

Approved 3.7.24

**City of Keego Harbor
Planning Commission Meeting Minutes
Thursday, January 25, 2024**

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 Emerling, Commissioner Meabrod, Secretary Santia, and Mayor Pro Tem Shimansky

Absent: Commissioner Douglass

STAFF PRESENT: City Manager/Clerk Tammy Neeb, Deputy Clerk Stacy Goodall, City Planner Joe Tangari, City Planner Stephanie Osborn

Motion by Vice Chairperson Streng; supported by Commissioner Meabrod to excuse Commissioner Douglass from the January 25, 2024, Planning Commission Meeting.

Unanimous Vote: Ayes: 6 Nays: 0 MOTION CARRIES

APPROVAL OF AGENDA

Motion by Commissioner Emerling; supported by Vice Chairperson Streng to approve the agenda for January 25, 2024, Planning Commission Meeting.

Unanimous Vote: Ayes: 6 Nays: 0 MOTION CARRIES

APPROVAL OF MINUTES

Motion by Mayor Pro Tem Shimansky; supported by Commissioner Meabrod to table the December 7, 2023, meeting minutes so the Planning Department Update can be revised.

Unanimous Vote: Ayes: 6 Nays: 0 MOTION CARRIES

PUBLIC COMMENTS

No public comments

Planning Department Update

This report covers the timeframe from December 1, 2023 thru January 18, 2024.

New Items

Office Hours

1. Compiled 2023 Annual report.
2. Answered questions regarding buildability of 2184 Park Circle.
3. Answered questions about options in lieu of a carport.
4. Answered questions about permitted fence repair, removal, and installation options for 1717 Cass Lake Road and Harbor Village.
5. Answered questions about buildability and requirements between Portman and Cass Lake Ave on Cass Lake Road.
6. Inspected fence at 1747 Beechmont.

7. Answered questions about the possibility of a car broker office at 3309 Orchard Lake Road.
8. Answered questions about a proposed children's indoor play area at 2881 Orchard Lake Road.
9. Answered questions about two dance studios, one at 3369 Orchard Lake Road and one at 3375 Orchard Lake Road.
10. Answered questions from neighbors about the Residences at Cass Lake.
11. Approved an A-frame sign for psychic readings on Orchard Lake Road.
12. Approved final plans for waterfront yard pool at 1788 Cass Lake Front, after ZBA approved three variances for its construction.

Amendments

1. Reviewed uses in the C-1, C-2, and O-1 district and the district's intents in response to the proposed barbershop in the O-1 district. An introductory memo is included in the January meeting packet.

Ongoing Projects

Zoning Ordinance Amendments

1. The Planning Commission reviewed the architectural design guidelines for residential and commercial buildings at the July meeting, per their usual schedule. The new guidelines were tested against recent designs and the results and ideas for reorganization of the guidelines within the ordinance were discussed at the October meeting. A revised draft was presented to the Planning Commission for discussion at the November/December meeting, where major policy questions about scoring methodology was presented. A subcommittee met in January to test out the scoring methodology and make a recommendation to the full commission. A memo on their findings and suggested language is in the January meeting packet.
2. Previous amendments to the neighborhood residential district standards that were reviewed and recommended for adoption by the Planning Commission were reviewed by the City Council at their study session on September 19. We are pulling together all of this district and related standards review into a single document to move this forward.

Development Reviews, Permits, and ZBA Cases

1. Working with the property owner at 1746 Beechcroft to revise plans for a driveway that does not meet zoning ordinance standards.
2. "Cheat sheets" were updated for common projects such as new fences, garages, sheds, decks, patios, and balconies. These are being reviewed by the Building Department Manager for feedback.

Projects On Hold

Master Plan

1. The Planning Commission kicked off work on a master plan update during a workshop held on July 27, 2023. Based on the conversation, a proposed scope was discussed at the August meeting. The scope was recommended for approval to the City Council. City Council reviewed the scope and has not approved the scope or proposed budget; a revised scope and budget will likely be discussed early in the new year.

Zoning Ordinance Amendments

1. In February, the Mayor requested that the Planning Commission review the ordinance on home occupations. This was discussed at the July 27, 2023, meeting. Draft language for this use will be presented to the Planning Commission at an upcoming meeting.
2. Throughout the fall, we received several proposals for pergolas in waterfront yards, fences on through lots, and driveway/parking/landscaping standards. We have folded some of these items into our NR district discussion memo, and will bring draft language to a future meeting.

Items Completed by the Planning Commission but Still in Progress

1. The rezoning request from Neighborhood Residential (NR) to General Commercial (C-2) for 3128 Orchard Lake Road (the Brewhaus) was reviewed by City Council at their June 15, 2023 meeting. It was tabled to enable the Planning Commission to review, study, and update the 2018 Master Plan.
2. The zoning ordinance is being updated by Civic Plus to include the Village Overlay amendments. Zoning Ordinance text is still not fully posted to Civic Plus/Municode's site, however.
3. The PUD at 3170 Orchard Lake Road (Residences at Cass Lake) was discussed at the September Planning Commission meeting. The development agreement is being drafted, and City Council will review the plan once the draft is complete.
4. 1502 Wayward (the Reserve at Cass Lake). This project began in 2001-2002, with some of the construction for the project completed. The property changed ownership in 2018 and the current owner would like to build the remaining buildings allowed. The new plans were reviewed by the Planning Commission in 2022 and granted preliminary approval with conditions to be addressed prior to final approval. The site plan was approved at the June Planning

Commission meeting. We are working with the applicant and HRC to ensure the engineering information is up to date before finalizing the development agreement as discussed at the meeting.

Completed Items

1. We reviewed plans for Cannelle Bakery at 3425 Orchard Lake Road. The public hearing for this project was held at the November/December meeting and was recommended to Council for approval. City Council approved the project in December and the applicant has proceeded to engineering review.
2. The development agreement for Creative Brick was updated in accordance with our discussion with PC in September and was finalized by the City Attorney. The agreement was signed and returned by the applicant.

NEW BUSINESS

2024 Goals and Priorities

City Planner, Stephanie Osborn reviews the Commissioner's 2023 goals and priorities in conjunction with their goals for 2024. The Commissioners requested that the City Planners review the city's sidewalk ordinances. The Commissioners agreed that the top priorities for 2024 would be the nine most mentioned topics. Utilizing the overlay district for potential developers, marketing and incentivizing more business opportunities, and creating a new cheat sheet for the overlay district were discussed. The Planning Commission would like to streamline the process for developers, reach out to potential developers, and increase the visibility of Orchard Lake Road. A kayak launch, Dollar Lake properties, and an outdated ordinance review were also mentioned as priorities.

Permitted Uses in Commercial and Office Districts

Joe Tangari, a City Planner, presented a simplified and concise list of permitted uses. The current zoning ordinance terminology is not consistent with the statute. Adopting the corresponding terminology from the 2008 Zoning and Enabling Act was recommended. The Commissioners discussed C1, C2, and O1. With limited commercial frontage, Mr. Tangari discussed the consolidation of the office district and possibly integrating it into the C1 or C2 districts based on the changing trends. Before the Office District gets absorbed by the "C" districts, the Commissioners will discuss the impact and protection of the residents. The Planning Commission

discussed specific points in the commercial districts. The City Planners will make revisions and bring them back to the Commissioners next month.

OLD BUSINESS

Architectural Design Amendments

Due to the Commissioner's concern, City Planner Stephanie Osborn met with Chairman Yoder and Secretary Santia to complete more testing of the scoring process for residential and commercial developments. Proposed changes made to the architectural design scoring system, layout, and language were reviewed. Additional language was added to include an inspection to be completed. The Planning Commission would like to conduct the inspections and work with the Head Building Official. A public hearing is required due to the ordinance change.

Motion by Commissioner Emerling; supported by Vice Chairperson Streng to have a public hearing to go over the architectural review and the revisions to the zoning ordinance on the next available agenda of the Planning Commission.

Unanimous Vote: Ayes: 6 Nays: 0

MOTION CARRIES

COMMISSIONER COMMENTS

ADJOURNMENT

Chairman Yoder adjourned the meeting at 9:34 p.m.

Joel Yoder

Joel Yoder (Mar 12, 2024 08:47 EDT)

Joel Yoder
Chairperson, Planning Commission

Stacy Goodall

Stacy Goodall
City of Keego Harbor, Deputy Clerk







January 25, 2024 PC meeting minutes

Final Audit Report

2024-03-12

Created:	2024-03-11
By:	TAMMY NEEB (goodall@KEEGOHARBOR.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMSQJpjo5fnHx_qDO0mUVwXUmrDN0bB1v

"January 25, 2024 PC meeting minutes" History

-  Document created by TAMMY NEEB (goodall@KEEGOHARBOR.ORG)
2024-03-11 - 8:34:53 PM GMT
-  Document emailed to joelyoder@comcast.net for signature
2024-03-11 - 8:35:13 PM GMT
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2024-03-12 - 12:47:29 PM GMT
-  Signer joelyoder@comcast.net entered name at signing as Joel Yoder
2024-03-12 - 12:47:48 PM GMT
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