



AGENDA

REGULAR MEETING OF THE PLANNING COMMISSION

Monday, May 05, 2025

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

REQUIREMENTS FOR PUBLIC COMMENT:

Anyone that would like to make a public comment at any point during the meeting must first sign the "Sign In" sheet located near the main entrance door.

Prior to making any comment a member of the audience MUST first state your name and address for the record.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call and Determination of Quorum**
4. **Election of New Officers**
- A. Election of Officers
5. **Taking of Chair by new Chairperson**
6. **Review/Discuss Annual Report for Village Council**

A. Review/Discuss Annual Report for Village Council

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. **Approval of Minutes**

A. Approval of April 7, 2025 Planning Commission Regular Meeting Minutes

9. **Public Comments on Non-Agenda Items Only**

10. Public Hearing

11. Old Business

12. New Business

13. Commissioners' Comments Regarding Planning and Zoning Matters

14. Next Regular Meeting - June 2, 2025

15. Adjournment

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.



BOARD ACTION SUMMARY SHEET

MEETING DATE: May 5, 2025

TOPIC: Election of Officers

BACKGROUND BRIEF:

According to the Bylaws and Rules of Procedure, the Planning Commission is responsible for electing its officers (Chairperson, Vice Chairperson, and Secretary) from among its members the first Regular Meeting in May. The Commission may also create and fill other offices as deemed necessary.

The current officers of the Planning Commission are:

- **Chairperson:** Jim Zsenyuk
- **Vice Chairperson:** Ed Sabol
- **Secretary:** Hank Lorant

The election process is as follows:

- Open nominations for an officer position (nominations do not require a second).
- Accept nominations for that office.
- Close nominations.
- Vote on the nominees.

If only one person is nominated for a position, a motion may be made and seconded to close nominations and cast a unanimous ballot for the nominated individual. Alternatively, a slate of officers may be created (if only one person is nominated for each position), and the entire slate can be voted on with a single motion.

RECOMMENDED MOTION:

To elect _____ as Chairperson of the Planning Commission, with a term expiring on April 30, 2026, with the opportunity for re-election, and the position to be elected annually at the first regular meeting in May, with the Chairperson holding office until a successor is elected and assumes office.

To elect _____ as Vice Chairperson of the Planning Commission, with a term expiring on April 30, 2026, with the opportunity for re-election, and the position to be elected annually at the first regular meeting in May, with the Vice Chairperson holding office until a successor is elected and assumes office.

To elect _____ as Secretary of the Planning Commission, with a term expiring on April 30, 2026, with the opportunity for re-election, and the position to be elected annually at the first regular meeting in May, with the Vice Chairperson holding office until a successor is elected and assumes office.

December 30, 2024 - Administrative Review
January 6, 2025 (anticipated) Planning Commission Review (Adopt w/wo changes or Table)
January 13, 2025 (anticipated) Village Council Review (Receive & File)

Planning Commission 2024 Annual Report & 2025 Work Plan

Village of Lake Orion, Michigan

Introduction & Purpose

In addition to fulfilling the requirements of the Michigan Planning Enabling Act, the Annual Report increases information-sharing between staff, boards, commissions, and the governing body, allowing anticipation of upcoming priorities. The Commission's Annual Report is a summary and status report of planning activities over the past year and is a communication tool to share recent achievements and plans for future community goals.

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

MPEA, PA 33 of 2008, as amended

Membership

We thank the following Commission members for their time commitment and contributions:

- James E. Zsenyuk, Chairperson
- Henry Lorant, Secretary
- Teresa Rutt, Council President
- Michael Lamb, Councilmember
- Larry Dunn, Commissioner
- Edward Sabol, Commissioner
- Darwin McClary, Administrative Official
- Two (2) Commissioner Vacancies

Former Commission members:

- Jerry Narsh, Fmr. Council President
- George Dandalides, Councilmember
- Nick Smith, Fmr. Commissioner

Meetings

The Village of Lake Orion Planning Commission met seven (7) times in 2024, meeting the minimum requirement of the MPEA of four (4) meeting per year.

Meeting dates with an (*) indicate one or more public hearing(s) was/were held for a specific project:

1. Monday, February 5, 2024
2. Monday May 6, 2024
3. Monday, June 3, 2024 *
4. Monday, July 1, 2024
5. Monday, August 5, 2024
6. Monday, November 4, 2024 *
7. Monday, December 2, 2024

All meetings were held in accordance with the Open Meetings Act, PA 267 of 1976. The public is welcome to attend all Planning Commission meetings; a "hearing of the public" is an agenda item at every meeting.



The Year in Review

The Village continued to experience steady growth in 2024, with several residential, commercial, and mixed-use projects either going under construction or nearing final approval and permitting. This is in addition to over 100 administrative Zoning Compliance permits being issued this past year for small-scale or single-unit residential and commercial property improvements, temporary uses of the Village right-of-way, and signage. Further, the Village authorized some key planning initiatives to shore up policy, code, and administrative processes to better serve the community and guide its development.

Active Development Projects

NAME / LOCATION	DESCRIPTION	REVIEW & APPROVAL STATUS
Orion Villas	Site plan and site condominium review for interlocal 8-unit townhouse development	June 5, 2023: Planning Commission Approval April 8, 2024: Council Condo Docs Approval January 10, 2024: Engineering Approval January 9, 2024: Final Zoning Approval Construction: In Progress
West Village	PUD/Site Plan review for 89-unit multi-family residential and mixed-use development on historic high school property.	September 7, 2021 Planning Commission PUD Eligibility Approval September 13, 2021 Council PUD Eligibility Approval October 4, 2021 Planning Commission Preliminary PUD Approval October 25, 2021 Council Preliminary PUD Approval October 10, 2022 Council PUD Extension Approval September 5, 2023 Planning Commission Final PUD Approval October 24, 2023: Engineering & Fire Dept - Revise/Resubmit December 11, 2023: Council PUD Agreement Approval June 10, 2024: Council Amended PUD Agreement Approval
44. E Flint	Site plan review for 4-story mixed-use development on existing parking lot	August 5, 2024: Planning Commission Approval October 2, 2024: Board of Zoning Appeals Variance Approval Awaiting revised plans for Engineering & Fire Dept. Approval
Snug Harbor	Site plan review for 4-unit multi-family development adjacent to Mystic Cove	May 6, 2024: Planning Commission Approval September 25, 2024: Engineering Approval Final Zoning Approval/Address Assignment In Progress
Mystic Cove	Site plan review for 47-unit multi-family residential and mixed-use development with dock and shoreline improvements	October 3, 2022: Planning Commission Approval June 2023: Council Land Division Approval April 23, 2024: Final Zoning Approval October 31, 2024: Engineering Approval Construction In Progress
Constellation Bay	Site plan review for 52-unit multi-family (townhouses & apartments) and mixed-use development with shoreline improvements	October 3, 2022: Planning Commission Approval April 3, 2023: Planning Commission Approval, amended site plan October 17, 2024: Engineering Approval November 26, 2024: Final Zoning Approval Pre-Construction meeting held early December
The Starboard	Site plan review for 12-unit multi-family residential (townhouse) & marina improvements	November 6, 2023: Planning Commission Approval November 27, 2023: Council License Agreement Approval June 18, 2024: Engineering Revise/Resubmit
The Peninsula	Site plan and site condominium review for 3-unit, single-family development	February 5, 2024: Planning Commission Approval April 8, 2024: Council Condo Doc Approval October 9, 2024: Engineering Revise/Resubmit
West Harbor	Single-family site condominiums	Land division under review; pending Planning Commission and Village Council Approval
Lake Street ROW Improvements	Improvements to Lake & Flint intersection adjacent to The Starboard	August 14, 2023: Preliminary Council Approval November 27, 2023: License Agreement Approval August 29, 2024: Engineering Approval
Cloud Retail	Site plan review for commercial (marijuana retail) development	March 13, 2023: Council Land Division Approval April 3, 2023: Planning Commission Approval July 12, 2024: Engineering Revise/Resubmit
146 S. Broadway	Commercial site plan 3-unit "white box", interior & exterior modifications	October 2, 2023: Planning Commission Approval November 22, 2023: Final Zoning Approval Construction completed in 2024; review and approval for changes of use and signage required for new tenants

NAME / LOCATION	DESCRIPTION	REVIEW & APPROVAL STATUS
Elizabeth Street Apartments	Multi-family residential PUD for 16 units.	August 2, 2021: Planning Commission PUD Eligibility Approval August 9, 2021: Council PUD Eligibility Approval March 7, 2022: Planning Commission Preliminary PUD Approval March 14, 2023: Council Preliminary PUD Approval August 1, 2022: Planning Commission Final PUD Approval September 25, 2024: Engineering & Fire Dept. Revise/Resubmit October 2024: Project Withdrawn

Variations - Board of Zoning Appeals

NAME / LOCATION	DESCRIPTION	REVIEW & APPROVAL STATUS
600 Longpointe Parcel: 09-02-351-019	<u>RL District: Roof projection for terrace</u> 11.5 ft. variance from min. 25 ft. front setback 1.5 ft. variance from min. 5 ft. side yard setback	February 1, 2024: Approved as presented
136 N. Axford Parcel: 09-02-403-020	<u>RV District: Above-ground pool</u> 15 ft. variance from min. 25 ft. front setback 1.95% variance from max. 40% lot coverage	June 6, 2024: Denied all variances
512 Longpointe Parcel: 09-02-351-002	<u>RL District: New single-family residence</u> 13.42 ft. variance from min. 25 ft. street front setback 11.92 ft. variance from min. 25 ft. water front setback 4.25 ft. variance from max. 30 ft. height	June 6, 2024: Approved, as noted 10 ft. variance (street) 10 ft. variance (water) 4.25 ft. variance (height)
648 Buena Vista Parcel: 09-02-403-020	<u>RV District: Addition to existing single-family residence</u> 10.5 ft. variance from min. 25 ft. front setback 3.5 ft. variance from min. 10 ft. side setback 10.4 in. variance from required accessory structure placement behind front line of primary structure	July 11, 2024: Approved, as noted, under new RL Zoning: 10.5 ft. variance (front); Other variances not required under new zoning district.
44 E. Flint Parcels: 09-02-481-007 & 09-02-481-008	<u>DC District: New mixed-use development</u> 1.75 ft. variance from 10 ft. 4th story street setback	October 3, 2024: Approved as presented

Zoning Ordinance / Map Amendments

NAME / LOCATION	DESCRIPTION	REVIEW & APPROVAL STATUS
Article 9: MU, Mixed-Use District	Text amendment to allow multiple-family development without mixed-use/commercial component as a permitted use; landscaping permitted for parking lot screening; density requirements for multi-family uses.	June 3, 2024: Public Hearing June 3, 2024: Planning Commission Approval Council Adoption Pending
648 Buena Vista Parcel: 09-02-403-020	Map amendment to rezone from RV, Village District to RL, Lake District, per July 11, 2024 BZA approval	November 4, 2024: Public Hearing November 4, 2024: Planning Commission Approval November 25, 2024: Council Adoption
315 N. Lapeer Parcel: 09-02-354-020	Map amendment to rezone from RV, Village District to RM, Multiple Family District for potential redevelopment	November 4, 2024: Public Hearing November 4, 2024: Planning Commission Approval November 25, 2024: Council Adoption

Active Planning Initiatives

PROJECT	DESCRIPTION	STATUS
Master Plan: Strategic Action Plan for Implementation	RRC-required Action Plan and annual progress on implementation; project includes revised & restated Goals and Objectives.	Analysis, draft plan complete; public engagement, final review, and adoption in 2025.
Village-Owned Parcels and ROW Inventory and Mapping	Inventory and mapping of all Village-owned parcels and rights of way; includes sample site inspections, I.D. encroachments.	Data requisition, baseline mapping, and sample site inspections completed; authorization required for further study and recommendations.
Online Permitting	Administrative research for online Zoning Compliance permitting and coordination with Township.	In Progress - Cloud-based GoGov Permitting software under discussion with Admin. Staff.

The Year Ahead

The 2025 Work Plan outlines planning and economic development goals for the next year. The following list of projects for the Planning Commission and Village Council to consider is based on feedback from the administration, Redevelopment Ready Community (RRC) best practices, and our professional planning expertise:

Unified Master Plan

The current Master Plan was adopted in 2002 and the Planning Commission has overseen several piecemeal amendments to the Future Land Use Plan, Zoning Plan, and Action Plan over the years; however, community data and trend projections remain critically out of date and do not reflect recent changes in population, demographics, and development. Village Staff will work with the Planning Commission, Council, and other agencies to combine fresh data and trends with the most recent amendments to create an aesthetically, narratively, and statistically cohesive Master Plan. This effort should include a focus on one or more of the following issues/topics to maximize public participation, awareness, and policymaking:

Residential and/or Retail Market Analysis: The Village has seen a flurry of development lately, but additional analysis is needed to determine whether this development aligns with current conditions, future trends, and the needs for diverse housing and retail space. The State is interested in advancing housing goals and incentive grants should be pursued wherever possible.

Mobility Planning: The Village is a highly desirable place to live, work, and recreate; planning for the movement of people and goods is essential for a growing community. Provisions for non-motorized transportation, complete streets, parking and loading management, and the design of public rights of way will improve the safety and efficiency of movement through the Village.

Sustainability Planning: With limited land and natural resources, the Village must confront intense development pressure fairly and consistently and should establish clear policy for (but not limited to): the preservation of natural areas and open space on public and private land, protection of water resources by minimizing storm water runoff and impervious surfaces, and implementation of more robust landscaping standards for future development.

Master Plan Implementation

Progress on Master Plan implementation should be reviewed and reported annually (typically as part of the Annual Report and Work Plan) to satisfy RRC-Certified best practices. Once the Planning Commission and Council approve and adopt the Strategic Action Plan for Implementation, the Village will be able to easily document progress on its priority items.

Redevelopment Ready Communities Certification

RRC provides best practice recommendations to make the Village more redevelopment-ready; being engaged with the RRC program opens the community up to additional funding and technical support through MEDC. While the Village is up to date on most RRC recommendations, the following require attention:

Training Strategy & Joint Meetings: RRC requires a 2-year training strategy be developed for all boards and commissions. The previous training strategy ran through 2023; staff are working to update the training strategy for 2024-2026. RRC-Certified communities must also demonstrate collaboration across boards and commissions that review or approve developments; it is recommended that the Village Council, Planning Commission, Zoning Board, and DDA participate in a joint meeting at least once per year for training and discussion of ongoing and future development projects.

Guide to Development: As part of ongoing improvements to administrative processes, Village Staff are creating a guide for developers, contractors, residents, and public officials to understand and articulate review and approval processes for various development applications, including but not limited to site plans, special land uses, PUDs, variances, and amendments.

Public Participation Plan: A draft Public Participation Plan was presented at a joint meeting of the Council, DDA, and Planning Commission on December 8, 2020, with a recommendation for additional review by the Planning Commission and Council prior to publication. At this time, the Plan needs to be reviewed, updated as needed, and published to the Village website.

Comprehensive Zoning Ordinance Update

Like the current Master Plan, the current Zoning Ordinance is out of date, and piecemeal amendments over the years have contributed to inconsistencies in its interpretation and administration. A full diagnostic and update to the Zoning Ordinance would provide an opportunity to align with updated engineering best practices, where applicable, and advance the Village Strategic Action Plan. An update would employ RRC recommendations for text amendments geared toward improved accessibility and ease of use, which could also extend to the Village Sign Ordinance.



BOARD ACTION SUMMARY SHEET

MEETING DATE: May 5, 2025

TOPIC Approval of April 7, 2025 Planning Commission Regular Meeting Minutes

RECOMMENDED MOTION: To approve the April 7, 2025 Planning Commission Regular Meeting Minutes, as presented.



MINUTES

REGULAR MEETING OF THE PLANNING COMMISSION

Monday, April 7, 2025

6:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

1. Call to Order

The Monday, April 7, 2025 Regular Meeting of the Lake Orion Planning Commission was called to order by Vice Chairperson Edward Sabol at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call and Determination of Quorum

PRESENT

Vice Chairperson Edward Sabol
Secretary Henry Lorant
Commissioner Teresa Rutt
Commissioner Larry Dunn
Commissioner James Barry
Commissioner/Administrative Official Darwin McClary

ABSENT

Chairperson James Zsenyuk
Commissioner Michael Lamb

STAFF PRESENT

Planning and Zoning Coordinator Gage Belko
Recording Secretary Danielle Smith

4. Approval of Agenda

Commissioner Lorant moved, Commissioner Rutt seconded, to approve the agenda for the April 7, 2025 Planning Commission Regular Meeting.

AYES: Rutt, Dunn, Barry, Lorant, McClary, Sabol

NAYS: None

ABSENT: Zsenyuk, Lamb

MOTION: Carried

5. Approval of Minutes

A. Approval of February 3, 2025 Planning Commission Regular Meeting Minutes

Commissioner Lorant moved, Commissioner McClary seconded, to approve the February 3, 2025 Planning Commission Regular Meeting Minutes, as presented.

AYES: Rutt, Dunn, Barry, Lorant, McClary, Sabol

NAYS: None

ABSENT: Zsenyuk, Lamb

MOTION: Carried

6. Public Comments on Non-Agenda Items Only

None.

7. Public Hearing

None.

8. Old Business

A. Master Plan Amendment #3 – Strategic Action Plan Draft #2

In early 2024, McKenna was authorized to prepare an amendment to the Village Master Plan (2002-2022), as amended, to incorporate a strategic action plan, including updated goals and objectives and an implementation matrix. The project was proposed in three phases:

- Phase I: Analyze and Synthesize
- Phase II: Critical Feedback
- Phase III: Adoption

McKenna has provided a status update and a second draft of the strategic action plan incorporating commissioner feedback and community input for review and discussion.

Planner Belko presented the draft and was available to answer any questions from the Commission.

Commissioner McClary moved, Commissioner Lorant seconded, to recommend Village Council approve the distribution of the draft strategic action plan (Master Plan Amendment #3) for the required 42-day public review period and provided Village Council approves distribution of the draft at its April 14 meeting, to request that village staff and planning consultants schedule and have the required notices published for a public hearing for the strategic action plan at the June 2, 2025 Planning Commission meeting.

Commissioner Barry referenced an email sent to the Planning Commission from George Dandalides from Lake Orion Lake Association (LOLA). Commissioner Barry asked the Commission to reconsider the priority level of items under Objective 3-C of the strategic action plan and change the priority level to a high priority.

Commissioner Lorant asked if all items in Objective 3-C should be a high priority. Commissioner Barry confirmed that is the case.

Commissioner Barry moved, Commissioner Lorant seconded, to recommend Village Council approve the distribution of the draft strategic action plan (Master Plan Amendment #3), as amended, changing all items in Objective 3-C to reflect a high priority, for the required 42-day public review period and provided Village Council approves distribution of the draft at its April 14 meeting, to request that village staff and planning consultants schedule and have the required notices published for a public hearing for the strategic action plan at the June 2, 2025 Planning Commission meeting.

- AYES:** Rutt, Dunn, Barry, Lorant, McClary, Sabol
- NAYS:** None
- ABSENT:** Zsenyuk, Lamb
- MOTION:** Carried

Vote on original motion as amended:

- AYES:** Rutt, Dunn, Barry, Lorant, McClary, Sabol
- NAYS:** None
- ABSENT:** Zsenyuk, Lamb
- MOTION:** Carried

9. New Business

A. Monthly Planning & Zoning Report

Planner Belko gave a verbal update regarding planning and zoning matters within the Village.

Commissioner Lorant asked if anyone has been using the new permitting software. Planner Belko stated the software is being used and is successful.

Vice Chairperson Sabol asked what module is being used for the new permitting software. Planner Belko stated the Village is using GoGov. Commissioner McClary gave a brief explanation on how the software works.

10. Commissioners' Comments Regarding Planning and Zoning Matters

Commissioner Lorant stated that Planner Belko did a nice job putting everything together for the meeting.

11. Next Regular Meeting – May 5, 2025

12. Adjournment

Commissioner Lorant moved, Commissioner McClary seconded, to adjourn the meeting at 6:57 p.m.

- AYES:** Rutt, Dunn, Barry, Lorant, McClary, Sabol
- NAYS:** None
- ABSENT:** Zsenyuk, Lamb
- MOTION:** Carried

Henry Lorant
Secretary

Sonja Stout
Clerk/Treasurer

Danielle Smith
Recording Secretary

Date Approved: May 3, 2025