

CITY OF GROSSE POINTE WOODS, MICHIGAN
20025 Mack Plaza Dr.
Planning Commission Meeting
March 24, 2015
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 – 12/09/14
- 7. APPOINTMENTS – ELECTION OF CHAIR AND VICE-CHAIR/SECRETARY:**
- 8. ADOPTION OF RULES OF ORDER AND PROCEDURE:**
 - A. PC Excerpt – 02/25/14
 - B. Rules of Order and Procedure – 02/25/14
- 9. GPW PLANNING COMMISSION ANNUAL REPORT 2014:**
 - A. Memo – 01/21/15 - Building Official (Tutag)
 - B. Draft – Planning Commission Annual Report 2014
- 10. BUILDING OFFICIAL'S MONTHLY REPORT:**
Building Department Report – February 2015
- 11. COUNCIL REPORT:**
December 15 - Fuller
January – Gilezan
February – Hamborsky
March - Harrell
- 12. INFORMATION ONLY: COUNCIL REPRESENTATIVE FOR NEXT MEETING:**
April - Profeta
- 13. NEW BUSINESS:**
2020 Plan (Hamborsky/Vitale/Fuller/Gilezan)
Special Sign (Vaughn/Fuller/Stapleton)
- 14. PUBLIC COMMENT:**
- 15. ADJOURNMENT:**



PLANNING COMMISSION
12/09/14 – 027

MINUTES OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, DECEMBER 9, 2014, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:40 p.m. by Vice-Chair Stapleton.

Roll Call: Vice-Chair Stapleton
Fuller, Gilezan, Harrell, Vitale

Absent: Hamborsky, Profeta, Rozycki, Vaughn

Also Present: Building Official Tutag
Deputy City Clerk Gerhart
City Attorney Chip Berschback

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

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Harrell, Stapleton, Vitale

NO: None

ABSENT: Hamborsky, Profeta, Rozycki, Vaughn

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

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Harrell, Stapleton, Vitale

NO: None

ABSENT: Hamborsky, Profeta, Rozycki, Vaughn

The Vice-Chair recognized Council Member Ketels who was in attendance at tonight's meeting.

Motion by Gilezan, seconded by Vitale, regarding **Approval of Minutes**, Planning Commission Workshop minutes dated November 25, 2014, be approved as revised.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Harrell, Stapleton, Vitale

NO: None

ABSENT: Hamborsky, Profeta, Rozycki, Vaughn

PLANNING COMMISSION

12/09/14 – 028

Motion by Fuller, seconded by Harrell, regarding **Approval of Minutes**, Planning Commission minutes dated November 25, 2014, be approved.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Harrell, Stapleton, Vitale

NO: None

ABSENT: Hamborsky, Profeta, Rozycki, Vaughn

The next item on the agenda was **Planning Commission Attendance – 2015 Monthly Meeting Schedule**. Vice-Chair Stapleton stated that this item is for informational purposes only.

The next item on the agenda was the **Building Official's Monthly Report – November 2014**. Mr. Tutag reported the following:

- The Building Department has received plans for the first phase of the Legacy Oaks Condominiums, which includes five units, with the largest unit being approximately 5,000 square feet. There is currently individual's interest in purchasing the units as they become available. They have been granted permission to install landscaping this winter as the weather permits. They will also attempt to loop the fire hydrants this season.
- The City Inspectors are attempting to wrap up final inspections at the River's project.

Regarding the **December 2014 Council Reports**:

- Member Fuller stated there were three reappointments to the Commission, Commissioner's Profeta, Vaughn and Vitale, with terms ending January 31st, 2017.
- There were also two resignations from the Mayor's Mack Avenue Commission.

Commission Member Gilezan will attend the Council Meetings in January.

Under **New Business**, the following **Subcommittee Reports** were provided:

2020 Plan – Discussion was held regarding presenting the plan to the Committee-of-the-Whole. It was decided to present the plan to the Mayor's Mack Avenue Business Study Committee prior to presenting the plan to the Committee-of-the-Whole. This will allow for local business owners to provide additional input to the plan. The 2020 Plan Subcommittee will present at the next Mayor's Mack Avenue Business Study Committee meeting.

Special Sign – Commission Members Fuller and Stapleton had nothing to report.

Hearing no objections, the following was discussed under New Business/Public Comment:

- Building Official Tutag stated that he had received a letter from University Liggett regarding improvements of the Campus Center Building and Streetscape Improvements, and recommended a public hearing be set for the next meeting.

PLANNING COMMISSION
12/09/14 – 029

Motion by Gilezan, seconded by Vitale, that the Planning Commission schedule a **Public Hearing for the University Liggett Campus Center Building and Streetscape Improvements for January 27, 2015.**

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Harrell, Stapleton, Vitale

NO: None

ABSENT: Hamborsky, Profeta, Rozycki, Vaughn

Motion by Gilezan, seconded by Vitale, that the Planning Commission Meeting be adjourned at 7:52 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Steve Gerhart
Deputy City Clerk



PLANNING COMMISSION EXCERPT
2/25/14

Motion by Vaughn, seconded by Profeta, that the Planning Commission approve and adopt the **Rules of Order and Procedure**, as revised.

MOTION CARRIED by the following vote:

YES: Fuller, Gilezan, Hamborsky, Harrell, Profeta, Rozycki, Stapleton, Vaughn,
Vitale

NO: None

ABSENT: None

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 ~~appoint~~ *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.

* * *

9.

CITY OF GROSSE POINTE WOODS

BUILDING DEPARTMENT

MEMORANDUM

TO: Planning Commission

FROM: Gene Tutag, Building Official

DATE: January 21, 2015

SUBJECT: Grosse Pointe Woods Annual Planning Commission Report – 2014
(DRAFT)

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

We have assembled a DRAFT annual report with the activities of the Planning Commission for the year 2014.

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

Attachment

/sjs



GROSSE POINTE WOODS
PLANNING COMMISSION
ANNUAL REPORT

2014

GROSSE POINTE WOODS PLANNING COMMISSION REPORT - 2014

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 9 out of 12 months during 2014. During that time, the Commission reviewed, discussed and acted on items contained in the following report:

2014 Planning Commission Overview

JANUARY

- PC Meeting: Meeting canceled
- City Council: Rejected request for annexation to Grosse Pointe Farms for seven houses along Provencal Road.

FEBRUARY

- PC Workshop Meeting: Discussion: Chapter 32, Awnings
- PC Meeting: Election of Chair Rozycki and Vice-Chair/Secretary Stapleton (*in compliance with the Michigan Planning Enabling Act*).
Rules of Order & Procedure approved with revisions.
PC Annual Report 2013 provided to PC members for review.
Façade Change APPROVED: Comerica Bank, 21303 Mack
Welcomed new Planning Commission Member Harrell.

MARCH

- PC Meeting: Planning Commission Annual Report 2013 approved as Amended. Motion amended to insert Michelle Harrell's name into Planning Commission member names list.
Discussion: Chapter 32, Awnings. Building Official asked to review and report back to the PC at a future meeting.
- City Council: Approved sign variance for CVS

APRIL

- PC Meeting: Approved Façade Change: Bucci, 20217/20219 Mack Avenue
PC Members toured The Rivers, 900 Cook Rd.

MAY

- PC Workshop Meeting: Introduction of Legacy Oaks, 850 Briarcliff
- PC Meeting: Scheduled Public Hearing: Legacy Oaks, 850 Briarcliff for Conditional Rezoning

JUNE

- PC Meeting: Public Hearing: Legacy Oaks, 850 Briarcliff for Conditional Rezoning. Planning Commission adopted the proposed resolution recommending City Council approval.

JULY

- PC Meeting: Meeting canceled – no items on agenda

AUGUST

- PC Meeting: Meeting canceled
- PC Subcommittee: 2020 Plan – Continued Discussion

SEPTEMBER

- PC Meeting: Discussion: 2020 Plan. A draft copy of the plan and a schematic design plan were distributed.

OCTOBER

- PC Meeting: Proposed Façade Change: Churchill's Bistro Cigar Bar, 19271 Mack Avenue APPROVED WITH CONDITIONS.

At the direction of the Building Official, Building Department employee Sean Ditty provided various potential streetscape objects for Planning Commission review in attempting to implement the design aspects of the 2020 Plan.

NOVEMBER

- PC Workshop Meeting: Continued Discussion: 2020 Plan. Consensus of the Planning Commission was to create a priority list and submit it to City Council.

- PC Meeting: Presentation: Understanding Community Food Systems by Kristine Hahn, Michigan State University Extension Food System Educator, Eastern Market Office.

DECEMBER

- PC Meeting: Information: Planning Commission Member Attendance at City Council Meetings in 2015

Discussion: 2020 Plan. It was decided to submit the 2020 Plan to the Mayor's Mack Avenue Business Study Committee prior to presenting the plan to the Committee-of-the-Whole.

SUB-COMMITTEE REPORTS:

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 the sub-committee in 2013 was 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. The committee plans a series of work session meetings during 2014 culminating in a recommendation report to the full Planning Commission for further potential action to Council.

Special Sign:

The Special Sign subcommittee's goal is to review the City of Grosse Pointe Woods existing sign ordinance with the objective of regulating signage in the commercial districts so that it is consistent with the character of the community. The initial focus of the subcommittee is illuminated signage.

BUDGET REPORT:

Date	Description	Debit	Credit	Balance	% Used
				\$4,912.53	
02/06/14	Plng & Zoning Ctr., Inc.	\$ 370.00			
04/30/14	MAP Membership Dues	\$ 625.00			
	2013/2014 END Fiscal Year			\$3,917.13	78%
	2014/2015 NEW Fiscal Year		\$5,000.00	\$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:**

Rich Rozycki, Chairperson

Tonja Stapleton, Vice-Chair/Secretary

Michael Fuller

Grant Gilezan

Doug Hamborsky

Michelle Harrell

James Profeta

Thomas Vaughn

John Vitale

Date

**City of Grosse Pointe Woods
BUILDING DEPARTMENT
Monthly Financial Report – February 2015**

Permits Issued: 94

Rental Certificates: 28

Total: \$ 15,906

CODE ENFORCEMENT

Abandoned/Foreclosure Compl. Notices Issued:	-
# of Complaints Investigated by Code Enforcement:	7
Closed Due to Compliance:	6
Open for Longer Compliance Time:	1
Citations Issued:	0
Early Trash Notices:	7
Code Violation Notices to Residents:	9
Tall Grass Notices Issued:	0
Stop Work notices to Contractors (working w/o permit):	4
Outside Storage:	7

NEW BUSINESS

None