

**VILLAGE OF CALUMET PLANNING COMMISSION
REGULAR MEETING MINUTES
CALUMET VILLAGE TOWN HALL
340 SIXTH STREET
CALUMET, MICHIGAN 49913
NOVEMBER 3, 2021 – 5:30 PM**

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

Absent: None

Also Present: Amber Goodman, Manager, Sara Kopriva from Beckett and Raeder (by phone at 5:55pm)

Public: None

I. Call to Order

Chair Kobe called the meeting to order at 5:37pm.

II. Acceptance of Agenda

Moved by Commissioner Green and seconded by Commissioner Ranville to accept the agenda with amendment for questions on new proposed zoning document.

Motion Passed-5/0

III. Agenda

A. Emails, Letters and Petitions from the Public

Chair Kobe has received two questions from public from alternative sources, and will redirect them to submit a written response or attend public hearing.

Village Manager Goodman received one email, shared with the commission, Responses will be held until after the public hearing.

B. Receive Printout of Planning Commission Bylaws

Printout shared with the Planning Commission.

C. Approve Meeting Minutes

Moved by Commissioner Ranville and seconded by Commissioner Dwyer to approve the Regular Meeting minutes of October 13, 2021.

Motion Passed-5/0

Moved by Commissioner Ranville and seconded by Chair Kobe to approve the Regular Meeting minutes of October 26, 2021, with amendment to correct header to be listed as Special Meeting instead of Regular Meeting.

Motion Passed-5/0

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D. Zoning Ordinance with Beckett and Raeder -

Public Hearing Status – Update on the organization and planning of the public hearing. The Public Hearing will be moved to the Ballroom, depending on the attendance.

A call was placed to Sara Kopriva from Beckett and Raeder at 5:55pm

Question asked about order of procedure for amendments, revisions or ordinances needed for the proposed zoning ordinance.

E. Updating the Master Plan to match the new Zoning Ordinance

Master Plan Status –Draft in progress, to be delivered by the December 2021 meeting. Edits occurring to article 7. The timeline of adoption for the revised master plan will likely occur in Spring of 2022.

F. Summarize Action Items from this meeting:

Village Manager Goodman:

- Write meeting minutes by November 10, 2021. Send to the Planning Commission.
- Confirm availability of the Ballroom for the Public Hearing, on November 18th
- Deliver a copy of the zoning ordinance to the local public library, and place a copy outside the office for public viewing. New Zoning Ordinance is currently on the website in two locations.
- Discussion on the Zoning Administrator, follow-up to occur.

Chair Kobe:

- Write memo or sign to be posted at the Public Hearing, to note items not addressed in the Proposed Zoning Ordinance.

Sara Kopriva, Beckett and Raeder:

- To provide a large format map (24 X 36) for the Public Hearing and send to the Village Council Office. Ms. Kopriva to attend the public hearing by phone.

Commissioner Dwyer made a motion to ask Ms. Kopriva to write up an explanation of items not included in the proposed zoning ordinance.

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Commissioner Dwyer rescinded the motion, with the understanding that Chair Kobe would write a memo or sign to be posted at the public hearing in relationship to items not included in the proposed zoning ordinance.

Upcoming Meetings:

Public Hearing, held in Village Council Chambers or Ballroom
Thursday, November 18th at 5:30 pm

- Commissioner Green and Ranville will be unable to attend.

Regular Meeting Planning Meeting, Village Council Chambers
Wednesday, December 1st at 5:30 pm

G. Adjourn

Moved by Commissioner Green and seconded by Commissioner Hahn to adjourn the meeting at 7:01 PM.

Motion Passed-5/0

Respectfully Submitted,



Amber Goodman
Manager