

**Village of Baldwin  
Downtown Development Authority  
April 15, 2021 Minutes  
Regular Meeting  
(preliminary)**

**CALL TO ORDER**

**Roll Call:** Chairperson Jane Allison called the Meeting to order at 3:06 PM with board members:

**Present:** Jane Allison, Seth Wenger, Jim Truxton, Darci Maldonado, Dave Lewellyn, Debbie Smith-Olson

**Absent:** Tony Gagliardo, vacancy, vacancy

**Village Staff:** Robert Toland, DDA Administrator

**Acknowledgment of Visitors:** Mike Berrevoets, Lamont Hill, Lantania Hill, Sam Vargus

**GENERAL BUSINESS**

- A. **Approval of Agenda:** Darci Maldonado made a motion to approve the agenda supported by Seth Wenger. Motion carried.
- B. **Approval of Minutes:** A motion to approve the **February 18, 2021 regular** meeting minutes was made by Jim Truxton and supported by Seth Wenger. Motion carried.
- C. **Treasurers' Report:** The Treasurer's report through April 15, 2021, was presented by Debbie Smith-Olson, indicating a general fund balance of \$166,072.80, with income of \$16,658.55, disbursements totaling \$6,477.59, and interest income in the amount of \$20.16 for February and March. Income includes the Webber Township tax increment payment of \$14,039.01.

The following bills were presented for payment:

Consumers Energy	\$ 353.15 (streetlights)
Robert Toland Consulting	\$ 1,000.00 (retainer & meeting)
CAN Surety	\$ 187.00 (bond premium)
Village of Baldwin	\$ 577.32 (water bills)
Total bills	\$ 2,117.47

A motion to approve the Treasurer's report, was made by Darci Maldonado and supported by Dave Lewellyn. Motion carried.

A motion to pay the bills, including bills paid in advance by the Treasurer and the first payment to Randi Gould for landscape maintenance, was made by Jim Truxton and supported by Seth Wenger. Motion carried by roll call vote. All ayes.

- D. **Committee reports:** The Christmas committee reports that lights have been collected and put away and the tees will be coming down soon.

**E. Acknowledge Communications:** None

**PUBLIC COMMENT:** None

**BOARD COMMENTS:** Darci Maldonado has been working with students from West Shore Community College in creating a new kiosk sign. A prototype was presented for review.

Jim Truxton introduced Lamont and Latania Hill, owners of the former pallet factory and a colleague, Sam Vargus. Since they have an interest in property within the DDA and the DDA needs another member, Jim intends on appointing Mr. Hill to the DDA Board.

**OLD BUSINESS**

- A. **Brown Trout Sculpture Project:** Brick paver sales continue with 2 more bricks purchased and another \$600 pledge. Security cameras are still being investigated by the Village Council. The MDNR sign at the trailhead parking lot will be replaced with funding provided by the Isaac Walton League.
- B. **West Side Alleyway Project:** Mike Berrevoets from Fishbeck was in attendance to discuss the project. There were questions about replacement of the sanitary sewer laterals. This will not affect their proposal for design services. The DDA is interested in having additional construction inspection. Mr. Berrevoets explained that the integrity of the contractor is particularly important, so it depends on what contractor is selected. He recommends completing the design this summer and bid the project in the fall, anticipating spring 2022 construction. Final project costs can be determined once the design phase is completed. It was suggested that Consumers move the utility poles this summer so that there is no waiting on them in the spring. A motion to authorize Consumers to proceed with their proposal to relocate the utility poles, was made by Seth Wenger and supported by Darci Maldonado. Motion carried.
- C. **Trees, Flowerboxes & Irrigation System:** There are a few trees that need to be replaced.
- D. **DDA Plan Amendment:** The Plan amendment project list and project descriptions were discussed. It was decided that prioritization of the proposed projects was not important and Fishbeck should provide updates to the project cost estimates.
- E. **Fish Farm Project LLC:** The MDNR and other agencies are continuing to consider the location of the stream bed. Dam removal is being held up because it is a lamprey eel barrier.
- F. **Bylaws:** A motion to table the discussion of the bylaws to the next meeting, was made by Debbie Smith-Olson and supported by Seth Wenger. Motion carried.
- G. **DDA Membership Vacancies:** A motion to recommend that Lamont Hill be appointed to fill one of the DDA vacancies, was made by Seth Wenger and supported by Darci Maldonado. Motion carried by roll call vote. All ayes.

**NEW BUSINESS**

- A. **Semi-annual Informational Meeting:** There were no audience attendees for this portion of

the meeting.

B. **Joining Michigan Downtown Association** - A motion to join MDA and send in the required payment, was made by Jim Truxton and supported by Seth Wenger. Motion carried.

### **ADJOURNMENT**

A motion to adjourn was offered by Seth Wenger supported by Jim Truxton. Motion carried. Meeting adjourned at 4:22 PM.

Meeting Schedule: The next regular DDA meeting will be held on May 20, 2021 at the Village office at 3:00 P.M.

Respectfully submitted,  
Robert R. Toland  
for  
Deborah Smith-Olson, Secretary/Treasurer

Village of Baldwin  
Planning Commission  
May 17, 2021  
Regular Meeting Minutes  
(preliminary)

**CALL TO ORDER**

**Roll Call:** Jane Allison called the Meeting to order at 7:02 PM at the Baldwin Village offices with commissioners:

**Present:** Jeremy Anderson, Clyde Welford, Jane Allison, Nate Barker, Clarence Vicent

**Absent:** Tamara Pore', vacancy

**Village Staff Present:** Robert Toland, Village Planner/Zoning Administrator

**Acknowledgment of Visitors:** None

**GENERAL BUSINESS**

**Approval of Agenda:** A motion to approve the agenda was offered by Nate Barker and supported by Clyde Welford. Motion carried.

**Approval of Minutes:** A motion to approve the minutes of **April 19, 2021, as amended**, was offered by Clyde Welford and supported by Nate Barker. Motion carried.

**Communications:** None

**PUBLIC COMMENT**

None

**COMMISSIONER'S COMMENTS**

None

**PUBLIC HEARING**

A. None

**OLD BUSINESS**

**Master Plan Update** – The required 63 days for adjacent jurisdictions to review and comment on the Master Plan is nearly expired without any response. The public hearing has been set for June 21, 2021. The Master Plan is part of the requirement to become a "Redevelopment Ready Community" and the RRC best practice evaluation criteria include a few things that should be addressed in the Master Plan. Therefore, it is the intention of the Planning Commission to add the following items:

1. A section that identifies strategies for priority redevelopment areas.

2. Referencing complete streets
3. A detailed Zoning Plan showing how the categories on the future land use map relate to the districts on the zoning map
4. Incorporate implementation actions, timelines and responsible parties based on the determined goals.

An outline of changes from the current Master Plan will be prepared for the public hearing.

- A. **Recreation Plan** – The guidelines from the MDNR for local Recreation Plans were reviewed and drafts of the first three sections of the Plan were distributed.
- C. **Wellhead Protection Plan Implementation** – Following discussions with Fishbeck it was determined that there should be a final wrap-up presentation to a joint meeting of Village Council and Planning Commission sometime in the next few months.
- D. **St. Ann's Church** – It was suggested that this item be removed from the agenda because there has been no further contact from the applicant.

#### **NEW BUSINESS**

- A. **Tiny Homes** – There was discussion about reducing the allowable square footage of dwellings in the R-3 High-Density Single-Family Residential District so that tiny homes could be allowed in that zoning district. The size of accessory buildings on parcels with tiny homes should be less than the square footage of the dwelling. It was suggested that some design aspects could be required like porches.
- B. **Paving Surfaces** – It was determined that in the Industrial and C-2 zoning districts, crushed asphalt and pavers could be used as a surface material in parking lots. A motion to hold a public hearing on June 21, 2021, was offered by Clyde Welford and supported by Jeremy Anderson. Motion carried.
- C. **Dukes Auto Sales** – The Village has been contacted by a design consultant on behalf of the owners to submit a revised site plan once the two parcels are combined into a single parcel.

#### **ADJOURNMENT**

A motion to adjourn was offered by Jeremy Anderson and supported by Clarence Vicent. Motion carried. Meeting adjourned at 8:24 PM.

**Meeting Schedule:** The next regular meeting is scheduled for June 21, 2021, at 7:00 P.M.

Respectfully submitted,  
Robert Toland, Village Planner  
for  
Tamara Pore', Secretary