

# Memo

**To:** President Lavey & Council Members  
**From:** Julie Durkin, Zoning Administrator  
**Date:** June 6, 2024  
**Re:** Zoning Administrator's Report

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**Permits & Code Enforcement:** Please note the following since my last report:

- 4 Land Use Permits were issued (fence/generator/pool/deck)
- 12 Waivers were issued (roof/siding/driveway sealcoat)

## **Planning Commission:**

- Request for Extension – Final Site Plan Review: At the June 3<sup>rd</sup> meeting, Chris Bonk was granted a one-year extension of the final site plan approval for Grant's Place at 551 E. Hamburg Street granted May 2, 2022 and extended in 2023.
- Public Hearings were set for the July 1, 2024 Planning Commission meeting for:
  - Special Land Use for Gas Station & Fast food Restaurant at 1268 E. M-36
  - Land Division at 306 Mill Street (Lots 1 & 2 of the Village of Pinckney Original Plat)
- At the June 3<sup>rd</sup> meeting, the Commission discussed options for revision to the temporary sign ordinance. The item was tabled for further discussion at the next meeting.
- For Kids' Sake Special Land Use & Site Plan: On November 6, 2023, Julie Amy was granted a Special Land Use to operate a daycare at the Community Congregational Church at 125 E. Unadilla. The accompanying site plan, which met the specific criteria of 152.243 was approved that same evening but allowed the operation of the daycare without completion of the site plan as long as it was completed by July 1, 2024. Under normal circumstances, the site plan requirements would have to be fulfilled **prior** to the use of the facility. Given the time of year, the Commission felt that extra time would be warranted, and it would not be in anyone's best interest to hold up the occupancy of the building for the daycare use and gave the applicant eight (8) months to complete the work. On May 14<sup>th</sup> correspondence was sent to Ms. Amy inquiring about the status of meeting the requirements. I received an email response and replied with the process to request a variance, revise her special use permit and site plan as well as the timing involved. We have received a request from Ms. Amy for an extension in order to accomplish her site plan by September 1<sup>st</sup> and meet the conditions of the approval. The problem with the timing of the request is that the next Planning Commission meeting is July 1<sup>st</sup>, which is the same as the deadline for completion. Any changes to the site plan would require additional requests before the Commission, and the special use permit is contingent upon completion of the site plan with the required playground, fencing and landscaping as prescribed by ordinance. I have provided her the options, links to applications and related fees.
- The Means Project: On May 6<sup>th</sup> President Lavey and I met with the partners of The Means Project. Since that time there has still been no activity or contact regarding any progress being made to resume construction. I have written a letter to the partnership indicating that their site plan has expired and they will need to make application for re-approval and then of course, extension of the special land use. Any request for extension of the special land use will have to come before Village Council with the recommendation by the Planning Commission. It should be noted that the provisional marijuana licenses are up for renewal on August 23<sup>rd</sup> and predicated on the special land use. Absent an approved site plan with progress being made, the special land use may be revoked. They have also been informed that a new Performance Guarantee bond needs to be supplied.

**DDA:**

- The DDA Board has approved the 2024-2025 Fiscal Year budget for the Authority and recommended adoption by Village Council.
- 135 W. Main Street (Community Garden): The Board has received an inquiry regarding the availability of the property at 135 W. Main, which is the current location of the community garden. The Board has given direction to explore the options of having a new market analysis conducted, options for listing the property with an agent, RFQ, review options for relocation of the community garden, etc.