

Memo

To: Planning Commission/DDA Members
From: Julie Durkin, Zoning Administrator
Date: November 4, 2024
Re: Zoning Administrator's Report

Permits & Code Enforcement:

- 8 Land Use Permits were issued (4 Commercial/2 fence/shed/garage)
- 6 Land Use Waivers were issued (siding/roofing/sealcoat)
- 1 ROW Permit (sewer line replacement)

Planning Commission:

OLD BUSINESS:

1. For Kids' Sake Request for Extension: As you know, back in September, the Village Council chose to develop an ad hoc ordinance review committee (a committee of the whole Council) to address concerns about specific language in the zoning ordinance, one of which is Section 152.243 (F)-Child Care facilities. It is Council's intent to address this and other ordinances to be put forth for Planning Commission review at one time to avoid the need for multiple public hearings.

Both the Special Land Use and site plan for For Kids' Sake are set to expire. We have a request from Ms. Amy for an extension of both until such time as resolution/adoption is made of revised language dealing with the requirement of on-site playgrounds for child care facilities.

NEW BUSINESS:

1. Schedule Public Hearing – BTC 475 Pinckney, LLC: As you may recall, in October of last year, the applicant entered into an agreement with the Village for the conditional rezoning of the property at 183 E. Hamburg from R-4, multiple family residential to SBD, Secondary Business District. We have received a request to allow commercial indoor and outdoor recreation which is allowed under Section 152.182 as a Special Land Use. We need to set a public hearing for the December meeting to consider the request and receive public input. If approved, the applicant will be seeking site plan approval at the January meeting. This is the same plan and proposal that was approved in 2018.
2. Amendments to Bylaws – Discussion: As promised, in the packet are the bylaws with some minor changes to address the two new ad hoc members as well as updates to the language dealing with the expectations for participation by communication equipment (aka broadcasting via Zoom) for your review. The changes are in red. I would like to have a final draft for approval at the December meeting per current bylaws. (Note: the DDA bylaws have been amended to mimic the PC bylaws.) Also enclosed is the Public Participation Plan that was adopted in September 2023. It is recommended that this document be reviewed regularly and is required for RRC certification. It could be adopted by reference within the bylaws to ensure that is accomplished or simply reviewed/updated at the same time the bylaws are reviewed (every two years based on the election cycle). Lastly, I have been asked to bring the subject of recurring absences (excused/unexcused) by Commissioners forward for discussion. This may be best addressed during this discussion as Section 5 of the bylaws addresses meeting attendance.

OTHER BUSINESS:

1. **Essence Update:** I have received correspondence from the applicant that they will be submitting revised plans as well as approvals from outside agencies, etc. for your consideration at the December meeting.
2. **The Means Project:** We have been informed that the applicant no longer desires to move forward with the approved site plan. The property has been listed for sale. At this point there are still some logistical questions to be answered.

DDA

OLD BUSINESS: None

NEW BUSINESS:

1. **Light of the Park 2024 – Request for funding:** We have a request from Susie Tennyson on behalf of Light of the Park Pinckney for payment of \$1,000 to Luminous Illuminations for additional lighting on the trees along M36 as well as added lighting on the gazebo. The event is planned for November 30th in Township Square. They will have Santa, carriage rides, cookie crawl, etc. throughout downtown.
2. **DDA Informational Meetings required by PA 57:** In 2018, PA 57 was passed which repeals and recodifies multiple acts related to tax increment finance authorities. Part of the changes made were website requirements and requirement for informational meetings. The purpose of the informational meeting is to inform the public of the goals and objectives and the direction of the Authority. It is not intended for voting on policy, budgets or other operational matters. Public notice must be given as well as notice to the governing body of each taxing jurisdiction levying taxes that are subject to capture (County, Putnam Twp & Village). I have prepared a presentation for this purpose which covers the last several years as a synopsis and basis to move forward on the same page. Two meetings per year are required, and I am suggesting that we hold these meetings in December to provide an update and June after the adoption of the budget, outlining for the public the coming year's expenditures. I am proposing that we hold an informational meeting at 7:00 pm just prior to the regular meetings (we can hold DDA first then PC).
3. **Payables:** You will see that the payables for this meeting are actually for August through October simply given the fact that the last meeting was canceled and the meeting before we did not have the payables from the Treasurer due to vacation. This will bring us back to up-to-date.

OTHER BUSINESS:

1. **Community Garden wrap-up:** Another successful growing season has passed. There were very few issues this year, but participation did go down from past seasons. I know that there was some concern after the DDA Board discussed alternative uses of the 135 E. Main property. We had several community/local church plots that were used to fill the free vegetable stand in front of Village Hall,

which was appreciated by many. Brenda Bogatay was extremely helpful again this year as the Garden Coordinator despite some unfortunate health/family issues arising. She unfortunately will not be able to serve in that capacity next year and has asked all of the participating gardeners if there is any interest. Hopefully, we will have someone step forward to help facilitate things out there. I have prepared a Certificate of Appreciation for Brenda for all her hard work and coordination that will be signed by Chairperson Oliver on behalf of the Board.

We will be refunding all of the qualifying deposits (beds were to be cleaned up by November 1st) this year as opposed to holding them in escrow for next year. It will make keeping track much easier for everyone. We have had some switching of beds, etc. Here is how things broke down this year:

36 Plots available
23 Plots used -18 gardeners (multiple plots)
13 Unused plots – 3 handicap plots not used

2. NE Corner N. Howell & Main: The work at the corner has been complete with the exception of the handrail. The contractor has indicated that we are still a couple weeks out from installation.