

**CITY OF MASON AND VEVAY TOWNSHIP
JOINT PLANNING COMMISSION MEETING
780 Eden Road, Mason, MI 48854**

Monday, January 23, 2017

6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes: November 22, 2016
4. Election of Chair, Vice-Chair and Secretary
5. People from the Floor
6. Public Hearing
 - A. Special Use Permit – 652 Hull Road
Resolution: A Resolution Approving a Preliminary and Final Site Plan and Special Use Permit to Construct a New 16,680 Square Foot Commercial Building Located at 652 Hull Road
7. Adjournment

**CITY OF MASON/VEVAY TOWNSHIP
JOINT PLANNING COMMISSION
Regular Meeting
Wednesday, November 22, 2016
Vevay Township Hall – 7:30 p.m.**

MINUTES

The meeting was called to order by Commissioner Thayer at 7:31 p.m. and followed by the Pledge of Allegiance.

Members Present: Chair Ilene Thayer, Vice Chair John Sabbadin, Secretary Jack Cady, Mark Howe, Marlon Brown, Seth Waxman, and Jim Minster
Members Absent: None
Others Present: Director of Zoning and Development for the City of Mason David Haywood, Vevay Township Supervisor Jesse Ramey, Vevay Township Clerk JoAnne Kean, and Vevay Township Deputy Clerk Brett Linsley

Election of Chair, Vice-Chair and Secretary.

MOTION Waxman, seconded Sabbadin, to nominate Ilene Thayer as Chair.
Motion Approved Unanimously.

MOTION Howe, seconded Brown, to nominate John Sabbadin as Vice Chair.
Motion Approved Unanimously.

MOTION, Sabbadin, seconded Brown, to nominate Jack Cady as Secretary.
Motion approved unanimously.

People from the Floor. None

Public Hearing. Chair Thayer opened the public hearing at 7:34 p.m. There being no comment from the public, the hearing was closed at 7:35 p.m.

Special Use Permit – 652 Hull Road. Commissioner Howe asked if *Goodwill* had submitted any questions for the Commission regarding proposed approval conditions for the Special Land Use Permit. Mr. Haywood – explained that staff from the City of Mason found the original proposal to not be in complete accordance with the City's zoning ordinance. *Goodwill* has chosen to conduct further research to determine whether they are able to meet these standards before applying for any further permissions or variances. As of right now, the company has not submitted any concerns in writing.

The Commission briefly discussed the history of zoning in the area, specifically whether adjacent vacant residential lots could be rezoned for commercial use.

Resident Eames Groenler – commented that the residential parcels are not currently vacant.

MOTION Waxman, seconded Brown, to present following resolution to the Commission.

CITY OF MASON AND VEVAY TOWNSHIP
JOINT PLANNING COMMISSION RESOLUTION

A RESOLUTION APPROVING A PRELIMINARY AND FINAL SITE PLAN AND SPECIAL USE PERMIT TO CONSTRUCT A NEW 16,680 SQUARE FOOT COMMERCIAL BUILDING LOCATED AT 652 HULL ROAD

November 22, 2016

WHEREAS, a request has been received from Goodwill Industries of Central Michigan's Heartland Inc. for preliminary and final site plan and special use permit approval to be allowed to construct a new commercial building at 652 Hull Road; and

WHEREAS, the subject property is further described as:

All that part of the southeast $\frac{1}{4}$ of the northeast $\frac{1}{4}$ of section 17, T2N, R1W, City of Mason, Ingham, County, Michigan. Lying east of Highway US-127 right-of-way, except the south 430 feet thereof and also except the north 150 feet of the east 240 feet of said southeast $\frac{1}{4}$ of the northeast $\frac{1}{4}$ of section 17, T2N, R1W, City of Mason, Ingham County, Michigan; 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 plan shall call out the limits of the Hull Road right-of-way, and
- 2) The plan shall show parking spaces in excess of 66 as pervious, and
- 3) The applicant demonstrate the projected trip generation necessitates the need for a second entrance on Hull Road, and
- 4) The landscape plan shall show the proposed fence extended eastward to block vehicular lights from being viewed by the adjacent residential property to the north, and
- 5) That the landscape plan shall show 18 additional trees; and
- 6) That a construction schedule be provided, and

- 7) That the site plan be revised to comply with the comments received from the Ingham County Road Department as expressed in their email of November 10, 2016; and
- 8) That the site plan be revised to include a fire hydrant as requested by the Fire Chief in his email of November 16, 2016; and
- 9) That the site plan be revised to comply with the comments by the City Engineer as expressed in his letter of November 9, 2016; and
- 10) The site plan shall be revised to show the sanitary sewer connection and be coordinated with the City Engineer and Public Works Director for appropriate location per City policy; and
- 11) The site plan shall show the access lane adjacent to the west side of the drop off overhang to have a minimum width of not less than 20 feet to the satisfaction of the Mason Fire Chief; 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 City of Mason and Vevay Township Joint Planning Commission does hereby approve a Preliminary and Final Site Plan and Special Use Permit to construct a new 16,680 square foot commercial building located at 652 Hull Road based on the site plan dated October 10, 2016.

Motion approved unanimously.

Mr. Haywood presented the resolution.

MOTION Waxman, seconded Sabbadin, that further discussion of the resolution be postponed to an undetermined future date.

Motion approved unanimously.


Adjournment. The meeting was adjourned at 7:41 p.m.

Jack Cady, Secretary



MEMORANDUM

TO: Mason and Vevay Township Joint Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

SUBJECT: Site Plan Review & Special Use Permit – 652 Hull Road (Goodwill)

DATE: January 19, 2017

At the applicant's request, this issue was postponed at the November 22, 2016 meeting to afford the applicant time to respond to staff and agency comments. The applicant has submitted a revised site plan dated December 14, 2016 and a letter dated December 15, 2016 responding to the items of concerns raised in staff's memorandum of November 17, 2016. The applicant is requesting preliminary and final site plan approval and special use permit for a new 16,680 square foot commercial building for a Goodwill retail store at 652 Hull Road. The parcel is zoned M-2 General Manufacturing. The following is a response to the applicant's point by point analysis of staff's concerns raised on November 17, 2016.

Due to the size of the applicant's response letter, the attachments for this packet do not include Appendix A – Site Plan, Appendix B – Impervious Surface Correspondence, and Appendix E – Storm Water Calculations. These appendices are either included with your packet in another format or the City concurs with their assessment. They are available if anyone has questions or concerns and can be made available on short notice.

Pervious Parking Surface

The City Engineer's has provided comment on the revised site plan indicating that he concurs with the applicant's assessment that the soils in the vicinity of the site would not support the use of pervious pavement. It appears that it would be impossible to implement pervious pavement in the area. Staff recommends waiving the requirement of pervious pavement and accepting the proposed number of parking spaces.

Second Access Drive

The applicant makes several good points about the need for a second driveway relative to the number of existing and proposed curb cuts, road frontage, ICRD jurisdiction, on-site traffic flow, and site development. Staff would concur that there is ample room for a second entrance. Whether the on-site traffic flow and description of need for a second access drive justifies a second entrance is up to the discretion of the Planning Commission.

Additional Trees

Staff concurs with the applicant's landscaping assessment. It appears that the landscape plan now meets the intent of the ordinance requirements.

Construction Schedule

The applicant has provided a construction schedule indicating that the project will commence in 2019 and last for approximately 7 to 11 months. The applicant is asking for an extension to allow the site plan to be valid through the start date of the project in 2019.

ICRD Matters

The applicant has addressed issues raised by the Ingham County Road Department.

Sidewalk

The applicant is asserting that sidewalk extension to the south property line, which is standard City policy, is unnecessary and should not be required. Although there appears to be no immediate need for extension of sidewalks, staff is reluctant to support an outright waiver of this requirement. The parcel immediately adjacent to the subject property to the south is owned and operated by the City of Mason, including water tower. There is ample surplus land on this property to develop in the future with certain amenities, such as, but not limited to, parkland and trail head parking, etc., that would benefit from pedestrian connectivity. Therefore the City is not willing to waive the required sidewalk at this time. As an alternative, staff recommends that the requirement to install the portion of sidewalk from the north entrance to the south property line be deferred to such time that sidewalk is installed on the property adjacent to the south.

Storm Water Calculations

The City Engineer has provided comment indicating that the calculations provided are in general conformance with City standards. As stated in staff's prior memo, a drainage facilities maintenance agreement is recommended as a condition of approval prior to the issuance of an occupancy permit. Approval from the Michigan Department of Transportation for storm water discharge is also recommended as a condition of approval prior to the issuance of a building permit.

MDOT Approval

See storm water comment above.

Driveway Openings Must Meet City Standards

It appears that the proposed driveway entrances are now in compliance with City driveway standards.

ICRD Approval of Pedestrian Crossing

The site plan has been revised with the pedestrian crossing eliminated per the Ingham County Road Department's request.

OTHER ISSUES IDENTIFIED:

Sanitary Sewer

The utility plan shows the public sanitary sewer main on Trillium Drive to be extended across Hull Road and then north within a public easement for approximately 220 feet to the vicinity of the proposed building. The proposed public main does not span the entire frontage of the site, which is a standard City requirement. The City Engineer and Public Works Director both concur in their letter of January 13, 2017, that the sewer main is required to span the entire width of the subject property in anticipation of future development in the vicinity of the site. Approval is recommended with a condition that the applicant revise the site plan to show sanitary sewer extending the entire width of the subject property.

ANALYSIS:

It appears that the site and proposed use will comply with the site plan review standards listed in Sections 94-227 of the Code, provided the previously noted conditions are met.

In addition to these standards, Section 94-191(f) of the Mason Code provides the Basis of Determination for Special Use Permits. These standards must be met before a Special Use Permit can be approved. The standards and staff commentary regarding compliance follow:

- (1) *Be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of adjacent property or the zoning district in which it is proposed.*

The location is currently zoned for commercial use. The use appears to be harmonious with the general surroundings and character of the immediate vicinity.

- (2) *Not be hazardous or disturbing to uses in the same general vicinity and will be a substantial improvement to property in the immediate vicinity and to the community as a whole.*

Provided the mitigating improvements listed in this staff report and accompanying resolution, staff is not aware of any additional conflicts of a hazardous or disturbing nature associated with the proposed use.

- (3) *Be served adequately by essential facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools.*

The use is proposed in an area currently served by public water and planned for sanitary sewer extension.

- (4) *Not create additional requirements at public cost for public facilities and services.*

It does not appear that the proposed use will create additional public costs.

- (5) *Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any person, property, or the general welfare by noise, fumes, glare, or odors.*

Staff is not aware of any conflicts of this nature.

- (6) *Not be located such that it will directly or indirectly have a substantial adverse impact on the natural resources of this city.*

Staff is not aware of any conflicts of this nature.

- (7) *Be in compliance with other applicable local, county, state, or federal rules and regulations.*

It appears that the proposed use is in compliance, provided the specified conditions of approval are met.

RECOMMENDATION:

The Mason and Vevay Township Joint Planning Commission approve the proposed resolution.

Attachments:

1. Resolution
2. Staff Report – November 17, 2016
3. Mason and Vevay Township 425 Agreement, Section 4.01 (excerpt)
4. Application
5. Letter from applicant – December 15, 2016, not including Appendices A, B, and E
6. Agency Comments
 - a. City Engineer & Public Works Director
 - b. Ingham County Road Department
7. Revised Site Plan – December 14, 2016

Introduced:
Seconded:

**CITY OF MASON AND VEVAY TOWNSHIP
JOINT PLANNING COMMISSION RESOLUTION**

**A RESOLUTION APPROVING A PRELIMINARY AND FINAL SITE PLAN AND
SPECIAL USE PERMIT TO CONSTRUCT A NEW 16,680 SQUARE FOOT
COMMERCIAL BUILDING LOCATED AT 652 HULL ROAD**

January 23, 2017

WHEREAS, a request has been received from Goodwill Industries of Central Michigan's Heartland Inc. for preliminary and final site plan and special use permit approval to be allowed to construct a new commercial building at 652 Hull Road; and

WHEREAS, the subject property is further described as:

All that part of the southeast $\frac{1}{4}$ of the northeast $\frac{1}{4}$ of section 17, T2N, R1W, City of Mason, Ingham, County, Michigan. Lying east of Highway US-127 right-of-way, except the south 430 feet thereof and also except the north 150 feet of the east 240 feet of said southeast $\frac{1}{4}$ of the northeast $\frac{1}{4}$ of section 17, T2N, R1W, City of Mason, Ingham County, Michigan; 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 following conditions:

- 1) That the applicant provide prior authorization from the Michigan Department of Transportation for storm water discharge prior to the issuance of a building permit; and
- 2) That the site plan be revised to comply with the comments by the City Engineer as expressed in his letter of January 13, 2017; and
- 3) The applicant provide a drainage facilities maintenance agreement prior to the issuance of an occupancy permit; and
- 4) That the site plan be revised to show the sanitary sewer main be extended the full width of the subject property; 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

WHEREAS, this site plan approval is valid for 24 months from the approval date listed herein.

NOW THEREFORE BE IT RESOLVED, that the City of Mason and Vevay Township Joint Planning Commission does hereby approve a Preliminary and Final Site Plan and Special Use Permit to construct a new 16,680 square foot commercial building located at 652 Hull Road based on the site plan dated December 14, 2016.

Yes ()

No ()

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Mason and Vevay Township Joint Planning Commission at its regular meeting held Monday, January 23, 2017, the original of which is part of the Planning Commission minutes.

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

City of Mason


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



City Hall 517 676-9155
Police 517 676-2458
Fax 517 676-1330
TDD 1-800-649-3777

MEMORANDUM

TO: Mason and Vevay Township Joint Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

SUBJECT: Site Plan Review & Special Use Permit – 652 Hull Road (Goodwill)

DATE: November 17, 2016

The applicant is requesting preliminary and final site plan approval and special use permit for a new 16,680 square foot commercial building for a Goodwill retail store at 652 Hull Road. The parcel is zoned M-2 General Manufacturing.

JOINT PLANNING COMMISSION:

The subject property is located within a geographical area that was conditionally transferred to the City of Mason from Vevay Township in 1989 under the authorization of Public Act 425. The Act allows for the conditional transfer of land between the cities and townships for the sharing of taxes and other revenues in exchange for certain services. Section 4.01 of the agreement requires that any application for a special use permit for property located within the 425 agreement area be reviewed by a Joint Planning Commission. The agreement requires that the commission be composed of four members of the Mason Planning Commission and three members of the Vevay Township Planning Commission. Section 94-142(d)(14) of the Mason Zoning Ordinance requires a special use permit for uses exceeding 15,000 square feet in area. Therefore, the application must be reviewed by the Joint Planning Commission.

LAND USE AND ZONING:

The surrounding land uses and zoning are as follows:

	Current Land Use	Zoning	Future Land Use
North	Commercial & Residential (vacant)	C-2 (General Commercial) AG (Single Family Agricultural)	Commercial
East	Industrial	M-2 (General Manufacturing)	Industrial
South	Public (Water Tower)	AG (Single Family Agricultural)	Public
West	Vevay Township & US 127 ROW	Vevay Township	Vevay Township

SITE PLAN REVIEW:

Plan Details:

The application indicates the hours of operation will be 9:30 a.m. to 8:00 p.m. Monday through Saturday, 11:00 a.m. to 6:00 p.m. Sunday.

The plans show what appears to be the Hull Road right-of-way. However, the right-of-way line is not labeled. Staff recommends approval with the condition that revised plans be provided that call out the Hull Road right-of-way.

Height, Bulk, Density, and Area Requirements:

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

Off-Street Parking & Circulation:

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

The proposed lighting plan appears to meet the standards for light placement, pole height and intensity.

Retail establishments are required to provide one parking space for every 150 square feet of usable floor area. The site plan indicates that there is 9,776 square feet of usable floor area, which calculates to 66 required parking spaces. The site plan shows 109 total parking spaces. Section 94-241(i)(1)(f) gives the Planning Commission the authority to require that all parking areas in excess of 120% of the minimum of parking spaces required shall be constructed of pervious surfaces. Based on this standard the applicant would have to make all parking spaces in excess of 66 pervious. Staff recommends approval with the condition that a revised site plan be provided showing parking spaces in excess of 66 being pervious.

Section 94-176(f)(3) limits access drives to a single entrance for commercial properties. A second entrance may be authorized upon a finding that the applicant demonstrates that the projected trip generation necessitates additional access points and no feasible alternative exists. Approval is recommended with the condition that the applicant demonstrate the need for a second access entrance.

Landscaping:

Division 2 of Article VII and Table 100-4 of the Mason Zoning Ordinance requires a buffer zone A between the subject parcel and parcels zoned C-2 (General Commercial) and a buffer zone B between subject parcel and parcels zoned AG (Single Family Agricultural). Therefore, the northerly property should have a buffer zone A adjacent to the Meijer site, zone B adjacent to the vacant residential property to the north and City water tower to the south. Section 94-241(e)(6) gives the Planning Commission the authority to waive the landscaping requirements. Staff would suggest that given the location of the site, the joint planning commission waive the landscaping requirements adjacent to US127. Staff would also suggest that given the distance between the proposed development and the north property line adjacent to Meijer, that the

landscaping proposed be accepted. Similarly, the landscaping proposed for the south property line adjacent to the water tower also should be accepted. The only area that staff suggests any change is the location of the fence, that it be shifted east to deflect vehicle lights from shining at the residential property to the north in the event that the structure is occupied in the future. Staff recommends this as a condition of approval.

Section 94-241(c)(8) requires that one tree be planted for each 10,000 square feet of disturbed area of the site, or fraction thereof. At approximately 180,000 square feet of disturbed area, 18 trees are required to be planted in addition to the other normally required landscaping. Staff recommends approval with the condition that these additional trees be shown on the revised landscape plan.

Construction Schedule:

The applicant has not provided a construction schedule. Staff recommends approval with the condition that a construction schedule be provided with the revised site plan.

PUBLIC SERVICES AND FACILITIES:**Streets, Traffic, and Site Access:**

Hull Road is a four-lane road in the vicinity of the site and is under the jurisdiction of the Ingham County Road Department (ICRD). The ICRD provided comment indicating that the following will need to be addressed prior to construction in the Hull Road right-of-way:

- Open cut installation of utilities will not be permitted
- Other improvements will need to meet ICRD standards for pavement and drive approach standards
- Sidewalk ramp across from Trillium drive should be removed
- The Type L driveway should be removed
- Curbing on Hull Road should be matched to existing
- The plans should include work zone traffic control

Staff recommends approval with the condition that a revised site plan be submitted that addresses the comments provided by the ICRD on November 10, 2016.

Water, Sanitary Sewer and Storm Water Management:

The Fire Chief has provided comment recommending that a fire hydrant be located on the west side of Hull Road near the property entrance. Approval is recommended with this condition.

The City Engineer has provided comments in his letter dated November 9, 2016. His comments include concurrence from the Public Works Director and are summarized as the following:

- Water main sizes and materials should be shown
- Work in the Hull Road right-of-way will require a permit from the ICRD
- A fire hydrant on the west side of Hull Road is recommended
- A single water main crossing Hull Road is recommended
- The “connection point” for sanitary sewer needs to be identified and meet City standards

- Storm water calculations need to be provided
- Storm water discharge into the Michigan Department of Transportation will require prior approval
- A storm water maintenance agreement will be required
- Water and sewer tap fees will be assessed
- A soil erosion permit from Ingham County will be required
- Driveway openings will be required to meet City Standards and require a ICRD permit
- The proposed pedestrian crossing will need ICRD approval

Approval is recommended that the applicant provide a revised site plan addressing the comments listed in the City Engineer's letter.

The utility plan shows sanitary sewer being extended to the site from the north and into the site as a public main. The section of main that turns west into the site is not acceptable to the City. Staff recommends that a revised site plan be provided that shows the sanitary sewer main location consistent with City policy. Coordination should be conducted between the applicant, the City Engineer, and the Public Works Director for the appropriate location of sanitary main and associated easement. Approval is recommended that the applicant coordinate with the City for the appropriate location of sanitary sewer main and public easement and a revised site plan be submitted to show the same.

Pursuant to City Council Resolution No. 2005-49, the City requires a written drainage facility maintenance agreement between the City and the property owner insuring that they will properly maintain their private storm water drainage system, bearing all expenses. This agreement is recommended as a condition of approval.

Additional Agency Comments:

The Fire Chief has provided comment that the overhang/drop-off canopy on the west side of the building restricts the bypass lane to 12 feet. NFPA 1 2006 18.2.3.4.1.1 requires that Fire Department access roads shall have an unobstructed width of not less than 20 feet. Approval is recommended with the condition that the access drive be widened to the satisfaction of the Mason Fire Chief.

Comments from the remaining agencies are attached. No additional concerns have been received regarding this site plan review at this time.

ANALYSIS:

It appears that the site and proposed use will comply with the site plan review standards listed in Sections 94-227 of the Code, provided the previously noted conditions are met.

In addition to these standards, Section 94-191(f) of the Mason Code provides the Basis of Determination for Special Use Permits. These standards must be met before a Special Use Permit can be approved. The standards and staff commentary regarding compliance follow:

- (1) *Be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of adjacent property or the zoning district in which it is proposed.*

The location is currently zoned for commercial use. The use appears to be harmonious with the general surroundings and character of the immediate vicinity.

- (2) *Not be hazardous or disturbing to uses in the same general vicinity and will be a substantial improvement to property in the immediate vicinity and to the community as a whole.*

Provided the mitigating improvements listed in this staff report and accompanying resolution, staff is not aware of any additional conflicts of a hazardous or disturbing nature associated with the proposed use.

- (3) *Be served adequately by essential facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools.*

The use is proposed in an area currently served by public water and planned for sanitary sewer extension.

- (4) *Not create additional requirements at public cost for public facilities and services.*

It does not appear that the proposed use will create additional public costs.

- (5) *Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any person, property, or the general welfare by noise, fumes, glare, or odors.*

Staff is not aware of any conflicts of this nature.

- (6) *Not be located such that it will directly or indirectly have a substantial adverse impact on the natural resources of this city.*

Staff is not aware of any conflicts of this nature.

- (7) *Be in compliance with other applicable local, county, state, or federal rules and regulations.*

It appears that the proposed use is in compliance, provided the specified conditions of approval are met.

RECOMMENDATION:

The Mason and Vevay Township Joint Planning Commission approve the proposed resolution.

Attachments:

1. Resolution
2. Mason and Vevay Township 425 Agreement, Section 4.01 (excerpt)
3. Application, including lighting specifications
4. Agency Comments
 - a. City of Mason Chief of Police
 - b. City of Mason POTW Supervisor
 - c. City Engineer
 - d. Ingham County Road Department
 - e. City of Mason Fire Chief
5. Site Plan

of this Agreement shall review the 425 Agreement every 5 (five) years and submit any recommendations for proposed modifications to the City Council and Township Board.

2.05 Covenant to Cooperate. The City and the Township hereby covenant and agree that they will cooperate with each other, and with any other agent or instrumentality of the City, the State or the Township performing or required to perform any action in connection with or pursuant to the terms of this Agreement, and will do all things necessary in a legally sufficient and expeditious manner to legally effectuate the transfer of the Property and cause the development of the Property in accordance with this Agreement.

ARTICLE III

PROPERTY DEVELOPMENT

4.01 Joint Planning. In considering and granting any required special use permit, the application shall be reviewed by a Joint Planning Commission composed of four (4) members of the Mason Planning Commission appointed by the Mayor and approved by the Mason City Council and the three (3) members of the Vevay Township Planning Commission appointed by the Township Supervisor and approved by the Township Board. An appeal from any decision of the Joint Planning Commission shall be decided by a joint meeting of the Mason City Council and the Vevay Township Board of Trustees, sitting "en banc". The Joint Planning Commission shall meet on call and will be staffed by the Building Official of the

City of Mason. Minutes of each meeting shall be taken by a Secretary appointed by Vevay Township, the cost of said service being equally split by the two jurisdictions.

4.02 Tax Increment Financing. ~~4.02~~ The City of Mason shall establish a local development finance authority (LDFA) pursuant to 1986 PA 281, and/or create or continue a Downtown Development Authority pursuant to 1975 PA 197 the initial boundaries of which shall include the territory conditionally transferred under PA 425. Of the 11 members appointed to the Board of the LDFA, one member will be appointed by the County Board of Commissioners, one member shall represent Lansing Community College, four members shall be appointed by the City of Mason, three members shall be appointed by the Township, and two members shall be appointed by the Mason Public School District. TIF revenues captured from eligible property shall be used for public facilities to serve eligible property within the TIF district and may include road facilities to and around the eligible property and other public facilities which are necessary to serve the eligible property whether or not located on that eligible property. The Development Plan and Tax Increment Financing Plan and any amendments thereto shall be approved by the Mason City Council and the Vevay Township Board of Trustees. Any tax revenues not required by the LDFA/DDA to finance public facilities to serve the eligible property within the District shall revert proportionally to the respective taxing jurisdictions, and reverted City of Mason tax revenues shall be

APPLICATION – SITE PLAN REVIEW/SPECIAL USE PERMIT

City of Mason

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

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

www.mason.mi.us



Applicant– Please check one of the following:

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

* includes Preliminary Site Plan Review

PLANNING DEPARTMENT USE ONLY

Application Received: _____

Tax ID: _____

Fee: _____

Receipt #: _____

I. APPLICANT INFORMATION

Name Ken Bauer

Organization Goodwill Industries of Central Michigan's Heartland, Inc.

Address 4820 Wayne Road

Telephone Number 269-782-6500 Facsimile Number 888-452-5968

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

Note: If applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner.

II. PROPERTY INFORMATION

Owner Frederick Farm LLC, Allen S Telephone Number _____

Property Address 652 Hull Road, Mason, MI 48854

Legal Description: If in a Subdivision: Subdivision Name N/A Lot Number N/A

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

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 Mark Fitts Date 10/10/16

III. REQUEST DESCRIPTION

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

The existing use of the property is vacant (and - The
proposed use is retail and work force development.

B. Available Services

Public Water ☒ YES ☐ NO
Public Sanitary Sewer ☒ YES ☐ NO

Paved Road (Asphalt or Concrete) ☒ YES ☐ NO
Public Storm Sewer ☐ YES ☒ NO

C. Estimate the Following

Traffic Generated 50-60 vph, peak hour

Total Employees 26 Shifts 3

Population Increase 0

Employees in Peak Shift 12-15

Hours of Operation 9:30 AM to 8:00 PM

Total Bldg. Area Proposed 16,680 sq

Monday through Saturday

Parking Spaces Provided 109

11:00am to 6:00pm
Sunday

D. Project Phasing

This project will be completed in: ☒ One Phase ☐ Multiple Phases – Total No. of Phases: _____

Note: The phases of construction for multi-phase projects must be shown on the site plan

IV. APPLICATION MATERIALS

The following are checklists of items that generally must be submitted with applications for Preliminary Site Plan Review, Final Site Plan Review, and Special Use Permits. Applicants should review Articles VI and VII of Chapter 94 of the Mason Code for a complete listing of application requirements. All site plan drawings must comply with the requirements of Section 94-226(d) of the Zoning Ordinance. Incomplete applications will not be processed.

- ☒ Completed application form
- ☒ 20 copies of site plan drawings is larger than 11" x 17" (30 copies for Special Use Permits)
- ☒ 1 – 11" x 17" copy of the site plan
- ☒ Plans submitted on CD (Commercial only)
- ☐ Legal description
- ☒ Proof of ownership/owner authorization
- ☐ Construction schedule for proposed project
- ☐ Construction calculations for utilities
- ☒ Fee (see below)
- ☐ Any other information deemed necessary

Application Fee – all requests must be accompanied by a fee, as established by the City Council. The fee schedule for Preliminary Site Plan Reviews, Final Site Plan Reviews, and Special Use Permits is as follows (As of October 16, 2006):

<u>Administrative Reviews</u>	\$70.00
<u>Preliminary Site Plan Reviews</u>	\$200.00
<u>Final Site Plan Review</u>	\$100.00
<u>Special Use Permits</u> (includes preliminary site plan review)	\$275.00
<u>Engineering Review</u>	\$220.00*

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

V. APPLICATION DEADLINES

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

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

VI. STAFF REPORT

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



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MERITAS LAW FIRMS WORLDWIDE

MATTHEW B. VAN DYK
Attorney at Law

269.226.2988
269.978.2969 fax
vandykm@millerjohnson.com

December 15, 2016

VIA ELECTRONIC MAIL AND FEDERAL EXPRESS

David E. Haywood, AICP
Zoning & Development Director
City of Mason
201 W. Ash Street
Mason, MI 48854



Re: Revised Site Plan (the "Site Plan") and Application (the "Application") relating to 652 Hull Road, Mason, Michigan (the "Property") submitted by Goodwill Industries of Central Michigan's Heartland, Inc. (the "Applicant")

Dear Mr. Haywood,

Thank you for taking the time to meet with our team on December 9, 2016, to discuss the issues raised in your November 17, 2016, Memorandum (the "Staff Memo") to the Mason and Vevay Township Joint Planning Commission (the "PC"). As discussed at that meeting, we have undertaken to substantially revise the Site Plan in order to address as many of the concerns raised in the Staff Memo as possible.

I have enclosed a complete, revised version of the Site Plan as Exhibit "A", and full-sized originals thereof have been submitted to you by Tower Pinkster. By this correspondence, we are requesting (a) that the PC be convened to hear the Application and attendant Special Use Permit request at the earliest possible opportunity, and (b) that a revised Staff Memo be prepared reflecting a review of the attached revised Site Plan and the balance of the contents of this correspondence.

Although every effort was made to incorporate the comments made in the Staff Memo into the revised Site Plan, on further investigation and discussion with City and other agency staff, we believe that a small number the comments should be revised in light of various matters pertaining to the Property. Those items are as follows:

- **Pervious Parking Surface:** Pervious parking surface is inappropriate for this site. The topography, soil composition, and drainage of the Property renders the site unsuitable for use of pervious asphalt. In essence, the "advantage" of requiring pervious asphalt is to facilitate the infiltration of storm water directly into the soil beneath the pervious asphalt surface. In this case, however, the soil on the Property is clay thereby defeating the purpose of installing pervious asphalt in the first place. As such, the purpose behind requiring a pervious surface is undermined by the soil composition on the Property, and requiring its installation has no material advantage while significantly increasing the cost to the Applicant. This is further discussed in more detail in the geotechnical report and correspondence between the Applicant's project engineer, Eric Klompmaker, and the City Engineer, Donald Heck, attached hereto as Exhibit "B".
- **Second Access Drive:** A second access drive is necessary to the Applicant's development of the Property and completely appropriate in light of the configuration, usage, and history of the Property. First, the site is currently served by two existing curb cuts onto Hull Road (one of which the Applicant

December 15, 2016

Page 2

has agreed to close as indicated on the Revised Site Plan). As such, the second access drive does not increase the number of curb cuts serving the site; rather, it is merely a relocation of one of the existing curb cuts to best serve the proposed and safe vehicular circulation needs. *Secondly*, given the elongated configuration of the Property, the Property has 744' of frontage on Hull Road, with over 600' of frontage in the area to be developed. Simply put, because of this configuration, the Property can easily be served by two access drives and, indeed, should be. *Third*, after reviewing the comments from ICRD, it appears that the ICRD – under whose jurisdiction Hull Road exists – does not have any concern with the installation of a second access drive. *Fourth*, the Applicant's PE will submit the technical justification you requested under separate cover. *Fifth*, and perhaps most importantly, the second access drive is a critical component of the development. Both drives are necessary to allow for safe and proper flow with minimized conflicts of 4 types of traffic: (1) Customers are encouraged to enter and exit through the "Main" (south) drive which takes them to the middle of both parking lot halves with minimal interaction w/ larger vehicles; (2) Vehicles with donations to drop off, and service vehicles (including large semi-trucks) will have signage directing them to enter the site at the "Service" (north) drive so that their proper counter-clockwise traffic flow will not enter through customer parking areas; these vehicles will more safely circle behind the building to the covered drop-off door facing the highway, and loading dock/dumpster areas, respectively; and their continued counter-clockwise exit route is specifically designed through the main (south) drive; (3) Garbage/recycling trucks and smaller delivery trucks entering the service area this way utilize a "hammerhead" turnaround so they can most safely exit back out the Service drive, with little to no interaction with customer traffic; and (4) there is an employee training portion of the building nearest the service area that has specific parking designated there for them nearest the door at the building's northeast corner. These parking spaces are best entered from, and exited out, the Service (north) drive to minimize flow through customer parking areas off the Main drive. This traffic flow is all depicted in greater detail on the drawing attached hereto as Exhibit "C".

- **Additional Trees:** Additional trees should not be required as the trees depicted in the revised Site Plan satisfy the requirements of the ordinance. This is better described in the table appearing on Sheet L120, entitled "Disturbed Land Tree Planting Requirements", and shown on the revised Site Plan. Our calculations indicate that 71 total trees are proposed on the site, while only 59 are required by the ordinance. Please see the revised Site Plan, and the attached Exhibit "D" for more detail.
- **Construction Schedule:** Construction for this site is not expected to commence until 2019, and is expected to have a 7- to 11-month duration. As such, it is premature for a construction schedule to be submitted and the same should not be a condition of site plan approval. Additionally, the Applicant would request that the PC approve an extension through the full 2-year viability of the Site Plan in connection with its review and approval of the Application.
- **ICRD Matters:** The majority of the ICRD objections have been addressed in the revised Site Plan. For instance, the pavement and drive approaches in the revised Site Plan meet ICRD standards (and this has been confirmed with ICRD), the sidewalk ramp across from Trillium Drive has been removed, the Type L driveway is shown to be removed, the curbing on Hull Road matches the existing curbing, fire hydrant has been located near the north entrance, water main and materials have been depicted, and so on. Of those items which remain (pertaining to open cut installation of utilities, work zone traffic controls, and permitting), these matters are subject to further discussion with ICRD and/or will not be addressed until the pre-construction phase of the project (which, as indicated, is some time off).

December 15, 2016

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As such, we would request that any condition on the approval of the Site Plan pertaining to Hull Road or the frontage thereon consist simply of a general condition that the Applicant satisfy the requirements of ICRD.

- **Sidewalk:** It is our understanding that the City's intention with respect to the sidewalk installation requirement is to ensure that all properties within the City are pedestrian accessible. In light of the ICRD requirement that the sidewalk ramp across from Trillium Drive be eliminated, this objective is satisfied by installing sidewalk from the Northern boundary of the site to the main vehicular entrance to the site, and discontinuing further sidewalk installation Southerly thereof. Sidewalk located South of that entrance begins nowhere and goes nowhere, and thus the Applicant requests relief from this requirement. The revised Site Plan reflects this configuration.
- **Storm Water Calculations:** See Exhibit "E" attached hereto.
- **MDOT Approval:** As noted on the revised Site Plan, the site discharges storm water into the adjacent MDOT right-of-way. The storm water management system on this site has been designed to easily meet MDOT requirements, but permitting therefor is not customarily secured until pre-construction (which, again, is some time off). As such, the Applicant would request that this condition be revised in the same manner as the condition for the outstanding ICRD pre-construction matters – namely, a general condition that the Applicant satisfy the requirements of MDOT.
- **Driveway Openings Must Meet City Standards:** Hull Road is a county road under the jurisdiction of ICRD. As indicated above, the driveway openings satisfy the conditions of ICRD. Additionally, with respect to the City driveway standards, the revised Site Plan satisfies the same (specifically as it pertains to the 10" concrete apron requested by the City Engineer. This should not be a condition of approval.
- **ICRD Approval of Pedestrian Crossing:** As indicated, ICRD has requested removal of the pedestrian crossing, and the Applicant has complied in the revised Site Plan. This condition should be struck.

Thank you for your consideration. If you would, please kindly advise when the PC meeting at which the revised Application will be heard is scheduled. Have a Happy Holidays!

Sincerely,
MILLER JOHNSON



By

Matthew B. Van Dyk

cc: Ken Bauer, CEO, Goodwill Industries of Central Michigan's Heartland, Inc.
Mark Peters, Development Director, Goodwill Industries of Central Michigan's Heartland, Inc.
Michele Rossio, Tower Pinkster

MILLER JOHNSON

December 15, 2016

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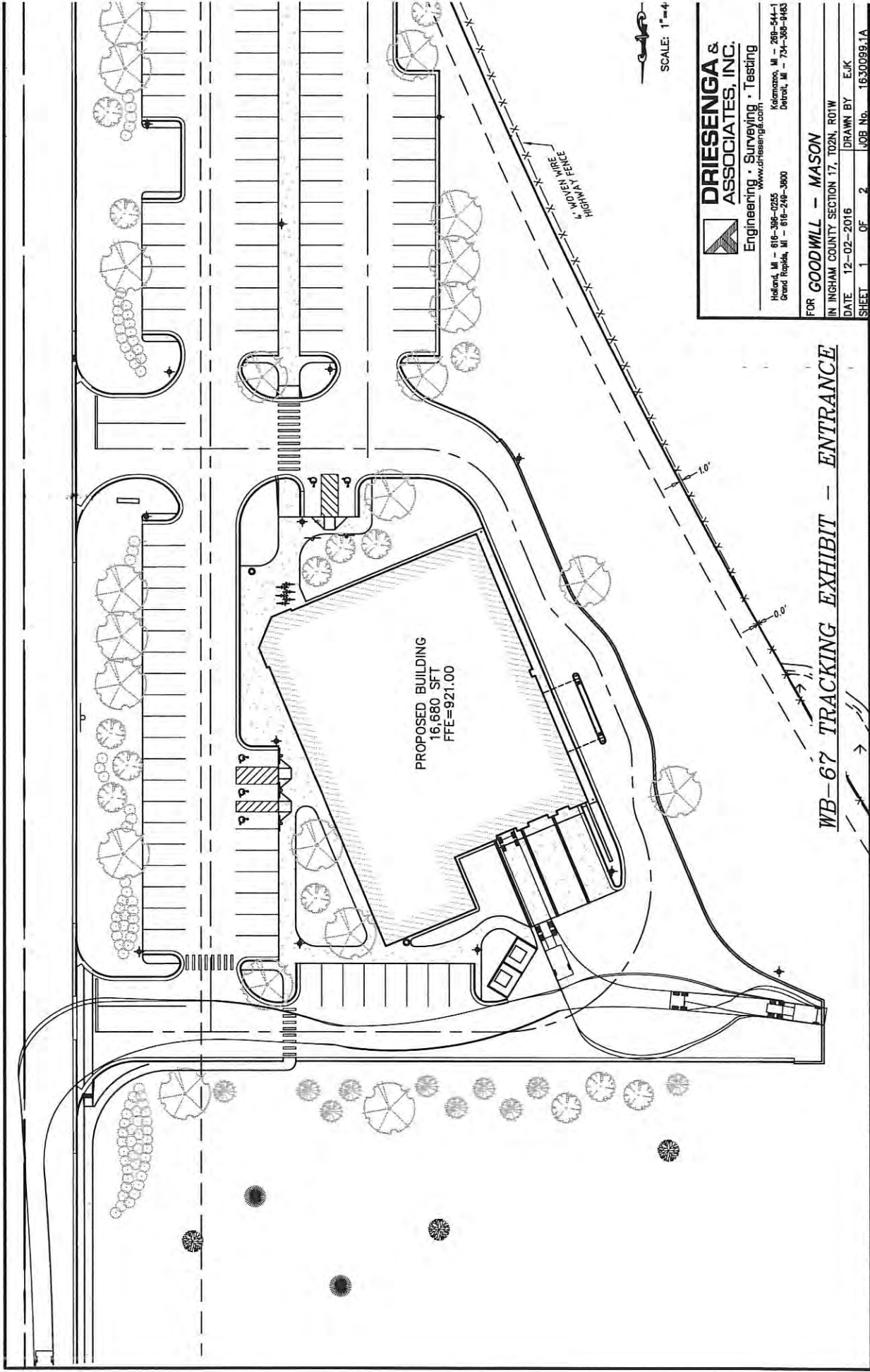
Craig Newhouse, Tower Pinkster
Eric Klompmaker, Driesenga & Associates
John Tenpas, Driesenga & Associates

MILLER JOHNSON

December 15, 2016

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EXHIBIT "C"
TRAFFIC FLOW DRAWING



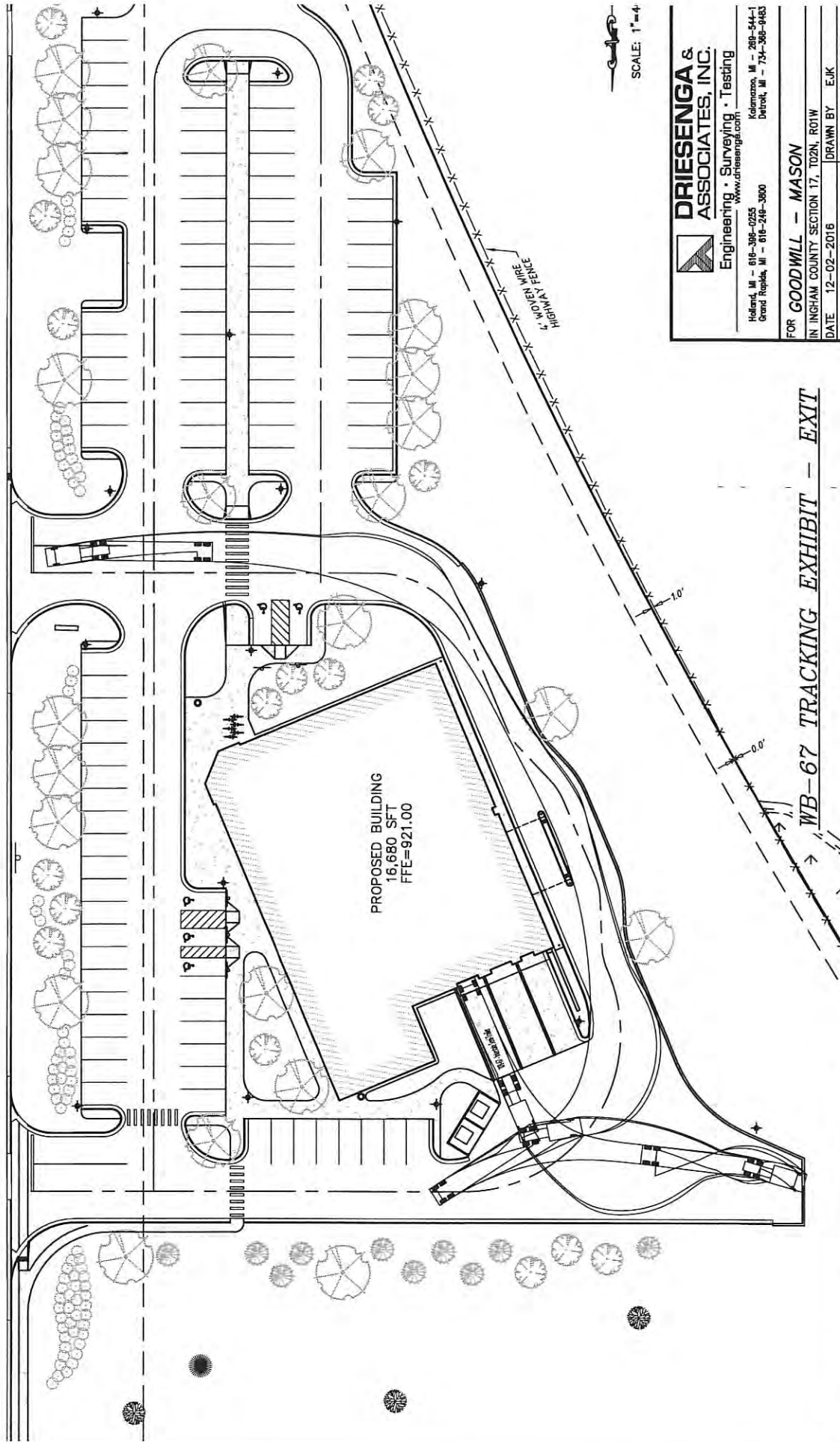
SCALE: 1"=4'

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Detroit, MI - 734-368-9483

FOR GOODWILL - MASON			
IN INGHAM COUNTY SECTION 17, T02N, R01W			
DATE	12-02-2016	DRAWN BY	EJK
SHEET	1 OF 2	JOB No.	1630099.1A

WB-67 TRACKING EXHIBIT - ENTRANCE



SCALE: 1"=4'

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FOR	GOODWILL - MASON
IN	INGHAM COUNTY SECTION 17, T20N, R01W
DATE	12-02-2016
SHEET	2 OF 2
	DRAWN BY EJK
	JOB No. 1630099.1A

MILLER JOHNSON

December 15, 2016

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EXHIBIT "D"
TREE CALCULATION



Wolverine Engineers & Surveyors, Inc.

312 North Street • Mason, Michigan 48854 • 517.676.9200 • Fax 517.676.9396

January 13, 2017

Mr. David E. Haywood, AICP – Zoning & Development Director
City of Mason
201 W. Ash Street
Mason, MI 48854

RE: 652 Hull Road – Goodwill Industries of Central Michigan's Heartland

Dear Mr. Haywood:

At your request and in conjunction with Mr. Ken Baker, DPW Director, we have reviewed the revised site plan as provided for the proposed Goodwill Industries of Central Michigan's Heartland located at 652 Hull Road. The plans as provided to our office consisted of fifteen (15) plan sheets as prepared by Tower Pinkster and dated December 14, 2016.

In general, the revised plans address the items brought forth in our review letter of November 9, 2016.

In specificity we offer the following comments:

Water Main:

It is recommended that the City of Mason Fire Chief confirm if a single hydrant as noted on the revised plans will be acceptable.

The City considers this water main construction to be a lead serving a single property and therefore it is our opinion that a water main construction permit from the Michigan Department of Environmental Quality is not required.

Sanitary Sewer:

The revised plans propose the extension of sanitary sewer from the existing manhole located on the northern side of Trillium Drive. The proposed sanitary sewer crosses Hull Road and heads north along the westerly side of Hull Road to serve the proposed building. In accordance with the City of Mason past practices this sanitary sewer should be extended across the entire frontage of the subject property. Since this sewer extension

Mr. Haywood
January 13, 2016
Page 2 of 3

has the potential to serve more than the Goodwill property it will be considered public and require the requisite State issued permit(s). The Design Engineer shall provide to the City a Basis of Design and four (4) sets of signed and sealed plan and profile plan sheets for said sewer extension. The City of Mason will complete the permit applications and submit to the State for the needed permits.

Storm Sewer:

The site plan has been revised to provide a detention basin that contains the storm water within the site boundaries; however, the detention basin discharge is still directed into the US-127 right-of-way. As stated in our initial review letter this will require the concurrence of the Michigan Department of Transportation.

Storm calculations have been provided, are in general conformance with the City of Mason requirements and support the proposed basin sizing and anticipated site runoff.

A storm water maintenance agreement will need to be provided to the City in accordance with the City Ordinances and standards.

Other Site Items:

It is understood that the requirement of providing pervious pavement in a portion of the parking area has been discussed. It is our opinion that the native soils at this location are not conducive to the functioning of pervious pavement. As such we would recommend the requirement for pervious pavement be waived for this development.

Water and sanitary sewer tap fees will be determined by the City at a later date.

All public utilities and/or connections thereto will be inspected by the City of Mason and/or their designated representatives. It is anticipated that all costs for said inspections will be paid for by the Developer.

A digital copy of the City of Mason standard detail sheet will be forwarded to the Design Engineer for incorporation into the final construction plans.

At this time, from an engineering perspective, we would recommend site plan approval contingent upon obtaining all appropriate, necessary and required permits from all other governmental agencies having jurisdiction.

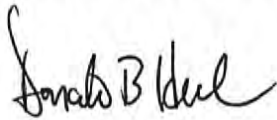
Mr. Haywood
January 13, 3016
Page 3 of 3

We appreciate the opportunity to provide our review comments to you. We received one (1) set of plans for review and have retained said set for our files.

As always, if you have any questions or additional comments, please do not hesitate to call.

Sincerely,

WOLVERINE ENGINEERS & SURVEYORS, INC.



Donald B. Heck, P.E.

DBH:ood

cc: Ken Baker, Director – City of Mason DPW
Tom Silsby, Superintendent – City of Mason DPW

David Haywood

From: Peterson, Robert [rpeterson@ingham.org]
Sent: Thursday, January 12, 2017 11:32 AM
To: David Haywood
Cc: Moyer, Brenda
Subject: FW: 652 Hull Road - Goodwill Industries

David:

The provided revised plans, dated December 14, 2016, are acceptable. The only comment not addressed below was #6, which will need to be addressed by the prime contractor when he/she pulls the ICRD right-of-way permit.

Sincerely,
Robert H. Peterson, P.E.
Ingham County Road Department
Director of Engineering
County Highway Engineer
(517) 676-9722 ext 2336
rpeterson@ingham.org

From: Peterson, Robert
Sent: Thursday, November 10, 2016 10:47 AM
To: David Haywood
Cc: Brenda Moyer
Subject: 652 Hull Road - Goodwill Industries

David:

We received the preliminary plans for the 652 Hull Road - Goodwill Industries site development. The Ingham County Road Department has the following preliminary plan questions / comments:

1. The plans indicate that installation of the site utility services are to cross Hull Road utilizing open cut installation methods. We don't allow open cut methods unless there is a VERY good reason for said method. Most all services for this size building can be installed by directional bore or aerially.
2. The Hull Road pavement is in relatively good shape and is to remain that way. Therefore, concrete curb & gutter removal and replacement is to be performed without damaging the existing roadway pavement. We will require that notes be added to the plans to instruct the contractor to protect the existing roadway pavement. Said note would be similar to "SAWCUT AND REMOVE EXISTING CURB & GUTTER WITHOUT DAMAGING EXISTING ASPHALT ROADWAY PAVEMENT. PROVIDE MDOT "M" OPENING IN THE CONFIGURATION ILLUSTRATED ON THE DRAWINGS. NEW CURB & GUTTER TO BE REINFORCED AND DOWELLED INTO EXISTING UTILIZING 2 - #4 DEFORMED BARS, EMBEDDED 9-INCHES MIN. NEW CURB & GUTTER TO ALSO BE DOWELLED INTO EXISTING CONCRETE PAVEMENT UTILIZING #4 DEFORMED BARS, EMBEDDED 9-INCHES MIN, SPACED AT 18-INCHES ALONG THE LENGTH OF THE NEW CURB & GUTTER."
3. The plans show some type of sidewalk ramp approaching the Hull Road curb & gutter. Please delete said sidewalk ramp to nowhere.
4. There is an existing MDOT Type "L" driveway opening to the site, opposite of Trillium Drive. Remove and close curb & gutter opening in a similar manner as the other project curb & gutter removal and replacement.
5. The existing curb & gutter along Hull Road is MDOT Detail B2 curb & gutter. The proposed curb & gutter along Hull Road shall match the existing curb & gutter and can transition to MDOT Detail F4 curb & gutter within the site. The plans shall contain details for the proposed MDOT Detail B2 curb & gutter and MDOT Type "M" Driveway Openings, similar to the MDOT Detail F4 curb & gutter details.
6. The plans don't indicate that the construction requires work zone traffic control. That is highly unlikely, therefore please have them proposed a traffic control scheme on the plans. Traffic control shall comply with the applicable provisions within the Michigan Manual on Uniform Traffic Control Devices (MMUTCD).

Sincerely,
Robert H. Peterson, P.E.
Ingham County Road Department
Director of Engineering
County Highway Engineer
(517) 676-9722 ext 2336
rpeterson@ingham.org