

Approved 8:22.24

**City of Keego Harbor Planning  
Commission Meeting Minutes  
Thursday, July 25, 2024, at 7 PM**

**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, Secretary Santia, Mayor Pro Tem Shimansky, and Commissioner Douglass

**Absent:** N/A

**STAFF PRESENT:** City Deputy Clerk Stacy Goodall, Recording Secretary Wendy Clufetos, City Planner Mara Braciszewski.

**APPROVAL OF AGENDA**

*Motion by Commissioner Douglass; supported by Vice Chairperson Streng to approve the agenda for July 25, 2024, Planning Commission Meeting.*

*Unanimous Vote: Ayes: 7*

*Nays: 0*

*Motion Carries*

**APPROVAL OF MINUTES**

*Motion by Emerling; supported by Mayor Pro Tem Shimansky to approve the June 27, 2024, meeting minutes with modification.*

*Unanimous Vote: Ayes: 6*

*Nays: 0*

*Chairman Yoder abstained*

*Motion Carries*

**PUBLIC COMMENTS**

City Council Member Joel Ross – Acknowledgement Cannelle Bakery great food and aesthetic. Also talked about accessory dwelling units (guest houses, In-Law suites), which are popular in other areas that would benefit homeowners with aging parents or young adult children who cannot afford housing in today's market.

# Planning & Zoning Report

June 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 June 2024. Contact your McKenna Team via email anytime:*

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

Date	Address	Zoning	Inquiry	Planner's Review
June 4	3123 Cass Lake	NR, Neighborhood Residential	Vacant lot – what is the building envelope?	Planner answered inquiry per NR, Neighborhood Residential dimensional standards.
June 10	1879 Rustic	NR, Neighborhood Residential	Wishes to widen and replace existing driveway	Planner discussed requirements with applicant, per Zoning Ordinance Standards. Planning & Zoning approved application.
June 12	-	-	Phone call with previous Council Member to review existing Gibbs plan	-
June 17	2985 Orchard Lake	C-2, General Business	Window graphic (sign)	Planner reviewed and applicant to attend the July Planning Commission to appeal.
June 17	3028 Stapleton	NR, Neighborhood Residential	Shed review	Planner reviewed shed and asked for clarification on items.
June 19	-	-	10 am meeting with Joel Yoder and Gino Santia	-
June 24	1792 Beechcroft	NR, Neighborhood Residential	The applicant has already partially finished the driveway. Is requesting a permit to complete.	Planner asked for clarification on location and dimensions.
June 24	3070 Norcott	NR, Neighborhood Residential	Zoning Permit for fence replacement.	Planner reviewed and approved fence.
June 24	2094 Cass Lake	C-2, General Business	Applicant is looking to demolish two dilapidated sheds and replace them with a garage.	Planner met with the applicant and provided guidance. Applicant to follow up with required information in the future.
June 24	1784 Cass Lake Front	NR, Neighborhood Residential	Applicant has already constructed a patio and walkway on the property and has requested a permit.	Planner reviewed application and requested more information.
June 25	3391 Orchard Lake	C-2, General Business	Is looking to update non-conforming sign and add new signage.	Planner spoke with sign company and provided guidance. Planner to continue working with sign company.
June 25	3389 Orchard Lake	C-2, General Business	Applicant is wondering about signage requirements for C-2 District.	Planner spoke with applicant and provided guidance.

June 25	2780 Orchard Lake	C-2, General Business	Sign permit review.	Planner requested more information from the applicant.
---------	-------------------	-----------------------	---------------------	--

## MAJOR PROJECTS

Project	Address	Date Approved	Building Permit Deadline	Expiry Date
Canelle Bakery	3425 Orchard Lake Road	December 7, 2023	<u>June 4, 2024</u>	December 7, 2024
The Reserve at Cass Lake	1502 Wayward	September 28, 2023	March 26, 2024	September 28, 2024
The Residences at Cass Lake	3170 Orchard Lake Road	June 22, 2023	December 19, 2024	<u>June 22, 2024</u>

## ONGOING PLANNING & ZONING PROJECTS

### Master Plan Update

*Keego Harbor has secured MSHDA funding for a Master Plan. McKenna is currently waiting for a signed contract from the City and is expected to commence the update this fall upon receipt.*

### Zoning Ordinance Updates

*McKenna continues to update the Zoning Ordinance based on Planning Commission recommendations and best practices.*

### Cheat Sheets / FAQ

*To streamline the Zoning Administration process, Planning & Zoning has begun to develop cheat sheets for common applications, including new house construction, fences, pools, and architectural review. Creating cheat sheets for common planning and zoning applications benefits both the department and residents by streamlining the application process, ensuring consistency, reducing errors, and making complex regulations more accessible and understandable.*

*Attached as an example is the Residential Fences “cheat sheet”, which Planning & Zoning finalized, posted on the City Website, and began using this July. All cheat sheets will follow this format. Planning & Zoning has identified the following cheat sheets for future update or creation:*

- Architectural Review
- Business Reoccupation / New Business
- Driveways & Residential Parking
- Garages & Sheds
- New Houses
- Patios, Porches, Decks & Pergolas
- Patios, Porches, Decks & Pergolas
- Pools
- Signs
- Site Plan Review
- Special Land Use
- Residential Fences (*complete*)

## RECOMMENDATIONS

*The monthly reports submitted to the Planning Commission serve the purpose of identifying any trends within Keego Harbor. These trends may include increased demand*

*for housing in specific neighborhoods, a rise in small businesses opening up, or repeated requests for a certain type of variance. Once trends are identified, it is crucial to act. Potential solutions include zoning ordinance amendments, new policy documents, or even applying for grants to fund projects.*

#### Continued Ordinance Updates

*The following sections of the Zoning Ordinance have been identified as needing rewriting or amendment.*

- **Article XIV – Signs.** One of the most common applications in Planning & Zoning are sign permit applications. While interpreting Zoning Ordinance language, planners have identified the following issues:
  - Conflicting and contradicting language – For example, the Zoning Ordinance has contradictory language on whether or not business logos are permitted on awnings, “No more than fifty (50) percent, or twenty-four (24) square feet, whichever is less, of the awning may contain logos, symbols, or lettering intended to advertise the business. ... Logos are prohibited on awnings.”
  - Legal concerns – In the case **Reed v. Town of Gilbert, Arizona**, 576 U.S. 155 (2015), the United States Supreme Court ruled 9-0, that regulations that categorize signs based on the type of information they convey (e.g. temporary, political, and ideological) and then apply different standards to each category are content-based regulations of speech and are not allowed under the First Amendment to the United States Constitution. Presently, Keego Harbor’s Zoning Ordinance regulates content and requires a rewrite.
  - In need of a general update - Since this article was initially published, a lot has changed in Keego Harbor. Therefore, the Planning Commission and City Council must explore how signage can be regulated to best suit the city’s vision.

## **NEW BUSINESS**

### **Master Plan:**

City Planner Mara Braciszewski submitted a draft contract with detailed scope and cost for the Master Plan to City Administration for review. This draft will be presented to City Council at the August 2024 meeting. Last Master Plan was completed in 2018.

## **UNFINISHED BUSINESS**

### **Zoning Text Amendments:**

City Planner Mara Braciszewski discussed Article 2 removal of the Office District, existing properties were converted to C-1. Article 2 now includes a table of land uses by zoning district which calls out what is allowed in each district and what businesses would need a special land use. PC was able to view new table on the TV screen and the City Planner will provide a printed copy to City administration.

Article 4, residents may now put a second story on their home without going to the ZBA providing they do not change the first-floor footprint or the current non-conforming setbacks.

Planning Commission would like a joint meeting in August or as soon as possible with City Council and Bob Gibbs to discuss the Village Overlay District and zoning map. Articles 10 and 16, which would allow flexibility for re-occupancy, site plan requirements, and architectural design standards, were tabled by City Council pending further investigation/information. Further discussion is needed regarding M-1 District.

The Architectural Design Standards update was tabled by City Council in the spring pending review by new City Planners and is not currently in use. Planning Commission thought this was completed and implemented so further discussion is needed as to who needs to review and present to City Council.

City Planner Mara Braciszewski suggested we wait to update Municode until we have all ordinances currently in the pipeline updated. Chairman Yoder suggested updating Municode twice a year and City Planners will create a latest ordinance changes page on the website for residents.

More discussion is needed regarding garages and sheds and if they should be included in the lot coverage calculations. Flexibility is needed for residents lacking space to store belongings.

2024 Goals/Objectives Status Update will be moved to the August Planning Commission Meeting due to time constraints.

**COMMISSIONER COMMENTS**

**ADJOURNMENT**

Chairman Yoder adjourned the meeting at 10:05 p.m.

  
\_\_\_\_\_  
Joel Yoder (Aug 31, 2024 18:05 EDT)

Joel Yoder  
Chairperson, Planning Commission

  
\_\_\_\_\_

Wendy Clufetos  
City of Keego Harbor, Recording Secretary


# July 25 2024 PC meeting minutes2

Final Audit Report

2024-08-31

Created:	2024-08-29
By:	TAMMY NEEB (goodall@KEEGOHARBOR.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAAL4ZozA0kAldWwx5PivJj0xzoWW9b2P-

## "July 25 2024 PC meeting minutes2" History

-  Document created by TAMMY NEEB (goodall@KEEGOHARBOR.ORG)  
2024-08-29 - 6:08:15 PM GMT
-  Document emailed to joelyoder@comcast.net for signature  
2024-08-29 - 6:08:49 PM GMT
-  Email viewed by joelyoder@comcast.net  
2024-08-31 - 10:04:22 PM GMT
-  Signer joelyoder@comcast.net entered name at signing as Joel Yoder  
2024-08-31 - 10:05:50 PM GMT
-  Document e-signed by Joel Yoder (joelyoder@comcast.net)  
Signature Date: 2024-08-31 - 10:05:52 PM GMT - Time Source: server
-  Agreement completed.  
2024-08-31 - 10:05:52 PM GMT

