

Approved  
6.2.2026

**City of Keego Harbor  
Planning Commission Meeting Minutes  
Tuesday, March 31, 2026**

**CALL THE MEETING TO ORDER**

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

**OATH OF OFFICE**

Chairperson Yoder

**APPOINTMENT OF OFFICERS (Oath of Office)**

**Chairperson – Joel Yoder**

**ROLL CALL**

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

**Vice-Chairperson – Karen Meabrod**

**ROLL CALL**

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

**Secretary – Gino Santia**

**ROLL CALL**

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

**ROLL CALL**

**Present:** Chairman Yoder, Secretary Santia, Commissioner Meabrod,  
Commissioner Emerling

*Motion by Secretary Santia; supported by Commissioner Meabrod to excuse  
Commissioner Douglass and Council Member Liaison Cristina Elsen from the  
March 31, 2026, meeting.*

*Unanimous Vote: Ayes: 4*

*Nays: 0*

*Motion Carries*

**STAFF PRESENT:** City Manager Tammy Neeb, City Planner Emily Huhman

**APPROVAL OF AGENDA**

*Motion by Commissioner Emerling; supported by Secretary Santia to approve the agenda for March 31, 2026.*

*Unanimous Vote: Ayes: 4                      Nays: 0      Motion Carries*

**APPROVAL OF MINUTES**

*Motion by Vice-Chairperson Meabrod; supported by Secretary Santia to approve the Planning Commission meeting minutes from Tuesday, January 27, 2026.*

*Vote: Ayes: 4                                      Nays: 0      Motion Carries*

**PUBLIC COMMENTS**

3028 Andre - Jennifer Vasquez: Thanked Keego Harbor volunteers for their time, voiced concern about the proposed kayak launch on Dollar Lake.

2035 Willow Beach – Pegge Hursley: Not in favor of the kayak launch on Dollar Lake.

2840 Wall St. – Roland Prendushi: Has residential addition in planning process and has concerns about the architectural review process and scoring.

**January 2026 Planning Report**

**DEVELOPMENT PROJECTS WITH PLANNING COMMISSION INVOLVEMENT**

Address	Zoning	Project / Approval Sought	Status	Comment / Latest Action
2091 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval for a wine retailer and office	Open for Business	Applicant passed all inspections from the Building Department and the Fire Department and is open for business. Conditions of approval relating to landscaping and painting the building will need to be met by June 30 <sup>th</sup> , 2026.
2004 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval	Site Plan Review #2	Project tabled at the September 30, 2025 Planning Commission meeting. Awaiting updated plans.
3080 Orchard Lake Rd.	C-2 General Business, CDB Overlay	Site plan approval	Site Plan Review #1	Project will be discussed at the March 3, 2026 Planning Commission Meeting.

**ONGOING PLANNING & ZONING PROJECTS - JANUARY**

**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 19<sup>th</sup> 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](https://www.keegoharbor.org/departments/planning_zoning/index.php)). A hard copy is also available at City Hall. The updated draft will be presented at the April 28<sup>th</sup> Joint Planning Commission/City Council meeting with the goal of adopting the Master Plan.

## Implementing 2026 Workplan

At the January Planning Commission meeting, the 2025 Annual Planning Program and 2026 Work Plan was reviewed and approved by Planning Commission and reviewed by City Council at their February meeting. Below are the high priority items in the 2026 Work Plan

1. **Cass Lake Road Streetscape Improvements.** Develop design and placemaking concepts to transform the public realm on Cass Lake Road to support a walkable and vibrant commercial corridor. (Estimated Budget: \$30,000-\$60,000).
- **Online Permitting System.** Evaluate and select an online permitting system, BS&A's Planning, Engineering, and Zoning Module, Cloud permit, or a similar service to streamline permitting processes. (Estimated Budget: \$10,000)
  - **Sign Ordinance Rewrite.** Complete the comprehensive review and rewrite of the Sign Ordinance. (Estimated Budget: \$5,000)
    - Currently underway, most recent draft of Sign Ordinance is included in the Planning Commissions' packets.
  - **Capital Improvements Plan (CIP):** Adopt a Capital Improvements Plan in accordance with the Michigan Planning Enabling Act. (Estimated Budget: \$15,000)
  - **Utilizing City Property:** Release a Request for Proposals to redevelop the Corner Property in accordance with the adopted Master Plan. (Estimated Budget: TBD, Flies & Vanderbrink taking the lead on this item with TIFA Board).

Which item would the Planning Commission like to work on first? McKenna will bring information for next steps for whatever item Planning Commission would like to pursue first.

## PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner's Review
January 7	3325 Orchard Lake Rd	C-2, General Business	Annual A-Frame, Banner, or Flag/Yard Sign Permit Application	Reviewed updated sign permit application information. Banner signs do not comply with the Zoning Ordinance. Requested that applicant remove banners.
January 14	3080 Orchard Lake Road	C-2, General Business, CBD Overlay	Realtor requested zoning verification letter.	Planner provided requested letter.
January 14	2050 Willow Beach St	NR, Neighborhood Residential	Architectural Review – Façade Improvement	Proposed project did not pass. Provided applicant with review identifying potential changes to increase score. Awaiting updated plans.
January 22	2480 Wall St	NR, Neighborhood Residential	Zoning Permit Application – Residential Addition	Conditionally approved pending architectural review. Awaiting building materials information from applicant.
January 26	1704 & 1712 Cass Lake Front Rd	NR, Neighborhood Residential	Inquirer requested information on lot combination process and dimensional requirements.	Planner provided requested information.
January 26	2900 Hensman	NR, Neighborhood Residential	Zoning Permit Application - Addition	Application does not meet Zoning Ordinance requirements as presented. Provided applicant with suggested edits.
January 26	1754 Cass Lake Front	NR, Neighborhood Residential	Zoning Board of Appeals Application - Driveway	Application withdrawn, variance not needed.
January 28	3064 Orchard Lake Rd	C-2, General Business, CBD Overlay	Inquirer requested information regarding required setbacks for signs.	Planner provided requested information.

## February 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	Site plan approval	Site Plan Review #2	Project tabled at the September 30, 2025 Planning Commission meeting. Awaiting updated plans.
3080 Orchard Lake Rd.	C-2 General Business, CDB Overlay	Site plan approval	Site Plan Review #1	Project will be discussed at the March 31, 2026 Planning Commission Meeting.

### ONGOING PLANNING & ZONING PROJECTS - FEBRUARY

#### 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 19<sup>th</sup> 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](https://www.keegoharbor.org/departments/planning_zoning/index.php)). A hard copy is also available at City Hall. The updated draft and the public comments received during the comment period will be presented at the April 28<sup>th</sup> 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
February 3	3080 Orchard Lake Rd	C-2, General Business, CBD Overlay	Site Plan Review Application	Planner reviewed site plan materials. Item will be discussed at the March 31, 2026 Planning Commission meeting.
February 11	3106 Varjo Ct	NR, Neighborhood Residential	Architectural Review – Residential Addition	Project did not pass. Awaiting updated plans from applicant.
February 16	2480 Wall St	NR, Neighborhood Residential	Zoning Permit Application – Residential Addition	Approved pending architectural review.
February 23	2985 Orchard Lake Rd, Suite B	C-2, General Business, CBD Overlay	Zoning Permit Application – New Business	Approved.
February 25	2985 Orchard Lake Rd, Suite B	C-2, General Business, CBD Overlay	Sign Permit Application – Wall Sign and Window Sign	Approved.
February 26	2952 Prynne St	P1 Parking, CLR Overlay	Would commercial on the bottom and with residential upstairs be permitted if building is destroyed?	Yes, commercial with residential on upper floors is permitted in the CLR Overlay. Building would need to be rebuilt to the standards of the Zoning Ordinance if destroyed. Planner relayed information to inquirer.

- Village Overlay District; Permitted Building Height  
*Public hearing will be scheduled for May, 2026.*
- Sign Ordinance Revision Discussion  
*Public hearing will be scheduled for May, 2026.*

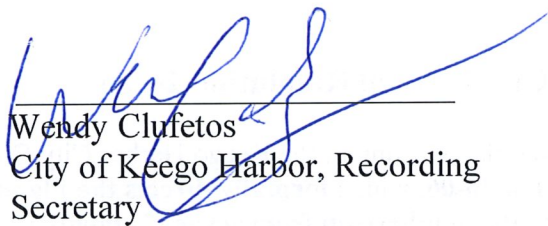
**ADJOURNMENT**

Chairperson Yoder adjourned the meeting at 9:29 p.m.

*Joel Yoder*

Joel Yoder (Jun 8, 2026 12:28:11 EDT)

Joel Yoder  
Chairperson, Planning Commission

  
Wendy Clufetos  
City of Keego Harbor, Recording  
Secretary

## Unfinished Business

- **Site Plan Review 3080 Orchard Lake Rd.**
  - Conditions that need to be addressed:
    - Confirm height of storefront opening
    - Storage plan for outdoor furnishings
    - Note sidewalk replacement repairs on plan
    - Clarify number of seats on plan

*Motion by Vice Chairperson Meabrod; supported by Commissioner Emerling to conditionally approve the site plan application subject to conditions to be approved administratively.*

*Unanimous Vote: Ayes: 4      Nays: 0      Motion Carries*

- **City Council Resolution 26-06**

At the Regular Meeting of the Keego Harbor City Council held on March 19, 2026, the Council approved **Resolution 26-06**, which **formally directs the Planning Commission to review the possibility of reducing its membership from seven (7) members to five (5) members.**

In accordance with the approved resolution, the City Council requests that the Planning Commission:

1. Review the current Planning Commission membership structure and its effectiveness.
2. Consider the potential benefits and impacts of reducing the membership to five (5) members, including efficiency, quorum requirements, and alignment with the Michigan Planning Enabling Act (Act 33 of 2008).
3. Prepare a formal recommendation to the City Council regarding whether the reduction in membership should be implemented, including any suggested modifications or considerations.

Please ensure that your review and recommendation are conducted during a properly noticed Planning Commission meeting, in compliance with the Open Meetings Act.

We request that the Planning Commission provide its recommendation to the City Council at the earliest feasible meeting.

*Motion by Secretary Santia; supported by Commissioner Emerling to leave the Planning Commission membership at seven (7) members and revisit City Council Resolution 26-06 in six (6) months.*

*Unanimous Vote: Ayes: 4                      Nays: 0                      Motion Carries*

*Vice Chairperson Meabrod wanted it to be stated that the six (6) month pause was needed to allow time for the Planning Commission to recruit new members.*






# March 31, 2026 PC meeting minutes

Final Audit Report

2026-06-08

Created:	2026-06-05
By:	STACY GOODALL (goodall@KEEGOHARBOR.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE2Cj1yw_VMpji4wzQ2J026UpZYoqmkOH

## "March 31, 2026 PC meeting minutes" History

-  Document created by STACY GOODALL (goodall@KEEGOHARBOR.ORG)  
2026-06-05 - 12:56:00 PM GMT
-  Document emailed to Joel Yoder (joelyoder@comcast.net) for signature  
2026-06-05 - 12:56:16 PM GMT
-  Email viewed by Joel Yoder (joelyoder@comcast.net)  
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-  Document e-signed by Joel Yoder (joelyoder@comcast.net)  
Signature Date: 2026-06-08 - 4:28:11 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
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