



# CITY OF MADISON HEIGHTS

## PLANNING COMMISSION MEETING MINUTES

January 18, 2022  
Council Chambers – City Hall  
300 W. 13 Mile, Madison Heights, MI 48071

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### 1. CALL TO ORDER

Chair Champagne called the meeting of the Madison Heights Planning Commission to order at 5:32 p.m.

### 2. ROLL CALL

Present: Chair Josh Champagne  
Member Bruce Conn  
Member Eric Graettinger  
Mayor Roslyn Grafstein  
City Manager Melissa Marsh  
Member James Smith  
Member Grant Sylvester (arrived late at 5:41 pm)

Absent: Member Cliff Oglesby, Member Bliss

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

Motion by Commissioner Grafstein, supported by Commissioner Graettinger to excuse Members Bliss, Oglesby, and Sylvester (arrived at 5:41 pm).

Motion carried unanimously.

### 3. APPROVAL OF AGENDA

Motion by Commissioner Marsh, Supported by Commissioner Conn, to approve the agenda for tonight's meeting.

Motion carried unanimously.

### 4. APPROVAL OF MINUTES

Motion by Commissioner Conn, supported by Commissioner Smith, to approve the minutes of the regular Planning Commission meeting of December 21, 2021.

Motion carries unanimously.

## 5. PUBLIC HEARING:

### a. Zoning Text Amendment ZTA 21-11: Temporary Certificates of Occupancy

Planner Lonnerstater introduced the Zoning Text Amendment ZTA 21-11 to propose an extension on the length in which temporary certificates of occupancy can remain effective. The current Section 10.703 of the Zoning Ordinance limits a temporary certificate of occupancy to six (6) months. As proposed, the text amendment will allow the City to grant a temporary certificate of occupancy for up to one (1) year.

Due to current market and labor conditions, Staff has found that many property owners and tenants are unable to complete all required building and site work within the six month TCO allowance; this, in turn, has resulted in prematurely-issued permanent COs and several incomplete projects.

To remedy this situation, Staff recommends increasing the maximum length of a temporary certificate of occupancy from six (6) months to one (1) year. Staff believes that this amendment will give property owners and tenants adequate time to properly meet all building and zoning code requirements and site plan conditions without risking TCO expiration.

Chair Champagne opened the public hearing at 5:37 p.m. to hear comments on ZTA 21-11. Seeing there were no comments, public comment portion was closed at 5:38 p.m.

**Motion by Marsh, supported by Conn to recommend approval of text amendment ZTA 21-11 to City Council.**

**Motion Carried.**

## 6. MATTERS FOR CONSIDERATION

### a. Request for Proposals (RFP) for Zoning Ordinance Rewrite

City staff has issued a Request for Proposals (RFP) to hire a qualified planning consulting firm to assist with a comprehensive rewrite of the Madison Heights Zoning Ordinance. Staff is seeking to develop a new, user-friendly Zoning Ordinance that is consistent with the Madison Heights 2021 Master Plan. The new Zoning Ordinance will also help Madison Heights obtain certification through the Michigan Economic Development Corporation's (MEDC) 'Redevelopment Ready Communities' (RRC) program.

Staff believes that a zoning ordinance overhaul is warranted in order to accomplish the following objectives:

- Implement the goals and objectives of the 2021 Master Plan.
- Incorporate user-friendly formatting techniques such as hyperlinking, text, tables and illustrations.
- Include new zoning districts/overlay districts with form-based elements, where necessary, to align with the 2021 Master Plan's 'City Center' and 'Mixed-Use Innovation' designations.
- Promote 'people-oriented' site and building design.
- Identify opportunities for process simplification and flexibility.
- Incorporate modern standards for adaptive reuse and infill development.

As part of the zoning ordinance rewriting process, the work program will include an assessment of the current zoning ordinance, public outreach, consistent updates at Planning Commission and City Council, and the submittal of final documents including a new Zoning Ordinance and, potentially, a new Zoning Map.

Chair Champagne inquired if this will be a complete rewrite of the Zoning ordinance. Planner Lonnerstater explains that rather than piecemeal it, it will be a complete rewrite because often amending one part of the ordinance affects other parts of the ordinance. So it makes sense to amendment it in its entirety so that all components make sense.

The RFP submittal deadline is January 28th, 2022. Per Planner Lonnerstater, volunteers are being sought to serve on a selection committee to help guide this project and one of the volunteers should be from the Planning Commission. The selection committee will be chosen and at their first meeting, they will select their top choice firms to interview. At their second meeting, they will conduct the interviews with those firms selected.

**Motion by Grafstein, seconded by Sylvester, to appoint Eric Graettinger to be a representative on the selection committee and Josh Champagne as the alternate.**

**Motion carries unanimously.**

## **7. PUBLIC COMMENT - For items not listed on the agenda**

No public comment.

## **8. ANNUAL REPORT TO CITY COUNCIL**

The Planning Commission is required to send to Council an annual report each year. Planner Lonnerstater reviews the 2021 annual report with the Commission and highlights the 2021 Master Plan, all of the Zoning Text amendments that came before the Commission and were recommended for approval to City Council, all approved rezonings, and a site plan that was approved.

**Motion by Sylvester, seconded by Graettinger to send the 2021 Planning Commission Annual Report to City Council as written.**

**Motion carries unanimously.**

## **9. ELECTION OF PLANNING COMMISSION OFFICERS**

**a. Chair**

**Motion by Grafstein, supported by Graettinger to appoint Josh Champagne as Chairperson.**  
**Motion carries unanimously.**

**b. Vice Chair**

**Motion by Grafstein, supported by Marsh to appoint Bruce Conn as Vice Chair.**  
**Motion carries unanimously.**

**c. Secretary**

**Motion by Marsh, supported by Grafstein to appoint Grant Sylvester as Secretary.**  
**Motion carries unanimously.**

**10. MEMBER UPDATES**

No member updates.

**11. PLANNER UPDATES**

Planner Lonnerstater congratulated the new Planning Commission officers on their appointments and shared his excitement for the upcoming year.

**12. ADJOURNMENT OF MEETING**

Meeting adjourned by the Chair at 5:56 p.m.