



SPECIAL PLANNING COMMISSION MEETING MINUTES

MAY 21, 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, Commissioners Patti Miller, William McGowan and Richard Marshall.

Absent: Commissioners Calvin Schmock and Vice Chair Sherry Newman.

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 Miller seconded. All in favor. Motion carried.

Approval of the Minutes:

Special Planning Commission meeting of April 16, 2025

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

New Business:

Accept Resignations

Commissioner Joy Johnson submitted a resignation letter on April 24, 2025 effective immediately.

Commissioner Marshall motioned to approve Joy Johnson's resignation. Commissioner Miller seconded. All in favor. Motion carried.

Sherry Newman submitted a resignation letter on May 18, 2025 effective June 1, 2025.

Commissioner Marshall motioned to approve Sherry Newman's resignation. Commissioner Miller seconded. All in favor. Motion carried.

Appointment Process

The Commissioners discussed how to move forward with the appointment process for the two vacancies on the Planning Commission.

Chair Mattson asked which meeting the Planning Commission would interview applicants at. Commissioner Marshall stated the Special Planning Commission meeting could be used to interview applicants.

The Commissioners discussed posting the vacancies on the website, social media, and on the window at City Hall. The last day for applications to be submitted would be Wednesday, June 11, 2025. Mayor Swanson stated the Planning Commission could ask the City Council for approval to publish in the newspaper.

There was discussion on how interviews would be done. All applicants could interview at the same time or applicants could be done one on one. City Planner Licht stated other cities have done one applicant at a time.

The Commissioners will take a week to ponder how the interview process will work and bring ideas back to the next Planning Commission meeting on Wednesday, May 28, 2025.

Old Business:

Planning Commission Bylaws Update

City Planner Licht provided the draft resolution for the establishment and revision of the Planning Commission bylaws to the Commissioners.

The Planning Commission discussed officers, meetings, public hearings and amendments.

City Planner Licht will update the draft resolution with the Commissioners' notes and will bring back the resolution to the next Special Planning Commission meeting on June 18, 2025.

Comprehensive Plan Update: None

City Council Liaison Update:

Mayor Swanson updated the Planning Commission on recent City Council discussions including recording meetings and liquor licensing.

Commissioner Update:

Commissioner Marshall stated he is very happy with the discussions had by all commissioners tonight.

Commissioner Miller asked about the discussion on Fence Regulations from the April 16, 2025 meeting. City Planner Licht stated it will be discussed at next week's meeting on May 28, 2025.

Chair Mattson stated Bryan Lawerance has a Facebook page with information and updates from the State Capitol.

City Staff Update:

City Planner Licht updated the Planning Commission on future meeting agenda items.

Miscellaneous Information and Communications: None.

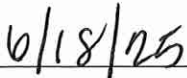
Adjourn:

Commissioner Marshall motioned to adjourn the May 21, 2025 Planning Commission meeting at 8:28 pm. Commissioner Miller seconded. All in favor. Motion carried.

Respectfully submitted:

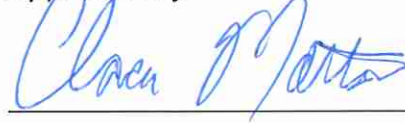


Kayla Nielsen
Deputy Clerk



Date

Approved by:



Clarence Mattson
Chair

Attendees: None.