



PSP 26-06

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

I. APPLICANT INFORMATION

Applicant Tonya Cole
Applicant Address 26126 Groveland St
City Madison Heights State MI ZIP 48071
Interest in Property (owner, tenant, option, etc.) owner
Contact Person Tonya Cole
Telephone Number [REDACTED] Email Address [REDACTED]

II. PROPERTY INFORMATION

Property Address 26126 Groveland St
Tax ID 2524152003 Zoning District R-3
Owner Name (if different than applicant) Tonya Cole
Address 26126 Groveland St
City Madison Heights State MI Zip 48083
Telephone Number [REDACTED] Email Address [REDACTED]

III. CONSULTANT INFORMATION (IF APPLICABLE)

Name Martino Thomas Company Summit Union Real Estate
Address 850 Stephenson Hwy Suite 603
City Troy State MI Zip 48083
Telephone Number [REDACTED] Email Address [REDACTED]

IV. PROJECT NAME

Full Body Treat

V. PROJECT DESCRIPTION AND SCOPE OF WORK

Brief Description of Proposed Special Land Use:

Major Home Occupation - Licensed Massage Therapy (Section 7.03(18))

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 Tonya Cole Signature Tonya Cole Date 7/16/26

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 Tonya Cole Signature Tonya Cole Date 7/16/26

Notary for Property Owner:

Notary Stamp

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: _____

STAFF USE ONLY

[DO NOT ACCEPT INCOMPLETE APPLICATIONS]

FILING FEE (\$750): \$750SPECIAL LAND USE NO.: PSP # 26-06DATE APPLICATION RECEIVED: 7/16/26RECEIVED BY: MDLAug. 17 PC

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
P.O. BOX 30670
LANSING, MI 48909

STATE OF MICHIGAN - DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

BOARD OF MASSAGE THERAPY
MASSAGE THERAPIST LICENSE

TONYA LYNN COLE

TONYA LYNN COLE
26126 GROVELAND ST
MADISON HEIGHTS, MI 48071

LICENSE NO.	EXPIRATION DATE
7501010351	06/19/2028 25223190843

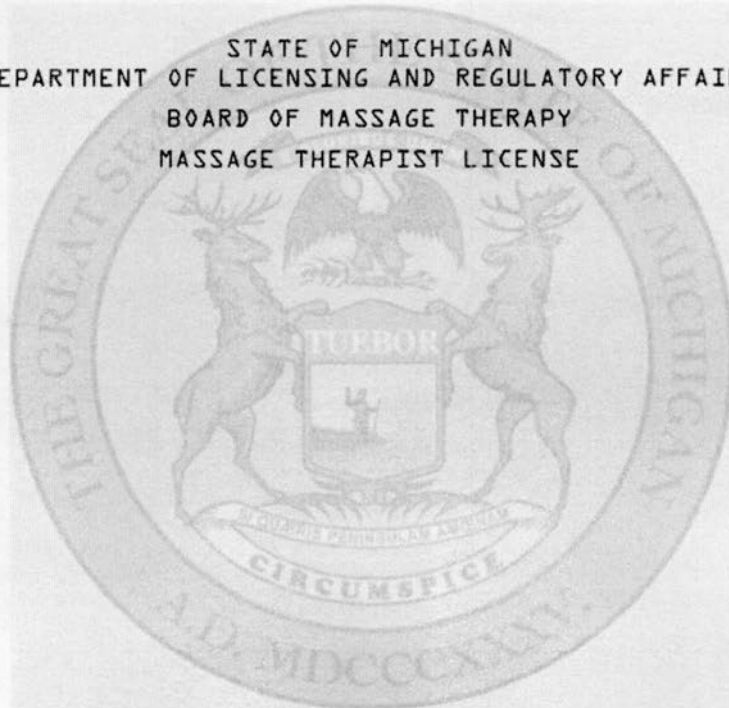
COMPLAINT INFORMATION:
THE ISSUANCE OF THIS LICENSE SHOULD NOT BE CONSTRUED
AS A WAIVER, DISMISSAL OR ACQUIESCENCE TO ANY
COMPLAINTS OR VIOLATIONS PENDING AGAINST THE LICENSEE,
ITS AGENTS OR EMPLOYEES.

FUTURE CONTACTS:
YOU SHOULD DIRECT INQUIRIES REGARDING THIS LICENSE OR
ADDRESS CHANGES TO THE DEPARTMENT OF LICENSING AND
REGULATORY AFFAIRS BY EMAILING BPLHELP@MICHIGAN.GOV
OR CALL (517) 241-0199

YOUR LICENSE MUST BE DISPLAYED IN A PROMINENT PLACE.

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BOARD OF MASSAGE THERAPY
MASSAGE THERAPIST LICENSE



TONYA LYNN COLE

LICENSE NO.
7501010351

EXPIRATION DATE
06/19/2028

25223190843

THIS DOCUMENT IS DULY
ISSUED UNDER THE LAWS OF
THE STATE OF MICHIGAN

BODYWORK INSURANCE POLICY

ACTIVE - RENEWAL

Bodywork Insurance Policy

S0220GL00000300-BBI616274

09/14/2025 - 09/14/2026 (12 months)

Policy expires at 12:01 a.m. local time,
at the address stated in the
application.

Retroactive date: 09/14/2020



Member Home



Member
Benefit

[Complete Your Profile](#)

Get Found. Get Booked. Get Growing.

Your profile on the [ABMPmembers.com](#) referral directory puts you in front of clients actively searching for a massage therapist.

Welcome, Tonya!

Member ID #1116238

Thank you for recently renewing your ABMP membership!

Here you will find a variety of tools to support you in a fulfilling career. Check out the menus, and if you have any questions, please [contact us](#)! **Your Professional membership is valid through 07/13/2027.**

Confirmation needed! Looks like we don't have your state license expiration date on file. [Update it now, or confirm you are exempt from licensing](#), to ensure your membership and liability insurance are valid.

ABMP supports the Interstate Massage Compact (IMpact) and feels it is a positive and progressive step towards supporting massage therapists in both their lives and practices. Learn more about the IMpact [here](#).

Project Narrative and Review Standards Response Form

Full Body Treat - Special Land Use application

PROJECT NARRATIVE

Major Home Occupation – Licensed Massage Therapy

Business Name: Full Body Treat

Property Address: 26126 Groveland Street, Madison Heights, MI 48071

Zoning District: R-3 (One-Family Residential)

Applicant / Property Owner: Tonya Cole (State of Michigan Licensed Massage Therapist)

Prepared by: Martino Thomas, Summit Union Real Estate (Consultant)

Date: July 15, 2026

Introduction and Purpose

Tonya Cole, a fully licensed and insured massage therapist under the State of Michigan (P.A. 471 of 2008), proposes to operate her professional massage therapy business, **Full Body Treat**, as a **Major Home Occupation** within an existing detached accessory structure (shed) located in the rear yard of her single-family residence.

This request is made pursuant to **Section 7.03(18)** of the Madison Heights Zoning Ordinance, which expressly permits Major Home Occupations in the R-3 district as accessory uses subject to Special Land Use approval. The use is low-impact, entirely indoor, appointment-only, and designed to maintain the residential character of the property and surrounding neighborhood while allowing the applicant to conduct her licensed profession from home.

Description of the Proposed Use and Location

The business will provide therapeutic massage services exclusively within the **existing rear-yard shed**. No new construction, building additions, exterior modifications, or site alterations are proposed. The shed will serve as a private, professional treatment space.

Clients will access the shed via the existing residential driveway and a side/rear yard path. The use will be completely screened from the public street and primary views of neighboring properties. The property will continue to function and appear as a single-family residence at all times.

Services and Products Provided

Full Body Treat offers professional, therapeutic full-body massage services, including a variety of massage techniques for relaxation, pain relief, and wellness. All services are provided by the licensed owner only.

Retail sales will be strictly incidental and accessory to the massage services (e.g., small quantities of massage oils or lotions used during sessions). No general retail, product sales, or unrelated merchandise will be offered.

Activities Inside and Outside the Building

- **Inside the shed:** All massage therapy sessions will be conducted indoors in a clean, private, and professional setting. The space will be furnished with a professional massage table, linens, and standard supplies. Sessions are one-on-one and client-focused.
- **Outside the building:** There will be **no outdoor massage services**, no outdoor storage of equipment or supplies, and no outdoor activities related to the business. Clients will simply walk from their vehicle on the driveway to the shed entrance. The rear yard will remain a typical residential space.

Types of Equipment to Be Used

Equipment will be limited to standard professional massage therapy items:

- Professional portable or stationary massage table
- Linens, towels, and bolsters
- Massage oils, lotions, and creams (used during sessions only)
- Small, quiet electromechanical devices that mimic hand techniques (as permitted under the City's definition of massage therapy)

- Basic sanitation and hygiene supplies

No industrial machinery, high-noise equipment, generators, or equipment producing smoke, fumes, glare, vibration, or odors will be used. All equipment complies with the “no non-residential machinery” requirement of Section 7.03(18).

Hours of Operation and Appointment System

- **Hours:** Business-related visits, client arrivals/departures, and any deliveries will occur only between **8:00 a.m. and 8:00 p.m.**, seven days a week (per Section 7.03(18)(C)(8)).
- **Appointment-only model:** All services are strictly by appointment. There will be no walk-in clients. The owner schedules clients to ensure a maximum of **one client at a time** on the property.
- Typical daily volume is low (estimated 4–8 clients per day at peak), resulting in minimal activity.

Number of Employees

The business will be operated solely by the property owner, Tonya Cole. There will be **zero non-resident employees**. This is well within the allowance of up to two non-resident employees under Section 7.03(18).

Vehicular Traffic and Parking

Traffic impact will be minimal and fully accommodated on-site:

- Clients will park on the **existing residential driveway** (sufficient space for 1–2 client vehicles in addition to the owner’s vehicle).
- No on-street parking will be used or relied upon.
- No commercial vehicles or frequent deliveries are expected.
- The appointment-only system and one-client-at-a-time policy ensure traffic generation remains very low and does not create congestion or safety issues on Groveland Street or adjacent roads.
- Ingress/egress will use the single existing driveway with no new curb cuts or access points.

Compliance with Zoning Standards and Mitigation Measures

This proposal fully complies with all Major Home Occupation standards in **Section 7.03(18)**, including:

- Operations limited to the existing detached accessory building
- No nuisances (noise, odors, glare, etc.)
- No visible exterior evidence of the business (no signage, no displays)
- Floor area of the use is well under the 35% limit of the dwelling's gross floor area
- Hours restricted to 8:00 a.m.–8:00 p.m.
- Parking provided on-site

The use is also consistent with the review standards in **Section 15.05** (public health/safety/welfare, compatibility with neighborhood and Master Plan, minimal traffic impact, and consistency with R-3 district intent). The R-3 district is designed for one-family dwellings and compatible residentially related accessory uses. This low-impact professional service supports that purpose without altering the residential character of the property or neighborhood.

Conclusion

Full Body Treat represents a classic, low-impact Major Home Occupation that allows a licensed local professional to serve clients from her own property while fully protecting the residential quality of the surrounding R-3 neighborhood. The business will operate quietly, professionally, and invisibly from the street, with all activity contained indoors in an existing structure and all impacts minimized through appointment-only scheduling and on-site parking. We respectfully request approval of this Special Land Use application. The applicant is prepared to accept reasonable conditions of approval, including incorporation of the Section 7.03(18) standards and any site-specific conditions the Planning Commission and City Council deem appropriate.

REVIEW STANDARDS RESPONSE FORM

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

The proposed Major Home Occupation – Licensed Massage Therapy will be designed, located, and operated to fully protect public health, safety, and welfare. The use will be conducted exclusively indoors by the property owner, a State of Michigan licensed and insured massage therapist, within the existing detached accessory structure (shed) located in the rear yard of the single-family residence. All client sessions will be by appointment only, with a maximum of one client at a time to ensure privacy, controlled access, and minimal activity on site.

The therapist will maintain strict adherence to Michigan licensing requirements (including hygiene, sanitation, client consent, and professional standards under P.A. 471 of 2008), with no hazardous materials, chemicals, or equipment that could pose health or safety risks. No outdoor activities, storage, or displays are proposed. Operations will be limited to standard daytime/evening hours (8:00 a.m.–8:00 p.m.), consistent with Section 7.03(18). The property will retain its full residential character with no exterior alterations, ensuring the use poses no risk to neighboring properties or the general public.

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

The proposed use is designed to minimize any impact on the natural environment and to conserve natural resources and energy. All operations will occur within the **existing accessory structure** with no new construction, expansion, site grading, tree removal, or alteration of landscaping or natural features. The use relies entirely on the property's existing utilities, infrastructure, and building envelope, avoiding any additional demand on resources.

Energy consumption will be limited to standard residential-level heating, lighting, and equipment within the enclosed space—comparable to or less than typical household use—and no high-energy or outdoor operations are proposed. The appointment-only model further reduces vehicle trips and associated emissions. This approach fully conserves natural resources and energy while maintaining the residential character of the site.

C. Will the Special Land Use 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.

No. The Special Land Use will **not** involve any uses, activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare by reason of excessive traffic, noise, smoke, fumes, glare, or odors.

All massage therapy sessions will be conducted quietly and privately indoors within the existing rear-yard accessory structure. There will be no machinery or equipment producing noise, vibration, smoke, fumes, glare, or odors beyond normal residential levels. Client traffic will be minimal and strictly by appointment only (estimated low volume with one client at a time), with all parking accommodated on the existing residential driveway. No outdoor storage, displays, or activities are proposed. The use fully complies with Section 7.03(18) standards, which prohibit nuisances and non-residential machinery. The operation will be virtually undetectable from adjacent properties or the street.

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.

The proposed use is designed and located to be highly compatible with surrounding properties, the neighborhood, and vicinity:

1. **Location of use(s) on site:** All operations will be fully contained within the existing detached accessory structure (shed) in the rear yard, screened from the street and primary views of adjacent homes.
2. **Height of all improvements and structures:** No modifications to any structures are proposed. The accessory building will retain its existing height and residential scale, consistent with typical R-3 accessory structures.
3. **Adjacent conforming land uses:** The surrounding properties are single-family residences in the R-3 One-Family Residential District. The low-impact, indoor home occupation is fully compatible with these residential uses and will not alter neighborhood character.

4. **Conformance with the Master Plan and future land use map:** The property lies in an area designated for single-family residential use on the City's Master Plan and future land use map. The proposed accessory home occupation supports and maintains the residential character of the area.
5. **Compatibility with permitted principal uses and district intent:** The R-3 district is designed to provide for one-family dwelling sites and residentially related uses in keeping with the Master Plan. Major Home Occupations are expressly permitted in R-3 as accessory uses (Section 3.06 and Section 7.03(18)) subject to Special Land Use approval. The use preserves the primary residential function of the property, involves no exterior changes or nuisances, and is consistent with the district's intent.

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... [etc.]

Ingress and egress will be controlled through the property's **existing single-family residential driveway**, with **no new curb cuts, drives, or modifications** proposed. This ensures:

1. **Reduction in ingress/egress points:** The site utilizes its single existing driveway access point; no additional points are needed or proposed.
2. **Proximity and relation to intersections:** The existing driveway is located on a standard residential street with appropriate distance from intersections, consistent with neighborhood development patterns.
3. **Reduction/elimination of pedestrian/vehicular traffic conflicts:** Clients will park on the existing driveway and access the rear structure via the side/rear yard; no conflicts with street traffic or pedestrians are anticipated.
4. **Adequacy of sight distances:** The existing residential driveway provides clear, adequate sight lines typical of the R-3 neighborhood.
5. **Location and access of off-street parking:** Sufficient off-street parking exists on the existing driveway to accommodate client vehicles (typically 1–2 spaces) in addition to residential needs, with no reliance on on-street parking.
6. **Location and/or potential use of service drives:** Not applicable or needed, as this is a single-parcel residential property with no requirement for shared access.

The appointment-only model results in very low additional traffic volume with negligible impact on adjacent roads or uses.

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

The proposed use is fully consistent with the intent and purpose of the **R-3 One-Family Residential District**, which is designed to provide for one-family dwelling sites and residentially related uses in keeping with the Master Plan of residential development in the City of Madison Heights.

The Major Home Occupation for licensed massage therapy is expressly permitted in the R-3 district as an accessory use under Section 3.06 and Section 7.03(18) of the Zoning Ordinance, subject to Special Land Use approval. By operating entirely within an existing structure, by appointment only, during permitted hours (8:00 a.m.–8:00 p.m.), with no exterior modifications, signage, displays, or nuisances, and in full compliance with all use-specific standards (including parking, impact mitigation, and floor-area limits), the use maintains the primary residential character and function of the property. It supports the district's purpose by allowing residents to conduct compatible professional services from home in a controlled, low-impact manner that does not detract from the surrounding residential neighborhood.

Private 4 car Driveway

Property

Shed



Zoning: R-3
Property ID: 2524152003
Parking Spaces: 2 in the driveway
Structure size: 10ft x 10ft shed