



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

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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. RECOGNITION OF COUNCIL REPRESENTATIVE/s**
- 4. PLEDGE OF ALLEGIANCE**
- 5. ACCEPTANCE OF AGENDA**
- 6. RECEIPT OF FINAL APPROVED MINUTES**
 - A. Planning Commission Meeting – November 19, 2024
- 7. PUBLIC HEARINGS**
 - A. Host public hearing to consider the rezoning request of 1670 Ford Court and 20030 Mack Avenue to the C Commercial district for the addition of a surface parking lot.
- 8. NEW BUSINESS**
 - A. Consider the rezoning recommendation of 20030 Mack Avenue and 1670 Ford Court to Council.
 - B. Consider site plan approval for Eastside Dermatology at 20030 Mack Avenue and 1670 Ford Court.
 - C. Discussion on considering a hotel overlay zoning district.
- 9. OLD BUSINESS**
 - A. Discussion on Master Plan priorities and 2025 goal setting.
 - B. Discussion on short term rental ordinance.
- 10. BUILDING OFFICIAL'S MONTHLY REPORT**
 - A. Building Department Report – November to December 2024
- 11. COUNCIL REPORT/s**
 - A. December 2, 16 – Fenton
 - B. Next Month: January 6, 27 – Fuller
- 12. ELECTION OF CHAIR AND VICE CHAIR**
- 13. PUBLIC COMMENT**
- 14. ADJOURNMENT**



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

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting.

Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440 or Telecommunications Device for the Deaf (TDD) 313 343-9249.

MINUTES OF THE **PLANNING COMMISSION** MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON **NOVEMBER 19, 2024**, IN THE COUNCIL-COURT ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:00 p.m. by Chair McNelis.

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

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

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

Motion carried by the following vote:

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

Chair McNelis recognized Council Representative Gafa.

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

Commissioner Hamborsky arrived at 7:02 pm.

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

Motion carried by the following vote:

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

MOTION by Vitale, seconded by Fenton, that the October 29, 2024, Special Planning Commission meeting minutes be approved as presented.

Motion carried by the following vote:

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

The first item, under **Old Business**, was **Discussion on Master Plan Priorities and 2025 Goal Setting**.

Planner Wolf provided an overview of the summary from the October 29, 2024, exercise, as well as on the current actions underway, which are the enhancements to the crosswalks and upgrades to the parking meters. Commissioner O'Keefe indicated that city administration has selected the mobile app, Passport, for implementation. Discussion ensued around additional Commission priorities such as additional crosswalks, particularly on the south side of the city; enhancements to the city gateways; improvements (continuity) to the street lights on Vernier; the Monteith/Cook Road drop off area; and alley improvements and their design standards. Planner Wolf will look into the planning process around the Cook Road reconstruction process and any plans for a drop off area for Monteith. Planner Wolf will circulate the old sketches of suggested crosswalks that was prepared in past evaluations. Planner Wolf indicated that additional crosswalks are dependent upon Wayne County, and while they are typically agreeable to such plans, in the past they have not agreed to fund them. There was discussion on the Building Department identifying and communicating the availability of grants for small businesses for façade improvements. There was discussion on creating pocket parks on existing street corners, blocking off Mack and re-directing traffic through alleys. Planner Wolf had some concepts from surrounding communities, not only on the pocket parks, but also on vertical enhancements to existing businesses on Mack Avenue.

The recommended Committee-of-the-Whole (COW) may be scheduled after the first of the year. The Planning Commission will take their priorities to City Council at the COW, with tangible recommendations, and gather support and/or additional ideas for the 2025 priority list.

Planner Wolf will bring a draft agenda for the COW to the next Planning Commission meeting.

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

Planner Wolf provided an overview of the McKenna memo on other communities' approaches, not only neighboring communities, but cities around Michigan. There is not a strong demand for short-term rentals in Grosse Pointe Woods, but evaluating our current rental ordinance to include specifics around short-term rentals so as to improve the management of such properties should be considered. Planner Wolf suggested that the Planning Commission needs to consider and establish: 1) the goals/intent of the short-term rental ordinance; 2) the zoning districts where it would be suitable, and to what extent; and 3) if we should differentiate between owner-occupied and investor-owned. Another consideration is the definition of short-term rentals and a minimum lease duration. There are rentals for hospital workers/travelling professionals around Ascension/St. John. Currently, it is required for rentals to get an inspection and be re-certified at the change of every tenant. The current ordinance does not specifically ban short-term rentals, so that should be evaluated.

Buffer zones could be considered, that would limit the number of rentals in an area, so that neighborhoods, such as the northwest corner of city, are not inundated with rentals. The

Grosse Pointe Park model is something that we should look at further. Their ordinance will be reviewed at the next meeting. Also, something to consider is the “good neighbor” policy that some cities have in place.

There has been an inquiry about a hotel in the city, in the C2 section, which is around the hospital, or around the Mack/Vernier intersection, which is not currently zoned for that. We may have more information on their concept in December. The ‘overlay’ concept may be something to consider, by allowing certain types of properties within that district.

This topic will be further discussed at future meetings.

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

Planner Wolf provided an overview of current projects and permits.

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

Commissioner O’Keefe spoke on the November 18 meeting where both the Special Land Uses and liquor licenses were approved for Lola’s Tacos and The Daily Jam; there was the second reading of the lighting ordinance which was passed. The November 25 meeting has been cancelled. Commissioner Fenton will cover the December 2024 meetings.

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

MOTION by Vitale, seconded by O’Keefe, to adjourn at 8:43 p.m.

Motion carried by the following vote:

YES: Fenton, Gilezan, Hamborsky, Mackinnon, Marx, McNelis, O’Keefe, Vitale

NO: None

ABSENT: Fuller

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

GROSSE POINTE WOODS
20025 Mack Plaza, Grosse Pointe Woods, MI 48236
Phone (313) 343-2440

REZONING APPLICATION INSTRUCTIONS

- Pre-Application Conference. Developers are encouraged to meet with City staff prior to any extensive design work and submission of an application. Pre-application conferences will give the City and the developer an opportunity to discover and discuss issues and problems that may arise later in the review process. Identification of issues of concern and proposed methods of resolving them should help to expedite the review. These conferences will make the entire review process more efficient.

An appointment for a pre-application conference can be scheduled by calling the Zoning Administrator at (313) 343-2440. While a pre-application conference is not required, it is highly recommended. Where a pre-application conference does not occur, the developer is encouraged to be familiar with all City requirements and to submit a complete and fully documented application.

- Only complete applications will be processed. Incomplete applications will be returned to the applicant. A complete application includes the following list of items pertaining to the requested Rezoning:
 1. 12 full-sized, folded copies and 1 ledger-sized copy of a scaled, legible illustration with the required details.
 2. A separate detailed written statement fully explaining your request.
 3. Legal description of the property.
 4. All appropriate signatures and authorizations.
 5. The fee as listed.
- Incomplete applications will be returned to the applicant.
- The Planning Commission meets the fourth Thursday of each month, applications are due a minimum of 30 days prior to the meeting. Please note that meeting dates may be altered for November and December due to the holidays.
- Rezoning petitions are heard in front of the Planning Commission and then the City Council. It is the applicant's responsibility to provide revised drawings (4 full-sized, folded copies and 1 ledger-sized copy) and other required information for the City Council meeting. Please note that applications may be delayed if submitted on the last filing day or if significant issues have not been resolved in a timely manner.

Attach a detailed written statement fully explaining your request.

8. Present Use of Property: (A) EXISTING MEDICAL OFFICE; (B) UNOCCUPIED RESIDENCE

NOTE: EXISTING RESIDENTIAL STRUCTURE RECENTLY SUSTAINED STORM DAMAGE

9. Attach an Accurate Drawing of the Site Showing:

- a) Property boundaries
- b) Existing buildings
- c) Unusual physical features of the site or building
- d) Abutting streets
- e) Existing zoning on adjacent properties
- f) Location of buildings on adjacent properties

10. Names and Addresses of all other Persons, Firms or Corporations having a Legal or Equitable Interest in the Property:

N/A

Applicant must provide lease, purchase agreement or written authorization from Owner.

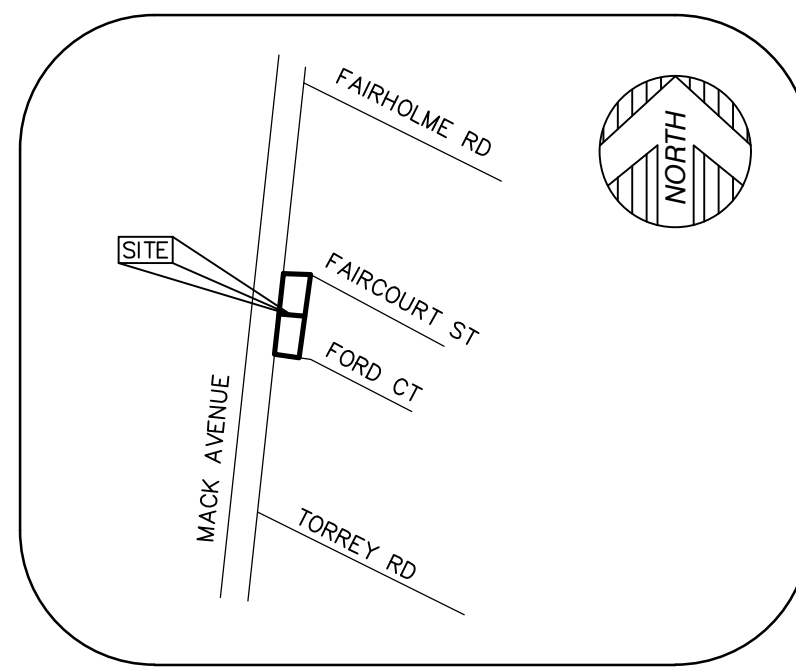
DECLARATION:

I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above, legally described property on which the request is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the request is granted, I am in no way relieved from all other applicable requirements of the City of Grosse Pointe Woods Zoning Ordinance.

By virtue of my application, I do hereby declare that the appropriate appointed officials and City staff responsible for the review of my application are given permission to visit and inspect the property regarding my petition in order to determine the suitability of the request.

Applicant Signature:  Date: 11/15/2024

Filing Fee: \$750.00 + Public Hearing Fee \$375



VICINITY MAP
(NOT TO SCALE)

PARKING

STANDARD PARKING = 6 STALLS

PARCEL AREA

PARCEL A:
6,938± SQUARE FEET = 0.16± ACRES

PARCEL B:
7,656± SQUARE FEET = 0.18± ACRES

BASIS OF BEARING

NORTH 02°58'05" EAST, BEING THE EASTERLY LINE OF MACK AVENUE, AS PLATTED

BENCHMARK

SITE BENCHMARK #1
ARROW ON HYDRANT SOUTH OF HOUSE #1670.
ELEVATION = 586.77' (NAVD 88)

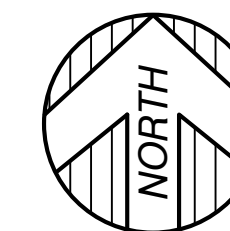
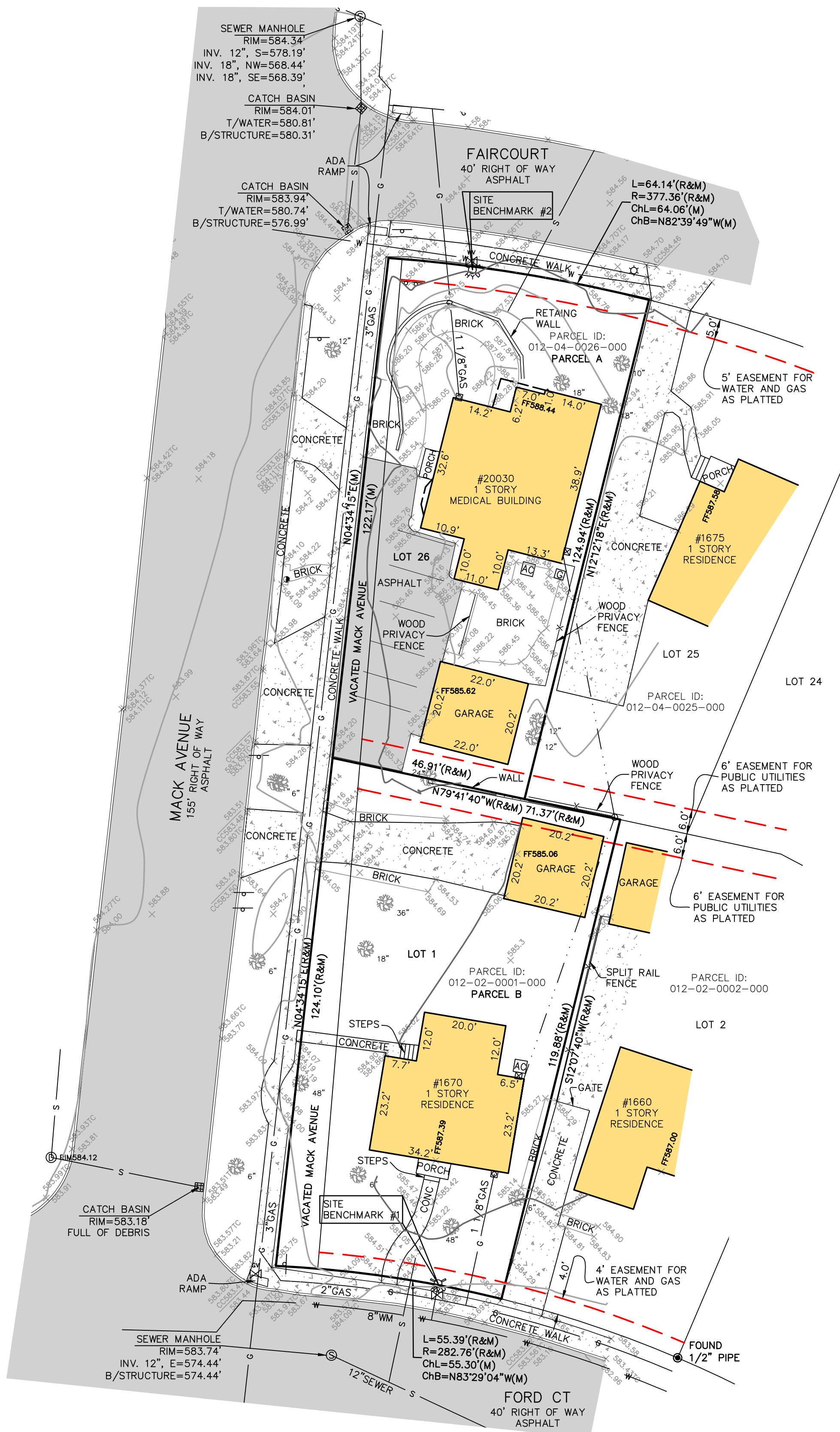
SITE BENCHMARK #2
ARROW ON HYDRANT NORTH OF BLDG #20030.
ELEVATION = 587.55' (NAVD 88)

SURVEYOR'S NOTE

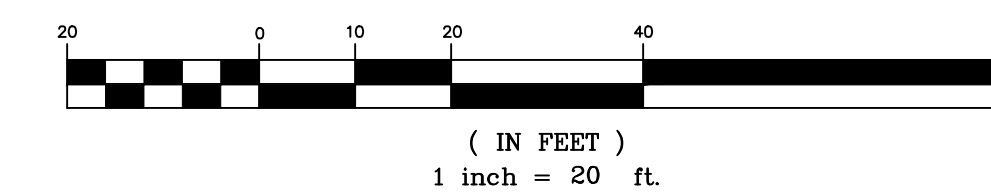
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES OTHER THAN THE STRUCTURE INVENTORY SHOWN HEREON.

LEGEND

- SET 1/2" REBAR WITH CAP P.S. 47976
- (R&M) RECORD AND MEASURED DIMENSION
- (R) RECORD DIMENSION
- (M) MEASURED DIMENSION
- 0.00 GROUND ELEVATION
- ⊗ ELECTRIC METER
- ⊕ TRANSFORMER
- ⊖ GENERATOR
- UTILITY POLE
- ⊗ GAS METER
- ⊖ GAS VALVE
- ⊙ SEWER MANHOLE
- ⊕ SQUARE CATCH BASIN
- ⊖ FIRE HYDRANT
- ⊙ WATER GATE MANHOLE
- ⊖ WATER VALVE
- ⊙ LIGHTPOST/LAMP POST
- PARKING METER
- ⊖ SINGLE POST SIGN
- ⊖ DOUBLE POST SIGN
- ⊙ DECIDUOUS TREE (AS NOTED)
- PARCEL BOUNDARY LINE
- PLATTED LOT LINE
- EASEMENT (AS NOTED)
- BUILDING
- BUILDING OVERHANG
- CONCRETE CURB
- PARKING
- EDGE OF CONCRETE (CONC.)
- EDGE OF ASPHALT (ASPH.)
- EDGE OF BRICK
- FENCE (AS NOTED)
- WALL (AS NOTED)
- OVERHEAD UTILITY LINE
- GAS LINE
- SEWER LINE
- WATER LINE
- MINOR CONTOUR LINE
- MAJOR CONTOUR LINE
- BUILDING AREA
- ASPHALT
- CONCRETE



GRAPHIC SCALE



PROPERTY DESCRIPTION

THE LAND SITUATED IN THE CITY OF GROSSE POINTE WOODS, COUNTY OF WAYNE, STATE OF MICHIGAN, IS DESCRIBED AS FOLLOWS:

PARCEL A:
WDRR26 LOT 26 ALSO THE ADJ VAC STRIP OF MACK AVE SAID STRIP MEASURES 3.30 FEET ALONG THE NORTHERLY LINE AS EXT AND 6.74 FEET ALONG THE SOUTHERLY LINE AS EXT FAIRHOLME PRIVATE CLAIMS 393 LIBER 68 PAGE 9 WAYNE COUNTY RECORDS

PARCEL B:
WOKKI LOT 1 ALSO THE ADJ VAC STRIP OF MACK AVE SAID STRIP MEASURES 6.74 FEET ALONG THE NORTHERLY LINE AS EXT AND 10.19 FEET ALONG THE SOUTHERLY LINE OF SAID LOT AS EXT TORREY WOODS SUB PRIVATE CLAIMS 393 621 LIBER 67 PAGE 39 WAYNE COUNTY RECORDS

TITLE REPORT NOTE

A CURRENT TITLE POLICY HAS NOT BEEN FURNISHED AT TIME OF SURVEY, THEREFORE EASEMENTS AND/OR ENCUMBRANCES AFFECTING SUBJECT PARCEL MAY NOT BE SHOWN.

SURVEYOR'S CERTIFICATION

TO STUCKY-VITALE ARCHITECTS:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 2, 4, 7A, 8, AND 9 OF TABLE A, THEREOF. THE FIELD WORK WAS COMPLETED ON 05/08/23.

DATE OF PLAT OR MAP: 05/16/23

DRAFT

ANTHONY T. SYCKO, JR., P.S.
PROFESSIONAL SURVEYOR
MICHIGAN LICENSE NO. 47976
22556 GRATIOT AVE., EASTPOINTE, MI 48021
TSycko@kemtec-survey.com

ALTA / NSPS LAND TITLE SURVEY
PREPARED FOR: STUCKY-VITALE ARCHITECTS
20030 MACK AVE. & 1670 FORD CT.,
GROSSE POINTE WOODS, MICHIGAN.

PROFESSIONAL ENGINEERING
SURVEYING & ENVIRONMENTAL
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A GROUP OF COMPANIES
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www.kemtecgroupofcompanies.com

| DATE | REVISION | BY | DESCRIPTION |
|--------------|----------|-----|-------------------------------|
| 05/16/23 | 1 | JT | DATE OF PLAT OR MAP: 05/16/23 |
| 05/16/23 | | ATS | |
| MAY 16, 2023 | | | |
| 23-00836 | | | SCALE: 1" = 20' |

**CITY OF GROSSE POINTE WOODS
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Grosse Pointe Woods Planning Commission, under the provisions of Public Act 110 of 2006, MCL 125.3101 as amended, and Grosse Pointe Woods City Code of 2022 Chapter 50, Article 7, Section 50-7.15, will hold a public hearing on Tuesday, December 10, 2024 at 7:00 p.m., at City Hall in the Council Chamber/Courtroom (located at 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236) for the purpose of considering a rezoning of 20030 Mack Avenue (Parcel ID 40-012040026000) and 1670 Ford Court (Parcel ID 40-012020001000) from RO-1 Restricted Office to C Commercial to create a new surface parking lot at 1670 Ford Court to support the adjacent business, Eastside Dermatology, and its building addition at 20030 Mack Avenue.

All interested persons are invited to attend and will be given opportunity for public comment. The public may appear in person or be represented by counsel. Written comments will be received in the City Clerk's Office, up to close of business preceding the hearing. Individuals with disabilities requiring auxiliary aids or services at the meeting should contact the Grosse Pointe Woods Clerk's Office at 313-343-2440 seven days prior to the meeting. The agenda and pertinent documents will be available at www.gpwmi.us.

For additional project information, contact the Building and Planning Department at 313-343-2426 or e-mail building@gpwmi.us.

Paul P. Antolin
City Clerk

EASTSIDE DERMATOLOGY

20030 MACK AVE.
GROSSE POINTE WOODS 48236

ARCHITECT

STUCKY VITALE ARCHITECTS
27172 WOODWARD AVENUE
ROYAL OAK, MICHIGAN 48067
(248) 546-6700

MEP ENGINEER

DIN ENGINEERING
33228 W. 12 MILE RD. UNIT 227
FARMINGTON HILLS, MI 48334
(248)759-5818

PROJECT INFORMATION

PROJECT DESCRIPTION

4 EXAM ROOM ADDITION AND INTERIOR RENOVATION OF EXISTING DERMATOLOGY OFFICE. DEMOLITION OF EXISTING ENTRY RAMP AND CONSTRUCTION OF NEW BARRIER FREE ACCESS RAMP.

EXISTING BUILDING: 1,417 GSF
NEW ADDITION: 447 GSF

DEMOLITION OF EXISTING STRUCTURES ON ADJACENT LOT. MODIFICATION OF EXISTING CURB CUT. CONSTRUCTION OF NEW PARKING LOT WITH BARRIER FREE PARKING ON ADJACENT LOT.

APPLICABLE CODES

2015 MICHIGAN BUILDING CODE (MBC)
2021 MICHIGAN MECHANICAL CODE (MMC)
2021 MICHIGAN PLUMBING CODE (MPC)
2015 MICHIGAN ENERGY CODE (MEC)
2013 ANSI/ASHRAE/IES 90.1
2023 NATIONAL ELECTRICAL CODE (NEC)
2015 NFPA 101 LIFE SAFETY CODE

BARRIER FREE REQUIREMENTS:

2010 ADA STANDARDS FOR ACCESSIBLE DESIGN (DOJ)
MBC-2015, CHAPTER 11
ICC / ANS1 117.1 - 2009, EXCEPT SECTION 611 & 707

ZONING INFORMATION:

ZONED RO-1 (UNCHANGED)
MAX LOT COVERAGE: 40%
MAX HEIGHT: 29FT
MAX STORIES: 2

CHAPTER 3 - USE AND OCCUPANCY CLASSIFICATION

BUSINESS (B) 1,864 SF / 100 SF = 19 OCCUPANTS (BUSINESS)

CHAPTER 5 - GENERAL BUILDING HEIGHTS AND AREAS

BUSINESS (B) TYPE VB (NON-SPRINKLER)
ALLOWABLE AREA = 9,000 SF
ALLOWABLE HEIGHT = 40 FT (2-STORIES)

CHAPTER 6 - TYPES OF CONSTRUCTION

(MBC 2015 CODE REFERENCE TABLE 601)

TYPE VB



| SHEET INDEX - GENERAL | | | |
|--|---|-------------------|----------|
| DWG # | DRAWING NAME | ISSUED FOR | DATE |
| G001 | COVER SHEET, GENERAL INFORMATION, DRAWING INDEX | REVISED SITE PLAN | 10.04.24 |
| DRAWINGS: 1 | | | |
| SHEET INDEX - ARCHITECTURAL DEMOLITION | | | |
| DWG # | DRAWING NAME | ISSUED FOR | DATE |
| AD100 | DEMO PLANS - SITE & FLOOR PLAN | REVISED SITE PLAN | 10.04.24 |
| DRAWINGS: 1 | | | |
| SHEET INDEX - ARCHITECTURAL | | | |
| DWG # | DRAWING NAME | ISSUED FOR | DATE |
| A001 | ARCHITECTURAL SITE PLAN | REVISED SITE PLAN | 10.04.24 |
| A011 | FLOOR PLANS | REVISED SITE PLAN | 10.04.24 |
| A301 | EXTERIOR ELEVATIONS N/S | REVISED SITE PLAN | 10.04.24 |
| A302 | EXTERIOR ELEVATIONS E/W | REVISED SITE PLAN | 10.04.24 |
| A311 | EXTERIOR 3D VIEWS | REVISED SITE PLAN | 10.04.24 |
| DRAWINGS: 5 | | | |

SHEET DESIGNATION

DRAWINGS ARE NUMBERED ACCORDING TO THE FOLLOWING CONVENTIONS:

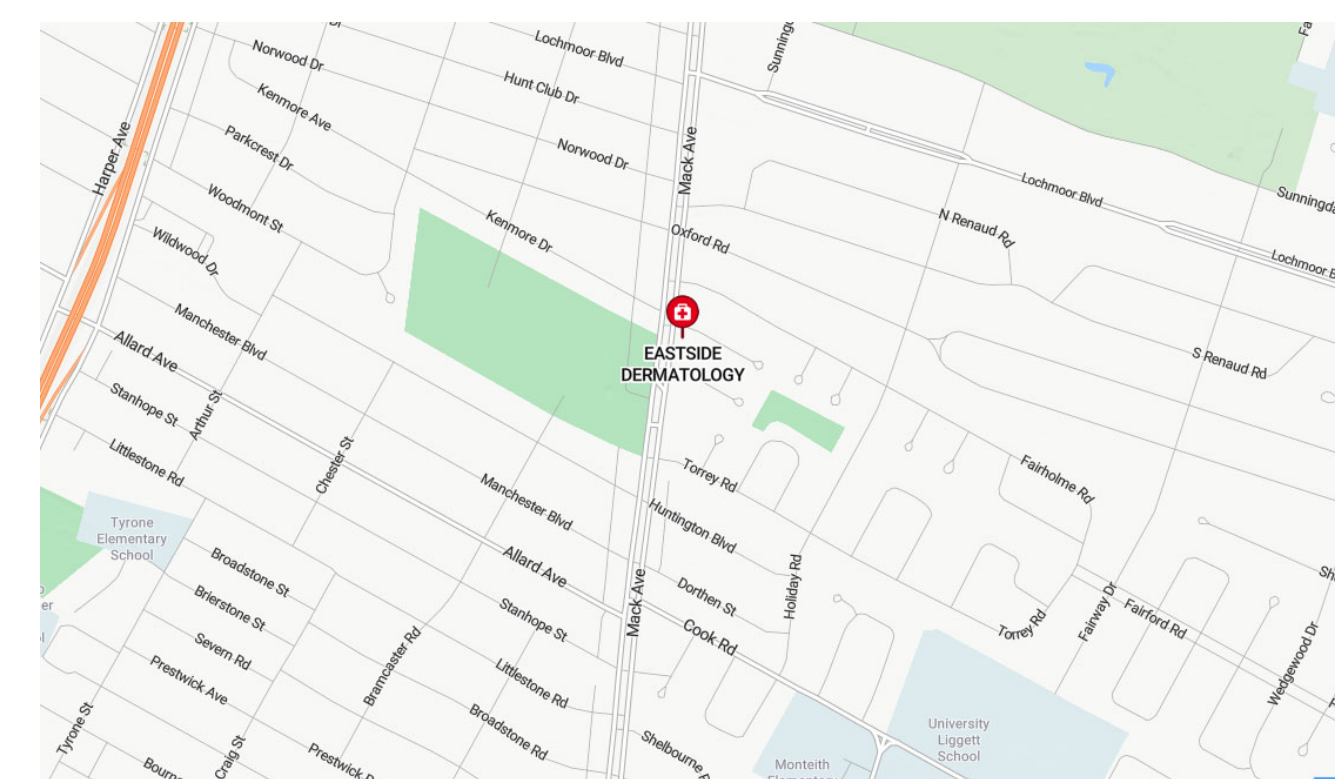
A001

DISCIPLINE DESIGNATOR: G GENERAL, AD ARCHITECTURAL, A ARCHITECTURAL

DRAWING TYPE DESIGNATOR: 0 GENERAL, LEGENDS, 1 PLANS, 3 EXTERIOR ELEVATIONS, 4 SECTIONS

DRAWING SEQUENCE NUMBER: 001

SITE LOCATION MAP



NOTE:
THESE CONSTRUCTION DRAWINGS WERE PREPARED FOR COMPLIANCE WITH THE MICHIGAN CONSTRUCTION CODES IN EFFECT AT THE TIME OF PERMIT SUBMITTAL. ALL ENGINEERS, CONTRACTORS AND SUPPLIERS INVOLVED WITH THIS PROJECT SHALL COMPLY WITH THE SAME CODES. ISSUED AND APPROVED CODE MODIFICATIONS AND/OR CITY CODE AUTHORITY CONSTRUCTION BOARDS OF APPEALS RULINGS AND WHENEVER REQUIRED SHALL PROVIDE SHOP DRAWINGS AND SUBMITTALS CLEARLY DESCRIBING COMPLIANCE TO THE REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE FOR REVIEW AND APPROVAL.



STUCKY VITALE ARCHITECTS
27172 WOODWARD AVENUE
ROYAL OAK, MI 48067-0925
P. 248.546.6700
F. 248.546.8454
WWW.STUCKYVITALE.COM

STATEMENT OF INTELLECTUAL PROPERTY:
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Consultants

Seal:

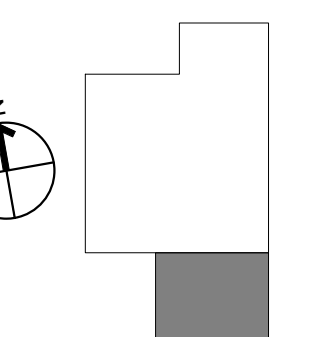


Project:

EASTSIDE DERMATOLOGY

20030 MACK AVE.
GROSSE POINTE WOODS 48236

Key Plan:



Issued for

SITE PLAN REVIEW 02.20.24
BUILDING PERMIT 06.17.24
REVISED SCHEME 07.16.24
SITE PLAN 09.06.24
APPROVAL
REVISED SITE PLAN 10.04.24

Drawn by:

DCM, JPM

Checked by:

JAV

Sheet Title:

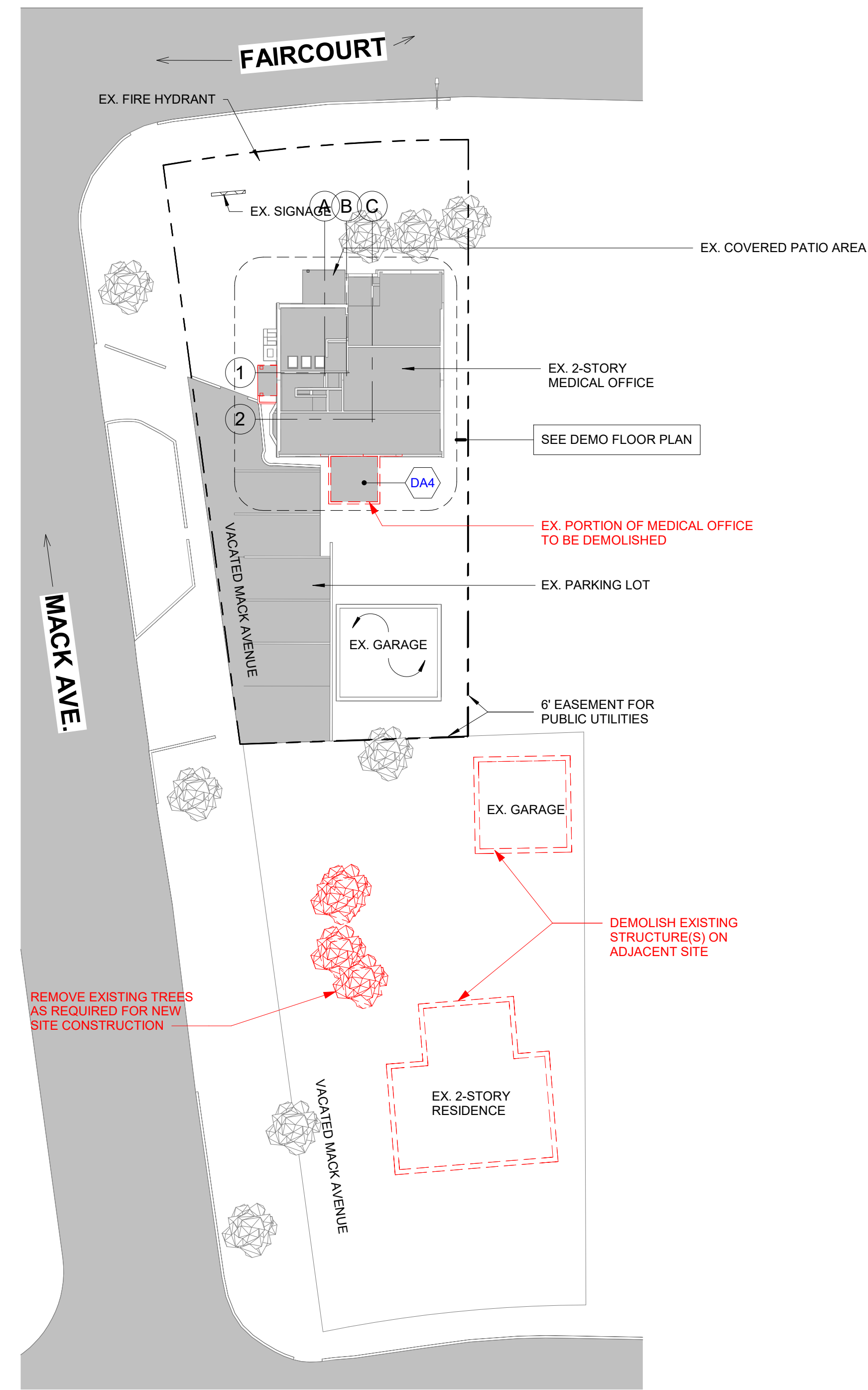
COVER SHEET, GENERAL INFORMATION, DRAWING INDEX

Project No.:

2021.169

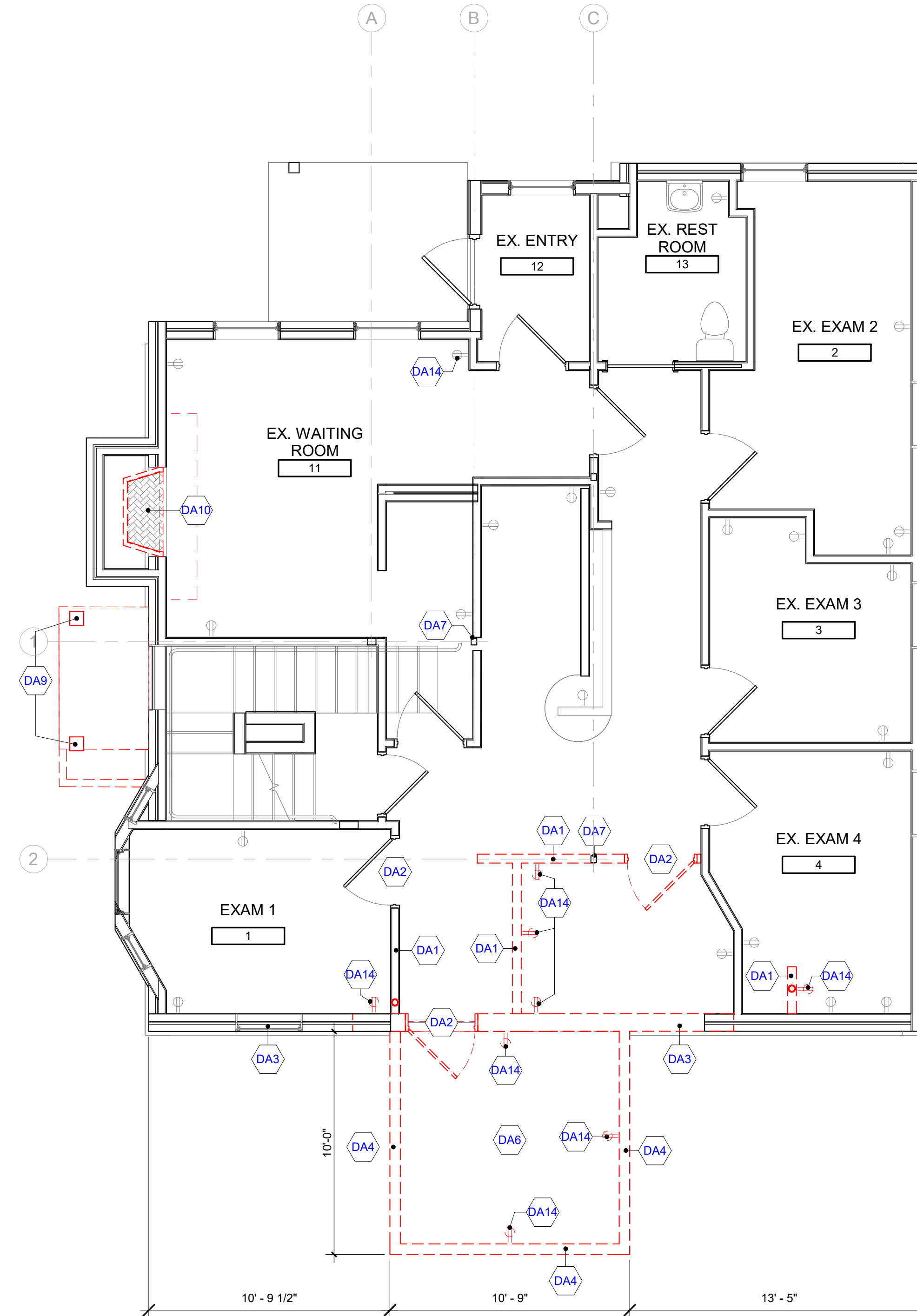
Sheet No.:

G001



2 SITEPLAN - DEMOLITION
AD100 1" = 20'-0"

| KEYNOTE - DEMOLITION LEGEND | |
|-----------------------------|--|
| KEYNOTE | KEYNOTE DESCRIPTION |
| DA1 | REMOVE PORTION OF INTERIOR PARTITION WALL. COORDINATE REMOVAL WITH NEW WORK PLAN. PATCH AND REPAIR FLOOR AND CEILINGS AS REQ'D AFTER DEMOLISH IS COMPLETE. |
| DA2 | REMOVE DOOR AND FRAME AND ALL ASSOCIATED ITEMS. INFILL OPENING WITH CONSTRUCTION TO MATCH EXISTING WALL, PROVIDING A WEATHER TIGHT SEAL. |
| DA3 | REMOVE WINDOW AND FRAME AND ALL ASSOCIATED ITEMS. INFILL OPENING WITH CONSTRUCTION TO MATCH EXISTING WALL, PROVIDING A WEATHER TIGHT SEAL. |
| DA4 | COMPLETELY REMOVE EXTERIOR WALL AND ALL ASSOCIATED ITEMS, INCLUDING BUT NOT LIMITED TO WALL FRAMING, INT AND EXT FINISHES, FOUNDATIONS, ELEC ITEMS, ETC. PROVIDE LINTEL AT NEW OPENING TO SUPPORT EXISTING ROOF FRAMING. BACKFILL REMOVED FOUNDATIONS WITH COMPACTED SOIL. |
| DA6 | COMPLETELY REMOVE FLOOR, CEILING AND ROOF IN AREA DENOTED ON PLAN AND ALL ASSOCIATED ITEMS. INCLUDING BUT NOT LIMITED TO FRAMING, INT AND EXT FINISHES, FLOOR, CEILING AND ROOF, ELEC ITEMS, MECH ITEMS, ETC... |
| DA7 | EXISTING BUILDING STRUCTURAL COL TO REMAIN. PROTECT AS REQUIRED THROUGHOUT CONSTRUCTION. PROVIDE SELECTIVE DEMOLISH IN THIS AREA TO DISCOVER EXIST COL BURIED IN WALL PRIOR TO WALL REMOVAL. |
| DA9 | REMOVE CANOPY, RAISED SLAB, COLUMNS, AND ASSOCIATED FOUNDATIONS. TAKE CARE NOT TO DAMAGE ROOF CONNECTION AT EXISTING BAY WINDOW AND EXTERIOR WALL. |
| DA10 | EXISTING FIREPLACE, MANTAL, AND TILE HEARTH TO BE REMOVED. INSULATE FIREPLACE OPENING PRIOR TO PATCHING DAMAGED PORTION OF WALL TO MATCH INTERIOR WALL CONDITION. |
| DA14 | REMOVE EXISTING ELECTRICAL OUTLET AND TERMINATE ALL WIRING. |



1 FIRST FLOOR DEMO
AD100 1/4" = 1'-0"

DEMOLITION PLAN NOTES

- ALL DEMOLITION WORK REQUIRED IS NOT NECESSARILY LIMITED TO WHAT IS SHOWN ON THE DEMOLITION PLANS. THE INTENT IS TO REMOVE ALL MECHANICAL, ELECTRICAL, AND ARCHITECTURAL ITEMS AS REQUIRED TO FACILITATE NEW CONSTRUCTION.
- COORDINATE SCOPE AND EXTENT OF DEMOLITION WORK WITH NEW WORK PLANS AND DETAILS.
- ALL WALLS, DOORS, FRAMES, AND RELATED HARDWARE ASSEMBLIES DESIGNATED AS "TO BE REMOVED" (SHOWN AS DASHED LINES) SHALL BE COMPLETELY REMOVED AND DISPOSED OF AS DESIGNATED BY OWNER/TENANT. ALL EXISTING WALLS NOT DESIGNATED FOR DEMOLITION SHALL BE PROTECTED FROM DAMAGE AND REMAIN "AS-IS".
- IN OCCUPIED BUILDINGS, ANY CONSTRUCTION BEYOND 48 HOURS MUST BE ISOLATED WITH HARD BARRIER WALL (1 HR. RATED), PER BUILDING CODE 1 HOUR FIRE RATED PLASTIC BARRIER MAY BE USED, VERIFY WITH LOCAL AHJ. PROVIDE ANY/ALL DUST CONTROL AND INFECTION CONTROL MEASURES TO ISOLATE ALL WORK TO PROJECT AREA.
- PHASED CONSTRUCTION MAY BE REQUIRED. FINAL NUMBER OF PHASES TBD BY OWNER/ ARCHITECT/ GC PRIOR TO CONSTRUCTION. CONTRACTOR PROVIDE ANY/ALL TEMP. CONSTRUCTION MEASURES AS REQUIRED BY LOCAL AHJ (EXIT SIGNS, EMERGENCY LIGHTING, CONSTRUCTION LIGHTING, EGRESS SIGNAGE, ETC.)
- ALL EQUIPMENT, DOORS, FRAMES, RELATED HARDWARE, AND DESIGNATED ITEMS TO BE SALVAGED SHALL BE REMOVED, PROTECTED FROM DAMAGE, AND STORED FOR REUSE.
- CLEAN AND REPAIR ALL EXISTING FLOOR FINISHES AS NECESSARY.
- ALL DEMOLITION WORK SHALL BE PERFORMED IN A NEAT AND WORKMANSHIP MANNER. ALL SURFACES ADJACENT TO AND ABUTTING TO THOSE DESIGNATED "TO BE REMOVED" SHALL BE LEFT WITH A SMOOTH AND FLUSH APPEARANCE.
- THE CONTRACTOR SHALL EXERCISE ALL REQUISITE CARE NECESSARY TO ENSURE THAT ALL EQUIPMENT, MATERIALS, FINISHES AND ASSEMBLIES WHICH ARE NOT BEING REMOVED ARE PROTECTED FROM DAMAGE DURING DEMOLITION AND SUBSEQUENT CONSTRUCTION OPERATIONS.
- REFER TO MECHANICAL AND ELECTRICAL DEMOLITION DRAWINGS AND SPECIFICATIONS FOR ADDITIONAL DEMOLITION INFORMATION.
- GENERAL PRECAUTIONS SHALL BE TAKEN AS NECESSARY TO HOLD ALL DISRUPTION, DUST, DIRT, NOISE, AND DEBRIS TO A MINIMUM.
- THE CONTRACTOR SHALL COORDINATE DEMOLITION WORK WITH OWNER TO ENSURE THAT IMPACTS ON THE BALANCE OF THE BUILDING ARE HELD TO A MINIMUM.
- PREPARE ALL SURFACES TO RECEIVE THE NEW WORK AND FINISHES OF THE CONTRACT.
- THE CONTRACTOR SHALL DESIGN, PROVIDE, INSTALL AND MAINTAIN ANY AND ALL TEMPORARY BRACING AS REQUIRED TO ENSURE THE STABILITY OF THE BUILDING ASSEMBLY AND/OR ANY SYSTEMS AND/OR SUB-ASSEMBLIES AND/OR SYSTEMS APPURTENANT THERETO UNTIL SAID ASSEMBLY AND/OR SUB-ASSEMBLIES ARE COMPLETE, SELF-SUPPORTING AND/OR STABLE.

DEMOLITION PLAN LEGEND

- EXISTING
- EXISTING WOOD STUD PARTITION TO REMAIN
 - EXISTING DOOR TO REMAIN,
 - AREA NOT IN CONTRACT (NIC)
- DEMO
- DEMO STUD PARTITION
 - DEMO DOOR



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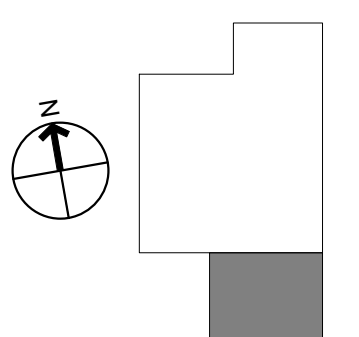
Seal:



Project :
EASTSIDE
DERMATOLOGY

20030 MACK AVE.
GROSSE POINTE
WOODS 48236

Key Plan:



Issued for

SITE PLAN REVIEW 02.20.24
BUILDING PERMIT 06.17.24
REVISED SCHEME 07.16.24
SITE PLAN 09.06.24
APPROVAL
REVISED SITE PLAN 10.04.24

Drawn by :
DCM, JPM

Checked by :
JAV

Sheet Title :
DEMO PLANS - SITE & FLOOR PLAN

Project No. :
2021.169

Sheet No. :
AD100

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1" = 10'-0" / A001
SITEPLAN OVERVIEW - 1
PROPOSED

SITE COVERAGE STATISTICS

| AREA - SITE | |
|--|----------|
| SITE OVERALL | 6,848 SF |
| AREA - PROPOSED LOT COVERAGE (OVERALL) | |
| EXISTING BUILDING (TO REMAIN) | 1,417 SF |
| ADDITION (PROPOSED) | 450 SF |
| TOTAL | 1,867 SF |
| LOT COVERAGE | 26.87% |

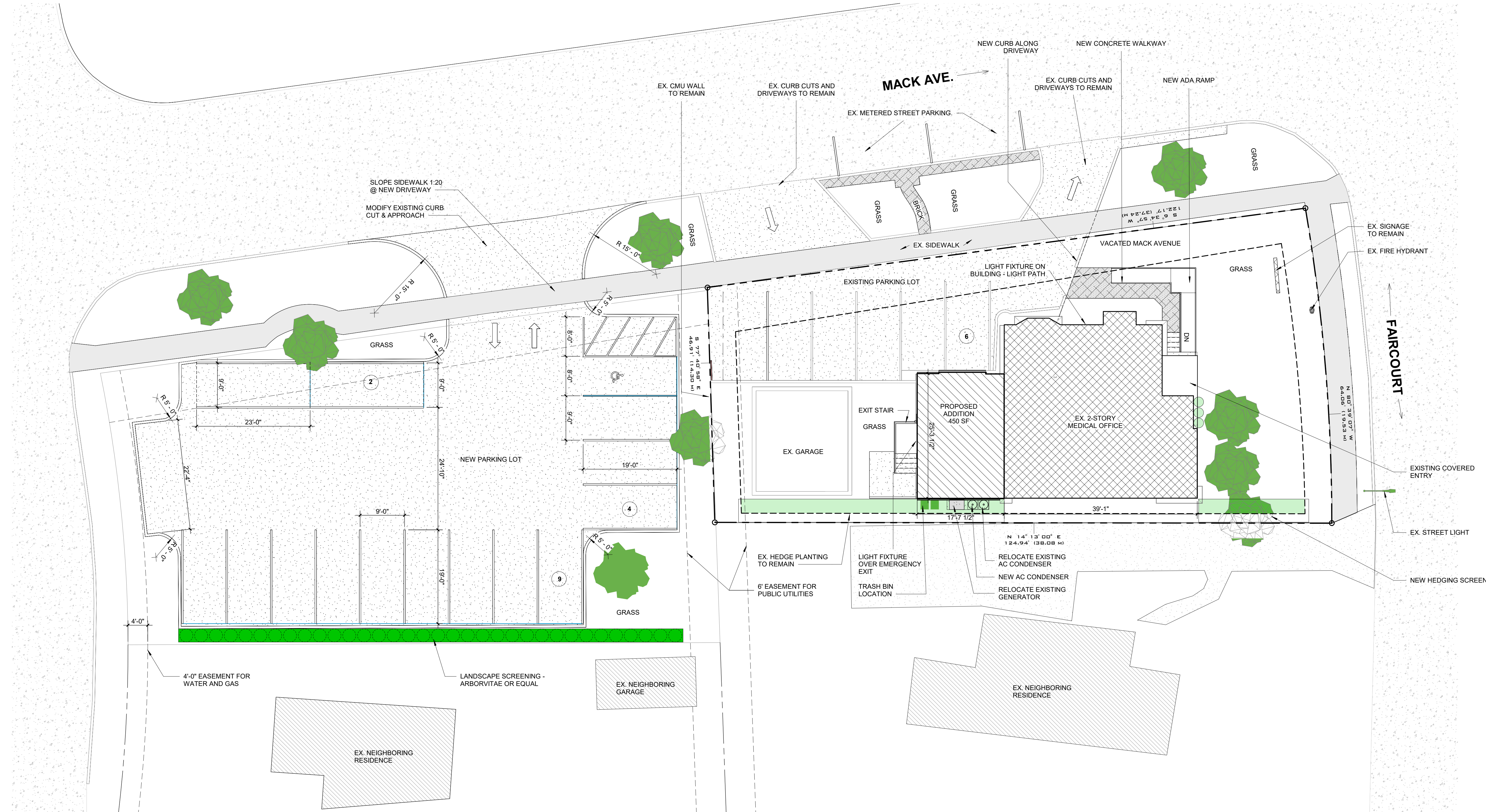
ZONING REQUIREMENTS

PER SECTION 50-3.1.L OF THE CITY OF GROSSE POINTE WOODS ZONING ORDINANCE
 SITE ADDRESS: 20030 MACK AVE. GROSSE POINTE WOODS MI, 48236
 ZONING TYPE: R0-1 RESTRICTED OFFICE
 PARCEL NUMBER: 012 04 0026 000

| | REQUIRED | PROPOSED |
|--------------------------|---------------------|-------------------------------|
| LOT AREA (MIN) | = NONE | = 6,948 SF (EXISTING) |
| LOT WIDTH (MIN) | = NONE | = 60 FT (EXISTING) |
| LOT DEPTH (MIN) | = 100 FT | = 140 FT (EXISTING) |
| LOT COVERAGE (MAX) | = 40% | = 25.64% |
| REQUIRED YARDS | | |
| FRONT YARD (MIN) | = NONE | = EXISTING |
| REAR YARD (MIN) | = NONE | = EXISTING |
| INTERIOR SIDE YARD (MIN) | = NONE | = 9'-4 1/2" |
| SIDE YARD (STREET SIDE) | = NONE | = NONE |
| BUILDING HEIGHT | = 28 FT / 2-STORIES | = 24 FT, 2-STORIES (EXISTING) |

PARKING REQUIREMENTS 50-5.3
 OFF-STREET LOADING 0-2,000SF = NONE = 0 SPACES
 OFF-STREET PARKING SPACES = 7-SPACES REQD = 6-SPACES PROVIDED;

ADJACENT PARKING LOT = 15 SPACES INCLUDING 1 BARRIER FREE



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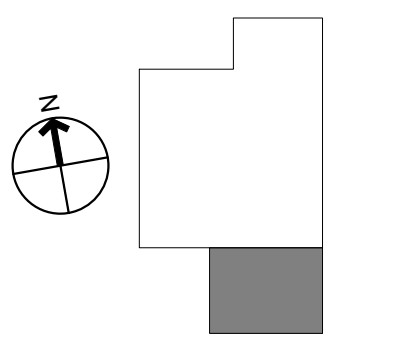
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Project:
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20030 MACK AVE.
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Key Plan:



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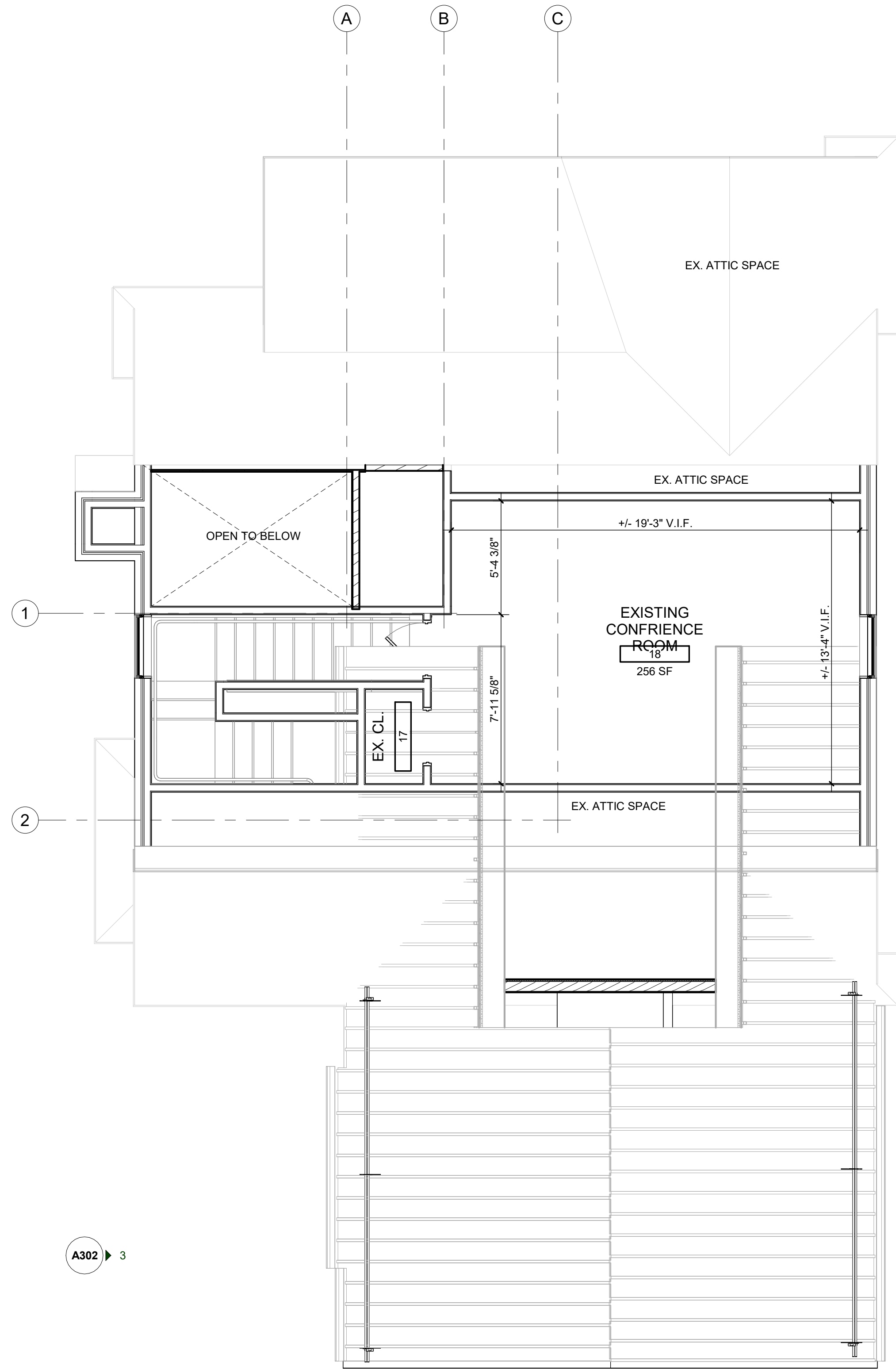
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|--------------------|----------|
| SITE PLAN REVIEW | 02.20.24 |
| BUILDING PERMIT | 06.17.24 |
| REVISED SCHEME | 07.16.24 |
| SITE PLAN APPROVAL | 09.06.24 |
| REVISED SITE PLAN | 09.27.24 |
| REVISED SITE PLAN | 10.04.24 |

Drawn by : DCM, JPM
 Checked by : JAV
 Sheet Title : ARCHITECTURAL SITE PLAN

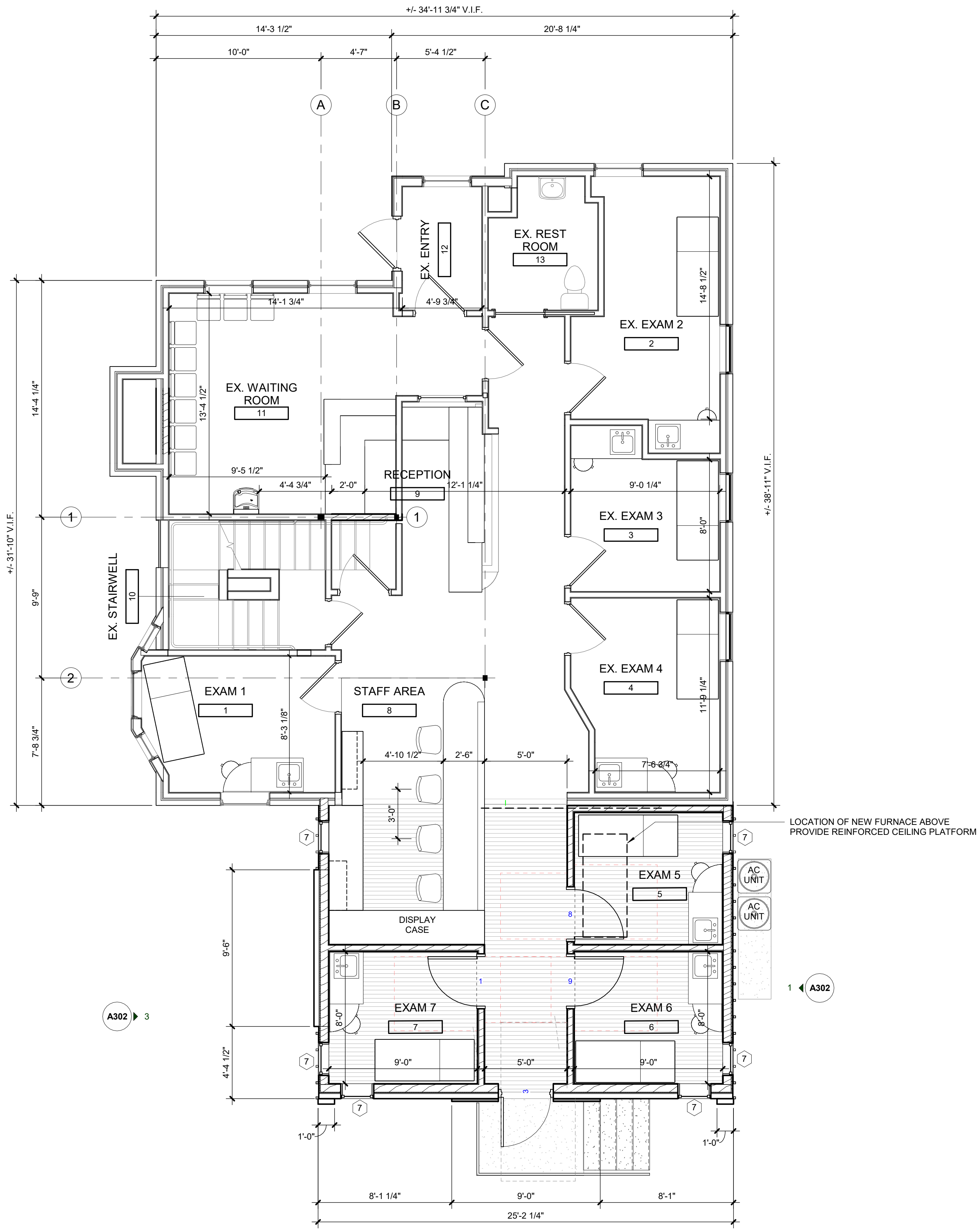
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Sheet No. : **A001**

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2
A011 SECOND FLOOR
1/4" = 1'-0"



1
A011 FIRST FLOOR
1/4" = 1'-0"



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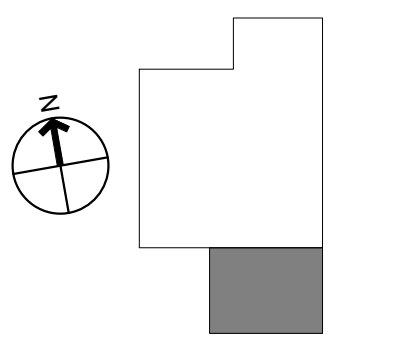
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Key Plan:



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|-------------------|----------|
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| SITE PLAN | 09.06.24 |
| APPROVAL | |
| REVISED SITE PLAN | 10.04.24 |

Drawn by:
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Sheet Title:
FLOOR PLANS

Project No. :
2021.169

Sheet No. :
A011

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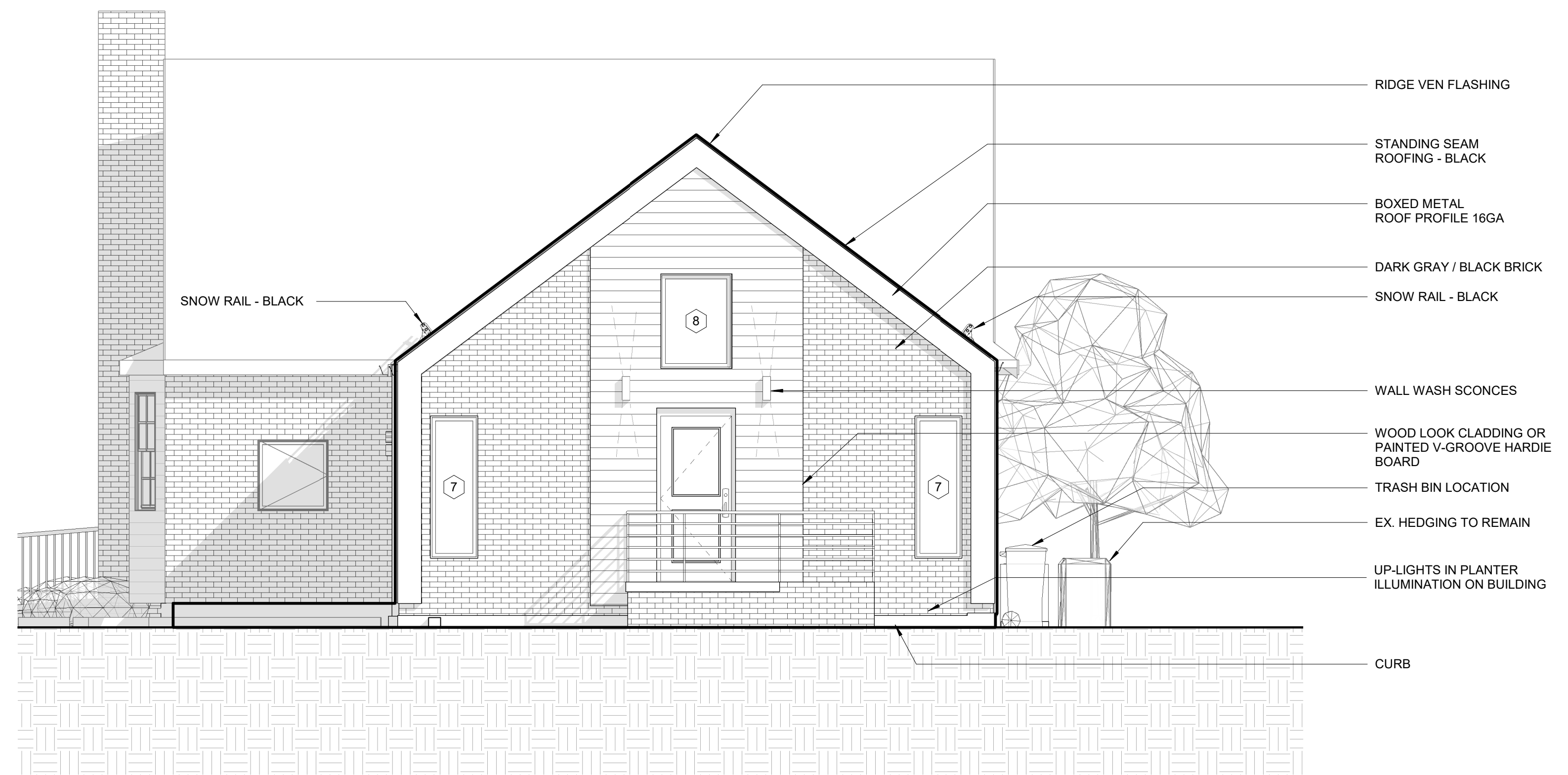
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1 NORTH ELEVATION
 A301 1/4" = 1'-0"



2 SOUTH ELEVATION
 A301 1/4" = 1'-0"

Seal:

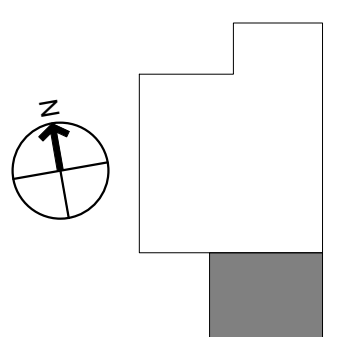


Project :

EASTSIDE DERMATOLOGY

20030 MACK AVE.
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EXTERIOR ELEVATIONS N/S

Project No. :

2021.169

Sheet No. :

A301

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3 WEST ELEVATION
 A302 1/4" = 1'-0"



1 EAST ELEVATION
 A302 1/4" = 1'-0"

Seal:

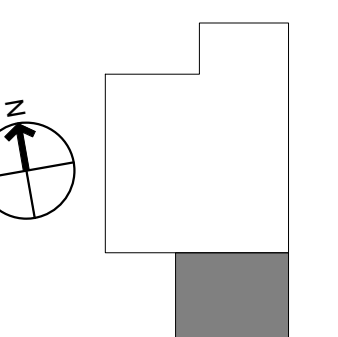


Project :

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Key Plan:



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 SITE PLAN APPROVAL 09.06.24
 REVISED SITE PLAN 10.04.24

Drawn by :

DCM

Checked by :

JV

Sheet Title :

EXTERIOR ELEVATIONS E/W

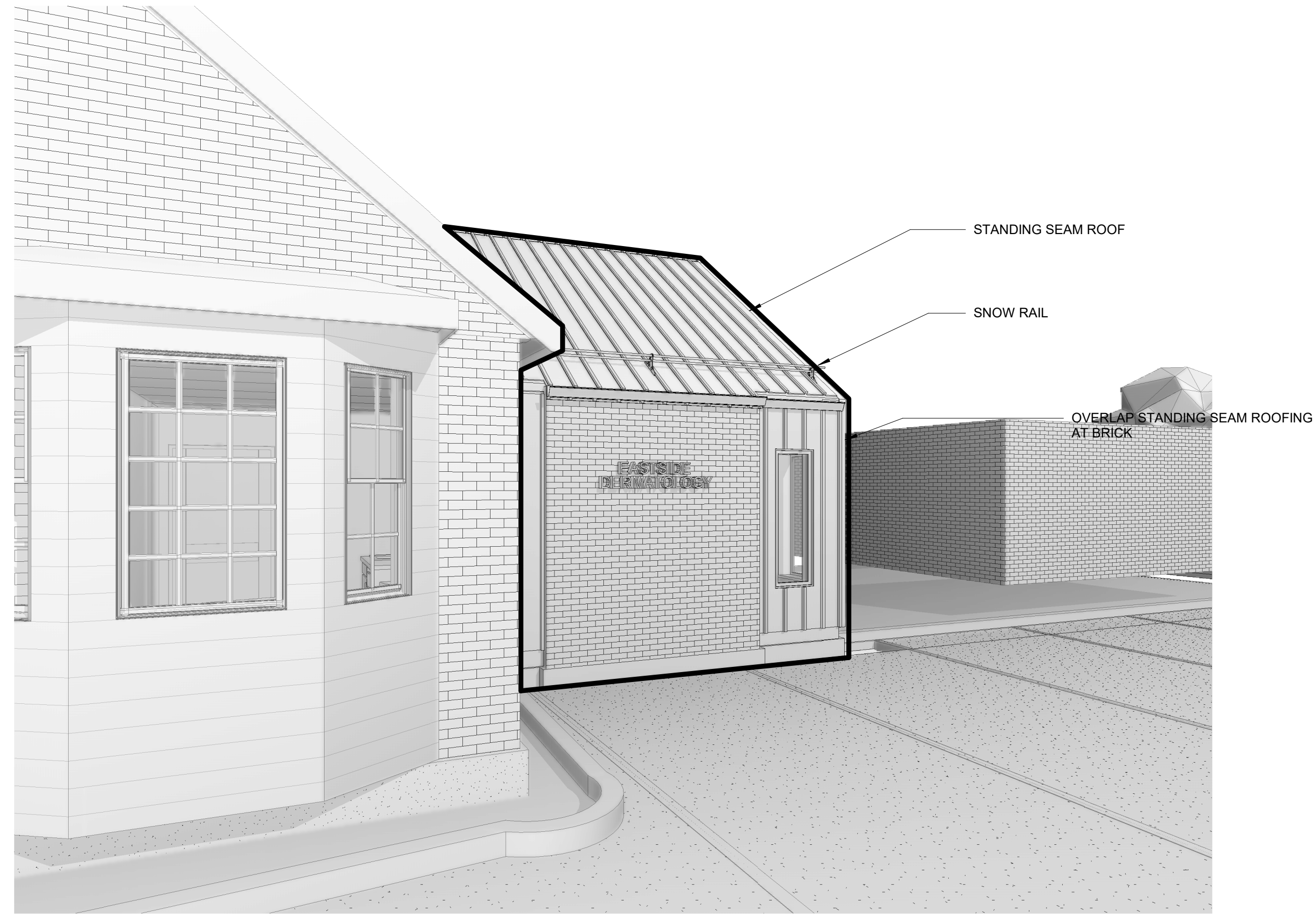
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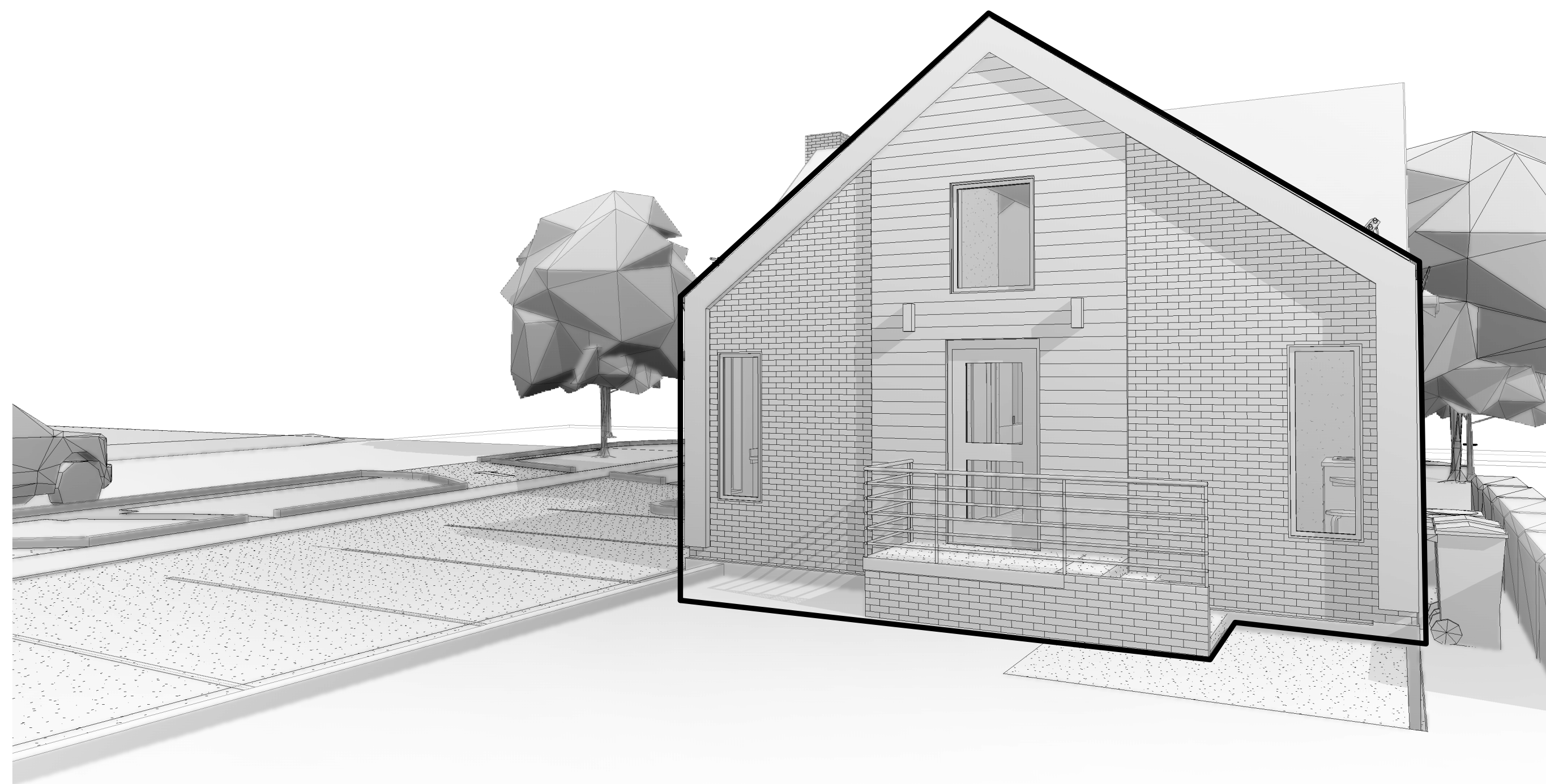
AXON VIEW - ADDITION
EMERGENCY EXIT

4
A311



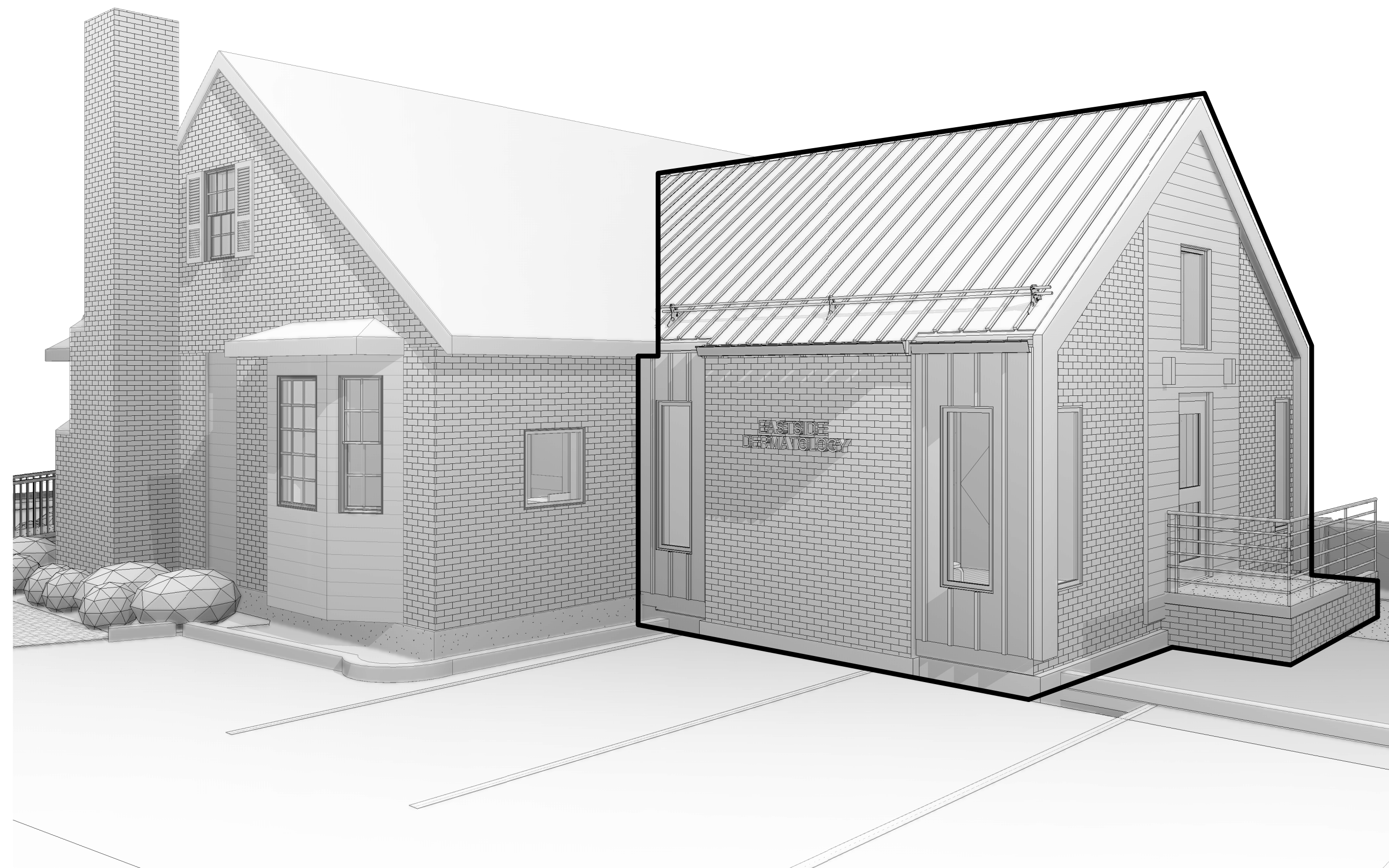
AXON VIEW - EAST SIDE

2
A311



AXON VIEW - SOUTH SIDE

3
A311



AXON VIEW - WEST SIDE

1
A311



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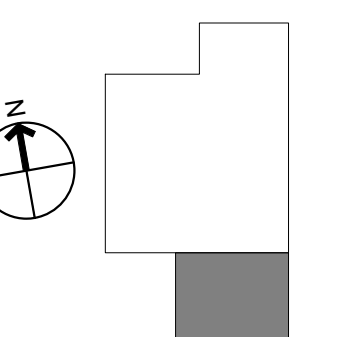


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Sheet Title :
EXTERIOR 3D VIEWS

Project No. :
2021.169

Sheet No. :

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MCKENNA

December 6, 2024

Planning Commission
City of Grosse Pointe Woods
20025 Mack Plaza Dr
Grosse Pointe Woods, MI 48236

**Subject: RO-1 to C Commercial Rezoning Request for 20030 Mack – Parcel A
R1D to C Commercial Rezoning Request for 1670 Ford Court – Parcel B**
Parcel ID: Parcel A -- 40-012-04-0026-000; Parcel B -- 40-012-02-0001-000
Rezoning Review #1
Existing Zoning: RO-1 Restricted Office and R-1D One-Family Residential
Proposed Zoning: C Commercial

Dear Commissioners,

We have reviewed the above application for consideration of a rezoning request. Manz-Dulac Properties of Eastside Dermatology (the “Applicant”) are requesting a rezoning of 20030 Mack Avenue (Parcel A), the existing site of Eastside Dermatology, and 1670 Ford Ct (Parcel B), the abutting property at the southern property line along Mack Avenue. Parcel A contains an existing one-story office structure with five off street parking spaces, to which the Applicant seeks to build an addition to the existing structure on site. Parcel B contains a residential structure that has experienced damages making it uninhabitable in its current state. The Applicant seeks to demolish the structures on Parcel B to create a surface parking lot. The Applicant seeks a rezoning to allow for the surface parking lot at 1670 Ford Court, which is intended to support the operations of the existing medical office at 20030 Mack Avenue. This review is based on the rezoning application submitted November 11, 2024 and the site plan amendment submitted on October 04, 2024.

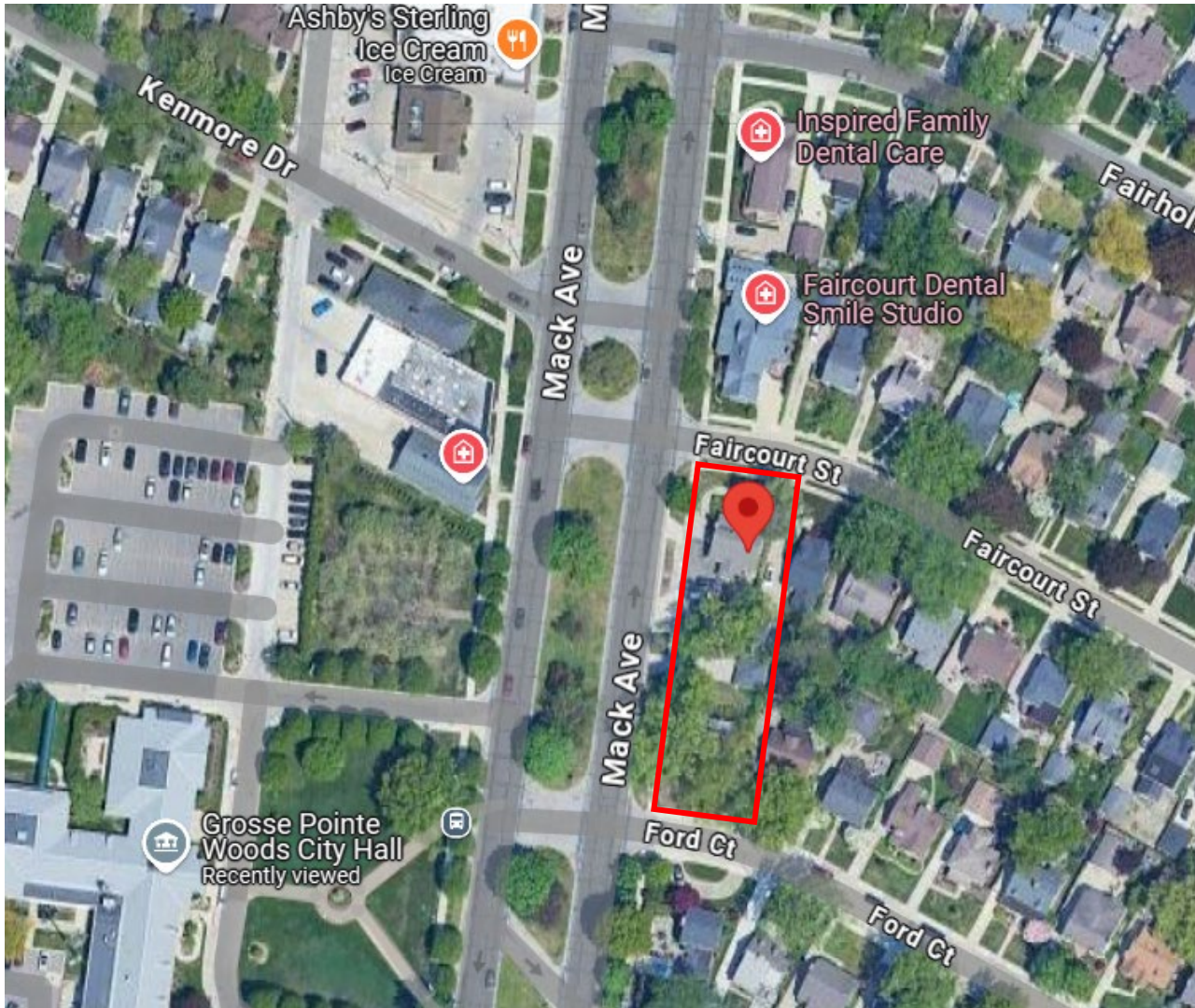
SUMMARY OF REQUEST

The applicant proposes to rezone both parcels to support the creation of a surface parking lot at Parcel B and align the zoning districts of the two parcels used for the same business purpose. Earlier this year, the Applicant submitted site plans for a proposed renovation and expansion of the existing structure at 20030 Mack Avenue, which would expand the building footprint. This plan entailed additional site modifications to which the Planning Commission approved with condition. However, due to cost estimates and changing circumstances, the Applicant now seeks an amendment to the site plan, which expands the project to include changes to 1670 Ford Court to create a surface parking lot.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

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SURROUNDING SITE USES AND ZONING

The following chart provides information on existing land use, current zoning, and future land use.

| Location | Existing Land Use | Zoning District | Future Land Use Designation |
|----------------------------|------------------------------------|-----------------|------------------------------|
| Subject Site (Parcel A, B) | Medical office building and vacant | RO-1; R-1D | Corridor Mixed Use |
| North | Medical office and residential | RO-1 | Corridor Mixed Use |
| South | Single-unit residential | R-1D | Corridor Mixed Use |
| East | Single-unit residential | R-1D | Single Family Medium Density |
| West | Community Facility – City Hall | CF | Institutional |



RECOMMENDATIONS

Rezoning Request Consideration. Based on the application submitted, we recommend approval of the joint rezoning. Pending any comments from the public during the public hearing, we recommend the Planning Commission consider any conditions to be added to the rezoning that would ensure it remains harmonious with neighboring residential uses. At this point in time, pending public comment, we recommend the following motion:

I move to recommend approval of the proposed rezoning at 20030 Mack Avenue (Parcel ID 40-012-04-0026-000) from RO-1 Restricted Office to C Commercial Business District and at 1670 Ford Court (Parcel ID 40-012-02-0001-000) from R-1D One-family Residential to C Commercial Business to City Council based on the following finding of fact:

- a. *The upzoning to support mixed use along Mack Avenue aligns with the newly adopted 2024 Master Plan and Future Land Use Plan Map, which shows Corridor Mixed Use, aligning with the C Commercial Business District, for the subject site and sites up and down the same side of Mack Avenue.*
- b. *The addition of a surface parking lot will improve traffic flow and safety along Mack Avenue and Faircourt Street.*
- c. *The joint rezoning would align with zoning best practices to combine two contiguous parcels being used for the same, singular business purpose.*

Respectfully submitted,

McKENNA

Brigitte Smith Wolf, AICP
Senior Planner



Rezoning Review

1. HARMONY WITH MASTER PLAN

Is the requested rezoning consistent with the goals, policies, and future land use map of the Master Plan? Or, has applicant demonstrated conditions have changed significantly since the Master Plan was developed, and request is demonstrably consistent with the development trends in the area?

Findings:

The 2024 Master Plan Future Land Use Map designates this area as *Corridor Mixed Use*, described in the text of the Master Plan as, “retail, restaurant, personal service, and office establishments which are designed for the day-to-day needs of nearby residents and are found along the Mack Avenue corridor ...”, and that “These facilities are intended to be located in close proximity to residential neighborhoods but with adequate buffering”. This Future Land Use designation equates to the current zoning districts: C Commercial Business, RO-1 Restricted Office, and P Parking District. It is important to note that the updated Master Plan Future Land Use Map has removed the Office and P Parking designations to be expanded to Mixed Use designation. The demand for office spaces has changed, especially since COVID-19. To avoid vacancies and irreverent zoning designations, we recommend moving forward with the recommendations of the Master Plan for parcels abutting Mack Avenue to allow for mixed-use.

Mack Avenue, being the commercial spine of and providing principal entryways into the community receives special attention in the Master Plan. Elements called out in the Plan related to Mack Avenue include architectural design and parking. The design of the building on the subject parcel aligns with the “colonial” style and in fact despite being for office use, the building blends harmoniously in terms of design, scale, and style with the neighborhood to its east.

2. COMPATIBILITY OF ENVIRONMENTAL FEATURES

Are the site’s physical, geological, hydrological and other environmental features compatible with the host of uses permitted in the proposed zoning district, especially for sites without public utilities?

Findings: The site’s physical features are compatible with the uses permitted in the C Commercial Business District, which allows for uses (retail, office) that service local and neighborhood needs as well as accessory uses (surface parking lots) to support those uses. Based on the site and building design, the proposed use of the site and proposed expansion to the existing building is anticipated to be compatible with the environmental features of the site. This will be further addressed in the site plan review.

3. COMPATIBILITY WITH SURROUNDING USES

Are all of the potential uses allowed in the proposed zoning district compatible with surrounding uses in terms of land suitability, density of use, environmental impacts, nature of use, traffic impacts, aesthetics, infrastructure and maintenance of property values.

Findings: To the north of this site, there are single-unit residential structures with office uses, zoned RO-1. Immediately east is a single-family residential district with an R1-D, One-Family Residential classification. Across Mack Avenue to the west is a mile-plus corridor of largely single-story commercial storefronts, interrupted by the



Grosse Pointe Woods municipal complex nearby to the southwest. Across Ford Court to the south, is a single-family home abutting a larger parcel housing a religious institution.

Aesthetically, the office building and the proposed expansion blends well with its surroundings. The scale of the building makes a good transition between the Mack corridor and Faircourt Street and Ford Court residential neighborhood. Additionally, the added parking lot to support the business will alleviate parking concerns on the residential streets and along Mack Avenue. Buffering requirements between commercial and residential uses will be required as part of the site plan review.

Based on comments received during the public comment period, Planning Commission can consider adding conditions to the rezoning to ensure compatibility remains with the surrounding residential uses. Something to consider would be business hours to ensure traffic and noise align with surrounding uses.

4. ECONOMIC VIABILITY OF CURRENT ZONING

Has the applicant demonstrated that he/she cannot receive a reasonable return on investment through developing the property with at least one (1) of the uses permitted under the current zoning?

Findings:

The site plan amendment and subsequent rezoning have been brought forth to provide more adequate off-street parking to support the operating dentist office. An expansion of the office-only, or restricted office, or parking only, designation would not align with the Master Plan and the Future Land Use.

5. DEMAND FOR PROPOSED USE

Is there evidence of demand for additional land uses permitted in the requested zoning district in relation to the amount of land currently zoned and available to meet the demand?

Findings: There is demand and an expressed need for additional examination rooms and parking spaces to support the existing business. The off street parking will alleviate parking congestion and improve traffic flow.

6. EXCLUSIONARY ZONING

Is the rezoning necessary to avoid exclusion of a lawful land use?

Findings: No, the C Commercial Business exists in other portions of the City, as does RO-1 Restricted Office and P-1 parking. Where P-1 does exist, it is for a more parking-intensive multitude of retail uses rather than for a singular business use as being proposed. Additionally, based on the proposed site changes, and the removal of the existing residential structure at 1670 Ford Court, the parcels should be combined and share the same zoning designation since they will be used for the same business activity and are contiguous parcels.

This rezoning is necessary to support the surface parking lot while supporting the continued use of the existing site without the over segmentation of the parcels. The proposed rezoning is a better fit than that which would be permitted by the existing zoning.

7. DESIRABLE ZONING POLICY TREND

Is the rezoning establishing a desirable zoning trend policy for similar or identical lands?

Findings: This rezoning is a part of a desirable zoning trend put forth by the updated 2024 Master Plan and Future Land Use map. The Master Plan aims to move away from the over segmentation and restricted zoning



uses of parking or office use only, and move towards designating all parcels abutting Mack Avenue as Corridor Mixed Use to allow for a more vibrant and modern main commercial artery of the City.

8. HARMONY WITH DIMENSIONAL REQUIREMENTS

Are the boundaries of the requested rezoning reasonable in relationship to surroundings and ability to meet the dimensional regulations in the zoning ordinance?

Findings: The existing office structure meets all dimensional regulations in the zoning ordinance in relation to the adjacent office and residential uses. The proposed additions will be addressed in the site plan review to ensure they meet the dimensional regulations of the Ordinance.

9. ZONING CORRECTION

Does the requested zoning correct an error in the zoning map? Or zoning text?

Findings: This is not applicable to this particular zoning request.

10. AVOIDANCE OF SPOT ZONING

Does the requested rezoning avoid creating an isolated and unplanned spot zone? (i.e. does it provide the landowner with privileges not readily available to other landowners in similar circumstances?)

Findings: The requested rezoning would not provide the landowner with privileges not readily available to the landowners in similar circumstances, this rezoning would further grant the landowner with privileges similar to other properties along Mack Avenue in supporting their expansion. This rezoning would allow the landowner greater legal use of the site.

10. REQUEST SUBMISSION

Has the request previously been submitted within the past one (1) year? Or have conditions changed or new information been provided?

Findings: No, the rezoning request has not already been submitted with the last year. Since the last site plan was submitted the 2024 Master Plan has been finalized and adopted.



MCKENNA

December 6, 2024

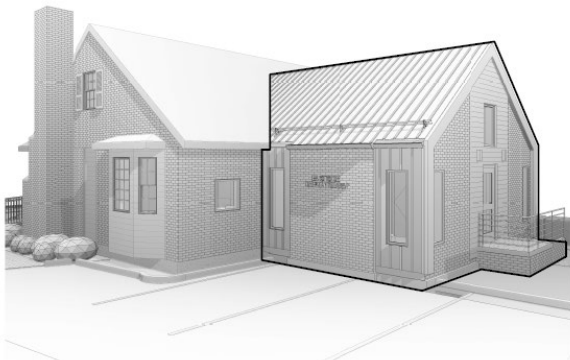
Planning Commission
City of Grosse Pointe Woods
20025 Mack Plaza Dr
Grosse Pointe Woods, MI 48236

Subject: 20030 Mack Ave, 1670 Ford Ct (Eastside Dermatology) Site Plan Review
Parcel ID: 012-04-0026-000
Site Plan Review #2
Zoning: C- Commercial (pending rezoning; currently RO-1 – Restricted Office and R-1D One-Family Residential)

Dear Commissioners,

We have reviewed a site plan review application submitted by Stucky Vitale Architects on behalf of Eastside Dermatology (the "Applicant"). The site is located on the eastern side of Mack Avenue between Faircourt Street and Ford Court. and is within the city's RO-1 (Restricted Office) Zoning District. The Applicant proposes to construct a one-story addition to an existing medical office building which would require selective demolition of the existing structure. The purpose of the proposed addition is to create 4 exam rooms, renovate the current office and reconstruct a barrier free access ramp. Revisions to the plan dated 10.4.24 indicate the demolition of the adjacent residential home and garage at 1670 Ford Court for the purpose of creating a new surface parking lot. In addition, the Applicant has proposed reconfigurations and improvements to the existing parking lot and ingress/egress.

Accessory uses for the parking lot are not permitted in the RO-1 or the R-1D district, for this rezoning the applicant is seeking rezoning and this site plan will be contingent upon the rezoning to the C commercial district. The economic development goals and objectives of the master plan supports the mix use of residential and commercial development along Mack Avenue while maintaining the aesthetic appeal of Mack Avenue.



AXON VIEW - WEST SIDE



012-04-0026-000

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RECOMMENDATION

We recommend the Planning Commission table the site plan application and provide the applicant time to make the following revisions:

1. Clearly label all setbacks;
2. Submit colored renderings and elevations of the existing building and its addition;
3. Reconfigure off street parking to provide adequate maneuvering space;
4. Reduce and have adequate spacing between the curb cuts;
5. Add the required traffic lane markings to the parking lot;
6. Provide protective barriers to the sidewalk and an internal pedestrian pathway that connects the proposed parking lot to the main entrance of the office;
7. Provide lighting information (cut sheets, photometric plan, etc.); and
8. Provide additionally screening from the public right of wall to the parking lot and provide specific landscaping information such as the types of plants and dimensions of landscape buffers.

Additionally, the applicant is seeking a rezoning of the two parcels to which site plan approval is contingent upon. Following the rezoning, the two parcels should be combined.

We look forward to discussing the site plan further and working with the Applicant on modifications to improve site connectivity and circulation.

Respectfully submitted,

McKENNA

Brigitte Smith Wolf, AICP
Senior Planner

Andrew Mancinelli
Assistant Planner



Site Plan Review

Following the site plan standards explained in section 50-6.1, this review has been prepared for review and approval by Planning Commission.

1. ZONING AND MASTER PLAN DESIGNATIONS

The following chart provides information on existing land use, current zoning, and future land use.

| Location | Existing Land Use | Zoning District | Future Land Use Designation |
|--------------|---|-----------------|------------------------------|
| Subject Site | Dermatology (Medical) Office and Single-Unit Residential | RO-1; R-1D | Corridor Mixed Use |
| North | Dental Office and Owner's Residence | RO-1 | Corridor Mixed Use |
| South | Single-Unit Residential | R1-D | Corridor Mixed Use |
| East | Single-Unit Residential | R1-D | Single Family Medium Density |
| West | Dental Office & Dermatologist Office / Grosse Pointe Woods Community Center | C-F / RO-1 | Institutional |

The 2024 Master Plan Future Land Use Map designates this area as Corridor Mixed Use, described in the text of the Master Plan as, “retail, restaurant, personal service, and office establishments which are designed for the day-to-day needs of nearby residents and are found along the Mack Avenue corridor ...”, and that “These facilities are intended to be located in close proximity to residential neighborhoods but with adequate buffering”. **As stated above, the applicant is also seeking a rezoning request to which the site plan is contingent upon. The two parcels must also be combined. Can comply.**

2. DIMENSIONAL REQUIREMENTS (Sec. 50-3.1.J)

| Standard | Requirement | Existing Conditions | Proposed Conditions | Proposed Compliance |
|----------------------------------|---|---|---|--|
| Minimum Front Setback (West) | 0' | ~16 ft | ~16 ft | <u>May Comply, clarify on site plan.</u> |
| Minimum Side Setback (West/East) | <i>In RO-1 or C districts, no side yard is required on the street side of corner lots.</i> <i>Along any boundary line between two different kinds of districts, any side yard, rear yard or lot line court required in the less restricted districts shall be increased in minimum width and depth to the average of the required minimum widths and depths for such yards and courts in the two kinds of districts. (Sec.50-5.13)</i> <i>R-1D is 6 ft at least and 16 ft total of both side yards.</i> | ~15' at the closest point (West) / ~5 ft (East) | ~15' at the closest point (West) / ~5 ft (East) | <u>May Comply, clarify on site plan. Must be at least 6' to the adjacent residential.</u> |
| Minimum Rear Setback (East) | <i>In RO-1 districts, rear yards are not required along interior rear lot lines for buildings or parts of</i> | - | Parking Lot, see dimensional | Complies. |



| | | | | |
|-------------------------|---|-----------------------|---------------------------------|-----------|
| | <i>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... shall be not less than five feet for one story.</i> | | requirements below for parking. | |
| Maximum Building Height | 2 stories, 28 feet | 1 story, 24 ft 0.5 in | 2 stories, 24ft 0.5 in | Complies. |

Findings: While it appears the dimensional requirements are met, the Applicant must clarify the setback by clearly labeling it within the site plan. If the side yard setback does not comply, the addition must be adjusted to be at least 6' from the abutting residential property line. May Comply.

3. ARCHITECTURE AND BUILDING DESIGN (Sec. 50-5.18)

The purpose of these design standards is to promote a coordinated and complimentary use of design elements that result in a theme oriented, harmonious appearance and image for the commercial and high intensity residential areas of the city.

Appears to be consistent with the site plan submitted earlier this year, approved by Planning Commission. The elevations provided by the Applicant illustrate that the building addition will be primarily composed of dark gray / black brick with a black standing seam cladding as an accent. This will be paired with wall wash sconces, a black metal roof trim, and black standing seam roofing. The existing building is composed of white painted brick, which the Applicant intends to maintain.

Per Section 50-5.18 of the Zoning Ordinance, new construction, renovations, remodeling, or exterior building alterations in the RO-1 restricted office district shall be in conformance with approved design standards. While the architectural design and current colors of the existing building conform to these standards, it is currently unclear whether the proposed addition conforms in terms of color and architecture. **To provide the Planning Commission with a clear picture of the proposed addition and how it relates to the existing building, the applicant should provide colored renderings and elevations. In addition, per Section 50-6.1(G)(7) of the Zoning Ordinance, the applicant must bring samples of the material to be used on the building's exterior to the Planning Commission meeting.**

4. PARKING AND LOADING (Sec. 50-5.3)

The current site configuration includes 5 spaces off of Mack Avenue, which can be accessed via a one-way ingress, approximately 24 feet wide, and a one-way egress about 16 feet wide. The applicant intends to modify the existing parking layout so the site has 6 spaces. All these spaces will be situated along Mack Avenue, accessed via the existing ingress/egress. The plans also indicate that the neighboring residential property will be demolished in order to create a parking lot consisting of 15 spaces for a total of 21 parking spaces including 2 barrier free spaces.

Per Section 50-5.3(H), medical/professional offices require one off-street parking space for each 200 square feet of gross floor area. With the addition of the new building, the total building area will be 1,867 gross square feet (existing building area of 1,417square feet + new building area of 450 square feet), and therefore 9 parking spaces are required. With the addition of the parking lot on the lot that is currently 1670 Ford Court, there would be 20 off-street parking spaces that are usable to service this business. **The quantity of spaces complies with the Ordinance; however, there are concerns with the vehicle and pedestrian flow on site that will require modification.**



The parking spaces being proposed adhere to the required dimensions of 9 feet by 19 feet. A loading space is not required, as the total building area is less than 2,000 square feet. Complies.

Maneuvering Lanes. The current parking arrangement on the northern portion of the project site (Parcel A - 20030 Mack) consists of 90-degree spaces which requires that there is 44 total feet of parking space and maneuvering lane. As portrayed there is insufficient maneuvering space for a vehicle to back up. There is currently 10 feet or less. It would require use of the sidewalk, which cannot be counted toward maneuvering space. Additionally, there are concerns with clear vision when backing out to see pedestrians and oncoming traffic. The current configuration of parking at 20030 Mack does not comply with the zoning ordinance requirements where the dimension of the parking space and maneuvering lane is roughly 30 feet.

To improve vehicular flow, the parking areas on 1670 Ford Court and 20030 Mack should be connected.

Curb Cuts. There is an excessive amount of curb cuts to support the one business. Reducing curb cuts to only what is necessary is important in preventing vehicle-pedestrian and vehicle-vehicle traffic accidents. There should be no more than two curb cuts, whereas 4 are proposed. Additionally, there must be adequate spacing between curb cuts to comply with the MDOT traffic safety requirements. The number of curb cuts must be reduced and spaced appropriately to comply with MDOT traffic safety requirements for roadways of 35 mile per hour traffic.

Traffic Markings. Section 50-5.3(U) states that parking lots shall be provided with traffic lane markings to indicate entrances and exits, and to provide for the safe and orderly movement of vehicles. These required traffic lane markings are depicted on the plans, however, the Applicant must note that they will be painted onto the existing ingress/egress. There should be a proper delineation between the maneuvering lane and the existing sidewalk in order to enhance the safety of pedestrian traffic.

Pedestrian Pathways, Protective Barrier. The Ordinance requires that where a parking lot adjoins a public sidewalk, there shall a barrier so located as to prevent cars parked on such parking lot from extending over or encroaching upon such public sidewalk. We recommend adding at least a two-foot tall masonry screening wall to prevent vehicles from extending over or encroaching on the sidewalk. If the applicant has substantial reasoning that a masonry screening cannot be accommodated, the Planning Commission may consider requiring a curb be added in place of the protective, screening wall barrier.

Additionally, a barrier free pathway from the parking lot to the entrance must be added. By connecting the parking lot to the off street parking area on site, this will be easier to accommodate in a way that avoids conflicts with vehicle parking.

Parking Lot Screening. Whenever a parking area adjoins residential property or the public right of way, screening is required. Such screening may be accomplished by a masonry wall, building wing wall, or densely planted landscape buffer, or other means acceptable to the planning commission. For example, an ornamental masonry wall not less than two feet or more than four feet in height can be erected and maintained between the required yard space and area to be used for parking, except for such portions as are used for entrances and exits.



5. SIGNS (Chapter 32 of the General Code)

Currently, the Applicant has existing wall signage located on the building's western (front) elevation. The applicant proposes to remove the existing wall signage, which will be replaced by a new wall sign. Chapter 32 of the City's Code of Ordinance concerns signage. To determine compliance with Ordinance standards, the applicant must provide will have to submit additional information on the wall sign, when the sign permit is sought.

6. LIGHTING (Sec. 50-6.1)

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.

The applicant has proposed two wall wash sconces on the south elevation of the new addition. **The applicant must provide additional lighting information such as cut sheets, wattage, existing lighting, and a photometric plan to determine compliance with Zoning Ordinance standards.**

7. LANDSCAPING (Sec. 50-6.1)

The site design shall provide reasonable visual and sound privacy for dwelling units located within the project and adjacent to the project. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and the privacy of its occupants.

With the introduction of additional parking spaces on site, the Applicant must ensure that nearby properties are not affected by potential nuisances such as headlight glare. **We recommend landscaping be introduced to the site wherever possible, especially along the west side of both parking lots along Mack and the south side of property along Ford Court.**

Landscape screening: Sec 50-5.3 Q. 2. States that whenever a parking area adjoins residential property or a residential street, an ornamental masonry wall not less than two feet or more than four feet in height shall be erected and maintained between the required yard space and area to be used for parking, except for such portions as are used for entrances and exits. **The plan shows that a landscape screen will be planted between he parking lot and residential property however the height and type of plant has not been provided.**

To offset additional stormwater, due to the added hard surfaces for the parking lot, we recommend the landscaping along the edges be designed as a rain garden or bioswale to capture and drain stormwater runoff.



MCKENNA

Memorandum

TO: Grosse Pointe Woods Planning Commission
FROM: Brigitte Wolf, AICP
SUBJECT: Hotel Overlay Zoning District
DATE: December 6, 2024

The interest and need for a hotel to service the community resurfaced during the Master Plan public engagement process. To prepare for a potential site redevelopment, we would like to review the Ordinance and evaluate the design standards to welcome such investment while being complementary based on the existing fabric of Mack Avenue and surrounding parcels.

CURRENT REGULATIONS

Zoning District

C-2 High Intensity Commercial, Special Land Use

The eligible parcels are shaded yellow on the snippet of the zoning map to the right. The Master Plan considers the properties at the intersection of Mack Avenue and Vernier Road as a C-2 High Intensity areas; however, these properties are occupied and unlikely to change or become available for redevelopment any time soon.

Height Restriction

100 feet OR 20 feet + 1 foot/foot of building setback from the property line of single-unit residential.

No structure shall be of a height or location which would permit it to cast its shadow on any existing single-family residential structure for more than two hours on December 21.

Parking

1 per occupancy unit, plus one for each employee, plus extra spaces for dining rooms, ballrooms or meeting rooms as required in this section.

OVERLAY DISTRICT

In this type of suburban built-out community, a hotel would have the potential to bring increased foot traffic to surrounding businesses and entice additional investment to abutting properties that would support hotel guests. However, it would not be most fitting to add as a land use to the C Commercial District.

With an overlay zoning district, we can encourage a specific development project for the appropriate parcel, based on size and positioning, while managing the form. Overlays can hold the development to a higher design



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standard or allow for more expansion provisions than the stipulations of the base zoning district. In this case, it can make further considerations to accommodate what is needed to support a hotel development and mitigate any undesired externalities. The process of approving overlay districts is similar to re-zoning and other Ordinance amendments (public hearing, recommendation to Council).

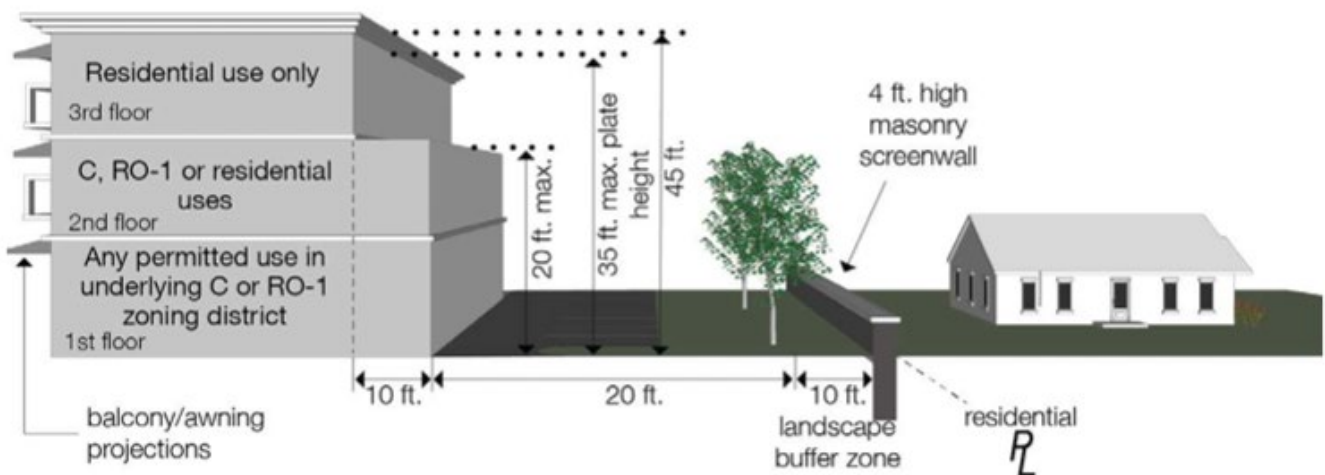
ADDITIONAL CONSIDERATIONS

- Should mixed use be a requirement?
 - To be consistent with the storefronts along Mack Avenue
- Should there be a maximum setback requirement?
 - Avoid the development from being setback from Mack Avenue so that it maintains a pedestrian oriented design and aligns with the design standards of the C Commercial District.
- Increased height allowance?
 - As it is now, C Commercial allows for 2 stories by-right or 3-stories by special land use. However, a hotel development would likely need greater vertical development to be feasible – would 4-stories as part of the special land use be acceptable? The existing provision could apply or be modified:

“Where a three-story building abuts a residential use, or abuts an alley abutting a residential use, then the following setbacks are required for only that portion of the building that abuts those uses as illustrated in Figure 2.2.B Mixed use height and setback in the C and RO-1 districts.

1. For that portion of the building 28 feet or less in height, a 30-foot setback is required, as measured from the nearest lot line used as a residence.

2. For that portion of the building above 28 feet in height, a 40-foot setback is required, as measured from the nearest lot line used as a residence to any vertical portion of the building above 28 feet.”





Respectfully submitted,

McKENNA

Brigitte Smith Wolf, AICP
Senior Planner



Memorandum

TO: Grosse Pointe Woods Planning Commission
FROM: Noah Bussell
SUBJECT: **Pocket Parks – Nine Mile Redesign Case Study**
DATE: November 6, 2024

To address questions from the Planning Commission regarding pocket parks along Mack Avenue, we examined a case study with the City of Oak Park’s recently completed Nine Mile Road Corridor Redesign project. The redesign lasted approximately from 2014 as part of the Strategic Economic Development Plan and concluded on November 4, 2024. The pocket parks were one of the earlier completed projects with the redesign, being open since 2019. The project included the “capping” of two streets that previously entered onto Nine Mile Road to the north. The easternmost park, Sherman Pocket Park, features seating, landscaping, and amenities including an oversized chess board and beanbag toss. Seneca Pocket Park, farther west, features additional seating, and a children’s climbing structure in the center. Both parks are flanked by restaurants, businesses, childcare centers, and other similar uses, and both provide easy access to the streets they now occupy with bollards to protect the parks themselves from oncoming traffic.

The Trust for Public Land’s *Pocket Park Toolkit* describes pocket parks as not having specific distinct parameters, but generally occupying less than one acre of land, and are instead “built with the intention of providing the community within the park’s immediate vicinity with the benefits of a public park” that may be several acres in size or more.

The City of Oak Park describes their pocket parks as “a great way to spruce up an area immediately adjacent to local businesses that otherwise would be underutilized.” When studying a temporary “pop-up” park in the same location at Sherman Street and Nine Mile Road in 2017, the City tracked an average of 900 people per week that visited the park and logged into free Wi-Fi located there.

In terms of traffic control and management, the City of Oak Park writes that closing off the street lowers their usage and lowers speeds, which they leverage further with “No Outlet” signs to deter attempted thru-traffic. To address concerns about park users parking on residential streets, the City has provided both back-in-only parking along Nine Mile Road, and encourages the use of nearby commercial parking. How the latter is agreed upon by local commercial property owners is not made clear on the City’s webpage about the redesign.

The final development of the parks was the culmination of a public and stakeholder engagement process and design phase from April to November 2019. The redesign did not require rezoning, and so the City did not provide public notice via mail or newspaper advertisement.

Below are current pictures, and 2016 site renderings created for both parks:



Sherman Pocket Park



POCKET PARK CONCEPT
NINE MILE ROAD | OAK PARK, MI
10/12/2016
OHM
PG. 2

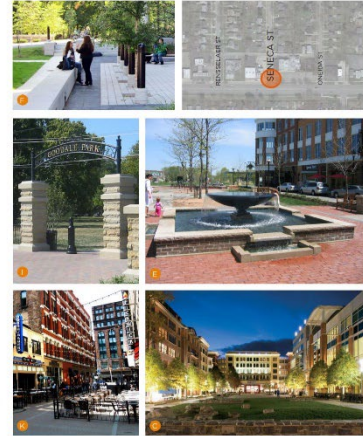




Seneca Pocket Park



- Legend**
- A Bollards
 - B Private Outdoor Seating
 - C Lawn Panel
 - D Buffer Plantings
 - E Water Feature
 - F Seatwall
 - G Bench
 - H Decorative Hardscape
 - I Entry Pedestrian Archway
 - J Re-Aligned Parking



SENECA ST POCKET PARK CONCEPT

NINE MILE ROAD | OAK PARK, MI



7/26/2016

PG. 2



Ghesquire Park

* Indicates a priority item

| | |
|--|---|
| Location: Behind GPW City Hall, off Mack Ave between Kenmore and Huntington | |
| Current Purpose: | <ul style="list-style-type: none"> • Sports venue, offering five baseball diamonds and lighted pickle ball courts. • Playground for children age 5-12. • Year-round rink for roller hockey and ice skating when weather permits. • Location of award-winning Winterfest in January. |
| Future Vision: | <ul style="list-style-type: none"> • Expand use for toddlers and seniors. • Optimize park patron comfort. • Increase park recreation options |
| Existing Resident Perks: | <ul style="list-style-type: none"> • Large space serving all residents with versatile functions • Indoor bathrooms. • Concession stands. • Ample parking in front and back of park. • Add Disc Golf course in field south and west of playground. |
| Recommended Safety Repairs: | <ul style="list-style-type: none"> • Add rubber safety padding (replace wood chips on playground lot.) • Add sign "No batting practice permitted near playground" |
| Proposed Enhancements: | <ul style="list-style-type: none"> • Build a multi-use pavilion near playground with picnic tables to provide shade and additional seating area • Add walking path around the perimeter of the park to increase usage of open space* • Update restrooms - add additional capacity, more central location* • Install additional swings near playground. • Add toddler playground equipment, ie. sand box, tunnel tubes, etc. • Aesthetic signage at primary entrances to park - municipal lot and Jackson lot • Installing dedicated pickleball courts • Improvements to baseball and softball facilities: dugouts, batting cages • Update 5-12 play structure |

City of Grosse Pointe Woods
Citizens' Recreation Commission
October 2023

Lakefront Park

* Indicates a priority item

| | |
|---|--|
| Location: Lakeshore Drive and Marter | |
| Current Purpose: | <ul style="list-style-type: none"> ● Provides various recreational activities for residents, including pool, marina, miniature golf, fishing, tennis, activity center. ● Location for annual city picnic and Hob Nobbin. |
| Future Vision: | <ul style="list-style-type: none"> ● Maintain quality and safety of park, with minor enhancements noted below. |
| Existing Resident Perks: | <ul style="list-style-type: none"> ● Year-round versatile recreational space. ● Ample parking. ● Swimming pools and lessons in the summer. ● Tennis courts and lessons in the summer. ● Boat wells. ● Kayak storage. ● Pickleball Courts |
| Recommended Safety Repairs: | <ul style="list-style-type: none"> ● For playground: Add rubber safety padding (replace wood chips). ● Improve shade at mini golf course with umbrellas over the benches. |
| Proposed Enhancements: | <ul style="list-style-type: none"> ● Refrigerated ice rink under shelter (possibly in old swimming pool area) ● Add toddler playground equipment ● Add more shaded areas around pool and create shade at the miniature golf course <ul style="list-style-type: none"> ○ Especially needed in the marshaling area for swim team and over bleachers |

Sweeney Park

Location: Between Fairholme and Torrey at Holiday Road

| | |
|------------------------------------|--|
| Current Purpose: | <ul style="list-style-type: none">● Provides a place for neighborhood children to play (age 5-12)● Offers ice rink in the winter. |
| Future Vision: | <ul style="list-style-type: none">● Offer toddler-friendly play equipment. |
| Existing Resident Perks: | <ul style="list-style-type: none">● Large open space with plenty of shade.● Existing playground equipment and swings are in good condition. |
| Recommended Safety Repairs: | <ul style="list-style-type: none">● Add rubber padding to playground (replace wood chips). |
| Proposed Enhancements: | <ul style="list-style-type: none">● Add toddler playground equipment.*● Add signage at public entrances |

Chene-Trombly

Location: Corner of Mack Ave and Ridgemont (across from Licavoli's)

| | |
|------------------------------------|---|
| Current Purpose: | <ul style="list-style-type: none"> ● Provides a place for children to play (ages 5-12) ● |
| | |
| Future Vision: | <ul style="list-style-type: none"> ● |
| | |
| Existing Resident Perks: | <ul style="list-style-type: none"> ● Large open space that is contained by fencing. ● Ample parking. ● Close location near Mack Ave local businesses. ● Add toddler-friendly play equipment with a shade tent. ● Add ¼ mile paved walking path around the perimeter of the park. ● Add kids swings. ● Add more picnic tables and benches. ● Add double safety gate at entrance. Enhance entrance with a visually optimizing welcome sign. ● Add bike racks. ● Add drinking fountain and water bottle refill station. ● Improve drainage. ● Add signage to attract Mack Ave traffic. ● Add attractive new fencing. ● Handicap-accessible toddler area. |
| | |
| Recommended Safety Repairs: | <ul style="list-style-type: none"> ● |
| | |
| Proposed Enhancements: | <ul style="list-style-type: none"> ● Update 5-12 play structure ● |
| | |



Section 3.13 Short-Term Rentals

- A) An Investor-Owned Short-Term Rental established in a Residential Zoning District prior to (effective date of zoning ordinance) shall be considered a legal nonconforming use and may continue and be maintained subject to Section 8.06 of this Ordinance if the property owner obtains a license for the use with the City in accordance with Code Sec. __ within 120 days of the adoption of this ordinance. For the purpose of this section, “established” shall mean the property possessed a valid Certificate of Occupancy and Landlord Business License at the time this ordinance was adopted.

- B) A Principal Residence Short-Term Rental established prior to (effective date of zoning ordinance) shall be considered a legal nonconforming use and may continue and be maintained subject to Section 8.06 of this Ordinance if the property owner obtains a license for the use with the City in accordance with Code Sec. __ within 120 days of the adoption of this ordinance. For the purpose of this section, “established” shall mean the property possessed a valid Certificate of Occupancy and Landlord Business License at the time this ordinance was adopted.

Sec 1 – Purpose

The purpose of this Article is to secure the public health, safety and general welfare of City residents and property owners as well as visitors to the City, by regulating short-term rental properties to prevent nuisances and safety hazards that interfere with City residents' or property owners' rights to conduct normal, daily activities without unreasonable interference and to provide safe and healthy living arrangements for visitors who rent property on a short-term basis.

Sec 2 – Definitions

As used in this Article, the following words and phrases shall have the meanings herein ascribed to them:

- a. *Booking transaction* means, any contractual agreement between a guest and an owner relative to a short-term rental.
- b. *Dwelling* means any house, room, or apartment which is wholly or partly used or intended to be used for living, sleeping, cooking, and eating.
- c. *License* means a short-term rental license issued by the City to the owner of a premises authorized to be used as a short-term rental. No licensee shall acquire by virtue of having been granted a license, a right of automatic renewal, nor shall any licensee have or acquire a property or liberty interest in or expectation of an initial or renewed license. All licenses terminate upon transfer of ownership, and may not be assigned, transferred, or hypothecated, in whole or in part.
- d. *Licensee* means the owner(s) holding a license.
- e. *Maximum Occupancy* means the maximum number of allowable occupants for the premises.
- f. *Nuisance* means an offensive, annoying, unpleasant, or obnoxious thing or practice, a cause or source of annoyance, especially a continuing or repeated invasion of any physical characteristics of activity or use across a property line which can be perceived by or affects an individual, or the generation of an excessive or concentrated effects from movement of people or things including but not limited to: noise; dust; smoke; odor; glare; fumes; flashes; vibration; objectionable effluent; noise from a congregation of people, particularly at night; passing traffic; or invasion of street frontage by traffic generated from an adjacent premises which lacks sufficient parking and vehicle circulation facilities.
- g. *Occupant*. Means a non-owner living in, sleeping in, or otherwise having possession of a premises.
- h. *Owner* means a person holding legal or equitable title to the premises. An owner may designate an agent to perform duties or receive notice under this Chapter.
- i. *Person* means any individual, company, partnership, corporation, limited liability company, trust or other entity having the legal capacity to own or lease real property. For the purpose of this Article, a parent company, holding company, subsidiary, ancillary or auxiliary company or any related entity shall be considered the same entity as their related entities.
- j. *Premises* means real property, and all fixtures and improvements, including the dwelling, located on it.
- k. *Platform* means one or more portals, listing services, or websites through which a person may collect or receive a fee, directly or indirectly, for facilitating booking

transactions. A platform shall include a service that merely posts advertisements for short-term rentals.

- l. *Rent or Rental* means to permit, provide for, or offer possession or occupancy of a dwelling on a premises on which the owner does not reside for a period of time to a person who is not the owner, pursuant to a written or unwritten agreement.
- m. *Short-term rental* means the rental or subletting of any dwelling on a premises for a term of 28 days or less.
- n. *Special Event Venue* means the place where a meeting or event of a specific type takes place and/or is held (i.e. – weddings, showers, and other parties/gatherings) that exceed the defined building/room capacity of the dwelling and/or structure.
- o. *Transfer of Ownership* has the meaning ascribed to it by MCL 211.27a or any subsequent sections or statutes of the same import.

Sec 3 – License Required

- a. *General Regulations*: It shall be unlawful for any person to offer any premises as a short-term rental or conduct or operate a short-term rental on any premises within the City without a short-term rental license issued by the City.
- b. *Specific Regulations*: Persons seeking to operate a short-term rental must be registered with and licensed by the City prior to the commencement of any short-term rental activity. All short-term rental operations shall comply at all times with the requirements of this Article.

Sec 4 – Exceptions

This Article shall not apply to the following:

- a. *Family Occupancy*. A member of the owner's family, as well as any guests of that family member, may occupy a premises as long as a member of that family retains ownership of the premises. The family occupancy exemption also exempts family occupancy of guest houses or similarly separate dwellings lawfully located on the same premises, when occupied by family guests, exchange students, visitors, medical caregivers, and child caregivers, without compensation to the owner.
- b. *House sitting*. During the temporary absence of the owner and the owner's family, the owner may permit non-owner occupancy without remuneration to the owner.
- c. *Dwelling sales*. Occupancy following closing by a prior owner after the sale of a premises for the length of time agreed to by the parties to the dwelling sale agreement.
- d. *Estate representative*. Occupancy by a personal representative, trustee, or guardian (including family members) of the estate of the owner, with or without compensation. The estate shall notify the City of the owner's name, date of death or incapacity, and name of the person occupying the premises.

Sec 5 – Licensing Procedure and Criteria

- a. Application

Applicants for a short-term rental license shall file an application to conduct a short-term rental operation with the City on a form provided by the City for that purpose. The application shall include the following:

1. The name, mailing address, and phone number of the owner(s) of the premises to be licensed.
2. The name, mailing address, and phone number of the applicant if different than the owner.
3. A notarized letter of authorization from the owner to the applicant if the applicant is not the owner of the premises sought to be licensed.
4. If the owner of the property is a corporate entity, the application must identify all current members and their percentage ownership interests in the corporation or other entity. If the property owner is a trust, the application must identify all beneficiaries and trustees of the trust.
5. A description of the premises proposed to be used for short term rentals, including but not limited to:
 - a. Number of bedrooms
 - b. Number of bathrooms
 - c. Tax parcel ID number
6. A non-refundable application fee in an amount set from time to time by resolution of the City Council or its designee. If a license is granted, the application fee will be applied towards payment of the license fee.
7. A statement whether the applicant and/or property owner has ever been cited for a violation of this Article or had a short-term rental license revoked.
8. A nuisance response plan containing the information required by this Article.
9. All applicants selected to receive a license shall also file the following with the City prior to the issuance of the license:
 - a. A licensing fee in an amount set from time to time by the City Council or its designee.
 - b. A Cash Bond in the amount of \$1,500.00 which shall be held in escrow by the City while the rental license is active. The bond must be a cash bond in the form of a cashier's check and made payable to the City of Grosse Pointe Park. In the event the license is terminated without any finding of a violation under this Article, the bond shall be released to the Licensee in full, without interest. In the event the Licensee is found to be in violation of this Article, the City may declare the cash bond partially forfeited in the amount of the then outstanding violation. The bond may be reduced by \$500.00 for each successful license renewal completed at the close of a licensing period provided that no documented violations of this Article have occurred during that period. However, the bond shall not be reduced below a minimum amount of \$500.00, which must remain held by the City for the duration of the active license.
 - c. A list of platforms used to solicit booking transactions for the short-term rental unit, if any, shall be provided. At the time of license approval, renewal, or upon request by the City, an updated list of platforms along with corresponding printouts of URLs advertising the short-term rental shall be submitted.

b. Inspections

1. Upon receiving a complete license application, the City will schedule an inspection of the premises with the City Building Inspector. The Building

Inspector will visit the premises and assess its fitness and safety for short-term rental operations using the standards contained in this Article and those required to obtain a Certificate of Occupancy pursuant to the City Code.

2. Each licensed premises shall undergo an annual inspection at the time of the initial application and at each subsequent renewal. An inspection fee shall be charged in an amount determined by the City Council from time to time. Properties renewing their license may qualify for an extended inspection period of twenty-four-months if they meet all of the following conditions:
 - i. The property must have successfully renewed its license prior to its expiration for two consecutive years.
 - ii. The property must not have had more than one documented violation during the previous licensing period.
 - iii. No appearance tickets or enforcement letters must have been issued during the expiring licensing period.
 - iv. Any violations from the previous inspection cycle, must have been resolved in a timely manner.

c. License Duration and Limitations

1. The owner(s) of the premises described in the application shall be the only permitted short-term rental licensee but may designate a local agent for purposes of receiving notices under this Article and shall do so if required by Section 6(b) of this Article. In the event a local agent is designated by the owner of the premises, the owner shall provide the City with the name, address, telephone number, and email address of the local agent at the time of the submission of an application.
2. Licenses issued under this Article shall remain in effect for a period of one year from the date it was issued unless it is suspended or revoked by the City. Renewals shall be obtained in the same or substantially similar form and manner as the initial license.
3. Licenses are, non-transferrable, non-assignable and remain the sole property of the City. A license shall terminate upon a transfer of ownership of the property. In such cases, the existing short-term rental license is terminated, and a new short-term rental license must be obtained by the new owner of the property before short-term rentals may be resumed.

Sec 6 – Short-Term Rental Regulations

Premises licensed for short-term rentals under this Article shall comply at all times with all of the following requirements:

- a) No licensee shall advertise a short-term rental unit, unless the advertisement includes the licensee's license number and the maximum occupancy permitted in the unit. If a licensee chooses to advertise the short-term rental online (for instance on Airbnb, VRBO, or a similar website) the license holder shall post their short-term rental license number within the listing.
- b) Licensees must be available to receive notices and respond to complaints from neighbors or the City 24 hours per day, 7 days per week. Licensees who do not reside permanently in Wayne County or who do not maintain a permanent business location in

Wayne County shall designate in writing to the City, as part of its application, the name, physical address, phone number(s), fax number (if available) and email address of a local agent. Notwithstanding the local agent's actual authority, the local agent shall be deemed to be the licensee's authorized agent for purposes of serving notice under this Article, including service of a civil infraction citation.

- c) The address of the premises must be prominently displayed inside the main area of the dwelling so that occupants will have it available in case of an emergency,
- d) The licensee's name, address, phone number(s) and email address must be displayed prominently in the main part of the dwelling, along with the name, address, phone number(s), fax number and email address of a designated local agent, if any, and supplied in writing to all persons who rent the premises.
- e) Fire extinguishers, smoke detectors and carbon monoxide detectors adequate for the dwelling, as determined by the City Building Inspector as part of the inspection of the premises, shall be provided, properly mounted and kept fully charged and in good working order at all times. Notwithstanding any inspection by the City building inspector, the fire inspector may inspect any building pursuant to the City Code.
- f) Dwellings may not be sublet by any tenant of the licensee.
- g) The licensee shall provide secure trash receptacles and must make those receptacles accessible by weekly trash removal services for occupants' use. Receptacles must be designed to prevent intrusion by animals and to ensure proper trash removal from the premises. Permanent commercial dumpsters are not allowed on any premises used for short-term rentals. All garbage, rubbish, recyclables, and yard waste must comply with Chapter 34 of the City Code, including but not limited to standards for container storage and collection.
- h) One off-street parking space per four occupants must be provided. Renters are required to park in the provided off-street spaces.
- i) All short-term rentals shall be for the purposes of renting as a temporary dwelling only and may not include any commercial activities such as yard sales, festivals, retreats, class reunions, home occupations or similar uses. Short-term rentals shall not be marketed or used as a special event venue.
- j) The number of occupants in a dwelling unit during a short-term rental shall not exceed the lesser of two (2) occupants per bedroom plus two (2) additional occupants, or the occupancy limitations set forth in Section 404 of Chapter 4 of the International Property Maintenance Code. Maximum Occupancy shall be calculated by the City.
- k) Licensees must maintain records of all bookings and rental activity. Such records shall include the actual dates of occupancy, and the total number of guests per party per stay. The licensee must submit these records at time of license renewal and shall provide them to the City upon request.

Sec 7 – Nuisance Prohibited

Licensed premises shall be maintained free from any nuisance. The use of any licensed premises under this Article in the creation of any nuisance is strictly prohibited and constitutes a violation of this Article. In the event the City is notified of any nuisance emanating from a licensed premises, the City will follow the enforcement provisions set forth in Sec 11 below.

Sec 8 – Licensee Responsibility

The licensee and/or the licensee's local agent shall be responsible for remedying any violations of this Article, or any violation of State law or City Code, including, but not limited to, any violations by the occupants of a short-term rental and/or guests of such occupants. For any violation of the foregoing provisions of the City Code, the City may (in addition to other remedies) notify the licensee and/or local agent of such violation by telephone or return receipt email at the phone number and email address posted on the interior notice or supplied in the licensee's application. The licensee and/or local agent shall be considered to have received notice of the violation upon receiving the telephone call or when a return receipt email message is received by the City, whichever is soonest. Upon receiving notice of the violation, the licensee and/or local agent shall ensure that the violation is remedied within two (2) hours of receipt of such notice. Failure to remedy the violation within two (2) hours after receiving notice of the violation, without good cause, shall constitute a material violation of this Article and may subject the licensee to a municipal civil infraction citation and court enforcement proceedings and the penalties imposed by law. Nothing in this Section limits the City or its authorized designee's right or ability to enforce violations of the City Code against occupants.

Sec 9 – Nuisance Response Plan

- a) Content of Nuisance Response Plans. Each nuisance response plan accompanying an application for a license required by this Article shall contain the following information and otherwise be in a form required by the City:
 - a. The mailing address and telephone number of the owner or owners of the property to be used as a short-term rental.
 - b. The name, address, and telephone number of the person or persons who will be available by telephone, and who will be responsible for promptly responding to or causing a prompt response to a nuisance complaint arising out of the occupancy or use of the short-term rental unit by tenants, their visitors, and/or their guests.
 - c. The manner of responding to or causing a response to a nuisance complaint, including but not limited to the manner in which the complainant or complainants will be notified of the response and the method of documenting prompt responses and timely corrective action.
 - d. The manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint.
 - e. The proposed maximum number of overnight occupants, with supporting documentation identifying unusual size, interior layout, parking or other physical characteristics, if any.
 - f. The number of off-street parking spaces and number of bedrooms available at the short-term rental.
- b) Amendment of Nuisance Response Plans. At any time following the issuance of a license required by this Article, the owner or owners of a short-term rental being operated pursuant to such license may change the content of the nuisance response plan approved incident to the issuance of the license by filing an amended response plan with the Building Department. Such amended response plan shall contain all of the information required by subsection (a) and shall be accompanied by an amended response plan fee in an amount established by resolution of the City Council.
- c) Notice of Nuisance Response Plan. Promptly following the approval and issuance of a license required by this Article, or the approval of an amended response plan in the

manner provided for by this Article, the Building Department shall cause notice of the availability of the nuisance response plan provided to the City by the licensee to be:

- a. Mailed by first class mail addressed to the owner or occupant of every property, any part of which is located within a 300-foot radius of the property that is to be used and occupied as a short-term rental; and
- b. Posted on the city's internet website for short-term rental nuisance response plans, so that all such plans are available to all members of the public on the city's website.

Sec 10 – Violations and Penalties.

- a. Violation. A violation of this Article is hereby declared to be a public nuisance and a nuisance per se and is declared to be offensive to the public health, safety, and welfare.
- b. Penalties. Any person who violates any provision of this Article shall be responsible for a municipal civil infraction and shall be subject to the penalties or sanctions stated in this subsection, plus the costs of attorney fees of the City in the enforcement. In addition, this Article shall be specifically enforceable by order of the Court to prohibit or enjoin future activities on or about the premises in violation of this Article. Each day this Article is violated shall be considered as a separate violation:
 - a. First and Second Violations: Fine in the amount as established by resolution of the City Council.
 - b. Third Violation: A fine in the amount as established by resolution of the City Council and the permanent revocation of license. A person whose license has been revoked is ineligible to apply for or receive a license in the future. Appeal from revocation of a short-term license is allowed pursuant to the terms of this section.
- c. Revocation Appeal Procedure. Upon a finding by the City Code Enforcement Officer or his or her Designee of a third violation, the City Code Enforcement Officer or his or her Designee shall prepare or cause to be prepared a written notice specifying the alleged violation and the factual basis for this belief and a statement that the City intends to revoke the license within 14 days.
 - a. The written notice shall inform the licensee of a right to an appeal hearing to show cause as to why the license should not be revoked by filing with the City Clerk a written notice of appeal within 14 days of service of the written notice by the City Code Enforcement Officer or his or her designee.
 - b. If an appeal hearing is requested within 14 days of service of the written notice, the City Clerk shall refer a copy of this notice and the request for appeal hearing to an appeals panel consisting of the City Manager or their designee, Director of Public Safety or their designee, and the Chair of the Planning Commission or their designee. Upon receipt of the written notice and request for appeal, the City Clerk shall confer with the appeals panel to schedule a hearing. The hearing shall be held as soon as practical, but not later than 10 business days after the filing of the notice of appeal with the City Clerk. The hearing provided for shall be conducted by the appeals panel.
 - c. Written notice of the appeal hearing including the time, date, and place of the hearing shall be served on the licensee or the licensee's designated agent either personally or by certified mail, restricted delivery and return receipt requested.

- d. At the hearing, the licensee shall be given an opportunity to present evidence and legal arguments. The licensee may also be represented by an attorney, and the appeals panel may request the assistance of the City Attorney. The appeals panel's decision shall be in writing and shall specify the factual evidence upon which it is based and shall be a final decision. A copy of the appeals panel's written decision shall be provided to the licensee.

Sec 11 – Enforcement

- a. The Code Enforcement Officer or his or her designee, any police officer having jurisdiction in the City, and other person as may be appointed from time to time by the City Council are hereby designated as the authorized local officials to issue municipal civil infraction citations for violation of this Article.
- b. In addition to enforcing this Article through the use of a municipal civil infraction proceeding, the City may initiate proceedings in the Municipal Court to abate or eliminate the nuisance per se or any other violation of this Article.
- c. The remedies provided in this Article are cumulative and the City's exercise of one remedy shall not bar the exercise of other remedies available to it.



CITY OF GROSSE POINTE WOODS BUILDING DEPARTMENT REPORT

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

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

19307 Mack Ave. – A building permit was applied for an interior renovation at the former Citizen’s Bank location for a new Verizon cellular phone retail store. The construction value of the project was \$485,000.00 – **Permit status:** Approved – waiting for payment.

21143 Mack Ave. – *Hungry Howie’s* renovation project has passed final building and trades inspections. **Permit Status:** Pending generator final inspection.

20139 Mack Ave. *Ahee Jewelers* – Interior renovation permit approved and issued on Nov. 4th 2024. An electrical permit was submitted for a heated parking lot on October 31st, 2024. Parking lot surface has been installed and landscaping enhancements are underway. City sidewalks surrounding the building have been replaced and approved. **Permit Status:** AEW - Plan review has been completed and invoice sent to applicant - McKenna plan review – *Approved*. **Fire Suppression** – Rough inspections approved.

21336 Mack Ave. – Crosspointe Church. The new addition and other interior renovations are nearly complete and building permits have been partially approved. A conditional Certificate of Occupancy has been issued for the new addition. We anticipate the remaining interior renovations to be completed shortly after the first of the year.

20095 Mack Ave. The Village Day Spa – applied for sign permit on Nov. 21st 2024. Permit has been issued. Sign has been installed and is awaiting final inspections.

19325 Mack Ave. Merit Woods Pharmacy will be installing a new sign with a new business name. The new business name will be Village Pharmacy. **Permit Status:** Waiting for revised plans.

19815 Mack Ave. An interior renovation permit was received on December 4th, 2024 for IEP Urgent Care. Plans have been sent to McKenna for review.

1548 S. Renaud Rd. A building permit was submitted for a residential addition at **1548 S. Renaud Rd.** The construction value of that project was \$ 140,000.00. **Permit Status:** Waiting for revised plans.