



CITY OF GROSSE POINTE WOODS
20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397

City Administration
Telephone (313) 343-2440
E-mail: admin@gpwmi.us

Grosse Pointe Woods announces COVID-19 mitigation measures

While there is no intention to overreact, Grosse Pointe Woods city officials feel it is incumbent upon them to plan for the potential community transmission of the coronavirus (COVID-19) by taking the necessary precautions to protect residents and staff, and working to slow the transmission of the virus.

City Hall and City buildings will be closed to public visitors until further notice. Residents are encouraged to use the city Drop Box when making utility payments by check or money order. *Do not deposit cash in the Drop Box.* The box is located in the circular driveway in front of City Hall. It is the first, white box on the left. Receipts will be mailed to customers upon request.

Essential city services such as Police, Fire, Emergency Dispatch, water service, garbage, recycling, and yard waste collection will not be impacted.

Residents can be confident that city officials continue all efforts to ensure delivery of services to the community. Below are details on how to contact each department.

Building Department

building@gpwmi.us

313-343-2426

- Use the city Drop Box to submit plans, applications, and fees. Be sure to address envelopes to “Building Department”.
- [Click here](#) for applications for permits and inspections. Please note, applications must be printed and submitted in the City Drop box or through mail.
- Inspections will continue on a case by case basis.
- For additional assistance, call 313-343-2426 or email building@gpwmi.us.

City Clerk

cityclerk@gpwmi.us

313-343-2440

- Business License- temporarily suspended or deposit completed forms with an accompanying check into City drop box at City Hall. Be sure to review the renewal form to ensure updated information is provided, and remember to sign and date the application.
- Animal Licensing- temporarily suspended
- Notary Services-temporarily suspended
- Voter Registration - On Line at <https://mVIC.sos.state.mi.us/RegisterVoter>
- Freedom of Information Act requests – Search on the City’s website at www.gpwmi.us for city records such as agendas and minutes. Normal timelines required under FOIA may not be able to be adhered to under the circumstances. Request forms are available at <http://www.gpwmi.us/departments/cityClerkFOIA.html>.



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- Return records supplied by the Department of Public Safety such as Police Reports to publicsafetyrecords@gpwmi.us.
- Return all other requests for records to cityclerk@gpwmi.us.
- FOIA requests may be deposited into the City's drop box or mailed to City Hall via USPS.
- **Notice of Meetings** – For the most up to date meeting dates, check the City calendar at www.gpwmi.us. Various City meeting dates will be changing so check the calendar or call 313 343-2440.
- **Application forms for various licenses and permits** can be found at <http://www.gpwmi.us/departments/cityClerkForms.html>. Complete and sign the appropriate form and provide a check with the applicable fee in a sealed envelope addressed to the City Clerk. Return via USPS to Lisa Kay Hathaway - City Clerk, City of Grosse Pointe Woods, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236; or, deposit into the City's drop box at City Hall. Requests will be responded as soon as we are able.
- **Interested in serving on a City Commission?** Complete a Biographical Sketch Form located at <http://www.gpwmi.us/Docs/Departments/Clerk/BiographicalSketch.pdf> and email to lhathaway@gpwmi.us or deposit into the City's drop box addressed to Lisa Kay Hathaway, City Clerk.

Finance and Tax

cberhens@gpwmi.us

313-343-2604

- Garbage and yard waste bag sells will be postponed until further notice.
- Passport services will be postponed until further notice.
- Water bill payment can be made via:
 - City Drop box
 - Mail payments to: 20025 Mack Plaza, Grosse Pointe Woods, MI 48236
 - Online [Click here](#).

Municipal Court

court@gpwmi.us

313-343-2455

- The Municipal Court will re-open starting March 17, 2020.
- The City encourages payments of parking and traffic tickets via the following
 - City Drop Box
 - Payment by phone calling 1-888-604-7888 using PLC code 5114.
 - Online ticket payment, [CLICK HERE](#) for detailed information and a link to the online payment service.

Parks and Recreation

parks@gpwmi.us

313-343-2408

- The Lake Front Park Activities Building closed Saturday, March 14, until further notice. Consequently, all fitness classes and Toddler Tumble Time are cancelled. However, the park remains open.
- All Parks and Recreation events, programs, and classes will be canceled until further notice.
- No additional 2020 Park Passes will be available for pickup at this time. 2019 Park Passes will be extended for use until further notice.



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- Boat well payments:
 - Online <https://recweb.gpwmi.us/>
 - Click "Sign In" in the upper left corner
 - Please note, additional non-refundable online payment fees will be added 2.5% of the payment amount with a minimum fee of \$1.95, whichever is greater.
 - City Hall Drop Box (available anytime)
 - Check or money order; receipts e-mailed after processing at the Community Center
 - U.S. Mail
 - City of Grosse Pointe Woods, Parks and Recreation, 20025 Mack Plaza, GPW, 48236
 - checks or money order; receipts e-mailed after processing at the Community Center

Public Safety

pubsafty@gpwmi.us

313-343-2408

- The Public Safety lobby will only be open to emergencies and crime reporting. Residents are encouraged to call before coming into the department for further instructions.
- The Public Safety Department will not be fingerprinting, providing car seat inspections, allowing any visitation for prisoners, will not be selling garbage bags and bike licenses until further notice.
- Temporary parking permits- [Click here](#) to request a temporary parking permit.

Department of Public Works

pubwks@gpwmi.us

313-343-2460

- The Department of Public Works building and yard will close Monday, March 16, to the public until further notice.
- Critical services provided by the DPW, such as water, rubbish, recycling, and yard waste collection, will not be impacted.
- If you need further information, call or email the DPW.