



CITY OF GROSSE POINTE WOODS PLANNING COMMISSION MEETING AGENDA

Tuesday, May 24, 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 04/26/22](#)
7. **FINAL DRAFT: Mobile Food Vending Ordinance**
 - A. [Building Official Memo - 05/19/22](#)
 - B. [Final Draft - 05/19/22](#)
8. **BUILDING OFFICIAL'S MONTHLY REPORT**
 - A. [Building Department Report - April 2022](#)
9. **COUNCIL REPORT/s**
 - A. [May 2, 2022 - Bailey](#)
 - B. [May 16, 2022 - O'Keefe](#)
10. **INFORMATION ONLY: Council Representatives for Next Meeting**
 - A. [June 6 & 20, 2022 - Gerhart](#)
 - B. [July 11 & 18, 2022 - O'Keefe](#)
11. **NEW BUSINESS**
 - A. [2020 Plan - Hamborsky, Vitale, Gilezan](#)
 - B. [Crosswalk/Pocket Park - Fuller](#)
 - C. [Streetscape - Bailey](#)
12. **PUBLIC COMMENT**
13. **ADJOURNMENT**

PLANNING COMMISSION
PENDING MINUTES 4-26-22 – 10

MINUTES OF THE REGULAR PLANNING COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON APRIL 26, 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 7:01 p.m. by Chair Fuller.

Roll Call: Chair Fuller
Planning Commissioners: Bailey, Gerhart, Gilezan (*arrived at 7:02 p.m.*), Fenton, Hamborsky (*arrived at 7:06 p.m.*), McNelis, O’Keefe,
Absent: Vitale
Also Present: Building Official, Gene Tutag

MOTION by Gerhart, seconded by Bailey, that absent commissioner’s be excused from tonight’s meeting.

Commissioner Gilezan arrived to the meeting at 7:02 p.m.

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

MOTION by Bailey, seconded by Gerhart, 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, McNelis, O’Keefe
NO: None
Absent: Hamborsky, Vitale

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

MOTION by Fenton, seconded by Gilezan, that the March 22, 2022 Planning Commission Meeting Minutes be approved as submitted.

Motion carried by the following vote:

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

Commissioner Hamborsky arrived to the meeting at 7:06 p.m.

PLANNING COMMISSION
PENDING MINUTES 4-26-22 – 11

The next item on the agenda was the **Public Hearing: Solar Ordinance Repeal, Chapter 50 of City Code**. Building Official Tutag stated this was a housekeeping issue, required when the replacement ordinance was adopted. Building Official Tutag requested the Planning Commission recommend approval to City Council.

MOTION by Gilezan, seconded by McNelis, to open the Public Hearing for the Solar Ordinance Repeal in Chapter 50 of City Code.

Motion carried by the following vote:

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

Public Hearing opened at 7:06 p.m.

Chair Fuller requested that anyone from the audience who wishes to speak in favor of the ordinance repeal step up to the podium.

Nobody wished to speak in favor of the repeal.

Chair Fuller requested that anyone from the audience who wishes to speak against the ordinance repeal step up to the podium.

Nobody wished to speak against the repeal.

MOTION by McNelis, seconded by Fenton, to close the Public Hearing for the Solar Ordinance Repeal in Chapter 50 of City Code.

Motion carried by the following vote:

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

Public Hearing closed at 7:07 p.m.

MOTION by Gerhart, seconded by Gilezan that the Planning Commission recommend to Mayor and City Council the repealing of Section 50-539: Solar Energy Systems, in its entirety.

Motion carried by the following vote:

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

PLANNING COMMISSION
PENDING MINUTES 4-26-22 – 12

The next item on the agenda was the **Public Hearing: Colonial Design Theme Ordinance Amendment in Chapter 50 of City Code.**

MOTION by Hamborsky, seconded by Fenton, to open the Public Hearing for the Colonial Design Theme Ordinance Amendment, Chapter 50 of City Code.

Motion carried by the following vote:

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

Chair Fuller requested that anyone from the audience who wishes to speak in favor of the ordinance amendment step up to the podium.

Nobody wished to speak in favor of the ordinance amendment.

Chair Fuller requested that anyone from the audience who wishes to speak against the ordinance amendment step up to the podium.

- Donald Chef, 2073 Hunt Club.

MOTION by Gerhart, seconded by Gilezan to close the Public Hearing for the Colonial Design Theme Ordinance Amendment in Chapter 50 of City Code.

Motion carried by the following vote:

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

Public Hearing closed at 7:13 p.m.

MOTION by Bailey seconded by Hamborsky, that the Planning Commission recommend to Mayor and City Council to approve the Amendment to Chapter 50 Zoning, Section 50-340 Special Land Uses, and Section 50-373 Design Standards regarding Colonial Themes.

Motion carried by the following vote:

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

Discussion ensued among commissioners, referencing the history of the Colonial Ordinance and the intentions of this ordinance amendment, which is not to be constrained by the word “colonial” but still use quality building and construction materials.

MOTION by Gerhart, seconded by Bailey, that the motion Planning Commission recommend to Mayor and City Council the repealing of Section 50-539 - Solar Energy Systems, in its entirety, and the motion that Planning Commission recommend to Mayor and City Council to approve the amendment to Chapter 50 Zoning, Section 50-340 Special Land Uses, and Section 50-373 Design Standards regarding Colonial Themes, both be immediately certified.

Motion carried by the following vote:

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

PLANNING COMMISSION
PENDING MINUTES 4-26-22 – 13

The next item on the agenda was the **Mobile Food Vending Ordinance Discussion/Review.**

MOTION by Bailey, seconded by McNelis, that the revised Mobile Food Vending Ordinance Draft be received and placed on file as submitted.

Motion carried by the following vote:

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

Building Official Tutag updated the Commissioners on the changes to the revised draft made by City Attorney Tomlinson per the discussion at the March 22, 2022 Planning Commission meeting. Discussion ensued among Commissioners and Building Official Tutag. Final discussion/review of the draft ordinance will be on the May 24, 2022 Planning Commission meeting agenda for Commissioners to make a motion to City Council.

The next item on the agenda was the **2021 Planning Commission Annual Report.**

MOTION by Gilezan, seconded by Fenton, that the 2021 Planning Commission Annual Report be received, placed on file, and forwarded to City Council as submitted.

Motion carried by the following vote:

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

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

- Meeting next week with the City Attorney to work on the Mobile Food Vending Ordinance draft, have a discussion regarding amending the Sign Ordinance and for it to segue into the Clearzoning format.
- Last night’s City Council meeting approved the 2nd reading of the Chapter 50 Clearzone Zoning amendment, excited to get that program going live.
- Master Plan Update – next fiscal year.
- Met with the contractors who are working on the façade change and alteration project at 19850 Mack Ave: sidewalks and parking may have to be temporarily shut down at that location during some parts of construction to ensure public safety.

PLANNING COMMISSION
PENDING MINUTES 4-26-22 – 14

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

- Council Representative Vaughn reported on the April 4th and 25th Council meetings.

The next item on the agenda was **Council Representatives for the May 2nd and 16th Council meetings**. Commissioner Bailey to attend May 2, 2022 Council meeting, Commissioner O’Keefe to attend May 16, 2022 Council meeting.

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

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

Nobody wished to be heard under **Public Comment**.

MOTION by Bailey, seconded by O’Keefe, to adjourn at 8:00 p.m.

Motion carried by the following vote:

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

Respectfully Submitted,
Josie Modrack
Administrative Assistant to the Building Official

CITY OF GROSSE POINTE WOODS

Building Department

MEMORANDUM

DATE: May 19, 2022
TO: Planning Commission
FROM: Gene Tutag, Building Official
SUBJECT: Mobile Food Vending Ordinance Draft

At the April 26, 2022 Planning Commission meeting, you all received the amended draft of the Mobile Food Vending Ordinance (dated 04/26/22). The following week, Josie and I met with City Attorney Tim Tomlinson where we discussed the comments made by commissioners. Please find the Final Draft (dated 05/19/22) of the Mobile Food Vending Ordinance included in your packets.

City Attorney Tim Tomlinson will be present at the 05/24/22 Planning Commission meeting to answer any questions you may have.

Thank you,
Gene Tutag
Building Official

**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 10 – BUSINESSES, BY ADDING ARTICLE XVII – MOBILE FOOD VENDING, TO REGULATE MOBILE FOOD VENDING, PROVIDE DEFINITIONS, PERMITTING, APPLICATION PROCESS, FEES, PERMIT EXPIRATION, LIMITATIONS ON PERMIT TRANSFER, EXCEPTIONS, LOCATIONS, HOURS OF OPERATION, APPEALS, VIOLATIONS 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 10 – Businesses*, is hereby amended by adding *Article XVII – Mobile Food Vending*, as follows:

ARTICLE XVII - MOBILE FOOD VENDING

Sec. 10-640 - Definitions.

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Mobile Food Vending means vending, serving, or offering for sale food and/or beverages from a mobile food vending unit, which may include the ancillary sales of other items consistent with the food provided, such as a tee shirt that bears the name of the organization engaged in mobile food vending.

Mobile Food Vending Unit means any motorized or non-motorized vehicle, trailer, cart, or other similar device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale. This definition does not apply to vehicles which dispense food or beverages that move from place to place and are stationary in the same location for no more than 15 minutes at a time, such as ice cream trucks.

Operate means all activities associated with the conduct of business, including set up and take down and/or actual hours where the mobile food vending unit is open for business.

Special Event means the following:

- (1) store opening
- (2) fair

- (3) church function
- (4) community sports event
- (5) block party
- (6) sidewalk sale.

Vendor shall mean any entity, person or group of persons engaged in the business of mobile food vending. If more than one person or entity is operating a single stand, cart or other means of conveyance, then vendor shall mean all persons or entities operating such single stand, cart or other means of conveyance.

Sec. 10-641 - Permit Required.

It shall be unlawful for any person to operate a mobile food vending unit in the City without first obtaining a permit as provided in this Article.

Sec. 10-642 - Application.

A person desiring to operate a mobile food vending unit shall make written application for a permit to the City Clerk. Mobile food vending shall only be permitted at a special event. The application for a permit shall be on forms provided by the City Clerk, and shall include the following:

- (1) Name, signature, business address, telephone number, and email contact information of the applicant.
- (2) Information on the mobile food vending unit, to include a copy of the current vehicle registration and dimensions, which shall not exceed thirty-six feet (36') in length or ten feet (10') in width.
- (3) A plan which includes information setting forth the proposed location of operation, dates of operation (rain date, if applicable), hours of operation, plans for power access, water supply and wastewater disposal, and written property use agreements, if applicable.
- (4) Copies of all necessary licenses or permits issued by Wayne County and the State of Michigan.
- (5) Insurance coverage:
 - (a) Proof of Commercial Liability Insurance policy with limits of no less than One Million Dollars (\$1,000,000) combined Single Limit coverage issued by an insurer licensed to do business in this state, and which names the City as an additional insured.

- (b) Proof of Commercial Auto Policy with bodily injury and property damage with limits of no less than One Million Dollars (\$1,000,000) per accident issued by an insurer licensed to do business in this state.
- (6) At the time of filing the application, a fee as established by resolution to cover the cost of the review and administrative processing, no part of which shall be refundable.
- (7) A signed statement that the licensee shall indemnify and hold harmless the City, its officers, agents, and employees for any claims, damages, or injuries to persons or property which arise out of any activity by the licensee, its employees, or agents carried on under the terms of the license.

Sec. 10-643 - Review of Application and Issuance.

- (1) Upon receipt of an application, the original shall be forwarded to the City Clerk, the Public Safety Department, the Building Department and any other necessary City departments for review as to compliance with all applicable laws and Ordinances.
- (2) If as a result of such review the application is found not to be in compliance with all applicable laws and ordinances, the City Clerk shall endorse on the application disapproval and the reasons for disapproval, and shall notify the applicant that the application is disapproved and that no permit will be issued.
- (3) If as a result of such review the application is satisfactory, the City Clerk shall approve the application. The City Clerk, upon payment of the prescribed fee, shall issue a permit. All such permits shall contain the signature of the City Clerk, and show the name and address of the applicant, a description of the mobile food vending unit, the amount of the fee paid, and the date(s) and description of the special event.

Sec. 10-644 - Fees.

An applicant for a mobile food vending unit permit shall pay a daily fee as established by resolution of City Council.

Sec. 10-645 - Limitations on Transfer of Permits.

- (1) A permit issued under this Article shall not be transferable from person-to-person, from business-to-business, from vendor-to-vendor, from member/shareholder-to-member/shareholder, or any combination thereof.

- (2) A permit is valid for one mobile food vending unit, and shall not be transferred between mobile food vending units.

Sec. 10-646 - Exceptions.

A permit issued under this Article shall not be required for the following:

- (1) any school-sponsored mobile food vending unit operating on school property.
- (2) any City sponsored event.
- (3) a private party so long as the mobile food vending unit is wholly situated within the owner's private property, and not within any public street, right-of-way or public place.
- (4) restaurants who operate a permanent business physically present in the City while mobile vending on their own private property, but shall not subcontract or hire such vendors in an attempt to evade this Article.
- (5) mobile food vending that occurs entirely indoors, located inside a building.

Groups and individuals who are exempt under this Article from permitting must still receive written permission from the City before operating on public property under the control or jurisdiction of the City or Wayne County.

Sec. 10-647 - Locations.

- (1) Appropriate locations for mobile food vending units shall be limited to private property with a written agreement signed by the property owner. The use of public areas, including on-street parking, parking lots or parks, is prohibited without written permission from the City without exception.
- (2) The issuance of a mobile food vending unit permit does not grant or entitle the vendor to the exclusive use of any service route or space.

Sec. 10-648 - Hours of Operation.

- (1) Mobile food vending units shall be permitted to operate between 9am and 9pm unless for a private party.
- (2) A mobile food vending unit shall not be parked overnight on public or private property, or left unattended and unsecured at any time food is in the vehicle or at the location. Any mobile food vehicle unit found to be

unattended shall be considered a public safety hazard and may be ticketed and impounded.

- (3) Mobile food vending units shall be permitted to operate on private property during the hours of operation of the primary use business and shall not operate as an accessory use before or after the primary use business is open for business. The private property owner may dictate mobile vending operations less than their business hours.

Sec. 10-649 - Regulations.

- (1) Customers of mobile food vending units shall be provided with single service articles such as plastic utensils and paper plates.
- (2) All mobile food vending units shall provide a waste container for public use which the vendor shall empty at its own expense. All on-site trash and garbage originating from the operation of mobile food vending units shall be collected and disposed of off-site by the operators each day, and in such a manner so as to not allow overflowing containers during the course of operations. Spills of food or food by-products shall be cleaned up, and no dumping of gray water is permitted.
- (3) No mobile food vending unit shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles shall meet the City noise ordinance, including generators. No loud music, other high-decibel sounds, horns, "crying out" or any other audible methods to gain attention are permitted.
- (4) Signage is permitted when placed on mobile food units, so long as it does not extend above or beyond the mobile vending unit itself. One free-standing temporary sign of no more than six square feet (6') in residential districts or twenty-four square feet (24') in commercial or industrial districts is permitted but the signage must be located entirely within twenty feet (20') of the mobile vending unit. The vendor must otherwise follow the City's sign ordinance, including sandwich board signs.
- (5) No flashing or blinking lights, or strobe lights, are allowed on mobile food vending units or related signage at any time, unless part of an approved Special Events Application. All exterior lights with over sixty (60) watts shall contain opaque hood shields to direct the illumination downward.
- (6) Awnings for mobile food vehicles shall have a minimum clearance of seven feet (7') between the ground level and the lowest point of the awning. Seating, tables, waste disposal or cleaning apparatus of the

vendor shall be located within twenty feet (20') of the vending unit and shall not constitute a danger or impedance to the public.

- (7) Any power required for the mobile food vending unit shall be self-contained, and a mobile food vending unit shall not use utilities drawn from the public right-of-way. Mobile food vending units on private property may use electrical power drawn from the property being occupied or an adjacent property, but only if the property owner provides written consent to do so. No power cable or equipment shall be extended at or across any City street, alley, or sidewalk.
- (8) The vendor shall make the mobile food vending unit permit available for inspection by any member of law enforcement or the Building Department at any time the vendor is operating.
- (9) The vendor shall follow all local, state and federal laws, rules and regulations in their operation of the mobile vending unit. A permit obtained under this Article shall not relieve the vendor of the responsibility of obtaining any other permit or authorization required by other ordinance, statute or administrative rule.
- (10) The vendor shall not represent the granting of a permit under this article to be in any way an endorsement by the City.
- (11) All permits and licenses shall be prominently displayed on the mobile food vending unit.

Sec. 10-650 - Revocation.

- (1) Permits issued under the provisions of this Article may be revoked by the City Administrator or Building Director after notice and hearing, by a preponderance of the evidence for any of the following causes:
 - (a) Fraud, misrepresentation, or false statement contained in the application for permit or made in the course of operating a mobile food vending unit; or
 - (b) Conducting the business of a mobile food vending unit in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public; or
 - (c) Any violation of this Article; or
 - (d) Failure to possess or maintain any required food safety licensure.

- (2) Notice of the hearing for revocation of a permit shall be given in writing, setting forth specifically the grounds of complaint and the time and place of hearing. Such notice shall be mailed, postage prepaid, to the applicant at the address provided at least five days prior the date set for the hearing.
- (3) Permits issued under the provisions of this Article may be immediately suspended by any law enforcement, health safety officer, City Administrator or Building Director prior to notice and hearing if continued operations of the mobile vending unit would be harmful to the health or safety of the general public. Any permit suspended under this section shall remain suspended until such time as a notice and hearing may take place regarding the truth of the accusation made regarding the health or safety effects of the mobile vending unit.

Sec. 10-651 - Appeals.

Any person aggrieved by the action of the City Clerk, law enforcement, health safety officer, City Administrator or Building Director in the denial of an application for a mobile vending permit, or in the decision with reference to the revocation or suspension of a permit as provided in this article shall have the right of appeal to the City Council. Such appeal shall be taken by filing with the Council, within 14 days after notice of the action complained of has been mailed to such person's last known address, a written statement setting forth fully the grounds for the appeal. The City Council shall set a time and place for a hearing on such appeal, and a notice of such hearing shall be given the appellant in the same manner as provided for notice of a hearing on revocation. The decision and order of the City Council on such appeal shall be final and conclusive.

Sec. 10-652 - Violations.

Except as otherwise provided by state law, persons who violate any of the provisions of this Article are responsible for a municipal civil infraction punishable by a fine of \$500. Each day that a violation exists shall be considered a new and separate offence and shall have imposed a new a separate municipal civil infraction.

Section 2. 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 3. 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 4. Effective Date. This Ordinance shall be effective twenty (20) days from and after its adoption and publication by the City of Grosse Pointe Woods City Council.

AYES _____

NAYS _____

ABSENT _____

Arthur W. Bryant, Mayor

Attested:

, City Clerk

CERTIFICATION OF CLERK

I, _____, 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 June ____, 2022. Said Ordinance was posted in the following places:

Notice of said posting was published in _____ (*Grosse Pointe News*) on June ____, 2022.

, City Clerk

First Reading: _____

Proposed Second Reading: _____

Published by Title: _____

Adopted: _____

Effective: _____

Published Final: _____