

**Village of Baldwin
Planning Commission
July 20, 2026 Minutes
Regular Meeting
(approved)**

CALL TO ORDER

Roll Call: Tamara Pore' called the meeting to order at 7:13 PM with Commissioners:

Present: Harold Nichols, Tamara Pore', Mary Moffitt and Pamela Anderson.

Absent: Angela Johnson, Jane Allison, and Fred Olson (recently filled vacancy)

Staff: Robert Toland, Zoning Administrator/Planner; Joni Luce, Recording Secretary

Acknowledgement of Visitors: None

GENERAL BUSINESS

A. Approval of Agenda: A motion to approve the agenda as presented was made by Harold Nichols and supported by Pamela Anderson; motion carried unanimously.

B. Approval of Minutes: A motion to approve the **May 18, 2026** regular meeting minutes was made by Harold Nichols, supported by Pamela Anderson; motion carried unanimously.

C. Acknowledgement of Communications: None

PUBLIC COMMENT: None

COMMISSIONER'S COMMENTS: None

PUBLIC HEARING: None

OLD BUSINESS:

A. Master Plan Update – Chapter 8:

- Per Cindy, the attorney, the entire Village can be one residential zoning district, removing all language referring to low-, medium- and high-density areas. Also allow building on smaller lot sizes (50'x100') as long as all setbacks are met, with minimum housing size. Can disallow mobile homes as long as there is an area where they are allowed.

- Develop three (3) Residential Districts: R1 for Single Family homes; R2 for Multi-family/Single Family (duplexes and apartment buildings); and R3 for a mobile home park.

- There are several parcels within the village large enough for an 8-unit apartment building with a minimum parcel size of one (1) acre. Bob will identify all parcels one acre or larger and color code them for easy identification, and remove language regarding location.

- Discussion regarding location of a mobile home park resulted in two possible locations. The preferred location is the old box factory, which has the necessary utilities and provides

for a good setback. The other location is at the end of Denmark Street due to large parcel size; would be a good location for R2 or R3.

- Heavy Industrial area needs to be identified and added to the plan, with best location along and including the railroad property and tracks.
- Bob will break out the Zoning Plan language into a separate chapter and rewrite Chapter 8 with the suggested changes.

B. Village Boundaries:

- Once the Village and Township agree on a proposed new boundary line, Bob will send a preliminary letter to the affected parcel owners with land in both the Village and the Township to determine if there is interest in combining the parcel into one governmental unit, and whether they prefer being in the Township or the Village.
- If enough parcel owners are interested in becoming fully within the Village limits, a hearing date will be set for property owners in regards to the boundary change. Property owners will be informed that no Village utilities will be provided for parcels not in the Village.

C. BE Floral & Sundries (BEFS) Site Plan Concept:

- Bob shared an email received from BEFS regarding an in-person meeting to discuss the project; they hope to meet in August.
- The Planning Commission is open to the project, but BEFS has not yet acquired any of the land. While willing to meet with the owners, nothing can be done until they purchase the land and provide a proposal specific to the available site, as they may not be able to purchase all the land included in the original proposal.

D. R/R property – Attorney Homier Memo:

- Harold reported that the Village Council has reviewed the Memo dated 5/18/26 and agreed to following the recommendations, sending it back to the Planning Commission to follow. This will allow for the inclusion of Heavy Industrial use within the Master Plan and Zoning Ordinance, defining what constitutes Heavy Industrial, prohibited uses, and location.

NEW BUSINESS :

A. Zoning Amendments – Light & Heavy Industrial:

- Bob presented a proposed Zoning Ordinance change to Article 12 Light Industrial District and a proposed Article XX Heavy Industrial District addition to the Zoning Ordinance for review and approval to set a hearing date. Changes can be made up to and including at the hearing.
- A motion was made by Pamela Anderson to accept both the light and heavy industrial language and to set the hearing date as August 17, 2026; motion supported by Mary Moffitt. Motion carried unanimously.

B. RRC Requirements – Certified Level:

- The Village is now at the Certified Level as a Redevelopment Ready Community.
- The Village will need the Planning Commission to provide annual updates on items 1.1 (Master Plan) and 1.3 (Capital Improvement Plan). Harold suggested that the Planning Commission set this on their calendar to review and update the Village Council in writing each year as to the status of these items, preferably at the October meeting.

- Items 2.1, 2.3-2.6 are all zoning ordinance items; the Planning Commission should be able to hold a public hearing by February/March to include these requirements.
- The Planning Commission will keep working on these items at each meeting as needed.

ADJOURNMENT:

A motion to adjourn was offered by Mary Moffitt and supported by Harold Nichols; motion carried. The meeting was adjourned at 9:03 PM.

Meeting Schedule: The next regular meeting is scheduled for August 17, 2026, at the Village office at 7:00 PM.

Respectfully submitted,

Joni Luce, Recording Secretary
for
Tamara Pore'