

**Village of Baldwin
Planning Commission
May 8, 2025
Special Meeting Minutes
(approved)**

CALL TO ORDER

Roll Call: Jane Allison called the Meeting to order at 5:18 PM at the Baldwin Village offices with commissioners:

Present: Jane Allison, Tamara Pore', Jeremy Anderson, Pam Anderson, Harold Nichols

Absent: Mary Moffitt, Angela Johnson

Village Staff Present: Robert Toland, Zoning Administrator/Planner

Acknowledgment of Visitors: Ellis McClain, Cathy McClain, Louie Howard (late to start)

GENERAL BUSINESS

The purpose of this special meeting is to review the site plan for the Village Restaurant and their request to open for business.

The Site Plan received was not a proper site plan.

- # of employees not noted
- Shed behind building not noted on site plan
- # for maximum seating not noted.
- Boundary of property not on-site plan.

Harold has toured the inside of the facility and stated it was all new on the inside and looks nice. He stated the health department was supposed to inspect the facility on May 7; however, the planning commission did not receive any information on the approval.

Ellis, Cathy and Louie arrived (did not note the time of arrival) and stated the health department was onsite May 7 and did approve. Louie showed planning commission email verification of health departments approval.

It was noted in the health department's approval that the following is required prior to opening:

- Fire Suppression
- Mechanical Inspection Approval
- Gaps between wall and floor need to be closed.
- Vent hoods need a filter
- Remove all non-functional equipment.

A motion was offered by Pam Anderson and supported by Tamara Pore to allow the Village Restaurant site plan to be approved without another meeting if the below list is completed and

verification submitted to Robert Toland for him to review and sign off.

List to be completed before approval:

- a. Fire Suppression approval
- b. Mechanical Inspection approval.
- c. Proper site plan showing:
 - i. # of employees
 - ii. # maximum capacity
 - iii. Boundary of property
 - iv. Dumpster placement
 - v. Shed location behind property
 - vi. Dimensions of building footprint
 - vii. Arial view showing:
 - 1. Grass/blacktop/gravel/cement etc.
 - 2. Property outline
 - 3. Sidewalk
- d. Need to note future grease dumpsters placement on site plan
- e. Removal of outdoor grill/cooker
- f. Removal of trash and trailer
- g. The grease trap needs to be cleaned (per Harold seems functional but will need cleaning).

ADJOURNMENT

A motion to adjourn was offered by Jane Allison and supported by Tamara Pore'. Motion carried.
Meeting adjourned at 6:11 PM.

Respectfully submitted,
Tamara Pore'