

\*REVISED\* COUNCIL ADMINISTRATIVE MEMO  
December 11, 2025

OFFICE OF THE CITY MANAGER

**Subject:** **Recommendations for the Rescheduled Council Meeting of December 15, 2025**

Item 1      **CALL TO ORDER**  
Prerogative of the Mayor to call this meeting to order.

Item 2      **ROLL CALL**  
Prerogative of the Mayor to request a Roll Call from the City Clerk.

Item 3      **PLEDGE OF ALLEGIANCE**  
Prerogative of the Mayor to lead the City Council, Administration, and members of the audience in the Pledge of Allegiance.

Item 4      **RECOGNITION OF COMMISSION MEMBERS**  
Prerogative of the Mayor to request Commission Members in attendance at tonight's meeting to approach the podium and introduce themselves and the Commission on which they serve.

Item 5      **ACCEPTANCE OF THE AGENDA**  
Prerogative of the City Council that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Item 6      **CONSENT AGENDA**  
All items listed under the consent agenda are considered routine by the Council and will be enacted by one motion and a second. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered. One member may request that an item be removed and no second is required.  
  
Prerogative of the City Council to approve all items (6A-6F) listed under the consent agenda as presented.

A.    **Re-Appointments**

1.    **Re-Appointments to Commissions and Boards**

a)    Memo 12/12/25 - Administrative Clerk Coyle

B.    **Approval of Minutes**

1.    Council 12/01/25

2.    Committee-of-the-Whole 12/01/25

**C. Items Received and Placed on File**

1. Planning Commission Minutes 10/28/25
2. Citizens' Recreation Commission Minutes 11/18/25 with recommendation\*

\*This recommendation was addressed at the 12/01/25 Council meeting.

**D. Financial Reports**

1. Monthly Financial Report: November 2025

**E. Bids/Proposals/Contracts**

1. Personnel Matters (Succession Plan - Administration)
  - a) Council Minutes Excerpt 10/20/25
  - b) Memo 09/30/25 - City Administrator (Manager) Schulte
  - c) Employment Agreement - Susan Como
  - d) Memo 12/11/25 - City Manager Schulte

**F. Claims and Accounts**

1. Anderson, Eckstein & Westrick, Inc. (AEW) - City Engineers
  - a) Vernier Rd. & Mack Ave. Intersection Improvement - Invoice No. 161913 - Proj. No. 0160-0455 - 11/24/25 - \$10,469.43.
  - b) 2025 Miscellaneous Concrete Program - Invoice No. 161915 - Proj. No. 0160-0493 - 11/24/25 - \$7,882.65.
  - c) 2025 Sewer Rehab Program - Invoice No. 161916 - Proj. No. 0160-0495 - 11/24/25 - \$7,892.85.
  - d) Wedgewood Resurface (Vernier-Hawthorne) - Invoice No. 161917 - Proj. No. 0160-0496 - 11/24/25 - \$7,772.86.
  - e) 2025-2026 General Engineering - Invoice No. 161918 - Proj. No. 0160-0498 - 11/24/25 - \$2,117.04.
  - f) 2025-2026 GIS Maintenance - Invoice No. 161919 - Proj. No. 0160-0499 - 11/24/25 - \$1,769.12.
  - g) 2025 Joint & Crack Sealing Program - Invoice No. 161925 - Proj. No. 0160-0494 - 11/25/25 - \$8,333.00.
  - h) Lee Ct., Doyle Ct. & Thorntree Water Mains - Invoice No. 161926 - Proj. No. 0160-0497 - 11/25/25 - \$15,300.00.
  - i) Ghesquiere & Lakefront Park Bldg Renovations - Invoice No. 162029 - Proj. No. 0160-0479 - 11/26/25 - \$399.99.
  - j) 2025 Concrete Pavement Repair Program - Proj. No. 0160-0493 - Payment Invoice 01 - Mattioli Cement Co., LLC - 10/30/25 - \$342,353.98.
  - k) 2025 Concrete Pavement Repair Program - Proj. No. 0160-0493 - Payment Invoice 02 - Mattioli Cement Co., LLC - 11/25/25 - \$70,858.78.
  - l) 2025 Sewer Rehabilitation by Full Length CIPP Lining - Proj. No. 0160-0495 - Payment Invoice No. 01 - Insituform Technologies USA, LLC - 12/08/25 - \$51,874.65.

2. Hallahan & Associates, P.C. - Professional Services - Invoice No. 23418 - November 2025 - 12/01/25 - \$105.64.
3. McKenna - Building Services - Invoice No. 21849-115 - October 2025 - 11/25/25 - \$60,074.57.
4. State of Michigan - MDOT 00183
  - a) Program #218128CON (Vernier Rd.) - 11/04/25 - \$34,168.23.
  - b) Program #219533CON (Sunningdale Dr.) - 11/04/25 - \$4,530.79.
5. York, Dolan & Tomlinson, P.C. - Legal Services - Invoice No. 349 - November 2025 - 12/01/25 - \$2,092.50.

Item 7 PRESENTATION

Item 7A OATH OF OFFICE

Prerogative of the Mayor to ask the City Clerk to administer the Oath of Office to Susan Como, who will be serving as the City Manager, effective January 2, 2026.

Item 8 ORDINANCES

Item 8A FIRST READING: REZONING (MAP AMENDMENT) 1925 VERNIER ROAD (RO-1, RESTRICTED OFFICE DISTRICT TO C, COMMERCIAL BUSINESS DISTRICT

Prerogative of City Council to concur with the City Planner's and Planning Commission's recommendations and approve the first reading of the ordinance and zoning map amendment for the proposed rezoning at 1925 Vernier Road from the RO-1, Restricted Office District to the C, Commercial Business District, based on the following findings of fact and set a date of January 5, 2026 (confirm if there is a quorum), for a public hearing and second reading/final adoption, and to authorize the City Clerk to publish same by title in the Grosse Pointe News:

- a. *This rezoning is consistent with 2024 Master Plan, including the goal of Economic Development: Elevate Mack Avenue as a thriving, vibrant commercial corridor that meets the daily needs of residents and is a destination for visitors.*
- b. *This rezoning brings the site closer to the intentions of the 2024 Master Plan's Future Land Use Plan, which designates the site as "Corridor Mixed Use".*
- c. *The uses permitted in the C, Commercial Business District, including a mix of retail, office, restaurant, and residential uses, are generally compatible with the commercial nature of this corner of Vernier Road and Mack Avenue. The proposed uses have been operating on the subject site for almost two decades. While the property does abut residential properties, there is currently an alley and fencing along the rear property line which will continue to serve as a buffer.*

- d. *The proposed site meets all Zoning Ordinance dimensional requirements of the C, Commercial Business District. The proposed rezoning does not create a non-conforming situation.*
- e. *The rezoning is not anticipated to significantly alter traffic generation in the area. There is no change in use proposed at this time, and the uses are anticipated to generate comparable amounts of traffic to what has existed at the site for the past two decades.*

Item 8B **FIRST READING: REZONING (MAP AMENDMENT) 21800 MARTER ROAD (R-3, PLANNED MULTIPLE FAMILY RESIDENTIAL TO CF, COMMUNITY FACILITIES)**

Prerogative of City Council to concur with the City Planner's and Planning Commission's recommendations and approve the first reading of the ordinance and zoning map amendment for the proposed rezoning at 21800 Marter Road from the R-3, Planned Multiple Family Residential to the CF, Community Facilities, based on the following findings of fact and set a date of January 5, 2026 (confirm if there is a quorum), for a public hearing and second reading/final adoption, and to authorize the City Clerk to publish same by title in the Grosse Pointe News:

- a. *The rezoning is consistent with Goal #4 – Community Character: Strengthen sense of place, identity, and character from the 2024 Master Plan.*
- b. *The rezoning brings the site closer to the intentions of the 2024 Master Plan's Future Land Use Plan, which designates the site as "Institutional".*
- c. *The uses permitted in the C-F, Community Facilities District, including space for public activities, schools, continuing care retirement communities, and public and private nonprofit recreational areas, are consistent with the proposed recreation facility that has been approved in St. Clair Shores.*

Item 8C **FIRST READING: CONDITIONAL REZONING (MAP AMENDMENT) REVIEW #2 – 20160 MACK AVENUE (RO-1, RESTRICTED OFFICE DISTRICT TO C, COMMERCIAL BUSINESS DISTRICT, CONDITIONALLY)**

Prerogative of City Council to concur with the City Planner's and Planning Commission's recommendations and approve the first reading of the ordinance and zoning map amendment for the proposed conditional rezoning at 20160 Mack Avenue from the RO-1, Restricted Office District to the C, Commercial Business District (Conditionally), based on the following findings of fact and set a date of January 5, 2026 (confirm if there is a quorum), for a public hearing and second reading/final adoption, and to authorize the City Clerk to publish same by title in the Grosse Pointe News:

- a. *This rezoning and proposed development is consistent with numerous goals from the 2024 Master Plan, including Goal #1 - Housing: Provide a range of housing choices for all ages, abilities, and incomes; Goal #2 – Economic Development: Elevate Mack Avenue as a thriving, vibrant commercial corridor that meets the daily needs of residents and is a destination for visitors; and Goal # 3 – Community Character:*

*Strengthen send of place, identity, and character throughout the City and its neighborhoods.*

- b. This rezoning brings the site closer to the intentions of the 2024 Master Plan's Future Land Use Plan, which designates the site as "Corridor Mixed Use".*
- c. The uses permitted in the C, Commercial Business District, including a mix of retail, office, restaurant, and residential uses, are generally compatible with the commercial nature of Mack Avenue surrounding this property. The applicant must provide appropriate buffering between adjacent properties of dissimilar zoning, per the requirements of the Ordinance, during the site plan review process.*
- d. While the Voluntary Conditions offered by the applicant place an additional limitation on the type of future occupancy, i.e.: "The property shall be limited to one potential "quick services restaurant" with no drive-through and shall not exceed 3,200 square feet", restaurants are subject to the City's Special Land Use process. Should a restaurant be proposed in the future, an additional public hearing and review of the specific use (including maximum occupancy, square footage, available parking, loading, etc.) will be evaluated for compliance with the Zoning Ordinance.*
- e. The site meets all Zoning Ordinance dimensional requirements of the C, Commercial Business District. The rezoning allows for a buildable lot and does not create a non-conformity.*
- f. The rezoning is not anticipated to significantly alter traffic generation in the area. The proposed uses are anticipated to generate comparable amounts of traffic to that of an operating medical office, and pedestrian and non-motorized transportation safety is expected to be improved through sidewalk connectivity and the reduction of a driveway.*
- g. The design of the building follows traditional, high quality architectural design which is encouraged by the Zoning Ordinance and is largely compatible with the Mack Avenue Corridor and surrounding neighborhoods.*

Item 9

#### NEW BUSINESS/PUBLIC COMMENT

Prerogative of the Mayor to ask if there is any New Business to come before the City Council from the City Council or Administration; and then, to ask members of the audience if there is any Public Comment to come before the City Council.

\*Reiterate the 3-minute time limit and Public Comment Sign-up Sheet.

Item 10

#### ADJOURNMENT

Upon the conclusion of New Business/Public Comment with no further business to be conducted by the City Council, prerogative of the City Council to motion for adjournment of tonight's meeting.

Respectfully submitted,



Frank Schulte  
City Manager