



**2024 Annual Planning Report of Planning
Commission Activities and 2025 Work Program**

City of Grosse Pointe Park, Michigan

Introduction

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, provides for the creation of the Planning Commission and prescribes the powers and duties assigned thereto. The Michigan Zoning Enabling Act (MZEA), PA 110 of 2006, provides for the adoption of a zoning ordinance, the establishment of zoning districts and the powers and duties of municipal officials, the Planning Commission, and the City Council as it relates to the administration and enforcement of the ordinance.

This report is for submission to the City Council in accordance with the requirements of Section 125.3819(2) of the MPEA as follows: *“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”*

Commission Members

The following members served throughout the 2024 calendar year. Thank you for your service!

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

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

2024 Commission Meetings & Attendance

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

*Indicates a joint meeting with the City Council

Responsibilities

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

- Review site plans as required by the Zoning Ordinance.
- Conduct public hearings and make recommendations to the City Council regarding requests for special use permits and rezonings.

- Conduct public hearings and make recommendations to the City Council regarding amendments to the Zoning Ordinance text & map, and the Master Plan.
- Update and maintain the Master Plan in accordance with the MPEA.
- Review and comment on any proposed Master Plans or Master Plan amendments for other communities as required by the MPEA.
- Provide recommendations on capital improvements as required by the MPEA.

Planning Commission Applications

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

Zoning Board of Appeals

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

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

2022 Master Plan Implementation and 2024 Work Plan Review

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

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

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

2. Redevelopment Ready Communities Program – The Master Plan calls for the City to obtain certification through the Michigan Economic Development Corporation’s Redevelopment Ready Communities (RRC) Program. The initial Community Snapshot was completed in January 2023. At the end of 2024, the City had completed 52% of the requirements to receive the Essentials Certification. With the recent adoption of the new Zoning Ordinance (currently under review by RRC staff), most of the remaining requirements have been fulfilled. The City expects to achieve certification in the first half of 2025.

¹ Grosse Pointe Park 2022 Master Plan – pg. 116

- a. Goal: “The City will foster an environment that is supportive of local businesses and work with its partners to attract and retain small businesses, while maintaining a strong local tax base. New and rehabbed buildings will be consistent with the character and historic nature of Grosse Pointe Park.”
 - b. Objective: “Develop Grosse Pointe Park as an activity center for residents and location for new investment and business.”
 - c. Strategy: “Coordinate with the Michigan Economic Development Corporation (MEDC) to become certified as a Redevelopment Ready Community (RRC) to capitalize on technical assistance and resources that MEDC can provide.”²
3. Capital Improvements Plan – The Planning Commission prepared a [six-year capital improvements plan](#) (CIP) to guide the City’s investments for years to come, in accordance with both the MPEA requirements and RRC best practices. The plan identifies \$41.8 million in potential projects across the six-year period. Of the 26 projects identified for Fiscal Year (FY) 2025, 19 received funding in the FY 2025 budget. Below is a table from the plan summarizing the proposed projects by Program area.

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

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

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

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

² *Id* – pg. 111

³ *Id* – pg. 118

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

2025 Work Plan

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