

**City of Keego Harbor
Planning Commission Meeting Minutes
Tuesday, August 26, 2025**

CALL THE MEETING TO ORDER

Chairperson Yoder called the meeting to order at 6:03 p.m.

ROLL CALL

Present: Chairperson Yoder, Vice Chairperson Streng, Commissioner Meabrod, Commissioner Emerling, Commissioner Douglass, Secretary Santia, and Council Member Shimansky

STAFF PRESENT: City Planner Emily Huhman, City Planner Paul Urbiel, Deputy Clerk Stacy Goodall, Recording Secretary Wendy Clufetos

APPROVAL OF AGENDA

Motion by Commissioner Meabrod; supported by Vice Chairperson Streng to approve the agenda for August 26, 2025, to move the final site plan review of the PUD for 1502 Wayward moved ahead of new business and the rest of the agenda as is.

Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries

APPROVAL OF AMENDED AGENDA

Motion by Vice Chairperson Streng; supported by Secretary Santia to approve the amended agenda for August 26, 2025.

Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries

APPROVAL OF MINUTES

Motion by Commissioner Meabrod; supported by Commissioner Douglass to approve the revised Planning Commission meeting minutes from Tuesday, June 24, 2025

Vote: Ayes: 7 Nays: 0 Motion Carries

APPROVAL OF MINUTES

Motion by Commissioner Meabrod; supported by Commissioner Douglass to approve the Planning Commission meeting minutes from Tuesday, July 22, 2025.

Vote: Ayes: 7 Nays: 0 Motion Carries

PUBLIC COMMENTS

- None

Planning & Zoning Report

July 2025

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 July 2025. Contact your McKenna Team via email anytime:

- **John Jackson, AICP, NCI**, Project Director (jjackson@mcka.com)
- **Paul Urbiel, AICP**, Project Manager (purbiel@mcka.com)
- **Emily Huhman**, Project Planner (ehuhman@mcka.com)

DEVELOPMENT PROJECTS WITH PLANNING COMMISSION INVOLVEMENT

Address	Zoning	Project / Approval Sought	Status	Comment / Latest Action
3000 Orchard Lake Rd.	C-2 General Business District, CBD Overlay	Special land use for an event hall/banquet center.	Special Land Use Review #1	Public hearing and Planning Commission recommendation to take place at the August 26, 2025 Planning Commission meeting. McKenna has provided a review for the project for discussion by the Planning Commission.
3335 Orchard Lake Rd.	C-2 General Business District	Special land use approval for a 24/7 private indoor golf club.	Special Land Use Review #1	After a public hearing, Planning Commission recommended conditional approval for City Council. The applicant submitted updated plans, which will be discussed at the August 21, 2025 City Council meeting.
2094 Cass Lake Rd.	C-1, Local Business, CLR Overlay	Site plan approval for new construction to accommodate an existing business expansion.	Site Plan Review #1	Appeared at the April 2025 Planning Commission Meeting and was approved with the condition that they meet the architectural standards of the Village Overlay District. Architectural Review Committee met and determined that they did not meet the architectural standards. Communicated this information to applicant and provided list of permitted materials in the Village Overlay District. Waiting for updated plans.
2004 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval	Site Plan Review #2	Applicant submitted updated plans, which will be reviewed and discussed at the September 2025 Planning Commission meeting.
1502 Wayward	R-T Townhouse, CLR Overlay	The Reserve 1502 Wayward Planned Unit Development	Preliminary site plan approved. Final Site Plan Review #2	Applicant submitted final site plans on August 5, 2025. A public hearing on the final site plan and discussion will be held at the August 26, 2025 Planning Commission meeting. McKenna has provided a review for the project for discussion by the Planning Commission.

ONGOING PLANNING & ZONING PROJECTS - JULY

Master Plan Update

McKenna is planning a regional partners meeting in September to discuss on-street parking on Cass Lake Road, economic development, and other priorities for the Master Plan update.

Main Street Oakland County Program

Staff from the Main Street Oakland County presented to the TIFA Board on this program, which includes technical assistance, grant opportunities, and educational opportunities for DDAs, TIFAs, and similar bodies promoting the needs of main commercial corridors. McKenna is currently gathering the required application materials to apply to participate in the program.

PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner's Review
July 1	2112 Cass Lake Rd.	C-2, General Business, CLR Overlay	Zoning Permit Application – Fence	Application approved.
July 1	2836 Beland	NR, Neighborhood Residential	Driveway Permit Application	Proposed driveway does not comply with Zoning Ordinance. Planner provided review letter with suggested revisions.
July 2	2038 Cass Lake Road	C-1, Local Business, CLR Overlay	Discussed noncompliant window decals with business owner.	N/A.
July 7	1870 Cass Lake Front	NR, Neighborhood Residential	Inquirer requested building envelope information and relevant requirements for pools.	Planner provided requested information to inquirer.
July 9	1783 Beechcroft	NR, Neighborhood Residential	Planner met with applicant on questions relating to construction of a new home.	N/A
July 9	Parcel #s 18-01-105-045 and #18-01-105-046	NR, Neighborhood Residential	Are these buildable lots.	Both lots are buildable lots.
July 9	2235 Maddy Lane	NR, Neighborhood Residential	Inquiry on standards for continuance of a nonconforming use.	Planner provided relevant standards to inquirer.
July 9	2840 Wall	NR, Neighborhood Residential	Inquirer requested building envelope information.	Planner provided requested information to inquirer.
July 10	3335 Orchard Lake Road	C-2, General Business	Building Official inspected façade improvement and the work completed did not match what was on approved plans.	Planner requested updated plans from applicant. Review of updated plans determined that changes did not change the architectural review score.
July 14	1570 Cass Lake Road	NR, Neighborhood Residential, CLR Overlay	Planner corresponded with property owner on required information to submit with a Zoning Permit application for a fence.	N/A

July 14	1783 Beechcroft	NR, Neighborhood Residential	Zoning Permit Application – New Construction Single-Family Home	Planner requested additional information and identified items not compliant with the Zoning Ordinance. Planner sent review letter to applicant.
July 14	3377 Orchard Lake Road	C-1, Local Business	Sign Permit Application	Planner requested additional information and identified items not compliant with the Zoning Ordinance. Planner sent review letter to applicant.
July 16	2062 Fountain Park Ave	NR, Neighborhood Residential	Appraiser requested zoning information and lot conformance information.	Planner provided requested information.
July 17	1783 Beechcroft	NR, Neighborhood Residential	Zoning Permit Application – New Construction Single-Family Home	Planner met with applicant regarding review letter.
July 21	3399 Orchard Lake Road	C-1, Local Business	Zoning Ordinance Violation Letter – Noncompliant A-Frame and Banner Signs	Business owner has resolved zoning violation.
July 21	2038 Cass Lake Road	C-1, Local Business, CLR Overlay	Zoning Ordinance Violation Letter – Window Decals	Business owner has not resolved zoning violation.
July 21	3066 Glenbroke	NR, Neighborhood Residential	Driveway Permit Application, Zoning Permit Application - Patio	Planner requested additional information and identified items not compliant with the Zoning Ordinance. Planner sent review letter to applicant. After some rounds of revisions, applications were approved.
July 21	1873 Cass Lake Front	NR, Neighborhood Residential	Driveway Permit Application, Zoning Permit Application – Patio, Shed Relocation	Planner requested additional information and identified items not compliant with the Zoning Ordinance. Planner sent review letter to applicant. After some rounds of revisions, applications were approved.
July 21	1540 Cass Lake Road	NR, Neighborhood Residential	Inquirer requested building envelope, easement, and environmental information.	Planner provided requested information to applicant.
July 21	1535 Cass Lake Road	C-2, General Business	Zoning Permit Application – New Business	Planner requested additional information.
July 23	1603 Maddy Lane	NR, Neighborhood Residential	Zoning Permit Application – Deck, Gazebo, Patio	Planner requested additional information.
July 24	1928 Cass Lake Front	NR, Neighborhood Residential	Zoning Permit Application – Home Addition	Applicant submitted updated plans. Planner provided updated review. Planner meeting with applicant to discuss items of noncompliance and additional information needed.

July 28	1840 Cass Lake Front	NR, Neighborhood Residential	Inquirer requested information on waterfront setbacks.	Planner provided requested information.
July 29	2836 Beland	NR, Neighborhood Residential	Driveway Permit Application	Applicant provided updated plans for driveway. Driveway is not compliant with the Zoning Ordinance. Planner provided updated review letter.
July 30	2050 Willow Beach	NR, Neighborhood Residential	Inquirer requested building envelope information	Planner provided requested information.
July 31	2444 Pine Lake Ave.	NR, Neighborhood Residential	Zoning Permit Application – Shed	Review ongoing.

FINAL SITE PLAN REVIEW #2 for PUD at 1502 WAYWARD

- City Planner Emily Huhman reported that progress has been made and recommended scheduling the public hearing
- Due to publishing deadlines, public hearing will be scheduled for the Planning Commission meeting on October 28, 2025

Motion by Vice Chairperson Streng; supported by Commissioner Emerling to schedule the public hearing for the PUD at 1502 Wayward for the Planning Commission meeting on October 28, 2025.

Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries

Motion by Commissioner Meabrod; supported by Vice Chairperson Streng to resume the public hearing for Tuesday August 26, 2025, at 7:03pm.

Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries

SPECIAL LAND USE REQUEST for 3000 ORCHARD LAKE RD.

- The applicant plans to reoccupy the existing building to open an indoor event hall
- Public comments were heard:
 - Ted Vartabedian – 3119 Kenrick, concerned about noise, parking, outdoor patio
 - Jeff Merwin – 2243 Willow Beach, concerned about noise and parking

- Planning Commission recommended tabling the proposal to allow the applicant to address the following on updated plans:
 - Site plan including lighting information
 - Additional information on parking requirements
 - Shared parking agreement
 - Traffic study
 - Landscape plan

Motion by Commissioner Meabrod; supported by Commissioner Douglass to table the special land use request for 3000 Orchard Lake Rd.


Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries

ADJOURNMENT

Chairperson Yoder adjourned the meeting at 8:23 p.m.

Joel Yoder
Joel Yoder (2014 2, 2025 18 26 11 CDT)

Joel Yoder
Chairperson, Planning Commission



Wendy Clufetos
City of Keego Harbor, Recording
Secretary