

**PLANNING COMMISSION REGULAR MEETING
MINUTES**

VILLAGE OF CALUMET
CALUMET VILLAGE HALL
340 SIXTH STREET
CALUMET, MICHIGAN, 49913
THURSDAY April 13, 2023 - 5:30 PM

Present: Acting Chair Colleen Kobe; Commissioners Chris Green, Pam Que, Pete Hahn, Kelly Ryan and Mark Riggins

Absent: None

Also present from the Village: Village Manager Megan Haselden

Present from the Public: None

I. Call to Order / Roll Call / Pledge of Allegiance

The meeting was called to order by Acting Chair Kobe at 5:31 pm. All in attendance stood for the pledge of allegiance.

Verbal Roll Call

II. Acceptance of the Agenda

A motion was made by Commissioner Que and seconded by Commissioner Hahn to approve the agenda as presented.

Motion carried 5/0

III. Agenda

A. Emails, Letters, and Petitions from the Public

None

B. Approve Previous Meeting Minutes

March 02, 2023: Regular Planning Commission Meeting

A motion was made by Commissioner Que and seconded by Commissioner Hahn to accept the minutes as presented.

Motion carried 5/0

March 16, 2023: Special Planning Commission Meeting

A motion was made by Commissioner Que and seconded by Commissioner Riggins to accept the minutes as presented.

Motion carried 5/0

C. Staffing the Planning Commission. The PC requires five members. Their terms are as follows:

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Chris Green	01-2021 to 01-2024
Peter Hahn	01-2021 to 01-2024
Pam Que	01-2023 to 11-2026 (ex officio member)
Kelly Ryan	03-2023 to 01-2026
Mark Riggins	03-2023 to 01-2024

Discussion was had regarding possibly updating the PC Ordinance and Bylaws to stay consistent with all boards by electing a Chairperson and Vice Chairperson.

A motion was made by Commissioner Que and seconded by Commissioner Hahn to recommend that the Village Council appoint Mark Riggins as appointed in the vacant seat through 10-2023. Additional discussion was had on ending all terms in January for consistency.

A motion was made by Commissioner Que and seconded by Commissioner Riggins to end all PC Terms (excluding the ex-officio seat) in January.

Motion carried 5/0

D. Election of Planning Commission offices. Refer to the PC Bylaws.

Chair: A motion was made by Commissioner Green and seconded by Commissioner Que to elect Mark Riggins as Chair.

Motion passed 5/0

Vice Chair: A motion was made by Commissioner Green and seconded by Commissioner Que seconded to elect Kelly Ryan as Vice Chair.

Motion passed 5/0

Secretary: A motion was made by Commissioner Riggins and seconded by Commissioner Green to elect Pam Que as Secretary.

Motion passed 5/0

E. Planning Commission reference documents needed for duty.

- Michigan Planning Enabling Act – Manager Haselden to print, also online

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- Michigan Zoning Enabling Act - Manager Haselden to print, also online
- Village of Calumet Zoning Ordinance – available online
- Calumet Planning Commission Bylaws – Manager Haselden to print, also online
- Master Plan for the Village of Calumet - Manager Haselden to print, and have bound, also available online
- MSU Extension, Michigan Zoning Guidebook – Manager Haselden to order 7 copies
- MSU Extension, Michigan Planning Guidebook – Manager Haselden to order 7 copies

Full PC docs are still being organized by Manager Haselden.

F. Planning Commission as Zoning Commission.

Ordinance #94 transfers power of the zoning commission to the Planning Commission. Zoning Ordinance #160 lays out the procedure for a special use variance that is allowed in this ordinance. See chapter 8 of the Calumet Zoning Ordinance.

As such, this agenda item will be added as a new regular topic each month.

No Updates

G. New Business

a. Colleen Kobe news.

Ms. Kobe provided the PC with an update that she is moving to Phoenix for family. She will be back and forth to the Village but can no longer commit to the Planning Commission. She will help with edits to Master Plan and Welcome Packet as needed and as she is available.

b. Commissioner Que notified board that she will be out of town for most of the month of May.

c. Commissioner Green shared an excel flowsheet for our welcome packet.

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- d. Discussion was had on rentals and short-term properties in the village including the need for an inventory of properties.
- e. The next Planning Commission meeting will be on Thursday, May 4, 2023. Manager Haselden will be out of town but will prepare minutes from recording of meeting.

IV. Adjourn

A motion to adjourn was made by Commissioner Que and seconded by Commissioner Green to adjourn at 6:37pm.

Motion carried 5/0

Respectfully Submitted,

Megan Haselden