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, September 10, 2013

6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes: August 13, 2013
4. People from the Floor
5. Announcements
6. Public Hearing
   A. 604 S. Barnes St. – Bed and Breakfast

      Resolution No. 2013-10 – A Resolution Approving A Preliminary Site Plan To Permit The Operation Of A Bed And Breakfast At 604 South Barnes Street
7. Regular Business
   A. Master Plan Update – City Council Workshop Comments
8. Unfinished Business
9. New Business
10. Correspondence
11. Liaison Reports
12. Director Report
13. Administrator Report
14. Adjournment

CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF AUGUST 13, 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: Barna, Green, King, Naeyaert, Reeser, Trotter, Waxman, Waltz
Absent: Commissioner: Sabbadin (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 July 9, 2013
The Regular Meeting Minutes of July 9, 2013, were approved as submitted.

PEOPLE FROM THE FLOOR
None.

ANNOUNCEMENTS
- A special needs swing has been installed at Laylin Park
- Art Moul was commended for laying the cement slab for the shed at the Mason Community Garden

REGULAR BUSINESS
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

MOTION by Naeyaert, second by King,
to consider Resolution No. 2013-08 read.
MOTION APPROVED UNANIMOUSLY

Haywood informed the Commission regarding the proposal to renovate the building located at 124 - 140 East Ash Street. Discussion ensued regarding holding preliminary and final site plan at the same meeting rather than holding final site plan review at the subsequent meeting following preliminary site plan review.

Mr. Ryan Henry, partner of Kincaid Henry Building Group, Inc., spoke regarding the history of the building located at 124-140 East Ash Street. It is currently designated a Brownfield property. Final site plan approval is being requested tonight due to three separate time-bound financial incentives coming from the State of Michigan that include final site plan approval. Two of the three incentives have final site plan approval and financing packages as part of their conditions.

Resolution No. 2013-08 was introduced by Green and seconded by Trotter.

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
August 13, 2013

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, INGHM 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.

RESOLUTION APPROVED UNANIMOUSLY

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

MOTION by Naeyaert, second by Waltz,
to consider Resolution No. 2013-09 read.
MOTION APPROVED UNANIMOUSLY

Haywood informed the Commission regarding the proposal by Efficiency Productions, Inc. to construct a 13,000 square foot building addition to the existing industrial manufacturing facility located at 685 Hull Road. A lengthy discussion ensued regarding concerns of the wash bay and fire response due to a similar request submitted by the applicant in 2012.

Resolution No. 2013-09 was introduced by Green and seconded by Trotter.

Haywood explained that a building permit would not be issued until all conditions documented in the resolution are met.

MOTION by Waxman, second by King,
to amend Resolution No. 2013-08 by striking *Final Site Plan* throughout, approving a preliminary site plan.
Yes (4) Barna, King, Waltz, Waxman
No (4) Green, Naeyaert, Reeser, Trotter
Absent (1) Sabbadin
MOTION FAILED

MOTION by Waltz, second by Waxman,
to amend Resolution No. 2013-08 by inserting the following:

4) The applicant provide a list of chemicals and cleaners used in the wash bay area to the Zoning and Development staff; and

in the fifth paragraph, as No. 4, and adjust the remaining list accordingly.

MOTION APPROVED UNANIMOUSLY

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
August 13, 2013

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°53'411E 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, RIW, 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 provide a list of chemicals and cleaners used in the wash bay area to the Zoning and Development staff; and

5) The applicant obtain a soil erosion and sedimentation permit from the Zoning and Development Department prior to the issuance of a building permit; and

6) 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

7) 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 (7) Barna, Green, King, Naeyaert, Reeser, Trotter, Waltz
No (1) Waxman
Absent (1) Sabbadin

RESOLUTION APPROVED

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. A brief discussion ensued regarding construction of the Rayner Park Stage and Temple Street.

ADJOURNMENT
The meeting adjourned at 8:34 p.m.

Deborah J. Cwiertniewicz, City Clerk

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
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: Preliminary Site Plan Review – 604 S. Barnes St. (Bed & Breakfast)

DATE: September 6, 2013

The applicant is requesting preliminary site plan and special use permit approval to operate a bed and breakfast, including four bedrooms, on property located at 604 South Barnes Street. The parcel is zoned RM (Multiple Family Residential). Section 94-125(d)(6) permits bed and breakfast operations by special use permit. Section 94-192(7) establishes the special use standards for bed and breakfast operations.

LAND USE AND ZONING:

The surrounding land uses and zoning are as follows:

	Current Land Use	Zoning	Future Land Use
North	Residential	RM (Multiple Family Residential)	Residential
East	Residential	R2F (Two-Family Residential)	Residential
South	Residential	R2F (Two-Family Residential)	Residential
West	Residential	RM (Multiple Family Residential)	Residential

SITE PLAN REVIEW:

Plan Details:

The application indicates the hours of operation will be 9:00 a.m. to 10:00 p.m., Monday through Friday.

Height, Bulk, Density, and Area Requirements:

No structures are proposed at this time.

Off-Street Parking & Circulation:

Table 100-5 sets the parking requirements for specific uses. Although there is no standard listed for bed and breakfast specifically, it is essentially the same as a rooming house, which requires two spaces per dwelling unit and one space for each rooming unit. The applicant shows a total of four bedrooms, where one is assumed to be designated for the dwelling and the other three for the bed and breakfast. Therefore, five parking spaces are required. The applicant has provided six parking spaces and a two-car garage.

Landscaping:

Table 100-4 requires that uses in the RM zoning district provide a category A landscape buffer yard adjacent to the RM zoning district and a category B landscape buffer yard adjacent to property zoned R2F. Section 94-241(e)(4) allows the Planning Commission to determine the required buffer yard adjacent to streets, which in this case encompasses the north, east and south sides of the site due to its location on the corner of Barnes and Elm and also having an alley. Due to the limited scope of the bed and breakfast, having only four bedrooms, staff recommends that due to the intensity of the use being at or less than a normal family activity no additional landscaping for the north, east and south side be required. There is currently significant landscaping in along the west property line sufficient to buffer the residential properties there. Staff would recommend that the Planning Commission accept the current landscaping as sufficient.

Signs:

No signs are proposed for the proposed activity.

NOTIFICATION:

Fifty-six letters were sent out notifying the public of this request. As of the writing of this report, no responses have been received. However, the notices sent were less than the 15 day statutory timeline. Therefore, staff recommends that the public hearing be opened on September 10, allowing anyone present to speak, and continue the public hearing on October 15 to afford staff time to re-notice owners and occupants within the vicinity of the subject property.

PUBLIC SERVICES AND FACILITIES:

Streets, Traffic, and Site Access:

The site is located at the southwest corner of South Barnes and East Elm Streets, both of which are local two-lane streets. The site also is adjacent to an alley behind the property parallel to Elm Street.

Water, Sanitary Sewer and Storm Water Management:

The site is adequately served by the necessary water and sanitary sewer systems. No changes are proposed at this time.

Additional Agency Comments:

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

ANALYSIS:

It appears that the site and proposed use will comply with the site plan review standards listed in Sections 94-227 of the Code, provided the previously noted conditions are met.

In addition to these standards, Section 94-191(f) of the Mason Code provides the Basis of Determination for Special Use Permits. These standards must be met before a Special Use Permit can be approved. The standards and staff commentary regarding compliance follow:

(1) Be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of adjacent property or the zoning district in which it is proposed.

The location is currently zoned for residential use. The proposed intensity of the bed and breakfast at three bedrooms will not likely cause more activity than a normal household.

(2) Not be hazardous or disturbing to uses in the same general vicinity and will be a substantial improvement to property in the immediate vicinity and to the community as a whole.

Staff is not aware of any additional conflicts of a hazardous or disturbing nature associated with the proposed use.

(3) Be served adequately by essential facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools.

The use does not require public utilities and no changes to the systems in the vicinity are proposed.

(4) Not create additional requirements at public cost for public facilities and services.

It does not appear that the proposed use will create additional public costs.

(5) Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any person, property, or the general welfare by noise, fumes, glare, or odors.

Staff is not aware of any conflicts of this nature.

(6) Not be located such that it will directly or indirectly have a substantial adverse impact on the natural resources of this city.

Staff is not aware of any conflicts of this nature.

(7) Be in compliance with other applicable local, county, state, or federal rules and regulations.

It appears that the proposed use is in compliance, provided the specified conditions of approval are met.

In addition to the site plan and special use permit standards, Section 94-192(7) of the Mason Code lists the requirements related specifically to institutions. These standards must be met before a Special Use Permit can be approved. The applicant has provided an item-by-item explanation as to how her bed and breakfast operation will meet these standards. Please note that item "o)" states that the premises "will cause a disturbance to neighbors". It is assumed that this was written as an error, that the owner anticipates that the use will not cause a disturbance. Attached are copies of Section 94-192(7) and the applicants response to each item.

RECOMMENDED ACTION:

The Planning Commission approve Resolution No. 2013-10.

Attachments:
1. Resolution
2. Application
3. Owner's response to requirements of Sec. 94-192(7)
4. Agency Comments
   a. City of Mason POTW Supervisor
   b. City of Mason Chief of Police
   c. City of Mason Fire Chief
   d. City of Mason Public Works Supervisor
5. Section 94-227, Standards for site plan review and approval, of the Mason City Code
6. Site Plan

H:\Planning Commission\Special Use Permit\SUP-604 S. Barnes (B&B)-staff.doc

Introduced:
Second:

CITY OF MASON
PLANNING COMMISSION RESOLUTION NO. 2013-10

A RESOLUTION APPROVING A PRELIMINARY SITE PLAN TO PERMIT THE OPERATION OF A BED AND BREAKFAST AT 604 SOUTH BARNES STREET

September 10, 2013

WHEREAS, a request has been received from Jettie Feintuch, for preliminary site plan and special use permit approval to be allowed to dispose 20,000 cubic yards of soils at 300 East Kipp Road; and

WHEREAS, the subject property is further described as: Lots 5 & 6, Block 25, Sec 9 T2N R1W, City of Mason, Ingham Co; and

WHEREAS, upon compliance with the conditions listed herein, the plans will comply with the site plan review standards listed in Section 94-227 of the Mason Code; and

WHEREAS, approval is granted with the condition that the total number of rooming units be limited to four; and

THEREFORE BE IT RESOLVED, that the Mason Planning Commission does hereby approve a preliminary site plan for a bed and breakfast on property located at 604 South Barnes Street based on the site plan dated August 21, 2013.

Yes ( )
No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Mason Planning Commission at its regular meeting held Tuesday, September 10, 2013, the original of which is part of the Planning Commission minutes.

_____
Deborah J. Cwiertniewicz, City 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	X
	Final Site Plan Review	
	Special Use Permit*	X

* includes Preliminary Site Plan Review

PLANNING DEPARTMENT USE ONLY

Application Received: Aug. 21, 2013
Tax ID: 09-154-004
Fee: $275.00
Receipt #: 100147943

RECEIVED
AUG 21 2013
CITY OF MASON
PLANNING DEPT.

I. APPLICANT INFORMATION

Name Jettie Feintuch

Organization Estate of David Feintuch

Address 604 S. Barnes St

Telephone Number 517-881-4106 Facsimile Number

Interest in Property (owner, tenant, option, etc.) Personal Representative (executor)

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 Estate of David Feintuch Telephone Number 51-881-4106

Property Address 604 S. Barnes St

Legal Description: If in a Subdivision: Subdivision Name _____ Lot Number _____

If Metes and Bounds (can be provided on separate sheet): 33-19-10-09-154-004

Lots 5 & 6, Block 27, Original Plat

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 _____ Date 8/15/13

III. REQUEST DESCRIPTION

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

Permit for Bed & Breakfast

see attached

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 1-8 people
Population Increase 0
Hours of Operation 9 AM to 10 PM
____ day through ____ day
Total Employees 0 Shifts ____
Employees in Peak Shift ____
Total Bldg. Area Proposed ____
Parking Spaces Provided 6 + 2-car garage

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	$200.00
Final Site Plan Review	$100.00
Special Use Permits (includes preliminary site plan review)	$275.00
Engineering Review	$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).

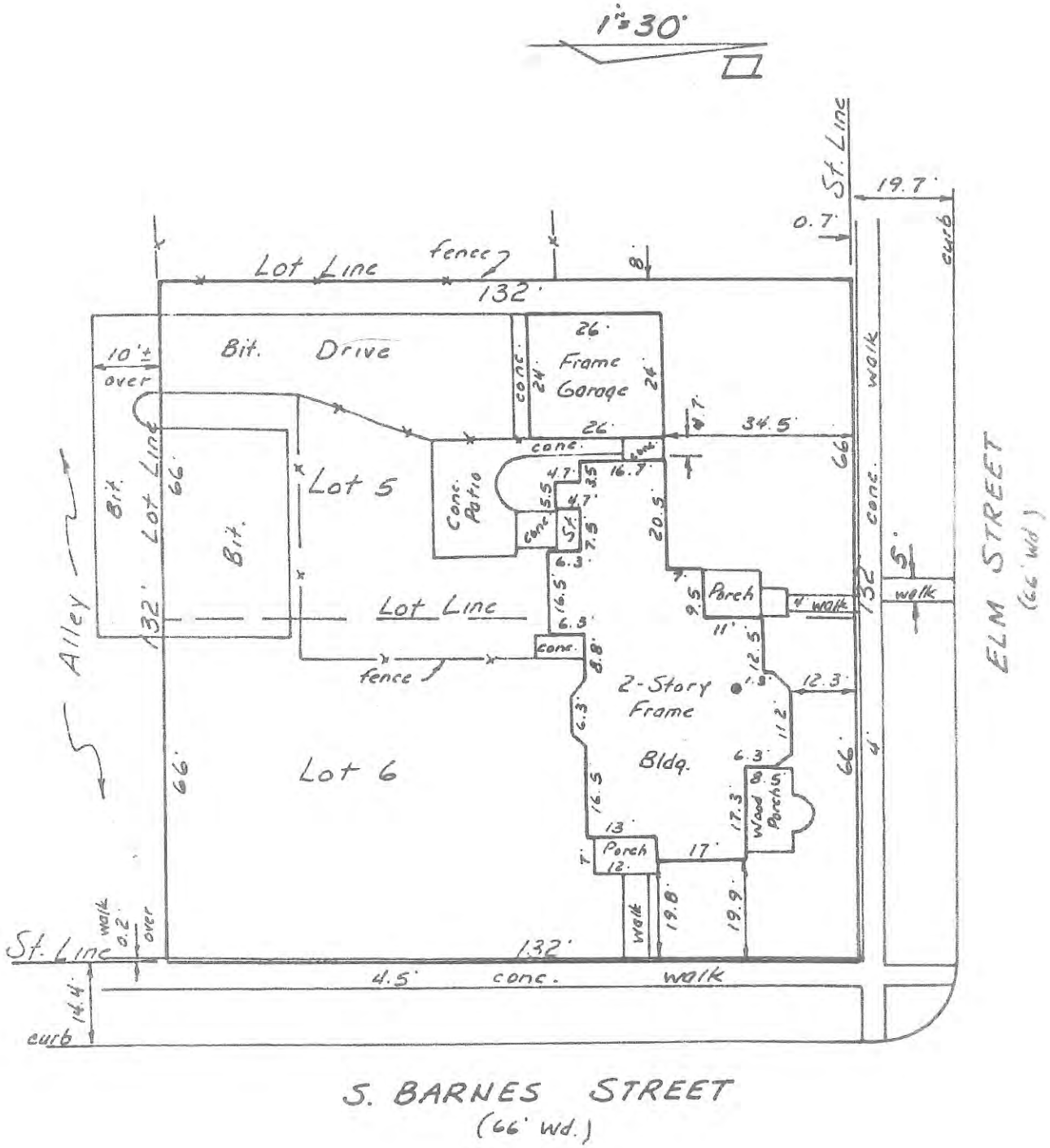
VI. STAFF REPORT

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.

Address: 604 S. Barnes St Proposed Use: Bed & Breakfast

Premises satisfy all elements of ordinance 94-192(7):

a) Kitchen is residential-type kitchen and there is no restaurant use proposed.
b) Premises will not be a retail establishment
c) Premises is occupied by Personal Representative (executor) for Estate and will be occupied by same after Estate is closed
d) Premises will have one exterior identification sign
e) Extra waste facilities are not necessary
f) There are no plans for additions or modifications
g) Meals will be prepared in main kitchen
h) Premises has 6 asphalt parking spaces plus a 2-car garage
i) Premises is fit for occupation in regards to building code
j) Each bedroom will be provided a smoke detector and fire extinguisher
k) Bedrooms are all larger than 120 sq ft
l) Premises has sufficient bathrooms, see attached floor plan
m) Patrons shall not stay more than 14 days consecutively or 30 days total.
n) Zoning official shall have access to guest list
o) Premises will cause disturbance to neighbors or neighborhood
p) Premises shall not infringe on setbacks or other requirements


1"=30'
St. Line
19.7'
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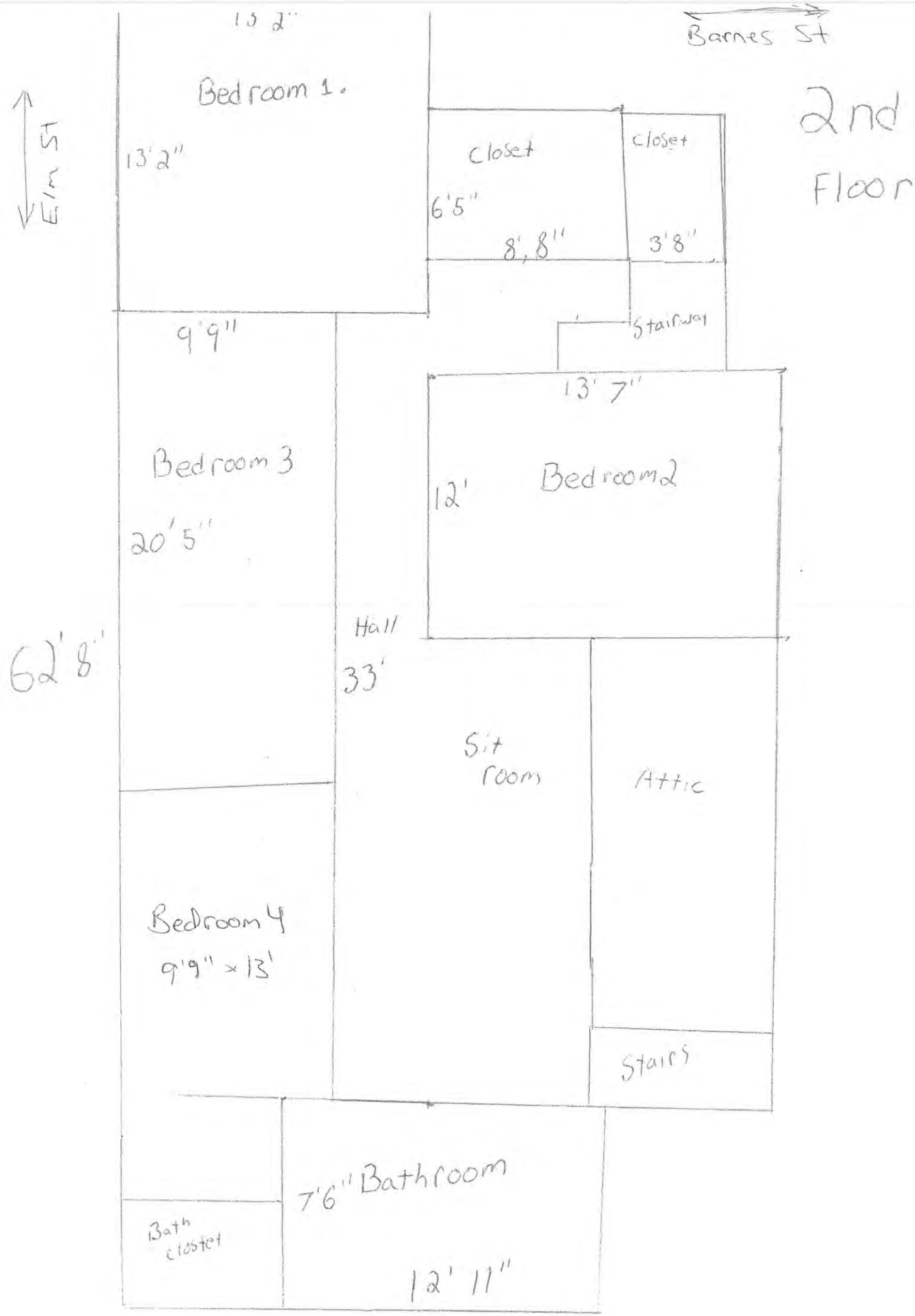
curb
Lot Line
fence
132'
8'
Bit. Drive
10'± over
26'
Frame Garage
24'
conc.
26'
34.5'
4.7'
Lot 5
Conc. Patio
Bit.
Lot Line
66'
Alley
132'
Lot Line
fence
conc.
8.8'
2-Story Frame Bldg.
Porch
4' walk
11'
12.5'
12.3'
11.2'
6.3'
8.5'
Wood Porch
17.3'
17'
Lot 6
Porch
13'
12'
walk
19.8'
19.9'
walk
0.2' over
St. Line
132'
4.5' conc. walk
14.4'
curb
ELM STREET
(66' Wd.)
S. BARNES STREET
(66' Wd.)



Barnes St
2nd Floor
Elm St
13' 2"
Bedroom 1.
13'2"
Closet
6'5"
8', 8"
Closet
3'8"
Stairway
9'9"
13' 7"
Bedroom 3
20'5"
12'
Bedroom 2
62'8"
Hall
33'
Sit room
Attic
Bedroom 4
9'9" x 13'
Stairs
7'6" Bathroom
Bath closet
12' 11"

Barnes St
Elm St
parlor
entrance
Stairway
living Room
Piano Room
1st Floor
office
7'5"
7'11
Bathroom
Stairway
Dining
Kitchen
porch
Pantry
mud room

Approved, SCAO

OSM CODE: LET

STATE OF MICHIGAN PROBATE COURT COUNTY OF INGHAM	LETTERS OF AUTHORITY FOR PERSONAL REPRESENTATIVE	FILE NO. 06- 1723 -DE

Estate of David Feintuch, deceased

TO:

Name, address, and telephone no.
Jeanette Anna Feintuch
604 S. Barnes
Mason, MI 48854
517-881-4106

You have been appointed and qualified as personal representative of the estate on 3-28-06 (Date). You are authorized to do and perform all acts authorized by law except as to the following:

☐ Real estate or ownership interests in a business entity excluded from your responsibilities in your acceptance of appointment

☐ Restrictions and limitations:

☐ These letters expire: N/A (Date).

3-28-06
Date

GEORGE M. STRANDER
~~Judge (formal proceedings)~~/Register (informal proceedings) Bar no.

SEE NOTICE OF DUTIES ON SECOND PAGE

George A. Sullivan P21139
Attorney name (type or print) Bar no.

160 E. Ash St., P.O. Box 147
Address

Mason, MI 48854-0147 517-676-2002
City, state, zip Telephone no.

I certify that I have compared this copy with the original on file and that it is a correct copy of the original, and on this date, these letters are in full force and effect.

Date

Deputy register

Do not write below this line - For court use only

A TRUE COPY:
MARY LEGUE
DEPUTY PROBATE REGISTER

MCL 700.3103, MCL 700.3307, MCL 700.3414, MCL 700.3504, MCL 700.3601, MCR 5.202, MCR 5.206, MCR 5.307, MCR 5.310

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: Special Use Permit
604 South Barnes Street

Date: August 29, 2013

I have reviewed the Special Use Permit for the use of 604 South Barnes Street as a Bed and Breakfast and have identified at least one concern at this time. The 15th line on the fifth page states: "Premises will cause disturbance to neighbors or neighborhood." This may indeed be the accidental omission of a key word but the quiet and repose of the residents surrounding the multi-occupant facility is a quality of life issue needing to be taken into consideration.

If you have any questions, please contact me.

RECEIVED
AUG 29 2013
CITY OF MASON
PLANNING DEPT.

David Haywood

From: Sam Bibler
Sent: Thursday, August 29, 2013 7:28 AM
To: David Haywood
Subject: Special Use Permit - 604 South Barnes Street (Bed & Breakfast), Mason

David, after reviewing the site plan submitted at 604 South Barnes St , the normal operations of this proposed bed & breakfast should not have any affects on the operations of the City of Mason's Wastewater Treatment Plant. If you have any questions or concerns, please contact me. Thank you.

Sam Bibler / POTW Superintendent.

David Haywood

From: Kerry Minshall
Sent: Friday, September 06, 2013 9:35 AM
To: David Haywood
Subject: RE: 604 S. Barnes St. - Bed & Breakfast

I do not have any comment or concerns about the proposed Bed and Breakfast at 604 S. Barnes Street.
Kerry

From: David Haywood [mailto:davidh@mason.mi.us]
Sent: Friday, September 06, 2013 8:59 AM
To: Kerry Minshall; Ken Baker
Subject: 604 S. Barnes St. - Bed & Breakfast

Hey guys, I am putting the packet together for the Planning Commission today and still need your comments for this review. I am available if you have questions or concerns. Thanks,

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

David Haywood

From: Ken Baker [kenb@mason.mi.us]
Sent: Friday, September 06, 2013 9:58 AM
To: David Haywood
Subject: RE: 604 S. Barnes St. - Bed & Breakfast

Dave:
I do not see any problems with them converting this address to a bed and breakfast.
This change does not affect the water system or the sewer system.
Dave let me know if you want this in a memo format.
Ken Baker
Superintendent of Public Works

From: David Haywood [mailto:davidh@mason.mi.us]
Sent: Friday, September 06, 2013 8:59 AM
To: Kerry Minshall; Ken Baker
Subject: 604 S. Barnes St. - Bed & Breakfast

Hey guys, I am putting the packet together for the Planning Commission today and still need your comments for this review. I am available if you have questions or concerns. Thanks,

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

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

RE: Master Plan Update – City Council Comments on Draft

DATE: September 6, 2013

The draft of the Master Plan approved by the Planning Commission on May 14 was presented to the City Council on June 3. Since that time the City Council has conducted four separate workshops with staff to discuss and comment on the draft. All of the comments received by staff are summarized in the attached spreadsheet. Staff has had a chance to compile and analyze each comment. In doing so, staff has color coded each comment recommending it be accepted (green), rejected (red) or leave to discussion (white) for each comment. Staff's recommendations are simply a solitary analysis and suggested starting point for further discussion.

It is recommended that Planning Commissioners take time to prepare for discussion for next Tuesday and to make as much progress as possible. If there are remaining discussion points that appear to be unresolved, it is recommended that the Planning Commission hold a joint workshop as soon as possible to come to resolution on any remaining issue. At that point we will be ready to present a final draft to the community and begin the 63 day statutory review and final approval process.

City Council Comments from Workshops held June 17, July 1, Aug 5 & 19

Page #	Comment
1-1	First sentense - grammar
1-2	Issue with last par., right column
1-3	List adjoining twps that were invited to participate
1-4	Strike "dominated by agriculture" and replace with "surrounding is mostly" as worded at beginning of Appx B
1-4	why mention "Tri-County"?
1-4	Change reference to MSU as a "premere institution"
1-4	LEAP art grant language - overview of the City
1-5	Strike the term "urban" in paragraph 3
1-5	parapraph 7, right column - Strike entire paragraph and replace (which supports the objective 7, page 2-4, and objective 3 on page 2-9) with, "Agriculture is a significant part of the economic base of the City and surrounding Townships. It consists of grain farming, livestock farming and forestry. In 2013 the taxable value of agricultural real estate in Alaiedon, Aurelius and Vevay Townships totaled 43.8 million dollars. Mason commercial businesses supply and service agriculture through the sale of fertilizer, chemicals, farm machinery and hardware. It also remains the site of a large grain termianl that receives, processes and stores corn, soybeans and wheat. Mason's strongh rural culture and heritage is evident in two well-attended annual events, the Ingham County Fair and the Steam Threshers Show south of the City".
1-5	Check census data to see if it is consistent with 2010 data
1-5	Rewrite to include all farming areas...
1-5	Last Par. - change Okemos Rd to Okemos St.
1-6	right column, remove the word "annexation"
2-1	flip the flow chart
2-2	add "and recreational facilities" instead of "recreation"
2-2,3	Combine 2-9 and 1-8
2-3	Add 17th objective for destination restaurant and entertainment
2-3	Rank in importance
2-3,4	Combine objective #9 with #2
2-4	Omit creation of a commission in objective 18
2-4	Remove objective 18 (in the immediate future, we cannot afford another commissino through administrative support and therefore should not list it as an objective.
2-4	Objective #6 - encourage as "continued"
2-4	Objective #16 - Aren't we already doing this
2-4	Objective #18 - Move to private sector, end at "...of local arts and culture initiatives."
2-5	Objective #9 - remove entire objective, or remove "and/or public transit stops"
2-5	Objective #10 - Chamber... "and other local organizations" or strike "Chamber" and replace with "and other local organizations"
2-5	Objective #9 - drop "and/or public transit stops"
2-5	Objective #9 - No residential
2-7	Add language in transportation section to require connection with neighboring street system in new developments where possible.
2-8	Add objective #9 to encourage a main north-south thoroughfare along the City's west side allowing easier access to I-127 for residential developments as a part of residential growth in the area
2-8	Objective #4 - strike "rural"

2-8	Objective #2 - do not discourage high traffic generating land uses
2-8	Objective #5 - list road type under current system
2-8	"maintain healthy balance between new development and adequate infrastructure to support that development"
3-2,3	Photos would help in paragraph 2 in right column, also in industrial section
3-5	Public Areas - County/City land - clean up
3-5	Careful to prevent new building size in conflict with Courthouse
3-7	Objective #2 - Don't discourage uses (see mikes notes)
3-8	Objective #4 - strike "large outdoor rec."
4-1	Intent of C-1 should not include the phrase "regional draw"
5-1	Objectives #1,2,4 should be on website
5-2	Objective #6 - a five year review is more reasonable given evidence of slow growth in area
5-2	Objective #7 - Newsletter is not necessary given amount spent on making city business accessible on City website
5-2	Objective #15 - Bicycles, we don't do it, so why mention it
5-2	Objective #7 - strike "mail"
5-4	Odopt fire code
5-4	Objective #7 - rewrite this objective
5-5	Expand, upgrade or replace POTW
5-5	Objective #4 - Don't strike A/V, technology as these are still issues at new city hall, also add landscaping
5-6	Strike objective #3 in right column under DDA
5-6	Objective #6 - Parks - change "were" to "where"
5-6	Objective #6 - work toward diversifying tree species
5-6	Add under Transportation another link between Sitts/South and Kipp
5-6	Objective #5 - do not mention wind as alternative power source for City, do mention digester for POTW
5-6	Objective #4 (Trans) - leave as is, "continue to develop"
5-6	Parks & Rec - Improve Bond & Hayes bathrooms
5-6	DDA - #3 - include sound system
5-6	Transportation - don't include complete streets #8
5-6	Need for railroad crossing from Elevator property on Zimmerman to North Mason Street to lessen impact of truck traffic at intersection of Curtis and North Cedar
5-6	Pedestrian protection on railroad crossings, not practical given rail traffic at this time
5-6	Remove item #1 under Library
5-6	Library #1 - "Actively continue to research..." to replace "pursue alternatives".
5-8	Objective #1 (Seniors) - Pluralize senior
5-8	Entertainment - add destination restaurant
5-8	Recreation - City pool
5-8	Objective #9 - recreation - add art commission, or remove objective #9
5-8	Objective #11 - remove "turtle ponds" and other specificity
5-8	Strike items #2-11 and keep #1
5-8	Entertainment - add destination restaurant
5-9	Objective #6 - relax "MDOT" and replace with study and explore option
A-1	Appendix does not mention Stevens T. Mason
Appx.	Too much information in appendicies (e.g. Hist. overview, utilities, etc.)
B-1	Par. 1 - should be in intro
B-4	Update employer # list
B-4,5	Strike "Summit High School"
B-5	Relevance of par. 2 - rewrite to generally supportive and link purpose of cenralized facility

B-5	School projections are speculative, meet with Mark Dillingham to discuss
Cover Pg.	Theme for MP to go with cover
D-2	Should this section mention other officers besides the Clerk
E-1	M-36 resurfaced in 2008, Kipp Rd in 2015
E-3	This section should mention LCC at airport
H-2	Page #2 should #1 - Appendix out of date
Summary	Summary good - create side document up to 5 pages to include: How plan was prepared, outline, powerpoint slides