

PLANNING COMMISSION

2019 ANNUAL REPORT

This report is for the period of July 1, 2018 to June 31, 2019. 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
Ted Kinczkowski (Council Representative)	N/A
Richard Mayernik	1/2022
Christine Oliver (Secretary/Vice Chair)	12/2019
Donald Oliver	12/2019
Tom Pais (Chairman)	1/2022
Don Tottingham	12/2019
Vacant	

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

Chairman Diane MacDonald passed away on January 29, 2019.

Tom Pais was elected to fill the position of Chairman through the end of Diane MacDonald's appointment. Tom Pais was also elected to fill the position of Chairman for the next year.

With Tom Pais's term as a Council member ending, he was sworn in as a regular Planning Commissioner.

Ted Kinczkowski was appointed as the Council Representative. Council Representative's term ends with their term as a Council member.

Richard Mayernik was sworn in for another term.

Don Tottingham was sworn in to finish Ted Kinczkowski's remaining term.

In May 2019, Bridget Gergel resigned as Planning Commissioner. The Village is working to find a new Planning Commissioner.

II. MEETINGS and ATTENDANCE

In the last year the Village Planning Commission has met on 7/2/18, 10/1/18, 11/5/18, 1/7/19, 3/4/19 and 5/6/19. Quorum was met at all meetings. The MPEA requires four meetings annually. The Village of Pinckney has complied with the MPEA requirements.

III. TRAINING

Ted Kinczkowski and Tom Pais were both signed up for the Citizen Planner training through Michigan State University Extension. Tom Pais completed his course in April 2019.

IV. ZONING ADMINISTRATOR PERFORMANCE

Michelle Brunner continues as Zoning Administrator.

Various meetings are attended, such as Livingston County EDC, Trail meetings and MParks.

Three grant applications were submitted – One for Rural Partners of Michigan Community Grant, one for Kaboom Play Everywhere and one for a MSHDA NEP Grant. The NEP Grant was awarded in May for \$40,000.

Violation enforcement is continuous and ongoing. The largest enforcement issues remain sign violations and blight. People doing work without the proper permits and waivers continues to be a concern. Some units have an ‘after the fact’ permit fee for these instances.

V. OPERATIONS OF THE COMMISSION

- A. Development Reviews
 - a. No development reviews occurred.
- B. Special Use Permits
 - a. Special Use Permit approved for 450 N Howell (4714-23-301-004) to allow indoor and outdoor commercial recreation in Secondary Business District, with conditions.
- C. Site Plan Reviews
 - a. Administratively approved People’s Church amended site plan with minor change
 - b. Approved preliminary site plan for 211 W Main St (4714-22-404-004), with conditions
 - c. Approved IHA Medical Building Final Site Plan revisions
 - d. Approved final site plan for 450 N Howell (4714-23-301-004), with conditions
- D. Zoning Map Amendments
 - a. No zoning map amendments occurred.
- E. Land Divisions
 - a. No land divisions occurred.

VI. RECOMMENDATIONS TO LEGISLATIVE BODY – ZONING ORDINANCE AMENDMENTS

- A. Recommended to Council proposed ordinance changes in regards to condominiums developments. These would provide for street layout, future connections, limitation of private streets, street trees and street lighting.

- B. In progress are zoning ordinance updates that include numerous changes as all parts of ordinance are pulled out of the technical standards and added into the ordinance.
- C. Discussion occurred regarding subdivision ordinance, but given the available amount of buildable space left in the Village, this may not be a good use of our time and money.
- D. Considering but not yet recommended:
 - a. Alternative Energy Zoning Ordinance
 - b. Updating blight, removing it from Zoning ordinance to its own ordinance

VII. OPERATIONS OF THE ZONING BOARD OF APPEALS

- A. Zoning Interpretation for Central Business District for a microbrewery. Determined it would fit as a permitted use as a tavern.
- B. 211 W Main St Variance Requests – landscape buffer, supplementary yard regulations, off street parking & loading, water supply & sanitary sewer facilities.
- C. Zoning Interpretation for Secondary Business District for a tree service. Determined it would fit as a special use as a nursery.

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 DDA lot for sale would make an ideal location for a mixed use (residential/commercial) property. As a result of becoming a Redevelopment Ready Community, the Village received a grant from the MEDC. That grant allowed for technical assistance from a planning team that included site analysis, site design, and a RFQ. The site design included much-needed residential units.

The site condo ordinance was updated to include consideration for future street and sidewalk connections, street trees and street lighting.

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 continues as 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.

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 also be updating their website and making every effort to comply with the requirements of the updated PA 57.

The DDA continues to look for ways to engage downtown business and improve the downtown in meaningful ways.

Research, Technology and Light Industry:

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

The Village has 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.

The Trail Town committee (that includes members from the Village of Pinckney, Putnam Township, Hamburg Township, Unadilla Township and the DNR) have been working on achieving the designation of Pure Michigan Trail Towns.

A grant application was submitted for a play parklet project for the Village. This unique, moveable park would provide an interesting space for people to stop, sit and play. Unfortunately, the application was not selected this time.

An application was submitted for a \$40,000 MSHDA NEP Grant and was awarded. This grant will allow for 20 mini grants worth \$1,000 each that will go towards improvements for qualifying homes in the Portage Dells neighborhood. These improvements will be for accessibility and safety, such as handrails, ramps and lighting. The remaining \$20,000 will go towards park improvements at Loy Bond Park, such as fresh new equipment, safe surfacing and a shade structure with seating.

Transportation and Circulation Goal:

Goal: Maintain a safe and efficient transportation system, which minimizes conflicts among 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. Inquiries were made for bicycle markings along M36 when they complete a repaving project during the summer.

The Village continues to look for a way to get a sidewalk or trail along Dexter-Pinckney Road between Main Street and the high school. There have been many conversations between the Village, Township, school and road commission as well as funds earmarked for engineering costs.

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 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 has a representative appointed to the Huron River Watershed Council.

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

A Master Plan amendment is forthcoming. Village Council approved the Village Planner's proposal to update the plan. Those updates include incorporating the Capital Improvement Plan and the Redevelopment Ready Community evaluation and findings. Some specific area plans will also be developed for underutilized village properties related to land use, development and site design considerations.

Respectfully Submitted,

Michelle Brunner
Zoning Administrator