



December 18, 2025

Village of Pinckney  
**Planning Commission**  
220 S. Howell  
Pinckney, Michigan 48169

<b>Subject:</b>	<b>Site Plan Review</b> Grant's Place Apartments
<b>Applicant:</b>	<b>HWPOET LLC</b> - Chris Bonk, 5755 Long Pointe Drive, Howell, MI 48843
<b>Location:</b>	<b>Former St. Mary's Church</b> 551 E. Hamburg St. (Parcels # 4714-23-301-010 and 4714-23-304-080)
<b>Zoning:</b>	R4, Multiple-Family Residential

Dear Commission Members:

We have reviewed a request for Site Plan approval for Grant's Place Apartments. This review focuses on the site plan approval standards and compliance with Section 152.387 through 152.393 of the Village Zoning Ordinance.

## **1. PROJECT BACKGROUND AND DESCRIPTION**

The development proposal involves rehabilitating the former St. Mary's Church into apartment units. The project will use Village housing grant funds and private financing to disconnect the church sanctuary -proposed to be converted into seven apartments- from the rear L-shape building, which is intended to be rehabilitated into two duplexes in a future phase.

The subject property is located at the corner of Pearl and Hamburg streets and consists of two parcels:

- a 0.78-acre west parcel (Parcel no. 4714-23-301-010, 34,103 sq. ft.), which is vacant.
- a 0.80-acre east parcel (Parcel no. 4714-23-304-080, 34,766 sq. ft.) containing the former church and attached building.

The church sanctuary, constructed in 1964, contains approximately 10,380 square feet. The attached building proposed to be separated was added in 1978 and is approximately 3,285 square feet including an existing, attached two-car garage. There is also an 809-square foot garage along the north property line

### **Variance**

The applicant is currently requesting for the following variance from the village Zoning Board of Appeals (ZBA):

- Reduction in the required minimum side yard from 6 to 5 feet between the apartment building and the proposed property lot line (Section 152.123 (C) (2)).

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Three variances were previously granted by the ZBA on March 28, 2022:

1. Reduction of the required setback from the road right-of-way for the existing nonconforming sign, contingent on meeting current illumination standards (Section 152.306).
2. Reduction in required off-street parking spaces (Section 152.283) based on the previous proposed use.
3. Deferral of the required landscaping adjacent to the road along the west parcel (parcel no. 4714-23-301-010) until a future development phase (Section 152.331).

### Current Submittal

The applicant has submitted the following documents for review:

- Application for Preliminary/Final Site Plan review and fee.
- Preliminary/Final Site Plan package dated 12-3-2025 and updated on 12-16-2025.
- Environmental checklist and hazardous substances reporting form.
- Livingston County Drain Commissioner's office email regarding stormwater detention waiver.
- Baseline monitoring report.
- Proof of ownership.

## 2. AREA ZONING AND LAND USE

The east parcel is zoned R4 and planned for Multiple-Family Residential. The west parcel is also zoned R4 but planned for Recreation/Conservation.

Adjacent land uses and zoning districts are:

- **North:**
  - Northeast: Community Squares (14-units) and single family residential use, on land zoned R4 and planned for Multiple-Family Residential.
  - Northwest: MDNR Mike Levine Lakelands Trail, on land zoned PL, Public Lands and planned for Recreation/ Conservation
- **East:** single family residential use, on land zoned R4 and planned for Multiple-Family Residential.
- **South:**
  - Southeast: Light of the World Academy, on land zoned R4 and planned for Multiple-Family Residential.
  - Southwest: single family residential use, on land zoned R3, High Density Residential and planned for High Density Residential.
- **West:** residential use, on land zoned R3 and planned for High Density Residential.

**Site Location Map**



### **3. SITE PLAN REVIEW**

Bold text identifies comments needing attention or further discussion.

#### **Informational Requirements**

The submittal generally meets the preliminary and final site plan requirements. Several informational items will need to be added or addressed, as noted in this review and in the Village Engineer's comments.

#### **Site Development Standards**

The site plan (Sheet C4) depicts the proposed nonconforming building separation and building placement on the east parcel. No buildings or structures are proposed on the west parcel; however, the applicant proposes a lot split on the west parcel that would create a 13,148-square foot lot (0.3 acres – "Lot C") to accommodate the proposed parking area serving the apartments.

**Table 1: Area, Height, Yard, and Other Standards for the East Parcel**

	<b>Minimum Required R4 Multiple-Family Residential</b>	<b>Provided (Split East Parcel)</b>
<b>Lot Area</b>	10,000 sq. ft.	0.47 ac. or 20,427 sq. ft.
<b>Lot Width-Depth</b> North-South East-West	66 ft. 66 ft.	132.18 ft. 153.18 ft. (after lot split)
<b>Front Yard</b> West Side from Pearl South Side from Hamburg	20 ft. 20 ft.	33.3 ft. 5.9 ft. (existing non-conforming)
<b>Side Yard - East Side from proposed lot split</b>	6 ft.	5' (variance requested)
<b>Rear Yard - North Side</b>	20 ft.	64.7 ft.
<b>Lot Coverage</b>	40% maximum	35.4%
<b>Structure Height</b>	35 ft. or 2.5 stories maximum	22 ft.
<b>Length of Building</b>	160' maximum	114.1 ft.
<b>Outbuilding/Garage Setback</b>	6 ft.	3.6' (existing non-conforming)
<b>Multiple-family Dwelling Density</b>	Net area: 33,575 sq. ft. /1600 sq. ft. 21 rooms maximum	1, 1-bedroom unit (2 rooms) + 6, 2-bedroom units (18 rooms)= 20 rooms

#### **Existing Conditions and Natural Features**

The east parcel contains mature trees consisting of a mix of maples, honey locust, elm, and spruce trees with some foundation plantings around the building. The site is generally flat, with Fox Sandy Loam soils. The west parcel includes a gravel parking area with access from both Pearl and Hamburg streets. The remaining portion of the lot is lawn. As proposed, most natural features will be preserved, with supplemented and updated landscaping.

#### **Site Access**

Pedestrian access improvements include:

- New walkways to the Pearl Street sidewalk, internal walkways within the east parcel, a new accessible ramp, and a bicycle rack.
- Upgraded ramps and crosswalk at Pearl and Hamburg streets, plus an extended sidewalk along E. Hamburg Street.
- A sidewalk connection providing pedestrian and barrier-free access between the east parcel and the west parcel parking area. Bumper blocks are proposed to prevent car overhang from encroaching on the 5-foot wide walkway.

**A permit from the Livingston County Road Commission is required for work within the Pearl Street right-of-way.**

**Parking / Loading**

Eleven (11) parking spaces are required and are provided on the west lot, including one (1) barrier free parking space. The plan retains the existing gravel surface along the remaining west parcel frontage, accommodating eight (8) additional visitor spaces.

No off-street loading space is proposed for this site. **The applicant requests a waiver which should be included in the Planning Commission's motion if granted.**

**Landscaping/Screening**

The Landscape Plan and details (Sheet C6 and C7) depict preservation of much of the existing mature trees on the east parcel and the addition of shrubs and ornamental trees around the building and along the north property line. A 6-foot high shadow box wood fence is proposed along the east lot line of the apartment building to serve as buffer.

Eight-foot wood fence sections (6 feet high) installed at 20 feet spacing are proposed along the west boundary of the west parcel between the proposed parking lot and the future residential lots, with supplemental plantings along the fence. Additional trees are proposed along Pearl Street.

The landscape plan meets the ordinance requirements for landscape buffer, foundation plantings, and roadway-adjacent landscaping.

**Building Floor Plans and Elevations**

Schematic building floor plans (Sheets A-101) and building exterior elevations (Sheet A-102) were submitted. Exterior building improvements include: maintaining the existing 12/12 roof pitch, removing the steeple and chimney, painting existing brick tan, installing new tan lap siding at both building ends, new doors and windows, new ADA ramps, painting fascia/soffit dark grey, and installing new black gutters and downspouts. Sample materials will be provided at the Planning Commission meeting. The Commission should review and approve the design and materials.

**Signage**

The existing monument sign on Pearl Street will remain and be re-used (variance granted in 2022). **The building elevations show a new building wall sign; further details -including the sign illumination- must be provided before sign approval.**

**Exterior Lighting**

Exterior lighting at the building entrances will use existing soffit and wall-pack locations with new LED fixtures. No new parking lot, area, or street lighting are proposed.

**Waste Storage**

Trash will be stored in screened containers in an enclosure along Hamburg Street and rolled to the street on pick-up days. As detailed on Sheet C8, the height of the shadow-box wood fence enclosure will be 4' 2", which will screen the trash containers.

**Site Grading, Drainage and Utilities**

We defer to the Village Engineer for review of grading, utilities, and other engineering aspects.

#### **4. RECOMMENDATION**

We suggest the Planning Commission approves the site plan for 551 E Hamburg (Parcels # 4714-23-304-080 and #14-23-301-010), including a waiver for the off-street loading space, subject to the following:

- ZBA approval of the current variance request and inclusion of all variances in effect noted on the final plans.
- Village Council approval of the land division, with recorded legal descriptions added to the final site plan.
- Revisions to the final site plan to address all comments from this review, Village staff, and the Village Engineer.
- A note on the plans stating that a separate sign permit will be submitted.
- Review and approval by Village staff (DPW), the Village Engineer, and any required outside agencies (Livingston County Road Commission, Livingston County Drain Commission's Office and Building Department).

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