



AGENDA - Planning Commission

DATE: March 6, 2025 5:30 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - I. Approval of January 23, 2025 Minutes
- IV. Public Comment
- V. Unfinished Business
 - I. Update on Zoning Ordinance and Short-Term Rentals
- VI. New Business
- 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 - January 23, 2025
7:00 PM

CALL TO ORDER

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

ROLL CALL

MEMBERS PRESENT: Coletta, Vethacke, Hodges, Saros, Stachecki, Faulken, and Kozak

MEMBERS ABSENT: None

ALSO PRESENT: Warren Rothe, Secretary & Assistant City Manager

APPROVAL OF MEETING MINUTES

APPROVAL OF MEETING MINUTES:
APPROVAL OF DECEMBER 2, 2024 MINUTES

Motion by Stachecki, seconded by Vethacke to approve the meeting minutes from December 2, 2024.

The motion carried on a unanimous voice vote.

PUBLIC COMMENT

No public comments were given.

UNFINISHED BUSINESS

NEW BUSINESS:
AGENDA ITEM ADDITION

Motion by Kozak, seconded by Stachecki to add an item to new business on the agenda titled: "Selection of Officers"

The motion carried on a unanimous voice vote.

NEW BUSINESS:
APPROVAL 2024 ANNUAL REPORT

Motion by Stachecki, seconded by Vethacke to approve the 2024 Annual Report and 2025 Work Plan and authorize submitting the document to the City Council in accordance with the requirements of the Michigan Planning Enabling Act.

The motion carried on a unanimous voice vote.

NEW BUSINESS:
ZONING ORDINANCE IMPLEMENTATION UPDATE

Secretary Rothe presented an overview of activities since the adoption of the new zoning ordinance at the December 2024 City Council meeting.

NEW BUSINESS:
SELECTION OF OFFICERS

Motion by Vethacke, seconded by Stachecki to appoint Member Coletta as Chair for 2025.

The motion carried on a unanimous voice vote.

Motion by Stachecki, seconded by Kozak to appoint Member Vethacke as Vice-Chair.

The motion carried on a unanimous voice vote.

ADJOURNMENT

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

The motion carried on a unanimous voice vote.

The meeting adjourned at 7:29 p.m.

DRAFT PENDING APPROVAL



PLANNING COMMISSION MEETING

DATE: March 6, 2025

SUBJECT: Update on Zoning Ordinance and Short-Term Rentals

SUMMARY: The following is a summary of activities undertaken since the adoption of the new zoning ordinance and short-term rental licensing ordinance by the City Council.

- **Short-Term Rental Licensing:** 4 license applications have been approved, with 1 currently under review. The City expects between 15–20 licenses will be issued to existing short-term rentals in residential districts. A [good neighbor guide](#) has been created and is required to be posted in all licensed short-term rentals. A copy of the guide accompanies this memo. Notices for the Nuisance Response Plans for STRs that were issued are being sent to all properties within a 200-foot radius of the licensed property. As of February 28, 2025, no complaints have been submitted using the designated complaint form on the website. The 120-day registration period for short-term rentals ends April 25, 2025.
- **Application Updates:** The following applications are currently being created: (1) Sign permit, (2) Outdoor Seating & Temporary Uses, (3) Class A Non-Conformity, and (4) Zoning Board of Appeals Variance. In addition to the applications, a guide on the new accessory structure standards is being created. This includes a summary of key requirements for Accessory Dwelling Units and garage placement and design.
- **Notification of Businesses:** The nonconformity letter has been drafted and businesses are being identified as the winter weather improves.

FINANCIAL IMPACT:

RECOMMENDATION: Review the listed summary of activities.

PREPARED BY: Warren Rothe, Assistant City Manager

Grosse Pointe Park Short-Term Rental Good Neighbor Guide

Welcome to Grosse Pointe Park! The property you are staying at has been licensed by the City in accordance with the license regulations set forth in Chapter 22, Article 5 of the City Code. For more information, visit: <https://www.grossepointepark.org/381/Short-Term-Rentals>. We are happy you are visiting our community and would like to make you aware of the following rules and contact information.

Rental Unit Information

License #: _____ Maximum Occupancy: _____

Address: _____ Trash Day: _____

Responsible Person Contact Information

Owner Name: _____

Owner Phone Number: _____

Owner Email Address: _____

Local Agent Name: _____

Local Agent Phone Number: _____

Local Agent Email Address: _____

Neighborhood Regulations

1. **Maximum Occupancy:** The number of overnight guests cannot exceed the property's posted maximum occupancy.
2. **Parking:** Guests must use designated off-street parking spaces provided by the rental property.
3. **Special Events:** The short-term rental may only be used for residential purposes and may not be used for non-residential uses including but not limited to large commercial gatherings, non-commercial gatherings, commercial filming, non-owner wedding receptions, class reunions, or retreats.
4. **Trash Collection:** Receptacles can be placed out for collection **after 4:00 p.m.** the day before collection and must be brought in **by midnight** on the collection day.
5. **Noise/Quiet Hours:** Quiet hours are observed from **11:00 p.m. to 7:00 a.m.** Please be respectful of neighbors and avoid excessive noise at all times.
6. **Violations:** You may be fined for violating any provision of the short-term rental ordinance, or other local ordinance. Guests are expected to follow all City ordinances to ensure a peaceful and enjoyable experience for everyone. For questions about noise, parking, or other ordinance violations, please contact Code Enforcement at **313-822-4365**.

City of Grosse Pointe Park Contact Information:

- Police & Fire Emergency: **9-1-1**
- Non-Emergency Dispatch: **313-822-7400**
- Code Enforcement and Short-Term Rentals: **313-822-4365**