

Approved
4.22.25

**City of Keego Harbor
Planning Commission Meeting Minutes
Tuesday, March 25, 2025**

CALL THE MEETING TO ORDER

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

ROLL CALL

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

STAFF PRESENT: City Manager/City Clerk Tammy Neeb, Recording Secretary Wendy Clufetos, City Planner Emily Huhman

APPROVAL OF AGENDA

Motion by Vice Chairperson Streng; supported by Commissioner Emerling to approve the agenda.

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, March 11, 2025.

Vote: Ayes: 7 Nays: 0 Motion Carries

PUBLIC COMMENTS

- Joel Ross discussed Keego Harbor qualifying for the DIA Art in the Park program for 2026 and possible locations for murals such as the DPW building. He has a local artist, Zack Curtis, in mind.

PLANNING DEPARTMENT UPDATE

- **February Monthly 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.	Pre-application	Expecting to receive a full site plan.
2004 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval	Pre-application	Received site plan materials on March 4, 2025 and awaiting submission of site plan application, fee, and escrow deposit. The applicant would like to meet with the Architectural Review Committee to discuss the architectural standards in the Village Overlay District.
1502 Wayward	C-1, Local Business, 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 met with the City's engineer in January 2025. Reached out to applicant to receive update on when final site plan materials will be submitted.

ONGOING PLANNING & ZONING PROJECTS - FEBRUARY

Master Plan Update

McKenna has released the community engagement survey, launched the project website, drafted an email blast and announcement for public meetings advertising the planning process. We've also passed out flyers to businesses in the community. McKenna is currently working on creating a yard sign to be placed in parks and other public places advertising the plan process.

Attend the Public Workshop:

Tuesday, April 29th, 2025

Santia Hall

1985 Cass Lake Rd.

6:00 – 8:00 pm

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
Feb 3	1966 Willow Beach Street	NR, Neighborhood Residential	Applicant submitted updated drawings.	Planner requested additional information from applicant.
Feb 3	2112 Cass Lake Road	C-2, General Commercial, CLR Overlay	Asked if an administrative office with residential units would be permitted.	Planner answered the inquirer's question.
Feb 3	2897 Orchard Lake Road	C-2, General Commercial, VOD Fringe	Asked if a hair salon would be permitted.	Relayed information to the inquirer.
Feb 5	3399 Orchard Lake Road	C-1, Local Business	Zoning Permit Application for drop-off/pick-up for clothing for a dry cleaning business.	Zoning Permit Application approved.
Feb 5	2395 Hester Ct.	C-1, Local Business, CLR Overlay	Inquired about building envelope information.	Planner provided building envelope information.
Feb 6	2218 Beechmont Street	NR, Neighborhood Residential	Inquired about building envelope information.	Planner provided building envelope information.
Feb 10	2066 Cass Lake Road	C-1, Local Business, CLR Overlay	Zoning Inquiry – Food, Beer, and Wine Market	Planner answered the inquirer's questions.
Feb 10	3184 Summers Road	C-2, General Business	Zoning Inquiry – Dry Cleaning Establishment	Planner answered the inquirer's questions.
Feb 18	1784 Cass Lake Front	NR, Neighborhood Residential	Inquired about building envelope information.	Relayed information to the inquirer.
Feb 18	1928 Cass Lake Front	NR, Neighborhood Residential	Zoning Permit Application – Addition	Reviewed Zoning Permit Application and sent applicant memorandum detailing recommended changes. Awaiting updated submission.
Feb 18	3335 Orchard Lake Road	C-2, General Business	Request to complete façade improvement	Sent inquirer Zoning Permit Application and architectural checklist to complete.
Feb 18	2038 Cass Lake Road	C-1 Local Business, CLR Overlay	Zoning Permit Application for business that opened without permits.	Zoning Permit Application Approved.
Feb 19	3080 Orchard Lake Road	C-2 General Business, CBD Overlay	Zoning Inquiry – Adult Day Program	Called the inquirer to obtain additional information. Planner could not leave a voicemail.
Feb 20	2132 Brock Street	NR, Neighborhood Residential	Inquired about building envelope information.	Planner answered the inquirer's questions.
Feb 20	2066 Cass Lake Road	C-1, Local Business, CLR Overlay	Zoning Inquiry – Convenience Store	Planner answered the inquirer's questions.
Feb 24	2900 Orchard Lake Road	C-2 General Business, CBD Overlay	Zoning Inquiry – Cigar Lounge	Relayed information to the inquirer. Attempted to email but email would not go through.

Feb 24	2004 Cass Lake Road	C-1, Local Business, CLR Overlay	Request to meet with Planning Commission/Architectural Review Committee for a working session.	Sent inquirer preliminary site plan review application so application could be submitted to set up working session.
Feb 25	3023 Norcott Drive	NR, Neighborhood Residential	Is a detached garage permitted?	Inquirer no longer needed the information.
Feb 25	3023 Glenbroke	NR, Neighborhood Residential	Wanted to discuss carports and accessory structures.	Informed that planners are working on standards that have to be approved by City Council. Provided information regarding other accessory structures.
Feb 25	3000 Orchard Lake Road	C-2, General Business, CBD Overlay	Zoning Inquiry – Cigar Bar	Planner answered the inquirer's questions.
Feb 26	1795 Maddy Lane	NR, Neighborhood Residential	Requested building envelope information and if there is a survey on record.	Planner answered the inquirer's questions.
Feb 26	1849 Maddy Lane	NR, Neighborhood Residential	Requested building envelope information.	Planner answered the inquirer's questions.
Feb 26	2038 Cass Lake Road	C-1, Local Business, CLR Overlay	Sign Permit Application	Sign Permit Application required additional information.
Feb 26	2881 Orchard Lake Road	C-2, General Business, CBD Overlay	Zoning Inquiry – Car Wash	Planner answered inquirer's questions.

NEW BUSINESS

- Signs and Lighting Standards
 - More detailed lighting and sign standards are needed, McKenna will create verbiage to address current issues. More time is needed to review, and will be addressed at the April 22, 2025 meeting.
- Carports
 - Carport regulations need to be revised, and further discussion is needed.

COMMISSIONER COMMENTS

- PC meetings will no longer be televised until further notice. City Council is looking into alternative ways to record and broadcast all meetings.

ADJOURNMENT

Chairman Yoder adjourned the meeting at 9:16 p.m.

Joel Yoder

Joel Yoder (Apr 24, 2025 07:54 EDT)

Joel Yoder
Chairperson, Planning Commission



Wendy Clufetos
City of Keego Harbor, Recording Secretary

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Final Audit Report

2025-04-24

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