



**CITY OF GROSSE POINTE WOODS**  
**PLANNING COMMISSION AGENDA**  
**Tuesday, September 23, 2025, at 7:00 PM**

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

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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. RECOGNITION OF COUNCIL REPRESENTATIVE/s**
- 4. PLEDGE OF ALLEGIANCE**
- 5. ACCEPTANCE OF AGENDA**
- 6. RECEIPT OF FINAL APPROVED MINUTES**
  - A. Planning Commission Meeting – August 26, 2025
- 7. PUBLIC HEARING /s – None**
- 8. NEW BUSINESS**
- 9. OLD BUSINESS**
  - A. Consideration of the Site Plan for 19271 Mack Avenue (Churchills Cigar Bar)
- 10. BUILDING OFFICIAL'S MONTHLY REPORT**
  - A. Building Department Report – August to September 2025
- 11. COUNCIL REPORT/s**
  - A. Last Month: August 4 – Vitale; August 18 – O’Keefe
  - B. This Month: September 8, September 15 – Fenton
  - C. Next Month: October 6, October 20 – Fuller
- 12. INFORMATION ONLY**
  - A. Note to Commission and Applicants on Phishing Scam (*discussion/update only*)
- 13. PUBLIC COMMENT** (*Limited to 3-minutes per person*)
- 14. ADJOURNMENT** (*Next Regular Meeting: October 28, 2025*)

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

MINUTES OF THE **PLANNING COMMISSION** MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON **AUGUST 26, 2025**, IN THE COUNCIL-COURT ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA DR., GROSSE POINTE WOODS, MICHIGAN.

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

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

Also Present: City Planner Ashley Jankowski  
Recording Secretary Gretchen Miotto

Chair Fenton recognized Council Member Gafa.

**MOTION** by Marx, seconded by Vitale, to excuse Commission Member Gilezan from attendance at tonight's meeting.

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

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

**MOTION** by Vitale, seconded by Hamborsky, to accept tonight's agenda as presented and place on file.

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

**MOTION** by O'Keefe, seconded by Marx, that the July 22, 2025, Planning Commission meeting minutes be approved as presented.

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

The first item, under **Public Hearings**, was to **Hold a Public Hearing on the Special Land Use for 20647 Mack Avenue (Playa Bowls)**.

**MOTION** by Hamborsky, seconded by O'Keefe, to **open the public hearing**.

Motion carried by the following vote:

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

Chair Fenton opened the public hearing at 7:03 pm.

Planner Jankowski provided an overview of the request for a fast-casual/take-out restaurant in an existing, single-story, multi-tenant building. No drive-thru is permitted, and dining is take-out or within the restaurant only. The site is zoned C-Commercial where take-out restaurants are a Special Land Use, which requires a Public Hearing before the Planning Commission before advancing to another Public Hearing before City Council. Three different criteria are reviewed for Special Land Use requests: a) harmony with the Master Plan; b) anticipated nuisance for public hazard like disruptive noise, smoke, odor, glare, or vibration; and c) consistency with the intent of the zoning ordinance. Based on general compliance with the City's Zoning Ordinance, it is recommended that the Special Land Use be recommended to City Council, subject to the following:

1. The hours of operation and hours of deliveries are provided and found acceptable.
2. Site plan approval is granted.

The Chair asked if anyone wished to speak in support of the proposed Special Land use. The following were heard:

Matthew Caplin, franchisee for Playa Bowls, business address 4301 Orchard Lake Rd, West Bloomfield, MI 48323, presented the concept of the business. They only use fresh fruits and vegetables that are delivered six days a week from a local produce supplier. They offer a healthy alternative to other meals. They are not fast food and don't cook anything. They have other locations in Rochester and Bloomfield and are popular there. He believes this will be a nice addition to the city.

The Chair asked if anyone wished to speak in opposition of the proposed Special Land use. No one wished to be heard.

**MOTION** by Vitale, seconded by Fuller, to **close the public hearing on the Special Land Use for 20647 Mack Avenue (Playa Bowls)**.

Motion carried by the following vote:

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

Chair Fenton closed the public hearing at 7:08 pm.

**MOTION** by Hamborsky, seconded by Vitale, to recommended **that Council consider the Special Land Use for 20647 Mack Avenue (Playa Bowls)** subject to the following:

1. The hours of operation and hours of deliveries are provided and found acceptable.
2. Site plan approval is granted.

There was discussion on whether parking is adequate and the interior seating layout and capacity. Planner Jankowski confirmed that parking is sufficient. Mr. Caplan gave details on the seating plan and the hours of operation, 8 am to 8 pm typically.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Marx, O'Keefe, Vitale

NO: None

ABSENT: Gilezan

The next item, under **New Business**, was to **Consider the Site Plan for 20647 Mack Avenue (Playa Bowls)**.

Planner Jankowski provided an overview of the proposed site plan for a fast-food/take-out restaurant in an existing, single-story, multi-tenant building. No drive-thru is permitted, and dining is take-out or within the restaurant only. The site is zoned C – Commercial, where take-out restaurants are a Special Land Use. Based on general compliance with the City's Zoning Ordinance, it is recommended that the Site Plan be approved, subject to the following conditions:

1. Special Land Use approval is granted by City Council.
2. A 12 ft. by 50 ft. loading zone must be provided and detailed on a revised site plan.
3. Details on the dumpster, including its location and screening, must be provided on a revised site plan. If not enclosed and screened, the property owner/tenant may be responsible for screening improvements.

Mr. Caplan, the applicant, stated they'll share the same dumpster that prior tenants and existing businesses use, and that's their agreement with the landlord. The loading will be delivered during regular business hours.

Discussion on the screening of the dumpster ensued and it was clarified that details would be on the revised site plan. The screening and materials were discussed and Planner Jankowski is happy to review what currently exists and if there are any deficiencies that can be addressed with the property owner. There will be no changes to the exterior and any sign would be reviewed by the Building Department. There will be no changes to exterior lighting.

**MOTION** by Fuller, seconded by O’Keefe, that the, Planning Commission **approve the Site Plan for 20647 Mack Avenue (Playa Bowls)** with the following conditions: a) Special Land Use approval is granted by City Council; b) a 12 ft. by 50 ft. loading zone must be provided and detailed on a revised site plan; and c) details on the dumpster, including its location and screening, must be provided on a revised site plan and approved by the Building Department.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Marx, O’Keefe, Vitale  
NO: None  
ABSENT: Gilezan

The next item, under **New Business**, was to **Consider the Sign Permit for 19815 Mack Avenue (Myndthera)**.

Planner Jankowski provided a summary of the proposed one wall sign on a multitenant building that already includes two wall signs for a pre-existing business. The proposed sign would exceed the maximum number of signs allowed per building. Generally multitenant buildings will be exempted from the maximum number of sign restrictions providing a “master”/overall building plan is applied for and approved by the Planning Commission. The applicant has submitted a master sign plan and approval of the sign is recommended, providing the Planning Commission finds the sign consistent with the sign plan for the overall multitenant building. The sign complies will all other sign standards of the City’s Code.

**MOTION** by Marx, seconded by O’Keefe, that the **Planning Commission approve the Sign Permit for 19815 Mack Avenue (Myndthera)**.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Marx, O’Keefe, Vitale  
NO: None  
ABSENT: Gilezan

The next item, under **New Business**, was to **Consider the Site Plan for 19271 Mack Avenue (Churchill’s Cigar Bar)**.

Planner Jankowski provided an overview of the proposed screened-in awning and welded frame around the existing outdoor patio area for year-around outdoor dining (total of 396 square feet). The enclosed space and awning protrude into the County right-of-way along Mack Avenue. The site is zoned C-2, High Intensity City Center District. As this is on Wayne County property, they must approve this first. A similar plan was previously submitted and tabled due to a series of missing information. Based on the number of outstanding/undetermined items with the City’s Zoning Ordinance, McKenna recommends that the Planning Commission provide direction to the applicant, and table the site plan for up to 6-months until a revised site plan can be provided addressing the outstanding items.

Discussion ensued around the height of the structure, the footprint of the structure, whether there will be year-round service with heating, whether there is ventilation, whether the sides would be able to be opened/closed as needed, whether the 90-degree corner would be an issue with public safety, whether there should be more sidewalk clearance for safety, visibility and snow removal (perhaps clip it 45 degrees), and whether there are existing permanent railings. This would fall under Chapter 50-Zoning; Section 50-65. Outdoor Café Permit to allow for year-round dining in the public right of way. Regarding parking, the Building Department would need additional information on the revised site plan.

John Gumma, representing Churchill's, 7419 Middlebelt Rd, West Bloomfield, MI 48322, provided fabric samples, clarified there will be no increase in the footprint, that the sides will roll up, that Wayne County approved the plan and he will provide that letter, that it will be ADA compliant, they have adequate clearance on each side, that it currently has electric heaters and that will not change, the lighting will not change. The changes are for the upper and side enclosure. The metal canopy will be removed and this would replace it. He is agreeable to clip the corners by 45 degrees. Mr. Gumma will add the requested information related to parking to the revised site plan.

**MOTION** by Vitale, seconded by Fuller, that the Planning Commission **table the 19271 Mack Avenue (Churchill's Cigar Bar) Site Plan Review** pending the requested revisions.

Motion carried by the following vote:

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

The next item, under **Old Business**, was to **Consider the Site Plan for 19483 Mack Avenue (My Nails Salon)**.

Planner Jankowski provided an overview of the re-application for interior renovations of an existing, unoccupied commercial building to a nail studio. Since the May 27th Planning Commission meeting, the applicant has submitted a revised site plan. Based on full compliance with the City's Zoning Ordinance, McKenna recommends approval of the interior renovations without conditions.

Chip Berschback, legal representation for My Nails Salon, provided an introduction of what his client's have done since the May 27th Planning Commission meeting. They hired a new architect who has experience with over 40 nail salons and that site plan is what has been submitted today. The concerns noted from the initial meeting were addressed with this new plan.

The commission members appreciated the redesign and the updates.

**MOTION** by Marx, seconded by Vitale, that the **Planning Commission approve the site plan for 19483 Mack Avenue**.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Marx, O'Keefe, Vitale

NO: None

ABSENT: Gilezan

The next item was the **Building Official's Reports July 2025 to August 2025.**

Planner Jankowski provided an overview of current projects and permits.

The next item was the **City Council Reports for August, 2025.**

Commissioner Vitale attended the August 4 meeting and there was nothing on the agenda related to the Planning Commission. Commissioner O'Keefe attended the August 18 meeting where the first reading of the rezoning of 20160 Mack Avenue was on the agenda and City Council voted 4 to 3 to hold a Public Hearing. They then held the Public Hearing and the second reading will be held at the next City Council meeting.

Commissioner Fenton will attend the September meetings.

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

**MOTION** by Marx, seconded by O'Keefe, to adjourn at 8:04 p.m.

Motion carried by the following vote:

YES: Fenton, Fuller, Hamborsky, Marx, O'Keefe, Vitale

NO: None

ABSENT: Gilezan

Respectfully Submitted,

Gretchen Miotto

Clerk's Confidential Administrative Assistant & Recording Secretary



## CITY OF GROSSE POINTE WOODS

### Building Department

20025 Mack Plaza, Grosse Pointe Woods, MI 48236

(313) 343-2426 – E-mail: building@gpwwi.us

### SITE PLAN REVIEW & SPECIAL LAND USE

#### COMMERCIAL – Zoned As – Please Check One:

☒ Commercial Business ( ) RO-1 – Restricted Office ( ) P-1 – Vehicular Parking  
( ) CF – Community Facilities ( ) C-2 – High Intensity City Ctr

Property Owner Name: CHURCHILL'S CIGAR BAR Date: 7/30/2025

GPW Property Address: 19271 MACK AVE

Telephone #: Work \_\_\_\_\_ Home/Cell: 248-939-2020

Contractor/Applicant Name: GUMMA GROUP (JOHN)

Telephone # 248-865-5555 Cell Phone # 248-640-5001

Contractor/Applicant Address: 7419 MIDDLBURY RD., SUITE 4, WEST BLOOMFIELD, MI

E-mail: JOHN@GUMMA GROUP, NET 48322

MI Builder's License #: \_\_\_\_\_ MI Driver's License #: \_\_\_\_\_

#### Nature of Proposed Work:

ENCLOSE EXISTING OUTDOOR PATIO APPROX 330 SQ. FT.

Value of Construction \$ 20,000.- ±

Section 23a of State Construction Code Act of 1972, No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of the State relating to persons who are to perform work on a residential building or a residential structure. Violations of Section 23a are subject to civil fines.

Applicant Signature: [Signature]

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

#### **For Planning & Zoning Use Only**

##### **Review category:**

\_\_\_\_ Site Plan – Planning Commission      \_\_\_\_ Site Plan – Administration  
\_\_\_\_ Special Land Use      \_\_\_\_ Use Variance      \_\_\_\_ Non-Use Dimensional Variance  
\_\_\_\_ Public Hearing # \_\_\_\_\_

#### **For Office Use Only**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Zoning Board of Approval Required # \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





www.GUMMAGROUP.net

7419 Middlebelt Rd. Suite 4  
West Bloomfield, MI 48322  
(248) 865-5555 Fax (248) 865-5015

Project:

Churchill's  
Cigar Bar  
Outdoor Cafe

19271 Mack Avenue  
Grosse Pointe Woods, MI 48236

Designed

JG

Drawn

LA

Approved

SS P.E.

Scale

AS NOTED

Notes

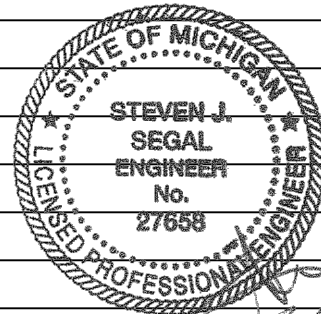
All drawings and written material appearing herein constitute original and unpublished work of Gumma Group and may not be duplicated, used or disclosed without the written consent of Gumma Group.

Do not scale drawings. Use given dimensions only. If not shown, verify correct dimensions with Gumma Group. Contractor shall check and verify all dimensions and conditions at job site.

Project No.

Issued

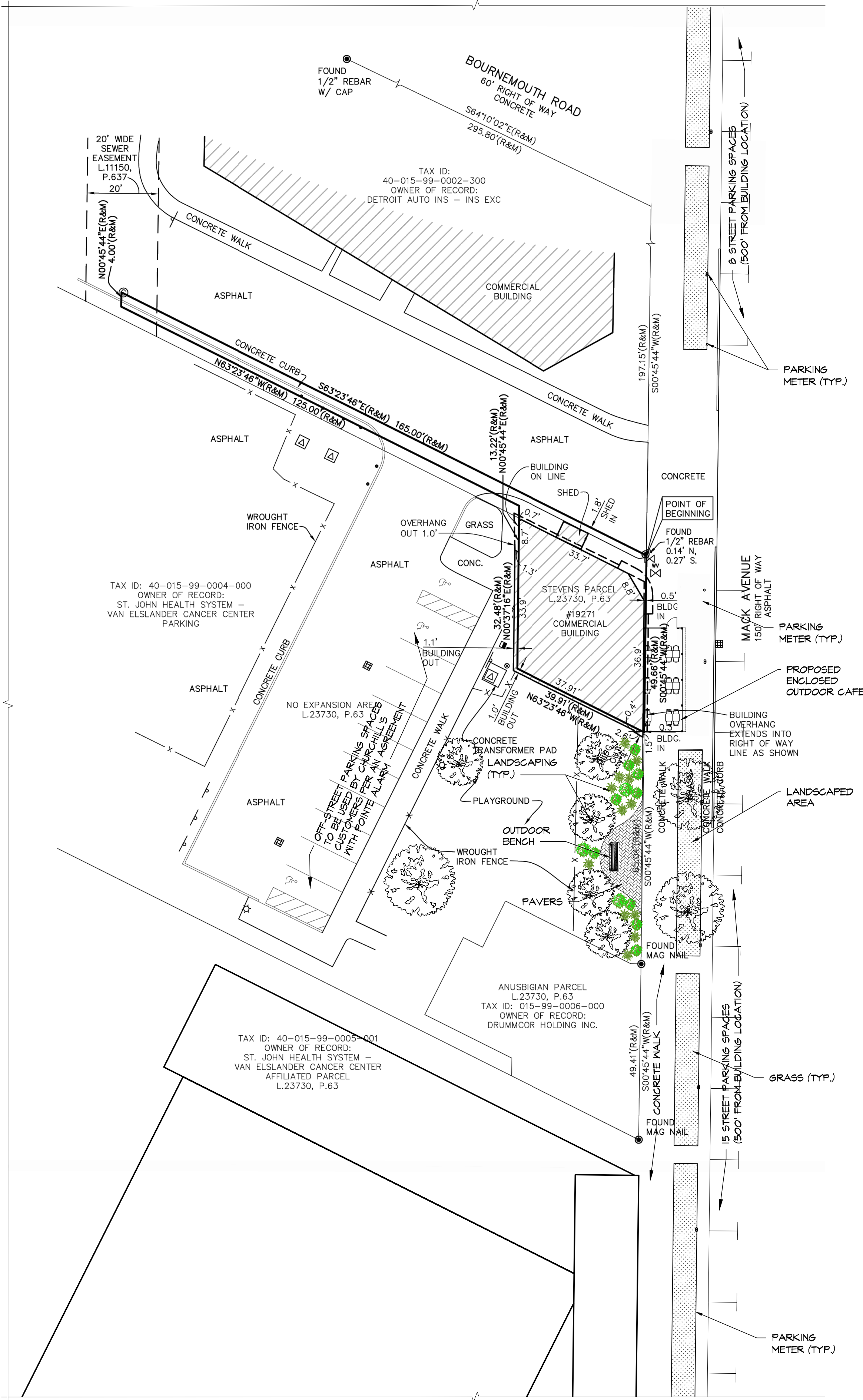
Site Plan Review 09/10/25



Sheet Title  
and Number

Site Plan

A-1



PROPERTY DESCRIPTION

LAND SITUATED IN THE COUNTY OF WAYNE, CITY OF GROSSE POINTE WOODS, STATE OF MICHIGAN, IS DESCRIBED AS FOLLOWS: A PARCEL OF LAND BEING PART OF THAT PORTION OF PRIVATE CLAIM 617, LYING WESTERLY OF MACK AVENUE, CITY OF GROSSE POINTE WOODS, WAYNE COUNTY, MICHIGAN, MORE PARTICULARLY DESCRIBED AS: BEGINNING AT A POINT ON THE WESTERLY LINE OF MACK AVENUE, 150 FEET WIDE, SAID POINT BEING SOUTH 0 DEGREES 45 MINUTES 44 SECONDS WEST 197.15 FEET FROM THE INTERSECTION OF THE SAID WESTERLY LINE OF MACK AVENUE, WITH THE SOUTHERLY LINE OF BOURNEMOUTH ROAD, 60 FEET WIDE; THENCE SOUTH 0 DEGREES 45 MINUTES 44 SECONDS WEST ALONG THE SAID WESTERLY LINE OF MACK AVENUE, 49.66 FEET TO A POINT; THENCE NORTH 63 DEGREES 23 MINUTES 46 SECONDS WEST 39.91 FEET TO A POINT; THENCE NORTH 0 DEGREES 37 MINUTES 16 SECONDS EAST 32.48 FEET TO A POINT; THENCE NORTH 0 DEGREES 45 MINUTES 44 SECONDS EAST 13.22 FEET TO A POINT; THENCE NORTH 63 DEGREES 23 MINUTES 46 SECONDS WEST 125.00 FEET TO A POINT; THENCE NORTH 0 DEGREES 45 MINUTES 44 SECONDS EAST 4.00 FEET TO A POINT, THENCE SOUTH 63 DEGREES 23 MINUTES 46 SECONDS EAST 165.00 FEET TO THE POINT OF BEGINNING.

TAX ITEM NO. 40-015-99-0007-000

EASEMENT PARCEL TOGETHER WITH A NON-EXCLUSIVE EASEMENT AS CREATED, LIMITED AND DEFINED IN AGREEMENT WITH RESPECT TO PARKING EASEMENTS, RECORDED IN LIBER 23730, PAGE 63, WAYNE COUNTY RECORDS.

NOTE:  
MAXIMUM NUMBER OF THE EMPLOYEES AT PEAK SHIFT IS 4-5 EMPLOYEES.

NOTE:  
THE PERMITTEE IS RESPONSIBLE FOR REPAIR OF ANY DAMAGE TO THE SIDEWALK CAUSED BY THE OUTDOOR CAFE.

NOTE:  
NO TABLES, CHAIRS OR ANY OTHER FIXTURES USED IN CONNECTION WITH AN OUTDOOR CAFE SHALL BE ATTACHED, CHAINED OR IN ANY MANNER AFFIXED TO ANY TREE, POST OR SIGN.



Project:

**Churchill's**  
Cigar Bar  
**Outdoor Cafe**

19271 Mack Avenue  
Grosse Pointe Woods, MI 48236

Designed JG

Drawn LA

Approved SS P.E.

Scale AS NOTED

Notes

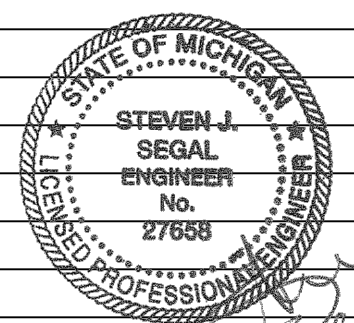
All drawings and written material appearing herein constitute original and unpublished work of Gumma Group and may not be duplicated, used or disclosed without the written consent of Gumma Group.

Do not scale drawings. Use given dimensions only. If not shown, verify correct dimensions with Gumma Group. Contractor shall check and verify all dimensions and conditions at job site.

Project No.

Issued

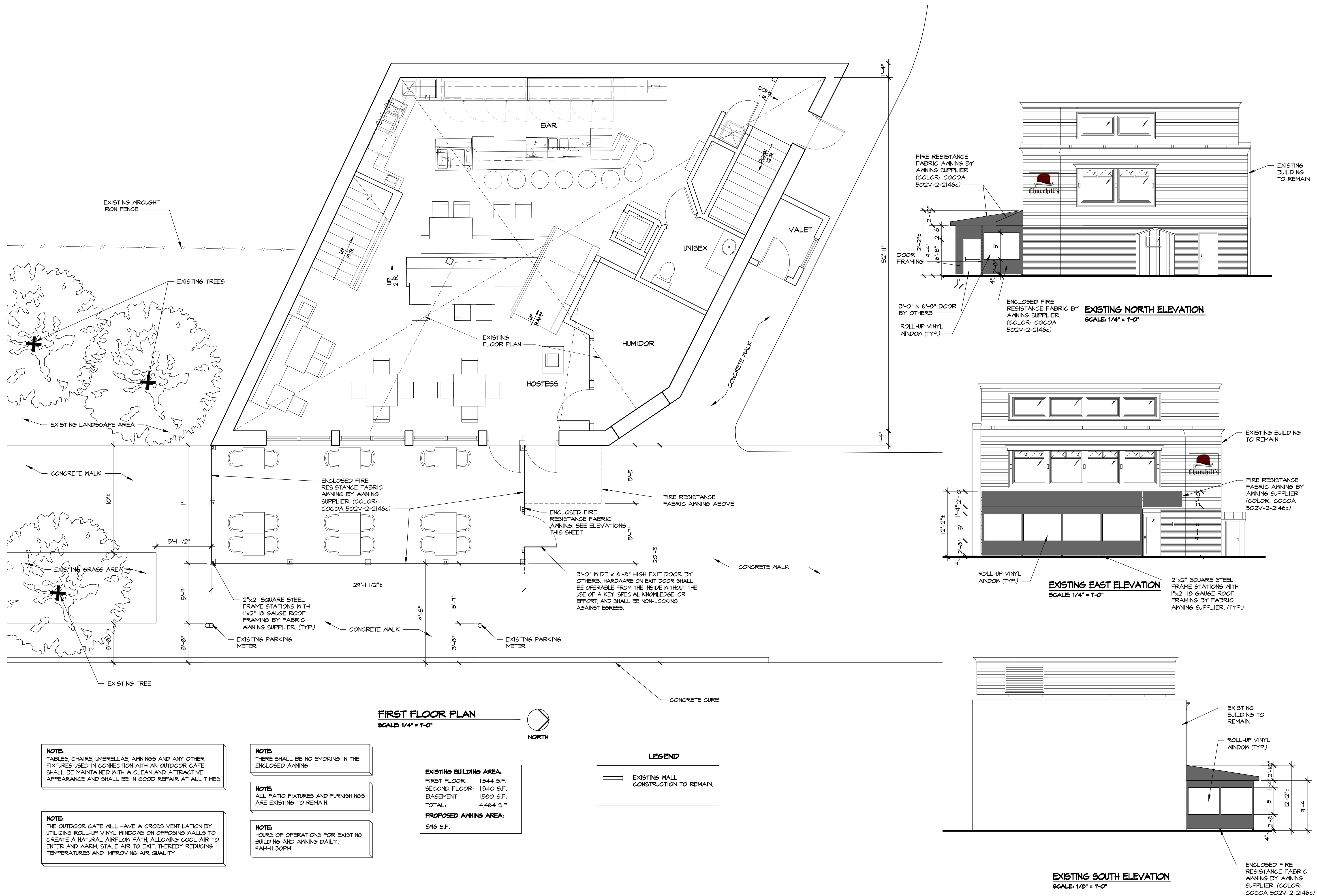
Site Plan Review 09/10/25



Sheet Title and Number

**Floor Plan / Elevations**

**A-2**





**Warren C. Evans**  
**Wayne County Executive**

6/18/2025

**Nash Zaitouna**  
**Churchills Cigar Bar**  
**19271 Mack Ave**  
**Grosse Point Woods, MI 48236**

**RE: Churchills Cigar Bar**  
**19271 Mack Ave**  
**West side Mack/North of Moross**  
**Grosse Pointe Woods MI 48236**  
**Wayne County DPS Plan Review: TR24-124**

**Dear Nash Zaitouna ,**

The Wayne County Department of Public Services has reviewed and approved the revised plans submitted on November 22, 2024, for the above-referenced project. If it becomes necessary to change these plans before permit issuance, you may resubmit revised plans for further review.

Note: This is a conditional approval of the plans. The permit will be issued upon receipt of a copy of the city permit/approval.

This approval expires one (1) year from the date of this letter. If a permit has not been issued within the year, or plans and scope of work have been revised, new plans and additional plan review costs will be required to reestablish an active review before the permit issuance.

For information on permit issuance and to schedule an appointment with the permit coordinator, please direct the anticipated permit holder or project contractor to contact Mrs. Indira Boda (734) 858 2774 or Email: [iboda@waynecountymi.gov](mailto:iboda@waynecountymi.gov) and specify Review No. TR24-124. Contact Mr. Adam Yako at (313) 202-7251 or Email: [ayako@waynecountymi.gov](mailto:ayako@waynecountymi.gov) if you have any questions.

NOTE: THIS LETTER IS NEITHER A PERMIT NOR AN AUTHORIZATION TO PERFORM ANY WORK WITHIN ANY WAYNE COUNTY ROAD RIGHT OF WAY, PARK OR DRAIN EASEMENT.

Sincerely,  
WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES

Adam Yako  
Plan Review Engineer

Hikmat Kassem, P.E.  
Assistant Division Permit Engineer

Enclosure  
C: File

**Department of Public Services / Engineering division/ Permit office**  
**33809 Michigan Avenue, Wayne, MI 48184 ■ phone (734) 858-2774 ■ fax (734) 595-6356**



**WAYNE COUNTY**  
**DEPARTMENT OF PUBLIC SERVICES**  
**PERMIT OFFICE**

33809 Michigan Ave, Wayne, MI 48184 Phone  
(734) 858 2774 - Fax (734) 595 6356

**Plan Review No.**  
**TR24-124**  
**Date: 6/18/2025**

**Permit Requirements and Fee Sheet**

Information regarding the issuance of Construction Permit, including Fees, Inspection Deposit, Bonding, and other requirements for Wayne County Plan Review Number: **TR24-124**

To schedule an appointment for your Construction Permit, please contact the Permit Coordinator, Hikmat Kassem, at (734) 858 2757. Email: [hkassem@waynecounty.com](mailto:hkassem@waynecounty.com)

***Please schedule your appointment for at least 24 hours in advance***

Project Name: Churchills Cigar Bar  
Street: 19271 Mack Ave  
City / Twp: Grosse Pointe Woods, MI 48236

<b>FEES</b>	<b>AMOUNT</b>	
Bond Value:	\$750.00	Cash Bond Non Refundable
Permit Admin Fee:	\$175.00	
Park Fee:	\$0.00	
Deposit for Inspection:	\$750.00	
Other Charges 1 Fee:	\$0.00	
Other Charges 2 Fee:	\$0.00	
Plan Review Cost:	\$900.00	
<b>Total Permit Cost:</b>	<b>\$2,575.00</b>	
<b>DEPOSITS</b>	<b>AMOUNT</b>	
Initial Deposit / Credit	\$500.00	
Total Amount:	<b>\$2,075.00</b>	(Total Check to Be Submitted)

***Please Bring One (1) Certified or Cashier's Check made payable to 'WAYNE COUNTY'***

**Letter of Authorization :** If Contractor picks up the Permit, the Contractor must have a Letter of Authorization to act as agent for Owner.

**Certificate of Insurance :**

from the Contractor of Record, designating the Wayne County Department of Public Services as the Certificate Holder and naming Wayne County, Drainage District, and its officers, agents, and employees as additional insured parties with: a) General Liability in amounts not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate; and b) Automobile Liability in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury and property damage per accident, and in the amount not less than \$1,000,000 for bodily injury per person, each occurrence and property damage liability \$1,000,000 for each occurrence. The Permit Office shall be notified of any renewal, cancellation, or reduction of insurance.

The insurance certificate and any further correspondence associated with the policy shall reference the project number: **TR24-124**

**Additional Requirements :**

**SENT TO:**

**Contact :** Nash Zaitouna  
Churchills Cigar Bar  
19271 Mack Ave  
Grosse Pointe Woods, MI 48236

**Work :** 313-924-8913  
**Cell:** 248-342-2750  
**Fax :** 0  
**Email :** [Nzaitouna@comcast.net](mailto:Nzaitouna@comcast.net)



CITY OF GROSSE POINTE WOODS BUSINESS LICENSE

THE FOLLOWING DESIGNATED PARTY HAS COMPLIED WITH THE PROVISIONS OF THE CHARTER CODE OF THE CITY AND IS HEREBY AUTHORIZED TO OPERATE THE FOLLOWING DESCRIBED BUSINESS:

CHURCHILL'S BISTRO

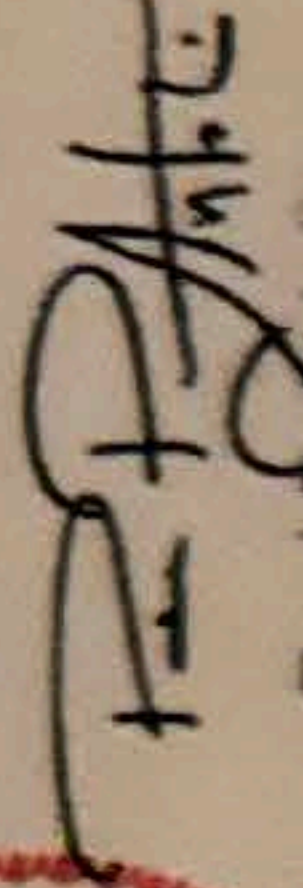
19271 MACK AVE

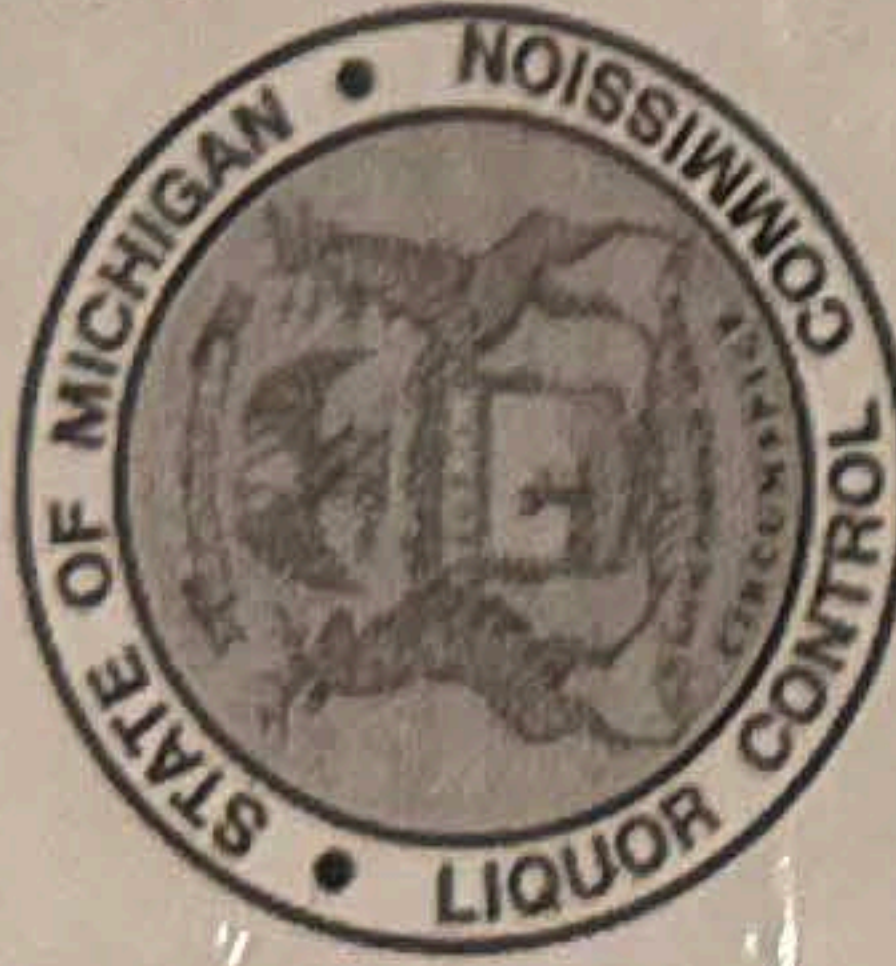
GROSSE POINTE WOODS MI 48236

Valid Until: March 31, 2026  
2025-0017-GBL



In witness thereof, I have set my hand and caused the seal of the City of Grosse Pointe Woods to be affixed:

  
Paul Pantolin  
City Clerk



## STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor at the licensed premises.

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1995, and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

Department of Licensing  
and Regulatory Affairs

BUSINESS ID: 23411  
CHURCHILL'S OF GROSSE POINTE, INC.  
D/B/A CHURCHILL'S CIGAR BAR

19271 MACK AVE  
GROSSE POINTE WOODS, MI 48236

LICENSE # L-000268777  
LICENSE Class C

L-000268778 Specially Designated Merchant

TOTAL BARS: 1

OUTDOOR SERVICE AREA: 1

ROOMS:

DIRECT-CONNECTIONS: 0

PASSENGERS:

PERMIT

Sunday Sales (AM), Sunday Sales (PM), Dance-Entertainment, Outdoor Service Area (1)

WAYNE COUNTY

D-251

GROSSE PTE WOODS CITY

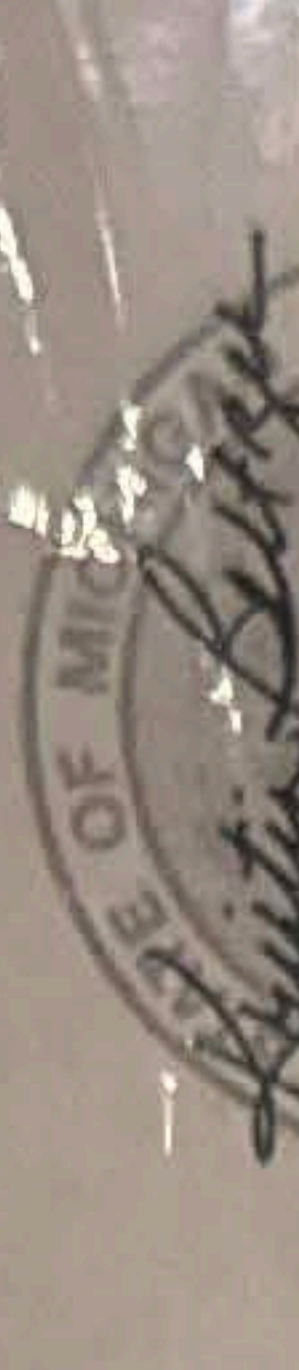
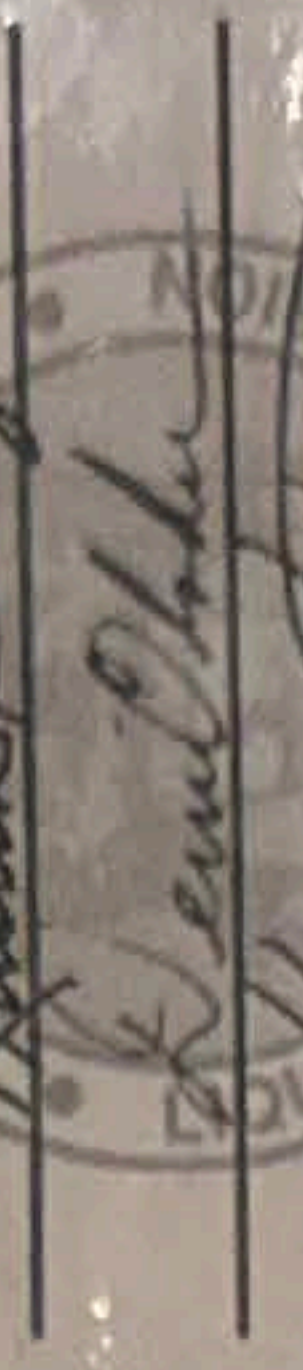
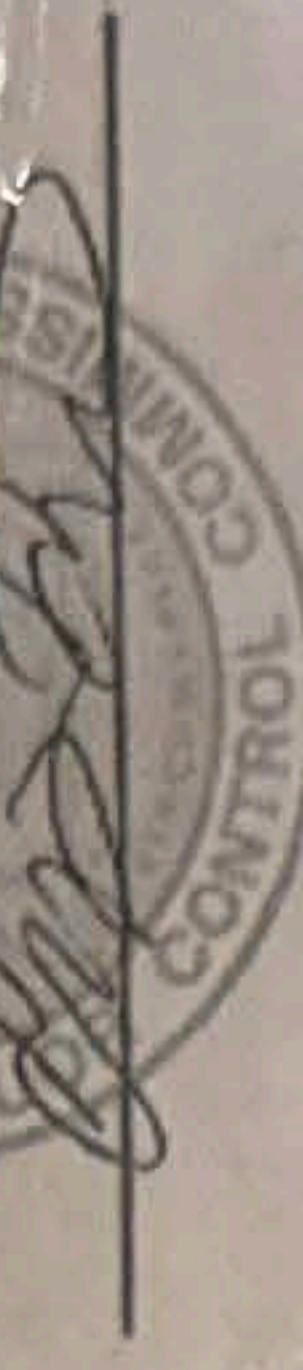
THIS LICENSE SUPERSEDES ANY AND ALL OTHER LICENSES ISSUED PRIOR TO APRIL 29, 2025

FILE NUMBER: D76358

IN WITNESS WHEREOF,

this License has been duly signed and sealed by both the Michigan Liquor Control Commission and the Licensee(s).

LIQUOR CONTROL COMMISSION

LICENSEE(S) SIGNATURE(S)

2025  
2026

LICENSE EFFECTIVE MAY 1, 2025 - EXPIRES APRIL 30, 2026

NOTICE OF DECISION MUST BE CONSPICUOUSLY DISPLAYED AT ALL TIMES

State Of Michigan  
Department of Health and Human Services  
Tobacco Section - Affidavit Review  
P.O. Box 30815  
Lansing MI 48933  
1-866-597-6653

2025 Notice of Decision  
Public Act No. 188 of 2009  
Cigar Bar Exemption

NOD

Establishment Name	Federal Employee Identification Number	Date Approved
Churchill's Bistro Cigar Bar	46-3909794	August 11, 2025
Establishment Address		
19271 Mack Avenue Grosse Pointe Woods MI 48236-2832		
EXEMPTION HOLDERS: Luke Gorguis Samona and Nashwan Yacoub Zaitouna		
EXEMPTION NUMBER: CB211		
MAXIMUM NUMBER OF OCCUPANTS: 105		
EXPIRATION DATE: December 31, 2025		

Cigar Bar Definition: "CIGAR BAR" means an establishment or area within an establishment that is open to the public and designated for the smoking of cigars, purchased on the premises or elsewhere.



Pointe Alarm 19261 Mack Ave

Grosse Pointe Woods, MI 48236

City of Grosse Pointe Woods [Planning/Zoning Department] 20025 Mack Plaza Drive  
Grosse Pointe Woods, MI 48236

**Re: Parking Support for Churchill's Bistro Patio Addition**

Dear City of Grosse Pointe Woods Planning/Zoning Board,

This letter is to confirm that Pointe Alarm grants **Churchill's Bistro | Cigar Bar at 19271 Mack Ave Grosse Pointe Woods, MI 48236** permission to utilize our parking lot, located at **19261 Mack Ave Grosse Pointe Woods, MI 48236**, as needed to help offset parking demand associated with their proposed enclosed patio addition.

Churchill's Bistro patrons already occasionally use our lot, and we are supportive of their efforts to expand. We understand the City's concern regarding sufficient parking for the increased occupancy, and we are willing to make our lot available to assist in accommodating their customers when required.

We hope this confirmation helps demonstrate that adequate parking arrangements have been secured and that Churchill's Bistro has our full support with this project.

Sincerely,

Pointe Alarm

Tim Weldon

# Shared Parking Application and Agreement

**Purpose:** In an effort to right-size parking and allow for flexibility in commercial districts, it is a reasonable request to ask that property owners within to 500 ft share their parking lots. Since not every business has the same hours of operation, shared parking lots are a sustainable and efficient use of land.

See the City's Zoning Ordinance Section 50-5.3 for more information on off-street parking requirements. In what follows is the Shared Parking Agreement to be signed by property owners who would like to enter an agreement to share their parking.

Applicant Information	
Name <u>NASH ZAITOUNA</u>	
Phone <u>248-342-2750</u>	E-mail <u>NZAITOUNA@COMCAST.NET</u>
Address <u>19271 MACK AVE</u>	Parcel ID #

Parking Study Information	
Hours of operation for each business within the parking lot, including the proposed business. <u>9AM - 11:30PM M-S, SUNDAY 11AM - 1:30</u>	
How far away is the parking lot from the proposed business? <u>AT REAR OF BUILDING</u>	
How many vacant parking spaces are available?	
Who will maintain the parking lot? <u>SHARED BY CHURCHILL &amp; POINTE ALAM</u>	
Is the parking lot striped? <u>YES</u>	Well-lit? <u>YES</u>

Signature	
I hereby attest that the above information is accurate and complete. I am authorized to and grant permission to the City of Grosse Pointe Woods to access the subject property for the purposes of preparing staff reports and/or evaluating this application. I agree to comply with all provisions of the City Code and State Law.	
Applicant Signature: <u>[Signature]</u>	Date: <u>9/10/2025</u>

# Shared Parking Agreement

THIS SHARED PARKING AGREEMENT is made this 10<sup>th</sup> day of Sept, 2025, by and between:

1. The City of Grosse Pointe Woods, a Michigan municipal corporation, with an address of 20025 Mack Plaza Dr, Grosse Pointe Woods, MI 48236 ("City");
2. Churchills Cigar Bar, a business, with an address of 19271 Mack, Grosse Pointe Woods, MI ("Property Owner A"); and
3. Pointe Alarm LLC, a Business, with an address of 19261 Mack Ave Grosse Pointe Woods MI 48236 ("Property Owner B").

## RECITALS

WHEREAS, Property Owner A is the owner of real property located in the City of Grosse Pointe Woods, as described in Exhibit A ("Property A"), for which the land use generates a need for additional parking; and

WHEREAS, Property Owner A cannot provide the required quantities of parking required by the Code of Ordinances and desires to provide the Required Parking on Property B, Exhibit B ("Property B").

WHEREAS, Property Owner B will provide the Required Parking pursuant to this Shared Parking Agreement.

## AGREEMENT

NOW, THEREFORE, the parties agree as follows:

1. **Required Parking Spaces.** Property Owner B will provide Off-Site Parking Spaces for Property Owner A. Nothing in this Agreement prohibits the sharing of parking spaces, so long as the requirements of the Off-Street Parking Ordinance are satisfied for both Properties. Any certificate of occupancy that is issued for Property A is subject to the continued availability of the Off-Site Parking Spaces for use by Property Owner A at Property B. Property Owner B shall continue to provide the Off-Site Parking Spaces for the benefit of Property A, until such time as Property Owner A replaces the Off-Site Parking Spaces.
2. **Maintenance.** Parking areas must be paved and properly striped. Details regarding the maintenance of the shared parking areas, including snow removal, must be provided within this shared parking agreement.  
Property Owner ✓ will maintain the property. Property Owner ✓ will re-stripe the property (if needed).
3. **Indemnification.** Property Owner A must defend, indemnify and hold Property Owner B harmless from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses, arising out of or relating to any bodily injury, death, or damage to real property occurring wholly or in part due to action or inaction by Property Owner A, or any of Property Owners A's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable.
4. **Title and Authority.** Property Owner A and Property Owner B expressly warrant and represent to the City that each is the record owner of the property, and further represent that the undersigned individual(s) has or have full power and authority to enter into this Agreement.
5. **Binding Effect.** Property Owner A and Property Owner B agree that the terms and conditions of this Agreement are covenants that run with Property B and are for the benefit of Property A and can only be released by the City.



This Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, successors and assigns.

6. **Breach – City's Remedies.** In the event of a breach of any of the terms or conditions of this Agreement by either Property Owner, the Building Official shall be notified immediately and the City may take such action as permitted and/or authorized by law, this Agreement, or the ordinances and Charter of the City.
7. **Modifications.** This Agreement shall not be amended, except by subsequent written Agreement of the parties.
8. **Attorney Fees.** Should this Agreement become the subject of litigation to resolve a claim of default of performance Property Owner A or Property Owner B, as applicable, shall pay the City's reasonable attorney fees, expenses and court costs.
9. **Notice.** All notice required under this Agreement shall be in writing and shall be hand delivered or sent by registered or certified mail, return receipt requested, postage prepaid, to the addresses of the parties as follows:

Notice to the City:      Building Official  
20025 Mack Plaza Dr,  
Grosse Pointe Woods, MI 48236

Notice to Property Owner A:

CHURCHILLS CIGAR BAR  
19271 MACK AVE  
GPO, MI 48236

Notice to Property Owner B:

Point Alarm LLC  
19261 MACK AVE  
GPO MI 48236

10. **Recording of Agreement.** This Agreement shall be recorded with the Wayne County Register of Deeds and shall be a covenant running with the Burdened Property and the Benefitted Property in order to put prospective purchasers or other interested parties on notice as to the terms and provisions hereof.

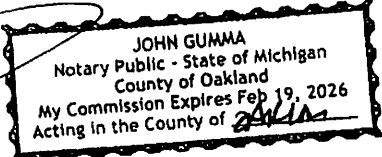
**SIGNATURES**

WHEREFORE, the parties hereto have executed this Agreement on the day and year first above written.

[Signature]  
Name:  
Building Official for the City of Grosse Pointe Woods

STATE OF MICHIGAN | COUNTY OF WAYNE

The foregoing instrument was acknowledged before me this 10<sup>th</sup> day of SEPT., 2025, by 2025  
Building Official for the City of Grosse Pointe Woods.

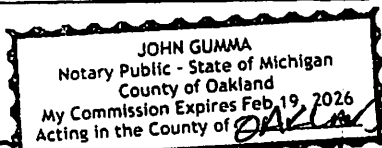


[Signature], Notary Public  
Wayne County, Michigan  
Acting in Wayne County  
My Commission Expires: 2025

NASH [Signature]  
[type Name]  
Property Owner A

STATE OF MICHIGAN | COUNTY OF WAYNE

The foregoing instrument was acknowledged before me this 10<sup>th</sup> day of SEPT., 2025, by  
Property Owner A.



[Signature], Notary Public  
Wayne County, Michigan  
Acting in Wayne County  
My Commission Expires: FEB 19, 2026

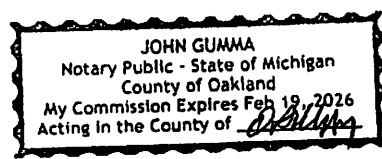
[Signature]  
[type Name]  
Property Owner B

STATE OF MICHIGAN | COUNTY OF WAYNE

The foregoing instrument was acknowledged before me this 10<sup>th</sup> day of SEPT., 2025, by  
[Signature], Property Owner B.

[Signature], Notary Public  
Wayne County, Michigan  
Acting in Wayne County  
My Commission Expires: FEB 19, 2026

DRAFTED BY:  
Timothy D. Tomlinson, Esq.  
22600 Hall Rd. Ste. 205  
Clinton Township, MI 48036



WHEN RECORDED RETURN TO:  
Building Official  
20025 Mack Plaza Dr,  
Grosse Pointe Woods, MI 48236

EXHIBIT A

[Insert Legal Description of Property A]

## **PROPERTY DESCRIPTION**

LAND SITUATED IN THE COUNTY OF WAYNE, CITY OF GROSSE POINTE WOODS, STATE OF MICHIGAN, IS DESCRIBED AS FOLLOWS:  
A PARCEL OF LAND BEING PART OF THAT PORTION OF PRIVATE CLAIM 617, LYING WESTERLY OF MACK AVENUE, CITY OF GROSSE POINTE WOODS, WAYNE COUNTY, MICHIGAN, MORE PARTICULARLY DESCRIBED AS: BEGINNING AT A POINT ON THE WESTERLY LINE OF MACK AVENUE, 150 FEET WIDE, SAID POINT BEING SOUTH 0 DEGREES 45 MINUTES 44 SECONDS WEST 197.15 FEET FROM THE INTERSECTION OF THE SAID WESTERLY LINE OF MACK AVENUE, WITH THE SOUTHERLY LINE OF BOURNEMOUTH ROAD, 60 FEET WIDE; THENCE SOUTH 0 DEGREES 45 MINUTES 44 SECONDS WEST ALONG THE SAID WESTERLY LINE OF MACK AVENUE, 49.66 FEET TO A POINT; THENCE NORTH 63 DEGREES 23 MINUTES 46 SECONDS WEST 39.91 FEET TO A POINT; THENCE NORTH 0 DEGREES 37 MINUTES 16 SECONDS EAST 32.48 FEET TO A POINT; THENCE NORTH 0 DEGREES 45 MINUTES 44 SECONDS EAST 13.22 FEET TO A POINT; THENCE NORTH 63 DEGREES 23 MINUTES 46 SECONDS WEST 125.00 FEET TO A POINT; THENCE NORTH 0 DEGREES 45 MINUTES 44 SECONDS EAST 4.00 FEET TO A POINT, THENCE SOUTH 63 DEGREES 23 MINUTES 46 SECONDS EAST 165.00 FEET TO THE POINT OF BEGINNING.

TAX ITEM NO. 40-015-99-0007-000

**EASEMENT PARCEL:**

TOGETHER WITH A NON-EXCLUSIVE EASEMENT AS CREATED, LIMITED AND DEFINED IN AGREEMENT WITH RESPECT TO PARKING EASEMENTS, RECORDED IN LIBER 23730, PAGE 63, WAYNE COUNTY RECORDS.

**EXHIBIT B**

**[Insert Legal Description of Property B]**

*WD617C1B1B C2B THAT PART OF PRIVATE CLAIM 617 DESCRIBED AS BEGINNING AT A POINT ON THE W LINE OF MACK AVE 150 FT WIDE DISTANT S 0D 45M 44SEC W 311.84 FT FROM THE INTERSECTION OF SAID W LINE AND THE SLY LINE OF BOURNEMOUTH RD AND PROCEEDING TH S 0D 45M 44SEC W ALONG SAID W LINE 44.42 FT THE N 63D 23M 46SEC W 67.33 FT TH N 26D 36M 14SEC E 24.17 FT TH S 63D 33M 46SEC E 6 FT TH N 26D 26M 14SEC E 14.47 FT TH S 63D 28M 46SEC E 39.40 FT TH S 89D 14M 16SEC E 2.90 FT TO THE POB 0.05 ACRES K 33.70*

**Ashley Jankowski**  
**Associate Planner**  
**McKenna**

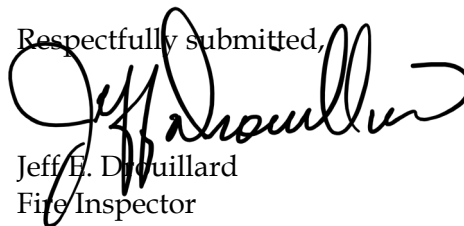
**Subject: Site Document Review**  
**19271 Mack Ave., Patio Enclosure**

A site document review was conducted on the above listed location. The following was found in the review:

1. A formal construction document should be conducted to verify existing building occupant load and also to determine if existing building is fire suppressed. This enclosure structure will be considered as an addition to the existing building.
2. Additional documentation will be needed as to the fire rated material. This enclosure including the vinyl windows shall be in accordance with IFC 803.3 for flame and smoke development requirements. The materials shall bear an approved tag(s) indicating their ASTM E84 or UL723 approvals and ratings.
3. A minimum of not less than 36 inch clear width to and directly in front of the proposed egress door from the patio enclosure. With the proposed table configuration, the table located in close proximity to this door may pose a future full or partial obstruction to this egress pathway.
4. An approved UL listed internal illuminated exit marker sign with emergency egress lighting shall be installed above the proposed egress door.
5. The egress door shall be equipped with approved UL listed panic release device hardware.

If you have any questions, please contact me at our offices.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Duquillard", is written over the printed name and title.

Jeff E. Duquillard  
Fire Inspector



## **CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY**

**Date: September 18, 2025**

**To: Grosse Pointe Woods Planning Commission**

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

**Subject: 19271 Mack Avenue-Churchill's Cigar Bar-Site Document Review**

**I have reviewed the proposed site plan request for the project at 19271 Mack Ave. The site plan does not have a negative impact on Public Safety Operations. I am in agreement with Jeff Drouillard, McKenna Fire Inspector, findings listed in his letter.**



## CITY OF GROSSE POINTE WOODS

20025 Mack Plaza Drive  
Grosse Pointe Woods, Michigan 48236-2397

**RE: PB250271 19271 Mack Ave, Grosse Pointe Woods, MI, 48236**

Dear Planning Commission Members,

A review for a proposed membrane-covered frame structure to be installed at Churchill's Cigar Bar at 19271 Mack Ave, Grosse Pointe Woods, MI, 48236 has been completed.

The applicant shall comply with the following stipulations for approval:

- Submit documentation of structural stability for the proposed membrane-covered frame structure. The structure shall be designed and installed to withstand the elements of weather and prevent collapsing per Sec. 3103.9 of the International Fire Code.
- Provide a certificate from the product manufacturer to verify the flame-resistance of the proposed membrane material. Certification shall comply with Sec. 3104 of the International Fire Code.
- Install means of egress lighting in accordance with Sec. 1008 of the Michigan Building Code.
- Install exit signs in accordance with Sec. 1013 of the Michigan Building Code.
- Approved no smoking signs shall be installed in accordance with Sections 310 and 3107.3 of the International Fire Code.
- Install approved portable wall-mounted fire extinguishers as required per Sec. 3107.9 and 906 of the International Fire Code.
- Provide construction documents to verify compliance with Sec. 903.2.1.2 of the Michigan Building Code. Provide dimensioned construction drawings of all areas/floors, provide occupancy load calculation.

Sincerely,

Jeremy Collins

Building Official

City of Grosse Pointe Woods



September 11, 2025

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

**Subject: 19271 Mack Avenue (Churchill Cigar) - Site Plan Review**  
Parcel ID: 015-99-0007-000  
Site Plan Review #2 (in 2025)  
Zoning: C-2, High Intensity City Center District

Dear Commissioners:

Blair Belluomo of Belle Isle Awning (on behalf of Churchill's Cigar Bar) proposes to construct a screened-in awning and welded frame around the existing outdoor patio area for year-around outdoor dining (total of 396 square feet). The enclosed dining space and patio awning protrudes into the County right-of-way along Mack Avenue. The site is zoned the C-2, High Intensity City Center District.

A similar Site Plan for this patio enclosure was previously submitted and reviewed by the Planning Commission at the January 23<sup>rd</sup>, 2024 regular meeting, and at the August 26<sup>th</sup>, 2025 regular meeting.

The Site Plan was tabled at the January 2024 meeting due to a series of missing information from the Site Plan, including lighting, ventilation removable sides, secondary exits, among other items. At that time, the Applicant was also seeking a variance for the outdoor café. Since the last review of the Site Plan, the Grosse Pointe Woods Zoning Ordinance has been amended to allow for Outdoor Café Permits, per Ordinance No. 913.

In 2025, this application was treated as a new application, and was reviewed by the Planning Commission at the August 26, 2025, meeting. At that time the project was tabled for the applicant to revise their Site Plan and return in up to 6 months. Since the August 26<sup>th</sup> meeting, the applicant has made edits to their application and Plans based on Planning Commission feedback.

Upon review of the proposed plan compared to the applicable ordinance standards, we offer the following comments for your review. Items that do not comply or require additional information are **bold and underlined**. The request for an awning enclosure would require Planning Commission and Building Official approval, and permission from Wayne County.







## RECOMMENDATION

At this time, we recommend approval of the revised Site Plan, pending the following approvals:

1. Approval from Planning Commission that the 90-degree turn on the sidewalk, of 5-foot width, around the proposed awning does not cause pedestrian safety and accessibility concerns.
2. Approval from Planning Commission that the color and design are compatible with design standards.
3. Approval from Public Safety/Fire officials that the proposed awning does not pose any safety concerns, and that the proposed awning offers proper ventilation, materials, and ingress/egress on the site.

If all the items listed above are all addressed in a satisfactory manner, we would offer the following recommendations for conditional approval:

- 1) the awning siding be removed in warmer summer months, at least June to September, and
- 2) final approval by Wayne County is received, and
- 3) the continued use abides by the conditions of outdoor cafes set forth in Section 50-6.5 E. of the Ordinance, which include, but are not limited to, the permittee being responsible for repair of any damage to the sidewalk caused by the outdoor café, and that the cafe shall be maintained with a clean and attractive appearance and shall be in good repair at all times.

Respectfully submitted,

**McKENNA**

Ashley Jankowski, AICP  
Associate Planner

Alicia Warren  
Associate Planner



# Site Plan Review

Upon review of the proposed Site Plan compared to the applicable ordinance standards, we offer the following comments for your consideration. This review is limited in scope to the applicants' request for an outdoor café space.

Items that do not comply or require additional information are underlined.

## 1. ZONING DESIGNATION

**Findings: Can Comply.** Per Section 50-6.5.A.2, the proposed permanent outdoor dining area is classified as an outdoor café, which is only allowed in the C and C-2 Districts; the proposed enclosure is a permitted use in the district.

The request for an awning enclosure also requires Building Official approval, and permission from Wayne County for encroachment into the Mack Avenue right-of-way. Documentation of Wayne County conditional approval has been provided alongside the application. Wayne County approval is conditional on the applicant receiving all necessary approvals and permits from the City.

## 2. DIMENSIONAL REQUIREMENTS

**Findings: Undetermined.** The total area (footprint) for the outdoor seating area is approximately 396 square feet (36' x 11'). However, the awning extends slightly beyond the enclosed seating area. There is no direct access to the outdoor dining area from the public sidewalk. Customers must enter the building to access the outdoor dining area. There is an emergency exit door inside the patio (that only opens from the inside).

The Ordinance requires a minimum sidewalk clearance of 4 feet in width, and the Ordinance stipulates that a "use may not create a hazard, obstruct motor vehicles or unduly impede sidewalk use."

The applicant has detailed the surrounding landscaping, trees, parking meters, and any other surrounding features, as required in the application for the outdoor café permit (Section 60-6.5). The proposed awning allows for approximately 5 ft 7 inches between the awning's south, Mack-Avenue facing wall and the parking meters in the right of way. Further, the proposed awning allows for approximately 5 feet 1.5 inches between the awning's east elevation and the existing landscaped area. The approximately 5-foot sidewalk complies with ADA accessibility minimums; however, the sharp 90-degree turn near the landscaped areas may cause mobility and accessibility challenges.

The Planning Commission must determine if the layout of the proposed enclosure is sufficient in maintaining the health, safety or general welfare of pedestrians, given the location of landscaping and parking meters.

## 3. ARCHITECTURE AND BUILDING DESIGN (SEC. 50-373)

**Findings: Undetermined.** The proposed awning and enclosure are constructed with welded steel and fire-resistant awnings. The design and materials appear to be consistent with the abutting building. The awning will be the color "cocoa", which appears to be compliant with the allowable colors.

The applicant has noted on the Site Plan that the awning will be operational from March thru November. The applicant has also noted that the outdoor café will utilize roll-up vinyl windows on opposing walls to create a natural airflow path and reducing temperatures. We find it favorable to limit the use of an enclosed awning or screening to



the colder months and require the removal/roll-up of the awning siding during warmer months to preserve the character of the corridor and the surrounding public right-of-way, align with the intention of the outdoor café, and to avoid obstructing the view of pedestrians.

The Applicant has indicated on the Site Plan that the proposed enclosed awning will not be heated and will not have HVAC, and smoking will be prohibited within the awning. Planning would defer to Public Safety and Fire to confirm adequate ventilation in the enclosed dining area given the nature of the business. Public Safety and Fire should also confirm adequate fire resistant materials and ingress and egress for the proposed awning.

#### 4. PARKING AND LOADING

**Findings: Undetermined.** Per Section 50-5.3(H), establishments with on-site consumption of food and beverages require one off-street parking space for each 200 square feet of gross floor area, plus one for each employee during the peak shift.

While the outdoor dining area is already in use, extending the service into colder months will increase the amount of the floor area, and the off-street parking requirements must be re-evaluated. There are 17 off-street parking spaces provided. The applicant provided the square footage of the existing building and the awning to be 4,860 sq. ft., an increase of 396 sq. ft. which would require 2 additional parking spaces.

Off-Street Parking Required:				
Total Square Footage	Total Employees on Peak Shift	Number of Off-Street Parking Spaces Required	Number of Off-Street Parking Spaces Provided	Number of On-Street Parking Spaces within 500 ft.
4,860 sq. ft (Existing Building = 4,464 sq. ft; Proposed Awning = 396 sq. ft)	5 employees on peak shift	24 spaces + 5 spaces for employees = 29 spaces required	11 spaces (rear of building, per Shared Parking Agreement)	27 spaces along Mack Avenue on this side of the block

With a total of over 36 spaces readily available on the same side of Mack Avenue, it is confirmed that there is adequate parking for additional year-round outdoor service. Additionally, the applicant has appended a Shared Parking Agreement and a letter from the property owner at 19261 Mack (Pointe Alarm) to the application. These materials indicate the ability of Churchill Cigar Bar patrons to utilize Pointe Alarm's lot, which includes 11 marked parking spaces and an approximate additional 6 unmarked spaces along the western edge of the parking lot.

#### 4. OUTDOOR PATIO AREAS

Per Section 50-4.16, outdoor patio areas for the sale and service of food and beverages must also meet the following standards:

- A. *The permit issued shall be personal to the permittee and shall be transferable only with the written approval of the city administrator.*  
**Findings: Complies.**
- B. *The city may require the temporary removal of outdoor cafes by the permittee when street, sidewalk or utility repairs necessitate such action or when it is necessary to clear or repair sidewalks. The permittee shall be responsible for removing all outdoor cafe fixtures at least two days prior to the date identified in writing by the city. The permittee shall not be entitled to any refund for such removal. The city shall not be responsible for any costs associated with the removal or the return and installation of any outdoor cafe fixtures.*  
**Findings: Complies.**



- C. *The use shall be specifically limited to the outdoor cafe area shown in the application.*  
**Findings: Complies.**
- D. *The permittee shall ensure that the outdoor cafe does not interfere with or limit the free unobstructed passage of sidewalk users in the approved pedestrian path. In the event the cafe utilizes a portion of the sidewalk, then the seating must be adjacent to the building.*  
**Findings: Undetermined (see #2 above).**
- E. *Tables, chairs, umbrellas, awnings and any other fixtures used in connection with an outdoor cafe shall be maintained with a clean and attractive appearance and shall be in good repair at all times.*  
**Findings: Complies; a note to this effect has been added to this revised Site Plan.**
- F. *No tables, chairs or any other fixtures used in connection with an outdoor cafe shall be attached, chained or in any manner affixed to any tree, post or sign.*  
**Findings: Complies; a note to this effect has been added to this revised Site Plan.**
- G. *No additional outdoor seating authorized herein shall be used for calculating eating requirements pertaining to the location of, applications for, or issuance of a liquor license for any establishment, nor shall the additional seats be used to claim any exemption from any other requirements of any city, county or state codes, ordinances and/or laws.*  
**Findings: Complies.**
- H. *The opening and closing hours of the outdoor cafe shall not extend beyond the hours of operation for the business establishment holding the outdoor cafe permit and shall not extend later than 2:00 a.m.*  
**Findings: Complies (hours of operation are 9:00 AM - 11:30 PM).**
- I. *The use shall not unduly impact nearby residential or commercial properties.*  
**Findings: Complies.**
- J. *The permittee is responsible for repair of any damage to the sidewalk caused by the outdoor cafe.*  
**Findings: Complies; a note to this effect has been added to this revised Site Plan.**
- K. *No signs shall be permitted within the outdoor cafe area.*  
**Findings: Complies (no signs are proposed).**
- L. *Permittee shall meet all other city, Wayne County and state regulations, laws or ordinances, and requirements before a permit is issued.*  
**Findings: Can comply; Conditional Approval from Wayne County has been provided; Wayne County documentation of final approval for the right-of-way encroachment must be provided to the Building Department upon its receipt.**
- M. *For applications involving alcohol sales: No permit will be issued until LCC approval is provided.*  
**Findings: Complies. Documentation of LCC approval has been provided.**
- N. *No music, television or similar entertainment is allowed within the outdoor cafe area.*  
**Findings: N/A.**
- O. *In the event the application involves use of the right-of-way between the sidewalk and the curb, the city shall require improvement of that area by construction of an approved surface such as brick pavers, exposed aggregate, stamped concrete, tiles or other decorative hard surface subject to Wayne County approval. Asphalt and standard concrete are not considered approved surfaces.*



**Findings: Can comply; Conditional Approval from Wayne County has been provided; Wayne County documentation of final approval for the right-of-way encroachment must be provided to the Building Department upon its receipt.**

- P. *Except as otherwise provided in subsection F, the permittee shall have until November 8<sup>th</sup> to remove all objects relating to the outdoor cafe, except any existing decorative hard surface.*

**Findings: N/A.**



## **CITY OF GROSSE POINTE WOODS**

### **BUILDING DEPARTMENT REPORT**

**TO:** PLANNING COMMISSION

**FROM:** JEREMY COLLINS, BUILDING OFFICIAL

**DATE:** AUGUST 2025 & SEPTEMBER 2025

**SUBJECT:** BUILDING DEPARTMENT REPORT

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#### **Building Projects**

**19299 Mack Ave. – Toothworks** – Sign permit has been submitted and approved. Work is nearing completion.

**20331 Mack Ave. – Nino Salvaggio Market Café** – A permit extension application has been received and interior demolition work is set to begin shortly.

**19700 Mack Ave. – Bank of America.** Final Building and Fire Inspections completed. Minor violations require correction. Conditional Occupancy approved.

**20195 Mack Ave. – Lola’s Tacos Bar** – An impervious surface permit has been submitted for an outdoor flat patio. Pending Wayne County and Building/Zoning Department approval.

**20710 Mack Ave. – The Daily Jam** – All inspections finalized. Conditional C of O issued pending submittal of final liquor license approval.

**21003 Mack Ave. Little Nest Coffee Roasters-** Walls signs have been installed and approved. Interior renovations are continuing.