

**Village of Pinckney
Planning Commission Meeting
Minutes
Monday, June 5, 2017**

Call to Order: Chairman Gonzalez called the meeting to order at 7:23 pm.

Roll Call: Present – Bridget Gergel, Christine Oliver, Donald Oliver, Tom Pais, Eric Wubbenorst, Leo Gonzalez.

Also attending – Lucie Fortin, (Village Planner), Diane Kay-Hougaboom (Zoning Administrator), Michelle Brunner (Recording Secretary)

Absent – Diane MacDonald

Approval of the Agenda:

Moved by Commissioner C. Oliver, seconded by Commissioner D. Oliver, to approve the agenda as presented. The motion carried unanimously.

Approval of the April 3, 2017 Minutes:

Correct spelling of Commissioner Pais' name in Zoning Admin section.

Moved by Commissioner Gergel, seconded by Commissioner Wubbenhorst, to approve the April 3, 2017 minutes as corrected. The motion carried unanimously.

Reports:

Chairman: Chairman Gonzalez had nothing to report.

Secretary / Vice-Chairperson: Commissioner Gergel had nothing to report.

Council Report: Commissioner Pais stated that at the last meeting, council voted on the proposal to restructure the zoning board of appeals process. Lots of alternative options were discussed. Council approved that Planning Commission still recommend site plan approval subject to confirmation of the Council and that would be the 'end of the road' at the Village. If there is an appeal, you go to court. Special use approval would be final with the Planning Commission. Council also approved that Planning Commission could grant a variance and a waiver of technical standard. At the meeting, Council also approved the variance at Pirate's Cove to allow for a permeable surface for parking, but the travel roads in the RV storage area will be paved. Commissioner Pais said they also did the dam tour at the Mill Pond and there didn't seem to be much of a need to do anything about them. There is a company that would do a detailed study regarding the dams but Council would need to give approval to spend money on that.

Zoning Administrator: Mrs. Kay-Hougaboom stated that 0 Kirkland Court got permission to do the permeable surface for parking. They will be presenting revised plans. The township was being difficult on combining the Pirate's Cove parcels but she is working through that. Mrs. Kay-Hougaboom is hoping to not have a Planning Commission meeting next month. Zoning has been busy with enforcement issues and permit requests. There have also recently been many questions on medical dispensaries.

Public Forum:

Chairman Gonzalez opened the Public Forum at 7:43 pm. Public Forum was closed at 7:43 pm.

Agenda:

1. Site Plan Review – People’s Church

Ms. Fortin went over her site plan review and covered all points. She stated that it is good practice to actually look at the site when doing site plan review. In addition to the site plan review, she stated that there had previously been a sidewalk waiver granted to People’s Church and it may be time to re-open that item. Ms. Fortin questioned where the AC units would be moved. Commissioner D. Oliver questioned the exit doors off the new structure to the west and where they would open out to. Paul Zisler, of People’s Church and there to answer questions on their behalf, stated that the long term goal is to have decking and a patio area outside those exit doors. The new building is for teen use so out of the 4 classrooms in the existing building, they intend to convert 2 to a café-type of area where there would be seating and equipment. Commissioner C. Oliver asked about the location of the AC units and Mr. Zisler stated they would be roof-mounted and would be hidden by a storage area and façade although that is not shown on the current elevation. Ms. Fortin asked about the color of siding and materials that would be used. Mr. Zisler said that the current building used different siding for the teen section of the building purposefully so the youth would have their own ‘identity’. He is unsure what color they will go with but believes that it will be matching. There are not a lot of windows in the new building so the teens can control the lighting for theatrical reasons. Commissioner C. Oliver asked about the sign shown on the plans and Ms. Fortin stated that it needs to be removed from the plans. Mr. Zisler stated it was just an oversight and the sign is not actually there. Mrs. Kay-Hougaboom asked about improved pedestrian access to Main Street. Mr. Zisler stated that people walk up along the driveway right now. He likes the idea but it would come at a cost. The property is very beautiful and eventually they would like to have pathways throughout it but again, that costs money. If they had sidewalks and pathways all the way through the property, connecting Main Street and Unadilla Street it would also encourage access to the Lakelands Trail. Chairman Gonzalez said the sidewalk on the south side of Unadilla Street had previously been waived but it is subject to Council changing their mind. Ms. Fortin stated that pedestrian access from Main Street would be a good improvement for the site. Also, the sidewalk along Main Street should be shown on the final plan because it isn’t right now. Mr. Zisler stated that the issue with a sidewalk from Main Street to the existing sidewalks around the buildings would be problematic given the spillway that goes from the driveway and directs the water to the wetlands. There was general discussion on what should be done with the sidewalk waiver at this point – it seems incomplete without a proper legal description and Council should readdress it. Mr. Zisler stated that if they were required to build a sidewalk along the south side of Unadilla Street, they would not be able to afford to move forward with their project. Commissioner Wubbenhorst asked if it was all one piece of property but Mr. Zisler stated that they are still two pieces of property – the parcels have not yet been combined. Ms. Fortin stated that walkways around the building should be a must. Commissioner Wubbenhorst asked what the timeline for the patio area was. Mr. Zisler stated that it would be as money became available. He stated those doors that would lead out to the proposed patio area would not be used, except in an emergency, until there was a patio built. They would be locked on the outside with crash bars on the inside. Commissioner C. Oliver asked if there would be ‘emergency exit only’ signage in place until the patio was built. Mr. Zisler stated that they have signage on the doors they have now, so they will have signage in the new building. Commissioner Wubbenhorst asked about the double door on the west side and will it have a step. Mr. Zisler stated that yes, there will be about 3 steps and there is an existing ramp system. Ms. Fortin stated that someone will need to look at the steps and ADA access. Mrs. Kay-Hougaboom stated that it will be reviewed by all parties including the Fire Marshall.

Moved by Commissioner Pais, seconded by Commissioner D. Oliver to recommend to Council to clarify the sidewalk waiver, correct the legal description and clarify the extent of the sidewalk. The motion carried unanimously in a roll-call vote.

Moved by Commissioner Gergel, seconded by Commissioner Wubbenhorst, to recommend approval of the site plan as a preliminary site plan with the following conditions and modifications:

1. Improved pedestrian access from Main Street;
2. New walkways to connect the new doors to existing walkways;
3. Addition of foundations plantings along the south façade visible from Main Street and street trees along Unadilla Street;
4. Removal of the sign shown on the site plan within Main Street right-of-way;
5. Provision of the building floor plans and more information related to the proposed exterior materials, colors and details; and
6. Approval by the Village Engineer and any other required agencies.

The motion carried unanimously in a roll-call vote.

Moved by Commissioner Wubbenhorst, seconded by Commissioner D. Oliver, to recommend Council maintain the waiver of the sidewalk on Unadilla Street. The motion carried unanimously in a roll-call vote.

Public Forum:

Chairman Gonzalez opened the Public Forum at 8:52 pm with no response.

Member Discussion:

Ms. Fortin asked if there would be a better way for her to present her findings on the site plan reviews. Planning Commission all seemed in agreement that her reviews were very good and easy to understand. Ms. Fortin stated she would be checking the proposed use on the People's Church project. Mrs. Kay-Hougaboom stated that it might be worth thinking about asking for a bond for the proposed decking and patio area so the project would happen.

Adjournment:

Moved by Commissioner C. Oliver, seconded by Commissioner D. Oliver, to adjourn the meeting at 8:56 pm. The motion carried unanimously.