



**CITY OF BALDWIN
SPECIAL PLANNING COMMISSION AGENDA
Wednesday, May 21, 2025 at 7:00 P.M.
Baldwin City Hall**

- A. **Call to Order:**
 - 1. Pledge of Allegiance
 - 2. Roll Call
 - 3. Planning Commission claim forms
- B. **Approval of the Agenda**
- C. **Approval of Minutes:**
 - 1. Special Meeting of April 16, 2025
- D. **New Business:**
 - 1. Accept resignations:
 - a. Joy Johnson
 - b. Sherry Newman
 - 2. Appointment process
- E. **Old Business:**
 - 1. Planning Commission Bylaws update
- F. **Comprehensive Plan Update**
 - 1. Continue discussion
- G. **City Council Liaison Update**
- H. **Commissioner Update**
- I. **City Staff Update**
- J. **Miscellaneous Information and Communications**
- K. **Adjourn by 9:00 P.M.**

Notes:

- 1. Five copies of the agenda and two copies of the packet materials are available for review by the public.
- 2. The meeting will be video and audio recorded for transcription purposes only.
- 3. This agenda does not claim to be complete and is subject to change.
- 4. A quorum of the City Council may be present at the Planning Commission meeting.



**SPECIAL PLANNING COMMISSION MEETING MINUTES
APRIL 16, 2025**

Call to Order: Chair Clarence 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, Calvin Schmock, William McGowan and Richard Marshall.

Absent: Commissioner Joy Johnson

Also present: City Planner, Dan Licht, and City Council Liaison, Jay Swanson.

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

Approval of the Agenda:

Commissioner Marshall motioned to approve the agenda as written. Commissioner Schmock seconded. All in favor. Motion carried.

Approval of the Minutes:

Special Planning Commission meeting of February 19, 2025

Commissioner Miller motioned to approve the minutes as written. Commissioner Newman seconded. All in favor. Motion carried.

New Business:

Zoning Ordinance; Fence Regulations

The City Council has asked the Planning Commission to look over the zoning ordinance regarding fences.

City Planner Licht read through the draft ordinance for fence regulations with the Planning Commission.

The Planning Commission discussed multiple changes to the draft ordinance. City Planner Licht will bring this back for future discussion and review at the Special Planning Commission meeting on May 21, 2025.

Old Business: None

Comprehensive Plan Update:

City Planner Licht continued the visioning discussion with the Planning Commission. The Planning Commission viewed the zoning map of commercial and industrial areas. There was discussion on what other areas of Baldwin could be classified as commercial or industrial.

City Council Liaison Update:

Mayor Swanson updated the Planning Commission on recent City Council discussions.

Commissioner Update:

Commissioner Newman let the Planning Commission know that her house is on the market and she may be moving closer to her daughter. Commissioner Newman will keep the Planning Commission updated as to the timeline of the potential vacancy.

Chair Mattson asked what can be expected from the joint meeting with the City Council next week.

City Staff Update: None.

Miscellaneous Information and Communications: None.

Adjourn:

Commissioner Schmock motioned to adjourn the April 16, 2025 Planning Commission meeting at 9:11 pm. Commissioner Marshall seconded. All in favor. Motion carried.

Respectfully submitted:

Approved by:

Kayla Nielsen
Deputy Clerk

Clarence Mattson
Chair

Date

Attendees: None.

President

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On 4/24/2025 10:07 AM, Joy M. Johnson, Esq. wrote:

Good morning Jay,

Please see the attached letter. It is with much regret, I must resign my chair. My father is demanding all of my time and attention, and I cannot, in good faith, continue to hold a chair when I cannot commit to being there.

All my best,

Joy

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May 18, 2025

It is with much sadness that I am notifying the City of Baldwin that effective Wednesday, May 28th, I must resign my position on the Baldwin Planning Commission due to the fact that I will be moving to Mille Lacs County in June and will no longer be a resident of the City of Baldwin.

Sincerely,

Sherry Newman

RESOLUTION NO: 25-XX

CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA

ESTABLISHMENT AND REVISION OF PLANNING COMMISSION BYLAWS.

WHEREAS, an advisory Planning Commission was established by the Baldwin Town Board on adopted March 11, 2011; and,

WHEREAS, the Planning Commission is to render assistance to the City Council in an advisory capacity in all such matters including, but not limited to:

- To prepare and keep current a Comprehensive Plan for meeting present requirements and such future needs as may be foreseen, based on demographic and statistical trends and data available.
- To establish principles and policies for guiding action affecting development in the City and its environs.
- To prepare and recommend to the City Council ordinances, regulations, and other controls or processes to promote orderly and economically sound development consistent with the Comprehensive Plan.
- To determine whether specific proposed developments conform to the goals, policies, and requirements for the Comprehensive Plan and City ordinances.
- To keep the City Council and the general public informed and advised as to all planning and development matters.

WHEREAS, the Planning Commission is governed by bylaws were last amended by the Town Board on _____; and,

WHEREAS, the City Council does hereby amend and establish the following bylaws for the Planning Commission:

A. AUTHORIZATION:

1. The authorization for the establishment of this Planning Commission is as set forth by Minnesota Statute Chapter §462, as may be amended.
2. The Powers and duties delegated to the Planning Commission by the City Council are provided for by Ordinance No.200.

B. COMPOSITION:

1. Membership shall consist of seven (7) landowners who are residents to be appointed by the Baldwin City Council.
2. Terms. The seven commissioner positions shall be identified by the letters A, B, C, D, E, F, and G:
 - a. The terms of positions A, B, and G shall expire on April 1 of years having a remainder of two when divided by three (2021, 2024, etc.).
 - b. The terms of positions C and D shall expire on April 1 of years evenly divisible by three (2022, 2025 etc.).
 - c. The terms of positions E and F shall expire on April 1 of years having a remainder of one when divided by three (2023, 2026, etc.).
 - d. An appointment to fill a vacancy shall be only for the un-expired portion of the term.
3. Vacancies:
 1. A Commissioner intending to resign from the Planning Commission shall provide written notice to the City Clerk as soon as practical.
 2. The resignation shall be placed on the next agenda of the City Council to be accepted and to declare a vacancy.
 3. The City Council, upon recommendation of the Planning Commission, shall determine the process to consider an appointment to fill a vacancy.
 4. Applicants to fill a vacancy shall be interviewed by the Planning Commission unless otherwise determined by the City Council.
 5. The Planning Commission shall interview the applicants to fill a vacancy and make recommendations as to appointment by majority vote of the members present.
4. The City Council shall have the authority to remove any member of the Planning Commission by a majority vote for valid cause, including but not limited to the following:
 - a. Missing three (3) or more consecutive meetings without just cause or notification to the Planning Commission chair or City Clerk;
 - b. Neglect of duties of the office;
 - c. Failure to disclose a conflict of interest;

- d. Misrepresentation of the organization, and
 - e. Conviction of a felony or other illegal activities.
- 5. One City Council member shall be appointed as liaison to the Planning Commission to act in an ex-official capacity.
 - 6. The City Council may also appoint alternate member(s) to a term determined by the City Council from time to time as they deem necessary to act as a replacement at any meeting in the event of the absence, for whatever reason, of any regularly appointed member of the Planning Commission.
 - 7. The Zoning Administrator shall serve as the City staff liaison to the Planning Commission.

C. OFFICERS:

- 1. The officers of the Planning Commission shall consist of a Chair and Vice-Chair.
- 2. The Chair shall preside at all meetings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such officers.
- 3. In the absence of the Chair, the order of succession for conduct of a meeting of the Planning Commission shall be the vice chair, the most recent past chair, and then the most senior member thereafter.
- 4. The secretary for the Planning Commissioner shall be the City Clerk or their designee and shall:
 - a. Keep the minutes and records of the Commission;
 - b. Prepare the agenda of regular and special meetings at the direction of the Chairperson;
 - c. Provide notice of all meetings to Commission members,
 - d. Attend to correspondence of the Commission; and
 - e. Other such duties as are normally carried out by a secretary.

D. ORGANIZATION:

- 1. The first meeting in February each year shall include commission organization to elect a Chair and Vice-chair as an agenda item.
 - a. Nominations for Chair and Vice-Chair shall be made by Commissioners.

- b. A candidate nominated and seconded for an officer position receiving a majority vote of the entire membership of the Planning Commission shall be declared elected and shall serve for a term of one year.
 - c. Officer vacancies shall be filled immediately by the election procedure established by this section.
- 2. The Planning Commission shall at the first meeting in February each year adopt a schedule of meetings to be held at least monthly on the fourth Wednesday.

E. MEETINGS:

- 1. Schedule:
 - a. Regular Meetings: The Planning Commission shall hold a meeting on the fourth Wednesday of each month for the purpose of conducting public hearings, reviewing zoning or subdivision applications, or other business as appropriate.
 - b. Special Meetings:
 - (1) The Planning Commission shall hold a meeting on the third Wednesday of each month to discuss topics related to the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, development best practices, or other land use related issues as appropriate for the Planning Commission to consider and make recommendations upon.
 - (2) Additional special meetings may be called:
 - (a) By Chair.
 - (b) By a majority of members of the Planning Commission.
 - (c) The secretary shall notify all members of the Planning Commission not less than three days in advance of such special meeting.
- 2. A quorum of the Planning Commission necessary to hold a meeting and conduct business shall be four members.
- 3. All meetings or portions of meetings at which official action is taken is subject to the Open Meeting Law and shall be open to the general public.
- 4. Each member, with the exception of the City Council liaison, shall be entitled to one vote.

5. Voting shall be by voice call unless requested otherwise; a record of the roll call vote shall be kept as a part of the minutes.

F. ORDER OF BUSINESS:

1. Unless otherwise amended, the order of business for the agenda at regular Planning Commission meetings shall be:
 - a. Call to Order:
 - (1) Pledge of Allegiance
 - (2) Roll call
 - (3) Planning Commission claim forms.
 - b. Approval of the Agenda.
 - c. Approval of Minutes.
 - d. Public Hearings.
 - e. New Business.
 - f. Old Business.
 - g. City Council Liaison Update.
 - h. Commissioner Update/Comments/Questions
 - i. City Staff Update.
 - j. Miscellaneous Information Communications
 - k. Adjourn.
2. Agendas for special meetings shall be as established by the secretary in consultation with City staff and the Chair.
3. A motion from a Commission members shall be made, seconded, and carried in order to amend an agenda.

G. HEARINGS:

1. In addition to those required by law, the Planning Commission may hold public hearings when it decides that such hearings will be in the public interest.
2. Notice of all public hearings shall be as provided for by Minnesota Statutes as applicable for the matter under consideration.

3. Procedure: The following process will be used for each public hearing agenda item:
 - a. The Chair is to announce the application.
 - b. City staff will present the Planning Report.
 - c. The applicant will be given an opportunity to describe their request and make additional statements.
 - d. The Chair will open the public hearing and invite comments and questions from the audience:
 - (1) Speakers shall state their name and address to be recorded in the meeting minutes.
 - (2) Comments and questions shall be directed to the Chair.
 - (3) Individual comments or questions shall be limited to 5 minutes or less.
 - (4) The Chair may request that only new information be presented.
 - e. The Chair will ask for any additional public comments and, if hearing none, will ask for a motion to close the public hearing.
 - f. The Chair may ask the applicant and/or City staff to respond to comments or questions from the public hearing.
 - g. The Planning Commission will discuss the application and ask questions of the applicant and/or City staff.
 - h. The Chair will ask for a motion for a recommendation to the City Council as to the whether the application be approved or denied, including any recommended stipulations; the Planning Commission may also table consideration of an application.
 - i. The Chair will announce the date the application is likely to be considered by the City Council.
4. A record shall be kept of those speaking before the Planning Commission at all public hearings.

H. **AMENDMENTS.** These bylaws may be amended by a majority vote of the Planning Commission and approval of the City Council.

NOW THEREFORE BE IT RESOLVED by the Baldwin City Council that the by-laws set forth herein are adopted.

ADOPTED by the Baldwin City Council this ____ day of ____, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer