

**VILLAGE OF CALUMET PLANNING COMMISSION
SPECIAL MEETING MINUTES
CALUMET VILLAGE TOWN HALL
340 SIXTH STREET
CALUMET, MICHIGAN 49913
MARCH 22, 2022 – 5:30 PM**

Present: Chair Colleen Kobe, Commissioners Pete Hahn, Chris Green, and Virginia Dwyer

Absent: Commissioner Andrew Ranville

Also Present: Amber Goodman, Manager

Public: One member of the public

I. Call to Order

Chair Kobe called the meeting to order at 5:35pm, and recited the pledge.

II. Acceptance of Agenda

Motioned by Commissioner Green and seconded by Commissioner Hahn to accept the agenda as amended to include A.1 addressing planning commission minutes.

Motion Passed-4/0

III. Agenda

A. Emails, Letters and Petitions from the Public

One member of the public spoke about the pending conditional use application. Discussion occurred regarding the application for 201 5th Street, Calumet MI 49913

A.1. Addressing Planning Commission Minutes

Chair Kobe spoke about Manager Goodman's request to allocate the duties of minute taking to an appointed minute taker for the commission. Discussion on the appointment of someone at a reasonable cost of \$40.00 per meeting. The Planning commission would need to request funds from the Village Council.

B. Today's Special Meeting goal is to define the process to identify who should receive a post card notification of a public hearing for the Planning Commission.

Recipient's must live? Own? Any property within a radius of 300 ft of the property requesting a conditional use permit.

Discussion on the buffer zone, determined that the planning commission would use the buffer of 330ft that follows the Zoning Enabling Act which asks for 300 ft buffer zone.

Additional discussion on requesting that Village Council address and passes the new Zoning Ordinance.

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C. Whose responsibility is it to identify these individuals and gather their mailing addresses?

Discussion on property owners, compared to occupants and how to send notifications to reach all areas. Commissioner Dwyer volunteered her time to come into the office, identifying properties, and work on notifications.

Commissioner Dwyer will go to the post office and ask for a list of addresses or compare the mailing list with the postmaster. Notifications will not be sent to short term rentals due to no permanent occupants at these locations.

Conditional use permit for Pam Que for 336 8th street will not proceed due to question on the conditional use process with the old zoning planning document not applying to her property.

It was summarized that it is the planning commission's responsibility to notify property owners, or occupants.

Round Table Discussion –

Round table discussion occurred among the Commissioners on the possibility of proceeding with the conditional use application for 201 5th Steet.

Moved by Commissioner Dwyer to proceed with the mailing list, hold the public hearing by April 14, in addition contact the Village President to discuss the new Zoning Ordinance and having the New Zoning Ordinance on the agenda for passage.

Discussion occurred on the notice, process and timing of the meeting. Recommendation from Commissioner Green to do 330ft, an increase of 10% from the 300 ft requirement. 500ft is no longer used at the county level, and state zoning and enabling law.

Chair Kobe summarized the motion to state public hearing on April 14, mailing to go out on March 28, up to 330 Ft notification status for mailers, and seconded by Commissioner Green

Motion Passed 4/0

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Motion moved by Commissioner Dwyer to contact Pam Que, and notify that the conditional use application is not being processed. Manager Goodman to contact Pam Que. No second due to additional discussion.

Commissioner Green brought up that there is nothing in the current zoning document that prevents her from proceeding, because her bed and breakfast could be considered an apartment.

D. Summarize action from this Meeting

- Village Manager to write up meeting minutes – one week after the meeting Email to PC.
- Commissioner Kobe to write up meeting action items. Submit to Village Manager Goodman – One week after the Meeting. Send to PC.

E. Schedule Next Regular PC Meeting

- Regular Planning Meeting will be cancelled due other April meetings. It was previously scheduled for April 6th.
- Public Hearing Meeting for Thursday, April 14, 2022 at 5:30 pm
- Special Meeting for Monday, April 18, 2022 at 5:30pm


- Plan for at least one Planning Commission members to attend the Village Council Work Session on Tuesday, April 12, 2022 at 6:30 pm and Village Council Session for Tuesday, April 19, 2022 at 6:30pm to petition the Village Council to move forward with the Planning and Zoning.

F. Adjourn

Moved by Commissioner Green and seconded by Commissioner Hahn to adjourn the meeting at 7:24 PM.

Motion Passed-4/0

Respectfully Submitted,


Amber Goodman
Manager