



# MEMORANDUM

Date: March 10<sup>th</sup>, 2025  
To: City of Madison Heights Planning Commission  
From: Matt Lonnerstater, AICP – City Planner  
Subject: Major Site Plan PSPR 25-01– 32650 Stephenson Hwy – Residence Inn Conversion to Multi-Family Residential [Plan Date 2/10/25]

**TEMPLATE MOTION AND FINDINGS INCLUDED ON PAGE 9**

## Introduction

The applicant, L2L Madison Heights, LLC, requests Major Site Plan approval from the Planning Commission under **Section 15.04** of the Madison Heights Zoning Ordinance to convert an existing hotel into a multi-family residential apartment complex featuring 101 residential units. The subject site is located at 32650 Stephenson Highway, tax parcel # 44-25-02-176-026, zoned MUI-2, Mixed-Use Innovation 2, located on the east side of Stephenson south of 14 Mile Road.

## Project Details

The subject property is approximately 4.24 acres in area and is improved with an existing 96-room extended stay hotel currently operating as Residence Inn. The site 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.

As the Residence Inn is an “extended-stay” hotel, 100% of the existing guestrooms currently feature apartment-style floorplans with fully-equipped kitchens. Therefore, proposed building modifications are fairly minor in nature, such as carpet and hard floor replacements, new paint, and Mechanical/Electrical/Plumbing repair and upgrades. The applicant proposes several minor site modifications, including increasing the number of parking spaces from 104 to 145, constructing new parking lot landscape islands, and installing new landscaping, dumpster enclosures, and bicycle racks.

***32650 Dequindre Road – Aerial Image – Existing Conditions***



### Streetview Images – Existing Conditions of Residence Inn



### Site Details and History

Per city records, the hotel was constructed on the property between 1984 and 1985. As the subject site is a flag lot, the hotel buildings are set back far on the site, with the private driveway acting as the “flag pole” connecting to Stephenson Highway. The site abuts office/light industrial space to the west, additional hotel uses to the north and south, and I-75 to the east.

### Zoning Standards and Site Plan Review Process

The site is zoned MUI-2, Mixed-Use Innovation 2. Multi-family residential dwellings are listed as a permitted use in the MUI-2 district, subject to the design standards of the MUI-2 district (Section 3.21). While most site plans for “by-right” uses are reviewed and approved by staff and/or the Technical Review Committee (TRC), **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.

Site Plan Review criteria are contained in **Section 15.04.5**, summarized below:

Site Plan Review Criteria. The approving body shall consider and require compliance with the following:

- A. All application and site plan review submittal criteria have been met.
- B. The site plan is in full conformance with all applicable Zoning Ordinance requirements.
- C. 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.
- D. 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 access vehicles.
- E. Landscaping, earth berms, fencing, signs, and obscuring walls are 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.
- F. Utility service, including proposed water, sanitary sewer and the development and the recommendation of the city’s consulting engineer. Approvals required from any state or county department having jurisdiction, such as the department of health, drain commission or road commission, are a prerequisite or condition to approval.

- G. Notwithstanding any other provisions of the Zoning Ordinance, the city may require as a condition of site plan approval, landscaping, berms, fencing, walls, drives or other appurtenances as necessary to promote the health, safety, and welfare of the community and achieve compliance with the standards of the Zoning Ordinance.
- H. Compliance with groundwater and surface water protection standards.

Staff has reviewed the proposed project for compliance with the Zoning Ordinance, summarized below:

Vehicular Access and Circulation

No modifications are proposed to the existing site access or site circulation pattern. Vehicular access from/to the site will be maintained via the existing private driveway connection from Stephenson Highway, and twenty-two (22) foot wide two-way drive aisles will be maintained for circulation around the site.

Pedestrian Access and Circulation

The existing sidewalk network will remain around the site, providing pedestrian connections between buildings themselves and between the buildings and the Stephenson Highway sidewalk. Several internal sidewalks will be reconstructed as seven-foot wide sidewalks in conjunction with the addition of new parking spaces.

In order to better delineate pedestrian crossings, a painted, hatched crosswalk shall be added across the main drive entrance into the site, as shown in the image below. Additionally, a new sidewalk connection and crosswalk should be added running north/south in the same area.

As the sidewalk connection to Stephenson Highway is technically located on the adjacent industrial property, the applicant should confirm that a pedestrian access easement has been 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 and Bicycle Parking

Minimum vehicular parking requirements are contained in **Section 10.03**, outlined in the table below:

Proposed Use	Parking Calculation	Required Minimum Parking	Proposed Parking
Multi-Family Dwelling (1 bedroom unit)	1 per unit	101 units = 101 spaces	
Leasing Office	1 per 300 sq. ft. usable floor area	2,653 sq. ft = 9 spaces	
<b>TOTAL</b>		<b>110 spaces</b>	<b>145 spaces</b>

The existing site features approximately one-hundred and four (104) parking spaces. The applicant proposes to construct forty-one (41) additional parking spaces throughout the site; these will be provided in two new parking bays in the southwest corner of the site and one bay in the northeast corner.

Maximum parking calculations are contained in Section 10.04, which sets a maximum parking amount of 130% of the minimum. In this case, the maximum parking amount is 143 spaces. Two (2) parking spaces should be removed to comply with the maximum parking calculation.

Five (5) accessible parking spaces are required, including one (1) van-accessible space. Eight (8) accessible parking spaces, including two (2) van spaces are proposed, meeting the minimum requirement. However, staff recommends adding one (1) additional van-accessible space in the northern parking area, as only two (2) total accessible spaces are provided for entire northern parking area.

Bicycle parking requirements are contained in Section 10.07. Based on the number of proposed vehicular parking spaces, a total of ten (10) bicycle parking spaces are required. One (1) bicycle rack is proposed to the north of the clubhouse building, but it is unclear how many spaces are provided. At least one (1) additional bicycle rack with at least three (3) hoops should be provided on the eastern side of the site to provide better access to bike parking facilities for residents/guests in this area.

Landscaping

Landscaping requirements are contained in Article 11 of the Zoning Ordinance. As this project represents an adaptive reuse of an existing site, existing landscaping may be used to satisfy ordinance requirements in accordance with Section 11.09. However, in previous discussions, 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, summarized in the table below:

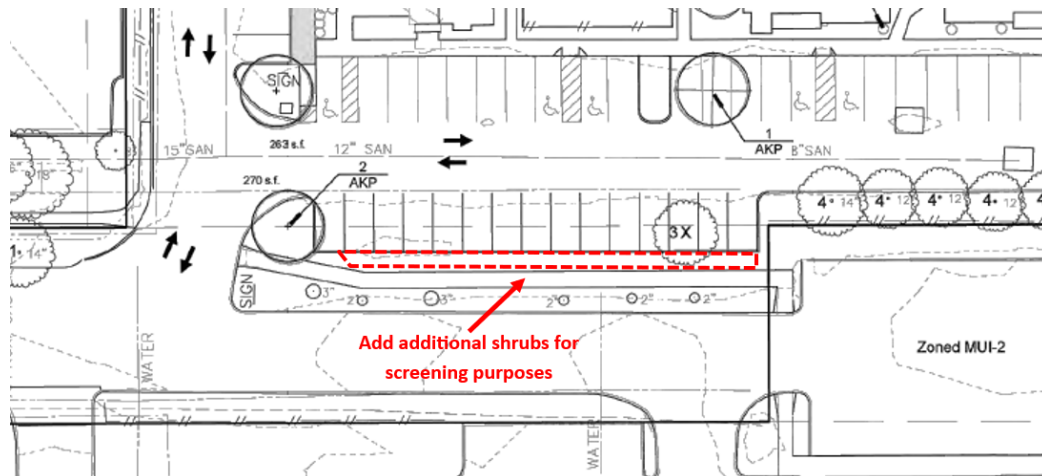
Landscaping Type	Calculation	Required Landscaping	Proposed Landscaping
<b>Frontage Landscaping</b>	1 deciduous/evergreen tree per 40 ft. road frontage. + 1 ornamental tree per 100 ft. of road frontage + 1 shrub per 5 ft of road frontage.	24 ft. road frontage (excluding driveway)  1 deciduous/evergreen tree  1 ornamental tree  5 shrubs	2 evergreen trees (existing)  2 ornamental trees (existing)  5 shrubs (2 existing, 3 new)

Landscaping Type	Calculation	Required Landscaping	Proposed Landscaping
<b>Parking Lot Landscaping</b>	<p><u>Interior Landscaping:</u> 5 sq. ft. of landscaping per parking space. And 1 deciduous tree per 100 sq. ft. of required landscaping.</p> <p><u>Perimeter Landscaping:</u> Same calculation as Frontage Landscaping, above</p>	<p><u>Interior Landscaping:</u> 143 spaces = 715 sq. ft. landscape area = 8 trees.</p> <p><u>Perimeter Landscaping:</u> Greenbelts where parking lots/drive aisles abut non-right-of-way property lines</p>	<p><u>Interior Landscaping</u> 1,943 sq. ft. landscape area and 8 trees.</p> <p><u>Perimeter Landscaping:</u> See comments below</p>
<b>Interior Landscaping</b>	<p>Landscape area shall comprise 5% of total impervious area.</p> <p>1 deciduous tree per 400 sq. ft. landscape area. + 2 shrubs per 400 sq. ft. landscape area</p>	<p>5,780 sq. ft interior landscape area</p> <p>15 deciduous trees</p> <p>29 shrubs.</p>	<p>69,000 sq. ft. interior landscape area</p> <p>20 trees (existing)</p> <p>87 shrubs (existing)</p>

Frontage Landscaping: The site has very limited right-of-way frontage along Stephenson Highway, consisting of the drive aisle and very narrow strips of grass on either side. Existing landscaping complies with frontage landscaping requirements.

Parking Lot Landscaping: The Zoning Ordinance requires that a curbed landscape island be provided for every 15 uninterrupted parking spaces. The existing parking lot does not feature any interior parking lot landscape islands. To comply with Ordinance standards, the applicant proposes to install five (5) new curbed landscape islands with trees, satisfying ordinance requirements.

In terms of perimeter landscaping, staff believes that additional shrubs should be installed adjacent to the new parking area along the southern property line, which would shield headlights shining onto the adjacent hotel use. Refer to the image below.



Interior Landscaping: Existing trees and shrubs, especially in the areas on the north side of the property, are adequate to satisfy interior landscaping requirements.

#### Exterior Lighting

Eight (8) existing pole lights will be maintained, with five (5) new poles installed throughout the site (primarily in the southeast corner of the property). A lighting/photometric plan has been provided. Pole heights and illumination levels meet Ordinance requirements.

#### Stormwater

An “Aquaswirl” stormwater quality control structure is proposed within the southern drive aisle. The details of the structure and its location will need to be confirmed as part of final Engineering Review.

#### Design Standards for Multi-Family/MUI-2

Multi-family residential uses are subject to the design standards of the Mixed-Use Innovation 2 district, Section 3.21.D. Per the applicant, the existing building exteriors are in good condition; therefore, no architectural, design, or material changes are proposed to the exterior of the buildings. The building exteriors primarily feature cement board siding, which is a permitted building material in the MUI-2 district. 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

Per the application, proposed site amenities include a basketball court, fire pit, barbeque, dog walk, and central laundry area. The site currently features an outdoor pool; the applicant should clarify whether the pool is to remain.

#### Dumpster Enclosures

Two dumpster enclosures are proposed for the entire site: one in the northwest corner and one in the southeast corner. Staff questions whether or not this will be an adequate number of dumpsters to serve all of the residents. Additional information regarding anticipated trash generation should be provided.

#### 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 10<sup>th</sup>, 2025, the applicant indicates that, depending upon unique circumstances, they may or may not construct all five of these new units. Staff recommends that the Planning Commission approve the Major Site Plan to account for all five gatehouse units, and authorize the Community & Economic Development Department to approve an administrative minor site plan amendment in accordance with **15.04.6.E** for a reduced unit count if the applicants choose not to move forward with any or all of the gatehouse units.

#### **Staff Analysis**

Multi-family residential uses are permitted by right within the MUI-2 district. Therefore, unlike a Special Land Use review, the Planning Commission’s review of this site plan needs to be more objective in nature, focusing on whether or not the project satisfies the dimensional, site design, and architectural standards of the Zoning Ordinance. Staff is supportive of the project in that it converts an extended-stay hotel use focusing on short-term accommodations into a use that accommodates long-term rentals at an attainable rate, providing more housing for the workforce, smaller households, single people, among other types of demographics.

Staff finds that the proposed Major Site Plan is in substantial compliance with the site plan review criteria of **Section 15.04.5**, and that the project, with several conditions, will substantially comply with the site design standards of the Zoning Ordinance.

Per Section 15.04.D(6), the Planning Commission may approve a Major Site Plan subject to conditions necessary to address minor modifications to the plan. In order to ensure compliance with Zoning Ordinance standards and to verify the process for administrative flexibility, staff recommends several conditions of approval. Should the Planning Commission move to approve the Major Site Plan, staff suggests that the following conditions be incorporated as conditions of approval:

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 10<sup>th</sup>, 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.
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.

### **Next Step**

After discussion, the Planning Commission may take action on the requested Major Site Plan in the form of a motion. Any motion shall include concise findings based upon the site plan review standards and criteria, Section 15.04.5. Per Section 15.04.3(D), the Planning Commission may postpone action on a Major Site Plan request to allow verification, compilation, or submission of additional or supplemental information or to address other concerns or issues.

**A template motion of approval is provided on the following page.**

### **Attachments**

- **Major Site Plan application - PSPR #25-01**
- **Letter regarding gatehouse units (February 10<sup>th</sup>, 2025)**
- **Email regarding sidewalk easement (February 10<sup>th</sup>, 2025)**
- **Associated Maps**
- **Site Plan**
- **Section 3.21 – Mixed Use Innovation 2 District**
- **Section 15.04 – Site Plan Review**



### Template Motion, Findings and Conditions

Staff offers the following motion of approval and findings 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. A motion for denial may follow this same outline.

MOTION BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, THAT, FOLLOWING DISCUSSION, THE PLANNING COMMISSION HEREBY **APPROVE** MAJOR SITE PLAN REQUEST NUMBER PSPR 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 10<sup>th</sup>, 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.
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.