

Village of Pinckney

Certified Pathway – 50%



+ Share with RRC

- Share how the Village internally tracks projects from applications received through to permitting. *
- Share orientation materials used for onboarding new members for each board/commission.
- Share meeting agenda and minutes from joint board/commission meeting. *
- Share a Village branding guide.

+ Website Additions

- Add community point of contact to the Planning & Zoning webpage.
- Review Fee Schedule and add “reviewed date” to the fee schedule on the website. *
- Create a Board & Commission webpage.
- Create a Board/Commission member application and add to Board & Commission webpage.
- Outline appointment process for new members on Board & Commission webpage.
- Add information on board member expectations and preferred interests/skills for each Village board/commission.

+ New Plans/Reports

- Report progress on Master Plan goals. *^
- Develop a Capital Improvement Plan for the Village. *
- Report on community engagement activities. *^
- Create Village Planning Commission Annual Report. *^

+ Plan Additions

- Update Goals and Objectives Section in 2021 Master Plan.
- Add Implementation Matrix to Goals and Objectives Section in 2021 Master Plan.
- Review 2007 Village DDA Plan and ensure document is accurate and relevant, update if needed.
- Review and update Economic Development Strategy.

Best Practice	Description	Recommended Next Steps	Responsible Parties
1.1	Master Plan: The governing body has adopted a master plan in the past five years	- Update goals and objectives section. - Add Implementation Matrix to goals and objectives section. - Report on goal progress. *^	MEDC, Staff, Planning Commission, Village Council
1.2	Downtown Plan: The governing body has adopted a downtown plan	- Review 2007 Village DDA Plan and ensure document is accurate and relevant.	Staff, Village DDA
1.3	Capital Improvement Plan: The governing body has adopted a capital improvements plan	- Develop a Capital Improvement Plan. *	Staff, Village Council
1.4	Public Participation Plan: The community has a public participation plan for engaging a diverse set of community stakeholders	- Report on community engagement activities. *^	Staff, Village Council, Planning Commission

3.2	Point of Contact: The community has clearly identified a point of contact for development review activities.	- Add community point of contact to the Planning & Zoning webpage.	Staff
3.6	Fee Schedule: The community maintains a fee schedule.	- Review fee schedule. * - Add “reviewed date” to the fee schedule on the website. *	Staff
3.8	Access to Information: The community makes development review information and forms readily available online.	- Add community point of contact to the Planning & Zoning webpage.	Staff
3.9	Project Tracking: The community has a method to track development projects.	- Share how the Village internally tracks projects from applications received through to permitting. *	Staff
4.1	Recruitment Process: The community has a clear recruitment and appointment process.	- Create a Board & Commission webpage. - Create a Board/Commission member application and add to Board & Commission webpage. - Outline appointment process for new members on Board & Commission webpage.	Staff

4.2	Expectations & Interests: The community sets expectations for board and commission positions.	- Add information on board member expectations and preferred interests/skills for each Village board/commission.	Staff
4.3	Orientation: The community provides orientation and training resources to all appointed and elected members of development related boards and commissions.	- Share orientation materials used for onboarding new members for each board/commission.	Staff
4.5	Planning Commission Annual Report: The community issues a Planning Commission annual report.	- Create Village Planning Commission Annual Report. *^	Staff, Planning Commission, Village Council
4.6	Joint Meetings: The community holds joint meetings with boards and commissions	- Share meeting agenda and minutes from joint board/commission meeting. *	Staff
5.1	Economic Development Strategy: The community has approved an economic development strategy.	- Review and update Economic Development Strategy.	Staff, Village Council, Village DDA
5.3	Marketing Plan: The community has a documented marketing plan.	- Share a Village branding guide.	Staff
	* Annual Expectation	^ Can be included in Planning Commission Annual Report	