

PLANNING COMMISSION

2020 ANNUAL REPORT

This report is for the period of July 1, 2019 to June 30, 2020, summarizing the actions of the Planning Commission and progress toward complying with the Master Plan.

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
Andrea McCall	6/2023
Katharina Sagaert	6/2023

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

Rob MacDonald was sworn in as a Planning Commissioner on November 4, 2019 but resigned on February 24, 2020.

Don Tottingham's term ended 12/2019. He will move soon and declined to apply for another term as a Planning Commissioner.

Christine Oliver agreed to another term as Planning Commissioner.

Donald Oliver agreed to another term as Planning Commissioner.

Andrea McCall applied and was chosen to become a Planning Commissioner.

Katharina Sagaert applied and was chosen to become a Planning Commissioner.

II. MEETINGS and ATTENDANCE

Planning Commission generally meets on the first Monday of each month. In the last year, the Village Planning Commission has met on 7/1/19, 8/8/19, 9/11/19, 11/4/19, 2/3/20, 3/9/20 (a joint meeting between Planning Commission and Village Council), 4/6/20 (an online, virtual meeting due to COVID-19), 5/4/20 (an online, virtual meeting due to COVID-19) and 6/1/20 (an online, virtual meeting due to COVID-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 is working toward finishing his Citizen Planner Course

Andrea and Katharina will be eligible to take the Citizen Planner Course in December 2020. Due to a decision by the Village Council in 2010, Planning Commissioners must be on the Commission six months before being eligible to take the training.

IV. ZONING ADMINISTRATOR PERFORMANCE

Michelle Brunner continues as Zoning Administrator.

Zoning Administrator Certification through Michigan State University Extension was obtained in March 2020.

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

Continued administration of the MSHDA NEP Grant. Extensions have been granted – once due to early inclement weather in November 2019 and once due to the COVID-19 pandemic.

Violation enforcement is continuous and ongoing. The largest enforcement issues remain sign violations and blight. Several properties are going through the process to bring them into compliance, with one to the point of needing to involve the attorney.

V. OPERATIONS OF THE COMMISSION

A. Development Reviews

- a. No development reviews occurred.

B. Special Use Permits

- a. Special Use Permit approved for parcels 4714-22-403-031, 4714-22-403-033 and 4714-22-400-019 to allow multiple family dwellings in Residential Office Business District.

C. Site Plan Reviews

- a. Approved final site plan for 211 W Main St (4714-22-404-004)
- b. Approved preliminary site plan for 111 Pearl St (4714-23-302-050 & 4714-23-302-051), 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. 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.
- B. The Planning Commission has spent significant time reviewing language for a Planned Unit Development (PUD) ordinance to allow for flexibility.

VII. OPERATIONS OF THE ZONING BOARD OF APPEALS

- A. Dimensional variance requested for a rear setback to allow for a larger garage at 10135 Honeycomb Ct. Request was denied.
- B. Dimensional variance requested to allow septic on a property smaller than the required size in the Fairwood subdivision. Request was approved.
- C. Variances requested for parking space dimension, parking aisle width and parking setback at 111 Pearl. Request was approved with conditions.

VIII. MASTER PLAN REVIEW

- A. Reviewing and updating the Master Plan that was approved in 2015. Special attention was given to under-utilized and/or special focus properties and what could be done to help those areas. Also giving special attention to Future Land Use Map.

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 was the subject of a Site Development Showcase in August 2019. The showcase was well attended and there was genuine interest in the property. Unfortunately, it wasn't good timing and no requests for qualifications to develop the property were received.

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 has made 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. Having made the last payment on their bond, the DDA will now have funds available to do so.

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.*

A specific Green Infrastructure section is being added to the Master Plan as part of the update.

Improvements were made possible at Loy Bond Park through the MSHDA NEP Grant. Improvements included fun new equipment, safe surfacing and a shade structure with ADA 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 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.

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 review and update of the Master Plan is underway. Special attention was given to under-utilized and/or special focus properties and what could be done to help those areas.

IX. REDEVELOPMENT READY COMMUNITY

The Village of Pinckney participated in a Site Showcase for the vacant DDA property at 135 W Main. As a Redevelopment Ready Community, the Village received a Design Build Scenario package of information for the property that included a Market Summary. A Design Build Scenario was also prepared for property at 140 W Main. The Planning Commission will continue improving on our best practices.

Respectfully Submitted,

Michelle Brunner
Zoning Administrator