

**VILLAGE OF CALUMET PLANNING COMMISSION
REGULAR MEETING MINUTES
CALUMET VILLAGE TOWN HALL
340 SIXTH STREET
CALUMET, MICHIGAN 49913
APRIL 18, 2022 AT 5:30PM**

Present: Chair Colleen Kobe, Commissioners Pete Hahn (Late Arrival 5:31pm), and Chris Green, Andrew Ranville

Absent: Commissioner Virginia Dwyer

Also Present: Amber Goodman, Manager, Village Council Trustee Pam Que

Public: One members of the public

I. Call to Order

Chair Kobe called the meeting to order at 5:30pm, and recited the pledge of allegiance.

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

II. Acceptance of Agenda

Motioned by Commissioner Green and seconded by Commissioner Hahn to accept the agenda.

Motion Passed-4/0

III. Agenda

A. Emails, Letters and Petitions from the Public

None

B. Approve Previous Meeting Minutes

- **March 2, 2022 Regular Planning Commission Meeting Minutes**

Motion to accept the March 2, 2022 Regular Planning Commission Meeting Minutes by Commissioner Ranville, seconded by Commissioner Green

Motion Passed 4/0

- **March 22, 2022 Special Meeting Minutes: Public Hearing**

Motion to approve the March 22, 2022 Special Meeting Minutes by Commissioner Green; seconded by Commissioner Hahn

Motion Passed 4/0

**VILLAGE OF CALUMET PLANNING COMMISSION
REGULAR MEETING MINUTES
CALUMET VILLAGE TOWN HALL
340 SIXTH STREET
CALUMET, MICHIGAN 49913
APRIL 18, 2022 AT 5:30PM**

- **April 14, 2022 Special Meeting: Public Hearing**
Motion to accept the April 14, 2022 Special Meeting: Public Hearing Minutes by Commissioner Hahn; seconded by Commissioner Green

Motion Passed 4/0

- C. Follow-up: Has Anyone found someone to take our meeting minutes.**
Manager Goodman recommended tabling at this time due to lack of candidates.
- D. Special Use Permit Request: Decide how to advise Village Council regarding Morten Haugland – 201 5th Street: Changing ground floor commercial space to long-term rentals.**

Application provided to the commissioners within their packet.

Chair Kobe, read Commissioner Dwyers emailed comments about the Conditional Use Application for 201 5th street. Chair Kobe and Commissioner Green shared these comments at the regular meeting instead of public hearing due to this being inter-commission correspondence.

Commissioner Dwyers email noted concerns about parking lot size, size of windows for the ground floor unit (not being visible to the public from the street), enforcement of rules on starting construction before conditional or any other permits are issued, and application of rules to be applied the same for all.

-Discussion on parking

Discussion on the conditional use permit scope in terms of parking, and that there is not an off-street ordinance within the downtown district. Discussion on the power pole and measurements of the parking lot, the residents may want to utilize the paid parking in the winter, but this would be up to the individual residents to obtain.

-Discussion on Window Sizes

Discussion on the window sizes, the first floor, has two smaller windows that are narrower than the door on the plan. With the location and the size it was not felt that this be a concern.

Individual from the public noted that the zoning ordinance may not regulate the size of the windows.

- Discussion on the permit process

**VILLAGE OF CALUMET PLANNING COMMISSION
REGULAR MEETING MINUTES
CALUMET VILLAGE TOWN HALL
340 SIXTH STREET
CALUMET, MICHIGAN 49913
APRIL 18, 2022 AT 5:30PM**

Discussion on the permit process, and the permits pulled for the work, at that time it didn't require a conditional use application, due to the uses. It was noted that Morten Haugland started the conditional use process as soon as the uses changed. It was general felt that the application followed the correct steps for the process.

Chris Green asked about the notification process. Manager Goodman and Commissioner Dwyer sent notices out to all business owners, and occupants within 330 feet. At the Public Hearing, five individuals spoke, three letters received, with one letter in opposition AG 5/19/2022 ~~opposed~~ to the application.

Discussion on the conditional use being recommended regardless of the zoning ordinance in effect.

Discussion on voting for members. Phone call was made to Sara Kopriva from Beckett and Raeder to clarify that the recommendation can be voted on by Commissioner Ranville, because the planning commission is making a recommendation, and not approving and denying the application. Commissioner Ranville can also render a vote as a Village Trustee on this same topic since it was a vote for a recommendation at the Planning Commission level.

Moved by Commissioner Green that the Planning commission make the recommendation that the Village Council approves the conditional use request for 201 5th Street, Calumet MI 49913 as presented, and seconded by Commissioner Hahn.

Motion Passed-4/0

E. Chair Kobe: Report of attendance Village Council Work Session on April 12, 2022

Discussion on the recommendation that was made to the Village Council at the work session.

F. Next Village Council Meeting is Tuesday, April 19, 2022

Discussion on the next Village Council Meeting, and the status of the Village of Calumet Zoning Ordinance.

G. Master Plan Status

Discussion on the Master Plan Status. Updated Master Plan Chapter 7 printed from previous emails and provided to the Planning Commission.

**VILLAGE OF CALUMET PLANNING COMMISSION
REGULAR MEETING MINUTES
CALUMET VILLAGE TOWN HALL
340 SIXTH STREET
CALUMET, MICHIGAN 49913
APRIL 18, 2022 AT 5:30PM**

Moved by Commissioner Ranville, recommend that we adopt the amendments to chapter 7, with updated language with the date of adoption.

Motion revised by Commissioner Ranville, recommend supporting Master Plan Chapter 7 amendment adoption by Village Council, seconded by Commissioner Green

Motion Passed-4/0

Commissioner Ranville will ask to add this to the agenda for Village Council.

H. Going Forward. Items to cover between now and then

Read and review the MSU Extension Planning Guidebook

Read and review the MSU Extension Zoning Guidebook.

Update the Master Plan – this is the five-year review for next year.

Discussion on reviewing the books, and information.

I. New Business

None at this time.

J. Summarize Action Items from this Meeting.

Village Manager Goodman: Write Meeting minutes by April 25, 2022 – one week after the meeting. Email to PC.

Commissioner Kobe: Write Meeting action items. Submit to Village Manager Goodman by April 25, 2022 (One week after meeting). Send to PC. – No action items

K. Schedule Next Regular PC Meeting

Discussion about the next meeting date of Wednesday, May 11 at 5:30pm. This was moved due to schedule conflicts.

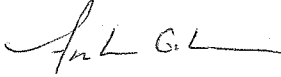
L. Adjourn

Moved by Commissioner Ranville and seconded by Commissioner Green to adjourn the meeting at 7:02 PM.

Motion Passed-4/0

VILLAGE OF CALUMET PLANNING COMMISSION
REGULAR MEETING MINUTES
CALUMET VILLAGE TOWN HALL
340 SIXTH STREET
CALUMET, MICHIGAN 49913
APRIL 18, 2022 AT 5:30PM

Respectfully Submitted,



Amber Goodman
Village Manager