

Approved 3.31.26

**City of Keego Harbor  
Planning Commission Meeting Minutes  
Tuesday, January 27, 2026**

**CALL THE MEETING TO ORDER**

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

**ROLL CALL**

**Present:** Chairman Yoder, Commissioner Douglass, Secretary Santia, Commissioner Meabrod, and Council Member Elsen.

*Motion by Commissioner Douglass; supported by Council Member Elsen to excuse Vice Chairperson Streng and Commissioner Emerling from the January 27, 2026, meeting.*

*Unanimous Vote: Ayes: 5*

*Nays: 0*

*Motion Carries*

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

**APPROVAL OF AGENDA**

*Motion by Commissioner Douglass; supported by Commissioner Meabrod to approve the agenda for January 27, 2026.*

*Unanimous Vote: Ayes: 5*

*Nays: 0*

*Motion Carries*

**APPROVAL OF MINUTES**

*Motion by Council Member Elsen; supported by Secretary Santia to approve the Planning Commission meeting minutes from Tuesday, December 2, 2025.*

*Vote: Ayes: 5*

*Nays: 0*

*Motion Carries*

**PUBLIC COMMENTS**

# Planning & Zoning Report

December 2025

## 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	Preliminary Site Plan Review #1	City Planner reviewed and approved updated plans determined to meet the Planning Commission's conditions of approval. Applicant is undergoing inspections with the Building Official and Fire Department.
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. Applicant is expecting to submit updated plans in January 2026.

## ONGOING PLANNING & ZONING PROJECTS - DECEMBER

### Master Plan Update

The draft Master Plan was sent to Planning Commissioners for review and is also included in this month's Planning Commission packet. We request that the Planning Commission recommend to City Council that the draft be released for the required 63-day public comment period at the January 27<sup>th</sup> Planning Commission meeting.

### 2025 Annual Planning Report and 2026 City Planning and Development Work Plan for City Council

The Planning Commission was sent a survey on January 8<sup>th</sup> to provide thoughts on what the Planning Commission should be working on for the upcoming year. A memorandum summarizing those results is included in your packets. A draft of the 2025 Annual Planning Report and 2026 City Planning and Development Work Plan is also provided.

## PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner's Review
December 2	3106 Varjo Ct	NR, Neighborhood Residential	Zoning Permit Application – Home Addition	Applicant submitted updated building elevations. Planner reviewed and requested corrections to properly measure building height and daylight plane.
December 8	2481 Willow Beach	NR, Neighborhood Residential	Zoning Permit Application – Fence	Planner requested survey indicating location of the fence.

December 8	3170 Orchard Lake Rd	RMH, Mobile Home Park	Are tiny homes permitted in the mobile home park?	Dependent on the Master Deed for the Mobile Home Park.
December 10	2428 Willow Beach	NR, Neighborhood Residential	Inquirer requested building envelope information.	Planner provided requested information.
December 15	3325 Orchard Lake Rd	C-2, General Business	Annual A-Frame, Banner, or Flag/Yard Sign Permit Application	Planner explained to applicant the additional information needed.
December 15	1712 Cass Lake Front	NR, Neighborhood Residential	Inquirer requested building envelope information.	Planner provided requested information.
December 16	3080 Orchard Lake Rd	C-2, General Business, CBD Overlay	Realtor requested zoning verification letter.	Building Department Clerk followed up and confirmed no letter is needed at this time.
December 17	1570 Cass Lake Rd	NR, Neighborhood Residential, CLR Overlay	Zoning Permit Application – Fence  Applicant submitted requested survey.	Fence does not meet requirements of the Zoning Ordinance. Planner explained required changes and requested updated plan be submitted or that the fence be removed.
December 22	1754 Cass Lake Front	NR, Neighborhood Residential	Zoning Board of Appeals Application – Driveway	Awaiting the applicant to submit required fee before planner review and scheduling.
December 29	2050 Willow Beach	NR, Neighborhood Residential	Zoning Permit Application – Home Renovations/Façade Improvements	Applicant submitted updated plans. Appears to meet requirements of the Zoning Ordinance. Conditionally approved pending architectural review.

## 2026 Goals and City Development Work Plan Survey Results

Each year, the Planning Commission must provide an annual report of its activities to City Council and plan its goals and objectives for upcoming year. As part of preparing this report, a survey was sent to the Planning Commission to gauge this year's goals and objectives. The survey closed on January 19, 2026. Four planning commissioners responded to the survey.

The following memorandum overviews the responses from this survey as a supplement to the draft 2025 Annual Planning Report and 2026 Goals and City Planning and Development Work Plan provided in your packets.

We look forward to discussing these results at your January 27th meeting.

The survey provided the following draft goals for Planning Commission to consider and build upon:

- **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.

- **Online Permitting System**

Evaluate and select an online permitting system, such as BS&A's Planning, Engineering, and Zoning Module, Cloud permit, or a similar service to streamline permitting processes.

- **Sign Ordinance Rewrite**

Complete the comprehensive review and rewrite of the Sign Ordinance.

- **Capital Improvements Plan**

Adopt a Capital Improvements Plan in accordance with Michigan Planning Enabling Act.

- **Development Process Clarification and Streamlining**

Clarify discretionary review processes, such as waiver processes, in the Zoning Ordinance.

Identify strategies to clarify and streamline development processes for residential and commercial property owners, including continuing to develop quick reference guides and potential pre-approved housing plans.

- **Roosevelt School Concept Plan**

Consider developing a concept plan showing the ideal development of the former Roosevelt School site to encourage responsible redevelopment of the site.

- **Utilizing City Property**

Release a Request for Proposals to redevelop the Corner Property in accordance with the adopted Master Plan.

- **Annual Review of Residential, Commercial, and Village Overlay District Architectural Review Standards**

Review standards to ensure the building materials list is up to date and identify any potential process improvements.

**Q1: DO YOU THINK THESE GOALS ARE RELEVANT FOR KEEGO HARBOR IN 2026 ? WHICH IS THE HIGHEST PRIORITY?**

The first question asked for responses to the current draft goals for the 2026 Goals and City Planning and Development Work Plan. The responses identified creating a concept plan for Roosevelt (75% of responses) and developing design and placemaking concepts for Cass Lake Road (50% of responses) and the top two priorities for 2026.

**Top Priorities**

Roosevelt Concept Plan	3
Cass Lake Road Streetscape	2
Utilizing City-Owned Property	1
Completion of Master Plan Review	1
Annual Review of Residential, Commercial, and Village Overlay District Architectural Review Standards	1

**Responses:**

- I like the objectives, with the completion of the Master Plan review, the future of Cass Lake Road, and the Roosevelt property having the highest priority.
- Yes and Cass Lake Road Streetscape Improvements including Roosevelt School Concept Plan is highest priority.
- Yes - Roosevelt is #1 and should have a vested interest from City Council.
- 7 and 8

**Q2: ARE THERE ANY ADDITIONAL GOALS YOU THINK SHOULD BE PRIORITIZED FOR THIS YEAR?**

Two commissioners mentioned increased collaboration and communication with City Council, specifically through a joint meeting twice a year. This was added to the City Planning and Development Work Plan as a goal.

**Responses:**

- These are a good set of goals. We should also consider additional ways to simplify remodeling and construction of single-family homes in the neighborhoods.
- Plan for the repaving of Cass Lake Road in 2028, parking improvement plan, better communication with boards and councils so we are not left out of incoming projects or concerns, sidewalk improvement plan for Orchard Lake Rd, vacant house ordinance.
- Meeting set between PC and City Council twice a year. We need to be on the same page.
- Restructure the Gibbs Plan so as not to make it difficult to developers



# Planning Commission 2025 Annual Planning Report and 2026 City Planning and Development Work Plan to City Council

City of Keego Harbor, MI

The Commission's Annual Report is intended to serve as a planning document that outlines the work plan for the next fiscal year and is a communication tool to share recent achievements and plans for future goals to the community.

## MEMBERSHIP

The following Commission members served the City of Keego Harbor on the Planning Commission in 2025:

- Joel Yoder, Chairperson
- Corine Streng, Vice Chairperson
- Gino Santia, Secretary
- Kevin Douglass, Commissioner
- David Emerling, Commissioner
- Karen Meabrod Commissioner
- Theresa Shimansky, City Council Liaison (through November 2025)
- Cristina Elsen, City Council Liaison (beginning December 2025)

## INTRODUCTION AND PURPOSE

As required by the Michigan Planning Enabling Act (MPEA) Act 33 of 2008, as amended, Planning Commissions shall submit a report of its annual activities.

*"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."*

In addition to fulfilling this requirement, the Annual Report and Work Plan increases information-sharing between staff, boards, commissions, and the governing body and anticipates upcoming priorities, allowing the city to prepare and budget.

## MEETINGS

The Planning Commission met eleven (11) times in 2025.

1. Tuesday, January 28, 2025
  2. Tuesday, March 11, 2025
  3. Tuesday, March 25, 2025
  4. Tuesday, April 22, 2025
  5. Tuesday, May 27, 2025
  6. Tuesday, June 24, 2025
  7. Tuesday, July 22, 2025
  8. Tuesday, August 26, 2025
  9. Tuesday, September 30, 2025
  10. Tuesday, October 28, 2025
  11. Tuesday, December 2, 2025
-

# 2025 in Review

The following tables outline various Planning Commission activities, including development reviews (site plan, special land use, etc.), and Zoning Ordinance and map amendments (rezonings) that were considered by the City in 2025.

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
January 28	2024 Annual Planning Report and 2025 Work Plan		Reviewed activities completed in 2024 and 2025 goals, including drafting the Master Plan update to adopt in 2026, exploring the Cass Lake Road Redesign, updating the Sign Ordinance, and attracting development.				
March 11	Master Plan Update		Reviewed public engagement plan and draft community engagement survey.			Survey was edited and released to the public on March 13 <sup>th</sup> .	
	Zoning Ordinance Amendments		Discussion on Sign, Exterior Lighting, and Carports standards, and rezoning the Keego Harbor Manufactured Housing			Recommended further discussion at the March 25 Planning Commission meeting.	
March 25	Zoning Ordinance Update		Discussion on updated Sign, Exterior Lighting, and Carports standards.			Planning Commission requested edits to the drafted standards for carports in the NR District and additional research on sign and lighting standards	

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
April 22	Site Plan Review	2094 Cass Lake Rd	Site plan review for the demolition of two commercial garage and the construction of a garage with a second floor loft space.	Applicant requested site plan approval as presented	Revisions to building materials necessary to meet Ordinance requirements, and information on landscaping and exterior lighting being installed are needed.	Approval on the condition of submitting required materials to determine compliance with architectural and exterior lighting standards Planning Commission waived landscaping requirements.	
	Zoning Ordinance Amendments		Discussion on updated Sign, Exterior Lighting, and Carports standards.			Planning Commission motioned to schedule a public hearing for the draft exterior lighting and carports standards as presented. Tabled Sign Ordinance and requested additional information for the May 27 <sup>th</sup> meeting.	
May 27	Master Plan Update		Overview of community engagement results summary from the April 29 <sup>th</sup> Community Engagement Workshop and the Community Survey.				
	Progress Report (Planned Unit Development)	1502 Wayward Dr	Planned Unit Development for 16 townhome units.		Planner overviewed progress made by applicant since December 5, 2024 Planning Commission Meeting.		

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
	Zoning Ordinance Amendments		Discussion on updated Sign standards and Village Overlay District Architectural standards.			Motion to schedule a public hearing for the Sign Ordinance at July 22 <sup>nd</sup> Planning Commission meeting. Requested draft language for Village Overlay District Architectural Standards.	
June 24	Zoning Ordinance Amendments – Public Hearing		Carports and Exterior Lighting Standards			Motion to recommend that City Council approve the recommendations as presented at the July 17 <sup>th</sup> City Council meeting.	City Council tabled these amendments to provide time for the planner to make recommended edits to be presented at an upcoming City Council meeting.  Adopted amendments for carports at the September 18 <sup>th</sup> City Council meeting.

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
	Zoning Ordinance Amendments		Village Overlay District Architectural Standards and Sign Ordinance			Motion to schedule a public hearing for the Village Overlay District Architectural Standards for the July 22 <sup>nd</sup> Planning Commission meeting. Tabled discussion on the Sign Ordinance and requested additional information on temporary sign standards.	
July 22	Special Land Use	3335 Orchard Lake Road	Special land use review for an indoor golf simulator	Request by applicant to approve the special land use as presented.	Approval must be conditioned on Planning Commission determining appropriateness of special land use and submitting additional information to determine compliance with screening, landscaping, and exterior lighting requirements.	Recommended conditional approval to allow the administrative resolution of screening, landscaping, and exterior lighting requirements.	Approved with Planning Commission's conditions.
	Zoning Ordinance Amendments – Public Hearing		Village Overlay District – Architectural Standards			Motion to recommend City Council approve the draft language as proposed.	Adopted by City Council at the August 21 <sup>st</sup> City Council meeting as presented.
	Zoning Ordinance Amendments – Public Hearing		Sign Ordinance			Motion to table discussion to allow additional research to be done on mural standards in other municipalities.	

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
August 26	Special Land Use	3000 Orchard Lake Road	Special land use for proposed event hall	Request by applicant to approve the preliminary site plan as presented.	<p>Applicant has not sufficiently demonstrated compliance with special land use standards.</p> <p>Applicant should submit landscaping plan, information on proposed outdoor patio, exterior lighting plan, and other information necessary to determine compliance with special land use standards and other relevant Zoning Ordinance standards.</p>	<p>Motion to table to allow applicant to address comments.</p> <p>Applicant withdrew application.</p>	
	Planned Unit Development - Final Site Plan Review #2	1502 Wayward Dr	Planned Unit Development for 16 townhome units.		Applicant must submit updated final site plan by September 30 <sup>th</sup> .	<p>Motion to schedule public hearing for October 28<sup>th</sup> Planning Commission meeting pending submission of applicant's updated final site plan.</p> <p>Applicant did not submit updated final site plan by the deadline.</p>	
September 30	Site Plan Review	2004 Cass Lake Road	Site plan review for a new construction chiropractor's office.		Project does not meet architectural standards	Tabled to allow the applicant to revise plans	

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
	Zoning Ordinance Amendments		Sign Ordinance			Motion to schedule a public hearing at the November Planning Commission meeting (moved to December 2)	
	Master Plan Update		Overview of draft Housing and Neighborhoods chapter.			Planning Commission suggested edits which were implemented by the City Planner	
October 28	Site Plan Review	2091 Cass Lake Road	Site plan review for a reoccupancy of a wine retailer in former church building			Approved on the condition of administrative approval of redesigned landscaping plan, confirmation that the rear façade will be painted, and providing liquor license.  Applicant provided required information to City Planner who provided administrative approval of the outstanding items.	
	Master Plan Update		Overview of collaboration meeting on the Cass Lake Corridor and next steps.				
December 2	Master Plan Update		Discussion on next steps that need to be taken by the City for the Cass Lake Corridor Redesign.				
	Zoning Ordinance Amendments – Public Hearing		Sign Ordinance			Motion to table the public hearing for the January 2026 meeting.	

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
	Zoning Ordinance Amendments – Temporary Structures	-	Discussion on additional regulations for temporary structures.	-	-	Tabled to allow City Planner to implement suggested edits and allow additional Planning Commission discussion.	-
	Zoning Ordinance Amendments – Village Overlay District Building Heights	-	Discussion on amending the maximum building height in the Village Overlay District from 36 feet to 48 feet.	-	-	Motion to set a public hearing for the March 3 <sup>rd</sup> Planning Commission meeting.	-

#### VARIANCES (ZONING BOARD OF APPEALS)

Date	Location / Project	Description	Status
August 21, 2025	Parcel #36-18-02-276-010	Request to reduce the maximum fence height requirement and reduce the required accessory structure side yard setback.	Denied
August 21, 2025	Parcel #36-18-02-428-021	Request to permit a driveway between the front of the home and the front lot line.	Approved
November 20, 2025	Parcel #36-18-01-356-001	Request to waive the screening wall requirement to allow a seven-foot wooden fence.	Tabled to allow the applicant to submit amended fencing specifications.
November 20, 2025	Parcel #36-18-02-427-073	Request to waive the screening wall requirement to allow a six-foot wooden fence.	Denied.

#### REZONINGS (CITY COUNCIL)

Date	Location / Project	Description	Status
-	-	There were no requested rezonings in 2025.	-

#### SPECIAL LAND USES (CITY COUNCIL)

Date	Location / Project	Description	Status
August 21, 2025	3335 Orchard Lake Road	Special land use request for an indoor golf simulator open 24 hours per day	Approved

**MASTER PLAN**

A draft of the Master Plan Update was completed in December, with the draft to be presented at the January 27<sup>th</sup>, 2026 Planning Commission meeting. The City Planner will request that the draft Master Plan be recommended to City Council to release the Plan for the required 63-day public comment period at this Planning Commission meeting.

# Looking Ahead: 2026 Goals and Work Plan

The following are projects for the Planning Department and Commission to accomplish in the upcoming year:

Task	Lead	Involved	Priority	Potential Budget* <small>(*Subject to Scope Refinement/ Finalization)</small>
<b>Cass Lake Road Streetscape Improvements</b> Develop design and placemaking concepts to transform the public realm on Cass Lake Road to support a walkable and vibrant commercial corridor.	Planning Engineering Economic Development	Tax Increment Finance Authority, Planning Commission, City Council, City Staff	High	\$30,000 - \$60,000
<b>Online Permitting System</b> Evaluate and select an online permitting system, BS&A's Planning, Engineering, and Zoning Module, Cloudpermit, or a similar service to streamline permitting processes.	Planning Zoning Engineering Building Department	Planning Commission, City Council, City Staff	High	\$10,000
<b>Sign Ordinance Rewrite</b> Complete the comprehensive review and rewrite of the Sign Ordinance.	Planning Zoning	Planning Commission, City Council	High	\$5,000
<b>Bi-Annual Joint Meeting</b> Increase collaboration with City Council through a bi-annual joint meeting.	City Staff	Planning Commission, City Council	High	-
<b>Capital Improvements Plan</b> Adopt a Capital Improvements Plan in accordance with Michigan Planning Enabling Act.	Planning	Tax Increment Finance Authority, Planning Commission, Parks and Recreation Commission, City Council, All City Staff and Departments	High	\$15,000

Task	Lead	Involved	Priority	Potential Budget*
<p><b>Development Process Clarification and Streamlining</b> Clarify discretionary review processes, such as waiver processes, in the Zoning Ordinance.</p>	Planning Zoning	Planning Commission, City Council	Medium	TDB, depending on scope of work
<p>Identify strategies to clarify and streamline development processes for residential and commercial property owners, including continuing to develop quick reference guides and potential pre-approved housing plans.</p>				
<p><b>Roosevelt School Concept Plan</b> Consider developing a concept plan showing the ideal development of the former Roosevelt School site to encourage responsible redevelopment of the site.</p>	Planning Zoning Economic Development Engineering	Tax Increment Finance Authority, Planning Commission, City Council, City Staff	Medium	\$10,000 - 25,000 <i>Depending on level of refinement, visualization, public engagement</i>
<p><b>Utilizing City Property</b> Release a Request for Proposals to redevelop the Corner Property in accordance with the adopted Master Plan.</p>	Economic Development Planning Zoning	Planning Commission, Tax Increment Finance Authority, City Council	High	-
<p><b>Vacant Commercial Property Marketing Sheets</b> Create marketing sheets highlighting important information for developers about each vacant commercial property in the City to encourage reoccupancy and redevelopment.</p>	Economic Development Planning Zoning	Planning Commission, Tax Increment Finance Authority, City Council	Medium	\$250 per sheet
<p><b>Annual Review of Residential, Commercial, and Village Overlay District Architectural Review Standards</b> Review standards to ensure building materials list is up to date and identify any potential process improvements.</p>	Planning Zoning	Planning Commission, City Council	Medium	\$2,000

## **UNFINISHED BUSINESS**

- **Master Plan Update**

- The Master Plan Draft will go before City Council at the February meeting for approval to distribute for review by required entities and neighboring jurisdictions. McKenna will then open the 63-day comment period to the public. The public hearing will be held at a later date.

*Motion by Commissioner Meabrod; supported by Commissioner Douglass to send to City Council February 19, 2026.*

*Unanimous Vote: Ayes: 5      Nays: 0      Motion Carries*

- **Article 14 Signs - Public Meeting called to order at 7:47 pm**

- Discussions on signs and public hearing are tabled until our next meeting on March 03, 2026.

*Motion by Council Member Elsen; supported by Commissioner Douglass to table the sign ordinance memo dated January 22, 2026.*

*Unanimous Vote: Ayes: 5      Nays: 0      Motion Carries*

## **ADJOURNMENT**

Chairperson Yoder adjourned the meeting at 10:42 p.m.

*Joel Yoder*

Joel Yoder (Apr 16, 2026 18:12:15 EDT)

Joel Yoder  
Chairperson, Planning Commission

*Wendy Clufetos*

Wendy Clufetos  
City of Keego Harbor, Recording  
Secretary