

CITY OF GROSSE POINTE WOODS, MICHIGAN
20025 Mack Plaza Dr.
Planning Commission Meeting
February 25, 2014
7:30 p.m.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ACCEPTANCE OF AGENDA**
- 5. RECOGNITION OF COUNCIL REPRESENTATIVE/S**
- 6. APPROVAL OF MINUTES:**
 Planning Commission – 12/10/13
 NOTE: Planning Commission – 01/28/14 (canceled due to weather/no minutes)
- 7. APPOINTMENTS – ELECTION OF CHAIR AND VICE-CHAIR/SECRETARY:**
- 8. ADOPTION OF RULES OF ORDER AND PROCEDURE:**
 - A. PC Excerpt – 01/22/13
 - B. Rules of Order and Procedure – 01/22/13
- 9. GPW PLANNING COMMISSION ANNUAL REPORT 2013:**
 - A. Memo – 01/23/14 Building Official (Tutag)
 - B. DRAFT 2013 Planning Commission Report
- 10. PROPOSED FAÇADE CHANGE: COMERICA BANK, 21303 MACK AVENUE:**
 - A. Letter of Request – 02/19/14 (Cityscape)
 - B. Drawings/Plans:
 - (1) Title Sheet T-101 – 02/19/14
 - (2) Existing Site Plan SP-101 – 02/19/14
 - (3) Existing Floor Plan D-101 – 02/19/14
 - (4) Existing Elevations D-201 – 02/19/14
 - (5) Floor Plan A-101 – 02/19/14
 - (6) Exterior Elevations A-201 – 02/19/14
 - C. Memo – 02/19/14 Building Official (Tutag)
 GPW Ord., Section 50-373, Design Standards

11. OFFICIAL'S MONTHLY REPORT:

Building Department Reports – December 2013
January 2014

12. COUNCIL REPORT:

January – Vitale
February - Harrell

13. INFORMATION ONLY: COUNCIL REPRESENTATIVE FOR NEXT MEETING:

March - Fuller

14. NEW BUSINESS:

2020 Plan (Hamborsky/Vitale/Fuller/Gilezan)
Special Sign (Vaughn/Fuller/Stapleton)

15. PUBLIC COMMENT:

16. ADJOURNMENT:

Submitted by: Gene Tutag, Building Official – 313.343.2426

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT) POSTED
AND COPIES GIVEN TO NEWSPAPERS

Notice: The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to said meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or calling the A.D.A. Coordinator or the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2445; or Telecommunications Device for the Deaf (TDD) (313) 343-9249.

NOTE TO PETITIONERS:

Please make every effort to be present at the meeting so that public officials may get the benefit of your input on the matter before them.

PLANNING COMMISSION
12/10/13 – 039

MINUTES OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, DECEMBER 10, 2013, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:34 p.m. by Chair Evola.

Roll Call: Chair Evola
Fuller, Hamborsky (7:42 p.m.), Profeta, Rozycki, Stapleton, Vitale

Absent: Gilezan, Vaughn

Also Present: Building Official Tutag
City Attorney C. Berschback
Recording Secretary Babij Ryska

Motion by Rozycki, seconded by Vitale, that Commission Members Gilezan, Hamborsky, and Vaughn be excused from tonight's meeting.

MOTION CARRIED by the following vote:

YES: Evola, Fuller, Profeta, Rozycki, Stapleton, Vitale

NO: None

ABSENT: Gilezan, Hamborsky, Vaughn

Motion by Rozycki, seconded by Fuller, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

MOTION CARRIED by the following vote:

YES: Evola, Fuller, Profeta, Rozycki, Stapleton, Vitale

NO: None

ABSENT: Gilezan, Hamborsky, Vaughn

Motion by Profeta, seconded by Stapleton, regarding **Approval of Minutes**, that the Planning Commission Meeting minutes dated November 26, 2013 be approved.

MOTION CARRIED by the following vote:

YES: Evola, Fuller, Profeta, Rozycki, Stapleton, Vitale

NO: None

ABSENT: Gilezan, Hamborsky, Vaughn

The next item on the agenda was **Review of Sign Application: CVS Pharmacy, 20460 Mack Avenue**. Building Official Tutag provided an overview of the application, noting that the

PLANNING COMMISSION
12/10/13 – 040

ordinance only allows two signs per building and also limits the size to 12 square feet; therefore, the request was denied. Discussion ensued regarding the aesthetics and necessity of the proposal. Colan Sternberg, of SignArt Inc. was present to answer questions.

Motion by Vitale, seconded by Rozycki, regarding **Sign Application: CVS Pharmacy, 20460 Mack Avenue**, that the Planning Commission, upon review of the sign application, has determined that allowing an exception of the provisions of Chapter 32 of the City Code would be in the best interest of the city and not against the spirit and intent of Chapter 32, and recommend that the City Council approve the variance request.

MOTION CARRIED by the following vote:

YES: Evola, Fuller, Hamborsky, Profeta, Rozycki, Stapleton, Vitale
NO: None
ABSENT: Gilezan, Vaughn

The next item on the agenda was **Planning Commission Attendance – 2014 Monthly Meeting Schedule**. Chair Evola stated that this item is for informational purposes only. A new Commission Member will take the place of Chair Evola in schedule as she has opted to not be reappointed next term.

The next item on the agenda was the **Building Official's Monthly Report**. Mr. Tutag reported the following:

- Lyla's Catering is now open at 20083 Mack Ave, they are a family owned restaurant serving middle eastern cuisine.
- There is interest in 19271 Mack Ave (old Robustos). May see plans soon for the same type of establishment.

Chair Evola, on behalf of Commission Member Vaughn, reported that there the was nothing of interest to the Planning Commission at the December 2, 2013 **Council Meeting**.

Commission Member Vitale will attend the January Council meetings.

The following **Subcommittee Reports** were provided:

2020 Plan – Nothing to report.

Special Sign Ordinance – Nothing to report.

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12/10/13 – 041

Hearing no objections, the following items were heard under **New Business**:

- Building Official Tutag thanked Chair Evola for her service on the Planning Commission and wished her well.

Motion by Rozycki, seconded by Vitale, to adjourn at 7:51 p.m. Passed unanimously.

PLANNING COMMISSION EXCERPT
01/22/13

Motion by Evola, seconded by Fuller, that the Planning Commission approve and adopt the **Rules of Order and Procedure** as presented.

MOTION CARRIED by the following vote:

YES: Evola, Fuller, Gilezan, Hamborsky, Rozycki, Stapleton, Vitale

NO: None

ABSENT: Richardson, Vaughn

RULES OF ORDER AND PROCEDURE
OF
PLANNING COMMISSION
OF
GROSSE POINTE WOODS

1. The Planning Commission shall be constituted and shall have powers and perform such duties as are provided for in Section 1, Chapter 4, of the City Code of the City of Grosse Pointe Woods.
2. The officers of the Planning Commission shall be a Chair, and Vice Chair/Secretary. The Chair shall preside at all Planning Commission meetings, and in the Chair's absence, the Vice Chair/Secretary shall act in such place and stead.
3. The terms of office of the Chair and Vice Chair/Secretary shall be for a period of one (1) calendar year, or until their respective successors shall be elected and have qualified. At the first scheduled meeting of each calendar year, the Commission shall appoint from among its members, a Chair and Vice Chair/Secretary who shall be seated at the next regularly scheduled meeting.
4. The City Clerk or the Clerk's agent shall record all proceedings of the Planning Commission.
5. The Planning Commission shall hold regular meetings on the fourth Tuesday in each month, except December, which shall be held on the second Tuesday, as such time and at such Planning Commission shall determine.
6. Special meetings of the Planning Commission shall be called by the City Clerk upon the written request of the Chair, endorsed in writing of two other members, or in such absence, by the Vice Chair/Secretary, endorsed in writing by two other members; or the written request of any three members of the Planning Commission on at least twenty-four (24) hours written notice to each member of the Planning Commission served personally or left at the place of residence; or by a majority affirmative vote of those present at a Planning Commission meeting.
7. No business shall be transacted at any special meeting of the Commission unless the same shall have been stated in the notice of such meeting, provided that the provisions hereof may be waived by consent of the members of the Commission present and the written consent of the absent members.
8. All meetings, both regular and special, shall be open to the public.
9. The majority of the members of the Planning Commission in office shall constitute the

quorum for the transaction of business at any meeting thereof and in the event of a lack of quorum, the members of the Commission so present shall adjourn any such meeting to a later date.

10. The business of all meetings of the Commission shall be transacted, so far as possible, in the following order:

- Roll Call
- Approval of minutes
- Matters appearing upon the Agenda
- New Business

11. The presiding officer shall preserve order and decorum and shall speak to points of order in preference to other members. The presiding officer shall decide questions of order subject to appeal to the Commission, which appeal must be duly moved and seconded and sustained by majority vote of the Commission.

12. Before any member of the Commission, officers, or person in the audience may address the Commission, permission to do so must be obtained from the presiding officer, provided that any person having the floor shall not be interrupted unless ruled out of order by the presiding officer.

13. Approval of the Planning Commission shall be evidenced by a duly adopted motion or resolution of the Commission and by the execution of the "approval stamp" affixed to the front elevation of the building, the Plot Plan, the plat, the subdivision restrictions, the property use statement and other documents, as the case may be requiring approval by the Chair, or in the Chair's absence, by the Vice Chair/Secretary of the Commission, and when so approved the same shall be delivered to the City Clerk for further processing.

14. The Chair, in consultation with the Building Official, shall prepare an agenda of all matters which will be considered at each meeting, which agenda shall be distributed among the Commission members at least forty-eight (48) hours prior to the time of holding the meeting. Any matter not on the agenda shall not be acted upon without the unanimous consent of the members of the Commission present at such meeting, provided, if any matter is presented upon motion duly made and seconded, objection to action thereon shall be immediately voiced by any objecting members of the Commission before discussion is entered upon and, if no such objection is voiced, no objection shall thereafter be voiced to any action taken or proposed to be taken.

15. Upon request of a majority of the members of the Commission present, any question PROPERLY before the Commission shall be put to vote; such request for a vote shall be acted upon immediately without further discussion of the subject, and shall thereupon bring the question to a direct vote upon a motion to table, a motion to refer, a motion to amend, or upon the main question, in the order named.

16. At the request of a Commission member, any question shall be divided if such question, in

the opinion of the presiding officer, is subject to division and shall be submitted as divided.

17. No motion or proposition different from that under consideration shall be admitted under cover of amendment, provided that a substitute motion may be submitted to cover the same subject matter and, if carried, shall result in determining the original motion out of order.

18. No motion shall be debated or put to a vote unless the same shall have been seconded and properly read by the Clerk, or summarized by the Chair.

19. A motion to reconsider any vote upon any question shall be in order at the following meeting of the Commission; provided that a member of the prevailing side intending to move to reconsider shall file a notice in writing of the Member's intention to do so with the Vice Chair/Secretary and the City Clerk within twenty-four (24) hours after the action to be reconsidered was taken. The same number of votes shall be required to reconsider any action of the Commission as is required to adopt the same.

Upon the filing of a Notice for reconsideration, the effect of the action to be reconsidered shall be suspended until action can be taken upon such consideration. Action upon the reconsideration shall be taken at the next regular Commission meeting or at a prior Special Meeting called for that purpose.

20. When any question is under debate, no motion shall be received except the following, and in the order named:

- Motion to adjourn
- Motion to table
- Motion for the question
- Motion to refer
- Motion to amend
- Substitute motion

21. A motion to adjourn shall always be in order except when a vote is being taken or when a member of the Commission has the floor. A motion to adjourn or to table shall be decided without debate.

22. These Rules of Order may be amended or altered by a majority vote of the Commission.

23. The Commission, by a majority affirmative vote of the Commission, may suspend the operation of any one of the aforementioned Rules for a single session, except Section 18.

24. Making of remarks by Commission members should be preceded by asking permission of the presiding officer.

25. Upon the City Clerk receiving a petition directed to the Planning Commission, which petition requires a public hearing under the provisions of the City Code, the City Clerk shall determine whether such petition contains all necessary information and, if so, the City Clerk may establish a date for a public hearing before the Planning Commission and publish any notices required and shall forward such petition to the Planning Commission which shall conduct the public hearing on the date established therefore.

26. **IMPORTANT:** If a Planning Commission Member will be absent for a meeting, the Member must notify the Chair of such anticipated absence as soon as possible prior to such meeting.

27. Except as above provided, Roberts "Rules of Order" shall govern.

28. The Chair shall prepare an annual report to be submitted to the City Council in accordance with the Planning Enabling Act. The report shall be submitted to the Planning Commission for approval in January of each calendar year to ensure that the report is submitted to the City Council for their budget deliberations. The report should summarize the Commission's operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

29. **Conflict of Interest**

A. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Planning Commission. The member is disqualified from voting on the matter if a conflict exists.

B. Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:

1. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
2. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her or which is adjacent to land owned by him or her.
3. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
4. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
5. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parents in-law, grandparents in-law, or members of his or her

household.

6. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
 - a) An applicant or agent of an applicant, or
 - b) Has a direct interest in the outcome.
- C. If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.
- D. When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following as soon as possible.
 1. Declare a conflict exists at the first available meeting of the Commission or committee;
 2. Cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, provided however that the member may remain in the Council chambers during deliberation.
- E. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

30. **Capital Improvement Review**

The Planning Commission will review information regarding appropriate capital improvement projects as provided to it by the Administration in order to comply with state law regarding the capital improvement review process.

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CITY OF GROSSE POINTE WOODS

BUILDING DEPARTMENT

MEMORANDUM

TO: Planning Commission
FROM: Gene Tutag, Building Official
DATE: January 23, 2014
SUBJECT: Grosse Pointe Woods Annual Planning Commission Report – 2013
(DRAFT)

The Planning Enabling Act requires the Planning Commission to submit an annual report to the City Council.

We have assembled a DRAFT annual report with the activities of the Planning Commission for the year 2013.

Please review the attached DRAFT report for additional information, editing, or anything else that the Planning Commission feels should be included.

Attachment

/sjs



GROSSE POINTE WOODS
PLANNING COMMISSION
ANNUAL REPORT

2013

GROSSE POINTE WOODS PLANNING COMMISSION REPORT - 2013

The Planning Commission of the City of Grosse Pointe Woods is governed by the Planning Enabling Act, State of Michigan PA 33 of 2008 and by The Charter and Zoning Ordinance of the City of Grosse Pointe Woods.

Under the Planning Enabling Act, the Commission must provide an annual report to the City Council as the legislative body of the City. The report shall contain information concerning the operations and status of planning activities including recommendations regarding actions by the legislative body related to Planning and Development.

The Planning Commission met monthly during 2013. During that time, the Commission reviewed, discussed and acted on items contained in the following report:

2013 Planning Commission Overview

JANUARY

- PC Meeting: Election of Chair Evola and Vice-Chair Rozycki (in compliance with The Michigan Planning Enabling Act).

Recommended proposed zoning ordinance amendment to COW for consideration and review: Land Uses & Zoning on Mack Avenue concerning drive-thru facilities.

FEBRUARY

- PC Subcommittee Meeting 02/09/13: 2020 Plan
- Meeting: Approved Group Membership to MAP (Michigan Association of Planning) - \$625/per year (12 persons).

St. John Hospital received permit from Detroit to build a Permanent Heliport on its west parking deck roof.

Commission Member Richardson resigned from the Planning Commission.

MARCH

- PC Meeting: New Membership: MAP (Michigan Association of Planning) \$625/per year (12 persons).

APRIL

- PC Subcommittee Meeting 04/13/13: 2020 Plan
- PC Subcommittee Meeting 04/20/13: Special Sign
- PC Meeting: General Business

MAY

- PC Workshop: Presentation by the 2020 Sub-Committee regarding the 2020 Vision Plan.
- PC Meeting: Public Hearing: Amend Zoning, Section 50-1, to define Drive-Thru Facilities and add language excluding Drive-Thru Facilities in the C-Commercial District, Section 50-370(2) and in the C-2 High Intensity District, Section 50-419(1)(f).
Approved Resolution recommending City Council adopt the proposed ordinance.

JUNE

- PC Subcommittee Meeting: Special Sign
- PC Meeting: General Business
- City Council: First Reading of Drive-Thru Ordinance
-

JULY

- PC Subcommittee Meeting: Special Sign
- PC Meeting: General Business
- City Council: Second Reading of Drive-Thru Ordinance

AUGUST

- PC Meeting: Public Hearing: Special Land Use and Site Plan Review to to construct a Stealth Wireless Facility in the steeple of the Crosspointe Christian Church. Resolution adopted recommending approval by City Council.

SEPTEMBER

- PC Members attended site visit at 'The Rivers'
- PC Meeting: Public Hearing: Special Land Use and Site Plan Review to Construct a Stealth Wireless Facility at the Milk River Pump Station. Resolution adopted recommending approval by City Council.
- City Council: Public Hearing for Stealth Wireless Facility in the Steeple of Crossepointe Christian Church. Approved.

OCTOBER

- Commission member Vitale attended the My Place Workshop in Detroit.
- PC site visit to 'The Rivers' - 900 Cook Rd.
- PC Meeting: General Business & welcome new PC member James Profeta

NOVEMBER

- PC Meeting: General Business
- CC Meeting: Public Hearing for Stealth Wireless Communications Facility at the Milk River Pump Station. Approved.

DECEMBER

- PC Meeting: Sign Review: CVS Pharmacy Sign application denied as ordinance only allows two signs per building and also limits the size to 12 sq. feet. PC recommended that City Council approve the variance request.

Commission Member/Chair Evola resigned as member of the Planning Commission.

SUB-COMMITTEE REPORTS:

2020 Plan:

The 2020 Plan sub-committee’s goal is "to provide fresh, forward thinking, realistic design, zoning and administrative tools that foster and support progressive future development to achieve maximum sustained viability, growth and value within the City of Grosse Pointe Woods. The focus of the sub-committee in 2013 was to develop concept ideas for a comprehensive plan of community minded improvements and features along the primary commercial corridors of Mack Avenue and the section of Vernier west of Mack. The committee plans a series of work session meetings during 2014 culminating in a recommendation report to the full Planning Commission for further potential action to Council.

Special Sign:

The Special Sign subcommittee’s goal is to review the City of Grosse Pointe Woods existing sign ordinance with the objective of regulating signage in the commercial districts so that it is consistent with the character of the community. The initial focus of the subcommittee is illuminated signage.

BUDGET REPORT:

Date	Description	Debit	Credit	Balance	% Used
01/17/13	McKenna Assoc., Inc.	\$1,574.25			
01/31/13	Konica Minolta (KIP)	34.07			
02/14/13	Plng & Zoning Center, Inc,	370.00			
05/01/13	Konica Minolta (KIP)	34.07			
06/30/13	Konica Minolta (KIP)	34.07			
	2012/2013 END Fiscal Year			\$2648.02	41%
	2013/14 NEW Fiscal Year		\$5,000.00	\$5,000.00	
10/03/13	MI Place Tool Workshop	70.00		\$4,030.00	
10/107/13	Geisler – Name Plates	17.47		\$3,942.53	

CONTINUED GOALS & OBJECTIVES:

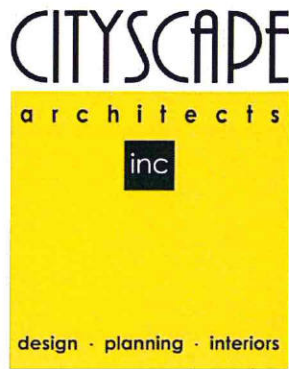
- Continue to make improvements to the Zoning Ordinance by reviewing and updating the sign ordinance and parking requirements, and adding provisions dealing with alternative energy facilities.
- Continue to align our efforts with the Mayor, City Council, Local Business Associations, and Realtors to attract new businesses and encourage people to live and work in Grosse Pointe Woods.
- Continue to study mechanisms to promote city development.
- Continue to encourage sustainable development.

The Planning Commission will continue to consult with the City Council, and appropriate Departments or Commissions, when significant projects, policies, and legislative acts provide opportunities to support the Master Plan.

Respectfully submitted by **Planning Commission Members:**

Rich Rozycki, Vice-Chair/Secretary
Michael Fuller
Grant Gillezan
Doug Hamborsky
James Profeta
Tonja Stapleton
Thomas Vaughn
John Vitale

Date



February 19, 2014

Mr. Gene Tutag, Building Official
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Mr. Tutag,

Comerica Bank has undertaken a program to update the appearance of their branches and incorporate new entry towers as part of their corporate identity. Comerica has identified the branch at 21303 Mack Avenue in Grosse Pointe Woods as a branch requiring this updated image.

The iconic entrance tower is constructed with brick veneer, standing seam metal roof, and storefront framing and glazing. An image of the corporate standard tower is shown at the right. Drawings submitted for site plan review indicate how the proposed revision blends into the existing building design.

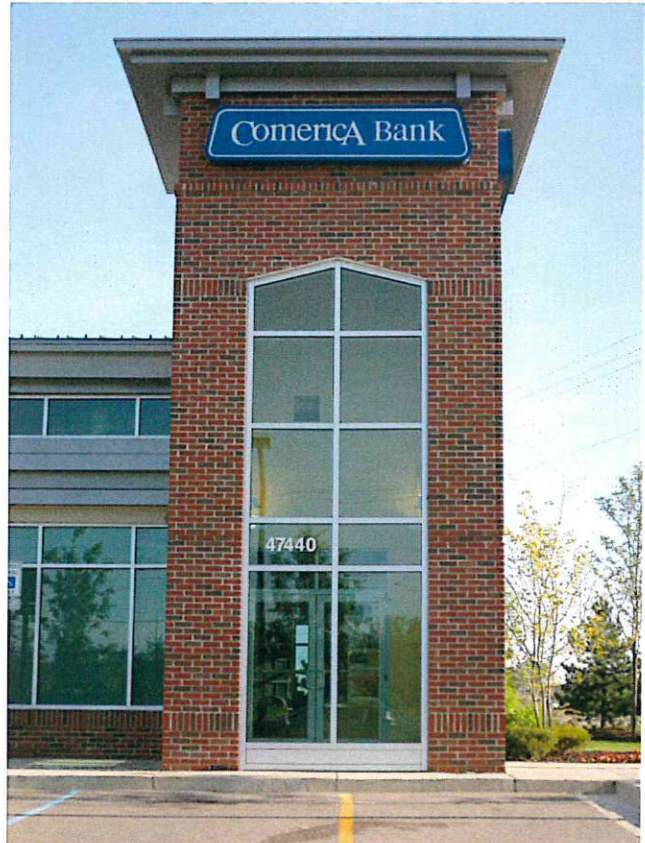
Please don't hesitate to contact me if you have any questions or require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tony Dellicolli", is written over a white background.

Tony Dellicolli, R.A., AIA
Founding Principal

cc: Leonard Murz, CBRE



**CITY OF GROSSE POINTE WOODS
BUILDING DEPARTMENT
MEMORANDUM**

TO: Planning Commission
FROM: Gene Tutag, Building Official
DATE: February 19, 2014
SUBJECT: Façade Improvement, Comerica Bank, 21303 Mack Avenue
PETITIONER: Cityscape Architects, 40850 Grand River, Novi MI

The applicant has proposed to construct a new entrance and façade improvements to the existing Comerica Bank building. The interior walls and function of the building will remain unchanged. The new entrance will add approximately 35 sq.ft. to the building's existing footprint of 5090 sq. ft.

The project is located at the city's northern boarder on the west side of Mack Avenue. The property is currently zoned RO-1, Restricted Office, and according to Section 50-448(1) banks are permitted uses in this district. The project is compliant with all pertinent zoning requirements.

In accordance with Section 50-374(a) the plans for the project have been submitted to the building inspector as required. The plans are being submitted to the Planning Commission for review consistent with the design standards ordinance.

The new entrance to the building will be 27' high and is compliant with Section 50-453 which allows up to 28' as the maximum height. The proposed tower and standing seam metal hip roof design is part of the bank's corporate identity program.

Brick color is indicated on the rendition, existing brick on the building will be dyed to match the new brick on the entrance. Elements of the city's design standards (copy attached) are found in the design of the façade.

It is recommended that the façade improvement be approved with the condition that the existing copper standing seam roof not be painted as indicated on the plans and to remain in its current state. In addition, the existing copper roof that will be removed from the façade to make way for the new entrance be reused on the new roof.

Attachment
GPW Ord., Section #50-373 Design Standards

Sec. 50-373. - Design standards.

(a) *General.*

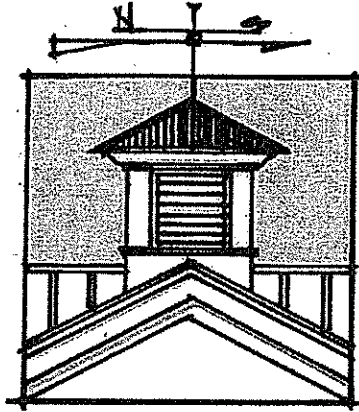
- (1) New construction, renovations, remodeling or exterior building alterations within all C commercial, C-2 high intensity city center, and RO-1 restricted office zoning districts shall be designed in conformance with approved design standards found in this section and on file with the building department. The purpose of these design standards is to promote a coordinated and complimentary use of design elements that result in a theme oriented, harmonious appearance and image for the commercial and high intensity residential areas of the city.
- (2) To be in compliance with these standards, all designs as governed by this section shall contain a dominant use of assorted architectural design elements generally described as "Colonial," "Williamsburg Colonial," "Georgian Colonial," "Early American," "Classic" or "Traditional." Specific definitions and examples of these elements are included within this section, and in the "design standards" guidelines on file with the building department. The guidelines may be modified by planning commission resolution.

(b) *Design components.*

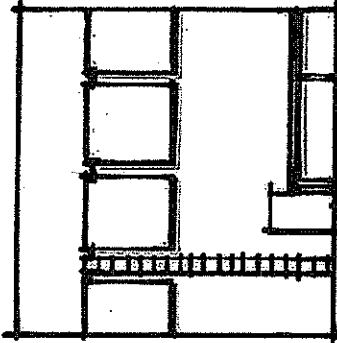
- (1) The words "Colonial," "Williamsburg Colonial," "Georgian Colonial," "Early American," "Classic" or "Traditional" shall collectively refer to use of a pallet of materials, trim, shapes, forms, colors and details most commonly associated with the dominant architectural styles utilized during the early development of the east coast American towns and cities. Some examples of where these designs are commonly found and featured include Williamsburg, Virginia, Cape Cod, New England and Philadelphia.
- (2) To more specifically define the assorted components that can be utilized to achieve this design style, the design standards guidelines include graphic examples of design elements, all of which are considered by definition of this section to be acceptable when collectively used within a total design. These elements shall be utilized in appropriate proportions and quantity to form an overall total design consistent with the requirements of this section.
- (3) Colors utilized in all design components shall be consistent with the approved color chart on file with the building department and shall be utilized to produce a balanced, coordinated and complimentary total design solution.

(Code 1975. § 5-8-5; Code 1997. § 98-205)

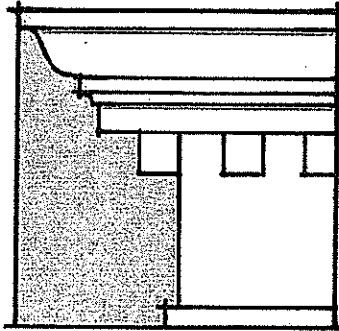
Architectural Elements:



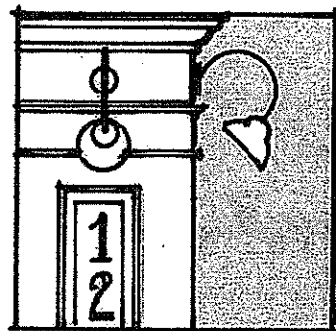
*Cupolas, Gables,
Weathervanes*



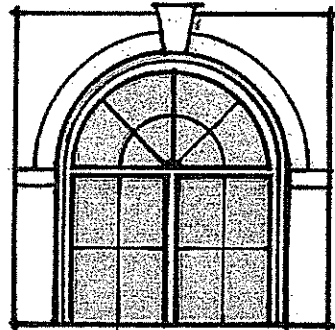
*Brick or
Stone Quoins*



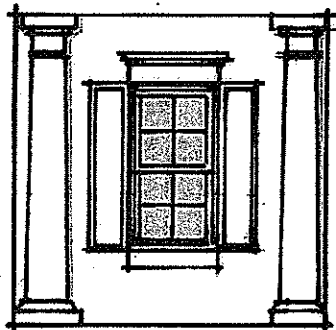
Cornice Trim



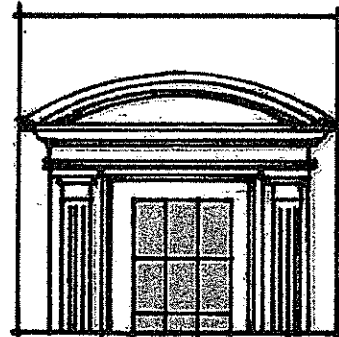
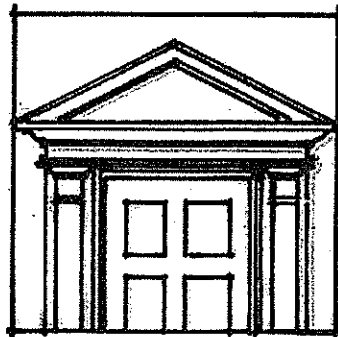
Gooseneck Lighting



*Wood, Stone or Brick
Arches, Keystones
Divided Lights*

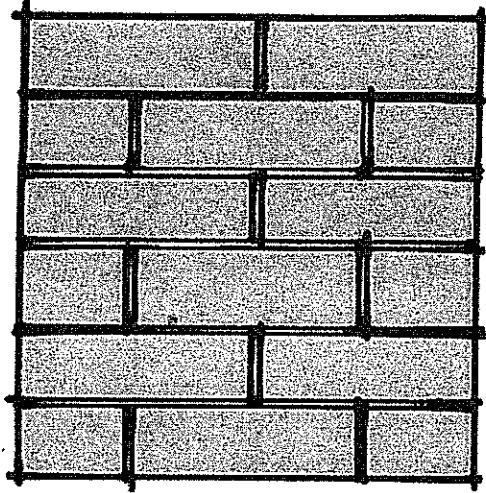


*Columns, Properly
Proportioned Shutters*

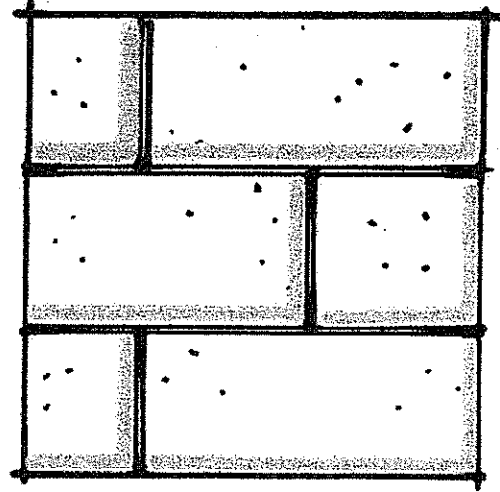


Wood or Stone Door Surrounds: Pediment, Frieze, Pilasters

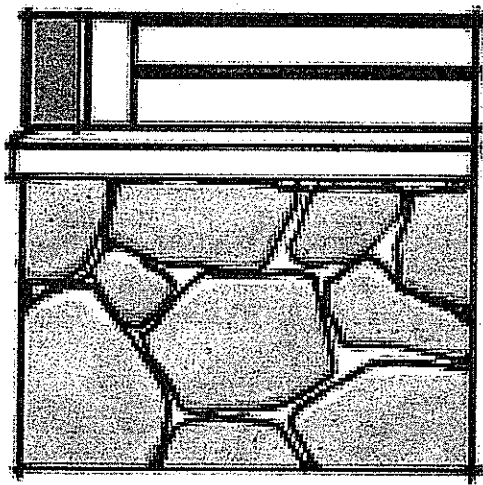
Quality Materials:



Brick-warm, earthy tones



Natural or Cultured Stone



*Natural or Cultured
Stone Accents*



*Wood Trim
Wood or Cementitious
Siding*



BRANCH #251 RENOVATION

INDEX OF DRAWINGS		SITE PLAN APPROVAL 01-20-14 SPA RESUBMITTAL 02-19-14			
● ISSUED ○ ISSUED FOR REFERENCE ONLY					
T-101	TITLE SHEET	●	●		
ARCHITECTURAL DRAWINGS					
SP-101	SITE PLAN	●	●		
D-101	EXISTING FLOOR PLAN	●	●		
D-201	EXISTING ELEVATIONS	●	●		
A-101	FLOOR PLAN	●	●		
A-201	EXTERIOR ELEVATIONS	●	●		



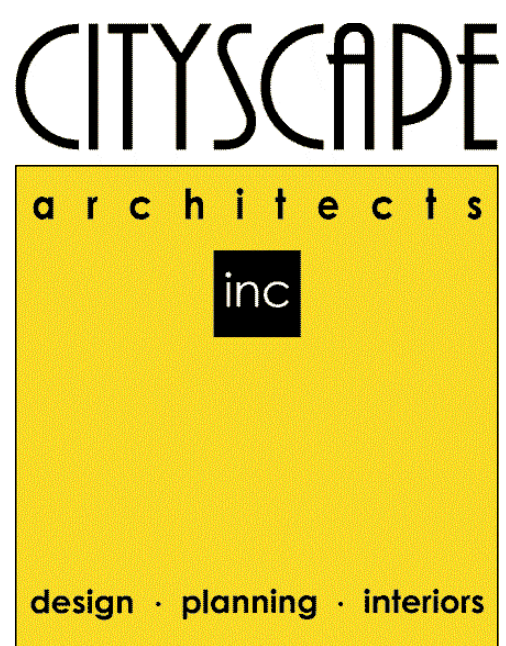
1 FRONT FACADE - EXISTING

NTS



2 FRONT FACADE - PROPOSED
ARTISTIC RENDERING, ACTUAL BUILDING MAY DEVIATE FROM RENDERING

NTS



40850 Grand River Ave Suite 200
Novi, MI 48375
248 471 7877 ph
248 471 7868 fax



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project title

**COMERICA
BANK # 251**

21303 Mack Ave.
Grosse Pointe Woods, MI

sheet title

TITLE SHEET

DO NOT SCALE DRAWINGS
USE FIGURED DIMENSIONS ONLY

project number

13042

drawn CAI
approved CAI

issued date
SITE PLAN APPROVAL 01-27-14
SPA RESUBMITTAL 02-19-14

sheet number

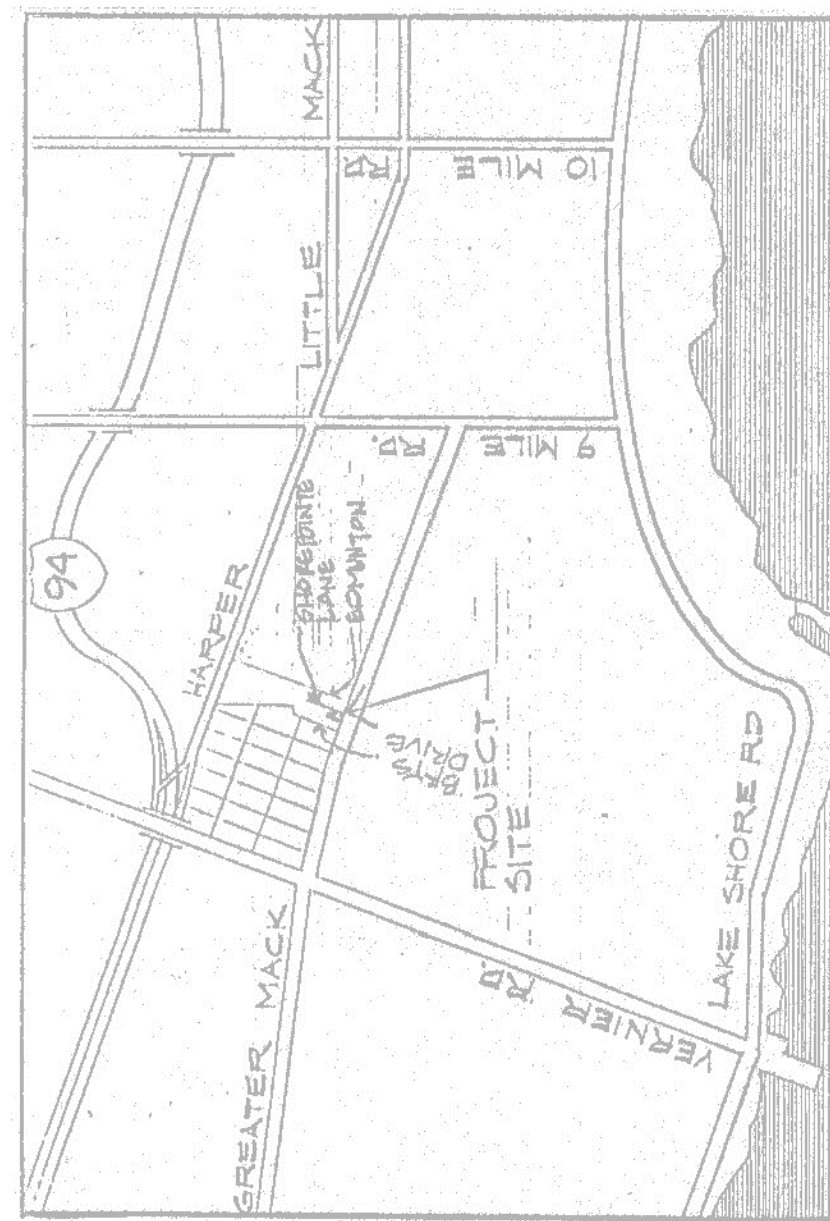
T-101



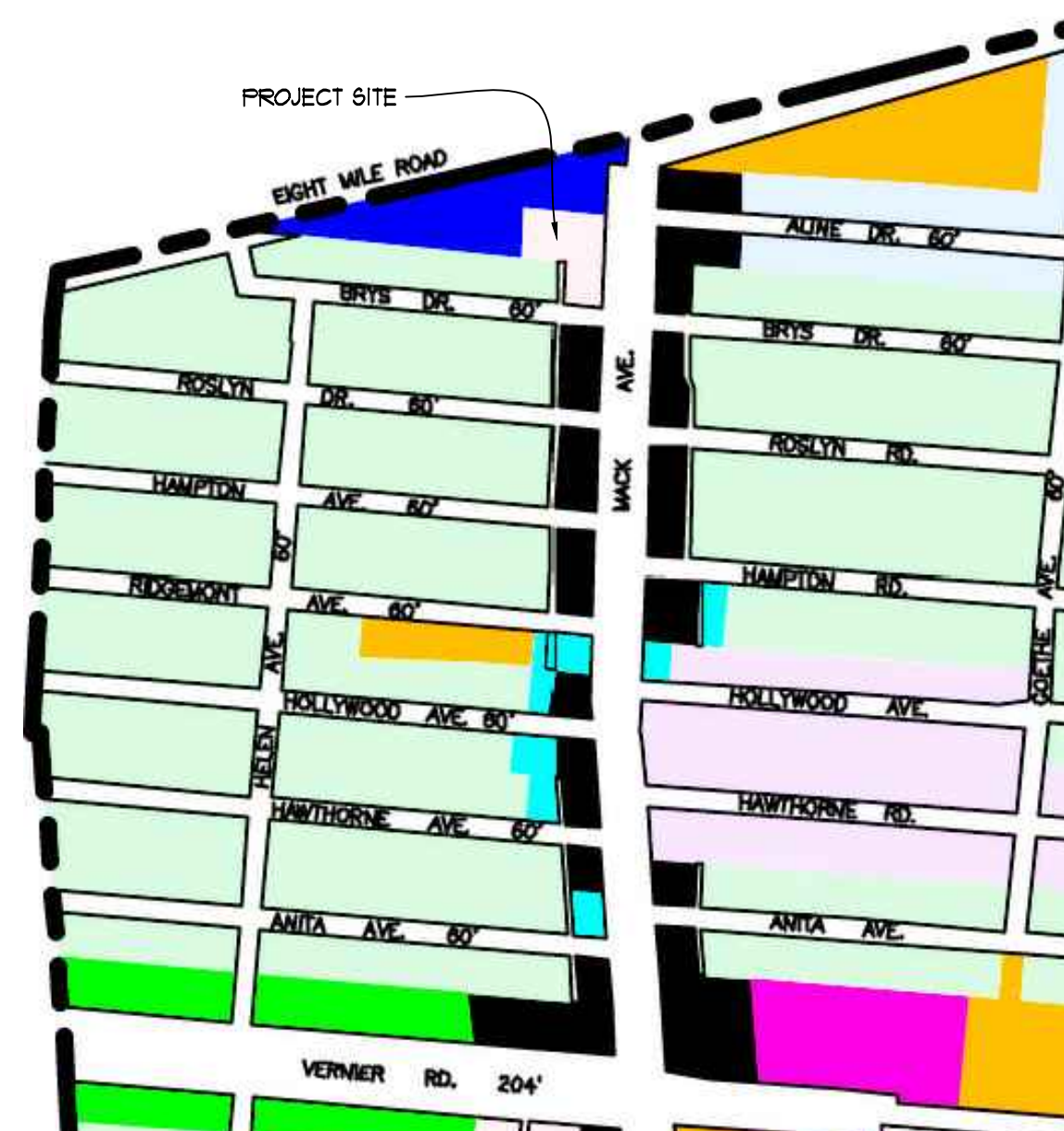
EXISTING AERIAL VIEW

A PART OF PRIVATE CLAIM 184, CITY OF GROSSE POINTE WOODS, WAYNE COUNTY, MICHIGAN, MORE PARTICULARLY DESCRIBED AS: BEGINNING AT A POINT DISTANT SOUTH 75 DEGREES, 02 MINUTES 16 SECONDS EAST 256.64 FEET AND SOUTH 11 DEGREES 41 MINUTES 27 SECONDS WEST 40.07 FEET FROM A MONUMENT ON THE WAYNE COUNTY-MACOMB COUNTY BASELINE AT ITS INTERSECTION WITH THE NORTH LINE OF PRIVATE CLAIM 184; THENCE NORTH 75 DEGREES 02 MINUTES 16 SECONDS WEST 300.15 FEET; THENCE SOUTH 14 DEGREES 57 MINUTES 44 SECONDS WEST 60 FEET; THENCE SOUTH 86 DEGREES 04 MINUTES 05 SECONDS WEST 127.31 FEET; THENCE SOUTH 03 DEGREES 55 MINUTES 55 SECONDS EAST 164.08 FEET; THENCE SOUTH 74 DEGREES 59 MINUTES 05 SECONDS EAST 382.15 FEET; THENCE NORTH 11 DEGREES 41 MINUTES 27 SECONDS EAST 257.23 FEET TO THE POINT OF BEGINNING, EXCEPTING THE EAST 90 FEET FOR HIGHWAY PURPOSES FOR MACK AVENUE.

LEGAL DESCRIPTION



LOCATION MAPS

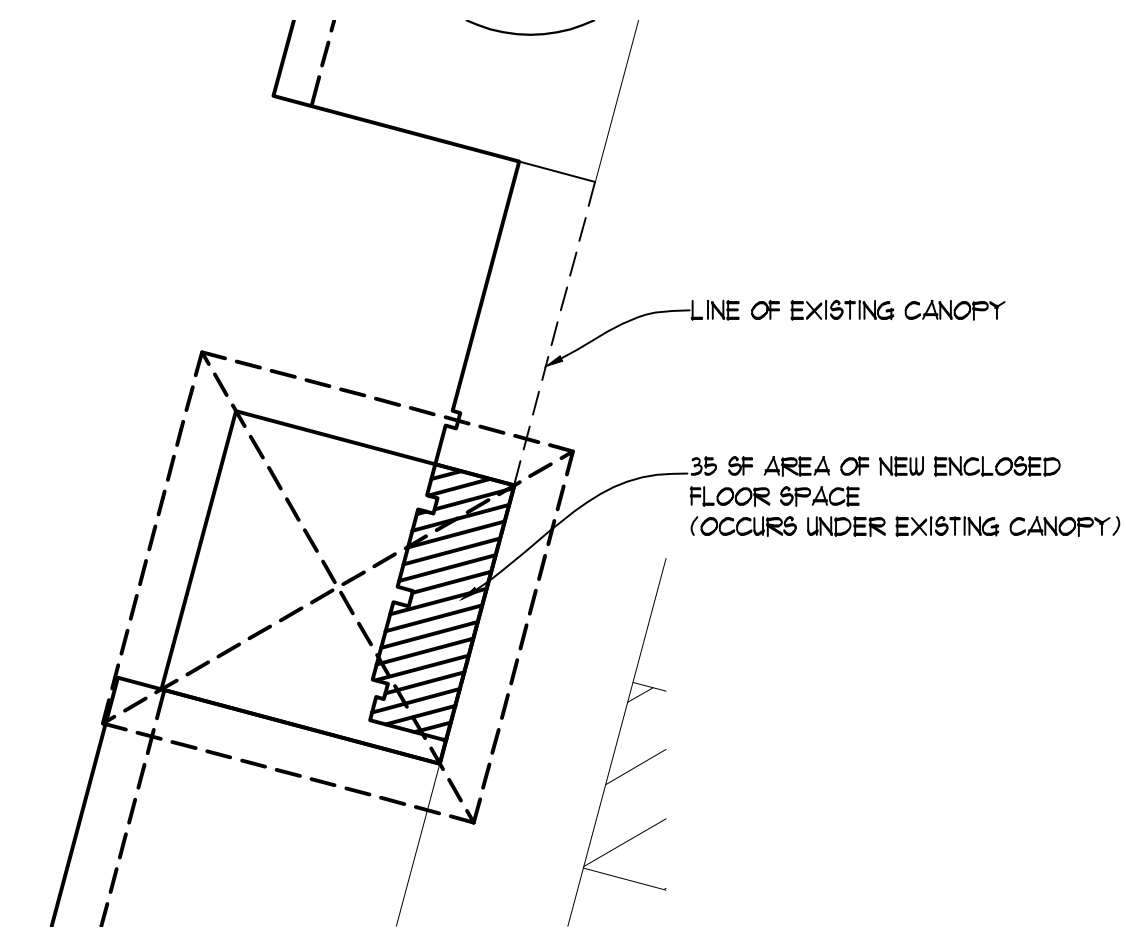


EXISTING GROSS BUILDING AREA	5,055 SF		
PROPOSED ADDITION	35 SF		
PROPOSED GROSS BUILDING AREA	5,090 SF	$\bullet 1 / 200SF = 25.45 =$	25 SPACES
9 TELLERS (INCL. D/T), 1 OFFICE STAFF, 3 CLERKS	13 STAFF	$\bullet 1 / STAFF =$	13 SPACES
SUBTOTAL REQUIRED			44 SPACES
ACCESSIBLE SPACES REQ'D		$\bullet 2 / 26-50 SPACES$	02 SPACES
TOTAL PARKING SPACES REQUIRED			46 SPACES
TOTAL PARKING SPACES PROVIDED			41 SPACES

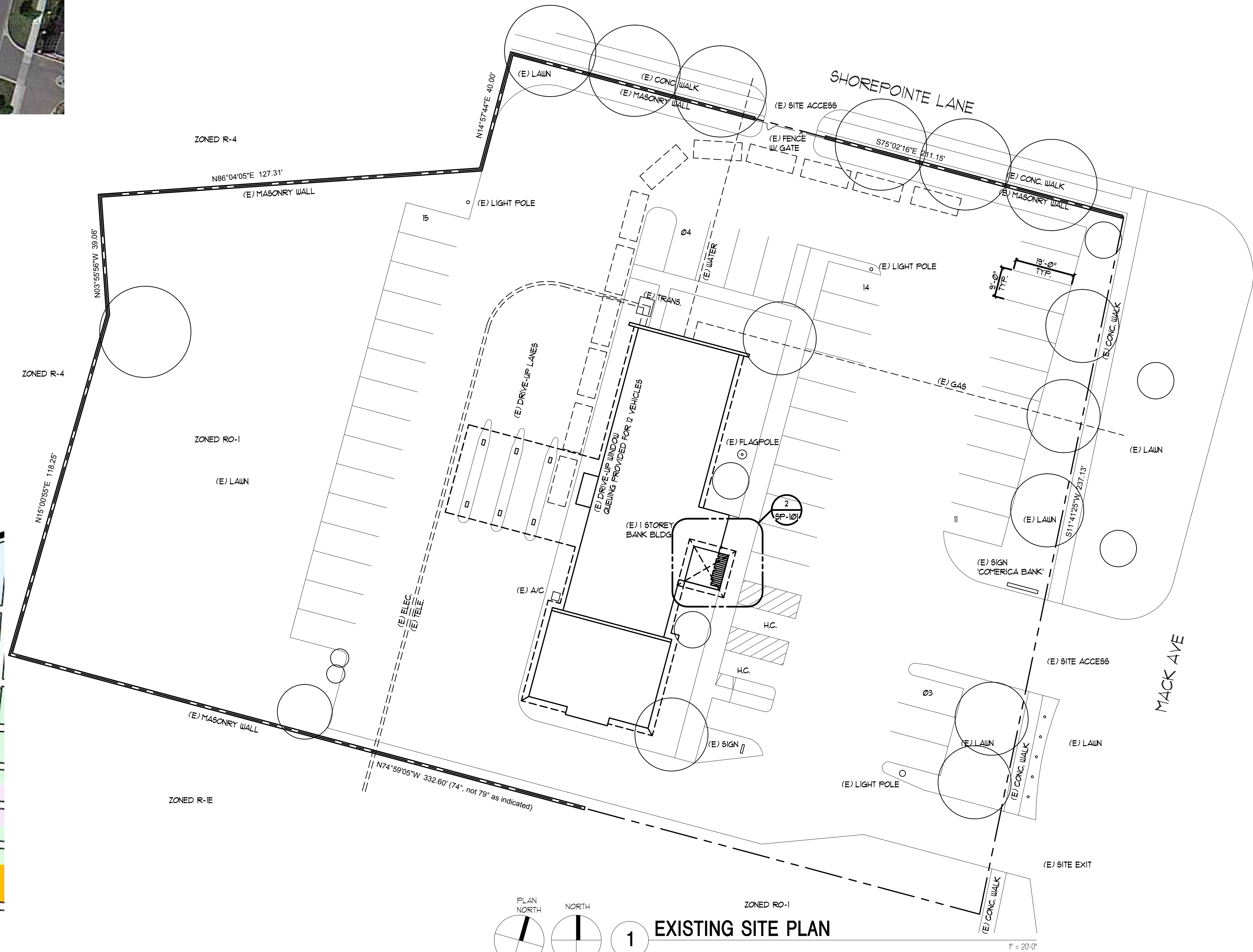
NOTE:
EXISTING DRIVE-UP WINDOW HAS QUEUING FOR 12 VEHICLES

PER SEC. 50-530 OFF STREET PARKING REQUIREMENTS
One for each 200 square feet of gross floor area, plus one for each office or each staff member and employee, whichever is the greater. Where drive-up windows are provided, waiting space equivalent to 12 spaces for each drive-up window shall be provided.

PARKING CALCULATIONS



2 AREA OF NEW WORK



1 EXISTING SITE PLAN

clients



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21303 Mack Ave.
Grosse Pointe Woods, MI

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**EXISTING FLOOR
PLAN**

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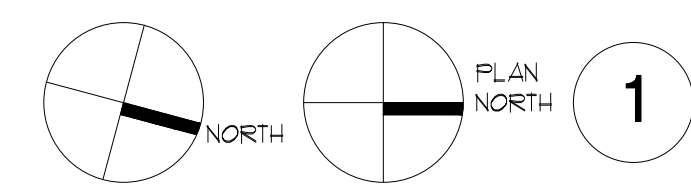
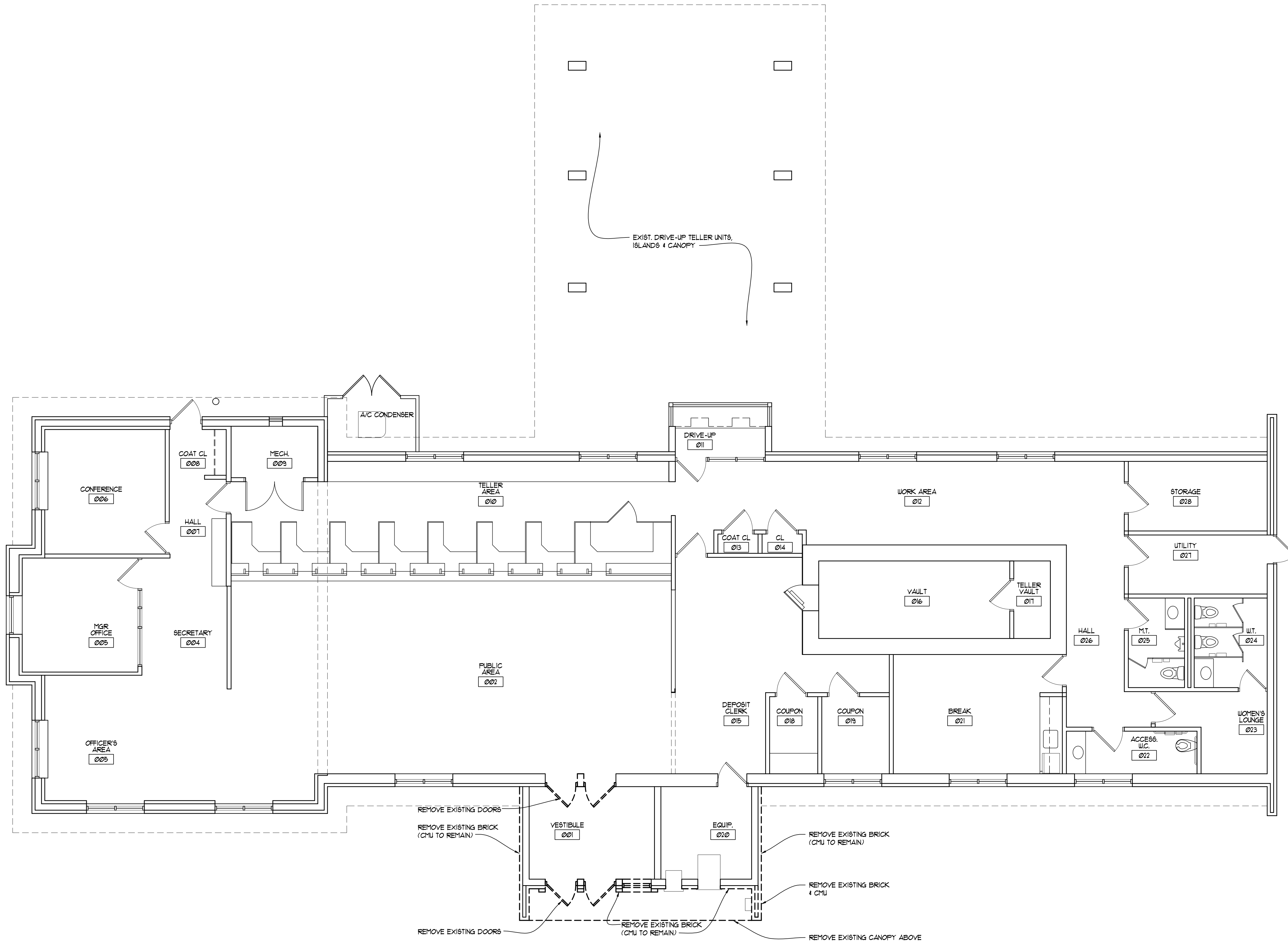
issued date

SITE PLAN APPROVAL 01-27-14

SPA RESUBMITTAL 02-19-14

sheet number

D-101



1 EXISTING FLOOR PLAN

3/16" = 1'-0"

clients



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**COMERICA
BANK # 251**

21303 Mack Ave.
Grosse Pointe Woods, MI

sheet title

**EXISTING / DEMO
ELEVATIONS**

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project number

13042

drawn CAI

approved CAI

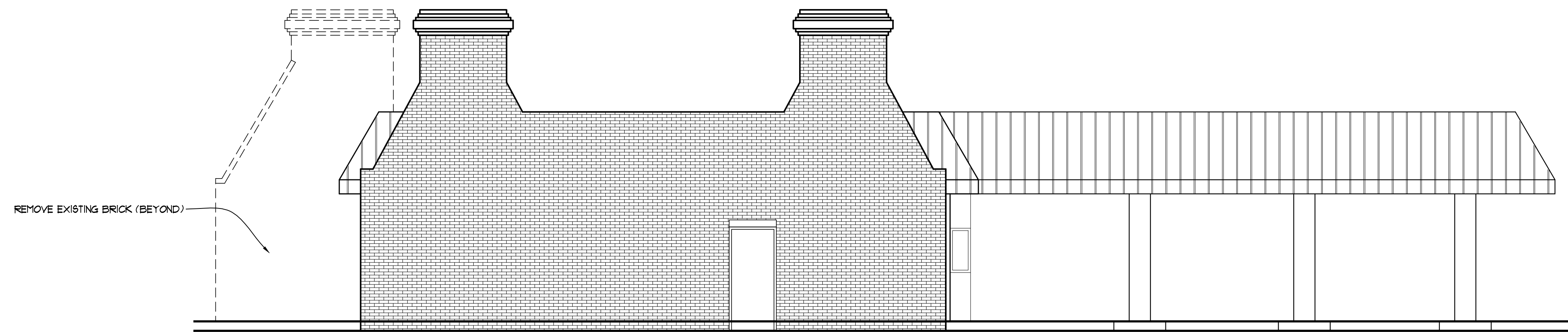
issued date

SITE PLAN APPROVAL 01-27-14

SPA RESUBMITTAL 02-19-14

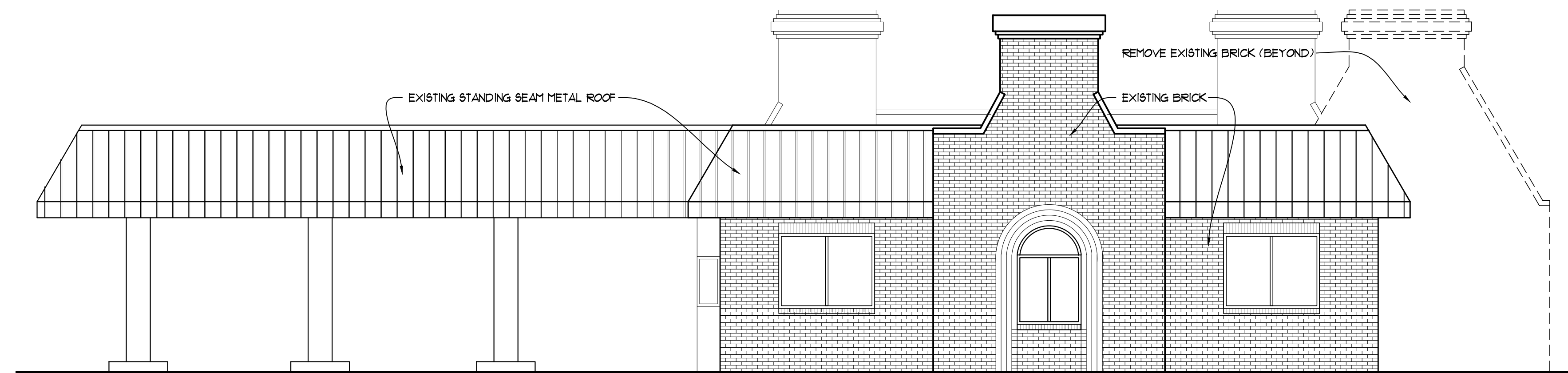
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D-201



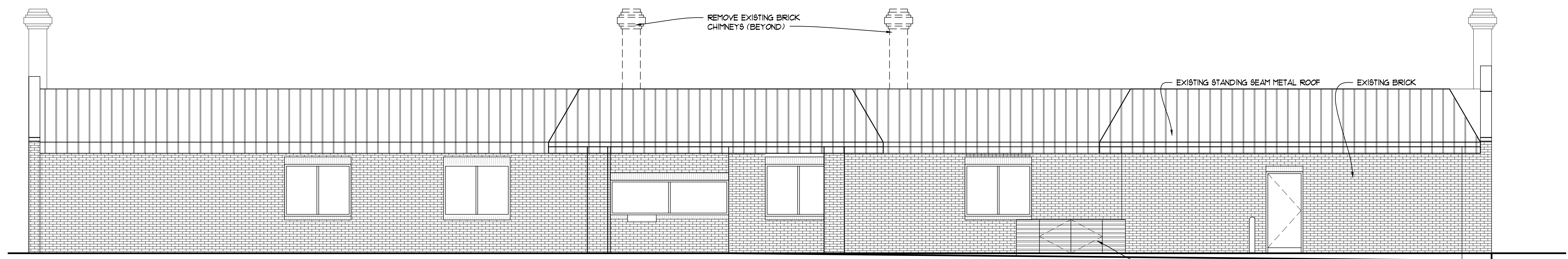
4 EXISTING NORTH ELEVATION

3/16" = 1'-0"



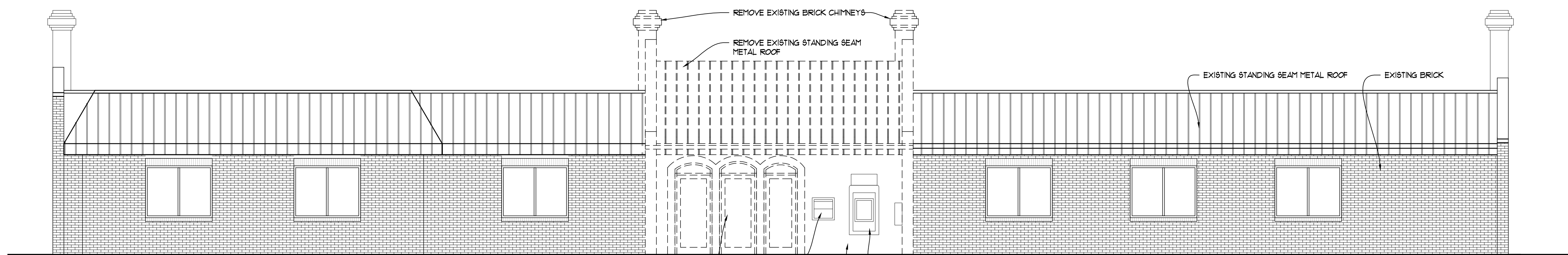
3 EXISTING SOUTH ELEVATION

3/16" = 1'-0"



2 EXISTING WEST ELEVATION

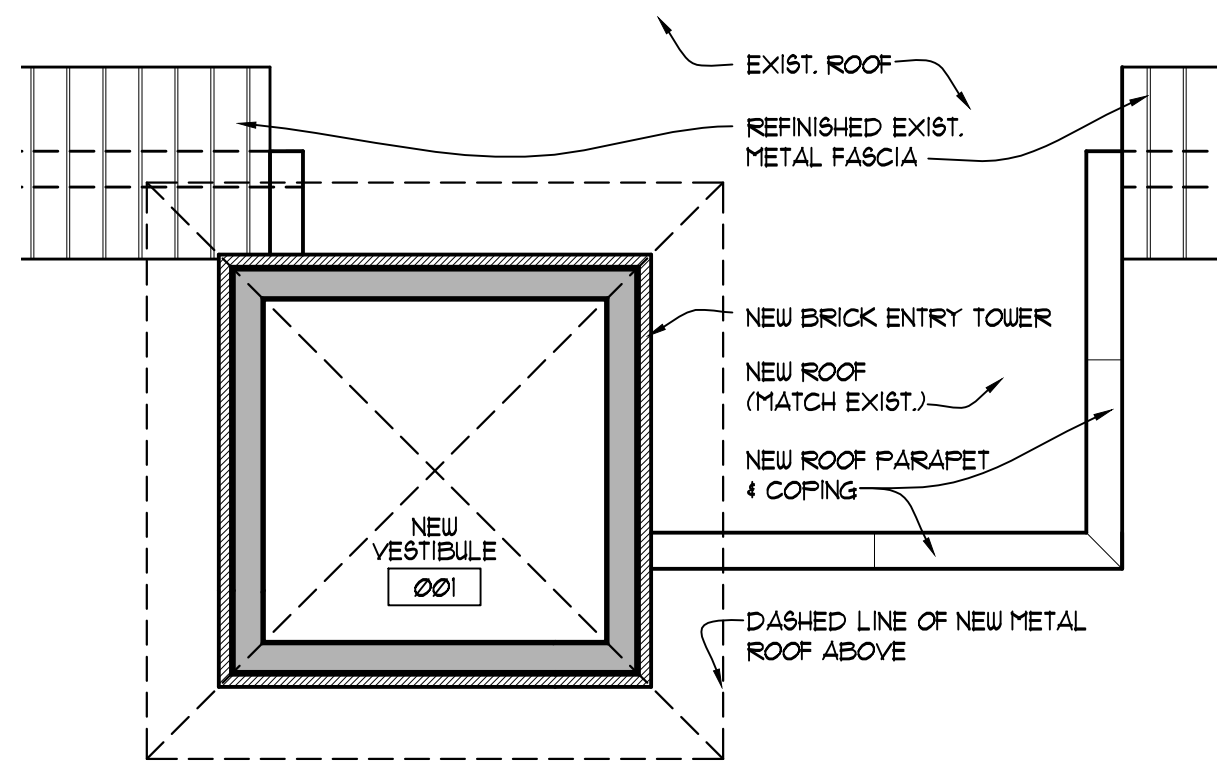
3/16" = 1'-0"



1 EXISTING EAST ELEVATION

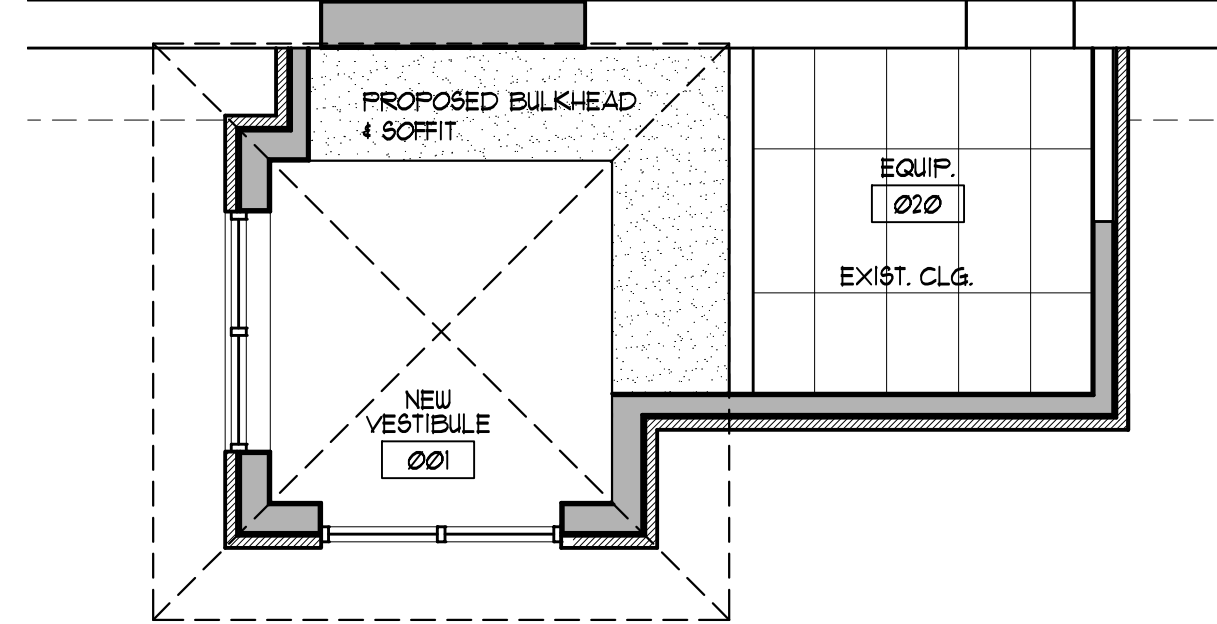
3/16" = 1'-0"

REMOVE EXISTING DOORS AND BRICK SURROUNDS
EXISTING 1ND
REMOVE EXISTING BRICK (EXISTING BLOCK TO REMAIN)
EXISTING AIR



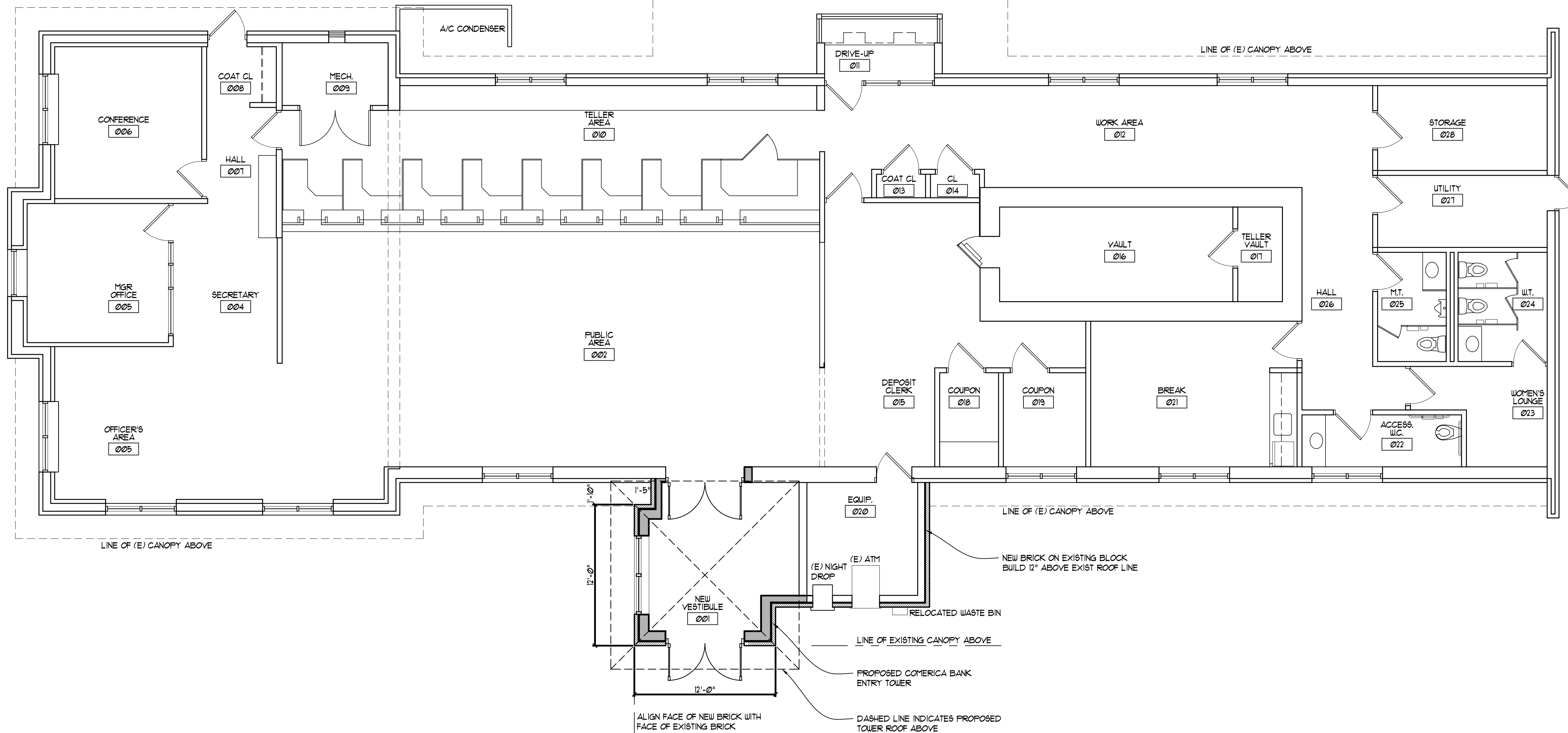
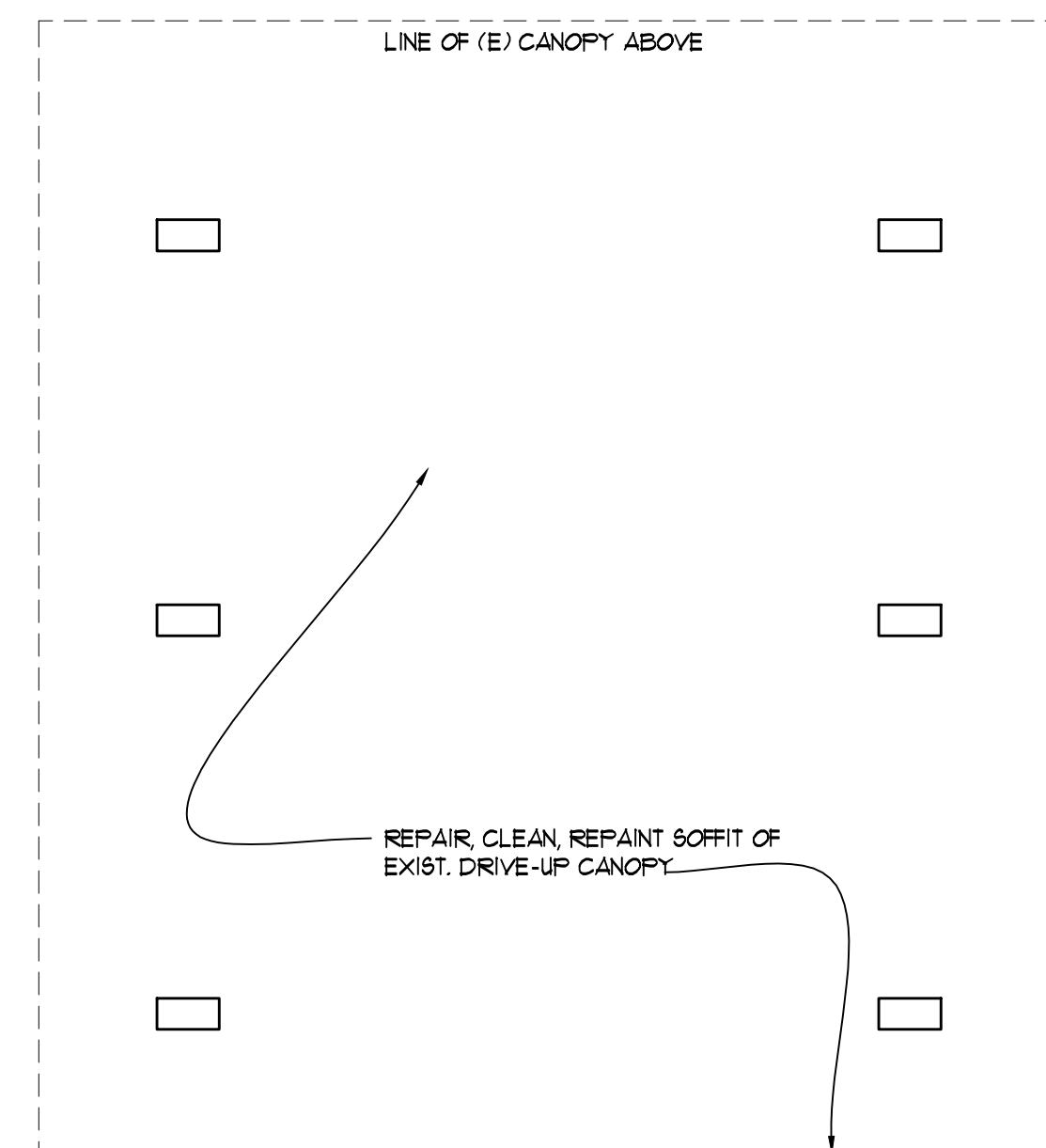
3 PROPOSED PLAN - HIGH

3/16" = 1'-0"



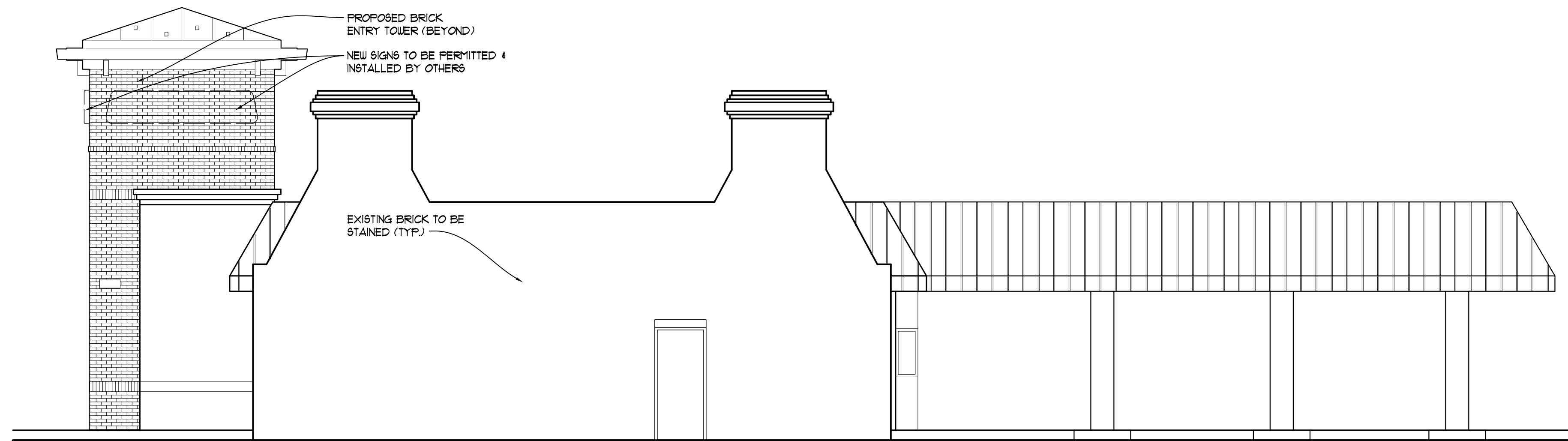
2 PROPOSED PLAN - MID

3/16" = 1'-0"



1 PROPOSED FLOOR PLAN

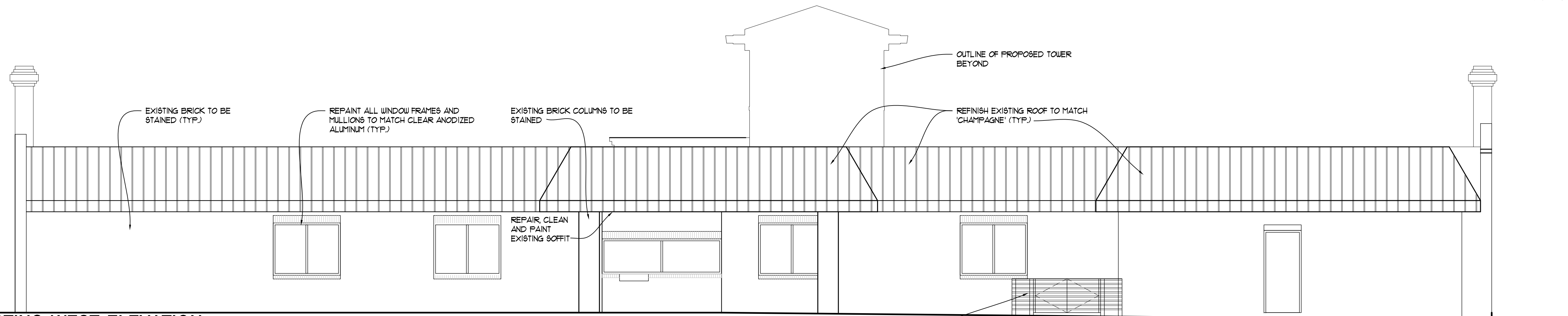
3/16" = 1'-0"



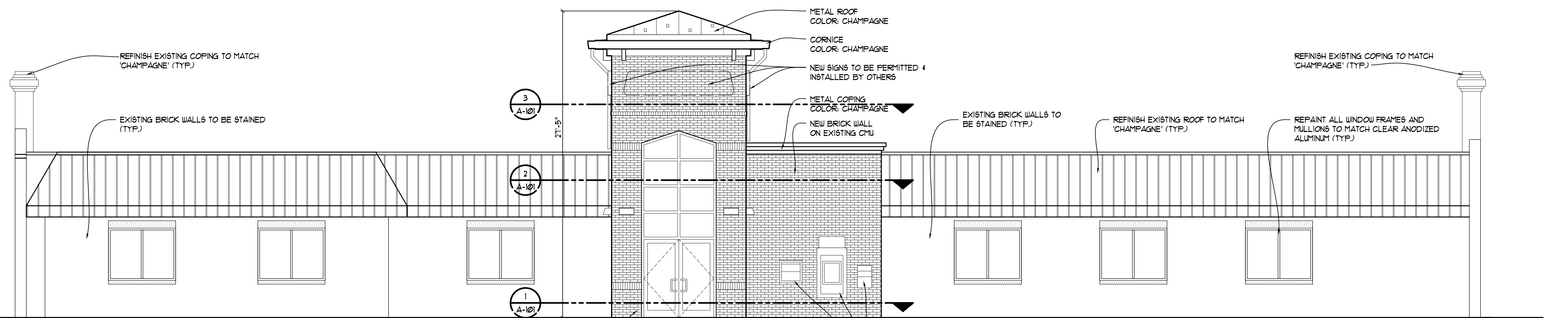
4 EXISTING NORTH ELEVATION



3 EXISTING SOUTH ELEVATION



2 EXISTING WEST ELEVATION



1 EXISTING EAST ELEVATION

**City of Grosse Pointe Woods
BUILDING DEPARTMENT
Monthly Financial Report – December 2013**

Permits Issued: 144
Rental Certificates: 12 Total: \$ 20,376
Vacant/Foreclosure: 0

CODE ENFORCEMENT

Abandoned/Foreclosure Compl. Notices Issued:	0
# of Complaints Investigated by Code Enforcement:	10
Closed Due to Compliance:	5
Open for Longer Compliance Time:	5
Citations Issued:	2
Early Trash Notices:	4
Code Violation Notices to Residents:	12
Tall Grass Notices Issued:	0
Stop Work notices to Contractors (working w/o permit):	3
Outside Storage:	9

NEW BUSINESS

Right Brain Projects, 20507 Mack Ave

**INFORMATION
ONLY**

**City of Grosse Pointe Woods
BUILDING DEPARTMENT
Monthly Financial Report – January 2014**

Permits Issued:	114	
Rental Certificates:	13	Total: \$ 16,920
Vacant/Foreclosure:	2	

CODE ENFORCEMENT

Abandoned/Foreclosure Compl. Notices Issued:	0
# of Complaints Investigated by Code Enforcement:	18
Closed Due to Compliance:	15
Open for Longer Compliance Time:	3
Citations Issued:	2
Early Trash Notices:	7
Code Violation Notices to Residents:	22
Tall Grass Notices Issued:	0
Stop Work notices to Contractors (working w/o permit):	4
Outside Storage:	3

NEW BUSINESS

Allstate Insurance, 20968 Mack (moved from 19603)

**INFORMATION
ONLY**