

DATE: September 8, 2025

TO: City Council

FROM: Melissa R. Marsh, City Manager

SUBJECT: Agenda Comments Regular Council Meeting of Monday, September 8, 2025

PRESENTATIONS:

FIRE DEPARTMENT – COMMUNITY CONNECT

Chief Lelito will be sharing information about Community Connect, a secure and user-friendly platform designed to strengthen our emergency response.

Community Connect gives residents and businesses the opportunity to share important details with us before an emergency happens. For households, that might include medical needs, mobility challenges, or even information about pets. Having this information in advance allows our Firefighter/Paramedics to respond more quickly and provide the right assistance when every second counts.

For our local businesses, the platform also provides a way to share property details that can help our team make informed decisions in the middle of a response.

It only takes a few minutes to create a profile, but by doing so, residents and business owners are helping us deliver faster, safer, and more effective service—protecting not only themselves, but also their loved ones, neighbors, and coworkers.

DEPARTMENT OF PUBLIC SERVICES – SUMMER BEAUTIFICATION AWARDS

DPS Director Sean Ballantine will be making a special presentation to recognize this year's Summer Beautification Award winners. He will share a brief slideshow highlighting the outstanding displays of all nominees, showcasing the creativity and pride our residents bring to their properties.

Following the presentation, Director Ballantine will announce and honor this year's winners. The first-place award goes to 1817 Elliott, and the second-place award goes to 368 Sonia.

REPORTS:

CITY MANAGER – REQUEST TO WAIVE PERMITTING, ENGINEERING, AND INSPECTION FEES FOR RED OAKS PARK

When projects are funded internally or supported by City-managed grants, it is our standard practice to waive internal permitting fees without Council action. This is because those fees would simply shift money from one City fund to another, with no outside impact.

The Red Oaks Park project, however, is different. It is being funded entirely by Oakland County, with a \$7.2 million investment and no financial obligation to the City. The only request is that the City waive any permit, engineering, or inspection fees. Charging those fees would reduce the funds available for direct project work, which ultimately benefits our residents.

Because this project is funded solely by an outside partner, the waiver request falls outside of our normal procedure and therefore requires formal Council approval. Approving the waiver is consistent with past practice for City-owned and grant-funded projects, and ensures Oakland County's full investment goes directly into creating an improved park for our community.

For these reasons, we respectfully request Council's support in waiving the applicable Community Development fees for permitting, engineering, and inspection for the Red Oaks Park project.

CITY PLANNER – SPECIAL LAND USE REQUEST #PSP 25-04 – 510 W. GIRARD AVENUE PRIVATE K-8

The applicant, Mt. Zion Evangelical Lutheran Church, 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 private K-8 school at 510 W. Girard Avenue, zoned R-2, One-Family Residential. The property is located at the northwest corner of W. Girard Avenue and Barrington Street/Northeastern Highway.

The school is proposed to operate out of a wing of the existing church building, which Mt. Zion will also continue to use for religious services. In the R-2 zoning district, K-12 public and private schools are permitted through the Special Land Use process.

The Planning Commission recommended approval of the request, subject to the following conditions:

1. The operation of the school, including enrollment, hours of operation, grade levels, etc., shall substantially comply with the project narrative submitted. Any modifications will need to be reviewed under Section 15.05.5 to determine if a new Special Land Use review is required.

2. A “One Way/ Do Not Enter” sign shall be installed at the southern Barrington Street driveway to ensure one-way circulation.
3. Ancillary site improvements, such as playground equipment or sports fields, etc., shall be reviewed through the Technical Review Committee (TRC) via the Minor Site Plan process.
4. Transitional landscaping shall be added along the western and northern property line.

A template motion, along with findings and conditions, is provided in the staff report on page 8.

CITY PLANNER – SPECIAL LAND USE REQUEST #PSP 25-05 – 28767 DARTMOUTH ST
– PARKING AS A PRINCIPAL USE

The applicant and property owner, Najor Companies, has requested Special Land Use approval under Sections 10.06 and 15.05 of the Madison Heights Zoning Ordinance to develop a parking lot and drive aisle as the principal use of a residential parcel. The intent is for this parking lot and drive aisle to serve a proposed restaurant development on the adjacent property to the west.

The subject site is 28767 Dartmouth Street, which is zoned R-3, One-Family Residential. Under Section 10.06, parking as a principal use on a residential parcel requires Special Land Use approval with additional use-specific standards. While related to the proposed restaurant, the restaurant use itself is not part of this Special Land Use request.

The Planning Commission previously recommended denial of the request, citing issues with the site plan. In response, the applicant has revised the plan, addressed the Commission’s findings, and held a public town hall meeting with residents. A revised concept plan was submitted to staff on August 28, 2025.

Given these updates, the staff recommends that City Council postpone action on the Special Land Use until the October 13, 2025, Council meeting, and remand the revised submittal back to the Planning Commission for further review and recommendation at their September 16, 2025, meeting.

If the Council chooses not to remand, there are two alternative options:

1. Approve the Special Land Use based on the revised concept plan submitted August 28, 2025.
2. Deny the Special Land Use.

CITY PLANNER – ALLEY VACATION REQUEST #PEE 25-01 – 601 W. 12 MILE ROAD and 28767 DARTMOUTH STREET

The Community & Economic Development Department has received a petition to vacate a 17-foot-wide improved alley right-of-way located between 601 W. 12 Mile Road and 28767 Dartmouth Road. This alley also provides access to the property at 611 W. 12 Mile Road, and all adjacent property owners have signed the petition.

Staff recommends that City Council establish a public hearing date for October 13, 2025, at which time updated letters will be provided from the impacted utility companies and the Department of Public Services.

City Council may also choose to refer this alley vacation request to the Planning Commission for further study and recommendation. If Council remands the related Special Land Use case PSP #25-09 back to the Planning Commission, staff further recommends that this alley vacation request be referred at the same time for review and comment.

In any case, staff advises that City Council act on Special Land Use case PSP #25-09 before taking final action on the alley vacation request.

DIRECTOR OF PUBLIC SERVICES - SCHEDULED REPLACEMENT OF BACKHOE #455

The approved FY 2025-26 Budget includes funding for the scheduled replacement of Backhoe #455, a 2006 John Deere in the Water and Sewer Division. This unit is nearly 20 years old and has a poor condition analysis score of 33, warranting priority replacement.

Staff is also considering the replacement of Backhoe #407, a 2004 CAT in the Streets Division. This machine has an even lower condition analysis score of 46 and is also due for priority replacement. Operationally, the department no longer requires two backhoes, and therefore recommends trading in both existing units and purchasing a single replacement rather than attempting to replace #407 at a later date.

Staff recommends the following actions:

- Award the purchase of one Caterpillar 420 XE Backhoe, as quoted by MacAllister CAT of Novi, in the amount of \$176,611.83, through the Sourcewell cooperative purchasing agreement.
- Approve the trade-in of Water/Sewer Unit #455 for \$30,000 and Streets Unit #407 for \$20,000, reducing the net cost to \$126,611.83.
- Approve the transfer of \$20,000 from the Water and Sewer Fund to the Streets Fund to account for the cross-departmental trade-in value.

CITY PLANNER - ORDINANCE 2205 - CITY-INITIATED REZONINGS PRZN 25-01, 25-02, 25-03, 25-04, AND 25-06; FIRST READING

The City of Madison Heights is initiating a proactive rezoning of several qualified properties to the R-MN (Residential Mixed-Neighborhood), R-MF (Residential Multi-Family), MUI-2 (Mixed-Use Innovation 2), or B-1 (Neighborhood Business) district. The purpose of these rezonings is to better align zoning with existing land use patterns, the City's Master Plan, and adjacent street networks. This process is intended to increase opportunities for building expansion and development while ensuring that all current uses remain permitted.

The following properties are included in this rezoning request:

- PRZN 25-01: 555 E. 13 Mile Road [R-1 to R-MN]
- PRZN 25-02: 1434 E. 13 Mile Road [R-2 to R-MF]
- PRZN 25-03: 30801 Dequindre Road [R-2 to MUI-2]
- PRZN 25-04: 1042 E. 12 Mile Road [R-3 to R-MN]
- PRZN 25-06: Eastern 130 ft. of 30728 John R Road [R-2 to B-1]

The Planning Commission has recommended that case PRZN 25-05, located at 500 W. Gardenia Avenue [R-3 to R-MN], be withdrawn for further analysis.

Staff recommends that City Council conduct the first reading for Ordinance #2205 (covering PRZN 25-01 through 25-04 and PRZN 25-06) and schedule the second and final reading for the September 29, 2025, City Council meeting.