

CALUMET VILLAGE PLANNING COMMISSION AGENDA
THURSDAY, OCTOBER 2, 2025 – 5:30 PM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET

Present:

Absent:

Also present from the village:

Present from the public:

- I. Call to Order
- II. Petitions from the Public (*members of the public have 5 minutes to speak*)
- III. Approval of Agenda
- IV. Review and approve meeting minutes of August 7, 2025
- V. Old Business
 1. Planning Commission Annual Report
 2. Marihuana Ordinance – Schedule Public Hearing
 3. Master Plan Update
- VI. New Business
 1. Zoning Question: 319 5th Street (Thurner Bakery): Buyer would like to have a small engine repair shop (lawn mowers/snowblowers) in the space with retail of those types of items in the 5th Street facing side of the building.
- VII. Adjourn

CALUMET VILLAGE PLANNING COMMISSION MEETING MINUTES - DRAFT
THURSDAY, AUGUST 7, 2025 – 5:30 PM
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET

Present: Commissioners Green, Hahn, Ryan, Taylor

Absent: Chair Riggins

Also present from the village: Manager Megan Haselden, CEDAM Fellow Joey Foster

Present from the public: None

I. Call to Order

Green 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 5 minutes to speak*)

None.

III. Approval of Agenda

Ryan moved, supported by Hahn, to approve the agenda as presented.

Motion Carried 4/0

IV. Review and approve meeting minutes of June 19, 2025

Taylor moved, supported by Hahn, to accept the minutes as presented.

Motion Carried 4/0

V. Old Business

1. Planning Commission Annual Report

Reviewed and discussed changes to the annual report – Foster to make changes and document to come back around at September’s meeting.

2. Marihuana Ordinance

Hahn moved, supported by Taylor, to push the draft Marihuana Ordinance as is to the Council for approval.

Motion Carried 4/0

3. Master Plan Update

Discussion on the Master Plan process and the Office of Rural Prosperity grant applied for, which we should know in a few weeks if we are selected to move to the next phase. Reviewed the table of contents and chapters for each commissioner to begin reviewing.

VI. New Business

1. Election of Officers (Chair, Vice Chair, Secretary)

**CALUMET VILLAGE PLANNING COMMISSION MEETING MINUTES - DRAFT
THURSDAY, AUGUST 7, 2025 – 5:30 PM
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Taylor moved, supported by Hahn, to appoint Green as the Chair through August 2026.

Motion Carried 4/0

Taylor moved, supported by Ryan, to appoint Hahn as the Vice Chris through August 2026.

Motion Carried 4/0

Ryan moved, supported by Hahn, to appoint Taylor as the Secretary through August 2026.

Motion Carried 4/0

VII. Adjourn

Taylor moved, supported by Hahn, to adjourn the meeting at 6:37pm.

Motion Carried 4/0

Respectfully Submitted,

Megan Haselden
Village Manager



2024
Planning Commission
Annual Report

I. Background

The Michigan Planning Enabling Act (MPEA) allows for the establishment of local Planning Commissions, master plans, and other associated activities. The Village of Calumet Planning Commission was established through Ordinance No. 97, adopted by Village Council on November 21, 1995; it consists of five members. The Planning Commission is responsible for:

- Developing the Village of Calumet’s Master Plan which provides a framework for orderly growth and redevelopment.
- Creating a zoning ordinance to translate master planning goals to land use regulations.
- Reviewing and approving development requests.
- Drafting a capital improvements plan.
- Studying special topics or conducting other special projects as requested by the Village Council.

II. Membership

Member	Meetings Attended	Term Expires
Mark Riggins, Chair	4 of 5	01/2027
Kelly Ryan, Vice Chair	4 of 5	Ex Officio Member – appointed annually
Chris Green	4 of 5	12/2025
Pete Hahn	5 of 5	12/2026
Pamela Que	5 of 5	12/2027

III. Attendance

	<i>Riggins</i>	<i>Ryan</i>	<i>Green</i>	<i>Hahn</i>	<i>Que</i>
<i>Jan</i>	X	X	X	X	X
<i>Feb</i>			Meeting Canceled		
<i>March</i>	X	X	X	X	X
<i>April</i>	X	X	A	X	X
<i>May</i>	A	A	X	X	X
<i>June</i>			Meeting Canceled		
<i>July</i>	X	X	X	X	X
<i>August - December</i>			No Meetings		

X – Present

A – Absent

IV. Meetings

Planning Commission meetings are typically held the 3rd Thursday of the month, 5:30pm, at the Calumet Village Hall (340 6th Street, Calumet). The MPEA requires all local commissions to meet at least four times a year.

Meeting Date	Summary
January 25th	<ol style="list-style-type: none"> 1. Public Engagement Meeting Strategy 2. Master Plan/Capital Improvements Plan Updates 3. Marijuana Ordinance Review 4. Short-Term Rentals Discussion 5. Rescheduled Joint Meeting of Boards 6. Discussion of Off-Street Parking Maximums 7. Discussion of Planning Commission as Zoning Commission
March 21st	<ol style="list-style-type: none"> 1. Public Engagement Meeting Strategy 2. Planning for Master Plan Revisioning
April 11th	<ol style="list-style-type: none"> 1. Short-Term Rental Ordinance – Recap of STR Training 2. Review of Public Responses from Master Plan Survey regarding Marijuana Ordinance 3. Discussion of Master Plan Update 4. Discussion of Joint Annual Meeting (April 24th)
May 16th	<ol style="list-style-type: none"> 1. Master Plan Update & Survey Results 2. Capital Improvements Plan Update 3. Review of Public Responses from Master Plan Survey regarding Marijuana Ordinance 4. Discussion of Short-Term Rental Regulation 5. Planning Commission Bylaws – Annual Report & Annual Trainings
July 11th	<ol style="list-style-type: none"> 1. Draft Marijuana Ordinance Approved and Sent to Village Council with Cover Letter & Recommendation 2. Discussion of Drafting Outdoor Burning Ordinance 3. Zoning Review: Eva’s Hideaway Fence 4. Review of Bylaws regarding Planning Commission Membership Total

V. Activities

- Trainings
 - Short-Term Rental Training on Thursday, March 28th

- Special Meetings
 - 2 Master Plan Visioning Public Engagement Meetings on Thursday, April 4th & Wednesday, May 8th

- Joint Meeting of Boards on Wednesday, April 24th
 - Village Council, Planning Commission, & DDA Meeting
 - Strategic Planning & Governance Training Session

VI. Master Plan Review

At the conclusion of the 2023 Master Plan Survey, the Village received a total of 105 responses from local residents. In 2024, the Village hosted 2 Master Plan Visioning Public Engagement Meetings to review and discuss survey results and future planning initiatives with attendees. The Planning Commission reevaluated the FY 25 budget to outsource assistance on the Master Plan update in 2025.

DC: REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL STANDARDS	MAXIMUM PARKING
DC: REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL STANDARDS	MAXIMUM PARKING
Commercial Uses			
Assembly Facilities – Accessory Use	By Right	---	0.25/1 occupancy
Assembly Facilities – Principal Use	By Right	---	0.25/1 occupancy
Bars, Taverns and Lounges	By Right	---	1/3 occupancy
Business Services	By Right	---	1/200 square feet
Child Care Centers	By Right	---	1/employee + 1/10 children
Financial Services	By Right	---	1/150 square feet
For-Profit Educational Facilities	By Right	---	1/student + 1/employee
Health Care Services	By Right	---	4/exam room
Hotels and Motels	By Right	---	1/guest room
Microbreweries	By Right	---	1/3 occupancy
Personal Services	By Right	---	1/150 square feet
Professional Services	By Right	---	4/1,000 square feet
Outdoor Dining	By Right	---	1/3 occupancy
Outdoor Sales and Displays	By Right	§ 153.167	1/1,000 square feet
Outdoor Service As Accessory Use	By Right	---	1/3 occupancy
Recreational Facilities	By Right	---	1/3 occupancy
Restaurants	By Right	---	1/3 occupancy
Retail Establishments – Food and Beverage	By Right	---	3/1,000 square feet
Retail Establishments - General	By Right	---	3/1,000 square feet
Retail Establishments – Products Produced On-Site	By Right	---	3/1,000 square feet
Small Distilleries	By Right	---	1/3 occupancy
Small Wineries	By Right	---	1/3 occupancy
Tasting Rooms	By Right	---	1/3 occupancy
Theaters	By Right	---	0.25/1 occupancy
Veterinary Clinics	By Right	---	2.5/employee
Industrial Uses			
Extractive Industries	SLUP	§ 153.166	1/employee
Public/Semi-Public Uses			
Home Occupations	By Right	§ 153.159	---
Cultural Institutions	By Right	---	0.25/1 occupancy
Educational Institutions	By Right	---	1/1,000 square feet + 1/classroom + assembly facility
Public Use – Critical	By Right	§ 153.037	---
Public Use – Essential	By Right	§ 153.037	---
Public Use – Supporting	By Right	§ 153.037	---
Religious Institutions	By Right	---	0.25/1 occupancy
Residential Uses			
Dwelling Units Above 1st Floor Commercial Uses	By Right	---	1.5/dwelling unit
Dwelling Units on 1st Floor with Commercial Uses	By Right	---	1.5/dwelling unit
Dwelling Units on 1st Floor with Commercial Uses - Corner Lots	SLUP	---	1.5/dwelling unit
Home Occupations	By Right	§ 153.159	---

Live/Work Units	By Right	---	3/unit
Transportation and Utility Uses			
Off-Site Public or Private Parking Facilities	SLUP	§ 153.164	---
Small Cell Wireless Facilities	By Right	§§ 153.180-153.192	---
Transit Stations	SLUP	---	5/1,000 square feet

(D) Dimensional standards and building form.

DC: DIMENSIONAL STANDARDS AND BUILDING FORM	
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Accessory Structures	
Corner Lot Side Setback	0 feet
Front Setback	---
Maximum Ground Floor Area (cumulative)	0.25% of principal structure
Maximum Ground Floor Elevation	6 inches
Maximum Height	2 stories, 25 feet
Maximum Number	1 per lot
Permitted Locations	Rear yard only
Rear Setback	0 feet
Side Setback	0 feet
Lot Occupation	
Maximum Density	---
Maximum Impervious Coverage	100%
Maximum Lot Coverage	100%
Minimum Lot Area	3,000 square feet
Minimum Lot Width	30 feet
Principal Building Form	
• Mixed Use Building	• Public/Semi-Public Building
Principal Structure	
Corner Lot Side Build-To Line	0 feet
Front Build-To Line	0 feet, or even with existing buildings
Maximum 1st Floor Elevation	6 inches above grade
Maximum Height	4 stories/55 feet
Minimum 1st Floor Ceiling Height	15 feet
Minimum Floor Area/Unit	300 square feet/unit
Minimum Front Facade As Percent of Lot Width	100%
Minimum Ground Floor Area	---
Minimum Side Street Façade as Percent of Lot Depth	80%
Minimum Upper Floor Ceiling Height	10 feet
Rear Setback	Adjacent to DC and CC Zoning Districts: 0 feet; adjacent to VR, FR, and PSP Zoning Districts: 5 feet
Side Setback	Adjacent to DC and CC Zoning Districts: 0 feet; adjacent to VR, FR, and PSP Zoning Districts: 5 feet
Uses Allowed on 1st Floor	Commercial; Must maintain minimum front 30% for commercial use, residential in the rear of floor not to exceed 70%
Uses Allowed on Upper Floors	Commercial and residential

(E) Landscaping and fencing.

DC: LANDSCAPING AND FENCING STANDARDS	
<i>Item</i>	<i>All Uses</i>
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<i>Item</i>	<i>All Uses</i>
Front Yard Fences	---
Lot Landscaping	---
Rear and Side Yard Fences	Maximum height of 6 feet
Right-of-Way Landscaping	---
Screening and Buffering	Side and rear property lines adjacent to VR, FR and PSP Zoning Districts: vegetated screen, obscuring wall/fence or combination thereof at a minimum height of 6 feet
Notes to Table: Additional Landscaping standards located in §§ 153.096; additional fencing standards located in § 153.039	

(F) *Off-street parking standards.*

DC: OFF-STREET PARKING AND LOADING STANDARDS		
DC: OFF-STREET PARKING AND LOADING STANDARDS		
	<i>Item</i>	<i>All Uses</i>
Off-Street Parking Lots	Bicycle Parking	2 spaces per use + 1 per 10 parking spaces + 1 per 3 dwelling units
	Corner Lot Side Setback	No less than side facade
	Front Setback	---
	Location	Rear Yard Only
	Rear Setback	Adjacent to VR, FR and PSP Zoning Districts: 5 feet; adjacent to CC, DC and LIW Zoning Districts: 0 feet
	Screening	Screened from all residential Zoning Districts or uses and rights-of-way with an obscuring wall or vegetated screen at a minimum height of 4 feet
	Side Setback	Adjacent to VR, FR and PSP Zoning Districts: 5 feet; adjacent to CC, DC ad LIW Zoning Districts: 0 feet
	Tree Islands	1 tree island per 10 parking spaces
	Loading Zones	Location
Loading Spaces		1 per 20,000 square feet of gross floor area if use regularly receives deliveries or pickups.
Screening		Screened from all VR, FR and PSP Zoning Districts
Notes to Table: Additional parking standards located in § 153.097		

(Ord. 160, passed 4-21-2022)