



# **CITY OF GROSSE POINTE WOODS**

## **PLANNING COMMISSION MEETING AGENDA**

**Tuesday, April 26, 2022 at 7:00 PM**

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*Robert E. Novitke Municipal Center - Council Chambers/Municipal Court,  
20025 Mack Plaza, Grosse Pointe Woods, MI 48236  
(313) 343-2426*

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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ACCEPTANCE OF AGENDA**
- 5. RECOGNITION OF COUNCIL REPRESENTATIVE/s**
- 6. APPROVAL OF MINUTES**
  - [A.](#) Planning Commission 03/22/22
- 7. PUBLIC HEARING: Solar Ordinance Repeal - Chapter 50 of City Code**
  - [A.](#) Building Official Memo - 04/20/22
  - [B.](#) City Attorney Memo & Ordinance - 11/16/21
  - [C.](#) Council Clipping - 11/08/21
  - [D.](#) Council Clipping - 12/06/21
  - [E.](#) Affidavit of Legal Publication - 04/07/22
- 8. PUBLIC HEARING: Colonial Design Theme - Chapter 50 of City Code**
  - [A.](#) Building Official Memo - 04/20/22
  - [B.](#) Building Official Handout - GPW Restricted Building Materials (03-2022)
  - [C.](#) Council Clipping - 03/21/22
  - [D.](#) COW Excerpt - 02/28/22 (03/21/22 CC Packet)
  - [E.](#) Mayor to Council - 02/24/22 (03/21/22 CC Packet)
  - [F.](#) City Attorney Memo & Ordinance - 08/30/21 (03/21/22 CC Packet)
  - [G.](#) Resolution to Approve Design Standards
  - [H.](#) Resolution to Not Approve Design Standards
  - [I.](#) Affidavit of Legal Publication - 04/07/22
- 9. MOBILE FOOD VENDING ORDINANCE: Discussion/Review**
- 10. 2021 PLANNING COMMISSION ANNUAL REPORT**
  - [A.](#) 2021 Planning Commission Annual Report - Revised 04/22/22
- 11. BUILDING OFFICIAL'S MONTHLY REPORT/s**

**12. COUNCIL REPORT/s**

A. April 25, 2022 - Vitale

**13. INFORMATION ONLY: Council Representatives for Next Meeting**

A. May 2 & 16, 2022 - VACANT

**14. NEW BUSINESS**

A. 2020 Plan Subcommittee - Hamborsky, Vitale, Gilezan

B. Crosswalk/Pocket Park Subcommittee – Fuller

C. Streetscape Subcommittee - Bailey

**15. PUBLIC COMMENT**

**16. ADJOURNMENT**

PLANNING COMMISSION  
PENDING MINUTES 3-22-22 – 7

MINUTES OF THE REGULAR PLANNING COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MARCH 22, 2022, IN THE COUNCIL-COURT ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:02 p.m. by Chair Fuller.

Roll Call: Chair Fuller  
Planning Commissioners: Bailey, Gerhart, Gilezan, Fenton, Hamborsky, McNelis, Vitale  
Absent: O’Keefe  
Also Present: Building Official, Gene Tutag  
City Administrator, Frank Schulte  
Assistant City Administrator, Sue Como  
Recreation Supervisor, Nicole Gerhart

The Planning Commission, Administration, and the Public Pledged Allegiance to the Flag.

**MOTION** by Bailey, seconded by Vitale, that commissioner O’Keefe be excused from tonight’s meeting.

Motion carried by the following vote:

YES: Bailey, Fuller, Gerhart, Gilezan, Fenton, Hamborsky, McNelis, Vitale  
NO: None  
Absent: O’Keefe

**MOTION** by Bailey, seconded by Gilezan, that all items on tonight’s agenda be received, and placed on file, taken in order of appearance as presented.

Motion carried by the following vote:

YES: Bailey, Fuller, Gerhart, Gilezan, Fenton, Hamborsky, McNelis, Vitale  
NO: None  
Absent: O’Keefe

Chair Fuller recognized Council Representative Vaughn who was in attendance at tonight’s meeting.

**MOTION** by Gerhart, seconded by Fenton, that the February 22, 2022 Planning Commission Meeting Minutes be received and placed on file as presented.

Motion carried by the following vote:

YES: Bailey, Fuller, Gerhart, Gilezan, Fenton, Hamborsky, McNelis, Vitale  
NO: None  
Absent: O’Keefe

PLANNING COMMISSION  
PENDING MINUTES 3-22-22 – 8

The next item on the agenda was the **Presentation/Review of the Chene-Trombley Park Project**. Commissioners Vitale and McNelis stepped away in order to present before the Planning Commission. John Vitale and James McNelis from Stucky Vitale Architects introduced themselves and provided a presentation regarding the concept and status of the project. The concept, as described by Vitale, was to cater to younger children whilst maintaining a variety of uses in the park, making it more usable and attractive in the community. More detail was discussed: entrance, fence, proximity to businesses on Mack Ave., pavilion, open play area, tot area with a prehistoric theme proposed, and more. The project was presented to Mayor and Council as a three-phase project. City Administrator, Frank Schulte, spoke regarding the timeline of the project. Discussion among Planning Commissioners, Administration, and Building Official took place.

The next item on the agenda was the **Scheduling of a Public Hearing: Solar Ordinance Repeal in Chapter 50 of City Code**. Building Official Tutag spoke briefly, stating this is a housekeeping issue to remove the outdated ordinance in place of the new one.

**MOTION** by Hamborsky, seconded by Gilezan, that a Public Hearing for the repeal of section 50-539 of City Code be scheduled for the Planning Commission meeting on April 26, 2022 at 7:00 p.m., located in the Council Chambers at the Robert E. Novitke Municipal Center.

Motion carried by the following vote:

YES: Bailey, Fuller, Gerhart, Gilezan, Fenton, Hamborsky, McNelis, Vitale  
NO: None  
Absent: O’Keefe

The next item on the agenda was the **Scheduling of a Public Hearing: Colonial Design Theme in Chapter 50 of City Code**. Building Official Tutag spoke briefly, going over the history of the ordinance and proposed changes.

**MOTION** by Gerhart, seconded by Vitale, that a Public Hearing for the amendments of section 50-373 of City Code relating to Colonial Design Standards be scheduled for the Planning Commission meeting on April 26, 2022 at 7:00 p.m., located in the Council Chambers at the Robert E. Novitke Municipal Center.

Motion carried by the following vote:

YES: Bailey, Fuller, Gerhart, Gilezan, Fenton, Hamborsky, McNelis, Vitale  
NO: None  
Absent: O’Keefe

The next item on the agenda was the **Discussion/Review of Draft Ordinance: Mobile Food Vending**. Building Official Tutag went over the changes to the draft incorporated by City Attorney Tomlinson. Discussion amongst commissioners ensued. Building Official Tutag stated he would bring the Commissioner’s comments to City Attorney Tomlinson to discuss at the next Planning Commission meeting.



PLANNING COMMISSION  
PENDING MINUTES 3-22-22 – 9

The next item on the agenda was the **Building Official Update/Discussion**. Building Official Tutag discussed the City’s Sign Ordinance, Master Plan, and Zoning Text Audit, and how the intention would be to stick with the Clearzoning software/format from Giffels Webster. Discussion among Building Official and Planning Commissioners ensued.

The next item on the agenda was the **Review of the 2021 Planning Commission Annual Report**. Planning Commissioners discussed and made suggestions. Building Official Assistant Modrack is to bring the revised draft to the next Planning Commission meeting.

The next item on the agenda was the **Building Official’s Monthly Report**, and the following items were presented for February 2022.

- Master Plan, Zoning Audit, Sign Ordinance as mentioned in the Building Official Update.
- Business owners are continuing to apply for blade signs which we are now able to approve and issue permits for.
- The Building Department attended the Avenue-in-the-Woods Open House on March 9<sup>th</sup>.

The next item on the agenda was the **Council Reports**.

- Commissioner Gilezan reported on the February 28, 2022 Council meeting
- Commissioner Hamborsky reported on the March 7 & 21, 2022 Council meetings.

Under **New Business**, the following items were discussed:

- 2020 Plan Subcommittee: nothing to report
- Crosswalk/Pocket Park Subcommittee: nothing to report
- Streetscape Subcommittee: nothing to report

Under **Public Comment**, the following was heard:

- Tom Vaughn: enhanced crosswalks for the Chene-Trombley Park.

**MOTION** by Gilezan, seconded by Hamborsky, to adjourn at 7:59 p.m.

Respectfully Submitted,  
Josie Modrack  
Administrative Assistant to the Building Official

**CITY OF GROSSE POINTE WOODS**

Building Department

**MEMORANDUM**

DATE: April 20, 2022  
TO: Planning Commission  
FROM: Gene Tutag, Building Official  
SUBJECT: Public Hearing, Solar Ordinance Repeal in Chapter 50 of City Code

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The Planning Commission will hold a public hearing at tonight's meeting (4-26-22) regarding the repealing of section 50-539 of the City Code. A new ordinance was adopted regarding Solar Panels. Since the adoption, the old ordinance in section 50-539 needs to be repealed in its entirety.

We are requesting the Planning Commission approve to repeal section 50-539 of the City Code.

**YORK, DOLAN & TOMLINSON, P.C.**

Attorneys and Counselors at Law  
22600 Hall Road, Suite 205  
Clinton Township, Michigan 48036  
586-263-5050  
Fax 586-263-4763

Section 7, Item B.

John A. Dolan (jdolan@yorkdolanlaw.com)  
Timothy D. Tomlinson (ttomlinson@yorkdolanlaw.com)

Fred A. York (1930-1989)

November 16, 2021

Via Email

Honorable Planning Commission  
c/o Josephine Modrack  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

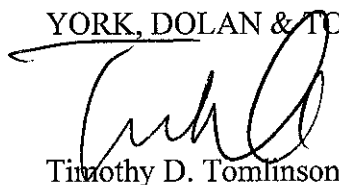
**RE: Solar Energy Ordinance**

Dear Planning Commission:

Enclosed please find a proposed ordinance to amend the City of Grosse Pointe Woods Zoning Ordinance to repeal the definitions related to solar energy systems and solar panels, and to repeal Section 50-539, regulating solar energy systems. As a result of the recent adoption of the Regulatory Ordinance provided in Section 8-501, it is necessary for the repealer of these items out of our current Zoning Ordinance so as to eliminate any potential conflicts or interpretation issues. Please place this matter on the next regular agenda for public hearing. In the interim, should you have any questions regarding same, please do not hesitate to contact me. We remain,

Very truly yours,

YORK, DOLAN & TOMLINSON, P.C.



Timothy D. Tomlinson

TDT/jabh  
Enclosure

cc: Arthur W. Bryant, Mayor (Via Email w/Enclosure)  
Lisa K. Hathaway, Clerk (Via Email w/Enclosure)  
Bruce Smith (Via Email w/Enclosure)  
Gene Tutag (Via Email w/Enclosure)

CITY OF GROSSE POINTE WOODS  
WAYNE COUNTY, MICHIGAN

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF GROSSE POINTE WOODS, CHAPTER 50 – ZONING, SECTION 50-1 - DEFINITIONS, BY REPEALING THE DEFINITIONS OF “SOLAR ENERGY SYSTEM” AND “SOLAR PANEL”, AND REPEALING SECTION 50-539 - SOLAR ENERGY SYSTEMS IN ITS ENTIRETY, AND TO PROVIDE FOR REPEALER, SEVERABILITY AND EFFECTIVE DATE.

THE CITY OF GROSSE POINTE WOODS ORDAINS:

**Section 1.** The City of Grosse Pointe Woods Code of Ordinances, Chapter 50 – Zoning, Section 50-1 – Definitions, is hereby amended by repealing the definitions of “Solar Energy System” and “Solar Panel”.

**Section 2.** The City of Grosse Pointe Woods Code of Ordinances, Chapter 50 – Zoning, Section 50-539 – Solar Energy Systems, is hereby repealed and deleted in its entirety.

**Section 3. Repealer Clause.** Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 4. Validity and Severability.** Should any portion of this Ordinance be found invalid for any reason, such a holding shall not be construed as affecting the validity of the remaining portions of the Ordinance.

**Section 5. Effective Date.** This Ordinance shall be effective twenty (20) days from and after its adoption by the City of Grosse Pointe Woods City Council.

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

ABSENT \_\_\_\_\_

\_\_\_\_\_  
Arthur W. Bryant, Mayor

Attested:

\_\_\_\_\_  
Lisa K. Hathaway, City Clerk

**CERTIFICATION OF CLERK**

I, Lisa K. Hathaway, City Clerk of the City of Grosse Pointe Woods, Wayne County, Michigan, do hereby certify that Ordinance No. \_\_\_\_\_ was adopted by the City Council of Grosse Pointe Woods, assembled in regular session on November \_\_\_\_, 2021. Said Ordinance was posted in the following places:

Notice of said posting was published in \_\_\_\_\_ (*insert newspaper*) on November \_\_\_\_, 2021.

\_\_\_\_\_  
Lisa K. Hathaway, City Clerk

First Reading: \_\_\_\_\_

Proposed Second Reading: \_\_\_\_\_

Published by Title: \_\_\_\_\_

Adopted: \_\_\_\_\_

Effective: \_\_\_\_\_

Published Final: \_\_\_\_\_

COUNCIL CLIPPING

11-08-21

Motion by Gafa, seconded by McConaghy, regarding **First Reading: An Ordinance to Adopt Article XVII Solar Energy Systems, Chapter 8, Buildings and Building Regulations, Sec. 8-501 To Eliminate the Requirement that Panels be Located Within 4 Feet of Any Peak, Eave or Valley, To Provide That The Installation of the Solar Energy System Shall Comply with the Michigan Residential Code, and To Provide for Appeals to the City Council**, that the City Council concur with the Committee-of-the-Whole at their meeting held October 18, 2021, and amend this ordinance, set a date of December 6, 2021, for a second reading and final adoption, and to authorize the City Clerk to publish same by title in the Grosse Pointe News.

Motion carried by the following vote:

Yes: Brown, Bryant, Gafa, Granger, Koester, McConaghy, Vaughn

No: None

Absent: None

COUNCIL CLIPPING  
12-06-21

Motion by Vaughn, seconded by Brown, regarding **Second Reading: An Ordinance to Adopt Article XVII Solar Energy Systems, Chapter 8, Buildings and Building Regulations, Sec. 8-501 to Eliminate the Requirement that Panels be Located Within 4 Feet of Any Peak, Eave or Valley, to Provide that the Installation of the Solar Energy System Shall Comply with the Michigan Residential Code, and to Provide for Appeals to the City Council**, that the City Council adopt this ordinance and make it effective in twenty days.

This item is to be referred to the Committee-of-the-Whole for further discussion pertaining to Section 8-501(3).

Motion carried by the following vote:

Yes:	Brown, Bryant, Gafa, Granger, Koester, McConaghy, Vaughn
No:	None
Absent:	None

AFFIDAVIT OF LEGAL PUBLICATION

# Grosse Pointe News

16980 Kercheval Pl  
Grosse Pointe, Michigan 48230  
(313)882-3500

COUNTY OF WAYNE  
STATE OF MICHIGAN, SS.

Melanie Mahoney  
being duly sworn deposes and says that attached advertisement of

City of Grosse Pointe Woods  
was duly published in accordance with instructions, in the GROSSE POINTE NEWS on  
the following date:

April 7, 2022

#3 GPW 4/7 PHN ORD CH 50 SOLAR ENG

and knows well the facts stated herein, and that she is the Administrative Assistant  
of said newspaper.

Melanie Mahoney

Dawn M. LoPiccolo

Dawn m LoPiccolo  
Notary Public - State of Michigan  
County of Macomb  
My Comm. Exp. 06-02-2024 Acting  
in County of Wayne Date 7/6/2022





**CITY OF GROSSE POINTE WOODS**

Building Department

**MEMORANDUM**

DATE: April 20, 2022  
TO: Planning Commission  
FROM: Gene Tutag, Building Official  
SUBJECT: Public Hearing, Ord, Change, Sec. 50-373, Design Standards (Colonial Theme)

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The Planning Commission will hold a public hearing at tonight's meeting (4-26-22) to consider the amendments of section 50-373 of the City Code relating to Colonial Design Standards.

After many discussions with the Planning Commission and Mayor Bryant, a final draft of the proposed ordinance changes to section 50-373 was prepared. The official list of Restricted Building Materials and the proposed ordinance changes to section 50-373 were presented before The Committee of the Whole at the February 28, 2022 meeting, then presented before the Mayor and City Council at the March 21, 2022 meeting, where the motion was passed for the Planning Commission to hold a public hearing.

We are requesting the Planning Commission adopt the proposed changes to Section 50-373 of the City Code as presented.

## GROSSE POINTE WOODS RESTRICTED BUILDING MATERIALS

The following regulations apply to any new building or addition or façade change located within the C, C-2 and R0-1 zoning districts.

- a. *Metal Building Walls.* The use of structural corrugated metal wall, or a metal panel-and-batten wall system such as a metal-sided, prefabricated building or a pre-engineered metal building, shall be prohibited. An architectural metal panel façade system with integral trim and integral trim connections to adjacent materials is permitted provided that the architectural metal panel system is not used closer than 1.5 feet from the ground.
- b. *Concrete Masonry Units.* Utility-grade concrete masonry units, such as standard concrete block and split-face block, are permitted along a building's street-facing frontage provided that their use is limited to the base of the façade to a height not exceeding 1.5 feet. These materials are permitted on a building's rear, alley and interior lot line facades.
- c. *Simulated Stucco Products.* (EFIS) Simulated stucco products are prohibited on the ground-level area of a building, and may only be used on the upper one-third of a street façade. These materials are permitted on floors above the ground level on a building's rear, alley and interior lot line facades. For purposes of this paragraph, the ground-level area of a one-story building is the lowest 12 feet of the building.
- d. *Prohibited Stone Cladding.* Masonry stone cladding using irregularly-shaped stones, often known as rubble masonry and which is typically laid in an un-coursed manner, is prohibited. This prohibited stone cladding may be composed of river rock of smooth oval-shaped stones or of rough, thinly-layered courses commonly known as ledgerstone. Prohibited materials may be natural stone, manufactured or cultured stone, or veneer siding material.
- e. *Fiber-Cement Siding.* Fiber-cement siding, including composite material made of cement reinforced with cellulose fibers, or any material that is the equivalent of fiber-cement siding, is prohibited within 1.5 feet of grade on a street façade that is adjacent to a street lot line or sidewalk
- f. Vinyl including vinyl clad windows.
- g. Aluminum siding.
- h. T-111 panels or any type of plywood panel or horizontal siding.
- i. Asphalt shingles.

COUNCIL CLIPPING  
03-21-22

Motion by Vaughn, seconded by Granger, regarding **Colonial Theme Design**, that the City Council concur with the recommendation of the Committee-of-the-Whole and approve the amended Colonial Theme Design Ordinance to be placed on the next Planning Commission meeting to schedule a Public Hearing.

Motion carried by the following vote:

Yes: Bryant, Gafa, Granger, Koester, McConaghy, Vaughn  
No: None  
Absent: Brown

cc: Planning Comm.  
File

COMMITTEE-OF-THE-WHOLE EXCERPT  
02-28-22

The first item discussed was regarding the **Colonial Design Theme**. The Building Official stated that the current ordinance requires a Colonial or Early American design theme with adequate specifications. Recently, the Planning Commission approved façade changes that didn't have Colonial design elements but looked very nice and added to the community.

After several discussions with the Planning Commission and the Mayor, it was decided to keep the Colonial design as a suggested theme rather than a requirement. The ordinance changes focus more on quality materials. The Building Official claims the best way to move forward is to encourage the use of quality materials. He provided the Planning Commission with a list of prohibited materials, which are certain materials that should not be used in the facades of Mack Avenue.

Councilmember McConaghy was pleased and supportive of the changes. He believes this will satisfy those who prefer a Colonial design as well as those who do not. The importance of this ordinance change is not necessarily the Colonial design theme, rather it is the quality materials being used.

Motion by Gafa, seconded by Vaughn, that the item regarding the **Colonial Theme Design**, be placed on the next City Council meeting.

Motion carried by the following vote:

Yes:	Brown, Bryant, Gafa, Koester, McConaghy, Vaughn
No:	None
Absent:	Granger

\* From CC 3-21-22 Packet

02/24/22

Councilmembers,

The highlighted words are the main changes that loosen the previously required Colonial theme elements.

Mayor Bryant

\* From CC 3-21-22 Packet

**YORK, DOLAN & TOMLINSON, P.C.**

Attorneys and Counselors at Law  
22600 Hall Road, Suite 205  
Clinton Township, Michigan 48036  
586-263-5050  
Fax 586-263-4763

John A. Dolan (jdolan@yorkdolanlaw.com)  
Timothy D. Tomlinson (ttomlinson@yorkdolanlaw.com)

Fred A. York (1930-1989)

August 30, 2021

Via Email

Honorable Mayor & City Council  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

**RE: COW Agenda/Colonial Theme Ordinance**

Dear Mayor & Council:

Previously, Chip Berschback had made revisions to the Design Standards section of the Zoning Ordinance. The proposed revisions and modifications to the ordinance encourage a colonial theme, but provide the Planning Commission with suitable flexibility for review and consideration by the Council. Additionally, it brings the design standards some consistency with what has actually been developed and constructed over the years. I have reviewed Chip's previous recommended changes, and I have modified them somewhat after discussion with Mr. Tutag.

Procedurally, any revision to the Zoning Ordinance would require public hearing at the Planning Commission level first. Accordingly, I think it is appropriate that the Committee of the Whole review these revisions first before it is sent to the Planning Commission for a public hearing. Should you have any questions or concerns regarding same, please do not hesitate to contact me. We remain,

Very truly yours,

YORK, DOLAN & TOMLINSON, P.C.

  
Timothy D. Tomlinson

TDT/jabh

cc: Bruce Smith (Via Email w/Enclosure)  
Lisa K. Hathaway (Via Email w/Enclosure)  
Gene Tutag (Via Email w/Enclosure)

## ORDINANCE # \_\_\_\_\_

**AN ORDINANCE TO AMEND CHAPTER 50 ZONING,  
SEC. 50-340 SPECIAL LAND USES AND  
SEC. 50-373 DESIGN STANDARDS REGARDING  
COLONIAL THEMES**

**The City of Grosse Pointe Woods Ordains:**

**Sec. 50-340 Special Land Uses.**

*1. Design standards.*

*1. Building height.* The following maximum building heights shall apply to buildings within a CCRC:

Building Type	Max. Height (Ft <sup>1</sup> /Stories)
Mixed Use	The exterior wall height shall not exceed 36' from grade to the "top plate" The total exterior height of the building shall not exceed 45 feet from grade to the top of the ridge or highest point of the building. The total number of stories shall not exceed three (3)
Attached Residential	30/ 2
Detached Residential	30/ 2
Accessory	15/1

*2. Minimum unit size.* The following minimum unit sizes shall apply to units within a CCRC:

Unit Type	Minimum Unit size
Independent Living - Detached	1,000 s.f.
Independent Living - Attached Apartment	525 s.f.
Efficiency/Studio Apartment	400 s.f.
Assisted Living	200 s.f.
Nursing Home	200 s.f.

*3. Massing and style.* Building massing and style must be distinctively residential in character, drawing on the historical Historical design elements that are contextually consistent with Early



~~American or Colonial architecture. Historical~~ and traditional design elements are encouraged but not required.

4. *Roofs.* Preference shall be given to roof pitches consistent with single-family, residential design. Early American or Colonial styles are preferred, but not required. Material must be consistent with the architecture of the building. Composition shingle material is acceptable, providing that it is of high quality and provides architectural definition to the tab shingle to emulate traditional wood shingle styles. Tile, slate, or metal roofing is permitted, provided it is consistent with the architectural style of the building. The installation of chimneys on the roofs of all buildings is encouraged to convey the look and feel of residential use.

5. *Facade element.* Design of the facade shall be highly detailed and articulated to be compatible with the scale and sensitivity to the residential uses of the project. Facades should have a well defined foundation, a modulated wall element, and pitched roof or articulated cornice which defines the character of the building, and provides relation to the human scale of typical family residences.

6. *Entrances.* Building entrances must comply with all current accessibility regulations; however the use of ramps and lifts is discouraged. Buildings should be designed with entrances that are barrier-free for the intended uses. The use of sloping entry walks, covered entryways, porticos, arcades, and covered porches is encouraged. Where grade separation of an entrance is required because of site topography, accommodation should be provided in the architectural detail of the entry to allow barrier-free use by building residents and visitors.

7. *Door and window openings.* Doors and windows form the transition from public to private space, and should reflect residential detailing in design and placement. The use of cornices, architectural moldings, side lights, transom lights, and raised panels in doors is encouraged. Window openings should vary between buildings, but should not be unbroken and continuous in any circumstance. The use of opening sash windows with true divided lights, or detailing to convey the character of divided lights is encouraged. The use of shutters consistent with the architecture of a building is encouraged. A wide range of material for doors and windows is acceptable, except that the use of commercial, anodized or painted aluminum or steel storefront assemblies is discouraged.

8. *Materials and design elements.* Material chosen for exterior elements ~~should be consistent with the intent and use of materials~~ traditionally found in residential design in Early Colonial America are encouraged. Siding materials such as clapboard and shingle are preferred, and the use of new materials which reduce maintenance, but emulate the look and feel of traditional materials is encouraged. The use of a variety of trim material to provide detail at the eaves, corners, gables, pediments, lintels, sills, quoins, and balustrades are encouraged. The use of bays, towers, cupolas, reverse gables, and dormers to provide unique character to a building and provide articulation of the facade is encouraged. The color palette chosen for any building should be consistent with traditional colonial colors. Approved colors on file with the building department.



9. *Garages.* Detached garages or carports may not be located within a front yard. Any structure with a front loaded attached garage including structures on culs-de-sac shall have the front yard setback lines staggered to achieve a differentiation with a minimum between adjacent buildings of three feet and a maximum of eight feet, no front yard shall be less than the minimum specified in this section. The attached garage may not occupy more than 60 percent of the length of the total building frontage.

10. *Exterior lighting.* The lighting of buildings and site areas shall be designed so the light does not directly shine onto adjoining properties or cause glare for motorists. The design and selection of light fixtures shall compliment the overall design of the campus and not cause the property to be overly lit. Lighting shall be coordinated with landscaping designs so trees and shrubs will not interfere with lighting as they grow, creating dark areas. The use of "green" technology is encouraged.

11. *Signs.* One externally illuminated ground sign is permitted at each entry to the campus provided that, the signs design is consistent to the overall design of the development, does not exceed 32 square feet in area and is no higher than seven feet above grade. The lettering and colors of the signs are subject to the requirements of section 32-29 of the Sign Code. Directory or directional signs are subject to the conditions of chapter 32 or the City Code.

#### **Sec. 50-373. - Design standards.**

##### **(a) General.**

(1) New construction, renovations, remodeling or exterior building alterations within all C commercial, C-2 high intensity city center, and RO-1 restricted office zoning districts shall be designed in conformance with approved design standards found in this section and on file with the building department. The purpose of these design standards is to promote a coordinated and complimentary use of design elements that result in a theme oriented, harmonious appearance and image for the commercial and high intensity residential areas of the city.

(2) ~~To be in compliance with these standards, all designs as governed by this section shall contain a dominant.~~ The use of assorted architectural design elements generally described as "Colonial," "Williamsburg Colonial," "Georgian Colonial," "Early American," "Classic" or "Traditional", are encouraged but not required. Specific definitions and examples of these elements are included within this section, and in the "design standards" guidelines on file with the building department. The guidelines may be modified by the city council after recommendation by the planning commission resolution.

##### **(b) Design components.**

(1) The Colonial designs and elements are encouraged, but not required. In considering a colonial design theme element, the words "Colonial," "Williamsburg Colonial," "Georgian Colonial," "Early American," "Classic" or "Traditional" shall collectively refer to use of a pallet of materials, trim, shapes, forms, colors and details most commonly associated with the

dominant architectural styles utilized during the early development of the east coast American towns and cities. Some examples of where these designs are commonly found and featured include Williamsburg, Virginia, Cape Cod, New England and Philadelphia.

(2) To more specifically define the assorted components that can be utilized to achieve this any one design style, the design standards guidelines include graphic examples of design elements, all of which are considered by definition of this section to be acceptable when collectively used within a total design. These elements shall be utilized in appropriate proportions and quantity to form an overall total design consistent with the requirements of this section.

(3) Colors utilized in all design components shall be consistent with the approved color chart on file with the building department and shall be utilized to produce a balanced, ~~coordinated~~ and complimentary total design solution.

(Code 1975, § 5-8-5, Code 1997, § 98.205)

**CITY OF GROSSE POINTE WOODS  
WAYNE COUNTY, MICHIGAN**

**PLANNING COMMISSION RESOLUTION AND REPORT  
RECOMMENDING APPROVAL TO AMEND CHAPTER 50 ZONING, SEC. 50-340 SPECIAL  
LAND USES AND SEC. 50-373 DESIGN STANDARDS REGARDING COLONIAL THEMES**

WHEREAS, the Planning Commission has reviewed the proposed amendment to amend Chapter 50 Zoning, Sec. 50-340 Special Land Uses and Sec. 50-373 Design Standards regarding Colonial Themes; and

WHEREAS, the proposed amendment encourages colonial design themes, but eliminates it as a mandatory design requirement, provided proposed design elements are of quality materials and construction; and

WHEREAS, a public hearing occurred on the proposed amendments to the Zoning Ordinance at a regularly scheduled Planning Commission meeting on April 26, 2022.

NOW THEREFORE, IT IS HEREBY RESOLVED based on discussions occurring at various meetings prior to the public hearing and discussions at the public hearing, the Planning Commission hereby recommends to the City Council that the Council adopt the proposed amendment as presented to amend Chapter 50 Zoning, Sec. 50-340 Special Land Uses and Sec. 50-373 Design Standards regarding Colonial Themes that encourages colonial design themes, but eliminates it as a mandatory design requirement, provided proposed design elements are of quality materials and construction.

This Resolution and Report shall be forwarded to the City Council for further action.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
City Clerk

**CERTIFICATION**

I, \_\_\_\_\_, Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted by the Planning Commission on April 26, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting have been kept and will be, or have been, made available as required by said Act.

\_\_\_\_\_  
City Clerk

CITY OF GROSSE POINTE WOODS  
WAYNE COUNTY, MICHIGAN

PLANNING COMMISSION RESOLUTION AND REPORT  
RECOMMENDING APPROVAL TO AMEND CHAPTER 50 ZONING, SEC. 50-340 SPECIAL  
LAND USES AND SEC. 50-373 DESIGN STANDARDS REGARDING COLONIAL THEMES

WHEREAS, the Planning Commission has reviewed the proposed amendment to amend Chapter 50 Zoning, Sec. 50-340 Special Land Uses and Sec. 50-373 Design Standards regarding Colonial Themes; and

WHEREAS, the proposed amendment encourages colonial design themes, but eliminates it as a mandatory design requirement, provided proposed design elements are of quality materials and construction; and

WHEREAS, a public hearing occurred on the proposed amendments to the Zoning Ordinance at a regularly scheduled Planning Commission meeting on April 26, 2022.

NOW THEREFORE, IT IS HEREBY RESOLVED based on discussions occurring at various meetings prior to the public hearing and discussions at the public hearing, the Planning Commission hereby recommends to the City Council that the Council not adopt the proposed amendment as presented to amend Chapter 50 Zoning, Sec. 50-340 Special Land Uses and Sec. 50-373 Design Standards regarding Colonial Themes that encourages colonial design themes, but eliminates it as a mandatory design requirement, provided proposed design elements are of quality materials and construction, and instead retain the current standards.

This Resolution and Report shall be forwarded to the City Council for further action.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
City Clerk

**CERTIFICATION**

I, \_\_\_\_\_, Clerk of the City of Grosse Pointe Woods, do hereby certify that the foregoing constitutes a true and complete copy of the Resolution adopted by the Planning Commission on April 26, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting have been kept and will be, or have been, made available as required by said Act.

\_\_\_\_\_  
City Clerk

AFFIDAVIT OF LEGAL PUBLICATION

# Grosse Pointe News

16980 Kercheval Pl  
Grosse Pointe, Michigan 48230  
(313)882-3500

COUNTY OF WAYNE  
STATE OF MICHIGAN, SS.

Melanie Mahoney

being duly sworn deposes and says that attached advertisement of

City of Grosse Pointe Woods

was duly published in accordance with instructions, in the GROSSE POINTE NEWS on the following date:

April 7, 2022

#4 GPW 4/7 PHN ORD CH 50 DESIGN

and knows well the facts stated herein, and that she is the Administrative Assistant of said newspaper.

Melanie Mahoney

Dawn M LoPiccolo

Dawn M LoPiccolo  
Notary Public - State of Michigan  
County of Macomb

My Comm. Exp. 06-02-2024 Acting  
in County of Wayne Date 7/16/2022

## GROSSE POINTE WOODS PLANNING COMMISSION REPORT – 2021

The Planning Commission of the City of Grosse Pointe Woods is governed by the Planning Enabling Act, State of Michigan PA 33 of 2008 and by the Charter and Zoning Ordinance of the City of Grosse Pointe Woods.

Under the Planning Enabling Act, the Commission must provide an annual report to the City Council as the legislative body of the City. The report shall contain information concerning the operations and status of planning activities including recommendations regarding actions by the legislative body related to Planning and Development.

The Planning Commission met 8 out of 12 months during 2021. During that time, the Commission reviewed, discussed and acted on items contained in the following report:

### 2021 Planning Commission Overview

PC Meeting – January 2021	<ul style="list-style-type: none"> <li>• <b>Election of Chair:</b> <i>George Bailey</i></li> <li>• <b>Election of Vice-Chair:</b> <i>Thomas Vaughn</i></li> <li>• In accordance with MPEA: <b>Rules of Order and Procedure:</b> <i>Adopted subject to modifications presented by Commissioner Profeta.</i></li> <li>• <b>Building Official Updates:</b> <i>Legacy Oaks, Clearzoning, Mack/Hollywood Project</i></li> <li>• <b>2020 Plan/Streetscape:</b> <i>Mack Avenue streetscape proposal updates/changes made to the original document created March 2020</i></li> </ul>
PC Meeting – February 2021	Canceled
PC Meeting – March 2021	<ul style="list-style-type: none"> <li>• <b>Continued Discussion:</b> <i>Legacy Oaks, Milk River Project, Clearzoning.</i></li> <li>• <b>2020 Plan/Streetscape:</b> <i>Mack Avenue streetscape proposal passed, materials to be ordered and installed shortly.</i></li> </ul>
PC Meeting – April 2021	<ul style="list-style-type: none"> <li>• <b>Council Representative:</b> <i>No longer Todd McConaghy, now Thomas Vaughn.</i></li> <li>• <b>Vice-Chair:</b> <i>Motion passed unanimously for Mike Fuller to take position for remainder of 2021.</i></li> <li>• <b>Sign Variance Request: Starbucks, 20861 Mack Avenue:</b> <i>Denied. Applicant encouraged to work with Building Official on modifying the request.</i></li> <li>• <b>Façade Change Request: Lou’s Pet Shop, 20779 Mack Avenue:</b> <i>Approved with conditions.</i></li> <li>• <b>2020 Plan/Streetscape:</b> <i>DPW ordered all materials, benches, trashcans, bike racks, and planters approved by Council to be placed along each block in the Streetscape Plan.</i></li> </ul>
PC Meeting – May 2021	Canceled
PC Meeting – June 2021	Canceled



PC Meeting – July 2021	<ul style="list-style-type: none"> <li>• <b>Discussion: City Solar Ordinance compared to Michigan’s State Code.</b> <i>Solar Ordinance Subcommittee formed.</i></li> <li>• <b>Discussion: Outdoor Patios along Mack Avenue.</b> <i>Commissioners to explore standards on this.</i></li> <li>• <b>Building Official Updates:</b> <i>Clearzoning Software was approved by Council in July, upcoming proposed ordinance revisions to Sign Ordinance and the Colonial Design Standards.</i></li> </ul>
PC Meeting – August 2021	<ul style="list-style-type: none"> <li>• <b>Sign Variance Request: Estia Greek Food, 20871 Mack Avenue:</b> <i>Motion passed unanimously to postpone request until next meeting with applicant’s modified request.</i></li> <li>• <b>Discussion: Covered Bus Stops along Mack Avenue:</b> <i>Requested by City Council for PC to discuss. Discussion to resume at an upcoming meeting after receiving clarity from Council.</i></li> <li>• <b>Building Official Updates:</b> <i>Full-time Property Maintenance Inspector approved by Council, received positive feedback regarding outdoor patios on Mack Avenue.</i></li> <li>• <b>Solar Ordinance Subcommittee:</b> <i>Motion carried unanimously to recommend to City Council the approval of the revised Solar Ordinance as submitted including mentioned changes.</i></li> </ul>
PC Meeting – September 2021	<ul style="list-style-type: none"> <li>• <b>Sign Variance Request: Estia Greek Food, 20871 Mack Avenue:</b> <i>Motion carried unanimously to recommend approval with conditions.</i></li> <li>• <b>Building Official Updates:</b> <i>New hires: Property Maintenance and Code Enforcement. Grosse Pointe Public Library proposing interior/exterior renovations – may require PC review unless handled administratively.</i></li> </ul>
PC Meeting – October 2021	<ul style="list-style-type: none"> <li>• <b>New Planning Commission Members:</b> <i>Chris Fenton, Steve Gerhart, Donna O’Keefe.</i></li> <li>• <b>Appeal of Determination: 1469 Hawthorne requesting City responsibility for CofO repairs:</b> <i>Denied.</i></li> <li>• <b>Discussion:</b> <i>Master Plan Review. Subcommittee formed.</i></li> <li>• <b>Building Official Updates:</b> <i>Chene-Trombley Park Project, Clearzoning.</i></li> </ul>
PC Meeting – November 2021	Canceled
PC Meeting – December 2021	<ul style="list-style-type: none"> <li>• <b>Master Plan Subcommittee:</b> <i>Motion passed unanimously to recommend revamping the existing 2006 Master Plan, requesting from Administration the funds to be included in the '22- '23 fiscal year budget.</i></li> </ul>

**BUDGET REPORT:**

Date	Description	Debit	Credit	Balance
6/8/2021	Planning & Zoning Center, Inc.	\$333.00		\$4,667.00
6/8/2021	MAP Membership Dues	\$675.00		\$3,992.00
11/9/2021	4 each: Name Plates & Holders: Fenton, Gerhart, O'Keefe, Modrack	\$79.96		\$3,912.04
2/28/2022	1 Name Plate: McNelis	\$10		3902.04
	2021/2022 End Fiscal Year			\$3,902.04
	2022/2023 NEW Fiscal Year		\$5,000.00	

**PLANNING COMMISSION CONTINUED GOALS & OBJECTIVES:**

- Continue to make improvements to the zoning ordinance by reviewing and updating the sign & awning ordinances and parking requirements.
- Continue to align our 2020 Vision Plan and Zoning Audit/Text Amendments with the City's Master Plan.
- Continue to align our efforts with the Mayor, City Council, local Business Associations, and Realtors to attract new businesses and encourage people to live and work in Grosse Pointe Woods.
- Continue to study mechanisms to promote city development.
- Continue to encourage sustainable development.

The Planning Commission will continue to consult with the City Council, and appropriate Departments or Commissions, when significant projects, policies, and legislative acts provide opportunities to support the Master Plan.

Respectfully submitted:

**Planning Commission Members:**

George Bailey – Chairperson

Thomas Vaughn – Vice-Chair (*resigned Apr. 2021*)

Mike Fuller – Vice-Chair (*as of Apr. 2021*)

Grant Gilezan

Douglas Hamborsky

Kevin Ketels (*resigned Feb. 2021*)

James Profeta

Richard Rozycki (*resigned Feb. 2021*)

John Vitale

**Council Representatives:**

Todd McConaghy (*Jan. 2021 – Apr. 2021*)

Thomas Vaughn (*Apr. 2021 – Dec. 2021*)