



Planning and Community Development and Code Enforcement Services

VILLAGE OF NEW HAVEN, MACOMB COUNTY, MICHIGAN

PREPARED JANURARY 21, 2025 BY

MCKENNA

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Communities for real life.



Table of Contents

Cover Letter
Title Page
Table of Contents

EXECUTIVE SUMMARY2
PROFESSIONAL SERVICES.....3
 Planning Consultant Services.....4
 Code Enforcement Services7
PLANNING SERVICES WORK PLAN.....9
MCKENNA EXPERIENCE AND FIRM PROFILE14
AREAS OF SERVICES15
PROFESSIONAL STAFF17
EXPERIENCE AND REFERENCES20
PROFESSIONAL FEES21
APPENDIX24

Executive Summary



Nestled in the heart of Macomb County and enriched by its deep history, New Haven combines a small-town charm with a blend of rural and suburban character.

APPROACH

McKenna’s professional community planners and zoning administrators will serve New Haven’s elected and appointed officials, administration, and stakeholders. We will provide efficient, effective, and community-sensitive planning assistance to support New Haven’s exemplary small-town community character.

NEW HAVEN PLANNING TEAM

Laura Haw, AICP, NCI Community Manager
Lauren Sayre, AICP, Project Manager
Alicia Warren, Project Planner

NEW HAVEN CODE ENFORCEMENT TEAM

Sam Woodrick, Director of Building Services
Jim Wright, Project Manager, Code Enforcement

RETAINER SERVICES

- Attend monthly Village Planning Commission and Zoning Board of Appeals meetings.
- On-site services twice a month to meet with property owners/developers on on-going and upcoming projects.
- All Village telephone calls and emails with officials regarding any planning or ordinance review matters.
- Telephone conference or review with any developer regarding proposed projects in the Village
- Coordinate Village planning activities with other public agencies including Macomb County and the State of Michigan.

ADDITIONAL MEETINGS (BY REQUEST)

- Special Meetings
- Village Council
- Others, as needed

FREE EXTRAS INCLUDED:

- Annual Planning and Zoning report to comply with Michigan law.
- Annually update Village zoning maps.

FEE ELEMENTS

- Combination of Retainer and Fixed Review Fees: See schedule
- On-Site Office Hours
- Hourly Rates: See Schedule
- Reimbursables: See Schedule

Professional Services



PROJECT UNDERSTANDING

The Village of New Haven is at an important time in its evolution, having recently adopted a Master Plan, and we can provide the bandwidth to make the most of this opportunity. Whether suggesting critical updates to the zoning ordinance to remove unnecessary obstacles to good investment or helping with the development review process; we can increase your team's capacity starting now.

CUSTOMER SERVICE STANDARDS

New Haven is dedicated to resident engagement, maintaining high design and development standards, responsible fiscal management, essential local services, and quality customer service.

Sound customer service also leads to measurable results, from meeting or exceeding residents' expectations to setting yourself apart from other communities by maintaining a good reputation for professionalism. Excellence in local government customer service also translates into:

- Greater public confidence and trust.
- Support for budgets, zoning changes or other new local government initiatives.
- A positive image for the community.

McKenna will commit to these standards of government excellence by following this customer service program:

When Assisting the Village, McKenna Will:

1. Provide open communication with Village Board, the Planning Commission, Board of Zoning Appeals, and Village professional staff.
2. Present reliable information and disclose substantial deficiencies, while considering rational alternatives.
3. Substantiate findings and recommendations by performing required investigations.
4. Practice cost accounting, by working within established budgets, invoicing and monitoring plans.
5. Follow the Code of Ethics and Professional Conduct of the American Institute of Certified Planners.
6. Present material in a concise manner.

When Assisting the Public, McKenna Will:

1. Be flexible while respecting established rules and procedures to meet their needs.
2. Contact them promptly if we missed their attempt to reach us.
3. Respect their schedule and strive to be on time for appointments and meetings.
4. Treat them with equality – be honest, attentive and listen to their needs and requests in a friendly and professional manner.
5. Provide accurate explanations and provide alternatives when appropriate.

OUR APPROACH TO GENERAL PLANNING CONSULTANT SERVICES

McKenna understands that New Haven leaders are seeking a professional planning consulting firm to perform the role of Village Planner, including holding office hours to respond to residents’ needs, conducting development reviews and, on an as needed basis, preparing master plans, sub-area plans, zoning amendments, other special projects, and to conduct training and provide assistance at Planning Commission, Board of Zoning Appeals, and potentially Village Board meetings.

While we provide a comprehensive level of service to our clients, McKenna professionals also work to match communities’ attitudes and behaviors with sound zoning and planning principles. In short, we take our clients’ lead, while maintaining a high level of service and professional leadership.

Our professionals will assist The Village of New Haven with the following services:



RETAINER SERVICES

Please note that we can also provide the services identified in the Retainer Services at an hourly rate in accordance with the Planning Professional Hourly Fee Schedule in the Professional Fee section.

McKenna will provide the following technical and planning advisory services:

- A. The Consultant will attend up to twenty-four (24) regularly-scheduled Planning Commission, Zoning Board of Appeals, and Board meetings per twelve (12) month period. At the regular meetings, the professional planner shall:
 1. Confer with the Chairperson and/or any other designated Village staff regarding the agenda prior to the meeting.
 2. During the meeting provide guidance and assistance regarding local and State legislation, procedures, regulations and planning, zoning and design principles.
- B. Consultant will provide professional planning, zoning administration, and economic development services for two (2) days per month on-site in Village offices, including meeting with Village officials and property owners/developers for preliminary site plan reviews and/or sketch plan reviews.
- C. On a day-to-day basis, the Consultant shall provide telephone advice, assistance and coordination with Village officials, especially the Building Official and Planning Commission Chair, and others doing business

with the Village in all matters pertaining to administrative, advisory and legislative responsibilities, as applied to zoning, subdivision, commercial/industrial/multiple-family and other developmental issues, as requested by the Village.

- D. The Consultant shall make available its professional library of planning, design, development, housing, zoning and census information.
- E. The Consultant shall review potential land development proposals as to advisability and feasibility pursuant to the Village's land regulations and plans.
- F. Coordination of Village planning activities with other local, county, state, and regional agencies, and authorities with jurisdiction, including but not limited to the Michigan Department of Natural Resources, and Michigan Department of Transportation, the Michigan State Housing Development Authority, when requested by the Village.
- G. The Consultant shall make the Village officials generally aware of grants and other sources of funds and economic development mechanisms.

HOURLY RATED SERVICES

Upon request by the Village McKenna can provide a written estimate for the following hourly rated services:

- A. Preparation for and attendance at other meetings of a planning or coordinating nature, with other agencies or groups, as requested by authorized Village officials beyond those included in the Retainer section above.
- B. Professional planning and related work in the maintenance of the Master Plan and interpretation and revision of the plan as required.
- C. Provision of verbal and/or written reports, reviews and recommendations or other services (e.g., extensive revisions of zoning ordinance, map and text) to the Village as specifically requested by authorized Village officials.
- D. Review of proposed developments which require extensive economic development assistance, environmental assessments, extensive traffic studies or environmental impact statements beyond usual site plan review.
- E. Provision of other technical services related to planning, land use and spatial concerns, as may be requested by authorized Village officials.
- F. Sitting as expert witness in court cases involving the Village, for a fee specified in the Professional Fees Section.
- G. Provision of Federal, State and local programs which may be applicable.
- H. Preparation of grant applications for submission to federal, state, county or other agencies.
- I. Provision of additional on-site planning and zoning services as requested by authorized Village officials.
- J. Provision of other professional, technical and design services as may be requested by authorized Village officials.



REVIEW SERVICES

McKenna will provide written technical recommendations on site plans, special approvals, rezonings, variances, and lot splits (land divisions), in accordance with the Village Zoning Ordinance and subdivision reviews in accordance with the Village Subdivision Control Ordinance.

For each review, the Consultant shall undertake the following activities:

- A. Initially review the site using aerial photos.
- B. Discuss the case by telephone or in person with the applicant and Village officials regarding review issues.
- C. Review all relevant planning issues (not including specific technical engineering issues).
- D. Prior to scheduled review by the Village (in time for inclusion with agenda packages), submission of a written review and recommendation to the Village. McKenna's planning and zoning professionals will perform all the above tasks in accordance with generally accepted professional standards – specifically in accordance with the American Planning Association's American Institute of Certified Planners' (AICP) Code of Ethics. We will furnish advice and consultation within our authority and capacity as professionals, complying with regulations, laws, ordinances and requirements of all levels of government applicable to a resulting Professional Services Agreement, including the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended) and the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended).

10 STANDARDS OF EXCELLENCE PLAN REVIEWS & RECOMMENDATIONS

1. **A Point Person** - Each Continuing Services project has a project planner who is the point person responsible for the planning review, including any environmental assessment or landscape plan review.
2. **Save Time** - We promote simultaneous review rather than end-to-end review. We try to input into one decision point.
3. **Set Deadlines** - Because everyone is usually more productive with deadlines, we set and meet deadlines for delivery of reviews.
4. **Same Planner** - If an application needs to be reviewed again, the same planner who conducted the prior review does subsequent reviews.
5. **Up-Front Decisions** - We arrive at preliminary decisions as soon as possible because developers are more open to changes early in the process.
6. **Stick With Decisions** - We sort out which questions should be asked at what level—1) master plan and rezoning, 2) site plan-subdivisions, environmental review, or 3) building permit. We try not to subject the project to the same questions again at each phase. We make decisions and stick with them.
7. **Early Action** - We believe in spending time in the early-application phase, and alert developers and citizens to the idea.
8. **Checklists** - We use forms, checklists, and standard report formats.
9. **Help Applicants** - "Big guy" applicants are generally concerned with time. "Little guy" applicants are concerned with the bureaucracy. We help both.
10. **Narrow the Issues** - We try to solve as many problems as possible at the staff level, with big issues going to the



OUR APPROACH TO CODE ENFORCEMENT SERVICES

Since 1978, McKenna has provided services to over 300 communities. We have interfaced with numerous city, village, and township staffs across the full realm of municipal service including close quarters and day-to-day on-site collaboration. Our reputation for integrity and excellent service is unequalled in the field.

McKenna is dedicated to delivering exceptional service to the Village's residents and business community with professionalism and efficiency. Our flexible and responsive approach allows the Village to adjust staffing levels as needed, offering next-day scheduled inspections and same-day service when required. We work in partnership with the Village to optimize and enhance its systems. To support this commitment, McKenna can provide the following services:

CODE ENFORCEMENT RETAINER

Please note that we can also provide the services identified in the Retainer Services at an hourly rate in accordance with the Building Professional Hourly Fee Schedule in the Professional Fee section.

McKenna will provide the following services:

- A. A code enforcement officer will be provided for one-and-a-half eight (8) hour day per week, for a total of twelve (12) hours per week. The code enforcement officer will:
 1. Enforce commercial non-compliance concerns within the Village.
 2. Coordinate with the Village code enforcement officer and Village staff to ensure that there is clear communication between the Village and McKenna.
 3. At the request of the Village, assist the Village code enforcement officer with residential code enforcement.
 4. On a day-to-day basis, the code enforcement officer will be available to advise the Village on questions regarding code compliance.

OTHER SERVICES – AT REQUEST OF CLIENT

Emergency Services

McKenna can dedicate an on-call inspector after hours, on weekends and holidays. The designated inspector will be on-call by cell phone and the number provided to the appropriate public safety personnel. This allows for emergency situations to be addressed by trained personnel in a timely manner. McKenna will also provide the Community Manager and Project Manager's cell phone numbers to Village emergency personnel.

Vacant Building Management

McKenna professionals can work closely with the Village to ensure vacant buildings are registered, inspected, and maintained in accordance with Village ordinances and codes.

Rental Program Management

McKenna professionals can work closely with the Village to ensure rental structures are registered, inspected, and maintained in accordance with Village ordinances and codes. Along with vacant registration, this provides a concrete and material improvement to the lives of people in your community as the quality of housing units can improve dramatically.

Business License Program Management

McKenna professionals can work closely with the Village to ensure businesses are registered, inspected and maintained in accordance with Village ordinances and codes.

Attendance at Pre-Construction and Other Internal Coordination Meetings

Appropriate McKenna staff can be available for meetings with applicants. Requirements for attendance at staff and other scheduled internal meetings will be finalized following selection. It is recommended that additional costs of attendance be passed through to the applicant either directly or as mandated through an updated fee structure.

Availability for Enforcement Hearing, Court Testimony, etc.

The Project Manager assures the correct professionals attend meetings to represent the Village. McKenna can serve as a liaison between the Hearing Officer and Village Administration. McKenna's Project Manager provides professional assistance as needed. We will participate in enforcement hearings, activities, court testimony, etc. Our professionals are available for enforcement hearings and to provide court testimony. We have successfully defended community enforcement actions and provided court testimony for 46 years.

Professional Services to Various Boards and Commissions as Required

McKenna provides professional planning, zoning landscape architecture and transportation planning, support to boards, commissions, authorities, and committees for numerous municipalities. Our professionals are familiar with Open Meeting Act requirements, agenda preparation, minutes generation and follow-up. The Project Manager will be responsible for staffing requirements, based on the needs expressed by the Village.

Perform Random Weekend Inspections to Minimize Construction without Permits

At the Village's request we can provide an inspector to do visual drive-bys of properties after hours and on weekends. In the course of inspections, checks are made where work is being performed and then checked against outstanding permits and construction debris disposal.

Complaint Resolution

Complaints require successful communication between the parties including a fair, ethical and substantiated response. The complainant will be contacted by the Project Manager. Secrecy will be assured and provided. The owner will be requested to detail the issues in writing. If satisfaction cannot be reached, and depending on the seriousness of the complaint, the Village liaison will be contacted, and an investigation may be started. All facts will be documented. Because McKenna provides a team of inspectors, complaints may be forwarded to another inspector for resolution.



Planning Services Work Plan



SPECIAL PROJECTS

The Village of New Haven has established several goals and objectives in the 2022 Master Plan to improve key areas of the community, including transportation, community facilities, open spaces, residential neighborhoods, commercial and industrial development, and the downtown district. To support the realization of this vision, McKenna has proposed the following potential projects.

- 1. Redevelopment Ready Communities® Certification**
- 2. Zoning Ordinance Updates**
- 3. Establishing a Tax Increment Financing (TIF) Authority**
 - a. Downtown Development Area (DDA)**
 - b. Corridor Improvement Authority (CIA)**
 - c. Local Development Financing Authority (LDFA)**
 - d. Brownfield Redevelopment Authority (BRA)**
- 4. Planning Commission and Zoning Board of Appeals Training**

These projects are discussed in greater detail on the following pages. Please note that the cost and timeline estimates are preliminary projections and may be subject to change. They will be finalized if the Village decides to proceed with authorization.

1. Redevelopment Ready Communities® Certification

Redevelopment Ready Communities® (RRC) is a program developed by the Michigan Economic Development Corporation (MEDC). The program is designed to help communities prepare for and attract redevelopment and investment by providing guidance on best practices in planning, zoning, and economic development. RRC offers two levels: “Essentials” and “Certified.” Both levels open the door for additional RRC community development support and potential funding. There are currently 75 RRC Certified communities and 22 Essentials communities.



McKenna will coordinate with the RRC Community Planner for Region 10 and the Village of New Haven to determine which certification level is the most appropriate for the Village. Achieving RRC certification can be a lengthy process, but it is an important one. We would anticipate certification taking between 12 to 24 months.

Below is a proposed scope, however, an additional contract and final scope will be provided prior to project authorization. In briefly reviewing New Haven’s existing plans and process, we believe the following documents will need to be created.

- Public Participation Plan
- Zoning Ordinance Amendments
- Board and Commission Position Descriptions Document
- Orientation Packets for all Board and Commissions
- Training Strategy

As part of the certification process, various documents, plans, processes, and ordinances will require review. We will provide a complimentary comprehensive audit to assess the Village's current status and identify the steps needed to achieve certification. Following this audit, we will present a proposed final cost. If the Village decides to move forward, we will prepare a contract between the Village and McKenna.



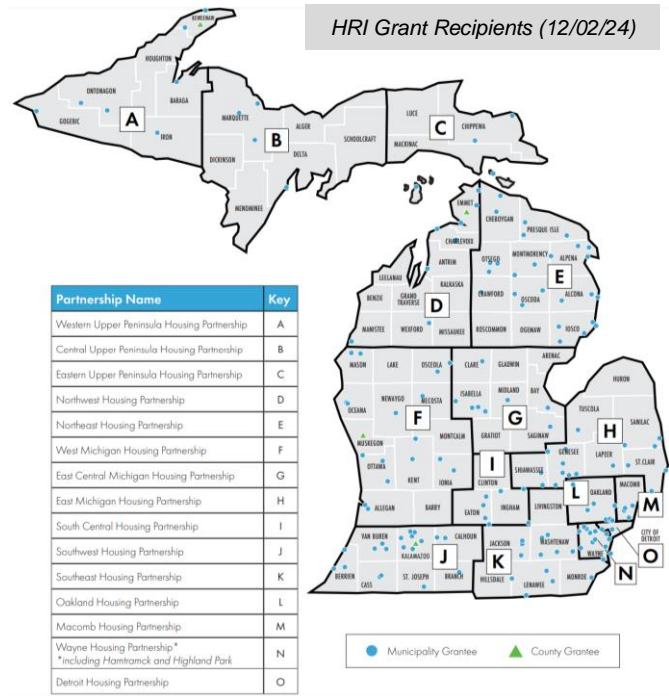
Project at a Glance		
Base Fee	Timeline	Master Plan Goals Achieved
<p>\$18,000*</p> <p>*Final fee determined after complimentary comprehensive audit to</p>	<p>12-24 months</p>	<ul style="list-style-type: none"> • Promote and encourage higher quality new commercial/retail developments. • Ensure the long-term viability of industrial zoned property. • Reduce the negative impacts of industrial development on the surrounding developments. • Promote higher standards of development/redevelopment for industrial buildings and uses that are both cost effective to the developer/owner and beneficial to the community.

2. Zoning Ordinance Updates

While some zoning ordinance changes are nested within the RRC certification process, we propose a separate project to address current zoning ordinance pain points. In particular, we will focus on updates to housing provisions. These provisions may include elements such as design standards, permitted housing types, and dimensional standards.

Currently, the Michigan State Housing Development Authority (MSHDA) Housing Readiness Incentive (HRI) still has a little over half a million dollars in funding available. These HRI grants provide funding, up to \$50,000, for communities to make planning or zoning changes to increase their housing readiness. To date, McKenna has successfully applied and received grant funding for over a dozen communities to make master plan updates, zoning updates, and conduct housing studies.

We propose applying for the MSHDA HRI grant for \$50,000 and using the funds to research, engage residents and Village Leadership, and propose zoning ordinance updates. The exact scope of work will be determined prior to the grant application in coordination with the Village.



Project at a Glance		
Base Fee	Timeline	Master Plan Goals Achieved
\$50,000* *Grant funded	6-12 months	<ul style="list-style-type: none"> Encourage the rehabilitation of existing housing stock. Improve the architectural and design standards for new residential construction. Promote pedestrian friendly, aesthetically pleasing neighborhoods in all new residential developments.

3. Establishing a Tax Increment Financing (TIF) Authority

We recognize the significance of business attraction and economic development in New Haven. To support and encourage this growth, we propose establishing a TIF authority as a valuable opportunity for the Village to utilize tax increment financing (TIF). There are four types of TIF authorities in Michigan, but New Haven will likely only establish one, which will most likely be the DDA or CIA. More information on each TIF authority is provided in the text box to the right.

Establishing a TIF authority requires meeting several State requirements, as well as creating a Plan for the TIF authority as well as a TIF Plan. These plans will be separate but will correspond to each other. Additionally, there must be buy in from all taxing jurisdictions, such as Macomb County and Lennox Township. Without buy in, these jurisdictions may exempt its taxes from capture. Because of the complexities and State requirements, we anticipate this project taking between 12 and 24 months.

Downtown Development Authority (DDA):

Established to foster growth and revitalization in a community's downtown business district.

Corridor Improvement Authority (CIA):

Supports funding for improvements in commercial corridor districts located outside the main downtown or commercial areas.

Local Development Financing Authority (LDFA):

Aims to stimulate local commercial or industrial development, address unemployment, and promote economic growth. Eligible properties must primarily involve manufacturing, high technology, value-added agricultural processing, or energy production.

Brownfield Redevelopment Authority (BRA):

Focuses on cleaning up contaminated sites, functionally obsolete properties, or blighted areas within designated districts in qualifying communities.

Project at a Glance		
Base Fee	Timeline	Master Plan Goals Achieved
\$50,000	12 - 24 months	<ul style="list-style-type: none"> Explore the feasibility of developing a Downtown Development Authority (DDA) and/or Corridor Improvement Authority (CIA) to adopt an overall development/redevelopment plan for the commercial areas and the Downtown. Explore and pursue the development of a Gratiot Corridor Improvement Authority for the commercial gateway to the Village. Develop programs designed to retain existing viable businesses as well as to attract new businesses to the community. Work with business groups to provide incentives and assistance in remodeling and redeveloping the older commercial buildings.

4. Planning Commission and Zoning Board of Appeals Training

Ongoing training is essential for both the Planning Commission (PC) and the Zoning Board of Appeals (ZBA). It is particularly important to educate or refresh PC commissioners and ZBA members on legal requirements, best practices, and potential impacts that influence their decision-making processes. This not only helps guide development in the Village in accordance with the Master Plan, but also helps protect the Village against potential litigation.

We propose a joint PC and ZBA session, so that both bodies also understand the role of the other. During this session we will address the following topics:

- Roles and responsibilities of the PC and ZBA
- Michigan Planning Enabling Act
- Michigan Zoning Enabling Act
- Site Plan Review
- Special Land Use Review
- Variance Requests
 - Dimensional Variances
 - Use Variances
- Conditional Rezoning
- Nonconformities
- Zoning Ordinance & Amendments
- Master Plan
- Decision Making
- How to say “No”

We will also provide binders with the current Master Plan, Zoning Ordinance & Map, by-laws, processes, and any other relevant information for PC and ZBA members to use and reference in the future.



Project at a Glance		
Base Fee	Timeline	Master Plan Goals Achieved
\$1,500	1 training session	<ul style="list-style-type: none"> • This training does not directly correspond to a Master Plan goal, but improved training contributes directly to improved review process which impact many of the on-going goals. • RRC also identifies training as a Key Best Practice.

McKenna Experience and Firm Profile



McKenna’s downtown Northville, Michigan headquarters – a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s. Our workspaces reflect McKenna’s commitment to our people, our communities, sustainable design, and the rich technology heritage of the Midwest.

McKenna’s team of talented planning, design and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers’ markets, we want your community to thrive. Headquartered in Northville with offices in Detroit and Kalamazoo, Michigan, McKenna provides planning, zoning, landscape architecture, community and economic development and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients. Our success can be measured by the physical improvements to hundreds of McKenna client communities since 1978, and by our record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 85 communities and private land investors in Michigan, Ohio, Kentucky, Indiana, and Illinois. Anticipating and responding to change is a major distinction of McKenna’s practice. McKenna’s innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of roughly 20 planners, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

HEADQUARTERS

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Areas of Service

Community Planning

- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- Universal and ADA Accessibility
- Park and Recreation Furnishings



On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-Site Zoning Administration

Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

Public Participation (NCI Certified)

- Charrettes
- Hands-on Workshops
- Focus Groups
- Roundtable Discussions
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Pop-Up/Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one, intercept)
- Community Preference Surveys

Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Urban Design

- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

Sustainability Plans

- Sustainability Indicators Analysis, Evaluation Criteria, and Program Improvements
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

Landscape Architecture

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design

Professional Staff



We've selected a team of responsive and trustworthy professionals to assist the Village with premier community planning expertise. Our full roster of planning and design professionals are available to New Haven officials as needed. Members of our team are industry leaders in organizing an efficient and effective public process leading to compelling and comprehensive plans with a strong implementation focus.

Our professionals embrace:

- Highly effective public processes
- Walkability, multi-modal streets, and accessibility for people of all ages and abilities
- Active living, active transportation
- Place making
- Economic development
- Livable communities
- Environmental preservation
- Land use and conservation
- Traffic, circulation, and intersection analysis and parking best practices
- Context-sensitive design solutions

We customize our work to reflect local economies, environments and politics, and our approach to all projects is sensitive to history, size, scale, population, demographics and diversity of people and place.

Full staff resumes are provided in the Appendix.

Planning Team

As your professional partner for implementing New Haven's vision, you get access to not only the expertise of the professionals above, but to our entire 30-person planning team that is available to provide the full range quality of planning and design services.



**LAURA HAW, AICP, NCI, VICE PRESIDENT
COMMUNITY MANAGER**

We propose Laura Haw for the Village's Community Manager, responsible for overall product/project quality, and providing oversight and project guidance on an as-needed basis. Laura will be available to the Village's management team at all times.

Laura is very experienced in providing community planning and community development services. She has managed the planning services for Macomb County communities including Eastpointe and the Village of Armada, and countless other communities across southeast Michigan including Clio, West Bloomfield, Grosse Pointe Park, Plymouth Township, and Wayne.

Laura holds a Bachelor of Art in political science and a Bachelor of Art in international development from Michigan State University. She also holds a Masters of Urban and Regional Planning from the University of Michigan, Taubman College of Art and Architecture.



**LAUREN SAYRE, AICP, SENIOR PLANNER
PROJECT MANAGER**

We recommend Lauren Sayre as the Village's Project Manager, responsible for overseeing day-to-day services and maintaining a strong, ongoing relationship between McKenna, Village staff, Commissioners, Board Members, and the public. Lauren will act as McKenna's primary point of contact for the Village.

Lauren currently manages the day-to-day planning and zoning in Fraser, as well as supports communities across Michigan by conducting site plan reviews, special land use reviews, variance reviews, and other developmental reviews. Lauren also assisted in the Macomb County child care audit, which was a county-wide study to determine

local regulatory barriers to child care developments. She is also well versed in Redevelopment Ready Communities, having authored a Best Practice toolkit for child care readiness in collaboration with the Michigan Association of Planning.

Lauren holds a Bachelor of Science in Geography from Grand Valley State University and a Master of Urban Planning from Wayne State University.



**ALICIA WARREN, ASSOCIATE PLANNER
PROJECT PLANNER**

Alicia Warren will be a key member of New Haven's planning team, providing support for daily services and helping to enhance capacity. She will work closely with Lauren and remain available to assist Village staff.

She is experienced in providing community planning and zoning services. Alicia has conducted development reviews for Macomb County communities such as Eastpointe, Fraser, Roseville, and the Village of Armada. In addition, Alicia supports communities across Michigan by providing development review support and zoning administration.

Alicia holds a Bachelor of Science in Public Administration and Community Development from Central Michigan University. She also holds an Associate's of General Studies from Macomb Community College.

Building Team

McKenna is committed to providing your citizens and the business community with the highest level of service in a highly efficient and professional manner. McKenna's service is flexible and responsive and allows the Village of New Haven to staff up or down as needed. McKenna has a deep roster of over 50 certified inspectors, plan reviewers, and intake professionals / support services.



SAM WOODRICK, DIRECTOR OF BUILDING SERVICES COMMUNITY MANAGER

We propose Sam Woodrick as the Community Manager for the Building Team. Sam will oversee quality control and provide guidance on building services as needed. He will be available to support the Village management team by coordinating building services and addressing any concerns that may arise.

Sam is the Director of Building Services at McKenna. His primary areas of responsibility include business development, project management, and internal operations for McKenna's building services. As a member of the leadership team, Sam helps guide the successful implementation of McKenna development strategies among our client communities and assists in identifying opportunities to make Michigan's built environment a safer, happier, healthier, and inclusive space to live in.

Sam double majored in Accounting and Finance at Wayne State University, completed graduate coursework in Economic Development at the Instituto de Estudios de Desarrollo Centroamericano (San Jose, Costa Rica), and is an avid attendee of Michigan Association of Planning and Michigan State University land use training programs, including completing Master Citizen Planner and Certified Zoning Administrator training.



JIM WRIGHT, SENIOR BUILDING ADMINISTRATOR PROJECT MANAGER AND CODE ENFORCEMENT

Jim Wright has been with McKenna for over a decade. In addition to being a certified Building Official, Building Inspector, and Plan Reviewer, he is a skilled administrator and project manager with experience in many diverse communities. He has coordinated residential projects for a Michigan community of 40,000 population from initial inquiry through plan review to inspection and issuance of Certificate of Occupancy

Jim provides Building Official and Plan Reviewer, Code Enforcement and Zoning Administration services for multiple municipalities with populations from 40,000 to 1,200, directing permits and inspections for all construction codes and property maintenance codes, business licenses, using BS&A software. Jim also provides applicant guidance and public education, and implements Building Code Month public awareness programs in multiple municipalities.

Experience and References

The following are select clients and references for whom McKenna has provided the services identified in the table below.

CITY OF FRASER, MI	
Elaine Leven City Manager 33000 Garfield Road Fraser, MI 48026 (586) 293-3100	<ul style="list-style-type: none"> • City Planner since 2017 • Master Plan, 2021 • Parks and Recreation Plan, 2023 • Zoning Ordinance Amendments • On-site Zoning Assistance • Development Reviews • Building Services • Grants
VILLAGE OF ARMADA, MI	
Becky Henderson Planning Commission Recording Secretary 4274 Burk Street P.O. Box 903 Armada, MI 48005 (586) 784-9151	<ul style="list-style-type: none"> • Village Planner for over 20 years • DDA/TIF Plan • Development Reviews • Land Division Reviews • Master Plan Update • Zoning Ordinance Technical Review and Rewrite • On-going Planning and Zoning Consultation
VILLAGE OF LAKE ORION, MI	
Darwin D. P. McClary Village Manager 21 E. Church Street Lake Orion, MI 48062 (248) 693-8391, ext. 101	<ul style="list-style-type: none"> • On-site Planner Office Hours • Master Plan Updates • Zoning Ordinance and Amendments • Parks and Recreation Plan • DDA / TIF Plan • On-going Planning and Zoning Consultation • Development Reviews • Advisor to Planning Commission and BZA
HOLLY TOWNSHIP, MI	
George A. Kullis Supervisor 102 Civic Drive Holly, MI 48442 (248) 634-9331 Karin Winchester Clerk	<ul style="list-style-type: none"> • Master Plan 2015, 2024 • Ongoing Planning and Zoning Consultation (since 2015) • Zoning Ordinance Amendments • Park and Recreation Plan • Holly Heritage Farm Site Plan Development • Building Services • Ongoing Training
LYON TOWNSHIP, MI	
Ms. Patti Carcone Treasurer Hon. John Dolan Supervisor Ms. Michele Cash Clerk 58000 Grand River Avenue New Hudson, MI 48165 (248) 437-2240	<ul style="list-style-type: none"> • Township Planner since 1987 • On-Site Zoning Assistance • Development Reviews • Village Center Planning • Zoning Ordinances • New Hudson Form Based Code • Master Plan • Parks and Recreation Master Plan • Grants / CDBG Administration

Professional Fees

Below are McKenna’s proposed professional fees to best serve the Village and maintain community excellence in planning, zoning, and design. We use an efficient and easy-to-administer fee schedule in hundreds of Michigan communities since 1978.

Please note that we can also provide the services identified in the Retainer at an hourly rate in accordance with the Planning Professional Hourly Fee Schedule below.

PLANNING SERVICES MONTHLY RETAINER

For the following services, McKenna proposes a monthly retainer of \$3,500:

- Attend monthly Village Planning Commission and Zoning Board of Appeals meetings.
- Office hour coverage for two eight (8) hours days per month.
- All Village telephone calls and emails with officials regarding any planning or ordinance review matters.
- Telephone conference or review with any developer regarding proposed projects in the Village.
- Coordinate Village planning activities with other public agencies like Macomb County and the State of Michigan.

PLANNING PROFESSIONAL HOURLY FEE SCHEDULE

Effective through December 31, 2025.

Professional Classification	Rate Per Hour*	
President	\$200	* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone. These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate. These hourly rates are valid through December 31, 2025, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.
Executive or Senior Vice President	\$185	
Vice President	\$175	
Director	\$170	
Senior Principal or Manager	\$165	
Principal	\$140	
Senior	\$130	
Associate	\$110	
Assistant	\$100	
Administrative Assistant	\$75	
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200	

PLANNING DEVELOPMENT REVIEW SERVICES

McKenna will provide written technical reviews recommendations on site plans, special approvals, rezonings, variances, and lot splits (land divisions), in accordance with the Village Zoning Ordinance and subdivision reviews in accordance with the Village Subdivision Control Ordinance. The following rates will apply for these reviews, and the associated fees should be the responsibility of the applicant. The Village should revise review fees to ensure they adequately cover the costs of conducting the reviews.

REVIEW TYPE	FEE TYPE		
	Lump Sum	Fixed Base Fee + Additional Fee	Hourly Rate
Subdivision (Plat) Review			
For conventional, manufactured home, commercial, or industrial subdivision			
• Pre-application review	\$500		
• Preliminary plat review tentative approval		\$850 + \$10 per lot	
• Preliminary plat review final approval		\$500 + \$10 per lot	
• Final plat review		\$500 + \$10 per lot	
Site Plan Reviews			
• Detached single family condominium (site condos), multiple family or mobile home park developments		\$800 + \$10 per dwelling unit / lot	
• Cluster housing development		\$800 + \$10 per dwelling unit / lot	
• Commercial or office development		\$800 + \$75 per acre	
• Industrial development		\$800 + \$75 per acre	
• Public or semipublic uses		\$800 + \$75 per acre	
• Planned unit development, residential neighborhood or mixed-use projects			*
Special Approval / Conditional Use		\$700 + \$50 per acre	
Rezone Application Review		\$700 + \$50 per acre	
Conditional Rezone Application Review			*
Land Division / Consolidation		\$300 + \$75 per new parcel	
Historic District / Architectural Comm Review	\$500		
Dimensional (Nonuse) Variance Review			
• Commercial	\$500		
• Residential	\$200		
Use Variance Review	\$1,000		
Street and Alley Vacation	\$400		
Review of Woodlands / Wetland Plans (includes Field Inspection)			*
Site Traffic Impact Study			*
Master Deed or Similar Document Review	\$500		
Pre-Application or Other Applicant Meetings			*
Revisions			
For each written technical review and recommendation provided by the Consultant because of resubmission of a revised plan		50% of original fee	
Resubmission after 90 days or major revisions		100% of original fee	

Please note that we can also provide the services identified in the Retainer at an hourly rate in accordance with the Building Professional Hourly Fee Schedule below.

CODE ENFORCEMENT SERVICES MONTHLY RETAINER

For the following services, McKenna proposes a monthly retainer of \$5,500.

1. On-site code enforcement officer for one-and-a-half eight (8) hour day per week, for a total of twelve (12) hours per week.
2. Enforce commercial non-compliance concerns within the Village.
2. Coordinate with the Village code enforcement officer and Village staff to ensure that there is clear communication between the Village and McKenna.
3. At the request of the Village, assist the Village code enforcement officer with residential code enforcement.
4. On a day-to-day basis, the code enforcement officer will be available to advise the Village on questions regarding code compliance.

BUILDING PROFESSIONAL HOURLY FEE SCHEDULE

Effective through December 31, 2025.

Professional Classification	Rate Per Hour*	
Building Official	\$120	<p>* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.</p> <p>These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.</p> <p>These hourly rates are valid through December 31, 2025, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.</p>
Building Inspector/Plan Reviewer	\$110	
Plumbing, Mechanical, Electrical Trade Inspector/Plan Reviewer	\$110	
Rental Enforcement	\$85	
Administrative Assistant/Permit Technician	\$85	
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200	



Appendix

Staff resumes are enclosed in this Appendix.



Laura E. Haw, AICP, NCI

VICE PRESIDENT

EDUCATION

Master of Urban Planning

Physical Planning and Design
Taubman College, University of Michigan

Bachelor of Arts (with honors)

International Development
Michigan State University

Bachelor of Arts (with honors)

Political Science / Pre-Law
Michigan State University

PROFESSIONAL EXPERIENCE

Lean Zoning / Ordinance and Regulatory Review

Prepares complete zoning ordinances, overlay districts, form-based standards, and comprehensive text and map amendments for cities, villages, and townships in Michigan. Streamlines and re-structures zoning ordinances to reduce red-tape, add clarity, and ensure quality building form. Prepares amendments to address new development trends including elderly housing and accessory dwelling units, urban agriculture, non-traditional historic districts, and planned unit developments. Recent zoning ordinance re-write projects include: City of Eastpointe and City of Wayne.

Comprehensive Master Plans and Corridor Planning

Prepares master plans, sub-area plans, and corridor plans including data collection, documentation and analysis of existing conditions, character planning, goals and objectives, and recommendations / strategic matrices for future project prioritization, phasing, and implementation processes. Focuses on downtown districts, feasibility analyses, catalytic impact assessments, and ease of development opportunities. Recent master plan projects include: City of Birmingham, Charter Township of Plymouth, Village of Blissfield, City of Clio, City of Eastpointe, and Village of Lake Orion.

Public Engagement

Organizes and facilitates public engagement events, including community-wide public workshops, charrettes, focus groups, steering committees, and open houses to inform and capture the visions and ideas of stakeholders. Designs innovative materials for exercises, including presentations, visioning and mapping activities, and priority ballot voting exercises to ensure interactive and meaningful public engagement. Organizes and manages online public engagement platforms, including social media, and the development of communication plans.

Parks and Recreation / Open Space Planning

Develops parks and recreation master plans, per MDNR requirements, including facilities assessment, natural features inventory, deficiencies analysis, and action plan programming. Experience in Phase II of Parks and Recreation master planning with MDNR grant applications. Performs open space planning, including greenways (site analysis, traffic calming, low-impact design techniques, gateways and wayfinding signage, local public art and a community maintenance plan) and develops vacant land re-activation strategies rooted in green infrastructure and conversation. Recent 5-Year Recreation Plan projects include: City of Royal Oak, City of Mt. Pleasant, and Village of Lake Orion.

Site and Urban Design

Skilled in the preparation and review of site plans, special land use requests, zoning amendments, and variance applications. Experience in the site design of residential and mixed-use neighborhoods in Michigan, including empty-nester housing, townhomes, and high-rise apartment complexes. Background in creating planned unit developments for luxury campgrounds (550+ units in SC and CO) with recreational attractions, pedestrian amenities, and natural resource conservation / eco-tourism.



PROFESSIONAL EXPERIENCE

On-site Planning, Zoning and Economic Development Services

Handles all day-to-day planning and zoning matters, addressing questions from the public, Township officials and developers; working through project planning; coordinating planning activity with Engineering and Department of Public Works. Provides guidance to Code Enforcement regarding ordinance requirements on an ongoing basis and works actively with Code Enforcement official(s) on ongoing basis to enforce Zoning Ordinance regulations and finding solutions to zoning related issues. Provides ongoing planning and zoning advisory services, including reviews for site plans, special land uses, zoning amendments, and variance applications. Coordinates with municipal staff to deliver excellent customer service to residents, businesses, and applicants.

Non-Motorized Transportation Planning

Instrumental collaborator on non-motorized transportation projects, including BIKE/WALK Livonia, a non-motorized plan for the City of Livonia.

Graphic Design / Document Layout

Prepares document layouts for annual reports and master plans, including innovative and creative approaches to tables, maps, and information graphics and documenting successful urban planning and design projects. Additional experience creating of brand identity, marketing materials (brochures, flyers, presentation boards, etc.) and other graphics for clients.

Downtown Development Authority (DDA) / Tax Increment Financing (TIF)

Prepares downtown plans for a wide range of Michigan downtowns that focus on detailed projects to implement, with prioritize phasing and cost estimates. Examples of recent Downtown TIF Plans include: City of Ecorse, City of Wayne, Village of Lake Orion, and Village of Blissfield.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning

CERTIFICATIONS

National Charrette Institute (NCI)

Charrette Systems and Management and Facilitation

PUBLIC SERVICE

Commissioner, Environmental Leadership Commission, Charter Township of Plymouth.

June 2020 - Present

Project Manager and Research Fellow, Policy Team, New Story Non-Profit.

April 2020 - October 2021

Adjunct Professor of Urban & Regional Planning, Eastern Michigan University

January 2023 - Present

PUBLIC SPEAKING AND SEMINARS

“Do Creative and Helpful Staff Reports Exist?” Michigan Association of Planning (MAP) Annual Conference, Mackinac Island, Michigan, 2022.

“Do Creative and Helpful Staff Reports Exist?” Student Michigan Association of Planning (SMAP) Annual Conference, Ypsilanti, Michigan, 2023.

“Develop Your Parks Inventory with One (or-Two) Clicks” National Planning Conference (NPC) - American Planning Association, Philadelphia, Pennsylvania, 2023.



Lauren Sayre, AICP

SENIOR PLANNER

EDUCATION

Master of Urban Planning
Wayne State University

**Bachelor of Science in Geography
and Sustainable Planning**
Grand Valley State University

PROFESSIONAL EXPERIENCE

Community Planning and Development

Serves as the community planner and zoning administrator for municipalities across Michigan. Oversees site plan development reviews and facilitates pre-development meetings. Streamlines the business application and permitting processes to enhance efficiency. Provides staffing support and presents at Planning Commission, Zoning Board of Appeals, and City Council meetings. Develops comprehensive plans, parks and recreation plans, and subarea plans for communities throughout Michigan. Engages residents and stakeholders through several outreach methods. Researches and analyzes existing conditions and public participation results to inform recommendations.

Researches and develops development resources for communities to utilize. Experienced with child care readiness and providing planning and zoning support to encourage child care development. Provides technical services to communities throughout Michigan to remove administrative and procedural barriers to child care.

Zoning

Provides support for communities by conducting zoning audits. Researches zoning topics. Updates zoning ordinance by providing text amendments or complete ordinance updates. Develops and maintains easily interpreted zoning maps for communities.

Parks and Recreation Planning

Creates parks and recreation master plans in accordance with MDNR requirements, encompassing facilities assessments, natural features inventories, deficiencies analyses, and action plan programming. Performs parks and recreation inventories. Develops recreation plans that are actionable and aligned with community recreation goals.

GIS Mapping

Experienced in creating maps from both spatial datasets and conceptual drawings. Develops online maps for real-time data collection and as a public engagement tool. Designs graphically pleasing maps illustrating demographics, land use, zoning, and other data. Performs analysis on spatial data sets to understand trends in communities and surrounding areas. Manages spatial databases and GIS data deliverables.

Transportation Planning

Creates implementable non-motorized transportation plans. Researches existing conditions using census and spatial data, site visits, and community outreach. Coordinates with communities through stakeholder meetings, surveys, and public workshops to develop actionable goals. Develops recommendation framework for non-motorized transportation system.

PUBLIC SPEAKING

“Is Your Community Child Care Ready?” Michigan Association of Planning (MAP) Annual Conference, Grand Rapids, Michigan, 2024.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning



Alicia Warren

ASSOCIATE PLANNER

EDUCATION

Bachelor of Science in Public Administration and Community Development
Central Michigan University

Associate's of General Studies
Macomb Community College

PROFESSIONAL EXPERIENCE

Zoning and Building Administration

Aided Community Development Director and Zoning administrator, applicants, the public, City administration on zoning and code enforcement matters. Created Zoning letters as requested and Applicant letters for Planning Commission and City Council Meetings. Create agendas and minutes for Sustainable Design Review Committee.

Zoning

Developed Guide to Development and Development Procedure & Documents. Performed administrative site plan reviews. Attended pre-application development meetings with Community Development Procedures. Acquired knowledge of zoning map, zoning text, and master plan.

ESRI GIS Mapping

Created Non-conforming Sign Removal Report using a GIS system that tracked data using SPIKEgps technology. Also, maintained the Planning and Development project portal using a public GIS system.

Redevelopment Ready Community

Assist city in becoming a Redevelopment Ready Community through MI State Housing Development Authority (MSHDA).

MEMBERSHIPS

American Planning Association
Michigan Association of Planning



James K. Wright, LEED AP

SENIOR BUILDING ADMINISTRATOR /
DIRECTOR OF FIELD OPERATIONS

EDUCATION AND CERTIFICATIONS

Oakland Community College
Business

Act 54 registration as Michigan Building Official/
Building Inspector and Plan Reviewer - 2004

Certified Zoning Administrator
Michigan State University - 2013

LEED AP designation - 2010

Exceptional Customer Service Certificate
Park University Enterprises, Inc. - 2013

Builders License Training and Licensure for
Michigan - 1999

Sworn Ordinance Officer, Bloomfield Township,
Oakland County, Michigan - 2009

PROFESSIONAL AFFILIATIONS

International Code Council
Code Official Council of Michigan
Southeast Michigan Board of Inspectors

Leadership in Energy and Design
Michigan Association of Planning

PROFESSIONAL EXPERIENCE

Building and Zoning Code Administrator

Provides Building Official and Plan Reviewer, Code Enforcement and Zoning Administration services for multiple municipalities with populations from 40,000 to 1,200, directing permits and inspections for all construction codes and property maintenance codes, business licenses, using BS&A software; provides applicant guidance and public education; implements Building Code Month public awareness programs in multiple municipalities.

Coordinated residential projects for a Michigan community of 40,000 population from initial inquiry through plan review to inspection and issuance of Certificate of Occupancy; reviewed majority of community's proposed plans for building code and zoning ordinance compliance.

Building Department Project Manager

For more than 7 years, provided municipal Building Official or Building Inspector services with leadership, problem solving, planning, and organization. Conducted building inspections with an emphasis on customer service using communication and leadership skills. Performed building inspections for new construction, renovations and alterations, as suburban township Building Official and employed the following skills:

- Team leadership with the ability to initiate/manage cross-functional teams and multi-disciplinary projects
- Analytical thinking, decision making and problem solving with strong building trades experience
- Professional communication, Effective Listening
- Project management: influencing, leading, negotiating and delegating
- Conflict resolution
- Adaptability and tolerance in stressed situations.
- Creative thinking and organizational skills
- Determination and diplomacy



PROFESSIONAL EXPERIENCE

- Capability in Microsoft Office
- Capability in BS&A software and Cornerstone computer inspection programs

Code Enforcement Official

Responded to ordinance complaints and issued citations for building code and other code or project violations and drainage issues. Developed and implemented a plan which eliminated all expired permits, more than 3,000. Through ordinance enforcement and issuance of citations, reduced number of projects done without permits.

Builder-Partner/Foreman

For 13 years, directed carpentry crews of more than 90 carpenters. Handled property owner, subcontractor and general contractor concerns and problems. Builder of luxury homes from 2,000 to 30,000 square feet. Completed 500 lot single-family detached subdivision in Oakland County township. Identified and developed working relationships with subcontractors.

Journeyman Carpenter

Worked for largest union carpentry contractor in nation. Built single family residential homes and apartments.