



CITY OF MADISON HEIGHTS
PLANNING COMMISSION MEETING MINUTES

July 15, 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
Mayor Roslyn Grafstein
Mayor Pro Tem Mark Bliss
City Manager Melissa Marsh
Commissioner Eric Graettinger
Commissioner Ryan Fox

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

Absent: Commissioner Cliff Oglesby, Commissioner Colton Smith, Commissioner Grant Sylvester

3. EXCUSE ABSENT MEMBERS

Motion by Commissioner Fox, seconded by Commissioner Graettinger to excuse Commissioner Oglesby, Commissioner Smith, and Commissioner Sylvester.

Voting Yea: Commissioner Bliss, Commissioner Fox, Commissioner Graettinger, Commissioner Grafstein, Commissioner Marsh, Chair Champagne

Motion carries unanimously.

4. APPROVAL OF THE MINUTES

Motion by Commissioner Graettinger, seconded by Commissioner Fox to approve the minutes of the regular Planning Commission meeting of June 17, 2025.

Voting Yea: Commissioner Bliss, Commissioner Fox, Commissioner Graettinger, Commissioner Grafstein, Commissioner Marsh, Chair Champagne

Motion carries.

5. PUBLIC HEARING - Special Land Use Request PSP #25-03 - 205 W. Lincoln Ave. - Minor Vehicle Service [Vehicle Wrapping]

Chair Champagne opened the floor for public comment at 5:34 pm.

Speaker #1

A resident at 216 W. Lincoln spoke in opposition to the special land use request PS 25-03 for 205 W. Lincoln. The resident who is an adjacent property owner submitted a letter/packet owner listing concerns about the Special Land Use case. The letter/packet will be attached at the end of the minutes. In the letter/packet, he cited the following issues: 1) hours of operation are beyond normal city approved hours of operation 2) working without a license 3) late night noise 4) littering 5) maintenance.

Speaker #2

Owner of the building speaks in support of the owner of the business. He states they work in normal business hours.

Speaker #3

The applicant, Haythum Musleh, spoke in support of his application. He says they work until midnight but they do not rev engines and try not to wash cars after 6 pm. He disputed the description from the City of his business as “minor auto repair.” Mr. Musleh claims that they do not repair cars and the only major machines they have is a power washer and a heat gun.

Seeing no further speakers, the Chair closed the public comment at 5:49 pm.

City Planner Lonnerstater introduced the request for Special Land Use approval to operate a Minor Auto Repair and Service use at 205 W. Lincoln Ave., zoned MUI-1, Mixed-Use Innovation 1. The property is located on the south side of W. Lincoln Ave. between John R and Alger St. Per city records, the building is currently divided into four (4) separate tenant spaces. The applicant intends to operate a vehicle wrapping business out of one of the tenant spaces, which involves removing dust and applying plastic wrap to the contours of the vehicle with heat processes. While “vehicle wrapping” is not explicitly mentioned in the Zoning Ordinance, staff has determined that the use is comparable to “Minor Auto Repair and Service”, which requires Special Land Use approval in the MUI-1 zoning district.

As of the date of this report, there is only one active Certificate of Occupancy and business license for the building attributed to Q Stone, Inc. - a granite and quartz countertop contractor business – which operates out of the eastern half of the building. The applicant does not yet have a certificate of occupancy or business license.

While no site modifications are proposed, staff finds that the sketch plan and applicant responses do not contain enough detail to ensure compliance with the following use-specific standards:

1. Vehicles awaiting repair – these should not be parked on a public street, including those to be towed.
2. 1 parking space per 300 sq feet of usable floor area plus 2 per each service bay
3. Hours of operation – no auto repair or maintenance shall be performed before 7 am or after 9 pm
4. Due to the existing building footprint and orientation, the following use-specific standard cannot be met: 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. Comment: The applicant intends to utilize the existing overhead door facing Lincoln Ave which directly faces the single-family homes across the street. As the building and overhead door are

placed directly at the front property line, there is no room for additional landscaping or screening. A variance from the Zoning Board of Appeals will be required for an exception to this standard.

Planner Lonnerstater cited additional concerns by staff:

1. Lack of detail sketch plan and lack of detail on the application (to include the number of employees, parking arrangement with other building tenants)
2. Parking concerns for proposed use
3. Impact on adjacent residential uses (i.e need for information on hours of operation, how the use will be operating, uses will be taking place inside the building, there's no discharge of chemicals etc.)

Planner Lonnerstater reviewed the special land use review standards contained in Section 15.05.3 for the planning commission prior to discussion. After discussion, the Commission members concur that a postponement would allow the applicant to address all the aforementioned cited concerns.

*Motion by Marsh, Seconded by Graettinger, that following the required public hearing, the Planning Commission hereby **POSTONES ACTION** on Special Land Use Request # PSP 25-03 for a minor auto repair and service facility at 205 W. Lincoln to a date after the applicant obtains a decision on the required variance from Zoning Board of Appeals in order to address the following: 1) Provide a more detailed site plan addressing staff concerns, as contained within staff report; 2) Provide more information regarding the operation of the proposed use, including but not limited to hours of operation, parking, number of employees; and 3) Confirmation that code enforcement issues pertaining to unlicensed business operations at the site have been resolved.*

Voting Yea: Commissioner Bliss, Commissioner Fox, Commissioner Graettinger, Commissioner Grafstein, Commissioner Marsh, Chair Champagne

Motion carries.

Attorney Burns addressed the applicant stressing the importance of ceasing any operations until both the Certificate of Occupancy and the Business license is

6. MEETING OPEN TO THE PUBLIC: Items not listed on the agenda

Chair Champagne opened the meeting for comments at 6:27 pm. Seeing none, public comment was closed at 6:27 pm.

7. NEW BUSINESS - Major Site Plan Request PSPR #25-11 - 28220 John R Road - Dental and Medical Office Development

Planner Lonnerstater introduced the next item, Major Site Plan PSPR 25-11– 28220 John R Road – Dental and Medical Office. This building is formerly occupied by McDonald's, which is proposed to be torn down to accommodate the new development. The applicant requests Major Site Plan approval from the Planning Commission under Section 15.04 of the Madison Heights Zoning Ordinance to

construct a new 9,536 sq. ft. multi-tenant dental and medical office building.

While medical offices are permitted by right in the B-2 district, Planning Commission review and approval is required under Section 15.04.D(2) for non-residential developments exceeding 7,500 gross square feet that abut single-family-zoned or used property.

Site is composed of two separate parcels totaling approximately 1.07 acres in size and the technical review committee lists several scenarios where Planning Commission approval would be required.

One item for review is parking. A total of sixty-nine (69) parking spaces are proposed, including three (3) ADA-accessible spaces. (Staff notes that the site plan incorrectly denotes 67 parking spaces). Parking space dimensions satisfy ordinance requirements. The site plan exceeds the 130% maximum. However, the Planning Commission, "may permit additional parking over and above the maximum parking if the applicant proposes low-impact development techniques such as permeable pavement, rain gardens, bioswales, or other methods that are satisfactory to the Planning Commission." The applicant proposes stormwater rain gardens within the greenbelt along the south and east property lines.

Discussion continued and focused on landscaping. There were several landscaping waiver requests that were made and summarized by Planner Lonnerstater (as detailed in the packet) that Planning Commission has the ability to waive pertaining to the following:

1. Transitional landscaping
2. Greenbelt requirement
3. Frontage landscaping

LANDSCAPE WAIVERS

*Motion by Fox, seconded by Bliss, to **DENY** the waiver for the 5 ft. transitional landscaping greenbelt along the northern property line.*

Voting Yea: Commissioner Bliss, Commissioner Fox, Commissioner Grafstein, Commissioner Marsh

Voting Nay: Commissioner Graettinger, Chair Champagne

Motion carries 4-2

*Motion by Fox, seconded by Marsh, to **APPROVE** the waiver for perimeter landscape plantings within the greenbelt along the southern property line.*

Voting Yea: Commissioner Bliss, Commissioner Fox, Commissioner Graettinger, Commissioner Grafstein, Commissioner Marsh, Chair Champagne

Motion carries.

*Motion by Fox, seconded by Graettinger, to **APPROVE** the waiver for frontage landscape plantings between the building and John R Road to allow for flexibility in the types and sizes of trees, conditioned upon an alternative landscape plan being approved by the Technical Review Committee (TRC) that meets the general intent of frontage landscaping requirements.*

Voting Yea: Commissioner Bliss, Commissioner Fox, Commissioner Graettinger, Commissioner Grafstein, Commissioner Marsh, Chair Champagne

Motion carries.

SITE PLAN

Motion by Fox, seconded by Marsh, that, following discussion, the Planning Commission hereby approves major site plan request number PSPR 25-11 for a multi-tenant medical office building at 28220 John R Road based upon the following findings:

- 1. The applicant requests Major Site Plan approval to redevelop a vacant commercial property into an approximately 10,000 square-foot multi-tenant medical office building, as permitted as a by right use within the B-2 zoning 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 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. On-site and off-site circulation of both vehicular, non-motorized and pedestrian traffic will achieve both safety and convenience of persons and vehicles using the site, including emergency vehicle access.*
 - d. With modifications, 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 following site plan modifications shall be included on a revised site plan, which shall be submitted to the Community and Economic Development (CED) Department for final review and approval by the Technical Review Committee (TRC):*
 - a. Provide additional information, details, and specifications regarding the design of the proposed stormwater rain gardens, required for parking that exceeds maximum standards.*
 - b. Denote the correct number of parking spaces (69) on all relevant sheets.*
 - c. Provide details, including height, materials, and condition of the existing screen wall along the northern property line.*
 - d. Extend the new screen wall adjacent to Groveland Street around the northeast and southeast property corners of the property to connect with existing screen walls.*

- e. *Provide right-of-way screening between John R Road and the parking space in the southwest corner of the site*
 - f. *Provide a 5 ft.-wide greenbelt between the parking lot and the northern property line.*
 - g. *Adjust the interior parking lot landscaping calculation to account for 69 parking spaces rather than 67.*
 - h. *Provide building foundation landscaping along the base of the west side of building.*
 - i. *Ensure consistency between the Landscaping Requirement and Plant Material List tables.*
 - j. *The light fixtures on the light poles shall feature cut-off shields to ensure that light does not project above a 90-degree horizontal plane.*
 - k. *Building plans, when submitted, shall denote clear glass within the aluminum frame storefront areas to satisfy transparency requirements.*
 - l. *Remove the outdated wall sign standard on sheet A-5.*
 - m. *Coordinate with the Madison Heights Fire Department to ensure that the fire truck turning movement template on Sheet C3.2 accommodates the largest truck operated by the fire department.*
 - n. *If the existing sanitary line is to be re-utilized for the development, coordinate with the Department of Public Services (DPS) and the City Engineer to discuss televising/clean-out requirements.*
2. *Following the approval of a revised Major Site Plan by the Technical Review Committee and the CED Department, the applicant shall submit for Final Engineering Plan review and the Site Plan Guarantee deposit in accordance with Section 15.04.*
 3. *Prior to the issuance of any building permits related to the ground-up development of the site, the applicant shall apply for a parcel combination with the CED Department.*

Voting Yea: Commissioner Bliss, Commissioner Fox, Commissioner Graettinger, Commissioner Grafstein, Commissioner Marsh, Chair Champagne

Motion carries.

8. UNFINISHED BUSINESS

Update on City-Initiated Rezoning for Qualified Properties [Religious Institutions]

After the Commission meeting on June 17th, Staff was directed to formally initiate the proactive rezoning of certain qualified properties currently improved with religious institutions. Planner Lonnerstater sent a letter to the six properties that were identified and will also be holding a drop-in-style office hours event on Friday, July 18th from 1-2:30 p.m. in the Executive Conference Room at City Hall to allow property owners and tenants to find out more information and ask any additional questions they may have. The formal public hearing will be tentatively scheduled for the August 19th Planning Commission meeting and all impacted owners and adjacent property owners will receive public hearing notices.

9. COMMUNICATION – Sterling Heights - Notice of Master Plan Adoption

The City of Sterling Heights has adopted their Master Plan recently. Staff will review the Master Plan where it abuts Madison Heights and update the Planning Commission on anything of significant importance.

10. MEMBER UPDATES

Commissioner Fox shared that the Michigan Association of Planning (M.A.P.) announced that the City of Troy received an award for Implementation of their Master Plan for the Big Beaver Corridor plan.

Commissioner Bliss invites Commission members to view the most recent Council meeting playback online to see City Manager Marsh's presentation called Marihuana Impact Report. This was an extensive report highlighting the revenues and improvements of the cannabis business in Madison Heights. She summarized the financial impact, social impact, and crime statistics.

11. PLANNER UPDATES

Per Planner Lonnerstater, legal notices have been sent out about notice of intent to formerly update the City of Madison Heights Master Plan.

12. ADJOURNMENT

Chair Champagne adjourned the meeting at 7:35 pm.