

# CITY OF MASON

201 West Ash St.  
Mason, MI 48854-0370

City Hall (517) 676-9155  
Fax (517) 676-1330

## PLANNING COMMISSION MEETING - COUNCIL CHAMBER Tuesday, August 13, 2013

6:30 p.m.

### Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes: July 9, 2013
4. People from the Floor
5. Announcements
6. Regular Business
  - A. Resolution No. 2013-08 – A Resolution Approving A Preliminary And Final Site Plan To Allow The Renovation Of A 17,730 Square Foot Building Located At 124/140 East Ash Street
  - B. Resolution No. 2013-09 – A Resolution Approving A Preliminary And Final Site Plan To Allow Efficiency Productions, Inc. To Construct A 13,000 Square Foot Building Addition To The Existing Industrial Manufacturing Facility Located At 685 Hull Road
7. Unfinished Business
8. New Business
9. Correspondence
10. Liaison Reports
11. Director Report
12. Administrator Report
13. Adjournment

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF JULY 9, 2013**

Reeser called the meeting to order at 6:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan.

Present: Commissioners: Green, Naeyaert, Reeser, Sabbadin, Trotter, Waxman  
Absent: Commissioner: Barna (excused), King (excused), Waltz (excused)  
Also present: Martin A. Colburn, City Administrator  
David E. Haywood, Zoning & Development Director  
Deborah J. Cwiertniewicz, City Clerk

**APPROVAL OF MINUTES: Regular Meeting Minutes of June 11, 2013**

The Regular Meeting Minutes of June 11, 2013, were approved as submitted.

**PEOPLE FROM THE FLOOR**

None.

**ANNOUNCEMENTS**

- Community Garden is looking for volunteers
- MSU Federal Credit Union Groundbreaking - Monday, July 8, 2013

**REGULAR BUSINESS**

**Resolution No. 2013-07 - A Resolution Approving the Capital Improvements Plan for the Fiscal Years 2013-2018**

MOTION by Naeyaert, second by Sabbadin,  
to consider Resolution No. 2013-07 read.

MOTION APPROVED UNANIMOUSLY

Haywood informed the Commission regarding changes from the previous year to the Capital Improvements Plan for Fiscal Years 2013-2018. He was asked to give a brief history of the library and its maintenance issues. The building has continual deterioration and maintenance issues. Some years ago, CADL put a millage proposal on the ballot, which failed. Consideration of moving to a newer building has been discussed. However, the current library building was donated to the City of Mason to be used as a library; if it were not used as a library, ownership would return to Ingham County. Various matters were briefly discussed including, cemetery roads, carpet for the fire department, and sidewalks at rail road crossings.

Resolution No. 2013-07 was introduced by Naeyaert and seconded by Green.

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION NO. 2013-07  
A RESOLUTION APPROVING THE CAPITAL IMPROVEMENTS PLAN FOR THE FISCAL YEARS 2013-2018  
July 9, 2013**

**WHEREAS**, the Capital Improvements Plan is a result of significant review and consideration by the City of Mason administrative staff of the numerous capital project requests from City department heads for the next six-year fiscal period; and

**WHEREAS**, prioritization of projects listed in the plan is based on the overall benefit to the community, especially when improving public health, safety and welfare, and so that the most-needed projects will be accomplished first and scarce financial resources are allocated appropriately; and

**WHEREAS**, the Capital Improvements Plan is consistent with the Capital Improvements Programming component of the Master Plan; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby approve the Capital Improvements Plan for fiscal years 2013 – 2018.

**RESOLUTION APPROVED UNANIMOUSLY**

**Master Plan Update**

Haywood reported that the Master Plan was reviewed by City Council over two separate work sessions. A third work session will be held August 5, 2013, prior to the regularly scheduled Council meeting.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**CORRESPONDENCE**

Distributed.

**LIAISON REPORTS**

Naeyaert informed commissioners regarding current City Council business.

**DIRECTOR REPORT**

Haywood informed the Commission regarding current Zoning & Development business.

**ADMINISTRATOR'S REPORT**

Colburn informed the Commission regarding current City business.

**ADJOURNMENT**

The meeting adjourned at 7:15 p.m.

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Deborah J. Cwierniewicz, City Clerk

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Jim King, Secretary

# City of Mason

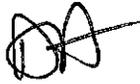
201 W. Ash St.  
P.O. Box 370  
Mason, MI 48854-0370  
www.mason.mi.us



City Hall 517 676-9155  
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TDD 1-800-649-3777

## MEMORANDUM

TO: Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

SUBJECT: Site Plan Review – 124/140 E. Ash St. (Mixed-use –Office/Residential)

DATE: August 8, 2013

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The applicant is requesting preliminary and final site plan approval to renovate two buildings totaling 17,730 square feet building on property located at 124/140 East Ash Street (M-36). The intended/proposed use of the additional space is mixed use, with office on the first floor, residential on the second floor, and residential and office on the third floor. The applicant proposes to demolish the rear first floor garages and storage building on the south side of the alley and replace them with parking and landscape. The parcel is zoned C-1 (Central Business). Section 94-222 states that any use within the C-1 zoning district requires site plan review. The applicant has, therefore, made application for site plan review.

### LAND USE AND ZONING:

The site is located and fronts on East Ash, which is also the state highway M-36. The site also extends back and across the alley at the rear of the site. The surrounding land uses and zoning are as follows:

	<b>Current Land Use</b>	<b>Zoning</b>	<b>Future Land Use</b>
<b>North</b>	Public	C-1 (Central Business)	Public
<b>East</b>	Office	C-1 (Central Business)	Commercial
<b>South</b>	Commercial/residential	C-1 (Central Business)	Residential
<b>West</b>	Commercial	C-1 (Central Business)	Commercial

### SITE PLAN REVIEW:

The following sections address compliance with site plan requirements.

**Plan Details:**

The building entries on Ash Street shown on the First Floor Plan (sheet A1.1) do not match those shown in the Proposed Front Elevation view. There is no zoning requirement for entry location, but the applicant should resolve this conflict prior to applying to the Historic District Commission (see below).

The site plan shows a dumpster area, including enclosure, at the southwest corner of the alley parking area. Access to the dumpster is shown by means of an easement across the adjacent property to the west. Staff would recommend approval with the condition that an easement be obtained prior to the issuance of a building permit.

The dumpster will also need a gate consistent with the standards listed in Section 94-173(j)(6)f. Staff recommends approval with the condition that the applicant submit a revised site plan showing the appropriate gate prior to issuance of a building permit.

**Height, Bulk, Density, and Area Requirements:**

The plan appears to meet the site development standards listed in Section 94-121(c). The residential units meet the minimum size requirement of 600 sf. for a single bedroom unit per Section 94-121(c)(1)a and the notes in Table 100-2(7)(6).

**Off-Street Parking & Circulation:**

The applicant provides an analysis of parking requirements. Staff agrees with the applicant's analysis of the residential portion at two spaces required per residential unit, at ten units, 20 spaces are required. However, staff has taken the liberty to recalculate the parking demand for the proposed office space. The applicant uses the appropriate requirement of one parking space per 200 square feet of usable office space. However, they have overestimated the usable floor area for the first floor at 5,160 square feet. Staff added the floor area for each office and omitted the kitchen, hallways, storage, bathrooms, etc., which then totals 4,059 square feet, which only requires 20 spaces. Section 94-292(h)(1) states that, "There shall be no off-street parking space requirements in the C-1 district for those uses which require 20 or less off-street parking spaces." Therefore, only 20 residential parking spaces are required.

The site plan shows a unique parking arrangement where spaces across the alley are stacked jack-on-jack to achieve a total of 19 parking spaces provided. Staff feels that there is no other reasonable way to achieve parking on this site. Being that this is one space short of the total spaces required, staff is inclined to recommend approval. However, due to the proximity of residential structures to the south (29 ft.) and east (34 ft.), staff would recommend that a privacy fence be installed on the south and east side of the south side alley parking lot as a condition of approval.

**Landscaping:**

Landscaping is not required in the C-1 zoning district.

**Signs:**

No new signage is proposed for the site at this time.

**Site Lighting:**

The site plan does not provide information regarding additional site lighting. There does appear to be two street lights in front of the building on Ash Street and two additional street lights behind the building in the alley. Approval is recommended with the general condition that all site lighting be consistent with the lighting requirements listed in Section 94-177(e) of the zoning ordinance.

**Construction Schedule:**

A general construction schedule is included with the application. The applicant indicates the project duration will be October 2013 through June 2014.

**Historic District Commission Review:**

The subject property is located in the Historic District No. 1. Section 31-5(a) requires that a permit be obtained for work "...performed within a historic district affecting the exterior appearance of a resource...". The applicant is, therefore, required to obtain Historic District Commission (HDC) approval. Although the rear elevation details are not required for site plan approval, it will be required for the HDC review. Staff recommends approval with the condition that the applicant obtain HDC approval prior to the issuance of a building permit.

**PUBLIC SERVICES AND FACILITIES:**

**Water and Sanitary Sewer:**

There are no proposed changes to the existing municipal water or sanitary sewer systems on the site. The Superintendent of Public Works has issued comments indicating the following:

- Detail sheets will be required for water, sewer and storm
- A permit will be required for work within the City's rights-of-way
- The tap on Ash Street water main shall be a live tap
- There will be additional tap fees for each sanitary sewer and water connections
- A detail sheet is needed for meter placement and isolation valve locations
- Site lighting is needed for parking

The City Engineer provided the following comment:

- Work within the M-36 right-of-way will require an MDOT permit
- Cross section details should be provided for the water, sewer and storm connections

Approval is recommended with these comments as conditions of approval.

**Storm Water Management:**

The site plan proposes to connect the roof drains and parking storm water lines to the City's storm water system. A drain facilities maintenance agreement is required prior to the issuance of an occupancy permit.

The demolition and parking improvements proposed in this site plan review application will require a soil erosion permit through the City of Mason Zoning & Development Department. Approval is recommended with this condition.

**Additional Agency Comments:**

Comments from the remaining agencies are attached. No additional concerns have been received regarding this site plan review at this time.

**Site Plan Review Standards:**

It appears that the site and proposed use will comply with the site plan review standards listed in Section 94-227 of the Code, provided the previously noted conditions are met. In reviewing an application for site plan review and approval the following standards shall apply:

- (1) *The site shall be developed so that all elements shall be harmoniously and efficiently organized in relation to the size, shape, type and topography of the site and surrounding property.*
- (2) *The site shall be developed so as not to impede the normal and orderly development, improvement, and use of surrounding property for uses permitted in this chapter.*
- (3) *All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.*
- (4) *Every structure or dwelling unit shall have direct access to a public street or indirect access to a public street via an approved dedicated private street.*
- (5) *Appropriate measures shall be taken to ensure that the addition or removal of surface waters will not adversely affect neighboring properties that controls are in place to minimize sedimentation and erosion, and that topographic alterations are minimized to accommodate storm water management.*
- (6) *Provisions shall be made for the construction of storm sewer facilities including grading, gutters, piping, on-site storage, and treatment of turf as required to handle storm water and prevent erosion.*
- (7) *Secondary containment for above ground areas where hazardous substances are stored or used shall be provided as required by the city fire chief.*
- (8) *Exterior lighting shall be designed and located so that the source of illumination is directed away from adjacent properties, the intensity of lighting is the minimum necessary, and the direction of lighting is downward as much as is possible and appropriate for the project.*
- (9) *All loading and unloading areas, outside storage areas, and refuse receptacles shall be screened from casual view from the public rights-of-way and adjoining land uses.*
- (10) *Site plans shall meet the driveway, traffic safety, and parking standards of the city in such manner as necessary to address the following:*
  - a. *Safe and efficient vehicular and non-vehicular circulation, including parking areas, non-motorized linkages to abutting parcels, uses, sidewalks, and trails.*
  - b. *Shared driveways and service drives.*
  - c. *Adequate and properly located utilities.*
- (11) *Provisions shall be made for proposed common areas and public features to be reasonably maintained.*
- (12) *The site plan submittal shall demonstrate compliance with all applicable requirements of this chapter, chapters 58 and 74, the building code, and county, state, and federal law.*

**RECOMMENDATION:**

With the findings and analysis described above, the following action is recommended for consideration by the Planning Commission:

**The Planning Commission approve Resolution No. 2013-08.**

Attachments:

1. Resolution
2. Application & Cover letter
3. Agency Comments
  - a. City of mason Fire Chief
  - b. Superintendent of Public Works
  - c. City Engineer
  - d. POTW Superintendant
4. Site Plan

H:\Planning Commission\Site Plan Review\SPR-124-140 E. Ash St. (multi-use)-staff.doc

Introduced:  
Seconded:

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION NO. 2013-08**

**A RESOLUTION APPROVING A PRELIMINARY AND FINAL SITE PLAN TO ALLOW  
THE RENOVATION OF A 17,730 SQUARE FOOT BUILDING LOCATED AT 124/140  
EAST ASH STREET**

**WHEREAS**, a request has been received from RKH Investments, LLC for preliminary and final site plan approval to be allowed to renovate a 17,730 square foot building at 124/140 E. Ash St., said property having parcel numbers 33-19-10-09-110-007, 33-19-10-09-110-015, and 33-19-10-09-110-021.

**WHEREAS**, the subject property is further described as:

124 E. Ash St.:

E 2/3 OF LOT 2, BLOCK 17, SEC 9 T2N R1W, CITY OF MASON, INGHAM CO.

140 E. Ash St.:

W 2/3 OF LOT 3, BLOCK 17, SEC 9 T2N R1W, CITY OF MASON, INGHAM CO.

Alley 17:

N 41 FT OF LOT 9, BLOCK 17, SEC 9 T2N R1W, CITY OF MASON, INGHAM CO.

**WHEREAS**, upon compliance with the conditions of approval, the plans will comply with the site plan review standards listed in Sections 94-227 of Chapter 94, Zoning, of the Mason Code.

**WHEREAS**, approval is granted subject to the following general conditions:

- 1) That site lighting be consistent with the lighting requirements listed in Section 94-177(e) of the zoning ordinance; and
- 2) The applicant meet the expectations of the Superintendent of Public Works' comments in his letter dated August 7, 2013; and
- 3) The applicant meet the expectations of the City Engineer's comments in his letter dated July 31, 2013; and
- 4) Tapping the water main in Ash Street shall be done live; and

**WHEREAS**, approval is granted subject to the following conditions being met prior to the issuance of a building permit:

- 1) The applicant provide an executed easement for the dumpster access; and
- 2) The applicant provide a revised site plan showing a privacy fence along the east and south edges of the parking lot on the south side of the alley; and

- 3) The applicant shall provide a revised site plan showing the required dumpster gate pursuant to Section 94-173(j)(6)f; and
- 4) The applicant obtain a soil erosion and sedimentation permit from the Zoning and Development Department prior to the issuance of a building permit; and
- 5) The applicant obtain Historic District Commission approval for improvements affecting the exterior appearance of the building; and
- 6) The applicant shall obtain an MDOT permit for work within the M-36 (Ash Street) right-of-way; and
- 7) The applicant provide a revised site plan showing the following:
  - Detail sheets for water, sewer and storm water construction
  - Detail sheet for meter placement and isolation valve locations; and

**WHEREAS**, approval is granted subject to the following conditions being met prior to the issuance of an occupancy permit:

- 1) The applicant shall submit an executed drainage facilities maintenance agreement between and City and responsible party to the private storm water management system prior to the issuance of an occupancy permit.

**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby approve a preliminary and final site plan for the renovation of a 17,730 square foot building located at 124/140 East Ash based on the plans dated June 22, 2013.

Yes ( )

No ( )

**CLERK'S CERTIFICATION:** I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Planning Commission at its regular meeting held Tuesday, August 13, 2013, the original of which is part of the Planning Commission minutes.

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Deborah J. Cwierniewicz, Clerk  
City of Mason  
Ingham County, Michigan



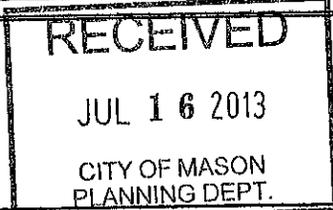
**APPLICATION – SITE PLAN REVIEW/SPECIAL USE PERMIT**

**City of Mason**

Planning Department • 201 W. Ash Street • Mason, MI 48854  
Phone: 517/676-9155 • Fax: 517/676-1330  
www.mason.mi.us

Applicant– Please check one of the following:	
Preliminary Site Plan Review	
Final Site Plan Review	X
Special Use Permit*	
* includes Preliminary Site Plan Review	

PLANNING DEPARTMENT USE ONLY	
Application Received:	7/16/13
Tax ID:	09-110-021, 007, 015
Fee:	\$ 320.00
Receipt #:	100146710



**I. APPLICANT INFORMATION**

Name Ryan Henry, MEMBER  
 Organization Kincaid Henry Building Group, Inc. (CM) | RKH INVESTMENTS, LLC (DEVELOPER)  
 Address 934 Clark Street, Lansing, MI 48906  
 Telephone Number 517-332-8210 Facsimile Number 517-332-8710  
 Interest in Property (owner, tenant, option, etc.) Developer / Builder

Note: If applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner. \* AUTHORIZATION LETTER IS BEING PRODUCED CURRENTLY

**II. PROPERTY INFORMATION**

Owner INGHAM COUNTY LAND BANK Telephone Number (517) 896-2552 RYAN HENRY, MEMBER  
 Property Address 124 & 140 Ash Street and Alley 17 (located across alley)  
 Legal Description: If in a Subdivision: Subdivision Name \_\_\_\_\_ Lot Number \_\_\_\_\_  
 If Metes and Bounds (can be provided on separate sheet):  
124 E Ash Street: E 2/3 OF LOT 2, BLOCK 17, SEC 9 T2N R1W, CITY OF MASON, INGHAM CO.  
140 E Ash Street: W 2/3 OF LOT 3, BLOCK 17, SEC 9 T2N R1W, CITY OF MASON, INGHAM CO  
Alley 17: N 41 FT OF LOT 9, BLOCK 17, SEC 9 T2N R1W, CITY OF MASON, INGHAM CO.

**APPLICANT CERTIFICATION**

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any Special Use Permit and/or Site Plan approval issued as a result of this application.

Signature [Signature] Date JULY 16, 2013

**III. REQUEST DESCRIPTION**

**A. Written Description** – Please use this section to describe the use or uses proposed. Attach additional pages, if necessary.

The current use of the buildings is commercial / retail (the buildings are vacant). The proposed use is commercial on the first floor and partially on the third floor and residential on the second and third floors. Part of the buildings, on the alley side, are proposed to be demolished to create parking and green space. The proposed work on the lot across the alley includes demolish of existing garage for new parking.

**B. Available Services**

Public Water	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Paved Road (Asphalt or Concrete)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Public Sanitary Sewer	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Public Storm Sewer	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

**C. Estimate the Following**

Traffic Generated	<u>30 cars (commercial &amp; residential)</u>	Total Employees	<u>20</u>	Shifts	<u>1</u>
Population Increase	<u>30</u>	Employees in Peak Shift	<u>20</u>		
Hours of Operation	<u>8</u> AM to <u>5</u> PM	Total Bldg. Area Proposed	<u>17,730 SF</u>		
	<u>Monday</u> through <u>Fri</u> day	Parking Spaces Provided	<u>19</u>		

**D. Project Phasing**

This project will be completed in:  One Phase  Multiple Phases – Total No. of Phases: \_\_\_\_\_  
**Note: The phases of construction for multi-phase projects must be shown on the site plan**

**IV. APPLICATION MATERIALS**

The following are checklists of items that generally must be submitted with applications for Preliminary Site Plan Review, Final Site Plan Review, and Special Use Permits. Applicants should review Articles VI and VII of Chapter 94 of the Mason Code for a complete listing of application requirements. All site plan drawings must comply with the requirements of Section 94-226(d) of the Zoning Ordinance. Incomplete applications will not be processed.

- Completed application form
- 20 copies of site plan drawings (30 copies for Special Use Permits)
- 1 – 11" x 17" copy of the site plan
- Legal description
- Proof of ownership/owner authorization
- Construction schedule for proposed project
- Construction calculations for utilities
- Fee (see below)
- Any other information deemed necessary

**Application Fee** – all requests must be accompanied by a fee, as established by the City Council. The fee schedule for Preliminary Site Plan Reviews, Final Site Plan Reviews, and Special Use Permits is as follows (As of October 16, 2006):

<u>Preliminary Site Plan Reviews</u>	\$200.00
<u>Final Site Plan Review</u>	\$100.00
<u>Special Use Permits</u> (includes preliminary site plan review)	\$275.00
<u>Engineering Review</u>	\$220.00*

\*minimum fee for projects increasing demand on public utilities, fees are billed to applicant upon completion of review

V. **APPLICATION DEADLINES**

**Preliminary Site Plan/Special Use Permit Review** – Applications for Preliminary Site Plan Review may be submitted at any time. Complete applications must be received a minimum four (4) weeks prior to a Planning Commission meeting to be placed on the agenda. Upon receipt of a complete application, a public hearing will be scheduled for the next regularly scheduled meeting (for Special Use Permits only). The Planning Commission has the final authority to approve, approve with conditions or deny an application for Preliminary Site Plan/Special Use Permit Review. The Planning Department staff will issue a letter to the applicant advising of any changes or revisions that may be necessary prior to making application for Final Site Plan Review.

**Final Site Plan Review** – Complete applications must be received a minimum of four (4) weeks prior to a Planning Commission meeting to be placed on an agenda. The Planning Commission has the final authority to approve, approve with conditions or deny an application for Final Site Plan Review. Planning Commission meetings are held on the second Tuesday after the first Monday of every month, unless the Tuesday is a Township recognized holiday, in which case the meeting is held on the following day (Wednesday).

VI. **STAFF REPORT**

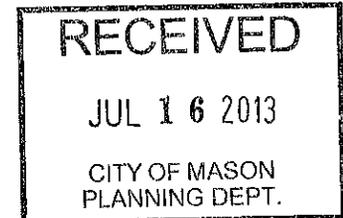
The Planning Department Staff will prepare a report to the Planning Commission regarding an application for Preliminary Site Plan Review, Final Site Plan Review or Special Use Permit. The report will explain the request and review whether it complies with the zoning standards of the Mason Code. Staff will present the findings of that report during the Planning Commission meeting. An applicant who wishes to obtain one (1) copy of that report, at no cost, prior to the meeting must provide a written request to the Planning Department. The report is generally complete on the Friday before the meeting and can be mailed to the applicant or picked up by the applicant in the Planning Department.



**Site Plan Review Application Letter**

Tuesday, 16<sup>th</sup> July, 2013

Attention:  
Mr. David E. Haywood  
Zoning & Development Director  
City of Mason  
201 W. Ash Street  
Mason, MI 48854  
517.676.9155



**Re: 124 & 140 Ash St. and Alley 17 Redevelopment**

David,

I am writing as member of RKH Investments, LLC and Co-Owner of Kincaid Henry Building Group to request a review of the Site Plan Review Applications for the attached proposed project at 124 & 140 Ash Street, Mason MI.

For over 2 years my business partner, Ryan Kincaid, and I have have stayed committed to seeing this great property redeveloped and are excited to be now moving this project forward! We are looking forward to working with you and the City in bringing the oldest standing building in Downtown Mason back online.

Please see attached Site Plan Review Application as well as the required support documentation pertaining to these applications. The planned construction schedule is October 2013 to June 2014. The property is owned by the Ingham County Land Bank. RKH has a development agreement with the Land Bank and is finalizing these docs along with a authorization letter for you.

Again, thank you for your time and consideration in this project. Please feel free to contact us if you have any questions or comments about the attached.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Ryan N. Henry".

Ryan N. Henry  
Kincaid Henry Building Group, Inc.  
RKH Investments, LLC

# CITY OF MASON FIRE DEPARTMENT



KERRY J. MINSHALL, CHIEF  
221 WASH  
MASON, MI 48854  
PH: 517-244-9025  
FAX: 517-244-9028

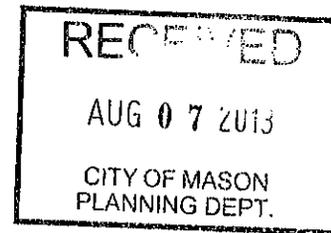
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To: David E. Haywood  
Zoning & Development Director

From: Kerry Minshall  
Fire Chief

Date: August 7, 2013

Re: Site Plan Review  
124/140 E. Ash St. Mason



I have reviewed the submitted site plan for the rehabilitation of the buildings above.

I do not have any concerns with the plans at this time.

Kerry Minshall



# Memo

**To:** David Haywood, Zoning and Development Director  
**From:** Kenneth Baker, Superintendent of Public Works  
**Date:** August 7, 2013  
**Re:** Site plan review for Rehabilitation of 124/140 E Ash Street.

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My comments on the proposed plans dated 6-22-2013 for the rehabilitation of 124/140 E Ash Street.

The plans submitted do not give a detail sheet for utilities and are vague at best.

Below are comments about what will have to be addressed before a final approval.

## Storm Water

The storm water for this site will need a storm water maintenance agreement to maintain the storm catch basins.

### Potable Water

Proper permits will need to be required from the City for permit to do work in the right of way and permits from MDOT.

I would like to see them Live Tap the main on Ash Street, because of the age of the water main will make it hard to shut down and the water being shut off for most of a day would not have a good effect on the businesses down town.

There will be additional tap in fees to be paid before any meters will be delivered to the site.

### Sewer

There will be additional tap fees for sewer.

There needs to be a detailed drawing of how they are proposing to tap the sewer for these buildings.

### Meter type

Please provide a detail on the meter placement and isolation valve for the site and each apartment.

Or if master metered then just show isolation for the building.

### Lighting

There needs to be lights added for the parking and ally access for the residents.

**I am available for further discussion.**



# Wolverine Engineers & Surveyors, Inc.

312 North Street • Mason, Michigan 48854 • 517.676.9200 • Fax 517.676.9396

July 31, 2013

Mr. David E. Haywood, Zoning & Development Director  
City of Mason  
201 W. Ash Street  
Mason, MI48854



RE: 124/140 E. Ash St. (M-36)

Dear Mr. Haywood:

We have received and reviewed the site plan for the proposed rehabilitation of 124/140 E. Ash Street into a mixed-use commercial/residential building. The plans, as reviewed, are dated July 15, 2013 and consist of three (3) sheets as prepared by Hooker DeJong Architects and Engineers.

Based upon the information provided, we understand that the rehabilitation work will include the removal of existing building additions on the north side of the alley and the removal of a garage type structure on the south side of the alley. These removals will provide the area for the proposed residential and employee parking and landscape areas.

The proposed site grading has been designed in a manner to match the existing local contours. The anticipated amount of storm water runoff will be unchanged as impervious roof areas are being replaced with parking areas. Because the building removal offsets any change in impervious surface resulting from the parking area construction, it is our opinion that on-site storm water detention is not required.

The plans indicate a new domestic and fire protection water service being extended from an existing six (6) inch water main in Ash Street (M-36). The plans do not provide any detail as to the extent of the work expected to make this connection. Additionally, any work within the Ash Street (M-36) right-of-way will require a permit from the Michigan Department of Transportation.

Finally, the plans indicate the extension of a new sanitary sewer lead extending from an existing sanitary sewer located in the alley. Details as to the extent of this work, including backfill requirements and proposed alleyway pavement replacement cross section should be included on the final construction plans.

Mr. Haywood  
July 30, 2013  
Page 2 of 2

At this time, from an engineering perspective, we would recommend the approval of the final site plans for the rehabilitation of 124/140 E. Ash Street with the following conditions:

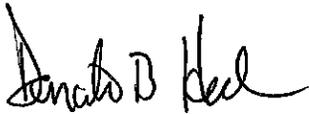
1. Appropriate water main connection details shall be provided.
2. Appropriate sanitary sewer connection details shall be provided.
3. All required permits must be obtained from the governing agencies having jurisdiction prior to the commencement of construction.

We appreciate the opportunity to present our comments to your office.

If you have any questions or additional concerns, please do not hesitate to call.

Sincerely,

WOLVERINE ENGINEERS & SURVEYORS, INC.



Donald B. Heck, P.E.

DBH:ood

cc. Martin A. Colburn, Administrator – City of Mason  
Ken Baker, DPW Superintendent – City of Mason

## David Haywood

---

**From:** Sam Bibler  
**Sent:** Wednesday, July 31, 2013 8:33 AM  
**To:** David Haywood  
**Subject:** Site Plan Reviews

David,

After reviewing the site plan requests for 124/140 E. Ash Street rehabilitation project I do not see any negative impacts this project would have concerning the Wastewater Treatment Plant normal operations.

After reviewing the site plan request for the addition to Efficiency Productions located at 685 Hull Rd the only concern I would have would be in the area they are washing the equipment. The oils and greases that are washed off the equipment should not be allowed to enter the waste stream or the storm sewer system.

# City of Mason

201 W. Ash St.  
P.O. Box 370  
Mason, MI 48854-0370  
www.mason.mi.us



City Hall 517 676-9155  
Police 517 676-2458  
Fax 517 676-1330  
TDD 1-800-649-3777

## MEMORANDUM

TO: Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

SUBJECT: Site Plan Review – Efficiency Productions, Inc. – 685 Hull Road

DATE: August 8, 2013

---

The applicant is requesting preliminary and final site plan approval to construct an 11,750 square foot building addition, 2,500 square feet of unenclosed covered storage area, and an uncovered wash bay to the existing industrial facility on property located at 685 Hull Road (east end of Trillium Drive). The intended/proposed use of the additional space is covered storage, wash bay, and repair area. The parcel is zoned M-1 (Light Manufacturing). Section 94-222 states that any use within the M-1 (Light Manufacturing) zoning district requires site plan review. The applicant has, therefore, made application for site plan review.

### LAND USE AND ZONING:

The site has a Hull Road address, but is actually located at the east end of Trillium Drive. The Jackson & Lansing Railroad border's the property to the east. The surrounding land uses and zoning are as follows:

	<b>Current Land Use</b>	<b>Zoning</b>	<b>Future Land Use</b>
<b>North</b>	Industrial	M-2 (General Manufacturing)	Industrial
<b>East</b>	Industrial	M-2 (General Manufacturing)	Industrial
<b>South</b>	Vevay Township	Vevay Township	Vevay Township
<b>West</b>	Industrial	M-1 (Light Manufacturing)	Industrial

### SITE PLAN REVIEW:

The following sections address compliance with site plan requirements.

**Plan Details:**

The plan shows the street located outside of the street right-of-way. The City's plat records show that the street cul-de-sac is fully constructed within the street right-of-way. Approval is recommended with the condition that the applicant research the appropriate legal title/deed and correct the site plan to accurately show the street/right-of-way relationship.

**Height, Bulk, Density, and Area Requirements:**

The plan appears to meet the site development standards listed in Section 94-121(c).

**Off-Street Parking & Circulation:**

The proposed expansion will not increase the number of employees occupying the facility.

**Landscaping:**

"Division 2 of Article VII lists the requirements for buffer zones and landscaping. Division 2 refers to Table 100-4 of the Code and describes where landscape buffer zones are required. Typically, a "B" buffer zone is required between properties zoned M-1, which requires a ten foot buffer zone with one tree per 30 feet and four shrubs for every 20 feet along common property lines. In this instance the subject property is adjacent to contiguously owned property to the north, the Lansing & Jackson Railroad and Sycamore Creek to the east, and industrial property to the east.

Since the property to the north is contiguous and EPI's operations extend into this lot, it is not practical to require landscaping along this "common" lot line. The east property line is adequately buffered by the Lansing & Jackson Railroad, floodplain and Sycamore Creek. The south and west property lines are bordered by industrially zoned property. There is a narrow swale located to the south and a berm with landscaping located to the west which provides adequate natural buffering.

**Signs:**

No new signage is proposed for the site at this time.

**Sidewalks:**

No sidewalks are proposed for the site. Although there is very little frontage on Trillium Drive, it is recommended that sidewalk be shown (on both parcels) on a revised site plan as a condition of approval.

**Site Lighting:**

The site plan does not provide information regarding additional site lighting. Approval is recommended with the general condition that site lighting be consistent with the lighting requirements listed in Section 94-177(e) of the zoning ordinance.

**Construction Schedule:**

A general construction schedule is included with the application. The applicant anticipates that the project will commence upon receipt of a soil erosion permit and building construction will commence shortly thereafter and be substantially completed in April of 2014.

**PUBLIC SERVICES AND FACILITIES:****Water and Sanitary Sewer:**

There are no proposed changes to the existing municipal water or sanitary sewer systems on the site. The Superintendent of Public Works has issued comments indicating the following:

- There will need to be a storm water management plan for both parcels shown on the site plan. The plan shall provide measures for preventing solids from leaving the site.
- Tap fees will be assessed for any resulting additional sanitary sewer and water connections
- Wash bays must be equipped with a roof cover and sanitary sewer, including pretreatment controls to treat the waste water generated from equipment washing, to the satisfaction of the Superintendent

The City Engineer provided the following comment:

- That the expansion area is considered impervious and storm calculations are not necessary

Approval is recommended with these comments as conditions of approval.

**Storm Water Management:**

The site plan proposes to manage storm water utilizing the existing underground storm water lines on the site. No changes are proposed to this system.

All construction activities proposed in this site plan review application will require a soil erosion permit through the City of Mason Zoning & Development Department. Approval is recommended with this condition.

Staff recommends that a drainage facilities maintenance agreement be required for this project that includes both parcels of land shown on the site plan as a condition of approval.

**Additional Agency Comments:**

Comments from the remaining agencies are attached. No additional concerns have been received regarding this site plan review at this time.

**Site Plan Review Standards:**

It appears that the site and proposed use will comply with the site plan review standards listed in Section 94-227 of the Code, provided the previously noted conditions are met. In reviewing an application for site plan review and approval the following standards shall apply:

- (1) *The site shall be developed so that all elements shall be harmoniously and efficiently organized in relation to the size, shape, type and topography of the site and surrounding property.*
- (2) *The site shall be developed so as not to impede the normal and orderly development, improvement, and use of surrounding property for uses permitted in this chapter.*
- (3) *All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.*
- (4) *Every structure or dwelling unit shall have direct access to a public street or indirect access to a public street via an approved dedicated private street.*

- (5) *Appropriate measures shall be taken to ensure that the addition or removal of surface waters will not adversely affect neighboring properties that controls are in place to minimize sedimentation and erosion, and that topographic alterations are minimized to accommodate storm water management.*
- (6) *Provisions shall be made for the construction of storm sewer facilities including grading, gutters, piping, on-site storage, and treatment of turf as required to handle storm water and prevent erosion.*
- (7) *Secondary containment for above ground areas where hazardous substances are stored or used shall be provided as required by the city fire chief.*
- (8) *Exterior lighting shall be designed and located so that the source of illumination is directed away from adjacent properties, the intensity of lighting is the minimum necessary, and the direction of lighting is downward as much as is possible and appropriate for the project.*
- (9) *All loading and unloading areas, outside storage areas, and refuse receptacles shall be screened from casual view from the public rights-of-way and adjoining land uses.*
- (10) *Site plans shall meet the driveway, traffic safety, and parking standards of the city in such manner as necessary to address the following:*
  - a. *Safe and efficient vehicular and non-vehicular circulation, including parking areas, non-motorized linkages to abutting parcels, uses, sidewalks, and trails.*
  - b. *Shared driveways and service drives.*
  - c. *Adequate and properly located utilities.*
- (11) *Provisions shall be made for proposed common areas and public features to be reasonably maintained.*
- (12) *The site plan submittal shall demonstrate compliance with all applicable requirements of this chapter, chapters 58 and 74, the building code, and county, state, and federal law.*

**RECOMMENDATION:**

With the findings and analysis described above, the following action is recommended for consideration by the Planning Commission:

**The Planning Commission approve Resolution No. 2013-09.**

**Attachments:**

1. Resolution
2. Application
3. Applicant's Explanation of Use – July 27, 2013
4. Agency Comments
  - a. Wolverine Engineers
  - b. City of Mason Chief of Police
  - c. POTW Superintendant
5. Site Plan

Introduced:  
Seconded:

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION NO. 2013-09**

**A RESOLUTION APPROVING A PRELIMINARY AND FINAL SITE PLAN TO ALLOW  
EFFICIENCY PRODUCTIONS, INC. TO CONSTRUCT A 13,000 SQUARE FOOT  
BUILDING ADDITION TO THE EXISTING INDUSTRIAL MANUFACTURING  
FACILITY LOCATED AT 685 HULL ROAD**

**WHEREAS**, a request has been received from Efficiency Productions, Inc. (EPI) for preliminary final site plan approval to be allowed to construct a 13,000 square foot building addition to the existing manufacturing facility at 685 Hull Road, said property having parcel numbers 33-19-10-16-100-017 and 33-19-10-16-100-025.

**WHEREAS**, the subject property is further described as:

TAX ID#33-19-10-16-100-017: COMMENCING AT THE WEST 1/4 CORNER OF SECTION 16, THENCE S89°53'41"E ALONG THE EAST-WEST 1/4 LINE 1165.25 FEET TO THE POINT OF BEGINNING, THENCE S89°53'41"E ALONG SAID 1/4 LINE 758.51 FEET TO THE WESTERLY RIGHT OF WAY LINE OF CONRAIL RAILROAD, THENCE N07°08'04"W ALONG SAID RIGHT-OF-WAY LINE 498.7 FEET, THENCE ALONG SAID RIGHT-OF-WAY LINE 157.14 FEET ON A CURVE TO THE LEFT, WITH A RADIUS OF 2861.25 FEET, A DELTA ANGLE OF 03°08'48" AND CHORD BEARING N08°41'01"W 157.12 FEET, THENCE N89°53'41"W 673.73 FEET, THENCE S00°04'38"E 109.89 FEET TO THE RIGHT-OF-WAY LINE OF AN EASEMENT, THENCE SOUTHERLY 117.65 FEET ALONG A CURVE TO THE RIGHT WITH A RADIUS OF 75.00 FEET, A DELTA ANGLE OF 89°52'39" AND CHORD BEARING S00°04'38"E 105.95 FEET, THENCE S00°04'38"E 434.16 FEET TO POINT OF BEGINNING, PART OF THE NORTHWEST 1/4, SECTION 16, T2N, R1W, CITY OF MASON, INGHAM COUNTY, MICHIGAN.

ALSO: TAX ID# 33-19-10-16-100-025: COMMENCING AT THE WEST 1/4 CORNER OF SECTION 16, THENCE S89°53'41"E ALONG THE EAST-WEST 1/4 LINE 1923.76 FEET; THENCE N07°08'04"W ALONG THE WEST LINE OF CONRAIL RAILROAD 498.70 FEET, THENCE ALONG SAID WEST LINE 157.14 FEET ON A CURVE TO THE LEFT, WITH A RADIUS OF 2861.25 FEET, A DELTA ANGLE OF 03°08'48" AND CHORD BEARING N08°41'01"W 157.12 FEET TO THE POINT OF BEGINNING, THENCE N89°53'41"W 673.75 FEET, THENCE S00°04'38"E 109.93 FEET, THENCE 116.29 FEET ALONG A CURVE TO THE LEFT WITH A RADIUS OF 75.00 FEET, A DELTA ANGLE OF 88°50'28" AND CHORD BEARING N89°23'58"W 104.99 FEET, THENCE 57.50 FEET ALONG A CURVE TO THE RIGHT WITH A RADIUS OF 75.00 FEET, A DELTA ANGLE OF 43°55'31" AND CHORD BEARING S68°08'33"W, THENCE N89°53'41"W 57.14 FEET, THENCE N00°06'19"E 416.74 FEET, THENCE S89°53'41"E 534.20 FEET, THENCE 468.82 FEET ALONG A CURVE TO THE RIGHT WITH A RADIUS OF 429.28 FEET, A DELTA ANGLE OF 62°34'21" AND CHORD BEARING S51°54'02"E 445.86 FEET, THENCE 10.89 FEET ALONG A CURVE TO THE RIGHT WITH A RADIUS OF 2861.25 FEET, A DELTA ANGLE OF 00°13'05" AND CHORD BEARING S10°23'37"E 10.88 FEET TO POINT OF BEGINNING, PART OF THE NORTHWEST 1/4, SECTION 16, T2N, R1W, CITY OF MASON, INGHAM COUNTY, MICHIGAN.

**WHEREAS**, upon compliance with the conditions of approval, the plans will comply with the site plan review standards listed in Sections 94-227 of Chapter 94, Zoning, of the Mason Code.

**WHEREAS**, approval is granted subject to the following general conditions:

- 1) That site lighting be consistent with the lighting requirements listed in Section 94-177(e) of the zoning ordinance; and

- 2) The applicant meet the expectations of the Superintendent of Public Works' comments in his letter dated August 7, 2013; and

**WHEREAS**, approval is granted subject to the following conditions being met prior to the issuance of a building permit:

- 1) The applicant shall provide a revised site plan showing the cul-de-sac right-of-way consistent with recorded deed descriptions of the street; and
- 2) The applicant shall provide a revised site plan showing sidewalk one foot inside the right-of-way; and
- 3) The applicant shall provide a revised site plan showing the wash bay covered and equipped with sanitary sewer, including pre-treatment; and
- 4) The applicant obtain a soil erosion and sedimentation permit from the Zoning and Development Department prior to the issuance of a building permit; and
- 5) The applicant shall provide a revised site plan showing the required 10' buffer yard along the west, north and east side of the north parcel and along the west, south and east sides of the south parcel to preserve existing vegetation; and
- 6) The applicant shall provide a storm water management plan per the Superintendant of Public Works' letter of August 7, 2013; and

**WHEREAS**, approval is granted subject to the following conditions being met prior to the issuance of an occupancy permit:

- 1) The applicant shall submit an executed drainage facilities maintenance agreement between and City and responsible party to the private storm water management system prior to the issuance of an occupancy permit.

**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby approve a preliminary site plan for the construction of a 13,000 square foot building addition to the existing manufacturing facility located 685 Hull Road based on the plans dated July 18, 2013.

Yes ( )  
No ( )

**CLERK'S CERTIFICATION:** I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Planning Commission at its regular meeting held Tuesday, August 13, 2013, the original of which is part of the Planning Commission minutes.

\_\_\_\_\_  
Deborah J. Cwierniewicz, Clerk  
City of Mason  
Ingham County, Michigan



**APPLICATION – SITE PLAN REVIEW/SPECIAL USE PERMIT**

**City of Mason**

Planning Department • 201 W. Ash Street • Mason, MI 48854

Phone: 517/676-9155 • Fax: 517/676-1330

www.mason.mi.us

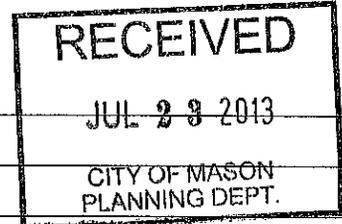
Applicant– Please check one of the following:	
<input checked="" type="checkbox"/>	Preliminary Site Plan Review
<input checked="" type="checkbox"/>	Final Site Plan Review
<input type="checkbox"/>	Special Use Permit*
* includes Preliminary Site Plan Review	

PLANNING DEPARTMENT USE ONLY	
Application Received:	7/23/13
Tax ID:	See below
Fee:	\$ 520.00 (incl. engineering fee)
Receipt #:	100146631

per Steve Thornton 7/26/13. DA

**I. APPLICANT INFORMATION**

Name Ken Forsberg  
 Organization Efficiency Production  
 Address 685 Hull Rd.  
 Telephone Number 676-8800 Facsimile Number \_\_\_\_\_  
 Interest in Property (owner, tenant, option, etc.) Owner



**Note: If applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner.**

**II. PROPERTY INFORMATION**

Owner EPT Telephone Number 676 8800  
 Property Address 685 Hull Rd.  
 Legal Description: If in a Subdivision: Subdivision Name \_\_\_\_\_ Lot Number \_\_\_\_\_  
 If Metes and Bounds (can be provided on separate sheet): See Site Plan  
 Tax # 33-19-10-16-100-017 & # 33-19-10-16-100-025

APPLICANT CERTIFICATION	
By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any Special Use Permit and/or Site Plan approval issued as a result of this application.	
Signature <u>Ken Forsberg</u>	Date <u>7-23-2013</u>

III. **REQUEST DESCRIPTION**

A. **Written Description** – Please use this section to describe the use or uses proposed. Attach additional pages, if necessary.

Storage and repair facility

B. **Available Services**

Public Water  YES  NO  
Public Sanitary Sewer  YES  NO

Paved Road (Asphalt or Concrete)  YES  NO  
Public Storm Sewer  YES  NO

C. **Estimate the Following**

Traffic Generated \_\_\_\_\_  
Population Increase \_\_\_\_\_  
Hours of Operation \_\_\_\_\_ AM to \_\_\_\_\_ PM  
\_\_\_\_\_ day through \_\_\_\_\_ day

Total Employees 117 Current Shifts 1.5  
Employees in Peak Shift 60  
Total Bldg. Area Proposed 91,000  
Parking Spaces Provided 80 + 3 Handicapp

D. **Project Phasing**

This project will be completed in:  One Phase  Multiple Phases – Total No. of Phases: \_\_\_\_\_  
**Note: The phases of construction for multi-phase projects must be shown on the site plan**

IV. **APPLICATION MATERIALS**

The following are checklists of items that generally must be submitted with applications for Preliminary Site Plan Review, Final Site Plan Review, and Special Use Permits. Applicants should review Articles VI and VII of Chapter 94 of the Mason Code for a complete listing of application requirements. All site plan drawings must comply with the requirements of Section 94-226(d) of the Zoning Ordinance. Incomplete applications will not be processed.

- Completed application form
- 20 copies of site plan drawings (30 copies for Special Use Permits)
- 1 – 11" x 17" copy of the site plan
- Legal description
- Proof of ownership/owner authorization
- Construction schedule for proposed project
- Construction calculations for utilities
- Fee (see below)
- Any other information deemed necessary

**Application Fee** – all requests must be accompanied by a fee, as established by the City Council. The fee schedule for Preliminary Site Plan Reviews, Final Site Plan Reviews, and Special Use Permits is as follows (As of October 16, 2006):

- Preliminary Site Plan Reviews
- Final Site Plan Review
- Special Use Permits (includes preliminary site plan review)
- Engineering Review

\$200.00  
~~\$100.00~~  
~~\$275.00~~  
~~\$220.00~~

\*Two-hour minimum fee for projects increasing demand on public utilities. Actual fees incurred are billed to applicant upon completion of review.

**V. APPLICATION DEADLINES**

**Preliminary Site Plan/Special Use Permit Review** – Applications for Preliminary Site Plan Review may be submitted at any time. Complete applications must be received a minimum four (4) weeks prior to a Planning Commission meeting to be placed on the agenda. Upon receipt of a complete application, a public hearing will be scheduled for the next regularly scheduled meeting (for Special Use Permits only). The Planning Commission has the final authority to approve, approve with conditions or deny an application for Preliminary Site Plan/Special Use Permit Review. The Planning Department staff will issue a letter to the applicant advising of any changes or revisions that may be necessary prior to making application for Final Site Plan Review.

**Final Site Plan Review** – Complete applications must be received a minimum of four (4) weeks prior to a Planning Commission meeting to be placed on an agenda. The Planning Commission has the final authority to approve, approve with conditions or deny an application for Final Site Plan Review. Planning Commission meetings are held on the second Tuesday after the first Monday of every month, unless the Tuesday is a Township recognized holiday, in which case the meeting is held on the following day (Wednesday).

**VI. STAFF REPORT**

The Planning Department Staff will prepare a report to the Planning Commission regarding an application for Preliminary Site Plan Review, Final Site Plan Review or Special Use Permit. The report will explain the request and review whether it complies with the zoning standards of the Mason Code. Staff will present the findings of that report during the Planning Commission meeting. An applicant who wishes to obtain one (1) copy of that report, at no cost, prior to the meeting must provide a written request to the Planning Department. The report is generally complete on the Friday before the meeting and can be mailed to the applicant or picked up by the applicant in the Planning Department.



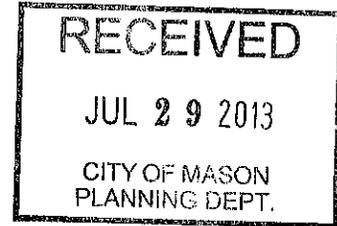
Built Around You  
Since 1954

July, 27 2013

City of Mason  
Planning Dept.  
201 W. Ash St.  
Mason, MI 48854

Re; EPI

Mr. Haywood



It was good speaking with you yesterday. Please accept this brief note as a explanation of the owners intended use of the new addition on the EPI building.

- 1) The slab and small shed located on the east side of existing lay-out area is intended for the power washing of the rental units when returned from the field. They are currently being washed in this area.
- 2) Most of the new addition will be used for the storage of steel and aluminum prior to and during fabrication of the trench box equipment. This area will not be heated.
- 3) The Northern portion of the addition will be used for minor repairs of the rental unit's prior to being put back into the field.
- 4) The new slab to the north of the addition will replace an existing slab and gravel area with new concrete.

I hope this answers the questions as to the proposed uses. Please feel free to contact me with any other questions.

Thank You  
Sincerely  
Steve Thornton  
TH Marsh

## David Haywood

---

**From:** Steve Thornton [sthor001@sbcglobal.net]  
**Sent:** Saturday, July 27, 2013 9:48 AM  
**To:** David Haywood  
**Subject:** EPI  
**Attachments:** City of Mason responses.docx

Let me now if you need anything else Dave.  
Steve T.

7/29/13 Per Steve Thornton - no new employees.  
Addn. is only 14k<sup>#</sup> (sp shows 13k<sup>#</sup>). DA

## David Haywood

---

**From:** Steve Thornton [sthor001@sbcglobal.net]  
**Sent:** Wednesday, August 07, 2013 4:10 PM  
**To:** David Haywood  
**Subject:** Re: EPI

There is no plan to fill that area.  
Steve

**From:** David Haywood <davidh@mason.mi.us>  
**To:** Steve Thornton <sthor001@sbcglobal.net>  
**Sent:** Wednesday, August 7, 2013 4:00 PM  
**Subject:** RE: EPI

Hi Steve, there is a comment on the grading plan about imported fill in the northwest area of the sheet, are there plans for more filling in that area?  
Dave

---

**From:** Steve Thornton [<mailto:sthor001@sbcglobal.net>]  
**Sent:** Saturday, July 27, 2013 9:48 AM  
**To:** David Haywood  
**Subject:** EPI

Let me now if you need anything else Dave.  
Steve T.

# CITY OF MASON FIRE DEPARTMENT



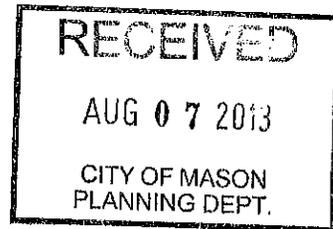
KERRY J. MINSHALL, CHIEF  
221 WASH  
MASON, MI 48854  
PH: 517-244-9025  
FAX: 517-244-9028

To: David E. Haywood  
Zoning & Development Director

From: Kerry Minshall  
Fire Chief

Date: August 7, 2013

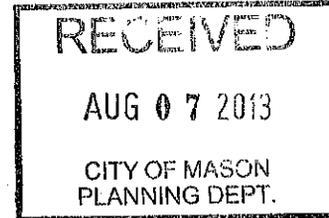
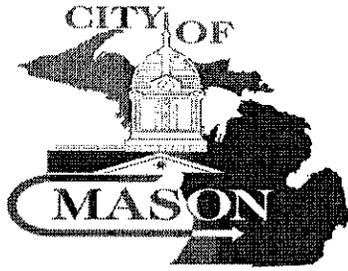
Re: Site Plan Review  
Efficiency Productions, Inc.  
685 Hull Rd. Mason



I have reviewed the submitted site plan for the construction of a 13,000 square foot addition.

I do not have any concerns with the plans at this time.

Kerry Minshall



# Memo

**To:** David Haywood, Zoning and Development Director  
**From:** Kenneth Baker, Superintendent of Public Works  
**Date:** August 7, 2013  
**Re:** Site plan review for Efficiency Productions, Inc. expansion of an 11,700 foot addition to their existing building.

---

My comments on the proposed plans dated 7-18-2013 for the construction of a 17,000 square foot addition to their current facility and a 1200 square foot concrete pad and a 144 square foot building.

Below are comments about what will have to be addressed before a final approval.

Per our Storm Water requirements and Well Head protection plan the Public Works Department could not approve of an uncovered washing station with no sanitary sewer drain and no roof. Wash trucks and equipment and letting the runoff go in the ground would contaminate the ground and our water supply. Washing of equipment needs to go to a sanitary sewer with proper pretreatment and control of any sediment or chemicals that will be going to the sanitary sewer system.

The 30 x 40 concrete slab need to be deleted or revised to show proper cover and drainage for any equipment washing.

### Storm Water

The storm water for this site will need a storm water management plan and a maintenance agreement.

The owner needs to show how they will manage the storm water runoff on their site so that high solids will not be allowed to carry solids off this site to waters of the state.

### Potable Water

There might be additional tap in fees depending on what additional usage is needed.

### Sewer

There will be additional tap fees for sewer.

The Wastewater Superintendent needs to look at how they are going to treat the waste from the washing station. I do see an oil and water separator but this needs to be reviewed from the industrial pretreatment aspect.

### Tap in fees

### Meter type

N/A

I am available for further discussion.

## David Haywood

---

**From:** Sam Bibler  
**Sent:** Wednesday, July 31, 2013 8:33 AM  
**To:** David Haywood  
**Subject:** Site Plan Reviews

David,

After reviewing the site plan requests for 124/140 E. Ash Street rehabilitation project I do not see any negative impacts this project would have concerning the Wastewater Treatment Plant normal operations.

After reviewing the site plan request for the addition to Efficiency Productions located at 685 Hull Rd the only concern I would have would be in the area they are washing the equipment. The oils and greases that are washed off the equipment should not be allowed to enter the waste stream or the storm sewer system.



# Wolverine Engineers & Surveyors, Inc.

312 North Street • Mason, Michigan 48854 • 517.676.9200 • Fax 517.676.9396

July 31, 2013

Mr. David E. Haywood, Zoning & Development Director  
City of Mason  
201 W. Ash Street  
Mason, MI 48854



RE: Efficiency Productions, Inc. 685 Hull Road

Dear Mr. Haywood:

We have received and reviewed the site plan for the proposed 11,750 square foot building expansion on the easterly side of the existing facility. The plans, as reviewed, are dated July 18, 2013 and consist of three (3) sheets as prepared by KEBS, Inc.

Based upon the information provided, we understand that an 11,750 square foot building expansion with a 2,600 square foot covered area is proposed in an existing gravel area. A new 1,200 square foot concrete pad and 144 square foot building is also proposed adjacent to the railroad right-of-way.

The proposed building addition will require the re-routing of existing storm sewers on the property; however, this storm system is private and only serves the subject property. The anticipated amount of storm water runoff will be unchanged as existing impervious gravel areas are being replaced with roof area. Given that the entire area being modified is currently an impervious surface, it is our opinion that additional on-site storm water detention is not required.

At this time, from an engineering perspective, we would recommend the approval of the final site plans for the building addition at Efficiency Productions, Inc.

We appreciate the opportunity to present our comments to your office.

If you have any questions or additional concerns, please do not hesitate to call.

Sincerely,

WOLVERINE ENGINEERS & SURVEYORS, INC.

Donald B. Heck, P.E.

DBH:ood

cc. Martin A. Colburn, Administrator – City of Mason  
Ken Baker, DPW Superintendent – City of Mason

# Jackson & Lansing Railroad Company

38235 North Executive Drive - Westland, Michigan 48185-1971

Telephone 734-641-2300 FAX 734-641-2323

July 31, 2013

RECEIVED

AUG 02 2013

CITY OF MASON  
PLANNING DEPT.

Mr. David E. Haywood  
Zoning & Development Director  
City of Mason  
Post Office Box 370  
Mason, Michigan 48854-0370

Re: Site Plan Review Request  
Efficiency Productions, Inc. - 685 Hull Road, Mason

Dear Mr. Haywood:

Jackson & Lansing Railroad Company ("JAIL") has received your letter dated July 29, 2013 advising of your receipt of a request for site plan review for the construction of a 13,000 square foot building addition to the existing industrial facility at 685 Hull Road, Mason. **JAIL has no objections to the proposed building addition.**

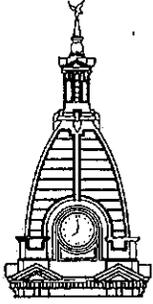
Very truly yours,

JACKSON & LANSING RAILROAD COMPANY



Mark W. Dobronski  
President

MWD/hp



# Mason Police Department

201 W. Ash St.  
P.O. Box 370  
Mason, MI 48854-0370

JOHN STRESSMAN  
*Chief of Police*

Office: (517) 676-2458  
Fax: (517) 244-9024  
MASON\_PD@ingham.org

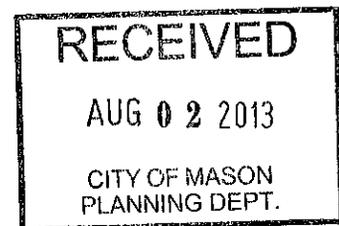
## MEMORANDUM

To: David Haywood  
Planning and Development Director

From: John Stressman   
Chief of Police

Ref: 685 Hull Road  
Site Plan Review

Date: August 1, 2013



I have reviewed the site plan review for 685 Hull Road and have no comments at this time.

If you have any questions, please contact me.