

**VILLAGE OF PINCKNEY  
PLANNING COMMISSION  
MONDAY, December 1<sup>st</sup>, 2025- 7:00PM**

**CALL TO ORDER**

The meeting was called to order by Chairperson Kraut at 7:00 pm.

Present:

- Alex Smith
- Savanna Gee
- Christine Oliver
- Bree Kraut
- Robert Coppersmith III
- Mike Carney (absent from roll call, arrived mid-meeting)

Absent:

- Justin McInnes
- Tricia Wagner
- Jennifer Cooke (Ad hoc Member)

Also Present:

- Jeffrey Buerman (Village Council President)
- Lucie Fortin (Village Planner)

**PLEDGE OF ALLEGIANCE**

Chairperson Kraut led those present in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Motion by Robert Coppersmith, supported by Savanna Gee.

To approve the agenda with the following changes:

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VOTE: Ayes: 5      Nays: 0      Absent: 2      Vacancy:      MOTION CARRIED

**APPROVAL OF MINUTES**

Review and motion to approve the minutes of the November 3rd, 2025, regular meeting will be carried out at the next meeting.

**REPORTS**

Council: President Jeff created a formal written report covering:

Development and Construction Projects

Several construction and land use projects are moving forward:

- Essence Micro Cannabis Store: Staff are coordinating a pre-construction meeting, with groundbreaking still on track to take place by December.
- Lakeland Knoll: A construction meeting is being scheduled to advance the project, with groundbreaking desired by April 2025.
- Mugg & Boobs (New Gas Station): The Village is assisting with site plan reviews and coordination, with the finalizing the Site plan review expected to start in November. A Pre Site Plan Review is scheduled for 12/2/2025.
- Ashton Street Land Split: This project has been Completed – Approved by the Planning Commission and Village Council on October 27th, 2025.

- 609 E. Main Street: A planned pole barn is being changed to a metal building because no one was available to build the pole barn this year. Foundation work was placed on 11/25/2025 and should be completed by Mid Jan 2026.
- Marihuana Retailer Locations: The Old Fire Station was approved for a Special Land Use permit (SLUP), but is waiting on retailer licenses. The SLUP for the Essence Vacant property was approved by the Planning Commission on 11/3/2025 and is awaiting Village Council approval.
- Surf Internet: This project involves burying fiber and duct in the road right-of-way, starting on E Hamburg St, expected to take six to eight months throughout town. Permits were in hand 11/1/2025, and the Metro Act Permit was signed 12/1/2025.
- 911 800MHz Tower Project: The county is installing a tower at the DPW to improve 911 communication in SW Livingston County.

#### Village Policies and Ordinances

Significant effort is being made to update and modernize Village rules:

- Village Code Updates: The Village is currently working on five code ordinance updates.
- "No Parking on Grass" Ordinance: This update is close to being finalized and should have a public hearing at the January 5th meeting.
- Cannabis Committee: The committee, chaired by Jeffrey Buerman, is updating the scoring process for retail licenses. They have approved a New updated Ordinance No. 152, which establishes a more defined process. The committee composition was recently updated, replacing Justin Bierman with Jim Jenson on 11/24/2025.
- Residential Rental Dwelling Units Ordinance: Work is being done to strengthen tenant protections and clarify landlord responsibilities. The Council approved working with Bruce Jonston of Revitalization LLC, and a grant application was submitted to MSHDA (Mi State Housing Development Authority) on 11/3/2025. The grant is for \$1.4K.
- Parking Ordinances: Reviewing and updating ordinances regarding no parking on grass and restrictions on selling personal cars or RVs on residential property. This is expected to be completed by the January 3rd Planning Commission meeting, including a Public Hearing.
- Purchase Policy: This policy was approved by Council on September 22nd.

#### Staffing and Administration

The Village has seen key staffing changes and progress on operational tasks:

- New Office Manager: Lori Echols was hired and started on November 24th, 2025.
- New Treasurer: Tabitha Dolan was approved by Council on October 27th, 2025.
- Audit Preparation: The audit meeting on 12/01/2025 went well, and the audit was expected to be finished by November 24th.
- Digitizing Village Records: This is an ongoing, detailed, and necessary process to move files dating back to the 1970s from physical cabinets to secure online storage to prevent loss from disaster.

#### Grants, Projects, and Partnerships

The Village is actively collaborating on community initiatives:

- Pinckney Community Youth Development Initiative Grant: The grant and contract signing were finalized, allowing the Village to begin reimbursing the foundation from the \$40,000 grant. First checks were cut for them on 12/01/2025.
- Social District: The Village is collaborating with Bless & Fish, the DDA, and the Chamber to establish a Social District for the next year.
- Depot Project: Partners are working on setting up a GoFundMe initiative and are looking to use some ARPA Money to support the redevelopment of the Depot site.
- DDA Events: Jo Self was appointed as Events Coordinator on September 12th. The DDA hosted a Women's summit on November 11th, 2025, which saw 27 participants and was considered a "big hit".

#### Parks and Recreation

The Parks Committee is focusing on improvements:

- Parlay Park: Work is currently being done on Parlay Park.
- Lody Bond Park: The park has been updated, and painting is planned for May of 2025.

Overall, the report indicates that the Village is making meaningful progress on infrastructure planning, policy modernization, and community development, reflecting a commitment to building a more sustainable and resilient future.

Chair: Chairperson Kraut thanked Savanna for her term on the commission as well as serving as secretary.

Secretary/Vice-President: Secretary Gee thanked the community and planning commission for the opportunity to serve on the Planning Commission.

## **PUBLIC FORUM**

Chairperson Kraut opened public forum at 7:05 pm.

Linda Lavey - 224 Putnam

Thanked Savanna for the years she served the Village.

Mike Carney arrived at the meeting during public forum.

Hearing no further public comment, public forum was closed by Chairperson Kraut at 7:05 pm.

## **NEW BUSINESS**

### *1. Elect Board members:*

Vice Chairperson: Alex Smith

Motion by Savanna Gee, supported by Robert Coppersmith.

To elect Alex Smith as Planning Commission Vice Chairperson.

VOTE: Ayes: 5      Nays: 0      Absent: 3      Vacancy:      MOTION CARRIED

Chairperson: Breana Kraut

Motion by Robert Smith, supported by Alex Smith.

To elect Breana Kraut as Planning Commission Chairperson.

VOTE: Ayes: 5      Nays: 0      Absent: 3      Vacancy:      MOTION CARRIED

Secretary:

The Commission discussed with three members absent and a new member set to be appointed and in effect come January, the commission decided to table this matter until the next Planning Commission Meeting.

### *2. Approve Meeting dates for 2026.*

Breana Kraut stated she will be absent from the July 2026 regular scheduled meeting as she will be in Africa. Alex Smith stated he will fill Breana's role in her absence.

Motion by Robert Smith, supported by Alex Smith.

To approve the Regular Scheduled Meeting dates for 2026.

VOTE: Ayes: 5      Nays: 0      Absent: 3      Vacancy:      MOTION CARRIED

*3. Approve Bylaws review / update 2026.*

Motion by Savanna Gee, supported by Robert Coppersmith.

To approve the Planning Commission Bylaws with the following changes:

- Page 2 - Omit the last two bullet points of Section 4: Officers
- Page 4 - Section 7, subsection Study Sessions: omit the last two lines from subsection.
- Page 5 - Section 7, subsection Voting: Omit line break from sentence "All Planning Commission members, including the Chairperson, shall vote on all matters unless a conflict of interest exists as defined herein."
- Page 8 - Section 12, ADOPTION, AMENDMENTS: The second and third bullet point should be read as a single sentence and bullet point.

VOTE: Ayes: 5      Nays: 0      Absent: 3      Vacancy:      MOTION CARRIED

*4. Zoning – Changing RTO to Commercial Outdoor Recreation District*

Discussion regarding and with Hell Survivors:

- Clarity on Events: The property owner (Marie) requested clarification that future outdoor events (like Christmas events) would not require a separate special land use permit (SLUP) every time, provided the events maintained the existing parking and site parameters.
- Grandfathering: It was clarified that if the property is rezoned, the current business is grandfathered in against future changes in the surrounding properties.
  - Traffic and Noise: Traffic is managed via the adjacent campgrounds. The Haunt event's noise levels were positive, with neighbors across the street unable to hear the chainsaws.
- Wording Concern: A concern was raised regarding the wording that "all uses in the commercial outdoor recreation are special land uses," and whether this necessitates repeated permits. This wording requires clarification from Jeff (Village President).
- Other Properties: Discussion included considering the Stefon Krill property (currently a recreational facility) and The Needs Project property (currently R3) for the COR designation, potentially to deter future apartments/high-density housing. A decision on these properties was postponed until the next meeting.

*5. Sign Ordinance – Review / Changes to temporary signs*

The committee began reviewing the sign ordinance, mainly focusing on temporary signs.

- Enforcement: Temporary sign rules have not been enforced in the last year, and there have been no complaints.
- Feather/Tear Drop Flags: Although businesses are required to display them only during business hours, enforcement is currently relaxed. Members agreed they should be taken down nightly to prevent storm damage and ensure maintenance.
- Permanent Signs: Discussion included the desire to allow digital message boards on the bottom of permanent signs outside the downtown district.
- The committee was asked to deep dive into the ordinance and be prepared to approve a recommendation for Council next month.

**OLD BUSINESS**

1. Master Plan:
  - a. Review & update
2. Prohibited Parking in the Village
  - a. Final Review – will vote in January with Public notice.

The committee reviewed changes to the parking ordinance in preparation for a public hearing planned for January.

- Monthly Restriction: The restriction of an overall monthly limit (previously 9 or 15 days) was discussed. Jeff agreed to remove the overall monthly restriction for now, leaving the three consecutive day limit.
- Ruts and Soil: Addressing complaints about 2-inch ruts, the ordinance language was discussed regarding "bare soil patches". Jeff agreed to remove "or bare soil patches" but keep the rule against "deep ruts over 2 in".
- Sidewalks/Right-of-way: Blocking sidewalks leads to immediate ticketing. Parking in the public right-of-way is generally different and often permitted.

### 3. Pinckney Rental Housing Ordinance

- a. Review and update if needed.

#### Discussion:

Purpose: The ordinance is necessary to identify and track property owners (many of whom live far away) and enforce maintenance requirements to protect tenants (e.g., a case where a tenant was without hot water for a month and a half).

- Registration: The Village plans to identify rentals through non-homestead properties via tax records. Registration must be renewed every two years.
- Short-term Rentals: Although short-term rentals (like Airbnb's) are not currently an issue, the committee agreed that the ordinance should define "transient lodging" to clarify that the new rules apply to long-term rentals.
- Fees: Jeff will consult with Stoker and gather fee structures from other municipalities for review at the next meeting

## **PUBLIC FORUM**

Chairperson Kraut opened the public forum at 8:07 PM

Linda Lavey - 224 Putnam

Wanted to mention it may not be in the best interest of the Village to remove RTO from zoning and add ORD. There are properties that still qualify for RTO and it would be best for RTO to still be an option.

Hearing no further public comment, public forum was closed by Chairperson Kraut at 8:08 PM.

## **MEMBER DISCUSSION**

Member Discussion was opened by Chairperson Kraut at 8:09pm.

Savanna asked to take her placard home as it is her last meeting. The commission happily agreed.

Hearing no further member discussion, member discussion was closed by Chairperson Kraut at 8:10 pm.

## **ADJOURNMENT**

Motion by Alex Smith, supported by Christine Oliver.

To adjourn the regular Planning Commission meeting at 8:10 pm.

VOTE: Ayes: 5      Nays: 0      Absent: 0      Vacancy:      MOTION CARRIED

Respectfully submitted,

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Bree Kraut, Chairperson

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Savanna Gee, Secretary