



CITY OF GROSSE POINTE WOODS PLANNING COMMISSION MEETING AGENDA

Tuesday, January 24, 2023 at 7:00 PM

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

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **ACCEPTANCE OF AGENDA**
5. **RECOGNITION OF COUNCIL REPRESENTATIVE/S**
6. **APPROVAL OF MINUTES**
 - A. [Planning Commission - 12/13/2022](#)
7. **2022 PLANNING COMMISSION ANNUAL REPORT**
 - A. [2022 Planning Commission Annual Report](#)
8. **PUBLIC HEARINGS - None**
9. **BUILDING OFFICIAL'S MONTHLY REPORT**
 - A. [Building Department Report - January 2023](#)
10. **COUNCIL REPORT/s**
 - A. December 19th / January 9th – Vitale/Fuller
11. **INFORMATION ONLY: Council Representatives for Next Meeting**
 - A. February 6th / 27th - Gilezan
12. **NEW BUSINESS**
 - A. Subcommittees: Solar Ordinance
 - B. 2020 Plan
 - C. Crosswalk/Pocket Park
 - D. Streetscape
13. **PUBLIC COMMENT**
14. **ADJOURNMENT**

MINUTES OF THE REGULAR PLANNING COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON DECEMBER 13, 2022, IN THE COUNCIL-COURT ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:05 p.m. by Chair Fuller.

Roll Call: Chair Fuller
Planning Commissioners: Bailey, Fenton, Gerhart, Gilezan, Hamborsky, Vitale
Absent: McNelis, O'Keefe
Also Present: Planning Project Manager, Michael Boettcher, AICP

MOTION by Hamborsky, seconded by Gerhart to excuse Commissioner McNelis and Commissioner O'Keefe from attendance at tonight's meeting.

Motion carried by the following vote:

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

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

MOTION by Fenton, seconded by Vitale that tonight's agenda be received and placed on file.

Motion carried by the following vote:

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

MOTION by Gerhart, seconded by Vitale, that the November 22, 2022, Planning Commission Meeting Minutes be approved as submitted.

Motion carried by the following vote:

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

The next item on the agenda was **Public Hearings**.

MOTION by Gilezan, seconded by Bailey, to open the public hearing for the proposed rezoning at 20100 Mack Avenue.

Motion carried by the following vote:

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

Chair Fuller opened the public hearing for proposed rezoning of 20100 Mack Avenue.

Planner Boettcher presented the review of the rezoning with the findings of fact.

No comments from the public.

MOTION by Gilezan, seconded by Bailey, to close the public hearing for the proposed rezoning at 20100 Mack Avenue.

Motion carried by the following vote:

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

Chair Fuller closed the public hearing.

The next item on the agenda was **Rezoning Application for 20100 Mack Avenue Rezoning.**

MOTION by Gerhart, seconded by Gilezan, to recommend approval of the rezoning at 20100 Mack Avenue from P-1 to RO-1 to City Council.

Motion carried by the following vote:

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

MOTION by Gilezan, seconded by Gerhart, to immediately certify the previous rezoning recommendation action for immediate effect, to be forwarded to City Council for their review and action.

Motion carried by the following vote:

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

The next item on the agenda was **Master Plan Update with Giffels Webster.** Giffels Webster gave an introduction that included an update with the Master Plan process for the city. Discussion was held with the commission members.

The next item on the agenda was the **Building Official's Monthly Report.** Planning Project Manager, Michael Boettcher with Mckenna gave BS&A report of new activity and additional insight on the projects coming through the Building Department.

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

The November 7th and 21st City Council meetings were discussed at the last Planning Commission meeting.

There was no report necessary for the December 5th City Council meeting.

The next item on the agenda was the **PC Member Attendance at 2023 City Council meeting**. Commissioner McNelis was put onto the April meeting.

The next item on the agenda was the **2023 Planning Commission Meeting Schedule**. This was an informational overview of the 2023 Planning Commission meeting dates.

Under **New Business** held discussion for the January Planning Commission agenda and standing subcommittees.

Under **Public Comment**: None.

MOTION by Vitale, seconded by Bailey to adjourn at 8:03 p.m. Motion carried by the following vote:

Motion carried by the following vote:

YES: Bailey, Fenton, Fuller, Gerhart, Gilezan, Hamborsky, Vitale

NO: None

Absent: McNelis, O'Keefe

Respectfully Submitted, Alicia Warren
Zoning Administrator

Planning Commission 2022 Annual Planning Report and 2023 Work Plan to City Council

City of Grosse Pointe Woods, MI

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

INTRODUCTION AND PURPOSE

As required by the Michigan Planning Enabling Act (MPEA) Act 33 of 2008, as amended, the Planning Commission shall submit a report of its 2022 activities.

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

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

MEMBERSHIP

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

- Michael Fuller, Chair
- Stephen Gerhart, Vice-Chair/Secretary
- George Bailey, Commissioner
- Chris Fenton, Commissioner
- Grant Gilezan, Commissioner
- Douglas Hamborsky, Commissioner
- James McNelis, Commissioner
- Donna O’Keefe, Commissioner
- John Vitale, Commissioner

MEETINGS

The Planning Commission met nine times in 2022.

1. Tuesday, January 25, 2022
2. Tuesday, February 22, 2022
3. Tuesday, March 22, 2022
4. Tuesday, April 26, 2022
5. Tuesday, May 24, 2022
6. Tuesday, June 28, 2022
7. Tuesday, July 26, 2022 (CANCELED)
8. Tuesday, August 23, 2022 (CANCELED)
9. Tuesday, September 27, 2022
10. Tuesday, October 25, 2022 (CANCELED)
11. Tuesday, November 22, 2022
12. Tuesday, December 13, 2022

2022 in Review

The following table outlines the various Planning Commission activities, including development reviews (site plan, special land use, etc.), and Zoning Ordinance and map amendments (rezonings) that were considered by the City in 2022.

2022 PLANNING COMMISSION OVERVIEW			
Date	Action	Description	Status
January 25, 2022	Officer Election	Nominations of Michael Fuller as Commission Chair and Steve Gerhart as Vice-Chair/Secretary	Approved
January 25, 2022	Schedule Public Hearing	Public hearing scheduled on February 22, 2022 at 7:00 pm for the proposed repeal and replacement of the existing Zoning Ordinance and Zoning Map	Approved
February 22, 2022	Public Hearing and Resolution	Recommended to Mayor and City Council the repeal and replacement of the existing Zoning Ordinance and Zoning Map	Approved
February 22, 2022	Façade Modification Resolution	Approved a façade redesign for the redevelopment of 19850 Mack Avenue with conditions	Approved
March 22, 2022	Schedule Public Hearing	Public hearing scheduled on April 26, 2022 at 7:00 pm for the proposed repeal of the Solar Energy Systems Ordinance	Approved
March 22, 2022	Schedule Public Hearing	Public hearing scheduled on April 26, 2022 at 7:00 pm for amendment to City Code relating to Colonial Design Standards	Approved
April 26, 2022	Public Hearing and Resolution	Recommended to Mayor and City Council the repeal of the entire existing Solar Energy Systems Ordinance	Approved
April 26, 2022	Public Hearing and Resolution	Recommended to Mayor and City Council the amendment of the Colonial Design Standards and Site Plan Review as it relates to the Colonial Design Standards	Approved
April 26, 2022	Ordinance Revision Resolution	The revised Mobile Food Vending Ordinance is received and placed on file as submitted, for action at May 24, 2022 meeting	Approved
April 26, 2022	Annual Report Resolution	The 2021 Planning Commission Annual Report is received, placed on file and forwarded to City Council	Approved
May 24, 2022	Ordinance Revision Resolution	Recommended to the Committee of the Whole the approval of the revised Mobile Food Vending Ordinance	Approved
June 28, 2022	Façade Modification Resolution	Tabled action on a façade redesign for 21034 Mack Avenue until the July 26, 2022 Planning Commission meeting	Tabled
September 27, 2022	Consultant Introduction	City Manager Frank Schulte introduced McKenna as the city's new consultant for planning, zoning and building matters	
November 22, 2022	Rezoning Resolution	Approved recusal of Commissioner Vitale from consideration of the proposed rezoning of 20100 Mack Avenue	Approved
November 22, 2022	Schedule Public Hearing	Public hearing scheduled on December 13, 2022 at 7:00 pm for the rezoning of property at 20100 Mack Avenue	Approved
December 13, 2022	Public Hearing and Resolution	Recommended to Mayor and City Council the rezoning of property at 20100 Mack Avenue, with an amendment to the Zoning Map at the corresponding location	Approved

Looking Ahead: 2023 Work Plan

In the coming year, the following are additional projects for the Planning Commission to accomplish:

SUBCOMMITTEE WORK (2022 AND 2023)

The Planning Commission has several working subcommittees. Some achieved their goals by 2022 and may sunset, while Commissioners working in others intend to continue their momentum or pick up again in 2023.

2020 Plan

Grosse Pointe Park enacted its current Master Plan in 2006. In 2017, the Planning Commission created the actionable 2020 Vision Plan, a document that “provides concepts for achievable projects and programs for both near and long term goals” from the City’s Master Plan. The 2020 Plan Subcommittee documented implementation of many of the elements it hoped to see achieved and thus plans to curb its activity for 2023.

Streetscape

This subcommittee helped install benches, trash receptacles, bike racks and similar street furniture at various locations and at this point does not plan to meet in 2023.

Solar Ordinance

Work essentially ended for this subcommittee with the June 2022 repeal of the Solar Energy Systems Ordinance, though not permanently. From a planning perspective, the Subcommittee continues a stance that solar energy systems should not be visible from the street side of a structure. Long term though, this eliminates about half the homes in the city, as most residential streets are oriented east-west. The subcommittee may likely revisit the topic in the future as technologies such as attractive solar shingles or siding becomes available.

Crosswalk/Pocket Park

This subcommittee was formed to develop these elements from the 2020 Vision Plan, focusing particularly on crosswalks along Mack Avenue. It has worked with Wayne County, the Grosse Pointe Public School System, the nonprofit Safe Routes To School Program and traffic consultants to determine the best location(s) for crosswalks.

MACK AVENUE/VERNIER ROAD INTERSECTION PLAN

The intersection of Mack Avenue and Vernier Road experiences the most crashes in the city. Grosse Pointe Woods is partnering with Wayne County to improve the intersection to lessen the potential for accidents and enhance safety and friendliness for cyclists and pedestrians, a majority of whom are school children. The Planning Commission’s Crosswalk/Pocket Park Subcommittee has participated in meetings regarding adding crosswalks, including likely at Vernier and Sunningdale Street.

MASTER PLAN REWRITE

The City has retained Giffels Webster as its consultant to lead an effort to create a new Master Plan. Giffels launched the initiative at the Planning Commission’s December 2022 meeting and will involve the Commission and present its progress at various points throughout 2023, culminating in a draft Plan in early 2024, which the Commission anticipates recommending approval for adoption to the City Council.

CITY OF GROSSE POINTE WOODS
BUILDING DEPARTMENT REPORT

TO: PLANNING COMMISSION
FROM: BRUCE ECK, INTERIM BUILDING OFFICIAL
DATE: JANUARY 24, 2023
SUBJECT: BUILDING DEPARTMENT REPORT, JANUARY 2023

Since the last Planning Commission meeting, Someday Brewing received their Certificate of Occupancy.

Pointe Vision Care was issued permits for both a new awning and sign. Lochmoor Country Club was issued an interior demolition permit in preparation for an interior renovation project.

We have been following up on old projects that never have had final inspections and have been working with owners and contractors to come into compliance. We have been prioritizing projects such as in-ground pool projects and additions that may be a safety hazard if occupied without final inspections.

We also have been trying to work with business owners on commercial projects that have been stalled or have not had final inspections.
