

August 27, 2025

The Malcolm Planning Commission meeting was called to order at 7:00 p.m. Members present: Evan Gunn; Shelby Sidel, Nadine Link, Jared Ritze, Trevor Cotton. Members absent: Lecia Teten and Sandy Streeter.

It was noted that the Open Meetings Law is posted and located on the east wall of the Village Hall.

The minutes of the July 30, 2025, meeting were reviewed. Link moved to approve the minutes, seconded by Gunn. Chairman called for the vote recorded as follows: AYE: Gunn, Link, Sidel. NAY: None. Motion carried 3-0. Members absent: Teten, Streeter; Members abstain: Ritze, Cotton.

**VISITOR PERIOD:** - No visitors other than the new business visitors

**NEW BUSINESS:**

1. Willow Hill Group, the new Company that purchased the old Tower Hall building located at 108 N. East Street, resubmitted a building permit application under their name to install an overhead garage door to the South side of the existing building. A building permit for the same project was submitted under Dave Schaefer's name and was approved by the Village Board at the July 9<sup>th</sup> meeting, since Willow Hill Group had not purchased the property yet. Since then Willow Hill Group has purchased the property and would like to continue with the project. After further review, Ritze made a motion to accept the revised building permit and the Planning Commission will inform the Village Board of the revision. Cotton seconded the motion. Chairman called for the vote: AYE: Ritze, Cotton, Sidel, Link, Gunn; NAY – None; Motion carried 5-0; Members absent; Streeter; Teten
2. Willow Hill Group also resubmitted a revised Use Permit under their name instead of David Schaefer's name to run an Assembly & Fabrication of Subway Panels at 108 N. East Street. Ritze made a motion to accept the revised Use Permit and will inform the Village Board of the revision Gunn seconded the motion. Chairman called for the vote; AYE: Ritze, Cotton, Sidel, Link; NAY – None; Motion carried 5-0; Members absent: Streeter; Teten.

Streeter arrived at 7:10 p.m.

3. Genesis submitted a building permit and plans for the new Malcolm Fire Station to be located on the northeast corner of 112<sup>th</sup> & West Bluff Road. After further review of the permit and plans, Streeter made a motion to approve the building permit contingent on the building inspector's review. Sidel seconded the motion. Chairman called for the vote: AYE: Streeter, Sidel, Link, Gunn; NAY – None; Motion carried 4-0; Members absent: Teten; Members abstain, due to being on the Fire Department; Ritze, Cotton.

4. Zoning Ordinance – some revisions to the newly drafted Zoning Ordinance were discussed. This will be discussed more at the next Planning Commission Meeting before being submitted to the Village Board.

**UNFINISHED BUSINESS:**

1. None.

With no further business, Gunn moved to adjourn at 7:50 p.m. Ritze seconded the motion. Chairman called for the voted recorded as follows: AYE: Gunn, Ritze, Streeter, Cotton, Sidel, Link. NAY: None. Motion carried 6-0. Members absent: Teten.

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Nadine Link, Secretary

August 27, 2025  
Recommendations

1. The Planning Commission would like to inform the Village Board that the Building Permit and Use Permit for 108 N. East Street (former Tower Hall) were revised and resubmitted under the new owner's name – "Willow Hill Group". When the Village Board approved the original permits on July 9<sup>th</sup>, 2025 they were submitted by David Schaefer, but since then the Willow Hill Group has purchased the property.

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Nadine Link, Secretary