



# Planning & Zoning Report

## DEVELOPMENT PROJECTS WITH PLANNING COMMISSION INVOLVEMENT

Address	Zoning	Project / Approval Sought	Status	Comment / Latest Action
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	Drafted an initial site plan review despite not receiving a full site plan. Will appear at the April 2025 Planning Commission. At this time, McKenna would not recommend approval until full site plan that has been requested is submitted.
2004 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval	Site Plan Review #1	Received site plan application on March 24, 2025. City decided to not have this applicant meet with the Architectural Review Committee. Planner met with applicant on April 14, 2025. Planner will start site plan review.
1502 Wayward	R-T Townhouse, CLR Overlay	The Reserve 1502 Wayward Planned Unit Development	Preliminary site plan approved. Awaiting final site plan submission.	PC granted a 6-month extension to this applicant at the December 2024 Planning Commission meeting.  Applicant has asked Planner about a 2-month extension until August 2025 to receive a recommendation from the Planning Commission. City Manager reached out to City Attorney to see if this was possible.

## ONGOING PLANNING & ZONING PROJECTS - MARCH

### Master Plan Update

The community engagement survey has received 76 responses while the comment map has received 7 contributions. McKenna has created a yard sign advertising the Master Plan process and has placed a sign at each park and public swim site. Yard signs to place in your yard are available at City Hall. McKenna has also creating activities and materials in preparation for the April 29, 2025 Master Plan workshop.

### TIF and Development Plan

The TIFA Board recommended the Draft TIF and Development Plan be set for public hearing. The public hearing has been scheduled for the April 17, 2025 City Council meeting. Notice has been mailed out to all taxing jurisdictions and property taxpayers of record in the Development Area and a public hearing notice has been posted around the Development Area.

## PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner's Review
March 2	1966 Willow Beach Street	NR, Neighborhood Residential	Applicant submitted updated drawings.	Planner requested additional information from applicant.
March 3	3023 Glenbroke	NR, Neighborhood Residential	Asked for update regarding carport standards.	Provided update on carport standards and information regarding accessory structures.
March 3	3000 Orchard Lake Road	C-2, General Commercial, CBD Overlay	Inquirer asked for information regarding rooftop access and seating for an outdoor patio for a cigar bar.	Planner provided inquirer with outdoor standards.
March 3	1784 Cass Lake Front	NR, Neighborhood Residential	Asked for information regarding variance process for patio and fence already constructed.	Planner provided inquirer the application for a variance.

March 5	1966 Willow Beach Street	NR, Neighborhood Residential	Applicant submitted updated drawings.	Planner drafted administrative review memo detailing items that are not compliant with the Zoning Ordinance and additional information needed.
March 5	3335 Orchard Lake Road	C-2, General Commercial	Request for Zoning Permit Application and Architectural Review Checklist to complete Architectural Review	Planner provided applicant with this information.
March 5	3000 Orchard Lake Road	C-2, General Commercial, CBD Overlay	Questions for the Building Department.	Building Department Clerk answered inquirers questions.
March 5	2786 Orchard Lake Road	C-2, General Commercial, CBD Overlay	Inquirer asked about placing banner signs on light poles.	Inquirer is unable to put up more signs as they currently have the maximum number of signs for their business.
March 6	3011 Orchard Lake Road	C-2, General Commercial, CBD Overlay	Application for Food Truck License for St. Patrick's Day Event	Application Approved
March 12	3251 Orchard Lake Road	C-2, General Commercial	Inquiry on approval process for construction of outdoor dining patio.	Planner informed inquirer that a Zoning Permit Application, fee, and sketch plan would need to be submitted.
March 13	2435 Kleist Court	NR, Neighborhood Residential	Zoning Permit Application – Covered Front Porch	Planner drafted administrative review memo detailing items that are not compliant with the Zoning Ordinance and additional information needed.
March 17	2881 Orchard Lake Road	C-2, General Commercial, CBD Overlay	Inquirer asked if a car dealership was permitted use.	Relayed to inquirer that car dealership was not a permitted use.
March 17	2444 Willow Beach	NR, Neighborhood Residential	Inquirer asked if a parking space could be added in their front lawn.	Relayed to inquirer that parking space in their front yard was not permitted.

March 17	2112 Cass Lake Road	C-2, General Business, CLR Overlay	Inquired if massage therapy establishment is a permitted use.	Relayed to inquirer that massage therapy establishment is a permitted use. Planner provided inquirer with Zoning Permit Application and sketch plan requirements.
March 18	1540 Cass Lake Road	NR, Neighborhood Residential CLR Overlay	Inquired about zoning and building envelope of the property.	Planner called to provide information. Buyer was no longer interested.
March 19	3054 Norcott	NR, Neighborhood Residential	Zoning Compliance – Fence Inspection	Fence was not compliant.
March 20	2094 Cass Lake Road	C-1, Local Business, CLR Overlay	Submission of Site Plan Review Application	Applicant submitted site plan application but not updated plans as requested.
March 24	2004 Cass Lake Road	C-1, Local Business, CLR Overlay	Submission of Site Plan Review Application	Initial plan was to schedule a meeting with the Architectural Review Committee, but City administration decided to not move forward with this and have the applicant meet with the Planner.
March 25	2867 Orchard Lake Road	C-2, General Business, CBD Overlay	Zoning Inquiry – Cigar Bar	Cigar bar is a special land use. Explained special land use process to inquirer.

March 26	3399 Orchard Lake Road	C-1, Local Business	Sign Permit Application	Planner reviewed sign permit application and corresponded with applicant on items of noncompliance.
March 26	Parcel # 36-18-02-433-012	NR, Neighborhood Residential	Inquirer requested building envelope information.	Planner provided building envelope information.
March 31	1966 Willow Beach Street	NR, Neighborhood Residential	Applicant requested to meet with planner regarding Administrative Review.	Planner met with applicant and answered applicant's questions regarding administrative review.
March 31	2038 Cass Lake Road	C-1, Local Business, CLR Overlay	Inquirer had questions regarding sign permit application for mural.	Planner provided sign permit application and mural standards.

### **NEW BUSINESS**

- 2094 Cass Lake Rd. – Site Plan Review #1
  - Preliminary approval
  - Once materials are submitted, architectural review will be scheduled

### **UNFINISHED BUSINESS**

- Signs
  - Tabled, more time is needed to review, will be addressed at the May 27, 2025 meeting.

*Motion by Commissioner Douglass; supported by Council Member Shimanskiy to table the sign ordinance memo dated April 15, 2025*

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

- External Lighting Standards

*Motion by Commissioner Douglass; supported by Commissioner Emerling to schedule the public hearing to modify exterior lighting standards memo dated April 15, 2025*

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

- Carports

*Motion by Commissioner Douglass; supported by Commissioner Meabrod to schedule the public hearing to regulate carports memo dated April 15, 2025*

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

### **COMMISSIONER COMMENTS**

**ADJOURNMENT**

Chairman Yoder adjourned the meeting at 9:42 p.m.



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Joel Yoder  
Chairperson, Planning Commission



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Wendy Clufetos  
City of Keego Harbor, Recording  
Secretary

