

**Village of Baldwin  
Planning Commission  
April 21, 2025  
Meeting Minutes  
(approved)**

**CALL TO ORDER**

**Roll Call:** Jane Allison called the Meeting to order at 7:00 PM at the Baldwin Village offices with commissioners:

**Present:** Jane Allison, Mary Moffitt, Angela Johnson, Tamara Pore, Jeremy Anderson, Pam Anderson

**Absent:** Harold Nichols

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

**Visitors Acknowledgment:** Kelly Allen (Lake County Treasurer)

**GENERAL BUSINESS**

**Approval of Agenda:** A motion to approve the agenda was offered by Pam Anderson supported by Mary Moffitt. Motion carried.

**Approval of Minutes:** A motion to approval the minutes of the meeting on **March 17, 2025**, was offered by Jane Allison supported by Pam Anderson. Motion carried.

**Communications:** Email received from MEDC on 4/21/2025 with new RRC and Master Plan requirements.

- Best Practice 4.6 (Training Plan) has been removed from the RRC Best Practices for new planning commission members
- An RRC Community grant may be available to retain a consultant to assist in updating the Master Plan.

**PUBLIC COMMENT**

None

**COMMISSIONER'S COMMENTS**

None

**PUBLIC HEARING**

None

**OLD BUSINESS**

**1075 Washington Renovation** – Many aspects of the site plan were considered and discussed.

- The drawing needs to be (1) 24x36 for review and (2) 11x17 for final review
- Should remove vague wording “some belief of sewer and water” and “assumed location of sewer and water” also “reportedly” from the drainfield notes. These items need to be exact in defining locations.
- The use of the building is undefined. The building is set to be 3 “white box” that can be 1-3 different businesses. Each will have a utility room, and bathrooms as defined in the drawing.
- The renovation is 100% grant dollars 1.2 million. The land bank must own the building for 7 years to be approved for the grant.
- The back of the land will be unpaved for (as it exists) storm water runoff as the land is already graded to run to this area now.
- The parking lot will not be repaved initially. The parking space lines will be painted but repaving will come later.
- The building will have an overhang over all doors. This was not clear in the drawings. Needs to add the back door to the patio on drawing of unit 1.
- Shed on property needs to be noted as “staying” or “being removed” on the drawings.

A motion to approve the site plan once the contingencies are completed was offered by Jane Allison and supported by Jeremy Anderson. Motion carried.

**Livestock Trailer Washing Station** – The company did not like the options for the sites provided. The Road Commission did not respond to them, and they did not like the other sites, so they are moving on from building here in Baldwin.

## **NEW BUSINESS**

**Election of officers** - No one offered any changes to the Planning Commission officers. Motion to retain the same slate of officers was offered by Jeremy Anderson supported by Pam Anderson. Motion carried.

**Village Restaurant** – An email was received for reopening the Village Restaurant, but more information is still need regarding grease traps and garbage removal. Can be approved by the Zoning Administrator depending on what is received. If the Zoning Administrator feels it necessary, he will bring it before the Planning Commission for their input.

## **ADJOURNMENT**

A motion to adjourn was offered by Tamara Pore' and supported by Jane Allison. Motion carried. Meeting adjourned at 7:46 PM.

Meeting Schedule: The next regular meeting is scheduled for May 19, 2025, at 7:00 P.M.

Respectfully submitted,  
Tamara Pore'