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Monthly Report: Planning & Zoning

APRIL 2024

Dear Commissioners:

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

SPECIAL PROJECTS

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 would need to propose amendments to the Engineering Design Standards and revise applications and internal policy to facilitate administrative engineering review for single-family homes.

Township BS&A Review and Permitting Process: Ongoing coordination with the Township Building Department to establish BS&A access and revised process flow, including IT permissions, updated applications, and fee collection. This will be utilized for project tracking for major and minor developments and code enforcement. Revised interlocal agreement has been approved by the Village. Onboarding scheduled May 7.

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 parcel (not only Village-owned) and Village rights-of-way. Staff has completed drafts and site visits and continues to make refinements to the map; DPW Director and engineering are in receipt of final draft map and list of tax-exempt parcels. This process will be finalized end of May.

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; draft matrix and action items are being developed and formatted. Review draft with Village staff mid-May prior to release of survey.

CIP & Fee Schedule – The FY 23/24 fee schedule was approved by Council on February 26, 2024. As part of the FY 24/25 budget process, the Council will be working to update the municipal fee schedule again, which may include refinements for Planning and Zoning services. Council is also working toward 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. Outstanding items to reach “Essentials” status according to parenthetical best practice:

- Master Plan Implementation Matrix, Action Plan (1.1 – In Progress)
- 6-year CIP available online. (1.3 – In Progress)
- Public engagement activities within PC Annual Report. (1.4 – Not started)
- Development Guide to be updated and uploaded to Village website. (3.4, 3.8 – In Progress)
- Update board/commission applications. (4.1 – Not Started)
- BZA Bylaws (adopted) to be uploaded to Village website. (4.4 – Complete)
- Updated training strategy for all boards and commissions (4.6 – In Progress)

PERMIT DETAILS

PERMIT TYPE	ADDRESS / PROJECT	DESCRIPTION	SUBMITTED	APPROVED
ZONING COMPLIANCE				
Z-24-01	Mystic Cove (Building 3)	Multiple-family residential, new construction	1/3/2024	1/9/2024
Z-24-02	Orion Villas (597 E Flint)	Multiple-family residential, new construction	1/9/2024	1/9/2024
Z-24-03	115 N Broadway	Commercial, minor/interior renovation	1/9/2024	1/9/2024
Z-24-04	56 N N Shore	Residential, minor renovation	1/9/2024	1/17/2024
Z-24-05	136 N Axford	Residential, minor renovation (Deck)	1/29/2024	2/13/2024
Z-24-06	600 Longpointe	Residential, minor renovation (deck, roof)	11/30/2023	2/1/2024
Z-24-07	146 S Broadway	Commercial, major renovation	8/21/2023	10/2/2023
Z-24-08	85 Crescent	Residential, minor	3/4/2024	3/5/2024
Z-24-09	210 S. Broadway	Residential, addition	3/11/2024	3/14/2024
Z-24-10	427 Newton	Residential, minor	3/1/2024	3/20/2024
Z-24-11	305 E. Jackson	Residential, minor	3/4/2024	3/26/2024
Z-24-12	326 N N. Shore	Residential, minor	4/16/2024	4/16/2024
Z-24-13	244 Westpointe	Patio demo, reno, construction; landscaping	4/22/2024	4/23/2024
Z-24-14	Mystic Cove (Entire Site)	Multiple-family residential, new construction	4/18/2024	4/23/2024
Z-24-15	25 N N Shore	Residential, minor	4/25/2024	4/30/2024
TEMPORARY USE OF RIGHT OF WAY				
R-24-01	48 Highland	Utility work: gas lines	11/13/2023	1/9/2024
R-24-02	687 Central	Utility work: gas lines	1/9/2024	1/17/2024
R-24-03	54 W Elizabeth	Utility work: gas lines	1/9/2024	1/17/2024
R-24-04	346 n Washington	Utility work: gas lines	1/11/2024	1/17/2024
R-24-05	21 E. Church	Utility work: gas lines	1/18/2024	1/30/2024
R-24-06	Rotary Ice Cup	Special event; part of Council approval	10/23/2023	1/30/2024
R-24-07	E. Church / N. Anderson	Utility work: gas lines	11/21/2023	3/12/2024
R-24-08	Various Intersections	Special event, fundraiser	2/28/2024	3/19/2024
R-24-09	Broadway & M-24	Temporary banner; special event (Council)	4/11/2024	5/2/2024
R-24-10	54 W Elizabeth	Utility work: gas lines	4/16/2024	5/1/2024
SIGNAGE				
S-24-01	51 S Broadway	Office, permanent: 4 window signs (vinyl)	1/22/2024	2/13/2024
S-24-02	51 N Broadway	Service, permanent: 1 blade sign	2/8/2024	2/13/2024
S-24-03	54 S. Broadway	Residential, permanent: 1 awning sign	2/13/2024	3/26/2024
S-24-04	129 S. Broadway	Office, permanent: 1 wall sign, 1 projecting sign	3/13/2024	3/26/2024
S-24-05	140 E Flint	Church, temporary: 1 portable A-frame sign	4/11/2024	4/16/2024
S-24-06	120 S. Broadway	Retail, permanent: 1 wall sign, 1 blade sign	4/25/2024	5/1/2024
FENCE – no fence permits issued in 2024				

ACTIVE DEVELOPMENT PROJECTS

NAME / LOCATION	DESCRIPTION	REVIEW & APPROVAL STATUS
Lake Street Realignment and Improvements	Realign and restore Lake St at Flint for safer access pursuant to an agreement between Village and developer.	Received conceptual plan and license agreement approval from Council on August 14, 2023, with an updated agreement approved on November 27, 2023. Revised plans for engineering review received on March 6; review letter sent back April 8. Awaiting revised plans.
VLO-24-01 Snug Harbor 160 Heights	Multifamily development; adjacent to Mystic Cove	Planning Commission Review: TBD. Technical review complete; anticipated for May 6 Planning Commission meeting for preliminary approval.
VLO-23-03 Orion Villas 597 E. Flint	Multifamily residential SPR for 8-unit townhome development.	Received Planning Commission approval on June 5, 2023. Final plans have been 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; to be reviewed by Village/Twp. engineers, then recorded with County and assigned addresses.
VLO-23-04 West Village former Ehman Center 55 W. Elizabeth	Site plan review (under a Planned Unit Development) for a mixed-use, residential development at the former Ehman Center property.	Received Planning Commission approval on September 5, 2023. Council reviewed and approved the PUD agreement on December 11, 2023 and again (tax issues) on February 12. The project will require final site plan and detailed engineering review prior to building permits being issued. Code enforcement for property maintenance. Signed PUD agreement received. Revised site plan and engineered plan required for final review.
VLO-22-05 Mystic Cove	Site plan review for mixed-use multi-family building.	The Planning Commission approved the site plan on October 3, 2022. Parcel reconfigurations approved by Council in June 2023. Site demolition, grading complete. Addresses assigned in LAMS. Received final engineering approval, plans sent to Building Dept; construction underway.
VLO-23-05 Starboard (former Orion Marina)	Multiple-family, mixed use residential site plan review for townhomes and dock improvements.	Planning Commission approved the site plan on November 6, 2023. The applicant received Council approval for improvement of ROW on November 27, 2023. ROW improvement agreements and access easement have been executed and recorded with the County. Revised plans received March 6 for final site plan and engineering review – comments sent back April 8, 2024.
VLO-23-02 Constellation Bay	Mixed-use development includes multifamily townhomes at Broadway and Atwater.	Original site plan application approved by the Planning Commission on October 3, 2022. Modified site plan reviewed and approved by the Planning Commission on April 3, 2023. The project is under final engineering review; the latest review was sent to applicant on March 13, 2024. Lot combination and address assignments are underway.
VLO-23-07 The Peninsula (adjacent to Starboard)	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 reviewed approved by Council April 8, 2024. Revised plans under engineering review. County to record condominium docs, followed by address assignments.
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 demolition is mostly complete – construction in progress.
VLO-21-10 Cloud Retail 494 S. Broadway	Commercial SPR for the construction of a retail service building – marijuana provisioning center.	The lot reconfiguration application was approved by the Village Council on March 13, 2023, and finalized by the County in May 2023. The site plan for the project was approved by the Planning Commission on April 3, 2023. Plans received March 19, 2024; under final engineering and final site plan review.

VLO-21-04 M818 Apartments 141 W. Elizabeth	Multi-family residential PUD for 16 units.	PUD eligibility approved by PC on August 2, 2021; VC on August 9. Preliminary PUD plan approved by PC March 7, 2022; VC March 14. Final development plan approved by PC August 1, 2022. Engineering review underway.
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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
44. E Flint	4-story, mixed-use, multi-family, retail, and office building on existing parking lot.	Conceptual meeting(s) held in February and April 2024; site was previously approved for a parking lot (2021) and had permits pulled but developer is willing to propose a higher and better use. Awaiting complete site plan application (anticipated May 6).
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. Waiting for Township to take lead, provide guidance on zoning rules.
Orion Lumberyard	Mixed-use redevelopment and public parking lot/pavilion	The DDA recently acquired the former Orion Lumberyard property; conceptual plans for the site have been proposed in recent years. The DDA will be looking to partner with a developer to realize a shared vision for public and private use of the site. SOM stormwater recharge parcel adjacent to site; DDA working to put together development team, plans, and initiate further conceptual review.

Prepared with assistance from:



McKenna provides day-to-day assistance to the Village, applicants, and public regarding zoning, planning, and economic development matters. This is McKenna's monthly report to the Village, covering Planning and Zoning activities and services.

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