SPECIAL NOTICE

Due to Governor Whitmer’s Stay Home Stay Safe Executive Order 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. CDBG Cooperative Agreement with Wayne County
4. New Business
   a. Extension of E-R District Moratorium
   b. Annual Planning Commission Report
      - Presented by Julie Connoch, City Planner, McKenna Associates
   c. Public Safety Training Agreement
   d. Resolution honoring Stephen Poloni
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: Jan 11, 2021 07:00 PM Eastern Time (US and Canada)
Topic: Grosse Pointe City Council meeting

Please click the link below to join the webinar:
https://us02web.zoom.us/j/84211687175?pwd=Z1dVUzN0WVR5eWpZb0dmcmNKVh5Zz09
Passcode: GPcouncil

Or iPhone one-tap:
US: +13126266799,,84211687175#,,,,*766514771# or +19292056099,,84211687175#,,,,*766514771#
Or Telephone: Dial(for higher quality, dial a number based on your current location):
US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833
Webinar ID: 842 1168 7175
Passcode: 766514771
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

In Attendance: City Manager Dame, Attorney Kennedy, City Clerk Arthurs, Finance Director Kleinow, Public Safety Director Poloni, Deputy Chief Alcorn, Public Service Director Randazzo, Parks and Recreation Director Hardenbrook and City Engineer Pangori.

CONSENT AGENDA

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

1. Minutes from the regular Council Meeting held on November 16, 2020.

2. Invoices
   a) Anderson, Eckstein & Westrick, Inc.
      - Loraine Sewer & Paving, 9/28/20 – 10/25/20, $16,640
      - Resurface Neff park Parking Lot, 9/28/20 – 10/25/20, $5,796.32
      - 2020 Street Improvement Program, 9/28/20 – 10/25/20, $11,523.48
      - Loraine Sewer & Paving, 10/26/20 – 11/22/20, $23,510.79
   b) State of Michigan
      - Marina Bottom Lands Rental, December 2020, $16,180
   c) Fildew Hinks - Legal Costs, October 2020, $6,871.26
   d) Florence Cement Company - 2020 Street Improvement, Estimate #4, $238,513.45
   e) GFL - Recycling, December 2020, $10,070
   f) Morrison Industrial Equipment Co., - Forklift, November 2020, $28,806
   g) Great Lakes Water Authority - Sewer Charges, November 2020, $74,500
   h) Traffic & Safety Control Systems, Inc.
      - Luke II Equipment and Tiba Equipment, 2nd payment, $90,639.50
   i) Plante Moran - Annual Audit, Progress Bill #1, $36,000
   j) Oakland County - Clemis, 7/1/20 – 9/30/20, $5,219.25
   k) Business Communication System
      - Telecom Equipment, November 2020, $11,196.85
   l) ISCG - Furniture, December 2020, $23,147

3. Adoption of Resolution establishing Council Meeting dates for 2021.

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

MOTION CARRIES.

The City Council convened as the Planning Commission.

PUBLIC HEARING – SPECIAL USE REQUEST – 17220 MACK AVENUE

Mayor Tomkowiak indicated that this was the time set for a public hearing on a special use request submitted by William Thomas, on behalf of Feeling Good Feeling Great, LLC, for a Pilates studio at 17200 Mack Avenue.
City Planner Connochie made the following report:

The building is a one-story brick building, with a side yard parking lot and alley access behind the building. The proposed use is a Pilates studio (the Corner Studio), featuring four classrooms, one for small-group classes and three studios for Private/Duet Pilates. It was noted that the maximum number of clients for group classes is five, and the maximum number for Private/Duet Pilates is 2, though private training is more typical. The maximum number of clients at a peak time is 11, with a maximum of five employees. The main floor of the building is split-level, with two studios, a reception area, and restroom on the main level, and two smaller studios on the lower level. The total building square footage is 2,473 square feet. The size and intensity of the use is compatible with adjacent uses and the existing commercial zoning in the RO-1 district. The applicant is not expanding the existing square footage of the building, and class sizes will be small. The proposed use is not only consistent with the intent of the RO-1 district, but will uniquely benefit and strengthen the character of the district through well-designed improvements that will modernize both the interior and exterior of the building. The use is also small in scope and not anticipated to create significant traffic or parking impacts. The building has six available parking spaces on-site, and access to approximately 10 on-street spots on the south side of Mack Avenue between Lorraine and Notre Dame. The City Planner reviewed the parking recommendations noted in the report, and noted that a shared parking strategy, using existing on- and off-street facilities, is appropriate for this use. It was noted that the use could be adequately served by on-site and shared on-street parking and a modification from the required spaces is appropriate.

Mayor Tomkowiak opened public comment. After hearing no comments, the Mayor closed public comment. It was noted that one written comment supporting the special use request was received from an adjacent neighbor and was submitted for the record.

Motion by Council Member Stempfle, second by Council Member Walsh, to approve the Special Land Use Request for 17200 Mack Avenue, subject to the condition listed in the City Planner’s report dated December 11, 2020, and approve the proposed special use permit drafted by the City Attorney.

ROLL CALL VOTE

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

MOTION CARRIES.

SITE PLAN REVIEW – 17200 MACK AVENUE – PILATES STUDIO

City Planner Connochie made the following report:

Proposed improvements to the site are limited to building façade improvements, and minor improvements to the parking lot. Fitness center uses are permitted in the RO-1 district as a special land use. This use is also consistent with the recommendations in the Mack Avenue Corridor Improvement Plan, which encouraged broadening the number of permitted uses on Mack in RO-1 areas. Aside from façade improvements, no modifications will be made to the existing building. The building is one-story (approx. 19 feet) in height, setback 7.5 feet from the front property line and at least 10 feet on the west side and rear. Architectural features, building materials and colors and the roof were discussed. The natural brick on the façade is proposed to be painted white in effort to maintain the branding established by their other studio locations. While painting brick and white façades are not expressly prohibited, it was noted that the existing brick is more in keeping with the intent of the ordinance/design guidelines and is the preferred façade treatment. Parking requirements, parking space dimensions, lot dimensions and screening were discussed. It was noted that the applicant is proposing to mill, cap, and reconfigure the existing parking lot, but not alter the size of the parking area. The existing lot has five parking spaces on the side of the building and one behind in the vacated alley. The applicant is proposing to reconfigure the five spaces on the side of the building. The actual driveway width (curb-cut) on Lorraine is narrower than the provided drive aisle; we recommend the applicant widen the access drive as well as resurface the driveway/apron to improve site access. There are 12 parking spaces required for this use, though the Planning Commission may modify that
requirement based on surrounding conditions. In addition to the six on-site spaces. As discussed in the Special Land Use review letter, the peak usage times and availability of 8-10 on-street parking spaces on Mack on the block between Lorraine and Notre Dame supports a modification of the parking standards.

Commission discussion took place regarding the parking lot dimensions and the proposed painting of the exterior brick. It was noted that painting the brick would be an improvement to the building and the area on Mack.

Motion by Council Member Thomas, second by Council Member Parthum, to approve the site plan for Feeling Good Feeling Great, LLC, 17200 Mack Avenue, subject to the conditions listed in the City Planner’s site plan report dated December 11, 2020, and to allow the brick exterior to be painted white.

ROLL CALL VOTE

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

MOTION CARRIES.

The Planning Commission reconvened as the City Council.

PRESENTATION OF 2019-20 FISCAL YEAR AUDIT

Joe Kowalski, Partner at Plante Moran, presented the 2019-20 audit report. Plante Moran has given the City an unqualified favorable opinion as to the City’s financial accounting.

Spencer Tawa, Partner at Plante Moran, highlighted revenue and expense trends over a four-year period. There was a discussion of the balances in various dedicated reserve and capital funds. Water, sewer and auto parking operations were reviewed. The Pension Plan Funding Status and Total Pension Liability and Plan Assets were presented and discussed. Plante Moran answered various Council questions regarding the audit.

RECEIVE AND FILE.

REDEVELOPMENT READY COMMUNITIES REPORT

City Manager Dame made the following report:

After a presentation from state officials last year, the City Council approved a resolution authorizing City staff to begin the process to become a Michigan Economic Development Corporation (MEDC) Redevelopment Ready Community (RRC). This certification is an indication that a city meets benchmarks MEDC has established for having redevelopment tools and processes that promote economic development. A self-evaluation was conducted by City staff and reviewed by MEDC as the first step of the process.

Mr. Dame introduced Elizabeth King, an RRC planner with MEDC, who shared and reviewed a summary of the review of the City’s submittal. Ms. King explained the process of the assistance program which aims to help communities incorporate best practices in planning, zoning, and economic development to encourage redevelopment and new investments. The baseline report completes a key step in the RRC process. Ms. King noted that the City’s existing practices already align with 32% of the RRC Best Practices and the City is partially aligned with another 50% of the Best Practices. Ms. King presented additional details regarding the report, reaching certification and the next steps, which would include adopting a resolution to proceed with RRC. Ms. King answered Council questions regarding the report.

REDEVELOPMENT READY COMMUNITIES RESOLUTION

Motion by Council Member Williams, second by Council Member Thomas, that the following resolution be adopted:
RESOLUTION TO PROCEED WITH IMPLEMENTATION OF THE REDEVELOPMENT READY COMMUNITIES PROGRAM

WHEREAS, the City of Grosse Pointe wishes to promote future investment and redevelopment of the City, and

WHEREAS, the City of Grosse Pointe includes within its boundaries properties that present opportunity for redevelopment, and

WHEREAS, the City continues to strive for a streamlined and business-friendly planning and development process

WHEREAS, the City of Grosse Pointe City Council has previously approved a resolution initiating the Michigan Economic Development Corporation review process for participating in the Redevelopment Ready Communities (RRC) program, and

WHEREAS, the City of Grosse Pointe desires to achieve RRC certification by implementing best practices and recommended strategies for development, and

WHEREAS, after review of the RRC Report of Findings, the City of Grosse Pointe is willing to complete the outlined tasks,

NOW THEREFORE BE IT RESOLVED, that the City of Grosse Pointe authorized the implementation of the recommendations made by MEDC that are necessary for the City to attain RRC certification.

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

MOTION CARRIES.

2021 ROAD IMPROVEMENTS

The proposed rolling year road improvement plan has been updated and extended to a six-year projection. This road improvement plan is made possible by the voter approved 15-year, 2.5 mill road improvement levy. The six-year plan denotes both the fiscal year the work will be charged to and the calendar year the work will be done. The 2021 projects will be the seventh year of the Road Improvement Program. Only the 2021 projects are proposed to be approved for preparing the bid specs at this time.

The projects proposed to be completed in calendar year 2021 are:

Rivard – Kercheval to Waterloo; Rivard Waterloo to 270 ft. north of Waterloo; Rivard – Jefferson to Maumee; Charlevoix – Loraine to Neff (funded by the Highway Fund Major Road account); Loraine – Mack to Waterloo (funded from the Utility Fund as that entire street will undergo a complete sewer replacement).

Motion by Council Member Thomas, second by Council Member Walsh, to approve the 2021 Road Improvement Plan.

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

MOTION CARRIES.
APPOINTMENTS TO HISTORIC DISTRICT STUDY COMMITTEE

The City Council authorized a study of whether to create a local historic district in and near the neighborhoods zoned estate residential. Under State law for creating such districts, this review requires the formation of an historic district study committee to review historic district expert reports, take public comment and make a recommendation to City Council for further review and action. After a review of the applications received, the following appointments are made by the Mayor, subject to the consent of the City Council:

Dale Scrace, Chair
George Bailey (representative of Grosse Pointe Historical Society)
Kay Burt-Willson
Brian Connors
Julie Jones
Bob Lucas
Terri Steimer
Anne Eatherly, alternate

It was noted that the committee, along with the historic preservation consultant, would begin meeting monthly in January 2021 with the expectation of completion of their work by May 2021. If one of the people are not able to meet these commitments, Anne Eatherly will be next in line for serving on the Committee.

Motion by Council Member Stempfle, second by Council Member Williams, to confirm the Mayor’s appointments to the Historic District Study Committee.

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

MOTION CARRIES.

PUBLIC COMMENT

Debra Brady, 586 Neff Rd., expressed appreciation for The Village holiday decorations and stated that the effort was much needed this year to brighten resident spirits due to the ongoing pandemic.

STAFF REPORTS

Public Service Director Randazzo reported on the completion of personnel training for the new Hi-Lo equipment. He stated that staff is looking forward to winter in the new facility. City Manager Dame reported on the Mack Avenue Planning Study session to be held on December 15, 2020.

COUNCIL COMMENT

The City Council commented on the following topics:
- Appreciation was expressed to the candidates who volunteered for the Historic District Study Committee.
- Appreciation was expressed to the Finance Director for her work on the annual audit.
- Holiday greetings were expressed to all, and encouragement to shop local.

On Motion, the meeting was adjourned at 8:28 p.m.

________________________________
Julie E. Arthurs, City Clerk
City of Grosse Pointe
**Title:** Approval of Invoices – Confirming  
**Date:** January 11, 2021

**Summary:** The following invoices are submitted for review:

- **a) McKenna**  
  - Planning Services, November 2020, $6,166.25
- **b) Indian Summer**  
  - Compost Disposal, November 2020, $13,808.63
- **c) JB Contractors, Inc.**  
  - Elworthy Park Handicap Ramp Install, Estimate #1, $22,004.33
- **d) GFL**  
  - Recycling, January 2021, $10,200.00
- **e) Great Lakes Water Authority**  
  - Sewer Charges, December 2020, $74,500.00
- **f) Plante Moran**  
  - Annual Audit, Final Bill, $5,800.00

**Financial Impact:** $132,479.21

**Recommemntation:** 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.

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

**Prepared By:** Kim Kleinow  
**Title:** Finance Director/Treasurer
Ms. Kimberly Kleinow  
Finance Director/Treasurer  
City of Grosse Pointe  
17147 Maumee  
Grosse Pointe, MI 48230

December 15, 2020  
Invoice No: 20265B - 50

Project: 20265B  
Grosse Pointe Continuing Professional Services

Professional Services from November 1, 2020 to November 30, 2020

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<td>17200 Mack Site Plan Review #1 - .12 acre</td>
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<tr>
<td>Site Plan Review - $650 + $75/acre</td>
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Total: $880.00
OTHER

Review, research, and respond to client and applicant inquiries for pre-application planning and zoning tasks, including: 17108 Mack compliance memo, 17200 Mack, 17212 Mack zoning inquiry, and 250 Washington; phone call with City Attorney re: placement of utility poles and review of ordinance standards; review and finalize public notices for 17200 Mack special land use hearing. Begin drafting Annual Planning Report and 2021 Work Program.

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Mack Avenue Zoning Updates

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<td>Plan first stakeholder meeting, draft copy for flyers, and finalize stakeholder meeting invite.</td>
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<td>Senior Planner</td>
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Not To Exceed

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Zoning Amendment - Residential Unit Sizes

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BS&A Implementation

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Prepare for and attend implementation meeting with City staff and BS&A representatives on November 12, 2020.
Review of PZE processes and inputs, and revision of BS&A inputs.

Total $297.50

Invoice Total $6,166.25

THANK YOU. PLEASE REMIT TO ABOVE ADDRESS.
# Statement

**DATE**

12/3/2020

## Indian Summer Recycling

**BILL TO**

Grosse Pointe City
17147 Maumee
Grosse Pointe City, MI 48230

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**AMOUNT DUE**

$13,808.63

(586) 725-1340  5877 Bethuy Road  Casco Twp., Michigan 48064

Page 1

Yuli Velorplisous
1-15-2020

Solid Waste
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AMOUNT DUE

$13,808.63
December 1, 2020

Pete Randazzo  
Public Service Department Supervisor  
City of Grosse Pointe  
17147 Maumee Avenue  
Grosse Pointe, Michigan 48236

Reference: Elworthy Park Handicap Ramp Installations (2020 CDBG Project)  
City of Grosse Pointe  
AEW Project No. 0155-0211

Dear Mr. Randazzo:

Enclosed please find Construction Pay Estimate No. 1 for the above referenced project. For work completed through November 29, 2020, we recommend issuing payment for the Net Earnings this Period (see Page 2) in the amount of $22,004.33 to JB Contractors, Inc., 2933 Military Street, Detroit, Michigan 48209

If you have questions or require additional information, please feel free to contact our office.

Sincerely,

[Signature]

R. Ryan Kern, PE  
Project Manager

cc: JB Contractors, Inc.
**INVOICE**

INVOICE NUMBER: 0047514762  
INVOICE DATE: 12-13-20  
SERVICE PERIOD: JANUARY

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**Total New Charges**  
10,200.00

**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.

CUSTOMER ACCOUNT #: 001661539  
INVOICE NUMBER: 0047514762  
PAYMENT DUE: UPON RECEIPT  
TOTAL AMOUNT DUE: $20,725.00

Amount Enclosed $  

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 1-844-464-3587. 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

9650854-6106-11 8106 1 AB 0.419 17  

GFL ENVIRONMENTAL  
22001 HOOVER RD  
WARREN, MI 48089-2554

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

0047514762001661539000102000000020725007000
CITY OF GROSSE POINTE
BONNIE KLOBUCAR, ACCT. PAY
17147 MAUMEE AVE
GROSSE POINTE, MI 48230

PENDING BILL

PREVIOUS BALANCE $74,500.00
ADJUSTMENTS AND PAYMENTS APPLIED $74,500.00

CURRENT CHARGES
12/01/2020 - 12/31/2020

SEWAGE MONTHLY FIXED CHARGE

PREVIOUS AMOUNT DUE $0.00

TOTAL DUE $74,500.00

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

AMOUNT REMITTED $
INVOICE

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

Date: December 18, 2020
Client No: 69235
Invoice No: 1933984
Page: 1

For Professional Services Rendered

Final bill in connection with the June 30, 2020 basic financial statement audit.

Balance Due 5,800.00 USD

Remittance Information:

Check: Plante & Moran, PLLC
16000 Collections Center Drive
Chicago, IL 60693

Bank Routing/ABA#
Bank Address
Account Number
Account Name

Wire Transfer: Bank of America
026009593
100 West 33rd Street
New York, NY 10001
989090003
Plante & Moran, PLLC

ACH: Bank of America
071000039
1401 Elm Street 2nd Floor
Dallas, TX 75202
989090003
Plante & Moran, PLLC

101-201-808 (KM)
**TITLE:** Cooperative Agreement with Wayne County for CDBG program  
**DATE:** January 11, 2021

**SUMMARY:** Every three years, cities are asked to renew the agreement with Wayne County to receive federal CDBG funds through them if they are not large enough to be entitled to a direct allocation. For at least the last 15 years, Grosse Pointe has participated in this program through Wayne County. The alternative is to compete statewide for a small cities CDBG funded grant program administered by the State of Michigan.

City staff researched the opportunities for funding through the State’s program. The State’s program changes its focus regularly. Some years it is for streetscape projects, others for façade programs, sometimes for capital improvement projects, or other activities that meet the federal objectives for the CDBG funds. Staff contacted MEDC officials, the agency that administers the program, and discussed the parameters and likelihood of funding for various programs typically offered. A significant hindrance in qualifying for the state program is that no area of the City is considered low to moderate income which is a requirement for many types of activities funded by CDBG. The state program is also quite competitive.

With Wayne County, given that the City of Grosse Pointe of Grosse Pointe is guaranteed an annual allocation of $20,000 a year, and the Grosse Pointes are guaranteed a large, jointly agreed upon project of up to $250,000 every five years. In 2020, these funds were allocated by the City for senior services for Grosse Pointers. It is quite possible that the City would either not qualify for or be awarded a grant from the State of Michigan program over that same period.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Staff recommends continuing to work through Wayne County CDBG program for another three years and approve execution of the attached agreement with Wayne County

**PREPARED BY:** Peter Dame  
**TITLE:** City Manager
URBAN COUNTY
COOPERATIVE AGREEMENT
FOR THE
FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

THIS URBAN COOPERATIVE AGREEMENT is made and entered upon execution by and between [COMMUNITY], State of Michigan, hereinafter referred to as the “Community”, and the County of Wayne, Charter County of the State of Michigan, hereinafter referred to as the “County”.

MUTUAL UNDERSTANDINGS

A. The Federal Housing and Community Development Act of 1974, as amended (the “Act”), provides to certain “urban counties” (as that term is defined in the Act) of funds for community development purposes.

B. The County has been designated as an “urban county” within the meaning of the Act and is authorized to make funds available to certain communities within its boundaries, provided that it first obtains cooperative agreements with such communities.

C. The County and Community are entering into this cooperative agreement (“Agreement”) to satisfy the requirements of The Urban County Act and the Act which covers both the Community Development Block Grant Entitlement Program and, where applicable, the HOME Investment Partnership program; and

D. This Urban County Cooperative Agreement replaces and supersedes any previous cooperative Agreement and any subsequent amendments.

NOW THEREFORE, the Community and County do hereby promise and agree:

1. The Community may not apply for grants from appropriations under Small Cities or State CDBG programs for fiscal years during the period in which it is participating in the urban county’s CDBG program.

2. The Community may not participate in a HOME consortium except through County, regardless of whether County receives a HOME formula allocation.

3. The County shall have final responsibility for selecting Community Development Block Grant (and HOME, where applicable) activities and annually filing a Consolidated Plan with HUD.

4. The County will, on behalf of the community, execute essential Community Development and Housing Assistance applications, plans, programs and projects eligible under the Housing and Development Act of 1974 as amended.
5. The Community and County will cooperate to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities, specifically urban renewal and publicly assisted housing.

6. The Community and the County will take all actions necessary to assure compliance with the County's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, and Section 3 of the Housing and Urban Development Act of 1968, and all other applicable laws; that the County is prohibited from funding activities in or in support of any cooperating unit of general local government that does not affirmatively further fair housing within its own jurisdiction, or that impedes the County's actions to comply with the county's fair housing certification; and that funding by the County is contingent upon the Community's compliance with the above.

7. The Community has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstration; and a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

8. The term of this Agreement shall commence on July 1, 2021, the beginning date of the first year of the new Urban County Qualification Period and will end on June 30, 2024. This term covers Federal Fiscal Years 2021, 2022, and 2023. The period of time of this Agreement shall be automatically renewed in successive three-year qualification periods, unless the County or the Community provides a written notice it elects not to participate in a new qualification period. A copy of this notice must be sent to the HUD State Office by the date specified in HUD's Urban County Qualification Notice for the next qualification period; further the County will notify the Community in writing of its rights to make such election by the date specified in HUD's Urban County Qualification Notice.

9. The automatic renewal periods elected by the parties shall commence from the qualification period defined above.

10. Failure by either party to adopt an amendment to this Agreement incorporating all changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice applicable for a subsequent three-year urban county qualification period, and to submit the amendment to HUD as provided in the Urban County Qualification Notice applicable for a subsequent three-year urban county qualification period, and to submit the amendment to HUD as provided in the Urban County Qualification Notice, will void the automatic renewal of such qualification period.

11. This Agreement remains in effect until the CDBG (and HOME where applicable) funds and income received with respect to activities carried out during the three-year qualification period (and any successive qualification periods under this automatic renewal provision) are expended
and the funded activities completed, and that the County and Community may not terminate or withdraw from this agreement while this agreement remains in effect.

12. The Community shall inform the County of any income generated by the expenditure of CDBG funds received by the Community.

13. Any such program income generated by the Community must be paid to the County, unless at the County’s discretion, and the Community may retain the program income as set forth in 24 CFR 570.503.

14. Any program income the Community is authorized by the County to retain may only be used for eligible activities approved by the County in accordance with all CDBG requirements as may then apply.

15. The County has the responsibility for monitoring and reporting to HUD on the use of any such program income, thereby requiring appropriate record keeping and reporting by the Community as may be needed for this purpose.

16. In the event of close-out or change in status of the community, and program income that is on hand or received subsequent to the close-out or change in status shall be paid to the County.

17. The Community shall provide timely notification to the County of any modification or change in the use of the real property from that planned at the time of acquisition or improvement including disposition.

18. The Community shall reimburse the County in the amount equal to the current fair market value (less any portion of the value attributable to expenditures of non-CDBG funds) or real property acquired or improved with Community Development Block Grant funds that is sold or transferred for the use which does not qualify under the CDBG regulations.

19. The community shall return to the County program income generated from the disposition or transfer or real property prior to subsequent to the close-out, change of status or termination of the cooperation agreement between the County and the Community.

20. The terms and provisions of this Agreement are fully authorized under State and local law, and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing.

21. Pursuant to 24 CFR 570.501 (b), the Community is subject to the same requirements applicable to sub-recipients, including the requirement for a written agreement set forth in 24 CFR 570.503.
22. The Community will remain in Wayne County’s Urban County programs for an indefinite period of time or until such time it is in the best interest of this Community to terminate the Cooperation Agreement.

23. Community may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of local government, Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits, or non-Federal considerations, but must use such funds for activities eligible under Title I of the Act.

[SIGNATURES ON NEXT PAGE]
EXECUTION

IN WITNESS WHEREOF, the Community and County have by resolutions authorized this URBAN COOPERATIVE AGREEMENT to be executed by their respective officer's thereunto as of the day and year first above written.

COUNTY OF WAYNE

By: ___________________________
Warren C. Evans
Its: Chief Executive Officer

[COMMUNITY]

By: ___________________________

Its:

CERTIFICATION BY COUNTY CORPORATION COUNSEL

As Principal Attorney for the Corporation Counsel for the County of Wayne, I hereby certify that the terms and provisions of the foregoing URBAN COOPERATIVE AGREEMENT are fully authorized under existing State and local law and that the agreement provides full legal authority for the County to undertake or assist in undertaking essential community renewal and lower income housing assistance activities, specifically urban renewal and public-assisted housing in cooperation with local units of government.

Dated: Dec 22, 2020

By: ___________________________
Haaris Ahmad
Principal Attorney, Tax and Real Estate
Wayne County Corporation Counsel
**Council Meeting**  
**January 11, 2021**

**TITLE:** Resolution extending the moratorium on demolition permits for primary dwellings and coach houses and building permits for new dwellings in the E-R Zoning District

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**SUMMARY:** Out of concern for retaining the historic character of the neighborhoods in residential zoning district (E-R), City Council approved a moratorium on issuance demolition permits for primary dwellings and coach houses in that district. In addition, the resolution approved by Council placed a moratorium to the issuance of new dwelling building permits. The moratorium was intended to allow the City to evaluate whether to establish a historic district as a means to preserve the large historic homes found in the E-R district. It would also allow the City Council to evaluate whether to establish design standards should be adopted to ensure any new buildings or major exterior renovations retain the character of those neighborhoods.

The City has undertaken a historic district review process for the estate areas. A historic resource survey has been completed and draft report will be presented to the newly established Historic District Study Committee later this week. The Committee’s work will take until May to finish at which time the Council will consider their recommendations for a historic district and design standards. Given the importance of the City’s Master Plan stated goal of maintaining the historic character of the area since designated by zoning as the estate residential district (E-R), the City should extend the moratorium to temporarily preclude any of the historic estate homes from being torn down and from being replaced with new homes that are not in keeping with the traditional character of that district. It should also extend the moratorium to continue to prevent any new homes from being built.

Given that the historic resource survey has indicated that there are no historic buildings on Elmsleigh, Stratford or Wellington Place, staff recommends modifying the moratorium to lift the restrictions on demolition and new construction permits on those specific streets.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Staff recommends approval of the attached resolution extending the moratorium except on Elmsleigh, Stratford and Wellington Place

**PREPARED BY:** Peter Dame

**TITLE:** City Manager
Memorandum

TO: Grosse Pointe City Council
    Julie Connochie, AICP
FROM: John Jackson, AICP
SUBJECT: Consideration of a Moratorium Extension on Demolition of Primary Dwellings and Coach Housing and New Building Permits in the Estate Residential (E-R) District
DATE: January 8, 2021

On July 20, 2020, the City Council passed a resolution to establish a moratorium on total and partial demolition permits for primary dwellings and coach houses, as well as building permits for new dwellings, in the Estate Residential (E-R) District. This resolution will expire on January 20, 2021. We recommend the Grosse Pointe City Council extend the Estate Residential (E-R) moratorium for an additional six (6) months, for the following reasons.

The moratorium was originally enacted to protect the historic resources within and unique character of the E-R district while the City considered more appropriate standards to regulate rehabilitation and new development in the district. While a moratorium is meant to be a temporary stay on development, it may be extended while the City continues to study a proposed historic district. The City has appointed Kidorf Preservation Consultants and a Historic District Study Committee to lead this effort. However, this study is not expected to conclude until Spring 2021, well after the current moratorium expires. Additionally, it is anticipated that additional time will be needed following the conclusion of the study to adopt appropriate development regulations. At this time, several areas within the E-R district have already been identified as not being of significant historical value; we would support removing these portions of the E-R district from the extended moratorium.

More importantly, the City has continued to receive requests for new building permits and partial demolitions within the E-R district while the moratorium has been in effect. As such, the threat of potential or pending work to cause irreparable harm to resources located within the proposed historic district continues to exist as long as the City has not enacted regulations to protect and preserve resources within the proposed historic district. The City Council must find that this threat is still present in order to extend the moratorium, in accordance with P.A. 169 of 70, "Local Historic Districts Act."

A draft of the proposed moratorium extension resolution is enclosed for your consideration. We will be present at the January 11, 2021 City Council meeting to discuss this issue with you further and to answer any questions.
CITY OF GROSSE POINTE
RESOLUTION

WHEREAS, on July 20, 2020, the City of Grosse Point Council adopted a Resolution establishing a moratorium on demolition permits and building permits in the Estate Residential District (E-R) in connection with the City’s consideration of establishing historic district building regulations; and

WHEREAS, the City of Grosse Pointe City Council found it in the interest of the public welfare, the value of property, and the preservation of the quality of living in Grosse Pointe to adopt the moratorium as a means to preserve the historical integrity of the Estate Residential (E-R) District; and

WHEREAS, the City of Grosse Pointe continues to consider establishing an historic district in accordance with Act 169 of Michigan Public Acts of 1970; and

WHEREAS, the City of Grosse Pointe continues to consider other methods to encourage the preservation of the City’s historic assets within the E-R District including zoning and design standards; and

WHEREAS, pending and potential work will cause irreparable harm to resources located within the proposed historic district; and

WHEREAS, the City Council desires that no primary dwellings or coach houses currently within the E-R District be demolished prior to July 20, 2021, except that the City has determined that the dwellings and coach houses on Elmsley Lane, Stratford Place, and Wellington Place do not have historic value and should not be included in the historic district;

NOW THEREFORE, IT IS RESOLVED BY THE CITY OF GROSSE POINTE AS FOLLOWS:

1. That the City of Grosse Pointe directs Peter J. Dame and the City Building Official to issue no demolition permits for primary dwellings and coach houses or building permits for new dwellings within the Estate Residential (E-R) district during the period of January 20, 2021 thru July 20, 2021; provided that demolition permits and building permits may be issued with respect to dwellings and coach houses located on Elmsley Lane, Stratford Place, and Wellington Place.

Motion by ____________________________ second by ____________________________ to adopt the resolution as presented at a regular meeting of the City Council, City of Grosse Pointe held on January 11, 2021.

Ayes:
Nays:
Absent:
January 8, 2021

City Council / Planning Commission
City of Grosse Pointe
17147 Maumee
Grosse Pointe, MI 48230


As required per Public Act 33 of 2008, as amended, the “Michigan Planning Enabling Act,” Section 125.3819(2), “A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.” We have prepared and respectfully submit the following report to the City Council, which complies with the necessary statutory requirements. In addition, we have outlined a proposed work plan for the coming year based on the Council’s previously stated strategic planning goals.

PLANNING COMMISSIONERS
In the City of Grosse Pointe, the City Council acts as the Council, Planning Commission, and Board of Zoning Appeals, and includes the following members:

1. Sheila Tomkowiak, Mayor
2. Chris D. Walsh
3. Daniel J. Williams
4. Donald Parthum, Jr.
5. John Stempfle
6. Maureen Juip
7. Terence Thomas

MEETINGS
The City Council met a total of fifteen (15) times in 2020. Meetings are typically scheduled for the third Monday of the month. All meetings were held in compliance with the Open Meetings Act, PA 267 of 1976, as amended, first by Governor Whitmer through Executive Order, then by the Michigan State Legislature through PA 226 of 2020, which allowed the Council to meet virtually during the COVID-19 pandemic.

1. January 13, 2020
2. February 10, 2020*
3. April 20, 2020
4. May 11, 2020 (Special Meeting)
5. May 18, 2020
6. June 15, 2020
7. July 20, 2020*
8. August 17, 2020
9. September 1, 2020 (Workshop)
10. September 21, 2020
11. October 12, 2020 (Workshop)
12. October 17, 2020 (Workshop)
13. October 19, 2020*
14. November 16, 2020*
15. December 14, 2020*

*Denotes meetings with Planning Commission discussion or action
REVIEWS

The applications that were reviewed by the Planning Commission in 2020 are listed below, as well as zoning amendments and special planning projects undertaken by the City in the past year.

Administrative Sign Reviews
1. **17150 Kercheval Avenue** (Panera, Projecting Blade Sign) – Approved – February 27, 2020
2. **17120 Kercheval Avenue** (CVS, Wall Signs & Projecting Blade Signs) – Approved, subject to submission of awning improvements – April 16, 2020
3. **17114 Kercheval Avenue** (Campus Shop, Wall Sign & Projecting Blade Sign) – Approved with modifications – March 12, 2020
4. **17110 Kercheval Avenue** (Apple Blossom Baby, Wall Sign) – Approved – March 13, 2020
5. **17624 Mack Avenue** (Burger Pointe, Wall Sign) – Approved – September 16, 2020
6. **17112 Kercheval Avenue** (Small Favors, Wall Sign & Projecting Sign) – Approved – October 13, 2020
7. **17116 Kercheval Avenue** (Grosse Pointe Geek, Wall Sign) – Denied – October 20, 2020

Site Plan Reviews
1. **589 St. Clair Avenue** (Elworthy Field Recreational Community Building, Site Plan Review) – Conceptual Approval – June 15, 2020
2. **16906 Kercheval Place** (Vacant, Façade Renovation – Site Plan Review) – Approved, subject to the conditions recommended by McKenna – July 20, 2020
3. **17200 Mack Avenue** (The Corner Studio, Site Plan Review) – Approved, subject to conditions in Planner’s letter, except as modified to allow for white brick façade – December 14, 2020

Special Land Use Reviews
1. **16909 Kercheval Place** (F45 Fitness Center, Special Land Use Review) – Approved, subject to the conditions recommended by McKenna – February 10, 2020
2. **17200 Mack Avenue** (The Corner Studio, Special Land Use Review) – Approved – December 14, 2020

Lots Splits
1. **250 Washington Road** (E-R: Estate Residential, Lot Split Review) – Approved – May 18, 2020

Variances (Board of Zoning Appeals)
1. **14 Donovan Place** (R-1A: Single-Family Residential, Variance) – No Variance Required, Application Withdrawn – April 30, 2020
2. **11 Sycamore Lane** (R-1A: Single-Family Residential, Variance) – No Variance Required, Application Withdrawn – October 1, 2020

Mechanical Equipment Location Petition
1. **550 Cadieux Road** (R-T: Residential Terrace, Mechanical Equipment Location Petition) – Approved – May 18, 2020
2. **37 Cranford Lane** (RT: Residential Terrace, Mechanical Equipment Location Petition) – Approved – November 16, 2020
Ordinance Amendments
1. **Sections 90-297, 298 – Permitted Uses and Uses Permitted after Special Approval (C-2):** Amendment to fitness center use standards within the C-2 district – Adopted February 10, 2020
2. **Section 90-351, Minimum Residential Unit Sizes:** Amendment to permitted minimum unit sizes in all districts that permit multi-family uses – Adopted with correction identified by City Planner to change “square footage” to “floor area” – November 16, 2020

**MACK AVENUE CORRIDOR IMPROVEMENT PLAN**
The Mack Avenue Corridor Improvement Plan was Phase II of an ongoing planning process to create a shared vision for Mack Avenue and identify specific recommendations that will implement that vision. The plan, completed in 2020, was the result of a multi-jurisdictional partnership between the Cities of Detroit, Grosse Pointe, Grosse Pointe Farms, Grosse Pointe Park, and the Eastside Community Network (ECN). Phase II focused on the segment of Mack Avenue from Cadieux to Moross. Through existing conditions analysis and stakeholder engagement, a Corridor Improvement Framework and Implementation Plan were created. The Framework provided a unified set of policies and recommended zoning, street improvement, streetscaping, branding, and economic development strategies for Mack Avenue, as well as four focus area concepts showing how key sites on the corridor might transform using the principles in the Planning Framework. Strategies focused on both physical improvements as well as those actions that will promote continued investment in the corridor.

McKenna presented the final plan to the Grosse Pointe City Council on October 19, 2020. The Council accepted the plan, and directed staff to undertake the following implementation recommendations:

- Establish a Corridor Improvement Authority to ensure continued intergovernmental cooperation from the plan participants and to support and guide the implementation efforts.
- Begin design, planning and identifying funds for a unifying streetscape design featuring green infrastructure for the corridor.
- Coordinate zoning changes to help spur mixed use investment and commercial activity on Mack Avenue and to better coordinate the zoning approaches between cities on the corridor to create a unified corridor.
- Create a Commercial Rehabilitation District or financial incentives to help achieve the goals of the rezoning, as next steps for implementation.

**HISTORIC DISTRICT STUDY**
The City's Master Plan identifies a number of objectives to protect and strengthen the viability and quality of residential neighborhoods throughout the City, particularly those of historic value. In 2005, the City created a new Estate Residential (E-R) district that included many of the City’s remaining historic homes, with the intent to “encourage reinvestment in these beautiful homes rather than facilitate their demolition by allowing the lots to be subdivided.” To achieve this intent, the City adopted special zoning standards for the maintenance of accessory structures, building heights, lot sizes, lot coverage and setbacks that reflected the unique character of the district. Over time, these zoning standards have become less effective in protecting the City’s historic assets. In response, the City began to explore additional preservation tools, focusing on the E-R district and other nearby areas. On July 20, 2020, the City Council adopted a resolution to establish a moratorium on total and partial demolition permits for primary dwellings and coach houses, as well as building permits for new dwellings in the E-R District. Shortly after, the Council appointed a historic preservation consultant, Kidorf Preservation Consulting, to conduct an inventory of historic assets within the City, and created a Historic District Study Committee. Together, Kidorf and the Study Committee will develop a report recommending the creation of a historic district or districts within the City, to be presented at a public hearing. This work is expected to continue into 2021.
MASTER PLAN IMPLEMENTATION

The City’s Master Plan has a detailed implementation section and the City has been working diligently to make progress on the implementation plan. The following chart is a summary of the status for the elements in the implementation section of the master plan. The MEDC also recommends that the status of the Master Plan Implementation be published annually to meet their RRC best practices.

<table>
<thead>
<tr>
<th>Future Land Use Changes</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Review of Current Zoning Ordinance</td>
<td>Ongoing / Mack Ave in-progress</td>
</tr>
<tr>
<td>Create New Residential Standards</td>
<td>Complete / Historic District Study (E-R and other districts) in-progress</td>
</tr>
<tr>
<td>Create Healthcare District</td>
<td>Complete</td>
</tr>
<tr>
<td>Rezone properties according to Future Land Use Plan</td>
<td>Ongoing / Mack Ave in-progress</td>
</tr>
<tr>
<td>Expand the Village area to increase opportunities for development</td>
<td>Complete</td>
</tr>
<tr>
<td>Identify preferred location for parking structure and construct new structure</td>
<td>Complete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions/Projects Related to Circulation Improvements</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop specific standards for access management</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Establish truck routes and make necessary improvements</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Evaluate traffic calming techniques for various applications</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Monitor Traffic patterns of major traffic generators</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Implement sidewalk improvement program</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Designate “Gateway” points of entry into City</td>
<td>New signage has been installed</td>
</tr>
<tr>
<td>Establish design standards for Fisher Road and Mack Ave. Streetscapes</td>
<td>Fisher Road – Done Mack Avenue – Done</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions/Projects Related to Community Facilities</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disperse parking currently on potential DPW site</td>
<td>Complete</td>
</tr>
<tr>
<td>Notify property owners along Lakeland of desire to expand park</td>
<td>To be reconsidered</td>
</tr>
<tr>
<td>Prepare and adopt 5-year recreation plan</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Apply for Recreation Improvement Grants from DNR</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Develop 5-year CIP</td>
<td>Complete</td>
</tr>
</tbody>
</table>

In addition, the City completed construction on the new Public Safety Building on Mack Avenue. The location and design of the building further the goals and objectives of the Master Plan, and is intended to improve service, provide strong public presence on Mack Avenue, and further promote investment on Mack Avenue.
Proposed 2021 Work Plan

The Grosse Pointe City Council participated in a workshop on September 1, 2020 to identify priorities for 2021, which include the following planning projects. In addition to the larger projects below, we recommend the City continue to evaluate and make smaller updates to the Zoning Ordinance as the need for such changes arises.

**MACK AVENUE ZONING UPDATES**

This effort began in December 2020, and is expected to continue into 2021. The zoning updates will be completed in six tasks. Two stakeholder meetings will be conducted during the process to educate the community about the Mack Ave Plan and seek feedback on zoning changes on Mack. In addition, monthly meetings with the Mack Avenue Strategy Committee and Joint Planning Meetings with the Cities of Detroit and Grosse Pointe Farms are planned to continue the multi-jurisdictional partnership into zoning implementation. The proposed schedule for this scope of work is approximately 6 months, and is expected to conclude in late Spring 2021.

**HISTORIC DISTRICT STUDY**

The September 21, 2020 City Council meeting authorized the execution of a Historic District Study Area and Study Commission and hired Kidorf Preservation Consulting to lead this effort. This work will continue into 2021. The Council appointed a Historic District Study Committee on December 14, 2020, who will work with consultants in completing study and providing City Council recommendations regarding the creation of a historic district (or multiple districts). This work is expected to conclude within the first half of 2021. If the City Council decides to create a historic district, this action should include a set of historic district guidelines or design guidelines to guide rehabilitation and new construction within historically-significant areas of the City.

**REDEVELOPMENT READY COMMUNITIES (RRC) CERTIFICATION**

The State of Michigan requires all cities to go through the Redevelopment Ready Communities (RRC) Certification process to become eligible for any MEDC assistance for development projects. The City initiated the RRC Certification program in 2019. At the December 14, 2020 City Council meeting, Elizabeth King, Senior Redevelopment Ready Communities Planner at the MEDC, presented an RRC Evaluation report, which included a series of items the City of Grosse Pointe must accomplish to receive RRC Certification. From that evaluation, we have identified two key planning projects for 2021, outlined below.

**Master Plan Update**

The MPEA requires the City to update its master plan every five years; the plan was last updated in 2012. The MEDC recommended several updates to the plan, that could be undertaken as an amendment or incorporated into a comprehensive update of the Plan:

- Identify priority redevelopment areas
- Develop a Zoning Plan, which recommends at least three “diverse housing types” to be permitted in the City
- Revise and expand on the existing commercial development goals and objectives to include an implementation matrix (recommended to meet requirement for an approved Economic Development Strategy)

The MPEA gives local bodies flexibility in the Master Plan update process. We recommend the City begin by undertaking a review of the current Master Plan, either during regular Council meetings or in a special workshop.
session, to determine the relevancy of the existing plan and the extent of needed changes. Following that review, the City Council may choose one of the following options for updating the plan:

1. **Option 1: Master Plan Amendment.** If only targeted changes to the Plan are needed, the City may complete a Master Plan Amendment to incorporate the desired changes. Amendments can be minor in scope, such as revising the Future Land Use Map or developing a clearer Zoning Plan, or be focused on adding completely new sections to the plan. Such sections could be focused on sub-areas (e.g., priority redevelopment areas) or specific topics (e.g., Economic Development, Green Infrastructure). If desired, this process may include a public workshop or other type of public engagement.

   *Estimated Cost: $15,000 – 22,500, plus $2,500 per public engagement*

2. **Option 2: Comprehensive Master Plan Update.** The second option would be to undertake a comprehensive update of the entire plan, based on broad public engagement. All data, policies, goals, and objectives in the Master Plan would be updated through this effort.

   *Estimated Cost: $50,000, plus $2,500 per public engagement*

In addition, the MEDC recommended that the City report its progress on Master Plan implementation annually. This information is included in this report and has been updated to reflect progress made in 2020 (see pg. 4).

**Create a “One-stop-shop” for Development Review Policies and Procedures**

The MEDC best practices emphasize having an easy-to-understand, transparent development process. We recommend the following steps to help the City meet the MEDC’s recommendations in this area:

- Publish key information online, including: primary point of contact for inquiries, Planning Commission members/structure, current fee schedule, and pre-application meeting information.
- Complete BS&A onboarding process so the City can accept online applications for planning and zoning applications and building permits.
- Update all City applications and replace all existing applications (in office and online) with the new ones.
- Create a “Development Process Overview” packet, which walks applicants through the steps for various approvals (site plan, special land use, sign permits, etc.).
- Create a system for receiving public feedback on development procedures.

We recommend amending the Zoning Ordinance as needed to align with any changes to the City’s development procedures identified through this project (e.g., submission requirements or steps in review process).

**REQUEST FOR ACTION**

In addition to these new projects, McKenna will continue to provide the highest level of customer service when working with applicants on development projects and application reviews.

Respectfully Submitted,

John Jackson   Julie Connochie
President   Principal Planner
**SUMMARY:** With the opening of the new City of Grosse Pointe Public Safety Department facility, featuring the addition of the Fire Training Tower and VirTra virtual training system, the City anticipates and plans on having increased training with the mutual aid partners. It is requested that Council approve a training agreement that will allow the City to recoup certain costs associated with that training, as well as ensure liability coverage for others when the mutual aid partners are training at City facilities. The mutual aid partners are Grosse Pointe Park, Grosse Pointe Farms, Grosse Pointe Woods, Grosse Pointe Shores and Harper Woods.

This agreement has been reviewed by the City Attorney, as well as the mutual aid partners’ counsel. If approved by City Council, the agreement will then be sent for signatures from the other cities.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** Staff recommends approval of the agreement.

**REVIEWED BY:** Peter Dame  
**TITLE:** City Manager

**PREPARED BY:** Stephen Poloni  
**TITLE:** Director of Public Safety
Intergovernmental Public Safety Training Agreement

This Intergovernmental Public Safety Training Agreement ("Training Agreement") is entered into between the CITY OF GROSSE POINTE ("City") and the CITY OF GROSSE POINTE FARMS, VILLAGE OF GROSSE POINTE SHORES (a Michigan City), CITY OF GROSSE POINTE WOODS, and CITY OF GROSSE POINTE PARK, and HARPER WOODS ("Mutual Aid Partners").

WHEREAS, the City and the Mutual Aid Partners are contiguous to one another in northeast Wayne County and each currently maintains its own separate police and fire apparatus, equipment and personnel, and

WHEREAS, it is desirable and advantageous to the City and its Mutual Aid Partners to train together and assist each other in the training of its officers, and

WHEREAS, the City has facilities and equipment capable of meeting the training goals established with its Mutual Aid Partners, and

WHEREFORE, the City and its Mutual Aid Partners desire to enhance their Mutual Aid Agreement by entering into a Public Safety Training Agreement with respect to VirTra and firefighter training as described below.

NOW, THEREFORE, pursuant to the provisions of the Urban Cooperation Act of 1967, the City and its Mutual Aid Partners agree to the following provisions:

TRAINING FACILITY

This Training Agreement shall apply to all training conducted at the City facilities that include, but are not limited to, the Fire Training Tower, Apparatus Bay or Training Room located at 17320 Mack Avenue, Grosse Pointe, MI 48320.

REIMBURSEMENT FOR COSTS

The Mutual Aid Partners agree to reimburse the City for direct costs associated with VirTra /firefighter training as defined in attached Appendix A.

LIABILITY/INDEMNIFICATION

All users of the City facilities shall comply with all federal, state and local laws and ordinances while on City property.

The parties agree that at all times and for all purposes under the terms of this Training Agreement, there is no employer-employee relationship among the parties. No liability, right or benefit
associated with any employer-employee relationship shall be implied by the terms of this Training Agreement or service performed under this Training Agreement.

The Mutual Aid Partners agree that the City shall have no liability for disability or workers’ compensation benefits, including derivative benefits, dependent benefits or other benefits related to disability and workers’ compensation benefits, for Mutual Aid Partners’ employees and, if applicable, others working on their behalf.

Each Mutual Aid Partner waives all claims against the City for compensation for any loss or damage, and/or personal injury or death occurring as a consequence of training conducted in training facilities owned or under the supervision of the City. Each Mutual Aid Partner shall be responsible for defending potential liability and potential costs of any damage to its equipment and potential liability for the death of, or injury to, its personnel, while training at the City’s facilities. Each Mutual Aid Partner shall indemnify and hold harmless the City for all costs and liability associated with defending any such claims, including attorney’s fees.

With respect to training coordinators at City facilities, each Mutual Aid Partner on behalf of itself and its employees, waives all claims against the City for compensation for any property loss or damage, and/or personal injury or death occurring as a consequence of any negligent acts, conduct, instructions or commands given by the individual that assumes the position of training coordinator at a training exercise at the City facilities.

REVOCAUTION

Any party, including the City, may withdraw from this Training Agreement upon 30 days written notice to the City. If the City is the withdrawing party, the Training Agreement shall be null and void except that the Liability and Indemnification provisions shall survive the Training Agreement.

Date: _________________

CITY OF GROSSE POINTE

By: _____________________
Its: _____________________

Date: _________________

CITY OF GROSSE POINTE
FARMS

By: _____________________
Its: _____________________
VILLAGE OF GROSSE POINTE
SHORES (a Michigan City)

Date: ____________

By: _________________
Its: _________________

CITY OF GROSSE POINTE
WOODS

Date: ____________

By: _________________
Its: _________________

CITY OF GROSSE POINTE
PARK

Date: ____________

By: _________________
Its: _________________

CITY OF HARPER WOODS

Date: ____________

By: _________________
Its: _________________
Appendix A

**VIRTRA Training**

While the City provided the original investment for the VIRTRA system, the City and its Mutual Aid Partners agreed to pay for any upgrades to the system as detailed to them prior to the purchase of the system. The City and the Mutual Aid Partners were advised by the manufacturer that after 60 months of operation, the computer system would need to be upgraded at the current cost of ten thousand dollars ($10,000.00). The City and its Mutual Aid Partners agree to share this upgrade cost equally; i.e. $2,000.00 per party based on the current estimate.

The City and its Mutual Aid Partners have trained their own officers to operate the VIRTRA system and will continue to do so going forward. If a Mutual Aid Partner does not have an officer capable of operating the system and requires an officer from the City to perform training functions, the cost of City personnel shall be paid for by the Mutual Aid Partner requiring a City officer for the training of its officers.

Other costs the Mutual Aid Partners are responsible for include but are not limited to the following:

1. Weapons that are needed that are exclusive to an individual Mutual Aid Department.
2. Incidental costs for supplies to operate the VIRTRA system such as; CO2, repair parts, etc.
3. For Mutual Aid Partners who did not purchase weapons for the exclusive use of their respective department and will need the use of City weapons, a daily rental fee for the use of the VIRTRA system will be required, and agreed upon prior to the use of the system.

**Fire Training Tower**

While the City provided the original investment for the Training Tower and the equipment to operate it, the City and Mutual Aid Partners agree to the following fees for the use of the facility:

1. Incidental costs related to operate the Tower, such as solution to produce smoke, replacement of glass if broken during training, etc. shall be shared equally among the parties; i.e., 20% each when training together or the direct cost to a department using the facility, including but not limited to manpower or material costs.
RESOLUTION OF APPRECIATION

WHEREAS, Stephen Poloni began his tenure as Public Safety Director with the City of Grosse Pointe in 2011 after a 30-year career working for the City of Grosse Pointe Shores, including serving as their Public Safety Director from 2004-2011;

WHEREAS, Steve managed the City of Grosse Pointe Public Safety Department with efficiency and developed overall cost reductions for the department. His knowledge and experience helped create opportunities to enhance cooperation and training with neighboring communities and mutual aid partners. Steve also served a dual role as Public Safety Director for both the City of Grosse Pointe and Grosse Pointe Park; under the Director of Public Safety Cost Sharing Agreement approved by both cities in 2015. This type of cooperation is a prime example of communities working together to provide the high level of service Grosse Pointe is known for.

WHEREAS, Steve continually displays the integrity and respect one looks for in a Public Safety Director. During his tenure with the City, Steve brought together a great team of officers and command staff, who now have the highest level of training in the Grosse Pointes; now

THEREFORE, BE IT RESOLVED, that the Mayor, City Council and the citizens of the City of Grosse Pointe do hereby extend their most grateful appreciation to Stephen Poloni for his ten years of dedicated public service to assure that the City of Grosse Pointe remains the safe and friendly community it is known to be; and be it

FURTHER RESOLVED, that the Mayor, City Council and City staff congratulate Steve on his new position and wish him continued success in the years to come.

Presented by City Council on January 11, 2021

Sheila Tomkowiak
Mayor