



MCKENNA

HEADQUARTERS  
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Northville, Michigan 48167

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Frank Schulte  
City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

January 15, 2024

Invoice No: 22-064 - 21

Project 22-064 Grosse Pointe Woods Planning Services  
Professional Services from December 1, 2023 to December 31, 2023

Professional Hourly Services

	Hours	Rate	Amount
Assistant Planner			
	3.25	85.00	276.25
Prepare Compact Parking and Lighting memo.	1.00	85.00	85.00
Review of conceptual plan for 20030 Mack.	2.00	85.00	170.00
Address updates and revisions to the Sign Ordinance and corresponding memorandum for the December 12 Planning Commission Meeting.			
Prepare revisions to the Off-street Parking section of the Ordinance.	3.00	85.00	255.00
Finalize memorandums for the upcoming planning commission meeting.			
Prepare the final packet and distribute for the December 12, 2023 Planning Commission Meeting.	.75	85.00	63.75
Prepare agenda and share with the Chair for the December 12, 2023 Planning Commission Meeting.	5.00	85.00	425.00
Prepare for and attend the December 12, 2023 Planning Commission Meeting.	1.75	85.00	148.75
Prepare memorandum on expanding permitted uses of the Zoning Ordinance to include home occupation and mixed occupancy along Mack Ave as well as outdoor cafes.	1.00	85.00	85.00
Work on front yard raised beds and rooftop dining.	.50	85.00	42.50
Meet with City Administration for updates following the Planning Commission Meeting.			
<b>Total</b>			<b>\$1,551.25</b>

RECEIVED

JAN 16 2024

CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Project	22-064	Grosse Pointe Woods Planning Services	Invoice	21
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Review Services

19853 Mack Sign Review - High Ten Personal Training

	Hours	Rate	Amount
Assistant Planner			
	1.50	85.00	127.50
	1.75	85.00	148.75
<b>Total</b>			<b>\$276.25</b>

19852 Mack Sign Review - Crispelli's

	Hours	Rate	Amount
Assistant Planner			
	1.50	85.00	127.50
	.75	85.00	63.75
<b>Total</b>			<b>\$191.25</b>

Invoice Total \$2,018.75

Outstanding Invoices

Number	Date	Balance
20	12/22/2023	3,022.50 - paid 1/11/2024 CK #68537
<b>Total</b>		<b>\$3,022.50</b>

THANK YOU. Please remit to above address and indicate project number on voucher.

101-371-818.000 *Item Sub*  
*FS 1-16-24*