

CITY OF GROSSE POINTE WOODS, MICHIGAN
20025 Mack Plaza Dr.
Planning Commission Meeting
Tuesday, October 23, 2018
7:30 p.m.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **ACCEPTANCE OF AGENDA**
5. **RECOGNITION OF COUNCIL REPRESENTATIVE/S**
6. **APPROVAL OF MINUTES:**
Planning Commission – 08/28/18
7. **ELECTRONIC CHANGEABLE SIGN APPLICATION: FIRST ENGLISH LUTHERAN CHURCH, 800 VERNIER:**
 - A. Memo – 10/17/18 – Building Inspector (Tutag)
 - B. Memo – 10/17/18 – Public Safety Director (Kosanke)
 - C. Sign Application – 9/19/18 – Embree Sign Co. (D. Embree)
 - D. Letter – First English Ev. Lutheran Church – 09/07/18 (Rev. Motley)
 - E. Letter – First English Ev. Lutheran Church – 09/12/18 (Rev. Motley)
 - F. Ground Sign Dimensions – 09/10/18
 - G. Proposed Sign (Photo) – 09/19/18
 - H. Site Plan rec'd 9/17/18
8. **PROPOSED COLOR CHART:**
 - A. Memo – 10/12/18 – Building Inspector (Tutag)
GPW Ordinance, Design Standards – 50-373(b)(3)
 - B. Historical Collection (Benjamin Moore©2016/2017) *NOTE: In pkts only*
9. **DISCUSSION – FUTURING/THINGS TO DO:**
10. **DISCUSSION: BUILDING OFFICIAL'S MONTHLY REPORT:**
Building Department Reports – August & September 2018
11. **COUNCIL REPORT:**
September – Vitale
October - Fuller

12. **INFORMATION ONLY: COUNCIL REPORT NEXT MEETING**
November (19 & 26) - Gilezan

13. **NEW BUSINESS:**

SUBCOMMITTEE REPORTS:

- A. 2020 Plan (Chair Hamborsky/Vitale/Fuller/Gilezan)
- B. Branding (Chair Profeta (eff 8/28/18)/Hamborsky/VACANT)
- C. Crosswalk/Pocket Park (Chair Fuller/Profeta/Vaughn/Vitale)
- D. Streetscape (Chair Roczycki/Hamborsky/Gilezan)

14. **PUBLIC COMMENT:**

15. **ADJOURNMENT:**

MINUTES OF THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON AUGUST 28, 2018, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:35 p.m. by Chair Hamborsky.

Roll Call: Chair Hamborsky
Planning Commissioners: Fuller, Gilezan, Profeta, Stapleton, Vaughn

Absent: Reiter, Rozycki, Vitale

Also Present: Building Inspector Tutag
Deputy City Clerk Antolin

The Planning Commission, Administration and the audience Pledged Allegiance to the Flag.

Chair Hamborsky stated that Commissioner Reiter has submitted his resignation to the Mayor.

Motion by Profeta, seconded by Stapleton, to excuse Commission Members Reiter, Rozycki, and Vitale from tonight's meeting.

Motion carried by the following vote:

YES: Fuller, Gilezan, Hamborsky, Profeta, Stapleton, Vaughn
NO: None
ABSENT: Reiter, Rozycki, Vitale

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

Motion carried by the following vote:

YES: Fuller, Gilezan, Hamborsky, Profeta, Stapleton, Vaughn
NO: None
ABSENT: Reiter, Rozycki, Vitale

The Chair recognized Council Representative Granger who was in attendance. Council Member McMullen was also in attendance.

Motion by Stapleton, seconded by Fuller, regarding **Approval of Minutes**, that the Regular Planning Commission Minutes of April 24, 2018, be approved as amended.

Motion carried by the following vote:

YES: Fuller, Gilezan, Hamborsky, Profeta, Stapleton, Vaughn

NO: None

ABSENT: Reiter, Rozycki, Vitale

The next item on the agenda was the **Discussion of Old Business regarding Planning Commission Workshop Minutes** dated February 27, 2018. The topic of the Workshop was regarding the 2020 Plan, therefore, The Chair moved this item to New Business.

The next item was the **Building Official's Monthly Reports for April, May, June, and July of 2018**, and the following items were presented:

1. University Liggett Fieldhouse project is almost complete. Contractors are hoping to finish up by the start of the school year. Conditional Certificate of Occupancy is very close to being issued. The project has been approved by the State Marshall.
2. Hunt Club – The swimming pool, pool house and tennis courts have been removed to construct an additional paddock. The new paddock will be able to house 49 horses. The tennis house converted into an indoor riding stable.
3. Biggby Coffee is now vacant, but there are plans of a new establishment to offer fruit drinks/smoothies for a healthier alternative.
4. Fairway- trench collapsed, plans to rebuild are pending.
5. There are plans for the Caribou property to become Jersey Mike's Subs without a drive through.

Commissioners reported on the May, June, July, and August 2018, Council meetings.

The Chair stated Commissioner Vitale is the Planning Representative to attend Council Meetings for the month of September.

Under New Business, the following items were discussed:

- **2020 Plan** – The Chair discussed the vision of the 2020 Plan. It was stated that there was a lot of enthusiasm with the plan as subcommittees were created, but it lacked activity. He handed out a document entitled, "2020 Subcommittee Work" which identifies the tasks and goals of each subcommittee within the 2020 Plan to keep it from growing stagnate. Discussion ensued regarding Branding, Crosswalks/Pocket Parks, and Streetscapes Subcommittees.

- Commissioner Stapleton requested Commissioner Profeta to take over as Chairperson of the Branding Committee.
- Donna O'keefe and Mary Rogers, residents and local realtors, discussed their branding suggestions called "The Avenue in the Woods". Discussion ensued regarding enhancing Grosse Pointe Woods' business district, their progress with surveying Mack Avenue, and encounters with the various business owners.
- Discussion regarding regulating short-term rentals ensued. The issue was to see if there is a problem, if so, identify it and correct. The Building Official is to provide information regarding this topic.

Motion by Hamborsky, seconded by Stapleton, that the Planning Commission Meeting adjourn at 9:06 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Paul P. Antolin
Deputy City Clerk

CITY OF GROSSE POINTE WOODS
Building Inspector
Memorandum

DATE: October 17, 2018

TO: Planning Commission

FROM: Gene Tutag, Building Inspector

SUBJECT: 800 Vernier Road, First English Lutheran Church – Electronic Changeable Sign

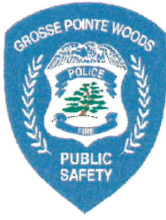
As required by Section 32-33 of the City's Code, attached for your review and approval is an application for the construction of an electronic changeable copy sign for the First English Lutheran Church located at 800 Vernier Road. An existing changeable copy sign on the corner of the property at Wedgewood will be removed upon the installation of the proposed sign. The new sign is visually pleasing, will not interfere with traffic or pedestrians on the Church's property or on Vernier Road as indicated in the attached memo from the Grosse Pointe Public Safety Department.

The sign and application have been reviewed for compliance with the code, Section 32-33, and has been found to be compliant with all relevant requirements.

Sec. 32-33. - Electronic changeable copy signs.

- (a) *Definition.* An "electronic changeable copy sign" is defined as a sign upon which the copy changes automatically on a lamp bank and which sign meets the definition of a ground sign as contained in this chapter. Scoreboards used to keep track of scores during athletic events are exempt from this definition.
- (b) *Standards.* The following rules and regulations shall be applicable to electronic changeable copy signs notwithstanding any other rules or regulations contained in this chapter:
- (1) Such sign shall not produce blinking or animated messages.
 - (2) The changeable copy or message delivered by the sign shall not be changed more often than once in any eight-hour time period.
 - (3) Such sign shall be permitted to be installed only within a community facilities zoning district of the city, once application is made to the building official and subsequent review and approval by the planning commission.
 - (4) Such sign may be of a size of up to 32 square feet and a height of six feet above the ground.
 - (5) Such sign may be installed within ten feet inside of the property line; provided, however, that such location proposed for the installation receives prior approval from the division of safety inspection as to traffic hazards and pedestrian hazards.
 - (6) All messages shall not exceed four lines of characters.
 - (7) Such sign shall be limited to 50 foot-candles power output.

The application meets all requirements of Section 32-33 for electronic changeable copy signs, approval of the sign as submitted is recommended.



CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

Date: October 17th, 2018

To: Gene Tutag

From: John G. Kosanke, Public Safety Director

Subject: 800 Vernier Rd- First English Evangelical Lutheran Church

Per our conversation, I have reviewed the plans for a new sign at the First English Evangelical Lutheran Church. I do not see any issues with the new placement of the sign.

RECEIVED
SEP 19 2018
CITY OF GROSSE POINTE WOODS
BUILDING DEPT

GROSSE POINTE WOODS SIGN PERMIT APPLICATION

Per Chapter #32 of the GP Woods Sign Ordinance, provide two copies of actual color renditions (include photo of building w/sign imposed) to the Building Department. Show lettering font/s, cross cuts, sign and lettering dimensions, amperage being used, total square footage of sign, location of sign relative to the building it is being displayed on, trademark/logo information, and distance the sign will be from the building are required with this application. *NOTE: Property Owner's approval signature is required.

GPW Business Information:

CONTACT PERSON: REV. SEAN MOTLEY PASTOR PHONE: 313-884-5040
BUSINESS NAME: FIRST ENGLISH EV. LUTHERAN CHURCH E-MAIL: pastorsean@feelc.org
BUSINESS ADDRESS: 900 VERNER GPW, MI FAX: 313-884-4460

*PROPERTY OWNER'S APPROVAL:

Rev. Sean R. Motley
Property Owner NAME (please print)

[Signature]
Property Owner SIGNATURE

Sign Company Information:

NAME/CONTACT: EMBRÉE SIGN CO. PHONE: 586-777-2252
CONTACT NAME: DAVE EMBREE E-MAIL: dave_embreesignco@comcast.net
ADDRESS: 26920 HARPER S.CA. FAX: NONE
LICENSE #: 5306253

Sign Description:

TYPE: GROUND SIGN w/ MESSAGE BOARD AND CUSTOM STONE BASE
BUILDING WIDTH: 192' SIGN DIMENSIONS: 4'-0" x 8'-0" x 13" W DS
MATERIAL IN FACE OF SIGN: ALUMINUM / ACRYLIC
COLOR COMBINATIONS: RED / WHITE / BLACK
SINGLE FACE [] DOUBLE FACE [✓] FONT STYLE: (see drawing)
ILLUMINATION: INTERIOR [✓] EXTERIOR []
NUMBER OF MESSAGE UNITS: 5 FONT HEIGHT: 6"

Applicant's Name & Signature: [Signature]

Received by: [Signature] Date: 9-19-18

APPROVED BY: _____ Date: _____

Building Official (313-343-2426)

Variance Application Fee - \$150 ~ Please see Section #32-32 Appeals



FIRST ENGLISH EV. LUTHERAN CHURCH

800 Vernier Road, Grosse Pointe Woods, MI 48236-1530
(313) 884-5040 Fax: (313) 884-4460 www.feelc.org

Rev. Sean Motley
Senior Pastor

Renata Conger
Education/Youth Coordinator
Dr. Walter A. Schmidt
Pastor Emeritus

Robert H. Foster
Coordinator of Music
Rev. Paul F. Keppler
Pastor Emeritus

September 7, 2018

Dear Planning Commission Members:

I am writing in regard to a new electronic sign for First English Evangelical Lutheran Church. Embree Sign Company is the contractor for this sign and will be doing the installation and removal of the old sign. Our intention in erecting a new sign is to make it possible to efficiently change the message on the sign throughout the year, to inform members of the community of activities at First English for the purposes of involvement and outreach, and to improve the outside appearance of our property.

The current sign has been somewhat effective but is difficult to maintain during the wintertime. It frequently becomes frozen and messages cannot be changed in a timely manner which is most problematic when there has been a sudden change to an event that involves community members beyond the members of the congregation. Information cannot be changed quickly and therefore misinformation has at times been posted. Also, the sign posts information for more than congregational members as we have other events and activities at which a significant number of people in the community are involved and the external sign is often the best medium of providing that information in a timely manner. The sign is an important tool for us to be able to reach the community and this new sign will greatly improve these efforts.

The new sign will also be more aesthetically pleasing. All new materials that will retain their appearance for a long period of time with a base will be built to match the existing church building will help to beautify the property. Additionally, the new sign will be placed close to the middle of the property in relation to the frontage on Vernier. This will prevent it from blocking the view of vehicles at the corner of Vernier and Wedgewood and make it less visible to neighboring houses.

I respectfully ask that you approve the installation of this new sign for First English Evangelical Lutheran Church.

Sincerely,

Rev. Sean R. Motley
Senior Pastor
First English Evangelical Lutheran Church



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September 12, 2018

Dear Planning Commission Members:

I apologize for the inadequacy of the first letter I wrote providing the reasons for replacing the current sign at First English. Please consider this as an addendum to the first letter as this letter will reference the further desired information from me and not reiterate the rationale for the sign.

Prior to the beginning of this project, the municipal code was reviewed by me and by members of the Board of Church Property. It was determined that we would be able to erect this new sign in keeping with the municipal code and that we should proceed with this project.

I will first note my comprehension of the municipal code for signs in the community and I will then summarize my understanding in regard to the parts of code that I believe would be applicable to the staff and to me in regards to a sign of this type, specifically Chapter 32-33.

The proposed sign as presented is in keeping with the provisions set forth in Section 32-1 and as noted in the previous letter as it will improve the aesthetic presentation of the signage on this property, it will not create an excessive amount of signage, it will be professionally designed and installed and will therefore not be constructed in a manner that will be hazardous, its location allows for greater visibility of road signs, intersections, traffic, etc., than the previous sign, it will cause no conflict with other business or residences and will be appropriate for the size building and property which exist in a location that is zoned for allowing this type of sign.

I have understood the authority of the governing body of Grosse Pointe Woods to require the issuance of a permit for the construction of this sign and we have therefore, through the efforts of Embree Sign Company sought to receive the appropriate permit. I also understand the authority given for the inspection of the sign that it is in compliance with municipal code and is properly maintained. Additionally, the sign will be constructed in such a manner that illumination will not be provided by open flames and/or any form of electrical sparking device nor flammable fuels such as liquid propane, natural gas, or fuel oils be provided to the sign for any form of intentional combustion.

Along with the Board of Church property and Embree Sign Company, I have examined the property of First English to be sure that the sign will follow the municipal code for proper placement, set back, and be fall within the code prescribed dimensions.



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As the head of staff at First English, we have all discussed and understand that we will program the sign to produce animation or blinking images, of course within the reasonable understanding that LED bulbs receiving power through a conversion of alternating current to direct current have the possibility of the occasional flicker depending on the capacitor used to "smooth out the output", but this would be beyond the control of the end user of the sign. We also understand that the sign may not have the text altered but once per eight hour time segment. We have determined that the secretary may alter the message on the sign upon her entry of the building at 8:00am and it cannot be done again except by a staff member after 4:00pm or not until the following morning which would be twenty-four hours after the initial input of data. We will also make note of the time of any changes so that other staff members will be aware of the prohibition on the changing of information on the sign until at least eight hours have passed. Additionally, we will not enter more than the code allowed four lines of text that will be made visible through the sign nor will we alter the sign in such a manner as to cause it to produce more than 50 foot-candles power output.

I hope this provides the needed information and demonstrates our basic familiarity with the municipal code in regards to this sign. Please inform me if further clarification is needed.

Thank you for your consideration.

Sincerely,

Rev. Sean R. Motley
Senior Pastor

RECEIVED

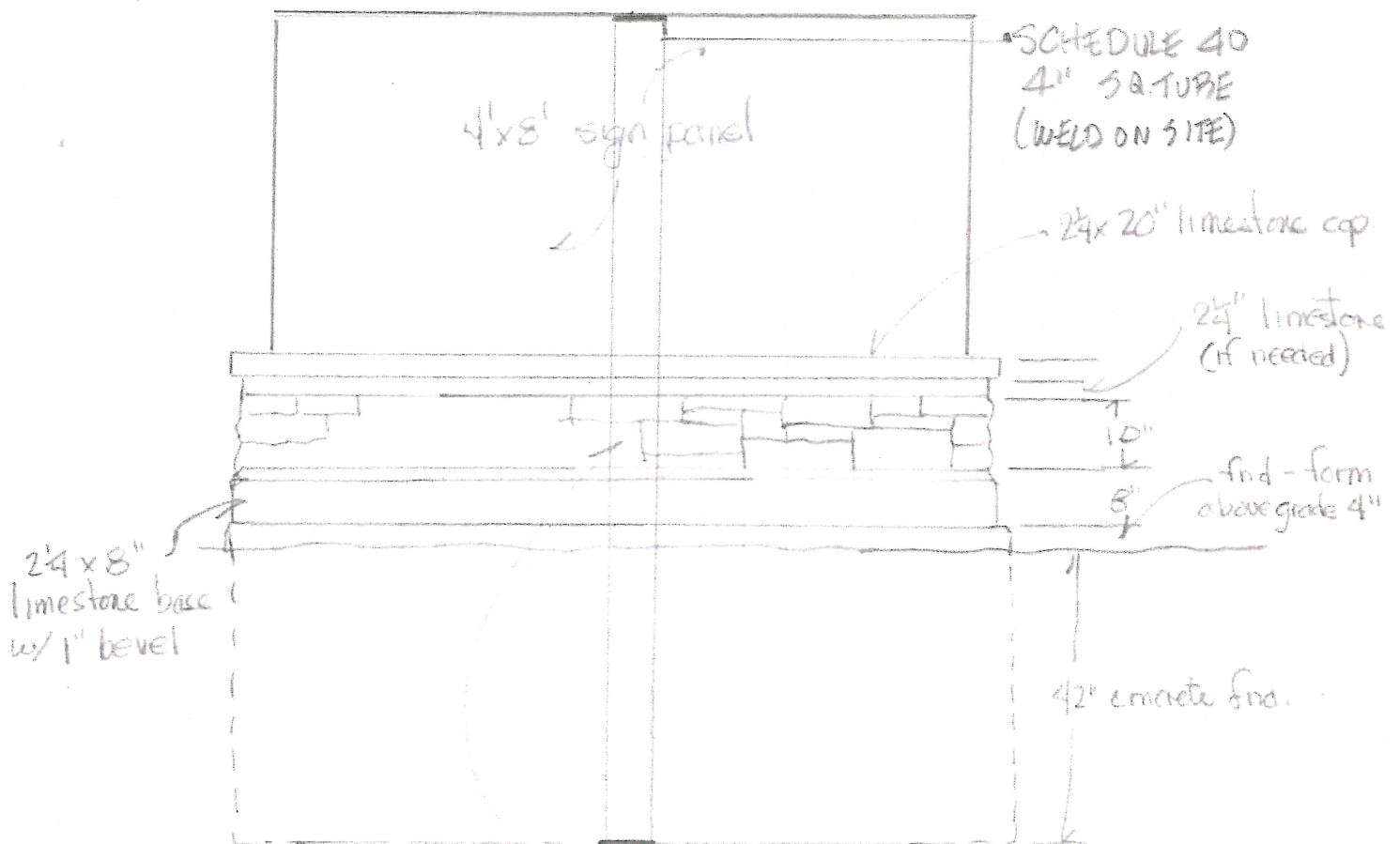
SEP 10 2018

CITY OF GROSSE PTE. WOODS
BUILDING DEPT.

DSA CONTRACTORS, INC.

800 VERNIER RD.

- FIRST ENGLISH EL. CHURCH - EMBREE SIGN CO
New Ground Sign



10" tall stone panel to
consist of existing 16 pcs w/
2 1/4 limestone mixed into field

scale 1/2" = 1'-0"

ESTABLISHED 1912

EMBREE SIGN CO.

COMPLETE SIGN SERVICE
WWW.EMBREESIGN.COM

STEVE EMBREE

26520 HARPER AVE 586-777-2252
ST. CLAIR SHORES, MI 48081 CELL 313-590-3688
EMBREESIGNCO@COMCAST.NET

RECEIVED

SEP 19 2018

CITY OF GROSSE PTE. WOODS
BUILDING DEPT

800 VERNIER RD.

PROPOSED NEW DS GROUND SIGN —

4'-0" x 8'-0" x 18" W

STONE BASE 24" W



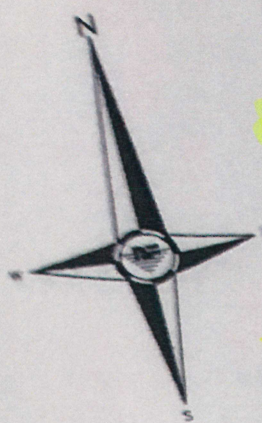
PUSH THRU ALUMINUM

LED LIGHT

MESSAGE BOARD

CUSTOM STONE BASE





FIRST ENGLISH
LUTHERAN
CHURCH
800 VERNIER

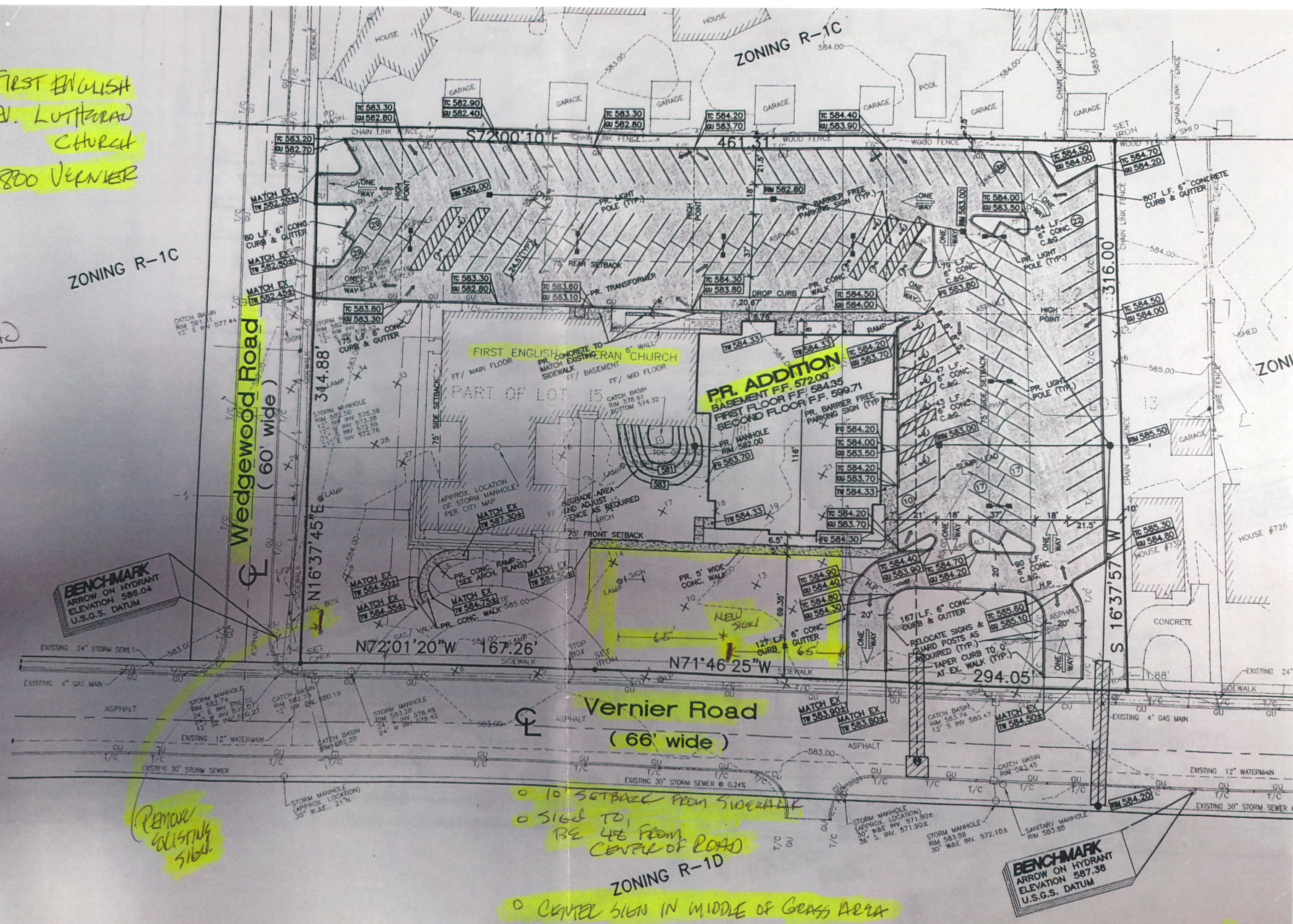
ZONING R-1C

SITE PLAN

RECEIVED

SEP 17 2018

CITY OF GROSSE POINTE WOODS
BUILDING DEPT



Remove existing sign

- 10' SETBACK FROM SIDEWALK
- Sign to be 4' from center of road
- ZONING R-1D
- Center sign in middle of grass area

CITY OF GROSSE POINTE WOODS
BUILDING DEPARTMENT
MEMORANDUM

TO: Planning Commission

FROM: Gene Tutag, Building Official

DATE: October 12, 2018

SUBJECT: Approved Color Chart

As referenced in the attached City Ordinance Design Standards, Section 50-373(b)(3), buildings shall conform to colors approved by the Planning Commission and maintained by the Building Department. This list shall be furnished to applicants free of charge.

The Building Department has learned that the 'Historical Color Collection' from Benjamin Moore is no longer available.

The attached color chart entitled Historical Collection (Benjamin Moore©2016/2017) from Teknicolors Paints on Mack Avenue closely resembles the adopted colors and is readily available. The colors on this chart are very similar in tone with the ones in the no longer available on the 'Historical Color Collection' chart. Teknicolors Paints has assured the Building Department this new color chart will be available for several years and has offered to provide the Building Department with as many copies as required.

It is recommended that the attached color chart entitled Historical Collection (Benjamin Moore©2016/2017) from Teknicolors Paints be adopted with any deletions or additions deemed necessary by the Planning Commission.

The adoption of this color chart does not require the applicant to use Teknicolor Paints. The adopted color chart is simply to be used as only a guide to approved colors.

1 Attachment
GPW Ord Sec 50-373(b)(3)

Sec. 50-373. - Design standards.

(a) *General.*

- (1) New construction, renovations, remodeling or exterior building alterations within all C commercial, C-2 high intensity city center, and RO-1 restricted office zoning districts shall be designed in conformance with approved design standards found in this section and on file with the building department. The purpose of these design standards is to promote a coordinated and complimentary use of design elements that result in a theme oriented, harmonious appearance and image for the commercial and high intensity residential areas of the city.
- (2) To be in compliance with these standards, all designs as governed by this section shall contain a dominant use of assorted architectural design elements generally described as "Colonial," "Williamsburg Colonial," "Georgian Colonial," "Early American," "Classic" or "Traditional." Specific definitions and examples of these elements are included within this section, and in the "design standards" guidelines on file with the building department. The guidelines may be modified by planning commission resolution.

(b) *Design components.*

- (1) The words "Colonial," "Williamsburg Colonial," "Georgian Colonial," "Early American," "Classic" or "Traditional" shall collectively refer to use of a pallet 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. Some examples of where these designs are commonly found and featured include Williamsburg, Virginia, Cape Cod, New England and Philadelphia.
- (2) To more specifically define the assorted components that can be utilized to achieve this design style, the design standards guidelines include graphic examples of design elements, all of which are considered by definition of this section to be acceptable when collectively used within a total design. These elements shall be utilized in appropriate proportions and quantity to form an overall total design consistent with the requirements of this section.
- (3) Colors utilized in all design components shall be consistent with the approved color chart on file with the building department and shall be utilized to produce a balanced, coordinated and complimentary total design solution.

(Code 1975, § 5-8-5; Code 1997, § 98-205)