



MEMORANDUM

DATE: January 31, 2025

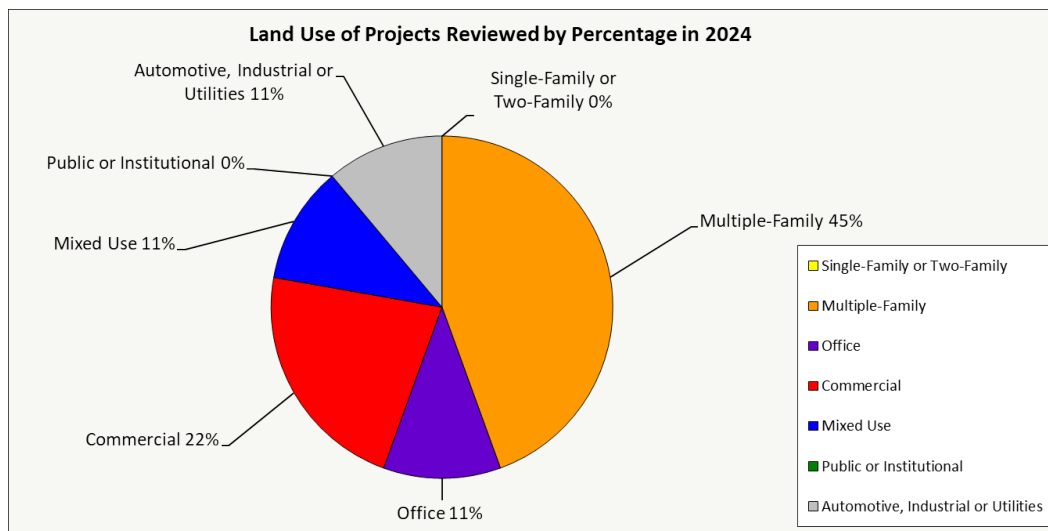
TO: Planning Commission

FROM: Planning Division

SUBJECT: Annual Report for 2024

The Royal Oak Planning Commission has all duties and powers granted by the laws of the State of Michigan and the codes and ordinances of the City of Royal Oak. These include, but are not limited to, the following: approval of site plans, special land use permits, and updates to the Master Plan; recommendations to the City Commission to rezone property, amend the text of the Zoning Ordinance, and adopt brownfield redevelopment plans; development of a six-year capital improvements program; and review of Sign Ordinance variances.

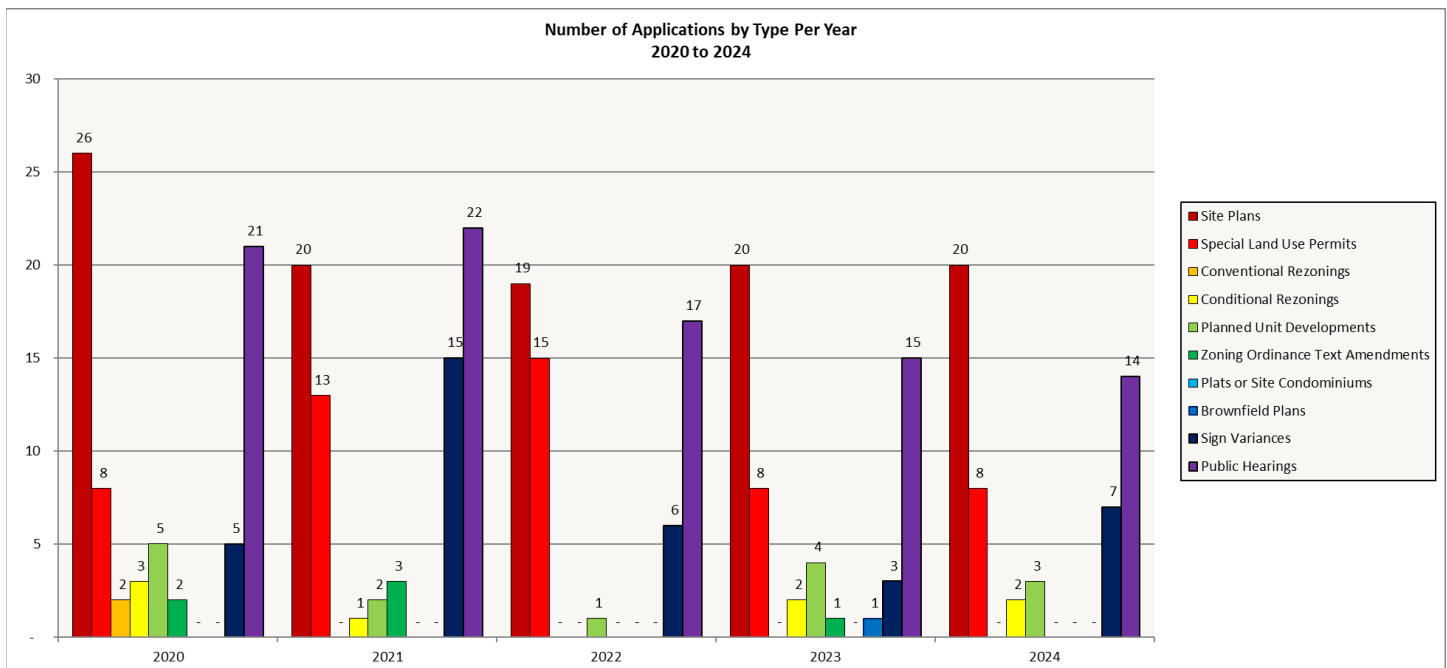
The department of community development's planning division serves as staff to the Planning Commission, providing research, analysis, and reports for all applications, along with facilitating all activities related to processing land use decisions.



There were 20 applications reviewed by the Planning Commission in 2024 that involved either new construction or redevelopment of existing structures, including site plans, special land use permits, conditional rezonings, and planned unit developments. Eight of the cases in 2024 were for multiple-family dwellings and four were for commercial projects. Two cases each were for office, mixed-use projects, or industrial uses and utilities. There were no cases involving public or institutional, single-family residential, or two-family residential projects that were reviewed by the Planning Commission in 2024.

Of the 18 site plans reviewed by the Planning Commission in 2024, three were part of a planned unit development (PUD) and two were for conditional rezoning applications. Eight site plans reviewed by the Planning Commission required special land use permits.

There were 14 public hearings conducted by the Planning Commission in 2024, compared with 15 in 2023, 17 in 2022, 22 in 2021, and 21 in 2020. Public hearings included all PUD, conditional zoning, and special land use permit applications along with the annual capital improvements program.

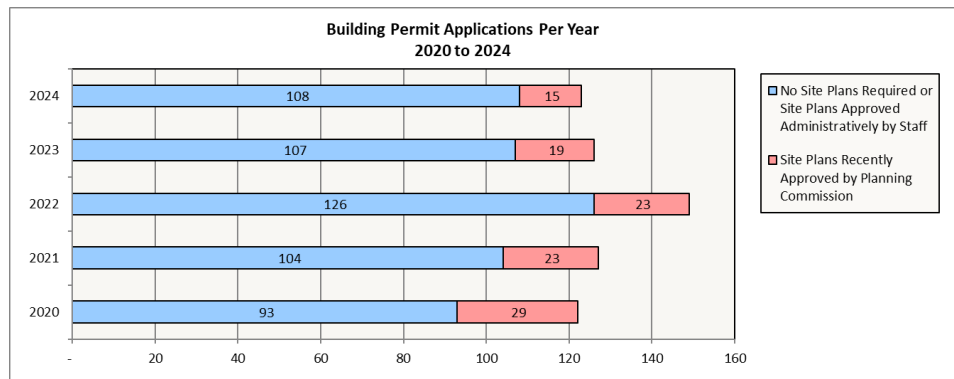


The Planning Commission reviewed seven sign variance applications in 2024, compared with three in 2023, six in 2022, 15 in 2021, and five in 2020. Two sign variance application had all requested variances granted in 2024 while one had some of its variances granted and others denied as part of the same application.

Four of the site plans reviewed by the Planning Commission in 2024 required variances from the Zoning Board of Appeals. Seven required additional review by the City Commission following a recommendation by the Planning Commission.

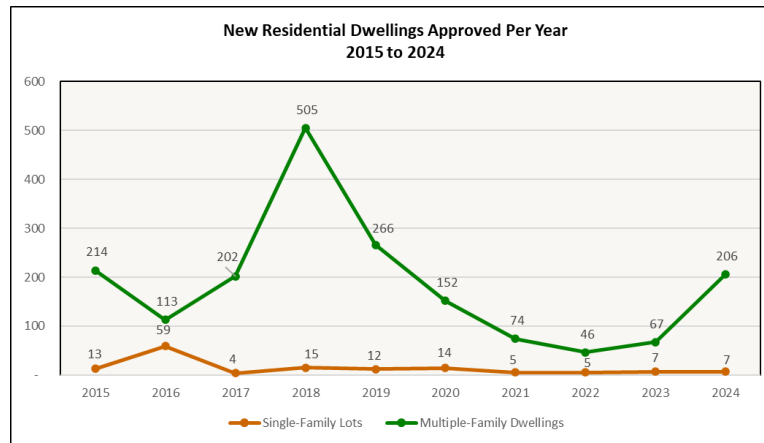
The planning division administratively approved 115 site plans in 2024, compared with 107 site plans in 2023, 126 in 2022, 104 in 2021, and 93 in 2020. These reviews were for building permit applications with plans that did not require a public hearing, provided all required information, and met all required Zoning Ordinance standards.

In addition to site plans that staff approved administratively, the planning division also reviewed 16 building permit applications in 2024 for compliance with site plans that were recently approved by the Planning Commission.



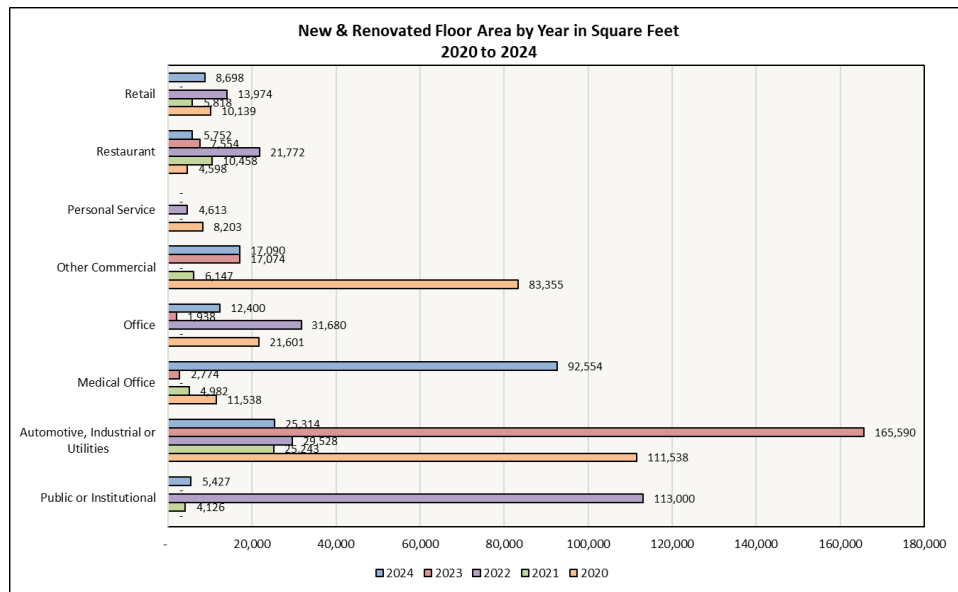
Eight site plans reviewed by the Planning Commission in 2024 involved new multiple-family dwellings, six of which were part of either PUD or conditional rezoning applications. If completed, these projects will add 206 new multiple-family dwellings within the city.

As in previous years, the Planning Commission continues to receive PUD and conditional zoning applications requesting waivers to Zoning Ordinance standards for multiple-family projects. Petitioners continue to seek greater densities, taller buildings, reduced setbacks, fewer parking spaces, and different ground floor uses than are permitted in various zoning districts for multiple-family developments.



Staff administratively approved nine residential land division applications in 2024 that resulted in eight new lots for single-family dwellings out of former double- or triple-lots. One application combined two exiting lots into one. No plats or site condominium applications to divide property into single-family lots were reviewed by the Planning Commission last year.

New & Renovated Floor Area in 2024					
Use	New Construction or Additions		Revnovation of Existing Buildings		TOTAL
Retail	2,498	sq. ft.	6,200	sq. ft.	8,698 sq. ft.
Restaurant	1,022	sq. ft.	4,730	sq. ft.	5,752 sq. ft.
Personal Service	-	sq. ft.	-	sq. ft.	- sq. ft.
Other Commercial	-	sq. ft.	17,090	sq. ft.	17,090 sq. ft.
Office	6,200	sq. ft.	6,200	sq. ft.	12,400 sq. ft.
Medical Office	92,554	sq. ft.	-	sq. ft.	92,554 sq. ft.
Industrial / Automotive	1,196	sq. ft.	24,118	sq. ft.	25,314 sq. ft.
Public / Institutional	-	sq. ft.	5,427	sq. ft.	5,427 sq. ft.
TOTAL	103,470	sq. ft.	63,765	sq. ft.	167,235 sq. ft.



The City Commission’s adopted policy requires all Planning Commissioners to attend training at least once during their term of office. Individual commissioners are able to register for on-line courses and seminars. Training will be offered to the Planning Commission as funding permits during the upcoming year in accordance with the official policy.

As required under Michigan’s Planning Enabling Act (Public Act 33 of 2008, as amended), the Planning Commission is responsible for reviewing proposed master plans from adjoining communities and determining whether to comment on them. In 2024 the Planning Commission received no notices from adjoining communities indicating either their intent to amend their master plans or adopt entirely new plans.

Act 33 also requires that all communities review their master plan every five years and determine whether to commence procedures to amend the plan or adopt a new one. Preparation of a new master plan with DPZ CO-Design continued throughout 2024.

Attached is a summary of planning commission actions taken in 2024.

Case Number	Address	Action Taken	Type of Application										Description	Dwellings	Floor Area in Square Feet									New Construction or Addition	Renovation	Project Status			
			Site Plan	Special Land Use Permit	Rezoning	Conditional Rezoning	PUD	Text Amendment	Brownfield Plan	Sign Variance	Public Hearing	Other			Retail	Restaurant	Personal Service	Other Commercial	Office	Medical Office	Industrial, Utilities or Automotive	Public or Institutional	Inactive			Permits Pending	Under Construction	Completed	
SP 24-01-01	2005 Bellaire Ave.	Approved	●	●							●		Conversion of manufacturing building into (a) animal shelter, and (b) warehouse and vehicle storage for automoible dealership (Matthews-Hargreaves Chevrolet).	-	-	-	-	-	-	-	5,246	5,427		●	●				
SP 24-03-02	435 N. Washington Ave.	Approved	●	●							●		Conversion of ground level retail space of mixed-use building into multiple-family dwelling.	1	-	-	-	-	-	-	-	-		●		●			
SP 24-03-03	810 S. Washington Ave.	Approved	●									●	Construction of five-dwelling multiple-family building. [Variances from ZBA required.]	5	-	-	-	-	-	-	-	-	●		●				
SP 24-04-04	4704 Rochester Rd.	Approved	●				●				●		Rezoning from Mixed Use 1 to PUD and preliminary PUD site plan to construct 3-story to 3.5-story building with 42 multiple-family dwellings.	42	-	-	-	-	-	-	-	-	●			●			
SP 24-04-05	3828 W. 13 Mile Rd.	Approved	●										Construction of two-story outpatient medical clinic and medical office (Corewll Health).	-	-	-	-	-	-	88,200	-	-	●		●				
SP 24-07-06	1023 S. Main St.	Approved	●	●									Renovation and construction of addition for bar / lounge including outdoor service area (Ye Olde Saloon). [Variances from ZBA requiried.]	-	-	1,022	-	-	-	-	-	-	●		●				
															-	2,406	-	-	-	-	-	-		●					
SP 24-07-07	NE Corner of Crooks Rd. & W. Windemere Ave.	Approved	●										Construction of one-story medical office (Duffield Dentistry) and expansion adjacent off-street parking lot for public park (Worden Park).	-	-	-	-	-	-	4,354	-	-	●			●			
SP 24-07-08	215 S. Washington Ave.	Approved	●										Renovation of former two-story restaurant (Peking House) into mixed-use building for retail sales and professional offices with construction of third story addition.	-	6,200	-	-	3,900	6,200	-	-	-		●	●				
															-	-	-	-	6,200	-	-	-	●						
SP 24-08-09	211 E. Lincoln Ave.	Withdrawn	●	●							●		Construction of five-story building with 158 multiple-family dwellings (Lincoln Place).	-	-	-	-	-	-	-	-	-	●		●				
SP 24-09-10	1200 Knowles St.	Approved	●			●					●		Conditional rezoning from Mixed Use 1 to General Industrial to allow establishment of warehouse and distribution center.	-	-	-	-	-	-	-	9,229	-		●	●				
SP 17-03-08	30875 Woodward Ave.	Approved	●	●							●		Replacement of masonry screening wall with landscaped greenbelt for automobile filling station and convenience store (Shell / Barrels & Vines).	-	-	-	-	-	-	-	-	-		●		●			
SP 24-10-11	SE Corner of W. 13 Mile Rd. & Prairie Ave.	Approved	●			●					●		Conditional rezoning from Neighborhood Business to Multiple Family Residential to allow consturction of 12-dwelling multiple-family building.	12	-	-	-	-	-	-	-	-	●		●				
SP 24-10-12	723 E. 11 Mile Rd.	Approved	●										Conversion of former automobile repair garage into carry-out coffee house with accessory coffee bean roasting (Sabbath Coffee).	-	-	2,324	-	-	-	-	-	-		●	●				
SP 24-11-13	723 N. Main St.	Approved	●				●				●		Rezoning from Neighborhood Business to PUD and preliminary PUD site plan to construct 4-story building with 24 multiple-family dwellings.	24	-	-	-	-	-	-	-	-	●		●				
SP 24-11-14	2009 Bellaire Ave.	Withdrawn	●	●							●		Conversion of former manufacturing facility (BOC Gases) into indoor recreation center (The Gregor Indoor Golf & Club).	-	-	-	-	-	-	-	-	-		●	●				
SP 24-11-15	4507 Delemere Blvd.	Approved	●										Establishment of automobile storage within existing building inlcuding construction of addition.	-	-	-	-	-	-	-	2,560	-		●	●				
														-	-	-	-	-	-	-	1,196	-	●						
SP 24-12-16	111 N. Alexander Ave.	No Action Taken	●				●				●		Rezoning from One-Family Residential to PUD and preliminary PUD site plan to construct three multiple-family dwellings.	3	-	-	-	-	-	-	-	-	●		●				

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SP 24-12-17	2619 & 2625 W. Mile Rd.	Approved	●	●							●		Conversion of tent and awning manufacturer into automobile repair garage (Motor City Euro Repair).	-	-	-	-	-	-	-	7,083	-	●	●					
SP 24-12-18	NW Corner of E. 3rd St. & Knowles St.	Approved	●	●							●	●	Construction of six-story building with ground level off-street parking and 59 upper level multiple-family dwellings. [Variances from ZBA required.]	59	-	-	-	-	-	-	-	●		●					
SP 24-12-19	505 S. Lafayette Ave.	Approved	●									●	Construction of 10-story building with ground-level bistro/market and 54 upper-level mulitlpe-family dwellings. [Variances from ZBA required.]	54	2,498	-	-	-	-	-	-	●		●					
n/a	Capital Improvement Program	Approved									●		Public hearing and recommendation to adopt six-year capital improvement program as part of City Commission's annual fiscal year budget.																
SV 24-02-01	735 S. Main St.	Granted								●		Sign variance request to install monument sign in sign area 3 for automobile filling station with convenience store (Shell).																	
SV 24-02-02	8450 W. 10 Mile Rd.	Granted								●		Sign variance request to replace signage on water tower for Detroit Zoo.																	
SV 24-03-03	8450 W. 10 Mile Rd.	Granted								●		Sign variance request to replace monumnet signs for Detroit Zoo.																	
SV 24-04-04	207 S. Main St.	Granted / DENIED								●		Sign variance requests to replace wall signs for restaurant (Comet Burger).																	
SV 24-06-05	222 E. 6th St.	Granted / DENIED								●		Sign variance requests to install wall and projecting signs on multiple-family building.																	
SV 24-06-06	8450 W. 10 Mile Rd.	Granted								●		Sign variance request to install fourth monument sign for Detroit Zoo.																	
SV 24-08-07	31710 Woodward Ave.	Granted								●		Sign variance requests to install wall and roof signs for drive-through restaurant (Tim Horton's).																	
TOTALS			20	8	-	2	3	-	-	7	14	5		206	8,698	5,752	-	17,090	12,400	92,554	25,314	5,427	13	10	16	4	-	-	