



AGENDA - Planning Commission

DATE: December 7, 2022 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Selection of Chair and Vice-Chair
- IV. Approval of Meeting Minutes
 - I. Approval of October 6, 2022 Minutes
- V. Public Comment (Agenda Items)
- VI. Unfinished Business
 - I. Approve Amended Bylaws
 - II. City-Owned Property Subcommittee
- VII. New Business
 - I. Adopt 2023 Meeting Schedule
 - II. Public Hearing: 1211 Wayburn, 1215/1217 Wayburn Conditional Rezoning
 - III. Conditional Rezoning Request: 1211 Wayburn, 1215/1217 Wayburn
 - IV. Public Hearing: 1155 Wayburn, 1159/1161 Wayburn, 1167 Wayburn Conditional Rezoning
 - V. Conditional Rezoning Request: 1155 Wayburn, 1159/1161 Wayburn, 1167 Wayburn
 - VI. Zoning Ordinance Revision RFP Review
- VIII. Public Comment
- IX. Adjournment

Public Comment: Public Comments are limited to three minutes.

Live Stream: The meeting will be livestreamed to the Official City of Grosse Pointe Park YouTube Channel.

Planning Commission Meeting - October 6, 2022
7:00 PM

CALL TO ORDER

The meeting was called to order by Planning Commission Secretary Rothe.

ROLL CALL

The following were present: Commissioners Coletta, Evans, Saros, Vethacke and Mayor Hodges.

Also present: Warren Rothe, Secretary and Assistant City Manager, and Kristin Kolb, Attorney from Rosati, Schultz, Joppich, and Amtsbeuchler.

SELECT INTERIM CHAIR

Motion by Commissioner Coletta, seconded by Commissioner Evans to appoint Commissioner Vethacke as Interim Chair.

AYES: Commissioners Coletta, Evans, Saros, Vethacke and Mayor Hodges.

NAYS: None

APPROVAL OF MEETING MINUTES

Motion by Interim Chair Vethacke, seconded by Commissioner Coletta to approve the August 8, 2022 meeting minutes.

AYES: Commissioners Coletta, Evans, Saros, Interim Chair Vethacke and Mayor Hodges.

NAYS: None

UNFINISHED BUSINESS

Mayor Hodges announced previous unfinished business will be on the agenda for the next Planning Commission meeting.

Interim Chair Vethacke thanked previous commission members Chesterton, Sanpere and Lindsay for their contributions to the Planning Commission.

NEW BUSINESS:

PUBLIC HEARING: 1212/1214 WAYBURN, 1213/1217 MARYLAND REZONING

Motion by Mayor Hodges, seconded by Commissioner Coletta to open the public hearing for the 1212/1214 Wayburn and 1213/1217 Maryland rezoning request at 7:04 p.m.

AYES: Commissioners Coletta, Evans, Saros, Interim Chair Vethacke and Mayor Hodges.

NAYS: None

Twenty-one public comments were made and seven written comments were received.

Motion by Interim Chair Vethacke, seconded by Commissioner Evans to close the public hearing at 8:29 p.m.

AYES: Commissioners Coletta, Evans, Saros, Interim Chair Vethacke and Mayor Hodges.

NAYS: None

NEW BUSINESS:

REZONING REQUEST: 1212/1214 WAYBURN, 1213/1217 MARYLAND

Motion by Commissioner Saros, seconded by Mayor Hodges to recommend approval of the zoning request to City Council for 1212/1214 Wayburn and 1213/1217 Maryland from R-D (Two-Family Residential) to P-1 (Vehicular Parking).

AYES: Commissioners Saros, Interim Chair Vethacke and Mayor Hodges.

NAYS: Commissioners Coletta and Evans.

PUBLIC COMMENT

Eight public comments were made.

ADJOURNMENT

Motion by Interim Chair Vethacke, seconded by Commissioner Saros, to adjourn the meeting.

AYES: Commissioners Coletta, Evans, Saros, Interim Chair Vethacke and Mayor Hodges.

NAYS: None

With no further business, the meeting adjourned at 9:21 p.m.



PLANNING COMMISSION MEETING

DATE: December 7, 2022

SUBJECT: Approve Amended Bylaws

SUMMARY: The Planning Commission Bylaws were last amended on 08/12/2020. An amendment to the bylaws was tabled at the August 08, 2022 Commission meeting. Since then, additional potential changes to the Bylaws have been identified. Major changes are summarized as follows:

1. On March 28th 2021, the City Council adopted Ordinance 222 which changed the number of Planning Commission members from 9 to 7, where one of the members would be an *ex-officio* member. Additionally, the ordinance allowed for an administrative officer of the City to serve on the Planning Commission as a non-voting member. This position is currently filled by Assistant City Manager Rothe. The Planning Commission Bylaws require an amendment to reflect the new membership composition.
2. Language Under Membership Section A(4) is proposed to state that all terms expire in September and that members whose term has expired shall continue to serve until their successor is appointed.
3. During a review of the Bylaws, it was determined that the section on Meeting Attendance and cause for removal conflicted with the process for removing members that is established in the City Charter. New language is being proposed to correct this and make it compatible with the requirements of the City Charter.
4. The Bylaws were tabled primarily over concerns about the "Rules for Meetings" language that referenced rules adopted by the City Council for the DDA and TIFA. The language has been amended to read that meetings shall be consistent with Robert's Rules of Order, unless superseded by the Open Meeting Act (MCL 15.261, et seq.).
5. Added a section on Conflict of Interests as recommended by the City Attorney.

Attached for your review is a red-line and clean version of the proposed amended Bylaws. All language and proposed changes have been reviewed by the City Attorney.

FINANCIAL IMPACT: Not Applicable

RECOMMENDATION: Motion to adopt the amended bylaws as presented.

PREPARED BY: Warren Rothe, Assistant City Manager

CITY PLANNING COMMISSION OF THE CITY OF GROSSE POINTE PARK

AMENDED AND RESTATED BYLAWS

Adopted, effective immediately, _____

As amended and restated through _____

I. Name and Purpose

- A. The name shall be the City of Grosse Pointe Park City Planning Commission, hereafter known as the “Planning Commission.”
- B. These Amended and Restated Bylaws are adopted by the Planning Commission to facilitate the performance of its duties as outlined in P.A. 33 Of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L.A. §125.3801 *et seq.*), hereinafter “the Act.”
- C. The Planning Commission was formed in 1957 pursuant to Act 285, Public Acts of Michigan, 1931, M.C.L.A. §125.31 *et seq.*

II. Membership

A. Members.

1. Members of the Planning Commission shall be appointed by the Mayor subject to the approval of the City Council.
2. The Planning Commission shall consist of ~~nine-seven~~ (97) members, six (6) of whom shall be representative, insofar as possible, of important segments of the community, such as economic, governmental, educational, and social development, in accordance with the major interests as they exist in the City.
3. ~~Three-One~~ (31) members of the Planning Commission shall be an ex-officio members, namely, the Mayor, an administrative officer of the City selected by the Mayor, and one Councilperson selected by the City Council. a member of the City Council appointed by the Mayor subject to approval by a majority vote of the Council. An administrative officer of the City selected by the Mayor may serve on the Planning Commission as an administrative liaison and a non-voting member.
4. All members shall serve for a term of three (3) years, except that the term of the ex-officio member shall correspond to their respective official tenure. Terms shall expire in September. All members shall serve for a term of three (3) years, or until their successor takes office, except that the term of the ex-officio member shall correspond to their respective official tenure. Terms shall expire in September. Beginning in September 2018, two (2) non-ex-officio members of the Planning Commission shall be appointed for an initial term of one year to expire in September 2019, two (2) non-ex-officio members shall be appointed for an initial term of two (2) years to expire in September of 2020; and two (2) non-ex-officio members shall be appointed for an initial term of three

~~(3) years to expire in September 2021.~~

5. No member of the Planning Commission, other than *ex-officio* members, shall hold any other office or position with the City. Members of the Planning Commission shall be qualified electors of the City.

III. Meetings

- A. Attendance. ~~If any member of the Planning Commission is absent from two consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the City Council to remove a member from the Planning Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Planning Commission secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Council whenever any member of the Planning Commission is absent from two consecutive regularly scheduled meetings, so the Council can consider further action allowed under law or excuse the absences. Michigan Planning Enabling Act, may in accordance with Article VIII. In accordance with the City's Charter, if any member of the Planning Commission misses four (4) consecutive regular meetings, or twenty-five percent (25%) of Planning Commission meetings in a fiscal year, said member may be found guilty of nonfeasance, following a public hearing in accordance with Article VIII of these bylaws unless such absences are excused by majority vote of the City Council.~~

- B. If a member of the Planning Commission is appointed to another office, which is an incompatible office with his or her membership on the Planning Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Planning Commission. If a member of another office is appointed to the Planning Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Planning Commission, that shall result in an automatic resignation from the other office.

- C. Rules for Meetings.

- ~~1. Meeting procedures and conduct shall comply be generally consistent with Robert's Rules of Order, unless superseded by The Open Meetings Act (MCL 15.261, et seq.), the Planning Enabling Act, or these amended Planning Commission By-Laws.~~
- ~~2. All meetings of the Planning Commission shall be held in accordance with the Rules for Holding Meetings adopted by the City Council for the DDA and TIFA, as amended from time to time.~~

- D. Regular meetings.

- ~~1. Regular meetings of the Planning Commission will be held at such time and place, as the Commission shall determine from time to time.~~
- ~~1. Regular meetings of the Planning Commission will be held quarterly with dates to be determined on an as needed basis.~~

2. Notices of regularly scheduled Planning Commission meetings shall comply with P.A.

267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L.A. §15.261 *et seq.*).

E. Special Meetings.

1. Special meetings of the Planning Commission shall be called by the Chairperson, or at the request of the City Manager.
2. Notices of special meetings shall be given to members of the Planning Commission at least forty-eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting (the Secretary may delegate this function to staff). In addition, notices shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act M.C.L.A. §15.261 *et seq.*).

F. Quorum. More than half the total number of seats for members of the Planning Commission, regardless of if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Planning Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

G. Planning Commission Action. Action by the Planning Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

H. Ex Parte contact.

1. Members shall avoid ex parte contact about matters where an administrative decision is before the Planning Commission.
2. Despite one's best efforts it is sometimes not possible to avoid ex parte contact. When that happens, the Member should take detailed notes on what was said and report to the Planning Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

IV. Officers

A. Selection. At the regularly scheduled meeting of each year, the Planning Commission shall select from its membership a Chair, Vice-Chair, and Secretary. All offices are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Planning Commission shall select a successor to the office of Vice-Chair for the unexpired term. In the event the office of the Secretary becomes vacant, the Planning Commission shall appoint a successor for the unexpired term. The Planning Commission or Secretary may also designate another person who is not a member of the Planning Commission to be the recording secretary.

B. Tenure. The Chair, Vice-Chair and Secretary shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

C. Chair's Duties. The Chair retains his or her ability to discuss, make motions and vote on

issues before the Commission. The Chair shall have all duties and powers as provided under the Act.

D. Vice-Chair's Duties. The Vice-Chair shall act in the capacity of Chair, with all the powers and duties found herein of these Rules, in the Chair's absence.

E. Secretary's Duties. The Secretary shall have all duties as provided under the Act.

1. Execute documents in the name of the Commission.
2. Be responsible for the minutes of each meeting, pursuant to these Bylaws if there is not a recording secretary.
3. Review the draft of the minutes, sign them, and submit them for approval to the Planning Commission and shall have them spread in suitable volumes. Copies of minutes shall be distributed to each member of the Planning Commission prior to the next meeting of the Planning Commission (the Secretary may delegate this duty to Planning Commission staff).
4. Receive all communications, petitions, and reports to be addressed by the Planning Commission, delivered or mailed to the Secretary in care of the Planning Department Office.

V. Record

A. Minutes and Records. The Planning Commission Secretary (or his or her designee) shall keep, or cause to be kept, a record of Planning Commission meetings, in accordance with the requirements of the Michigan Open Meetings Act.

VI. Committees

- A. Ad Hoc/Advisory Committees. The Planning Commission or Chair may establish and appoint ad hoc/advisory committees for special purposes or issues, as deemed necessary, to provide recommendations to the full Planning Commission. Ad hoc/advisory committees are only allowed to make recommendations to the Planning Commission.
- B. Citizen Committees. The Planning Commission or Chair may establish citizen committees with the consent of the Planning Commission. Membership can be any number, so long as less than a quorum of the Planning Commission serve on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Planning Commission and to better represent various interest groups in the City.

VII. Conflict of Interest

A. Definition. A conflict of interest exists if any member has a personal or financial interest in the matter or has an interest such that the member cannot be unbiased in the decision-making process. A Planning Commission member shall declare a conflict of interest when:

1. A relative or other family member is involved in any request for which the Commission is asked to make a decision;
2. The Planning Commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency, or association;
3. There is a reasonable appearance of a conflict of interest, as determined by the Planning Commission member declaring such conflict.

B. Failure to Disclose a Conflict. Should a Planning Commission Member fail to disclose a conflict of interest prior to casting a vote on a matter constitutes malfeasance in office.

VIII. Removal of Members

The Grosse Pointe Park City Council may remove a member of the Planning Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.

~~VII~~.IX. Powers.

The Planning Commission shall have all powers provided under the Act, the City's Charter and the City's Code of Ordinances.

CITY PLANNING COMMISSION OF THE CITY OF GROSSE POINTE PARK

AMENDED AND RESTATED BYLAWS

Adopted, effective immediately, _____

As amended and restated through _____

I. Name and Purpose

- A. The name shall be the City of Grosse Pointe Park City Planning Commission, hereafter known as the “Planning Commission.”
- B. These Amended and Restated Bylaws are adopted by the Planning Commission to facilitate the performance of its duties as outlined in P.A. 33 Of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L.A. §125.3801 *et seq.*), hereinafter “the Act.”
- C. The Planning Commission was formed in 1957 pursuant to Act 285, Public Acts of Michigan, 1931, M.C.L.A. §125.31 *et seq.*

II. Membership

A. Members.

- 1. Members of the Planning Commission shall be appointed by the Mayor subject to the approval of the City Council.
- 2. The Planning Commission shall consist of seven (7) members, six (6) of whom shall be representative, insofar as possible, of important segments of the community, such as economic, governmental, educational, and social development, in accordance with the major interests as they exist in the City.
- 3. One (1) member of the Planning Commission shall be an *ex-officio* member, namely, a member of the City Council appointed by the Mayor subject to approval by a majority vote of the Council. An Administrative officer of the City selected by the Mayor may serve on the Planning Commission as an administrative liaison and a non-voting member.
- 4. All members shall serve for a term of three (3) years, or until their successor takes office, except that the term of the *ex-officio* member shall correspond to their respective official tenure. Terms shall expire in September.
- 5. No member of the Planning Commission, other than *ex-officio* members, shall hold any other office or position with the City. Members of the Planning Commission shall be qualified electors of the City.

III. Meetings

- A. Attendance. In accordance with the City's Charter, if any member of the Planning Commission misses four (4) consecutive regular meetings, or twenty-five percent (25%) of Planning Commission meetings in a fiscal year, said member may be found guilty of nonfeasance, following a public hearing in accordance with Article VIII of these bylaws unless such absences are excused by majority vote of the City Council.
- B. If a member of the Planning Commission is appointed to another office, which is an incompatible office with his or her membership on the Planning Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Planning Commission. If a member of another office is appointed to the Planning Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Planning Commission, that shall result in an automatic resignation from the other office.
- C. Rules for Meetings.
 - 1. Meeting procedures and conduct shall comply be generally consistent with Robert's Rules of Order, unless superseded by The Open Meetings Act (MCL 15.261, et seq.), the Planning Enabling Act, or these amended Planning Commission By-Laws.
- D. Regular meetings.
 - 1. Regular meetings of the Planning Commission will be held at such time and place, as the Commission shall determine from time to time.
 - 2. Notices of regularly scheduled Planning Commission meetings shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L.A. §15.261 *et seq.*).
- E. Special Meetings.
 - 1. Special meetings of the Planning Commission shall be called by the Chairperson, or at the request of the City Manager.
 - 2. Notices of special meetings shall be given to members of the Planning Commission at least forty-eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting (the Secretary may delegate this function to staff). In addition, notices shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act M.C.L.A. §15.261 *et seq.*).
- F. Quorum. More than half the total number of seats for members of the Planning Commission, regardless of if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Planning Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

G. Planning Commission Action. Action by the Planning Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

H. Ex Parte contact.

1. Members shall avoid ex parte contact about matters where an administrative decision is before the Planning Commission.
2. Despite one's best efforts it is sometimes not possible to avoid ex parte contact. When that happens, the Member should take detailed notes on what was said and report to the Planning Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

IV. Officers

- A. Selection. At the regularly scheduled meeting of each year, the Planning Commission shall select from its membership a Chair, Vice-Chair, and Secretary. All offices are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Planning Commission shall select a successor to the office of Vice-Chair for the unexpired term. In the event the office of the Secretary becomes vacant, the Planning Commission shall appoint a successor for the unexpired term. The Planning Commission or Secretary may also designate another person who is not a member of the Planning Commission to be the recording secretary.
- B. Tenure. The Chair, Vice-Chair and Secretary shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.
- C. Chair's Duties. The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall have all duties and powers as provided under the Act.
- D. Vice-Chair's Duties. The Vice-Chair shall act in the capacity of Chair, with all the powers and duties found herein of these Rules, in the Chair's absence.
- E. Secretary's Duties. The Secretary shall have all duties as provided under the Act.
 1. Execute documents in the name of the Commission.
 2. Be responsible for the minutes of each meeting, pursuant to these Bylaws if there is not a recording secretary.
 3. Review the draft of the minutes, sign them, and submit them for approval to the Planning Commission and shall have them spread in suitable volumes. Copies of minutes shall be distributed to each member of the Planning Commission prior to the next meeting of the Planning Commission (the Secretary may delegate this duty to Planning Commission staff).

4. Receive all communications, petitions, and reports to be addressed by the Planning Commission, delivered or mailed to the Secretary in care of the Planning Department Office.

V. Record

- A. Minutes and Records. The Planning Commission Secretary (or his or her designee) shall keep, or cause to be kept, a record of Planning Commission meetings, in accordance with the requirements of the Michigan Open Meetings Act.

VI. Committees

- A. Ad Hoc/Advisory Committees. The Planning Commission or Chair may establish and appoint ad hoc/advisory committees for special purposes or issues, as deemed necessary, to provide recommendations to the full Planning Commission. Ad hoc/advisory committees are only allowed to make recommendations to the Planning Commission.
- B. Citizen Committees. The Planning Commission or Chair may establish citizen committees with the consent of the Planning Commission. Membership can be any number, so long as less than a quorum of the Planning Commission serve on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Planning Commission and to better represent various interest groups in the City.

VII. Conflict of Interest

- A. Definition. A conflict of interest exists if any member has a personal or financial interest in the matter or has an interest such that the member cannot be unbiased in the decision-making process. A Planning Commission member shall declare a conflict of interest when:
 1. A relative or other family member is involved in any request for which the Commission is asked to make a decision;
 2. The Planning Commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency, or association;
 3. There is a reasonable appearance of a conflict of interest, as determined by the Planning Commission member declaring such conflict.
- B. Failure to Disclose a Conflict. Should a Planning Commission Member fail to disclose a conflict of interest prior to casting a vote on a matter constitutes malfeasance in office.

VIII. Removal of Members

The Grosse Pointe Park City Council may remove a member of the Planning Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.

IX. Powers.

The Planning Commission shall have all powers provided under the Act, the City's Charter and the City's Code of Ordinances.



PLANNING COMMISSION MEETING

DATE: December 7, 2022

SUBJECT: Adopt 2023 Meeting Schedule

SUMMARY: Secretary Rothe is recommending the following dates for holding Planning Commission meetings in 2023. These dates will be discussed and are open to modification by the Commission.

- Wednesday January 11, 2023
- Wednesday March 8, 2023
- Wednesday May 10, 2023
- Wednesday July 12, 2023
- Wednesday September 13th, 2023
- Wednesday November 8, 2023

FINANCIAL IMPACT: N/A

RECOMMENDATION: Motion to adopt and proposed meeting dates as presented/amended.

PREPARED BY: Warren Rothe, Assistant City Manager



PLANNING COMMISSION MEETING

DATE: December 7, 2022

SUBJECT: Public Hearing: 1211 Wayburn, 1215/1217 Wayburn Conditional Rezoning

SUMMARY: The City Planning Commission has received a request from Michael Stines, acting on behalf of the property owners of 1211 Wayburn, and 1215/1217 Wayburn to conditionally rezone the properties from R-D (Two-Family Residential) to P-1 (Vehicular Parking). The proposed map amendment is being requested to permit the development of a parking lot that is intended to serve businesses and residents in the proximity of Alter Road and Wayburn. This includes a proposed mixed-use building in the City of Detroit that will feature a daycare center and apartments. Conditions voluntarily proposed by the applicant include:

1. The rezonings requested will be contingent on securing all required approvals and permits from Detroit to develop the parking lots in a manner that is substantially similar to that shown on the site plans included with these applications by December 31, 2023, or as otherwise extended by the Park City Council; and
2. After securing all required approvals from Detroit, construction has commenced by December 31, 2024, or as otherwise extended by the Park City Council.

The rezoning process begins with a public hearing by the Planning Commission, which provides a recommendation to the City Council, who makes the final decision on the application. The City of Grosse Pointe Park published the required legal notice for the public hearing and distributed the notice to every property within 300 feet as required by the Michigan Zoning Enabling Act. A detailed report by the City Planner is attached for your review, along with the following documents:

- Report by the City Planner
- Rezoning Application
- Site Plan
- Copy of Public Notice
- Affidavit of publication for the Public Notice
- List of property owners within 300 feet of the subject properties who were mailed the public notice.

FINANCIAL IMPACT: None

RECOMMENDATION: Consider the application, associated materials, and feedback received at the Public Hearing to decide to:

- Recommend approval of the application by the City Council;
- Recommend denial of the application by the City Council; or
- Table the request for reasons to be stated.

PREPARED BY: Warren Rothe, Assistant City Manager



John Jackson, AICP

STAFF REPORT CONTACT INFORMATION

Michael Stines

CASE/NUMBER

December 7, 2022

APPLICANT/PROPERTY OWNER

1211, 1215 Wayburn

PUBLIC HEARING DATE

PROPERTY ADDRESS/LOCATION

BRIEF SUMMARY OF REQUEST

This applicant is requesting to **conditionally** rezone two parcels from R-D to P1 to allow them to construct a parking lot. The parking lot will be part of the shared parking system that currently serves the Park's Kercheval business district. The applicant has voluntarily proposed to develop the parking lot as depicted in the conceptual site plan including central pay station, electrical vehicle charging stations, permeable pavers, centralized trash collection with enclosures, extensive landscape screening, and screen walls located adjacent to the residential lots and along the street frontages. This request is conditioned on the City of Detroit approving the development of the parking lots immediately to the west on Alter Road, as part of a larger redevelopment concept for the area.



MAP SOURCE: Google Maps

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING/LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
R-D, Residential	Vacant; formerly Single Family/Two-Family, Four-Family Residential	B-1/Commercial R-D/Residential	Vacant lots	Appx. 23,300 square feet total – about 4,000sf in GPP

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

REVISE AND RESUBMIT

DENY

COMPATIBILITY with the COMPREHENSIVE PLAN

The recently adopted master plan identified this area as Mixed Residential Neighborhood. The Master Plan also promotes three-story mixed-use development on Kercheval, the implementation of green infrastructure and EV charging stations. The proposed rezoning is consistent with many of the MP objectives.

PROPERTY HISTORY

Each of these parcels has been used as residential dwellings for several decades.

COMPATIBILITY with the ZONING ORDINANCE

Sec. 27-71. The P-1 Vehicular Parking Districts are intended to permit the establishment of areas to be used solely for off-street parking of private passenger vehicles as a use incidental to a principal use. These districts will generally be provided by petition or request to serve a use district which has developed without adequate off-street parking facilities.

ATTACHMENTS (CIRCLE)

			LEGAL DESCRIPTION
SUBMITTED PLANS	PUBLIC HEARING PETITION/ APPLICATION FORM	LEGAL NOTICE	

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

PUBLIC COMMENTS

○ 248.596.0920
F 248.596.0930
MCKA.COM

AGENCY COMMENTS

RESPONSE TO STANDARDS

Communities for real life.

We have reviewed the above request with the City's Zoning Ordinance, Master Plan, other applicable plans, conditions on the site, and sound planning and design principles in an effort to provide constructive and helpful feedback for the development of this site. We offer the following comments for your consideration.

1. Background

The applicant has submitted a request for **conditional** rezoning. This approach allows the applicant to voluntarily offer conditions that would make the requested rezoning more favorable to the City. The City may not impose additional conditions on the applicant's request. The conditions will be recorded in a conditional rezoning contract. In the event the conditions are not met within a specific time period, the zoning may revert back to the original zoning.

The subject property located partially in Grosse Pointe Park and mostly in the city of Detroit has been assembled to accommodate the development of a 37-space metered parking lot to serve the Kercheval Avenue Business District. The City's recently adopted Master Plan indicates that providing adequate parking in this Business District is important to the long-term viability of this area. The Master Plan identifies a number of other policies intended to reduce reliance on surface parking lots including alternative forms of mobility and connections.

Although the Master Plan and the recently completed Parking Study promote alternatives to surface parking lots and managing the existing supply of parking, the Parking Study states that when the existing supply of parking is utilized over 75-90% from new uses and redevelopment, "more public parking should be added".

The block served by the proposed parking lot currently contains a proposed three-story mixed-use building with a day care center on the first floor, six residential units on the second floor, and six more residential units on the third floor. The City's zoning ordinance requires 44 spaces for the proposed day care center and 18 spaces for the residential units.

That does not include the proposed infill building. With the proposed parking lot, there would be a deficit according to the City's current parking requirements. Using a reduced, and more appropriate standard for a tight-knit walkable environment, there would still be a parking deficit, especially if the block was fully developed with two floors of residential uses as envisioned in the Master Plan.

NEW PUBLIC PARKING OPPORTUNITIES

There may be a future need to add more parking spaces, especially within the Kercheval Business District. We recommend that the City continues to monitor the overall performance of the parking system and operations by conducting annual field surveys and tracking the data against threshold indicators to ensure that parking utilization is within the 75-90% occupancy range.

New businesses, especially ones with an anticipated higher parking demand in the evening hours (e.g.: restaurants and bars), will decrease the amount of available parking spaces in the districts. The Kercheval Business District is anticipating a few new redevelopments in the western portion of the district in 2022/2023, including a new restaurant at the corner of Maryland and Kercheval. While some of the increased parking demand could be handled by off-street private lots on site, there will be additional demand for on-street parking which could raise the occupancy levels to 90% or greater for certain blocks, especially during evening hours.

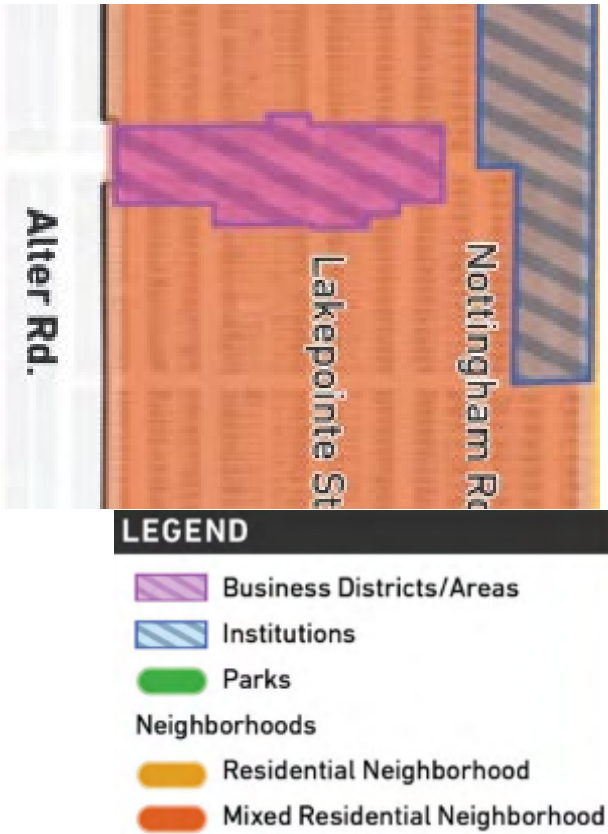
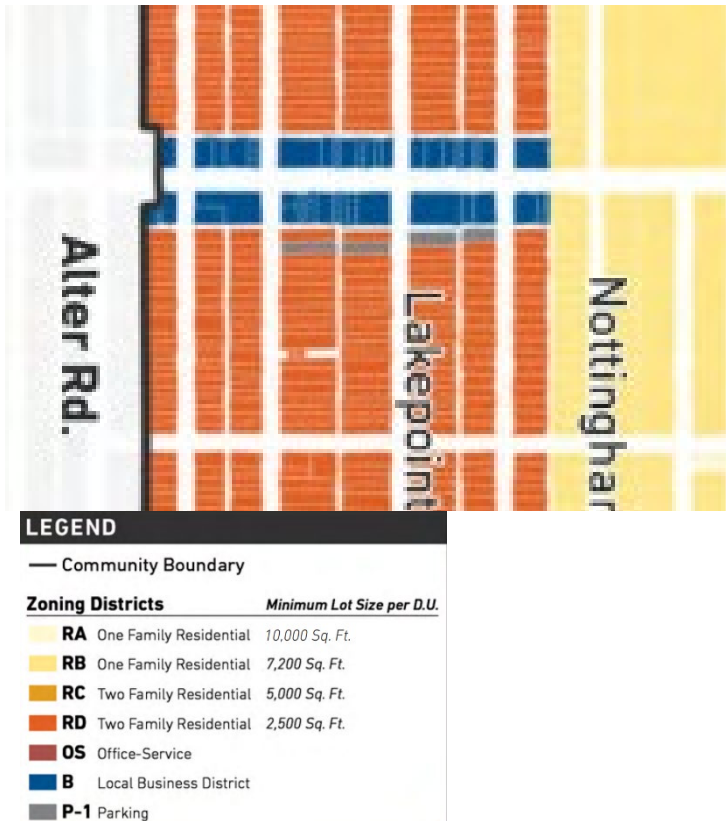
Enhancing wayfinding, adding meters or pay stations, and adjusting time limits and rates will be critical to help with turnover of parking. After these initial recommendations are implemented, and parking occupancy levels are starting to rise in multiple blocks and parking lots, then more public parking should be added to the Kercheval Business District.

GPP – Parking Study 2021

The response to the City’s survey during the master plan process indicated that over 85% of the people that come to the business districts drive themselves. Because there are minimal options, over 70% park on the street.

2. Zoning and Use

LOCATION	EXISTING LAND USE	CURRENT ZONING	FUTURE LAND USE
Subject Site	Residential	RD, Two Family	Mixed Residential
North	Residential	RD, Two Family	Mixed Residential
South	Commercial	B, Local Business; B4, General Business (in Detroit)	Business District; Neighborhood Commercial (in Detroit)
East	Residential	RD, Two Family	Mixed Residential
West	Residential	R2, Two Family (in Detroit)	Low-Density Residential (in Detroit)



3. Proposed Conditions

The applicant has offered the following conditions as part of their request:

- A. The rezonings requested will be contingent on securing all required approvals and permits from Detroit to develop the parking lots in a manner that is substantially similar to that shown on the site plans included with these applications by December 31, 2023, or as otherwise extended by the Park City Council.
- B. After securing all required approvals from Detroit, construction has commenced by December 31, 2024, or as otherwise extended by the Park City Council.

These conditions are appropriate given the multi-jurisdictional location. In addition, they provide sufficient flexibility in case the configuration of the parking lots and circulation are modified to improve circulation or avoid utilities, etc.

4. Rezoning Standards

The following standards were developed to assist the City in evaluating any rezoning request and represent best planning and zoning practices and are consistent with the intent of the Michigan Planning Enabling Act:

- A. **Consistency with the Master Plan's goals, policies, and Future Land Use Map, including planned timing or sequence of development.** The site is planned and zoned for Mixed Residential/Two-family uses and has historically been used this way. However, the City's Master Plan and the recent parking study anticipate the eventual need for additional public parking to serve the Kercheval Avenue Business District. In addition, the City's current parking standards would require significantly more parking to accommodate the level of development envisioned in the master plan.

While the rezoning may not match the Future Land Use Map, the proposed rezoning is consistent with the long term, goals and objectives of the City, and recent initiatives to invest in convenient public parking adjacent to the Kercheval Avenue Business District. We find these standards are met.

- B. **Compatibility of all the potential uses allowed in the proposed zoning district(s) with the site's physical features.** The proposed parking lot will have open areas along the Wayburn street frontages, along the adjacent property line, and utilizes permeable pavers to reduce the stormwater impacts of the proposed parking area. We find these standards are met.

- C. **Compatibility of all the potential uses allowed in the proposed district(s) with surrounding uses and zoning in terms of suitability, intensity, traffic impacts, aesthetics, infrastructure and potential influence on property values.** In several areas of the Kercheval Business District, there are single family homes that abut the alleys behind active businesses. Providing surface parking as a buffer or transition between the service areas of the businesses and the adjacent residential neighborhood is a sound planning practice that will enhance the compatibility between the two uses. We find these standards are met.

- D. **Capacity of available utilities and public services to accommodate the uses permitted in the district(s) without compromising the health, safety, and welfare of the City.** The City has the resources to manage the proposed parking lot and the proposed design that includes permeable pavers and other innovative stormwater protection measures will reduce the impact on City infrastructure. In addition, the revenue from the proposed pay stations will help offset the City's maintenance of the parking lots. We find these standards are met.

- E. Capability of the road system to safely and efficiently accommodate the expected traffic generated by uses permitted in the zoning district(s).** The proposed parking lot will reduce the impact of traffic circulating looking for available parking and reduce pressure for on-street parking in residential neighborhoods. We find these standards are met.
- F. The apparent demand for the types of uses permitted in the district(s) in relation to the amount of land currently zoned and available in the City to accommodate the demand.** The intent of the City is to provide a variety of alternative to surface parking, however, with the continued success of the Kercheval Avenue Business in the form of redevelopment and thriving businesses, the Parking Study states that there will be increased demand for parking.

The current mix of uses along Kercheval is only slightly deficient with respect to the City's current parking standards and assuming all public and private lots are available for all users.

In the event the available space for commercial uses (ground floor) is fully utilized and no more residential units are added, there will be a deficit of over 380 spaces according to the City's zoning ordinance.

We recognize that the City's parking standards need to be reviewed and updated, but with 85% of customers driving individually to the City's business districts, parking will continue to be in demand.

Public, shared, and managed parking lots are much more efficient and effective in providing the necessary parking and reducing the need for private parking lots. We find these standards are met.

- G. The boundaries of the proposed district(s) in relationship to the surrounding area and the scale of future development on the site.** The boundary of the new district is compatible with the surrounding area and scale of future developments. The site is just large enough to accommodate a double loaded row of parking, a service alley, sufficient screening and fits in with the urban character of the neighborhood.

As the plans continue to evolve, there may be a chance to revise the plans to consolidate the service alley with the circulation aisle for the parking. This could provide additional space for buffering to the adjacent residential uses and reduce curb cuts on Wayburn. We find these standards are met.

- H. The requested rezoning will not create an isolated or incompatible zone in the area.** The requested site is located between the B, Local Business District, and R-D, Mixed Residential District and provides a logical transition between the two districts. We find these standards are met.
- I. Other factors deemed appropriate by the Planning Commission and City Council.** We find that the request for rezoning to P-1 to allow the proposed parking lot is consistent with the initiatives of the City to have convenient surface parking for the Kercheval Avenue Business District in a way that protects the character of the Business District (no surface parking lots along Kercheval) and provides a transition to the adjacent residential neighborhoods. The City may want to consider developing a parking plan to identify locations for future parking lots to serve this and other business districts in the City.

SUMMARY AND RECOMMENDATION

Based on the findings above, we recommend the Planning Commission recommend approval of the proposed rezoning to the City Council.

We look forward to reviewing these findings and recommendations with you. In the meantime, if you have any questions, please feel free to contact us.

Respectfully submitted,

McKENNA

A handwritten signature in blue ink, appearing to read 'John Jackson', with a long horizontal flourish extending to the right.

John Jackson, AICP
President

Michael Boettcher, AICP, Senior Planner

Cc: Nick Sizeland, City Manager
Warren Rothe, Assistant City Manager
Terry Brennan, Building Official



City of Grosse Pointe Park

FEE: \$500.00 + Escrow Deposit

REZONING APPLICATION

MAIL TO: CITY OF GROSSE POINTE PARK
BUILDING DEPARTMENT
15115 E. Jefferson
Grosse Pointe Park, MI 48230

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, THE REZONING REQUEST WILL NOT BE SCHEDULED FOR A HEARING UNTIL IT HAS BEEN VERIFIED THAT ALL OF THE INFORMATION REQUIRED IS PRESENT AT THE TIME OF THE APPLICATION - NO EXCEPTIONS.

If you have any questions, please call (313)822-6200 or e-mail building@grossepointepark.org.
Please refer to www.grossepointepark.org to find the following information:

- Planning Commission page for meeting schedule
- Zoning Ordinance Section 27-171; Changes and Amendments

APPLICANT CONTACT INFORMATION

PROPERTY OWNER

Name: SEE ATTACHED
Address: _____
City, State, Zip: _____
Phone #: _____
Email: _____

APPLICANTS OR REPRESENTATIVES ARE STRONGLY ENCOURAGED TO BE PRESENT AT THE MEETING

APPLICANT/OWNERS REPRESENTATIVE

Name: MICHAEL STINES
Address: 121 KERCHEVAL AVENUE
City, State, Zip: GROSSE POINTE FARMS, MI 48236
Phone #: [REDACTED]
Email: [REDACTED]

APPLICANTS OR REPRESENTATIVES ARE STRONGLY ENCOURAGED TO BE PRESENT AT THE MEETING

PRE-APPLICATION CONFERENCE

It is strongly encouraged that all applicants and their representatives meet with City of Grosse Pointe Park staff prior to submitting an application for a rezoning. A pre-application meeting with staff allows for a preliminary review of the application procedures, project timelines, compliance with the City Master Plan, and other project criteria, and prevents most situations that usually results in a project being postponed.

PHASING OF APPLICATION

Public hearings before the Planning Commission are held for initial review of a rezoning application. Applications and support materials must be submitted twenty (20) business days prior to the public hearing date. The Planning Commission will make a recommendation to City Council who will take the final action on the application.



City of Grosse Pointe Park

PROPERTY INFORMATION

Property Address: 1211 WAYBURN; 1215-1217 Property ID Number: SEE ATTACHED
Size of property (frontage / depth / sq. ft. or acres): SEE ATTACHED
Surrounding Zoning Districts: North R-D South B-1 East R-D West R-2 (DETROIT)
Legal Description: SEE ATTACHED

PROPOSAL

Current Zoning District: R-D Proposed Zoning District: P-1

Please note: If proposing a Rezoning with Conditions, please attach a separate sheet(s) with your proposed conditions

I hereby certify the following:

1. I am the legal owner of the property for which this application is being submitted, or I have submitted a written statement by the property owner that allows me to apply on their behalf.
2. I desire to apply for a rezoning of the property indicated in this application with the attachments and the information contained herein is true and accurate to the best of my knowledge.
3. The requested rezoning would not violate any deed restrictions attached the property involved in the request.
4. I have read the recommended sections of the Zoning Ordinance and understand the necessary requirements that must be completed.
5. I understand that the payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the plan.
6. I acknowledge that this application is not considered filed and complete until all of the required information has been submitted and all required fees have been paid in full. Once my application is deemed complete, I will be assigned a date for a public hearing before the Planning Commission that may not necessarily be the next scheduled meeting due to notification requirements and Planning Commission Bylaws.
7. I acknowledge that this form is not in itself a rezoning but only an application for a rezoning and is valid only with procurement of applicable approvals.
8. I authorize City Staff, and the Planning Commission and City Council members to inspect the site.

Property Owner Signature: [Signature] Date: 11/14/22

OFFICE USE ONLY:

Parcel ID #: _____ File #: _____ Date: _____
Hearing Date: _____ Application Deadline(including all support material): _____
Receipt #: _____ Check #: _____ Received by & date: _____

15115 EAST JEFFERSON AVENUE • GROSSE POINTE PARK • MICHIGAN • 48230 • 313.822.6200

Property #1: 1211 Wayburn

- Owner: 1211 Wayburn, LLC
- Parcel #: 39-007-16-0061-000
- Size: 0.095 acre
- Legal Description: LOT 61, SCHIAPPACASSES SUB OF LOT 5 ETC OF ALTERS PLAT PC 570 L37 P61, WAYNE COUNTY RECORDS

Property #2: 1215-1217 Wayburn

- Owner: 1215-17 Wayburn, LLC
- Parcel #: 39-007-16-0060-000
- Size: 0.070 acre
- Legal Description: LOT 60, SCHIAPPACASSES SUB OF LOT 5 ETC OF ALTERS PLAT PC 570 L37 P61, WAYNE COUNTY RECORDS

November 14, 2022

Mr. Warren Rothe
Assistant City Manager
City of Grosse Pointe Park
15115 E. Jefferson Avenue
Grosse Pointe Park, MI 48230

Via email only: rothew@grossepointepark.org

Re: Rezoning Applications

Dear Warren:

Enclosed please find two Rezoning Applications relating to certain properties located on Wayburn Street in Grosse Pointe Park (the "Park"). I appreciate your assistance in having these placed on the agenda for consideration at the next Planning Commission meeting.

As this is part of a larger, cross-border project involving the City of Detroit ("Detroit"), I am offering the following conditions with our applications:

1. The rezonings requested will be contingent on securing all required approvals and permits from Detroit to develop the parking lots in a manner that is substantially similar to that shown on the site plans included with these applications by December 31, 2023, or as otherwise extended by the Park City Council; and
2. After securing all required approvals from Detroit, construction has commenced by December 31, 2024, or as otherwise extended by the Park City Council.

If both of the above-described conditions are not met within the proposed timeframes, the rezonings (if recommended Planning Commission and approved City Council at the next regularly scheduled meetings) would revert back to R-D from P-1.

Again, thank you for your consideration. If you have any questions, please feel free to contact me.

Sincerely,



Michael L. Stines



Lot 1 Alter / Wayburn Plan

November 11, 2022

City of **Grosse Pointe Park**, Michigan

NOTICE OF PUBLIC HEARING ON CONDITIONAL ZONING ORDINANCE AMENDMENT

PLEASE TAKE NOTICE The Planning Commission of the City of Grosse Pointe Park will hold a Public Hearing on Wednesday, December 7, 2022, at 7:00 PM in the Council Chamber of City Hall, Fourth Floor, 15115 E. Jefferson Avenue, Grosse Pointe Park, Michigan 48230 on the following matter:

Public Hearing PC-2022-02, request to conditionally rezone 1211 Wayburn (Parcel #39-007-06-0061-000), and 1215/1217 Wayburn (Parcel #39-007-16-0060-000) from R-D (Two-Family Residential) to P1 (Vehicular Parking). Proposed conditions set forth in the application include securing all required approvals and permits from the City of Detroit by December 31, 2023, or as otherwise extended by the Grosse Pointe Park City Council; and to commence construction of the proposed cross-border parking lot by December 31, 2024, or as otherwise extended by the Grosse Pointe Park City Council. Information concerning this request may be obtained from the Public Service Department during regular business hours from 8:00 a.m. to 4:30 p.m., Monday through Friday, or by calling (313)-822-4365. Written comments concerning this request will be received by the Public Service Department prior to the public hearing or by the Planning Commission at the public hearing. Comments can be submitted via email at planning@grossepointepark.org. The recommendation of the Planning Commission will be forwarded to the City Council after the Public Hearing.

Warren J. Rothe,
Assistant City Manager
Page 29 of 89

AFFIDAVIT OF LEGAL PUBLICATION

Grosse Pointe News

16980 Kercheval Pl
Grosse Pointe, Michigan 48230
(313)882-3500

COUNTY OF WAYNE
STATE OF MICHIGAN, SS.

Melanie Mahoney

being duly sworn deposes and says that attached advertisement of

City of Grosse Pointe Park

was duly published in accordance with instructions, in the GROSSE POINTE NEWS on
the following date:

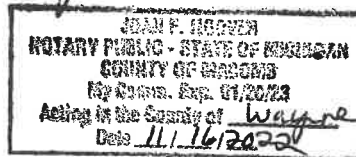
November 17, 2022

#1 GPP 11/17 PHN LOT 1 REZONING

and knows well the facts stated herein, and that she is the Administrative Assistant
of said newspaper.

Melanie Mahoney

Joan F. Hoover



Notary Public

Street Address	City	State	Zip Code	Parcel ID
15115 E. JEFFERSON	GROSSE POINTE PARK	MI	48230	39008040012002
14932 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39008040009000
14938 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39008040010000
15020 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39008040012001
15029 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39007160011000
15029 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39007160012000
15011 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39007160016000
15005 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39007160018000
14945 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39007160021000
1249 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160050000
1247 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160051000
1243 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160052000
1241 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160053000
1237 -39 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160054000
1235 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160055000
1231 -33 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160056000
1227 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160057000
1225 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160058000
1221 -1223 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160059000
1215 -17 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160060000
1211 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160061000
1216 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160064000
1222 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160065000
1224 -1226 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160066000
1228 WAYBURN	GROSSE POINTE	MI	48230	39007160067000
1232 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160068000
1234 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160069000
1236 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160070000
1238 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160071000
1242 -1244 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160072000
1241 MARYLAND	GROSSE POINTE PARK	MI	48230	39007160083000
1239 MARYLAND	GROSSE POINTE PARK	MI	48230	39007160084000
1235 MARYLAND	GROSSE POINTE PARK	MI	48230	39007160085000
1231 MARYLAND	GROSSE POINTE PARK	MI	48230	39007160086000
1227 MARYLAND	GROSSE POINTE PARK	MI	48230	39007160087000
1225 MARYLAND	GROSSE POINTE PARK	MI	48230	39007160088000
1221 MARYLAND	GROSSE POINTE PARK	MI	48230	39007160089000
1217 MARYLAND	GROSSE POINTE PARK	MI	48230	39007160090000
1213 MARYLAND	GROSSE POINTE PARK	MI	48230	39007160091000
1212 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160062001
1214 WAYBURN	GROSSE POINTE PARK	MI	48230	39007160062002
2155 ALTER	DETROIT	MI	48215	21063182
2151 ALTER	DETROIT	MI	48215	21063183
2145 ALTER	DETROIT	MI	48215	21063184
2137 ALTER	DETROIT	MI	48215	21063185
14911 KERCHEVAL	DETROIT	MI	48215	21000849.002L
14925 KERCHEVAL	DETROIT	MI	48215	21000850
2115 ALTER	DETROIT	MI	48215	21000844-8
2166 ALTER	DETROIT	MI	48215	21062751
2156 ALTER	DETROIT	MI	48215	21062750
2150 ALTER	DETROIT	MI	48215	21062749
14901 KERCHEVAL	DETROIT	MI	48215	21000849
2170 ALTER	DETROIT	MI	48215	21062752
14930 KERCHEVAL	DETROIT	MI	48215	21000615-6
2163 ALTER	DETROIT	MI	48215	21063181
2146 ALTER	DETROIT	MI	48215	21062748
2140 ALTER	DETROIT	MI	48215	21062747
2132 ALTER	DETROIT	MI	48215	21062746
2124 ALTER	DETROIT	MI	48215	21062745
2174 ALTER	DETROIT	MI	48215	21062753
2167 ALTER	DETROIT	MI	48215	21063180
3762 ASHLAND	DETROIT	MI	48215	21062127-8
2127 ALTER	DETROIT	MI	48215	21063187
2186 ALTER	DETROIT	MI	48215	21062755
2180 ALTER	DETROIT	MI	48215	21062754
2133 ALTER	DETROIT	MI	48215	21063186
2194 ALTER	DETROIT	MI	48215	21062756
14929 KERCHEVAL	DETROIT	MI	48215	21000851
14900 KERCHEVAL	DETROIT	MI	48215	21000619
14933 KERCHEVAL	DETROIT	MI	48215	21000852
14912 KERCHEVAL	DETROIT	MI	48215	21000618
14922 KERCHEVAL	DETROIT	MI	48215	21000617



PLANNING COMMISSION MEETING

DATE: December 7, 2022

SUBJECT: Public Hearing: 1155 Wayburn, 1159/1161 Wayburn, 1167 Wayburn
Conditional Rezoning

SUMMARY: The City Planning Commission has received a request from Michael Stines, acting on behalf of the property owners of 1155 Wayburn, 1159/1161 Wauburn, and 1167 Wayburn to conditionally rezone the properties from R-D (Two-Family Residential) to P-1 (Vehicular Parking). The proposed map amendment is being requested to permit the development of a parking lot that is intended to serve businesses and residents in the proximity of Alter Road and Wayburn. Conditions voluntarily proposed by the applicant include:

1. The rezonings requested will be contingent on securing all required approvals and permits from Detroit to develop the parking lots in a manner that is substantially similar to that shown on the site plans included with these applications by December 31, 2023, or as otherwise extended by the Park City Council; and
2. After securing all required approvals from Detroit, construction has commenced by December 31, 2024, or as otherwise extended by the Park City Council.

The rezoning process begins with a public hearing by the Planning Commission, which provides a recommendation to the City Council, who makes the final decision on the application. The City of Grosse Pointe Park published the required legal notice for the public hearing and distributed the notice to every property within 300 feet as required by the Michigan Zoning Enabling Act. A detailed report by the City Planner is attached for your review, along with the following documents:

- Report by the City Planner
- Rezoning Application
- Site Plan
- Copy of Public Notice
- Affidavit of publication for the Public Notice
- List of property owners within 300 feet of the subject properties who were mailed the public notice.

FINANCIAL IMPACT: None

RECOMMENDATION: Consider the application, associated materials, and feedback received at the Public Hearing to decide to:

- Recommend approval of the application by the City Council;
- Recommend denial of the application by the City Council; or
- Table the request for reasons to be stated.

PREPARED BY: Warren Rothe, Assistant City Manager



John Jackson, AICP

STAFF REPORT CONTACT INFORMATION

Michael Stines

CASE/NUMBER

December 7, 2022

APPLICANT/PROPERTY OWNER

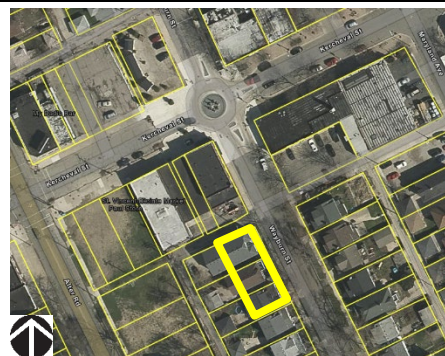
1155, 1159-1161, 1167 Wayburn

PUBLIC HEARING DATE

PROPERTY ADDRESS/LOCATION

BRIEF SUMMARY OF REQUEST

This applicant is requesting to **conditionally** rezone three parcels from R-D to P1 to allow them to construct a parking lot. The parking lot will be part of the shared parking system that currently serves the Park's Kercheval business district. The applicant has voluntarily proposed to develop the parking lot as depicted in the conceptual site plan including a central pay station, electrical vehicle charging stations, permeable pavers, centralized trash collection with enclosures, extensive landscape screening, and screen walls located adjacent to the residential lots and along the street frontages.



MAP SOURCE: Wayne County GIS

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING/LAND USE	SITE IMPROVEMENTS	SIZE OF PROPERTY
R-D, Residential	Single Family/Two-Family, Four-Family Residential	B-1/Commercial R-D/Residential	Three existing buildings	Appx. 12,000 square feet total – about 4,000sf in GPP

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

REVISE AND RESUBMIT

DENY

COMPATIBILITY with the COMPREHENSIVE PLAN

The recently adopted master plan identified this area as Mixed Residential Neighborhood. The Master Plan also promotes three-story mixed-use development on Kercheval, the implementation of green infrastructure and EV charging stations. The proposed rezoning is consistent with many of the MP objectives.

PROPERTY HISTORY

These three parcels have been used as residential dwellings for several decades.

COMPATIBILITY with the ZONING ORDINANCE

Sec. 27-71. The P-1 Vehicular Parking Districts are intended to permit the establishment of areas to be used solely for off-street parking of private passenger vehicles as a use incidental to a principal use. These districts will generally be provided by petition or request to serve a use district which has developed without adequate off-street parking facilities.

The proposed parking will help future development meet the parking required by the City's zoning ordinance.

ATTACHMENTS (CIRCLE)

SUBMITTED PLANS	PUBLIC HEARING PETITION/ APPLICATION FORM	LEGAL NOTICE
-----------------	---	--------------

LEGAL DESCRIPTION

PUBLIC COMMENTS

AGENCY COMMENTS

RESPONSE TO STANDARDS

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
✉ 248.596.0930
MCKA.COM

Communities for real life.

We have reviewed the above request with the City's Zoning Ordinance, Master Plan, other applicable plans, conditions on the site, and sound planning and design principles in an effort to provide constructive and helpful feedback for the development of this site. We offer the following comments for your consideration.

1. Background

The applicant has submitted a request for conditional rezoning. This approach allows the applicant to voluntarily offer conditions that would make the requested rezoning more favorable to the City. The City may not impose additional conditions on the applicant's request. The conditions will be recorded in a conditional rezoning contract. In the event the conditions are not met within a specific time period, the zoning may revert back to the original zoning.

The subject property located partially in Grosse Pointe Park and mostly in the city of Detroit has been assembled to accommodate the development of a 43-space metered parking lot to serve the Kercheval Avenue Business District. The City's recently adopted Master Plan indicates that providing adequate parking in this Business District is important to the long-term viability of this area. The Master Plan identifies a number of other policies intended to reduce reliance on surface parking lots including alternative forms of mobility and connections.

Although the Master Plan and the recently completed Parking Study promote alternatives to surface parking lots and managing the existing supply of parking, the Parking Study states that when the existing supply of parking is utilized over 75-90% from new uses and redevelopment, "more public parking should be added".

The block served by the proposed parking lot currently contains approximately 10,000 square feet of commercial space and four apartments on the second floor. The City's zoning ordinance requires 29 spaces for the commercial use and six spaces for the residential use. Currently there are only eight off-street spaces and eight on-street spaces to serve these uses - a zoning deficit of 19 parking spaces, assuming you count all of the available parking spaces.

If this block was built out with ground floor commercial and one floor of residential uses above, the city would require over 60 parking spaces. With the proposed parking lot, there would be a deficit according to the City's current parking requirements. Using a reduced, and more appropriate standard for a tight-knit walkable environment, there would still be a parking deficit, especially if the block was fully developed with two floors of residential uses as envisioned in the Master Plan.

NEW PUBLIC PARKING OPPORTUNITIES

There may be a future need to add more parking spaces, especially within the Kercheval Business District. We recommend that the City continues to monitor the overall performance of the parking system and operations by conducting annual field surveys and tracking the data against threshold indicators to ensure that parking utilization is within the 75-90% occupancy range.

New businesses, especially ones with an anticipated higher parking demand in the evening hours (i.e., restaurants and bars), will decrease the amount of available parking spaces in the districts. The Kercheval Business District is anticipating a few new redevelopments in the western portion of the district in 2022/2023, including a new restaurant at the corner of Maryland and Kercheval. While some of the increased parking demand could be handled by off-street private lots on site, there will be additional demand for on-street parking which could raise the occupancy levels to 90% or greater for certain blocks, especially during evening hours.

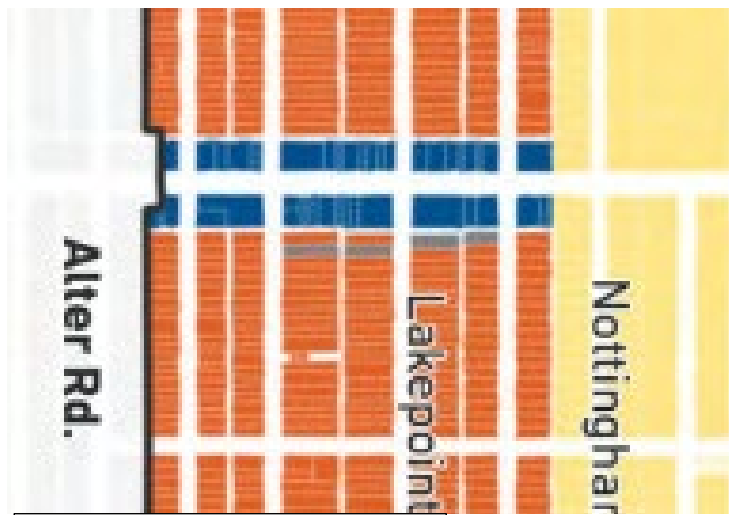
Enhancing wayfinding, adding meters or pay stations, and adjusting time limits and rates will be critical to help with turnover of parking. After these initial recommendations are implemented, and parking occupancy levels are starting to rise in multiple blocks and parking lots, then more public parking should be added to the Kercheval Business District.

GPP – Parking Study 2021

The response to the City’s survey during the master plan process indicated that over 85% of the people that come to the business districts drive themselves. Because there are minimal options, over 70% park on the street.

2. Zoning and Use

LOCATION	EXISTING LAND USE	CURRENT ZONING	FUTURE LAND USE
Subject Site	Residential	RD, Two Family	Mixed Residential
North	Commercial	B, Local Business	Business District
South	Residential	RD, Two Family	Mixed Residential
East	Residential	RD, Two Family	Mixed Residential
West	Residential	R2, Two Family	--



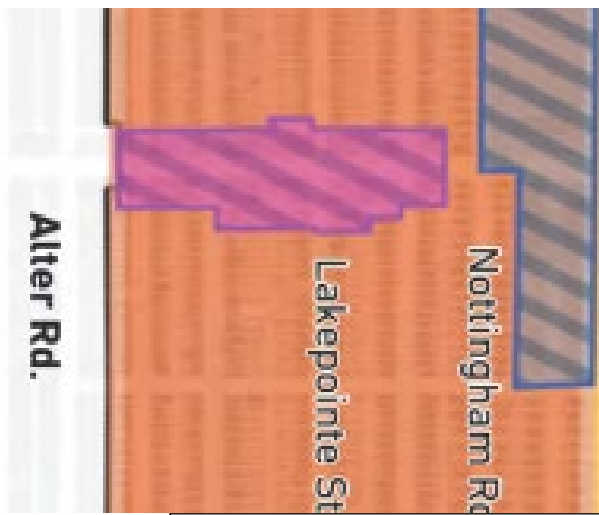
Existing Zoning

LEGEND

— Community Boundary

Zoning Districts *Minimum Lot Size per D.U.*

RA	One Family Residential	10,000 Sq. Ft.
RB	One Family Residential	7,200 Sq. Ft.
RC	Two Family Residential	5,000 Sq. Ft.
RD	Two Family Residential	2,500 Sq. Ft.
OS	Office-Service	
B	Local Business District	
P-1	Parking	



Future Land Use Plan

LEGEND

Business Districts/Areas

Institutions

Parks

Neighborhoods

Residential Neighborhood

Mixed Residential Neighborhood

3. Proposed Conditions

The applicant has offered the following conditions as part of their request:

- A. The rezonings requested will be contingent on securing all required approvals and permits from Detroit to develop the parking lots in a manner that is substantially similar to that shown on the site plans included with these applications by December 31, 2023, or as otherwise extended by the Park City Council.
- B. After securing all required approvals from Detroit, construction has commenced by December 31, 2024, or as otherwise extended by the Park City Council.

These conditions are appropriate given the multi-jurisdictional location. In addition, they provide sufficient flexibility in case the configuration of the parking lots and circulation are modified to improve circulation or avoid utilities, etc.

4. Rezoning Standards

The following standards were developed to assist the City in evaluating any rezoning request and represent best planning and zoning practices and are consistent with the intent of the Michigan Planning Enabling Act:

- A. **Consistency with the Master Plan's goals, policies, and Future Land Use Map, including planned timing or sequence of development.** The site is planned and zoned for Mixed Residential/Two-family uses and has historically been used this way. However, the City's Master Plan and the recent parking study anticipate the eventual need for additional public parking to serve the Kercheval Avenue Business District. In addition, the City's current parking standards would require significantly more parking to accommodate the level of development envisioned in the master plan.

While the rezoning may not match the Future Land Use Map, the proposed rezoning is consistent with the long term, goals and objectives of the City, and recent initiatives to invest in convenient public parking adjacent to the Kercheval Avenue Business District. We find these standards are met.

- B. **Compatibility of all the potential uses allowed in the proposed zoning district(s) with the site's physical features.** The proposed parking lot will have open areas along the Wayburn street frontages, along the adjacent property line, and utilizes permeable pavers to reduce the stormwater impacts of the proposed parking area. We find these standards are met.

- C. **Compatibility of all the potential uses allowed in the proposed district(s) with surrounding uses and zoning in terms of suitability, intensity, traffic impacts, aesthetics, infrastructure and potential influence on property values.** In several areas of the Kercheval Business District, there are single family homes that abut the alleys behind active businesses. Providing surface parking as a buffer or transition between the service areas of the businesses and the adjacent residential neighborhood is a sound planning practice that will enhance the compatibility between the two uses. We find these standards are met.

- D. **Capacity of available utilities and public services to accommodate the uses permitted in the district(s) without compromising the health, safety, and welfare of the City.** The City has the resources to manage the proposed parking lot and the proposed design that includes permeable pavers and other innovative stormwater protection measures will reduce the impact on City infrastructure. In addition, the revenue from the proposed pay stations will help offset the City's maintenance of the parking lots. We find these standards are met.

- E. Capability of the road system to safely and efficiently accommodate the expected traffic generated by uses permitted in the zoning district(s).** The proposed parking lot will reduce the impact of traffic circulating looking for available parking and reduce pressure for on-street parking in residential neighborhoods. We find these standards are met.
- F. The apparent demand for the types of uses permitted in the district(s) in relation to the amount of land currently zoned and available in the City to accommodate the demand.** The intent of the City is to provide a variety of alternative to surface parking, however, with the continued success of the Kercheval Avenue Business in the form of redevelopment and thriving businesses, the Parking Study states that there will be increased demand for parking.

The current mix of uses along Kercheval is only slightly deficient with respect to the City's current parking standards and assuming all public and private lots are available for all users.

In the event the available space for commercial uses (ground floor) is fully utilized and no more residential units are added, there will be a deficit of over 380 spaces according to the City's zoning ordinance.

We recognize that the City's parking standards need to be reviewed and updated, but with 85% of customers driving individually to the City's business districts, parking will continue to be in demand.

Public, shared, and managed parking lots are much more efficient and effective in providing the necessary parking and reducing the need for private parking lots. We find these standards are met.

- G. The boundaries of the proposed district(s) in relationship to the surrounding area and the scale of future development on the site.** The boundary of the new district is compatible with the surrounding area and scale of future developments. The site is just large enough to accommodate a double loaded row of parking, a service alley, sufficient screening and fits in with the urban character of the neighborhood.

As the plans continue to evolve, there may be a chance to revise the plans to consolidate the service alley with the circulation aisle for the parking. This could provide additional space for buffering to the adjacent residential uses and reduce curb cuts on Wayburn. We find these standards are met.

- H. The requested rezoning will not create an isolated or incompatible zone in the area.** The requested site is located between the B, Local Business District, and R-D, Mixed Residential District and provides a logical transition between the two districts. We find these standards are met.
- I. Other factors deemed appropriate by the Planning Commission and City Council.** We find that the request for rezoning to P-1 to allow the proposed parking lot is consistent with the initiatives of the City to have convenient surface parking for the Kercheval Avenue Business District in a way that protects the character of the Business District (no surface parking lots along Kercheval) and provides a transition to the adjacent residential neighborhoods. The City may want to consider developing a parking plan to identify locations for future parking lots to serve this and other business districts in the City.

SUMMARY AND RECOMMENDATION

Based on the findings above, we recommend the Planning Commission recommend approval of the proposed conditional rezoning to the City Council.

We look forward to reviewing these findings and recommendations with you. In the meantime, if you have any questions, please feel free to contact us.

Respectfully submitted,

McKENNA

A handwritten signature in blue ink, appearing to read 'John Jackson', with a long horizontal flourish extending to the right.

John Jackson, AICP
President

Cc: Nick Sizeland, City Manager
Warren Rothe, Assistant City Manager
Terry Brennan, Building Official
Michael Boettcher, AICP, Senior Planner



City of Grosse Pointe Park

FEE: \$500.00 + Escrow Deposit

REZONING APPLICATION

MAIL TO: CITY OF GROSSE POINTE PARK
BUILDING DEPARTMENT
15115 E. Jefferson
Grosse Pointe Park, MI 48230

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, THE REZONING REQUEST WILL NOT BE SCHEDULED FOR A HEARING UNTIL IT HAS BEEN VERIFIED THAT ALL OF THE INFORMATION REQUIRED IS PRESENT AT THE TIME OF THE APPLICATION - NO EXCEPTIONS.

If you have any questions, please call (313)822-6200 or e-mail building@grossepointepark.org.
Please refer to www.grossepointepark.org to find the following information:

- Planning Commission page for meeting schedule
- Zoning Ordinance Section 27-171; Changes and Amendments

APPLICANT CONTACT INFORMATION

PROPERTY OWNER

Name: SEE ATTACHED
Address: _____
City, State, Zip: _____
Phone #: _____
Email: _____

APPLICANTS OR REPRESENTATIVES ARE STRONGLY ENCOURAGED TO BE PRESENT AT THE MEETING

APPLICANT/OWNERS REPRESENTATIVE

Name: MICHAEL STINES
Address: 121 KERCHEVAL AVENUE
City, State, Zip: GROSSE POINTE FARMS, MI 48236
Phone #: [REDACTED]
Email: [REDACTED]

APPLICANTS OR REPRESENTATIVES ARE STRONGLY ENCOURAGED TO BE PRESENT AT THE MEETING

PRE-APPLICATION CONFERENCE

It is strongly encouraged that all applicants and their representatives meet with City of Grosse Pointe Park staff prior to submitting an application for a rezoning. A pre-application meeting with staff allows for a preliminary review of the application procedures, project timelines, compliance with the City Master Plan, and other project criteria, and prevents most situations that usually results in a project being postponed.

PHASING OF APPLICATION

Public hearings before the Planning Commission are held for initial review of a rezoning application. Applications and support materials must be submitted twenty (20) business days prior to the public hearing date. The Planning Commission will make a recommendation to City Council who will take the final action on the application.



City of Grosse Pointe Park

PROPERTY INFORMATION

Property Address: 1155 WAYBURN; 1159-61 WAYBURN;
AND 1167 WAYBURN Property ID Number: SEE ATTACHED
Size of property (frontage / depth / sq. ft. or acres): SEE ATTACHED
Surrounding Zoning Districts: North R-D; B-1 South R-D East R-D West R-2 (DETROIT)
Legal Description: SEE ATTACHED

PROPOSAL

Current Zoning District: R-D Proposed Zoning District: P-1

Please note: If proposing a Rezoning with Conditions, please attach a separate sheet(s) with your proposed conditions

I hereby certify the following:

1. I am the legal owner of the property for which this application is being submitted, or I have submitted a written statement by the property owner that allows me to apply on their behalf.
2. I desire to apply for a rezoning of the property indicated in this application with the attachments and the information contained herein is true and accurate to the best of my knowledge.
3. The requested rezoning would not violate any deed restrictions attached the property involved in the request.
4. I have read the recommended sections of the Zoning Ordinance and understand the necessary requirements that must be completed.
5. I understand that the payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the plan.
6. I acknowledge that this application is not considered filed and complete until all of the required information has been submitted and all required fees have been paid in full. Once my application is deemed complete, I will be assigned a date for a public hearing before the Planning Commission that may not necessarily be the next scheduled meeting due to notification requirements and Planning Commission Bylaws.
7. I acknowledge that this form is not in itself a rezoning but only an application for a rezoning and is valid only with procurement of applicable approvals.
8. I authorize City Staff, and the Planning Commission and City Council members to inspect the site.

Property Owner Signature: [Signature] Date: 11/14/22

OFFICE USE ONLY:

Parcel ID #: _____ File #: _____ Date: _____
Hearing Date: _____ Application Deadline(including all support material): _____
Receipt #: _____ Check #: _____ Received by & date: _____

15115 EAST JEFFERSON AVENUE • GROSSE POINTE PARK • MICHIGAN • 48230 • 313.822.6200

Property #1: 1155 Wayburn

- Owner: 1155 Wayburn, LLC
- Parcel #: 39-008-06-0010-000
- Size: 0.082 acre
- Legal Description: Lot 10, R.J. PURVIS SUBDIVISION, as recorded in Liber 38, Page 62, of Plats, Wayne County Records

Property #2: 1159-1161 Wayburn

- Owner: 1167 Wayburn, LLC
- Parcel #: 39-008-05-0003-000
- Size: 0.082 acre
- Legal Description: Lot 3, 'MARYLAND AVENUE SUBN', as recorded in Liber 38, Page 97, of Plats, Wayne County Records

Property #3: 1167 Wayburn

- Owner: 1167 Wayburn ,LLC
- Parcel #: 39-008-05-0004-000
- Size: 0.1 acre
- Legal Description: Lot 4, Maryland Avenue Subdivision, according to the plat thereof as recorded in liber 38, page(s) 97 of Plats, Wayne County Records

November 14, 2022

Mr. Warren Rothe
Assistant City Manager
City of Grosse Pointe Park
15115 E. Jefferson Avenue
Grosse Pointe Park, MI 48230

Via email only: rothew@grossepointepark.org

Re: Rezoning Applications

Dear Warren:

Enclosed please find two Rezoning Applications relating to certain properties located on Wayburn Street in Grosse Pointe Park (the "Park"). I appreciate your assistance in having these placed on the agenda for consideration at the next Planning Commission meeting.

As this is part of a larger, cross-border project involving the City of Detroit ("Detroit"), I am offering the following conditions with our applications:

1. The rezonings requested will be contingent on securing all required approvals and permits from Detroit to develop the parking lots in a manner that is substantially similar to that shown on the site plans included with these applications by December 31, 2023, or as otherwise extended by the Park City Council; and
2. After securing all required approvals from Detroit, construction has commenced by December 31, 2024, or as otherwise extended by the Park City Council.

If both of the above-described conditions are not met within the proposed timeframes, the rezonings (if recommended Planning Commission and approved City Council at the next regularly scheduled meetings) would revert back to R-D from P-1.

Again, thank you for your consideration. If you have any questions, please feel free to contact me.

Sincerely,



Michael L. Stines



Lot 4 Alter / Wayburn Plan

November 11, 2022

City of **Grosse Pointe Park**, Michigan

NOTICE OF PUBLIC HEARING ON CONDITIONAL ZONING ORDINANCE AMENDMENT

PLEASE TAKE NOTICE The Planning Commission of the City of Grosse Pointe Park will hold a Public Hearing on Wednesday, December 7, 2022, at 7:00 PM in the Council Chamber of City Hall, Fourth Floor, 15115 E. Jefferson Avenue, Grosse Pointe Park, Michigan 48230 on the following matter:

Public Hearing PC-2022-03, request to conditionally rezone 1155 Wayburn (Parcel #39-008-06-0010-000), 1159/1161 Wayburn (Parcel #39-008-05-0003-000), and 1167 Wayburn (Parcel #39-008-05-0004-000) from R-D (Two-Family Residential) to P1 (Vehicular Parking). Proposed conditions set forth in the application include securing all required approvals and permits from the City of Detroit by December 31, 2023, or as otherwise extended by the Grosse Pointe Park City Council; and to commence construction of the proposed cross-border parking lot by December 31, 2024, or as otherwise extended by the Grosse Pointe Park City Council. Information concerning this request may be obtained from the Public Service Department during regular business hours from 8:00 a.m. to 4:30 p.m., Monday through Friday, or by calling (313)-822-4365. Written comments concerning this request will be received by the Public Service Department prior to the public hearing or by the Planning Commission at the public hearing. Comments can be submitted via email at planning@grossepointepark.org. The recommendation of the Planning Commission will be forwarded to the City Council after the Public Hearing.

Warren J. Rothe,
Assistant City Manager
Page 45 of 89

AFFIDAVIT OF LEGAL PUBLICATION

Grosse Pointe News

16980 Kercheval Pl
Grosse Pointe, Michigan 48230
(313)882-3500

COUNTY OF WAYNE
STATE OF MICHIGAN, SS.

Melanie Mahoney

being duly sworn deposes and says that attached advertisement of

City of Grosse Pointe Park

was duly published in accordance with instructions, in the GROSSE POINTE NEWS on
the following date:

November 17, 2022

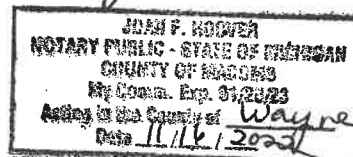
#2 GPP 11/17 PHN LOT 4 REZONING

and knows well the facts stated herein, and that she is the Administrative Assistant
of said newspaper.

Melanie Mahoney

Joan F. Hoover

Notary Public



Street	City	State	Zip	Parcel ID
1128 WAYBURN	GROSSE POINTE PARK	MI	48230	39008070113000
1130 WAYBURN	GROSSE POINTE PARK	MI	48230	39008070114000
1134 WAYBURN	GROSSE POINTE PARK	MI	48230	39008070115000
1138 -40 WAYBURN	GROSSE POINTE PARK	MI	48230	39008070116002
1145 -47 MARYLAND	GROSSE POINTE PARK	MI	48230	39008070118000
1143 MARYLAND	GROSSE POINTE PARK	MI	48230	39008070119000
15115 E. JEFFERSON	GROSSE POINTE PARK	MI	48230	39008040012002
1156 WAYBURN	GROSSE POINTE PARK	MI	48230	39008060011000
1152 WAYBURN	GROSSE POINTE PARK	MI	48230	39008060012000
1146 -1148 WAYBURN	GROSSE POINTE PARK	MI	48230	39008060013000
14932 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39008040009000
14938 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39008040010000
15020 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39008040012001
1144 WAYBURN	GROSSE POINTE PARK	MI	48230	39008060014000
1142 WAYBURN	GROSSE POINTE PARK	MI	48230	39008060015000
1149 MARYLAND	GROSSE POINTE PARK	MI	48230	39008060016000
1151 MARYLAND	GROSSE POINTE PARK	MI	48230	39008060017000
1153 MARYLAND	GROSSE POINTE PARK	MI	48230	39008060018000
1155 MARYLAND	GROSSE POINTE PARK	MI	48230	39008060019000
1157 -1159 MARYLAND	GROSSE POINTE PARK	MI	48230	39008060020000
1141 WAYBURN	GROSSE POINTE PARK	MI	48230	39008070040000
1139 WAYBURN	GROSSE POINTE PARK	MI	48230	39008070041000
1133 WAYBURN	GROSSE POINTE PARK	MI	48230	39008070043000
1131 WAYBURN	GROSSE POINTE PARK	MI	48230	39008070044000
1159 -61 WAYBURN	GROSSE POINTE PARK	MI	48230	39008050003000
1164 WAYBURN	GROSSE POINTE PARK	MI	48230	39008050005000
1160 WAYBURN	GROSSE POINTE PARK	MI	48230	39008050006000
1163 -1165 MARYLAND	GROSSE POINTE PARK	MI	48230	39008050007000
1167 -69 MARYLAND	GROSSE POINTE PARK	MI	48230	39008050008000
1167 WAYBURN	GROSSE POINTE PARK	MI	48230	39008050004000
1149 WAYBURN	GROSSE POINTE PARK	MI	48230	39008060007000
1145 WAYBURN	GROSSE POINTE PARK	MI	48230	39008060006000
1151 WAYBURN	GROSSE POINTE PARK	MI	48230	39008060008000
1153 WAYBURN	GROSSE POINTE PARK	MI	48230	39008060009000
1155 WAYBURN	GROSSE POINTE PARK	MI	48230	39008060010000
15011 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39007160016000
15005 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39007160018000
14945 KERCHEVAL	GROSSE POINTE PARK	MI	48230	39007160021000
1623 ALTER	DETROIT	MI	48215	21063190
1617 ALTER	DETROIT	MI	48215	21063191
1611 ALTER	DETROIT	MI	48215	21063192
14911 KERCHEVAL	DETROIT	MI	48215	21000849.002L
1605 ALTER	DETROIT	MI	48215	21063193
14925 KERCHEVAL	DETROIT	MI	48215	21000850
1599 ALTER	DETROIT	MI	48215	21063194
1614 ALTER	DETROIT	MI	48215	21062742
1608 ALTER	DETROIT	MI	48215	21062741
1602 ALTER	DETROIT	MI	48215	21062740
1596 ALTER	DETROIT	MI	48215	21062739
1588 ALTER	DETROIT	MI	48215	21062738
1622 ALTER	DETROIT	MI	48215	21062743
1629 ALTER	DETROIT	MI	48215	21063189
14901 KERCHEVAL	DETROIT	MI	48215	21000849
14930 KERCHEVAL	DETROIT	MI	48215	21000615-6
14820 KERCHEVAL	DETROIT	MI	48215	21000620
1635 ALTER	DETROIT	MI	48215	21063188
14929 KERCHEVAL	DETROIT	MI	48215	21000851
1597 ALTER	DETROIT	MI	48215	21063195
14900 KERCHEVAL	DETROIT	MI	48215	21000619
1591 ALTER	DETROIT	MI	48215	21063196
14933 KERCHEVAL	DETROIT	MI	48215	21000852
14912 KERCHEVAL	DETROIT	MI	48215	21000618
1585 ALTER	DETROIT	MI	48215	21063197
1630 ALTER	DETROIT	MI	48215	21062744
14922 KERCHEVAL	DETROIT	MI	48215	21000617
1582 ALTER	DETROIT	MI	48215	21062737
1576 ALTER	DETROIT	MI	48215	21062736
1570 ALTER	DETROIT	MI	48215	21062735
1564 ALTER	DETROIT	MI	48215	21062734
1558 ALTER	DETROIT	MI	48215	21062733



PLANNING COMMISSION MEETING

DATE: December 7, 2022

SUBJECT: Zoning Ordinance Revision RFP Review

SUMMARY: A Request for Proposals (RFP) was issued to seek services from a planning consultant to help the City conduct a Comprehensive Zoning Ordinance Rewrite. Three firms responded: McKenna, Beckett & Raeder, and Giffels Webster. All three firms are local to Michigan and meet all the qualifications of the RFP. City Administration is recommending McKenna be the consultant chosen to assist the City in rewriting its Zoning Ordinance. John Jackson will be available to present McKenna's proposal and answer questions the Planning Commission may have. City Administration would like the Planning Commission to evaluate McKenna's proposal, and if found favorable, recommend it to the City Council for their review and approval.

In evaluating the responses, City Administration looked at the following in identifying a finalist to bring to the Planning Commission.

Plan of Work/General Items

Timeline – All three respondents proposed a timeline of 11-12 months from project kickoff to adoption by the City Council.

Number of Meetings: Ordinance Drafting Phase– The respondents proposed the following number of meetings* for the Planning Commission during the drafting of the new ordinance:

- McKenna: 4
- Beckett and Raeder: 5
- Giffels Webster: 8

*Any meetings during the drafting phase beyond this amount will be charged at an hourly rate as proposed by each respondent.

Public Engagement – A requirement of the RFP was to provide a public outreach component. All respondents proposed an open house to present the public with an overview of the proposed Zoning Ordinance at the conclusion of the drafting process. McKenna was the only firm who proposed an additional open house at the beginning of the process that would be distinctly separate from the more procedural initial meeting of the Planning Commission.

Deliverables– All three respondents indicated they would be able to supply the City with

an Ordinance that is formatted in a way for staff to modify as amendments are made over time. More specifically, the respondents proposed the following:

- McKenna: Will provide a document in Word format with a manual describing how to revise the document in a manner that preserves the built-in formatting features and promises a format that can be regularly maintained by City staff.
- Beckett and Raeder: The preferred format for the Zoning Ordinance is through Adobe InDesign; however, at the City's request, the final document can be maintained in a Word format.
- Giffels Webster: Does not specify a specific format but does offer the option to maintain the Ordinance in their proprietary "Clearzoning" formatting at an additional cost.

Future Training – Included in McKenna's proposal alone is the opportunity for annual training for the City (staff, Planning Commission, Zoning Board of Appeals, City Council) in understanding zoning processes and procedures.

Community Knowledge

McKenna has been working with Grosse Pointe Park since the summer of 2021, and has been assisting in interpreting and administering the current zoning ordinance. This prior experience is important and gives them a head start on understanding the challenges and deficiencies that are contained in the current ordinance.

Secondly, McKenna has a long tradition of providing planning and zoning services in the Grosse Pointe communities. Recent projects include Master Plans for the City and Farms. McKenna's relationship with Grosse Pointe City includes ongoing support and amending of the Zoning Ordinance to ensure it is always ready to effectively meet the needs of the City and incorporates the most recent development trends and applicable case law. All of these projects have given McKenna a sense of the "Grosse Pointe" factor. While all our communities are different, there are many similarities when it comes to development and land-use decisions.

Finally, McKenna's proposal is the only one to specifically incorporate and reference the exact recommendations that are contained in the recently adopted Master Plan. Their existing and continuing sense of our community's needs will be an asset to the Planning Commission as it drafts a new Zoning Ordinance.

Price

<u>Respondent</u>	<u>Price</u>
McKenna	\$29,200
Beckett and Raeder	\$44,015
Giffels Webster	\$62,460

FINANCIAL IMPACT: Bills for the work will likely occur in the current and next fiscal year. City Council has funds set aside for consulting work in the current 2023 fiscal year

budget. It is anticipated that the balance of any costs will be appropriated and paid for in the 2024 fiscal year budget.

RECOMMENDATION: Motion to recommend McKenna as the consultant of choice to the City Council for the purposes of conducting a comprehensive rewrite of the Zoning Ordinance.

PREPARED BY: Warren Rothe, Assistant City Manager



REQUEST FOR PROPOSALS
COMPREHENSIVE ZONING ORDINANCE REWRITE
CITY OF GROSSE POINTE PARK, MICHIGAN

ISSUED: October 27, 2022

SUBMITTAL DEADLINE: 2:00 pm November 28, 2022

Submittals/Proposals are due at 2:00 p.m. on Monday November 28, 2022. Include one (unbound original), ten (10) copies of each, and a disc or flash drive containing an electronic copy. Proposals shall be submitted in a sealed package clearly marked as indicated:

Company/Firm Name
"Proposal to Update City Zoning Ordinance"

Proposals shall be submitted to:

Warren Rothe, Assistant City Manager
City of Grosse Pointe Park
15115 E. Jefferson Avenue
Grosse Pointe Park, MI 48230.

The City of Grosse Pointe Park is a Participating Agency in the Michigan Inter-Governmental Trade Network (MITN). Interested vendors are encouraged to register with MITN at <http://www.MITN.info> to view specifications for this and all other open bids.

Warren Rothe
Assistant City Manager
City of Grosse Pointe Park
(313) 822-6200

Table of Contents

Cover Page..... 1

I. STATEMENT OF INTENT 3

II. BACKGROUND 3

III. SCOPE OF WORK 4

IV. DELIVERABLES 7

V. SUBMITTAL SCHEDULE AND GENERAL REQUIREMENTS..... 7

VI. PROPOSAL CONTENT 9

VII. EVALUATION CRITERIA..... 10

VIII. INQUIRIES 11

EXHIBIT A – Cost Proposal..... 12

EXHIBIT B – Proposal Submission..... 13

I. STATEMENT OF INTENT

The City of Grosse Pointe Park is requesting proposals from qualified firms with expertise in planning and zoning to assist in a comprehensive rewrite of the City's Zoning Ordinance. The comprehensive rewrite will result in a user-friendly Zoning Ordinance that is consistent with the Grosse Pointe Park 2022 Master Plan and integrates MEDC Redevelopment Ready Communities best practices.

II. BACKGROUND

Located just northeast of Detroit and along Lake St. Clair, Grosse Pointe Park is one of the five Grosse Pointes. The City is essentially built-out, with approximately 2.2 square miles and a population of approximately 11,595 residents. The City operates under a Council-Manager form of government, with a 7-member appointed Planning Commission which includes a member of the City Council, currently the Mayor. The City Council serves as the Zoning Board of Appeals.

The large majority of land in the City is dedicated to residential uses, which is predominantly single-family housing. Denser residential uses (for example, attached condo and multiple family housing) exist more in the western portion of the City closer to Detroit. Non-residential uses, such as commercial and institutional, are mainly clustered around business districts and along major corridors such as East Jefferson Avenue, Kercheval Avenue, Charlevoix and Mack Avenue. Grosse Pointe Park has an active Downtown Development Authority (DDA) and Tax Increment Finance Authority (TIFA).

The Grosse Pointe Park Planning Commission recently adopted the 2022 Master Plan which outlines long-term goals and objectives for land use, community character, housing, commercial development, public services and facilities, and transportation. In 2020, the TIFA updated its Tax-Increment Financing (TIF) and Development Plan. The City's code is currently undergoing a recodification with Municode, which is expected to be implemented in early 2023.

Pertinent planning and zoning documents include:

[2022 Master Plan](#)

[DDA Tax Increment Financing and Development Plan](#)

[TIFA Tax Increment Financing and Development Plan](#)

[Current City Zoning Ordinance](#)

Staff

The City's Department of Public Service administers the City's Zoning Ordinance and serves as the primary point of contact for matters related to the City's Planning Commission and Zoning Board of Appeals. The Department is led by the City Manager, and consists of the Assistant City Manager, Building Official, Code Enforcement Officer, and an administrative assistant. They are assisted by a contractual trade permit inspector. The Assistant City Manager will serve as Project Manager for the City.

Existing Zoning Ordinance

Since its initial adoption, the City's Zoning Ordinance has been amended in a piecemeal fashion. As a result, the current ordinance contains outdated language that is difficult to administer and standards that lack the ability to address modern development trends.

Deficiencies of the current Zoning Ordinance include, but are not limited to:

- Lacks graphics, tables, illustrations, and other user-friendly elements;
- Contains outdated, inconsistent and ambiguous language which makes it difficult to interpret the regulations;
- Lacks the ability to accommodate modern development trends and uses, such as mixed-use developments;
- Fails to promote proper infill development or adaptive reuse and lacks the ability to achieve context sensitive design;
- Lacks many standards of review when considering special land use and rezoning requests;
- Difficulty in determining administrative and planning commission review responsibilities;

III. SCOPE OF WORK

With assistance from City staff, the selected firm will conduct a public process to develop a new Zoning Ordinance for the City of Grosse Pointe Park. The selected firm shall agree to work with City staff to develop a Zoning Ordinance and Map that is functional, digitally available, user-friendly, and achieves the vision of the 2022 Master Plan.

The Planning Commission will be the governmental body responsible for overseeing development and review of the updated Zoning Ordinance and will then recommend adoption of the final Zoning Ordinance to the City Council.

Project Objectives

The comprehensive Zoning Ordinance rewrite process shall achieve the following objectives:

- Implement the goals and objectives of the 2022 Master Plan, especially in accordance with the '*Zoning Plan*' and '*Implementation*' chapters.

- Evaluate how the current Zoning Ordinance supports the goals and objectives of the 2022 Master Plan
- Incorporate user-friendly formatting techniques including, but not limited to, hyperlinking text, tables, and illustrations.
- Incorporate best practices as recommended by MEDC's Redevelopment Ready Communities (RRC) program. Please consult the [RRC Best Practices Guide](#).
- Incorporates administrative best practices into the administration section of the Zoning Ordinance.
- Includes provisions that help the City achieve high-quality infill and redevelopment projects that are consistent with the context of the existing development area.
- Establish internal consistency and ensure legal compliance with recent state and federal land use case law.
- Establish clear procedures for planning and zoning-related applications and identify opportunities for process simplification and flexibility; clearly establish criteria for special land use and variance consideration/approval.
- Modernize sign standards to ensure appropriately scaled signs of quality design and compliance with recent state and federal case law.

Work Program

The final work program will be developed in conjunction with City staff, but should generally include the following:

1. **Current Zoning Ordinance Assessment:** The consultant will work closely with City staff in producing a brief assessment of the existing Zoning Ordinance to outline ordinance sections that must be adjusted to fulfill the goals and objectives of the 2022 Master Plan or be amended to satisfy recent land use case law. The assessment will also identify opportunities to clarify the development process.
2. **Public Outreach:** The consultant should incorporate a public outreach component designed to inform community stakeholders, the Planning Commission, City Council, and the public on the new Zoning Ordinance. The public outreach component should include, at minimum: one (1) public forum structured as an open house-style information session. Respondents are encouraged to propose an outreach plan beyond this minimum. The consultant will work with City staff to post updates regarding the Zoning Ordinance rewrite on the City's website.
3. **Meetings and Draft Zoning Ordinance:** The consultant will prepare drafts of the new Zoning Ordinance, including graphics, for review by staff and the Planning Commission. The consultant will be responsible for recommending the organization and style of the draft

Zoning Ordinance, incorporating the aforementioned project objectives. Staff and the consultant must agree to an outline and organization of the ordinance before the first draft has begun. The consultant will be responsible for meeting with the Planning Commission and City staff on a regular basis. The number and frequency of the meetings will be determined in consultation with all parties before the project begins. A draft shall be presented for public review and comment.

NOTE: The Planning Commission has not adopted a meeting schedule for 2023. Respondents may assume that the Planning Commission will be available to meet monthly when proposing a project timeframe.

4. **Presentation:** The consultant will present the final draft Zoning Ordinance to the Planning Commission and participate in the final adoption of the revised Zoning Ordinance at City Council.
5. **Final Work Products:** The new Zoning Ordinance and Zoning Map must be provided in both print and electronic formats that are compatible with the City's software.

IV. DELIVERABLES

The selected firm shall agree to provide the following deliverables:

1. Completed comprehensive update of the Grosse Pointe Park Zoning Ordinance, including six (6) bound hard-copies and a digital version compatible with the City's software. The digital version shall include an editable version in Microsoft Word format or another format deemed acceptable by the Assistant City Manager.
2. Completed update of the Grosse Pointe Park Zoning Map in digital and hard-copy format. The data used to produce this map should be delivered in industry standard GIS data format.
3. Hand-outs used in public forums and result summaries of such public forums in both hard copy and electronic format.
4. Illustrative images for definitions, zoning regulations, and dimensional standards, where needed.
5. Periodic progress reports and research information relative to the project.

NOTE: All data shall become the property of the City of Grosse Pointe Park for future use and modification.

V. SUBMITTAL SCHEDULE AND GENERAL REQUIREMENTS

PREPARATION OF PROPOSAL

- A. Interested contractors are expected to examine specifications and all instructions. Failure to do so will be at the contractor's risk.
- B. Each contractor shall furnish all information required on proposal forms. Erasures or other changes must be initialed by the person signing the form.
- C. If there is any doubt as to the meaning of any part of the specifications or other conditions within this request for proposal, please call (313) 822-6200 for clarification.

SUBMISSION OF PROPOSALS/BIDS

Submittals/Proposals are due at 2:00 p.m. on Monday November 28, 2022. Include one (unbound original), ten (10) copies of each, and a disc or flash drive containing an electronic copy. Proposals shall be submitted in a sealed package clearly marked as indicated:

Company/Firm Name
"Proposal to Update City Zoning Ordinance"

Proposals shall be submitted to:

Warren Rothe, Assistant City Manager
City of Grosse Pointe Park
15115 E. Jefferson Avenue
Grosse Pointe Park, MI 48230.

To be considered, your bid/proposal must be submitted to the City as instructed prior to the Date and Time specified. No late bids/proposals will be accepted. Bids/proposals may be withdrawn by a bidder, or authorized representative, provided their identity is made known and an email, phone call or fax is made to the City and the City can verify via return email or phone call the identity of the bidder and the intention to withdraw the bid/proposal, and if withdrawal is made

Bid Opening

Proposals shall be opened and identified at 2:00 p.m. on Monday, November 28, 2022, in City Administration offices located at 15115 East Jefferson Avenue, Grosse Pointe Park, MI 48230.

GENERAL CONSIDERATIONS OF PROPOSALS

The City of Grosse Pointe Park hereby reserves the right to approve as an equal, or reject as not being an equal, any article proposed which contains major or minor variations from specification requirements, but which may comply substantially therewith.

The City of Grosse Pointe Park reserves the right, in its sole discretion, to reject any/or all bids, to waive any irregularities and technical defects contained therein, to award the bid in its entirety, in part or not at all and/or to determine which bid is the lowest and/or best to enter into a Contract, as it may deem to be in the best interest of the City.

NON-IRAN LINKED BUSINESS.

Under Michigan Public Act No. 517 of 2012, as amended, an Iran linked business as defined therein is not eligible to contract with the City of Grosse Pointe Park and shall not submit a bid. By signing the bid documents it is hereby certified and agreed on behalf of the signatory and the company submitting this proposal the following: (1) that the signatory is duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) that the signatory and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

NON-DISCRIMINATION CLAUSE

In the performance of a contract or purchase order, the contractor agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability. The contractor further agrees that every subcontract entered into for the performance of any contract or purchase order resulting here from will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to Title VI of the Civil Rights Act of 1964 42 U.S.C., as well as the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2201, et seq, and the Michigan Handicapper's Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, et seq, and any breach thereof may be regarded as a material breach of the contract or purchase order.

RFP Schedule

Listed below are estimated dates and times of actions related to this RFP

Date/Time	Activity
10/27/22	RFP is posted
11/16/22	Questions must be received by the Assistant City Manager in writing (via letter or email)
11/18/22	Responses to questions will be posted at www.mitn.info
11/28/22	RFP due – Submissions made after this deadline will not be considered.
11/30/22	City Administration will complete review of submittals.
12/7/22	Planning Commission will review proposals and make a recommendation to the City Council. Finalists may be asked to present their proposal in person.
TBD	City Council will consider the Planning Commission recommendation and award a contract to the selected consultant. The recommended consultant will be asked to present their proposal in person.

VI. PROPOSAL CONTENT

Proposals shall be submitted as detailed in Section V – Submittal, Schedule, and General Requirements – and include the following:

1. **Letter of Interest:** Cover letter indicating interest in the project and identifying the firm's ability to provide zoning ordinance services. The letter must include the consultant's understanding of Grosse Pointe Park's needs and any foreseen challenges.
2. **Introduction:** A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.
3. **Work Program:** Describe the general project approach and process to be employed to fulfill the Scope of Work outlined in Section III. Describe the proposed project schedule, including a timeline of major milestones, deliverables, and completion.
4. **Timeframe Flow Chart:** Submit a flow chart with the estimated project timeframe for meeting important project targets. The Planning Commission has not adopted a meeting schedule for 2023. Respondents may assume that the Planning Commission will be available to meet monthly when proposing a project timeframe.
5. **Experience and Qualifications:** A brief description of the firm's prior work relevant to this RFP, including the name, address, and phone number of client references and primary contacts.
6. **Consultant Personnel:** Include resumes of company personnel, including subcontractors if proposed to be used, as well as their involvement and proposed roles in the project.
7. **Estimated Costs:** Submit cost estimates for each task associated with the preparation of the project. Please see Exhibit A – Cost Proposal – for further instructions.

8. **Exhibits:** Please include a fully executed copy of Exhibit B, attached to this RFP.
9. **Supplemental Information:** Please include any other supplemental information that may help with the selection process.
10. **Sample Zoning Ordinance Documents:** Proposals shall include at least one sample completed zoning ordinance document selected from a list of comparable projects. Please only provide a PDF copy of the document(s).

VII. EVALUATION CRITERIA

Evaluation Criteria

Proposals will be reviewed by City Administration. The City reserves the right to request additional information from firms submitting proposals. The following criteria will be considered in evaluation of submitted proposals and the recommendation of up to four (4) consultants by the Administration to the Planning Commission.

1. Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant.
2. The firm's general approach to the project. Although the City of Grosse Pointe Park has identified the general nature of services required, the consultant is given leeway toward the approach and methodology to provide the proposed services.
3. Past record of performance on contracts with other governmental agencies, including such factors as quality of work, cost control, and demonstrated ability to meet scheduled deadlines.
4. Capacity of the candidate to perform the work in a timely manner and affirmatively respond to the inquiries and schedule of the City and dedicate the appropriate personnel.
5. Qualifications of individuals who will have direct involvement in tasks on this project.
6. Compatibility with the City's financial obligations.

The Planning Commission will review the recommended consultants and ultimately make a recommendation to the City Council for final approval. The City may ask finalists to present their proposals in person at both the Planning Commission and City Council meetings.

VIII. INQUIRIES

Any questions concerning the RFP shall be directed in writing via email to:

Warren Rothe, Assistant City Manager

rothew@grossepointepark.org

QUESTIONS MUST BE RECEIVED NO LATER THAN **4:00PM ON 11/16/22**

AN ADDENDUM WILL BE POSTED AT WWW.MITN.INFO BY **4:00PM ON 11/18/22**

EXHIBIT A – Cost Proposal

Cost proposals will be evaluated after a review and evaluation of each consultant's qualifications.

The City is seeking a lump-sum bid which includes:

1. Task-by-Task Summary: Itemize all of the tasks and associated costs that are included in the lump-sum bid.
2. Deliverables: The bid should include deliverables and their associated costs.
3. General and Administrative Burden or Overhead: Indicate percentage and total, if applicable.
4. Costs of Supplies and Materials: Itemize, if applicable.
5. Other Direct Costs: Itemize any costs not included in the above items that are deemed necessary.

The Cost Proposal must also include a breakdown of costs, should the City require additional services above and beyond the services proposed in the lump-sum bid. This should include a breakdown of costs as described below:

1. Manpower Costs: Itemize to show the following for each category of personnel with a different rate per hour:
 - a. Category, i.e., project manager, senior planner, analyst, etc.
 - b. Rate per hour
2. General and Administrative Burden or Overhead: Indicate percentage and total.
3. Costs of Supplies and Materials: Itemize.
4. Other Direct Costs: Itemize any costs not included in the above items that are deemed necessary.

EXHIBIT B – Proposal Submission

The undersigned having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the unit prices as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Grosse Pointe Park. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Grosse Pointe Park that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

DATE: _____

FIRM NAME: (if any) _____

ADDRESS: _____
(Street Address) (City) (State) (Zip)

PHONE NO. (____)_____ FAX NO.: (____)_____

EMAIL: _____

SIGNATURE

PRINTED NAME: _____

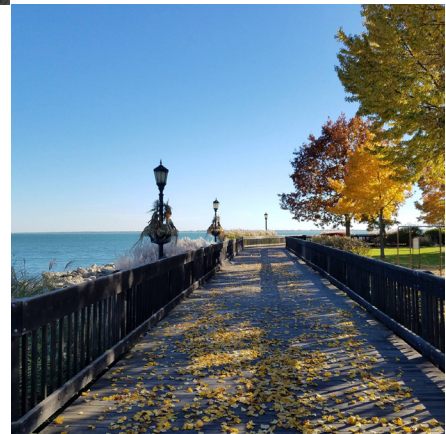
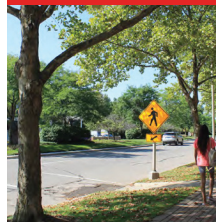
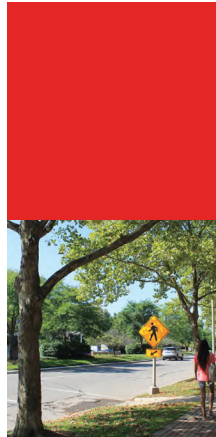
TITLE: _____

MCKENNA

PROPOSAL TO PREPARE

Zoning Ordinance Update

GROSSE POINTE PARK, MICHIGAN



NOVEMBER 28, 2022

Communities for real life.



MCKENNA

November 28, 2022

Mr. Warren Rothe
Assistant City Manager
City of Grosse Pointe Park
15115 E. Jefferson Avenue
Grosse Pointe Park, MI 48230

Subject: Letter of Interest to Provide Comprehensive Zoning Ordinance Rewrite

Dear Mr. Rothe,

We are incredibly excited about the prospect of partnering and collaborating with the leaders of Grosse Pointe Park on the upcoming Zoning Ordinance rewrite. Grosse Pointe Park is an incredible community with tons of energy and well-earned character! The City has been working without an effective zoning ordinance for too long. But now that the city has a new master plan and a renewed commitment to RRC best practices, it's time for a new Zoning Ordinance.

Our proposal includes a comprehensive update to the City's existing Zoning Ordinance and Zoning Map, with all the necessary components to start implementing the policies in your new master plan and address the requirements of the Redevelopment Ready Communities (RRC) program. We hope that you'll find our team to be the most qualified, most energetic, and most forward-thinking (after all, planning is a hopeful and visionary endeavor!).

PROJECT EXPECTATIONS

The enclosed work program was developed to ensure that the following expectations are met for Grosse Pointe Park, so that the updated Zoning Ordinance and Zoning Map will:

- Implement the goals and objectives of the 2022 Master Plan, especially in accordance with the 'Zoning Plan' and 'Implementation' chapters.
- Develop an ordinance that supports the goals and objectives of the 2022 Master Plan
- Incorporate user-friendly formatting techniques including, but not limited to, hyperlinking text, tables, and illustrations.
- Incorporate best practices as recommended by MEDC's Redevelopment Ready Communities (RRC) program. Please consult the RRC Best Practices Guide.
- Incorporate administrative best practices into the administration section of the Zoning Ordinance.
- Include provisions that help the City achieve high-quality infill and redevelopment projects that are consistent with the character of Grosse Pointe Park.
- Establish internal consistency and ensure legal compliance with recent state and federal land use case law.
- Establish clear procedures for planning and zoning-related applications and identify opportunities for process simplification and flexibility; clearly establish criteria for special land use and variance consideration/approval.
- Modernize sign standards to ensure appropriately scaled signs of quality design and compliance with recent state and federal case law.

ANTICIPATED CHALLENGES

The City of Grosse Pointe Park has been working for decades with a substandard zoning ordinance which has put tremendous pressure on the City's staff, boards, and commissions to encourage development that is consistent with the character and culture of Grosse Pointe Park. The City's new master plan was the first step in the right direction, developing the zoning ordinance will be the next step. Learning and perfecting how to use the new

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



zoning ordinance will be an ongoing process. Our proposal includes training on how to use the new ordinance and the roles and responsibilities of staff, City Council/Zoning Board of Appeals, and the Planning Commission. As part of our ongoing service to the City we will provide annual planning and zoning training (for as long as the city can stand it).

YOUR TEAM

We are proposing John Jackson as Project Director who understands the issues facing mature, built-out communities like Grosse Pointe Park and who is currently working with Grosse Pointe Park and other Grosse Pointe Communities on a range of planning and zoning code projects. Together with the dedicated people of Grosse Pointe Park, we will help you create an innovative, effective, and **LEAN** zoning code that will benefit current and future generations for years to come.

If you have any questions regarding our response, please do not hesitate to contact us at (248) 596-0920 or jjackson@mcka.com. We are eager to work with you again, thank you.

Respectfully,

McKENNA

John Jackson, AICP, NCI
President



Comprehensive Zoning Ordinance Rewrite

GROSSE POINTE PARK, MICHIGAN



PREPARED NOVEMBER 28, 2022 BY

MCKENNA

235 Main Street
Suite 105
Northville, MI 48167

O 248.596.0920
F 248.596.0930
E info@mcka.com

MCKA.COM

MCKENNA

Communities for real life.



Table of Contents

Cover Letter
Title Page
Table of Contents

Table of Contents.....i

Executive Summary1

Firm Introduction.....2

Areas of Service3

Project Approach5

Ordinance Development Process8

Proposed Schedule11

Experience and References12

Consultant Personnel13

EXHIBIT A – Cost Proposal.....15

EXHIBIT B – Proposal Submission.....16

Resumes

Executive Summary



McKenna's Zoning Ordinance team is ready to "hit the ground running" on updating Grosse Pointe Park's zoning regulations; our team's successful experience and local knowledge make us a very strong partner for Grosse Pointe Park.

PROJECT TEAM

Project Director – John R. Jackson, AICP

Project Manager – Nani Wolf, AICP

GIS Mapping – Brian Keeseey, AICP

MCKENNA ADVANTAGE

- 44-year track record of successfully writing and updating zoning ordinances and codes in alignment with the State's Redevelopment Ready Communities (RRC) best practices, and we develop regulations that support redevelopment efforts.
- First-hand experience navigating the Park's current zoning ordinance.
- Leaders in creating innovative and easy-to-use codes that spur investment and promote placemaking and sustainability.

PROJECT UNDERSTANDING

We understand that Grosse Pointe Park wishes to rewrite its Zoning Ordinance to effectively implement its 2022 MasterPlan, move toward RRC certification, and most importantly give the city a modern, graphically rich, easy to use zoning ordinance to guide future development.

The process will include meaningful opportunities for collaboration – we propose two community open houses (in addition to the required public hearing) to ensure that the public is heard.

PROJECT FEE AND SCHEDULE

We will prepare the proposed Zoning Ordinance revisions for a flat fee of **\$29,200**.

We propose an 11-month project schedule but can adjust the schedule to meet the needs of the community.

Firm Introduction



McKenna's downtown Northville, Michigan headquarters. Our work spaces reflect our commitment to our people, our communities, sustainable design, and the rich technological heritage of the Midwest.

McKenna's team of talented planning, design and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers' markets, we want your community to thrive. McKenna provides planning, zoning, building, landscape architecture, community and economic development, and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients, based on skilled and effective public engagement. Our success can be measured by the built improvements to hundreds of McKenna client communities, and by our 44-year record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 85 communities and private land investors in Michigan, Michigan, Kentucky, Indiana, and Illinois. Anticipating and responding to change is a major distinction of McKenna's practice. McKenna's innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of roughly 30 planners, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, MI 48167
O 248.596.0920
F 248.596.0930
E info@mcka.com

GRAND RAPIDS

124 East Fulton Street
Suite 6B
Grand Rapids, MI 49503
O 616-226-6375
F 248.596.0930
E info@mcka.com

KALAMAZOO

151 South Rose Street
Suite 920
Kalamazoo, MI 49007
O 269.382.4443
F 248.596.0930
E info@mcka.com



MCKA.COM



Areas of Service

Community Planning

- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- Universal and ADA Accessibility
- Park and Recreation Furnishings



On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-Site Zoning Administration

Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

Public Participation (NCI Certified)

- Charrettes
- Hands-on Workshops
- Focus Groups
- Roundtable Discussions
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Pop-Up / Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one, intercept)
- Community Preference Surveys

Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly, and Assisted Housing
- Housing Market Studies (MSHDA approved)

Urban Design

- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

Sustainability Plans

- Sustainability Indicators Analysis, Evaluation Criteria, and Program Improvements
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

Landscape Architecture

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design



Project Approach

STREAMLINED PROCESSES

McKenna's approach to the Grosse Pointe Park Zoning Ordinance is based on our success in modernizing and updating zoning ordinances for dozens of communities, many of which wish to streamline their processes while ***maintaining regulatory excellence***. We understand that communities desire to be "business friendly." We will help the staff collect, organize, and include the necessary revisions to your ordinance - to not only ***assist the public*** (residents, developers, and other stakeholders) but to also allow your team to ***more effectively administer*** the Grosse Pointe Park Zoning Ordinance.

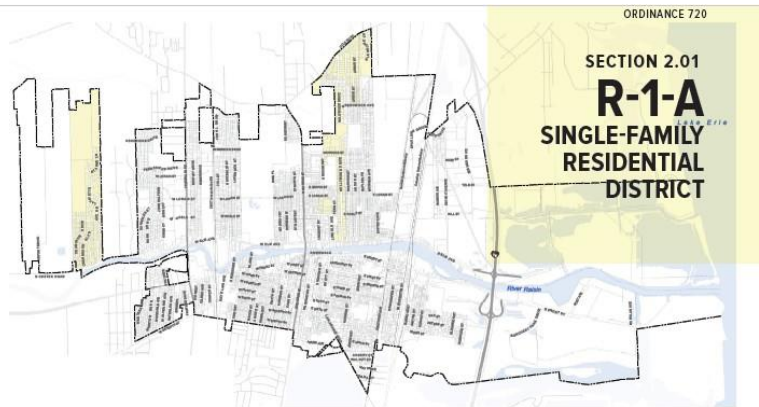
Further, because the process comes on the heels of the City's successful Master Plan, Grosse Pointe Park is well-positioned for a focused and efficient zoning ordinance rewrite. We have proposed a clear and linear process that focuses on the issues identified by the Master Plan, to get the Ordinance "up and running" and helping steer development.

IMPLEMENTING THE 2022 MASTER PLAN

We know how to implement master plan recommendations that will result in development consistent with Grosse Pointe Park's vision for the future – specifically; the policies and recommendations of your 2022 Master Plan.

Our approach is based on the following essential elements:

- **Reflect the Action Plan.** The Master Plan seeks to do the following, all of which can be promoted through effective zoning.
 - Create a more organized and user-friendly Zoning Ordinance document, including adding use tables and updating graphics to help visualize dimensional standards.
 - Update the Zoning Map to include a new Civic and Parks zoning district to protect existing City, school, church, and parks properties. Rezone the southwestern portion of Charlevoix Street from Office to Local Business to provide flexibility for future redevelopment opportunities.
 - Remove outdated or incompatible uses from the Zoning Ordinance and add a Mixed-Use category and Daycare Centers to be permitted in the Local Business District.
 - Encourage the review of dimensional height standards in the Zoning Ordinance to capitalize on mixed use redevelopment opportunities.
 - Identify priority Residential Buildings Design Guidelines to be codified and integrated into the zoning ordinance.



Pictures are meant to be illustrative of the purpose and intent of the district and are not regulatory in and of themselves.



2.1.A. • R-1-A PURPOSE AND INTENT

The **Single-Family Districts (R-1-A)** are intended primarily for single-family residential development and for associated educational and institutional uses. The permitted uses and standards of these districts are intended to achieve the following objectives:

1. To encourage the construction and continued use of the land for single-family dwellings which are compatible with the established character of the City's outlying neighborhoods.
2. To prohibit uses that would disrupt the character of the existing single-family neighborhoods.
3. To encourage the discontinuance of existing uses that would not be permitted as new uses under the provisions of this chapter.
4. To discourage land uses which would generate traffic on minor local streets that is atypical of single-family neighborhoods.
5. To accommodate low-intensity non-residential facilities where such uses could be compatible with the neighborhood.

- Identify priority Commercial Buildings Design Guidelines to be codified and integrated into the zoning ordinance.
- Increase the distance for off-street parking to provide flexibility for new businesses who are locating in business districts that are already built out with less room for new parking lots.
- Reference the 2021 Parking Study and revise the minimum parking requirements to follow current best practices and decrease the need for numerous variances.
- Develop standards to encourage low impact development practices, such as stormwater management, green infrastructure, tree cover, native planting, best management practices, etc.
- Require canopy shade street trees that are native to the area with any new construction to help increase the tree canopy, improve air quality, and increase property values in Grosse Pointe Park.
- Implement the revised City tree species list outlining desirable native trees species and recommending appropriate trees for various applications in parks, buffers, yards, and along streets.
- Coordinate with MEDC to revise the development review process to ensure the process is streamlined and transparent. This could include creating a separate Zoning Board of Appeals body and giving more site plan review duties to Planning Commission, such as reviewing plans for consistency with the Master Plan and Design Guidelines.
- Consider shortening the approval process for projects that exceed the Design Guidelines criteria.
- Create an easy-to-navigate page on the City's website that encourages an open dialogue with developers. This should outline clear and predictable expectations for new and renovated development. Checklists should be provided for pre-plans, site plans, and variance request reviews.
- Offer technical assistance to developers and property owners as it relates to the permitting and approval process.

As stated in our Scope of Work, we propose to incorporate those strategies, as well as other amendments developed at the beginning of the process, into the new ordinance.

- **Implement the Zoning Plan.** The 2022 Master Plan includes a thorough Zoning Plan, featuring the following recommendations. We have incorporated these amendments into our proposed Scope of Work:
 - Produce an ordinance that is lean and user-friendly;
 - Explore potential new zoning districts for Grosse Pointe Parks valuable civic and park uses;
 - Express the clear roles and responsibilities of each board and commission in the zoning process;
 - Translate the residential and commercial design guidelines in the master plan into the zoning ordinance with appropriate flexibility;
 - Consider a form-based code for the Park's business districts;
 - Mixed uses should be permitted in the Local Business District, including permitting apartments above the first story of retail and office buildings. To encourage more mixed uses;
 - Permitted buildings up to 3 stories in height or 35-40 feet;
 - Revise the parking standards to reflect the Park's commitment to maintaining a walkable community; and
 - Incorporating incentives for sustainable project elements such as rain gardens/bioswales.

DEVELOPING A MODERN ZONING ORDINANCE

In addition to implementing the goals and recommended amendments in the Master Plan, McKenna will use our proven process and skills to create a modern, easy-to-use, and comprehensive ordinance; tailored to a traditional small town like Grosse Pointe Park.

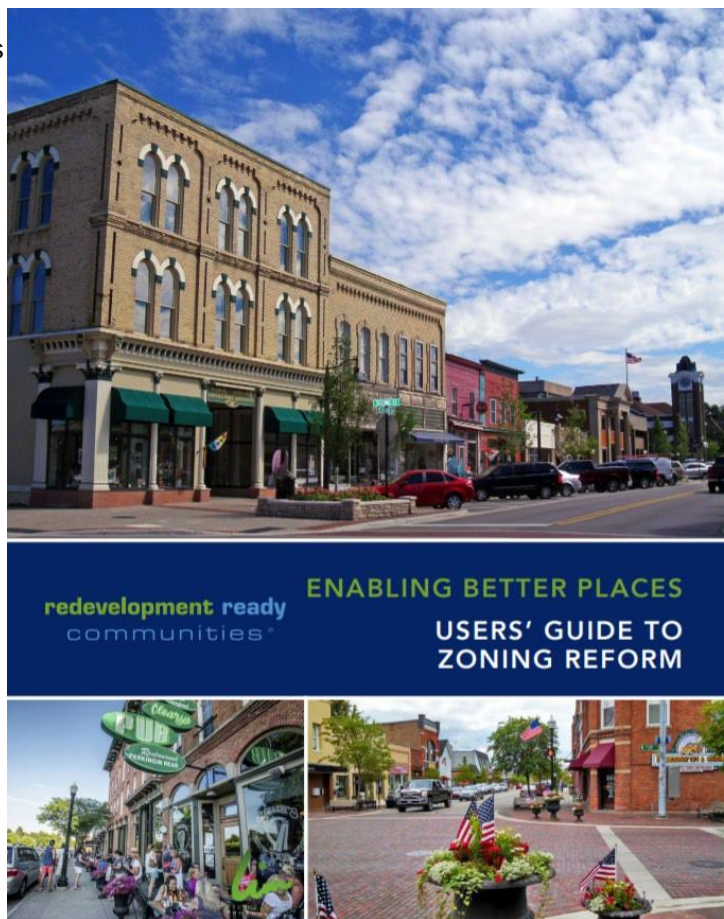
- **Review of Previous Variances.** McKenna will review ZBA minutes from the past ten years, to find recurring patterns. We will then draft amendments to correct the underlying issue resulting in repeated variance requests.

- **Consolidation and Organization.** McKenna will re-organize the document, starting with creating a single chart of permitted and special uses, for all districts listed. We will also create a single “Schedule of Regulations” outlining the dimensional requirements in each district. The two charts will form an easy-to-use summary of the Ordinance that can be viewed at a glance.
- **Comprehensive (but not excessive!) Definitions.** McKenna will review the definitions chapter and eliminate definitions that do not appear in the Ordinance, or which are otherwise unnecessary. We will then ensure that key terms, such as all listed land uses, are clearly defined and illustrated.
- **Efficient Processes and Clear Criteria.** McKenna will ensure that the Zoning Ordinance clearly describes the full toolbox of zoning processes, including site plan review, special uses, rezonings, conditional rezonings, planned unit developments, and ZBA powers (variance, interpretation, and appeal).
- **New Technology.** McKenna will use our knowledge of emerging technologies and ever-changing State and Federal regulations to draft defensible and reasonable, yet effective, regulations on wireless telecommunications, solar energy, and wind energy.
- **Plain English.** McKenna will conduct a thorough review of the Ordinance specifically to improve the readability of the language, and our new language will be clear and easy to follow.

REDEVELOPMENT READY BEST PRACTICES

Grosse Pointe Park has many strengths including several redevelopment opportunities and community partners. It is a strong and committed City with good housing stock to attract business and residents. We will use best practices endorsed by the Redevelopment Ready Communities (RRC) program to ensure Grosse Pointe Park has a competitive advantage in the region.

Working with Michigan Association of Planning, McKenna developed the educational program for RRC. In addition, we have worked with several RRC communities both in its current form as well as its previous iteration as a local program in Southeast Michigan under the Michigan Suburbs Alliance. We embrace the best management practices and have effectively leveraged communities’ resources in attracting substantial private investment. We will work with you to incorporate the RRC programs’ best practices for zoning and position the City for sustained and managed success.



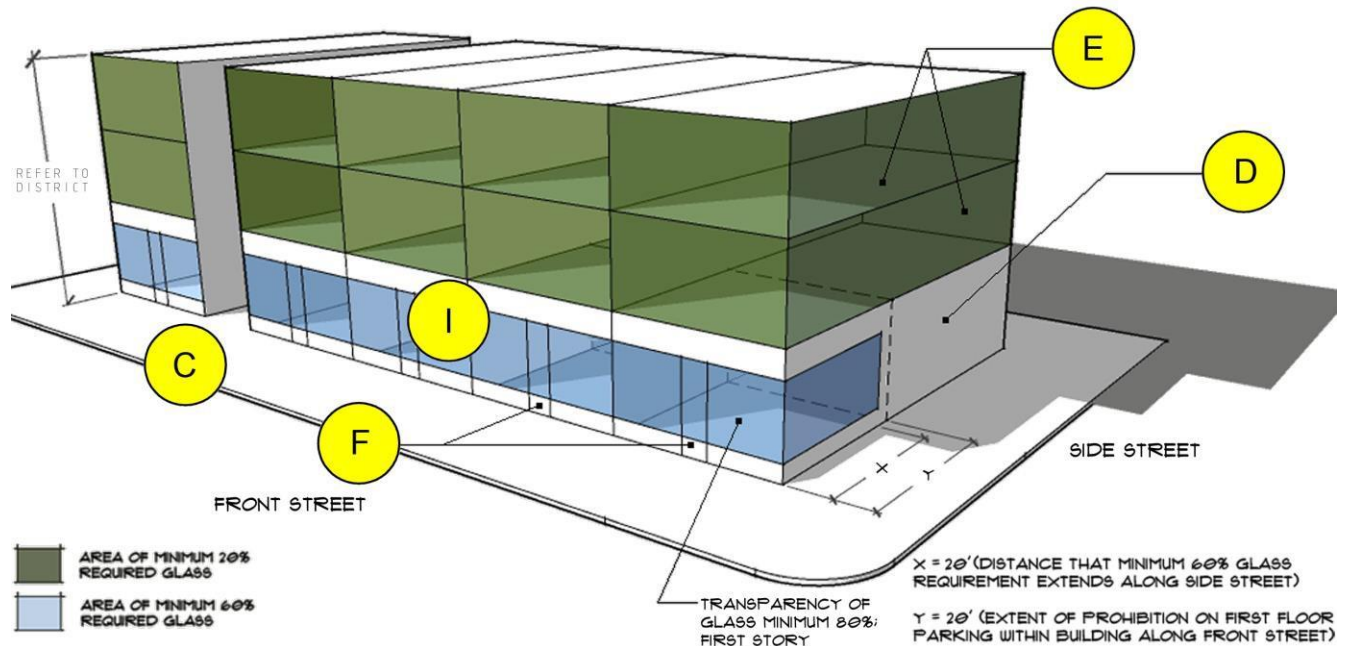
Ordinance Development Process

1. TECHNICAL REVIEW AND PROPOSED TABLE OF CONTENTS

Based on our review of the Master Plan, the Zoning Ordinance, and our experience with RRC communities, we will develop a list of elements from the current zoning ordinance that should be maintained to fulfill the goals and objectives of the 2022 Master Plan and new sections necessary to satisfy recent land use case law, as described in this Scope of Work. We will also review the previous Zoning Board of Appeals minutes to determine patterns in variance requests and add to the list.

McKenna will prepare a detailed outline of the new ordinance, with cross-references to comparable sections of the existing ordinances. McKenna will also prepare a format for typical pages, including headers and footers, font type and size related to the hierarchy of the Zoning Ordinance, margins, graphics, and indexing.

We will present the results of the outline and format to City staff for comment and to obtain general agreement about the scope and nature of the proposed Zoning Ordinance. During this step, we will also create a draft Table of Contents for the Zoning Ordinance, based on the proposed amendments. Once the Park's project management team agrees to the proposed Table of Contents, we will present the proposed list of amendments at the First Planning Commission Meeting (Task 2).



McKenna-designed graphic illustrating transparency standards for commercial buildings

2. FIRST PLANNING COMMISSION MEETING

We will prepare for and attend a kick-off meeting with the Planning Commission, City staff, and/or other key elected officials or stakeholders identified by the City.

The kick-off meeting's function will be to discuss the overall project expectations and issues, and to agree upon the schedule and dates, ensuring that involved parties share the same expectations. At this meeting, we will also discuss the Table of Contents and list of amendments developed in Task 1, and we will revise them as necessary.

3. COMMUNITY OPEN HOUSE #1

Once the outline of the ordinance has been presented to the Planning Commission and they are ready to move forward with them, McKenna will host a public open house to present the zoning ordinance rewrite process with emphasis on the implementation of the Master Plan.

Updates and progress documents will be provided for the Park's website to ensure the community stays engaged and informed throughout the process.

4. ZONING ORDINANCE FIRST DRAFT

We propose to complete the Zoning Ordinance rewrite in four parts as follows. Concurrent with these four parts, we will continually update and revise the definitions so that the definitions article is always up to date. We will also "track changes" in Microsoft Word so that you can see all the changes that have been made.

Additionally, we will provide editorial comments in the margins of the draft Word document so that we can describe the purpose behind the proposed changes.

- A. **Zoning Districts and Form-based code.** The first step in drafting the rewrite will be to establish the zoning districts, with suggested use and form-based standards. Flexible zoning tools will be incorporated either in the district and form-based code standards or general regulations as appropriate.
- B. **General Regulations.** This portion of the Zoning Ordinance will address supplemental regulations that support and enhance the use and design standards.
- C. **Administration and Processes.** The administration section of the Zoning Ordinance will include all the procedural and administrative requirements, in compliance with the Michigan zoning regulations. Tables and graphics will be used to define more clearly the "what" and "how" of zoning code administration.
- D. **Zoning Map.** Revisions to the Zoning Map will be required to incorporate any changes deemed necessary to reflect new or consolidated zoning districts, or to more properly zone properties according to the recommendations of the 2022 Master Plan. McKenna will note changes to the Zoning Map that will be required by the new Zoning Ordinance and will work with the City's GIS staff as outlined in the RFP. The updated Zoning Map will be adopted at the same time as the new Zoning Ordinance.

5. SIGN ORDINANCE UPDATE

The United States Supreme Court's ruling in *Reed v Gilbert* changed local signage regulation dramatically. It sounds simple – signage cannot be regulated based on content. But in practice, becoming *Reed*-compatible is complex. McKenna has updated dozens of sign ordinances since *Reed*, and we know the pitfalls – commercial vs non-commercial, on-premises vs off-premises, obscenity, directional signs, temporary signs – and many others. We've worked through them all and we will help Grosse Pointe Park bring your Ordinance into compliance.

6. FIRST DRAFT REVIEW AND SECOND DRAFT PREPARATION

- A. **Zoning Ordinance Draft Review by City Staff.** Prior to sending draft to the Planning and Zoning Commission or City Council for review, we will send the draft to City staff and the City attorney for review and comment. This will give staff an opportunity to provide early feedback before we distribute a draft to a wider group of stakeholders. We will revise and update the Zoning Ordinance based on the staff's input.
- B. **Working Meetings with Planning Commission, City Council, ZBA, and/or other key stakeholders.** We will meet with members of the Planning Commission, City Council, ZBA, and other stakeholders identified by City staff up to two times to review the proposed Zoning Ordinance. Depending on the entity responsible for reviewing and revising the first draft of the Zoning Ordinance, these meetings can be working meetings of the Planning Commission or regular meetings of another body.

- C. **Prepare Second Draft.** We will prepare the second draft of the Zoning Ordinance based on the input received. This draft will identify changes made from draft one to draft two, along with the reasons for the changes.

7. COMMUNITY OPEN HOUSE #2

McKenna will host a second public open house to present a summary of the zoning ordinance rewrite including a district-by-district description of uses and development standards. Most importantly answer questions and build community trust in the new zoning ordinance.

8. ADOPTION PROCESS

- A. **Public Hearing Presentations.** McKenna will prepare for and present the new Zoning Ordinance at two public hearings, one before each the Planning Commission and one before the City Council. McKenna will be prepared to answer questions and explain the reasoning behind the regulations.
- B. **Revised Drafts.** Following each public hearing, McKenna will revise the Zoning Ordinance as directed by the City. We will maintain a list of changes throughout the public hearing process to track the revisions and provide a record for decision makers as they consider approval of the Code.
- C. **Adoption Copy of the Zoning Ordinance and Map and Revision Manual.** Following adoption, McKenna will provide final copies of the adopted Zoning Ordinance in hard copy and digital format, and a final copy of the Zoning Map in hard copy and digital format. We will also provide a manual describing how to revise the Word document in a manner that preserves the document's built-in formatting features (hyperlinks, automatic numbering, automatic table of contents, indexes, etc.) and in a format that can be regularly maintained by City staff without new software.

9. JOINT TRAINING SESSION

Following the adoption of the code, we will conduct a joint training session with the City of Grosse Pointe Park Planning Commission and City Council to educate City leaders on how to interpret and administer the new standards. The training will primarily be focused on the roles and responsibilities of each board, commission, and department, zoning review procedures, and other new zoning techniques included in the code.

DELIVERABLES

1. Completed comprehensive rewrite of the Grosse Pointe Park Zoning Ordinance, including six (6) bound hard-copies and a digital version compatible with the City's software. The digital version shall include an editable version in Microsoft Word format, or another format deemed acceptable by the Assistant City Manager.
2. Completed update of the Grosse Pointe Park Zoning Map in digital and hard-copy format. The data used to produce this map should be delivered in industry standard GIS data format.
3. Hand-outs used in public forums and result summaries of such public forums in both hard copy and electronic format.
4. Illustrative images for definitions, zoning regulations, and dimensional standards, where needed.
5. Periodic progress reports and research information relative to the project.

ADDITIONAL REVISIONS

Following each of the four Planning Commission meetings, and following the Public Open Houses, McKenna will revise the draft Ordinance. Any revisions requested beyond those rounds of revisions will be invoiced on an hourly basis, as described in the cost proposal.

ADDITIONAL MEETINGS

The Ordinance Development Process described above includes the following meetings:

- Four Planning Commission Meetings (including the PublicHearing)
- Two Community Open Houses
- One City Council Meeting

Proposed Schedule

We propose an 11-month schedule, from start of the project to adoption of the Park's new Zoning Ordinance.

WORK TASK	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
PC = Planning Commission Meeting OH = Open House CC = City Council Meeting												
Technical Review and Proposed TOC		PC										
Zoning Ordinance First Draft			OH		PC							
Sign Ordinance Update												
First Draft Review and Second Draft Prep.							PC	OH				
Public Hearing and Adoption									PC		CC	
Joint Training												JT

Experience and References

City of Livonia

Mr. Mark Taormina
Planning Director
33000 Civic Center Dr.
Livonia, MI 48154
734-466-2220

City of Chelsea

Ms. Julia Upfal,
Development Director
305 S. Main Street
Chelsea, Michigan 49423
616-355-1300

Dexter Township

Mr. David Rhor
Planning Director
6880 Dexter Pinckney
Dexter, Michigan 49423
734-426-3833

City of Holland

Mr. Mark Vanderploeg
Community and Neighborhood Services Director
270 S. River Avenue
Holland, Michigan 49423
616-355-1300 – ext. 2

Village of Oxford

Mr. Joe Madore
Village Manager
22 W. Burdick Street
Oxford, MI 48371
248-628-2543

Grand Haven Charter Township(Ottawa County)

Ms. Stacey Fedewa
Community Development Director
13300 168th Avenue
Grand Haven, MI 49417
616-842-9419

Consultant Personnel

We believe the most important work was done before we arrived and will be ongoing after we leave.

We help build bridges from the past and make course corrections for the future.

We propose an experienced team familiar with and ideally matched to Grosse Pointe Park's needs in efficiently rewriting the City's zoning ordinance. Our combined expertise with community master planning and knowledge of the issues facing cities today will allow us to provide the City with a complete and innovative ordinance that meets your desires.

Members of our team are industry leaders in organizing an efficient and effective public process leading to effective codes and ordinances.

Our professionals embrace:

- Highly effective public processes
- Place making
- Context-sensitive design solutions
- Accessible codes and ordinances that are easy for all to use and understand
- Efficient "lean" procedures that encourage high-quality development
- Walkability, bicycling facilities, greenways, trails, complete streets, healthy streets
- Active living, active transportation
- Parks and open space
- Economic development
- Livable communities
- Sustainable development
- Land use and conservation

We customize our work to reflect local economies, environments, and politics, and our approach to all projects is sensitive to history, size, scale, population, demographics, and diversity of people and place.

PROJECT TEAM

- **John R. Jackson, AICP, President**, will serve as the project director for the project. John has managed numerous McKenna projects in the Grosse Pointe area, including master plans and zoning ordinance updates.

- **Nani Wolf, AICP, Associate Planner**, will serve as the project manager and day-to-day contact for the City. Nani has managed numerous McKenna projects and most recently has worked on the Grosse Pointe City Master Plan.
- **Brian Keeseey, AICP, Senior Principal Planner**, will be responsible for developing the Park's new zoning map. Brian also has extensive experience working the Grosse Pointe area as well as Dexter and other similar communities.

Resumes of our team can be found at the end of this document.

EXHIBIT A – Cost Proposal

McKenna will prepare the Grosse Pointe Park Zoning Ordinance Update as identified herein for the lump sum amount of \$29,200.

WORK TASK	FEE
Technical Review and Proposed TOC	\$2,500
Community Open House	\$3,000
Zoning Ordinance First Draft	\$12,000
Sign Ordinance Update	\$2,000
First Draft Review and Second Draft Prep.	\$5,500
Community Open House	\$3,000
Public Hearing and Adoption	\$1,200
Joint Training	No Charge
TOTAL:	\$29,200

All deliverables, meetings, general and administrative burden, costs of supplies and materials and other direct costs as noted in the proposal and Timeframe Flow Chart are included in the lump sum price above.

Additions Revisions and Meetings

For additional revisions and meetings, the City shall pay the Consultant at the hourly rate specified in the following schedule:

Professional Classification	Rate Per Hour*
President	\$155
Executive or Senior Vice President	\$145
Vice President	\$140
Director	\$130
Senior Principal or Manager	\$125
Principal	\$120
Senior	\$105
Associate	\$95
GIS Specialist	\$85
Assistant	\$85
Intern	\$75
Administrative Assistant	\$75

* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.

These rates do not include photography, outside reproduction, document, or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.

These hourly rates are valid through December 31, 2023, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.

EXHIBIT B – Proposal Submission

The undersigned having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the unit prices as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Grosse Pointe Park. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Grosse Pointe Park that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

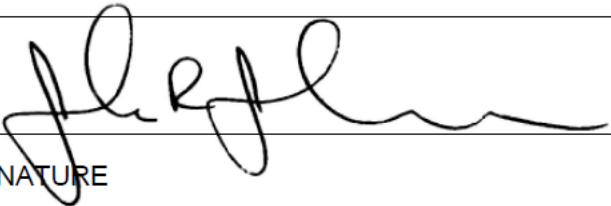
DATE: November 28, 2022

FIRM NAME: (if any) McKenna

ADDRESS: 235 East Main Street, Suite 105, Northville, MI 48167
(Street Address) (City) (State) (Zip)

PHONE NO. (248) 596.0920 FAX NO.: (248) 596.0930

EMAIL: jjackson@mcka.com


SIGNATURE

PRINTED NAME: John R. Jackson, AICP

TITLE: President



John R. Jackson, AICP, CNU, NCI

PRESIDENT

EDUCATION

Master of Urban Planning
Taubman College
University of Michigan

Bachelor of Environmental Design
Miami University, Oxford, OH

HONORS

Planning Excellence Award for Implementation of "Downtown Grosse Pointe Revitalization Program"
City of Grosse Pointe, MI, Michigan Association of Planning.

Outstanding Planning Project Award for Open Space Development,
Hamburg Township (Livingston County), MI, Michigan Association of Planning and Michigan Society of Planning Officials.

PROFESSIONAL EXPERIENCE

Community Planning and Zoning

Directed preparation of the master plans, urban design plans, and updated zoning ordinances. Provided day-to-day advisory services on comprehensive planning, zoning, site design and subdivision regulations for municipal, legal and real estate clients.

Zoning

Prepared complete zoning ordinances, overlay districts, form-based standards, and comprehensive text and map amendments for cities, villages, and townships in Michigan. Advised legislative bodies, Planning Commissions, and Zoning Boards of Appeals on land use regulation and proposed development and redevelopment in a number of communities of various sizes and character.

Urban Design

Prepared and implemented regulatory instruments addressing architectural design, form-based standards, aesthetic character, historic preservations, site plan review, and streetscape design.

Form-Based Zoning

Prepared form-based and hybrid zoning ordinances for municipalities to promote quality predictable development.

Agriculture and Open Space Preservation Planning

Prepared strategies incorporating specific state and county programs for the preservation of viable agricultural businesses including transfer of development rights, purchase of development rights, and other incentive-based zoning techniques.

Economic Development Planning and Management

Provided planning and execution assistance in all phases of economic and community development and tax increment financing including planning, acquisition, rehabilitation, public improvements, citizen participation, financing and administration for redevelopment projects using DDA, TIFA, LDFA, and Brownfield mechanisms.

Comprehensive Planning

Prepared comprehensive plans for rural and urban communities based upon community goals and land capability. Prepared zoning ordinances, capital improvement programs and regulatory mechanisms for communities from 4,000 to 60,000 populations.



PROFESSIONAL EXPERIENCE

Real Estate Development

Created redevelopment strategies for single and multiple sites in Michigan communities. Tasks included performing economic and political/social feasibility studies, researching and developing appropriate use concepts for the site, and guiding the design process to complement the surrounding areas.

Central Business District Planning

Directed major urban design efforts for downtowns of cities, including retail, office, institutional, tourism, redevelopment, placemaking, circulation and parking planning and redevelopment financing.

Commercial Corridor Redevelopment

Directed preparation of corridor plans to revitalize older commercial strips and to accommodate public and private improvements through merchant and citizen involvement in the economic development process.

Court Testimony

Provided testimony in Wayne County Circuit Court case involving litigation of eminent domain issues. Provided expert witnessing in zoning litigation in Wayne County, Lapeer County, and Livingston County, Michigan.

Smart Growth Initiatives

Have made numerous presentations regarding smart growth policies including a panel discussion sponsored by the Suburban Alliance.

Building Department Administration

Manages Building Department operations for two Midwest cities including reporting to City Manager and supervising clerical staff. Supervises inspection and compliance staff issuing permits for building, electrical, plumbing, mechanical, rental and code enforcement and business licensure processes.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning
Congress for the New Urbanism

Michigan Downtown Association
Michigan Farmland and Community Alliance
American Institute of Architects, Affiliate Member

CERTIFICATIONS

Mplace Partnership Initiative Placemaking Curriculum

Module 1: People, Places and Placemaking
Module 2: Form Planning and Regulations
Module 6: Applied Placemaking

National Charrette Institute

Charrette Systems and Management and Facilitation

ACTIVITIES & PUBLIC SERVICE

Past Chair, Michigan Association of Planning (MAP) Planners in Private Practice division

Lecturer, Michigan Association of Planning (MAP), Basic Training and Redevelopment Planning

Lecturer, Lapeer County Annual Planning Conference, Specific Planning, Zoning, Rural Preservation, and Economic Development Topics

Co-Chair, American Planning Association's Chicago Urban Innovation Project

Co-Chair, University of Michigan Urban Planning Student Caucus



Nani Wolf

ASSOCIATE PLANNER

EDUCATION

Master of Urban and Regional Planning
University of Michigan

Bachelor of Arts – Environmental Science
University of Michigan

PROFESSIONAL EXPERIENCE

Community Planning

Develops comprehensive plans, aging-in-place plans, and health assessments for small communities, ranging from entire towns to individual neighborhoods within large cities. Researches and analyzes existing conditions, gathers and balanced public feedback, and created effective, clear, community-specific recommendations. Additionally, writes and edits copy for development projects, including letters of intent, impact statements, and variance requests. Works with Michigan communities of all sizes to create master plans and provide continuous planning services. Believes that all community planning work focuses on identifying common visions for the future and creating concrete strategies that improve residents' quality of life.

Public Engagement

Applies engagement best-practices across various municipal programs, including transportation master planning, traffic calming, and annexation. Plans and organizes engagement events—focus groups, surveys, interviews, public meetings —across the full lifetime of projects. Facilitates on-site meetings and engages with residents and public officials. Designs engagement plans, including RRC-compliant plans, and helped execute them in conjunction with master plans. All public engagement focusing on authentic, equitable, and continuous involvement.

Sustainability and Environmental Planning

Developed Great Lakes coastal land suitability analysis metrics and site impact assessment guidelines. Audites the master plans and zoning ordinances of municipalities for environmentally friendly land use policies. Conducts ecological assessments of habitats and streams and used the results to make purchasing recommendations to local conservancies. Creates open space, natural land, and surface water recommendations for communities that are vulnerable to natural hazards.

Administration and Program Management

Oversaw the environmental assessment program of a regional non-profit and managed a team of volunteer assessors, as well as day-to-day program operations. Administered a municipal transportation commission by coordinating meetings, materials, and public and staff relations.

MEMBERSHIPS

American Planning Association
Michigan Association of Planning
International Association for Public Participation (IAP2)

TEACHING

Instructor, University of Michigan Taubman College. Graduate-level course on GIS principles and programs, including Esri ArcPro and QGIS.

Instructor, University of Michigan. Undergraduate-level course on American culture, focusing on equity, race and ethnicity, and power dynamics from 1770-present.



Brian Keeseey, AICP

SENIOR PRINCIPAL PLANNER / GIS MANAGER

EDUCATION

Master of Urban & Regional Planning
Michigan State University

Bachelor of Landscape Architecture
Michigan State University

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning

PROFESSIONAL EXPERIENCE

Land Use Planning and Administration

Provides support for citizens and developers with land use information and application procedures. Reviews small and large scale development proposals, site plans, and special use applications and recommends action to Planning Commissions and elected officials. Conducts agency review meetings, public hearings, and public input forums to ensure comprehensive analysis and sound planning and design principles. Provides guidance and analysis for owners of properties affected by FEMA's updated flood survey.

Zoning

Provides on-site administration of zoning regulations. Researches topics and drafts zoning ordinance amendments, including regulation of signs, mining operations, and wind energy conversion systems. Presents recommendations to Planning Commissions and elected officials.

Comprehensive Planning

Facilitates visioning and goal-setting sessions to guide master plan development. Provides demographic analysis using U.S. Census data and market studies highlighting community trends for the municipality to address. Guides the creation of policies to support municipal development goals. Provides graphic design and document layout for master plan updates, including formatting, photography, and presentation graphics.

Demographic Trend Analysis

Conducts studies on the effects of neighborhood gentrification on businesses in established commercial corridors, analyzing occupancy changes over several decades against known indicators of gentrification.

Capital Improvement Programs

Leads municipalities through the Capital Improvement Program process, including calls for proposals, organization of proposal presenters, the Planning Commission ranking process, formulation of summary reports, and recommendations to legislative bodies. Implements effective changes to the ranking process, evaluation criteria, and format of recommendation documents, as well as the formulation of a multi-year assessment process.



PROFESSIONAL EXPERIENCE

Signs and Wayfinding Systems

Researches and drafts ordinances to address changeable copy, electronic message boards, and content-neutral regulations, and presents to Planning Commissions and elected officials. Successfully coordinates the fabrication process, quality control, and installation of directional signage. Participated in Michigan State University's Campus Wayfinding Workgroup for the expansion of the wayfinding system. Designed street signs and wayfinding plans for MSU's East Lansing campus during its implementation of the Tri-County emergency response improvement initiative and collaborated with emergency response units, 911 call center, and law enforcement officials to ensure that all needs were met.

Geographic Information System (GIS) Analysis and Modeling

Provides analyses of U.S. Census data, consumer and market information, and development opportunities and patterns. Designs zoning and future land use maps for administration and comprehensive plans and develops online versions for public consumption using the ArcGIS Online platform. Administers databases of utility and infrastructure information. Completes numerous site surveys using GPS and Total Station software. Uses the resulting data to create Sketchup models and production graphics. Drafts site plans, engineering details and design documents using AutoCAD.