

MINUTES OF THE REGULAR **PLANNING COMMISSION** MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON **MAY 28, 2024**, 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 7:14 p.m. by Chair McNelis.

Roll Call: Chair McNelis  
Commission Members: Fenton, Fuller, Gilezan, Hamborsky, O'Keefe, Vitale  
Absent: Bailey  
Also Present: City Planner, Brigitte Wolf  
Recording Secretary Miotto  
Rose Kim, Giffels Webster  
Council Representative Kenneth Gafa

**MOTION** by Gilezan, seconded by O'Keefe, to excuse Commission Member Bailey from attendance at tonight's meeting.

Motion carried by the following vote:

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

The Planning Commission, staff, and the public, Pledged Allegiance to the U. S. Flag.

Chair McNelis recognized Council Representative Gafa.

Chair McNelis recognized the late Council Representative, Thomas Vaughn, for his service to the Planning Commission, the city, and the community, and called for a moment of silence to honor him.

**MOTION** by Gilezan, seconded by Vitale, to amend tonight's agenda by moving the New Business item of the Master Plan to before the Public Hearing.

Motion carried by the following vote:

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

**MOTION** by O'Keefe, seconded by Fuller, that the April 23, 2024, Planning Commission meeting minutes be approved as presented.

Motion carried by the following vote:

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

The first item on the agenda, under **New Business**, was the **Consideration for Recommending the 2024 Master Plan Draft to City Council for the 63-Day Public Review and Comment Period**.

Rose Kim of Giffels Webster provided an overview of the process and the timeline for adoption. After the Planning Commission recommends the Master Plan to City Council for release for the 63-day Public Review period, public comments will be reviewed for incorporation into the final draft. The Planning Commission would host a Public Hearing, and then the final draft can be adopted by the Planning Commission, or sent to City Council for adoption.

Discussion was had around the final content and Giffels Webster will incorporate the edits into a final draft for review at the June Planning Commission meeting.

**MOTION** by O’Keefe, seconded by Vitale, that the Planning Commission table the recommendation to City Council on the **2024 Master Plan Draft** pending edits for final review at the June 2024 Planning Commission meeting.

Motion carried by the following vote:

YES: Fenton, Fuller, Gilezan, Hamborsky, McNelis, O’Keefe, Vitale

NO: None

ABSENT: Bailey

The next item on the agenda, is the **Public Hearing to Consider an Amendment to the Zoning Ordinance, Chapter 50, by adding Section 50-4.36, Permanent Makeup Services**.

Planner Wolf provided an overview of the Permanent Makeup Services proposed amendment and provided a corrected version to the Planning Commission.

**MOTION** by Gilezan, seconded by Vitale, to receive and place on file the corrected version of **the Permanent Makeup Services amendment**

Motion carried by the following vote:

YES: Fenton, Fuller, Gilezan, Hamborsky, McNelis, O’Keefe, Vitale

NO: None

ABSENT: Bailey

**MOTION** by Gilezan, seconded by Vitale, to open the Public Hearing.

Motion carried by the following vote:

YES: Fenton, Fuller, Gilezan, Hamborsky, McNelis, O’Keefe, Vitale

NO: None

ABSENT: Bailey

The Public Hearing was opened at 7:45 p.m. by Chair McNelis.

No one spoke in support of the proposed amendment.

No one spoke in opposition of the proposed amendment.

There were no public comments.

**MOTION** by Gilezan, seconded by Vitale, to close the Public Hearing.

Motion carried by the following vote:

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

The Public Hearing was closed at 7:46 p.m. by Chair McNelis.

There was no discussion, other than praise for Planner Wolf’s written amendment that clearly states the Planning Commission’s intentions on allowable Permanent Makeup Services.

**MOTION** by Gilezan, seconded by Fuller, that the Planning Commission recommend approval by Council of the proposed **Zoning Chapter 50 amendment**, as corrected, to add **Section 50-4.36, Permanent Makeup Services**.

Motion carried by the following vote:

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

**MOTION** by Gilezan, seconded by Vitale, to immediately certify the decision on this topic.

Motion carried by the following vote:

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

There were no items under **Old Business**.

The next item on the agenda for **Discussion** was **Amending Article Five of the Zoning Ordinance, by adding a New Section: 50-5.22 Exterior Lighting**.

Planner Wolf provided an overview of the language to be added to the Zoning Ordinance to better regulate and set guidance on exterior lighting. The process and tools used to measure the current light output at various businesses along Mack Avenue was explained. The Planning Commission reached consensus to incorporate the proposed new section, with discussed edits, into the Zoning Ordinance.

**MOTION** by Gilezan, seconded by Hamborsky, to advance the amendment, with discussed edits, to a Public Hearing at the June 2024 Planning Commission meeting.

Motion carried by the following vote:

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

The next item on the agenda for **Discussion** was **Amending Section 50-6.5 Outdoor Café Permit Requirements, related to the proposed Site Plan Reviews by the Planning Commission, and the Requirement of Decorative Hard Surfaces between the sidewalk and right of way.**

Planner Wolf provided an overview of the current proposed requirements, from a previous discussion, that require a Planning Commission site plan review, instead of the current Building Official approval. The 2024 Fee Schedule increased the Planning Commission site plan review fee to \$800, which is burdensome to the applicant and may discourage new outdoor cafes. City Planner Wolf is proposing to reverse the current proposed language to allow continued approval by the Building Official, if plans comply with the Ordinance. A Planning Commission site review would only be required if the applicant is unwilling/unable to accommodate any Building Official changes, and/or compliance with the Zoning Ordinance.

The proposed language for Hard Surfaces, is to allow an existing surface to remain. For newly constructed hard surfaces, approved decorative hard surfaces, such as brick pavers, exposed aggregate, stamped concrete, tiles, or other decorative hard surfaces, subject to Wayne County approval, is required. Discussion was had around flat concrete and the Planning Commission reached consensus to allow that as an approved hard surface.

**MOTION** by Gilezan, seconded by Hamborsky, to recommend approval by City Council of the proposed amendments, with discussed edits, to the Outdoor Café Permit Requirements, allowing continued approval by the Building Official, and the Requirement of Decorative Hard Surfaces between the sidewalk and right of way include flat surface concrete.

Motion carried by the following vote:

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

The next item on the agenda for was the **Building Official’s Monthly Report.**

Planner Wolf reviewed the Building Official’s memo. There is a focus on Outdoor Café permitting. Renata White, Permit Technician, has joined the McKenna team.

The next item on the agenda was the **Council Report/s for May.**

Commissioner O’Keefe reported on the May 6<sup>th</sup> City Council meeting which included discussion on Social Districts and the voting redistricting change that was made to Precinct 2 to move them into the 12<sup>th</sup> District for Representative in the State Legislature (all other Precincts remain in the 10<sup>th</sup> District for that legislative position). Commissioner Fenton reported on the May 20<sup>th</sup> City Council meeting, stating that the rezoning of 20100 Mack Avenue was approved.

Commissioner Fuller will cover the June City Council meetings.

The final item on the agenda was for **Information Only** related to the **Site Plan Amendment and Outdoor Café for Crispelli's, 19852 Mack Avenue**.

Planner Wolf provided an overview of the site plan rendering. An administrative review indicates there would be decorative hard surfacing, the dumpster would be screened, and there will be double screening with a rail and planter boxes.

Under **Public Comment**, the following resident was heard:

- Catherine Dumke spoke on the dangers of entering and crossing Mack Avenue due to the parallel parking and poor sight lines.

**MOTION** by Gilezan, seconded by Vitale, to adjourn at 8:36 p.m.

Motion carried by the following vote:

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

NO: None

ABSENT: Bailey

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