CITY OF GROSSE POINTE WOODS
CITY COUNCIL MEETING AGENDA
Monday, October 05, 2026 at 7:00 PM

Robert E. Novitke Municipal Center - Council Chambers/Municipal Court,
20025 Mack Plaza, Grosse Pointe Woods, MI 48236
(313) 343-2440

1. CALL TO ORDER

A. Administrative Memo: October 1, 2026

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. RECOGNITION OF COMMISSION MEMBERS

5. ACCEPTANCE OF AGENDA

6. CONSENT AGENDA

A. Approval of Minutes

1. Council 09/21/26
2. Committee-of-the-Whole 09/21/26
3. Zoning Board of Appeals 09/21/26

B. Items Received and Placed on File

1. Beautification Advisory Commission Minutes 07/08/26, 08/12/26 w/ Recommendation
2. Citizens' Recreation Commission Minutes 07/14/26 w/ Recommendation
3. Planning Commission Minutes 08/25/26 w/ Recommendations

C. Bids/Proposals/Contracts

1. Assumption Church and Cultural Center's Annual Senior Expo 2026 - Request for Parking at Lake Front Park
   a) Letter 09/15/26 - Joan DeRonne (Senior Expo Coordinator)
   b) Event Flyer
   c) Certificate of Liability Insurance
2. Budget Transfer - Canfield Equipment Service, Inc.
   a) Memo 09/28/26 - Director of Public Safety Kosanke
   b) Invoice No. 308101 - 08/13/26 - $37,430.05.
3. MDART Agreement Renewal
   a) Memo 10/01/26 - Director of Public Safety Kosanke
   b) Proposed Agreement

cc: Council - 7, City Manager, City Attorney, Treasurer/Comptroller, City Clerk, Email Group/Media, Post - 3

4. Update to Michigan Municipal League (MML) 2026 Convention
   a) Memo 10/01/26 - City Manager Como

D. Proclamation(s)

1. National Breast Cancer Awareness Month (October)

E. Resolution(s)

1. Hearts For Hope Foundation
   a) Letter 09/23/26 - Kaylajoy Yaek - President
   b) Article of Incorporation
   c) Foundation Bylaws
   d) Additional Filing Documents
   e) Local Governing Body Resolution for Charitable Gaming Licenses

F. Claims and Accounts

1. McKenna - Building/Planning Services
   a) Building Services - Invoice No. 21849-125 - August 2026 - 09/27/26 - $59,737.14.
   b) Planning Services - Invoice No. 22-064-58 - August 2026 - 09/27/26 - $4,673.75.

7. PRESENTATION(S)

A. Grosse Pointe Public Library (GPPL) 2026 Update Presented by Library Board Member Thomas Peck
   1) GPPL 2026 Update - PowerPoint Presentation

8. PUBLIC HEARING(S)

A. Special Land Use: 20567 Mack Avenue - Little Ghost Restaurant
   a) Memo 09/30/26 - City Planner (Jankowski) Abeid
   b) Site Plans
   c) Letter 09/20/26 - Arthur & Louise Eisenbrey (Residents)
   d) Planning Commission Minutes Excerpt 08/25/26
   e) Receipt of Payment
   f) Affidavit of Property Owners Notified w/ List & Parcel Map
   g) Affidavit of Legal Publication

9. ORDINANCE(S)

A. Zoning Ordinance Update: Discussion of Article X (10)
   1) Memo 09/30/26 - City Planner (Jankowski) Abeid
   2) Article X (10) Review

10. NEW BUSINESS/PUBLIC COMMENT

We welcome comments from residents. If you wish to speak, please state your name and address. You will have a maximum of three (3) minutes to address the City Council. City Council members will listen to your concerns, but will not answer questions. If you have a question or need additional information, we will be happy to direct you to the appropriate person after the meeting. Thank you for your cooperation.

11. ADJOURNMENT

Paul P. Antolin, MiPMC
City Clerk

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)
POSTED AND COPIES GIVEN TO NEWSPAPERS

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

***** NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD THE COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST. *****

OFFICE OF THE CITY MANAGER

Subject: Recommendations for the Regular Council Meeting of October 5, 2026

Item 1 CALL TO ORDER
Prerogative of the Mayor to call this meeting to order.

Item 2 ROLL CALL
Prerogative of the Mayor to request a Roll Call from the City Clerk.

Item 3 PLEDGE OF ALLEGIANCE
Prerogative of the Mayor to lead the City Council, Administration, and members of the audience in the Pledge of Allegiance.

Item 4 RECOGNITION OF COMMISSION MEMBERS
Prerogative of the Mayor to request Commission Members in attendance at tonight's meeting to approach the podium and introduce themselves and the Commission on which they serve.

Item 5 ACCEPTANCE OF AGENDA
Prerogative of the City Council that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Item 6 CONSENT AGENDA
All items listed under the consent agenda are considered routine by the Council and will be enacted by one motion and a second. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered. One member may request that an item be removed and no second is required.

Prerogative of the City Council to approve all items (6A-6E) listed under the consent agenda as presented.

A. Approval of Minutes

1. Council 09/21/26
2. Committee-of-the-Whole 09/21/26
3. Zoning Board of Appeals 09/21/26

B. Items Received and Placed on File

1. Beautification Advisory Commission Minutes 07/08/26, 08/12/26 w/ Recommendation*

*Recommendation requesting a budget not to exceed $2,000 for the purchase of residential award yard stakes.

2. Citizens' Recreation Commission Minutes 07/14/26 w/ Recommendation*

*Recommendation requesting $750 for fall event in September at Ghesquiere Park.

3. Planning Commission Minutes 08/25/26 w/ Recommendations*

*This recommendation is addressed at tonight's Public Hearing.

**This recommendation was addressed at the 09/14/26 Council meeting.

C. Bids/Proposals/Contracts

1. Assumption Church and Cultural Center's Annual Senior Expo 2026 - Request for Parking at Lake Front Park
   a) Letter 09/15/26 - Joan DeRonne (Senior Expo Coordinator)
   b) Event Flyer
   c) Certificate of Liability Insurance
2. Budget Transfer - Canfield Equipment Service, Inc.
   a) Memo 09/28/26 - Director of Public Safety Kosanke
   b) Invoice No. 308101 - 08/13/26 - $37,430.05.
3. MDART Agreement Renewal
   a) Memo 10/01/26 - Director of Public Safety Kosanke
   b) Proposed Agreement
4. Update to Michigan Municipal League (MML) 2026 Convention
   a) Memo 10/01/26 - City Manager Como

D. Proclamation(s)

1. National Breast Cancer Awareness Month (October)

E. Resolution(s)

1. Hearts For Hope Foundation
   a) Letter 09/23/26 - Kaylajoy Yaek - President
   b) Article of Incorporation
   c) Foundation Bylaws
   d) Additional Filing Documents
   e) Local Governing Body Resolution for Charitable Gaming Licenses

F. Claims and Accounts

1. McKenna - Building/Planning Services
   a) Building Services - Invoice No. 21849-125 - August 2026 - 09/27/26 - $59,737.14.
   b) Planning Services - Invoice No. 22-064-58 - August 2026 - 09/27/26 - $4,673.75.

Item 7 PRESENTATION(S)

Item 7A GROSSE POINTE PUBLIC LIBRARY (GPPL) 2026 UPDATE PRESENTED BY LIBRARY BOARD MEMBER THOMAS PECK

Prerogative of the Mayor to ask the presenter (Thomas Peck) to begin the presentation.

Item 8 PUBLIC HEARING(S)

Open the Public Hearing. Motion to receive and place on file all communications pertaining to this request. Hear any comments, first in support of, second in opposition to, the request from the audience. Motion to close the Public Hearing.

Item 8A SPECIAL LAND USE: 20567 MACK AVENUE – LITTLE GHOST RESTAURANT

Prerogative of the City Council to concur with the recommendations of the city planners and Planning Commission to approve the Special Land Use and site plans for 20567 Mack Avenue, with the following outstanding conditions:

1. *The hours of deliveries are no earlier than 9:00 a.m.*
2. *The draft shared parking agreement is found acceptable to the City Attorney and executed. A copy of the agreement will then be placed on file with the city.*
3. *A photometric plan is provided for administrative review.*
4. *Signage is submitted under separate cover.*

Item 9 ORDINANCE(S)

Item 9A ZONING ORDINANCE UPDATE: DISCUSSION OF ARTICLE X (10)

Prerogative of the City Council to review the proposed updated articles and provide any comments or request any changes to send back to the Planning Commission for discussion.

Item 10 NEW BUSINESS/PUBLIC COMMENT

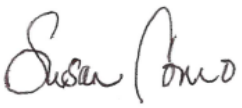
Prerogative of the Mayor to ask if there is any New Business to come before the City Council from the City Council or Administration; and then, to ask members of the audience if there is any Public Comment to come before the City Council.

*Reiterate the 3-minute time limit.

Item 11 ADJOURNMENT

Upon the conclusion of New Business/Public Comment with no further business to be conducted by the City Council, prerogative of the City Council to motion for adjournment of tonight's meeting.

Respectfully submitted,



Susan Como
City Manager

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, SEPTEMBER 21, 2026, IN THE COUNCIL-COURTROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA DR., GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:19 p.m. by Mayor Bryant.

PRESENT:	Mayor Bryant
Council Members:	Brown, Granger, Koester, McConaghy, Motschall
ABSENT:	Gafa

Also Present:	City Manager Como
	City Attorney Walling
	Treasurer/Comptroller Schmidt
	City Clerk Antolin
	Director of Public Services Kowalski
	City Planner Mangan

Motion by Brown, seconded by McConaghy, that Councilmember Gafa be excused from tonight's meeting.

Motion carried by the following vote:
Yes: Brown, Bryant, Granger, Koester, McConaghy, Motschall
No: None
Absent: Gafa

Council, Administration, and the audience Pledged Allegiance to the U.S. Flag.

The following Commission members were in attendance:

- Catherine Dumke, Senior Citizens' Commission
- David Bryk, Historical Commission
- William Marx, Planning Commission

Motion by McConaghy, seconded by Brown, that all items on tonight's **agenda be received, placed on file, and taken in order of appearance.**

Motion carried by the following vote:
Yes: Brown, Bryant, Granger, Koester, McConaghy, Motschall
No: None
Absent: Gafa

Motion by Granger, seconded by McConaghy, to approve all items (6A-6E) listed under the consent agenda as presented.

A. Reappointments

1. Commission/Board Reappointments
   a) Memo 09/21/26 - Administrative Assistant Coyle

B. Approval of Minutes

1. Council 09/14/26

C. Monthly Financial Report

1. August 2026

D. Bids/Proposals/Contracts

1. Blue Cross Blue Shield Medicare Advantage and Humana Renewals 2027
   a) Memo 09/21/26 - Treasurer/Comptroller Schmidt
   b) Medicare Advantage Plans w/o RX
   c) Humana PDP Renewal

E. Claims and Accounts

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
   a) Vernier & Mack Ave. Intersection Improvement - Invoice No. 167770 - Proj. No. 0160-0455 - 09/03/26 - $1,308.93.
   b) Lee Ct./Doyle Ct. & Thorntree Water Mains - Invoice No. 167771 - Proj. No. 0160-0497 - 09/03/26 - $1,174.07.
   c) Cook Rd. Inlay (Mack to Wedgewood) - Invoice No. 167772 - Proj. No. 0160-0501 - 09/03/26 - $8,650.00.
   d) 2026 Water Main Replacement Program - Invoice No. 167773 - Proj. No. 0160-0503 - 09/03/26 - $11,400.00.
   e) 2026 Miscellaneous Concrete Program - Invoice No. 167774 - Proj. No. 0160-0506 - 09/03/26 - $4,402.86.
   f) 2026 Sewer TV & Clean Program - Invoice No. 167777 - Proj. No. 0160-0509 - 09/03/26 - $254.52.
   g) 2026 GPW Road Program - Invoice No. 167780 - Proj. No. 0160-0511 - 09/03/26 - $2,590.00.
   h) Eng. Plan Review - 20160 Mack Ave. - Invoice No. 167783 - Proj. No. 0160-0514 - 09/03/26 - $3,490.48.
   i) 2026-2027 General Engineering - Invoice No. 167784 - Proj. No. 0160-0515 - 09/03/26 - $1,765.08.
   j) 2026 Open Cut Sewer Repair Program - Invoice No. 167785 - Proj. No. 0160-0516 - 09/03/26 - $8,100.00.
   k) 2025 Sewer Rehabilitation by Full Length CIPP Lining - Proj. No. 0160-0495 - Payment Invoice No. 05 - Insituform Technologies USA, LLC - 09/11/26 - $53,066.12.

2. Rosati, Schultz, Joppich & Amtsbuechler, P.C. - Legal Services
   a) Invoice No. 1086589 - August 2026 - 09/11/26 - $9,347.32.
   b) Invoice No. 1086590 - GPW Retirement System & Retiree Health Care - 09/11/26 - $29.00.
3. WCA Assessing - Assessing Services - Invoice No. 090126 - October 2026 - 09/01/26 - $8,306.66.

Motion carried by the following vote:
Yes: Brown, Bryant, Granger, Koester, McConaghy, Motschall
No: None
Absent: Gafa

The City Council recessed the Regular City Council Meeting and convened as a **Zoning Board of Appeals** at 7:22 p.m. Upon conclusion of the Zoning Board of Appeals meeting, the City Council reconvened at 7:36 p.m.

At the September 14, 2026, Council meeting, a Special Land Use request for 20439 Mack Avenue (Golf Simulator) was tabled until the petitioner can attend the Council meeting. The petitioner, Tyler Walker, is present at today's meeting.

Motion by Granger, seconded by Brown, that the City Council remove the Special Land Use request for 20439 Mack Avenue from the table for consideration.

Motion carried by the following vote:
Yes: Brown, Bryant, Granger, Koester, McConaghy, Motschall
No: None
Absent: Gafa

The Petitioner, Tyler Walker provided a brief background and overview of his proposed golf simulator business, Cyber Swing at 20439 Mack Avenue. City Council addressed the following concerns:

- Noise level and abatement
- Timetable to open (within the next 4 months)
- Light shielding from residents
- Accessible entrances
- Issues with being open 24 hours/Monitoring with no employees
- Age limits/under-age supervision
- Fee Schedule
- Options of review and revocation

Motion by Granger, seconded by Koester, that the City Council concur with the Planning Commission's recommendation to approve the Special Land Use request at 20439 Mack Avenue as presented with the following *additional conditions**:

1. All doors and windows parallel to Mack Avenue are to remain uncovered at all times, to contribute to an active street presence.

   **Window coverage during night hours.*

2. Operational hours for special events, tournaments, camps, and clinics, are limited to traditional business hours as shared by similar establishments along Mack Avenue (between 9:00 am and 11:00 pm), to limit disturbance to adjacent residential properties.

3. Maximum occupancy is limited to 20 individuals, including participants, instructors, and visitors.

4. Applicant returns in one year to review problems/issues that may arise. Remedies could include limiting the hours or adding on-site staff.

   **Revisit in 6 Months from time of opening to review problems/issues.*

Motion carried by the following vote:
Yes: Brown, Bryant, Granger, Koester, McConaghy, Motschall
No: None
Absent: Gafa

Under New Business, the following individuals were heard:

- Mayor Bryant/City Council and staff wished a Happy Birthday to City Attorney, Debra Walling.

Under Public Comment, no one wished to be heard.

Motion by Motschall, seconded by Koester, to **adjourn tonight's meeting** at 7:54 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

_____ _____

Paul P. Antolin
City Clerk

Arthur W. Bryant
Mayor

MINUTES OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, SEPTEMBER 21, 2026, IN THE COUNCIL CHAMBERS/ COURTROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA DRIVE, GROSSE POINTE WOODS, MICHIGAN.

Mayor Bryant called the meeting to order at 6:49 p.m.

PRESENT:	Mayor Bryant
Council Members:	Brown, Granger, Koester, Motschall, McConaghy
ABSENT:	Gafa
Also Present:	City Manager Como
	City Attorney Walling
	City Treasurer/Comptroller Schmidt
	City Clerk Antolin
	Director of Public Services Kowalski
	City Planner Mangan
	GPW Foundation Member O'Callaghan
	GPW Foundation Member Billingsley

Motion by McConaghy, seconded by Brown, that Councilmember Gafa be excused from tonight's meeting.

Motion carried by the following vote:
Yes: Brown, Bryant, Granger, Koester, McConaghy, Motschall
No: None
Absent: Gafa

Motion by McConaghy, seconded by Brown, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:
Yes: Brown, Bryant, Granger, Koester, McConaghy, Motschall
No: None
Absent: Gafa

The item discussed was regarding the review concepts for the south lawn as part of the overall City Hall Front Lawn Project. In a previous discussion, there was consideration to install a fireplace

and memorial tree in the southern section of the project. The purpose of tonight's meeting is to put a general plan in place for the southern section of the City Hall Front Lawn Project to secure funding from the Ralph C. Wilson, Jr. Legacy Funds Grant for installation of a fireplace and other possible amenities.

Patrick O'Callaghan and Michelle Billingsley, GPW Foundation Members, were present at the meeting. Mr. O'Callaghan clarified that the grant application must be submitted by the November 1, 2026, deadline.

Mayor Bryant sought City Council's approval to allow the GPW Foundation to apply for project funding. He noted that the immediate focus is developing the southern portion of the front lawn by adding a fireplace, benches, and additional amenities. While the project estimates range from $150,000 to $200,000, the available grant covers up to $25,000.

The Committee reviewed the photo samples of various fireplaces for consideration. Committee Member Koester offered the consideration of a water fountain rather than a fireplace. He felt it makes more sense as an alternative.

Mayor Bryant stated if the allocated funds are granted but the project fails to materialize, the city has the option to return the money without affecting its eligibility to re-apply in the future.

Motion by McConaghy, seconded by Koester, to authorize the GPW Foundation to pursue funding from the Ralph C. Wilson Jr. Legacy Funds Grant for the purpose of placemaking with a fireplace and/or fountain concept which would include walkways, greenspace, vegetation, certain brickwork, decorative lighting, an overall concept that would beautify and benefit our community while maintaining the integrity of a Tree City USA within this environment.

Motion carried by the following vote:
Yes: Brown, Bryant, Granger, Koester, McConaghy, Motschall
No: None
Absent: Gafa

Under New Business**,** no one wished to be heard.

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

- Shawn Threat of Elite Vending, LLC, submitted his business proposal to install vending machine in the Activities Building at Lake Front Park. Councilmember McConaghy recommended the business proposal be reviewed by the City Attorney and Administration for consideration.

Motion by Motschall, seconded by Koester, that the meeting of the Committee-of-the-Whole be adjourned at 7:10 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

_____	_____
Paul P. Antolin	Arthur W. Bryant
City Clerk	Mayor

MINUTES OF THE ZONING BOARD OF APPEALS MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, SEPTEMBER 21, 2026, IN THE COUNCIL/COURTROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA DR., GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:22 p.m. by Mayor Bryant.

Roll Call:	Mayor Bryant
Council members:	Brown, Granger, Koester, McConaghy, Motschall
Absent:	Gafa

Also Present:	City Manager Como
	City Attorney Walling
	Treasurer/Comptroller Schmidt
	City Clerk Antolin
	Director of Public Services Kowalski
	City Planner Mangan

Motion by Brown, seconded by McConaghy, that Councilmember Gafa be excused from tonight's meeting.

Motion carried by the following vote:
Yes: Brown, Bryant, Granger, Koester, McConaghy, Motschall
No: None
Absent: Gafa

Motion by Brown, seconded by McConaghy, to accept the agenda as presented and for purposes of the Zoning Board of Appeals hearing, that the following items be presented to, and received by, the Zoning Board of Appeals for consideration:

1) Variance Review (09/17/26) - City Planner Mangan (Haw)
2) Zoning Board of Appeals Application (08/25/26)
3) Survey (08/13/26)
4) Demolition Plan
5) Proposed Building Elevations
6) Receipt of Payment
7) Affidavit of Property Owners Notified w/ List & Parcel Map
8) Affidavit of Legal Publication

Motion carried by the following vote:
Yes: Brown, Bryant, Granger, Koester, McConaghy, Motschall
No: None
Absent: Gafa

THE PUBLIC HEARING WAS THEREUPON OPENED AT 7:24 P.M. FOR A ZONING BOARD OF APPEALS HEARING UNDER THE PROVISIONS OF MICHIGAN ZONING ENABLING ACT PA 110 OF 2006, MCL 125.3101 ET SEQ, TO HEAR THE APPEAL OF LAURA THIBAULT AND BRIAN GATLIFF, 19961 NORTON COURT, WHO ARE REQUESTING TWO VARIANCES FOR THE REAR AND SIDE YARD SETBACKS.

City Planner Mangan provided an overview of the Petitioners' request in accordance with the variance review dated September 19, 2026, and clarified questions from City Council.

The applicants, Laura Thibault and Brian Gatliff, request two variances for the residential lot at 19961 Norton Court in order to construct an addition (new bedroom and bath) to their single-unit residence. The proposed addition, however, would encroach into the minimum required rear yard and side yard setbacks.

The subject site is zoned the R-1D, One-Family Residential District and is an interior lot. The applicants request the following variances, pursuant to the City's Zoning Ordinance:

Code Section	Ordinance Requirements		Proposed	Requested Variance
Sec. 50-3.1.D	Minimum rear yard setback	28.0'	22.5'	5.5'
Sec. 50-3.1.D	Minimum side yards	16.0' (total of two)	15.0'	1.0'

Per Section 50-7.15.I.1, the Zoning Board of Appeals may grant a dimensional variance only upon a finding that compliance with the restrictions governing area, setbacks, frontage, height, bulk, density, or other dimensional provisions would create a practical difficulty. A finding of practical difficulty, based on competent, material, and substantial evidence on the record, shall require the petitioner to demonstrate that all conditions are met.

The Chair asked if anyone from the audience wished to speak in favor of the proposed request. The following individuals were heard:

- Brian Gatliff, Petitioner

The Chair asked if anyone from the audience wished to speak in opposition to the proposed request. No one wished to be heard.

Motion by Motschall, seconded by Granger, that the public hearing be closed at 7:29 p.m. PASSED UNANIMOUSLY.

Councilmember Granger received clarification that the easement is calculated with the 5 ft. variance and the Zoning Ordinance update will allow similar minor variances to be handled administratively.

Motion by McConaghy, seconded by Granger, that the Zoning Board of Appeals concur with the City Planner's recommendation and **approve** the requested 5.5-foot rear yard variance and the 1.0-foot side yard (total of two) variance to Section 50-3.1.D based on the following findings of fact for 19961 Norton Ct.:

1. Strictly following the current R-1D zoning requirements for the rear yard setback would prevent the applicant from functionally expanding and improving their single-unit home.
2. The proposed addition is consistent with the intent of the R-1D One-Family Residential District, which encourages single-unit, detached residential development and is a permitted, by-right use.
3. The proposed addition remains proportional to the overall massing of the home and surrounding residences.
4. Approval of the variances upholds the spirit and intent of the Zoning Ordinance, maintains neighborhood character, and protects public health and safety.

Motion carried by the following vote:
Yes: Brown, Bryant, Granger, Koester, McConaghy, Motschall
No: None
Absent: Gafa

Nobody wished to be heard under **New Business/Public Comment**.

Motion by Motschall, seconded by Granger, that tonight's meeting minutes be immediately certified.

Motion carried by the following vote:
Yes: Brown, Bryant, Granger, Koester, McConaghy, Motschall
No: None
Absent: Gafa

Motion by Motschall, seconded by Koester, to adjourn tonight's ZBA meeting at 7:35 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin
City Clerk

Commission Approved August 12, 2026

RECEIVED
JUL 20 2026
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Beautification Advisory Commission
Conference Room – Grosse Pointe Woods Community Center
20025 Mack Ave. Dr., Grosse Pointe Woods
Meeting – July 8, 2026, 7:00 p.m.

Present: Casinelli, Champagne, Dubiel, Elich, Goerke, Hage, S. McCullough, G. McCullough, McCarthy, N. Rogers, Wettstein
Excused: Feltman, Dinicu, Randazzo, Trimble
Guest:
Also Present:

Call to Order: The meeting was called to order by Chair Wettstein at 7:00 p.m.

Minutes: June 10, 2026, minutes were distributed and reviewed.

Motion by G. McColough, seconded by Goerke to approve June 10, 2026 minutes as presented.
Motion carried by the following vote:
Yes Casinelli, Champagne, Dubiel, Elich, Goerke, Hage, S. McCullough, G. McCullough, McCarthy, N. Rogers, Wettstein
No: None
Excused: Feltman, Dinicu, Randazzo, R. Trimble,

Treasurer's Report: No Report

Chairperson Report: No report.

Awards Program: Update on the Awards Program shared. Reviewing order of stakes and recommendations

Flower Sale: Update provided

Adopt-A-Garden: Champagne provided an update

Council report: No Report

Old Business: None

New Business: None

Adjournment: Motion by G. McCullough, seconded by Rogers to adjourn the Beautification Advisory Commission meeting at 7:27 p.m.

Motion carried by the following vote:
Yes: Casinelli, Champagne, Dubiel, Elich, Goerke, Hage, S. McCullough, G. McCullough, McCarthy, N. Rogers, Wettstein
No: None
Excused: : Feltman, Dinicu, Randazzo, R. Trimble,

Respectfully submitted,

Debbie McCarthy

Commission Approved September 9, 2026

RECEIVED
SEP 24 2026
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Beautification Advisory Commission
Conference Room – Grosse Pointe Woods Community Center
20025 Mack Ave. Dr., Grosse Pointe Woods
Meeting – August 12, 2026, 7:00 p.m.

Present: Casinelli, Champagne, Elich, Feltman, Goerke, Hage, S. McCullough, G. McCullough, Randazzo, Rogers, Trimble, Wettstein
Excused: Dinicu, Dubiel, McCarthy
Guest: None
Also Present: M. Koester

Call to Order: The meeting was called to order by Chair Wettstein at 7:00 p.m.

Minutes: July 8, 2026, minutes were distributed and reviewed.
Motion by Casinelli, seconded by G. McCullough, to approve the July 8, 2026, minutes as presented.
Motion carried by the following vote:
Yes: Casinelli, Champagne, Elich, Feltman, Goerke, Hage, S. McCullough, G. McCullough, Randazzo, Rogers, Trimble, Wettstein
No: None
Excused: Dinicu, Dubiel, McCarthy

Treasurer's Report: Feltman shared the treasurer's report.
Motion by Rogers, seconded by Hage, to approve the treasurer's report as presented.
Motion carried by the following vote:
Yes: Casinelli, Champagne, Elich, Feltman, Goerke, Hage, S. McCullough, G. McCullough, Randazzo, Rogers, Trimble, Wettstein
No: None
Excused: Dinicu, Dubiel, McCarthy

Chairperson Report: No report.

Awards Program: Wettstein, Casinelli and Elich shared updates on the Awards Program including a quote to purchase residential award yard stakes.
Motion by Goerke, seconded by G. McCullough, that the City Council approve a budget not to exceed $2,000 for the purchase of residential yard stakes.
Motion carried by the following vote:
Yes: Casinelli, Champagne, Elich, Feltman, Goerke, Hage, S. McCullough, G. McCullough, Randazzo, Rogers, Trimble, Wettstein
No: None
Excused: Dinicu, Dubiel, McCarthy



Flower Sale: No report.

Adopt-A-Garden: Champagne shared an update on the Adopt-a-garden.

Council report: M. Koester shared the council report.

Old Business: None

New Business: None

Adjournment: Motion by S. McCullough, seconded by Casinelli to adjourn the Beautification Advisory Commission meeting at 7:23 p.m.
Motion carried by the following vote:
Yes: Casinelli, Champagne, Elich, Feltman, Goerke, Hage, S. McCullough, G. McCullough, Randazzo, Rogers, Trimble, Wettstein
No: None
Excused: Dinicu, Dubiel, McCarthy

Respectfully submitted,

Toni M. Feltman

Commission Approved September 8, 2026

Citizens' Recreation Commission Meeting Minutes

Meeting of the Citizens' Recreation Commission was held on
July 14, 2026 at Grosse Pointe Woods, Michigan.

CALLED TO ORDER: 7:06 p.m.

RECEIVED
SEP 08 2026
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

PRESENT:

Amanda York
Gib Heim
Melinda Billingsley
Jason Gaidis
Dave Andrews
Abby Klotz
Barbara Janutol

ABSENT:

Lindsay Frattaroli
Amanda Starkey

ALSO PRESENT:
Owen Gafa, Director of Parks and Recreation
Melissa Rogers, Aquatics assistant

APPROVAL OF THE AGENDA:

Motion was made for acceptance of the agenda for **July 14, 2026** by Janutol and 2nd Billingsley.

Approval of motion:

Yes: Heim, Gaidis, Andrews, Billingsley, York, Klotz, Janutol

No: **None**

Absent: Frattaroli, Starkey

APPROVAL OF THE MINUTES:

Motion was made for the approval of minutes from **June 9, 2026** by Billingsley and seconded by York.

Approval of motion:

Yes: Heim, Gaidis, Andrews, Billingsley, York, Klotz, Janutol

No: **None**

Absent: Frattaroli, Starkey

COUNCIL REPORT:

- Not present

DIRECTOR'S REPORT:

- Reworked curriculum levels and assigned levels. Max 6 kids per class.
  - Information to be sent to the session 1 families acknowledging the changes made for session 2.
- Archery is full and there is a waiting list.
- Pool hours discussed and on track for not needing to adjust.
- Pedestrian bridge broken and on hold. Replacement cost is excessive based on old designs.
- Pickleball courts still on hold. Pavilion price adjusted to 25K (down from 50K) and will be moving forward.

TREASURER'S REPORT:

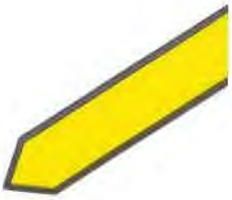
- Start of FY 2026.
- Updated budget went to spring fest and winter fest.
- Fishing Derby budget is 2K.

OLD BUSINESS:

- Fishing Derby – Sub-Committee
  - Currently 30 people signed up.
  - 100pk worms, 100pk bobbers, 100pk towels.
- Youth Advisory Commission subcommittee and planning.
  - Sample waiver sent from Sterling Heights.
  - At September meeting we can review applicants and decide who to pick and how to move forward.

NEW BUSINESS:

- Fall Event - Sub-Committee
  - Options discussed: disc golf, tyke parade.
  - This event is to be a small event $500 event to take place at Ghesquiere Park.



Motion was made to request $750, from Account 101-105-880.200, for fall event at Ghesquiere event in September by Billingsley and seconded by Janutol.

Motion was approved unanimously.

ADJOURNMENT:

Motion was made to adjourn by Gaidis and seconded by Billingsley.

Approval of motion:

Yes: Heim, Gaidis, Andrews, Billingsley, York, Klotz, Janutol

No: **None**

Absent: Frattaroli, Starkey

Meeting Adjourned at 7:52pm.

Respectfully submitted by: Jason Gaidis, Secretary of the Grosse Pointe Woods Citizens' Recreation Commission.

Commission Approved 9/22/26

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

RECEIVED
AUG 27 2026
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

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

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

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

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

Motion carried by the following vote:
YES: Ellis, Fenton, Gilezan, Hamborsky, Marx, O'Keefe, Schulte
NO: None
ABSENT: Fuller, Vitale

Chair Hamborsky recognized Council Representative Gafa.

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

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

Motion carried by the following vote:
YES: Ellis, Fenton, Gilezan, Hamborsky, Marx, O'Keefe, Schulte
NO: None
ABSENT: Fuller, Vitale

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

Motion carried by the following vote:
YES: Ellis, Fenton, Gilezan, Hamborsky, Marx, O'Keefe, Schulte
NO: None
ABSENT: Fuller, Vitale

Commissioner Fuller arrived at 7:04 p.m.

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

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

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

1. The hours of deliveries are provided and found acceptable to the Planning Commission; the expected delivery schedule must be detailed on the final site plan.

2. Site plan approval is granted.

3. A variance for the walk-up window is granted by the Zoning Board of Appeals, or it is removed from the project scope

4. A parking variance is granted, for both the number of required spaces and the reduced dimensional width of the one rear parking space.

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

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

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

Motion carried by the following vote:
YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte
NO: None
ABSENT: Vitale

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

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

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

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

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

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

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

Motion carried by the following vote:

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

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

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

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

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

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

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

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

Motion carried by the following vote:
YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe
NO: Schulte
ABSENT: Vitale

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

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

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

Motion carried by the following vote:
YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte
NO: None
ABSENT: Vitale

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

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

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

Commissioner Marx will attend the September City Council meetings.

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

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

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

Motion carried by the following vote:
YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe, Schulte
NO: None
ABSENT: Vitale

Respectfully Submitted,

Gretchen Miotto
Clerk's Confidential Administrative Assistant & Recording Secretary

CCCC 180

ASSUMPTION GREEK ORTHODOX CHURCH

21800 Marter Rd. St. Clair Shores, MI 48080-2599 • Tel: 586.779.6111 Fax: 586.779.8369
Web: www.goassumption.org

METROPOLIS OF DETROIT

Worship Witness Fellowship Philanthropy

ASSUMPTION GREEK ORTHODOX CHURCH

Rev. Dr. Michael N. Varlamos
Proistamenos

Fr. Michael Manos
Associate Priest

Robert Vickrey
President

Tom Thomas
Vice-President

Chrysanthe Kotsis Kohl
Secretary

John Kohl
Treasurer

Joan DeRonne
Administrator

PARISH COUNCIL
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George Dallas
Speros Dionysopoulos
Jim Koukios
William Malian
Chris Manos
Yianni Mitropetros
Nikolaos Moschouris
Anthony Niarhos
Dr. Chris Raphtis
Dr. Ari Thanasas
Roula Tsaprailis
Patty Vasilos
George Verras
Lydia Villeneuve

Community Outreach:
Assumption Cultural Center
Assumption Nursery School

September 15, 2026

RECEIVED

SEP 17 2026

CITY OF GROSSE POINTE WOODS
ADMINISTRATION

Mayor Arthur Bryant and
City Council Members
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Dear Mayor Bryant and City Council members,

Assumption Cultural Center's Senior Expo has become a community event where more than 1,000 senior citizens, their families and caregivers are provided with health, wellness, recreation and resource information. We have always appreciated your generous support of our various programs and events, especially in allowing us the use of your Lakefront Park for additional parking.

We are hoping once again to be allowed to use your park for our 31st Annual Senior Expo, which takes place on Thursday, October 22th, 8:30 a.m. – 1:30 p.m.

Please kindly respond at (586) 779-6111. We look forward to hearing from you.

On behalf of the Senior Expo Committee, I remain,

Sincerely,

Joan DeRonne
Senior Expo Coordinator

Senior Expo 2026

Experience Senior Life Today!

Thursday, October 22, 8:30 a.m. - 1:30 p.m.
Assumption Cultural Center
St. Clair Shores/Grosse Pointe Woods

Platinum Sponsor:
Henry Ford Health and Health Alliance Plan by Henry Ford Health

Keynote Speaker, 11:00 a.m.
Chuck Gaidica
Wellness Coach

Performance by
Devin Scillian
And
Arizona Son
Sponsored by A.H. Peters





FREE!

Over 50 Exhibitors and Give-aways
Community Resource Information
Health and Wellness Screenings
Senior SUPER Tent

Committee

Macomb County Chamber
Assumption Cultural Center
Grosse Pointe Chamber of Commerce
Henry Ford Health
Health Alliance Plan. by Henry Ford Health
Cranberry Park assisted living & memory care
Hope Senior Home Care
The Helm at the Boll Life Center
American House Senior Living Communities Lakeshore
Harper Chiropractic Center

Senior Expo 2026 is a community service of the Senior Expo Committee and
Assumption Cultural Center • (586) 779-6111 • 21800 Marter Road • St Clair Shores

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/30/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Faris Najor
Brown & Brown Insurance Services, Inc. 5250 Corporate Drive Suite #200 Troy MI 48098	PHONE (A/C, No, Ext): (586) 977-6300 FAX (A/C, No): (586) 977-6780 E-MAIL ADDRESS: Faris.Najor@bbrown.com

ok! P.A. 10/1/26

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Assumption Greek Orthodox Church 21800 Marter St. Clair Shores MI 48080	INSURER A: Philadelphia Indemnity Insurance Company (A++)	18058
	INSURER B: Accident Fund National Insurance Company (A)	12305
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL2693081057 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. ***Not Applicable in WY**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		PHPK2722592	09/24/2026	09/24/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 15,000 $ 1,000,000 $ 3,000,000 $ 3,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			PHPK2722592	09/24/2026	09/24/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000			PHUB922911	09/24/2026	09/24/2027	EACH OCCURRENCE AGGREGATE	$ 3,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		AF WCP 100079923	12/31/2025	12/31/2026	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000
A	Employment Practices Liability			PHSD1883752	09/24/2026	09/24/2027	Limit Deductible	$1,000,000 $1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City Of Grosse Pointe Woods is included as an additionally insured on General Liabilty policy with respect to operations performed by the named insured

CERTIFICATE HOLDER

City of Groose Pointe Woods
20025 Mack Plaza Drive
Grosse Pointe Woods MI 48236

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Additional Named Insureds

Other Named Insureds

Assumption Cultural Center	Additional Named Insured
Assumption Nursery School and Toddler Center	Additional Named Insured

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CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC SAFETY

Date: September 28, 2026

To: Susan Como, City Manager

From: John G. Kosanke, Director

Subject: **Budget Transfer – Canfield Equipment Service, Inc.**

The department received approval for the purchase of a K-9 vehicle, upfitting and accessories at the December 01, 2025 City Council meeting. This approval included the cost of K-9 specific equipment installation and labor from Canfield Equipment Services, Inc. in Warren, MI in the amount of $37,405.83. A contingency amount of $1,000.00 for the total expense from all the vendors was also approved.

The service from Canfield was not completed until mid-August and the approved purchase order was not carried over into the current fiscal year. As a result, I am requesting a budget transfer in the amount of $37,430.05, an amount which turned out to be slightly higher than the original quoted amount, from prior fiscal year funds into the current 2026-2027 Fiscal Year budget. A change order on the purchase order was recently done to account for the difference of $24.22.

The invoice was not received until August 13, 2026. The funds to cover it were already put into the prior year Fund Balance.

We are requesting to have $37,430.05 transferred from Prior Year Fund Balance account 661-000-692.000 into account 661-901-977.350 (K9 Vehicle Equipment – Public Safety).

Susan Como, City Manager — Date: 10/1/26

Fund Certification:
Account numbers have been verified as presented.

Steven Schmidt, Treasurer/Comptroller — Date: 9/30/26

CANFIELD
EQUIPMENT
SERVICE, INC.

21533 Mound Road, Warren, MI 48091
Phone: 586.757.2020 Fax: 586.757.2294

INVOICE

INVOICE No.	308101
DATE	08/13/26
WORK ORDER	176463

BILL TO: 3432400
GROSSE POINTE WOODS
20025 MACK PLAZA DR

GROSSE POINTE WOODS MI 48236
PHONE: 313-343-2419

SHIP TO:
GROSSE POINTE WOODS
20025 MACK PLAZA DR

GROSSE POINTE WOODS MI 48236
CONTACT: burban@gpwmi.us

PO No.	SALES REP	WRITTEN BY	POOL No.	TERMS
25-49414	K ENGBLOM	KE		N30
VEHICLE ID. No.	**MAKE**	**MODEL**	**YEAR**	**FO No.**
3GCUD4ED7RG176366	CHEV	SILVERADO	2024	.

PART No.	DESCRIPTION	QTY ORD	QTY SHIP	PRICE	EXTENSION

PO 25-49414
Furnish and install the following equipment into a
2025 Silverado PPV K9

Westin
1 Push Bumper Center Section
*Includes two side facing V-IONS
*Includes four front facing ION Red / Blue
$1,951.79

Whelen
1 LIN V-Series LED Under Mirror Beams Red / Blue
*Installed to manufacture specs, Blue on passenger side
$418.09

Whelen
1 FST DUO Series InnerEdge Passenger Side Only
2 T-SERIES LED SURFACE MOUNT, RED
2 T-SERIES LED SURFACE MOUNT, BLUE
4 T-SERIES ION WEDGE BRACKET
1 Core Siren / Lighting Controller

*** CONTINUED NEXT PAGE ***

CANFIELD
EQUIPMENT
SERVICE, INC.

21533 Mound Road, Warren, MI 48091
Phone: 586.757.2020 Fax: 586.757.2294

INVOICE

INVOICE No.	308101
DATE	08/13/26
WORK ORDER	176463

BILL TO: 3432400
GROSSE POINTE WOODS
20025 MACK PLAZA DR

GROSSE POINTE WOODS MI 48236
PHONE: 313-343-2419

SHIP TO:
GROSSE POINTE WOODS
20025 MACK PLAZA DR

GROSSE POINTE WOODS MI 48236
CONTACT: burban@gpwmi.us

PO No.	SALES REP	WRITTEN BY	POOL No.	TERMS
25-49414	K ENGBLOM	KE		N30
VEHICLE ID. No.	**MAKE**	**MODEL**	**YEAR**	**FO No.**
3GCUD4ED7RG176366	CHEV	SILVERADO	2024	.

PART No.	DESCRIPTION	QTY ORD	QTY SHIP	PRICE	EXTENSION

$3,980.71

Whelen
1 Red Micron Series LED
1 Blue Micron Series LED
*Mounted on the rear door window screens
*Red on driver side
$202.50

Whelen
2 Upgraded Spotlight Bulbs
*LED with Blue Warning
*LED WITH RED WARNING
$674.54

Whelen
1 STRIP LIGHT LED RED/WHITE
1 STRIP LIGHT LED BLUE/WHITE
*Mounted on the rear bumper
*Red/WHITE on driver side
$300.72

*** CONTINUED NEXT PAGE ***

CANFIELD
EQUIPMENT
SERVICE, INC.

21533 Mound Road, Warren, MI 48091
Phone: 586.757.2020 Fax: 586.757.2294

INVOICE

INVOICE No.	308101
DATE	08/13/26
WORK ORDER	176463

BILL TO: 3432400
GROSSE POINTE WOODS
20025 MACK PLAZA DR

GROSSE POINTE WOODS MI 48236
PHONE: 313-343-2419

SHIP TO:
GROSSE POINTE WOODS
20025 MACK PLAZA DR

GROSSE POINTE WOODS MI 48236
CONTACT: burban@gpwmi.us

PO No.	SALES REP	WRITTEN BY	POOL No.	TERMS
25-49414	K ENGBLOM	KE		N30
VEHICLE ID. No.	**MAKE**	**MODEL**	**YEAR**	**FO No.**
3GCUD4ED7RG176366	CHEV	SILVERADO	2024	.

PART No.	DESCRIPTION	QTY ORD	QTY SHIP	PRICE	EXTENSION

American Aluminum / AceK9
1 Single Dog Full Cage for Silverado
1 Ace WatchDog System with 1 Year Service
1 Heat Monitoring System
1 10inch Fan with Fan Guard
1 No K9 Left Behind
$7,107.70

Havis
1 26" VS Center Console
1 Dual Cup-Holder
1 Magnetic Mic Clips
1 Dual USB Charger Port
1 POWER SUPPLY
$1,441.40

Havis
1 Motion Device for computer
1 Adjustable Pole
*Installed on the console
$457.28

*** CONTINUED NEXT PAGE ***

CANFIELD
EQUIPMENT
SERVICE, INC.

21533 Mound Road, Warren, MI 48091
Phone: 586.757.2020 Fax: 586.757.2294

INVOICE

INVOICE No.	308101
DATE	08/13/26
WORK ORDER	176463

BILL TO: 3432400
GROSSE POINTE WOODS
20025 MACK PLAZA DR

GROSSE POINTE WOODS MI 48236
PHONE: 313-343-2419

SHIP TO:
GROSSE POINTE WOODS
20025 MACK PLAZA DR

GROSSE POINTE WOODS MI 48236
CONTACT: burban@gpwmi.us

PO No.	SALES REP	WRITTEN BY	POOL No.	TERMS
25-49414	K ENGBLOM	KE		N30
VEHICLE ID. No.	**MAKE**	**MODEL**	**YEAR**	**FO No.**
3GCUD4ED7RG176366	CHEV	SILVERADO	2024	.

PART No.	DESCRIPTION	QTY ORD	QTY SHIP	PRICE	EXTENSION

Havis
1 Charge Guard Timer
*Wired to CPU Dock and Modem
*Set for 1 hour
$89.00

ARE / Truck Vault
1 Dual Drawer Truck Vault Extended Height
1 Divider Package
1 Sidio Crate Pack
1 TG1500X-6048 Truck Glide 1500lbs
1 TGINS-MAG TruckGlide Attachment
1 MX-HD Truck Cap
*Paint to Match
*Aluminum Paneled Windoors
*12Volt Dome Light with Prop Switch
*Tool Box Driver and Passenger Side
*CHMSL/12volt Harness
$15,451.10

Canfield
1 Installation Labor / Shop Supplies / Power Distribution

*** CONTINUED NEXT PAGE ***

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SERVICE, INC.

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VEHICLE ID. No.	**MAKE**	**MODEL**	**YEAR**	**FO No.**
3GCUD4ED7RG176366	CHEV	SILVERADO	2024	.

PART No.	DESCRIPTION	QTY ORD	QTY SHIP	PRICE	EXTENSION

$5,355.22

SALE AMT	37,430.05
SALES TAX	0.00
FREIGHT	0.00
TOTAL	37,430.05

VISIT OUR WEB SITE!! www.canfieldequipment.com

Received By: _____

CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC SAFETY

Date: **October 1, 2026**

To: **City Manager Susan Como**

From: **John G. Kosanke, Director of Public Safety**

Subject: **MDART Agreement Renewal**

On the October 06, 2025 City Council meeting, the City was approved to enter into an agreement with the Metro Detroit Auto Recovery Team (MDART), which is comprised of several officers from multiple agencies working to combat auto theft and larceny from automobiles.

The MDART grant is a yearly grant which will is reviewed and evaluated upon the completion of twelve months. The agreement is now up for renewal for the time period of October 01, 2026 through September 30, 2027.

Although the department is not in a position to assign an officer to work in conjunction with MDART on the October 01, 2026 start date, we hope to be able to participate soon.

I am respectfully requesting Council approval to accept and enter into the attached MDART agreement which has been reviewed and approved by City Attorney Debra Walling. The grant application and contract are attached. The application needs to be signed.

AUTOMOBILE THEFT PREVENTION AUTHORITY (ATPA)
GRANT APPLICATION OVERVIEW

The ATPA was established in 1986 to reduce motor vehicle theft in Michigan. The ATPA provides grants on a competitive basis for programs to reduce motor vehicle theft. Grant funds cannot be used for any other purpose.

Law enforcement agencies, prosecutors, and organizations qualified as a 501(c)(3) non-profit are eligible to apply for an ATPA grant. Grants will only be awarded for enforcement, prosecution, community awareness, and prevention programs aimed at reducing motor vehicle theft.

The grant application is available on the ATPA website at www.michigan.gov/atpa. The application form is located on the web page under "ATPA Forms." Be sure to save these files to your computer before completing.

Match Required: Non-profit organizations:
- No matching funds are required.

All other agencies, including law enforcement agencies and prosecuting attorney's offices:
- A cash match of the approved budget is required.

Deadline: The application must be received on or before **June 1, 2026**. Incomplete applications will not be accepted.

Required: The following must be submitted:
- Completed application with signatures and supporting budget documentation.
- An 8 ½" x 11" map that displays the area served by the proposed project.

In addition, non-profit organizations must provide:
- A copy of the organization's bylaws.
- A copy of the organization's Articles of Incorporation filed with the State of Michigan.
- A copy of the organization's determination letter from the Internal Revenue Service recognizing the organization's tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

Submission: Scan and email an electronic copy of the signature page. This should include the saved electronic version of your application with signatures and supporting documentation. These documents should be emailed to the ATPA at MSPATPA@michigan.gov. **Keep a copy of the entire application for your records, including the instructions and any attachments.**

You DO NOT need to send a paper copy to the ATPA.

For additional information or application assistance, contact the ATPA at MSPATPA@michigan.gov.

ATPA GRANT CONDITIONS

A. DURATION OF GRANT
The grantee understands that grant initiatives may be planned over a period of years; however, each grant will be approved by the ATPA on a yearly basis. The grantee must submit an application each grant year if they wish to continue the grant beyond the initial grant period. The ATPA will approve renewal applications based on the grantee's previous accomplishments and successes.

B. IMPLEMENTATION OF GRANT PROJECT
The grantee agrees to implement the grant within 90 days following the grant award effective date or be subject to automatic cancellation of the grant.

C. PROJECT MODIFICATION (ATPA Project Modification Request form, GRANTS-034)
1. The grantee agrees not to make any modification of the approved budget including, but not limited to, the participating agencies, program, or budget, without the prior written approval of the ATPA.
   a. Grant revisions must be submitted via the GRANTS-034 form to the ATPA at least 30 days in advance of the need for the change. The revision must be approved by the ATPA before the modification may be implemented.
2. The grantee agrees to provide the ATPA with written notification of any changes in personnel to the grant project director position, financial officer, grant project contact, and grant-funded staff.
3. When an agency withdraws an employee from the ATPA team, the ATPA approved budget for that position will remain with the ATPA team. The grant project director must inform the ATPA immediately when the withdrawal occurs by completing and submitting the GRANTS-034 form. The vacant position will become unfunded unless filled within 30 days, or an extension request has been submitted via email to the ATPA and approved in writing by the ATPA.

D. EXPENDITURES
1. The Grantee understands and agrees that all expenditures from the grant will:
   a. Be necessary for the proper and efficient administration of the grant and be allowable to it under the principles and standards provided herein.
   b. Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
   c. Not result in profit to the grantee or governmental unit.
   d. Be incurred on or after the date of authorization to proceed, or the first day of the grant period, whichever is later, and on or before the end of the grant period.
   e. Be adequately supported by source documentation.
2. The grantee agrees to use the approved purchasing practices and bid procedures required by the applicable agency, jurisdiction, or organization for expenditures involving grant activity.
3. The grantee agrees to maintain accounting records following generally accepted accounting principles for the expenditure of grant funds. The grantee agrees to record all revenues and expenditures in a fund or account separate from the grantee's other funds or accounts.
4. The grantee understands that all state agency projects must have a legislative budget appropriation to accept ATPA funds.
5. The grantee agrees to maintain all documentation for costs incurred for a five-year period following the final payment of the grant.
6. Costs incurred prior to the starting date or after the ending date of the grant are ineligible for reimbursement.

E. EQUIPMENT
1. The grantee understands that "equipment" is defined as any non-expendable, tangible, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Items with a useful life of more than one year, but with an acquisition cost of less than $5,000, will not be considered equipment for purposes of this grant. Any equipment purchased through a grant by a state agency must also adhere to all state equipment control procedures.
2. The grantee agrees that all equipment purchased under the grant will be used exclusively for motor vehicle theft prevention purposes, not only during the period of the grant but for the entire useful life of the equipment.

F. RELEASE OF FUNDS
Payments to all grantees will be made on a reimbursement basis. All payments are contingent on the grantee being compliant with all terms and conditions of the grant.

G. RETURN OF UNEXPENDED FUNDS
The grantee agrees to return all unexpended grant funds to the ATPA within 60 days after the grant is completed. The check shall be made payable to the "State of Michigan."

H. GRANT PROJECT FUNDING
Any additional funds received or granted as a result of motor vehicle theft prevention activities shall be used to enhance currently funded and/or future motor vehicle theft prevention programs. Funds received include, but are not limited to, forfeiture of cash and receipts from sale of property.

I. AUDIT-MONITORING AND REVIEW
1. The grantee agrees to allow the ATPA and the State Auditor General, and any of their duly authorized representatives, access, for purposes of inspection, audit, monitoring, and examination, to any books, documents, papers, and records of the grantee which are related to this project. The ATPA conducts continual monitoring of the grant to ensure the grant funds have been spent in accordance with state and federal law, including, but not limited to, 1992 PA 174, the policies of the ATPA, and the grant terms and conditions.
2. The ATPA will conduct periodic program and financial reviews of the project. The purpose of these reviews will be to determine adherence to stated financial standards, project goals, and to review the progress of the project in meeting its objectives.

J. GRANT TERMINATION
The grantee understands that this grant project may be terminated if the ATPA concludes that the grantee is not in compliance with state and federal law, the terms and conditions of this grant, or has falsified any information. The ATPA may extend an opportunity for the grantee to demonstrate compliance. When the grant is terminated, the unexpended funds received and unexpended funds granted as a result of motor vehicle theft prevention activities shall be returned to the ATPA no later than 60 days after termination.

K. TRAVEL
In-state or out-of-state travel will be in compliance with current state travel guidelines and restrictions. The grantee agrees to notify the ATPA in advance for approval of any out-of-state travel utilizing grant funds.

L. PERSONNEL COSTS
As a condition of accepting the grant award, it is understood that grants issued to fund law enforcement or prosecuting attorney personnel will dedicate 100 percent of their regular work hours performing ATPA grant-related work.

N. REPORTING REQUIREMENTS
Grantees must submit quarterly progress and expenditure (financial) reports in accordance with the schedule below. **Both reports must be received prior to ATPA reimbursement.**

ORGANIZATION TYPE	QUARTERLY PROGRESS AND FINANCIAL REPORTS		DUE DATE
Law Enforcement Agency Prosecuting Attorney's Office Non-Profit Organization	Progress Reports (GRANTS-037)	10-01-26 to 12-31-26	01-30-27
	Financial Reports (GRANTS-035)	10-01-26 to 12-31-26	01-30-27
	Progress Reports (GRANTS-037)	01-01-27 to 03-31-27	04-30-27
	Financial Reports (GRANTS-035)	01-01-27 to 03-31-27	04-30-27
	Progress Reports (GRANTS-037)	04-01-27 to 06-30-27	07-30-27
	Financial Reports (GRANTS-035)	04-01-27 to 06-30-27	07-30-27
	Financial Reports (GRANTS-035)	07-01-27 to 09-30-27	10-15-27
	Progress Reports (GRANTS-037)	07-01-27 to 09-30-27	10-30-27

ATPA GRANT APPLICATION INSTRUCTIONS

Applicant Information

Name of Applicant Organization: One organizational unit that will be responsible for the administration of the grant in accordance with the grant conditions (e.g., "City of (Blank) Police Department"). This organization will be the fiduciary for the grant. **The fiduciary will be responsible for receiving and distributing grant funds to participating team members, receiving, and compiling reports from team members, and submitting grant reports quarterly to the ATPA via email.**

ATPA Grant Project Number: Number referenced on all grant documents (first-time applicants will not have a grantee project number).

Grant Project Title: Short name (acronym).

Authorized Official: Individual authorized to enter into an agreement with the ATPA in order to accept grant funds. The ATPA will not pay the salary of the person in this position.

Project Contact: Individual responsible for the implementation of the grant and the submission of the progress reports.

Project Financial Contact: Individual responsible for gathering necessary financial information from team members and for preparing and submitting required financial reports.

Program Information

Provide narratives related to the goals, outcomes, trends, and initiatives of the grant project.

Budget Detail

Sworn Employees: "Sworn employees" are defined as police officers and assistant prosecutors with criminal investigative powers. Enter wages, the cost of fringe benefits, and overtime wages paid for each sworn employee. Add together wages, the cost of fringe benefits, and overtime wages paid and enter the total in the "Total Sworn" column. The "Total Sworn Employees" box at the bottom of the page will automatically add each identified cost for a grand total.

Other Employees: "Other employees" include administrative assistants, motor vehicle theft prevention technicians, vehicle information number etching technicians, etc. Enter wages, the cost of fringe benefits, and overtime wages paid for each other employee. Add together wages, the cost of fringe benefits, and overtime wages paid, and enter the total in the "Total Other" column. The "Total Other Employees" box at the bottom of the page will automatically add each identified cost for a grand total.

Vehicle Usage: "Vehicle usage" includes the lease/purchase of the vehicle, maintenance, mileage/gasoline, and necessary equipment based on your organizational type. Enter all vehicle usage in the columns provided. The total for this section must be manually added and entered in the "Total Vehicle Usage" box; this total does not automatically calculate.

Field Operations: "Field operations" includes equipment and supplies necessary for field operations. Equipment is defined as any non-expendable tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Any equipment purchased through a grant to a state agency must also adhere to all state equipment control procedures. Include other costs related to the grant project. Adequate detail and justification (i.e., quotes, purchase orders, etc.) must be furnished to support the costs included. Enter all field operations in the columns provided. The total for this section must be manually added and entered in the "Total Field Operations" box; this total does not automatically calculate.

Office Operations: "Office operations" includes equipment and office supplies necessary for office operations, as well as other costs related to the project. Adequate detail and justification must be furnished to support the costs included. Enter all office operations in the columns provided. The total for this section must be manually added and entered in the "Total Office Operations" box; this total does not automatically calculate.

Grand Total: You must manually add together "Total Sworn Employees," "Total Other Employees," "Total Vehicle Usage," "Total Field Operations," and "Total Office Operations" and enter your grand total in the "Total Amount" box.

Eligible Expenditures: (Any expenditure not detailed below must have approval from the ATPA prior to acquisition/purchase.)

- Regular salaries.
- Longevity costs.
- Fringe benefits (FICA, unemployment, workers compensation, retirement, life, medical, dental and vision insurance).
- Overtime hours. Hours must not exceed twenty percent of the total sworn employee's budgeted salary/fringe amount. This amount is cumulative for the team and can be utilized at the team's discretion. For grantees only paying overtime, this limit does not apply.
- Travel and meals. Travel outside normal territory, not to exceed $5,000 per person/per year.
- Vehicle operation cost. Not to exceed:
  - Law enforcement agency - Calculated at $15,000 per employee/per year; costs are cumulative, not limited per employee. Only vehicles engaged in road patrols/investigations are eligible.
  - Prosecutor's office - $1,500 per assistant prosecuting attorney/per year for mileage and parking reimbursement.
  - Non-profit organization - $1,500 per person/per year for mileage reimbursement.
- Office space or utilities. Requires prior approval.
- Office furniture. Requires prior approval.
- Copier purchase/usage. Not to exceed:
  - Law enforcement agency - $1,200 per year.
  - Prosecutor's office - $1,200 per year.
  - Non-profit organization - $2,400 per year.
- Phone installation. Requires prior approval.
- Landline phone purchase/usage. Not to exceed $1,500 per person/per year.
- Office supplies. Not to exceed $200 per person/per year.
- Investigative supplies/equipment for law enforcement agency (sworn employees only). Not to exceed $20,000 per person/per year, costs are cumulative, not limited per employee.
- Computer/laptop purchase. Requires prior approval.
- Cell phone purchase/usage. Not to exceed $2,500 per person/per year.
- Motor vehicle theft-related association dues, including dues to the International Association of Automobile Theft Investigators and Michigan Association of Vehicle Theft Investigators.
- Training or conferences for educational purposes relating to vehicle theft/fraud investigations. Requires prior approval.

Ineligible Expenditures: (This is not an all-inclusive list. Prior approval is required for any expenditure(s) not listed below.)

- Inordinate fringes, including, but not limited to, lump-sum payments (e.g., banked sick/vacation time, bonuses, pensions, health benefits, and holiday pay).
- Health care benefit waiver bonuses.
- Indirect costs.
- Expenditure(s) incurred before or after the grant period.
- Any administrative costs not directly related to the administration of this grant.
- In-car terminals and system.
- Law Enforcement Information Network (LEIN) usage fees.
- Vehicle, liability, or professional insurance.
- Non-motor vehicle theft related membership and agency dues.
- Entertainment.
- Expenditures in excess of approved budget.
- Clothing/cleaning/gun allowance.
- Emergency response compensation.
- Show-up pay.
- Educational incentives (e.g., college courses and trade schools).
- First-class travel.
- Costs in applying for this grant (e.g., consultants and grant writers).
- Personnel, including law enforcement officers, not connected to the project to which this grant refers.
- Fundraising and any salaries or expenses associated with the fundraising.
- Legal fees.
- Purchase of promotional items unless prior approval is received in writing.
- Contributions and donations.
- Fines and penalties.
- Losses from uncollectible bad debts.
- Purchases of land.
- Military-type equipment such as armored vehicles, explosive devices, and other items typically associated with military arsenal.
- Construction costs and/or renovation, including remodeling.
- Expert witness fees.
- Weapons, including tasers.
- Conducting law enforcement operations with the intent of generating revenue for personal or agency gain through deceitful, fraudulent, unethical, or illegal methods.

AGREEMENT
for
PARTICIPATION IN MDART AND RECEIPT OF ATPA GRANT FUNDS
between
Michigan State Police (Michigan State Police)
and
Michigan Department of State (MDOS)
and
City of Troy (Troy Police Department)
and
City of Grosse Pointe Woods (Grosse Pointe Woods Department of Public Safety)
and
City of Hamtramck (Hamtramck Police Department)
and
City of Harper Woods (Harper Woods Police Department)
and
Wayne County Airport Authority (Wayne County Airport Authority)

I. PARTIES

This Agreement is made between Michigan State Police (Michigan State Police), Michigan Department of State (MDOS), City of Troy (Troy Police Department), City of Grosse Pointe Woods (Grosse Pointe Woods Department of Public Safety), City of Hamtramck (Hamtramck Police Department), City of Harper Woods (Harper Woods Police Department), Wayne County Airport Authority (Wayne County Airport Authority).

This Agreement will be performed by the parties' law enforcement agencies. Each party may be referred to in this Agreement by its respective law enforcement agency.

MDART may also be referred to in this Agreement as the "Grant Administrator." The parties are collectively referred to in this Agreement as the Metro Detroit Auto Recovery Team MDART.

II. PURPOSE

The purpose of this Agreement is to set forth the relationship and responsibilities of the members of MDART.

III. EXHIBITS

The following exhibits are part of this Agreement:

Exhibit A: FY 2027 Automobile Theft Prevention Authority (ATPA) Grant Application.

Exhibit B: FY 2027 ATPA Grant Contract.

IV. RESPONSIBILITIES

MDART agrees to accomplish the following objectives, which are more fully outlined in Exhibit A and Exhibit B:

Michigan State Police (Michigan State Police) will:

a. Work to reduce the number of automobile thefts in the grant coverage area, as defined in the ATPA Grant Application (Exhibit A), by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved in auto theft-related activities and reducing false auto theft reports.
b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
c. Maintain clear and reliable documentation of performance activity and financial expenditures.
d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.
e. Following forfeited property auctions, report to the ATPA the dollar amount deposited into the designated forfeiture account on progress reports.
f. Receive quarterly progress reports and reimbursement requests from MDART participating law enforcement agencies, compile received reports and submit compiled data with supporting documentation to the ATPA by the due dates designated in the ATPA Grant Contract (Exhibit B).

Michigan Department of State (MDOS) will:

a. To provide Investigative assistance to auto theft investigators in regard to obtaining Michigan Department of State records needed to further on-going criminal investigations.
b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
c. Maintain clear and reliable documentation of performance activity and financial expenditures.
d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.
e. Following forfeited property auctions, report to the Grant Administrator the dollar amount deposited into the designated forfeiture account on progress reports.
f. Submit quarterly progress reports and reimbursement requests to the Grant Administrator by the due dates set by the Grant Administrator.
g. To investigate allegations of fraudulent vehicle and driver's license related crimes, conduct administrative inspections at establishments licensed by or those required to be licensed by Michigan Department of State, and work with MSP Investigators to pursue criminal charges when warranted.

City of Troy (Troy Police Department) will:

a. Work to reduce the number of automobile thefts in the grant coverage area, as defined in the ATPA Grant Application (Exhibit A), by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved in auto theft-related activities and reducing false auto theft reports.
b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
c. Maintain clear and reliable documentation of performance activity and financial expenditures.
d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.

e. Following forfeited property auctions, report to the Grant Administrator the dollar amount deposited into the designated forfeiture account on progress reports.
f. Submit quarterly progress reports and reimbursement requests to the Grant Administrator by the due dates set by the Grant Administrator.

City of Grosse Pointe Woods (Grosse Pointe Woods Department of Public Safety) will:

a. Work to reduce the number of automobile thefts in the grant coverage area, as defined in the ATPA Grant Application (Exhibit A), by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved in auto theft-related activities and reducing false auto theft reports.
b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
c. Maintain clear and reliable documentation of performance activity and financial expenditures.
d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.
e. Following forfeited property auctions, report to the Grant Administrator the dollar amount deposited into the designated forfeiture account on progress reports.
f. Submit quarterly progress reports and reimbursement requests to the Grant Administrator by the due dates set by the Grant Administrator.

City of Hamtramck (Hamtramck Police Department) will:

a. Work to reduce the number of automobile thefts in the grant coverage area, as defined in the ATPA Grant Application (Exhibit A), by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved in auto theft-related activities and reducing false auto theft reports.
b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
c. Maintain clear and reliable documentation of performance activity and financial expenditures.
d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.
e. Following forfeited property auctions, report to the Grant Administrator the dollar amount deposited into the designated forfeiture account on progress reports.
f. Submit quarterly progress reports and reimbursement requests to the Grant Administrator by the due dates set by the Grant Administrator.

City of Harper Woods (Harper Woods Police Department) will:

a. Work to reduce the number of automobile thefts in the grant coverage area, as defined in the ATPA Grant Application (Exhibit A), by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved in auto theft-related activities and reducing false auto theft reports.
b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
c. Maintain clear and reliable documentation of performance activity and financial expenditures.
d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.
e. Following forfeited property auctions, report to the Grant Administrator the dollar amount deposited into the designated forfeiture account on progress reports.
f. Submit quarterly progress reports and reimbursement requests to the Grant Administrator by the due dates set by the Grant Administrator.

Wayne County Airport Authority (Wayne County Airport Authority) will:

a. Work to reduce the number of automobile thefts in the grant coverage area, as defined in the ATPA Grant Application (Exhibit A), by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved in auto theft-related activities and reducing false auto theft reports.
b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
c. Maintain clear and reliable documentation of performance activity and financial expenditures.
d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.
e. Following forfeited property auctions, report to the Grant Administrator the dollar amount deposited into the designated forfeiture account on progress reports.
f. Submit quarterly progress reports and reimbursement requests to the Grant Administrator by the due dates set by the Grant Administrator.

The Parties mutually agree:

a. To make all reasonable efforts to ensure that all reports are submitted to the Grant Administrator, compiled, and forwarded to the ATPA by the due dates designated in the ATPA Grant Contract (Exhibit B).
b. To work cooperatively to fulfill all grant requirements as stated in the ATPA Grant Contract (Exhibit B).
c. To use the Michigan High Intensity Drug Trafficking Areas' Deconfliction Center on all cases, when applicable.

V. LIABILITY

Each Party shall be responsible for its own acts and the acts of its employees and agents, the costs associated with those acts, and the defense of those acts.

VI. ASSURANCES

- Each party certifies that it and its principals:
- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.
- Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them and are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, on making false statements, or receiving stolen property;
- Have not within a two-year period preceding this Agreement been convicted of a felony criminal violation under any federal law; and
- Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

VII. CORRESPONDENCE

All notices or other written communications shall be addressed as indicated in this section, or as specified, by subsequent written notice delivered by the party whose address or authorized representative has changed.

Notices or other communications required by, or related to, this Agreement shall be in writing and shall be delivered in one of the following manners:

a. In person.
b. By certified registered mail, return receipt requested, with all postage or charges prepaid; or,
c. By email to the email address identified for the authorized representative.

Michigan State Police:
Contact: [redacted]
Address: [redacted]
City, State, Zip: [redacted]
Telephone: [redacted]
Email: [redacted]

Troy:
Contact:
Address:
City, State, Zip:
Telephone:
Email:

MDOS:
Contact:
Address:
City, State, Zip:
Telephone:
Email:

Gross Pointe Woods:
Contact:
Address:
City, State, Zip:
Telephone:
Email:

Hamtramck:
Contact:
Address:
City, State, Zip:
Telephone:
Email:

Harper Woods:
Contact:
Address:
City, State, Zip:
Telephone:
Email:

Airport Authority:
Contact:
Address:
City, State, Zip:
Telephone:
Email:

VIII. TERM

This Agreement is contingent upon funds being awarded by the ATPA for auto-theft prevention activities. This Agreement is effective when signed by the Parties, by and through their duly authorized representatives, for a period beginning October 1, 2026, through September 30, 2027, unless terminated early, as hereinafter set forth.

IX. TERMINATION

Any party may terminate this Agreement for any reason, provided that at least 30 days advance written notice of termination is given to the non-terminating parties by the terminating party.

X. ENTIRE AGREEMENT AND AMENDMENT

This Agreement is the complete and exclusive Agreement between the Parties with respect to the subject matter thereof, and supersedes all prior negotiations, representations, proposals, and other communications between the Parties either oral or written. This Agreement may only be amended by a written document signed by the Parties after receiving approval from their governing bodies. However, a Party may change its Correspondence information without amending the Agreement in accordance with Section VII; it is not necessary to amend this Agreement for the sole purpose of changing the Correspondence information.

XI. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

XII. SIGNATURES

Each Party certifies that it has received approval from its governing body via resolution to enter into this Agreement. The person signing this Agreement on behalf of each Party certifies that he or she has the necessary approval and authority to sign this Agreement on behalf of the Party and bind the Party to the terms and conditions contained herein.

Michigan State Police (Michigan State Police)
By: _____ **Date:** 9/11/2026
Printed Name:
Title:

Michigan Department of State (MDOS)
By: _____ **Date:** _____
Printed Name:
Title:

City of Troy (Troy Police Department)
By: _____ **Date:** _____
Printed Name:
Title:

City of Grosse Pointe Woods (Grosse Pointe Woods Department of Public Safety)
By: _____ **Date:** _____
Printed Name:
Title:

City of Hamtramck (Hamtramck Police Department)
By: _____ **Date:** _____
Printed Name:
Title:

City of Harper Woods (Harper Woods Police Department)
By: _____ **Date:** _____
Printed Name:
Title:

Wayne County Airport Authority (Wayne County Airport Authority)
By: _____ **Date:** _____
Printed Name:
Title:

Possess or Sell Rosette Rivets	750.415	4
Possess Stolen Vehicle with Intent to Pass Title	257.254	10
Repair - Salvage Facility Violation	257.217	4
Receiving and Concealing Stolen Property	750.535	8
Unlawfully Driving Away Automobile	750.413	6
Unlawful Use	750.414	4
Use Fraudulent ID to Lease or Purchase Vehicle	750.415	12
All Other Charges		2

Note to Arrest Rankings:

- Team takes credit for the most serious charge against subject and ignores others.
- The team takes credit for original arrest charge, even if reduced later by prosecutor.
- If the subject is arrested on three separate warrants, team may count three arrests.
- Attempted crimes or conspiracy to commit crime earns same points as listed.

XVIII. Special Conditions

This contract is valid upon approval and execution by the ATPA.

This contract is conditionally approved, subject to and contingent upon the availability of funds.

The grantees will not assume any responsibility or liability for costs incurred by the ATPA prior to the full execution of this contract.

XIX. Contract Signatures

Grant funding will not be released until all requirements of the signed grant contract have been agreed upon. The undersigned has the authority to accept the terms of this grant contract.

[redacted] Digitally signed by [redacted]
Date: 2026.09.11 11:31:19 -04'00'

Printed Name of Authorized Official | Signature of Authorized Official | Date

[redacted] Digitally signed by [redacted]
Date: 2026.09.10 10:53:15 -04'00'

Printed Name of Project Contact | Signature of Project Contact | Date

Printed Name of Financial Contact | Signature of Financial Contact | Date

Printed Name of ATPA Executive Director | Signature of ATPA Executive Director | Date

AUTO THEFT PREVENTION AUTHORITY (ATPA)
GRANT CONTRACT

AUTHORITY: MCL 500.6105; **COMPLIANCE:** Voluntary, however, failure to complete will result in cancellation of grant/loss of funds.

Scan and email one complete copy with original signatures to the ATPA by September 30, 2026, at MSPATPA@michigan.gov. **Do not** send a paper copy.

I. Award Information			
Name of Grantee/Fiduciary Michigan State Police		Project Title/Acronym MDART	
Address [redacted]	City [redacted]	State [redacted]	ZIP Code [redacted]
Total Grant Award $2,610,021	ATPA Award $913,507.35	Match Requirement $1,696,513.65	
Grant Period Start Date October 1, 2026	Grant Period End Date September 30, 2027	Project Number 17-27	
Authorized Official [redacted]	Project Contact [redacted]	Financial Contact [redacted]	

II. Contract Conditions and Requirements

Grant Award

The ATPA grant award is to be utilized solely for the benefit of motor vehicle theft prevention programs and initiatives.

The ATPA will only reimburse expenditures incurred during the grant period of October 1, 2026, to September 30, 2027.

The project number (listed above in Award Information) must be included on all correspondence addressed to the ATPA regarding this grant.

A change in authorized official, project director, financial contact, participating agency, personnel assigned to the team, or budget line-item change requires a Project Modification Request (GRANTS-034), which can be downloaded from the ATPA website at www.michigan.gov/msp/divisions/grantscommunityservices/atpa.

The authorized official and financial officer will serve without compensation from the ATPA grant award.

Any amount of the grant award received, or forfeiture funds generated as a result of motor vehicle theft prevention activities shall be used to enhance motor vehicle theft prevention programs or initiatives. Forfeiture funds include, but are not limited to, forfeiture of cash and receipts from the sale of property.

Public communications materials, news releases, or training announcements that result from this grant must cite the "Auto Theft Prevention Authority" as the source of funding. Copies of the materials or news releases **must** be sent to the ATPA at least five days prior to publishing, and the ATPA reserves the right to make any necessary edits. The ATPA also has the royalty-free right to copy, publish, and distribute any data or material associated with this grant.

Law enforcement personnel funded by the ATPA grant award shall dedicate 100 percent of their regular work hours conducting ATPA grant-related duties. Prosecuting attorneys who designate a portion of their time for ATPA activities will dedicate 100 percent of their designated time to ATPA grant related duties. This will be reflected in daily logs which will be made available for on-site monitoring by ATPA personnel.

The grantee agrees to return all unexpended grant funds to the ATPA within 60 days after the project is completed. The check shall be made payable to the "State of Michigan."

Reporting

Failure to comply with any reporting responsibilities identified in this contract may result in withholding grant payment(s) or the cancellation of the grant award. The grantee's lack of compliance will also be taken into account when considering future grant applications and awards from the ATPA.

All grantees must comply with the requirements of the Uniform Crime Reporting (UCR) System Act, 1968 PA 319, as amended. This act requires county sheriffs' departments, as well as city, village, and township police departments, to submit monthly UCR data.

The Progress Report (GRANTS-037), Financial Report (GRANTS-035), and Expenditure Detail (GRANTS-036), can be downloaded from the ATPA website at www.michigan.gov/msp/divisions/grantscommunityservices/atpa. The grantee agrees to submit reports in accordance with the schedule referenced in this contract.

All grant-funded employees, including employees of subgrantees, will complete and submit an Employee Time Certification (GRANTS-038). Grantees will submit GRANTS-038 to the ATPA annually via email to MSPATPA@michigan.gov.

All projects must maintain adequate supporting documentation for financial and progress reports submitted to the ATPA. Failure to provide adequate supporting documentation may adversely affect current-year reimbursements and future ATPA grant requests.

ATPA Teams

The grantee will serve as the fiduciary for the ATPA grant. The fiduciary will be responsible for receiving grant funds, distributing funds to participating team members, and receiving and compiling reports from team members. The grantee will submit grant reports according to the schedule referenced in this contract, as well as those specially requested by the ATPA.

When an agency withdraws an employee from an ATPA team, the ATPA approved budget for that position will remain with the ATPA team. The project director must inform the ATPA when the withdrawal occurs by completing the Project Modification Request (GRANTS-034). The vacant position must be replaced within 30 days, or the position will be unfunded unless an extension request has been approved in writing.

Participating agencies are expected to participate on the ATPA team that received the grant award for the entire grant period. Participating agencies that withdraw personnel from the ATPA team before the end of the grant period will be reimbursed based upon the percentage of the grant period in which they participated. The ATPA Board of Directors reserves the right to deny future grant awards based on agency participation.

All personnel who are funded by an ATPA team must have their activities approved by the team commander.

III. Program and Financial Review

On-Site Monitoring and Payments

ATPA staff will schedule appointments with grantees in order to conduct on-site monitoring and grantees must accept these appointments.

Grantees must maintain separate accounting records to document grant revenues and expenditures.

This grant is reimbursement only. Grantees must document that expenditures have been paid by local sources before requesting reimbursement from the ATPA.

Supporting documentation which must be submitted with the financial report is as follows:

- Time and Attendance: Payroll expenditures must be supported by employee's earning history, attendance sheet, time sheet, payroll register, and duty log. These records must be retained and made available to ATPA staff during on-site monitoring.
    - Law Enforcement and Prosecutors Only - Attach the monthly duty logs to the Financial Report (GRANTS-035) when submitted.
- Fringe Benefits and Overtime: Retain a copy of cost allocations for fringe benefits charged to the ATPA program.
    - Law Enforcement and Prosecutors Only - Each person's overtime hours must not exceed twenty percent of the person's actual regular hours worked. For grantees only paying overtime, this limit does not apply.
- All payments for expenditures (e.g., utilities, office rent, copier use, vehicle lease/rent, cell phones) must be supported by an actual invoice or the method of determining cost.
- Equipment Procurement Procedures/Consultant/Contractual Service: Grantees must attach a copy of the actual invoice or the method of determining cost.

All grantees must sign up through the online SIGMA Self Service vendor registration process to receive State of Michigan payments as Electronic Funds Transfers (EFT)/Direct Deposits, as mandated by the Management and Budget Act, 1984 PA 431, MCL 18.1283a. Vendor registration information is available on the Michigan Department of Technology, Management and Budget's (DTMB) website located at www.michigan.gov/SIGMAVSS.

Should the grantee discover an error in a previous reimbursement request, the grantee shall immediately notify the ATPA and refund the ATPA any funds not authorized for use under this contract.

Mileage Expense for Non-profit Organizations: Limited to the grantee's established mileage reimbursement allowance for non-federally funded activities, not to exceed the ATPA approved budget amount. Grantees must provide supporting documentation for these expenses.

Vehicle Usage/Rental Expenses for Law Enforcement and Prosecutors: Limited to the grantee's established reimbursement policy for non-federally funded activities, not to exceed the ATPA approved budget amount.

IV. Criminal or Administrative Investigations/Charges

If any employee of the grantee/subgrantee associated with this grant project becomes aware of a criminal or administrative investigation or charge that directly or indirectly involves grant funds referenced in this contract, the grantee shall immediately notify the ATPA in writing that such an investigation has been initiated or that a charge has been issued.

V. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

Pursuant to Executive Order 12549 (Debarment and Suspension) and implemented at 2 C.F.R. Part 2867 for prospective participants in primary covered transactions as defined at 28 C.F.R. Part 2867, Section 2867.20(a) the grantee certifies that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them and are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, on making false statements, or receiving stolen property;
- Have not within a two-year period preceding this application been convicted of a felony criminal violation under any federal law; and
- Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

VI. Suspension/Termination

The ATPA and/or the grantee may suspend and/or terminate this contract without further liability or penalty to the ATPA for any of the following reasons:

- Failure to comply with any of the terms of this contract. Suspension requires immediate action by the grantee to comply with the terms of this contract; otherwise, termination by the ATPA may occur.
- Failure of the grantee to make satisfactory progress toward the measurable objectives set forth in this contract.
- Filing false certification in this contract or other report or document.

This contract may be terminated by either party by giving 15-day written notice to the other party. Such written notice will provide valid, legal reasons for termination, along with the effective date of termination.

This contract may be terminated immediately if the grantee, an official of the grantee, or an owner is convicted of any activity referenced in Section IV of this contract during the term of this contract or any extension thereof.

Should this contract be terminated by either party, within 30 days after the termination, the grantee shall provide the ATPA with all financial, performance, and other reports required as a condition of this contract. The ATPA will make payments to the grantee for allowable reimbursable costs not covered by previous payments. The grantee shall immediately refund to the ATPA any funds not authorized for use and any payments or funds advanced to the grantee in excess of allowable reimbursable expenditures.

VII. Liability

All liability to third parties; loss or damage as a result of claims; and demands, costs, or judgments arising out of activities such as direct service delivery to be carried out by the grantee in the performance of this contract shall be the responsibility of the grantee and not the responsibility of the ATPA if the liability, loss, or damage is caused by or arises out of the actions or failure to act on the part of the grantee, any subgrantee, or anyone directly or indirectly employed by the grantee, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the grantee or its employees by statute or court decisions.

All liability to third parties; loss, or damage as a result of claims; demands, costs, or judgments arising out of activities such as the provision of policy and procedural direction to be carried out by the ATPA in the performance of this contract shall be the responsibility of the ATPA and not the responsibility of the grantee if the liability, loss, or damage is caused by or arises out of the action or failure to act on the part of any ATPA employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the state of Michigan, its agencies (the ATPA), or employees as provided by statute or court decisions.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the grantee and ATPA in fulfillment of their responsibilities under this contract, such liability, loss, or damage shall be borne by the grantee and the ATPA in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the grantee, the state of Michigan, its agencies (the ATPA), or their employees, respectively, as provided by statute or court decisions.

It is specifically understood and agreed that, if the State of Michigan or any County is party to this contract, nothing in this Section will require such party to indemnify any other party or entity in any litigation that may arise from the performance of this contract. This is not to be construed as a waiver of governmental immunity.

VIII. Eligible Expenditures

All eligible expenditures listed below with identified amounts are subject to the appropriate match as identified in Section I. Any expenditure not detailed below must have approval from the ATPA prior to acquisition/purchase.

- Regular salaries.
- Longevity costs.
- Fringe benefits (FICA, unemployment, workers compensation, retirement, life, medical, dental and vision insurance).
- Overtime hours. Hours must not exceed 20 percent of the total sworn employees' budgeted salary/fringe amount. This amount is cumulative for the team and can be utilized at the team's discretion. For grantees only paying overtime, this limit does not apply.
- Training/Travel expenses. Travel outside normal territory, not to exceed $5,000 per employee/per year. If training is outside of the annual IAATI and NCRC conferences, prior approval is required.
- Vehicle operation cost. Not to exceed:
    - Law enforcement agency - Calculated at $15,000 per employee/per year. Costs are cumulative, not limited to per employee. Only vehicles engaged in road patrols/investigations are eligible.
    - Prosecutor's office - $1,500 per assistant prosecuting attorney/per year for mileage and parking reimbursement.
    - Non-profit organization - $1,500 per employee/per year for mileage reimbursement.
- Office space or utilities. Requires prior approval.
- Office furniture. Requires prior approval.
- Copier purchase/usage. Not to exceed:
    - Law enforcement agency - $1,200 per year.
    - Prosecutor's office - $1,200 per year.
    - Non-profit organization - $2,400 per year.
- Phone installation. Requires prior approval.
- Landline phone purchase/usage. Not to exceed:
    - Law enforcement agency and prosecutor's office - $1,500 per person/per year.
    - Non-profit organization - $1,500 per year.
- Office supplies. Not to exceed $200 per year/per person.
- Investigative supplies for law enforcement agency (sworn employees only). Not to exceed $20,000 per year/per person, costs are cumulative, not limited per employee.
- Computer purchase. Requires prior approval.

- Cell phone purchase/usage. Not to exceed $2,500 per person/per year.
- Motor vehicle theft-related association dues, including dues to the International Association of Automobile Theft Investigators and Michigan Association of Vehicle Theft Investigators.
- Training or conference for educational purposes relating to vehicle theft/fraud investigations. Requires prior approval.

IX. Ineligible Expenditures

This is not an all-inclusive list. Prior approval is required for any expenditure(s) not listed below.

- Inordinate fringes, including, but not limited to, lump sum payments (e.g., banked sick/vacation time, bonuses, pensions, health benefits, and holiday pay).
- Health care benefit waiver bonuses.
- Indirect costs.
- Expenditure(s) incurred before or after the grant period.
- Any administrative costs not directly related to the administration of this grant.
- In-car terminals and system.
- Law Enforcement Information Network (LEIN) usage fees.
- Vehicle, liability, or professional insurance.
- Non-motor vehicle theft-related membership and agency dues.
- Entertainment.
- Expenditures in excess of approved budget.
- Clothing/cleaning/gun allowance.
- Emergency response compensation.
- Show-up pay.
- Educational incentives (e.g., college courses and trade schools).
- First-class travel.
- Costs incurred applying for this grant (e.g., consultants, grant writers).
- Personnel, including law enforcement officers, not connected to the project to which this grant refers.
- Fundraising and any associated salaries or expenses.
- Legal fees.
- Purchase of promotional items unless prior approval is received in writing.
- Contributions and donations.
- Fines and penalties.
- Losses from uncollectible bad debts.
- Purchases of land.
- Military-type equipment such as armored vehicles, explosive devices, and other items typically associated with military arsenal.
- Construction costs and/or renovation, including remodeling.
- Expert witness fees.
- Weapons, including tasers.
- Conducting law enforcement operations with the intent of generating revenue for personal or agency gain through deceitful, fraudulent, unethical, or illegal methods.

X. Law Enforcement Objectives

- Reduce the number of motor vehicle thefts in your grant area by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved, and reducing false motor vehicle theft reports.
- Reduce the economic gain associated with motor vehicle theft by recovering stolen vehicles/parts/equipment and by identifying fraudulent insurance activity.
- Recover more in stolen vehicles/parts/equipment value than the total approved grant award from the ATPA.
- Comply with ATPA guidelines/policies/conditions and UCR requirements for submission of data.
- Maintain clear and reliable documentation for the project's performance activity and financial expenditures.
- Following auction, report to the ATPA the dollar amount deposited into the forfeiture account on the Progress Report (GRANTS-037).

- A team member shall attend regular meetings for area detectives and insurance investigators, including participation in the Anti Car Theft (ACT) meetings. Please note that email correspondence will be accepted in lieu of physical attendance.

XI. Law Enforcement Evaluation Criteria (See Section XVII. Arrest Ranking)

- Number of fourteen point motor vehicle theft (MVT) related arrests.
- Number of twelve point MVT related arrests.
- Number of ten point MVT related arrests.
- Number of eight point MVT related arrests.
- Number of six point MVT related arrests.
- Number of four point MVT related arrests.
- Number of two point MVT related arrests.
- Number of insurance fraud related arrests.
- Number of passenger vehicles recovered.
- Dollar value of passenger vehicles recovered.
- Number of other vehicles recovered.
- Dollar value of other vehicles recovered.
- Number of parts parts/equipment recovered.
- Dollar value of parts/equipment recovered.
- Number of commercial vehicles recovered.
- Dollar value of commercial vehicles recovered.
- Dollar amount deposited into forfeiture account.

XII. Prosecutor Objectives

- Provide full-time access to the judicial system for the ATPA task forces in the grant area and provide opportunities to informally discuss cases and legal issues.
- Vertically prosecute all selected motor vehicle theft related cases.
- Maintain a policy of plea bargaining only when absolutely necessary.
- Achieve an overall conviction rate of 80 percent.
- Achieve a trial conviction rate of 70 percent.
- Strive for maximum sentence lengths for defendants.
- Maintain clear and reliable documentation of project's financial expenditures and performance activity.

XIII. Prosecutor Evaluation Criteria

- Number of cases initiated.
- Number of preliminary exams held.
- Number of preliminary exams waived.
- Number of cases disposed pre-trial.
- Number of defendants who pled guilty to original charge.
- Number of defendants who pled guilty to lessor included offense.
- Number of plea bargain dismissals.
- Number of other dismissals.
- Number of cases disposed by trial (jury/judge).
- Number of defendants convicted on original charge.
- Number of defendants convicted on reduced charge.
- Number of defendants incarcerated.
- Number of defendants fined/placed on probation.
- Dollar amount of restitution ordered.
- Number of defendants convicted of insurance fraud.

XIV. Non-Profit Organization Objectives

- Conduct 15 motor vehicle theft awareness education programs/seminars (minimum of 20 attendees each).
- Etch 100 vehicles.
- Distribute 1,500 ATPA approved auto theft preventative fliers/brochures regarding motor vehicle theft prevention.

- Write and publish no less than 5 articles about motor vehicle theft prevention. The articles must cite the ATPA as a source of funding. Forward article copies to the ATPA.
- Contact 200 residences within your community with a door-to-door strategy. Inform them of the most up to date auto theft prevention strategies.
- Maintain clear and reliable documentation of project's financial expenditures and performance activity.

XV. Non-Profit Organization Evaluation Criteria

- Number of programs/seminars conducted.
- Number of vehicles etched.
- Number of fliers/brochures distributed.
- Number of theft prevention articles written and published.
- Number of residences contacted.

XVI. Reporting Schedule

Organization Type	Quarterly Progress and Financial Reports		Due Date
Law Enforcement Agency Prosecuting Attorney's Office Non-Profit Organization	Progress Report (GRANTS-037)	10-01-26 to 12-31-26	01-31-27
	Financial Report (GRANTS-035)	10-01-26 to 12-31-26	01-31-27
	Progress Report (GRANTS-037)	01-01-27 to 03-31-27	04-30-27
	Financial Report (GRANTS-035)	01-01-27 to 03-31-27	04-30-27
	Progress Report (GRANTS-037)	04-01-27 to 06-30-27	07-31-27
	Financial Report (GRANTS-035)	04-01-27 to 06-30-27	07-31-27
	Financial Report (GRANTS-035)	07-01-27 to 09-30-27	10-15-27
	Progress Report (GRANTS-037)	07-01-27 to 09-30-27	10-31-27

XVII. Arrest Ranking

Felony Charges	MCL	Arrest Points
Altering Vehicle Identification Number with Intent to Mislead	750.415	10
Arson - Owner Involved	750.75	14
Carjacking	750.529a	8
Chop Shop	750.535a	14
Continuing Criminal Enterprise	750.159i	14
Counterfeit Insurance Certificates	257.222	6
Embezzlement	750.174	6
Failure to Return Rental Vehicle	750.362	6
False Certification	257.903	12
False Police Report	750.411a	8
False Pretenses	750.218	12
False Statement in Application for Title	257.254	12
Forged License Documents/License Plates	257.257	6
Insurance Fraud - Owner Staged Arson/Larceny/Theft	500.4511	14
Interstate Transportation of Stolen Motor Vehicle	750.535	14
Larceny by Conversion	750.362	6
Larceny from Motor Vehicle	750.356a	4
Obtain Personal Identification (ID) Without Permission	257.324	6
Odometer Fraud	257.233a	12
Operating License Forged, Altered, or False	257.324	6

AUTHORITY: 1992 PA 174
COMPLIANCE: Voluntary, however, a grant will not be approved unless the complete application is submitted.

FY 2027 ATPA GRANT APPLICATION

Email signed application and all required documentation to MSPATPA@michigan.gov. Do not send a paper copy.

Applicant Information

Name of Applicant Organization: Metro Detroit Auto-Theft Recovery Team			ATPA Grant Number: 17-27
Applicant Mailing Address: [redacted]	City: [redacted]	State: MI	ZIP Code: [redacted]
Name of Governmental Unit (If applicable): Michigan State Police	Type of Governmental Unit: ☒ State ☐ City ☐ County ☐ Other:		
Address of Governmental Unit (If different from above, include City, State, ZIP Code)			Federal Tax ID Number: [redacted]
Project Title: MDART	Beginning Date of Grant: **October 1, 2026**		Ending Date of Grant: **September 30, 2027**
Project Area (City/Township/County): Wayne, Oakland, Macomb, Washtenaw, Livingston, Lenawee and Genesee Counties			

All Agencies Participating in the Project (If cooperative effort)

Michigan State Police (MDART)
Michigan Secretary of State (MDOS)
Troy Police Department
Grosse Pointe Woods Police Department
Hamtramck Police Department
Wayne County Airport Authority
Harper Woods Police Department

The undersigned understand and agree that a grant received as a result of this application is subject to 1992 PA 174, the policies of the ATPA, and the grant conditions, as outlined on pages 2-3. We certify that all information provided is true and accurate.

Name and Title of **AUTHORIZED OFFICIAL**: [redacted]	Signature		Date Signed
Authorized Official Mailing Address: [redacted]	City: [redacted]	State: [redacted]	ZIP Code: [redacted]
Email Address: [redacted]	Telephone Number: - EXT.	Cell: [redacted]	Fax: -
Name and Title of **PROJECT CONTACT**: [redacted]	Signature		Date Signed
Project Director Mailing Address: [redacted]	City: Livonia	State: MI	ZIP Code: [redacted]
Email Address: [redacted]	Telephone Number: - EXT.	Cell: [redacted]	Fax: -
Name and Title of **FINANCIAL CONTACT**: [redacted]	Signature		Date Signed
Financial Contact Mailing Address: [redacted]	City: Dimondale	State: MI	ZIP Code: [redacted]
Email Address: [redacted]	Telephone Number: - EXT.	Cell: [redacted]	Fax: -

Program Information

LAW ENFORCEMENT

1. General Overview

For the following section, provide a specific, detailed explanation of existing motor vehicle theft/fraud issues in your jurisdiction. Include statistics and analysis that validate the issues identified. Describe, in detail, the current program/project. New grantees can answer N/A for those questions that do not apply. (If more space is required, please attach additional pages.)

What motor vehicle theft/fraud issues currently exist in your jurisdiction that warrant funding from the ATPA?

Auto-theft remains a significant concern in Metro Detroit, with the area experiencing over 550 thefts per day. The broader region, including Wayne, Oakland, and Macomb counties, has seen increases in vehicle thefts since 2019. Auto-theft has become a sophisticated crime with the formation of organized theft rings and large-scale networks perpetrating auto-theft and related crimes. These theft rings steal from citizens, businesses, insurance companies and have even adapted to more fraud-based thefts.

Describe any existing organizations, partnerships (i.e., ATPA funded law enforcement teams, prosecutors, etc.), or community groups that are involved in the reduction of motor vehicle theft/fraud in your jurisdiction. Have you done any collaboration with them? If so, please advise of any successes you achieved.

The Metro Detroit Auto-Recovery Team (MDART) has formed close working relationships with automotive manufacturers, insurance investigators, the Attorney General's Office, the Automotive Anti-Counterfeiting Council, other auto-theft investigative teams, Homeland Security, Michigan Department of State, Michigan Association of Vehicle Theft Investigators and the National Insurance Crime Bureau.

MDART's network and relationships throughout the industry has led to successful training, crime investigation, crime prevention, criminal prosecution and intelligence sharing.

Have you conducted any social media community outreach or training that would help reduce motor vehicle theft/fraud in your jurisdiction? If so, what impact has it had?

MDART has hosted several auto-theft investigation training sessions for auto-theft teams and detectives. MDART has met with several other agencies about their respective auto-theft prevention initiatives and how to develop their investigations.

MDART has presented ongoing auto-theft trends and issues to police personnel and auotmotive manufacturers throughout the state of Michigan to aid in identifying current theft and fraud trends.

Please list any training or equipment you have received from the ATPA in FY 2026. Please include any metrics or benefits it provided your team.

MDART personnel have attended several Michigan Association of Vehicle Theft Investigators (MAVTI) training sessions, training from the Automotive Anti-Counterfeiting Council and training from the Michigan Attorney General's Office. Additionally, our detectives attended raid entry school and surveillance training. These training sessions have been pivotal in the growth and development of MDART investigators. The training sessions have directly aided the team's ability to investigate and prosecute auto-theft and other related crimes.

Numerous pieces of equipment were purchased, including raid entry gear, OBD readers and various tools. These items have been a necessity for both the investigative and tactical needs of MDART to engage in auto-theft prevention efforts.

2. Program Goals and Objectives

For the following section, explain how you intend to combat, prevent, and reduce motor vehicle theft/fraud. Goals and objectives should be specific, measurable, realistic, and result oriented.

What were your goals for the previous grant period, and did you achieve them? If yes, please provide data for your response. (For grant recipients from the prior year only.)

MDART's primary goal in FY26 was to build relationships with the automotive manufacturers and other auto-theft investigative teams. MDART has successfully built close relationships within the auto-theft community. These relationships have been pivotal in furthering criminal investigations.

MDART made great inroads with other agencies and manufacturers in FY26. This resulted in four agencies joining our taskforce since our inception with a fifth applying for grant funding in the coming fiscal year.

Additionally, the development of large complex criminal investigations has been successful throughout this year, with numerous additional organized crime investigations showing great promise.

Identify new goals for the FY 2027 grant period and how you plan to attain the stated goals.

In 2027, MDART will continue to build relationships with the auto-theft investigative community. Additionally, MDART will be focused on identifying and investigating organized groups perpetrating and coordinating auto-theft related crimes. With MDART adding several agencies to our taskforce, our goal for FY27 will be to become highly responsive to crimes in these affected areas and develop methods to become proactive in an effort to prevent auto-theft related crimes in these jurisdictions.

Identify significant accomplishments during the current grant year.

As MDART's first full fiscal year as a new team, we have shown growth in all tracked measurables; recovered vehicles, recovery values, total arrests and development of long term organized crime cases. MDART has alo added two agencies to our team, bringing our taskforce to five police agencies. Our partnerships with local teams and other agencies are a big part of our success and will continue to foster additional growth.

MDART FY26 Statistics as of May 27, 2026:
Total Arrests: 60
Total Value of Recoveries: $3,316,845
Total Recoveries: 118
- Passenger Vehicles Recovered: 105
- Commercial Vehicles Recovered: 2
- Other Vehicles Recovered: 5
- Parts Recovered: 6

Program Information

PROSECUTORS

1. General Overview

For the following section, provide a specific, detailed explanation of existing motor vehicle theft/fraud issues in your jurisdiction. Include statistics and analysis that validate the issues identified. Describe, in detail, the current program/project. New grantees can answer N/A for those questions that do not apply. (If more space is required, please attach additional pages.)

Describe any existing organizations, partnerships (i.e., ATPA funded law enforcement teams, prosecutors, etc.), or community groups that are involved in the reduction of motor vehicle theft/fraud in your jurisdiction. Have you done any collaboration with them? If so, please advise of any successes you achieved.

What innovative prosecution methods have you implemented in your jurisdiction to ensure the maximum prosecution for automobile-related crimes?

Please list any training or equipment you have received from the ATPA in FY 2026. Please include any metrics or benefits it provided to your team.

How do you distribute and prioritize auto theft cases you receive from the ATPA funded auto theft team(s) in your jurisdiction.

2. Program Goals and Objectives

For the following section, explain how you intend to combat, prevent, and reduce motor vehicle theft/fraud. Goals and objectives should be specific, measurable, realistic, and result oriented.

What were your goals for the previous grant period, and did you achieve them? If yes, please provide data for your response. (For grant recipients from the prior year only.)

Identify new goals for the FY 2027 grant period and how you plan to attain the stated goals.

Identify significant accomplishments during the current grant year.

Program Information

NON-PROFIT COMMUNITY AND TRAINING GROUPS

1. General Overview

For the following section, provide a specific, detailed explanation of existing motor vehicle theft/fraud issues in your jurisdiction. Include statistics and analysis that validate the issues identified. Describe, in detail, the current program/project. New grantees can answer N/A for those questions that do not apply. (If more space is required, please attach additional pages.)

Identify your target population and the geographical target area. Are there unique characteristics or abnormalities in your jurisdiction? (i.e., specific victim groups, organized gang activity, etc.)

Describe any existing organizations, partnerships (i.e., ATPA funded law enforcement teams, prosecutors, etc.), or other groups that are involved in the reduction of motor vehicle theft/fraud in your jurisdiction and describe how you work with them.

What innovative methods have you implemented to combat, prevent, and/or reduce motor vehicle theft/fraud, and list any successes related to those methods?

2. Program Goals and Objectives

For the following section, explain how you intend to combat, prevent, and reduce motor vehicle theft/fraud. Goals and objectives should be specific, measurable, realistic, and result oriented.

What were your goals for the previous grant period, and did you achieve them? If yes, please provide data for your response. (For grant recipients from the prior year only.)

Identify new goals for the FY 2027 grant period, and how you plan to attain the stated goals.

How will your organization raise awareness of the auto theft issue in your jurisdiction?

Sworn Employees

	Name	Title/Position	Agency	Wage, Fringes, Overtime		Total Sworn
1	[redacted]	[redacted]	[redacted]	Wages	[redacted]	[redacted]
				Fringes	[redacted]	
				Overtime	[redacted]	
2	[redacted]	[redacted]	[redacted]	Wages	[redacted]	[redacted]
				Fringes	[redacted]	
				Overtime	[redacted]	
3	[redacted]	[redacted]	[redacted]	Wages	[redacted]	[redacted]
				Fringes	[redacted]	
				Overtime	[redacted]	
4	[redacted]	[redacted]	[redacted]	Wages	[redacted]	[redacted]
				Fringes	[redacted]	
				Overtime	[redacted]	
5	Vacant	[redacted]	[redacted]	Wages	[redacted]	[redacted]
				Fringes	[redacted]	
				Overtime	[redacted]	
6	[redacted]	[redacted]	[redacted]	Wages	[redacted]	[redacted]
				Fringes	[redacted]	
				Overtime	[redacted]	
7	[redacted]	[redacted]	[redacted]	Wages	[redacted]	[redacted]
				Fringes	[redacted]	
				Overtime	[redacted]	
8	Vacant	Det.	Grosse Pointe Woods Police	Wages	$88714.00	$184692.00
				Fringes	$76161.00	
				Overtime	$19817.00	
9	[redacted]	[redacted]	[redacted]	Wages	[redacted]	[redacted]
				Fringes	[redacted]	
				Overtime	[redacted]	
10	[redacted]	[redacted]	[redacted]	Wages	[redacted]	[redacted]
				Fringes	[redacted]	
				Overtime	[redacted]	
11	[redacted]	[redacted]	[redacted]	Wages	[redacted]	[redacted]
				Fringes	[redacted]	
				Overtime	[redacted]	
12				Wages	$	$0.00
				Fringes	$	
				Overtime	$	
13				Wages	$	$0.00
				Fringes	$	
				Overtime	$	
14				Wages	$	$0.00
				Fringes	$	
				Overtime	$	
				TOTAL SWORN EMPLOYEES		$2345257.00

BUDGET FOR OTHER EMPLOYEES: Complete each column for each separate position; other employees include administrative assistants, motor vehicle theft prevention technicians, vehicle information number etching technicians, etc.

Other Employees						
	Name	Title/Position	Agency	Wage, Fringes, Overtime		Total Other
1				Wages	$	$0.00
				Fringes	$	
				Overtime	$	
2				Wages	$	$0.00
				Fringes	$	
				Overtime	$	
3				Wages	$	$0.00
				Fringes	$	
				Overtime	$	
4				Wages	$	$0.00
				Fringes	$	
				Overtime	$	
5				Wages	$	$0.00
				Fringes	$	
				Overtime	$	
				TOTAL OTHER EMPLOYEES		**$0.00**

Please enter the total grant request below.

VEHICLE USAGE	
Vehicle Operation Costs:	$
Law Enforcement Agency ($15,000 per person/per year):	$141300.00
Prosecutor's Office ($1,500 per person/per year):	$
Non-Profit Organization ($1,500 per person/per year):	$
TOTAL VEHICLE USAGE	**$141,300.00**
FIELD OPERATIONS	
Investigative Supplies/Equipment ($20,000 per person/per year): $40,000 including $1,000 GPS	$40000.00
MAVTI/IAATI Dues: ($25+$50)x6 renewal + ($25+$55)x5 new members	$845.00
Travel/Meals ($5,000 per person/per year): 11 people	$55000.00
Other: AT&T/Verizon/Yahoo Data Requests	$3000.00
Other:	$
Other:	$
Other:	$
TOTAL FIELD OPERATIONS	**$98,845.00**
OFFICE OPERATIONS	
Office Supplies ($200 per person/per year): 11 people	$2200.00
Cell Phone Purchase/Usage ($2,500 per person/per year): 11 people	$10746.00
Landline Phone Purchase/Usage ($1,500 per person/per year): 1 office phone	$1500.00
Copier Purchase Usage for Law Enforcement/Prosecutors ($1,200 per person/per year): Copier $3,170+toner $1,391	$4561.00
Copier Purchase Usage for Non-Profit Organization ($2,400 per person/per year):	$
Other: Laptops (3 @$1,450, 4 monitors @205, 2 monitor stands @ $46, 2 docks @ $350)	$5612.00
Other:	$
TOTAL OFFICE OPERATIONS	**$24,619.00**
ENTER TOTAL AMOUNT REQUESTED FROM EACH SECTION ABOVE	**$2,610,021.00**

ALL ITEMS LISTED ABOVE ARE SUBJECT TO A CASH MATCH OF APPROVED BUDGET DETERMINED BY THE ATPA BOARD OF DIRECTORS.

CITY OF GROSSE POINTE WOODS
MEMORANDUM

DATE: October 1, 2026

TO: Mayor and City Council

FROM: Susan Como, City Manager sc/ltk

SUBJECT: Update to Michigan Municipal League (MML) 2026 Convention

Due to an unintentional clerical error, the previously approved attendance of Mayor Arthur W. Bryant and me to attend the Michigan Municipal League's *2026 Convention* in Traverse City from October 7-8 (one night stay) is now updated to October 7-9 (two nights' stay). This requires approval for one additional hotel room for each of us on October 8.

These are budgeted items:

- S. Como: additional $259 + fees from Account #101-172-958-001
- A. Bryant: additional $299 + fees from Account #101-101-958-001

Attachments

Fund Certification
I hereby certify that unencumbered funds are available for the above purchase, and that the account number has been verified.

Treasurer/Comptroller Signature

CITY OF GROSSE POINTE WOODS

PROCLAMATION

WHEREAS, October 2026 is National Breast Cancer Awareness Month; and

WHEREAS, this year, an estimated 321,910 women and about 2,670 men will be diagnosed with breast cancer; and

WHEREAS, the pain of this disease will touch too many of our mothers, fathers, daughters, sisters, sons, and brothers with approximately 42,140 women dying this year from breast cancer; and

WHEREAS, over the past several decades, our Nation has made strides in the fight against breast cancer with over 4.0 million American women surviving this disease; and

WHEREAS, because early detection can decrease the risk of death from breast cancer, individuals are encouraged to speak with their doctors about recommended testing and clinical exams.

NOW, THEREFORE, I, ARTHUR W. BRYANT, Mayor of the City of Grosse Pointe Woods, Michigan, do hereby proclaim October 2026 as **NATIONAL BREAST CANCER AWARENESS MONTH** in the City of Grosse Pointe Woods.

Arthur W. Bryant

Mayor Arthur W. Bryant
October 5, 2026

HEARTS FOR HOPE

FOUNDATION

September 23, 2026

Susan Como, City Manager
Mayor and Members of City Council
City of Grosse Pointe Woods
Robert E. Novitke Municipal Center
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Re: Request for a Resolution Supporting The Hearts For Hope Foundation

Dear Ms. Como, Mayor, and Members of City Council:

On behalf of The Hearts For Hope Foundation, we respectfully request that the City of Grosse Pointe Woods consider adopting a resolution recognizing and supporting our nonprofit charitable organization.

The Hearts For Hope Foundation was founded in November 2024 and is a 100% volunteer-led organization based in Grosse Pointe Woods. Our mission is to raise funds and awareness for local organizations that support survivors of domestic violence and children and families affected by foster care. Through charitable events and community partnerships, we help direct resources to organizations serving vulnerable members of our community.

In 2025, our sold-out gala raised $20,000 for Turning Point of Michigan. In 2026, the Foundation presented $11,000 each to Turning Point of Michigan and Macomb Foster Closet. We are proud of what our volunteers, donors, and community partners have made possible in such a short time.

We are requesting this resolution as part of our application for a charitable gaming license through the State of Michigan. This request does not require any financial contribution or administrative oversight from the City. The resolution would confirm the local governing body's support of our organization and its charitable work.

The requested organizational and governance documents are included with our submission. Please let us know if any additional information is needed. We appreciate your consideration and look forward to continuing to serve our community through The Hearts For Hope Foundation.

Sincerely,

Kaylajoy Yaek
President
The Hearts For Hope Foundation

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU

Date Received	(FOR BUREAU USE ONLY)
	AC1
	This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name
Kaylajoy Yaek

Address
34707 E. Marino Ct.

City	State	ZIP Code
New Baltimore	MI	48047

EFFECTIVE DATE:

Document will be returned to the name and address you enter above. If left blank, document will be returned to the registered office.

ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:

Hearts For Hope Foundation

ARTICLE II

The purpose or purposes for which the corporation is formed are:
Raising awareness & money for local charities

ARTICLE III

1. The corporation is formed upon a Nonstock basis.
(Stock or Nonstock)

2. If formed on a stock basis, the total number of shares the corporation has authority to issue is _____. If the shares are or are to be divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class to the extent that the designations, numbers, relative rights, preferences, and limitations have been determined are as follows:

ARTICLE III (cont.)

3. a. If formed on a nonstock basis, the description and value of its real property assets are: (if none, insert "none")
None

b. The description and value of its personal property assets are: (if none, insert "none")
None

c. The corporation is to be financed under the following general plan:
Fundraising and donations

d. The corporation is formed on a Membership basis.
(Membership or Directorship)

ARTICLE IV

1. The name of the resident agent at the registered office is:
Kaylajoy Yaek

2. The address of its registered office in Michigan is:
34707 E. Marino Ct. (Street Address) New Baltimore (City), Michigan 48047 (ZIP Code)

3. The mailing address of the registered office in Michigan if different than above:
(Street Address or PO Box) (City), Michigan (ZIP Code)

ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:

Name	Residence or Business Address
Kaylajoy Yaek	34707 E. Marino Ct. New Baltimore, MI 48047
Claire Imrunnone	1717 Lochmoor Blvd. Grosse Pointe Woods, MI 48236
Lisa Matheson	55130 Corbin Dr. Macomb, MI 48042
Maria Polsinelli	21478 Marina Cir. Macomb, MI 48045
Jessica Morrison	22400 Dorion St. St. Clair Shores, MI 48082

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

I, (We), the incorporator(s) sign my (our) name(s) this 27th day of November, 2024

Preparer's Name Amiels Enterprises Inc.

Business Telephone Number (810) 794-2191

INFORMATION AND INSTRUCTIONS

1. This form may be used to draft your Articles of Incorporation. A document required or permitted to be filed under the act cannot be filed unless it contains the minimum information required by the act. The format provided contains only the minimal information required to make the document fileable and may not meet your needs. This is a legal document and agency staff cannot provide legal advice.
2. Submit one original of this document. Upon filing, the document will be added to the records of the Corporations, Securities & Commercial Licensing Bureau. The original will be returned to your registered office address, unless you enter a different address in the box on the front of this document.

   Since this document will be maintained on electronic format, it is important that the filing be legible. Documents with poor black and white contrast, or otherwise illegible, will be rejected.
3. This document is to be used pursuant to the provisions of Act 162, P.A. of 1982, by one or more persons for the purpose of forming a domestic nonprofit corporation.
4. Article II - The purpose for which the corporation is formed must be included. It is not sufficient to state that the corporation may engage in any activity within the purpose for which corporations may be formed under the Act.
5. Article III - The corporation must be formed on a stock or nonstock basis. Complete Article III(2) or III(3) as appropriate, but not both. Real property assets are items such as land and buildings. Personal property assets are items such as cash, equipment, fixtures, etc. The dollar value and description must be included. If there is no real and/or personal property, write in "none".
6. A domestic nonprofit corporation may be formed on either a membership or directorship basis. A membership corporation entitles the members to vote in determining corporate action. If formed on a directorship basis, the corporation may have members but they may not vote and corporate action is determined by the Board of Directors.
7. Article IV - A post office box may not be designated as the address of the registered office.
8. Article V - The Act requires one or more incorporators. Educational corporations are required to have at least three (3) incorporators. The address(es) should include a street number and name (or other designation), city and state.
9. This document is effective on the date endorsed "filed" by the Bureau. A later effective date, no more than 90 days after the date of delivery, may be stated as an additional article.
10. The Articles must be signed in ink by each incorporator listed in Article V. However, if there are 3 or more incorporators, they may, by resolution adopted at the organizational meeting by a written instrument, designate one of them to sign the Articles of Incorporation on behalf of all of them. In such event, these Articles of Incorporation must be accompanied by a copy of the resolution duly certified by the acting secretary at the organizational meeting and a statement must be placed in the articles incorporating that resolution into them.
11. **FEES:** Make remittance payable to the State of Michigan. Include corporation name on check or money order.

    FILING AND FRANCHISE FEE.....**$20.00**

    Veterans: Pursuant to MCL 450.3060(5), if a majority of the initial members of a membership corporation, initial directors of a directorship corporation, or initial shareholders of a stock corporation, as applicable, are, or if applicable the initial members, initial directors, or initial shareholders will be, individuals who served in the armed forces and were separated from that service with an honorable character of service or under honorable conditions (general) character of service, you may contact the Corporations Division regarding a fee waiver.

Submit with check or money order by mail:

Michigan Department of Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing Bureau
Corporations Division
P.O. Box 30054
Lansing, MI 48909

To submit in person:

2407 N Grand River Ave
Lansing, MI 48906
Telephone: (517) 241-6470

Fees may be paid by check, money order, VISA, MasterCard, American Express or Discover when delivered in person to our office.

COFS (Corporations Online Filings System):

This document may be completed and submitted online at www.michigan.gov/corpfileonline.

Fees may be paid by VISA, MasterCard, American Express or Discover.

Documents that are endorsed filed are available at www.michigan.gov/corpentitysearch. If the submitted document is not fileable, the notice of refusal to file and document will be available at the Rejected Filings Search website at www.michigan.gov/corprejectedsearch.

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

BYLAWS OF HEARTS FOR HOPE FOUNDATION

A Michigan Nonprofit Corporation

Adopted: 01/01/2025

REVIEW NOTE: This governance draft is based on the filed Articles of Incorporation and requested governance decisions. Before adoption or submission with an IRS exemption application, obtain review from a Michigan nonprofit attorney or qualified nonprofit tax professional—particularly regarding the Corporation's membership structure and the dissolution language in its Articles of Incorporation.

ARTICLE I — NAME, STATUS, AND PURPOSE

1.1 Name

The name of the corporation is Hearts For Hope Foundation (the "Corporation").

1.2 Michigan Nonprofit Status

The Corporation is a Michigan nonprofit corporation organized on a nonstock basis under the Michigan Nonprofit Corporation Act, as amended.

1.3 Charitable and Exempt Purpose

The Corporation is organized and shall be operated exclusively for charitable and other purposes described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). Consistent with its Articles of Incorporation, the Corporation may host charitable fundraising events; solicit, receive, hold, administer, and distribute donations and contributions; and provide grants or other charitable support to qualified charities, organizations, and persons in need in its area, provided that all activities further one or more exempt purposes under Section 501(c)(3).

1.4 Restrictions

No part of the net earnings or assets of the Corporation shall inure to the benefit of, or be distributable to, its directors, officers, members, founders, or other private persons, except for reimbursement of reasonable, necessary, documented, and properly approved expenses as permitted by these Bylaws.

The Corporation shall not participate or intervene in any political campaign for or against a candidate for public office. No substantial part of the Corporation's activities shall consist of attempting to influence legislation, except to the extent permitted for an organization exempt under Section 501(c)(3). The Corporation shall not conduct activities not permitted to be conducted by an organization exempt under Section 501(c)(3), or by an organization whose contributions are deductible under Section 170(c)(2), of the Code.

1.5 Permanent Nonprofit Status

The Corporation shall be organized and operated in perpetuity as a nonprofit corporation exclusively for charitable purposes described in Section 501(c)(3) of the Internal Revenue Code. No amendment to these Bylaws shall authorize the Corporation to operate for private profit or permit its net earnings or assets to benefit any director, officer, member, founder, or other private person, except as permitted under Section 501(c)(3).

ARTICLE II — OFFICES AND RECORDS

2.1 Principal Office

The principal office of the Corporation shall be at a location determined by the Board of Directors (the "Board"). The Board may change the principal office without amending these Bylaws.

2.2 Registered Office and Resident Agent

The Corporation shall continuously maintain a registered office and resident agent in Michigan as required by law. Changes shall be made in the manner required by Michigan law.

2.3 Corporate Records

The Corporation shall maintain complete and accurate books, records, minutes, governing documents, and other records required by law. Records may be maintained in paper or electronic form, subject to reasonable safeguards.

ARTICLE III — MEMBERS

3.1 Voting Members

Because the Articles of Incorporation state that the Corporation is formed on a membership basis, the Corporation shall have voting members. The initial voting members are:

1. Kaylajoy Yaek
2. Claire Imbrunnone
3. Jessica Saad
4. Lisa Matheson

Each voting member shall have one vote on matters properly submitted to the voting members.

3.2 Admission of Additional Members

Additional voting members may be admitted by the affirmative vote of a majority of the directors then in office, subject to any qualifications or procedures adopted by the Board. A member's admission must be recorded in the Corporation's records.

3.3 Member Meetings

An annual meeting of voting members shall be held at a date and time selected by the Board. Special meetings may be called by the President, by a majority of the Board, or by voting members holding at least twenty percent (20%) of the votes entitled to be cast.

3.4 Notice and Quorum

Written notice of a member meeting shall be delivered at least ten (10) days before the meeting and shall state the date, time, place or remote-access method, and purpose of the meeting. A majority of voting members then in office constitutes a quorum. Unless a greater vote is required by law, the Articles, or these Bylaws, an action is approved by a majority of votes cast when a quorum is present.

3.5 Member Rights and Duties

Members may elect directors when an election is required, approve matters reserved to members by law, the Articles, or these Bylaws, and exercise other rights provided by law. Members do not have ownership interests in the Corporation and are not entitled to share in its assets.

3.6 Removal, Resignation, and Vacancies

A member may resign by written notice to the Secretary. A member may be removed by a two-thirds (2/3) vote of the remaining voting members after at least ten (10) days' written notice of the proposed action and an opportunity to be heard. A vacancy may be filled by the Board under Section 3.2.

3.7 Action Without a Meeting

Any action required or permitted to be taken by members may be taken without a meeting if approved by written or electronic consent to the extent permitted by Michigan law. The consent shall be kept with the corporate records.

ARTICLE IV — BOARD OF DIRECTORS

4.1 Authority and Responsibility

The Board shall manage the business, affairs, property, and charitable activities of the Corporation, subject to applicable law, the Articles of Incorporation, and these Bylaws. Directors shall act in good faith, with the care required by law, and in the best interests of the Corporation.

4.2 Number and Qualifications

The Board shall consist of no fewer than three (3) and no more than nine (9) directors. The initial Board shall consist of three (3) directors:

1. Kaylajoy Yaek
2. Claire Imbrunnone
3. Jessica Saad

The number of directors may be changed within the stated range by a majority vote of the Board, provided that no incumbent director's term is shortened without that director's consent.

4.3 Independence and Conflicts

The Board should maintain a majority of directors who are independent of any person receiving compensation from the Corporation, except for reasonable reimbursement of expenses. Directors shall comply with the Corporation's conflict-of-interest policy.

4.4 Election and Terms

Directors shall be elected by the voting members at the annual member meeting, unless Michigan law permits another valid method. Directors serve two-year terms and until their successors are elected and qualified. To create staggered terms at the first annual election after adoption of these Bylaws, the Board may designate approximately half of the directors to serve an initial one-year term and the remaining directors to serve an initial two-year term.

There is no term limit unless adopted by amendment to these Bylaws.

4.5 Resignation and Removal

A director may resign at any time by written notice to the President or Secretary. A director may be removed, with or without cause, by the voting members in the manner permitted by Michigan law, the Articles, and these Bylaws. A director under consideration for removal shall receive notice and a reasonable opportunity to be heard.

4.6 Vacancies

A vacancy on the Board may be filled by a majority of the remaining directors, even if fewer than a quorum, unless otherwise required by law. A director elected to fill a vacancy serves the unexpired term of the predecessor.

4.7 Compensation and Reimbursement

The Corporation's policy is that persons serving as current voting members, directors, officers, founders, committee members, or volunteers receive no compensation for governance or volunteer service. Expense reimbursement and any compensation of non-governance personnel shall be governed by Article VIII and Board-approved financial-control procedures.

ARTICLE V — BOARD MEETINGS AND ACTION

5.1 Annual and Regular Meetings

The Board shall hold an annual meeting each fiscal year. The Board shall meet at least quarterly at dates and times established by the Board.

5.2 Special Meetings

Special meetings may be called by the President, Vice President, Secretary, or any two directors.

5.3 Notice

Notice of regular or special Board meetings shall be delivered personally, by mail, telephone, email, text message, or another electronic method at least two (2) days before the meeting. Notice shall state the date, time, place or remote-access method, and, for special meetings, the purpose. Notice may be waived in writing or electronically by a director, or by a director's attendance unless the director attends solely to object to improper notice.

5.4 Remote Meetings

Directors and members may participate in a meeting by telephone or other communications equipment through which all participants can communicate simultaneously, to the extent permitted by Michigan law. Participation constitutes presence at the meeting.

5.5 Quorum and Voting

A majority of directors then in office constitutes a quorum. Unless a greater vote is required by law, the Articles, or these Bylaws, the act of a majority of directors present at a meeting with a quorum is the act of the Board.

5.6 Tie Votes

A tied vote does not approve a motion. The matter may be reconsidered at a later meeting or referred to a committee for recommendation.

5.7 Action Without a Meeting

Any action required or permitted to be taken at a Board meeting may be taken without a meeting by unanimous written or electronic consent of all directors then in office, to the extent permitted by Michigan law. The consent shall be filed with the minutes.

5.8 Minutes

The Secretary, or another person designated by the presiding officer, shall prepare and maintain minutes of Board and member meetings. Minutes shall record material actions, votes, recusals, and conflict-of-interest disclosures.

ARTICLE VI — OFFICERS

6.1 Required Officers and Founder Roles

The Corporation shall have the officers required by Michigan law: a President, Secretary, and Treasurer. The Corporation may also have a Chairperson, Vice President(s), and other officers as determined by the Board.

Kaylajoy Yaek and Claire Imbrunnone shall retain equal recognition as Co-Founders. Kaylajoy Yaek shall serve as President, and Claire Imbrunnone shall serve as Vice President, subject to the authority of the Board and the duties stated in these Bylaws.

The initial officers are:

President and Co-Founder — Kaylajoy Yaek

Vice President and Co-Founder — Claire Imbrunnone

Treasurer and Secretary — Lisa Matheson

A person may hold more than one office if permitted by law and approved by the Board. Lisa Matheson shall serve as both Treasurer and Secretary. No individual may approve that individual's own reimbursement request or a transaction involving that individual.

6.2 Election, Term, and Removal

Officers shall be elected annually by the Board and shall serve until their successors are elected and qualified, or until resignation or removal. An officer may be removed by the Board, with or without cause, subject to any contractual rights. An officer may resign by written notice to the Board or Secretary. A vacancy may be filled by the Board for the unexpired portion of the term.

6.3 Duties of President

The President shall provide executive leadership, preside at Board and member meetings, carry out Board-approved policies, and act as an authorized spokesperson for the Corporation. The President may sign routine documents and communications in the ordinary course of the Corporation's activities, subject to the approval requirements and financial controls in Article VIII.

The President shall consult the Vice President and Board on material organizational, financial, contractual, fundraising, grantmaking, personnel, and public-relations decisions. Matters reserved to the Board require Board approval.

6.4 Duties of Vice President

The Vice President shall support the President, perform duties assigned by the Board, and carry out the President's duties during the President's absence, incapacity, resignation, or removal, subject to applicable law and Board authority. The Vice President may sign routine documents when authorized by the Board or President.

6.5 Duties of Treasurer

The Treasurer shall oversee the Corporation's financial affairs; ensure appropriate custody and accounting of funds; present or arrange for regular financial reports; assist in preparing the annual budget and tax filings; ensure required filings and financial records are maintained; and perform other duties assigned by the Board. The Treasurer shall not have unilateral authority to approve the Treasurer's own reimbursement requests or transactions involving a conflict of interest.

6.6 Duties of Secretary

The Secretary shall be responsible for corporate governance and official records and shall:

1. Maintain the Corporation's current Articles of Incorporation, Bylaws, amendments, Board resolutions, policies, and official corporate records.
2. Prepare, or ensure the preparation of, notices of Board, committee, and member meetings in accordance with these Bylaws and applicable law.
3. Record, prepare, preserve, and distribute accurate minutes of meetings of the voting members, Board, and Board committees. Minutes shall include attendance, quorum, motions, actions taken, votes, abstentions, conflict-of-interest disclosures, recusals, and the basis for approval of material related-party transactions.
4. Maintain the official roster of directors, officers, voting members, committee members, and their current contact information.
5. Maintain records of written consents, votes taken without a meeting, meeting waivers, and governance actions.
6. Certify copies of the Articles, Bylaws, resolutions, minutes, and other corporate records when appropriate.
7. Ensure that the Corporation maintains records required by Michigan law, including books and records of account and minutes of proceedings of its members, Board, and executive committee, if any.
8. Work with the President, Vice President, Treasurer, and any qualified professional to calendar and track required filings, including Michigan corporate filings, federal and state tax filings, charitable-solicitation filings, and insurance or grant-reporting deadlines. The Secretary's tracking responsibility does not replace the Treasurer's responsibility for financial and tax information.
9. Maintain the Corporation's document-retention schedule and protect confidential governance, donor, beneficiary, and personnel information.
10. Perform other duties assigned by the Board that are consistent with these Bylaws.

6.7 Other Officers

The Board may appoint a Vice President, Chairperson, Assistant Treasurer, Assistant Secretary, or other officers and prescribe their duties.

ARTICLE VII — COMMITTEES

7.1 Board Committees

The Board may establish committees by Board resolution and appoint their members. Each committee exercising Board-delegated authority shall include at least one director. A committee may not take actions reserved by law to the full Board, including amending the Articles or Bylaws, electing or removing directors, approving dissolution, or taking any other action that Michigan law does not permit a committee to take.

7.2 Advisory Committees

The Board may create advisory committees, including fundraising, event, grant-review, finance, community-outreach, and governance committees. Advisory committees may include non-directors but may not exercise Board authority.

7.3 Committee Procedures

Committees shall follow Board-approved charters or procedures, keep appropriate records, disclose conflicts, and report material actions or recommendations to the Board.

ARTICLE VIII — FINANCIAL ADMINISTRATION AND CONTROLS

8.1 Fiscal Year

The fiscal year of the Corporation shall be the calendar year unless changed by Board resolution.

8.2 Budget and Financial Reporting

The Board shall approve an annual budget. The Treasurer shall provide the Board with financial reports at least quarterly, including a statement of financial position, income and expense activity, and material variances from the budget.

8.3 Bank Accounts

Funds shall be deposited in financial institutions approved by the Board and held in accounts titled in the name of the Corporation. No organizational funds shall be deposited into a personal account.

8.4 Spending and Signing Authority

The Board shall adopt a written financial-controls policy establishing spending limits, payment approval procedures, reimbursement procedures, check-signing or electronic-payment authority, and contract approval thresholds.

Until a separate policy is adopted:

1. The Board must approve any contract, grant, or unbudgeted commitment over $1,000.
2. Any payment, reimbursement, or transfer over $500 requires approval by two authorized officers or directors, one of whom must not be the payee.
3. Payments to a director, officer, founder, or related party are prohibited except for properly documented expense reimbursement expressly permitted under Section 8.6.
4. The Treasurer shall not be the sole approver of a payment or reimbursement to the Treasurer.

8.5 Contributions, Grants, and Restricted Funds

The Corporation shall honor donor restrictions that are lawful and consistent with its exempt purposes. The Board shall approve material grants, charitable distributions, or beneficiary selections using objective criteria that further the Corporation's charitable mission. The Corporation shall not make grants or distributions that create impermissible private benefit or inurement.

8.6 Volunteer Service; No Compensation

No current voting member, director, officer, founder, President, Vice President, Treasurer, Secretary, committee member, or volunteer of Hearts For Hope Foundation shall receive salary, wages, stipends, honoraria, bonuses, consulting fees, deferred compensation, fringe benefits, personal benefits, or any other direct or indirect compensation from the Corporation for service in that governance or volunteer capacity.

For clarity, all current voting members, directors, officers, founders, the President, the Vice President, the Treasurer, the Secretary, committee members, and volunteers serve without compensation while holding those positions.

The Corporation may reimburse these individuals only for reasonable, necessary, documented, and pre-approved out-of-pocket expenses incurred solely on behalf of the Corporation and in furtherance of its charitable purposes. Reimbursement shall not be used as disguised compensation.

No person may approve that person's own reimbursement request. All reimbursement requests must include receipts or other reasonable supporting documentation and must be reviewed and approved by a disinterested authorized officer or director in accordance with Board-approved financial-control procedures.

The Corporation shall not pay, hire, contract with, lease from, purchase from, or otherwise enter into a financial arrangement with a current voting member, director, officer, founder, President, Vice President, Treasurer, Secretary, committee member, volunteer, family member of any such person, or a business owned or controlled by any such person.

The Board may engage paid employees, contractors, or vendors only if they are not current voting members, directors, officers, founders, committee members, or volunteers; the arrangement is necessary to further the Corporation's charitable mission; the compensation is reasonable; and the arrangement is approved in advance by the disinterested directors and documented in the Board minutes.

No amendment, exception, waiver, or interpretation of this Section may permit conduct inconsistent with the Articles of Incorporation, these Bylaws, the Corporation's conflict-of-interest policy, Michigan law, or Section 501(c)(3) of the Internal Revenue Code.

8.7 Financial Review

The Board shall determine annually whether an independent financial review, compilation, or audit is appropriate based on revenue, grant requirements, donor restrictions, risk, and legal requirements.

ARTICLE IX — CONFLICTS OF INTEREST

9.1 Policy Required

The Corporation shall maintain and follow a written conflict-of-interest policy. Every director and officer shall complete an annual disclosure statement and update it promptly if circumstances change.

9.2 Disclosure and Recusal

A director, officer, or committee member with an actual or potential financial or other conflict shall promptly disclose all material facts. The interested person shall leave the discussion and abstain from voting on the matter, except to provide requested factual information. The disinterested decision-makers shall determine whether a conflict exists and whether the proposed arrangement is fair, reasonable, and in the Corporation's best interests.

9.3 Documentation

The minutes shall reflect the disclosure, recusal, alternatives considered when relevant, the vote, and the basis for approval of any transaction involving a conflict.

ARTICLE X — INDEMNIFICATION AND INSURANCE

10.1 Indemnification

To the fullest extent permitted by Michigan law, the Corporation shall indemnify a director or officer who is made a party to a proceeding because of that person's service to the Corporation, provided that the person acted in good faith and in a manner reasonably believed to be in or not opposed to the best interests of the Corporation. Indemnification shall not apply to conduct for which indemnification is prohibited by law.

10.2 Insurance

The Corporation may purchase and maintain directors-and-officers liability insurance and other insurance as approved by the Board.

ARTICLE XI — RECORDS, TRANSPARENCY, AND POLICIES

11.1 Records Retention

The Corporation shall maintain governing documents, minutes, financial records, tax filings, material contracts, donor-restriction records, and other records required by law or Board policy. The Board shall adopt a document-retention and destruction policy.

11.2 Inspection

Members and directors may inspect organizational records to the extent permitted by Michigan law and subject to reasonable procedures protecting donor privacy, confidential information, and legal privileges.

11.3 Recommended Separate Policies

The Board shall adopt and periodically review separate written policies appropriate to the Corporation's size, activities, funding sources, and legal obligations. The Corporation's recommended policy package includes:

1. No-Compensation and Expense-Reimbursement Policy;
2. Conflict-of-Interest Policy;
3. Financial Controls and Expense-Reimbursement Policy;
4. Document-Retention and Destruction Policy; and
5. Gift-Acceptance and Charitable-Assistance/Grantmaking Policy.

The Board may adopt and periodically review additional policies as appropriate, including a whistleblower policy, anti-harassment and nondiscrimination policy, social-media and communications policy, and youth-protection policy if the Corporation serves or works directly with minors.

ARTICLE XII — AMENDMENTS

These Bylaws may be amended, repealed, or replaced by the affirmative vote of two-thirds (2/3) of directors then in office, provided that written notice containing the proposed amendment is delivered at least ten (10) days before the meeting at which it will be considered. If Michigan law, the Articles, or these Bylaws require member approval for a particular amendment, the amendment must also be approved by a majority of votes cast by members at a meeting with a quorum, unless a greater vote is required.

No amendment may authorize activities inconsistent with the Corporation's charitable purposes, Michigan law, or Section 501(c)(3) of the Code.

ARTICLE XIII — DISSOLUTION

Upon dissolution of the Corporation, after payment or adequate provision for payment of its liabilities, all remaining assets shall be distributed exclusively for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code, or to the federal government, or to a state or local government for a public purpose. No remaining assets shall be distributed to any director, officer, member, founder, or private individual except as permitted by law for payment of lawful obligations.

CERTIFICATION OF ADOPTION

The undersigned Secretary certifies that these Bylaws were adopted by the Board of Directors of Hearts For Hope Foundation on the date written below and, if required, approved by the voting members of the Corporation.

Adopted on: 01/01/2025

Secretary and Treasurer: Lisa Matheson _____

Lisa Matheson

President and Co-Founder: Kaylajoy Yaek _____

Kaylajoy Yaek

Vice President and Co-Founder: Claire Imbrunnone _____

Claire Imbrunnone

Director: Jessica Morrison _____

Jessica Saad

Audit trail

Details

FILE NAME	H4H_Bylaws_Current_Officers_01-01-2025.docx - 9/21/26, 12:33 PM.pdf
STATUS	Signed
STATUS TIMESTAMP	2026/09/21 17:11:48 UTC

Activity

SENT	hearts4hopemi@gmail.com **sent** a signature request to: • Kaylajoy Yaek (kayla@rcheatcool.com) • Lisa Matheson (lisamatheson3@yahoo.com) • Claire Imbrunnone (claireimbrunnone@yahoo.com) • Jessica Morrison (jessica@digitalmacomb.com)	2026/09/21 16:34:43 UTC
SIGNED	**Signed** by Claire Imbrunnone (claireimbrunnone@yahoo.com)	2026/09/21 16:59:16 UTC
SIGNED	**Signed** by Kaylajoy Yaek (kayla@rcheatcool.com)	2026/09/21 17:11:48 UTC
SIGNED	**Signed** by Jessica Morrison (jessica@digitalmacomb.com)	2026/09/21 16:55:38 UTC
SIGNED	**Signed** by Lisa Matheson (lisamatheson3@yahoo.com)	2026/09/21 16:48:05 UTC
COMPLETED	This document has been signed by all signers and is **complete**	2026/09/21 17:11:48 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.

28760441

LARA LICENSING AND REGULATORY AFFAIRS

STATE OF MICHIGAN
CSCL/CD- 2000 - DOMESTIC NONPROFIT & ECCLESIASTICAL CORPORATION ANNUAL REPORT

Corporations Division Administrator

FILED

Doc #: 28760441
Filed Date: 8/28/2026

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION ANNUAL REPORT

Required by Section 911, Act 162, Public Act of 1982:

Corporation Information

The present name of the corporation is:	HEARTS FOR HOPE FOUNDATION
The identification number assigned by the Bureau is:	803329060
Filing Year	2026

The name of the resident agent at the registered office is:
KAYLAJOY YAEK

Address
34707 E MARINO CT, NEW BALTIMORE, MI 48047

Mailing Address
1717 LOCHMOOR BLVD, GROSSE POINTE WOODS, MI 48236

Purpose

The purposes and general nature and kind of business in which the corporation engaged during the year covered by this report:

We are a charity that raises money for women and children on need with in our communities.

Officers and Directors

List names and complete addresses of all officers and directors.

Title	Full Name	Address
President	KAYLAJOY K YAEK	34707 E. MARINO CT CHESTERFIELD, MI 48047
President	CLAIRE IMBRUNNONE	1717 LOCHMOORE BLVD GROSSE POINTE WOODS, MI 48236
Treasurer	LISA MATHESON	55130 CORBIN DR MACOMB, MI 48042
Director	KAYLAJOY K YAEK	34707 E. MARINO CT CHESTERFIELD, MI 48047
Director	CLAIRE IMBRUNNONE	1717 LOCHMOORE BLVD GROSSE POINTE WOODS, MI 48236
Director	JESSICA SAAD	22400 DORION ST ST. CLAIRE SHORES, MI 48082
Secretary	LISA MATHESON	55130 CORBIN DR MACOMB, MI 48042

Is the corporation a private foundation or formed to provide care to a dentally underserved population? No

Attestations

☒ I understand that the information I enter into the online system is public information and will appear online and on copy requests exactly as I enter it into the system.

☒ I have been authorized by the business entity to file this document online.

C0833-5043 08/28/2026 Received by Michigan Corporations Division

☒ I, HEREBY SWEAR AND/OR AFFIRM, under penalty of law, including criminal prosecution, that the facts contained in this document are true. I certify that I am signing this document as the person(s) whose signature is required, or as an agent of the person(s) whose signature is required, who has authorized me to place his/her signature on this document.

Signature(s)

Self	*Kaylajoy Yaek*	*08/28/2026*
Signer's Capacity	Sign Here	Date

CQ833-5044 08/28/2026 Received by Michigan Corporations Division

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

August 28, 2026

KAYLAJOY YAEK
1717 LOCHMOOR BLVD
GROSSE POINTE WOODS, MI 48236

Notice of Approval

Entity Name: HEARTS FOR HOPE FOUNDATION
Identification Number: 803329060
Document Type: 2026 Annual Report
Filed Date: 08/28/2026

Thank you for your recent submission to the Corporations Division. The referenced document has been approved and filed.

Documents submitted by mail or in person:

- The filed document is enclosed.
- To obtain copies of filed documents, visit: www.michigan.gov/corpentitysearch

Documents submitted online using the MiBusiness Registry Portal:

- Downloads are available in the My Work Queue for 75 days.
- When a certificate accompanies an endorsed document, promptly download and save it to your device via the My Work Queue. Certificates are not publicly available under the entity's filings.
- To obtain copies of filed documents, visit: www.michigan.gov/corpentitysearch

Additional Resources:

- **Michigan Business Roadmap:** www.michigan.gov/businessroadmap
- **Michigan Small Business Development Center:** www.michigansbdc.org

For further assistance, contact the Corporations Division at (517) 241-6470 or by email **corpsmail@michigan.gov**.

Form **990-N**

Electronic Notice (e-Postcard) for Tax-Exempt Organization Not Required to File Form 990 or 990-EZ

For Electronic Filing Only

DO NOT MAIL -- e-POSTCARD WILL BE SENT FOR YOU

Small tax-exempt organization with gross receipts of $50,000 or less is required to use this form per enactment of the Pension Protection Act of 2006 (PPA)

2024

For calendar year 2024, or tax year beginning , 2024, ending ,

Part I – Identifying Information

Name of Organization . . . . . Hearts for Hope Foundation
Address . . . . . 1717 Lochmoor Blvd
Room/Suite . . . . .
City . . . . . Grosse Pointe
State . . . . . MI
ZIP Code 48236

Employer Identification Number . . 33-2154257

Part II – Required Information

A [X] Check this box to verify that organization's annual receipts are normally $50,000 or less
Note: Not eligible to file Form 990-N if gross receipts are more than $50,000

B Other Names Organization is Doing Business As

C Website: . . .

D Principal Officer of the Organization . . . . . Kaylajoy Yaek
Person . . . . [X] Business . . . . ▶ [ ]
Address . . . . . 1717 Lochmoor Blvd
City . . . . . Grosse Pointe Woods State . MI ZIP Code . . 48236
Foreign Country . . . .

E [ ] Check this box if organization is going out of business

Form 990-N, also known as the e-Postcard, must be filed electronically with the Internal Revenue Service. There will be no paper form accepted by the Internal Revenue Service.

Do Not mail this form to the Internal Revenue Service.

Form **990-N**

Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

OMB No. 1545-2085

2025

Open to Public Inspection

A For the **2025** Calendar year, or tax year beginning **2025-01-01** and ending **2025-12-31**

B Check if available
- ☐ **Terminated for Business**
- ☑ **Gross receipts are normally $50,000 or less**

C Name of Organization: **HEARTS FOR HOPE FOUNDATION**
1717 Lochmoor Blvd,
Groose Pointe Woods, MI,
US, 48236

D Employee Identification Number **33-2154257**

E Website:

F Name of Principal Officer: **Claire Imbrunnone**
1717 Lochmoor Blvd,
Groose Pointe Woods, MI,
US, 48236

Information Copy
Do not send to IRS

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than $50,000 fall into this category.

Tax Year 2025 Form 990-N (e-Postcard)

Tax Period:
2025 (01/01/2025-12/31/2025)

EIN:
33-2154257

Organization Name (Doing Business as):
HEARTS FOR HOPE FOUNDATION

Mailing Address:
1717 Lochmoor Blvd
Groose Pointe Woods, MI 48236
United States

Principal Officer's Name and Address:
Claire Imbrunnone

1717 Lochmoor Blvd
Groose Pointe Woods, MI 48236
United States

Gross receipts not greater than:
$50,000

Organization has terminated:
No

Website URL:

Tax Year 2024 Form 990-N (e-Postcard)

Tax Period:
2024 (01/01/2024-12/31/2024)

EIN:
33-2154257

Organization Name (Doing Business as):
Hearts for Hope Foundation

Mailing Address:
1717 Lochmoor Blvd
Grosse Pointe, MI 48236
United States

Principal Officer's Name and Address:
Kaylajoy Yaek

1717 Lochmoor Blvd
Grosse Pointe Woods, MI 48236
United States

Gross receipts not greater than:
$50,000

Organization has terminated:
No

Website URL:

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 11-27-2024

Employer Identification Number:
33-2154257

Form: SS-4

Number of this notice: CP 575 A

HEARTS FOR HOPE FOUNDATION
1717 LOCHMOOR BLVD
GROSSE POINTE WOODS, MI 48236

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 33-2154257. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

Based on the information received from you or your representative, you must file the following forms by the dates shown.

Form 1120 04/15/2025

If you have questions about the forms or the due dates shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification (corporation, partnership, etc.) based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2020-1, 2020-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:
If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S, U.S. Income Tax Return for an S Corporation, must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, Election by a Small Business Corporation.

Charitable Gaming Division
101 E. Hillsdale, Box 30023
Lansing, Michigan 48909
(517) 335-5780
www.michigan.gov/cg

For Internal Use Only

QUALIFICATION INFORMATION

THIS IS AN INFORMATION FORM ONLY, NOT A LICENSE APPLICATION. Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name			Organization Telephone Number
Hearts For Hope Foundation			586 651 6591
Organization Physical Street Address			
34707 E. Marino Ct			
City	State	Zip Code	County
Chesterfield	MI	48047	Macomb
Organization Mailing Address			☐ Same as Physical Address
1717 Lochmoor blvd			
City	State	Zip Code	County
Grosse Pointe	MI	48236	Wayne
Organization Email Address			
Hearts4hopemi@gmail.com			

2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization.

Community outreach to serve at risk women + Children.

3. LICENSE APPLICATION

Enclosed is a completed application and fee for a ☐ Bingo ☒ Raffle ☐ Charity Game Ticket license

For all license applications, visit our website at www.michigan.gov/cg/qualify-and-apply. Make checks payable to STATE OF MICHIGAN.

4. PRINCIPAL OFFICER INFORMATION

Principal Officer Name			Title
Kaylajay Yaek			President
Mailing Address			City
34707 E. Marino Ct			Chesterfield
State	Zip Code	Telephone Number (Day)	Telephone Number (Evening)
MI	48047	586 651 6591	
Email Address			
hearts4hopemi@gmail.com			

By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.

Principal Officer Signature	Date
Kaylajay Yaek	9/18/20

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.

MICHIGAN LOTTERY
Charitable Gaming Division
101 E. Hillsdale, Box 30023
Lansing, Michigan 48909
(517) 335-5780
www.michigan.gov/cg

LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) OR copies of one bank statement per year for the previous five years, excluding the current year.
4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert to the benefit of the local government or another nonprofit organization.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

Act 382 of the Public Acts of 1972, as amended, defines "A local civic organization in this state that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes; and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property must revert to the benefit of the local governmental subdivision that granted the resolution or another nonprofit organization on dissolution of the organization."

MICHIGAN LOTTERY
Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103a(i)(*ii*))

At a _____ meeting of the _____
REGULAR OR SPECIAL — TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION — CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL		DISAPPROVAL	
Yeas:	_____	Yeas:	_____
Nays:	_____	Nays:	_____
Absent:	_____	Absent:	_____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD — REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

_____
PRINTED NAME AND TITLE

_____
ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

RECEIVED
SEP 30 2026
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

MCKENNA
HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167
O 248.596.0920
F 248.596.0930
MCKA.COM

September 27, 2026
Invoice No: 21849 - 125

Susan Como
City Manager
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Project 21849 Grosse Pointe Woods Building Services

Professional Services from August 01, 2026 to August 31, 2026

Building Department Services - 85% of Revenue

Contract Amount

Number of Permit Revenue	70,867.22		
Fee Each	.85		
Total Fee	60,237.14		
	Total Fee		**$60,237.14**
Vehicle Credit		(500.00)	
Total			**($500.00)**

General Zoning/Administration

General Zoning/Administration professional services.

	Hours	Amount
Senior Planner	13.00	
Assistant Planner	3.75	
Total		**0.00**
	Invoice Total	**$59,737.14**

THANK YOU. Please remit to above address and indicate project number on voucher.

101-371-818.000
SSC

MCKENNA

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

RECEIVED
SEP 30 2026
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

September 27, 2026
Invoice No: 22-064 - 58

Susan Como
City Manager
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Project 22-064 Grosse Pointe Woods Planning Services

Professional Services from August 01, 2026 to August 31, 2026

Professional Hourly Services

	Hours	Rate	Amount
Vice President			
	1.25	135.00	168.75
Preparation of Planning Commission packets for the August 25, 2026, meeting.			
	4.00	135.00	540.00
Conduct office hours on August 11, 2026.			
	5.00	135.00	675.00
Conduct office hours on August 18, 2026.			
	1.25	135.00	168.75
Conduct office hours on August 25, 2026.			
	4.50	135.00	607.50
Conduct office hours on August 4, 2026.			
Total			**$2,160.00**

Meetings

	Hours	Rate	Amount
Vice President			
	1.75	135.00	236.25
Prepare and attend the City Council and Zoning Board of Appeals meeting on August 17, 2026.			
	3.00	135.00	405.00
Prepare and attend the Planning Commission meeting on August 25, 2026.			
Total			**$641.25**

REVIEW SERVICES

20567 Mack (Little Ghost) - SLU 1

Special Land Use

$700.00

20567 Mack (Little Ghost) - Site Plan 1

Project	22-064	Grosse Pointe Woods Planning Services	Invoice	58

Site Plan Review **$875.00**

2026 SIGN Reviews

	Hours	Rate	Amount
Assistant Planner			
	1.25	85.00	106.25
Conduct four sign reviews for 20200 Mack Avenue.			
	.75	85.00	63.75
Conduct sign review #1 for 21215 Mack Avenue (Pizza Pointe).			
	.50	85.00	42.50
Conduct sign review #3 for 20200 Mack Avenue (Fifth Third Bank).			
	1.00	85.00	85.00
Review sign application for 20481 Mack Avenue - Athlete Development Center.			

Total **$297.50**

Invoice Total **$4,673.75**

THANK YOU. Please remit to above address and indicate project number on voucher.

101-371-818.000

SS

SC

Grosse Pointe Public Library 2026 Update

LIBRARY BOARD OF TRUSTEES

Highlights of 2025-26

- JOB OR DIPLOMA FAIR
- PARTNERSHIP WITH CNS HEALTHCARE
- LEGAL FIRST AID CERTIFICATION
- MEETING THE COMMUNITY NEEDS
- STRONG FINANCIAL RESULTS
- MILLAGE UPDATE
- NEW STRATEGIC PLAN ADOPTED

2025 Joiner Fair Success

- Partnership with the Family Center and the War Memorial
- Based on the film Join or Die
- Interviewed the filmmaker
- Had 60+ local organizations with tables at the joiner fair
- 2026 Community Joiner Fair October 7



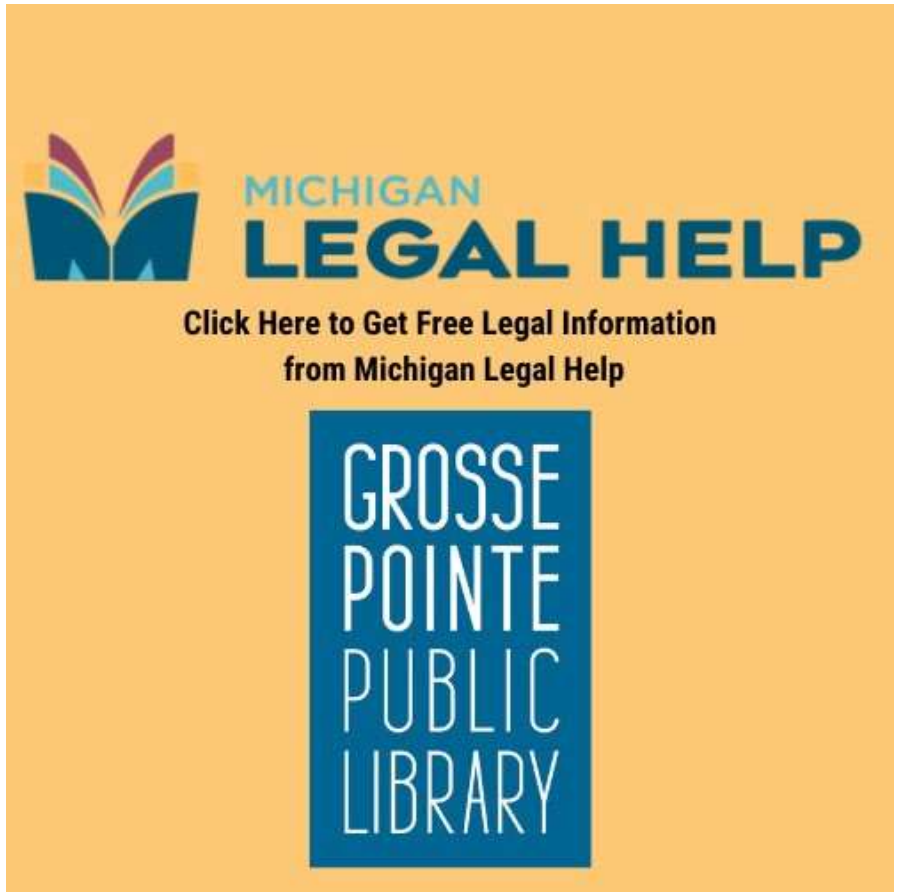


CNS Healthcare Partnership

- Started the partnership in July 2025
- Support staff for patrons needing social work/mental health intervention
- Masters level social work practicum student at Ewald
- Security Ambassador added at Ewald Branch
- Social Work hours every Monday & Thursday afternoon
- Very well received

Meeting Community Needs

- Legal First Aid Certification
- 9 Librarians completed training
- Available at all 3 branches
- Provide information about FREE legal resources to patrons

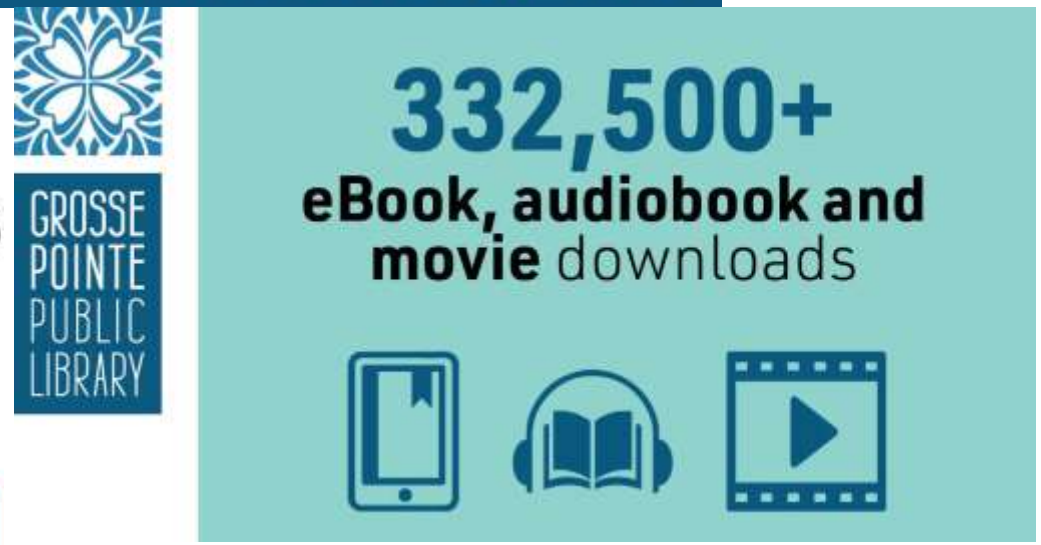


Meeting Community Needs

- 302,000+ visits/yr
- 752,810+ items circulated
- 332,500+ eBook, audiobook & movie downloads
- 346,060+ website visits







Meeting Community Needs

- Summer Reading
- DIA Inside/Out Program
- Community Impact Day with GP Chamber
- Albert Kahn Foundation
- Gleaners Food Bank







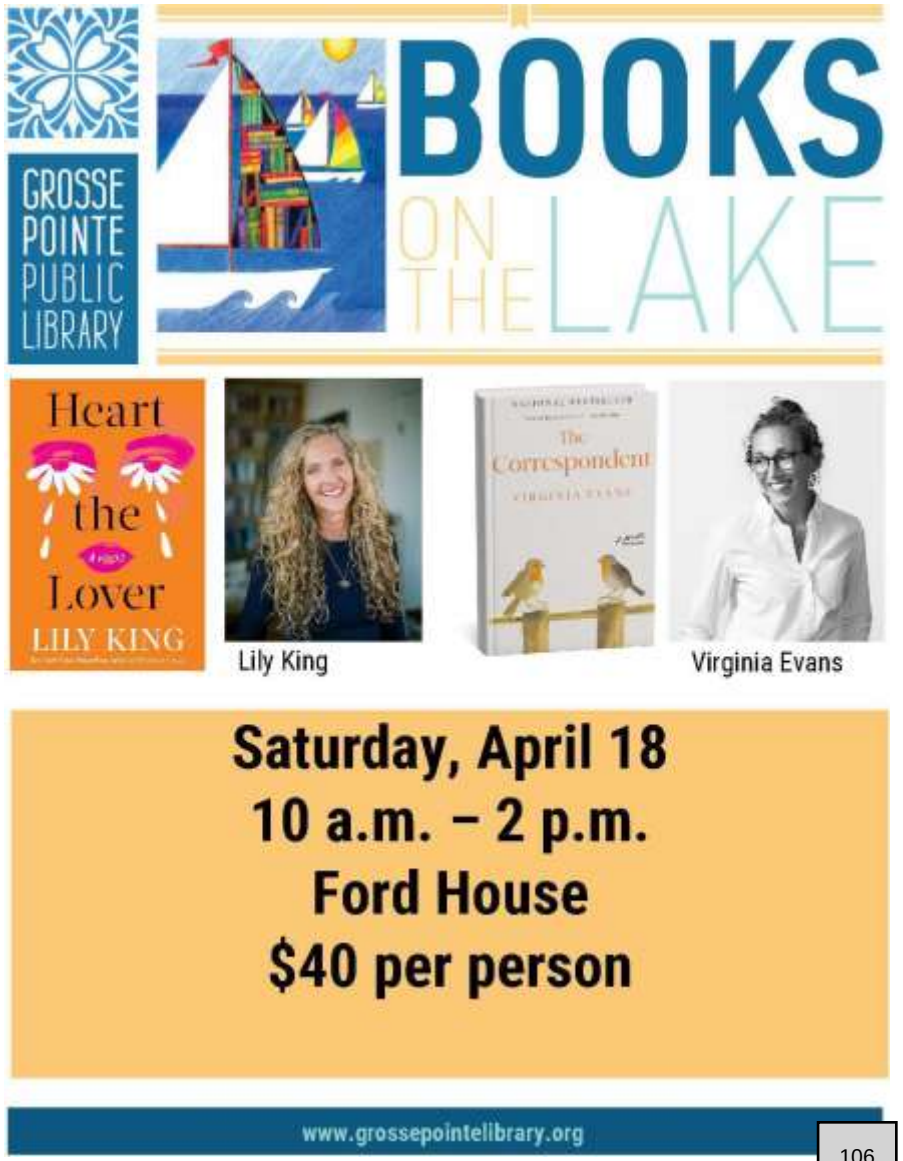


Meeting Community Needs

National Author Programs

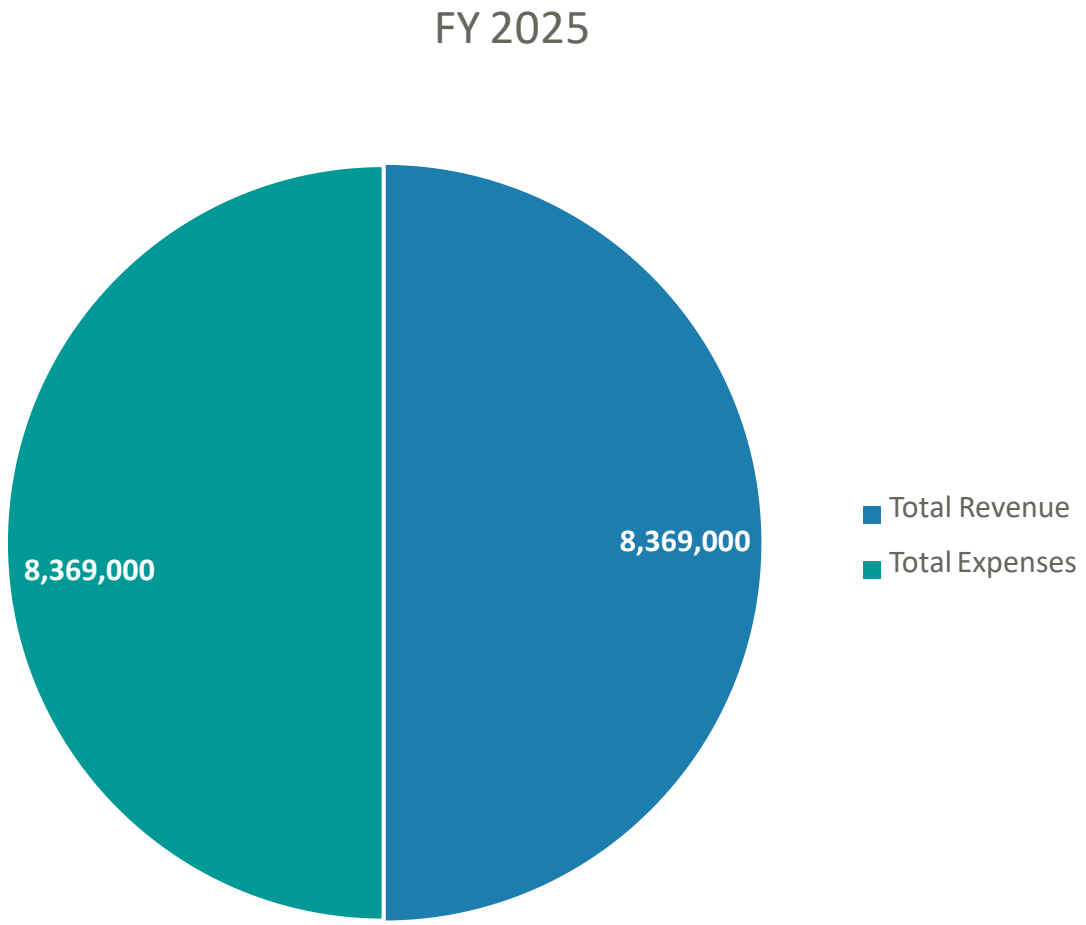
- Books on the Lake
- Authors to the Pointe





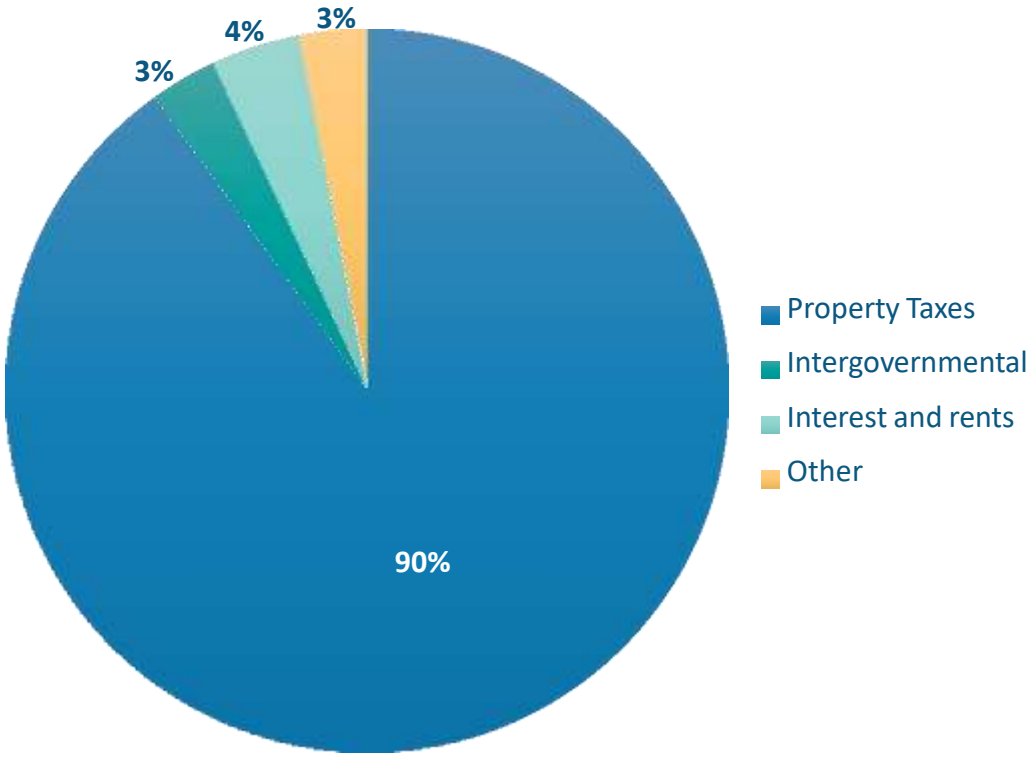
Strong Financial Results

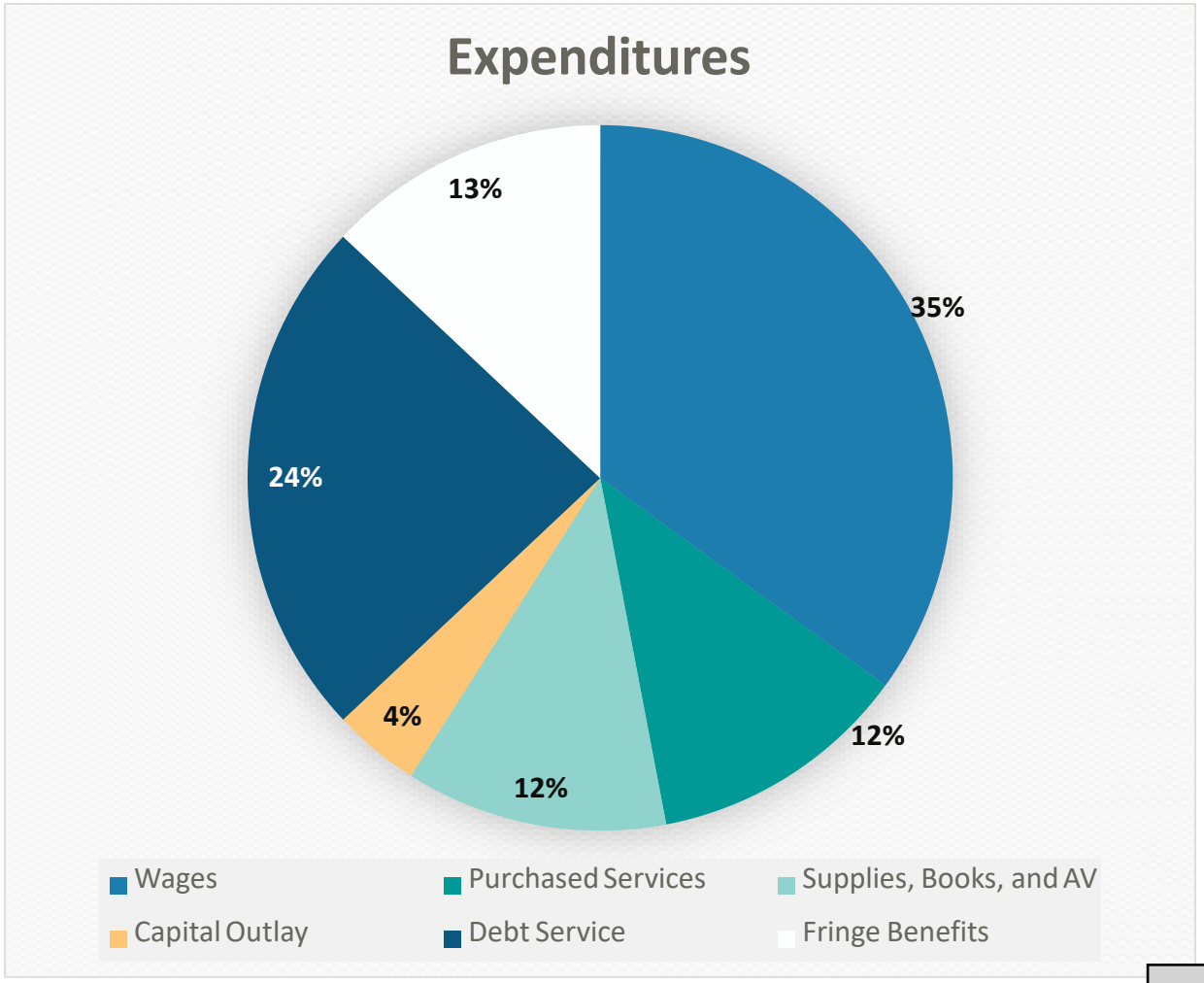
- Total revenue $8.37 million
- Total expenses $8.37 million
- Unmodified Audit Opinion



Library Budget

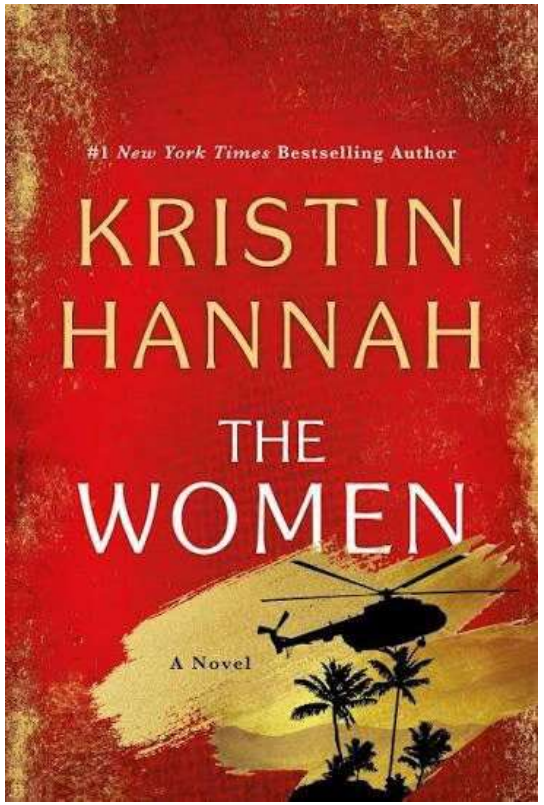
Revenues

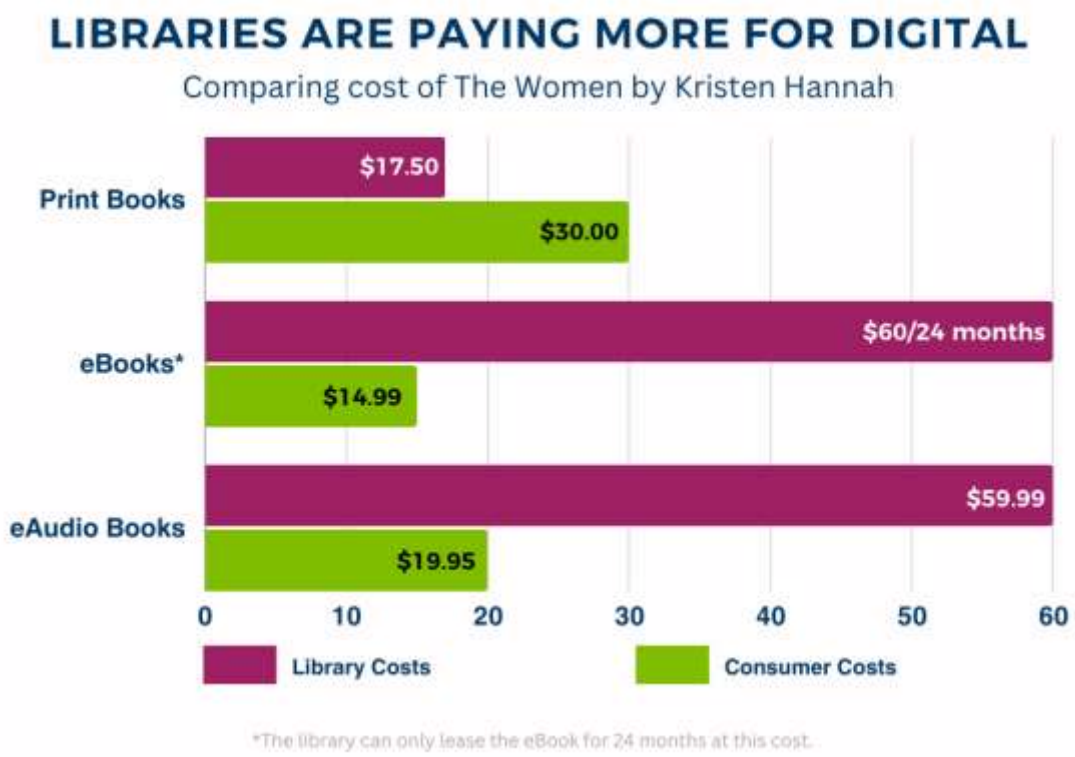




Digital Usage Continues to Grow

- **About 50% of GPPL circulation is now digital**





History of the GPPL

- Originally part of the Grosse Pointe Public Schools
- District Library in 1994
- Agreement with GPPSS and City of Harper Woods on May 16, 1994.
- In 1994, voters approved 1.700 mills in perpetuity to fund the library
- At that time, the library had one building (Central) with limited operations inside Parcells and Pierce Middle Schools



Original Central Library circa 1950s



Interior Park Branch 1962



Woods Branch circa 1950

Increased demand led to the construction of two branches

- Improved walkability
- Walkable communities with high



Ewald Branch in GP Park Built 2005



Woods Branch in GP Woods built 2006

Supplemental Millage 2011

1994 perpetual millage insufficient to support 3 buildings

Voters approved additional 0.70 mills in 2011

Renewed in 2018 for 0.6847 mills

Millage Renewal

- Current renewing millage expires in 2027
- Will be on the ballot this November









Impact if Millage Fails

Library hours reduced to Monday – Thursday

Daytime only

Dramatic reduction in new materials acquisitions

Limited availability of meeting rooms

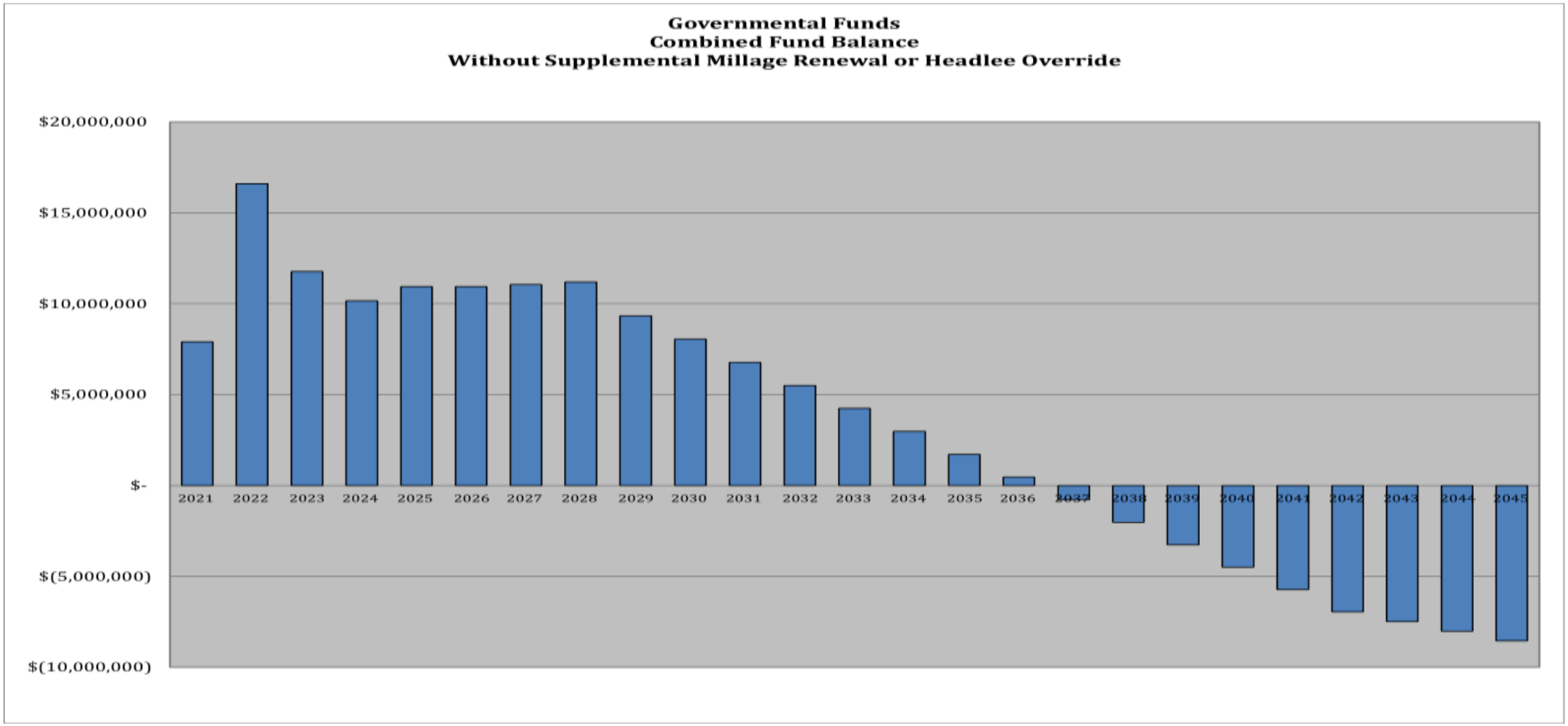
Long waits on phone and for librarian assistance

Possible elimination of the following services:

- Early literacy story times
- Book discussion groups – adults, children & families
- Homebound outreach programs
- Reader dog programs
- Children's author and entertainment programs
- Adult author programs
- Teen programs

Combined Fund Balance

Without Supplemental Millage Renewal or Headlee Override



New Five-Year Strategic Plan Adopted June 2026

Based on community feedback -- five strategic focus areas

- Curated Resources
- Meaningful Experiences
- Enhanced Communication
- Connecting the Community
- Infrastructure and Sustainability

Thank you





www.grossepointelibrary.org

Scan the QR code to get a library card

MCKENNA

Memorandum

TO: Honorable Mayor and City Council, City of Grosse Pointe Woods
FROM: Ashley Jankowski Abeid, AICP
SUBJECT: **20567 Mack Avenue: Special Land Use & Site Plan for the Little Ghost II Restaurant**
DATE: September 30, 2026

PROJECT SUMMARY

The applicant, David Vermiglio of Little Ghost II, LLC has submitted a special land use and site plan request for a restaurant in the existing ±2,100 square foot, single-story building at 20567 Mack Avenue. Patrons will have the option to dine in or carry out (no drive-thru). No alcohol service is offered at this restaurant, and no pedestrian walk-up window is proposed as part of this scope.

The property is located at the corner of Mack Avenue and Lennon Street (shown in pink below) and is zoned the C, Commercial Business District where "*carry out restaurants*" are a *Special Land Use*.

Special Land Uses require a public hearing and consideration before the Planning Commission, followed by final review from the City Council.



DETROIT
211 W. Fort Street
Suite 1310
Detroit, Michigan 48226

O 888.226.4326
F 248.596.0930
MCKA.COM

Communities for real life.

PLANNING COMMISSION REVIEW & RECOMMENDATION

Special Land Use Review:

On August 25th the Planning Commission held a public hearing on this application.

One public comment was heard in support of the special land use and eight comments were heard in opposition. Primary concerns expressed during the public hearing included the availability of parking, the addition of another restaurant in the area and the generation of garbage and overall cleanliness, the building design, and traffic on residential side streets.

The Commission discussed the above identified concerns and heard from the applicant regarding their operations.

The Commission then recommended **special land use approval** to Council, with the following conditions:

1. *The hours of deliveries are no earlier than 9:00 a.m.*
2. *Site Plan approval is granted.*
3. *The walk-up window is removed from the project scope.*
4. *A shared parking agreement is secured (instead of seeking a parking variance).*

Site Plan Review:

On September 22nd the Commission reviewed the revised site plan. There was no public comment on the site plan at this meeting. After discussion, the Commission granted **site plan approval**, with the following conditions:

1. *Special Land Use approval is granted by City Council (including any conditions of that approval).*
2. *The draft shared parking agreement is found acceptable to the City Attorney and executed. A copy of the agreement will then be placed on file with the City.*
3. *A photometric plan is provided for administrative review.*
4. *The awning over the new window on Lennon is relocated towards the corner entrance.*
5. *Signage is submitted under separate cover.*

Both reviews for the Special Land Use and the Site Plan are enclosed.

REQUEST OF CITY COUNCIL

At the October 5th City Council meeting, it is recommended that the Council open and close the required public hearing and grant **special land use and site plan approval**, with the following outstanding conditions:

1. *The hours of deliveries are no earlier than 9:00 a.m.*
2. *The draft shared parking agreement is found acceptable to the City Attorney and executed. A copy of the agreement will then be placed on file with the City.*
3. *A photometric plan is provided for administrative review.*
4. *Signage is submitted under separate cover.*

Special Land Use Review

1. HARMONY WITH THE MASTER PLAN

Criteria: *Is the proposal consistent with the goals, policies, and future land use map of the Master Plan? If not, has the applicant demonstrated that conditions have changed significantly since the Master Plan was developed, and request is now demonstrably consistent with the development trends in the area?*

Findings: Complies.

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

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

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

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

2. HAZARDOUS OR DISRUPTIVE SMOKE, FUME, GLARE, NOISE, VIBRATION OR ODOR POLLUTION (SEC. 50-4.11)

Criteria: *To promote such business development insofar as it is possible and appropriate in each area, uses are prohibited [in the C Commercial District] which would create hazards, offensive and loud noises, vibration, smoke, glare, heavy truck traffic or late hours of operation.*

Findings: Complies.

The restaurant will be open for quick meal services (burgers, fries, shakes, sodas, etc.). There is no alcohol service offered, and the establishment is similar to surrounding uses, both on this commercial block and along the greater Mack Avenue corridor. The restaurant is not expected to be hazardous or disruptive.

The proposed operating hours of the restaurant are:

- Sunday - Thursday from 11:00 a.m. - 10:00 p.m.
- Friday and Saturday from 11:00 a.m. - 11:00 p.m.

These hours of operation are not expected to be a concern and cater to the lunch / dinner crowds. Deliveries to the restaurant will arrive no earlier than 9:00 a.m.

3. CONSISTENCY WITH INTENT OF THE ZONING ORDINANCE (SEC. 50-3.1)

Criteria: *The intent of the C, Commercial Business District is to encourage the concentration of local business areas to the mutual advantage of both the consumers and merchants and thereby promote the best use of land at certain strategic locations and avoid the continuance of encouraging marginal strip business development along major streets.*

Findings: Complies.

In general, the restaurant will provide a convenient dining option in the community and will encourage orderly development along the City's primary commercial corridor. The business will occupy an existing, vacant storefront along Mack Avenue, which is designed to facilitate pedestrian traffic and a mix of commercial establishments and services.

The existing building is also compliant with the dimensional standards of the C, Commercial Business District. Please see our site plan review (immediately following) for additional information.

Site Plan Review

1. ZONING

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

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

Findings: Can comply; contingent on Special Land Use approval by City Council.

Please find our Special Land Use review in the previous section.

2. DIMENSIONAL REQUIREMENTS

Findings: Complies.

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

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

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

Findings: Complies, Planning Commission approval recommended.

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

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

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

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

Rather than attempting to apply a historic aesthetic to a building that was not designed in that architectural period, renovations that work well with the existing architecture are proposed: painted cement board siding and metal awnings.

The proposed Benjamin Moore colors (*Dark Burgundy* as the primary building color and *Spring Azalea* as an accent color for the awnings and roof coping) are a deviation from the City's approved Benjamin Moore Historical Color Collection. However, the proposed colors do reflect the restaurant's established brand identity. For reference, an existing Little Ghost restaurant is located in Ferndale (22305 Woodward Ave, Ferndale, MI 48220) that features their brand's distinctive color palette.

After reviewing the paint samples, the Planning Commission found the proposed colors (*Dark Burgundy* and *Spring Azalea*) to be acceptable at this location. Paint samples will also be provided for review at the City Council meeting.

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

Findings: Complies.

Number of Parking Spaces: Per Sec. 50-5.3, a total of nine (9) off-street parking spaces are required. The site provides two (2) off-street parking spaces at the rear of the building; the project is deficient seven (7) off-street parking spaces

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

To address this parking gap, the Applicant has secured an off-street, shared parking agreement with the adjacent facility, Emcura at 20599 Mack Avenue. The following are details of their shared parking agreement, which will be finalized with the City Attorney, provided Special Land Use approval is granted:

i. Little Ghost II has the exclusive use of ten (10) designated parking spaces, as specifically identified on Exhibit A (enclosed at the end of this report). These spaces are available to the restaurant and its employees, guests and other permitted users 24 hours per day, seven days per week.

ii. The parking arrangement will become effective once the restaurant has received the needed permits, licenses and approvals necessary to operate.

iii. The Applicant will supply and install Little Ghost specific signage at each parking spot.

iv. Emcura is responsible for maintaining the parking area and adjacent sidewalks, including snow and ice removal, lighting, paving, striping and drainage, and for maintaining the signage/towing arrangements necessary to keep the designated spaces available for the restaurant's use.

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

Parking Space Dimensions: The two rear parking spaces are in compliance with Sec. 50-5.3(K).

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

5. LANDSCAPING (SEC. 50-6.1)

Findings: N/A.

Several planter boxes are proposed along the front building façade on Mack Avenue, which will soften the building appearance.

6. LIGHTING

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

Findings: Can Comply.

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

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

The Applicant will provide a final photometric plan to ensure the illumination standards are not exceeded for administrative review, pending special land use approval.

7. TRASH RECEPTACLE

Trash receptacles must be screened with quality materials that complement the site and adjacent properties.

Findings: Complies.

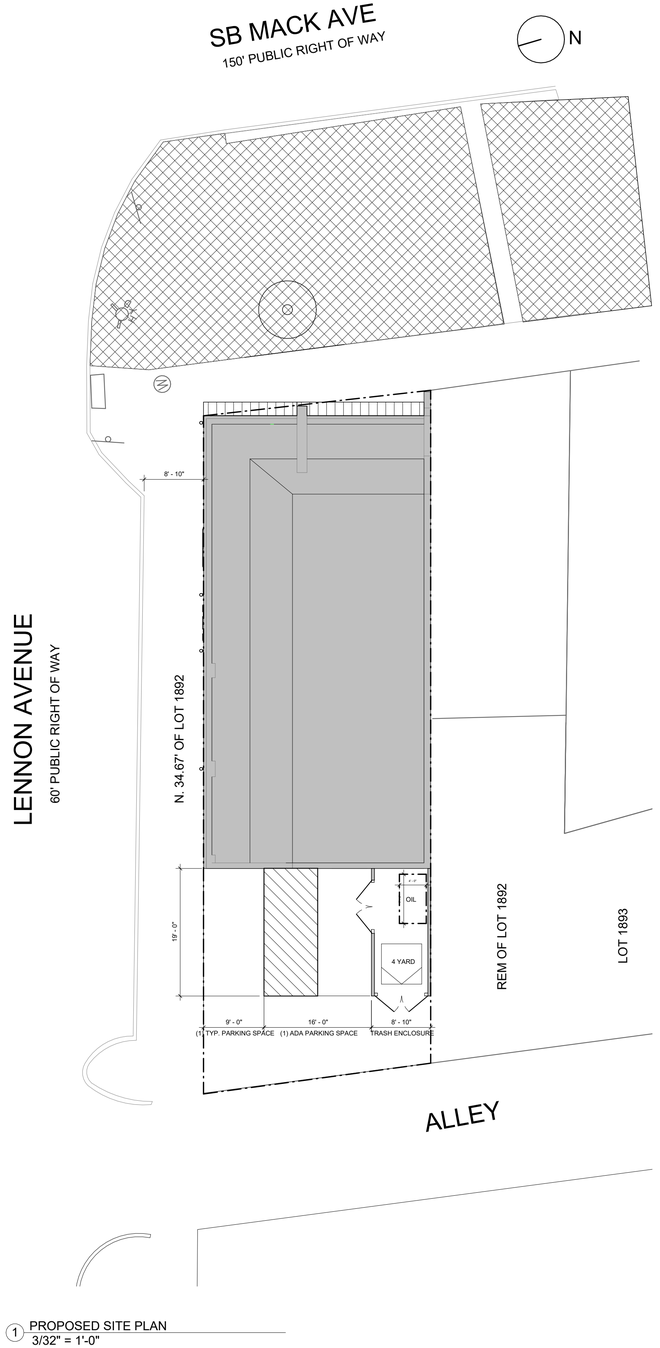
A new 5-foot-in-height dumpster enclosure is provided at the rear of the building, with access to the alley, and will be collected multipe times a week. The placement and dimensions of the dumpster enclosure are appropriate.

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

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

Findings: N/A.

No signage is approved as part of this application. All exterior signage will be submitted under separate cover for administrative review.



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

TEAM

DESIGN ARCHITECT
CHYDUK & CHMIJO
4656 17TH ST. UNIT 1
DETROIT, MI 48208

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

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

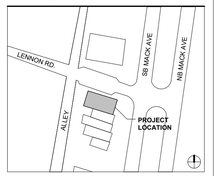
KITCHEN CONSULTANT
JS2 DESIGNS
217 PIERCE ST. SUITE 207
BIRMINGHAM, MI 48009

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

PROJECT

LITTLE GHOST
20567 MACK AVE
GROSSE POINTE WOODS, MI 48236

SITE PLAN



ISSUANCE

NO.	DATE	ISSUANCE

SEAL & SIGNATURE

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

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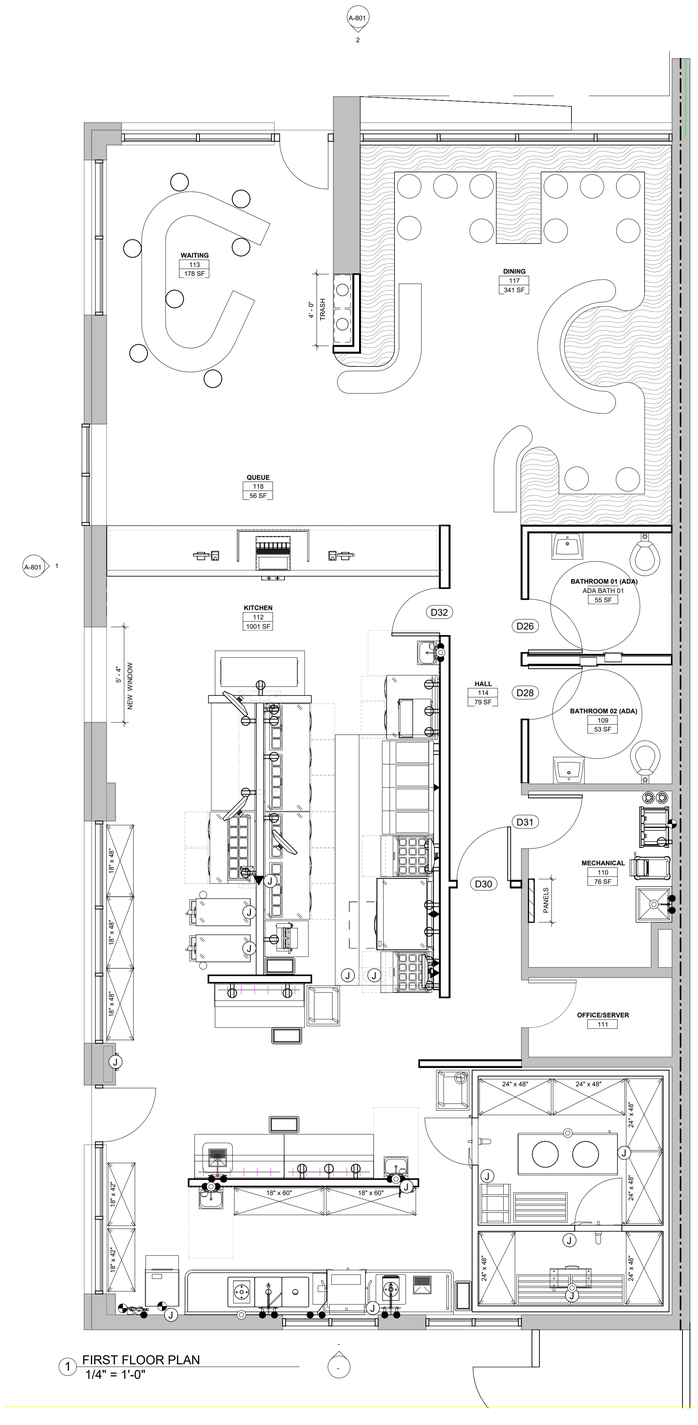
SHEET TITLE

SITE PLAN

SHEET NUMBER

A-100

10/29/25 2:32:05 PM



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

EXISTING WALLS

NEW WALLS

2 HR ETR WALL

PROJECT DESCRIPTION

INTERIOR FIT OUT OF A 2,112 SF TENANT SPACE IN AN EXISTING BUILDING. BUILDING SCOPE OF WORK INCLUDES BUT IS NOT LIMITED TO:

- NEW COMMERCIAL KITCHEN WITH A SINGLE TYPE I HOOD
- NEW ADA BATHROOM
- NEW WALK-IN COOLER
- NEW DINING AREA
- NEW WAITING AREA
- NEW ORDERING COUNTER & PASS

APPLICABLE BUIDLING CODES

- 2021 MICHIGAN BUILDING CODE
- 2021 INTERNATIONAL FIRE CODE
- 2021 MICHIGAN PLUMBING CODE
- 2021 MICHIGAN MECHANICAL CODE
- 2023 NATIONAL ELECTRIC CODES, WITH PART 8 RULES
- 2021 INTERNATIONAL FUEL GAS CODE
- ASHRAE 90.1 2021 ENERGY CODE
- ICC / ANSI A117.1 - 2017 & MICHIGAN BARRIER FREE DESIGN LAW OF PUBLIC ACT 1 OF 1966 AS AMENDED
- MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENTS
- GROSSE POINTE WOODS ZONING ORDINANCE

SITE ZONING C (COMMERCIAL)

BUILDING USE GROUP A-2 RESTAURANT

GROSS TENANT AREA 2,112 SF

BASE BUILDING CONSTRUCTION TYPE

ASSUMED IIB, UNPROTECTED NONCOMBUSTIBLE CONSTRUCTION; PRIMARY STRUCTURAL FRAME, BEARING WALLS, FLOOR AND ROOF CONSTRUCTION GENERALLY 0-HOUR RATED PER TABLE 601. EXTERIOR WALL RATINGS PER TABLE 602.

FIRE RATINGS

LOCATION	NOTES	FIRE RATING
SHAFTS	NEW	1 HR (LESS THAN FOUR STORIES, MBC 713.4)
EXTERIOR WALLS	EXISTING	2 HR 0 HR
NEW INTERIOR PARTITIONS	NEW	0 HR
ROOF	EXISTING	0 HR 0 HR

FIRE SPRINKLER SYSTEM

N/A

OCCUPANCY PER MBC TABLE 1004.5

KITCHEN, COMMERCIAL	200 GROSS	5 OCCUPANTS
ASSEMBLY W/ NON FIXED SEATS	15 GROSS	35 OCCUPANTS
STANDING	5 GROSS	11 OCCUPANTS
BUSINESS	150 GROSS	1 OCC
STORAGE	300 GROSS	2 OCC
TOTAL		**54 OCCUPANTS**

MEANS OF EGRESS

MAX EXIT ACCESS TRAVEL DISTANCE: 200' (A-2 OCCUPANCY W/OUT SPRINK PER MBC TABLE 1017.2)

REQUIRED EXITS: 2 (MBC 1006.2.1)

PATH 1 TBD
PATH 2 TBD

EXIST DOORS

LOCATION	CLEAR WIDTH	EGRESS WIDTH FACTOR	CAPACITY
EXISTING DOOR TO MACK	36" CLEAR	0.15" / OCC	280 OCC
EXISTING DOOR TO LENNON	36" CLEAR	0.15" / OCC	240 OCC
TOTAL CAPACITY			520 OCC

REQUIRED PARKING

RESTAURANT	200SF PER SPACE	11 SPACES
PEAK SHIFT EMPLOYEES	6 SPACES	6 SPACES

TOTAL STANDARD REQUIREMENT = 17 SPACES
50% EXISTING-BUILDING REQUIREMENT (ORDINANCE 50-5.3H) = **9 SPACES (8 TYP. SPACES + 1 ADA (VAN) SPACE)**

TEAM

DESIGN ARCHITECT
CHYDUK & CHMIJO
4656 17TH ST. UNIT 1
DETROIT, MI 48208

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

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

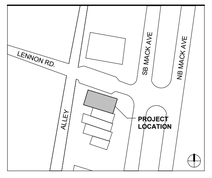
KITCHEN CONSULTANT
JS2 DESIGNS
217 PIERCE ST. SUITE 207
BIRMINGHAM, MI 48009

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

PROJECT

LITTLE GHOST
20567 MACK AVE
GROSSE POINTE WOODS, MI 48236

SITE PLAN



ISSUANCE

NO.	DATE	ISSUANCE

SEAL & SIGNATURE

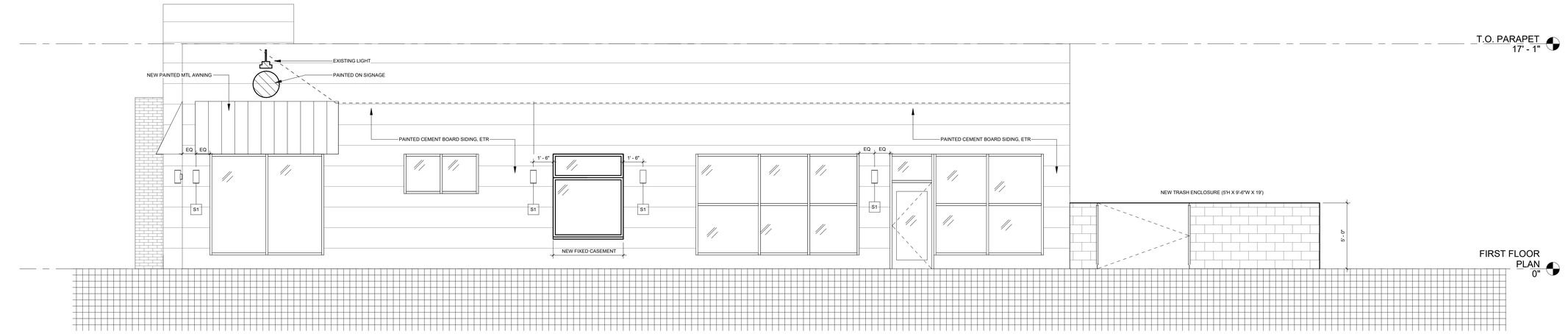
DATE 09/06/24
PROJECT NO. 250204
DRAWN BY CH/CJ
CHECKED BY C
DOB NO.

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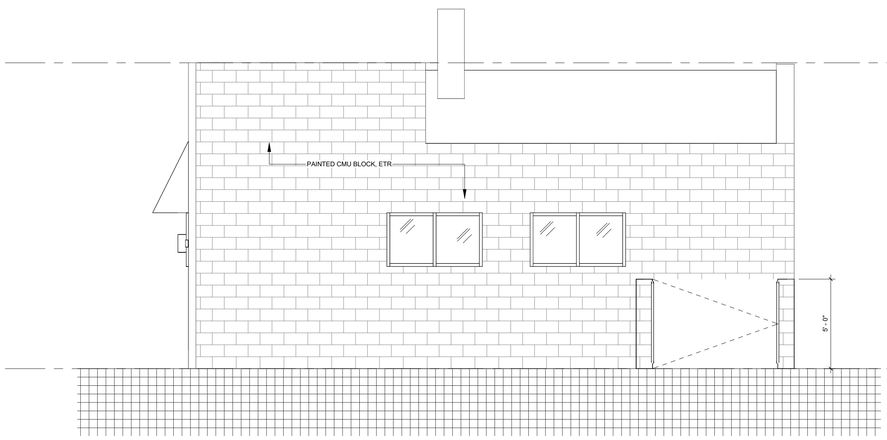
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FIRST FLOOR PLAN

SHEET NUMBER
A-101

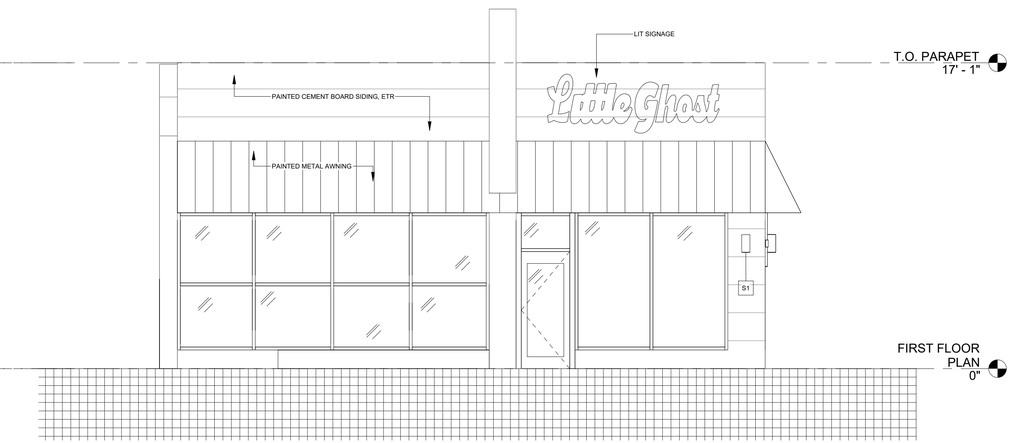
12/20/2024 12:32:56 PM



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



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



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

TEAM

DESIGN ARCHITECT
CHYDUK & CHMIJO
4656 17TH ST. UNIT 1
DETROIT, MI 48208

ARCHITECT OF RECORD
HADLA DESIGN ARCHITECTS
15244 MICHIGAN AVE
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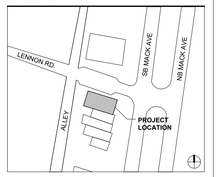
KITCHEN CONSULTANT
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22305 WOODWARD AVE, FERNDALE, MI 48220

PROJECT

LITTLE GHOST
20567 MACK AVE
GROSSE POINTE WOODS, MI 48236

SITE PLAN



ISSUANCE

NO.	DATE	ISSUANCE

SEAL & SIGNATURE

DATE	09/06/24
PROJECT NO.	250204
DRAWN BY	CH/CJ
CHECKED BY	C L
DOB NO.	

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SHEET TITLE

ELEVATIONS

SHEET NUMBER

A-801



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



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

TEAM

DESIGN ARCHITECT
CHYDUK & CHMIJO
4656 17TH ST. UNIT 1
DETROIT, MI 48208

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

MEP ENGINEER
HADLA DESIGN ARCHITECTS
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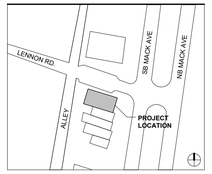
KITCHEN CONSULTANT
JS2 DESIGNS
217 PIERCE ST. SUITE 207
BIRMINGHAM, MI 48009

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

PROJECT

LITTLE GHOST
20567 MACK AVE
GROSSE POINTE WOODS, MI 48236

SITE PLAN



ISSUANCE

NO.	DATE	ISSUANCE

SEAL & SIGNATURE

DATE	09/16/26
PROJECT NO.	250204
DRAWN BY	CH/CJ
CHECKED BY	C L
DOB NO.	

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SHEET TITLE

EXTERIOR MATERIALS

SHEET NUMBER

A-802

RECEIVED
SEP 20 2026
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

20 September 2026

To: Grosse Pointe Woods City Council
City of Grosse Pointe Woods, MI 48236

Re: Proposed Little Ghost Restaurant at 20567 Mack Avenue

Mr. Mayor and Members of the Grosse Pointe Woods City Council,

We have lived at our home at 1930 Lennon Avenue for 41 years. I, Arthur Bradley Eisenbrey, III, MD, PhD, testified at the Planning Commission meeting, 25 August 2026, and now my wife and I ask the City Council to more carefully consider the impact that the proposed Little Ghost restaurant at 20567 Mack Avenue is likely to have on the surrounding residential neighborhood. Note that this will be the fifth restaurant within a three block area where parking is already limited and customers commonly park off Mack Avenue on the residential streets beyond the metered parking spots on Van Antwerp Street, Lennon Avenue and Beaufait Drive (without regard to parking restrictions).

We value our neighborhood and the quality of life that comes with living in a residential area. We understand that Mack Avenue is a commercial corridor and that businesses are an important part of our community. However, this particular proposal raises significant concerns because of the property's close proximity to residential homes and the potential for restaurant activity to extend well beyond normal daytime commercial activity.

Our concerns include:

1. Increased traffic and congestion extending into the surrounding neighborhood. A restaurant can generate considerably more vehicle traffic than most other types of businesses, particularly during lunch and dinner hours and weekends. We are very concerned about additional vehicles entering and leaving the limited parking spaces within walking distance of 20567 Mack Avenue, increased traffic on Mack Avenue, and the likelihood of "spilling over" into the surrounding residential streets where there are many children playing.
2. Parking is limited. Adequate on-site parking is extremely important. We are concerned that if the restaurant's parking demand exceeds the immediately (close) available spaces that customers and employees will begin parking on the nearby residential streets, including Lennon Avenue. This would likely create inconvenience for residents, put neighborhood children at risk, restrict access and change the character of our neighborhood.

3. Noise and late-night activity: Restaurant operations involve customers arriving and departing, conversations outside, deliveries, trash collection, employees leaving work and other activity that can continue well beyond the restaurant's dining hours. We ask the City Council to consider how the proposed hours of operation will affect residents living nearby, particularly those whose properties are adjacent to the alley behind the proposed restaurant.
4. Outdoor activity, lighting and deliveries: We ask that the City Council carefully evaluate outdoor seating and gathering areas, exterior lighting, signage, delivery activity, loading areas and trash collection. These activities should be designed to limit intrusion into the adjacent neighborhood and residential properties.
5. Effect on the residential character of Lennon Avenue, Beaufait Drive and Van Antwerp Street has already been affected by the four existing restaurants. We cannot accept a significant deterioration of the peace, privacy and safety of the neighborhood simply because a commercial use is being proposed nearby. We ask the City Council to balance the interests of the proposed business with the legitimate interests of the residents of this neighborhood.

We request that, before approving the proposed restaurant, that the City Council ensure that there is a thorough and transparent review of:

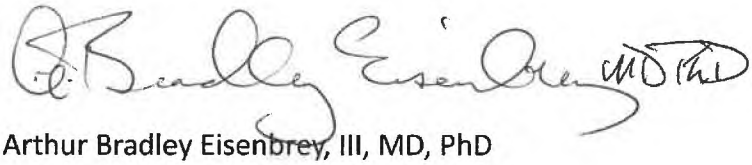
1. The number of parking spaces available on and close to the property and the restaurant's anticipated parking demand.
2. Expected traffic volume, including during lunch, dinner and weekend periods.
3. Hours of operation, including how late customers and employees may remain on the property.
4. Deliveries to the restaurant and trash collection schedules (particularly the hours).
5. Exterior lighting and likely impact on the neighboring homes.
6. Outdoor dining and customer gathering (waiting) areas.
7. Noise control measures.
8. Employee parking.
9. Measures to prevent parking "spill-over" into the residential areas.

If the City Council determines that the restaurant may proceed, we ask that specific conditions be placed on the approval to protect the neighboring residents rather than informal assurances. We ask that the concerns of the residents on Lennon Avenue, Beaufait Drive and Van Antwerp Street be part of the official record and fully considered before final approval consideration is made.

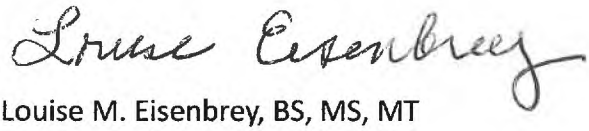
We want Grosse Pointe Woods to remain a community where businesses can succeed while existing residential neighborhoods are protected. We believe that a very careful and critical review of this proposal is necessary to ensure that the interests of both parties are fairly represented and considered.

Thank you for your consideration and for your service to the residents of Grosse Pointe Woods. We request that the City Council give serious consideration to the concerns of the residents of Lennon Avenue and our neighbors before considering approval of the proposed Little Ghost restaurant at 20567 Mack Avenue.

Sincerely,



Arthur Bradley Eisenbrey, III, MD, PhD



Louise M. Eisenbrey, BS, MS, MT

1930 Lennon Avenue
Grosse Pointe Woods, MI 48236

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

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

Motion carried by the following vote:
YES: Ellis, Fenton, Fuller, Gilezan, Hamborsky, Marx, O'Keefe
NO: Schulte
ABSENT: Vitale

City of Grosse Pointe Woods

20025 Mack Plaza
Grosse Pointe Woods, MI 48236
(313) 343-2426
(313) 343-2439

Invoice For Permit: PSPR260019
Print Date: 08/31/2026

Pay by Account In Full



Pay by Account In Full

Little Ghost II, LLC
1465 Washington
Birmingham MI 48009

$ 0.00

	Invoice No	Invoice Date	Permit Number	Address	Amount Due
	00068690	07/30/26	PSPR260019	20567 MACK AVE	$ 0.00

Fee Details:	Quantity	Description	Amount Cost	Balance
	1.000	Commercial - PC & City Council Hearing	$1500.00	$ 0.00

Total Amount Due	$ 0.00

AFFIDAVIT OF PROPERTY OWNERS NOTIFIED

Re: 20567 Mack Avenue
300' Buffer

State of Michigan)
) ss.
County of Wayne)

I HEREBY CERTIFY that the notice of Hearing was duly mailed First Class Mail on 9/15/26 to the following property owners in accordance with the provisions of the 2017 City Code of Grosse Pointe Woods.

Paul P. Antolin, MiPMC
City Clerk

See attached document for complete list.

City of Grosse Pointe Woods, Michigan

Notice is hereby given that the Grosse Pointe Woods City Council, 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 Monday, October 5, 2026, at 7:00 p.m., at City Hall in the Council Chamber/Courtroom (20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236) for the purpose of considering a special land use at 20567 Mack Avenue. The subject site is zoned C, Commercial Business District, where fast food / carry out restaurants (the proposed Little Ghost restaurant) are a special land use. No drive-thru is permitted, dining is take-out or within the restaurant.

All interested persons are invited to attend and will be given the 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 at 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236, or at cityclerk@gpwmi.us 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

20567 Mack Avenue
300' Parcels

PARCEL NUMBE	PARCELL ADDRESS	OWNER	OWNER ADDRESS	CITY, STATE, ZIP
007 02 1902 000	1878 BEAUFAIT DR	TOCCO, NICHOLAS	1878 BEAUFAIT DR	GROSSE POINTE WOODS, MI 48236
007 02 1985 000	1879 BEAUFAIT DR	ANDRZEJCZAK, KEVIN & DEBORAH	1879 BEAUFAIT DR	GROSSE POINTE WOODS, MI 48236
007 02 1891 000	1889 LENNON ST	SCHILLER, JULIE-DAVID TRUST	1889 LENNON ST	GROSSE POINTE WOODS, MI 48236
007 02 1904 000	1890 BEAUFAIT DR	KRAFT, KENNETH J & DEBORAH J	1890 BEAUFAIT DR	GROSSE POINTE WOODS, MI 48236
007 02 1812 000	1890 LENNON ST	CRILLO, JOHN & BAPTISTA, DOUGLAS	1890 LENNON ST	GROSSE POINTE WOODS, MI 48236
007 02 1983 000	1899 BEAUFAIT DR	ASCLEPIUS HOMES, LLC	102 MERRIWEATHER	GROSSE POINTE FARMS, MI 48236
	1899 BEAUFAIT DR	OCCUPANT	1899 BEAUFAIT DR	GROSSE POINTE WOODS, MI 48236
007 02 1890 000	1899 LENNON ST	JANSON, LINDA M	1899 LENNON ST	GROSSE POINTE WOODS, MI 48236
007 01 1772 000	1899 VAN ANTWERP ST	NEHR, KAREEMA & MICHAEL	1899 VAN ANTWERP ST	GROSSE POINTE WOODS, MI 48236
007 02 1813 000	1900 LENNON ST	MANNING, BRADLEY	1900 LENNON ST	GROSSE POINTE WOODS, MI 48236
007 02 1905 000	1906 BEAUFAIT DR	ONUSKO, TERESA & BRIAN R	1906 BEAUFAIT DR	GROSSE POINTE WOODS, MI 48236
007 02 1889 000	1907 LENNON ST	HAUSCHULZ, KELLEY M	1907 LENNON ST	GROSSE POINTE WOODS, MI 48236
007 01 1773 000	1907 VAN ANTWERP ST	SARNAKI, JOHN J & LAURIE	1907 VAN ANTWERP ST	GROSSE POINTE WOODS, MI 48236
007 02 1814 000	1910 LENNON ST	BARNES, BRIAN JOSEPH & JESSICA RAYE	1910 LENNON ST	GROSSE POINTE WOODS, MI 48236
007 02 1906 000	1914 BEAUFAIT DR	SCHOCK, STEPHEN & GRETCHEN	1914 BEAUFAIT DR	GROSSE POINTE WOODS, MI 48236
007 02 1888 000	1915 LENNON ST	PEPLOWSKI, GERARD	1915 LENNON ST	GROSSE POINTE WOODS, MI 48236
007 01 1774 000	1915 VAN ANTWERP ST	YUHAS, DAMON R	1915 VAN ANTWERP ST	GROSSE POINTE WOODS, MI 48236
007 02 1815 000	1920 LENNON ST	LESAGE, KYLE-ASHLEY ESTATE	1920 LENNON ST	GROSSE POINTE WOODS, MI 48236
007 02 1907 000	1922 BEAUFAIT DR	MADELEINE, KEITH (TRUSTEE)	1922 BEAUFAIT DR	GROSSE POINTE WOODS, MI 48236
007 02 1887 000	1923 LENNON ST	RENNPAGE NICHOLAS & EMILY	1923 LENNON ST	GROSSE POINTE WOODS, MI 48236
007 01 1775 002	1923 VAN ANTWERP ST	CIAFFONE, DINA M	1923 VAN ANTWERP ST	GROSSE POINTE WOODS, MI 48236
007 02 1908 000	1930 BEAUFAIT DR	CHAMPINE, JAMES J	1930 BEAUFAIT DR	GROSSE POINTE WOODS, MI 48236
007 02 1816 000	1930 LENNON ST	EISENBREY, A. BRADLEY & LOUISE	1930 LENNON ST	GROSSE POINTE WOODS, MI 48236
007 02 1886 000	1931 LENNON ST	POPOVICI, ANDREW MICHAEL	1931 LENNON ST	GROSSE POINTE WOODS, MI 48236
007 02 1986 001	20513 MACK AVE	ALFONSI, TONY	20513 MACK AVE	GROSSE POINTE WOODS, MI 48236
007 02 1901 000	20525 MACK AVE	GPW LEGACY GROUP LLC	42327 LITTLE ROAD	CLINTON TOWNSHIP, MI 48036
	20525 MACK AVE	OCCUPANT	20525 MACK AVE	GROSSE POINTE WOODS, MI 48236
007 02 1899 000	20531 MACK AVE	FRANCES M FREDAL TRUSTEE OF THE	42327 LITTLE ROAD	CLINTON TOWNSHIP, MI 48036
	20531 MACK AVE	OCCUPANT	20531 MACK AVE	GROSSE POINTE WOODS, MI 48236
007 02 1898 000	20539 MACK AVE	GPW LEGACY GROUP LLC	42327 LITTLE ROAD	CLINTON TOWNSHIP, MI 48036
	20539 MACK AVE	OCCUPANT	20539 MACK AVE	GROSSE POINTE WOODS, MI 48236
007 02 1897 000	20543 MACK AVE	GPW LEGACY GROUP LLC	42327 LITTLE ROAD	CLINTON TOWNSHIP, MI 48036
	20543 MACK AVE	OCCUPANT	20543 MACK AVE	GROSSE POINTE WOODS, MI 48236
007 02 1896 000	20547 MACK AVE	GPW LEGACY GROUP LLC	42327 LITTLE ROAD	CLINTON TOWNSHIP, MI 48036
	20547 MACK AVE	OCCUPANT	20547 MACK AVE	GROSSE POINTE WOODS, MI 48236
007 02 1895 000	20551 MACK AVE	KELLETT, KRISTINA & DAVID	783 COOK RD	GROSSE POINTE WOODS, MI 48236
007 02 1892 004	20559 MACK AVE	SINE, CAROLE A	18412 MACK AVE	GROSSE POINTE WOODS, MI 48236
	20559 MACK AVE	OCCUPANT	20559 MACK AVE	GROSSE POINTE WOODS, MI 48236
007 02 1892 003	20563 MACK AVE	PJM PROPERTY LLC	20563 MACK AVE	GROSSE POINTE WOODS, MI 48236
007 02 1892 001	20567 MACK AVE	MACK & LENNON LLC	20259 MACK AVE SUITE 2	GROSSE POINTE WOODS, MI 48236
007 01 1767 000	20599 MACK AVE	MAMMEN, TERRY	17975 HIGHLAND RANCH TERRACE	POWAY, CA 92064
	20599 MACK AVE	OCCUPANT	20599 MACK AVE	GROSSE POINTE WOODS, MI 48236
010 01 0099 000	20676 MACK AVE	GROSSE POINTE PUBLIC SCHOOL SYSTE	20676 MACK AVE	GROSSE POINTE WOODS, MI 48236



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The City of Grosse Pointe Woods, MI*

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20567 Mack Avenue

RECEIVED
SEP 22 2026
CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

AFFIDAVIT OF LEGAL PUBLICATION

Grosse Pointe News

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

COUNTY OF WAYNE
STATE OF MICHIGAN, SS.

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

CITY OF GROSSE POINTE WOODS

was duly published in accordance with instructions, In the GROSSE POINTE NEWS on the following date: SEPTEMBER 17, 2026

#4 GPW 9/17 LITTLE GHOST

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

Melanie Mahoney

K McKee

Notary Public

KSENIA NCKEE
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF MACOMB
My Comm. Exp. 08/15/2027
Acting in the County of Wayne
Date 09/22/2026

Wayne

City of Grosse Pointe Woods, Michigan

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Grosse Pointe Woods City Council, 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 Monday, October 5, 2026, at 7:00 p.m., at City Hall in the Council Chamber/Courtroom (20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236) for the purpose of considering a special land use at 20567 Mack Avenue. The subject site is zoned C, Commercial Business District, where fast food / carry out restaurants (the proposed Little Ghost restaurant) are a special land use. No drive-thru is permitted, dining is take-out or within the restaurant.

All interested persons are invited to attend and will be given the 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 at 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236, or at cityclerk@gpwmi.us 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

G.P.N. 09/17/26

MCKENNA

Memorandum

TO: Honorable Mayor and City Council, City of Grosse Pointe Woods
FROM: Ashley Jankowski Abeid, AICP
SUBJECT: **Zoning Ordinance Update: Discussion of Article 10**
DATE: September 30, 2026

BACKGROUND

Following the adoption of the 2024 Master Plan in January 2025, the City of Grosse Pointe Woods was awarded a grant from the Michigan State Housing Development Authority (MSHDA). The funding comes as part of MSHDA's Housing Readiness Incentive Grant Program, which provides funding to eligible applicants to implement actions that encourage increasing housing supply and affordability.

The City is using the awarded funding to update its Zoning Ordinance to promote housing readiness, reduce administrative burdens, and align regulations with the recently adopted Master Plan. McKenna was selected to carry out the technical Ordinance update, in close communication with the City.

CURRENT ARTICLE FOR REVIEW

Most recently, at the September Planning Commission meeting, the Commission reviewed and forwarded the following article to City Council for review and comment:

Article X: Administrative Organization

Should Council have any comments or requested changes on the above article, they will be sent back to the Planning Commission for further discussion.

No public hearing is required at this time, the meeting on October 5th is for discussion only.

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

DETROIT
28 West Adams Street
Suite 1000
Detroit, Michigan 48226

O 313.888.9882
F 248.596.0930
MCKA.COM

DRAFT Zoning Ordinance through the MSDHA Grant

City of Grosse Pointe Woods, MI

Change Log:	V.1: August 19, 2026	(Attorney Reviewed)
	V.2: September 14, 2026	(Steering Committee Reviewed)
	V.3: September 17, 2026	**PC reviewed at their September 22, 2026 meeting (no changes); forwarded to City Council for review at their October 5, 2026 meeting**

Article X: Administrative Organization

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

Summary Table of Proposed Article Changes:

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

Article X: Administrative Organization

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

Legend:
Red Text = Summary of Changes
Underlined = New Text
~~Strikethrough~~ = Removed Text
Yellow Highlight = Subcommittee Changes
Blue Highlight = City Council Changes

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

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

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

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

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

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

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

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

2. **Appeal Hearings.** Upon receipt of an appeal to the ZBA and the payment to the city of the required appeal fee, the City Clerk shall establish a date for a public hearing on such appeal at the next regular city council meeting. The Clerk shall give notice in accordance with the notice requirements found in this Article.

3. **Voting.** The concurring vote of a majority of the ZBA members shall be necessary to reverse an order, requirement, decision or determination of an administrative official or body, or to decide in favor

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

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

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

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

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

4. **Interpretation.** To act upon all questions as they may arise in the administration and enforcement of this Ordinance.

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

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

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

G. ~~Fees for appeals.~~

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

1. ~~A fee as currently established or as hereafter adopted by resolution of the city council from time to time shall be paid to the city at the time the notice of appeal is filed for all board of appeals hearings.~~

2. ~~Such appeal fee may be waived by the board of appeals upon request of a petitioner and the filing of an affidavit showing that the petitioner meets the standard of a low-income person or family as established by the federal government.~~

H. Powers.

1. The board of appeals may reverse or affirm, wholly or partly, or modify the order, requirement, decision or determination appealed from, and shall make such order, requirement, decision or determination as in its opinion ought to be made, subject to the conditions and limitations of this section, and to that end shall have all the powers of the officer from whom the appeal is taken.

2. ~~The decision of such board shall not become final until the expiration of five days from the date of entry of such order, unless the board shall find that the effect of such order is necessary for the preservation of property or personal rights and shall so certify on the record.~~

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

3. ~~The board of appeals may, in specific cases and subject to appropriate conditions and safeguards, determine and vary the application of the regulations established in this chapter in harmony with their general purpose and intent, as follows:~~

~~a. Interpret the provisions of this chapter in such a way as to carry out the intent and purpose of the plan, as shown upon the map fixing the several zoning districts accompanying and made a part of this chapter, in those cases where the street layout actually on the ground varies from the street layout as shown on the map.~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

amendments, and other zoning proposals. 6. Collaborate with the Building Official on planning and zoning matters. 7. Maintain a current Zoning Map and Zoning Ordinance. 8. Draft amendments to the Zoning Ordinance and other ordinances to accomplish the City's zoning and planning objectives. 9. Perform other duties required to administer this Ordinance and further the goals of the Master Plan.		