



MCKENNA

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

January 31, 2023  
Invoice No: 22-064 - 5

Project 22-064 Grosse Pointe Woods Planning Services  
**Professional Services from December 1, 2022 to December 31, 2022**

Professional Hourly Services

	Hours	Rate	Amount
President			
11/21/2022 Prepare for and attend Zoning Board and City Council meeting on November 21, 2022.	1.50	150.00	225.00
11/28/2022 Interpret and review zoning for proposed new Beaumont Teen Health Clinic.	.25	150.00	37.50
12/8/2022 Preparation and coordination of Planning Commission meeting agenda for December 13, 2022 meeting.	.50	150.00	75.00
Senior Planner			
12/1/2022 Spoke to homeowner next to 20100 Mack, subject of rezoning review on December 1. Assisted in preparation of minutes from Planning Commission meeting on November 22, 2022.	1.25	100.00	125.00
12/5/2022 Prepare for and attend December 5, 2022 meeting with City Manager and Planning Commission chair regarding Commission procedures and upcoming work. Drafted minutes of November 2022 Commission meeting. Researched social district legislation and applicability to Grosse Pointe Woods.	6.75	100.00	675.00
12/6/2022 Communicated with City staff and compiled contact information regarding launch of Master Plan update process.	1.00	100.00	100.00
12/8/2022 Held McKenna staff discussion regarding Planning Commission policies and procedures. Made calls to impacted municipalities and other stakeholders regarding the upcoming Master Plan effort, to ensure they are correctly notified, per the MI Planning Enabling Act.	4.00	100.00	400.00
12/9/2022 Spoke to and emailed contact info to Sue Como for Master Plan Notice of Intent To Plan letters. Discussed agenda items for next Planning Commission meeting with McKenna staff.	1.50	100.00	150.00

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FEB 01 2023  
CITY OF GROSSE POINTE WOODS  
CLERK'S DEPARTMENT

Project	22-064	Grosse Pointe Woods Planning Services	Invoice	5	
		12/12/2022	2.00	100.00	200.00
		Conducted email communication with the City Manager regarding rezoning processes in Grosse Pointe Woods.			
		12/13/2022	2.50	100.00	250.00
		Prepared for and attended Grosse Pointe Woods Planning Commission meeting on December 13, 2022.			
		12/14/2022	4.00	100.00	400.00
		Drafted minutes and communicated with City staff regarding the Planning Commission meeting on December 13, 2022 and Planning Commission protocol for future meetings.			
		12/15/2022	1.25	100.00	125.00
		Compiled Planning Commission meeting minutes and info on PC actions for the 2022 Annual Planning Report. Discussed internally and contacted City Manager regarding the role of the City Council Committee of the Whole in the rezoning process.			
		12/16/2022	.25	100.00	25.00
		Made corrections to minutes of the Grosse Pointe Woods Planning Commission meeting on December 13, 2022.			
		12/19/2022	1.25	100.00	125.00
		Preparation and follow-up for City Council meeting on December 19, 2022.			
		12/28/2022	.25	100.00	25.00
		Emails to City Administrator regarding the Planning Commission's Annual Planning Report.			
		12/29/2022	3.00	100.00	300.00
		Preparation of Annual Planning Report for Planning Commission submission to City Council. Prepared a Zoning Verification Letter for an applicant regarding 21401 Mack Ave.			
Assistant Planner		12/5/2022	2.00	85.00	170.00
		Create social district map.			
		12/19/2022	2.00	85.00	170.00
		Prepare for and attend the December 19, 2022 City Council Meeting.			
		12/5/2022	2.00	85.00	170.00
		Draft November 22, 2022 Planning Commission meeting minutes.			
		12/7/2022	.75	85.00	63.75
		Prepare and send out December 13, 2022 Planning Commission agenda packet.			
		12/8/2022	.75	85.00	63.75
		Phone call communication with City Clerk to revise and finalize planning commission agenda and packet.			
		12/15/2022	3.50	85.00	297.50
		Draft December 13, 2022 Planning Commission meeting minutes.			
		<b>Total</b>			<b>\$4,172.50</b>
		<b>Invoice Total</b>			<b>\$4,172.50</b>

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

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Sm 1/31/23

FS. 1-21-23