



MEMORANDUM

Date: November 13th, 2025
To: City of Madison Heights Planning Commission [November 18th, 2025]
From: Matt Lonnerstater, AICP – City Planner
Subject: Master Plan Update – Project Schedule Adjustment

Introduction

Earlier this year, the Planning Commission determined that the Madison Heights Master Plan, adopted in 2021, was due for a “refresh.” This refresh is timely due to recently-completed projects such as the Zoning Ordinance overhaul, 11 Mile streetscape project, and new developments that have come online since 2021. As required by the Michigan Planning Enabling Act, City staff sent out the “*Notice of Intent to Conduct a Master Plan update*” to neighboring communities in June. Prior to this, staff provided the Planning Commission with a tentative project schedule for the Master Plan update. Because of recent busy Planning Commission agendas which did not allow time for Master Plan discussion, staff has updated the project schedule with new deliverables and timeframes, attached to this memo.

Staff will present the updated project schedule at the November 18th Planning Commission meeting.

Additionally, while the original intent was to review each Master Plan chapter as part of the regular Planning Commission agenda, city staff believes that a better approach would be to set up a **Master Plan Committee** consisting of members of the Planning Commission, City Council, and the Downtown Development Authority. A committee approach will allow for a good cross-section of members from the various boards that deal with land use policy and, given the more informal setting, will allow for more in-depth discussions on the contents of each chapter. Findings and drafts of each chapter can then be provided in a more polished format to the full Planning Commission. We aim to set up committee membership, meeting dates, and times at the January Planning Commission meeting. In the meantime, please reach out to city planner Matt Lonnerstater if you are interested in serving on the Master Plan Committee.

**Madison Heights Master Plan Update
Revised Project Schedule
November 2025**

Task	Time Frame
Staff issues a “Notice of Intent to Amend Master Plan” to send to adjacent communities and local governments, public utilities, and transportation agencies in accordance with the Michigan Planning Enabling Act. Finalize Master Plan survey and make public (online and hard-copy).	Completed (survey is published and open to the public; survey closing end of November)
Update background data, demographics, existing land use.	In progress (staff)
Present background data and survey results to Planning Commission Set up Master Plan (MP) Committee and meeting dates/times	January Planning Commission Meeting
Goals and Objectives Chapter	February & March MP Committee meetings March Planning Commission Meeting
Land Use Plan Chapter: <ul style="list-style-type: none"> • Future Land Use • Neighborhood Analyses • Redevelopment Sites 	April, May & June MP Committee meetings July Planning Commission Meeting
Downtown Development Authority (DDA) and Thoroughfare Plan chapters	August & September MP Committee meetings October Planning Commission Meeting
Implementation and Zoning Plan chapters and refinement of other chapters	November & December MP Committee meetings
Presentation of full plan to Planning Commission. Full plan sent to City Council for distribution (this begins mandated 42-day public comment period).	January 2027 Planning Commission Meeting February 2027 Planning Commission/City Council joint meeting (approve for distribution)
Planning Commission public hearing	April or May 2027 Planning Commission meeting
Resolution to adopt Master Plan Amendment	April or May 2027 Planning Commission meeting