



## November 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 November 2024. Contact your McKenna Team via email anytime:

- **John Jackson, AICP, NCI**, Project Director ([jjackson@mcka.com](mailto:jjackson@mcka.com))
- **Paul Urbiel, AICP**, Project Manager ([purbiel@mcka.com](mailto:purbiel@mcka.com))
- **Ashley E. Amey, NCI**, Project Planner ([aamey@mcka.com](mailto:aamey@mcka.com))
- **Emily Huhman**, Project Planner ([ehuhman@mcka.com](mailto:ehuhman@mcka.com))

Date	Address	Zoning	Inquiry	Planner's Review
Nov 4	3091 Cass Lake Ave	NR, Neighborhood Residential	Review of revised site plans for a building addition at subject site.	Planner corresponded with applicant regard necessary adjustments to location of garage.
Nov 6	2132 Brock	NR, Neighborhood Residential	Questions about setbacks, building envelope, etc.	The property would require a variance due to its size and need for a waterfront setback. Planner gave inquirer setback and building envelope information.
Nov 6	2952 Prynne	P-1, Parking / Village Overlay District – Cass Lake Road Context Zone	Applicant inquired about lot split process and zoning if the lot was split.	Planner provided information on current zoning for property, future land use designation in Master Plan, and permitted land uses.
Nov 7	2910 Prynne	C-2, General Business / Village Overlay District – Central Business District	Inquirer asked if the sale of firearms was a permitted use at this location or if any other permits were required.	Use is considered retail, which is a permitted use. Sale of firearms is permitted at this location as long as they are compliant with State and Federal laws relating to this use.
Nov 12	2928 Glenbroke	NR, Neighborhood Residential	Zoning Permit Application for deck.	Application approved.
Nov 12	2091 Cass Lake Rd	C-1, Local Business / Village Overlay District – Cass Lake Road Context Zone	Applicant asked about current status in the reoccupancy process.	Applicant was told he would need to submit a sketch plan showing proposed screening between subject property and residential property behind him as well as proposed landscaping. Emailed applicant landscaping requirements for Village Overlay District. Gave applicant a deadline to submit to have sketch plan reviewed at December Planning Commission meeting.
Nov 12	3375 Orchard Lake Rd. Suite C	C-1, Local Business	Inquirer asked if restaurant was a permitted use at subject site.	Confirmed that use is permitted in the C-1 District and relayed this information to inquirer.

Nov 13	2435 Kleist	NR, Neighborhood Residential	Zoning Permit Application for deck.	Proposed deck was in front yard, which is not permitted. Planner emailed applicant informing them of this and suggested that they amend their application to include a porch instead of a deck. Planner asked applicant to include setback from centerline of the road on the amended application.
Nov 13	2920 Hensman	NR, Neighborhood Residential	Inquirer asked about the building envelope for two vacant lots at this location.	Planner met with inquirer and provided building envelope information, address requirements if inquirer were to build a structure on each lot, and architectural review standard information.

Nov 14	3041 Orchard Lake	C-2, General Business / Village Overlay District – Central Business District	Inquirer asked for information about a commercial building and parking lot currently for sale.	Planner spoke with inquirer about relevant standards if he purchased and expanded the building on the property, including development standards, architectural design standards, and landscaping and screening requirements for the Village Overlay District. Planner emailed relevant standards to inquirer and recommended he consider combining the lots if he purchased the two lots.
Nov 18	2038 Cass Lake Rd.	C-1, Local Business / Village Overlay District – Cass Lake Road Context Zone	Inquirer asked about sign standards for this location.	Planner spoke to inquirer and referred him to sign requirements.
Nov 18	2132 Brock	NR, Neighborhood Residential	Questions about setbacks, building envelope, etc.	The property would require a variance due to its size and need for a waterfront setback. Planner gave inquirer setback and building envelope information.
Nov 19	2285 Maddy	NR, Neighborhood Residential	Inquirer asked about building an in-law suite behind their house.	Planner informed inquirer that they could not do this as an accessory dwelling unit, as this use was not permitted, but the inquirer could add an addition onto their home, provided they meet setbacks and lot coverage requirements.
Nov 20	2211 Willow Beach	NR, Neighborhood Residential	Inquirer was wondering about the status of a previously submitted zoning permit application for a porch.	Planner had previously corresponded with inquirers regarding this property that the proposed porch was not permitted. Inquirer said they would speak to homeowner regarding next steps.
Nov 21	1870 Cass Lake Front	NR, Neighborhood Residential (waterfront)	Questions about setbacks, building envelope, etc. Inquirer was interested in demolishing existing home and building a new home.	Planner met with inquirer and discussed setbacks, clear vision triangle, and other relevant standards.
Nov 25	3011 Orchard Lake Rd	C-2, General Business / Village Overlay District – Central	Zoning Permit Application and Sign Permit Application for reoccupancy of existing building with proposed restaurant and bar.	Zoning Permit Application and Sign Permit Application were approved.

		Business District		
Nov 25	2435 Kleist	NR, Neighborhood Residential	Zoning Permit Application for fence.	Applicant was replacing portions of an existing nonconforming fence that needed repair. Application approved.
Nov 25	2094 Cass Lake Rd.	C-1, Local Business / Village Overlay District – Cass Lake Road Context Zone	Zoning Permit Application for detached garage with loft area at a commercial business	Applicant is proposing to demolish two existing garages on the parcel and building one larger garage. Due to the size of the demolition and rebuild, this project would require site plan reviewed. Emailed application informing them of site plan review requirements and relevant sections of the Zoning Ordinance.

**December 2024**

Date	Address	Zoning	Inquiry	Planner's Review
Dec 2	3123 Cass Lake Ave.	NR, Neighborhood Residential	Inquiry about the building envelope.	Planner provided the inquirer with setback information.
Dec 3	3305 Orchard Lake Rd.	C-1, Local Business	Property owner has constructed a shed and dumpster enclosure on the empty lot adjacent to business.	Planners reached out to property owner with concerns.
Dec 3	1711 Cass Lake Rd.	C-1, Local Business; CLR Overlay	Inquirer intends to list the property and had questions about potential land uses, specifically marijuana dispensary or residential.	Planner provided the inquirer with potential land use information. Dispensaries are not permitted land use in Keego Harbor. The CLR overlay allows for residential on the upper floors.
Dec 3	1590 Kessler Ave.	NR, Neighborhood Residential	Looking to buy the property and build. Inquiry about the building envelope and addressing.	Planner provided inquirer with setback information and explained the addressing process.
Dec 5	3371 Orchard Lake Rd.	C-1, Local Business	Inquiry about sign installation.	Planner answered sign inquiry.
Dec 9	3202 Pridham	P-1, Parking	Application for a fence permit.	The fence application needs revisions and property survey.
Dec 10	3311 Orchard Lake Rd.	C-1, Local Business	Property owner submitted application for dumpster enclosure.	Planner reviewed and requested revisions and information about the shed.
Dec 16	2024 Cass Lake Rd.	C-1, Local Business	Meeting with site plan applicant.	Planner met with applicant about site plan. Concerns were discussed, such as setbacks, architectural style, and sidewalks. Applicant intends to submit revised site plan in the future.
Dec 16	3251 Orchard Lake Rd.	C-2, General Business	Revised sign application.	Applicant submitted revised sign application, which was approved by planning and zoning.
Dec 16	3335 Orchard Lake Rd.	C-2, General Business	Wishes to convert a store to a restaurant.	Planner informed the inquirer about the permitting process. Because the applicant wishes to open a late-night, carry-out restaurant, special land use permits would be required, which require a site plan.

Dec 16	1502 Wayward	R-T, Townhouse; CLR Overlay	The inquirer wishes to meet with Keego Harbor's engineers.	City Manager is working with HRC and the inquirer to schedule a meeting.
Dec 17	1645 Sylvan Glen	NR, Neighborhood Residential	Inquiry about the building envelope.	Planner provided inquirer with setback information.
Dec 23	2431 Kleist Ct.	NR, Neighborhood Residential	Questions about adding an addition to the existing dwelling	Applicant intends to meet with planner after the holidays.
Dec 26	2211 Willow Beach	C-1, Local Business; CLR	Sign permit application.	Sign application complied with zoning requirements and was approved.

**ONGOING PLANNING & ZONING PROJECTS - NOVEMBER**

**Master Plan Update**

Keego Harbor has secured MSHDA funding for a Master Plan. McKenna and City staff have scheduled a kickoff meeting for the Master Plan in January.

**TIF Plan**

McKenna has completed a draft of the TIF Plan and met with the DACC. The draft is scheduled to go to the TIFA Board at the January 7<sup>th</sup> TIFA Board meeting for discussion and potential recommendation for the City Council to set a public hearing if the TIFA Board.

**Quick Reference Guides**

Planning and Zoning has continued to create quick reference guides for common applications, including new house construction, fences, pools, and architectural review, to streamline the Zoning Administration process.

**Sign Ordinance**

McKenna presented an audit and draft of Zoning Ordinance language which will modernize the existing sign ordinance at the December Planning Commission meeting. McKenna is waiting for the Planning Commission to review and provide feedback on this language.

Planning Commission will meet March 11<sup>th</sup> so that we have sufficient time to discuss sign ordinance and prepare public notice. Planning Commission will meet March 25<sup>th</sup> to discuss carport standards and ordinance.

**NEW BUSINESS**

- **2024 Annual Planning Report and 2025 Work Plan**

Top four goals for 2025: Development, Master Plan, Sidewalks, Sign Ordinances.

Discussed enhancing/beautification of Orchard Lake Rd. and Cass Lake Rd. corridors to attract businesses. Construct cement planters to improve curb appeal, replace light pole banners, white lights on poles. Sidewalks are in poor condition, which affects walkability.

**COMMISSIONER COMMENTS**

**ADJOURNMENT**

Chairman Yoder adjourned the meeting at 8:32 p.m.

*Joel Yoder*

[Joel Yoder \(Apr 15, 2025 16:03 EDT\)](#)

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Joel Yoder  
Chairperson, Planning Commission



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Wendy Clufetos  
City of Keego Harbor, Recording  
Secretary

# Jan 28, 2025 PC meeting minutes sign

Final Audit Report

2025-04-15

Created:	2025-04-15
By:	TAMMY NEEB (goodall@KEEGOHARBOR.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmV_0dDT1_7aHrfPPCbHGGrCoCdW2_gxuL

## "Jan 28, 2025 PC meeting minutes sign" History

 Document created by TAMMY NEEB (goodall@KEEGOHARBOR.ORG)


2025-04-15 - 5:00:28 PM GMT

 Document emailed to joelyoder@comcast.net for signature

2025-04-15 - 5:00:47 PM GMT

 Email viewed by joelyoder@comcast.net


2025-04-15 - 8:02:41 PM GMT

 Signer joelyoder@comcast.net entered name at signing as Joel Yoder

2025-04-15 - 8:03:17 PM GMT

 Document e-signed by Joel Yoder (joelyoder@comcast.net)

Signature Date: 2025-04-15 - 8:03:19 PM GMT - Time Source: server

 Agreement completed.

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