



CITY OF GROSSE POINTE WOODS
PLANNING COMMISSION AGENDA
Tuesday, January 28, 2025, 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. RECOGNITION OF COUNCIL REPRESENTATIVE/s**
- 4. PLEDGE OF ALLEGIANCE**
- 5. ACCEPTANCE OF AGENDA**
- 6. RECEIPT OF FINAL APPROVED MINUTES**
 - A. Planning Commission Meeting – December 10, 2024
- 7. PUBLIC HEARING**
- 8. NEW BUSINESS**
 - A. Review the Annual Planning report and consider recommending to Council.
 - B. Consider approval of the 2025 Planning Commission meeting calendar.
 - C. Consider re-approval of the Planning Commission By-Laws.
- 9. OLD BUSINESS**
 - A. Discussion on Master Plan priorities and 2025 goal setting.
 - B. Discussion on short term rental ordinance.
- 10. BUILDING OFFICIAL'S MONTHLY REPORT**
 - A. Building Department Report –December 2024 to January 2025
- 11. COUNCIL REPORT/s**
 - A. December 16 – Fenton; January 6, 27 – Fuller
 - B. Next Month: February 3, 24 – Gilezan
- 12. INFORMATION ONLY**
 - A. Training Materials and Opportunities
- 13. PUBLIC COMMENT**
- 14. ADJOURNMENT**



CITY OF GROSSE POINTE WOODS
PLANNING COMMISSION AGENDA
Tuesday, December 10, 2024 at 7:00 PM

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.

MINUTES OF THE **PLANNING COMMISSION** MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON **DECEMBER 10, 2024**, 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 McNelis.

Roll Call: Chair McNelis
Commission Members: Fenton, Fuller, Hamborsky, Mackinnon, Vitale
Absent: Gilezan, Marx, O'Keefe

Also Present: City Planner, Brigitte Wolf
Recording Secretary, Gretchen Miotto
Council Representative Kenneth Gafa

MOTION by Vitale, seconded by Fuller, to excuse Commission Members Gilezan, Marx, and O'Keefe from attendance at tonight's meeting.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Mackinnon, McNelis, Vitale
NO: None
ABSENT: Gilezan, Marx, O'Keefe

Chair McNelis recognized Council Representative Gafa and Council Member Vicki Granger.

The Planning Commission, staff, and the public, Pledged Allegiance to the U. S. Flag.

MOTION by Vitale, seconded by Fenton, to accept tonight's agenda as presented.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Mackinnon, McNelis, Vitale
NO: None
ABSENT: Gilezan, Marx, O'Keefe

Chair McNelis announced that there would be no decisions made tonight on New Business items A & B (rezoning & site plan review for 1670 Ford Ct. and 20030 Mack Avenue) due to lack of a quorum, but we will proceed with the Public Hearing.

MOTION by Vitale, seconded by Mackinnon, that the November 19, 2024, Planning Commission meeting minutes be approved as presented.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Mackinnon, McNelis, Vitale

NO: None

ABSENT: Gilezan, Marx, O'Keefe

MOTION by Fuller, seconded by Fenton, to accept and place on file the Ford Court and Faircourt resident's petitions in opposition to the 1670 Ford Court and 20030 Mack Avenue rezoning request.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Mackinnon, McNelis, Vitale

NO: None

ABSENT: Gilezan, Marx, O'Keefe

The first item, under **Public Hearings**, was to **Host a Public Hearing on the rezoning request of 1670 Ford Court and 20030 Mack Avenue to the C Commercial district for the addition of a surface parking lot.**

MOTION by Fenton, seconded by Fuller, to open the **public hearing.**

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Mackinnon, McNelis, Vitale

NO: None

ABSENT: Gilezan, Marx, O'Keefe

Chair McNelis opened the public hearing at 7:07 pm.

Planner Wolf provided an overview of the hearing and stated that there are two parts: rezoning and site plan review. The petitioner was not represented.

No one wished to speak in support of the request:

The following spoke in opposition of the request:

1. Bill Bradley, former resident of 1670 Ford Ct.
2. Beth Baergen, 1600 Ford Ct.
3. Carrie Mead, 1575 Ford Ct.
4. Tambre Tedesco, 1665 Ford Ct.
5. John Klobuchar, 1675 Faircourt
6. Gary Herbertson, 1640 Ford Ct.
7. Bethann Bayus, 1615 Ford Ct.
8. Lisa Abbey, 1620 Faircourt
9. Melissa Kaczay, 1182 Edmundton, and former resident of 1650 Ford Ct.
10. Richard Carron, 1650 Ford Ct.
11. Anthony Toth, 1610 Ford Ct.

MOTION by Mackinnon, seconded by Fenton, to **close the public hearing on the rezoning request of 1670 Ford Court and 20030 Mack Avenue to the C Commercial district for the addition of a surface parking lot.**

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Mackinnon, McNelis, Vitale

NO: None

ABSENT: Gilezan, Marx, O'Keefe

Chair McNelis closed the public hearing at 7:43 pm.

Chair McNelis stated that both he and Commissioner Vitale have recused themselves previously, when involved in any projects before the Commission, and will continue to do so.

MOTION by Fuller, seconded by Fenton, to table the **New Business Items A & B, 1670 Ford Court and 20030 Mack Avenue rezoning request and site plan review**, until the January 2025 meeting.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Mackinnon, McNelis, Vitale

NO: None

ABSENT: Gilezan, Marx, O'Keefe

The next item under **New Business** was **Discussion on a Hotel Overlay Zoning District.**

Planner Wolf provided an overview on why this topic is under discussion: hotel use is not only a desired use that we heard from community members which was brought up during the Master Plan process, but there is an interested party in establishing a hotel, possibly 4 stories, along Mack Avenue. The expansion of the C 2 Commercial District is only recommended at the intersection of Mack Avenue & Vernier. Creating an overlay district is similar to re-zoning and other ordinance amendments, and would establish language and expectations, as well as appropriate areas, and would allow developers to select a site they see fit for a hotel before they come to the Building Department, hold a Public Hearing and go through the approval process. The topics to discuss are: a) should there be a mixed-use requirement; b) should there be a maximum setback requirement; and c) should there be an increased height allowance.

Discussion ensued on type of hotel to allow, and our ability to regulate design and architectural standards. With this type of built-out community, a hotel would have the potential to bring increased foot traffic to surrounding businesses and entice additional investment to abutting properties that would support hotel guests. With an overlay zoning district, we can encourage a specific development project for the appropriate parcel based on size and positioning, while managing the form. Overlays can hold the development to a higher design standard or allow for more expansion provisions than the stipulations of the base zoning district.

Setback requirements from residential zones were discussed related to 3 or 4 story buildings, along with parking requirements. Buffering from residential areas is a specific concern. The Planning Commission agreed we should explore this concept as the need is there. We could create an overlay district without identifying specific parcels.

No action or motion was made on this discussion, other than it would be effective to have something in place when the potential applicant submits their application.

The next item under **Old Business** was **Discussion on Master Plan priorities and 2025 Goal Setting**.

MOTION by Mackinnon, seconded by Fuller, to accept and place on file the McKenna Memo, dated December 10, 2024, regarding Master Plan Priorities and Goal Setting as well as the 2020 Vision Plan document.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Mackinnon, McNelis, Vitale
NO: None
ABSENT: Gilezan, Marx, O'Keefe

Planner Wolf provided an overview and reviewed the memo listing all priorities and their ranking based on the voting exercise completed by the Planning Commission.

The following were determined to be 2025 priorities and the Planning Commission will determine 2-3 additional priorities in the January 2025 meeting to advance to City Council in a January/February 2025 COW:

1. Establish the best location for another crosswalk along with the cost;
2. Enhancing city "gateways" and corresponding cost;

Planner Wolf will create a new survey for the Planning Commission to determine the next top 2-3 priorities and will update the memo, along with contacting AEW about cost estimates.

The next item under **Old Business** was **Discussion on Short Term Rental Ordinance**.

Planner Wolf provided a copy of Grosse Pointe Park's draft ordinance on short-term rentals and differentiating between investor-owned, or owner-occupied short-term rentals. Discussion ensued on whether there is a need in our city to allow short-term rentals. Our current rental ordinance does not have language that defines short term rentals. Our language states that any time a rental tenant changes, the owner must be re-certified and inspected.

The Planning Commission agreed that the ordinance should be amended to define rentals as having a minimum of 30 days.

Planner Wolf will bring back language to clarify our rental ordinance, including where the local agent or owner must live (i.e., within local counties).

The next item was the **Building Department Report, November to December, 2024.**

Planner Wolf provided an overview of current projects and permits.

The next item was the **City Council Reports for December.**

Commissioner Fenton spoke on the December 2 meeting. He will cover the December 16 meeting. Commissioner Fuller will cover the January 2025 meetings.

The next item was **Election of Chair and Vice Chair.**

Commissioner Vitale recommended that Commissioner Fenton be asked to be Chair, as current Vice Chair, O'Keefe, did not wish to be Chair. Commissioner Fenton agreed.

Commissioner Vitale recommended that Commissioner Hamborsky be asked to be Vice Chair. Commissioner Hamborsky agreed.

MOTION by Mackinnon, seconded by Vitale, to elect Fenton as Chair, and Hamborsky as Vice Chair for 2025.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Mackinnon, McNelis, Vitale

NO: None

ABSENT: Gilezan, Marx, O'Keefe

Under **Public Comment**, no one wished to be heard:

MOTION by Fenton, seconded by Fuller, to adjourn at 9:30 p.m.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Mackinnon, McNelis, Vitale

NO: None

ABSENT: Gilezan, Marx, O'Keefe

Respectfully Submitted,
Gretchen Miotto
Clerk's Confidential Administrative Assistant & Recording Secretary

Planning Commission 2024 Annual Planning Report and 2025 Work Plan to City Council

City of Grosse Pointe Woods, MI

The Commission's Annual Report is intended to serve as a planning document that outlines the work plan for the next fiscal year and is a communication tool to share recent achievements and plans for future goals to the community.

MEMBERSHIP

We thank the following Commission members for their time, commitment and good work:

- Stephen Gerhart, Chair (Jan/Feb 2024)
- James McNelis, Chair (March-Dec 2024)
- Donna O'Keefe, Vice Chair
- Christian A. Fenton, Commissioner
- Michael Fuller, Commissioner
- Grant P. Gilezan, Commissioner
- Douglas Hamborsky, Commissioner
- Mollie Mackinnon, Commissioner
- William Marx, Commissioner
- John A. Vitale, Commissioner

INTRODUCTION AND PURPOSE

As required by the Michigan Planning Enabling Act (MPEA) Act 33 of 2008, as amended, the Planning Commission shall submit a report of its 2024 activities.

"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

In addition to fulfilling this requirement, the Annual Report and Work Plan increases information-sharing between staff, boards, commissions, and the governing body and allows for the anticipation of upcoming priorities, in order to prepare and budget.

MEETINGS

The Planning Commission met twelve times in 2024.

1. Tuesday, January 23rd, 2024
2. Tuesday, February 20th, 2024
3. Tuesday, March 26th, 2024
4. Tuesday, April 23rd, 2024
5. Tuesday, May 28th, 2024
6. Tuesday, June 25th, 2024
7. Tuesday, July 23rd, 2024
8. Tuesday, September 24th, 2024
9. Tuesday, October 22nd, 2024
10. Tuesday, October 29th, 2024 (Special Meeting)
11. Tuesday, November 19th, 2024
12. Tuesday, December 10th, 2024

2024 in Review

The following tables outline various Planning Commission activities, including development reviews (site plan, special land use, etc.), and Zoning Ordinance and map amendments (rezonings) that were considered by the City in 2024. Please find an overview of the additional projects addressed by Planning Commission in 2024, it includes work on the Master Plan rewrite and Ordinance Amendments.

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
January 23	Site Plan Review	19271 Mack (Churchill's Cigar Lounge)	Enclosed outdoor dining space and patio awning for year-round outdoor dining	Permanent To operate an outdoor dining area year-round in the C-F District; TO erect a screened-in awning and welded frame around the existing outdoor dining area	Recommend Tabling	Tabled	-
	Site Plan Review	20419 Mack Ave. (BeautiLofts)	Building Interior Renovation; Parking Variance Request	Complete interior build-out of an existing vacant retail lease space to include 15 salon-like rooms as well as a laundry and break room, waiting area, and restrooms		Tabled	-
	Discussion of Master Plan	-	-	-	-	-	-
	Zoning Ordinance Amendments to Permitted Uses (Home-based business, Mixed Occupancy, and Outdoor Cafes)	-	-	-	-	Public Hearing Scheduled	-
February 20	Discussion of Master Plan (Draft Master Plan and Mack Future Land Use)	-	-	-	-	-	-
	Site Plan Review	20030 Mack Ave. (Eastside Dermatology)	Building Addition & Demolition; Parking Reconfigurations	Construct one-story addition; selective demolition of existing structure and garage; Reconfigured parking lot and ingress/egress	Recommend Approval with Conditions	Approved with Conditions	-
	Public Hearing: Zoning Ordinance Amendments to Permitted Uses (Home-based business, Mixed Occupancy, and Outdoor Cafes)	-	-	-	-	Approved for City Council consideration, with edits	Approved
March 26	Public Hearing: Rezoning	20100-20102 Mack Ave.	Rezoning	Rezone vacant property from	Recommend Approval	Approved	Approved

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
		(Friendship Factory)		Restricted Office to Commercial			
	Special Land Use Review	20100-20102 Mack Ave. (Friendship Factory)	Building Remodel	Pending Rezoning, SLU request to open Children's Event Space	Recommend Approval	Rezoning Approved; SLU approved with conditions	Approved
	Site Plan Review	20100-20102 Mack Ave. (Friendship Factory)	Building Remodel & Re-occupancy	Renovation of and occupancy of an existing vacant building into Children's Event Space	Recommend Approval	Tabled	
	Public Hearing: Zoning Ordinance Amendments (Section 50-4.27 Portable Storage Units)	-	-	-	-	Approved for City Council consideration, as written	
	Site Plan Review	20419 Mack Ave. (BeautiLofts)	Building Interior Renovation; Parking Variance Request	Complete interior build-out of an existing vacant retail lease space to include 15 salon-like rooms as well as a laundry and break room, waiting area, and restrooms	Recommend PC Discussion	Denied	-
April 23	Site Plan Review	20100-20102 Mack Ave. (Friendship Factory)	Building Remodel & Re-occupancy	Renovation of and occupancy of an existing vacant building into Children's Event Space	Recommend Approval, with Conditions	Approved, with conditions	
	Site Plan Review	20331 Mack Avenue (Nino Salvaggio's Café)	Building Remodel	Repurpose and renovate a 1-story, 2,350 square feet building on a 0.07-acre lot to be a market style café; Demolish and reconstruct façade and interior.	Recommend Approval, with Conditions	Approved, with Conditions	
	Master Plan Update Discussion	-	-	-	-	-	-
May 28	Public Hearing: Zoning Ordinance Amendments (Section 50-4.36, Permanent Makeup Services)	-	-	-	-	Approved for City Council consideration, as written	
	Zoning Ordinance Amendments (Section 50-6.5 Outdoor Café Permit)	-	-	-	-	Approved for City Council consideration, as written	

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
	Master Plan Update Discussion	-	-	-	-	-	-
June 25	Master Plan Recommendation to Council	-	-	-	-	Approved for City Council consideration, as written	
July 23	Public Hearing: Zoning Ordinance Amendments (Section 50-5.22, Exterior Lighting)	-	-	-	-	Approval for City Council consideration, with conditions	Approved
	Public Hearing: City Code of Ordinances Amendments (Section 26-5 and Section 26-34 Residential Plot Plans and Site Plan Submittals; Site Grading)	-	-	-	-	Approval for City Council consideration, with conditions	-
September 24	Master Plan Public Comment Discussion and Amendments	-	-	-		Recommended Amendments	-
October 22	Public Hearing: Master Plan Adoption	-	-	-	-	-	-
	Public Hearing: Special Land Use for Class C, SDM Licensed Restaurant	20710 Mack Avenue (Daily Jam)	Building change of use (liquor)	SLU for a sit-down restaurant, with liquor.	Recommend Approval	-	-
	Site Plan Review	20710 Mack Avenue (Daily Jam)	Building remodel and change of use and occupancy	Renovation of building and change of occupancy and use of building to include a bar	Recommend Approval, with conditions	-	
	Public Hearing: Special Land Use for Class C Licensed Restaurant	20195 Mack Avenue (Lola's Taco Bar)	Building change of use (liquor)	SLU for a sit-down restaurant, with liquor.	Recommend Approval	-	
	Site Plan Review	20195 Mack Avenue (Lola's Taco Bar)	Building remodel and change of use and occupancy	Renovation of building and change of occupancy and use of building to include a bar.	Recommend Approval, with conditions	-	
October 29 (Special Meeting)	Continued Public Hearing: Master Plan Adoption	-	-	-	-	Recommended for Adoption	-
	Public Hearing: Special Land Use for Class C, SDM Licensed Restaurant	20710 Mack Avenue (Daily Jam)	Building change of use (liquor)	SLU for a sit-down restaurant, with liquor.	Recommend Approval	Approved	

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
	Site Plan Review	20710 Mack Avenue (Daily Jam)	Building remodel and change of use and occupancy	Renovation of building and change of occupancy and use of building to include a bar	Recommend Approval, with conditions	Approved with conditions	
	Public Hearing: Special Land Use for Class C Licensed Restaurant	20195 Mack Avenue (Lola's Taco Bar)	Building change of use (liquor)	SLU for a sit-down restaurant, with liquor.	Recommend Approval	Approved	
	Site Plan Review	20195 Mack Avenue (Lola's Taco Bar)	Building remodel and change of use and occupancy	Renovation of building and change of occupancy and use of building to include a bar.	Recommend Approval, with conditions	Approved with conditions	
November 19	Master Plan Priorities and 2025 Goal Setting Discussion	-	-	-	-	-	-
December 10	Site Plan Review	20030 Mack Avenue (Eastside Dermatology)	Building demolition and remodel; Creation of new parking structure	Demolition and construction of a one-story addition to an existing medical office building; Demolition of adjacent residential home and garage for surface parking lot	Recommend Table	Tabled	-
	Rezoning Request	20030 Mack Avenue – Parcel A & B (Eastside Dermatology)	RO-1 to C Commercial Rezoning Request for 20030 Mack – Parcel A; R1D to C Commercial Rezoning Request for 1670 Ford Court – Parcel B	Rezoning both parcels to support the creation of a surface parking lot at Parcel B and align the zoning districts of the two parcels used for the same business purpose.	Recommend Approval, with conditions	Tabled	-
	Master Plan Priorities and 2025 Goal Setting Discussion	-	-	-	-	-	-

REZONINGS (CITY COUNCIL)

Date	Location / Project	Description	Status
May 6	20100-20102 Mack Ave. (Friendship Factory)	Rezone from RO-1 (Restricted Office) to C (Commercial)	Approved

VARIANCES (ZONING BOARD OF APPEALS)

Date	Location / Project	Description	Status
May 6	20620 Fairway Lane	Variance for side yard setback to build an addition to their home	Approved

LIQUOR LICENSES (CITY COUNCIL)

Date	Location / Project	Description	Status
September 9	20710 Mack Avenue (Daily Jam)	New Class C and SDM Liquor License	Approved

SIGN REVIEWS (ADMINISTRATIVE)

Date	Location / Project	Status
January 30	21304 Mack Ave./AAA	Approved
February 20	19865 Mack Ave./The Family Barbershop	Approved
March 8	20497 Mack Ave./Bank's Vacuum	Revisions
March 21	20535 Mack Ave./GBC Autism Services	Approved
June 5	20871 Mack Ave./Zestia	Revisions
August 21	20100 Mack Ave./Friendship Factory	Revisions
November 8	20916 Mack Ave./Bowline Financial	Approved
November 11	19700 Mack Ave./Bank of America	Approved
November 15	19325 Mack Ave./Village Pharmacy	Revisions
November 21	20095 Mack Ave./Village Day Spa	Approved
December 17	20845 Mack Ave./Carlyle Center, LLC	Revisions

MASTER PLAN REWRITE

The Planning Commission, City Administration, and other relevant parties, in conjunction with their planning consultants from Giffels Webster, underwent a comprehensive update to the community's Master Plan, which was last updated in 2006. During multiple surveys, planning commission meetings, special meetings, and an open house in October 2023, the consultants gathered input and an understanding of the community assets and challenges of the City. A new Master Plan was adopted in 2024, and has since directed further projects engaged by city departments and the boards and commissions within the City.

ORDINANCE AMENDMENTS

Over the past year, Planning Commission worked on the following amendments to the City's Ordinances:

Zoning Ordinance

1. Home Occupations (and Home-Based Businesses)

Planning Commission worked with the City Planner to meet the needs of a changing remote-work economy to allow residents to work from home and run their own business within residential districts.

2. Mixed Occupancy along Mack Avenue

Planning Commission worked with the City Planner to maximize space along the main commercial corridor, allow for a variety of commercial uses, and to assist in the preservation of Community Facilities along Mack Avenue.

3. Year-Round Outdoor Cafes/Dining in the Public Right of Way

Planning Commission worked with the City Planner to enhance the dining experience within the City and to meet post-pandemic dining norms, through the allowance of year-round dining, including both outdoor cafes, semi-open structures, and enclosed dining structures. Standards were also designed for enclosed structures.

4. Rooftop Open/Semi-Open Dining

Planning Commission worked with the City Planner to enhance the dining experience of Mack Avenue by defining and permitting enclosed or semi-enclosed rooftop dining, following a set of use standards to ensure safety and coherent design.

5. Portable Storage Units

Planning Commission worked with the City Planner to allow for the temporary use of dumpsters, which are necessary for home renovation projects and in other regular instances.

6. Permanent Makeup Services as Accessory Use

Planning Commission worked with the City Planner to allow for permanent makeup services as an accessory use to salons and medical offices in the C Commercial Business and RO-1 Restricted Office district.

7. Exterior Lighting

Planning Commission worked with the City Planner to create measurable indicators to improve visibility and minimize nighttime lighting disturbances more consistently and proactively.

City Code of Ordinances

1. Site Grading for Residential (Plot Plan) and Commercial Development Projects

Planning Commission worked with the City Planner and engineers from AEW to provide clarity to site grading requirements on commercial versus residential projects.

Looking Ahead: 2025 Work Plan

The following are additional projects for the Planning Department and Commission to accomplish in 2025:

Task	Lead	Involved	Priority
<p>Master Plan Implementation Following the adoption of the Master Plan in 2024, continue to set priorities and lay the groundwork for Master Plan goal implementation.</p>	Planner, City Manager, Building	Planning Commission, City Manager, City Council, Building Official	High
<p>Master Plan Priority: Provide additional crosswalks, with emphasis on access to Parcels Middle School and the Library, along the Mack Avenue corridor, as needed.</p> <p>Establish the best location for another crosswalk as per Mack Avenue Vision 2020, along with the cost. Consider the addition of crosswalks as part of Special Land Use Developments (ex. Hotel Overlay).</p>	Planner, City Manager, Building	Planning Commission, City Manager, City Council, Building Official, DPW, Wayne County Commission	High
<p>Master Plan Priority: Consider enhancements of neighborhood gateways throughout the City.</p> <p>Invite City Staff to work with DTE on possible light improvements at the gateways.</p>	Planner, City Manager, Building	Planning Commission, City Manager, City Council, Building Official, DTE, Engineer	High
<p>Master Plan Priority: Improve street lighting and implement traffic calming measures along Mack Avenue to enhance safety for pedestrians and nighttime users.</p> <p>Enhancing City “gateways” and corresponding cost. Focus on gateway points for such enhancements, such as on Vernier from GPS and HW, on Allard at Harper Ave, and Mack Ave on the north and south ends. Include bump outs where fit as streetscape resurfacing projects occur and other curb reconfigurations.</p>	Planner, City Manager, Building	Planning Commission, City Manager, City Council, Building Official	High
<p>Master Plan Priority: Consider establishing programs to provide assistance and support to residents for pocket parks and other neighborhood spaces.</p> <p>Invite the Beautification Commission to focus on this task.</p>	Planner, Recreation Department, Beautification Commission	Planning Commission, Recreation and DPW Dept., City Council	Medium
<p>Zoning Ordinance Update Conduct comprehensive review and update to the Zoning Ordinance that evaluated the zoning districts, where commercial mixed use should be expanded to, and additional design guidelines as necessary (i.e.</p>	Planner, City Manager, Building	Planning Commission, City Manager, City Council, Building Official	High

mixed-use buildings, design along the alley, creating a hotel overlay district, etc.).			
Ordinance Text Amendments <ul style="list-style-type: none"> Evaluate and consider amendments to the Zoning Ordinance for Short Term Rentals. 	Planner, Building Official	Planning Commission, City Manager, City Council, Building Official	High
Zoning Map Amendments Evaluate and consider amendments to the zoning map based on the final Future Land Use Map in the Master Plan.	Planner	Planning Commission, City Manager, City Council, Building Official	Medium

Joint Planning Commission and City Council Roundtable

Maintain communication channels between City Council and Planning Commission by attending a joint roundtable session to discuss ongoing planning priorities and issues is important. It is especially important as we implement the Master Plan to ensure priorities between the entities align.



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

2025 Planning Commission Meeting Schedule & Submission Deadlines

MEETING DATE <i>4th Tuesday of the month</i>	APPLICATION SUBMISSION DEADLINE <i>Thursday before the prior Planning Commission meeting, unless dated otherwise</i>	NOTICE DUE <i>Notification proceeding Friday for Thursday publication / 15 days prior</i>
January 28, 2025	December 5, 2024	December 13, 2024
February 25, 2025	January 23, 2025	January 31, 2025
March 25, 2025	February 20, 2025	February 28, 2025
April 22, 2025	March 20, 2025	March 28, 2025
May 27, 2025	April 17, 2025	April 25, 2025
June 24, 2025	May 22, 2025	May 30, 2025
July 22, 2025	June 19, 2025	June 27, 2025
August 26, 2025	July 17, 2025	July 25, 2025
September 23, 2025	August 21, 2025	August 29, 2025
October 28, 2025	September 18, 2025	September 26, 2025
November 18, 2025*	October 23, 2025	October 31, 2025
December 9, 2025*	November 13, 2025	November 21, 2025
January 27, 2025	December 4, 2025	December 12, 2025

**November meeting is the third Tuesday of the month, December meeting is held on the second Tuesday of the month.*

RULES OF ORDER AND PROCEDURE
OF
PLANNING COMMISSION
OF
GROSSE POINTE WOODS

1. The Planning Commission shall be constituted and shall have powers and perform such duties as are provided for in Section 1, Chapter 4, of the City Code of the City of Grosse Pointe Woods.
2. The officers of the Planning Commission shall be a Chair, and Vice Chair/Secretary. The Chair shall preside at all Planning Commission meetings, and in the Chair's absence, the Vice Chair/Secretary shall act in such place and stead.
3. The terms of office of the Chair and Vice Chair/Secretary shall be for a period of one (1) year, or until their respective successors shall be elected and have qualified. At the first scheduled meeting of each year, the Commission shall elect from among its members, a Chair and Vice Chair/Secretary who shall be seated at the next regularly scheduled meeting.
4. The City Clerk or the Clerk's agent shall record all proceedings of the Planning Commission.
5. The Planning Commission shall hold regular meetings on the fourth Tuesday in each month, except November, which will be held on the third Tuesday, and December, which shall be held on the second Tuesday, at such time and at such place as the Planning Commission shall determine. The regular Planning Commission meetings will be scheduled at 7:00 p.m., unless otherwise posted.
6. Special meetings of the Planning Commission shall be called by the City Clerk upon the written request of the Chair, endorsed in writing by two other members, or in such absence, by the Vice Chair/Secretary, endorsed in writing by two other members; or the written request of any three members of the Planning Commission on at least twenty-four (24) hours written notice to each member of the Planning Commission served personally or left at the place of residence; or by a majority affirmative vote of those present at a Planning Commission meeting.
7. No business shall be transacted at any special meeting of the Commission unless the same shall have been stated in the notice of such meeting, provided that the provisions hereof may be waived by consent of the members of the Commission present and the written consent of the absent members.
8. All meetings, both regular and special, shall be open to the public.
9. The majority of the members of the Planning Commission in office shall constitute the quorum for the transaction of business at any meeting thereof and in the event of a lack of quorum, the members of the Commission so present shall adjourn any such meeting to a later date.

10. The business of all meetings of the Commission shall be transacted, so far as possible, in the following order:

- Roll Call
- Approval of minutes
- Matters appearing upon the Agenda
- New Business

11. The presiding officer shall preserve order and decorum and shall speak to points of order in preference to other members. The presiding officer shall decide questions of order subject to appeal to the Commission, which appeal must be duly moved and seconded and sustained by majority vote of the Commission.

12. Before any member of the Commission, officers, or person in the audience may address the Commission, permission to do so must be obtained from the presiding officer, provided that any person having the floor shall not be interrupted unless ruled out of order by the presiding officer.

13. Approval of the Planning Commission shall be evidenced by a duly adopted motion or resolution of the Commission and by the execution of the "approval stamp" affixed to the front elevation of the building, the Plot Plan, the plat, the subdivision restrictions, the property use statement and other documents, as the case may be requiring approval by the Chair, or in the Chair's absence, by the Vice Chair/Secretary of the Commission, and when so approved the same shall be delivered to the City Clerk for further processing.

14. The Chair, in consultation with the Building Official, shall prepare an agenda of all matters which will be considered at each meeting, which agenda shall be distributed among the Commission members at least forty-eight (48) hours prior to the time of holding the meeting. Any matter not on the agenda shall not be acted upon without the unanimous consent of the members of the Commission present at such meeting, provided, if any matter is presented upon motion duly made and seconded, objection to action thereon shall be immediately voiced by any objecting members of the Commission before discussion is entered upon and, if no such objection is voiced, no objection shall thereafter be voiced to any action taken or proposed to be taken.

15. Upon request of a majority of the members of the Commission present, any question PROPERLY before the Commission shall be put to vote; such request for a vote shall be acted upon immediately without further discussion of the subject, and shall thereupon bring the question to a direct vote upon a motion to table, a motion to refer, a motion to amend, or upon the main question, in the order named.

16. At the request of a Commission member, any question shall be divided if such question, in the opinion of the presiding officer, is subject to division and shall be submitted as divided.

17. No motion or proposition different from that under consideration shall be admitted under cover of amendment, provided that a substitute motion may be submitted to cover the same subject matter and, if carried, shall result in determining the original motion out of order.

18. No motion shall be debated or put to a vote unless the same shall have been seconded and properly read by the Clerk, or summarized by the Chair.

19. A motion to reconsider any vote upon any question shall be in order at the following meeting of the Commission; provided that a member of the prevailing side intending to move to reconsider shall file a notice in writing of the Member's intention to do so with the Vice Chair/Secretary and the City Clerk within twenty-four (24) hours after the action to be reconsidered was taken. The same number of votes shall be required to reconsider any action of the Commission as is required to adopt the same.

Upon the filing of a Notice for reconsideration, the effect of the action to be reconsidered shall be suspended until action can be taken upon such consideration. Action upon the reconsideration shall be taken at the next regular Commission meeting or at a prior Special Meeting called for that purpose.

20. When any question is under debate, no motion shall be received except the following, and in the order named:

- Motion to adjourn
- Motion to table
- Motion for the question
- Motion to refer
- Motion to amend
- Substitute motion

21. A motion to adjourn shall always be in order except when a vote is being taken or when a member of the Commission has the floor. A motion to adjourn or to table shall be decided without debate.

22. These Rules of Order may be amended or altered by a majority vote of the Commission.

23. The Commission, by a majority affirmative vote of the Commission, may suspend the operation of any one of the aforementioned Rules for a single session, except Section 18.

24. Making of remarks by Commission members should be preceded by asking permission of the presiding officer.

25. Upon the City Clerk receiving a petition directed to the Planning Commission, which petition requires a public hearing under the provisions of the City Code, the City Clerk shall determine whether such petition contains all necessary information and, if so, the City Clerk may establish a date for a public hearing before the Planning Commission and publish any notices required and shall forward such petition to the Planning Commission which shall conduct the public hearing on the date established therefore.

26. **IMPORTANT:** If a Planning Commission Member will be absent for a meeting, the Member must notify the Chair of such anticipated absence as soon as possible prior to such meeting.

27. Except as above provided, Roberts "Rules of Order" shall govern.
28. The Chair shall prepare an annual report to be submitted to the City Council in accordance with the Planning Enabling Act. The report shall be submitted to the Planning Commission for approval in January of each calendar year to ensure that the report is submitted to the City Council for their budget deliberations. The report should summarize the Commission's operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.
29. **Conflict of Interest**
- A. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Planning Commission. The member is disqualified from voting on the matter if a conflict exists.
- B. Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
1. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
 2. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her or which is adjacent to land owned by him or her.
 3. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
 4. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
 5. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parents in-law, grandparents in-law, or members of his or her household.
 6. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
 - a) An applicant or agent of an applicant, or
 - b) Has a direct interest in the outcome.
- C. If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.
- D. When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following as soon as possible.
1. Declare a conflict exists at the first available meeting of the Commission or committee;

2. Cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, provided however that the member may remain in the Council chambers during deliberation.
- E. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

30. **Capital Improvement Review**

The Planning Commission will review information regarding appropriate capital improvement projects as provided to it by the Administration in order to comply with state law regarding the capital improvement review process.

* * *



Memorandum



TO: Grosse Pointe Woods Planning Commission

FROM: Ashley Jankowski

SUBJECT: **Rental Ordinance Language for Discussion**

DATE: January 22, 2025

The following language for consideration by the Planning Commission is proposed to restrict short term rentals in Grosse Pointe Woods, based on conversations and feedback gathered in November 19th and December 10th meetings.

In previous meetings, the Commission has reviewed the approaches to short term rental ordinances by neighboring communities (i.e. Grosse Pointe Park) to understand best practices. In these discussions, the Commission decided that it did not want to allow for short term rentals. As it stands, short term rentals are not currently addressed in the Zoning Ordinance, and Use Standards are not provided for rental properties. To clarify the Ordinance and to align the Ordinance with the City's intentions, please consider the following addition:

SECTION 50-4.34. – RENTAL PROPERTIES

- A. Rental units must be occupied by the same tenant for a minimum of 30 days.**
- B. Rental units must abide by the rental property provisions and code regulations provided in *Article VII. – Exterior Building Maintenance of the City Code of Ordinances.***

We wish to discuss this direction with the Planning Commission and consider this alignment with City goals and the Master Plan. The next step following the review will be to hold a public hearing on the amendments. If you have any questions regarding this, please do not hesitate to contact us. Thank you.

Sincerely,

McKenna

Ashley Jankowski
Associate Planner



Memorandum

TO: Grosse Pointe Woods Planning Commission
FROM: Ashley Jankowski
SUBJECT: Master Plan Priorities and Goal Setting 2025 – Part 2
DATE: January 23, 2025

This memo includes a summary of the priorities set at the Special Meeting when the Master Plan was adopted on October 29, 2024, from the discussion at the November 19, 2024 meeting, and from the December 10, 2024 meeting. The action items have been ordered and truncated based on the priority-setting exercise held on the December 10, 2024 meeting. Action items already in progress have been removed.

Please review the following table for your consideration prior to its submission to City Council.

MASTER PLAN IMPLEMENTATION- 2025 PRIORITIES (IDENTIFIED 12/10/24)

REFERENCE	ACTION ITEMS	# OF SUPPORT
Ongoing City Action C.5	<p>Provide additional crosswalks, with emphasis on access to Parcels Middle School and the Library, along the Mack Avenue corridor, as needed.</p> <p>For 2025:</p> <ul style="list-style-type: none"> The City has already secured fundings and plans for enhancements to 3 existing crosswalks. PC to review the Mack Ave Vision 2020 and assess where priority new crosswalks are located. Consider the addition of crosswalks as part of Special Land Use Developments (ex. Hotel Overlay). 	9
CIP Action C.8	<p>Consider enhancements of neighborhood gateways throughout the City.</p> <p>For 2025:</p> <ul style="list-style-type: none"> Invite City Staff to work with DTE on possible light improvements at the gateways. 	3
Advocacy Action A.34	<p>Consider establishing programs to provide assistance and support to residents for pocket parks and other neighborhood spaces.</p> <p>For 2025:</p> <ul style="list-style-type: none"> Invite the Beautification Commission to focus on this task. 	4
CIP Action C.6	<p>Improve street lighting and implement traffic calming measures along Mack Avenue to enhance safety for pedestrians and nighttime users.</p> <p>In 2024:</p> <ul style="list-style-type: none"> Additional requirements to exterior lighting and metrics were added to the Ordinance. City Staff and Council have been working on improvements to the Mack-Vernier intersection. <p>For 2025:</p> <ul style="list-style-type: none"> Focus on gateway points for such enhancements, such as on Vernier from GPS and HW, on Allard at Harper Ave, and Mack Ave on the north and south ends. 	4



	<ul style="list-style-type: none">• Include bump outs where fit as streetscape resurfacing projects occur and other curb reconfigurations.	
Ongoing City Action Z.1	<p>Review and periodically update the Zoning Ordinance (evaluating the applicability and appropriateness of existing regulations for land use, setbacks, density, etc.)</p> <p>For 2025:</p> <ul style="list-style-type: none">• Conduct comprehensive review and update to the Zoning Ordinance using acquired MSHDA funds that evaluates the zoning districts, where commercial mixed use should be expanded to, and additional design guidelines as necessary (i.e. mixed-use buildings, design along the alley, creating a hotel overlay district, etc.).	Nov 19 Meeting

This list can be edited and reordered as needed. Once this list is finalized, the Commission can move forward with sending to City Council for budgetary requests. Please don't hesitate to contact me with any questions.

Sincerely,

McKENNA

Ashley Jankowski
Associate Planner



CITY OF GROSSE POINTE WOODS BUILDING DEPARTMENT REPORT

TO: PLANNING COMMISSION
FROM: JEREMY COLLINS, BUILDING OFFICIAL
DATE: DECEMBER 2024 & JANUARY 2025
SUBJECT: BUILDING DEPARTMENT REPORT

20083 Mack Ave. - A Certificate of Occupancy for Pangea Global Kitchen at the former Lyla's Restaurant. An initial property maintenance inspection was completed on December 20th, 2024. Only minor interior renovations occurring. An awning permit has been applied for and issued for this location.

19700 Mack Ave. – A building permit was submitted for in July 2024 by Bank of America for an interior renovation. Permit was issued on Dec. 17th 2024. The construction value of the project was \$ 1,150,000.00 (construction cost has been adjusted from \$1,115,000.00) – *Permit status:* Issued.

19299 Mack Ave. – A building permit has been submitted for a change of use and interior renovation of first floor for new dentist's office - Toothworks. The construction value of the project is \$ 1,286,691.00 – *Permit status:* Zoning Approved on January 6th, 2025– Building Disapproved on January 22nd, 2025. Awaiting revised plans.

20710 Mack Ave – A building permit has been issued for an interior demolition (only) of the former Big Boy restaurant. Plans for the new Daily Jam restaurant have been received and are currently being reviewed for compliance. A temporary sign application has been received and is under review.

19815 Mack Ave. An interior renovation permit was received on December 4th, 2024 for IEP Urgent Care. – *Permit Status:* Issued on Dec. 13th 2024.

19325 Mack Ave. Merit Woods Pharmacy will be installing a new sign with a new business name. The new business name will be Village Pharmacy. **Permit Status:** Permit canceled by contractor on Jan. 9th 2025.

20025 Mack Ave – Ghesquiere Park - Addition/Renovation to existing comfort station. Adding two family toilets. **Permit Status:** *Approved.* Still waiting for contractor information.

19307 Mack Ave. – A building permit was submitted for an interior renovation at the former Citizen's Bank location for a new Verizon cellular phone retail store. The construction value of the

project was \$485,000.00 – **Permit status:** Approved – Waiting for payment **and** contractor’s information.

21336 Mack Ave. – Crosspointe Church. The new addition and other interior renovations are completed and building permits have been approved. A full Certificate of Occupancy has been issued for the new addition.

20139 Mack Ave. *Ahee Jewelers* – Interior renovation permit approved and issued on Nov. 4th 2024. Status: Work has begun on the front façade of the new addition and interior work is proceeding.

20095 Mack Ave. *The Village Day Spa.* -Certificate of Occupancy issued. Business license issued.

1670 Ford Ct. The Building Department has been in contact with the property owner’s representatives and have been informed that they will not be pursuing to rezone this property to provide additional parking for the business located at 20300 Mack Ave. We are awaiting further information regarding the next step in repairing the residential structure located on the property.