

# Memo

**To:** Planning Commission/DDA Members  
**From:** Julie Durkin, Zoning Administrator  
**Date:** December 2, 2024  
**Re:** Zoning Administrator's Report

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## Permits & Code Enforcement:

- 1 Land Use Waiver was issued (interior renovations)
- 1 ROW Permit (new driveway)

**Please note that the DDA meeting will be held first with the Planning Commission meeting immediately following.**

## DDA

1. Informational Meeting Required by PA 57: As previously discussed, PA 57 recodified multiple acts related to tax increment financing authorities and changed the required reporting, including website requirements, reporting to Treasury and requiring informational meetings. Proper notification has been given, and I have prepared a presentation meeting these requirements.



## Informational Meetings Sec. 910 (4)

- Informational meetings are meetings for the purpose of informing the public of the goals and direction of the authority
- Including projects to be undertaken in the coming year
- They are not for the purpose of voting on policy, budgets or other operational matters
- The informational meetings may be held in conjunction with other public meetings of the authority or municipality.
- Notice posted on the municipality's or authority's website not less than 14 days before the date of the informational meeting
- Not less than 14 days before the informational meeting, the board of an authority shall mail notice of the informational meeting to the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act
- As an alternative to mailing notice of the informational meeting, the board of the authority may notify the clerk of the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act by electronic mail

OLD BUSINESS: None

## NEW BUSINESS:

1. Approval of Amended Bylaws: In order to maintain consistency between the bylaws of both the Planning Commission and DDA Board while still recognizing the roles of each, I have proposed amendments for your consideration. The changes include language addressing the two ad hoc members, defining acceptable absences from meetings, public participation through communication equipment and recognizing the importance of the adopted Public Participation Plan and its review to keep up-to-date on current trends, technology, needs of the community, etc.

2. Approval of meeting dates: Enclosed is the schedule of meeting dates for 2025. Meetings are scheduled for the first Monday of the month following the regular Planning Commission meeting. The exception is the September meeting which will be moved to Wednesday due to the holiday (Labor Day 9/1/2025).
3. Payables: You may notice that there were two payments of \$1,000 each for the Light Up the Park expenditure. The Chamber's donation was received by the Village for their contribution to the event as well, which accounts for the second \$1,000. This was simply a wash.

### **Planning Commission:**

OLD BUSINESS: None

NEW BUSINESS:

1. Election of Officers: According to the current bylaws, at the first regular meeting each December, the Planning Commission shall select from its membership a Chairperson, Vice-Chairperson and Secretary for a term of one year or until their successor is selected.
2. Approval of Amended Bylaws: A redline version with the changes has been provided. According to the current bylaws, the bylaws of the Commission shall be reviewed and adopted by a majority vote at the first meeting of the Commission following the seating of the Village Council members elected in November.
3. Approval of 2025 Meeting Dates: A list of meeting dates as well as the deadline for submittal (30 days prior to a meeting per 152.388) has been provided. September is the only month where the meeting has been moved to Wednesday due to the Labor Day holiday.
4. Public Hearing - BTC 475 Pinckney, LLC (Stefan Kril): Based on a conditional rezoning agreement between the applicant and the Village, in January 2019 the applicant received approval of a special land use and final site plan approval for a Recreational facility at 183 E. Hamburg. Due to COVID and other circumstances, the applicant did not complete the project and all approvals expired. In October 2023 he entered into a new conditional rezoning agreement to rezone the property from R4, multiple family to SBD, Secondary Business District indicating his desire to once again move ahead with the project. Since it has been approximately seven (7) years since that approval, the applicant must start the process again as a new project and go through the approval process. A public hearing is required for the consideration of a sports complex with both indoor and outdoor recreation as a special land use allowed under Section 152.182 of the Zoning Ordinance. Planner Fortin has provided a review and recommendation. After opening the public hearing and taking public comment, the Commission should make a determination if the use meets the minimum standards and conditions as outlined in Section 152.240 and specific criteria of 152.243 of the Zoning Ordinance. If you find that the applicant has met the criteria, the following is a suggested motion:

Finding that the applicant has met both the general approval criteria for Special Land Use of Section 152.240 and the specific criteria of Section 152.243 (D) of the Village Zoning Ordinance, the Commission approves the special land use for the indoor and outdoor recreational facility at 183 E. Hamburg (parcel #4714-23-301-004) contingent upon the following:

- To allow a reduced parking setback of 10 feet from the street line abutting Hamburg Road based on the unique layout of the existing building and existing parking.
- Approval of final site plan
- Any outdoor recreation uses or improvements shall require review and approval of the Planning Commission prior to implementation

If you find that the criteria have not met, the appropriate motion would be:

To deny the request for a Special Land Use for indoor and outdoor recreation for 183 E. Hamburg (parcel #4714-23-301-004) having not met the criteria as prescribed in Sections 152.240 and/or 152.243 (D)

**HAVE A HAPPY & SAFE HOLIDAY SEASON!!**