

**VILLAGE OF PINCKENY
PLANNING COMMISSION
2023-2024 ANNUAL REPORT**

CURRENT MEMBERSHIP: The Planning Commission consists of seven members. One member is selected by the Village Council to serve as a member ex officio and six members 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. On April 22, 2024, Council approved an amendment to Village Code allowing for the addition of two non-voting, ad hoc members of the Commission. These two members shall be persons having an interest in property located in the DDA district or officers, members, trustees, principals or employees of a legal entity having interest in property within the district.

Current Members include:

<i>Trisha Wagner</i>	<i>Term Expires 1/2025 – appointed to Commission 1/10/2022</i>
<i>Deborah Grischke, Secretary</i>	<i>Term Expires 1/2025 – appointed to 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>Savanna Gee</i>	<i>Term Expires 1/2026 – Appointed 8/14/2023</i>
<i>Alex Smith</i>	<i>Term Expires 1/2027 – Appointed 10/9/2023</i>
<i>Joseph Hartman, Vice Chairperson</i>	<i>Term Expires 1/2024 – Appointed 12/14/2020 elected Vice-Chairperson 12/5/2022</i>
<i>Ted Kinczkowski</i>	<i>Council Representative</i>

The current bylaws of the Commission were adopted on 12/5/2022 and will be reviewed and adopted by the majority vote of the Commission at the first meeting of the Planning Commission following the seating of the Village Council members elected in November 2024.

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).

2023 Meeting Dates

January 2 – Canceled due to lack of business
February 6
March 6 – Canceled due to lack of business
April 3 – Canceled due to lack of business
May 1
June 5
July 5 – Canceled due to lack of business
August 7
September 6
October 2
November 6
December 4

2024 Meeting Dates

January 3 – Canceled due to lack of business
February 5 – Canceled due to lack of business
March 4 – Canceled due to lack of business
April 1 – Canceled due to lack of business
May 6
June 3
July 1
August 5
September 4
October 7
November 4
December 2

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 and supports various functions including parades, Hootin' In the Park, Spooktacular and Light Up the Park. The addition of the two ad hoc members of the business community will help to bring the perspective of the business owners.

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.

Jesse Lewter of Wolverine Engineers and Surveyors replaced Joseph White as the Village Engineer. Upon request of the Zoning Administrator, the Village Engineer 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:

Rezoning Request – PL (Public Lands) to SBD (Secondary Business District)
Applicant: The Corporate Protection Group, LLC
Location: 350 Mower Road (14-22-400-010 & 14-22-400-007)
Recommendation to Village Council of alternate Zoning O (Office District)
Approval of rezoning by Council on 2/13/23

Site Plan Review #SPR-001-2022 - Approved with contingencies 5/2/2022
Applicant: Grant's Place – Chris Bonk
Location: 551 E. Hamburg Street
One-year extension granted 6/5/2023
Applicant has submitted for an additional extension

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
Additional one-year extension granted 5/6/2024

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
Special Land Use was granted on 7/7/2021
Final Site Plan submitted approved with contingencies 8/7/2023

Site Plan Review

Location: Lakeland Knoll – Open Space Development-123 Units
Parcel ID: 4714-22-200-011
Received Preliminary Site Plan approval & Special Use Approval 7/2020
Extension of Special & Preliminary 9/2021 & 7/2022
Submitted for review of the Final Site Plan 5/18/2023
Public Hearing on the final site plan held 9/6/2023
Recommendation to Council for approval 5/6/2024
Public Hearing was held by Council 5/4/2024 – tabled to finalize contingencies

Reinstatement/approval of conditional rezoning - Kril

Location: 183 E. Hamburg
Parcel: 4714-23-301-004
The 2018 Conditional rezoning expired due to lack of progress completing the approved site plan.
Public hearing for reversion back to the R-4 was held 10/2/2023
Applicant submitted a request for a new agreement to maintain the SBD to allow him to further his previously approved site plan. Recommendation to Council to enter into a new agreement was made 10/2/2023 after the required public hearing
Council approved the agreement 10/23/2023
Applicant has not yet submitted for renewal of his Special Land Use or Site Plan

Special Land Use Request for Day Care Facility within existing Community Congregational Church building

Applicant: Julie Amy – For Kids' Sake
Location: 125 E. Unadilla
A public hearing was held on November 6, 2023
Special Land Use was granted with conditions – playground to be installed by 7/1/2024 with approved details to be reviewed and approved by Village Planner & Zoning Administrator

Special Land Use Request for Marihuana Class A Microbusiness

Applicant: Pinckney Developments, LLC
Location 1268 E. M36
Parcel: 4714-23-400-007
A public hearing was held 12/4/2023
Recommendation to Council was made to approve the use with conditions
Council approved the Special Land Use 12/11/2023
Applicant submitted for site plan review and is currently working with staff and consultants to revise plans to be submitted to the commission.

ON-GOING PROJECTS

The Means Project: The current partnership has met with Village staff and indicate that the project will be moving forward.

Recap:

Conditional Rezoning	1/4/2021	Recommended to Council
	1/25/2021	Approved by Council
Special Land Use	6/7/2021	Planning Commission Approval
	6/14/2021	Village Council Approval
Preliminary Site Plan	8/2/2021	Planning Commission Approval
Final Site Plan	10/4/2021	Planning Commission Approval
Revision to site plan - Driveway	7/6/2022	Planning Commission Approval
Temporary Land Use Permit	11/18/2021	
Limited scope of work		
Several extensions granted		
Land Use Permit	8/7/2022	
County Permits	1/10/2022	Building permit issued
	11/30/2023	Permit canceled
	10/20/2022	Partial rough building insp. Approved.
		last building inspection
Marihuana license (3)	8/23/2021	Approved by Council
		Renewals granted - expires 8/23/24

ORDINANCE AMENDMENTS

In 2022 & 2023, the Commission recommended to Council amendments to several significant zoning ordinances with the last amendment being the sign ordinance. In November 2023, after several drafts, the Commission recommended several changes to the ordinance. In December 2023 Council adopted the ordinance with some minor changes to the temporary sign section. In May of this year, Council made a request that the Planning Commission further review the temporary sign section of this ordinance.

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. A review of the 2020 plan will begin in 2024.

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:

Staff will continue to keep members apprised of changing legislation to stay current with the latest developments, technology and environmental concerns and make recommendation 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,

Christine Oliver, Chairperson

Joseph Hartman, Vice-Chairperson

Deborah Grischke, Secretary

Commissioners:

Savanna Gee

Alex Smith

Trisha Wagner

Ted Kinczkowski, Council Representative