SPECIAL NOTICE
Due to the current State of Emergency and to minimize the spread of COVID-19, this meeting will be held electronically. Please see instructions below for participating in this ZOOM video/phone conference.

AGENDA

1. Roll Call
2. Setting the Agenda
3. Consent Agenda
   a. Approval of Minutes
   b. Approval of Invoices
   c. Set public hearing date for 2021-22 Budget
   d. Odd side parking restriction on Lakeland
   e. Resolution – National Arbor Day
4. New Business
   a. Presentation by Urban Forestry Commission
   b. Public Hearing – 2021 Single Lot Assessments
   c. Resolution – Public Works Week
   d. Resolutions Supporting MDOT Grant Application for Fisher Road Resurfacing
      1. Kercheval to Charlevoix
      2. Charlevoix to Mack
   e. Report on Mack Avenue Zoning Update
   f. Redevelopment Ready Community Actions
      1. Council Discussion of Master Plan Update Options
      2. Public Participation Policy
5. Public Comment – for agenda and non-agenda items
6. Staff Reports
7. Council Comment
8. Adjournment

INSTRUCTIONS FOR ALL PERSONS TO PARTICIPATE IN VIRTUAL MEETING

You are invited to a Zoom webinar.
When: Apr 19, 2021 07:00 PM Eastern Time (US and Canada)
Topic: Grosse Pointe Council meeting

Please click the link below to join the webinar:
https://us02web.zoom.us/j/83135139994?pwd=TDhpeUQraVplbWlYMVFRgeGRPTkNkUT09
Passcode: GPCouncil
Or One tap mobile: US: +19292056099,,83135139994,,,*,352551691# or +13017158592,,83135139994,,,*,352551691#
Or Telephone: Dial (for higher quality, dial a number based on your current location):
US: +1 929 205 6099 or +1 301 715 8592 or +1 312 628 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799
Webinar ID: 831 3513 9994
Passcode: 352551691
INSTRUCTIONS FOR INDIVIDUALS WITH DISABILITIES

Michigan Relay is a communications system that allows hearing persons and deaf, hard of hearing, or speech impaired persons to communicate by telephone. Dial 7-1-1 to reach Michigan Relay and have the operator then connect with Zoom conference number above. There is no additional charge to use this service.

Please contact city@grossepointecity.org at least 48 hours in advance of the meeting with any other requests for accommodations.

INSTRUCTIONS FOR PUBLIC COMMENT

The following public comment instructions are for use by members of the public during the virtual Council meetings held using the Zoom video and phone conferencing program:

A. During this electronic virtual meeting, individuals who wish to address the Council on any agenda or non-agenda item may do so during the designated public comment period or during a public hearing listed on the agenda. An individual wishing to make a public comment should indicate so by using the raise hand feature on the Zoom application. This is typically found in the upper right hand corner when you click on “View Participant list”. This opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand when the chair of the meeting calls for public comments. If you are using the audio only call-in feature, you can hit *9 on the phone keypad to activate the raise hand feature.

B. Public comment during a virtual Council meeting is welcome. Individuals have a maximum of three (3) minutes to address the Council and present any comments. Councilmembers will listen to concerns but will not interact or answer questions.

C. Each speaker should begin comments by providing their name and address.

D. Disorderly Conduct: The chair may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities, engaging in hate speech, or otherwise breaching the peace.

E. Alternatively, public comments can also be submitted by email to city@grossepointecity.org no later than 5:00 pm on the day of the meeting. All electronic comments received will be distributed to the City Council in advance of the start of the meeting.

The meeting was called to order at 7:00 p.m.

ROLL CALL
Present: Mayor Tomkowiak, Council Members Juip, Parthum, Stempfle, Thomas, Walsh, Williams
All Council Members indicated their physical location as: Grosse Pointe, Michigan

In Attendance: City Manager Dame, Attorney Kennedy, City Clerk Arthurs, Finance Director Kleinow, Public Safety Director Alcorn, Public Service Director Randazzo, Parks and Recreation Director Hardenbrook and City Planner Connochie.

CONSENT AGENDA

Motion by Council Member Parthum, second by Council Member Williams, to approve the Consent Agenda consisting of the following:

1. Minutes from the regular Council Meeting held on February 8, 2021.
2. Invoices
   a) Michigan Municipal League - Workers Compensation, Installment #4, $23,526
   b) McKenna - Planning Services, December 2020, $5,511.25
   c) Doetsch - Sewer Cleaning, January 2021, $8,700
   d) Great Lakes Water Authority
      - Sewage, January 2021, $75,400
      - Sewage, February 2021, $75,400
   e) Anderson, Eckstein, & Westrick, Inc.
      - Loraine Sewer & Paving – Waterloo to Mack, 12/21/20 – 1/17/21, $6,656
      - 2021 Street Improvement Program, 12/21/20 – 1/17/20, $10,098
   f) City of Grosse Pointe Farms - Water Purchased, 10/1/20 – 12/31/20, $105,606.17
   g) GFL - Recycling, March 2021, $10,200
   h) Pointe Alarm - Public Safety Access System, January 2021, $25,484.87
   i) Partners In Architecture - New Facilities, Payment #18, $937,622.05
   j) BS&A - Remote Building Program, February 2021, $5,100
4. Approved the rejection of the bid for the sewer replacement bid from Pamar Enterprises.
5. Approved resolution allocating FY 2021 CDBG funds in the amount of $20,000.
6. Authorize the Mayor to sign and approve the renewal of the CLEMIS Agreement.

ROLL CALL VOTE
Ayes: Juip, Parthum, Stempfle, Thomas, Walsh, Williams, Mayor Tomkowiak
Nays: None.
Abstain: Council Member Thomas abstained with regard to the approval of the allocation of CDBG funds.

MOTION CARRIES.

The City Council convened as the Planning Commission.

SITE PLAN AMENDMENT – SAROS BUILDING – 17108 MACK AVENUE

City Planner Connochie made the following report:
Saros Real Estate has submitted to the Planning Commission an amended site plan for 17108 Mack Avenue, the Saros Building. The request for amendment is primarily seeking to substitute EFIS instead of the approved cast stone on the turret. The revised site plan also removes the gateway arch on the eastern side of the building that was required in the final site plan approval but never constructed. When it was approved in July 2017, it was with the understanding that it would be a marquee building for years to come, and as a result it was to be of high-quality in both design and materials. The turret design in particular is the key point of interest for the building and was to be constructed from cast stone with architectural detailing. This was very explicitly discussed and outlined in writing at multiple stages in the approval and building process including:

1. Original building plans submitted by Saros for site plan approval.
2. The site plan as approved by the City Planning Commission.
3. The building permit plans submitted by Saros for City Chief Building Official approval.
4. The building permits issued by the City Chief Building Official.
5. The temporary occupancy permit issued by the City Chief Building official, conditioned upon replacement of the EFIS material installed without permission of the City with the required cast stone material within 18 months. This was guaranteed by a letter of credit supplied by Saros to complete the project as submitted.

The City Planner provided the Commission with background on the how the unapproved materials were introduced and constructed. It was noted that during the construction process, the City inspected the project, discovering the incorrect materials, and contacted the owner to address the issue. In an email sent in January 2019, Mr. Saros noted that timing played a key role in the decision to proceed and requested approval for the alternative façade material. The City Building Official denied Mr. Saros's request to approve the alternative façade material administratively after it was improperly installed, and suggested that Mr. Saros consider posting a letter of credit with a set schedule for replacement of the approved cast stone. On April 5, 2019, a Conditional Certificate of Occupancy was issued, conditioned upon the installation of "Cast Stone" to exterior turret area as approved by City Council, and as shown on approved plans (pages A5-00 Dated 7-10-2017, A5-01 Dated 4-2-2018). The terms of the Conditional Certificate of Occupancy gave Mr. Saros 18 months to bring the property into compliance, and Saros supplied the letter of credit to guarantee the work could be done by the City if not completed by Saros. The property owner was issued a notice of violation on December 22, 2020 noting that the 18 months had expired and giving them an additional month to comply. To date, the property still had not been brought into compliance. Instead, in February of 2021, Saros submitted this request for consideration by the Planning Commission. Closer inspection of the building shows several deviations from the originally-approved site plan. In addition, the "gateway arch" on the eastern edge of the building requested as a condition of site plan approval was not built. The requested site plan amendment addresses these issues.

Saros Real Estate Services submitted a site plan amendment (dated February 17, 2021) with an intention to maintain the alternative building material EIFS and reintroduce design elements originally approved by City Council. Whereas the initially approved work proposed a cast stone turret, the applicant has constructed a turret comprised of EIFS with significantly lessened architectural interest. The applicant now proposes to strip the EIFS material that was installed and reapply EIFS with the stacked stone and details underneath the turret windows to attempt to "match" the original site plan. As proposed, the Planning Commission would allow the deviation from the originally approved cast stone but ultimately gain similar architectural features that were originally approved. The memo from the Building Official dated March 9, 2021 noting and discussing a number of deficiencies in the use of EIFS was reviewed and discussed.

The plan amendment requests formal approval of a second major deviation from the original site plan - the removal of the gateway arch (noted in the previous section) on the eastern side of the building. This is agreeable as the gateway is not essential to the building function or appearance. However, the question of material substitution is a significant quality issue. And, not only was the substitution of EIFS made without contacting the City, the owner made an additional guarantee to replace the cast stone as a condition of the issuance of the Temporary Certificate of Occupancy.

Several options for action regarding the requested site plan amendments were reviewed and discussed.
The City Planner recommended denying the request for material substitution as inappropriate for what was intended to be a marquee building, based on not only the conditions of site plan approval, but the guarantee of the property owner to provide the approved cast stone materials as a condition of his Certificate of Occupancy.

Jimmy Saros, applicant, provided background on how the material substitution was made based on advice of a contractor and also discussed his perspective on the building, site plan and materials.

Commission discussion took place regarding the materials substituted on the building and its high visibility location, contacts with the applicant both before and after the issuance of the Certificate of Occupancy, setting a precedent and the impact on future projects on Mack Avenue. The importance of the building being constructed in accordance with the original approved site plan was also discussed. An additional action option was proposed by a Commissioner.

Motion by Council Member Williams, second by Council Member Parthum, to require construction of the gateway arch from the original approved site plan and approve material modifications (allowing EFIS) with added architectural features for the upper stories, but require installation of cast stone with the original architectural features on the first story of the building to address issues with durability and high-visibility on the pedestrian level. Articulation between the first and second story is required.

The Mayor asked for discussion on the motion. Discussion took place.

Motion by Council Member Williams, second by Council Member Parthum, to call to question and vote on the previous motion.

ROLL CALL VOTE
Ayes: Parthum, Thomas, Walsh, Williams, Mayor Tomkowiak
Nays: Juip, Stempfie.

MOTION CARRIES.

Motion by Council Member Williams, second by Council Member Parthum, to require construction of the gateway arch from the original approved site plan and approve material modifications (allowing EFIS) with added architectural features for the upper stories, but require installation of cast stone with the original architectural features on the first story of the building to address issues with durability and high-visibility on the pedestrian level. Articulation between the first and second story is required.

ROLL CALL VOTE
Ayes: Juip, Parthum, Stempfie, Thomas, Walsh, Williams, Mayor Tomkowiak
Nays: None.

MOTION CARRIES.

PRELIMINARY REPORT – HISTORIC DISTRICT STUDY COMMITTEE

City Manager Dame made the following report:

To protect investments in properties and the character of the estate neighborhoods of the City, the City Council approve a moratorium on demolition and new construction in the Estate zoning district in July 2020. City Council also authorized an investigation of whether a local historic district should be created in those areas. The moratorium was extended by six months in January 2021 to allow historic district review work to continue. Establishing a local historic district is the only available tool for municipalities to preclude demolition of historic buildings. Historic districts also review exterior improvements and new construction on all properties in a district to ensure changes are appropriate for the neighborhood.
A summary of the Historic District Study Committee was made and it was noted that the committee adopted a preliminary report that found a subset of the study area to be eligible for a historic district. The district investigator process is now in the public and technical review stage, as directed in State law, where citizens and agencies with interest in the topic can weigh in before the Study Committee makes a formal recommendation.

City Planner Connochie submitted and reviewed a summary dated March 12, 2021 regarding the Planning Commission’s consideration of the preliminary Historic District Study Committee Report adopted February 15, 2021. The Planner summary discussed report, its relationship to the Grosse Pointe Master Plan and future land use plan and policies. Commission discussion took place regarding the preliminary report. It was the consensus of the Commission that based on Commission discussion and feedback received by residents that establishing a Historic District is not beneficial to the City at this time.

The Planning Commission reconvened as the City Council.

Motion by Council Member Walsh, second by Council Member Stempfle to discontinue support of establishing a Historic District in the City of Grosse Pointe.

ROLL CALL VOTE
   Ayes:  Juip, Parthum, Stempfle, Thomas, Walsh, Williams, Mayor Tomkowiak
   Nays:  None.

MOTION CARRIES.

Motion by Council Member Walsh, second by Council Member Stempfle, that Council resolves to terminate the moratorium prohibiting demolition or new building permits in the Estate Residential zoning district.

ROLL CALL VOTE
   Ayes:  Juip, Parthum, Stempfle, Thomas, Walsh, Williams, Mayor Tomkowiak
   Nays:  None.

MOTION CARRIES.

AGREEMENT WITH MEDC – MICHIGAN MAIN STREET PROGRAM

City Manager Dame made the following report:

To participate in the Michigan Main Street program, the City of Grosse Pointe and the City of Grosse Pointe DDA, which is the legal entity that will serve at the Main Street Grosse Pointe organization, must both enter into the attached five-year agreement with the State of Michigan’s economic development arm, MEDC. The agreement spells out the obligations of each party in order to stay involved. One item of note is that the agreement requires the City of Grosse Pointe to continue to be active with the MEDC’s Redevelopment Ready Communities program. The agreement also outlines the activities that Main Street Grosse Pointe must pursue and follow to continue to be considered a Main Street participant.

In return, the document outlines the assistance that the MEDC, through the Michigan Main Street program, will provide to The Village. Much of help is delivered through expert technical assistance provided at no charge such as retail market assessments. Even though the City has just received this document to execute, Michigan Main Street has already been fulfilling their technical assistance role as promised. This included assistance throughout the hiring process for the new Main Street Grosse Pointe Executive Director Cindy Wilcock. Main Street Grosse Pointe has already adopted this agreement at its February 1, 2021 meeting.
Motion by Council Member Parthum, second by Council Member Williams, to approve executing the Michigan Main Street Agreement with MEDC.

ROLL CALL VOTE
   Ayes:   Juip, Parthum, Stempfle, Thomas, Walsh, Williams, Mayor Tornkowiak
   Nays:   None.

MOTION CARRIES.

COOPERATION AGREEMENT WITH MAIN STREET GROSSE POINTE

City Manager Dame made the following report:

The cooperative agreement between the City of Grosse Pointe and Main Street Grosse Pointe (City of Grosse Pointe DDA), spells out the obligations of each entity over the five-year course of the State’s Main Street program for The Village. This agreement authorizes the City to provide Main Street Grosse Pointe with $40,000 in this fiscal year as budgeted, and up to $50,000 in the subsequent four years if Main Street fundraising objectives are met, as promised by the City Council during the Fall of 2019, when the City applied for participation in the Michigan Main Street program. It also commits an additional $50,000 for three years from the Capital Project Fund for capital improvements that are mutually agreed to and identified by the Main Street transformation strategy that will soon be under development. In addition, the City will provide a wide range of assistance to the Main Street Grosse Pointe organization so that it does not have to expend community donations on doubling up on back-end administrative systems to be provided by the City such as payroll and accounts payable. The agreement also memorializes understandings of the ongoing relationship between the two organizations. Mr. June Lee, a member of the Main Street Grosse Pointe Executive Committee, was appointed by the Main Street Grosse Pointe Board, to work with City staff to draft the agreement in this agreed upon form. Once this agreement is approved by the City Council, the Main Street Grosse Pointe Board will also need to adopt it.

Motion by Council Member Parthum, second by Council Member Williams, to approve executing the Cooperation Agreement with Main Street Grosse Pointe.

ROLL CALL VOTE
   Ayes:   Juip, Parthum, Stempfle, Thomas, Walsh, Williams, Mayor Tornkowiak
   Nays:   None.

MOTION CARRIES.

LOCAL EMERGENCY DECLARATION FOR COVID-19

City Manager Dame made the following report:

Last year the State legislature passed, and the Governor signed, a law allowing public bodies to meet virtually due to the pandemic to protect everyone’s safety. This blanket permission ends on March 31, 2021. Under that law, municipalities can extend permission to hold virtual meetings by declaring a local emergency. There is pending legislation in Lansing that may extend the March 31 blanket permission to hold public meetings virtually, but at this time it is unknown whether it will be approved. To preserve the City’s ability to hold virtual meetings, the proposed declaration would need to be approved.

Motion by Council Member Parthum, second by Council Member Williams, that the following resolution be adopted:
RESOLUTION

The State of Michigan has determined that a novel coronavirus commonly known as COVID-19 can result in respiratory disease that can result in serious illness or death. The virus easily spreads from person to person through close human contact, even through individuals that are asymptomatic. The virus is known to be present in the Detroit Metro area.

In recognition of the actual and potential harm that can be caused by this virus, the City of Grosse Pointe finds that a state of emergency exists in Grosse Pointe such that holding in person Council meetings will risk the personal health and safety of members of the public, the public body and City employees. City Council meetings will be held virtually during 2021 pending further Resolution of the Council.

ROLL CALL VOTE
Ayes: Juip, Parthum, Stempfle, Thomas, Walsh, Williams, Mayor Tomkowiak
Nays: None.

MOTION CARRIES.

RESOLUTION DECLARED ADOPTED.

PRESENTATION OF ANNUAL PUBLIC SAFETY REPORT

Public Safety Director Alcorn presented his written 2020 Public Safety Report.

Overall crime in Grosse Pointe City was down 33% in 2020. Part I Index crimes were down from 84 in 2019 to 48 in 2020. Part II Non-index crimes were down from 118 in 2019 to 104 in 2020. Calls for service were down as well from 4,983 in 2019 to 3,482 in 2020. The year 2020 saw a slight decrease in firefighting activities from 403 total calls in 2019 to 378 in 2020. Those numbers also include the City’s 12 responses to requests for mutual aid. Grosse Pointe City works with Medstar Ambulance to handle requests for ambulance service. This relationship was formed in 2017 and continues to be a successful partnership. Medstar personnel should be commended for a seamless transition into Pandemic protocol as the public safety world learned best practices to stay healthy.

Chief Alcorn discussed the investigative division, calls for service, firefighting operations, fire loss breakdown and S.A.L.E. (Seniors and Law Enforcement) program. Chief Alcorn answered various Council questions regarding the report. The Council thanked Director Alcorn and the Public Safety Department for the exceptional service to the community, during a challenging year.

RECEIVE AND FILE.

DISCUSSION – 5-YEAR FINANCIAL PROJECTION

The Finance Director presented 5-year financial projections. Discussion took place regarding the decline in General Fund balance and pension and retiree health care costs and contributions. The City will need to make pension plan and retiree healthcare contributions in the coming budget year. It was requested that returning to clearing sidewalks, with less than two inches of snow accumulation, be considered during the budget process. It was noted that a report will be submitted to Council regarding clearing sidewalks in the near future. The Council discussed the budget projections.

RECEIVE AND FILE.

DISCUSSION – PRIORITIES FOR CITY OF GROSSE POINTE FOUNDATION

City Manager Dame made the following report:
The City of Grosse Pointe Foundation is an independent charitable organization that helps to fund projects that supplement activities that benefit the goals of the City but are beyond the reach of the City of Grosse Pointe’s annual budget. The City Foundation has undertaken a bevy of projects that beautify and support improvements in the quality of life for residents of the City of Grosse Pointe. The City and the Foundation typically work together to undertake and implement approved projects throughout the City. For example, last year, the City Foundation supported the creation of the Public Safety Plaza in front of the new station on Mack Avenue with a substantial donation.

For purposes of initiating discussion of future priorities for the Foundation, City staff has listed a number of potential projects for the Council to review to request the Foundation to consider. The Foundation, when it has selected a project, raises donations for and/or allocates resources toward completion of it. In many cases, City staff actually help carry out the projects and are reimbursed by the Foundation for the expenses.

The project list was reviewed and discussed by City Council. The City Manager answered various Council questions regarding the suggestions. It was noted that a final list of projects, which are in line with the Council’s initiatives for the City, be submitted to the Foundation for their consideration. Foundation representatives will be invited to attend a future Council meeting to discuss the project/priorities list.

PUBLIC COMMENT

Peter Huebner, 349 Lincoln thanked Council for listening to residents regarding the Historic District and for deciding not to pursue the district. He appreciated the Council’s work and involvement in the issue.

Chris Boettcher, 537 Rivard stated that using technology to send out the Main Street Grosse Pointe survey was important to let residents know what is happening in the City. He feels the survey creates more transparency and that good feedback will be received.

STAFF REPORTS

City Manager Dame provided an update on Main Street Grosse Pointe. Parks and Recreation Director Hardenbrook reported on the Spring Stroll through Neff Park for children 14 and under on March 28, 2021, from 2:00 to 4:00 pm. Pre-register for this event to get your picture professionally taken with Peter Cottontail, pick up a candy bag, and collect a balloon! COVID-19 protocols will be in place during the event.

COUNCIL COMMENT

The City Council commented on the following topics:

- The Council encouraged shopping local.
- Appreciation was expressed to those that attended this meeting, and expressed their views, both written and verbally, regarding the Historic District. Residents are encouraged to stay engaged.
- Appreciation was expressed to Parks and Recreation for their work to continue seasonal traditions and events while incorporating pandemic safety protocols for participants.

On Motion, the meeting was adjourned at 9:10 p.m.

Julie E. Arthurs, City Clerk
City of Grosse Pointe
<table>
<thead>
<tr>
<th>TITLE: Approval of Invoices – Confirming</th>
<th>DATE: April 19, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMARY:</strong> The following invoices are submitted for review:</td>
<td></td>
</tr>
<tr>
<td>a) I.T. Right</td>
<td></td>
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<tr>
<td>- Annul Technology Contract, 4/1/21 – 3/31/22, $21,100.00</td>
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<tr>
<td>b) The Helm Life Center, Inc.</td>
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<tr>
<td>- CDBG Senior Services, 7/1/20 – 6/30/21, $14,000.00</td>
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<td>c) Oakland County</td>
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<td>- Clemis, Oct – Dec 2020, $5,150.75</td>
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<td>d) Great Lakes Water Authority</td>
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<tr>
<td>- Sewage, March 2021, $75,400.00</td>
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<tr>
<td>e) Anderson, Eckstein, &amp; Westrick, Inc.</td>
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<tr>
<td>- Loraine Sewer &amp; Paving – Waterloo to Mack, 2/15/21 – 3/14/21, $6,656.00</td>
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<td>- 2021 Street Improvement Program, 2/15/21 – 3/14/21, $8,910.00</td>
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<tr>
<td>- St. Clair Sewer Issue, 1/18/21 – 2/14/21, $18,675.00</td>
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<td>f) PAATS</td>
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<tr>
<td>- CDBG Paratransit Services, 7/1/20 – 6/30/21, $6,000.00</td>
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<td>g) GFL</td>
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<td>- Recycling, April 2021, $8,250.00</td>
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<td>h) Toter</td>
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<td>- Solid Waste Containers, March 2021, $16,542.91</td>
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<tr>
<td><strong>FINANCIAL IMPACT:</strong> $180,684.66</td>
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<tr>
<td><strong>RECOMMENDATION:</strong> Motion to approve invoices. Invoices listed represent budgeted or council approved expenditures. Invoices which exceed $5,000 are required to be presented to council for approval.</td>
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</tr>
<tr>
<td><strong>REVIEWED BY:</strong> Peter Dame</td>
<td><strong>TITLE:</strong> City Manager</td>
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<tr>
<td><strong>PREPARED BY:</strong> Kim Kleinow</td>
<td><strong>TITLE:</strong> Finance Director/Treasurer</td>
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<tr>
<td>Description</td>
<td>Qty.</td>
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<tr>
<td>ITRight Service Contract, Service: ITRight Service Contract</td>
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<tr>
<td>[04/01/2021 - 03/31/2022] Contract Name: Grosse Pointe, City</td>
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<tr>
<td>- Service Contract Bundle 04/01/2020 - 03/31/2022 Annual Unlimited Service Contract</td>
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<tr>
<td>- Service Contract Bundle 04/01/2020 - 03/31/2022 Managed Anti-virus</td>
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<td>Max Desktop, Service: Max Desktop [04/01/2021 - 03/31/2022] Contract Name: Grosse Pointe, City - Service Contract Bundle 04/01/2020 - 03/31/2022 Desktop - Proactive Performance Monitoring, Patch Management, Predictive Hardware Failure, Intrusion Detection, Antivirus / Anti-Ransomware Protection</td>
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<tr>
<td>Max Server, Service: Max Server [04/01/2021 - 03/31/2022] Contract Name: Grosse Pointe, City - Service Contract Bundle 04/01/2020 - 03/31/2022 Server - Proactive Performance Monitoring, Patch Management, Predictive Hardware Failure, Health Checks, Intrusion Detection, Antivirus / Anti-Ransomware Protection</td>
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<td>Remote Backup, Service: Remote Backup [04/01/2021 - 03/31/2022] Contract Name: Grosse Pointe, City - Service Contract Bundle 04/01/2020 - 03/31/2022 1 Year Remote/Online Backup Service **Per Server Fee</td>
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<td>Network Administration, Service: Network Administration [04/01/2021 - 03/31/2022] Contract Name: Grosse Pointe, City - Service Contract Bundle 04/01/2020 - 03/31/2022 Proactive Network Administration / Project Design and Management / Budget Planning</td>
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<td>Security Training, Service: Security Training [04/01/2021 - 03/31/2022] Contract Name: Grosse Pointe, City - Service Contract Bundle 04/01/2020 - 03/31/2022 1 Year End User Security Training and Testing</td>
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<tr>
<td></td>
<td>Amount</td>
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<td>Sub Total</td>
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<td>Tax</td>
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<tr>
<td>Balance Due</td>
<td>$21,100.00</td>
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</table>

585-546-933 - 5274.66
592-557-933 - 3164.79
226-528-933 - 2109.86
101-250-933 - 10,550.69

[Signature]
The Helm Life Center, Inc.
158 Ridge Road
Grosse Pointe Farms, Michigan 48236

Phone: 313-882-9600      Fax: 313-882-8466

Bill To:
City of Grosse Pointe
17147 Maumee Avenue
Grosse Pointe, Michigan 48230

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<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<td>20-10-03L: CDBG PY 2020 Public Services (Senior Services) for July 1, 2020 through June 30, 2021</td>
<td>14,000.00</td>
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</tbody>
</table>

Total: $14,000.00
Payments: $0.00
Balance Due: $14,000.00

Serving seniors in the Grosse Pointes & Harper Woods as Services for Older Citizens (SOC) since 1978
Make Checks Payable to
OAKLAND COUNTY
TREASURERS-CASH ACCTG BLDG 12 E
1200 N TELEGRAPH RD
PONTIAC MI 48341-0479
United States

CITY OF GROSSE POINTE DEPT PUBLIC SAFETY
ATTN ACCOUNTS PAYABLE
17145 MAUMEE AVE
GROSSE POINTE MI 48230
United States

BILLING PERIOD: OCT-DEC 2020

For billing questions, please call 248-858-5259

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Amt</th>
<th>Net Amount</th>
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<td>CLEMIS Mug Capture Stn Maint JAN-MAR 2021</td>
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<td>5</td>
<td>CrimeMapping</td>
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<td>75.00</td>
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</table>

Subtotal: $5,150.75

Amount Due: $5,150.75

PLEASE INCLUDE YOUR INVOICE NUMBER WHEN SUBMITTING PAYMENT.

301-864-050
**SEWER INVOICE**

Account Name: GROSSE POINTE  
Account Number: 200-0631-S  
Billing Date: 04/01/2021  
Due Date: 05/17/2021  

Billing Inquiries: (313) 964-9027

**REMIT TO:**  
Great Lakes Water Authority  
Attn: Treasury  
P.O. Box 441370  
Detroit, MI 48244-1370

---

**CITY OF GROSSE POINTE**  
BONNIE KLOBUCAR, ACCT. PAY  
17147 MAUMEE AVE  
GROSSE POINTE, MI  48230

---

**PREVIOUS BALANCE**  
ADJUSTMENTS AND PAYMENTS APPLIED

PREVIOUS AMOUNT DUE: $0.00  
$(75,400.00)

---

**CURRENT CHARGES**  
03/01/2021 - 03/31/2021

SEWAGE MONTHLY FIXED CHARGE  
$75,400.00

---

TOTAL DUE: $75,400.00

---

**PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT**

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Due Date</th>
<th>Amount Due</th>
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</thead>
<tbody>
<tr>
<td>GROSSE POINTE</td>
<td>200-0631-S</td>
<td>05/17/2021</td>
<td>$75,400.00</td>
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AMOUNT REMITTED: $75,400.00

---

REMIT TO: Great Lakes Water Authority  
Attn: Treasury  
P.O. Box 441370  
Detroit, MI 48244-1370

---

24 20063119 000007540000 2
CITY OF GROSSE POINTE  
ATTN: PETE RANDAZZO  
17147 MAUMEE  
GROSSE POINTE, MI 48230  

Project 0155-0204-0  LORAIN SEWER & PAVING- WATERLOO TO MACK  
FOR: PLANS AND SPECIFICATIONS  
Professional Services from February 15, 2021 to March 14, 2021  

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Construction Cost</td>
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<td>Total Earned</td>
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<td>Previous Fee Billing</td>
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Total this Invoice $6,656.00

Outstanding Invoices

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<th>Date</th>
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<td>0129990</td>
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<td>Total</td>
<td></td>
<td>870.00</td>
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</table>

592-557-970

Please include the project number and invoice number on your check.
March 23, 2021
Project No: 0155-0222-0
Invoice No. 0130457

CITY OF GROSSE POINTE
ATTN: PETE RANDAZZO
17147 MAUMEE
GROSSE POINTE, MI 48230

2021 STREET IMPROVEMENT PROGRAM
FOR: PLANS AND SPECIFICATIONS
Professional Services from February 15, 2021 to March 14, 2021

Fee

<table>
<thead>
<tr>
<th>Description</th>
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<td>Previous Fee Billing</td>
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Total this Invoice  $8,910.00

204-440-970.313

Please include the project number and invoice number on your check.
February 22, 2021
Project No: 0155-0218-0
Invoice No: 0129993

CITY OF GROSSE POINTE
ATTN: PETE RANDAZZO
17147 MAUMEE
GROSSE POINTE, MI 48230

Project 0155-0218-0 ST. CLAIR SEWER ISSUE
FOR: ASSIST NICK ON TROUBLE SHOOTING CROSS CONNECTION BETWEEN SANITARY AND STORM ON ST. CLAIR SOUTH OF WATERLOO

Professional Services from January 18, 2021 to February 14, 2021

Reimbursable Expenses

<table>
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<tr>
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<th>Vendor/Service</th>
<th>Description</th>
<th>Amount (USD)</th>
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<td>2/9/2021</td>
<td>DOETSCH ENVIRONMENTAL</td>
<td>Invoice# 71414</td>
<td>18,675.00</td>
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Total Reimbursables: 18,675.00

Total this Invoice: $18,675.00

592-557-820

Please include the project number and invoice number on your check.
# Invoice

**Date:** 3/1/2021  
**Invoice:** 121  
**Terms:** Net 30

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492-903-970.430

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<tr>
<td>Credits</td>
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**Balance Due:** $6,000.00

---

Meeting the transportation needs of residents of the Grosse Pointes and Harper Woods to maintain their independence and dignity.
SERVICE ADDRESS:
CITY OF GROSSE POINTE
17147 MAUMEE AVE
GROSSE POINTE, MI 48230-1534

BILLING CONTACT #:
(313) 417-1188

INVOICE NUMBER: 0048844574
INVOICE DATE: 03-12-21
SERVICE PERIOD: APRIL

DATE DESCRIPTION QTY X UNIT PRICE TOTAL
*** SiteID 00001 - CITY OF GROSSE POINTE
17147 Maumee Ave 4
04-01-21 RESIDENTIAL HAND PICK UP On-Call 2400.00
Sub Total Services Only: 10,200.00
Sub Total Taxes, Oil/Environmental & Fees: 0.00
Site Sub Total: 10,200.00
Total New Charges 10,200.00

<1950
8250

IMPORTANT NEWS

To avoid late fees and service interruption, payments must be received by the due date. Except as may be otherwise provided by written contract, all past due balances will be assessed a 1.5% late fee with a minimum charge of $5.00. By payment of this invoice, you are expressly confirming your consent to be contacted, with respect to this account, at the Billing Contact # reflected above.

▼ PLEASE DETACH AND RETURN THE BOTTOM PORTION WITH YOUR PAYMENT.▼

BE SURE TO WRITE YOUR INVOICE NUMBER ON YOUR CHECK.
CUSTOMER ACCOUNT #: 001661539
INVOICE NUMBER: 0048844574
PAYMENT DUE: UPON RECEIPT
TOTAL AMOUNT DUE: $20,400.00

Amount Enclosed $8250.00

Remit to:
TO PAY ONLINE, GO TO
www.gflusa.com

GFL ENVIRONMENTAL
22001 HOOVER RD
WARREN, MI 48089-2554

GFL Environmental Offers Pay-By-Phone!
Call 1-844-484-3587. Choices. Checking, Visa, American Express and Mastercard are accepted.

For Customer Service and Account Inquiries. Please call (586) 864-1500

Convenience. It's fast! Your statement is online right now. Control. You decide how and when to pay. To Enroll:
myaccount.gflusa.com

Check here and see reverse for address and phone corrections
9972251-6008-1 1 1 6008 1 AB 0.428 17
CITY OF GROSSE POINTE
17147 MAUMEE AVE
GROSSE POINTE MI 48230-1534

GFL ENVIRONMENTAL
PO BOX 791519
BALTIMORE, MD 21279-1519

004884457400166153900010200000002040003000
Remit to: Toter, LLC
P.O. Box 603008
Charlotte, NC 28260

CITY OF GROSSE POINTE
17147 MAUMEE AVE
GROSSE POINTE MI 48230-1534

Invoice
Invoice Number 65731321
Invoice Date 03/10/2021
Account Number 89447
Order Number 65281086
Internal Reference 065
PO Number DPWSTOCK
WQ:10173754
Terms Net 30
Due Date Page 1 of 1

Ship to:
City of Grosse Pointe
17147 Maumee Avenue
Grosse Pointe, MI 48230-1588
US

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<tr>
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<td>Wheel: 10&quot; SUNBURST-5/8&quot; AXLE</td>
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<tr>
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<td>Wheel: 10&quot; SUNBURST-5/8&quot; AXLE</td>
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<tr>
<td>FRT-RESI-NONTAXABLE</td>
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Sales Amount $16,542.91
Misc Amount $0.00
S & H Amount $0.00
Tax Amount $0.00
Subtotal Amount $16,542.91
Amount Received $0.00
Total Amt Due $16,542.91

Location | Saleperson | Ship Via       | Freight | Job Number |
<table>
<thead>
<tr>
<th></th>
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<th></th>
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<tbody>
<tr>
<td>40-Del Rio</td>
<td>Caryn Lasley</td>
<td>CUSTOMER PICK UP</td>
<td>Prepaid</td>
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</tbody>
</table>

If you require additional assistance, please contact us by phone at 704-504-7590.
Preferred method of payment is ACH/Wire. Please contact Credit@wastequip.com for set up instructions.

The Wastequip Terms & Conditions of Sale ("WQ T&C") located at:
https://www.wastequip.com/terms-conditions-of-sale as of the date set forth in Section 1(b) of the WQ T&C, are made a part of this Invoice.
These WQ T&Cs may be updated from time to time and are available by hardcopy upon request.
Remit to: Wastequip, LLC  
P.O. Box 603008  
Charlotte, NC 28260

CITY OF GROSSE POINTE  
17147 MAUMEE AVE  
GROSSE POINTE MI 48230-1534

<table>
<thead>
<tr>
<th>Invoice date</th>
<th>Invoice no</th>
<th>Amount due</th>
<th>Due date</th>
<th>Amount paid</th>
<th>Outstanding Amt</th>
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<td>16,542.91</td>
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</table>

Current | 1-30 | 31-60 | Over 60 days | Total due
---|---|---|---|---
16,542.91 | 0.00 | 0.00 | 0.00 | 16,542.91

If you require additional assistance, please contact us by phone at 704-504-7590.

Preferred method of payment is ACH/Wire. Please contact Credit@wastequip.com for set up instructions.

The Wastequip Terms & Conditions of Sale ("WQ T&C") located at: https://www.wastequip.com/terms-conditions-of-sale as of the date set forth in Section 1(b) of the WQ T&C, are made a part of this Invoice.

These WQ T&Cs may be updated from time to time and are available by hardcopy upon request.
**TITLE:** Set Public Hearing Date  
2021-22 Budget  

**DATE:** April 19, 2021  

**SUMMARY:** The proposed 2021-22 fiscal year budget is currently in the process of preparation. The budget will be subsequently distributed to City Council and will be available for public inspection beginning May 7, 2021. In accordance with the City Charter, it is recommended that a public hearing for the proposed 2021-22 budget be set for Monday, May 10, 2021 at 7:00 p.m.

**FINANCIAL IMPACT:** Possible amendments to proposed fiscal year budget.

**RECOMMENDATION:** Motion to adopt the resolution setting a public hearing date for the proposed 2021-22 budget:

**RESOLUTION**

BE IT RESOLVED, that a public hearing on the proposed 2021-22 budget be set for Monday, May 10, 2021 at 7:00 p.m.

**REVIEWED BY:** Peter Dame  

**TITLE:** City Manager  

**PREPARED BY:** Kimberly Kleinow  

**TITLE:** Treasurer/Finance Director
**Council Meeting**
April 19, 2021

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Odd Side Parking Restriction on Lakeland</th>
<th>DATE:</th>
<th>April 13, 2021</th>
</tr>
</thead>
</table>

**SUMMARY:** Council is being requested to confirm the Police Chief’s Traffic Order changing parking on Lakeland to the east side of the street only (no odd street number side parking). This change will allow for steadier flow of traffic, more efficient snow removal and allow for better access by larger, modern fire apparatus. Residents were notified about this change in January 2021 and a temporary order was put in place with temporary signs, pending final action. There were a few residents who initially expressed concerns about the change, but these objections tended to more about neighbors’ vehicles parking in front of each other’s homes, than a functional problem with the restriction. A letter was delivered to the Lakeland residents on April 13, 2021 notifying them of the recommendation to make this change permanent at the April 19 Council meeting.

After careful consideration by the City of Grosse Pointe, it is recommended that the change be adopted permanently. The Public Works department is prepared to install permanent signage shortly upon approval of the Chief’s order by City Council.

**FINANCIAL IMPACT:** Signage for this change costs approximately $550

**RECOMMENDATION:** Staff recommends to make the odd side parking change permanent

<table>
<thead>
<tr>
<th>REVIEWED BY:</th>
<th>Peter Dame</th>
<th>TITLE:</th>
<th>City Manager</th>
</tr>
</thead>
</table>

| PREPARED BY: | John Alcorn | TITLE: | Director of Public Safety |
**Title:** National Arbor Day Resolution  
**Date:** April 15, 2021

**Summary:**
The National Arbor Day Foundation has awarded the City of Grosse Pointe its Tree City USA award for the 35th straight year. Tree City USA recognizes communities that effectively manage their public tree resources by meeting four standards. The standards require a tree department, tree ordinance, forestry budget and Arbor Day observation with proclamation. Attached is the proposed proclamation for this year. The City also received the coveted “Growth Award” for going above and beyond the required four standards. Creating an educational drone video of Grosse Pointe’s fall canopy cover enabled the City to achieve this designation. This was the tenth year the City received the Growth Award which means the City is recognized as one of only seven Michigan communities to be recognized as a Sterling Community by the National Arbor Day Foundation.

**Financial Impact:**
The program requires an annual budget of at least $2 per capita on tree management. The City currently budgets $29.11 per capita.

**Recommendation:** Approval of Resolution.

**Reviewed By:** Peter Dame  
**Title:** City Manager

**Prepared By:** Brian Colter  
**Title:** City Forester
RESOLUTION - PROCLAMATION

WHEREAS, the National Arbor Day Foundation has honored the City of Grosse Pointe as a Tree City USA for thirty-five years, and

WHEREAS, the citizens of Grosse Pointe through their representatives on the Urban Forestry Commission and throughout the City appreciate the scenic beauty of trees and the environmental significance and benefit of forestry programs within the City, and

WHEREAS, the State of Michigan has designated the last week of April of 2021 as Arbor Week with April 30, 2021 marking the celebration of Arbor Day, now therefore be it

RESOLVED, that the Mayor and City Council on behalf of the residents of the City of Grosse Pointe including the members of the City of Grosse Pointe Urban Forestry Commission, commemorate the Arbor Day tradition with the planting of a tree during the City's annual planting program.

Sheila Tomkowiak
Mayor

Brian Colter
City Forester
In recognition of ten years of participation in the Tree City USA Growth Award program,

Grosse Pointe, Michigan

has been named a

Sterling Tree City USA

By the Arbor Day Foundation
In cooperation with the National Association of State Foresters and the USDA Forest Service.

Presented on this Arbor Day, 2020

Matt Harris
Chief Executive
**Council Meeting**  
*April 19, 2021*

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Lot Assessment Roll</td>
<td>April 19, 2021</td>
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</table>

**SUMMARY:**

The City of Grosse Pointe provides for the collection of delinquent water and sewage charges in Section 48 of the Grosse Pointe City Charter. Section 1.15 of the Grosse Pointe City Code directs the City Assessor to prepare a Single Lot Assessment Roll of such delinquent charges and for any expenses incurred by the City in providing other services, together with a penalty of 10%. The unpaid charges and penalties are then considered a lien against the property and are placed on the 2021 City tax bill for collection. Informational notices were mailed in February 2021 to all property owners with delinquent charges. A complete list of these unpaid charges is attached. A public hearing is required on the roll before it can be assessed.

**FINANCIAL IMPACT:** Recover the cost of services which the City of Grosse Pointe has provided.

**RECOMMENDATION:** To approve the Single Lot Assessment Roll as submitted.

<table>
<thead>
<tr>
<th>REVIEWED BY:</th>
<th>TITLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Dame</td>
<td>City Manager</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PREPARED BY:</th>
<th>TITLE:</th>
</tr>
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<tbody>
<tr>
<td>Kimberly Kleinow</td>
<td>Finance Director/Treasurer</td>
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<tr>
<td>Parcel Number</td>
<td>Description</td>
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<td>GAMBINO, ANGEL 611 FISHER</td>
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<td>37 001 02 0392 000</td>
<td>DE LISLE, RICHARD L. 699 FISHER</td>
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<td>37 001 02 0426 000</td>
<td>GOODMAN, JULIUS JR. 877 FISHER</td>
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</tr>
<tr>
<td>Total Delinquent</td>
<td>10% Penalty</td>
<td>2021 Tax Roll</td>
<td></td>
<td></td>
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<tr>
<td>$1,617.50</td>
<td>$161.75</td>
<td>$1,779.25</td>
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</tr>
</tbody>
</table>

TOTAL: $1,617.50  161.75  $1,779.25
**Council Meeting**
*April 19, 2021*

<table>
<thead>
<tr>
<th><strong>TITLE:</strong> National Public Works Week</th>
<th><strong>DATE:</strong> April 14, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMARY:</strong> In honor of Public Works professionals across North America, the APWA, (America Public Works Association) is recognizing the week of May 16, 2021 – May 23, 2021 as National Public Works Week. To coincide with this, City staff would like to recognize the hard work displayed by our own Public Works Department and host an open house event at our new Public Works facility off of Maumee on Saturday, May 22, 2021. This will give residents an opportunity to view our state-of-the-art facility and equipment it houses. The event will take place under current CDC guidelines for COVID-19. This will be an event that children can enjoy climbing on vehicles and watch a PW vehicle rodeo.</td>
<td></td>
</tr>
<tr>
<td><strong>FINANCIAL IMPACT:</strong> Minor costs for open house event.</td>
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</tr>
<tr>
<td><strong>RECOMMENDATION:</strong> Adopt the resolution for National Public Works Week.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>REVIEWED BY:</strong> Peter Dame</th>
<th><strong>TITLE:</strong> City Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREPARED BY:</strong> Peter Randazzo</td>
<td><strong>TITLE:</strong> Public Services Director</td>
</tr>
</tbody>
</table>
**Council Meeting**  
**April 19, 2021**

**TITLE:** Resolutions Authorizing Support for Fisher Road Grant Resurfacing Applications  
**DATE:** April 19, 2021

**SUMMARY:** Three years ago the State of Michigan funded a new competitive grant program was created for resurfacing roads in small communities. Some of the key criteria are promoting joint applications from cities, for major roads that are in bad condition, and for roads not eligible for federal funding.

For the third year in a row, the City and Farms are proposing to work together on grant application. One project would be from Charlevoix to Mack on Fisher Road, and the other a project would be from Kercheval to Charlevoix. Both of these sections are in bad condition. With some grant funding the hope would be to move these projects ahead on the current the City’s six-year projected list for repairs. Technically, each city is responsible for one of these sections according to the State, but the practice has been to always split the costs of road work equally between both border cities regardless of the section. For the grant application, the City that is listed as the Act 51 motor fuel tax maintenance recipient is the lead for that section.

**FINANCIAL IMPACT:** The cities will split the match required by the grant. To enhance the chances for getting an award this year, staff recommends increasing the local match to 60% instead of 50% that has been incorporated before. MDOT would pay 40% of the approved project, and the Farms and the City would each pay 30% of an approved project. The proposed depth of the work the grant estimate is based on would be 3.5 inches with curb capping and no driveway apron replacement. If the grant or grants are awarded, the City would not displace any projects currently in the works for 2022, utilizing funds other than Road Improvement Funds such as the Capital Projects Fund. See the projected costs and matching amounts for each segment in the attached resolutions and grant applications.

**RECOMMENDATION:** Approve resolutions regarding Fisher Road resurfacing grant applications.

**PREPARED BY:** Pete Dame  
**TITLE:** City Manager
CITY OF GROSSE POINTE

CITY COUNCIL RESOLUTION

A resolution to attest to the existence of funds for the resurfacing of Fisher Road from Kercheval to Charlevoix, funded by the Transportation Economic Development Fund Category B Program.

At a regular meeting of the City Council of Grosse Pointe, Wayne County, Michigan held virtually due to the COVID-19 health emergency in Grosse Pointe, Michigan on Monday, April 19, 2021 at 7:00 p.m., there were:

PRESENT: ____________________________________________________________

ABSENT: ____________________________________________________________

The following resolution was offered by ___________________________ and supported by ________________________________________

WHEREAS, the City of Grosse Pointe Farms is applying for $100,000 in funding through MDOT from the Transportation Economic Development Fund Category B Program to construct the resurfacing of Fisher Road from Kercheval to Charlevoix;

BE IT FURTHER RESOLVED THAT, the City attests to the existence of, and commits to, providing at least $75,000 toward the construction of the project, and equally sharing all costs for design, permit fees, administrative costs, and cost overruns with the City of Grosse Pointe Farms.

VOTE ON THE FOREGOING RESOLUTION IS AS FOLLOWS:

YES: ____________________________________________________________

NO: ____________________________________________________________

RESOLUTION DECLARED ____________________________.

CERTIFICATION

I, Julie E. Arthurs, the undersigned duly qualified Clerk of the City of Grosse Pointe, Wayne County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on Monday, April 19, 2021.

______________________________
Julie E. Arthurs, City Clerk
City of Grosse Pointe

______________________________
Date
OFFICE OF ECONOMIC DEVELOPMENT
TRANSPORTATION ECONOMIC DEVELOPMENT FUND
CATEGORY B: COMMUNITY SERVICE INFRASTRUCTURE FUND APPLICATION

Application Instructions

Page 1 of 3

APPLICANT INFORMATION

CITY OR VILLAGE NAME
Grosse Pointe Farms

MAILING ADDRESS
90 Kerby Road, Grosse Pointe Farms, Mi.

ZIP CODE
48236

COUNTY
Wayne

CONTACT PERSON
Matt Baka

TITLE
Director of Public Serv

PHONE NO.
(313) 885-6600 Ext:

E-MAIL ADDRESS
sreisle@grossepointefarms.org

STATE SENATOR NAME
Adam Hollier

STATE SENATE DISTRICT NO.
02

STATE REP. NAME
Joe Tate

STATE REP. DISTRICT NO.
02

PROJECT INFORMATION

1.) STREET NAME
Fisher Road

PROPOSED PROJECT LIMITS
(Use Nearest Cross Streets)
Kercheval to Charlevoix

ROADWAY CLASSIFICATION
Local

CONSTRUCTION COST
$250,000.00

DESCRIPTION OF PROPOSED WORK (See Application Instructions - Appendix I: Preventative Maintenance Guide)

The Cities of Grosse Pointe and Grosse Pointe Farms proposes to mill off 3 1/2” of the existing asphalt surface, repair the underlying base as needed, cap the existing curbs, drainage system repair and/or replacement as may be needed, ADA ramp upgrades as may be needed, resurface with 3 1/2” of new HMA along with pavement markings and restoration.

STREET NAME

PROPOSED PROJECT LIMITS
(Use Nearest Cross Streets)

ROADWAY CLASSIFICATION

CONSTRUCTION COST

DESCRIPTION OF PROPOSED WORK

STREET NAME

PROPOSED PROJECT LIMITS
(Use Nearest Cross Streets)

ROADWAY CLASSIFICATION

CONSTRUCTION COST

DESCRIPTION OF PROPOSED WORK
<table>
<thead>
<tr>
<th>STREET NAME</th>
<th>PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)</th>
<th>ROADWAY CLASSIFICATION</th>
<th>CONSTRUCTION COST</th>
</tr>
</thead>
</table>

**DESCRIPTION OF PROPOSED WORK**

<table>
<thead>
<tr>
<th>STREET NAME</th>
<th>PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)</th>
<th>ROADWAY CLASSIFICATION</th>
<th>CONSTRUCTION COST</th>
</tr>
</thead>
</table>

**DESCRIPTION OF PROPOSED WORK**

2.) **IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

3.) **IF "YES" TO 2, PLEASE BRIEFLY DESCRIBE BELOW.**

4.) **WILL THE PROPOSED PROJECT(S) BE PAIRED WITH OTHER INFRASTRUCTURE WORK? – I.E. SEWER, WATER, ELECTRIC, OR OTHER?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

5.) **IF "YES" TO 4, PLEASE BRIEFLY DESCRIBE BELOW.**

6.) **REQUIRED DOCUMENTS CHECKLIST (Attach these documents along with this application to the submission email)**

- [x] Resolution of Support
- [x] Photos
- [x] Map

7.) **CATEGORY B FUNDS REQUESTED (PHYSICAL CONSTRUCTION ONLY)**

| $100,000.00 |

8.) **LOCAL CONSTRUCTION MATCHING FUNDS (50% MINIMUM MATCH REQUIREMENT)**

| $150,000.00 |

9.) **TOTAL CONSTRUCTION COSTS**

| $250,000.00 |
# IMPLEMENTATION INFORMATION

<table>
<thead>
<tr>
<th>10.) PROPOSED PROJECT START DATE (mm/dd/yyyy)</th>
<th>11.) WILL THE PROPOSED WORK BE PAIRED WITH OTHER ROADWORK BY ANOTHER AGENCY?</th>
<th>12.) IF &quot;YES&quot; TO 11, PLEASE PROVIDE THE AGENCY’S NAME.</th>
<th>13.) WILL YOUR AGENCY OVERSEE THE GRANT IMPLEMENTATION?</th>
<th>15.) IF &quot;YES&quot; TO 14, PLEASE PROVIDE THE AGENCY’S NAME.</th>
<th>16.) IF &quot;NO&quot; TO 14, WILL A WILL A CONSULTANT ENGINEERING FIRM OVERSEE THE GRANT IMPLEMENTATION</th>
<th>17.) IF &quot;YES&quot; TO 16, PLEASE PROVIDE THE FIRM’S NAME.</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/02/2022</td>
<td>YES □ NO X</td>
<td></td>
<td>YES □ NO X</td>
<td></td>
<td>YES □ NO X</td>
<td>Anderson, Eckstein and Westrick, Inc.</td>
</tr>
</tbody>
</table>

**18.) ADDITIONAL COMMENTS**

The match amount of $150,000 and all costs for design, permit fees, administrative costs and cost overruns will be evenly split between the City of Grosse Pointe and the City of Grosse Pointe Farms. Each community will retain maintenance responsibility for their section of Fisher Road consistent with ACT 51.

---

Please submit application to: MDOT-OED-CategoryB@michigan.gov
CITY OF GROSSE POINTE

CITY COUNCIL RESOLUTION

A resolution to establish a request for funding, designate an agent, attest to the existence of funds and commit to implementing a maintenance program for the resurfacing of Fisher Road from Charlevoix to Mack funded by the Transportation Economic Development Fund Category B Program.

At a regular meeting of the City Council of Grosse Pointe, Wayne County, Michigan held virtually due to the COVID-19 health emergency in Grosse Pointe, Michigan on Monday, April 19, 2021 at 7:00 p.m., there were:

PRESENT: ___________________________________________________________

ABSENT: ___________________________________________________________

The following resolution was offered by ____________________ and supported by ____________________________

WHEREAS, the City of Grosse Pointe is applying for $224,880 in funding through MDOT from the Transportation Economic Development Fund Category B Program to construct the resurfacing of Fisher Road from Charlevoix to Mack Avenue.

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Grosse Pointe has authorized Peter J. Dame, City Manager, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant’s agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the City attests to the existence of, and commits to, providing at least $168,660 toward the construction of the project, and all costs for design, permit fees, administrative costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the City commits to owning, operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

VOTE ON THE FOREGOING RESOLUTION IS AS FOLLOWS:

YES: ___________________________________________________________

NO: ___________________________________________________________

RESOLUTION DECLARED ____________________________.

CERTIFICATION

I, Julie E. Arthurs, the undersigned duly qualified Clerk of the City of Grosse Pointe, Wayne County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on Monday, April 19, 2021.

_________________________________________________________
Julie E. Arthurs, City Clerk
City of Grosse Pointe

____________________________
Date
OFFICE OF ECONOMIC DEVELOPMENT
TRANSPORTATION ECONOMIC DEVELOPMENT FUND
CATEGORY B: COMMUNITY SERVICE INFRASTRUCTURE FUND APPLICATION

Application Instructions

APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>CITY OR VILLAGE NAME</th>
<th>MAILING ADDRESS</th>
<th>ZIP CODE</th>
<th>COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Grosse Pointe</td>
<td>17147 Maumee, Grosse Pointe, Michigan</td>
<td>48230</td>
<td>Wayne</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>TITLE</th>
<th>PHONE NO. Ext:</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter J. Dame</td>
<td>City Manager</td>
<td>(313) 885-5800</td>
<td>pj <a href="mailto:dame@grossepointecity.org">dame@grossepointecity.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATE SENATOR NAME</th>
<th>STATE SENATE DISTRICT NO.</th>
<th>STATE REP. NAME</th>
<th>STATE REP. DISTRICT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Hollier</td>
<td>2</td>
<td>Joe Tate</td>
<td>2</td>
</tr>
</tbody>
</table>

PROJECT INFORMATION

<table>
<thead>
<tr>
<th>1.) STREET NAME</th>
<th>PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)</th>
<th>ROADWAY CLASSIFICATION</th>
<th>CONSTRUCTION COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fisher Road</td>
<td>Charlevoix to Mack Avenue</td>
<td>Local</td>
<td>$500,000.00</td>
</tr>
</tbody>
</table>

DESCRIPTION OF PROPOSED WORK

The Cities of Grosse Pointe and Grosse Pointe Farms propose to remove by cold milling 3-1/2" of the existing asphalt surface, repair the underlying base as needed and resurface with 3 1/2" of new hot mix asphalt. In addition, related to items of work will include the capping of existing curbs as warranted, drainage system repair and/or replacement as necessary, sidewalk ramp upgrades to current ADA compliance, pavement markings where required and turf restoration.

<table>
<thead>
<tr>
<th>STREET NAME</th>
<th>PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)</th>
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<th>CONSTRUCTION COST</th>
</tr>
</thead>
</table>

**DESCRIPTION OF PROPOSED WORK**

2.) **IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?**

   YES ☐  NO ☒

3.) **IF "YES" TO 2, PLEASE BRIEFLY DESCRIBE BELOW.**

4.) **WILL THE PROPOSED PROJECT(S) BE PAIRED WITH OTHER INFRASTRUCTURE WORK? - I.E. SEWER, WATER, ELECTRIC, OR OTHER?**

   YES ☐  NO ☒

5.) **IF "YES" TO 4, PLEASE BRIEFLY DESCRIBE BELOW.**

6.) **REQUIRED DOCUMENTS CHECKLIST (Attach these documents along with this application to the submission email)**

   ☒ RESOLUTION OF SUPPORT  ☒ PHOTOS  ☒ MAP

7.) **CATEGORY B FUNDS REQUESTED (PHYSICAL CONSTRUCTION ONLY)**

   $224,880.00

8.) **LOCAL CONSTRUCTION MATCHING FUNDS (50% MINIMUM MATCH REQUIREMENT)**

   $337,320.00

9.) **TOTAL CONSTRUCTION COSTS**

   $562,200.00
## IMPLEMENTATION INFORMATION

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>10.) PROPOSED PROJECT START DATE (mm/dd/yyyy)</td>
<td>05/02/2022</td>
</tr>
<tr>
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<td>YES ☑ NO</td>
</tr>
<tr>
<td>12.) IF &quot;YES&quot; TO 11, PLEASE PROVIDE THE AGENCY'S NAME.</td>
<td></td>
</tr>
<tr>
<td>13.) WILL YOUR AGENCY OVERSEE THE GRANT IMPLEMENTATION?</td>
<td>YES ☑ NO</td>
</tr>
<tr>
<td>14.) IF &quot;NO&quot; TO 13, WILL ANOTHER LOCAL AGENCY OVERSEE THE GRANT IMPLEMENTATION?</td>
<td>YES ☑ NO</td>
</tr>
<tr>
<td>15.) IF &quot;YES&quot; TO 14, PLEASE PROVIDE THE AGENCY'S NAME.</td>
<td></td>
</tr>
<tr>
<td>16.) IF &quot;NO&quot; TO 14, WILL A WILL A CONSULTANT ENGINEERING FIRM OVERSEE THE GRANT IMPLEMENTATION</td>
<td>YES ☑ NO</td>
</tr>
<tr>
<td>17.) IF &quot;YES&quot; TO 16, PLEASE PROVIDE THE FIRM'S NAME.</td>
<td>Anderson, Eckstein and Westrick, Inc.</td>
</tr>
</tbody>
</table>

18.) ADDITIONAL COMMENTS

The match amount of $337,230 and all costs for design, permit fees, administrative costs and cost overruns will be evenly split between the City of Grosse Pointe and the City of Grosse Pointe Farms

Please submit application to: MDOT-OED-CategoryB@michigan.gov
**SUMMARY:** The process of developing a unified approach to zoning on the entire stretch of Mack Avenue, in coordination with neighboring communities, began in 2019. The objective of the rezoning project would be to make the zoning rules consistent with the language adopted in the City’s current Master Plan. The Mack Avenue Corridor Plan and the zoning project included extensive public participation, and as a result, a draft outline of proposed Zoning Ordinance changes for Mack Avenue is now available. The major impact of these changes will be on six blocks of Mack Avenue that are currently only allowed to have office uses and will now be upzoned to allow the general business uses found on the other blocks of Mack. The general commercial district zoning uses are also proposed to be broadened a bit, along with more flexible parking standards. This will also introduce design standards to Mack Avenue, similar to those found in the Fisher Neighborhood Business District and in The Village.

Two public meetings starting in late 2020 were held to review potential zoning changes. The City Planner continues to work with the Mack Avenue Strategy Committee monthly to coordinate City updates with the Cities of Detroit, Grosse Pointe Farms, and Grosse Pointe Park.

The current outline of proposed changes incorporating public comments to date is attached and the City Planner will discuss and review the outline at the meeting. Should the Planning Commission find the outline acceptable, it is recommended that the Planning Commission set a public hearing on a full set of proposed zoning ordinance amendments for May 17, 2021.

**FINANCIAL IMPACT:** None.

**RECOMMENDATION:** Motion to set a public hearing for the proposed Mack Avenue Zoning changes, as submitted, for Monday, May 17, 2021 at 7:00 pm.

**REVIEWED BY:** Peter Dame

**TITLE:** City Manager
Memorandum

TO: Grosse Pointe Planning Commission/City Council
FROM: Julie Connachie, AICP, Principal Planner
Stephanie Peña, Assistant Planner
SUBJECT: Mack Avenue Zoning Update – Proposed Changes
DATE: April 16, 2021

We are pleased to present the following draft outline of proposed Zoning Ordinance changes for Mack Avenue. To date, we have held two public meetings and reviewed an initial draft with the City Manager and City Attorney. We also continue to work with the Mack Avenue Strategy Committee monthly to coordinate our updates with the Cities of Detroit, Grosse Pointe Farms, and Grosse Pointe Park.

The overall goal of these updates is to permit higher-density, mixed-use development along Mack Avenue. The district need not be retail-oriented like the C-2 District in the Village—we do not want to pull attention away from the City’s main commercial district. However, the standards should permit a wider range of uses to attract more investment in the corridor, and reinforce the walkable, pedestrian-oriented character of the district. This is especially important given the limited opportunities for off-street parking. As such, the proposed standards couple updated development standards with modernized parking standards. Additional consideration for screening of parking lots and buffering from residential uses are also proposed in the new standards, consistent with the City’s current commercial district requirements.

APPROACH

Our approach to updating the zoning on Mack Avenue to align with the recommendations in the Master Plan and Mack Avenue Corridor Improvement Plan involves three main components:

1. **Consolidate Zoning on Mack:** To prioritize permissibility of a diversity of uses by right along Mack Avenue, we are proposing to remove the Restricted Office District (RO-1) designation along to corridor and consolidate into a newly rewritten Local Commercial (C-1) District zoning. We are proposing a map amendment, which is consistent with the Future Land Use Map in the Master Plan, to make these changes (See attached existing and proposed zoning maps). In making this change, almost six blocks on Mack would change from RO-1 to C-1. This change alone would make the zoning on Mack more permissive than it is currently.

2. **Update C-1 Zoning Standards:** Update statement of purpose, permitted uses, development standards, and screening standards in the C-1 District (Division 7). The newly proposed language builds on the Master Plan recommendations, Mack Avenue Corridor Improvement Plan, and the existing zoning ordinance for other pedestrian-oriented commercial districts in the City.

3. **Update Other Relevant Sections of Ordinance:** Other standards related to Mack Avenue, including area, height, setbacks, parking, and definitions, exist in other sections of the Zoning Ordinance. Updates are proposed to these sections where relevant to be consistent with the existing structure of the Zoning Ordinance and to avoid conflicts between sections.

The following is an outline of proposed changes to the C-1 District language, as well as several other sections of the ordinance that are directly related. These have been revised based on the feedback we received from the
second public meeting held on March 16, 2021. Notes or comments provided by our team to give context to the proposed changes are underlined.

**PROPOSED C-1 DISTRICT STANDARDS (DIVISION 7)**

Sec. 90-281. -- Statement of purpose.
The Local Business District (C-1) intends to encourage a vibrant mix of office, commercial, and residential uses within easy walking or biking distance of residential neighborhoods. Pedestrian-oriented development standards and flexible parking strategies are provided to decrease parking demand in the district and provide for easy access to sites through other modes of transportation.

Sec. 90-282. -- Permitted uses.
For your reference, the table key shows the proposed changes to the permitted uses in the C-1 District:

<table>
<thead>
<tr>
<th>Use Type</th>
<th>C-1</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civic Uses</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>1 Essential services</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>2 Public and quasi-public uses</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Commercial Uses</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>3 Auto service, auto repair, and gas/charging stations</td>
<td>P</td>
<td>Such uses should be located only on corner lots, at least 1,500 feet from nearest other auto use. The spacing requirement shall not prohibit combination of two auto uses on the same site.</td>
</tr>
<tr>
<td>4 Animal-grooming shops</td>
<td>P</td>
<td>No pet kennel or boarding facilities shall be allowed on-premises.</td>
</tr>
<tr>
<td>5 Artisan/maker spaces</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>6 Banks and financial institutions</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>7 Brewpub, microbrewery, craft distillery, and small winemakers, and similar uses</td>
<td>S</td>
<td>Shall not include outdoor storage of brewing or distilling products. Shall be licensed and comply with all State standards. Required outdoor recreation areas shall be located at least 30 feet from Mack Avenue and provide landscaped buffering and fencing at least four (4) feet in height around the perimeter.</td>
</tr>
<tr>
<td>8 Child care center</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>9 Educational uses</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>10 Fitness centers</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>11 Grocery or specialty food store</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>12 Interior decorating establishments and home furnishings stores</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>13 Medical or dental clinic, physical therapy</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>14 Office, business or professional</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>15 Office, medical or dental</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Use Type</td>
<td>C-1</td>
<td>Conditions</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>16 Outdoor cafés and eating areas</td>
<td>A</td>
<td>Shall comply with standards of Sec. 90-297(16).</td>
</tr>
<tr>
<td>17 Personal services establishments and massage therapy</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>18 Repair shop for personal and household items</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>19 Restaurant, carry-out or full-service</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>20 Resale shops</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>21 Retail establishments</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>22 Small animal clinics</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>23 Studio, school, or gallery for arts and similar uses</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>24 Parking structures</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>25 Surface parking lots</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Residential</td>
<td>S</td>
<td>Permitted on 2nd floor or above</td>
</tr>
<tr>
<td>26 Live/Work</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>27 Multi-family Residential</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Uses Specifically Prohibited</td>
<td>NP</td>
<td></td>
</tr>
<tr>
<td>28 Drive-thru facilities (for any use)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remove Sec. 90-283 in its entirety, as it conflicts with the site plan application procedures in Sec. 90-74.

Sec. 90-283. – Development standards.

1. Applicability.
   a) New Construction. All new developments that require site plan review after the effective date of this ordinance amendment shall fully comply with the development standards in this section.
   b) Existing Buildings. Any expansion or redevelopment of a site less than 25 percent of the existing building area or site need not comply with the development standards. Expansion or redevelopment that exceeds 25 percent of the existing building area or site shall require the site to become more compliant, and shall not result in the site being less compliant, with the development standards in this section.

2. Build-to-Line. All buildings must be built-to the predominant building line established along the block in accordance with Section 90-351(f)(3). Exceptions from this requirement include:
   a) Plazas, outdoor cafés, or public amenities. Where provided, up to 40 percent (40%) of the building façade may be set back up to 10 feet to allow space for a public plaza or outdoor dining area.
   b) Architectural features such as bay windows, awnings, or other projection not exceeding 25 percent (25%) of the building frontage may project up to five feet (5) beyond the build-to-line.

3. Façade Breaks Required. There shall be no blank or unarticulated façades. All façades must provide windows and/or façade offsets and breaks. Breaks may include changes of material, projections or recessions, distinctive window patterns, parapet or cornice on the upper level, or other design treatment that satisfies the intent of this standard. Articulations shall follow the traditional building width within the district.

a) Building fronts shall be oriented to the primary street.
b) All buildings shall have pedestrian access on the street frontage side of the building and off-street parking side of the building in the side or rear yard, as applicable.
c) Building entrances shall be clearly defined by utilizing elements such as overhangs, awnings, or lintels; change in plane (such as a recessed) entryway, differentiation in material and/or color; greater level of detail; or enhanced lighting. Any such element shall be architecturally compatible with the style, materials, colors, and details of the primary building.

5. Storefront design.
   a) Building storefronts shall have open, plate-glass storefronts.
   b) Display windows shall not be blocked with merchandise or interior display.
   c) If a building has several storefronts, they shall be unified in design treatment, such as the design of windows and door openings, materials, or colors.

6. Exterior lighting. Façades shall be internally or externally illuminated. Lights should be properly shielded or recessed behind architectural features, so they do not produce glare or spillage of light onto adjacent properties. No light, except streetlights, shall shine directly onto public roads.

7. Windows. Windows shall be un-tinted. Windows should not be visually obstructed by signs, advertisements, window screens, security grills, or other permanent window coverings.
   a) All facades facing a public street or parking area shall have a minimum of 60% clear glass area on the ground floor and 30% transparency on upper floors.
   b) For all other facades, a minimum of 20% of the façade shall consist of clear glass area.

8. Building colors and materials. Coordination of colors and material finishes is encouraged within the district to establish continuity and positive district character. Similar or engineered equivalents of any permitted materials are also acceptable, subject to approval by the City Manager or their appointed designee.
   a) Permitted Primary Materials (at least 50% of building façade): Brick, cut stone, field stone, cast stone, or other masonry; stucco; timber or dimensional wood; metal paneling.
   b) Permitted Accent Materials: Clear or lightly tinted glass; metal and metal paneling; timber or dimensional wood; polymer plastic (for example Fypon and Azek materials); fiber cement boards or paneling; Exterior Insulation and Finishing Systems (EIFS) above the first story only.
   c) Permitted Roofing Materials: Architectural shingles; slate; clay; copper, standing metal seam; EPDM, rubber sheet, or other layered roofing system.
   d) Prohibited Materials: Vinyl; Concrete masonry units (CMU) or similar concrete block units (e.g., split-face block); Dark tinted, reflective, or mirrored glass.

9. Roofs. Roofs shall be flat or set pitch with a terminating vertical break such as a parapet, cornice, or eaves.

10. Security features. Security roll-down grilles should be designed and recessed into the interior of the window system. Where an exterior grille already exists, the roll-down grille box should be as inconspicuous as possible.

11. Location and Design of Parking Areas.
   a) Parking shall be located in the side or rear yard only.
   b) Side yard parking and existing front yard parking shall be screened in accordance with Section 90-284.
   c) Canopies, port-cochères, or similar structures shall be located in the side or rear yard. When located in the side yard, the structure shall be set back at least 10 feet from the front building line. Canopies shall be designed to be consistent with the primary building style, materials, and colors.
12. **Site Access.** Vehicular access to sites and off-street parking areas shall be provided from a side street, rear alley, or shared access drive between properties.

13. **Loading, refuse collection, and service areas.** All loading, refuse collection, and service areas on a site shall be located in side or rear yards and shall be screened from view from any street.

14. **Green Building and Site Design.**
   a) Green building and site design techniques are permitted and encouraged for all buildings and sites.
   b) For parking lots, minimum landscaping requirements may be satisfied by bioswales, rain gardens, or other green infrastructure.
   c) Native plantings are encouraged for all landscaped areas.

**Sec. 90-284. -- Screening.**

1. **Mechanical and utility equipment.** All mechanical equipment, HVAC, utility boxes, telecommunications devices, and similar utility devices shall be screened from public view. Exterior screening materials shall be the same as the predominant exterior materials of the principal building.

2. **Roofs.** Building roofs are to be uncluttered with vertical projections integrated in the architecture and screened from view by parapet walls or other enclosures.

3. **Parking.**
   a) Side and front yard parking shall be screened from the street by a decorative low wall, fence, or hedge row between 30 and 36 inches in height. Street walls, where provided, shall extend from the primary façade of the principal building to maintain a cohesive streetscape.
   b) Where front yard parking already exists, similar screening and incorporation of pedestrian cut throughs in the screening are required to be incorporated into the site plan for any plan requiring Planning Commission review.

4. **Adjacent residential property.**
   a) Where a use directly abuts a residentially zoned use, a buffer at least five (5) feet in width consisting of a living fence, comprised of a combination of ornamental shrubs, grasses, and other plantings and a decorative fence or masonry wall at least four (4) feet in height shall be provided along the abutting property line. Where space for a five (5) foot buffer does not exist, an ornamental masonry wall between four (4) to six (6) feet in height above grade shall be constructed along the abutting property line.
   b) Where a use abuts a residentially zoned use but is separated along its entire length by a public alley not less than 20 feet wide, an ornamental fence or masonry wall four (4) to six (6) feet in height above grade shall be constructed along the abutting property line. If an ornamental masonry wall is constructed, it is preferred to be constructed on the residential side of the public alley. A taller ornamental masonry wall may be required in certain instances.

**Note:** Sec. 90-39 **Protective Screening** should be modified to remove reference to the C-1 District to avoid conflicts in the ordinance.

**Sec. 90-285. -- Area, height, bulk, and placement regulations.**
The area, height, bulk and placement requirements for the C-1 district shall be in accordance with the schedule of regulations in section 90-351 et seq.

**Sec. 90-286.-295. -- Reserved.**

**ARTICLE 5: PARKING AND LOADING**
We recommend the following updates that allow for parking flexibility in the C-1 District on Mack be added to the Parking section of the Zoning Ordinance. We feel such standards are applicable to all of the City’s commercial districts (except for the C-2, which should retain differing standards). If desired, these standards could instead be added to Division 7: C-1 District above.

1. The parking requirements of Section 90-157 may be reduced as follows:
   a) 10 percent to account for the availability of on-street parking, and an additional five (5) percent for available public off-street parking.
   b) 10 percent for those uses that can demonstrate that they have a shared parking arrangement or a mix of uses that do not have conflicting peak hour parking requirements.
   c) Five (5) percent for those uses that can demonstrate that reasonable transit alternatives (e.g., walking, biking, bus, car share) are available.

Sec. 90-157. - Table of off-street parking requirements.
In addition, we proposed the following modifications to the existing standards for off-street parking to modernize the City's current parking standards for common uses.

<table>
<thead>
<tr>
<th>Use</th>
<th>Required number of parking spaces</th>
<th>Per each unit of measure as follows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artisan/maker spaces</td>
<td>1</td>
<td>500 square feet of usable floor area, or 1 space per employee/work station, whichever is lesser.</td>
</tr>
<tr>
<td>Personal service establishments</td>
<td>2</td>
<td>Establishment, plus 1 space for each employee.</td>
</tr>
<tr>
<td>Establishments for sale and consumption on the premises of beverages, food or refreshments</td>
<td>1</td>
<td>350 square feet of usable floor area, plus 1 space for each 4 employees.</td>
</tr>
<tr>
<td>Restaurant/lounge</td>
<td>1</td>
<td>250 square feet of floor space.</td>
</tr>
<tr>
<td>Residential terrace dwelling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 or fewer bedrooms</td>
<td>1.5</td>
<td>Each dwelling unit.</td>
</tr>
<tr>
<td>3 or more bedrooms</td>
<td>2.0</td>
<td>Each dwelling unit.</td>
</tr>
<tr>
<td>Multi-family residential or apartment houses</td>
<td>1.5</td>
<td>Each dwelling unit.</td>
</tr>
</tbody>
</table>

**SEC. 90-351: SCHEDULE OF REGULATIONS**

<table>
<thead>
<tr>
<th>Max. Lot Coverage (%)</th>
<th>Area per d.u. (sq. ft.)</th>
<th>Width in feet</th>
<th>In stories</th>
<th>In feet</th>
<th>F</th>
<th>One</th>
<th>Two</th>
<th>Adjacent to Street</th>
<th>R</th>
<th>Minimum floor area per dwelling unit (unobstructed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-1</td>
<td>--</td>
<td>3</td>
<td>42</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Studio: 500 1-BR: 600 2-BR: 700 3-BR+: 900</td>
</tr>
</tbody>
</table>

**Notes:**
Modify note (c) to clarify 20-foot setback is required from residential uses in any yard.

d) For all RO-1, C-1, C-2, and T-2 districts, the following yard requirements shall apply:
   (i) On the side or rear of a lot which abuts property located in any residential zone, a setback of not
       less than 20 feet in width shall be provided.

Add the following new footnote to the Schedule of Regulations to allow for development up to four stories or 50
feet as a Special Use, subject to the following provisions.

u) For the C-1 District, the City Council may allow building height of up to four stories or 50 feet, subject to
   the following.
   (i) Off-Street Parking. At least eighty percent (80%) of the required parking for the site must be
       accommodated on-site.
   (ii) Transit Alternatives. The proposal includes at least two (2) transit alternatives, including but not
       limited to: bike parking, electric vehicle (EV) charging stations, bus station improvements, micro-
       mobility stations, or car share.

DEFINITIONS (SEC. 90-3)

Finally, we propose adding the following definitions to Sec. 90-3 to support and clarify the text amendments for
the C-1 District. Many of these definitions are for new or newly name uses, which will avoid confusion in
interpreting the ordinance standards.

- Animal-grooming shop.
- Artisan/maker spaces.
- Brewpub.
- Child care center.
- Craft distillery.
- Educational uses.
- Fitness center.
- Microbrewery.
- Personal services establishment.
- Public or quasi-public use.
- Small winemaker.
- Retail establishment.

NEXT STEPS

We will be in attendance at the April 19, 2021 Planning Commission meeting to review the above draft outline.
Should the Commission find the draft substantially on track, we recommend the Commission set a public hearing
on the proposed ordinance amendments for the May 17, 2021 Planning Commission meeting.
# Council Meeting

**April 19, 2021**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Master Plan Update Options</th>
<th>DATE:</th>
<th>April 16, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMARY:</strong></td>
<td>As discussed at the January 11, 2021 Planning Commission meeting, the City’s Master Plan is due for an update. This was an action recommended in the 2021 Annual Planning Commission Work Plan as well as the Michigan Economic Development Corporation’s (MEDC) Redevelopment Ready Communities (RRC) assessment presented to the City on December 14, 2020. A review of the current Master Plan was completed and a summary of those findings, as well as options for updating the Master Plan, are included in the attached City Planner’s letter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FINANCIAL IMPACT:</strong></td>
<td>Costs noted for the Master Plan update process are up to $25,000 for the five year update of the Master Plan, and $55,000 for a comprehensive overhaul of the Master Plan.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RECOMMENDATION:</strong></td>
<td>Upon review and selection of a Master Plan update option, incorporate the appropriate level of funds into the Capital Projects Fund budget for FY 2021-22</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REVIEWED BY:</strong></td>
<td>Peter Dame</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TITLE:</strong></td>
<td>City Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
April 16, 2021

City Council
City of Grosse Pointe
17147 Maumee
Grosse Pointe, MI 48230

Subject: 2021 Master Plan Update

Dear Councilmembers:

As discussed at the January 11, 2021 Planning Commission meeting, the City’s Master Plan is due for an update. This was an action recommended in the 2021 Annual Work Plan as well as the Michigan Economic Development Corporation’s (MEDC) Redevelopment Ready Communities (RRC) assessment presented to the City on December 14, 2020.

The MPEA gives municipalities flexibility in the Master Plan update process. As discussed in January, we recommended the City begin by reviewing the current Master Plan to determine the relevancy of the existing plan and the extent of needed changes. Staff has conducted a review of the Master Plan and we find that many aspects of the current Plan are still valid today. A summary of those findings is provided in this report. As such, we recommend the City undertake a five-year update to the Plan rather than a comprehensive update. However, the scope of both approaches is provided in this letter for the Council to review prior to determining the correct course of action.

REVIEW OF CURRENT MASTER PLAN

1. Community Profile: Most of the underlying assumptions and analysis that form the foundation of the Master Plan are still true today. Local conditions, including population trends, land use mix, employment, transportation, and community facilities have likely not changed significantly enough to alter the underlying assumptions of the Master Plan. However, a refresh and update of these data is likely worthwhile, especially once 2020 Census data becomes available. We would modify sections as-needed based on the new data, but feel most of Chapters 1 (Introduction) and 2 (Community Profile) will remain intact.

2. Community Goals and Objectives: Many of these goals and objectives continue to reflect the desires and values of the residents of Grosse Pointe, but some may need to be removed or refined. MEDC recommended that the City expand its commercial development goals and objectives into an economic development strategy with implementation steps. Depending on the desired scope of such a strategy, this could either be a modification to this section or a newly created section within the Plan devoted to economic development.

3. Future Land Use Plan and Policies: The descriptions of each land use category are fairly consistent with what the City still wants to see in various districts. The MEDC has directed the City to allow for new housing typologies in more locations. We feel that the City provides plenty of diverse housing options, but a public engagement process would afford an opportunity to explore emerging housing options and identify appropriate districts to permit such housing. Parking district strategies should be revisited to align with recent facility upgrades and issues brought to light through new development projects. As noted by MEDC, this section also lacks a specific Zoning Plan. We would recommend reviewing and updating the Future Land Use Map and aligning it to a recommended table of appropriate zoning districts to satisfy this requirement. This
section also should be revised to incorporate recent zoning ordinance updates aimed at diversifying the permitted uses within the City’s commercial districts.

4. **Redevelopment Sites**: The MEDC also recommended that the City include sub-area plans for targeted redevelopment sites. Chapter 4 already includes a fairly robust land use vision for the Village, but these would be for individual sites in the City prime for redevelopment. We would recommend a light sub-area planning approach for these sites—land use mix, intensity, and general design—rather than developing specific site plans for each.

5. **Circulation, Community Facilities, and Implementation**: These sections simply need to be updated to remove any projects or objectives that have been met/completed since the last Master Plan update and add any new projects/priorities identified by the City in recent years. The City may also want to update the Circulation chapter to incorporate more proactive strategies to plan for new transportation technologies.

**RECOMMENDED APPROACH: 5-YR REVIEW**

Our recommended approach would be to conduct a five-year update of the Plan to incorporate the needed changes identified by our staff review and the MEDC. To do so, we recommend the following scope.

**Step 1 – Identify, Quantify, and Analyze**

For a targeted Master Plan update, we would provide updated data as available, but focus additional analysis on areas in need of a substantial update based on any significant changes in the data we uncover and those topics identified during MEDC and staff reviews of the Plan.

**Step 2 – Public Participation, Engagement, and Community Outreach (Optional)**

Proactive engagement processes are vital to the RRC certification process. Early public engagement will focus on ensuring the Master Plan vision is aligned with the current attitudes of residents and businesses. Subsequent engagement on specific topics will inform the amendments to the Master Plan. For this option, we would recommend a strong marketing and communication plan to raise awareness of public engagement opportunities, a robust online engagement platform, and one (1) half-day mobile public workshop at a public venue like the War Memorial or Neff Park.

**Step 3 – Draft Amendments**

Our staff review will inform how each goal and objective will be altered to fit the needs of the community, building the foundation for drafting the appropriate amendments to the Master Plan. Relevant data, analysis, and potential public engagement input will supplement drafting processes, ensuring compliance with RRC best practices. At a minimum, we will address the following:

- Update the Land Use Policies and create a Zoning Plan
- Identify priority redevelopment area strategies
- Revise Plan to meet economic development strategy requirements of MEDC
- Remove any goals, objectives, or projects that have been completed since the last Master Plan and modify or add to these lists based on public engagement.

**Step 4 – Adoption**

McKenna will assist the City of Grosse Pointe with adoption procedures in accordance with the MPEA.

*Estimated Cost: $17,500 – 25,000*
OPTION 2: COMPREHENSIVE MASTER PLAN UPDATE

An alternative, the Council may decide that a comprehensive overhaul of the Plan is desired. This approach, as outlined below, would result in a completely new plan based on broad public engagement efforts to fully understand the community’s needs.

Step 1 – Relevance of Current Master Plan
Vital in setting the scope for the rest of the planning process, Step 1 will determine the relevance of the current Master Plan. Identification of gaps and necessary updates will take into consideration the MPEA and MEDC recommendations for updating Master Plans. This step would also include a Kick-Off and Strategic Issues meeting with City representatives to review the scope of work, schedule, and make sure everyone is in agreement on key deliverables for the planning process. We would also finalize the public engagement strategy.

Step 1 – Identify, Quantify, and Analyze
McKenna will conduct a comprehensive analysis of all existing conditions, noting elements of the plan that will need to be added, removed, or modified.

Step 3 – Public Participation, Engagement, and Community Outreach
For a comprehensive update, we would recommend early public engagement in the form of a robust communications strategy and interactive online engagement platform. Early outreach efforts would focus on assessing the current attitudes and needs of residents and businesses. Subsequent engagement consisting of stakeholder interviews and two (2) half-day mobile public workshops would focus on strategic visioning sessions, updating community goals and objectives, vetting a new future land use strategy, and developing visions for key redevelopment sites.

Step 4 – Comprehensive Update
For this approach, we would draft a completely new Master Plan. Relevant data, analysis, and public engagement input will supplement drafting processes, ensuring compliance with RRC best practices. Important to the planning process, McKenna will prioritize effective implementation strategies and alignment with the Zoning Ordinance to ensure full compatibility with the community’s desires and RRC best practices. Our goal is to provide the City of Grosse Pointe a product that is implementation-ready and contains prioritized redevelopment tasks that will aid the City in best capitalizing on economic, social, or site-specific opportunities.

Step 5 – Adoption
McKenna will assist the City of Grosse Pointe with adoption procedures in accordance with the MPEA.

Estimated Cost: $55,000

NEXT STEPS

We will be present at the April 19, 2021 City Council meeting to discuss our recommendations and answer any questions you may have about the Master Plan update process.

Respectfully Submitted,

Julie Connochie, AICP
Principal Planner

Stephanie Peña
Assistant Planner

Grosse Pointe, MI · 2021 Master Plan Update
<table>
<thead>
<tr>
<th>TITLE: Redevelopment Ready Communities: Public Participation Process</th>
<th>DATE: April 16, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMARY: One of the requirements of the Redevelopment Ready Communities process with which the City is engaged is an adopted Public Participation Process. Attached please find the proposed City of Grosse Pointe Public Participation Plan which follows the model suggested by the RRC program.</td>
<td></td>
</tr>
<tr>
<td>FINANCIAL IMPACT: None.</td>
<td></td>
</tr>
<tr>
<td>RECOMMENDATION: Approve the Public Participation Plan</td>
<td></td>
</tr>
<tr>
<td>REVIEWED BY: Peter Dame</td>
<td>TITLE: City Manager</td>
</tr>
</tbody>
</table>
CITY OF GROSSE POINTE

PUBLIC PARTICIPATION PLAN

PLANNING AND DEVELOPMENT PROJECTS

ADOPTED BY THE CITY OF GROSSE POINTE CITY COUNCIL: _____, 2021
EXECUTIVE SUMMARY

The City of Grosse Pointe Public Participation Plan (hereafter called the “Plan”) contains the policies and procedures for public involvement and outreach in the City’s planning and development review and approval processes. The Plan addresses the following, but is not limited to:

1. planning and zoning applications
2. comprehensive and master planning
3. zoning code amendments
4. financial and/or tax assistance requests for private redevelopment projects

The City of Grosse Pointe is required by State law and the City’s Code of Ordinances to pursue public participation in planning and development projects. The City follows a comprehensive public involvement process, providing timely information through public notice, and supports early and continuing involvement of stakeholders in the planning and review process. The City Council and the City’s advisory boards and commissions hold public meetings at generally convenient and accessible locations and times, make information publicly available in accessible formats on the City’s website, and employ various methods to target larger audiences when needed. In addition to those required measures, whenever needed or feasible, the City implements additional measures to engage the community and a broad and diverse set of stakeholders in the review process.

This Plan emphasizes the City of Grosse Pointe’s commitment to a robust public participation process and effective means of communication with stakeholders in the planning and development activities. The City recognizes the importance of public input in all aspects of these processes. Therefore, the City encourages citizen participation and strives to engage a broad and diverse group of stakeholders in the planning and development review process. Furthermore, the City will ensure that outreach efforts are regularly evaluated for effectiveness, thus shaping to the changing needs of our stakeholders.

The City reviews the effectiveness of the specific public participation activities listed in this Plan and adjusts them accordingly in order to maximize their success. The City staff also explores ways to improve communication strategies to reach the specific project stakeholders and gather community feedback.

The City will consider new methods of communication and engagement as they become available, and update this Plan as needed. The public participation actions described throughout this Plan do not preclude additional public involvement or engagement efforts. In circumstances when the City consults with a third-party entity, that entity shall adhere to the provisions of this Plan, if applicable.
1. PUBLIC PARTICIPATION GOALS AND OBJECTIVES

- The City shall conduct proactive and inclusionary public participation techniques during all phases of the master planning or comprehensive planning process.

- The City shall foster a cycle and culture of seeking public input and public review of policies and projects.

- The City shall conduct all aspects of citizen participation in an open manner, with freedom of access to the participation process for all interested persons.

- The City shall engage a broad and diverse set of community stakeholders in planning, land use, and development decisions.

- The City shall encourage the involvement of residents most affected by the proposed planning, land use, or development project.

- The City shall seek to identify and involve a broad and representative cross-section of the community’s residents.

- The City shall make reasonable efforts to ensure continuity of involvement of citizens and community groups throughout all stages of the planning and review process.

- The City shall utilize effective and equitable avenues for distributing information and receiving comments.

- The City shall support and encourage effective participation. Information shall be made available in a timely manner, so as to enable citizens to be involved in important decisions at various stages of the review and approval process.

- The City shall record the results of public engagement to the extent feasible and provide summaries back to the public.
2. KEY STAKEHOLDERS IN THE PLANNING AND DEVELOPMENT PROCESS

Stakeholders represent a diverse set of individuals, groups, and organizations that are interested or affected by the planning and land use process. A different group of stakeholders may be engaged in each of the planning and development review processes, dependent on the nature of the project or plan, the level of community interest, and the community’s financial involvement in the project. These stakeholders could include:

- City Council
- Other City authorities and commissions
- Main Street Grosse Pointe / DDA
- Residents
- Commercial business owners
- Commercial property owners
- Grosse Pointe Community Schools
- Wayne County Government
- Grosse Pointe Chamber of Commerce
- SEMCOG
- Commercial real estate brokers/agents
- Adjacent municipalities
- Other taxing jurisdictions
- Potential investors and developers
- Senior citizens
- Public employees
- Major local employers
- Civic and social organizations
- The local business community
- Students and student groups
- Environmental groups
- Disability Advocates
- Relevant state agencies
- Other relevant stakeholders

3. STATE AND LOCAL REGULATIONS

The City, through the work of the City Council and individual boards and commissions, follows the local and state regulations listed below. These regulations include provisions for the public review process, public participation, and public hearings:

- Home Rule City Act (PA 279 of 1909)
- City Charter
- City Code of Ordinances
- The Michigan Open Meetings Act (PA 267 of 1976)
- The Michigan Zoning Enabling Act (PA 110 of 2006)
- The Michigan Planning Enabling Act (PA 33 of 2008)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- Downtown Development Authority Act (PA 57 of 2018)
- Other relevant local and State legislation
4. OPPORTUNITIES FOR PUBLIC PARTICIPATION

The City provides Grosse Pointe residents, and stakeholders in general, with numerous opportunities to be involved in the planning, review, and approval process for planning and zoning applications, planning documents, development projects, and economic development assistance programs.

4.1. Development Review Bodies

City Council. The City Council is the legislative and policy-making body for the City government. Six Council Members are elected at large for overlapping four-year terms and the Mayor is elected to a two-year term. The Council also appoints the City Manager, who is responsible for the day-to-day administration of the City government.

Authorities and Commissions. The City encourages citizen participation in local government planning and policy decisions. Therefore, all citizens are invited to apply for appointments to City Authorities and advisory commissions. These groups provide recommendations to the City Council on a variety of topics and issues. The members of the Authorities and commissions help to analyze options and influence important decisions on behalf of the community.

In general, depending on the nature and location of the project, an authority or commission may have a role in reviewing a proposed plan or land use project, as assigned by the City Council. These authorities and commissions function in two distinct capacities in the public policy process in Grosse Pointe - advisory and administrative. Some will serve in both capacities.

Each advisory authorities or commission makes recommendations to the City Council based on the scope of its particular service area. Typically, advisory authorities and commissions have a work agenda in place for a calendar year during which it undertakes projects, deliberates on issues, and hosts special events. The City Council is responsible for making the final decisions on most issues or topics, but it will look to these groups for advice, background information, and analysis. As the elected body, the City Council has discretion to accept advice in full, in part, or not at all. Certain authorities and commissions have an additional administrative role. This means that they are permitted or required by charter, statute or ordinance to conduct formal reviews and issue administrative decisions. These decisions are then sent to the City Council as official recommendations.

The most relevant authorities and commissions in Grosse Pointe for the planning and development review process are as follows.

- The Wayne County Brownfield Redevelopment Authority can assist development projects that face economic challenges due to environmental constraints or the existing conditions on the site.
- The City of Grosse Pointe Downtown Development Authority, now known as Main Street Grosse Pointe, develops programs and projects which are aimed at improving downtown Grosse Pointe, including new business development, business recruitment and retention, downtown beautification, public improvements, marketing, and promotion.
• Planning Commission (City Council) creates a Master Plan for the physical development of the City; reviews rezoning requests, site plans, subdivisions, special land uses and other land use applications.

• Zoning Board of Appeals (City Council) interprets and grants variances from provisions of the Zoning Code; conducts hearings and resolves disputes regarding interpretations of the zoning ordinance.

The City encourages community members interested in serving their community through active civic engagement to apply for openings on these and other advisory boards and commissions. The City regularly informs the community of the existing vacancies on the boards and commissions. In this regard, the City’s avenues of communication include website postings, announcements at City Council meetings, newsletters, and other methods. Visit www.grossepointecity.org for a complete list of boards and commissions in Grosse Pointe and their responsibilities.

It should be noted that the City’s authorities and commissions meet regularly and may provide additional opportunities for public participation in the planning and development review process. These are public meetings and allow for public comments from any interested stakeholder.

4.2. Public Meetings

All meetings of the City Council and its various authorities and commissions shall be open to the public in accordance with the “Open Meetings Act,” PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public notice of meetings shall be given in accord with the Act. Unless otherwise noted, all meetings are held at the following location:

City of Grosse Pointe
Council Chambers
17145 Maumee Avenue, Grosse Pointe, MI 48230

The Council Chambers is accessible to persons with disabilities and the City shall provide reasonable accommodations, upon notice to the City of Grosse Pointe prior to the meeting. Individuals with disabilities requiring reasonable accommodations or services should contact the City Clerk’s office.

Interested persons are encouraged to contact City Hall, view posted meeting notices at City Hall, located at 17147 Maumee Avenue, or check the City’s website at www.grossepointecity.org in order to be kept informed of any meeting schedule, variations, or location changes.

Individual authorities and commissions will hold public meetings pursuant to the authorities’ and commissions’ bylaws and State regulations. Meeting agendas and packets of the City Council/Planning Commission/ZBA, Main Street Grosse Pointe / DDA are made available on the City’s website in advance of the meeting.

Meeting minutes of the City Council, Authorities, and advisory Commissions/Committees are coordinated by the staff liaison and posted on the City’s website after the board of that body approves them.
4.3. Public Comments
Opportunities for public comment shall be available at any meeting of the City Council or City’s authorities and commissions in accordance with state law and the provisions in the authorities’ and commission’s bylaws and other operating policies. The meeting agenda allows for public comments under the ‘Public Comment’ sections with a three-minute time limit. The participation of interested persons and their input shall be recorded in the meeting minutes. Approved meeting minutes, which include the outcome of the public participation, are made available to the public through the City Clerk, in addition to being posted on the City’s website.

4.4. Public Hearings
The City Council and its various boards and commissions shall hold public hearings when called for in their local and State enabling legislation, or when otherwise prudent, to provide the opportunity for public comment on specific topics.

Grosse Pointe Planning Commission. In the City of Grosse Pointe, the City Council serves as the Planning Commission and holds public hearings for all special land use and rezoning applications. There is not a separate group of individuals serving as Planning Commissioners.

The City Clerk shall schedule and publish the notification of a public hearing before the Planning Commission in a newspaper of general distribution in the City not less than 15 days prior to the hearing on a rezoning or special land use application as mandated by state legislation. Public hearing notifications are also sent by mail to the applicant, the owner of the subject property, and the owners and occupants of property within 300 feet of the subject property.

State and federal statutes require that special land uses and rezoning applications be noticed in a newspaper of general circulation in the City no less than 15 days prior to the Planning Commission public hearing. Application notifications shall also be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

Following adoption of an ordinance to amend, supplement or change the zoning district boundaries or the district regulations, the ordinance shall be filed with the City Clerk and a notice of the ordinance adoption shall be published in a newspaper of general circulation in Grosse Pointe within 15 days after adoption.

Grosse Pointe City Council. The City Council shall hold a public hearing when called for in the City Charter and City ordinances. When warranted, after the City Council hears a matter while convened as the Planning Commission, the City Council will then take up the same matter immediately following and also consider the Planning Commission recommendations as the City Council.

Other Authorities and Commissions. Other relevant boards and commissions will hold public hearings as needed and as required by state law, City ordinances, and the individual board and commission bylaws. The public hearings will be noticed as required in advance of the meeting.
5. STRATEGIES FOR THE PLANNING AND DEVELOPMENT REVIEW PROCESS

5.1. Adoption of the Master Plan (or update)

The City of Grosse Pointe shall follow, at a minimum, the provisions of Michigan Public Act 33 of 2008, as amended (the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq.) for the adoption of a new Master Plan or of an update to the Master Plan.

The Planning Commission/City Council shall send a notice to all stakeholders as listed in the State enabling legislation; the notice will explain that the Planning Commission/City Council intends to prepare a plan and request cooperation and comment on the plan now and when the plan is drafted.

The Planning Commission/City Council and the City staff will then begin work on drafting or updating the plan. They shall involve the public through many of the methods listed in the section ‘Community Engagement and Outreach Activities,’ including, but not limited to, steering committees, open houses, community meetings, community walks and tours, website updates, online engagement processes, social media, and surveys. The City shall encourage the involvement and participation of all stakeholders, including any marginalized groups that may be typically less involved in the planning process. Stakeholder involvement is encouraged from the beginning and the results of such public participation are made available to the community and participants and incorporated as much as is reasonably possible in the drafted plan or plan amendment.

In preparation, studies of existing conditions and probable growth should be done for the basis of the plan. The Planning Commission/City Council may make use of expert advice and information from Federal, State, County, and municipal officials, departments, and agencies having information, maps, and data pertinent to the City. The City may consult with representatives of adjacent local units of government with respect to their planning so that conflicts in master plans and zoning may be avoided. The City may cooperate with all departments of the State and federal governments, public transportation agencies, and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government’s programs with these agencies.

The City shall encourage and track the public participation through a variety of means, including minutes, records of meetings, comment cards, sign-up sheets, and input received verbally, through written correspondence or through website comments, and other means as appropriate.

The City Council shall act on the proposed plan during a public meeting held in accordance with the Open Meetings Act. The City Council shall decide on the approval of the distribution of the proposed plan to local governments and agencies for review and comments.

If the City Council approves the distribution of the proposed plan, it shall submit, in the manner provided by the State enabling law a copy of the proposed plan, for review and comment, to all of the units listed in the State enabling law. These entities may submit comments on the proposed plan to the Planning Commission/City Council within 63 days after the proposed plan was submitted to that entity, or 42 days for amendments.
Before approving the proposed Master Plan, the Planning Commission/City Council shall hold not less than one public hearing on the proposed plan. The hearing shall be held after the expiration of the deadline for comment. The Planning Commission/City Council shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within Grosse Pointe. The Planning Commission/City Council shall also submit notice of the public hearing to the entities that received initial communication.

Approval of the proposed plan by the City Council is the final step for adoption of the plan. A statement recording the City Council’s approval of the Master Plan, signed by the City Clerk, shall be included on the inside of the front or back cover of the Master Plan after the City Council takes action on the Plan.

5.2. Adoption/Update to the Zoning Code

The City Council may, from time to time, amend, modify, supplement or revise the zoning district boundaries shown on the Official Zoning Map or the provisions of this Ordinance. Amendments to the provisions of this Ordinance may be initiated by the City Council/Planning Commission, the Building and Zoning Administrator or by petition of one or more residents or land owners. Amendments to the Official Zoning Map may be initiated by the City Council/Planning Commission, or by the owner or owners of the subject site. All proposed amendments to the provisions of this Ordinance or the Official Zoning Map shall be referred to the Planning Commission for public hearing and recommendation to the City Council for action.

An amendment to this Ordinance or the Official Zoning Map, except those initiated by the City, shall be initiated by submission of a completed application form and fee. The following information shall accompany the application form: a. A legal description and street address of the subject property, together with a map identifying the subject property in relation to surrounding properties. b. The name and address of the owner of the subject site, and a statement of the applicant's interest in the subject site if not the owner in fee simple title. c. The existing and proposed zoning district designation of the subject property. d. The land use classification for the subject site as illustrated on the City's Master Plan. e. In the case of an amendment to this Ordinance, other than an amendment to the Official Zoning Map, a general description of the proposed amendment and rationale for the change shall accompany the application form. f. A written description of how the requested rezoning meets Sec. 2804 "Criteria for Amendment of the Official Zoning Map", or Sec. 2805 "Criteria for Amendments to the Zoning Ordinance Text".

Upon initiation of an amendment, a public hearing to consider the proposed amendment shall be scheduled before the Planning Commission. Notice of the hearing shall be given as required by the City or Village Zoning Act (Public Act 207 of 1921, as amended). b. Following the public hearing, the Planning Commission shall identify and evaluate all factors relevant to the petition and shall report its findings and recommendation to the City Council. The Planning Commission shall consider the criteria listed in Section 2804 for a requested amendment to the Official Zoning Map, and the criteria listed in Section 2805 for requested amendments to the standards and regulations in the text. c. Following receipt of the findings and recommendation of the Planning Commission, the City Council shall act on the proposed amendment.
5.3. Other Documents

The City shall follow, at a minimum, the provisions of the State legislation for the adoption of several planning documents. The Brownfield Redevelopment Financing Act (PA 381 of 1996) and the Downtown Development Authority Act (PA 197 of 1975, as restated in PA 75 of 2018) describe the steps for the adoption of Brownfield redevelopment plans or downtown development plans. Additional methods of communication and public outreach may be used in the review and adoption process of all these plans.

5.4. The Development of Publicly-Owned Properties

On occasion, the City Council may find it beneficial to seek development partners in order to pursue redevelopment of parcels owned by the City (or DDA). The development review process may vary based upon the scale and scope of the intended project, the significance of the parcel(s), and the stage in the development process in which the City sought such a partner. The following describe several common steps in the review process; public participation is encouraged in all of the following steps.

In general, the City will issue the Request for Qualifications and/or Proposals (RFQ/P) with the intent to initiate and implement a redevelopment project affecting one or more publicly-owned parcels in the City or downtown. For projects of great significance, the City -- potentially in conjunction with the DDA if the properties are in the downtown -- may wish to gather the opinion of the community with regard to the vision, redevelopment scale and character, and uses of the parcels under consideration.

The appropriate board may organize a review team representing a variety of stakeholders to evaluate the received proposals in response to the RFQ/P. The review team meetings may be open to the public. The review team will recommend a certain number of firms to the appropriate board for further consideration. The board may hold a public hearing to select a development firm to further pursue the proposed project for the sites under consideration. The appropriate board will act upon the resolution selecting a firm as a posted agenda item during a public meeting.

Pursuant to the selection of a development partner, the appropriate board will review and enter into a predevelopment agreement. The pre-development agreement outlines the terms of the due diligence phase of the project, which may include public charrettes, market analysis, design work, financial structure development, detailed financial pro-forma development, boards and commissions review, etc. At the end of the due diligence period, if a project is deemed feasible, a full development agreement would be negotiated. The development agreement will be approved during a City Council and/or authority’s public meeting.

5.5. Development Projects

The City shall follow, at a minimum, the provisions of the local and State regulations, as listed in this Plan, to review development projects that involve the approval of planning and zoning applications, permits, and business assistance. This applies to the review process for site plans and special land uses, rezoning and variance request applications, Brownfield or downtown redevelopment assistance, personal property tax exemptions, and commercial rehabilitation district abatements. In many circumstances, the City Council and
its authorities and commissions will hold public hearings, noticed in accordance with the State legislation, and allow for public comment on the proposed development project during its regular meetings. Depending on the nature of the project, the community interest, and community's financial involvement, additional methods of engagement may be used to gather community feedback.

6. ADVERTISING REGULAR PUBLIC MEETINGS

The following methods are used to advertise the public meetings of the City Council/Planning Commission, and other boards and commissions acting as advisory bodies to the City Council when taking action on land use or development applications. The City will strive to ensure that more than one notification and communication method will be used depending on the specific project and target audience. This list is flexible and can change based on needs and circumstances.

6.1. Accessibility

The public meetings of the City Council and the authorities and commissions shall take place in a central location (e.g., Grosse Pointe City Hall) that is barrier-free and accessible to the entire community. Meetings may also take place at other locations, such as the Grosse Pointe Unitarian Church, Neighborhood Club or War Memorial, which are larger, barrier-free and accessible. At times, meetings may be held in neighborhood locations (e.g., public schools or Neff Park), to better accommodate residents.

Public meetings are either summarized in a synopsis or by meeting minutes. The City shall communicate the community's input through published minutes, direct correspondence to interested stakeholders, website postings, and other methods of communication.

6.2. Opportunities for Communication

The City of Grosse Pointe strives to employ diverse methods of communication in order to reach all affected stakeholders. The City shall use various forms of print and electronic media to support early and often public participation opportunities. The City may use the following avenues of communication:

- City website posting of meeting agendas, minutes, and recordings of meetings.
- Newspaper posting of public hearing notices.
- Newsletters and City e-blasts.
- Flyer postings at the City Hall.
- Announcements during the meetings of the City Council and City's authorities and commissions.
- Press releases and communications to media. Press releases are typically distributed to a media list containing local or statewide print and broadcast organizations.
- Notification of the applicant through mail or email.
- Mailings and hand delivery of notices
- Insert to water bills.
- Emails to community stakeholder groups.
- Other methods as deemed appropriate.
6.3. Information Available to the Public

The City of Grosse Pointe strives to follow a transparent planning and development review process and share relevant information with community members and any other stakeholders, including the following:

- City Council published meeting schedules, minutes, and agendas are posted on the City’s website.
- Published meeting schedules for all other boards and commissions are posted to the City’s website.
- Meeting agendas are emailed or mailed to applicants.
- Public hearing notices are sent to applicants and affected stakeholders.
- The City’s website includes a variety of topics and information pertaining to the development review process, including the City Charter, the City Code of Ordinances, strategies and planning documents, applications and fee information, maps, and much more.

7. COMMUNITY ENGAGEMENT AND OUTREACH ACTIVITIES

The following methods may be used to gather the community’s input on specific development proposals or the community vision for the Master Plan and other planning and zoning documents. The City may use these various activities to provide additional opportunities for citizens, public interest groups, or other stakeholders to directly participate in the development review process or the creation/amendment of plans and strategies.

The City shall communicate the results of the public participation methods in a consistent and transparent manner through the appropriate avenues of communication listed previously. More than one method of communication may be used in order to reach a broader audience and the affected persons. Those responsible for organizing the specific community engagement activity may also coordinate the communication of public participation outcomes. The results of any of the methods of engagement and outreach will be included in the report or plan generated based on the information collected during these meetings, and support the development review process.

7.1. Community Stakeholder Group Communications

The City may maintain and enhance the communication with City stakeholders through community groups’ leadership. Pertinent information about proposed projects, public hearings, or planning initiatives can be shared with the stakeholder groups through direct email correspondence with association officers. In addition, developers are encouraged to hold presentations at meetings of the stakeholder groups affected by the proposed project. Community stakeholder groups could include neighborhood associations, civic or service organizations, church organizations, advocacy groups, etc.

7.2. Digital Tools of Communication

The City may use various digital tools of communication, as needed and appropriate. Individual webpages may be created for specific development or planning projects as appropriate. The City may provide an online form for stakeholders to register for project updates, notifications, and provide comments or suggestions for specific development proposals. The City currently uses several online tools of community engagement and shall continue to explore the use of new tools. For projects of great importance to the community, the City may
employ social networking (e.g., Facebook, Twitter) to share notices about upcoming development related meetings or Master Plan updates. Facebook pages on specific projects, such as the Master Plan update may also be used. The City may develop a social media policy to govern these tools of communication.

7.3. Steering Committees
The City may organize steering committees consisting of residents, business owners, board and commission members, and other stakeholders. Members may be selected based on their expertise, interest, and background as they relate to the focus of the individual steering committee. This structure will allow for focused discussions related to a specific topic (e.g., economic development topic). The results of the meetings and discussions of the steering committees will be incorporated into the plan generated based on the information collected during these meetings.

7.4. Focus Groups and Community Workshops/Meetings
The City may conduct focus groups for gathering the community’s opinion on specific issues, development proposals, development sites of major importance, or the community vision, as needed. A variety of groups may be invited to attend the focus groups depending on the location and nature of the development site or project, including Commission members, affected neighborhood associations, community members, business leaders, students, board and commission members, developers, and other relevant stakeholders. Typical locations for focus group meetings include: City Hall, local churches, and other public spaces. The City will choose sites that are accessible and barrier-free to accommodate all persons. The minutes from the focus groups or community workshops may be shared with the participants (that chose to share their contact information) and the community. The results of these meetings will be included in any report or plan generated based on the community feedback collected during these meetings.

7.5. Surveys
The City may employ surveys, whenever possible, beneficial, and feasible, to identify key citizen concerns. The City may design and implement, through a third-party partner or City staff, surveys to gather the community’s opinion with regard to specific topics (e.g., general City services, housing needs, amenities, the downtown). The surveys may be distributed through various methods of delivery to ensure the broadest reach, based on the nature of the target group (e.g., mail, e-mail, website access, copies available at City facilities). The responsible party will compile the survey results following the closing of the survey. The survey results may be posted online, published in the City’s newsletter, and communicated to the City Council, residents, survey participants, investors, developers, and other stakeholders.

7.6. Charrettes/Design Workshops
The City may engage the community through charrettes or design workshops. This tool may most often be used for specific development projects that involve significant changes to the urban form and require public input on the design layout. The City may encourage developers to hold charrettes for specific proposed projects with significant community interest.
7.7. One-on-One Interviews

The City may hold interviews with various stakeholders to get specific information on a topic. In general, the information collected during interviews will be kept confidential unless requested otherwise. The information may be compiled and analyzed together with other information collected from stakeholders on a specific topic.

7.8. Bus or Walking Tours

Tours offer an opportunity for City staff, residents, and other stakeholders to identify and discuss specific development areas or topics. City staff or consultants will facilitate tours, depending on the nature of the development or planning project. The facilitator(s) may take notes during the tour and share them with the participants and the community. The results of these events will be included in any report or plan generated based on the community feedback collected during these tours.

7.9. Developer Outreach

Prior to formal submission of major development projects, particularly those subject to PUD approvals, special use approvals, applying for rezoning, or seeking a redevelopment agreement with the City for a City owned site, the City will require a developer to meet with adjacent property owners and others that may be impacted directly by a proposed project. A major development would be a new multifamily development, or a new mixed use or commercial development. The City will work with the developer to identify potentially impacted neighbors, mindful of the 300 foot public hearing notification rules.

8. MONITORING AND EVALUATING OUTREACH EFFORTS

The purpose of this section is to ensure the City is maintaining a presence within the general community, and providing stakeholders many and different methods to participate in City decision-making. Additionally, to ensure the methods of outreach are relevant and being utilized on a regular basis.

8.1. Tracking Success of Outreach Efforts

The City should take steps to track and record the participation of the public. In regards to open meetings, the participation of interested persons and their input shall be recorded in the minutes. Approved meeting minutes, which include the outcome of the public participation, are made available to the public through various methods, including being posted on the City’s website. The success of public participation during public meetings can be measured by counting the number of general public members who attend the meeting, the number of public comments received at each meeting, the number of comments received by the City Clerk outside of meetings times, and the number of viewings the recorded meeting registers. The City will develop goals for participation rates and track the rates of participation over time.

Public participation during City events, special planning meetings, and general outreach can also be tracked. For group meetings such as steering committees, focus groups, and community workshops, attendance and
number of comments may be tracked. Surveys distributed via paper form, mail, or electronically may be tracked by their response rate. The City may conduct regular surveys that allow response rates to be compared from year to year in addition to survey results. Social media allows the City to track “likes” on Facebook, “followers” on Twitter and Instagram, and “connections” on LinkedIn. Each of these, as well as their messaging capabilities, is a way to track participation and interest from the general public.

8.2. Communicating Outreach Effort Results

The City strives to be consistent and transparent with information. The City’s website is the primary source of information including meeting schedules, agendas, and minutes. Additionally, the City may periodically report a summary of special meetings, social media usage, or other related planning and development efforts.

8.3. Evaluation

The City of Grosse Pointe will review this Public Participation Plan periodically in order to monitor the effectiveness of the procedures outlined in this document. All public participation efforts will be recorded by the various City departments and reviewed on a routine basis. Following evaluation of the outputs and outcomes of the Public Participation Plan, the City may revise these methods to incorporate new and innovative ways to involve the public in the planning decision-making process.