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## **AGENDA**

### **REGULAR MEETING OF THE LAKE ORION VILLAGE COUNCIL**

**Monday, January 22, 2024**

**7:30 PM**

**Lake Orion Village Hall Council Chambers**

**21 East Church Street**

**LAKE ORION, MI 48362**

**(248) 693-8391 ext. 102**

**ADDRESSING THE VILLAGE COUNCIL:** Each person wishing to address the village council shall be afforded an opportunity to do so. If you wish to comment, please stand or raise a hand to indicate that you wish to speak. When recognized, give your name and address and direct your comments to the Chair.

- 1. Call to Order**      7:30 PM
- 2. Pledge of Allegiance**
- 3. Roll Call and Determination of Quorum**
- 4. Presentations**
  1. Presentation on Redevelopment Ready Communities (RRC) Program
- 5. Call to the Public**
- 6. Consent Agenda**

All items on the Consent Agenda are approved by one vote.

1. Cancellation of January 29, 2024, Special Meeting
2. Budget Amendment
3. Approval of Village Council Regular Meeting Minutes of January 8, 2024
4. DDA Board Regular Meeting Minutes -December 19, 2023
5. Board of Zoning Appeals Regular Meeting Minutes - January 11, 2024
6. Director's Report
7. Building Department 2023 Annual Permits Report

### **7. Approval of Agenda**

*By order of the President/Chair, no matters will be discussed after 10:30 p.m., unless council/board/commission votes to continue the meeting.*

### **8. Public Hearings**

### **9. Agenda Items for Consideration**

#### *A. Financial Matters*

1. Invoice Approval - January 22, 2024

#### *B. Other Items*

1. Contract to Prepare Master Plan Strategic Plan - McKenna

### **10. Call to the Public**

### **11. Council Comments**

### **12. Village Manager Comments**

### **13. Closed Session Items**

### **14. Reconvene to Open Session**

### **15. Business From Closed Session**

### **16. Adjournment**

### **17. Action Items**

*In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village, at least three (3) business days in advance of the meeting, if requesting accommodations. The Village of Lake Orion will provide foreign language or hearing impaired interpretation services for those individuals who contact the village to request such services at least seven (7) days prior to the meeting.*

*En el espíritu de la observancia de la Ley de Estadounidenses con Discapacidades, las personas con discapacidad debe sentirse libre para ponerse en contacto con el pueblo, por lo menos tres (3) días hábiles de antelación a la fecha de la reunión, si se solicitan alojamiento. El municipio de Lake Orion proporcionará idioma extranjero o personas con problemas de audición servicios de interpretación para las personas que se ponen en contacto con el pueblo de solicitar dichos servicios con no menos de siete (7) días antes de la reunión.*



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** January 22, 2024

**TOPIC:** Presentation on Redevelopment Ready Communities (RRC) Program

### BACKGROUND BRIEF:

Village Council is scheduled to receive a presentation from Stephanie Pena of the Michigan Economic Development Corporation (MEDC) on the Redevelopment Ready Communities (RRC) program. Council requested a presentation on the RRC program and its benefit to the village. Council postponed action on McKenna's contract to complete a Master Plan strategic plan until the council could receive this presentation. McKenna had noted in its proposal that the strategic plan supported RRC's requirements. The village previously joined the RRC program, and the DDA has been working with RRC to achieve RRC Essential Community status. The village currently has RRC Engaged status.

### SUMMARY OF PREVIOUS COUNCIL ACTION:

07/24/2023 - Council postponed action on the McKenna contract to complete a strategic plan for the village's recently adopted Master Plan until council could receive a presentation on the RRC program and its benefit to the village.

### FINANCIAL IMPACT:

None

### RECOMMENDED MOTION:

None



## **COUNCIL ACTION SUMMARY SHEET**

**MEETING DATE:** January 22, 2024

**TOPIC:** Cancellation of January 29, 2024, Special Meeting

### **BACKGROUND BRIEF:**

Administration is requesting that Village Council cancel the special meeting scheduled for January 29, 2024, due to the Village Manager's attendance at the Michigan Managers' Conference that week. Council is still scheduled to hold special meetings on February 12 and 26 for FY goal setting, fee schedule review, and capital improvement planning work.

### **SUMMARY OF PREVIOUS COUNCIL ACTION:**

01/08/2024 - Council scheduled special meetings for January 29 and February 12 and 26 for FY 2024-25 goal setting, fee schedule review, and capital improvement planning work.

### **FINANCIAL IMPACT:**

None

### **RECOMMENDED MOTION:**

To cancel the January 29, 2024, special meeting of the Village Council due to the Village Manager's attendance at the Michigan Managers' Conference.



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** January 22, 2024

**TOPIC:** Budget Amendment

**BACKGROUND BRIEF:** Administration is requesting council to approve budget amendment 23-040 in the amount of \$15633 for the GL 101-215-727-001 Election supplies to cover the cost of the November 7th, 2023 DDA ballot proposal election. Per the Charter Township of Orion, there will be additional charges in the coming weeks. Once additional expenditures are incurred, an additional invoice will be sent which will require an additional budget amendment in the future.

**SUMMARY OF PREVIOUS COUNCIL ACTION:**

**FINANCIAL IMPACT:**

**RECOMMENDED MOTION:** To approve the Budget amendment request BA 23-040 in the total amount of \$15,633 for the cost of the November 7th, 2023 DDA ballot proposal election.

**ATTACHMENTS:**

BA 23040

**VILLAGE OF LAKE ORION, MICHIGAN**  
**BUDGET ADJUSTMENT WORKSHEET**

**FISCAL YEAR:** 2023-2024  
**FUND:** GENERAL 101  
**DEPT:** VILLAGE CLERK  
**REQUESTED BY:** STOUTS  
**DATE:** 1/10/2024  
**AMENDMENT #** 23-040

[illegible]

0 15,633

Date: 6/10-2 ~~6/10-2~~

Date: \_\_\_\_\_



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** January 22, 2024

**TOPIC:** Approval of Village Council Regular Meeting Minutes of January 8, 2024

**BACKGROUND BRIEF:**

**RECOMMENDED MOTION:** To approve the January 8th, 2024 regular meeting minutes as presented.

**ATTACHMENTS:**

2024.01.08 Minutes





## MINUTES

### REGULAR MEETING OF THE LAKE ORION VILLAGE COUNCIL

Monday, January 8, 2024

7:30 PM

Lake Orion Village Hall Council Chambers

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

#### 1. Call to Order

The Monday, January 8, 2024 Regular Meeting of the Lake Orion Village Council was called to order in the Lake Orion Village Hall Council Chambers located in the Village Hall at 21 East Church Street, Lake Orion, MI 48362 by President Jerry Narsh at 7:30 PM followed by the Pledge of Allegiance.

#### 2. Pledge of Allegiance

#### 3. Roll Call and Determination of Quorum

Attendee Name	Organization	Title	Status	Arrived
Jerry Narsh	Village of Lake Orion	President	Present	
Teresa L Rutt	Village of Lake Orion	President Pro Tem	Present	
Carl Cyrowski	Village of Lake Orion	Council Member	Excused	
Stan Ford	Village of Lake Orion	Council Member	Present	
Michael Lamb	Village of Lake Orion	Council Member	Present	
Nancy Moshier	Village of Lake Orion	Council Member	Present	
Kenneth VanPortfliet	Village of Lake Orion	Council Member	Present	

#### STAFF PRESENT:

- Village Manager Darwin McClary
- Village Treasurer/Clerk Sonja Stout
- DPW Director Wes Sanchez

**Motion to:** excuse Council Member Carl Cyrowski

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jerry Narsh, President
<b>SECONDER:</b>	Kenneth VanPortfliet, Council Member
<b>AYES:</b>	Narsh, Rutt, Ford, Lamb, Moshier, VanPortfliet
<b>EXCUSED:</b>	Carl Cyrowski

#### 4. Presentations

##### 1. Sanitary Sewer Pump Stations Improvement Project

Village Engineer Wendy Spence went over costs associated with the upcoming Sanitary Sewer Pump Station Improvement Project and answered any questions from Council in regards to costs associated with the project.

<b>RESULT:</b>	<b>ADOPTED [4 TO 2]</b>
<b>MOVER:</b>	Jerry Narsh, President
<b>SECONDER:</b>	Kenneth VanPortfliet, Council Member
<b>AYES:</b>	Jerry Narsh, Teresa L Rutt, Stan Ford, Kenneth VanPortfliet
<b>NAYS:</b>	Michael Lamb, Nancy Moshier
<b>EXCUSED:</b>	Carl Cyrowski

**RESOLVED:** To direct administration to complete the Sanitary Sewer Pump Stations Improvement Project in three (3) phases and to seek federal Congressional Community Projects Grant funding for phases II and III of this project, understanding that grant funding is not guaranteed and that phasing the project could result in considerable additional project costs.

##### 2. Presentation of FY 2022-23 Audit Report

Greg Soule, from the Village's auditing firm, Andrews Hooper Pavlik PLC, presented highlights from the audit report for fiscal year ending June 30, 2023 and answered any questions from Council pertaining to the audit report.

#### 5. Call to the Public

Scott Gabriel, 941 Joslyn, spoke about getting a team together with the owners of Diver's Den and doing an underwater inspection across the lake where the sewer starts and ends with underwater cameras and underwater metal detectors at no additional cost to the village. The dive will be coordinated in the next few weeks.

#### 6. Consent Agenda

All items on the Consent Agenda are approved by one vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Teresa L Rutt, President Pro Tem
<b>SECONDER:</b>	Stan Ford, Council Member
<b>AYES:</b>	Narsh, Rutt, Ford, Lamb, Moshier, VanPortfliet
<b>EXCUSED:</b>	Carl Cyrowski

1. Orion Community Cable Communication Commission (O.C.C.C.C.) Proposed 2024 Budget – Joint Resolution

**JOINT RESOLUTION**

**OF**

**THE VILLAGE COUNCIL OF THE VILLAGE OF LAKE ORION**

**AND**

**THE BOARD OF TRUSTEES OF THE CHARTER TOWNSHIP OF ORION**

**RESOLVED:**, that the 2024 Budget Proposal of the Orion Community Cable Communications Commission for the fiscal period of January 1, 2024 through December 31, 2024, indicating Income in the amount of \$655,000 and Expenses in the amount of \$739,000 is hereby approved by the Village Council of the Village of Lake Orion, at its regular meeting held on the 8th day of January 2024, with the understanding that this approval does not approve of or commit the Village to any contract with the Orion Neighborhood Television Corporation or authorize the payment of any monies to said Corporation. Resolution adopted upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, and duly adopted: Ayes: \_\_\_\_ Nays: \_\_\_\_ Absent: \_\_\_\_.

Motion carried, and

**BE IT FURTHER RESOLVED:** that the 2024 Budget Proposal of the Orion Community Cable Communications Commission for the fiscal period of January 1, 2024 through December 31, 2024 indicating Income in the amount of \$655,000 and Expenses in the amount

of \$739,000, is hereby approved by the Board of Trustees of the Charter Township of Orion,

at its regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2024, with the understanding that this approval of the Budget Proposal does not approve of or commit the Township to any contract with the Orion Neighborhood Television Corporation or authorize the payment of any monies to said Corporation. Resolution adopted upon motion

of , seconded by , and duly adopted: Ayes: . Nays:

None: Absent:

2. Approval of Elections Facility Usage Agreement - Orion Township and Village of Lake Orion

**RESOLVED:** To approve the Elections Facility Usage Agreement between the Village of Lake Orion and the Charter Township of Orion for the use of Village Hall for Precinct No. 2 elections and to authorize the Village Manager to execute the agreement on behalf of the village.

3. Director's Report

**RESOLVED:** To receive and file the DDA Executive Director's Report for December 2023

4. DDA Board Regular Meeting Minutes -November 21, 2023

**RESOLVED:** To receive and file DDA Minutes of Tuesday, November 21, 2023.

5. Receive and File December 2023 Police Activity Report

**RESOLVED:** To receive and file the December 2023 Police Department Activity Report.

6. Approval of Village Council Regular Meeting Minutes of December 11, 2023

**RESOLVED:** To approve the Monday, December 11, 2023 regular meeting minutes as presented.

7. Receive and File FY 2022-23 Audit Report

**RESOLVED:** To receive and file the Village of Lake Orion Audited Financial Statements and Other Supplementary Information for the year ended June 30, 2023, from the village's auditing firm, Andrews Hooper Pavlik PLC.

## 7. Approval of Agenda

**Motion to:** approve the January 8, 2023 Village Council Agenda.

<b>RESULT:</b>	<b>APPROVED AS PRESENTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kenneth VanPortfliet, Council Member
<b>SECONDER:</b>	Teresa L Rutt, President Pro Tem
<b>AYES:</b>	Narsh, Rutt, Ford, Lamb, Moshier, VanPortfliet
<b>EXCUSED:</b>	Carl Cyrowski

## 8. Public Hearings

## 9. Agenda Items for Consideration

**A. Financial Matters**

## 1. Financial Statements - December 2023

<b>RESULT:</b>	<b>ADOPTED [5 TO 1]</b>
<b>MOVER:</b>	Kenneth VanPortfliet, Council Member
<b>SECONDER:</b>	Teresa L Rutt, President Pro Tem
<b>AYES:</b>	Narsh, Rutt, Ford, Lamb, VanPortfliet
<b>NAYS:</b>	Nancy Moshier
<b>EXCUSED:</b>	Carl Cyrowski

**RESOLVED:** To receive and file the financial reports for December 2023.

## 2. Invoice Approval - January 8Th, 2024

<b>RESULT:</b>	<b>ADOPTED [4 TO 2]</b>
<b>MOVER:</b>	Kenneth VanPortfliet, Council Member
<b>SECONDER:</b>	Teresa L Rutt, President Pro Tem
<b>AYES:</b>	Jerry Narsh, Teresa L Rutt, Stan Ford, Kenneth VanPortfliet
<b>NAYS:</b>	Michael Lamb, Nancy Moshier
<b>EXCUSED:</b>	Carl Cyrowski

**RESOLVED:** To approve January 8th, 2024 bills in the amount of \$91,689.38 of which \$6953.76 are DDA Bills for a net total of \$84,735.62 are approved for payment; and to receive and file the DDA bills.

**B. Other Items**

## 1. FY 2024-25 Budget Preparation Calendar and Goal Setting Work Sessions

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jerry Narsh, President
<b>SECONDER:</b>	Michael Lamb, Council Member
<b>AYES:</b>	Narsh, Rutt, Ford, Lamb, Moshier, VanPortfliet
<b>EXCUSED:</b>	Carl Cyrowski

**RESOLVED:** To adopt the FY 2024-25 budget preparation calendar.

2. Schedule Council Work Sessions - Capital Improvement Plan and Comprehensive Fee Schedule

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jerry Narsh, President
<b>SECONDER:</b>	Michael Lamb, Council Member
<b>AYES:</b>	Narsh, Rutt, Ford, Lamb, Moshier, VanPortfliet
<b>EXCUSED:</b>	Carl Cyrowski

**RESOLVED:** To schedule Village Council work sessions for the following dates and times for the purposes of completing the formulation of the Village's Capital Improvement Plan and Comprehensive Fee Schedule: January 29th, 2024 at 6:30 PM; February 12th, 2024 at 6:30 PM; February 26th, 2024 at 6:30 PM.

## 10. Call to the Public

### 11. Council Comments

Council member Lamb spoke about his concerns with bullying amongst other council members and also stated he was looking forward to a productive year. He also spoke about the upcoming capital improvement plan.

Council member Ford stated he is looking forward to the village cycle calendar and is eager to learn how his roles can help the Paint Creek Trail and also with the Village Council. The 40<sup>th</sup> anniversary of the Paint Creek Trail will be in April and will be celebrated with a 5k run race.

President Pro Tem Rutt made the statement that the total revenues for the village is 4.25 million. She may have misstated the number earlier in the meeting.

Council member VanPortfliet stated he is looking forward to a productive year and he hopes that council can work together as a team and work for the community in the upcoming year.

Council member Moshier welcomes Sonja Stout as the official clerk and as a council member its ok to "agree to disagree" as council members and members should be able to share their opinion moving forward.

President Narsh stated he hopes that the council will continue to work together as a team. He also stated he appreciated Administration and all the Boards and Commission members for coming together to work together and make the Village of Lake Orion a desirable place to live and work in.

## 12. Village Manager Comments

Village Manager McClary thanked all the council members for coming together for the many special meetings that have required attendance over the past year and the upcoming year. He also spoke briefly about the following items:

- Village Hall lobby flooring
- Board of Ethics Advertisement
- Village Property inventory project status update
- Mobile food establishments ordinance
- Deputy Clerk/Treasurer recruitment
- Park Avenue retaining wall replacement project
- Redevelopment ready communities (RRC) presentation
- CivicPlus meeting essentials agenda management system
- Special Council meeting
- Indianwood Road culvert replacement project
- Upcoming important dates

Council Member VanPortfliet requested an update from Village Manager McClary on the great improvements that Chief Stanfield has achieved in the staffing department.

Village Manager McClary stated that Chief Stanfield has made offers of unemployment to a number of individuals and is working very diligently towards getting individuals on board and Village Manager McClary is pleased with his progress he has seen so far in terms with his hiring.

## 13. Closed Session Items

## 14. Reconvene to Open Session

## 15. Business From Closed Session

## 16. Adjournment

**Motion to:** adjourn the Monday January 8, 2024 regular meeting of the Lake Orion Village Council.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kenneth VanPortfliet, Council Member
<b>SECONDER:</b>	Teresa L Rutt, President Pro Tem
<b>AYES:</b>	Narsh, Rutt, Ford, Lamb, Moshier, VanPortfliet
<b>EXCUSED:</b>	Carl Cyrowski

The Monday, January 8th, 2024 regular meeting of the Lake Orion Village Council adjourned at 9:25 PM.

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Regular Meeting, Monday, January 8, 2024

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\_\_\_\_\_  
Jerry Narsh  
President

\_\_\_\_\_  
Sonja Stout  
Village Clerk/Treasurer

Date Approved: January 22, 2024 as presented.

DRAFT

Attachment: 2024.01.08 Minutes (6507 : 2024-1-8 VC Reg Mtg Minutes - Draft)





## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** January 22, 2024

**TOPIC:** DDA Board Regular Meeting Minutes -December 19, 2023

**RECOMMENDED MOTION:** To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, December 19, 2023.

ATTACHMENT 2023-12-19 Approval of Minutes

**ATTACHMENTS:**

2023.12.19 minutes revised



**VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT  
AUTHORITY**

**21 East Church Street, Lake Orion, MI 48362**

*The mission of the Lake Orion DDA is to enhance the economic potential and preserve the historical character of the Lake Orion DDA District, **the heart and hub of the Orion Community**, through promotional activities and an organizational structure that focuses on community involvement with local businesses, residents, and other stakeholders.*

## **DRAFT MINUTES**

**REGULAR MEETING OF THE LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS**

**Tuesday, December 19, 2023**

**6:30 PM**

**Lake Orion Village Hall Council Chambers**

**21 East Church Street**

**LAKE ORION, MI 48362**

**(248) 693-8391 ext. 102**

### **I. Call to Order**

The Tuesday, December 19, 2023 Regular Meeting of the Lake Orion Downtown Development Authority Board of Directors was called to order in the Lake Orion Village Hall Council Chambers located in the 21 East Church Street, Lake Orion, MI 48362 by Chairperson Debbie Burgess at 6:37 PM.

### **II. Roll Call and Determination of Quorum**

<b>Attendee Name</b>	<b>Organization</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Debbie Burgess	Village of Lake Orion	Chairperson	Present	
Sam Caruso	Village of Lake Orion	Vice Chairperson	Present	
Henry Lorant	Village of Lake Orion	Secretary	Present	
Matt Shell	Village of Lake Orion	Treasurer	Present	
Chris Barnett	Village of Lake Orion	Board Member	Absent	
Alaina Campbell	Village of Lake Orion	Board Member	Present	
Lloyd Coe	Village of Lake Orion	Board Member	Present	
Sally Medina	Village of Lake Orion	Board Member	Present	
Jerry Narsh	Village of Lake Orion	President	Present	

### **STAFF PRESENT:**

- Janet Bloom, Interim DDA Executive Director
- Susan C. Galeczka, Village Clerk
- Darwin McClary, Village Manager

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Regular Meeting, Tuesday, December 19, 2023  
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### III. Approval of Minutes

1. DDA Board Regular Meeting Minutes -November 21, 2023

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Henry Lorant, Secretary
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Barnett

RESOLVED: To approve the Downtown Development Authority Board Regular meeting minutes of Tuesday, November 21, 2023 as presented.

### IV. Call to the Public

Let the record show no public comments were received on non-agenda items.

### V. Consent Agenda

All items on the Consent Agenda are approved by one vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Henry Lorant, Secretary
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Barnett

1. Annual Year End Main Street Evaluation Schedule

RESOLVED: To approve the Main Street Community Assessment Visit Agenda, scheduled for February 6, 2024, which is attached and incorporated as part of this record.

2. Annual Review of DDA Vision Statement

RESOLVED: To adopt the DDA Board Vision Statement as follows:

Over the next ten years, Lake Orion, Michigan will be the heart and hub of the greater Orion community. The downtown will be known as a destination dining and entertainment district. Public spaces continue to be built based upon community feedback and participation.

There is a direct connection between the Paint Creek Trail which traverses throughout the community and the historic downtown. The trail connects both Lake Orion and the downtown, so runners, walkers, and bikers can use our trails and lakeshore for recreational uses and our downtown for choice

shopping, dining and live entertainment at many different price points. Our walkable community shall be accessible to all with many barrier-free amenities.

In the summer months, the outdoor Gazebo Concert Series and #StrongerTogether Collaborations with Oxford will continue to bring thousands of people into town during the evening when all of our restaurants and shops are open. The Lake Orion DDA shall host several family-friendly signature special events each year that bring our residents, as well as, people from around the state to share our lake and downtown district. The Lake Orion DDA shows a commitment to fostering arts in our community with a strong partnership with the Orion Art Center. Our downtown caters to the larger Orion community with many destination businesses that continue to be a mix of local entrepreneurs, franchises and national retailers.

The DDA markets our downtown through many different media channels and actively seek new retailers or tenants when the rare vacancy occurs. Our DDA will promote an increasingly dense group of mixed uses along M24 and in the downtown, where new condos and apartments can exist side by side in our wonderfully restored residential and commercial buildings.

3. Annual Review of DDA Mission Statement

RESOLVED: To adopt the Mission Statement of the DDA Board as follows:

The mission of the Lake Orion DDA is to enhance the economic potential and preserve the historical character of the Lake Orion DDA District, the heart and hub of the Orion Community, through promotional activities and an organizational structure that focuses on community involvement with local businesses, residents and other stakeholders.

4. Director's Report

RESOLVED: To receive and file the DDA Executive Director's Report for December 2023

5. Committee Minutes & Workplan and Event Updates

RESOLVED: To receive and File the Committee Meeting Minutes & Event updates.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes  
 Regular Meeting, Tuesday, December 19, 2023  
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6. Financial Reports

RESOLVED: To receive and file the financial reports for November 2023.

**VI. Approval of Agenda**

1. **Motion to** approve the Tuesday, December 29, 2023 regular meeting agenda of the Downtown Development Board.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Treasurer
<b>SECONDER:</b>	Henry Lorant, Secretary
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Chris Barnett

**VII. Financial Matters**

1. Bill Approval

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Henry Lorant, Secretary
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Chris Barnett

RESOLVED: To approve disbursements in the amount of \$45,531.91 for November 2023.

2. Budget - 2024-2025

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Treasurer
<b>SECONDER:</b>	Henry Lorant, Secretary
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Chris Barnett

RESOLVED: To Review and File the Initial FY 2024-2025 DDA Budget.

Attachment: 2023.12.19 minutes revised (6527 : 2023-12-19 Approval of DDA Minutes)

Village of Lake Orion Downtown Development Authority Board of Directors Minutes  
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Budget - 2024-2025

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Henry Lorant, Secretary
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Chris Barnett

RESOLVED: To adopt the Tentative Budget Review Calendar as follows:

6:30pm	19-Dec-23	Initial Presentation of Director suggested DDA Budget
6:30pm	16-Jan-24	DDA budget reflecting initial board feedback
6:30pm	23-Jan-24	Presentation by DDA Committees for recommendations
6:30pm	30-Jan-24	Board Review of requests and Committee recommendations
6:30pm	13-Feb-24	Review of DDA budget based upon board feedback
6:30pm	20-Feb-24	Recommendation of DDA budget for inclusion in VLO budget

**VIII. New and Old Business**

1. Contract Approval - Pre-Demolition Hazardous Materials and Asbestos Survey

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Henry Lorant, Secretary
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Chris Barnett

RESOLVED: To approve hiring Baker & Associates for Pre-Demolition Hazardous Materials and Asbestos Survey of the Lake Orion Lumberyard not to exceed \$6,000 from 301-901-950-000 Demolition & Land Improvement.

2. Executive Director Search

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Lloyd Coe, Board Member
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Chris Barnett

RESOLVED: To approve the final deadline for submission of applications as January 19, 2024.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes  
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Executive Director Search Committee

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Sally Medina, Board Member
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Chris Barnett

RESOLVED: To appoint Chairperson Debbie Burgess, Board Member Alaina Campbell, Board Member Lloyd Coe, Vice Chairperson Sam Caruso and Treasurer Matt Shell to be part of the DDA Executive Director interview team.

Executive Director Search Interview Timeline

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Henry Lorant, Secretary
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Chris Barnett

RESOLVED: To adopt the interview timeline for the DDA Executive Director as follows:

1. January 24, 2024
2. January 31, 2024
3. February 7, 2024

Executive Director Search Advertisement

Board members discussed the salary range for the Director's position.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Board Member
<b>SECONDER:</b>	Jerry Narsh, President
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Chris Barnett

RESOLVED: To add to the original DDA Executive Director advertisement "salary based on qualifications and experience"; and to post the DDA Executive Director advertisement on the MML.org website; and other professional organizations as sees fit by the Interim DDA Executive Director as soon as possible.

Village of Lake Orion Downtown Development Authority Board of Directors Minutes  
 Regular Meeting, Tuesday, December 19, 2023  
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3. VLO Request - Meeks Park and Children's Park Pedestrian Bridges

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Debbie Burgess, Chairperson
<b>SECONDER:</b>	Matt Shell, Treasurer
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Chris Barnett

RESOLVED: To remove Agenda Item XIII.3, Meeks PRK AND Children's Park Pedestrian Bridges from the agenda.

## IX. Reports, Resolutions and Recommendations

### A. Executive Director

Interim DDA Executive Director Bloom reported on the following:

- Noted she is excited to be part of the DDA, noting she is open to communication and transparency; she is looking for conversation and ideas from the DDA Board Members, Administration and the community.
- Reported the first informational meeting required by PA57 was held and she will be posting a synopsis of the meeting on the DDA's website.
- Provided a brief overview of the holiday shopping promotions.
- Noted that Downtown Dollars are available for purchase.

### B. Village Manager

Village Manager McClary provided an overview of the Village's Snow Removal Policy. He noted that the Village will be distributing flyers regarding the Snow Removal Policy to the downtown businesses.

## X. Call to the Public

Let the record show no public comments were received.

## XI. Board Comments and Training Feedback

Board Members expressed their thanks and appreciation to DDA Executive Director LaLone for all her work and wished her well on her new job.

Board Members welcomed Interim DDA Executive Director Janet Bloom.

Board Members thanked Village Clerk Galeczka for her service to the Village and wished her well on her retirement.

Secretary Lorant wished all a Merry Christmas.



## Village of Lake Orion Downtown Development Authority Board of Directors Minutes

Regular Meeting, Tuesday, December 19, 2023

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Vice Chairperson Caruso, noting a lot is going on in the Downtown, encouraged people to go to the DDA Website for additional information. He stated that the DDA Board did a fantastic job this year.

Board Member Campbell stated this year has been a difficult time for the DDA so the Board educated the people in the community and got more people involved in the DDA.

Board Member Coe wished everyone a Merry Christmas. He reminded everyone Downtown Dollars are available and the Passport Shopping is also going on this holiday.

Board Member Narsh complemented the Board, the citizens, the administrative team and the committees who have worked so hard to make the Village a better place.

Chairperson Burgess expressed her thanks to the Village Clerk for her assistance and support over the years. She noted that Lake Orion is the best place to live, work and play.

## **XII. Next Regular Meeting - January 16, 2024**

Chairperson Burgess stated that the next DDA Board meeting will be held on January 16, 2024 at 6:30 PM.

## **XIII. Adjournment**

Motion to adjourn the Tuesday, December 19, 2023 regular meeting of the Downtown Development Authority Board.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Shell, Treasurer
<b>SECONDER:</b>	Henry Lorant, Secretary
<b>AYES:</b>	Burgess, Caruso, Lorant, Campbell, Coe, Medina, Narsh, Shell
<b>ABSENT:</b>	Chris Barnett

The Tuesday, December 19, 2023 regular meeting of the Downtown Development Authority Board adjourned at 7:15 PM.

\_\_\_\_\_  
Debbie Burgess  
Chairperson

\_\_\_\_\_  
Susan C. Galeczka, CMC/MPMC  
Village Clerk

Approved: January 19, 2023, as presented.



### COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** January 22, 2024

**TOPIC:** Board of Zoning Appeals Regular Meeting Minutes - January 11, 2024

**RECOMMENDED MOTION:** To approve the January 11, 2024 regular meeting minutes of Board of Zoning Appeals regular meeting, as presented.

**ATTACHMENTS:**

2024.01.11 minutes draft



## MINUTES

### SPECIAL OF THE LAKE ORION BOARD OF ZONING APPEALS

Thursday, January 11, 2024

6:30 PM

Lake Orion Village Hall Council Chambers

21 East Church Street

LAKE ORION, MI 48362

(248) 693-8391 ext. 102

#### I. Call to Order

The Thursday, January 11, 2024 Special of the Lake Orion Board of Zoning Appeals was called to order in the Lake Orion Village Hall Council Chambers located in the 21 East Church Street, Lake Orion, MI 48362 by Chairperson Bradley Mathisen at 6:30 PM followed by the Pledge of Allegiance.

#### II. Designation of Alternate, as necessary

None.

#### III. Roll Call

Attendee Name	Organization	Title	Status	Arrived
Raymond Putz	Village of Lake Orion	Vice Chairperson	Present	
Henry Lorant	Village of Lake Orion	Board Member	Present	
Bradley Mathisen	Village of Lake Orion	Chairperson	Present	
Brenton Bailo	Village of Lake Orion	Secretary	Excused	
Mary Chayka-Crawford	Village of Lake Orion	Board Member	Excused	

Others Present:

Gage Bielko, Village Planner

Mary Jo Pachla, Recording Secretary

#### IV. Purpose of Special Meeting

The purpose of the Special BZA meeting is to approve the minutes from the December 7, 2023 regular meeting and to hold a public hearing regarding a variance request relating to **600 Longpointe**.

#### V. Approval of Agenda

1. **Motion to:** Approve the Board of Zoning Appeals Agenda of January 11, 2024 as presented

<b>RESULT:</b>	<b>APPROVED AS PRESENTED [UNANIMOUS]</b>
<b>MOVER:</b>	Henry Lorant, Board Member
<b>SECONDER:</b>	Bradley Mathisen, Chairperson
<b>AYES:</b>	Raymond Putz, Henry Lorant, Bradley Mathisen
<b>EXCUSED:</b>	Brenton Bailo, Mary Chayka-Crawford

## VI. Approve of Minutes

1. Board of Zoning Appeals Regular Meeting Minutes - December 7, 2023

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Raymond Putz, Vice Chairperson
<b>SECONDER:</b>	Henry Lorant, Board Member
<b>AYES:</b>	Raymond Putz, Henry Lorant, Bradley Mathisen
<b>EXCUSED:</b>	Brenton Bailo, Mary Chayka-Crawford

**RESOLVED:** To approve the December 7, 2023 regular meeting minutes of Board of Zoning Appeals regular meeting, as presented.

## VII. Public Comment on Non-Agenda Items Only

Let the record show no public comments were received.

## VIII. Review of BZA Order of Procedure for Handling Appeals - Initial Consideration

Chairperson Mathisen reviewed the order of procedure for handling appeals.

## IX. Action Items

1. Case: Case: A-24-01 - Petoskey Residence / 600 Longpointe Drive; Variance Review #1
2. **Motion to:** to postpone this item to the February 1, 2024 Board of Zoning Appeals meeting to allow the applicant to look at options to reduce the variance.

Chairperson Mathisen called for a motion to open the public hearing for this item.

It was moved by Lorant, seconded by Putz to Open the Public Hearing at 6:34 p.m. The vote was unanimous. He noted that additional comments from neighbors were distributed to the Board members this evening.

### Presentation of Planner

Planner Gage Bielko reviewed McKenna's review letter of January 2, 2024, regarding the request for variance.

Mr. Bielko noted that the parcel and structure was legal nonconforming, and pointed out that the lot is small, which is common in the Village. He explained that because the structure is existing nonconforming, it cannot be enlarged, both horizontally or vertically, and he stated that the existing setbacks are proposed to be increased vertically. He pointed out that the requested variance of 11.5 foot to the front setback and 1.5 foot to the north was the same as existing, however they are proposed to go up vertically.

He reviewed the standards for consideration, noting that the applicant intends to build a deck over an existing flat portion of the roof, and compliance with the ordinance would prevent construction of the overhang, but would not prevent improvement of the garage roof to be used as a deck. He pointed out that this is consistent with nearby dwellings on the street. He stated that while the variance would provide substantial justice to the applicant, it would not be in the interest of the abutting property owners or Village as a whole. The requested variance was not the minimum possible, as it is believed that a deck can be constructed without a roof overhang. There are no unique circumstances to this property as there are plenty of nonconforming parcels around the lake, and not having a roof is characteristic to decks all along Longpointe. He stated that the desire to build the overhang is entirely in the property owner's interest.

He reviewed McKenna's findings, noting that compliance would allow the applicant to have a second story deck without an overhang, allowing the overhang would set a precedent, the request is not the minimum possible, and is not a unique parcel. As such, McKenna recommends that the variance request be denied.

#### **Applicant's Presentation**

David Petoskey, 600 Longpointe, stated that he and his wife Cathy purchased the home in 2020, and it met the needs of his family. He stated that the neighborhood is unique with its street-side decks, and the owner at that time told them that this home could be improved similarly.

He pointed out that six houses away, there was a similar project, and their request would not be as big as that project is. He added that the intention is to add some extra area and shade, which would be the benefit of having this variance.

Mr. Lorant stated that he sees that there are letters of support submitted from neighbors on both sides.

Mr. Petoskey responded that he has talked with all of the neighbors to see that they are in agreement, and noted that it would improve the neighborhood.

Mr. Lorant asked if Ed Sabol was going to do the construction and he asked if any neighbors were against the request.

Mr. Petoskey confirmed Mr. Sabol was the contractor, and commented that nobody they spoke with was against it. He commented that he spoke with almost everyone.

Vice Chairperson Putz asked Mr. Bielko if the applicant could still construct a deck over the garage if the variance was denied.

Mr. Bielko responded that they could, and noted that neighbors on either side have decks. He addressed a comment made in a letter submitted by Ed Sabol that noted that 571 Longpointe was granted a similar permit in the past. He stressed that it was a different administration at the time; however, he did want to note that there was something similar on the street. He stated that all appeals must be reviewed on a case-by-case basis.

Mr. Petoskey stated that he did see the other family out there and commented that shade is important.

Chairperson Mathisen noted that in order for the variance to be granted this evening, all three members in attendance must agree, otherwise the applicant may consider asking for a postponement.

#### **Public Comment**

Chairperson Mathisen called for any public comment.

Ken Kutchek, 596 Longpointe, stated that he is the neighbor immediately to the north and he is in support of the project. He noted that the example down the street is a much larger overhang than is proposed here, and this overhang will not block their view.

Matt Phillips, 96 Park Island, stated that he would rather see the overhang than a bunch of umbrellas or sun shades. He commented that what is proposed will look nice and classy, and Mr. Sabol will do the project right.

Chairperson Mathisen called for a motion to close the public hearing. It was moved by Lorant, seconded by Putz to Close the Public Hearing at 6:52 p.m. The vote was unanimous.

### **Board Deliberation and Action**

Mr. Lorant stated that he thinks this is a good plan, but if it looks like it will be voted down, the applicant may wish to ask for a postponement.

Chairperson Mathisen asked if they looked into a retractable awning.

Mr. Petoskey responded that they had, and it would be considered a temporary fix. He added that they looked into a pergola, and thought these aesthetics would be better. He noted that umbrellas would be a risk with the winds on the lake.

Mr. Bielko noted that the need for a variance was due to the loadbearing posts that hold the roof up. He noted that there could be the possibility of a lesser variance, or the alternative of a cantilevered roof with beams angling back.

Mr. Petoskey responded that this is what the architect came up with, and commented that the beams were changed and reduced from the original design.

Chairperson Mathisen asked Mr. Petoskey if he would be interested in asking for a postponement to look at options to possibly reduce the variance request.

Mr. Petoskey responded that he would.

Chairperson Mathisen moved to postpone this item to the February 1, 2024 Board of Zoning Appeals meeting to allow the applicant to look at options to reduce the variance. The motion was seconded by Mr. Lorant. The motion was adopted by unanimous vote.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bradley Mathisen, Chairperson
<b>SECONDER:</b>	Henry Lorant, Board Member
<b>AYES:</b>	Raymond Putz, Henry Lorant, Bradley Mathisen
<b>EXCUSED:</b>	Brenton Bailo, Mary Chayka-Crawford

### **X. Next Regularly Scheduled BZA Meeting**

February 1, 2024

## XI. Adjournment

1. **Motion to:** Adjourn the Board of Zoning Appeals Meeting at 6:59 p.m.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Henry Lorant, Board Member
<b>SECONDER:</b>	Bradley Mathisen, Chairperson
<b>AYES:</b>	Raymond Putz, Henry Lorant, Bradley Mathisen
<b>EXCUSED:</b>	Brenton Bailo, Mary Chayka-Crawford

\_\_\_\_\_  
Brad Mathisen  
Secretary

\_\_\_\_\_  
Mary Jo Pachla  
Recording Secretary

\_\_\_\_\_  
Sonja Stout  
Finance Director/Village Clerk

Date Approved: \_\_\_\_\_

Attachment: 2024.01.11 minutes draft (6526 : 01/11/24 BZA Regular Mtg Minutes - Draft)





## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** January 22, 2024

**TOPIC:** Director's Report

**Attached:** Director's Report

**Recommended Motion:** To receive and file the Director's Report

**ATTACHMENTS:**

January 2024 Director Report-reduced

Power Hour graphic-dr report

# 2024 Director Report



Prepared by



# 2024 ECONOMIC DEVELOPMENT STRATEGIES

## 1. DUMPSTER ENCLOSURE - RE-BIDDING AS A BUILD/DESIGN

- POSTED 3 TIMES
- NO RESPONSE OR TOO HIGH

## 2. DOWNTOWN LIGHTING

- LAMPPOST RETROFIT - COMPLETED DECEMBER 2022
- "SUSTAINABLE MAIN STREET" AWARD BY MSOC, MAY 2023

## 3. GAZEBO ELECTRICAL IMPROVEMENTS - COMPLETED JULY 2022

## 4. PARKING - E/V CHARGING STATIONS - COMPLETED JUNE 2023

## 5. PARKING - PROPERTY ACQUISITION - COMPLETED NOVEMBER 2023

- DUE DILIGENCE PHASE COMPLETE
- BOND ISSUANCE COMPLETE
- PROPERTY SALE COMPLETE
- POSSESSION OF PROPERTY - NOVEMBER 14, 2023

# LAKE ORION GATEWAY PROJECT (LUMBERYARD)

## PLAN OVERVIEW

**Location:** Lake Orion Lumberyard, 215 S. Broadway Lake Orion MI 48362

**Property Purchased:** August 28, 2023, DDA takes possession November 14, 2023

**Goals and objectives:** updated by DDA Board, Jan 17, 2023

**Design Charette,** November 27th, 5pm - 7pm attended by approximately 50pp for an interactive program to get public participation regarding the future of Downtown Lake Orion.

**March 2023:** Public Q&A hosted by Village Manager and DDA Executive Director

**April 2023:** Village Council approved \$5M Bond Issue

**June 2023:** Bonds issued June 29, 2023, 301 Fund created

**August 2023:** Property Closed August 28, 2023, DDA takes possession of the property on November 14, 2023

**September 2023:** proposal requests for demolition and hazardous materials survey

**October 2023:** Review Team Consults with Steve Auger regarding the bids. Recommends checking with AKA regarding the Hazardous Materials noting delays due to these can be costly if demolition is interrupted.

**November 2023:** AKT Peerless reviewed and made recommendations for the bid request. The request was reposted to the original vendors. Three of the original vendors responded to the re-bid.

**December 2023:** Hazardous Materials Survey contractor selected by Bid Review Team for recommendation to the DDA Board.

# PROPERTY DEVELOPMENT

## MISSION STATEMENT

Location: Lake Orion Lumberyard, 215 S. Broadway Lake Orion MI 48362

Due Diligence ends: August 30, 2023

Goals and objectives: updated by DDA Board, Jan 17, 2023

**The Lake Orion Lumberyard Project will create a gateway space on the south end of the downtown that**

- honors the character of the community,
- provides more parking for the downtown,
- is balanced by pedestrian and event-friendly amenities, and
- improves the safety and ease of accessibility (Entrances & Exits) to the corner of Atwater and M24

**It will be a legacy for future Lake Orion Stakeholders; focusing on**

- enhancing Meeks Park and the Paint Creek Trail,
- adding some commercial and high-end residential buildings, and
- a multi-purpose event space with a flexible, open design

**The Lake Orion DDA has requested support from the Village of Lake Orion Council for a \$5 million dollar bond. After purchase, the DDA will use the remaining funds to**

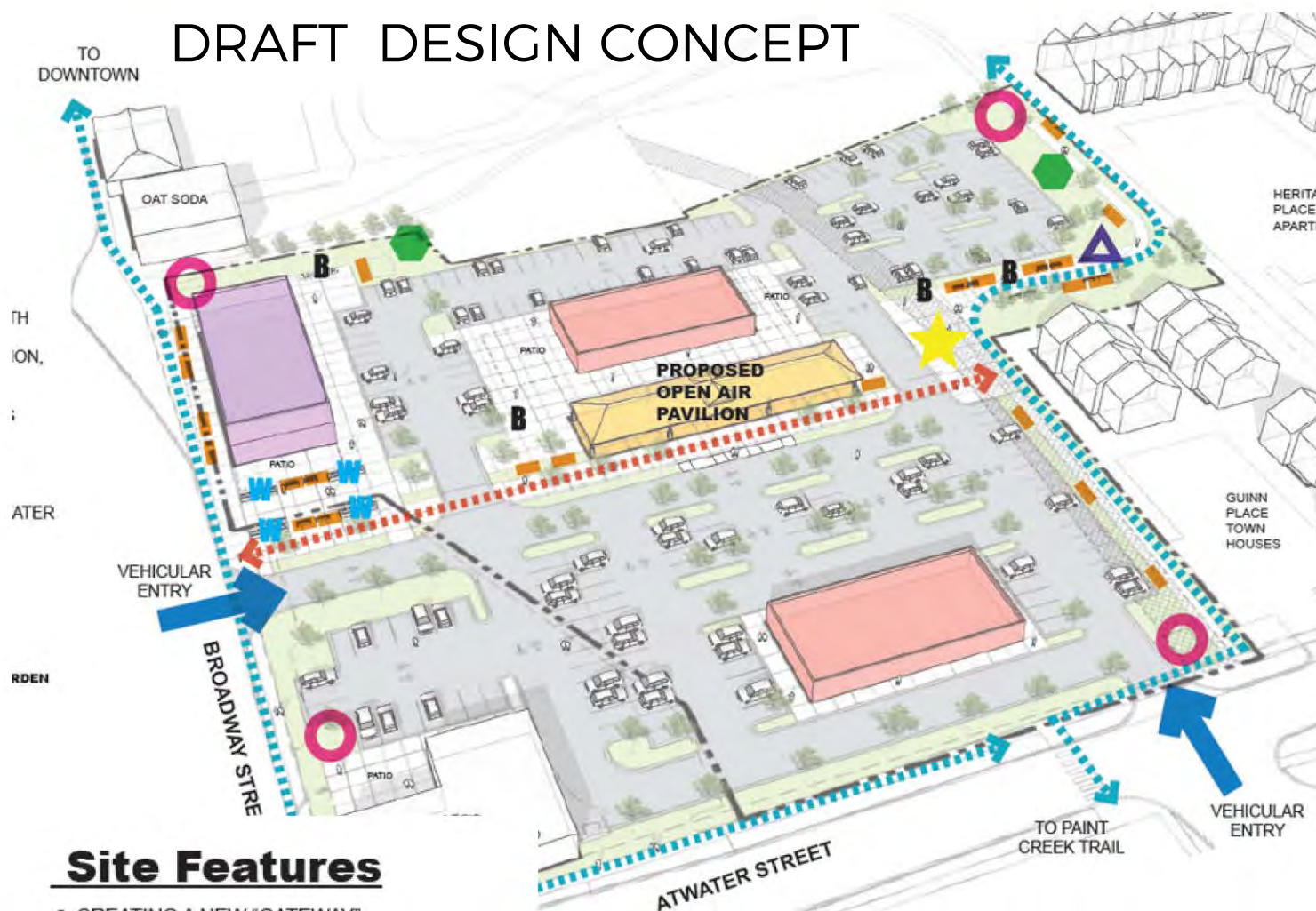
- Address environmental issues present on the property and
- Build a foundational infrastructure on the property from which to build upon

**The DDA will Invest in a multi-phase plan which clearly identifies parameters for all amenities.**

**The DDA will augment their funding for this project by seeking private and public partners who can help achieve the vision for the Lake Orion Lumberyard Project.**



## DRAFT DESIGN CONCEPT

**Site Features**

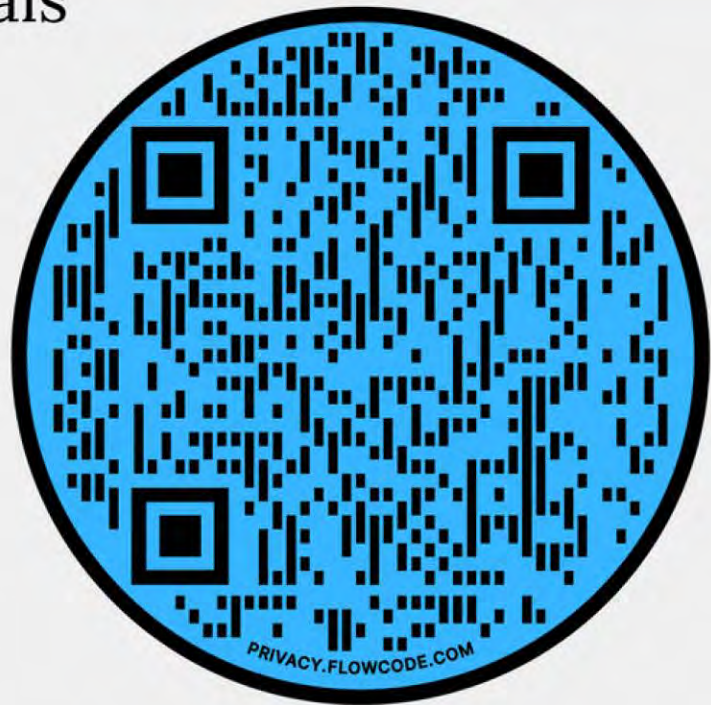
- CREATING A NEW "GATEWAY" TO DOWNTOWN LAKE ORION
- PROPOSED MULTIUSE EVENT PAVILION
- MAINTAIN EXISTING ATWATER TRAIL LOCATION/ADD LANDING PAD PLAZA AREA WITH BIKE RACKS, BIKE REPAIR KIOSK, SEATING, AND EVENT SPACE FOR STARTING/FINISH LINES
- STRENGTHEN THE CONNECTION TO THE PAINT CREEK TRAIL AND REINFORCE DOWNTOWN LAKE ORION AS A TRAIL WAY DESTINATION WITH ADDITION OF NEW TRAIL PLAZA WITH SEATING PUBLIC ART, BIKE REPAIR STATION, BIKE RACKS, LANDSCAPE.
- PROPOSED PUBLIC ART OPPORTUNITIES
- PROPOSED BUTTERFLY GARDEN OR COMMUNITY GARDEN OPPORTUNITY
- PROPOSED PLAZA WITH SEATING AND WATER FEATURE

**Legend**

- |  |  |  |                           |
|--|--|--|---------------------------|
|  | <b>PROPOSED PUBLIC ART</b>                 |  |                           |
|  | <b>PROPOSED BUTTERFLY/COMMUNITY GARDEN</b> |  |                           |
|  | <b>PROPOSED WATER FEATURES</b>             |  |                           |
|  | <b>PROPOSED TRAIL PLAZA EVENT SPACE</b>    |  |                           |
|  | <b>PROPOSED SEATING AREAS</b>              |  |                           |
|  | <b>PROPOSED BIKE REPAIR KIOSK</b>          |  |                           |
|  | <b>PROPOSED BIKE RACKS</b>                 |  |                           |
|  | <b>EXISTING PEDESTRIAN ACCESS</b>          |  | <b>PROPOSED VEHICULAR</b> |
|  | <b>PROPOSED PEDESTRIAN ACCESS</b>          |  | <b>ENTRY</b>              |

# Participating Businesses in Lake Orion

- Amazing Petals
- Broadway  
Embroidery
- Caruso  
Chiropractic
- Cookies &  
Cream
- Lake Orion  
DDA
- Simply Marcella
- Roses of  
Silverbell
- And more to  
come!



Shop Now!



SHOP OAKLAND COUNTY  
Main Streets



**Promotions Committee** - First Tuesday, (Dec 5th) at 11am online and at DDA office

Committee Chair: Sally Medina, DDA Board Member

*The Promotion Committee markets Downtown's unique characteristics to shoppers, investors, new businesses, tourists, and others while promoting retail events, special events and ongoing programs.* 1/23@11am & 2/6@11am

**Design Committee** - Third Monday, (Nov 20th) at 3pm online

Committee Chair: Lloyd Coe, DDA Board Member

*The Design Committee works to improve the appearance of Downtown so that it is perceived as clean, safe and friendly while preserving its historic appeal.* 1/17@3pm & 2/19@3pm

**Organization Committee** - Third Wednesday, (Dec 6th) at 11:30am, DDA Office

Committee Chair: Alaina Campbell, DDA Board Member

*The Organization Committee works to communicate the vision, philosophy and activities of the Main Street organization to the community through membership and partnership development and a communications program.* 1/19@11:30am & 2/21@11:30am

**Economic Vitality Committee** - Fourth Thursday, (Jan 25th) at 11:30am, TBD

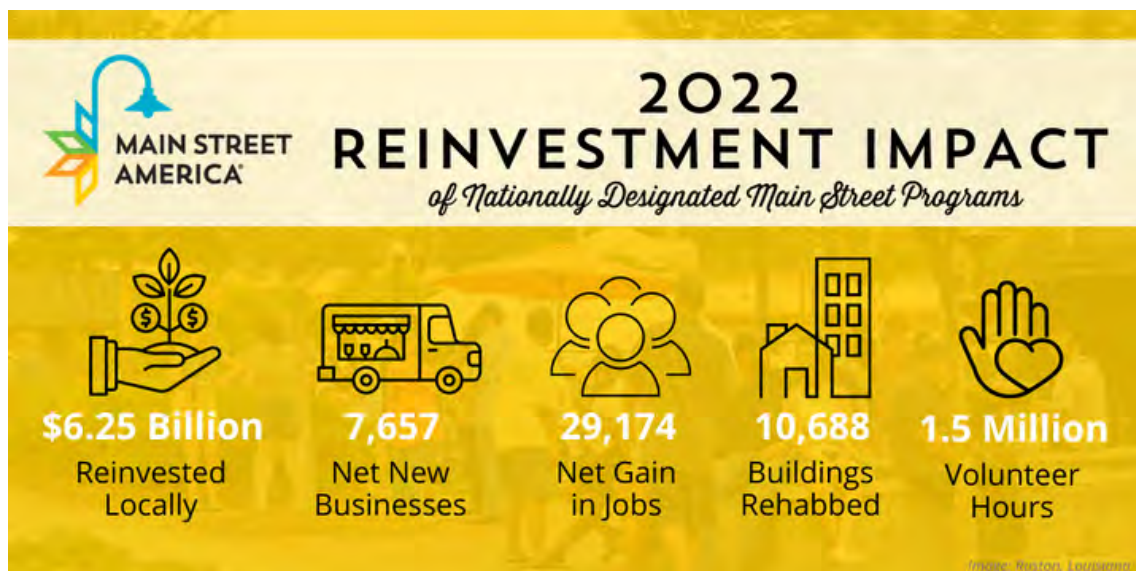
Committee Chair: Matthew Shell, DDA Board Member

*The Economic Vitality Committee works to strengthen the economic base in Downtown by helping existing businesses to expand, recruiting new businesses for a balanced mix, and converting unused space into productive property.* 1/22@11:30am & 2/22@11:30am

**DDA Business Power Hour** - Third Thursday, (Jan 18th) at 9:00am, ABeanToGo

Committee Chair: Dr. Sam Caruso, DDA Board Member

*The DDA Business Power Hour is a meeting for business owners, managers, and employees to learn about upcoming events and projects and to provide feedback to the DDA* 1/18@9am & 2/15@9am







## Community Assessment Results - Y/E 2022

### Standard 1: “Broad-based Community Commitment to Revitalization”

#### Strengths:

- United to face adversity by small minority – used this challenge as an opportunity to improve awareness of the DDA/Main Street
- Strong local business atmosphere
- Visibility in community throughout pandemic – proactively worked to support business owners and create opportunity for safe public gatherings (e.g., cornhole league, warming stations)
- Good working relationship with Village Manager

#### Opportunities:

Lake Orion is on the cusp of becoming an “it” town, creating unique challenges. Consider the following:

- Continue expanding relationships with large and small-scale developers
- Stay abreast on rising property value trends – advocate for smart housing growth
- Continue evaluating, implementing, and communicating progress on major initiatives in the downtown (e.g., parking study, Lumber Yard)
- Include neutral third-party experts to disseminate information, justify new projects, and to advocate for the DDA

### Standard 2: “Inclusive Leadership and Organizational Capacity”

#### Strengths:

- DDA Board identifies annual priorities (e.g., public safety)
- Executive Director actively monitors committee progress on projects
- Multiple personnel/staff support

## Community Assessment Results - Y/E 2022 continued

### Standard 2: “Inclusive Leadership and Organizational Capacity”, continued

#### Opportunities:

- Leverage network(s) of individual Board members to advocate for DDA and challenge false narratives
- Board members lead outreach and education
- Pursue new engagement by taking outreach to where people are and/or need to be reached
- Use special events as starting point for developing diversity
- Mentor new volunteers who are interested in a leadership role within the organization (committees, Board)
- Use demographic data to crosscheck/confirm DDA leadership representation

### Standard 3: “Diversified Funding and Sustainable Program Operations”

#### Strengths:

- Ability to, and successful experience in, purchasing real estate
- Predictable and consistent revenue from DDA tax district (historically)
- Leverages events and activities to solicit sponsorship revenue
- Detailed budget alignment with work plan activities

#### Opportunities:

- Continue education efforts on how TIF district’s function
- Explore alternate funding mechanisms in event TIF revenue fade—examples include: 501c3 or 501c6 status
- End-of-Year fundraising initiative
- Business supplier support (see sample letter) ▪ Additional state and national grant programs

### Standard 4: “Strategy-Driven Programming”

#### Strengths:

- Incorporation of stakeholder’s top concerns: parking, public safety, and gateway (Lumber Yard) redevelopment
- Coordination of community visioning for Lake Orion Lumberyard project
- Promotion of downtown as positive, thriving amidst pandemic
- Access to ongoing market data via Main Street Oakland County
- Detailed workplans for individual initiatives

#### Opportunities:

- Explore potential Transformation Strategy of making Lake Orion a place of steady activity (day and night, year-round)
- Consider a texting service that sends push notifications on things happening downtown
- Develop initiatives to promote existing parking options and consider new temporary (valet service, downtown trolley, create and enforcing parking limits, etc.)
- Find creative ways to attract M24 travelers downtown
- Grants to small businesses for back-of-building signage installation
- Develop design guidelines for tasteful billboards that do not jeopardize the integrity of the historic district (see Schuler’s in Marshall)
- Rent existing billboards along M-24 to promote and direct people to downtown
- Use demographic data to crosscheck/confirm DDA leadership representation

## Community Assessment Results - Y/E 2022 continued

### Standard 5: “Preservation-based Economic Development”

#### Strengths:

- Streetscape project served as catalyst for reinvestment
- Purchasing of (and selling) two underutilized buildings that now add to the vibrancy of downtown
- First social district in southeast Michigan
- Increasingly diverse business representation and engagement

#### Opportunities:

- Position and promote Lake Orion as multimodal to counter lack of parking (see Ferndale, MI’s “Walk Ferndale” signage)
- Consider a “Lake Orion Fitness Month!” challenge
- Incorporate scavenger hunt program into parking lot discoveries
- Leverage existing assets and businesses who align with health/fitness
- Use existing Facebook Live and other media platforms to demonstrate where to park and how long it takes to walk from point A to point B
- Emphasize importance of shopping local in promotions/marketing to build further community support for downtown
- Continue developing programs and activities that support Lake Orion becoming a hub of activity (such as the recently retrofitted streetlights, crosswalk safety project, and increasing participation at “Power Hour”)

### Standard 6: “Demonstrated Impact and Results”

#### Strengths:

- DDA has quickly increased communication with the community, emphasizing value/impact
- Strong marketing arm
- Collects testimonials in addition to quantifiable data
- Access to impact-sharing support from Main Street Oakland County (data template)

#### Opportunities:

- Explore development of a local ambassador or “influencer” program to support positive promotion of downtown
- Leverage existing marketing outlets (regional, state, national) to promote downtown and impact of DDA
- Include QR codes and/or fliers showcasing DDA’s impact in utility bills
- Utilize business owner’s POS systems to gather contact information to include in communications
- Use existing outreach platforms to invite the public into conversations regarding major projects (early and often)

# ORGANIZATION COMMITTEE

## CAMPAIGN FOR MAIN STREET

### The Lake Orion DDA demonstrates its commitment to the Village of Lake Orion

What does it mean to be a good community partner? Being a community partner means:

- You are actively working together with others in your community to make positive changes.
- You are part of a team that cares about the well-being of everyone in the community, working towards common goals.

Community partners can be individuals, organizations, or businesses that collaborate with others to address important issues and create a better future for everyone. Here are fifteen ways the Lake Orion Downtown Development Authority (DDA) is a good community partner for the Village of Lake Orion:

1. **The DDA collaborates with Village Council** to identify ways to better serve the community and has set aside a significant portion of new capture (75% to the Village) for village-approved infrastructure projects.
2. The DDA uses taxes collected from the community to make improvements in the downtown area that **benefit the community as a whole**. Examples of this are: sidewalk and road improvements, directional signage, parking creation and maintenance, Paint Creek Trail extension and bike amenities, public restrooms at the Fire Hall, and new playground equipment in Children's Park.
3. **A higher share of the taxes collected are reinvested locally**. In 2023, over \$400,000, normally distributed throughout the county, instead will be reinvested in Lake Orion through the DDA. This is not an extra tax, rather, it is use of normally collected taxes.
4. **The DDA pays the village** for administrative services, police, public works services, utilities, and other shared costs, **which helps the village save money**.
5. **The DDA creates and maintains public spaces**, such as the Paint Creek Trail extension, Flint Street Alleyway, the Lake Orion Social District, and the new playground in Children's Park, which provide recreation opportunities for residents and visitors.
6. **The DDA manages the Main Street America Program**, through which the community has been accredited since 2006. Volunteers help make things happen through their participation in different Main Street Committees: Economic Vitality, Design, Promotions, and Organization. Having Main Street America accreditation helps the Village of Lake Orion and its businesses qualify for grants which help to pay for special projects like the playground equipment in Green's Park.

# ORGANIZATION COMMITTEE

## CAMPAIGN FOR MAIN STREET

### The Lake Orion DDA demonstrates its commitment to the Village of Lake Orion - Continued

7. **The DDA decorates seasonally**, dressing up the town with flower baskets in the spring and summer, holiday lights on the trees in the winter, and decorative scenes on downtown windows throughout the year.
8. **The DDA markets Lake Orion and its businesses** through various channels (Facebook and Instagram pages, Orion Living Magazine, website, banners, a-frame signs, posters, ads in local publications, and weekly e-newsletters).
9. In Partnership with the Oxford DDA, **The DDA provides the Downtown Trolley Express** for free rides to and from each downtown.
10. **The DDA invests in projects that help the community thrive**, such as restoring Front Street, installing electric vehicle charging stations, and improving downtown lighting with Dark Sky technology.
11. **The DDA promotes and/or hosts 50 events and activities annually** to attract people to Downtown Lake Orion.
12. **The DDA enables downtown restaurants to be eligible for location-based Class C liquor licenses** at significant savings over traditional liquor licenses.
13. **The DDA manages the Social District** allowing customers to purchase a drink from a downtown restaurant to enjoy outside in town.
14. **The DDA offers Shop Local rewards programs** like Downtown Dollars and the Shopping Passport
15. **The DDA provides signage** throughout town which helps visitors navigate our town and learn about our history.

All of these efforts demonstrate the Lake Orion Downtown Development Authority's commitment to being a good community partner by reinvesting in the village, collaborating with Village Council, and helping the community to thrive.

1. CREEKSIDE LIGHTING <input type="checkbox"/>	15. <input type="checkbox"/>
2. ADOPT A GARDEN PROGRAM (\$2,500 FLAGSTAR GRANT) <input checked="" type="checkbox"/>	16. <input type="checkbox"/>
3. TASTE OF TOWN IN ALLEYWAY <input type="checkbox"/>	17. <input type="checkbox"/>
4. STEAMPUNK ART & ADAPTIVE REUSE DESIGN BRUCE ROSENBAUM (MODVIC.COM) <input type="checkbox"/>	18. <input type="checkbox"/>
5. DIGITAL MARQUEE <input type="checkbox"/>	19. <input type="checkbox"/>
6. PORTABLE MONITOR FOR SPONSOR RECOGNITION <input type="checkbox"/>	20. <input type="checkbox"/>
7. ELABORATE SEASONAL PICTURE SPOTS (LIKE OXFORD FALL TRUCK SCENE) <input type="checkbox"/>	21. <input type="checkbox"/>
8. TRASH BIN BEAUTIFICATION (PARTNERSHIP WITH HS ART DEPT) <input type="checkbox"/>	22. <input type="checkbox"/>
9. AMERICA IN BLOOM INTEGRATION (TWP HOSTING SYMPOSIUM IN 2025) <input type="checkbox"/>	23. <input type="checkbox"/>
10. OPEN HOUSE TOUR OF PROPERTY (SNOW FENCE FOR PUBLIC SAFETY) <input type="checkbox"/>	24. <input type="checkbox"/>
11. SAFETY CROSSWALK SIGNAGE IN STREET (DISCUSS WITH LOPD) SEE PHOTO <input type="checkbox"/>	25. <input type="checkbox"/>
12. PROPERTY OPEN HOUSE - TICKETED EVENT SNOW FENCING FOR PUBLIC SAFETY AND POSTERS OF PROPOSED AMENITIES IN PROPOSED LOCATION <input type="checkbox"/>	26. <input type="checkbox"/>
13. RIDGELINE LIGHTING AND SPANNER LIGHTING - MAIN INTERSECTION <input type="checkbox"/>	27. <input type="checkbox"/>
14. <input type="checkbox"/>	28. <input type="checkbox"/>





## Branding & Outreach

- Branding Kit - colors, font, logos, style
- Brand Marketing
- E-Newsletters
- Orion Living Magazine
- Podcast Series
- Educational Campaigns through Editorial Ads, Social Media, and Direct Mail postcards
- Samet Backyard Meet & Greet Neighborhood event
- Legislative Tour with Orion Area Chamber of Commerce

## Historic Preservation

- Historic Signs - downtown
- Downtown History - Website
- Timeshift History Videos - Downtown
- Historic Building Facade Grants

## Physical Improvements

- Front Street restoration to 2 way traffic
- Wayfinding Signage
- Overall street and sidewalk improvements
- Dark Sky compliant streetlamp retrofit
- Bond issue for Lumberyard Project
- "Enter the Dragon" Mural
- Flint Street Alleyway Lighting
- Eagle Scout project benches
- Seasonal downtown Decorations including holiday tree light and Summer hanging baskets

## Business Support

- Match On Main Business support
- Patronicity Business Support Campaign
- PPE
- Destination Business Boot Camp
- Shop Oakland Business Set Up Assistance
- Monthly Business Power Hour
- Event Logistics communication

## Parking

- Anderson/Front Parking Lot
- Art Center Parking Lot and Restrooms
- Slater Parking lot
- Shared Parking Leases
- Parking Study updates (2018 and 2023)
- Safety Path Slater Street Parking lot to Anderson Street
- Electrical Vehicle Charging Stations

## Alt Transportation

- Paint Creek Trail Extension
- Art Center Bike Parking
- Children's Park Bike Parking
- Meeks Park Bike Parking
- Public Boat Docks

## Parks

- Playground Equipment - Children's Park
- Electrical upgrades - Gazebo
- First Responder boat docks
- Paint Creek Bank Stabilization matching funds
- Pedestrian Safety railing improvements i Children's Park

## Events

- #StrongerTogether Events with Oxford
  - Trolley
  - IceFest
  - Summer Social
  - Witches Night
  - Restaurant Week
  - Letterboxing
- LOLive! Music Summer Series
- Halloween Extravaganza
- Sing & Stroll Tree Lighting
- Small Business Saturday
- Here Lies Lake Orion Cemetery Tour
- Overall Event Promotion - all events

# 2024 DDA BOARD MEETINGS - 6:30PM, VILLAGE COUNCIL CHAMBERS



Attachment: January 2024 Director Report-reduced (6528 : Director's Report)



*PROPERTY OWNERS, BUSINESS OWNERS,  
AND EMPLOYEES JOIN US AT*

# POWER HOUR



## **DON'T MISS THESE TOPICS!**

- Learn about upcoming events
- Share feedback on recent events
- eCommerce updates
- MSOC Assessment – what to know
- Latest developments in the DDA district
- Share your suggestions for future Power Hours

**When:** 1/18/2024 at 9:00 AM

**Where:** ABeanToGo

**Host:** DDA

Questions? Call the DDA office at  
248-693-9742





## **COUNCIL ACTION SUMMARY SHEET**

**MEETING DATE:** January 22, 2024

**TOPIC:** Building Department 2023 Annual Permits Report

**BACKGROUND BRIEF:**

Orion Township Building Department has submitted the attached 2023 annual permits report for the information of the village. Administration is requesting that Village Council receive and file the report.

**SUMMARY OF PREVIOUS COUNCIL ACTION:**

None

**FINANCIAL IMPACT:**

None

**RECOMMENDED MOTION:**

To receive and file the Orion Township Building Department 2023 Annual Permits Report.

**ATTACHMENTS:**

Orion Township Building Department 2023 Village Permit List

# Village Permit List 2023

01/10/2024

6.7.a

Permit #	Address	Parcel ID	Permit Type	Applicant Name	Date Issued	Date Finaled	Construction Val
PBV23-003	452 BELLEVUE AVE	OL-09-11-151-014	BUILDING VILLAGE	YATOOMA, CHANDLER	03/14/2023		105,000.00
Finish Basement (Basement Renovation)							
PBV23-007	346 N WASHINGTON ST	OL-09-01-301-007	BUILDING VILLAGE	DAVID P. PLAUTZ	04/26/2023		275,000.00
New Single-Family Home HOUSE/GARAGE: 1484/462 (1946)							
PBV23-009	400 BELLEVUE AVE	OL-09-11-151-006	BUILDING VILLAGE	DONAHUE, MICHAEL	04/19/2023		10,000.00
New Deck							
PBV23-016	400 N NORTH SHORE DR	OL-09-02-152-054	BUILDING VILLAGE	JAMES GARRIS	08/02/2023		77,000.00
In-ground Pool							
PBV23-022	80 PARK ISLAND RD	OL-09-11-252-003	BUILDING VILLAGE	VERPOOTEN TRUST, WJ	06/12/2023		4,000.00
Replace Wood Deck Floor Boards							
PBV23-024	46 W ELIZABETH ST	OL-09-02-426-009	BUILDING VILLAGE	MARK D MALLOY	07/11/2023		45,000.00
New Sunroom Enclosure on New Foundation							
PBV23-027	450 N NORTH SHORE DR	OL-09-02-152-049	BUILDING VILLAGE	MOSHIER, NANCY	07/13/2023		300,000.00
New Single Family Home - Using existing foundation and replacing as needed.							
* Foundation replacement and house renovation and reconstruction. Expand kitchen area and house above with revise floor plan.							
* Remove upper floors and roof to first floor deck. Existing paved crawl and foundation to remain. Repair and replace foundation as needed. Raise first floor deck. Reconstruct house above per plan. Existing utilities to remain in place. Gas service to be shut off and replaced.							
* Driveways, existing windows, plumbing fixtures, and salvageable interior materials to be reused.							
* Construction storage unit to be place along side accessory building.							
PBV23-030	447 N NORTH SHORE DR	OL-09-02-305-006	BUILDING VILLAGE	THE DAVID A IAFRATE	07/19/2023		436,000.00
2730 sq ft single family home with 600 sq. ft. garage							

Attachment: Orion Township Building Department 2023 Village Permit List (6524 : Building Department

PBV23-032	150 HEIGHTS RD	OL-09-11-403-007	BUILDING VILLAGE	Frank Agrusa	08/16/2023	4,500.00	6.7.a
Demolition of House Structure.							
PBV23-033	152 HEIGHTS RD	OL-09-11-403-007	BUILDING VILLAGE	Frank Agrusa	08/16/2023	4,500.00	
Full Demolition of House Structure on Site.							
PBV23-034	154 HEIGHTS RD	OL-09-11-403-007	BUILDING VILLAGE	Frank Agrusa	08/11/2023	4,500.00	
Full Demolition of House Structure on Site.							
PBV23-037	468 S BROADWAY ST	OL-09-11-277-035	BUILDING VILLAGE	Frank Agrusa	08/17/2023	40,000.00	
Full Demolition of structures (4 structures - Small cabins) on site							
PBV23-038	223 LOOKOUT LN	OL-09-11-256-002	BUILDING VILLAGE	BEAU SEMLOW	08/16/2023	60,000.00	
Repair, alteration, modernization of existing home - Repair & Replace Walls, Roof and Finishes.							
PBV23-039	138 HEIGHTS RD	OL-09-11-403-008	BUILDING VILLAGE	Frank Agrusa	08/17/2023	40,000.00	
Full Demolition of Structure (Small Duplex)							
PBV23-040	436 S BROADWAY ST	OL-09-11-277-048	BUILDING VILLAGE	Frank Agrusa	08/17/2023	40,000.00	
Full Demolition of Structure (known as the Lighthouse).							
PBV23-041	315 LAKE ST	OL-09-02-379-007	BUILDING VILLAGE	MAJEWSKI, MARK	08/29/2023	40,000.00	
Redo Boat House - Fix broken foundation and mold problems. Add covered patio and change roof line to prevent water ingress into fixed boat house.							
PBV23-042	25 N NORTH SHORE DR	OL-09-02-332-014	BUILDING VILLAGE	Paul M Bennett	10/23/2023	425,000.00	
Repair areas damaged from water leak. Close in covered porch. Change roof to add bedroom upstairs. Build new deck.							
PBV23-047	458 S BROADWAY ST	OL-09-11-277-013	BUILDING VILLAGE	Frank Agrusa	09/21/2023	15,000.00	
Full Demolition of Structure on Site.							

PBV23-051	46 W ELIZABETH ST	OL-09-02-426-009	BUILDING VILLAGE	MARK D MALLOY	09/29/2023	25,000	6.7.a
12'x12' Trex Deck & Railings							
PBV23-052	357 N NORTH SHORE DR	OL-09-02-305-019	BUILDING VILLAGE	CIMINI, STEVE	10/31/2023	5,000.00	
Renovation of existing Garage. Replace existing low-pitched roof with taller gable and install new garage door.							
PBV23-053	393 NEWTON DR	OL-09-12-154-024	BUILDING VILLAGE	ROBERT D ATCHISON	10/23/2023	13,500.00	
108 ft Interior Waterproofing, 1 Sump Pump, 15 ft buried discharge line							
PBV23-056	55 ELIZABETH ST	OL-09-02-604-001	BUILDING VILLAGE	WHITE, MELISSA M.	11/13/2023	15,000.00	
T-Mobile - Add or replace antennas and ancillary equipment for existing carrier on an existing wireless communication facility.							
PBV23-057	635 CENTRAL DR	OL-09-03-435-008	BUILDING VILLAGE	EDWARD DAVID SABOI	11/16/2023	140,000.00	
368 Sqft. Addition to existing residence and Renovation of existing 570 sqft. on upper level of home.							
PBV23-058	373 N NORTH SHORE DR	OL-09-02-305-017	BUILDING VILLAGE	EDWARD DAVID SABOI	11/16/2023	25,000.00	
In-Ground Spa under covered area of walk-out patio.							
PBV23-059	54 W ELIZABETH ST	OL-09-02-426-006	BUILDING VILLAGE	Dejan Matoski	11/14/2023	950,000.00	
New Single-Family Home (unfinished basement) House/Garage Sqft.: 2786/376 (4162) sqft							
PBV23-060	318 BELLEVUE AVE	OL-09-11-105-013	BUILDING VILLAGE	DAVID P. PLAUTZ	11/30/2023	18,000.00	
Repair Deck - Demo & Replace surface.							
PBV23-061	46 HEIGHTS RD	OL-09-11-277-028	BUILDING VILLAGE	Frank Agrusa	11/17/2023	20,000.00	
Full demolition of structure on site.							
PBV23-062	367 OAK LN	OL-09-02-301-004	BUILDING VILLAGE	Adam Slanec	11/30/2023	19,100.00	
Demo Single-Family home (1100 sqft)							

PBV23-065	435 S BROADWAY ST	OL-09-11-278-039	BUILDING VILLAGE	Joseph Minorils	12/08/2023	45,000	6.7.a
Remove exterior tile, replace any damaged substrate. Replace with endurowall panel system.							
PEV23-007	452 BELLEVUE AVE	OL-09-11-151-014	ELECTRICAL VILLAGE	Joshua Holdsworth	03/03/2023	0.00	
Installing subpanel in basement. Install circuits for lights and plugs from subpanel.							
PEV23-008	373 N NORTH SHORE DR	OL-09-02-305-017	ELECTRICAL VILLAGE	AARON JUSTIN CYRKIE	03/13/2023	0.00	
PBV22-056 - NEW HOUSE/GARAGE * new home wiring *							
WHOLE HOUSE ELECTRICAL: 3600 sqft, GENERATOR (1)							
PEV23-010	518 BELLEVUE AVE	OL-09-11-151-030	ELECTRICAL VILLAGE	BLAIS, BONNIE L	05/05/2023	0.00	
Update Electrical ----- BRANCH CIRCUITS (8), LIGHT FIXT/SMOKE DET (1)							
PEV23-013	225 DARLING DR	OL-09-02-459-001	ELECTRICAL VILLAGE	BROWN, MATTHEW	05/21/2023	0.00	
(PBV22-051) Add 2 Soffit Lights and 3 plugs. Includes switches for existing lights. ----- BRANCH CIRCUITS 93), LIGHT FIXTURES (2)							
PEV23-019	235 PENINSULAR AVE	OL-09-03-429-026	ELECTRICAL VILLAGE	GARDNER, SCOTT D	07/17/2023	0.00	
Addition to existing house (PBV22-043) - New wiring for addition ----- Sub Panel (1), A/C (2), Furnace (1), Contractor Registration * Registration Expires: 12-31-2023							
PEV23-020	638 BUENA VISTA AVE	OL-09-02-354-020	ELECTRICAL VILLAGE	DONALD DUANE GABE	07/18/2023	0.00	
Install standby generator							
PEV23-023	450 N NORTH SHORE DR	OL-09-02-152-049	ELECTRICAL VILLAGE	MOSHIER, NANCY	10/02/2023	0.00	
Whole House Electrical: 2500 sqft. (Permit includes 2 inspections: Rough and Final only) Low Voltage: 1 Device ----- (PBV23-027) NEW SINGLE FAMILY HOME Reinstall Service Panel and wire house							

PEV23-026      48 HIGHLAND AVE      OL-09-03-484-012      ELECTRICAL VILLAGE SAMUEL T HANCOCK      09/21/2023      0.00

\* 26Kw Kohler generator with 200amp whole house transfer switch  
dedicated 20 amp circuit to fireplace for electric fireplace

-----  
Service: 0-100 amp, Generator (includes ATS)

PEV23-027      233 PERRY ST      OL-09-12-103-003      ELECTRICAL VILLAGE GARY RULE      10/05/2023      0.00

install 18 Kw Generator on side of garage with a 100 amp Transfer switch

-----  
GENERATOR (includes ATS)

PEV23-030      315 LAKE ST      OL-09-02-379-007      ELECTRICAL VILLAGE MARC H WASKE      11/22/2023      0.00

Redo Boat House - Fix broken foundation and mold problems. Add covered patio and change roof line to prevent water ingress into fixed boat house.

Branch Circuits (2), Light Fixtures / Smoke Det (1), A/C (1)

PEV23-031      346 N WASHINGTON ST      OL-09-01-301-007      ELECTRICAL VILLAGE LARRY ROYSTER      11/30/2023      0.00

New Single-Family Home (PB23-007)

Whole House Electrical: 1946 sqft., Low Voltage: 20-100 devices, Additional Inspection

PEV23-032      373 N NORTH SHORE DR      OL-09-02-305-017      ELECTRICAL VILLAGE THOMAS JAMES FALLOI      12/06/2023      0.00

In-Ground Spa under covered area of walk-out patio (PBV23-058)

In-Ground Pool (1), Contractor Registration  
\* Registration Expires: 12-31-2023

PEV23-034      25 N NORTH SHORE DR      OL-09-02-332-014      ELECTRICAL VILLAGE Marvin Forbes Jr      12/22/2023      0.00

PBV23-042

Service: 101-400 amp, Branch Circuits (14), Light Fixt/Smoke Det (50), Contractor Registration  
\* Registration Expires: 12-31-2023

PEV23-035      51 S BROADWAY ST      OL-09-02-481-011      ELECTRICAL VILLAGE ANDREW HENRY OLEK      12/22/2023      0.00

Light Fixture / Smoke Det (1), Each Add'l 25 Fixture (2)

PMV23-002      256 S BROADWAY ST      OL-09-11-226-036      MECHANICAL VILLAGE JOHN WESLEY MARSHA      01/04/2023      0.00

PBV22-042 - Remodel doctor's office to restaurant.

MECHANICAL WORK BEING DONE UNTIL THIS PERMIT:

Gas Line (250 ft), Pressure Test, Barbeques, Cook Tops, Range (2), Refrigeration (2 tons), Dual Roof Top Unit (5 tons), Ex Fan - Com'l (3), Kitchen Make-Up Air (1), Kitchen Hood & Duct \*Type 1 (3), Contractor Registration.

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Attachment: Orion Township Building Department 2023 Village Permit List (6524 : Building Department



PMV23-004 452 BELLEVUE AVE OL-09-11-151-014 MECHANICAL VILLAGSHERMAN, DOUGLAS F 02/21/2023

0.00

6.7.a

Foundation Repair - Demo existing foundations & Construct new foundations and walls in basement.

Furnace, Air Ducts, A/C, Ex Fan, Additional Inspection

PMV23-017 396 NEWTON DR OL-09-12-151-068 MECHANICAL VILLAGTUROWSKI, DAVID E 05/16/2023

0.00

REPLACE FURNACE, AIR CONDITIONER, 40 GALLON HOT WATER TANK, AND HUMIDIFIER

PMV23-019 373 N NORTH SHORE DR OL-09-02-305-017 MECHANICAL VILLAGEMMETT, COLLIN EDW 05/30/2023

0.00

New Single Family Home (PBV22-056)

-----  
PRE-FAB FIREPLACE, CONTRACTOR REGISTRATION

\* Contractor Registration Expires: 8-31-2025

PMV23-020 373 N NORTH SHORE DR OL-09-02-305-017 MECHANICAL VILLAGERIK LESSEL 05/31/2023

0.00

Gas Lines New Build (PBV22-056)

Furnace, dryers (2) Cook top, fire place, water heater

-----  
GAS LINE (1), PRESSURE TEST (1), CLOTHES DRYER (2), COOK TOPS (1), GAS LOGS (1), WATER HEATER (1)

PMV23-022 453 S BROADWAY ST OL-09-11-278-037 MECHANICAL VILLAGLESLIE JAMES NELSON 06/26/2023

0.00

Installing gas line for 26kW Generac generator on the roof of the building

. Emergency shut off valve, final connections, pressure test

-----  
Generator > 15,000 kw, Pressure Test, Special Inspection - Com'l

PMV23-023 373 N NORTH SHORE DR OL-09-02-305-017 MECHANICAL VILLAGGEOFFREY DAY 06/27/2023

0.00

New Single Family Home (PBV22-056)

-----  
Furnace (2), Air Ducts (2), Clothes Dryer (1), A/C (2 units), Ex Fan (4), Humidifier (2), Kitchen Hood (1)

PMV23-025 638 BUENA VISTA AVE OL-09-02-354-020 MECHANICAL VILLAGAARON GABBARD 07/18/2023

0.00

install standby generator

PMV23-026 235 PENINSULAR AVE OL-09-03-429-026 MECHANICAL VILLAGTHOMAS BRIAN LINDBI 07/19/2023

0.00

Addition to existing house (PBV22-043)

HVAC

-----  
Furnace (2), Air Ducts (2), A/C (2), Ex Fan (5), Humidifier (2), Kitchen Hood (1), Additional Inspection (1), Contractor Registration

\* Registration Expires: 8-31-2025

Attachment: Orion Township Building Department 2023 Village Permit List (6524 : Building Department



PMV23-029	235 PENINSULAR AVE	OL-09-03-429-026	MECHANICAL VILLAGE	Ryan S Trogden	08/04/2023	0.00
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Gas Line Distribution - First 200 Feet, each add'l 50 feet & Pressure Test

PMV23-033	450 N NORTH SHORE DR	OL-09-02-152-049	MECHANICAL VILLAGE	MOSHIER, NANCY	10/02/2023	0.00
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Reinstall Furnace and AC, new ductwork, reinstall gas piping

PMV23-035	223 LOOKOUT LN	OL-09-11-256-002	MECHANICAL VILLAGE	John P Kilburn	08/28/2023	0.00
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Furnace (1), Air Ducts (1), A/C (1), Ex Fan (1), Contractor Registration

\* Registration Expires: 8-31-2025

-----  
(PBV23-038) - Repair, alteration, modernization of existing home - Repair & Replace Walls, Roof and Finishes.

PMV23-036	225 DARLING DR	OL-09-02-459-001	MECHANICAL VILLAGE	BROWN, MATTHEW	09/26/2023	0.00
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\* Plumbing and Gas for Laundry Hook Up

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Clothes Dryer (1)

PMV23-041	223 LOOKOUT LN	OL-09-11-256-002	MECHANICAL VILLAGE	ERIK LESSEL	10/31/2023	0.00
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PBV23-038 - RES REPAIR PROJECT

\* gas piping new residence

-----  
Gas Line, Pressure Test

PMV23-044	25 N NORTH SHORE DR	OL-09-02-332-014	MECHANICAL VILLAGE	Robert L Pruss II	12/21/2023	0.00
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Repair areas damaged from water leak.

Close in covered porch.

Change roof to add bedroom upstairs.

Build new deck.

Heat < 250,000 BTU (1), Ducts - Air (1), A/C (1), B-Vent (1), Ex. Fan (2)

PPV23-007	373 N NORTH SHORE DR	OL-09-02-305-017	PLUMBING VILLAGE	Erik F Lessel	05/31/2023	0.00
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New Build plumbing (PBV22-056)

-----  
WHOLE HOUSE PLUMBING: 3641 SQFT, UNDERGROUND INSPECTION

PPV23-009	450 N NORTH SHORE DR	OL-09-02-152-049	PLUMBING VILLAGE	MOSHIER, NANCY	10/02/2023	0.00
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Whole House Plumbing: 2500 sqft

\* Permit includes Rough and Final Inspections only

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(PBV23-027) - NEW SINGLE FAMILY

Install new upper plumbing, Hot Water, one full bath and one half bath, kitchen and laundry

6.7.a

Attachment: Orion Township Building Department 2023 Village Permit List (6524 : Building Department

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PPV23-011	225 DARLING DR	OL-09-02-459-001	PLUMBING VILLAGE	BROWN, MATTHEW	09/26/2023	0.00	6.7.a
* Plumb for Laundry Wall Box							
-----							
Laundry Wall Box (1)							
PPV23-012	346 N WASHINGTON ST	OL-09-01-301-007	PLUMBING VILLAGE	ILIADES, MICHAEL D	10/30/2023	0.00	
PBV23-007 - New Single Family Home							
* Residential plumbing							
-----							
Whole House Plumbing: 1946 sqft, Water Distribution: 3/4" to 1 1/2" res							
PPV23-013	223 LOOKOUT LN	OL-09-11-256-002	PLUMBING VILLAGE	Erik F Lessel	10/31/2023	0.00	
PBV23-038 - REPAIR PROJECT							
* Rough & Final Plumbing							
-----							
Hose Bibbs (2), Laundry Stand Pipe (1), Lavatory (1), Stack (1), Pressure Test (1), Shower Trap (1), Sink (1), Water Closet (1), Water Heater (1), Water Distribution: Res 3/4" to 1 1/2" (1)							
PPV23-014	393 NEWTON DR	OL-09-12-154-024	PLUMBING VILLAGE	HUNTER, JEFFREY A	11/01/2023	0.00	
PBV23-053 - 108ft interior waterproofing, 1 sump pump, 15ft buried discharge line							
-----							
Floor Drain (1), Pump (1)							
PPV23-015	25 N NORTH SHORE DR	OL-09-02-332-014	PLUMBING VILLAGE	Robert Lemanski	12/08/2023	0.00	
PBV23-042							
Bath (3), Dishwasher (1), Disposal (1), Hose Bibbs (1), Laundry Stand (1), Laundry Tub (1), Lavatory (5), Stack (4), Shower Pan (1), Shower Trap (1), Sink (3), Water Heater (3), Water Distribution: 3/4" to 1 1/2", Contractor Registration							
* Registration Expires: 4-30-2025							
-----							

<b>Number of Permits:</b>		65	<b>Total Billed:</b>		\$27,575.00
Population: All Records					
Permit.DateIssued Between 1/1/2023 12:00:00 AM AND 1/1/2024 11:59:59 PM AND		65			
Permit.PermitType Contains Village AND					
Permit.Status = ISSUED					



## **COUNCIL ACTION SUMMARY SHEET**

**MEETING DATE:** January 22, 2024

**TOPIC:** Invoice Approval - January 22, 2024

**ITEM:** Approval of Invoices for January 8th, 2024.

**RECOMMENDED MOTION:**

RESOLVED: To approve January 8th, 2024 bills in the amount of \$91,689.38, of which \$6,953.76 are DDA Bills for a net total of \$84,735.62 and to receive and file the DDA bills.

**ATTACHMENTS:**

CHECK REG 1.23.24

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF LAKE ORION  
EXP CHECK RUN DATES 01/23/2024 - 01/23/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund 101 GENERAL FUND					
Dept 000 REVENUE					
101-000-281-000	ESCROW	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU DECEMBER	82.50	
101-000-607-000	REIMBURSEMENT	W4SIGNS	REIMBURSE FOR WRONG SIGNAGE PERMIT	100.00	
101-000-675-000	DONATION FOR BASKETBALL BACK BOA	COMERICA BANK	CREDIT CARD-WES DECEMBER	400.00	
Total For Dept 000 REVENUE				582.50	
Dept 215 VILLAGE CLERK					
101-215-801-000	ZBA 600 LONGPOINTE VARIANCE	21C ADVERTISING	ADVERTISEMENT OAKLAND PRESS	168.75	
101-215-801-000	4 ALS ORD	AMERICAN LEGAL PUBLISHING	4 ALS ORDS 13.06, 12.09, 24.09, 24.10	40.00	
101-215-801-000	PO: A 24-01 LONGPOINTE PUBLIC	VIEW NEWSPAPER GROUP	ORDINANCES PRINTING & PUBLICATION	118.50	
Total For Dept 215 VILLAGE CLERK				327.25	
Dept 228 Information Technology					
101-228-801-000	BOARDS AND COMMISSION DECEMBER	GRANICUS	BOARDS & COMMISSIONS/ AGENDA & MINUTES	449.40	
101-228-801-000	MICROSOFT 365 AGREEMENT	VC3, INC.	MICROSOFT 365 AGREEMENT MONTHLY PAYMENT	226.10	
101-228-801-000	MONTHLY BILLING SEPTEMBER FOR CL	VC3, INC.	MONTHLY BILLING JANUARY CLOUD PROTECTI	94.00	
101-228-801-000	MONTHLY BILLING FOR JANUARY	VC3, INC.	MONTHLY BILLING	1,654.50	
Total For Dept 228 Information Technology				2,424.00	
Dept 260 GENERAL ACTIVITIES					
101-260-727-000	3000 ENVELOPES #10	M & B GRAPHICS	LAKE ORION ENVELOPES	1,385.00	
101-260-727-000	INDEX CRD	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	9.38	
101-260-727-000	LANYARDS HOOK	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	22.48	
101-260-730-000	10/30/23-11/1/23	XEROX CORPORATION	CANCELLATION COPIER LEASE	237.01	
101-260-730-000	12/4/23- 12/29/23	XEROX CORPORATION	COPIER LEASE	31.86	
101-260-920-000	20 E SHADBOLT ACCT # 1030 1598 9	CONSUMERS ENERGY	DECEMBER BILL	1,131.95	
101-260-920-000	21 E CHURCH	VILLAGE OF LAKE ORION	WATER BILLS Q4	312.88	
101-260-921-000	STREETLIGHTS	DTE ENERGY	DECEMBER BILL STREETLIGHTS	177.44	
101-260-930-000	12-11-23 VILLAGE WINDOW CLEANI	ECHTINAW, WAYNE S.	VILLAGE WINDOW CLEANING	100.00	
101-260-930-000	12/5/23; SAW/BRACKETS	GREAT LAKES ACE HARDWARE	GREAT LAKES ACE PURCHASES-DECEMBER	59.82	
101-260-930-000	ACCT 28473094 VILLAGE MONTHLY	ORKIN PEST CONTROL	JAN PEST BILL	94.99	
101-260-930-000	ANNUAL EXTINGUISHER INSPECTION	PATRIOT FIRE EXTINGUISHERS	FIRE EXTINGUISHER INSPECTION VILLAGE OF	103.50	
Total For Dept 260 GENERAL ACTIVITIES				3,666.31	
Dept 721 PLANNING AND ZONING					
101-721-801-000	PREPARATION OF MINUTES	MARY JO PACHLA	BOARD OF ZONING APPEALS MEETING 1-11-20	110.00	
Total For Dept 721 PLANNING AND ZONING				110.00	
Dept 751 PARKS AND RECREATION					
101-751-920-000	250 CASS	VILLAGE OF LAKE ORION	WATER BILLS Q4	145.92	
101-751-932-000	BASKETBALL BACK BOARD	COMERICA BANK	CREDIT CARD-WES DECEMBER	224.22	
Total For Dept 751 PARKS AND RECREATION				370.14	
Dept 880 CONTRACT SERV - LEAGAL/ACCTING/ENGINEER					
101-880-811-000	101 LEGAL SERVICES	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU DECEMBER	446.50	
Total For Dept 880 CONTRACT SERV - LEAGAL/ACCTING/ENGIN				446.50	
Total For Fund 101 GENERAL FUND				7,926.70	
Fund 151 CEMETERY TRUST FUND					
Dept 276 CEMETERY					
151-276-977-000	CEMETARY CONTRIBUTION	GORNO FORD INC.	F-350 DUMP/PLOW TRUCK PURCHASE	60,000.00	
Total For Dept 276 CEMETERY				60,000.00	

Attachment: CHECK REG 1.23.24 (6540 : Invoice Approval - January 22, 2024)

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund 151 CEMETERY TRUST FUND					
		Total For Fund 151 CEMETERY TRUST FUND		60,000.00	
Fund 202 MAJOR STREET FUND					
Dept 478 WINTER MAINTENANCE					
202-478-977-000	LOCAL STREETS CONTRIBUTION	GORNO FORD INC.	F-350 DUMP/PLOW TRUCK PURCHASE	29,352.00	
		Total For Dept 478 WINTER MAINTENANCE		29,352.00	
		Total For Fund 202 MAJOR STREET FUND		29,352.00	
Fund 203 LOCAL STREET FUND					
Dept 478 WINTER MAINTENANCE					
203-478-977-000	MAJOR STREETS CONTRIBUTION	GORNO FORD INC.	F-350 DUMP/PLOW TRUCK PURCHASE	5,000.00	
		Total For Dept 478 WINTER MAINTENANCE		5,000.00	
		Total For Fund 203 LOCAL STREET FUND		5,000.00	
Fund 207 POLICE FUND					
Dept 301 POLICE/SHERIFF/CONSTABLE					
207-301-727-000	OFFICERS BUSINESS CARDS (ALDRICH M & B GRAPHICS		BUSINESS CARDS (ALDRICH)	55.00	
207-301-801-000	PATROL 12/2023	CHARTER TOWNSHIP OF ORION	OAKLAND COUNTY DISPATCH 12/2023	44,701.32	
207-301-802-000	PROSECUTIONS	BEIER HOWLETT, P.C.	PROSECUTIONS-SERVICES THRU DECEMBER 31,	4,596.50	
207-301-802-000	POLICE	BEIER HOWLETT, P.C.	GENERAL MATTERS SERVICES THRU DECEMBER	297.00	
207-301-804-000	SHERIFF DISPATCH SERVICES	OAKLAND COUNTY TREASURER	SHERIFF DISPATCH SERVICES	3,405.92	
207-301-820-000	SIZE 10 UNDER ARMOUR BOOTS	AMAZON CAPITAL SERVICES	UNDER ARMOUR BOOTS	98.13	
207-301-865-000	POLICE	ROAD COMMISSON FOR OAKLANI	FUEL FOR DPW & POLICE-DECEMBER	249.50	
207-301-930-000	ANNUAL EXTINGUSHER INSPECTION	PATRIOT FIRE EXTINGUISHERS	FIRE EXTINGUISHER INSPECTION POLICE DEI	90.50	
207-301-932-000	OIL CHANGE	SKALNEK FORD	OIL CHANGES	128.70	
		Total For Dept 301 POLICE/SHERIFF/CONSTABLE		53,622.57	
		Total For Fund 207 POLICE FUND		53,622.57	
Fund 225 DEPT OF PUBLIC WORKS FUND					
Dept 276 CEMETERY					
225-276-920-000	1060 ORION	VILLAGE OF LAKE ORION	WATER BILLS Q4	253.28	
		Total For Dept 276 CEMETERY		253.28	
Dept 441 DEPARTMENT OF PUBLIC WORKS					
225-441-740-000	12/1/23; WEATHERSTRIP/INSULATION	GREAT LAKES ACE HARDWARE	GREAT LAKES ACE PURCHASES-DECEMBER	140.58	
225-441-740-000	12.11; CLEANER AND OIL	O'REILLY AUTOMOTIVE, INC.	DECEMBER CREDIT CARD	198.70	
225-441-741-000	12.28; TOOLS FOR SHOP	O'REILLY AUTOMOTIVE, INC.	DECEMBER CREDIT CARD	85.50	
225-441-821-000	UNIFORM CLEANING 01/10/2024	UniFIRST	WEEKLY DPW UNIFORM CLEANING	92.86	
225-441-865-000	12.12; OIL CHANGE	O'REILLY AUTOMOTIVE, INC.	DECEMBER CREDIT CARD	91.91	
225-441-865-000	DPW	ROAD COMMISSON FOR OAKLANI	FUEL FOR DPW & POLICE-DECEMBER	754.86	
225-441-920-000	362 CASS ACCT# 1030 1701 1398	CONSUMERS ENERGY	DECEMBER BILL	899.71	
225-441-920-000	362 CASS	VILLAGE OF LAKE ORION	WATER BILLS Q4	250.16	
225-441-930-000	ANNUAL EXTINGUSHER INSPECTION	PATRIOT FIRE EXTINGUISHERS	FIRE EXTINGUISHER INSPECTION DPW	262.94	
225-441-931-000	12.21; REP OIL FOR TRACTOR/BACKH	O'REILLY AUTOMOTIVE, INC.	DECEMBER CREDIT CARD	181.96	
225-441-932-000	FRONT PLOW REPLACEMENT	BOSTICK TRUCK CENTER	PARKING LOT PLOW REPLACEMENT HYDRAULIC	893.67	
225-441-932-000	11/29; OIL FILTER	O'REILLY AUTOMOTIVE, INC.	DECEMBER CREDIT CARD	127.88	
225-441-932-000	TIRES	TIRE WAREHOUSE, INC	TIRES	246.41	
		Total For Dept 441 DEPARTMENT OF PUBLIC WORKS		4,227.14	
		Total For Fund 225 DEPT OF PUBLIC WORKS FUND		4,480.42	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 260 GENERAL ACTIVITIES					
248-260-823-000	IONOS	COMERICA BANK	DECEMBER	99.47	
248-260-823-000	NOVEMBER/DECEMBER 2023	WYLD R CREATIVE LLC	WEBSITE MAINTENANCE	300.00	
248-260-823-001	AGENDA AND MINUTES DECEMBER	GRANICUS	BOARDS & COMMISSIONS/ AGENDA & MINUTES	288.90	
248-260-851-000	118 N BROADWAY	COMCAST	118 N BROADWAY JAN 7-FEB6	195.39	
248-260-920-000	118 N BROADWAY ACCT# 1000 6299 5	CONSUMERS ENERGY	DECEMBER BILL	226.36	
248-260-920-000	24 FRONT ST ACCT 9200 096 8065 2	DTE ENERGY	24 FRONT ST DTE	19.36	
248-260-920-000	165 S BROADWAY	VILLAGE OF LAKE ORION	WATER BILLS Q4	511.97	
248-260-921-000	380 S BROADWAY ACCT 910040951824	DTE ENERGY	DTE BILLS DEC	1,816.20	
248-260-930-000	ANNUAL EXTINGUISHER INSPECTION	PATRIOT FIRE EXTINGUISHERS	FIRE EXTINGUISHER INSPECTION DDA	58.00	
248-260-930-002	12/4/23;SNAP KN 13PT	GREAT LAKES ACE HARDWARE	GREAT LAKES ACE PURCHASES-DECEMBER	4.53	
248-260-942-000	AMAZON	COMERICA BANK	DECEMBER	51.21	
248-260-956-000	EAGLE PARK BREW/CHARGE IN ERROR	COMERICA BANK	DECEMBER	90.61	
Total For Dept 260 GENERAL ACTIVITIES				3,662.00	
Dept 725 ORGANIZATION					
248-725-822-000	SNAPRETAIL	COMERICA BANK	DECEMBER	65.00	
248-725-825-000	REDEMPTION FOR CERTS 4305/4440	GREEN HIPPO GIFTS	DOWNTOWN DOLLARS REDEMPTION	50.00	
248-725-825-000	DOWNTOWN DOLLARS CERTS 3894-3986	SIMPLY MARCELLA	DOWNTOWN DOLLARS REDEMPTION	75.00	
248-725-827-000	KROGER	COMERICA BANK	DECEMBER	10.05	
Total For Dept 725 ORGANIZATION				200.05	
Dept 728 ECONOMIC DEVELOPMENT					
248-728-860-000	AMAZON	COMERICA BANK	DECEMBER	92.91	
248-728-860-000	POLAR EXPRESS - TROLLY EXPENSE	NOTA	BUS RENTAL/WAGES	234.42	
248-728-888-000	ORION LIVING WINTER	CHARTER TOWNSHIP OF ORION	ORION LIVING MAGAZINE - WINTER 24	1,419.18	
248-728-888-000	FACEBOOK	COMERICA BANK	DECEMBER	217.87	
248-728-888-000	DECEMBER ADVERTISING	VIEW NEWSPAPER GROUP	MONTHLY ADVERTISING	1,656.00	
Total For Dept 728 ECONOMIC DEVELOPMENT				3,620.38	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				7,482.43	
Fund 301 DOWNTOWN DEV BOND PROJECT 2023					
Dept 905 DOWNTOWN Dev Bond 2023					
301-905-745-001	PARCEL OL-09-11-228-020	CHARTER TOWNSHIP OF ORION	2023 WINTER TAX / 215 S. BROADWAY	2,181.04	
301-905-745-001	PARCEL #OL-09-11-228-016	CHARTER TOWNSHIP OF ORION	2023 WINTER TAX / 215 S. BROADWAY	963.81	
301-905-745-001	PARCEL #OL-09-11-228-004	CHARTER TOWNSHIP OF ORION	2023 WINTER TAX / 215 S. BROADWAY	208.51	
Total For Dept 905 DOWNTOWN Dev Bond 2023				3,353.36	
Total For Fund 301 DOWNTOWN DEV BOND PROJECT 2023				3,353.36	
Fund 592 WATER AND SEWER FUND					
Dept 548 SEWER ACTIVITIES					
592-548-831-000	DECEMBER	OAKLAND COUNTY DRAIN COMM	SEWAGE DISPOSAL -DECEMBER	41,048.21	
592-548-831-000	QUARTERLY SEWAGE OPER/MAINT/CIP	WATER RESOURCES COMMISSION	SEWAGE DISPOSAL OCT 1- DEC 31, 2023 QU	115,035.00	
Total For Dept 548 SEWER ACTIVITIES				156,083.21	
Dept 556 WATER ACTIVITIES					
592-556-957-000	CHRIS WATER LICENSE	COMERICA BANK	CREDIT CARD-WES DECEMBER	95.00	
Total For Dept 556 WATER ACTIVITIES				95.00	
Total For Fund 592 WATER AND SEWER FUND				156,178.21	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check
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Fund Totals:					
Fund 101	GENERAL FUND			7,926.70	
Fund 151	CEMETERY TRUST			60,000.00	
Fund 202	MAJOR STREET FI			29,352.00	
Fund 203	LOCAL STREET FI			5,000.00	
Fund 207	POLICE FUND			53,622.57	
Fund 225	DEPT OF PUBLIC			4,480.42	
Fund 248	DOWNTOWN DEVELC			7,482.43	
Fund 301	DOWNTOWN DEV BC			3,353.36	
Fund 592	WATER AND SEWEI			156,178.21	
Total For All Funds:				327,395.69	

Attachment: CHECK REG 1.23.24 (6540 : Invoice Approval - January 22, 2024)



## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** January 22, 2024

**TOPIC:** Contract to Prepare Master Plan Strategic Plan - McKenna

### BACKGROUND BRIEF:

Administration is requesting that village council accept the professional services proposal from McKenna to complete a strategic action plan for the Lake Orion Master Plan, 2022 Amendment, adopted by the village council on February 28, 2022. The project would develop strategic priorities, goals, and action plans for key elements of the master plan as required by the Redevelopment Ready Communities Program. The village participates in this program. The Lake Orion Planning Commission requested that the village planners complete this project.

### SUMMARY OF PREVIOUS COUNCIL ACTION:

05/08/2023 - Council adopted the FY 2023-24 Budget, which includes an appropriation of \$10,000 for this project.

### FINANCIAL IMPACT:

McKenna proposes to complete this work for a lump sum fee of \$7,500. The FY 2023-24 Budget includes an appropriation of \$10,000 for this project in the Planning and Zoning Department, Account #101-721-801-000 Contractual Services.

### RECOMMENDED MOTION:

To accept and approve the updated proposal from McKenna dated January 17, 2024, in the lump sum amount of \$7,500.00 to complete a strategic action plan for the Village of Lake Orion 2022 Master Plan Amendment to be charged to Account #101-721-801-000, General Fund-Planning and Zoning-Contractual Services; and to authorize the Village Manager to execute all necessary documents on behalf of the village relating to this project.

### ATTACHMENTS:

McKenna Proposal to Prepare Master Plan Strategic Action Plan 2024





January 17, 2024

Darwin McClary  
Village Manager  
Village of Lake Orion  
21 E. Church St.  
Lake Orion, MI 48362

**Subject: Proposal to Prepare Strategic Action Plan**

Dear Mr. McClary:

We understand that the Village of Lake Orion is looking to develop a Strategic Action Plan as an amendment to its existing Master Plan. The Action Plan helps make the Master Plan “actionable” and must reaffirm the community’s goals and identify implementation items, timelines, and responsible parties. As a best practice, progress on implementation of the master plan should be assessed annually. To assist the Village in meeting these standards, we propose the following scope of work.

#### **Phase I: Analyze and Synthesize**

We will use public engagement data and recommendations from the most recent Master Plan amendment and the Downtown Development Authority’s TIF and Development Plan to develop a matrix of action items for consideration. This matrix will identify priority items, timelines, responsible parties, and potential funding sources for each given task (see image on the following page).

#### **Phase II: Critical Feedback**

Once we have completed a draft of the action plan, we will circulate the report to all Village Departments, the Planning Commission, Orion Township, and the public for review. The public will have the opportunity to provide feedback through an online and paper survey and we will work closely with Village staff to incorporate revisions based on feedback received.

#### **Phase III: Adoption**

As an amendment to the Village’s Master Plan, the Strategic Action Plan must go through the appropriate channels of intent, distribution, noticing, public review, public hearing, and adoption. We will shepherd the Strategic Action Plan through this process, in compliance with State of Michigan Public Act 33 of 2008.

We propose to complete this work, as outlined above, for a lump sum fee of **\$7,500**.

Thank you, as always, for considering our team.

Respectfully submitted,

**McKENNA**

Gage Belko, AICP  
Associate Planner

Cc: John Jackson, AICP, President

#### **HEADQUARTERS**

235 East Main Street  
Suite 105  
Northville, Michigan 48167

O 248.596.0920  
F 248.596.0930  
**MCKA.COM**

**Communities for real life.**



## McKenna Past Work: Harper Woods Action Plan Matrix

Objective	Action	Time Frame	Lead	Priority
<b>Chapter 4: Land Use and Housing</b>				
<b>1a</b> Revitalize vacant, unkept, or aging housing stock where needed.	Communicate housing resources to residents annually, at a minimum (County-wide renovation program, non-profit housing assistance, etc.)	→	CS	●
	Create an advertising program for city-owned vacant land/property.	●	CS	●
	Launch a block group ambassador / representative program to identify, enlist and train champions to report code issues.	● ●	BC CM	●
<b>1b</b> Strengthen code enforcement programs for residential properties.	! Create a digital / mobile-friendly version of the property complaint form.	●	CS	●
	Increase the frequency of required rental inspections.	● ●	CS	●
<b>2a</b> Encourage residential developments that are needed by persons of all ages, backgrounds, incomes, and physical capabilities.	Expand the allowable types and locations for accessory dwelling units (ADUs).	● ●	OC PC	●
	Adopt the Michigan Municipal League (MML) pattern book OR commission Harper Woods-specific pre-approved house plans for alternative housing types (duplex, triplex, quadplex, etc.).	● ● ●	CS CC	●
	! Reduce permit fees and provide expedited permitting for development that incorporate universal design principles.	●	CS PC	●
	Train development review staff to check for age-friendly development features.	● ●	CS NP	●
	Create a pre-approved contractor list that residents can use to obtain age-friendly retrofit services.	● ●	CS	●
<b>2b</b> Retrofit underutilized or vacant properties for unique, modern, and creative housing options.	Develop neighborhood design standards for new infill housing.	● ●	PC	●
	! Lower the requirement for minimum square footage to allow for a greater range of housing types.	●	PC	●
<b>PRIORITY LEVEL</b> ● High ● Medium ● Low  <b>TIME FRAME</b> ● Near Term (0-2 years) ● ● Medium Term (3-6 years) ● ● ● Long Term (7-10 years) → Ongoing				
<b>LEAD</b> <i>City Government</i> <b>BC</b> Beautification Commission <b>CC</b> City Council <b>CS</b> City Staff <b>OC</b> Ordinance Committee <b>PC</b> Planning Commission <b>RB</b> Recreation Advisory Board  <i>Other Government</i> <b>GLWA</b> Great Lakes Water Authority <b>MDOT</b> Michigan Department of Transportation <b>MRIDDD</b> Milk River Intercounty Drain Drainage District <b>NJ</b> Neighboring Jurisdictions  <b>SEMCOG</b> Southeast Michigan Council of Governments <b>SOM</b> State of Michigan <b>WC</b> Wayne County <b>SD</b> School Districts  <i>Private/Non-Profit</i> <b>BO</b> Business Owners <b>CM</b> Community Members <b>DEV</b> Developers <b>HO</b> Homeowners <b>NP</b> Non-Profits				



## McKenna Past Work: Grosse Pointe Action Plan Matrix

Project	Priority	Time Frame	Responsibility			Funding		
			City	Other Gov't	Private	Public	Private	DDA/TIF
Revise the Zoning Ordinance to create a clear policy for residential garages that is responsive to the width of the lot, encouraging the desired side-garage layout and providing alternatives for uniquely narrow lots.	H	2-3 Years	CC, CS			●		
Encourage and facilitate historic preservation.	H	Ongoing	CC, CS	MHPN	HO, DEV	●		●
Revise the Zoning Ordinance to prohibit short-term rentals of less than 30 days in all residential districts unless in a registered hotel or bed-and-breakfast establishment.	H	1 Year	CC, CS			●		
Explore the adoption of residential design standards that set requirements for the style, quality of materials and level of detail that must be incorporated into new homes.	M	1 Year	CC, CS	MHPN	HO, DEV	●		
Implement an administrative site plan review process for new residential construction.	M	1 Year	CC, CS				●	
Revise the Zoning Ordinance to permit accessory dwelling units by right in Estate and Low-Density residential districts within structures already supporting the use and where sufficient off-street parking is provided.	M	1 Year	CC, CS			●		
Explore allowing bed-and-breakfast home occupations in Estate Residential areas, with appropriate regulations to minimize negative impacts and to preserve the architectural character of these areas.	M	1 Year	CC, CS			●		
Investigate creating basic, preapproved lot layouts that use traditional residential design, are appropriate for the average City lot, and are freely available to homebuilders.	L	2-3 Years	CS	MHPN	DEV	●		