

CITY OF GROSSE POINTE WOODS, MICHIGAN
20025 Mack Plaza Dr.
Planning Commission Meeting
Tuesday, April 24, 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 Workshop – 02/27/18
 - Planning Commission – 02/27/18
7. **PLANNING COMMISSION END OF THE YEAR REPORT 2017:**
 - Memo – 03/23/18 - Building Inspector (Tutag)
 - DRAFT Planning Commission End of the Year Report 2017
8. **FAÇADE CHANGE: 19853 MACK AVENUE:**
 - A. Memo – 04/17/18 – Building Inspector (Tutag)
 - (1) GPW Architectural Elements/Quality Materials Handout
 - (2) Photos (5)
 - B. Letter of Request – 03/12/18 – MBA Architects (M. Boggio AIA)
 - C. Site Plan & Floor Plan Sheet #A-1 – 04/12/18
 - D. Elevation Sheet #A-2 – 04/12/18
8. **BUILDING OFFICIAL'S MONTHLY REPORT:**
 - Building Department Report – February 2018
 - Building Department Report – March 2018
9. **COUNCIL REPORT:**
 - March – Hamborsky
 - April - Profeta
10. **INFORMATION ONLY: COUNCIL REPORT NEXT MEETING:**
 - May – Reiter

11. **NEW BUSINESS: SUBCOMMITTEE REPORTS:**

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

12. **PUBLIC COMMENT:**

13. **ADJOURNMENT:**

MINUTES OF THE PLANNING COMMISSION WORKSHOP MEETING HELD ON FEBRUARY 27, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 6:41 p.m. by Chair Hamborsky.

Roll Call: Chair Hamborsky
Planning Commissioners: Gilezan, Profeta, Reiter, Vaughn

Absent: Fuller, Rozycki, Stapleton, Vitale (arrived at 6:56 p.m.)

Also Present: Building Official Tutag
City Clerk Hathaway

Motion by Vaughn, seconded by Profeta, that Commission Members Fuller, Rozycki, Stapleton, and Vitale be excused from tonight's meeting.

Motion carried by the following vote:

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

Motion by Vaughn, seconded by Gilezan, that tonight's agenda be accepted as presented.

Motion carried by the following vote:

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

Discussion ensued regarding **2020 Plan implementation coordination**. The Chair stated the core of tonight's discussion was to review the last page of the plan. He distributed the 2020 – Vision Plan 2017, F. Action Plan – Next Steps (3 Year Plan) – Page 26 dated March 23, 2017. The members previously discussed the plan with the Committee-of-the-Whole on June 12, 2017. At that time, additional information was requested by the Committee from the Planning Commission and administration that has yet to be provided. Additionally, the Chair stated that there has been no action from the subcommittees. The Chair stated he would like to see the plan get some action and additional discussion with the Committee-of-the-Whole.

Following discussion, Commissioner Gilezan was added to Streetscape Sub-committee. The Committees, Chairs, and added tasks were identified as follows:

1. 2020 Plan (Chair Hamborsky/Vitale/Fuller/Gilezan)
2. Branding (Chair Stapleton/Profeta/Hamborsky)
 - a. Scope of work
 - b. Cost/funding – (Funding options identified in the plan)
 - c. Marketing
 - i. Gateway identification
 - d. Community events
3. Crosswalk/Pocket Parks (Chair Fuller/Vaughn/Vitale)
 - a. Scope of work
 - b. Cost/funding
 - i. Businesses help fund – sponsorships
 - c. Implementation of Brownfields/Lands Banks
4. Streetscape (Chair Rozycki/Hamborsky/Gilezan)
 - a. Scope of work
 - b. Cost/funding
 - c. Inventory existing streetscape;
 - d. Light poles
 - e. Banners
 - f. Ordinance inclusion
 - i. Provide a recommendation to the Planning Commission, then Council.

Commissioner Vitale was now in attendance, and stated the no or low cost items would be the most probable to achieve.

Commissioner Vitale stated that the ordinance should be amended to include some of these items during site plan review. Considerations may include a percentage of a renovation, change of business, or new build. The Building Inspector was asked to provide recommendations.

There was a suggestion to schedule two subcommittees to meet on a monthly basis at 6:30 p.m.

Commissioner Vitale contacted Council Member Shetler regarding a meeting with the Mayor's Mack Avenue Business Study Committee who said a meeting would be scheduled in March. That Committee has the 2020 Plan as a future topic for its agenda. Commissioner Vitale will obtain an update on a meeting date.

There was a consensus to schedule two subcommittee meetings at 6:30 p.m. on March 27, 2018, which are to meet simultaneously in separate rooms:

1. Streetscape;
 - a. The Building Inspector will provide specification sheets and information on trash cans, planters, benches, etc.
2. Pocket Park.

PLANNING COMMISSION WORKSHOP
02-27-18

Motion by Vaughn, seconded by Vitale, that the Planning Commission Workshop be adjourned at 7:29 p.m. Passed unanimously.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

MINUTES OF THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON FEBRUARY 27, 2018, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:30 p.m. by Chair Hamborsky.

Roll Call: Chair Hamborsky
Planning Commissioners: Gilezan, Profeta, Reiter, Vaughn, Vitale

Absent: Fuller, Rozycki, Stapleton

Also Present: Building Inspector Tutag
City Clerk Hathaway

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

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

Motion carried by the following vote:

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

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

Motion carried by the following vote:

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

The Chair recognized Council Member Granger was in attendance as the City Council Representative.

Motion by Profeta, seconded by Vaughn, regarding **Approval of Minutes**, that the Regular Planning Commission Minutes of January 23, 2018, be approved as submitted.

Motion carried by the following vote:

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

The next item on the agenda was regarding a **site plan review for a façade change at Edmund T. Ahee Jewelry**. Commissioner Vitale requested to recuse himself from voting on this item due to a conflict of interest, and to remain in the room during discussions.

Motion by Gilezan, seconded by Vaughn, that Commissioner Vitale abstain from voting on the site plan review for Edmund T. Ahee Jewelers, and be permitted to remain in the room during discussions.

Motion carried by the following vote:

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

Discussion ensued regarding **site plan review with façade change: Edmund T. Ahee Jewelry, 20139 Mack Avenue**.

The Building Official provided an overview of his memo dated February 20, 2018, and recommended approval of this request.

The following individuals were heard on behalf of the Petitioner:

James McNelis and Mike Blank
Stucky Vitale Architects
27172 Woodward Ave.
Royal Oak, MI

Motion by Vaughn, seconded by Profeta, regarding site plan review: Façade Change – Edmund T. Ahee Jewelry, 20139 Mack Avenue, to approve the site plan as presented.

Motion carried by the following vote:

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

The next item was the **Building Official's report**, and the following items were presented:

1. The Art Van Pure Sleep final inspections have been completed and a few electrical corrections need to be made.
2. Contractors and homeowners have been spoken to regarding the current solar ordinance. Currently a 4' space is required. He suggested the ordinance may need to be revisited because the space causes an inefficiency relating to the solar capabilities. Some communities have adopted a 3' space and it seems to be working. The 4' space was for first responders. The Building Inspector offered to research trends and provide a presentation in the future.
3. Legacy Oaks construction is moving forward, and plans for the fire suppression system have been received.
4. The code enforcement report was briefly discussed.

Commissioner Gilezan provided a report on City Council's February meetings.

Under New Business, the following item was discussed:

- An invitation was received from the American Planning Association Workshop at a cost of \$100 and is being held on March 20th, from noon to 5:30 p.m. The Building Inspector stated funds are available in the Planning Commission budget.

Under Public Comment the following individual was heard:

- Margaret Potter, Allard Avenue. She met with Tim Killeen regarding clearing traffic light clutter at Vernier and obtaining funding. She also spoke regarding keeping her small recycle bin.

Motion by Gilezan, seconded by Vitale, that the Planning Commission Meeting adjourn at 8:08 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

CITY OF GROSSE POINTE WOODS

BUILDING DEPARTMENT

MEMORANDUM

TO: Planning Commission

FROM: Gene Tutag, Building Inspector

DATE: April 17, 2018

SUBJECT: 19853 Mack Ave., Façade Change

In accordance with Section 50-374 of the City's Code, the plan for façade improvements to 19853 Mack Avenue has been reviewed. The plans are being referred to the Planning Commission for approval.

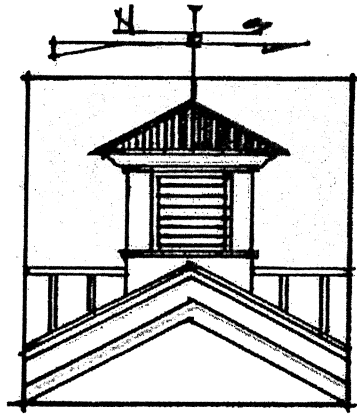
The existing building will be divided into three tenant spaces, the building formerly was occupied by a single tenant, Rabaut's Interiors.

Proposed exterior renovations include new reverse gables on the existing mansard roof, new doors, and new windows. The new material will be the same used on the existing exterior. Colors and design proposed will mirror what is currently being used on the building. The design reflects a Colonial style found in the attached "Architectural Elements" handout.

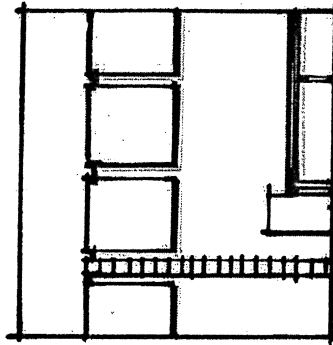
The new sign area indicated on the drawing will compliment the proposed façade, and will be approved and issued under separate permits when the spaces are leased.

Approval of the design is recommended. Colors will match that of the existing and are found on the approved color chart. The modifications to the facade of the structure will not conflict with the building's existing Colonial elements. The building's exterior will compliment the existing design and surrounding area and hopefully encourage other improvements to this section of Mack Avenue.

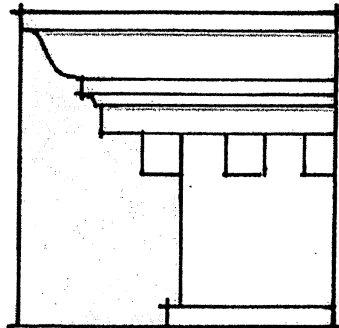
Architectural Elements:



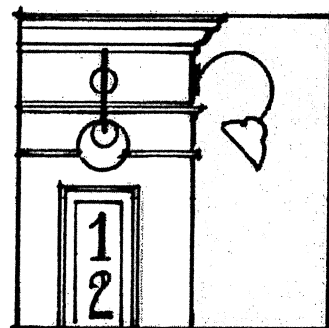
*Cupolas, Gables,
Weathervanes*



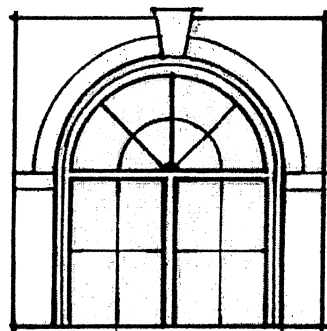
*Brick or
Stone Quoins*



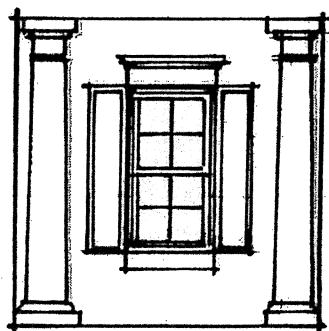
Cornice Trim



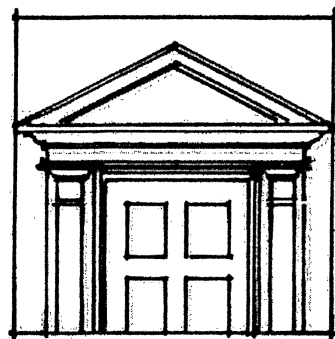
Gooseneck Lighting



*Wood, Stone or Brick
Arches, Keystones
Divided Lights*

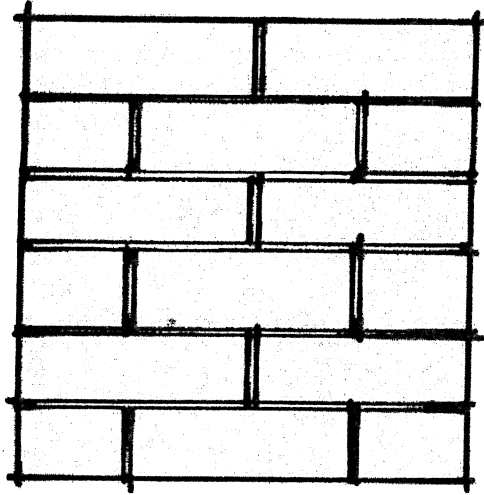


*Columns, Properly
Proportioned Shutters*

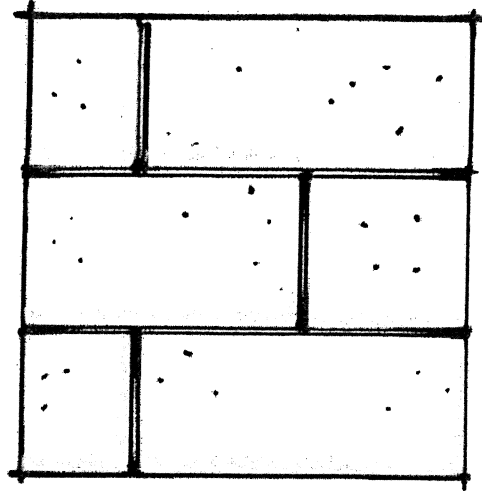


Wood or Stone Door Surrounds: Pediment, Frieze, Pilasters

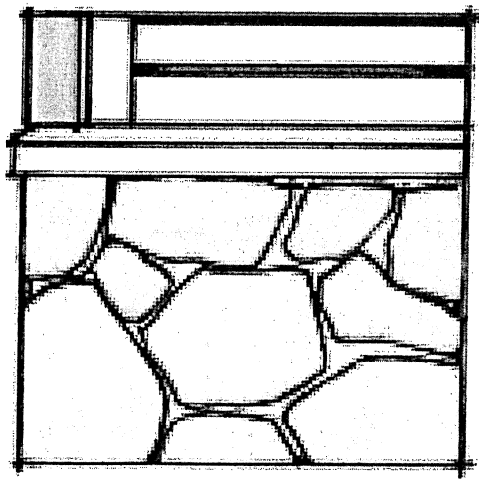
Quality Materials:



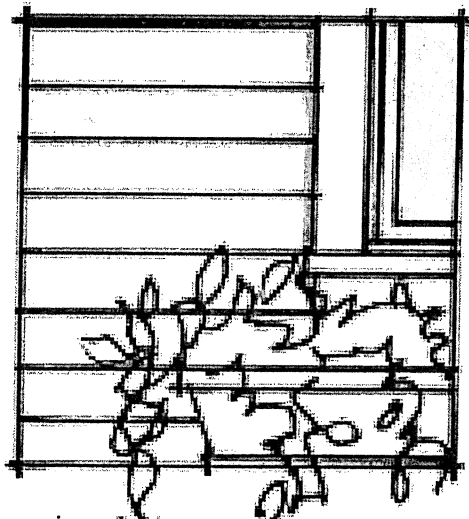
Brick-warm, earthy tones



Natural or Cultured Stone



*Natural or Cultured
Stone Accents*



*Wood Trim
Wood or Cementitious
Siding*











RENOVATIONS TO:

**RETAIL
BUILDING**

19853 MACK AVE.
GROSSE POINTE
WOODS, MICHIGAN

Sheet Title:

**SITE PLAN AND
FLOOR PLAN**

Issued For:

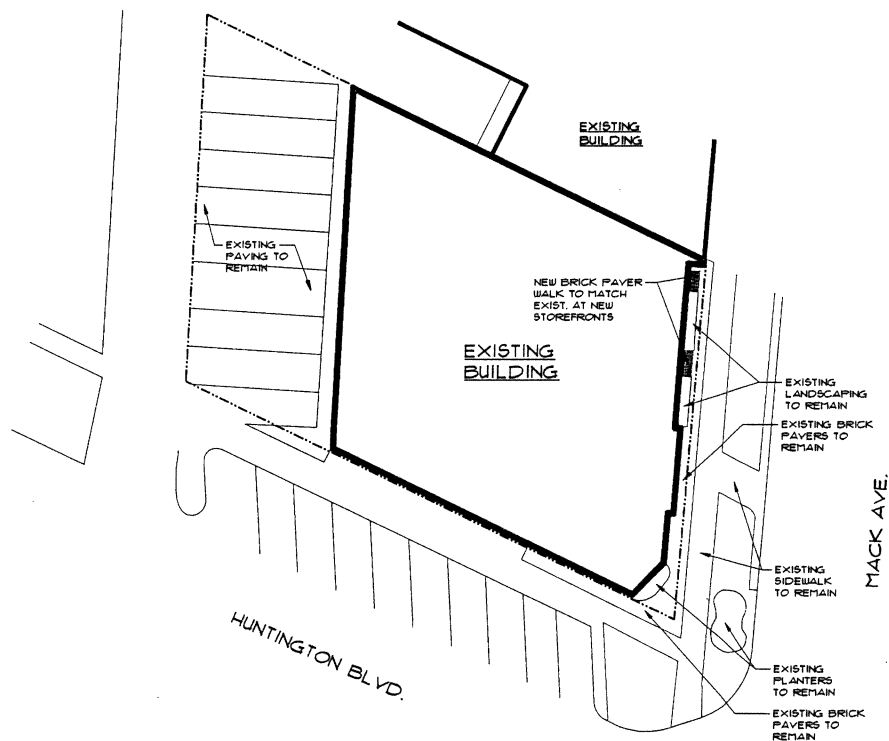
03-12-18
04-12-18 REV.

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Sheet No.

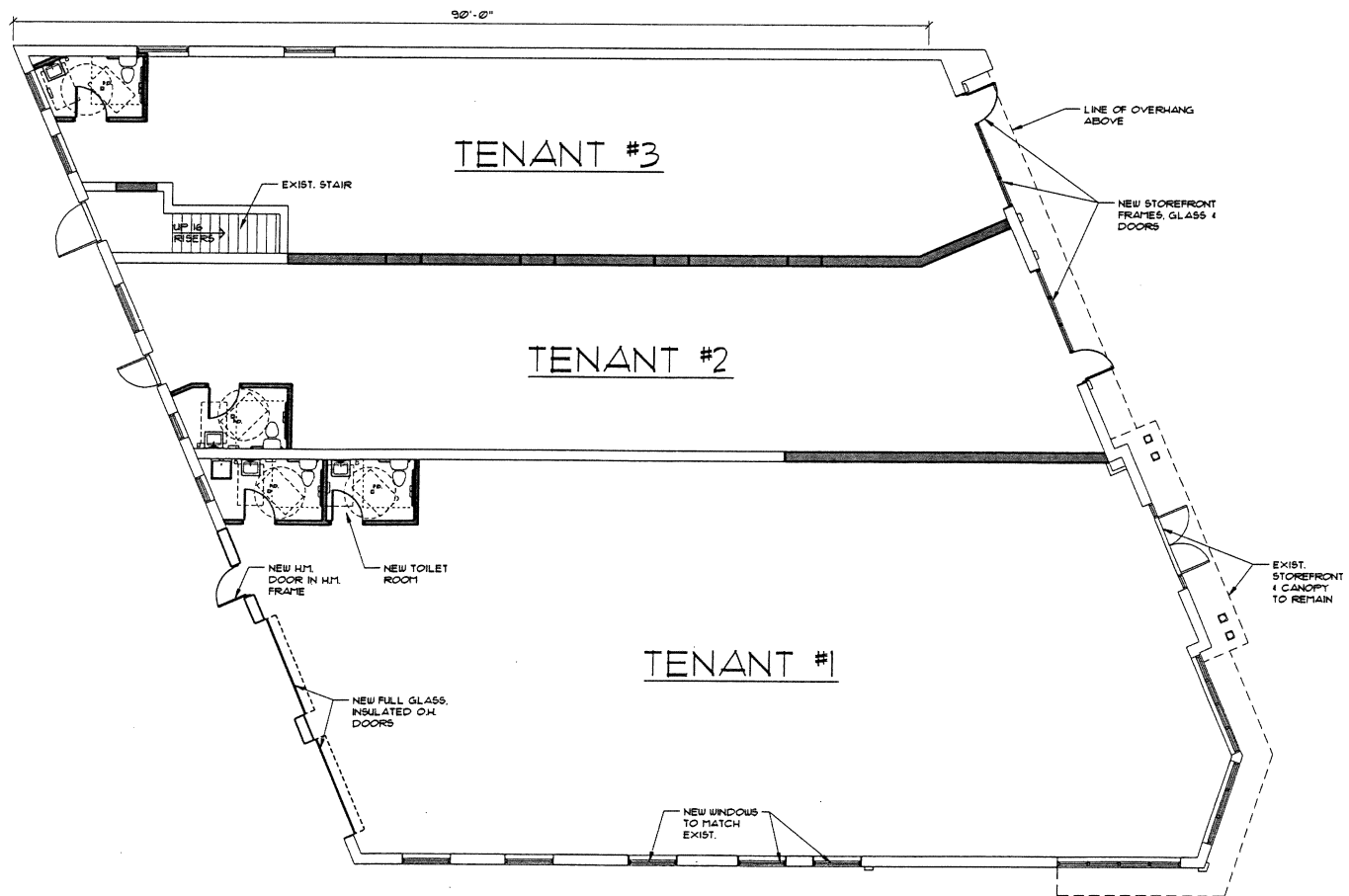
A = 1

RECEIVED
APR 13 2018
CITY OF GROSSE POINTE WOODS
BUILDING DEPT



SITE PLAN

1"=20'-0"



FLOOR PLAN

1/8"=1'-0"



**MICHAEL A.
BOGGIO
ASSOCIATES**

30150 Telegraph Rd.
Suite 150
Bingham Farms, MI 48025
248.258.5155
BOGGIOARCHITECTS@COMCAST.NET

RENOVATIONS TO:

**RETAIL
BUILDING**

19853 MACK AVE.
GROSSE POINTE
WOODS, MICHIGAN

Sheet Title:
ELEVATION

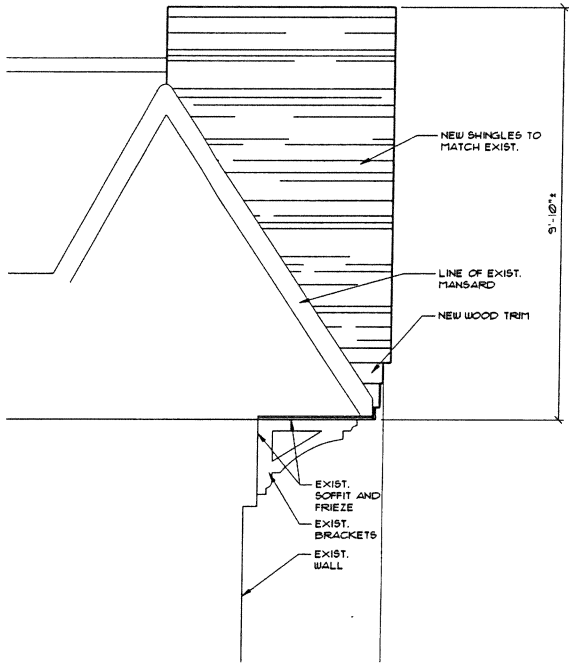
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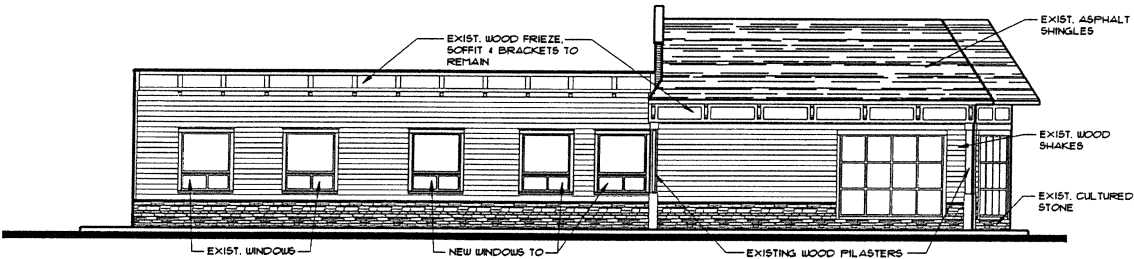
Sheet No.

A-2

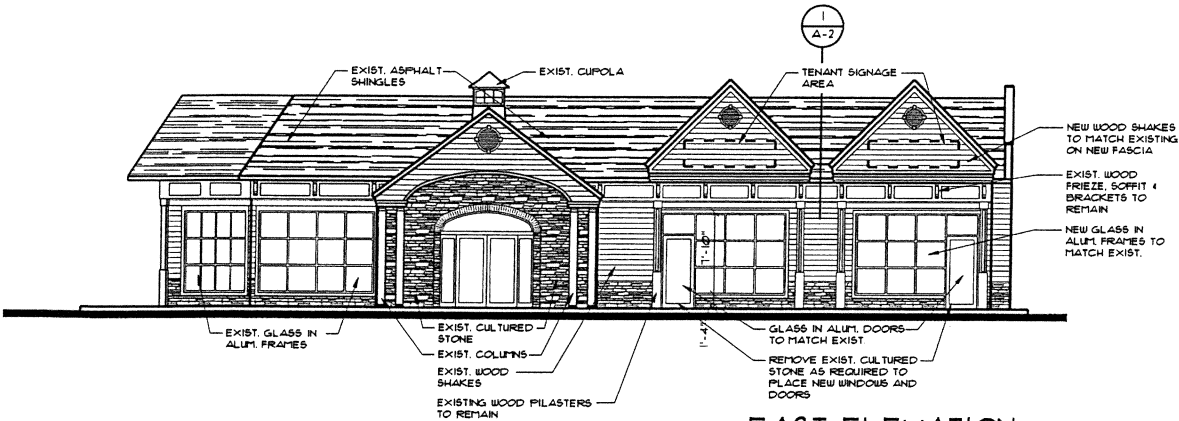
RECEIVED
APR 13 2018
CITY OF GROSSE PTE. WOODS
BUILDING DEPT



1
A-2 **DETAIL AT NEW FACADE**
SCALE: 1/2" = 1'-0"




SOUTH ELEVATION
HUNTINGTON BLVD.
1/8" = 1'-0"



EAST ELEVATION
MACK AVE.
1/8" = 1'-0"

CITY OF GROSSE POINTE WOODS
Building Inspector
MEMORANDUM

DATE: March 23, 2018
TO: Planning Commission
FROM: Gene Tutag, Building Inspector 
SUBJECT: GPW Annual Planning Commission Report – 2017 DRAFT

The Planning Enabling Act requires the Planning Commission to submit an annual report to the City Council.

We have assembled a DRAFT report with the activities of the Planning Commission for the year 2017.

Please review the attached DRAFT report for additional information, editing, or anything else that the Planning Commission feels should be included.



GROSSE POINTE WOODS
PLANNING COMMISSION
ANNUAL REPORT

2017

GROSSE POINTE WOODS PLANNING COMMISSION REPORT - 2017

The Planning Commission of the City of Grosse Pointe Woods is governed by the Planning Enabling Act, State of Michigan PA 33 of 2008 and by the Charter and Zoning Ordinance of the City of Grosse Pointe Woods.

Under the Planning Enabling Act, the Commission must provide an annual report to the City Council as the legislative body of the City. The report shall contain information concerning the operations and status of planning activities including recommendations regarding actions by the legislative body related to Planning and Development.

The Planning Commission met 7 out of 12 months in 2017. During that time, the Commission reviewed, discussed and acted on items contained in the following report:

2017 Planning Commission Overview

JANUARY

- PC Meeting: ELECTION OF CHAIR Fuller; and
ELECTION OF VICE-CHAIR Hamborsky (In accordance with
MI Planning Enabling Act)
PC ANNUAL REPORT 2016: Approved as amended.
REVIEW/DISCUSSION: Approved 2017 Master Plan (In
accordance with MCL 125.3854(2) of Planning Enabling
Act 33 of 2008) No alterations.
DISCUSSION: Sign Ordinance Amendment, Section
#32-13, Wall Signs
- City Council: PUBLIC HEARING: Approved Sign Variance for
Licavoli's Market, 20915 Mack Ave.

FEBRUARY

- PC Workshop: DISCUSSION/PRESENTATION: 2020 Vision Plan – Winter
2017
- PC Meeting: CONTINUED DISCUSSION: Sign Ordinance Amendment,
Section #32-13, Wall Signs postponed to March meeting
CONTINUED DISCUSSION: 2020 Plan Vision Plan
- City Council: N/A

MARCH

- PC Meeting: CONTINUED DISCUSSION: Sign Ordinance Amendment,
Section #32-13, Wall Signs. PC recommended City
Council approve.

CONTINUED DISCUSSION: 2020 Plan Vision Motion to
present the Plan to the Committee of the Whole

- City Council: N/A

APRIL

- PC Meeting: MEETING CANCELED
- City Council: N/A

MAY

- PC Meeting: FAÇADE CHANGE: Glow Manicure Pedicure, 20567 Mack Ave approved.
- City Council: N/A

JUNE

- PC Meeting: MEETING CANCELED
- City Council: PUBLIC HEARING: Fence Variance, 1039 Hawthorne approved
- COW: PRESENTATION: Planning Commission 2020 Vision Plan accepted.

JULY

- PC Meeting: INTRODUCTION & SCHEDULING OF PUBLIC HEARING: University Liggett School, John & Marlene Boll Field House, 1045 Cook Rd.
- City Council: PUBLIC HEARING: Generator Installation, 879 Lochmoor Boulevard approved

AUGUST

- PC Meeting: MEETING CANCELED
- City Council: PUBLIC HEARING: Fence Variance, 641 Vernier Rd. approved
PUBLIC HEARING: Fence Variance, 20155 Morningside Drive Denied

SEPTEMBER

- PC Meeting: PUBLIC HEARING: Site Plan Review/Special Land Use in CF District for John & Marlene Boll University Liggett Field House approved by resolution.

SIGN VARIANCE: Med Post/Urgent Care, 20599 Mack Ave
Approved

- City Council: PUBLIC HEARING: Fence Variance, 20155 Morningside
Denied

OCTOBER

- PC Meeting: Meeting canceled
- City Council: PUBLIC HEARING: Site Plan Review/Special Land use in CF
District for University Liggett John & Marlene Boll Field
Field House adopted resolution to approve

PUBLIC HEARING: Fence Variance, 777 Anita approved

SIGN VARIANCE: MedPost/Urgent Care, 20599 Mack
Approved

NOVEMBER

- PC Meeting: Meeting canceled
- City Council: N/A

DECEMBER

- PC Meeting: Regular Meeting
- City Council: GENERATOR VARIANCE: 20651 Montague Lane
No action taken

SUB-COMMITTEE REPORTS:

2020 Plan (Chair Hamborsky/Vitalte/Fuller/Gilezan):

The 2020 Plan sub-committee's goal is to provide forward thinking, realistic design, zoning and administrative tools that shall allow the City of Grosse Pointe Woods to foster and support contemporary future development to achieve maximum sustained viability, growth and value. Commissioner members Hamborsky, Gilezan, Vitale and Fuller reported that additional work has taken place and that the 2020 Plan was presented by the Planning Commission to the Committee of the Whole on June 12, 2017 at which time the Committee of the Whole directed the City Administrator to present the 2020 Vision Plan to the Director of Public Safety, the Director of Public Service, and the Building Official for feedback to be presented at a future Committee-of-Whole meeting in the fall.

Branding (Chair Stapleton/Profeta/Hamborsky):

Crosswalk/Pocket Park (Chair Fuller/Vaughn/Vitale):

There was not action by the Crosswalk and Pocket Park subcommittee in 2017. We met once in 2018 and have started documenting some concepts and cost estimates.

Streetscape (Chair Rozycki/Hamborsky/Gilezan):

BUDGET REPORT:

Date	Description	Debit	Credit	Balance	Unused
01/31/17	Planning & Zoning Center, Inc.	\$ 370.00		\$ 4,630.00	
04/20/17	MAP Membership Dues	\$ 640.00		3,980.00	
	2016/2017 Fiscal Year			\$ 3,980.00	79.8%
	2017/2018 Fiscal Year		\$ 5,000.00		

CONTINUED GOALS & OBJECTIVES:

- Continue to make improvements to the zoning ordinance by reviewing and updating the sign & awning ordinances, parking requirements, and adding provisions dealing with alternative energy facilities.
- Continue to align our efforts with the Mayor, City Council, local Business Associations, and Realtors to attract new businesses and encourage people to live and work in Grosse Pointe Woods.
- Continue to study mechanisms to promote city development.
- Continue to encourage sustainable development.

The Planning Commission will continue to consult with the City Council, and appropriate Departments or Commissions, when significant projects, policies, and legislative acts provide opportunities to support the Master Plan.

Respectfully submitted by **Planning Commission Members:**

Doug Hamborsky, Chairperson
James Profeta, Vice-Chair/Secretary
Mike Fuller
Grant Gilezan
Eric Reiter
Richard Rozycki
Tonja Stapleton
Thomas Vaughn
John Vitale

Date

**City of Grosse Pointe Woods
BUILDING DEPARTMENT
Monthly Financial Report – FEBRUARY 2018**

Permits Issued: 104
Rental Certificates: 13 Total: \$ 26,555

CODE ENFORCEMENT

Abandoned/Foreclosure Compl. Notices Issued:	0
# of Complaints Investigated by Code Enforcement:	5
Closed Due to Compliance:	20
Open for Longer Compliance Time:	5
Citations Issued:	2
Early Trash Notices:	7
Code Violation Notices to Residents:	26
Tall Grass Notices Issued:	0
Stop Work notices to Contractors (working w/o permit):	0
Outside Storage:	7

NEW BUSINESS

**City of Grosse Pointe Woods
BUILDING DEPARTMENT
Monthly Financial Report – MARCH 2018**

Permits Issued: 151
Rental Certificates: 7 Total: \$ 25,657

CODE ENFORCEMENT

Abandoned/Foreclosure Compl. Notices Issued:	0
# of Complaints Investigated by Code Enforcement:	6
Closed Due to Compliance:	5
Open for Longer Compliance Time:	1
Citations Issued:	0
Early Trash Notices:	7
Code Violation Notices to Residents:	17
Tall Grass Notices Issued:	0
Stop Work notices to Contractors (working w/o permit):	3
Outside Storage:	3

NEW BUSINESS