

Memo

To: Planning Commission/DDA Members
From: Julie Durkin, Zoning Administrator
Date: March 30, 2023
Re: Zoning Administrator's Report

Permits & Code Enforcement: Spring is finally upon us and we should be seeing an increased number of land use permits for various types of projects. Likewise, now that the weather is getting better, I do expect code enforcement to become a higher priority. Since my last report, the following requests have been made:

- * 3 Land Use Permits – New Garage, replace/expand deck, basement stabilization
- * 1 Sign Permit – Taco Bell (refacing – no expansion)
- * 1 Request for Technical Standards Waiver (driveway & sidewalk on Depot Street where the property is currently surrounded on all sides by undeveloped road)

Planning Commission: Due to lack of agenda items, there will be no Planning Commission Meeting.

- Sign Ordinance: Included in the packet is a first draft of possible amendments to the Sign Ordinance. It is a lengthy ordinance and may take some time to review. Although this is not an agenda item, I wanted to get it to you so that you can read it thoroughly so we can begin discussion at the May meeting.
- Steve Baiback of Desine, Inc. has indicated that he is making the final revisions to the McFarland's Tree Service site plan and should be submitting for Final Site Plan review for our May meeting.

DDA:

- Minutes: At the February 6, 2023 meeting, the Board did not approve the December 5, 2022 meeting minutes (January and March meetings were canceled). Both December and February minutes require approval.
- Community Garden: It has been requested that some clarification be made with regard to the Community Garden as a function of the DDA and continuation of the activities on the DDA owned lot. If that is the desire of the Board, some questions should be asked/answered and some policy decisions need to be made.
 - * Is the continuation of expenditure of funds for this function in line with the Goals and Objectives of the DDA? I have provided a breakdown of the expenditures to date (It should be noted that this may not be all-inclusive and a grant was awarded by Consumer's Energy in the amount of \$15,000). As you know, the gardens have been well-received and provides a sense of community in downtown while using an asset of the DDA to that effect that would otherwise simply be a vacant parcel. The question remains how much does the board wish to contribute for infrastructure (additional beds, gravel, fencing, etc.) and maintenance (mowing, replacing beds when needed, etc.) versus additional amenities. Is there a need for additional beds and do we want to provide multiple beds to individuals? As of this writing, there are still a couple beds available, however I am sure they will be filled as the weather improves. What qualifies as a DDA expense (gatherings, classes, workshops)?
 - * Should there be a committee appointed to oversee these activities. What type of decisions need to be made? DDA Board member involvement? Is there a reason to oversee activities on an on-going basis once beds are assigned and gardening commences? Work days, informal gatherings, etc. can take place at any given time.

- * Should there be a “coordinator”? If so, what is the function? Could assignment of beds, etc. be done by Village Hall. Can we simply set a date (ie: May 1st) to turn on the water? Can DPW place or construct the beds as new beds are purchased? Ideally, the Events/DDA position could be filled and act as an employee on behalf of the DDA. Absent that position, can these functions be dealt with by employees at Village Hall with authority to act on behalf of the Village?
- * Does the DDA wish to develop a Community Garden Policy including application materials, guidelines, water usage? At the very minimum, the DDA (not a committee) should review and approve both the application, guidelines and fees while considering recommendations from any committee that may be established. A policy could also include the establishment of the committee (requirements), requests for funding, chain of command, etc. It could also be something that is reviewed annually for each gardening season.

Given that the 2023 season is upon us and the momentum and desire to continue it is quite clear, we do not want to hold up any progress. A request has been made for additional garden beds. It appears that it is the consensus of those involved to request additional back-saving beds for physically restricted gardeners. It is my understanding that we currently have three additional kits for metal beds that can be used for replacement of beds that are in disrepair. Ben and Christy Trommater have taken the lead in getting these raised beds built and have provided the cost breakdown at a cost of \$290 each.

Possible action could be to authorize the expenditure in the amount of \$ TBD for additional garden beds and direct the Zoning Administrator to develop and submit a draft Community Garden policy to include: TBD (List of items the Board wishes ie: guidelines, establishment of fees, formation of committee and requirements, etc. based on tonight's discussion) to be considered at the next meeting

- EV/Parking Signage: The installation of the EV charging stations is moving along. We need to provide proper signage directing and informing people of them. I have received design work and estimate from Johnson Sign Company, which is the company that we used for the gateway sign. The design mimics the light poles downtown and has a similar feel to the gateway sign. This is much more aesthetically pleasing than a simple metal informational sign on a metal post. I am proposing the purchase of three (3) of the flag mounted signs to be placed at the corners of M-36 & Howell Street, Howell Street and Livingston and M-36 and Marion and one (1) of the single-sided at the location of the chargers themselves. Funds were not budgeted for this expense, however we did budget for two gateway signs. The second sign will be pushed to next year's budget as The Means Project will not be complete. If you approve of the design and wish to proceed, I would ask that the Board approve the purchase of EV parking signage from Johnson Sign Company as proposed. I should have the written quote from Johnson Signs before the meeting and will forward it to you when it becomes available. Property permits and permission from the Township (M36 & Howell) will have to be acquired.
- Downtown light pole banners: As you drive through town, you can see a variety of banners in various colors including several variations of the Pinckney Pirate. Many of the banners have faded and look worn. I would like to propose that the Board consider approving a new set of banners which would be welcoming, and provide a consistency throughout the DDA. I would suggest two sets (one within this budget year and one next) to be changed seasonally Spring/Summer and Fall/Winter with possibly a holiday theme on the poles that are decorated with lights/garland. I think that we can use the high school spirit banners possibly concentrated at and along Dexter-Pinckney. The cost would be roughly \$60 per banner x approximately 125 poles for a total estimated cost of \$7,500. I would like to stay local and order through EconoPrint who would be able to give a discount for the quantity we would be looking at. Additionally, there may be some banner arms that would need to be replaced as well. I have provided some

examples of what they could look like. We would need to pay for any graphic and EconoPrint has indicated that they have options available as well. At this point, I am looking for direction to proceed with a quote and receive input on design ideas. This would be brought back for a final decision. There is a 2-3 week production time, so if we are going to get something accomplished for the spring season, we would have to make a decision at our next meeting.

- Downtown Bench & Planter Painting: Within this year's budget, \$6,000 was included for the sandblasting and painting of the benches and planters downtown. The last time that we can find that this was done is 2015. We have a total of 21 planters and 12 benches. Because of the elements and abuse that these items can take, it is being recommended that we sandblast and powder coat them for longevity. We have received a price from Richard Brothers Painting as follows:

Planters - \$200 each x 21 = \$4,200

Benches - \$400 each x 12 = \$4,800

\$9,000

If we chose to do all of the items, it would require a budget amendment. The DDA does have funds available. We could do a portion this year and defer the rest to next year.

- Light Up the Park 2023: The date has been set for Sunday, November 26, 2023 5:30-7 p.m. There are several groups involved including M36 Rotary, Chamber of Commerce, Huron River Women in Business Group, Putnam Township and others. Several sub-committees have been formed, and it would be great to have some DDA participation. You can find information at: <https://www.facebook.com/LightuptheParkPinckney>
- DDA Spring Newsletter: I have included in the packet a copy of the Spring Newsletter that I will be mailing to business and property owners within the DDA as well as emailing them to those that I have addresses for. I will be sending them out for print this week. Please let me know if you have any comment.
- MML Microgrants Program: In the packet, I have provided information on Bridge Builders Microgrant opportunities. I would like to see if there are any ideas for projects that may meet the criteria of the Main Street program. It may be too late to take advantage of this opportunity, but I would like to get some ideas that could possibly fit in the future as these of opportunities do comes up often.

Miscellaneous:

- N. Howell Street Project: The Village is currently working with the contractor for the Howell Street project to establish a time-line to minimize the impact on activities (particularly the Art in the Park in early June) that are happening in Township Square. We will keep everyone informed as more information is available.
- The Means Project Update: At their March 27th meeting, Council had discussions with Chris Bonk regarding the extension of the watermain to his property and the funding options that may be available. As you may recall, a condition of his final site plan approval was "resolution of the watermain extension and use of existing well based on Village Council approval". He has indicated to Council that he cannot come up with the funding for that main extension. The Sewer and Water Committee will be meeting to discuss the options.
- Economic Redevelopment Ready Program: The Village of Pinckney has been a Certified Redevelopment Ready Community through the Michigan Economic Development Corporation since 2018. In order to be re-certified, there are certain criteria that need to be met. Jill and I met with the Coordinator of the program who will be conducting an audit of the Village to help us ensure that we remain certified. I do think that there are benefits to remaining in the program

including their assistance with attracting and maintaining new businesses, promoting economic growth, and other services. There is no cost to the Village for participation.

- Budget: The budget process has begun. We will be budgeting for planning and legal services for possible district boundary adjustments as previously discussed, the 2nd gateway sign, additional banners, and possibly re-evaluating the contributions for the various functions in the DDA that are no longer sponsored by the Village. If you have any suggested projects, please let me know. I am also hoping to see additional beautification efforts in the downtown planting areas.
- Gateway Sign: The gateway sign has been installed and looks great! I will be in contact with the Pinckney-Chrysler representative and will work with them to have the area around the base restored. In the past, they have provided plants and maintenance in this area, but we will work with them to get that complete. It will look beautiful in the spring.

