

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, June 14, 2016

6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes: May 10, 2016
4. People from the Floor
5. Announcements
6. Public Hearing
 - A. Special Use Permit – 227 N. Cedar St. (Little Caesars Drive-thru)
Resolution - A Resolution Approving a Special Use Permit and Final Site Plan to Construct a 135 Square Foot Building Addition, Including Drive-Thru, Located at 227 North Cedar Street
 - B. Special Use Permit – 805 N. Cedar St. (Convenience Store Addition)
Resolution - A Resolution Approving A Special Use Permit Amendment And Preliminary And Final Site Plan To Construct A 710 Square Foot Building Addition On Property Located At 805 North Cedar Street
7. Regular Business
 - A. Report – Collection Bin Ordinance
 - B. Motion – Capital Improvement Plan Extension
8. Unfinished Business
9. New Business
10. Correspondence
 - Planning & Zoning News, May 2016
11. Liaison Reports
12. Director's Report
13. Adjournment

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF MAY 10, 2016**

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

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

APPROVAL OF MINUTES:

Regular Minutes of April 12, 2016

The regular meeting Minutes of April 12, 2016 were approved as submitted.

PEOPLE FROM THE FLOOR

None.

ANNOUNCEMENTS

A moment of silence was observed in memory of Rollin B. Dart, Dart National Bank Chairman Emeritus, who passed to eternal rest on May 7, 2016.

PUBLIC HEARING

Special Use Permit – Mason First Church of the Nazarene

Reeser opened the public hearing at 6:36 p.m.

Gregg Shaw of 1668 West Dansville Road spoke in support of the proposed baseball fields at the Recreational Outreach Center (ROC) behind his property.

Reeser closed the public hearing at 6:37 p.m.

Resolution – Resolution Approving A Final Site Plan and Amending Planning Commission Resolution 2007-04 to Allow the Construction of Two Softball Fields at the First Church of the Nazarene Recreation Outreach Center on Property Located at 1706 Dansville Road

Cynthia Richey, Mason First Church of the Nazarene ROC Program Director and Mary Kueppers, Mason First Church of the Nazarene ROC Board Member, presented the softball field plans and gave a brief explanation of the response to a need for softball fields in the city. Ms. Richey stated that it is planned to construct one field at this time.

MOTION by Waxman, second by Brown,
to consider Planning Commission Resolution – Resolution Approving A Final Site Plan and Amending Planning Commission Resolution 2007-04 to Allow the Construction of Two Softball Fields at the First Church of the Nazarene Recreation Outreach Center on Property Located at 1706 Dansville Road read.

MOTION APPROVED

Introduced by Sabbadin and seconded by Hude, Planning Commission Resolution – Resolution Approving A Final Site Plan and Amending Planning Commission Resolution 2007-04 to Allow the Construction of Two Softball Fields at the First Church of the Nazarene Recreation Outreach Center on Property Located at 1706 Dansville Road.

**CITY OF MASON
PLANNING COMMISSION RESOLUTION NO. 2016-03
A RESOLUTION APPROVING A FINAL SITE PLAN AND AMENDING PLANNING
COMMISSION RESOLUTION 2007-04 TO ALLOW THE CONSTRUCTION OF TWO
SOFTBALL FIELDS AT THE FIRST CHURCH OF THE NAZARENE RECREATION
OUTREACH CENTER ON PROPERTY LOCATED AT 1706 DANSVILLE ROAD
May 10, 2016**

WHEREAS, a request has been received from the Mason First Church of the Nazarene, regarding parcel 33-19-10-200-016, for a final site plan approval and amendment to their existing special use permit to allow the construction of two softball fields on property located at 1706 West Dansville Road (M-36); and

WHEREAS, the proposed softball fields are proposed to be constructed on property legally described as:

A part of the Southeast ¼ and the Northeast ¼ of Section 10, T2N, R1W, Vevay Township, Ingham County, Michigan, described as beginning on the East-West ¼ line N 89d56'04" W 660.01 feet from the East ¼ corner; thence N 89d56'04" W 677.36 feet along the East-West ¼ line; thence S 00d32'50" E 989.83 feet along the East line of the West ½ of the Southeast ¼; thence N 67d44'53" W 683.76 feet; thence S 28d00'08" W 372.00 feet to the centerline of M-36 (Dansville Road); thence N 27d35'34" E 1800.93 feet; thence S 89d58'02" E 1072.55 feet; thence S 00d34'10" E 773.93 feet to the point of beginning, containing 44.11 acres of land, more or less, and subject to any easements or rights of way of record; 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, the approval granted herein shall serve as an addendum to Planning Commission Resolution No. 2007-04.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby approve a final site plan and special use permit amendment for the construction of two softball fields on property located at 1706 West Dansville Road (M-36) based on the plans received on April 1, 2016.

RESOLUTION APPROVED

REGULAR BUSINESS

Resolution – A Resolution Approving a Concurrent Preliminary and Final Site Plan to Allow H&H Welding and Repair, Inc. to Construct a 7,650 Square Foot Building Addition to the Existing Industrial Welding and Repair Facility Located at 700 Acme Drive

A brief discussion ensued. Kim Stewart, Jerico Construction applicant, responded to questions regarding wetland boundaries.

MOTION by Waxman, seconded by Sabbadin,
to consider Planning Commission Resolution – A Resolution Approving a
Concurrent Preliminary and Final Site Plan to Allow H&H Welding and Repair,
Inc. to Construct a 7,650 Square Foot Building Addition to the Existing Industrial
Welding and Repair Facility Located at 700 Acme Drive, read.

MOTION APPROVED

Much discussion ensued regarding whether a condition to obtain Michigan Department of Environmental Quality (MEDQ) approval should be considered as well as approval by the Zoning Board of Appeals.

MOTION by Waxman, seconded by Brown,
to amend Planning Commission Resolution – A Resolution Approving a
Concurrent Preliminary and Final Site Plan to Allow H&H Welding and

Repair, Inc. to Construct a 7,650 Square Foot Building Addition to the Existing Industrial Welding and Repair Facility Located at 700 Acme Drive, by inserting a fifth paragraph as follows:

WHEREAS, approval is granted subject to review and approval by the Michigan Department of Environmental Quality (MEDQ).

MOTION APPROVED

Yes (7) Brown, Fischer, Hude, Reeser, Sabbadin, Scott, Waxman

No (0)

Absent (2) Barna, Hagle

MOTION APPROVED

MOTION by Waxman, seconded by Brown, to amend Planning Commission Resolution – A Resolution Approving a Concurrent Preliminary and Final Site Plan to Allow H&H Welding and Repair, Inc. to Construct a 7,650 Square Foot Building Addition to the Existing Industrial Welding and Repair Facility Located at 700 Acme Drive, by inserting language in the third paragraph as follows:

WHEREAS, approval is granted subject to a revised site plan showing the required barrier free parking spaces and parking space widths *with approval of a variance by the Zoning Board of Appeals* prior to the issuance of a building permit; and

Discussion was held regarding the parking space width amendment language in accordance with Mason Codes.

VOTE ON THE AMENDMENT:

Yes (0)

No (7) Brown, Fischer, Hude, Reeser Sabbadin, Scott, Waxman

Absent (2) Barna, Hagle

MOTION FAILED

Introduced by Sabbadin, seconded by Hude, Planning Commission Resolution – A Resolution Approving a Concurrent Preliminary and Final Site Plan to Allow H&H Welding and Repair, Inc. to Construct a 7,650 Square Foot Building Addition to the Existing Industrial Welding and Repair Facility Located at 700 Acme Drive.

CITY OF MASON

PLANNING COMMISSION RESOLUTION NO. 2016-04

A RESOLUTION APPROVING A CONCURRENT PRELIMINARY AND FINAL SITE PLAN TO ALLOW H&H WELDING AND REPAIR, INC. TO CONSTRUCT A 7,650 SQUARE FOOT BUILDING ADDITION TO THE EXISTING INDUSTRIAL WELDING AND REPAIR FACILITY LOCATED AT 700 ACME DRIVE

May 10, 2016

WHEREAS, a request has been received from H&H Welding and Repair, Inc. for concurrent preliminary and final site plan approval to be allowed to construct a 7,650 square foot building to the existing welding and repair facility at 700 Acme Drive, said property having the following legal description and parcel number 33-19-10-05-102-007:

PART OF NW 1/4 OF SEC 5, T2N R1W, CITY OF MASON, INGHAM COUNTY, MI
DESC AS: COM AT PT ON E LN OF KERNS RD 1793.1 FT N & 663.5 FT E OF W
1/4 COR OF SEC 5 –E 635.2 FT -S 360 FT –S0D04°W 464.2 FT -N79D17°W 264.8
FT -N55D08°W 456.12 FT -N 514.05 FT TO POB EXC COM AT NW COR OF SEC
5 -S88D56°58'E 661.5 FT ALNG N SEC LN - S0D23°42'W 1335.35 FT ALNG E LN
OF KERNS RD -S54D34°22'E 330.02 FT TO POB - S89D32°32'E 367.58 FT -
S0D27°28'W 124.01 FT -N78D53°32'W 264.8 FT -N54D34°22'W 130.99 FT TO

POB -ALSO THAT PART OF SD NW 1/4 DESC AS: COM AT NW COR OF SEC 5
-S89D55'18"E 1300.01 FT ALNG N SEC LN -S0D34'55"E 1177.27 FT TO POB -
S89D55'18"E 316 FT TO EXTN OF E LN OF KIM DR -S0D34'55"E 66 FT -
N89D55'18"W 316 FT - N0D34'55"W 66 FT TO POB 10.11 ACRES; and

WHEREAS, upon compliance with the conditions of approval listed herein, the plans will comply with the standards of approval listed in Section 94-227 and 228 of Chapter 94, of the Mason City Code; and

WHEREAS, approval is granted subject to a revised site plan showing the required barrier free parking spaces and parking space widths with approval of a variance by the Zoning Board of Appeals prior to the issuance of a building permit; and

WHEREAS, the requirement to install sidewalk be deferred to City of Mason planned Kerns Road reconstruction, the proportional cost of which shall be invoiced to the applicant at the time of construction; and

WHEREAS, this final site plan approval is valid for a period of 12 months.

WHEREAS, approval is granted subject to review and approval by the Michigan Department of Environmental Quality (MEDQ) regarding wetlands.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby approve a final site plan for the construction of a 7,650 square foot building addition to the existing welding and repair facility located 700 Acme Drive based on the plans dated April 11, 2016.

RESOLUTION APPROVED

Report – Mobile Food Vendor Ordinance

Haywood reported on the status of the Mobile Food Vendor Ordinance. A brief discussion ensued.

Discussion – Mobile Food Vendor Fees

Brown stated that Council sets fees for the City. However, Planning Commission assessment will be considered. Discussion ensued regarding the rationale for a fee, as well as whether to exempt government agencies, schools, and non-profit organizations.

MOTION by Waxman, second by Hude,
to recommend to City Council that the fee considered for a Mobile Food Vendor
not exceed \$200

Yes (6) Brown, Hude, Reeser Sabbadin, Scott, Waxman

No (1) Fischer

Absent (2) Barna, Hagle

MOTION APPROVED

MOTION by Scott, second by Hude
to exempt government agencies, schools, and non-profit organizations
from paying a fee.

Yes (6) Brown, Hude, Reeser Sabbadin, Scott, Waxman

No (1) Fischer

Absent (2) Barna, Hagle

MOTION APPROVED

Discussion – Collection Bin Ordinance

Haywood elaborated on his report regarding collection bins and the request by Councilmember Clark to consider compiling an ordinance to regulate them. A brief discussion ensued regarding whether regulating collection bins is necessary and that it is the responsibility of the Code Enforcement Officer.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CORRESPONDENCE

Distributed.

LIAISON REPORTS

Brown informed commissioners regarding current City Council business.

DIRECTOR REPORT

No report at this time.

ADJOURNMENT

The meeting adjourned at 8:17 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
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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 – 227 N. Cedar St. (Little Caesars)

DATE: June 8, 2016

The applicant is requesting preliminary and final site plan approval and special use permit to restore the fire-damaged pizza shop and construct a 135 square foot building addition, including drive-through, on property located at 227 North Cedar Street. Section 94-142(d)(4) permits uses with vehicular drive-through services by special use permit.

LAND USE AND ZONING:

The subject site is zoned C-2 (General Commercial). The surrounding land uses and zoning are as follows:

	Current Land Use	Zoning	Future Land Use
North	Undeveloped	C-2 General Commercial	Commercial
East	Commercial (take-out restaurant)	C-2 General Commercial	Commercial
South	Commercial (retail)	C-2 (Central Commercial)	Commercial
West	Residential	RS-3 (Single Family Residential)	Residential

SITE PLAN REVIEW:

Plan Details:

The application indicates the hours of operation will be 11:00 a.m. to 10:00 p.m. Sunday through Thursday, 11:00 a.m. to 11 p.m. Friday and Saturday.

Table 100-4 establishes a landscape buffer B for property lines between zoning districts C-2 and RS-3. Section 94-241(f)(1)b requires a minimum width of ten feet, one tree for each 30 feet, and four shrubs for each 20 linear feet. If the applicant uses a fence, then some of the shrubs should be placed on the outside of the fence. The west property line is 148.5 feet in length, which would require five trees and 28 shrubs. If the applicant chooses to also provide a privacy fence between the parking area and existing trees, staff would suggest that the existing landscaping would be adequate to buffer the use, with the exception of providing additional shrubs.

With regard to the south property line landscaping, due to the proximity of the two parking areas (Little Caesars and AutoZone), staff would suggest that the requirement to install landscaping would interfere with the ability to provide parking along this property line. Staff suggests waiving the requirement for landscaping here.

Height, Bulk, Density, and Area Requirements:

The proposal meets the height, bulk, density, and area requirements of the Code, with one exception.

Off-Street Parking & Circulation:

Article IX of Chapter 94, Zoning, and Table 100-5 of the Mason Code establish the requirement for off-street parking for respective uses. Generally the parking areas, maneuvering lanes, driveways, etc. meet the requirements, with the exception of parking spaces provided. The site plan proposes to eliminate approximately 11 parking spaces adjacent to the south side of the building and replace them with a drive-through lane. One could argue that the stacking in the drive-through lane being nearly seventy feet long, replaces the need for three parking spaces. Thus there is a net change of negative seven spaces.

With regard to the required number of parking spaces, staff offers the following analysis of the required parking based on the three different uses occupying the building:

Little Caesars – The little Caesars suite is approximately 1,322 square feet in area, with a lobby of approximately 105 square feet. Table 100-5 establishes the minimum number of parking spaces required for each respective use, and indicates that one parking spaces is required for each 50 square feet of restaurant area. With eight employees at peak shift the pizza shop would require 10 spaces.

Martial Arts Studio – The applicant indicates that approximately one-half of the martial arts studio is dedicated to actual martial arts training, the remaining space is lobby, restrooms and office space. One parking space is required for each 100 square feet of usable floor area for performing arts studios. At approximately 1,500 square feet of studio, 15 spaces would be required.

Proposed Office – The remaining area of the building is proposed to be a temporary office and storage space. Staff does not see this area as having a demand on parking.

The total parking spaces required based on the analysis above, and accounting for three stacking spaces, are 26. The applicant shows 21 parking spaces on the site plan.

If the Planning Commission disagrees with staff's analysis of the parking requirements, it could approve the site plan as presented. If the Planning Commission agrees with staff, then the following amendment may be considered; that the applicant applies for a variance of 5 spaces from the total number of parking spaces required. Alternatively, staff would suggest approving a joint use agreement of a nearby parking lot that satisfies the parking demand for both sites.

Signs:

The applicant is not proposing any changes to the site signage.

Sight lighting:

The applicant is not proposing any changes to the site lighting.

PUBLIC SERVICES AND FACILITIES:

Streets, Traffic, and Site Access:

This site has its frontage on North Cedar Street (M-36), a State Highway, and West North Street, a local two-lane street. North Cedar Street is under the jurisdiction of the Michigan Department of Transportation (M-36). North Street is under the jurisdiction of the City of Mason. The applicant is not proposing any changes to either street.

Water, Sanitary Sewer and Storm Water Management:

The applicant is not proposing any changes to utilities on the site. The site is adequately served by the necessary public utilities.

Additional Agency Comments:

Comments from additional agencies are attached. No additional concerns or objections to the request noted.

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 commercial use, including drive-through.

- (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 would suggest with the added potential for vehicular circulation along the west driveway, that the applicant install a privacy fence between the parking area and existing vegetation. This will provide a buffer to vehicle headlights from shining into the residential property to the west.
- (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 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.* 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.

RECOMMENDATION:

The Planning Commission approve the proposed resolution.

Attachments:

1. Resolution
2. Application
3. Agency Comments
 - a. City of Mason POTW Supervisor
 - b. Ingham County Drain Commissioner
 - c. Michigan Department of Transportation
4. Site Plan

Introduced:
Seconded:

**CITY OF MASON
PLANNING COMMISSION RESOLUTION**

**A RESOLUTION APPROVING A SPECIAL USE PERMIT AND FINAL SITE PLAN TO
CONSTRUCT A 135 SQUARE FOOT BUILDING ADDITION, INCLUDING DRIVE-
THRU, LOCATED AT 227 NORTH CEDAR STREET**

June 14, 2016

WHEREAS, a request has been received from Little Caesars for a special use permit and preliminary and final site plan approval to be allowed to construct a 135 square foot building addition, including drive-thru, at 227 North Cedar Street; and

WHEREAS, the subject property is legally described as: Lot 6 Exc W 6ft thereof and also lots 7, & 8, Block 6, Bush's Addn, Sec 5, T2NR1W, City of Mason, Ingham Co; and

WHEREAS, a public hearing on the request was noticed and held at the Planning Commission's regular meeting of June 14, 2016, with testimony given and public comment solicited in accordance with Section 94-101 of the Mason Code; 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, upon compliance with the conditions listed herein, the plans will comply with the special use permit basis of determination standards listed in Section 94-191(f) of the Mason Code; and

WHEREAS, approval is granted with the condition that the applicant shall submit a revised site plan that shows a privacy fence along the west property line, including the required landscaping as determined by the Planning Commission, and

NOW THEREFORE BE IT RESOLVED, that the Mason Planning Commission does hereby approve a Special Use Permit and Preliminary and Final Site Plan to construct a 135 square foot building addition, including drive-thru, located on property at 227 North Cedar Street based on the site plan dated May 13, 2016.

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, June 14, 2016, the original of which is part of the Planning Commission minutes.

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

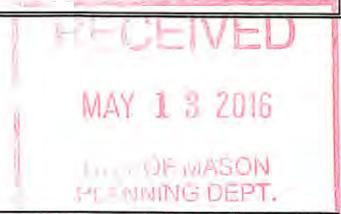
www.mason.mi.us

5/20/16
per
Phillip
Melton
1572

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

* includes Preliminary Site Plan Review

PLANNING DEPARTMENT USE ONLY	
Application Received:	_____
Tax ID:	_____
Fee:	_____
Receipt #:	_____



I. APPLICANT INFORMATION

Name Phillip Melton

Organization LITTLE CAESARS

Address 227 N. CEDAR MASON

Telephone Number 5177197709 Facsimile Number _____

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

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 227 NORTH CEDAR LLC Telephone Number _____

Property Address 227 N. Cedar, Mason, MI 48854

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

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

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 <u>5/13/16</u>

III. **REQUEST DESCRIPTION**

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

Rebuild of existing suite after fire and Drive Thru addition of 103 SF.

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 _____

Total Employees 15 Shifts 2

Population Increase _____

Employees in Peak Shift 8

Hours of Operation 11 AM to 10 PM
11 AM to 11 pm Sun day through Thurs. day
Friday + Saturday

Total Bldg. Area Proposed 6,217 Existing 135 Addition 6,352 SF

Parking Spaces Provided 20 existing parking
Spaces

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 is larger than 11" x 17" (**30 copies for Special Use Permits**)
- 1 – 11" x 17" copy of the site plan
- Plans submitted on CD (Commercial only)
- 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>Administrative Reviews</u>	\$70.00
<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*

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

V. APPLICATION DEADLINES

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

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

VI. STAFF REPORT

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

David Haywood

From: Sam Bibler
Sent: Wednesday, June 01, 2016 10:43 AM
To: David Haywood
Subject: Special Use Permit - 227 N. Cedar St., Mason - Little Caesars drive-thru

David, after reviewing the construction plans for Little Caesars I do not see any issues concerning the WWTP or the MS4. If you have any questions, please contact me.

Sam Bibler
City of Mason
POTW / MS4 Superintendent
517-676-1166 ext 202

Patrick E. Lindemann

Ingham County Drain Commissioner

PO Box 220
707 Buhl Avenue
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Clos
Deputy Drain Commissioner

Paul C. Pratt
Deputy Drain Commissioner

David C. Love
Chief of Engineering and Inspection

Sheldon Lewis
Administrative Assistant

June 6, 2016

David E. Haywood, Zoning & Development Director
Mason City Hall
201 West Ash Street
P.O. Box 370
Mason, MI 48854

RE: Special Use Permit: 227 N. Cedar Street, Mason – Little Caesars Drive-thru
Conceptual Plan Review; Drain Office #16050

Dear Mr. Haywood:

We are in receipt of a May 25, 2016 request on behalf of the City of Mason for a site plan review of a building addition on the north side of the existing building on the property in preparation for review by the City Planning Commission.

This conceptual review is offered as a courtesy to the City of Mason only and should not be construed by the project owner or others as formal submission to the Ingham County Drain Commissioner for site plan or drainage review.

The Ingham County Drain Commissioner (ICDC) offers the City of Mason the following conceptual review comments on the stormwater system for this project:

1. The site is currently served by City of Mason storm sewers. It is not located in any County Drain Drainage District. The site is not located in the 100-year floodplain.
2. No County Drains are affected by this project.
3. The plans must be submitted to the Drain Commissioner's Office for Soil Erosion Control Permit evaluation.
4. The nature of the project is such that no additional drainage review is required.

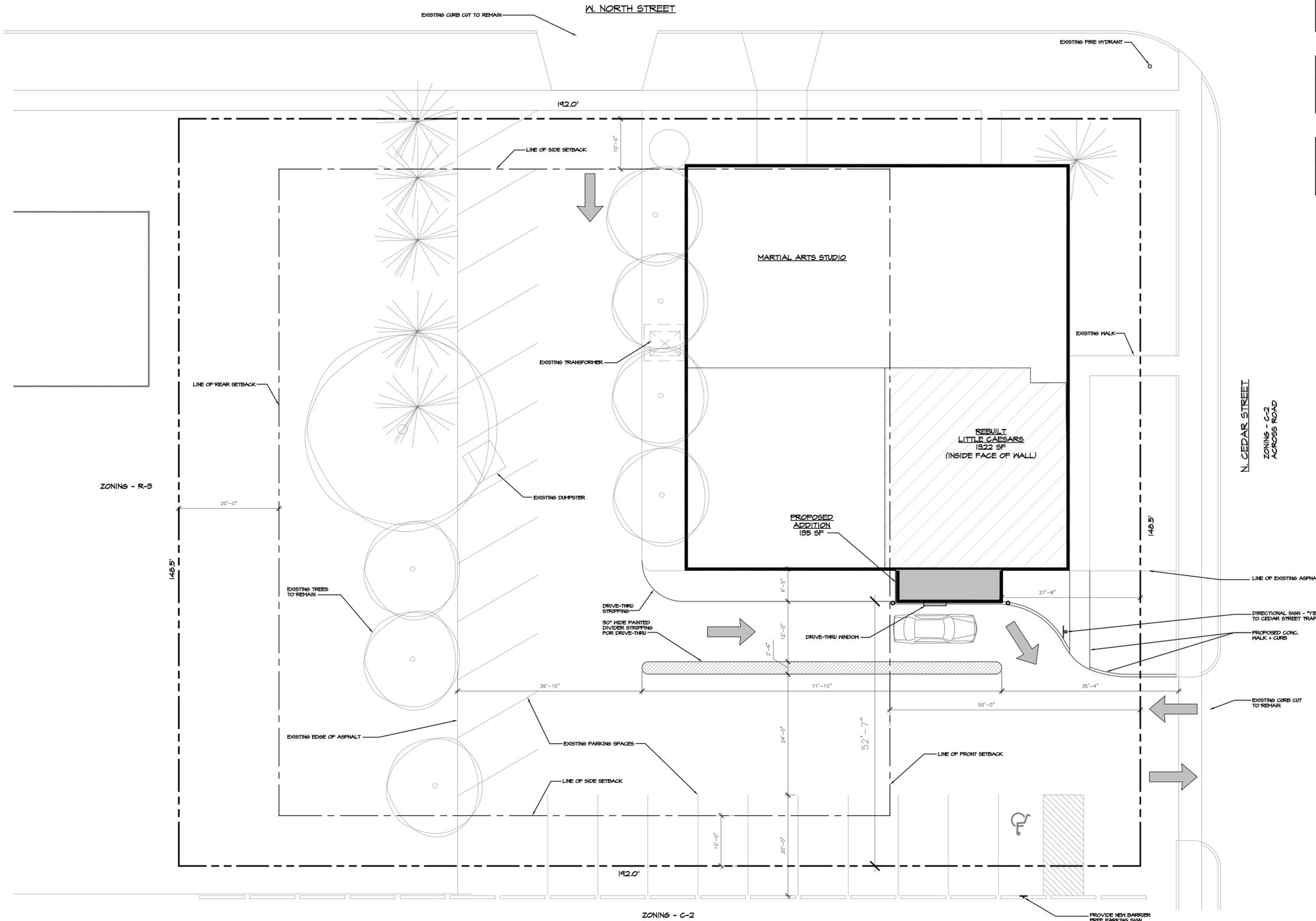
We appreciate the opportunity to comment on this plan.

Sincerely,

A handwritten signature in blue ink that reads 'David C. Love'. The signature is written in a cursive style with a large, looped 'D' and 'L'.

David C. Love
Ingham County Drain Engineer

ZONING - C-2
ACROSS ROAD



LEGAL DESCRIPTION

LOT 6 EXC IN 6FT THEREOF & ALSO LOTS 7, & 8, BLOCK 6,
BUSH'S ADDN, SEC 5, T2N/R1W, CITY OF MASON, INGHAM CO.
*PER CITY OF MASON ACCESSMYGOV.COM

PARKING

EXISTING PARKING IS TO REMAIN.

BUILDING SQUARE FOOTAGE

EXISTING BUILDING SQUARE FOOTAGE:	6,217 SF
PROPOSED ADDITION SQUARE FOOTAGE:	195 SF
TOTAL SQUARE FOOTAGE:	6,412 SF

SITE DATA

ZONED	C-2
SITE AREA	± 28,512 S.F. TOTAL ± .66 ACRES

SITE PLAN REVIEW

05/13/16

Copyright 2016 Studio [Intrigue] Architects, LLC

studio
intrigue
ARCHITECTS

104 S. WASHINGTON AVE. • SUITE 100 • LANSING • MICHIGAN • 48202
507.377.8804 PHONE • 507.377.8805 FAX • WWW.STUDIOINTRIGUE.COM

Project Type
**RENOVATION /
ADDITION**

Project
**LITTLE
CAESARS**
227 North Cedar Street
Mason, Michigan 48854

Client
**PHILIP
MELTON**
227 North Cedar Street
Mason, Michigan 48854

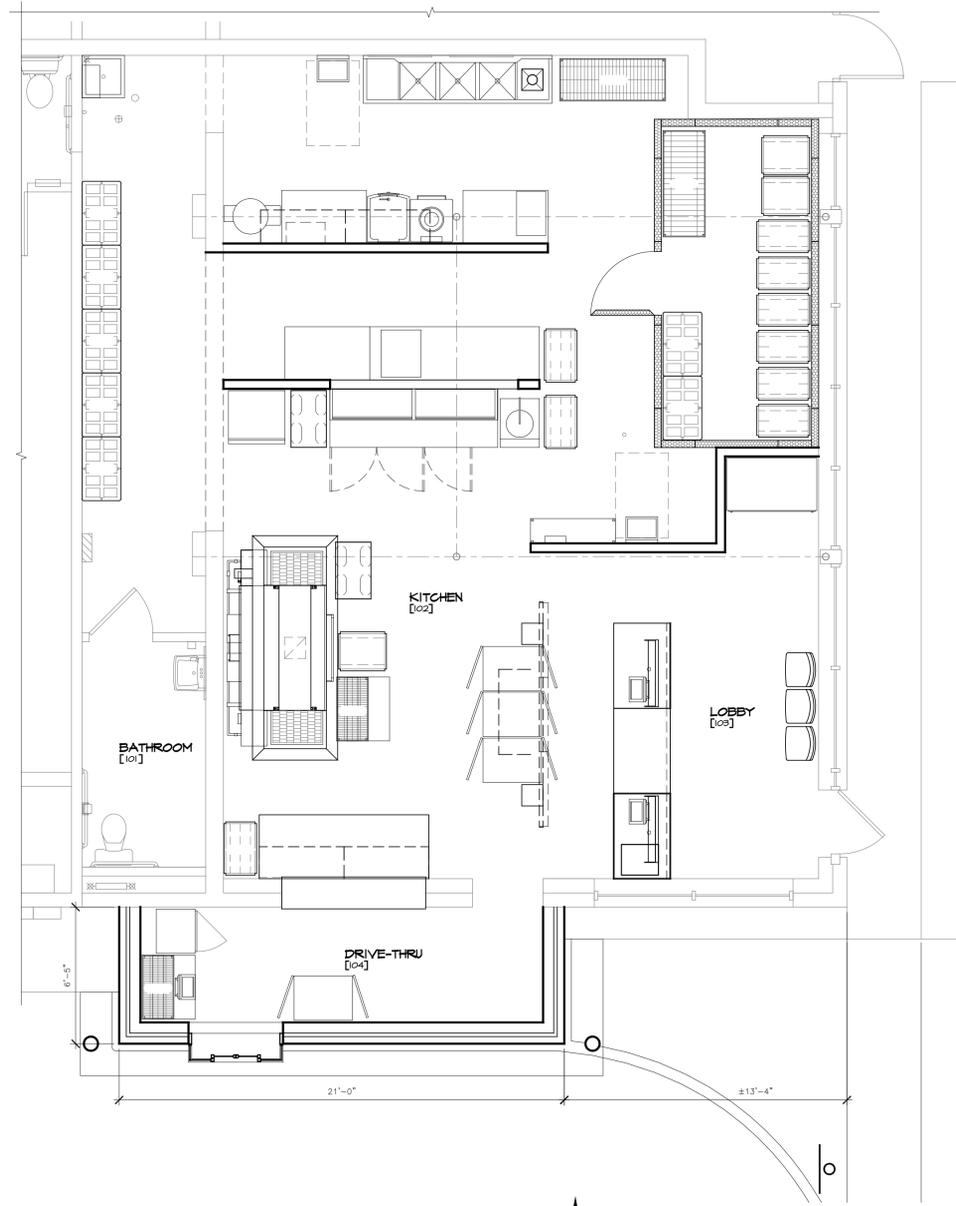
Copyright 2016 Studio [Intrigue] Architects, LLC

Project Number
16.063

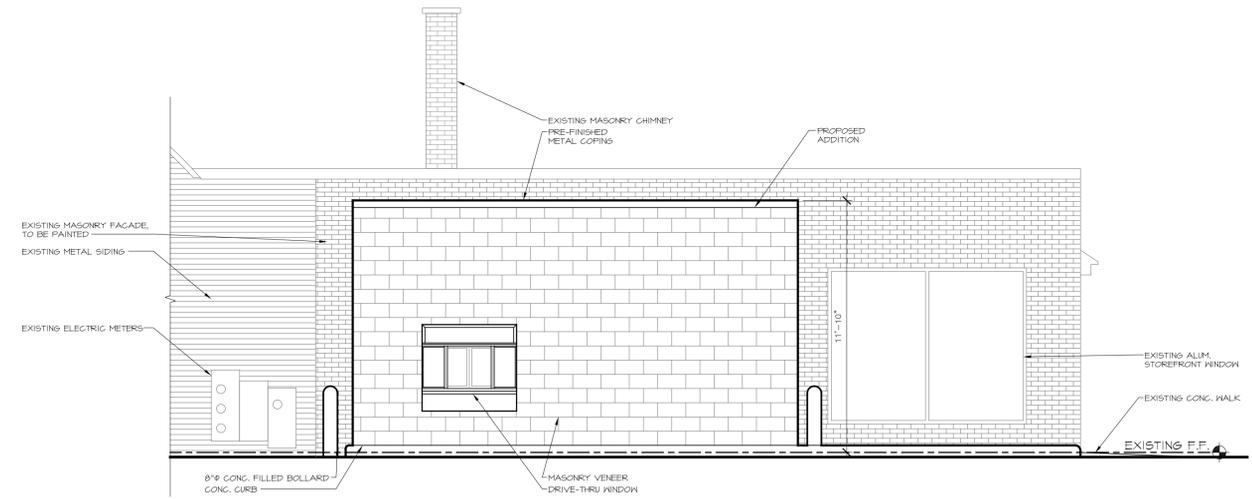
Sheet
C-101

GRAPHIC SITE PLAN
1" = 10'-0"

Z:\Projects\2016\16.063\Drawings\16063ST.dwg - 5/13/2016 12:53:20 PM, matthewb



FLOOR PLAN
 1/4" = 1'-0"



SOUTH ELEVATION
 3/8" = 1'-0"



EAST ELEVATION
 3/8" = 1'-0"

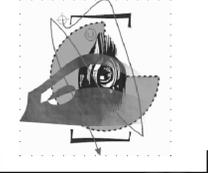
SITE PLAN REVIEW

05/13/16

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ARCHITECTS

104 S. WASHINGTON AVE. • SUITE 100 • LANSING • MICHIGAN • 48906
 517.372.8804 PHONE • 517.372.8805 FAX • WWW.STUDIOINTRIGUE.COM



Project Type
**RENOVATION /
 ADDITION**

Project
LITTLE CAESARS
 227 North Cedar Street
 Mason, Michigan 48854

Client
PHILIP MELTON
 227 North Cedar Street
 Mason, Michigan 48854

Copyright 2016 Studio [Intrigue] Architects, LLC

Project Number
16.063

Sheet
A-100

Z:\Projects\2016\16.063\Drawings\16063Site Submittal EY PL.dwg, 5/13/2016 2:54:29 PM, matthewb

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: Special Use Permit and Site Plan Review – 805 N. Cedar St.

DATE: June 9, 2016

The applicant is requesting an amendment to the existing special use permit and site plan approval for a building addition to the existing automotive service station and convenience store (Dandy Randy) on property located at 805 North Cedar Street. The parcel is zoned C-2 General Commercial. Section 94-142(d)(4) permits automotive service stations by special use permit. The automotive service station was originally issued a special use permit on May 1, 1984.

A fast food restaurant (Taco Bell), including drive-thru, is also located on the property and adjoins the principle structure with the convenience store and is covered by a separate special use permit, issued in October, 1998.

LAND USE AND ZONING:

The surrounding land uses and zoning are as follows:

	Current Land Use	Zoning	Future Land Use
North	Industrial (auto body shop)	M-2 (General Manufacturing)	Commercial
East	Commercial (retail)	C-2 (General Commercial)	Commercial
South	Commercial (restaurant/bowling)	C-2 (General Commercial)	Commercial
West	Commercial (restaurant/bowling)	C-2 (General Commercial)	Commercial

SITE PLAN REVIEW:

Plan Details:

The application indicates that there will be no changes to any of the existing available services, including hours of operation, traffic, employees, etc.

Height, Bulk, Density, and Area Requirements:

The proposal meets the height, bulk, density and area requirements of the Zoning Ordinance.

Off-Street Parking & Circulation:

The proposed site plan meets the parking lot, spacing and maneuvering aisle standards listed in Article IX of the Mason zoning ordinance.

It has come to staff's attention that there is an access easement that encompasses the southeasterly 75 feet of the subject site for the purpose of providing access to and from the Mason Bowling Center. This easement should be shown on the site plan. Approval is recommended with the condition that a revised site plan be submitted that shows the easement.

Staff has received a concern that spill-over parking from the service station to the bowling alley property is an issue. In the interest of ensuring as little impact to the adjacent property as possible, staff offers the following analysis with respect to parking. The subject site has two distinctly separate uses within the building, those being Taco Bell and a convenience store (Dandy Randy). Table 100-5 requires one parking space for each 50 square feet of dining room for restaurants, and one space for each 150 square feet of general retail/food stores. There is approximately 600 square feet in the Taco Bell dining room, which would require 12 parking spaces. There is approximately 900 square feet of usable floor area in the convenience store, which would require 6 parking spaces. There may be additional parking demand for employees that are not accounted for on the site plan or application. The total parking required, not including employees, is 18. The site plan shows 16 spaces. There does appear to be adequate room to add additional spaces, particularly along the southeast property line, along the front of the building, and possibly near the air compressor. There appears to be enough potential room for an additional ten parking spaces. Additionally, the site plan parking does not meet the standards for width and is not marked for barrier free parking. Staff would recommend approval with the condition that the applicant provide an analysis of the usable floor area of both uses in the building, the total number of employees at peak shift for both uses, and a plan to address restriping of the parking lot to account for the required parking demand pursuant to Section 94-292 and Table 100-5, including barrier free spaces.

Landscaping:

The past site plan approvals for this site allowed for certain site developments that significantly impede the ability to install landscaping beyond what has been installed to date, including driveways, drive-thru lanes, parking and access easements. Due to this circumstance, staff does not recommend additional landscaping for the site.

Signs:

No changes are proposed to the site signage.

PUBLIC SERVICES AND FACILITIES:

Streets, Traffic, and Site Access:

The site is located on North Cedar Street (M-36). North Cedar Street is under the jurisdiction of the Michigan Department of Transportation (MDOT). No changes are proposed to the Cedar Street right-of-way.

Water, Sanitary Sewer and Storm Water Management:

The site is served by the necessary public utilities. No changes to any of the public or private utilities are proposed.

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 commercial use. The use appears to be harmonious with the general surroundings and character of the immediate vicinity.

- (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.*

Provided the mitigating improvements listed in this staff report and accompanying resolution, 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 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.*

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.

RECOMMENDATION:

Move to approve the proposed resolution.

Attachments:

1. Proposed Resolution
2. Application
3. Agency Comments
 - a. City of Mason POTW Supervisor
 - b. Ingham County Health Department
 - c. Ingham County Drain Commissioner
4. Site Plan

Introduced:
Seconded:

**CITY OF MASON
PLANNING COMMISSION RESOLUTION**

**A RESOLUTION APPROVING A SPECIAL USE PERMIT AMENDMENT AND
PRELIMINARY AND FINAL SITE PLAN TO CONSTRUCT A 710 SQUARE FOOT
BUILDING ADDITION ON PROPERTY LOCATED AT 805 NORTH CEDAR STREET**

June 14, 2016

WHEREAS, a request has been received from R.W. Mercer Co. representing Avery Oil & Propane, Inc., for an amendment to the existing special use permit and preliminary plan and final site plan approval to be allowed to construct a 710 square foot building addition at 805 North Cedar Street; and

WHEREAS, the subject property is legally described as: COM NW COR SEC 5, E 621.5 FT, S 00-23-42 W 2117.77 FT TO C/L CEDAR ST, N 53-27-42 W 67.85 FT TO POB, S 36-32-18 W 200 FT, N 53-27-42 W 200 FT, N 36-32-18 E 200 FT, S 53-27-42 E 200 FT TO POB SEC 5 T2N R1W CITY OF MASON; and

WHEREAS, a public hearing on the request was noticed and held at the Planning Commission's regular meeting of June 14, 2016, with testimony given and public comment solicited in accordance with Section 94-101 of the Mason Code.

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, upon compliance with the conditions listed herein, the plans will comply with the special use permit basis of determination standards listed in Section 94-191(f) of the Mason Code; and

WHEREAS, approval is granted with the condition that the applicant shall submit a revised site plan that shows the 75 foot access easement; and

WHEREAS, approval is granted with the condition that the applicant shall submit a statement indicating the total employees at peak shift for both the restaurant and convenience store, and a revised site plan showing the required parking pursuant to Section 94-292 and Table 100-5, prior to issuance of a building permit.

NOW THEREFORE BE IT RESOLVED, that the Mason Planning Commission does hereby approve a special use permit amendment and preliminary site plan and final site plan approval to construct a 710 square foot building addition located on property located at 805 North Cedar Street based on the site plan dated May 18, 2016.

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, June 14, 2016, the original of which is part of the Planning Commission minutes.

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:

- Preliminary Site Plan Review
- Final Site Plan Review
- Special Use Permit*
- Administrative Review

* includes Preliminary Site Plan Review

PLANNING DEPARTMENT USE ONLY

Application Received: _____

Tax ID: _____

Fee: _____

Receipt #: _____



per Brian Meyer 5/20/16 BR

I. APPLICANT INFORMATION

Name BRIAN MEYER

Organization R.W. MERCER CO.

Address 2322 BROOKLYN RD., JACKSON, MI 49203

Telephone Number 517-780-7788 Facsimile Number 517-787-1970

Interest in Property (owner, tenant, option, etc.) General Contractor

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 AVERY OIL & PROPANE, INC. Telephone Number 517-569-3366

Property Address 805 N. CEDAR, MASON, MI

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

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

COM NW COR SEC 5, E 621.5 FT, S 00-23-42 W 2117.77 FT TO C/L CEDAR ST, N 53-27-42 W 67.85 FT

TO POB, S 36-32-18 W 200 FT, N 53-27-42 W 200 FT, N 36-32-18 E 200 FT, S 53-27-42 E 200 FT TO

POB SEC 5 T2N R1W CITY OF MASON

TAX ID#: 33-19-10-05-153-002

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 5-19-16

III. **REQUEST DESCRIPTION**

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

The current property use is a convenient store with gas station. The proposed property use will not change. The proposed project is to increase the size of the convenience store along with additional cooler space.

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

Total Employees NO CHANGE Shifts NO CHANGE

Population Increase NO CHANGE

Employees in Peak Shift NO CHANGE

Hours of Operation SAME AM to SAME PM
SAME day through SAME day

Total Bldg. Area Proposed 710

Parking Spaces Provided 15

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 is larger than 11" x 17" (**30 copies for Special Use Permits**)
- 1 – 11" x 17" copy of the site plan
- Plans submitted on CD (Commercial only)
- 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>Administrative Reviews</u>	\$70.00
<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*

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



PRODUCTS
JOBBER

Avery Oil & Propane Inc.

TOTAL

3700 Rives Eaton Road
Rives Junction, Michigan 49277
Phone (517) 569-3366

402 North Street, P.O. Box 163
Mason, Michigan 48854
Phone (517) 676-9611

September 17, 1998

RECEIVED
JUN 02 2016
CITY OF MASON
PLANNING DEPT.

In agreement between Mason Bowling Center and Avery Oil & Propane Inc.-Dandy Randy at 805 North Cedar Street.

1. That a perpetual easement over the Southeasterly 75 feet of the property next to Mason Bowling Center that Avery Oil will not construct any fence or curbing that would prohibit access to and from Mason Bowling Center. *OR PROPERTY TO SOUTH*
2. Avery Oil has obtained grading and drainage rights on the west and south property lines from Mason Bowling Center to include at Avery Oil expense the proper drainage, grading and seeding of finished grade.
3. Avery Oil will not construct any signage on easement property.

Avery Oil & Propane Inc.

Mason Bowling Center

David J. White

R. S.

Witness

Stuart N. Fraser

David Haywood

From: Sam Bibler
Sent: Wednesday, June 01, 2016 10:50 AM
To: David Haywood
Subject: Special Use Permit - 805 N. Cedar St., Mason - Convenience store/service station.

David, after reviewing the plans for the addition at 805 N. Cedar St I do not see any issues concerning the WWTP or the MS4. If you have any questions, please contact me.

Sam Bibler
City of Mason
POTW / MS4 Superintendent
517-676-1166 ext 202

June 3, 2016

City of Mason
Department of Zoning and Development
Attention: Mr. David Haywood, Director
201 West Ash Street
P.O. Box 370
Mason, MI 48854-0370

**RE: Per your request the following Site Plan has been reviewed.
Special Use Permit - 805 N. Cedar St. Mason, MI 48854 – Convenience Store/service Station
Parcel # 33-19-10-05-153-002.**

Dear Mr. Haywood:

The above mentioned request has been completed by the Ingham County Health Department, (ICHD) Environmental Health. As a service thru the ICHD Pollution Prevention Program (P2), on Friday, June 3, 2016, I conducted a site visit and determined our agency currently has no objections to the plan as proposed

If you have any questions regarding this issue, please contact me at your convenience. I can be reached at 517-887-4526 or rfranco@ingham.org.

Thanks,



Rene Franco, PEM
Environmental Health

RF/cm

Patrick E. Lindemann

Ingham County Drain Commissioner

PO Box 220
707 Buhl Avenue
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Clos
Deputy Drain Commissioner

Paul C. Pratt
Deputy Drain Commissioner

David C. Love
Chief of Engineering and Inspection

Sheldon Lewis
Administrative Assistant

June 6, 2016

David E. Haywood, Zoning & Development Director
Mason City Hall
201 West Ash Street
P.O. Box 370
Mason, MI 48854

RE: Special Use Permit: 805 N. Cedar Street - Avery Oil Building Addition
Conceptual Plan Review; Drain Office #16051

Dear Mr. Haywood:

We are in receipt of a May 27, 2016 request on behalf of the City of Mason for a site plan review of a building addition on the north side of the existing building on the property in preparation for review by the City Planning Commission.

This conceptual review is offered as a courtesy to the City of Mason only and should not be construed by the project owner or others as formal submission to the Ingham County Drain Commissioner for site plan or drainage review.

The Ingham County Drain Commissioner (ICDC) offers the City of Mason the following conceptual review comments on the stormwater system for this project:

1. The site is currently located in the Aurelius and Vevay Drain Drainage District. The site is not located in the 100-year floodplain.
2. No County Drains are directly affected by this project.
3. The plans must be submitted to the Drain Commissioner's Office for Soil Erosion Control Permit evaluation.
4. The nature of the project is such that no additional drainage review is required.

We appreciate the opportunity to comment on this plan.

Sincerely,

A handwritten signature in blue ink that reads 'David C. Love'. The signature is fluid and cursive, with the first name 'David' being the most prominent part.

David C. Love
Ingham County Drain Engineer

David Haywood

From: Thelen, Lawrence (MDOT) [Thelenl3@michigan.gov]
Sent: Thursday, June 09, 2016 12:58 PM
To: David Haywood
Subject: Special Use Permit-227 N. Cedar St.-Little Caesars Drive thru

David,

The site plan is acceptable as it relates to access on MDOT's road.

Regards,

Larry Thelen
Permit Agent/Transportation Technician
Lansing TSC(MDOT)
P:517-335-3728
F:517-335-3752
Thelenl3@michigan.gov

 Please consider the environment before printing this email. Thanks!

BENCHMARKS:

BENCHMARK #1 ELEV. = 908.23
CHISELED "X" ON SOUTHWEST FLANGE
BOLT OF FIRE HYDRANT UNDER "W" IN
"E" I.W.", 30'± SOUTHWEST OF BACK OF
CURB OF CEDAR STREET, 57'±
SOUTHEAST OF GAS STATION SIGN.
BENCHMARK #2 ELEV. = 901.85
PK NAIL IN SOUTH SIDE POWER POLE,
20'± SOUTHWEST OF 18" CONCRETE
CULVERT

SEWER INVENTORIES

CATCH BASIN #100
RIM ELEV. = 904.41
8" VCP S INV. = 899.96

Survey Address:
805 N. Cedar Street
Mason, MI 48854
ID: 33-19-10-05-153-002

Avery Oil

APPLICANT/OWNER:

AVERY OIL & PROPANE, INC
3700 RIVES EATON
RIVES JUNCTION, MI 49277

CLIENT:

R.W. Mercer Co
2322 Brooklyn Road
Jackson, MI 49203
PH: (517) 780-7788
FAX: (517) 787-8111

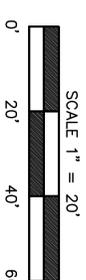
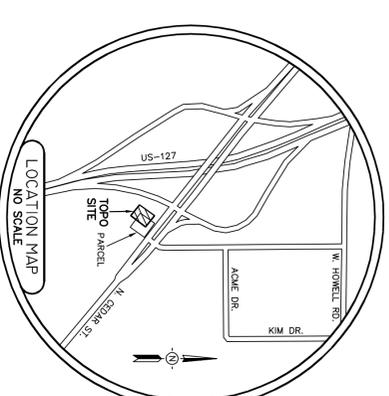
ENGINEER/SURVEYOR:

KEBS, Inc.
2116 HASLETT RD.
HASLETT, MI, 48840
PH: (517) 339-1014
FAX: (517) 339-8047

APPLICANT/OWNER: AVERY OIL & PROPANE, INC
CLIENT: R.W. Mercer Co
ENGINEER/SURVEYOR: KEBS, Inc.

NORTHWEST CORNER
SECTION 5, T2N, R1W

NORTH 1/4 CORNER
SECTION 5, T2N, R1W



SURVEYOR'S NOTES:

- 1. This plan was made at the direction of the parties named hereon and is intended solely for their immediate use. Survey prepared from fieldwork performed in May 2016.
- 2. All bearings and distances on the survey are record unless otherwise noted.
- 3. All dimensions are in feet and decimals thereof.
- 4. This report is intended solely for mortgage purposes and no property lines were monumented. No dimensions hereon are to be used to establish property lines or in the building of structures or fences. I hereby certify that we have inspected the above described parcel of land and that all visible encroachments of a permanent nature upon said parcel are as shown on this report. Said parcel and/or lot subject to all easements and restrictions if any.
- 5. Easements, if any, not shown.

LEGAL DESCRIPTION:

(As provided): COM NW COR SEC 5, E 621.5 FT., S 00-23-42 W 2117.77 FT TO C/L CEDAR ST, N 33-27-42 W 67.89 FT TO POB, S 36-32-18 W 200 FT TO S 3-27-42 N 200 FT, N 56-42-18 E 200 FT, S 3-27-42 E 200 FT TO POB SEC 5 T2N R1W CITY OF MASON.

SITE DATA

EXISTING GAS STATION AND DRIVE THRU RESTAURANT
TOTAL SITE AREA = ±0.92 ACRES
ZONED C-2 (GENERAL COMMERCIAL)

BUILDING SETBACKS

FRONT - 50 FEET
SIDES - 10 FEET
REAR - 10 FEET

BUILDING/UNIT DATA

EX. BUILDING S.F. = ±3,250 S.F.
PROPOSED BUILDING ADDITION = ±710 S.F.
MAXIMUM BUILDING HEIGHT = 30 FT.

PARKING

EXISTING PARKING TO REMAIN AS EXISTS

UTILITIES

WATER: WILL USE EXISTING WATER
SANITARY: WILL USE EXISTING SEWER
STORM: NO CHANGES TO STORM SYSTEM

NOTES

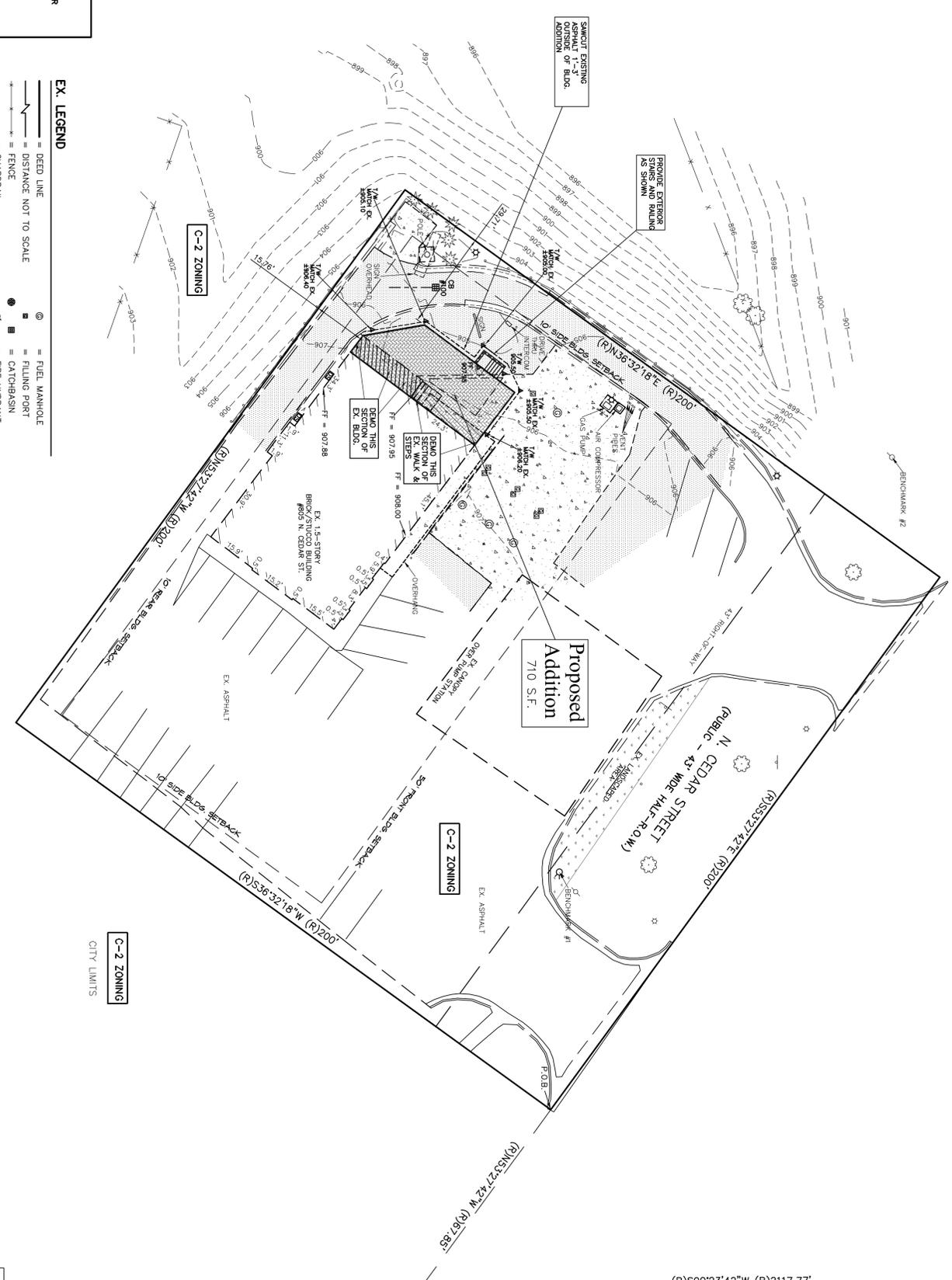
- LOCATE UTILITIES PRIOR TO INSTALLATION
(COORDINATE W/ ENGINEER)
- AS-BUILT UTILITY LOCATIONS & ELEVATIONS MUST BE DELIVERED TO THE CITY ENGINEER UPON COMPLETION OF THE PROJECT

ADDRESS/TAX ID NUMBER:

805 N. CEDAR, MASON, MI / 33-19-10-05-153-002

KEBS, INC. KES ENGINEERING
216 HASLETT ROAD, HASLETT, MI 48840
PH. 517-339-1014 FAX. 517-339-8047
Mason, MI
Avery Oil
SITE & GRADING PLAN

REVISIONS	5-18-16 SUBMITTAL
DESIGNER:	KEBS, INC.
PROJECT MGR:	KEBS, INC.
SHEET:	1 OF 1
DATE:	5-9-16
AUTHORIZED BY:	R.W. MERCER CO.
APPROVED BY:	KEBS, INC.
SHEET #:	90517



LEGEND

- PROPOSED WATER MAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED HYDRANT
- PROPOSED GATE VALVE
- PROPOSED SAN. M.H.
- PROPOSED STORM M.H.
- PROPOSED C.B.
- PROPOSED GRADES
- PROPOSED FINIS FLOOR ELEV.
- PROPOSED TOP OF CURB ELEV.
- PROPOSED TOP OF PLAY ELEV.
- PROPOSED TOP OF WALK ELEV.
- BROTHERS SEALS KENNIS SYSTEM

EX. LEGEND

- DEED LINE
- DISTANCE NOT TO SCALE
- FENCE
- QUADRANT
- ASPHALT
- CONCRETE
- EXISTING CONTOUR ELEVATION
- STORM SEWER
- CONTINUOUS TREE
- FUEL MANHOLE
- FILLING POINT
- CATCHBASIN
- FIRE HYDRANT
- UTILITY POLE
- LIGHT POLE
- SIGN
- POST/BOLLARD



SHEET INDEX

1. SITE & GRADING PLAN

TOILET ACCESSORY LEGEND			
TAG #	ITEM DESCRIPTION	BOBRICK DESIGN #	SIZE WxHxD
T41	AUTOMATIC SOAP DISPENSER	B-4112	
T42	ELECTRIC HAND DRYER	XLEBRATOR XL-58	
T43	TOILET TISSUE DISPENSER	B-2840	
T44	36" GRAB BAR	B-5507436	1 1/4" DIA
T45	42" GRAB BAR	B-5507442	1 1/4" DIA
T46	MIRROR	B-165 2436	UPPER LEVEL ONLY
T47	18" GRAB BAR	B-5507418	1 1/4" DIA

NOTE: ACCESSORIES BRAND AND MODEL WITH OWNER PRIOR TO ORDERING TOILET ACCESSORIES LOWER LEVEL MIRRORS TO BE SPECIFIED BY TRUER

FIREBLOCKING NOTE

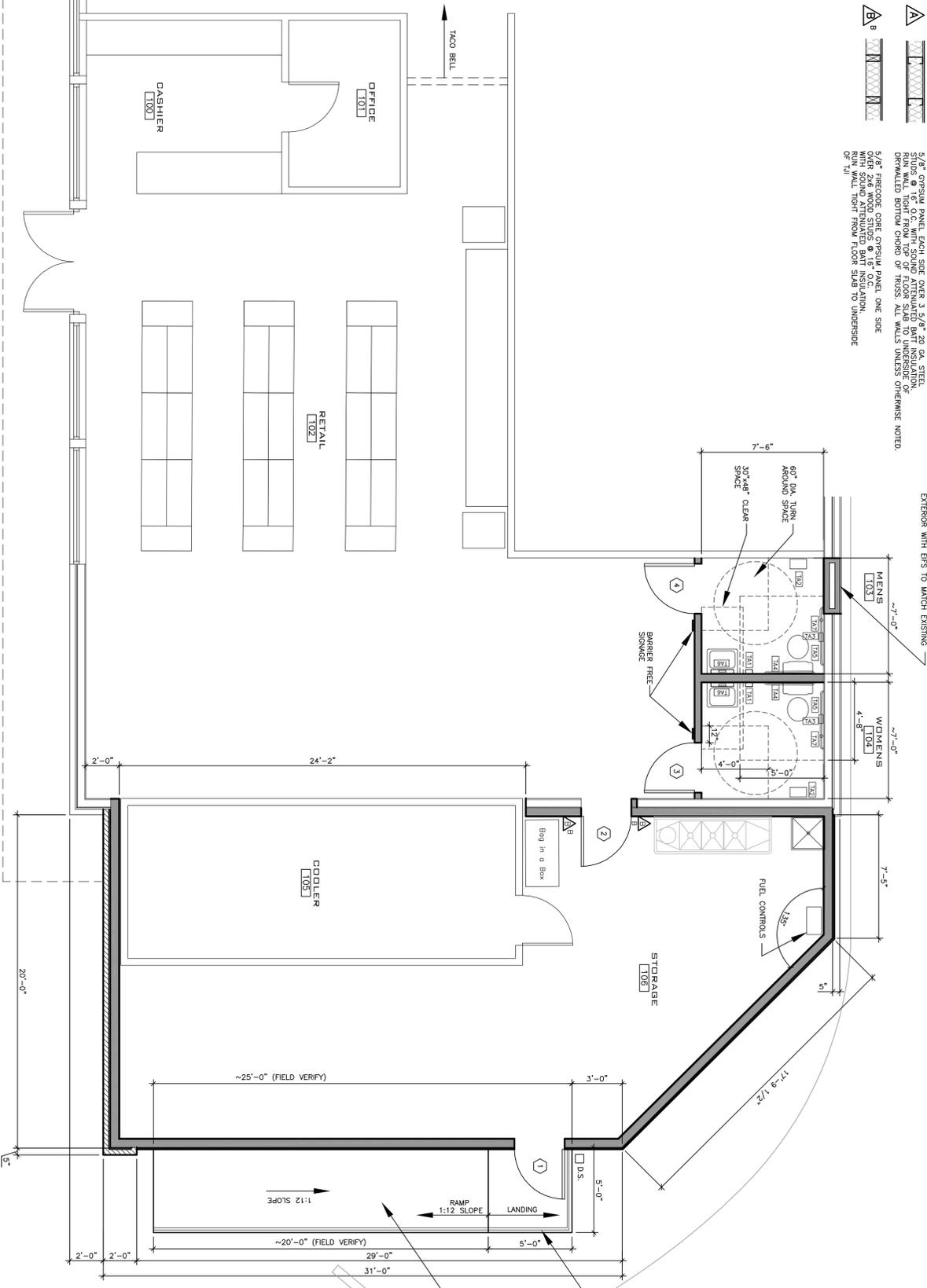
FIREBLOCKING SHALL BE INSTALLED WITHIN CONCEALED SPACES AND PENETRATIONS THROUGH EXISTING ELEMENTS WHERE PERMITTED TO BE OF COMBUSTIBLE CONSTRUCTION AT ALL LEVELS. PENETRATIONS SHALL BE MADE WITH APPROVED FIRESTOPPING PRODUCTS. ALL PENETRATIONS SHALL BE MADE WITH APPROVED PRODUCTS. PENETRATIONS SHALL HAVE CLOSED ENDS, WITH AT LEAST 4 INCHES OF SEPARATION BETWEEN SECTIONS. PER CODE 717.2.8

EXTERIOR SHEATHING NOTE

ALL EXTERIOR SHEATHING TO BE FASTENED WITH 8d COMMON NAILS AT 8" O.C. AT PANEL EDGES AND 12" O.C. WITHIN THE FIELD OF THE PANEL UNLESS NOTED OTHERWISE

WALL LEGEND

-
-
-



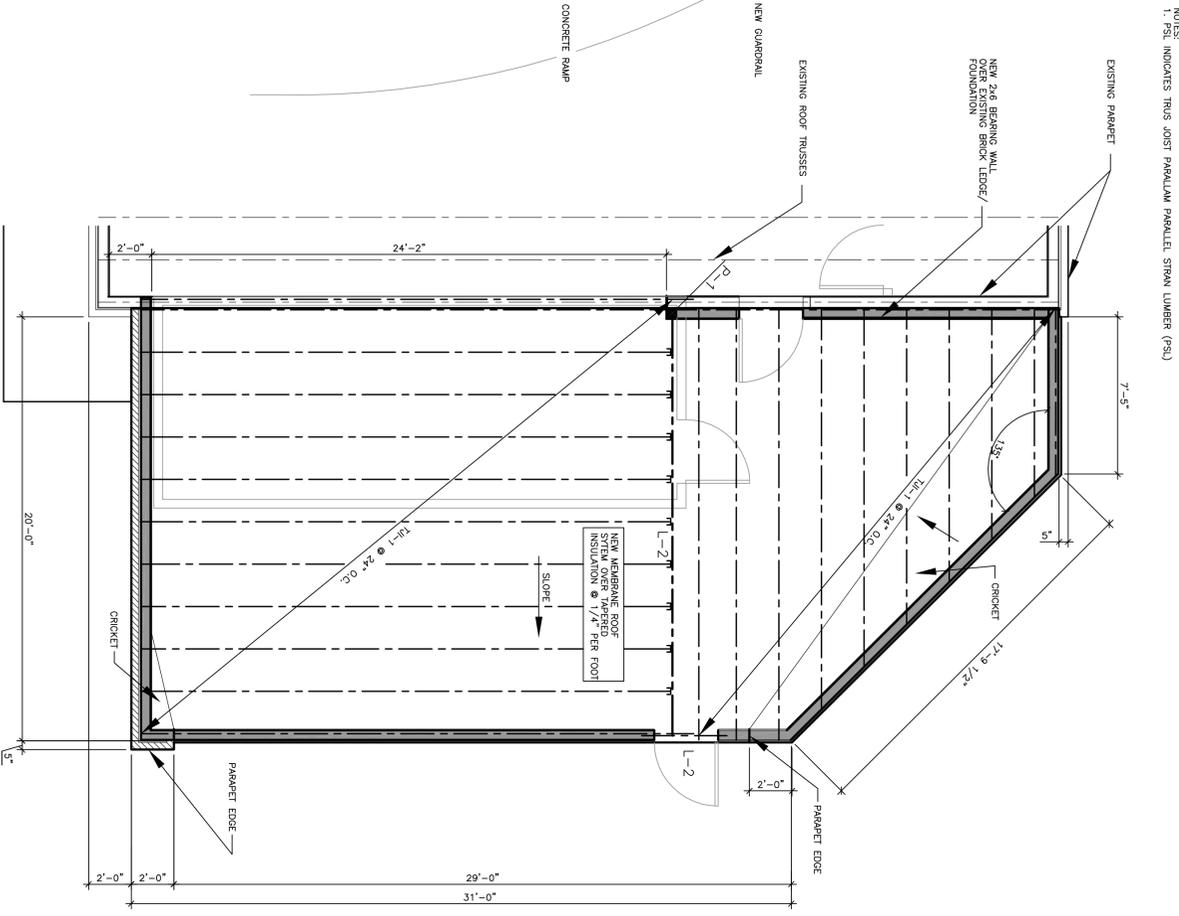
NEW DOOR OPENING WITH 5/8\"/>

TJI SCHEDULE		
TJI #	SIZE	NOTES
TJI-1	14\"/>	

GENERAL NOTES:
 1. SIMPSON STRONG-TIE TRUS TRUSS JOIST T11 (MAX) REQUIRED FOR ALL T11 FRAMING
 2. CONFORM TO T11 LEVEL TRUS JOIST T11 JOIST SPECIFIERS GUIDE'S T11-4000 AND T11-4005 FOR
 3. SLOSH BLOCK, WEB STIFFENER AND OTHER FRAMING REQUIREMENTS.
 4. LOADS FROM BOTTOM CHORD OF T11 IS PROHIBITED

LVL/LINTEL SCHEDULE		
LVL.#	SIZE	NOTES
L-1	(3) 1.75x14 LVL	GLUE AND NAIL AT 12\"/>
L-2	(3) 2x12S	

PARALAM POST SCHEDULE		
POST #	SIZE	NOTES
P-1	5 1/4\"/>	



NEW 2x4 BEARING WALL OVER EXISTING BRICK LEAVE/FOUNDATION

FLOOR PLAN
1/8" = 1'-0"

ROOF FRAMING PLAN
1/8" = 1'-0"

SHEET NUMBER **A2**

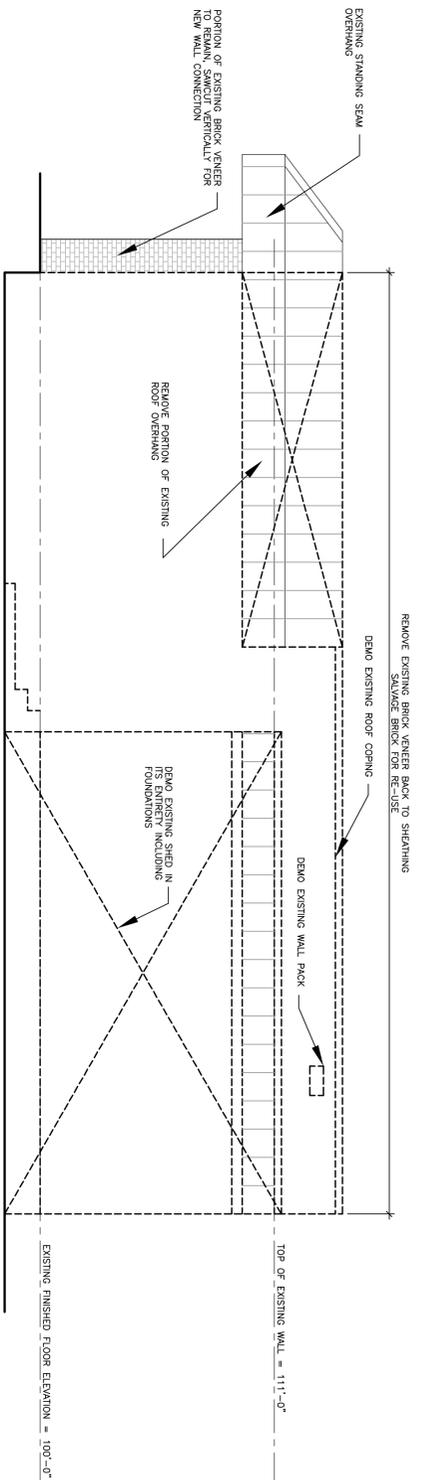
SHEET TITLE
FLOOR AND ROOF FRAMING PLAN

FILE NUMBER 2054
 DRAWN BY J.C.
 DATE ISSUED

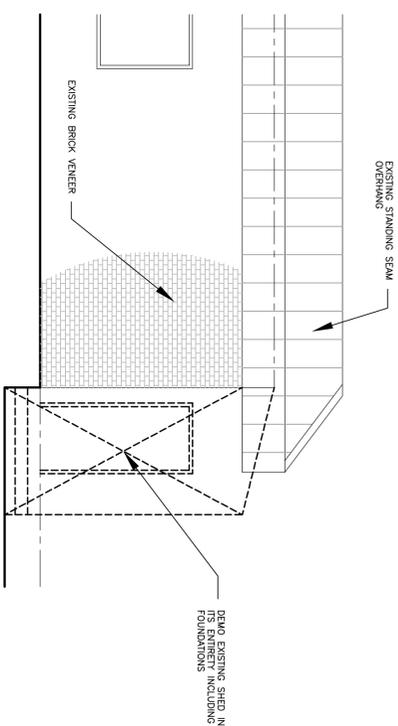
DATE REVISIONS APP'D
 X-XX-XX ISSUED FOR OWNER REVIEW J.C.

PROJECT
DANDY RANDY STORAGE ADDITION MASON C-STORE

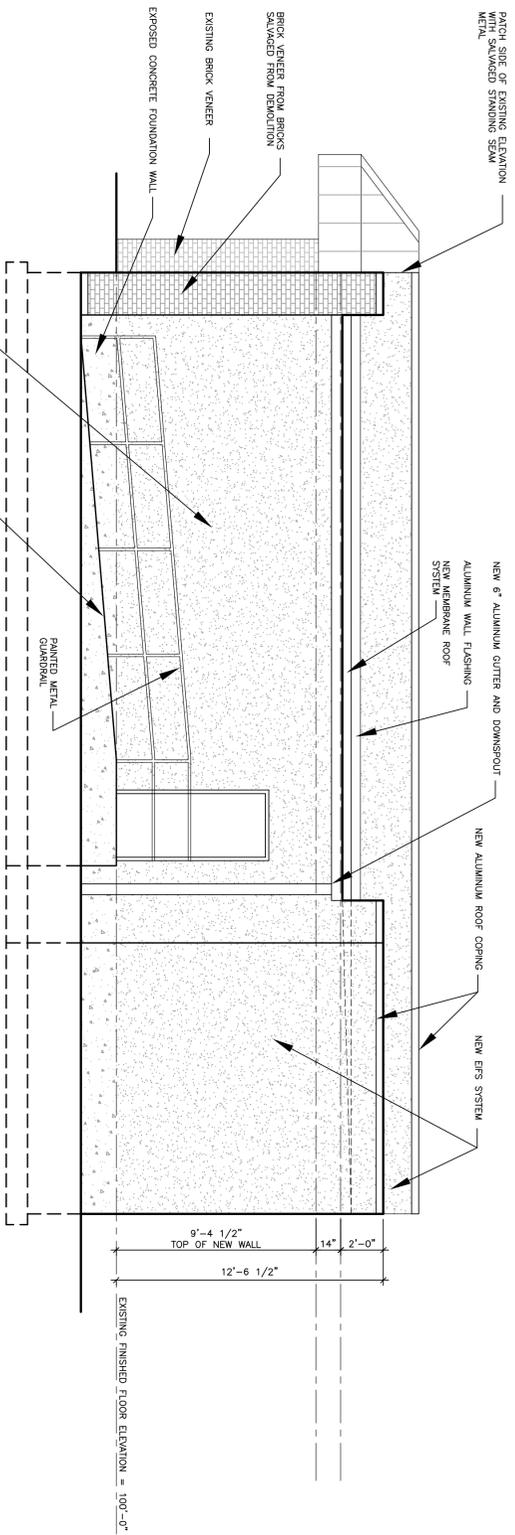
COVALLE GROUP ARCHITECTS | PLLC
 JACKSON, MICHIGAN 517.788.6180



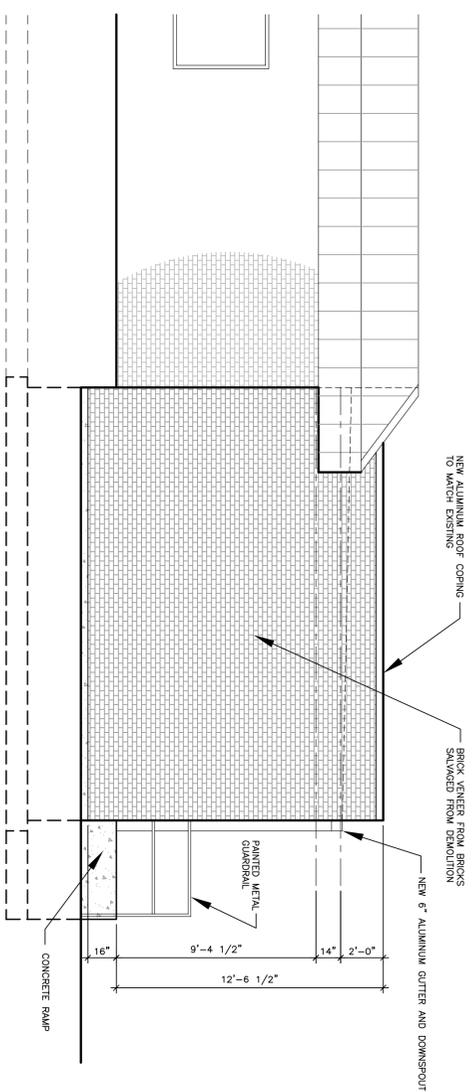
DEMOLITION WEST ELEVATION
1/4" = 1'-0"



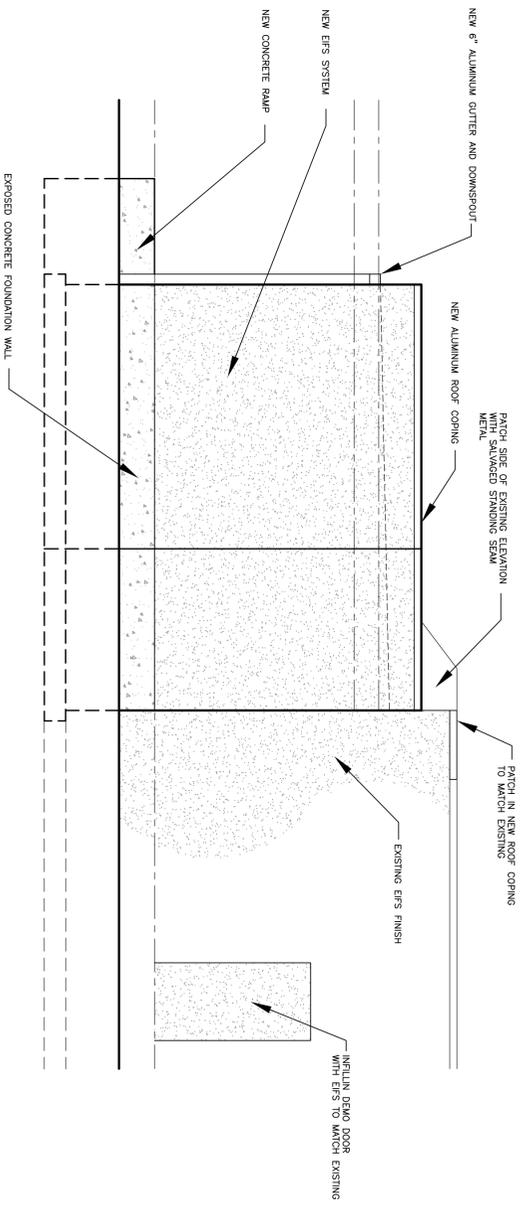
PARTIAL DEMOLITION NORTH ELEVATION
1/4" = 1'-0"



NEW WEST ELEVATION
1/4" = 1'-0"



PARTIAL NEW NORTH ELEVATION
1/4" = 1'-0"



NEW SOUTH ELEVATION
1/4" = 1'-0"

DATE	REVISIONS	APP'D
X-XX-XX	ISSUED FOR OWNER REVIEW	J.C.

FILE NUMBER 2054
DRAWN BY J.C.
DATE ISSUED

City of Mason

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



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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: Ordinance—Collection Bins

DATE: June 10, 2016

Staff reported in May that the City Council is requesting the Planning Commission to study and make a recommendation whether the growing prevalence of collection bins should be regulated, and if so, how. To recap, the concern is related to vehicular visibility obstruction, clutter, and other safety and nuisance issues. Specifically, the City Council referenced the City of Lansing's collection bin ordinance as a plausible model to work from and requested the Planning Commission provide a recommendation to regulate collection bins. Attached is a copy of the City of Lansing's collection bin ordinance for discussion.

The Planning Commission requested that staff first inventory existing locations and conditions of bins located in the City. Staff has identified seven locations where collection bins currently exist as of May 11, although there may be others that staff has not identified. The seven locations, including photo, are the following:

800 block of N. Cedar



500 block of N. Cedar



200 block of N. Cedar St.



200 block of N. Cedar St.



100 block of State St.



200 block of W. Kipp Rd.



500 block of Hull Rd.



Staff recommends the Planning Commission discuss the current condition and location of collection bins to determine the potential and extent of regulation.

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Date: June 10, 2016

To: Planning Commission

From: David E. Haywood, Zoning & Development Director

Re: Capital Improvements Plan 2015-2020 - extension

As the Planning Commission has discussed in past meetings, Administration is anticipating retooling the Capital Improvement Plan process to more closely align the anticipated projects with City Council, City Department and community priorities in the context of available and projected revenue. In the interest of efficiency, staff would prefer to expend valuable time toward revamping the process for input and prioritization than repeating the process of updating the plan in the usual way.

In an effort to remain compliant on the requirement to update the CIP before the June 30, 2016 deadline, staff is recommending extending the CIP2015-2020 for an additional year, with an expiration date of June 30, 2017. Additional projects that arise in the upcoming year may be added as an addendum on a case-by-case basis.

The City is currently applying to the Ingham County Parks Millage Fund to restore two pedestrian bridges located on the Hayhoe Riverwalk Trail. Construction, if funded, would likely begin within the upcoming fiscal year. These two projects are proposed to be added to the extended CIP with the adoption of the attached resolution.

RECOMMENDED ACTION:

Approve the proposed resolution.

Introduced:
Seconded:

**CITY OF MASON
PLANNING COMMISSION RESOLUTION**

**A RESOLUTION EXTENDING THE CAPITAL IMPROVEMENTS PLAN 2015-2020 FOR
ONE ADDITIONAL YEAR**

June 14, 2016

WHEREAS, the Mason Planning Commission recognizes the need to update the process for creating the Capital Improvements Plan (CIP) to more closely involve the input from the City Council and the Mason community in the context of available and projected revenue; and,

WHEREAS, the Mason Planning Commission recognizes that the City Administration is currently developing a strategy to involve the City Council and community more effectively in the process; and,

WHEREAS, the CIP 2015-2020 may be amended to add needed capital projects not currently listed in the Plan; and,

WHEREAS, the Planning Commission hereby amends the CIP to include the following projects:

1. Hayhoe Riverwalk Pedestrian Bridge CM-01-HAY-SC (near West South Street): This project is for the complete rehabilitation to bring it to acceptable safety and design standards, including replacing/patching deteriorating concrete and headwalls and installing new safety fencing – estimated cost \$54,381
2. Hayhoe Riverwalk Pedestrian Bridge CM-01-HAY-SC (north of West Elm Street): This project is for the complete rehabilitation to bring it to acceptable safety and design standards, including replacing/patching deteriorating concrete and headwalls and installing new safety fencing – estimated cost \$54,381; and

WHEREAS, the CIP 2015-2020 is hereby extending one additional year with an expiration date of June 30, 2017.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby extend Capital Improvements Plan for fiscal years 2015 – 2020 for an additional year, with a new expiration date of June 30, 2017.

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, June 14, 2016, the original of which is part of the Planning Commission minutes.

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