

**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 3<sup>rd</sup> 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**

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Bree Kraut – Planning Commission Chair

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Jeff Buerman Zoning Admin / recoding secretary