



# **AGENDA**

## **REGULAR PLANNING COMMISSION MEETING**

**OAK PARK, MICHIGAN**  
**DECEMBER 1, 2025**  
**6:00 PM**

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. APPROVAL OF MINUTES**

A. Planning Commission Meeting Minutes 11-03-25

**5. COMMUNICATIONS/CORRESPONDENCE**

A. Administrative Review, DAS VELO Service Course and Café, 13631 W. 11 Mile Rd

B. Administrative Review, Linen Hero, 26500 Harding Ave.

**6. PUBLIC HEARINGS**

A. Public Hearing to consider a proposed Special Land Use request submitted by Minda Cohen, 14411 Vernon Ave., for expanding the current family daycare home (6 or fewer children, less than 24 hours per day) to a group daycare home (7 to 12 children, less than 24 hours per day). Property ID #52-25-19-403-015.

B. Planning Commission action regarding the proposed Special Land Use request submitted by Minda Cohen, 14411 Vernon Ave., for expanding the current family daycare home (6 or fewer children, less than 24 hours per day) to a group daycare home (7 to 12 children, less than 24 hours per day). Property ID #52-25-19-403-015.

C. Public Hearing to consider a proposed Special Land Use request submitted by Esther Buna Green, 26041 Marlowe Pl., for operating a group daycare home (7 to 12 children, less than 24 hours per day). Property ID # 52-25-19-179-021.

D. Planning Commission action regarding the proposed Special Land Use request submitted by Esther Buna Green, 26041 Marlowe Pl., for operating a group daycare home (7 to 12 children, less than 24 hours per day). Property ID # 52-25-19-179-021.

**7. MATTERS FOR CONSIDERATION**

A. OLD BUSINESS

1. Master Plan Update: Bid Award
8. **PLANNING COMMISSION MATTERS FOR DISCUSSION - (FROM MEMBERS ONLY)**
9. **PUBLIC COMMENT ON ITEMS NOT SCHEDULED FOR PUBLIC HEARING**
10. **ADJOURNMENT**

**CITY OF OAK PARK PLANNING COMMISSION  
REGULAR MEETING, MONDAY, NOVEMBER 3, 2025**

**MINUTES**

The meeting was called to order at 6:00 p.m. in the City Council Chambers, 14000 Oak Park Blvd, Oak Park, MI 48237, by Vice Chairperson Brown, and roll call was made.

PRESENT: Vice Chairperson Brown  
Commissioner Tungate  
Commissioner McClellan  
Commissioner Eizelman  
Commissioner Whitehead  
Commissioner Seligson  
Commissioner Tkatch  
Commissioner Walters-Gill

ABSENT: Chairperson Torgow

OTHERS PRESENT: Economic Development & Planning Specialist, Salam Habhab  
Director of Municipal Services, Kim Marrone

**3. APPROVAL OF AGENDA OF NOVEMBER 3, 2025:**

**MOTION by Tkatch, SECONDED by Seligson, to approve** the agenda as presented for the November 3, 2025, meeting.

**VOTE:** Yes: Brown, Tungate, McClellan, Eizelman, Whitehead, Seligson, Tkatch, Walters-Gill  
No: None

**MOTION CARRIED**

**4. APPROVAL OF MINUTES OF OCTOBER 21, 2025:**

**MOTION by Tkatch, SECONDED by Seligson, to approve** the October 21, 2025, minutes.

**VOTE:** Yes: Brown, Tungate, McClellan, Eizelman, Whitehead, Seligson, Tkatch, Walters-Gill  
No: None

**MOTION CARRIED**

## **5. COMMUNICATIONS/CORRESPONDENCE:**

Habhab reported that a letter of support was received this afternoon regarding the Wilmos & Lillian Schwarcz Education Center addition project. The correspondence will be entered into the record, and printed copies were provided to the Planning Commission members at the meeting.

## **6. PUBLIC HEARINGS**

- A. Public Hearing to consider a proposed Special Land Use submitted by Neil Ganshorn – Rand Construction- for an addition to the Wilmos & Lillian Schwarcz Education Center, at 25401 Coolidge Hwy and 13630 Balfour Ave. Parcel IDs #52-25-19-429-022 and #52-25-19-429-021.
  
- C. Public Hearing to consider a proposed rezoning of 13630 Balfour Ave. Parcel ID 52-25-19-429-021, from R-1, Single Family Residential District Office District to R-2, Two-Family Residential District. The applicant proposes to combine the properties at 25401 Coolidge Hwy. and 13630 Balfour Ave. into a single parcel. The resulting parcel will be zoned R-2 District, consistent with the current zoning of the school property.

Vice Chairperson Brown opened the Public Hearing at 6:03 p.m. for the special land use and rezoning requests for the Wilmos & Lillian Schwarcz Education Center addition project.

Commissioner Tungate asked if the planning staff could provide a description so that members of the public in attendance would have a better understanding of the proposal.

Habhab provided an overview of the project and explained that the special land use and rezoning requests are for a proposed school addition. The applicant proposes expanding the school building at 25401 Coolidge Hwy and building 4,780 square feet to the north of the building for a total of approx. 11,500 square feet. The residential property at 13630 Balfour will be improved by a parking lot. The current school's property is zoned R-2 District, while the residential property is zoned R-1 District. Educational institutions are permitted in the R-1 and R-2 districts. The applicant intends to combine both parcels into a single parcel. To facilitate the parcel combination, the applicant proposes to rezone the residential property to the R-2 District, to align with the zoning district of the school property.

Neil Ganshorn, Rand Construction-General Contractor, presented the project and answered questions raised by the Planning Commission.

Director Kim Marrone answered questions raised by the Planning Commission.

The following spoke in favor of the project:

- Mendel Stein, 25401 Coolidge Hwy.
- Rita Winer, 15040 Northfield Ave.

Vice Chairperson Brown closed the Public Hearing at 6:21 p.m.

- B. Planning Commission action regarding a proposed Special Land Use submitted by Neil Ganshorn – Rand Construction- for an addition to the Wilmos & Lillian Schwarcz Education Center, at 25401 Coolidge Hwy and 13630 Balfour Ave. Parcel IDs #52-25-19-429-022 and #52-25-19-429-021.

**MOTION by Seligson, SECONDED by Tkatch**, to approve the Special Land Use request submitted by Neil Ganshorn – Rand Construction- for an addition to the Wilmos & Lillian Schwarcz Education Center, at 25401 Coolidge Hwy and 13630 Balfour Ave. Parcel IDs #52-25-19-429-022 and #52-25-19-429-021.

**VOTE:**        Yes:            Brown, Tungate, McClellan, Whitehead, Seligson, Tkatch, Walters-Gill  
                  No:                None  
                  Abstained:    Eizelman (due to a conflict of interest)

**MOTION CARRIED**

- D. Planning Commission action regarding the proposed rezoning of 13630 Balfour Ave. Property ID #52-25-19-429-021 from R-1, Single Family Residential District Office District to R-2, Two-Family Residential District. The applicant proposes to combine the properties at 25401 Coolidge Hwy. and 13630 Balfour Ave. into a single parcel. The resulting parcel will be zoned R-2 District, consistent with the current zoning of the school property.

**MOTION by Tkatch, SECONDED by Seligson**, to approve the proposed rezoning of 13630 Balfour Ave. Property ID #52-25-19-429-021 from R-1, Single Family Residential District Office District to R-2, Two-Family Residential District.

**VOTE:**        Yes:            Brown, Tungate, McClellan, Whitehead, Seligson, Tkatch, Walters-Gill  
                  No:                None  
                  Abstained:    Eizelman (due to a conflict of interest)

**MOTION CARRIED**

**7. MATTERS FOR CONSIDERATION**





# CITY OF OAK PARK

## DEPARTMENT OF ECONOMIC DEVELOPMENT & PLANNING

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Shaun Whitehead  
**Council Members**  
Solomon Radner  
Julie Edgar  
Stephanie Crawford  
**City Manager**  
Erik Tungate

November 17, 2025

DAS VELO, LLC  
1391 Bird Ave.  
Birmingham, MI 48009

RE: DAS VELO Service Course and Cafe – 13631 W. 11 Mile Rd.

This letter is in regard to your request for Administrative Approval for DAS VELO Service Course and Cafe, a retail operation providing bicycle repair, sales and parts, bicycle fitting, and cafe, at 13631 W. 11 Mile Rd., Oak Park, MI 48237, Parcel ID # 52-25-19-227-042.

The site plan depicts initial facade beautification work in phase 1, and future outdoor dining area (option 1 and option 2) in phase 2. The proposed future outdoor dining areas are not part of this approval. A separate outdoor dining application shall be submitted for review at the phase 2 stage.

After reviewing the information that you provided, the Economic Development and Planning Department has administratively approved your request and the related Site Plan, as described below.

Site Plan provided for Administrative Approval Review		
Title	Sheet	Date
Site Plan Review Submittal Package	1-18	Received 11/03/2025

**Please be advised that the approval is conditioned on the following:**

1. The proposed future outdoor dining area is not part of this approval. A separate outdoor dining application shall be submitted for review at the phase 2 stage.
2. The site plan does not depict a waste receptacle/enclosure. The applicant indicated that an interior facility is provided. If the need for a dumpster becomes necessary, the applicant will be required to provide a dumpster with the required enclosure in compliance with Article 1, Division 1, Section 333 of the Zoning Ordinance.
3. The applicant shall obtain approval from the Oakland County Health Department, as well as any other required state or local approvals, prior to commencing operations.
4. Any modifications to the access drive on Eleven Mile Rd. shall require obtaining permits/approval from the City of Oak Park Engineering Department.
5. All proposed rooftop or ground-level equipment must be screened as required by the zoning ordinance.
6. Any existing or proposed exterior lighting should be shielded and downward casting to eliminate the possibility of nuisance to the adjoining properties as required by the zoning ordinance.

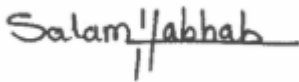
7. No signs are approved as part of the Administrative Approval. A separate permit must be requested for the inclusion of any signs at this site.
8. This review is from the Economic Development and Planning Department only. The Site Plan shall comply with the requirements of the City of Oak Park Engineering, Building, and Fire Departments, as applicable.

**You may now proceed to obtain a building permit, a business license, or any other permits required to complete this project.** It is your responsibility to read and understand approved plans, conditions, and additional approvals required to obtain a building permit or any other additional approvals required to complete this project.

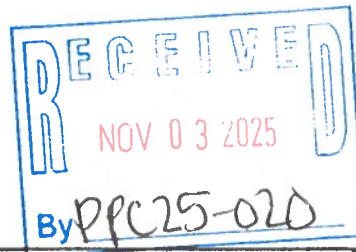
**This approval will expire on May 17, 2027,** unless actual physical construction of a substantial nature of the improvements included in the approved site plan has been commenced and proceeded meaningfully toward completion during this period. If you require an extension of time, you may do so in writing before the expiration date, subject to the regulations of Article 5 Division 1 of the zoning ordinance.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Salam Habhab,  
Economic Development and Planning Specialist  
City of Oak Park  
14300 Oak Park Blvd.  
Oak Park, MI 48237  
(248) 691-7455  
[shabhab@oakparkmi.gov](mailto:shabhab@oakparkmi.gov)



**PROPERTY INFORMATION**

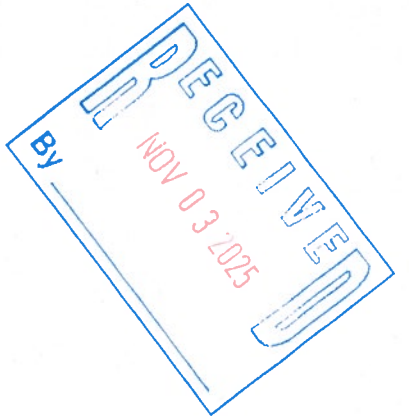
Name of Proposed Development	DAS VELO Service Course and Cafe		
Property Address	13631 W 11 Mile Road		
Parcel Number   Sidwell Number	25-19-227-042		
Legal Description	Lots 51, 52 and 53 Northhaven Subdivision		
Existing Land Use	Office		
Proposed Land Use/ Text or Zoning Amendments (Detailed Description).			
Retail, Bicycle Repair, Sales and Cafe			
Estimated Monetary Investment	\$ 75,000 <sup>00</sup>	Projected Number of Employees	2 to 4

**PROPERTY OWNER INFORMATION**

Owner Name	TAPAN KUMAR RAUT						
Owner Address	1821 OAK FOREST DRIVE E						
City	TROY	State	MI	Zip	48085	Phone	248 703 9598
Signature of Property Owner		Print Name	Tapan K. Raut				
Email Address	Tapan@Synergyrehabinc.com						

**APPLICANT INFORMATION**

Applicant Name and Role	DAS VELO, LLC - Property Lessee						
Applicant Address	1391 Bird Ave						
City	Birmingham	State	MI	Zip	48009	Phone	248 838 8772
Signature of Applicant		Print Name	Adam Halsband				
Email Address	halsband@DAS-VELO.com						



**DAS VELO Service Course & Cafe**  
**Bike Repair – Bike Fitting & Performance – Bike Accessories - Cafe**

**Site Plan Review Submittal Package – City of Oak Park**

**Submitted By: Adam Halsband – Managing Partner Das Velo, LLC, (248) 838-8772**

**Property Location: 13631 W 11 Mile Road, Oak Park, MI 48237**

**Project: DAS VELO Service Course & Café**

**Date: October 30<sup>th</sup> 2025**



# DAS VELO – SITE PLAN REVIEW PACKAGE

## PROJECT SCHEDULE:

### Current Status as of this Submittal

- DAS VELO, LLC has an LOI in place with RAUT Properties for the lease of the property at 13631 W 11 Mile Road.
- The drawings provided in this package outline the planned upfitting of the property to support operations as a retail operation providing Bicycle Repair, Sales and Parts, Bicycle Rider Fitting as well as Café with coffee and light snacks

### October/November

- Architectural drawings are being prepared for submittal, along with appropriate food establishment plan review applications/forms, to the Oakland County Health Division (OCHD).

- Architectural drawings are being prepared for submittal to the City of Oak Park Building Department

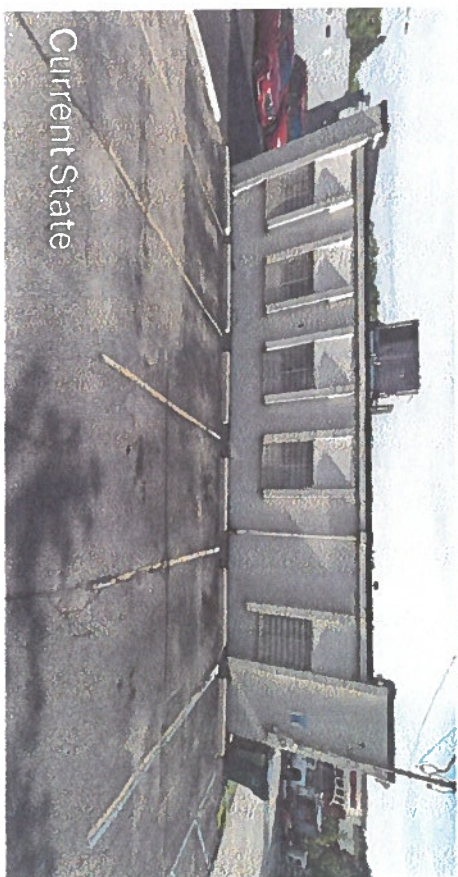
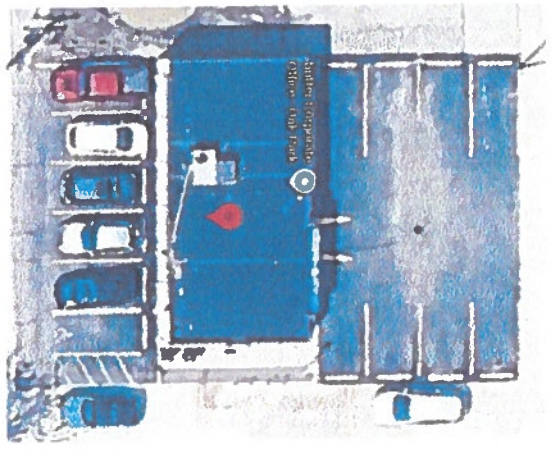
### December/January

- Pending approval (issuance of permits) from the City of Oak Park and the OCHD, DAS VELO will through contractors execute the planned remodeling/refurbishment of the property.
- Demolition, Improvements, Permit Inspections and Approvals
- Targeting opening to the public January '26 with a soft open as soon as possible

# 13631 W 11 Mile Road – Future Home of DAS VELO

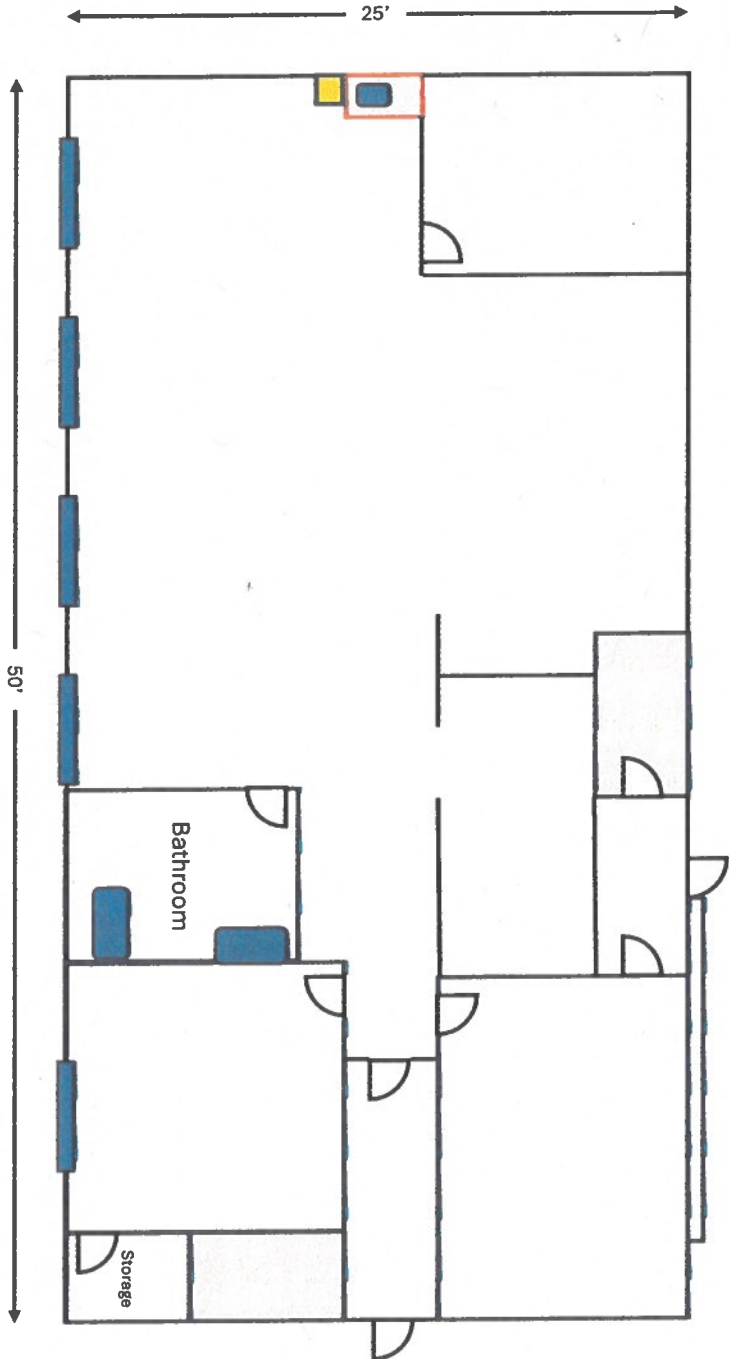
13631 W 11 Mile Road Oak Park

- 1, 455 Sq Ft total
- Parking Front and Rear (8 + 6 Spaces)



# 13631 W 11 Mile Road – Future Home of DAS VELO

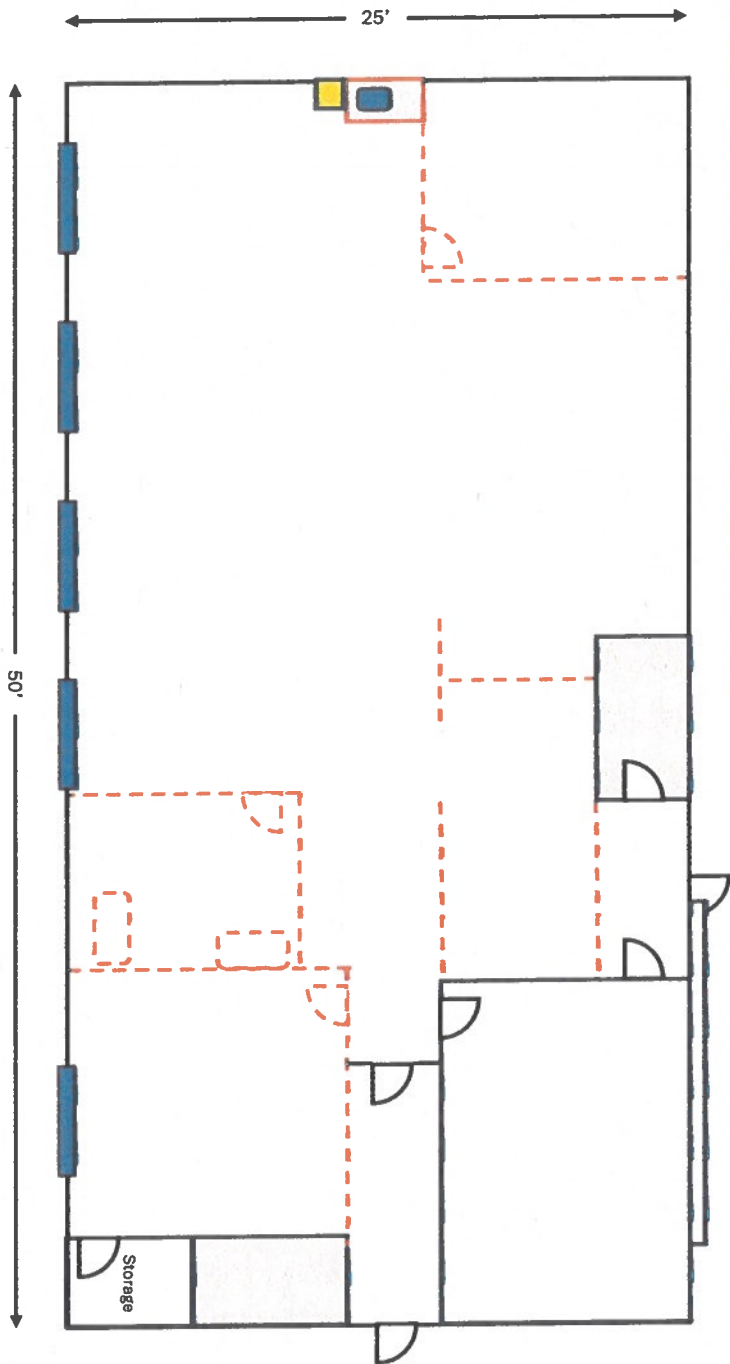
## Existing Layout



Scale 1" = 6.25'

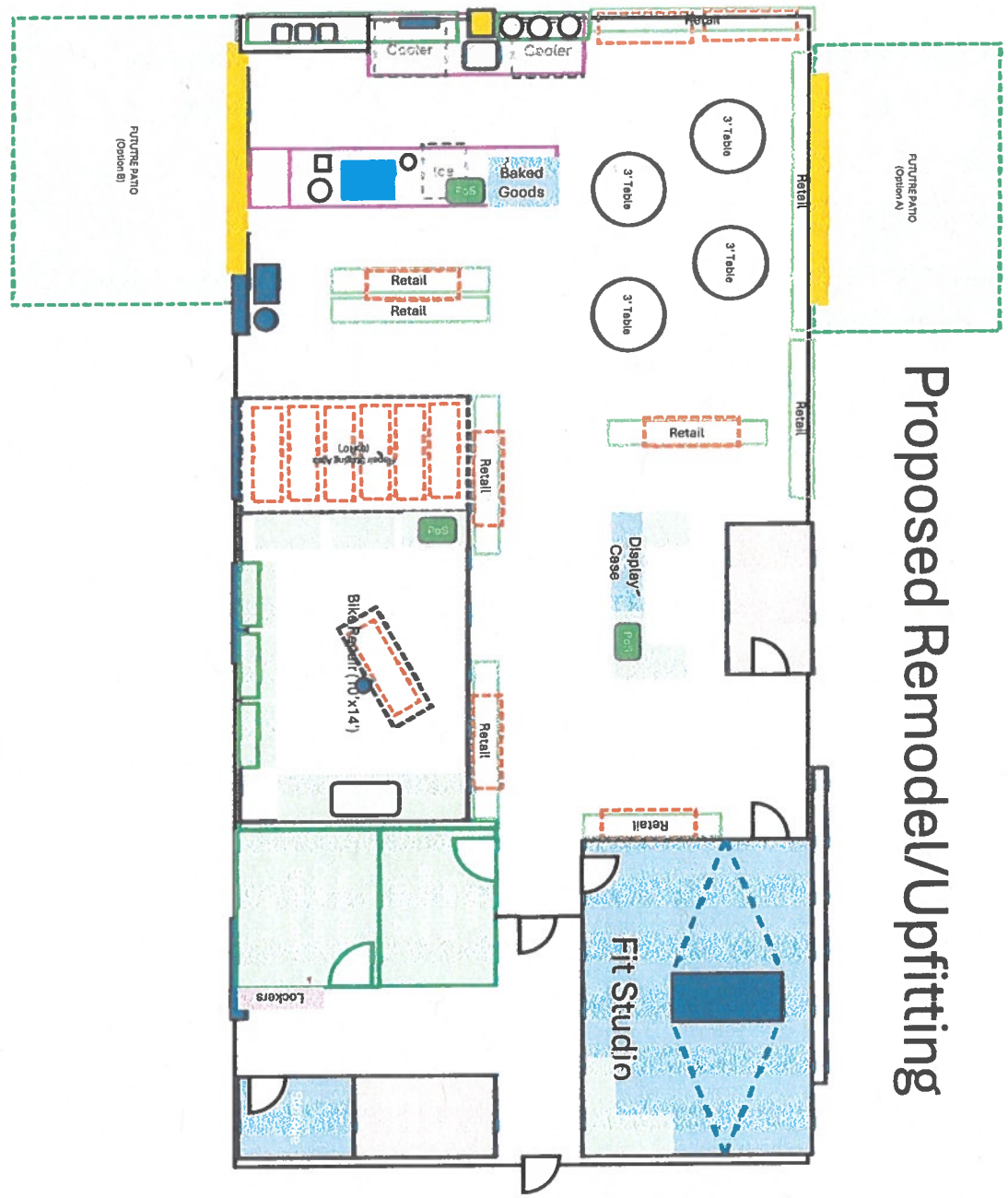
# 13631 W 11 Mile Road -- Future Home of DAS VELO

Planned removal of non-structural walls/partitions



Scale 1" = 6.25'

# Proposed Remodel/Upfitting

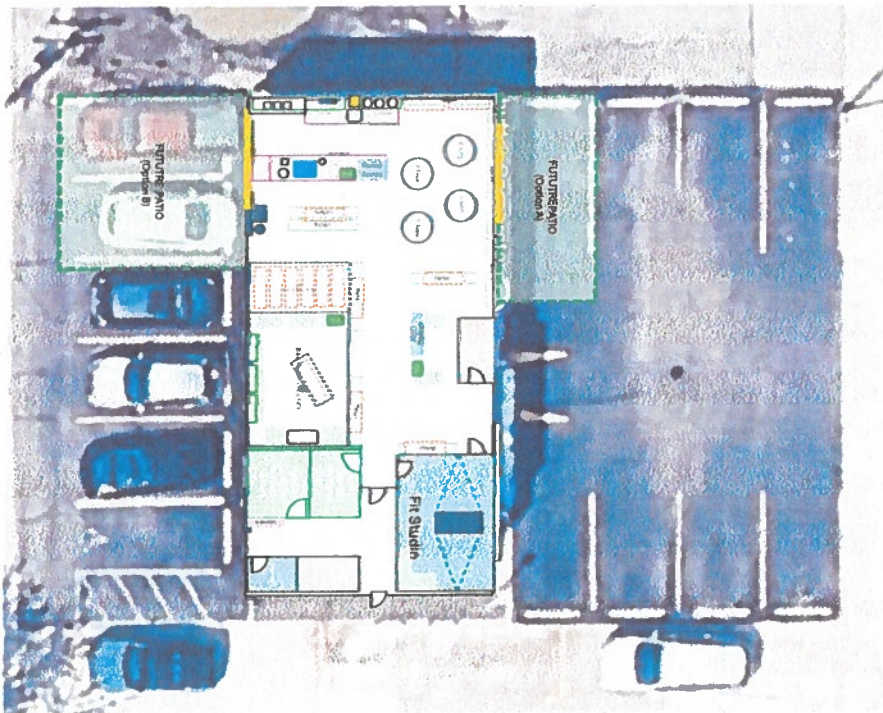


**LEGEND**

- Overhead Cabinet
- Base Cab/Counter
- Café Counter
- Bicycle
- Point of Sale Computer/Register 110V/XXA at Each

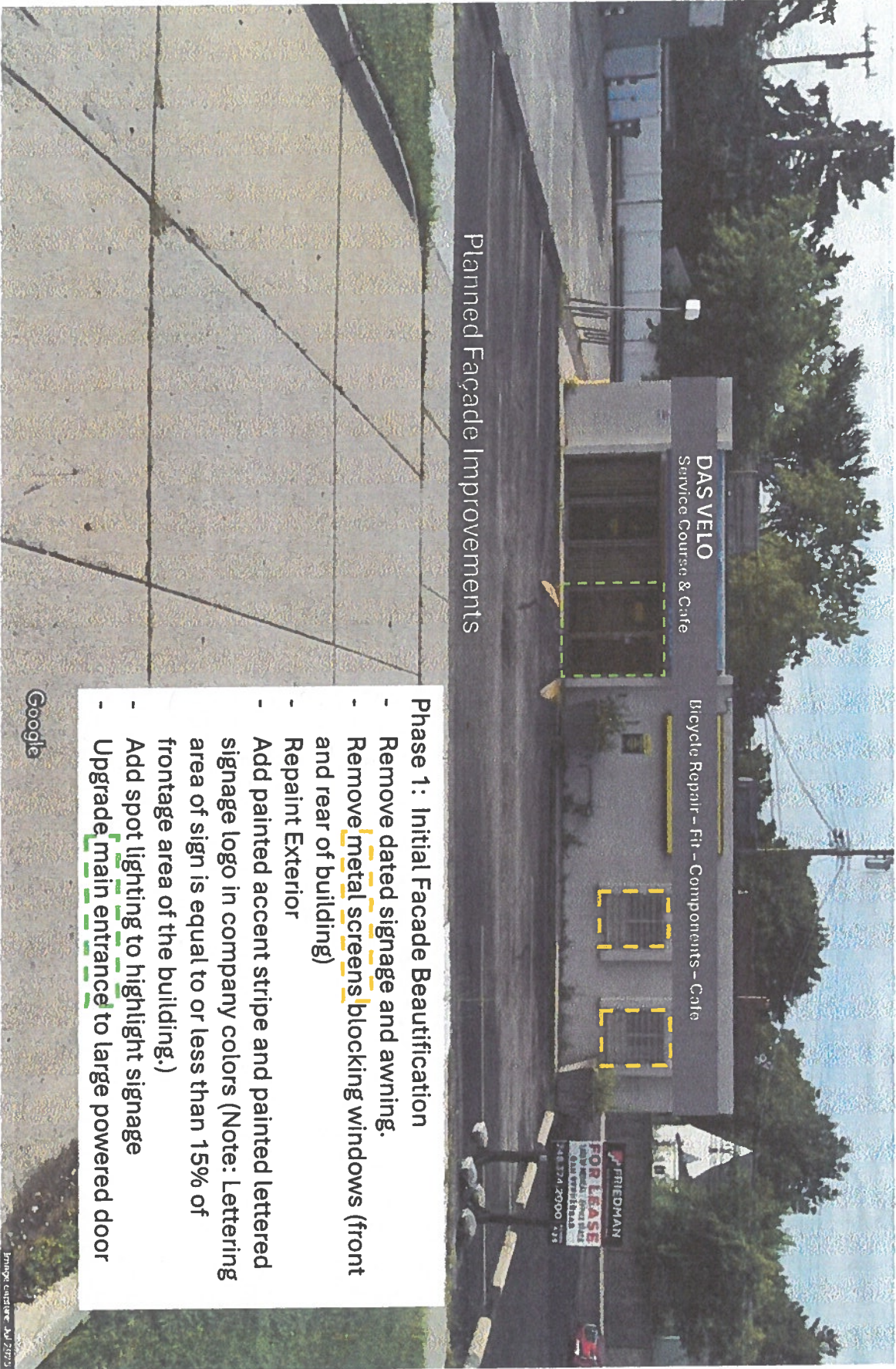
Scale 1" = 6.25'

# 13631 W 11 Mile Road – Future Home of DAS VELO



# 13631 W 11 Mile Road – Future Home of DAS VELO

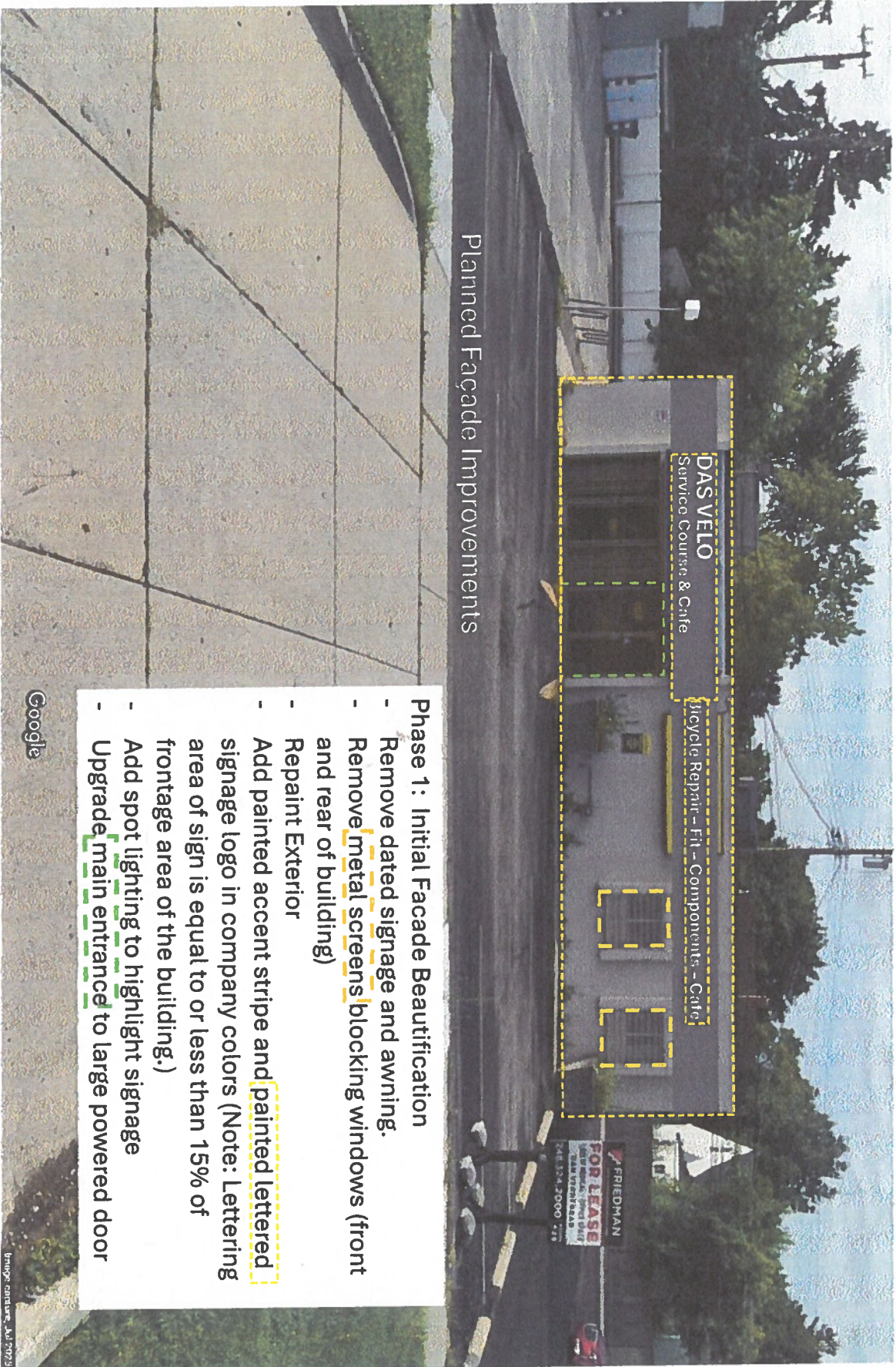




### Planned Façade Improvements

- Phase 1: Initial Façade Beautification
- Remove dated signage and awning.
  - Remove metal screens blocking windows (front and rear of building)
  - Repaint Exterior
  - Add painted accent stripe and painted lettered signage logo in company colors (Note: Lettering area of sign is equal to or less than 15% of frontage area of the building.)
  - Add spot lighting to highlight signage
  - Upgrade main entrance to large powered door

Google

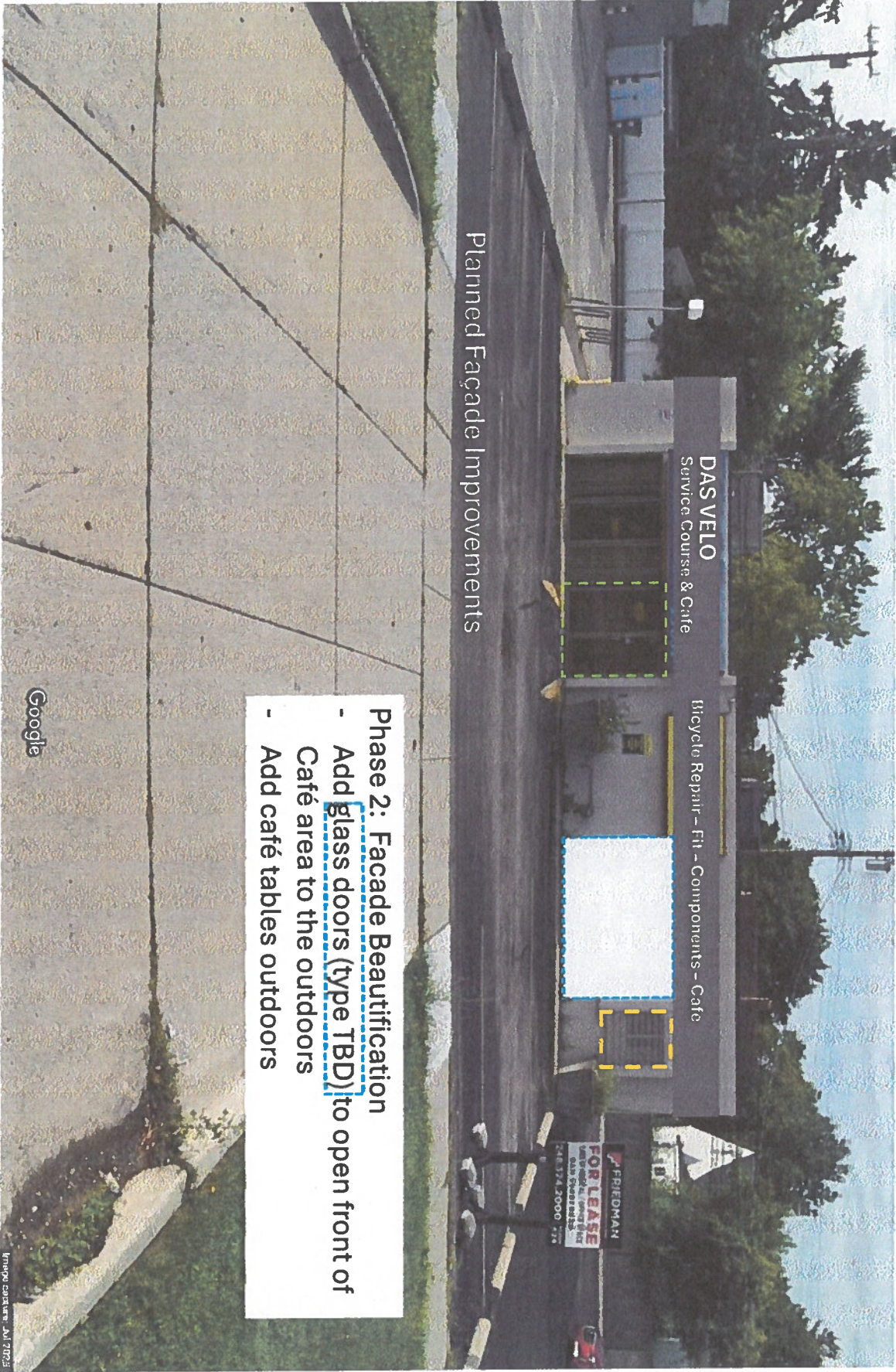


### Planned Facade Improvements

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  - Add spot lighting to highlight signage
  - Upgrade main entrance to large powered door

Google

Image courtesy of Google



Planned Façade Improvements

- Phase 2: Façade Beautification
- Add glass doors (type TBD) to open front of Café area to the outdoors
  - Add café tables outdoors

Google

Imagery capture date: Jul 2023



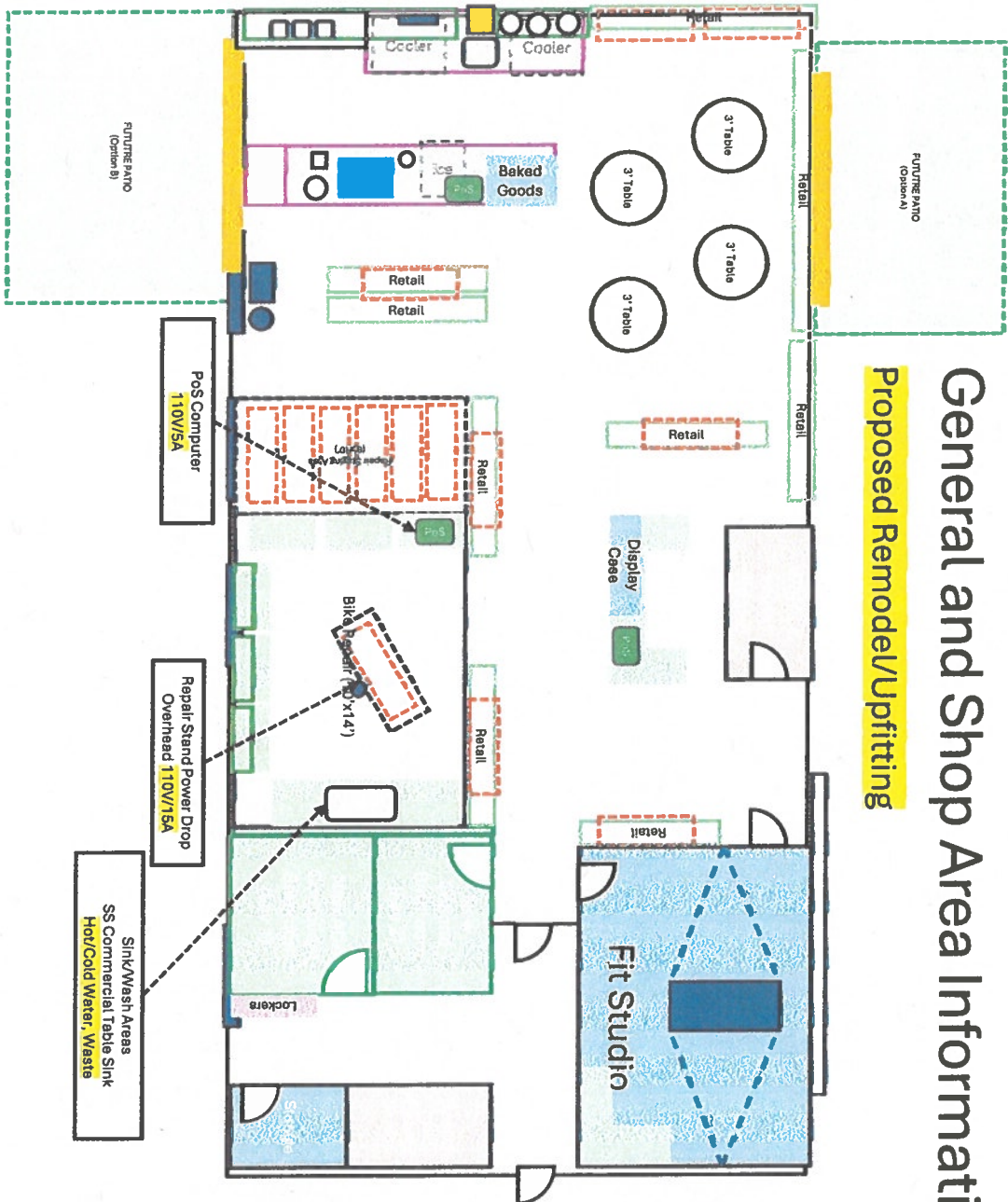
Planned Façade Improvements

- Phase 2: Façade Beautification Rear of Bldg
- Add glass doors (type TBD) to open Rear of Café area to the outdoors
- Add café tables outdoors
- Note: Metal screens to be removed in Phase 1 refresh/repaint

on Rd  
1000 Mt  
Berkeley

# General and Shop Area Information

## Proposed Remodel/Upfitting



**LEGEND**

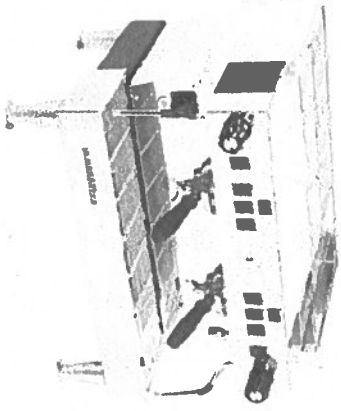
- Overhead Cabinet
- Base Cab/Counter
- Café Counter
- Bicycle
- Point of Sale Computer/Register 110V/15A at Each

Scale 1" = 6.25'



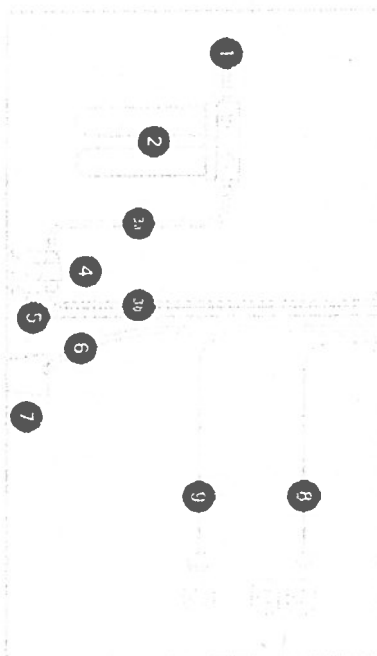
# Café Area Utility Load Sheet

Item	Description	Volts	Amps	Connection	Water	Waste	Other
1	Pos/Display Case	120V	15A		N/A	N/A	
2	Ice Machine	120V	15A	NEMA 5-15P	Filtered Cold Water	Drain	Scotsman UC2024SA-1 Air Cooled Undercounter
3a	Drip Coffee Machine	120V	15A	NEMA 5-15P	20-75 psig, (138-517kPa) 1½gpm/(5.7lpm), 3/8 inch male flare, filtered, 100-150TDS		See cut sheet data – FETCO CBS-1231
3b	Drip Coffee Grinder	120V	15A	NEMA 5-15P	n/a	n/a	Mahlkönig EK43
3c	Specialty Coffee Grinder	120V	15A	NEMA 5-15P			
4	Personnel Hand Wash	N/A	N/A	n/a	Hot/Cold Potable	Drain	
5a,b	Undercounter Coolers (Two)	115V	7A	NEMA 5-15P	N/A	N/A	Two (2) Avantco SS-UC-36R-HC
6	Beverage Dispenser (TBD)	n/a	n/a	TBD	TBD	Drain	TBD
7	Triple Sink Sanitary Wash Area	n/a	n/a	n/a	Hot/Cold Potable	Broken Drain and Grease Trap	
8	Espresso Cup Rinse Sta.	n/a	n/a	n/a	Cold Potable	Drain	Spinjet RHPR600-S
9	Espresso Machine	240V	30A	NEMA 6-30P	20-75 psig, (138-517kPa) 1½gpm/(5.7lpm), 3/8 inch male flare, filtered, 100-150TDS	Drain	See cut sheet – La Marzocco Linea classic s
10	Knock Out Box	n/a	n/a	n/a	n/a	Solid Waste Bin	
11a	Espresso Grinder	110V	15A	NEMA 5-15P	n/a	n/a	Mahlkönig E65S
11b	Espresso Tamper	110V	5A	NEMA 5-15P	n/a	n/a	PugPress M3
12	Drink Bottle Refill Station	n/a	n/a	n/a	Cold Potable	Drain	TBD



## la marzocco linea classic s Espresso Machine

SPECIFICATIONS	2 group
dimensions (W x D x H)	27.3" x 23.1" x 17.5"
weight (lbs)	130
voltage (VAC, phase, Hz)	208-240, 1, 60
element wattage	4600
steam boiler capacity (liters)	7
brew boiler capacity (liters)	3.4
amp service required	30



### front view

1. 3/8" cold water supply
2. water filter required (not provided), see water specifications below.
- 3a. 3/8" compression cold water supply line suggested max. dist. from water supply
- 3b. 3/8" GSP cold water supply line suggested max. dist. from water supply
4. pump and motor
5. electrical supply to motor from machine
6. 3/4" flexible drainage (min. 0.25"/ft slope)
7. floor drain
8. 110V, 15amp elec. supply to grinder
9. 208-240V single phase elec. supply to

### water specifications

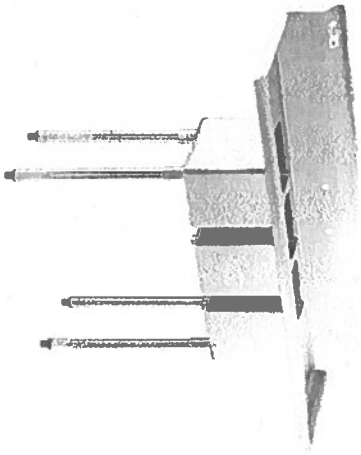
La Marzocco recommends that your filtration system produces water with the following properties:

La Marzocco	Recommended
Total Hardness	70—100 ppm
Total Iron	0—0.02ppm
Free Chlorine	0—0.03ppm
Total Chlorine	0—0.1ppm
pH	6.5—8
Alkalinity	40—80ppm
Chloride	0—30ppm
Line Pressure	45—80 PSI
Flow Rate	2 GPM or 8 LPM

### Power

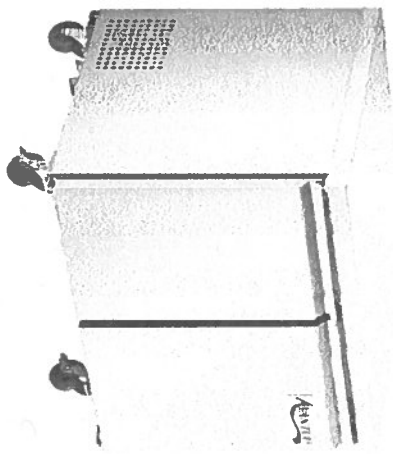
Voltage/Phase/Cycle	208-240 VAC 1Ø 60Hz
Wattage	4600
Full Load Amp Draw	22
Max. Dist. from Outlet*	5'
NEHA Plug and Outlet*	6-30P, 6-30R





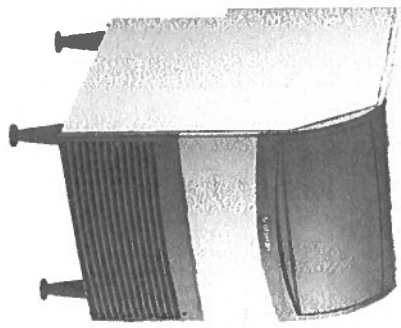
**Regency 66" 16-Gauge Stainless Steel Three Compartment Commercial Sink with Galvanized Steel Legs and 2 Drainboards - 10" x 14" x 12" Bowls**

- Specs**  
 Shipping Weight 138 lb.  
 Length 66 Inches  
 Width 19 13/16 Inches  
 Height 43 3/4 Inches  
 Drainboard Length 16 Inches  
**Bowl Depth 12 Inches**  
 Work Surface Height 36 1/2 Inches  
 Basket Drain Size 3 1/2 Inches  
**Bowl Front to Back 14 Inches**  
**Bowl Left to Right 10 Inches**  
 Drain Outlet Size 1 1/2 Inches



**Avantco SS-UC-36R-HC 36" Undercounter Refrigerator**

- Specs**  
 Shipping Weight 279 lb.  
 Width 36 1/4 Inches  
 Depth 29 1/2 Inches  
 Height 35 1/4 Inches  
 Power Cord Length 84 Inches  
 Interior Width 33 Inches  
 Left Door Opening Width 14 5/16 Inches  
 Right Door Opening Width 14 5/16 Inches  
 Interior Depth 22 7/8 Inches  
 Interior Height 23 1/2 Inches  
 Work Surface Height 35 1/4 Inches  
 Amps 2.3 Amps  
 Hertz 60 Hz  
 Phase 1 Phase  
 Voltage 115 Volts  
 Wattage 250 Watts  
 Starting Amps 6.9 Amps  
 Plug Type NEMA 5-15P



**Scotsman UC2024SA-1 Air Cooled Undercounter Small Cube Ice Machine - 227 lb.**

- Specs**  
 Shipping Weight 169 lb.  
 Width 24 Inches  
 Depth 28 1/2 Inches  
 Height 39 Inches  
 Phase 1 Phase  
 Voltage 115 Volts  
 24 Hour Ice Yield 227 Pounds  
 Bin Storage Capacity 80 lb.  
 Condenser Type Air Cooled  
 Ice Type Half Size Cubes  
 Installation Type Undercounter  
 Plug Type NEMA 5-15P  
 Refrigerant Type R-134A  
 Type Ice Machines with Bins  
 Water Inlet Size 3/8 Inches



# CITY OF OAK PARK

## DEPARTMENT OF ECONOMIC DEVELOPMENT & PLANNING

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Shaun Whitehead  
**Council Members**  
Solomon Radner  
Julie Edgar  
Stephanie Crawford  
**City Manager**  
Erik Tungate

November 21, 2025

Daniel Abraham  
26091 Stratford Pl.  
Oak Park, MI 48237

RE: Linen Hero – 26500 Harding Ave.

Dear Daniel Abraham,

This letter is in regard to your request for Administrative Approval for Linen Hero, an event rental business at 26500 Harding Ave., Oak Park, MI 48237, Parcel ID # 52-25-19-105-022.

After reviewing the information that you provided, the Economic Development and Planning Department has administratively approved your request and the related Site Plan, as described below.

Site Plan provided for Administrative Approval Review		
Title	Sheet	Date
As Built Floor Plan	-	Received 11/07/2025
Aerial view (site plan) and images	-	Received 11/07/2025

**Please be advised that the approval is conditioned on the following:**

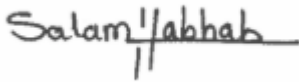
1. The site plan does not depict a waste receptacle/enclosure. The applicant indicated that an interior facility is provided. If the need for a dumpster becomes necessary, the applicant will be required to provide a dumpster with the required enclosure in compliance with Article 1, Division 1, Section 333 of the Zoning Ordinance.
2. Any modifications to the access drive on Harding Ave. shall require obtaining permits/approval from the City of Oak Park Engineering Department.
3. All proposed rooftop or ground-level equipment must be screened as required by the zoning ordinance.
4. Any existing or proposed exterior lighting should be shielded and downward casting to eliminate the possibility of nuisance to the adjoining properties as required by the zoning ordinance.
5. No signs are approved as part of the Administrative Approval. A separate permit must be requested for the inclusion of any signs at this site.
6. This review is from the Economic Development and Planning Department only. The Site Plan shall comply with the requirements of the City of Oak Park Engineering, Building, and Fire Departments, as applicable.

**You may now proceed to obtain a building permit, a business license, or any other permits required to complete this project.** It is your responsibility to read and understand approved plans, conditions, and additional approvals required to obtain a building permit or any other additional approvals required to complete this project.

**This approval will expire on May 21, 2027,** unless actual physical construction of a substantial nature of the improvements included in the approved site plan has been commenced and proceeded meaningfully toward completion during this period. If you require an extension of time, you may do so in writing before the expiration date, subject to the regulations of Article 5 Division 1 of the zoning ordinance.

If you have any questions, please do not hesitate to contact me.

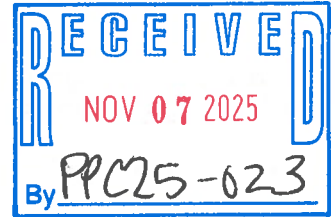
Sincerely,

A handwritten signature in black ink that reads "Salam Habhab". The signature is written in a cursive style with a horizontal line underneath the name.

Salam Habhab,  
Economic Development and Planning Specialist  
City of Oak Park  
14300 Oak Park Blvd.  
Oak Park, MI 48237  
(248) 691-7455  
[shabhab@oakparkmi.gov](mailto:shabhab@oakparkmi.gov)



**CITY OF OAK PARK**  
 MUNICIPAL SERVICES  
 ECONOMIC DEVELOPMENT & PLANNING DIVISION  
 14300 Oak Park Blvd,  
 Oak Park, Michigan 48237



APPLICATION FOR SITE PLAN REVIEW		
FEES		
<input type="checkbox"/> Site Plan Review		\$750.00
<input type="checkbox"/> Special Land Use and Public Hearing (including Site Plan Review)		\$1,000.00
<input checked="" type="checkbox"/> Administrative Review		\$300.00
<input type="checkbox"/> Text or Zoning Amendments (rezoning*)		\$600.00
<input type="checkbox"/> Planning Commission Special Meeting (in addition to other fees)		\$600.00
<input type="checkbox"/> Deviation from Approved Site Plan (major modifications)		\$300.00
<b>Date Received</b>	<b>Fee Paid</b>	<b>Site Plan No.</b>
11/07/2025	\$300.00	PPC25-023

Site Plan Review

Site Plan Review is the process of reviewing drawings that illustrate the layout of land and structures for conformance with ordinance requirements and both on-site and off-site impacts. These requirements may include ingress/egress, traffic flow, landscaping, storm drainage, soil erosion, grading of land, parking, and signage.

Site Plan Reviews are conducted and approved by the Planning Commission, with the exception of the Administrative Review. We encourage you to request a conceptual site plan review meeting. This service is free of charge and helps to expedite the approval process. Please contact the Economic Development and Planning Department to schedule a meeting at (248) 691-7455.

Notice to Applicant

Completed Applications must be submitted to the Economic Development and Planning Department (30) days prior to the Planning Commission meeting at which the application will be considered.

Complete sets must include the following:

- Application
- Review Fee
- Plans (15 sets) (folded)
- Electronic Copy of all Plans

The Planning Commission meets the second Monday of the month at 7:00 PM in the City Council Chamber at the City Hall, 14000 Oak Park Blvd. Oak Park, MI 48237


**PROPERTY INFORMATION**

Name of Proposed Development				Liner Hero			
Property Address				2650 Harding Street			
Parcel Number   Sidwell Number							
Legal Description							
Existing Land Use				Industrial			
Proposed Land Use/ Text or Zoning Amendments (Detailed Description).							
to run an event planning and rental business. Event planning and rental business							
Estimated Monetary Investment		\$ 100,000		Projected Number of Employees		8	

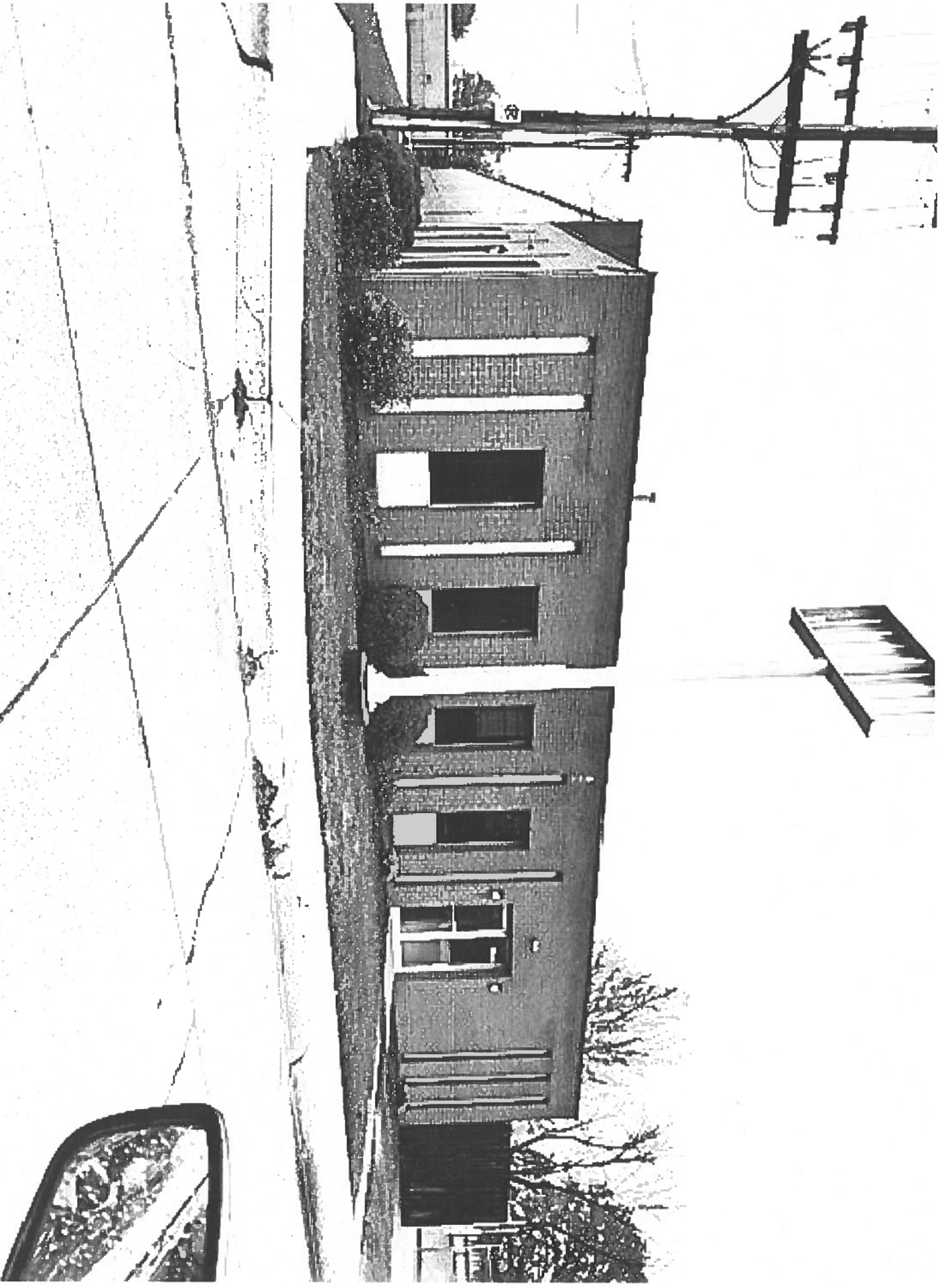
**PROPERTY OWNER INFORMATION**

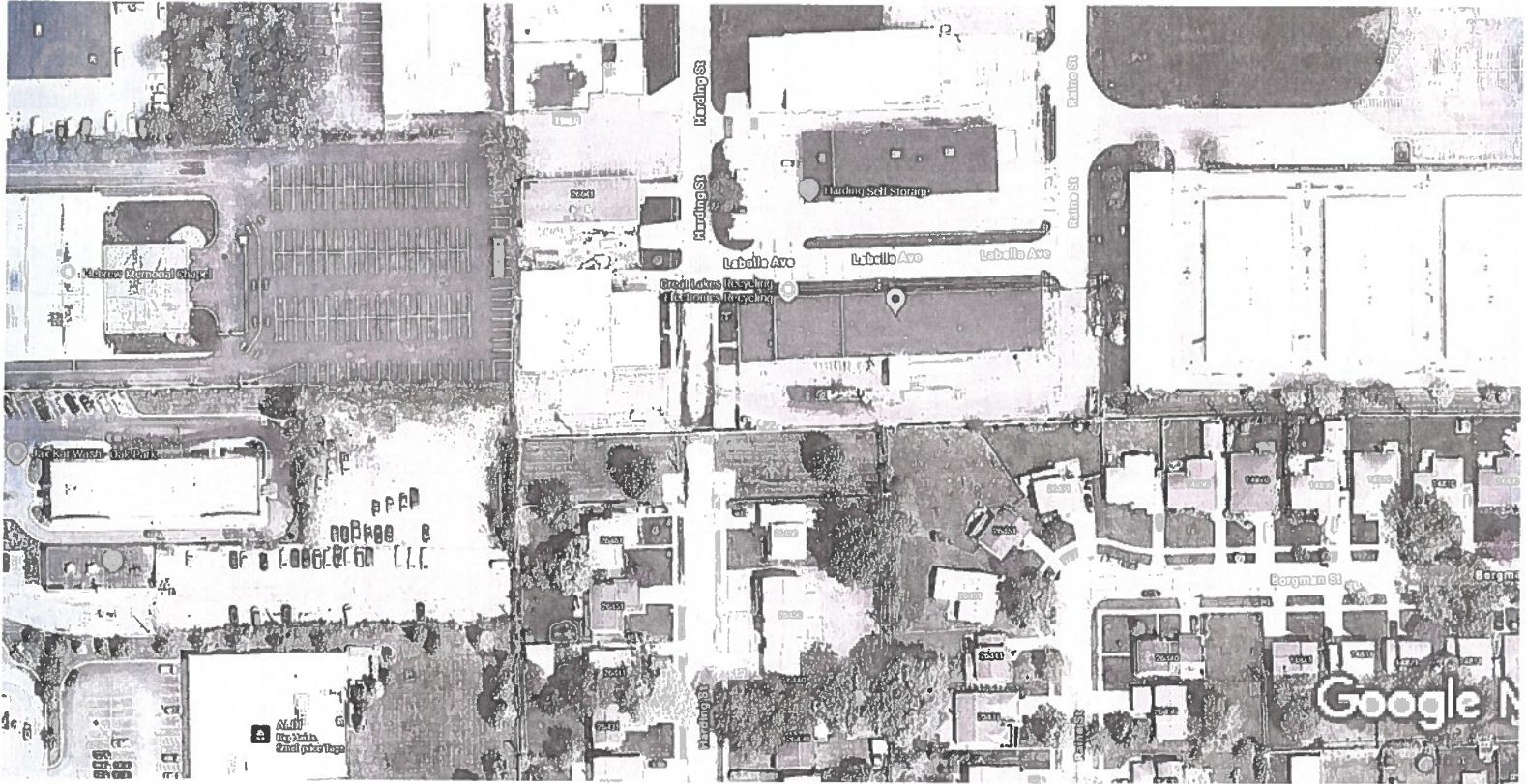
Owner Name				<del>Daniel Abraham</del> EME Harding					
Owner Address				<del>2650 Harding Street</del> 26640 Harding					
City	oak Park		State	MI		Zip	48237	Phone	947-366-0927
Signature of Property Owner				B. Haley		Print Name Bethany Haley			
Email Address				bhaley@ovisprop.com					

**APPLICANT INFORMATION**

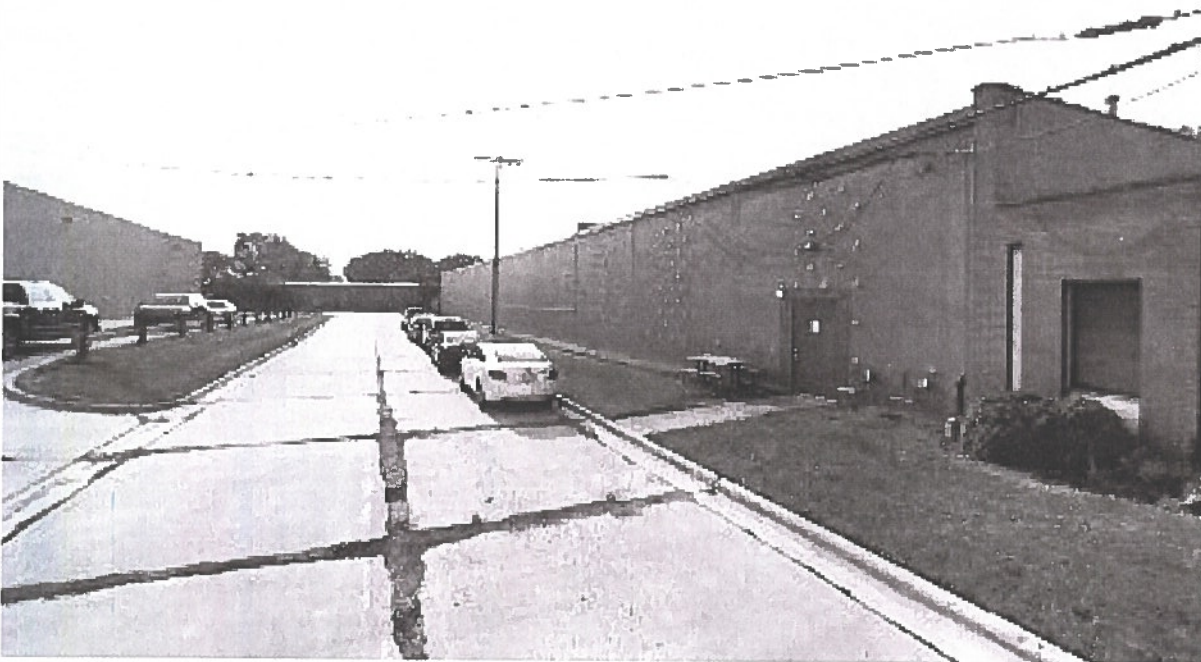
Applicant Name and Role				Daniel Abraham					
Applicant Address				26091 Stafford Place					
City	Oak Park		State	MI		Zip	48237	Phone	248-376-5140
Signature of Applicant						Print Name Daniel Abraham			
Email Address				Daniel@Linerhero.com					







Imagery ©2025 Airbus, Maxar Technologies, Map data ©2025 Google 50 ft



26500 Harding St  
Building





## **PUBLIC HEARING**

A Public Hearing has been scheduled for a Planning Commission meeting on December 1, 2025, to review a Special Land Use request for expanding the current family daycare home (6 or fewer children) to a group daycare home (7 to 12 children) located at 14411 Vernon Ave.

## **SITE AND PROJECT CHARACTERISTICS**

The property of 0.161 Acres (7,013 sq. ft.) comprises an existing one-story single-family home of 1,921 sq. ft. The property has frontage on Vernon Ave. There is a drive lane that runs from Vernon Ave. along the west property line. The rear yard is fenced with a 4 ft chain-link fence from three sides.

The applicant currently operates a family daycare home with a capacity of 6 children. The applicant wishes to expand the current family daycare home to a group daycare home with a capacity of 7 to 12 children. The area of care is conducted in the basement with a dedicated area of 978 sq. ft. The basement has two means of egress; one stair that leads to the back yard and one egress window.

## **ZONING DISTRICT AND LAND USE**

The property is zoned R-1, One-Family Residential Dwelling District and the use of Group Day-care Homes (7 to 12 children, less than 24 hours) is permitted by a Special Land Use (SLU), subject to the provisions of Article 3 Division 1 Section 301: Adult and Child Care Facilities.

The immediate adjacent properties to the east, south, and west are zoned R-1 District. To the north is Vernon Ave. right-of-way then R-1 District.

## **SPECIAL LAND USE | SITE PLAN REVIEW**

Article 5, Division 4 Special Land Use requires the proposed use of group daycare homes to meet general standards (Sec. 551 Standards for approval), in addition to specific use standards (Sec. 301 Adult and Child Care Facilities). These standards are provided for the Planning Commission to determine the appropriateness of the proposed specific use to be permitted in the same zoning district.

### Section 551. Standards for Approval

- a. Be compatible and in accordance with the goals, objectives, and policies of the City of Oak Park Master Plan and promote the intent of the zoning district in which the use is proposed.
- b. Be constructed, operated, and maintained so as to be compatible with the existing or intended character of the general vicinity and so as not to change the essential character of the area in which it is proposed.

- c. Be served adequately by public facilities and services, such as highways, streets, police and fire protection, drainage structures, water and sewage facilities, and primary and secondary schools.
- d. Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to the natural environment, public health, safety, or welfare by reason of excessive production of traffic, noise, smoke, odors, or other such nuisance.
- e. Properties for which application for special land use approval is made shall also be subject to site plan review in accordance with the requirements of Article 5, Division 1: Site Plan Review. Failure to obtain site plan approval will constitute denial of the approved special land use.
- f. The proposed use shall not cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.

The Economic Development and Planning staff finds that the submitted application and site plan demonstrate that the proposed group daycare home satisfactorily meets the six (6) general standards of the zoning ordinance.

#### Section 301 Adult and Child Care Facilities

Group Day-Care Home (7 to 12 children, less than 24 hours per day) shall comply with the following conditions:

1. *The use shall be registered with the City of Oak Park Clerk’s Office and shall continually have on file with the City documentation of a valid license as required by the State.*

The applicant has an active 2025 license with the City’s Clerk’s Office for the family daycare home (6 children and fewer, less than 24 hours per day). The applicant shall renew their license for 2026. Once all necessary and proper State of Michigan licensing documentation for the group daycare home is obtained, the applicant shall update their registration with the City Clerk’s Office. It is the responsibility of the applicant to maintain a current registration with the City.

2. *Since the State law preempts in this area; the facility shall be brought into compliance with all State building and fire codes pursuant to State Licensing Rules R400.1831-R400.1835.*

This Special Land Use approval is contingent upon compliance with all state building and fire codes, obtaining the State of Michigan License, and updating the child daycare group of the facility with the City of Oak Park Clerk’s Office prior to operation.

3. *Documentation of such compliance with State requirements shall be provided.*

Proper State of Michigan licensing documentation must be obtained and submitted to the City Clerk’s Office to update their license from a family daycare home to a group daycare home. A copy shall also be submitted to the Economic Development and Planning Department prior to operation.

4. *The site shall comply with the sign provisions of Article 4, Division 4, Signs.*

There shall be no signs on any structure, in the windows or anywhere on the property.

5. *Off-street parking shall comply with Parking Space numerical requirement per Article 4, Division 1.*

The site plan depicts four (5) off-street parking spaces at the driveway and additional on-street parking spaces along Vernon Ave. consistent with the zoning ordinance.

SEC. 403 Parking Space Numerical Requirements		
Land-Use	Requirement	Provided
Group Day-care Homes, Adult Foster Care Group Homes, & Adult Congregate Care Facilities	1.0 Space per four residents, plus 1.0 space per employee, plus adequate drop-off spaces. Max. Capacity $12/4 = 3$ spaces, plus 2 employees	5 spaces on the drive lane, plus on-street parking spaces
Total	5 spaces, plus adequate drop-off spaces	5 spaces, plus adequate drop-off spaces

6. *The building shall have an appearance which is non-intrusive and consistent in color, materials, roof-line, and architecture with the single-family or multiple-family residential district in which it is located, as determined by the Planning Commission.*

The property is an existing single-family residence; its appearance is consistent with the visible character of the neighborhood.

7. *Documentation of sufficient indoor classroom, crib, or play area meeting State requirements shall be provided. Documentation of approved areas, as licensed by the State, shall be provided.*

As mentioned above, this Special Land Use is contingent upon providing proper State of Michigan licensing documentation to the City prior to operation; demonstrating compliance with the State laws and regulations.

The State requires 35 sq. ft. of indoor activity area for use per child; exclusive of hallways, bathrooms, storage areas, cloak rooms, kitchens, reception and office areas, and non-habitable basement space. The site plan depicts 978 sq. ft. of dedicated care areas, which account for 81.5 sq. ft. per child.

Additionally, if the area of care is in the basement, there shall be two means of egress (i.e., stairs and an egress window, two stairs, etc.). The site plan depicts one stair and one egress window.

- 8. There shall be sufficient outdoor play area to meet State regulations. All required outdoor play areas shall be fenced with a four (4) foot tall fence, provided that no fenced outdoor play area shall be located in a front yard.*

The site plan depicts a rear yard area of over 2,000 sq. ft. with a 4-foot-high chain-link fence located on three lot lines (east, south, and west).

- 9. There shall be sufficient drop-off parking spaces to allow maneuvers without creating a hazard to traffic flow.*

The site plan depicts sufficient on-street parking spaces along Vernon Ave. and five (5) off-street parking spaces on the driveway.

- 10. The lot shall be at least one thousand five hundred (1,500) feet from another group day care home or similar facility. This may be reduced by the Planning Commission upon a finding by the Planning Commission that the proposed facility will not contribute to an excessive concentration of State licensed residential care facilities in the area.*

It is important to note that the zoning ordinance does not specify how the distance between two group day care homes must be measured. The ordinance, however, does provide two measurement mechanisms for the following uses:

- Centerline method: On-premises alcoholic beverages (Sec. 544.p.1.a.): The distance between the place of worship or school building and the contemplated location shall be measured along the center line of the street or streets of address between two fixed points on the center line determined by projecting straight

lines, at right angles to the center line, from the part of the place of worship or school building nearest to the contemplated location and from the part of the contemplated location nearest to the place of worship or school building.”

- Outermost boundary method: Retail establishments holding SDD or SDM licenses (Sec. 544.y.10): Measurement. Measurement of distances between regulated uses and any other regulated or protected use shall be from the outermost boundaries of the parcel or lot of each use. In the case of a regulated use within a shopping center with a minimum of at least 5,000 square feet of tenant space, the distance from the outermost boundaries of the tenant space proposed to contain the regulated use, shall be used as one measurement point.”

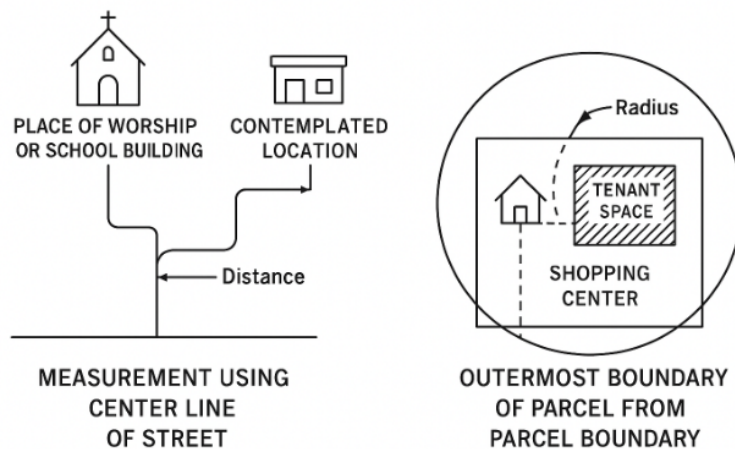


Figure 2. Measurement Methods

When applying both methods:

- Outermost boundary method: when a 1500-foot radius is drawn from the outermost boundaries of the properties, records from the Department of Licensing and Regulatory Affairs (LARA) indicate that there are two active child group daycare homes located within this 1500-foot buffer radius around the subject property. See Figure 3, below.
- Centerline method: When the distance is measured from the centerline of the streets between two fixed points, the two daycare facilities in question are more than 1,500 feet apart. See Figure 3, below.

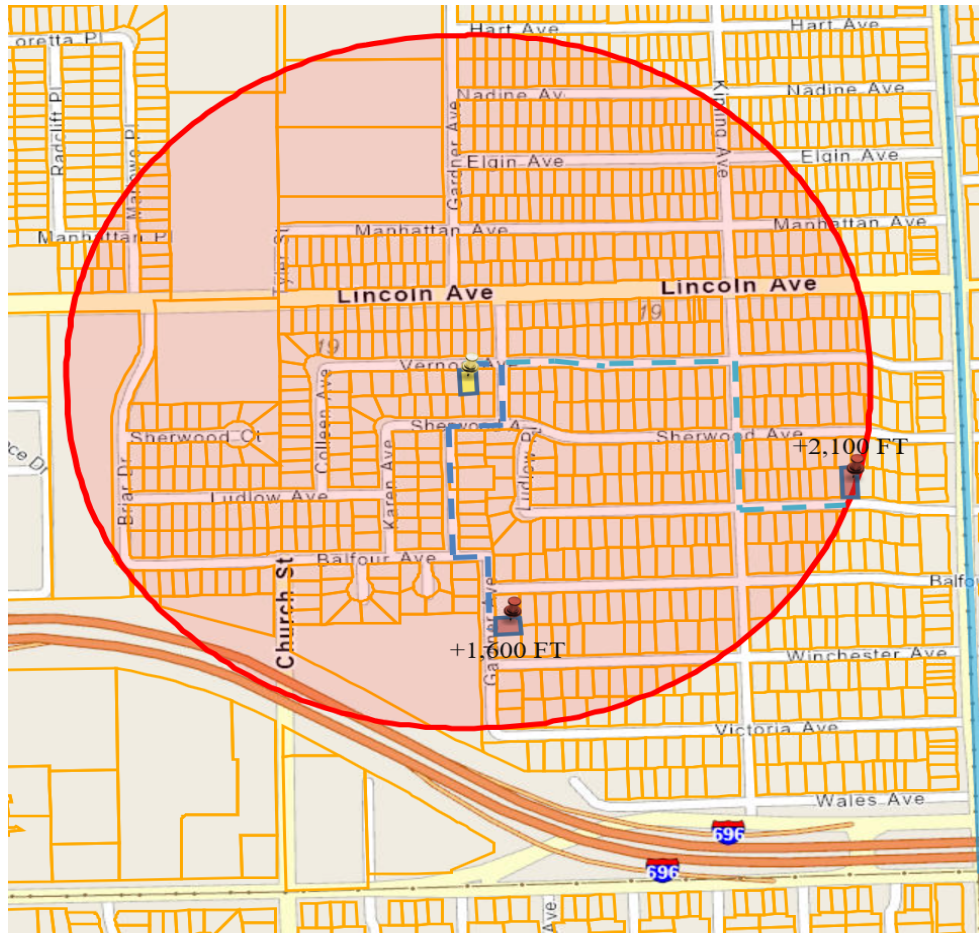


Figure 3: Applying Measurement Methods

The zoning ordinance authorizes the Planning Commission to reduce the distance requirement if it is demonstrated that the proposed facility will not contribute to an excessive concentration of state-licensed residential care uses in the area. In this case, the two existing group daycare homes are located on different roadways with access to major thoroughfares, and they do not conflict with other nearby care facilities.

Therefore, the Economic Development and Planning staff finds that the proposed group daycare home will not contribute to an excessive concentration of state-licensed residential care facilities.

- 11. The dropping off and picking up of children shall not be allowed prior to 6:00 a.m. or after 10:00 p.m.*

The applicant shall be aware of this condition.

Based on the above, the Economic Development and Planning staff finds that the information contained in the application package and on the site plan satisfactorily meets

the eleven (11) specific standards for Group Day-care Home (7 to 12 children, less than 24 hours per day) with conditions, as listed above.

As part of the Special Land Use process, a Site Plan Review is required. However, single family homes are exempt from the Site Plan Review process. However, it must still meet all applicable zoning and general code requirements.

### **STAFF RECOMMENDATION**

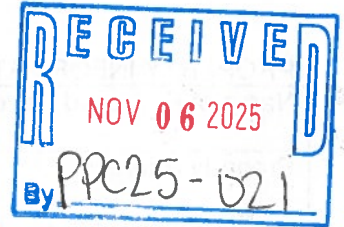
Upon the findings of this report and the analysis herewith, it is the recommendation of the Economic Development and Planning staff to approve the Special Land Use/Site Plan for expanding the current family daycare home to a group daycare home (7 to 12 children) at 14411 Vernon Ave., with the following conditions:

Conditions of Special Land Use/Site Plan approval:

1. The Special Land Use approval is contingent upon:
  - a. The applicant shall renew their City license for 2026. Once all necessary and proper State of Michigan licensing documentation for the group daycare home is obtained, the applicant shall update their registration with the City Clerk’s Office. It is the responsibility of the applicant to maintain a current registration with the City at all times.
  - b. The applicant shall comply with all state building and fire codes, obtain the State of Michigan License, and update the daycare group of the facility with the City of Oak Park Clerk’s Office prior to operation.
  - c. The applicant is responsible for providing such documentation to demonstrate that the Michigan State regulations have been met, and copies of such documentation shall be provided and continually have it on file with the City of Oak Park Clerk’s office and/or Economic Development and Planning Department, as applicable.
2. There shall be no signs on any structure, in the windows, or anywhere on the property.
3. The dropping off and picking up of children shall not be allowed prior to 6:00 a.m. or after 10:00 p.m.



**CITY OF OAK PARK**  
 MUNICIPAL SERVICES  
 ECONOMIC DEVELOPMENT & PLANNING DIVISION  
 14300 Oak Park Blvd,  
 Oak Park, Michigan 48237



**APPLICATION FOR SITE PLAN REVIEW**

**FEES**

<input type="checkbox"/> Site Plan Review	\$750.00
<input checked="" type="checkbox"/> Special Land Use and Public Hearing (including Site Plan Review)	\$1,000.00
<input type="checkbox"/> Administrative Review	\$300.00
<input type="checkbox"/> Text or Zoning Amendments (rezoning*)	\$600.00
<input type="checkbox"/> Planning Commission Special Meeting (in addition to other fees)	\$600.00
<input type="checkbox"/> Deviation from Approved Site Plan (major modifications)	\$300.00

Date Received <i>11/06/2025</i>	Fee Paid <i>\$1,000.00</i>	Site Plan No. <i>PPC25-021</i>
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Site Plan Review

Site Plan Review is the process of reviewing drawings that illustrate the layout of land and structures for conformance with ordinance requirements and both on-site and off-site impacts. These requirements may include ingress/egress, traffic flow, landscaping, storm drainage, soil erosion, grading of land, parking, and signage.

Site Plan Reviews are conducted and approved by the Planning Commission, with the exception of the Administrative Review. We encourage you to request a conceptual site plan review meeting. This service is free of charge and helps to expedite the approval process. Please contact the Economic Development and Planning Department to schedule a meeting at (248) 691-7455.

Notice to Applicant

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Complete sets must include the following:

- Application
- Review Fee
- Plans (15 sets) (folded)
- Electronic Copy of all Plans

The Planning Commission meets the second Monday of the month at 7:00 PM in the City Council Chamber at the City Hall, 14000 Oak Park Blvd. Oak Park, MI 48237

**PROPERTY INFORMATION**

Name of Proposed Development	Morah Mindy's Preschool		
Property Address	14411 Vernon St, Oak Park 48237		
Parcel Number   Sidwell Number	82-25-19-403-015		
Legal Description	T1N, R14E, SEC 19 Colleen Manor Sub 18.2 ft		
Existing Land Use	Residential Building		
Proposed Land Use/ Text or Zoning Amendments (Detailed Description).	Basement is currently used as a family childcare. I would like to enlarge group size to group childcare. No additional construction needed		
Estimated Monetary Investment	\$	N/A	Projected Number of Employees
			2 incl myself

ft 56+  
w 46ft  
of lot

**PROPERTY OWNER INFORMATION**

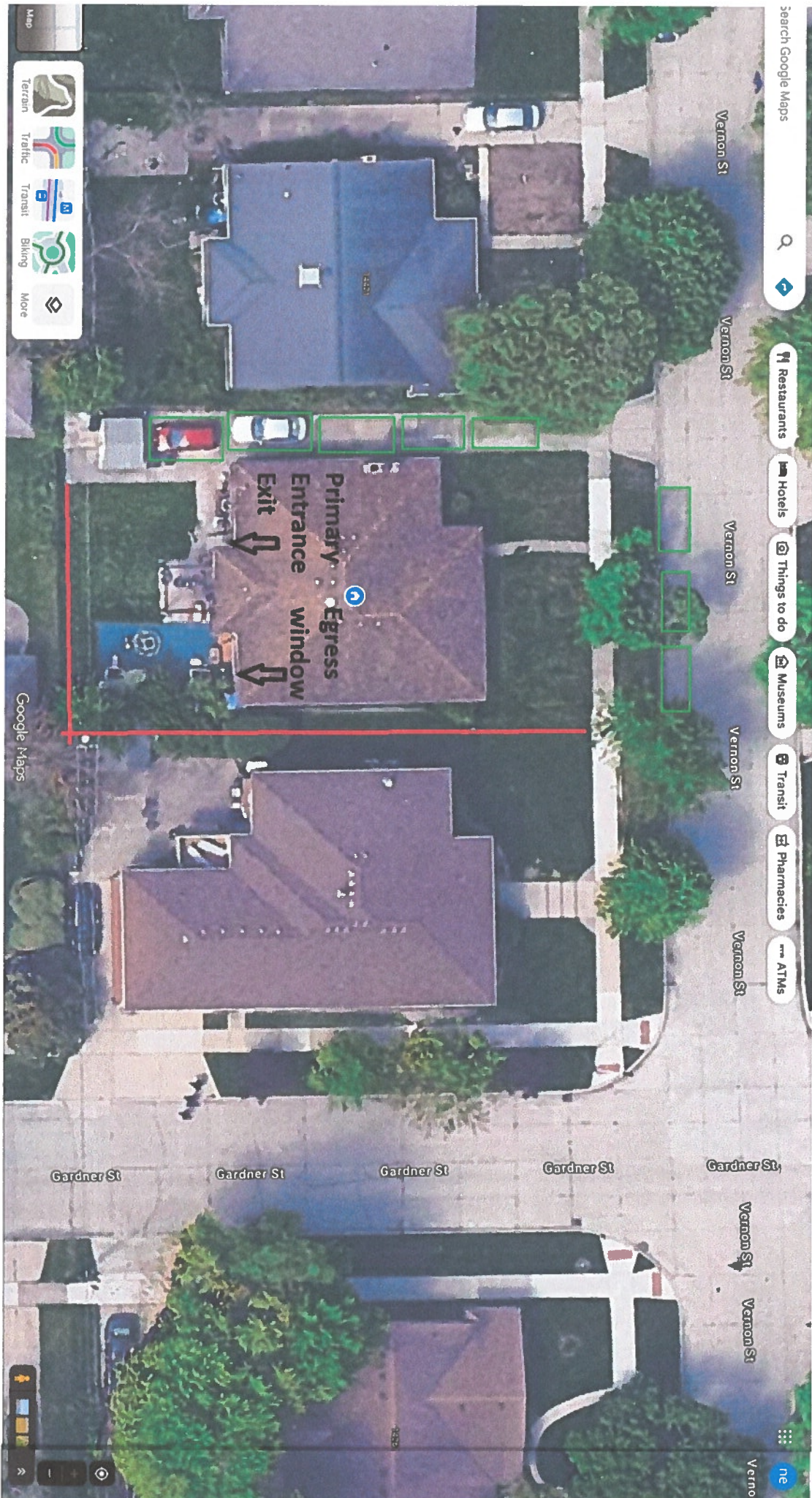
Owner Name	Nehemya & Minda Cohen						
Owner Address	14411 Vernon St.						
City	Oak Park	State	MI	Zip	48237	Phone	443.831.1133
Signature of Property Owner			Print Name		Minda Cohen		
Email Address	mindy7cohen@gmail.com						

**APPLICANT INFORMATION**

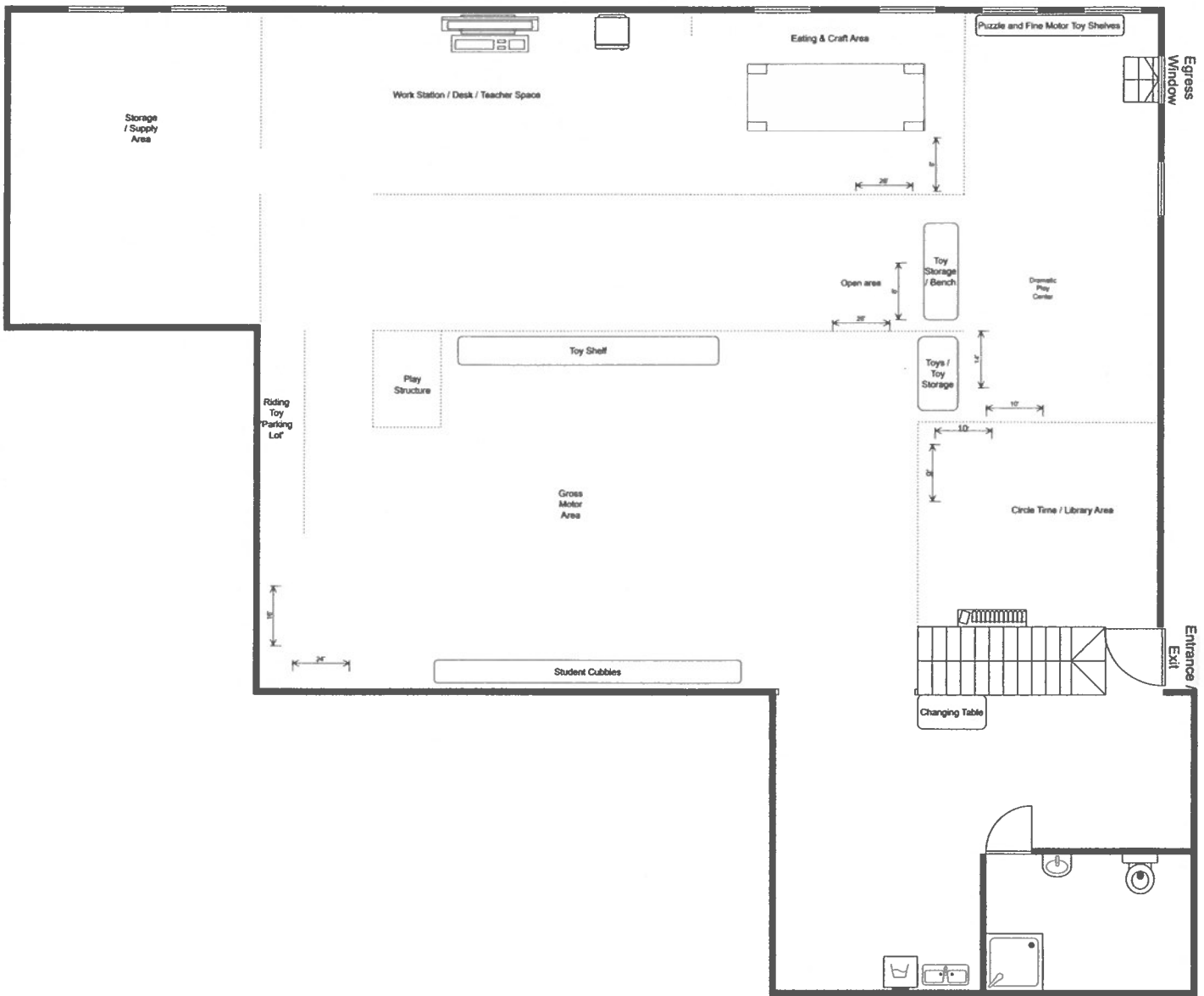
Applicant Name and Role	Minda Cohen, owner of childcare						
Applicant Address	14411 Vernon St						
City	Oak Park	State	MI	Zip	48237	Phone	443.831.1133
Signature of Applicant			Print Name		Minda Cohen		
Email Address	mindy7cohen@gmail.com						

N: T&P/PLANNING/APPLICATIONS & PERMITS/ FINAL APPLICATIONS/ SPR APPLICATION 2025

Mindy T Cohen



**RECEIVED**  
 NOV 06 2025  
 BY PPC25-021





# CITY OF OAK PARK

DEPARTMENT OF ECONOMIC DEVELOPMENT  
& PLANNING

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Shaun Whitehead  
**Council Members**  
Solomon Radner  
Julie Edgar  
Stephanie Crawford  
**City Manager**  
Erik Tungate

## CITY OF OAK PARK PLANNING COMMISSION PUBLIC HEARING

Notice is hereby given that the City of Oak Park Planning Commission will hold a Public Hearing on Monday, December 1, 2025, at 6:00 p.m., or thereafter, the **PUBLIC HEARING** will be held in the City Council Chambers at 14000 Oak Park Blvd., Oak Park, MI.

The purpose of the Public Hearing is to receive public comments on a proposed Special Land Use request submitted by Minda Cohen, 14411 Vernon Ave., for expanding the current family daycare home (6 or fewer children, less than 24 hours per day) to a group daycare home (7 to 12 children, less than 24 hours per day). Property ID #52-25-19-403-015.

The Special Land Use request can be reviewed at the Municipal Services Department - Economic Development and Planning, 14300 Oak Park Blvd., during regular business hours. The public may appear at the Public Hearing in person or by counsel. Written comments may be sent to the City of Oak Park Planning Commission, 14300 Oak Park Blvd., Oak Park, MI 48237, and must be received prior to the Public Hearing.

Ed Norris, City Clerk  
City of Oak Park



## **PUBLIC HEARING**

A Public Hearing has been scheduled for a Planning Commission meeting on December 1, 2025, to review a Special Land Use request for a proposed group daycare home (7 to 12 children) located at 26041 Marlowe Pl.

## **SITE AND PROJECT CHARACTERISTICS**

The property of 0.139 Acres (6,050 sq. ft.) comprises an existing two-story single-family home of 1,864 sq. ft. The property has frontage on Marlowe Pl. There is a drive lane from Marlowe Pl. that leads to a two-car garage of 408 sq. ft. The rear yard is fenced with a 4-foot-high chain-link fence.

The applicant proposes to operate a group daycare home with a capacity of 7 to 12 children. The area of care will be conducted within the main and basement floors, with a dedicated area of 578 sq. ft. on the main floor and 285 sq. ft. on the basement floor. The basement has two means of egress; one stair that leads to the main floor and one egress window. The main floor also has two means of egress, with one door leading to the front yard and another door leading to the back yard.

## **ZONING DISTRICT AND LAND USE**

The property is zoned R-1, One-Family Residential Dwelling District and the use of Group Day-care Homes (7 to 12 children, less than 24 hours) is permitted by a Special Land Use (SLU), subject to the provisions of Article 3 Division 1 Section 301: Adult and Child Care Facilities.

The immediate adjacent properties to the north, west, and south are zoned R-1 District. To the east is Marlowe Pl. right-of-way then R-1 District.

## **SPECIAL LAND USE | SITE PLAN REVIEW**

Article 5, Division 4 Special Land Use requires the proposed use of group daycare homes to meet general standards (Sec. 551 Standards for approval), in addition to specific use standards (Sec. 301 Adult and Child Care Facilities). These standards are provided for the Planning Commission to determine the appropriateness of the proposed specific use to be permitted in the same zoning district.

### Section 551. Standards for Approval

- a. Be compatible and in accordance with the goals, objectives, and policies of the City of Oak Park Master Plan and promote the intent of the zoning district in which the use is proposed.
- b. Be constructed, operated, and maintained so as to be compatible with the existing or intended character of the general vicinity and so as not to change the essential character of the area in which it is proposed.

- c. Be served adequately by public facilities and services, such as highways, streets, police and fire protection, drainage structures, water and sewage facilities, and primary and secondary schools.
- d. Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to the natural environment, public health, safety, or welfare by reason of excessive production of traffic, noise, smoke, odors, or other such nuisance.
- e. Properties for which application for special land use approval is made shall also be subject to site plan review in accordance with the requirements of Article 5, Division 1: Site Plan Review. Failure to obtain site plan approval will constitute denial of the approved special land use.
- f. The proposed use shall not cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.

The Economic Development and Planning staff finds that the submitted application and site plan demonstrate that the proposed group daycare home satisfactorily meets the six (6) general standards of the zoning ordinance.

#### Section 301 Adult and Child Care Facilities

Group Day-Care Home (7 to 12 children, less than 24 hours per day) shall comply with the following conditions:

1. *The use shall be registered with the City of Oak Park Clerk's Office and shall continually have on file with the City documentation of a valid license as required by the State.*

The applicant shall register the use with the City Clerk's Office and submit the proper State of Michigan licensing documentation. It is the responsibility of the applicant to maintain an annual registration with the City.

2. *Since the State law preempts in this area; the facility shall be brought into compliance with all State building and fire codes pursuant to State Licensing Rules R400.1831-R400.1835.*

The applicant shall comply with all state building and fire codes, obtain the State of Michigan License, and register the facility with the City of Oak Park Clerk's Office prior to operation.

3. *Documentation of such compliance with State requirements shall be provided.*

Proper State of Michigan licensing documentation must be obtained and submitted to the City Clerk’s Office to register the facility with the City and to the Economic Development and Planning Department prior to operation.

*4. The site shall comply with the sign provisions of Article 4, Division 4, Signs.*

There shall be no signs on any structure, in the windows or anywhere on the property.

*5. Off-street parking shall comply with Parking Space numerical requirement per Article 4, Division 1.*

The site plan depicts two (2) off-street parking spaces at the driveway and additional on-street parking spaces along Marlowe Pl., consistent with the zoning ordinance.

SEC. 403 Parking Space Numerical Requirements		
Land-Use	Requirement	Provided
Group Day-care Homes, Adult Foster Care Group Homes, & Adult Congregate Care Facilities	1.0 Space per four residents, plus 1.0 space per employee, plus adequate drop-off spaces. Max. Capacity 12/4= 3 spaces, plus 2 employees	2 spaces on the drive lane, plus 4 on-street parking spaces
Total	5 spaces, plus adequate drop-off spaces	6 spaces, plus adequate drop-off spaces

*6. The building shall have an appearance which is non-intrusive and consistent in color, materials, roof-line, and architecture with the single-family or multiple-family residential district in which it is located, as determined by the Planning Commission.*

The property is an existing single-family residence; its appearance is consistent with the visible character of the neighborhood.

*7. Documentation of sufficient indoor classroom, crib, or play area meeting State requirements shall be provided. Documentation of approved areas, as licensed by the State, shall be provided.*

As mentioned above, this Special Land Use is contingent upon submitting proper State of Michigan licensing documentation to the City prior to operation, demonstrating compliance with the State laws and regulations.

The State requires 35 sq. ft. of indoor activity area for use per child; exclusive of hallways, bathrooms, storage areas, cloak rooms, kitchens, reception and office areas, and non-habitable basement space. The site plan depicts 858 sq. ft. of dedicated care areas on the main floor and basement floor, which account for 71.5 sq. ft. per child.

Additionally, if the area of care is in the basement, there shall be two means of egress (i.e., stairs and an egress window, two stairs, etc.). The site plan depicts one stair and one egress window.

8. *There shall be sufficient outdoor play area to meet State regulations. All required outdoor play areas shall be fenced with a four (4) foot tall fence, provided that no fenced outdoor play area shall be located in a front yard.*

The site plan depicts a rear yard area enclosed with a 4-foot-high chain-link fence, inclusive of an outdoor play area of 2,190 sq. ft.

9. *There shall be sufficient drop-off parking spaces to allow maneuvers without creating a hazard to traffic flow.*

The site plan depicts sufficient on-street parking areas along Marlowe Pl. and two (2) off-street parking spaces on the driveway.

10. *The lot shall be at least one thousand five hundred (1,500) feet from another group day care home or similar facility. This may be reduced by the Planning Commission upon a finding by the Planning Commission that the proposed facility will not contribute to an excessive concentration of State licensed residential care facilities in the area.*

There are no current child family or group daycare homes within 1500 ft of this subject property.

11. *The dropping off and picking up of children shall not be allowed prior to 6:00 a.m. or after 10:00 p.m.*

The applicant shall be aware of this condition.

Based on the above, the Economic Development and Planning staff finds that the information contained in the application package and on the site plan satisfactorily meets the eleven (11) specific standards for Group Day-care Home (7 to 12 children, less than 24 hours per day) with conditions, as listed above.

As part of the Special Land Use process, a Site Plan Review is required. However, single family homes are exempt from the Site Plan Review process. However, it must still meet all applicable zoning and general code requirements.

### **STAFF RECOMMENDATION**

Upon the findings of this report and the analysis herewith, it is the recommendation of the Economic Development and Planning staff to approve the Special Land Use/Site Plan for the proposed group daycare home (7 to 12 children) at 26041 Marlowe Pl., with the following conditions:

Conditions of Special Land Use/Site Plan approval:

1. The Special Land Use approval is contingent upon:
  - a. The applicant shall register the use with the City Clerk's Office and submit the proper State of Michigan licensing documentation. It is the responsibility of the applicant to maintain an annual registration with the City.
  - b. The applicant shall comply with all state building and fire codes, obtain the State of Michigan License, and register the facility with the City of Oak Park Clerk's Office prior to operation.
  - c. The applicant is responsible for providing such documentation to demonstrate that the Michigan State regulations have been met, and copies of such documentation shall be provided and continually have it on file with the City of Oak Park Clerk's office and/or Economic Development and Planning Department, as applicable.
2. There shall be no signs on any structure, in the windows, or anywhere on the property.
3. The dropping off and picking up of children shall not be allowed prior to 6:00 a.m. or after 10:00 p.m.



**CITY OF OAK PARK**  
 MUNICIPAL SERVICES  
 ECONOMIC DEVELOPMENT & PLANNING DIVISION  
 14300 Oak Park Blvd,  
 Oak Park, Michigan 48237



**APPLICATION FOR SITE PLAN REVIEW**

**FEES**

<input type="checkbox"/> Site Plan Review	\$750.00
<input checked="" type="checkbox"/> Special Land Use and Public Hearing (including Site Plan Review)	\$1,000.00
<input type="checkbox"/> Administrative Review	\$300.00
<input type="checkbox"/> Text or Zoning Amendments (rezoning*)	\$600.00
<input type="checkbox"/> Planning Commission Special Meeting (in addition to other fees)	\$600.00
<input type="checkbox"/> Deviation from Approved Site Plan (major modifications)	\$300.00

<b>Date Received</b> 11/07/2025	<b>Fee Paid</b> \$1,000.00	<b>Site Plan No.</b> PPCZS-022
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Site Plan Review

Site Plan Review is the process of reviewing drawings that illustrate the layout of land and structures for conformance with ordinance requirements and both on-site and off-site impacts. These requirements may include ingress/egress, traffic flow, landscaping, storm drainage, soil erosion, grading of land, parking, and signage.

Site Plan Reviews are conducted and approved by the Planning Commission, with the exception of the Administrative Review. We encourage you to request a conceptual site plan review meeting. This service is free of charge and helps to expedite the approval process. Please contact the Economic Development and Planning Department to schedule a meeting at (248) 691-7455.

Notice to Applicant

Completed Applications must be submitted to the Economic Development and Planning Department (30) days prior to the Planning Commission meeting at which the application will be considered.

Complete sets must include the following:

- Application
- Review Fee
- Plans (15 sets) (folded)
- Electronic Copy of all Plans

The Planning Commission meets the second Monday of the month at 7:00 PM in the City Council Chamber at the City Hall, 14000 Oak Park Blvd. Oak Park, MI 48237

**PROPERTY INFORMATION**

Name of Proposed Development	Morah Greens Daycare		
Property Address	26041 Marlowe place Oak Park, MI 48237		
Parcel Number   Sidwell Number	52-25-19-179-021		
Legal Description	T1N, R11E, Sec 19 Lincolnshire Manor Sub Lot		
Existing Land Use	Residential		
Proposed Land Use/ Text or Zoning Amendments (Detailed Description).	Day care Group child care Home 7-12 children		
Estimated Monetary Investment	\$ 3,000	Projected Number of Employees	2

Kim

**PROPERTY OWNER INFORMATION**

Owner Name	Esther Buna Green						
Owner Address	26041 Marlowe place						
City	Oak Park	State	MI	Zip	48237	Phone	810 333 4800
Signature of Property Owner	[Signature]		Print Name	Esther Green			
Email Address	estherbgreen@gmail.com						

**APPLICANT INFORMATION**

Applicant Name and Role	Esther Buna Green Owner of Business						
Applicant Address	26041 Marlowe place						
City	Oak Park	State	MI	Zip	48237	Phone	810 333 4800
Signature of Applicant	[Signature]		Print Name	Esther Green			
Email Address	estherbgreen@gmail.com						

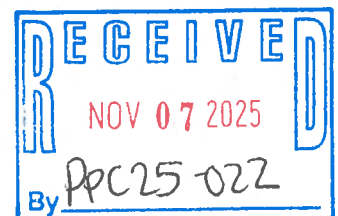


Overview

Photos



26041 Marlowe Pl, Oak Park, MI 48237



EXIT 1  
Back Stairs

26041 Marloue Place  
Oak Park, MI 48237

Main Floor

Half wall

DAYCARE  
Living Room

418 SQ Footage

Half wall

Kitchen

Day care  
Playroom

155 SQ Footage

Door way

Door way

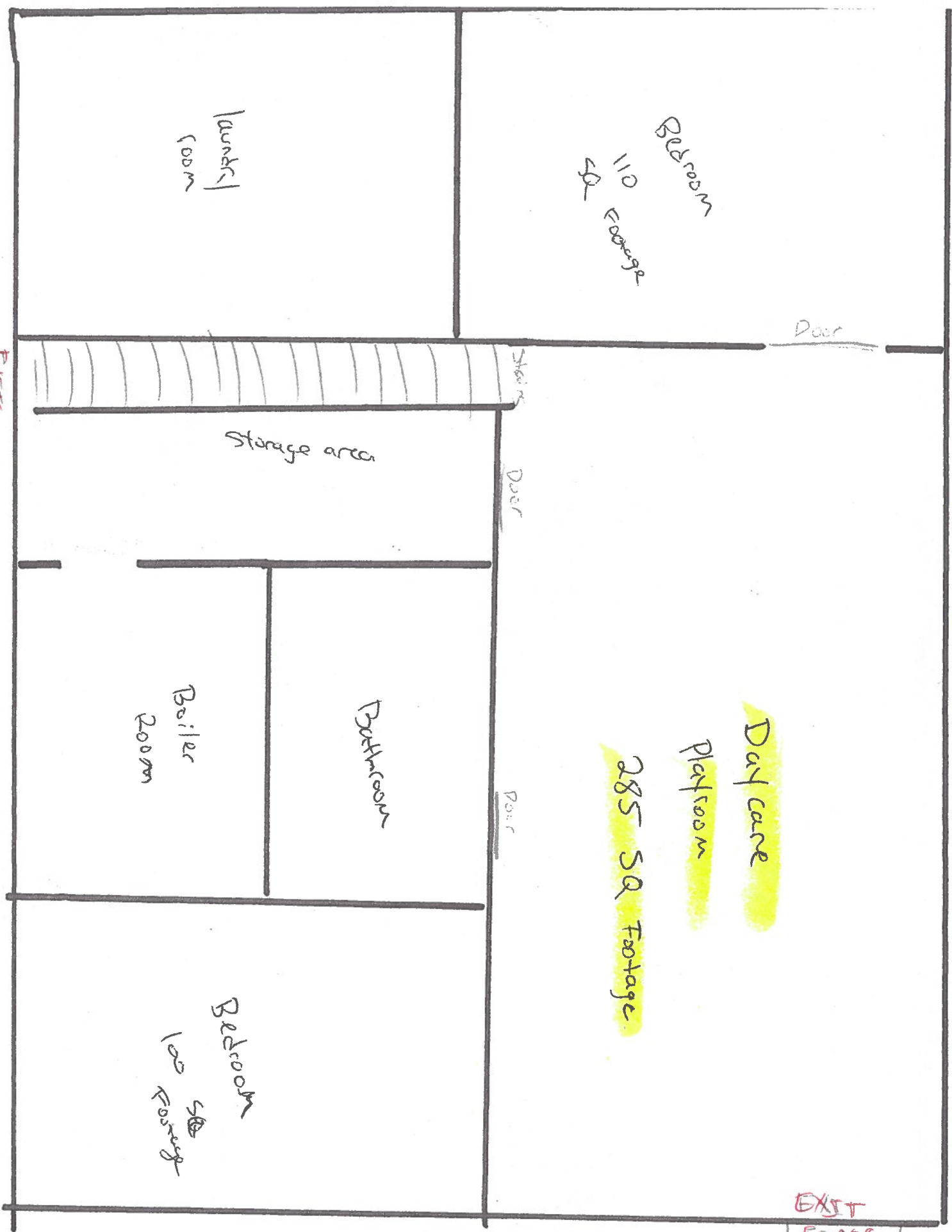
Door way

Basement  
Door

Side entrance

Front Door

EXIT



1000 sq ft maximum price, under 1000 sq ft

EXIT  
Egress  
Windows



# CITY OF OAK PARK

DEPARTMENT OF ECONOMIC DEVELOPMENT  
& PLANNING

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Shaun Whitehead  
**Council Members**  
Solomon Radner  
Julie Edgar  
Stephanie Crawford  
**City Manager**  
Erik Tungate

## CITY OF OAK PARK PLANNING COMMISSION PUBLIC HEARING

Notice is hereby given that the City of Oak Park Planning Commission will hold a Public Hearing on Monday, December 1, 2025, at 6:00 p.m., or thereafter, the **PUBLIC HEARING** will be held in the City Council Chambers at 14000 Oak Park Blvd., Oak Park, MI.

The purpose of the Public Hearing is to receive public comments on a proposed Special Land Use request submitted by Esther Buna Green, 26041 Marlowe Pl., for operating a group daycare home (7 to 12 children, less than 24 hours per day). Property ID # 52-25-19-179-021.

The Special Land Use request can be reviewed at the Municipal Services Department - Economic Development and Planning, 14300 Oak Park Blvd., during regular business hours. The public may appear at the Public Hearing in person or by counsel. Written comments may be sent to the City of Oak Park Planning Commission, 14300 Oak Park Blvd., Oak Park, MI 48237, and must be received prior to the Public Hearing.

Ed Norris, City Clerk  
City of Oak Park

