

**THE CITY OF GROSSE POINTE WOODS PLANNING COMMISSION
AMENDED MINUTES: DECEMBER 8, 2020, 7:00 P.M.
HELD REMOTELY VIA ZOOM**

The meeting was called to order at 7:02 p.m. by Chair Ketels.

The Facilitator's statement was provided.

Roll Call: Chair Ketels
Planning Commissioners: Bailey, Fuller, Gilezan, Hamborsky, Profeta, Vaughn, Vitale

Absent: Rozycki

Also Present: Council Member McConaghy, Council Member McMullen, City Attorney Berschback, Building Official Tutag, Josie Modrack, Deputy City Clerk/Facilitator Antolin

Motion by Fuller, seconded by Gilezan, that Commission Member Rozycki be excused from tonight's meeting.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, Ketels, Profeta, Vaughn, Vitale

NO: None

ABSENT: Rozycki

ACCEPTANCE OF AGENDA:

Motion by Vaughn, seconded by Gilezan, that all items on tonight's agenda be received, placed on file, and taken in order of appearance as presented.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, Ketels, Profeta, Vaughn, Vitale

NO: None

ABSENT: Rozycki

RECOGNITION OF COUNCIL REPRESENTATIVES:

Council Member McConaghy confirmed that Planning Commissioner members Bailey, Hamborsky, and Fuller all wish to accept re-appointment for another three years.

APPROVAL OF MINUTES:

The approved motion at the July 28, 2020 Planning Commission Meeting regarding Detroit Restaurant Solutions Corp. d/b/a Garrido's Bistro, 19605 Mack, request for a Special Land use to provide carry out alcoholic beverages was discussed. Clarification was presented on what this motion permits. See July 28, 2020 Regular Planning Commission Meeting minutes.

Motion by Profeta, seconded by Vitale, regarding Approval of Minutes, that the Regular Planning Commission Minutes of July 28, 2020 be approved as submitted.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, Ketels, Profeta, Vaughn, Vitale
NO: None
ABSENT: Rozycki

CLEARZONING DISCUSSION:

Building Official Tutag introduced Josie Modrack as the new Confidential Administrative Assistant to the Building Official.

Building Official Tutag provided an overview prior to the presentation. The Building Department asked Rod Arroyo from Giffels Webster to attend tonight's meeting and give a presentation on Clearzoning, a program that would update the City of Grosse Pointe Woods Zoning Ordinance to a user-friendly platform, among other things. Mr. Tutag has reached out to many communities who use Clearzoning and has heard only positive feedback.

Rod Arroyo from Giffels Webster began the presentation on Clearzoning (created and copy righted by Giffels Webster), providing information on cost and benefits, demonstrating how the program works in a local community. Questions and discussion among Planning Commissioners and Mr. Arroyo followed. Planning Commission Members thanked Mr. Arroyo and he exited the meeting.

Mr. Tutag recommended that the Planning Commission proceed with Clearzoning, and if it is the desire of the Planning Commission, seek the advice from Council Member McConaghy and City Attorney Berschback on moving forward. He would like to get feedback from the rest of the Planning Commission and Council Members who are in attendance tonight.

The Chair asked Commissioners to share feedback in order to come up with a consensus on whether the Planning Commission would like to recommend Clearzoning to City Council. Council Members in attendance and City Attorney Berschback also shared feedback.

PC ATTENDANCE FOR 2021 CITY COUNCIL MEETINGS:

Commissioners were provided with their meeting assignments for the year 2021 and told to notify the Building Department if any changes or trades to the schedule are needed.

BUILDING OFFICIAL'S MONTHLY REPORT:

Mr. Tutag reported on the following items for the months of August, September, *(amended at 1-26-2021 pc meeting to include)* October, November, and part of December 2020:

- Online permitting has been implemented – very successful particularly now that City Hall is closed to the Public for the second time due to COVID-19.
- Generator Ordinance and Solar Panel Ordinance are being worked on.
- Department has been busy with permits and inspections on the residential side, people are working from home and spending money to update their house.
- Regarding political signs and Code Enforcement: letters were sent to homeowner's with signs out but no tickets have been issued.
- Project at Mack and Hollywood (the old Hollywood Clinic) is underway, a few tenants have already signed there.
- Looking at economic development tools, working with businesses on Mack Ave. as much as possible.

COUNCIL REPORTS:

- Commissioner Profeta reported on the August 2020 Council Meetings.
- Council Member McMullen reported on the September 2020 Council Meetings.
- Commissioner Vaughn reported on the October 2020 Council Meetings.
- Commissioner Vitale reported on the November 2020 Council Meetings.
- Commissioner Bailey reported on the December 2020 Council Meeting.

COUNCIL REPRESENTATIVE FOR NEXT MEETING:

Commissioner Bailey will report on the remaining December 2020 Council Meeting and the January 2021 Council Meetings.

NEW BUSINESS – SUBCOMMITTEES:

- a. **2020 Plan** – Commissioner Hamborsky reported. Commissioner Bailey will prepare a revised budget proposal to present at the next Planning Commission meeting. Council Member McConaghy mentioned he would let Council know Planning Commission will have revised budget proposal to present before Council at the February Meeting.
- b. **Branding** – Commissioner Profeta reported this subcommittee is no longer meeting and had been removed prior to COVID-19. Chair Ketels asked for it to be noted that the Branding Subcommittee is no longer, and if resurrection of the subcommittee is necessary, it can be talked about at a later time.
- c. **Crosswalk/Pocket Park** – Commissioner Fuller reported that one of the next steps would be some engineering work to get a baseline on the work it would take to implement a crosswalk, but the Subcommittee has not proceeded to do that.
- d. **Streetscape** – Commissioner Bailey reported that the “formal ask” and the revised budget proposal document discussed at the top of New Business is where they are at currently.

Chair Ketels asked City Attorney Berschback the status of the colonial recommendations. Mr. Berschback stated he is trying to write up the final draft of the ordinance and plans to submit for everyone’s review. Chair Ketels believes the draft would go directly to City Council.

NEW BUSINESS – CONTINUED:

City Attorney Berschback announced he is stepping down as Grosse Pointe Woods City Attorney. Starting in September of 2020, City Council began looking at replacement firms, and at the December 7, 2020 Meeting there were two separate firms officially appointed with designated areas of work. Mr. Berschback also mentioned he is planning on running for Grosse Pointe Farms Judge in fall of 2021 as well as continuing his private practice. Mr. Berschback expressed his appreciation on working with the City of Grosse Pointe Woods and the Planning Commission. Planning Commission Members expressed how Mr. Berschback will be missed and their appreciation for all the work he’s done with the City.

PUBLIC COMMENT:

Nobody wished to be heard under Public Comment.

ADJOURNMENT:

Motion by Profeta, seconded by Vitale, that the Planning Commission Meeting adjourn at 9:04 p.m.

Motion carried by the following vote:

YES: Bailey, Fuller, Gilezan, Hamborsky, Ketels, Profeta, Vaughn, Vitale

NO: None

ABSENT: Rozycki

Respectfully submitted,

Josie Modrack

Administrative Assistant to the Building Official