

CITY OF GROSSE POINTE WOODS, MICHIGAN
20025 Mack Plaza Dr.
Planning Commission Meeting
March 26, 2013
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 – 02/26/13
7. **BUILDING OFFICIAL'S MONTHLY REPORT:**
Building Department Report – February 2013
8. **COUNCIL REPORT:**
March - Vaughn
9. **INFORMATION ONLY: COUNCIL REPRESENTATIVE FOR NEXT MEETING:**
April - Vitale
10. **NEW BUSINESS:**
Sub-Committee Reports:
2020 Plan (Hamborsky/Vitale/Fuller/Gilezan)
Special Sign (Vaughn/Evola/Fuller/Stapleton)
11. **PUBLIC COMMENT:**
12. **ADJOURNMENT:**

Submitted by: Gene Tutag, Building Official

313-343-2426

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT) POSTED
AND COPIES GIVEN TO NEWSPAPERS

Notice: The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to said meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or calling the A.D.A. Coordinator or the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2445; or Telecommunications Device for the Deaf (TDD) (313) 343-9249.

NOTE TO PETITIONERS:

Please make every effort to be present at the meeting so that public officials
may get the benefit of your input on the matter before them.

PLANNING COMMISSION
02/26/13 – 005

MINUTES OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, FEBRUARY 26, 2013, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:34 p.m. by Vice-Chair Rozycki.

Roll Call: Vice-Chair Rozycki
Fuller, Gilezan, Hamborsky, Rozycki, Stapleton, Vitale, Vaughn

Absent: Chair Evola

Also Present: Building Official Tutag
Recording Secretary Babij Ryska

It was noted that Ross Richardson submitted his formal resignation from the Planning Commission, which was regretfully accepted by Council.

Motion by Gilezan, seconded by Fuller, that Chair Evola be excused from tonight's meeting.

MOTION CARRIED by the following vote:

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

Motion by Vitale, seconded by Stapleton, 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, Hamborsky, Rozycki, Stapleton, Vitale, Vaughn
NO: None
ABSENT: Evola

Vice-Chair Rozycki welcomed Council Member Ketels, as Planning Commission Representative for being in attendance at tonight's meeting.

Motion by Vaughn, seconded by Fuller, regarding **Approval of Minutes**, that the Planning Commission Meeting minutes dated January 22, 2013 be approved.

MOTION CARRIED by the following vote:

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

PLANNING COMMISSION
02/26/13 – 006

Motion by Gilezan, seconded by Vitale, that the Planning Commission approve the **2012 Planning Commission Annual Report** as submitted, and forward to Council.

MOTION CARRIED by the following vote:

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

The next item on the agenda was Discussion: **Michigan Association of Planning (MAP) Membership**. Building Official Tutag stated that a MAP group membership is \$625/year and includes twelve members, discounted regional and on-site workshops, and publications. This is a worthwhile expenditure requires Commission approval.

Motion by Stapleton, seconded by Vaughn, that the Planning Commission approve a group membership to the **Michigan Association of Planning (MAP)** in an amount not to exceed \$625.00.

MOTION CARRIED by the following vote:

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

Discussion then ensued regarding **Budget – Fiscal Year 2013-2014**. Building Official Tutag indicated he does not anticipate any extraordinary expenses for FY 13/14, therefore, he recommended that the Commission request the standard \$5000.00 annual budget to cover any necessary membership, printing, and consulting costs.

Motion by Vaughn, seconded by Gilezan, to approve the Planning Commission budget of \$5000.00 for FY 13/14.

MOTION CARRIED by the following vote:

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

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

- The Building Department will begin submitting a monthly budget report for the Commissions information.
- Administration met with St. John regarding the violations of the helistop agreement. The violations have been addressed. Additionally, St John received a permit from Detroit to

PLANNING COMMISSION
02/26/13 – 007

build a permanent helistop on the roof of the parking deck, which should be completed in six weeks. The City will no longer have any regulatory authority at that time.

- The Rivers project is coming along nicely. They are putting in the elevator pits, stairwells, and will be starting on the masonry next week.
- Bellissima Boutique, a bridal shoppe, is moving into the Woods from the Hill.
- Spoke with two different parties that are interested in opening a cigar/martini bar on the Robusto's property.

Commission Member Stapleton was unable to attend the **January 28th Council Report** and Council Member Ketels did not recall anything of importance to the Commission.

Vice-Chair Rozycki gave the **February 2013 Council Reports**:

- February 4th: Nothing pertaining to the Planning Commission.
- February 25th: Nothing pertaining to the Planning Commission.

Commission Member Vaughn will attend the March 4th Council meeting.
Commission Member Gilezan will attend the March 18th Council meeting.

The following **Subcommittee Reports** were provided:

2020 Plan – Commission Member Hamborsky stated that the sub-committee's work product is progressing nicely. They intend to meet once per month until they are prepared to present to the Commission.

Special Sign Ordinance – Commission Member Vaughn stated there is nothing to report, however, with the resignation of Ross Richardson, there is an opening on the committee.

Motion by Vaughn, seconded by Vitale, that the Commission Member Stapleton be appointed to the Special Sign Ordinance Sub-Committee.

MOTION CARRIED by the following vote:

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

Hearing no objections, the following items were heard under **New Business**:

- Commission Member Vaughn complemented City Council on the Commission Appreciation Reception held last week; it was well organized and attended.

Motion by Gilezan, seconded by Vitale, to adjourn the Planning Commission meeting at 8:15 p.m.
Passed unanimously.

**City of Grosse Pointe Woods
BUILDING DEPARTMENT
Monthly Financial Report – February 2013**

Permits Issued: 94
Rental Certificates: 18
Vacant/Foreclosure: 0

Total: \$ 14,977.00

CODE ENFORCEMENT

Abandoned/Foreclosure Compl. Notices Issued:	0
# of Complaints Investigated by Code Enforcement:	17
Closed Due to Compliance:	16
Open for Longer Compliance Time:	1
Citations Issued:	2
Early Trash Notices:	5
Code Violation Notices to Residents:	22
Tall Grass Notices Issued:	0
Stop Work notices to Contractors (working w/o permit):	5
Outside Storage:	6

NEW BUSINESS

Denyse and Company (moved w/in GPW)

03/20/2013 11:24 AM
User: lbone
DB: Gpw

GL ACTIVITY REPORT FOR CITY OF GROSSE POINTE WOODS
FROM 101-105-880.500 TO 101-105-880.500
TRANSACTIONS FROM 07/01/2012 TO 03/31/2013

Page: 1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
07/01/2012			101-105-880.500 PLANNING COMM		BEG. BALANCE		0.00
07/26/2012	AP	INV	KONICA MINOLTA BUSINESS	221701879	34.07		34.07
			COPIER USAGE BLDG/PLAN COMM				
08/15/2012	AP	INV	JL GEISLER CORP	00082066	34.95		69.02
			ENGRAVED NAME PLATE				
10/31/2012	AP	INV	SUMMARY AP 10/31/2012		34.07		103.09
11/14/2012	AP	INV	SUMMARY AP 11/14/2012		202.50		305.59
01/17/2013	AP	INV	MCKENNA ASSOCIATES INC	21035	1,574.25		1,879.84
			NOVEMBER PLANNING SERVICES				
01/31/2013	AP	INV	KONICA MINOLTA BUSINESS	223463422	34.07		1,913.91
			COPIER USAGE BLDG/PLAN COMM				
02/14/2013	AP	INV	PLANNING & ZONING CENTER INC	6.13-5.14	370.00		2,283.91
			PLANNING AND ZONING NEWS				
03/31/2013			101-105-880.500	END BALANCE	2,283.91	0.00	2,283.91