



**SPECIAL PLANNING COMMISSION MEETING MINUTES
JANUARY 15, 2025**

Call to Order: Chair Mattson called the Baldwin Special Planning Commission meeting to order at 7:00 pm.

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

Roll Call: Present: Chair Clarence Mattson, Vice Chair Sherry Newman, Commissioners Patti Miller, and Richard Marshall.

Also present: City Planner - Dan Licht, Fire Chief - Scott Case and City Council Liaison - Mayor Jay Swanson.

Absent were Commissioners William McGowan, Calvin Schmock and Joy Johnson.

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

Election of Officers:

Chair Mattson asked the commissioners if the election of officers should wait until our first Planning Commission meeting when more of the commissioners are present.

Chair Mattson motioned to table the election of officers until the February 26, 2024 Planning Commission meeting. Commissioner Marshall seconded. All in favor. Motion carried.

Approval of the Agenda:

Under new business, switch number one and two so that discussing the fire access comes before establishing a meeting schedule.

Commissioner Marshall motioned to approve the agenda as amended. Commissioner Miller seconded. All in favor. Motion carried.

Approval of the Minutes:

Special Planning Commission Meeting of November 13, 2024

Commissioner Marshall motioned to approve the November 13, 2024 Special Planning Commission minutes as written. Commissioner Miller seconded. All in favor. Motion carried.

New Business:

Establish Planning Commission meeting schedule for 2025

Commissioner Miller motioned to approve the Planning Commission meeting schedule for 2025. Commissioner Newman seconded. All in favor. Motion carried.

Discuss fire access for commercial/residential buildings

Scott Case is the Fire Chief and the Fire Marshall for the City of Baldwin. Chief Case provided the Planning Commission with materials and a video of the Knox Box options for commercial and residential buildings. Any new commercial buildings will be required to have a Knox Box. Baldwin Fire will have the only access keys for these boxes. The keys are coded uniquely for Baldwin Fire.

Old Business: None

Comprehensive Plan Update:

City Planner Licht presented the Planning Commission with an opportunity to discuss Natural Environment, Land Use, and Transportation as a group, and decide on goals, outcomes, and actions for the future of the City of Baldwin. The SWOT (strengths, weaknesses, opportunities, and threats) exercise was used from the previous Special Planning Commission meetings.

City Council Liaison Update:

Mayor Swanson updated the Planning Commission on future road projects.

Commissioner Update: None

City Staff Update:

City Planner Licht updated the Planning Commission on future applications.

Miscellaneous Information and Communications: None.

Adjourn:

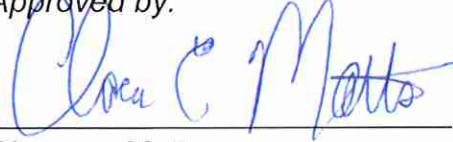
Commissioner Marshall motioned to adjourn the January 15, 2025 Planning Commission Meeting at 9:18 pm. Commissioner Newman seconded. All in favor. Motion carried.

Respectfully submitted:



Kayla Nielsen
Deputy Clerk

Approved by:



Clarence Mattson
Chair

2-19-25

Date

Attendees: None.