

**City of Keego Harbor
Planning Commission Meeting Minutes
Thursday, March 28, 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

Motion by Vice Chairperson Streng; supported by Commissioner Emerling to excuse Commissioner Douglass.

Unanimous Vote: Ayes: 6 Nays: 0 Motion Carries

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

APPROVAL OF AGENDA

Motion by Commissioner Emerling; supported by Vice Chairperson Streng to approve the agenda for March 28, 2024, Planning Commission Meeting.

Unanimous Vote: Ayes: 6 Nays: 0 Motion Carries

APPROVAL OF MINUTES

Motion by Commissioner Meabrod; supported by Vice Chairperson Streng to approve the revised March 7, 2024, meeting minutes.

Unanimous Vote: Ayes: 6 Nays: 0 Motion Carries

PUBLIC COMMENTS

No public comments

PLANNING DEPARTMENT UPDATE

This report covers the timeframe from March 1, 2024, thru March 21, 2024.

New Items

Office Hours

- 1 Compiled 2023 Annual Report.
- 2 Provided information about required setbacks for a new home at 1540 Cass Lake Road and general setback questions.

- 3 Answered questions about what uses are permitted at 2887, 2881, and 3335 Orchard Lake Road. Notable is that 2887 has no parking. There was an interest in a storage use at 2887 and auto repair at 3335, but these uses are not permitted due to the VOD.
- 4 Answered questions about the placement of a shed at 2472 Cass Lake Road.
- 5 Discussed options for adding rooms to an existing cottage but noted that two separate units are not permitted.
- 6 Approved office space for handyman services.
- 7 Approved business relocation (dental office) to 3435 Orchard Lake Road.
- 8 Responded to questions about the placement of a generator at 2928 Glenbroke. This site received variances for its side setbacks, which is where the generator was proposed.
- 9 Approved zoning permit for a tattoo parlor at 2780 Orchard Lake Road.
- 10 Approved a permit for a new shed at 2472 Cass Lake Road.
- 11 The new use of a fine wine merchant at 2091 Cass Lake Road was approved.
- 12 Fine Arts Banner approved for the annual Orchard Lake Fine Art Show.
- 13 Completed architecture review for Sawyer's Landing. Approval granted with condition that rooftop equipment is screened.
- 14 Completed architecture review for 1709 Maddy. Plans passed review with a score of 118.
- 15 Followed up with the realtor and property owner for 3123 Grove regarding the ability to build a new home on-site.
- 16 Answered questions about driveway installation at 1732 Beechmont. This site is very challenging, as it does not have room for a driveway and no space for parking in the front. An easement must be obtained from the neighbor for parking to be had on-site. We've had two inquiries about this site.
- 17 Met with the applicant (twice) for the fine wine place at 2091 Cass Lake Road to discuss the next steps including an application for a variance for screening and façade and landscaping requirements.
- 18 Discussed ability to split and build at 2349 Pine Lake Ave. The lot cannot be split due to the averaging standard.
- 19 Approve sign permit for 3435 Orchard Lake Road
- 20 Answered questions about building a garage and parking access from the alley behind the house at 3031 Kenrick.
- 21 Answered questions about building a deck at 2046 Willow Beach.

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. A memo updated based on the Planning Commission discussion at the previous meeting is included in the March 28 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. The amendment was

recommended for approval by the Planning Commission at the March 7 meeting. It is on the City Council's agenda for review at their March 21 meeting.

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. This memo is in this packet.

Development Reviews, Permits, and ZBA Cases

1. "Cheat sheets" were updated for common projects such as new fences, garages, sheds, decks, patios, and balconies. These are now available on the website and at the front counter.

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. The City Council reviewed the scope and has not approved the scope or proposed budget; a revised scope and budget will likely be discussed soon.

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 the March 28 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 unanimously approved by the Planning Commission. It was reviewed by the 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. The applicant requested that it be on the agenda for the March 21 City Council agenda.
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 the 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

Project	Address	Date Approved	Building Permit Deadline	Expiry Date
Cannelle Bakery	3425 Orchard Lake Rd	December 7, 2023	June 4, 2024	December 7, 2024
The Reserve at Cass Lake	1502 Wayward	September 28, 2023	March 26, 2024	September 28, 2024
The Residences at Cass Lake	3170 Orchard Lake Road	June 22, 2023	December 19, 2024	June 22, 2024

NEW BUSINESS

Appointment of Officer (Oath of Office)

Motion by Commissioner Emerling; supported by Secretary Santia to nominate Joel Yoder to Chairperson.

Unanimous Vote: Ayes: 6 Nays: 0 Motion Carries

Motion by Secretary Santia; supported by Commissioner Meabrod to nominate Corine Streng to Vice Chairperson.

Unanimous Vote: Ayes: 6 Nays: 0 Motion Carries

Motion by Commissioner Emerling; supported by Vice Chairperson Streng to nominate Gino Santia to Secretary.

Unanimous Vote: Ayes: 6 Nays: 0 Motion Carries

Architectural Review Committee

Motion by Commissioner Emerling; supported by Vice Chairperson Streng to nominate Secretary Santia, Commissioner Emerling, and Commissioner Douglass with alternates to the architectural review board.

Motion Carries

City Manager Neeb gave oath and swore in the re-appointed Planning Commission Members.

OLD BUSINESS

2023 Planning Annual Report

Per State law, an annual report is required, and City Planner Joe Tangari laid out the activities completed in 2023.

Motion by Commissioner Emerling; supported by Commissioner Meabrod to accept the 2023 planning annual report and send it to the City Council.

Unanimous Vote: Ayes: 6 Nays: 0

Motion Carries

Commercial and Office Districts

City Planner Stephanie Osborn noted the red-line version and changes that would collapse the Office District. If an item is not listed, it will go before the Planning Commission as a special land use. Standardized language and definitions will now align with the state statute. Webb Park, city property, and parking zoning were discussed.

Motion by Vice Chairperson Streng; supported by Commissioner Emerling set a public hearing in May to review the changes to C1/C2 in the consolidation of the O1 district.

Unanimous Vote: Ayes: 6 Nays: 0

Motion Carries

Neighborhood Residential (NR) District

The City Council had concerns with the proposed changes to the Neighborhood Residential Standards and returned this to the Planning Commission. The City Council gave no specific recommendations, but Mr. Tangari reviewed possible language changes overall and the Commissioners specifically focused a discussion on sheds. The Commissioners are hoping to help residents make positive changes in Keego Harbor. The City Manager will investigate the fence at Sunset Park.

Motion by Vice Chairperson Streng; supported by Commissioner Meabrod to set a public hearing to review the NR District and residential lot standards for the May meeting.

Unanimous Vote: Ayes: 6 Nays: 0

Motion Carries

COMMISSIONER COMMENTS

ADJOURNMENT

Chairman Yoder adjourned the meeting at 9:12 p.m.

Joel Yoder

Joel Yoder (May 3, 2024 09:19 EDT)

Joel Yoder

Chairperson, Planning Commission

Stacy Goodall

Stacy Goodall

City of Keego Harbor, Deputy Clerk







March 28, 2024 PC meeting minutes

Final Audit Report

2024-05-03

Created:	2024-05-02
By:	TAMMY NEEB (goodall@KEEGOHARBOR.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfDh24KCtolAjVxZMCwN_GoN-2YyEA-vt

"March 28, 2024 PC meeting minutes" History

-  Document created by TAMMY NEEB (goodall@KEEGOHARBOR.ORG)
2024-05-02 - 8:19:59 PM GMT
-  Document emailed to joelyoder@comcast.net for signature
2024-05-02 - 8:22:09 PM GMT
-  Email viewed by joelyoder@comcast.net
2024-05-03 - 1:18:35 PM GMT
-  Signer joelyoder@comcast.net entered name at signing as Joel Yoder
2024-05-03 - 1:19:31 PM GMT
-  Document e-signed by Joel Yoder (joelyoder@comcast.net)
Signature Date: 2024-05-03 - 1:19:33 PM GMT - Time Source: server
-  Agreement completed.
2024-05-03 - 1:19:33 PM GMT