



Memorandum

TO: Grosse Pointe Woods City Council; Grosse Pointe Woods City Administration
FROM: Brigitte Wolf, AICP
SUBJECT: Fee Schedule Revision – Outdoor Cafes Site Plan Review
DATE: May 24, 2024

We would like to propose a revision to the fee schedule pertaining to the Outdoor Café Site Plan Review cost. The 2024 Adopted Fee Schedule includes an \$800 Outdoor Café Site Plan Review fee when the site plan must be presented to the Planning Commission.

However, adding an outdoor café in the public right-of-way is smaller in scope than a full site redevelopment and may not need a formal review by the Planning Commission. Thus, we propose adding a fee for when outdoor café site plans can be reviewed administratively by the Planning and Building Department.

OUTDOOR CAFES FEES – CURRENT

Outdoor Café Site Plan – Planning Commission Required for newly added outdoor café in public right of way	\$800
Outdoor Café Permit Required for annual renewal + inspection	\$100

OUTDOOR CAFES FEES – PROPOSED

For Outdoor Cafes, we propose the following review process and corresponding fees:

1. Allow for outdoor café site plans to be reviewed and approved by the Building Official. In this scenario, the proposed outdoor café configuration and criteria must be in strict compliance with the Ordinance. Administrative approval requires less time allowing for a reduced site plan review fee at \$400.
Fee = \$400 Site Plan Administrative Review + \$100 Outdoor Café Permit
2. If the applicant is unable / unwilling to accommodate changes proposed by the Building Official or required by the Zoning Ordinance, Planning Commission site plan review would then be required.
Fee = \$800 Site Plan + \$100 Outdoor Café Permit

Outdoor Café Site Plan – Administrative Review Required for a newly added outdoor café in the public right of way	\$400*
Outdoor Café Site Plan – Planning Commission Review Required for a newly added outdoor café in the public right of way that does not meet / satisfy the administrative review	\$800
Outdoor Café Permit Required for annual renewal + inspection	\$100

** To Be Added To The Fee Schedule*