

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF November 15, 2016**

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

Present: Bama, Fischer, Hagle, Howe, Hude, Reeser, Sabbadin, Waxman

Absent: Brown\*

Also present: David Haywood, Zoning & Development Director

\*Brown arrived at 6:32 p.m.

**APPROVAL OF MINUTES**

**Regular Minutes of October 11, 2016**

The regular meeting Minutes of October 11, 2016 were approved unanimously as submitted.

**PEOPLE FROM THE FLOOR**

None.

**ANNOUNCEMENTS**

None.

**PUBLIC HEARING**

**Special Use Permit – 125 E Kipp Rd (Dollar Tree/O'Reilly's)**

**A Resolution Approving a Preliminary and Final Site Plan and Special Use Permit to Construct a New 16,525 Square Foot Commercial Building Located at 125 East Kipp Road. Haywood gave an overview to acquaint everyone with the project.**

Reeser opened the Public Hearing at 6:40 p.m. No public were present so Reeser closed the hearing at 6:41 p.m.

Richard Blasey, design engineer for the project, responded to questions by Commissioners. Mr. Blasey indicated that the parking space area shown on the site plan was a computer rounding error and ensured that the actual parking space area meets the minimum space required. Reeser then gave Commission members an opportunity to discuss the proposal with questions to the Zoning and Planning Director.

MOTION by Sabbadin, second by Brown,

To introduce and consider read Planning Commission Resolution Approving a Preliminary and Final Site Plan and Special Use Permit to Construct a New 16,525 Square Foot Commercial Building Located at 125 East Kipp Road.

**MOTION APPROVED UNANIMOUSLY**

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION**



**A RESOLUTION APPROVING A PRELIMINARY AND FINAL SITE PLAN AND  
SPECIAL USE PERMIT TO CONSTRUCT A NEW 16,525 SQUARE FOOT  
COMMERCIAL BUILDING LOCATED AT 125 EAST KIPP ROAD**

**November 15, 2016**

**WHEREAS**, a request has been received from Pacifica Companies LLC, for preliminary and final site plan and special use permit approval to be allowed to construct a new commercial building at 125 East Kipp Road; and

**WHEREAS**, the subject property is further described as:

A parcel of land in the Southwest ¼ of Section 9, T2N, R1W, City of Mason, Ingham County, Michigan, described as beginning at a point which is South 89d40'59" East (previously described as South 89d39'31" East) 210.00 feet along the South Section line and North 00d12'13" West 50.00 feet from the Southwest corner of Section 9 for the point of beginning; thence North 00d12'13" West 325.00 feet parallel with the West Section line; thence South 89d40'59" East (previously described as South 89d39'31" East) 190.00 feet; thence South 00d12'13" East 325.00 feet; thence North 89d40'59" West 190.00 feet to the point of beginning; and

**WHEREAS**, upon compliance with the conditions listed herein, the plans will comply with the site plan review standards listed in Section 94-227 of the Mason Code; and

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

**WHEREAS**, approval is granted with the condition that the applicant shall submit a revised site plan with the following changes prior to final site plan approval:

- 1) The retaining wall shall be relocated outside of the trail easement area, and
- 2) The applicant provide authorization from the adjacent land owner for the temporary grading easement, and
- 3) The segment of sidewalk be shown between the east side of the Hayhoe Riverwalk Trail and the east property line, and
- 4) That the parking plan be revised to conform with Article IX of the Mason Zoning Ordinance with regard to parking space standards, or the applicant be granted a variance for the proposed plan, and
- 5) The access drive along the west property line be widened to 20 feet and permitted for two-way traffic, and
- 6) That the plans address the concerns expressed by the City Engineer in his letter of November 2, 2016, are adequately addressed to the satisfaction of the City Engineer, and
- 7) A revised landscape plan be provided that shows agreement with the site plan relative to landscape islands; and

**WHEREAS**, approval is granted with condition that the applicant provide an executed Drainage Facilities Maintenance Agreement prior to the issuance of an occupancy permit; and

**NOW THEREFORE BE IT RESOLVED**, that the Mason Planning Commission does hereby approve a Preliminary and Final Site Plan and Special Use Permit to construct a new 16, 525 square foot commercial building located at 125 East Kipp Road based on the site plan dated October 14, 2016.

After more discussion among Commission members, the following issues were identified:

- The retaining wall is necessary for the building entrance to be at grade
- The rear parking lot is intended to serve employees
- There will be a rear entrance door for employees
- Commissioners suggested that the building wall facing the Hayhoe Riverwalk Trail have artwork for trail users benefit

MOTION by Sabbadin, second by Waxman,  
To add #8 to the fifth WHEREAS of the Resolution which shall read – That applicant shall submit a lighting plan, including photometric, consistent with the lighting requirements listed in Section 94-177(e) of the zoning ordinance.

MOTION APPROVED UNANIMOUSLY

RESOLUTION APPROVED UNANIMOUSLY

### **REGULAR BUSINESS**

#### **Resolution – A Resolution Approving a Concurrent Preliminary and Final Site Plan to Allow Gestamp to Construct a 171,300 Square Foot Building Expansion to the Existing Manufacturing Facility Located at 200 E. Kipp Rd**

John Tenpas of Driesenga Associates Inc. and Jason Nyhuis of Pioneer Construction were in attendance to answer any questions the Commissioners had.

MOTION by Waxman, seconded by Howe,  
To introduce and consider read Planning Commission Resolution – A Resolution Approving a Concurrent Preliminary and Final Site Plan to Allow Gestamp to Construct a 171,300 Square Foot Building Expansion to the Existing Manufacturing Facility Located at 200 E. Kipp Rd.

MOTION APPROVED UNANIMOUSLY

### **CITY OF MASON PLANNING COMMISSION RESOLUTION**

#### **A RESOLUTION APPROVING A PRELIMINARY AND FINAL SITE PLAN TO ALLOW GESTAMP TO CONSTRUCT A 171,300 SQUARE FOOT BUILDING EXPANSION TO THE EXISTING MANUFACTURING FACILITY LOCATED AT 200 E. KIPP ROAD**

**November 15, 2016**

**WHEREAS**, a request has been received from Gestamp-North America Division for concurrent preliminary and final site plan approval to be allowed to construct a 171,300 square foot building addition to the existing manufacturing facility at 200 E. Kipp Road, said property having parcel number 33-19-10-16-100-024.

**WHEREAS**, the subject property is further described as:

Part of the NW ¼ of Section 16, T2N, R1W, Vevay Twp, Bingham County, Michigan, being more particularly described as follows: Beginning at the northwest corner of said section 16; along the north section line in Kipp Road (100 feet ROW), thence S89d45'58"E, 1033.64 feet to the westerly line of the Conrail Railroad ROW, thence S24d17'28"E, 1459.66 feet to a point of curvature; thence continuing southeasterly along the arc of a curve to the right 408.57 feet (radius=2861.25 feet, delta=8d10'53", chord bearing S20d12'01"E, 408.22 feet) thence N89d43'34"W, 820.40 feet; thence S00d06'19"W, 31.32 feet, thence N89d43'34"W, 197.00 feet; thence S00d06'19"W, 386.00 feet; thence along the north right of way line of Trillium Ct (66 Feet ROW) N89d53'41"W, 754.03 feet to the west section line in Hull Road, (100 feet ROW) thence along said section line N00d04'38"W, 2128.84 feet to the NW section corner and P.O.B. Said parcel contains 63.00 acres of land, the north and west 50 feet is subject to road right of way (-3.5855 acres) Parcel B Part of the NW ¼ of section 16, T2N, R1W, Vevay Twp, Bingham County, Michigan, being more particularly described as follows: beginning at the northwest corner of said section 16; along the north section line in Kip Road (100 feet ROW), thence S89d45'58"E, 1033.64 feet to the westerly line of the Conrail Railroad ROW, thence S24d17'28"E, 1459.66 feet to a point of curvature; thence continuing southeasterly along the arc of a curve to the right 408.57 feet (radius=2861.25, delta=8d10'53", chord bearing S20d12'01"E, 408.88 feet) to the POB; thence continuing along the westerly line of the Conrail ROW along the arc of a curve to the right 281.39 feet (radius=2861.25 feet, delta=5d38'05", chord bearing S13d17'32"E, 281.28 feet); thence along a curve to the left 468.82 feet (radius=429.28, delta=62d34'21", chord bearing N51d54'02"W, 445.86 feet); thence S89d43'34"W 286.20 feet POB. Said parcel contains 0.481 acres of land.

**WHEREAS**, upon compliance with the conditions of approval, the plans will comply with the site plan review standards listed in Sections 94-226 and 94-227 of Chapter 94, Zoning, of the Mason Code.

**WHEREAS**, approval is granted subject to the following conditions:

- 1) The applicant shall submit a revised site plan showing the entire site, including all existing improvements and utilities, such as landscaping inventory, sidewalks, parking facilities, water and sewer leads, etc. prior to the issuance of a building permit; and
- 2) The applicant shall submit a revised grading plan showing the full extent of excavation and proposed grading, including storm water detention area; and
- 3) That applicant shall submit a lighting plan, including photometric, consistent with the lighting requirements listed in Section 94-177(e) of the zoning ordinance; and
- 4) The applicant meet the expectations of the City Engineer's comments in his letter dated November 9, 2016; and
- 5) The applicant provide a parking analysis that demonstrates there is adequate parking for the demand generated by the existing facility and proposed expansion; and
- 6) The applicant shall submit an executed drainage facilities maintenance agreement between and City and property owner to the private storm water management system on site prior to the issuance of an occupancy permit; and

- 7) The applicant shall provide approval from the Michigan Department of Environmental Quality for work within the 100 year floodplain for work related to the storm water detention area; and
- 8) The applicant shall provide confirmation from the Capital Region Airport Authority that the proposed building height does not constitute a safety hazard to aviation traffic prior to the issuance of a building permit.

**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby approve a preliminary and final site plan for the construction of a 171,300 square foot building addition to the existing manufacturing facility located 200 E. Kipp Road based on the plans dated November 7, 2016.

Mr. Tenpas indicated that they anticipated approximately 20 additional employees and that the existing parking facilities were adequate to absorb the additional parking demand.

#### RESOLUTION PASSED UNANIMOUSLY

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

Waxman formally requested that the Commission look at and evaluate the requirements in the parking ordinance. Fischer will bring information on the topic to discuss at the December meeting.

#### CORRESPONDENCE

None.

#### LIAISON REPORTS

Brown summarized for commissioners the City Council business of October 17 and November 9, 2016.

#### DIRECTOR REPORT

Haywood informed commissioners regarding Zoning Board of Appeals business, Library and City Hall maintenance issues, City of Mason and Vevay Township Joint Planning Commission meeting schedule, status of recent rezoning requests, and upcoming Michigan Association of Planning Annual Conference.

#### ADJOURNMENT

The meeting adjourned at 7:36 p.m.

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Seth Waxman, Secretary

David Haywood, Zoning & Development Director

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## Vevay Township

Ingham County

780 Eden Rd. Mason, MI 48854

Office Hours: 10:00am – 4:00pm

(517) 676-9523 phone

(517) 676-6655 fax

[www.vevaytownship.org](http://www.vevaytownship.org)

[facebook.com/vevaytownship](https://facebook.com/vevaytownship)

December 1, 2016

City of Mason Planning Commission  
Attn: Ed Reeser  
201 W Ash St.  
Mason MI 48854



**RE: Vevay Township Master Plan (Ingham County, MI)**

Dear City of Mason Planning Commission:

The Vevay Township Planning Commission has prepared a draft Master Plan pursuant to the Michigan Planning Enabling Act, PA 33 of 2008. The Master Plan establishes goals, objectives and policies regarding township growth, development and preservation. Section 41 of the Planning Enabling Act requires that Vevay Township make available a copy of the Master Plan to contiguous municipalities, and certain other entities to provide an opportunity for review and comment.

In accordance with the requirements of Section 41, the Master Plan may be viewed on Vevay Township's official website, the address for which is as follows: [www.vevaytownship.org](http://www.vevaytownship.org). Please contact Vevay Township at 517.676.9523 if you have any difficulty accessing the website and viewing the Master Plan.

Please review the Master Plan for its compatibility with your official planning policies and for any other interests or concerns you may have. Please submit your comments in writing to the Vevay Township Planning Commission, 780 Eden Road, Mason, MI, 48854. The Act provides that entities reviewing the Master Plan may submit comments within 63 days after receipt of this correspondence. Thank you in advance for your cooperation and assistance. Vevay Township looks forward to extending the same.

Sincerely,

John Lazet, Secretary  
Vevay Township Planning Commission

Jesse Ramey  
Supervisor

JoAnne Kean  
Clerk

Shaun L. Sherwood  
Treasurer

Richard G. Lacasse  
Trustee

John Lazet  
Trustee

My interest in this area is that our parking requirements

1. don't lead to absurd results (an initial requirement that Gestamp provide for an additional 565 parking spaces for their planned addition – easily waived)
2. don't lead to contortions by a business applicant to fit the required number of parking spaces at the required widths into their commercial lot (even when their business plan shows less demand for their services), and
3. still ensure that our community remains accessible.

I recognize that City staff (Mr. Haywood) does an excellent job at helping applicants navigate various requirements and puts before the Planning Commission realistic solutions to some of these challenges. My interest is to figure out a way to remove some of the parking challenges from the outset and, thus, remove these as factors, or potential barriers, in delivering a project.

Below, I've struck some language and provided rationale/questions in order to begin the discussion.

 **Sec. 94-291. Intent and purpose.**

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

(Ord. No. 152, 5-1-2006)

I'm not sure if striking the whole last sentence is right. But, this approach is similar to the Gestamp issue: treating all usable floor area equally without regard to intended use. I'd like to see an applicant offer what it thinks is the appropriate number of parking spaces for its business.

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

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

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

Again, not sure if complete removal is the answer; more subjectivity as in (c) follow is better.

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

(d) *Use of parking areas.*

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

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

Hesitant about this above, but does leave to PC to determine on a case-by-case basis.

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

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

Bump up issue. H & H issue.

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

One of the Little Caesars issues.

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

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

(g) *Parking space requirements.*

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

(2) *Parking space deferment.* Where the property owner can demonstrate that the required amount of parking is excessive, the site plan approving body may waive the parking requirement and approve a parking area smaller than required. The parking area waived shall be designated as reserved parking area for possible future use. The site plan approving body may subsequently require the applicant to construct additional parking spaces upon a determination by said body that the reduced number of parking spaces is not adequate to meet the parking needs of the use and public safety and welfare is at risk. Upon such a determination, the applicant shall convert the reserved parking area into available parking spaces in compliance with said determination and the requirements of this article within six months of being so directed in writing by the zoning official. The approved site plan shall clearly identify the location of this reserved parking area including dimensions and dotted parking space layout, and no buildings, structures, or similar improvements shall be established in the reserved parking area. A notice clearly

identifying the location and number of reserved parking spaces should be recorded with the Ingham County Register of Deeds by the owner as a condition of final site plan approval. This discretion shall be guided by the basis of determination set forth at section 94-191(f). This subsection shall apply only to office, commercial, and industrial uses that are required to provide more than 50 parking spaces.

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

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

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

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

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

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

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

(1) Parking in the required front yard is prohibited in the RM, C-1, O-1, and O-2 districts. For residential uses in the AG, RS-1, RS-2, RS-3, and R2F districts, that portion of a regularly constructed driveway extending in front of the required front yard setback line may be used for parking by up to two passenger vehicles. Front yard parking in the C-2, C-3, M-1, and M-2 districts is prohibited except upon a finding by the planning commission that such parking is a critical component of the operation of the particular use and that adequate provisions are included for the screening and landscaping of such parking area.

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

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

~~zoned or used as single-family or two-family residential, the required minimum width shall be nine feet.~~

Not sure what the City's interest is in required that spaces be certain widths? Little Caesars issue.

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

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

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

a. For right angle parking patterns 75 to 90 degrees, the maneuvering lane width shall be a minimum of 20 feet for one-way traffic movement or a minimum of 24 feet for two-way traffic movement.

b. For parking patterns 54 to 74 degrees, the maneuvering lane width shall be a minimum of 15 feet.

c. For parking patterns 30 to 53 degrees, the maneuvering lane width shall be a minimum of 12 feet.

d. All maneuvering lane widths shall permit one-way traffic movement, except for the 90-degree pattern which may provide for two-way traffic movement.

e. Except for single-family and two-family residential lots, adequate lighting shall be provided throughout the hours when the parking area is in operation. All lighting shall be so arranged as to reflect light away from any residential property adjacent to the parking area and any adjacent road or street.

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

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

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

(Ord. No. 152, 5-1-2006)