

BALDWIN TOWNSHIP
PLANNING COMMISSION MEETING MINUTES

July 24, 2024

Call to Order:

On July 24, 2024, Chair Clarence Mattson called to order the Baldwin Planning Commission Regular Meeting at 7:00 pm.

Pledge of Allegiance:

All present stood and recited the Pledge of Allegiance.

Roll Call:

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

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

Claims:

All claim forms were filled out and returned to the Clerk.

Agenda:

Remove D-3 from the agenda. Lakeside Investments, preliminary plat of 10 lots known as Northland Ponds. This will be addressed at the next meeting.

Joy Johnson made the motion to approve the agenda as amended. Calvin Schmock seconded the motion. All in favor, motion passed.

Minutes:

Corrections – page 1, under present, change “was” to “were.”

Clerk minutes change “2023” to “2024”

Page 2, second sentence, add “chair”

Under Liaison, change “wee” to “were”

Under Richard Marshall, take out “I”

Richard Marshall made the motion to approve the five changes in the minutes from the June 26th 2024 meeting. Sherry Newman seconded the motion. All in favor, motion passed.

Public Hearing:

David and Bonnie Kemp - variance for construction on a single-family dwelling.

Dan Licht read the planning report. Full report on file in the Clerk’s office. The house exists as a legal non-conforming structure that encroaches within the setback. Recommend approval with the two conditions.

Discussion – Calvin Schmock verified with Dan Licht that the leach field was behind the garage. Dan Licht also commented that the septic will have to be certified. There seems to be 2 to 3 structures already.

David Kemp – 14037 290th Zimmerman

The septic was new in 2021. There is a retaining wall and a shed. Where the driveway is now will be grass.

Clarence Mattson asked the applicant if he was ok with the two conditions. David Kemp stated he was.

Clarence Mattson opened the public hearing at 7:15 pm.

Seeing no comments or questions, Clarence Mattson asked for a motion to close the public hearing.

Richard Marshall made the motion to close the public hearing. Calvin Schmock seconded the motion. All in favor, motion passed. The public hearing was closed at 7:15 pm.

Calvin Schmock made the motion to approve the variance with the two conditions. Joy Johnson seconded the motion. All in favor, motion passed.

Clarence Mattson informed the applicant that they should attend the Town Board meeting on August 5th 2024 at 7:00 pm.

Public Hearing:

Sand Dune Property – Simple Plat - 2 single family lots known as Whitetail Knoll.

Dan Licht read through the Planning Report. Full planning report on file in the Clerk's office. Applicant is proposing to subdivide 20 acres into 2 lots. The Park Committee voted to take the park dedication fee.

Todd Maloney – 10109 277th Zimmerman

There are 7 conditions, and the applicant is ok with them.

Clarence Mattson opened the public hearing at 7:23 pm. Seeing no questions or comments, Clarence Mattson asked for a motion to close the public hearing.

Joy Johnson made a motion to close the public hearing. Calvin Schmock seconded the motion. All in favor, motion passed. The public hearing was closed at 7:23 pm.

Calvin Schmock made a motion to approve the simple plat with the seven conditions. Richard Marshall seconded the motion. All in favor, motion passed.

Clarence Mattson informed the applicant that they should attend the Town Board meeting on August 5th 2024 at 7:00 pm.

New Business: None

Old Business: None

Town Supervisor Liaison Update: Jay Swanson

The Incorporation Order dated July 16, 2024 does not comport with State or Federal law timetables. Jay Swanson and the town lawyers spoke with the Secretary of State to amend the Incorporation Order. Filings for candidacy will open on July 30th 2024 and close on August 13th 2024. Filing for candidacy must be published 30 days prior to the opening of filing. Baldwin will utilize the posting places and the newspaper. All of this information is to help Baldwin become fully incorporated and become a standing city before January 1st 2025. Baldwin must be a city by January 1st 2025 to be eligible for Minnesota State Aid (MSA) funds of approximately half a million dollars.

Commissioner Update:

The Planning Commission discussed evaluation amounts and building permit fees. The commissioners requested more information on what items warrant a building permit and what associated fees. Sherry Newman stated the Township newsletter is ready. The Star News and the Union Times newspapers published articles about the incorporation.

Town Staff Update:

Dan Licht stated Northland Ponds and two other variances will be included on the agenda for the next commission meeting.

Miscellaneous Information and Communication: None

Adjourn:

Calvin Schmock made the motion to adjourn the Planning Commission meeting at 7:52 pm. Richard Marshall seconded the motion. All in favor, motion passed.

Respectfully Submitted,



Kayla Nielsen
Deputy Clerk

Approved by,



Clarence Mattson
Chair

11/13/2024
Date

Attendees: David Kemp, Bonnie Kemp, Nate Cook, Sheldon Pool, Cheryl Nelson, Jake Bayerl, Todd Maloney, and Kyle Thomas