

CITY OF MASON

201 West Ash St.
Mason, MI 48854-0370

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

ZONING BOARD OF APPEALS MEETING – 2ND FLOOR TRAINING ROOM Wednesday, June 8, 2011

5:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes: December 8, 2010
4. Unfinished Business
5. Oath of Office
6. Election of Chair and Vice Chair
7. People from the Floor
8. Announcements
9. Public Hearing
 - A. 120 South Barnes Street – Variance – Expansion of a Nonconforming Structure
Resolution No. 2011-01 – A Resolution Approving A Variance To Expand A Nonconforming Structure On Property Located At 120 S Barnes Street
 - B. 402 North Street – Variance – Front and Side Yard Setback
Resolution No. 2011-02 – A Resolution Approving A Variance From The Front And Side Yard Setback Requirement On Property Located At 402 North Street
10. Presentations
11. Regular Business
12. Unfinished Business
13. New Business
14. Correspondence
15. Administrator Report
16. Adjournment

**CITY OF MASON
ZONING BOARD OF APPEALS MEETING
MINUTES OF DECEMBER 8, 2010**

Jenkins called the meeting to order at 5:35 p.m. in the 2nd Floor Training Room at 201 W. Ash Street, Mason, Michigan.

Board Member(s) Present: Crips, Curtis, Harbach, Jenkins, McCormick, Richards, Maddix
(alternate)
Board Member(s) Absent: Shattuck
Also present: David Haywood, Zoning and Development Director

APPROVAL OF MINUTES: November 10, 2010

The Meeting Minutes of the November 10, 2010 meeting were approved as presented.

PEOPLE FROM THE FLOOR

None.

REGULAR BUSINESS

Variance – 209 Valley Court – Front Yard Setback

Jenkins invited comments from the applicant and asked him to present any new information relative to the request.

Kerry Minshall (applicant), 808 Cindy St, introduced himself to the Board and provided the following comments:

- Revised site plans were provided
- Plans now show an east-west ramp orientation
- He has nothing further to add

MOTION by Harbach, second by Richards,
to remove from the table and consider Resolution 2010-03 as having been read.
MOTION APPROVED UNANIMOUSLY

Discussion among board members ensued making the following points:

- Concerned that there is not a practical difficulty
- Support for the request
- The Resolution has been amended by staff to reflect the revised site plan and setback

Resolution No. 2010-03 was introduced by Harbach and seconded by Richards.

**CITY OF MASON
ZONING BOARD OF APPEALS RESOLUTION NO. 2010-03**

**A RESOLUTION GRANTING A VARIANCE OF 12 FEET FROM THE FRONT YARD SETBACK
REQUIREMENT ON PROPERTY LOCATED AT 209 VALLEY COURT**

December 8, 2010

WHEREAS, a request has been received from the Kerry Minshall, owner of record of parcel 33-19-10-04-302-011, commonly known as 209 Valley Court, for a variance of 12 feet from the minimum front yard setback requirement; and

WHEREAS, the subject property is further described as: Lot 53, Devon Hill No. 1, Sec 4, T2N R1W, City of Mason; and

WHEREAS, the subject property is located in the RS-3 (Single Family Residential) zoning district; and

WHEREAS, Section 94-121(c)(1) and Table 100-1 of the Mason zoning ordinance requires a minimum 25 foot front yard setback; and

WHEREAS, the variance request complies with the five conditions of approval listed in Section 94-365(c) of the Mason Code; and

WHEREAS, a public hearing on the request was noticed and held at the Zoning Board of Appeal's regular meeting of November 10, 2010, with testimony given and public comment solicited in accordance with Section 94-101 of the Mason Code.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Zoning Board of Appeals does hereby approve the request for a 12 foot variance to the minimum front yard setback standard for the construction of a porch and wheelchair ramp at 209 Valley Court as based on the plans received by the Zoning and Development Department on December 3, 2010.

Yes (6) Curtis, Crips, Harbach, Maddix, McCormick, Richards

No (1) Jenkins

RESOLUTION APPROVED

UNFINISHED BUSINESS

Board members discussed the City Council's Rules of Order for Boards and Commissions distributed by Haywood. Haywood reported that he is investigating as to whether the Board has bylaws. Although they have not been located, he will continue to explore all avenues until they are found or determined to not exist.

NEW BUSINESS

Board members discussed the findings of fact forms created by Jenkins. Discussion was held that Haywood would continue to research findings of fact and develop the forms consistent with recent training and case law presented by Jenkins.

CORRESPONDENCE

- Jon Jenkins, January 15, 2010 and February 19, 2010 distributed.

ADMINISTRATOR'S REPORT

Haywood gave a brief report of Zoning and Development business.

PEOPLE FROM THE FLOOR

None.

ADJOURNMENT

By consensus, the meeting adjourned at 6:11 p.m.

Deborah J. Cwierniewicz, City Clerk

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: Zoning Board of Appeals

FROM: David E. Haywood, Zoning & Development Director 

SUBJECT: Variance Request – 120 S. Barnes St. (Daniel Darrow)

DATE: June 3, 2011

REQUESTED ACTION:

The applicant is requesting approval for a rear yard variance to be allowed to construct an approximately 648 square foot attached garage to the south side of the existing principal residential structure that would be 14 feet from the rear property line (west property line).

The proposed structure would be located within the required rear yard setback (35 feet). The applicant is, therefore, seeking a variance of twenty-one (21) feet from the rear yard setback standards listed in Section 94-121(c)(1) and Table 100-1 of the zoning ordinance.

LAND USE AND ZONING PATTERN:

Surrounding Zoning Districts: RM: Multiple Family Residential (west, north, and east)
O-1: Office (south)

Surrounding Land Uses: Residential (west, north, and east)
Municipal Parking (south)

NOTIFICATION:

Forty-eight (48) letters were sent out notifying the public of this request. As of the writing of this report, no responses have been received.

ANALYSIS:

Intent:

The intent of setback requirements is to assure that structures are placed at a distance from property lines that is reasonable given the minimum lot size and intended density of the zoning district.

Variance Standards:

Section 94-365 gives the Zoning Board of Appeals the authority to grant variances to structures, and states that, “A variance may be granted only when the variance application and other factual evidence demonstrate all of the following:”

1. *The variance must be granted in order to avoid practical difficulties not created by the applicant that would result from strict application of the letter of this chapter.*

The applicant has indicated that the existing residential structure on the site was constructed by a previous owner/occupant.

2. *A variance will not permit the establishment within a zoning district of any use not permitted within the district.*

A garage is a permitted accessory use within the RM zoning district.

3. *A variance will not cause a substantial adverse effect to property or improvements in the zoning district and the immediately surrounding neighborhood.*

There does not appear to be a conflict of this nature.

4. *A variance will not be contrary to the public interest and will insure that the spirit and intent of this chapter will be observed, public safety secured, and substantial justice done.*

There does not appear to be a conflict of this nature.

5. *There is no lesser variance than that applied for which would give substantial relief to the applicant.*

The applicant had originally requested to keep the existing driveway. Since then he has offered to eliminate the existing driveway to prevent the necessity for additional variances including number of driveway entrances and lot coverage.

Section 94-329 gives the Zoning Board of Appeals the authority to grant variances to permit the structural change, alteration, or enlargement of nonconforming buildings or structures in accordance with Article XI. When considering such a request, the proofs the board shall accept as proof of practical difficulty, shall include the following:

1. *A board finding that failure to grant the relief requested would unreasonably restrict continued use of the property or would restrict valuable benefits that the public currently derives from the property as used in its nonconforming status.*

There does not appear to be a conflict of this nature.

2. *A board finding that the subject structure possesses historical significance and that the requested variance is necessary to maintain or enhance the utility of safety of the structure.*

The property is not located within the City's Historic District.

Attachments:

1. Resolution 2011-01
2. Application
3. Site Plan

H:\ZBA\ZBA-120 S Barnes St-staff.doc

Introduced:
Seconded:

**CITY OF MASON
ZONING BOARD OF APPEALS RESOLUTION NO. 2011-01**

**A RESOLUTION APPROVING A VARIANCE TO EXPAND A NONCONFORMING
STRUCTURE ON PROPERTY LOCATED AT 120 S BARNES STREET**

June 8, 2011

WHEREAS, a request has been received from Daniel Darrow, the owner of record of parcel 33-19-10-09-101-012, for a variance to expand a nonconforming use/structure at 120 S Barnes Street; and

WHEREAS, the applicant desires to construct an approximately 648 square foot attached garage to the existing residential structure, and

WHEREAS, the existing structure is legal nonconforming as it encroaches the rear yard setback by 15 feet; and

WHEREAS, the subject property is located in the RM Multiple Family Residential zoning district, which; and

WHEREAS, the applicant is requesting a 21 foot variance from the required rear yard setback for the RM zoning district of 35 feet as listed in Section 94-1219(c) and Table 100-1 of the zoning ordinance; and

WHEREAS, a public hearing on the request was noticed and held at the Zoning Board of Appeal's regular meeting of June 8, 2011, with testimony given and public comment solicited in accordance with Section 94-101 of the Mason Code.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Zoning Board of Appeals does hereby approve the request for variance to expand a nonconforming structure for the construction of an approximately 648 square foot attached garage, as based on the plans received by the Zoning & Development Department on April 5, 2011.

Yes ()

No ()

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Zoning Board of Appeals at its regular meeting held Wednesday, June 8, 2011, the original of which is part of the Zoning Board of Appeals minutes.

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

APPLICATION – ZONING BOARD OF APPEALS

City of Mason

Planning Department • 201 W. Ash Street • Mason, MI 48854

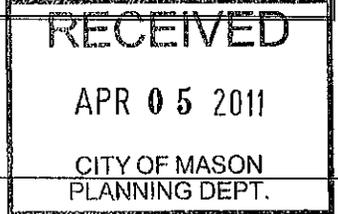
Phone: 517/676-9155 • Fax: 517/676-1330

www.mason.mi.us



Applicant– Please check one of the following:	
Variance	<input checked="" type="checkbox"/>
Appeal of Administrative Decision	<input type="checkbox"/>
Interpretation of Ordinance Text	<input type="checkbox"/>
Zoning District Boundary Interpretation	<input type="checkbox"/>
Temporary Permit	<input type="checkbox"/>

PLANNING DEPARTMENT USE ONLY	
Application Received:	<u>4/5/11</u>
Tax ID:	<u>09-101-012</u>
Fee:	<u>\$250.00</u>
Receipt #:	<u>100109545</u>



I. APPLICANT INFORMATION

Name DANIEL C. DARROW SR.

Organization _____

Address 120 S. Barnes ST

Telephone Number 517-676-5643

Facsimile Number _____

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

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 Daniel C. Darrow Sr Telephone Number 517-676-5643

Property Address 120 S. Barnes ST

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 to City officials a right of entry for the purpose of inspecting the premises to verify compliance with conditions precedent to issuing Zoning Board of Appeals approval.

Signature Daniel C. Darrow Sr.

Date 4-7-11

III. **REQUEST DESCRIPTION**

Please use this section to describe your request. Feel free to include additional pages and/or drawings, maps, photographs, and other documentation that might aid the Zoning Board of Appeals in its determination.

- **Variations:** fill in the appropriate boxes in the following table, as shown in the EXAMPLE, and use the blank lines that follow the table to provide a detailed description and reasons for the variance. The Board of Appeals will review a request for variance subject to the standards listed in Sections 94-365(c) and (d) of the Mason Code. Your written response should address these standards.
- **All other requests:** please describe your request in complete detail using the blank lines. Requests are reviewed under the standards listed in Article XI of Chapter 94, Zoning, of the Mason Code. Your written response should address the appropriate standards.

A. **Variance Table**

	Variance Type	Ordinance Requirement	Applicant Proposal*
X	Rear Setback - EXAMPLE	45 feet	43 feet
	Front Setback		
	Side Setback		
X	Rear Setback	35	14'
	Height		
	Lot Coverage		
	Lot Size		
	Parking Spaces		
	Other (describe):		

* Example: If the ordinance requires a rear yard setback of 45 feet, and you propose an addition that would be 43 feet from the rear property line, you would write or type "43 feet" under "Applicant Proposal."

B. **Written Description** (Attach additional pages, if necessary)

Build an attached Garage + Entire way
 Will remove existing driveway

IV. APPLICATION MATERIALS

The following information must be submitted with this completed application form:

1. **Variances:** Variance requests must be accompanied by a basic site plan drawn to a readable scale showing the location of property lines, existing and proposed structures and parking areas, setback dimensions from property lines and other buildings, easements, existing roads, utility connections, floodplain and topography (where it has a bearing on the request), and any other information necessary to adequately show the nature of the request.
2. **Temporary permits:** Temporary requests must be accompanied by a basic site plan drawn to a readable scale showing the location of property lines, existing and proposed structures and parking areas, setback dimensions from property lines and other buildings, easements, existing roads, utility connections, and any other information necessary to adequately show the nature of the request.
3. **All** requests must be accompanied by a fee, as established by City Council (Effective October 16, 2007). The fee for requests to the Zoning Board of Appeals is \$250.00.
4. **All** requests must be accompanied by any additional information deemed necessary by the Planning Department Staff.
5. Feel free to include written descriptions, elevation or other drawings, maps, photographs, and/or any other documentation that might aid the Board of Appeals in making a determination. Applicants are encouraged to review Article XI of Chapter 94, Zoning, of the Mason Code, which describes the procedures and standards that the Board of Appeals will use to evaluate a request.

Note: The applicant must submit 13 copies of any documents that are larger than 11" by 17".

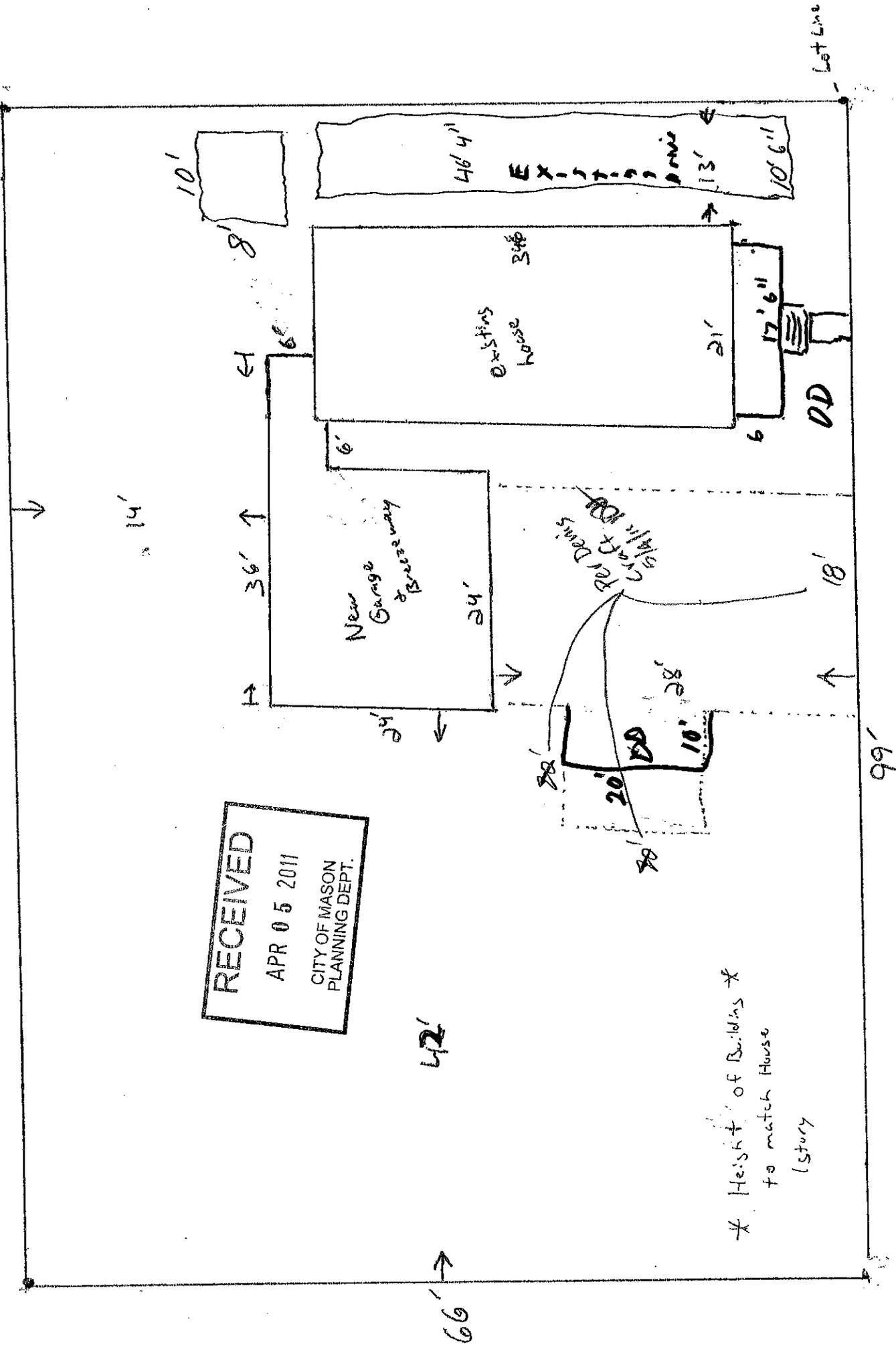
V. APPLICATION DEADLINES

Regular meetings of the Zoning Board of Appeals are held on the second Wednesday of every month, at 5:30 p.m. To be placed on the meeting agenda, all Application Materials must be received at least 4 weeks in advance of the meeting.

The Board of Appeals will not take action on the request unless the applicant or his/her duly authorized representative is present at the public hearing.

VI. STAFF REPORT

The Planning Department Staff will prepare a report to the Zoning Board of Appeals regarding your request. The report will explain the request to the Board and review whether it complies with the standards in the Zoning Ordinance. Staff will present the findings of that report during the Zoning Board of Appeals 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.



RECEIVED
 APR 05 2011
 CITY OF MASON
 PLANNING DEPT.

* Height of Buildings *
 to match House
 1 story

42'

Lot Line

99'

66' →

EXHIBIT A
LEGAL DESCRIPTION

South 6 rods of Lot 12 Block 3, Sec 9, T2N R1W, City of Mason

Commonly known as: 120 South Barnes Street, Mason MI 48854

Parcel / Property Tax ID #: 33-19-10-09-101-012



City of Mason

201 W. Ash St.
P.O. Box 370
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City Hall 517 676-9155
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TDD 1-800-649-3777

MEMORANDUM

TO: Zoning Board of Appeals

FROM: David E. Haywood, Zoning & Development Director 

SUBJECT: Variance Request – 402 North St (Avery Oil & Propane)

DATE: June 3, 2011

REQUESTED ACTION:

The applicant is requesting approval for front and side yard variances to be allowed to reconstruct the front (south) 48 feet of the existing building for the purpose of office space. The resulting structure would be 30 feet from the front (south) property line and 2.15 feet from the side (east) property line. The required side yard setback standard is 20 feet and the required front yard setback is 60 as listed in Section 94-121(c)(1) and Table 100-1 of the zoning ordinance.

LAND USE AND ZONING PATTERN:

Surrounding Zoning Districts: M-2: General Manufacturing (west, north, and east)
R2F: Two Family Residential (south)

Surrounding Land Uses: Industrial (west, north, and east)
Residential (south)

NOTIFICATION:

Thirty-five (35) letters were sent out notifying the public of this request. As of the writing of this report, no responses have been received.

ANALYSIS:

Intent:

The intent of setback requirements is to assure that structures are placed at a distance from property lines that is reasonable given the minimum lot size and intended density of the zoning district.

Variance Standards:

Section 94-365 gives the Zoning Board of Appeals the authority to grant variances to structures, and states that, “A variance may be granted only when the variance application and other factual evidence demonstrate all of the following:”

1. *The variance must be granted in order to avoid practical difficulties not created by the applicant that would result from strict application of the letter of this chapter.*

It has not been determined if a practical difficulty was created by the applicant.

2. *A variance will not permit the establishment within a zoning district of any use not permitted within the district.*

Offices to support an industrial facility is a permitted use within the M-2 zoning district.

3. *A variance will not cause a substantial adverse effect to property or improvements in the zoning district and the immediately surrounding neighborhood.*

There does not appear to be a conflict of this nature.

4. *A variance will not be contrary to the public interest and will insure that the spirit and intent of this chapter will be observed, public safety secured, and substantial justice done.*

There does not appear to be a conflict of this nature.

5. *There is no lesser variance than that applied for which would give substantial relief to the applicant.*

Whether there is a lesser variance than applied for is up to the discretion of the Board of Appeals.

Attachments:

1. Resolution 2011-02
2. Application w/photos (2)
3. Site Plan

Introduced:
Seconded:

**CITY OF MASON
ZONING BOARD OF APPEALS RESOLUTION NO. 2011-02**

**A RESOLUTION APPROVING A VARIANCE FROM THE FRONT AND SIDE YARD
SETBACK REQUIREMENTS ON PROPERTY LOCATED AT 402 NORTH STREET**

June 8, 2011

WHEREAS, a request has been received from Avery Oil & Propane Inc., the owner of record of parcel 33-19-10-05-451-005, for a variance to expand a nonconforming structure at 402 North Street; and

WHEREAS, the applicant desires to construct an approximately 1,080 square foot (30' x 36') structure to be used as office space, and

WHEREAS, the subject property is located in the M-2 General Manufacturing zoning district, which; and

WHEREAS, the applicant is requesting a 30 foot variance from the required 60 foot front yard setback requirement and a 17.85 foot variance from 20 foot side yard setback requirement for the RM zoning district as listed in Section 94-1219(c) and Table 100-1 of the zoning ordinance; and

WHEREAS, a public hearing on the request was noticed and held at the Zoning Board of Appeal's regular meeting of June 8, 2011, with testimony given and public comment solicited in accordance with Section 94-101 of the Mason Code.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Zoning Board of Appeals does hereby approve the request for a variance from the side and front yard setback requirements for the construction of an approximately 1,080 square foot office building, as based on the plans received by the Zoning & Development Department on May 12, 2011.

Yes ()

No ()

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Zoning Board of Appeals at its regular meeting held Wednesday, June 8, 2011, the original of which is part of the Zoning Board of Appeals minutes.

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



APPLICATION – ZONING BOARD OF APPEALS *Next meeting*

City of Mason

Planning Department • 201 W. Ash Street • Mason, MI 48854

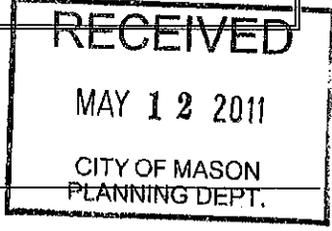
Phone: 517/676-9155 • Fax: 517/676-1330

www.mason.mi.us

*• May 11
App Due:
• April 15*

Applicant– Please check one of the following:	
<input checked="" type="checkbox"/>	Variance
<input type="checkbox"/>	Appeal of Administrative Decision
<input type="checkbox"/>	Interpretation of Ordinance Text
<input type="checkbox"/>	Zoning District Boundary Interpretation
<input type="checkbox"/>	Temporary Permit

PLANNING DEPARTMENT USE ONLY	
Application Received:	<u>May 12, 2011</u>
Tax ID:	<u>05-451-005</u>
Fee:	<u>250.00</u>
Receipt #:	<u>10011171</u>



I. APPLICANT INFORMATION

Name Avery Oil + Propane Inc.
 Organization _____
 Address 3700 Rives Eaton Rd - Rives Rd, MI
 Telephone Number 517-569-3366 Facsimile Number 517-569-3454
 Interest in Property (owner, tenant, option, etc.) same owner as R.D Landholdings

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 R.D Landholdings LLC Telephone Number 517-569-3366
 Property Address 402 North St, - Mason
 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 to City officials a right of entry for the purpose of inspecting the premises to verify compliance with conditions precedent to issuing Zoning Board of Appeals approval.	
Signature <u>Randall M. Avery</u>	Date <u>5/12/11</u>

III. **REQUEST DESCRIPTION**

Please use this section to describe your request. Feel free to include additional pages and/or drawings, maps, photographs, and other documentation that might aid the Zoning Board of Appeals in its determination.

- **Variations:** fill in the appropriate boxes in the following table, as shown in the EXAMPLE, and use the blank lines that follow the table to provide a detailed description and reasons for the variance. The Board of Appeals will review a request for variance subject to the standards listed in Sections 94-365(c) and (d) of the Mason Code. Your written response should address these standards.
- **All other requests:** please describe your request in complete detail using the blank lines. Requests are reviewed under the standards listed in Article XI of Chapter 94, Zoning, of the Mason Code. Your written response should address the appropriate standards.

A. **Variance Table**

	Variance Type	Ordinance Requirement	Applicant Proposal*
X	Rear Setback - EXAMPLE	45 feet	43 feet
	Front Setback	60'	30'
	Side Setback	20'	2.15'
	Rear Setback		
	Height		
	Lot Coverage		
	Lot Size		
	Parking Spaces	11	
	Other (describe):		

* Example: If the ordinance requires a rear yard setback of 45 feet, and you propose an addition that would be 43 feet from the rear property line, you would write or type "43 feet" under "Applicant Proposal."

B. **Written Description** (Attach additional pages, if necessary)

Would like to tear down the front 48' of existing warehouse (48' x 30') building + replace with 36' new office. ^(36' x 30') The old building is 30' wide + the new is proposed at 30'. We are basically proposing to replace old building with new. The lot is so odd sized + with what else that is on property (tanks) we are limited where to put a new office + have the required set backs.

see attached photos + Survey

IV. APPLICATION MATERIALS

The following information must be submitted with this completed application form:

1. **Variances:** Variance requests must be accompanied by a basic site plan drawn to a readable scale showing the location of property lines, existing and proposed structures and parking areas, setback dimensions from property lines and other buildings, easements, existing roads, utility connections, floodplain and topography (where it has a bearing on the request), and any other information necessary to adequately show the nature of the request.
2. **Temporary permits:** Temporary requests must be accompanied by a basic site plan drawn to a readable scale showing the location of property lines, existing and proposed structures and parking areas, setback dimensions from property lines and other buildings, easements, existing roads, utility connections, and any other information necessary to adequately show the nature of the request.
3. **All requests must be accompanied by a fee, as established by City Council (Effective October 16, 2007). The fee for requests to the Zoning Board of Appeals is \$250.00.**
4. **All requests must be accompanied by any additional information deemed necessary by the Planning Department Staff.**
5. Feel free to include written descriptions, elevation or other drawings, maps, photographs, and/or any other documentation that might aid the Board of Appeals in making a determination. Applicants are encouraged to review Article XI of Chapter 94, Zoning, of the Mason Code, which describes the procedures and standards that the Board of Appeals will use to evaluate a request.

Note: The applicant must submit 13 copies of any documents that are larger than 11" by 17".

V. APPLICATION DEADLINES

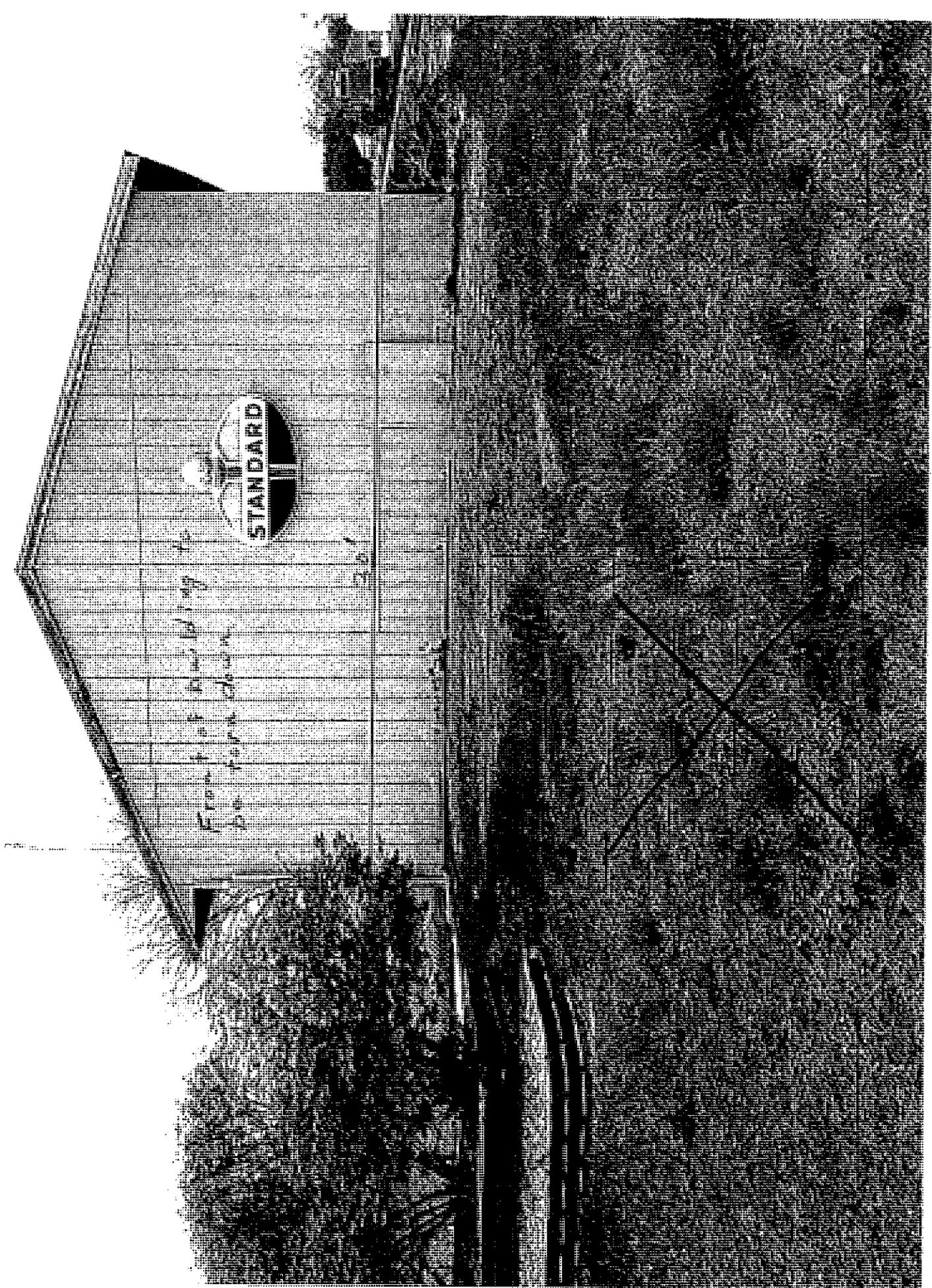
Regular meetings of the Zoning Board of Appeals are held on the second Wednesday of every month, at 5:30 p.m. To be placed on the meeting agenda, all Application Materials must be received at least 4 weeks in advance of the meeting.

The Board of Appeals will not take action on the request unless the applicant or his/her duly authorized representative is present at the public hearing.

VI. STAFF REPORT

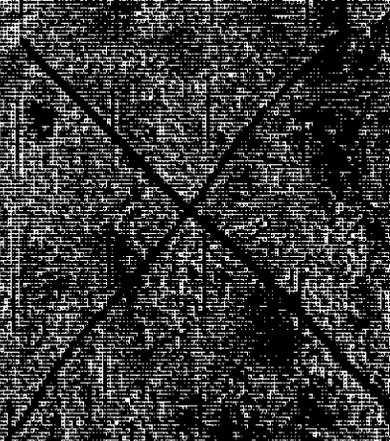
The Planning Department Staff will prepare a report to the Zoning Board of Appeals regarding your request. The report will explain the request to the Board and review whether it complies with the standards in the Zoning Ordinance. Staff will present the findings of that report during the Zoning Board of Appeals 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.





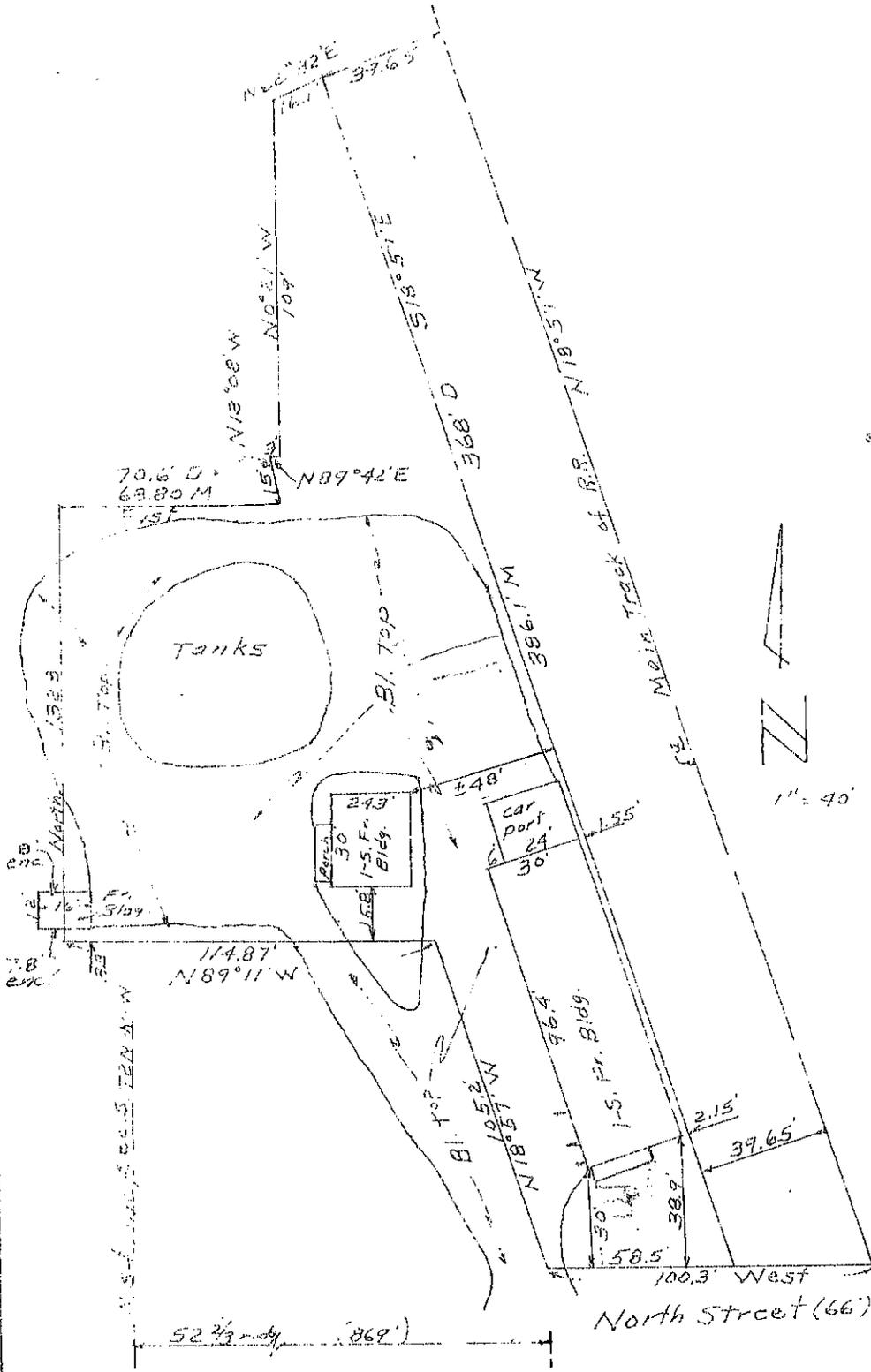
STANDARD

From the building
the main entrance



CERTIFICATE OF MORTGAGE SURVEY

JOB: Donoval & Avery Oil
 Hives Junction, Michigan
 Mason, Michigan



WILLIAMS Surveying	1148 Okemos Rd Mason, Michigan 48854 PH (617) 878 5153	DRAWN		SEC.	
		COMPUTED		JOB NO. 6021	A
		FLD. SURVEY		sheet 1 of 2	

CERTIFICATE OF MORTGAGE SURVEY

LEGAL DESCRIPTION:

Commencing on the North line of North Street at a point 100.3' West of the centerline of the main track of the Saginaw Branch of the Michigan Central Railroad (now known as the Chessie System), said point being further described as being 52 2/3 rods east of the N/S $\frac{1}{4}$ line of Section 5, T2N, R1W; thence N18°57'W 105.2'; thence N89°11'W 114.87'; thence North 132.8'; thence East 70.6' Deed, 68.80' Measured; thence N13°08'W, 15.0'; thence N89°42'W, 3.0'; thence N0°21'W, 109.0'; thence N62°32'E 16.1' to a point 39.65' from the centerline of said main track of said Railroad; thence S18°57'E parallel with the centerline of said main track 368.0' Deed, 386.1' Measured to the North line of said North Street; thence West on said North line of North Street, 58.5' to the point of beginning. Contains 0.66 acres, more or less, and subject to all easements and restrictions of record.

I hereby certify that we have surveyed the property herein described; that the buildings and improvements as shown are entirely within the above described property, except as shown hereon.

Note: This report is for mortgage purposes only. No property corners were set, except as shown, and it should not be used to establish property lines.

Mason, Michigan
 Survey No. 6021
 Date: July 16, 1984

Austin C. Williams
Austin C. Williams
 Registered Land Surveyor No. 21275

WILLIAMS Surveying	DRAWN		SEC.	
	COMPUTED		JOB NO.	
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1146 Okemos Rd Mason, Michigan 48854 PH. (817) 876-5153				