



HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

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

December 8, 2025
Invoice No: 21849 - 116

Project 21849 Grosse Pointe Woods Building Services

RECEIVED

DEC 31 2025

Professional Services from November 1, 2025 to November 30, 2025

Building Department Services - 85% of Revenue

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Contract Amount

Number of Permit Revenue	50,689.00	
Fee Each	.85	
Total Fee	43,085.65	
	Total Fee	\$43,085.65

Vehicle Credit	(500.00)
Total	(\$500.00)

General Zoning/Administration

General Zoning/Administration professional services.

	Hours	Amount
Vice President	1.25	
Associate Planner	17.75	
Assistant Planner	.75	
Total		0.00
		Invoice Total <u>\$42,585.65</u>

Outstanding Invoices

Number	Date	Balance
115	11/25/2025	60,074.57
Total		\$131,335.61

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

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101-371-818.000
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Frank Schulte
City Administrator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

December 18, 2025

Invoice No: 22-064 - 48

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Project 22-064 Grosse Pointe Woods Planning Services
Professional Services from October 1, 2025 to November 30, 2025

DEC 31 2025

Professional Hourly Services				CITY OF GROSSE POINTE WOODS CLERK'S DEPARTMENT
	Hours	Rate	Amount	
Vice President				
20160 Mack Avenue: Conditional Rezoning and Site Plan	2.75	135.00	371.25	
Finalize ther planner's report for 1925 Vernier.	2.00	135.00	270.00	
Follow up on applications: China Chef signage; Eastside Dermatology; Tapper's use variance.	1.50	135.00	202.50	
Conduct office hours on October 3, 2025.	4.00	135.00	540.00	
Conducted office hours on November 24, 2025.	5.00	135.00	675.00	
Associate Planner				
Prepared Conditional Rezoning Review for 20160 Mack Avenue.	4.25	90.00	382.50	
Prepared noticing for 1191 S Renaud Variance Application. Prepared noticing for 780 Moorland Dr. Variance Application.	1.00	90.00	90.00	
Finalized and distributed packets for 11/18 PC Meeting.	1.50	90.00	135.00	
Prepared Annual Planning Report for GPW.	3.25	90.00	292.50	
Prepared Rezoning Review for 1925 Vernier.	2.25	90.00	202.50	
Prepared sign review for 19487 Mack Avenue (Proof Bakery).	1.00	90.00	90.00	
Prepared Site Plan Review for New Mixed-Use Site Plan Application for 20160 Mack Avenue.	1.25	90.00	112.50	
Reviewed varianced requests. Followed up with applicants.	2.00	90.00	180.00	
Prepared Sign Review for 19873 Mack (China Chef).	1.00	90.00	90.00	

Project	22-064	Grosse Pointe Woods Planning Services			Invoice	48
Assistant Planner		5.50	85.00	467.50		
Conduct variance review for 541 Robert John Road.		2.00	85.00	170.00		
Prepare variance review for 780 Moorland Drive.		4.25	85.00	361.25		
Complete variance review for 1191 S Renaud Street.		6.25	85.00	531.25		
Complete rezoning review for 21800 Marter Road.		4.75	85.00	403.75		
Conduct use variance review for 2115 Mack Avenue - Tapper's Gold Rush, LLC.						
Total				\$5,567.50		
Meetings						
Vice President		Hours	Rate	Amount		
Prepare and attend the City Council mtg. (re: ZBA variances, 3 total) on November 17, 2025.		2.00	135.00	270.00		
Prepare and attend the City Council meeting on October 6, 2025.		1.00	135.00	135.00		
Prepare and attend the City Council mtg. (re: ZBA 541 Robert John Road) on November 10, 2025.		1.50	135.00	202.50		
Prepare and attend the Planning Commission meeting on October 28, 2025.		3.50	135.00	472.50		
Total				\$1,080.00		
		Invoice Total		\$6,647.50		

Outstanding Invoices

Number	Date	Balance
47	10/24/2025	2,452.50
Total		\$2,452.50

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

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101-371 - \$18,000



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

November 21, 2025

Invoice No: 25-030 - 6

Project 25-030 Grosse Pointe Woods MSHDA Zoning Ordinance Update

Professional Services from October 1, 2025 to October 31, 2025

Professional Services

Continued progress on the Zoning Ordinance Rewrite: Complete scope of services to include:

Step 1: Technical Review and Proposed Table Of Contents

Step 2: First Planning Commission Meeting

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Step 3: Zoning Ordinance First Draft

DEC 3 1 2025

Step 4: First Draft Review and Preparation Of A Second Draft

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Step 5: Community Open House (Or Other Engagement As Desired)

Step 6: Adoption Process

Contract Amount

Total Fee	50,000.00		
Percent Complete	41.50	Total Earned	20,750.00
		Previous Fee Billing	16,000.00
		Total Fee	\$4,750.00
		Invoice Total	<u><u>\$4,750.00</u></u>

Outstanding Invoices

Number	Date	Balance
5	10/13/2025	3,500.00
Total		\$3,500.00

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

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

December 16, 2025

Invoice No: 25-030 - 7

Project 25-030 Grosse Pointe Woods MSHDA Zoning Ordinance Update

Professional Services from November 1, 2025 to November 30, 2025

Professional Services

Continued progress on the Zoning Ordinance Rewrite: Complete scope of services to include:

Step 1: Technical Review and Proposed Table Of Contents

Step 2: First Planning Commission Meeting

Step 3: Zoning Ordinance First Draft

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Step 4: First Draft Review and Preparation Of A Second Draft

DEC 31 2025

Step 5: Community Open House (Or Other Engagement As Desired)

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Step 6: Adoption Process

Contract Amount

Total Fee	50,000.00		
Percent Complete	43.50	Total Earned	21,750.00
		Previous Fee Billing	20,750.00
		Total Fee	\$1,000.00
		Invoice Total	<u>\$1,000.00</u>

Outstanding Invoices

Number	Date	Balance
5	10/13/2025	3,500.00
6	11/21/2025	4,750.00
Total		\$8,250.00

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

101-371-814,000

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