

PUBLIC COMMENTS

- New Owners of 1985 Cass Lake Road introduction - John & Butrus Ghafari
 - Plans for the property:
 - Demo existing building and build new
 - Planning event space/banquets, high end restaurant/bar, possible golf simulators
 - Would like construction to coincide with the Cass Lake Road Redesign so building and road will be completed around same time

Planning & Zoning Report

October 2025

DEVELOPMENT PROJECTS WITH PLANNING COMMISSION INVOLVEMENT

Address	Zoning	Project / Approval Sought	Status	Comment / Latest Action
2091 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval for a wine retailer and office	Preliminary Site Plan Review #1	Project presented at the October 28, 2025 Planning Commission meeting and received approval on the condition that a note be added to the site plan about painting the rear façade and updated landscaping be determined compliant with the Zoning Ordinance and approved by the City Planner. City Planner in the process of reviewing updated plans.
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	Applicant obtained all necessary building permits and is able to start demolition and construction.
2004 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval	Site Plan Review #2	Project tabled at the September 30, 2025 Planning Commission meeting. Awaiting updated plans.
1502 Wayward	R-T Townhouse, CLR Overlay	The Reserve 1502 Wayward Planned Unit Development	Preliminary site plan approved. Final Site Plan Review #2	Applicant did not submit required materials by the September 30 th deadline. Applicant will need to submit a new PUD application to proceed.

ONGOING PLANNING & ZONING PROJECTS - OCTOBER

Master Plan Update

A draft of the Master Plan has been completed and is being formatted by our Graphics Department. The draft will be presented at the January Planning Commission meeting.

Cass Lake Road Streetscape Redesign

McKenna has been in conversation with RCOC and HRC on next steps for moving forward with desired streetscape improvements on Cass Lake Road. A memo and proposed scope on immediate next steps is included in your packets.

PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner's Review
October 1	2050 Willow Beach	NR, Neighborhood Residential	Inquirer requested building envelope information.	Planner provided building envelope information.
October 2	2711 Orchard Lake Road	C-1, Local Business, CBD Fringe	Zoning Board of Appeals Application – Fence	Planner reviewed application for November ZBA meeting.
October 7	1928 Cass Lake Front	NR, Neighborhood Residential	Zoning Permit Application – Residential Addition – Applicant submitted updated plans and information.	Granted conditional approval pending results of Residential Architectural Review.
October 7	2118 Cass Lake Rd	C-2, General Business, CLR Overlay	Inquirer requested information on the ability to renovate and improve their nonconforming residential structure and use.	Planner provided relevant standards to inquirer.
October 8	2200 Beechmont	C-2, General Business, CBD Overlay	Inquirer asked how many signs can be permitted.	Able to have up to three signs.
October 8	1535 Cass Lake Road	C-1, Local Business	Zoning Permit Application – New Business – Applicant submitted updated information	Planner requested additional information on the height and materials of the outdoor patio buffer.
October 8	2091 Cass Lake Road	C-1, Local Business, CLR Overlay	Site Plan Review Application – Change of Use	Application received conditional approval from Planning Commission at October 28 th Planning Commission meeting. City Planner currently reviewing updated plans to determine adherence to Planning Commission's conditions of approval.
October 15	3028 Andre	NR, Neighborhood Residential	Applicant requested building envelope and lot combination information.	Planner provide requested information to applicant.
October 20	1783 Beechcroft	NR, Neighborhood Residential	Residential Architectural Review	Project passed Residential Architectural Review. Zoning Permit Application approved. Applicant is working on submitting final engineering and building plans to the Building Department.
October 22	3377 Orchard Lake Road	C-1, Local Business	Zoning Violation Letter – Window Decals	Sent Zoning Violation Letter regarding previously-requested information on window decal signs put up without Sign Permit
October 23	1775 Beechcroft	NR, Neighborhood Residential	Inquirer requested information on fence regulations	Planner provided requested information to applicant.
October 23	1570 Cass Lake Road	NR, Neighborhood Residential, CLR Overlay	Zoning Permit Application – Fence – Applicant submitted additional information	Planner reviewed application materials and requested additional information from applicant.
October 23	1870 Cass Lake Front	NR, Neighborhood Residential	Zoning Board of Appeals Application – Home Demolition and New Construction	Project requires a denied Zoning Permit Application prior to going to Zoning Board of Appeals. Planner provided information on Zoning Permit Application and ZBA Process.
October 27	2910 Stennett	NR, Neighborhood Residential	Zoning Permit Application – Patio, Front Porch, Walkway	Application approved.

October 31	3106 Varjo	NR, Neighborhood Residential	Zoning Permit Application – Residential Addition	Planner reviewed sketch plan and requested additional information from applicant.
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November 2025

DEVELOPMENT PROJECTS WITH PLANNING COMMISSION INVOLVEMENT

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2091 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval for a wine retailer and office	Preliminary Site Plan Review #1	Project presented at the October 28, 2025 Planning Commission meeting and received approval on the condition that a note be added to the site plan about painting the rear façade and updated landscaping be determined compliant with the Zoning Ordinance and approved by the City Planner. City Planner in the process of reviewing updated plans.
2004 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval	Site Plan Review #2	Project tabled at the September 30, 2025 Planning Commission meeting. Applicant is expecting to submit updated plans in January 2026.

ONGOING PLANNING & ZONING PROJECTS - NOVEMBER

Master Plan Update

A draft of the Master Plan has been completed and is being formatted by our Graphics Department. The draft will be presented at the January Planning Commission meeting.

Cass Lake Road Streetscape Redesign

McKenna has been in conversation with RCOC and HRC on next steps for moving forward with desired streetscape improvements on Cass Lake Road. A memo and proposed scope on immediate next steps is included in your packets.

NEXT MEETING AGENDA

Below are the items we currently expect to be on the next Planning Commission meeting agenda. This agenda may be subject to change.

1. Master Plan Draft
2. Zoning Ordinance Amendment – Temporary Structures and Buildings
3. Zoning Ordinance Amendment – Village Overlay District Building Heights

PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner's Review
November 3	3375 Orchard Lake Rd	C-1, Local Business District	Zoning Permit Application – Take Out Restaurant	Application approved.
November 3	3377 Orchard Lake Road	C-1, Local Business	Sign Permit Application – Window Decals	Applicant submitted additional information on window decals. Decals take up more than the 33% of the total window area permitted. Applicant asked to revise application.
November 4	1870 Cass Lake Front	NR, Neighborhood Residential	Zoning Permit Application – Demolition and New Home	Planner reviewed application and provided necessary revisions to applicant.

November 5	1754 Cass Lake Front	NR, Neighborhood Residential	Driveway Permit Application	Planner reviewed Driveway Permit and requested additional information. Driveway was poured without permit approval. Replacement driveway does not match the footprint of the driveway on the approved site plan. Planner discussed options with contractor.
November 6	1793 Beechcroft	NR, Neighborhood Residential	Zoning Permit Application - Garage	Application approved.
November 10	3170 Orchard Lake Rd	RMH, Mobile Home Park	Zoning Permit Application – Deck	Building Department learned that a new mobile home was planning to be installed on site along with the deck. Planner requested plan showing location of proposed mobile home and deck, distance from other homes, and written permission from the property owner allowing the new mobile home and deck.
November 13	3000 Orchard Lake Rd	C-2, General Business, CBD Overlay	Is a dog kennel a permitted use?	Requires special land use permit. Provided information to applicant.
November 17	3080 Orchard Lake Road	C-2, General Business, CBD Overlay	Pre-application meeting	Applicant is considering completing a façade improvement and building addition. Planner provided applicant with all relevant zoning standards based on the information provided.
November 19	1840 Cass Lake Front	NR, Neighborhood Residential	Inquiry about waterfront standards.	Planner provided requested information to applicant.
November 19	2050 Willow Beach	NR, Neighborhood Residential	Inquirer had questions regarding additions and renovations.	Planner provided information to applicant.
November 19	3325 Orchard Lake Road	C-2, General Business	Annual A-Frame, Banner, or Flag/Yard Sign Permit Application	Planner requested additional information from applicant.
November 20	2050 Willow Beach	NR, Neighborhood Residential	Zoning Permit Application - Addition	Planner provided review letter identifying items not compliant with the Zoning Ordinance and requested changed.

UNFINISHED BUSINESS

- **Article 14 Signs - Public Meeting called to order at 7:47 pm**
 - Discussions on signs and public hearing are tabled until our next meeting on January 27, 2026.

Motion by Council Member Elsen; supported by Commissioner Emerling to table the sign ordinance memo December 2, 2025.

Unanimous Vote: Ayes: 5 Nays: 0 Motion Carries

- **2026 Planning Commission Meeting Schedule**
 - Move February 24, 2026, meeting to March 3, 2026
 - Move March 24, 2026, meeting to March 31, 2026
 - Move May 26, 2026, meeting to June 2, 2026
 - Move November 24, 2026, meeting to December 1, 2026
 - Cancellation of December 22, 2026, meeting

Motion by Vice Chairperson Streng; supported by Commissioner Emerling to approve the amended 2026 Planning Commission meeting schedule.

Unanimous Vote: Ayes: 5 Nays: 0 Motion Carries

- **Temporary Buildings and Structures**
 - Further amendments are needed before scheduling a public hearing to change maximum days allowed for residential and commercial tents to 10 days.
- **Village Overlay District**
 - Public hearing needed to address the maximum building height in the Village Overlay District for the March 3, 2026, Planning Commission meeting.
- **Cass Lake Road Redesign – Next Steps**
 - Project initiation, existing conditions analysis, prepare preliminary design concepts, staff and TIFA feedback meeting, community review and feedback, and post-survey collaboration meeting.

ADJOURNMENT

Chairperson Yoder adjourned the meeting at 10:03 p.m.

Joel Yoder

Joel Yoder (Mar 8, 2026 13:10:59 EDT)

Joel Yoder
Chairperson, Planning Commission



Wendy Clifetos
City of Keego Harbor, Recording
Secretary