

PLANNING COMMISSION

2018 ANNUAL REPORT

This report is for the period of June 1, 2017 to June 31, 2018. It summarizes the actions of the Planning Commission and progress toward complying with the Master Plan made during this period.

I. MEMBERSHIP

The Planning Commission is made up of the following members:

Member	Term Expires
Diane MacDonald (Chairman)	12/2019
Bridget Gergel	6/2019
Ted Kinczkowski	12/2019
Richard Mayernik	12/2019
Christine Oliver (Secretary/Vice Chair)	12/2019
Donald Oliver	12/2019
Tom Pais (Council Representative)	N/A

Terms are for 3 years, with the exception of the Council Representative.

Leo Gonzalez notified Planning Commission in October 2017 that he would be stepping down in December 2017. His position was filled by Richard Mayernik.

Eric Wubbenhorst notified Planning Commission in September 2017 he would be moving out of the Village in November 2017. His position was filled by Ted Kinczkowski.

II. MEETINGS and ATTENDANCE

In the last year (since June 1, 2017) the Village Planning Commission has met on 6/5/17, 8/7/17, 9/6/17, 10/16/17, 11/6/17, 1/3/18, 2/5/18, 3/5/18, 4/16/18, 5/7/18 and 6/4/18. Quorum was met at all meetings. The MPEA requires four meetings annually. The Village of Pinckney has complied with the MPEA requirements.

III. TRAINING

Don Oliver completed Citizen Planner Training in December 2017.

Michelle Brunner completed Citizen Planner Training in April 2018. She also completed Redevelopment Ready Communities 'Best Practices' Training in April 2018.

IV. ZONING ADMINISTRATOR PERFORMANCE

Diane Kay-Hougaboom resigned as Zoning Administrator at the end of September 2017. In the interim, Amy Salowitz and Michelle Brunner covered the duties until Michelle Brunner officially took over as Zoning Administrator in mid-November 2017.

Michelle Brunner is currently sitting on the Hamburg Township Master Plan Steering Committee. This is important as it is a neighboring community as well as the fact it will give insight/ideas for the Village's Master Plan, which will be due for updating in 2020.

Violation enforcement is continuous and ongoing. The largest enforcement issues are for sign violations, followed closely by blight and then unsecure buildings.

There were three notable enforcement items over the last year.

The first notable enforcement issue was for a person operating a dog boarding business without a permit in a high density residential area. The zoning administrator initially tried to work with the person and came up with a solution but the person did not follow through on their end. The person then refused to be compliant and cease operations. The person was eventually ticketed and taken to court where they were fined and told to cease and desist operating the business.

The next notable enforcement issue was due to a land use permit being issued with a not-to-scale plot plan. A land use permit was issued for a fence, but the fence ended up being put up incorrectly – both in the right away and failing to take into consideration the right-of-way sight lines at the corner. The village had to move the fence at their own expense. The lesson learned here is to make sure to have an accurate plot plan and to verify the work to be done.

The final notable enforcement issue was for a Commercial Reoccupation Land Use Permit. The permit requested would have been a change in use for the building, which then meant that the parking situation would need to be addressed. Discussions had been had with the property owner regarding parking at this property at least two years prior. The Land Use Permit was not issued until the property owner and Village reached an agreement on the parking lot being completed. Once the agreement was reached, the zoning admin issued the Land Use Permit. The property owner and Village are currently working through the process of getting a parking lot built for the property.

V. OPERATIONS OF THE COMMISSION

- A. Development Reviews
 - a. No development reviews occurred.
- B. Special Use Permits
 - a. No Special Use Permits were granted.
- C. Site Plan Reviews
 - a. Approved People's Church Final Site Plan with conditions
 - b. Approved Pirate's Cove Final Site Plan
 - c. Approved IHA Medical Building Preliminary Site Plan

- D. Zoning Map Amendments
 - a. Approved Zoning Map amendment of IHA Medical Building Property on Dexter Pinckney Rd. from Secondary Business District to Office District
 - b. Considered Conditional Rezoning of 4714-23-301-004
- E. Land Divisions
 - a. Parcel 4714-23-304-079

VI. RECOMMENDATIONS TO LEGISLATIVE BODY – ZONING ORDINANCE AMENDMENTS

- A. Recommended to Council proposed ordinance changes in regards to changing the approval process on some items. The change would allow Planning Commission to give final approval on special land use permits, residential open space developments and site plans as well as be able to waive off-street parking requirements and sidewalks.
- B. Considering but not yet recommended:
 - a. Zoning Ordinance Updates expected in the next year: Numerous changes to Zoning Ordinance as we pull all parts of ordinance out of Technical Standards and add them into the ordinance.
 - b. Alternative Energy Zoning Ordinance
 - c. Subdivision Ordinance
 - d. Updating blight, removing it from Zoning ordinance to its own ordinance

VII. OPERATIONS OF THE ZONING BOARD OF APPEALS

- A. 551 E Hamburg – Corrected parcel number on variance for special use of indoor rec in the R-4 district on 11/13/17

VIII. MASTER PLAN REVIEW

- A. Review of Goals of the Master Plan that was approved in 2015.

Residential:

Goal: *Guide residential development of the Village in a manner which will preserve, create and enhance the living environment of existing and future residential areas.*

The planning commission has addressed this goal by making sure buffers and screening are included in the site plan review process. Buffers and screening were discussed as a part of the site plan reviews for Pirate's Cove, People's Church, the Massey Land Division and the IHA Medical Building.

The DDA lot for sale would make an ideal location for a mixed use (residential/commercial) property. The Village continues to market the property as such.

Maintenance and improvement programs now exist for local streets and sidewalks as managed by Village Council. Planning Commission is committed to ensuring new projects include sidewalks and other features to improve walkability.

Commercial and Office:

***Goal:** Promote and maintain quality commercial and office development/redevelopment that meets the needs of Pinckney residents while strengthening the Village's tax and employment base.*

***Goal:** Promote the CBD as the retail and service center of the Village*

***Goal:** Encourage a mixture of uses in the CBD including upper-floor retail*

***Goal:** Coordinate with Pinckney's Downtown Development Authority (DDA) on planning and development efforts within the DDA district*

***Goal:** Work with local and regional economic development agencies (i.e., Pinckney DDA, Livingston County Economic Development Council, Ann Arbor Spark, and the MEDC) to identify opportunities for continued economic development and job creation in the Village*

The Village achieved their certification for Redevelopment Ready Communities, a program designed to promote effective redevelopment strategies through a set of best practices. The program measures and then certifies communities that integrate transparency, predictability and efficiency into their daily development practices. The RRC certification is a formal recognition that your community has a vision for the future—and the fundamental practices in place to get there.

The Village is also a member of the Ann Arbor SPARK program and works on cultivating that relationship. Ann Arbor SPARK is an economic engine that serves Washtenaw and Livingston Counties. The services they provide include incubating and accelerating startups, showcasing our vibrant communities to site selectors and connecting job seekers with hopeful employers.

One property on Dexter-Pinckney Road has been rezoned as Office District, a zoning district that hadn't previously been used in the Village. It is more of a 'transitional' zoning between commercial and residential districts, being slightly more restrictive in its uses. Planning Commission will be looking at assigning Office District in other areas when next working on the Master Plan.

As the DDA board is made up of members of the Planning Commission, they continue to communicate and coordinate between the two bodies. The DDA board is looking at updating their Plan to keep the goals for the DDA current, fresh and relevant. The DDA will be looking at the MEDC Michigan Main Street program as another resource for the DDA.

Research, Technology and Light Industry:

Goal: *Attract businesses involved with research, technology and light industry*

The Village has recently reactivated their Brownfield Development Authority Board, which includes two members of the Planning Commission. If any person comes forward with a Brownfield Development plan, this will allow them to move more quickly through the process.

Parks and Recreation:

Goal: *To provide high quality parks, open spaces, and recreational opportunities for all residents of the Village.*

The Village collaborated with Putnam Township and recently completed the Pinckney-Putnam Parks and Recreation Master Plan.

Efforts continue to market the Village as a Trail Town. The Trail Town committee (that includes members from the Village of Pinckney, Putnam Township, Hamburg Township, Unadilla Township, Green Oak Township and the DNR) have been working on branding for the trail.

There are currently discussions for a parklet project for the downtown area. This unique, moveable park would provide an interesting space for people to stop, sit and rest.

The Village continues to look for ways to provide connections to the Lakelands Trail from residential areas, Pinckney High School and the downtown. Recently, sharrows were added to streets between the trail and downtown. Sharrows highlight where cars and bikes should share the road, making it easier to travel between the downtown and the trail.

Transportation and Circulation Goal:

Goal: *Maintain a safe and efficient transportation system, which minimizes conflicts amount transportation users, promotes accessibility throughout the community and accommodates the vehicular and pedestrian circulation needs of Village residents.*

The addition of sharrows to streets between downtown and the trail have provided a well-marked and safer pathway for bicyclists to travel.

Community Facilities and Infrastructure:

Goal: *Provide quality community facilities and services necessary to protect the health, safety, and welfare of Pinckney residents and to strengthen the local economy in the most cost-efficient manner.*

The Village has been working closely with DTE regarding streetlight outages. It is the Village's desire to keep the Village streetlights on for both aesthetics and for the safety of the residents.

The Village has a very comprehensive Capital Improvement Plan that is reviewed annually. With the use of this plan, the Village has been able to plan for, budget for, and move forward on several large infrastructure projects.

Environment and Natural Resources:

***Goal:** Provide for the protection and maintenance of the Village's environment and natural resources to support the health, safety, and welfare of the public and improve the quality of living.*

The Village was approached by the Huron River Watershed Council about a proposal for a dam feasibility study. HRWC would cover 50% of the cost of the study. The proposal is focused solely on dam removal and the quality of the stream. A feasibility study is required to apply for any grants to remove the dam. The study did not include any engineering review if the Village chose to rehab the dams and it would be a significant increase in cost to add the engineering review. Council is still looking into the costs.

The Village of Pinckney participates with Livingston County and other local municipalities in efforts to prevent pollution and keep our watershed clean. Planning Commission makes sure to enforce Storm Water Management as one way of achieving that goal.

The Village maintains a Wellhead Protection Plan (WHPP) which was last updated in 2015. The Village is a voluntary participant in the Wellhead protection area program because it is a priority for the Village to be able to prevent contamination of our water system and be able to provide safe water for its residents.

B. Recommendations for 2020 Master Plan

The Village of Pinckney's recent certification as a Redevelopment Ready Community should help guide the direction of some portions of the Master Plan.

Respectfully Submitted,

Michelle Brunner
Zoning Administrator