



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.