



# **CITY OF GROSSE POINTE WOODS**

## **PLANNING COMMISSION MEETING AGENDA**

**Tuesday, February 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 - 1/25/22
- 7. PUBLIC HEARING: Chapter 50 of City Code**
  - [A.](#) Publication
  - [B.](#) Building Official Memo - 2/10/22
  - [C.](#) Clearzone Link
  - D. Clearzone Presentation - Rod Arroyo
- 8. FACADE CHANGE PROPOSAL: 19850 Mack Avenue**
  - [A.](#) Building Official Memo - 2/10/22
  - [B.](#) Public Safety Review - 2/10/22
  - [C.](#) Department of Public Works Review - 2/10/22
  - [D.](#) Narrative for Proposal from Applicant - 2/11/22
  - [E.](#) Initial Proposal Email from Applicant - 2/2/22
  - [F.](#) Proposed Floor Plan - 2/2/22
- 9. FOOD TRUCK ORDINANCE: Discussion/Review**
  - [A.](#) Building Official Memo - 2/10/22
  - [B.](#) Draft Ordinance
- 10. BUILDING OFFICIAL'S MONTHLY REPORT/s**
  - A. Building Department Report - January 2022
  - B. Colonial Design Theme Update
- 11. COUNCIL REPORT/s**
  - A. February 7, 2022 - Gilezan

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

- A. February 28, 2022 - Gilezan
- B. March 7 & 21, 2022 - Hamborsky

**13. NEW BUSINESS**

- A. 2020 Plan - Hamborsky, Vitale, Gilezan
- B. Crosswalk/Pocket Park - Fuller
- C. Streetscape - Bailey

**14. PUBLIC COMMENT**

**15. ADJOURNMENT**

PLANNING COMMISSION  
PENDING MINUTES 1-25-22 – 1

MINUTES OF THE REGULAR PLANNING COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON JANUARY 25, 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 7:04 p.m. by Vice-Chair Fuller

- Roll Call: Vice-Chair Fuller
- Planning Commissioners: Fenton, Gerhart, Hamborsky, O’Keefe
- Absent: Chair Bailey, Gilezan, Vitale
- Also Present: Building Official Tutag  
City Attorney Tim Tomlinson  
Building Admin. Assistant/PC Recording Secretary Modrack  
Council Representative Thomas Vaughn

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

**MOTION** by Hamborsky, seconded by Fenton, that commissioners Bailey, Gilezan, and Vitale be excused from tonight’s meeting.

Motion carried by the following vote:

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

**MOTION** by Fenton, 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: Fenton, Fuller, Gerhart, Hamborsky, O’Keefe
- NO: None
- Absent: Bailey, Gilezan, Vitale

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

**MOTION** by Gerhart, seconded by Hamborsky, that the December 14, 2021 Planning Commission Meeting Minutes be received and placed on file as presented.

Motion carried by the following vote:

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

PLANNING COMMISSION  
PENDING MINUTES 1-25-22 – 2

The next item on the agenda was the **Election of Planning Commission Chair and Vice-Chair/Secretary for the year of 2022.**

**MOTION** by Hamborsky, seconded by Fenton, to nominate Planning Commission Member Michael Fuller to Planning Commission Chair for the year of 2022.

Motion carried by the following vote:

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

**MOTION** by Hamborksy, seconded by Fuller, to nominate Planning Commission Member Steve Gerhart to Planning Commission Vice-Chair/Secretary for the year 2022.

Motion carried by the following vote:

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

The next item on the agenda was the **Adoption of Rules of Order and Procedure.**

**MOTION** by Gerhart, seconded by O’Keefe, that the Planning Commission approve and adopt the Rules of Order and Procedure as presented.

Motion carried by the following vote:

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

The next item on the agenda was to **Schedule a Public Hearing** to consider public comment regarding the repealer and replacement of the City of Grosse Pointe Woods, Wayne County, Zoning Ordinance and Zoning Map in its entirety.

**MOTION** by Gerhart, seconded by O’Keefe, to schedule a Public Hearing to consider the public comment regarding the repealer and replacement of the City of Grosse Pointe Woods, Wayne County, Zoning Ordinance and Zoning Map in its entirety for Tuesday, February 22, 2022 at 7:00 p.m. local time, located in the Council-Court Room of the Robert E. Notvitke Municipal Center, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236.

Motion carried by the following vote:

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



PLANNING COMMISSION  
PENDING MINUTES 1-25-22 – 3

The next item on the agenda was the **discussion regarding food truck ordinances**. City Attorney Tim Tomlinson and Planning Commissioners discussed the potential of a food truck ordinance for the City of Grosse Pointe Woods. The current City Code is silent on food trucks, meaning they are not permitted. Planning Commissioners shared their thoughts regarding the regulations and stipulations of a food truck ordinance. City Attorney Tomlinson said he would create a draft based on their comments and have it ready for the next meeting.

The next item on the agenda was the **Building Official's Monthly Report**, and the following items were presented for the month of December 2021.

- Building Official Tutag also presented the Building Department Annual Report of 2021 as it compared to 2020.
- Updated commissioners on ordinance amendments and their statuses: sign ordinance, colonial, outside storage and inoperable vehicles.
- Looking at RFPs for the Master Plan Review.
- New businesses: The Cheese Shoppe is open and another type of cheese shop, "Cheese to Please" will also be opening soon. New Urgent Care going in where Koueitors Jewelers used to be. Healy's Health Hut has sold and is going to be renovated, yet to receive plans as of tonight's meeting.
- Thanked the Building Department Staff.

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

- Council Representative Vaughn did not have anything to report regarding the December 2021 Council Meetings.
- Chair Fuller reported on the January 10 & 24, 2022 Council Meetings.

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

- 2020 Plan Subcommittee: Nothing to report.
- Crosswalk/Pocket Park Subcommittee: Chair Fuller had nothing to report, hasn't heard from Wayne County since before COVID.
- Streetscape Subcommittee: Nothing to report.

Nobody wished to comment under **Public Comment**.

**MOTION** by Hamborsky, seconded by Gerhart, to adjourn at 8:00 p.m.

Respectfully Submitted,  
Josie Modrack,  
Administrative Assistant to the Building Official

AFFIDAVIT OF LEGAL PUBLICATION

Grosse Pointe News

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

COUNTY OF WAYNE  
STATE OF MICHIGAN, SS.

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

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

February 3, 2022

#3 GPW 2/3 ZONING ORD TEXT/MAP

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

*Melanie Mahoney*

City of Grosse Pointe Woods, Michigan

**NOTICE OF PUBLIC HEARING**  
**ZONING ORDINANCE - TEXT AND MAP AMENDMENT**

NOTICE IS HEREBY GIVEN that the City of Grosse Pointe Woods Planning Commission will hold a public hearing on Tuesday, February 22, 2022, at the Robert E. Novilke Municipal Center in the Council Chambers/Courtroom, 20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236, at 7:00 p.m., local time, to consider public comment regarding the repealer and replacement of the City of Grosse Pointe Woods, Wayne County, Zoning Ordinance and Zoning Map in its entirety. The proposed text amendment reorganizes the Zoning Ordinance which enhances customer service and improves the accessibility and visual presentation of the Zoning Ordinance through digitalization, reformatting the code into user friendly, understandable format with color graphics, links to key information and searchable words and terms.

Copies of the proposed amendment are available for inspection at the office of the City Clerk, 20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236, during normal business hours, 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays. A copy of the Ordinance may also be reviewed at the City's website at [www.gpwmil.us.com](http://www.gpwmil.us.com). Written comments concerning the proposed amendment may be submitted to the City Clerk by first class mail or in-person up to the meeting time.

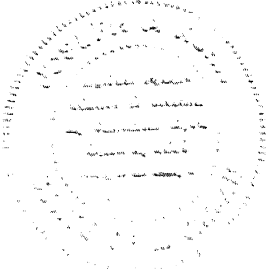
This Notice is published pursuant to the requirements of Michigan Public Act 110 of 2006, as amended.

G.P.N.: 2/3/2022

Paul P. Antolin  
Deputy City Clerk

*Joseph A. Kuhn*  
JOSEPH A. KUHN  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF MACOMB  
My Comm. Exp. 08/05/2023  
Acting in the County of WAYNE  
Date 2/2/22

Notary Public



**MEMORANDUM  
CITY OF GROSSE POINTE WOODS  
BUILDING DEPARTMENT**

**DATE:** February 10, 2022  
**TO:** Planning Commission  
**FROM:** Gene Tutag, Building Official  
**SUBJECT:** Public Hearing, Chapter 50 of the Zoning Ordinance, Text and Map Amendment

---

The Planning Commission will hold a public hearing tonight to consider public comment regarding the repeal and replacement of Chapter 50 of the Grosse Pointe Woods Zoning Ordinance and Map in its entirety. The proposed amendment reorganizes the Zoning Ordinance into a user friendly, understandable format with colored graphics and links to key information.

Rod Arroyo of Giffels Webster will be making a presentation at the meeting and will be able to answer any questions the Commissioners may have.

Staff has reviewed the proposed amendment and Planning Commissioners were provided with a link to view the ordinance prior to tonight's meeting. We are requesting the Planning Commission adopt the attached resolution recommending the City Council that the Zoning Ordinance amendments be adopted as presented.

**Link to view Clearzone draft:**

<https://www.dropbox.com/s/vh6q0amtfku62c9/DRAFT%2001%2010%202022%20GPW%20CZ%20-%20Secured.pdf?dl=0>

MEMORANDUM  
CITY OF GROSSE POINTE WOODS  
BUILDING DEPARTMENT

DATE: February 10, 2022  
TO: Planning Commission  
FROM: Gene Tutag, Building Official  
SUBJECT: 19850 Mack Ave Proposed Façade Renovation

GT

Plans have been submitted for the proposed façade renovation at 19850 Mack Avenue which is zoned C – Commercial. The scope of the proposed project will involve re-constructing the west (front) and south (right side) façade. As stated in the applicant’s narrative (attached), a new roof and dumpster enclosure will be installed, the surrounding streetscape will be upgraded and include benches and planting beds, the materials on the building will be brick, limestone and metal trim. In regards to the interior of the structure, the project would include demolishing the interior construction of the building, prepping it for white box condition, and dividing the building up into three tenant spaces. This proposal would be considered a façade alteration and is regulated by the following sections of the Ordinance.

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

**a. General**

1. *New construction, renovations, remodeling or exterior building alterations within all C commercial, C-2 high intensity city center, and RO-1 restricted office zoning districts shall be designed in conformance with approved design standards found in this section and on file with the building department. The purpose of these design standards is to promote a coordinated and complimentary use of design elements that result in a theme oriented, harmonious appearance and image for the commercial and high intensity residential areas of the city.*
2. *To be in compliance with these standards, all designs as governed by this section shall contain a dominant use of assorted architectural design elements generally described as "Colonial," "Williamsburg Colonial," "Georgian Colonial," "Early American," "Classic" or "Traditional." Specific definitions and examples of these elements are included within this section, and in the "design standards" guidelines on file with the building department. The guidelines may be modified by planning commission resolution.*

**b. Design components**

1. *The words "Colonial," "Williamsburg Colonial," "Georgian Colonial," "Early American," "Classic" or "Traditional" shall collectively refer to use of a pallet of materials, trim, shapes, forms, colors and details most commonly associated with the dominant architectural styles utilized during the early development of the east coast American towns and cities. Some examples of where these designs*

*are commonly found and featured include Williamsburg, Virginia, Cape Cod, New England and Philadelphia.*

- 2. To more specifically define the assorted components that can be utilized to achieve this design style, the design standards guidelines include graphic examples of design elements, all of which are considered by definition of this section to be acceptable when collectively used within a total design. These elements shall be utilized in appropriate proportions and quantity to form an overall total design consistent with the requirements of this section.*
- 3. Colors utilized in all design components shall be consistent with the approved color chart on file with the building department and shall be utilized to produce a balanced, coordinated and complimentary total design solution.*

**Sec. 50-374. - Change of appearance of building exterior in C, RO-1 or C-2 district.**

- a. **Approval required.** All plans for new construction, renovations, remodeling or exterior building alterations within all C commercial district, the RO-1 restricted office district, and the C-2 high intensity city center district shall be submitted to the building inspector for approval prior to the issuance of any building, sign, or awning permit and any new certificate of occupancy as may be required. All plans will be submitted to the planning commission for review consistent with the design standards ordinance, unless otherwise exempt under subsection (b) of this section.*
- b. **Repair or maintenance.** The following repairs or maintenance to the exterior appearance of any building or structure are examples of changes not requiring planning commission review if complaint with other provisions of this Code including the design standards ordinance and approved colors:*
  - (1) Replacement of windows or doors.*
  - (2) Painting or repainting of building exterior.*
  - (3) Repaving or repairs of driveways, sidewalks or parking lots.*
  - (4) Repair or replacement of damaged or worn building elements.*
  - (5) Signs in compliance with chapter 32.*
  - (6) Awnings or canopies in compliance with chapter 32.*
  - (7) Replacement or addition of gutters or downspouts.*
  - (8) Emergency repairs or replacement requiring immediate attention.*
  - (9) Exterior building lighting fixtures.*
  - (10) Re-shingling or replacement of mansard roof covering or other roof covering.*

As stated above, the proposed façade shall contain high quality building material elements that do not all classify with a colonial design theme, however the existing building and the elements as it stands today does not all represent a colonial design either. Colonial buildings typically have hip, gambrel, shed, or gable roofs, never a mansard which is the type of roof existing on the building today.

The existing building is on the east side of Mack between Huntington and Torrey. Pointe Nail Techs and Di Maggio Jewelers are adjacent the site to the south and Beline Obeid Realty is located on the block over, directly north of the subject building. The previous use of the building was a health food retail store.

The proposed design including the windows, framing, and architectural shapes give the building more of a contemporary feel to it, however the proposed façade remodel is an improvement compared to the dated design that exists, and will give not only the building a much needed refresh, but Mack Avenue as well. Proposed landscaping elements will also add overall improvement.

The plans have been reviewed by DPW and Public Safety, their comments are attached/below.

We recommend the approval of the façade remodel contingent on:

1. The awning shall have 9' of clearance from the bottom of the awning to the grade.
2. The project must begin within 6 months and take no longer than 1 year to complete.

The proposal does not entirely comply with the Colonial Design Theme but high quality materials are being used and the design will fit in with the established character of Mack Avenue in this area.



**From:** [Keith Waszak](#)  
**To:** [Josephine Modrack](#)  
**Cc:** [Jim Kowalski](#); [John Kosanke](#)  
**Subject:** RE: 19850 Mack Ave. SPA Submittal  
**Date:** Thursday, February 10, 2022 11:47:09 AM

---

Nothing of concern stood out reviewing the plans, relating to foreseen vehicular or pedestrian traffic/view obstructions/ingress/egress.

Thanks,

Keith

Det./Lt. Keith Waszak  
Grosse Pointe Woods Public Safety Dept.  
20025 Mack Plaza Drive  
Grosse Pointe Woods, MI. 48236  
Phone: 313-343-2412

---

**From:** Josephine Modrack <jmodrack@gpwmi.us>  
**Sent:** Thursday, February 10, 2022 10:40 AM  
**To:** Keith Waszak <kwaszak@gpwmi.us>  
**Cc:** Jim Kowalski <JKowalski@gpwmi.us>; John Kosanke <JKosanke@gpwmi.us>  
**Subject:** FW: 19850 Mack Ave. SPA Submittal

Hi All!

Please see the below email with the link showing the proposed façade renovations for the 19850 Mack Ave property. Could you please review and let us know in writing if you have any comments/concerns, or if you do not have any comments/concerns regarding this proposal for Healy's Health Hut.

We will be bringing their proposal in front of the Planning Commission at the February meeting and we are requesting to receive any comments back from you by Monday (14<sup>th</sup>) or Tuesday (15<sup>th</sup>) of next week.

Thank you very much in advanced, let us know if you have any questions.

Talk soon,

**Josie Modrack**  
**Confidential Administrative Assistant**  
**Building Department**  
**City of Grosse Pointe Woods**  
**20025 Mack Avenue**



**Grosse Pointe Woods, MI 48236**  
**Phone (313) 343-2426 Ext. 230**

**From:** Mike Buckner <[mike@kriegerklatt.com](mailto:mike@kriegerklatt.com)>

**Sent:** Wednesday, February 9, 2022 4:49 PM

**To:** Gene Tutag <[GTutag@gpwwi.us](mailto:GTutag@gpwwi.us)>

**Cc:** Frank Arcori <[frank.arcori@verusdg.com](mailto:frank.arcori@verusdg.com)>; Joe Paluzzi ([jpaluzzi@mhbcompanies.com](mailto:jpaluzzi@mhbcompanies.com))  
<[jpaluzzi@mhbcompanies.com](mailto:jpaluzzi@mhbcompanies.com)>; Jason Krieger <[jason@kriegerklatt.com](mailto:jason@kriegerklatt.com)>; Building Department  
<[Building@gpwwi.us](mailto:Building@gpwwi.us)>

**Subject:** 19850 Mack Ave. SPA Submittal

**CAUTION: This email originated from outside of the organization. DO NOT click links, open attachments or reply to this message unless you recognize the sender and know the content is safe:**

Gene,

I have within the following link out submittal for the façade renovations for the 19850 Mack Ave property. Please let us know if you require anything else from us in the interim of review.

Link: <https://spaces.hightail.com/receive/EkWZM9cFOY>

Thank you,

**Michael Buckner**

Designer / BIM Manager

Krieger Klatt Architects, Inc  
2120 East 11 Mile Road  
Royal Oak, MI 48067  
O: 248.414.9270  
C: 248.921.3213

[www.kriegerklatt.com](http://www.kriegerklatt.com)

**From:** [Jim Kowalski](#)  
**To:** [Josephine Modrack](#); [Keith Waszak](#)  
**Cc:** [John Kosanke](#); [Gene Tutag](#)  
**Subject:** RE: 19850 Mack Ave. SPA Submittal  
**Date:** Thursday, February 10, 2022 12:31:43 PM

---

The plans look great and would be a welcome improvement if accepted. My only concern regarding the renovation is the height of the awnings and steel canopy. We need a clearance of 9' for our tractors and sidewalk brooms to fit underneath, both pieces of equipment measure just under 8' and a 1' cushion would suffice.

James Kowalski  
 Director of Public Services  
 City of Grosse Pointe Woods  
 (313) 343-2460

---

**From:** Josephine Modrack <jmodrack@gpwmi.us>  
**Sent:** Thursday, February 10, 2022 10:40 AM  
**To:** Keith Waszak <kwaszak@gpwmi.us>  
**Cc:** Jim Kowalski <JKowalski@gpwmi.us>; John Kosanke <JKosanke@gpwmi.us>  
**Subject:** FW: 19850 Mack Ave. SPA Submittal

Hi All!

Please see the below email with the link showing the proposed façade renovations for the 19850 Mack Ave property. Could you please review and let us know in writing if you have any comments/concerns, or if you do not have any comments/concerns regarding this proposal for Healy's Health Hut.

We will be bringing their proposal in front of the Planning Commission at the February meeting and we are requesting to receive any comments back from you by Monday (14<sup>th</sup>) or Tuesday (15<sup>th</sup>) of next week.

Thank you very much in advanced, let us know if you have any questions.

Talk soon,

**Josie Modrack**  
**Confidential Administrative Assistant**  
**Building Department**  
**City of Grosse Pointe Woods**  
**20025 Mack Avenue**  
**Grosse Pointe Woods, MI 48236**  
**Phone (313) 343-2426 Ext. 230**

---

**From:** Mike Buckner <[mike@kriegerklatt.com](mailto:mike@kriegerklatt.com)>  
**Sent:** Wednesday, February 9, 2022 4:49 PM  
**To:** Gene Tutag <[GTutag@gpwmi.us](mailto:GTutag@gpwmi.us)>

**Cc:** Frank Arcori <[frank.arcori@verusdg.com](mailto:frank.arcori@verusdg.com)>; Joe Paluzzi ([jpaluzzi@mhbcompanies.com](mailto:jpaluzzi@mhbcompanies.com))  
<[jpaluzzi@mhbcompanies.com](mailto:jpaluzzi@mhbcompanies.com)>; Jason Krieger <[jason@kriegerklatt.com](mailto:jason@kriegerklatt.com)>; Building Department  
<[Building@gpwwmi.us](mailto:Building@gpwwmi.us)>

**Subject:** 19850 Mack Ave. SPA Submittal

**CAUTION: This email originated from outside of the organization. DO NOT click links, open attachments or reply to this message unless you recognize the sender and know the content is safe:**

Gene,

I have within the following link out submittal for the façade renovations for the 19850 Mack Ave property. Please let us know if you require anything else from us in the interim of review.

Link: <https://spaces.hightail.com/receive/EkWZM9cFQY>

Thank you,

**Michael Buckner**

Designer / BIM Manager

Krieger Klatt Architects, Inc  
2120 East 11 Mile Road  
Royal Oak, MI 48067  
O: 248.414.9270  
C: 248.921.3213

[www.kriegerklatt.com](http://www.kriegerklatt.com)

February 11, 2022

Mr. Gene Tutag  
Building Official

Robert E. Novike Municipal Center  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

Mr. Tutag,

The Owners, Verus Development, are proposing a renovation to an existing building located at 19850 Mack Avenue. Our goal is to renovate and revitalize the building to attract more national and local retailers to the Grosse Pointe Community. Our proposal is to re-construct the west (front) and south (right side) façade. We will also install a new roof and dumpster enclosure. Our current proposal also shows an upgraded streetscape design with benches and planting beds. The furniture will match city standards. The materials on the building are brick, limestone, and metal trim. We are choosing high quality materials, so the building benefits the surrounding neighborhood.

Our intent is to begin and complete construction by the end of this summer. We are very excited about this project and look forward to presenting it to the Planning Commission.

If you have any questions, please do not hesitate to contact us.

Thank you,



Jason Krieger, AIA

**From:** [Jason Krieger](#)  
**To:** [Building Department](#)  
**Cc:** [Frank Arcori](#); [Joseph Paluzzi](#)  
**Subject:** Attention: Gene  
**Date:** Friday, February 4, 2022 3:32:44 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[A.100.pdf](#)

**CAUTION: This email originated from outside of the organization. DO NOT click links, open attachments or reply to this message unless you recognize the sender and know the content is safe:**

Gene, it was great to speak with you over the phone.

Verus Development is proposing to renovate a building located at 19850 Mack Ave. The total scope of the work will include the following.

1. Re-construct the façade along Mack Avenue
2. Demolish the interior construction and prep it for white box condition
3. Divide the building up into 3 tenants.

The existing façade looks like this



The proposed new façade will look like this.





I have also included a PDF of the proposed, updated floor plan.

Please let me know if we can get on the February meeting. It would be great if we could! My understanding is that the Owners have some potential tenants lined up so we need to keep things moving!

Thanks again!!!

**Jason Krieger, AIA**

**Krieger Klatt Architects, Inc.**

2120 East 11 Mile Rd

Royal Oak, MI 48067

Office: 248.414.9270

Direct: 586.668.0124

[www.kriegerklatt.com](http://www.kriegerklatt.com)

2120 E. 11 Mile Rd. | Royal Oak, MI 48067  
P: 248.414.9270 F: 248.414.9275  
[www.kriegerklatt.com](http://www.kriegerklatt.com)

Client:  
Owner

Project:

Project Name  
\*Enter address here

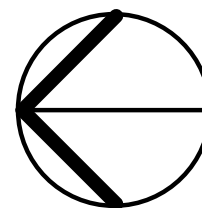
[illegible]

Seal:

Note:

Do not scale drawings. Use  
calculated dimensions only.  
Verify existing conditions in  
field.

North Arrow:



Sheet Title:  
Floor Plan

Project Number:

Project Number

Scale:  
As indicated

Sheet Number: \_\_\_\_\_

# A.100



## Proposed Floor Plan

$$1/8'' = 1'-0'$$

Tenant Breakdown	
TENANT #1	1,841
TENANT #1	1,951
TENANT #1	1,753
TOTAL S.F.	5,545



**MEMORANDUM  
CITY OF GROSSE POINTE WOODS  
BUILDING DEPARTMENT**

**DATE:** February 10, 2022  
**TO:** Planning Commission  
**FROM:** Gene Tutag, Building Official  
**SUBJECT:** Food Trucks

---

In your Planning Commission packets, City Attorney Tomlinson has provided a draft of a potential ordinance regarding the regulation of food trucks in the City of Grosse Pointe Woods.

This drafted ordinance is based on the review and comments made by commissioners during the discussion at the January 25, 2022 Planning Commission meeting.

Please review the drafted ordinance and City Attorney Tomlinson will be present to answer any questions you may have.

**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.

*Vendor* shall mean any individual or group of individuals engaged in the business of mobile food vending. If more than one individual is operating a single stand, cart or other means of conveyance, then vendor shall mean all individuals 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, such as a store opening, fair, school function, community sports event, block party, or other similar type of event. A permit shall not be necessary for a City sponsored special event. A mobile food vending unit may be permitted at 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. 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 Two Million Dollars (\$2,000,000) 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 Two Million Dollars (\$2,000,000) 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 expiration date of the permit.

#### **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 any school-sponsored mobile food vending unit operating on school property. Restaurants who operate a permanent business physically present in the City are also exempt under this article while mobile vending on their own private property but they shall not subcontract or hire such vendors in an attempt to evade this Article. Mobile food vending that occurs entirely indoors, located inside a building is exempt under this Article. Groups and individuals who are exempt under this Article from permitting must still receive written permission from the City and Wayne County before operating on public property.

## 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 commercial 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') 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 to the Mayor or City Clerk 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 Mayor 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 or health safety officer or the Mayor 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 Mayor, City Clerk, law enforcement or health safety officer 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\_\_\_\_\_

Attested:

Arthur W. Bryant, Mayor

\_\_\_\_\_, 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 \_\_\_\_\_, 2022. Said Ordinance was posted in the following places:

Notice of said posting was published in \_\_\_\_\_ (insert newspaper) on \_\_\_\_\_, 2022.

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

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

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

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

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

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

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