



AGENDA - Planning Commission

DATE: January 26, 2023 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - I. Approval of December 07, 2022 Minutes
- IV. Public Comment (Agenda Items)
- V. Unfinished Business
- VI. New Business
 - I. Approve 2022 Annual Report
 - II. Zoning Ordinance Rewrite: Kick-Off
- VII. Public Comment (Non-Agenda Items)
- VIII. 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 - December 7, 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, Saros, Stachecki, Vethacke and Mayor Hodges.

Also present: Warren Rothe, Secretary and Assistant City Manager, and Brittany Ellis, TIFA Attorney from the Kelly Firm.

Absent: Commissioner Evans.

SELECTION OF CHAIR AND VICE-CHAIR

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

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

NAYS: None

ABSENT: Commissioner Evans.

Motion by Chair Coletta, seconded by Commissioner Saros, to appoint Commissioner Vethacke as Vice-Chair.

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

NAYS: None

ABSENT: Commissioner Evans.

APPROVAL OF MEETING MINUTES

Motion by Mayor Hodges, seconded by Vice-Chair Vethacke, to approve the October 6, 2022 minutes.

AYES: Commissioners Saros, Stachecki, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

PUBLIC COMMENT (AGENDA ITEMS)

Three public comments were made.

UNFINISHED BUSINESS:
APPROVE AMENDED BYLAWS

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.

Motion by Chair Coletta, seconded by Vice-Chair Vethacke, to approve the amended bylaws as presented.

Motion by Chair Coletta, seconded by Mayor Hodges, to add an amendment to include changes discussed at the meeting regarding section VII, A-2, the conflict of interest clause.

AYES: Commissioners Saros, Stachecki, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

UNFINISHED BUSINESS:
CITY-OWNED PROPERTY SUBCOMMITTEE

A roll call vote was initiated to appoint new commissioners to the subcommittee established at the August 3, 2022 meeting, dedicated to advising the City Administration on recommendations for developing or selling city-owned properties to replace past commissioners Chesterton and Sanpere.

Motion by Chair Coletta, seconded by Mayor Hodges, to appoint Vice-Chair Vethacke and Commissioner Stachecki to the City-Owned Property Subcommittee.

AYES: Commissioners Saros, Stachecki, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

NEW BUSINESS:
ADOPT 2023 MEETING SCHEDULE

Motion by Mayor Hodges, seconded by Commissioner Stachecki, to adopt the 2023 meeting schedule as follows: January 11, March 8, May 10, July 12, September 13, and November 8.

Motion by Chair Coletta, seconded by Commissioner Stachecki, to amend the proposed date of January 11 to February 1.

AYES: Commissioners Saros, Stachecki, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

NEW BUSINESS:
PUBLIC HEARING: 1211 WAYBURN, 1215/1217 WAYBURN CONDITIONAL REZONING

Motion by Chair Coletta, seconded by Vice-Chair Vethacke, to accept Commissioner Stachecki's recusal due to a conflict of interest per the Planning Commission bylaws.

AYES: Commissioners Saros, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

RECUSED: Commissioner Stachecki.

Motion by Chair Coletta, seconded by Vice-Chair Vethacke, to open the public hearing for the 1211 Wayburn and 1215/1217 Wayburn conditional rezoning request at 7:33 p.m.

AYES: Commissioners Saros, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

RECUSED: Commissioner Stachecki.

Six public comments were made.

Motion by Vice-Chair Vethacke, seconded by Commissioner Saros, to close the public hearing at 8:51 p.m.

AYES: Commissioners Saros, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

RECUSED: Commissioner Stachecki.

NEW BUSINESS:

CONDITIONAL REZONING REQUEST: 1211 WAYBURN, 1215/1217 WAYBURN

Motion by Commissioner Saros, seconded by Commissioner Vethacke, to recommend approval of the conditional zoning request to City Council for 1211 Wayburn and 1215/1217 Wayburn from R-D (Two-Family Residential) to P-1 (Vehicular Parking).

AYES: Commissioners Saros, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

RECUSED: Commissioner Stachecki.

NEW BUSINESS:

PUBLIC HEARING: 1155 WAYBURN, 1159/1161 WAYBURN, 1167 WAYBURN

CONDITIONAL REZONING

Motion by Chair Coletta, seconded by Vice-Chair Vethacke, to accept Commissioner Stachecki's recusal due to a conflict of interest per the Planning Commission bylaws.

AYES: Commissioners Saros, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

RECUSED: Commissioner Stachecki.

Motion by Mayor Hodges, seconded by Vice-Chair Vethacke to open the public hearing for 1155 Wayburn, 1159/1161 Wayburn and 1167 Wayburn conditional rezoning request at 9:03 p.m.

AYES: Commissioners Saros, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

RECUSED: Commissioner Stachecki.

Three public comments were made.

Motion by Vice-Chair Vethacke, seconded by Commissioner Saros, to close the public hearing at 9:20 p.m.

AYES: Commissioners Saros, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

RECUSED: Commissioner Stachecki.

NEW BUSINESS:

CONDITIONAL REZONING REQUEST: 1155 WAYBURN, 1159/1161 WAYBURN, 1167 WAYBURN

Motion by Commissioner Saros, seconded by Vice-Chair Vethacke, to recommend approval of the conditional zoning request to City Council for 1155 Wayburn, 1159/1161 Wayburn and 1167 Wayburn from R-D (Two-Family Residential) to P-1 (Vehicular Parking).

AYES: Commissioners Saros, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

RECUSED: Commissioner Stachecki.

NEW BUSINESS:
ZONING ORDINANCE REVISION RFP REVIEW

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.

Motion by Mayor Hodges, seconded by Commissioner Stachecki, to recommend McKenna as the consultant of choice to the City Council for the purposes of conducting a comprehensive rewrite of the Zoning Ordinance.

AYES: Commissioners Saros, Stachecki, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

PUBLIC COMMENT

One public comment was made.

ADJOURNMENT

Motion by Vice-Chair Vethacke, seconded by Commissioner Stachecki, to adjourn the meeting.

AYES: Commissioners Saros, Stachecki, Chair Coletta, Vice-Chair Vethacke and Mayor Hodges.

NAYS: None

ABSENT: Commissioner Evans.

With no further business, the meeting adjourned at 9:44 p.m.



PLANNING COMMISSION MEETING

DATE: January 26, 2023

SUBJECT: Approve 2022 Annual Report

SUMMARY: As required by the Michigan Planning Enabling Act, and in accordance with the best practices of the Redevelopment Ready Communities program, Secretary Rothe has prepared a report of the Planning Commission's activities for 2022. This report is required to be submitted to the City Council. Included in the report is a proposed work plan for the 2023 calendar year. The Planning Commission is being asked to review and approve the report for submission to the City Council.

FINANCIAL IMPACT: N/A

RECOMMENDATION: Motion to approve the 2022 Planning Commission Annual Report and 2023 Work Plan and authorize submitting the document to the City Council in accordance with the requirements of the Michigan Planning Enabling Act (P.A. 33 of 2008).

PREPARED BY: Warren Rothe, Assistant City Manager



**2022 Annual Planning Report of Planning
Commission Activities and 2023 Work Program**

City of Grosse Pointe Park, Michigan

Introduction

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, provides for the creation of the Planning Commission and prescribes the powers and duties assigned thereto. The Michigan Zoning Enabling Act (ZEA), PA 110 of 2006, provides for the adoption of a zoning ordinance, the establishment of zoning districts and the powers and duties of municipal officials, the Planning Commission, and the City Council as it relates to the administration and enforcement of the ordinance.

This report is for submission to the City Council in accordance with the requirements of Section 125.3819(2) of the MPEA as follows: "A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

Commission Members

The following members served throughout the 2022 calendar year. Thank you for your service!

- Amy Chesterton
- Patrick Coletta
- Matthew Evans
- Michele Lindsay
- Michele Hodges
- Jimmy Saros
- Katherine Sanpere
- Devan Stachecki
- Michael Vethacke

City Manager Nick Sizeland and Assistant City Manager Warren Rothe provided staff support throughout the year.

2022 Commission Meetings & Attendance

<u>Member</u>	<u>02/10/2022</u>	<u>04/06/2022</u>	<u>06/01/2022</u>	<u>06/06/2022</u>	<u>08/03/2022</u>	<u>10/06/2022</u>	<u>12/07/2022</u>
Chesterton	X	X		X	X		
Coletta	X	X	X	X		X	X
Evans	X	X		X	X	X	
Lindsay	X	X	X	X	X		
Hodges	X	X	X	X		X	X
Saros						X	X
Sanpere	X		X	X	X		
Stachecki							X
Vethacke	X	X	X	X	X	X	X

Responsibilities

The Planning Commission's basic duties and responsibilities include the following:

- Review site plans as required by the Zoning Ordinance.

- Conduct public hearing and make recommendations to the City Council with regard to requests for special use permits and rezonings.
- Conduct public hearings and make recommendations to the City Council regarding amendments to the Zoning Ordinance text & map, and the Master Plan.
- Update and maintain the Master Plan in accordance with the MPEA.
- Review and comment on any proposed Master Plans or Master Plan amendments for other communities as required by the MPEA.
- Provide recommendations on capital improvements as required by the MPEA.

Zoning Ordinance Map Amendments

The following map amendments were recommended for approval by the Planning Commission and subsequently approved by the City Council.

1. Rezoning Application #2022-01 – Request to rezone the following properties from R-D (Two-Family Residential) to P-1 (Vehicular Parking):
 - 1212 Wayburn
 - 1214 Wayburn
 - 1213 Maryland
 - 1217 Maryland
2. Rezoning Application #2022-02 – Request to conditionally rezone the following properties from R-D (Two-Family Residential) to P-1 (Vehicular Parking):
 - 1211 Wayburn
 - 1215/1217 Wayburn
3. Rezoning Application #2022-03 – Request to conditionally rezone the following properties from R-D (Two-Family Residential) to P-1 (Vehicular Parking):
 - 1155 Wayburn
 - 1159/1161 Wayburn
 - 1167 Wayburn

Zoning Board of Appeals

The Zoning Board of Appeals, consisting of the City Council, met once in 2022 to consider and grant following request.

Variance Application #2022-01 – Request to approve the following exceptions for a fence located at 745 Whittier.

- a. Section 27-100(b) – placement of fence in a front-yard
- b. Section 27-100(b) – height variance in excess of six feet

2022 Master Plan Adoption

Working with MKSK, the Planning Commission and City Council adopted a new comprehensive Master Plan for Grosse Pointe Park. The plan was a product of much community engagement both personal and in-person. The City Council reserved its right to have final adoption and adopted the Master Plan on June 13th, 2022. The Planning Commission and City Council thank the entire Grosse Pointe Park community for their support and engagement!

2022 Master Plan Implementation

The 2022 Master Plan contains many recommendations and action items to ensure its successful implementation. The Planning Commission and City Council have started work on the following three items that were listed as high importance in the Plan.

1. Comprehensive Zoning Ordinance Rewrite – A request for proposals was issued to assist in a comprehensive rewrite of the Zoning Ordinance. The Planning Commission and City Council ultimately selected McKenna as the consultant of choice. Work on the new Zoning Ordinance will begin in 2023.

“The City will update its Zoning Ordinance to reflect best practices and implement the goals and strategies in this Master Plan.”

2. Redevelopment Ready Communities Program – The Master Plan calls for the City to obtain certification through the Michigan Economic Development Corporation’s Redevelopment Ready Communities Program. The draft baseline evaluation was being conducted at the end of 2022.
 - a. Goal: *“The City will foster an environment that is supportive of local businesses and work with its partners to attract and retain small businesses, while maintaining a strong local tax base. New and rehabbed buildings will be consistent with the character and historic nature of Grosse Pointe Park.”*
 - b. Objective: *“Develop Grosse Pointe Park as an activity center for residents and location for new investment and business.”*
 - c. Strategy: *“Coordinate with the Michigan Economic Development Corporation (MEDC) to become certified as a Redevelopment Ready Community (RRC) to capitalize on technical assistance and resources that MEDC can provide.”*
3. Review of City-Owned Properties – The City owns several properties and the Master Plan recommended conducting a review of them to ensure they are meeting their highest and best use. A subcommittee of Planning Commission members was appointed and will hold its first meeting in 2023 to begin this work.
 - a. Goal: *“The City will work with its partners to provide efficient and effective public services that are coordinate, equitable, and sustainable.”*
 - b. Objective: *“Identify and prioritize public infrastructure and capital facilities needs.”*
 - c. Strategy: *“Create a Land Management Plan to identify how City-owned properties (commercial and residential) will be used moving forward. Develop Request for Proposals (RFP’s) for the properties to be sold and developed in ways that will benefit the future direction of Grosse Pointe Park.”*

2023 Work Plan

The 2023 Work Plan of the Planning Commission includes taking further action on the items laid out in the *2022 Master Plan Implementation* section of this report. The main focus will be on the zoning ordinance rewrite.



MCKENNA

January 23, 2023

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

Subject: 2023 Zoning Ordinance Kickoff

Dear Mr. Rothe:

We look forward to kicking off the zoning ordinance update project with the Planning Commission this week. At the meeting this week we would like to discuss the following items with the PC:

1. **Key Objectives.** These are in the Park's recently adopted Master Plan and represent the desire to align the Zoning Ordinance with the Master Plan and RRC best practices. Some key focus points may be:
 - a. Level of detail for design standards
 - b. Building heights
 - c. Administrative review thresholds.
 - d. Planning Commission specific issues to address?
2. **Tentative Ordinance Contents.** We have included a Draft Table of Contents for the Planning Commission's consideration. The Draft incorporates RRC and Zoning best practices with respect to organization. It also includes a proposed timeframe as well as references to sections of the existing zoning ordinance.
3. **Zoning Map Districts.** Present draft zoning map to discuss:
 - a. Three Mixed-use Districts
 - b. Preliminary thoughts on ADUs
 - c. Parking Overlay District
 - d. Adaptive Reuse provision
4. **Open House Focus.** What feedback do we need to get at the meeting?
5. **Review Process.** Draft review process draft sections will be circulated for review and comments will be tracked.

If you should have any questions, we are happy to discuss at your convenience.

Respectfully submitted,

McKENNA


John Jackson, AICP
President

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Grosse Pointe Park 2023 Zoning Ordinance: Key Objectives/Proposed Schedule

January 23, 2023

Key Objectives:	
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 an updated Zoning Ordinance to capitalize on mixed use redevelopment opportunities	
Identify priority Residential Buildings Design Guidelines to be codified and integrated into the zoning ordinance.	
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.	
"Separate changes should also be made to the City Charter to ensure that the development review and approval process is streamlined and transparent." Pg 100.	
Preliminary Observations	
27:83 (a) (1): Include drones?	
27-53 (2): Garden centers?	
27-52 (9): Circular reference?	
27-32 (3) (c) & 27-33 (2) (d): Is the driveway itself one or more parking spaces?	
Consider home occupations within dwelling units (prohibited in R-A & R-B per 27-25 (2))	
Better integrate Accessory Dwelling Units throughout the text, particularly within Zoning District sections	
Better define "front" and "side" yards (27:3) and streamline setback requirements for corner lots (27:81)	



ZONING ORDINANCE TABLE OF CONTENTS

To improve the user experience of Grosse Pointe Park's Zoning Ordinance, we recommend the following table of contents. This organization closely follows the recommendations of the City's Master Plan and MEDC's Redevelopment Ready Best Practices for Zoning Ordinance.

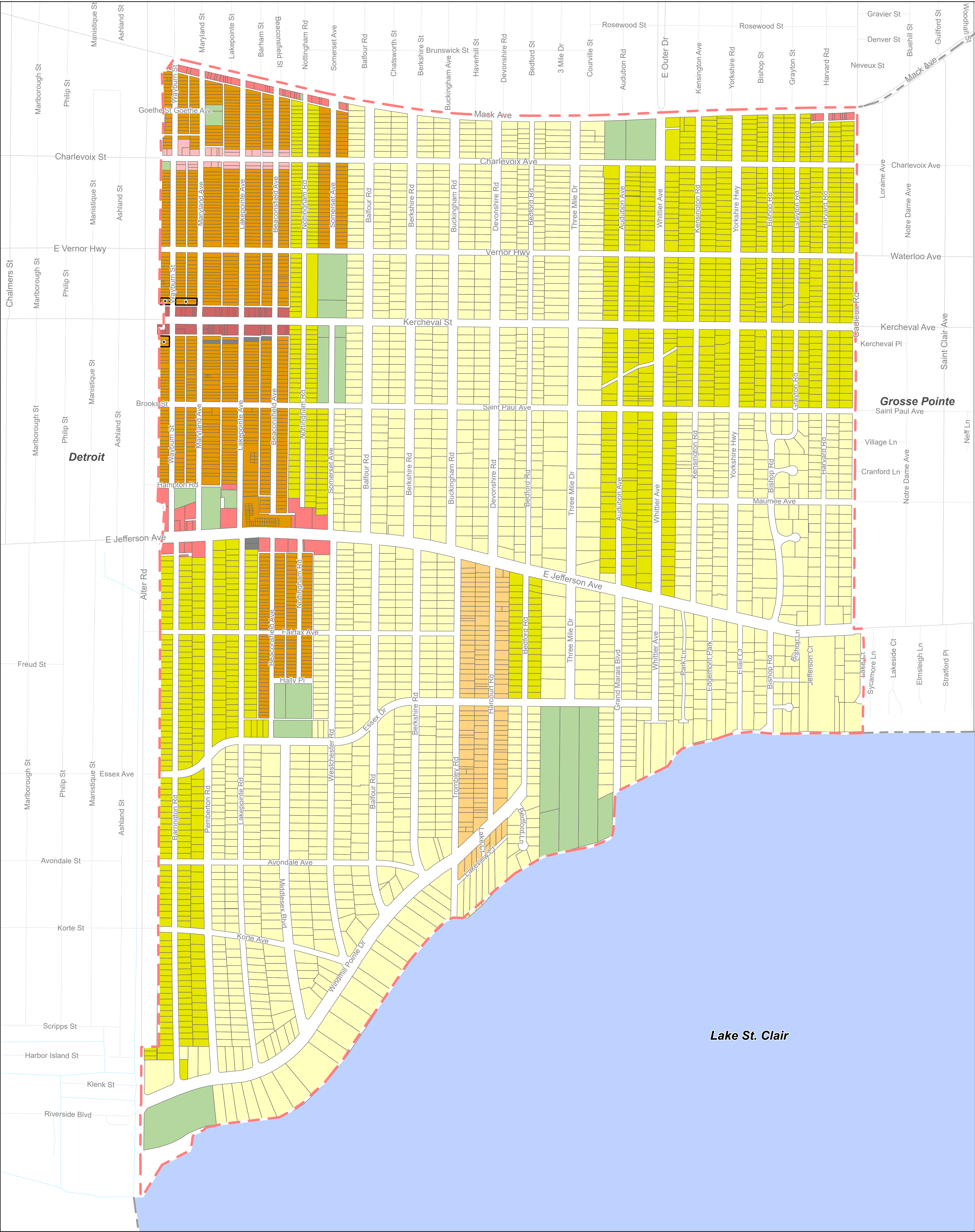
Proposed Table of Contents Article Number	Existing Table of Contents	
1 – Title, Scope, Purpose	Article II. Construction of Language	February
2 – Overview of Zoning Districts and Zoning Map	Article III. Zoning Districts and Map	February
3 – Civic and Parks District (Schools?)	*	March
4 – ER (RA) - Estate Residential District	Art. IV R-A Residential Districts	March
5 – NR-1 (RB) – Neighborhood Residential District – 1	Art. IV R-B Residential Districts	March
6 – NR-2 (RC) - Neighborhood Residential District - 2	Art. V. R-C Residential Districts	March
7 – NR-3 (RD) – Neighborhood Residential District - 3	Art. V. R-D Residential Districts	March
	Art. VI. OS-1 Office Service District – DELETE	
6 – NMU (B) Neighborhood Mixed-Use District (Charlevoix)	Art. VII. B-1 Local Business District	April
7 – CBD (B) Central Business District (Kercheval)	Art. VII. B-1 Local Business District	April
8 – CMU (B) Corridor Mixed-Use District (Mack/Jefferson)	Art. VII. B-1 Local Business District	April
9 – P-1 Parking District	Art. IX. P-1 Vehicular Parking District	April
10 – Schedule of Regulations	Art. X Schedule of Regulations	May
11 – Use Standards	NEW – currently scattered	May
12 – General Standards	Art. XI General Provisions/Art. XII. General Exceptions	May
13 – Site Development Standards	NEW – currently scattered	May
12 - Site Plan Review	*	June
13 - Special Land Uses	*	June
14 – Amendments (text / map)	XVII. Changes and Amendments	June
15 – Land Development Options	*	June
16 – Planning Commission	Art. XV. Zoning Commission (Delete)/Art. XVI. PI	June
17 - Zoning Board of Appeals	Art. XIV. Board of Appeals	June
18 - Administration and Enforcement	Art. XIII. Administration and Enforcement/ Art. XX. Enforcement, Penalties other Remedies	June
19 – Glossary		ongoing



PROPOSED ZONING DISTRICTS

The recently adopted Grosse Pointe Park Master Plan identifies four **future land use** categories. The following table shows how these future land use categories align with the Park's **existing zoning districts** and a series of **proposed zoning districts** for discussion.

Existing Zoning Districts	Future Land Use Categories	Proposed Zoning Districts
	Institutional Parks	Civic and Parks District (Schools?)
RA Residential District	Neighborhood Residential	ER (RA) - Estate Residential District
RB Residential District		NR-1 (RB) – Neighborhood Residential District – 1
RC Residential District		NR-2 (RC) - Neighborhood Residential District - 2
RD Residential District	Mixed Residential	NR-3 (RD) – Neighborhood Residential District - 3
OS-1 Office Service	Business District	
B Local Business		NMU (B) Neighborhood Mixed-Use District (Charlevoix)
		CBD (B) Central Business District (Kercheval)
		CMU (B) Corridor Mixed-Use District (Mack/Jefferson)
P-1 Parking		Parking Overlay District



Grosse Pointe Park Zoning Map - DRAFT

Grosse Pointe Park, Wayne County, Michigan

January 5, 2023

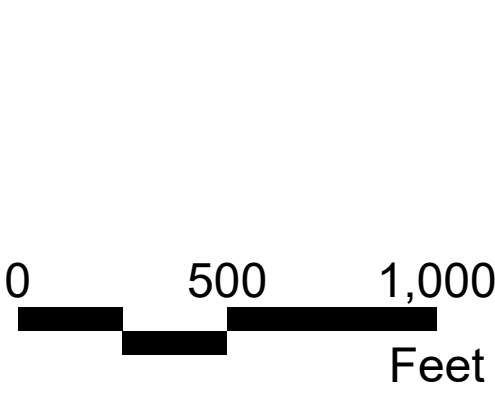
LEGEND

Zoning Districts

- RA - One Family Residential
- RB - One Family Residential
- RC - Two Family Residential
- RD - Two Family Residential
- NCD - Neighborhood Commercial District
- CCD - Corridor Commercial District
- CBD - Central Business District
- C - Civic and Parks District
- P - Parking
- Conditional Rezoning to P - Parking
- Grosse Pointe Park Boundary
- Other Municipal Boundaries

Minimum Lot Size per D.U.

- 10,000 sq. ft.
- 7,200 sq. ft.
- 5,000 sq. ft.
- 2,500 sq. ft.



Basemap Source: Michigan Center for Geographic Information, v. 17a. Data Source: Wayne County 2023. Grosse Pointe Park 2023. McKenna 2023.

