

**VILLAGE OF PINCKNEY
DOWNTOWN DEVELOPMENT AUTHORITY
MONDAY, APRIL 3, 2023**

CALL TO ORDER:

The meeting was called to order by Chairperson Oliver at 7:00 p.m.

Present: Robert Brown

Joseph Hartman

Ted Kinczkowski

Christine Oliver

Donald Oliver

Trisha Wagner

Absent: Deborah Grischke

Also Present: Julie Durkin, Zoning Administrator & Planner Lucie Fortin (via Teams)

APPROVAL OF AGENDA:

Motion by Kinczkowski supported by Wagner

To approve the agenda as presented

VOTE: Ayes: 6 Nays: 0 Absent: 1 MOTION CARRIED

APPROVAL OF MINUTES:

Motion by Hartman, supported by D. Oliver

To approve the minutes of the December 5, 2022 and February 6, 2022 Regular meeting minutes as presented

VOTE: Ayes: 6 Nays: 0 Absent: 1 MOTION CARRIED

REPORTS:

Zoning Administrator Durkin pointed out that she included a rough draft of some suggested changes to the sign ordinance that will be on the next Planning Commission agenda. If there are any suggestions or questions, please let her know so that she can prepare for the discussion at the next meeting. Member Kinczkowski asked if we could see a time limit prior to elections when signs can be put out. Durkin stated that the ordinances that she did look at did not have that included, but she will look into it further. Kinczkowski also asked for clarification regarding internal signage and window signage limitations. Further discussion was held on the percentage of windows that can be covered with signage.

Zoning Administrator Durkin asked if there were any comments or suggestions regarding the newsletter that was prepared. The consensus was that it looked good and covered a lot of information. Durkin further stated that the EV charging stations were installed today and should be operational shortly. The gateway sign is now complete. We will work with Pinckney-Chrysler for planting around the base etc. She discussed the meeting held with all of the groups involved with organizing Light Up the Park for this year. There are several sub-committees and encouraged board members to get involved and represent the DDA. Finally,

the budget process has begun. If anyone has any comments, suggested projects, etc. please let her know so that it can be included. Discussion was held on planning for wayfinding signs for the trail.

PUBLIC FORUM:

Chairperson Oliver opened the public forum at 7:09 p.m. Hearing no comment, the forum was closed at 7:09 p.m.

OLD BUSINESS:

1. Community Garden Discussion

Zoning Administrator Durkin stated that we are being asked for clarification on the processes involving the community garden. There are some policy decisions that need to be made by the Board and there are some questions that need to be answered by the individuals that have been coordinating it. In addition, we are being asked for funding for additional beds.

Member Hartman discussed the fact that there are some beds in need of repair as well as replacement. He stated that there is still room to add more beds. They would like to expand reasonably, growing little by little each year. Discussion was held on replacing the wood beds with metal.

Discussion was held on how the garden fits within the DDA overall goals and objectives. It was stated that it brings people downtown and the people using it use the businesses there. Discussion was held on talking about the Farmer's Market at this time or if it should be kept completely separate. It was indicated that there are two separate groups for each and should be kept separate.

Discussion was held on the additional beds needed and/or back-saving beds. Further talk was held on unused bed kits purchased last year to be used for some replacements. Discussion was held on the number required to meet the need and the spacing required.

Discussion was held on the expenditures to date and the maintenance costs moving forward. Discussion was held on the fee charged per garden.

Motion by Kinczkowski, supported by Hartman

To approve the purchase of 2 back-saving garden beds and 3 metal gardens in an amount not to exceed \$900

ROLL CALL VOTE: Brown - Yes

Hartman - Yes

Kinczkowski - Yes

D. Oliver - Yes

Wagner - Yes

C. Oliver - Yes

Grischke - Absent

MOTION CARRIED

Zoning Administrator Durkin stated that the second part of the discussion is the policies of the garden and how it operates. Discussion was held on whether there is a need for a committee and/or coordinator. Discussion was held on what the coordinator would do. Zoning Administrator Durkin stated that Village Hall should be a little more involved, not necessarily in the day-to-day functions, but to help facilitate. It was stated that the garden runs itself and does not need continual coordination. The consensus of the Board was that a volunteer coordinator should be appointed who will direct requests for funding and other business to the Zoning Administrator who will then report to the DDA Board as needed. The coordinator will be responsible for assigning garden plots, handle gardener concerns, schedule work days as needed, etc. Discussion was held on establishing a written policy to be reviewed annually including fees, gardening guidelines, chain of command, etc. This way, the Board can take official action each year for the upcoming season.

Motion by Kinczkowski, supported by Hartman

To direct the Zoning Administrator to develop and submit a draft Community Garden policy based on tonight's discussion to be considered at the next meeting

VOTE: MOTION CARRIED UNANIMOUSLY

NEW BUSINESS:

1. EV/Parking Signage

Zoning Administrator Durkin stated that we will not be able to take action on this tonight because we did not get the quote in time. She would still like to get input on the design and locations. Huron Signs, who did our gateway sign, has given us a design that will mimic the light poles and provide a more attractive sign versus the normal street sign. She indicated that we are proposing signage to direct people to both parking and EV charging to be located at M36 & Marion, Livingston and Howell and M36 and Howell and possibly one at the stations. She will bring pricing back at the next meeting. The consensus of the Board was they liked the design and will await the quote.

2. Downtown Light Pole Banners

Zoning Administrator Durkin stated that as you drive through town, you will see that the banners are getting faded, there is no consistency from pole to pole with various colors and designs. She is proposing a more consistent look since many of them need to be replaced. Possibly we could look at a spring/summer banner and then look at another set next budget year for fall/winter. She has provided some examples. It was stated that a lot of people do notice them. Discussion was held on presenting a more inviting atmosphere.

Discussion was held on the Pinckney Pirates banners and concentrating them down toward Dexter-Pinckney Road by the high school. Discussion was held on keeping the school spirit and placing these other places for the homecoming parade, etc. Discussion was held on the time it takes DPW workers to change the banners.

Discussion was held on cost at approximately \$60 each. It was stated that we have roughly 125 light posts. Discussion was held on trying to buy them locally and getting them in a timely manner. Discussion was held on the custom size of the banners and other options as far as new arms, etc., which is not feasible to do with what we have. The Zoning Administrator will bring back both a design and cost for consideration.

3. Downtown Bench & Planter Painting

Zoning Administrator Durkin stated that within this year's budget, we have \$6,000 budgeted for sandblasting and painting of the planters and benches downtown. We have received pricing for the work that would include powder-coating versus simply painting for durability and longevity. To do all of the benches and planters, we are looking at roughly \$9,000. We could do a portion of them and stay within the budget or do them all and come back with a budget amendment. Further discussion was held on the benefits of doing them all at once.

Motion by Kinczkowski, supported by Hartman

To approve the expenditure for sandblasting and powder-coating of all of the benches and planters in the downtown in an amount not to exceed \$9,500

ROLL CALL VOTE: Hartman - Yes

Kinczkowski - Yes

D. Oliver - Yes

Wagner - Yes

Brown – Yes

C. Oliver - Yes

Grischke - Absent

MOTION CARRIED

4. Payables

Motion by Kinczkowski, supported by Wagner

To approve the payables in the amount of \$1,987

ROLL CALL VOTE: Kinczkowski - Yes

D. Oliver - Yes

Wagner - Yes

Brown – Yes

Hartman - Yes

C. Oliver - Yes

Grischke - Absent

MOTION CARRIED

PUBLIC FORUM:

Chairperson Oliver opened the public forum at 8:04 p.m. Hearing no comment, the forum was closed at 8:04 p.m.

MEMBER DISCUSSION:

Member Hartman stated that The Pinckney Players theatre group is performing Cinderella in a couple weeks at the Jane Tesh Theater.

Member Kinczkowski asked what the reasoning was for not continuing the Farmer's Market after discussion at the last meeting. Chairperson Oliver indicated that it was determined that members of the Board did not

have the time to put into making it successful. It was stated that there was also an issue about insurance. Zoning Administrator Durkin clarified that it was not an issue of whether the Village would cover the insurance, but rather if an outside group wanted to do a farmer's market on their own on DDA property, they would have to provide their own insurance policy. She stated that there seems to have been some miscommunication. Discussion was held on other opportunities for vendors to sell their products at the Food Truck Fridays without an official Pinckney Farmer's Market. Rick Beaudin of the Chamber of Commerce put a statement on Facebook that he would work with vendors. Farmer's Market ended up being with the Food Truck Fridays last year anyway. Discussion was held on the desire to have a market versus individuals to do the work.

ADJOURNMENT:

Motion by Hartman, supported by Wagner

To adjourn the regular DDA meeting at 8:07 p.m.

VOTE: Ayes: 6

Nays: 0

Absent: 1

MOTION CARRIED

Respectfully submitted,

Christine Oliver, Chairperson

Julie Durkin, Zoning Administrator
Recording Secretary