

Memo

To: Planning Commission/DDA Members
From: Julie Durkin, Zoning Administrator
Date: June 1, 2023
Re: Zoning Administrator's Report

Permits & Code Enforcement: Since my last report, the following requests have been made:

- * 2 Land Use Permits (Interior renovations at 350 Mower & new single-family on Unadilla)
- * 1 sign Permit – Taco Bell Menu board replacement (no increase in size of structure)
- * 2 Waivers were issued for re-roof and sealcoating
- * ROW Permit for driveway replacement on Cattail
- * Sidewalk Café Permit for Pinckney Diner
- * I have sent just a few letters notifying property owners of inoperable/abandoned vehicles. The Police Department can begin informing individuals of the necessity to keep their grass and weeds under the nine (9) inches as required by ordinance. Failure to do so will result in our DPW cutting the property and billing the owner the cost.

Planning Commission:

- Changes to the Sign Ordinance: I appreciate you reviewing the proposed language during my absence at the last meeting. I would like to discuss three of the changes:
 - * We are adding 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.). There is currently nothing in our ordinances for such a use. However, it is becoming more and more common to see temporary signs popping up for "specials" or "now hiring", etc. & it is extremely difficult to enforce. If we require a permit & nominal fee, I think that we can limit these signs to two weeks out of the year rather than year around. It could possibly give us some type of leverage if it is being abused as well. In our current ordinance we do have similar language for a new business just opening, which I am suggesting that we eliminate. This also puts limitation on the number and size rather than dozens of signs across a single property.
 - * We have 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. Again, these would be limited to private property only – NOT within the right-of-way and give a specific time frame to put them up and remove them after the event.**
 - * Added political sign language – There was some discussion at the last meeting regarding the time period between a primary and general election. I think that the easiest approach would be to change (H) 4 to read "No political sign shall be posted more than **ninety (90) days before an election**. The time period between the August primary and November General is approximately 90 days which would cover that time period for those individuals who move on to the general. Some of that time is dictated by the approval process to get proposal language/candidates approved by the State/Election Commission to appear on the ballot. We want to keep the language as simple as possible and not leave anything open for any type of challenge. **The down side to that is that we are allowing 3 months of signage prior to any election** & the exception to that would be the Presidential Primary which is generally held earlier in the year (February or March). I do not think that it is a problem if we ask that they put them up and take them down between an August Primary and November General Election. This would be a policy decision whether you want to allow these signs for essentially 3-6 months every two years.
- Request for Extension of Final Site Plan: In May 2022, the Planning Commission approved the final site plan for Grant's Place for a 6-bed residential/therapy Services facility with conditions.

We have received a request from Chris Bonk for a one-year extension of that site plan with the intention of beginning construction later this year.

- Final Site Plan – McFarland's Tree Service, Landscape & Nursery: We have received the reviews by both the Village Planner and the Village Engineer. There seems to be several outstanding issues that still need to be addressed. At this time, the Commission should review, the plans and comments by the consultants and give any needed direction to the applicant for re-submittal of a revised plan addressing the requirements and concerns.
- Joint Meeting with Council: The joint meeting with Council is scheduled for July 10th at 7:00 p.m. This is the opportunity for Council to provide some direction to the Commission on possible ordinance reviews/amendments, upcoming developments and overall general planning practices. If you have any ordinance/planning items to discuss, please let me know so that I can plan accordingly. Also, I have prepared the Annual Report to Council and provided a draft for your review. If you are in agreement, the Commission should approve the report as prepared to be presented to Village Council or we can make any changes the Commission sees fit.

DDA:

- 2023 Project Ideas – Discussion: It seems as though we have checked off at least a few of the items on the DDA wish list (EV Charging Stations, Gateway Sign, new banners) and I am looking to see what other types of projects the Board would like to pursue. Wayfinding signage is something that has been discussed in the past and we did recently approve a budget to include some funding for that purpose. I am looking to see what other ideas that we can pursue to promote growth and economic revitalization in our downtown.
- EV Charging Ceremony: We will be having a brief “ribbon cutting” type unveiling of the EV Charging Stations on June 12th at 6:00 pm prior to the Village Council meeting. I have put out a press release, posted the event on FB, sent emails to our businesses, invited the Chamber and other area groups, etc. I have also ordered a commemorative token gift for everyone who attends and will provide light refreshments. It has been quite the process to get to this point and the Board should be congratulated for their efforts and forward thinking. Please spread the word to friends and neighbors even if they don't have an EV car yet! **We need to have a good turn out and show of support. I hope everyone on the Board will attend!!**
- Downtown light pole banners: The banners are complete and ready to be installed. We are hoping that they will begin to see them go up this coming week.
- Fondness: Unfortunately, as of June 1st, Fondness has closed their doors.
- July Meeting Date – Please remember that due to the Fourth of July holiday, we will be meeting on **Wednesday, July 5th**.