

**AGENDA OF BUSINESS**  
**REGULAR MEETING OF THE CITY COUNCIL**  
**CITY OF GROSSE POINTE FARMS**  
**MONDAY, NOVEMBER 9, 2020**

The Regular Meeting of the City Council of the City of Grosse Pointe Farms will be held virtually on Monday, November 9, 2020 at 7:00 p.m.

1. Pledge of Allegiance
2. Roll Call
3. Reading and consideration of the Minutes of the Regular City Council Meeting held on October 12, 2020.
4. Zoning Board of Appeals
  - a. A request from the owners of 1 Windward Place to grant variances to the lot coverage and side yard setback requirements to allow for an addition to a single family home.
5. Presentation of the June 30, 2020 Audit and Comprehensive Annual Financial Report (CAFR).
6. Consideration of a request from Administration to assign General Fund balance.
7. Consideration of a request from Administration to amend the Capital Projects Fund budget for the fiscal year ending June 30, 2021.
8. Presentation by MCKENNA regarding the Mack Avenue Corridor Improvement Plan.
9. Consent Agenda
  - a. Consideration of a request from the Grosse Pointe Chamber of Commerce to authorize the closure of Kercheval Avenue Friday, November 27, 2020 for the Reverse Drive-by Santa Claus Parade.
  - b. Consideration of a request from the Public Safety Department to authorize the purchase of three vehicles.
  - c. Consideration of a request from the City Controller/Treasurer to approve October 2020 invoices.
10. Reports
  - a. Receive quarterly financial report for three months ended September 30, 2020.
  - b. Receive the October 2020 Public Safety Report.
11. Other Business.
12. Adjournment.

**DERRICK KOZICKI**  
**ASSISTANT CITY MANAGER & CITY CLERK**

To comply with the Americans with Disabilities Act (ADA), Any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the ADA coordinator, [dkozicki@grossepointefarms.org](mailto:dkozicki@grossepointefarms.org), at least five business days prior to the meeting. Individuals with hearing or speech-impairments can participate in the meeting by telephone by dialing 7-1-1. Individuals who call will be paired with a Communications Assistant who will require the proper teleconference phone number and meeting ID (see below). To download and learn how to use Zoom visit [www.zoom.us](http://www.zoom.us) and read the attached instructions.

**CITY OF GROSSE POINTE FARMS  
REGULAR COUNCIL MEETING  
NOVEMBER 9, 2020**

PLEASE TAKE NOTICE that the meeting of the City of Grosse Pointe Farms City Council scheduled for November 9, 2020 starting at 7:00 pm will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19.

Public comment will be handled by the “Raise Hand” method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), Any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the ADA coordinator, [dkozicki@grossepointefarms.org](mailto:dkozicki@grossepointefarms.org), at least five business days prior to the meeting.

Zoom Instructions for Participants To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the Meeting ID number and password (also provided below) when prompted using your touch- tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

To join the videoconference:

2. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
3. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID and password provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the Meeting ID number and password (also provided below) when

prompted using your touch- tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

Administration is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting (11/09/2020)

Time: Nov 9, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85101473682?pwd=N2tlQkt6OThHRm1STlphZkFpM2hpZz09>

Meeting ID: 8510473682

Passcode: 783376

CITY OF GROSSE POINTE FARMS CITY COUNCIL  
REGULAR MEETING MINUTES  
OCTOBER 12, 2020 at 7:00 P.M.

A regularly scheduled meeting of the City Council for the City of Grosse Pointe Farms was held virtually and called to order at 7:00 p.m. on Monday, October 12, 2020, by Mayor Louis Theros.

Present: Mayor Louis Theros, Mayor Pro Tem Joe Ricci, Councilmembers John J. Gillooly, James C. Farquhar, Beth Konrad-Wilberding, Neil Sroka and Lev Wood.

Absent: None.

Also Present: Shane Reeside, City Manager, Derrick Kozicki, Assistant City Manager & City Clerk ; Debra Peck-Lichtenberg, City Controller & Treasurer; Daniel Jensen, Director of Public Safety; John Hutchins, Deputy Director of Public Safety; Matthew Baka, Director of Public Service; and William T. Burgess, City Attorney.

Mayor Theros led the Pledge of Allegiance.

**Council considered the Minutes of the Regular City Council Meeting held on September 14, 2020.**

Mayor Theros motioned to approve the Minutes of the Regular City Council Meeting held on September 14, 2020. **Motion carried.**

**Council heard a presentation from Grosse Pointe Public Library Board President Abigail Ward.**

**Council held a Site Plan Review for 260 Chalfonte Avenue for the construction of a parking lot addition.**

The applicant, Grosse Pointe Public School, was represented by Brownell Middle School Principal Rodger Hunwick, Joe Cangemi, Assoc. AIA/Project Manager at Ehresman Architects and Marc Chamberlin, AIA. Senior Architect at Ehresman Architects.

Mr. Cangemi gave a brief presentation regarding the proposed site plan for the parking lot addition at 260 Chalfonte Avenue. The applicant stated a parking study had been done since the previous meeting. Due to an 18% increase in student population due to 5<sup>th</sup> Grade being added to Brownell Middle School the requested amount of parking spaces is appropriate.

Wood asked the applicant if they aim the lighting downward.

The applicant stated yes.

Wood asked the applicant if they would include onsite storm water management in the construction.

The applicant stated they would consider it.

Sroka asked the applicant what the height of the shrubs around the parking lot would be.

The applicant stated thirty-six inches.

Theros asked the applicant if there was a lighting plan.

The applicant stated the parking lot would be lit by building mounted lights aimed downward.

Theros asked the applicant if there was a signage plan.

The applicant stated the signage would be minimal and only include essential signage.

Theros asked if the applicant would replace the trees one for one.

The applicant stated they would consider it.

Theros asked the applicant how they decided 13 spaces for the revised site plan.

The applicant stated it was a compromise between 10 and 16 spaces.

Mayor Theros opened public comment at 8:10 p.m.

Eric Gunderson, 480 Belanger stated he was not in favor of the site plan and wanted assurances the parking lot would not be used for overnight parking.

Abigail Ward, 404 Belanger, stated she was not in favor of the site plan as proposed.

Andy Dervan, 306 Fisher Road, stated he was not in favor of the site plan as proposed.

Mayor Theros closed public comment at 8:15 p.m.

Konrad-Wilberding asked the applicant if they would reduce the number of parking spaces further.

Mr. Hunwick stated they would consider 10 spaces with one handicap space.

Theros asked the applicant if the lights would be on a timer.

The applicant stated the lights will be on a timer.

Wood motioned, Gillooly seconded that the City Council approve the site plans submitted on October 5, 2020 by the Grosse Pointe Public Schools for the property located at 260 Chalfonte Avenue, the Brownell Middle School.

Approval of the site plan will allow for the development of a new 11-space parking lot, the removal of one existing tree, new lighting fixtures and new landscaping.

Approval of this amended site plan is subject to the following conditions:

1. The applicant agrees to install shielded lighting fixtures aimed to avoid casting glare towards Chalfonte and neighboring homes.
2. To address the issue of potential road salt contamination from the parking lot, the applicant agrees to enlarge the landscape bed and shift the line of the proposed shrubs west (towards the sidewalk).
3. The applicant agrees to install 36 inch Hicks Yews to screen the parking lot.

4. The City requests that if a tree is removed during construction, the applicant will replace that tree given a one-to-one ratio.

ROLL CALL VOTE: YES: Theros, Gillooly, Konrad-Wilberding, Ricci, Sroka and Wood. NO: Farquhar. ABSENT: None. **Motion carried.**

**Sroka motioned, Konrad-Wilberding seconded to adjourn the City Council and to reconvene as the Zoning Board of Appeals.**

ROLL CALL VOTE: YES: Theros, Farquhar, Gillooly, Konrad-Wilberding, Ricci, Sroka and Wood. NO: None. ABSENT: None. **Motion carried.**

**The Zoning Board of Appeals held a Public Hearing to consider an appeal to build a garage that exceeds one story and 15 feet at 348 Provencal Road.**

Chris Blake, President of The Blake Company was present on behalf of the applicant and to answer questions.

Theros asked the applicant if any trees will be removed as part of the project.

Mr. Blake stated some trees may be removed but new trees will be planted as well.

Mayor Theros opened public comment at 8:15 p.m.

No verbal or written public comment was received.

Mayor Theros closed public comment at 8:15 p.m.

Wood motioned, Gillooly seconded that the appeal of Mr. Chris Blake be granted thereby authorizing issuance of a building permit to construct a new two-story garage/accessory structure at the property in accordance with the submitted plans dated September 10, 2020.

Additional information has been provided to the Board in a memo from Matt Baka dated October 2, 2020 and a review letter from McKenna dated October 5, 2020. The Board hereby grants a dimensional variance to allow for a new structure that would be 27 feet in height according to the submitted plans.

Such variance is granted on the basis that:

1. Strict application of the Zoning Ordinance would result in a practical difficulty for the user of the property due to the lack of viable alternatives that would allow for a two-story accessory at the property that would be in general harmony and appearance with other similar accessory buildings along Provencal.
2. The lot is unique in size. To attach a new structure to the building would be very difficult.
3. The variance will result in substantial justice being done because the hardship suffered if a variance is not granted would be significant – that is the owner would be denied a benefit that is enjoyed by several other close neighbors.

4. There are no letters of objection from the neighbors and the property is effectively shielded from the street and the neighbors by mature landscaping meaning the variance will not substantially interfere with or injure the rights of others.

5. The increase in population density the variance creates will not have a substantial effect on available government facilities and on the character of the district.

6. The practical difficulty is not self-created.

ROLL CALL VOTE: YES: Theros, Farquhar, Gillooly, Konrad-Wilberding, Ricci, Sroka and Wood.  
NO: None. ABSENT: None. **Motion carried.**

**Farquhar motioned, Konrad-Wilberding seconded to adjourn the Zoning Board of Appeals and reconvene as the City Council.**

ROLL CALL VOTE: YES: Theros, Farquhar, Gillooly, Konrad-Wilberding, Ricci, Sroka and Wood.  
NO: None. ABSENT: None. **Motion carried.**

**Council considered the Consent Agenda.**

1. Consideration of the annual SMART Municipal and Community Credit Contract for FY 2021.
2. Consideration of a request from the City Controller/Treasurer to approve September 2020 invoices.
3. Approval of legal bills.

Farquhar motioned, Ricci seconded to approve the Consent Agenda.

ROLL CALL VOTE: YES: Theros, Farquhar, Gillooly, Konrad-Wilberding, Ricci, Sroka and Wood.  
NO: None. ABSENT: None. **Motion carried.**

**Council received the September 2020 Public Safety Report.**

**Other Business.**

City Manager Reeside stated that loose leaf collection has begun, this Saturday is Household Hazardous Waste Day at Pier Park and that Pier Park would host “The Great Pumpkin” event on October 24, 2020.

Theros stated that the City is aware of the excess signage on Lake Shore Road installed by Wayne County. The City is working with the County to see how the number of signs can be reduced.

Sroka informed Council that today was Indigenous Peoples Day and spoke briefly on the significance of the holiday.

Andy Dervan, 306 Fisher and Eric Gunderson, 480 Belanger spoke during public comment.

**Mayor Theros adjourned the regular meeting at 9:04 p.m.**

X

Derrick Kozicki  
Assistant City Manager and City Clerk

X

Louis Theros  
Mayor

## **MEMORANDUM**

Date: 11/2/20

To: Derrick Kozicki–Assistant City Manager/City Clerk

From: Matthew Baka – Director of Public Services

Subject: 1 Windward pl. – setback and lot coverage variance

---

### **Executive Summary**

The owner of property located at 1 Windward pl. is in the process of renovating the existing home on the site, which is in the R-1AA residential district. The applicant would like to construct a new one-story addition to the south side of the home. As proposed, the addition increase the lot coverage of the site to 26.5% with 25% permitted per the Zoning Ordinance. In addition, the proposed addition would reduce the side yard setback to 27' 5" with 30' combined required. This proposed addition does not comply with the regulations of the Zoning Ordinance. Accordingly, they are now requesting approval of necessary variances to allow for the addition to be constructed.

Approval by the Board of Zoning Appeals for a variance is required in accordance with Article XVII of the Zoning Ordinance if, in addition to the requirements of the standards set forth in the Zoning Ordinance, the following standards are met:

1. The variance is in harmony with and serves the intent and purpose of this Ordinance after considering:
  - A.The extent of the variance in relation to the requirement;
  - B.The effect, if the variance is allowed, of the increased population density produced on available governmental facilities and on the character of the district;
  - C.Whether a proposed building is in harmony with the predominant type of building in the district in size, character, location and intended use.
2. The variance will result in substantial justice being done, considering the public benefits intended to be secured by this Ordinance, the hardships or difficulties suffered if a variance is not granted, and whether the hardship or difficulty can be obviated by some method other than a variance.

3. The variance will not substantially interfere with or injure the rights of persons whose property is affected by the proposed variance.
4. The proposed variance meets the standards of Article XXV.

The requirements of Article XXV are as follows;

- a. The application is consistent and will promote the intent and purpose of this Ordinance.
- b. The proposed use or activity will be compatible with adjacent land uses, the natural environment and natural resources, and the capacities of public services and facilities affected by the proposal.
- c. The application will promote the use of land in a socially and economically desirable manner, and maintain the character of the area.
- d. The proposed use structure activity is consistent with the public health, safety, and welfare of the residents of Grosse Pointe Farms.

Please see the attached- memo from McKenna Planning Consultants for an analysis of the request. Please place this request on the next available City Council agenda for review and consideration.



**MCKENNA**

October 30, 2020

Mr. Shane Reeside  
City Manager  
City of Grosse Pointe Farms  
17147 Maumee  
Grosse Pointe, MI 48230

**ATTENTION: BOARD OF ZONING APPEALS**  
**SUBJECT: 1 WINDWARD PLACE**  
**ZONING: R-1-AA**  
**APPLICANT: PALWASHA + FAHD AHMED**

Dear Mr. Reeside:

We reviewed the application submitted by Palwasha and Fahd Ahmed, the owners of 1 Windward Place, for a variance to build a one-story addition in the R-1-AA district. We have also considered an additional variance to the required side yard setbacks, which the proposed addition would also require. The existing structure does not conform to the required rear yard setback – this condition appears to also occur elsewhere in the surrounding neighborhood. The proposed addition aligns with the existing structure in the rear yard but does not increase the degree of nonconformity.

Section 1300 of the Grosse Pointe Farms Zoning Ordinance states that the maximum lot coverage is 25% in the R-1-AA district, the required side yards must be a minimum of fifteen (15) feet each, and the total side yards must be a minimum of thirty (30) feet. The rear yard must be a total of forty (40) feet. The minimum lot size is 15,000 square feet (the subject lot is 11,000 SF).



**HEADQUARTERS**  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

O 248.596.0920  
F 248.596.0930  
**MCKA.COM**

**Communities for real life.**

## PLAN DETAILS

A written description of the variance request along with a set of review drawings was provided. The applicant proposes to construct a 13'-6" x 13'-2" one-story addition with a roof patio to the south end of the existing house. The top of the roof patio pavers align with the existing finished floor level of the existing house, 10'-10" above the existing grade. The addition is proposed to be clad in brick and stone paneling, with a glass railing on the patio. The materials and design of the addition appear to be harmonious with the existing house and the character of the surrounding neighborhood.

## REQUEST

The applicant requests the following variance, pursuant to the Zoning Ordinance:

**SEC. 1300. STANDARDS LIMITING HEIGHT, BULK, DENSITY & AREA BY LAND USE.** The applicant is requesting a variance of 1.5% from the maximum lot coverage to construct a 185 SF addition. The proposed addition would also require a variance of approximately 8" from the required southern side yard.

The table below shows the dimensional requirements for the R-1-AA District, as well as the dimensions of current conditions and resulting dimensions if the proposed accessory structure is built.

STANDARD	REQUIREMENT	EXISTING CONDITIONS	PROPOSED CONDITIONS	PROPOSED COMPLIANCE
Maximum Lot Coverage	25%	24.9%	26.5%	No
Side Yard	One: 15'	South: 24'-5" North: 13'-2"	South: Approx. 14'-2" North: 13'-2"	No
Side Yard	Total of Two: 30'	37'-7"	Approx. 27'-5"	
Rear Yard	40'	30'-2"	30'2"	No

## VARIANCE COMMENTS

Per *Section 1702* of the Zoning Ordinance, the BZA must find that "practical difficulty" has been demonstrated and make findings regarding several factors prior to acting on a proposed variance. Additional information brought forward by the Board, the applicant, and/ or during the public hearing should be incorporated into the record prior to the Board making any determination. The Ordinance outlines the following criteria for consideration in determining a variance. Our comments follow:

- The variance must be in harmony with and serve the intent and purpose of the Ordinance, considering the following:**
  - The extent of the variance in relation to the requirement.**

The variance represents a minor deviation (1.5%) from the requirement for maximum lot coverage, and a minor deviation from the required side yard.
  - The effect, if the variance is allowed, of the increased population density produced on available governmental facilities and on the character of the district.**

The variances will not produce an increased population density, nor will it require additional government resources, beyond previous and planned conditions.
  - Whether the proposed building is in harmony with the predominant type of building in the district in terms of size, character, location, and intended use.**

The building that would result from the proposal is in harmony with surrounding residences.
- The variance must result in substantial justice being done, considering the public benefits intended to be secured by this Ordinance, the hardships or difficulties suffered if a variance is not granted, and whether the hardship or difficulty can be obviated by some method other than a variance.**

The proposal is a self-created situation. However, there are not reasonable solutions to expand the footprint of the existing building without a variance.

**3. The variance will not substantially interfere with or injure the rights of persons whose property is affected by the proposed variance.**

We do not anticipate the proposed non-conformity to cause negative effects to adjacent property owners or the public at large. The addition will not impact the surrounding properties' lake views. The proposed additions are expected to increase the home value and enhance the aesthetic value of the home.

**RECOMMENDATION**

Based on the analysis in this review, we find that the proposed addition is characteristic of the neighboring properties. Proposed changes should not negatively impact the adjacent properties or the character of the block. We recommend the ZBA consider the applicant's justifications of practical difficulty to find whether a practical difficulty has been demonstrated, and thus a variance is warranted.

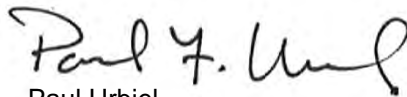
If you have further questions, please do not hesitate to contact us.

Respectfully submitted,

**MCKENNA**



John Jackson  
President



Paul Urbel  
Senior Principal Planner



**RECEIVED**

OCT 05 2020

**CITY OF GROSSE POINTE FARMS**

## ZONING BOARD OF APPEALS APPLICATION

(Please type or print legibly)

### I. Property and Applicant Information

Ia. Address of property where variance is being requested: 1 Windward Pl Grosse Pointe Farms, MI 48236

#### Ib. Applicant

Identify the person(s) requesting the variance:

Name: Palwasha + Fahd Ahmed Home Phone: 917 952 1671  
Address: 1 Windward Pl Business Phone: 313 408 4622  
M P F

#### Ic. Applicant Interest

Identify the Applicant's legal interest in the property:

- a. ☒ Property Owner b. Land Contract Vendee  
c. Purchaser by option or purchase agreement d. Lessee  
e. Other, please explain \_\_\_\_\_

#### Id. Property Owner Information

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

#### Ie. Agent

Identify any person representing the owner or applicant in this matter:

Name: Crutcher Studio Home Phone: 313-967-9920

Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

## II. Variance Justification

It is the burden of the applicant to present sufficient evidence to the Zoning Board of Appeals, which justifies the variance request. Unless the Board has enough evidence to make a determination, a variance cannot be granted. The applicant or persons acting in his/her behalf should be prepared to discuss the exact size and dimensions of the proposal, the physical characteristics of the property, and be prepared to discuss the necessity of the variance in detail. In the space below, please state the principle points upon which the appeal is made (You may attach additional sheets if necessary).

**IIa.** The Board of Appeals can only grant a variance if there are special conditions or circumstances which are peculiar to the land or structure involved and which are not applicable to the same district.

**Please identify any peculiar or unusual conditions present to justify a variance:**

The existing house was built to the maximum lot coverage per the ordinance.

---

---

**IIb.** The Board can only grant a variance if the above-described conditions do not result from the actions of the applicant.

**Explain why the above conditions should not be regarded as self created:**

The applicant was not the builder of the house.

---

---

**IIc.** The Board can only grant a variance if compliance with the provisions of the Ordinance would deprive the applicant of property rights enjoyed by others in the same district.

**Describe or identify other properties in the district enjoying the same property rights you are**

**requesting:** Other properties in similar proximity to Lakeshore Dr. enjoy an unobstructed view of the lake.

---

---

**IId.** The Board of appeals can consider evidence of hardship or quality of life if a variance is not granted.

**Please explain the hardship or practical difficulty that will result if a variance is not granted:**

The planned update to the kitchen requires more space than is available within the existing footprint of the house. The addition will also provide views to the water from the upper level of the house.

---

---

**IIe.** It is the objective of the Zoning Ordinance to establish minimum standards in the interest of public health, safety, comfort, convenience and general welfare in the City of Grosse Pointe Farms. The Board can only grant a variance if there will not be substantial detriment to the neighboring property and will not be contrary to the spirit and intent of the Zoning Ordinance.

**Explain why granting a variance will not be detrimental to the neighboring property. Also, provide information on how the impact of this project may be minimized:**

The applicant is requesting a variance of 1.5% increase in the lot coverage ratio. Granting this variance will not interfere with the views or encroach on the space of any neighboring property. The materials to be used on the addition will be the same character and color as the existing house.

---

---

### III. Request to be placed on agenda and signature

The undersigned hereby requests a review and approval of a variance from provisions of the City of Grosse Pointe Farms Zoning Ordinance as described herein and authorizes City elected officials and employees to inspect the site of the proposed work.

Further, the applicant affirms and acknowledges the following:

- That the applicant will make reasonable efforts to contact adjacent neighbors, adjacent neighbors means contiguous properties and those across the street who reasonably have a line of sight to a new building or building modification, affected by the applicant's proposal to show and discuss the proposed work prior to the public hearing date set for this appeal.
- That the granting of the appeal or other favorable decisions does not relieve the applicant from compliance with all other provisions of the Zoning Ordinance or other codes adopted by the City of Grosse Pointe Farms.
- That the applicant has legal interest in the property as described on this application.
- That the applicant will comply with any and all conditions imposed by the Board of Appeals in the granting of the requested variance or other favorable decisions.
- That the statements contained in this application and any attachments are true and correct to the best of his/her knowledge and belief.

Signature of Applicant: \_\_\_\_\_

Date: 10/05/2020

Signature of Applicant: \_\_\_\_\_

Date: 10/5/2020

**If the applicant is not the property owner, the property owner must read and sign below.**

The undersigned hereby affirms and acknowledges that he/she/they are the owner(s) of the property described in this application, and hereby authorizes the applicant to submit this application and represents the undersigned in the matter being reviewed before the Zoning Board of Appeals.

Signature of Property Owner: \_\_\_\_\_

Date: 10/5/2020

Signature of Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Project:

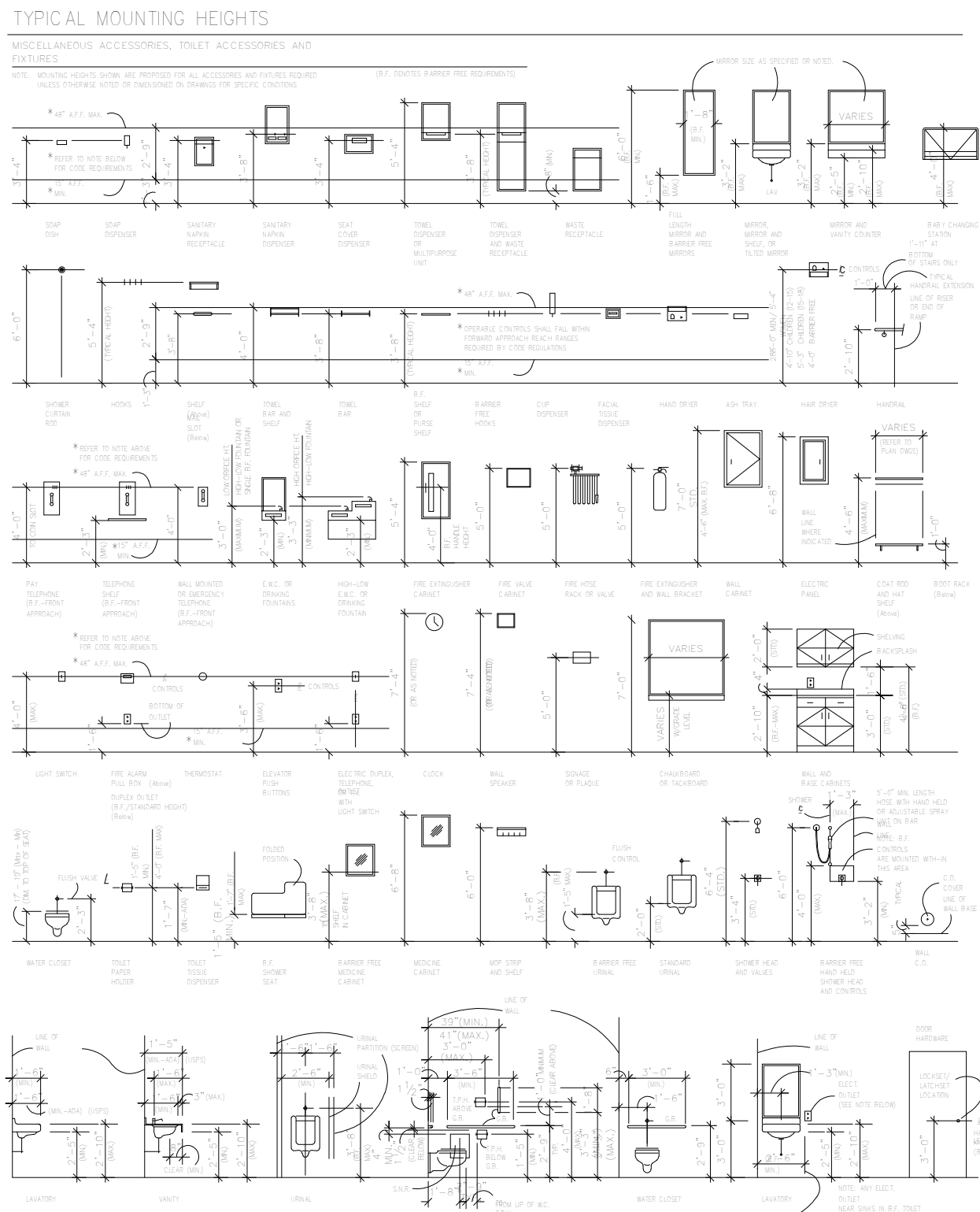
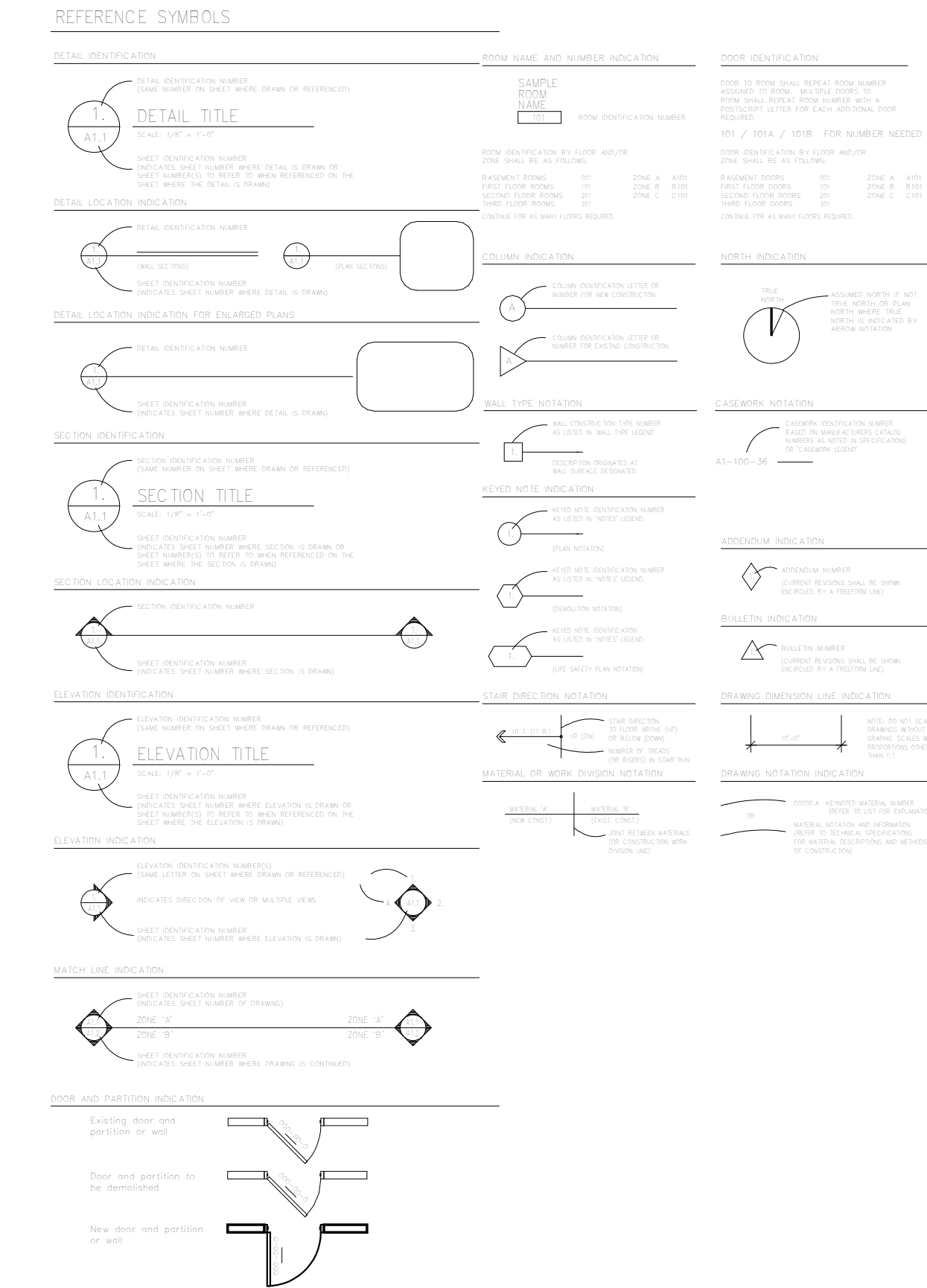
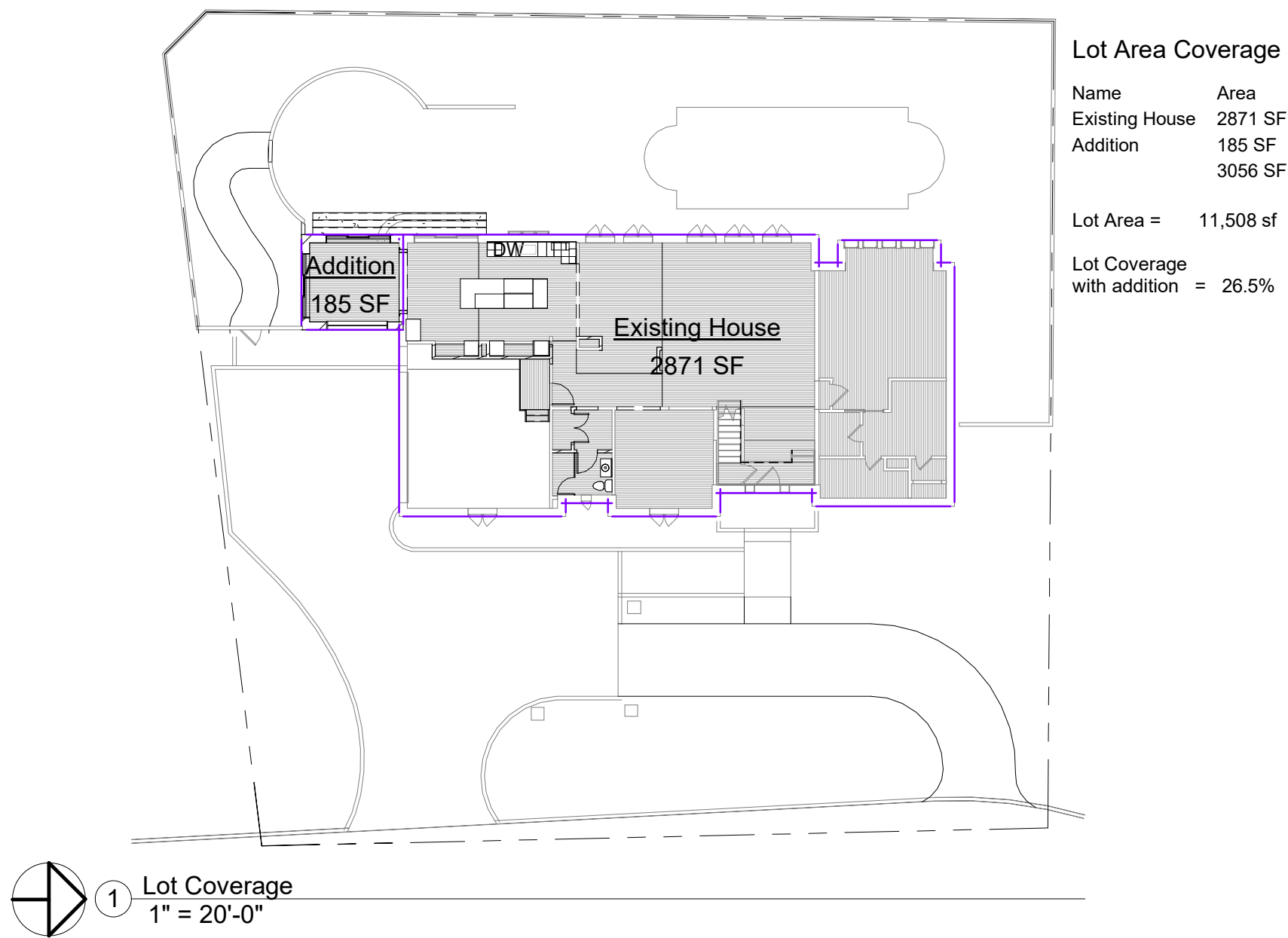
# Ahmed Residence

Location:

1 Winward Pl. Grosse Pointe Farms, MI

Project Number:

K2020-09



## Drawing Index

SHT# Description

A0-0 Cover Sheet

Architectural  
A1.1 Site Plan  
A2.1 First Floor Demolition  
A2.2 Second Floor Demolition Plan  
A2.3 First Floor Plan  
A2.4 Second Floor Plan  
A3.1 Roof Plan  
A3.2 Interior Elevations  
A4.1 Elevations  
A5.1 Building Sections  
A6.1 Schedules

Issued for

Zoning Appeal

Date

05OCT20

Zoning Appeal  
Zoning Appeal  
Zoning Appeal  
Zoning Appeal  
Zoning Appeal  
Zoning Appeal  
Zoning Appeal  
Zoning Appeal  
Zoning Appeal  
Zoning Appeal

05OCT20  
05OCT20  
05OCT20  
05OCT20  
05OCT20  
05OCT20  
05OCT20  
05OCT20  
05OCT20  
05OCT20

### General Notes

- Do not scale drawings use figured dimensions
- This scope of work description is a general outline of the work to be performed, and is not intended to replace or reduce the requirements indicated in the drawings and the specifications.
- Contractor shall be responsible to check existing conditions and all dimensions, and report discrepancies to owner and architect for resolution.
- Drawings that do not bear the mark issued for construction shall not be used for construction or building permit application purposes.
- The contractor, by commencing the work, accepts the conditions of the site and the completeness of the construction documents. Any discrepancies between the drawings and actual conditions shall be brought to the attention of the architect prior to the start of work.
- The contractor shall review all drawings and specifications. Contractor is responsible for complete review. The contractor shall promptly notify the architect of any ambiguity, inconsistency or error that they discover upon examination of the contract documents and site conditions.
- These construction documents were prepared for compliance with the Michigan construction codes in effect at the time of permit submittal. All engineers, contractors, and suppliers involved with this project shall comply with the same codes, issued and approved code modifications and/or construction boards of appeals rulings and whenever required shall provide shop drawings and submittals clearly describing compliance to the registered design professional in responsible charge for review and approval.
- Crutcher Studio is the design professional in charge for any review and coordination of submittal documents proposed by others.
- Deferred submittal items shall include but not limited to, fire sprinkler plans, automatic fire detection systems, interior finish material (walls, ceiling, carpeting), mechanical & electrical plans.
- Each contractor shall obtain and pay for the required permits and obtain all required inspections.
- All surplus materials shall be removed from site by each contractor associated with the materials. Contractor shall dispose of same off site in a legal manner.
- Each contractor shall remove all of their respective debris on a daily basis. Contractor shall keep the project site clean of debris at all times.
- Equipment furnished by others but installed by contractor shall obtain shop drawings from the supplier who's equipment is to be installed in order to obtain rough-in dimensions, sizes, and locations of services.
- Each contractor shall be required to rough-in for the equipment furnished and make final connection(s). Contractor to include the required valves, traps, tail pieces, supply risers, etc.
- Mechanical contractor to provide one year labor and material warranty for all mechanical equipment. Provided under this contract from date of owner's acceptance.
- Mechanical contractor to provide "as-built" drawings of all work performed by mechanical contractor, own trades and those contracted directly by same. As-built drawings shall be required prior to contractor receiving final payment.
- Mechanical contractor to present final inspection certificate to general contractor / owner upon completion of work. Final inspection certification shall be required prior to mechanical contractor receiving final payment.

### Project Summary

Project Location: 1 Winwad Pl, Grosse Pointe Farms, MI

Project summary: Renovation and Addition to existing single family residential.

Owner: Fahd Ahmed

Tenant: -

Codes  
Building Code: Michigan Residential Building Code 2015  
Plumbing Code: Michigan Code 2015  
Mechanical Code: Michigan Code 2015  
Barrier Free: Michigan Barrier Free

Legal Description: FMZZW2 LOT 2 RUSSELL HOMES SUB PC 231 L102 P31, 32 WCR

Parcel No.: 38012070002000

Site area: 0.26408 ac (11508 sf)

Zoning District: R-1-AA

5 05OCT20\_Zoning Appeal  
3 24AUG20\_Design Review  
4 25SEP20\_Permit Issue  
2 11AUG20\_Cost Estimate  
1 27JUL20\_Schematic Design Review

# Date Issued for:

CRUTCHER  
STUDIO  
architecture  
design

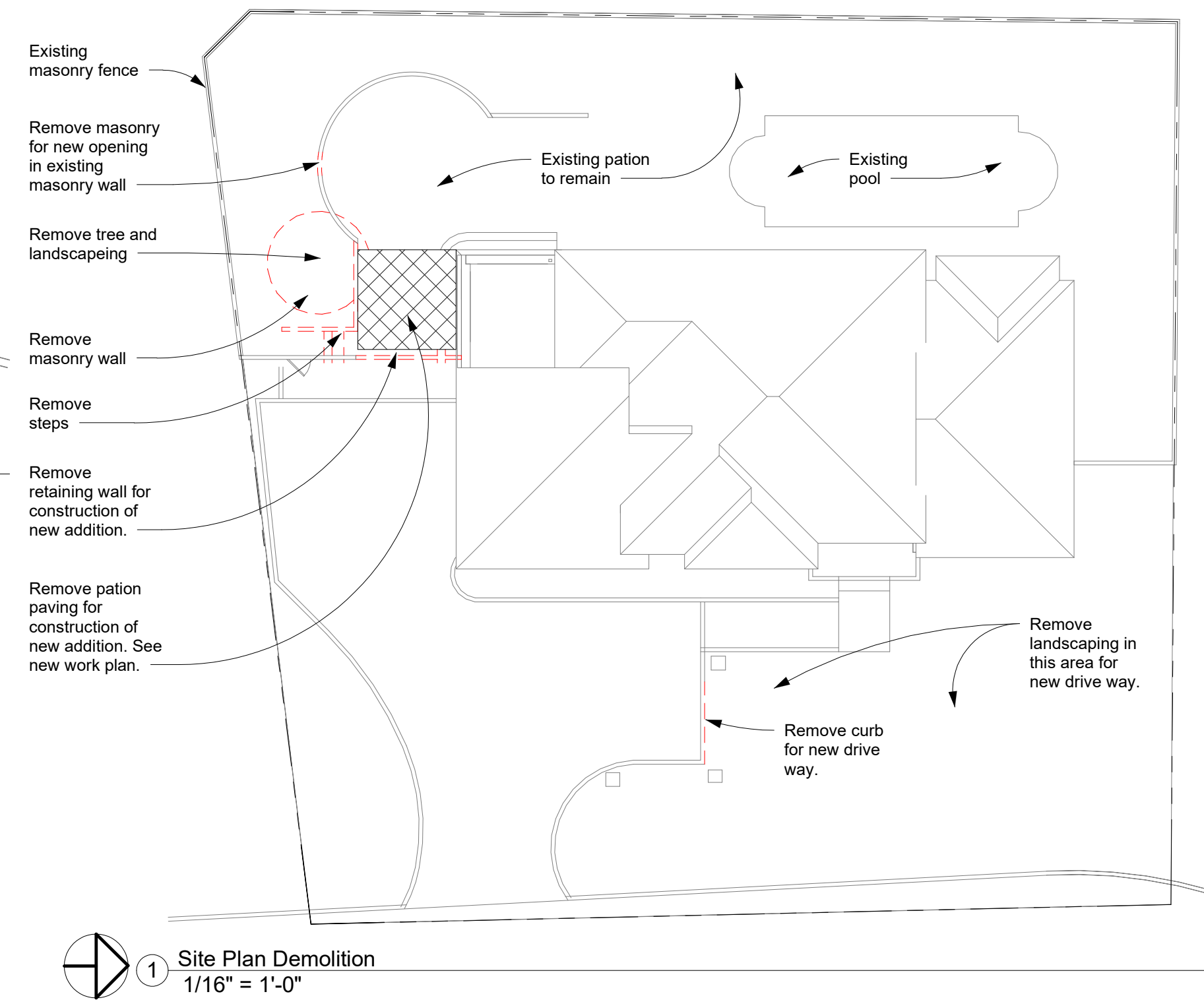
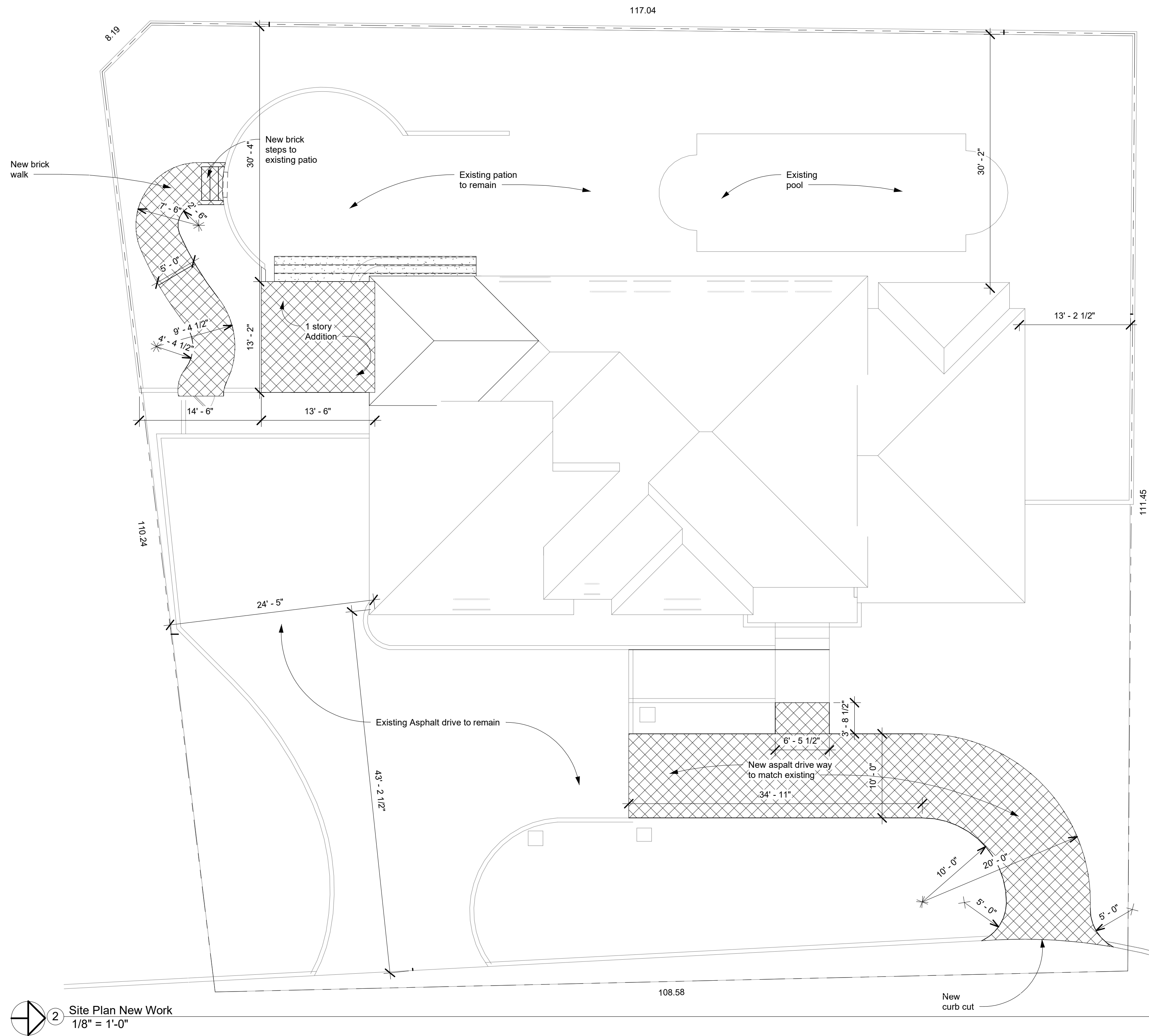
P.O. Box 22  
Farmington, MI 48332  
248.522.6230 V  
313.731.0125 F  
www.crutcherstudio.com

Ahmed Residence

Cover Sheet

Project: K2020-09  
Scale: 1" = 20'-0"  
Date: 10/12/18

A0-0



5 05OCT20 Zoning Appeal  
3 24AUG20 Design Review  
4 25SEP20 Permit Issue  
# Date Issued for:

**CRUTCHER**  
**STUDIO**  
architecture  
design

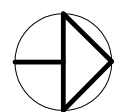
P.O. Box 22  
Farmington, MI 48332  
248.522.6230 V  
313.731.0125 F  
www.crutcherstudio.com

Ahmed Residence

Site Plan

Project: K2020-09  
Scale: As indicated  
Date: 08/22/20

A1.1

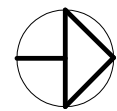


- |   |         |                         |
|---|---------|-------------------------|
| 5 | 05OCT20 | Zoning Appeal           |
| 3 | 24AUG20 | Design Review           |
| 4 | 25SEP20 | Permit Issue            |
| 2 | 11AUG20 | Cost Estimate           |
| 1 | 27JUL20 | Schematic Design Review |

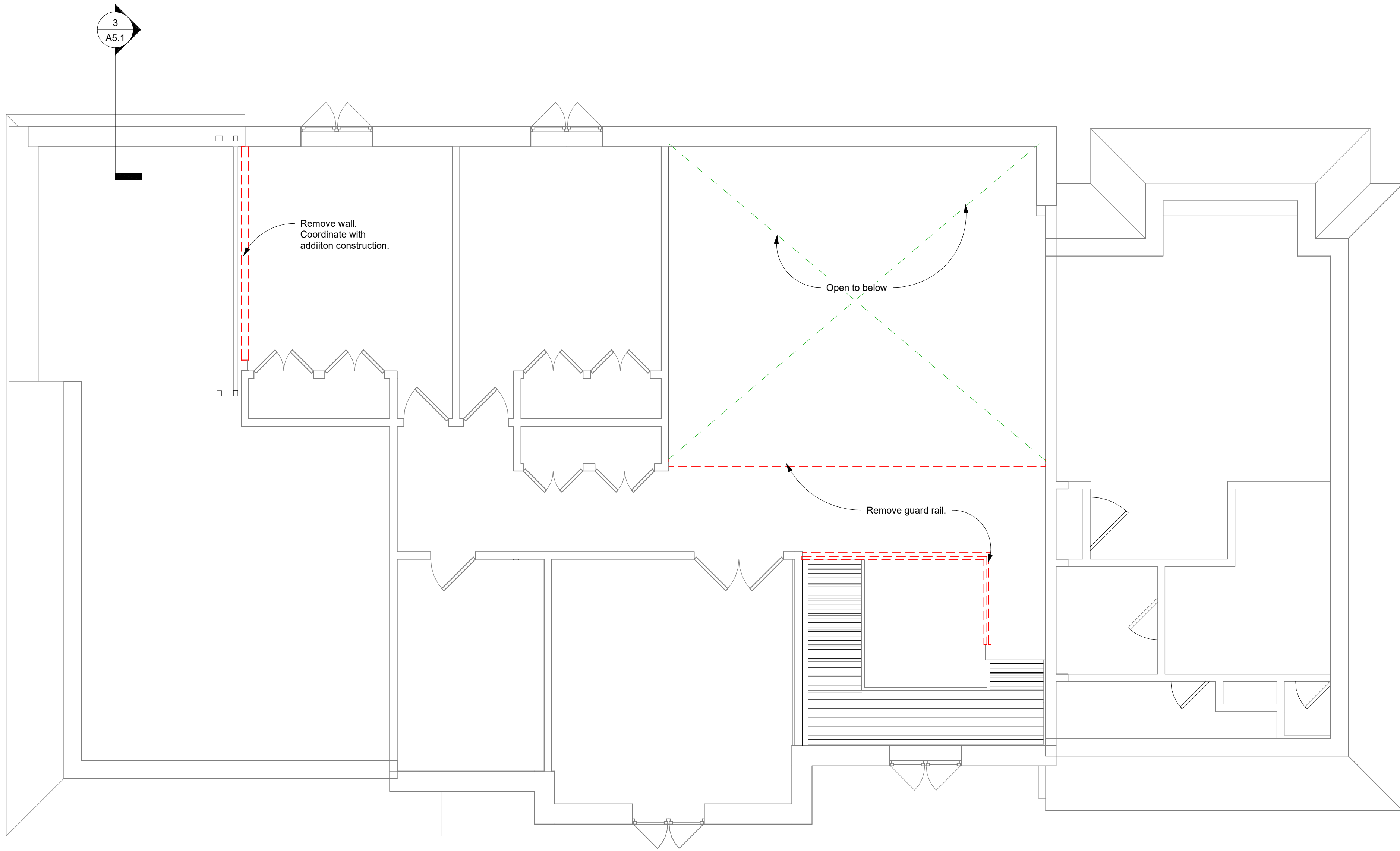
CRUTCHER  
STUDIO  
architecture  
design

Ahmed Residence

Project: K2020-09  
Scale: 1/4" = 1'-0"  
Date: 07/22/02



① Level 2.0 Demolition  
1/4" = 1'-0"



5	05OCT20	Zoning Appeal
3	24AUG20	Design Review
4	25SEP20	Permit Issue
2	11AUG20	Cost Estimate
1	27JUL20	Schematic Design Review

# Date Issued for:

**CRUTCHER**  
**STUDIO**  
architecture  
design

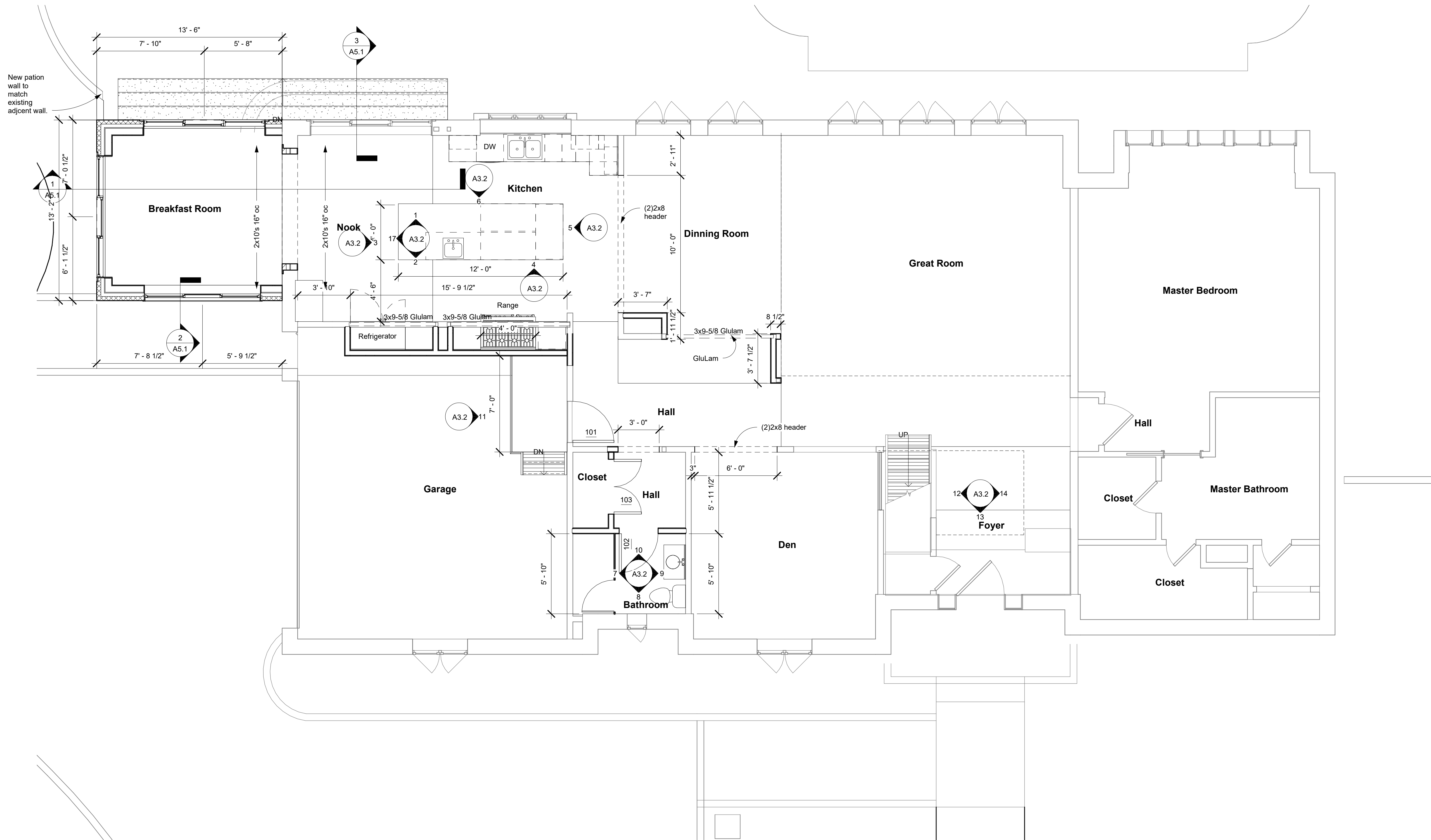
P.O. Box 22  
Farmington, MI 48332  
248.522.6230 V  
313.731.0125 F  
www.crutcherstudio.com

Ahmed Residence

Second Floor Demolition Plan

Project: K2020-09  
Scale: 1/4" = 1'-0"  
Date: 07/20/20

A2.2



1 Floor Plan Level 1.0  
1/4" = 1'-0"

- General Notes:**
1. Do not scale drawings use figured dimensions
  2. If required Owner is responsible for testing of existing materials for hazardous substances prior to demolition and construction activities on site.
  3. Provide all work required for the proper and complete installation of the scope of work shown on this sheet, including all patching, painting, finishes and all other items that are customarily required for the installation of the materials and systems in the scope of work.
  4. Return fixtures and equipment to owner unless noted otherwise.
  5. Retain fixtures and equipment for reuse unless noted otherwise.
  6. See Drawing A2-3 for kitchen equipment information.

- Toilet Room Notes:**
1. Provide and install toilet paper dispenser in new toilet room(s).
  2. Provide and install mirror in new toilet room(s).
  3. Install 16ga STL x6" backing plate behind gypsum bd at wall mounted devices, fixtures and grab bars. Plates are to span to studs beyond attachment points, (2) studs, min.

- Floor Plan Notes:**
1. Existing electrical receptacles to remain unless noted otherwise.
  2. Patch and repair holes and damage to gypsum board partitions.
  3. Remove existing floor finish in area of renovation prepare floor for new floor finish.

- Ceiling Notes:**
1. Existing light fixtures and switching to remain.
  2. Patch and repair damaged areas of gyp bd ceiling

- Electrical Notes:**
1. Existing lighting and switching to remain.
  2. Existing emergency lighting and alarms are existing and to remain as is unless noted otherwise
  3. Relocate and reroute electrical fixtures and wiring as required for demolition of walls and partitions.

- HVAC Notes:**
1. Existing heating system to remain.
  2. Existing diffusers and grills to remain unless noted otherwise.
  3. Relocate grills, diffusers and reroute ductwork as required for demolition of walls and partitions. Coordinate new locations with architect.

5	05OCT20	Zoning Appeal
3	24AUG20	Design Review
4	25SEP20	Permit Issue
2	11AUG20	Cost Estimate
1	27JUL20	Schematic Design Review

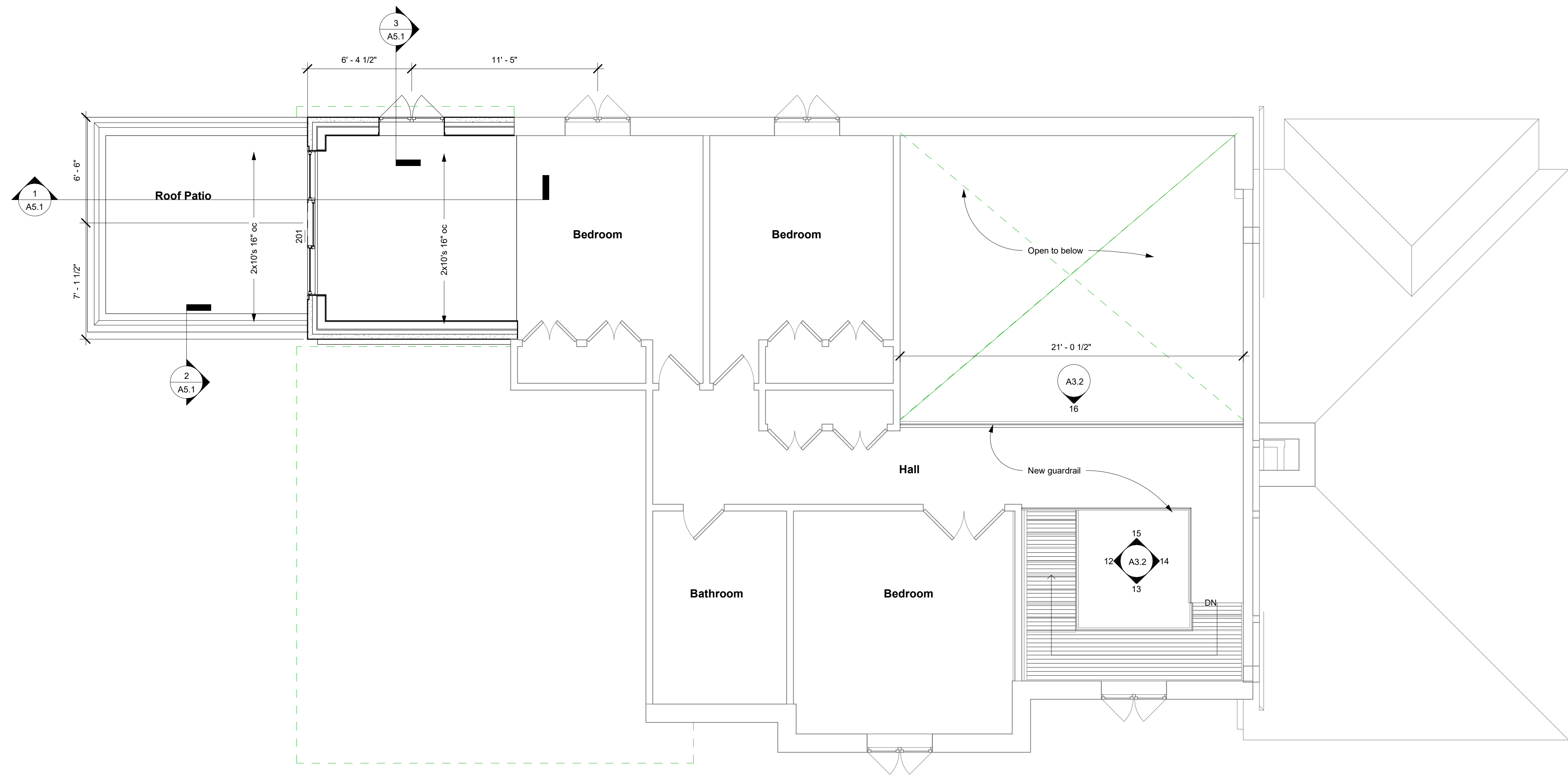
# Date Issued for:

**CRUTCHER**  
**STUDIO**  
architecture  
design

P.O. Box 22  
Farmington, MI 48332  
248.522.6230 V  
313.731.0125 F  
www.crutcherstudio.com

Ahmed Residence

First Floor Plan  
Project: K2020-09  
Scale: 1/4" = 1'-0"  
Date: 07/22/20



① Level 2.0 Floor Plan  
1/4" = 1'-0"

5	05OCT20	Zoning Appeal
3	24AUG20	Design Review
4	25SEP20	Permit Issue
2	11AUG20	Cost Estimate
1	27JUL20	Schematic Design

# Date Issued for:

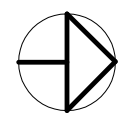
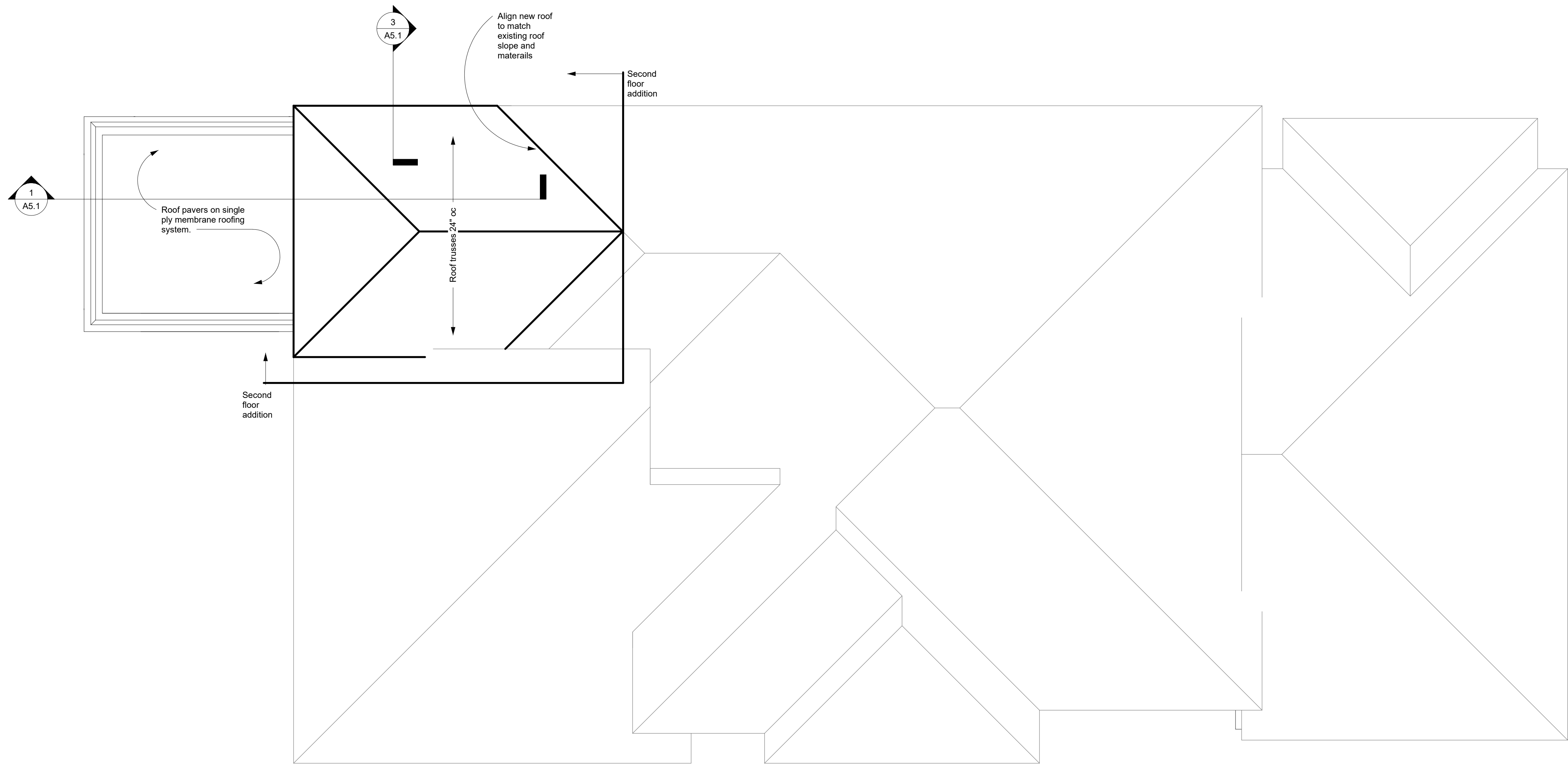
**CRUTCHER**  
**STUDIO**  
architecture  
design

P.O. Box 22  
Farmington, MI 48332  
248.522.6230 V  
313.731.0125 F  
www.crutcherstudio.com

Ahmed Residence

Second Floor Plan

Project: K2020-09  
Scale: 1/4" = 1'-0"  
Date: 07/09/20



1 Roof Plan  
1/4" = 1'-0"

5 05OCT20 Zoning Appeal  
3 24AUG20 Design Review  
4 25SEP20 Permit Issue  
# Date Issued for:

**CRUTCHER**  
**STUDIO**  
architecture  
design

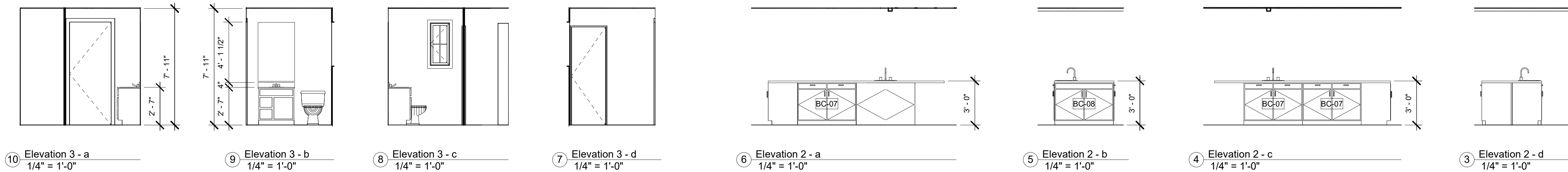
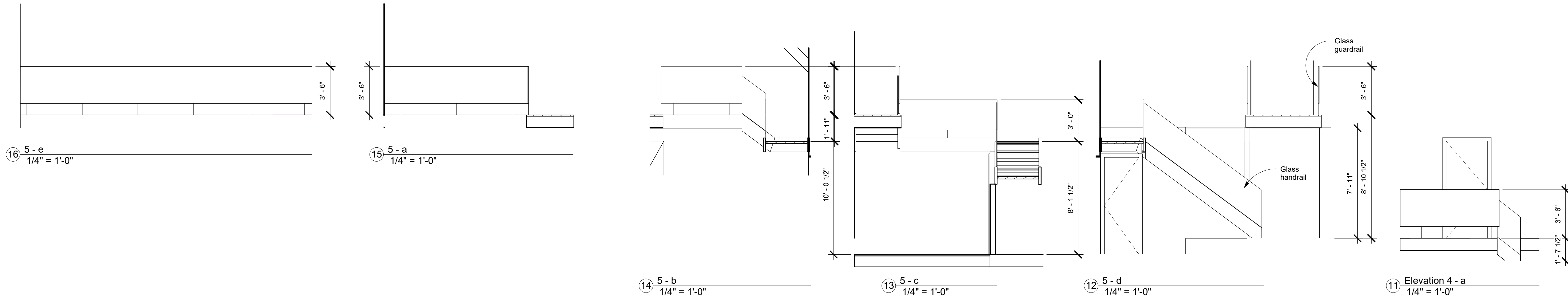
P.O. Box 22  
Farmington, MI 48332  
248.522.6230 V  
313.731.0125 F  
www.crutcherstudio.com

Ahmed Residence

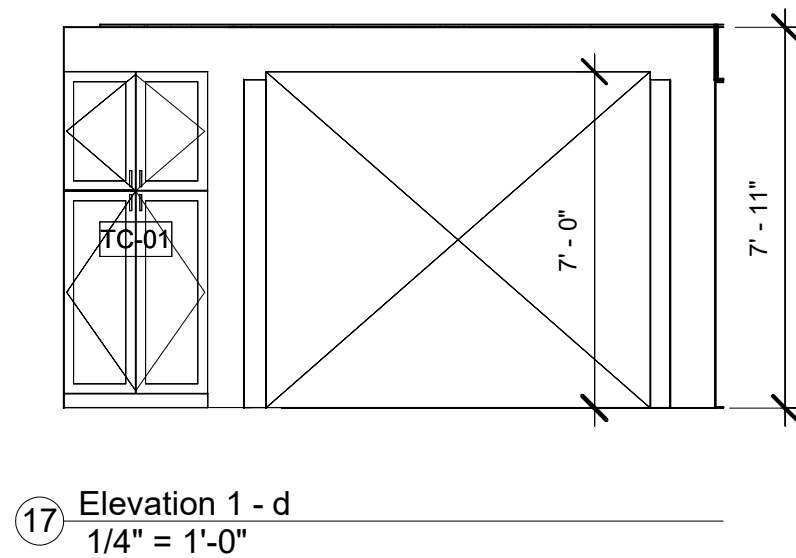
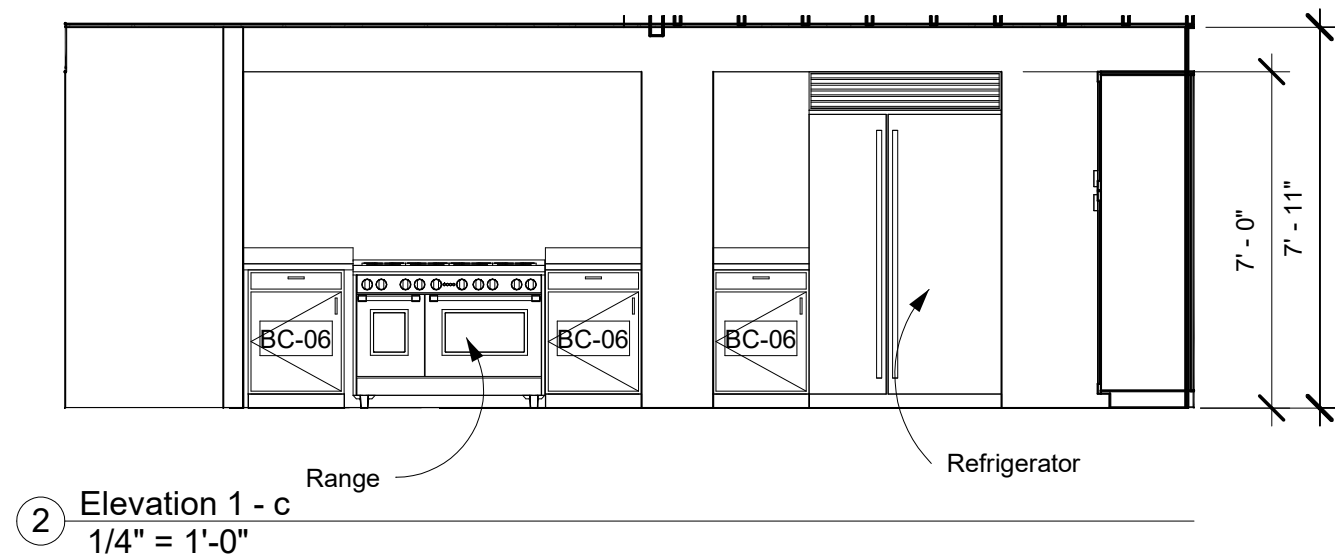
Roof Plan

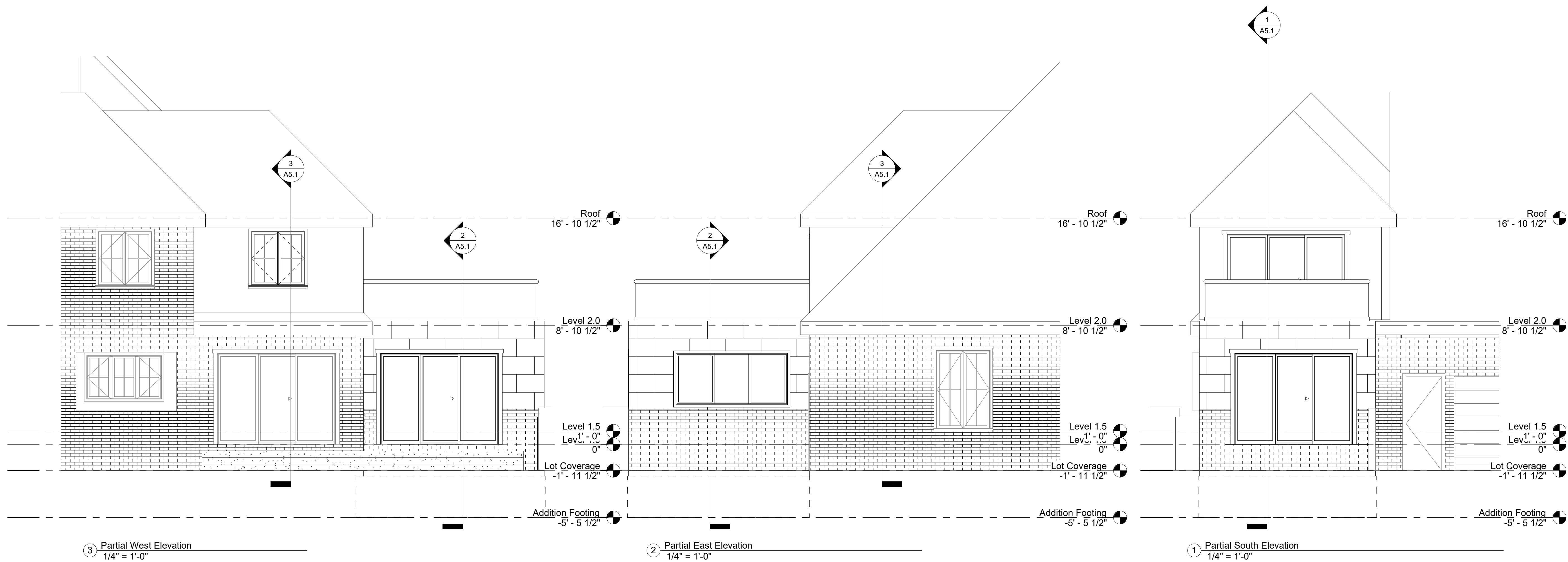
Project: K2020-09  
Scale: 1/4" = 1'-0"  
Date: 07/22/02

A3.1



Casework Schedule					
Type Mark	Type	Manufacturer	Model	Description	Count
BC-01	Base Cabinet-4 Drawers: 24"				1
BC-02	Base Cabinet-Double Door Sink Unit: 36"				1
BC-03	Base Cabinet-Single Door & Drawer: 15"				1
BC-04	Base Cabinet-Single Door w Sliding Drawers: 12"				1
BC-05	Base Cabinet-Single Door: 12"				2
BC-06	Base Cabinet-Single Door & Drawer: 24"				3
BC-07	Base Cabinet-Double Door & 2 Drawer: 48"				1
BC-08	Base Cabinet-Double Door Sink Unit: 48"				1
TC-01	Tall Cabinet-Double Door(4): 36"				1
WC-01	Upper Cabinet-Double Door-Wall: 24"				1
WC-02	Upper Cabinet-Single Door-Wall: 24"				2





CRUTCHER  
STUDIO  
architecture  
design

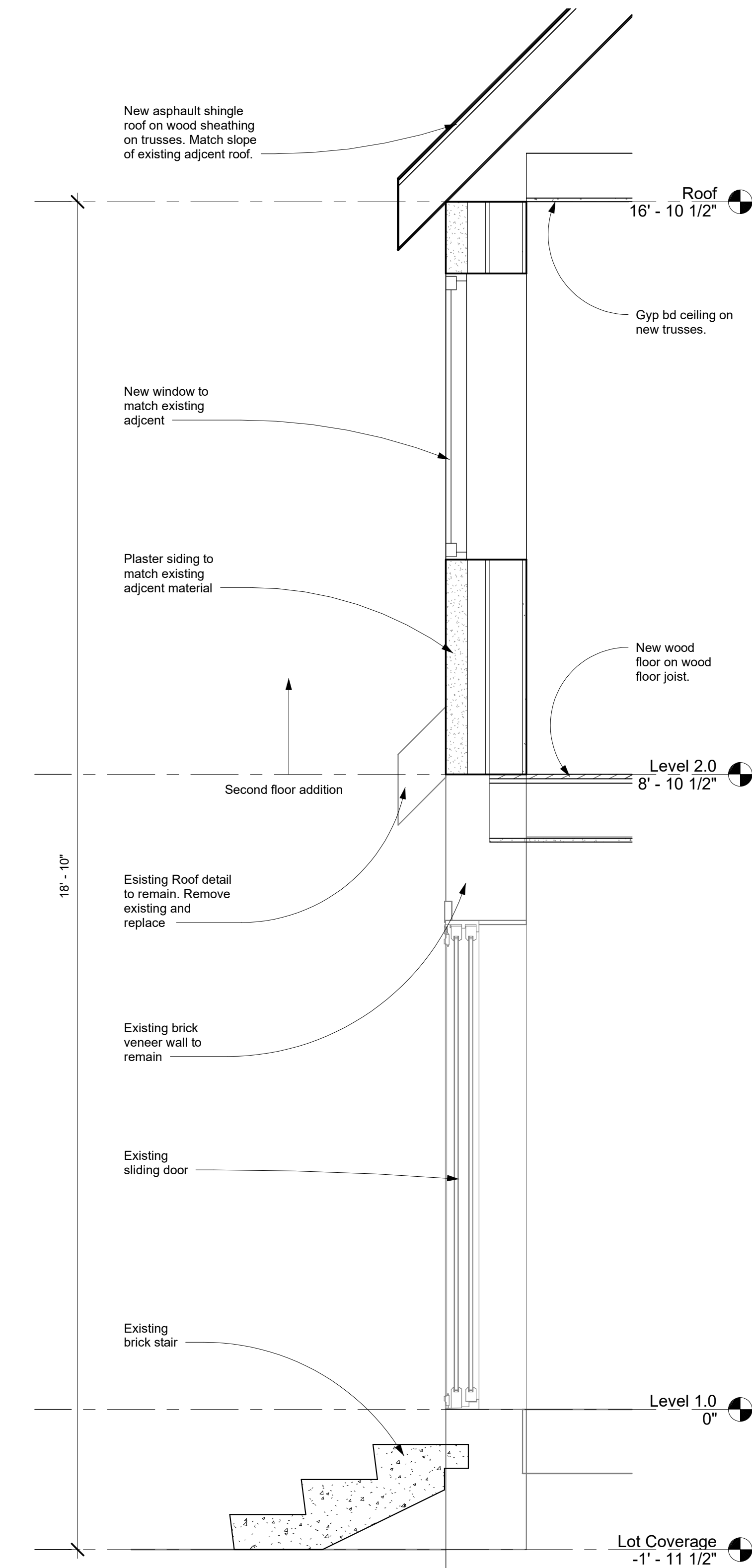
P.O. Box 22  
Farmington, MI 48332  
248.522.6230 V  
313.731.0125 F  
www.crutcherstudio.com

Ahmed Residence

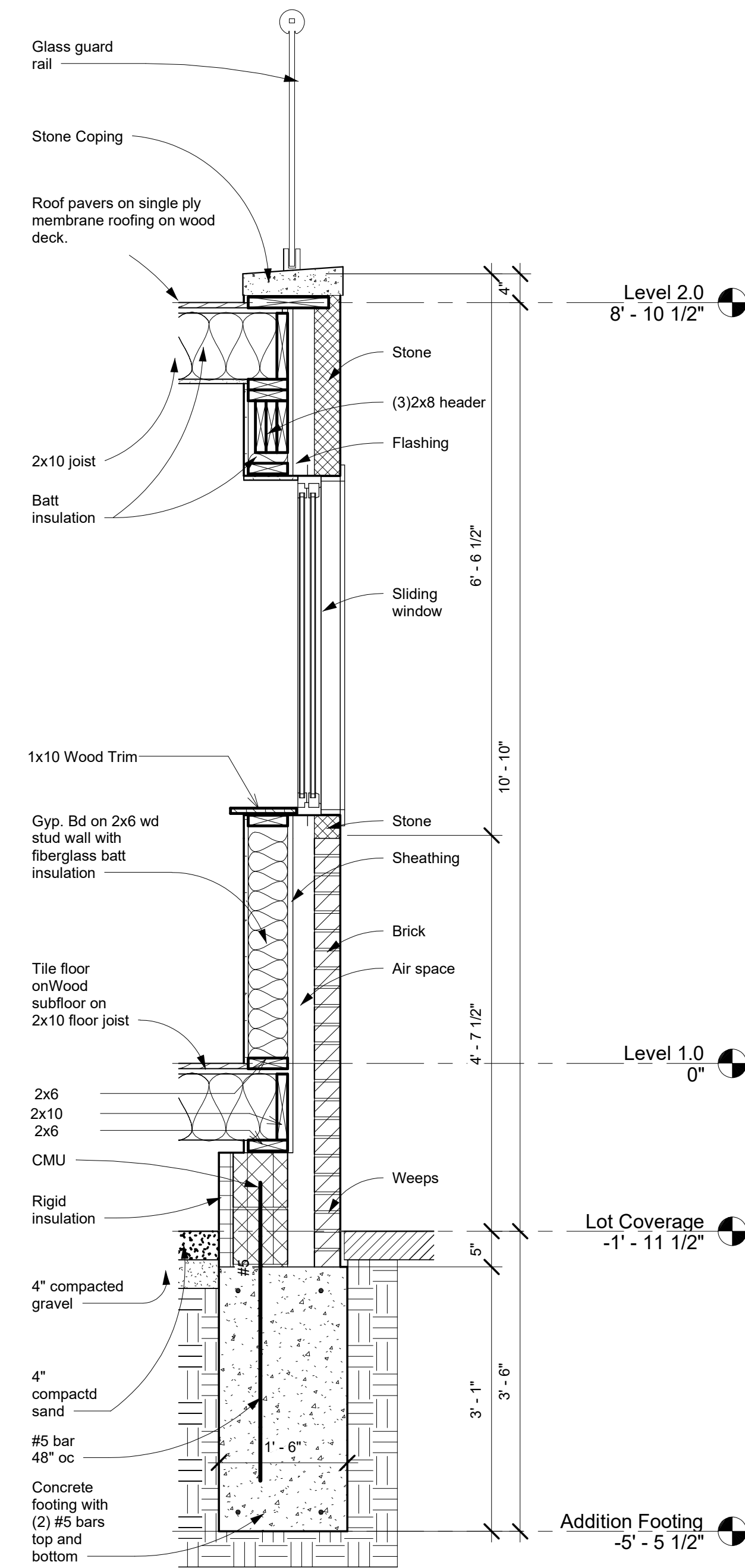
Elevations

Project: K2020-09  
Scale: 1/4" = 1'-0"  
Date: 07/22/02

A4.1



③ Section 3  
3/4" = 1'-0"



② Section 2  
3/4" = 1'-0"



① Section 1  
1/4" = 1'-0"

5 05OCT20 Zoning Appeal  
4 25SEP20 Permit Issue  
# Date Issued for:

CRUTCHER  
STUDIO  
architecture  
design

P.O. Box 22  
Farmington, MI 48332  
248.522.6230 V  
313.731.0125 F  
www.crutcherstudio.com

Ahmed Residence

Building Sections  
Project: K2020-09  
Scale: As indicated  
Date: 07/22/20

A5.1

Window Schedule														
Type Mark	R.O.		Type	Manufacturer	Model	Material	Finish	Head	Jamb	Sill	Glazing		Head Height	Comments
	Width	Height									Thickness	Type		
31	4' - 0"	4' - 0"	Window-Casement-Double										7' - 0"	
34	8' - 5 1/2"	3' - 11 1/2"	Window-Gliding-Andersen-100_Series_Three_Sash	Andersen Corporation	100-Series Gliding Window								6' - 10 1/2"	

Door Schedule1

#	Type	Door					Under Cut	Fire Rating	Hardware	Frame					Comments
		Width	Height	Thickness	Material	Finish				Type	Material	Finish	Jamb	Head	
101	15	3' - 0"	7' - 0"	2"											
102	9	2' - 10"	7' - 0"	2"											
103	38	4' - 0"	7' - 0"	2"											
201	33	8' - 10 1/2"	6' - 10"	2"											

Room Finish Schedule

#	Name	Floor	Base	Walls				Ceiling	Comments
				North	East	South	West		
1	Great Room								
2	Foyer								
3	Den								
4	Kitchen								
5	Dinning Room								
6	Bathroom								
7	Closet								
8	Hall								
9	Hall								
10	Garage								
11	Breakfast Room								
12	Nook								
13	Master Bedroom								
14	Master Bedroom								
15	Master Bathroom								
16	Hall								
17	Closet								
18	Closet								
19	Bedroom								
20	Bedroom								
21	Bedroom								
22	Bathroom								
23	Hall								
24	Hall								
25	Roof Patio								

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 05OCT20 Zoning Appeal  
4 25SEP20 Permit Issue  
# Date Issued for:

CRUTCHER  
STUDIO  
architecture  
design

P.O. Box 22  
Farmington, MI 48332  
248.522.6230 V  
313.731.0125 F  
www.crutcherstudio.com

Ahmed Residence

Schedules  
Project: K2020-09  
Scale:  
Date: 07/22/02



## City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161  
*phone 313 885.6600 fax 313 885.0917*

TO: Shane Reeside, City Manager  
Derrick Kozicki, City Clerk/Assistant City Manager

FROM: Debra Peck Lichtenberg, Director of Finance and Operations

DATE: October 28, 2020

RE: Presentation of the June 30, 2020 Audit and Comprehensive Annual Financial Report (CAFR)

Please place the presentation of the June 30, 2020 Audit and Comprehensive Annual Financial Report (CAFR) on the business agenda of the November 9, 2020 City Council meeting.

Representatives from Plante Moran, our City Auditor, will be in attendance to present their audit opinion and findings.

The Finance Department, along with the Budget and Audit Committee, will also provide a summary presentation of the 2019-2020 fiscal year results.

The CAFR will be available in printed and bound copies, along with an electronic version, prior to the meeting.

---



## City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161  
*phone 313 885.6600 fax 313 885.0917*

TO: The Honorable Mayor and City Councilmembers

FROM: Debra A. Lichtenberg, Director of Finance and Operations

DATE: October 30, 2020

RE: Assignment of General Fund Balance

As shown in the recently completed and audited financial statements for the fiscal year ended June 30, 2020, the fund balance of the General Fund increased by \$509,528. Despite slowed revenue due to COVID related closures, a number of factors contributed to this increase, including a stabilization in healthcare costs, favorable investment earnings and decreases in overtime, part-time and seasonal wages (also due to COVID closures).

Administration has evaluated this June 30, 2020 fund balance increase, along with ongoing cost trends, and is requesting Council consideration to assign \$800,000 to future costs. In the General Fund, an **assignment** conveys an intended use that is narrower than the general purpose of the government itself. As in previous years, a portion of fund balance was assigned for the subsequent year's budget, when the adopted budget had expenditures exceeding revenues (or a planned use of the City's "rainy day" fund).

Administration is recommending these funds be assigned as follows:

<b>Future Pension and OPEB Contributions</b>	<b>\$400,000</b>
<b>Future Healthcare Retention Contributions</b>	<b>\$100,000</b>
<b>Future Capital Project Expenditures</b>	<b><u>\$300,000</u></b>
<b>Total new assignment</b>	<b>\$800,000</b>
Subsequent Year's Budget	<b><u>\$300,000</u></b>
Total Assigned Fund Balance, Per the June 30, 2020 CAFR	<b><u>\$1,100,000</u></b>

### **Future Pension and OPEB Contributions**

Public Act 202 of 2017 considers pension and OPEB plans to be "underfunded" if the funding level is below 60% and 40%, respectively. Underfunded plans are required to file corrective action plans with the State of Michigan, specifying how the organization intends to achieve these minimum funding levels. As of June 30, 2020, all of the plans managed by the City of



## **City of Grosse Pointe Farms**

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161  
*phone 313 885.6600 fax 313 885.0917*

Grosse Pointe Farms (two pension and two OPEB), are now funded above the minimum threshold. However, only the Public Safety Retirement System pension plan is currently funded above 100%. In the prior year, additional contributions were made to improve OPEB funding in the General Employees plan, and it made a significant positive impact in funding levels. As part of the corrective action plan filed with the State, the City has pledged to consider additional contributions to increase the funding levels whenever financial conditions allow. It is with this in mind that Administration recommends assigning \$400,000 toward an additional contributions to the three pension and OPEB plans that are below 100% funding. These additional contributions would be made during the fiscal year ending June 30, 2021.

### **Future Healthcare Contributions**

In recent years, the City has experienced a significant increase in healthcare and prescription drug costs. Because the City is self-insured for these costs, expenditure cycles can have more significant fluctuations on a year-to-year basis than fully insured plans. This is especially true when there is even a single significant illness or injury. In an effort to smooth healthcare expenditures, in the fiscal year ended June 30, 2020, Council approved the creation of a Healthcare Retention Fund. Similar to our existing Workers' Compensation Retention Fund, this new fund accumulates reserves in years when claims are low, which helps fund increased costs in years when claims are high. Ongoing contributions to the new fund would be based on the illustrative insurance premiums and prescription costs. For the year ended June 30, 2020, total healthcare costs were approximately \$100,000 below the amended budget. It is the recommendation of Administration that this amount be assigned and transferred to the Healthcare Retention fund during the fiscal year ending June 30, 2021.

### **Future Capital Expenditures**

In addition to examining the City's future obligations, Administration also considered the capital and technology improvement needs of the various City facilities. Two items in particular were considered of significant value to enhance the service and experience of our residents. Those include upgrades to the parking lot at Pier Park, estimated cost of \$250,000, along with ongoing technology upgrades, estimated cost of \$50,000, to continue making City services more accessible, available, efficient and effective. It is the recommendation of Administration that this amount be assigned and transferred to the Capital Projects fund during the fiscal year ending June 30, 2021. If approved, a separate budget amendment will be required to authorize the expenditures from the Capital Projects fund.

### **Unassigned Fund Balance at June 30, 2020**

The City has a Fund Balance policy in place that targets an unassigned General Fund balance at 20%-30% of the subsequent year's budgeted expenditures. After the above recommended

---



## City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161  
phone 313 885.6600 fax 313 885.0917

assignments of fund balance, the unassigned fund balance at June 30, 2020 is \$4,269,142, or 26.3% of the 2020-2021 budgeted expenditures. This is well in line with the policy guidelines.

**Administration respectfully requests the follow action be considered by Council:**

- **Approval of the assignment of an additional \$800,000 of the June 30, 2020 General Fund balance for the following purposes:**
    - **Future Pension and OPEB Costs** **\$400,000**
    - **Future Healthcare Costs** **\$100,000**
    - **Future Capital Expenditures** **\$300,000**
  - **Amend the 2020-2021 General Fund budget to include the use of the above assigned fund balance as follows:**
    - **(Increase Expenditures/Fund Transfers) Additional Pension/OPEB Contribution from the General Fund to the General Employees Retirement System in the amount of \$300,000.**
    - **(Increase Expenditures/Fund Transfers) Additional Pension/OPEB Contribution from the General Fund to the Public Safety Retirement System in the amount of \$100,000.**
    - **(Increase Expenditures/Fund Transfers) to the Healthcare Retention Fund in the amount of \$100,000.**
    - **(Increase Expenditures/Fund Transfers) to the Capital Projects Fund in the amount of \$300,000.**
-



## City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161  
phone 313 885.6600 fax 313 885.0917

TO: The Honorable Mayor and City Councilmembers

FROM: Debra A. Lichtenberg, Director of Finance and Operations

DATE: October 30, 2020

RE: Proposed Amendment to the 2020-2021 Capital Project Fund budget.

As mentioned in the memo to Council regarding the Assignment of General Fund Balance for the fiscal year ended June 30, 2020, an additional \$300,000 has been requested to be transferred from the General Fund's assigned fund balance to the Capital Project Fund. *(In the event that Council does not approve the assignment of fund balance, this request shall be withdrawn.)*

In requesting the assignment of these funds, Administration considered the capital and technology improvement needs of the various City facilities. Two items in particular were considered of significant value to enhance the service and experience of our residents. Those include upgrades to the parking lot at Pier Park, estimated cost of \$250,000, along with ongoing technology upgrades, estimated cost of \$50,000, to continue making City services more accessible, available, efficient and effective.

On the General Fund side, it has been recommended by Administration that this amount be assigned and transferred to the Capital Projects fund during the fiscal year ending June 30, 2021. On the Capital Projects side, a separate budget amendment is required to authorize the expenditures from the Capital Projects fund.

---



## City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161

phone 313 885.6600 fax 313 885.0917

**Administration respectfully requests the follow action be considered by Council:**

- Approval of an amendment to the Capital Projects Fund budget for the fiscal year ending June 30, 2021, recognizing the planned transfer in from the General Fund in the amount of \$300,000, and authorizing the increase in budgeted expenditures in the same amount. This increase in budgeted expenditures and other financing sources would be for the purpose of:

Increasing capital outlay expenditures  
to include:

▪ Pier Park Parking Lot Improvements	\$ 250,000
▪ Technology Upgrades	<u>\$ 50,000</u>
Total	<u>\$ 300,000</u>

Increasing Transfers In from the General Fund	<u>\$ 300,000</u>
---	-------------------

Net Effect on Capital Projects Fund Balance	<u>\$ -</u>
---	-------------

# Phase II Plan Overview Presentation

GROSSE POINTE FARMS CITY COUNCIL

# Project Introduction

# Project Partners



EASTSIDE  
COMMUNITY  
NETWORK



**SEMCOG**

**GPBR**  
Grosse Pointe Board of Realtors®

DETROIT  
ASSOCIATION OF  
REALTORS®

# Project Areas

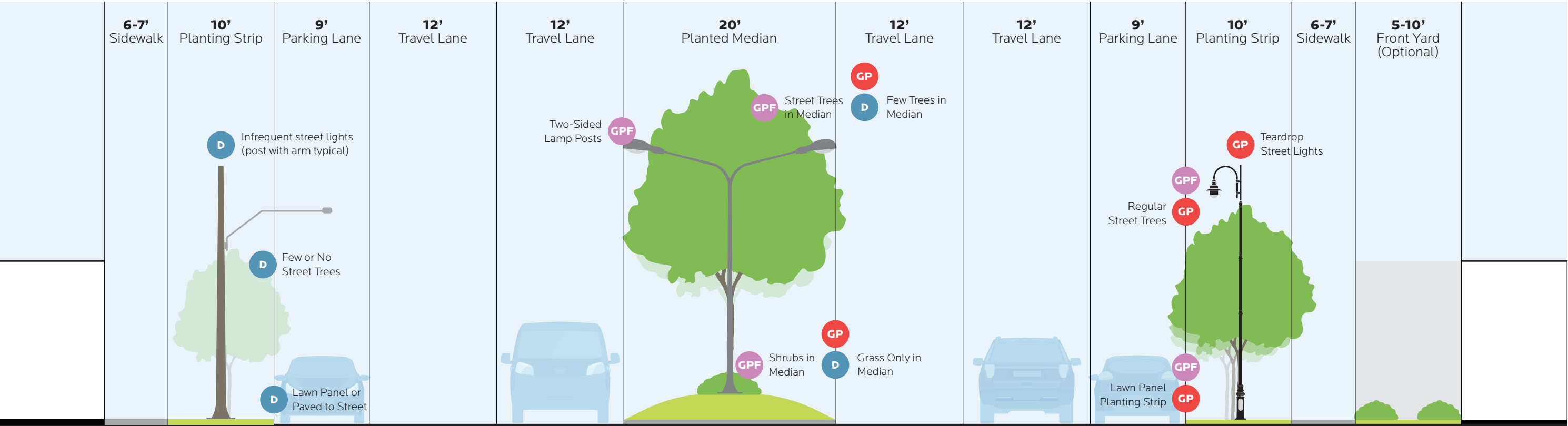
**MACK AVENUE IMPROVEMENT  
PLAN PHASE 2**

**MACK AVENUE IMPROVEMENT  
PLAN PHASE 1**

**EAST WARREN/CADIEUX  
NEIGHBORHOOD PLAN**



# Project Goals

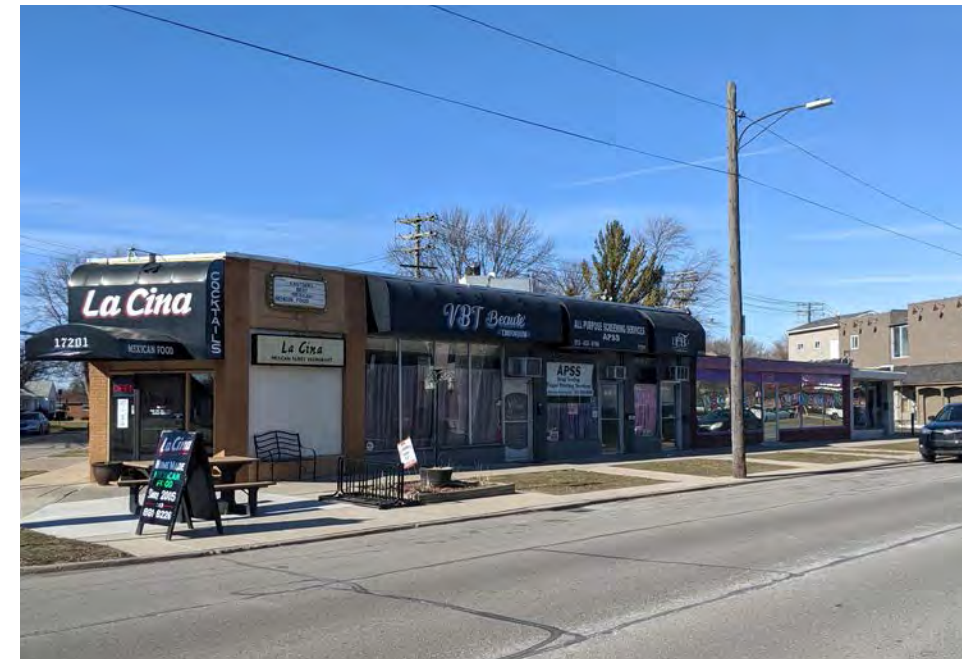
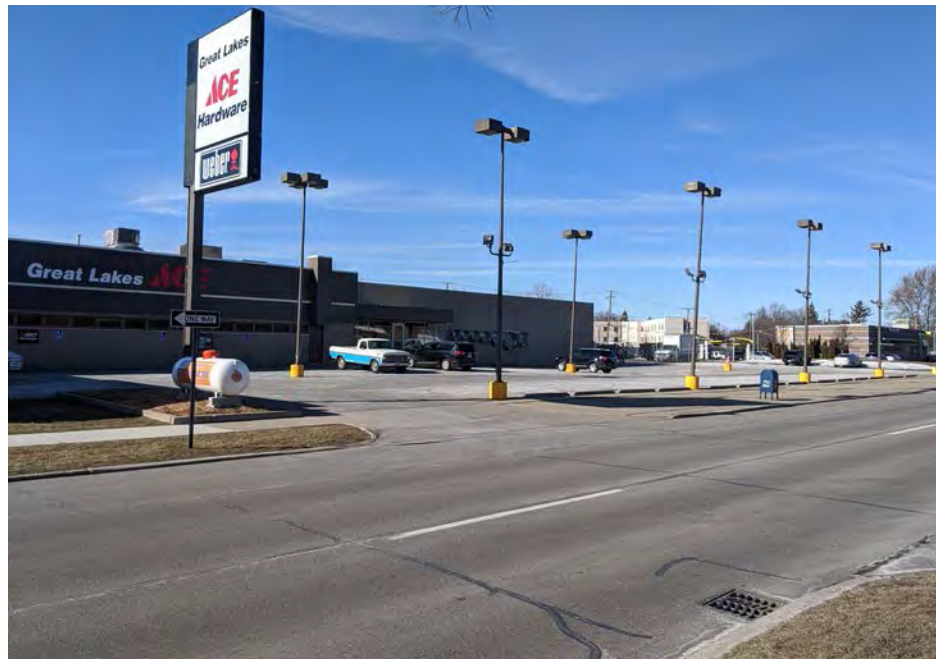


1. UNDERSTAND  
EXISTING  
CONDITIONS
2. ENGAGE  
PUBLIC TO SHAPE  
RECOMMENDATIONS
3. DEVELOP  
IMPROVEMENT  
FRAMEWORK
4. DRAFT  
IMPLEMENTATION  
PLAN

# Key Insights

# Background Assessment

- It is unclear whether Mack is **auto-oriented** or **pedestrian-oriented**
- Strong sidewalk network, but does not feel walkable
- Ample green space, but does not feel “green.”
- Several key sites prime for transformation



# Market Assessment



## TOP INDUSTRY GROUPS

- » **General Merchandise Stores**
- » Building Materials, Garden Equipment, & Supply Stores
- » Motor Vehicle and Parts Dealers
- » **Food and Beverage Stores**
- » Clothing and Accessory Stores



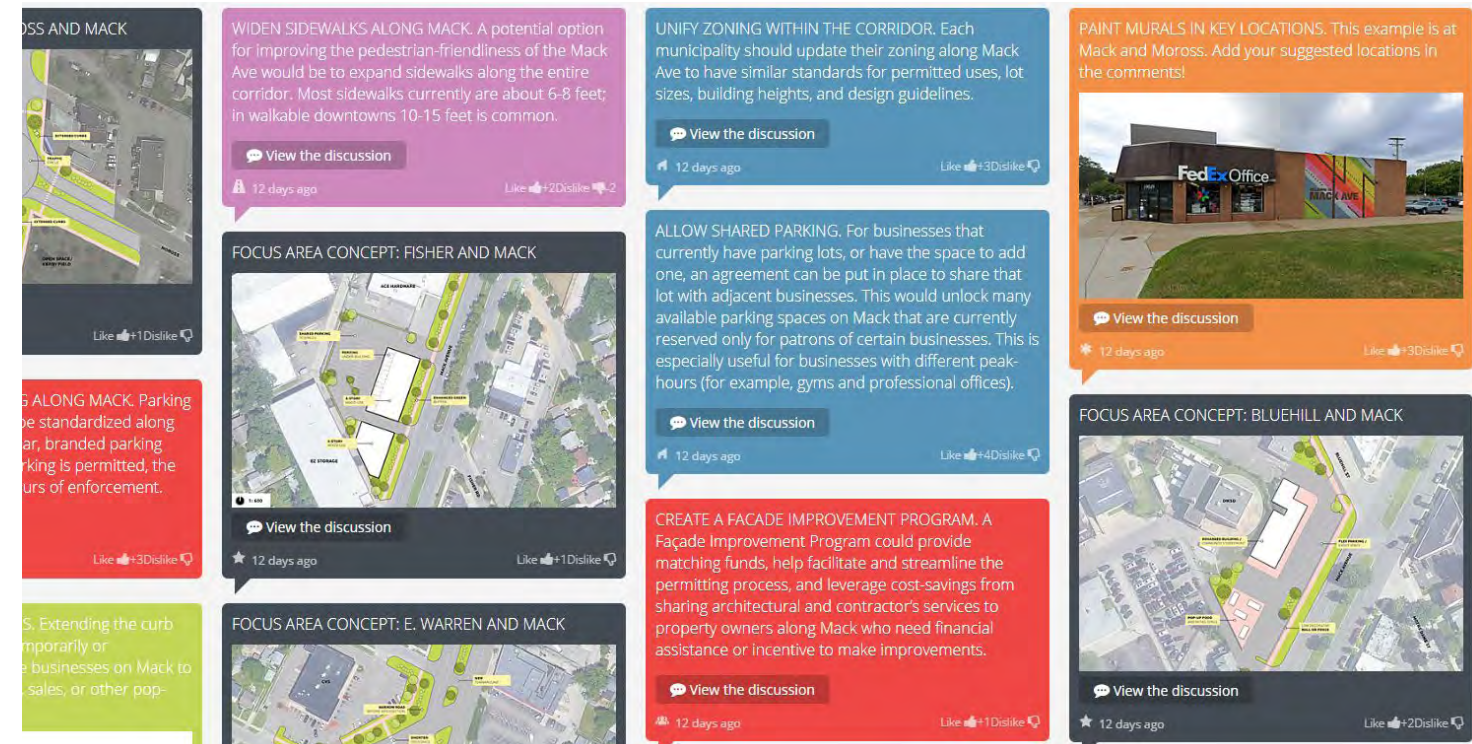
## TOP SUPPORTABLE RETAIL

- » **General Merchandise Stores**
- » **Clothing Stores**
- » **Full-Service Restaurants**
- » Building Materials & Supplies
- » Electronics and Appliance Stores

# Public Engagement

## KEY OUTCOMES

- Determination of the desired mix of new uses that are currently missing
- Identification of four focus areas
- Identification of key needs and concerns of business owners
- Consensus agreement on many recommendations



# Corridor Improvement Framework



**PART 1:**  
POLICY FRAMEWORK



**PART 2:**  
PLANNING FRAMEWORK



**PART 3:**  
FOCUS AREAS

# Policy Framework

# Policy Framework

## GUIDING PRINCIPLES

- Incremental Development
- Collaboration
- Equitable Investment
- Safe, attractive streets for all users
- Sustainability

## POLICIES

- Create an organizational framework
- Pursue TIF or SA structures
- Explore incentives (e.g., Commercial Rehab District)
- Develop inter-local agreement
- Unify zoning on Mack Avenue

# Planning Framework

# Economic Development & Branding

## ECONOMIC DEVELOPMENT

- Create a beautification group
- Connect property owners to vacancies
- Provide technical, legal and financial assistance to business owners
- Acquire, redevelop, and lease buildings

## BRANDING & IDENTITY

- Create a Mack Avenue-specific logo
- Add branded signage
- Paint murals in key locations
- Develop marketing materials

# Zoning

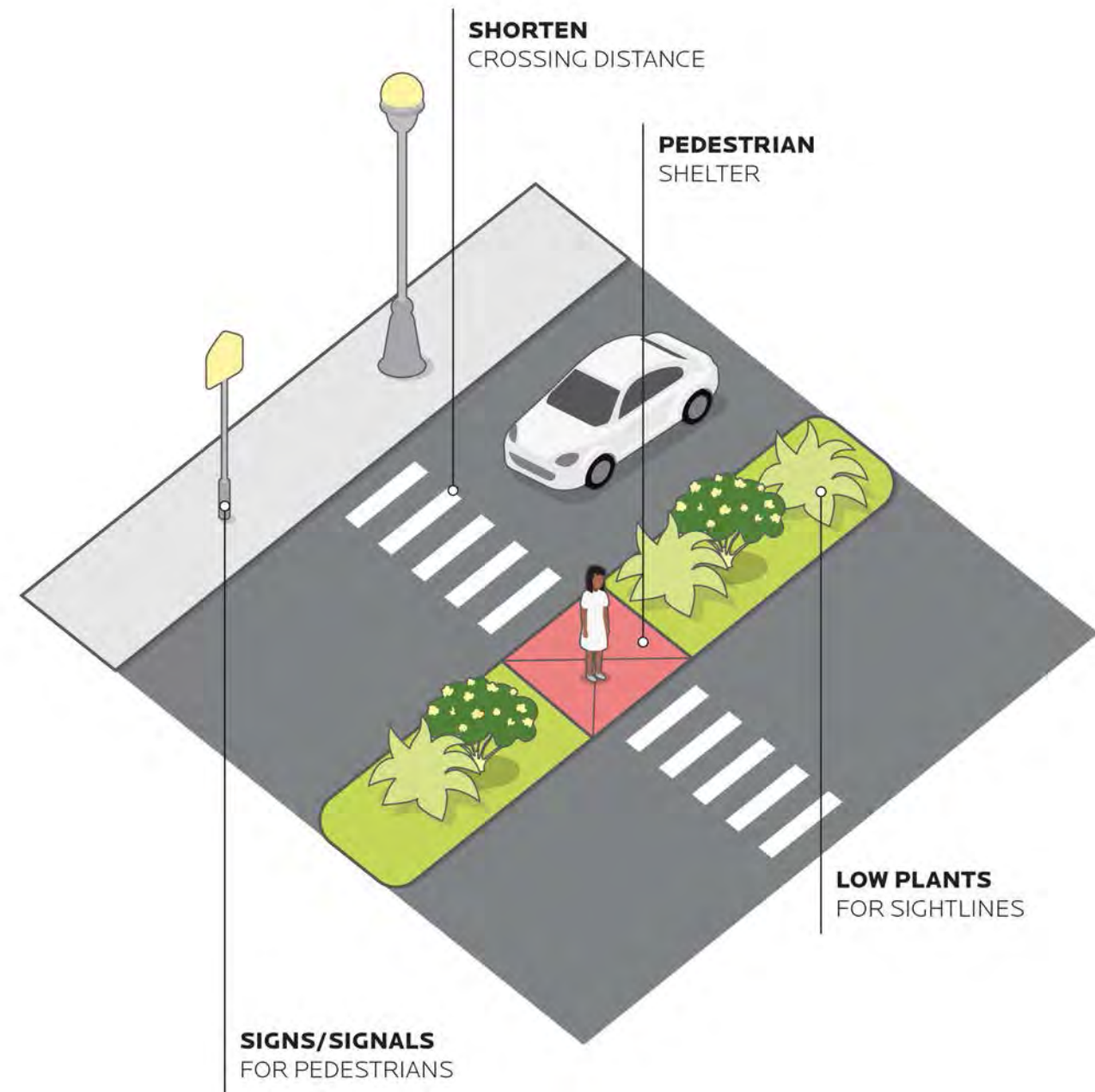


- Higher-density, mixed-use development
- Adopt a form-based overlay zone
- Modernize parking standards

- Permit and encourage green building and site design
- Improve and unify sign standards
- Clear, streamlined review processes

# Street Improvements

- Provide safer crossings
- Identify additional parking resources
- Provide “dignified” bus stops
- Enhance Bike-friendly Cross-Streets
- Incorporate green infrastructure

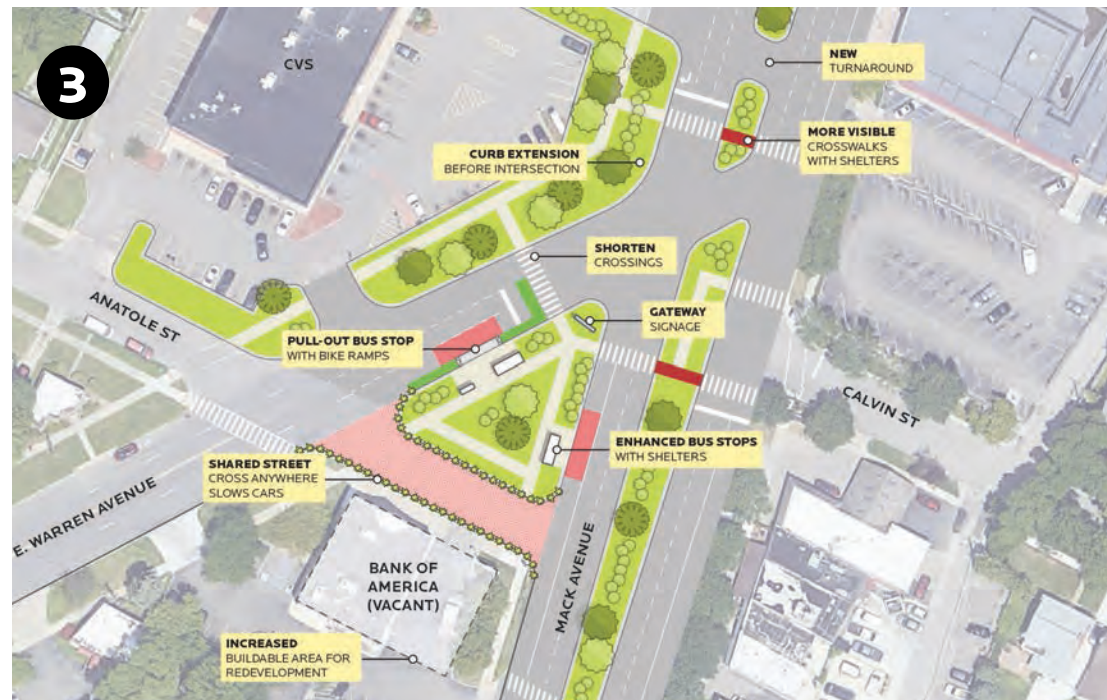


# Streetscaping



# Focus Areas

# Focus Areas



**Aspirational  
Conceptual  
Based on Planning  
Framework  
principles**

- 1** Bluehill & Mack
- 2** Fisher & Mack
- 3** E. Warren & Mack
- 4** Moross & Mack

# Implementation

# Implementation

- For all projects, implementation plan identifies:
  - » Priority
  - » Estimated Costs
  - » Partners
  - » Potential Funding Sources
  - » “Lead” Entity
- Next Steps:
  - » Review and prioritize projects
  - » Continued collaboration

## *Implementation Chart Key:*

<b>CA</b>	City Administration
<b>CC</b>	City Council
<b>PC</b>	Planning Commission
<b>D</b>	City of Detroit
<b>GP</b>	City of Grosse Pointe
<b>GPP</b>	City of Grosse Pointe Park
<b>GPF</b>	City of Grosse Pointe Farms
<b>WC</b>	Wayne County
<b>ECN</b>	Eastside Community Network
<b>BO</b>	Business Owners
<b>CM</b>	Community Members
<b>DEGC</b>	Detroit Economic Growth Corporation
<b>MEDC</b>	Michigan Economic Growth Corporation
<b>DDOT</b>	Detroit Department of Transportation
<b>MDOT</b>	Michigan Department of Transportation
<b>SEM</b>	Southeastern Michigan Council of Governments
●	Indicates a top project, as identified during the public engagement process
●	Indicates a top project, as identified by Mack Avenue Strategy Committee

# Q&A

**[mackaveplan.com](http://mackaveplan.com)**

**JULIE CONNOCHIE, AICP**

PRINCIPAL PLANNER

MCKENNA

JCONNOCHIE@MCKA.COM



September 17, 2020

Dear Mayor Theros and Council,

On Friday, November 27<sup>th</sup> the Grosse Pointe Chamber of Commerce is hosting the 45<sup>th</sup> Annual Grosse Pointe Santa Claus Parade. The Chamber requests permission to close Kercheval Avenue starting from Lewiston Road to Fisher Road from 8:00am. - 12:00pm. to assure a safe and sound parade.

Thank you in advance for your consideration of approval.

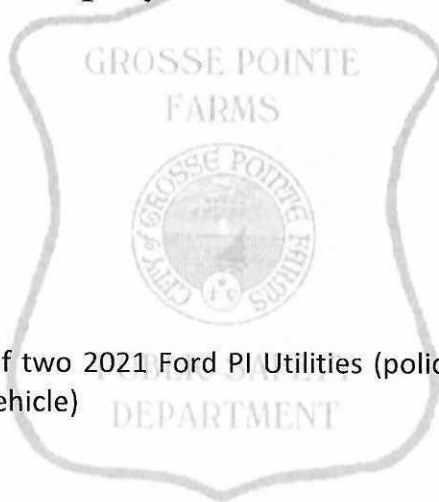
Kindly,

*Jennifer Palms Boettcher*

Jennifer Palms Boettcher  
President  
Grosse Pointe Chamber of Commerce  
Grosse Pointe Chamber Foundation  
jboettcher@grossepointechamber.com

# GROSSE POINTE FARMS DEPARTMENT OF PUBLIC SAFETY

## Deputy Director's Memo



October 29, 2020

To: Shane Reeside

Re: Requisition for purchase of two 2021 Ford PI Utilities (police patrol) and one 2021 Ford Transit Van (ACO/Ordinance Vehicle)

Shane,

Please see the attached request for the purchase of two 2021 Ford Police Interceptor Utility vehicles and one 2021 Ford Transit Van approved in the 2020-2021 budget (council approval is necessary for all purchases exceeding \$11,000). The attached pricing is reflective of all existing interior packages on our current police patrol Ford PI Utility vehicles, along with specifications for a new Ford van for use as an ACO/Ordinance vehicle. This vehicle bid from Gorno Ford is based off the current state bid.

Thank you for your assistance, I remain,

  
John Hutchins  
Deputy Director  
Chief of Police

Attachment (1)

2020-2021

CAPITAL BUDGET REQUEST FOR PUBLIC SAFETY VEHICLES

LISTCOST

1. Replace (1) Police Patrol Vehicle\* **(\$38,500)** Includes listed:  
Upfitting Vehicles-**\$6,000**  
Miscellaneous vehicle equipment which includes overhead light bar,  
exterior lights, push bumper, prisoner partition, gun locks,  
various mounts, etc. **\$15,000\*\***  

\$59,500.00
  
  2. Replace (1) Police Patrol Vehicle\* **(\$38,500)** Includes listed:  
Upfitting Vehicles-**\$6,000**  
Miscellaneous vehicle equipment which includes overhead light bar,  
exterior lights, push bumper, prisoner partition, gun locks,  
various mounts, etc. **\$15,000\*\***  

\$59,500.00
  
  3. Replace (1) Animal Control/Ordinance Vehicle with Ford Transit Van\* includes listed  
Upfitting Vehicle-**\$4,500**  
Miscellaneous vehicle equipment which includes emergency lighting, storage and animal  
containment unit, etc. **\$7,000\*\***  

\$46,500.00
- TOTAL: \$165,500.00**

\*-Amount does not reflect trade-in of decommissioned vehicle.

\*\* -Estimates of costs due to a new model year of vehicle along with wear and tear of previous equipment.

INVOICES  
OCTOBER 2020

<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
Anytime Labor - Michigan, LLC	\$ 13,490.15	DPW Temporary Help
Art Tucker	\$ 44,896.38	Sidewalk, road and catch basin repairs; Water main repairs, sewer televising & repairs
Asphalt Control Corporation	\$ 13,352.25	Sidewalk & road repairs related to water main breaks and catch basin repairs; water plant driveway repairs
DTE Energy	\$ 26,507.59	Street Lights
Grosse Pointes-Clinton Refuse Disposal		Refuse disposal and administration
Hubbell, Roth & Clark	\$ 61,290.38	Sea Wall Topographic Survey; 2020 Road Improvement Project; 2020 Water Main Replacement Project; Pier Park High Water Level Flood Protection Study; 2019/2020 Emergency Sewer Repairs; Sewer Separation Project; various other water & street projects
I.T. Right	\$33,516.87	Annual Network Administration, technology support and equipment



**To:** Shane L. Reeside, City Manager

**From:** Debra A. Lichtenberg, Director of Finance and Operations

**Date:** November 1, 2020

**Subject:** Quarterly Financial Report for the Three Months Ended September 30, 2020

**City of Grosse Pointe Farms**  
**Quarterly Financial Report**  
**For the Three Months Ended September 30, 2020**

- **Quarter End Highlights**
- **Statement of Revenue and Expenditures – Budget and Actual**
- **Investment Listing – Type, Location, Rate, and Maturity Date**

## **QUARTER END HIGHLIGHTS**

### **SEPTEMBER 30, 2020**

#### **OVERVIEW**

This report includes the first three months of the fiscal year, from July 1, 2020 through September 30, 2020. Since the “Stay At Home” Executive Order related to the COVID-19 public health crisis took effect March 23, 2020, Administration has taken many steps in cost containment, employee and community safety, implementation of new ways to provide services, and seeking available grant funding from the CARES Act. The impact of the pandemic on the financial and operational aspects of local government is still largely unknown, as many factors—particularly from a revenue perspective will be impacted in the months, and even years, to come. The City’s Administrative team continues to closely monitor these developments and will continue to provide updates to Council as information becomes available.

#### **GENERAL FUND**

##### **REVENUE**

- Revenue for the 1<sup>st</sup> quarter is up 2.74% as a percentage of budget when compared to last year. However, most of that increase results from CARES Act Federal Grant funds that were not budgeted, paired with lower revenue expectations budgeted in several areas.
- Building permit revenue totaled \$36,442 vs. \$36,058 for the same period last year. This year’s 1<sup>st</sup> quarter activity included delayed construction activity during the COVID shut down. This revenue is consistent with historical levels and is on track with the 2020-21 budget. We are cautiously optimistic that this trend will continue.
- Federal Grant funds through the CARES Act have been received in the amount of \$414,393. Of this amount, \$42,500 was paid out to qualifying staff as First Responder Hazard Pay Premiums.
- State Shared Revenue payments for this fiscal year are received beginning November 1<sup>st</sup>. That first payment was received after the quarter end, in the amount of \$177,487. Current projections from the Michigan Treasury Department lower our fiscal year revenue expectations from this source to \$877,637, approximately \$17,000 below our budgeted amount. The State has cautioned that further adjustments may occur due to legislative or economic changes. We will continue to monitor this item as the year progresses.
- Charges for services were down 0.7% when compared to the same period last year. This budget category is only at 9.6% of the budget due to the timing of receivables, including boat mooring fees, the Wayne County sewage lease, and other items which are not billed until later in the fiscal year. Other items negatively affecting this revenue category are the end of the dispatch service agreement with Grosse Pointe Shores, a

temporary moratorium on Pier Park facility rentals and a drop in parking meter fees. Much of this was factored in at the time our 2020-2021 budget was established and we currently expect this category to meet budgeted levels.

- Fines and forfeitures has seen a reduction in court costs and parking fines, largely due to people spending more time at home during the pandemic.
- Interest rates have dropped significantly in the past several months, contributing to much lower investment income this quarter.

## **EXPENDITURES**

- Expenditures for the 1<sup>st</sup> quarter are down 1.72% as a percentage of budget when compared to last year.
- Healthcare costs continue to be a significant factor when evaluating our budget position, and we have seen some stabilization over the last several months. We are continuing to closely monitor these trends and work with our healthcare consultants to contain these costs. The establishment of the Healthcare Retention Fund in the prior fiscal year is expected to smooth cash flows related to medical costs and allow more predictability in budgeting. During the first quarter, these costs were in line with the budgeted amounts.
- Transfers to the Debt Service fund for bond principal and interest payments, totaled \$587,801 vs. \$555,512 compared to the first quarter last year. These payments reflect the actual timing of bond payments, which generally occur annually in March and September each year.
- Salary costs of several departments have been impacted by the COVID situation. Several part-time staff members were furloughed, and seasonal Pier Park staffing was significantly curtailed by the short pool season. Overtime in most departments has been below prior years, largely due to vacation leaves being delayed and less coverage needed as a result. Many of these factors were anticipated in the budgeting process and the first quarter expenditures are in line with the budget.
- Public works function collectively is at 15.9% of budget.

## **COMMENTS**

- Overall the General fund revenues and expenditures to date appear in line with the budget, when taking into consideration timing differences, seasonal expenditures, comparison to the same period last year, and the impact of the global COVID health crisis.

## **WATER/SEWER FUND**

- Utility bill revenue is up for the first quarter compared to last year by approximately \$370,000. During the first quarter, 20.0 million cubic feet (mcf) was billed, compared to 16.5 mcf for the same period last year. The first quarter usage reflects the lawn irrigation that typically occurs during this period. A drier spring and summer resulted in higher irrigation use. We have budgeted for the sale of 53.3 million cubic feet of water in the 2020-2021 fiscal year. We will continue to closely monitor our actual consumption to our budget estimate.

PERIOD ENDING 09/30/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	YTD BALANCE 09/30/2019	END BALANCE 06/30/2020	2020-21		YTD BALANCE 09/30/2020	AVAILABLE BALANCE	% BDGT USED
				ORIGINAL BUDGET	2020-21 AMENDED BUDGET			
Fund 101 - GENERAL								
Revenues								
4010	TAXES	11,508,111.18	11,746,321.74	12,165,200.00	12,165,200.00	11,979,015.14	186,184.86	98.47
4500	LICENSES & PERMITS	125,584.20	422,888.74	473,850.00	473,850.00	125,237.32	348,612.68	26.43
5011	FEDERAL GRANTS	0.00	0.00	0.00	0.00	414,393.00	(414,393.00)	100.00
5390	STATE GRANTS	0.00	11,057.85	12,000.00	12,000.00	0.00	12,000.00	0.00
5740	STATE REVENUE SHARING	9,150.35	892,638.05	920,800.00	920,800.00	10,104.60	910,695.40	1.10
6000	CHARGES FOR SERVICES	173,885.13	1,752,290.30	1,794,600.00	1,794,600.00	172,745.24	1,621,854.76	9.63
6550	FINES AND FORFEITS	82,720.65	327,837.82	347,500.00	347,500.00	71,252.70	276,247.30	20.50
6640	INTEREST AND RENTS	36,438.02	159,938.90	25,000.00	25,000.00	10,791.65	14,208.35	43.17
6710	OTHER REVENUE	18,786.42	301,301.17	198,600.00	198,600.00	13,952.32	184,647.68	7.03
6950	OTHER FINANCING SOURCES	0.00	0.00	300,000.00	300,000.00	0.00	300,000.00	0.00
TOTAL REVENUES		11,954,675.95	15,614,274.57	16,237,550.00	16,237,550.00	12,797,491.97	3,440,058.03	78.81
Expenditures								
136.000	COURT	63,442.86	291,930.18	336,270.00	336,270.00	66,845.28	269,424.72	19.88
170.000	GENERAL GOVERNMENT	211,839.92	1,042,763.26	1,179,100.00	1,179,100.00	214,758.81	964,341.19	18.21
300.000	PUBLIC SAFETY - POLICE	1,056,393.81	4,588,457.93	4,863,410.00	4,863,410.00	1,027,686.96	3,835,723.04	21.13
335.000	PUBLIC SAFETY - FIRE	102,127.23	498,154.06	538,740.00	538,740.00	108,907.75	429,832.25	20.22
370.000	PUBLIC SERVICE	106,665.03	505,482.80	653,640.00	653,640.00	77,268.84	576,371.16	11.82
440.000	PUBLIC WORKS	133,981.75	551,038.39	623,200.00	623,200.00	118,575.81	504,624.19	19.03
445.000	DRAINS	6,739.97	10,986.96	18,300.00	18,300.00	4,779.61	13,520.39	26.12
528.000	RUBBISH COLLECTION	231,254.25	1,355,571.45	1,349,100.00	1,349,100.00	231,146.47	1,117,953.53	17.13
530.000	LEAVES	4,100.00	238,831.34	264,600.00	264,600.00	4,519.86	260,080.14	1.71
751.001	PARKS & REC. - PIER PARK	397,892.88	1,104,159.24	1,451,600.00	1,451,600.00	339,769.32	1,111,830.68	23.41
751.002	PARKS & REC. - KERBY FIELD	2,750.09	13,110.11	36,370.00	36,370.00	7,109.43	29,260.57	19.55
850.000	OTHER FUNCTIONS	88,550.11	2,646,868.38	2,835,500.00	2,835,500.00	98,377.09	2,737,122.91	3.47
890.000	CONTINGENCY	5,554.42	25,277.34	51,500.00	51,500.00	2,243.59	49,256.41	4.36
965.000	TRANSFERS OUT	921,686.56	2,232,112.50	2,036,220.00	2,036,220.00	919,050.94	1,117,169.06	45.14
TOTAL EXPENDITURES		3,332,978.88	15,104,743.94	16,237,550.00	16,237,550.00	3,221,039.76	13,016,510.24	19.84
Fund 101 - GENERAL:								
TOTAL REVENUES		11,954,675.95	15,614,274.57	16,237,550.00	16,237,550.00	12,797,491.97	3,440,058.03	78.81
TOTAL EXPENDITURES		3,332,978.88	15,104,743.94	16,237,550.00	16,237,550.00	3,221,039.76	13,016,510.24	19.84
NET OF REVENUES & EXPENDITURES		8,621,697.07	509,530.63	0.00	0.00	9,576,452.21	(9,576,452.21)	100.00

CITY OF GROSSE POINTE FARMS  
 QUARTERLY INVESTMENT REPORT  
 SEPTEMBER 2020

	LOCATION	INT. RATE	PRINCIPAL AMOUNT	MATURITY DATE
<b><u>GENERAL FUND</u></b>				
<b><u>CD'S</u></b>				
THE PRIVATE BANK		0.300%	272,416.53	11/30/2020
CHASE		0.780%	60,275.61	12/5/2020
FLAGSTAR BANK		1.650%	163,469.36	1/11/2021
FLAGSTAR BANK		0.250%	214,889.12	3/15/2021
LEVEL ONE BANK		0.400%	107,002.92	1/20/2022
MERCHANTILE BANK OF MI	MBS	3.050%	150,000.00	12/8/2020
JP MORGAN CHASE	MBS	2.250%	250,000.00	12/17/2029
JP MORGAN CHASE	MBS	1.200%	250,000.00	7/31/2030
JP MORGAN CHASE	MBS	1.250%	500,000.00	1/31/2033
<b><u>MONEY MARKET</u></b>				
HUNTINGTON BANK		0.049%	73,552.51	N/A
HUNTINGTON BANK		0.049%	3,306,694.38	N/A
MICHIGAN CLASS/MBIA		0.111%	153,919.78	N/A
TCF BANK (FORMERLY CHEMICAL BANK)		0.050%	101,249.35	N/A
5/3 BANK		0.010%	169,878.00	N/A
COMERICA		0.100%	101,611.63	N/A
HUNTINGTON BANK		0.049%	242,711.02	N/A
FLAGSTAR BANK		0.150%	1,774,081.16	N/A
<b><u>GOV'T BONDS</u></b>				
FHLB	5/3	2.000%	100,000.00	11/23/2021
FNMA	5/3	3.000%	81,448.18	5/25/2025
FHLM	5/3	2.000%	490,210.81	11/15/2032
FHLM	5/3	1.500%	1,467,090.84	8/25/2050
			<u>\$ 9,534,339.70</u>	

CITY OF GROSSE POINTE FARMS  
 QUARTERLY INVESTMENT REPORT  
 SEPTEMBER 2020

	LOCATION	INT. RATE	PRINCIPAL AMOUNT	MATURITY DATE
<b><u>LOCAL STREETS</u></b>				
<u>CD'S</u>				
MERCHANTILE BANK OF MI	MBS	3.000%	\$ 50,000.00	9/7/2021
JP MORGAN CHASE	MBS	1.200%	50,000.00	7/31/2030
			<u>\$ 100,000.00</u>	
<b><u>INSURANCE RETENTION</u></b>				
<u>CD'S</u>				
JP MORGAN CHASE	MBS	0.750%	\$ 100,000.00	7/31/2026
<u>MONEY MARKET</u>				
MICHIGAN CLASS/MBIA		0.111%	117.79	N/A
			<u>\$ 100,117.79</u>	
<b><u>INDIGENT DEFENSE FUND</u></b>				
<u>MONEY MARKET</u>				
HUNTINGTON BANK		0.049%	\$ 58,485.78	N/A
			<u>\$ 58,485.78</u>	
<b><u>CAPITAL FUND</u></b>				
<u>CD'S</u>				
MERCHANTILE BANK OF MI	MBS	3.000%	\$ 50,000.00	9/7/2021
GRAND RIVER BANK	MBS	2.000%	\$ 100,000.00	8/2/2024
FIRST NATIONAL BANK AMER	MBS	1.500%	\$ 133,000.00	3/28/2033
			<u>\$ 283,000.00</u>	
<b><u>WATER FUND</u></b>				
<u>MONEY MARKET</u>				
HUNTINGTON BANK		0.049%	\$ 18,826.04	N/A
			<u>\$ 18,826.04</u>	
<b><u>TAX FUND</u></b>				
<u>MONEY MARKET</u>				
COMERICA		0.030%	\$ 21,459.34	N/A
<b>TOTAL INVESTMENTS</b>			<u><u>\$ 10,116,228.65</u></u>	