

MINUTES OF THE REGULAR PLANNING COMMISSION MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MARCH 28, 2023, IN THE COUNCIL-COURT ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:01 p.m. by Chair Fuller.

Roll Call: Chair Fuller  
Commissioners: Fenton, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe  
ABSENT: Bailey, Gilezan  
Also Present: Planning Project Manager, Michael Boettcher, AICP  
Council Member Vaughn  
Recording Secretary Miotto

**MOTION** by Vitale, seconded by Fenton, to excuse Commissioner Gilezan and Commissioner Bailey from attendance at tonight's meeting.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe  
NO: None  
ABSENT: Bailey, Gilezan

The Planning Commission, Staff, and the Public Pledged Allegiance to the Flag.

The following Commission members were in attendance:

- Catherine Dumke, Senior Citizens' Commission
- Melinda Billingsley, Citizens' Recreation Commission

**MOTION** by Fuller, seconded by Hamborsky, that tonight's agenda be received and placed on file.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe  
NO: None  
ABSENT: Bailey, Gilezan

**MOTION** by Gerhart, seconded by Vitale, that the December 13, 2022, Planning Commission Meeting Minutes be approved as presented.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe  
NO: None  
ABSENT: Bailey, Gilezan

The next item on the agenda was **Election of Chair and Vice Chair.**

Discussion ensued: Vice Chair automatically ascends to Chair and Commissioner Fenton was appointed as Vice Chair.

**MOTION** by Vitale, seconded by Hamborsky, that Chair Gerhart and Vice Chair Fenton be appointed.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe

NO: None

ABSENT: Bailey, Gilezan

The next item on the agenda was the **Adoption of Rules and Procedures.**

**MOTION** by Gerhart, seconded by Vitale, that the Rules and Procedures be amended as follows: item 5 be amended to read, "The Planning Commission shall hold regular meetings on the fourth Tuesday in each month, *except November, which will be held on the third Tuesday*, and December, which shall be held on the second Tuesday, at such time and at such *place* as the Planning Commission shall determine."

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe

NO: None

ABSENT: Bailey, Gilezan

The next item on the agenda was **Crispelli's Building Remodel – 19850 Mack Avenue Site Plan Review #1**. Architects request to renovate one unit of a larger storefront building at 19850 Mack Avenue and construct a restaurant within a rehabilitated multi-tenant commercial structure. The site contains an existing one-story retail building with a small, rear parking lot. The applicant proposes to demolish a portion on the rear (east) wall of the existing exterior façade, construct a foundation outside the exterior wall and install on it a new walk-in freezer unit to attach to and be accessed from the building.

Commissioners McNelis and Vitale requested to recuse themselves from this vote due to their firm's involvement in the project. Vitale requested to present to the Commission.

**MOTION** by Gerhart, seconded by Fenton, to recuse Commissioner Vitale and Commission McNelis from this item.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, O'Keefe

NO: None

ABSTAIN: McNelis, Vitale

ABSENT: Bailey, Gilezan

Discussion ensued with John Vitale, Stucky-Vitale Architects, representing Crispelli's, and George Thomas, Verus Development Group, representing ownership of the property, answering questions about screening, noise level, and parking.

**MOTION** by Gerhart, seconded by O'Keefe, that the Planning Commission recommend approval of the demolition of a portion of the rear wall to accommodate the installation of a walk-in freezer unit at 19850 Mack Ave (Parcel ID 40-012-01-0373-301) to City Council based on the following finding of facts:

- a) The proposed installation has no impact on the permitted use of the structure; and
- b) The proposed installation will not change the leasable area of the structure, and thus will not modify parking requirements for the use at this site; and
- c) The proposed use of the structure conforms with both current Zoning and the Master Plan Future Land Use Plan Map for the subject site and surrounding sites along the adjacent Mack Avenue corridor.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, O'Keefe  
NO: None  
ABSTAIN: McNelis, Vitale  
ABSENT: Bailey, Gilezan

The next item on the agenda was the **19876 Mack Avenue Site Plan Review**. The applicant requests to renovate the storefront of 19876 Mack Avenue and convert the building from a retail space to a restaurant. Renovations or remodeling of exterior building must be reviewed by planning commission to ensure the proposed changes are consistent with the design standards of Ordinance Section 50-374(b). McKenna recommends approval of the renovations to 19876 Mack Avenue (Parcel ID 40-012-01-0371-001).

Discussion ensued with George Thomas, Verus Development Group, developer/landlord of the property, answering questions about signage, exterior lighting, façade materials, and proposed sidewalk patio/outdoor cafe.

**MOTION** by Gerhart, seconded by Vitale, that the Planning Commission approve the renovations to 19876 Mack Avenue (Parcel ID 40-012-01-0371-001) based on the following finding of fact:

- a) The subject site has historically been and is anticipated to be used for commercial space,
- b) The architectural design elements enhance and increase compliance with the ordinance based on the existing building design,
- c) The proposed renovations will improve the integrity of the building without changing the building footprint or design elements.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe  
NO: None  
ABSENT: Bailey, Gilezan

The next item on the agenda was the **2022 Planning Commission Annual Report**. Project Planning Manager Boettcher provided an overview of the report and answered questions.


**MOTION** by Gerhart, seconded by Fenton, that the 2022 Planning Commission Annual Report be received, and placed on file, and forwarded to City Council.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe  
NO: None  
ABSENT: Bailey, Gilezan

The next item on the agenda was the **Master Plan Part 2 Proposal Review**.

Discussion ensued regarding approval/recommendation for the budget. McKenna, acting as an agent of the city, does review the proposal for appropriateness. Giffels is on the April 2023 Planning Commission agenda to discuss their work to date and next steps. Clearzoning/Municode was discussed. Questions arose about the scope of the current Giffels Webster contract, which could not be clarified in this session. Planning Commission asked Boettcher to get details on the Giffels Webster contract.

**MOTION** by Gerhart, seconded by Vitale, that the Planning Commission recommends to the City Council an expenditure not to exceed \$37,000 for the implementation of the Master Plan. 

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O'Keefe  
NO: None  
ABSENT: Bailey, Gilezan

The next item on the agenda was the **Building Official's Monthly Report** (January, February, March).

The report was reviewed. No discussion.

The next item on the agenda was the **Planning Commission Report**.

This item was stricken from the agenda.

The next item on the agenda was the **Council Reports**.

The December 19<sup>th</sup>, 2022, and January 9<sup>th</sup> and 23<sup>rd</sup>, 2023, and February 6<sup>th</sup> and 27<sup>th</sup>, 2023, and March 6<sup>th</sup> and 20<sup>th</sup>, 2023 City Council meetings were discussed.

Under **New Business**, discussion was had around decommissioning the Planning Commission sub-committees:

- a) Solar Ordinance
- b) 2020 Plan
- c) Crosswalk/Pocket Park
- d) Streetscape

Vitale suggested that we look at the streetscape ordinance and create a checklist to ensure anyone who comes with projects will also provide streetscape improvements. McNelis suggested we develop streetscape design standards. Some of these items were topics of the Streetscape sub-committee

and details should be in the Building Department. Vitale suggested that we review the lighting ordinance as over-lighting has a negative impact on our community. Discussed having maximum foot-candle standards versus only minimum standards. Requested that Boettcher review these items.

**MOTION** by Gerhart, seconded by O’Keefe, to decommission all sub-committees.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O’Keefe  
NO: None  
ABSENT: Bailey, Gilezan

Council Member Vaughn suggested that the revised sign ordinance, that was almost complete, be revisited on a future agenda.

Under **Public Comment**, Melinda Billingsley was heard.

**MOTION** by Fuller, seconded by Vitale, to immediately certify the minutes in order to provide them to City Council at their next meeting.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O’Keefe  
NO: None  
ABSENT: Bailey, Gilezan

**MOTION** by Fuller, seconded by Gerhart to adjourn at 8:45 p.m.

Motion carried by the following vote:

YES: Fenton, Fuller, Gerhart, Hamborsky, Vitale, McNelis, O’Keefe  
NO: None  
ABSENT: Bailey, Gilezan

Respectfully Submitted,  
Gretchen Miotto  
Clerk’s Confidential Assistant & Recording Secretary