



**CITY OF GROSSE POINTE WOODS  
NOTICE OF MEETING AND AGENDA  
COMMITTEE-OF-THE-WHOLE MEETING  
Monday, February 28, 2022 at 7:15 PM**

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*Robert E. Novitke Municipal Center - Council/Court Room  
20025 Mack Plaza, Grosse Pointe Woods, MI 48236  
(313) 343-2440*

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Mayor Arthur W. Bryant has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, February 28, 2022 at 7:15 PM**. The meeting will be held in the Council Chambers/Municipal Court Room of the Municipal Building, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ACCEPTANCE OF AGENDA**
- 4. ITEMS FOR DISCUSSION**
  - A. [Colonial Theme Design](#)
    - [1\) Memo 02/24/22 - Mayor Bryant](#)
    - [2\) Letter 08/30/21 - City Attorney](#)
    - [3\) Proposed Ordinance](#)
  - B. Items to be removed from the Committee-of-the-Whole list:
    - 1) The Grosse Pointe Woods Foundation - Re: Chene/Trombley Park - Tot-Lot
    - 2) Ordinance Amendment Chapter 2, Article I: Clerk/Treasurer supervised by City Administrator
    - 3) Personnel Matters for approval of succession plan
    - 4) City Hall Electronic Sign
    - 5) Ford House Parking Agreement
    - 6) Chene/Trombley Park - AEW to prepare grant
    - 7) Consent Agenda
    - 8) Fireworks (Display) Policy/Procedure
    - 9) Parking Meters - RE: Charge card use
    - 10) Construction Project Updates - Infrastructure Inventory Projects 2021/22
    - 11) City-owned Cell Tower/At&T Proposals
    - 12) Permitted C-2 Special Land Uses
    - 13) 2020 Vision Plan
- 5. NEW BUSINESS/PUBLIC COMMENT**
- 6. ADJOURNMENT**

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cc: Council - 7	Treasurer/Comptroller	Post - 4
City Administrator	City Clerk	
City Attorney	Email Group/Media	

**Paul P. Antolin  
Deputy City Clerk**

**IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)  
POSTED AND COPIES GIVEN TO NEWSPAPERS**

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440 or Telecommunications Device for the Deaf (TDD) 313 343-9249.

02/24/22

Councilmembers,

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

Mayor Bryant

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

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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**

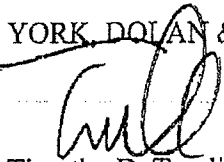
Dear Mayor & Council:

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, ~~ee~~ordinated and complimentary total design solution.

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