

**Village of Pinckney
Planning Commission Meeting
August 6, 2007**

Call to Order: Chairperson Austin called the meeting to order at 7:32 p.m.

Roll Call: Present - Don Bego, Nancy Powell, Allison Austin, Robert MacDonald, and Mike Gergel. Absent – Don Krueger and Reed Starkey

The Pledge of Allegiance was recited.

Approval of the Agenda:

Chairperson Austin noted that a third item will be added to the agenda. The Commissioners will discuss the Site Plan Review Chapter of the Zoning Ordinance.

Moved by Commissioner Powell, seconded by Commissioner Bego, to approve the agenda as amended. **The motion carried unanimously.**

Approval of July 11, 2007 Minutes:

Moved by Commissioner Powell, seconded by Commissioner Bego, to approve the minutes of July 11, 2007 as presented. **The motion carried unanimously.**

Reports:

Chairperson: Chairperson Austin stated she spoke to the consultants and advised them they did not need to attend this evening's meeting as there were no action items for their review.

Secretary-Correspondence: Chairperson MacDonald stated he receives monthly copies of the MML pamphlet and if any commissioners are interested in reading it, please let him know.

Chairperson MacDonald stated that the Village Council would like the Planning Commission to require applicants to have all of the conditions from the consultants and Planning Commission completed before they are placed on the Council agenda for final approval.

Zoning Administrator: Mr. Martel advised the he has not received any updates from Century 21 regarding the items that they need to address.

He advised that Rite Aid is still working with the Village with regard to the installation of the boardwalk that was shown on their site plan.

Livingston Planners: Mr. Barb was not present this evening.

Public Forum: Chairperson Austin opened the Public Forum at 7:38 pm with no

response.

Agenda

Century 21, Final Site Plan Review

Chairperson Austin advised that the Village Council denied their approval for Final Site Plan. As mentioned by Commission MacDonald earlier, Council would like to have all of the contingent items addressed before an applicant goes before the Council for approval. They will then need to return to the Planning Commission to ensure that all of those issues are complete.

She reminded the commissioners that the Planning Commission **approves** Preliminary Site Plans and **recommends** approval for Special Land Uses and Final Site Plans, and the Council has the final approval.

Planning Commissioner's Handbook

Chairperson Austin advised that she has included Chapters 4 and 5 from the Planning Commissioner's Handbook. She asked each commissioner to review the chapters and comment or ask questions.

She feels the section entitled "Rules for Commissioners" is very important, especially the section that speaks to the requirement that all commissioners, the applicant, and the public address their comments and questions through the Chair and not each other (i.e. public to applicant, etc.). The section that addresses commissioners discussing agenda items before or after a meeting and having private discussions during the meeting at the dais is important also. All meetings are public and all comments should be discussed during the meeting and addressed through the Chair.

Commissioner Powell feels the section that states all commissioners should explain why they are voting yes or no rather than just voting is important. This also gives the applicant an idea as to what issues need to be addressed to gain approval.

Site Plan Review Chapter of the Zoning Ordinance

Chairperson Austin advised that a copy of the Preliminary Site Plan approval section of the ordinance was in each commissioners' packets this month.

She advised Mr. Martel that preliminary site plan items should not be on the agenda if the plan is not complete. Mr. Martel agrees. It is his and the consultants' job to ensure that the plan is complete and meets all of the requirements before it is allowed to be placed on the Planning Commission agenda. Chairperson Austin stated all items in Section 23.04, Item B need to be addressed before the item can come before the Planning Commission for preliminary site plan review.

Mr. Martel advised that due to the 14-day time limit requirement for submitting plans and other paperwork, sometimes he does not have adequate time to fully review the submittals before he has to send them to the consultants for their review.

Chairperson Austin advised she will speak to Ms. Foster about possibly extending the deadline to 21 days.

Chairperson Austin asked Mr. Martel to put the section of the ordinance regarding Final Site Plan review in the packet for next month.

Public Forum: Chairperson Austin opened the Public Forum at 8:13 p.m. with no response.

Member Discussion

No Commissioner had items for member discussion this evening.

Adjournment: Moved by Commissioner MacDonald, seconded by Commissioner Powell, to adjourn the meeting at 8:14 p.m. **The motion carried unanimously.**