Village of Baldwin
Planning Commission
August 31, 2026 Minutes
Special Meeting
(approved)

CALL TO ORDER

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

Present: Jane Allison, Mary Moffitt, Fred Olson, and Pamela Anderson.

Absent: Harold Nichols, Angela Johnson, and one vacancy

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

Acknowledgement of Visitors: Kelly Zoellner, Village Council member

GENERAL BUSINESS

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

B. Approval of Minutes: A motion to approve the **August 17, 2026,** regular meeting minutes with correction was made by Fred Olson, supported by Mary Moffitt; motion carried unanimously. Correction on page 1 under Old Business; Kahill Apartments are now called Red Oak, while Oakwood Manor remains Oakwood Manor.

C. Acknowledgement of Communications: Bob has received two more survey forms regarding the Village Boundary lines, bringing the total received to seven.

PUBLIC COMMENT: Kelly asked if anything in the Zoning Amendment had caused a conflict among the members; the answer was no.

COMMISSIONER'S COMMENTS: None

PUBLIC HEARING: The Chairperson called the public hearing open at 7:03 PM

A. Zoning Amendments – Light & Heavy Industrial: Pamela Anderson made a motion to accept the zoning changes and adopt the Resolution, with proposed changes. The motion was supported by Fred Olson. Changes to the proposed zoning language are under 12A.03, deleting special use #2 as it is already allowed; 12.02 first sentence under heading "Uses Allowed" to end after "permitted by right"; and 12.02k to read "Storage facilities for building materials and contractor's equipment". Changes to the Resolution wording are to update the members present and absent and to change the signature from "Secretary" to "Chairperson" due to no appointed Secretary at this time.

The Chairperson closed the public hearing at 7:17 PM.

OLD BUSINESS:

A. Master Plan Update – Final Draft:

- A review of the Master Plan was conducted from Chapter 8 to the end.
- The first paragraph on p.68 is changed from 120 square feet to 200 square feet for a minimum floor area so that they will still require a building permit under the Michigan Residential Code. The first full sentence will be deleted, as well as the third, fourth, and fifth full sentences. This information is covered in the Code and doesn't bear repeating here.
- On p.70 it was noted that Kahill Apartments are now called Red Oak.
- On p.70 the single sentence below the first paragraph is to be removed.
- On pp 73, 74, 75, 77 and 82 there are several instances of the word "light" being repeated unnecessarily; Bob will review the document and correct the language.
- On p.74 in the first full paragraph, US-131 should read US-10.
- On p. 86 under Transportation, the measurement should be notated in tenths, not eighths; Bob will recalculate with the Street Administrator.
- Also on p.86, the sentence above Street Vacations will have the word "considering" inserted so it reads, "The Plan recommends considering modifications….".
- On p.89 under Code Enforcement, the existing sentence will be revised with language suggested by the Code Enforcement Officer and Village President.
- On p.92, Bob will update the date given to reflect the most recent expansion.
- Appendix A on p. 103 to be updated in regard to members and dates.

B. Village Boundaries:

- Bob has received two more surveys and one phone call.

C. BE Floral & Sundries (BEFS) Site Plan Concept: Nothing new.

D. RRC Requirements – Certified Level: Nothing new

E. Planning Commission Annual Calendar: Per the calendar, someone from the DDA is to provide an update to the Village Council in September, but it is not yet ready.

F. Capital Improvement Plan (2027-2032): Updates not complete yet.

NEW BUSINESS :

ADJOURNMENT:

A motion to adjourn was offered by Jane Allison and supported by Fred Olson; motion carried. The meeting was adjourned at 7:52 PM.

Meeting Schedule: The next regular meeting is scheduled for September 21, 2026, at the Village office at 7:00 PM.

Respectfully submitted,

Joni Luce, Recording Secretary