

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 15, 2015

6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes: July 14, 2015
4. People from the Floor
5. Announcements
6. Public Hearing
 - A. 125 E. Kipp Rd. (Andrews Automotive) – Special Use Permit
Resolution No. 2015-__ - A Resolution Approving a Preliminary and Final Site Plan and Special Use Permit to Construct a 13,000 Square Foot Automotive Repair and Sales Facility Located at 125 East Kipp Road
7. Regular Business
 - A. Report – Medical Marihuana Ordinance Subcommittee Activity
8. Unfinished Business
9. New Business
10. Correspondence
 - Commissioner Brown, September 9, 2015
 - Planning & Zoning News, June, July & August 2015
 - Mid-Michigan Health In All Project – Executive Summary
11. Liaison Reports
12. Director's Report
 - Urban Sustainability Accelerator Partnership – Convening
 - Michigan Zoning & Planning Guidebooks
13. Adjournment

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF JULY 14, 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: Barna, Brown, Fischer, Hagle, Reeser, Sabbadin, Scott,
Absent: Commissioner: Hude (excused), Waxman (excused)
Also present: David Haywood, Zoning & Development Director
Deborah J. Cwierniewicz, City Clerk

APPROVAL OF MINUTES:

Regular Minutes of June 9, 2015

The regular meeting Minutes of June 9, 2015, were approved.

PEOPLE FROM THE FLOOR

None.

ANNOUNCEMENTS

- David Haywood was congratulated for winning the Brothers of the Beard contest held Thursday, July 2, 2015, for the most authentic beard.
- The Mason Fire Department was thanked for the 4th of July Fireworks display.
- All those who participated in the Mason Sesquicentennial over the 4th of July were thanked.

PUBLIC HEARING

131 East Maple Street (First Presbyterian Church) – Building Addition

Jackie Hoist, Project Manager, spoke regarding the First Presbyterian Church proposal to construct an addition to provide an elevator and entrance to the existing structure.

Reeser opened the public hearing at 6:40 p.m. and closed the public hearing at 6:41 p.m. as there were no comments.

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

MOTION by Brown, second by Sabbadin,
to consider Resolution No. 2015-03 read.

MOTION APPROVED

Resolution No. 2015-03 was introduced by Hagle and seconded by Barna.

**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 600 square foot building addition to the existing church facility at 131 East Maple Street based on the site plan dated June 22, 2015.

RESOLUTION APPROVED

REGULAR BUSINESS

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

John Fischer of J&J Properties of Mason, LLC spoke regarding his request to construct a temporary hoop house shed for storing rock salt. He explained how the construction prevents run off in the event it gets wet from rain or any other source.

MOTION by Brown, second by Sabbadin,
to consider Resolution No. 2015-04 read.

MOTION APPROVED

Resolution No. 2015-04 was introduced by Hagle and seconded by Barna.

**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.

RESOLUTION APPROVED

Report – Medical Marihuana Ordinance Subcommittee Activity

Haywood gave a brief progress report regarding the Medical Marihuana Ordinance Subcommittee. He informed the commission that he requested Tom Hitch to provide a legal opinion regarding the City applying a prescribed distance from a school or park for the purpose of regulating medical marihuana patients and caregivers under the drug free school zone ruling. Mr. Hitch wrote that an action that would materially restrict medical marihuana use within this type of zoning could be potential for litigation.

Report – Sub-Area Planning Committee Activity

Haywood requested to postpone the sub-area planning project until staff has more time to commit to the project. It was the consensus of the commission that it would be reasonable to postpone this project to allow staff to focus fully on the medical marihuana ordinance project.

UNFINISHED BUSINESS

A brief discussion was held on the Auto Zone development.

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.

ADJOURNMENT

The meeting adjourned at 7:28 p.m.

Deborah J. Cwierniewicz, City Clerk

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 & Special Use Permit – 125 E. Kipp Rd.
(Andrews Automotive)

DATE: September 11, 2015

The applicant is requesting preliminary site plan approval and special use permit for permission to construct an automotive repair and sales facility on property located at 125 East Kipp Road. Section 94-142(d)(9) automotive service stations by special use permit.

Please see the attached correspondence from the applicant indicating that they are in the process of redesigning the building configuration, which may affect the site layout, and will not be ready for the public hearing scheduled for September 15, 2015. The applicant is requesting that the Planning Commission postpone action on the request until the October meeting.

Staff recommends that the Planning Commission postpone the public hearing and action on the request to the October 13, 2015 meeting to afford the applicant time to revise their site plan.



CITY OF MASON
MARLON I. BROWN, MAYOR PRO TEM

Wednesday, September 09, 2015

Mason Planning Commission
201 West Ash Street
Mason, MI 48854

Dear Chairman Reeser and Planning Commissioners:

I am writing to inform you that I will be absent from our next planning commission meeting scheduled for September 15, 2015. As you may know, my wife and I are expecting our first child and we anticipate being in the hospital over the weekend for labor and delivery.

In my absence, I would like to submit the following liaison report regarding noteworthy council actions from July 20 – September 8, 2015.

Ordinances

At the regular council meeting held on July 20, the council adopted Ordinance No. 200 which prohibits the unnecessary summoning of emergency providers, the raising of a false alarm, and the obstructing of and disobeying firefighters within the City of Mason.

At the regular council meeting held on August 17, the council adopted Ordinance No. 201 which further defines and prohibits public nuisances in the City of Mason.

Resolutions

At the regular council meeting held on August 17, the council approved Resolution No. 2015-41 which authorizes the city administrator to purchase a Johnston VT651 Vacuum Street Sweeper from the Houston-Galveston Area Council for the amount of \$243,800. This purchase will be paid in 10 annual installments and charged to the Motor Vehicle Pool Fund.

At the same meeting referenced above, the council also approved Resolution No. 2015-43, which commits the city to reserve funds for the maintenance of a parking area at the trailhead of the Hayhoe Riverwalk along South Jefferson Street. This certification is required in order to receive a Transportation Alternatives Program (TAP) Grant in the amount of \$39,935 through the federal government.

On August 24, the council held a special meeting and approved Resolution No. 2015-44, which amends the acting city administrator contract with Mr. Patrick M. Price to reflect an hourly compensation rate of \$87 per hour on the basis that the city will not be billed more than twenty (20) hours per week over the term of the contract.



CITY OF MASON

MARLON I. BROWN, MAYOR PRO TEM

At the regular council meeting held on September 8, the council approved Resolution No. 2015-45, which authorizes a monetary reward in the amount of \$1,000 for information leading to the identification and apprehension of the person or persons responsible for the recent vandalism along the Hayhoe Riverwalk Trail.

City Administrator Search

On July 20, the council approved a motion to contract with the Michigan Municipal League to perform a search process and secure a permanent city administrator. The Michigan Municipal League has extensive experience conducting executive search services for municipalities throughout the state. The facilitator of Mason's search process is Ms. Kathie Grinzinger, MML Lead Executive Recruiter, who previously served as the city manager for the City of Mt. Pleasant, MI.

On August 17, the council, city employees, and the public were invited to participate in a series of meetings with Ms. Grinzinger to offer suggestions regarding the desired qualities and qualifications for the next city administrator. This information is being used to create a community and candidate profile, as well as a job announcement brochure for marketing and recruitment purposes.

It is our estimation that the job announcement will be posted on or before September 11, 2015. Prospective candidates will have approximately four weeks to apply for the position and the council will begin its first review of qualified applications during the week of October 26, 2015. Council will then identify candidates to interview and make a final selection in the subsequent weeks. A reasonable estimate is that we may have a final selection around the Thanksgiving holiday.

In addition to these items, the council has been engaged in ongoing discussions regarding potential oil and gas drilling by the **West Bay Exploration Company**. Considering that the proposed drilling site is outside of our municipal boundaries, we are presently evaluating whether the city has any legal authority to regulate or prohibit these exploration activities. I will continue to report on this matter as additional information becomes available.

Thank you for your understanding regarding my absence at our September planning commission meeting. I hope that this report was useful and informative. Please contact me should you have any questions or concerns.

Sincerely,

Marlon I. Brown
Mayor Pro Tem, City of Mason