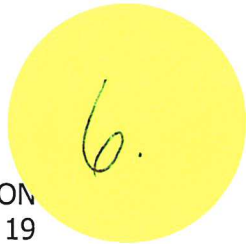


**CITY OF GROSSE POINTE WOODS, MICHIGAN**  
**20025 Mack Plaza Dr.**  
**Planning Commission Meeting**  
**Tuesday, December 12, 2017**  
**7:30 p.m.**

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 – 09/26/17
7. **PC ATTENDANCE FOR 2018 CITY COUNCIL MEETINGS**  
Memo - 12/04/17 Building Official (Tutag)
8. **BUILDING OFFICIAL'S MONTHLY REPORT:**  
Building Department Reports – September/October/November 2017
9. **COUNCIL REPORT:**  
October – Stapleton  
November – Vaughn  
December – Vitale
10. **INFORMATION ONLY: COUNCIL REPRESENTATIVE FOR NEXT MEETING:**  
January – Fuller
11. **NEW BUSINESS:**  
**Subcommittees:**
  - A. 2020 Plan (Chair Hamborsky/Vitale/Fuller/Gillezan)
  - B. Branding (Stapleton/Profeta/Hamborsky)
  - C. Crosswalk/Pocket Park (Chair Fuller/Vaughn/Vitale)
  - D. Streetscape (Roczycki/Hamborsky)
12. **PUBLIC COMMENT:**
13. **ADJOURNMENT:**



MINUTES OF THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, SEPTEMBER 26, 2017, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:32 p.m. by Chair Fuller.

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

Absent: Gilezan, Reiter, Rozycki,

Also Present: Building Official Tutag  
City Attorney Chip Berschback  
Director of Public Safety Kosanke  
Deputy City Clerk Gerhart

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

Motion by Vaughn, seconded by Stapleton, that Commission Members Gilezan, Reiter, and Rozycki be excused from tonight's meeting.

MOTION CARRIED by the following vote:

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

Motion by Vitale, seconded by Vaughn, 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, Hamborsky, Profeta, Stapleton, Vaughn, Vitale  
NO: None  
ABSENT: Gilezan, Reiter, Rozycki

The Chair recognized Council Member Bryant who was in attendance at tonight's meeting.

Motion by Profeta, seconded by Vitale, regarding **Approval of Minutes**, that the Planning Commission minutes dated July 25, 2017 and August 22, 2017, be approved as submitted.

MOTION CARRIED by the following vote:

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

NO: None

ABSENT: Gilezan, Reiter, Rozycki

The next item on the agenda was regarding the **Public Hearing in accordance with Public Act 110 of 2006, MCL 125.3101 as amended, and Grosse Pointe Woods City Code, Section 50-88, regarding site plan approval for special land use in a Community Facilities zoning district for University Liggett School, to build a campus center (field house), 1045 Cook Road.**

**THE MEETING WAS THEREUPON OPENED AT 7:35 P.M. FOR A PUBLIC HEARING UNDER THE PROVISIONS OF MICHIGAN COMPILED LAWS, SECTION 125.3101 AS AMENDED, AND IN ACCORDANCE THE 2007 GROSSE POINTE WOODS CITY ORDINANCE SECTION 50-88, TO CONSIDER THE APPLICATION OF UNIVERSITY LIGGETT SCHOOL REQUESTING SPECIAL LAND USE AND SITE PLAN REVIEW TO CONSTRUCT A CAMPUS CENTER BUILDING AT GROSSE POINTE UNIVERSITY LIGGETT SCHOOL LOCATED AT 1045 COOK ROAD, GROSSE POINTE WOODS.**

Motion by Vaughn, seconded by Stapleton, that for purposes of the public hearing the following items be received and placed on file:

- A. PC Excerpt – 07/25/17
- B. PC Excerpt – 08/22/17
- C. Aerial view - 300' radius – 08/22/17
- D. Affidavit of Property Owners Notified (5 pgs) – 09/06/17
- E. Notice of Public Hearing – GP News – 09/07/17
- F. Memo – Director of Public Safety – 08/07/17 (J. Kosanke)
- G. Memo – Director of Public Works – 08/08/17 (F. Schulte)
- H. Memo – Building Official – 09/14/17 (G. Tutag)
- I. Letter of Request – 07/20/17 – CBRE, Scott D. Cave
- J. Letter w/Resolutions (2) – 09/21/17 (C. Berschback)
- K. Site Plan Review Checklist – ULS Fieldhouse
  - (1) Cover Page – John A. & Marlene L. Boll Campus Center – 08/04/17
  - (2) Site and Context Sheet – 08/04/17
  - (3) Partial Campus Plan – 08/04/17
  - (4) Architectural Site Plan – 08/04/17
  - (5) Civil Engineering Site Plan – 08/04/17
  - (6) Landscape Plan – 08/04/17
  - (7) Plan of Crosswalk – 08/04/17
  - (8) Ground Floor Plan – 08/04/17

- (9) View from Cook Road – 08/04/17
- (10) Building Elevations and Exterior Views – North Elevation – 08/04/17
- (11) Building Elevations and Exterior Views – South Elevation – 08/04/17
- (12) View of Lobby – 08/04/17
- (13) View of Gymnasium – 08/04/17
- (14) Photometric Site Plan – Sheet #E0-01P – 06/22/17
- (15) Photometric Site Plan Details – Sheet #E0.02P – 06/22/17

MOTION CARRIED by the following vote:

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

NO: None

ABSENT: Gilezan, Reiter, Rozycki

Scott Cave, of CBRE and Raymond Cekauskas, of Landry/Cekauskas Architecture, on behalf of University Liggett Schools, were present for questions and discussion.

The Chair stated for the record that no one in the audience wished to speak either in favor of, nor in opposition to, the proposed special land use and site plan.

The following individual was heard regarding general comments:

- Joseph Mathews, 919 Cook Road

Motion by Vaughn, seconded by Vitale, that the public hearing be closed at 8:33 p.m.  
Passed unanimously.

Motion by Stapleton, seconded by Vitale, regarding the **Public Hearing in accordance with Public Act 110 of 2006, MCL 125.3101 as amended, and Grosse Pointe Woods City Code, Section 50-88, regarding site plan approval for special land use in a Community Facilities zoning district for University Liggett School, to build a campus center (field house), 1045 Cook Road**, that the Planning Commission adopt the following resolution recommending that City Council approve the special land use request from University Liggett School:

**THE CITY OF GROSSE POINTE WOODS  
PLANNING COMMISSION RESOLUTION  
RECOMMENDING APPROVAL OF  
THE SPECIAL LAND USE AND SITE PLAN REQUEST FROM  
UNIVERSITY LIGGETT SCHOOL**

**WHEREAS**, Petitioner has submitted a Special Land Use and Site Plan request for property located at 1045 Cook Road for an athletic field known as The John A. and Marlene L. Boll Campus Center; and,

**WHEREAS**, the Grosse Pointe Woods Planning Commission conducted a public hearing,

**NOW THEREFORE IT IS HEREBY RESOLVED AS FOLLOWS:**

The factual findings and reasons for these recommendations are based on the record and supporting documentation submitted as of this date including the agenda items received and placed on file, as well as the comments and representations made at the public hearing before this body on September 26, 2017.

Therefore the Planning Commission recommends that the City Council **APPROVE** the Special Land and Site Plan use based on the following conditions:

1. Prior to submitting a building permit application, the applicant shall schedule a pre-construction meeting with the City;
2. Prior to submitting a building a building permit application, the applicant shall submit a storm water drainage plan that complies with Chapter #26 of the City Code;
3. An easement agreement shall be prepared by the applicant, acceptable to the City Attorney, and approval of the City Council for construction between the Campus Center building and McCann Ice Arena over the City's easement and sewer;
4. The City to require hardscape alternative to the proposed landscaping in the area between the sidewalk and curb in the event the proposed landscape plantings fail to develop;
5. Construction to commence within 60 days of City Council approval and be completed within 2 years; and
6. Submit a corrected Sheet C1 showing proper parking counts in the new lot and building height; and
7. Appropriate bond be filed for construction

MOTION CARRIED by the following vote:

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

Motion by Vaughn, seconded by Vitale, that the Planning Commission immediately certify the previous motion.

MOTION CARRIED by the following vote:

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

The next item on the agenda was **Review of Three New Sign Applications: Med Post Urgent Care, 20599 Mack Ave.** Building Official Tutag provided an overview of the application, noting that the ordinance limits the message units on a property to 10 units, only allows two signs per building, and also limits the size to 12 square feet; therefore, the request was denied. Mary Ellen Madary from Northern Sign Company, on behalf of Med Post Urgent Care, was present to answer questions.

Motion by Hamborsky, seconded by Profeta, regarding Sign Applications: Med Post Urgent Care, 20599 Mack Avenue, that the Planning Commission recommend to the City Council that the requested sign variance be approved with the following conditions:

1. Any holes or shadows from removal of the existing sign should be repaired;
2. The signs are completed within 6 months of City Council approval.

MOTION CARRIED by the following vote:

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

Motion by Hamborsky, seconded by Stapleton, that the Planning Commission immediately certify the previous motion.

MOTION CARRIED by the following vote:

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

The next item on the agenda was the **Building Official's Monthly Report – July & August 2017**. Mr. Tutag reported the following:

- The Building Department has been extremely busy over the past couple months;
- The Building Department has begun to use the Wayne County Circuit Court for homes that progress has not been made on through tickets issued at the Municipal Court level;
- The Hunt Club has been sold and he has had a meeting with the owners regarding cleaning up the property. The new owners plan to remove the tennis courts and swimming pool;
- Legacy Oaks is making quick progress.

Regarding the **Council Reports**:

- City Attorney Berschback reported that the easement for Lake Front Park was granted in August.

Commission Member Stapleton will attend the Council Meetings in October.

Under **New Business**, the following **Subcommittee Report** was provided:

**2020 Plan** – Chair Fuller and members Hamborsky and Vitale asked Council Member Bryant when the Council would provide feedback to the Commission.

**Branding** – Commission Members Hamborsky, Profeta, and Stapleton had nothing to report.

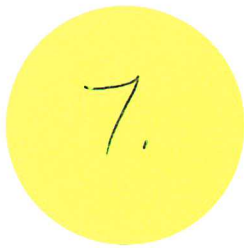
**Crosswalk/Pocket Park** – Chair Fuller and Members Vaughn and Vitale had nothing to report.

**Streetscape** – Commission Member Hamborsky had nothing to report.

Motion by Vaughn, seconded by Vitale, that the Planning Commission Meeting adjourn at 9:14 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Steve Gerhart  
Deputy City Clerk



# **CITY OF GROSSE POINTE WOODS**

## **BUILDING DEPARTMENT**

### **MEMORANDUM**

TO: Planning Commissioners

FROM: Gene Tutag, Building Official

DATE: December 4, 2017

SUBJECT: PC Attendance for 2018 City Council Meetings

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City Council meetings are normally held on the first and third Mondays of each month at 7:30 p.m. A Planning Commission member is required to attend such meetings.

<b>MONTH</b>	<b>DATES</b>	<b>PC MEMBER</b>
January	08 - 22	Fuller
February	05 - 26	Gilezan
March	05 – 19	Hamborsky
April	09 - 16	Profeta
May	07 – 21	Reiter
June	04 – 18	Rozycki
July	02 – 16	Stapleton
August	13 - 20	Vaughn
September	10 – 17	Vitale
October	01 – 15	Fuller
November	19 - 26	Gilezan
December	03 - 17	Hamborsky





**City of Grosse Pointe Woods  
BUILDING DEPARTMENT  
Monthly Financial Report – SEPTEMBER 2017**

Permits Issued: 176

Rental Certificates: 9

Total: \$ 31,333

**CODE ENFORCEMENT**

Abandoned/Foreclosure Compl. Notices Issued:	0
# of Complaints Investigated by Code Enforcement:	15
Closed Due to Compliance:	13
Open for Longer Compliance Time:	5
Citations Issued:	1
Early Trash Notices:	3
Code Violation Notices to Residents:	16
Tall Grass Notices Issued:	13
Stop Work notices to Contractors (working w/o permit):	5
Outside Storage:	1

**NEW BUSINESS**

None

**City of Grosse Pointe Woods  
BUILDING DEPARTMENT  
Monthly Financial Report – OCTOBER 2017**

Permits Issued: 202

Rental Certificates: 9

Total: \$ 106,645

**CODE ENFORCEMENT**

Abandoned/Foreclosure Compl. Notices Issued:	0
# of Complaints Investigated by Code Enforcement:	10
Closed Due to Compliance:	9
Open for Longer Compliance Time:	1
Citations Issued:	3
Early Trash Notices:	9
Code Violation Notices to Residents:	35
Tall Grass Notices Issued:	7
Stop Work notices to Contractors (working w/o permit):	4
Outside Storage:	9

**NEW BUSINESS**

**City of Grosse Pointe Woods  
BUILDING DEPARTMENT  
Monthly Financial Report – NOVEMBER 2017**

Permits Issued: 137

Rental Certificates: 15

Total: \$ 21,758

**CODE ENFORCEMENT**

Abandoned/Foreclosure Compl. Notices Issued:	0
# of Complaints Investigated by Code Enforcement:	13
Closed Due to Compliance:	10
Open for Longer Compliance Time:	3
Citations Issued:	3
Early Trash Notices:	6
Code Violation Notices to Residents:	29
Tall Grass Notices Issued:	1
Stop Work notices to Contractors (working w/o permit):	0
Outside Storage:	5

**NEW BUSINESS**