

**Village of Baldwin
Planning Commission
August 17, 2026, Minutes
Regular Meeting
(approved)**

CALL TO ORDER

Roll Call: Jane Allison called the meeting to order at 7:00 PM with Commissioners:

Present: Harold Nichols, Jane Allison, Mary Moffitt, Angela Johnson, Fred Olson, and Pamela Anderson.

Absent: One vacancy (due to resignation of Tamara Pore')

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 amended to include 7C - Bylaws was made by Harold Nichols and supported by Pamela Anderson; motion carried unanimously.

B. Approval of Minutes: A motion to approve the **July 20, 2026**, regular meeting minutes was made by Pamela Anderson, supported by Mary Moffitt; motion carried unanimously.

C. Acknowledgement of Communications: None

PUBLIC COMMENT: None

COMMISSIONER'S COMMENTS: None

PUBLIC HEARING: None

OLD BUSINESS:

A. Master Plan Update – Final Draft:

- A review of the Master Plan was conducted through Chapter 7.
- The Study Area map on p.7 will be reduced in size to better represent the Village boundaries.
- On p.19 it was noted that Kahill Apartments are now called Majestic Pines, and Oakwood Manor is now called Red Oak.
- The Sanitary Sewage information on pp.21-23 was questioned. This information was updated six months ago and should be accurate.
- On p.25 it was questioned that the airport manager is “always” available. Harold confirmed that the manager is always on-call and therefore available even when not staffed.

- The data on pp.32-33 is from the 2020 Census, not the estimated 2025 Census; Bob will add a reference note as to where the data came from. The fact that Lake County is currently the fastest growing county in the state by percentage was a surprise to most, although it was noted that the prison population is included in the Census.
- A typographical error was found on p.44 to be corrected. Also, the last sentence is continued below the map on p.45, making it hard to find.
- Under "Street Beautification" on p.46, "treatments" will be changed to "improvements", and (M37) will be added after "Michigan Avenue".
- It was noted that "recreation" should be capitalized on p.53.
- The map on p.60 was questioned as to why just prioritize those two areas; Bob said there will be a map color coded to show the three different lot sizes available and he will include all vacant parcels.
- The map on p.63 will be removed. The map on p.11 is outdated (from assessment rolls five years ago). Bob will update the map with the current assessment roll.
- On p.65 the ... will be removed from the fourth paragraph.
- Page 66 mentions financing for Brownfield Redevelopment, raising questions on whether there were any designated brownfields. Perhaps the old Wash King and Box Factory should be if they are not now; Bob will see how to obtain the designation.
- The board was asked to finish reading the rest of the Master Plan and bring any desired changes to the next meeting.

B. Village Boundaries:

- Letters have been sent out to all affected property owners asking them to complete and return the enclosed form indicating if they wished to be in the Village or not. Two forms have been returned, and Harold has talked to three others.

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

- Bob, Harold, and Jane met with the owners, who provided them with a site plan. The owners have many more details to work out before they are ready to submit any plans.

D. RRC Requirements – Certified Level:

- The Village has attained the Essentials Level; getting the Master Plan updated is the priority in obtaining the Certified Level.

NEW BUSINESS :

A. Planning Commission Annual Calendar:

- Being an RRC adds a lot of new items to keep up on; having the calendar will help keep the Planning Commission, Village Council, and the DDA aware of what deadlines are coming up and lead to discussions on which board may be best suited for different action items.

B. Capital Improvement Plan (2027-2032):

- The CIP needs to be updated for the next five years. The Village Council should advise the Planning Commission on which items in the current CIP are, or will be, done by 2026. Updating the CIP tabled until next month, everyone was asked to read through the CIP and see what items can be moved forward one year and if any new projects should be included.

C. Bylaws:

- Election of officers is to be held in April, but both the Secretary and Vice-Chair positions are open as those holding them have resigned; elections should be held to fill them.
- The vacancy created by Tamara Pore's resignation needs to be filled. The term of office for officers is one year; members are for three years. Two members do not have to reside in the Village.

ADJOURNMENT:

A motion to adjourn was offered by Fred Olson and supported by Harold Nichols; motion carried. The meeting was adjourned at 8:26 PM.

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

Respectfully submitted,

Joni Luce, Recording Secretary