

Approved
3.28.2024

**City of Keego Harbor
Planning Commission Meeting Minutes
Thursday, March 7, 2024**

CALL THE MEETING TO ORDER

Chairman Yoder called the meeting to order at 7:00 p.m.

ROLL CALL

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

Absent:

STAFF PRESENT: City Manager/Clerk Tammy Neeb, Deputy Clerk Stacy Goodall, City Planner Joe Tangari

APPROVAL OF AGENDA

Motion by Commissioner Emerling; supported by Commissioner Douglass to approve the agenda for March 7, 2024, Planning Commission Meeting.

Unanimous Vote: Ayes: 7 Nays: 0 MOTION CARRIES

APPROVAL OF MINUTES

Motion by Commissioner Douglass; supported by Vice Chairperson Streng to approve the revised December 7, 2023, meeting minutes.

Unanimous Vote: Ayes: 7 Nays: 0 MOTION CARRIES

Motion by Commissioner Meabrod; supported by Commissioner Emerling to approve the January 25, 2024, meeting minutes.

Unanimous Vote: Ayes: 7 Nays: 0 MOTION CARRIES

PUBLIC COMMENTS

Kirsten Sonnevile-Douglass 1703 Maddy Lane- Requests community support for Roosevelt on Monday, March 18th at the School District meeting.

Motion by Commissioner Douglass; supported by Commissioner Emerling to move the public hearing for Architectural Design and Zoning Ordinance Amendments to the last agenda item.

Unanimous Vote: Ayes: 7 Nays: 0 MOTION CARRIES

NEW BUSINESS

New use at 2091 Cass Lake Road

Formally a Church in the C1 district will now be a temperature-controlled wine cellar on the lower level for retail and open to the public. The applicant, Richie George, gave an overview of the plans. The upper level will be for lease. A new use will be determined for the building as a whole and cannot be double-zoned. The landscape and siding changes were indicated. The applicants will need to meet with the city planners and revise their plans with more information. There is adequate parking, and the lighting is compliant.

Motion by Commissioner Emerling; supported by Vice Chairperson Streng, to table the new use of 2091 Cass Lake Road.

Unanimous Vote: Ayes: 7

Nays: 0

MOTION CARRIES

Sign Permit for 3425 Orchard Lake Road- Cannelle Bakery

In the C1 District, up to 3 signs are permitted. The proposed signs are located on the cupola and are compliant with ordinances.

Motion by Commissioner Douglass; supported by Commissioner Emerling to approve the proposed signage at 3425 Orchard Lake Road.

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

MOTION CARRIES

Public Hearing for Architectural Design and Zoning Ordinance Amendments Public Hearing Opened at 7:54 pm.

City Planner, Joe Tangari gave the background and overview of the architectural design changes. The Planning Commission reviewed the proposed scoring scales for both residential and commercial standards. Landscaping and grading standards will be discussed with the Neighborhood Residential District at the next meeting.

Motion by Secretary Santia; supported by Commissioner Douglass as amended to approve the architectural review standards for residential and commercial.

Roll Call: Secretary Santia yes, Commissioner Meabrod yes, Commissioner Emerling yes, Commissioner Douglass yes, Mayor Pro Tem Shimansky yes, Vice Chairperson Streng yes, Chairman Yoder yes.

MOTION CARRIES

Public Hearing closed at 8:46 pm.

OLD BUSINESS

Permitted Uses in Commercial and Office Districts

The city planner, Mr. Tangari, presented possible changes to the Commercial and Office Districts. The Planning Commissioners discussed the permitted and special uses for these districts. The planners will consolidate the use lists and a clean version will be presented at the April meeting.

Planning Department Update

This report covers the timeframe from January 18, 2024, through February 29, 2024.

[New Items](#)

Office Hours:

1. Completed 2023 Annual report.
2. Answered questions regarding adding second floors to 2306 Hester Court, 3070 Cass Lake Avenue, and 3116 Cass Lake Avenue.
3. Answered questions about 2004 Cass Lake Road (across from Gino's). Multiple inquiries about single-family homes; appears we may get a proposal for a small office building, possibly with upper-floor residential.
4. Answered questions about the buildability of the lot at 2190 Park Circle.
5. Reviewed driveway at 3023 Glenbroke.
6. The applicant for a generator at 1788 Cass Lake Front was instructed to thoroughly explore options before proposing to place a generator in a non-compliant location.
7. Answered question about splitting a lot at 2349 Pine Lake—cannot be split side to side under current regulations; splitting front to back (it is a through lot) does not work, because Kendall behind is a narrow alley, no direct water access, and Fire Dept concerns.
8. Answered questions about a possible addition at 3106 Varjo Court.
9. Answered questions regarding generator placement at 2928 Glenbroke.
10. Sawyer's Landing Architectural review (applicant revising).
11. Discussed permitted uses with the owner of 3181 Orchard Lake Road.
12. Approved re-occupancy of the former salon at 2782 Orchard Lake Road with a new salon.
13. Discussed a wine store at 2091 Cass Lake Road (change of use on 3/7/2024 PC agenda).
14. Reviewed new home at 1517 Kessler.
15. Answered questions about a new driveway at 1732 Beechmont.
16. Met with potential applicants about the vacant lot on Park Circle.

Amendments

1. Reviewed uses in the C-1, C-2, and O-1 districts and the districts' intent statements in response to the proposed barbershop in the O-1 district. A new memo advancing this discussion is included in this packet.

Ongoing Projects

Zoning Ordinance Amendments

1. The Planning Commission reviewed the architectural design guidelines for residential and commercial buildings at the July meeting, per their usual schedule. A public hearing will be held on 3/7/2024 for the amendment to these standards.

2. Previous amendments to the neighborhood residential district standards that were reviewed and recommended for adoption by the Planning Commission were reviewed by the City Council at their study session on September 19. We are pulling together all of this district, and related standards review into a single document to move this forward.

Development Reviews, Permits, and ZBA Cases

1. "Cheat sheets" were updated for common projects such as new fences, garages, sheds, decks, patios, and balconies. These are being reviewed by the Building Department Manager for feedback. The Planning Commission requested to review these as well. They are included in this month's meeting packet (attached to this report).

Projects On Hold

Master Plan

1. The Planning Commission kicked off work on a master plan update during a workshop held on July 27, 2023. Based on the conversation, a proposed scope was discussed at the August meeting. The scope was recommended for approval by the City Council. The City Council reviewed the scope and has not approved the scope or proposed budget; a revised scope and budget will likely be discussed early in 2024.

Zoning Ordinance Amendments

1. Draft language on home occupations for this use will be presented to the Planning Commission at an upcoming meeting.

2. Throughout the fall, we received several proposals for pergolas in waterfront yards, fences on through lots, and driveway/parking/landscaping standards. We have folded some of these items into our NR district discussion memo and will bring draft language to a future meeting; being pulled together for the second March 2024 meeting.

Items Completed by the Planning Commission but Still in Progress

1. The rezoning request from Neighborhood Residential (NR) to General Commercial (C-2) for 3128 Orchard Lake Road (the Brewhaus) was unanimously approved by the Planning Commission. It was reviewed by the City Council at their June 15, 2023, meeting. It was tabled to enable the Planning Commission to review, study, and update the 2018 Master Plan; the applicant has requested to be on the March City Council agenda.
2. The zoning ordinance is being updated by Civic Plus to include the Village Overlay amendments. Zoning Ordinance text is still not fully posted to Civic Plus/Municode's site, however.
3. The PUD at 3170 Orchard Lake Road (Residences at Cass Lake) was discussed at the September Planning Commission meeting. The development agreement is being drafted, and the City Council will review the plan once the draft is complete.
4. 1502 Wayward (the Reserve at Cass Lake). This project began in 2001-2002, with some of the construction for the project completed. The property changed ownership in 2018 and the current owner would like to build the remaining buildings allowed. The new plans were reviewed by the Planning Commission in 2022 and granted preliminary approval with conditions to be addressed prior to final approval. The site plan was approved at the June Planning Commission meeting. We are working with the applicant and HRC to ensure the engineering information is up to date before finalizing the development agreement as discussed at the meeting.

Completed Items

1. We reviewed plans for Cannelle Bakery at 3425 Orchard Lake Road. This project has passed engineering review and is under construction; signs are to be reviewed by PC on 3/7/2024.

Meeting Attendance

- January 25 – Planning Commission Meeting

Planning Annual Report

A breakdown of 2023 by month will be discussed at the next meeting.

COMMISSIONER COMMENTS

ADJOURNMENT

Chairman Yoder adjourned the meeting at 9:50 p.m.

Joel Yoder

[Joel Yoder \(Mar 29, 2024 11:28 EDT\)](#)

Joel Yoder

Chairperson, Planning Commission

Stacy Goodall

Stacy Goodall

City of Keego Harbor, Deputy Clerk







March 7, 2024 PC meeting minutes

Final Audit Report

2024-03-29

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