



MCKENNA

April 2, 2019

Hon. Village President and Council Members
Village of Lake Orion
21 East Church Street
Lake Orion. MI 48362

RE: 2018 Annual Report of Planning Commission Activities and 2019 Work Plan

Hon. Village President and Council Members:

As required per the Michigan Planning Enabling Act, Section 125.3819 (2) (Act 33 of 2008, as amended), the Planning Commission respectfully submits a report of its 2018 activities.

“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

MEETINGS

The Planning Commission met a total of nine (9) times in 2018 and the meetings are typically scheduled for the first Monday of the month, at 7:30 PM, at Village Hall. All meetings are held in compliance with the *Open Meetings Act, PA 267 of 1976, as amended*.

- | | |
|--|--|
| 1. Tuesday, January 2, 2018 - <i>cancelled</i> | 8. Monday, July 2, 2018 - <i>cancelled</i> |
| 2. Monday, February 5, 2018 | 9. Monday, August 6, 2018 - <i>cancelled</i> |
| 3. Monday, March 5, 2018 | 10. Tuesday, September 4, 2018 |
| 4. Monday, April 2, 2018 | 11. Monday, October 1, 2018 |
| 5. Monday, May 7, 2018 - <i>cancelled</i> | 12. Monday, November 5, 2018 |
| 6. Thursday, May 24, 2018 - <i>special meeting</i> | 13. Monday, December 3, 2018 |
| 7. Monday, June 4, 2018 | |

PLANNING COMMISSIONERS

1. Dikka M. Berven, Chairperson
2. James E. Zsenyuk, Vice-Chair
3. Scott Reynolds, Secretary
4. Kenneth Van Portfliet, Village President and Village Council Representative
5. Joseph Young, Village Manager
6. Raymond Hammond
7. Henry Lorant
8. Robert Reighard
9. Edward Sabol

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



REVIEWS

In 2018, the Commission reviewed a total of eight applications, as described below, in addition to a technical review of the Zoning Ordinance and Zoning Ordinance Amendments. Lake Orion remains a very desirable place to live, and do business in. With the recovery of the regional economy and the culture of downtown reinvestment, the likelihood of additional growth and increase of Planning Commission activity can be expected for 2019.

SITE PLANS / SITE PLAN REVISIONS

1. **PC-16-05, 120 S. Broadway**, (Parcel #09-02-482-015), Revised site plan approved with conditions – February 5, 2018.
2. **PC-14-04, 102 S. Broadway**, (Parcel #09-02-482-002), Revised site plan approved – May 24, 2018.
3. **PC-18-01, 44 Front St.**, (Parcels #09-02-481-007, 09-02-481-008, 09-02-481-019), Review of proposed parking deck and related site improvements. – June 4, 2018.
4. **PC-18-03, 236 S. Broadway**, (Parcels #09-11-226-034), Site plan review of proposed parking lot and related site improvements approve – September 4, 2018.
5. **PC-18-04**, Rich and Associates Parking Study Review. Recommendations made - September 4, 2018.

LOT SPLIT / COMBINATION

1. **PC-18-02, 212/228 Atwater**, (Parcels #09-11-229-015 and #09-100-001-400-035-00), Approved for land division – September 4, 2018.

REZONING

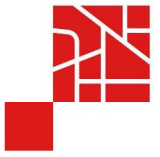
1. **PC-18-05, 228 Atwater**, (Parcel #09-11-229-015), Rezoning from RV to RM recommended for approval – October 1, 2018.

SIGN ORDINANCE

2. The amended Sign Ordinance was recommended for approval – March 5, 2018.

TECHNICAL REVIEW AND ZONING ORDINANCE AMENDMENTS

1. **Technical Review Completed.** A review of the Zoning Ordinance was presented and discussed – June 4, 2018.
2. **Rezoning Text Amendments.** Recommended for approval – September 4, 2018.
3. **Conditional Rezoning Text Amendments.** Recommended for approval – September 4, 2018.
4. **Medical Marihuana Facilities Licensing Act**, Review of Public Act 281 presented and discussed – November 5, 2018.



5. **Short Term Rentals**, Preliminary findings report presented and discussed – November 5, 2018 and December 3, 2018.
6. **Fence Ordinance**, Review of ordinance presented and discussed – November 5, 2018 and December 3, 2018.
7. **Dumpster Ordinance**, Review of ordinance and downtown existing conditions presented and discussed – November 5, 2018 and December 3, 2018.

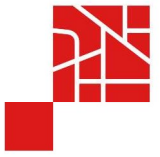
ADDITIONAL PLANNING AND ZONING PERMITS

In addition to Planning Commission technical assistance, McKenna, Planning Consultant for the Village, also provides in-office services. A report of permits that were reviewed administratively is presented below, please note, this represents an increase since 2017 of 11 permits.

Village of Lake Orion Planning Commission Application / Permit Type	2017 Number	2018 Number
Permits (Total)	81	92
Building Permits	50	45
Fence Permits	7	7
Right-of-Way Permits	17	17
Sign Permits	7	15
Other ¹	-	8

Further, in an effort to provide transparency and inform the Village Council, Planning Commission, other Boards and Commissions, as well as Village Administration, about current planning projects, McKenna began preparing and submitting Monthly Planning Services reports. These reports have evolved based on Planning Commission feedback, and have been successful in communicating the status of planning and zoning projects and permits. McKenna will continue to provide these reports as long as they are useful to the Village.

¹ The “Other” category was included in 2018 to account for less frequent requests, including but not limited to: Change of Use, Lot Combinations, and other such administrative compliance permits.



2019 PROPOSED WORK PLAN

The following projects are recommended for the Village to pursue in order to continue to build on the community's authentic character and promote a viable business environment and high quality of life, enjoyed by residents and visitors alike.

1. **Master Plan Update**

Per the Michigan Planning Enabling Act, PA 110 of 2006, as amended, a community shall update their master plan every five years. The last amendment to the Village's 2002 Master Plan was in 2008.

We recommend an amendment to the existing 2002 Master Plan: this would leave the current Master Plan in-tact, while take the concepts in the plan and creating specific recommendations that would follow state-wide "Redevelopment Ready" best practices. This strategic update would focusing specifically on redevelopment zones, transportation and circulation (including the M-24 corridor, the downtown district and pedestrian and bicycle mobility), development of an implementation plan, and prioritizing areas identified for Village initiated rezonings, and the Future Land Use Map.

Est. Budget - \$10,000

2. **Redevelopment Ready Certification (RRC)**

The Village Administration has expressed an interest in pursuing RRC Certification through the Michigan Economic Development Corporation (MEDC). This process would involve working with the MEDC program "to streamline the development approval process by integrating transparency, predictability, and efficiency into daily development practices".

With this certification, the State will promote and market up to three (3) Redevelopment Ready Sites for the community. The Planning Commission would be charged to develop a list of incentives for redevelopment, including flexible zoning, marketing information, DDA programs and resources, and redevelopment opportunities.

Est. Budget – \$2,000 - \$4,000

3. **Joint Professional Training Session**

Continual training ensures a culture of highest standards. Every couple of years, especially with the addition of new members, we find that a joint training seminar between the Planning Commission, the Board of Zoning Appeals (BZA) and the Village Council is an extremely positive and rewarding process. Such a training session is designed to highlight the fundamental roles and responsibilities of the Boards, discuss the need and the importance of the Zoning Ordinance and Master Plan, reiterate the fundamentals of making sound planning and development decisions (reviewing recent decisions) and highlight ways in which the bodies can become more effective and efficient in decision making together.

Est. Budget - \$800



4. **Update to Select Zoning Ordinance Text Amendments:**

a. **Medical Marihuana Ordinance**

Discussions have already begun regarding the Village's response to recent marihuana legislation. McKenna and Village Attorney, Mary Kucharek, are awaiting further information and direction from LARA before consideration of an ordinance to allow and regulate marihuana facilities in the Village.

b. **Rental Inspection Ordinance**

Recent discussions related to short term rental properties have led to the Village taking a broader look at the issues presented by considering an ordinance which requires rental inspections for all rental properties in the Village. The Planning Commission and McKenna will be receiving direction from the Village Council and Village Attorney, Mary Kucharek, regarding an ordinance to regulate rental properties in the Village.

c. **Dumpster Ordinance**

Research and review of the Dumpster Ordinance is on-going with Village Administration and the DDA. A draft of the proposed amendment is expected in early 2019. The draft will be discussed and revised as necessary and is expected to be reviewed by the Village Council in mid-2019.

d. **Parking and Loading Standards**

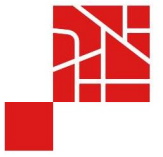
It is recommended that research and review of the Ordinance's current parking standards and formulas, and understanding the distinction between downtown parking standards and non-downtown, mixed-use and commercial standards, be conducted. Utilizing the Institute of Transportation Engineers (ITE) standards, developed by the US Department of Transportation, this project would also include a review and recommendations on standards for downtown residential parking, payment in-lieu for parking, and shared loading zones. Where applicable, the review would incorporate the Village's recent parking efforts, including a parking study and planned parking lots / structures.

e. **Landscaping and Tree Removal Standards**

Section 15.02 of the Zoning Ordinance details the Village's various landscaping and screening requirements. However, there are no standards or protections related to the preservation of existing vegetation and development impacts. In order to reap the many benefits the tree canopy has on the local and regional environment, including the water quality of Lake Orion, considerations of additional tree provisions will allow the Planning Commission to more carefully evaluate new development impacts. In addition, beautification standards for landscaping, especially as it relates to the Village's commercial areas, is an important consideration.

5. **Continued Review of Village Website**

Village Administration requested McKenna complete a review of the Village's website, with regards to Planning and Zoning material, for clarity and transparency to the public. Recommendations on new materials were presented at the February 2019 Planning Commission meeting. Moving forward, and in



conjunction with the Village-wide website improvements, McKenna will continue to make recommendations and look for opportunities to best provide information and customer satisfaction.

Est. Budget – n/a, request to continually work on during regular office hours pending Village authorization.

REQUEST FOR ACTION

A proactive work program can help maintain a quality community, and we look forward to working with the Village Council as it actively seeks to preserve and grow its economic base. Based on the above priority projects, the Planning Commission requests the Village Council consider incorporating some or all of these elements into the budget for the 2019 fiscal year.

Respectfully submitted,

PLANNING COMMISSION
VILLAGE OF LAKE ORION, MICHIGAN

Dikka M. Berven, Chairperson