



# VILLAGE OF PINCKNEY PUBLIC PARTICIPATION PLAN FOR PLANNING AND DEVELOPMENT PROJECTS

The Village of Pinckney Participation Plan (hereafter called the “Plan”) contains the policies and procedures for public involvement and outreach in the village’s planning and development review and approval process. The Plan addresses the following: planning and zoning applications, master planning, zoning code amendments, financial and/or tax assistance requests for private redevelopment projects, and the projects involving publicly-owned properties.

The Village of Pinckney is required by State law, the village Code of Ordinances, and the bylaws of the individual boards and commissions to pursue public participation in planning and development projects. The village follows a comprehensive public involvement process, providing information in a timely public notice, and supports early and continuing involvement of stakeholders in the planning and review process. The Village Council and the village boards and commissions hold public meetings at generally convenient and accessible locations and times, make information publicly available in accessible formats on the village website, and employ various methods to target larger audiences when needed. In addition to those required measures, whenever needed or feasible, the village implements additional measures to engage the community and a diverse set of stakeholders in the review process.

This Plan emphasizes the commitment, of the village of Pinckney, to a robust public participation process and effective means of communication with stakeholders in the planning and development activities. The village recognizes the importance of public input in all aspects of these processes. Therefore, the village encourages citizen participation and strives to engage a diverse group of stakeholders in the planning and development review process. Furthermore, the village will ensure that outreach efforts are regularly evaluated for effectiveness, thus shaping to the changing needs of our stakeholders.

The village reviews the effectiveness of the specific public participation activities listed in this Plan and adjusts them accordingly in order to maximize their success. The village staff also explores ways to improve communication strategies to reach the specific project stakeholders and gather community feedback. The village will consider new methods of communication and engagement as they become available, and update this Plan as needed.

The public participation actions described throughout this Plan do not preclude additional public involvement or engagement efforts. In circumstances when the village consults with a third party entity, that entity shall adhere to the provisions of this Plan, if applicable.

## 1. PUBLIC PARTICIPATION GOALS

- The Village of Pinckney shall conduct all aspects of citizen participation in an open manner, with freedom of access to the participation process for all interested persons.
- The Village of Pinckney shall solicit public participation in each phase of the master planning process.
- The Village of Pinckney shall engage a diverse set of community stakeholders in planning, land use, and development decisions.
- The Village of Pinckney shall encourage the involvement of residents most affected by the proposed planning, land use, or development project.
- The Village of Pinckney shall seek to identify and involve a broad and representative cross-section of community's residents.
- The Village of Pinckney shall make reasonable efforts to ensure continuity of involvement of citizens and neighborhood organizations throughout all stages of the planning and review process.
- The Village of Pinckney shall utilize effective and equitable avenues for distributing information and receiving comments.
- The Village of Pinckney shall support and encourage effective participation. Information shall be made available in a timely manner, so as to enable citizens to be involved in important decisions at various stages of the review and approval process.
- The Village of Pinckney shall record the results of public engagement to the extent feasible and provide summaries back to the public.

## 2. KEY STAKEHOLDERS IN THE PLANNING AND DEVELOPMENT PROCESS

The stakeholders represent a diverse set of individuals, groups, and organizations that are interested or affected by the planning and land use process. A different group of stakeholders may be engaged in each of the planning and development review processes, dependent on the nature of the project or plan, the level of community interest, and the community's financial involvement in the project.

- Village Council
- Village Boards and Commissions
- Ad Hoc Committees
- Residents
- Commercial business owners
- Neighborhood Associations
- Pinckney Community Schools
- Charter and other Private Schools
- PPHH Chamber of Commerce
- Ann Arbor Spark
- Livingston County
- Commercial brokers and real estate professionals
- Neighboring municipalities
- Taxing jurisdictions
- Potential investors and developers
- Senior citizens
- Public employees
- Major local employers
- Civic and social organizations
- The local business community
- Students and student groups
- Environmental groups
- Local Church leadership
- Relevant state agencies
- Other relevant stakeholders

## 3. STATE AND LOCAL REGULATIONS

The Village, through the work of Village Council and individual boards and commissions, follows the local and state regulations listed below. These regulations include provisions for the public review process, public participation, and public hearings.

- General Law Village Act 3 of 1895
- Village Charter
- Village Code of Ordinances
- The Michigan Open Meetings Act (PA 267 of 1976)
- The Michigan Planning Enabling Act (PA 33 of 2008)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- Downtown Development Authority Act (PA 197 of 1975)
- Other relevant local and State legislation

## 4. OPPORTUNITIES FOR PUBLIC PARTICIPATION

The Village provides its residents, and stakeholders in general, with numerous opportunities to get involved in the planning, review, and approval process for planning and zoning applications, planning documents, development projects, and economic development assistance programs.

The flowchart in the Appendix on page 19 outlines the development approval process followed in the Village of Pinckney for planning and zoning applications. The diagram includes the required and recommended meetings and outlines the multiple boards and commissions required to review development applications.

### 4.1. Development Review Bodies

**Village Council.** The Village Council is the legislative and policy-making body for the Village government. Six Council Trustees and a Village President are elected. The Village Clerk and Village Treasurer are appointed. They do not have votes on Council.



**Boards and Commissions.** The Village encourages citizen participation in local government planning and policy decisions. Therefore, all citizens are invited to apply for appointments to Village boards and commissions. These groups provide recommendations to the Village Council on a variety of topics and issues. The members of the boards and commissions help to analyze options and influence important decisions on behalf of the community.

In general, depending on the nature and location of the project, many of the boards and commissions may review a proposed plan or land use project. These boards and commissions function in two distinct capacities in the public policy process - advisory and administrative. Some will serve in both capacities.

Each advisory board or commission makes recommendations to the Village Council based on the scope of its particular service area. The Village Council is responsible for making the final decisions on most issues or topics, but it will look to these groups for advice, background information, and analysis. As the elected body, the Village Council has discretion to accept advice in full, in part, or not at all. Certain boards and commissions have an additional administrative role. This means that they are permitted or required by charter, statute or ordinance to conduct formal reviews and issue administrative decisions. These decisions are then sent to the Village Council as official recommendations.

The most relevant boards and commissions, in the village, for the planning and development review process are described below.

- Brownfield Redevelopment Authority assists development projects that face economic challenges due to environmental constraints or the existing conditions on the site.
- Downtown Development Authority develops programs and projects which are aimed at improving downtown including new business development, business recruitment and retention, downtown beautification, public improvements, marketing, and promotion.
- Historic District Committee currently is in the research and development mode.
- Library Board shall guide the Pinckney Community library which serves the village community by providing free services and educational opportunities.
- Planning Commission creates a Master Plan for the physical development of the village; reviews rezoning requests, site plans, subdivisions, special use permits and other land use applications as required by ordinance.
- Zoning Board of Appeals interprets and grants variances from provisions of the Zoning Code; conducts hearings and resolves disputes regarding decisions of the Zoning Official.

The Village encourages community members interested in serving their community through active civic engagement to apply for openings on these boards and commissions. The Village regularly informs the community of the existing vacancies on the boards and commissions. In this regard, the villages' avenues of communication include press releases, website postings, social media, newsletters, e-mail distribution lists, and other methods.



It should be noted that the village boards and commissions meet regularly and provide additional opportunities for public participation in the planning and development review process. These are public meetings and allow for public comments from any interested stakeholder.

Meeting dates, agendas and minutes are all available online at [villageofpinckney.org](http://villageofpinckney.org) or [minutesondemand.com/pinckney](http://minutesondemand.com/pinckney)

## 4.2. Public Meetings

All meetings of the Village Council and its various boards and commissions shall be open to the public in accordance with the “Open Meetings Act,” PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public notice of meetings shall be given in accord with the Act. All meetings shall be held in a facility accessible to persons with disabilities and the Village shall provide reasonable accommodations, such as interpreters for the hearing impaired and audiotapes of printed materials being considered at this meeting, upon notice to the Village of Pinckney prior to the meeting. Individuals with disabilities requiring reasonable accommodations or services should contact the Clerk’s office.

Interested persons are encouraged to contact Village Hall or check the village website at [www.villageofpinckney.org](http://www.villageofpinckney.org) in order to be kept informed of any meeting schedule, variations, or location changes.

## 4.3. Public Comments

Opportunities for public comment shall be available at any meeting of the Village Council or village boards and commissions in accordance with the provisions in the boards and commission’s bylaws and other operating policies. The meeting agenda allows for public comments under the ‘Public Forum’ section. The participation of interested persons and their input shall be recorded in the meeting minutes. Approved meeting minutes, which include the outcome of the public participation, are made available to the public through various methods, including being posted on the village website.

## 4.4. Public Hearings

The Village Council and its various boards and commissions shall hold public hearings when called for in their local and State enabling legislation, or when otherwise prudent, to provide the opportunity for public comment on specific topics.

**Planning Commission.** It has been the ongoing practice of the Planning Commission to hold public hearings for all land use and development applications (site plan, special use permit, rezoning) that come before them, though not required by State law to do so for all applications.

The Zoning Administrator shall schedule and publish the notification of a public hearing before the Planning Commission in a newspaper of general distribution in the Village not less than 15 days prior



to the hearing on a site plan application as mandated by the commission's bylaws. Though it is not required by State statute at the Planning Commission level review, the Planning Commission bylaws also require a special use permit application be noticed in the same way. Land use and development application notifications shall be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

The Planning Commission meeting agenda and meeting packet shall be made available on the Village of Pinckney (VOP) website in advance of the meeting. The applicant and the Village Council shall receive written notification of the Planning Commission's recommendation.

**Village Council.** The Village Council shall hold a public hearing when called for in their enabling legislation. After receiving a recommendation by the Planning Commission, the village Code requires that an application for special use permit, plan, be forwarded to the Village Council at the next regular meeting to be introduced and set for public hearing. Furthermore, the Village Council shall, on receipt of the report of the Planning Commission, set a date for a public hearing for consideration of any proposed Zoning Code amendment, supplement or change (rezoning). The Village Council shall hold public hearings as required for the review of business tax or financial assistance applications, following the notice requirements set in the local and state legislation.

State and federal statutes require that special use permits and rezoning applications be noticed in a newspaper of general distribution in the Village no less than 15 days prior to the Village Council public hearing. Application notifications shall also be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

The special use permit applicant and the Zoning Administrator are notified in writing of the Village Council's action by the Village Clerk within five days of the action. Following adoption of an ordinance to amend, supplement or change the zoning district boundaries or the district regulations, the ordinance shall be filed with the Village Clerk and a notice of the ordinance adoption shall be published in a newspaper of general circulation in the village within 15 days after adoption.

**Other Boards and Commissions.** Other relevant boards and commissions will hold public hearings as needed and as required by the individual boards and commissions bylaws. The public hearings will be noticed as required in advance of the meeting. All meeting agendas and packets shall be made available before the meeting on the village website.



## 5. STRATEGIES FOR THE PLANNING AND DEVELOPMENT REVIEW PROCESS

### 5.1. Adoption of the Master Plan (or update)

The Village of Pinckney shall follow, at a minimum, the provisions of Michigan Public Act 33 of 2008, as amended (the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq.) for the adoption of a new Comprehensive Plan or of an update to the Comprehensive Plan.

The Planning Commission shall send a notice to all stakeholders as listed in the State enabling legislation; the notice will explain that the Planning Commission intends to prepare a plan and request cooperation and comment on the plan now and when the plan is drafted.

The Planning Commission and the Village will then begin work on drafting or updating the plan. They shall involve the public through many of the methods listed in the section 'Methods for Community Involvement,' including, but not limited to, steering committees, open houses, community meetings, community walks and tours, website updates, social media, and surveys. The Village shall encourage the involvement and participation of all stakeholders, including any marginalized groups that may be typically less involved in the planning process. Stakeholder involvement is encouraged from the beginning and the results of such public participation are made available to the community and participants and incorporated as much as is reasonably possible in the drafted plan or plan amendment.

In preparation, studies of existing conditions and probable growth should be done for the basis of the plan. The Planning Commission may make use of expert advice and information from federal, State, County, and municipal officials, departments, and agencies having information, maps, and data pertinent to the village. The Village may consult with representatives of adjacent local units of government with respect to their planning so that conflicts in master plans and zoning may be avoided. The Village may cooperate with all departments of the State and federal governments, public transportation agencies, and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.

The Village shall encourage and track the public participation through a variety of means, including minutes, public recording of meetings, comment cards, sign-up sheets, and input received verbally, through written correspondence or through website comments, and other means as appropriate.

The Planning Commission will act to submit the proposed plan to the Village Council for review and comment. The process of adopting the Master Plan shall not proceed further unless the Village Council approves the distribution of the proposed plan.

The Village Council shall act on the proposed plan during a public meeting held in accordance with the Open Meetings Act. The Village Council shall decide on the approval of the distribution of the proposed plan to local governments and agencies for review and comments.





## 5.1. Adoption of the Master Plan (or update), cont.d.

If the Village Council approves the distribution of the proposed plan, it shall notify the secretary of the Planning Commission, and the secretary of the Planning Commission shall submit, in the manner provided by the State enabling law a copy of the proposed plan, for review and comment, to all of the units listed in the State enabling law. These entities may submit comments on the proposed plan to the Planning Commission within 63 days after the proposed plan was submitted to that entity.

Before approving the proposed Master Plan, the Planning Commission shall hold not less than one public hearing on the proposed plan. The hearing shall be held after the expiration of the deadline for comment. The Planning Commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within East Lansing. The Planning Commission shall also submit notice of the public hearing to the entities that received initial communication.

The proposed plan shall be approved by resolution of the Planning Commission carried by the affirmative votes of not less than 2/3 of the members. A statement recording the Planning Commission's approval of the plan, signed by the chairperson or secretary of the Planning Commission, shall be included on the inside of the front or back cover of the Comprehensive Plan. Following approval of the proposed Master Plan, the secretary of the Planning Commission shall submit a copy of the plan to the Village Council.

Approval of the proposed plan by the Planning Commission is the final step for adoption of the plan, unless the Village Council by resolution has asserted the right to approve or reject the plan. In that case, after approval of the proposed plan by the Planning Commission, the Village Council shall approve or reject the proposed plan. A statement recording the Village Council's approval of the Master Plan, signed by the Village Clerk, shall be included on the inside of the front or back cover of the Master Plan if the Village Council takes action on the Plan.

## 5.2. Adoption/Update to the Zoning Code

The Village Council may of its own motion, or shall upon petition signed by the owners of a majority of the property proposed for rezoning, prepare an ordinance amending or changing the district boundaries or district regulations. In most cases, applications are due 28 days before the next meeting of the Planning Commission in order to meet the public hearing notice requirements.

The ordinance shall be introduced by Village Council and then referred to the Planning Commission for review and recommendation. It may be necessary for the Planning Commission and/or the Village Council to defer action on the application to one or more subsequent meetings to gather further information or to accommodate additional review and debate. The owner, applicant, or their representative will be advised in advance of any change in the review schedule. If the application involves property which falls within a wetland, historic district,



floodplain, or downtown boundaries, review by one or more other boards or commissions will likely be required and may affect the overall review schedule.

For applications that require the submission and review of a traffic impact study, the required study shall be submitted with the application and forwarded to the Village Engineer for review. The study and the Village Engineer's report shall be submitted to the Zoning Administrator/Planner for review. The Planning Commission will not take final action on the application until the Transportation Commission has had the opportunity to review and comment on the application at a regular meeting.

Prior to submitting its recommendation to the Village Council, the Planning Commission will hold a public hearing. The Village Council will, on receipt of the report of the Planning Commission, set a date for a second public hearing for consideration of the proposed amendment, supplement or change. After the public hearing, the Village Council may act upon the adoption thereof, with or without amendment. Whenever a written protest against such proposed amendment, supplement or change, signed by the owners of 20 percent or more of the area of land proposed to be altered or by the owners of 20 percent of the area of land within 100 feet of any part of the boundary of the land proposed to be altered, excluding any publicly-owned land from either calculation, shall be filed with the Village Council, the rezoning ordinance shall not be passed except by at least a two-thirds vote of all members of the Village Council.

The ordinance will be noticed in a newspaper of general distribution in the Village at least 15 days prior to the hearing. The notification will also be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

Following adoption of the ordinance to amend, supplement or change the district boundaries or the district regulations, the ordinance will be filed with the Village Clerk, and a notice of the ordinance adoption will be published in a newspaper of general circulation in Pinckney within 15 days after adoption. The ordinance will take effect upon the expiration of twenty days after its publication, unless a later effective date is specified by the Village Council.

### 5.3. Other Documents

The Village shall follow, at a minimum, the provisions of the State legislation for the adoption of several planning documents. For instance, the Village shall follow the requirements set forth in the Brownfield Redevelopment Financing Act (PA 381 of 1996) and the Downtown Development Authority Act (PA 197 of 1975) describe the steps for the adoption of Brownfield redevelopment plans or downtown development plans. The Village shall follow the provisions of the PA 33 of 2008 and the Village Code for the adoption of the Capital Improvement Plan. Additional methods of communication and public outreach may be used in the review and adoption process of all these plans.



## 5.4. Development Projects

The Village shall follow, at a minimum, the provisions of the local and State regulations, as listed in this Plan, to review development projects that involve the approval of planning and zoning applications, permits, and business assistance. This applies to the review process for site plans and special use permits, rezoning and variance request applications, Brownfield or downtown redevelopment assistance, personal property tax exemptions, and industrial facilities exemptions. The flowchart listed in the Appendix includes the review process and opportunities for public meetings and public hearings regarding proposed development projects. In many circumstances, the Village Council and its boards and commissions will hold public hearings, noticed in accordance with the State legislation, and allow for public comment on the proposed development project during its regular meetings. Depending on the nature of project, the community interest, and community's financial involvement, additional methods of engagement may be used to gather community feedback.



## 6. METHODS FOR COMMUNITY PARTICIPATION

The following methods are used to advertise the public meetings of the Village Council, Planning Commission, and other boards and commissions acting as advisory bodies to the Village Council when taking action on land use or development applications. The Village will strive to ensure that more than one notification and communication method will be used depending on the specific project and target audience. This list is flexible and can change based on needs and circumstances.

### 6.1. Accessibility

The public meetings of the Village Council and the boards and commissions shall take place in a central location (e.g., Village Hall) that is barrier-free and accessible to the entire community. Meetings may also take place at other locations, such as the Pinckney Community Public Library, which are barrier-free and accessible. At times, meetings may be held in neighborhood locations (e.g., public schools), to better accommodate residents.

When possible and feasible, public meetings are recorded, but at a minimum summarized in a synopsis or meeting minutes. The Village shall communicate the community's input through published minutes, direct correspondence to interested stakeholders, website postings, and other methods of communication.

### 6.2. Avenues of Communication

The Village of Pinckney strives to employ diverse methods of communication in order to reach all affected stakeholders. The Village shall use various forms of print and electronic media to support early and often public participation opportunities. The Village uses the following avenues of communication:

- Village website: website posting of meeting agendas, minutes, live access, and recordings of meetings.
- Newspaper posting of public hearing notices (e.g., The Livingston Daily is the paper of record)
- Community newsletters and e-newsletters. Community newsletters are sent quarterly to all VOP households.
- Flyer postings at the Village Hall and other Village building entrances.
- Announcements during the meetings of the Village Council and boards and commissions.



## 6.2. Avenues of Communication, cont'd.

- Press releases and communications to media. Press releases are typically distributed to a media list containing local or statewide print and broadcast organizations.
- Notification of the applicant through mail or e-mail.
- Mailings.
- Attachment to water bills.
- Utilization of Village staff - neighborhood liaisons.
- Other methods as deemed appropriate.

## 6.3. Information Available to the Public

The Village of Pinckney strives to follow a transparent planning and development review process and share relevant information with community members and any other stakeholders, including the following:

- Published meeting schedules, minutes, and agendas are posted on the VOP website.
- Meeting agenda packets are available online in the case of public hearing notices.
- Public hearing notices are sent to applicants and affected stakeholders.
- The VOP website includes a variety of topics and information pertaining to the development review process, including the Village Charter, the Village Code of Ordinances, resolutions, strategies and planning documents, applications and fee information, maps, and much more.



## 7. COMMUNITY ENGAGEMENT AND OUTREACH ACTIVITIES

The following methods may be used to gather the community's input on specific development proposals or the community vision for the Comprehensive Plan and other planning and zoning documents. The Village may use these various activities to provide additional opportunities for citizens, public interest groups, or other stakeholders to directly participate in the development review process or the creation/amendment of plans and strategies.

The Village shall communicate the results of the public participation methods in a consistent and transparent manner through the appropriate avenues of communication listed previously. More than one method of communication may be used in order to reach a broader audience and the affected persons. Those responsible for organizing the specific community engagement activity may also coordinate the communication of public participation outcomes. The results of any of the methods of engagement and outreach will be included in the report or plan generated based on the information collected during these meetings, and support the development review process.

### 7.2. Digital Tools of Communication

The Village may use various digital tools of communication, as needed and appropriate. Individual webpages may be created for specific development or planning projects as appropriate. The Village currently uses several online tools of community engagement and shall continue to explore the use of new tools. For projects of great importance to the community, the Village may employ social networking (e.g., Facebook, Twitter) to share notices about upcoming development related meetings or Comprehensive Plan updates. Facebook pages on specific projects, such as the Comprehensive Plan update may also be used. The Village Clerk, in partnership with other Village departments, is responsible for social networking communications and digital tools.

### 7.3. Steering Committees

For any Comprehensive Plan update, the Village may organize steering committees consisting of residents, business owners, board and commission members, and other stakeholders. Members may be selected based on their expertise, interest, and background as they relate to the focus of the individual steering committee. This structure will allow for focused discussions related to a specific topic (e.g., economic development topic). Meetings will be open to the public, and a synopsis of the meeting may be posted online. The results of the meetings and discussions of the steering committees will be incorporated into the plan generated based on the information collected during these meetings.

### 7.4. Focus Groups and Community Workshops/Meetings



The Village may conduct focus groups for gathering the community's opinion on specific issues, development proposals, development sites of major importance, or the community vision, as needed. A variety of groups may be invited to attend the focus groups depending on the location and nature of the development site or project, including Council members, affected neighborhood associations, community members, business leaders, students, board and commission members, developers, and other relevant stakeholders. Typical locations for focus group meetings include: Village Hall, Pinckney Community Library, Pinckney Community School buildings, local churches, and other public spaces. The Village will choose sites that are accessible and barrier-free to accommodate all persons. The minutes from the focus groups or community workshops may be shared with the participants (that chose to share their contact information) and the community. The results of these meetings will be included in any report or plan generated based on the community feedback collected during these meetings.

## 7.5. Surveys

The Village may employ surveys, whenever possible, beneficial, and feasible, to identify key citizen concerns. These surveys provide valuable direction specifically as it relates to the Village's Comprehensive Plan or planning documents. The Village may design and implement, through a third party partner or Village staff, surveys to gather the community's opinion with regard to specific topics (e.g., general Village services, housing needs, amenities, the downtown). The surveys may be distributed through various methods of delivery to ensure the broadest reach, based on the nature of the target group (e.g., mail, e-mail, website access, copies available at Village facilities). The responsible party will compile the survey results following the closing of the survey. The survey results may be posted online, published in the VOP newsletter, and communicated to the Village Council, residents, survey participants, investors, developers, and other stakeholders.

## 7.6. Charrettes/Summits/Design Workshops

The Village may engage the community through charrettes or design workshops. This tool may most often be used for specific development projects that involve significant changes to the rural form and require public input on the design layout. The Village may encourage developers to hold charrettes for specific proposed projects with significant community interest.

## 7.7. One-on-One Interviews

The Village may hold interviews with various stakeholders to get specific information on a topic. In general, the information collected during interviews will be kept confidential unless requested otherwise. The information may be compiled and analyzed together with other information collected from stakeholders on a specific topic.