

Approved
7.28.2026

**City of Keego Harbor
Planning Commission Meeting Minutes-
REVISED
Tuesday, June 2, 2026**

CALL THE MEETING TO ORDER

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

ROLL CALL

Present: Chairman Yoder, Vice Chairperson Meabrod, Secretary Santia, Commissioner Douglass, Commissioner Emerling

Motion by Commissioner Meabrod; supported by ~~to excuse~~ Commissioner Emerling to excuse Council Member Liaison Cristina Elsen.

Unanimous Vote: Ayes: 5 Nays: 0 Motion Carries

STAFF PRESENT: Interim City Clerk Goodall, City Planner Paul Urbiel

APPROVAL OF AGENDA

Motion by Commissioner Douglass; supported by Secretary Santia to move the unfinished business item of the agenda after the planning department report.

Unanimous Vote: Ayes: 5 Nays: 0 Motion Carries

Motion by Commissioner Emerling; supported by Commissioner Douglass to approve the agenda with the modification of the unfinished business going between public and planning.

Unanimous Vote: Ayes: 5 Nays: 0 Motion Carries

APPROVAL OF MINUTES

Motion by Commissioner Emerling; supported by Commissioner Douglass to approve.

Vote: Ayes: 5 Nays: 0 Motion Carries

PUBLIC COMMENTS

Dr. Daniel Casselman- Orchard Lake Rd & Cass Lake Rd corner lot
Sue Williams- Blight

April 2026 Planning Report

DEVELOPMENT PROJECTS WITH PLANNING COMMISSION INVOLVEMENT

Address	Zoning	Project / Approval Sought	Status	Comment / Latest Action
2004 Cass Lake Rd	C-1 Local Business, CLR Overlay	Preliminary site plan approval	Site Plan Review #3	Most recent set of plans to be discussed at the June 2, 2026, Planning Commission Meeting.
3080 Orchard Lake Rd.	C-2 General Business, CDB Overlay	Site plan approval	Site Plan Review #1	Conditionally approved at March 31, 2026 Planning Commission meeting. Waiting for updated plans to address conditions of approval

ONGOING PLANNING & ZONING PROJECTS - April

Master Plan Update

The draft Master Plan was recommended by City Council for its release for the required 63-day comment period at the February 19th City Council Meeting. McKenna has implemented all suggested edits and has sent notice to adjacent municipalities and other required entities. The draft Master Plan is available online on the Master Plan project website (<http://keegoharborplan.com>) and the City's website on the Planning & Zoning Department page (https://www.keegoharbor.org/departments/planning_zoning/index.php). A hard copy is also available at City Hall. The public comment period will close on April 27th, 2026. The updated draft and the public comments received during the comment period will be presented at the May 21st Joint Planning Commission/City Council meeting with the goal of adopting the Master Plan.

PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner's Review
April 6	2038 Cass Lake Rd. #8 & 9	C-1, Local Business District, VOD Cass Lake Rd Context Zone	Sign and Temporary Sign permit applications	Approved
April 8	1502 Wayward	R-T Townhome, VOD Cass Lake Rd Context Zone	Requested information on the PUD process	Planner provided requested information
April 8	1966 Willow Beach	NR, Neighborhood Residential	Zoning Permit Application- Residential Renovation/Addition	Architect submitted revised plans. Reviewed and approved after revisions
April 8	2480 Wall St.	NR, Neighborhood Residential	Zoning Permit Application – Residential Addition	Planner reviewed revised plans. Plans approved.
April 9	1535 Cass Lake Rd	NR, Neighborhood Residential	Temporary Sign Permit Application- Banner and Flag signs	Signs do not comply. Application denied.
April 14	3311 Orchard Lake Rd	C-1, Local Business District, VOD Cass Lake Rd Context Zone	Zoning Permit Application- Dumpster Enclosure	Dumpster enclosure does not comply. Provided applicant with next steps.

April 16	2091 Cass Lake Rd	C-1, Local Business District, VOD Cass Lake Rd Context Zone	Questions about signage requirements.	Planners provided requested information.
April 16	3201 Kenrick St	NR, Neighborhood Residential	Zoning Permit Application- Shed	Application required additional information and revisions to comply with ordinance. Provided review letter requesting additional information and revisions from application.
April 20	3076 Portman	NR, Neighborhood Residential	Questions on installing crawl space.	No Zoning permit required. Referred to Building Department
April 23	2985 Orchard Lake Rd. Ste F	C-2, General Business District, VOD Cass Lake Rd Context Zone	Zoning Permit Application- New Business	Approved
April 27	1999 Cass Lake Rd	C-1, Local Business District, VOD Cass Lake Rd Context Zone	Temporary Sign Permit Application- A Frame Sign	Approved
April 27	2200 Beechmont	C-1, Local Business District, VOD Cass Lake Rd Context Zone	Sign Permit Application- Wall Sign	Approved
April 27	3064 Cass Lake Ave	NR, Neighborhood Residential	Zoning Permit Application- Shed	Approved
April 28	2968 Glenbroke	NR, Neighborhood Residential	Question on lot split requirement	Planner provided requested information
April 29	1985 Cass Lake Road	C-1, Local Business District, VOD Cass Lake Rd Context Zone	Preapplication meeting	Planners met with applicant and provided application information.

Unfinished Business

- **Site Plan Review 2004 Cass Lake Rd.**
 - Conditions that need to be addressed:
 - In ground sprinkler system
 - Two ornamental trees
 - Natural screening wall, double row of Juniper
 - Dumpster screening material
 - Approval from West Bloomfield Fire Department
 - Parking lot lighting

Motion by Vice Chairperson Meabrod; supported by Commissioner Emerling to recuse Chairman Yoder and Secretary Santia from the vote

Roll Call: Douglass yes, Emerling yes, Meabrod yes Motion Carries

Motion by Commissioner Douglass; supported by Commissioner Emerling to approve the preliminary site plan review #3 for 2004 Cass Lake Road with the recommended items from the city planner on page 13 of our packet, in the conclusion #1-8 with a change to #5 removing the arborvitaes and adding the Juniper screening. Adding #9 parking lot lighting to be shielded.

Roll Call: Emerling yes, Meabrod yes, Douglass yes Motion Carries

New Business

- **Public Hearings**

- **Article 9A Village Overlay; Permitted Building Height**

Motion by Commissioner Douglass; supported by Vice Chair Meabrod to open the public hearing for article 9A Village Overlay; Permitted building height at 8:06pm on June 2, 2026.

Unanimous Vote: Ayes: 5 Nays: 0 Motion Carries

No public comments.

Motion by Vice Chair Meabrod; supported by Commissioner Emerling to change the ordinance from 36 ft to 48 ft., with a maximum of 3 stories high.

Unanimous Vote: Ayes: 5 Nays: 0 Motion Carries

Public Hearing closed at 8 :12pm

- **Article 14 Sign Ordinance**

Motion by Commissioner Douglass; supported by Commissioner Emerling to open the public hearing for article 14 Sign Ordinance on Tuesday, June 2nd at 8:12pm.

Unanimous Vote: Ayes 5 Nays:0 Motion Carries

Commissioner discussed the changes made for temporary signage, lighted wall signs and content neutrality.

Public Comment:

Sue Williams- Pole sign question

Motion by Vice Chair Meabrod; supported by Commissioner Douglass to recommend to council that we passed the sign ordinance recommended language, content neutrality, lighted signs and temporary signs, window signs, off-premises signs.

Roll Call: Yoder yes, Santia yes, Douglass yes, Emerling yes, Meabrod yes.

Motion Carries

Public Hearing closed at 8:35.

- **Planning Commission By-Law**

The Planning Commission will be reduced to a 5-member board with a non-voting liaison.

Motion by Vice Chair Meabrod; supported by Secretary Santia to approve the changes to the by-laws as presented.

Roll Call: Yoder yes, Meabrod yes, Santia yes, Douglass no, Emerling yes.

Motion Carries

- **Zoning Ordinance 4.05: Parking and Storage of Recreational Vehicles on Vacant Residentially Zone Lots**

Commissioners reviewed the existing ordinance. This will be added to the next meeting agenda.

ADJOURNMENT

Chairperson Yoder adjourned the meeting at 9:17 p.m.

Joel Yoder

Joel Yoder (Aug 29, 2026 18:16:09 EDT)

Joel Yoder

Chairperson, Planning Commission

Stacy Goodall

Stacy Goodall

City of Keego Harbor, Interim City

Clerk