VILLAGE OF SHELBY
PLANNING COMMISSION
July 15, 2025 at 6:00 P.M.
MEETING PROCEEDINGS

1. CALL TO ORDER:

The Village of Shelby Planning Commission Meeting was called to order at 6:00 P.M. by Chairperson Ross Field.

2. ROLL CALL:

Answering Roll Call: Samantha Gottschalk, Ross Field, John Sutton, and Tim Horton.
Staff Present: Village Administrator, Phil Morse and Clerk/Treasurer Crystal Budde.

3. PLEDGE OF ALLEGIANCE: All stood for the pledge.

4. MINUTES:

a.) June 17, 2025

John Sutton moved to approve the minutes of the June 17, 2025 Planning Commission meeting as presented.
Seconded by: Samantha Gottschalk.

Voice Vote: All in favor.
Motion Carried.

5. PUBLIC HEARINGS: None.

6. COMMISSION ADMINISTRATIVE BUSINESS:

a.) Master Plan Update

The Planning Commission discussed Form-Based Code (FBC). Form-based code is a land development regulation that fosters predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle for the code. Essentially regulating development based on the physical shape and structure of the buildings over the traditional zoning land uses. Form-based code is a regulation, not a mere guideline, adopted into city, village, or county law. These regulations apply to specific areas identified on the Zoning Map as separate districts. Regulations must specify elements with the public realm, such as sidewalks, street trees, and on-street parking. It may also include a variety of topics such as external building materials, building height, landscaping, and signage.

Compared to traditional zoning, Form-Based Code offers greater flexibility for developers by accommodating a wider range of housing types. It relaxes restrictions on density, lot sizes, and setbacks while maintaining the character of the existing buildings.

Missing Middle Housing (MMH) refers to housing types that fall between single-family detached homes and a mid-rise apartment building in terms of scale and density. A common characteristic of MMH is that, although these buildings are similar in scale to a single-family house, they contain multiple housing units. MMH increases residential density without contributing to a sense of overcrowding, thereby fostering walkable, community-oriented neighborhoods, and providing more affordable housing options.

The Planning Commission reviewed the future land use map with changes that had been discussed at the previous meeting.

7. REPORTS: None.

8. PUBLIC COMMENT: None.

9. MEMBER DISCUSSION: None.

10. ADJOURNMENT: There being no further business to come before the Planning Commission, Ross Field adjourned the meeting at 7:05 P.M.

Planning Commission Meeting minutes are not official until approved at the next Regularly Scheduled Planning Commission Meeting of

Approved ☐

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Minutes Respectfully Submitted by Crystal Budde Clerk/Treasurer Date