

Expanding the Pinckney DDA District

Step 1 — Identify Expansion Area

Responsible: **DDA Board / Village Staff**

1. Determine parcels to be added to the district.
2. Confirm parcels are:
 - contiguous to the current DDA boundary
 - commercial, mixed-use, or supportive of downtown activity.
3. Prepare:
 - **Map of current DDA district**
 - **Map of proposed expanded district – Created 3/5/2026.**
 - **Parcel list and tax IDs - 28 parcels plus the Village Hall**
 - Description of why expansion is needed. – **See Last Page**

Typical reasons:

- capture redevelopment opportunities
 - include commercial corridors entering downtown.
 - support infrastructure or parking improvements.
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Step 2 — Amend the Development Plan and TIF Plan

Responsible: **DDA Board**

Michigan law requires the **Development Plan and Tax Increment Financing Plan to reflect the new boundary.**

Update:

- district boundary map – **Completed See Attachment**
- legal description – **Completed See Attachment**
- list of proposed projects – **Working on the list of proposed projects**
- estimated tax increment revenue. **Working on revenue**
- duration of capture - 10 years

The DDA Board adopts a resolution recommending the amendment.

Step 3 — Submit Plan to Village Council

Responsible: DDA → Village Council

Provide council:

- amended **Development Plan Resolution in place.**
- amended **TIF Plan Working**
- **existing and proposed district maps Completed.**
- explanation memo from DDA – **Completed.**

Council then **sets a public hearing date.**

Step 4 — Notify Taxing Jurisdictions

Responsible: **Village Clerk**

Send **certified mail notice** to:

- Livingston County
- Pinckney Community Schools
- Livingston Educational Service Agency
- Pinckney Library (if applicable)
- any other tax-levying entity

These jurisdictions have 60 days to opt out of tax capture.

Step 5 — Mail Notice to Property Owners

Responsible: **Village Clerk**

Mail notice to **all property owners within the proposed expanded DDA district.**

Important:

- Only property owners **inside the expansion area.**

Use the **Village tax roll or assessor parcel list.**

Step 6 — Publish Newspaper Notice

Responsible: **Village Clerk**

Publish notice **twice in a newspaper of general circulation.**

Requirements:

- First publication **at least 20 days before the hearing**
- Must include:
 - hearing date/time/location
 - description of district
 - where the plan can be reviewed

Step 7 — Hold Public Hearing

Responsible: **Village Council**

Council conducts the hearing to receive comments from:

- residents
- property owners
- taxing jurisdictions

Council may modify the plan if needed.

Step 8 — Council Approves Expansion by Ordinance

Responsible: **Village Council**

Council adopts an **ordinance approving:**

- amended Development Plan
- amended TIF Plan
- expanded district boundary.

This ordinance **officially expands the DDA district.**

Step 9 — Record and Implement

Responsible: **Village Administration**

1. Update official **DDA boundary map**.
2. Notify **county equalization**.
3. Begin **tax increment capture for the new area**.