

PLANNING COMMISSION
11/25/08 – 056

MINUTES OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS
HELD ON TUESDAY, NOVEMBER 25, 2008, IN THE COUNCIL-COURT ROOM OF THE
MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:33 p.m. by Chair Evola.

Roll Call: Chair Evola
Fuller, Gilezan, Hamborsky (7:35), Ismail, Richardson, Vaughn,
Vitale

Absent: Zolik

Also Present: Building Official Tutag
Assistant City Attorney C. Berschback
Recording Secretary Stewart

Also in Attendance: Council Member Sucher, PC Representative

Motion by Vaughn, seconded by Ismail, that Planning Commission Member Zolik be
excused from tonight's meeting.

MOTION CARRIED by the following vote:

YES: Evola, Fuller, Gilezan, Ismail, Richardson, Vaughn, Vitale
NO: None
ABSENT: Hamborsky, Zolik

Motion by Vitale, seconded by Gilezan, 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: Evola, Fuller, Gilezan, Ismail, Richardson, Vaughn, Vitale
NO: None
ABSENT: Hamborsky, Zolik

Commission member Hamborsky arrived at 7:35 p.m.

Chair Evola welcomed Council Member Sucher as Planning Commission Representative for
being in attendance at tonight's meeting.

PLANNING COMMISSION
11/25/08 – 057

Motion by Vaughn, seconded by Vitale, regarding **Approval of Minutes**, that the Planning Commission minutes dated October 28, 2008 be approved as submitted.

MOTION CARRIED by the following vote:

YES: Evola, Fuller, Gilezan, Hamborsky, Ismail, Richardson, Vaughn, Vitale
NO: None
ABSENT: Zolik

Motion by Vitale, seconded by Fuller, regarding **Approval of Minutes**, that the Planning Commission Workshop minutes dated November 18, 2008 be approved as submitted.

MOTION CARRIED by the following vote:

YES: Evola, Fuller, Gilezan, Hamborsky, Ismail, Richardson, Vaughn, Vitale
NO: None
ABSENT: Zolik

The next item on the agenda was **Continued Discussion: Michigan Planning Enabling Act**. Assistant City Attorney C. Berschback indicated that at a recent Planning Commission Workshop meeting changes to the bylaws (Rules of Order and Procedures) and recommendations relating to the Planning Enabling Act were again discussed. The final draft was reviewed with the following changes made:

- In the Rules of Order and Procedures the annual report to the City Council will be submitted at the end of each January.
- Also in the Rules of Order and Procedures, a new paragraph has been added: *The Planning Commission will review information regarding capital projects, as provided to them by the Administration, in order to comply with state law requirements regarding the capital improvement review process.*
- In section 2-451(b) of the city's ordinance a clause is added that would provide the Planning Commission be given an opportunity to review and comment on the annual capital improvements program prior to submission to the City Council for final approval.

Motion by Vaughn, seconded by Ismail, regarding **Michigan Planning Enabling Act**, that the Planning Commission **approve** the bylaws as proposed.

MOTION CARRIED by the following vote:

YES: Evola, Fuller, Gilezan, Hamborsky, Ismail, Richardson, Vaughn, Vitale
NO: None
ABSENT: Zolik

Motion by Vaughn, seconded by Ismail, in accordance with the **Michigan Planning Enabling Act**, that the Planning Commission **recommend the City Council make proposed changes to the City Ordinance Section 2-451(b) which would provide the Planning Commission be given an opportunity to review and comment on the annual capital improvements program prior to submission to the City Council for final approval.**

MOTION CARRIED by the following vote:

YES: Evola, Fuller, Gilezan, Hamborsky, Ismail, Richardson, Vaughn, Vitale

NO: None

ABSENT: Zolik

The next item on the agenda was **CONTINUED DISCUSSION: 2020 PLAN – NEXT STEP**. 2020 Plan Subcommittee Chair Hamborsky provided a brief overview of the previous evening's meeting with the Committee-of-the-Whole. Discussion ensued:

- Mixed Use with 3-stories on Mack. Draft an outline/language/concepts to work in conjunction with design standards
- What are other neighboring cities doing? Consider a consultant to assist with other community ordinances and design standards. Building Official Tutag will contact his contemporaries and provide information to the Planning Commission.
- Have 2-4 subcommittee meetings in February. By late spring/early summer language should be ready for the zoning ordinance
- Consider a design charette. Invite students from local architectural schools or engage them in an urban design project to get fresh ideas and cutting edge thoughts.
- Consider mixed use and buffers and set parameters for potential developers. The Planning Commission and Master Plan can help with potential development.

A 2020 Plan subcommittee meeting will be scheduled on Saturday, December 6, 2008 at 9:00 a.m. to start compiling information for presentation to the Planning Commission at the December 9, 2008 meeting.

The next item on tonight's agenda was concerning **Building Official's Monthly Report**. Mr. Tutag reported the following:

PLANNING COMMISSION
11/25/08 – 059

- There is a webinar on December 2, 2008 from 2 – 3 p.m. called “Changing Metropolitan America: Planning for a Sustainable Future” – contact Mr. Tutag if interested.
- Mr. Tutag distributed construction project pamphlets from the City Administrator.

At this time, Chair Evola reminded Commission Member Gilezan that he is the Planning Commission Representative for City Council meetings in December.

The next item on tonight’s agenda was concerning **November Council Report**: Chair Evola reported the following for the November 3rd meeting:

- The outdoor café permit ordinance was approved; however, closing time was changed from 10:00 p.m. to 2:00 a.m.

Commission Member Vitale report the following for the November 17th meeting:

- Sign variance approved for Christ The King Church.

The next item on tonight’s agenda was concerning **New Business. Subcommittee Reports** were provided:

Dumpster Evaluation (Evola/Hamborsky/Ismail/Vitale) – Building Official Tutag reported he is still waiting for information and added that a lot of businesses are not aware that they can put their trash out for city pickup. Mr. Tutag will confer with City Administrator Wollenweber, and at the request of the Planning Commission, possibly send out letters to all businesses to inform them of this service.

2020 Plan (Hamborsky/Ismail/Vitale) – Previously discussed.

Also under New Business, a sample cover letter was provided by Commission Member Hamborsky to accompany the Planning Commission’s recommendation to City Council regarding the Michigan Planning Enabling Act. Discussion ensued and it was agreed the letter be revised by Chair Evola and Mr. Hamborsky and include reference to the City’s Master Plan. A final draft will be submitted at the December 9, 2008 Planning Commission meeting.

Motion by Vaughn, seconded by Fuller, to adjourn the Planning Commission meeting at 8:40 p.m. Passed unanimously.