



CITY OF GROSSE POINTE WOODS
PLANNING COMMISSION AGENDA
Tuesday, September 22, 2026, at 7:00 PM

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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. RECOGNITION OF COUNCIL REPRESENTATIVE/s**
- 4. PLEDGE OF ALLEGIANCE**
- 5. ACCEPTANCE OF THE AGENDA**
- 6. RECEIPT OF FINAL APPROVED MINUTES**
 - A. Planning Commission Meeting Minutes – August 25, 2026
- 7. PUBLIC HEARING /s (*none*)**
- 8. NEW BUSINESS**
 - A. 20567 Mack Avenue
Site Plan: Dine-In and Fast-Food, Carry Out Restaurant (Little Ghost)
- 9. OLD BUSINESS**
 - A. Zoning Ordinance Update: Discussion on Any Council Feedback Regarding Last Month's Draft Articles: (*Article I: Title, Purpose and Scope and Article XII: Violations and Penalties*)
 - B. Zoning Ordinance Update: Review and Discussion of Draft *Article X: Administrative Organization*
- 10. BUILDING OFFICIAL'S MONTHLY REPORT**
 - A. Building Department Report – August to September 2026
- 11. COUNCIL REPORT/s**
 - A. This Month: September 14 and 21 – Marx
 - B. Next Month: October 5 and 19 – O'Keefe
- 12. INFORMATION ONLY**
- 13. PUBLIC COMMENT (*Limited to 3-minutes per person*)**
- 14. ADJOURNMENT (*Next Regular Meeting: October 27, 2026*)**

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services - contact Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236, (313) 343-2440 or Telecommunications Device for the Deaf (TDD) 313 343-9249.

MINUTES OF THE **PLANNING COMMISSION** MEETING OF THE CITY OF GROSSE POINTE WOODS
HELD ON **AUGUST 25, 2026**, IN THE COUNCIL-COURT ROOM OF THE ROBERT E. NOVITKE
MUNICIPAL CENTER, 20025 MACK PLAZA DR., GROSSE POINTE WOODS, MICHIGAN.

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

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

Also Present: City Planner Laura Mangan
City Attorney Debra Walling
Recording Secretary Gretchen Miotto

MOTION by Gilezan, seconded by O'Keefe, to excuse Commissioner Vitale from tonight's meeting.
(Commissioner Fuller is running a few minutes late.)

Motion carried by the following vote:

YES: Ellis, Fenton, Gilezan, Hamborsky, Marx, O'Keefe, Schulte
NO: None
ABSENT: Fuller, Vitale

Chair Hamborsky recognized Council Representative Gafa.

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

MOTION by Fenton, seconded by Gilezan, to accept tonight's agenda as presented and place on file.

Motion carried by the following vote:

YES: Ellis, Fenton, Gilezan, Hamborsky, Marx, O'Keefe, Schulte
NO: None
ABSENT: Fuller, Vitale

MOTION by Marx, seconded by Ellis, that the July 28, 2026, Planning Commission meeting minutes be approved as presented.

Motion carried by the following vote:

YES: Ellis, Fenton, Gilezan, Hamborsky, Marx, O'Keefe, Schulte
NO: None
ABSENT: Fuller, Vitale

Commissioner Fuller arrived at 7:04 p.m.

The first item, under **Public Hearing/s**, was to **Host a Public Hearing on a Special Land Use (SLU): Dine-In and Fast-Food, Carry Out (No Drive-Thru) for Little Ghost, 20567 Mack Avenue.**

Planner Mangan provided an overview of the applicant's, David Vermiglio of Little Ghost II, LLC, special land use (SLU) request to operate a restaurant (Little Ghost) in a 2,112 square foot, existing single-story, single-tenant building. Patrons will have the option to dine in, carry out, or utilize a seasonal, outdoor counter with seating (no drive-thru). There will be no alcohol served; hours of operation are planned to be Sun-Thu, 11 a.m. – 10 p.m., and Fri-Sat, 11 a.m. – 11 p.m.

Recommendation #1: Based on general compliance with the City's Zoning Ordinance, it is recommended that the SLU be recommended to City Council, subject to the following:

1. The hours of deliveries are provided and found acceptable to the Planning Commission; the expected delivery schedule must be detailed on the final site plan.
2. Site plan approval is granted.
3. A variance for the walk-up window is granted by the Zoning Board of Appeals, or it is removed from the project scope
4. A parking variance is granted, for both the number of required spaces and the reduced dimensional width of the one rear parking space.

Recommendation #2: This meeting is an opportunity for the Commission to provide direction on the design of the exterior façade. The site plan must eventually be reviewed by the Commission at a future meeting, and it is recommended that all parties are aligned on the final design prior to this request. The proposed color scheme is a significant deviation from the City's approved Benjamin Moore Historical Color Collection; however, the proposed colors do reflect the business's established brand identity. There is an existing Little Ghost at 22305 Woodward, Ferndale, MI 48220, that features their unique building design.

Chris Johnson, architect, was in attendance and answered questions from the Commission. The trash enclosure can shrink and shift a bit so there wouldn't be a need for a variance. The exterior will have brushed aluminum, similar to the existing facade.

MOTION by Schulte, seconded by Fenton, to open the public hearing.

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte
NO: None
ABSENT: Vitale

Chair Hamborsky opened the public hearing at 7:14 p.m.

The following were heard in support of the Special Land Use:

- Helen Taylor, 1430 Oxford, is in favor of this restaurant, but has concerns about the color scheme not fitting into GP Woods.

The following were heard in opposition to the Special Land Use:

- Dr. Brad Eisenbrey, 1930 Lennon, is opposed to another restaurant in this area. Concerns include parking issues, odors, and trash on the streets.

- Carl Hauschulz, 1907 Lennon, is opposed to another restaurant in this area. Concerns include parking issues.
- Deb Kraft, 1890 Beaufait, is opposed to another restaurant in this area. Concerns include dirty dumpsters, rats, the neighbor house would have a dumpster under their window, and parking.
- Linda Janson, 1899 Lennon, is opposed due to parking issues, neighborhood garbage, and small children in the area who use the alley.
- Kelly Hauschulz, 1907 Lennon, is opposed to another restaurant in this area. Concerns include the parking, the rats, the walk-up window, and the neighborhood trash.
- Tony Alfonsi, owner of Little Tony's, guarantees he is not to blame for the rat issue, his dumpster is well taken care of, and his parking lot is the cleanest one. Other businesses are not cleaning up their parking lots, which should be enforced. He is not opposed to another restaurant. The traffic patterns, since the Mack/Vernier change, have increased traffic on these side streets as drivers avoid the intersection.
- Pam Mowatt, owner of State Farm 20563 Mack, stated that parking in the area is a debacle. Cannot see how the parking will work for them, and it would make it difficult for her.
- Lynne Aldridge, 1501 Oxford, urges the architect to consider the style of our city. She loves the design and the colors, but they are not appropriate for GP Woods. Suggests a parking and traffic safety survey be done.

MOTION by Fenton, seconded by Marx, to close the public hearing on the Special Land Use for 20567 Mack Avenue (Little Ghost).

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte
NO: None
ABSENT: Vitale

Chair Hamborsky closed the public hearing at 7:29 p.m.

The next item, under **New Business**, was to **Consider the Special Land Use for 20567 Mack Avenue (Little Ghost)**.

Planner Mangan provided an overview of the McKenna's recommendation with conditions.

Discussion ensued about the walk-up window concerns, and parking issues including food delivery services that would use the window. The applicant provided a general idea of 50-50% of dine-in and carryout. Average ticket time for dine-in would be about 30-45 minutes. They can accommodate about 20 dine-in diners. Regarding dumpster issues, odors, trash, etc., the applicants are determined in keeping the neighborhood clean and cleaning the areas around the building. They live in the area around the Ferndale location and are committed to the areas where they operate. There were similar concerns when they opened. They have pest control, 3 times/week trash removal, stove hood cleaning, and want to be an asset to the community and take pride in their operations. Staff would be about 5-6 in the day hours and maybe 7 during busy evenings. They do have off-site parking for employees at the Ferndale location and would look for a similar arrangement here. The walk-up window at Ferndale has customers there about 30-45 seconds. They are more refined after lessons learned in Ferndale. They do about 20-30 orders per hour.

The parking, or lack thereof, is a major concern of the commission and they strongly urge the applicants to work with local businesses, churches, etc., for a shared parking agreement.

MOTION by Gilezan, seconded by Fenton, that the Planning Commission recommend the Special Land Use for 20567 Mack Avenue (Little Ghost) to City Council for approval, with the following conditions:

1. The hours of deliveries are no earlier than 9 a.m.
2. The future Site Plan is approved.
3. There is no walk-up window.
4. A parking variance will not be required, based on them getting a shared parking agreement or some other solution.

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe
NO: Schulte
ABSENT: Vitale

The next item under **Old Business was a Zoning Ordinance Update: Review and Discussion of Draft Articles (Article 1: Title, Purpose, and Scope and Article XII: Violations and penalties)**.

Planner Mangan provided an overview the actions taken by the sub-committee and the City Attorney and the changes, as presented, were acceptable to all. An adoption timeline was provided which outlines when the Planning Commission will review the various articles and when they will go to City Council.

Motion by Fenton, seconded by Marx, to recommend approval of Article 1: Title, Purpose, and Scope and Article XII: Violations and penalties) to City Council.

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte
NO: None
ABSENT: Vitale

The next item was the **Building Official's Report – July to August 2026**.

The next item was the **City Council Reports for August 2026**.

Commissioner Hamborsky attended the August 17 council meeting and reported that the medspa parking variance was approved and a fence variance for Glen Arbor was approved.

Commissioner Marx will attend the September City Council meetings.

Under **Public Comment**, the following was heard:

- Elizabeth Baergen, 1600 Ford Court, requested a copy of the Zoning Ordinance timeline.
- Commissioner Schulte cannot commit to continued participation on the sub-committee. It was agreed to reduce the members from 4 to 3.

MOTION by Gilezan, seconded by Marx, to adjourn at 8:44 p.m.

Motion carried by the following vote:

YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte

NO: None

ABSENT: Vitale

Respectfully Submitted,

Gretchen Miotto

Clerk's Confidential Administrative Assistant & Recording Secretary



September 17, 2026

Planning Commission
City of Grosse Pointe Woods
21043 Mack Ave
Grosse Pointe Woods, MI 48236

Subject: 20567 Mack Avenue – Site Plan Review for the Restaurant, Little Ghost II
Parcel ID: 007-02-1892-001
Site Plan: Review #1
Zoning: C, Commercial Business District

Dear Commissioners,

David Vermiglio of Little Ghost II, LLC has requested approval to operate a restaurant (Little Ghost II) in a 2,112 square foot, existing single-story, single-tenant building. Patrons will have the option to dine in or carry out (no drive-thru). No alcohol service is offered at this restaurant.

The site is located at the corner of Mack Avenue and Lennon Street (subject site shown in pink below), and is zoned the C, Commercial Business District where carry out restaurants are a *Special Land Use*. On August 25th, the Commission recommended Special Land Use, with conditions, to City Council (who will review this recommendation at a future meeting).





Recommendation

Based upon general compliance with the City's Zoning Ordinance, it is recommended that the Site Plan for the Little Ghost II restaurant at 20567 Mack Avenue be granted, subject to the following:

- 1. Special Land Use approval is granted by City Council (including any conditions of that approval).*
- 2. The exterior façade of the building has been found acceptable to the Planning Commission.*

**Please note, both the previously discussed walk-up window and the outdoor seating area have been removed from the project scope and are not proposed.*

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

Respectfully submitted,

McKENNA

Laura Mangan (Haw), AICP, NCI
Vice President



Site Plan Review

We have reviewed the proposal in conformance to the City’s Ordinances and offer the following comments. Items that do not comply or require additional information are underlined.

1. ZONING DESIGNATIONS

Findings: Complies, contingent on Special Land Use approval by City Council.

The chart below details the existing land use, current zoning, and future land use designations.

The Future Land Use Map of the 2024 Master Plan designates this area as “Corridor Mixed Use”. In the Master Plan, this land use classification is generally described as retail, restaurant, personal service, and office establishments which are designed for the day-to-day retail and personal service needs of nearby residents. These facilities are intended to be near residential neighborhoods with adequate buffering. The existing C, Commercial Business District corresponds to this land use classification.

The proposal complies with the future land use designation of “Corridor Mixed Use” as the use is for a smaller scale restaurant that will serve the local community.

Location	Existing Land Use	Zoning Districts	Future Land Use Designation
Subject Site	Vacant	C, Commercial Business	Corridor Mixed Use
North	Medical Offices	RO-1, Restricted Office	Corridor Mixed Use
South	Financial Offices	C, Commercial Business	Corridor Mixed Use
East	Institutional (across Mack Avenue)	C-F, Community Facilities	Institutional
West	Single-Unit Residential	R-1E, One-Family Residential	Single Family Medium Density

2. DIMENSIONAL REQUIREMENTS

Findings: Complies.

The table on the following page details the required dimensional standards. No dimensional changes are proposed, and compliance is met.



Standard Type	Requirement Details	Required	Existing / Proposed Conditions	Notes
Min. Front Setback	In the Commercial Business District, no front yard is permitted where the property use is for the purposes specified in section 50-4.9 Retail businesses.	0 ft.	0 ft.	Complies
Min. Side Setback	In the Commercial Business District, no side yard is required on the street side of corner lots.	0 ft.	0 ft.	Complies
Min. Rear Setback	In the Commercial Business District, rear yards are not required along interior rear lot lines for buildings or parts of buildings not used as dwellings, if all walls abutting or facing such lot lines are of fire-proof construction and wholly without windows or other openings.	N/A	N/A	N/A
Max. Building Height	-	2 stories, 28 ft.	1 story, ~17 ft.	Complies

3. ARCHITECTURE & BUILDING DESIGN (SEC. 50-5.18)

Findings: Planning Commission review and determination is necessary.

The Ordinance's design standards are intended to promote a coordinated and complementary use of design elements that result in a theme-oriented, harmonious appearance and image for commercial and high intensity residential areas. Per Section 50-5.18, "*New construction, renovations, remodeling, or exterior building alterations in the C, Commercial Business District shall be in conformance with approved design standards.*"

The Ordinance also encourages specific design standards for the C, Commercial District, as follows:

Colonial," "Williamsburg Colonial," "Georgian Colonial," "Early American," "Classic" or "Traditional" styles, which shall collectively refer to use of a palette of materials, trim, shapes, forms, colors and details most commonly associated with the dominant architectural styles utilized during the early development of the east coast American towns and cities.

The existing building has a modern façade, comprised of cement block panels, geometric structures, a flat roof, and minimal architectural features. As an existing building that is proposed for adaptive reuse, achieving a traditional or colonial style goes beyond paint colors, it would require substantial modifications to the building's form and character.

Rather than attempting to apply a historic aesthetic to a building that was not designed in that architectural fashion, the Applicant proposes the following renovations that work well with the building's existing architecture: painted cement board siding and metal awnings (above both the front and side windows).

The proposed Benjamin Moore colors - *Dark Burgundy* as the primary building color and *Spring Azalea* as an accent color for the awnings and roof coping - are a deviation from the City's approved Benjamin Moore



Historical Color Collection. However, the proposed colors do reflect the business's established brand identity. For reference, an existing Little Ghost restaurant is located in Ferndale (22305 Woodward Ave, Ferndale, MI 48220) that features their brand's distinctive color palette into the exterior building design.

The Applicant will provide physical samples for review at the upcoming Planning Commission meeting.

4. PARKING & LOADING (SEC. 50-5.3)

Findings: Complies.

Number of Parking Spaces: Per Sec. 50-5.3, a total of nine (9) **off-street** parking spaces is required for this use. The site provides two (2) parking spaces at the rear of the building.

Building Square Footage	Number of Off-Street Parking Spaces Required	Number of Off-Street Parking Spaces Provided	Number of Parking Spaces within 500 ft.	Total Parking Spaces Available (on- and off-site) within 500 ft.
2,112 sq. ft.	11 for square footage (2,112 sq. ft / 200) + 6 employee spaces = 17 parking spaces / 50% = 9 off-street spaces	2 parking spaces (behind the building), including 1 ADA space <u>The site is deficient 7 parking spaces.</u>	19 parking spaces along Mack Avenue and Lennon Street	21 parking spaces

However, the Applicant has secured an off-street parking agreement with the adjacent facility, Emcura at 20599 Mack Avenue. The following are details of their agreement:

- i. Little Ghost II has the exclusive use of ten (10) designated parking spaces, as specifically identified on Exhibit A (enclosed at the end of this report) to the agreement. These spaces are available to the restaurant and its employees, guests, invitees and other permitted users 24 hours per day, seven days per week.
- ii. The parking arrangement will become effective once the restaurant has received the needed permits, licenses and approvals necessary to operate.
- iii. Little Ghost will supply and install Little Ghost specific signage at each parking spot.
- iv. Emcura is responsible for maintaining the parking area and adjacent sidewalks, including snow and ice removal, lighting, paving, striping and drainage, and for maintaining the signage/towing arrangements necessary to keep the designated spaces available for the restaurant's use.

In total, 12 dedicated parking spaces will be provided for this use, exceeding the City's parking requirement. This requirement is satisfied.

Parking Space Dimensions: The two rear parking spaces provided at this location are in compliance with the dimensional standards of Sec. 50-5.3(K).

Loading Zone: The existing rear alley is sufficient for deliveries: a 12 ft. by 50 ft. loading zone is required and can be accommodated in the alley.



5. LANDSCAPING (SEC. 50-6.1)

Findings: N/A.

No additional landscaping is proposed, aside from several planter boxes along the front building façade on Mack Avenue.

6. LIGHTING

Findings: Complies, provided the Commission finds the proposed Spring Azalea fixture color is appropriate.

The existing building-mounted gooseneck lighting is to remain and is proposed to be painted the pink accent color (Spring Azalea). Smaller, accent lighting (also in the Spring Azalea color) is proposed along Mack Avenue and Lennon (a total of 5 fixtures).

No lighting is proposed at the rear of the building, facing the alley.

7. TRASH ENCLOSURE

Findings: Complies.

A new 5-foot-in-height dumpster enclosure is provided at the rear of the building, with access to the alley, and will be collected five times a week. The placement and dimensional standards of the dumpster enclosure are appropriate.

Please note, the pedestrian door that employees will use to access the dumpster does not open directly onto the alley, but rather onto Lennon. This is anticipated to slightly reduce potential noise generation in the alley.

8. SIGNS (CHAPTER 32 OF THE CODE OF ORDINANCES)

Findings: N/A.

No signage is approved as part of this application.

All exterior signage must be submitted under separate cover for administrative review and approval.

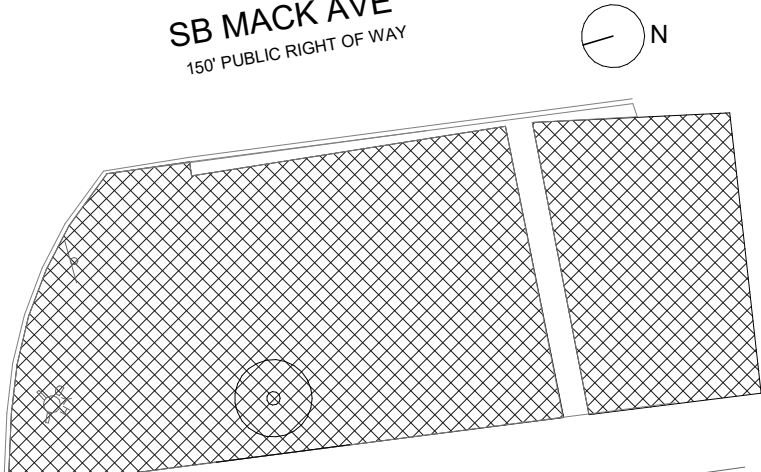
EXHIBIT A

Designated Parking Area



LENNON AVENUE
60' PUBLIC RIGHT OF WAY

SB MACK AVE
150' PUBLIC RIGHT OF WAY



N. 34.67' OF LOT 1892

18' - 0"

8' - 0" 16' - 0" 8' - 10"

(1) TYP. PARKING SPACE (1) ADA PARKING SPACE TRASH ENCLOSURE

REM OF LOT 1892

LOT 1893

ALLEY

1 PROPOSED SITE PLAN
3/32" = 1'-0"

TEAM

DESIGN ARCHITECT
CHYDUK & CHMIJO
4856 17TH ST. UNIT 1
DETROIT, MI 48208

ARCHITECT OF RECORD
HADLA DESIGN ARCHITECTS
15244 MICHIGAN AVE
DEARBORN, MI 48126

MEP ENGINEER
HADLA DESIGN ARCHITECTS
15244 MICHIGAN AVE
DEARBORN, MI 48126

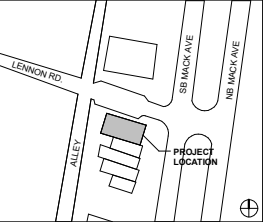
KITCHEN CONSULTANT
JS2 DESIGNS
217 PIERCE ST. SUITE 207
BIRMINGHAM, MI 48009

OWNER
FOUR MAN LADDER
22305 WOODWARD AVE, FERNDALE,
MI 48220

PROJECT

LITTLE GHOST
20567 MACK AVE
GROSSE POINTE WOODS,
MI 48236

SITE PLAN



ISSUANCE

NO.	DATE	ISSUANCE

SEAL & SIGNATURE

DATE	10/10/24
PROJECT NO.	250204
DRAWN BY	CH/CJ
CHECKED BY	C
DOB NO.	

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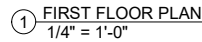
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SITE PLAN

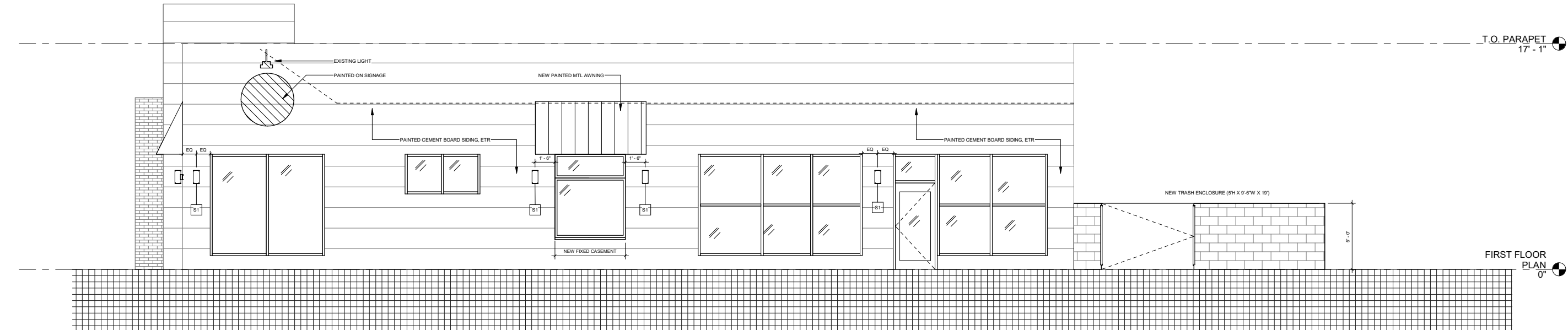
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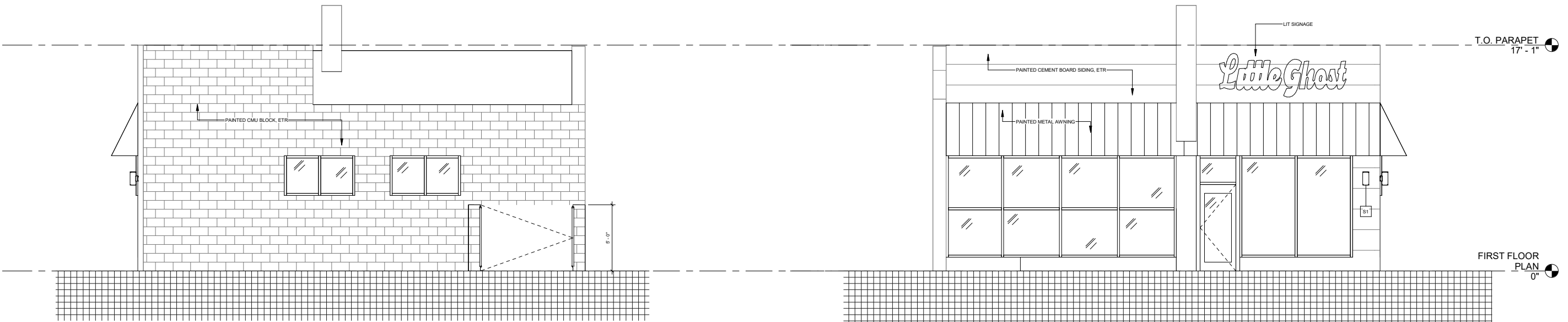
9/16/2024 9:28:14 AM



 EXISTING WALLS
 NEW WALLS
 2 HR ETR WALL



1 BUILDING ELEVATION - NORTH
1/4" = 1'-0"



3 BUILDING ELEVATION - WEST
1/4" = 1'-0"

2 BUILDING ELEVATION - EAST
1/4" = 1'-0"

TEAM

DESIGN ARCHITECT
CHYDUK & CHMIJO
4856 17TH ST. UNIT 1
DETROIT, MI 48208

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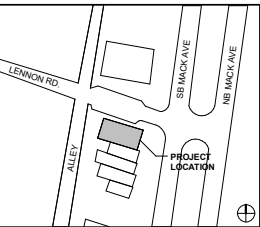
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SITE PLAN



ISSUANCE

NO.	DATE	ISSUANCE

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SHEET NUMBER

A-801



CONCEPTUAL IMAGE OF EXTERIOR -
MACK AVE
1/2" = 1'-0"



CONCEPTUAL IMAGE OF EXTERIOR -
LENNON
1/2" = 1'-0"

BENJAMIN MOORE : SPRING AZALEA



BENJAMIN MOORE : DARK BURGUNDY



COLOR PALETTE

TEAM

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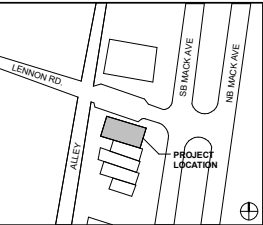
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MI 48220

PROJECT

LITTLE GHOST
20567 MACK AVE
GROSSE POINTE WOODS,
MI 48236

SITE PLAN



ISSUANCE

NO.	DATE	ISSUANCE

SEAL & SIGNATURE

DATE	09/16/26
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SHEET TITLE
EXTERIOR MATERIALS

SHEET NUMBER

A-802



MCKENNA

Memorandum

TO: Planning Commission, City of Grosse Pointe Woods
FROM: Laura Mangan (Haw), AICP, NCI
SUBJECT: **Zoning Ordinance Update – Summary of Articles for September 22, 2026**
DATE: September 17, 2026

Enclosed, please find the following Articles for your consideration.

Reviewed by the City Council on September 14, 2026:

- *Article I: Title, Purpose, Scope (no change)*
- *Article XII: Violations and Penalties (1 change recommended)*

For Planning Commission review on September 22, 2026:

- *Article X: Administrative Organization*

We appreciate your efforts on this very important project and recognize the time you are proactively investing in it, thank you.

DRAFT Zoning Ordinance through the MSDHA Grant

City of Grosse Pointe Woods, MI

Change Log: V.1: July 22, 2026 (PC and Attorney Reviewed)
V.2: August 5, 2026 (Attorney Changes Incorporated, Subcommittee Reviewed)
V.3: August 11, 2026 (PC Reviewed on August 25)
V.4: September 15, 2026 (CC Reviewed on September 14, 2026 - no changes. Provided to the PC for their September 22, 2026 meeting)

Article I: Title, Purpose and Scope

Background and Introduction to this Article:

Article I modernizes the legal framework of the Zoning Ordinance by clarifying its purpose, statutory authority, applicability, and interpretation, while reorganizing existing provisions and adding administrative sections to improve usability and legal clarity.

Summary Table of Proposed Article Changes:

Section	Nature of Revision	Summary
1.1	Clarified	<i>Updates terminology and wording for clarity and consistency with modern ordinance drafting practices without changing the intent of the section.</i>
1.2	New	<i>Establishes the purpose and legal authority of the Zoning Ordinance under the Michigan Zoning Enabling Act and identifies the planning objectives the Ordinance is intended to achieve.</i>
1.3	Expanded	<i>Clarifies the applicability of the Ordinance, establishes minimum standards, addresses conflicts with other regulations and private agreements, and confirms that all land, buildings, and structures are subject to the Ordinance.</i>
1.4	Consolidated	<i>Combines multiple existing provisions into a single section and clarifies how vested rights are addressed while recognizing the City's authority to amend the Ordinance, subject to applicable legal protections.</i>
1.5	Expanded	<i>Provides clear direction for resolving conflicts between regulations, establishes that more restrictive standards generally apply, and clarifies that written text takes precedence over illustrations.</i>
1.6	Relocated	<i>No substantive revisions. The section has been relocated for improved organization and readability.</i>
1.7	New	<i>Establishes the Ordinance's effective date and repeals the previous zoning ordinance while preserving existing legal rights, actions, and liabilities.</i>
-	REMOVED	<i>Section 50-1.5 was removed from the text; This eliminates a standalone cross-reference section because references are now incorporated throughout the Ordinance, improving usability and reducing redundancy.</i>

Article I: Title, Purpose and Scope

Former title: *Article I - Purpose and Intent*

Legend:

Red Text = Summary of Changes

Underlined = New Text

~~Strikethrough~~ = Removed Text

Yellow Highlight = Subcommittee Changes

Blue Highlight = City Council Changes

Proposed Text	Existing Section / Text	Notes
Sec. 50-1.1 Short Title Chapter 50 shall be known as, referred to, and cited as the “Zoning Ordinance” of the City of Grosse Pointe Woods.	Sec. 50-1.1 Title This Chapter 50 of the City of Grosse Pointe Woods, Michigan Code of Ordinances shall be known and may be cited as the “Zoning Ordinance” or “Zoning Code” of the City of Grosse Pointe Woods.	<i>Minor updates.</i>

Proposed Text	Existing Section / Text	Notes
<u>Sec. 50-1.2</u> <u>Purpose</u> <u>Pursuant to the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), this Zoning Ordinance is designed to implement the goals, objectives, policies, and strategies of the Grosse Pointe Woods Master Plan, through complete, effective and concise regulations to:</u> A. <u>Protect the public health, safety, and general welfare of residents, property owners, business owners, and visitors of the City.</u> B. <u>Regulate the use of land and buildings by dividing the City into districts.</u> C. <u>Provide for the orderly development of the City by regulating the location, height, bulk, erection, and construction of structures and buildings to be used for business, residence, energy production, and other specified purposes.</u> D. <u>Provide for adequate light, air, and convenience of access to secure safety from fire and other hazards.</u> E. <u>Provide for an appropriate density of population by establishing minimum setbacks, yards, and open spaces.</u> F. <u>Provide for traffic safety and adequate parking and loading space for vehicles.</u> G. <u>Facilitate the development of adequate systems of fire protection, education, recreation, and public utilities and services.</u> H. <u>Protect the quality of environmentally sensitive areas.</u> I. <u>Conserve natural resources.</u>	- -	<i>New section; needed to describe the enabling authority of the City to zone.</i>

Proposed Text	Existing Section / Text	Notes
Sec. 50-1.3 Application and Scope of the Zoning Ordinance A. <u>The provisions of this Ordinance (in their interpretation and application) shall be held to be minimum requirements adopted for the promotion of the public health, safety and general welfare. Wherever the requirements of this Ordinance are at variance with the requirements of any other lawfully adopted rules, regulations or ordinances, the most restrictive or that imposing the higher standards shall govern.</u> B. <u>This Ordinance shall not abrogate or annul any easement, covenant or other private agreement. Where any provision of this Ordinance is more restrictive or imposes a higher standard or requirement than such easement, covenant, or other private agreement, the provision of this Ordinance shall govern.</u> C. Zoning applies to every building, structure or use. No building, structure or land shall be used or occupied, and no building or structure or part thereof shall be erected, moved; placed; reconstructed, extended, enlarged or altered, except in conformity with this Ordinance. D. <u>Subdivision restrictions documented and filed with the Register of Deeds that are more restrictive than the provisions in this Ordinance are subject to enforcement by the proprietor of the subdivision or the subdivision association.</u>	Sec. 50-1.2 Scope No building or structure, or part thereof, shall be erected, constructed or altered and maintained, and no new use or change shall be made or maintained of any building, structure or land, or part thereof, except in conformity with the provisions of this chapter.	<i>Expanded the existing section.</i>

Proposed Text	Existing Section / Text	Notes
Sec. 50-1.4 Vested Rights A. Nothing in this Ordinance shall be <u>interpreted or construed to give rise to any permanent vested rights in the continuation of any particular use, district, zoning classification, or permissible activities therein. Such rights as may exist through enforcement of this Ordinance are subject to subsequent amendment, change or modification as may be necessary for the preservation or protection of public health, safety, and welfare, to the extent that such rights are not protected by the provisions in Article IX: Nonconformities.</u> B. Existing Building Permits. Nothing in this Ordinance shall require any change in the plans, construction or intended use of a building for which a building permit has been issued prior to the time of passage of this ordinance from which this chapter is derived and the construction of which shall have been diligently prosecuted within 6-months of the date of such permit, and the ground story framework of which, including the second tier of beams, shall have been completed within such 6-months and which entire building shall be completed according to such plans as filed within 2-years from the date of the adoption of this Ordinance. C. Prior Height Permits. Nothing shall prevent the ultimate erection to its full height as originally planned of a building constructed to a less height prior to the adoption of this Ordinance, but with its foundations and structural members designed to carry the higher building.	Sec. 50-5.8 and 50-5.9 - 50-5.8 Existing Building Permits Nothing in this chapter shall require any change in the plans, construction or intended use of a building for which a building permit has been issued prior to the time of passage of the ordinance from which this chapter is derived and the construction of which shall have been diligently prosecuted within 6-months of the date of such permit, and the ground story framework of which, including the second tier of beams, shall have been completed within such 6-months and which entire building shall be completed according to such plans as filed within 2-years from the date of the adoption of the ordinance from which this chapter is derived. 50-5.9 Prior Height Permits Nothing contained in this chapter shall prevent the ultimate erection to its full height as originally planned of a building constructed to a less height prior to the adoption of the ordinance from which this chapter is derived, but with its foundations and structural members designed to carry the higher building.	<i>Existing sections were moved and expanded.</i>

Proposed Text	Existing Section / Text	Notes
Sec. 50-1.5 Relationship to Other Ordinances, Conflicting Regulations A. <u>Whenever regulations imposed by this Ordinance are either more or less restrictive than regulations imposed by any governmental authority through legislation, rule, or regulation, the regulations that are more restrictive or that impose higher standards shall govern. Where two or more regulations in this Ordinance conflict, the more restrictive regulation shall prevail.</u> B. <u>Whenever a general and specific regulation pertains to a particular aspect of site design, the specific regulation shall be followed.</u> C. <u>Whenever there is a discrepancy between a written regulation and an illustration, the written regulation shall be followed.</u>	Sec. 50-1.4 Conflicting Regulations A. Sometimes there may be general and specific regulations that pertain to one particular aspect of site design. In such instances, the specific regulations must be followed. B. Discrepancies between text and an illustration (including its caption) may occur. In the case of such discrepancies, the text is considered the accurate source of information. Graphics in this ordinance are not to scale and are intended for illustrative purposes.	<i>Expanded the existing section and streamlined text.</i>

Proposed Text	Existing Section / Text	Notes
Sec. 50-1.6 Severability This Ordinance and the various parts, divisions, articles, sections, subsections and clauses thereof are hereby declared to be severable. If any part, sentence, paragraph, subsection, section or clause is determined by a court of law to be unconstitutional or invalid, it is hereby provided that the remainder of the chapter shall not be affected and shall remain in force.	Sec. 50-1.3 Severability "-----"	<i>No change; this text was moved.</i>

Proposed Text	Existing Section / Text	Notes
Sec. 50-1.7 Effective Date and Repeal A. <u>This Zoning Ordinance was adopted by the Grosse Pointe Woods City Council at a regular meeting called and held on _____ . The Ordinance shall take effect on _____ , said date being ten days after publication of notice of adoption in a newspaper of general circulation in the City.</u> B. <u>The Zoning Ordinance that was adopted by the City Council on April 25, 2022, and all amendments thereto are hereby repealed as of the effective date of this Ordinance. This repeal does not affect or impair any act done, offense committed, or right occurring, accrued or acquired, or liability, penalty, forfeiture, or punishment incurred prior to the time enforced, prosecuted, or inflicted.</u>	- -	<i>New section.</i>

~~Sec. 50-1.5~~**~~Selected References~~**

~~Each district has a list of selected additional references that are frequently related requirements in section 50-3.1 Districts enumerated. The entire ordinance should be read for all additional requirements.~~

*Removed –
covered elsewhere.*

DRAFT Zoning Ordinance through the MSDHA Grant

City of Grosse Pointe Woods, MI

Change Log: V.1: July 22, 2026 (PC and Attorney Reviewed)
V.2: August 5, 2026 (Attorney Changes Incorporated, Subcommittee Reviewed)
V.3: August 11, 2026 (PC Reviewed on August 25)
V.4: September 15, 2026 (CC Reviewed on September 14, 2026 (one change). Provided to the PC for their September 22, 2026 meeting)

Article XII: Violations and Penalties

Background and Introduction to this Article:

Article XII establishes the City's authority to enforce the Zoning Ordinance, defines zoning violations, establishes penalties, and outlines the legal remedies available to the City. The proposed article consolidates enforcement provisions into a single article, clarifies enforcement authority, and introduces additional procedures intended to improve ordinance administration while preserving the City's legal remedies.

Summary Table of Proposed Changes:

Section	Nature of the Revision	Summary
12.1	New	Creates a dedicated public nuisance provision.
12.2	Expanded	<i>Expands who may be held responsible for violations and addresses fraudulent applications.</i>
12.3	New	<i>Creates a dedicated penalties provision.</i>
12.4	New	<i>Creates a procedure for reporting zoning violations.</i>
12.5	New	<i>Clarifies the City's authority to pursue court action.</i>
12.6	New	<i>Clarifies the City's enforcement rights and remedies.</i>

Article XII: Violations and Penalties

Former title: *Did not exist; light provisions were located in 50-7.12 Violations

Legend:

Red Text = Summary of Changes

Underlined = New Text

~~Strikethrough~~ = Removed Text

Yellow Highlight = Subcommittee Changes

Blue Highlight = City Council Changes

Proposed Text	Existing Section / Text	Notes
Sec. 50-12.1 Public Nuisance <u>Buildings erected, altered, razed or converted, or uses carried on in violation of any provision of this Ordinance are hereby declared to be a nuisance per se, and shall be subject to abatement or other action by a court of appropriate jurisdiction.</u>	- -	<i>New section; grounds enforcement action at the City level.</i>

Proposed Text	Existing Section / Text	Notes
Sec. 50-12.2 Violations Defined A. <u>Any person, firm, corporation, or agent, or any employee, business owner, contractor, or subcontractor of same, who fails to comply with any of the provisions of this Ordinance or any of the regulations adopted in pursuance thereof, or who impedes or interferes with the enforcement of this Ordinance by the Zoning Administrator or other enforcement official shall be deemed in violation of this Ordinance.</u> B. Any architect, builder, contractor, subcontractor, or other person who is responsible for erecting, repairing, altering, changing, or remodeling without having obtained proper permits, or who is responsible for performing such work in conflict with the terms of this Ordinance, shall be deemed guilty of a violation of this Ordinance in the same manner and to the same extent as the owner of the premises. C. <u>Statements in an application or supporting documentation that are based on deceit or falsity shall render any such application</u>	Sec. 50-7.12 Violations A. Violations by architects or contractors. It shall be the duty of all architects, contractors, subcontractors, builders and other persons having charge of the establishment of any use of land or the erecting, altering changing or remodeling of any building or structure, including tents and trailer coaches, before beginning or undertaking any such work, to see that a proper permit has been granted therefor and that such work does not conflict with and is not in violation of the terms of this chapter. Any such architect, builder, contractor, subcontractor or other person doing or performing any such work of erecting, repairing, altering, changing or remodeling without such a permit having been issued, or in violation of or in conflict with the terms of this chapter, shall be deemed guilty of violation of this chapter in the same manner and to the same extent as the owner of the premises or the person for whom such buildings are erected, repaired, altered, changed or remodeled or the use of land established in violation of this chapter and shall be subject to the penalties prescribed in this chapter for such violation. B. Penalty. Any person who violates any of this chapter shall be responsible for a municipal civil	<i>Expands violation to include any individual/group (not just contractors/architects);</i> <i>Streamlines language around architect/contractor or violations;</i> <i>Adds violation language for false applications/supporting documentation;</i> <i>Relocates specific penalty type into its own separate section.</i>

void. Any permits issued on the basis of such false statements shall be revoked.

infraction. Each day that a violation is permitted to exist shall constitute a separate offense.

Proposed Text	Existing Section / Text	Notes
Sec. 50-12.3 Penalties A. For any and every violation of the provisions of this Ordinance, the owner, agent, contractor, lessees, or tenant of the premises, building, or part thereof, where such violation has been committed, shall be guilty of a civil infraction. The owner, agent, architect, builder, or any person who commits, takes part, or assists in such violation of any of the provisions of this Ordinance, or any person who maintains any buildings or premises in which any such violation exists, shall be guilty of a civil infraction. B. Violations of the provisions of this Ordinance or failure to comply with any of its requirements shall constitute a civil infraction. Each day such violation continues shall be considered a separate offense. C. <u>Nothing herein contained shall prevent the City from taking such other lawful action as is necessary to prevent or remedy any violation.</u>	Sec. 50-7.12 Violations D. Penalty. Any person who violates any of this chapter shall be responsible for a municipal civil infraction. Each day that a violation is permitted to exist shall constitute a separate offense.	<i>Relocates specific penalty type into its own specific section;</i> <i>Offers more detail as to the City's power to take action to remedy violations.</i>

Proposed Text	Existing Section / Text	Notes
Sec. 50-12.4 Procedures for Addressing Violations <u>Anyone may report apparent violations of this Ordinance to the Building Official.</u>	- -	<i>New section needed to clarify procedure.</i>

Proposed Text	Existing Section / Text	Notes
Sec. 50-12.5 Authority to Pursue Court Action <u>The City Council or its duly authorized representative is hereby empowered to commence and pursue any and all necessary and appropriate actions or proceedings in the Circuit Court, or any other court having jurisdiction, to restrain, prosecute, or prevent any non-compliance with or violation of any of the provisions of this Ordinance, and to correct, remedy, prosecute, or abate such noncompliance or violation.</u>	- -	<i>New section to offer more detail as to the City's power to take action to remedy violations.</i>

Proposed Text	Existing Section / Text	Notes
Sec. 50-12.6 Rights and Remedies Preserved <u>Any failure or omission to enforce the provisions of this Ordinance, and failure or omission to prosecute any violations of this Ordinance, shall not constitute a waiver of any rights and remedies provided by this Ordinance or by law, and shall not constitute a waiver nor prevent any further prosecution of violations of this Ordinance.</u>	- -	<i>New section to offer more detail as to the City's power to take action to remedy violations.</i>

DRAFT Zoning Ordinance through the MSDHA Grant

City of Grosse Pointe Woods, MI

Change Log: V.1: August 19, 2026 (Attorney Reviewed)
V.2: September 14, 2026 (Steering Committee Reviewed)
V.3: September 17, 2026 (Provided to the PC for review at the September 22, 2026 meeting)

Article X: Administrative Organization

Background and Introduction to this Article:

Article X is an essential addition to the Zoning Ordinance as it sets forth the responsibilities and scope of authority of all entities and officials who play a role in administering the Zoning Ordinance.

Summary Table of Proposed Article Changes:

Section	Nature of Revision	Summary
10.1	New	<i>Established the entities responsible for administering and enforcing the Zoning Ordinance.</i>
10.2	New	<i>Clarifies the responsibility and authority of City Council in administering the Zoning Ordinance.</i>
10.3	New	<i>Clarifies the responsibility and authority of the Planning Commission in administering the Zoning Ordinance.</i>
10.4	Consolidated	<i>Streamlines the responsibility and authority of the Zoning Board of Appeals; Separates the procedures for applying for a variance and the standards for evaluating a variance application into its own dedicated section (Article XI).</i>
10.5	Expanded	<i>Clarifies the responsibility and authority of the Building Official and Zoning Administrator in administering and enforcing the Zoning Ordinance, including specific tasks carried out by each position.</i>

Article X: Administrative Organization

Former title: *Did not exist; provisions were scattered throughout the Ordinance, if at all.

Legend:

Red Text = Summary of Changes

Underlined = New Text

~~Strikethrough~~ = Removed Text

Yellow Highlight = Subcommittee Changes

Blue Highlight = City Council Changes

Proposed Text	Existing Section / Text	Notes
<u>Sec. 50-10.1</u> <u>Overview and Intent</u> The City Manager and their duly authorized representatives are charged with the duty of enforcing this Zoning Ordinance. Accordingly, the administration of this Ordinance is primarily vested in the following municipal entities and officials: A. <u>City Council</u> B. <u>Planning Commission</u> C. <u>Zoning Board of Appeals</u> D. <u>Building Official</u> E. <u>Zoning Administrator</u> The intent of this Article is to set forth the responsibilities and scope of authority of these entities and officials.	- -	<i>New section; needed to establish the entities responsible for administering the Ordinance.</i>

Proposed Text	Existing Section / Text	Notes
<u>Sec. 50-10.2</u> <u>City Council</u> City Council has the following responsibilities and authority: A. <u>Adoption of Zoning Ordinance and Amendments.</u> City Council has the authority to adopt this Ordinance, as well as map and text amendments. B. <u>Review and Approval of Plans.</u> City Council review and approval is required for Special Land Uses, Land Divisions, and Wireless Communication Facilities. C. <u>Setting of Fees.</u> City Council has the authority to set all fees for permits, applications, and requests for action. In the absence of specific action taken by the City Council to set a fee for a specific permit or application, the City Manager shall assess the fee based on the estimated costs of processing and reviewing the permit or application. D. <u>Approval of Planning Commission Members.</u> Members of the Planning Commission shall be appointed by the mayor, with approval of City Council.	- -	<i>New section; outlines the authority of City Council in administering the Zoning Ordinance.</i>

Proposed Text	Existing Section / Text	Notes
Sec. 50-10.3 Planning Commission <u>The Planning Commission is created pursuant to Michigan Public Act 33 of 2008, as amended, the Michigan Planning Enabling Act. The Planning Commission has the following responsibilities and authority:</u> A. <u>Membership and Operation.</u> See Sec. 2-441. Appointment, Term, Removal of Members, of the City Code. B. <u>Bylaws.</u> The Commission shall establish its own meeting rules of procedure and bylaws. The Commission may adopt, amend, modify, and revoke its rules and bylaws from time to time. C. <u>Meetings.</u> Regular meetings of the Planning Commission shall be held in accordance with an adopted schedule. Special meetings may be held in accordance with the adopted bylaws and the Open Meeting Act, Michigan Public Act 267 of 1976, as amended. <u>All meetings shall be open to the public. The City Clerk (or their designee) shall record all proceedings of the Planning Commission, and shall keep a public record of its resolutions, transactions, findings, and determinations.</u> D. <u>Jurisdiction.</u> The Planning Commission is responsible for carrying out the following and all authority set forth in the MPEA (Public Act 33 of 2008, as amended), including but not limited to: <u>Formulation of Zoning Ordinance and Amendments.</u> The formulation of the Zoning Ordinance, review of map and text amendments, holding public hearings, and reporting its findings and recommendations to City Council (Sec. 11.5 and Sec. 11.6) <u>Site Plan Review.</u> The review of site plan applications (Sec. 11.2). <u>Special Land Use Review.</u> The holding of public hearings and review of special use applications (Sec. 11.3) and making a recommendation to City Council to grant approval, approval subject to revisions, or denial of approval. <u>Formulation of a Master Plan.</u> The formulation and adoption of a master plan to guide for the development of the City. <u>Other Duties and Responsibilities.</u> The Commission is also responsible for reviewing plats, preparing an Annual Report of Activities for City Council, reviewing the Capital Improvements Plan (CIP), and addressing any other matters relating to land development referred to the Commission by City Council. The Commission must recommend appropriate regulations and action on such matters. E. <u>Conflict of Interest.</u> See Sec. 2-441(d) of the City Code.	- -	<i>New section; outlines the authority of the Planning Commission administering the Zoning Ordinance.</i> <i>Add a reference to the City's Conflict of Interest policy.</i>

- F. **Removal.** Pursuant to Sec. 15(9) of the MPEA (Public Act 33 of 2008, as amended) and Sec. 2-441(d) of the City Code, City Council may remove a Planning Commission member for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Nonfeasance is the substantial failure of a member to perform the duties of a Planning Commissioner. Misfeasance is the improper doing of an act that a member might lawfully do. Malfeasance is the doing of an act that is wholly wrongful and unlawful.

Proposed Text	Existing Section / Text	Notes
Sec. 50-10.4 Zoning Board of Appeals <u>The City of Grosse Pointe Wood's Zoning Board of Appeals (hereinafter referred to as "ZBA") is created pursuant to Michigan Public Act 110 of 2006, as amended.</u> A. <u>Membership and Operation.</u> <u>The ZBA shall consist of the City Council, who shall be appointed in accordance with Sec. 601(3) of Michigan Public Act 110 of 2006, as amended. The mayor shall be the chairperson, and in the mayor's absence, the mayor pro tem shall act as such. The City Clerk (or their designee) shall be the Secretary.</u> B. <u>Bylaws.</u> <u>The ZBA shall establish its own rules of procedure with bylaws. The ZBA may adopt, amend, modify, and revoke its rules from time to time.</u> C. <u>Meetings.</u> <u>Meetings of the ZBA shall be held in accordance with an adopted schedule, or at the call of the chairperson, or at such other times as the ZBA may specify in its rules and procedures.</u> <u>All meetings shall be open to the public. The City Clerk (or their designee) shall record all proceedings of the ZBA, and keep a public record of its resolutions, transactions, findings, and determinations.</u> D. <u>Jurisdiction.</u> <u>The ZBA is responsible for carrying out the following:</u> 1. <u>Appeal of Administrative Decision.</u> <u>To hear and decide appeals from any order, requirement, decision, or determination made by</u>	Sec. 50-7.15 Board of appeals 50-7.15 Board of appeals A. <u>Created.</u> There is hereby established a board of appeals on zoning, which shall perform its duties and exercise its powers as provided by law in such a way that the objectives of this chapter shall be observed, public safety secured and substantial justice done. The term "board," as used in this section, shall mean the board of appeals. B. <u>Membership.</u> The council shall be the board of appeals on zoning. C. <u>Secretary.</u> The clerk shall be the secretary of the board of appeals. The mayor shall be the chairperson of the board of appeals, and in the mayor's absence the mayor pro tem shall act as such. D. <u>Meetings and records.</u> Meetings of the board of appeals shall be held at the call of the chairperson and at such other times as the board may determine. The chairperson, or, in the chairperson's absence, the vice-chairperson, may administer oaths and compel the attendance of witnesses. All meetings of the board shall be open to the public. The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the clerk and shall be a public record. E. <u>Appeals generally.</u>	<i>Consolidated to focus on the roles and responsibilities of the ZBA.</i> <i>Provisions for types of appeals to be heard by the ZBA are streamlined.</i>

the Zoning Administrator, or any other administrative official in carrying out or enforcing any provision of this Ordinance. The ZBA may reverse or affirm wholly or partly, or may modify such order, requirement, decision, or determination, and to that end, has the power to direct the issuance of a permit.

Such appeal shall be taken by filing with the Zoning Administrator, not later than ten days after the date of the decision that is appealed from a written notice of appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit to the ZBA all papers constituting the records upon which the action appealed from is taken.

An appeal stays all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the ZBA, after the notice of appeal shall have been filed with such officer, that, by reason of facts stated in the certificate, a stay would, in the officer's opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed otherwise than by a restraining order, which may be granted by the ZBA or by a court of record on application or notice to the officer from whom the appeal is taken and on good cause shown.

2. **Appeal Hearings.** Upon receipt of an appeal to the ZBA and the payment to the city of the required appeal fee, the City Clerk shall establish a date for a public hearing on such appeal at the next regular city council meeting. The Clerk shall give notice in accordance with the notice requirements found in this Article.
3. **Voting.** The concurring vote of a majority of the ZBA members shall be necessary to reverse an order, requirement, decision or determination of an administrative official or body, or to decide in favor

1. The board of appeals shall hear and decide appeals from and review any order, requirement, decision or determination made by any administrative official charged with the enforcement of the provisions of this chapter. The board shall also hear and decide all matters referred to the board or upon which the board is required to pass under the provisions of this chapter. The concurring vote of a majority of the members of the board shall be necessary to reverse an order, requirement, decision or determination of an administrative official or body, or to decide in favor of the applicant a matter upon which the board is required to pass under an ordinance, or to effect a variation in an ordinance except that a concurring vote of two-thirds of the members of the board shall be necessary to grant a variance from uses of land permitted in an ordinance.

2. Appeals to the board may be taken by any person aggrieved by a decision of the building inspector or administrative official charged with the enforcement of this chapter. Such appeal shall be taken by filing with the ~~building inspector~~ and with the board, not later than ten days after the date of the decision that is appealed from a written notice of appeal specifying the grounds thereof. The ~~building inspector~~ shall forthwith transmit to the board all papers constituting the records upon which the action appealed from is taken.

3. An appeal stays all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the board of appeals, after the notice of appeal shall have been filed with such officer, that, by reason of facts stated in the certificate, a stay would, in the officer's opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed otherwise than by a restraining order, which may be granted by the board of appeals or by a court of record on application or notice to the officer from whom the appeal is taken and on good cause shown.

- F. **Appeal hearings.** Upon receipt of an appeal to the board of appeals and the payment to the city of the required appeal fee, the city clerk shall establish a date for

of the applicant a matter upon which the ZBA is required to pass under an ordinance, or to effect a variation in an ordinance except that a concurring vote of two-thirds of the members of the ZBA shall be necessary to grant a use variance.

4. **Interpretation.** To act upon all questions as they may arise in the administration and enforcement of this Ordinance.
5. **Variances.** To authorize, upon appeal, non-use (dimensional) and use variances from the strict application of the provisions of this Ordinance where there are practical difficulties or unnecessary hardship in the way of carrying out such strict application. The ZBA has the power in passing upon appeals to vary or modify any of its rules, regulations or provisions so that the spirit of this Ordinance is observed, public safety secured, and substantial justice is done. The ZBA does not have the authority to make changes to this Ordinance.

G. **Conflict of Interest.** Conflict of Interest. See Sec. 2-441(d) of the City Code.

a public hearing on such appeal at the next regular city council meeting. The clerk shall give notice in accordance with the notice requirements found in this chapter.

G. Fees for appeals.

- ~~1. A fee as currently established or as hereafter adopted by resolution of the city council from time to time shall be paid to the city at the time the notice of appeal is filed for all board of appeals hearings.~~
- ~~2. Such appeal fee may be waived by the board of appeals upon request of a petitioner and the filing of an affidavit showing that the petitioner meets the standard of a low income person or family as established by the federal government.~~

H. Powers.

1. The board of appeals may reverse or affirm, wholly or partly, or modify the order, requirement, decision or determination appealed from, and shall make such order, requirement, decision or determination as in its opinion ought to be made, subject to the conditions and limitations of this section, and to that end shall have all the powers of the officer from whom the appeal is taken.
- ~~2. The decision of such board shall not become final until the expiration of five days from the date of entry of such order, unless the board shall find that the effect of such order is necessary for the preservation of property or personal rights and shall so certify on the record.~~
- ~~3. The board of appeals may, in specific cases and subject to appropriate conditions and safeguards, determine and vary the application of the regulations established in this chapter in harmony with their general purpose and intent, as follows:
a. Interpret the provisions of this chapter in such a way as to carry out the intent and purpose of the plan, as shown upon the map fixing the several zoning districts accompanying and made a part of this chapter, in those cases where the street layout actually on the ground varies from the street layout as shown on the map.~~

Provisions on fees removed, covered in Section 50-10.2.

Specific types of variances are removed from this section and moved to Section 11.4.

b. In those cases where a district boundary line divides a lot of record, permit the extension of a use permitted on the less restricted portion of such lot to that portion of the lot which lies in the more restricted district, provided that such extension shall be made for a distance not to exceed 50 feet beyond the district boundary line in any case.

c. Permit variation in the use and location of buildings on any lot abutting a different zoning district, provided that the use or location shall not have an undesirable effect upon the more restricted district, and provided further that the yard requirement may not be less than the average of the requirements for the two districts, and provided further that the variation shall not extend more than 50 feet into the more restricted district.

d. Permit, upon application and proper showing, a variance so as to authorize the use of property for a gasoline service station which is situated a lesser distance than 1,000 feet from an existing gasoline service station, only when such action will not prejudice the public health, welfare and safety of the city.

e. Permit variations in the requirements for outer courts in dwellings, and permit such variation or modification of yard, lot area, and percentage of lot coverage requirements of this chapter as may be necessary to secure an appropriate improvement of a parcel of land which is of such size, shape or dimension, or which has such peculiar or exceptional geographical or topographical conditions, that it cannot be appropriately improved without such variation or modification, provided that the purpose and spirit of this chapter shall be observed, public safety secured and substantial justice done.

f. Permit the erection and use of a building, or an addition to an existing building, of a public service corporation, to be used for public utility purposes, in any permitted district, to a greater height or of larger area than the district requirements established in this chapter, and permit the location in any use district of a public utility building, structure or use, provided the board of appeals shall find such use, height, area,

building or structure reasonably necessary for the public convenience and service, and provided further that such building, structure or use is designed, erected and landscaped to conform harmoniously with the general architecture and plan of such district.

g. Permit the erection of a building to its full height or use, as originally planned, when foundations and structural members are designed to carry such buildings higher.

h. Permit a partial or complete exception to the loading space provisions of section 50-5.2 Off-street loading requirements where, after investigation by the board, it is found that the volume of vehicular service will not require compliance with such provisions and will not cause undue interference with the public use of the streets or alleys or imperil the public safety, and where such modification or exception will not be inconsistent with the purpose and spirit of this chapter.

i. Permit a variation or modification in the required location of off-street parking facilities or in the amount of off-street parking facilities required, or both, if after investigation by the board it is found that such variation is necessary to secure an appropriate development of a specific parcel of land which has such peculiar or exceptional geographical conditions, or is of such size, shape or dimension, that it cannot be reasonably developed in accordance with the provisions of section 50-5.3 Off-street parking requirements, and that any variation will not be inconsistent with the spirit and purpose of this chapter, with public safety and with substantial justice.

j. Permit a variation, modification or exception in the required regulations specified in section 50-5.3 Off-street parking requirements if after investigation by the board it is found that such variation, modification or exception is necessary because of peculiar existing conditions and that such variation, modification or exception will not be inconsistent with the purpose and spirit of this chapter.

k. Permit additional garage space for buildings having ten rooms or more when

~~evidence is presented proving need for the additional space.~~

~~l. Permit open parking lots in R-1 and R-2 districts for the periodic storage of self-propelled passenger vehicles for periods less than one day, when the space used for parking is adjacent to business and further complies with section 50-5.3 Off-street parking requirements and such use is not injurious to the surrounding neighborhood and not contrary to the spirit and purpose of this chapter.~~

~~m. The board of appeals may, in specific cases and subject to appropriate conditions and safeguards, determine and vary the application of the regulations established in this chapter upon written application when unnecessary hardship or practical difficulty is found by a majority of the board of appeals, as defined in subsection l.~~

~~n. Permit a variation and modification of front and rear yard minimum requirements where the plat of any subdivision provides for lots of 100 feet or less in depth and where the architectural design and layout of the building structures require such variation and modification to preserve the architectural appointments, design and development of the subdivision, provided that the area of the lot shall be not less than 6,000 square feet and that the area of the dwelling and accessory buildings shall not exceed 25 percent of the lot area. Before any building permit is issued the planning commission shall approve the plot plan therefor or shall have approved a general plan of the subdivision development and building locations thereon.~~

Proposed Text	Existing Section / Text	Notes
Sec. 50-10.5 Enforcement Officials A. <u>Responsibilities of the Building Official:</u> 1. <u>Assist applicants in determining and completing appropriate building and zoning forms and procedures.</u> 2. <u>Review and investigate permit applications to determine compliance with the provisions of City ordinances.</u> 3. <u>Perform inspections of buildings, structures, and premises to ensure land use changes and/or improvements are and will remain in compliance.</u> 4. <u>Investigate alleged violations of this Ordinance and enforce appropriate corrective measures when required, including issuance of violation notices, issuance of orders to stop work, and the revoking of permits.</u> 5. <u>Perform other related duties required to administer this Ordinance.</u> B. <u>Responsibilities of the Zoning Administrator:</u> 1. <u>Prepare and administer such plans and ordinances, within the scope of the Michigan Planning and Zoning Enabling Acts.</u> 2. <u>Issue zoning approval upon compliance with provisions of this and other City ordinances.</u> 3. <u>Advise and assist the Planning Commission, ZBA, and City Council. This includes preparation and forwarding of all reviews, reports, and supporting documentation for applications and projects which must be acted upon by these entities.</u>	Sec. 50-7.8 Responsibility for administration and enforcement The provisions of this chapter shall be administered and enforced by a building inspector or administrative official.	<i>Expanded the existing section to clarify the responsibilities of the Building Office and to establish the responsibilities of the Zoning Administrator.</i>

4. Assist applicants in determining the appropriate zoning and planning forms and procedures.
5. Review all applications for signs, site plans, special land uses, map and text amendments, and other zoning proposals.
6. Collaborate with the Building Official on planning and zoning matters.
7. Maintain a current Zoning Map and Zoning Ordinance.
8. Draft amendments to the Zoning Ordinance and other ordinances to accomplish the City's zoning and planning objectives.
9. Perform other duties required to administer this Ordinance and further the goals of the Master Plan.



CITY OF GROSSE POINTE WOODS

BUILDING DEPARTMENT REPORT

TO: PLANNING COMMISSION

FROM: JEREMY COLLINS, BUILDING OFFICIAL

DATE: AUGUST 2026 & SEPTEMBER 2026

SUBJECT: BUILDING DEPARTMENT REPORT

Certificate of Occupancy

- **20485-20489 Mack Ave.** – The property has been sold and we are waiting for new tenant information. **An initial Certificate of Occupancy inspection was completed August 13th, 2026.**
- **20419 Mack Ave. – New business occupancy.** Advanced Physical Therapy is relocating to this larger space from 20225 Mack Ave. Building plans are under review.
- **20916 Mack Ave.** – Sequoia Financial Group – Certificate of Occupancy. Status: Waiting for Inspections to be scheduled.
- **20200 Mack Ave.** – Fifth Third Bank – Fifth Third Bank is relocating to this location, formerly Comerica Bank. Building and Fire inspections completed for a new Certificate of Occupancy for both 20200 Mack Ave. and 20180 Mack Ave. Sign permits approved and issued.
- **21215 Mack Ave.** – Pizza Pointe – New owner of the former Saucy's Pizza. No changes to the interior or layout. New business signage has been approved. Additional fire safety requirements are needed for the pizza oven. The Certificate of Occupancy has not been issued.

Building Projects

- **20419 Mack Ave. – New business occupancy.** Advanced Physical Therapy is relocating to this larger space from 20225 Mack Ave. Building plans are under review.
- **20930 Mack Ave** – Interior renovation on existing restaurant. **Permit Status:** Issued

- **20195 Mack Ave.** – Lola’s –Compliance for the outstanding exterior items (parking lot wall, trash enclosure upgrades) and exterior patio area fence/railing compliance per approved site plan (decorative railing to be installed per approved plans) has passed. ***We have spoken with the business owner regarding these outstanding items.***
- **20160 Mack Ave.** – Construction of a new two-story building with shell for future retail tenant spaces on the ground floor and seven residential units on the second floor.

Permit Status: Plans have been approved. However, the permit has *NOT* been issued. A temporary sidewalk must be constructed to direct pedestrian traffic around the site at the front of the parcel. A hold harmless agreement and additional documents need to be submitted before permit issuance. Awaiting the additional information from the parties responsible.

- **20311 Mack Ave.** - Zare Surgery and Medspa – Parking variance approved by ZBA on August 17th, 2026. Minor exterior façade changes approved by the Building Official. (Doors, lighting, paint). Awaiting submittal of building plans for review.
- **21003 Mack Ave.** - Little Nest Coffee Roasters- Final Building and Fire inspections approved. Awaiting Wayne County Health Department approvals before issuing Certificate of Occupancy. No changes since last report, still waiting for Health Department approvals.
- **21043 Mack Ave.** – Dunkin – Build out of existing commercial space for new Dunkin Donuts/Baskin Robbins. Interior demolition started. **Permit Status:** Issued. Rough Trades and Rough framing inspection completed and approved.

GROSSE POINTE WOODS VACANT COMMERCIAL PROPERTIES

Property Address	Occupancy Status	Zoning Classification
19467 Mack Ave	VACANT	C
19531 Mack Ave	VACANT	C
19605 Mack Ave	VACANT	C
19603 Mack Ave	VACANT	C
19850 Mack Ave	VACANT	C
20065 Mack Ave	VACANT	C
20136 Mack Ave	VACANT	RO-1
20148 Mack Ave	VACANT	RO-1
20227 Mack Ave	VACANT - UPPER SUITE	C
20311 Mack Ave	Vacant- PENDING OCCUPANCY	C
20331 Mack Ave	VACANT	C
20419 Mack Ave	Vacant- PENDING OCCUPANCY	C
20439 Mack Ave	Vacant- PENDING OCCUPANCY	C
20485 Mack Ave	Vacant- PENDING OCCUPANCY	C
20489 Mack Ave	Vacant- PENDING OCCUPANCY	C
20567 Mack Ave	Vacant- PENDING OCCUPANCY	C
20745 Mack Ave	VACANT	C
20784 Mack Ave	VACANT	C
20788 Mack Ave	VACANT	C
20792 Mack Ave	VACANT	C
20926 Mack Ave	VACANT	C
20930 Mack Ave	Vacant - PENDING OCCUPANCY	C
21138 Mack Ave	VACANT	C
1925 Vernier Rd	VACANT	RO-1
1931 Vernier Rd	VACANT	RO-1
1935 Vernier Rd	VACANT	RO-1