

CITY OF GROSSE POINTE WOODS, MICHIGAN
20025 Mack Plaza Dr.
Planning Commission Meeting
Tuesday, January 24, 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 – 12/13/16
7. **ELECTION OF CHAIR AND VICE-CHAIR/SECRETARY:**
8. **ADOPTION OF RULES OF ORDER AND PROCEDURE:**
 - A. PC Excerpt – 02/23/16
 - B. Rules of Order and Procedure – 02/23/16
9. **GPW PLANNING COMMISSION ANNUAL REPORT 2016:**
 - A. Memo – 01/19/17 – Building Official (Tutag)
 - B. DRAFT – Planning Commission Annual Report 2016
10. **DISCUSSION: BUDGET FOR FISCAL YEAR 2017/18**
11. **CONTINUED DISCUSSION: MASTER PLAN**
 Memo – 01/18/17 – Building Official (Tutag)
12. **DISCUSSION: PROPOSED AMENDMENT TO SIGN ORDINANCE, #32-13,
 WALL SIGNS**
 City Council Excerpt – 01/09/17 (NOTE: Bldg Official w/distribute proposed amendment at meeting)
13. **BUILDING OFFICIAL'S MONTHLY REPORT:**
 Building Department Report – December 2016
14. **COUNCIL REPORTS:**
 December – Rozycki
 January – Stapleton
15. **INFORMATION ONLY: COUNCIL REPRESENTATIVE FOR NEXT MEETING:**
 February - Vaughn
16. **NEW BUSINESS:**
 2020 Plan (Hamborsky/Vitale/Fuller/Gilezan)
17. **PUBLIC COMMENT:**
18. **ADJOURNMENT:**



MINUTES OF THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, DECEMBER 13, 2016, 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 Stapleton.

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

Absent: Gilezan

Also Present: Building Inspector Tutag
City Clerk Hathaway

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

MOTION CARRIED by the following vote:

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

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

The City Clerk distributed the minutes from the Workshop and Regular Commission meeting from November 22, 2016.

Motion by Vaughn, seconded by Vitale, that all items on tonight's agenda be received, placed on file, taken in order of appearance including the two sets of minutes from November 22, 2016.

MOTION CARRIED by the following vote:

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

The Chair indicated Council Member Bryant was in attendance as the City Council Representative.

Motion by Rozycki, seconded by Profeta, regarding **Approval of Minutes**, that the Regular Planning Commission Minutes and Planning Commission Workshop Minutes of November 22, 2016, be approved as submitted.

MOTION CARRIED by the following vote:

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

The next item discussed was regarding the **Grosse Pointe Woods Master Plan**. The Building Official provided an overview regarding his memos dated November 17, 2016, and December 6, 2016. He discussed the Hunt Club's current use, and proposed future land use. He recommended changing the zoning from parks and recreation to single-family low density, and also recommended that discussion continue. A public hearing could be set at the January meeting for a future meeting date. Questions and answers ensued.

The Chair discussed considering changes to Liggett Middle School property. The Building Official stated that there may be people who would prefer to see the property remain as parks and recreation to utilize for recreation space.

Chair Stapleton is scheduled to attend the January Council Meetings.

The next item was the **Building Official's report**, and the following item was discussed:

1. There was a recent proposal to install wireless antennae in the alley north of City Hall. He stated visual clutter and abandoned communication wires are being found around the City. City Council directed the Building Official to contact DTE and the Public Service Commission regarding the problem. He has received follow-up calls with Edison, and photos of the visual clutter in the community were sent to Edison. The City Attorney stated DAS small cell is a 40' pole with a large box and is becoming the new technology. He is working on a new procedure and possibly a new licensing agreement.

Commissioner Rozycki provided on the December 5, 2016, City Council meeting report.

Under New Business:

- The Building Official stated a second reading on the fence ordinance has been scheduled for December 19, 2016.
- Commissioner Hamborsky stated a final draft of the 20/20 Plan is going to be presented in January to the Committee-of-the-Whole or City Council.

PLANNING COMMISSION
12-13-16 – 17

Motion by Rozycki, seconded by Fuller, that the Planning Commission Meeting adjourned at 8:12 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

PLANNING COMMISSION EXCERPT
02/23/16

Motion by Gilezan, seconded by Fuller, that the Planning Commission approve and adopt the **Rules of Order and Procedure**, as submitted.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Hamborsky, Reiter, Rozycki, Vitale, Vaughn

NO: None

ABSENT: Profeta, Stapleton

RULES OF ORDER AND PROCEDURE
OF
PLANNING COMMISSION
OF
GROSSE POINTE WOODS

1. The Planning Commission shall be constituted and shall have powers and perform such duties as are provided for in Section 1, Chapter 4, of the City Code of the City of Grosse Pointe Woods.
2. The officers of the Planning Commission shall be a Chair, and Vice Chair/Secretary. The Chair shall preside at all Planning Commission meetings, and in the Chair's absence, the Vice Chair/Secretary shall act in such place and stead.
3. The terms of office of the Chair and Vice Chair/Secretary shall be for a period of one (1) calendar year, or until their respective successors shall be elected and have qualified. At the first scheduled meeting of each calendar year, the Commission shall *elect* from among its members, a Chair and Vice Chair/Secretary who shall be seated at the next regularly scheduled meeting.
4. The City Clerk or the Clerk's agent shall record all proceedings of the Planning Commission.
5. The Planning Commission shall hold regular meetings on the fourth Tuesday in each month, except December, which shall be held on the second Tuesday, as such time and at such Planning Commission shall determine.
6. Special meetings of the Planning Commission shall be called by the City Clerk upon the written request of the Chair, endorsed in writing of two other members, or in such absence, by the Vice Chair/Secretary, endorsed in writing by two other members; or the written request of any three members of the Planning Commission on at least twenty-four (24) hours written notice to each member of the Planning Commission served personally or left at the place of residence; or by a majority affirmative vote of those present at a Planning Commission meeting.
7. No business shall be transacted at any special meeting of the Commission unless the same shall have been stated in the notice of such meeting, provided that the provisions hereof may be waived by consent of the members of the Commission present and the written consent of the absent members.
8. All meetings, both regular and special, shall be open to the public.
9. The majority of the members of the Planning Commission in office shall constitute the

quorum for the transaction of business at any meeting thereof and in the event of a lack of quorum, the members of the Commission so present shall adjourn any such meeting to a later date.

10. The business of all meetings of the Commission shall be transacted, so far as possible, in the following order:

Roll Call
Approval of minutes
Matters appearing upon the Agenda
New Business

11. The presiding officer shall preserve order and decorum and shall speak to points of order in preference to other members. The presiding officer shall decide questions of order subject to appeal to the Commission, which appeal must be duly moved and seconded and sustained by majority vote of the Commission.

12. Before any member of the Commission, officers, or person in the audience may address the Commission, permission to do so must be obtained from the presiding officer, provided that any person having the floor shall not be interrupted unless ruled out of order by the presiding officer.

13. Approval of the Planning Commission shall be evidenced by a duly adopted motion or resolution of the Commission and by the execution of the "approval stamp" affixed to the front elevation of the building, the Plot Plan, the plat, the subdivision restrictions, the property use statement and other documents, as the case may be requiring approval by the Chair, or in the Chair's absence, by the Vice Chair/Secretary of the Commission, and when so approved the same shall be delivered to the City Clerk for further processing.

14. The Chair, in consultation with the Building Official, shall prepare an agenda of all matters which will be considered at each meeting, which agenda shall be distributed among the Commission members at least forty-eight (48) hours prior to the time of holding the meeting. Any matter not on the agenda shall not be acted upon without the unanimous consent of the members of the Commission present at such meeting, provided, if any matter is presented upon motion duly made and seconded, objection to action thereon shall be immediately voiced by any objecting members of the Commission before discussion is entered upon and, if no such objection is voiced, no objection shall thereafter be voiced to any action taken or proposed to be taken.

15. Upon request of a majority of the members of the Commission present, any question PROPERLY before the Commission shall be put to vote; such request for a vote shall be acted upon immediately without further discussion of the subject, and shall thereupon bring the question to a direct vote upon a motion to table, a motion to refer, a motion to amend, or upon the main question, in the order named.

16. At the request of a Commission member, any question shall be divided if such question, in the opinion of the presiding officer, is subject to division and shall be submitted as divided.

17. No motion or proposition different from that under consideration shall be admitted under cover of amendment, provided that a substitute motion may be submitted to cover the same subject matter and, if carried, shall result in determining the original motion out of order.

18. No motion shall be debated or put to a vote unless the same shall have been seconded and properly read by the Clerk, or summarized by the Chair.

19. A motion to reconsider any vote upon any question shall be in order at the following meeting of the Commission; provided that a member of the prevailing side intending to move to reconsider shall file a notice in writing of the Member's intention to do so with the Vice Chair/Secretary and the City Clerk within twenty-four (24) hours after the action to be reconsidered was taken. The same number of votes shall be required to reconsider any action of the Commission as is required to adopt the same.

Upon the filing of a Notice for reconsideration, the effect of the action to be reconsidered shall be suspended until action can be taken upon such consideration. Action upon the reconsideration shall be taken at the next regular Commission meeting or at a prior Special Meeting called for that purpose.

20. When any question is under debate, no motion shall be received except the following, and in the order named:

- Motion to adjourn
- Motion to table
- Motion for the question
- Motion to refer
- Motion to amend
- Substitute motion

21. A motion to adjourn shall always be in order except when a vote is being taken or when a member of the Commission has the floor. A motion to adjourn or to table shall be decided without debate.

22. These Rules of Order may be amended or altered by a majority vote of the Commission.

23. The Commission, by a majority affirmative vote of the Commission, may suspend the operation of any one of the aforementioned Rules for a single session, except Section 18.

24. Making of remarks by Commission members should be preceded by asking permission of the presiding officer.

25. Upon the City Clerk receiving a petition directed to the Planning Commission, which petition requires a public hearing under the provisions of the City Code, the City Clerk shall determine whether such petition contains all necessary information and, if so, the City Clerk may establish a date for a public hearing before the Planning Commission and publish any notices required and shall forward such petition to the Planning Commission which shall conduct the public hearing on the date established therefore.

26. **IMPORTANT:** If a Planning Commission Member will be absent for a meeting, the Member must notify the Chair of such anticipated absence as soon as possible prior to such meeting.

27. Except as above provided, Roberts "Rules of Order" shall govern.

28. The Chair shall prepare an annual report to be submitted to the City Council in accordance with the Planning Enabling Act. The report shall be submitted to the Planning Commission for approval in January of each calendar year to ensure that the report is submitted to the City Council for their budget deliberations. The report should summarize the Commission's operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

29. **Conflict of Interest**

- A. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Planning Commission. The member is disqualified from voting on the matter if a conflict exists.
- B. Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - 1. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
 - 2. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her or which is adjacent to land owned by him or her.
 - 3. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
 - 4. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
 - 5. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parents in-law, grandparents in-law, or members of his or her

household.

6. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
 - a) An applicant or agent of an applicant, or
 - b) Has a direct interest in the outcome.
- C. If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.
- D. When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following as soon as possible.
 1. Declare a conflict exists at the first available meeting of the Commission or committee;
 2. Cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, provided however that the member may remain in the Council chambers during deliberation.
- E. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

30. **Capital Improvement Review**

The Planning Commission will review information regarding appropriate capital improvement projects as provided to it by the Administration in order to comply with state law regarding the capital improvement review process.

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CITY OF GROSSE POINTE WOODS

Building Inspector

MEMORANDUM

DATE: January 19, 2017
TO: Planning Commission
FROM: Gene Tutag, Building Inspector
SUBJECT: Grosse Pointe Woods Annual Planning Commission Report – 2016 (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 2016.

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

1 Attachment
DRAFT 2016 Annual PC Report



**GROSSE POINTE WOODS
PLANNING COMMISSION
ANNUAL REPORT**

2016

GROSSE POINTE WOODS PLANNING COMMISSION REPORT - 2016

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 5 out of 12 months during 2016. During that time, the Commission reviewed, discussed and acted on items contained in the following report:

2016 Planning Commission Overview

JANUARY

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

FEBRUARY

- PC Meeting: Sign Appeals (3): MedPost Urgent Care, 20599 Mack Avenue
Planning Commission recommended to City Council that the sign variance be APPROVED
Election of Chair: STAPLETON
Election of Vice Chair: FULLER
Rules of Order and Procedure: APPROVED, as submitted.
PC Annual Report 2015 APPROVED and referred to City Council.
- City Council: 2016 Council Representative to Planning Commission – Bryant (eff 3/1/16)

MARCH

- PC Meeting: Meeting canceled
- City Council: GP Woods Planning Commission 2015 Annual Report – RECEIVED AND PLACED ON FILE

APRIL

- PC Meeting: Appeal of Determination: Property Maintenance Code, Article II Chapter 8, Section 8-68(a): 1859 Huntington DENIED
- City Council: N/A

MAY

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

JUNE

- PC Workshop: Discussion: Proposed Repair Bay Addition, Mack Auto Center, 20805 Mack Avenue
- PC Meeting: Meeting canceled
- City Council: N/A

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

- PC Meeting: Regular Meeting – Building Official's Report
- City Council: N/A

NOVEMBER

- PC Workshop: Discussion: 2020 Plan
- PC Meeting: Sign Appeals (3): Licavolli's Market, 20915 Mack Avenue:
Recommended to City Council to APPROVE variances with
Conditions
Discussion: Master Plan – Five Year Review
- City Council: N/A

DECEMBER

- PC Meeting: Continued Discussion: Master Plan - Five Year Review
- City Council: Reappointment: PC Members: Gilezan, Reiter & Rozycki with terms to expire on 12/31/19

SUB-COMMITTEE REPORT:

2020 Plan:

The 2020 Plan sub-committee's goal is "to provide fresh, forward thinking, realistic design, zoning and administrative tools that foster and support progressive future development to achieve maximum sustained viability, growth and value within the City of Grosse Pointe Woods. The focus of this sub-committee is to develop concept ideas for a comprehensive plan of community minded improvements and features along the primary commercial corridors of Mack Avenue and the section of Vernier west of Mack. Commissioner members Hamorsky, Gilezan, Vitale and Fuller reported that a final draft of the plan will be presented to Committee of the Whole/City Council in January.

BUDGET REPORT:

Date	Description	Debit	Credit	Balance	% Used
02/02/16	Planning & Zoning Center, Inc.	\$ 370.00		\$ 4,630.00	
04/19/16	MAP Membership Dues	\$ 640.00		3,980.00	
	2015/16 End Fiscal Year			\$ 3,980.00	19.4%
	2016/17 NEW 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:**

Tonja Stapleton, Chair

Michael Fuller, Vice-Chair/Secretary

Grant Gilezan

Doug Hamborsky

James Profeta

Eric Reiter

Richard Roczycki

Thomas Vaughn

John Vitale

Date

11.

CITY OF GROSSE POINTE WOODS
Building Department
MEMORANDUM

DATE: January 18, 2017
TO: Planning Commission
FROM: Gene Tutag, Building Inspector GT
SUBJECT: GPW Master Plan Review

Over the past few months, the Planning Commission has been focusing on the required five year review of the City's Master Plan. The Future Land Use Map component of the plan, particularly the designation of the Grosse Pointe Hunt Club as Parks and Recreation being changed to low density residential, has been discussed. The low density residential designation would better represent the future development in this area of the city.

However, the Future Land Use Map presents a vision of the City's future. Changing the designation of a property on the Future Land Use Map does not require the City to alter the zoning of that parcel. Any rezoning is still subject to the standard of review in the City's zoning ordinance and the Michigan Planning Enabling Act. The current zoning of the Grosse Pointe Hunt Club is R-1B (One Family Residential). No plans have been submitted to the City for redevelopment at this time.

If a rezoning application were to be submitted, compliance with the Future Land Use Map is only one of several considerations that the Planning Commission and City Council must discuss when debating on whether or not to rezone the property. While the Future Land Use Map may suggest a particular type of development on a parcel in the future, the City Council maintains the authority to decide when the time is right for any zoning changes.

Staff is recommending that the Future Land Use Map not be amended at this time.

By reviewing the Master Plan at this time, the Planning Commission has taken appropriate action to be in compliance with MCL 125.3845(2) of the Planning Enabling Act 33 of 2008.

COUNCIL EXCERPT
01-09-17

The Building Official provided an overview of his memo dated November 17, 2016, regarding **sign variance: Licavoli's Market, 20915 Mack Avenue**. He stated that since the Planning Commission meeting held November 22, 2016, he has changed his recommendation as identified on his memo after receiving additional information, and he is recommending approval of the sign variances.

The Building Official was asked to discuss a possible sign ordinance amendment with the Planning Commission.

The following individuals were heard in favor of the proposed signage:

Dave Embree
Embree Signs

Phil Licavoli, owner
Licavoli's Market

Motion by Granger, seconded by Shetler, regarding sign variances: Licavoli's Market, 20915 Mack Avenue, which requests are noncompliant with Sections 32-17, 32-10(a)(1), and 32-13(d), that the City Council concur with the recommendation of the Planning Commission at their meeting on November 22, 2016, and approve the variances with the following conditions:

1. That the total signage not exceed 84 sq. ft.;
2. That the final font and color be coordinated with the Building Department;
3. That there not be any greater than 12 message units in total;
4. A hardship was presented and expressed by the applicant;
5. That the variances are in the best interest of the City and within the spirit and intent of the ordinance;
6. The petitioner is prevented from installing window signage due to colonial style mutton bars in the windows;
7. It is a corner building;
8. Signage is not offensive and is appropriate with the scale and location of the building.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, Koester, McConaghy, Novitke, Shetler

No: None

Absent: None