

Approved
7.25.2024

**City of Keego Harbor
Planning Commission Meeting Minutes
Thursday, June 27, 2024, at 7 PM**

CALL THE MEETING TO ORDER

Vice Chairperson Streng called the meeting to order at 7:02 p.m.

ROLL CALL

Present: Vice Chairperson Streng, Commissioner Emerling, Commissioner Meabrod, Secretary Santia, and Mayor Pro Tem Shimansky

Absent: Chairman Yoder and Commissioner Douglass

Motion by Mayor Pro Tem Shimansky; supported by Commissioner Emerling to excuse Chairman Yoder and Commissioner Douglass.

Unanimous Vote: Ayes: 5 Nays: 0 Motion Carries

STAFF PRESENT: City Manager/Clerk Tammy Neeb, Recording Secretary Wendy Clufetos, City Planner Mara Braciszewski.

APPROVAL OF AGENDA

Motion by Secretary Santia; supported by Commissioner Meabrod to approve the agenda for June 27, 2024, Planning Commission Meeting.

Unanimous Vote: Ayes: 5 Nays: 0 Motion Carries

APPROVAL OF MINUTES

Motion by Commissioner Meabrod; supported by Secretary Santia to approve the May 23, 2024, meeting minutes.

Unanimous Vote: Ayes: 5 Nays: 0 Motion Carries

Motion by Commissioner Emerling; supported by Mayor Pro Tem Shimansky to approve the June 4, 2024, special meeting minutes

Unanimous Vote: Ayes: 5 Nays: 0 Motion Carries

PUBLIC COMMENTS

Laura Rivera- EM2 Fitness owner addressed the board regarding the graphic/sign ordinance.

Planning & Zoning Report

May 2024

McKenna assists the City of Keego Harbor on zoning, planning, and economic development matters. This document serves as the official Planning Commission report on Planning and Zoning activities and services in May 2024. Contact your McKenna Team via email anytime:

- **John Jackson, AICP, NCI, Project Director** (jjackson@mcka.com)
- **Mara Braciszewski, AICP, Project Manager** (mbraciszewski@mcka.com)
- **Ashley E. Amey, NCI, Project Planner** (aamey@mcka.com)

Date	Address	Zoning	Inquiry	Planner's Review
May 1	2850 Wall Street	NR, Neighborhood Residential	The Applicant would like to replace an old fence. How close can the fence be extended to the water?	Per Section 15.12, all fences established on or near the property lines require a registered survey or mortgage survey. Per Section 15.12, decorative fences must be located no closer than the water's edge at a seawall, or in the absence of a seawall, five (5) feet from the ordinary high-water mark.
May 1	1985 Cass Lake Road	C-1, Local Business	A banquet hall is for sale. Can it be used as a storage facility?	No. Storage facilities are not allowed in the C-1 District. They are only allowed as Special Land Uses within the M-1 District.
May 1	2349 Pine Lake	NR, Neighborhood Residential	A double lot is for sale. Inquiring about the building envelope.	Per section 4.08, lot must be 3000 sf or greater, width must be 30 feet wide. Front yard setback: 35 ft from centerline of the road, or average of front yard setbacks of two nearest lots. Side yard setback: 30% of lot width, one side is no less than 10%. Rear yard setback: 25 feet from property line. Height: max. 35 ft. Note, these are the general standards listed in the zoning ordinance. The applicant can schedule an appointment to discuss their particular building envelope if desired.
May 1	2900 Hensman	NR, Neighborhood Residential	Wants to build an addition. Inquiring about setbacks.	Per section 4.08, front yard setback: 35 ft from centerline of the road, or average of front yard setbacks of two nearest lots. Side yard setback: 30% of lot width, one side is no less than 10%. Rear yard setback: 25 feet from property line. Note, these are the general standards listed in the zoning ordinance. The applicant can schedule an appointment to discuss their particular building if desired.
May 1	2091 Cass Lake Road	C-1, Local Business	Review the previous consultant's review to determine whether it is necessary for the Applicant to go to the Zoning Board of Appeals.	Applicant must go to the Zoning Board of Appeals.

May 6	3128 Orchard Lake	NR, Neighborhood Residential	Brewhaus Inn rezone review. Currently zoned NR but has been operating as a business for many years. Would like to be zoned C-2 and went before City Council in March of 2023.	Review complete.
May 6	1732 Beechmont	NR, Neighborhood Residential	Can someone rebuild their house if it was destroyed? The caller is on a lot of less than 3,000 square feet.	"Any homestead destroyed by any means, except voluntary destruction, to an extent of more than one hundred (100) percent of its current assessed value exclusive of foundations at the time of destruction, may be reconstructed by a homeowner as his homestead provided such reconstruction meets the provisions of this Ordinance as near as reasonably can be and such reconstruction receives the prior approval of the Zoning Board of Appeals."
May 8	2038 Cass Lake	C-1, Local Business	Review sign permit for new business (Sweet B's).	Review complete and approved (May 13, 2024).
May 8	1717 Cass Lake	O-1, Office	Review parking lot permit. Applicant wants to extend asphalt to property line to prevent people from hitting the building.	Review complete and approved.
May 15	3048 Kenrick	NR, Neighborhood Residential	Can the caller park trailer in the front yard? Corner lot, front of home is treated as side of house.	Kenrick St is considered to be the front of the house due to the property address. The trailer can be parked here under the following conditions: The trailer does not encroach into the public right-of-way or extend over a side lot line, the parking area is parallel to the street with dimensions of 10' (maximum) by 22' (maximum). Surface must consist of concrete, asphalt, brick, cut stone, or a minimum 4-inch depth of crushed materials having a size of at least 1/2 inch in diameter. The caller will need to submit details (for administrative approval) that comply with Section 4.06 of the Zoning Ordinance.
May 15	2038 Cass Lake	C-1, Local Business; Village Overlay District	Can the block wall behind the shopping center be replaced with vinyl fencing? It backs up to a Condo Assoc. If so, what are the height requirements? Is the wooden fence separating the Condo Assoc. off the block wall required?	No. The wall must be masonry and a minimum of 6 feet tall (See Section 15.04 of the Zoning Ordinance). This cannot be taken to the ZBA - as variances from the masonry wall requirement are not permitted in the Village Overlay District.
May 15	2038 Cass Lake #8	C-1, Local Business	Review Zoning permit - new business, Lorenzo's Pizza	Inform applicant of June CC decision re SLU. Inform applicant of June PC and July CC decision regarding site plan requirement.
May 15	2038 Cass Lake #9	C-1, Local Business	Review Zoning permit - new business, Sweet B's Ice Cream (inside Lorenzo's Pizza - will be seasonal).	Inform applicant of June CC decision re SLU. Inform applicant of June PC and July CC decision regarding site plan requirement.

22 May	2038 Cass Lake #8 & 9	C-1, Local Business	Noon phone call meeting with Landlord regarding zoning review for 2 new businesses (Lorenzo's Pizza and Sweet B's Ice Cream).	The city attorney agreed that we can issue a temporary use permit for 6 months. City is scheduling a special Planning Commission meeting to approve. The applicant may still need to submit the special land use and site plan, depending on Planning Commission and City Council decisions throughout June and July.
22 May	2887 Orchard Lake	C-2, General Business	Business renovations – office, no commercial.	Must submit a site plan because located off collector road, parking is required, and there is a change in use. Need to follow up with applicant if they need architectural design review board and if they need site plan (Planning Commission is considering removing site plan requirement in the June meeting).
22 May	2985 Elam	NR, Neighborhood Residential	Review Zoning permit for deck replacement. Construction is currently underway.	Applicant must submit more details to determine compliance.
22 May	1739 Sylvan Glen	NR, Neighborhood Residential	Review Zoning permit for deck replacement.	Applicant must submit more details to determine compliance.
22 May	3169 Pridham	NR, Neighborhood Residential	Review Zoning permit for deck replacement.	The applicant must provide the total square footage of the existing house and garage on the lot.
28 May	2038 Cass Lake	C-1, Local Business	Review sign permit for new business (Lorenzo's Pizza). The Sign is already up.	Reviewed and approved.
29 May	1966 Willow Beach	NR, Neighborhood Residential	Review ZBA application and revised site plan for a new home.	Meeting was scheduled with applicant. The applicant is revising submission.
29 May	2184 Park Circle	NR, Neighborhood Residential	Property is for sale, looking for more info. Can a garage or shed be added? What is building potential?	Limited development potential based on average waterfront and front yard setbacks. Anyone interested should get a survey to determine degree of conformity before they close on the property.

Public Hearing -Zoning Ordinance Text Amendments: Featuring changes to Article 11: Off-Street Parking, Article 9A: Village Overlay District, Article 13: General Provisions, and Article 14: Administration and Enforcement

Motion by Commissioner Emerling; supported by Commissioner Meabrod to open the public hearing at 7: 15 pm.

Unanimous Vote: Ayes: 5 Nays: 0 Motion Carries

City Planner Mara Braciszewski opened with a summary of the zoning ordinance changes. Article 7, the current outdoor dining standards were reviewed and revised.

Motion by Commissioner Meabrod; supported by Commissioner Emerling to close public hearing at 7:58 pm.

Unanimous Vote: Ayes: 5

Nays: 0

Motion Carries

Motion by Commission Emerling; supported by Commissioner Meabrod to accept the zoning text amendments summarized in the proposal that was reviewed and amended for articles 7-14 to include the sign article.

Roll Call: Vice Chairperson Streng Yes, Commissioner Emerling Yes, Commissioner Meabrod Yes, Secretary Santia Yes, Mayor Pro Tem Shimansky Yes.

Motion Carries

NEW BUSINESS

a. Consider Final Site Plan and PUD Agreement Extension for 3170 Orchard Lake Road, The Residences

City Planner Mara Braciszewski provided background of the project and the next steps needing to be completed. A public hearing was held and the Planning Commission approved the final site plan in September and has not changed. Mr. Ara Darakjian stated he is asking for an extension only to complete the legal agreement for the PUD and that he is waiting on the final draft from the City's attorney.

Motion by Secretary Santia; supported by Commissioner Emerling to approve an extension for 6 months for the project at 3170 Orchard Lake Road, the Residences.

Roll Call Vote: Mayor Pro Tem Shimansky Yes, Secretary Santia Yes, Commissioner Meabrod Yes, Commissioner Emerling Yes, Vice Chairperson Streng Yes.

Motion Carries

b. Consider Final Site Plan and PUD Agreement Extension for 1502 Wayward, The Reserves

The project details and background were presented by Ms. Braciszewski. Preliminary approval was given on June 22, 2023, with a list of requirements. A 6-month extension was requested as Mr. Duncan Mekuku is still working on the PUD agreement. A final site plan review also needs to be submitted.

Motion by Commissioner Emerling; supported by Commissioner Meabrod to extend the site plan investigation and PUD agreement for 1502 Wayward, The Reserves for 6 months.

Roll Call: Vice Chairperson Streng Yes, Commissioner Emerling Yes, Commissioner Meabrod Yes, Secretary Santia Yes, Mayor Pro Tem Shimansky Yes. Motion Carries

c. Discuss Preliminary Site Plan Requirements for 2887 Orchard Lake Rd, the former Taylor Collision

Mr. Walter Schwartz is leasing and would like to reoccupy the office space at 2887 Orchard Lake Road. Painting the exterior is a change to the façade and need to be approved under the current ordinances. The current owner repaired the T111 which does not meet the current architectural standards. The city will address with the owner as a separate matter. The Commissioners would like to lessen the hardship when reoccupying a business with no special land use. Waiving and revising this ordinance was discussed.

Motion by Commissioner Emerling; supported by Commissioner Meabrod to approve 2887 Orchard Lake Road, former Taylor Collision which would include waivers for parking requirements, architecture review board, site plan, village overlay district and request the new occupant to update the paint scheme, and add planters or decorative features. Further updates are required when there is a change in ownership.

Roll Call: Mayor Pro Tem Shimansky Yes, Secretary Santia No, Commissioner Emerling Yes, Vice Chairperson Streng Yes, Commissioner Meabrod Yes.

Motion Carries

Public Comment

Bruce Finsilver, Pontiac Yacht Club- The Residences PUD dock has size limitations and he can provide the legal documents.

COMMISSIONER COMMENTS

ADJOURNMENT

Chairman Yoder adjourned the meeting at 9:02 p.m.

Joel Yoder
Joel Yoder (Aug 13, 2024 15:30 EDT)

Joel Yoder
Chairperson, Planning Commission

Stacy Goodall

Stacy Goodall
City of Keego Harbor, Deputy Clerk

June 27, 2024 PC meeting minutes

Final Audit Report

2024-08-13

Created:	2024-08-13
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"June 27, 2024 PC meeting minutes" History

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