



# CITY OF GROSSE POINTE WOODS PLANNING COMMISSION AGENDA

Tuesday, April 25, 2023 at 7:00 PM

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

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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **ACCEPTANCE OF AGENDA**
5. **RECOGNITION OF COUNCIL REPRESENTATIVE/S**
6. **RECIPT OF FINAL APPROVED MINUTES**
  - A. [Planning Commission – 3/28/2023](#)
7. **GIFFELS WEBSTER MASTER PLAN UPDATE**
  - A. [Giffels Webster Master Plan Update](#)
8. **BUILDING OFFICIAL'S MONTHLY REPORT**
  - A. [Building Department Report - April 2023](#)
9. **COUNCIL REPORT/s**
  - A. April 3rd & 17th - McNelis
10. **INFORMATION ONLY: Council Representatives for Next Meeting**
  - A. May 1st & 15th - O'Keefe
11. **NEW BUSINESS**
  - A. [Sign Ordinance Review and Discussion](#)
  - B. [Lighting Ordinance Discussion](#)
12. **OLD BUSINESS**
  - A. [By-Laws & Rules of Procedures Revised](#)
13. **PUBLIC COMMENT**
14. **ADJOURNMENT**

MINUTES OF THE REGULAR PLANNING COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MARCH 28, 2023, IN THE COUNCIL-COURT ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:01 p.m. by Chair Fuller.

Roll Call: Chair Fuller  
Commissioners: Fenton, Gerhart, Hamborsky, Vitale, McNelis, O’Keefe  
ABSENT: Bailey, Gilezan  
Also Present: Planning Project Manager, Michael Boettcher, AICP  
Council Member Vaughn  
Recording Secretary Miotto

**MOTION** by Vitale, seconded by Fenton, to excuse Commissioner Gilezan and Commissioner Bailey from attendance at tonight’s meeting.

Motion carried by the following vote:

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

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

The following Commission members were in attendance:

- Catherine Dumke, Senior Citizens’ Commission
- Melinda Billingsley, Citizens’ Recreation Commission

**MOTION** by Fuller, seconded by Hamborsky, that tonight’s agenda be received and placed on file.

Motion carried by the following vote:

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

**MOTION** by Gerhart, seconded by Vitale, that the December 13, 2022, Planning Commission Meeting Minutes be approved as presented.

Motion carried by the following vote:

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

PLANNING COMMISSION  
03-28-23 – 02

The next item on the agenda was **Election of Chair and Vice Chair.**

Discussion ensued: Vice Chair automatically ascends to Chair and Commissioner Fenton was appointed as Vice Chair.

**MOTION** by Vitale, seconded by Hamborsky, that Chair Gerhart and Vice Chair Fenton be appointed.

Motion carried by the following vote:

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

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

**MOTION** by Gerhart, seconded by Vitale, that the Rules and Procedures be amended as follows: item 5 be amended to read, “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.”

Motion carried by the following vote:

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

The next item on the agenda was **Crispelli’s Building Remodel – 19850 Mack Avenue Site Plan Review #1.** Architects request to renovate one unit of a larger storefront building at 19850 Mack Avenue and construct a restaurant within a rehabilitated multi-tenant commercial structure. The site contains an existing one-story retail building with a small, rear parking lot. The applicant proposes to demolish a portion on the rear (east) wall of the existing exterior façade, construct a foundation outside the exterior wall and install on it a new walk-in freezer unit to attach to and be accessed from the building.

Commissioners McNelis and Vitale requested to recuse themselves from this vote due to their firm’s involvement in the project. Vitale requested to present to the Commission.

**MOTION** by Gerhart, seconded by Fenton, to recuse Commissioner Vitale and Commission McNelis from this item.

Motion carried by the following vote:

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

PLANNING COMMISSION  
03-28-23 - 03

Discussion ensued with John Vitale, Stucky-Vitale Architects, representing Crispelli's, and George Thomas, Verus Development Group, representing ownership of the property, answering questions about screening, noise level, and parking.

**MOTION** by Gerhart, seconded by O'Keefe, that the Planning Commission recommend approval of the demolition of a portion of the rear wall to accommodate the installation of a walk-in freezer unit at 19850 Mack Ave (Parcel ID 40-012-01-0373-301) to City Council based on the following finding of facts:

- a) The proposed installation has no impact on the permitted use of the structure; and
- b) The proposed installation will not change the leasable area of the structure, and thus will not modify parking requirements for the use at this site; and
- c) The proposed use of the structure conforms with both current Zoning and the Master Plan Future Land Use Plan Map for the subject site and surrounding sites along the adjacent Mack Avenue corridor.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, O'Keefe  
 NO: None  
 ABSTAIN: McNelis, Vitale  
 ABSENT: Bailey, Gilezan

The next item on the agenda was the **19876 Mack Avenue Site Plan Review**. The applicant requests to renovate the storefront of 19876 Mack Avenue and convert the building from a retail space to a restaurant. Renovations or remodeling of exterior building must be reviewed by planning commission to ensure the proposed changes are consistent with the design standards of Ordinance Section 50-374(b). McKenna recommends approval of the renovations to 19876 Mack Avenue (Parcel ID 40-012-01-0371-001).

Discussion ensued with George Thomas, Verus Development Group, developer/landlord of the property, answering questions about signage, exterior lighting, façade materials, and proposed sidewalk patio/outdoor cafe.

**MOTION** by Gerhart, seconded by Vitale, that the Planning Commission approve the renovations to 19876 Mack Avenue (Parcel ID 40-012-01-0371-001) based on the following finding of fact:

- a) The subject site has historically been and is anticipated to be used for commercial space,
- b) The architectural design elements enhance and increase compliance with the ordinance based on the existing building design,
- c) The proposed renovations will improve the integrity of the building without changing the building footprint or design elements.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe  
 NO: None  
 ABSENT: Bailey, Gilezan

The next item on the agenda was the **2022 Planning Commission Annual Report**. Project Planning Manager Boettcher provided an overview of the report and answered questions.

PLANNING COMMISSION  
03-28-23 - 04

**MOTION** by Gerhart, seconded by Fenton, that the 2022 Planning Commission Annual Report be received, and placed on file, and forwarded to City Council.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe  
NO: None  
ABSENT: Bailey, Gilezan

The next item on the agenda was the **Master Plan Part 2 Proposal Review**.

Discussion ensued regarding approval/recommendation for the budget. McKenna, acting as an agent of the city, does review the proposal for appropriateness. Giffels is on the April 2023 Planning Commission agenda to discuss their work to date and next steps. Clearzoning/Municode was discussed. Questions arose about the scope of the current Giffels Webster contract, which could not be clarified in this session. Planning Commission asked Boettcher to get details on the Giffels Webster contract.

**MOTION** by Gerhart, seconded by Vitale, that the Planning Commission recommends to the City Council an expenditure not to exceed \$37,000 for the implementation of the Master Plan.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe  
NO: None  
ABSENT: Bailey, Gilezan

The next item on the agenda was the **Building Official's Monthly Report** (January, February, March).

The report was reviewed. No discussion.

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

This item was stricken from the agenda.

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

The December 19<sup>th</sup>, 2022, and January 9<sup>th</sup> and 23<sup>rd</sup>, 2023, and February 6<sup>th</sup> and 27<sup>th</sup>, 2023, and March 6<sup>th</sup> and 20<sup>th</sup>, 2023 City Council meetings were discussed.

Under **New Business**, discussion was had around decommissioning the Planning Commission sub-committees:

- a) Solar Ordinance
- b) 2020 Plan
- c) Crosswalk/Pocket Park
- d) Streetscape

Vitale suggested that we look at the streetscape ordinance and create a checklist to ensure anyone who comes with projects will also provide streetscape improvements. McNelis suggested we develop streetscape design standards. Some of these items were topics of the Streetscape sub-committee

PLANNING COMMISSION  
03-28-23 – 05

and details should be in the Building Department. Vitale suggested that we review the lighting ordinance as over-lighting has a negative impact on our community. Discussed having maximum foot-candle standards versus only minimum standards. Requested that Boettcher review these items.

**MOTION** by Gerhart, seconded by O’Keefe, to decommission all sub-committees.

Motion carried by the following vote:

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

Council Member Vaughn suggested that the revised sign ordinance, that was almost complete, be revisited on a future agenda.

Under **Public Comment**, Melinda Billingsley was heard.

**MOTION** by Fuller, seconded by Vitale, to immediately certify the minutes in order to provide them to City Council at their next meeting.

Motion carried by the following vote:

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

**MOTION** by Fuller, seconded by Gerhart to adjourn at 8:45 p.m.

Motion carried by the following vote:

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

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

# memorandum

**DATE:** April 20, 2023  
**TO:** Grosse Pointe Woods Planning Commission  
**FROM:** Jill Bahm, Rod Arroyo, Rose Kim, & Stephanie Osborn, Giffels Webster  
**SUBJECT:** Master Plan Update Work Plan Discussion

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## **Master Plan Existing Conditions Draft**

As a follow up to the Planning Commission meeting in December 2022, we have prepared an initial draft of the Master Plan update, which includes a brief overview of the regional setting, city history, and a new existing conditions chapter, per the scope of work and timeline outlined in our contract. The draft is attached to this memo for the Planning Commission's review and discussion.

This information sets the foundation for the next stage of work centered on visioning and setting goals and objectives which we intend to begin in May and continue through the summer. We will be available to review the draft, highlight key findings, and discuss next steps at the Planning Commission meeting on April 25th.

We look forward to our discussion next week!

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# 2023

## GROSSE POINTE WOODS MASTER PLAN



Prepared by  
**Grosse Pointe Woods  
Planning Commission**

DRAFT 04/20/23





## **Planning Commission (PC)**

Michael Fuller - Chair  
Stephen Gerhart - Vice Chair  
George Bailey - Member  
Christian A. Fenton - Member  
Grant P. Glezan - Member  
Douglas Hamborsky - Member  
James McNelis - Member  
Donna O'Keefe - Member  
John A. Vitale - Member  
Thomas S. Vaughn - Member

## **City Council**

Arthur W. Bryant - Mayor  
Victoria A. Granger - Council Member/Mayor Pro-Tem  
Angela Coletti Brown - Council Member  
Kenneth Gafa - Council Member  
Michael Koester - Council Member  
Todd A. McConaghy - Council Member  
Thomas S. Vaughn - Council Member

## **City Staff**

Frank Schulte, City Administrator  
Susan Como, Assistant City Administrator  
Paul Antolin, City Clerk

## **Assisted by Giffels Webster**



**Introduction ..... 10**

Purpose of a Master Plan ..... 10

The Planning Process ..... 10

Community History and Previous Planning Efforts ..... 11

Location ..... 12

Community Profile Summary ..... 13

**Community Profile ..... 14**

Demographics ..... 14

Housing ..... 18

Local Economy ..... 20

Existing Land Use ..... 22

2006 Future Land Use Designations ..... 25

Long-Range Planning in Adjacent Communities ..... 27

Natural Features and Risks ..... 28

Community Facilities ..... 29

**Appendix A: Glossary & List of Acronyms ..... 34**

Glossary ..... 34

List of Acronyms ..... 36



List of Maps

- Map 1. Location Map ..... 12
- Map 2. Existing Land Use, 2020 ..... 23
- Map 3. Existing Land Use, 2006 ..... 24
- Map 4. Future Land Use Map, 2006 ..... 26
- Map 5. Parks and Community Facilities, 2023 ..... 30

List of Figures

- Figure 1. Historical and Projected Population, 1960 to 2045 ..... 15
- Figure 2. Grosse Pointe Woods and Surrounding Communities: Educational Attainment, 2021 ACS ..... 21
- Figure 3. Road Pavement Conditions as Proportion of Lane Miles, 2007 and 2020-2021 Analysis, SEMCOG ..... 33

## List of Tables

- Table 1. Grosse Pointe Woods and Surrounding Communities: Demographics Snapshot, 2021 ACS ..... 16
- Table 2. Grosse Pointe Woods and Surrounding Communities: Households Snapshot, 2021 ACS ..... 17
- Table 3. Occupied Housing Characteristics, 1980-2021 ..... 18
- Table 4. Grosse Pointe Woods and Surrounding Communities: Housing Snapshot, 2021 ACS ..... 19
- Table 5. Grosse Pointe Woods and Surrounding Communities: Economic Snapshot, 2021 ACS ..... 20
- Table 6. Existing Land Use, 2020 ..... 22

# Introduction







# Introduction

## Purpose of a Master Plan

The Master Plan addresses future land uses, community development, and other community features in coordination. It portrays a clear statement of community goals and objectives, establishes a vision of the future, and includes strategies to achieve the vision. If followed carefully, the Master Plan will have a lasting impact on the built and natural environment. The Plan will likely be implemented over short-term, medium-term, and long-term timelines as specified in the Implementation Plan.

The Master Plan is long-range in its view and is intended to guide development in the City over a period of 10 to 20 years, with reviews and any necessary updates occurring every five years to maintain consistency with the Michigan Planning Enabling Act of 2008. The information and concepts presented in the Master Plan are used to guide local decisions on public and private uses of land and the provision of public facilities and services. It establishes unified long-range general policies, which can be continually referred to in decision making.

The Grosse Pointe Woods Master Plan includes a Future Land Use Plan and an implementation chapter to guide the City over the coming years. The Master Plan enables the City to address all of these related topics in a coordinated manner.

## The Planning Process

The Master Plan update process began in December 2022 with an inventory and analysis of existing conditions. This document provides the findings of that analysis. Following Planning Commission review of this document, public input will be sought to help guide the creation of goals and objectives, the Future Land Use Plan, and plan implementation.

[Note: More will be added as the process moves forward.]

## Community History and Previous Planning Efforts

The following short timeline provides information about the City's history and planning efforts.

### 1927

The Village of Lochmoor is founded.

### 1939

The Village of Lochmoor changes its name to the Village of Grosse Pointe Woods.

### 1940

The first zoning ordinance for Grosse Pointe Woods is adopted.

### 1950

The City of Grosse Pointe Woods is officially established.

### 1970

The City's population peaks at 21,878 persons.

### 1979

The City adopts its Land Use Plan.

### 2006

The most recent Master Plan is adopted.

### 2022

Work begins on updating the 2006 Master Plan.

## 2006 City Master Plan

With an aging population, the built out nature of the City, and a variety of community amenities that support, retain, and attract residents, the 2006 plan targeted goals and objectives related to the following topics:

- Neighborhoods – preserving character and quality
- Business establishments on Mack Avenue – vitality and mix
- Traffic/Parking – improving circulation and parking supply
- Zoning/Land use - ideas for redevelopment

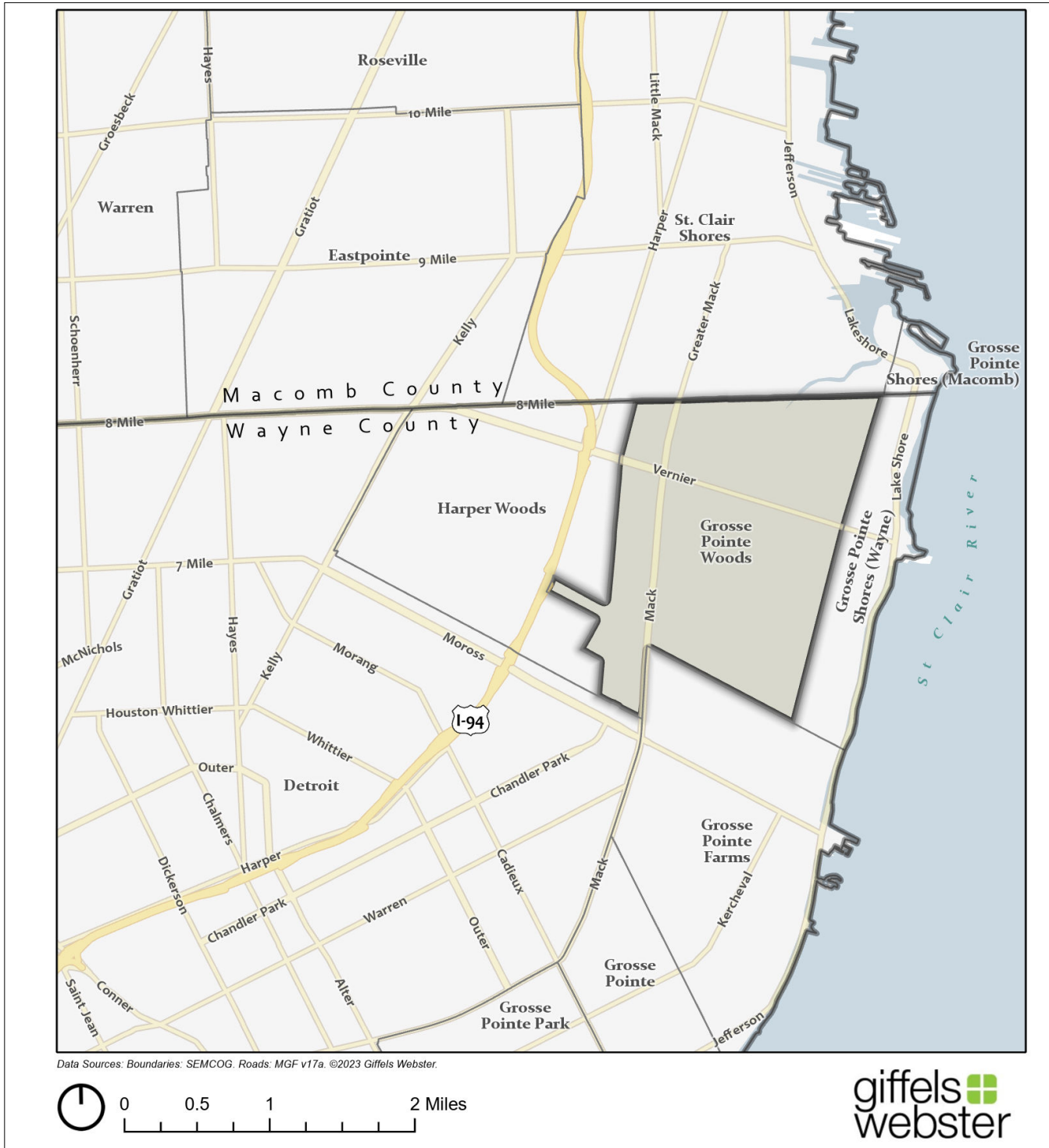
## Mack Avenue Improvement Plan

The Mack Avenue Improvement Plan is an initiative that is led by the Eastside Community Network in Detroit and the cities of Detroit, Grosse Pointe Woods, and Grosse Pointe Farms. Grosse Pointe Park. The goal is to “create a shared vision for Mack Avenue and identify specific recommendations that will implement that vision.” The plan is available at [www.mackaveplan.com](http://www.mackaveplan.com).

## Location

Grosse Pointe Woods is located in the northeast corner of Wayne County, east of I-94 and west of Lake St. Clair. It is 3.2 square miles in size.

Map 1. Location Map



## Community Profile Summary

The following provides a summary of existing conditions in the City. Decennial Census data is only partially available at this Master Plan's adoption, so 2021 American Community Survey (ACS) 5-Year Estimates are often used.

### 2020 Decennial Census Estimates Grosse Pointe Woods (Wayne County)



**Population | Population growth, 2010-2021**  
16,487 | 1.87% (1,820,650 | -1.49%)

### 2021 American Community Survey (ACS) 5-Year Estimate Grosse Pointe Woods (Wayne County)

#### Demographics



**Population, 2021 ACS**  
16,353 (1,774,816)



**Older population, 65+**  
19.0% (16.2%)



**Youth population, 0-17**  
22.3% (23.7%)



**Average household size**  
2.6 (2.5)



**Bachelor's degree or higher**  
64.2% (27.2%)



**White alone, non-Hispanic population**  
89.2% (49.5%)

**Black alone, non-Hispanic population**  
5.1% (13.1%)

**Other population**  
5.6% (16.3%)

#### Housing



**Total housing units**  
6,568 (791,100)



**Owner-occupied / Renter-occupied**  
90.5% / 9.5% (87.9% / 12.1%)



**Median housing value**  
\$274,000 (\$158,700)



**Median gross rent**  
\$1,576 (\$951)



**Detached single-family homes**  
94.1% (76.2%)

#### Local Economy



**Total jobs, 2020 [Source: OnTheMap]**  
3,231 (660,422)



**Total residents employed**  
8,314 (758,657)



**Unemployment rate**  
5.0% (15.3%)



**Median household income**  
\$115,247 (\$52,605)



**Poverty rate**  
5.1% (19.6%)



**Average travel time to work**  
24.6 minutes (24.3 minutes)



**Drove alone to work**  
71.0% (69.0%)

# Community Profile

The information in this Community Profile presents the background for the Master Plan. It begins by providing data on the current residents of Grosse Pointe Woods and extrapolating trends to consider how the community may be composed in the future.

Specifically, demographic measures such as population, age, race, and educational attainment; economic statistics such as household income and commute factors; and housing data such as housing value and age are discussed.

## Demographics

Sound policy making and planning require an understanding of who is currently in a community and who is likely to be there in the future. Demographics allow communities to identify and track trends in population, aging, migration, and local economies, among other things. For these reasons, Master Plans carefully review and use demographic analyses to prepare for issues and demands that a community will face, both now and in the future. The demographic profile of the community influences, in many ways, the resources, programming, and physical infrastructure that will meet the needs of residents and businesses.

The current data included in this Master Plan is mostly from the U.S. Census Bureau's 2017-2021 American Community Survey (ACS) 5-Year Estimates. For comparison, the 2010 and 2020 Decennial Census and other ACS 5-Year Estimates are frequently used. Since ACS data are estimates and not counts and the City is a small geographic area, the data can have large margins of error and the data may be less reliable. Moreover, this data does not reflect the full extent of changes the City has experienced due to the COVID-19 pandemic.

Many demographic trends, including changes to population, growth rates, age distribution, and income, impact future land use. National and regional trends can help provide additional information for local communities. Noteworthy national and regional trends include:

- Birth rates in the United States have been falling almost continuously for more than a decade. The 2020 Census showed the lowest birthrate in US history of 11.0 births per 1,000 people. According to the National Center for Health Statistics, for every 1,000 women of childbearing age (15-44), 55.8 of them gave birth in 2020. When compared to 2007 (69.5 births for every 1,000 women of childbearing age), this is a 20% decline in birth rates. Additionally, data from the World Bank shows fertility rates (an estimate of the total number of children a woman will ever have) also at a historically low level, at 1.7 births per woman in 2019.
- The marriage rate in the US continues to decline. According to data from the Centers for Disease Control and Prevention, the rate was 5.1 per 1,000 people in 2020. A rate this low was likely impacted by the pandemic, however, it is a 1% drop from the 2019 rate, and follows a several decades-long trend of fewer marriages.
- The US population is aging. By 2030, every "Baby Boomer" will be 65 years old or older, making 20% of the US population of retirement age.
- As the population ages and fewer babies are born, the 65+ age group will outnumber the 18 and under age group for several years.

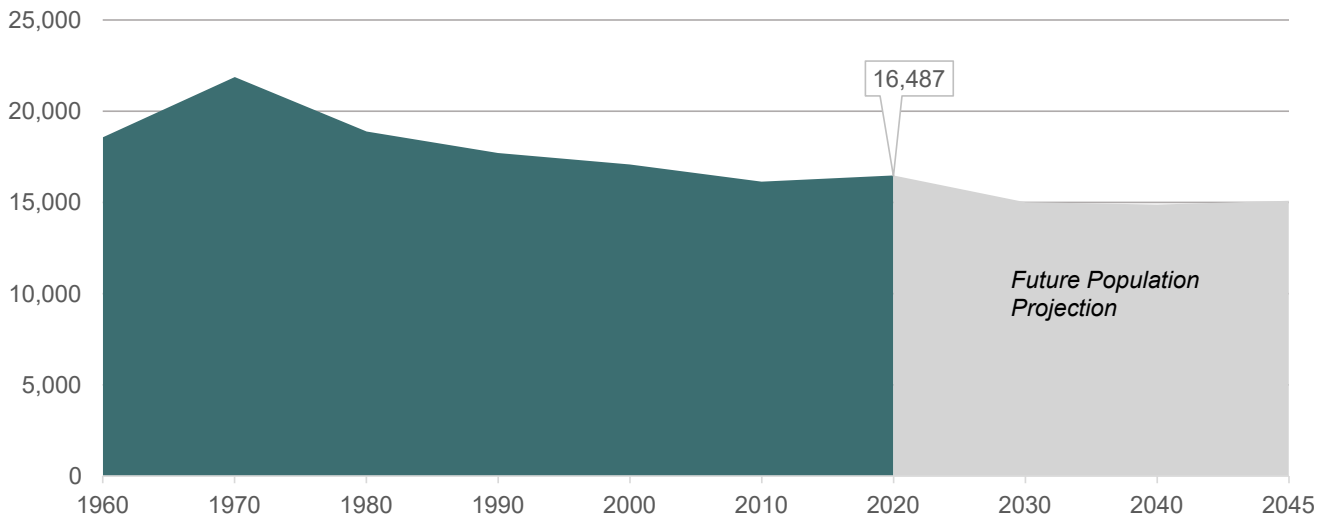
## Population

The best planning for the future will consider the current makeup of the population, as well as the community's likely composition in the future. The population of Grosse Pointe Woods has fluctuated slightly over the last twenty years, but with no significant growth or loss of residents. The 2020 Decennial Census reports a total population of 16,487 persons, up 2.18% from 2010's population of 16,135. The population in Grosse Pointe Woods has increased 1.35% since 2010, adding approximately 180 residents. This is quite a bit different than surrounding communities such as Grosse Pointe Shores, St. Clair Shores, and Detroit as well as Wayne County as a whole, which saw their populations decline during this time.

## Population Forecast

SEMCOG's Regional Development Forecast predicts that the City's population will decline over the next 15 years, and begin to rebound by 2045 (See [Figure 1](#)).

**Figure 1. Historical and Projected Population, 1960 to 2045**



Source: U.S. Census Bureau, 1960 to 2020 Decennial Census

**Population Trends**

Data from the 2020 Decennial Census was not yet released during the preparation of this Community Profile. Consequently, 2021 American Community Survey (ACS) 5-year estimates were used to analyze trends in the City and surrounding communities. Data on the entire Southeast Michigan region was collected from the Southeast Michigan Council of Governments (SEMCOG) for comparison with the region. [Table 1](#) provides a snapshot of how Grosse Pointe Woods compares to surrounding communities, Wayne County, and Oakland County.

The median age in the City is 43.7 years old, which is quite a bit older than the weighted average median age of all the surrounding communities.

**Table 1. Grosse Pointe Woods and Surrounding Communities: Demographics Snapshot, 2021 ACS**

Community Characteristic	Grosse Pointe Woods	Grosse Pointe Shores	St. Clair Shores	Harper Woods	Grosse Pointe Farms	Detroit	Wayne County	Oakland County	Southeast Michigan*
Population	6,353	2,608	59,046	15,287	10,018	632,589	1,774,816	1,270,017	4,830,489
Under 18 population	22.3%	23.5%	17.0%	26.5%	23.0%	24.9%	23.7%	20.4%	21.4%
Adult population	77.7%	76.5%	83.0%	73.5%	77.0%	75.1%	76.3%	79.6%	78.6%
Race									
White	89.2%	90.7%	88.1%	29.8%	91.4%	10.3%	49.5%	70.7%	64.3%
Black	5.1%	0.1%	5.4%	62.9%	0.9%	79.1%	37.9%	13.1%	20.7%
Asian	1.3%	6.6%	0.9%	0.4%	2.4%	1.6%	3.4%	7.8%	5.1%
Multi-racial and Other	1.7%	1.6%	2.6%	5.6%	3.9%	3.1%	3.8%	4.1%	4.9%
Hispanic	2.6%	1.0%	3.0%	1.4%	1.3%	7.9%	6.3%	4.4%	5.0%
Group Quarters	1.4%	0.0%	0.8%	1.2%	0.0%	2.3%	1.3%	1.0%	1.5%
Households	6,379	978	27,051	5,439	4,024	251,729	695,038	530,383	1,936,635
Household size	2.55	2.66	2.17	2.73	2.48	2.53	2.58	2.42	2.50
Housing units	6,568	1,073	28,334	5,877	4,104	322,906	791,100	556,954	2,087,258
Vacancy rate	2.9%	8.9%	4.5%	7.5%	1.9%	22.0%	12.1%	4.8%	7.2%
Persons per acre	7.98	3.70	7.89	9.19	5.80	7.13	4.53	2.29	1.68

\*Data for Southeast Michigan is from SEMCOG based on the 2020 ACS

Source: U.S. Census Bureau, 2017-2021 ACS 5-Year Estimates; SEMCOG Community Explorer

Highest Value
Lowest Value
Above Southeast Michigan



## Households

Understanding a community's composition in terms of households allows for additional insights into the needs of the community with regards to housing, facilities, and services.

The number of households has also increased from 2010 to 2021 by approximately 2.8%. However, SEMCOG estimates of the number of households in July 2022 was only 6,397, which is less than the number in 2010. SEMCOG estimates predict that the number of households in the City will be 6,220 by 2045. Persons per household has only declined fairly rapidly recently, from 2.63 in 2010 to 2.55 in 2021 and then to an estimated 2.45 in July 2022. This trend is expected to continue into 2045, when it is estimated that the average number of persons per household will be 2.38.

Household composition is an important consideration for planning. Currently, over one-third (33.6%) of households in the City include a senior which is similar to the rate in St. Clair Shores (34.4%) but quite a bit higher than surrounding communities such as Grosse Pointe Shores (14.5%) and Harper Woods (28.0%). Slightly less than one-third of households in Grosse Pointe Woods includes a child (29.7%), a larger proportion than that of any of the surrounding communities. Almost all households have a car (97.8%), as well as internet access (93.3%) with 92.9% of households having access to broadband. The majority (89.8%) of households also have access to a computing device.

[Table 2](#) provides more detail about household composition and amenities.

**Table 2. Grosse Pointe Woods and Surrounding Communities: Households Snapshot, 2021 ACS**

Household Characteristic	Grosse Pointe Woods	Grosse Pointe Shores	St. Clair Shores	Harper Woods	Grosse Pointe Farms	Detroit	Wayne County	Oakland County	Southeast Michigan*
Total households	6,379	978	27,051	5,439	4,024	251,729	695,038	530,383	1,896,204
Households with seniors (65 years old or older)	33.6%	14.5%	34.4%	28.0%	38.8%	28.4%	29.8%	29.7%	29.6%
Households with children	29.7%	25.5%	18.8%	27.0%	29.4%	28.0%	29.1%	27.9%	28.2%
Households with no car	2.2%	2.5%	4.9%	14.9%	8.5%	21.7%	12.0%	5.4%	5.6%
Households with internet access	93.3%	89.9%	88.9%	87.3%	93.4%	75.8%	82.4%	90.3%	88.8%
Households with broadband internet access	92.9%	89.9%	88.6%	87.3%	93.0%	75.6%	82.2%	90.2%	86.0%
Households with computing devices (desktop or laptop)	89.8%	89.5%	78.8%	72.4%	92.6%	57.5%	70.3%	83.7%	92.1%

\*Data for Southeast Michigan is from SEMCOG based on the 2020 ACS

Source: U.S. Census Bureau, 2017-2021 ACS 5-Year Estimates; SEMCOG Community Explorer

## Housing

Data about housing can indicate the strength of the local economy and overall community appeal. The types of housing available in a community can entice or deter new prospective residents from coming to the community, depending on if what is offered meets their needs and desires. Homeownership is often an indicator of wealth, and house value builds upon that analysis.

Housing is an essential component of a community, and foundational in supporting families of all sizes and types. Having options for safe, affordable, and accessible housing is key to creating a healthy and thriving community.

The historic data in this section is from the Decennial Census while current data is from 2017-2021 American Community Survey (ACS) 5-Year Estimates.

### Number of Housing Units and Value

Following the increase in housing units between 1980 and 2000 in the City, the number of housing units has since decreased to 6,568 in 2021. The median housing value in 2021 was \$274,000, but according to Rocket Mortgage reports, the median price of newly sold homes in 2021 was \$305,000. The median housing value continues to be twice as high as that for Wayne County (\$136,200) and slightly higher than that of Oakland County (\$268,600) but is the

median value when compared to immediately surrounding communities. Details about the number of occupied housing units, ownership, value, and rent over the last four decades is below in [Table 3](#).

**Table 3. Occupied Housing Characteristics, 1980-2021**

Housing Characteristic	1980	1990	2000	2010	2021
Total housing units	6,658	6,671	6,717	6,581	6,568
Owner-occupied	95%	94%	95%	94.3%	90.5%
Renter occupied	5%	6%	5%	5.7%	9.5%
Median value	\$122,137	\$133,900	\$233,100	\$236,600	\$274,000
Median rent	\$498	\$775	\$886	\$1,153	\$1,576

Note: Data for 1980, 1990, 2000, and 2010 are from the Decennial Census. Data for 2021 is from the 2017-2021 ACS 5-Year Estimates

Source: U.S. Census Bureau, Decennial Census and 2017-2021 ACS 5-Year Estimates

### Housing Types and Tenure

Most (94.1%) housing units are single family homes, a greater proportion than in surrounding communities with the exception of Grosse Pointe Shores (100%) and Grosse Pointe Farms (97.4%). The majority of housing units in the City are occupied by the owner (90.5%), with only 9.5% of units being rented, although the share of housing units rented has been increasing. [Table 4](#) below provides a summary of the housing characteristics from 1980 to 2021 in Grosse Pointe Woods.

**Table 4. Grosse Pointe Woods and Surrounding Communities: Housing Snapshot, 2021 ACS**

Housing Characteristic	Grosse Pointe Woods	Grosse Pointe Shores	St. Clair Shores	Harper Woods	Grosse Pointe Farms	Detroit	Wayne County	Oakland County	Southeast Michigan*
Owner occupied housing units	91%	94.4%	82.5%	57.7%	98.1%	78.0%	87.9%	95.2%	68.9%
Renter-occupied housing units	9.5%	5.6%	17.5%	42.3%	1.9%	22.0%	12.1%	4.8%	31.1%
Percent single-family	94.1%	100.0%	86.5%	85.6%	97.4%	72.0%	76.2%	75.7%	75.7%
Percent multi-family	5.5%	0.0%	13.4%	14.1%	2.6%	27.5%	22.1%	21.8%	21.3%
Median housing value	\$274,000	\$584,800	\$157,000	\$111,200	\$364,000	\$69,300	\$158,700	\$299,800	\$184,700
Median rental rate	\$1,576	N/A	\$1,007	\$1,170	\$1,283	\$899	\$951	\$1,156	\$976

\*Data for Southeast Michigan is from SEMCOG based on the 2020 ACS

Source: U.S. Census Bureau, 2017-2021 ACS 5-Year Estimates; SEMCOG Community Explorer

## Local Economy

Identifying trends in employment can help a community project future needs for land use categories and assess potential opportunities for economic development. This section provides a snapshot of the existing economic conditions in Grosse Pointe Woods.

The estimates provided in this section are from the Census Bureau’s Decennial Census, ACS 5-Year Estimates, and the Census Bureau’s Center for Economic Studies Longitudinal Employer-Household Dynamics OnTheMap application. Though the Census data used is the latest available from the 2020 Decennial Census and the 2017-2021 ACS 5-Year Estimates, these numbers may not accurately reflect changes due to the COVID-19 pandemic.

The snapshot below highlights some key indicators of the City’s existing economic conditions.

**Table 5. Grosse Pointe Woods and Surrounding Communities: Economic Snapshot, 2021 ACS**

Economic Characteristic	Grosse Pointe Woods	Grosse Pointe Shores	St. Clair Shores	Harper Woods	Grosse Pointe Farms	Detroit	Wayne County	Oakland County	Southeast Michigan*
Total jobs	3,231	514	12,352	2,677	3,047	227,684	660,422	713,696	2,770,000
Unemployment rate	5.0%	1.4%	5.6%	8.4%	2.2%	15.3%	9.2%	4.8%	6.3%
Labor force participation rate	66.9%	56.9%	64.0%	64.4%	63.7%	54.3%	59.2%	66.5%	62.7%
Median household income	\$115,247	\$147,391	\$65,747	\$53,555	\$146,667	\$36,140	\$52,605	\$86,523	\$64,068
Per capita income	\$54,028	\$93,616	\$37,836	\$24,612	\$80,610	\$22,122	\$30,788	\$49,998	\$35,871
Percent people in poverty	5.1%	2.2%	7.6%	21.6%	2.6%	30.2%	19.6%	7.7%	13.8%
Average commute time (minutes)	24.6	24.8	26.9	25.1	25.4	25.5	24.3	25.1	26.6
Percent residents with less than a 20 min commute	38.6%	35.9%	34.5%	35.9%	31.6%	35.5%	39.0%	38.4%	N/A
Percent drive alone to work	71.0%	86.0%	83.0%	69.0%	73.0%	64.0%	69.0%	66.0%	80.8%
Percent commute by transit	1.00%	1.00%	1.00%	5.00%	0.00%	6.00%	2.00%	0.00%	1.60%
Commute by transit	--	--	0.40%	0.00%	0.10%	--	--	0.40%	1.60%

\*Data for Southeast Michigan is from SEMCOG based on the 2020 ACS

N/A = Not available

Source: U.S. Census Bureau, 2017-2021 ACS 5-Year Estimates; SEMCOG Community Explorer

Highest Value
Lowest Value
Above Southeast Michigan

### Labor Force and Employment

There are an estimated 3,231 jobs within the City (OnTheMap, 2020). The unemployment rate in 2021 was at 5%, higher than it had been in recent years and likely due to the impact of the COVID-19 pandemic. The unemployment rate is lower than that of the region (6.3%), Wayne County (9.2%), and several surrounding communities such as Harper Woods (8.4%) and St. Clair Shores (5.6%).

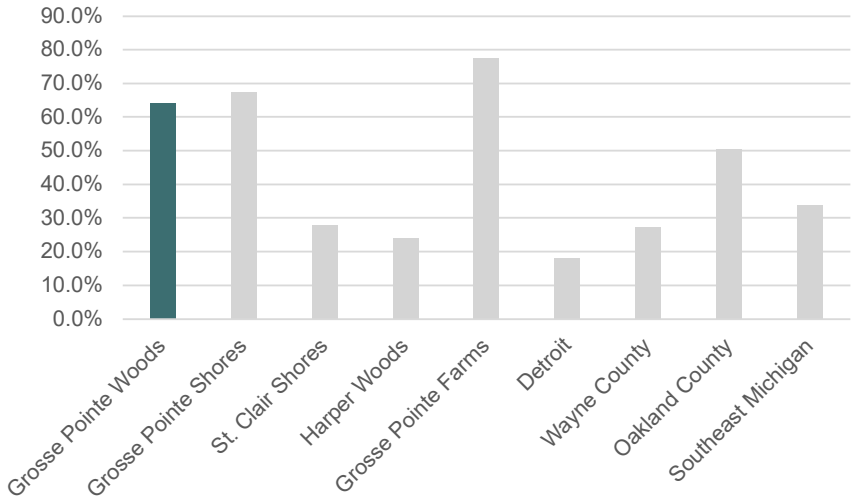
The labor force participation rate of 66.9% is higher in the City than anywhere else in the area, including the county and region's rates. The combination of high labor force participation and relatively few jobs within the community result in residents finding employment elsewhere. According to OnTheMap (2020), approximately 2,834 nonresidents come to Grosse Pointe Woods for work, while 7,085 residents are employed somewhere outside of the City. Only 397 residents both live and work in the City. Residents of the City of Grosse Pointe Woods provide approximately half a percent of the total labor force of Wayne County (OnTheMap, 2020), significantly less than the 1.6% that was reported in the previous master plan. Both Wayne and Oakland Counties increased the number of workers in their areas between 2010 and 2021, at 0.7% and 13.2% respectively. The number of workers in Grosse Pointe Woods decreased by 26.0% between 2010 and 2020, from 4,367 workers to 3,231.

The average commute time is 24.6 minutes, and over one-third (38.6%) of working residents have a commute of less than 20 minutes. The majority commute by driving alone (71%) and only 1% commute using public transportation.

### Education

Education levels are often used as indicators for the potential for economic stability and success. [Figure 2](#) below shows the share of each community's population over the age of 25 years who have completed a bachelor's degree or higher.

**Figure 2. Grosse Pointe Woods and Surrounding Communities: Educational Attainment, 2021 ACS**



### Income

The median household income of \$115,247 within Grosse Pointe Woods is over twice as much as that of Wayne County (\$52,605). It is significantly higher than Detroit (\$36,140), Harper Woods (\$53,555) and St. Clair Shores (\$65,747). Approximately one in twenty residents are in poverty, which is a rate much lower than that of the region, County, and Harper Woods, but double that of Grosse Pointe Shores and Grosse Pointe Farms. Regional economic development solutions can improve the quality of life and prosperity for all Grosse Pointe Woods' residents, as well as those in surrounding communities.

## Existing Land Use

A key element in planning the future of the City is the consideration of existing land use types and patterns. Single-family housing is the City's primary land use, with some institutional and recreational uses scattered in the City. A greater variety of uses can be found along Mack Avenue.

[Map 2](#) shows the existing land use of the City and [Table 6](#) displays the breakdown of uses.

**Table 6. Existing Land Use, 2020**

Parcel Land Use	Number of Acres	Percent share
Single-Family Residential	1,200.7	57.44%
Attached Condo Housing	9.2	0.44%
Multi-Family Housing	2.1	0.10%
Mobile Home	0	0.00%
Agricultural/Rural Residential	0	0.00%
Mixed Use	0	0.00%
Retail	13.9	0.66%
Office	17.6	0.84%
Hospitality	3.3	0.16%
Medical	15.9	0.76%
Institutional	137	6.55%
Industrial	0.4	0.02%
Recreational/Open Space	69.2	3.31%
Cemetery	0	0.00%
Golf Course	128.7	6.16%
Parking	12	0.57%
Extractive	0	0.00%
TCU	0	0.00%
Vacant	34.4	1.65%
Water	0.9	0.04%
Not Parceled	445	21.29%
<b>Total</b>	<b>2,090.3</b>	<b>100.00%</b>
<p>Agricultural / Rural Res includes any residential parcel containing 1 or more homes where the parcel is 3 acres or larger.</p> <p>Mixed Use includes those parcels containing buildings with Hospitality, Retail, or Office square footage and housing units.</p> <p>Not Parceled includes all areas within a community that are not covered by a parcel legal description.</p> <p>Parcels that do not have a structure assigned to the parcel are considered vacant unless otherwise indicated, even if the parcel is part of a larger development such as a factory, school, or other developed series of lots.</p> <p>Source: SEMCOG</p>		

For comparison, [Map 3](#) is the Existing Land Use map from the 2006 Master Plan. Below are the existing land use descriptions from that plan:

### Single Family Detached.

All areas containing detached single-family dwellings.

### Single Family Attached.

All areas containing attached single family, owner-occupied, condominium dwellings.

### Two Family Residential.

All areas containing buildings designed for or occupied exclusively by two (2) families living independently of each other. Also known as a duplex dwelling.

### Multiple Family Residential.

All areas containing three (3) or more attached dwelling units accessed via a shared entrance.

### Office.

All areas used for office purposes including professional and medical office complexes.

### Commercial.

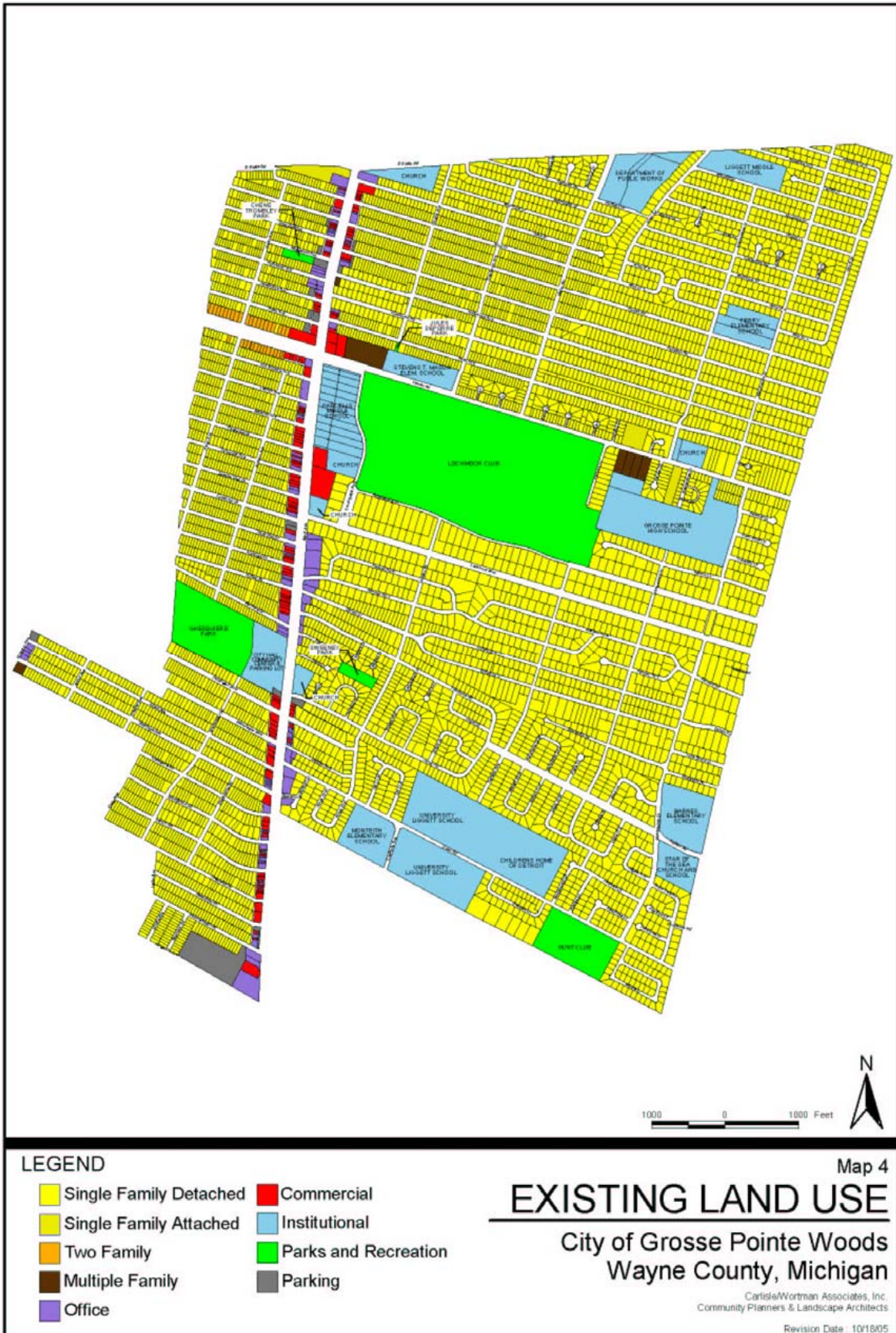
All areas used for commercial purposes including the retail sale of goods and services.

### Institutional.

Land areas and facilities such as schools, hospitals, and government buildings, which are available to or used by the public. Also included in this classification are areas and buildings that are used by a limited number of persons with particular interests such as churches, church-related facilities, and cemeteries.



Map 3. Existing Land Use, 2006





## 2006 Future Land Use Designations

[Map 4](#) shows the future land uses from the previous master plan. The future land use plan for this update will be located in the future land use chapter.

The Future Land Use definitions from the 2006 City of Grosse Pointe Woods Master Plan are as follows:

### **Residential.**

The majority of land in Grosse Pointe Woods currently has residential uses. Most residential uses are single family housing, but there is some multifamily and attached condo housing in the City on Vernier as well.

### **Commercial.**

Commercial development for the retail sale of goods and services is located along Mack Avenue.

### **Office, Medical, and Hospitality.**

The areas with office uses such as professional and medical offices and hospitality is predominantly along Mack Avenue. This use classification also includes senior residences such as The Rivers off of Cook Street at the southeast part of the City.

### **Institutional.**

Institutional uses include schools, places of worship, equestrian clubs, and the Wayne County Public Works Department. These uses are scattered throughout the City east of Mack Avenue.

### **Parks, Recreation, and Open Spaces.**

This classification includes areas of public or privately owned land used for passive or active recreation. Included is the Lochmoor Club golf course and several parks.

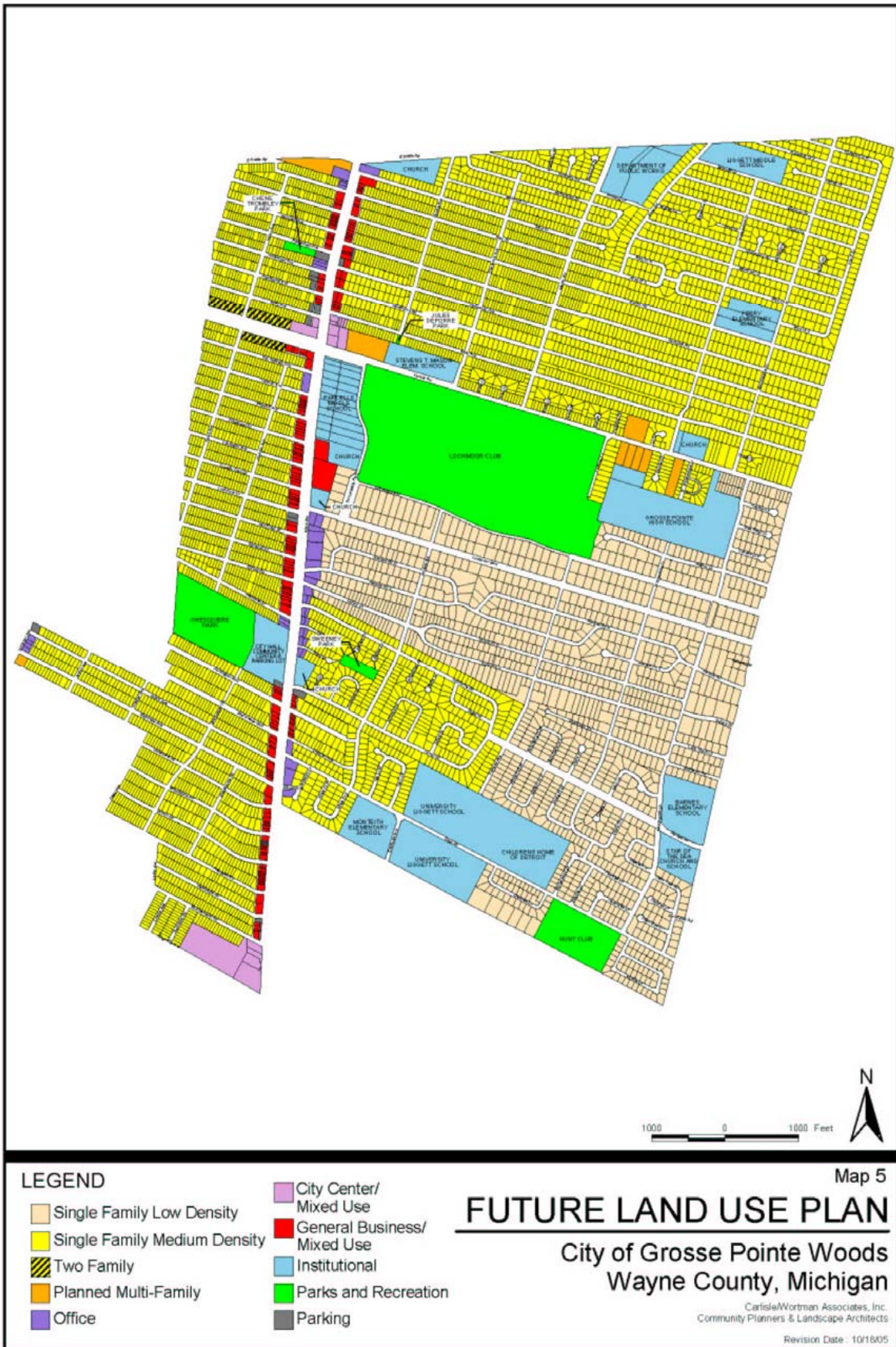
### **Parking.**

There are several parcels of land owned by the City are used for public parking along Mack Avenue.

### **Vacant.**

The City has several parcels that are currently not developed. These are scattered throughout the City.

Map 4. Future Land Use Map, 2006



## Long-Range Planning in Adjacent Communities

Decisions made in one community can impact surrounding communities, particularly if those decisions relate to property that abuts another community. Therefore, assessing the compatibility of the future land use designations from the 2006 Master Plan and the future land uses planned in other communities is important when updating a master plan and considering how uses of varying intensity can coexist. The future land uses of surrounding communities appear to be consistent with that of Grosse Pointe Woods.

### St. Clair Shores (north)

St. Clair Shores borders the entire northern border of Grosse Pointe Woods. Most of the area in both communities is residential with a few institutional uses on the border in Grosse Pointe Woods and a park within St. Clair Shores. The Greater Mack Corridor is mixed use in St. Clair Shores and Grosse Pointe Woods. Lake Front Park, Grosse Pointe Woods' largest park, is located in St. Clair Shores. St. Clair Shores provides fire and emergency services in exchange for Grosse Pointe Woods paying taxes to that community. SMART bus routes connect the two communities along Mack Avenue. Interest in exploring more mixed development, including commercial and office along Mack Avenue, was expressed in their 2016 master plan.

### Grosse Pointe Shores (east)

Grosse Pointe Shores borders the entire eastern border of Grosse Pointe Woods. The community did not have a master plan or future land use plan available for analysis. Based on aerial imagery, the existing land uses are compatible, with both communities having single family residential uses. While compatible in their existing state, the land uses proposed in the future may not continue to be so, although that seems unlikely.

### Grosse Pointe Farms (south)

Grosse Pointe Farms is adjacent to the eastern half of Grosse Pointe Woods' southern border and along the arm that extends south along Mack Avenue. Most of the area along the southern edge is planned to be single family residential, with attached cluster/terrace residential between Mack and Chalfonte, all of which is compatible with the single family residential and institutional uses in Grosse Pointe Woods. Along Mack Avenue attached cluster/terrace residential housing is planned in Grosse Pointe Farms. Across the street in Grosse Pointe Woods, general business/mixed use and city center/mixed use uses are planned.

Grosse Pointe Farms is currently undergoing its master planning process at the time of this analysis (March 2023), and the proposed future land use map was used for this analysis. Additionally, the community has indicated that they want improved access to public transportation options, and are also planning to employ an adaptive reuse strategy throughout the community. They are a partner in the [Mack Avenue Improvement Plan](#).

### Detroit (south)

A very small portion, the southern most portion, of Grosse Pointe Woods borders Detroit. This area is planned for institutional uses, as St. John Ascension Hospital is located there. This is compatible with the single family uses on the west of this border and the city center/mixed uses on the east. Detroit's master plan also calls for an increase in public transportation options and is a partner in the [Mack Avenue Improvement Plan](#).

### Harper Woods (west)

The western border of Grosse Pointe Woods abuts the City of Harper Woods. This area is almost entirely designated for one and two family residential uses, compatible with Grosse Pointe Woods' single family uses. There is a small portion along I-94 that has proposed multiple family uses to the south and pedestrian oriented commercial uses to the north.

## Natural Features and Risks

Soils, topography, woodlands, rivers, lakes, creeks, wetlands, and floodplains have a direct relationship with the land use in a community. Each type of land use is influenced by the community's natural features; likewise, natural features are impacted by development. In the master planning process, the optimum arrangement of land uses should maintain the Grosse Pointe Woods's natural resources and physical features for future generations, while balancing the needs of the community for housing and businesses.

The City is well-developed, with few vacant parcels available for new uses. According to SEMCOG's 2020 Land Cover analysis, almost half (45.4%) of Grosse Pointe Woods is covered with impervious surfaces, such as buildings, roads, driveways, and parking lots. Open spaces also cover a large share of the City at 40.7%. Thirteen percent of the City is covered with woody vegetation and trees, and the rest is either bare (0.6%) or water (0.2%).

Despite being located near a large body of water and almost half (45.4%) of the land coverage in the City being impervious, the City has a low risk of flooding. This is likely due to the fairly large proportion of open space (40.7%) and tree cover (13%) that cover the rest of the City.

It is becoming critical to include concepts of resiliency and sustainability into land use plans. Though they are related, resiliency and sustainability are not the same. Sustainability is the well-established concept that focuses on decreasing or eliminating the detrimental future impacts of our current activity. Resiliency recognizes that our built environment

will be subject to stresses and is the practice of designing that environment in a way that can endure those stresses. Some threats are ongoing, persistent stresses, while others are sudden shocks or single events that disrupt the day-to-day functioning of the community.

As we plan for the future, many of the challenges we will face are related either directly or indirectly to our place in larger systems, both natural and man-made. We often have little direct local control over these systems, but adapting to change and discovering our role in contributing to the health of these systems is nonetheless essential to planning for a community that can survive and thrive, even in the face of the most severe challenges. Considering the needs of vulnerable people, such as children, the elderly, or those with a disability is an integral part of resiliency planning to help ensure all residents can overcome these challenges. Resilient communities are not only preparing for weather and climate-related shocks, but are also preparing for economic and health shocks as well.

## Community Facilities

Community facilities include both physical facilities located within Grosse Pointe Woods as well as services provided by the City. Community facilities include essential facilities or services like a fire station or public utility, or may be other facilities or services such as a public park or library. Both essential and other community facilities play a vital role in the City's potential for growth and resident retention. The availability of public safety services, attractive recreational and cultural facilities, and strong public school and library systems are some examples of community facilities that can help draw new people to the community and enhance the quality of life of existing residents.

### Civic Facilities

#### Library

Grosse Pointe Woods has one library, the Woods Branch of the Grosse Pointe Public Library. Renovations for the Woods Branch were completed in September of 2022, including the addition of a Dream Lab, a basement makerspace with 3D printers, a small recording booth for podcasts and music, as well as a used bookstore. Grosse Pointe Woods has a few free "Little Libraries" throughout the community. The Free Little Libraries "take a book, return a book" free book exchange are mainly put up by small businesses or homeowners.

#### City Hall

City Hall hosts most of the City's departments, as well as the Community Center which is located at the north end of the building. The Council chambers and meeting spaces are located mainly on the west side of the building.

#### Parking

The City owns and operates twelve off-street parking lots, with most of them metered. Funds collected go towards the City's operating fund. Additional metered spaces line both sides of Mack Avenue as well.

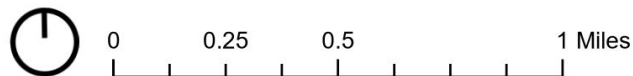
### Parks and Recreational Facilities

- **Community Center.** The Center was constructed through a Recreation Bond Proposal approved in 1986 and is intended for residents to use to participate in cultural, educational, recreational, and social activities. Three rooms and the Cook School are available for rent and can accommodate up to 160 guests.
- **Lake Front Park.** This is the largest of the municipal parks at 55 acres, and is host to the largest outdoor swimming complex in the state. The City purchased the land, which is located in St. Clair Shores, in 1948. The City pays taxes to St. Clair Shores and in return, receives police, fire, and emergency services at the site. The park has quite a few amenities, including an activities building with a indoor and outdoor basketball courts, racquetball court, exercise equipment, pool table, foosball and air hockey table, ping pong table and, darts. Outside amenities include shuffleboard and bocce ball courts, mini golf, a dog park, 224 slip marina with dry dock space and boat launch, a playscape, and volleyball, tennis, and pickleball courts. There are four pools (Olympic, lap, wading, and baby), one of which has a waterslide and diving boards. For those seeking more passive recreation activities, there is a boardwalk and fishing terrace, picnic areas with grills, two gazebos, four pavilions, and a 1.4-mile lit and paved fitness trail. When conditions are favorable in the winter, an outdoor ice skating rink is also available. Bus service is available to and from the park, as well as concessions within the park.

Map 5. Parks and Community Facilities, 2023



Data Sources: Parks and Buildings: SEMCOG. Facilities Zoning: Grosse Pointe Woods. Roads: MGF v17a. ©2023 Giffels Webster.



- Parks
- Municipal
- School



# COMMUNITY FACILITIES

## GROSSE POINTE WOODS

- **Ghesquiere Park.** This park is 32 acres and is located behind City Hall. It is designed for children of all ages. It has a tot-lot with a playscape, baseball diamonds, and mini-soccer fields. In the winter, the City maintains an ice rink at the park.
- **Chene-Trombley Park.** This park is approximately half an acre big and has an open field, playscape, and an ice skating rink.
- **Sweeney Park.** Sweeney Park is 2.75 acres. It hosts an open field, a playscape designed for children under 12 years old, and a skating rink in the winter.
- **Jules DePorre Park.** This is a pocket park located next to Mason Elementary. A paved path connects Anita Avenue to the school.
- **Sidewalks.** Most roads have sidewalks on both sides of them throughout the City.

## Public Utilities/Services

### Police, Fire, and Ambulance Service

Since 1944, the City has had a combined police, fire, and ambulance service. Public safety officers perform police and firefighter duties and are trained as medical first responders or basic emergency medical technicians (EMTs).

### Water & Sewer

Water Supply and Combined Sewer System. Residents and businesses within the City limits are serviced by a City-owned and operated potable water supply and combined sewer system. The majority of the City's potable water supply system was constructed in the 1930s and 1940s. Within the last 15 years, many water mains along Mack Avenue were replaced, and additional replacement projects completed on various local roads. The combined sewer system is composed of an inter-county detention basin and pump station, a City pump station, tunnel drains, and sewer lines within the public right-of-way or rear yard easement of almost every street within the City. Annual evaluation of the sewers help the City identify issues and prioritize projects that maintain safe and functioning potable water and sewer pipes. Annual evaluations and resulting prioritization of updates to the infrastructure should be coordinated with the other recommendations in this plan.

### Department of Public Safety

In addition to providing police, fire, and ambulance services, the Department of Public Safety provides Advanced Life Support (ALS) through a contract with Medstar Ambulance, crime prevention, fire inspections, a detective bureau, and traffic safety. The Department has free resources for residents, such as gun locks and the Kindcall Care Program.

### Schools

Grosse Pointe Woods has a number of public schools, including Grosse Pointe North High School, Monteith Elementary School, Ferry Elementary School, Mason Elementary School, Parcels Middle School, and Barnes Early Childhood Center. Our Lady Star of the Sea (PreK-Middle School) and University Liggett School (K-12) are private school options in the community.

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# Appendix A

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## Glossary and List of Acronyms

# Appendix A: Glossary & List of Acronyms

## Glossary

### Action items

Action items are more specific and define the steps to accomplish objectives and support the wider vision of the identified goals.

### Affordable housing

The U.S. Department of Housing and Urban Development defines affordable housing as housing where the occupant is paying 30% or less of the occupant's gross income on total housing, including utilities.

### Gateways

An entranceway that announces a point of arrival. Gateways can be located on public or private property (or a combination of the two) and can be a point of interest for a community for people arriving by vehicle, on foot, or by bicycle. Gateways can be important in reinforcing community identity, creating anticipation for what is ahead, and providing a sense of place.

### Goals

General guidelines that explain what the community wants to achieve. Goals are usually long-term and represent global visions such as to "Provide a range of housing choices for all ages and incomes" or "Strengthen the local economy." Goals define the "what," "why," and "where," but not the "how."

### Master Plan

A Master Plan illustrates a community's vision for its future and contains guiding principles that help a community create land development policies and make land use decisions. In the State of Michigan, the value of the Master Plan as an important community document is recognized, which is why the state requires Master Plans to be reviewed every five years. This review allows communities to check in on their progress and ensure the vision and guiding principles are still relevant.

### Mixed use development

A development that typically contains residential and commercial uses in the same building or within a small area. For example, a residential building with ground floor retail is a typical mixed-use development.

### Objectives

Identify the milestones that mark progress in achieving goals and provide more of the "how" goals will be implemented. For example, with a goal of "Strengthen the local economy" an objective to "Provide a clear set of guidelines and expectations for developers" is something that may be measured and tracked over time.

### Planning Commission (PC)

Responsible for preparing and adopting the City's Master Plan. The Planning Commission recommends policy relating to land use and is the approving body for development and redevelopment. The Planning Commission recommends amendments to the Zoning Ordinance that align with the Master Plan.

**Resiliency**

Resiliency is the practice of designing the environment in a way that can endure stresses and threats that can be ongoing and persistent or sudden disruptive shocks.

**Sustainability**

Sustainability is a concept that focuses on decreasing or eliminating the detrimental future impacts of our current activity.

**Universal design**

Universal design expands the concept of accessible design to specifically consider the needs of people with disabilities to mean “the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design” as defined by The Center for Universal Design.

**City Council (CC)**

Legislative body that passes laws and sets policy for the City. The City Council adopts Zoning Ordinances that provide a legal framework for redevelopment as envisioned in the Master Plan.

**Workforce housing**

Housing that is financially accessible to workers’ needs in every community, such as teachers, nurses, and police officers. The Urban Land Institute (ULI) Terwilliger Center for Workforce Housing defines “workforce” as those earning between 60 percent and 120 percent of the area median income (AMI).

**Zoning Board of Appeals (ZBA)**

While not specifically involved in the development of the Master Plan, the ZBA is authorized to permit variances or deviations from the Zoning Ordinance standards. Decisions should be consistent with criteria related to specific properties. If the ZBA finds flaws with ordinances or their application, it should forward those concerns to the Planning Commission to be addressed.

**Zoning Ordinance**

The Zoning Ordinance is one of the primary tools for implementing a Master Plan and provides the legal framework that regulates development of property; there should be a clear connection between Master Plan goals and the Zoning Ordinance. Amendments to the Zoning Ordinance can range from minor changes to text all the way to the addition of new uses and creation of new districts. An amended zoning ordinance can also be supported by other policies that encourage redevelopment, upgrades to existing development, and the maintenance of property.

## List of Acronyms

### ACS

American Community Survey

### ADA

American Disabilities Act

### ADU

Accessory dwelling unit

### DDA

Downtown Development Authority

### DPW

Department of Public Works

### MDNR

Michigan Department of Natural Resources

### MDOT

Michigan Department of Transportation

### NAICS

North American Industry Classification System

### NFC

National Functional Classification

### PTO

Parent-teacher organization

### P3

Public-private partnership

### SEMCOG

Southeast Michigan Council of Governments

### SID

Special improvement district

### USFS

U.S. Forest Service

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**ASSISTED BY:**

Giffels Webster - 1025 East Maple, Suite 100 | Birmingham, MI 48009



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

**TO: PLANNING COMMISSION**  
**FROM: BRUC ECK, INTERIM BUILDING OFFICIAL**  
**DATE: APRIL 25, 2023**  
**SUBJECT: BUILDING DEPARTMENT REPORT, APRIL 2023**

In the past month, Grosse Pointe Nursery School was issued a permit to add children's bathrooms, with a construction value of \$30,000. The interior build-out for Bucharest Grill was also issued with a construction value of \$150,000.

A permit for the interior renovation of Hanson's Running Shop is under review, the construction value totals \$90,000.

A Certificate of Occupancy was issued to Visiting Angels Home Care (office space) at 20311 Mack.

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**Chapter 32 - SIGNS**

**Sec. 32-1. - Purpose and Objectives.**

The purpose of this chapter is to create the legal framework for a comprehensive and balanced system of signage in the city to facilitate communication between people and their environment and to avoid the visual clutter that is potentially harmful to community appearance, traffic and pedestrian safety, property values and business opportunities. To achieve this purpose, this chapter has the following objectives:

- (1) Protect the aesthetic quality of the city.
- (2) Protect the general public from damage and injury caused by the distractions, hazards and obstructions caused by excessive signage.
- (3) Preserve the value of property by ensuring the compatibility of signage with surrounding land uses.
- (4) Keep signs within a reasonable scale with respect to the buildings to which they relate.
- (5) Prevent off-premises signs from conflicting with surrounding land uses.
- (6) Prevent the placement of signs in a manner, which will conceal or obscure other signs or adjacent businesses.
- (7) Keep the number of signs and sign messages at the level reasonably necessary to identify a property use.
- (8) Prevent hazards due to collapse, fire, collision, decay or abandonment of signage.
- (9) Provide signage that will harmonize with the building upon which it is placed and the adjoining properties.
- (10) Avoiding fraudulent and misleading messaging.
- (11) Safely directing persons and property to allow for safe ingress and egress and delivery of emergency services.
- (12) Reducing time required to read and understand a sign to reduce the distraction of pedestrians and motorists.



**Sec. 32-2. B Scope of chapter.**

- (1) It shall be unlawful for any person to erect, construct or alter any sign in the city without complying with the provisions of this chapter.
  
- (2) Any sign already established on the effective date of the ordinance from which this chapter is derived, and which is rendered nonconforming by the provisions in this chapter, and any sign which is rendered nonconforming as a result of subsequent amendments to this chapter, shall be subject to the regulations concerning nonconforming structures and uses set forth in this chapter.

**Sec. 32-3. B Definitions.**

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

**Abandoned sign** means any sign which, by reason of neglect, damage or deterioration, requires repair and the owner thereof fails, neglects or refuses to initiate refurbishment or repair to the sign within ten days after having received written notice so to do from the city or fails to complete such repair or refurbishment within 60 days from the receipt of such notice from the city.

**Animated sign** means a sign depicting the actual or apparent movement of any portion of a sign, and shall include replicas or statues of persons, animals and cartoon style characters, whether such statues contain or appear to contain moving parts or not.

**Application** means the paperwork necessary for the processing of the applicant's request, including all requested information, photographs, drawings or renderings as detailed on the application form requested by the city and as amended by the city from time to time.

**Area** means the entire area within a rectangle, circle, triangle or parallelogram enclosing the extreme limits of writing or pictorial representation, emblem or any figure of similar character together with any frame or other material or other color forming an integral part of the display or used to differentiate it from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed. Where a sign has two or more faces or graphics, the area of all faces or graphics shall be included in determining the area of the sign.

**Awning** means a structure made of cloth, metal or other material affixed to a building in such a manner that the structure may be raised or retracted to a position against the building or retracted so as to be within a container or device for storage.

**Back-to-back** means any sign containing two or more surfaces containing words, numbers, figures, devices, designs or trademarks visible to the general public and designed to inform or attract the attention of persons, which signs are constructed or installed with the back of each sign facing the back of the second sign so that such messages as contained on the sign face are visible to persons viewing such signs from two or more directions.

**Balloon** means any device capable of being inflated with air, helium or other gas and mounted, tied or tethered in such a manner as to hold such balloon from being carried away by the wind.

**Banner sign** means any sign produced on cloth, paper, fabric or any other combustible material, either with or without a supporting framework.

**Billboard** means any display sign that contains a message unrelated to or not advertising a business transacted or goods sold or produced on the premises on which the sign is located.

**Blade sign** means a sign supported by a mounting attached directly to a building that is perpendicular to a building wall.

**Building line** means the term as defined in chapter 50.

**Building official** means the person designated as the director of the division of safety inspection for the city.

**Canopy** means a structure or frame covered with canvas, cloth or other soft material usually extending from the wall of a building and designed to provide shelter from sunlight and the elements.

**Changeable copy sign** means any sign designed or constructed so that the lettering or message contained thereon is capable of being changed by rearranging or installing new letters or messages without removing and replacing or resurfacing the face of such sign.

**Closed-face sign** means a sign having a projected area exposed to wind loads consisting of 70 percent or more of the gross area as determined by the overall dimensions.

**Combination sign** means any sign that combines the characteristics of two or more signs.

**Curbline** means the line at the face of the curb nearest the street or roadway. In the absence of a curb, the curbline shall be established by the city engineer.

**Dilapidated sign** means any sign, which, by reason of damage, exposure to the elements or other causes, has deteriorated so that the intended message is no longer clearly discernible from a public or private street abutting property where the sign is located.

**Directory sign** means any sign not exceeding eight square feet listing the name and address of the occupant, the address of the premises, and/or locations of various uses within a building or multi-tenant building that are not for the purpose of bringing same to the attention of vehicular traffic. Directory signs cannot exceed eight square feet.

**Display surface** means the area made available by the sign structure for the purpose of displaying an advertising message.

**Double-faced sign** means any sign containing two or more surfaces containing display areas.

**Electrical sign** means any sign which has characters, letters, figures, designs, faces, logos, backgrounds or outlines illuminated by incandescent or fluorescent lamps or luminous tubes as part of the sign proper, such light sources being either external or internal.

**Existing sign** means any sign that is displayed on and before the effective date of the ordinance from which this chapter is derived.

**Festoon sign** means a sign consisting of a wreath or garland of flowers, leaves, paper or other materials hanging in a loop or curve.

**Fluid price sign** means any sign that is used to advertise the dispensing of fluid at that location. A fluid price sign shall not exceed 20 square feet for any single location. Where fluid is dispensed from locations within 25 feet of each other, signage shall not exceed 20 square feet collectively for all such dispensing locations on the premises.

**Ground sign** means a sign supported by one or more poles, columns, uprights or braces or a solid base in or upon the ground, which are not part of a building.

**Mansard facade** means that portion of a building as described in diagram 62-3A (the triangle portion).

**Marquee sign** means a sign that is attached to a marquee.

**Message units** means a word, an abbreviation, a number containing up to ten digits, a symbol, a geometric shape or a person's or firm's initials containing up to 11 letters. Punctuation marks are not counted in computing the number of message units.

**Michigan Building Code** means the Michigan Building Code as published by the state as adopted and amended from time to time.

**Moving message board** means an electrical sign designed to exhibit a pattern of letters or numbers delivered in such fashion so as to appear to be moving lines or words of type.

**Multi-tenant building** means a building with multiple tenants or uses, which share a common entrance.

**Noncombustible material** means any material which will not ignite at or below a temperature of 1,200 degrees Fahrenheit during an exposure of five minutes and which will not continue to burn or glow at such temperature.

**Nonconforming sign** means any sign existing on and after the effective date of the ordinance from which this chapter is derived, which sign does not comply with one or more of the requirements for signs as contained in this chapter.

**Open-face sign** means a sign having a projected area exposed to wind loads consisting of less than 70 percent of the gross area of the sign as determined by the overall dimensions.

**Parapet** and **parapet wall** mean the part of any wall entirely above the roof.

**Parapet panel sign** means a closed-face sign mounted upon the parapet wall of a building.

**Parapet skeleton sign** means an open-face sign composed of individual letters, which are mounted upon the parapet wall of a building.

**Plastic materials** means those materials made wholly or principally from standardized plastics.

**Pole sign** means any sign placed on a pole (whether round, square or rectangular); which pole is placed into the ground.

**Portable sign** means any sign or display board, searchlights, lighting panel or similar device mounted upon a trailer or upon its own frame and wheels and not being a ground sign as defined in this chapter. Portable signs include any so-called "sandwich boards" or signs placed on easels.

**Projecting encroaching sign** means a projecting sign that projects beyond a private property line into and over public property.

**Projecting sign** means a sign, other than a wall sign, suspended from or supported by a building or structure, or masonry or wooden posts or steel columns, and projecting therefrom.

**Pylon sign** means any sign placed on a stake or mast-like pole.

**Roof sign** means a sign erected over or on the roof of any building and wholly or partially dependent upon the roof of the building for support, or attached to the roof in any way.

**Rotating sign** means any sign or advertising device that rotates or gives the appearance or optical effect of rotating.

**Sign** means any device or representation for visual communication that is used for the purpose of bringing the subject thereof to the attention of others that is located on or attached to any premises, real property or structure on real property, or upon any vehicle.

**Sign structure** means a supporting structure erected, used or intended for the purpose of identification or attracting attention, with or without a sign thereon, situated upon or attached to the premises, upon which any sign may be fastened, affixed, displayed or applied; provided, however, this definition shall not include a building, fence, wall or earthen berm.

**Temporary sign** means a sign, banner or other advertising device constructed of cloth, canvas, fabric or other light temporary material, with or without a structural frame, intended for a limited period of display including decorative displays for holidays or public demonstrations.

**Traffic direction sign** means a sign advising of a route for pedestrian or vehicular travel to reach a destination upon the property where the sign is situated such as a sign advising of entrances, exits and parking locations.

**Trailer sign** means a sign with a display surface supported on a mobile chassis, other than a motor vehicle.

**Utility warning sign** means a sign advising of the location of a public or private utility, by way of illustration: gas, sewer, water, telecommunication lines, and other similar lines.

**Valance** means a loose nonstructural edging located around the bottom of an awning not exceeding 12 inches in height. This provision shall only apply to valances to which sign copy is applied.

**Wall sign** means a sign which is attached to, affixed to, placed upon or painted upon any exterior wall or surface of any building, building structure or part thereof, provided that no part of any such sign extends more than eight inches from the face of the exterior wall.

**Window area** means that portion of a transparent material (glass or other see-through material) on each elevation of a building. Window area includes doors of glass or see-through doors.

**Window signage** means any sign or message, including lighted signs, plastic, paper, cardboard or cloth signs or signs of similar material placed or installed on any window surface. Advertising messages visible through a window display the objective of which is to communicate with pedestrian or vehicular traffic will be considered a window sign for purposes of this chapter. The term "window signage" includes, but is not limited to, hours of operation, directory signs, community signs and temporary signs.

**Yard sale sign, basement sale sign, garage sale sign and rummage sale sign** mean posters, signs and notices advertising a sale of personal property by private individuals conducted at residential premises.

**Sec. 32-4. - Administration and enforcement.**

- (1) **Enforcement authority.** Subject to applicable provisions of law and consistent with the delegation of power found in the Charter and applicable ordinances, the building official or the building official's duly authorized representative is hereby authorized and directed to enforce this chapter.
- (2) **Right of entry.** Upon presentation of proper credentials, the building official or the building official's duly authorized representative may at reasonable times enter any building, structure or premises in the city to perform any duty imposed upon such person by this chapter.

- (3) **Interpretation.** Subject to applicable provisions of law and consistent with the delegation of power found in the Charter and applicable ordinances, the building official and the planning commission, to the extent a matter is brought before the planning commission pursuant to this chapter, is hereby authorized to interpret the provisions of this chapter.
  
- (4) **Establishment of permit fees.** Fees for permits required by this chapter shall be established by resolution of council.
  
- (5) **Permit generally; alteration or relocation of signs.**
  - (a) **Permit required; issuance.** No person shall erect, construct, alter, relocate or refurbish, or cause or permit to be erected, constructed, altered, relocated or refurbished, any sign in the city without first obtaining a permit from the division of safety inspection. A separate permit shall be required for each sign. Electrical signs shall also require an electrical permit. If an application for a sign permit indicates that the proposed sign conforms in all respects to the provisions of this Code, a permit shall be issued by the building official. The building official must act either to approve or deny an application within 90 days of presentation of a complete application to the building official, unless the building official and the applicant agree in writing to extend this time period.
  
  - (b) **Enlargement, alteration or relocation of signs.** No person shall enlarge or relocate a sign except in conformity with the provisions of this chapter relating to new signs. The changing of movable parts of an approved sign that is designed for such changes, or the repainting with approved colors or reposting of display matter, shall not be deemed an alteration, provided that the conditions of the original approval and the requirements of this chapter are not violated.
  
  - (c) **Exceptions to permit requirement.** Signs six (6) square feet or less, and with no more than a total of four (4) freestanding signs in number on a property, including a contractor=s sign while working at the property only, do not require a permit but shall otherwise fully comply with the provisions of this ordinance and other applicable codes of the City, and are further subject to inspection. Additionally, the following signs do not require permits:

1. Directory signs.
2. Traffic direction signs.
3. Utility warning signs.
4. Window signs.

(6) **Permit and inspection fees.**

- (a) All fees under this chapter, except as otherwise provided in this chapter, shall be set by resolution of council and paid in advance. Copies of the resolution setting the sign permit fees shall be filed in the office of the city clerk.
- (b) The permit fees for all signs shall be in addition to any fees required for electrical inspections when electric lighting is used.
- (c) If work for which a permit is required by this chapter is commenced or continued before such permit is issued, the permit fees established by resolution for any sign erection so commenced or continued shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the requirements of this chapter in the execution of the work, or from any prescribed penalty.

(7) **Inspection of work covered by permit.** No person conducting or performing work covered by a permit required by this chapter shall fail to notify the building official when such work has been commenced and completed. No person shall conceal any portion of such work until it has been inspected and approved by the director or the director's designated representative. If the work is found to be properly performed and safe, a certificate of inspection shall, if requested, be issued. The director or the director's designated representative shall have the authority to order any corrections of work the director or the director's representative may find necessary to comply with this chapter.

(8) **Suspension or revocation of permit.** The building official or the building official's designated representative shall give notice, in writing, to the holder of a permit issued under this chapter of the reasons for any proposed suspension or revocation of such permit, which notice shall be served upon such holder at least five days before the time set for the hearing before the planning commission. Upon such hearing, the licensee or permittee may appear in person or together with counsel and contest such suspension or revocation. For good cause shown at such hearing, the commission may suspend or revoke any such permit.



- (9) **Correction or removal of unsafe or unlawful signs.** When any sign becomes insecure or in danger of falling, or when any sign is unlawfully installed, erected or maintained in violation of any of the provisions of this chapter, the owners thereof or the person maintaining the sign shall, upon written notice of the building official or the building official's designated representative, forthwith in the case of immediate danger and in any case within not more than ten days, make such sign safe and in conformity with this chapter or remove the sign.
  
- (10) **Maintenance and annual inspection.**
  - (a) All signs for which a permit is required under this chapter, together with their supports, braces, guys and anchors, shall be kept in good repair in accordance with this chapter and, when not galvanized or constructed of approved corrosion-resistant, noncombustible materials, shall be painted when necessary to prevent corrosion or on a regular basis or as may be required for safety purposes and to maintain aesthetic values.
  
  - (b) All classes of signs shall be inspected by the building official upon request as to the safety, and if found to be well supported, painted to prevent corrosion and so secured to the building as to safely support the weight of the sign as well as resist wind pressure in accordance with the general structural requirements for new sign installation, a certificate of inspection shall be issued.
  
- (11) **Existing signs.** No sign heretofore approved and erected sign shall be altered or relocated either on the same premises or to other premises. Except as provided in subsection 32-12, no sign, or any substantial part thereof, which is blown down or destroyed shall be re-erected, reconstructed, rebuilt or relocated unless the sign is made to comply with all applicable requirements of this chapter.
  
- (12) **Engineering design and materials.** Signs and sign structures shall be designed and constructed to resist wind forces as specified in the state building code.
  
- (13) **Approval of design and structural details.** Designs and structural details of all signs shall be submitted to the division of safety inspection before a permit is issued under this chapter. The building official shall determine whether or not any proposed sign installation is compatible with the exterior appearance of the building in accordance with the standards set forth in this chapter.

**Sec. 32-5. - Illumination generally.**

- (1) **Wiring installation; open spark or flame prohibited.** No sign shall be illuminated by other than electrical devices. Wiring shall be installed in accordance with the requirements of the National Electrical Code and the rules and regulations of the division of safety inspection. In no case shall any open spark or flame be used for display purposes.
- (2) **Electrical inspection.** No electrically operated or illuminated sign shall be erected before the chief electrical inspector's seal or stamp has been affixed to such sign.
- (3) **Location; prohibited lights.** No person shall place, maintain or display a blinking, oscillating or rotating light. Lights that may be mistaken for the distinguishing lights authorized by law for emergency vehicles and safety devices, because of similarities in color and design, shall not be permitted along roadways.
- (4) **Exception.** No transformer in excess of 30 milliamperes (MA) with 120 volt primary service shall be permitted, except as may specifically be approved by the building official.

**Sec. 32-6. - Internally illuminated signs.**

All internally illuminated signs shall be constructed so as to produce or emit a subdued lighting effect. Backlighted individual letters are permitted. Interior illuminated signs shall be constructed so that the background face of such sign is opaque or nearly opaque so as to allow the illumination of only letters, numbers, or logos on the display surface so that minimal light passes through the background.

**Sec. 32-7. - Illuminated signs.**

Awnings and canopies shall not be illuminated. The display surface of signs permitted under the provisions of this chapter facing Mack Avenue and Harper Avenue may be illuminated by externally mounted incandescent lights directed to shine upon the display surface and shielded from shining at other than the display surface. Such incandescent lighting shall not exceed 150 watts for every 20 square feet of display surface illuminated. Applications for illuminated signs shall be referred to the building official for approval. Such application shall be accompanied by a drawing or photograph of the building facade showing the area where the proposed sign is intended to be installed and the wording, lettering and appearance of the

proposed sign on the building, including the dimensions thereof. The drawings or photographs submitted by the applicant must include photographs of the buildings on either side of the applicant's building.

**Sec. 32-8. - Window signage.**

Window signage, as defined in section 32-3, shall not exceed 20 percent of the elevation's (frontal view) window area. There shall be no limitation on the number of message units.

**Sec. 32-9. - Logos.**

Logos, defined as a symbol, picture, or graphic element arranged in a specific way to represent an entity using the property, shall be permitted. The area covered by the logo and additional lettering, if any, shall be considered together when calculating the maximum allowable area for signage.

**Sec. 32-10. - Maximum number of message units; prohibited signs.**

- (1) **Maximum number of message units.**
  - (a) **Quantity restriction.** The total of all signs on a property shall not contain in excess of a total of ten message units, except as otherwise provided in this chapter.
  - (b) **Exceptions.** The following signs shall be exempt from the message unit limitation contained in this section, but shall be subject to the other regulations of this chapter:
    1. Fluid dispensing sign.
    2. Property use name sign which identifies the name of the user of the property, if the name exceeds ten message units up to the number of units to complete the full name.
    3. Up to 6 square feet of signage may be provided on devices which dispense materials which indicate the materials dispensed from such device; provided such devices are situated within 10 feet of a building. Examples are: vending machines and automated tellers.
    4. Safety related and directive signs, such as: designation of restrooms, telephone location, smoking restrictions, exits, traffic control, and parking.

5. Memorial signs on tablets, names of buildings and date of erection, when cut into the masonry surface of a building or when constructed of bronze or other incombustible material affixed to a building.
6. Historical plaques not exceeding two square feet designating a building as a historical structure as permitted and provided by State law.
7. Signs not exceeding 2 square feet per sign face providing information on the use and affiliations with the use. Examples are service club affiliations, such as Chamber of Commerce, and credit card logos.
8. Signs authorized by the U.S. Government, the state, or any of its agencies or political subdivisions, as may be approved by the planning commission.
9. Street addresses and telephone numbers, fax machine numbers, e-mail addresses and/or websites.
10. Sandwich board or sign placed on easel, not to exceed 42@ in width, and not greater than 65@ in height.
11. Blade Signs.

(2) **Prohibited signs.** The following signs are prohibited, notwithstanding anything to the contrary in this chapter:

- (a) Animated signs.
- (b) Banner signs, except as authorized by the planning commission.
- (c) Roof signs.
- (d) Rotating signs.
- (e) Signs with flashing, blinking or moving lights, including moving message boards.
- (f) Signs with exposed incandescent lights.
- (g) Pennants, streamers, spinners or flags of any type used for advertising purposes.

- (h) Balloons, with the exception of 12-inch size balloons, if:
  - 1. No more than 12 are displayed during business hours for no more than 12 hours for one day only.
  - 2. The balloons are attached by string/ribbon not exceeding 30 inches in length.
  - 3. The balloons do not obstruct the sidewalk or public right-of-way.
  - 4. Any one business is limited to displaying balloons to five times per year for special occasions.
  - 5. Balloon displays must be approved by the building official.
  
- (i) Any sign that is structurally unsafe or is capable of causing electrical shock as determined by the building official which determination is subject to appeal.
  
- (j) Any sign that obstructs a window, door or other opening, used for a fire escape.
  
- (k) Any sign which makes use of the word "stop," "look" or "danger" or any other words or phrases that would tend to mislead or confuse vehicle operators.
  
- (l) Any sign containing language which would be prohibited from use by the Federal Communications Commission, or which would be found to be obscene, indecent or profane if broadcast by the Federal Communications Commission. Any display of the human body which would be considered public nudity if such display involved a person pursuant to the City ordinance prohibiting public nudity.
  
- (m) Any sign unlawfully installed or erected.
  
- (n) Any sign which no longer advertises a bona fide business or product.
  
- (o) Any sign attached to a standpipe, gutter drain or fire escape, or any sign designed or erected so as to impair access to a roof.
  
- (p) Any sign that would project above the parapet line of any roof or the peak of any roof.

- (q) Any sign that would project into any public right-of-way or other accessway.
- (r) Any sign which is attached to a tree, fence or utility pole.
- (s) Festoon signs.
- (t) Portable or temporary signs, unless specifically permitted by this chapter.
- (u) Painted wall signs.
- (v) Any other sign not specifically permitted by this chapter.
- (w) Painted or pasted sidewalk signs.
- (x) Projecting signs over public property except as permitted by section 32-35.
- (y) Parapet panel signs.
- (z) Marquee signs.

**Sec. 32-11. - Miscellaneous provisions.**

(1) **Ground signs.**

- (a) **Maintaining Site Distance and Avoiding Obstruction.** No ground sign shall be erected so as to obstruct free access to or egress from any building. A site distance triangle shall be maintained so that signage is not placed obstructing the vision of drivers of vehicles entering or exiting drives or driveways with respect to pedestrian traffic on sidewalks, walkways, and vehicular traffic in roads and streets.
- (b) **Setback.**
  - 1. **Location.** Except as otherwise provided in this section, no ground sign shall be located nearer to a street property line than the established building line. No ground sign shall be located within 15 feet of a side or rear yard property line.

2. **Exceptions.**
- a. Pylon-type ground signs which contain an area of 32 square feet or less, in which only noncombustible materials or approved plastics are used, and which do not exceed a height of seven feet above the ground, may be located not less than two feet from a street property line. For the purpose of determining the allowable area of such signs, a double-faced sign shall be considered a single-faced sign. When a masonry or concrete foundation or planter which extends above the ground level is used as part of such pylon-type sign, the area of such foundation or planter shall not be considered a part of the area of the sign. However, the height of such foundation or planter shall be included in determining the maximum height of the sign.
  - b. Pole-type ground signs which are erected so that the bottom thereof is at least ten feet above the ground level, which are constructed of noncombustible materials or approved plastics, and which contain an area of 32 square feet or less, may project to street property lines.
- (c) **Height and dimensions; number of signs.** Ground signs may be erected to a height of not more than 20 feet above the ground or to the peak of the roof of the property where the sign is installed, whichever is the least, when in compliance with the restrictions of subsection (2) of this section. No ground sign shall exceed 32 square feet of area or the maximum height and width limitation, whichever is the least. Only one ground sign or freestanding sign shall be permitted per street frontage, except at a shopping center with 200 feet or more of street frontage, in which case two ground or freestanding signs are permitted.
- (d) **Maintenance.** Every ground sign and the immediate surrounding premises shall be maintained by the owner of such sign in a clean, sanitary and inoffensive condition and free and clear of all obnoxious substances, rubbish and weeds.

- (e) **Variances.** The city council may grant variances in the height, area and setback requirements of this subsection in cases where there are unusual practical difficulties or unnecessary hardships because of topographical or other conditions, provided that such variations will not seriously affect any adjoining property, aesthetic quality or the general welfare, health or safety.
  
- (3) **Temporary sign generally.**
  - (a) **Duration of permit.** Permits for temporary signs may be issued by the building department provided such temporary sign meets the requirements of this chapter. Permits for temporary signs shall authorize the erection of such signs and their maintenance for a period not exceeding 30 days twice per year.
  
  - (b) **Size.** Temporary signs shall not exceed 32 square feet in area.
  
  - (c) **Location.** No temporary sign shall be erected so as to prevent free ingress to or egress from any door, window, fire escape or ventilating equipment. No sign shall be attached to any standpipe or fire escape. No temporary sign shall extend over or into any street, alley or sidewalk a distance greater than four inches from the wall upon which it is erected. No such sign shall be placed or project over any wall opening.
  
- (5) **Maximum time period for use of trailer signs.** No permits shall be issued for the installation or use of any trailer signs for a period of longer than 14 days in any calendar year.

**Sec. 32-12. - Nonconforming signs.**

- (1) Signs erected, constructed or installed prior to the effective date of the ordinance from which this chapter is derived and which do not conform to the regulations and restrictions contained in this chapter shall be deemed to be nonconforming signs.
  
- (2) Nonconforming signs shall not:
  - (a) Be changed to another nonconforming sign.



- (b) Have any changes made in the words or symbols used or the message displayed unless the sign is specifically designed for periodic change of message.
  - (c) Be structurally altered so as to prolong the life of the sign or so as to change the shape, size, type or design of the sign.
  - (d) Have the face changed unless such sign is of a type of construction to permit such a complete change of the face.
  - (e) Be repaired or replaced after being damaged if the repair or replacement would cost more than 50 percent of the cost of an identical new sign except as provided in subsection (c) of this section.
- (3) Any sign or awning having been destroyed or rendered unusable by unintended damage may be replaced by an identical sign or awning, but must be approved by the building official.

**Sec. 32-13. - Wall signs.**

- (1) Where wall signs are placed so as to cover transom windows, the glass in such transoms must be removed and a steel frame in the form of steel studs covered on both sides with metal lath and cement plaster must be provided before the wall sign is erected. In filing applications for the erection of such signs over transoms, it will be necessary that complete detailed sketches be included showing compliance with all these requirements before a permit can be granted. All wall signs to be placed on mansard facades are to be constructed of individual characters, on a raceway or applied directly to the facade.
- (2) All applications for the erection of a wall sign shall show the location of the sign, details of the building to which the sign is to be attached, the size, color and appearance of the sign and all necessary details for fabrication and erection of such sign and any other requirements as detailed on the application.
- (3) Wall signs upon building fronts containing up to 40 feet of building frontage shall not exceed three feet in height or a maximum of 30 square feet in size.
- (4) Wall signs upon building fronts containing 41 feet to 60 feet of frontage shall not exceed three feet in height or a maximum of 42 square feet in size.

- (5) Wall signs upon building fronts containing 61 feet and over of frontage shall not exceed three feet in height or a maximum of 48 square feet in size.
- (6) Wall signs upon the sides of buildings shall not exceed three feet in height or 12 square feet in size.
- (7) Wall signs upon the rear of buildings shall not exceed three feet in height or nine square feet in size.
- (8) **Material.** Wall signs shall be constructed of noncombustible material, except that approved combustible materials or approved combustible plastics may be used as provided in this Code, and wood may be used for moldings and purely ornamental features.
- (9) **Projection beyond building line.** Wall signs shall not project beyond an established building line or a street property line. Wall signs shall not project into alleys.
- (10) **Prohibited locations.** No wall sign shall be attached to a building in such manner so as to obstruct any door, window, fire escape or ventilating system.
- (11) **Extension over or beyond wall.** Wall signs shall not be erected to extend above the top of a wall or beyond the ends of the wall to which they are attached.
- (12) **Thickness.** No wall sign shall be more than eight inches thick.
- (13) **Attachment to parapet wall.** No wall signs shall be attached to any parapet wall.
- (14) **Painted wall signs.** No wall sign, including murals, may be painted onto any building wall.

**Sec. 32-14. - Projecting or overhanging signs.**

Permits shall be required for all projecting or overhanging signs and such signs shall be subject to the following restrictions:

- (1) No such sign attached to any building shall be erected so as to overhang public property, except in the case of flat signs attached to a building face, which may project eight inches from the building face.

- (2) The area of such signs shall not exceed a maximum of 32 square feet.
- (3) All such signs, including letters, shall be constructed entirely of metal, porcelain or other durable incombustible material. All projecting signs shall be supported by strong steel brackets attached to walls of buildings with through bolts, expansion bolts or other equally secure method, and shall be braced and held firmly in place with soft iron or steel cables of adequate strength. No swinging signs shall be constructed larger than 16 square feet in area. Cables shall be attached to walls of buildings with expansion bolts or equivalent method. Projecting signs which are permitted to extend over parapet walls may be attached to brackets fastened to roofs by means of through bolts but shall not be attached to any part of a wall above the point of bearing of the roof joists or rafters.
- (4) The thickness of a sign, exclusive of structural attachments, shall not exceed eight inches, but a sign may be made in two portions joined at one point similar to a letter "V," provided the least angle of intersection does not exceed ten feet.
- (5) In cases where a street is widened, causing signs to project over the curb, such signs shall be made to conform to the provisions of this chapter.
- (6) No sign shall be erected so that any part of it, including cables, guys, etc., will be within four feet of any electric light pole, streetlamp, or other public utility pole or standard.
- (7) Nothing in this section prohibits blade signs conforming to section 32-35.

**Sec. 32-15. - Cloth and banner signs.**

- (1) A permit shall be required for all cloth and banner signs.
- (2) No such sign shall be suspended across or project into any public street or highway.
- (3) No such sign shall exceed 32 square feet in area, and not more than one such sign shall be placed upon any building for each story in height. When two or more signs are erected on any building, they shall be separated vertically by the height of one story less the width of the sign, or horizontally by a distance of at least nine feet.
- (4) All such signs shall be strongly constructed and securely attached.

- (5) Such signs shall not obstruct any door, window or fire escape.
- (6) Such signs shall be removed as soon as torn or damaged, and, in any case, 30 days after erection. It shall be deemed a violation of the provisions of this chapter to fail to notify the division of safety inspection of the erection of such signs or to fail to remove them after 30 days.

**Sec. 32-16. - Roof signs.**

The installation of open roof signs and solid roof signs, as defined in this chapter, shall not be permitted. Any part of a building, such as a wall, pylon or projection, higher than the parapet of the building face or front elevation and serving to carry a sign shall be considered a roof sign and shall not be permitted. This restriction shall be applicable to a gable, hip or mansard type of roof and no sign shall be mounted on the face of such type of roof. All roof signs in existence within the city shall be considered as not conforming to this Code and the reconstruction or replacement of such signs shall not be permitted. For the purpose of this chapter, signs installed on those mansard facades, which are incorporated into the construction of the building front and not into the roof structure of the building, shall not be deemed roof signs, but wall signs. A mansard facade that extends more than four feet above the roof of the building shall not be deemed to be a mansard facade for the purposes of this section.

**Sec. 32-17. - Combination of signs.**

- (1) A building shall be limited to a maximum of two signs from the following classifications:
  - (a) Wall sign.
  - (b) Ground and pole sign.
  - (c) Pylon sign.
- (2) For a combination of smaller signs, see section 32-10(a). No sign or combination of signs shall contain more than ten message units on any one building except as provided in section 32-8 and section 32-10(1)(b).

**Sec. 32-18. - Alteration or relocation of signs.**

In case any sign is altered in appearance or dimension in any manner or moved to any new location, such sign shall be subject to all restrictions applying to a new sign.

**Sec. 32-19. - Blinking and animated signs prohibited.**

The use of a blinking or animated sign is prohibited. The term "blinking," as used in this section, shall mean the apparent or actual oscillation, cycling or flashing of any sign or portion thereof, whether such apparent or actual oscillation, cycling or flashing is made, created or occasioned by mechanical, optical or electrical means. The term "animated," as used in this section, shall mean the actual or apparent movement of any portion of a sign and shall include replicas or statues of persons, animals and cartoon style characters, whether such replicas or statues contain or appear to contain moving parts or not.

**Sec. 32-21. - Compliance with zoning regulations.**

Notwithstanding anything in this chapter to the contrary, the provisions of the zoning chapter shall be strictly complied with.

**Sec. 32-24. -Portable Signs.**

- (1) No portable sign shall be displayed upon any land within the city without prior approval for such display having been obtained from the Building Official.
- (2) Notwithstanding subsection (1) of this section, an application for a sandwich board or sign placed on an easel may be submitted to the building official for approval prior to its proposed installation. Approval by the building official may only be granted under all of the following conditions:
  - (a) The sign may only be placed on the property occupied by the applicant, and the location will not interfere with pedestrian traffic or visibility.
  - (b) The sign may only be displayed during the hours of business of the applicant.
  - (c) The sign must be constructed of either wood or metal or a combination of wood or metal, or other material approved by the building official.
  - (d) The size of the sign must not exceed 42 inches in width, 48 inches in height, and its overall height shall not be greater than 65 inches.

- (e) The colors displayed on the sign must be in accordance with this chapter.
- (f) The sign must be structurally sound, stable and adequately maintained.
- (g) The message on the sign must be related to the business affected.
- (h) Only one sandwich board or easel sign per address.

In the event the building official approves the sandwich board or easel sign, no approval of the planning commission is necessary.

**Sec. 32-25. - Standards for approval of portable signs.**

The planning commission shall not signify its approval for the display of a portable sign unless the following requirements have been met:

- (1) Such proposed display shall be for definite consecutive dates not to exceed seven days.
- (2) The building official or the building official's designated representative shall certify to the division of safety inspection that the proposed location of the portable sign will not cause traffic congestion, impede traffic, block access to off-street parking spaces, conflict with traffic signalization or signage, or otherwise interfere with orderly traffic movement.
- (3) The proposed location of the portable sign shall not be on any public right-of-way.
- (4) The proposed portable sign shall not consist of or utilize flashing lights, beacons or searchlights, banners, balloons, flags, etc.
- (5) The proposed location for the placement of the portable sign shall not be closer than ten feet to any driveway, road, street, alley, sidewalk or other public property, and the sign shall not be placed upon any property other than where the business or product advertised is located or sold. Nonprofit organizations may advertise fundraising events and similar occasions on other than their own property if written permission of the owner of the proposed location accompanies the application.

- (6) Each application for a permit for a portable sign shall include a description or sketch showing how such sign will be affixed to the ground or some stationary structure which will prevent the sign from rolling, tumbling, blowing or being pushed onto any driveway, street, alley or other public property.
- (7) Not more than one portable sign shall be permitted to be displayed on any premises for more than a seven-day period within a calendar year. For the purposes of this subsection, a shopping center shall be considered one premises.
- (8) No portable sign shall exceed 32 square feet in area.

**Sec. 32-26. - Review of application for installation of portable sign.**

Application for a portable sign installation shall be submitted to the division of safety inspection. The application shall be reviewed by the division, and if found to be complete and in compliance with the provisions of this chapter, such compliance shall be noted upon the application. The application shall then be referred to the director of public safety, or the director's designated representative, who shall review the application and shall note thereon that the application complies with the traffic safety requirements. Upon completion of such review, the application shall be referred to the Building Department for its consideration.

**Sec. 32-27. - Variances for portable signs.**

Should any party wish to display a portable sign that fails to meet the requirements of section 32-26, an appeal to the city council may be made in accordance with the provisions of section 32-32.

**Sec. 32-29. - Design of Lettering and Sign Faces.**

The following rules, regulations and guidelines shall be applicable to all permanent signs installed or erected within the city:

- (1) **Lettering.** A list of approved and prohibited lettering styles will be maintained by the building official as approved by the planning commission resolution. Signs shall be comprised of not more than two styles of lettering. There shall be no more than three sizes of lettering per sign.
- (2) **Colors.** A maximum of three complimentary, muted colors or shades of colors may be used for a sign. A list of approved colors will be maintained by the building official as approved by the planning commission resolution.

**Sec. 32-30. - Flags and flagpoles.**

Flagpoles shall not be erected between the sidewalk and curblineline of Mack Avenue nor within 20 feet of any property line if freestanding. Flags of any nature or design in excess of 120 square feet in size shall not be flown within the city. No flagpole shall be erected closer to the joining street than 10 feet from the front building setback line, and in no event shall a flagpole or flag be permitted to extend into any public right-of-way. For each parcel or combination of parcels under common ownership, one flagpole shall be permitted if frontage abutting a street is 100 feet or less. If frontage is between 100 and 300 feet, two flagpoles shall be permitted, and for frontage exceeding 300 feet, up to three flagpoles are permitted. No more than two flags whose combined square footage, if 20 square feet or less, shall be permitted on each flagpole. Flagpoles shall be configured so that flags do not touch each other.

**Sec. 32-31. - Awnings and canopies.**

- (1) Awnings and canopies shall be made with cloth, canvas or vinyl, and may not be covered with metal or hard plastic materials.
- (2) Awnings and canopies shall be of city approved colors. Such colors shall be approved by resolution of the planning commission and samples shall be maintained by the building official and made available to all applicants seeking a permit to install an awning or canopy free of charge.
- (3) No advertising message or logo shall be permitted on the face of any awning or canopy.
- (4) No awning or canopy shall be backlighted with artificial lighting.
- (5) Advertising material may be contained on the valance of an awning or canopy. Such message shall not exceed the message unit limitations for such property. Letters or numbers on the valance shall be limited in height to eight inches.
- (6) All applications for a permit to install a new awning or canopy or to install exact replacement awnings or canopies shall be authorized by the building official, provided that such proposed installation meets the provisions of this chapter.

**Sec. 32-32. - Appeal of denial of permit.**

If the building official denies a sign permit, or if a variance is requested, upon filing an application in writing, the appeal or variance request will first be reviewed by the planning



commission with a determination made within 45 days, which will provide a recommendation to the city council. Any party who has been refused a sign permit after review by the building official or planning commission for a proposed installation or has been notified by the city to remove an existing sign may file a claim of appeal with the city clerk by completing a written application stating Appeal@. Such claim of appeal shall be accompanied by an appeal fee as currently established or as hereafter adopted by resolution of the city council from time to time or a fee structure designated by the administration and approved by the city council by resolution, payable to the general fund of the city. The City Council must act upon such appeal within 60 days, and may deny such appeal, grant such an appeal, or grant such appeal with reasonable conditions, upon a finding that such exception would be in the best interest of the City and not against the spirit and intent of this chapter. Neither the Planning Commission, nor the City Council may consider the content of any sign as a factor in any determination made pursuant to this section.

**Sec. 32-33. - Electronic changeable copy signs.**

- (1) **Definition.** An "electronic changeable copy sign" is defined as a sign upon which the copy changes automatically on a lamp bank and which sign meets the definition of a ground sign as contained in this chapter. Scoreboards used to keep track of scores during athletic events are exempt from this definition.
  
- (2) **Standards.** The following rules and regulations shall be applicable to electronic changeable copy signs notwithstanding any other rules or regulations contained in this chapter:
  - (a) Such sign shall not produce blinking or animated messages.
  
  - (b) The changeable copy or message delivered by the sign shall not be changed more often than once in any eight-hour time period.
  
  - (c) Such sign shall be permitted to be installed only within a Community facilities zoning district of the city, once application is made to the building official and subsequent review and approval by the planning commission.
  
  - (d) Such sign may be of a size of up to 32 square feet and a height of six feet above the ground.

- (e) Such sign may be installed within ten feet inside of the property line; provided, however, that such location proposed for the installation receives prior approval from the division of safety inspection as to traffic hazards and pedestrian hazards.
- (f) All messages shall not exceed four lines of characters.
- (g) Such sign shall be limited to 50 footcandles power output.

**Sec. 32-34. B Multi-tenant buildings.**

Generally, multi-tenant buildings will be exempted from the maximum number of sign restrictions providing a "master"/overall building plan is applied for and approved by the planning commission.

**Sec. 32-35. - Blade signs.**

- (1) **Purpose.** The purpose of a blade sign is to identify and promote the use for pedestrians and serve as a graphic design enhancement to certain zoning districts. Blade signs are only permitted in the C, C-2, and R-O1 Districts. Blade signs are permitted subject to the following requirements.
- (2) **Procedure.**
  - (a) All blade signs shall be subject to review and approval by the building department and department of public services. Blade signs are not exempt from the permit requirements or other regulations of this chapter.
  - (b) Blade signs complying with this chapter shall not count against the number of signs permitted, area allowed, or message unit requirements.
  - (c) A permit for a blade sign is required before any part of the sign is affixed to a building.
- (3) **Requirements.** Blade signs shall adhere to the following requirements:
  - (a) Only one blade sign is permitted per storefront or business.

- (b) The total sign area for any blade sign shall not exceed four-and-one-half square feet per side.
- (c) The lowest point of the sign shall be at least nine feet above a public way. The highest point of the sign shall not exceed the highest point of the building. Signs above private property shall be at least eight feet above grade. Signs shall not project from the building more than three feet. Brackets are included as part of the sign when determining these measurements.
- (d) Internal or external illumination is prohibited.
- (e) Any blade sign shall be at least ten feet from another blade sign, and five feet from the entrance of any other adjacent property.
- (f) Blade signs shall be located as close as practical to the storefront entrance.
- (g) Blade signs shall not obstruct vehicular traffic or city operations in any sidewalk, passageway, public way, alleyway or designated loading/unloading area.
- (h) No portion of a blade sign shall project above the top of an eave or parapet.
- (i) All blade signs shall be maintained in good condition.
- (j) Blade signs shall be designed as to be compatible with the architectural facade where they are placed. The design, including materials and color, shall comply with the requirements of this chapter.
- (k) The bracket of the blade sign shall be made of a durable material and attached directly to the building wall and meet building code requirements. Decorative frames and brackets are encouraged. Installation onto mansard roofs is prohibited.
- (l) Blade signs shall be no more than four inches thick. Brackets and decorative mounting features may exceed the thickness requirements as reasonably necessary to create an attractive graphic or design element.

- (m) Blade signs shall be limited to two sign faces.
- (n) Blade signs shall not obstruct the view of traffic control devices or interfere with the vision of pedestrian or vehicle traffic as determined by the city's traffic safety officer.
- (n) Symbols or logos used to identify the business are encouraged.

CITY CODE CHAPTER 8: BUILDINGS AND BUILDING REGULATIONS

- **ARTICLE V. - EXTERIOR LIGHTING**
- **Sec. 8-147. - 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:

*Outside security lighting* means any electrically operated light, except incandescent lights without a reflecting surface and not exceeding 150 watts, mounted or installed on the exterior of any building or on or upon any exterior object located upon a property or parcel of real estate within any residential district of the city.

(Code 1975, § 6-20-1; Code 1997, § 10-531)

- **Sec. 8-148. - Prohibition.**

No owner or tenant of any residential property shall authorize, maintain or permit the operation of outside security lighting from any residential property owned, leased, rented or under their control, which outside security lighting shines upon or onto any adjoining residential property.

(Code 1975, § 6-20-2; Code 1997, § 10-532)

- **Sec. 8-149. - Shielding.**

The owner or tenant of any residential property where outside security lighting is installed shall not permit such lighting to operate unless such lighting is shielded in a manner so as to prevent light from such installation from shining into or upon adjoining residential property.

(Code 1975, § 6-20-3; Code 1997, § 10-533)

- **Secs. 8-150—8-166. - Reserved.**

CITY CODE CHAPTER 38: SIGNS

- **Sec. 32-5. - Illumination generally.**

- a. *Wiring installation; open spark or flame prohibited.* No sign shall be illuminated by other than electrical devices. Wiring shall be installed in accordance with the requirements of the National Electrical Code and the rules and regulations of the division of safety inspection. In no case shall any open spark or flame be used for display purposes.
- b. *Electrical inspection.* No electrically operated or illuminated sign shall be erected before the chief electrical inspector's seal or stamp has been affixed to such sign.
- c. *Location; prohibited lights.* No person shall place, maintain or display a blinking, oscillating or rotating light. Lights that may be mistaken for the distinguishing lights authorized by law for emergency vehicles and safety devices, because of similarities in color and design, shall not be permitted along roadways.
- d. *Exception.* No transformer in excess of 30 milliamperes (MA) with 120 volt primary service shall be permitted, except as may specifically be approved by the building official.

(Code 1997, § 62-5; Ord. No. 803, § 62-5, 2-28-2005)

- **Sec. 32-6. - Internally illuminated signs.**

All internally illuminated signs shall be constructed so as to produce or emit a subdued lighting effect. Backlighting individual letters are permitted. Interior illuminated signs shall be constructed so that the background face of such sign is opaque or nearly opaque so as to allow the illumination of only letters, numbers, or logos on the display surface so that minimal light passes through the background.

(Code 1997, § 62-6; Ord. No. 803, § 62-6, 2-28-2005)

- **Sec. 32-7. - Illuminated signs.**

Awnings and canopies shall not be illuminated. The display surface of signs permitted under the provisions of this chapter facing Mack Avenue and Harper Avenue may be illuminated by externally mounted incandescent lights directed to shine upon the display surface and shielded from shining at other than the display surface. Such incandescent lighting shall not exceed 150 watts for every 20 square feet of display surface illuminated. Applications for illuminated signs shall be referred to the building official for approval. Such application shall be accompanied by a drawing or photograph of the building facade showing the area where the proposed sign is intended to be installed and the wording, lettering and appearance of the proposed sign on the building, including the dimensions thereof. The drawings or photographs

submitted by the applicant must include photographs of the buildings on either side of the applicant's building.

- (Code 1997, § 62-7; Ord. No. 803, § 62-7, 2-28-2005)

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- **Sec. 32-31. - Awnings and canopies.**

- e. No awning or canopy shall be backlighted with artificial lighting.

- (Code 1997, § 62-32; Ord. No. 803, § 62-32, 2-28-2005)

CITY CODE CHAPTER 50: ZONING

- **ARTICLE II. - ADMINISTRATION AND ENFORCEMENT**
- **Sec. 50-41. - Standards for approval.**

The planning commission shall approve a site plan if the site plan meets all applicable standards set forth in this Code. If such site plan does not comply with such provisions, the plan may be approved by the zoning board of appeals by granting a waiver or variance of such deficiency and upon a finding by the zoning board of appeals or the city council that the site design will be in compliance with the standards found in the zoning enabling act and this section. The planning commission may, as a basis for making such findings, require whatever site plan modifications it deems necessary, including the provision of additional site design amenities not specifically required by this Code, in order to protect natural resources and the health, safety and welfare and the social and economic well-being of the people. In addition, the planning commission shall use the following criteria in evaluating the site plan:

10. *Exterior lighting.* Exterior lighting shall be designed so that it is shielded from adjacent properties and so that it does not impede the vision of traffic along adjacent streets.

(Code 1975, § 5-21-8; Ord. No. 810, § 98-449, 8-7-2006)

- **ARTICLE III. - DISTRICT REGULATIONS**
- **Sec. 50-340. - Special land uses.**

The following uses shall be permitted as special land uses in the community facilities district subject to the standards set forth for each use and in accordance with the procedures set forth in [section 50-32](#). In the event any of the standards in this section conflict with other sections of the zoning ordinance, these standards shall prevail:

1. l. 10. *Exterior lighting.* The lighting of buildings and site areas shall be designed so the light does not directly shine onto adjoining properties or cause glare for motorists. The design and selection of light fixtures shall compliment the overall design of the campus and not cause the property to be overly lit. Lighting shall be coordinated with landscaping designs so trees and shrubs will not interfere with lighting as they grow, creating dark areas. The use of "green" technology is encouraged.

(Ord. No. 835, 10-4-2010)

- **Sec. 50-370. - Permitted uses.**



In all C districts, no building, structure or premises shall be used and no building or structure shall be erected or altered which is arranged, intended or designed to be used for other than one or more of the following purposes:

- 5. Automotive services as follows: ...No lighting system shall be permitted whereby overhead wires equipped with lighting fixtures or bulbs are strung over or across such property.

(Code 1975, § 5-8-2; Code 1997, § 98-202; Ord. No. 674, § 1, 6-6-1994; Ord. No. 731, § 1, 3-15-1999; Ord. No. 833, 8-16-2010; Ord. No. 856, 7-15-2013)

**Sec. 50-371. - Special land uses.**

The following uses shall be permitted as special land uses in the commercial business district subject to the standards set forth for each use and in accordance with the procedures set forth in [section 50-32](#):

- 1. Fast-food restaurants and carry-out restaurants provided that:
  - b. Lighting shall be installed in a manner which will not create a driving hazard on abutting streets, and which will not cause direct illumination on adjacent residential properties.

(Code 1975, § 5-8-3; Code 1997, § 98-203; Ord. No. 833, 8-16-2010)

- **ARTICLE V. - OFF-STREET PARKING REQUIREMENTS**
- **Sec. 50-574. - Parking structures in P-1 district.**

- 4) All exterior lighting, especially that which may be provided on the roof, shall be glare-free and so arranged as to reflect away from all residentially zoned or used properties affected by the parking structure. There shall be no lighting of elevations of a parking structure facing any residentially used or zoned property.

(Code 1997, § 98-395)

- **Sec. 50-575. - Lighting.**

Every parking lot which is operated during any hours of the night shall be provided with adequate lighting units to enable parking attendants to have a reasonable view of all portions of the parking facility at all times. Lights shall be shielded and directed away from residences and other adjacent property and from the public streets in such

manner as to prevent a disturbing glare to occupants of adjacent property and to vehicular traffic using the public streets.

(Code 1997, § 98-396)

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.

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