

CITY OF MASON

201 West Ash St.
Mason, MI 48854-0370

City Hall (517) 676-9155
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PLANNING COMMISSION MEETING - COUNCIL CHAMBER Tuesday, June 10, 2014

6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes: May 13, 2014
4. People from the Floor
5. Announcements
6. Regular Business
 - A. Discussion – Master Plan Implementation – Sub-area Plans
7. Unfinished Business
8. New Business
9. Correspondence
 - Planning & Zoning News, April 2014
10. Liaison Reports
11. Director Report
12. Administrator Report
13. Adjournment

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF MAY 13, 2014**

Sabbadin called the meeting to order at 6:34 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan.

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

APPROVAL OF MINUTES:

Regular Minutes of April 15, 2014

The regular meeting Minutes of April 15, 2014, were approved as submitted.

PEOPLE FROM THE FLOOR

None.

ANNOUNCEMENTS

Thank you from Mason FireFighter Association for the success and record breaking Annual Pancake Breakfast. A new single generator with a 2,000 watt light for accident scenes, etc., was purchased.

REGULAR BUSINESS

A Resolution Approving a Final Site Plan to Amend Phase III of the Landings at Rayner Ponds Condominium Development to Convert the Remaining Undeveloped Land to Single Family Condominium Lots

Haywood addressed items that needed correction on the revised plan. Jeff Kyes of KEBS Inc. spoke to particulars of the project.

MOTION by Naeyaert, second by Waxman,
to consider Resolution No. 2014-03 read.
MOTION APPROVED UNANIMOUSLY

Resolution No. 2014-03 was introduced by Hude and seconded by Trotter.

**CITY OF MASON
PLANNING COMMISSION RESOLUTION NO. 2014-03
A RESOLUTION APPROVING A FINAL SITE PLAN TO AMEND PHASE III OF THE LANDINGS
AT RAYNER PONDS CONDOMINIUM DEVELOPMENT TO CONVERT THE REMAINING
UNDEVELOPED LAND TO SINGLE FAMILY CONDOMINIUM LOTS
May 13, 2014**

WHEREAS, a request has been received from Rayner Ponds LLC for final site plan approval to be allowed to convert the remaining undeveloped land in Phase III of the Landings at Rayner Ponds Condominium Development to single family condominium lots; and

WHEREAS, the subject property is further described as:

A part of the South 1/2 of Section 4, T2N, R1W, City of Mason, Ingham County, Michigan, described as commencing at the Northeast corner of Lot 110, Rayner Ponds Estates No. 3, as recorded in Liber 50 of Plats, Pages 35, 36 and 37, Ingham County Records, being N00°28'58"E 1648.50 feet and S89°31'02"E 400.13 feet from the South 1/4 corner of said Section 4; thence N65°06'13"E 66.00 feet to the Easterly right of way line of Coppersmith Drive as recorded in Liber 2504 of Deeds, Page 860, Ingham County Records; thence along said right of way line Northwesterly 574.27 feet along the arc of a 508.00 foot radius curve to the left whose central angle is 64°46'13" and whose chord bears N57°16'54"W 544.18 feet; thence N89°40'00"W 204.08 feet to the point of beginning; thence continuing along said right of way line the following three courses, N89°40'00"W 257.46 feet; thence Northwesterly 316.82 feet along the arc of a 267.00 foot radius curve to the right whose central angle is 67°59'12" and whose chord bears N55°40'24"W 298.56 feet; thence Northwesterly 235.44 feet along the arc of a 333.00 foot radius curve to the left whose central angle is 40°30'32" and whose chord bears N41°56'04"W 230.56 feet; thence N30°23'38"E 201.73 feet; thence N00°20'00"E 163.13 feet to the East-West 1/4 line of said Section 4; thence along said East - West 1/4 line S89°40'00"E 560.78 feet; thence S00°28'58"W 675.27 feet to the point of beginning, containing 8.43 acres of land, more or less, and subject to any easements or rights of way of record. And Also A part of the Southwest 1/4 of Section 4, T2N, R1W, City of Mason, Ingham County, Michigan, described as beginning at a point N00°28'58"E 363.13 feet and N00°28'58"E 1.00 feet and N89°31'02"W 25.30 feet and N00°28'58"E 403.64 feet and N89°49'05"W 263.84 feet along the North line of the Griffin's Addition as recorded in Liber 45 of Plats, Pages 316, 317, and 318, Ingham County Records and N00°36'24"E 815.16 feet from the South 1/4 Corner of said Section 4; thence continuing N00°36'24"E 9.64 feet; thence N89°56'49"W 697.88 feet; thence N29°12'50"E 356.51 feet along the West line of Lot 48 of Assessor's Plat No 1, as recorded in Liber 12 of Plats, Page 44, Ingham County Records; thence N63°37'59"W 392.31 feet along the southeasterly extension of the lot line common to Lots 45 and 46 of said Assessor's Plat to the East right of way line of Okemos Road; thence along said right of way line N27°44'29"E 60.40 feet; thence S82°46'40"E 131.69 feet; thence N27°48'40"E 160.00 feet; thence N55°02'20"E 64.11 feet to the South right of way line of Coppersmith Drive, as recorded in Liber 2504 of Deeds, Page 860, Ingham County Records; thence along said right of way line the following three courses, Southeasterly 188.77 feet along arc of a 267.00 foot radius curve to the right whose central angle is 40°30'32" and whose chord bears S41°56'04"E 184.87 feet; thence Southeasterly 395.13 feet along the arc of a 333.00 foot radius curve to the left whose central angle is 67°59'12" and whose chord bears S55°40'24"E 372.36 feet; thence S89°40'00"E 284.59 feet; thence S00°00'00"W 256.49 feet; thence S61°20'45"W 128.51 feet to the point of beginning, containing 7.09 acres of land, more or less, and subject to any easements or rights of way of record. And Also A part of the South 1/2 of Section 4, T2N, R1W, City of Mason, Ingham County, Michigan, described as beginning at a point N00°28'58"E 363.13 feet and N00°28'58"E 1.00 feet and N89°31'02"W 25.30 feet and N00°28'58"E 403.64 feet and N89°49'05"W 263.84 feet along the North line of the Griffin's Addition as recorded in Liber 45 of Plats, Pages 316, 317, and 318, Ingham County Records and N00°36'24"E 409.70 feet from the South 1/4 corner of said Section 4; thence continuing N00°36'24"E 405.46 feet; thence N61°20'45"E 128.51 feet; thence N00°00'00"E 256.49 feet to the South right of way line of Coppersmith Drive, as recorded in Liber 2504 of Deeds, Page 860, Ingham County Records; thence along said right of way line the following two courses, S89°40'00"E 176.95 feet; thence Southeasterly 499.66 feet along the arc of a 442.00 foot radius curve to the right whose central angle is 64°46'13" and whose chord bears S57°16'54"E 473.48 feet to the Northeast corner of Lot 110, Rayner Ponds Estates No. 3, as recorded in Liber 50 of Plats, Pages 35, 36 and 37, Ingham County Records; thence along the North and West lines of said Rayner Ponds Estates No. 3 the following six courses, S65°06'13"W 135.00 feet; thence S12°16'47"E 134.11 feet; thence S12°57'13"W 134.11 feet; thence S35°00'45"W 100.73 feet; thence S45°32'42"E 135.00 feet; thence S44°27'18"W 66.00 feet; thence S90°00'00"W 80.00 feet; thence S45°00'00"W 55.00 feet; thence S90°00'00"W 185.47 feet; thence N00°00'00"E 115.03 feet; thence S90°00'00"W 256.36 feet to the point of beginning, containing 9.55 acres of land, more or less, and subject to any easements or rights of way of record. And Also A part of the South 1/2 of Section 4, T2N, R1W, City of Mason, Ingham County, Michigan, described as beginning at a point N00°28'58"E 363.13 feet from the South 1/4 corner of said Section 4; thence continuing N00°28'58"E 1.00 feet; thence N89°31'02"W 25.30 feet to a found iron deeded to be 198.00 feet North of the Northeast corner of Lot 16, Block 10, Griffin's Addition to the City of Mason as recorded in Liber 46 of Deeds, Pages 316 -318, Ingham County Records; thence N00°28'42"E 403.64 feet along the East line of Blocks 9 and 10 to the Northeast corner of Lot 8, Block 9, of said Griffin's Addition; thence N89°49'05"W 263.84 feet along the North line of said Griffin's Addition; thence N00°36'24"E 409.70 feet; thence S90°00'00"E 256.36 feet; thence S00°00'00"E 115.03 feet; thence N90°00'00"E 185.47 feet; thence N45°00'00"E 55.00 feet; thence N90°00'00"E 80.00 feet; thence S45°32'42"E 66.00 feet; thence S44°27'18"W 99.46 feet; thence S00°29'00"W 625.36 feet along Rayner Ponds Estates No. 3 as recorded in Liber 50 of plats, pages 35,36, & 37, Ingham County Records, and along Rayner Ponds Estates as recorded in Liber 36 of plats, pages 50 & 51, Ingham County Records; thence N89°14'20"W 251.50 feet to the point of beginning, containing 7.10 acres of land, more or less, and subject to any easements or rights of way of record.

WHEREAS, the applicant shall provide a revised master deed with the correct reference to unit numbers, and

WHEREAS, the applicant shall provide the basis for the surety provided to cover the installation of sidewalk, street trees and final lift of street asphalt prior to the issuance of building permits, and

WHEREAS, approval is granted with the condition that the applicant shall submit a revised site plan with the following changes **prior to final issuing building permits**:

- 1) The revised plans shall be prepared to the satisfaction of the City Engineer as outlined in his email of May 5, 2014, and
- 2) The plan shall show street trees having minimum separation of 60 feet, and
- 3) The plans shall show the correct unit numbers in the "Square Footage Chart" on the Site and Utility Plan sheet and "Proposed Lot Grades" on sheet four, and

WHEREAS, approval is based on the plans dated April 3, 2014, and

WHEREAS, upon compliance with the conditions listed herein, the plans will comply with the site plan review standards listed in Section 8.8 of Ordinance No. 135; and

NOW THEREFORE BE IT RESOLVED, that the Mason Planning Commission does hereby approve a Final Site Plan amendment to convert the remaining undeveloped land in Phase III of the Landings at Rayner Ponds Condominium Development to single family condominium lots.

RESOLUTION APPROVED UNANIMOUSLY

Discussion – Master Plan Implementation Strategy

Haywood informed the Commission regarding prioritizing the different strategies for implementing the different concepts in the Master Plan. He provided a list of strategies identified in Chapter 5 of the Plan. Discussion ensued regarding prioritizing the list of strategies, and considering how to accomplish the task, whether by the commission or an ad hoc committee.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CORRESPONDENCE

Distributed.

LIAISON REPORTS

Naeyaert informed commissioners regarding current City Council business.

DIRECTOR REPORT

No report at this time.

ADMINISTRATOR'S REPORT

Colburn informed the Commission regarding current City business.

ADJOURNMENT

The meeting adjourned at 7:39 p.m.

Deborah J. Cwierniewicz, City Clerk

Jim King, Secretary

City of Mason

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MEMORANDUM

TO: Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

RE: Master Plan Implementation Strategy – Sub-area Plans

DATE: June 5, 2014

At the May meeting, it was evident that the Planning Commission is interested in pursuing the Future Study Areas listed on page 5-8 of the Master Plan as a first priority for implementation. This memo is intended to provide general information on what a sub-plan is and what methods are employed to achieve them. Below are excerpts from the Future Land Use Map and aerial photograph to give you an orientation of each study area.

County Fairgrounds East Buffer & Airport Areas

The Fairgrounds East Buffer Area and the Airport Area are immediately adjacent to each other and would benefit from being studied simultaneously.

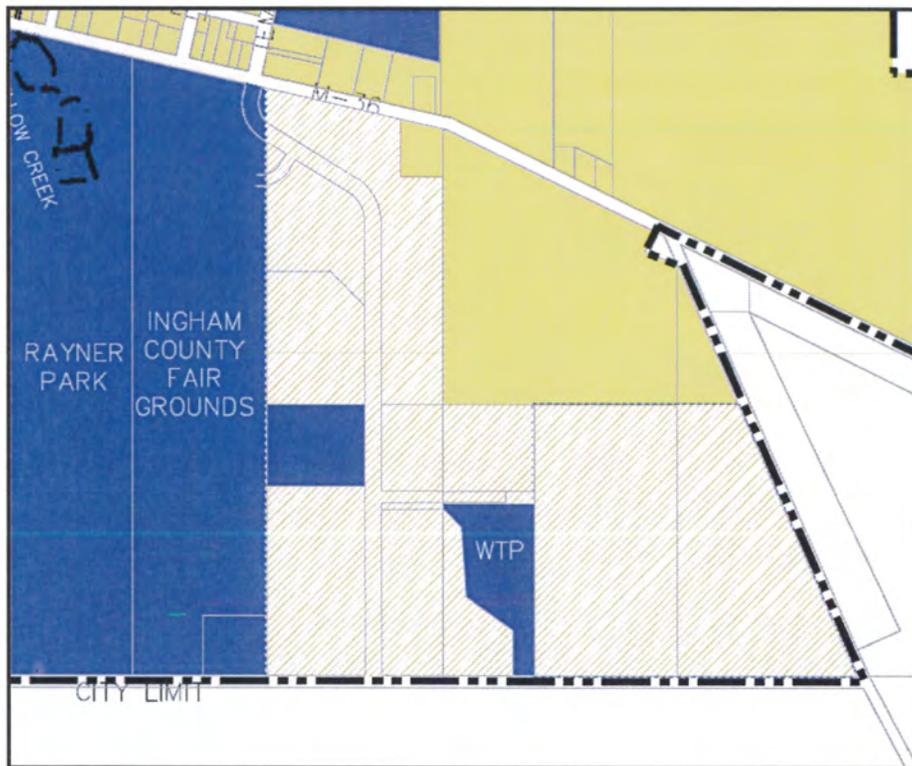
The description of the **County Fairgrounds East Buffer Area** is as follows:

“This mixed use area serves as a buffer between the entertainment functions at the county fairgrounds and single-family residential development located further to the east, while complimenting the residential uses in surrounding neighborhoods. Only appropriate commercial, office, and multi-family transitional housing should be located here. Streets in this development should be encouraged to have outlets on both Kipp Road and Ash Street but commercial developments on Ash Street (M-36) should be carefully evaluated for their potential impact. A sub-area plan for this area in conjunction with the Airport mixed-use area should be developed to detail the expectations of the development pattern of this area relative to street layout, connectivity to existing streets, land uses in proximity to preferred airport zoning, etc.”

The description of the **Airport Area** is as follows:

“This mixed-use area is on the north side of Kipp Road, adjacent to the Mason-Jewett airport, and extending to Dexter Trail. The area may be used for light industrial, commercial and/or public park developments that would provide for high quality jobs with minimal negative impacts from traffic, noise or similar nuisances. Frontage areas

could be suitable locations for appropriately designed commercial and/or industrial use. However, industrial uses should be situated closer to the Kipp Road frontage for access purposes, with appropriate commercial development to serve as a transition to the residential area planned to the north. Land uses east of the runway should function as a buffer between the airport and future residential development to minimize resident complaints about noise.”

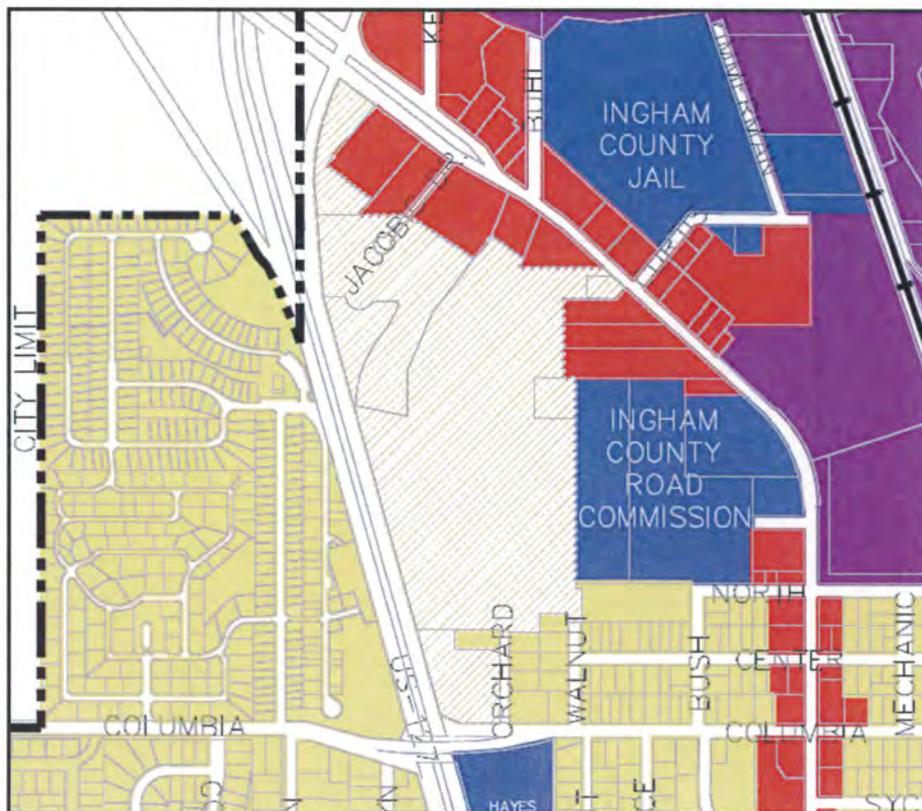


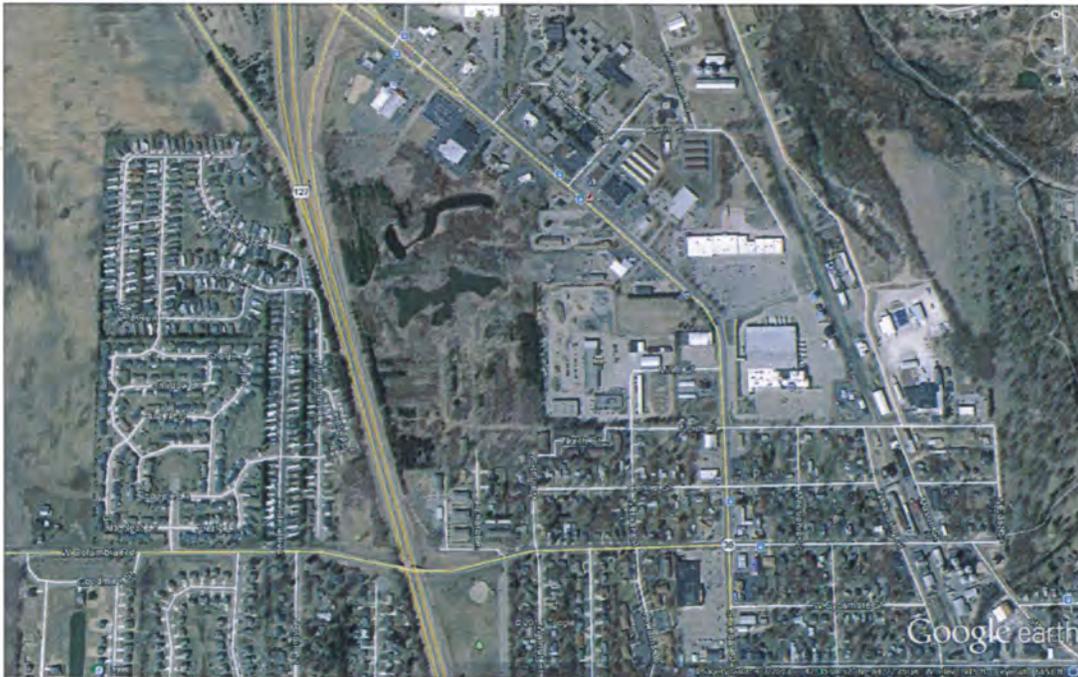
Cedar Street Interchange Area

The description of the **Cedar Street Interchange Area** is as follows:

“This mixed use area is immediately southeast of the Cedar Street/US-127 interchange, situated between US-127 and the Cedar Street business corridor and extending south. Its development could be based upon one or a combination of uses including residential, retail, office, industrial and institutional. However, it must be recognized that existing access from Cedar Street is limited due to, in part, the site’s limited frontage and the presence of the Cedar Street boulevard just south of the interchange. Any future use of the site must be evaluated for access compatibility. Additional and/or improved points of access may be necessary to realize the full development potential of this site. Unless an alternative location is proven to be more accommodating to traffic and traffic safety, the primary means of egress to this area should be created at the intersection of Cedar Street and Curtis Street. Walnut Street and Orchard Lane should only be utilized for light traffic and not main thoroughfares to this area.

A sub-area plan for this area should be developed to detail the expectations of the development pattern of this area relative to street layout, connectivity to existing streets (M-36, Walnut, Orchard, Curtis St., etc), location for the variety of land uses (big box stores, multiple family residential, etc.). Please refer to Chapter Five, Future Study Areas for a complete description.”





Process for adopting a sub-area plan

The process for adopting a sub-area plan is the same as adopting or amending a master plan, except that the focus is limited to a defined area. In a nutshell, the process includes notice of intent to plan to the public and neighboring jurisdictions, public input/public hearing, plan preparation, City Council buy-in and approval.

Methods/Plans for studying planning areas (can be combined into single plan)

1. Sub-area Plan – Studies a limited geographical area as a subset of a Master Plan
2. Functional Plan – Addresses specific issues (housing, economy, etc.)
3. Strategic Plan – Addresses immediate problem/opportunity (parking, access, etc.)
4. Build-out analysis – projections for residential and non-residential populations
5. Economic Development Plan – establishes economic goals and objectives of area
6. Corridor Plan – study transportation artery and the adjacent land uses
7. Other ?

Considerations

1. Public input – involving key players with interest in planning area
2. Performance – How do we want the areas to look and feel

Resources

The City has invested in many resources to help these planning efforts that will play a beneficial role in sub-area planning such as:

Traffic Impact Study: In April 2010, Traffic Engineering Associates performed a traffic impact analysis of each of these areas, which provides findings and recommendations for traffic improvements for each planning area.

Downtown Marketing Analysis: This study was completed for the Downtown Development Authority in 2009. Although the focus of this study is to market the downtown area, it provides a great deal of socioeconomic data and trends as well as market potential for the City as a whole.

Others?

Recommended Action:

Staff would suggest that the Planning Commission begin the process of defining what issues need to be addressed in each planning area. Defining the outcomes will determine what type of method/plan is utilized. This can be accomplished in a variety of ways, by the Commission as a whole, steering committee, consultant, staff or a combination of any of these.

Staff would suggest a steering committee be formed to meet on a semi-regular basis over the course of the next few months and begin to identify what issues, opportunities, or problems each area contains. The findings contained in the committee's report will ultimately determine what method/plan type is employed and whether or not additional consultation is warranted.