



PLANNING COMMISSION MEETING MINUTES

MAY 28, 2025

Call to Order: Chair Clarence Mattson called the Baldwin 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, Calvin Schmock, Richard Marshall and Vice Chair Sherry Newman.

Absent: Commissioner William McGowan

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:

Add B1: Commissioner Marshall Public Statement

***Commissioner Schmock motioned to approve the agenda as amended.
Commissioner Newman seconded. All in favor. Motion carried.***

Commissioner Marshall Public Statement

Commissioner Marshall made a statement about Commissioner Newman. Commissioner Newman helped create the foundation of the Planning Commission. Commissioner Marshall wanted to commend Commissioner Newman for all the great work she has done for the Planning Commission.

Approval of the Minutes:

Planning Commission meeting of March 26, 2025

The incorrect date is on the top right corner on pages two through four. The date needs to be changed from March 20, 2025 to March 26, 2025.

***Commissioner Marshall motioned to approve the minutes as amended.
Commissioner Schmock seconded. All in favor. Motion carried.***

Public Hearings: None

New Business:

Ordinance 920 (SSTS) amendment

Amendment of Ordinance 920 is an update to chapter four of the building ordinance which regulates septic systems within the City. The City of Baldwin has to mirror or make less restrictive the Sherburne County ordinance. Sherburne County updated their Subsurface Sewage Treatment System ordinance and now the city can update and adopt the ordinance.

Commissioner Marshall would like to challenge this against the State and County. City Planner Licht stated the City Council can continue to talk to the County Commissioners to lobby to have the ordinance changed, however the County has been unwilling to do so.

City Planner Licht stated that the State says the City must be consistent with the County. If the City does not follow the County regulations, the State could take away the ability to permit septic systems and give that back to the County.

Commissioner Newman asked when you should have your septic system checked. City Planner Licht stated that you should have your septic system serviced every 2 years. The State requirement for compliance is at point of sale and if you change something in or on your house that adds capacity.

Commissioner Newman asked what the delineation is between having your septic checked and having your septic in compliance. City Planner Licht stated having it checked means it is functioning the way it was designed. A septic compliance is making sure your septic is compliant with the current Minnesota rules and statutes.

The Planning Commission can note the objection to the Sherburne County requirements in the recommendation so that it will be communicated to the City Council.

Commissioner Marshall motioned to recommend the approval of Ordinance 920 with comment that City Council continue pursuit of fair requirements for septic certification with issuance of a building permit. Commissioner Schmock seconded. All in favor. Motion carried.

Agricultural building permit application

City Planner Licht drafted an agricultural building permit application after a discussion was held at the joint City Council and Planning Commission meeting on April 23, 2025. City Planner Licht stated the form/permit goes over the different criteria that a property owner would need to follow in order to get an agricultural exemption.

The Commissioners discussed the agricultural exemption form/permit. Commissioner Miller noted changes that need to be made on page two including adding a phone number and email.

Commissioner Miller asked if there is a fee associated with this form. City Planner Licht stated that it would be a City Council decision, but this is just a preliminary form and there would not typically be a fee associated with this.

Commissioner Schmock motioned to recommend approval of the agricultural building permit exemption application for the City of Baldwin. Commissioner Newman seconded. All in favor. Motion carried.

Old Business:

Discuss Fence Regulations

City Planner Licht updated the zoning ordinance regarding fence regulations and brought it back to the Planning Commission for approval.

Commissioner Marshall motioned to recommend approval of the zoning ordinance regarding fences. Commissioner Schmock seconded. All in favor. Motion carried.

Planning Commission bylaws

City Planner Licht updated the Planning Commission bylaws and brought it back to the Planning Commission for approval.

Commissioner Schmock motioned to recommend approval of the Planning Commission bylaws. Commissioner Marshall seconded. All in favor. Motion carried.

Planning Commission Interview questions

City Planner Licht provided the Commissioners with interview questions that could be used during applicant interviews.

The Commissioners discussed the interview questions, and what order they should be asked in.

Chair Mattson asked how long each interview should be and if there should be a timeframe for each interview. The Commissioners discussed the interview process.

City Council Liaison Update:

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

Commissioner Update:

Commissioner Schmock asked Mayor Swanson if he could use the City property to harvest sage. Mayor Swanson directed Commissioner Schmock to come to a City Council meeting.

Commissioner Newman thanked the Commissioners for a wonderful few years on the Planning Commission. Commissioner Newman stated she will be staying on to work on the Newsletter for the City.

Chair Mattson thanked Commissioner Newman for her service with the Planning Commission and the City.

City Staff Update: None

City Planner Licht thanked Commissioner Newman for her dedication to the Planning Commission.

Miscellaneous Information and Communications: None.

Adjourn:

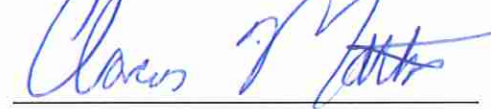
Commissioner Marshall motioned to adjourn the May 28, 2025 Planning Commission meeting at 9:12 pm. Commissioner Schmock seconded. All in favor. Motion carried.

Respectfully submitted:



Kayla Nielsen
Deputy Clerk

Approved by:



Clarence Mattson
Chair

6/25/25

Date

Attendees: Council Member Alan Walker and Rosie Walker.