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# Monthly Planning & Zoning Report

JULY 2024

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Dear Commissioners:

The following report contains a summarized update of recent Village planning, zoning, and development activities.

## SPECIAL PROJECTS

**Planning and Zoning Training:** Each monthly report will contain a link to a relevant training resource (article, video, blog, etc.) to help keep things fresh. This month's resource is from the Michigan Association of Planning – [\*Getting What You Want: Master Plan to Zoning to Development\*](#).

**Engineering Standards for Single-Family Homes:** The Village Council is interested in implementing engineering design standards for single-family homes. The Township already requires engineering plot plans for all new single-family homes. Village staff and consultants have been working towards this end and will be meeting in August to strategize revisions. In addition to updating the Village Engineering Design Standards, an internal policy must be established to facilitate administrative engineering review for single-family homes.

**BS&A and GoGov:** Ongoing coordination with the Township Building Department to establish BS&A access and revised project flow for projects requiring building permits. Staff have begun to use BS&A for project tracking for major and minor developments. Code enforcement activities will be tracked using GoGov's GoEnforce platform, anticipated GoGov launch: mid-September.

**Tax-Exempt Parcels and Village ROW Inventory** – Oakland County is auditing their record of tax-exempt parcels and requests an updated list and map of such parcels under Village ownership. Staff were authorized to create a map of all tax-exempt parcels and Village rights-of-way. This map will be presented to the Village Council at their August 12 meeting.

**Master Plan – Strategic Action Plan:** Council approved a proposal to prepare a Master Plan amendment to develop a Strategic Action Plan. Analysis of past plans and engagement data is complete; a draft matrix of objectives and action items has been reviewed by Village staff and will be included in the September agenda packet for review and discussion. Following discussion and revisions, a public opinion survey will be released to gather data on community priorities.

**CIP & Fee Schedule** – As part of the FY 24/25 budget process, the Council will be working to update the municipal fee schedule and adopt a 6-year capital improvements plan.

**RRC Certification:** Council received a presentation from the Village RRC representative on January 22, 2024, as a refresher on the benefits and process of obtaining certification. Village and DDA staff are working to address all outstanding items to reach "Essentials" status by the end of 2024.

- Master Plan Implementation Matrix, Action Plan (Planning consultant – In Progress)
- 6-year CIP available online. (Administration, Staff – In Progress)
- Public engagement activities within PC Annual Report. (Planning consultant – In Progress)
- Development Guide to be updated and uploaded to Village website. (Planning consultant – In Progress)
- Update board/commission applications. (Clerk, DDA, Staff 4.1 – Not Started)
- Updated training strategy for all boards and commissions (All – In Progress)

## PERMIT DETAILS

PERMIT TYPE	ADDRESS / PROJECT	DESCRIPTION	SUBMITTED	APPROVED
<b>ZONING COMPLIANCE</b>				
Z-24-20	616 Longpointe	Residential, minor	7/9/2024	7/25/2024
Z-24-21	326 N Shore	Residential, minor	7/16/2024	7/30/2024
<b>TEMPORARY USE OF RIGHT OF WAY</b>				
R-24-16	LO Fireworks Association	Temporary special event platform on Lake.	1/23/2023	6/18/2024
R-24-17	315 Lake	Landscaper access to rear yard through ROW.	5/15/2024	7/9/2024
<b>SIGNAGE</b>				
S-24-09	106 N Broadway	1 wall sign	2/26/2024	6/11/2024
S-24-10	42 W Flint	1 ground sign (nonconforming, face change)	5/29/2024	7/9/2024
S-24-11	209 N Park	1 Wall sign	6/4/2024	7/9/2024
S-24-12	211 Atwater	1 monument entrance sign (remove / replace)	6/24/2024	7/9/2024
<b>CHANGE OF USE / OCCUPANCY</b>				
C-24-03	42 W Flint	Office > Personal Service (massage)	5/29/2024	7/9/2024
C-24-04	209 N Park	Retail > Office (graphic design)	6/4/2024	7/9/2024

## VARIANCE REQUESTS

NAME / LOCATION	REQUESTED VARIANCES	MEETINGS / STATUS
A-24-04 638 Buena Vista Zoned: RV June 17, 2024	Construct addition of accessory garage w/deck above, new entry stairs and porch. Front (EFS): 8.35 ft. Side: 4.5 ft. Projection: 10.4 in.	BZA held July 11, 2024 – <b>Approved:</b> Front (EFS): 8.35 ft. Side yard: 4.5 ft. Projection: 10.4 in. <b>Must rezone to RL within 1 year</b>

## CODE ENFORCEMENT

The Planning Department works closely with Village Code Enforcement (Police) to ensure compliance with the Code of Ordinances, with a focus on zoning and signage. The typical process involves:

- Observation (or complaint) of a possible violation is received.
- Investigation by an Officer; photos and description provided to Planning – discussion held.
- Preponderance of evidence of a violation typically results in a stop work order being issued.
- A notice of violation is mailed to the offending property (and/or the owner's address); the notice includes a background brief, itemized violation(s), and path to cure the violation without additional enforcement.
  - If the violation is cured through a permit or inspection, the case can be closed.
- If the violation remains uncured after a specified date, further enforcement action may be taken (i.e., citations, abatement, legal action, etc.) to cure the violation.

Recent enforcement action regarding planning and zoning matters have trended toward unpermitted work for a variety of projects, including fences, patios and decks, landscape retaining walls, seawalls, signs, exterior lighting, and parking/storage on public property. As the Village rolls out GoGov – GoEnforce, more robust tracking of violations can be expected, hopefully leading to more expedient compliance.

## ACTIVE DEVELOPMENT PROJECTS

NAME / LOCATION	DESCRIPTION	REVIEW & APPROVAL STATUS
Lake Street Realignment and Improvements	Improvements to Lake & Flint intersection for safer access pursuant to agreement between Village and developer.	Received conceptual plan and license agreement approval from Council on August 14, 2023; updated agreement approved November 27, 2023. <b>Engineering review #3 was transmitted to applicant on June 18, 2024.</b>
VLO-24-01 Snug Harbor 160 Heights	Multifamily development; adjacent to Mystic Cove	Received Planning Commission approval May 6, 2024. <b>Engineering review #1 transmitted to applicant June 5, 2024.</b>
VLO-24-02 44. E Flint	4-story, mixed-use, multi-family, retail, and office on existing parking lot.	Site was previously approved for a parking lot (2021) and had permits pulled but developer proposed higher and better uses; site plan received May 6, 2024; SPR #1 letters transmitted May 24, 2024; applicant meeting June 4, 2024; discussion with Planning Commission on July 1, 2024 (no action) – revised plans <b>placed on the August 5, 2024 Planning Commission agenda for consideration; several revisions needed.</b>
VLO-24-03 112 Park Island	Private recreation facility (pickleball court) for special land use and site plan approval.	Applicant submitted materials May 14 and were reviewed by staff; significant <b>additional revisions and review required prior to bringing before the Planning Commission.</b>
VLO-23-03 Orion Villas 597 E. Flint	Multifamily residential SPR for 8-unit townhome condominium development.	Planning Commission approval on June 5, 2023. Final plans approved by the Township and Village engineers and the Village planner. The applicant will have one year to obtain building permits. Condo documents approved by Council April 8, 2024; reviewed by Village/Twp. engineers, then recorded with County. <b>Site preparation underway, incl. drain connections, followed by construction.</b>
VLO-23-04 West Village former Ehman Center 55 W. Elizabeth	PUD site plan review for mixed-use, multi-family residential development at the former Ehman Center property.	Planning Commission prelim. approval of site plan / PUD development plan September 5, 2023. Council approved PUD agreement on December 11, 2023, again on February 12, 2024; Council approved PUD addendum (purchase of adjacent lot) June 10, 2024 – <b>applicant wants to rezone to RM, multifamily. Existing proposal requires final site plan / engineering approval. Requires prelim. hearing for amended PUD when new parcel is teed up for development.</b>
VLO-22-05 Mystic Cove	Mixed-use, incl. multifamily townhomes & dock/shoreline improvements.	Planning Commission approved site plan October 3, 2022. Parcel reconfigurations approved by Council June 2023. Building permits issued, construction underway; <b>as-built drawings under engineering review. Minor changes at Heights entrance to align sidewalk with sidewalk for adjacent project (VLO-21-10).</b>
VLO-23-05 Starboard (former Orion Marina)	Mixed-use, incl. multifamily townhomes & marina improvements.	Planning Commission approved the site plan on November 6, 2023. Council approved improvement of ROW November 27, 2023; agreements executed and recorded with the County. <b>Engineering review #2 transmitted June 18, 2024.</b>
VLO-23-02 Constellation Bay	Mixed-use, incl. multifamily townhomes at Broadway & Atwater.	Site plan approved by the Planning Commission on October 3, 2022. Modified site plan approved by the Planning Commission on April 3, 2023. <b>Engineering review #3 transmitted July 9, 2024.</b>
VLO-23-07 The Peninsula (adjacent to Starboard)	Three single-family site condos adjacent to the Starboard.	Received Planning Commission approval on February 5, 2024. Condominium documents and draft agreement to improve ROW to be approved by Council April 8, 2024. <b>Engineering review #1 transmitted to applicant May 23, 2024; separate sanitary and water permit review transmitted June 17, 2024.</b>
VLO-23-06 146 S. Broadway	Commercial SPR “white box” tenant space, interior demolition, and façade modifications.	The plans were approved by the Planning Commission on October 2, 2023. Applicant provided changes per Planning Commission and received final site plan approval on November 22, 2023. Building permits have been issued and construction is in progress.

VLO-21-10 Cloud Retail 494 S. Broadway	Commercial SPR for the construction of a retail service building – marijuana provisioning center.	Lot reconfiguration approved by Council on March 13, 2023, and finalized by the County in May 2023. Site plan approved by the Planning Commission on April 3, 2023. <b>Engineering review #2 transmitted to applicant on July 12, 2024, and again on July 30 to larger design team; revisions required.</b>
VLO-21-04 M818 Apartments 141 W. Elizabeth	Multi-family residential PUD for 16 units.	PUD eligibility approved by PC August 2, 2021 & VC August 9. Preliminary PUD plan approved by PC March 7, 2022 & VC March 14. Final development plan approved by PC August 1, 2022. <b>Pending engineering, fire marshal, and final site plan approval – secondary emergency access drive is required. Revised plans under engineering review #5.</b>

## ANTICIPATED DEVELOPMENT PROJECTS

The following projects are in varying stages of conceptual and pre-application discussions; fees have not been collected and formal reviews have not commenced.

NAME / LOCATION	DESCRIPTION	REVIEW & APPROVAL STATUS
Jacobsen's Flowers	Possible redevelopment into multiple-family, mixed use.	This site is primarily within Orion Township; discussion is ongoing as to the application of Ordinance standards, PUD eligibility, and an interlocal agreement facilitating development across Township and Village boundaries.
Orion Lumberyard	Mixed-use redevelopment and public parking lot/pavilion	The DDA acquired the former Orion Lumberyard property; conceptual plans for the site have been proposed in recent years. The DDA is actively looking to partner with a developer to realize a shared vision for public and private use of the site. Environmental investigations and development of management strategy is underway. <b>Site cleanup (dangerous debris and equipment removal) is ongoing; some gravel was installed to level the site for parking. Application for partial demolition of obsolete structures is imminent – this will kick the project up to "Active" status.</b>
SWC of Flint & Perry	Potential multifamily development / attached townhomes.	The site is currently zoned for single family use but is planned for "Mixed-Use Transition" future land use in the 2022 Master Plan amendment. Rezoning required to permit multifamily use.

Prepared by:



McKenna provides day-to-day assistance to Village staff and administration, applicants and developers, and the public regarding planning, zoning, and economic development matters. We also assist in the administration of the Planning Commission and the Board of Zoning Appeals.

Contact your McKenna team via email:

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Or visit us during on-site office hours, every Tuesday from 9:30am-4:30pm.

As always, thank you for your support and participation – *it takes a Village!*