TOWNSHIP DOES HEREBY ORDAIN:

Section 1. Section XX-90-5.B.1 of the Zoning Ordinance (Shoreland Overlay District – Shoreland Classification) is hereby amended to read as follows:

Name	DNR ID#	Classification
Blue (south bay)	30010702	Recreational Development
Unnamed	14416	Natural Environment
Prairie Hill Lake	71003100	Natural Environment
Unnamed	<u>71003200</u>	<u>None</u>
Unnamed	71003300	None
Lake Margritte	<u>71003400</u>	<u>Natural Environment</u>
Goose Lake	<u>71003400</u>	Natural Environment
Unnamed	<u>71003500</u>	<u>Natural Environment</u>
Unnamed	<u>71003700</u>	<u>None</u>
Unnamed	<u>71003800</u>	<u>Natural Environment</u>
Unnamed	<u>71003900</u>	<u>Natural Environment</u>
Sandy Lake	71004000	Recreational Development
Cantlin Lake	71004100	Natural Environment
Unnamed	71004200	Natural Environment
Little Diann Lake	71004400	Natural Environment
Helene Lake	71004500	Natural Environment
Diann Lake	71004600	Natural Environment
Unnamed	<u>71004700</u>	<u>Natural Environment</u>
Unnamed	<u>71004800</u>	<u>Natural Environment</u>
Unnamed	<u>71004900</u>	<u>Natural Environment</u>
Unnamed	<u>71005100</u>	<u>Natural Environment</u>
Unnamed	71005400	Natural Environment
Elk Lake	71005500	General Development
Unnamed	<u>71017300</u>	<u>Natural Environment</u>

<u>Unnamed</u>	<u>71022800</u>	<u>Natural Environment</u>
<u>Unnamed</u>	<u>71024400</u>	<u>Natural Environment</u>
<u>Unnamed</u>	<u>71024500</u>	<u>Natural Environment</u>
<u>Unnamed</u>	<u>71033700</u>	<u>Natural Environment</u>
<u>Unnamed</u>	<u>71033800</u>	<u>Natural Environment</u>
<u>Unnamed</u>	<u>71033900</u>	<u>Natural Environment</u>
<u>Unnamed</u>	<u>71034200</u>	<u>Natural Environment</u>
<u>Unnamed</u>	<u>71034400</u>	<u>Natural Environment</u>
Long Pond	71993600	Natural Environment

Section 2. This Ordinance shall become effective after passage and publication.

ADOPTED by the Board of Supervisors of Baldwin Township this ____ day of ____, 2024.

MOTION BY:

SECONDED BY:

IN FAVOR:

OPPOSED:

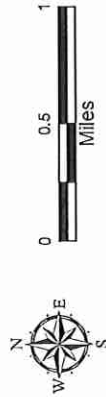
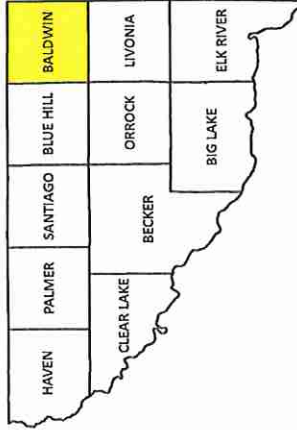
BALDWIN TOWNSHIP

Jay Swanson, Chair

ATTEST:

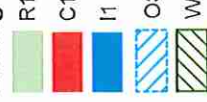
Joan Heinen, Town Clerk/Treasurer

Baldwin Township Zoning Map



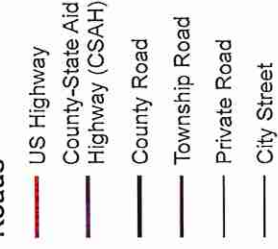
Township Boundary

Zoning



City Limits

Roads



DISCLAIMER: Baldwin Township does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will Sherburne County be liable for any damages, including loss of business, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed.

