



CITY OF GROSSE POINTE WOODS PLANNING COMMISSION MEETING AGENDA

Tuesday, November 22, 2022 at 7:00 PM

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

- 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 Minutes – 9/27/22
- 7. BUILDING OFFICIAL'S MONTHLY REPORT**
- 8. COUNCIL REPORT/s**
 - A. October 3rd/17th - Gilezan
- 9. INFORMATION ONLY: Council Representatives for Next Meeting**
 - A. December 5th & 19th - TBD
- 10. NEW BUSINESS**
 - A. 20100 Mack Avenue Rezoning Discussion and schedule Public Hearing date.
- 11. PUBLIC COMMENT**
- 12. ADJOURNMENT**

MINUTES OF THE REGULAR PLANNING COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON SEPTEMBER 27, 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, Fenton, Gilezan, McNelis, O’Keefe, Vitale
Absent: Gerhart, Hamborsky
Also Present: Building Official, Bruce Eck

MOTION by Gilezan, seconded by Bailey, that absent commissioners be excused from tonight’s meeting.

Motion carried by the following vote:

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

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

MOTION by Gilezan, seconded by Bailey that tonight’s agenda be received and placed on file.

Motion carried by the following vote:

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

Chair Fuller recognized Council Representative Tom Vaughn, Mayor Bryant, and City Administrator Frank Schulte who attended tonight’s meeting.

MOTION by Fenton, seconded by McNelis, that the June 28, 2022 Planning Commission Meeting Minutes be approved as submitted.

Motion carried by the following vote:

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

The next item on the agenda was the **McKenna Team Introduction**. City Manager Schulte introduced the firm of McKenna as the firm that was selected to provide building and zoning services replacing the former Building Official that had served the City for over 20 years. He explained that the McKenna team has hit the ground running in the building department and expects the same for their planning and zoning services.

John Jackson gave a brief overview of the team and have the Planning Commission a handout (attached) with a summary of the services McKenna would be providing and the members of the McKenna team.

Commissioner O’Keefe requested the contact information for the members of the team in case

there were issues that needed to be discussed/reported.

Council Representative Vaughn asked how McKenna handles administrative review of sign applications.

Mr. Jackson acknowledged that the City was making changes to their sign ordinance and that the team would follow the new ordinance with the understanding the City is looking to streamline the review process.

The next item on the agenda was the **Building Official's Monthly Report**.

Mr. Jackson stated that a BS&A report of the activity since McKenna started is available (attached) and that at future meetings, McKenna would provide additional insight on the projects coming through the Building Department.

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

- Commissioner O'Keefe reported on the July 11 & 18, 2022 City Council meetings.
- Commissioner Bailey reported on the August 8 & 15, 2022 City Council meetings.
- Commissioner Fenton reported on the September 12 & 19, 2022 City Council meetings.

The next item on the agenda was the **Council Representatives for October and November City Council meetings**. Commissioner Gilezan to attend October 3 & 17, 2022, Commissioner Hamborsky to attend November 14 & 21, 2022.

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

- 2020 Plan: nothing to report
- Crosswalk: nothing to report
- Streetscape: nothing to report

Under **Public Comment**:

Ms. Margaret Potter, Grosse Pointe Woods, asked when the traffic concerns at the intersection of Mack and Vernier were going to be addressed. She also expressed concern regarding the negative visual impact of the flashing/blinking neon lights that some businesses have recently installed.

City Manager Schulte explained that the City was recently awarded a safety grant and along with ARPA funds from Wayne County and were looking forward to implementing several improvements to the intersection including safe routes to schools related improvements as soon as 2024.

Building Official Eck encouraged Ms. Potter to contact the Building Department if she felt there were signs that posed a danger to the public or traffic based on the flashing or blinking nature of the sign. He would have someone go and observe the signs to see if there were possible solutions.

MOTION by Bailey, seconded by Vitale to adjourn at 8:09 p.m. Motion carried by the following vote:

Motion carried by the following vote:

YES: Bailey, Fenton, Fuller, Gilezan, McNelis, O'Keefe, Vitale

NO: None
Absent: Gerhart, Hamborsky

Respectfully Submitted, Alicia Warren
Zoning Administrator

GROSSE POINTE WOODS
20025 Mack Plaza, Grosse Pointe Woods, MI 48236
Phone (313) 343-2440

REZONING APPLICATION INSTRUCTIONS

- Pre-Application Conference. Developers are encouraged to meet with City staff prior to any extensive design work and submission of an application. Pre-application conferences will give the City and the developer an opportunity to discover and discuss issues and problems that may arise later in the review process. Identification of issues of concern and proposed methods of resolving them should help to expedite the review. These conferences will make the entire review process more efficient.

An appointment for a pre-application conference can be scheduled by calling the Zoning Administrator at (313) 343-2440. While a pre-application conference is not required, it is highly recommended. Where a pre-application conference does not occur, the developer is encouraged to be familiar with all City requirements and to submit a complete and fully documented application.

- Only complete applications will be processed. Incomplete applications will be returned to the applicant. A complete application includes the following list of items pertaining to the requested Rezoning:
 1. 12 full-sized, folded copies and 1 ledger-sized copy of a scaled, legible illustration with the required details.
 2. A separate detailed written statement fully explaining your request.
 3. Legal description of the property.
 4. All appropriate signatures and authorizations.
 5. The fee as listed.
- Incomplete applications will be returned to the applicant.
- The Planning Commission meets the fourth Thursday of each month, applications are due a minimum of 30 days prior to the meeting. Please note that meeting dates may be altered for November and December due to the holidays.
- Rezoning petitions are heard in front of the Planning Commission and then the City Council. It is the applicant's responsibility to provide revised drawings (4 full-sized, folded copies and 1 ledger-sized copy) and other required information for the City Council meeting. Please note that applications may be delayed if submitted on the last filing day or if significant issues have not been resolved in a timely manner.

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza, Grosse Pointe Woods, MI 48236
Phone (313) 343-2440

REZONING APPLICATION

1. Applicant: Justin Buccellato

Mailing Address: 20259 Mack Avenue, Suite 2, Grosse Pointe Woods 48236
Street City Zip

Daytime Phone: (313) 432-8109 Fax: (313) 924-5792

2. Property Owner: Daher B. Rahi

Mailing Address: 503 Lake Shore Rd, Grosse Pointe Shores, MI 48236

Daytime Phone: (313) 886-9117 Fax: _____

3. Project Manager: (required) John A. Vitale, AIA, NCARB - Architect

Mailing Address: 27172 Woodward Avenue, Royal Oak, MI 48067
Street City Zip

Daytime Phone: (248) 546-6700 Fax: (248) 546-8454

Other Phone: (313) 516-9810

4. Address of Property: 20100 Mack Avenue, Grosse Pointe Woods, MI

5. Legal Description of Property: Lot 90, Fairholme No. 1, according to the plat thereof,
as recorded in Liber 68 of Plats, Page 84, Wayne County Records.

(or attach a legal boundary description)

6. Permanent Parcel Number: 40-012-05-0090-000

7. Request: To Rezone From: P1-Parking To: RO-1 Restricted Office

For the Following Purpose:

Correct property zoning - office. Building has been located on property over
30 years.

Attach a detailed written statement fully explaining your request.

8. Present Use of Property: Office

9. Attach an Accurate Drawing of the Site Showing:

- a) Property boundaries
- b) Existing buildings
- c) Unusual physical features of the site or building
- d) Abutting streets
- e) Existing zoning on adjacent properties
- f) Location of buildings on adjacent properties

10. Names and Addresses of all other Persons, Firms or Corporations having a Legal or Equitable Interest in the Property:

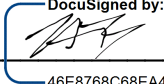
Daher B. Rahi

Applicant must provide lease, purchase agreement or written authorization from Owner.

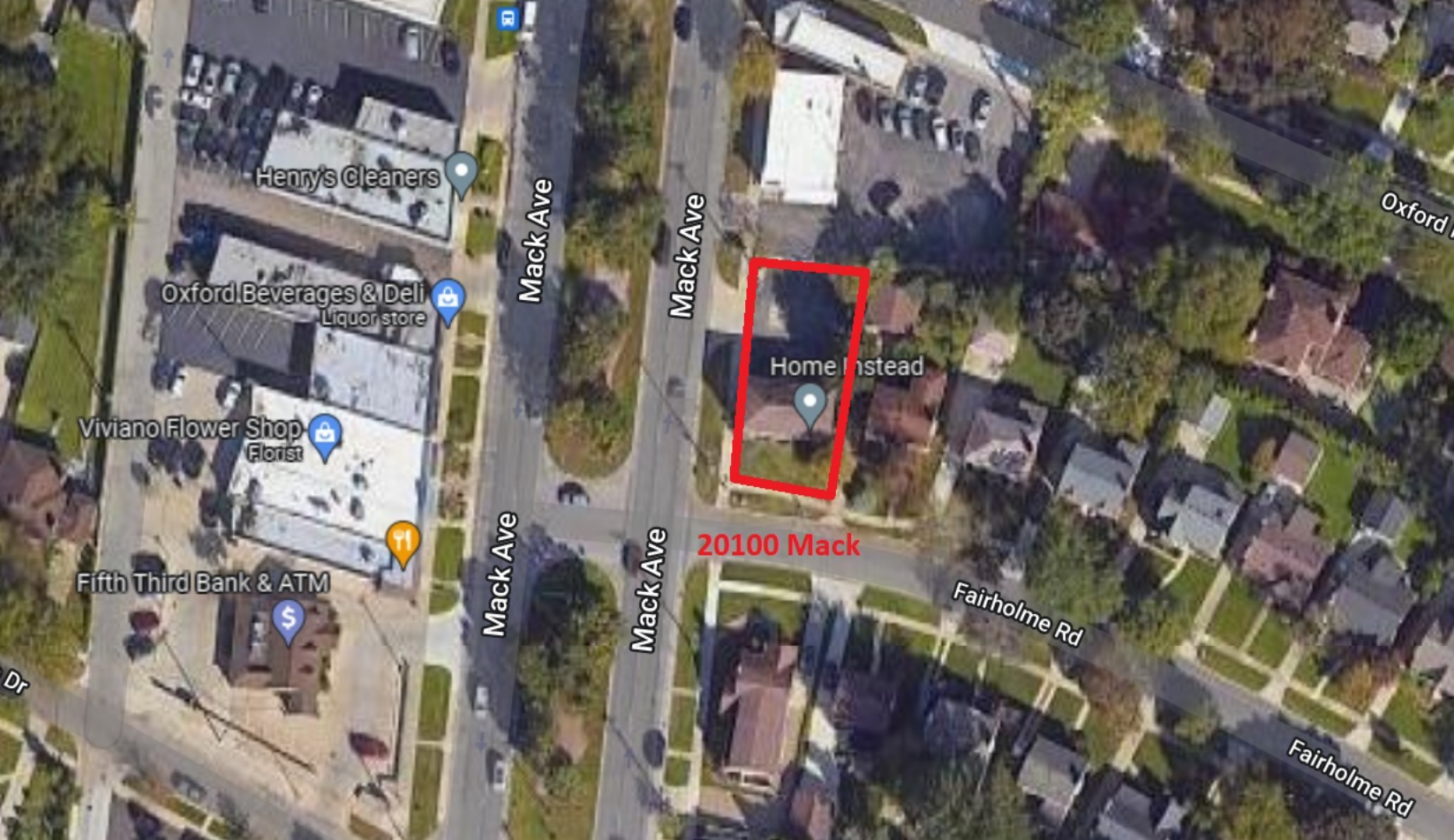
DECLARATION:

I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above, legally described property on which the request is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the request is granted, I am in no way relieved from all other applicable requirements of the City of Grosse Pointe Woods Zoning Ordinance.

By virtue of my application, I do hereby declare that the appropriate appointed officials and City staff responsible for the review of my application are given permission to visit and inspect the property regarding my petition in order to determine the suitability of the request.

Applicant Signature:  Date: 10/25/2022

Filing Fee: \$500.00



Henry's Cleaners

Oxford Beverages & Deli
Liquor store

Viviano Flower Shop
Florist

Fifth Third Bank & ATM

Mack Ave

Mack Ave

Mack Ave

Mack Ave

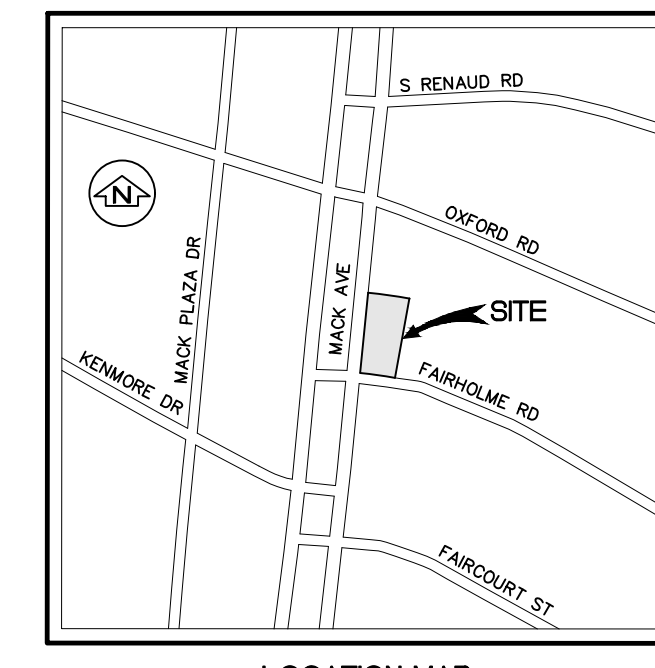
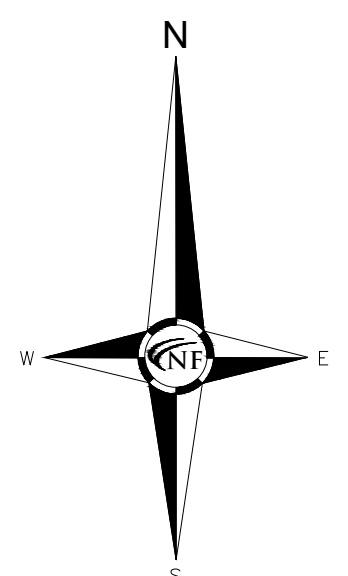
20100 Mack

Home Instead

Fairholme Rd

Fairholme Rd

Oxford



LEGAL DESCRIPTION

Land situated in the City of Grosse Pointe Woods, County of Wayne, State of Michigan, described as follows:
 Lot 90, Fairholme No. 1, according to the plat thereof, as recorded in Liber 68 of Plats, Page 84, Wayne County Records.
 20100 Mack Avenue
 Tax ID: 40-012-05-0090-000

BASIS OF BEARING NOTE

The basis of bearing for this survey was established by the aforesaid recorded Plat.

TITLE NOTES

- Any facts, rights, interests, or claims that are not shown by the Public Records but that could be ascertained by making inquiry of persons in possession of the Land.
- Easements, encumbrances, or claims thereof, not shown by the Public Records.
- Rights of the public and any governmental unit in any part of the land taken, deeded or used for street, road or highway purposes.
- Covenants, conditions and restrictions and other provisions as contained in instrument recorded in Liber 5817, Page 331, Wayne County Records. Please be advised that any provision contained in this document, or in a document that is attached, linked, or referenced in this document, that under applicable law illegally discriminates against a class of individuals based upon personal characteristics such as race, color, religion, sex, sexual orientation, gender identity, familial status, disability, national origin, or any other legally protected class, is illegal and unenforceable. [LOCATION OF BUILDING SETBACK RESTRICTIONS IS SHOWN].
- Subject to the easements, restrictions and reservations contained in the Fairholme No. 1 Plat recorded at Liber 68, Page(s) 84, Wayne County Records. [LOCATION OF EASEMENT WITHIN THE SURVEYED LAND IS SHOWN].
- Interest of others in oil, gas and mineral rights, if any, whether or not recorded in the Public Records.
- Interest, if any, of the United States, State of Michigan, or any political subdivision thereof, in the oil, gas and minerals in and under and that may be produced from the captioned Land.
- Rights of tenants under any unrecorded leases.

ALL EXCEPTIONS SHOWN OR NOTED ON THIS SURVEY WERE OBTAINED FROM TITLE COMMITMENT NO. TC13-105243, WITH A COMMITMENT DATE OF 07-29-2022, ISSUED BY TITLE CONNECT.

SITE DATA

Gross Land Area: 6,310 Square Feet or 0.145 Acres.
 Zoned: P-1 (Vehicular Parking District)
 Building Setbacks:
 Front= None
 Sides= 20' Parking structure
 Rear= None

Max. Building Height permitted: Attendant's shelter-15'; Parking structure-30'
 Total Parking: 5 spaces including 0 barrier free (handicap) spaces.

The above setback & height requirements were obtained from the City of Grosse Pointe Woods Zoning Ordinance.

NOTE: The setbacks & height restrictions noted above are for reference purposes only and should not be used for design or construction and should not be used to determine compliance. A surveyor cannot make a certification on the basis of an interpretation or opinion of another party. A zoning endorsement letter should be obtained from the City of Grosse Pointe Woods to insure conformity as well as make a final determination of the required building setback & height requirements.

FLOOD HAZARD NOTE

The Property described on this survey is not located in a Special Flood Hazard Area as defined by the Federal Emergency Management Agency, the property lies within Map No. 28163C0171F. According to the current available Map Index for Wayne County, Michigan, dated 10-21-2021, Map No. 28163C0171F is not printed and is indicated as being a No Special Flood Hazard Area.

TABLE A NOTES

- There was no observable evidence of current earth moving work, building construction or building additions observed in the process of conducting the fieldwork.
- There are no known proposed changes in street right-of-way lines available from the controlling jurisdiction.
- There was no observable evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.
- Improvements within offsite easements or servitudes as provided by the Title Company are shown within 25 feet of the subject land only.

SURVEYOR'S CERTIFICATION

To:
 Buccellato Development LLC
 Daher B. Rahi and Jeannette Rahi, his wife
 Title Connect
 First American Title Insurance Company

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 1, 2, 3, 4, 6(a), 6(b), 7(a), 7(b), 7(c), 8, 9, 11(a), 13, 14, 16, 17, 18 & 19 of Table A thereof.

The field work was completed on 09-22-2022.

Kevin Christopher Navaroli
 Kevin Christopher Navaroli, P.S.
 No. 4001053503
 Date of Plat or Map: 10-04-2022
 Revised:



PROJECT
**"HOME INSTEAD"
 SENIOR CARE**

PROJECT LOCATION
 No. 20100
 Mack Avenue
 Part of Private Claim 393
 City of Grosse Pointe Woods,
 Wayne County, MI

SHEET
 ALTA / NSPS
 Land Title Survey

REVISIONS

DRAWN BY:
 A.G.

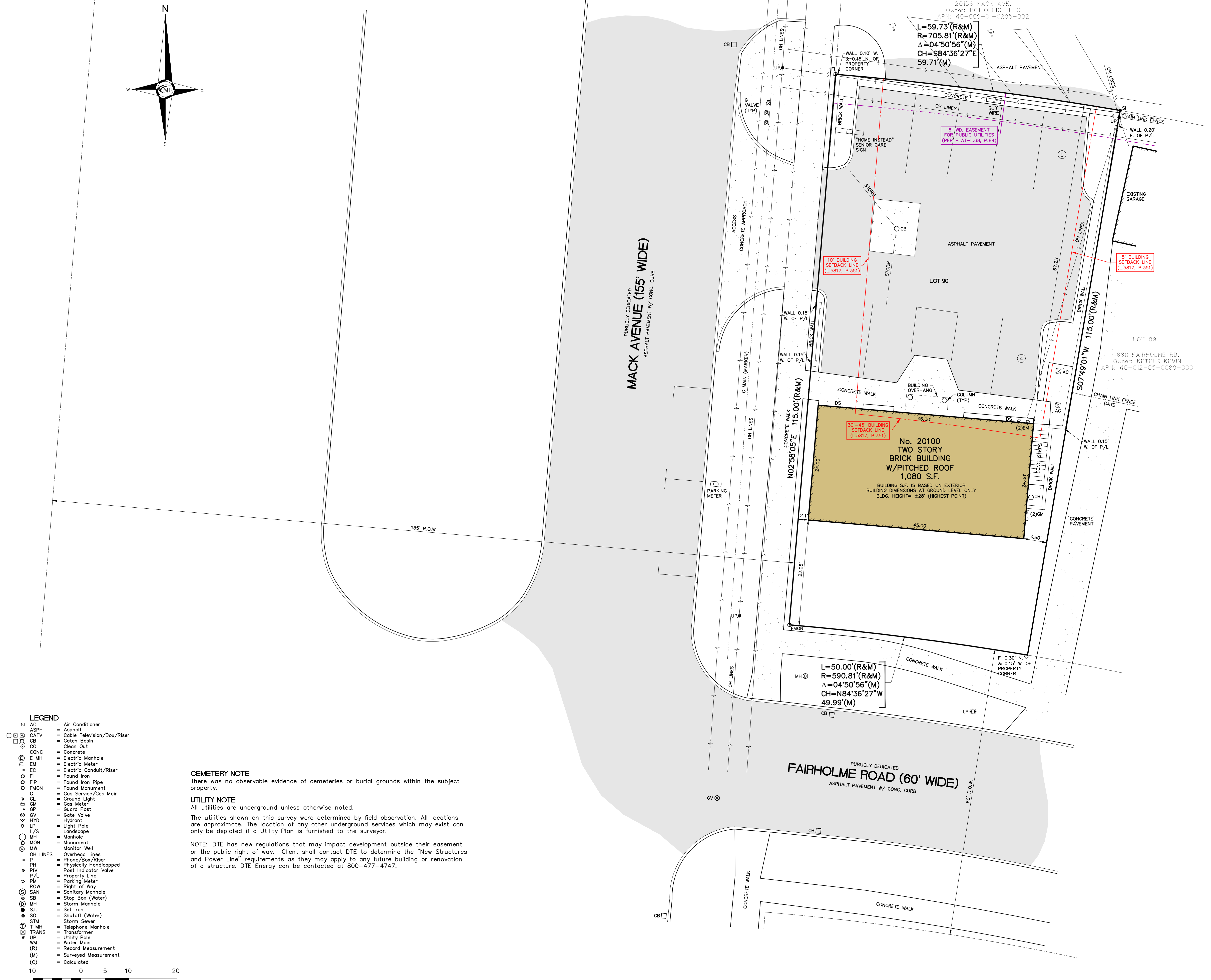
APPROVED BY:
 K.N./R.FRAUS

EMAIL:
 rfraus@nfe-engr.com

DATE ISSUED:
 10-04-2022

SCALE:
 1"=10'

NFE JOB NO. SHEET NO.
N216 1 of 1



LEGEND

AC	Air Conditioner
ASPH	Asphalt
CATV	Cable Television/Box/Riser
CB	Catch Basin
CO	Clean Out
CONC	Concrete
EMH	Electric Manhole
EM	Electric Meter
EC	Electric Conduit/Riser
FI	Found Iron
FIP	Found Iron Pipe
FMON	Found Monument
G	Gas Service/Gas Main
GL	Ground Light
GM	Gas Meter
GP	Guard Post
GV	Gate Valve
HYD	Hydrant
LP	Light Pole
L/S	Landscape
MH	Manhole
MN	Monument
MW	Monitor Well
OH LINES	Overhead Lines
PI	Phone/Box/Riser
PH	Physically Handicapped
PIV	Post Indicator Valve
P/L	Property Line
PM	Parking Meter
R/W	Right of Way
SAN	Sanitary Manhole
SB	Stop Box (Water)
SMH	Storm Manhole
S.I.	Set Iron
SD	Shutoff (Water)
STM	Storm Sewer
T.MH	Telephone Manhole
TRANS	Transformer
UP	Utility Pole
WM	Water Main
(R)	Record Measurement
(M)	Surveyed Measurement
(C)	Calculated

CEMETERY NOTE
 There was no observable evidence of cemeteries or burial grounds within the subject property.

UTILITY NOTE
 All utilities are underground unless otherwise noted.
 The utilities shown on this survey were determined by field observation. All locations are approximate. The location of any other underground services which may exist can only be depicted if a Utility Plan is furnished to the surveyor.

NOTE: DTE has new regulations that may impact development outside their easement or the public right of way. Client shall contact DTE to determine the "New Structures and Power Line" requirements as they may apply to any future building or renovation of a structure. DTE Energy can be contacted at 800-477-4747.

