



**CITY OF MADISON HEIGHTS
COUNCIL CHAMBERS - CITY HALL, 300 W. 13 MILE RD.
PLANNING COMMISSION MEETING AGENDA
MAY 20, 2025 AT 5:30 PM**

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) April 8th, 2025 Meeting Minutes

PUBLIC HEARING

- [2.](#) Special Land Use Request #PSP 25-02 - 436 E. 14 Mile Road - Major Auto Repair and Service

MEETING OPEN TO THE PUBLIC: Items not listed on agenda

UNFINISHED BUSINESS

NEW BUSINESS

- [3.](#) Introductory Discussion: Updates to 2021 Master Plan

MEMBER UPDATES

PLANNER UPDATES

- [4.](#) Planner Update - Temporary Use Request # PTMPU 25-03 - 434 W. 12 Mile Road - Lowes Outdoor Accessory Sales and Storage

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.



CITY OF MADISON HEIGHTS
PLANNING COMMISSION MEETING MINUTES

April 8, 2025 **(DRAFT)**

Council Chambers – City Hall

300 W. 13 Mile, Madison Heights, MI 48071

1. CALL TO ORDER

Chair Champagne called the meeting of the Madison Heights Planning Commission to order at 5:30 p.m.

2. ROLL CALL

Present: Chair Josh Champagne
City Manager Melissa Marsh
Commissioner Eric Graettinger
Commissioner Ryan Fox
Commissioner Colton Smith
Commissioner Grant Sylvester

Also Present: City Planner Matt Lonnerstater
Assistant City Attorney Tim Burns
Business Services Coordinator Mary Daley

Absent: Mayor Roslyn Grafstein, Mayor Pro Tem Mark Bliss, Commissioner Cliff Oglesby

3. EXCUSE ABSENT MEMBERS

Motion by Commissioner Marsh, seconded by Commissioner Graettinger to excuse Commissioner Grafstein and Oglesby.

Voting Yea: Commissioner Marsh, Commissioner Eric Graettinger, Commissioner Ryan Fox,
Commissioner Colton Smith, Commissioner Grant Sylvester, Chair Josh Champagne

Motion carries unanimously.

4. ADDITIONS OR DELETIONS TO THE AGENDA

Motion by Marsh, seconded by Commissioner Sylvester to move new business ahead of public hearing.

Voting Yea: Commissioner Marsh, Commissioner Eric Graettinger, Commissioner Ryan Fox,
Commissioner Colton Smith, Commissioner Grant Sylvester, Chair Josh Champagne

Motion carries unanimously.

5. APPROVAL OF THE MINUTES

Motion by Commissioner Graettinger, seconded by Marsh to approve the minutes of the regular Planning Commission meeting of January 21, 2025.

Voting Yea: Commissioner Marsh, Commissioner Eric Graettinger, Commissioner Colton Smith, Commissioner Grant Sylvester, Chair Josh Champagne

Abstain: Commissioner Ryan Fox

Motion carries.

6. PUBLIC COMMENT - For items not listed on the agenda

Chair Champagne opened the floor for public comment at 6:16 pm. Seeing none, Chair Champagne closed public comment at 6:16 pm.

7. NEW BUSINESS

A. Temporary Use Request # PTMPU 25-02 - 27591 Dequindre Road - Temporary Sand Staging/Storage

Chair Champagne opened the floor for public comment on this item at 5:34 pm. Seeing none, the Chair closed public comment at 5:35 pm.

Planner Lonnerstater introduced the temporary use request. The applicant and property owner, Whitehill Six, LLC, on behalf of Crown Contracting & Industrial, requests Temporary Use approval from the Planning Commission to operate a temporary sand staging and storage yard associated with the ongoing I-696 renovation project. The property is located at 27591 Dequindre Road.

The applicant and property owner requests Temporary Use approval to lease a portion of their property to Crown Contracting & Industrial for the staging and storage of sand which will be removed from the roadbed of I-696 as part of the ongoing reconstruction project. The property is approximately 3.6 acres in area and is currently vacant but was previously developed with a landscaping business and storage yard.

This is zoned as O-1 Office and temporary sand staging and material storage is not explicitly listed as a permitted Temporary Use under Section 7.03.43. No other material other than sand and gravel will be placed at the area per the applicant.

Planner Lonnerstater made note of some adjacent land uses that are important to consider. The subject property is located directly to the north of a medical office building and is approximately 200 feet from the Henry Ford Madison Heights Hospital (formerly Ascension Macomb-Oakland Hospital). Property to the west and north is vacant and wooded. The site is approximately 850 feet from the single family residences on Park Court to the west and 350 feet from the Solberg Tower Apartments and Madison Tower Apartments to the North.

Staff reviewed this application and had several concerns as detailed in the packet:

- Impacts on the medical offices
- Dequindre Road is under Macomb County Dept. of Roads and they will require right-of-way permit and gravel curb cut to be replaced with a paved approach
- Vehicular Access and Circulation
- Sedimentation Control permit may be required through OC Water Resources Commission
- Visual impacts

Motion by Sylvester, seconded by Marsh, that the planning commission hereby approves temporary land use request number PTMPU 25-02 for temporary sand staging and storage at 27591 Dequindre road based upon the following findings:

1. In accordance with Section 7.03.43 and Section 15.08 of the Zoning Ordinance, the applicant requests Temporary Land Use approval for the temporary staging and storage of sand, gravel, and associated aggregates removed from I-696 as part of the ongoing reconstruction project.
2. Temporary material storage is not explicitly listed as a permitted Temporary Use in the Zoning Ordinance. Per Section 15.08.4, the Planning Commission may consider temporary uses not specifically permitted nor deemed similar by the Planning and Zoning Administrator, provided that the use complies with all other relevant development and operational standards for the use as provided in the Zoning Ordinance.
3. The proposed sand staging and storage use generally complies with the use-specific standards applicable to all Temporary Uses as contained in Section 7.03.43. of the Zoning Ordinance.

APPROVAL IS GRANTED WITH THE FOLLOWING CONDITIONS

1. Outdoor storage and staging of sand and gravel, and the placement of temporary office buildings and parking, shall be restricted to the areas shown on the sketch plan provided by the applicant as part of this application.
2. No permanent buildings or structures, defined as those with a permanent foundation, shall be permitted on site related to this Temporary Use.
3. Existing landscaping shall be preserved and maintained along the southern property line to screen the temporary use from the medical office building to the south.
4. A minimum eight (8) foot-tall fence or wall shall be installed between the staging, parking, and office areas and the Dequindre Road right-of-way. The fence or wall shall be opaque and shall be anchored to the ground. Fabric mesh or wood inserts may be utilized for screening purposes.
5. The existing parking lot located on the east side of the site, which is in disrepair, shall not be used as part of the operation of the Temporary Use.
6. Details of proposed security lighting shall be provided to the Community & Economic Development Department. Lighting levels shall comply with Section 8.04 of the Zoning Ordinance – *Exterior Lighting*.
7. Trucks shall not arrive or operate on site prior to 6 a.m. nor after 10 p.m.
8. The applicant shall obtain all necessary permits from the Macomb County Department of Roads (MCDR). If driveway improvements are required by MCDR, additional permits, including concrete permits, may be required through Madison Heights Community & Economic Development Department. Approved external permits shall be forwarded to the

Madison Heights Community & Economic Development Department prior to commencing operation of the Temporary Use.

9. As requested by Macomb County Department of Roads (MCDR), an industrial vacuum truck shall be placed on site for sediment removal.
10. The applicant shall obtain all necessary permits from the Oakland County Water Resource Commissioner (WRC), including Soil Erosion and Sedimentation Control permits. Approved external permits or waivers shall be forwarded to the Madison Heights Community & Economic Development Department prior to commencing operation of the Temporary Use.
11. This Temporary Use approval shall only be valid for a period of two years from the date of Planning Commission approval. One (1) 12-month extension may be granted by the Technical Review Committee, upon review, if all other conditions continue to be met. Any extension of this time frame beyond 36 months from the date of Planning Commission approval, or any significant departure from the operations and conditions initially approved, shall require new approval from the Planning Commission.
12. All site improvements made to accommodate this Temporary Use, and all materials, vehicles, equipment, and temporary buildings associated with this Temporary Use, shall be removed upon completion of the operation.
13. Prior to the commencement of the Temporary Use, a site plan guarantee bond shall be deposited with the City of Madison Heights in accordance with Section 15.04.7 of the Zoning Ordinance.
14. Prior to commencement of the Temporary Use, the Technical Review Committee shall review the revised sketch plan for consistency with the aforementioned conditions.

Voting Yea: Commissioner Marsh, Commissioner Colton Smith, Commissioner Grant Sylvester, Chair Josh Champagne

Voting Nay: Commissioner Eric Graettinger, Commissioner Ryan Fox

Motion carries 4-2.

B. Temporary Use Request # PTMPU 25-03 - 434 W. 12 Mile Road - Lowes Outdoor Accessory Sales and Storage

Chair Champagne opened the floor for public comment on this item at 6:16 pm. Seeing none, the Chair closed public comment at 6:16 pm.

Planner Lonnerstater introduced the Temporary use request that was received from Lowes of Madison Heights located at 434 W. 12 Mile Road. Lowes is requesting Temporary Use approval to utilize a portion of their designated parking lot on the south side of their building for the storage of bagged mulch, dirt, stone, and other seasonal landscaping materials. The storage area takes up approximately one hundred (100) designated parking spaces. A drive aisle is proposed through the storage area to allow vehicles to enter and load materials. This type of temporary use is classified as "Temporary Outdoor Display/Sales" per Section 7.03.43 of the Zoning Ordinance (Temporary Uses). The applicant is requesting the outdoor seasonal sales area for approximately eight (8) months, from March to the end of October 2025.

While the existing enclosed Garden Center was approved as part of the original site plan, the area proposed for the temporary outdoor storage is formally designated as parking on the approved site plan. Lowes has operated a seasonal storage yard in the same area for at least the past six years. Because the previous Zoning Ordinance prior to 2024 did not contain clear language or administrative processes

for temporary or seasonal uses, prior iterations of this outdoor storage area were approved under the Temporary/Seasonal Business License process through the Clerk's Office. However, the new Zoning Ordinance adopted in 2024 now contains explicit standards and processes for temporary and seasonal uses necessitating a more detailed review and approval process. The Commission discussion revolves around the change in the zoning ordinance which is why the applicant was required to apply for a temporary use permit as opposed to their annual temporary seasonal business license.

Staff reviewed the request and detailed the following concerns:

- Vehicular circulation is impacted.
- Drive aisle has materials on it
- Vehicular and Pedestrian Safety to allow for clear vision corners to the southeast and southwest corners of the storage area
- Visual Impacts of the storage area particularly because their request is for eight months out of the year

To avoid the need to return for temporary use approval year after year, staff recommends Lowe's explore the construction of a permanent outdoor storage area on the site either enclosed by a masonry wall, decorative fence, or permanent landscape screen.

Chair asks for discussion, questions, or comments. It was suggested that the manager of Lowe's return to their corporate office to share the details of what was discussed at the planning meeting and to allow them to revise their strategy. At the next meeting, the Planning commission would essentially be reviewing Lowe's plan for a more permanent solution that would allow them to operate outdoor storage for a full eight months. The application and conditions we recommended has an end date. There would be an exact date set in which the materials would have to be removed from the site.

Motion by Fox, seconded by Graettinger to deny PTMPU 25-03 for the following reasons:

- **The applicant has various other modes to conduct outdoor sales, such as expansion of their current outdoor garden center**
- **Potential to negatively impact the development of neighboring parcels**
- **Potential for litter and debris dispersing in the area in extreme weather conditions**

SUBSTITUTE MOTION

Motion by Marsh, seconded by Sylvester, to postpone action on this temporary use request to allow the store manager time to speak with Lowe's corporate office about a permanent outdoor storage area solution and to return to the May 20th Planning Commission meeting to present their updated plan.

Voting Yea: Commissioner Eric Graettinger, Commissioner Marsh, Commissioner Colton Smith, Commissioner Grant Sylvester, Chair Josh Champagne

Voting Nay: Commissioner Ryan Fox

Motion carries.

C. Major Site Plan Request # PSPR 25-01 - 32650 Stephenson Hwy. - Residence Inn Conversion to Multi-Family Residential

Planner Lonnerstater introduced the proposed site plan approval from the applicant, L2L Madison Heights, LLC to convert the existing Residence Inn Extended Stay hotel, located at 32650 Stephenson Hwy. into a multi-family residential apartment complex featuring 101 residential units. The hotel is currently zoned MUI-2 and is 4.2 acres in area.

The subject property currently features twelve (12) separate guest suite buildings and one (1) gatehouse/clubhouse building. The applicant intends to convert the existing 96 hotel guestrooms into a combination of studio, one-bedroom, and loft-style apartment units, and construct five (5) additional units in the gatehouse building, amounting to a total of 101 residential units.

Per Section 15.04.3(D) – Major Site Plans – lists several scenarios where Planning Commission approval is required; per this section, any residential development with more than fifty (50) units requires Planning Commission approval. While no formal public hearing is required for by-right use, this project involves a total of 101 residential units, requiring Planning Commission review and approval.

Staff reviewed the proposed project and is in support of this request with some minor modifications for the following reasons as detailed in the packet:

Vehicular Access and Circulation will be maintained.

Pedestrian Access and Circulation – the existing sidewalk network will remain around the site and some connections will be improved per staff recommendation. A painted, hatched crosswalk shall be added across the main drive entrance into the site and new sidewalk connection and crosswalk should be added running north/south in the same area. The sidewalk connection to Stephenson Highway is technically located on the adjacent industrial property. Staff recommends the applicant should confirm that a pedestrian access easement is recorded; If not, the applicant should work with the adjacent property to record a pedestrian access easement to ensure that residents can safely walk to the Stephenson Highway sidewalk.

Vehicular parking is sufficient along with proposed bicycle parking. Additional ADA spaces should be provided.

Landscaping – Landscaping meets the minimum requirements. This project is an adaptive reuse of an existing site so existing landscaping may be used to satisfy ordinance requirements. Staff informed the applicant that they should attempt to bring site landscaping into greater conformance with the Zoning Ordinance than it exists today. The applicant has submitted a Landscape Plan which highlights existing trees and new landscaping, particularly on the south side.

Exterior Lighting - Eight (8) existing pole lights will be maintained, with five (5) new poles installed throughout the site.

Stormwater - An “Aquaswirl” stormwater quality control structure is proposed within the southern drive aisle.

Design Standards for Multi-Family/MUI-2 - Given that this project represents an adaptive reuse of an existing site and existing buildings, staff finds that the project generally satisfies the design standards of the MUI-2 district.

Site Amenities - Proposed site amenities include a basketball court, fire pit, barbeque, dog walk, and central laundry area. The site currently features an outdoor pool.

Dumpster Enclosures - Two dumpster enclosures are proposed for the entire site: one in the northwest corner and one in the southeast corner. We don't have a minimum number of dumpsters required.

Number of Units – Site Plan Amendment - The site plan denotes five (5) new units in the gatehouse building, for a total of 101 residential units. In a supplemental letter dated February 10th, 2025, the applicant indicates that, depending upon unique circumstances, they may or may not construct all five of these new units. Staff suggests they could submit an administrative site plan amendment if they decide not to proceed with the five units in the gatehouse building.

The Planning commission proposed some questions for the applicant. It was recommended that maple trees are not used and black gum trees should be considered instead. It was also suggested that the applicant offer recycling. Another consideration should be given to adding speed signage and partnering with the Madison Height Police Department to add cameras. The applicant was amenable to suggestions and will research them.

Motion by Commissioner Fox, seconded by Commissioner Smith, that, following discussion, the Planning Commission hereby approves major site plan request number 25-01 for a 101-unit multi-family residential apartment project at 32650 Stephenson highway based upon the following findings:

1. **The applicant requests Major Site Plan approval to convert an existing hotel use into a multi-family residential use, featuring 101 total units, at 32650 Stephenson Highway, as permitted by Section 3.21 of the Zoning Ordinance, MUI-2 district.**
2. **Contingent upon several conditions, the proposed Major Site Plan is consistent with the site plan review standards and criteria set forth in Section 15.04.5 of the Zoning Ordinance. In particular:**
 - a. **The site plan is in substantial compliance with applicable site design standards contained in the Zoning Ordinance.**
 - b. **The location of existing development features, including principal and accessory buildings, open spaces, parking areas, driveways, and sidewalks minimize possible adverse impacts on adjacent properties and promote pedestrian and vehicular traffic safety.**
 - c. **Existing and proposed landscaping is of such a design and location that the proposed development's impact on existing and future uses in the immediate area and vicinity and on residents and occupants is minimized and harmonious.**

APPROVAL IS GRANTED WITH THE FOLLOWING CONDITIONS:

1. The Major Site Plan is approved for a total of one-hundred and one (101) residential units, including five (5) new units in the gatehouse building. If, in the future, the applicants choose not to move forward with all or any of the new gatehouse units, they shall be eligible to apply for an administrative minor site plan amendment through the Community and Economic Development (CED) Department to reflect the reduced unit count.
2. The following site plan modifications shall be included on a revised site plan, for final review and approval by CED:
 - a. Add a painted, hatched crosswalk across the main drive entrance into the site, as shown in the image included within the staff report dated March 10th, 2025. Additionally, add a new sidewalk connection and crosswalk running north/south in the same area as denoted within the image.
 - b. Confirm that a pedestrian access easement has been recorded for the existing sidewalk connection on the adjacent property to the west. If an easement has not been recorded, the applicant shall work with the adjacent property to record a pedestrian access easement. If an easement cannot be obtained, the applicant shall work with CED staff to provide a pedestrian connection to Stephenson Highway via the site plan amendment process.
 - c. Remove a minimum of two (2) parking spaces to comply with the maximum parking calculations.
 - d. Add one (1) additional van-accessible parking space in the northern parking area.
 - e. Provide at least one (1) additional bicycle rack with a minimum of three (3) hoops on the eastern side of the site to allow for better access to bike parking facilities.
 - f. Install additional shrubs adjacent to the new parking area along the southern property line to shield headlights shining onto the adjacent hotel use.
 - g. Details regarding the location of the stormwater quality control structure shall be confirmed, and may be modified, as part of final Engineering Review.
 - h. Provide information regarding anticipated trash generation and the adequacy of two (2) dumpster enclosures for the entire site; additional dumpster enclosures may be approved administratively by CED on a revised site plan.
 - i. Clarify whether or not the existing outdoor pool will remain; if proposed to be removed, this shall be reflected on a revised site plan for approval by CED.
 - j. Replace all proposed trees of the Acer genus (Maple) with alternative deciduous canopy tree type(s) as listed in Section 11.09 of the Zoning Ordinance
 - k. Install signage around the site to discourage vehicular speeding within the drive aisles.
 - l. Explore opportunities to coordinate with the Madison Heights Police Department for the installation of Flock cameras within the site.

3. **Following the approval of a revised site plan by CED, the applicant shall submit for Final Engineering Plan review and a Site Plan Guarantee deposit in accordance with Section 15.04.**

Voting Yea: Commissioner Fox, Commissioner Marsh, Commissioner Eric Graettinger, Commissioner Colton Smith, Commissioner Grant Sylvester, Chair Josh Champagne

Motion carries.

8. PUBLIC HEARING - Special Land Use Request # PSP 25-01 - 31691 Dequindre Road – Major Auto Repair and Service

Chair Champagne opened the hearing for public comment at 7:22 pm. Seeing no one from the public wished to speak, the public comment portion was closed at 7:23 pm.

Planner Lonnerstater introduced the Special land use request from the applicant, Ogeen Kada, to operate a Major Auto Repair and Service business at 31691 Dequindre Road, zoned M-1, Light Industrial; tax parcel # 44-25-01-426- 028. The property is located on the west side of Dequindre Road, north of Whitcomb Ave. The subject property is 2.25 acres in size and is currently improved with a 15,000 square-foot light industrial building, asphalt parking lot, and an outdoor storage area (improved with gravel) at the rear of the building. The building and site most recently operated as a landscape supply store.

The applicant intends to repurpose the building into a full-service auto repair and collision shop and used auto dealership; provide exterior façade improvements to the building; demolish and reconstruct the parking/storage areas with a new asphalt parking lot; and install new landscaping around the site.

While used auto sales is permitted by right on the property subject to site plan review, auto repair and service requires Special Land Use approval.

The applicant addressed the Commission. Mr. Kada explained that collision vehicles will never be visible from Dequindre. He said they are leaving their flagship location to move to Madison Heights. The location is perfect for their needs and it will be a multi-million-dollar investment to the community.

Motion by Commissioner Fox seconded by Commissioner Graettinger, that, following the required public hearing, the planning commission hereby recommends that city council approve special land use request number PSP 25-01 for a major auto repair and service facility at 31691 Dequindre road based upon the following findings:

1. **The applicant requests Special Land Use approval for a Major Auto Repair and Service facility at 31691 Dequindre Road as permitted by Section 3.17 of the Zoning Ordinance, *M-1 Light Industrial District*.**
2. **The Planning Commission held a public hearing for PSP 25-01 at their April 8th, 2025 meeting.**
3. **The proposed Major Auto Repair and Service use is consistent with the special land use review standards and criteria set forth in Section 15.05.3. In particular:**
 - a. **The use is designed, located, and proposed to be operated in a way that protects the public health, safety and welfare.**

- b. The use will not involve activities that will be detrimental to adjacent industrial land uses.
 - c. The use is designed and located so that it is compatible with the principal uses permitted in the M-1, Light Industrial district.
 - d. The use is designed and located so that it is compatible with the Madison Heights Master Plan and the Industrial future land use designation.
 - e. The design of this auto-centric use minimizes nuisance and blight as the repair uses and operations are contained within the building.
4. The use satisfies the use-specific standards for Major Auto Repair and Service facilities as contained in 7.03.2 of the Madison Heights Zoning Ordinance and is in general compliance with site design standards contained within the Zoning Ordinance.

Voting Yea: Commissioner Eric Graettinger, Commissioner Marsh, Commissioner Colton Smith, Commissioner Grant Sylvester, Chair Josh Champagne

Voting Nay: Commissioner Marsh

Motion carries.

9. PUBLIC COMMENT

Chair opened the meeting to the public at 8:10 pm, seeing no one wished to speak, the public comment was closed at 8:10 pm.

10. MEMBER UPDATES

Newly appointed Commissioner Ryan Fox introduced himself to the Planning Commission. He has been a resident of Madison Heights for three years. He is a planner by trade and is currently a municipal planner. His interests do include landscaping and reforestation.

Newly appointed Commissioner Colton Smith introduced himself to the Planning Commission. He is grateful for the opportunity to be in a position to be a voice for the public.

Commissioner Grant Sylvester addressed his desire to improve the local bus stops throughout the City. His passion project is to be able to improve the bus stops to make them more humane and welcoming for local residents.

11. PLANNER UPDATES

Per Planner Lonnerstater, we will be beginning our master plan update which is required per state law every five years. The master plan was last completed in 2020. We will be ensuring the updated Master Plan will be in accord with the updated zoning ordinance. Planner Lonnerstater asked the Commission members to review the master plan if they are able to prior to the update discussions.

The Safe Streets for all plan working with several other southeastern Michigan communities is almost nearing its final draft with the anticipation it will be presented to Council by the end of summer.

11 mile streetscape plan will begin construction in mid-June.

12. ADJOURNMENT

Chair Champagne adjourned the meeting at 8:19 pm.



MEMORANDUM

Date: May 14th, 2025
 To: City of Madison Heights Planning Commission
 From: Matt Lonnerstater, AICP – City Planner
 Subject: Special Approval Request PSP 25-02– 436 E. 14 Mile Rd. – Major Auto Repair and Service

TEMPLATE MOTION AND FINDINGS INCLUDED ON PAGE 8

Introduction

The applicant, Joseph Gorial, requests Special Land Use approval from the Planning Commission and City Council under **Section 15.05** of the Madison Heights Zoning Ordinance to operate a Major Auto Repair and Service use at 436 E. 14 Mile Road, zoned M-1, Light Industrial; tax parcel # 44-25-01-102-024. The property is located on the south side of 14 Mile Road, east of Townley Street.

Project Details

The subject property is 0.5 acres in size in size and is currently improved with a 3,840 square-foot light industrial building, concrete and asphalt parking lot, and an outdoor storage area at the rear of the building enclosed by an eight-foot tall masonry wall and covered with a steel canopy. The building and site most recently operated as a used auto sales business. Per the project narrative and concept plan, the applicant intends to repurpose the building and site into a collision repair shop, which is classified as “Major Auto Repair” in the Zoning Ordinance and requires Special Land Use approval in the M-1 zoning district. The applicant indicates hours of operation between 9 am and 6 pm and 3 to 5 total employees. A new exterior paint booth is depicted at the rear of the building, but no other significant site modifications are proposed.

436 E. 14 Mile Rd. – Aerial Image – Existing Conditions (Red Dashed Line)



Streetview from E. 14 Mile Road



**Note: The asphalt area in front of the building has been recently re-sodded.*

Site and Use History

Historic aerial imagery shows that the principal building was constructed prior to 1963 with a rear addition constructed sometime between 1974 and 1980. City records indicate automotive repair and services uses on the property dating back to at least 1984. Various Special Land Use approvals and site improvements have been made on the property throughout the years, summarized below (not an exhaustive list):

- 1984: Operated as “Oakland Auto Reconditioning” with a quick print and copying shop at the rear.
- 1990: Special Approval granted for an auto brake shop.
- 1999: Special Approval granted for minor auto repair.
- 2011: A steel canopy is approved and constructed over outdoor storage area at rear of site.
- 2015: Special Approval granted for used auto sales in addition to existing auto repair.
- 2017: The property is combined with vacant parcel to the east; parking lot is expanded; new Special Approval granted for used auto sales on expanded parking lot.
- 2020: Per Google Streetview images, the site primarily operates as a used car sales lot.

Use-Specific Standards for Auto Repair and Service Facilities (Minor and Major)

Major Auto Repair and Service Facilities, including those that offer collision and body work and body painting, require Special Land Use approval in the M-1, Light Industrial district. These facilities are also subject to the use-specific zoning standards set forth in **Section 7.03.2**; the full list of standards is attached to this report. The applicant has provided a conceptual site plan and a copy of the existing floor plan. With the exception of a new exterior paint booth at the rear of the site, no site modifications are proposed. Staff finds that the conceptual site plan and floor plan do not contain enough detail to ensure compliance with the use-specific standards. For example:

- ***Location Repair and Servicing:*** All repair and servicing operations shall be conducted entirely within an enclosed building. All equipment used in the servicing and repair of vehicles shall be located within an enclosed building.

Comment: The floor plan does not contain information regarding the number of hoists or service bays within the building. Additionally, a new 350 sq. ft. exterior paint booth is proposed at the rear of the building, but details and specifications of the booth have not been provided.

- **Outside Storage Prohibited:** *Outside storage or parking of disabled, wrecked, inoperable, or partially dismantled vehicles shall not be permitted with the exception of those areas specifically designated for said purpose on an approved site plan. Such areas shall be screened in accordance with Section 8.03(6) (Accessory Outdoor Storage). Outdoor storage of materials, such as tires, barrels, or other materials used or sold on the premises, shall not be permitted with the exception of those areas specifically designated for said purpose on an approved site plan. Such areas shall be screened in accordance with Section 8.03(6) (Accessory Outdoor Storage).*

Comment: The conceptual site plan does not differentiate between areas used for customer/employee parking versus those used to park vehicles awaiting repair. Additionally, while it assumed that outdoor equipment/material storage will take place under the canopy area, this is not reflected nor confirmed on the site plan.

Staff recommends that the applicant revise the conceptual site plan and floor plan to address these concerns which will allow Planning Commission and City Council to properly review and take action on the Special Land Use request. Should the Planning Commission move to recommend approval of the Special Land use, staff advises that the use-specific standards of Section 7.03.2 be incorporated as a condition of approval.

Site Analysis

Existing Zoning and Land Use

The table below denotes existing adjacent land uses and zoning designations.

	Existing Land Use	Existing Zoning
Site	Vacant (previous auto sales and repair)	M-1, Light Industrial
North (across 14 Mile Rd.)	Commercial Strip Center (Troy)	CB, Community Business (Troy)
South	Industrial/Manufacturing	M-1, Light Industrial
East	Vacant Building	M-1, Light Industrial
West	Industrial/Manufacturing	M-1, Light Industrial

The site is surrounded by light industrial zoning and land uses located on the south side of E. 14 Mile Road. Per the Madison Heights Zoning Ordinance, the M-1 zoning district is “*designed so as to primarily accommodate wholesale activities, warehouses, and industrial operations whose external, physical effects are restricted to the area of the district and in no manner affects in a detrimental way any of the surrounding districts.*”

Uses permitted by right in the M-1 district primarily consist of light industrial, manufacturing, warehousing, wholesale, distribution, and research facilities. However, commercial uses such as auto sales, restaurants, financial institutions, business schools, and tool and equipment sales are also permitted by right. The full list of permitted uses is attached to this report. There are several existing auto repair facilities located within close proximity to the subject site, including Interstate Auto Care and Golling Kia, both located on E. 14 Mile Road.

Future Land Use and Master Plan

The table below denotes adjacent future land use designations as contained within the 2021 Madison Heights Master Plan.

	Future Land Use
Site	Industrial
North (across 14 Mile)	“South John R Road” (Troy) (Mixed-Use Commercial)
South	Industrial
East	Industrial
West	Industrial

The future land use designation of the subject site is *Industrial*. Per the Master Plan, the Industrial designation is intended to accommodate manufacturing, processing, warehousing, storage of raw materials and intermediate and finished products, industrial service providers, industrial parks, and industrial research activities. The Master Plan/Future Land Use Plan does not break down the Industrial designation into different levels or intensities of industrial uses.

The Planning Commission should consider the following Goals & Objectives of the 2021 Madison Heights Master Plan as part of this Special Approval request:

Community Character

- *Enhance the city’s commercial corridors to support walkability and improve community identity.*
- *Promote the city’s positive identity in the region.*
- *Promote the use of quality building design and materials to enhance the appearance and long-term maintenance of new development.*
- *Protect established neighborhoods and business districts from the potentially negative impacts of development, including noise, traffic, waste, odor, and other nuisances through effective and thoughtful site and building design.*

Commercial & Industrial Development

- *Promote incentives and flexible zoning mechanisms for commercial and industrial property owners and tenants to upgrade existing commercial and industrial sites.*
- *Promote the mix of commercial, office, and industrial uses in a way that fosters collaboration and business growth while creating a desirable environment for the local workforce.*
- *Promote walkability by ensuring sufficient local destinations for goods and services.*

Transportation

14 Mile Road is under the jurisdiction of Road Commission of Oakland County (RCOC) and is classified as a principal arterial road, which is intended to carry long-distance, through-travel movements. Per SEMCOG, this portion of 14 Mile Road handles an average volume of approximately 27,000 vehicles per day.

Special Land Use Criteria

Requests for Special Land Use approval are subject to processes and review standards contained in Section 15.05. A public hearing is required in front of the Planning Commission, after which the Planning Commission may make a recommendation to City Council. After receiving a recommendation from the Planning Commission, City Council has the authority to take final action on Special Land Use requests.

In making a recommendation to City Council, the Planning Commission shall consider the Special Land Use review standards contained in Section 15.05.3 and incorporate them into any motion of approval or denial:

- A. The use is so designed, located and proposed to be operated in a way that protects the public health, safety and welfare.
- B. The use is designed in a way that considers the natural environment and helps conserve natural resources and energy.
- C. The special land use will not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any person, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
- D. The use shall be designed and located so that it is compatible with the surrounding properties, neighborhood, and vicinity. At a minimum, this shall include:
 - (1) Location of use(s) on site;
 - (2) Height of all improvements and structures;
 - (3) Adjacent conforming land uses;
 - (4) Conformance with the Master Plan and future land use map for the area as adopted by the Planning Commission;
 - (5) Compatibility with the permitted principal uses allowed in the zoning district where the Special Land Use is requested, and consistency with the intent of the zoning district.
- E. Ingress/egress to the use shall be controlled to assure maximum vehicular, pedestrian and non-motorized safety, convenience and minimum traffic impact on adjacent roads, drives and uses including, but not limited to:
 - (1) Reduction in the number of ingress/egress points through elimination, minimization, and/or consolidation of drives and/or curb cuts;
 - (2) Proximity and relation to intersections, specifically with regard to distance from drive(s) to intersection(s);
 - (3) Reduction/elimination of pedestrian/vehicular traffic conflicts;
 - (4) Adequacy of sight distances;
 - (5) Location and access of off-street parking;
 - (6) Location and/or potential use of service drives to access multiple parcels, reducing the number of access points necessary to serve the parcels.
- F. The use is consistent with the intent and purpose of the zoning district in which it is proposed.

In granting Special Land Use approval, City Council may impose conditions that it deems necessary to fulfill the spirit and purpose of the Zoning Ordinance. The conditions may include those necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of

accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner.

Staff Analysis and Concept Plan Review

In deliberating the proposed Special Land Use, staff believes that the Planning Commission should focus on the compatibility of the proposed auto repair use with the use-specific criteria and general site requirements of the Zoning Ordinance, the intent of the M-1, Light Industrial zoning district, the uses permitted within the district, existing adjacent land uses, and the goals and objectives of the Industrial future land use designation. While vehicle repair is sometimes classified as more of a commercial use than industrial for zoning purposes, the external impacts of auto repair (e.g. noise, storage, fumes, etc.) do have similarities to other industrial uses permitted by right.

Staff has the following concerns pertaining to the Special Land Use request:

Building Setbacks

The applicant proposes a new 375 sq. ft. exterior paint booth at the rear of the building. Details and specifications of the paint booth have not been provided. As the paint booth would be attached to the rear of the building, it would be considered an expansion of the principal building and therefore subject to the setback requirements of the M-1 district. Per Section 4.02 of the Zoning Ordinance, the M-1 district requires a minimum side yard setback of 20 feet and a minimum rear yard setback of 25 feet. The site plan depicts the paint booth having a side yard setback of approximately 10 feet and a rear yard setback of approximately 9 feet, failing to meet Zoning Ordinance standards. The applicant will either need to modify the location of the paint booth to meet ordinance standards or seek a dimensional setback variance from the Zoning Board of Appeals (ZBA).

Landscaping

In order to offset some of the external impacts of auto repair use, such as the parking of vehicles in disrepair and the sight of vehicles being repaired within the bay doors, extra consideration should be given to landscaping adjacent to the right of way. As shown in the Streetview image on page 2 of this report, while there are sodded areas on the site directly adjacent to 14 Mile, there is no existing landscape screening along the frontage of the property. The site should be brought into conformance with the Frontage Landscaping requirements contained in Section 11.05. Administrative waivers may be accommodated to comply with DTE pruning requirements for the nearby overhead wires.

Parking

21 parking spaces are provided on site. Per Section 10.03 of the Zoning Ordinance, minimum parking requirements for auto repair uses are based upon usable floor area and the total number of service bays. Because a detailed floor plan has not been provided showing the number of service bays/hoists, staff cannot adequately determine the minimum parking requirement. Additionally, staff notes that the designated ADA parking space does not meet the minimum dimensional requirements for a van-accessible space and appears to be protruding out into the drive aisle; these will need to be addressed on a revised site plan.

Use-Specific Standards

Staff does not believe that the conceptual site plan and floor plan provide enough detail to analyze the proposed use based on the use-specific standards for Major Auto Repair contained in Section 7.03.2. The floor plan does not contain information regarding the number of hoists or service bays within the building. Additionally, details and specifications of the paint booth have not been provided. The conceptual site

plan does not differentiate between areas used for customer/employee parking versus those used to park vehicles awaiting repair. Further, while it assumed that outdoor equipment/material storage will take place under the canopy area, this is not reflected on the site plan.

Per Section 15.05, the Planning Commission may postpone action on a Special Land Use request to allow verification, compilation, or submission of additional or supplemental information or to address other concerns or issues. Based on the issues listed above, staff believes that postponement to the next Planning Commission meeting may be warranted to allow the applicant to revise plans and documents, as needed.

Should the Planning Commission move to recommend approval of the Special Land Use to City Council, staff suggests that the following conditions be incorporated as conditions of approval:

1. A Minor Site Plan shall be submitted to the Community and Economic Development Department in accordance with Section 15.04 of the Zoning Ordinance. The Minor Site Plan, when submitted, shall be designed to satisfy the following:
 - a. The site shall meet the minimum Frontage Landscaping requirements contained in Section 11.05. Administrative waivers may be accommodated to comply with DTE pruning requirements for the nearby overhead wires.
 - b. The location of the proposed exterior paint booth shall satisfy minimum M-1 principal building setback requirements contained in Section 4.02. Alternatively, the applicant shall seek a dimensional setback variance from the Zoning Board of Appeals (ZBA).
 - c. The site plan shall denote locations for customer/employee parking, parking for vehicles awaiting repair, and any outdoor storage, if proposed.
 - d. The designated ADA parking space/aisle shall be increased to a width of 16 feet in accordance with ADA standards and shall be shifted out of the drive aisle.
 - e. A detailed floor plan shall be provided which denotes the number of hoists or service bays within the building.
2. The Minor Site Plan and use shall satisfy the use-specific standards for auto repair and service facilities contained in Section 7.03.2 and attached to the staff report. The use-specific operating conditions shall be listed on the final Certificate of Occupancy.

Next Step

After the public hearing and discussion, the Planning Commission may take action on the requested Special Land Use in the form of a recommendation to City Council. Any motion shall include concise findings based upon the Special Approval review standards and criteria, Section 15.03.3. Per Section 15.05, the Planning Commission alternatively may postpone action on a Special Land Use request to allow verification, compilation, or submission of additional or supplemental information or to address other concerns or issues.

Template motions for postponement and approval is provided on the following page.

Attachments

- **Special Land Use Application - PSP #25-02**
- **Concept Site Plan and Floor Plan– PSP #25-02**
- **Associated Maps**
- **Section 3.17 – M-1, Light Industrial District**
- **Section 7.03.2 – Use-Specific Standards for Auto Repair and Service Facilities**
- **Section 15.05 – Special Land Use Review**

Template Motion, Findings and Conditions

Staff offers the following motions as a suggested template and guide for the Planning Commission's consideration. The Planning Commission may provide additional detailed findings, as needed, to substantiate any motion for approval or denial.

POSTPONEMENT

MOTION BY _____, SECONDED BY _____, THAT, FOLLOWING THE REQUIRED PUBLIC HEARING, THE PLANNING COMMISSION **POSTPONES ACTION** ON SPECIAL LAND USE REQUEST NUMBER PSP 25-02 FOR A MAJOR AUTO REPAIR AND SERVICE FACILITY AT 436 E. 14 MILE ROAD UNTIL THE JUNE 17TH, 2025 MEETING. THIS POSTPONEMENT IS MADE IN ACCORDANCE WITH SECTION 15.05 OF THE ZONING ORDINANCE TO ALLOW THE APPLICANT TO RESPOND TO THE FOLLOWING ITEMS AS OUTLINED BY STAFF:

1. The site shall meet the minimum Frontage Landscaping requirements contained in Section 11.05. Administrative waivers may be accommodated to comply with DTE pruning requirements for the nearby overhead wires.
2. The location of the proposed exterior paint booth shall satisfy minimum M-1 principal building setback requirements contained in Section 4.02. Alternatively, the applicant shall seek a dimensional setback variance from the Zoning Board of Appeals (ZBA).
3. The site plan shall denote locations for customer/employee parking, parking for vehicles awaiting repair, and any outdoor storage, if proposed.
4. The designated ADA parking space/aisle shall be increased to a width of 16 feet in accordance with ADA standards and shall be shifted out of the drive aisle.
5. A detailed floor plan shall be provided which denotes the number of hoists or service bays within the building.

APPROVAL

MOTION BY _____, SECONDED BY _____, THAT, FOLLOWING THE REQUIRED PUBLIC HEARING, THE PLANNING COMMISSION HEREBY **RECOMMENDS THAT CITY COUNCIL APPROVE** SPECIAL LAND USE REQUEST NUMBER PSP 25-02 FOR A MAJOR AUTO REPAIR AND SERVICE FACILITY AT 436 E. 14 MILE ROAD BASED UPON THE FOLLOWING FINDINGS:

1. The applicant requests Special Land Use approval for a Major Auto Repair and Service facility at 436 E. 14 Mile Road as permitted by Section 3.17 of the Zoning Ordinance, *M-1 Light Industrial District*
2. The Planning Commission held a public hearing for PSP 25-02 at their May 20th, 2025 meeting.
3. The proposed Major Auto Repair and Service use is consistent with the special land use review standards and criteria set forth in Section 15.05.3. In particular:
 - a. The use is designed, located, and proposed to be operated in a way that protects the public health, safety and welfare.
 - b. The use will not involve activities that will be detrimental to adjacent industrial land uses.

- c. The use is designed and located so that it is compatible with the principal uses permitted in the M-1, Light Industrial district.
 - d. The use is designed and located so that it is compatible with the Madison Heights Master Plan and the Industrial future land use designation.
- 4. With modifications required as conditions of approval, the use satisfies the use-specific standards for Major Auto Repair and Service facilities as contained in 7.03.2 of the Madison Heights Zoning Ordinance and is in general compliance with site design standards contained within the Zoning Ordinance.

APPROVAL IS GRANTED WITH THE **FOLLOWING CONDITIONS**

- 1. A Minor Site Plan shall be submitted to the Community and Economic Development Department in accordance with Section 15.04 of the Zoning Ordinance. The Minor Site Plan, when submitted, shall be designed to satisfy the following:
 - a. The site shall meet the minimum Frontage Landscaping requirements contained in Section 11.05. Administrative waivers may be accommodated to comply with DTE pruning requirements for the nearby overhead wires.
 - b. The location of the proposed exterior paint booth shall satisfy minimum M-1 principal building setback requirements contained in Section 4.02. Alternatively, the applicant shall seek a dimensional setback variance from the Zoning Board of Appeals (ZBA).
 - c. The site plan shall denote locations for customer/employee parking, parking for vehicles awaiting repair, and any outdoor storage, if proposed.
 - d. The designated ADA parking space/aisle shall be increased to a width of 16 feet in accordance with ADA standards and shall be shifted out of the drive aisle.
 - e. A detailed floor plan shall be provided which denotes the number of hoists or service bays within the building.
- 2. The Minor Site Plan and use shall satisfy the use-specific standards for auto repair and service facilities contained in Section 7.03.2 and attached to the staff report. The use-specific operating conditions shall be listed on the final Certificate of Occupancy.



Aerial

E FOURTEEN MILE

TOWNLEY

EDWARD

Existing Land Use

E FOURTEEN - MILE

TOWNLEY

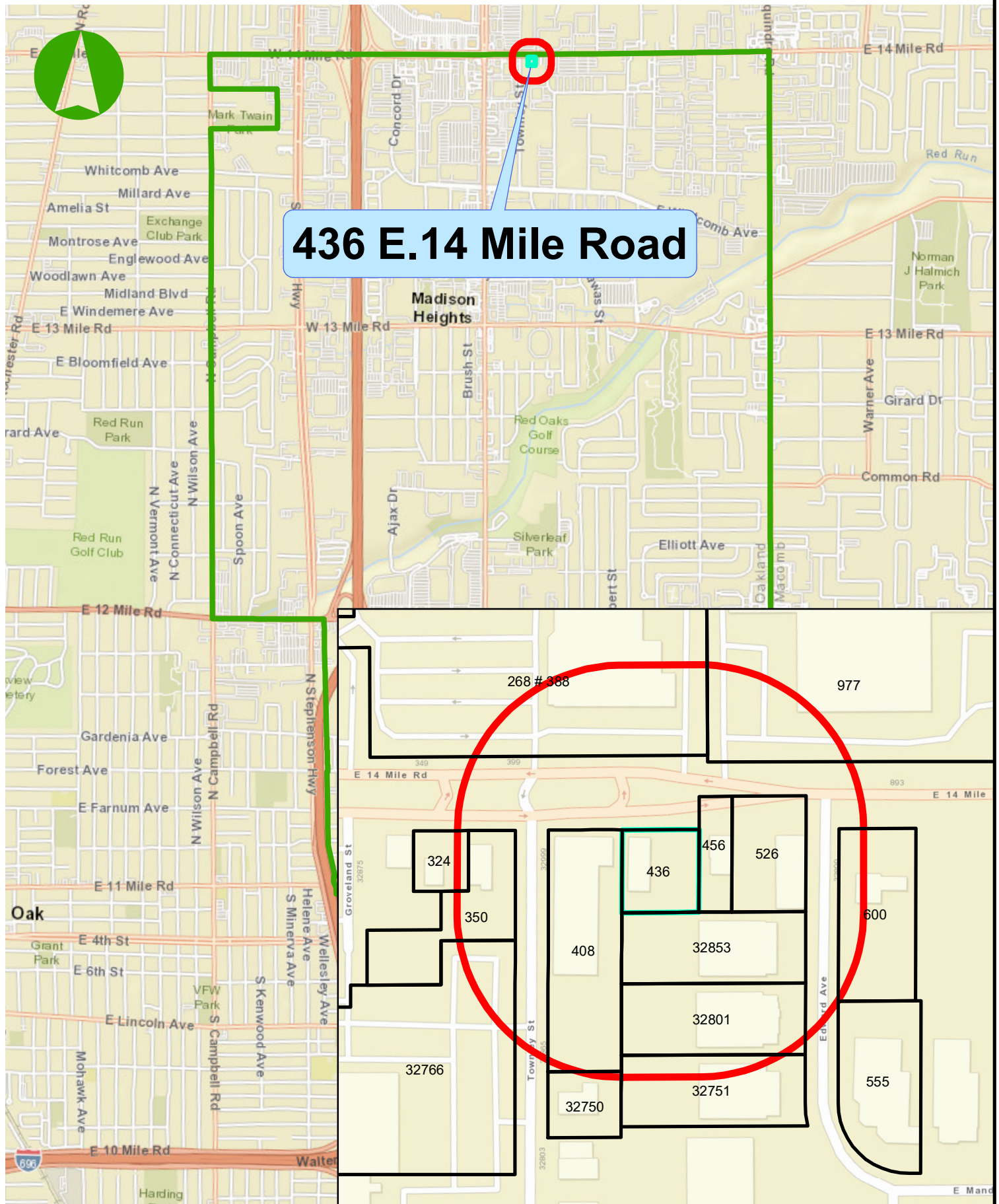
Future Land Use

E FOURTEEN - MILE

TOWNLEY

Document Path: Z:\notifications\2025\436 E. 14 Mile Rd\4 Map.mxd

PSP 25-02: 436 E. 14 Mile Road
Buffer: 300 FT





CITY OF MADISON HEIGHTS
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
SPECIAL LAND USE APPLICATION

I. APPLICANT INFORMATION

Applicant JOSEPH GORIAL
Applicant Address [REDACTED]
City [REDACTED]
Interest in Property (owner, tenant, option, etc.) TENANT
Contact Person JOSEPH GORIAL
Telephone Number [REDACTED] Email Address [REDACTED]

II. PROPERTY INFORMATION

Property Address 436 E. 14 Mile, Madison Hts
Tax ID 92-3774517 Zoning District _____
Owner Name (if different than applicant) William Norin
Address 526 East 14 Mile Rd
City Madison Hts State MI Zip 48071
Telephone Number [REDACTED] Email Address [REDACTED]

III. CONSULTANT INFORMATION (IF APPLICABLE)

Name LARRY SARVER Company Network RLT
Address [REDACTED]
City [REDACTED] State [REDACTED] Zip [REDACTED]
Telephone Number [REDACTED] Email Address [REDACTED]

SPECIAL LAND USE APPLICATION

IV. PROJECT NAME

V. PROJECT DESCRIPTION AND SCOPE OF WORK

Brief Description of Proposed Special Land Use:

COLLISION REPAIR CENTER.
9AM - 6PM
3-5 Emp.

Required Attachments:

- ☐ **Project Narrative:** Written description of the nature of the proposed use(s), including: products or services to be provided; activities to be conducted inside and outside the building; types of equipment to be used; hours of operation; number of employees; expected levels/ types of vehicular traffic coming to and from the site; other information.
- ☐ **Conceptual Site Plan and Floor Plan:** Conceptual plans containing minimum information listed in Section 15.05 of Zoning Ordinance (refer to checklist, attached)
- ☐ **Review Standards Response Form** (attached)

VI. APPLICANT CERTIFICATION

I (we) the undersigned do hereby apply to the City of Madison Heights for review and approval of the above-described Special Land Use application. Applicant(s) and the property owner(s) do hereby consent to city staff to assess the property for purposes of evaluating the site for requested action(s).

Printed Name JOSEPH GORIAL Signature [Signature] Date 4-21-2025

VII. PROPERTY OWNER CERTIFICATION

IF YOU ARE NOT THE PROPERTY OWNER, YOU MUST HAVE THE PROPERTY OWNER PROVIDE A NOTARIZED SIGNATURE, BELOW, OR PROVIDE A NOTARIZED LETTER OF AUTHORIZATION OR NOTARIZED POWER OF ATTORNEY AUTHORIZING YOU TO ACT ON THEIR BEHALF.

Printed Name William Naler Signature [Signature] Date 4-21-25

Notary for Property Owner:

Subscribed and sworn before me, this 21st day of April, 2025.

A Notary Public in and for Oakland Wayne County, Michigan.

Notary Name (Print): Ashley Decelles

Notary Signature: Ashley Decelles

My Commission Expires: 8/2/2028

Notary Stamp

ASHLEY DECELLES
NOTARY PUBLIC - MICHIGAN
COUNTY OF WAYNE
ACTING IN THE COUNTY OF Oakland
MY COMMISSION EXPIRES AUG. 02, 2028

STAFF USE ONLY

[DO NOT ACCEPT INCOMPLETE APPLICATIONS]

FILING FEE (\$750): pdDATE APPLICATION RECEIVED: 4/21/25SPECIAL LAND USE NO.: PSP # 25-002RECEIVED BY: DE

SPECIAL LAND USE APPLICATION

SPECIAL LAND USE: REVIEW STANDARDS RESPONSE FORM

Section 15.05(3) of the Zoning Ordinance contains Special Land Use review standards and criteria. Please provide responses to the following review standards for consideration by staff, the Planning Commission, and City Council. (Provide additional separate sheets, if necessary).

- A. Describe how the proposed use will be designed, located, and operated in a way that protects the public health, safety and welfare.

IT IS EXISTING BUILDING AND NOT
RELEASING ANY NOISE, HARMFUL VAPERS, WORK IS
DONE INSIDE BUILDING ONLY.

- B. Describe how the use will be designed in a way that considers the natural environment and helps conserve natural resources and energy.

NOTHING HARMFUL IS RELEASED
INTO ENVIRONMENT.

- C. Will the Special Land Use will involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any person, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors. If so, describe in detail.

NONE OF THE ABOVE.
NONE OF THAT WILL HAPPEN.

- D. Describe how the proposed land use will be designed and located so that it is compatible with surrounding properties, neighborhood, and vicinity. At a minimum, this shall include: 1) Location of use(s) on site; 2) Height of all improvements and structures; 3) Adjacent conforming land uses; 4) Conformance with the Master Plan and future land use map for the area as adopted by the Planning Commission; and 5) Compatibility with the permitted principal uses allowed in the zoning district where the Special Land Use is requested, and consistency with the intent of the zoning district.

THIS IS A EXISTING BUILDING.

SPECIAL LAND USE APPLICATION

- E. Describe how ingress/egress to the use will be controlled to assure maximum vehicular, pedestrian and non-motorized safety, convenience and minimum traffic impact on adjacent roads, drives and uses including, but not limited to:
1. Reduction in the number of ingress/egress points through elimination, minimization and/or consolidation of drives and/or curb cuts;
 2. Proximity and relation to intersections, specifically with regard to distance from drive(s) to intersection(s);
 3. Reduction/elimination of pedestrian/vehicular traffic conflicts;
 4. Adequacy of sight distances;
 5. Location and access of off-street parking; and
 6. Location and/or potential use of service drives to access multiple parcels, reducing the number of access points necessary to serve the parcels.

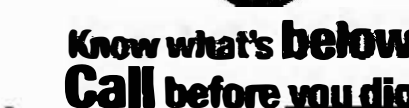
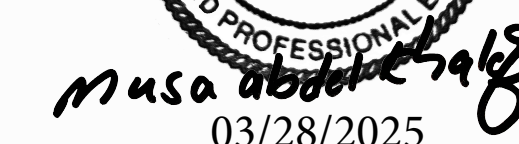
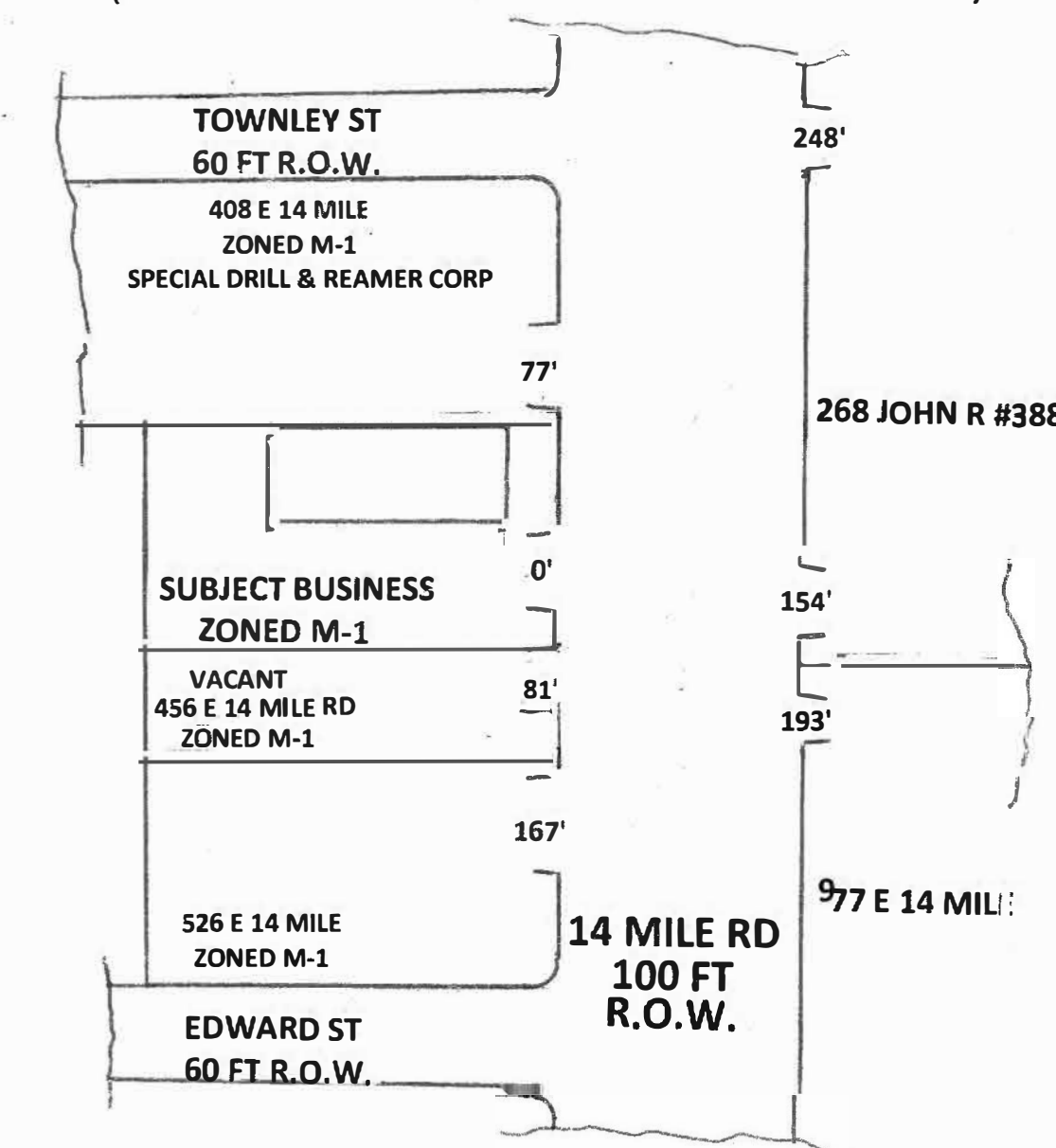
WE ARE UTILIZING EXISTING DRIVEWAYS.

- F. Describe how the proposed use will be consistent with the intent and purpose of the zoning district in which it is proposed

OUR COLLISION SHOP IS JUST LIKE
OUR NEIGHBOUR TO THE EAST WHICH IS A AUTO
REPAIR SHOP.

7436 OAKLAND
DETROIT, MI 48211
(586) 339-2862

- 2021 MICHIGAN PLUMBING CODE
ANSI 117.1-2017 ACCESSIBILITY
2015 MICHIGAN ENERGY CODE
ASHREA 90.1-2007
2012 INTERNATIONAL FIRE CODE
2015 MICHIGAN REHAB CODE
METHOD OF COMPLIANCE,
PRESCRIPTIVE COMPLIANCE
2021 MICHIGAN MECHANICAL CODE
2018 NATIONAL ELECTRIC CODE



**OPEN
COLLISION SHOP
436 E. 14 MILE RD
MADISON HTS, MI
48071**

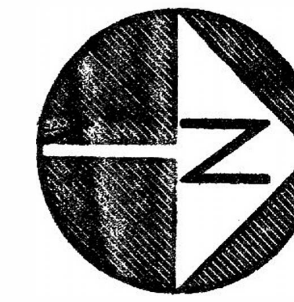
SHEET DESCRIPTION

EXISTING SITE PLAN

SHEET

A-000

SCALE 1/8" = 1 FT

**APPLICABLE CODES**

2021 MICHIGAN PLUMBING CODE
ANSI 117.1-2017 ACCESSIBILITY
2015 MICHIGAN ENERGY CODE
ASHREA 90.1-2007
2012 INTERNATIONAL FIRE CODE
2015 MICHIGAN REHAB CODE
METHOD OF COMPLIANCE,
PRESCRIPTIVE COMPLIANCE
2021 MICHIGAN MECHANICAL CODE
2018 NATIONAL ELECTRIC CODE

NETWORK RLT, INC REAL ESTATE DESIGN

7436 OAKLAND
DETROIT, MI 48211
(586) 339-2862

OCCUPANT LOAD

CUSTOMER WAITING 369 SQ. FT./100 = 3.69
OFFICE 155 SQ. FT./100 = 1.55
WORK AREAS 2,855 SQ. FT./200 = 14.27
TOTAL OCCUPANTS = 19

EGRESS WIDTH REQUIREMENTS

19 PEOPLE X 0.2 = 3.8 INCHES REQUIRED

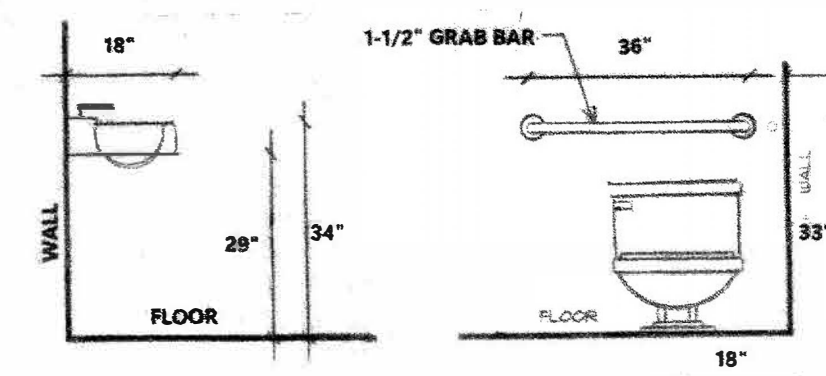
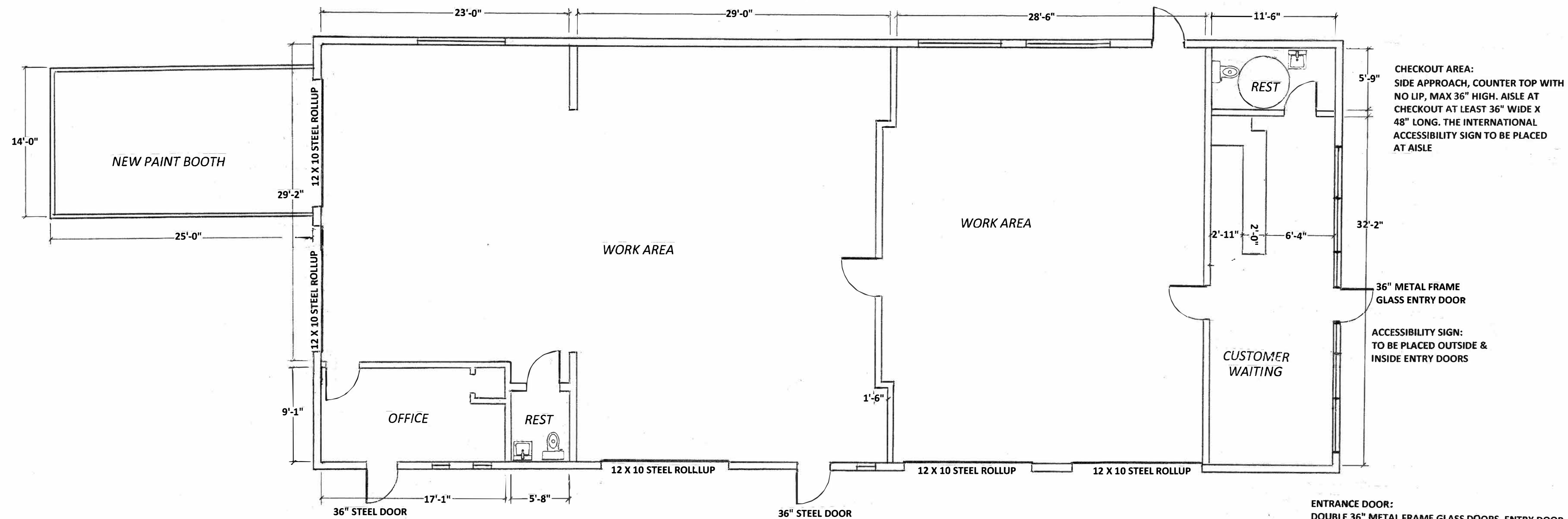
3 X 36" = 108 INCHES PROVIDED

ROOM FINISH SCHEDULE

ROOM	FLOOR	WALLS	CEILING
CUSTOMER WAITING	CERAMIC	PAINT/DRYWALL	2 X 4 DROP CEILING
OFFICE	CERAMIC	PAINT/DRYWALL	2 X 4 DROP CEILING
WORK AREAS	CONCRETE	PAINT/BLOCK	OPEN TO ROOFING

RESTROOM:

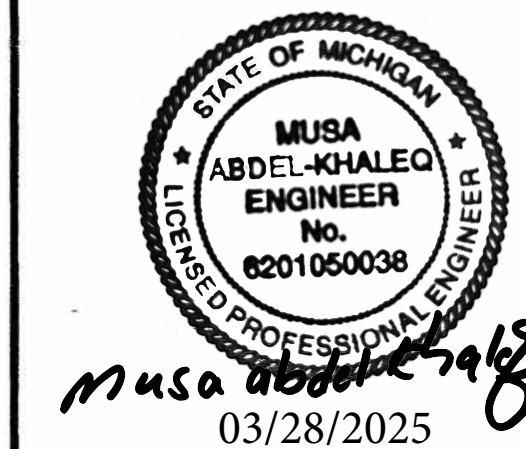
60" CIRCLE REQUIRED. ALSO, GRAB BARS--1 AT REAR WALL 36" LONG & AT 36" HIGH, 2ND GRAB BAR ON SIDE 42" LONG & 36" HIGH. MIRROR TILTED DOWN FOR BETTER VISIBILITY & 40" OFF FLOOR, TOWEL DISPENSER BOTTOM 40" OFF FLOOR, TOILET PAPER HOLDER 16" OFF FLOOR, SEAT COVER DISPENSER 24" OFF FLOOR, HAND DRYER 36" OFF FLOOR WITH 30" X 48" CLEAR SPACE IN FRONT OF, SOAP DISPENSER 44" MAX HEIGHT.



BARRIER FREE ELEVATIONS

ENTRANCE DOOR:

DOUBLE 36" METAL FRAME GLASS DOORS, ENTRY DOOR TO SWING INWARDS. DOOR MUST BE ACCESSIBLE FROM BOTH SIDES OF THE DOOR. DOOR THRESHOLD TO BE 1/2" HIGH OR LESS. DOOR CLOSER TO CLOSE DOOR FROM 70" OPEN TO 3" FROM LATCH IN 3 SECONDS. DOOR MUST HAVE 10" HIGH CLEAR SURFACE AT BOTTOM OF DOOR.

**JOB DESCRIPTION**

**OPEN
COLLISION SHOP**
436 E. 14 MILE RD
MADISON HTS, MI
48071

SHEET DESCRIPTION

**EXISTING
FLOOR PLAN**

SHEET

A-100

SCALE 1" = 6 FT

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Planning Commission for the City of Madison Heights will hold a public hearing on **Tuesday, May 20th, 2025 at 5:30 p.m. in the City Council Chambers of the Municipal Building at 300 W. 12 Mile Road, Madison Heights, Michigan 48071** to consider the following **Special Land Use** requests:

31

C P 25-02 – 436 E. 14 Mile Road

Item 2.

The applicant, Joseph Gorial, requests Special Land Use approval per the procedures set forth in Section 15.05 of the Madison Heights Zoning Ordinance to operate a Major Auto Repair and Service business at 436 E. 14 Mile Road (PIN 44-25-01-102-024). The property is approximately 0.48 acres in size and is zoned M-1, Light Industrial.

The applications and any supporting documents can be viewed during regular business hours at the Community and Economic Development Department. In addition, the agenda item can be viewed online after 4:00 p.m. on the Friday prior to the meeting at www.madison-heights.org in the Agenda Center.

If you are unable to attend the meeting, you can send your comments via email to: MattLonnerstater@madison-heights.org and your comment will be read into the record at the meeting. Written comments may also be mailed prior to the meeting to 300 West Thirteen Mile Road, Madison Heights, Michigan, 48071. All comments will be heard at the meeting.

MADISON HEIGHTS COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

(248) 583-0831

Section 3.17 M-1 Light Industrial District

PREAMBLE

The M-1 Light Industrial District is designed so as to primarily accommodate wholesale activities, warehouses, and industrial operations whose external, physical effects are restricted to the area of the district and in no manner affects in a detrimental way any of the surrounding districts.

REQUIRED CONDITIONS

Any use established in the M-1 District shall be operated so as to comply with the performance standards set forth hereinafter in [Article 9](#)

PERMITTED USES	SPECIAL LAND USES	ACCESSORY USES
<ul style="list-style-type: none"> Artisan Manufacturing/Makerspace Artist Studio Auto Sales (New and Used) and Rental 7.03(3) Banquet/Assembly/Meeting Halls (less than 75 persons) 7.03(5) Bars and Taprooms Business or Trade Schools Contractor's Office 7.03(9) Essential Public Utility Services Financial Institutions General Warehouse and Distribution Government Office Building/Courthouse/Public Police and Fire Services Incubator Kitchen or Catering Facility Incubator Workspaces Indoor Recreational Business 7.03(21) Industrial Tool and Equipment Sales, Rental, Service, Storage and Distribution Light Industrial, Assembly, Repair and Manufacturing Medical Marihuana and Adult Use Marihuana Safety Compliance Facility 7.03(25) Medical Marihuana Caregivers (Primary Caregiver Marihuana Grow Overlay District only) 7.03(24) Microbreweries, Wineries and Distilleries Post Office Professional Office Public Library, Museum, Art Center, Community Center Public Parks Religious Institutions, Private Clubs, and Lodges (less than 75 persons) 7.03(39) Research, Development and Testing Facilities Restaurant Temporary Buildings and Uses 7.03(43) 	<ul style="list-style-type: none"> Auto Repair and Service (Major) 7.03(2) Auto Repair and Service (Minor) 7.03(2) Auto Sales (New and Used) and Rental 7.03(3) Commercial Kennels and Boarding Facilities 7.03(8) Fleet Vehicle and Trucking Storage Yard. Commercial Storage of Boats, Trailers, Recreational Vehicles, or other Operable Vehicles or Equipment. Home Improvement Centers and Garden Centers, Small and Mid-Format (up to 30,000 sq. ft.) and Large-Format (>30,000 sq. ft.) 7.03(17) Indoor Shooting Range 7.03(22) Lumber Yard 7.03(17) Parking as a Principal Use 7.03(34) Recycling Drop Off Centers Self-Storage Facility 7.03(40) Wholesale Sales/Retail 	<ul style="list-style-type: none"> Accessory Buildings, Structures and Uses Section 8.03 Firearm Retail Sales 7.03(13) Outdoor Dining and Seating 7.03(31) Outdoor Sales and Display 7.03(33)

The above list is a summary of Principal Permitted Uses, Special Land Uses, and Accessory Uses in the district. Uses provided with a section reference indicates uses that have specific use standards. Refer to [Article 2](#) for definitions of uses.

DIMENSION REGULATIONS			
Lot Standards		Minimum Setbacks	
Min. Lot Area (sq. ft.)	--	Front Yard (ft.)	50 ft.
Min. Lot Width (ft.)	--	Side Yard (one) (ft.)	20 ft. (A)
Max. Lot Coverage	--	Side Yard (total of 2) (ft.)	40 ft. (A)
Min. Floor Area/Unit	--	Street Sides (ft.)	50 ft.
Max. Building Height (ft.)	40 ft.	Rear Yard (ft.)	25 ft.
Max. Building Height (stories)			
Footnotes: Refer to Section 4.02 wherever a footnote is referenced in parentheses after one of the design regulations.			

Section 7.03 Use-Specific Standards

2. AUTO REPAIR AND SERVICE FACILITIES (MINOR AND MAJOR):

- A. **Residential Separation Buffer.** A twenty (20) foot buffer shall be provided between any portion of an auto repair/service facility (e.g., buildings, access drives, parking area) and the property line of a residentially-zoned or used parcel, screened and landscaped in accordance with **Section 11.04** (Transitional Landscaping).
- B. **Location of Repair and Servicing.** All repair and servicing operations shall be conducted entirely within an enclosed building. All equipment used in the servicing and repair of vehicles shall be located within an enclosed building.
- C. **Outside Storage Prohibited:**
 - 1. Outside storage or parking of disabled, wrecked, inoperable, or partially dismantled vehicles shall not be permitted with the exception of those areas specifically designated for said purpose on an approved site plan. Such areas shall be screened in accordance with **Section 8.03(6)** (Accessory Outdoor Storage).
 - 2. Outdoor storage of materials, such as tires, barrels, or other materials used or sold on the premises, shall not be permitted with the exception of those areas specifically designated for said purpose on an approved site plan. Such areas shall be screened in accordance with **Section 8.03(6)** (Accessory Outdoor Storage).
- D. **Hours of Operation.** No auto repair or maintenance services shall be performed before 7 a.m. or after 9 p.m.
- E. **Service Bays:**
 - 1. Service bays that are oriented toward a public street shall be screened from the right-of-way, at minimum, in accordance with perimeter parking lot screening standards, **Section 11.06.**
 - 2. Doors to repair service bays shall be closed when providing services to vehicles, except for conveyance into and out of the service bays.
- F. **Vehicular Access and Circulation:**
 - 1. Auto repair and service facilities, when located on a corner lot, shall provide vehicular entrances or exits (curb cuts) no less than thirty-five feet from the intersection of the property lines at the corner.
 - 2. A maximum of one (1) curb cut is permitted per street frontage. All curb openings shall not exceed thirty-five (35) feet in width at the property line.
 - 3. On corner lots, no driveway from a side street shall be less than ten (10) feet from rear property line as measured along the side street property line.
 - 4. A bypass lane shall be provided to allow vehicles a way to enter and exit the site without having to turn around on the site or travel through a repair or service bay.
 - 5. All maneuvering areas, stacking lanes, and exit driveways shall be located within the auto repair and service facility property.
- G. **Vehicles awaiting repair.** All vehicles awaiting repair or service shall be parked on site. No vehicles shall be parked on a public street, including those towed to the facility.

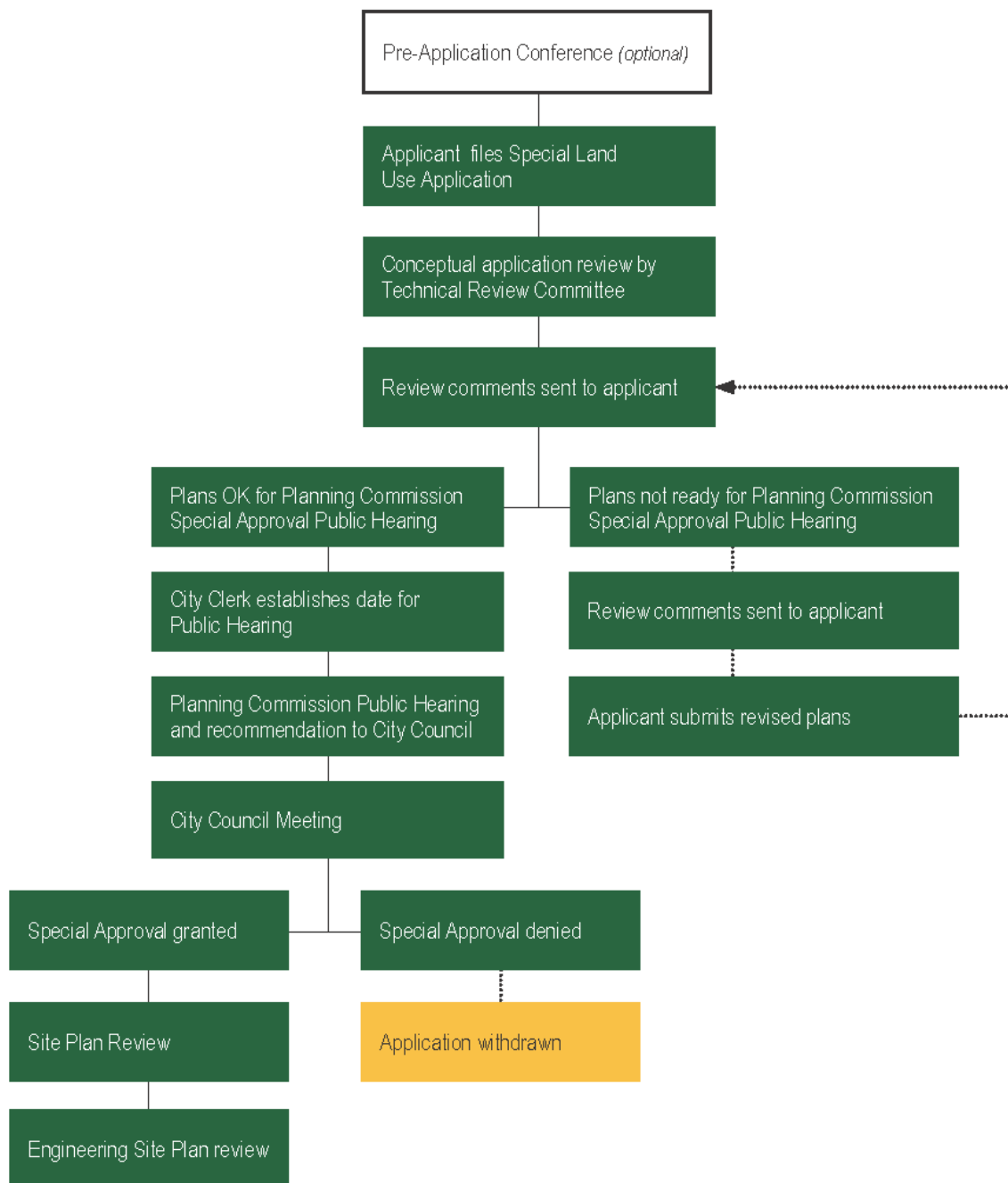
- E. The guarantee or portion thereof, shall be promptly released upon the inspection and approval of all improvements in compliance with the approved final site plan or conditional use permit and all applicable city standards and specifications. Portions of the guarantee may be released, in not more than three installments, provided:
- (1) The project or approved phase of a project has been completed for six months and the improvements for which the release is requested have been inspected and approved in accordance with the above standards, and the remaining balance is sufficient to cover the remaining improvements, including administrative and contingency expenses.
 - (2) The guarantee shall not be reduced below the minimum amount required above.
- F. **Types of Completion Guarantees.** The applicant may provide a guarantee in the form of a cash deposit, certified check, surety bond or letter of credit in a form acceptable to the city. Surety bonds and letters of credit shall be valid for a period of one year past the anticipated request for the last Certificate of Occupancy for the entire project and, if required, shall be renewed by the applicant not less than 30 days prior to expiration.

Section 15.05 Special Land Use Review

1. **Purpose.** The purpose of this section shall be to:
 - A. Require Special Land Use approval for certain uses in all zoning districts that are listed as Special Land Uses.
 - B. Establish review procedures for all Special Land Uses.
 - C. Establish review standards for all Special Land Uses.
 - D. Establish the Planning Commission as the advisory board and City Council as the final review and approval authority for Special Land Uses.
 - E. Establish authority to impose conditions upon Special Land Uses.
2. **Submission and Review Process.** All Special Land Uses in all zoning districts shall be reviewed in accordance with the following procedures:
 - A. Applicant may request a preliminary meeting with Community and Economic Development Department staff to discuss the proposal, design elements, ordinance requirements, etc. The applicant may further request a preliminary discussion at the Planning Commission for informal input. The city's comments during a pre-application conference shall be advisory in nature only.
 - B. Applicant submits application, fee, two (2) copies of the proposed conceptual site plan, and a digital version of the conceptual site plan, to the Community and Economic Development Department (site plan must be reduced to 11" x 17"). A separate site plan application is not required at the time of special land use review. A conceptual site plan shall include at a minimum:
 - (1) Location map showing the proposed site location, zoning classifications and major roads.
 - (2) Property identification number(s) and the dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
 - (3) Location of all existing and proposed structures, uses, number of stories, gross building area, required and proposed setback lines, and distances between structures on the subject property.
 - (4) The percentage of land area devoted to building, paved, and open space.
 - (5) All existing and proposed structures, roadways, drives, landscaping, trees, parking areas, and pedestrian paths.
 - (6) Number of parking spaces and location of loading areas and handicap parking spaces and access routes on the subject property.
 - (7) Location and height of all walls, fences, and landscaping, including a conceptual landscaping plan.
 - (8) Location and widths of all abutting streets, existing and proposed rights-of-way, easements, and pavement.

- (9) Type of existing and proposed surfacing of all drives, parking areas, loading areas and roads.
 - (10) All utilities located on or serving the site, including sizes of water and sewer lines, wells, proposed hydrants, and proposed fire suppression line into building. Proposed sanitary leads and sanitary sewers must also be shown, as applicable.
 - (11) Preliminary storm system layout and flow arrows demonstrating that storm flow connections and disposal methods are feasible.
 - (12) Existing and proposed ground contours at intervals of two feet, or spot elevations sufficient to review the proposed grading and drainage plan, as determined by the city's consulting engineer.
- C. The Planning and Zoning Administrator may waive particular submittal items, as listed above, upon a determination that such items are not necessary for making a determination on the requested Special Land Use.
 - D. The Technical Review Committee reviews the Special Land Use application for general conformance with Ordinance requirements and transmits review comments to the applicant for revision, if necessary. Applicant submits revised materials to Planning and Zoning Administrator, if necessary, for re-consideration by Technical Review Committee. Comments made by the Technical Review Committee shall be forwarded onto Planning Commission for consideration.
 - E. The Planning and Zoning Administrator notifies the City Clerk when Special Land Use applications are adequate for consideration by The Planning Commission. The Planning and Zoning Administrator and City Clerk establish a public hearing date and post/send public notices in accordance with [Section 15.01](#).
 - F. The Planning Commission shall hold a public hearing. Following the public hearing, the Planning Commission shall review the request and make a recommendation to the City Council in the form of a motion. The recommendation may be subject to certain conditions or changes being made.

If the Planning Commission requires additional information, the application may be postponed to a date certain until such information has been received.
 - G. Following the review and recommendation of the Planning Commission, the application shall be forwarded to the City Council at its next scheduled meeting. The City Council shall consider the request, along with the Planning Commission recommendation, and approve, approve with conditions, or deny the application for special use approval. If City Council requires additional information, the application may be postponed to a date certain until such information has been received.
 - H. Each action taken with reference to special land use approval shall be duly recorded in the minutes of the Planning Commission and City Council and shall state the grounds for the action taken upon each special use submitted for its approval.
 - I. Special land use approval shall be obtained from the City Council before issuance of a Certificate of Occupancy for any special land use, and prior to the submittal and approval of a site plan, engineering plan, and building permit, if required.
 - J. The Planning and Zoning Administrator, in coordination with the City Clerk, sends the applicant a Notice of Action and a copy of the City Council minutes from the meeting in which the case was acted upon. If Site Plan approval is required for the project, the applicant may apply for Site Plan review in accordance with [Section 15.04](#)



3. **Review Standards and Criteria.** In approving a special land use, the Planning Commission and City Council shall make a finding that the proposed Special Land Use is in compliance with all of the following standards:
- A. The use is so designed, located and proposed to be operated in a way that protects the public health, safety and welfare.
 - B. The use is designed in a way that considers the natural environment and helps conserve natural resources and energy.
 - C. The special land use will not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any person, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
 - D. The use shall be designed and located so that it is compatible with the surrounding properties, neighborhood, and vicinity. At a minimum, this shall include:
 - (1) Location of use(s) on site;
 - (2) Height of all improvements and structures;
 - (3) Adjacent conforming land uses;
 - (4) Conformance with the Master Plan and future land use map for the area as adopted by the planning commission; and
 - (5) Compatibility with the permitted principal uses allowed in the zoning district where the Special Land Use is requested, and consistency with the intent of the zoning district.
 - E. Ingress/egress to the use shall be controlled to assure maximum vehicular, pedestrian and non-motorized safety, convenience and minimum traffic impact on adjacent roads, drives and uses including, but not limited to:
 - (1) Reduction in the number of ingress/egress points through elimination, minimization and/or consolidation of drives and/or curb cuts;
 - (2) Proximity and relation to intersections, specifically with regard to distance from drive(s) to intersection(s);
 - (3) Reduction/elimination of pedestrian/vehicular traffic conflicts;
 - (4) Adequacy of sight distances;
 - (5) Location and access of off-street parking;
 - (6) Location and/or potential use of service drives to access multiple parcels, reducing the number of access points necessary to serve the parcels.
 - F. The use is consistent with the intent and purpose of the zoning district in which it is proposed.
 - G. In granting Special Land Use approval, City Council may impose conditions that it deems necessary to fulfill the spirit and purpose of this Ordinance. The conditions may include those necessary to ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner.
4. **General Stipulations.**
- A. The breach of any condition, safeguard or requirement, and the failure to correct such breach within 30 days after an order to correct is issued by the city shall be reason for immediate revocation of the Special Land Use Approval. Conditions and requirements stated as a part of special use permit authorizations shall be continuing obligations of the holders of such permits and are binding upon their heirs and assigns and upon any persons taking title to the affected property while such special use permit is in effect.
 - B. The discontinuance of a special land use after a specified time may be a condition to the issuance of the permit. Renewal of a special land use permit may be granted after a review and determination by the city council that

continuing private need and public benefit will be served by such renewal. Renewal applications shall be in accord with standards and requirements in effect at the time that the renewal is requested.

- C. Application for Special Land Use Approval shall be made with the full consent of all persons having an ownership interest in the land on which the Special Land Use is requested. All persons having ownership interest in the property shall sign the application prior to its acceptance by the city.
 - D. Special Land Use Approval is valid for a period of one year. When required, site plan approval and commencement of construction of approved improvements must occur within one year of the city council's Special Land Use Approval or the Special Land Use Approval shall be automatically null and void. The City Council may grant an extension for good cause for a period not to exceed six months from the date of expiration of the original approval provided for extension is made during the period of effectiveness.
 - E. When an established use approved under the special land use approval procedure ceases to function or is abandoned for a period of six months, the special use approval shall lapse and shall no longer be in effect.
 - F. The record of the city council shall be the approved minutes for Special Land Use cases. Said record shall be made available to the applicant whether the Special Land Use Approval request is approved, approved with conditions, or denied and shall constitute notice of the city council's decision regarding the Special Land Use Approval request.
 - G. The Planning Commission shall give notice of the time and place of the required public hearing as required by state law.
 - H. All construction, improvement or use of a parcel or parcels of land shall be in complete accord with the Special Land Use Approval, any conditions imposed by the city council and the approved site plan.
 - I. A special land use permit may be terminated by subsequent rezoning of the affected site as a part of an appropriate zoning district, subject to any vested nonconforming use rights. Such termination may be initiated only after determination by the city council that the development status of the site is in accordance with requirements of the zoning district in which it is to be placed. There shall be no waiver of standards or procedures, including publication, hearings, planning commission and city council action, in regard to the rezoning of a site which is occupied or used under a special use permit.
 - J. No reapplication, reconsideration and/or rehearing for a special use permit which has been denied by the city council shall be resubmitted until the expiration of one year from the date of such denial, except on grounds of newly discovered evidence or proof of materially changed conditions, sufficient to justify reconsideration by the city council. Each reapplication will be treated as a new application.
 - K. Appeals: No decision or condition related to a special land use application shall be appealed to the Zoning Board of Appeals. An appeal of a special land use decision or condition may be taken to Circuit Court.
5. **Amendments, Expansions or Change of Special Land Use.** The following provisions apply when there is an amendment or a proposed expansion to an approved special land use, an amendment or proposed modification to a condition previously applied to a special land use, or when there is a proposed change from one special land use to another.
- A. **Amendments.** Any applicant who has been granted special land use approval shall notify the Planning and Zoning Administrator of any proposed amendment to the approved Special Land Use. The Planning and Zoning Administrator shall determine whether a proposed amendment requires new special land use approval. New special land use approval may be required when such amendment is a departure from the operation or use described in the approved application or causes external impacts such as additional traffic, hours of operation, noise, additional outdoor storage, or display. Any alteration of previously approved conditions pertaining to a special land use approval shall require resubmittal and new Special Land Use consideration by Planning Commission and City Council in the manner described in this Section.
 - B. **Expansions.** An expansion of any use requiring a special use approval that results in an increase of 10% or more of the building, parking, paved areas, or site area shall require resubmittal and new Special Land Use consideration in the manner described in this Section.
 - C. **Change in Use.** The applicant shall be responsible for informing the Planning and Zoning Administrator of any significant change in an approved special land use, operations, or activities prior to any such change. The Planning and Zoning Administrator shall determine if a new special land use approval is required. A significant change shall

mean any departure from the operation or use described in the approved application or any change that may cause external impacts such as additional traffic, hours of operation, noise, additional outdoor storage, or display.

Section 15.06 Variances and Appeals

1. **Administrative Appeals.** The Zoning Board of Appeals shall have the power to hear and decide appeals where it is alleged by the applicant that there is an error in any order, requirement, permit, decision, or interpretation made by the Planning and Zoning Administrator, zoning enforcement officer, or any other administrative official, board or commission in carrying out or enforcing any provision of this Ordinance, except where this Ordinance prohibits Zoning Board of Appeal Action (e.g. direct appeal to Circuit Court).
 - A. An appeal to the Zoning Board of Appeals based in whole or in part on the provisions of this Ordinance may be taken by any person, firm or corporation aggrieved or by any governmental officer, department, board or bureau affected by the decision of the building inspector aggrieved by the decision, order, requirement, or determination made by the Planning and Zoning Administrator, Technical Review Committee, Planning Commission, zoning enforcement officer, or other administrative official or board or commission tasked with administering or enforcing the provisions of this Ordinance. Such appeal shall be taken by filing a notice of appeal with the Planning and Zoning Administrator on appropriate forms provided by the Community and Economic Development Department. The Planning and Zoning Administrator shall transmit all papers constituting the records of such appeal to the board. The board may require the applicant to furnish such surveys, plans or other information as may be required for the proper consideration of the matter. Upon a hearing before the board, any person or party may appear in person, or by agent, or by attorney.
 - B. **Time for Appeal.** An appeal shall be filed to the Planning and Zoning Administrator within thirty (30) days from the date listed on the Notice of Action referring to the order, requirement, decision, or determination which is the subject of the appeal.
 - C. The Zoning Board of Appeals shall fix a reasonable time for the hearing of the appeal and give due notice thereof to in accordance with the procedures set forth in the Michigan Zoning Enabling Act, PA 110 of 2006 (as amended) and Section 15.01.
 - D. The board may reverse or affirm wholly or partly or may modify the order, requirement, decision or determination as, in its opinion, ought to be made in the premises and, to that end, shall have all the powers of the officer from whom the appeal is taken. The concurring decision of a majority of the members of the board shall be necessary to reverse an order, requirement, decision or determination of an administrative officer or body, or to decide in favor of the applicant a matter upon which they are required to pass under an ordinance, or to effect a variation in an ordinance. An appeal shall stay all proceedings in furtherance of the action appealed from unless the building inspector certifies to the Zoning Board of appeals after notice of appeal shall have been filed with him that by reason of facts stated in the certificates a stay would cause imminent peril to life and property, in which case the proceedings shall not be stayed otherwise than by a restraining order which shall be granted by the Zoning Board of Appeals or by the Circuit Court on application, on notice of the building inspector and on due cause shown.
2. **Variances.** The ZBA shall have the power to authorize, upon application, specific variances from such dimensional requirements as lot area and width regulations, building height and square foot regulations, yard width and depth regulations; such requirements as off-street parking and loading space, requirements, sign regulations and other similar requirements as specified in the Ordinance, provided such modifications will not be inconsistent with the purpose and intent of such requirements. In granting a variance, the Zoning Board of Appeals shall make findings that a "practical difficulty" has been shown by the applicant by finding that all of the following requirements have been met by the applicant's petition:
 - A. That strict compliance with area, setbacks, frontage, height, bulk, or density would unreasonably prevent the owner from using the property for a permitted purpose, and would thereby render the conformity unnecessarily burdensome for other than financial reasons; and
 - B. That a variance will provide and preserve a substantial property right similar to that possessed by other properties within the same zoning district and in the neighboring area, provided that possible increased financial return shall not of itself be deemed sufficient to warrant a variance; and



MEMORANDUM

Date: May 14th, 2025
 To: City of Madison Heights Planning Commission [May 20th Meeting]
 From: Matt Lonnerstater, AICP – City Planner
 Subject: Master Plan Update – Initial Discussion

Introduction

At the May 20th Planning Commission meeting, staff would like to introduce the topic of updating the 2021 Master Plan as a discussion item.

The City of Madison Heights last updated its Master Plan in early 2021, which itself represented the first major Master Plan update since 1990. The Michigan Planning Enabling Act (Act 33 of 2008) states that every five years after the adoption of a Master Plan, the Planning Commission for the municipality must review the Plan and determine if any amendments or revisions are warranted. In detail:

Section 45(2): *At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedures to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission.*

Changes since 2021

While the 2021 Master Plan is less than five years old and the Planning Enabling Act does not necessarily require amendments or updates, the City of Madison Heights has seen some significant changes since the Plan's adoption, listed below:

- A new Zoning Ordinance was adopted in 2024, which was guided in no small part by the *Future Land Use* and *Implementation & Zoning Plan* chapters in the 2021 Master Plan. The Zoning Ordinance contains new districts, including a form-based *City Center* district, *Mixed-Use Innovation* districts, and *Residential-Mixed Neighborhood* district; new zoning-related development processes such as Planned Unit Developments and Conditional Rezoning; and detailed use-specific design and operational standards, among other new regulations.

Potential Master Plan Amendments: Update to align with these zoning changes, especially as it relates to the *Future Land Use* and *Zoning Plan* sections.

- The new Zoning Ordinance contains opportunities for expanded housing choices within the city, including accessory dwelling units, duplexes, multiplexes and townhomes. Additionally, in late 2024, Governor Whitmer signed HB 5557 into law which amended the Planning Enabling Act to expressly include housing as a core provision of a Master Plan.

Potential Master Plan Amendments: Analyze to ensure that housing choice and affordability goals are aligned with the new Zoning Ordinance and the revised Planning Act.

- The city received a grant from Main Street Oakland County to develop an 11 Mile Streetscape plan, with Phase 1 between John R and Lorenz scheduled to begin this summer. The first phase includes a lane reconfiguration (4 to 3 lane conversion with a center-turn lane), a wide multi-use path, on-street parking, crosswalks, landscaping, and streetscape amenities. The streetscape project is consistent with objectives outlined in the *DDA* and *Thoroughfare Plan* chapters of the 2021 Master Plan and aligns with the objective of increased walkability repeated throughout the Plan.

Potential Master Plan Amendments: Update as needed to reflect the DDA 11 Mile streetscape project.

- A number of auto-oriented developments such as gas stations, car washes, auto repair, and auto sales, have been approved over the past few years. These types of uses have created a need to analyze land use patterns and development regulations in the city to ensure their proper placement. One of the “Redevelopment Sites” listed in the Master Plan at 10/Dequindre has been developed with a gas station.

Potential Master Plan Amendments: Revise Future Land Use section to include a more nuanced discussion on land uses and redevelopment sites.

- Madison Heights has been engaged in a multi-jurisdictional Safe Streets for All (SS4A) Plan to address vehicle and non-motorized-related major injuries and deaths on city streets.

Potential Master Plan Amendments: Incorporate data, findings, objectives, and graphics from the Safe Streets for All Plan.

Based on these changes since 2021, staff believes that an amendment to the Master Plan is likely warranted. However, per state law, the Planning Commission is formally tasked with determining whether or not to commence the procedure to formally amend the plan. If the Planning Commission chooses to move forward with an update to the Master Plan, staff believes that a full-scale rewrite/reformatting is not necessary. We believe that amendments to the Master Plan can be handled through coordination with staff, the Planning Commission, and City Council. As staff can edit the Master Plan document and related maps and graphics in-house, we do not believe that a third-party consultant is necessary for these modifications.

Potential Plan Updates

Staff has reviewed the Master Plan and identified the following areas which we believe could benefit from a refresh:

- **Demographics & Local Economy:** Update to reflect the most recent data sets.
- **Existing Land Use:** Update to include the most recent data. This would include updating the section on Community Facilities to reflect the recently completed Civic Center Complex, demolition of the old Active Adult Center, and operational changes at Ambassador Park/Red Oaks Park.
- **Public Input, Goals and Objectives:** Initiate a new online survey; review goals and objectives with city officials and staff to ensure that they still reflect the city’s vision for the future, and provide additional detail as necessary.
- **Land Use Plan:** Strengthen the Housing Element to reflect the recent change to the Planning Enabling Act and align with current planning-related initiatives and best-practices aimed at

addressing the housing shortage. Expand upon Future Land Use categories to reflect different types of residential uses and varying intensities of commercial and industrial uses. Modify the Future Land Use map to align with the new Zoning Map. Review list of “Redevelopment Sites” and modify as needed. Review institutional land uses (e.g. churches, schools) to identify proper zoning.

- **Downtown Development Authority:** Modify to align with the design-related components of the *City Center* zoning district. Incorporate the ongoing 11 Mile Streetscape project into the Plan.
- **Thoroughfare Plan:** Revise to incorporate data, findings, and objectives from the Safe Streets for All Plan. Revise to include information and graphics from the 11 Mile Streetscape project.
- **Implementation:** Update the Zoning Plan section to reflect the new Zoning Ordinance and identify future large-scale zoning text and map amendments. Update Implementation chart.
- **Appendix:** Review existing appendices to see if any updates or additions are warranted.

Where to Begin?

To help facilitate discussion, we are providing the following attachments for Planning Commission review prior to the meeting

- 1) Michigan State University Extension (Land Use Series): Checklist #1H – The Five-Year Plan Review
- 2) Goals & Objectives from 2021 Master Plan
- 3) Draft survey questions for online survey
- 4) Adopted 2021 Master Plan (Full)

In determining whether to conduct a Master Plan update, one of the first steps listed in the MSU checklist is asking the Planning Commission, *“to what degree have the goals, objectives, and strategies been met since the adoption of the plan? Do the goals and objectives continue to provide guidance for a twenty-year time frame?”*

We agree that this is a good place to begin the discussion. As such, staff would like to review the goals and objectives of the 2021 Master Plan at the May 20th meeting to discuss their continued importance. We have also drafted a survey (which will eventually be put online for the public) to help guide discussion. As part of this discussion, staff would like Planning Commission input on the questions themselves to ensure that they are well-suited for public response.

If the Planning Commission determines that updates to the Master Plan are warranted, staff will begin the process of amending the Master Plan in coordination with the Planning Commission and City Council. A tentative timeline for Planning Commission review and action is listed below, which is subject to change:

Time Frame	Task
Immediate	<ul style="list-style-type: none"> • Staff issues a “Notice of Intent to Amend Master Plan” to send to adjacent communities and local governments, public utilities, and transportation agencies in accordance with the Michigan Planning Enabling Act. • Finalize Master Plan survey and make public (online and hard-copy).
June/July	<ul style="list-style-type: none"> • Review updated background data, demographics, existing land use.
August/September	<ul style="list-style-type: none"> • Conduct comprehensive review of goals and objectives. (Joint meeting with City Council may be appropriate here).

October/November	<ul style="list-style-type: none"> Review Future Land Use Plan and categories. This is one of the (if not THE) key components of the Master Plan, so several meetings may be required.
January/February 2026	<ul style="list-style-type: none"> Review DDA and Thoroughfare Plan. By this time, Phase 1 of the 11 Mile streetscape should be complete, and the Safe Streets for All Plan should be adopted.
March/April 2026	<ul style="list-style-type: none"> Review Implementation Plan & Zoning Plan
March 2026	<ul style="list-style-type: none"> Planning Commission review of full draft plan. Planning Commission sends the draft plan to City Council who can then authorize distribution. If distribution is approved, staff issues a “Notice of Distribution” which begins a 42-day public comment period for the draft amended plan. (A joint meeting with City Council may be appropriate here). Staff issues a public hearing notice.
May 2026	<ul style="list-style-type: none"> Planning Commission holds a public hearing.
May/June 2026	<ul style="list-style-type: none"> Potential resolution to adopt Master Plan Amendment at Planning Commission.



Michigan State University Extension Land Use Series

Check List # 1H: The Five-Year Plan Review

Original version: December 23, 2010

Last revised: March 19, 2025

Introduction

This is a step-by-step procedure for planning, land use and zoning. This particular checklist (# 1H) is for conducting a review of an existing plan (after it is five years old) to determine if it should be updated, replaced, or is fine as is. This checklist is designed to provide a list of steps – in order – which leads to a well-planned and zoned community. This outline is based on Public Act 110 of 2006, as amended, (being the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq.), and recommendations of Kurt H. Schindler, FACIP, and Bradley Neumann, AICP, both of MSU Extension, and intergovernmental coordination and plan content “best planning practices” derived from a proposed Coordinated Planning Act developed by the Michigan Chapter of the American Planning Association. In the check list, most of the items marked “optional” are derived from the proposed Coordinated Planning Act, not the current statute.

There are also separate procedural checklists for performing other zoning and planning functions. They are listed in Appendix B.

The Michigan Planning Enabling Act is a new statute, that changes how various planning procedures are done, and provides new duties and power to many planning commissions in the state. The purpose of this act was to create a single set of procedures to follow regardless of whether planning is being done by a city, village, township, or by a county. After September 1, 2008 (the effective date of the act) only the procedures in the Michigan Planning Enabling Act should be used as the act replaces the following statutes.

*“Thirty seven million acres is
all the Michigan we will ever have”*
William G. Milliken

Michigan State University Extension Land Use Series

This is a checklist was developed by experts on the topic(s) covered within MSU Extension. Its intent and use is to assist Michigan communities making public policy decisions on these issues. This work refers to university-based peer reviewed research, when available and conclusive, and based on the parameters of the law as it relates to the topic(s) in Michigan. This document is written for use in Michigan and is based only on Michigan law and statute. One should not assume the concepts and rules for zoning or other regulation by Michigan municipalities and counties apply in other states. In most cases they do not. This is not original research or a study proposing new findings or conclusions.

Contents

Check List # 1H: The Five-Year Plan Review	1
Authors.....	9
Appendix A - Glossary	10
Appendix B - Related Publications.....	10
Appendix C - Plan Content and Table of Contents	11

Only for matters that took place before September 1, 2008 should these old statutes still be referenced:

- County Planning Act, being P.A. 282 of 1945, as amended, M.C.L. 125.101 *et seq.*
- Township Planning Act, being P.A. 168 of 1959, as amended, M.C.L. 125.321 *et seq.*
- Municipal Planning Act, being P.A. 285 of 1931, as amended, M.C.L. 125.31 *et seq.*

For any step of this process, the Michigan State University Extension members of the MSU Land Use Team can assist with sample materials; coordinating efforts between the township, county, and the state; and providing guidelines.

This outline is not designed as a substitute for reading and understanding the Michigan Zoning Enabling Act. This outline is not a substitute for legal advice. There is no substitute for hiring an attorney. **Do not** attempt to adopt or amend an ordinance without an attorney.

It is **important** to document each step of the process in planning and zoning a community. Keep detailed minutes, affidavits of publication and mailing, open meeting notices, letters of transmittal, and communications all on file, so years from now they are still available.

This checklist is divided into four columns. The first column has a place to check when the task is done, and a place to check when the documentation has been placed in a permanent file. The second column is the step, or task, to complete in the order given to properly review a plan. The third column is what should be included in a permanent file to document that work has been done. The fourth column is used to mark if the material reviewed supports the conclusion that the plan:

- does not need to be changed at this time;
- needs to be updated with amendments; or
- needs to be completely redone.

Michigan State University Extension Land Use Series

This check list is intended to be linear, with each step being done in order, and most requiring the previous step to be done before starting the next.

Some communities may be more prepared than others to conduct the five-year plan review. Those communities that regularly review their plan(s) and have a thorough understanding of the document(s) may wish to use the following short-form checklist to determine whether an update of their plan(s) is needed. Other communities are encouraged to follow the complete checklist beginning on page 4.

Short-form checklist

For the following short-form checklist, place a check-mark in the box next to each statement that applies to your community. Consider each statement within the time frame since your plan(s) was last updated or adopted.

- ☐ New or more accurate information (i.e. census population, demographics, income, land use/land cover change, land use analysis, newer/better natural resource information such as soil surveys, economic data, service district maps, and so on) has become available since the creation of the current plan.
- ☐ The goals, objectives, and strategies have been met since the adoption of the plan and no longer provide guidance for a twenty-year time frame.
- ☐ Major developments in the community or in nearby communities have affected the underlying principles, strategies, or land use needs in particular areas.
- ☐ There has been a recurring or new issue in the community that is not addressed in the current plan (e.g. the community has expressed an interest in becoming a more walkable community, but the plan lacks language to reinforce this priority).
- ☐ The community leadership or agenda changed since the adoption of the current plan and there appears to be a shift in public priorities.
- ☐ There is an expressed need for additional space for new or expanding uses in the community (i.e. the future land use map within the plan and the timing of capital facilities as embodied in the plan is no longer adequate to serve existing and 10-20 year future needs)
- ☐ There are outstanding or decided lawsuits where the community process, plan, or ordinance was called into question and the community lost.
- ☐ The community attorney or professional planner advised an update of the plan.
- ☐ The current plan does not include the elements of a zoning plan (and the community has zoning), e.g., proposed schedule of regulations by district that includes at least, building height, lot area, bulk, and setbacks, standards or criteria to be used to consider rezonings consistent with the master plan. explanation of how the land use categories on the future land use map relate to the districts on the zoning map a description of each zoning district, a proposed zoning map (Required for plans adopted or amended on or after 2008).
- ☐ The current plan does not include discussion of land for use for public transportation facilities (Required for plans adopted or amended on or after Dec. 23, 2010).
- ☐ The current plan does not include elements of an asset-based strategic economic development plan that is coordinated with a subregion and/or regional economic plan.

Michigan State University Extension Land Use Series

- ☐ The current plan does not include content on complete streets (Required for plans adopted or amended on or after December 2010).
- ☐ Incorporates an airport layout and approach plan if any part of the airport or airport approach includes any territory of the local unit of government (Required for plans adopted or amended on or after 2001).
- ☐ The current plan does not include content on housing, e.g., assessment of existing and forecasted housing demands, with strategies and policies for addressing those demands, including information on the range of housing types, costs, affordability, attainability, ages, and other characteristics, including single and multiple-family dwellings, to serve the housing demands of a diverse population. (Required for plans adopted or amended on or after April 1, 2025).

New Plan or not

Based on the boxes checked in the above list, the planning commission decides:

- No change has occurred or the plan is fine and therefore **the plan may stand as adopted.**
- Some amendments are required because of new or updated information and therefore **the plan should be amended.** To do so see Land Use Series: “Checklist #II; For Adoption of an Amendment to a Plan” available at: <https://www.canr.msu.edu/planning>.
- There are substantial changes in the community and therefore **the plan should be rewritten.** To do so see Land Use Series: “Checklist #IG; For Adoption of a Plan in Michigan” available at: <https://www.canr.msu.edu/planning>.

Complete Checklist

Checklist #1H;

This is the step-by-step process for the five year plan review

Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	STEP 1: The planning commission decides to start the five year review. (The Michigan Planning Enabling Act requires that the plan be reviewed at least every 5 years. If the planning commission decides the plan does not need to be updated after the 5 year plan review, it is recommended that the planning commission review the plan each year following the initial 5 year review).	Certified copy of the planning commission's minutes where the decision to begin the review was made.	Not applicable
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	STEP 2: The planning commission reviews the data in the plan and the plan's fact book for consistency with more current information (i.e. census population, demographics, income, land use/land cover change, land use analysis, newer/better natural	Certified copy of the planning commission's minutes or staff's/consul	Not applicable

Michigan State University Extension Land Use Series

Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
	<p>resource information such as soil surveys, economic data, service district maps, and so on).</p> <p>Plans may be based on projected trends data which may or may not accurately reflect the current state of the community. It is imperative to use accurate data, as much of the plan is based on this information (infrastructure capacity, amount of land planned for various uses: residential, commercial, industrial, etc.).</p>	<p>tant's report in which data was reviewed.</p>	
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p>STEP 3: Based on the findings of STEP 2, the planning commission decides whether new, or more accurate information has become available since the creation of the current plan.</p>	<p>Certified copy of the planning commission's minutes where data was discussed.</p> <p>Copy of improved data and its source.</p>	<p>Supports the conclusion that the plan:</p> <p><input type="checkbox"/> does not need to be changed at this time.</p> <p><input type="checkbox"/> needs to be updated with amendments.</p> <p><input type="checkbox"/> needs to be completely redone.</p>
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p>STEP 3A: There is an opportunity to increase the detail and sophistication of a plan. Over time, one can build onto an existing plan and add new sections, with the plan and fact book becoming more comprehensive. Use Appendix A of this pamphlet (if desired) to review the current contents of the plan and fact book, noting what is already there, what could be done better, and what is not there that should be added. Based on this review, the planning commission decides whether the work involved will result in the need for an amended plan or new plan.</p>	<p>Completed copy of Appendix A.</p>	<p>Supports the conclusion that the plan:</p> <p><input type="checkbox"/> does not need to be changed at this time.</p> <p><input type="checkbox"/> needs to be updated with amendments.</p> <p><input type="checkbox"/> needs to be completely redone.</p>
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p>STEP 4: To what degree have the goals, objectives, and strategies been met since the adoption of the plan? Do the goals and objectives continue to provide guidance for a twenty-year time frame?</p> <p>As the community makes day-to-day development decisions the landscape will change. During this review it is prudent to determine if the development decisions have been moving the community in the general direction envisioned in the plan.</p>	<p>Certified copy of the planning commission's minutes where goals and objectives were reviewed.</p>	<p>Supports the conclusion that the plan:</p> <p><input type="checkbox"/> does not need to be changed at this time.</p> <p><input type="checkbox"/> needs to be updated with amendments.</p> <p><input type="checkbox"/> needs to be completely redone.</p>
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p>STEP 5: Have there been any major developments in the community or in nearby communities that affect</p>	<p>Certified copy of the planning</p>	<p>Supports the conclusion that the plan:</p>

Michigan State University Extension Land Use Series

Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
	underlying principles, strategies, or land use needs in particular areas?	commission's minutes where developments that impact particular areas were discussed.	<input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	STEP 6: Has there been a recurring or new issue in the community that is not addressed in the current plan? For example, has the community expressed an interest in becoming a more walkable community, but the plan lacks language to reinforce this priority?	Certified copy of the planning commission's minutes where issue has been discussed and if available, documentation of this recurring or new issue.	Supports the conclusion that the plan: <input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	STEP 7: Has the community leadership or agenda changed since the adoption of the current plan? If the leadership or the agenda of a community have changed dramatically it may indicate a shift in public priorities. If there are new public priorities in a community, the current plan may no longer be supported and the plan may need to be amended or redone. Remember a plan is in large part an expression of consensus in the community about its future. As leadership and people in various positions change, it may be necessary to re-build that consensus.	Certified copy of the planning commission's minutes where changes in public policies were discussed.	Supports the conclusion that the plan: <input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	STEP 8: Is there an expressed need for additional space for new or expanding uses in the community? If so, then it may be time to create a new plan that projects farther into the future. The future land use map within the plan and the timing of capital facilities as embodied in the plan should be adequate to serve existing and 10-20 year future needs.	Certified copy of the planning commission's minutes where zoning map and capital improvements were discussed.	Supports the conclusion that the plan: <input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.

Michigan State University Extension Land Use Series

Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	STEP 9: Are there outstanding or decided lawsuits where the community process, plan, or ordinance was called into question and the community lost?	Certified copy of the planning commission's minutes where cases were discussed and copy of judgments against community.	Supports the conclusion that the plan: <input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	STEP 10: Has the community attorney or professional planner advised an update of the plan?	Certified copy of the planning commission's minutes where advice was given or written notification regarding need for update.	Supports the conclusion that the plan: <input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	STEP 11: Has Michigan law (the Michigan Planning Enabling Act, MCL 125.3801 <i>et seq.</i> and related laws) changed requiring additional or different content of a Master Plan – such as but not limited to airport approach (2001), zoning plan elements (2008), complete streets (2010), and housing (2025) – which is not in the current Master Plan.		Supports the conclusion that the plan: <input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	STEP 12: Based on the conclusions to the preceding steps checked in the fourth column, the planning commission decides: <ul style="list-style-type: none"> ▪ The conclusion to each of the above items is "... to not change the plan at this time" (i.e. no change has occurred or the plan is fine) and therefore the plan may stand as adopted. ▪ Some of the conclusions to the above items are to "...amend the plan/fact book" (i.e. some amendments are required because of new or updated information) and therefore the plan should be amended. To do so see Land Use 	Certified copy of the planning commission's minutes where the decision to update the plan or not update the plan was made.	The planning commission acts to <input type="checkbox"/> not change the plan at this time. <input type="checkbox"/> amend the plan/fact book. <input type="checkbox"/> prepare a new plan and fact book

Michigan State University Extension Land Use Series

Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
	<p>Series: “Checklist #II; Adoption of an Amendment to a Plan” available at: www.msue.msu.edu/lu/.</p> <ul style="list-style-type: none"> Many or some of the conclusions to the above major items are to “...prepare a new plan and fact book” (i.e. there are substantial changes in the community) and therefore the plan should be rewritten. To do so see Land Use Series: “Checklist #IG; For Adoption of a Plan in Michigan” available at: www.msue.msu.edu/lu/. 		
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p>STEP 13: If not already budgeted, the planning commission approaches the legislative body with the intent to amend the plan or prepare a new plan and fact book. This may include preparing a cost estimate to do so and presenting that cost estimate to the legislative body.</p> <p>If the legislative body approves the expenditure, then proceed with the plan amendment or new plan and fact book.</p> <p>If the legislative body does not approve the expenditure (or include it in a future budget), or approves a smaller amount than requested, there are three options:</p> <ul style="list-style-type: none"> Do the work in house for lower cost. Expand the task over more than one budget year, so the cost of the task is reflected in more than one budget year. Go back to STEP 11 and re-evaluate the decision in light of the legislative body’s decision. 	<p>Certified copy of the legislative body’s minutes of the meeting where the decision was made, and planning commission’s minutes where follow up discussion took place.</p>	<input type="checkbox"/> Proceed with the decision made in Step 11, as intended. <input type="checkbox"/> Do the work in house for a lower cost. <input type="checkbox"/> Expand the task over more than one budget year. <input type="checkbox"/> Go back to Step 11 and re-evaluate.

Authors

This publication was developed in collaboration by:

- Brad Neumann, AICP, Senior Educator, Government and Public Policy, Michigan State University
- Kurt H. Schindler, FAICP, Distinguished Senior Educator Emeritus, Government and Public Policy, Michigan State University

Reviewed by:

- Jason Ball, MSU Graduate Student
- Mary Ann Heidemann, FAICP, Regional Land Use Educator; Northeast-east Central
- Lincoln Sweet, MSU Graduate Student
- and to
- J. Douglas Piggott, Rowe Inc., for inspiring further revisions.

To find contact information for authors or other MSU Extension experts use this web page:
<https://www.canr.msu.edu/outreach/experts>.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Quentin R. Tyler, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned. The name 4-H and the emblem consisting of a four-leaf clover with stem and the H on each leaflet are protected under Title 18 USC 707.

Appendix A - Glossary

The following terms are used in this publication, and have the following specific meanings.

§ means the section number of Public Act 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 et. seq.),

Chief administrative official means the manager or other highest nonelected administrative official of a city or village.

Chief elected official means the mayor of a city, president of a village, supervisor of a township, or chair of a county board of commissioners.

Ex officio member means a member of a planning commission, with full voting rights unless otherwise specified by city or village charter, by virtue of holding another office.

Legislative Body means the county board of commissioners of a county, the board of trustees of a township, the council of a city or village, or other similar duly elected representative body of a county, township, city, or village.

Local Unit of Government means a county, township, city, or village.

Municipality means a city, village or township.

Plan means any plan adopted under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled.

Planning Commission means the local unit of government planning commission created under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled. In a few communities it may still be a “zoning board” (townships) or “zoning commission” (city and villages). Has used here, the use of the term “planning commission” includes all of these terms.

Zoning jurisdiction means the area encompassed by one of the following:

- legal boundaries of a city or village for a city or village respectively;
- legal boundaries of a township outside the limits of a city(ies) and village(s) for a township;
- legal boundaries of a county outside the limits of a city(ies) and village(s); or the county including any city(ies) and village(s) which has adopted the county plan (See §209, M.C.L. 125.3209).

Appendix B – Related Publications

There are also separate procedural checklists for performing other planning and zoning functions. They are:

- *Land Use Series*: “Check List #1A; To Create a Planning Commission or Amend an Existing Planning Commission Ordinance.”
- *Land Use Series*: “#1B; Sample Ordinance to create a planning commission”
- *Land Use Series*: “#1C; Summary of changes between new Michigan Planning Enabling Act and the three old planning acts: Municipal Planning Act, County Planning Act, and Township Planning Act.”
- *Land Use Series*: “Checklist #1D; Steps to Transition an Existing Planning Commission to Comply with the Michigan Planning Enabling Act”

Michigan State University Extension Land Use Series

- Land Use Series: “#1E; Sample Bylaws for a planning commission.”
- Land Use Series: “Checklist #1F; What Should be in a Master Plan”
- Land Use Series: “Checklist #1G; For Adoption of a Plan in Michigan”
- Land Use Series: “Checklist #1H; The Five Year Plan Review.”
- Land Use Series: “Checklist #1I; For Adoption of an Amendment to a Plan”
- Land Use Series: “Checklist #1J; Adopting and Updating a Capital Improvement Program”
- Land Use Series: “Checklist #1K; Review of Infrastructure and Public Capital Expenditure”
- Land Use Series: “Checklist #1L; Adoption or Amendment of Subdivision Rules”
- Land Use Series: “#1M; How Governments Make Submissions on a Neighbor’s or County’s Proposed Plan”
- Land Use Series: “#1N; How a Planning Commission Should Respond to Submissions”
- Land Use Series: “#1O; Sample joint Planning Commission Ordinance and Agreement”
- Land Use Series, “Checklist #2; for Adoption of a Zoning Ordinance in Michigan.”
- Land Use Series, “Checklist #3; for Adoption of an Interim Zoning Ordinance in Michigan.”
- Land Use Series, “Checklist #4; for Adoption of a Zoning Ordinance Amendment (Including PUD) in Michigan”
- Land Use Series, “Checklist #5: for Processing a Special Use Permit (Including PUD) Application in Michigan.”
- Land Use Series, “Checklist #6: for Processing a Zoning Appeal and Variance in Michigan.”
- Land Use Series, “#7: Sample Zoning Board of Appeals Rules of Procedure”
- Land Use Series, “#8: Sample Planning Commission and Zoning Board of Appeals Code of Conduct”

All of these are available at <https://www.canr.msu.edu/planning>.

Appendix C: Plan Content and Table of Contents

Minimum Plan Content Required by the Act

According to the Michigan Planning Enabling Act, at a minimum, the following elements are to be a part of a plan. Using the table below, review your plan and write in each column where the material is found in your community’s plans.

This table was prepared assuming one’s plan is like that of many communities in which it is organized in two major sections – the plan that is the meat of the document including the goals, objectives and policies that guide the physical development of the community (§33); and the background information, data book, resource book, or fact book that provides data and analyses that support the plan (§31). Some communities have a third, optional, section which is an executive summary, or a simply written and heavily illustrated presentation of the plan, a chart, web page, poster, or combination of the above. These two or three sections can be parts all within one document, or might be two or three separate documents. Communities may also include information and polices by reference to other plans or documents.

In the last column of the table, indicate whether the item is something you want to include in your plan when it is updated or replaced.

Michigan State University Extension Land Use Series

Minimum Statutory Plan Content

Items listed in this table are necessary to meet the minimum requirements of the Michigan Planning Enabling Act for a master plan:

Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Resolution of Adoption or statement of the same located on the inside front cover, or inside of the back cover of The Plan and on the future land use map if a separate document (Sec. 43(2))					Shall be included
A section addressing land use and infrastructure issues and may project 20 years or more into the future. (Sec. 33(1))					Shall be included
Maps, plats, charts, and descriptive, explanatory, and other related matter. (Sec. 33(1))					Shall be included
A future land use map is required as a part of the land use plan element of the master plan. (Sec. 33(2)(d))					Shall be included
Show the planning commission's recommendations for the physical development of the planning jurisdiction. (Sec. 33(1))					Shall be included
Recommendations for implementing any of the master plan's proposals. (Sec. 33(2)(f)) Note: All jurisdictions should have a section detailing recommendations for implementation. (Sec. 33(2)(f))					Shall be included
Documentation (or copies of) that the planning commission made careful and comprehensive surveys and studies of present conditions and future growth within the planning jurisdiction with due regard to its relation to neighboring jurisdictions. (Sec. 31(2)(a))					Shall be included
Documentation (or copies of) that the planning commission consulted with representatives of adjacent local units of government in respect to their planning so that conflicts in master plans and zoning may be avoided. (Sec. 31(2)(b))					Shall be included

Michigan State University Extension Land Use Series

Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Documentation (or copies of) that the planning commission cooperated with all departments of the state and federal governments and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and sought the maximum coordination of the local unit of government's programs with these agencies. (Sec. 31(2)(c))					Shall be included
<i>A plan adopted, or amended, after December 2010</i> includes components of a transportation system including streets, public transit, bicycle, pedestrian, etc.: "complete streets". (Sec. 7(d)(i), Sec. 33(b)(i))					Shall be included
<i>A plan adopted, or amended, after April 1, 2025</i> An assessment of the community's existing and forecasted housing demands, with strategies and policies for addressing those demands. (Sec. 33(2)(e).) Including information on the range of housing types, costs, affordability, attainability, ages, and other characteristics, including single and multiple-family dwellings, to serve the housing demands of a diverse population. (Sec. 7(2)(d)(ix))					Shall be included
<i>A plan adopted, or amended, after 2008</i> for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed schedule of regulations by district that includes at least, building height, lot area, bulk, and setbacks. (Sec. 33(2)(d))					If there is zoning, then these elements shall be included

Michigan State University Extension Land Use Series

Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
<i>A plan adopted, or amended, after 2008</i> for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed schedule of regulations by district that includes at least, building height, lot area, bulk, and setbacks. (Sec. 33(2)(d))					If there is zoning, then these elements shall be included
<i>A plan adopted, or amended, after 2008</i> for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): the standards or criteria to be used to consider rezonings consistent with the master plan.					If there is zoning, then these elements shall be included
<i>A plan adopted, or amended, after 2008</i> for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): An explanation of how the land use categories on the future land use map relate to the districts on the zoning map. Sec. 33(2)(d) (prerequisite to this requirement is (1) a description of each zoning district, and (2) a proposed zoning map.					If there is zoning, then these elements shall be included
For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A description of each of the zoning districts (including proposed new ones), the general purpose of each district, a general description of the class of uses to be permitted in each district, and the general locations for those types of districts. Use classes include single family residential, multiple family residential, commercial, office, industrial, agricultural, forestry, mining, etc.					If there is zoning, then these elements shall be included

Michigan State University Extension Land Use Series

Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed zoning map showing the location of proposed zoning districts. This could be accomplished by referring to the existing zoning map and then including a map with proposed district changes and the circumstances under which those changes should be made in a manner consistent with the master plan.					If there is zoning, then these elements shall be included
<i>A plan adopted, or amended, after 2001 shall include an incorporation of an airport layout and approach plan if any part of the airport or airport approach includes any territory of the local unit of government (MCL 125.3203(2), 1253203(3), and 125.323(4))</i>					If there is zoning, then these elements shall be included
For a local unit of government that has adopted a zoning ordinance, explanation of studies for regulation of special provisions such as: parking requirements, sign regulations, application of planned unit developments, groundwater/wellhead protection, road access management, agriculture regulations, energy (solar and wind), marijuana, etc.					
<i>Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”:</i> For a county, documentation that the master plan may include planning in cooperation with the constituted authorities for incorporated areas in whole or to the extent to which, in the planning commission's judgment, they are related to the planning of the unincorporated territory or of the county as a whole. (Sec. 31(1)(a))					

Michigan State University Extension Land Use Series

Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”: For a township that on the effective date of this act had a planning commission created under former 1931 PA 285, or for a city or village, the planning jurisdiction may include any areas outside of the municipal boundaries that, in the planning commission's judgment, are related to the planning of the municipality. (Sec. 31(1)(b))					
Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”: A classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, public transportation facilities (as of Dec. 23, 2010), public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. (If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702), a land use plan and program for the county may be a general plan with a generalized future land use map. (Sec. 33(2)(a)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.					

Michigan State University Extension Land Use Series

Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”: The general location, character, and extent of all components of a transportation system and their interconnectivity including streets, railroads, airports, bicycle paths, pedestrian ways, bridges, waterways, waterfront developments (complete streets); sanitary sewers and water supply systems; facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels; and public utilities and structures. (Sec. 33(2)(b)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.					
Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”: Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities. (Sec. 33(2)(c) (Recommendations for redevelopment may or may not be included as pertinent, and a zoning plan.))					

Michigan State University Extension Land Use Series

Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”: If a master plan is or includes a master street plan, the means for implementing the master street plan in cooperation with the county road commission and the state transportation department shall be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality. (Sec. 33(3)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.					

This is the first of three ways to evaluate the content of your plan. The table above should be considered the legal minimum. Most plans should contain much more.

A More Comprehensive Plan Content Analysis

The following checklist is adapted from materials developed by the Michigan chapter of the American Planning Association, from their work toward a Coordinated Planning Act (never adopted). It provides a rather complete list of the analysis that should be a part of a plan and fact or data book.

Following this table is a sample table of contents for a plan, data or fact book, and summary. It gives just one example of how information in a plan might be organized.

Using the table below, review your plan and write in each column where the material is found in your community's plans.

This table is prepared assuming one's plan is like that of many communities in which it is organized in two major sections – **the plan** that is the meat of the document including the goals, objectives and policies that guide the physical development of the community (§33); and the **background information, data book, resource book, or fact book** that provides data and analyses that support the plan (§31). Some communities have a third, optional, section which is an executive summary, or a simply written and heavily illustrated presentation of the plan, a chart, web page, poster, or combination of the above. These two or three sections can be parts all within one document, or might be two or three separate documents. Communities may also include information and policies by reference to other plans or documents.

Michigan State University Extension Land Use Series

In the last column of the table, indicate whether the item is something you want to include in your plan when it is updated or replaced.

Plan Content

For a general plan the content should include:

Plan Content: General Plan (Only for a county plan with no county zoning.)	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Resolution of Adoption or statement of the same located on the inside front cover, or inside of the back cover of The Plan and on the future land use map if a separate document.					
A policy-based plan with generalized future land use maps.					
A section on affordable housing needs and a strategy to meet those needs.					
A section on job development and a strategy to meet those needs.					
Address the relationship between jobs, housing, and transportation within the local unit of government or region.					
A separate section on multimodal transportation including streets and highways, public transit, airports, railroads, ports, and pedestrian and bicycle ways.					
A section on capital facilities owned or operated, or both, or privately contracted by the local unit of government, together with long-range fiscal plans for the provision of new capital facilities for the local unit of government.					
The plan shall be the basis for the local unit of government or regional capital improvement program including capital improvements to be done by a county road commission, drain commissioner, parks and recreation commission, department of public works, or other local unit of government legislative body.					

Michigan State University Extension Land Use Series

Plan Content: General Plan (Only for a county plan with no county zoning.)	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
An analysis of all the municipal or joint municipal plans of municipalities within the county to ensure coordination and consistency, including, but not limited to, buildout, economic, fiscal, environmental, and social impact analyses.					
A plan may incorporate by reference plans, or portions of plans, adopted by other agencies of political subdivisions, a regional plan, this state, or the federal government.					
Other elements as determined by the county planning commission.					

Plan Content

For a future land use plan the content should include:

Plan Content: Future Land Use Plan (The minimum for a local unit of government with zoning)	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
All of the parts for a general plan, above.					
The arrangement of future land uses, as well as the intensity and density of such uses					
An explanation of the degree to which future land uses are, or are not, compatible with the future land use plans and zoning regulations of adjoining jurisdictions (or municipalities within the county) or the management plans of state or federal agencies with public lands within the local unit of government					
Future land use shall be described in the text and depicted on a future land use					

Michigan State University Extension Land Use Series

Plan Content: Future Land Use Plan (The minimum for a local unit of government with zoning)	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
map showing the general location and arrangement of future land uses, but not parcel lines.					
A future transportation network, including, but not limited to, roads and streets, bridges, railroads, airports, bicycle paths, and pedestrian ways.					
Provision for a network of electronic communication facilities.					
Future capital facilities.					
A zoning plan for the control of the height, area, bulk, density, location, and use of buildings and premises, for current and future zoning districts.					
An explanation of the zoning plan's relationship to the future land use plan.					
A description of how the community intends to move from present conditions illustrated on the current zoning map and described in the zoning plan to the proposed future relationship of land uses illustrated on the future land use map.					
A discussion of measures considered and included in the development of the future land use plan to avoid possible takings of private property without just compensation if land use regulations were to be subsequently adopted or amended consistent with the plan.					
Each of the elements of a future land use plan, above, should incorporate goals, objectives, policies, and strategies to be employed in fulfilling the plan					
Each element of a future land use plan should utilize maps and, if helpful, plats, charts, and tables. Maps, plats, charts, and tables should be accompanied by descriptive explanatory text.					

Michigan State University Extension Land Use Series

Plan Content

For a comprehensive plan the content should include:

Plan Content: Comprehensive Plan	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
All of the parts for a general plan and land use plan, above.					
Recommendations for the social, environmental, economic, or physical development or redevelopment of the jurisdictional area. The plan should identify the amount and source of the fiscal and other resources to be used to implement the recommendations in the plan.					
An analysis of existing community social and economic disparities in employment, income, housing, transportation, education, and crime and recommendations for public and private measures to rectify disparities.					
A section on multimodal transportation facilities, together with long-range fiscal plans for the provision or replacement of transportation facilities. (This may be part of the future transportation network (master street plan) element of a Future Land Use Plan.)					
Information on capital facilities necessary for the comprehensive plan to serve as the basis for the development and annual updating of a capital improvement program including a map of the location of new capital facilities on which construction is proposed to begin within a period at least as long as that covered by a capital improvement program.					

Michigan State University Extension Land Use Series

Plan Content: Comprehensive Plan	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Population attraction strategy.					
New Economy strategy (coordinated on a regional [multi-county] level).					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for housing, including, but not limited to, the condition of existing housing and specific needs for affordable and assisted housing, and analysis of options for meeting those needs.					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for Economic development, including both job retention and promotion strategies.					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for Natural resources management, including, but not limited to, agricultural and forest lands, mineral lands, wetlands, floodplains, headwaters areas, sand dunes, areas at high risk of erosion, other sensitive areas, endangered or threatened species habitat, and land use related to preserving biodiversity.					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for measures to define, protect, enhance, or change community character.					

Michigan State University Extension Land Use Series

Plan Content

For a growth management plan the content should include:

Plan Content: Growth Management Plan	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
All of the parts for a general plan, land use plan, and comprehensive plan, above.					
The boundaries for expansion of capital facilities and/or public services of the local units of government during the period of the plan.					
Maximum density of land use based on available public services and facilities and specified level of service standards for those services and facilities.					
The plan should be consistent with P.A. 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 et seq.) for a purchase of development rights program, and/or to the extent permissible by law, transfer of development rights program.					
Maps showing the location of proposed future road right-of-way and of other public facilities beyond 5 years in the future.					
A strategy and locations to target provision of affordable housing.					
A strategy that links future jobs, housing, and transportation in mutually supportive ways.					
A strategy for land assembly and redevelopment.					
Other elements as necessary to implement the growth management or redevelopment goals of the plan.					

Michigan State University Extension Land Use Series

Plan Content

For other plans, or additional parts of plans content to consider:

Plan Content: other plans, or additional parts of plans content to consider. Include as part of the Plan, or as separate plans some or all of:	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Soil and water conservation.					
Open space protection.					
Intergovernmental coordination.					
Human services, including, but not limited to, childcare services, senior citizen programming, and mental health services.					
Historic preservation.					
Coastal zone management.					
Solid waste management.					
Energy conservation.					
Watershed planning and management.					
Community corrections.					
Annexation.					
Redevelopment.					
Special purpose, sub-area (M.C.L. 125.3835), functional, neighborhood, corridor, or strategic plans.					

Michigan State University Extension Land Use Series

Plan Content

For Incorporate, by reference to relevant portions of other plans, including any of the following adopted plans that apply to the territory covered by the planning commission content to consider:

Plan Content: Incorporate, by reference to relevant portions of other plans, including any of the following adopted plans that apply to the territory covered by the planning commission	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
A development plan adopted by a tax increment finance authority under P.A. 450 of 1980, as amended, (the Tax Increment Finance Authority Act, M.C.L. 125.1801 <i>et. seq.</i>).					
A development plan adopted by a downtown development authority under P.A. 197 of 1975, as amended, (M.C.L. 125.1651 <i>et. seq.</i>).					
A development plan adopted by a local development finance authority under P.A. 281 of 1986, as amended, (the Local Development Financing Authority Act, M.C.L. 125.2151 <i>et. seq.</i>).					
A development plan adopted by an international tradeport development authority under P.A. 325 of 1994, as amended, (the International Tradeport Development Authority Act, M.C.L. 125.2521 <i>et. seq.</i>).					
A brownfield plan adopted by a brownfield redevelopment authority under P.A. 381 of 1996, as amended, (the Brownfield Redevelopment Financing Act, M.C.L. 125.2651 <i>et. seq.</i>).					
A plan adopted by a local unit of government, county, or regional economic development commission under P.A. 46 of 1966, as amended, (M.C.L. 125.1231 <i>et. seq.</i>).					
A project plan adopted by an economic development corporation under P.A. 338 of 1974, as amended, (the Economic Development Corporations Act, MCL 125.1601 <i>et. seq.</i>).					
A plan adopted by a housing commission under P. A. 18 of 1933 (Extra Session), as amended, (M.C.L. 125.691 <i>et. seq.</i>).					
A development plan approved by a planning commission and supervising agency under P.A. 250 of 1941, as					

Michigan State University Extension Land Use Series

Plan Content: Incorporate, by reference to relevant portions of other plans, including any of the following adopted plans that apply to the territory covered by the planning commission	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
amended, (the Urban Redevelopment Corporations Law, M.C.L. 125.901 <i>et seq.</i>).					
A local unit of government, county, or regional park or recreation plan adopted by a local unit of government, county, or regional commission under P.A. 261 of 1965, as amended, (M.C.L. 46.351 <i>et seq.</i>).					
A plan adopted by an historic district commission under P.A. 169 of 1970, as amended, (the Local Historic Districts Act, M.C.L. 399.201 <i>et seq.</i> 399.215).					
An airport approach plan adopted by the aeronautics commission under P.A. 23 of 1950 (Extra Session), as amended, (the Airport Zoning Act, M.C.L. 259.431 <i>et seq.</i>).					
A school district plan adopted by a public school district or charter school.					
A sewer or water plan adopted by a local unit or joint sewer and water authority.					
A solid waste management plan adopted pursuant to Part 115 of P.A. 451 of 1994, as amended (the Solid Waste Management part of the Natural Resources and Environmental Protection Act, M.C.L. 324.11501 <i>et seq.</i>)					
A blighted area rehabilitation plan adopted pursuant to P.A. 344 of 1945, as amended, (M.C.L. 125.71 <i>et seq.</i>).					
A neighborhood area improvement plan adopted pursuant to P.A. 208 of 1949, as amended, (M.C.L. 125.941 <i>et seq.</i>).					
A plan for redevelopment of principal shopping areas under P.A. 120 of 1961, as amended, (M.C.L. 125.591 <i>et seq.</i>).					
Enterprise or empowerment zone plans pursuant to P.A. 224 of 1985, as amended, (M.C.L. 125.2101 <i>et seq.</i>).					
Any capital facility or other metropolitan plan prepared by a metropolitan council under P.A. 292 of 1989, as amended, (M.C.L. 124.651 <i>et seq.</i>).					

Based on which rows, in the above table you were able to mark a page number(s) down for and which ones are left blank, you can construct a list of what has been done, and what has not been done. A general strategy, each time a community updates their plan, is to try to increase the number of items in the above table which are done. Over time the plan will become more substantial. One should also consider that there is a point where a community (which is small, rural, or not complex) does not need a more substantial plan. Thus, in a county without zoning, the items listed as part of a general plan might be enough. If it is a community with zoning, then only the elements for the general plan and land use plan may be enough. This is a judgement call which should be re-assessed each time the community updates or replaces its plan.

Sample Table of Contents of a Plan, Fact Book, and Summary

Executive Summary

A summary of the Plan, or simply written and heavily illustrated presentation of the plan, a chart, web page, poster, or combination of these.

- a. Executive summary, or
- b. A simply written and heavily illustrated presentation of the plan, or
- c. A chart, or poster presentation of the plan, or
- d. A web page, or
- e. A combination of these.

Sample Plan Table of Contents includes:

Inside front cover: resolution of adoption

Glossary

Introduction

Acknowledgments

About the Planning Commission (Subcommittees of the Plan Committee of the Planning Commission, Staff & Author, Legislative Body, Location Map

About This Plan

Legal Authority

Overall Plan

Community Wide Goals (Fundamental Principles, overall goals such as Smart Growth.)

Government Cooperation (Federal, State, Native American Tribes, Canada, County, Neighboring Municipalities and Counties)

Land Use Plan

Future Land Use Map

Industrial

Michigan State University Extension Land Use Series

- Commercial
- Office Service
- Resort
- Residential
- Rural Residential
- Agricultural-Forest Production
- Special and Unique Areas
- Transition Areas
- Form-Based Zoning/New urbanism
- Other

Zoning Plan Update

Environment, Natural Resources Plan

- Environmental Protection
- Ground and Surface Water Protection
- Recycling, Solid and Hazardous Waste
- Energy

Economic Plan

- Population Attraction
- Economic Development
- Tourism

Human Services and Housing Plan

- Human Services
- Housing (An assessment of the community's existing and forecasted housing demands, with strategies and policies for addressing those demands.)

Infrastructure Plan

- Transportation (including airport)
- Complete Streets
- Recreation
- Water and Sewer
- Changing climate impacts

Appendixes and Addendums

- Plan Adoption Documentation (65 Day Comments by Governments, Public Hearing Comments, Adoption Documentation, Type of Plan This Plan Is.)
- Associated Plans, Reports, Bibliography

About Addendums

Precedent & Interpretive Decisions

Sample Fact Book Table of Contents includes:

Introduction, Acknowledgments, Summary. (Maps: County or Municipality Location Map).

Glossary

Former Plans.

Geography: Geology; Location; Climate, changes of climate (Maps, Charts, and Graphs: Quaternary Geology, Topographic, Daily Temperatures Graph.

History: Narrative for a regional perspective and region-wide common points; historic sites list; Government Land Survey history; municipal size; list of first order control points (Maps, Charts, and Graphs: Historic Population Data Table; Political Boundaries Maps for 1800 to present)

Michigan Future Trend summary, Michigan Land Resource Project summary, Smart Growth information.

Land Use: Land Use/Cover Change (Agricultural; Forestry; Urban (Sprawl, Residential, Open Lands/Parks, Commercial, Transportation, Industrial, Extractive; urban growth area); Rangelands/Fields/Grassland; Water and Wetlands; Future Land Use; and areas of minor change. Maps, Charts, and Graphs: Land Use/Cover Table, Land Cover Circa 1800 (Pre-European Settlement Vegetation) Map, pre-1978 land use maps, Land Use/Cover Map 1978 (MiRIS), current Land Use/Cover Map, Land Use/Cover Change analysis maps, Farmland With State Preservation Agreements in Place “PA 116 Agreements.”)

Natural Resources: Surface Water, Surface Water Inventory, Groundwater; On Site Sewage Disposal (Restricted Areas for Septic and Drain Fields, New Technology, Soils With Limitations for Wastes & Industrial Development); Soils (summary of soil survey), detail of Soil Characteristics; Forestry (Old Growth); Agriculture; Mineral Resources. (Maps, Charts, and Graphs: Major Watersheds, Surface Water Features, Wetlands, Aquifer Vulnerability to Surface Contamination in Michigan, Soil With High Water Table Map (Aquifer Vulnerability to Surface Contamination), General Soil Types, Forest Production Potential Map (soil types), Old Growth Forests, Agricultural Production Potential Map (soil types), Limitations of Soils for Septic Systems, Slope Characteristics of Soil Types (Steep Slopes)).

Environment: Air and Water Pollution (Soil Erosion and Septic Discharge, Oil and Gas Exploration); Land/Water Margins; Solid Waste. (Maps, Charts, and Graphs: Land/Water Related Laws in Michigan Graphic, Oil and Gas Wells Map.)

Ecology, Habitat, Scenic Resources: Special Animals and Plants (Special Animals and Plants List for county and municipality); Landtype Associations; Conservancy, Soil Conservation District, Conservation Resource Alliance, WildLink; Special and Unique Areas (list). (Maps, Charts, and Graphs: Landtype Associations, Special and Unique Areas

Population: Most recent Census Data Advance Final Counts; Population Distribution; Population Estimates (current year, Future Population Projections, Impact of Growth analysis; population attraction options. (Maps, Charts, and Graphs: Table of Population Estimates, Table of Population Projections, Population Density Map, Housing Density Map, Seasonal Population Estimates Table, Projected Resort Population Map, detailed Population Data.)

Michigan State University Extension Land Use Series

Human Services: Medical Health, (Health Indicators Data: Job Injuries/Illness, Cardiovascular Health, Substance Abuse, Dental, Child and Maternal Health); Mental Health; Education (School Performance Measures, Enrollment); Elderly Care; Community Social Health; Crime (Crime Data Per Year, Juvenile Crime Data, Risk Factors); Service/Civic Organizations and Social Life. (Maps, Charts, and Graphs: School Districts.)

Economics: Industrial; Retail and Service (Retail Sales, Retail and Service Data, Estimated Effective Household Buying Income); Government; Agriculture; Unemployment; Tourism; Jobs (Annual Employment Averages 1980-present, Occupation, Industry Statistics); Commuting; Hinterland; Income Level (Census Income, Poverty Status); Business Retention and Recruitment; Brownfield Redevelopment. (Maps, Charts, and Graphs: Largest Employers; Largest Tax Payers, Employment Trend, Number Unemployed, Unemployment Rate Graphs, Manufacturing Employment, Retail Employment, Services Employment Graphs, Construction & Mining Employment, Government Employment, Transportation-Communications-Utilities Employment Graphs, Economic Hinterland Map(s))

Housing: Housing Stock (Housing Affordability for Owner Occupied Housing; housing demand; housing types [e.g., single-, multi-family, missing middle, etc.], costs, attainability; housing age; other housing characteristics); Homeless; Housing for Disabled; Contractors, Inspectors (Zoning Permits and Actions, Construction Code Permits, New Construction Data); State Programs. (Maps, Charts, and Graphs: Housing Data.)

Infrastructure: Transportation (Railroad, Trails, Airport (airport approach and layout plan), Public Transit, Roads (Road Types and Status, Road Surface Conditions Summary, Surface Condition Mileage by Municipality); County Drains; Public Water (List of Public Water Systems, Source of Water and Sewage Disposal); Public Sewer (List of Sewer Systems); Government Facilities/Buildings; Recreation/Parks (Recreational Planning Organization, Inventory of Recreation Facilities); Private/Regulated Utilities (Electricity, Telephone, Natural Gas, Cable Television, Internet providers); Post Office; Emergency Services. (Maps, Charts, and Graphs: Transportation: Road Surface Map, Transportation, Traffic Count Data, Average Daily Traffic (ADT) Count by Municipality, County Drains, Areas Serviced By Municipal Water, Sewer Service Districts from 1975 Facilities Plan Map, Areas Serviced by Municipal Sewer Map, Outdoor Recreational Facilities, Indoor Recreational Facilities, Recreation Action Plan Map, Electric Utility Service Areas Map, Local Phone Exchanges Map, Communication Towers Map, Areas Serviced by Natural Gas Map, Local Zip Code Map, Fire Districts Map, EMS Districts Map.)

Land Ownership: Public Land Ownership; Private Land Ownership; Subdivided Land; [Native American] Foreign Policy (Historical Context, Jurisdiction-Generally, Jurisdiction-Zoning, Jurisdiction-Taxes, Jurisdiction-In a particular county/geography; Specifically, Indian Sovereignty, Municipal Concerns, Successful Coordination Elsewhere. (Maps, Charts, and Graphs, Public Land Ownership Chart Detail, Public and Private Land Ownership Chart Summary, Public Land Ownership Map, Parcelization Map, Recorded Subdivisions Map.)

Existing Zoning: Composite Zoning Map; Buildout and Other Analysis; Analysis of Existing Zoning (Planning, (What is “Good Planning?”)), Review of Zoning Text, Zoning for Coordination and Streamlining; Neo-Traditional Zoning (Traditional Neighborhood Development Checklist). (Maps, Charts, and Graphs: Estimated Areas of Current Zoning Districts, Composite Zoning Map, detailed Buildout table).

Michigan State University Extension Land Use Series

Other (Appendices): Other Applicable Statutes; Bibliography; Other Selected Reports, Studies; Land Owner Opinion Survey (Background, Interviewing and the Sample, The Findings, Demographic Characteristics of the Sample; minority reports.)

Goals & Objectives

What are goals, objectives, and strategies?

- Goals are general guidelines that explain what the community wants to achieve. Goals are usually long-term and represent global visions such as “protect the city’s natural resources.” Goals define the “what,” “why,” and “where,” but not the “how.” Identifying obstacles to overcome is also useful in defining goals.
- Objectives identify the milestones that mark progress in achieving goals and provide more of the “how” goals will be implemented. For example, with a goal of “protect the city’s natural resources,” an objective to “maintain the city’s tree cover” is something that may be measured and tracked over time.
- Action items are more specific and define the steps to accomplish objectives and attain the identified goals. The most effective action strategies will include who will tackle that task and when it should be accomplished. For the above example objective of maintaining tree cover, one action strategy might be: “Using the city’s GIS data, map the current tree cover in the city.” This may be assigned as a staff item to be completed within one to three years.

Within each category, the goals are presented in clear, concise bullet points that address the following:

- What do we want?
- Why?
- Where? (Note: generally, the goals that follow apply throughout the city, but the question is included here as a guide for the future; some goals may apply in specific areas of the city)
- What are the potential obstacles or related considerations that may impact achieving the goal

The following goals incorporate the priorities identified throughout the planning process, as previously noted.



COMMUNITY CHARACTER



HOUSING



COMMERCIAL & INDUSTRIAL
DEVELOPMENT



PUBLIC SERVICES & FACILITIES



TRANSPORTATION

What do we want?

An authentic positive identity for the city that is reflected in residential neighborhoods as well as along commercial corridors.



COMMUNITY CHARACTER

Why?

- A positive identity for the city provides a sense of community and belonging for residents and businesses.
- A positive image and identity for the city helps support local businesses and attract new businesses.

Where? Throughout the city

Potential obstacles/related considerations?

- Physical improvements to the appearance of the city require public and private investment.
- Outside perception of the city takes time to change.

Community Character Planning Objectives:

1. Enhance the city's commercial corridors to support walkability and improve community identity.
2. Improve communication between residents, the City and businesses.
3. Promote the city's positive identity in the region.
4. Promote the use of quality building design and materials to enhance the appearance and long-term maintenance of new development.
5. Protect established neighborhoods and business districts from the potentially negative impacts of development, including noise, traffic, waste, odor, and other nuisances through effective and thoughtful site and building design.



What do we want?

Attractive, safe, quiet and well-maintained neighborhoods; a diversified range of housing for people of all ages and abilities; and active neighborhoods that promote community connectedness.



Why?

- Safe housing in walkable environments allows older residents to “age in community.”
- Attractive, walkable neighborhoods close to destinations appeals to younger residents and families.
- Ensure sufficient equitable housing for lower income residents.

Where? Throughout the city

Potential obstacles/related considerations?

- All housing should be safe and well-maintained.
- Residents looking for larger, “move-up” housing may not find it in the city.
- Zoning regulations should support housing types desired by current and future residents.

Housing Objectives:

1. Encourage maintenance of and reinvestment in existing neighborhoods.
2. Ensure that infill and redeveloped residential properties are compatible with the surrounding area and adjacent parcels.
3. Provide a diverse range of housing options that meet the affordability, maintenance, and lifestyle needs of current and future residents.
4. Support neighborhoods by improving walkability and access to goods and services.



What do we want?

Thriving local businesses and an employed workforce; a convenient selection of goods and services; and a diverse tax base with a resilient economy.



COMMERCIAL & INDUSTRIAL
DEVELOPMENT

Why?

- Provide meaningful, well-paying jobs for residents.
- Provide entry-level jobs for younger residents.
- Offer access to local goods and services for residents.

Where? Throughout the city

- Local goods and services should be accessible locally.
- Regional employment should be accessible to regional transportation facilities.

Potential obstacles/related considerations?

- Outdated commercial and industrial buildings may not meet the needs of current and future businesses.
- Transportation options may limit the ability for workers to reach businesses.
- Economic activity should be compatible with residential areas in terms of noise, traffic, lights, upkeep, and other nuisances.

Commercial & Industrial Development Objectives:

1. Encourage entrepreneurship and growth for diverse businesses of all sizes to promote a balanced local economy.
2. Provide incentives and flexible zoning mechanisms for commercial and industrial property owners and tenants to upgrade existing commercial and industrial sites.
3. Promote the mix of commercial, office, and industrial uses in a way that fosters collaboration and business growth, while creating a desirable environment for the local workforce.
4. Promote walkability by ensuring sufficient local destinations for goods and services.



What Do We Want?

Recreation facilities and programming that meet the needs of and are accessible to all residents; well-maintained infrastructure that meets the needs of current and future residents, businesses and visitors; and excellent public services that meet the health, safety and welfare needs of the community.



PUBLIC SERVICES & FACILITIES

Why?

- Provide access to recreation facilities and programming that is essential to building a socially and physically healthy community.
- Plan for and budget resources for infrastructure expenditures that are likely to grow over time as neighborhoods age.
- To provide a high level of service to city residents, including responsive, well-equipped emergency services

Where? Throughout the city

Potential obstacles/related considerations?

- Increasing costs of repair and replacement of infrastructure
- Additional resources will be needed to maintain aging parks and recreation facilities, while potentially adding and/or expanding facilities, amenities and programs

Public Services & Facilities Objectives:

1. Expand the range of recreational opportunities and facilities in Madison Heights in accordance with residents' needs and abilities.
2. Continue to seek opportunities to share facilities with other public and quasi-public agencies such as the school districts and non-profit organizations and institutions.
3. Replace aging infrastructure as necessary, with technologically advanced, state-of-the-art infrastructure and materials.
4. Evaluate Police and Fire facilities on a regular basis to determine whether modifications or additions are needed to serve the existing population and new development.
5. Continue to cooperate with surrounding communities and the County to provide public services.
6. Keep recreation and capital improvement plans up to date.



What Do We Want?

An efficient and safe multi-modal transportation network that offers mobility options to residents of all ages and abilities.



TRANSPORTATION

Why?

- To improve traffic safety
- To reduce traffic congestion by offering non-motorized options for local travel
- To appeal to residents and businesses looking for a community with a variety of transportation options
- To provide transportation choices that improve independence for residents of all ages and abilities
- To improve community health by encouraging non-motorized travel

Where? Throughout the city

Potential obstacles/related considerations?

- Current land use pattern dictates motorized travel
- Current road design supports motorized travel

Transportation Objectives:

1. Promote the use of accepted traffic calming and access management techniques that make all travel safe and efficient.
2. Provide a safe, efficient non-motorized pathway system that provides links to various land uses throughout the city that gives residents choices about their modes of travel.
3. Promote public education about roadway planning and decision making to help residents and property owners understand the short- and long-term goals of transportation projects.
4. Require transportation infrastructure decisions that support the land use recommendations of the Master Land Use Plan.
5. Explore innovative traffic designs and flexible engineering standards to improve the safety and efficiency of travel for motorized and non-motorized travel.
6. Explore opportunities for alternative transportation methods for those who don't have access to a car.
7. Monitor and plan for future trends in transportation in terms of autonomous/connected vehicles.



DEMOGRAPHICS

1. *What is your relationship with the City of Madison Heights? (select all that apply):*
 - a. City of Madison Heights resident.
 - b. Business owner in the City of Madison Heights.
 - c. Place of work is in the City of Madison Heights.
 - d. Parent of Student in Madison Heights (Lamphere, Madison, private school, etc.)
 - e. Other (Please specify).

2. *If you are a resident of Madison Heights, how long have you lived in Madison Heights?*
 - a. Less than 1 year.
 - b. 1-5 years.
 - c. 6-10 years.
 - d. 11-20 years.
 - e. 21-30 years.
 - f. More than 30 years.

3. *If you do not live in Madison Heights, where do you live?*
 - a. Royal Oak
 - b. Hazel Park
 - c. Troy
 - d. Clawson
 - e. Warren
 - f. Sterling Heights
 - g. Other (please specify)

4. *If you live in Madison Heights, please select the term that best describes your residence.*
 - a. Single-family house
 - b. Duplex
 - c. Triplex or Quadplex
 - d. Apartment
 - e. Condominium
 - f. Townhouse
 - g. Other

5. *Do you rent or own your place of residence?*
 - a. Rent
 - b. Own
 - c. Other

COMMUNITY CHARACTER

2021 Master Plan Goal: We want an authentic positive identity for the city that is reflected in residential neighborhoods as well as along commercial corridors.

1. *The 2021 Master Plan lists the following objectives relating to “Community Character”. How important do you continue to find these objectives? Please rank these objectives in order of most important to least important.*
 - The city should focus on enhancing commercial corridors to support walkability and improve community identity.
 - The city should improve communication between residents, city staff, and businesses.
 - The city should promote the use of quality building design and materials to enhance the appearance and long-term maintenance of new development.
 - The city should protect established neighborhoods and business districts from the potentially negative impacts of development, including noise, traffic, waste, odor, and other nuisances through effective and thoughtful site and building design.
2. *In one word or phrase, how would you describe Madison Heights?*
3. *What are the three biggest challenges facing Madison Heights in the next ten years?*
 - a. Loss of natural features.
 - b. Overdevelopment.
 - c. Maintaining Public Infrastructure.
 - d. High cost of living/lack of affordability.
 - e. Lack of a traditional downtown district.
 - f. Lack of pedestrian connectivity or safe/attractive places to walk.
 - g. Lack of transit options or non-motorized transportation options.
 - h. Poor quality development and poor land use types.
 - i. Traffic congestion.
 - j. Retaining and attractive young families/young professionals.
 - k. Lack of housing options.
 - l. Other
4. *To what extent do you agree with the following statements? (Strongly agree, Somewhat agree, somewhat disagree, strongly disagree, do not agree or disagree, other)*

Madison Heights offers the characteristics of a place I want to live with respect to:

- Diverse community.
- Employment opportunities.
- Diverse retail, entertainment, and recreation opportunities.
- Walkability.
- Housing diversity.
- Availability of public transit and/or non-motorized transportation.

5. FREE-FORM COMMENTS RELATING TO COMMUNITY CHARACTER

HOUSING

2021 Master Plan Goal: We want attractive, safe, quiet, and well-maintained neighborhoods; a diversified range of housing for people of all ages and abilities; and active neighborhoods that promote community connectedness.

1. *The 2021 Master Plan lists the following objectives relating to "Housing". How important do you continue to find these objectives? Please rank these objectives in order of most important to least important.*
 - The city should encourage maintenance of and reinvestment in existing neighborhoods.
 - The city should ensure that infill and redeveloped residential properties are compatible with the surrounding area and adjacent parcels.
 - The city should provide a diverse range of housing options that meet the affordability, maintenance, and lifestyle needs of current and future residents.
 - The city should support neighborhoods by improving walkability and access to goods and services.

1. *How much do you support the following types of housing being built in the City? (Strongly support, somewhat support, somewhat oppose, strongly oppose, no opinion, other):*
 - Single-family detached homes.
 - Tiny homes or accessory cottages on the same lot as an existing home.
 - Accessory apartments above garages.
 - Duplexes (2 units).
 - Attached townhomes.
 - Small-sized multi-family buildings (3-4 units)
 - Mid-sized multi-family buildings (5-25 units)
 - Large sized multi-family buildings (over 25 units)

2. *Where in Madison Heights do you think it would be most appropriate to build duplexes (2 units)? (Select all that apply):*
 - a. In residential neighborhoods surrounding the downtown area (11 Mile between Stephenson and Lorenz and John R between Gardenia and 10 Mile).
 - b. In residential neighborhoods abutting major roads (e.g. John R, 12 and 13 Mile, Dequindre).
 - c. In all residential neighborhoods.
 - d. This type of housing is not appropriate anywhere in Madison Heights.
 - e. Other (please specify)

3. *Where in Madison Heights do you think it would be most appropriate to build small-sized multi-family buildings (3-4 units)? (Select all that apply):*
- a. In residential neighborhoods surrounding the downtown area (11 Mile between Stephenson and Lorenz and John R between Gardenia and 10 Mile).
 - b. In residential neighborhoods abutting major roads.
 - c. In all residential neighborhoods.
 - d. This type of housing is not appropriate anywhere in Madison Heights
 - e. Other (please specify)
4. *Where in Madison Heights do you think it would be most appropriate to build mid to large-sized multi-family buildings)? (Select all that apply).*
- a. In areas within and surrounding the downtown area (11 Mile between Stephenson and Lorenz and John R between Gardenia and 10 Mile).
 - b. Along major roads (John R, 12 and 13 Mile, Dequindre)
 - c. In all residential neighborhoods.
 - d. Within the outlots or large parking lots of major commercial centers (Target, Meijer, Lowes, Home Depot, etc.).
 - e. This type of housing is not appropriate anywhere in Madison Heights.
 - f. Other (please specify)
5. *If you moved from your current residence, would you stay in Madison Heights?*
- a. Yes
 - b. No
- Why or why not?
6. *If you chose to move from your current residence, which of the following housing type would you seek? (select all that apply)*
- a. Smaller single-family home
 - b. Larger single-family home
 - c. Attached townhome or condominium
 - d. Duplex
 - e. Triplex or Quadplex
 - f. Apartment
 - g. Accessory Dwelling Unit
 - h. Retirement Community
 - i. Other (specify)
7. *FREE-FORM COMMENTS RELATING TO HOUSING*

COMMERCIAL & INDUSTRIAL DEVELOPMENT

2021 Master Plan Goal: We want thriving local businesses and an employed workforce; a convenient selection of goods and services; and a diverse tax base with a resilient economy.

1. *The 2021 Master Plan lists the following objectives relating to “Commercial & Industrial Development”. How important do you continue to find these objectives? Please rank these objectives in order of most important to least important.*
 - The city should encourage entrepreneurship and growth for diverse businesses of all sizes to promote a balanced local economy.
 - The city should provide incentives and flexible zoning mechanisms for commercial and industrial property owners and tenants to upgrade existing commercial and industrial sites.
 - The city should promote the mix of commercial, office, and industrial uses in a way that fosters collaboration and business growth, while creating a desirable environment for the local workforce.
 - The city should promote walkability by ensuring sufficient local destinations for goods and services.
2. *The City of Madison Heights has a formal Downtown Development Authority (DDA) district along 11 Mile and John R Road south of Gardenia. Prior to reading this survey, were you aware that Madison Heights had a designated downtown district? [SHOW MAP]*
 - a. Yes
 - b. No
 - c. I was aware that we had a downtown, but did not know the boundaries.
3. *How important is it for the City of Madison Heights to focus on the development of a walkable downtown area with a mix of residential, commercial, and office uses. (Very important, somewhat important, not important, no opinion).*
4. *How strongly do you agree with this statement: Madison Heights should establish a framework to encourage the creative redevelopment or alteration of underutilized parking lots and large regional commercial centers into more walkable centers featuring mixed-use buildings, retail outlots, and residential uses. (Strongly agree, somewhat agree, somewhat disagree, strongly disagree, no opinion).*
5. *How strongly do you agree with this statement: Madison Heights should establish a framework to encourage the creative redevelopment or reuse of older, smaller-scale industrial buildings into a mix of land uses, such as mixed-use buildings, retail, and residential uses. (Strongly agree, somewhat agree, somewhat disagree, strongly disagree, no opinion).*
6. **FREE-FORM COMMENTS RELATING TO COMMERCIAL & INDUSTRIAL DEVELOPMENT**

PUBLIC SERVICES & FACILITIES

2021 Master Plan Goal: We want recreation facilities and programming that meet the needs and are accessible to all residents; well-maintained infrastructure that meets the needs of current and future residents, businesses and visitors; and excellent public services that meet the health, safety and welfare needs of the community.

1. *The 2021 Master Plan lists the following objectives relating to “Public Services and Facilities”. How important do you continue to find these objectives? Please rank these objectives in order of most important to least important.*
 - The city should expand the range of recreational opportunities and facilities in Madison Heights in accordance with residents’ needs and abilities.
 - The city should continue to seek opportunities to share facilities with other public and quasi-public agencies such as the school districts and non-profit organizations and institutions.
 - The city should replace aging infrastructure as necessary with technologically-advanced, state-of-the-art infrastructure and materials.
 - The city should evaluate police and fire facilities on a regular basis to determine whether modifications or additions are needed to serve the existing population and new development.
 - The city should continue to cooperate with surrounding communities and the County to provide public services.
 - The city should keep recreation and capital improvement plans up to date.
2. *Do you agree with the following statement? Madison Heights offers a high-level of services to city residents, property owners, and business owners, including responsive, friendly, and well-equipped administrative staff. (Strongly agree, somewhat agree, somewhat disagree, strongly disagree, no opinion).*
3. *How easy do you find it to obtain information pertaining to city services, including planning, zoning, and building related documents? (Very easy, somewhat easy, somewhat difficult, very difficult, no opinion).*
4. *What is your preferred means to obtain information pertaining to city services? RANK FROM most preferred to least preferred.*
 - a. Website
 - b. Phone
 - c. Digital newsletter
 - d. Hard-copy newsletter
 - e. Other
5. **FREE-FORM COMMENTS RELATING TO PUBLIC SERVICES & FACILITIES**

TRANSPORTATION

2021 Master Plan Goal: We want an efficient and safe multi-modal transportation network that offers mobility options to residents of all ages and abilities.

1. *The 2021 Master Plan lists the following objectives relating to “Transportation”. How important do you continue to find these objectives? Please rank these objectives in order of most important to least important.*
 - Promote the use of accepted traffic calming and access management techniques that make all travel safe and efficient.
 - Provide a safe, efficient non-motorized pathway system that provides links to various land uses throughout the city that gives residents choices about their modes of travel.
 - Promote public education about roadway planning and decision making to help residents and property owners understand the short and long-term goals of transportation projects.
 - Require transportation infrastructure decisions that support the land use recommendations of the Master Land Use Plan.
 - Explore innovative traffic designs and flexible engineering standards to improve the safety and efficiency of travel for motorized and non-motorized travel.
 - Explore opportunities for alternative transportation methods for those who don’t have access to a car.
 - Monitor and plan for future trends in transportation in terms of autonomous/connected vehicles.
2. From your home, how often do you walk, bike, or take another form of non-motorized transportation to reach commercial, retail, office, or entertainment destinations.
 - a. Multiple times per day
 - b. Once a day
 - c. Once every few days
 - d. Once a week
 - e. Once a month
 - f. Never
 - g. Other
3. *How would you rate the safety of walking, biking, or taking another form of non-motorized transportation from your home to a commercial, retail, or entertainment destination (very safe, somewhat safe, somewhat unsafe, very unsafe, no opinion).*
4. *Do you agree with the following statement: The City should focus on implementing and maintaining a comprehensive pedestrian network that focuses on creating safe intersections and crossings, encourages pedestrian-scaled streetscapes, and supports walkable land uses. (Strongly agree, somewhat agree, somewhat disagree, strongly disagree, no opinion).*

5. *How often do you take transit to reach commercial, retail, office, or entertainment destinations.*

- h. Multiple times per day
- i. Once a day
- j. Once every few days
- k. Once a week
- l. Once a month
- m. Never
- n. Other

6. *If more routes, better frequency, and attractive stations/stops were provided, how interested would you be in using transit to reach your place of work, shopping, entertainment, or other destinations? (Very interested, somewhat interested, not at all interested, no opinion).*

7. *Please rank these statements relating to city streets in order of most important to least important.*

- o. The city should focus on reducing street traffic/congestion.
- p. The city should focus on reducing speeding on major streets through street redesign or physical traffic calming measures.
- q. The city should focus on reducing speeding on major streets through police enforcement.
- r. The city should focus on reducing speeding on neighborhood streets through street redesign or physical traffic calming measures.
- s. The city should focus on reducing speeding on neighborhood streets through police enforcement.
- t. The city should focus on reducing the ability for drivers to make unsafe lane changes on major streets through street redesign or physical traffic calming measures.

8. *How supportive would you be for installing traffic calming devices, such as curb bump-outs, lane reductions, crosswalk islands, etc. along streets within the downtown district? (Possibly provide pictures as examples)*

9. *How supportive would you be for installing traffic calming devices such as curb bump-outs, speed tables, etc. within neighborhood streets? (Possibly provide pictures as examples).*

10. *FREE-FORM COMMENTS RELATING TO TRANSPORTATION*

Free form comments on any other issue.

The Madison Heights 2021 Master Plan can be accessed at the following link:

<https://www.madison-heights.org/DocumentCenter/View/4929/Madison-Heights-Master-Plan-Adopted-February-2021>



MEMORANDUM

Date: May 15th, 2025
To: City of Madison Heights Planning Commission
From: Matt Lonnerstater, AICP – City Planner
Subject: UPDATE - Temporary Use Request PTMPU 25-03– 434 W. 12 Mile Road – Lowes Outdoor Accessory Sales/Storage

At the April 8th Planning Commission meeting, the applicant, Lowes of Madison Heights, requested Temporary Use approval from the Planning Commission in accordance with **Section 7.03.43** and **Section 15.08** of the Madison Heights Zoning Ordinance to operate an accessory seasonal storage and sales area at Lowes Home Improvement Center, 434 W. 12 Mile Road, zoned MUI-2, Mixed-Use Innovation 2; tax parcel 44-25-11-476-024. The applicant requested Planning Commission approval to operate the Temporary Use for eight consecutive (8) months, exceeding the ninety (90) day limitation set forth in the Zoning Ordinance.

At this meeting, the Planning Commission postponed action on the Temporary Use request, approving the following motion:

SUBSTITUTE MOTION

Motion by Marsh, seconded by Sylvester, to postpone action on this temporary use request to allow the store manager time to speak with Lowe's corporate office about a permanent outdoor storage area solution and to return to the May 20th Planning Commission meeting to present their updated plan.

Voting Yea: Commissioner Eric Graettinger, Commissioner Marsh, Commissioner Colton Smith, Commissioner Grant Sylvester, Chair Josh Champagne

Voting Nay: Commissioner Ryan Fox

Motion carries.

Since the April 8th meeting, the applicant has revised the Temporary Use application, reducing the dates of operation to fall within the ninety (90) day limitation contained in the Zoning Ordinance. As such, staff has administratively approved the Temporary Use request, as Planning Commission action was no longer required. A copy of the Approved Temporary Use transmittal is attached for your information.



City of Madison Heights

City Hall Municipal Offices
300 W. Thirteen Mile Road
Madison Heights, MI 48071

Department of Public Services
801 Ajax Drive
Madison Heights, MI 48071

Fire Department
31313 Brush Street
Madison Heights, MI 48071

Police Department
280 W. Thirteen Mile Road
Madison Heights, MI 48071

www.madison-heights.org

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

APPROVED TEMPORARY USE TRANSMITTAL

DATE: May 8th, 2025

TO: Applicant – Val Seferovic (Lowe's)

FROM: Community & Economic Development Department. Contact (248) 583-0831

PROJECT/USE: PTMPU 25-03 | Temporary Seasonal Sales Area at Lowe's

ADDRESS: 434 W. 12 Mile Road | TM# 44-25-11-476-024

APPROVED

DATES OF USE: March 3rd to June 3rd, 2025.

FINDINGS AND CONDITIONS OF APPROVAL:

- Temporary uses, including seasonal sales lots, are subject to the regulations of [Section 8.03.43 of the Zoning Ordinance](#). Per this section, temporary seasonal sales lots be permitted for up to ninety (90) days per calendar year, which may be consecutive.
- This application was received on March 3rd, 2025, and material was viewed on site on March 5th, 2025. Therefore, the 90 day limit shall be applied retroactively to March 5th, 2025.
- This temporary use approval is valid from **March 5th to June 6th, 2025, subject to the following conditions:**
 - Outdoor storage of mulch, dirt, stone, masonry and other associated seasonal landscape/hardscape materials shall be restricted to the area shown on the sketch plan provided by the applicant as part of this application.
 - All adjacent drive aisles shall remain clear of materials and supply.
 - All materials shall be removed from the dedicated outdoor storage area no later than June 7th, 2025.

Area Code (248)

Active Adult Center.....545-3464
Assessing858-0776
City Clerk.....583-0826
City Manager583-0829
Community Development.....583-0831
Department of Public Services.....589-2294

Finance 583-0846
Fire Department 583-3605
43rd District Court 583-1800
Housing Commission..... 583-0843
Human Resources 583-0828
Library..... 588-7763

Mayor & City Council 583-0829
Nature Center 585-0100
Police Department 585-2100
Purchasing 837-2602
Recreation 589-2294
Water & Treasurer 583-0845

4. Ten (10) foot clear vision corners shall be provided where the outdoor storage area abuts adjacent drive aisles, as depicted in the image below. No materials, supplies or equipment or any other product shall be permitted to be stored in these clear vision corners.

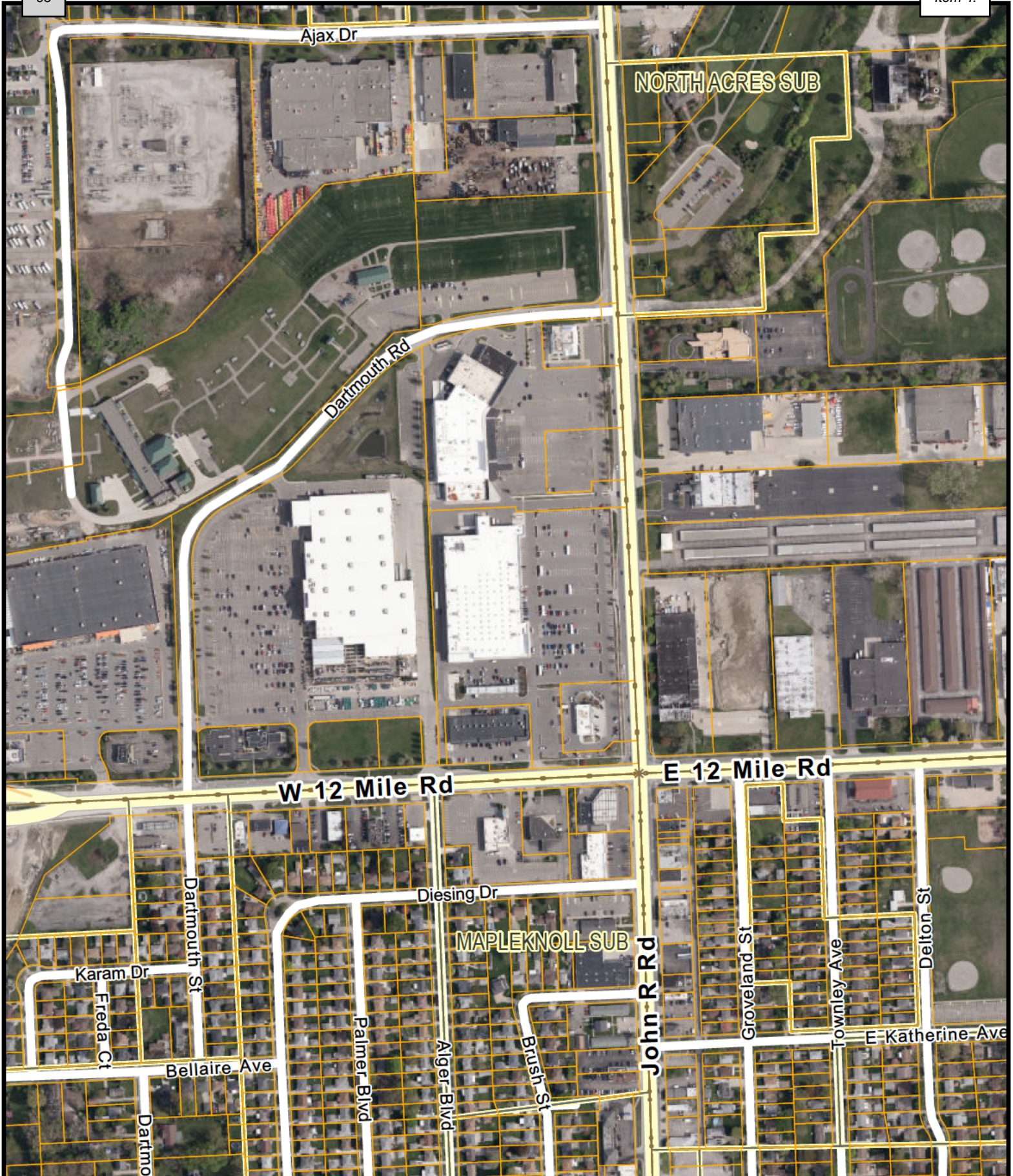


5. This Temporary Use approval shall only be valid for the time period stretching between March 5th, 2025 and June 6th, 2025. Any extension of this time frame or any new requested periods of storage shall require new Temporary Use approval. Alternatively, the applicant may submit a formal site plan application to accommodate permanent outdoor storage area(s) on site.

Matthew D. Lonnerstater, AICP
City Planner

CC: Technical Review Committee (TRC)
Code Enforcement

Lowes 434 W 12 Mile



- 2 Foot Contours
- 5 Foot Contours
- FEMA Base Flood Elevations
- FEMA Cross Sections
- 100 yr - FEMA Floodplain
- 100 yr (detailed) - FEMA Floodplain
- 500 yr - FEMA Floodplain
- FLOODWAY - FEMA Floodplain

Disclaimer: The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA Floodplain data may not always be present on the map.



David Coulter
Oakland County Executive

Date Created: 3/10/2025



1 inch = 400 feet



CITY OF MADISON HEIGHTS
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
TEMPORARY USE APPLICATION

I. APPLICANT INFORMATION

Applicant Lowes of Madison Heights
 Address 434 W. Twelve Mile
 City Madison Heights State MI ZIP 48071
 Interest in Property (owner, tenant, option, etc.) Tenant / management
 Contact Person Vita Biondo of Val Servotie
 Telephone Number [REDACTED] Email Address [REDACTED]

II. PROPERTY INFORMATION

Property Address 434 W. Twelve Mile
 Tax ID 44-25-11-476-015 ^{ma} Zoning District MU1-2
 Owner Name (if different than applicant) _____
 Address Madison Heights
 City _____ State _____ Zip _____
 Telephone Number [REDACTED] Email Address [REDACTED]

III. TEMPORARY USE INFORMATION

Type of Temporary Use ☒ Temporary Outdoor Display/Sales ☐ Special Event
☐ Seasonal Sales Lot ☐ Other _____

Explanation of Proposed Temporary Use

Storing mulch, dirt etc on side of building

Dates of Operation March 2025 - 10-31-2025
 Hours of Operation 6-10pm
am

TEMPORARY USE APPLICATION**Additional Submittal Requirements:**

- ☐ A detailed description of the temporary use, including anticipated dates and hours of operation, employees, anticipated visitor numbers, etc.
- ☐ Letter of authorization from all property owners authorizing agent to act as applicant, where applicable.
- ☐ A sketch plan (to scale) containing all required information contained in Section 15.08 of Zoning Ordinance.

IV. APPLICANT CERTIFICATION

I (we) the undersigned do hereby apply to the City of Madison Heights for review and approval of the above-described Temporary Use application. Applicant(s) and the property owner(s) do hereby consent to city staff to assess the property for purposes of evaluating the site for requested action(s).

Printed Name Vita Biorelo Signature [Signature] Date 3-3-25

V. PROPERTY OWNER CERTIFICATION

IF YOU ARE NOT THE PROPERTY OWNER, YOU MUST HAVE THE PROPERTY OWNER PROVIDE A NOTARIZED SIGNATURE, BELOW, OR PROVIDE A NOTARIZED LETTER OF AUTHORIZATION OR NOTARIZED POWER OF ATTORNEY AUTHORIZING YOU TO ACT ON THEIR BEHALF

Printed Name _____ Signature _____ Date _____

Notary for Property Owner:

Subscribed and sworn before me, this ___ day of _____, 20__.

A Notary Public in and for _____ County, Michigan.

Notary Name (Print): _____

Notary Signature: _____

My Commission Expires: _____

Notary Stamp**STAFF USE ONLY****[DO NOT ACCEPT INCOMPLETE APPLICATIONS]**

FILING FEE \$ _____

TEMPORARY USE PERMIT # _____

DATE APPLICATION RECEIVED: _____

RECEIVED BY: _____

