

Planning Commission Pinckney
Meeting Minutes
January 5, 2026

Roll call conducted: Justin McInnis, Holly Stebbins, Christine Oliver, Robert Coppersmith, Brie Kraut, and Alex Smith, present.
Lucy Fortin - Village of Pinckney Planner
Jeff Buerman – Village Zoning Admin / Village Manager / Village President
Trish Wagner absents.

Pledge of Allegiance recited.

Approval of Agenda

Motion made by Alex Smith, seconded Justin McInnis, **approved unanimously** (Trish Wagner absent).

Approval of Minutes

Minutes from December 12025 and November 3rd approved unanimously.
Justin McInnis, Holly Stebbins, Christine Oliver, Robert Coppersmith, Brie Kraut, and Alex Smith **approved unanimously** (Trish Wagner absent).

Reports

Chair - Holiday greetings to all members

Vice Chair – No update

Council report Rob Coppersmith:

Audit of village finances available online.

Resolution for water meter transceiver units.

Holly Stebbins approved to Planning Commission by Village Council.

Zoning: No updates.

Public Forum

Opened 7:03 PM, closed 7:04 PM. No speakers.

Public Hearing – Zoning Ordinance Amendment

Amend Chapter 152 amendment for off-street parking and RV storage.

Opened and closed at 7:04 PM with no speakers.

New Business

Mug and Box Site Plan Review

Site plan and final site plan data review

Lucy went through her recommendations, followed by Mug and Box addressing them,

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and then a discussion.

- Lucy: "The site plan data that was included in the drawings was not entirely accurate. They're going to revise that, so it's not going to be an issue."
- Pedestrian access from Dexter Pinckney Road will be added.
- Landscaping plan adjustments have been made due to space limitations.
- The wall will not be removed, which means the vegetation on the backside of the wall will be maintained.
- Parking lot islands will be landscaped to enhance the overall landscaping plan.

Dumpster Enclosure –

- The existing enclosure is 8 to 10ft further forward than depicted.
- It lines up with the curb line, so the plan is to keep the existing enclosure.
- The enclosure is made of the same large format block as the wall, so it looks cohesive.
- The front face and gates will be refreshed.

Signage

- Ground Sign: There are two faces to the monument sign.
- There is a question of whether the sign exceeds the maximum area allowed for two faces (50 sq ft).
 - The speaker needs to verify if two signs are allowed since there are two frontages.
 - The maximum signage needs to be 87 sq ft because of the length of the building.
 - They will reduce the amount of signage to meet the ordinance.
 - Menu boards: The size of the menu boards is confirmed, so there is no issue.
 - Electronic message boards: They want to meet the ordinance and will add notes to that effect.
 - The monument sign is existing and slightly smaller than what's there.
 - It is a two-faced sign with the same area.
 - There will be a note for the ground sign that it is X by X, which measures smaller than the current ground sign there.

Lighting

- The layout plan used was not up to date.
- They are exceeding the maximum candle illumination level under the canopy.
- They are seeking to be about the 30-foot candle threshold, which is on the lower end of the higher visibility set by the Illumination Engineers Society.
- There are limitations on the foot candles at the property line.
- They will add notes about the noise that could be an issue for the residential property next door.

Additional Comments

- The motion should address any other comments from the village engineer or other village staff for final site plan approval.
- Lucy recommends approving the final site plan with contingencies.
- Underground Tanks: All permitting is through Eagle, and they have taken everything into consideration.
- Mugg and Bopp's is willing to work with everything that's been pointed out.
- Smith Increased lighting on the canopy is opposite the residential side, so there are no issues with that.

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- The village staff, DPW, and village engineer must also sign off before they can move forward.

Pedestrian Access

- Pedestrian access from Dexter Pinckney Road was discussed.
- A walking route between the pumps is planned.
- The location will be closest to the entry, essentially lined up with where the building corner is.

Signage

- The only change needed is for the sign to allow them to go outside the ordinance.
- A special land use permit is required for a bigger sign.
- The drive-through sign was removed.
- The reader was listed as 4x8, but it's 3x6.
- The resolution states that if they want to make any changes, it's through a special land use permit, not a ZBA.
- A note should be added about the ground sign/monument sign being existing. The dimensions they plan to make it should be stated, and it should fall within that size or smaller of the current Ground Sign / monument.

A motion to approve the final site plan made **by Justin McInnes** and seconded by **Rob Coppersmith**.

Justin McInnis, Robert Coppersmith, Brie Kraut, and Alex Smith - Yes

Holly Stebbins - Yes

Christine Oliver - NO

Trish Wagner absent

Grants Place Apartments

The building itself is the church, and the vacant lot across the street will be the parking.

- The parking is on the west side, which is an existing parking lot that will probably get a little smaller.
- The existing church will be split where the chimney is, taking out that bubble chimney and that little connector. This area will be a strictly duplex and will be under a separate, more residential process.
- The sanctuary portion will be apartments not part of this approval process.

Parking Concerns and Provisions

- Concern: Primary parking is across Pearl Street, a busy road.
- North of the building is a separate property with a garage.
- There will be an easement for access and a wider sidewalk for loading/unloading.
- The intersection will be improved with additional curbing and crosswalks for safety.
- 11 parking spots are required.
- There are 16 or 17 spots available.
- There are 7 dwellings.
- There is enough parking for two cars per apartment, plus on-street parking.
- Gravel spots provide additional parking and snow storage.
- The village ordinance requires 1.5 spots per unit, totaling 11.
- The school uses the lot across Pearl Street for recess via a handshake deal.
- The applicant plans to build duplexes on the lot, which would end the school's use.

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- Improving the crosswalk would benefit the school due to traffic during drop-off/pick-up and recess.

Building Aesthetic

- The building is a solid brick structure.
- The brick will be retained, with rebricking in some areas.
- Stained glass on the D19/Crow Street side will be replaced with LP lat siding.
- New siding and brick will be a soft, warm color.
- Soffits will be a darker color, with black gutters and lighting.
- A black awning will be added over one of the exits.

Motion with conditions.

A motion to approve the final site plan made **by Rob Coppersmith** and seconded by Justin McInnes. Justin McInnis, Christine Oliver, Robert Coppersmith, Brie Kraut, Holly Stebbins and Alex Smith - Yes **Trish Wagner absent**

Parking Ordinance

AMENDING THE VILLAGE OF PINCKNEY CODE OF ORDINANCES,
TITLE XV: LAND USAGE; CHAPTER 152, ZONING; § 152.267 DEFINITIONS;
§ 152.262 SUPPLEMENTARY USE REGULATIONS;
AND ADDING NEW § 152.286, SINGLE-FAMILY RESIDENTIAL LAWN PARKING AND REAR-YARD VEHICLE STORAGE

RESOLUTION RECOMMENDING VILLAGE COUNCIL APPROVAL OF proposed amendments.

Bree – Spent quite a bit of time on this for the past few meetings. Jeff – was excited we finally got to this point, it took a lot, I think it makes sense and it fits our village. It's perfect. They was no concerns or questions from the board.

A motion to approve the resolution recommending Village Council to approval the changes to the Parking Ordinances made **by Justin McInnis** and seconded **by Holly Stebbins**.

Justin McInnis, Christine Oliver, Robert Coppersmith, Brie Kraut, Holly Stebbins, and Alex Smith - Yes **Trish Wagner absent**

Rental Housing Ordinance

To be sent to attorney for review.

Short-term rentals excluded, will ask attorney if we need to include this in the ordinance.

Public notice to be issued.

Will vote on next meeting.

Public Forum

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Open at 7:47pm and closed at 7:47pm

Other Business

Planning Commission secretary needed.
Absentee policy and RTO added to next agenda.
Commitment to advance meeting materials.

Adjournment, Justin made a motion to adjournment and Alex second the motion to adjourn! All were in favor to adjourn!

Meeting adjourned at 7:58pm

Bree Kraut – Planning Commission Chair

Jeff Buerman Zoning Admin / recording secretary

DRAFT