

- o Planning Commission requested a joint meeting with City Council to discuss goals and expectations for both Planning Commission and City Council and how to move forward. Vice Chairperson Streng to reach out to Mayor Fletcher to schedule

Planning & Zoning Report

DEVELOPMENT PROJECTS WITH PLANNING COMMISSION INVOLVEMENT

Address	Zoning	Project / Approval Sought	Status	Comment / Latest Action
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	Received special land use materials from applicant. Public hearing and review will take place at the July 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 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	Site plan review completed. Memorandum detailing items of noncompliance was sent to applicant. Waiting for updated plans.
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. Planner waiting for final site plan submission materials.

ONGOING PLANNING & ZONING PROJECTS - MAY

Master Plan Update

McKenna has completed an analysis of the Master Plan Community Survey and Comment Map. This analysis is attached as a separate memorandum in your packets. We have also drafted preliminary content on existing conditions in Keego Harbor. A first draft of "Chapter 2: Keego Harbor Today" is also included in your packets.

PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner's Review
May 1	2038 Cass Lake Road	C-1, Local Business, CLR Overlay	Questions regarding outdoor dining requirements.	Planner communicated process and requirements to inquirer.
May 5	1645 Sylvan Glen	NR, Neighborhood Residential	Inquirer asked about submission requirements for Zoning Permit application.	Planner provided Zoning Permit application and explained required documentation.

May 5	1998 Cass Lake Road	C-1, Local Business, CLR Overlay	Inquirer asked about home occupation standards and temporary signage requirements.	Planner provide home occupation standards and recommended temporary garage sale sign.
May 5	1747 Beechcroft	NR, Neighborhood Residential	Inquirer asked about deck requirements in front yard	Not found to be a Zoning Ordinance violation.
May 6	2825 Stennent	NR, Neighborhood Residential	Inquirer asked about requirements for a pergola.	Explained accessory structure requirements to inquirer.
May 6	2468 Pine Lake	NR, Neighborhood Residential	Zoning Permit Application - Deck	Application approved.
May 7	3011 Orchard Lake Road	C-2, General Business, CBD Overlay	Inquirer asked about sign requirements.	Planner provided information on sign requirements.
May 12	1985 Cass Lake Road	C-1, Local Business, CLR Overlay	Inquirer asked about permitted and special land uses in this Zoning District.	Planner provided inquirer information on permitted and special land uses.
May 12	1985 Cass Lake Road	C-1, Local Business, CLR Overlay	Inquiry on parking requirements and site plan review process.	Planner met with inquirer regarding questions.
May 12	2285 Maddy Lane	NR, Neighborhood Residential	Inquirer asked if they could convert their existing garage into an in-law suite and add a new garage.	Addition of another unit within the home is not permitted. Communicated this information with inquirer.
May 12	3335 Orchard Lake Road	C-2 General Business District	Zoning Permit Application – New Business	Applicant is proposing a private indoor golf club that is open 24/7. Businesses open between the hours of 11p.m. and 6a.m. are a special land use. Planner provided information on special land use process to applicant
May 13	2201 Maddy Lane	NR, Neighborhood Residential	City inquiry on permitted fence materials.	Planner provided information to Building Department.
May 13	3399 Orchard Lake Road	C-1, Local Business	City requested outreach to business owner with noncompliant signs.	Planner discussed noncompliance issues with business owner and provided information on submitting permit application.
May 15	2103 Willow Beach	NR, Neighborhood Residential	Zoning Permit Application – Concrete Walkway	Application approved
May 15	3170 Orchard Lake Road	RMH, Mobile Home Park	Inquirer requested updated information on the status of the PUD at 3170 Orchard Lake Road.	Planner provided status of PUD to inquirer.

May 15	3064 Orchard Lake Road	C-2, General Business, CBD Overlay	Inquirer asked if boat docks were permitted in the C-2 District.	Boat docks are not permitted. Relayed information to inquirer.
May 19	2038 Cass Lake Road	C-1, Local Business, CLR Overlay	Inquirer asked if a farmers market would be permitted.	A farmers market is permitted. Provided inquirer with information.
May 19	1783 Beechcroft	NR, Neighborhood Residential	Inquirer requested building envelope information.	Planner provided building envelope information.

May 20	1840 Cass Lake Front	NR, Neighborhood Residential	Inquirer requested building envelope information and waterfront setback requirements	Planner provided building envelope information and waterfront setback requirements.
May 20	3000 Orchard Lake Road	C-2, General Business, CBD Overlay	Zoning Inquiry – Banquet Hall, Event Space, and Commercial Offices	Requires special land use. Planner provided inquirer information on the special land use process and application materials.
May 21	3377 Orchard Lake Road	C-1, Local Business	Inquirer asked for maximum sign size allowed.	Planner explained to inquirer how maximum sign size is calculated.
May 21	2184 Park Circle	NR, Neighborhood Residential	Driveway Permit Application for driveway almost completed.	Driveway is not compliant with the Zoning Ordinance. Explained variance process to applicant and sent application.
May 22	1966 Willow Beach	NR, Neighborhood Residential	Applicant submitted updated plans.	Planner drafted and sent review. No further zoning compliance issues. Planner requested information on exterior colors on plans so that an architectural review can be completed.
May 28	2066 Cass Lake Road	C-1, Local Business, CLR Overlay	City requested follow up with property owner advertising a new business opening that has not received zoning approval	Planner left a voicemail and sent email to property owner explaining process of approval for business.
May 28	2038 Cass Lake Road	C-1, Local Business, CLR Overlay	Planner requested updated permit application material for window signs already erected.	N/A
May 28	3399 Orchard Lake Road	C-1, Local Business	Planner conducted additional outreach to business owner to address noncompliant sign issues	N/A
May 29	1661 Stapleton	NR, Neighborhood Residential	Zoning Permit Application - Patio	Application approved.

UNFINISHED BUSINESS

- Public hearing in July to remove building facade material list for commercial district from the zoning ordinance.
 - It will go to City Council for approval at August meeting.
- Master Plan update: public input/feedback is completed, McKenna has requested Planning Commission take a new survey based on the public input.
 - Adoption draft to be presented in November or December.
- Article 15 Signs: More work is needed on mural definition, need to be prepared for public hearing in August.
 - Temporary verses permanent, cost, renewal, time frame, etc?

COMMISSIONER COMMENTS

ADJOURNMENT

Vice Chairperson Streng adjourned the meeting at 9:12 p.m.



Corine Streng (Aug 28, 2025 20:00:10 EDT)

Corine Streng

Vice Chairperson, Planning Commission



Wendy Clufetos

City of Keego Harbor, Recording Secretary






June 24, 2025 PC meeting minutes REVISED

Final Audit Report

2025-08-29

Created:	2025-08-28
By:	STACY GOODALL (goodall@KEEGOHARBOR.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAA60Ln5PgLvbnXXIKwtDy05qqJN74T3Gx

"June 24, 2025 PC meeting minutes REVISED" History

-  Document created by STACY GOODALL (goodall@KEEGOHARBOR.ORG)
2025-08-28 - 8:31:50 PM GMT
-  Document emailed to Corine Streng (corinestreng5@gmail.com) for signature
2025-08-28 - 8:32:05 PM GMT
-  Email viewed by Corine Streng (corinestreng5@gmail.com)
2025-08-28 - 11:59:30 PM GMT
-  Document e-signed by Corine Streng (corinestreng5@gmail.com)
Signature Date: 2025-08-29 - 0:00:10 AM GMT - Time Source: server
-  Agreement completed.
2025-08-29 - 0:00:10 AM GMT