



AGENDA – PLANNING COMMISSION MEETING

March 14, 2017

Mason City Hall, Council Chambers, 6:30 p.m.

1. Call to Order
2. Roll Call
3. Approval of Minutes: February 14, 2017
4. People from the Floor
5. Announcements
6. Regular Business
7. Unfinished Business
 - A. Discussion – Off-street Parking Ordinance Amendment
 - B. Discussion – Planning Commission Work Plan/Budget
8. New Business
9. Correspondence
 - Planning & Zoning News, January 2017
10. Liaison Reports
11. Director's Report
12. Adjournment

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF FEBRUARY 14, 2017**

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

Commissioner(s) Present: Barna, Droscha, Feintuch, Hagle, Hude, Reeser, Sabbadin, Waxman

Commissioner(s) Absent: Howe

Also present: David Haywood, Zoning & Development Director
Deb Stuart, City Administrator

APPROVAL OF MINUTES

The minutes of January 10, 2017 were approved unanimously as presented.

PEOPLE FROM THE FLOOR

None.

ANNOUNCEMENTS

1. There will be a joint workshop between the City Council and the Planning Commission on Monday, February 20, beginning at 5:30 p.m. in the Second Floor Training Room. Discussion will center around the Capital Improvement Plan for 2017 – 2023.
2. Vevay Township will hold a Public Hearing on the proposed Master Plan on March 8 beginning at 7 p.m. at the Vevay Township Hall.

REGULAR BUSINESS

None.

UNFINISHED BUSINESS

Off-street Parking Ordinance Amendment

Haywood stated that concerns of this Ordinance focus on a lack of flexibility to accommodate the varying needs of different types of land uses as well as among the same types of land uses. There was a great deal of discussion surrounding this issue but it was apparent more discussion would be needed before a decision was made. Reeser suggested continuing the discussion at the next meeting so Commission members could go back through the document one more time, strike and edit, and bring those edits to the next meeting.

NEW BUSINESS

Planning Commission Annual Report 2016

Sabbadin made a motion, seconded by Hude, to accept the Planning Commission Annual Report 2016 and send it to City Council. Motion passed unanimously.

Planning Commission Work Plan/Budget

Haywood gave an update on the Planning Commission Work Plan/Budget for 2017, stating the Plan allowed recommendations identifying projects for the Commission to work on throughout the year along with their normal volume of work.

CORRESPONDENCE

- Planning and Zoning news from the December 2016 meeting was presented.
- Haywood gave an overview of the Notice of Master Plan Public Hearing with Vevay Township.

LIAISON REPORT

None.

DIRECTOR REPORT

Haywood informed commissioners regarding the Joint Planning Commission/City Council Workshop being held to discuss the CIP and City of Mason budget.

ADJOURNMENT

The meeting adjourned at approximately 8:22 p.m.

Seth Waxman, Secretary

201 West Ash St.
Mason, MI 48854-0370



City Hall (517) 676-9155
Fax (517) 676-1330

MEMORANDUM

TO: Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

RE: Off-street Parking Regulations Ordinance Amendment

DATE: March 10, 2017

At the February meeting the Planning Commission discussion was postponed to afford more time for consideration of the potential impacts and results that the draft ordinance edits would have on business activity and nearby residential neighborhoods.

To aid the discussion, staff suggests considering the following options:

1. Table 100-5. Parking Space Requirements.
 - Downgrade requirements to recommendations
 - Strike table completely
 - Update requirements to reflect current parking demand trends
2. Section 94-292(g)(2) – Parking Space Deferment.
 - Strike everything in paragraph after the opening sentence
3. Section 94-292(j)(3) – Site Development Standards.
 - Reduce space size to 180 square feet, minimum width of 9 feet
 - Strike last two sentences
4. Other?

Master Plan

One of the concerns raised in our February discussion was the impact of parking deferment on adjacent residential neighborhoods. The following is a summary of the relevant sections of the Master Plan that may help provide background and guidance to the discussion of creating an ordinance amendment affecting off-street parking.

Residential Development Goal: “Establish a residential environment that recognizes the varied economic and family structure conditions of current and future residents while affording persons and families with healthy and stable surroundings that nurture personal growth”.

Residential Development Objective #8: “discourage main thoroughfares through residential areas and the use of residential streets for commercial or industrial traffic”.

Commercial Development Goal: “Provide opportunities for new commercial development in a manner that recognizes the overall small-town character of the community and existing dominant land use patterns, strengthens the economic stability of the City, and addresses the consumer needs of both local and regional populations”.

Commercial Development Objective #2: “Encourage commercial development to locate in targeted areas rather than indiscriminately encroach into residential and industrial areas”

Staff would suggest the Planning Commission come to the meeting prepared to discuss the potential impact of parking on adjacent neighborhoods as a result of any amendment to the off-street parking requirements. Attached is a copy of the proposed draft ordinance, no changes have been made to the draft since its first appearance in February.

Introduced: _____
First Reading: _____
Second Reading: _____
Adopted: _____
Effective: _____

**CITY OF MASON
ORDINANCE**

OFF-STREET PARKING REGULATION

AN ORDINANCE TO AMEND ARTICLE IX OF CHAPTER 94 – ZONING – BY AMENDING SECTIONS 291, 292, AND 293 TO AMEND TABLE 100-5 OF CHAPTER 100, REFERENCE TABLES AND FIGURES TO MODERNIZE OFF-STREET PARKING REGULATIONS

THE CITY OF MASON ORDAINS:

Article IX of Chapter 94 of the Mason City Code is hereby amended by amending sections 291, 292, and 293, which amended, article shall read as follows:

Sec. 94-291. Intent and purpose.

It is the intent of this article that automobile parking lots and spaces shall be ~~provided and~~ adequately constructed and maintained for the off-street storage of motor vehicles by occupants, employees, and patrons ~~of each building and premise constructed, altered or enlarged under the provisions of this chapter. The number of off-street parking spaces prescribed in conjunction with all land or building uses shall be provided prior to the issuance of a certificate of occupancy.~~

Sec. 94-292. General off-street parking requirements.

~~(a) *Application of floor area.* The term usable floor area (UFA) shall be applied as defined in chapter 1.~~

~~(b) *Fractional space.* When units of measurement determining the number of required parking spaces result in a fractional space, any fraction above one-half shall require one parking space.~~

~~(c) *Requirements for a use not mentioned.* In the case of a use not specifically mentioned in this article, the zoning official shall determine the requirements of off-street parking based upon a similar listed use.~~

(d) *Use of parking areas.*

- (1) The storage of merchandise, inoperable motor vehicles, motor vehicles for sale, and the commercial service or repair of vehicles in parking areas is prohibited.

~~(2) Parking areas once designated shall not be changed to any other use unless and until equal space facilities are provided elsewhere subject to planning commission approval.~~

~~(3)(2) Parking and storage of certain vehicles. In residential zoning districts, the storage of commercial vehicles shall be limited to one vehicle per residential dwelling which shall not exceed a G.V.W.R. of 15,000 pounds. Further, such commercial vehicles must be owned and operated by a member of the family residing in said dwelling and shall not be used for hauling garbage or refuse or other objectionable matter.~~

~~(e) Building additions or other changes in floor area. Whenever a use requiring off-street parking is increased in floor area, or when interior building modifications result in an increase in capacity for any such use, additional parking shall be provided and maintained in the proper ratio to the increased floor area or capacity.~~

~~(f) Joint use of parking areas. The joint use of parking facilities by two or more uses may be granted by the zoning official or the planning commission for uses requiring site plan review by the planning commission whenever such joint use is practical and satisfactory to each of the uses intended to be served, and when all requirements for location, design, and construction are met.~~

~~(1) Computing capacities. The space requirement for jointly used parking facilities shall be the sum of the individual requirements. If space requirements for individual uses occur at distinctly different times, the total of such off-street parking facilities required for joint use may be reduced below the sum total of the individual space requirements at the sole discretion of the zoning official, but shall not be reduced below the largest single use requirement.~~

~~(2) Record of agreement. An agreement between joint users shall be made a condition of site plan approval and a copy of such agreement shall be filed with the application for a building permit and recorded with the Register of Deeds of Ingham County. The agreement shall include a guarantee for continued use and maintenance of the parking facility by each party.~~

(g) *Parking space ~~requirements~~ recommendations.*

(1) Table 100-5 in chapter 100 sets forth the ~~minimum standards for~~ the recommended number of parking spaces ~~required~~ by type of land use.

(2) Parking space deferment. Where the property owner can demonstrate that the general off-street parking requirements ~~required amount of parking is~~ are excessive, the site plan approving body may waive the parking requirements and approve a parking area/lot or space smaller than required. ~~The parking area waived shall be designated as reserved parking area for possible future use. The site plan approving body may subsequently require the applicant to construct additional parking spaces upon a determination by said body that the reduced number of parking spaces is not adequate to meet the parking needs of the use and public safety and welfare is at risk. Upon such a determination,~~

~~the applicant shall convert the reserved parking area into available parking spaces in compliance with said determination and the requirements of this article within six months of being so directed in writing by the zoning official. The approved site plan shall clearly identify the location of this reserved parking area including dimensions and dotted parking space layout, and no buildings, structures, or similar improvements shall be established in the reserved parking area. A notice clearly identifying the location and number of reserved parking spaces should be recorded with the Ingham County Register of Deeds by the owner as a condition of final site plan approval. This discretion shall be guided by the basis of determination set forth at section 94-191(f). This subsection shall apply only to office, commercial, and industrial uses that are required to provide more than 50 parking spaces.~~

~~(h) Location of parking areas. All off-street parking areas shall be located on the same lot, or on the adjacent premises in the same district as the use they are intended to serve, with the following exceptions:~~

~~(1) Uses in the C-1 district. There shall be no off-street parking space requirements in the C-1 district for those uses which require 20 or less off-street parking spaces. Uses requiring more than 20 off-street parking spaces shall have their parking requirement determined by the planning commission. In making such a decision, the planning commission shall consider the availability of both public and private parking spaces.~~

~~(2) Uses in C-2 and C-3 districts. Parking on the premises or within 400 feet.~~

~~(3) Uses in M-1 and M-2 districts. Parking on the premises or within 800 feet.~~

~~(4) Public and quasi-public buildings, places of assembly, private clubs, associations and institutions. Parking on the premises or within 400 feet.~~

(i) ~~Parking lot plan review.~~ Whenever five or more off-street parking spaces are ~~required~~ proposed for a given use, plans and specifications for the construction or alteration of an off-street parking ~~area~~ lot shall be submitted to the zoning official before a building permit can be issued. Such plans and specifications shall indicate, to the satisfaction of the zoning official, the location, ~~basis of capacity calculation,~~ size, site design, surfacing, marking, lighting, drainage, curb cuts, entrances, exits, landscaping, and any other detailed feature essential to the complete design and construction of the parking area.

(j) *Site development standards.* All off-street parking areas shall be designed, constructed and maintained in accordance with the following standards and requirements:

(1) Parking in the ~~required~~ front yard is prohibited in the RM, C-1, O-1, and O-2 districts. For residential uses in the AG, RS-1, RS-2, RS-3, and R2F districts, only that portion of a regularly constructed driveway ~~extending in within the front of the required front yard setback line~~ may be used for parking ~~by up to two passenger vehicles~~. Front yard parking in the C-2, C-3, M-1, and M-2 districts is prohibited except upon a finding by the planning commission that

such parking is a critical component of the operation of the particular use and that adequate provisions are included for the screening and landscaping of such parking area.

(2) ~~Required~~ Parking areas, including driveways, shall be constructed from materials that provide a durable smooth and dustless surface, shall be drained properly, and shall be maintained in a safe and usable condition.

(3) A minimum area of ~~200-180~~ square feet with a minimum width of ~~ten-nine~~ feet shall be provided for each vehicle parking space provided. Each space shall be definitely designated and reserved for parking purposes exclusive of space requirements for adequate ingress and egress. ~~The planning commission may allow up to 20 percent of the spaces to be a minimum of 180 sq. ft. with a minimum width of nine feet in those cases where more than 40 spaces are required. For property zoned or used as single-family or two-family residential, the required minimum width shall be nine feet.~~

~~(4) Parking areas shall be so designed and marked as to provide for orderly and safe movement and storage of vehicles.~~

~~(5)~~(4) Adequate ingress and egress to the parking area by means of clearly limited and defined drives shall be provided. Except for parking space provided for single-family and two-family residential lots, drives for ingress and egress to the parking area shall be not less than 20-feet wide.

~~(6)~~(5) Each parking space, within an off-street parking lot, shall be provided with adequate access by means of maneuvering lanes. Backing directly onto a street shall be prohibited. The width of required maneuvering lanes may vary depending upon the proposed parking pattern, as follows:

- a. For right angle parking patterns 75 to 90 degrees, the maneuvering lane width shall be a minimum of 20 feet for one-way traffic movement or a minimum of 24 feet for two-way traffic movement.
- b. For parking patterns 54 to 74 degrees, the maneuvering lane width shall be a minimum of 15 feet.
- c. For parking patterns 30 to 53 degrees, the maneuvering lane width shall be a minimum of 12 feet.
- d. All maneuvering lane widths shall permit one-way traffic movement, except for the 90-degree pattern which may provide for two-way traffic movement.
- e. Except for single-family and two-family residential lots, adequate lighting shall be provided throughout the hours when the parking area is in operation. All lighting shall be so arranged as to reflect light away from any residential property adjacent to the parking area and any adjacent road or street.

- f. Where a parking area or drive with a capacity of five or more vehicles adjoins a residential district, a landscaped buffer strip at minimum equivalent to the requirements of subsection 94-241(f)(1)~~ba~~. of this chapter shall be provided between the parking area and the adjoining property.

~~(7)(6)~~ Parking for the disabled shall comply with the State of Michigan Barrier Free Rules, Public Act No. 1 of 1966, as amended. For uses where there may be a higher number of persons with disabilities, such as medical uses or senior housing, the site plan approving body may require a larger proportion of the parking spaces be barrier-free.

~~(k) Signs. Parking area signage shall comply with applicable local, state and federal regulations.~~

~~Sec. 94-293. Loading and unloading space requirements.~~

- ~~(a) Intent and purpose. Every manufacturing, storage, warehouse, department store, wholesale store, retail store, hotel, hospital, laundry, dairy, mortuary, restaurant, tavern and other uses similarly and customarily receiving or distributing goods by motor vehicle shall provide space on the premises for that number of delivery vehicles that will be at the premises at the same time on an average day of full use.~~
- ~~(b) Additional parking space. Loading space required under this chapter shall be in addition to off-street parking space required under this chapter.~~
- ~~(c) Space requirements. Adequate space shall be provided for loading and unloading services not less than 12 feet in width, 25 feet in length, and 14 feet in height, open or enclosed, for uses listed in table 100-6 in chapter 100, or for similar uses involving the receipt or distribution by vehicles of materials or merchandise. There shall be no requirement of loading or unloading space in the C-1 district for property with direct access to an alley.~~
- ~~(d) Access. Access to loading and unloading space shall be provided directly from a public street or alley and such space shall provide sufficient off-street maneuvering space as well as adequate ingress and egress to and from a street or alley.~~
- ~~(e) Site requirements. Off-street loading spaces and access drives shall be paved, drained, lighted, and shall have appropriate bumper or wheel guards where needed. Any light used for illumination shall be so arranged as to reflect the light away from adjoining premises and streets. Where any off-street loading space adjoins or abuts a lot used for residential, educational, recreational, or religious purposes, or abuts a residential district, a wall or solid fence not less than four feet in height shall be provided between the off-street loading space and said residential, educational, recreational, or religious lot or residential zone.~~

THE CITY OF MASON FURTHER ORDAINS:

Table 100-5 of Chapter 100 of the Mason City Code is hereby amended by amending, which amended, article shall read as follows:

Table 100-5. Parking Space ~~Requirements~~Recommendations.

In addition to the parking spaces ~~required~~recommended in this table, ~~an additional one additional~~ parking space ~~shall be provided~~is also recommended for each employee of the largest work shift. ~~The abbreviation "UFA" denotes usable floor area as defined in chapter 1.~~

<i>Land Use</i>	<i>Required Parking Spaces</i>
Single and Two-Family Dwelling	2 per dwelling unit
Multiple Family Dwelling	2 per dwelling unit
Rooming house	2 per dwelling unit, plus 1 per rooming unit
Hotel, Motel	1 per bedroom
Convalescent Home	0.33 per bed
Hospital	0.33 per bed
Medical Clinic	2 per treatment room
Auditorium, Church, Stadium	0.33 per seat based upon total seating capacity
Elementary and Middle Schools	0.33 per seat based upon total seating capacity of auditorium or gym, whichever is largest
High School and College	1 per 100 sq. ft. UFA
Library, Museum, Post Office	1 per 100 sq. ft. UFA
Golf course	4 per golf hole
Tennis club	4 per court
Dance Hall, Pool Hall, Video Arcade, Lodge, Private Club	1 per 100 sq. ft. UFA in main meeting room or club room
Bowling Alley	5 per bowling lane
Professional Offices, Banks	1 per 200 sq. ft. UFA
Doctor, Dentist, other medical office	1 per 100 sq. ft. of waiting area, plus 1 per exam room or dentist chair
General Offices	1 per 200 sq. ft. UFA
General Retail, General Services, Super Markets, Food Stores	1 per 150 sq. ft. UFA
Barber Shop. Hair Salon	2 per barber chair
Automobile Service Station	2 per service stall

Drive-in Restaurant	6 per 100 sq. ft. UFA
Restaurant, Tavern	1 per 50 sq. ft. UFA
Funeral Home, Mortuary	4 per 100 sq. ft. UFA
Industrial, Warehouse, Wholesale	0.33 per 100 sq. ft. UFA
Self-serve Laundry	1 per 2 washing machines
Auto Repair, Auto Collision Repair	1 per 200 sq. ft. UFA
Day Care Facilities	1 per 10 children
Foster Care Facilities	1 per 3 residents

Effective Date. Notice of this ordinance shall be published in a newspaper of general circulation in the city within 15 days after its adoption and mailed in accordance with the requirements of MCL 125.3401. This ordinance shall take effect upon the expiration of 20 days after its adoption.

The foregoing Ordinance was moved for adoption by Council Member _____ and supported by Council Member _____, with a vote thereon being: YES () NO (), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the ___ day of _____, _____. Ordinance No. ____ declared adopted this ___ day of _____, _____.

Russ Whipple, Mayor

Deborah J. Cwierniewicz, City Clerk

Thomas M. Hitch (P25558)
Mason City Attorney
601 Abbot Road, PO Box 2502
East Lansing, MI 48826-2502

201 West Ash St.
Mason, MI 48854-0370



City Hall (517) 676-9155
Fax (517) 676-1330

MEMORANDUM

TO: Planning Commission

FROM: David E. Haywood, Zoning & Development Director

A handwritten signature in blue ink, appearing to be "DEH", is written to the right of the "FROM:" line.

RE: Annual Work Plan

DATE: March 10, 2017

This is a continuation of the topic discussed in February. At that meeting the issue was introduced and received with wide support. To continue the dialogue, staff suggests focusing on as much as the structure of the plan as the topics to include. For your consideration the following are items to discuss:

Work plans are intended to be a very brief tool to identify potential future projects and also help in anticipating costs associated with such efforts. Currently city administration is switching to a three-year budget projection timeline. It would stand to reason that a work plan would view the same timeline so as to be streamlined with budget considerations. Components of a work plan may include the following:

1. Timeline - Three year scope
2. Topics to cover
 - Studies
 - Ordinance Amendments
 - Capital Issues
 - Other?
3. Goals should be realistic
4. Identify who will accomplish goal
5. Goals should be based on the Master Plan
6. What time of year to prepare? – pre-budget