

**City of Keego Harbor  
Planning Commission Meeting Minutes  
Tuesday, October 28, 2025, 7:00 pm**

**CALL THE MEETING TO ORDER**

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

**ROLL CALL**

**Present:** Chairperson Yoder, Vice Chairperson Streng, Commissioner Meabrod, Commissioner Emerling, Commissioner Douglass, Secretary Santia, and Council Member Shimansky

**STAFF PRESENT:** City Manager Tammy Neeb, City Planner Paul Urbiel, Recording Secretary Wendy Clufetos

**APPROVAL OF AGENDA**

*Motion by Secretary Santia; supported by Commissioner Meabrod to approve the agenda for October 28, 2025.*

*Unanimous Vote: Ayes: 7                      Nays: 0      Motion Carries*

**APPROVAL OF MINUTES**

*Motion by Commissioner Meabrod; supported by Commissioner Douglass to approve the Planning Commission meeting minutes from Tuesday, September 30, 2025.*

*Vote: Ayes: 7                                      Nays: 0      Motion Carries*

**PUBLIC COMMENTS**

- None

# Planning & Zoning Report

September 2025

**DEVELOPMENT PROJECTS WITH PLANNING COMMISSION INVOLVEMENT**

Address	Zoning	Project / Approval Sought	Status	Comment / Latest Action
3000 Orchard Lake Rd.	C-2 General Business District, CBD Overlay	Special land use for an event hall/banquet center.	Special Land Use Review #1	Applicant is not moving forward with the project.

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 will be presented at the October 28, 2025 Planning Commission meeting.
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	Appeared at the April 2025 Planning Commission Meeting and was able to meet the requirements of the Village Overlay District once the architectural standards were amended. Applicant is submitting updated plans to the Building Department.
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 <sup>th</sup> deadline. Applicant will need to submit a new PUD application to proceed.

## ONGOING PLANNING & ZONING PROJECTS - SEPTEMBER

### Master Plan Update

A regional partner's meeting was held on October 13<sup>th</sup> at 1pm. Attendees included representatives from RCOC, Oakland County Planning, MDOT, MEDC, and SEMCOG. The presentation from the meeting is attached to this monthly report.

McKenna has been continuing to draft the Master Plan. A first draft of the Implementation Matrix is included in your packets as a separate agenda item.

Date	Address	Zoning	Inquiry	Planner's Review
September 2	3097 Grove St	NR, Neighborhood Residential	Inquirer wanted to discuss requirements for adding a front porch.	Planner responded to inquirer's questions.
September 2	3106 Varjo	NR, Neighborhood Residential	Zoning Permit Application – Home Addition	City is in court with applicant. City requested to hold off on Zoning Permit Application review until resolved.
September 4	2711 Orchard Lake Road	C-1, Local Business, CBD Fringe	Zoning Permit Application – New Business and Fence	Proposed financial services office is permitted use. Applicant will go to November ZBA to request screening wall waiver to install fence instead of masonry screening wall.
September 8	1535 Cass Lake Road	C-1 Local Business	Zoning Permit Application – New Business	Additional information was needed to confirm compliance with the outdoor patio, as its original temporary approval had expired. Awaiting additional information regarding screening of the outdoor patio.
September 9	1603 Maddy	NR, Neighborhood Residential	Zoning Permit Application – Deck and Gazebo	Application approved.
September 15	1873 Cass Lake Front	NR, Neighborhood Residential	Driveway Permit Application	Application approved.
September 15	1783 Beechcroft	NR, Neighborhood Residential	Applicant submitted updated plans for Zoning Permit Application for new home.	Application approved pending Architectural Review.
September 18	3011 Orchard Lake Road	C-2, General Business, CBD Overlay	Sign Permit Application – Wall Sign	Application approved.
September 22	2038 Cass Lake Road	C-1, Local Business, CLR Overlay	ZBA Application – Screening Wall Waiver Request	Applicant will go to the November ZBA meeting.

September 24	2836 Beland	NR, Neighborhood Residential	Driveway Permit Application and Porch	Application approved.
September 25	2132 Brock St.	NR, Neighborhood Residential	Inquirer requested building envelope information.	Planner provided building envelope information.
September 29	2182 Park Circle	NR, Neighborhood Residential	Inquirer requested information on adding a garage.	Planner provided information to inquirer.
September 29	1636 Sylvan Glen	NR, Neighborhood Residential	Zoning Permit Application – Walkway	Application approved. No zoning standards for walkways.
September 30	1827 Sylvan Glen	NR, Neighborhood Residential	Zoning Permit Application – Fence	Application approved.
September 30	3170 Orchard Lake Road	RMH, Mobile Home Park	Zoning Permit Application – Deck	Requested additional information from applicant.

**Screening Walls Section 15.04**

- Discussion about the inconsistent language of the current standards for Screening Walls and how/when waivers are permitted.
- Whether property owners should appear before the PC or ZBA. The cost of going before the ZBA and not having to prove hardship is also a concern.
- The City Planner was asked to review the current standards, and this matter should be addressed in future ordinance discussions.

**PRELIMINARY SITE PLAN REVIEW for 2091 CASS LAKE RD.**

- Planning Commission recommended conditional approval of the site plan for 2091 Cass Lake Rd. with the following conditions:
  - Screening wall waived
  - Paint rear wall in spring
  - Landscaping redesign of a similar quantity to be approved administratively
  - Provide copy of liquor license to the city
  - Must obtain business license

*Motion by Chairperson Yoder; supported by Commissioner Emerling to conditionally approve the site plan for 2091 Cass Lake Road with the above stated conditions.*

*Unanimous Vote: Ayes: 7*

*Nays: 0 Motion Carries*

## **UNFINISHED BUSINESS**

- Master Plan Update
  - Cass Lake Road Transformation
    - 2028 Repaving plan with design likely to occur in 2026
    - Assistance from John Jackson requested by Chairperson Yoder
    - Funding opportunities need to be researched
  - Draft to be presented at December PC meeting

## **COMMISSIONER COMMENTS**

- Council Member Shimansky was thanked for her time on City Council and for being the liaison to the Planning Commission
- The November 25<sup>th</sup> and December 23<sup>rd</sup> PC meetings have been combined and will take place on Tuesday, December 2, 2025.
- Commissioner Douglass requested a joint meeting with City Council
- The kayak launch will be installed in early 2026, the materials have been ordered

## **ADJOURNMENT**

Chairperson Yoder adjourned the meeting at 8:55 p.m.

*Joel Yoder*

Joel Yoder (Dec 16, 2025 09:24:01 EST)

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Joel Yoder  
Chairperson, Planning Commission

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Wendy Clufetos  
City of Keego Harbor, Recording  
Secretary

# Oct 28, 2025 PC meeting minutes


Final Audit Report


2025-12-16


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## "Oct 28, 2025 PC meeting minutes" History

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