



PLANNING COMMISSION MEETING AGENDA – July 12, 2022

**Mason City Hall, 201 W. Ash Street, Mason, MI
Sycamore Room 1st Floor, 6:30 p.m.**

1. CALL TO ORDER

2. CONFIRMATION OF MEMBER ATTENDANCE

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

- A. Approval of Minutes from the Planning Commission Regular Meeting on May 10, 2022

5. PUBLIC HEARING

- A. Public Hearing on a Request Submitted by Eugene Franks, Family Farm & Home, Inc. for a Special Use Permit and Concurrent Preliminary and Final Site Plan Approval for the Conversion of Dedicated Parking Areas for the Use of Trailer Sales, the Expansion of a Permanent Outdoor Retail Area, and Seasonal Outdoor Retail Displays for an Additional 9,000 Square Feet of Outdoor Retail Area on Property Located at 558 N. Cedar, Mason, MI, Parcel Number 33-19-10-05-401-004
1. Resolution 2022-05: Approval of the Special Use Permit and concurrent Preliminary and Final site plan approval for the property located at 558 N. Cedar, Mason, MI, parcel number 33-19-10-05-401-004 with Conditions
- B. Public Hearing on a Request Submitted by James Giguere, Giguere Realty & Dev. LLC to Amend the Zoning Map by Rezoning Land Located at the End of Stratford Drive, Mason, MI, Parcel Number 33-19-10-04-477-001 from RS-2 Single Family Residential District to RS-3 Single Family Residential District
1. Resolution 2022-06: Amendment to the Zoning Map by Rezoning Land Located at the End of Stratford Drive, Mason, MI, parcel number 33-19-10-04-477-001 from RS-2 Single Family Residential District to RS-3 Single Family Residential District
- C. Public Hearing on a Request Submitted by James Giguere, Giguere Realty & Dev. LLC for Approval of a Preliminary Plat to Create 22 Residential Lots and New Road on a Parcel of Land at the End of Stratford Drive, Mason, MI, parcel number 33-19-10-04-477-00
1. Resolution 2022-07: Approval of a Preliminary Plat to Create 22 Residential Lots and New Road on a Parcel of Land at the End of Stratford Drive, Mason, MI, Parcel Number 33-19-10-04-477-001.

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- A. Resolution 2022-08: Approval of Preliminary and Final Site Plan Approval for the Addition of a 555 Square Foot Deck with an Awning Canopy on Property Located at 440 S. Jefferson St., Mason MI Parcel Number 33-19-10-08-240-021.

8. LIAISON REPORT ([07.05.22](#))

9. ADJOURNMENT

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF MAY 10, 2022
DRAFT**

Sabbadin called the meeting to order at 6:30 p.m. in person at Mason City Hall.

CONFIRMATION OF MEMBER ATTENDANCE

		Present	Absent	Notes
Commissioner	Barna	X		
Commissioner	Bliesener	X		
Council Liaison	Clark		X	Notice given.
Commissioner	Howe		X	Notice given.
Commissioner	Kirkby	X		
Commissioner	Perrault		X	Notice given.
Chair	Sabbadin		X	Notice given.
Vice Chair	Waxman	X		
Secretary	Wren	X		

Also present: Elizabeth A. Hude, AICP, Community Development Director

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Barna second by Bliesner, to approve the Planning Commission Special Meeting minutes from March 14, 2022.

VOTE

Yes (5) Barna, Bliesener, Kirkby , Waxman, Wren

No (0)

Absent (4) Clark, Howe, Perrault, Sabbadin

MOTION PASSED

UNFINISHED BUSINESS

None.

NEW BUSINESS

Resolution 2022-04: Approval of the Capital Improvements Plan for the Fiscal Years 2022-2028

Staff provided an overview of the application. No discussion or questions asked.

MOTION by Barna, second by Wren to approve Resolution 2022-04.

VOTE

Yes (5) Barna, Bliesener, Kirkby , Waxman, Wren

No (0)

Absent (4) Clark, Howe, Perrault, Sabbadin

MOTION PASSED

LIAISON REPORT

None.

ADJOURN

The meeting adjourned at approximately 6:37 p.m.

Megan Wren, Secretary



Staff Agenda Report: July 12, 2022 Planning Commission

AGENDA ITEM 5A:

Resolution 2022-05 – Eugene Franks, Family Farm & Home, Inc. has submitted a request for a Special Use Permit and concurrent Preliminary and Final site plan approval for the conversion of dedicated parking areas for the use of trailer sales, the expansion of a permanent outdoor retail area, and seasonal outdoor retail displays for an additional 9,000 s.f. of outdoor retail area on property located at 558 N. Cedar, Mason, MI, parcel number 33-19-10-05-401-004. The parcel is zoned C-2 General Commercial District.

RECOMMENDED ACTION:

Motion to approve Resolution 2022-05 for a Special Use Permit and concurrent Preliminary and Final site plan approval

PROJECT ADDRESS:

558 N. Cedar

APPLICANT:

Eugene Franks, Family Farm & Home, Inc.

OWNER:

NUCO, LLC

Authority

- [Section 94-222\(4\)](#) states that any use permitted by a Special Use Permit requires site plan review.
- [Section 94-225\(a\)](#) All uses of land and structures which are subject to the requirements of this article shall receive preliminary site plan review and approval prior to the submission of a final site plan unless the zoning official determines that concurrent preliminary and final site plan review and approval will promote the general welfare of the city.
- [Section 94-226 \(e\)](#): The planning commission shall have the authority to approve, approve with conditions, or deny an application for final site plan review and approval. Final site plan review shall follow the procedures for preliminary site plan review in subsection [94-225](#) and shall be reviewed in accordance with the standards in section [94-227](#).

Public Notice: Notice of a public hearing was given as required in [Sec. 94-191\(7\)\(c\)](#) and [Sec. 94-101](#) which requires notices to be published in a newspaper of general circulation, and to be mailed to owners and occupants within 300 feet of the boundary of the subject property. The public hearing notice was published in the Ingham County Community News Legal Section on Sunday, June 26, 2022; notices were mailed to residents on June 21, 2022. In accordance with Sec. [94-225\(f\)](#) and [94-394\(d\)](#), agencies were notified and provided comments listed in the Project Analysis.

Relation to Other Actions: None.

Submittal Criteria: The applicant paid a fee of \$375, and together with the documents listed above, the application appears to satisfy the submittal requirements of Sec. [94-225\(d\)](#) and [Sec. 94-226\(c\)](#).

Review Criteria: The applicant has submitted an application that appears to meet the review criteria for approval of a Special Use Permit and concurrent Preliminary and Final Site Plan Review. Recommended conditions and waivers have been noted.

ATTACHMENTS:

- Project Analysis with Review Criteria
- Resolution 2022-05
- Permit Application, received June 3, 2022
- Site Plan prepared by Mayotte Group Architects, dated June 2, 2022 and received June 3, 2022

PROJECT ANALYSIS

Description of Current and Planned Use of Property:

The property is currently developed and active with a 71,911 s.f. building that houses Family Farm and Home, Family Dollar and Fastenal (Goodwill was a previous tenant), and an area of 6,600 s.f. of outdoor retail and display area approved in 2006 (PC Res. No. 2006-01). Parking consists of 423 spaces with 3 van accessible and 6 barrier free designated spaces. The hydrants on the site at the rear of the building were relocated in 21-22 (CIP Project No. 2017-U15). The applicant proposes converting 37 regular parking spaces to increase the outdoor retail area by 9,000 s.f. for a total of 15,600 s.f.

Construction Schedule: The outdoor retail space is active now. Staff recommends that the outdoor retail displays be brought into compliance with the proposed plan, if approved, within 10 days of approval.

Master Plan: The request addresses the following goals and objectives:

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; Limit commercial growth primarily to existing commercial centers until such time that new, planned-centers may be determined to be beneficial.

Current Zoning District: The parcel is located in the [C-2 General Commercial District](#). *It is the primary purpose of this district to provide opportunities for business establishments that address the retail and service needs of both local and regional populations, including the highway traveler and uses that draw from a regional market or which uniquely benefit from close proximity to the US-127 interchanges.*

Surrounding Zoning and Land Uses: The site is located on North Cedar Street, a local public roadway.

	Current Land Use	Zoning	Future Land Use
Project site	Commercial	C-2 General Commercial District	Industrial
North	Manufacturing	M-2 General Manufacturing District	Commercial/Industrial
East	Manufacturing	M-2 General Manufacturing District	Industrial
South	Manufacturing	M-2 General Manufacturing District	Industrial
West	Commercial	C-2 General Commercial District	Public

COMMENTS FROM AGENCIES

BUILDING	No concerns.
FIRE	No concerns.

REVIEW CRITERIA:

Staff recommends approval of the Special Use Permit and concurrent approval of both the Preliminary and Final Site Plan with conditions and waivers as described below. Concurrent approval reduces costs to both the City and the applicant for review and expedites the use of the property.

Special Use Permit Requirements

Per Section 94-191(f), before approving a special use permit, the planning commission shall find by clear and convincing proof that the applicable standards set forth by this chapter shall be satisfied by the completion and operation of the proposed development. The planning commission shall review the particular circumstances and facts of each proposed use in terms of these standards and shall make written findings showing that such use shall:

STATUS/NOTE	REQUIREMENT
MEETS	(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 proposed layout generally meets this requirement as the location of the outdoor retail areas will improve the character of the corridor by consolidating products throughout the site and enclosing them in a screened area or the area adjacent to the berm in front.
MEETS	(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. The proposed location of outdoor retail areas will not be hazardous or disturbing to surrounding uses and will improve customer safety and the appearance of the corridor as a whole.
MEETS	(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 site is currently adequately served by essential facilities and services. The fire hydrants located at the back of the building were relocated away from the building to be more accessible in the event of a fire.
MEETS	(4) Not create additional requirements at public cost for public facilities and services. Staff is not aware of any additional requirements.
MEETS	(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. It does not appear that the proposed location of the outdoor retail will cause a detriment of this nature.
MEETS	(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 conditions associated with this project that would create any substantial adverse impact.
MEETS	(7) Be in compliance with other applicable local, county, state, or federal rules and regulations. The applicant is responsible for pursuing the necessary county, state, or federal approvals and permits. The state requires licensing related to the sale of trailers weighing over 2,500 lbs. See next section for compliance with Ch 94.

Site Plan Approval Requirements

Per [Sec. 94-224](#), the planning commission may approve, approve with conditions, or deny any site plan when referred and reviewed in accordance with the standards for site plan review and approval as listed in [Sec. 94-227](#) of the Zoning Ordinance. Based upon staff's review, the application appears to meet the standards for approval as noted below.

STATUS/NOTE	REQUIREMENT
MEETS	(1) The site shall be developed so that all elements shall be harmoniously and efficiently organized in relation to the size, shape, type and topography of the site and surrounding property.
	The proposed outdoor retail area generally meets this requirement. The outdoor retail areas will keep the required travel lanes and sidewalk open which supports the safety of customers walking between the store, the outdoor retail, and the parking areas.
MEETS	(2) The site shall be developed so as not to impede the normal and orderly development, improvement, and use of surrounding property for uses permitted in this chapter.
	The outdoor retail areas are currently impeding pedestrian access between the stores as products are displayed on the sidewalks and in the travel/fire lane in front of the store. The proposed outdoor retail areas will keep the pedestrian walkways clear allowing customers to walk between stores. The proposed outdoor retail area takes up parking in front of the store which will shift parking further east in front of the other tenant spaces. Public hearing notices were sent to the tenants and staff has not received any comments or concerns about this.
MEETS	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.
	Emergency vehicles have access into the site from two entrances on N Cedar Street and can also access the property from Curtis Street which leads to the north side of the property.
MEETS	(4) Every structure or dwelling unit shall have direct access to a public street or indirect access to a public street via an approved dedicated private street.
	The building has direct access from two entrances on N Cedar as well as from Curtis Street to the north.
MEETS	(5) Appropriate measures shall be taken to ensure that the addition or removal of surface waters will not adversely affect neighboring properties, that controls are in place to minimize sedimentation and erosion, and that topographic alterations are minimized to accommodate storm water management.
	A Drain Maintenance Agreement was submitted in 2006. No issues have been reported.
MEETS	(6) Provisions shall be made for the construction of storm sewer facilities including grading, gutters, piping, on-site storage, and treatment of turf as required to handle stormwater and prevent erosion.
	The site is currently served adequately by public water, sewer, and storm sewer utilities.
MEETS	(7) Secondary containment for above ground areas where hazardous substances are stored or used shall be provided as required by the city fire chief.
	Staff is not aware of any hazardous substances that require secondary containment as required by this section or Ch. 26 Fire Prevention and Protection .
MEETS	(8) Exterior lighting shall be designed and located so that the source of illumination is directed away from adjacent properties, the intensity of lighting is the minimum necessary, and the direction of lighting is downward as much as is possible and appropriate for the project.
	No additional lighting is proposed at this time. Any lighting that is to be added in the future must demonstrate compliance with Section 94-177(e) .
MEETS	(9) All loading and unloading areas, outside storage areas, and refuse receptacles shall be screened from casual view from the public rights-of-way and adjoining land uses.
	There are existing dumpsters located behind the building that have been in place since the site was first approved. The applicant has been made aware that the accumulation of pallets and materials in this area should be minimized to prevent obstruction of the travel lane and for safety.
MEETS WITH CONDITION	(10) Site plans shall meet the driveway, traffic safety, and parking standards of the city in such manner as necessary to address the following:
	a. Safe and efficient vehicular and non-vehicular circulation, including parking areas, non-motorized linkages to abutting parcels, uses, sidewalks, and trails.
	b. Shared driveways and service drives.
	c. Adequate and properly located utilities.
	The proposed layout for outdoor retail will improve safety on the site. CONDITION: Staff recommends that a condition of approval be that the lower bushes be removed from the landscape islands as they interfere with visibility and were not included in the approval of 2006.
MEETS WITH CONDITION	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.

There are easements on the property related to Consumers Energy (overhead) and the City's water supply for the hydrants. CONDITION: Staff recommends a revised site plan showing the easements be submitted. The plan shows these areas will be reasonably maintained and free of permanent structures or retail product.	
SEE BELOW	(12) The site plan submittal shall demonstrate compliance with all applicable requirements of this chapter, chapters 58 and 74, the building code, and county, state, and federal law.
There are several sections of this Chapter 94 that apply to the proposal which includes parking requirements, the sale of trailers, outdoor retail and temporary outdoor uses. The applicant will be responsible for obtaining any necessary permits from other agencies.	
MEETS WITH WAIVER	Sec. 94-292 and Table 100-5 Parking
Based upon a total 80% UFA estimate of 87,526 s.f. of total general retail (indoor and outdoor including permanent, trailers and temporary), 467 spaces are required per Table 100-5 General Retail (1 per 150 s.f.) which is 81 spaces fewer than the 386 proposed (408 noted on plan is incorrect). WAIVER: Per Sec. 94-292(f)(1) Staff proposes that the requirement for spaces be adjusted to the 386 based upon the fact that four of the retail spaces are serving as storage and that there is an excessive amount of unused parking on the site.	
MEETS WITH CONDITION	Sec. 94-192(10) Outdoor retail sales and service and Sec. 94-192(6) Temporary outdoor use
<p>The ordinance does not provide a clear definition of “temporary outdoor uses” or “outdoor retail sales and service.” Staff believes the seasonal and promotional displays to be ‘temporary,’ and that trailers would not be included as part of the definition of outdoor retail sales and service, and therefore not part of the calculation described in Sec. 94-192(10)a below. This reduces the total outdoor retail to 8,415 s.f., less than the 9,000 s.f. in the notice, that would be regulated by this section.</p> <p>Sec. 94-192(10) <i>Outdoor retail sales and service.</i> Location and special needs for outdoor retail sales and service require careful planning to properly integrate this type of use into the pattern of the local commercial activities that is compatible with adjacent populations including size, site layout, screening, duration, hours of operation and compatibility of surrounding areas. The following minimum standards shall apply:</p> <p>a. Sales and service shall be limited to 15% of the gross floor area of the individual business unit. <i>Does not meet - The proposed total permanent outdoor retail sales and service is 8,415 s.f. which is 25.5% of the 33,000 s.f. gross floor area of Family Farm and Home. Staff believes the 2006 calculation may have been based upon the gross area of the entire building. Applying the same assumption here would result in 11.7% of 71,911 s.f. gross floor area of the entire building.</i></p> <p>b. Outdoor retail sales and service hours shall not exceed 8 a.m. to 8 p.m. Monday through Saturday and 10 a.m. to 4 p.m. Sunday. <i>Does not meet - Sales and service occur on Sunday.</i></p> <p>c. All merchandise shall be removed from the outdoor sales area and placed within a fully enclosed building during non-business hours. <i>Does not meet - The seasonal and promotional displays remain out overnight.</i></p> <p>d. Permanent outdoor display areas may be allowed provided they are fully screened from view on all sides at all times of year. <i>Does not meet - The permanent outdoor retail items will be enclosed by the chain link fence; they will not be screened but will be visible on all sides at all times of the year.</i></p> <p>CONDITION:</p> <ul style="list-style-type: none"> - City Council approves amendments to the ordinance removing restrictions stated in Sec. 94-192(10)b, c, and d within one year. 	
MEETS WITH WAIVER	Sec. 94-241 Landscape, screening and buffer requirements
<p>Section 94-241e(6) provides the Planning Commission with the ability to waive or modify the landscaping requirements based upon the specific characteristics of the site. The applicant is not proposing any changes to landscaping at this time. As stated above, the additional bushes on the parking islands should be removed as they were not part of the approved landscaping in 2006 and create a vision obstruction.</p> <p>WAIVER: Staff recommends granting a waiver for required landscaping upgrades related to additional trees in the parking lot and buffers.</p>	

**CITY OF MASON
PLANNING COMMISSION
RESOLUTION NO. 2022-05**

A RESOLUTION GRANTING APPROVAL OF A SPECIAL USE PERMIT AND CONCURRENT APPROVAL OF A PRELIMINARY AND FINAL SITE PLAN TO EUGENE FRANKS, FAMILY FARM & HOME, INC. HAS SUBMITTED A REQUEST FOR A SPECIAL USE PERMIT AND CONCURRENT PRELIMINARY AND FINAL SITE PLAN APPROVAL FOR THE CONVERSION OF DEDICATED PARKING AREAS FOR THE USE OF TRAILER SALES, THE EXPANSION OF A PERMANENT OUTDOOR RETAIL AREA, AND SEASONAL OUTDOOR RETAIL DISPLAYS FOR AN ADDITIONAL 9,000 S.F. OF OUTDOOR RETAIL AREA ON PROPERTY LOCATED AT 558 N. CEDAR, MASON, MI, PARCEL NUMBER 33-19-10-05-401-004. THE PARCEL IS ZONED C-2 GENERAL COMMERCIAL DISTRICT.

July 12, 2022

WHEREAS, a request has been received from Eugene Franks, Family Farm & Home, Inc. for a Special Use Permit and concurrent Preliminary and Final site plan approval for the conversion of dedicated parking areas for the use of trailer sales, the expansion of a permanent outdoor retail area, and seasonal outdoor retail displays for an additional 9,000 s.f. of outdoor retail area; and,

WHEREAS, the subject property is located at 558 N. Cedar, Mason, MI, parcel number 33-19-10-05-401-004; and,

WHEREAS, the proposal is described on application materials provided on June 3, 2022; and,

WHEREAS, the parcel is zoned C-2 General Commercial District; and

WHEREAS, Section 94-152(d)(1) states that a Special Use Permit is required for the sale of trailers, Above ground storage of flammable liquids or combustible materials in an M-2 General Manufacturing District; and,

WHEREAS, Section 94-222(4) states that any use permitted by a Special Use Permit requires site plan review; and

WHEREAS, a public hearing on the request was noticed and held at the Planning Commission's regular meeting on July 12, 2022 with testimony given and public comment solicited in accordance with Section 94-101 of the Mason Code; and

WHEREAS, per Section 94-225, the zoning official has determined joint preliminary and final site plan review will promote the general welfare of the city; and

WHEREAS, the Planning Commission has received, reviewed and accepts the Staff Agenda Report with project analysis dated July 12, 2022, as findings of fact that, with the condition and waiver listed herein, the proposed use will comply with the Preliminary and Final Site Plan Review Standards listed in Section 94-227.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby grant approval of a Special Use Permit and concurrent Preliminary and Final site plan approval to Eugene Franks, Family Farm & Home, Inc. for a Special Use Permit and concurrent Preliminary and Final site plan approval for the conversion of dedicated parking areas for the use of trailer sales, the expansion of a permanent outdoor retail area, and seasonal outdoor retail displays for an additional 9,000 s.f. of outdoor retail area on property located at 558 N. Cedar, Mason, MI, parcel number 33-19-10-05-401-004 with the following conditions and waivers:

1. The bushes in the parking islands will be removed.
2. A revised site plan will be submitted showing the easements for Consumer's Energy and the City of Mason water line serving the fire hydrants.

3. The number of required parking spaces will be 386.
4. Additional landscaping required in Sec 94-241 beyond what currently exists is waived.
5. City Council approves amendments to the ordinance removing restrictions stated in Sec. 94-192(10)a, b, c, and d within one year.

The foregoing Resolution was moved for adoption by Planning Commissioner _____ and seconded by Planning Commissioner _____ and declared adopted by the following vote:

Yes ()

No ()

Absent ()

RESOLUTION DECLARED XXXXXX

STATE OF MICHIGAN)

:ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolutions adopted by the Planning Commission of the City of Mason at a regularly scheduled meeting held on Tuesday, July 12, 2022, pursuant to the Michigan Open Meetings Act, the original of which is on is file in my office as part of the minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ____ day of _____ 2022.

Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, Michigan



PERMIT APPLICATION

ZONING

Applicant– Please check one of the following:

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

DEPARTMENT USE ONLY

Application Received: _____

Tax ID: _____

Fee: _____

Receipt #: _____

Applicant Information:Name: Eugene A. FranksOrganization: Family Farm & Home, Inc.Address: 900 Third St., P.O. Box 302, Muskegon, MI 49440Telephone Number: (231) 722-8335, Ext. 361 Facsimile Number: (231) 722-2696Interest 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.

Property Information:Owner: NUCO, LLC Telephone Number: (415) 248-2002Property Address: 558 N. Cedar Street, Mason, MI 48854

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

If Metes and Bounds (can be provided on separate sheet): Attached**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], VP Real Estate/Gen. Counsel Date: April 25, 2022

Requested Description:

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

Proposal to allow: (a) outdoor retail display, sales, and service areas under Sec. 94-142; C-2 (9) & (14) General commercial district; together with for Special Use Permit for display of utility trailers under Section 04-142; C-2 (d)(8). See attached pages.

Available Services

Public Water ☒ Yes ☐ No

Paved Road (Asphalt or Concrete) ☒ Yes ☐ No

Public Sanitary Sewer ☒ Yes ☐ No

Public Storm Sewer ☒ Yes ☐ No

Estimate the Following

Traffic Generated Current/Nominal

Total Employees 22-28

Population Increase N/A- Existing Center

Employees in Peak Shift 6 - 10

House of Operation 8 AM to 8 PM
Sun Day through Saturday

Total Bldg. Area Proposed _____
Parking Spaces Provided Per sSite Plan

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

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
- ☐ 2 copies of full scale site plan drawings
- ☐ Plans submitted on CD or PDF (email is acceptable)
- ☐ 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):

Administrative Reviews	\$70.00
Preliminary Site Plan Reviews	\$200.00
Final Site Plan Review	\$100.00
Special Use Permits (includes preliminary site plan review)	\$275.00

Engineering Review

\$220.00*

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

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).

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.

Resources: More questions? Please contact our Customer Service Desk at 517.676.9155.

Revised 7.2.2018 (Community Development)

June 2, 2022

Elizabeth Hude
Community Development Director
201 West Ash Street
Mason, MI 48854

Re: Special Use Permit – 558 N. Cedar St, Mason, MI (Family Farm & Home)

Dear Elizabeth Hude:

The Tenant of 558 N. Cedar St, Mason, MI (Family Farm & Home) is requesting an addendum to the existing Special Use Permit, as it was approved on January 31, 2006.

Based on the violations listed in the Final Notice of Violation letter, dated March 24, 2022, the Tenant plans to make the following revisions to the site plan:

- **Seasonal Outdoor Display (Sec. 94-192.6):** There are (2) seasonal outdoor display areas proposed as indicated on the site plan.
 - Seasonal Display Area 1 (4,000 sq ft) is proposed to be located in the parking lot, occupying twenty (20) existing parking spaces. The display shall include seasonal plantings (ie flowers, vegetables, shrubbery, etc.).
 - Seasonal Display Area 2 (500 sq ft) is proposed to be located at the sidewalk on the south side of the building, adjacent to the entrance. The display shall include short term promotional sales. The display area shall be maintained and contained by the Tenant as to not impede pedestrian traffic or encroach into fire lane access.
- **Outdoor Retail Sales and Service (Sec. 94-192.10):**
 - Outdoor Retail Area 1 (8,415 sq ft) – An expansion to the tenant's current outdoor retail display of 1,815 sq ft is proposed. The outdoor retail area is intended to be a permanent display and shall be screened in on all sides with a similar style fence as existing.
 - Outdoor Retail Area 2 (1,800 sq ft) – It is proposed to eliminate approximately nine (9) parking spaces on the west side of the parking lot to convert to utility trailer storage.

All additional existing outdoor displays shall be reduced and relocated to within the display areas as defined above, or indoors.

Respectfully Submitted,



Matthew J. McGaughey, AIA, NCARB
Principal

Enclosures: AS100 – Site Plan
Landlord Approval Letter
Legal Description

MAYOTTE **group**

Legal Description:

A part of the South 1/2 of Section 5, T2N, R1W, City of Mason, Michigan; described as commencing at the South 1/4 corner of said Section 5; thence N00°04'16"E 1487.83 feet along the North-South 1/4 line to the intersection with the Northeasterly Right of Way line of Cedar Street (M-36) and the point of beginning which is S00°04'16"W 1161.2 feet from the Center of Section 5; thence N48°36'18"W 511.31 feet along the Northeasterly Right of Way line of Cedar Street (M-36); thence N41°24'11"E 105.38 feet; thence N47°32'45"W 60.00 feet; thence N41°24'00"E 46.51 feet; thence N89°27'01"E 327.92 feet; thence N00°04'47"E 665.33 feet to the Center of said Section 5; thence N89°56'09"E 268.73 feet along the East-West 1/4 line of said Section 5 to a point on the Westerly Right of Way line of Conrail Railroad; thence S18°57'00"E 1096.32 feet along said Westerly Right of Way line; thence S71°00'53"W 577.07 feet to a point on said Northeasterly Right of Way line of Cedar Street; thence N48°13'54"W 113.64 feet along said Northeasterly Right of Way line of Cedar Street to the point of beginning containing 14.27 acres of land more or less and subject to any easements or rights of way of record.

NUCCO, LLC

21 Locust Ave, Suite 1
Mill Valley CA 94941

April 12, 2022

City of Mason
201 West Ash Street
Mason, MI 48854-0370

Re: Approval of Site Plan Submitted by Family Farm & Home, Inc.

To whom this may concern,

NUCCO, LLC, is the owner of the Shopping Center commonly known as Mason Plaza. Our tenant, Family Farm & Home, leases approximately 38,000 square feet of space in the Mason Plaza and has provided to us a proposed Site Plan to be submitted to the City of Mason in which it requests approval of outdoor areas within the parking area that it has historically used and additional space adjacent to the existing fenced in area on the westerly side of their building and within the parking field as set forth in the Site Plan.

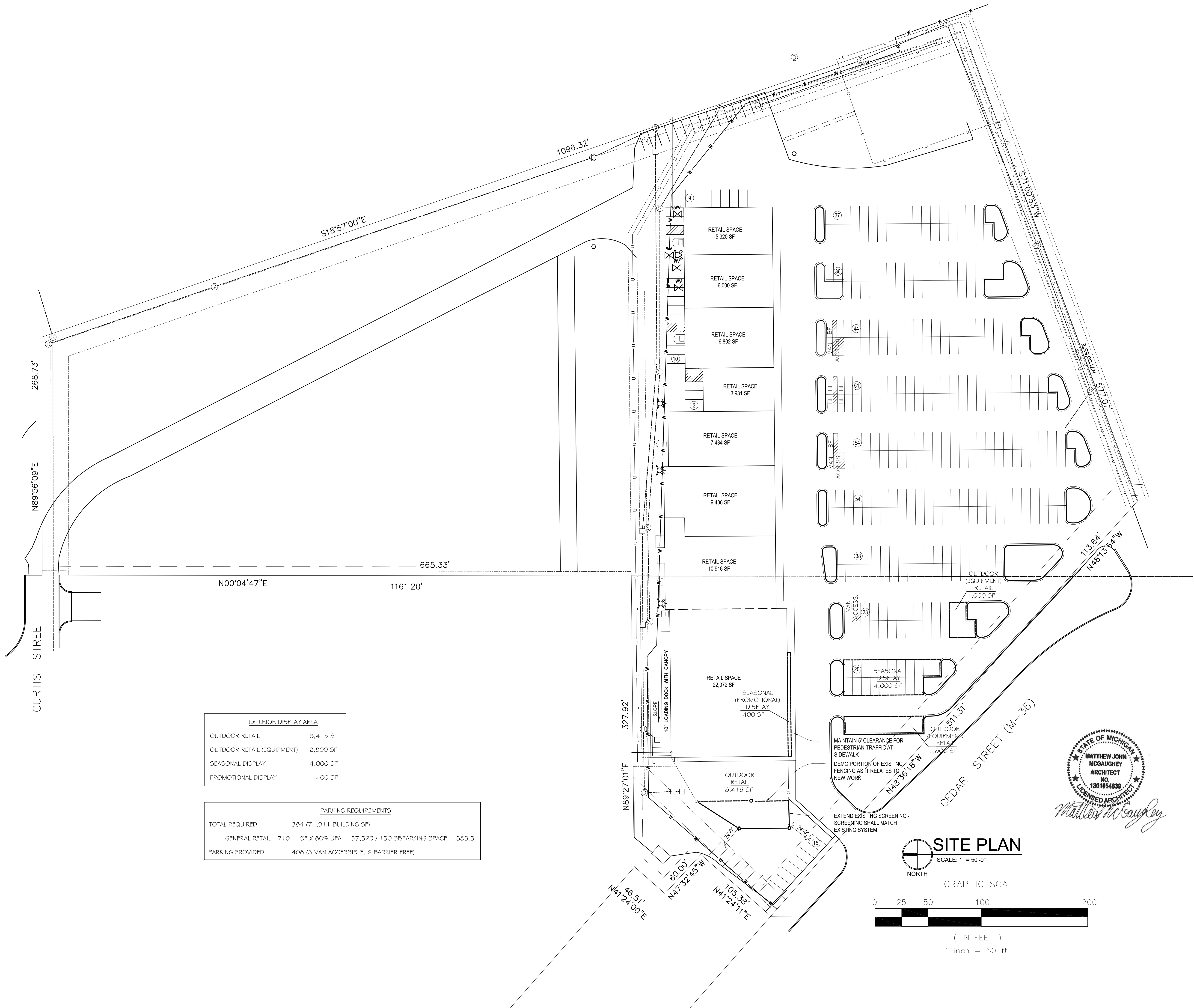
NUCCO, LLC has reviewed the Site Plan and has determined it is reasonable in nature due to historic and continuing use of their premises. Upon our review, we fully support and approve of the submission of the Site Plan and support their efforts to continue their services to the surrounding community, all in accordance with the uses permitted in the General Commercial District in which our property is located.

Please let this letter serve as NUCCO, LLC's approval and support for the Site Plan submitted by Family Farm & Home.

Sincerely,
NUCCO, LLC



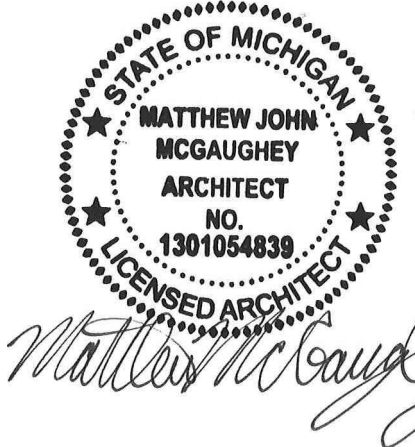
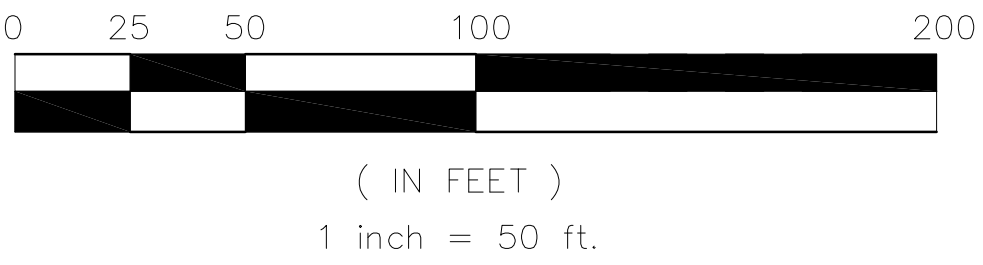
Daniel Rabin
Managing Member



EXTERIOR DISPLAY AREA	
OUTDOOR RETAIL	8,415 SF
OUTDOOR RETAIL (EQUIPMENT)	2,800 SF
SEASONAL DISPLAY	4,000 SF
PROMOTIONAL DISPLAY	400 SF

PARKING REQUIREMENTS	
TOTAL REQUIRED	384 (71,911 BUILDING SF)
GENERAL RETAIL - 71911 SF X 80% UFA = 57,529 / 150 SF/PARKING SPACE = 383.5	
PARKING PROVIDED	408 (3 VAN ACCESSIBLE, 6 BARRIER FREE)

SITE PLAN
SCALE: 1" = 50'-0"





Staff Agenda Report: July 12, 2022 Planning Commission

AGENDA ITEM 5B:	Resolution 2022-06 - A Resolution recommending that the City Council adopt an Ordinance to amend the City of Mason Zoning Map to rezone Parcel 33-19-10-04-477-001, referenced also as Rayner Ponds Subdivision No. 4, 5, and 6 in Mason from RS-2: Single Family Residential to RS-3: Single Family Residential.
RECOMMENDED ACTION:	Approve Resolution 2022-06
PROJECT ADDRESS:	Parcel 33-19-10-04-477-001, referenced also as Rayner Ponds Subdivision No. 4, 5, and 6 located at the end of Stratford in Mason
APPLICANT:	Jim Giguere, Giguere Homes
OWNER:	Jim Giguere, Giguere Homes

Authority

- [Section 94-392](#): An amendment to this chapter may be initiated by the city council, by the planning commission, or by petition of one or more persons having an interest in property within the jurisdiction of this chapter.
- [Section 94-396\(a\)](#): In reviewing any application for an amendment to this chapter, the planning commission shall identify and evaluate all factors relevant to the application, and report its finding in full along with its recommendations for disposition of the application, to the city council within 60 days of receipt of an application or proposed amendment.
- [Section 94-396\(b\)](#): All findings of fact shall be made a part of the public records of the meetings of the planning commission. The planning commission shall transmit its summary received at the public hearing and its recommended action to the city council.

Public Notice: In accordance with [Sec. 94-395](#) and [94-101](#), the public hearing notice was published in the Ingham County Community News Legal Section on Sunday, June 26, 2022, and notice was publicly posted in the window at City Hall. A letter was sent to abutters within 300 feet of the subject parcel. In accordance with [Sec. 94-225\(f\)](#) and [94-394\(d\)](#), agencies were notified and provided comments listed in the Project Analysis. The agenda containing the matter was posted on Friday, July 8, 2022 in accordance with the Open Meetings Act.

Relation to Other Actions: The applicant has also applied for approval of a Preliminary Plat and concurrent Preliminary and Final Site plan. Approval of both applications are contingent upon the rezoning being approved. The Site Plan application has been deferred to the August 9, 2022 Planning Commission.

A first reading of an Ordinance will be conducted at the regular City Council meeting on Monday, July 18, 2022. The Planning Commission will make a recommendation to City Council after the July 12 public hearing. City Council would conduct the second reading and consider adoption at their regular meeting on Monday, August 1, 2022. The ordinance would go into effect on the date of its publication, anticipated to be Sunday, August 7, 2022.

Submittal Criteria: The applicant paid a fee of \$300, and together with the documents listed above, the application appears to satisfy the submittal requirements of [Sec. 94-393](#) and [Sec.94-394](#).

Review Criteria: The applicant has submitted a Request for a Zoning Map Amendment that appears to meet the requirements for approval.

ATTACHMENTS:

- Proposed Resolution 2022-06
- Ordinance No. xxx
- Location Map
- Zoning Map
- Application

PROJECT ANALYSIS

Description of Current and Planned Use of Property: A preliminary plat and final site plan were previously approved for the property to create a 20 residential lot subdivision containing 1 common area and a new street. The applicant is requesting a rezoning to accommodate the creation of two (2) additional residential lots for a total of 22.

Property Size: 9 acres

Current Zoning District: The parcel is located in the [RS-2 Single Family Residential](#).

Master Plan: The request also addresses the following objectives and goals:

- Page 2-3: **Community Character, Historic Preservation and the Environment:** Preserve the quiet, historical, and small-town character of Mason along with the integrity of its environmental resources.
- Page 2-4: **Residential Development:** 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; provide opportunities for varied housing types and patterns to address the varied housing needs of current and future residents; encourage innovative residential development that incorporates mixed housing forms, while preserving natural resource systems, open spaces, and the City's rural and small-town character.

REVIEW CRITERIA:

Per [Sec. 94-396\(a\)](#), the planning commission shall identify and evaluate all factors relevant to the application, and shall report its finding in full along with its recommendations for disposition of the application, to the city council within 60 days of receipt of an application or proposed amendment. Based upon staff's review, the application appears to meet the standards for approval as noted below.

STATUS/NOTE	REQUIREMENT
MEETS	(1) Compliance with the Master Plan of the City. The Future Land Use Plan (FLU) in the Master Plan designates this area as Residential. The request to re-zone from RS-2 to RS-3 appears to be consistent with the FLU as they are both residential districts. The rezoning would accommodate a variety of lot sizes and appears to be consistent with the Master Plan objectives and goals stated above. Variation of lot sizes is not uncommon in subdivisions in this area.
MEETS	(2) What, if any, identifiable conditions related to the proposed amendment have changed which justify the proposed amendment? The applicant states the rezoning will allow for 2 additional lots which will help to reduce the cost of the lots and lower the overall cost of building a home in the development which has increased in the last few years. During Master Plan Focus Groups in May, developers and staff discussed the impact of housing cost increases and the need to consider ways, such as lot size reduction, to offset costs and maintain attainable quality housing price points that fit the Mason market. According to the Home Builders Association of Michigan, building material prices have increased more than 30% since the beginning of the pandemic along with other factors such as supply chain challenges, rising interest rates and workforce shortages. An article in Bridge Magazine, ' New homes demand is high in Michigan. So are builder costs – and prices ,' published April 1, 2022 discusses the cost increases.
MEETS	(3) What, if any, error in judgment, procedure or administration was made in the original chapter which justifies the petitioner's change in zoning? There is no known error of this nature.
MEETS	(4) What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition? The decision of this rezoning may set a precedent for future zoning on remaining developable land in the area, however, zoning is primarily based upon the community's vision as established in the master plan. The City is currently updating both its Master Plan and Zoning ordinances including the zoning map and districts. Given community feedback during the process, more flexible zoning and lowering minimum lot sizes is being considered in all districts throughout the City.

MEETS	(5) What is the impact of the amendment on the ability of the city and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonable be required in the future if the petition is approved?
This surrounding area is already developed and this area will be served adequately by public services and facilities.	
MEETS	(6) Does the proposed amendment adversely affect the value of the surrounding property?
In land use, the term 'adverse' refers to an overall negative effect that outweighs the estimated overall positive effects or creates an injustice. Staff spoke to the City Assessor regarding the proposal and the primary driver for property values is the quality of the home based upon construction value, not the lot size. The applicant is seeking a rezoning to create two additional lots which help offset the increase in construction costs for the same homes he has built previously. The applicant intends to build the same quality of homes as he has in the prior Rayner Ponds phases. The homes built in Rayner Ponds 4, 5, and 6 will belong to the Rayner Ponds Home Owners Association and for lots on the lake, they will belong to the Rayner Ponds Estates Lake Owner's Association. Homes will be subject to the respective Declaration of Restrictions. Property values are affected by many variables, some of which are beyond the control of the developer and would affect all properties throughout the City. This rezoning on its own, given the fact that the land will be developed with residential homes comparable in quality and construction values to the existing Rayner Ponds developments, does not appear to create an adverse effect on the value of surrounding properties.	
MEETS	(7) Are there any significant negative environmental impacts which would reasonably occur if the petitioned zoning change and resulting allowed structures were built? Examples include:
	a. Surface water drainage problems.
	b. Wastewater disposal problems.
	c. Adverse effect on surface or subsurface water quality.
	d. The loss of valuable natural resources such as forest, wetlands, historic sites, wildlife, mineral deposits or valuable agricultural land.
The development of the parcel is subject to all local, county and state regulations pertaining to grading, drainage, wastewater, water quality and natural resources and will require approvals, many of which have been obtained through the prior plat and site plan review process. No significant negative environmental impacts have surfaced during that process. While development of the subdivision will affect the area resulting in a loss of open space which includes vegetation and wildlife, staff is not aware of any environmental impacts of a significant nature different than what is proposed under the current zoning. Therefore, the zoning change and resulting structures will not be a significant negative environmental impact to the area.	
MEETS	(8) The ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located.
The rezoning continues the ability of the property to be put to a reasonable economic use as residential housing.	

COMMENTS FROM AGENCIES

No comments/concerns were received from agencies.

**A RESOLUTION RECOMMENDING THAT CITY COUNCIL
ADOPT AN ORDINANCE TO AMEND THE CITY OF MASON ZONING MAP TO REZONE PARCEL 33-19-10-04-477-001
REFERENCED ALSO AS RAYNER PONDS SUBDIVISION NO. 4, 5, AND 6, FROM RS-2 SINGLE FAMILY RESIDENTIAL TO RS-3
SINGLE FAMILY RESIDENTIAL.**

Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, Michigan

Introduced/First Reading:
Second Reading/Adopted:
Publication:
Effective Date:

**CITY OF MASON
ORDINANCE NO. xxx**

AN ORDINANCE TO AMEND THE CITY OF MASON ZONING MAP TO REZONE PARCEL 33-19-10-04-477-001 REFERENCED ALSO AS RAYNER PONDS SUBDIVISION NO. 4, 5, AND 6, FROM RS-2 SINGLE FAMILY RESIDENTIAL TO RS-3 SINGLE FAMILY RESIDENTIAL.

August 1, 2022

THE CITY OF MASON ORDAINS:

The Mason Zoning Map is hereby amended as follows:

Parcel 33-19-10-04-477-001, referenced also as Rayner Ponds Subdivision No. 4, 5, and 6 in Mason, is to be rezoned from RS-2 Single Family Residential to RS-3 Single Family Residential.

Sunset Provision. None.

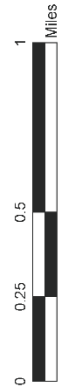
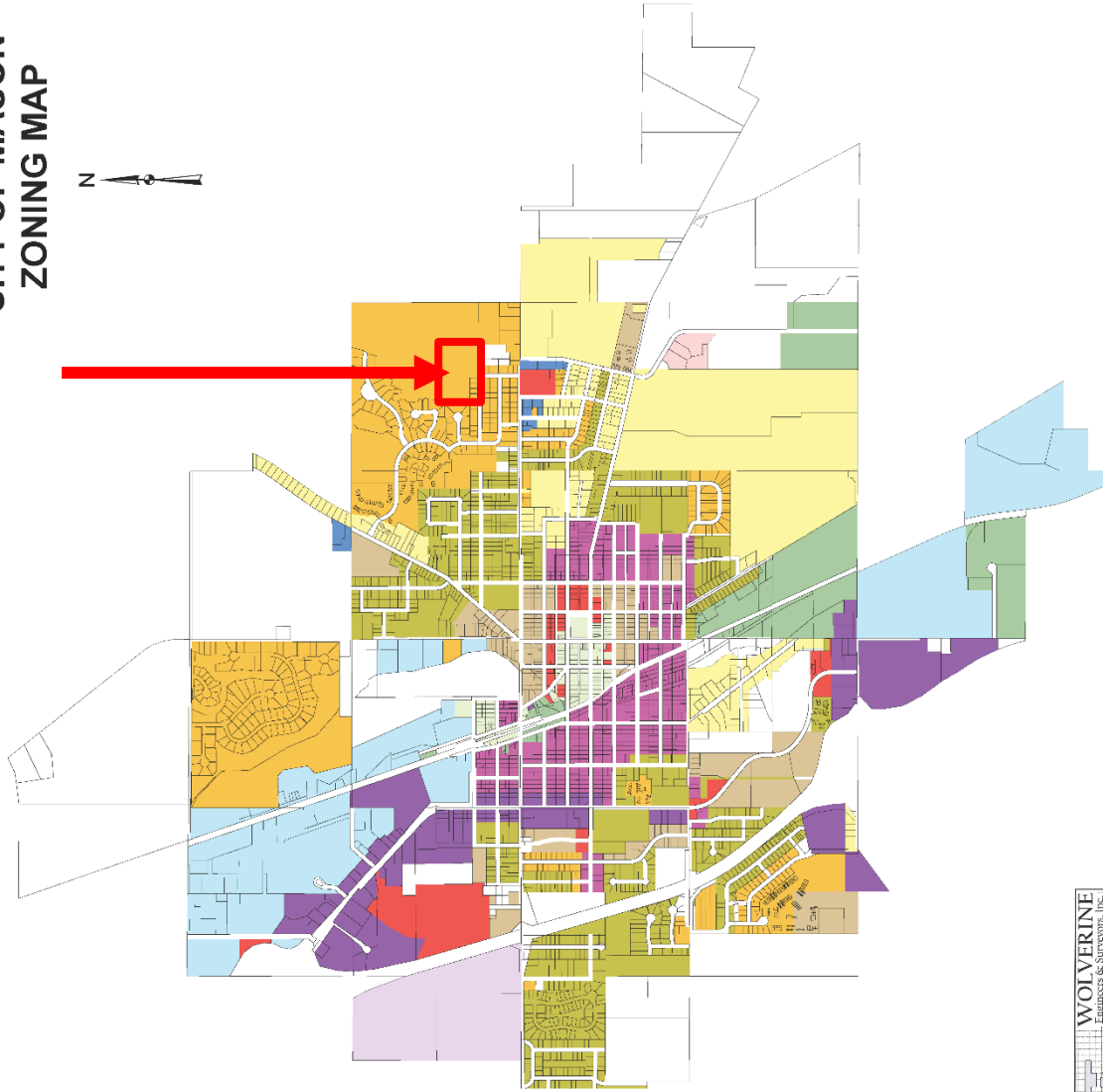
Effective Date. This ordinance shall take effect immediately upon publication of the notice of adoption in a newspaper of general circulation within the city.

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 _____, 2022. Ordinance No. xxx declared adopted this _____ day of _____, 2022.

Russell Whipple, Mayor

Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, State of Michigan

CITY OF MASON ZONING MAP



Legend

- A-0 SINGLE FAMILY AGRICULTURAL DISTRICT
- C-1 CENTRAL BUSINESS DISTRICT
- C-2 REGIONAL COMMERCIAL DISTRICT
- C-3 LOCAL COMMERCIAL DISTRICT
- H-1 LIGHT MANUFACTURING DISTRICT
- H-2 MEDIUM MANUFACTURING DISTRICT
- H-3 SINGLE FAMILY RESIDENTIAL DISTRICT
- O-1 OFFICE DISTRICT
- O-2 SPECIALIZED OFFICE DISTRICT
- R-1 TWO FAMILY RESIDENTIAL DISTRICT
- R-2 MULTIFAMILY RESIDENTIAL DISTRICT
- P-1 SINGLE FAMILY RESIDENTIAL DISTRICT
- P-2 SINGLE FAMILY RESIDENTIAL DISTRICT
- P-3 SINGLE FAMILY RESIDENTIAL DISTRICT

WOLVERINE	DATE	REVISIONS	APPROVED	DATE
8-1	1/1/2018	8-1	1/1/2018	1/1/2018
8-2	1/1/2018	8-2	1/1/2018	1/1/2018
8-3	1/1/2018	8-3	1/1/2018	1/1/2018
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8-99	1/1/2018	8-99	1/1/2018	1/1/2018
8-100	1/1/2018	8-100	1/1/2018	1/1/2018

This is to certify that the above map is the official Zoning Map of the City of Mason.

Sarah J Jarvis
 Sarah J Jarvis, City Clerk
 Date 3/5/2021

WOLVERINE
 Engineers & Surveyors, Inc.
 1111 North Main Street
 Suite 100
 P.O. Box 60000
 Detroit, MI 48206
 Phone: 313.963.1111
 Fax: 313.963.1112
 Email: info@wolverine.com



REQUEST FOR ZONING AMENDMENT

Application



Please complete the information requested below. The full text describing the process and basis for approvals of requests for zoning amendments can be found in Chapter 94 – Zoning, Article XII Amendments – [click here](#).

RECEIVED

JUN 21 2022

Part 1 - Applicant Information:

Name: Jim Giguere

Organization: Giguere Homes

Address: 16900 Pine hollow Dr., Suite 100, East Lansing, MI

Telephone Number: (517) 204-0818 E-mail: jim@giguerehomes.com

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

Note: If the applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner along with the owner's contact information.

Part 2 – Request for Zoning Amendment

☐ Zoning Text Amendment – Proceed to Part 3 ☒ Zoning Map Amendment (Re-zoning) – Proceed to Part 4

Please briefly summarize your request below. Attach separately a narrative that clearly describes the reason for your request and how you believe it meets the matters to be considered listed in Sec. 94-396(a)(1) through (8) of the City of Mason ordinance, listed at the end of this application package.

I want to re-zone the site from RS-2 to RS-3. This will allow 2 additional lots which will help to reduce the cost of the lots to lower the overall cost of building a home in the development.

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 to determine compliance with the requirements of the zoning code district requested by the applicant and compliance with conditions precedent to the granting of the zoning district change/text amendment requested.

Signature: [Signature] Date: 6/17/2022

Part 3 – Zoning Text Amendment

Draft of Zoning Text

Please attach separately a draft of the zoning text as you wish for it to be amended and send a copy via email in electronic format. Changes to the existing ordinance should be 'tracked and highlighted' to show where changes are being proposed. Staff will format the draft into an ordinance that will be presented to the Planning Commission and City Council.

Part 4 – Zoning Map Amendment

Property Legal Description

This information can be found on your property survey or in the assessor's record of your property.

Property address: Stratford Drive Parcel #: 33-19-10-04-477-001

If in a subdivision: Subdivision Name: _____ Lot Number: _____

If Metes and Bounds, attach a copy of the full legal description.

Site Area

Indicate the size of the site subject to the request for change of zoning:

In square feet (if under one (1) acre): _____ In acres (if over one (1) acre): 9 acres

Master Plan

Future Land Use Designation (from Master Plan): _____

Does the proposed Zoning District conform to this designation? ☒ Yes ☐ No

Available Services

Public Water	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Paved Road (Asphalt or Concrete)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Public Sanitary Sewer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Public Storm Sewer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Health Department Certification may be required where public water and/or sanitary sewer are not available.

Current Use:

Are there any structures currently on the property? ☐ Yes ☒ No

If so, describe the number of structures and how the structures are used (attach additional sheets, if necessary):

Soil Data

Has soil bearing capacity and septic suitability of the ground been tested? ☐ Yes ☒ No

If so, provide copy. Note: Such testing may be required if conditions warrant.

Plot Plan

The Plot Plan shall be drawn to a readable scale and shall show all of the following information:

- Existing structures and parking areas, with setback dimensions from property lines.
- Survey pins or monuments
- All easements on the property
- Overhead and underground utilities
- Floodplain and wetlands
- Topography (where land characteristics have a bearing on the request)
- Surface drainage, indicated by directional arrows
- Existing zoning and use of surrounding properties



Application Checklist

The following is a checklist of items that generally must be submitted with applications for Zoning Amendments. Pre-application phone consultations are recommended, as incomplete applications may result in delays.

- Completed application form
- Fee - \$300*
- Narrative – Present a description of your request and how the proposed change will meet the criteria listed in Sec. 94-396(a)(1) through (8) of the City of Mason ordinance.
- Proof of ownership or owner authorization for Zoning Map Amendments only

NOTE: Upon request, staff may require additional information if deemed necessary to make a determination.

*Zoning Map Amendments may also require additional review by the City Engineer. Applicants may be billed separately for an Engineering Review Fee of \$220.00 –Minimum Two-hour fee for projects increasing demand on public utilities. Actual fees incurred are billed to applicant upon completion of review.

Application Deadlines

The 2022-23 application deadlines are as follows

Deadline	Planning Commission Meeting	<p>Need an extra day or two? Contact staff. We will always do our best to accommodate you.</p> <p>Pre-application advisory discussions with staff are encouraged. Contact us for more information at 517-676-9155.</p>
July 8, 2022	August 9, 2022	
August 5, 2022	September 13, 2022	
September 9, 2022	October 11, 2022	
October 7, 2022	November 15, 2022	
November 4, 2022	December 13, 2022	
December 9, 2022	January 10, 2023	
January 6, 2023	February 14, 2023	
February 3, 2023	March 14, 2023	
March 3, 2023	April 11, 2023	
April 7, 2023	May 9, 2023	
May 5, 2023	June 13, 2023	

Next Steps – Review Process

What to expect after we receive your application:

- A public hearing by the Planning Commission and two readings by City Council are required. If approved, the proposed amendment will be effective on the date of publication in the newspaper, typically the Sunday following the second reading and adoption by City Council.
- Within 10 days of receiving your application, we will notify you if we find your application incomplete and need more information. Once complete, we will let you know the date of the next available Planning Commission meeting for the public hearing, and when the first and second reading of City Council will be scheduled.
- Complete applications are circulated to City of Mason departments including Police, Fire, Department of Public Works, City Engineer, and City Manager. The materials are also required to be sent to those outside agencies who may be impacted or have jurisdiction over portions of the project which include but are not limited to adjacent townships, railroads, Mason Public Schools, Consumers Energy, the Ingham County Drain Commissioner, Michigan Department of Transportation/Aviation, and/or the Ingham County Road Department.
- The City must publish a public hearing notice in the local paper and mail the notice to abutters within 300 feet of the project a minimum of 15 days prior to the public hearing.

- The applicant will receive a DRAFT staff report approximately 2 weeks prior to the scheduled Planning Commission meeting for review and discussion with staff. Additional meetings may be requested prior to the staff report as necessary to confirm information about the proposal.
- The staff report will be revised, distributed to the Planning Commission and City Council, and posted on the City's website no less than 48 hours prior to the meeting but usually by the Friday preceding the meeting.
- The City Council and Planning Commission will review and discuss the proposal at the scheduled times. The applicant should be prepared to attend and make a brief presentation that the proposal meets the City's requirements as outlined in their narrative.
- The Planning Commission has the following options for action:
 - Recommendation that City Council adopt the proposed ordinance approving the requested changes
 - Continue to a time and date certain to allow for revisions or more information
 - Recommendation that City Council not adopt the proposed ordinance effectively denying the requested changes
- City Council has the following options for action:
 - Accept the recommendation of the Planning Commission and vote in favor of or against adoption
 - Hold an additional public hearing if it considers necessary, or otherwise required by law
 - Refer the matter back to the planning commission for further report if further changes are desirable, which are in addition to, or departures from the proposed amendment
- Once the project is approved, the applicant may proceed with obtaining any necessary zoning or construction permits.

Compliance with City Ordinances

Applicants have the burden of proof to demonstrate that their proposal complies with the City's ordinances. Staff may request additional information as necessary to determine if the ordinances are being met. The requested narrative attached to the application is very helpful to describe the project and walk staff and the Commissioners through your request and how the proposed changes meet the requirements.

Staff can provide examples of previous applications upon request, or visit the Planning Commission's webpage here: https://www.mason.mi.us/your_government/planning_commission/agendas_&_minutes.php

MATTERS TO BE CONSIDERED FOR APPROVAL

As referenced in Part 2 of this application.

Sec. 94-396. Planning commission recommendations.

(a) In reviewing any application for an amendment to this chapter, the planning commission shall identify and evaluate all factors relevant to the application and shall report its finding in full along with its recommendations for disposition of the application, to the city council within 60 days of receipt of an application or proposed amendment. The matters to be considered by the planning commission shall include the following findings of fact:

- (1) Compliance with the master plan of the city.
- (2) What, if any, identifiable conditions related to the proposed amendment have changed which justify the proposed amendment?
- (3) What, if any, error in judgment, procedure or administration was made in the original chapter which justifies the petitioner's change in zoning?
- (4) What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?
- (5) What is the impact of the amendment on the ability of the city and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the petition is approved?
- (6) Does the proposed amendment adversely affect the value of the surrounding property?
- (7) Are there any significant negative environmental impacts which would reasonably occur if the petitioned zoning change and resulting allowed structures were built? Examples include:
 - a. Surface water drainage problems.
 - b. Wastewater disposal problems.
 - c. Adverse effect on surface or subsurface water quality.
 - d. The loss of valuable natural resources, such as forest, wetlands, historic sites, wildlife, mineral deposits or valuable agricultural land
- (8) The ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located

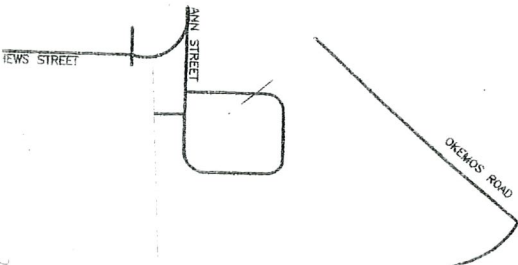
Resources: More Questions? Please contact our Customer Service Desk at 517.676.9155 or info@mason.mi.us.

RAYNER PONDS ESTATES NO. 4

Exhibit A

LEGAL DESCRIPTION - RAYNER PONDS ESTATES NO. 4
 A parcel of land in the Southeast 1/4 of Section 4, T2N, R1W, City of Mason, Ingham County, Michigan; the surveyed boundary of said parcel being described as commencing at the South 1/4 Corner of Section 4, T2N, R1W, Michigan Meridian; thence S89°14'20"E, along the South Section line, 1456.14 feet; thence N00°29'00"E, 680.00 feet to the Southeast Corner of Lot 64, Rayner Ponds Estates No. 2, recorded in Liber 44 of Plats, Pages 41 and 42, Ingham County Records and the POINT OF BEGINNING; thence N00°29'00"E, along the Easterly line of Rayner Ponds Estates No. 2, 125.00 feet; thence N89°14'20"W, along the Northerly line of Rayner Ponds Estates No. 2, 415.28 feet to the Northwest Corner of Lot 68, Rayner Ponds Estates No. 2 and the Southeast Corner of Lot 80, Rayner Ponds Estates No. 3, recorded in Liber 50 of Plats, Pages 35, 36 and 37, Ingham County Records; thence N00°29'00"E, along the Easterly line of Rayner Ponds Estates No. 3, 390.99 feet; thence S89°14'20"E, along the easterly line of Rayner Ponds Estates No. 3, 69.00 feet to a point on an intermediate traverse line of an unnamed Pond, said point being N89°14'00"W, 9 feet from the water's edge; thence along said intermediate traverse line the following six courses, S29°39'28"E, 49.01 feet; thence S70°00'00"E, 115.50 feet; thence N87°27'55"E, 48.02 feet; thence N25°08'53"E, 143.49 feet; thence S55°56'23"E, 293.62 feet; thence S89°14'20"E, 361.15 feet to a point on said intermediate traverse line being S55°00'00"E, 70 feet from the water's edge; thence S00°45'40"W, 171.01 feet; thence S19°18'29"E, 70.27 feet; thence S00°29'37"W, 171.00 feet; thence N89°14'20"W, 329.99 feet; thence S00°29'37"W, 19.00 feet to the Northeast Corner of Lot 63, Rayner Ponds Estates, recorded in Liber 36 of Plats, Pages 50 and 51, Ingham County Records; thence along the Northerly boundary of Rayner Ponds Estates the following three courses: N89°14'20"W, 127.47 feet; thence N00°29'00"E, 19.00 feet; thence N89°14'20"W, 66.00 feet the point of beginning; said parcel contains 9.0 acres.

LEGAL DESCRIPTION OF PROPERTY:
 PART OF TAX PARCEL NUMBER 33-19-10-04-477-001.



RECEIVED
 JUN 17 2022
 CITY OF MASON
 PLANNING DEPT.



CITY OF MASON

201 WEST ASH
MASON, MI 48854
Ph: 5176769155
Fax: 5176761330


GIGUERE REALTY & DEVELOPMENT
6200 PINE HOLLOW DR
EAST LANSING, MI 48823

Pay by Account In Full



TOTAL AMOUNT DUE

\$ 300.00

Pay by Invoice Code	Type	Record No.	Invoice No.	Address	Amount Due
	PZE Process	POA22-001	00005110	SANCTUARY	\$ 300.00
Effective Date:		06/21/2022	Amount Cost: \$300.00		
Total Amount Due					\$ 300.00

PAID

JUN 21 2022

CITY OF MASON

CITY OF MASON
P.O. BOX 370
201 W. ASH ST.
MASON MI 48854-370
Phone : (517) 676-9155
WWW.MASON.MI.US

Received From:
GIGUERE REALTY & DEVELOPMENT LLC
6200 PINE HOLLOW DR
EAST LANSING MI 48823

Date: 06/21/2022 Time: 12:51:02 PM
Receipt: 100299316
Cashier: NV

POA22-001
ZONING AMENDMENT
33-19-10-04-477-001

ITEM REFERENCE	AMOUNT
PMT PERMIT	
00005110	
101-254.00-475.000	\$300.00
TOTAL	\$300.00
CHECK 24659	\$300.00
Total Tendered:	\$300.00
Change:	\$0.00

RAYNER PONDS DEVELOPMENT PHASE FOUR (4), FIVE (5), & SIX (6)

DEAR MEMBERS OF THE PLANNING COMMISSION,

I AM WRITING A SHORT NARRATIVE TO SUPPORT MY REZONING/PLAT REQUEST.

I AM REQUESTING CHANGING THE ZONING FROM PREVIOUSLY APPROVED 20 LOT SUBDIVISION WITH RS-2 ZONING (9600 S.F.LOT) TO 22 LOT SUBDIVISION WITH RS-3 ZONING (8500 S.F. LOT).

- 1) PLEASE NOTE THAT THE AVERAGE S.F. LOT IN THE DEVELOPMENT WILL BE (13,792 S.F.LOT) FAR EXCEEDING THE MINIMUM LOT S.F. REQUIREMENT FOR RS-3 OR EVEN RS-2 ZONING.
- 2) RAYNER PONDS PHASE 4/5/6 MINIMUM S.F. HOME ARE SIMILAR OR LARGER COMPARED TO SURROUNDING AREA (SEE PLOT PLANS)

- a. PHASE 4/5/6 (LOTS 119-140): MINIMUM S.F. FOR A RANCH = 1400 S.F./2STORY=1800 S.F
- b. PHASE 1 (LOTS 1-63): MINIMUM FOR A RANCH=1300 S.F./2STORY=1650 S.F.

EXCEPT ON COLUMBIA RD LOTS 55-43 (RANCH 1200S.F./2STORY 1450)

- c. PHASE 2 (LOTS 64-75): MINIMUM S.F.FOR A RANCH =1600 S.F/2STORY 1900 S.F - NOTE ONLY 12 LOTS ARE IN THIS PHASE
- 3) RAYNER PONDS PHASE FOUR (4) REQUIRES 30% FRONT ELEVATION REQUIRES BRICK/CULTURED STONE AND PHASE 1 & 2 DO NOT REQUIRE ANY BRICK/CULTURED STONE
- 4) RAYNER PONDS FOUR (4) REQUIRES ALL HOMES ARE BUILT TO THE NEW ENERGY STANDARDS WHICH WILL HEAT AND COOL 50% MORE EFFICIENTLY THAN HOMES IN PHASE 1&2
- 5) INCREASING LOTS FROM 20 TO 22 WILL HELP REDUCE COST OF THE LOTS AND LOWER THE OVERALL COST OF BUILDING A HOME. MATERIAL COSTS HAVE INCREASED OVER 30% SINCE THE BEGINNING OF THE PANDEMIC ALONG WITH OTHER FACTORS SUCH AS SUPPLY CHAIN CHALLENGES, WORKFORCE AND MATERIAL SHORTAGES, AND RISING INTEREST RATES.
- 6) AS YOU CAN SEE THE LOTS WILL REMAIN FAR ABOVE THE MINIMUM LOT SIZE. ALSO, THE HOMES WILL BE SIMILAR OR LARGER IN SIZE COMPARED TO THE SURROUNDING AREA IN ADDITION TO REQUIRING BRICK/STONE AND MORE EFFICIENT HEATING AND COOLING.

THANK YOU,

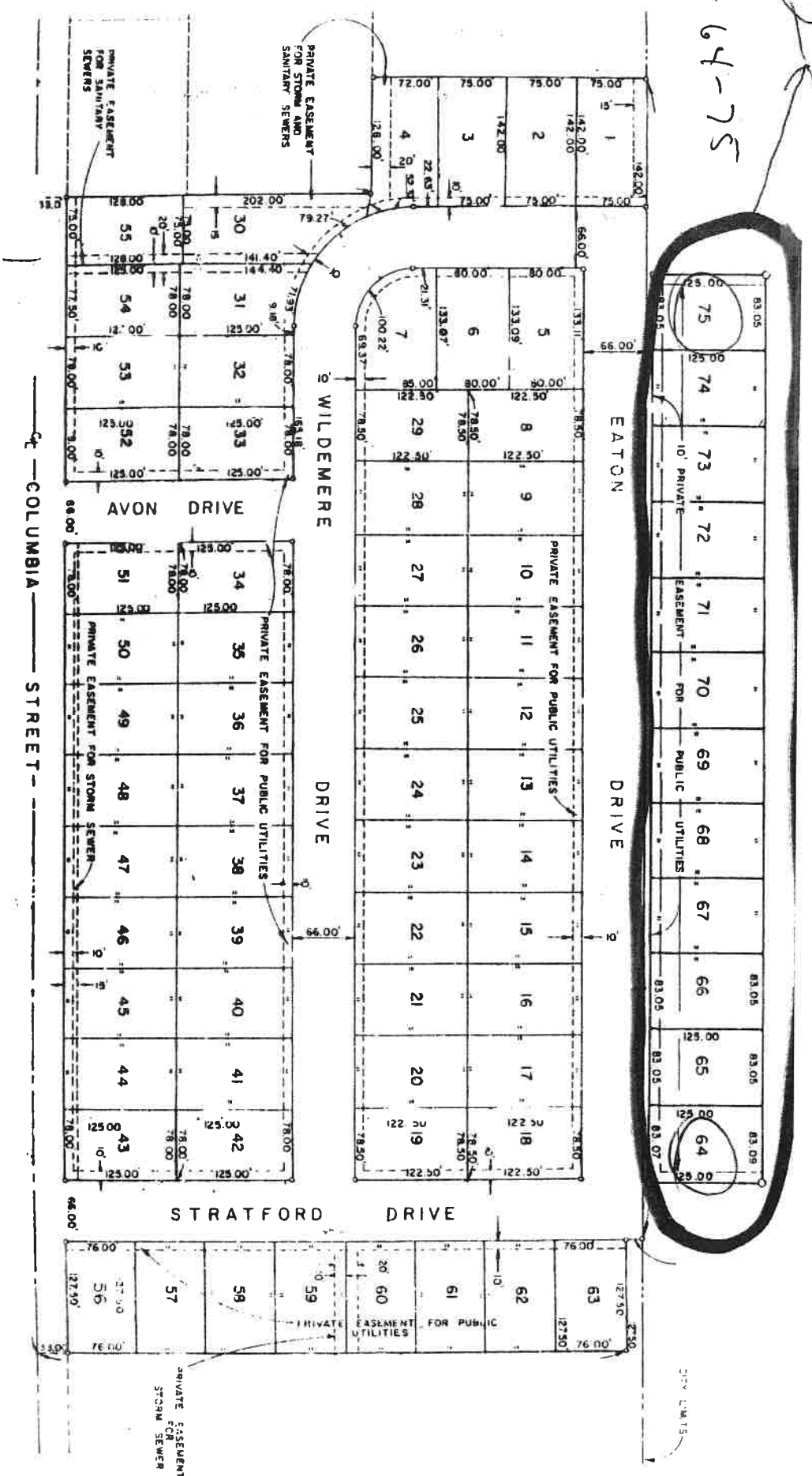
JAMES GIGUERE

DEVELOPER RAYNER PONDS PHASE (4), FIVE (5), & SIX (6)

7/6/2022

PHASE
#2

lots 64-75



Phase #1
lots 1-63



Staff Agenda Report: July 12, 2022 Planning Commission

AGENDA ITEM 5C:

Resolution 2022-07 James Giguere, Giguere Realty & Development, LLC, is approval of a Preliminary Plat titled Rayner Ponds Subdivision No. 4, 5, and 6 for the development of a new 22 lot residential subdivision with one common area containing a play structure and bench. The subdivision will include paved public streets, public water, public sanitary sewer, and public storm sewer. The new subdivision will be developed on property located at the end of Stratford, parcel 33-19-10-04-477-001, City of Mason, Ingham Co.

RECOMMENDED ACTION: Motion to approve Resolution 2022-07

PROJECT ADDRESS: At the end Stratford Drive, parcel 33-19-10-04-477-001

APPLICANT: Jim Giguere, Giguere Homes

OWNER: Jim Giguere, Giguere Homes

Authority

- [Sec. 74-34](#): The provisions of the [Land Division Act \(MCL 560.101 et seq.\)](#) shall apply to the development of all subdivisions in the city.
- [Sec. 74-76](#): Before a preliminary plat is submitted to the city council, it shall first receive the recommendations of the planning commission in conformance with the regulations of this section.

Public Notice: In accordance with [Sec. 74-78\(b\)](#), the public hearing notice was published in the Ingham County Community News Legal Section on Sunday, June 26, 2022, and notice was publicly posted in the window at City Hall. A letter was sent to abutters within 300 feet of the subject parcel. Agencies and departments were notified per [Sec. 74-78\(c\)\(1\)](#). The agenda containing the matter was posted on Friday, July 8, 2022 in accordance with the Open Meetings Act.

Relation to Other Actions: The applicant has also submitted a request to rezone the property from RS-2 to RS-3, and for concurrent Preliminary and Final Site plan approval which will be reviewed by the Planning Commission on August 9, 2022. Approval of the plat is contingent upon the rezoning being approved.

Submittal Criteria: The applicant paid a fee of \$520, and together with the documents listed above, the application appears to satisfy the submittal requirements of [Sec. 74-76\(b\)](#).

Review Criteria: The applicant has submitted a Preliminary Plat that, with the requested waivers and conditions, appears to meet the requirements for a recommendation of approval to City Council.

ATTACHMENTS:

- Proposed Resolution 2022-07
- Application
- Preliminary Plat sheets 1-3 dated June 23, 2022 and revised June 28, 2022, prepared by Enger Surveying

PROJECT ANALYSIS

Description of Current and Planned Use of Property:

The applicant is proposing 22 residential lots and one common area with a play structure and bench. The common area, play structure and bench will remain under the ownership and maintenance of the Rayner Ponds Estates Community Association (RPECA). The subdivision will include paved public streets named Stratford Drive and Martells Lane, public water, public sanitary sewer, and public storm sewer. It is anticipated that the streets, including sidewalks and trees, along with the public utilities will be accepted by the City for future maintenance.

Property Size: 9 acres

Current Zoning District: The parcel is currently located in the [RS-2 Single Family Residential](#); the applicant is separately seeking approval to rezone the parcel to [RS-3 Single Family Residential](#).

Master Plan: The request addresses the following objectives and goals:

- Page 2-3: **Community Character, Historic Preservation and the Environment:** Preserve the quiet, historical, and small-town character of Mason along with the integrity of its environmental resources.
- Page 2-4: **Residential Development:** 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; provide opportunities for varied housing types and patterns to address the varied housing needs of current and future residents; encourage innovative residential development that incorporates mixed housing forms, while preserving natural resource systems, open spaces, and the City's rural and small-town character.

Surrounding Zoning and Land Uses: The site will extend access through Stratford Drive to a new local roadway, Martells Lane.

	Current Land Use	Zoning	Future Land Use
North	Single-family Residential	RS-2 Single Family Residential	Residential
West	Single-family Residential	RS-2 Single Family Residential	Residential
South	Single-family Residential	RS-2 Single Family Residential	Residential
East	Single-family Residential	RS-2 Single Family Residential	Residential

REVIEW CRITERIA:

Per [Sec. 74-78\(c\)](#), the planning commission shall recommend approval, conditional approval, or rejection of the preliminary plat based upon review requirements listed in [Sec. 74-78\(c\)\(1\)](#) of the City Ordinance. Based upon staff's review, the application appears to meet the standards for recommending approval as noted below.

STATUS/NOTE	REQUIREMENT
MEETS	Sec. 74-77 Data Required
The plat contains the necessary data required.	
MEETS WITH CONDITION	Chapter 94 Zoning (Including Chapter 100 Reference Tables and Figures)
The land use for single family residential is allowed in both RS-2 and RS-3 zoning districts. If rezoned, the lots will meet the minimum lot dimensional requirements. There are no landscaping requirements. The number of lots is less than 25 (the maximum) and served by a single access point; lots are on roads within the subdivision as required by Sec. 94-176(e) . The applicant has submitted an application for site plan review as required. Zoning will be reviewed further at the time of each building permit application to ensure structures and site layout is consistent with the	

applicable dimensional and site requirements for structures and parking, and that the site follows the master grading plan for the development.

CONDITION: Staff recommends that the approval of the rezoning be a condition for approval of the Preliminary Plat.

MEETS WITH
CONDITION

[Chapter 74, Division 3. Design Standards](#)

The plat appears to meet the required design standards. Staff recommends approval with the following conditions.

CONDITIONS:

- Prior to Final Plat approval, a Drainage Maintenance Agreement will be filed with the City which includes a 20-year schedule of maintenance and capital improvements for the drainage system including the rain garden in the Common Area.
- Notes will be added to the Final Plat and Declaration of Restrictions (specifically p. 8 – VII(K) Fences) stating that no structure or fence is to be erected that would obstruct the flow of water within the required 30' drainage easement, and that the Rayner Ponds Estates Community Association is responsible for enforcing this provision in accordance with the Drainage Maintenance Agreement filed with the City.
- The developer will satisfy all requirements of Sec. 74-163 which requires performance guarantees for ensuring all required public improvements are installed satisfactorily, a one-year maintenance bond, and surety that sidewalks will be installed no later than within six years of approval of the Final Plat.

COMMENTS FROM AGENCIES

FIRE

No concerns.

**CITY OF MASON
PLANNING COMMISSION
RESOLUTION NO. 2022-07**

**A RESOLUTION RECOMMENDING THAT CITY COUNCIL APPROVE A PRELIMINARY PLAT FOR RAYNER PONDS TO
CONSTRUCT ROADS, UTILITIES AND INFRASTRUCTURE TO SERVE 22 BUILDABLE LOTS AND ONE COMMON AREA.**

July 12, 2022

WHEREAS, a request has been received from James Giguere, Giguere Realty & Development, LLC, for approval of a Preliminary Plat titled Rayner Ponds Subdivision No. 4, 5, and 6 for the development of a new 22 lot residential subdivision with one common area containing a play structure and bench. The subdivision will include paved public streets, public water, public sanitary sewer, and public storm sewer; and,

WHEREAS, the property is located north of the intersection of Stratford and Eaton roads, parcel 33-19-10-04-477-001; and,

WHEREAS, the proposal is shown on plans dated June 23, 2022 and revised June 28, 2022; and

WHEREAS, the parcel is currently zoned RS-2, Single Family Residential; and

WHEREAS, Section 74-78, states that the Planning Commission shall forward to the City Council its recommendation for approval, approval with conditions, or disapproval of the plat; and

WHEREAS, a public hearing on the request was noticed and held at the Planning Commission's regular meeting of July 12, 2022, with testimony given and public comment solicited in accordance with Section 74-79(b) and Section 94-101 of the Mason Code; and,

WHEREAS, the Planning Commission has reviewed and accepts the staff report dated July 12, 2022 as findings of fact that, with the conditions listed herein, the plans will comply with the Site Plan Review Standards listed in Section 94-227 of the Mason Code.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby recommend that City Council approve Rayner Ponds Subdivision No. 4, 5, and 6, a Preliminary Plat for the development of a new 22 lot residential subdivision with one common area containing a play structure and bench, paved public streets, public water, public sanitary sewer, and public storm sewer, based on the plan dated June 23, 2022 and revised June 28, 2022, prepared by Enger Surveying & Engineering on property located north of the intersection of Stratford and Eaton roads, parcel 33-19-10-04-477-001 with the following conditions:

1. The property will be re-zoned to RS-3 Single Family Residential
2. Prior to signing the Final Plat:
 - a. As-built drawings will be supplied to the City.
 - b. A Drainage Maintenance Agreement will be filed with the City which includes a 20-year schedule of maintenance and capital improvements for the drainage system including the rain garden in the Common Area.
 - c. The developer will satisfy all requirements of Sec. 74-163 which requires performance guarantees for ensuring all required public improvements are installed satisfactorily, a one-year maintenance bond, and surety that sidewalks will be installed no later than within six years of approval of the Final Plat.

The foregoing Resolution was moved for adoption by Planning Commissioner _____ and seconded by Planning

Commissioner _____ and declared adopted by the following vote:

Yes ()

No ()

Absent ()

RESOLUTION DECLARED XXXXXX

STATE OF MICHIGAN)

:SS.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolutions adopted by the Planning Commission of the City of Mason at a regularly scheduled meeting held on Tuesday, July 12, 2022, pursuant to the Michigan Open Meetings Act, the original of which is on is file in my office as part of the minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ____ day of _____ 2022.

Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, Michigan



CITY OF MASON

LAND DIVISION/COMBINATION, CONVEYANCE APPLICATION



Approval of a division of land is required **before it is sold**. This form is designed to comply with the Michigan Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996). MCL 560.101 ct.seq.), City of Mason's Land Division Ordinance No. 131, and applicable local zoning ordinances.

You MUST answer all questions and include all attachments, or this application will be returned to you.

Type of Request (Please Check one)



Land Division



Lot/Parcel Combination



Conveyance



Applicant Information (if not the property owner):

Business Name: Giguere Homes

Contact Name: Jim Giguere

Address: 16900 Pine Hollow Drive, Suite 100, East Lansing, MI 48823

Telephone Number: 517-204-0818 Facsimile Number: 517-339-7201

Location of Parent Parcel

Parent parcel number: 33-19- 10 - 04 - 477 - 001

Property Address: Stratford Drive

Legal description of Parent Parcel (attach extra sheets if needed):

see attached (exhibit A)

Property Owner Information:

Name: Jim Giguere Telephone Number: 517-204-0818

Property Address: Stratford Drive, Mason, MI.

Proposal:

Describe the division/combination/conveyance(s) being proposed:

Number of new Parcels: /lots 22 in 3 phases

Intended use (residential, commercial, etc.) residential

The new description(s) provide(s) access to an existing public road by: (check one)

☐ Each new division has frontage on an existing public road.

☒ A new public road, proposed road name: extension Stratford Drive/Martells Lane

(Road name cannot duplicate an existing road name)

_____ A new private road or easement, proposed road name: _____

(Road name cannot duplicate an existing road name)

_____ A recorded easement (driveway). (Cannot service more than one potential site.)

Write here, or attach, a legal description of the proposed new road, easement or shared driveway (attach extra sheets if needed): see attached (exhibit B)

Write here, or attach, a legal description for each proposed new parcel (attach extra sheets if needed):

Development Site Limits:

Check each that represents a condition which exists on the parent parcel. Any part of the parcel:

_____ is riparian or littoral (it is a river or lake front parcel)

_____ includes a wetland.

_____ includes a beach.

_____ is within a flood plain.

_____ includes slopes more than twenty five percent (a 1:4 pitch or 14 degree angle) or steeper

_____ is on muck soils or soils known to have severe limitations for on site sewage system.

_____ is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

Improvements:

Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel, or indicate none (attach extra sheets if needed): _____

Future Divisions:

Will there be any future divisions that might be allowed, but not included in this application? no

The number of future divisions being transferred from the parent parcel to another parcel? none

Identify the other parcel: N/A

(See section 109(2) of the Statute: Make sure your deed includes both statements as required in section 109(3) and 109(4) of the Statute.)



Attachments (all attachments must be included):

Letter each attachment as shown here.

- ☒ A. 1. A survey, sealed by a professional surveyor at a readable scale, of proposed division(s)/combination(s)/conveyance(s)
- OR
2. A map/drawing drawn to a readable scale, of proposed changes to the parent parcel and the 45 day time limit is waived until a professional survey can be submitted:
- Signature: _____ Date: _____

The survey or map must show:

- 1) Current boundaries (as of March 31, 1997), and
 - 2) All previous divisions made after March 31, 1997 (indicate when made or none),
and
 - 3) The proposed division/combination/conveyance, and
 - 4) Dimensions of the proposed division/combination/conveyance, and
 - 5) Existing and proposed road/easement rights-of-way, and
 - 6) Easements for public utilities from each parcel to existing public utility facilities, and
 - 7) Any existing improvements (buildings, wells, septic system, driveways, etc.)
 - 8) Any of the features checked in question number 6.
- _____ B. A soil evaluation or septic system permit for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public sewer system.
- _____ C. An evaluation/indication of approval will occur, or a well permit for potable water for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public water system.
- ☒ D. Indication of approval, or permit from County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road, easement or shared driveway.
- _____ E. A copy of any transferred division rights (S109(4) of the Act) in the parent parcel.
- ☒ F. A fee of \$ 520.⁰⁰
- ☒ G. Proof of all taxes paid.
- _____ H. Other

Affidavit:

I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division/combination. Further, I agree to give permission for officials of the municipality, county and the State of Michigan to enter the property where this parcel division/combination is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division/combination which conveys only certain rights under the applicable local

RECEIVED

JUN 17 2022

CITY OF MASON

Land Use Dept.

land division ordinance, the local zoning ordinance, and the State Land Division Act (formerly representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights).

Finally, even if this division/combination is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the divisions/combination made here must comply with the new requirements (apply for division/combination approval again) unless deeds, land contract, leases or surveys representing the approved divisions/combination are recorded with the Register of Deeds or the division/combination is built upon before the changes to laws are made.

Property Owner's Signature _____

Date: _____



ASSESSOR'S ACTION

_____ Approved

List any conditions: _____

_____ Denied

State reasons for denial: _____

_____ Special Assessment – Temple Street: Amount Due _____

_____ Special Assessment – Riverwalk Meadows Sewer Suspension: Amount Due _____

_____ Special Assessment – South Cedar Street Sewer Suspension: Amount Due _____

Signature: _____ Date: _____

ZONING ADMINISTRATOR'S ACTION

_____ Approved

List any conditions: _____

_____ Denied

State reasons for denial: _____

Signature: _____ Date: _____

TX 517

LEGAL DESCRIPTION OF PROPERTY:
PART OF TAX PARCEL NUMBER 33-19-10-04-477-001:

CITY OF MASON
PLANNING DEPT.

JEWS STREET

ANN SIRE

OKEMOS ROAD



CITY OF MASON

201 WEST ASH
MASON, MI 48854
Ph: 5176769155
Fax: 5176761330


GIGUERE REALTY & DEVELOPMENT
6200 PINE HOLLOW DR
EAST LANSING, MI 48823

Pay by Account In Full



TOTAL AMOUNT DUE

\$ 520.00

Pay by Invoice Code	Type	Record No.	Invoice No.	Address	Amount Due
	PZE Process	PLD22-001	00005108	SANCTUARY	\$ 520.00
Effective Date:		06/21/2022	Amount Cost: \$520.00		
Total Amount Due					\$ 520.00

PAID
JUN 21 2022
CITY OF MASON

CITY OF MASON
P.O. BOX 370
201 W. ASH ST.
MASON MI 48854-370
Phone : (517) 676-9155
WWW.MASON.MI.US

Received From:
GIGUERE REALTY & DEVELOPMENT LLC
6200 PINE HOLLOW DR
EAST LANSING MI 48823

Date: 06/21/2022 Time: 3:29:30 PM
Receipt: 100299346
Cashier: NV

LAND DIVISION, PRELIM PLAT
33-19-10-04-477-001
22 LOTS IN 3 PHASES

ITEM REFERENCE	AMOUNT
PMT PERMIT	
00005108	
101-254.00-476.000	\$520.00
TOTAL	\$520.00
CHECK 24660	\$520.00
Total Tendered:	\$520.00
Change:	\$0.00

RAYNER PONDS DEVELOPMENT PHASE FOUR (4), FIVE (5), & SIX (6)

DEAR MEMBERS OF THE PLANNING COMMISSION,

I AM WRITING A SHORT NARRATIVE TO SUPPORT MY REZONING/PLAT REQUEST.

I AM REQUESTING CHANGING THE ZONING FROM PREVIOUSLY APPROVED 20 LOT SUBDIVISION WITH RS-2 ZONING (9600 S.F.LOT) TO 22 LOT SUBDIVISION WITH RS-3 ZONING (8500 S.F. LOT).

- 1) PLEASE NOTE THAT THE AVERAGE S.F. LOT IN THE DEVELOPMENT WILL BE (13,792 S.F.LOT) FAR EXCEEDING THE MINIMUM LOT S.F. REQUIREMENT FOR RS-3 OR EVEN RS-2 ZONING.
- 2) RAYNER PONDS PHASE 4/5/6 MINIMUM S.F. HOME ARE SIMILAR OR LARGER COMPARED TO SURROUNDING AREA (SEE PLOT PLANS)

- a. PHASE 4/5/6 (LOTS 119-140): MINIMUM S.F. FOR A RANCH = 1400 S.F./2STORY=1800 S.F
- b. PHASE 1 (LOTS 1-63): MINIMUM FOR A RANCH=1300 S.F./2STORY=1650 S.F.

EXCEPT ON COLUMBIA RD LOTS 55-43 (RANCH 1200S.F./2STORY 1450)

- c. PHASE 2 (LOTS 64-75): MINIMUM S.F.FOR A RANCH =1600 S.F/2STORY 1900 S.F - NOTE ONLY 12 LOTS ARE IN THIS PHASE
- 3) RAYNER PONDS PHASE FOUR (4) REQUIRES 30% FRONT ELEVATION REQUIRES BRICK/CULTURED STONE AND PHASE 1 & 2 DO NOT REQUIRE ANY BRICK/CULTURED STONE
- 4) RAYNER PONDS FOUR (4) REQUIRES ALL HOMES ARE BUILT TO THE NEW ENERGY STANDARDS WHICH WILL HEAT AND COOL 50% MORE EFFICIENTLY THAN HOMES IN PHASE 1&2
- 5) INCREASING LOTS FROM 20 TO 22 WILL HELP REDUCE COST OF THE LOTS AND LOWER THE OVERALL COST OF BUILDING A HOME. MATERIAL COSTS HAVE INCREASED OVER 30% SINCE THE BEGINNING OF THE PANDEMIC ALONG WITH OTHER FACTORS SUCH AS SUPPLY CHAIN CHALLENGES, WORKFORCE AND MATERIAL SHORTAGES, AND RISING INTEREST RATES.
- 6) AS YOU CAN SEE THE LOTS WILL REMAIN FAR ABOVE THE MINIMUM LOT SIZE. ALSO, THE HOMES WILL BE SIMILAR OR LARGER IN SIZE COMPARED TO THE SURROUNDING AREA IN ADDITION TO REQUIRING BRICK/STONE AND MORE EFFICIENT HEATING AND COOLING.

THANK YOU,

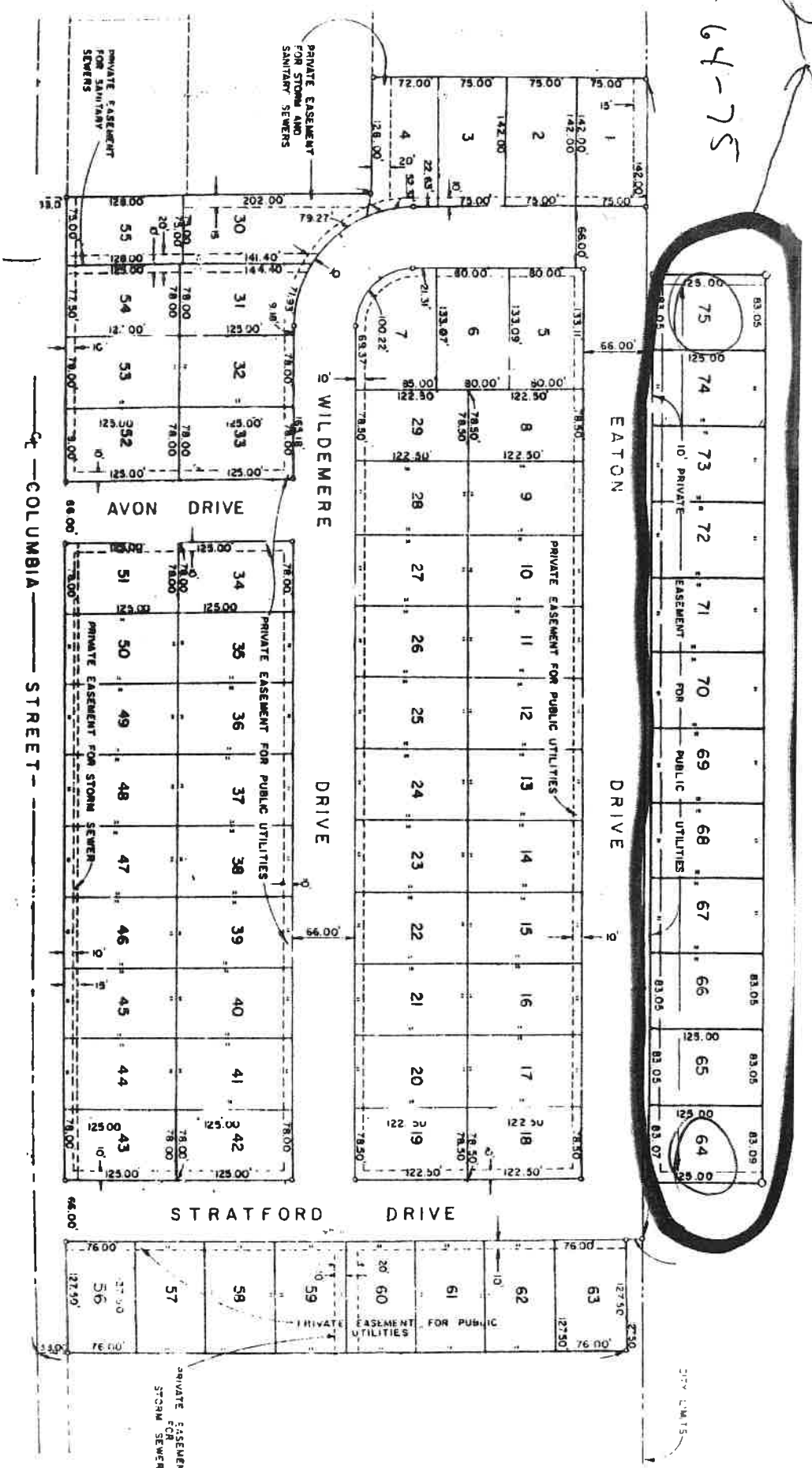
JAMES GIGUERE

DEVELOPER RAYNER PONDS PHASE (4), FIVE (5), & SIX (6)

7/6/2022

PHASE
#2

lots 64-75

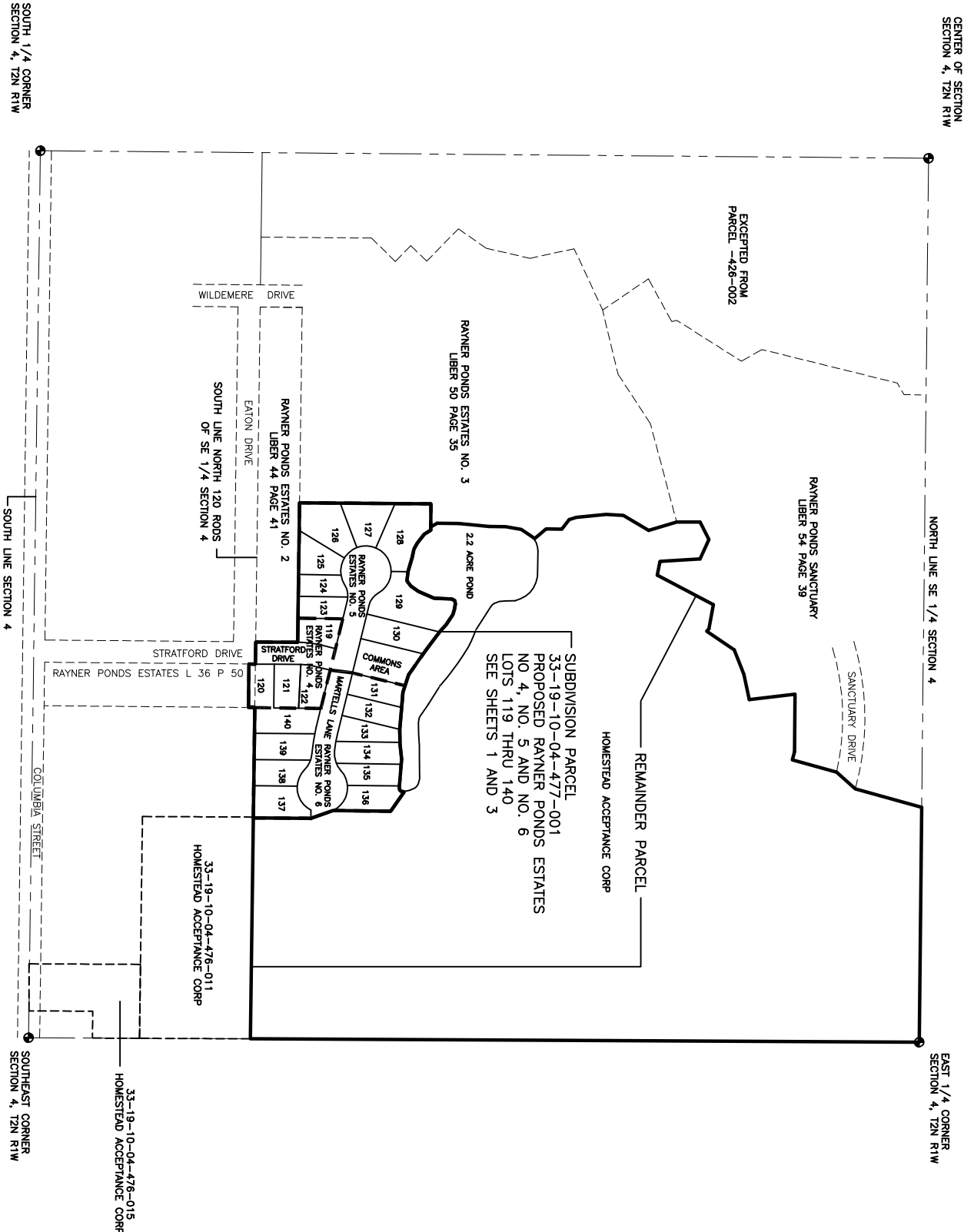
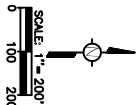


Phase #1
lots 1-63

PRELIMINARY PLAT
OF

RAYNER PONDS ESTATES NO. 4, NO. 5 AND NO. 6

A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 OF SECTION 4,
T2N, R1W, CITY OF MASON, INGHAM COUNTY, MICHIGAN



PROPERTY OWNER AND PROPRIETOR
JAMES GIGIERE
GIGIERE REALTY & DEVELOPMENT LLC
6200 PINE HOLLOW DRIVE STE 100
EAST LANSING MI 48823

ENGINEER AND SURVEYOR
RON ENGER P.S. PE
ENGGER SURVEYING AND ENGINEERING
805 N CEDAR ROAD PO BOX 87
MASON MI 48854

DATE		REVISIONS	
ESE JOB# 33-3119 Preliminary Plat Overall062322.dwg			
ENGGER SURVEYING & ENGINEERING 805 N. CEDAR, PO BOX 87 MASON, MICHIGAN 48854-0087 TEL 517-676-6675 FAX 517-676-6675		PRELIMINARY PLAT RAYNER PONDS ESTATES NO. 4, NO. 5 AND NO. 6	
PLAN DATE: JUNE 23, 2022		HORIZ. SCALE: 1" = 200'	
		SHEET 2 OF 3	

BENCHMARK—TOP MAIN STEAMER ON
HYDRANT AT INTERSECTION STRATFORD
DRIVE & EATON DRIVE.
ELEVATION—906.91 NAVD 88

SHEET 3 OF 3



Staff Agenda Report: July 12, 2022 Planning Commission

AGENDA ITEM:	Resolution 2022-08 Brian Rasdale of Bad Brewing Company LLC has Requested concurrent approval of a Preliminary and Final Site Plan for the addition of a 555 s.f. deck with an awning canopy on property located at 440 S. Jefferson St., Mason MI parcel number 33-19-10-08-240-015.
RECOMMENDED ACTION:	Motion to approve Resolution 2022-08 for concurrent approval of a Preliminary and Final Site Plan
PROJECT ADDRESS:	440 and 448 S. Jefferson
APPLICANT:	Brian Rasdale, for Bad Brewing Company LLC
OWNER:	Rasdale Investments, LLC

Authority

- [Section 24-225\(a\)](#) All uses of land and structures which are subject to the requirements of this article shall receive preliminary site plan review and approval prior to the submission of a final site plan unless the zoning official determines that concurrent preliminary and final site plan review and approval will promote the general welfare of the city.
- [Section 94-226 \(e\)](#): The planning commission shall have the authority to approve, approve with conditions, or deny an application for final site plan review and approval. Final site plan review shall follow the procedures for preliminary site plan review in subsection [94-225](#) and shall be reviewed in accordance with the standards in section [94-227](#).

Public Notice: In accordance with [Sec. 94-225\(f\)](#) and [94-394\(d\)](#), agencies were notified and provided comments listed in the Project Analysis. The agenda containing the matter was posted on Friday, July 8, 2022 in accordance with the Open Meetings Act.

Relation to Other Actions: None.

Submittal Criteria: The applicant paid a fee of \$300, and together with the documents listed above, the application appears to satisfy the submittal requirements of [Sec. 94-226\(c\)](#).

Review Criteria: The applicant has submitted a Site Plan that, with the requested waivers and conditions, appears to meet the requirements for concurrent approval of a Preliminary and Final Site Plan.

ATTACHMENTS:

- Resolution 2021-06
- Permit Application, received June 30, 2022
- Sanitary Sewer Easement

PROJECT ANALYSIS

Description of Current and Planned Use of Property:

On October 12, 2021, the Planning Commission approved a site plan for the addition of a kitchen, bathrooms and additional outdoor seating in the vacated alley with the condition that the applicant would install a curb and replace the entrance of the alley on Jefferson Street with sidewalk. The required curb and sidewalk replacement at the entrance of the alley on Jefferson Street has not yet been completed. As this was a condition of the prior approval, it will need to be installed before the Certificate of Occupancy is issued allowing the kitchen to operate.

The applicant is now seeking approval of a 555 s.f. deck and awning in the previously approved outdoor alley seating area. The seating area would be enclosed in the colder season months.

Property/Building Size: 2,178 s.f. (.50 acres), 3,016 (2-story principal structure, outdoor kitchen/bathrooms)

Current Zoning District: The parcel is located in the [C-1: Central business district](#).

Master Plan: The request also addresses the following objectives and goals:

- 2-6: 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. Objectives in this section also have specific reference to encouragement of commercial development in the downtown area.

Surrounding Zoning and Land Uses: The site is located and fronts on South Jefferson Street, a local public roadway to the east, and a public alley way to the west.

	Current Land Use	Zoning	Future Land Use
North	Alley	C-1 (Central Business District)	Commercial
East	Public right of way – Jefferson Street	C-1 (Central Business District)	Commercial
South	Private parking lot	O1	Commercial
West	Office	O1	Commercial

REVIEW CRITERIA:

Per [Sec. 94-224](#), the planning commission may approve, approve with conditions, or deny any site plan when referred and reviewed in accordance with the standards for site plan review and approval as listed in [Sec. 94-227](#) of the Zoning Ordinance. Based upon staff's review, the application appears to meet the standards for approval as noted below.

STATUS/NOTE	REQUIREMENT
MEETS	(1) The site shall be developed so that all elements shall be harmoniously and efficiently organized in relation to the size, shape, type and topography of the site and surrounding property. The location of the deck and awning appears to meet this requirement as it is located in an existing, previously approved seating area.
MEETS	(2) The site shall be developed so as not to impede the normal and orderly development, improvement, and use of surrounding property for uses permitted in this chapter. The arrangement of outdoor seating, and placement of the deck and awning does not appear to affect surrounding properties in the manner described in this section. The structure will be entirely within the property boundaries owned by the applicant.
MEETS	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites. Emergency vehicles have access to the site from S. Jefferson Street and from the public parking lot/alley to the west.
MEETS	(4) Every structure or dwelling unit shall have direct access to a public street or indirect access to a public street via an approved dedicated private street. The site has direct access to both a public street and a public alley.
MEETS	(5) Appropriate measures shall be taken to ensure that the addition or removal of surface waters will not adversely affect neighboring properties, that controls are in place to minimize sedimentation

	and erosion, and that topographic alterations are minimized to accommodate storm water management.
It appears that the deck and awning will not impact or alter the current storm water management system on the site.	
MEETS	(6) Provisions shall be made for the construction of storm sewer facilities including grading, gutters, piping, on-site storage, and treatment of turf as required to handle stormwater and prevent erosion.
The site is already served by storm sewer facilities and no changes are proposed.	
MEETS	(7) Secondary containment for above ground areas where hazardous substances are stored or used shall be provided as required by the city fire chief.
Staff is not aware of any hazardous substances that require secondary containment as required by this section or Ch. 26 Fire Prevention and Protection .	
MEETS	(8) Exterior lighting shall be designed and located so that the source of illumination is directed away from adjacent properties, the intensity of lighting is the minimum necessary, and the direction of lighting is downward as much as is possible and appropriate for the project.
Any lighting on the site will need to be shielded and directed downwards therefore meeting this requirement. Staff is not aware of any proposed changes to lighting.	
MEETS	(9) All loading and unloading areas, outside storage areas, and refuse receptacles shall be screened from casual view from the public rights-of-way and adjoining land uses.
There are no proposed dumpsters on the applicant's site. The applicant has an agreement for the use of dumpsters located on property not owned by the applicant. If that agreement were to end, the applicant would be required to provide their own refuse receptacle meeting the appropriate screening criteria.	
MEETS	(10) Site plans shall meet the driveway, traffic safety, and parking standards of the city in such manner as necessary to address the following:
	a. Safe and efficient vehicular and non-vehicular circulation, including parking areas, non-motorized linkages to abutting parcels, uses, sidewalks, and trails.
	b. Shared driveways and service drives.
	c. Adequate and properly located utilities.
The proposed deck and awning will encroach into the Sanitary Sewer easement and the applicant acknowledges that the deck will need to be removed at their own cost if the City should need access to utilities in the easement. The required curb and sidewalk replacement at the entrance of the alley on Jefferson Street has not yet been completed. As this was a condition of the prior approval, it will need to be installed before the Certificate of Occupancy is issued allowing the kitchen to operate.	
MEETS	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.
Staff is not aware of any common areas or public features affected by the proposal.	
MEETS	(12) The site plan submittal shall demonstrate compliance with all applicable requirements of this chapter, chapters 58 and 74, the building code, and county, state, and federal law.
Staff observed that the exterior brick and paint on the existing building are in need of repair and maintenance subject to the requirements of Chapter 31 – Historic Preservation Sec. 31-5(h) and Chapter 6 – Building and Building Regulations Sec. 6-142 .	
MEETS	Chapter 94 – Zoning and Chapter 100 – Dimensional Requirements
The plan appears to meet the building height, setbacks and lot coverage site development standards listed in Section 94-121(c) and Tables 100-1 and 100-2 as noted on the plan sheets.	
MEETS	Sec. 94-241 Landscape, screening and buffer requirements
Landscaping is not required in C-1; no buffer required between C-1 and O-1 per Table 100-4 .	
MEETS	Chapter 58 - Signs
No new or expanded freestanding sign is proposed. Any proposed signage will require a separate building permit subject to the requirements of Chapter 58 of the Zoning Ordinance, including Division 2 of said chapter.	

COMMENTS FROM AGENCIES

BUILDING	A building permit is required for this project, to include the deck and the awning/canopy that is attached to the building (BAD Brewing) Two sets of plans to be stamped/signed by an Engineer/Architect as per 2015 MBC, Section 107. It does appear from the preliminary sketch and the narrative that access points are from within the alley and therefore neither additional plumbing fixtures nor sprinkler system would be required at this time. FUTURE NOTE: If direct access to the deck/enclosed, walled-in area through the main structure is to be provided, the occupant load will be calculated accordingly and the requirement for bathroom fixtures and sprinklers will be enforced as the fire area will exceed 100 occupants.
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**CITY OF MASON
PLANNING COMMISSION
RESOLUTION NO. 2022-08**

**A RESOLUTION GRANTING CONCURRENT APPROVAL OF A PRELIMINARY AND FINAL SITE PLAN TO
BRIAN RASDALE OF BAD BREWING COMPANY LLC, FOR THE ADDITION OF A 555 S.F. DECK AND AWNING ON
PROPERTY LOCATED AT 440 S. JEFFERSON, PARCEL 33-19-10-08-240-240-015.**

July 12, 2022

WHEREAS, a request has been received from Brian Rasdale of Bad Brewing Company LLC has requested concurrent approval of a preliminary and final site plan for the addition of a 555 s.f. deck and awning; and,

WHEREAS, the subject property is located at 440 S. Jefferson Street, parcel 33-19-10-08-240-240-015; and,

WHEREAS, the proposal is shown on materials provided on June 30, 2022; and,

WHEREAS, the parcel is zoned C-1 Central Business District; and

WHEREAS, Section 94-222 states that the proposal requires site plan review; and

WHEREAS, per Section 94-225, the zoning official has determined concurrent preliminary and final site plan review will promote the general welfare of the city; and

WHEREAS, the Planning Commission has received, reviewed and accepts the project analysis dated July 12, 2022 as findings of fact that, with the condition listed herein, the proposed use will comply with the Final Site Plan Review Standards listed in Section 94-227.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby grant concurrent preliminary and final site plan approval to Brian Rasdale of BAD Brewing Company LLC for the addition of a 555 s.f. deck and awning on property located at 440 S. Jefferson Street, parcels 33-19-10-08-240-240-015.

The foregoing Resolution was moved for adoption by Planning Commissioner _____ and seconded by Planning Commissioner _____ and declared adopted by the following vote:

Yes ()

No ()

Absent ()

RESOLUTION DECLARED XXXXXX

STATE OF MICHIGAN)

:ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolutions adopted by the Planning Commission of the City of

Mason at a regularly scheduled meeting held on Tuesday July 12, 2022, pursuant to the Michigan Open Meetings Act, the original of which is on is file in my office as part of the minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ____ day of _____ 2022.

Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, Michigan



PERMIT APPLICATION

ZONING

RECEIVED

JUN 30 2022

CITY OF MASON

DEPARTMENT USE ONLY ZONING DEPT.

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

Application Received: _____

Tax ID: _____

Fee: _____

Receipt #: _____

Applicant Information:

Name: Brian Rasdaale

Organization: BAD Brewing Company LLC

Address: 440 S. Jefferson St. Mason, MI 48854

Telephone Number: 517-819-4259 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.

Property Information:

Owner: Brian Rasdale Telephone Number: 517-819-4259

Property Address: 440 S. Jefferson St.

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

If Metes and Bounds (can be provided on separate sheet): 13-19-10-08-240-215

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: Brian R Rasdale Date: 7/1/2022

RECEIVED

JUN 30 2022

CITY OF MASON
PLANNING DEPT.**Requested Description:**

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

Adding an outdoor cover seating option at BAD Brewing Co in the alley. This would sit on a level deck because of the slope of the alley. The size of the awning and deck is 13' off of our existing building and 35' long (East to West)

Available ServicesPublic Water ☐ Yes ☒ NoPaved Road (Asphalt or Concrete) ☐ Yes ☒ NoPublic Sanitary Sewer ☐ Yes ☒ NoPublic Storm Sewer ☐ Yes ☒ No**Estimate the Following**Traffic Generated No ChangeTotal Employees 20Population Increase No ChangeEmployees in Peak Shift 8

House of Operation _____ AM to _____ PM

Total Bldg. Area Proposed 555

_____ Day through _____ day

Parking Spaces Provided _____

Project PhasingThis 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****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
- ☐ 2 copies of full scale site plan drawings
- ☐ Plans submitted on CD or PDF (email is acceptable)
- ☐ 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):

Administrative Reviews	\$70.00
Preliminary Site Plan Reviews	\$200.00
Final Site Plan Review	\$100.00
Special Use Permits (includes preliminary site plan review)	\$275.00

Engineering Review

\$220.00*

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

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).

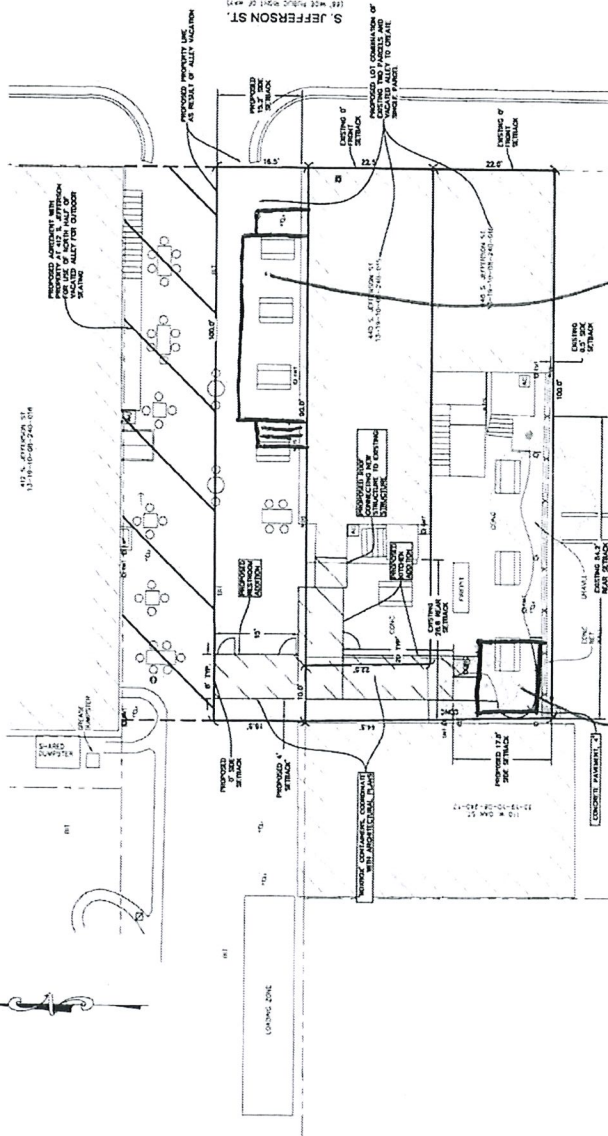
Staff Report

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.

Resources: More questions? Please contact our Customer Service Desk at 517.676.9155.

Revised 7.2.2018 (Community Development)



[illegible]

9'x11'
SMOKER

13' x 35'

SMOKER PERCOLA

SLIGHTLY RAISED DECK (1
w/ ALUMINUM FRAMED
~~AWNING~~ AWNING FOR
COVERED SEATING

THIS DOES NOT CHANGE SEATING NUMBERS JUST ADDS COVERED OPTIONS

RECEIVED

JUN 30 2022

CITY OF MASON
PLANNING DEPT.

CONCRETE PAVEMENT SECTION

PAVEMENT

GRAPHIC SCALE:



References

REVISIONS
2021-09-20 SITE PLAN SUBMITTAL
2021-09-30 CITY COMMENTS



1110 N. CEDAR ST. SUITE
LAVERGNE, MONTANA 48006
(404) 651-7466

1440 S. JEFFERSON ST.
PH: (517) 655-7966

CMIL - SITE PLAN

PLANS PREPARED FOR
H&O BUILDING COMPANY[illegible]

1587 6/26 - 2664

DRAWN BY: AJS

100%	100%
------	------

Adding a 13'X 35' level deck next to but not connected to BAD Brewing Company (alley). The deck would have at both ends a 5' X 10' entrance with stairs on the west end due to the unevenness of the alley. The deck would be constructed with treated lumber 2"x 8" and legs made of 6"x6" treated lumber for the structure. The top deck boards will either be treated lumber or a neutral color manufactured decking material (depending on pricing). On top of this main deck portion will be an awning with aluminum struts that connect to the deck manufactured by Prestige products LLC. This company was also contracted by the City of Grand Rapids to provide structures in their downtown area that are for restaurants and are currently still in use. The canopy will be secured to the existing building and made waterproof. This space would be open air during warmer months and have walls attached when the weather turns cold. This setup will not increase our seating by any amount it will just make more usable space for inclement weather. Please look at the attached renderings of the awnings. We can change the color of the awning, but this color seems to go well with our new kitchen and the mural wall.





CITY OF MASON

201 WEST ASH

MASON, MI 48854

Ph: 5176769155

Fax: 5176761330

RECEIPT NUMBER

00004910

Paid By

BAD BREWING COMPANY

440 S JEFFERSON ST

MASON, MI 48854

Receipt date 07/01/2022

Type	Record	Category	Description	Amount
PZE Process	PSP22-004	Standard Item	Preliminary Site Plan Review	\$ 200.00
PZE Process	PSP22-004	Standard Item	Final Site Plan Review Fee	\$ 100.00

Total \$ 300.00

Cash

Check \$ 300.00

Credit

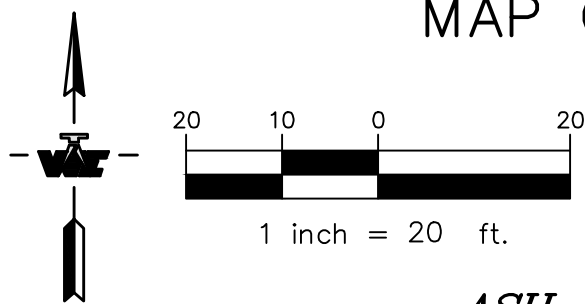
Transferred

Tendered \$ 300.00

Change \$ 0.00

To Overpayment \$ 0.00

MAP OF DESCRIPTION

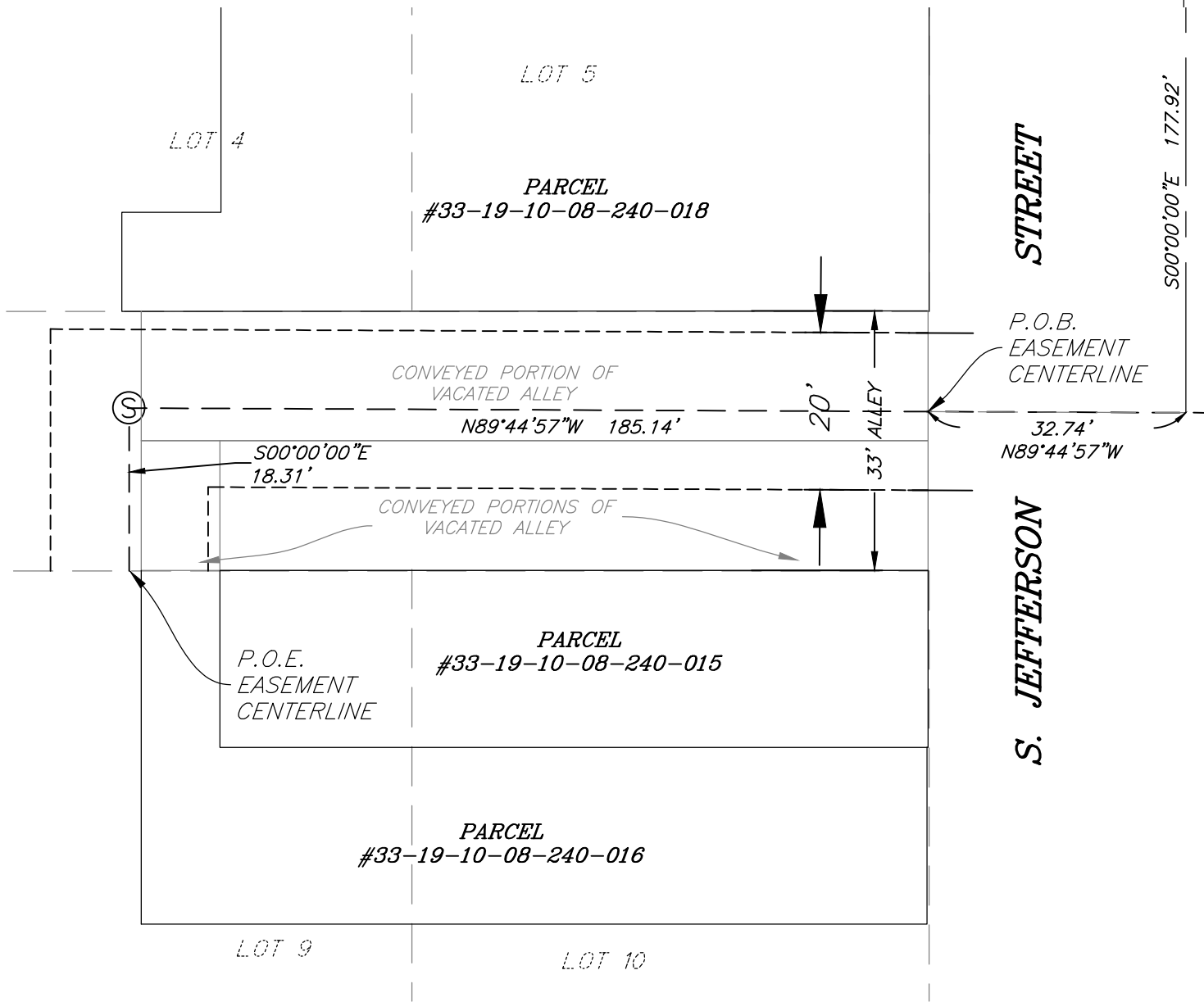


ASH STREET (M-36)

MONUMENTED
CENTERLINE/CENTERLINE
M-36 & S. JEFFERSON ST.

LEGAL DESRCPTION SANITARY SEWER EASEMENT:

A TWENTY FOOT WIDE SANITARY SEWER EASEMENT IN THE CITY OF MASON, SECTION 8, T2N, R1W, VEVAY TOWNSHIP, INGHAM COUNTY, MICHIGAN, THE CENTER LINE IS DESCRIBED AS:
COMMENCING AT THE MONUMENTED CENTERLINE/CENTERLINE OF M-36 (ASH STREET)
AND S. JEFFERSON STREET; THENCE NORTH 00°00'00" WEST 177.92 FEET; THENCE NORTH 89°44'57" WEST 32.74 FEET TO THE POINT OF BEGINNING; THENCE NORTH 89°44'57" WEST 185.14 FEET; THENCE SOUTH 00°00'00" EAST 18.31 FEET TO THE POINT OF ENDING.



LEGEND

ALL DIMENSIONS ARE IN FEET AND DECIMALS THEREOF

- (R) RECORD

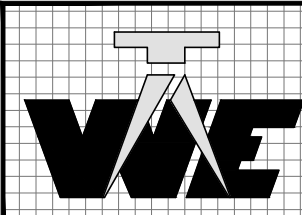
(M) MEASURED

(P) PLATTED
- SECTION CORNER

● = SET IRON

○ = FOUND IRON
- ⊙ = MONUMENT

—x—x— FENCE



WOLVERINE
Engineers & Surveyors, Inc.

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SURVEY FOR: CITY OF MASON MAP OF DESCRIPTION	
FIELD SURVEY: N/A	DATE: 9-17-21
DRAWN: LDR	JOB NO.: 21-0001
SCALE: 1" = 20'	SHEET: 1 OF 1



City Manager's Report: July 1, 2022

COUNCIL ITEMS:

- Follow-up to the last City Council meeting question regarding the new Park & Trail millage, MCL 211.34d:
(9) The millage reduction shall be determined separately for authorized millage approved by the voters. The limitation on millage authorized by the voters on or before April 30 of a year shall be calculated beginning with the millage reduction fraction for that year. **Millage authorized by the voters after April 30 shall not be subject to a millage reduction until the year following the voter authorization which shall be calculated beginning with the millage reduction fraction for the year following the authorization.** The first millage reduction fraction used in calculating the limitation on millage approved by the voters after January 1, 1979 shall not exceed 1.

The 'voter authorization' occurs with the act of the electors voting on the millage and approving it. This would be the date of the election. MCL 211.34d says nothing pertaining to the timing of when the millage is to first be levied. It only talks about when the election occurs. If the election is held prior to May 1 then there is no break on the application of the MRF and the millage will get hit immediately by the MRF. If the election is held on May 1 or after, then the millage gets a break and is not hit with the MRF until the following year.

OPERATIONS:

- On June 28, 29, and 30, Detective Flores attended victim and witness interview training for investigators.
- Initial first batch of Absentee Ballots for the August 2, 2022 Primary election were mailed on Thursday, June 23, 2022. Ballots will continue to be issued by mail and in-person until Friday, July 29, 2022, at 5:00 p.m. Ballots will be issued in-person ONLY Saturday, July 30 (8:00 AM–4:00 PM) and Monday, August 1 (8:30 AM–4:00 PM)
- Staffing Updates:** Current Open Positions (4)
 - CLOSED, EVALUATING APPLICANTS:
 - Part-Time Administrative Assistant – Community Development (1) – First round interviews scheduled for June 30, 2022.
 - OPEN, EXTERNALLY:
 - Full-Time Public Works Director (1) – Closes July 6, 2022.
 - Seasonal Part-time Crossing Guard (1) - Open until filled.
 - PREPARING/ EVALUATION POSTING:
 - Full-Time DPW Mechanic (1)- Evaluating position replacement.
- Traffic Updates:**
 - Kipp & Barnes/Eden– A complaint was received regarding Semitrucks from Michigan Packaging (CORRCHOICE) on Eden making illegal turns onto Kipp. The resident had previously brought this to the attention of Michigan Packaging, and it stopped for several months, but reported that it is happening again. Officers have been assigned to the area. **Status is open.**

LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S23	Rayner St – Randolph St to Columbia St	Completed	July
2017-S24	Eugenia Dr – Northbrook St to End	Completed	November
2017-S25	Hall Blvd – Ash St to South St	Completed	November
2017-S26	Columbia St – Park St to Jefferson St	Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson	Full implementation anticipated in July.	

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2017-U15	Replace Hydrants and Mason Plaza	Completed		November
2017-U34	Well No. 5 Rebuild	Completed		December
2019-U3a	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023		
2021-U1	WTP- High-Pressure Pump VFD	Anticipated completion in December 2023 (equipment is 6 months out)		
2021-U2	WTP- Replacement of Valves	Placing project on hold to do another CIP project that has recently become a priority.		
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2017-P8	Laylin Park - Phase II	Contract Awarded		
2020-P6, 2020-P8, 2020-P12, 2020-P13, 2020-P14	Rayner Park- Plan/ Design Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design	In progress, anticipated drafts to Council in July.		
MOTOR VEHICLE POOL (MVP)				
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Vehicle ordered; anticipated arrival in June.	
2017-MVP27	Vehicle No. 86	Police	Completed	March
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Completed	February
BUILDING, PROPERTY, EQUIPMENT (B)				
2019-B2a	City Hall – Phase I Design and Security	Completed		June
2017-B7	Building: Parking Lot Repairs	Completed		December
2017-B11	Fire: Washing Machine	Completed		March
2018-B16	Fire: Station 1- Rear Approach	Completed		December
2018-B21	Police: Interview Rm Recording System	Installation complete; Training in progress.		
2018-B23	Planning: Master Plan/Zoning Update	Staff anticipates that the draft master plan will be presented in July.		
2018-B24	Building: Rental Furniture Replacement	Completed		April
2019-B3	Clerk: Laserfiche Avante Upgrade	Completed		June

FY 2022-2023			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S15	S. Barnes Street – Ash to Kipp	Construction in process	
2019-S1	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action	MOVED
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U28	S. Barnes Street Utilities – Ash to Kipp	Utilities expected start in June.	
2018-U39	Well No. 9 (Temple St.) Rebuild	Anticipated 2 nd quarter of FY 22-23	
2022-U1	Headworks Huber Screen	Anticipated 2 nd quarter of FY 22-23	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Awaiting County Grant Agreement, Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P11	Rayner Park- Phase 1 Construction	Awaiting DNR Grant Agreement, Anticipate Bidding 2 nd quarter of FY 22-23	
2020-P1	Columbia Street Bridge: Non-Motorized Connection	Awaiting County Grant Consideration, Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P15	Jefferson railhead/Cemetery/Community Garden	Awaiting County Grant Agreement, Anticipate Bidding 3 rd quarter of FY 22-23	

2020-P17	Non-motorized Program: Southeast Quadrant of the City	Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P1	Maple Grove Cemetery: Columbarium (3)	Anticipate Bidding 3 rd quarter of FY 22-23	
MOTOR VEHICLE POOL (MVP)			
2017-MVP22	Vehicle No. 83	Police	Anticipate Bidding 1 st quarter of FY 22-23
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Anticipate Bidding 3 rd quarter of FY 22-23
2017-MVP22	Vehicle No. 83	Police	Anticipate Bidding 3 rd quarter of FY 22-23
2022-MVP1		Concrete Grinder	Anticipate Bidding 3 rd quarter of FY 22-23
2022-MVP2	Trailer No. 53	Public Works	Anticipate Bidding 1 st quarter of FY 22-23
2022-MVP3	Trailer No. 55	Public Works	Anticipate Bidding 1 st quarter of FY 22-23
2022-MVP4	Mower Attach No. 39	Public Works	Anticipate Bidding 3 rd quarter of FY 22-23
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire: Rehab 815 Replacement	Anticipate 1 st quarter of FY 22-23	
2020-B4a	DPW: Facility Design	Staff finalizing concepts	
2017-B5b	Building: Library Phase 1, Part 1	Staff has identified a contractor willing to provide estimates for the project.	
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipate 1 st quarter of FY 22-23	
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipate 1 st quarter of FY 22-23	
2018-B20	Fire: Carpet Replacement for Station 1	Anticipate 3 rd quarter of FY 22-23	
2018-B25	Police: In-Car Digital Recording System	Anticipate 3 rd quarter of FY 22-23	
2018-B23a	Cedar/127 Corridor Sub-area Plan	Anticipate 1 st quarter of FY 22-23	
2018-B23b	Kipp Road/Temple Street Sub-area Plan	Anticipate 1 st quarter of FY 22-23	
2019-B2b	City Hall Renovations: Phase 1 /Carpet	Anticipate Bidding 1 st quarter of FY 22-23	
2020-B4b	Public Works: Facility Construction	Anticipate Bidding 3 rd quarter of FY 22-23	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	Anticipate 2 nd quarter of FY 22-23	

ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)

Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
558 N. Cedar Family, Farm & Home PENDING	Eugene Franks, Family Farm & Home, Inc. has requested a Special Use Permit and concurrent Preliminary and Final site plan approval for the conversion of dedicated parking areas for the use of trailer sales, the expansion of a permanent outdoor retail area, and seasonal outdoor retail displays for an additional 9,000 s.f. of outdoor retail area on property located at 558 N. Cedar, Mason, MI, parcel number 33-19-10-05-401-004. The parcel is zoned C-2 General Commercial District. The Planning Commission will hold a Public Hearing at their meeting on July 12, 2022, at 6:30pm.
Land Parcel Giguere Realty & Development, LLC PENDING	James Giguere, Giguere Realty & Dev. LLC has three requests for a parcel of land at the end of Stratford Drive, Mason, MI, parcel number 33-19-10-04-477-001: a. Amend the zoning map by rezoning land from RS-2 Single Family Residential District to RS-3 Single Family Residential District. b. Approval of a Preliminary Plat to create Rayner Ponds No. 4, 5, and 6 comprised of 22 residential lots and new road. <i>Note: The new Preliminary Plat will replace the previously approved plat for 20 lots.</i> c. Preliminary and Final Site Plan Approval for the first phase of development in the Rayner Ponds residential subdivision No. 4. d. The Planning Commission will hold Public Hearings at their meeting on July 12, 2022, at 6:30pm.

116-118 S. Jefferson Private Residence WITHDRAWN	Jason & Megan Werkema have submitted a request for a Special Use Permit and concurrent Preliminary and Final site plan approval to use the second unit at their home as a Bed & Breakfast at 116 & 118 S. Jefferson, Mason, MI, parcel number 33-19-10-08-229-010. The parcel is zoned RM Multiple Family Residential District. <i>This application has been withdrawn.</i>
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