VILLAGE OF SHELBY
PLANNING COMMISSION
JULY 21, 2026 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: Ross Field, John Sutton, and Tim Horton.
Absent: Samantha Gottschalk and Paul Inglis.

Staff Present: Village Administrator, Phil Morse and Clerk/Treasurer Miraya Gissell Diaz.

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

4. MINUTES:

a.) June 16, 2026

Tim Horton moved to approve the minutes of the Planning Commission Meeting of June 16, 2026 as presented.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.
Absent: Samantha Gottschalk and Paul Inglis.

5. PUBLIC HEARINGS:

a.) 172 S State St – Lot Division Application

Tim Horton moved to open the Public Hearing at 6:03 P.M.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.
Absent: Samantha Gottschalk and Paul Inglis.

The property owner of 172 S State St., Robert Cain, is requesting approval to split 68 feet of the easternmost portion of the lot. The property is located on plat #046-507-001-30. He would like to split the parcel so that it can later be combined with the parcel on the east.

Planning Commissioner Horton asked whether the proposal meets the setback requirements, and VA Morse confirmed that it does.

Planning Commissioner Field asked whether the proposal would change any possible uses for the land to the east of the site. VA Morse responded that it would not, noting that the area is currently zoned commercial and that the land will later be combined with another residential parcel.

The property owner, Robert Cain, shared that he had recently built a gazebo on his property and described its recent use. He also noted that he had been wanting to enlarge his porch as well.

Planning Commissioner Horton stated that he did not see any issues with the lot division application and asked VA Morse whether he had identified any concerns that needed to be addressed. VA Morse responded that he had not found any issues.

There being no additional public comment, Tim Horton moved to close the Public Hearing at 6:07 P.M.
Seconded by: John Sutton

Voice Vote: All in favor.
Motion Carried.
Absent: Samantha Gottschalk and Paul Inglis.

6. COMMISSION ADMINISTRATIVE BUSINESS:

a.) 172 S State St – Lot Division Approval

Tim Horton moved to recommend the Lot Division Application for 172 S State St to the Shelby Village Council at its next Council meeting for final approval.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.
Absent: Samantha Gottschalk and Paul Inglis.

7. REPORTS:

VA Morse reported that he is expecting to receive the final draft of the Zoning Ordinance rewrite within the next couple of weeks to review for the next Planning Commission meeting.

8. PUBLIC COMMENT: None

9. MEMBER DISCUSSION:

VA Morse noted that additional site plans are forthcoming for properties along N Michigan Ave., and for the lot currently used for the Police Storage Building, as it will be proposed to be demolished and rebuilt in a new site. He added that, once approved by the Village Council, a site plan will be submitted for the new location of the Police Storage Building.

Planning Commissioner Field asked whether there had been any pushback regarding potential historical significance of the building proposed for demolition. VA Morse stated that he had not heard

any pushback, noting that the building is a local historic structure and is in rough condition. He added that he had obtained a quote of $15,000 solely to paint the exterior.

Planning Commissioner Field commented that he would like to see Shelby have a Harlo Elliott Postcard Museum of the World and had considered the building proposed for demolition as a potential site for such a museum. Planning Commissioner Sutton shared that the Village Council had toured the building, confirmed that it is in very rough shape, and described several of the issues the building currently has.

Planning Commissioner Horton asked what would happen to the noon whistle, stating that while he is unsure it is needed, it remains a community staple. VA Morse stated that his preference would be to remove the noon whistle, but noted that some Village Council members would like to keep it, as it is part of Shelby's character.

10. ADJOURNMENT: There being no further business to come before the Planning Commission, Ross Field adjourned the meeting at 6:13 P.M.

Planning Commission Meeting minutes are not official until approved at the next Regularly Scheduled Planning Commission Meeting of August 18, 2026.

Approved ☑

Minutes Respectfully Submitted by Miraya Gissell Diaz Clerk/Treasurer

8-18-2026
Date