

Approved
6.24.2025

**City of Keego Harbor
Planning Commission Meeting Minutes
Tuesday, May 27, 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 Commissioner Douglass; supported by Vice Chairperson Streng to approve the agenda.

Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries

APPROVAL OF MINUTES

Motion by Commissioner Douglass; supported by Council Member Shimansky to approve the Planning Commission meeting minutes from Tuesday, April 22, 2025.

Vote: Ayes: 7 Nays: 0 Motion Carries

PUBLIC COMMENTS

- None

PLANNING DEPARTMENT UPDATE

Motion by Commissioner Meabrod; supported by Secretary Santia to switch the 1502 Wayward Progress Report on the agenda with the April Monthly Report.

Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries

- The applicant requested a 90-day extension for final site plan approval. The applicant stated the challenge of finding an engineer has delayed his progress.
- Planning Commission has required an update at the July 22, 2025, PC meeting of the engineering progress as this is the third extension given.
- Planners need all site plan materials 21 days prior to August 26, 2025, PC meeting.
- If applicant fails to meet this final deadline, the site plan approval process must start over from the beginning.

- **April Monthly Report**

Planning & Zoning Report

April 2025

McKenna assists the City of Keego Harbor on zoning, planning, and economic development matters. This document serves as the official Planning Commission report on Planning and Zoning activities and services in April 2025. Contact your McKenna Team via email anytime:

- **John Jackson, AICP, NCI**, Project Director (jjackson@mcka.com)
- **Paul Urbiel, AICP**, Project Manager (purbiel@mcka.com)
- **Emily Huhman**, Project Planner (ehuhman@mcka.com)

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 Approved	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 Approved	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.	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. Memorandum discussing this project is included in this meeting packet.

ONGOING PLANNING & ZONING PROJECTS - APRIL

TIF and Development Plan

The 2025 Amended Development and Tax Increment Financing Plan was adopted by City Council on April 17, 2025 and submitted to the State of Michigan's Department of Treasury. The adopted plan is available on the City's website.

Master Plan Update

The City and McKenna hosted a successful Master Plan open house on April 29th. The Master Plan Community Survey and Comment Map closed on May 16th. McKenna received 109 survey responses and 12 comment map comments. Below is a summary and key takeaways from the April 29th engagement event for your reference.

APRIL COMMUNITY ENGAGEMENT

McKenna is partnered with the City of Keego Harbor to conduct a 2025 Master Plan Update. As an integral part of this work, McKenna engaged Keego Harbor community members to garner feedback on key proposed focus areas related to the master plan update efforts. On April 29, 2025, McKenna facilitated an open-house style public engagement visioning session at the Santia Banquet Center. During this event, poster boards were placed throughout the library lobby and attendees were encouraged to view these boards at their leisure. The McKenna consultants were posted throughout the room, providing context and answering any questions from the attendees. As attendees reviewed the boards, they were encouraged to provide their feedback on sticky notes and discuss their thoughts. Due to this community engagement event, Keego Harbor residents, steering committee members, and consultants were able to share ideas and collaborate on the future of Keego Harbor.

Below is a summary of the Keego Harbor Open House Visioning Session key findings. These findings are organized by the topics and information displayed on each poster board.

KEY THEMES:

- Generally, engaged stakeholders expressed support for redevelopment, adding more commercial amenities, housing diversity and increased walkability.
- Attendees shared ideas for further activating and accessing Dollar Lake. These suggestions include adding board walks, kayak launches, and boat launches to encourage recreation.
- Many of the priorities shared by the attendees include improved and repaired sidewalks as well as more accessible crosswalks throughout the Keego Harbor community.
- In terms of community spaces, attendees would like to see more grocery stores and farmers markets in Keego Harbor. Throughout the session, attendees shared suggestions to add and improve grocery store access and availability within Keego Harbor. Specific suggestions include repurposing vacant commercial spaces as well as attracting a grocery store like Trader Joe's.
- In terms of housing, attendees are supportive of adding "Missing Middle" Housing, Single-unit housing, and Upper-Story Residential/ Mixed-Use in their communities.

WRITE A POSTCARD FROM THE FUTURE

To start, the attendees were asked to write a postcard from the future. At this station, the attendees creatively envisioned the future of Keego Harbor in 2050 and 13 provided responses. Below are a few key "postcards" that highlight the key takeaways and themes.

- “Walkable community with food stores that support the community. Drone cars that land on the lakes.”
- “Enjoying the complex at the trailer park.”
- “May there be peace, may Roosevelt still be standing, may we cherish our environment.”
- “Roosevelt turned into a community center, successful businesses, grocery store.”
- “youthful, dynamic, populace, full of vibrant small businesses, green space, walkable downtown, diverse housing stock- for all socioeconomic strata.”



WHAT ARE YOUR PRIORITIES?

Next, attendees were asked about their priorities for the future of Keego Harbor. As Master Plans address a wide range of community priorities, the attendees used colorful dots to indicate their top 3 priorities for the following categories: housing, redevelopment, parks and trails, transportation choices, and sustainability and resilience. Additionally, attendees were able to leave comments about other priorities that they think should be added to the list. Below are the key findings from this station.

Priority Ranking. At this station, attendees left a total of 51 dot responses for the listed priority categories. Of these 51 responses, Sustainability and Resilience (25%), Housing (24%), and Redevelopment (22%) collected slightly more responses than Transportation Choices (16%) and Parks and Trails (14%).

Other Priority Comments. To supplement the priority rankings, the attendees provided comments on additional priorities they have, using sticky notes. These comments ranged from preserving Roosevelt to improving sidewalks, accessing beaches and lakes, and attracting new businesses. Below are a few key comments related to these key themes and findings:

- *“Improved sidewalks for a walkable community”*
- *“attract new volunteers for city positions. set up welcoming events to encourage involvement”*
- *“SMART buses. public transportation”*
- *“Water access with parking at Dollar Lake”*
- *“Repurposing Roosevelt”*
- *“a multi-use retail and housing for Roosevelt would be good for all”*
- *“We need businesses for tax revenue”*
- *“we need to fill up the commercial space along orchard lake road. ... then we need to think through rezoning and redevelopment”*
- *“beaches- willow beach along canal- beautiful! Willow beach and grove- a disgrace! Needs big TLC”*

HOUSING AND NEIGHBORHOODS

Housing Types. At this station, attendees reviewed different housing types and identified to which degree they would like to see these housing types in Keego Harbor (More, Less, or Right amount). Below is a matrix to display the response percentages for this station findings.

Housing Types	More %	Less %	Right Amount %
Single-unit home (N=16)	81%	0%	19%
"Missing Middle" Housing (N=14)	93%	0%	7%
Attached Townhouse or Row Houses (N=13)	54%	23%	23%
Apartments (N=10)	60%	10%	30%
Senior Living Facilities (N=15)	0%	60%	40%
ADUs (N=10)	70%	10%	20%
Upper-Story Residential/ Mixed-Use (N=20)	80%	15%	5%

Where should new housing be located?. Next, attendees indicated on a Keego Harbor map the locations in which they would like to see new housing. Please refer to the map to see the locations that the attendees identified, using colorful dots.

ECONOMIC DEVELOPMENT

For this station, attendees documented their economic development ideas or initiatives that they think are appropriate for commercial areas in Keego Harbor. The poster listed the following four strategies, which garnered a collective 48 dot responses from the attendees: façade improvements program, vacant commercial redevelopment/preoccupancy strategies, placemaking in underutilized areas, and activating existing strip centers. Of these categories, activating existing strip centers gained the highest amount of support with 35% of the dot responses going here. The next highest supported strategy, vacant commercial redevelopment/preoccupancy strategies, collected 29% of the total responses. In terms of the remaining strategies, façade improvements program garnered 23% of the supportive responses and placemaking in underutilized areas received 13% of the supportive responses.

Other Ideas Comments. After providing their ranking on the listed strategies, attendees provided comments on additional ideas for economic development. Below are a few key comments and suggestions:

- *"Prioritizing walkable attractive streetscapes and reducing parking between street & business/ improving parking behind commercial buildings"*
- *"reuse Roosevelt into mixed use"*
- *"mini market (groceries)"*
- *"fix façade and bring small businesses or develop/mix use for orchard/sylvan lake, Middlebelt --> wards point"*
- *"Roosevelt site: 1st floor retail, 2nd floor business & medical offices, and 3rd floor loft apartment"*
- *"we need a grocery store"*
- *"let's make business feel welcome"*
- *"community center : live theater or event space"*

COMMUNITY SPACES

Next, attendees documented their support, comments, and ideas related to community spaces in Keego Harbor. First, attendees used dots to indicate which of the four categories they support and would like to see activated in Keego Harbor community spaces. Then, attendees indicated if there are enough community spaces in Keego Harbor. Lastly, the attendees provided other ideas related to Keego Harbor's community spaces. Below are the documented and analyzed responses to this station.

Community Spaces Support. Attendees documented which of the following four categories they would like to see activated in existing and future community spaces: community events, public art installations, community gardens, and public squares/community seating. Of the 44 dot responses, community events (36%) received the most support. Next, public art installations (30%) and public squares/community seating (27%) received the second and third highest support. Lastly, community gardens received the lowest support at 7% of the responses.

Enough Community Spaces?. Next, attendees responded to whether or not there are enough community spaces in Keego Harbor. A majority of the 16 total responses (75%) selected "No" as their answer.

Other Ideas Comments. Attendees were able to leave additional comments and ideas related to community spaces in Keego Harbor. These comments ranged from farmers markets to parks and green spaces ideas. Below are a few key comments that highlight the main themes of this station:

- "Exercise Park"
- "Farmer Market? On off day from Oak County"
- "Green space & farmers market, where rite aid was add more trees and flowers"
- "We have 7 parks that are underutilized. We don't need more community spaces, develop what we have!"
- "Grocery, coffee house"
- "More access to parks"



KEEGO HARBOR KITCHEN TABLE MAP

At this station, attendees gathered around a map of Keego Harbor to discuss and document their ideas for their community. This station garnered lengthy and in-depth discussions between community members, consultants, and steering committee members. Many of the attendees spent a majority of their time at this station, providing feedback and discussing their vision for Keego Harbor.

During these discussions, the attendees located key development sites and placed dots and sticky notes on the map. Many of these comments and suggestions clustered around the central Keego Harbor area, along Dollar Lake, Orchard Lake Rd, and Cass Lake Rd. These comments included suggestions to include a “boardwalk, kayak launch” and “lakefront restaurants with patios and bands” around Dollar Lake. Many of the areas around Dollar Lake, such as the commercial spaces to the East and South of Dollar Lake, included clusters of dots placed by attendees. Also, many of the dots in the area are clustered within the S Bay Dr Manufactured Housing. Around Cass Lake Rd, the dot placement encourages redevelopment of the Roosevelt School, along with suggestions to “activate light to slow down traffic and pause speeders” as well as a few suggestions to improve sidewalks in the area. Additional comments left around the map include, “need transit-SMART buses”, “address wetlands in city parks”, and “the city needs to do what it can to get better public lake access”. Lastly, along the Southern, Eastern, and Northern borders, attendees suggested adding new entrance signs.

PRIORITY DEVELOPMENT SITES

At this station, attendees were asked to provide sites in Keego that they would like to see developed or redeveloped. Attendees left 24 sticky notes, detailing their priority development sites. Overall, the comments focused on sites such as Roosevelt, Dollar Lake, the Rite Aid, Trader Joe’s, and tiny homes. Many of these comments included suggestions of repurposing Roosevelt, increasing the accessibility of resources and lakes, developing more grocery stores, and mixed-use and affordable development. Below are a few key quotes that highlight the key themes and takeaways.

- *“Save Roosevelt. Do something with rite aid”*
- *“Kayak launch on Dollar Lake”*
- *“Tiny homes- small but new affordable home development”*
- *“Trader Joe’s or similar food market would be a great addition”*

- "Pine Lake and Orchard Lake: Retail, 'everyday' amenities"
- "Boardwalk around Dollar Lake"
- "Find the owners of the old vacant building on Orchard Lake Rd and get them improved or torn down..."

PEDESTRIAN AND BICYCLE INFRASTRUCTURE

For this station, attendees responded to three questions, using sticky notes. First, they were asked, "Where should improvements occur for pedestrian and bicycle infrastructure?" Then, attendees responded to the questions, "Are there adjustments you would make to SEMCOG's suggested path?" and "What other thoughts do you have regarding pedestrian and bicycle infrastructure in Keego Harbor?"

Location Improvements. With a total of 16 sticky notes, a majority of the comments focused on suggested improvements for pedestrian infrastructure on Orchard Lake Road. Other comments included suggestions for walkways along the harbor and cyclist infrastructure. Below are a few key comments that highlight the response themes.

- "Sketchy sidewalks on Orchard Lake, need detached sidewalks"
- "Pedestrian bridge over Orchard Lake Road"
- "Street trees on Orchard Lake as traffic calming measure"
- "Separate protected bike lanes"
- "Wayfinding signage to destinations, neighboring communities, at Orchard/Cass"
- "Speed bumps near parks to protect kids"
- "All sidewalks need improving, bike lanes would help, develop around Dollar Lake"
- "Residential streets need crossings with refuge islands"
- "Connect bicycle infrastructure to parks and harbor"
- "Boardwalk around the Harbor for pedestrians and boaters"
- "fix sidewalks everywhere, more support to the community bike program"

SEMCOG's Suggested Path. For this question, two sticky notes provide adjustments to the SEMCOG's suggested path. These comments are as follows: "bike infrastructure near SE quadrant of business district, connecting to trails" and "Maddy Lane needs pedestrian infrastructure".

Additional Comments. Lastly for this station, the attendees provided additional comments related to pedestrian and bicycle infrastructure. The five comments focused on pedestrian infrastructure such as sidewalks and crosswalks as well as bike racks and trail connections. The direct comments are below:

- "Bike racks at all parks"
- "Sidewalk improvements in TIFA district on Orchard Lake Rd"
- "Crosswalk at Sylvan on the Lake"
- "Trail connections to amenities"
- "Need grocery in town"

ACCESS AND CONNECTIONS

At this station, attendees were asked the question "What are the challenges to getting around Keego Harbor?" and tasked with commenting on the following categories: driving, walking, biking, and transit. Below are key themes and direct attendee comments.

Transportation Type	Key Themes:	Key Comments:
Driving	Traffic flow & management and street parking	<ul style="list-style-type: none"> • "Add street parking on Cass lake" • "Need speed enforcement on Orchard Lake/Cass Lake" • "Backup on Orchard Lake Police could be more usable during traffic congestion" • "Cut through traffic in residential neighborhoods" • "Traffic backed up on Orchard lake and dangerous drivers" • "Traffic light at Roosevelt is wanted by everyone, why does city council deny our wish? We must slow down speed on CLR"
Walking	Pedestrian safety and sidewalks condition	<ul style="list-style-type: none"> • "Crosswalk at Sylvan condos" • "Dangerous to cross, Orchard lake at Cass road" • "Fix the sidewalks" • "Dangerous for kids to cross Orchard lake rd" • "Crossing orchard lake rd, especially for kids, it is dangerous!!" • "Awful! Dangerous walk along Orchard lake along Heather building" • "Sidewalks on Orchard and terrible" • "Safe places to cross Orchard lake road"
Biking	Cyclist safety and bike racks	<ul style="list-style-type: none"> • "bike racks! None currently near Dunkin on Sawyer Landings" • "drivers don't look for bikers"
Transit	Access to bus services	<ul style="list-style-type: none"> • "Would love a bus connection to Kroger (Orchard Lake) or Aldis/Costco" • "Need bus service to Pine Knob, downtown OLC, food stores"

PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner's Review
April 1	2038 Cass Lake Road	C-1, Local Business, CLR Overlay	Questions regarding permit requirements for window mural.	Planner sent mural requirements in Zoning Ordinance to inquirer.
April 1	3251 Orchard Lake Road	C-2, General Commercial	Requested information on approval process for outdoor dining patio.	Project qualified for sketch plan review. Provided inquirer information on Zoning Permit Application, sketch plan requirements, and outdoor dining standards.
April 1	3023 Glenbroke Street	NR, Neighborhood Residential	Zoning Permit Application – Shed	Shed complied with Zoning Ordinance requirements. Zoning Permit Application approved.
April 1	2038 Cass Lake Road	C-1, Local Business, CLR Overlay	Question if metered parking at this strip center is a Zoning Ordinance violation.	Not found to be a Zoning Ordinance violation.
April 3	2881 Orchard Lake Road	C-2, General Commercial, CBD Overlay	Asked if a dental office was a permitted use at this property.	A dental office is a permitted use. Relayed this information to the inquirer.
April 4	Not provided.	N/A	Inquiry about sign requirements for a subdivision entrance sign.	Planner informed that different sign standards apply to different Zoning Districts, but provided sign requirements for the NR District.
April 4	2094 Cass Lake Road	C-1, Local Business, CLR Overlay	Submitted site plan review application.	Planner completed site plan review
April 7	1966 Willow Beach Street	NR, Neighborhood Residential	Applicant submitted updated plans.	Planner corresponded with applicant on items noncompliant with the Zoning Ordinance.

April 7	1540 Cass Lake Road	C-2, General Commercial, CBD Overlay	Inquirer requested building envelope information.	Planner provided building envelope information.
April 8	2435 Kleist Court	NR, Neighborhood Residential	Zoning Permit Application – Fence	Proposed fence is not compliant with the Zoning Ordinance. Sent applicant review letter.
April 8	2885 Maddy Lane	NR, Neighborhood Residential	Inquirer asked if they could convert their attached garage into an in-law suite.	Detached accessory dwelling units are not permitted. Provided inquirer with necessary information, including definition of accessory dwelling unit and building envelope information.
April 8	3399 Orchard Lake Road	C-1, Local Business	Sign Permit Application	Requested revisions from applicant.
April 9	1747 Beechcroft Street	NR, Neighborhood Residential	Inquirer asked if they would be permitted to expand their existing building footprint.	Planner provided applicant with building envelope information.
April 10	Orchard Lake Road and Maddy Lane	N/A	Banner application for annual banner over Orchard Lake Road.	Planner reviewed and approved banner and informed applicant that the banner needs to receive final approval from City Council.
April 14	1998 Cass Lake Road	C-1, Local Business, CLR Overlay	Inquirer was interested in selling jewelry in his yard as a home occupation.	Not permitted. Home occupations do not allow for the outdoor display of goods.
April 14	1709 Maddy Lane	NR, Neighborhood Residential	Zoning Permit Application – Driveway	Application Approved.
April 15	3023 Glenbroke Street	NR, Neighborhood Residential	Zoning Permit Application – Driveway	Application Approved.
April 17	3062 Norcott Drive	NR, Neighborhood Residential	Zoning Permit Application – Fence	Planner requested additional information from applicant.
April 17	1535 Cass Lake Road	C-1, Local Business	Zoning Inquiry – Cigar Bar	Cigar bar is a special land use. Explained special land use process to inquirer.
April 21	2038 Cass Lake Road	C-1, Local Business, CLR Overlay	Sign Permit Application	Planner corresponded with tenant about window signs put up without a permit.
April 21	2786 Orchard Lake Road	C-2, General Commercial, CBD Overlay	Inquirer asked for copy of Sign Ordinance.	Planner provided Sign Ordinance and highlighted relevant standards.
April 21	2306 Fordham Street	P-1 Parking, CBD Overlay	Inquirer asked about above ground pool requirements.	Planner provided requirements to inquirer.
April 21	1928 Cass Lake Front	NR, Neighborhood Residential	Reviewed updated materials for Zoning Permit Application for residential addition.	Planner requested additional information.

April 22	3073 Moss Street	NR, Neighborhood Residential	Zoning Permit Application - Fence	Planner requested additional information.
April 22	1966 Willow Beach Street	NR, Neighborhood Residential	Zoning Permit Application – Residential Addition	Applicant submitted updated plans. Planner reviewed and corresponded with applicant on ongoing items of noncompliance.
April 23	1747 Beechcroft Street	NR, Neighborhood Residential	Inquirer requested information on front deck requirements.	Planner provided inquirer requirements on decks and porches.
April 23	3075 Pridham Street	NR, Neighborhood Residential	Zoning Permit Application – Fence	Application Approved.
April 29	N/A	N/A	Inquiry for temporary signs for Greater West Bloomfield Historical Society event.	Planner provided information to inquirer.
April 29	1985 Cass Lake Road	C-1, Local Business, CLR Overlay	Inquired if a salon space is a permitted use, what parking is required, and lot split requirements.	Use is permitted. Provided parking requirements to inquirer and information regarding lot splits.
April 30	2091 Cass Lake Road	C-1, Local Business, CLR Overlay	Planner spoke to owner about site plan review requirement.	Planner spoke to owner about requirements and provided him with relevant sections of the Zoning Ordinance.
April 30	2132 Brock Street	NR, Neighborhood Residential	Inquirer requested building envelope information.	Inquirer was no longer interested in the property.

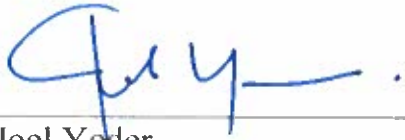
UNFINISHED BUSINESS

- Sign Ordinance – Article 15
Motion by Commissioner Douglass; supported by Commissioner Meabrod to schedule a public hearing in July for Sign Ordinance – Article 15
Unanimous Vote: Ayes: 7 Nays: 0 Motion Carries
- VOD – Materials
 - Remove materials from the zoning ordinance so the material list can be updated administratively. A public hearing will be scheduled in July 2025.

COMMISSIONER COMMENTS

ADJOURNMENT

Chairman Yoder adjourned the meeting at 9:10 p.m.



Joel Yoder
Chairperson, Planning Commission



Wendy Clufetos
City of Keego Harbor, Recording
Secretary