

# 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, July 14, 2015

6:30 p.m.

### Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes: June 9, 2015
4. People from the Floor
5. Announcements
6. Public Hearing
  - A. 131 East Maple Street (First Presbyterian Church) – Building Addition  
Resolution 2015-03 – A Resolution Approving a Preliminary and Final Site Plan and Special Use Permit to Construct a 600 Square Foot Building Addition to the Existing First Presbyterian Church Located at 131 East Maple Street
7. Regular Business
  - A. Resolution No. 2015-04 – A Resolution Approving a Preliminary and Final Site Plan for the Construction of a 4,000 Square Foot Salt Storage Building at 300 East Kipp Road
  - B. Report – Medical Marihuana Ordinance Subcommittee Activity
  - C. Report – Sub-Area Planning Committee Activity
8. Unfinished Business
9. New Business
10. Correspondence
  - Planning & Zoning News, April & May 2015
11. Liaison Reports
12. Director's Report
  - Urban Sustainability Accelerator Partnership
13. Adjournment

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF JUNE 9, 2015**

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

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

**APPROVAL OF MINUTES:**

**Regular Minutes of May 12, 2015**

The regular meeting Minutes of May 12, 2015, were approved.

**PEOPLE FROM THE FLOOR**

None.

**ANNOUNCEMENTS**

Farewell Open House – Martin A. Colburn, City Administrator – June 19, 2015

**REGULAR BUSINESS**

**Report - Medical Marihuana Ordinance Subcommittee Activity**

Haywood gave a brief progress report of the Medical Marihuana Ordinance Subcommittee, stating that at its last meeting, the subcommittee was moving forward with developing a draft ordinance. They are developing an outline for public input and scheduling sessions. Planning Intern Thomas Girdwood has created a reference document identifying municipalities that have addressed the issue.

**Report – Sub-area Planning Subcommittee Activity**

Haywood reported that the Sub-area Planning Subcommittee is planning stakeholders' meetings.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**CORRESPONDENCE**

Distributed.

**LIAISON REPORTS**

Brown informed commissioners regarding current City Council business.

**DIRECTOR REPORT**

Haywood informed the Commission regarding current zoning and development business.

**ADMINISTRATOR'S REPORT**

Colburn gave his final report of current City business. The Commission thanked Mr. Colburn for his service to the City.

**ADJOURNMENT**

The meeting adjourned at 7:12 p.m.

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Deborah J. Cwierniewicz, City Clerk

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Seth Waxman, 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 & Final Site Plan Review, SUP – 131 E. Maple St.

DATE: July 7, 2015

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The applicant is requesting preliminary and final site plan approval and special use permit to construct a building addition at 131 E. Maple St. The purpose of the addition is to provide a grade level entrance and elevator leading to the two existing floors of the church.

The property is legally described as: Lots 11 & 12, Sec 9 T2N R1W, City of Mason, Ingham Co.

Section 94-131(d) permits religious institutions and places of worship by special use permit. The First Presbyterian Church has not received a special use permit in the past. In order to receive site plan review and approval, a special use permit must be approved and issued as well.

### LAND USE AND ZONING:

The subject site is zoned O-1 (Office). 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 (parking lot)	O-1 (Office)	Public
<b>East</b>	Residential	O-1 (Office)	Residential
<b>South</b>	Public	C-1 (Central Business)	Public
<b>West</b>	Public	O-1 (Office)	Public

**SITE PLAN REVIEW:**

**Plan Details:**

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

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

The proposed addition does not meet the side yard setback standard for the O-1 (Office) zoning district, which requires ten feet pursuant to Section 94-121(c)(1). The applicant is proposing an eight foot ten inch setback.

The proposed additional in combination with the existing structure does not meet the maximum lot coverage requirement in Section 94-121(c)(1), which limits structures to a maximum 35 percent coverage. The applicant is proposing 51 percent.

The applicant is aware of these conflicts and is planning to apply for a variance. Approval is recommended with the condition that variances are granted by the Zoning Board of Appeals.

**Off-Street Parking & Circulation:**

The proposed addition will not have an impact on the parking spaces required.

**Signs:**

No signs are proposed with this proposal.

**Construction Schedule:**

The applicant has verbally indicated that the church plans on beginning construction in the fall 2015 or spring of 2016.

**PUBLIC SERVICES AND FACILITIES:**

**Streets, Traffic, and Site Access:**

This site has its frontage on West Maple Street, South Barnes Street, and an alley to the north. All three streets are under the jurisdiction of the City of Mason. There are no proposed changes to City streets.

**Water, Sanitary Sewer and Storm Water Management:**

There are no proposed changes to any of the City's municipal utility systems.

**Additional Agency Comments:**

Comments from agencies are attached. No additional concerns or objections to the request were noted. Verbal comment was received from the Director of Public Works, Ken Baker, citing no objections or concerns.

**ANALYSIS:**

Religious uses, including churches, are permitted land uses by special use permit when in compliance with the site location standards listed in Section 94-192(8)b. Staff would suggest that the proposed addition is not contrary to these standards. Section 94-192(8)b reads as follows:

- b. *Site location standards. In addition to any other regulations or requirements of this chapter, the following standards shall be utilized to evaluate any institutional use for approval:*
1. *An institutional use shall preferably be located at the edge of a residential district, or abutting a business or industrial district or public open space.*
  2. *All means shall be utilized to face an institutional use on a major street with motor vehicle egress and ingress thereon to avoid the impact of traffic generated by the institutional use in the surrounding area.*
  3. *An institutional use shall preferably be located on a site that offers natural or manmade barriers that will lessen the effect of the institutional use on the surrounding area.*
  4. *A proposed institutional use shall not require costly or uneconomical extensions of public services inconsistent with the growth of the district.*

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.

- (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.*

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 subject location is zoned for religious institutions and places of worship. The applicant received approval for the proposed addition from the Mason Historic District Commission at their June 22, 2015 meeting.
- (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.* There does not appear to be a conflict of this type.
- (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 addition is proposed in an area currently served by public water, sanitary sewer and other necessary facilities.
- (4) *Not create additional requirements at public cost for public facilities and services.* The proposal will not 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.* There does not appear to be a conflict of this sort.
- (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. The applicant has met twice with the Building Official and all proposed building modifications appear to be in compliance with the building code.

**RECOMMENDATION:**

**The Planning Commission approve Resolution No. 2015-03.**

Attachments:

1. Resolution
2. Application
3. Agency Comments
  - a. City of Mason POTW Supervisor
  - b. Jackson & Lansing Railroad Company
  - c. City of Mason Fire Chief
  - d. City of Mason Police Chief
4. Site Plan

Introduced:  
Seconded:

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION NO. 2015-03**

**A RESOLUTION APPROVING A PRELIMINARY AND FINAL SITE PLAN AND  
SPECIAL USE PERMIT TO CONSTRUCT A 600 SQUARE FOOT BUILDING  
ADDITION TO THE EXISTING FIRST PRESBYTERIAN CHURCH LOCATED AT 131  
EAST MAPLE STREET**

**July 14, 2015**

**WHEREAS**, a request has been received from the First Presbyterian Church for preliminary and final site plan and special use permit approval to be allowed to construct a 600 square foot building addition to the existing church facility at 131 East Maple Street; and

**WHEREAS**, the subject property is further described as: Lots 11 & 12, Sec 9 T2N R1W, City of Mason, Ingham Co.

**WHEREAS**, upon compliance with the conditions listed herein, the plans will comply with the site plan review standards listed in Section 94-227, Section 94-191(f), and 94-192(8)(b) of the Mason Code; and

**WHEREAS**, approval is granted with the condition that the applicant shall receive a variance from the Zoning Board of Appeals for encroaching the minimum required side yard setback and exceeding the maximum lot coverage.

**NOW THEREFORE BE IT RESOLVED**, that the Mason Planning Commission does hereby approve a Preliminary and Final Site Plan and Special Use Permit to construct a bank facility, including drive-thru, located on property with a principle address of 368 South Park Street based on the site plan dated March 17, 2015.

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, July 14, 2015, the original of which is part of the Planning Commission minutes.

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Deborah J. Cwierniewicz, 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:**

<input checked="" type="checkbox"/>	Preliminary Site Plan Review
<input checked="" type="checkbox"/>	Final Site Plan Review
<input checked="" type="checkbox"/>	Special Use Permit*

\* includes Preliminary Site Plan Review

**PLANNING DEPARTMENT USE ONLY**

Application Received: 6/22/15

Tax ID: 09-104-015

Fee: 275.00

Receipt #: 100177285



**I. APPLICANT INFORMATION**

Name Rev. Bill Pinches

Organization First Presbyterian Church

Address 131 E. MAPLE ST MASON MI

Telephone Number 517-676-9333 Facsimile Number \_\_\_\_\_

Interest in Property (owner, tenant, option, etc.) PASTOR

**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 First Presbyterian Church Telephone Number 517-676-9333

Property Address 131 E. MAPLE STREET, MASON MI

Legal Description: If in a Subdivision: Subdivision Name \_\_\_\_\_ Lot Number \_\_\_\_\_

If Metes and Bounds (can be provided on separate sheet): \_\_\_\_\_

LOTS 11 & 12, SECTION 9, T2N, R1W

**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 June 21, 2015

III. **REQUEST DESCRIPTION**

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

Addition for elevator for existing church.  
Uses - Worship, fellowship & Sunday School.

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 No change  
Population Increase 0  
Hours of Operation 9 AM to 9 PM  
Monday through Sunday

Total Employees 2 Shifts —  
Employees in Peak Shift 9 a.m - 5 p.m  
Total Bldg. Area Proposed 16,700 EX. + 1200 Add = 17,900  
Parking Spaces Provided NA

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.

June 22, 2015

David Haywood  
Zoning and Development Director  
City of Mason  
201 West Ash Street  
Mason MI 48854



RE: First Presbyterian Church Addition – Site Plan Review State of facts

The First Presbyterian Church is located at 131 E. Maple Street in Mason is proposing to construct a small addition for the purposes of providing a grade level entrance and elevator leading to the two existing floors of the church. A tax bill is attached as proof of ownership.

The church is active Monday through Sunday with activities compatible with the church use, worship services, Sunday school, and fellowship opportunities.

The church has existed at this site since 1901 and is a contributing structure to this National Historic District. An addition was constructed in 1960, the addition included space for Sunday school rooms. This 1960's addition is set back and to the west of the existing main entrance it includes an entry walk to the 1960's entrance.

The church property is located at an intersection with E. Maple Street on the south and S. Barnes Street to the east. An alley runs behind the church on the north side and the County's office building sets on the parcel to the west.

The proposed new addition is located at the southwest corner of the church, extending the existing front of the 1960's addition forward 24'-8" from its current position. It remains set back from the face of the 1901 original church.

The existing building foot print is 8,350 square feet. The proposed new addition has a footprint of 600 square feet. The total new footprint will be 8,950 square feet. The site contains 17,424 square feet.

The proposed addition has a peaked roof with shingles to match the existing simulated slate shingles. The body of the addition will be stone to match the existing building. The ridgeline/peak of the new addition is proposed at 26' above grade, this is lower than existing ridgelines of the church.

The proposal includes minor changes to the pedestrian access with replacement of the existing westerly walk up to the building. The new walk will be sloped 1:20 to meet ADA requirements.

The construction requires removal of (2) cedar trees that have been allowed to grow too close to the existing foundation. Two additional trees will be removed to allow for the new addition to be constructed. The proposal includes removal of several shrubs along the north property line that have become overgrown. The church has been making continual improvements to its landscaping and implemented upgrades along the south and east faces of the building. The landscape in the vicinity of the new addition was part of an Eagle Scout project and will be reconfigured to accommodate the new addition. These existing plants are consistent with the rest of the church's plantings and will be relocated.

Nine windows in the lower level are proposed to be replaced. They will match the existing windows.

The entrance of the 1960's addition has soffit lighting. This will be removed and the new addition containing the new entrance will have soffit lighting at the doorway.

No changes are planned to the components or configuration of the remainder of the site. No on-site parking exists. No on-site parking is planned

Known potential variances:

The existing building setbacks do not conform to the ordinance. The proposed addition will not decrease any of the existing setbacks. The existing building does not conform to the lot coverage restrictions in the ordinance. A variance request is planned.

Thank-you for considering this proposal. The church has served this community for over 100 years and will serve the community for many more years to come. Improvements such as this new addition make this place inviting to all.

Sincerely,



Jackie Hoist, AIA  
Project Manager

JSH/jh

Z:\Projects\First Presbyterian of Mason\14-220\Correspondence\Letters\City of Mason Site Plan Review Facts.docx

MESSAGE TO TAXPAYER

PENALTY ADDED FEBRUARY 18TH. POSTMARKS DO NOT COUNT. CREDIT CARDS ACCEPTED ONLY ON OUR WEBSITE WWW.MASON.MI.US OR BY PHONE 800-272-9829 CODE 7038 \*PLEASE READ REVERSE SIDE OF STATEMENT\*

PAYMENT INFORMATION

This tax is due by: 02/17/2015  
Pay by mail to: CITY OF MASON  
ERIC E. SMITH  
201 W. ASH ST. PO BOX 370  
MASON, MI 48854-0370

PROPERTY INFORMATION

Property Assessed To:  
FIRST PRESBYTERIAN CHURCH  
131 E MAPLE  
MASON, MI 48854

MASON PUBLIC  
School: 33130  
Prop #: 33-19-10-09-104-015  
Prop Addr: 131 E MAPLE

Legal Description:

LOTS 11 & 12,, SEC 9 T2N R1W, CITY OF MASON, INGHAM CO.

TAX DETAIL

Taxable Value: 0 EXEMPT REAL  
State Equalized Value: 0 Class: 099  
PRE/MBT %: 0.0000 DDA  
Mort Code: 00763

Taxes are based upon Taxable Value.  
1 mill equals \$1.00 per \$1000 of Taxable Value.  
Amounts with no millage are either Special Assessments or other charges added to this bill.

DESCRIPTION MILLAGE AMOUNT  
RAYNER CRK DRAIN 0.0000 19.12

Total Tax 0.00000 19.12  
Administration Fee 0.19

DECEMBER AMOUNT DUE 19.31  
JULY AMOUNT DUE 0.00  
TOTAL AMOUNT DUE 19.31

OPERATING FISCAL YEARS

The taxes on bill will be used for governmental operations for the following fiscal year(s):

County: 01/01/14 - 12/31/14  
Twn/Cty: 07/01/14 - 06/30/15  
School: 07/01/14 - 06/30/15  
State: 10/01/14 - 09/30/15  
Does NOT affect when the tax is due or its amount

Please detach along perforation. Keep the top portion.

PAYMENT INFORMATION

This tax is due by: 02/17/2015

Pay by mail to:  
 CITY OF MASON  
 ERIC E. SMITH  
 201 W. ASH ST., PO BOX 370  
 MASON, MI 48854-0370

MESSAGE TO TAXPAYER

PENALTY ADDED FEBRUARY 18TH. POSTMARKS DO NOT COUNT. CREDIT CARDS ACCEPTED ONLY ON OUR WEBSITE WWW.MASON.MI.US OR BY PHONE 800-272-9829 CODE 7038  
 \*PLEASE READ REVERSE SIDE OF STATEMENT\*

PROPERTY INFORMATION

Property Assessed To:  
 FIRST PRESBYTERIAN CHURCH  
 131 E MAPLE  
 MASON, MI 48854  
 MASON PUBLIC  
 School: 33130  
 Prop #: 33-19-10-09-104-021  
 Prop Addr: E SYCAMORE  
 Legal Description:  
 S 1/2 OF LOTS 5 & 6, BLK 8, SEC 9 T2N R1W, CITY OF MASON, INGHAM CO.

TAX DETAIL

Taxable Value: 0 EXEMPT REAL  
 State Equalized Value: 0 Class: 099  
 PRE/MBT %: 0.0000 DDA B 2005 ADDI  
 Mort Code: 00763

Taxes are based upon Taxable Value.  
 1 mill equals \$1.00 per \$1000 of Taxable Value.  
 Amounts with no millage are either Special Assessments or other charges added to this bill.

DESCRIPTION	MILLAGE	AMOUNT
RAYNER CRK DRAIN	0.0000	17.37

Total Tax 0.00000 17.37  
 Administration Fee 0.17

DECEMBER AMOUNT DUE 17.54

JULY AMOUNT DUE 0.00

TOTAL AMOUNT DUE 17.54

OPERATING FISCAL YEARS

The taxes on bill will be used for governmental operations for the following fiscal year(s):

County:	01/01/14 - 12/31/14
Twn/Cty:	07/01/14 - 06/30/15
School:	07/01/14 - 06/30/15
State:	10/01/14 - 09/30/15

Does NOT affect when the tax is due or its amount

All Records  
2014, Winter  
Interest/Penalty Included in Balance

Code	Parcel Number	Owner	Prop Address	Tax Billed	Sum Balance
Parcels with Mortgage Code 00763: (FIRST PRESBYTERIAN CHURCH)					
00763	33-19-10-09-104-015	FIRST PRESBYTERIAN CHURCH	131 E MAPLE	19.31	0.00
00763	33-19-10-09-104-021	FIRST PRESBYTERIAN CHURCH	E SYCAMORE	17.54	0.00
Totals for 00763: (FIRST PRESBYTERIAN CHURCH)				36.85	0.00
----> Total Parcels 2					

ADDITION AND RENOVATIONS TO:  
**FIRST PRESBYTERIAN  
 CHURCH OF MASON**  
 131 E. MAPLE ST MASON, MICHIGAN 48854



INDEX OF DRAWINGS

- 1 6001 TITLE SHEET AND VICINITY MAP
- 2 C101 SURVEY, DEMOLITION SITE PLAN, LANDSCAPE PLAN AND DEVELOPMENT PLAN
- 3 A101 LOWER LEVEL FLOOR PLAN
- 4 A102 UPPER LEVEL FLOOR PLAN
- 5 A201 EXTERIOR ELEVATIONS



 VICINITY MAP  
 1"=400'



 LOCATION MAP  
 NO SCALE

ADDITION AND RENOVATIONS TO:  
**FIRST PRESBYTERIAN  
 CHURCH OF MASON**  
 131 E. MAPLE ST MASON, MICHIGAN 48854

NO.	DESCRIPTION	DATE
6		
5		
4		
3		
2		
1		

PROJECT NO. 14-220  
 DATE 6-22-2015  
 DRAWN EHD  
 CHECKED JSH  
 SEAL

**6001**

CAD FILE NO. 6001  
 SHEET 1 OF 5

**H2N**  
architects  
9100 Lapeer Rd, Suite B  
Davison, MI 48843  
(810) 412-5640

**WOLVERINE**  
Engineers & Surveyors, Inc.  
312 North Street  
Mason, Michigan 48854  
Ph: 517-676-9200  
F: 517-676-9396  
http://www.wolverine.com

**PROJECT INFORMATION**

CONSTRUCTION START: SEPTEMBER 2015

CONSTRUCTION COMPLETION: SUMMER 2016

ZONING: 0-1

**SQUARE FOOTAGE**

EXISTING - 16,700 TOTAL  
ADDITION - 1,200 TOTAL  
TOTAL 17,900 S.F.

LEGAL DESCRIPTION:  
LOTS 11&12, SECTION 4, T2N, R1W

NO.	DESCRIPTION	DATE
1		
2		
3		
4		
5		
6		

RENOVATIONS TO:  
**FIRST PRESBYTERIAN  
CHURCH OF MASON**  
131 EAST MAPLE STREET  
MASON, MICHIGAN 48854

DRAWING TITLE  
**DEMOLITION SITE PLAN  
LANDSCAPE PLAN AND  
DEVELOPMENT PLAN**

PROJECT NO. 14-220

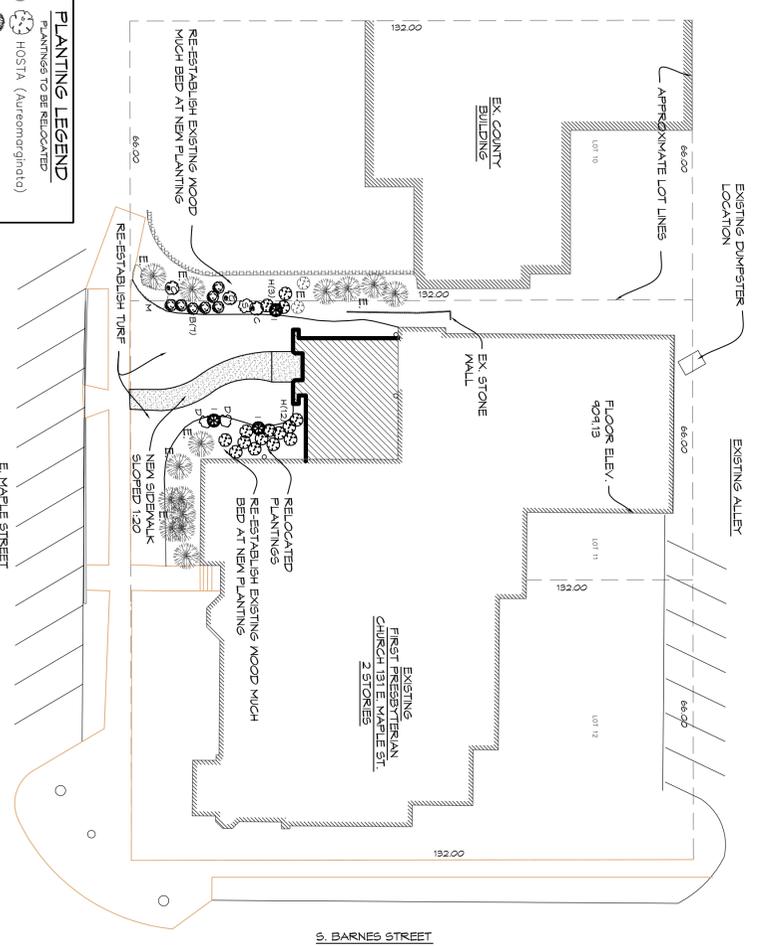
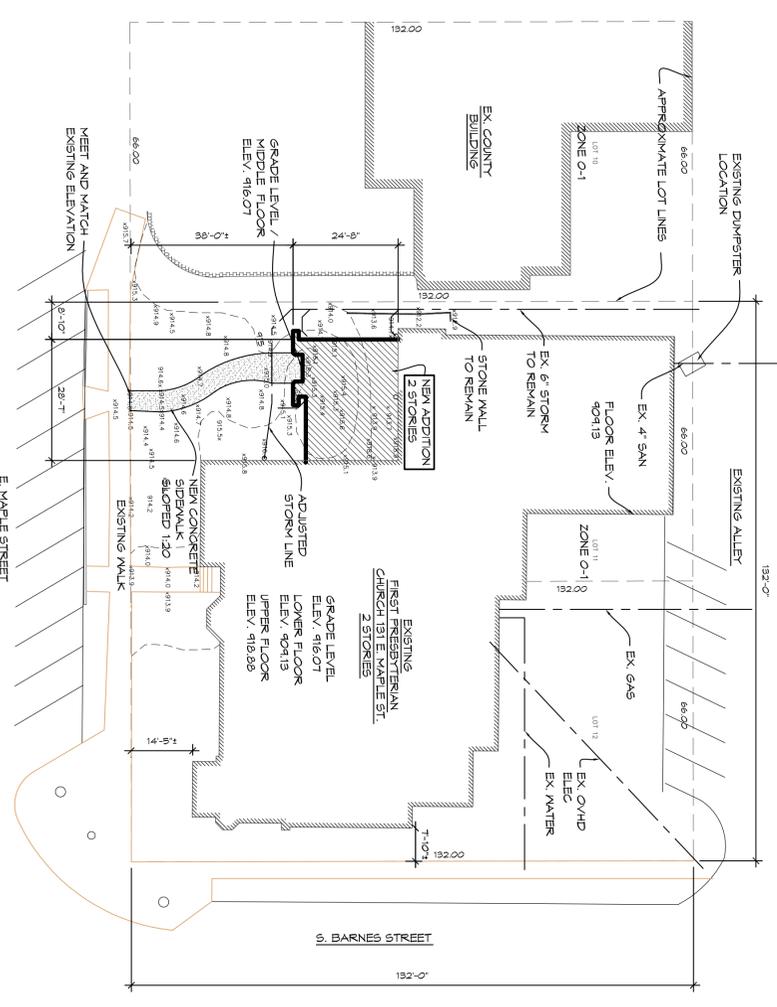
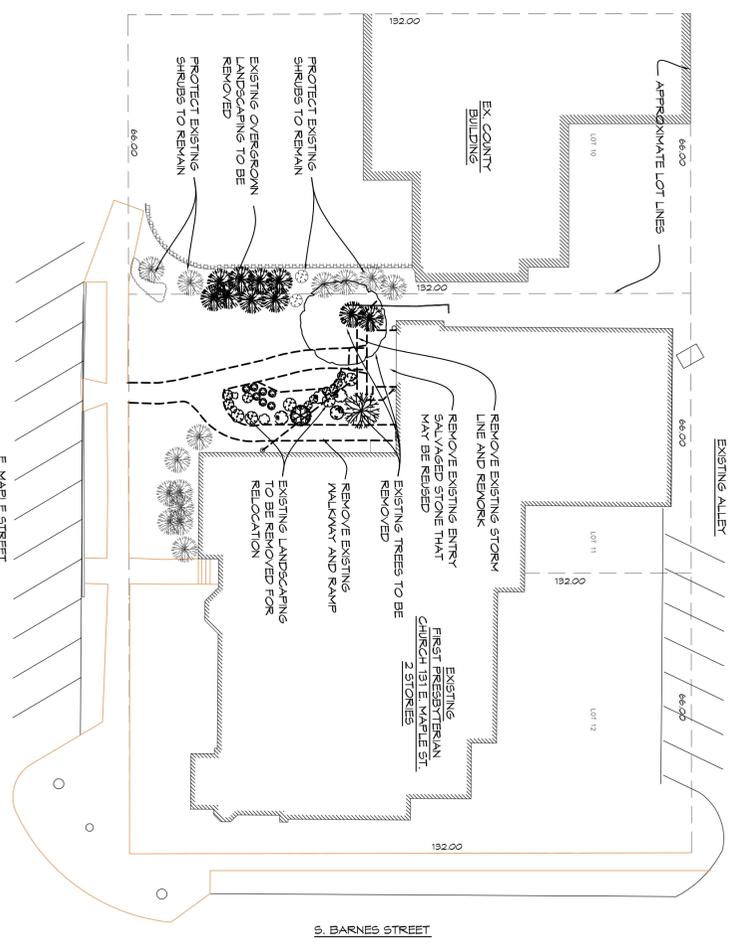
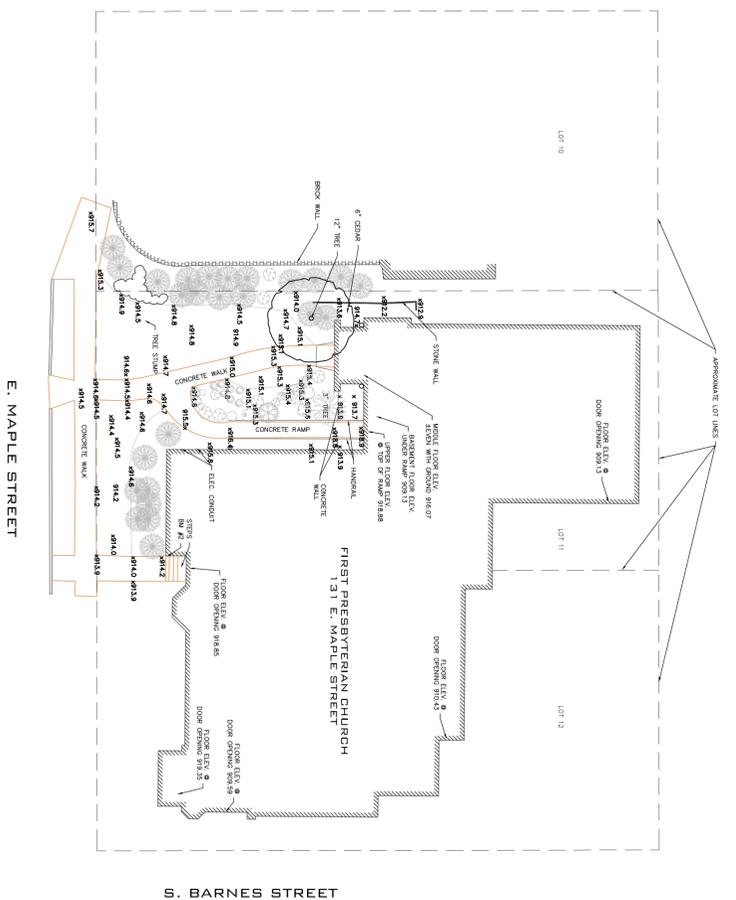
DATE 6-22-15

DRAWN EHD

CHECKED JSH

**C101**

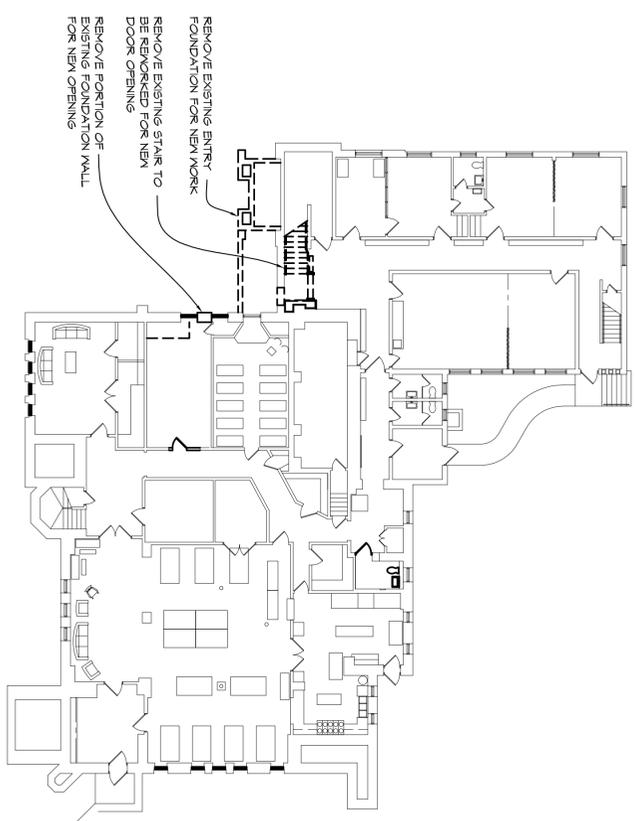
CAD FILE NO. SCALE 1" = 20' SHEET 2 OF 5



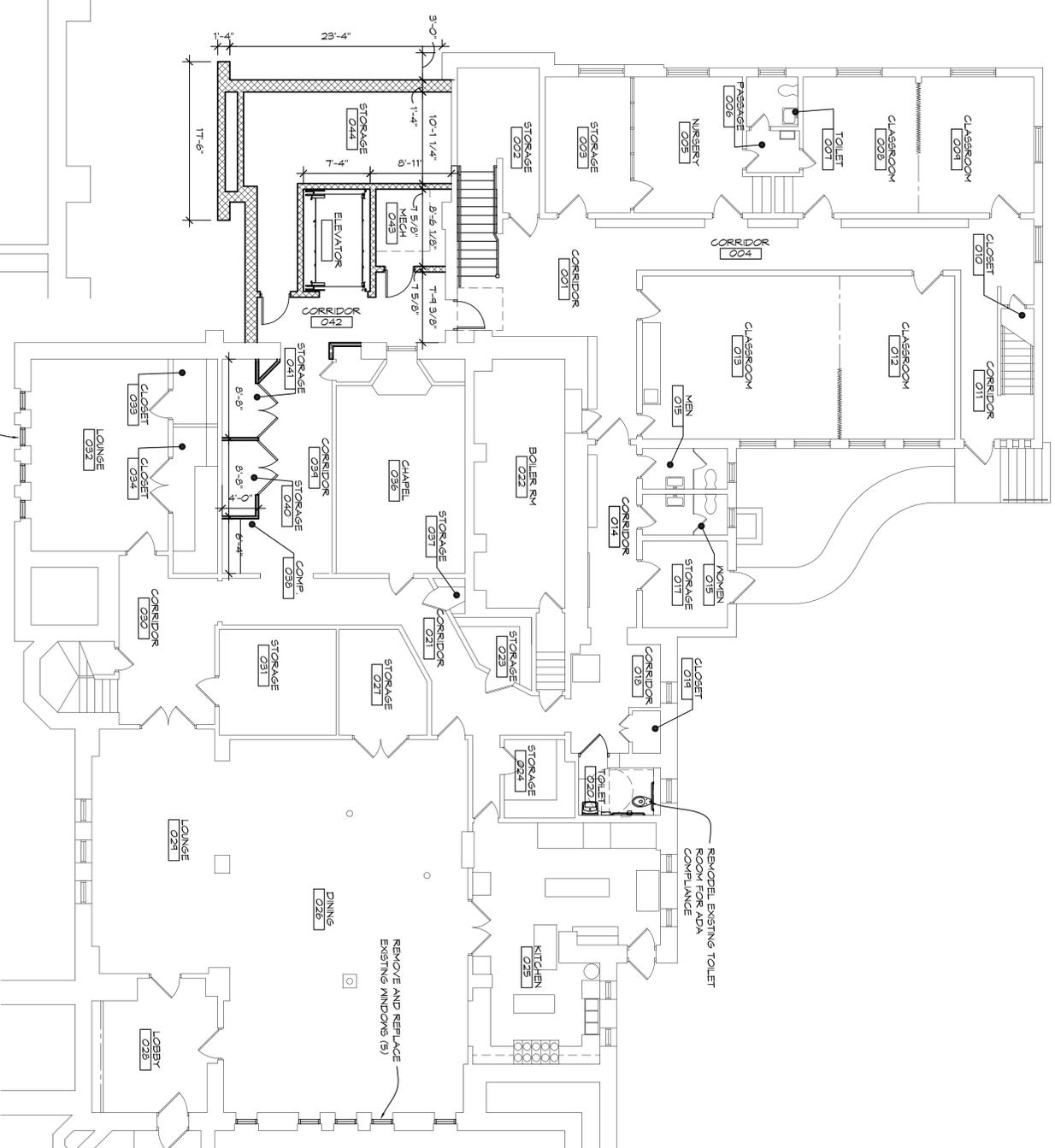
**PLANTING LEGEND**  
PLANTINGS TO BE RELOCATED

(H)	HOSTIA (Aureomoginoid)
(I)	IRIS (Iridaceae)
(B)	BUTTERFLY (Thymalis)
(S)	SPIDERWART (Tradescantia)
(D)	DAFFODIL (Narcissus)
(C)	COBE Flower (Echinocoe)
(M)	MYRTLE (Myrtus)

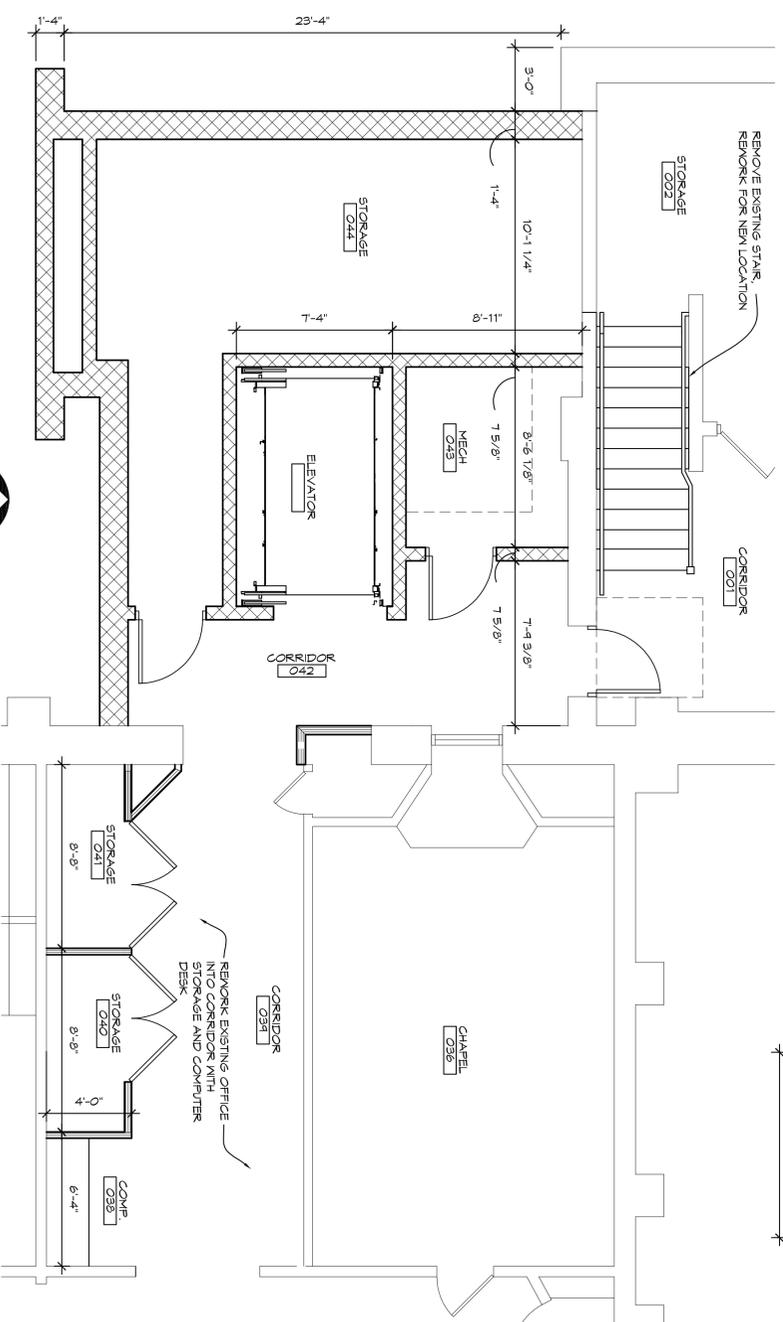




**LOWER LEVEL DEMOLITION  
FLOOR PLAN**  
1/16" = 1'-0"



**LOWER LEVEL FLOOR PLAN**  
1/8" = 1'-0"



**LOWER LEVEL ENLARGED  
FLOOR PLAN**  
1/4" = 1'-0"

NO.	DESCRIPTION	DATE
6		
5		
4		
3		
2		
1		

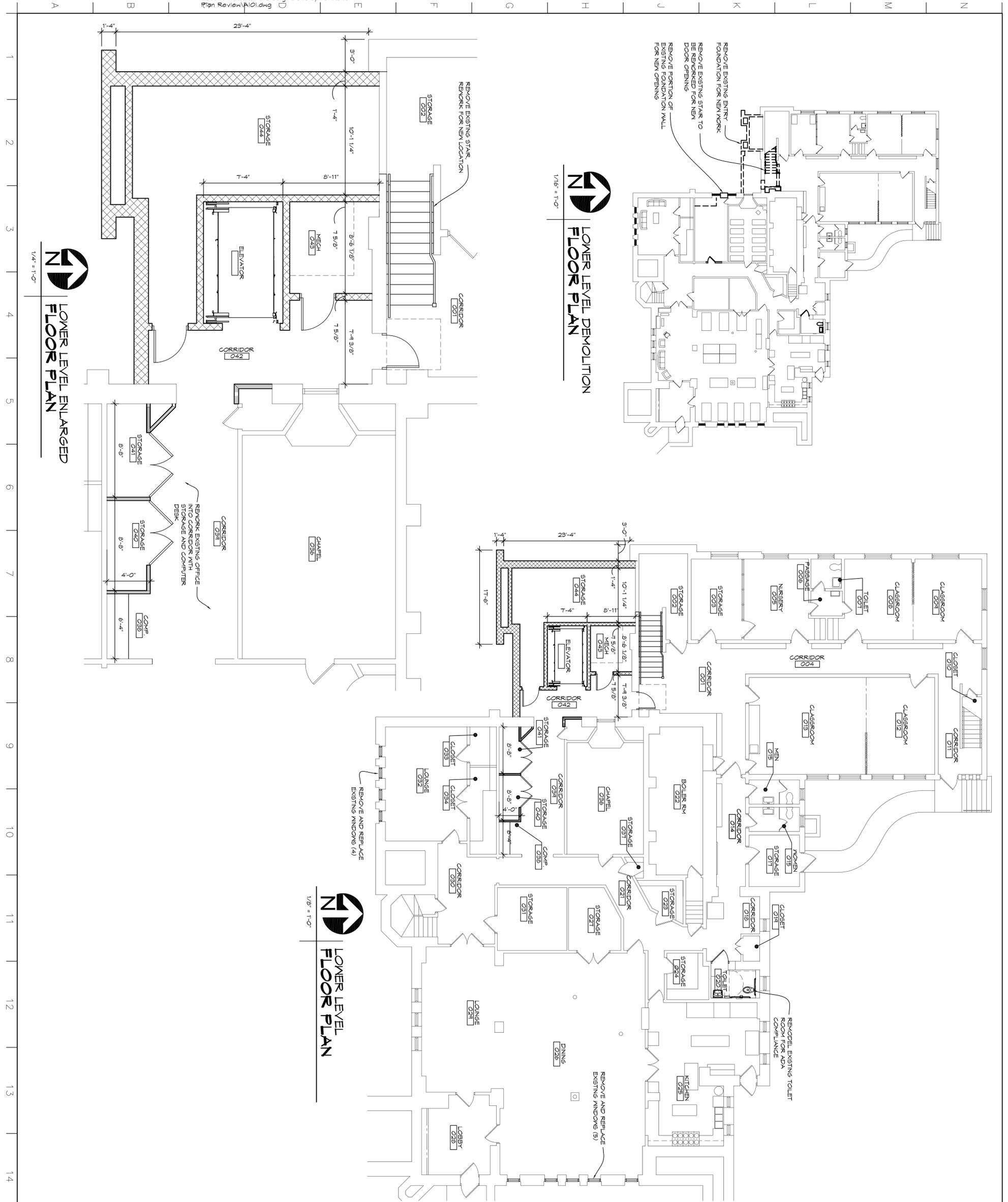
RENOVATIONS TO:  
**FIRST PRESBYTERIAN  
CHURCH OF MASON**  
131 EAST MAPLE STREET  
MASON, MICHIGAN 48854

**LOWER LEVEL FLOOR PLAN**

PROJECT NO.	14-220
DATE	6-22-15
DRAWN	EHD
CHECKED	JSH

**A101**

CAD FILE NO.	
SCALE	1/8" = 1'-0" SHEET 3 OF 5





**MAIN LEVEL DEMOLITION FLOOR PLAN**  
1/16" = 1'-0"

**MAIN LEVEL ENLARGED FLOOR PLAN**  
1/8" = 1'-0"

NO.	DESCRIPTION	DATE
1		
2		
3		
4		
5		
6		

RENOVATIONS TO:  
**FIRST PRESBYTERIAN CHURCH OF MASON**  
131 EAST MAPLE STREET  
MASON, MICHIGAN 48854

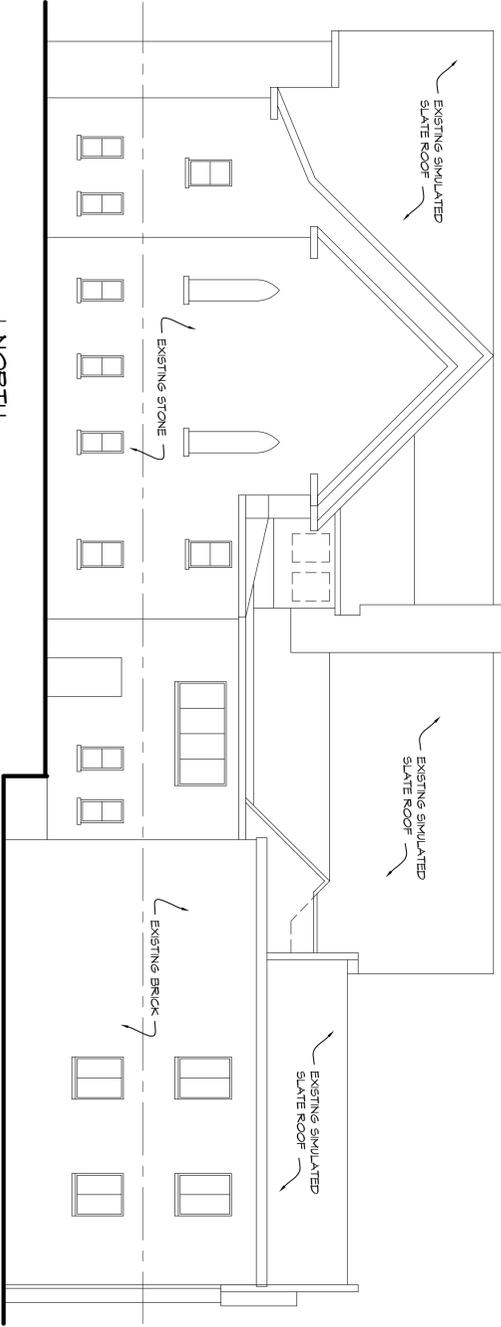
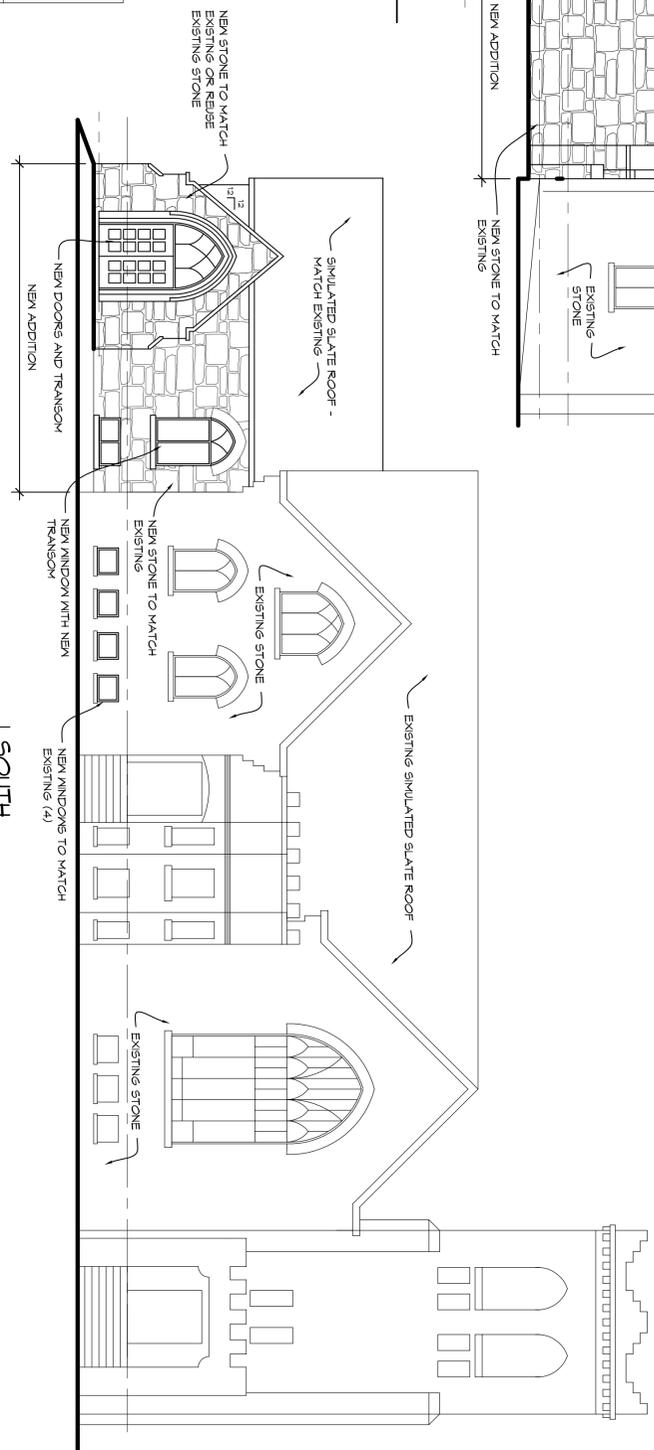
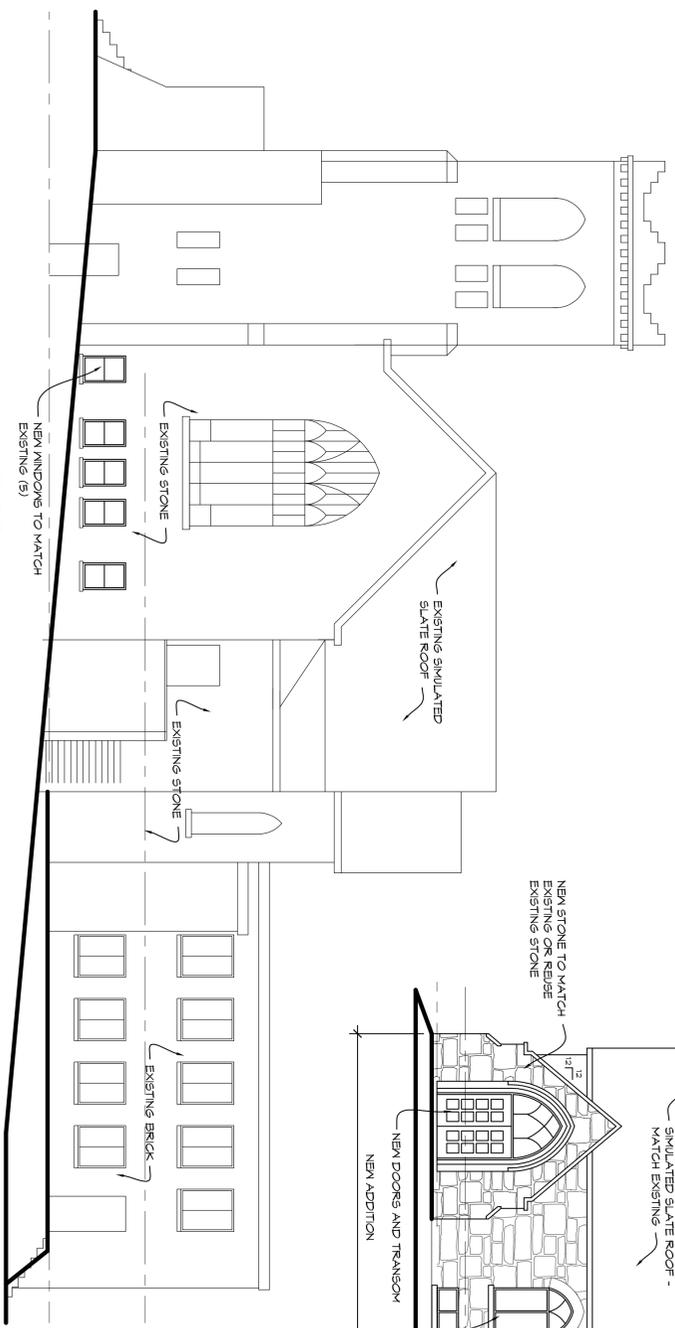
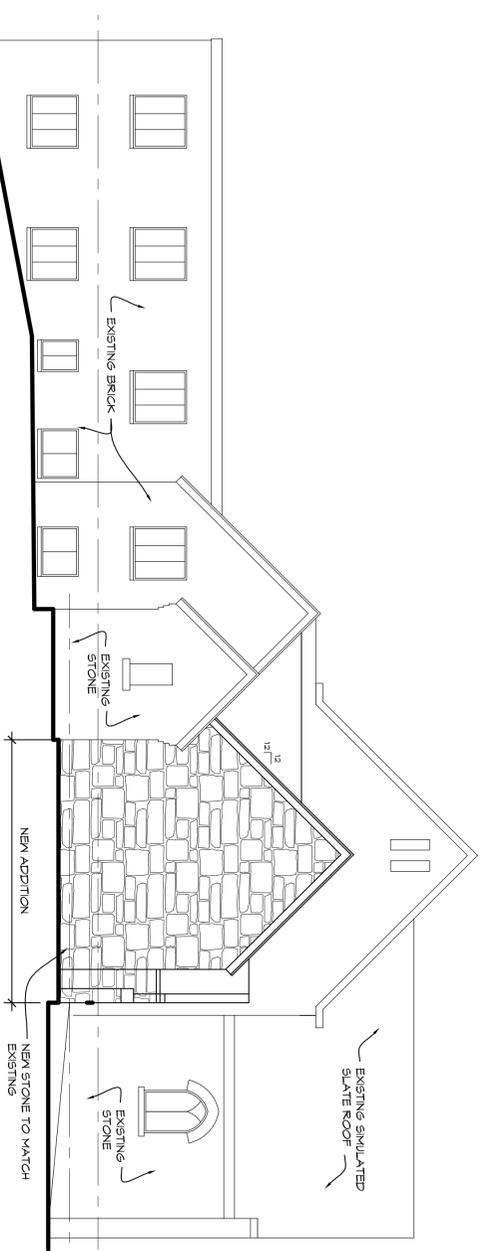
**MAIN LEVEL FLOOR PLAN**

DRAWING TITLE

PROJECT NO.	14-220
DATE	6-22-15
DRAWN	EHD
CHECKED	JSH

**A102**

CAD FILE NO.	
SCALE	1/8" = 1'-0"
SHEET	4 OF 5



NO.	DESCRIPTION	DATE
6		
5		
4		
3		
2		
1		

RENOVATIONS TO:  
**FIRST PRESBYTERIAN  
CHURCH OF MASON**  
131 EAST MAPLE STREET  
MASON, MICHIGAN 48854

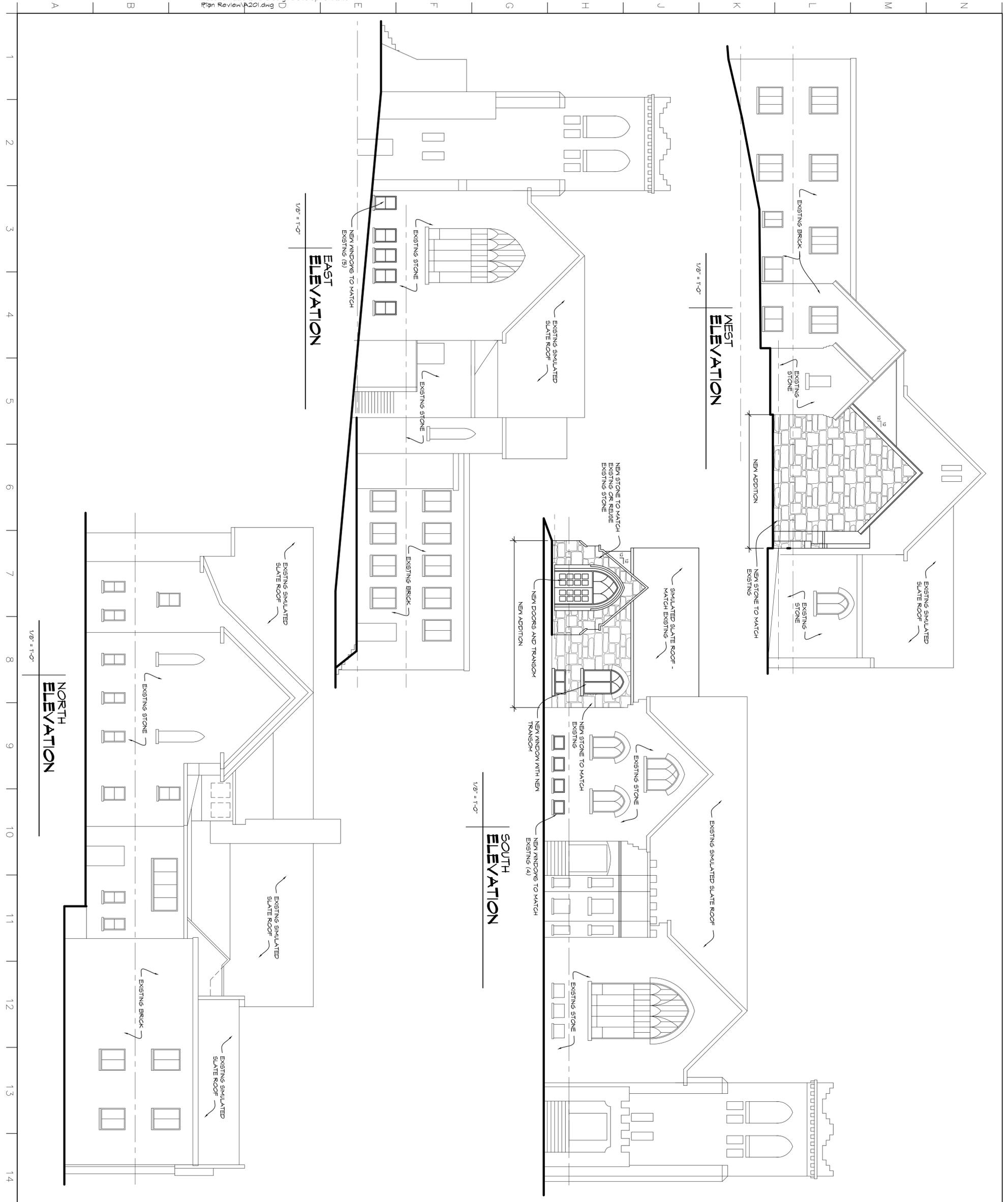
**EXTERIOR ELEVATIONS**

DRAWING TITLE

PROJECT NO.	14-220
DATE	6-22-15
DRAWN	EHD
CHECKED	JSH

**A201**

CAD FILE NO.	
SCALE	1/8" = 1'-0"
SHEET	5 OF 5



# Jackson & Lansing Railroad Company

38235 North Executive Drive - Westland, Michigan 48185-1971

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

June 29, 2015

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



Re: Site Plan Review Request - 300 E. Kipp Road

Dear Mr. Hopwood:

Jackson & Lansing Railroad Company ("JAIL") has received your letter dated July (*sic*) 26, 2015 relative to a site plan review request for property at 300 East Kipp Road, Mason.

JAIL has **no objection** to the proposed request as submitted.

Very truly yours,

**JACKSON & LANSING RAILROAD COMPANY**

A handwritten signature in blue ink that reads "Mark W. Dobronski". The signature is written in a cursive style with a loop at the end of the last name.

Mark W. Dobronski  
President

MWD/hp

## David Haywood

---

**From:** Sam Bibler  
**Sent:** Tuesday, June 30, 2015 10:52 AM  
**To:** David Haywood

David. I have reviewed the special use permit at 131 E. Maple St, and the site plan review request at 300 Kipp Rd. I do believe either of these projects will have any effect on the normal daily operations of the wastewater treatment plant . If you have any questions, please contact me. Thank you.

Sam Bibler  
City of Mason  
POTW / CPF Superintendent  
517-676-1166 ext 202



# CITY OF MASON FIRE DEPARTMENT

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

---

To: David E. Haywood  
Zoning & Development Director

From: Kerry Minshall  
Fire Chief

Date: June 29, 2015

Re: Site Plan Review/Special Use Permit – First Presbyterian Church – 131 E.  
Maple Street

I have reviewed the site plan/special use permit for the proposed building addition to the First Presbyterian Church.

I do not have any concerns or comments at this time.



# Mason Police Department

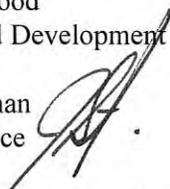
201 W. Ash St.  
P.O. Box 370  
Mason, MI 48854-0370

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: 131 East Maple Street, First Presbyterian Church Special Use Permit

Date: June 26, 2015



I have reviewed the First Presbyterian Church Special Use Permit application and have no comments at this time.

If you have any questions, please contact me.

# 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, Planning & Development Director 

SUBJECT: Site Plan Review – 300 E. Kipp Rd.

DATE: July 7, 2015

---

The applicant is requesting approval for concurrent preliminary and final site plan review to construct a 4,000 square foot temporary hoop house shed for salt storage on property located at 300 E. Kipp Rd. The parcel is zoned M-1 (Light Manufacturing). Section 94-150 states that any use within the M-1 zoning district requires a site plan review. The applicant has, therefore, made application for site plan approval.

### LAND USE AND ZONING:

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>	Undeveloped	M-1 (Light Manufacturing)	Mixed Use
<b>East</b>	Public (Mason High School)	RS-1 (Single Family Residential)	Public
<b>South</b>	Vevay Township	Vevay Township	Vevay Township
<b>West</b>	Commercial	M-1 (Light Manufacturing)	Mixed Use

### SITE PLAN REVIEW:

As was mentioned earlier, the applicant has requested concurrent preliminary and final site plan approval. The following sections address compliance with site plan requirements.

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

The applicant is proposing to construct a 4,000 square foot temporary hoop house shed for salt storage on the subject property. The lot comprises approximately 26.26 acres. The site plan appears to comply with the lot area, width and setback requirements listed in Tables 100-1 and 100-2, of Chapter 100 of the Mason Code.

**Off-Street Parking & Circulation:**

The subject structure is an unoccupied building for salt storage and would generate no parking demand.

**Landscaping:**

Staff would suggest that the site is adequately screened by existing vegetation. In addition, due to the proximity of the location of the structure there appears to be no need for additional landscaping.

**Signs:**

No signage is proposed at this time.

**Construction Schedule:**

The applicant anticipates that the site improvements for the proposed use will be completed by the fall of 2015.

**PUBLIC SERVICES AND FACILITIES:**

**Streets and Traffic:**

The site has frontage on East Kipp Road. Kipp Road is a four-lane County road and is under the jurisdiction of the Ingham County Road Department (ICRD). Comments were received from the ICRD, stating that they have no comments regarding the proposed structure.

**Water and Sanitary Sewer:**

There are no proposed changes to the City's municipal utility services.

**Storm Water Management:**

Given the overall size of the site, there does not appear to be any impact from a storm water perspective. The overall drainage pattern is from west to east the building is located approximately 250 feet from an existing pond.

**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 approval standards listed in Section 94-227 of the Code, provided the previously noted conditions are met.

**RECOMMENDATION:**

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

**That the Planning Commission approve Resolution No. 2015-04.**

**Attachments:**

1. Resolution
2. Application
3. Agency Comments
  - a. Ingham County Road Department
  - b. City of Mason POTW Supervisor
  - c. City of Mason Fire Department
4. Site Plan

Introduced:  
Seconded:

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION NO. 2015-04**

**A RESOLUTION APPROVING A PRELIMINARY AND FINAL SITE  
PLAN FOR THE CONSTRUCTION OF A 4,000 SQUARE FOOT  
TEMPORARY HOOP HOUSE SHED AT 300 EAST KIPP ROAD**

**July 14, 2015**

**WHEREAS**, a request has been received from John Fischer for concurrent preliminary and final site plan approval to be allowed to construct a 4,000 square foot hoop house shed for salt storage on property located at 300 E. Kipp Rd., and

**WHEREAS**, the subject property is further described as: All that part of South ½ of SW ¼ of Sec. 9 which lies East of MCRR R/W and West of Barnes St., Sec. 9, T2N, R1W, City of Mason, Ingham County 26.26 acres, and

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

**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby approve a preliminary and final site plan to allow the construction of a 4,000 square foot temporary hoop house shed for salt storage based on the plans received June 25, 2015.

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, July 14, 2015, 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

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

<b>PLANNING DEPARTMENT USE ONLY</b>	
Application Received:	<u>June 25, 2015</u>
Case #:	<u>N/A</u>
Tax ID:	<u>09-352-001</u>
Fee:	<u>\$ 200.00</u>
Receipt #:	<u>106177327</u>

**I. APPLICANT INFORMATION**

Name John P. Fischer

Organization J&J Properties of Mason, LLC

Address 225 E. Kipp Road Mason, MI 48854

Telephone Number (517)676-5522 Facsimile Number (517) 676-0466

Interest in Property (owner, tenant, option, etc.) Anderson-Fischer & Associates, Inc.

**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 J&J Properties of Mason, LLC Telephone Number (517)676-5522

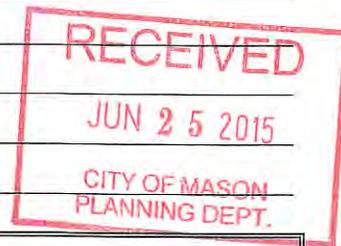
Property Address 300 E. Kipp Road Mason, MI 48854

Legal Description: If in a Subdivision: Subdivision Name N/A Lot Number N/A

If Metes and Bounds (can be provided on separate sheet):

All that part of South 1/2 of SW 1/4 of Sec. 9 which lies East of MCRR R/W and West of Barnes St.,

Sec. 9, T2N, R1W, City of Mason, Ingham County 26.26 acres.



**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 6-25-15

III. **REQUEST DESCRIPTION**

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

Install temporary hoop house shed for rock salt storage.

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 Seasonal Trucks

Total Employees 1 Shifts 1

Population Increase 0

Employees in Peak Shift 1

Hours of Operation 7:00 AM to 5:00 PM

Total Bldg. Area Proposed 4,000 sqft

Monday through Fri day

Parking Spaces Provided existing lot

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 August 1, 2015 - October 30, 2015
- Construction calculations for utilities N/A - No utilities proposed
- 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 February 1, 2005):

<u>Preliminary Site Plan Reviews</u>	\$200.00
<u>Final Site Plan Review</u>	\$100.00 (if engineering review required) \$35.00 (w/o engineering review)
<u>Special Use Permits</u>	\$250.00 (includes preliminary site plan 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.

**COVENANT DEED**

On March 6, 2013, Mason State Bank, whose address is 322 S. Jefferson St., PO Box 130, Mason, Michigan 48854 ("Grantor"), conveys to J & J Properties of Mason, LLC, a Michigan limited liability company whose address is 225 E. Kipp Road, Mason, Michigan 48854 ("Grantee"), the real property commonly known as 300 E. Kipp Road, Mason, Michigan 48854, Ingham County and legally described as

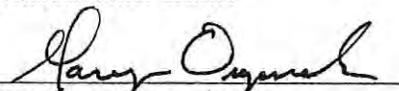
All that part of the South 1/2 of the Southwest 1/4 of Section 9, Town 2 North, Range 1 West, City of Mason, Ingham County, Michigan, which lies East of the M.C.R.R. right of way and West of Barnes Street.

Tax parcel i.d. number 33-19-10-09-352-001 (the "Premises") for (see Real Estate Transfer Tax Valuation Affidavit of even date herewith), together with all tenements, hereditaments, and appurtenances and subject to agreements, easements, restrictions of record and the lien of taxes not yet due and payable.

Grantor will warrant and defend the Premises against the lawful claims and demands of all persons claiming through Grantor but against no other claims and no other person or entity, including predecessors in title.

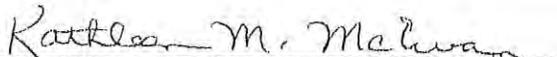
**Mason State Bank**

Dated: March 6, 2013

  
By: Gary Organek  
Its: Vice President

STATE OF MICHIGAN )  
INGHAM COUNTY )

Acknowledged before me in Ingham County, Michigan on March 6, 2013 by Gary Organek, Vice President of Mason State Bank, for and on behalf of the company.

/s/   
Kathleen M. McEwan

Notary public, State of Michigan, County of Ingham.  
My commission expires 8/14/17.

**KATHLEEN M. McEWAN**  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF INGHAM  
My Commission Expires Aug. 14, 2017  
Acting in the County of Ingham

Drafted by and when recorded return to:  
Hicks & Mullett, PLLC  
Jeffrey C. Hicks (P53424)  
412 N. Walnut St.  
Lansing, MI 48933

Send subsequent tax bills to Grantee

Recording fee: \$17





## David Haywood

---

**From:** Peterson, Robert [rpeterson@ingham.org]  
**Sent:** Monday, June 29, 2015 3:06 PM  
**To:** David Haywood  
**Subject:** Site Plan Review - 300 E. Kipp Road

David:

The Ingham County Road Department has no comments relative to the proposed hoop house building.

Sincerely,  
Robert H. Peterson, P.E.  
Ingham County Road Department  
Director of Engineering  
County Highway Engineer  
(517) 676-9722 ext 2336  
[rpeterson@ingham.org](mailto:rpeterson@ingham.org)

## David Haywood

---

**From:** Sam Bibler  
**Sent:** Tuesday, June 30, 2015 10:52 AM  
**To:** David Haywood

David. I have reviewed the special use permit at 131 E. Maple St, and the site plan review request at 300 Kipp Rd. I do believe either of these projects will have any effect on the normal daily operations of the wastewater treatment plant . If you have any questions, please contact me. Thank you.

Sam Bibler  
City of Mason  
POTW / CPF Superintendent  
517-676-1166 ext 202



# CITY OF MASON FIRE DEPARTMENT

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

---

To: David E. Haywood  
Zoning & Development Director

From: Kerry Minshall  
Fire Chief

Date: June 29, 2015

Re: Site Plan Review – J & J Properties – 300 E. Kipp Road

I have reviewed the site plan for the proposed hoop storage building to be located on the property at 300 E. Kipp Road.

I do not have any concerns or comments at this time.