

Approved
8.26.2025

**City of Keego Harbor
Planning Commission Meeting Minutes
Tuesday, July 22, 2025**

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 Planner Emily Huhman, Recording Secretary Wendy Clufetos

APPROVAL OF AGENDA

Motion by Commissioner Douglass; Chairperson Streng to approve the agenda for July 22, 2025.

Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries

APPROVAL OF MINUTES

Motion by Commissioner Meabrod; supported by Commissioner Douglass to table the Planning Commission meeting minutes from Tuesday, June 24, 2025, to include the missing partial sentence and to include a synopsis of the planning report update discussion.

Vote: Ayes: 7 Nays: 0 Motion Carries

PUBLIC COMMENTS

- None

SPECIAL MEETING DISCUSSION

- Master Plan rough draft to be presented in Oct or November to include goals, and action plan with steps/cost/timelines
- Regional partnerships and actively searching and applying for grants needed
- Carports – further discussion about setbacks and construction materials needed
- Exterior Lighting – further discussion needed

PLANNING DEPARTMENT UPDATE

JUNE 2025 MONTHLY REPORT

Planning & Zoning Report

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	Public hearing and Planning Commission recommendation to take place at the August 26, 2025 Planning Commission meeting. McKenna is currently drafting a review for this application.
3355 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	Public hearing and Planning Commission recommendation to take place at the July 22, 2025 Planning Commission meeting. McKenna has provided a review for the project for discussion by the Planning Commission. If Planning Commission provides its recommendation, the project will move forward to City Council in August for final approval.
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 approved with the condition that they meet the architectural standards of the Village Overlay District. Architectural Review Committee met and determined that they did not meet the architectural standards. Communicated this information to applicant and provided list of permitted materials in the Village Overlay District. Waiting for updated plans.
2004 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval	Site Plan Review #1	Site plan review completed. Memorandum detailing items of noncompliance was sent to applicant. Applicant is planning on submitting updated plans in August.
1502 Wayward	R-T Townhouse, CLR Overlay	The Reserve 1502 Wayward Planned Unit Development	Preliminary site plan approved. Awaiting final site plan submission.	Planning Commission granted applicant an extension to have a public hearing and receive a recommendation from Planning Commission by the August 2025 Planning Commission Meeting. Applicant must submit final site plan materials no later than August 5, 2025. Applicant submitted updated topographic information and survey.

ONGOING PLANNING & ZONING PROJECTS - JUNE

Master Plan Update

McKenna has completed a first draft of “Chapter 5: Economic Development” for review and discussion by the Planning Commission. This will be discussed as another agenda item.

Future versions of this chapter will further develop the visions for the priority redevelopment sites named in this chapter. Additionally, McKenna will work on adding implementation strategies for the City to apply to implement the 2021 Cass Lake Road Village Plan.

Finally, McKenna provided an online survey to the Planning Commission and City Council to provide feedback on goals and objectives for the Master Plan prior to the June Planning Commission meeting. **So far, we have received one response. Please fill out your Goals and Objectives survey no later than Friday July 25th by going to: <https://www.surveymonkey.com/r/MSGRYML>**

Potential Zoning Ordinance Updates to Consider

While completing reviews of driveway permit applications, the Planner has noted difficulties administering the following provision, Section 4.06 (e) of the Zoning Ordinance:

“(e) The parking area shall be more or less perpendicular (sixty (60) to one hundred twenty (120) degrees) to the street right-of-way and shall not be placed in that portion of the front yard between the principal dwelling and the front lot line except in front of the garage. However, a circular driveway is permitted where the interior greenspace is a minimum of three hundred (300) square feet, and a minimum of fifteen (15) feet in every dimension.”

This provision makes it difficult for homeowners who may not have adequate side yard space and do not have a garage from placing a driveway on their property. The Planning Commission could conduct further research to determine if they would recommend the City Council adopt changes to this provision.

PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner's Review
June 2	3335 Orchard Lake Road	C-2 General Business District	Application – 24/7 Indoor Golf Establishment. Plans will be submitted at a later date.	N/A. Application and fee was submitted, but plans will be submitted at a later date.
June 2	2435 Kleist Court	NR, Neighborhood Residential	Zoning Permit Application – Front Porch	Porch does not meet zoning requirements. Application denied.
June 2	1985 Cass Lake Road	C-1, Local Business, P-1, Parking CLR Overlay	Inquirer asked if four residential homes could be built on this lot.	Future land use designation does not support single-family home development. Suggested to inquirer pursue a multi-family project. Provided building envelope information for both R-M and districts.
June 4	2786 Orchard Lake Road	C-2 General Business District, CBD Fringe	Sign Permit Application	Sign did not meet zoning ordinance standards. Planner provided required changes to applicant.
June 5	1570 Cass Lake Road	NR, Neighborhood	Zoning Permit Application - Fence	Planner requested additional information from applicant.
			Intentionally left blank	
June 5	1502 Wayward	R-T, Townhouse, CLR Overlay	Inquirer asked if a roof replacement with metal shingles was permitted.	Roof replacements are permitted without Zoning or Architectural Review Committee approval. Relayed information to inquirer.
June 5	2132 Brock Street	NR, Neighborhood Residential	Inquirer had questions regarding the city-owned pedestrian bridge on Willow Beach Street.	Building Department provided answers to inquirer's questions.
June 6	N/A	NR, Neighborhood Residential	City staff question on any zoning requirements for cable a cable antenna on a home.	Planner provided standards to City staff.
June 6	1732 Beechmont	NR, Neighborhood Residential	Questions regarding front yard parking requirements.	Planner provided front yard parking requirements to applicant.

June 9	2018 Willow Beach	NR, Neighborhood Residential	Inquirer asked about setback requirements for a pool	Planner provided inquirer with setback requirements.
June 9	1540 Cass Lake Road	NR, Neighborhood Residential, CLR Overlay	Inquirer requesting information on building a multi-family structure on this lot.	Although the underlying zoning is NR, multi-family is permitted as the lot is in the CLR Overlay. NR setbacks would still apply. Relayed information to inquirer.
June 9	2780 Orchard Lake Road	C-2 General Business District, CBD Fringe	Zoning Permit Application – New Business (Tattoo Parlor)	Application approved.
June 10	N/A	NR, Neighborhood Residential	Inquirer asked if modular homes were permitted.	Modular homes are permitted. Relayed application to inquirer.
June 10	1784 Cass Lake Front Rd	NR, Neighborhood Residential	Zoning Permit Application – Concrete Walkway	Planner answered applicant's questions regarding the ZBA application. Planner explained the clear vision triangle to applicant and how to measure it.
June 11	3377 Orchard Lake Road	C-1, Local Business	Sign Permit Application	Application approved.
June 12	2190 Willow Beach Street	NR, Neighborhood Residential	Driveway Permit Application	Proposed driveway does not meet Zoning Ordinance requirements. Planner provided necessary changes to applicant.
June 16	1784 Cass Lake Front Rd	NR, Neighborhood Residential	Zoning Permit Application - Fence	Proposed fence does not meet Zoning Ordinance requirements. Planner provided necessary changes to applicant.
June 16	1784 Cass Lake Front Rd	NR, Neighborhood Residential	Zoning Board of Appeals Application – Fence and Patio	Zoning Board of Appeals Application under review. Will appear at the August ZBA meeting.
June 17	2184 Park Circle	NR, Neighborhood Residential	Zoning Board of Appeals Application – Driveway	Zoning Board of Appeals Application under review. Will appear at the August ZBA meeting.
June 17	1717 Cass Lake Road	C-2, General Business, CLR Overlay	Inquirer asked if replacing T1-11 siding with vinyl is permitted.	Routine maintenance that does not structurally alter the building does not require Zoning or Architectural Review approval. Relayed information to inquirer.
June 17	1711 Cass Lake Road	C-1, Local Business, CLR Overlay	Inquirer asked about zoning designation for property.	Building Department provided inquirer information on the Zoning District the property is located in.
June 18	3106 Varjo Court	NR, Neighborhood Residential	Inquirer requested building envelope information and information on adding a second story.	Planner provided information to inquirer.
June 30	2328 Cass Lake Rd.	NR, Neighborhood Residential	Driveway Permit Application	Application Approved.

June 30	3399 Orchard Lake Rd.	C-1, Local Business	A-Frame/Banner/Flag Permit Application	Planner reviewed and requested additional information from applicant.
June 30	3000 Orchard Lake Rd.	C-2, General Business, CBD Overlay	Special Land Use Application – Event Hall/Banquet Center	Planner currently conducting review of application. Will plan to hold public hearing for the August 26, 2025 Planning Commission meeting.

SPECIAL LAND USE REVIEW – 3335 Orchard Lake Rd.

Motion by Secretary Santia; supported by Commissioner Emerling to recommend for approval to City Council for special land use for a new business operating 24-hours a day at the property located at 3335 Orchard Lake Rd.

Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries

Motion by Commissioner Douglass; supported by Commissioner Emerling to waive a formal site plan for the special land use permit at 3335 Orchard Lake Rd. and accept the submitted plans subject to the following conditions:

- *South end of parking lot needs additional screening*
- *Parking lot needs to be striped*
- *Exterior & parking lot lighting - full specs need to be provided*
- *Waiving the requirement of a sidewalk on Summers Rd.*
- *Waiving the landscape requirement along Orchard Lake Rd.*
- *Emergency contact information must be posted on the interior & exterior of building*
- *Damaged parking blocks need to be repaired or replaced, building official will inspect*
- *Sidewalk on Orchard Lake will be inspected by building official for any repairs needed*

Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries

VILLAGE OVERLAY DISTRICT - ARTICLE 9a

- *Removed all mentions of building materials from ordinance language so an administrative list can be maintained and updated as needed*
- *Materials list is for principal buildings, not accessory structures*
- *Permitted materials list will be kept on file at city hall*
 - *Remove Stucco and exclude T-111 from the list of materials*
 - *Add cement board such as Hardie board, painted wood siding including board and batten, and metal siding to the list of materials*

Motion by Commissioner Emerling; supported by Commissioner Douglass to recommend for approval to City Council to remove the architectural design standards and to include a separate checklist for the VOD that will be outside of the ordinance for permitted materials.

Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries

EXTERIOR LIGHTING AND CARPORTS

- Additional work and direction from City Council needed

SIGN ORDINANCE

- Additional information requested about mural standards in other municipalities

Motion by Commissioner Emerling; supported by Chairperson Streng to table the sign ordinance recommended language to the August 26, 2025, meeting.

Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries

MASTER PLAN UPDATE

- Preliminary first draft of economic development chapter was presented
- Feedback requested by City Planner Emily Huhman on initial visions for 3 priority redevelopment sites:
 - Roosevelt Elementary
 - 3000 Orchard Lake Rd.
 - Corner property at Orchard Lake Rd. and Cass Lake Rd.

ADJOURNMENT

Chairperson Yoder adjourned the meeting at 10:00 p.m.

Joel Yoder

Joel Yoder (Oct 2, 2025 15:20:50 EDT)

Joel Yoder
Chairperson, Planning Commission



Wendy Clufetos
City of Keego Harbor, Recording
Secretary