



# Planning & Zoning Report

August 2025

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	Planning Commission recommended tabling the proposal after the public hearing at the August 26, 2025 Planning Commission meeting to allow the applicant to address McKenna's comments. Awaiting updated plans.
3335 Orchard Lake Rd.	C-2 General Business District	Special land use approval for a 24/7 private indoor golf club.	Special Land Use Review #1	Project approved by City Council.
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	McKenna reviewed updated plans. Review will be discussed at the September 30 <sup>th</sup> , 2025 Planning Commission meeting.
1502 Wayward	R-T Townhouse, CLR Overlay	The Reserve 1502 Wayward Planned Unit Development	Preliminary site plan approved. Final Site Plan Review #2	Applicant has until September 30 <sup>th</sup> , 2025 to submit updated final site plan materials.

## ONGOING PLANNING & ZONING PROJECTS - AUGUST

### Master Plan Update

A regional partner's meeting will be held on October 13<sup>th</sup> from 1-3pm. Confirmed attendees include representatives from RCOC, MEDC, and MDOT.

McKenna has been continuing to draft the Master Plan. An updated draft of "Chapter 3: Community Goals and Objectives" and a draft of "Chapter 4: Housing and Neighborhoods" is included in your packets.

Date	Address	Zoning	Inquiry	Planner's Review
August 5	1870 Cass Lake Rd.	NR, Neighborhood Residential	Meeting with inquirer regarding new home construction questions	Planner met with inquirer, architect, and attorney and answered questions.
August 5	1985 Cass Lake Rd.	C-1, Local Business, CLR Overlay	Architect requested meeting with planner regarding potential project.	Planner met with architect.
August 6	2245 Fordham	P1, Parking	Zoning Permit Application – Fence	Planner requested additional information.
August 7	2711 Orchard Lake Rd	C-1, Local Business, CBD Fringe	Inquirer requested information regarding potential reoccupancy and fence requirements.	Planner answered questions from inquirer.
August 11	1783 Beechcroft	NR, Neighborhood Residential	Applicant submitted updated plans for Zoning Permit application for a new home.	Planner provided updated review requesting additional information and identifying items of noncompliance.

August 14	1629 Beechmont	NR, Neighborhood Residential	Zoning Permit Application – Fence	Application approved.
August 18	2965 Orchard Lake Rd	C-2, General Business, CBD Fringe	Applicant submitted updated architectural elevations for a previously approved architectural review.	Qualified for administrative review. Project scored 170 points, 9 points higher than when it was approved.
August 20	2141 Cass Lake Rd	C-2, General Business, CLR Overlay	Inquirer asked if a balloon retailer is a permitted use.	Planner answered inquiry. A balloon retailer is a permitted use.
August 20	3041 Glenbroke	NR, Neighborhood Residential	City staff question about amount of time a tent can be in the backyard.	No specific timeline on tents or temporary structures, but issue is a building code and occupancy issue that should be addressed by Building Official/Code Enforcement.
August 27	1966 Willow Beach	NR, Neighborhood Residential	Architectural Review – Home Addition	Project passed architectural review.
August 27	2265 Maddy	NR, Neighborhood Residential	Inquiry about renting out a basement as a second unit.	Home cannot be split into multiple units.
August 27	1793 Beechcroft	NR, Neighborhood Residential	Inquirer asked for standards regarding nonconforming structures and required permits for reconstruction of a garage.	Planner provided requested information.
August 28	2091 Cass Lake Rd	C-1, Local Business, CLR Overlay	Inquiry about required permits and standards for generators.	Planner provided information to inquirer. Requested that inquirer submit previously requested site plan information.

### **SITE PLAN REVIEW #2 for 2004 CASS LAKE RD.**

- Planning Commission recommended tabling the site plan review to allow the applicant to address the following on updated plans:
  - Decorative/Pedestrian amenities – e.g. bike rack, decorative bench, sidewalks
  - Engineering – soil and grading
  - Front setback – minimum of 40 ft
  - Single plane – frontage principally in a single plane or request a variance
  - Screening – double arborvitae recommended for West property line
  - H.R.C. and Wbfd to review plans and approve prior to Building Permit application

*Motion by Commissioner Emerling; supported by Commissioner Douglass to table the site plan review #2 at 2004 Cass Lake Rd. to allow applicants to address items.*

*Unanimous Vote: Ayes: 6*

*Nays: 0*

*Motion Carries*

## **UNFINISHED BUSINESS**

- Article 14: Signs

*Motion by Commissioner Douglass; supported by Commissioner Emerling to schedule a public hearing in November for Sign Ordinance recommended language as amended.*

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

- Master Plan: Draft Goals & Objectives and Housing & Neighborhoods Chapters
  - Based on feedback provided by the PC, CC and the Community Workshop
  - Encourage and highlight more lakes and parks accessibility
  - Data and sources need to be reviewed and corrected
  - Changes, feedback, and suggested implements are needed

## **COMMISSIONER COMMENTS**

- Commissioner Emerling reported the archway for Fran Leaf Park designed by a local artist was tabled by City Council pending logo decision.
- Commissioner Douglas reported on the need for the parking lot at Baxter-Morgan Park to be reviewed and improved to help attract residents.
- Council Member Shimansky reported that a resolution was made by City Council at the September 18, 2025, meeting for a parking area at Baxter-Morgan Park.

## **ADJOURNMENT**

Vice Chairperson Streng adjourned the meeting at 9:25 p.m.



Corine Streng (Dec 22, 2025 18:05:30 EST)

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Corine Streng  
Vice Chairperson, Planning Commission

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Wendy Clufetos  
City of Keego Harbor, Recording  
Secretary

# Sept 30, 2025 PC meeting minutes-Amended

Final Audit Report


2025-12-22

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## "Sept 30, 2025 PC meeting minutes-Amended" History

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