



AGENDA - Planning Commission

DATE: January 23, 2025 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - I. Approval of December 2, 2024 Minutes
- IV. Public Comment
- V. Unfinished Business
- VI. New Business
 - I. Approval 2024 Annual Report
 - II. Zoning Ordinance Implementation Update
- VII. 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 2, 2024
7:00 PM

CALL TO ORDER

Chair Coletta called the meeting to order at 7:00 PM.

ROLL CALL

MEMBERS PRESENT: Saros, Taylor, Kozak, Vethacke, Stachecki, Hodges, and Chair Coletta

MEMBERS ABSENT: None

ALSO PRESENT: Warren Rothe, Assistant City Manager & Commission Secretary; Morgan Martin, City Attorney, Laura Haw, McKenna.

APPROVAL OF MEETING MINUTES

APPROVAL OF MEETING MINUTES:
APPROVAL OF OCROBER 21, 2024 MINUTES

Motion by Taylor, seconded by Stachecki to approve the October 21, 2024, meeting minutes.

The motion carried on a unanimous voice vote.

APPROVAL OF MEETING MINUTES:
APPROVAL OF NOVEMBER 20, 2024 JOINT MEETING MINUTES

Motion by Kozak, seconded by Vethacke to approve the November 20, 2024, joint meeting minutes.

The motion carried on an unanimous voice vote.

UNFINISHED BUSINESS

UNFINISHED BUSINESS:
SHORT-TERM RENTAL ZONING ORDINANCE PROVISIONS

City Attorney Martin presented two potential revisions to the short-term rental section of the draft zoning ordinance. The Commission favored Option "A."

Motion by Vethacke, seconded by Stachecki to recommend the City Council adopt Option A as modified by the City Attorney as part of the adoption of the new zoning ordinance.

The motion carried on a unanimous roll call vote.

UNFINISHED BUSINESS:
PUBLIC HEARING: ZONING ORDINANCE

Chair Coletta opened the public hearing at 7:25 PM.

Four public comments were given.

Chair Coletta closed the public hearing at 7:40 PM.

The Commission commented on the zoning ordinance.

Motion by Taylor, seconded by Saros to recommend the City Council adopt the proposed comprehensive amendment to the Zoning Ordinance.

The motion carried on a unanimous roll call vote.

NEW BUSINESS

NEW BUSINESS: ADOPT 2025 MEETING SCHEDULE

The Commission reviewed the proposed meeting schedule for 2025. Date changes were discussed for January and March.

Motion by Vethacke, seconded by Saros to adopt the meeting schedule as amended.

The motion carried on a unanimous voice vote.

PUBLIC COMMENT

One public comment was given.

ADJOURNMENT

Motion by Stachecki, seconded by Kozak to adjourn the meeting.

The motion carried on an unanimous voice vote.

The meeting adjourned at 8:07 PM.



PLANNING COMMISSION MEETING

DATE: January 23, 2025

SUBJECT: Approval 2024 Annual Report

SUMMARY: As required by the Michigan Planning Enabling Act (MPEA), 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 2024. This report is required to be submitted to the City Council. Included in the report is a proposed work plan for the 2025 calendar year. The Planning Commission's activities is being asked to review and approve the report for submission to the City Council.

FINANCIAL IMPACT:

RECOMMENDATION: Motion to approve the 2024 Planning Commission Annual Report and 2025 Work Plan and authorize submitting the document to the City Council in accordance with the requirements of the MPEA.

PREPARED BY: Warren Rothe, Assistant City Manager



**2024 Annual Planning Report of Planning
Commission Activities and 2025 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 (MZEA), 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 2024 calendar year. Thank you for your service!

- Patrick Coletta, Chair
- Michael Vethacke, Vice-Chair
- Kristin Taylor
- Matthew Evans
- Michele Hodges
- Jimmy Saros
- Devan Stachecki
- Mike Kozak

Assistant City Manager and Commission Secretary Warren Rothe provided staff support throughout the year.

2024 Commission Meetings & Attendance

Member	1/22/24	03/18/24	04/22/24	05/20/24	06/17/24	07/22/24	8/26/24*	10/21/24	11/20/24*	12/2/24
Coletta	X	X	X	X	X	X	X		X	X
Evans		X	X				X			
Hodges	X	X	X	X		X	X		X	X
Saros	X		X	X	X	X		X	X	X
Stachecki	X	X	X	X	X	X	X	X	X	X
Vethacke	X	X	X	X	X	X	X	X	X	X
Taylor		X	X		X	X		X		X
Kozak								X	X	X

*Indicates a joint meeting with the City Council

Responsibilities

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

- Review site plans as required by the Zoning Ordinance.
- Conduct public hearings and make recommendations to the City Council regarding 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.

Planning Commission Applications

No applications for zoning text and map amendments, site plans, or special land use permits were made in 2024.

Zoning Board of Appeals

The Zoning Board of Appeals (ZBA), consisting of the City Council, met twice in 2024 to consider the following request:

Fence Exception Application: 15800 Jefferson – The Zoning Board of Appeals twice considered an exception to the front-yard fence requirement (Section 27-100(b) of the Zoning Ordinance) for a proposed front-yard fence at 15800 Jefferson. The applicant amended his application after the July ZBA meeting and received approval at the ZBA’s subsequent meeting in September.

2022 Master Plan Implementation and 2024 Work Plan Review

The 2022 Master Plan contains many recommendations and action items to ensure its successful implementation. In 2024, the Planning Commission and City Council have made progress on the following items that were listed as high importance in the Plan and part of the Commission’s 2024 Work Plan.

1. Comprehensive Zoning Ordinance Rewrite – Over the course of 2024, the Planning Commission considered several revised drafts of the comprehensive zoning ordinance. The Commission held the required public hearing on December 2nd, 2024, and recommended the ordinance be adopted by the City Council. On December 9th, 2024, the City Council adopted the new ordinance and map.

“The City will update its Zoning Ordinance to reflect best practices and implement the goals and strategies in this Master Plan.”¹

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 (RRC) Program. The initial Community Snapshot was completed in January 2023. At the end of 2024, the City had completed 52% of the requirements to receive the Essentials Certification. With the recent adoption of the new Zoning Ordinance (currently under review by RRC staff), most of the remaining requirements have been fulfilled. The City expects to achieve certification in the first half of 2025.

¹ Grosse Pointe Park 2022 Master Plan – pg. 116

- 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.”²
3. Capital Improvements Plan – The Planning Commission prepared a [six-year capital improvements plan](#) (CIP) to guide the City’s investments for years to come, in accordance with both the MPEA requirements and RRC best practices. The plan identifies \$41.8 million in potential projects across the six-year period. Of the 26 projects identified for Fiscal Year (FY) 2025, 19 received funding in the FY 2025 budget. Below is a table from the plan summarizing the proposed projects by Program area.

Summary by Program							
Program	Total CIP	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Buildings & Facilities	\$ 1,255,000	\$ 115,000	\$ 680,000	\$ 460,000	\$ -	\$ -	\$ -
Equipment	\$ 2,055,500	\$ 522,500	\$ 880,000	\$ 530,000	\$ 90,000	\$ 19,000	\$ 14,000
Information Technology	\$ 364,600	\$ 39,600	\$ 65,000	\$ 215,000	\$ 15,000	\$ 15,000	\$ 15,000
Streets & Sidewalks	\$ 7,500,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000
Storm Sewer	\$ 2,150,000	\$ 400,000	\$ 250,000	\$ 1,500,000	\$ -	\$ -	\$ -
Sanitary Sewer	\$ 18,500,000	\$ 4,250,000	\$ 250,000	\$ 6,900,000	\$ 200,000	\$ 6,700,000	\$ 200,000
Water Distribution	\$ 9,350,000	\$ 2,850,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
Vehicles	\$ 720,000	\$ 120,000	\$ 80,000	\$ 180,000	\$ 130,000	\$ 130,000	\$ 80,000
Totals:	\$ 41,895,100	\$ 9,547,100	\$ 4,755,000	\$ 12,335,000	\$ 2,985,000	\$ 9,414,000	\$ 2,859,000

“Develop, adopt, and maintain a Capital Improvements Program that includes public infrastructure and facilities upgrades needed to implement the Master Plan.”³

4. Additional Items from the Master Plan – In addition and oftentimes in companionship with the comprehensive zoning ordinance rewrite, the additional major strategies from the 2022 Master Plan were advanced in 2024:

Identify priority Residential Buildings Design Guidelines in the Zoning Ordinance	Included in the Zoning Ordinance
Coordinate with the Grosse Pointe Public School System to collaborate on the future of Trombly Elementary School to ensure it remains a community asset.	The City Council passed two resolutions supporting Trombly as a community asset and requesting action be taken by the School Board. Additionally, Trombly was rezoned to the civic district as part of the new zoning ordinance.
Identify priority Commercial Buildings Design Guidelines in the Zoning Ordinance	Included in the Zoning Ordinance

² *Id* – pg. 111

³ *Id* – pg. 118

Conduct a sidewalk assessment to include evaluation of sidewalk conditions and prioritize for maintenance and repair.	The City implemented a five-year sidewalk replacement program utilizing maintenance districts created by the Department of Public Works.
Conduct a tree inventory	The City applied for a DNR grant to fund the creation of a tree inventory. The application was pending at the end of 2024.
Develop standards to encourage low impact development practices, such as stormwater management and green infrastructure	Included in the Zoning Ordinance

2025 Work Plan

The 2025 Work Plan of the Planning Commission entails overseeing the implementation and administration of the newly adopted zoning ordinance, which came into effect at the end of 2024. The Commission, along with relevant staff and stakeholders, will persist in pursuing certification as a Redevelopment Ready Community. As part of the RRC process and in accordance with the MPEA, the capital improvement plan will undergo an update and be presented to the City Council for their final approval. The Planning Commission will continue to review the proposed activities consistent with the City’s Master Plan.



PLANNING COMMISSION MEETING

DATE: January 23, 2025

SUBJECT: Zoning Ordinance Implementation Update

SUMMARY: The following is a summary of activities undertaken since the adoption of the new zoning ordinance by the City Council.

- **Dimensional Variance Request:** The City Council, acting as the Zoning Board of Appeals, considered a dimensional variance request from the property at 15450 Windmill Pointe to install an inground pool in the side yard. The request was unanimously approved.
- **Short-Term Rental Licensing:** Applications for short-term rental licenses were created, and a new page was launched on the City's website to provide information about short-term rentals for all interested parties. Additionally, a standalone document containing information and FAQs was prepared. A copy of this document accompanies this memo. The short-term rental webpage includes a form for reporting concerns, complaints, or violations related to short-term rental activity. Licensing of short-term rental units is now officially underway. As licenses are issued, the City website will be updated to include the required contact information for each licensed property.
- **Staff Training and Application Updates:** Public Service Department staff met with McKenna to review new processes and procedures associated with the revised zoning ordinance. As part of the updated application submission requirements and review standards, new forms and applications are being prepared, including those for special land use reviews and Planning Commission site plan reviews.
- **Notification of Businesses:** Efforts are underway to notify existing businesses of any changes to their use classification under the new zoning ordinance. For instance, the ordinance created several nonconforming uses now subject to new standards and criteria. The City Attorney is preparing a letter to communicate these changes to the affected businesses.

FINANCIAL IMPACT:

RECOMMENDATION: Review the listed summary of activities.

PREPARED BY: Warren Rothe, Assistant City Manager



Guide to Short-Term Rentals

Short-Term Rentals are regulated by [Article 5 of Chapter 22 of the City Code \(Short-Term Rental Licensing\)](#) and [Sections 2.07 and 3.13 of the City Zoning Ordinance](#)

What is a short-term rental (STR)? A short-term rental is defined as the rental or subletting of any dwelling on a premises for a term of 28 days or less. Examples include rental units (an entire house or a single room) advertised on platforms such as Airbnb and VRBO, and commercial units that resemble hotel rooms.

What types of STRs are permitted? There are two types of STRs in Grosse Pointe Park:

- An Investor Owned STR is a “commercial” rental in which the owner or host does not have to reside. New Investor Owned STRs can only be in a mixed-use zoning district. They are prohibited in residential zoning districts; however, if an Investor Owned STR was established before 12/26/2024, **it is allowed to continue as a legal nonconforming use under the Zoning Ordinance**- even if located in a residential zoning district, per Section 3.13 of the Zoning Ordinance)
- A Principal Residence STR is a premises whose owner is the Permanent Resident and operates a short-term rental on the premises. New Principal Residence STRs are only allowed in the mixed-used zoning districts and are prohibited in residential zoning districts. However, if a Principal Residence STR was established before 12/26/2024, **it is allowed to continue as a legal nonconforming use under the Zoning Ordinance** – even if located in a residential zoning district, per Section 3.13 of the Zoning Ordinance.

What is a Principal Residence? The dwelling unit where an owner of property has their true, fixed, and permanent home to which, whenever absent, they intend to return and will continue as a Principal Residence until another Principal Residence is established.

What regulations are there for the interior of a STR?

Major regulations include:

- All information required by City Code must be displayed in the property, including the License, owner/local agent contact information, and a summary of regulations provided by the City.
- Meet fire extinguisher, smoke detector, and carbon monoxide detector requirements.
- Occupancy cannot exceed the maximum occupancy as calculated by the City.

How many people can stay overnight in a STR? Maximum occupancy may vary and is calculated by the City. Generally, maximum occupancy is limited to the lessor two occupants per bedroom plus two additional occupants, or the occupancy limitations set forth in Section 404 of Chapter 4 of the International Property Maintenance Code.

What makes a STR different from a registered rental? The maximum stay for a STR is 28 days whereas registered rentals, which are governed by Article Four, of Chapter 22 of the City Code are for longer term leases. All rental properties in the City must be properly licensed either as a STR or long-term rental. Different requirements may apply.

Who is responsible for noise, parking, trash, or other complaints?

The property owner is responsible for timely remedying all complaints, including noise, parking, and trash. However, the City retains the ability to enforce violations of the City Code against occupants.

How do I submit a complaint about a STR?

Code Enforcement is available to respond to complaints involving STRs from 8:00 a.m. to 4:30 p.m. Monday-Friday. Code Enforcement can be reached at 313-822-4240 or codeenforcement@grossepointepark.org. For all other times, or in case of an emergency, contact the Department of Public Safety at 313-822-7400.

To expedite reporting, the City has created a form that can be used to report complaints or violations. You can access the form [at this link](#).