

**VILLAGE OF PINCKENY  
PLANNING COMMISSION  
2022-2023 ANNUAL REPORT**

**CURRENT MEMBERSHIP:** The Planning Commission shall consist of seven members. One member shall be a member of the Village Council who shall be selected by the Council to serve as a member ex officio and six members shall be appointed by the Village President subject to the approval of the Village Council by majority vote. An appointed member shall not hold another municipal office, except that one appointed member may be a member of the Zoning Board of Appeals. As vacancies occur, new members are appointed to fill the balance of a vacant term so that all terms remain staggered.

**Current Members include:**

<i>Robert Brown</i>	<i>Term Expires 1/2024 – appointed to the Commission 2/27/2023</i>
<i>Joseph Hartman, Vice Chairperson</i>	<i>Term Expires 1/2024 – elected Vice-Chairperson 12/5/2022</i>
<i>Trisha Wagner</i>	<i>Term Expires 1/2025</i>
<i>Deborah Grischke, Secretary</i>	<i>Term Expires 1/2025 – appointed to the Commission 2/28/2022 elected Secretary 12/5/2022</i>
<i>Christine Oliver, Chairperson</i>	<i>Term Expires 1/2026 – elected Chairperson 12/5/2022</i>
<i>Donald Oliver</i>	<i>Term Expires 1/2026</i>
<i>Ted Kinczkowski</i>	<i>Council Representative</i>

The bylaws of the Commission had not been reviewed since 2014. During the latter part of 2022, the Commission reviewed and made several changes to the bylaws with the official adoption of the amended bylaws on December 5, 2022. While many of the changes were housekeeping items and making them more consistent with the DDA bylaws, the document also reflects a change in the appointment of a separate Vice-Chairperson and Secretary and requires the election of officers to be conducted at their regular meeting each December. The new bylaws provide for the review and approval of the bylaws following the seating of the Village Council members following a Village Council election

**MEETINGS:** The Planning Commission must meet at least four (4) times per year, and generally meet the first Monday of each month (with the exception of holidays when the Commission meets on the following Wednesday).

<u>2022 Meeting Dates</u>	<u>2023 Meeting Dates</u>
January 3	January 2 – Canceled due to lack of business
February 7	February 6
March 7	March 6 – Canceled due to lack of business
April 4	April 3 – Canceled due to lack of business
May 2	May 1
June 6	June 5
July 6	July 5
August 1	August 7
September 7	September 6
October 3 – Canceled due to lack of business	October 2
November 7	November 6
December 5	December 4

The Planning Commission continues to act as the Downtown Development Authority which meets immediately following each Planning Commission meeting. The DDA continues to look for ways to improve downtown and encourage participation of business owners in community activities. The Board continues to provide support and incentives to property and business owners to encourage visual improvements to existing commercial building facades, signs, etc. to enhance the businesses within the DDA. This past year some of the programs downtown have included:

- The installation of the Village's first gateway sign at the east end of the district.
- Completion of the new EV Charging Stations in the DDA parking lot
- Purchase of new parking/EV charging signage – installation this summer
- Purchase of new decorative light pole banners
- Review & update of bylaws
- Continuation and expansion of the Community Garden including establishment of Policy & Guidelines
- Continued support of various functions and activities including parades, Hootin' In the Park, Spooktacular and the upcoming Light Up the Park

### **STAFF & CONSULTANTS:**

Julie Durkin was appointed as Zoning Administrator in April 2021 and is responsible for review of all applications for preliminary and final site plan approval, special land use permits, rezonings and other matters that the Planning Commission is required to decide, formulate recommendations, coordinate with Village Consultants and other staff and report to the Planning Commission with recommendations, submit to the Village Council the applications together with the recommendations of the Planning Commission and notify the applicant, in writing, of any decision of the Planning Commission or Village Council.

Lucie Fortin of Mannik Smith Group remains the Village Planner, and upon request, reviews plans and proposals from developers and makes recommendations based on compliance with Village ordinances and standards.

Joseph White of Wolverine Engineers and Surveyors serves as the Village Engineer, and upon request, reviews plans and proposals from developers and makes recommendations based on compliance with Village ordinances and Technical Standards.

### **TRAINING:**

We continue to inform members of various training and networking opportunities and require all members to complete the Citizen Planner class provided by the MSU Extension Program. Time constraints on working individuals makes it difficult for many to participate in additional activities and training seminars.

### **PLAN REVIEWS:**

Preliminary & Final Site Plan Review #SPR-001-2022 - Approved with contingencies 5/2/2022  
Applicant: Grant's Place – Chris Bonk  
Location: 551 E. Hamburg Street

Preliminary & Final Site Plan Review #SPR-002-2022 - Approved with contingencies 5/2/2022  
Applicant: Trufit - Jennifer Cook  
Location: 140 W. Main Street

One year extension granted 5/1/2023

Preliminary Site Plan Review #SPR-003-2022 -- Approved with contingencies 11/7/2022

Applicant: Shane & Angela Black - McFarland's Tree Service

Location: 425 S. Dexter

Parcel ID: 4714-23-400-015

Final Site Plan submitted 5/2023 – currently under review

Rezoning: Public Lands (PL) to Office (O)

Location: 350 Mower Road

Parcel ID: 4714-22-400-010 & 4714-22-400-007

Adopted: 2/13/2023

Final Site Plan Submittal

Location: Lakeland Knoll – Open Space Development-123 Units

Parcel ID: 4714-22-200-011

Submitted for review 5/18/2023 – currently under review

Received Preliminary Site Plan approval & Special Use Approval 7/2020

Extension of Special & Preliminary 9/2021 & 7/2022

## **ORDINANCE AMENDMENTS**

Collection bin Ordinance: Adopted 3/14/2022

Section 152.388 – Site Plan submittal: Adopted: 7/25/2022

Accessory Dwelling Units: Adopted: 8/8/2022

Shipping Containers as Storage Buildings Regulations: Adopted 9/26/2022

Alternative Energy Ordinance: Adopted 1/9/2023

Sign Ordinance Amendments – Consideration of recommendation 6/5/2023, Public Hearing 7/6/2023

## Other Projects

Kril - ongoing

Nehro – Pearl Street – Site Plan expired as of October 2022 – No further contact has been made

## **MASTER PLAN:**

The Master Plan is the primary official Village document which sets forth a growth and development vision for Pinckney's future. The Village derives its authority for the preparation of a Master Plan from the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended. MCL 125.3833 Section 33 states: "A master plan shall address land use and infrastructure issues and may project 20 years or more into the future. A master plan shall include maps, plats, charts and descriptive, explanatory and other related matter and shall show the Planning Commission's recommendations for the physical development of the planning jurisdiction." In October 2020 the Planning Commission recommended approval to the Village Council who approved the proposed 2020 Master Plan, including all of the chapters, figures, maps and tables, and the Future Land Use Map as revised.

Because communities are constantly changing, the information contained in a plan becomes outdated over time. As the conditions change, so do opportunities and expectations for the future. It is therefore essential to update, periodically, the information contained in the Master Plan as well as re-evaluate its basic vision and implementation programs. Current state legislation requires a review of a Master Plan every five years.

The Pinckney-Putnam Parks and Recreation Master Plan follows the format suggested by the Michigan Department of Natural Resources (MDNR) in the Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans. In late 2022 the Pinckney-Putnam Parks and Recreation Master Plan Committee reviewed and presented an update to the cooperative document that was officially adopted by the Pinckney Village Council and Putnam Township Board in January 2023.

**CONCLUSION:**

Several ordinances have been reviewed by the Commission this past year and staff will continue to keep members apprised of changing legislation to stay current with the latest developments, technology and environmental concerns (green energy) and make recommendation to Village Council when necessary. The Commission looks forward to reviewing new and re-development of the community and its businesses in conjunction with the Village staff, consultants and the Village Council.

Respectfully submitted,

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Christine Oliver, Chairperson

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Joseph Hartman, Vice-Chairperson

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Deborah Grischke, Secretary

Commissioners:

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Donald Oliver

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Robert (Tim) Brown

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Trisha Wagner

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Ted Kinczkowski, Council Representative