

# Memo

**To:** Planning Commission/DDA Members  
**From:** Julie Durkin, Zoning Administrator  
**Date:** April 27, 2023  
**Re:** Zoning Administrator's Report

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**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:

- \* 4 Land Use Permits – Applications for permits were received for 1 new single-family residence, 2 commercial interior renovations and 1 fence
- \* 4 Waivers were issued for re-roof and sealcoating
- \* ROW Permit for cable replacement

## Planning Commission:

- Request for Extension of Final Site Plan – Trufit: On May 2, 2022 the Planning Commission approved the preliminary and final site plan for 140 Main Street with several conditions. We have received a letter requesting an extension of that approval for one year. They have indicated that they are exploring funding/finance options and need more time to begin the project.

Suggested Motion: To approve the extension of the final site plan for 140 Main Street for a period of \_\_\_\_\_

- Changes to the Sign Ordinance: I provided a proposed draft at the last meeting to prepare for some discussion. Some of the changes are as follows:
  - \* Moved some items around for consistency
  - \* Added language for deteriorating signs
  - \* Electronic Message Signs added with specific regulations – Removed old language requiring special use approval
  - \* Entrance Signs for subdivisions added (requires approval during site plan process and maintenance required by the HOA)
  - \* Simplified Real Estate Sign language
  - \* Added the ability for a business to promote through temporary signage 2 times per year for seven consecutive days (ie: Bush's wine sale, hiring signs, etc.).
  - \* Added language for special events (schools, churches, Hootin in the park, etc.). We need to discuss how many signs you feel may be appropriate for these special events.
  - \* Added political sign language – I was able to find some other ordinances that do have anywhere from 30 to 90 days prior to an election. In many cases, that timing is dependent on when ballot language is approved or candidates are certified to appear on the ballot.

## DDA:

- Community Garden: At the last meeting, several questions were asked and answered as follows:
  - \* Is the continuation of expenditure of funds for this function in line with the Goals and Objectives of the DDA? **It was determined that by continuing and promoting the garden, it does bring individuals downtown and encourages use of the businesses there.**
  - \* The question remains how much does the board wish to contribute for infrastructure (additional beds, gravel, fencing, etc.) **The consensus was that continuation of the garden is warranted & desired therefore we need to maintain beds and grow conservatively based on participation needs.**

- \* Should there be a committee appointed to oversee these activities. **The consensus was that a committee is not warranted. If questions or concerns cannot be handled through the coordinator, she/he can bring those to the attention of the Zoning Administrator who will bring to the DDA board if needed.**
- \* Should there be a "coordinator"? **The consensus was that yes, a volunteer coordinator (or paid part-time if the position is filled) is needed to handle the oversight of the garden and to ensure compliance with the guidelines established. If so, what is the function? Assignment of beds, ensuring the adherence to guidelines, determining the need for maintenance, additional beds and other needs, handling concerns of gardeners, coordinating work days if needed and act as the liaison between the gardeners and village hall.**
- \* Does the DDA wish to develop a Community Garden Policy including application materials, guidelines, water usage? It could also be something that is reviewed annually for each gardening season. **Yes, it was determined that a formal policy should be established to be reviewed annually along with the appointment of the coordinator for the season.**

Based on the discussion and direction by the Board, I have prepared the Community Garden Policy and Procedures and have attached the Garden Rules and Guidelines (including rental fee & deposit) as well as the Rental agreement for adoption. Rebecca Foster and Brenda Bogatay have both agreed to their appointment as Garden Coordinator.

Suggested motions:

To adopt the 2023 Community Garden Policy & Procedures including the Community Garden Guidelines and application as presented (or amended)

To appoint Rebecca Foster and Brenda Bogatay as Community Garden Coordinators for the 2023 gardening season

- EV/Parking Signage: At the last meeting, the Board approved the design of the proposed signage directing people to not only the DDA parking lot but also the EV chargers. I have received a quote in the amount of \$8,750 for 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. We will be using the funds that had been budgeted for the second gateway sign which will be pushed to next year's budget as The Means Project will not be complete.

Suggested motion: To approve the purchase and installation of 3 double sided and one single sided flag mounted parking/electric vehicle power station pole signs as presented by Johnson Sign Company in an amount not to exceed \$9,000

I would also like to discuss what type of announcement/ribbon cutting, etc. you might be interested in to spread the word and generally show off the stations. I'm sure that we could get the Chamber of Commerce involved, etc. I was thinking possibly prior to a Council meeting in mid-May. May 22<sup>nd</sup> would be a Council meeting night, but it would have to be prior to their 6:00 p.m. budget meeting.

- Downtown light pole banners: We have received the quote from EconoPrint for 125 banners at \$60 each. I think the design is simple yet bright and will provide a welcoming look for downtown. I would like to get these ordered and possibly up by the Memorial Day parade. As the banners are installed, we will take inventory on the arms that may need repair/replacement.

Suggested motion: To approve the purchase of spring/summer light pole banners from EconoPrint in the amount not to exceed \$7,600

- Budget: The budget for the 2023-2024 fiscal year has been prepared and reviewed by Village Council. A few of the significant changes are as follows:
  - \* Charging stations: A revenue line item has been established to receive the funds that individuals will pay for the usage. The network fees have been built in, but it is unclear what the electrical costs will be yet until we see what type of usage they will get. We do have the ability to monitor and report on those items.
  - \* This coming year we will be looking at adjusting the DDA boundaries. We have budgeted for both planning and legal services for that purpose.
  - \* A separate line item has been established for the community garden and funds included for replacement and/or additional beds.
  - \* Monies have been included for a second set of banners for the fall/winter and possibly holiday seasons.
  - \* Monies have been budget for the 2<sup>nd</sup> gateway sign
  - \* We will be looking at wayfinding signs and have included \$5,000 for that purpose. I have done no investigating into that yet therefore no estimate is available.
  - \* The N. Howell Street project has been delayed which includes sidewalk replacements. The DDA Board previously approved paying for the property owner's share for those within the DDA. The funds have been shifted from the current year to the coming year.
  - \* We have increased and made consistent the contribution to the various sponsored activities in downtown (Spooktacular, Light Up the Park, Hootin' in the Park and St. Patrick's Day).
  - \* Last year was the first year that we added garland and lights on the poles downtown during the holidays. At that time, due to cost, we did not do all of the poles. The cost included the purchase of all of the decorations as well as installation. This year we will only be paying for the installation at \$55 per pole, but I am suggesting that we add 20 more poles at the initial cost of \$105 each, and the following year we will be able to add the rest.

I did not hear any other comment or suggested projects, therefore unless there are any other changes, the Board needs to adopt the 2023-24 fiscal year budget. Given the planned activity and anticipated revenue, there still remains a net increase in fund balance.

Suggested motion: To approve the 2023-2024 Fiscal Year Budget for Fund 248, Downtown Development Authority as presented with the anticipated expenditure of \$155,549

#### **Miscellaneous:**

- Downtown flower beds: I have placed an order for some perennials for adding in the garden beds in downtown which we may mix with some flats of annuals. The DPW crew will then come back and put fresh mulch on everything. This is planned for the week before the Memorial Day holiday.