

Memo

To: Planning Commission/DDA Members
From: Julie Durkin, Zoning Administrator
Date: February 1, 2024
Re: Zoning Administrator's Report

Permits & Code Enforcement: Now that the cold weather is here, land use permits and waiver requests have decreased significantly. Please note the following since my last report:

- * 2 Land Use Permits were issued – generator & ground mount solar
- * 7 Waivers were issued – re-roofs & siding

Planning Commission:

Updates:

1. Preliminary Site Plan Review – Essence: (Northville Services & Holdings LLC): On December 4th, the Commission recommended to Village Council approval of the Special Land Use required for the proposed marihuana facility. The Village Council approved the Special Use on December 11th. Although preliminary plans were submitted, the applicant requested that we not move forward until the March meeting. They anticipate some slight changes to the plan and will provide additional engineering, etc. with their re-submittal.

The Cannabis Committee met January 22nd after a thorough review of the submitted application and related documents for a provisional marihuana license. The Clerk has determined that the application meets the requirements and will be issuing the Provisional License for Class A Microbusiness. Upon completion of the site plan and issuance of an operating license by the State of Michigan, Village Council will consider approval of a final license.

2. The Means: We have received notice that Chris Bonk is no longer an owner of the property nor is B5 Contractor Services the contractor for the project. The owners have indicated that when an alternate contractor is selected, they will be obtaining a new land use permit and posting the necessary bonds to obtain permits from Livingston County Building.

DDA:

Old Business:

1. N. Howell & E. Main (Northeast corner) sidewalk improvements: As you may recall, in September of last year, the Board authorized the expenditure for a comprehensive site investigation by Wolverine Engineers to identify areas that require modifications to meet ADA requirements and to develop a full plan, etc. for a comprehensive project at the north east quadrant. Enclosed in the packet is the proposed ramp and detail as well as the pricing information from C&D Hughes, Inc. The total amount for the work is \$52,800. This is not a budgeted item, therefore if the Board wishes to proceed, we should authorize the project in the amount of \$52,800 and authorize a budget amendment in that same amount.

New Business:

1. 2024 Community Garden: Last year, this Board established the Community Garden Policy & Procedures to establish the guidelines for use of the facility. The adopted policy requires an annual review of the gardener guidelines, application, fee and expenditure for any new or replacement beds as well as the appointment of the Garden Coordinator.

Enclosed in the packet is the proposed 2024 Community Garden Application/Rental Agreement. Also enclosed you will find a survey of fees from surrounding communities with similar gardens. I am suggesting that we increase the fee for 2024 to \$20 for residents, \$25 for non-residents and increase the deposit to \$25. As you can see from the survey, this will still put us at the lowest end compared to others. I have included a layout of the gardens for your information as well. I do want to point out that there are multiple families that have reserved more than one garden for 2024. The policy is that there is one per family. If there is availability as of May 1st, an additional garden may be assigned to an individual or family who may already have one reserved. Based on that information, I would assume that no extra gardens are necessary for this year. I do plan on putting information in the Village newsletter so if there is a greater demand for space, the Garden Coordinator will have to eliminate the duplications. As of this writing, there are six available beds, seven individuals/families with more than one and one bed that has not yet built.

Brenda Bogatay has stepped forward and agreed to her appointment as Garden Coordinator for the season. In order to move forward and prepare for spring, if the Board agrees, below are suggested motions:

Motion to approve the 2024 Community Garden Application/Rental Agreement with the increased fee of \$20 for residents, \$25 for non-residents and \$25 deposit for all participants

And

Motion to appoint Brenda Bogatay as the Garden Coordinator for 2024

Other:

1. In the packet is a copy of the Powerpoint presentation from the PC Roles & Responsibilities seminar presented by the MSU Extension and hosted by Green Oak Township. There is a lot of good information and encourage everyone to take a look at the package.