

Memo

To: Planning Commission/DDA Members
From: Julie Durkin, Zoning Administrator
Date: June 3, 2024
Re: Zoning Administrator's Report

Permits & Code Enforcement:

- 3 Land Use Permits were issued (fence/generator/pool)
- 10 Waivers were issued (roof/siding/driveway sealcoat)

Planning Commission Updates:

OLD BUSINESS:

1. Request for Extension – Final Site Plan Review: Chris Bonk has made a request for an additional extension of the final site plan approval for Grant's Place at 551 E. Hamburg Street granted May 2, 2022. A one-year extension was granted in 2023. The Planning Commission may grant an additional year extension upon a showing of good cause.

Section 152.393

(G) Expiration of approval. Approval of a final site plan shall be valid for one calendar year, and shall then expire and be of no effect unless a building permit, when required, is applied for and granted within that time period. Approval shall expire and be of no effect 545 days following date of approval by the Planning Commission, unless construction has begun and is being diligently pursued in accordance with the approved site plan. The applicant may extend final site plan approval for one additional year upon written request to the Zoning Administrator and approval by the Planning Commission, prior to the original expiration date. The Planning Commission may grant further extensions of final site plan approval in accordance with the procedures noted herein upon a showing of good cause.

Chris Bonk has indicated that due to the challenges with The Means Project, a new non-profit had to be established. They are currently working on building plans for permitting.

I would suggest the following motion:

To approve an additional _____ extension of the final site plan for Grant's Place at 551 E. Hamburg Street

NEW BUSINESS:

1. Special Land Use Application – Pinckney Development: The applicants met with village staff and consultants to discuss their overall vision of the site at 1268 M36. The applicant intends to combine the two vacant parcels and is proposing a gas station and fast-food restaurant on the site along with the already approved special land use marijuana facility. Both of these uses are permitted in the SBD District as a special land use. At this time, we are asking the Commission to set a public hearing for the July 1st regular meeting.
2. Mr. Phil Prystash, owner of 306 Mill Street has made application for a land division to split lots 1 and 2 of the Original Plat of the Village of Pinckney, which had been previously combined. At this point, we need to schedule a public hearing for the July 1st regular meeting. I will have additional information for your consideration at that meeting.

150.03 PROCEDURE FOR REVIEW OF APPLICATION FOR LOT DIVISION APPROVAL.

(A) Upon receipt of a completed land division application package for review, the Zoning Administrator shall forward the materials to the Planning Commission, which shall set a public hearing on the application, and thereafter shall vote on the matter and report its recommendations to the Village Council.

(B) Upon receipt of the Planning Commission's recommendation, Village Council shall consider the request, may within its discretion elect to hold an additional public hearing, and shall vote on the final decision of the village on the application.

(C) The Zoning Administrator, Planning Commission, Village President, or Village Council may, if deemed appropriate and necessary, request a review and report on the application by the Village Planner, Village Engineer, Village Attorney, Village Treasurer, Village DPW Director, Township Assessor, County Building Department, County Drain Commissioner, and/or other consultants or officials.

3. **Annual Report to Council:** According to the bylaws of the Commission, the Commission shall prepare an annual report to Village Council on the administration of the zoning ordinance and make recommendations for amendments or supplements to the ordinance. I have prepared a recap of the actions taken by the Commission over the last year including site plans, special land uses and recommendations for ordinance amendments. Please review and suggest changes. Once approved, I can forward to Council for their approval.
4. **Sign Ordinance:** At their May 6th meeting, Village Council requested that the Planning Commission review the temporary sign ordinance as a result of complaints relating to the required removal of the changeable letter signs in front of both Pinckney Chrysler and Pinckney Car Wash. I have provided several sample temporary sign ordinances from various other communities randomly through American Legal Publishing.

The sign ordinance as adopted in November of this past year allows the following:

**TABLE 3
TEMPORARY SIGNS PERMITTED BY DISTRICT**

District	# Permitted	Height	Single Faced Per Side (max) per sign	Total Max Area Sign; Two or more faced per sign
CBD	1 portable sidewalk sign * per ground floor commercial use	4 feet	6 square feet	12 square feet
SBD	4 per parcel	4 feet	6 square feet	12 square feet
ROB and O	4 per parcel	4 feet	6 square feet	12 square feet
RTO	4 per parcel	4 feet	6 square feet	12 square feet
PL	1 per parcel	6 feet	25 square feet	50 square feet
R1, R2, R3, R4	14 per parcel	4 feet	6 square feet	12 square feet

TABLE 1 GROUND SIGNS PERMITTED BY DISTRICT			
District	Height	Single Faced Per Side (max)	Total Max Area Sign; Two or more faced
CBD and SBD	8 feet	25 square feet	50 square feet.
ROB and O	5 feet	18 square feet	36 square feet
RTO and PL	8 feet	16 square feet	32 square feet
R1, R2, R3, R4	4 feet	6 square feet	12 square feet

TABLE 2 WALL SIGNS PERMITTED BY DISTRICT		
District	Maximum Height	Sign Message Area (max.)
CBD and SBD Districts	6 feet	1 foot for each lineal foot of building frontage not to exceed a total of 100 square feet
ROB and O District	4 feet	1 square foot for each lineal foot of building frontage not to exceed a total of 40 square feet
RTO and PL Districts	4 feet	1 square foot for each lineal foot of building frontage not to exceed a total of 50 square feet
R-1, R-2, R-3 and R-4 Districts	4 feet	1/2 square foot for each lineal foot of building frontage not to exceed a total of 20 square feet

Although we are talking about two specific signs, we can only regulate by type and district, and need to consider the impact within that district.

Things to consider:

- It has been suggested that the two signs in question should be “grandfathered”. The two signs were both issued temporary sign permits for a period of 90 days (one in 2007 and one in 2008) but were never removed after the expiration of the permit. The lack of enforcement does not grant any additional rights.
- Road frontage is not used in calculating any signage. Building frontage is used to calculate wall signage only.
- Per our ordinance, all temporary signs shall be non-illuminated. The signs in question are back-lit signs.
- Per our ordinance, internally-illuminated plastic signs with dark-colored detachable letters shall be strictly prohibited in all districts.
- The total square footage for these signs is 56 square feet. The maximum square footage for permanent ground signs cannot exceed 50 square feet in any district. If allowed, this would mean every business within the SBD would be allowed more temporary signage than is allowed for permanent ground signage.
- Temporary signs are not intended to become permanent while remaining mobile or removeable. It should then be built to permanent sign standards and included in the total ground sign square footage. Variances for permanent signage can be sought through the ZBA if needed.
- Currently, we do not require a permit for temporary signs. If temporary signs larger than the 6 square feet per side are allowed, a permit should be required. In this case, we should consider

the limitations to which a sign permit should be granted. (ie: number of days, number of times per year, etc.).

DDA:

OLD BUSINESS:

1. Budget Discussion: On June 10th, Council will be holding a public hearing on the adoption of the budget and millage rates to support that budget. As discussed at the last meeting, an additional \$6,000 was added to the Community Beautification line item for a third set of light pole banners. If there are no other changes, the Board should adopt and recommend to Village Council the budget as presented reflecting an ending fund balance of \$409,720.

NEW BUSINESS:

1. Economic Development & Marketing Strategies: As we continue to complete tasks for re-certification as a Redevelopment Ready Community through MEDC, two of the required tasks are the adoption of a Marketing Strategy and Economic Development Strategy. Those draft documents are in the packet along with an updated Powerpoint Presentation identifying Pinckney and what we have to offer.

Marketing Strategy

Description

Why? Marketing and branding are an essential tool for promoting a community's assets and unique attributes. A marketing plan establishes goals and strategies for how a community should partner locally to build a consistent brand, tell their unique story, and attract new residents, visitors, businesses, and development.

In 2011, the Village's Downtown Development Authority contracted with New Moon Visions to develop a distinct brand and logo as well as a Powerpoint Presentation used as a marketing tool to attract new residents, visitors, businesses and development. Although much of the information is still relevant, it does require some update. Along with that tool, the RRC requires the community to develop and adopt a marketing plan that identifies the goals/strategies, the core message and a plan of action. Following their guidelines and using various village documents including the 2020 Master Plan, 2023 Parks and Recreation Master Plan and other DDA documents, I have compiled a list of strategies addressing transportation, housing and development, and goals and regulations in the village with a core message and plan of action. I have also included recent developments that have taken place and/or approved for development as progress toward meeting these goals and objectives. The plan also identifies the community's assets, what the DDA has to offer and the branding adopted for promoting the unique assets of the community. I am looking for direction from the Board and input on any changes/additions/deletions or suggestions. The plan will need to be adopted in order to meet this requirement for re-certification. It can be brought back for further discussion on future agendas. If there is additional information you would like me to investigate for inclusion, I would be happy to do so.

Economic Development Strategy

Description

Why? More than ever, communities and their partners must understand how to leverage their strengths and address their challenges in a competitive market for talent and investment. A local economic development strategy guides those efforts

It appears that the last time the Village's Economic Development Strategy was revised was in 2018. This is a much more comprehensive document which identifies population and housing trends, existing conditions and identifies the vision and goals of the community. Again, using various village documents, US Census Bureau information, SEMCOG, Economic Development Council of Livingston County (EDCLC) and other documents, the information, graphs and statistics have been updated with the most current data and takes into account certain trends due to COVID, changes in workforce, etc. Although the statistics and data should not change, I am looking for input on the content, vision, goals, etc. and any other information you would like to include. This document will need to be formally adopted in order for it to be a completed task toward re-certification.

2. Inquiry – 135 W. Main: President Lavey received an inquiry about the availability of the DDA lot that is the current location of the community garden. I have been asked to see if there is still an interest of the Board to pursue selling the lot. I have included some information that was developed back in 2019 when the DDA was actively pursuing a partner to develop the .31 acre site. MEDC was instrumental in developing site visions, cost estimates, and potential land uses. I am sure that an updated market analysis would need to be done, consideration given to relocate the garden to possibly another village owned property, etc. At this point, I am simply looking for some direction.

OTHER BUSINESS:

1. Damaged Streetlight: In the morning of May 23rd, one of our decorative street lights was struck by a vehicle and knocked down. The DPW removed the damaged pole and covered the electrical wires, etc. The Police Department is conducting an investigation, and insurance should cover all of the damages.
2. Community Garden Update: We still have 9 available garden plots left to rent.