

CALUMET VILLAGE PLANNING COMMISSION MEETING MINUTES
THURSDAY, JULY 6, 2023 – 5:30 PM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET

Present: Chair Riggins; Commissioners Green, Hahn, Que

Absent: Commissioner Ryan

Also Present from the Village: Manager Haselden

Present from the Public: Village Resident Julie Jerman-Melka

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

Chair Riggins called the meeting to order at 5:34pm with Roll Call and led the Pledge of Allegiance.

II. Petitions from the Public (*members of the public have 3 minutes to speak*)

Mrs. Jerman-Melka addressed the Planning Commission to express appreciation in Village Staff help in getting her sidewalk replaced as part of the 6th St Repaving Project.

III. Review and approve meeting minutes of June 1, 2023

Que moved, seconded by Riggins to accept the minutes as presented.

Motion Carried 4/0

IV. Approval of Agenda

Que moved, seconded by Hahn to approve the agenda as presented.

Motion Carried 4/0

V. Unfinished Business

1. Engaging the Public

Discussion on engaging the public including survey ideas, introductions of the Council and Commissions to the public, multiple town-hall meetings at varying times, etc. Que mentioned the possibility of a tv station or YouTube channel to engage the public with a constant stream of upcoming information. Green mentioned a refrigerator magnet with the Village website and phone number for easy access for the public.

Que moved, seconded by Riggins to recommend to Council sending an introduction, with maybe a photo to the public of all elected officials and appointed board members.

Motion Carried 4/0

2. Master Plan & Capital Improvement Plan Updates (including Marihuana & Rentals)

Discussion on the process of updating the Master Plan & Capital Improvement Plans.

Commissioners to review Chapters 1-4 of the Master Plan as well as the Capital

Improvement Plan and provide notes. Commission to work on updates as much as

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possible, with a recommendation to Council to seek outside consult for the final Plan Reviews.

3. Civility Initiative Resolution

Haselden and Que explained briefly the Civility Initiative, discussion tabled for August meeting.

VI. New Business

1. Emails, Letters, Notices from the Public

None

2. Planning Commission as Zoning Commission

i. New Garage – 713 Oak Street

Haselden reviewed construction plans for a new garage at 713 Oak Street.

Commissioners reviewed and provided Haselden details needed along with the Site Plan requirements as outlined in Zoning. Haselden to follow-up with property owner to obtain the required Site Plan and review. As long as the site plan is within the Zoning requirements, the Planning Commission is okay with Haselden administratively approving the project.

VII. Summarize Action Items

- Haselden to follow-up re: 713 Oak Street Garage
- Commissioners review Chapters 1-4 of Master Plan and provide notes to Manager
- Commissioners to begin review Capital Improvement Plan
- Haselden to continue work on Welcome Packet and Guidebook of property project requirements

VIII. Adjourn

Hahn moved to adjourn at 6:40pm, seconded by Que.

Motion Carried 4/0

Respectfully Submitted,

Megan Haselden, Village Manager

Pamela Que, Secretary