



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

I. APPLICANT INFORMATION

Applicant Mt. Zion Evangelical Lutheran Church
Applicant Address 510 W. Girard
City Madison Heights State MI ZIP 48071
Interest in Property (owner, tenant, option, etc.) Owner
Contact Person Randy Wittorp
Telephone Number [REDACTED] Email Address [REDACTED]

II. PROPERTY INFORMATION

Property Address 510 W. Girard
Tax ID 38-3502947 Zoning District R2
Owner Name (if different than applicant) _____
Address _____
City _____ State _____ Zip _____
Telephone Number _____ Email Address _____

III. CONSULTANT INFORMATION (IF APPLICABLE)

Name _____ Company _____
Address _____
City _____ State _____ Zip _____
Telephone Number _____ Email Address _____

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IV. PROJECT NAME

Mt. Zion Elementary School

V. PROJECT DESCRIPTION AND SCOPE OF WORK

Brief Description of Proposed Special Land Use:

Our congregation is planning to open an elementary school in the fall of 2026. The school would be run out of the existing building at 510 W Girard with no major alterations planned.

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 Randy Wittorp

Signature 

Date 7-14-2025

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 _____

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 (\$750): \$750

SPECIAL LAND USE NO.: PSP # 25-04

DATE APPLICATION RECEIVED: 7/14/25

RECEIVED BY: MDL

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.

The school will be operated during normal school hours in the building in its current condition with only minor updates and maintenance updates planned. Pickup and drop off in the morning and afternoon would result in minor increase in vehicle traffic, and during the day recess and other activities will be conducted outside the building.

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

There will not be any negative environmental impact. Landscaping will include planting of native trees and other native plants. All updates within the building will consist of energy efficient heating, cooling and lighting.

- 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.

As mentioned in item "A" there will be a slight increase in vehicle traffic mornings and afternoons during the school year, although this will be minor. No sources of smoke, fumes, glare or odor will be introduced. Only additional noise might be the sound of children at play.

- 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 current structure will remain as it is with only minor updates and maintenance as needed for the upkeep of the building. Interior configuration may be altered. We are applying to have a school in this residential zoned area.

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- 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.

The building has two ingress/egress points, the primary access point is approximately 235 feet from the nearest intersection. A secondary egress is located approximately 70 feet from the same intersection (designed for dropping off at covered entrance).

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

Current zoning already allows for operation of a religious institution on the property; operation of a small elementary school on the same property would be consistent with the same intent and purpose and conforms with the traditional use of residential zoning.