



**APPROVAL OF AGENDA**

*Motion by Commissioner Douglass; supported by Secretary Santia to approve the Planning Commission agenda dated March 11, 2025.*

*Unanimous Vote: Ayes: 6                      Nays: 0      Motion Carries*

**APPROVAL OF MINUTES**

*Motion by Commissioner Meabrod; supported by Commissioner Douglass to approve the Planning Commission meeting minutes from January 28, 2025.*

*Vote: Ayes: 6                                      Nays: 0      Motion Carries*

**PUBLIC COMMENTS**

- None

**PLANNING DEPARTMENT UPDATE**

- **January Monthly Report**

# Planning & Zoning Report

**DEVELOPMENT PROJECTS WITH PLANNING COMMISSION INVOLVEMENT**

Address	Zoning	Project / Approval Sought	Status	Comment / Latest Action
2094 Cass Lake Rd.	C-1, Local Business, CLR Overlay	Site plan approval for new construction to accommodate an existing business expansion.	Pre-application	Expecting to receive a full site plan.
2004 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval	Pre-application	Received site plan materials on March 4, 2025 and awaiting submission of site plan application, fee, and escrow deposit. The applicant would like to meet with the Architectural Review Committee to discuss the architectural standards in the Village Overlay District.
1985 Cass Lake Rd.	C-1, Local Business, CLR Overlay	The Reserve 1502 Wayward Planned Unit Development	Preliminary site plan approved. Awaiting final site plan submission.	PC granted a 6-month extension to this applicant at the December 2024 Planning Commission meeting. Applicant met with the City's engineer in January 2025.

**ONGOING PLANNING & ZONING PROJECTS**

McKenna has drafted a public engagement plan and draft of the Master Plan Survey. The Master Plan Survey will be published on the Keego Harbor Master Plan webpage with hard copies available at City Hall beginning March 13<sup>th</sup> and will close at the end of May. The public engagement plan and draft survey are included in the March 11, 2025 Planning Commission meeting packets for your review.

**TIF and Development Plan**

The TIFA Board recommended the Draft TIF and Development Plan be set for public hearing. The public hearing has been scheduled for April 17, 2025 City Council meeting. Notice has been mailed out to all taxing jurisdictions and property taxpayers of record in the Development Area. The public hearing notice will also be published in the newspaper and will be posted in 10 public places throughout the Development Area.

**ZONING ADMINISTRATION**

Date	Address	Zoning	Inquiry	Planner's Review
Jan 6	3023 Glenbroke	NR, Neighborhood Residential	Lot Combination Application	Application Withdrawn
Jan 6	2132 Brock	NR, Neighborhood Residential	Zoning Inquiry – Building Envelope & Dock	Relayed information to the inquirer.
Jan 7	2985 Orchard Lake Rd.	C-2, General Business, CBD Overlay	Sign Permit Application	Requires Planning Commission review. Complies dimensionally.
Jan 9	2094 Cass Lake Rd.	C-1, Local Business, CLR Overlay	Zoning Inquiry – Site Plan	Applicant to submit a full site plan.
Jan 13	1966 Willow Beach	NR, Neighborhood Residential	Revised Residential Addition	More revisions are necessary.
Jan 13	3335 Orchard Lake Rd.	C-2, General Business	Zoning Inquiry – Dealership	Considered a special land use.
Jan 13	2887 Orchard Lake	C-2, General Business, CBD Overlay	Zoning Inquiry – Storage	A special land use that is prohibited in the CBD Overlay.
Jan 14	3389 Orchard Lake Rd.	C-1, Local Business	Zoning Inquiry – Gas Station Addition	Relayed information to the inquirer.
Jan 15	1870 Cass Lake Front	NR, Neighborhood Residential	Questions about the Variance Process	Relayed information to the inquirer.
Jan 15	2786 Orchard Lake Rd.	C-2, General Business, Fringe Overlay	Sign Question	Relayed information to the inquirer.
Jan 15	1933 Cass Lake Front	NR, Neighborhood Residential	Zoning Inquiry – Accessory Structures & Basement	Relayed information to the inquirer.
Jan 15	1742 Beechmont	NR, Neighborhood Residential	Zoning Inquiry – Building Envelope	Relayed information to the inquirer.
Jan 21	Unknown	Unknown	Zoning Inquiry – Exotic Reptiles Shop.	Constrictor snakes and venomous reptiles are not permitted.

Jan 21	1985 Cass Lake Rd.	C-1, Local Business, CLR Overlay	Zoning Inquiry – Dealership	Dealerships are not permitted in the overlay.
Jan 21	1928 Cass Lake Front	NR, Neighborhood Residential	Zoning Inquiry – Residential Addition & Variance	Relayed information to the inquirer.
Jan 22	1966 Willow Beach	NR, Neighborhood Residential	Revised Residential Addition	More revisions are necessary.
Jan 27	2094 Cass Lake Rd.	C-1, Local Business, CLR Overlay	Commercial Site Plan	Pre-application memo to be sent to the applicant.
Jan 27	3311 Orchard Lake Rd.	C-1, Local Business	Dumpster Zoning Permit Application	Not compliant, needs revision.

**NEW BUSINESS**

- Signs and Lighting Standards
  - More detailed lighting and sign standards are needed, McKenna will create verbiage to address current issues. More time is needed to review, and will be addressed at the March 25, 2025 meeting.
- Carports
  - Carport regulations need to be revised, and further discussion is needed.
- Rezone R-MH; Residential Mobile Home Park District
  - City Attorney is currently reviewing.

**UNFINISHED BUSINESS**

**COMMISSIONER COMMENTS**

**ADJOURNMENT**

Chairman Yoder adjourned the meeting at 9:21 p.m.

*Joel Yoder*

Joel Yoder (Apr 17, 2025 17:54 EDT)

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Joel Yoder  
Chairperson, Planning Commission

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Wendy Clufetos  
City of Keego Harbor, Recording Secretary

# March 11, 2025 PC meeting minutes

Final Audit Report


2025-04-17

Created:	2025-04-17
By:	TAMMY NEEB (goodall@KEEGOHARBOR.ORG)
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## "March 11, 2025 PC meeting minutes" History

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