



PLANNING COMMISSION

AUGUST 14, 2018
Council Chambers/6:30pm
201 West Ash Street, Mason MI

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES (July 10, 2018)

5. UNFINISHED BUSINESS

- A. Resolution 2018-10: Brian Brady, Red Oak Holdings, LLC has submitted a request for a special use permit and preliminary site plan approval for new construction of a 24,287 sq. ft., three-story, mixed-use building to include mercantile, business and single-family residential, on property located at 154 W. Maple Street, parcel 33-19-10-08-233-021, City of Mason, Ingham Co.
Continued from the July 10 meeting.
- B. Development Update: Administrators Report
- C. Workplan Update

6. NEW BUSINESS

- A. Hotel: Pat McCaffrey, President, Mason Hospitality Group LLC is seeking approval of a Final Site Plan to construct a private road with access to a new four-story, 44,376 sq. ft., 84-room hotel and conference center on vacant property located on the north side of West Kipp Road and west of US-127. The parcel is zoned C-2 General Commercial District.

7. LIAISON REPORT

8. ADJOURN



PLANNING COMMISSION MEETING

MINUTES OF JULY 10, 2018

DRAFT

Call to Order:

Sabbadin called the meeting to order at 6:31 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan.

Roll Call:

Present: Commissioners: (6) Droscha, Feintuch, Hagle, Howe, Sabbadin, Waxman
Absent: Commissioners: (2) Barna, Reeser
Also present: Elizabeth A. Hude, AICP, Community Development Director

Public Comments:

None.

Approval of Minutes:

Motion to approve June 12, 2018 minutes was made by Howe, second by Waxman.

MOTION APPROVED UNANIMOUSLY

Public Hearings:

A. Resolution 2018- 10 – Brian Brady, Red Oak Holdings, LLC has submitted a request for a special use permit and preliminary site plan approval for new construction of a 24,287 sq. ft., three-story, mixed-use building to include mercantile, business and single-family residential, on property located at 154 W. Maple Street, parcel # 33-19-10-08-233-021, City of Mason, Ingham Co.		
OPEN: 6:34 P.M.	CLOSED: 6:39 P.M.	No comments from the public.
PC Discussion: Chris Weir, 15613 Chandler, Bath, MI, the architect and representative for the applicant, asked that the matter be tabled to the August meeting to allow further investigation of height of building.		
Vote: MOTION made by Waxman, second by Feintuch to postpone discussion and vote on Resolution 2018-10 to the August meeting. Yes (6) Droscha, Feintuch, Hagle, Howe, Sabbadin, Waxman No (0) Absent (2) Barna, Reeser <u>MOTION PASSED</u>		
B. Resolution 2018- 11 – James Giguere of Giguere Homes is requesting preliminary plat approval to create nineteen (19) residential lots and one private park to be located on parcel # 33-19-10-04-401-005, 13.5+/- acres in the City of Mason =		
OPEN: 6:40 P.M.	CLOSED: 6:45 P.M.	Public Comments received from James Giguere
Public comments/Discussion: 1. Ron Enger of 4685 W. Columbia Rd., engineer and applicant's representative, provided an overview of the project. Nineteen lots will have frontage off of Victoria Circle, ending as a cul-de-sac off at the north end of		

property. The single-family subdivision would require all public utilities to ensure that wetlands are preserved.

2. Michael Fryer – Resident, 56 Harrogate St., is a Geologist with over 25 years of training in oil company, is concerned with the drainage in the area and the impact of this new subdivision. Coppersmith properties currently have pool and sump problems. There were no problems prior to the Sanctuary units being added. Suggested the sub-surface soils be checked for glacial gravel. Worried that if that type of soil is disturbed, residents close to the proposed project will have similar issues to area near Sanctuary units.
3. Brad Lawnsberry – Resident, 803 Sanctuary Drive, asked if the new residents will become members of the homeowners' association (HOA) as well as if they will contribute to maintaining the lake and parks. In order to have access to parks and lakes, residents must be members of the HOA. Chairman Sabbadin stated that the question would need to be addressed with Giguere Homes and depend upon the deed restrictions for the property.

PC Discussion:

1. Hude stated that a master grading/drainage plan for the subdivision will need to be provided and that future lots will be required to build according to that plan to reduce or eliminate potential drainage problems in the area. The final plan will need to include details of who is responsible for the maintenance of the private park; asked if lots one and 10 could absorb some of the park to ensure the lawn areas are maintained.
2. Droscha asked about the concerns raised regarding soil and drainage. Enger stated that the ground water issues and the issues regarding sumps will need to be investigated; soil borings and monitoring wells will be considered. The geological issues will also need to be addressed by the county drain commission.

Vote:

MOTION made by Waxman, second by Hagle to approve Resolution 2018-11.

Yes (6) Droscha, Feintuch, Hagle, Howe, Sabbadin, Waxman

No (0)

Absent (2) Barna, Reeser

MOTION PASSED

Unfinished Business:

- A. Development Updates
The Administrators Report was distributed.
- B. Workplan Update
 1. Census project is finished in included in the Administrators Report
 2. Community Development department offered a candidate the position of Assistant and candidate turned the position down. Position is being re-posted.
 3. Hotel site plans are currently in the Community Development office and are expected to be on the next planning meeting agenda in August.
 4. Hude will be on vacation from July 25 through July 31, 2018.

New Business:

None.

Liaison Report:

- A. Droscha stated that the Council reviewed the food truck ordinance as well as the off-road vehicle ordinance. No action has been taken at this time.
- B. Hude added that a firm has been selected for the feasibility study on the library. The CADL will be paying

50% of the cost of the study.

Adjourn:

The meeting adjourned at 6:54 p.m.

Lori Hagle, Secretary



City of Mason Planning Commission

Staff Report

TO: Planning Commission
FROM: Elizabeth A. Hude, AICP - Community Development Director
SUBJECT: W Kipp Rd – Hotel and Conference Center
DATE: August 10, 2018

Pat McCaffrey, President, Mason Hospitality Group LLC is seeking approval of a Final Site Plan to construct a private road with access to a new four-story, 44,376 sq. ft., 72-room hotel and conference center on vacant property located on the north side of West Kipp Road and west of US-127. The parcel is zoned C-2 General Commercial District. The proposal is shown on the following plans and documents submitted on July 12, 2018:

- Letter from Robert Ford responding to “LandPlan” review of 4-3-18, dated July 10, 2018 and revised August 10, 2018, 3 pages
- Civil Drawings, July 10, 2018 revised July 30, 2018, sheets C0-C10
- Architectural Drawings, June 5, 2018, sheets T101-T108; A101-123; A201-202; A301-302; A401-406; A501-505
- Structural Drawings, June 5, 2018, sheets S101-111
- DEQ permit application dated June 19, 2018
- Wetlands Assessment dated May 2018
- Hydrant Flow report dated April 19 and 30, 2018
- Supplemental Height Worksheet, 2 pages
- FAA Recommendation letter

Revised civil drawings/site plan, dated July 30, 2018 were submitted on August 8, 2018 to address comments from agencies received:

1. Road Commission:
 - a. Commercial Drive vs. Road (24' vs. 30' wide), different curb but curbed none the less)
 - b. Removed curb on south side of Kipp Road because of snow plowing issues the RC has with plowing
 - c. Widened Kipp Road at the intersection to 37' with 3' shoulders
2. Drain Commission:
 - a. Added equalization 12" pipe under the road and two leach basins with raised rim 6" above grade and a “first flush” basins on both sides of the road.
 - b. Added 8" drain tiles under the rain gardens and outleted into the detention basin.
 - c. Added Rip Rap at out falls and adjusted grades accordingly

- d. Included a note to maintain 5' depth for all utilities within the Willow Creek width of Easement
- 3. DEQ:
 - a. Provided additional drainage calculations that was requested
 - b. Added Rip Rap at the outfall that connects to the Willow Creek and regarded to widen the swale
 - c. Resubmitting to DEQ on Friday
- 4. City - Sidewalks:
 - a. Added a sidewalk connection from Kipp Road to the hotel via commercial drive
- 5. City - Dumpster:
 - a. Realigned dumpster so that it is in the side yard, using the hotel canopy as the front building line

A Traffic Impact Study, completed in April 2018, is available in the April 24, 2018 Special Meeting packet (link below).

The hotel proposal has been reviewed previously and received approval of both a Special Use Permit and Preliminary Site Plan on April 24, 2018. The records for both meetings can be viewed at the links provided below:

April 24, 2018 – Special Meeting packet: Special Use Permit and Preliminary Site Plan APPROVED

http://mason.mi.us/Data/PC/PCpackets/2018/042418_PCpacket.pdf

Minutes: Attached

April 10, 2018 – Public Hearing – Continued to April 24, Special Meeting.

http://mason.mi.us/Data/PC/PCpackets/2018/041018_PCpacket.pdf

Minutes: Attached

LAND USE AND ZONING

The site is located and fronts on Cedar Street (M36), which is under the jurisdiction of the Michigan Department of Transportation (MDOT). The surrounding land uses and zoning are as follows:

	Current Land Use	Zoning	Future Land Use
North	Residential	RS-3 (Single Family Residential District)	Residential
East	US 127 - Interstate Right of Way - Michigan Department of Transportation (MDOT)		
South	<i>Vevay Township</i> Agriculture	<i>Vevay Township</i> East of Jewett: M-1 (General Industrial) West of Jewett: A-1 (Agricultural)	<i>Vevay Township</i> East of Jewett: Kipp Road Interchange Mixed-Use Area West of Jewett: Suburban Residential Area
West	Commercial	C-2 (General Commercial District)	Commercial and Residential (split)

COMMENTS – DEPARTMENTS AND AGENCIES

A meeting was held on August 9, 2018 with city staff, the applicant and agencies. An (*) notes those who were in attendance. Remarks received from discussion at the meeting, email, and calls are noted below.

*FIRE	See City Engineer letter dated August 10, 2018.
POLICE	No comments as proposed. Phone call.
*ENGINEERING	See letter dated August 10, 2018.
*PUBLIC WORKS	See City Engineer letter dated August 10, 2018.
INGHAM COUNTY DRAIN COMMISSIONER	Applicant met with ICDC in July. Plans dated July 30, 2018 reflect revisions at their request.
*INGHAM COUNTY ROAD DEPARTMENT	Applicant met with ICRD in July. The applicant is preparing final design for their approval.
MICHIGAN DEPARTMENT OF TRANSPORTATION	No concerns. Email attached.
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY	A permit application is under review. Plans dated July 30, 2018 reflect revisions requested to date.
CAPITAL REGION AIRPORT AUTHORITY	No concerns. Email attached.
*CONSUMERS ENERGY	Applicant is preparing notification for service.

STAFF REVIEW

Staff finds that the Final Site Plan appears to meet the standards for site plan review and approval. This is based upon a review of the materials submitted, supported by the applicant's narrative which provides a satisfactory response to the conditions noted in the LandPlan report, and required as a condition of the Preliminary Site Plan approval, Resolution 2018-03.

§94-227. Standards for site plan review and approval.

In reviewing an application for site plan review and approval the following standards shall apply:

STATUS/NOTE	REQUIREMENT
*M = Meets requirements; I = Information Needed; R = Recommendation	
M: Consistent with approved Preliminary Site Plan	(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.
M: Consistent with approved Preliminary Site Plan	(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.
M: Consistent with approved Preliminary Site Plan	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.
M: A private street will be created, named South Franklin Farms Drive	(4) Every structure or dwelling unit shall have direct access to a public street or indirect access to a public street via an

and will have access to Kipp Road, a public street.	approved dedicated private street.
M: DEQ and ICDC permits will be required prior to construction.	(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.
M with revisions to satisfy comments per the City Engineer's letter dated August 10, 2018.	(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.
M: No hazardous substances are currently proposed	(7) Secondary containment for above ground areas where hazardous substances are stored or used shall be provided as required by the city fire chief.
M: Photometrics plan demonstrates compliance	(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.
M: Consistent with approved Preliminary Site Plan	(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.
M: Consistent with approved Preliminary Site Plan	(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.
M: No common areas or public features are currently proposed	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.
M: The information provided appears to meet the requirement of this chapter 94 – Zoning, Chapter 58 – Signs and the building code. Signs will be further reviewed under a building permit for signs; plans will be reviewed by the Building Official for compliance with the building code as necessary to obtain a building permit for construction.	(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.
On May 15, 2018 City Council approved an amendment to the City Ordinance to allow hotels to be built to 45' in height in a C-2 zoning district.	

ACTION

§94-226. Final site plan review and approval.

The planning commission shall have the authority to approve, approve with conditions, or deny an application for final site plan review and approval.

§94-229. Extension of site plan approval.

Approvals of a final site plan are valid for a period of 12 months. Only one extension of a final site plan may be granted for an additional 12 months at the sole discretion of the approving authority. A final site plan is deemed to have expired if a building permit has not been obtained for the development within 12 months of approval of the final site plan. A request to extend preliminary or final site plan validity shall be submitted prior to the expiration of the preliminary or final site plan.

§94-230. Conformance to approved site plan.

A development project shall conform to the approved final site plan. Failure to conform to the approved final site plan shall constitute a violation of this chapter.

However, amendments to an approved site plan can be made subject to the provisions of §94-228 Amendments to an approved site plan.

§94-231. Review standards for planning commission decision.

(a) A decision rejecting, approving, or conditionally approving a site plan shall be based upon requirements and standards contained in the zoning ordinance, other statutorily authorized and properly adopted local unit of government planning documents, other applicable ordinances, and state and federal statutes.

(b) A site plan shall be approved if it contains the information required by the zoning ordinance and is in compliance with the conditions imposed under the zoning ordinance, other statutorily authorized and properly adopted local unit of government planning documents, other applicable ordinances, and state and federal statutes.

The applicant has submitted a Final Site Plan that appears to contain the information required by the zoning ordinance, has submitted a narrative detailing compliance with the conditions established as part of the approval for the Special Use Permit and Preliminary Site Plan review, and will be in compliance with the conditions detailed in the proposed motion and resolution.

Therefore, the following motion is offered for consideration:

MOTION

Motion to approve Resolution 2018-12 for a Final Site Plan Review which includes the following conditions:

1. A revised final site plan will be submitted to the Community Development Director prior to obtaining a building permit that will satisfy the concerns and comments from the City Engineer and shall include final documents for recording easements, rights-of-way, and dedications as noted on the plans.
2. A final as-built plan verifying the construction was done in accordance with the final site plan will be submitted to the Community Development Director prior to issuance of a final Certificate of Occupancy.

3. The private street will be named South Franklin Farm Drive and indicated as such on the revised final site plan. The hotel address will be 1201 South Franklin Farm Drive.

Attachments:

1. Proposed Resolution 2018-12 for Final Site Plan Approval, August 14, 2018
2. Application
3. PC meeting minutes – 4/10 and 4/24
4. Approved Resolution 2018-03 for Special Use Permit and Preliminary Site Plan Review, April 24, 2018



Wolverine Engineers & Surveyors, Inc.

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

August 10, 2018

Ms. Elizabeth A. Hude, AICP
Planning and Development Director
City of Mason
201 W. Ash Street
Mason, MI 48854

RE: Sleep Inn Masinstay Hotel Final Site Plan Review

Dear Ms. Hude:

At your request we have reviewed the final site plan for the Sleep Inn- Mainstay Hotel as prepared by Landscape Architects & Planners, Inc. with a plan date of July 10, 2018.

In general a four (4) story, 72 room hotel is proposed on an approximately 10.74 acre parcel of land located north of Kipp Road, west of US-127 and south of Willow Creek.

Based upon our review of the utility plan and discussions at the site plan review meeting of August 9, 2018 we offer the following comments:

WATER MAIN

1. Water main should be consistently labeled at 6 inch
2. Details of the connection at Franklin Farms Drive and LaVonne will need to be provided.
3. It is understood that the crossing of Willow Creek is to be directionally drilled into place. Anchor and connection details between the ductile iron and HDPW will be required.
4. Valves will be required on the water main.
5. It is strongly encouraged that the water main be public. If this is acceptable to the Developer, a permanent easement dedicated to the City will be required after construction.
6. A second hydrant located on the south side of the proposed hotel and convention center will be required. All hydrants shall conform to the City of Mason standards for the commercial/industrial district.
7. A Fire Department Connection (FDC) shall be provided on the southwest corner of the building. The City of Mason Fire Chief shall have be the final authority on the specific location.
8. It is recommended that the domestic water supply split be accomplished on the building exterior.

SANITARY SEWER

1. A 6-inch sanitary sewer lead with a minimum grade of 1% is proposed.
2. The sanitary sewer lead is proposed to connect directly into an existing manhole located parallel to the US-127 right-of-way.
3. No inverts for the lead were provided on the plan sheets; however, it appears (graphically) that the lead would be more than two (2) feet above the invert of the existing sanitary sewer. It is recommended that the slope of the lead be increased (greater than 1%) such that the lead enters the manhole at an elevation less than two (2) feet of the existing sanitary sewer invert or a drop connection be provided.
4. A permanent easement dedicated to the City of Mason will be required for the existing sanitary sewer that is located parallel to the US-127 right-of-way.

SITE DRAINAGE/STORM SEWER

1. All on-site storm sewer shall be private.
2. A storm water management system maintenance agreement shall be executed by the Owner at the completion of construction of the storm water management system.
3. Two (2) catch basins were noted on the plans, each with a 6-inch diameter discharge pipe. It is recommended this pipe be increased to 12-inch diameter to minimize potential plugging issues.
4. Detention pond sizing calculations will be required to verify the adequacy of the storm water detention basin.
5. It is recommended that the 8-inch underdrain in the rain garden adjacent to the US-127 right-of-way be shifted to the west (and the bottom of the rain garden graded accordingly) in an effort to minimize the standing water above the sanitary sewer.

GENERAL COMMENTS

1. All required permits from the various governmental agencies having jurisdiction shall be obtained prior to the commencement of the construction activities. This includes (but is not necessarily limited to) the Ingham County Road Department, the Ingham County Drain Commissioner's Office, the Michigan Department of Environmental Quality and the City of Mason.

Ms. Hude
August 10, 2018
Page 3 of 3

2. The turning radii of the City of Mason Fire Department apparatus shall be reviewed to ensure the entrance drive is suitable to accommodate access.
3. Based upon information provided by the Architect and/or Plumbing designer, the City of Mason will determine the water meter size and associated charges.

From an engineering perspective and inclusive of the above noted comments, we would recommend final site plan approval for the Sleep Inn – Mainstay Hotel.

If you have any questions or additional comments, please do not hesitate to contact our office.

Sincerely,

WOLVERINE ENGINEERS & SURVEYORS, INC.



Donald B. Heck, P.E.

DBH:ood

cc: Ken Baker – City of Mason

From: Thelen, Lawrence (MDOT)
To: [Elizabeth Hude](#)
Subject: RE: W Kipp Road - Hotel, Mason MI - Final Site Plan (1 of 2 - Site Plan)
Date: Thursday, August 9, 2018 8:18:36 AM

Hello Elizabeth,

It looks like I won't be able to make today's meeting regarding the Kipp Rd Hotel site plan. It looks like all of the work is outside of the MDOT right of way, but I thought at one time that the applicant may have wanted to trim some trees along 127. The applicant would need to apply for a right of way permit for any proposed work in the MDOT right of way.

Permits can be applied for at the Michigan Permit Gateway (MPG), and the information for accessing the MPG portal is located at www.michigan.gov/mdotmpg. A MDOT right of way permit(\$90.00), along with a \$15000.00 Individual performance bond and liability insurance requirements will need to be submitted electronically to MDOT. Please follow the instructions on the website. Please call Lauri Olsen at 517-241-8503 or email her at OlsenL@michigan.gov for questions regarding the permit gateway, bond, or insurance questions.

Regards,
Larry Thelen
Permit Agent/Transportation Technician
Lansing TSC(MDOT)
Phone:517-749-8733
Fax:517-335-3752
Thelenl3@michigan.gov

 Please consider the environment before printing this email. Thanks!

From: Jonathon Vrabel
To: [Elizabeth Hude](#)
Subject: RE: Mason - Hotel and flight path
Date: Monday, July 23, 2018 8:48:43 AM

Looks like they should be good for building the facility!

From: Elizabeth Hude [mailto:elizabethh@mason.mi.us]
Sent: Monday, July 23, 2018 8:41 AM
To: Jonathon Vrabel <jvrabel@craa.com>
Subject: FW: Mason - Hotel and flight path

FYI

~Elizabeth
517-978-0206 p
elizabethh@mason.mi.us

From: Bob Ford <bford@lapinc.net>
Sent: Saturday, July 21, 2018 10:13 AM
To: Elizabeth Hude <elizabethh@mason.mi.us>
Subject: Fwd: Mason - Hotel and flight path

Introduced:
Second:

**CITY OF MASON
PLANNING COMMISSION RESOLUTION No. 2018-12**

**APPROVAL OF FINAL SITE PLAN TO CONSTRUCT A PRIVATE ROAD WITH
ACCESS TO A NEW FOUR-STORY,
44,373 SQ. FT., 72-ROOM HOTEL AND CONFERENCE CENTER ON VACANT
PROPERTY LOCATED ON THE NORTH SIDE OF WEST KIPP ROAD
AND WEST OF US-127**

August 14, 2018

WHEREAS, a request has been received from Pat McCaffrey, President, Mason Hospitality Group LLC for a Final Site Plan approval to construct a private road with access to a new four-story, 44,373 sq. ft., 72-room hotel and conference center on vacant property located on the North side of West Kipp Road and West of US-127; and

WHEREAS, the proposal was shown on plans submitted July 12, 2018 and revisions submitted August 8, 2018; and

WHEREAS, the subject property is further described as Parcel numbers 33-19-10-08-378-001 and 33-19-10-08-378-002: The East ½ of the Southeast ¼ of the Southwest ¼, Section 8, Town 2 North, Range 1 West, City of Mason, Ingham County, Michigan, except the South 12 rods thereof; and except land sold to Michigan State Highway Department for U.S. 127 Highway as relocated and established; and except beginning 770 feet North 0 degrees 04 minutes East and 660 feet West of South ¼ corner or section; thence North 0 degrees 04 minutes, East 557.5 feet, South 89 degrees 37 minutes, East 212.8 feet to Westerly right of way line of Highway U.S. 127, South 38 degrees 50 minutes East along said Westerly right of way line 559.8 feet to North bank of Willow Creek, South 77 degrees 52 minutes West 557.0 feet along North bank of Willow Creek to beginning; and except that part of East ½ of East ½ of Southeast ¼ of Southwest ¼ of Section 8, lying Northeasterly of right of way of U.S. 127 as relocated in Section 8; and except that part of East of ½ of East ½ of Southeast ¼ of Southwest ¼ of Section 8 lying North of Willow Bank Subdivision No. 1, South of Northbrook Farms Subdivision and East of the following described line: Beginning 264.00 feet South 89 degrees 33 minutes West along section line from South ¼ corner of said Section 8; thence North 0 degrees 27 minutes West 50 feet; thence North 89 degrees 33 minutes East 48.58 feet; thence North 44 degrees 33 minutes East 247.48 feet; thence North 0 degrees 27 minutes West 148.97 feet; thence North 8 degrees 57 minutes West 297.04 feet; thence North 25 degrees 57 minutes West 359.92 feet; thence North 35 degrees 03 minutes 52 seconds West 701.78 feet to a point of ending at the Northeast corner of Lot 21, Northbrook Farms, said last course intersecting the East boundary of said subdivision at an angle of 4 degrees 05 minutes 08 seconds; and

WHEREAS, the parcel is zoned C-2 (General Commercial district); and

WHEREAS, Section 94-222 states that any use within the C-2 zoning district requires site plan review; and

WHEREAS 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, approval is granted with the following conditions:

1. A revised final site plan will be submitted to the Community Development Director prior to obtaining a building permit that will satisfy the concerns and comments from the City Engineer and shall include final documents for recording easements, and rights-of-way as

noted on the plans.

2. A final as-built plan verifying the construction was done in accordance with the final site plan will be submitted to the Community Development Director prior to issuance of a final Certificate of Occupancy.
3. The private street will be named South Franklin Farm Drive and indicated as such on the revised final site plan. The hotel address will be 1201 South Franklin Farm Drive.

NOW THEREFORE BE IT BE RESOLVED, that the Mason Planning Commission does hereby approve a Final Site Plan to construct a private road with access to a new four-story, 44,373 sq. ft., 72-room hotel and conference center on vacant property located on the North side of West Kipp Road and West of US-127 based on the plans received on July 12, 2018 and revisions submitted August 8, 2018.

Yes ()

No ()

Absent ()

Vacant ()

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Planning Commission at its special meeting held Tuesday, August 14, 2018, the original of which is part of the Planning Commission minutes.

Sarah Jarvis, Clerk
City of Mason
Ingham County, Michigan

**CITY OF MASON
REGULAR PLANNING COMMISSION MEETING
MINUTES OF April 10, 2018**

Sabbadin called the meeting to order at 6:32 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan.

Present: Commissioners: Barna, Droscha, Feintuch, Hagle, Howe, Reeser, Sabbadin, Waxman (8)
Absent: Commissioners: (0)
Also present: Elizabeth A. Hude, AICP, Community Development Director

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Howe, second by Waxman, to approve the Planning Commission meeting minutes from March 13, 2018.

Yes (8)

No (0)

Abstain (0)

MOTION PASSED

PUBLIC HEARING

A. Pat McCaffrey, President, Mason Hospitality Group LLC is seeking approval of a Special Use Permit and Preliminary Site Plan Review for permission to construct a private road with access to a new four-story, 44,376 sq. ft., 84-room hotel and conference center on vacant property located on the north side of West Kipp Road and west of US-127. The parcel is zoned C-2 General Commercial District.

Howe disclosed that his employer, DART Bank, had a financial interest in the project and asked if he should abstain. Sabbadin asked commissioners if there were concerns and for a motion asking Howe to abstain. No concerns were raised and no motion was offered. Howe remained as a voting member.

Chair Sabbadin opened the public hearing at 6:40 p.m.

Pat McCaffery, applicant, gave a brief introduction to the project and how it came about. He was approached by Ron Fors after a feasibility study was done demonstrating a hotel could be supported in the area. Choice hotels had also approached him with interest in building hotels. He felt this was a good location and is proposing the hotel in Mason as presented in the application materials.

Fred Fruehauf, 1005 Franklin Farm Drive stated his opposition to the project and concerns about lower property values as a result of the hotel. He is concerned that the project will wreck the whole neighborhood due to the lights, noise, car doors slamming and fights in the parking lot.

Steve Hubbard, 608 S. Lansing Street, asked if the city would have capacity with water/sewer plant to support the hotel, and if the fire department had sufficient apparatus to reach the 4th floor.

Mr. McCaffery responded that he had confirmed the answer to be yes to both questions in preparing the submittal. Mr. Hubbard also asked what happened to the connection through on Franklin Farm Drive? Reeser explained that it did not move forward due to issues with DEQ permits over the creek. Mr. Hubbard stated that Lansing and South Street were more congested as a result of traffic coming from the subdivision that would have otherwise used the road.

Jack Schripsema, President, Greater Lansing Convention & Visitors Bureau, spoke in support of the hotel project. He noted that the region has seen an explosion in demand for lodging. The Greater Lansing Area is now at the top of the list of areas in demand. Mason is underserved and will benefit from the project.

Fred Fruehauf, 1005 Franklin Farm Drive, repeated his opposition and cited the old hotels in Lansing that are full of drugs and prostitution. Debate took place as to the subjectivity of his statement. Sabbaddin gave him a warning regarding foul language.

Susan Naird, 1761 Tuttle, stated that she had moved here from Sterling Heights where she served as a zoning commissioner for eight years. She stated that commissioners should be careful in setting precedents as their decisions affect the future of the community.

Dennis Bradley, 570 Beacon Lake, Lifelong resident of the area, stated support for the hotel. Mason needs this project to support local businesses and restaurants. DART and other employers currently use hotels in Lansing and Okemos.

Kelly Sairls, 656 Kipp Road, grew up in Dansville, worked in Mason, recently moved from south side of Holt to Mason so her kids could go to schools here. She is opposed to the hotel in that location, behind her house. She asked why it couldn't be 2 stories instead of 4, that the traffic would be right next to her house. She is concerned about the clientele and the future management, citing Causeway Bay as an example. There are already several accidents on the curve. She asked if there would be 72 or 84 rooms, both were noted in the application. There is significant flooding in the lot, full of wildlife and ducks. She feels it is not a feasible location due to the wetlands and residential area.

Dorey Brown, 636 Kipp Road, stated opposition to the project. She is concerned about the noise and traffic. Kipp Road is dangerous, at least one car a month ends up in her driveway and she already has many other incidents of undesirable activity that she deals with on a regular basis there. When the field across the street is planted with corn, it reduces visibility. The flooding and drainage create icy conditions in the winter.

Fred Freuhauf, 1005 Franklin Farm Drive, stated concern about the city's lack of follow through on his street regarding sidewalks and trees. There are three to four vacant lots and no sidewalks in front of those.

Keith Hein, 1002 Eugenia Drive, stated when he moved to town he looked at the master plan and zoning and the Franklin Farms development of 300+ units was designated as greenspace/park. He is concerned about the through connection to Franklin Farms Drive north of the creek. He led the initiative to prevent that road from going through previously and would fight it if it came up again. He asked if there were adequate emergency services to serve the hotel now, does not want to see this as an excuse to connect the road. He believes the precedent for the 4-story hotel manipulates the commission to get the road. The city picked that location for the hotel to push the road.

Mr. McCaffery responded that the city had zero input on location. The concrete/steel building will be sprinkled and water service will be sufficient to serve the fire suppression system.

Ms. Sairls asked if there were any lawsuits against the property? She doesn't want the hotel in her backyard. How will her safety be ensured, privacy in her back yard? What will developers do for them? Will there be sidewalks on Kipp Road, can the road handle the additional traffic?

Mr. McCaffery responded that there were no lawsuits against the property. There is a portion of the land that cannot be used for development that he is willing to give back to the community. They are also looking at a walkway along the east of the property. He recognized that she was upset and this was a tough situation.

Steve Hubbard, 608 S. Lansing, stated that this hotel would be Heb's death warrant. He wondered why the developer didn't go down Jewett Road where 140 acres were available. Alternative routes will be important in the future.

Keith Hein, 1002 Eugenia Drive, stated he was encouraged by the dialogue, the developers were trying, that this was not a 'take it or leave it' conversation. Previous administration told him in the past that the Franklin Farms subdivision was a 'done deal' and he could do nothing about it. He reiterated his position on the Franklin Farms Drive connection and asked that the matter not be brought up again.

Chair Sabbadin closed the public hearing at 7:25 p.m.

Sabbadin asked Hude to read written comments received into the record that were received during the open houses on Saturday and prior to the Tuesday public hearing. The four comments expressed support for the hotel and were received by John Brittain, Maureen Brittain, Becky Clinton, and one without a signature.

Waxman motioned to approve Resolution 2018-03, Reeser seconded. The following discussion took place:

Waxman recognized the concerns of residents, that this was a very big project, change is difficult. He stated this was the beginning of a process and that concerns needed to be addressed regarding the road extension and the water. Sidewalks were also important especially on Kipp Road.

Feintuch stated that every action is a precedent and this one involved four stories. She is in favor of the hotel and understands the need in the area. She operated a Bed and Breakfast and was full all of the time. Her concerns with the hotel relate to flooding, lights and the four stories. It is important to listen to the community.

Reeser stated that in all his years on the commission he did not feel that they were ever pushed around or had arms twisted. He pointed out the work on the master plan and specifically effort made on Temple Street and the studies over the years for different matters such as the food truck.

Sabbadin asked for confirmation about where water was coming from and if hydrants would be added. The water will come from service at the end of Franklin Farms Drive or Eugenia and hydrants will be added.

Discussion took place confirming that the site would be served by sanitary sewer line that runs parallel to US 127, and that storm runoff would be directed to a detention pond that would then flow to Willow Creek.

Barna asked for confirmation of handicap spaces to serve the needs of users including our aging population – a total of 7 will be provided.

Feintuch asked for clarification of why other Sleep Inns are two stories, but this is four. McCaffery explained that Choice Hotels won't allow two stories, and four is the only feasible way to make the proposed lot work given the floodplain issues.

Droscha motioned to amend the original motion and defer the discussion to the May 8 meeting, Waxman seconded.

Barna questioned the need to continue given that this was a preliminary site plan. Howe supported Barna's statement.

Feintuch asked if this was similar basis as Klavon's – it must be approved if it meets requirements regardless of public comment. Hude stated that yes, if the commission had information to determine it met requirements, it could be approved.

Waxman stated concern about requiring sidewalks on Kipp. Hude explained that the developer could not be required to make public improvements offsite, the city would be responsible for sidewalks on Kipp Rd. Deb Stuart, City Administrator, clarified the city's policy on new sidewalks and that the cost for those improvements would be assessed to property owners. The sidewalk program will focus on improvements for the southwest quadrant of the city in 2022-23 but is only for repair of existing sidewalks.

Discussion took place on the creation of pedestrian access along the east of the property out to Kipp which would require crossing MDOT right of way for a stretch of 47 feet. MDOT requires a permit and the developer has looked into this, it is costly. McCaffery would like to give floodplain portion of the lot back to the city.

Note: Barna left the room.

Sabbadin asked for a vote to approve motion to postpone discussion to May 8.

Yes (5) Droscha, Feintuch, Hagle, Sabbadin, Waxman

No (2) Howe, Reeser

Absent (1) Barna

MOTION PASSED

UNFINISHED BUSINESS

- A. Development Updates – The Administrators Report was distributed.
- B. Workplan Update – Public hearings for ordinance amendments were shifted from April to May due to the public hearing this evening.

NEW BUSINESS

- A. Discussion: Zoning Ordinance Text Amendment – Sec. 94-173(i) Hotel, motel, transient lodging facilities.

Hude provided a brief overview of the ordinance and recommended change to the ordinance that would allow a four-story hotel, up to 45 feet. The height restriction in a C-2 district is 45 feet but this is reduced for hotels.

Waxman proposed striking the sentence that references a height restriction and that an office building could be four stories. Feintuch stated that the use of the building was a factor. Office workers leave at 5 p.m. when adjacent residents are returning home. With a hotel, users are still in the building in the evening which could potentially impact privacy to residents.

Reeser offered that the age of the zoning may be a factor, that it was based on the old model for hotels, which were primarily two stories. Barna noted that the residential lots in this location were consistent with traditional country road development – lots on the edge of farmland, and that this could be a difficult transition.

Howe stated that this ordinance change would apply to any location where a hotel would be allowed, not just this site.

Feintuch stated that users are transient, in contrast to employees of an office building who are regular users. Three stories would be better for privacy. Does not feel the current four-story

proposal fits in this spot and that we should listen to the community.

Waxman stated that the issue was about height anywhere, not just in this area.

Reeser stated that this was a good quality development, a national chain prototype, restricting the height could result in a lower grade hotel.

Discussion continued regarding examples of hotels in other communities, Meridian Township in particular where older hotels are two-three stories and newer hotels are being built at four stories. Everyone agreed it was an important discussion. The consensus was to prepare a draft for public hearing that struck the sentence in Sec 94-173(i)(2)e. completely.

LIAISON REPORT

Droscha provided an update on City Council meeting including a change to allow solid waste receptacles to be placed after 5pm the evening before pick-up, and that a workshop was held regarding Code of Conduct based on a session from the MML conference.

ADJOURN

The meeting adjourned at 8:38 p.m.



Lori Hagle, Secretary

**CITY OF MASON
SPECIAL PLANNING COMMISSION MEETING
MINUTES OF April 24, 2018**

Sabbadin called the meeting to order at 7:00 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan.

Present: Commissioners: (6) Barna, Droscha, Feintuch, Hagle, Howe, Sabbadin
Absent: Commissioners: (2) Reeser, Waxman
Also present: Elizabeth A. Hude, AICP, Community Development Director

PUBLIC COMMENT

Steve Howard, 608 S. Lansing Street asked why the hotel development needed a private road? Hude responded that it was necessary to create the required frontage and access to the property from Kipp Road.

Deb Stuart, City Administrator and resident at 502 Riverwalk, stated that the hotel development was consistent with the city's economic development strategy. A feasibility study done based on business travel to the area was sufficient to support a national chain hotel, which are typically four stories. The use is consistent with the findings of the study and she encourages support.

Keith Hein, 1002 Eugenia Drive raised questions about the reason for the road and if it was necessary to unlock the land or if the intent was to put a road through to the north. He fought the road going through 20 years ago. As part of the changing of the ordinance, did we review the masterplan? Staff confirmed that a review of the masterplan was a part of the process for changing the ordinance.

UNFINISHED BUSINESS

- A. Mason Hospitality Group LLC is seeking approval of a Special Use Permit and Preliminary Site Plan Review for permission to construct a private road with access to a new four-story, 44,376 sq. ft., 72-room hotel and conference center on vacant property located on the north side of West Kipp Road and west of US-127. The parcel is zoned C-2 General Commercial District.
 - 1) Resolution 2018-03 – Approve Special Use Permit and Preliminary Site Plan Review to Construct a Private Road with Access to a New Four-story, 44,373 sq. ft., 72-room Hotel and Conference Center on Vacant Property Located on the North Side of West Kipp Road and West of US-127

Bob Ford provided an overview of the new information provided to staff and the Planning Commission since the last meeting – traffic data, a drawing revision correcting an error at the intersection of Kipp Road and Franklin Farms Drive, water line connection to Eugenia Drive.

Droscha motioned to approve Resolution 2018-03. Howe seconded.

As part of the discussion, staff read letters received from commissioners Reeser, Waxman and the Chamber of Commerce supporting the approval of the hotel.

Barna stated that this is a preliminary plan, the major issues have been addressed and the developer will have the opportunity to address the smaller issues as noted in the LandPlan report at the final site plan review. She would like to see the plan for a safe way to walk to other locations and businesses in the final site plan. She is not recommending this as a condition, just stating a

preference.

Yes (6) Barna, Droscha, Feintuch, Hagle, Howe, Sabbadin

No (0)

Absent (2) Waxman, Reeser

MOTION PASSED

NEW BUSINESS

ADJOURN

The meeting adjourned at 7:24 p.m.



Lori Hagle, Secretary

**CITY OF MASON
PLANNING COMMISSION RESOLUTION No. 2018-03**

**APPROVE SPECIAL USE PERMIT AND PRELIMINARY SITE PLAN REVIEW TO
CONSTRUCT A PRIVATE ROAD WITH ACCESS TO A NEW FOUR-STORY,
44,373 SQ. FT., 72-ROOM HOTEL AND CONFERENCE CENTER ON VACANT
PROPERTY LOCATED ON THE NORTH SIDE OF WEST KIPP ROAD
AND WEST OF US-127**

April 24, 2018

WHEREAS, a request has been received from Pat McCaffrey, President, Mason Hospitality Group LLC for a Special Use Permit and Preliminary Site Plan approval to construct a private road with access to a new four-story, 44,373 sq. ft., 72-room hotel and conference center on vacant property located on the North side of West Kipp Road and West of US-127; and

WHEREAS, the proposal was shown on plans submitted March 8, 2018; and

WHEREAS, supplemental information was provided to address the needs for water supply, traffic impact, and road access; and

WHEREAS, the subject property is further described as Parcel numbers 33-19-10-08-378-001 and 33-19-10-08-378-002: The East ½ of the Southeast ¼ of the Southwest ¼, Section 8, Town 2 North, Range 1 West, City of Mason, Ingham County, Michigan, except the South 12 rods thereof; and except land sold to Michigan State Highway Department for U.S. 127 Highway as relocated and established; and except beginning 770 feet North 0 degrees 04 minutes East and 660 feet West of South ¼ corner or section; thence North 0 degrees 04 minutes, East 557.5 feet, South 89 degrees 37 minutes, East 212.8 feet to Westerly right of way line of Highway U.S. 127, South 38 degrees 50 minutes East along said Westerly right of way line 559.8 feet to North bank of Willow Creek, South 77 degrees 52 minutes West 557.0 feet along North bank of Willow Creek to beginning; and except that part of East ½ of East ½ of Southeast ¼ of Southwest ¼ of Section 8, lying Northeasterly of right of way of U.S. 127 as relocated in Section 8; and except that part of East of ½ of East ½ of Southeast ¼ of Southwest ¼ of Section 8 lying North of Willow Bank Subdivision No. 1, South of Northbrook Farms Subdivision and East of the following described line: Beginning 264.00 feet South 89 degrees 33 minutes West along section line from South ¼ corner of said Section 8; thence North 0 degrees 27 minutes West 50 feet; thence North 89 degrees 33 minutes East 48.58 feet; thence North 44 degrees 33 minutes East 247.48 feet; thence North 0 degrees 27 minutes West 148.97 feet; thence North 8 degrees 57 minutes West 297.04 feet; thence North 25 degrees 57 minutes West 359.92 feet; thence North 35 degrees 03 minutes 52 seconds West 701.78 feet to a point of ending at the Northeast corner of Lot 21, Northbrook Farms, said last course intersecting the East boundary of said subdivision at an angle of 4 degrees 05 minutes 08 seconds; and

WHEREAS, the parcel is zoned C-2 (General Commercial district); and

WHEREAS, Section 94-222 states that any use within the C-2 zoning district requires site plan review; and

WHEREAS, Section 94-142. C2 General Commercial District (d) Uses authorized by special use permit. paragraph 7 indicates that the hotel use is permitted by special use permit in the C2 Zoning District; and

WHEREAS with the waivers and conditions listed herein, the plans will comply with the Special Use

Permit Basis for Determination listed in Section 94-191(f) and Site Plan Review Standards listed in Section 94-227 of the Mason Code; and

WHEREAS, approval is granted with the following conditions:

A final site plan shall be submitted to the Planning Commission which satisfies the applicable standards for approval including:

1. Approved amendment to the zoning ordinance Sec. 94-173(i)(2)(e) to allow for a hotel with a maximum height of four stories and 45'.
2. Additional information to address questions raised by City staff and agencies.
3. Additional information to address questions raised in Landplan's review dated April 3, 2018.

NOW THEREFORE BE IT BE RESOLVED, that the Mason Planning Commission does hereby approve a Special Use Permit and Preliminary Site Plan review to construct a private road with access to a new four-story, 44,373 sq. ft., 72-room hotel and conference center on vacant property located on the North side of West Kipp Road and West of US-127 based on the plans received on March 8, 2018 and supplemental information received on April 24, 2018.

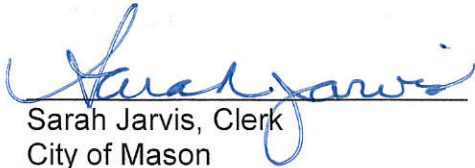
Yes (6) Barna, Droscha, Feintuch, Hagle, Howe, Reeser, Sabbadin

No (0)

Absent (2) Reeser, Waxman

Vacant (1)

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Planning Commission at its special meeting held Tuesday, April 24, 2018, the original of which is part of the Planning Commission minutes.



Sarah Jarvis, Clerk
City of Mason
Ingham County, Michigan



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 type="checkbox"/>	Preliminary Site Plan Review
<input checked="" type="checkbox"/>	Final Site Plan Review
<input 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 Pat McCaffrey, President

Organization Mason Hospitality Group, LLC

Address 4205 Charlar Dr., Suite 2, Holt, MI 48842

Telephone Number 517-694-0577

Facsimile Number 517-694-7594

Interest in Property (owner, tenant, option, etc.) Owner (Buy-Sell 90 days due diligence)

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 Bob Harter

Telephone Number 517-676-3036

Property Address _____

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

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

See survey

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 Ron Foss Date 7/11/2018

III. REQUEST DESCRIPTION

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

4 story hotel and conference center. 74 rooms, 200 person capacity conference area. Continental breakfast, lobby, exercise room, laundry, vending, indoor pool.

B. Available Services

Public Water ☐ YES ☒ NO Permit Pending Paved Road (Asphalt or Concrete) ☒ YES ☐ NO
Public Sanitary Sewer ☒ YES ☐ NO Public Storm Sewer (Detention to Willow Creek) ☐ YES ☒ NO

C. Estimate the Following

Traffic Generated _____ Total Employees 36 Shifts TBD
Population Increase _____ Employees in Peak Shift 18
Hours of Operation 12 AM to 12 PM Total Bldg. Area Proposed 13,966 SFT
Mon day through Sun day Parking Spaces Provided 119

D. Project Phasing

This project will be completed in: 2018 ☒ 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.



July 10, 2018

August 10, 2018 (Revised)

Elizabeth Hude, AICP, Director
City of Mason, Community Development
201 W Ash St
Mason, MI

RE: Mason Hospitality Group: Sleep Inn – Mainstay Hotel / Preliminary Site Plan
Response to “LANDPLAN” Review 4-3-18

Dear Ms. Hude,

The following is in response to the progress that has been made by Mason Hospitality Group (MHG) relative to the above referenced project. These comments are intended to assist your project evaluation.

1. Section 94-173 (Hotel Height): An amendment was to be produced by the Planning Commission for 45' variance.
2. Summersweet shrubs exceeding 3' Height: The entry road has been relocated and now extends 70' to the north of the residential property so there is no visual obstruction to be concerned with. In addition, the developer has a “letter of intent to purchase” the two properties that are on the NE corner of Franklin Farms ROW and Kipp Rd., which includes the house and vacant lot immediately east of the house. This should eliminate any concern.
3. Lack of spot elevations: Grading plan has been revised to show spot elevations and positive drainage away from the hotel.
4. Dumpster is in front yard: The dumpster has been relocated further west into the side yard as measured from the front of the hotel canopy. This location makes the most sense to locate the dumpster in the NE area of the site since it is the least visible to 95% of the traffic using this site, and most functional location for the dumpster relative to housekeeping/ maintenance procedures, and the hotel service door that they plan to use to access the dumpster. The dumpster is proposed to be enclosed by a 360-degree screen with closeable gates. The details are included in the site plans using recycled plastic board for the exterior paneling to match the building colors, see sheet C-8 (1-3). Nothing else can be built on the hotel property due to the location of the 100 year floodplain which prohibits any other buildings and/or objectional views from any other building except the proposed hotel. In addition, the NE location for the dumpster is away from the general public and adjacent residential areas. The geometrics of the dumpster vehicle turning radius and back up requirements work best on this outside radius of the driveway and in fact would not even block automobiles from passing during dumping operations. It works very well in this location. This is not an ordinary double front lot, due to the setback off the US 127 expressway off-(ramp), the 100 year floodplain and the distances from adjacent residences which makes the dumpster unnoticeable and in fact not even perceivable from any adjacent property.

5. No details for dumpster: Details have been included on page 8, (1-3).
6. Provide a 4' fence along the south property line: MHG proposes a vegetative screen the entire length of the southern property line consisting of evergreen trees and deciduous shrubs (see planting plan) page C-4.
7. Move the 180' E/W access drive that connects Franklin Road to the hotel parking lot northward to provide a greater buffer for the residential lots. The 180' drive has been moved 100' north to provide a greater buffer between the hotel drive and the residential lots as requested.
8. Exterior light fixtures: A photometric plan is now included in the plan set, page C-6. Photometrics show zero lumens along the southern property line except for six parking spaces in the SE portion of the site, where there are .02 lumens 10' north of southern property line. The lumens proposed along the southern boundary now are close to "a zero impact" on the residential properties located south of the proposed hotel. Shields have been added to direct almost all light away from residences further reducing the chance of glare entering the property let alone homes.
9. Sec 94-173 "Minor Street" connection: Franklin Street ROW exists however there is no existing street or infrastructure installed. The City stated in public meetings that it does not plan to build a minor street from the Franklin Farms Subdivision to Kipp Road in the foreseeable future and therefore MHG suggests that its drive connection should not be considered connecting to a minor street any longer but instead should be considered as a driveway connection to Kipp Road because physically it will only connect from the hotel to Kipp Road and serve nothing else. If in the future, the City changes its mind and decides to create the minor road and connect Franklin to Kipp Road, there is nothing that prevents that from happening.
10. Definition of "lot frontage": The hotel drive will connect directly to Kipp Road within the Franklin Road ROW. A previous plan had been designed and approved by the Ingham County Road Commission to construct a road within the Franklin ROW. The City does not intend to build a minor road from Franklin Road to Kipp Road. As stated in item #2 above, "the developer has a "letter of intent to purchase" the two properties that are on the NE corner of Franklin Farms ROW and Kipp Rd, which includes the house and vacant lot immediately east of the house". The additional land purchase is contiguous to the developer's parcel and therefore will expand the acreage of ownership and will exceed the 100' road frontage requirement, which will make the project compliant to City ordinance.
11. Sec. 94-176: 25' setback from Franklin Drive to a residential lot. A technical error was discovered in the drawing that was submitted in April 2018. The Kipp Road asphalt edge was mistaken as the ROW line. The road does not cross over private property (residential lot) and does not "taper directly in front of the driveway of the residential lot". In addition, the developer is purchasing that lot and the vacant lot to the east so the point is moot.
12. Sec. 94-241: Parking Lot Trees: Trees have been added and disbursed to provide better coverage over the large parking lot, which will provide more shade per vehicle as requested.
13. Sec. 58-127: Signs: The MHG proposes two building signs located on the hotel façade. One on the east side and one on the west side of the hotel since there are two hotels represented in this development, "Main Stay" and "Sleep Inn". These signs will be positioned on the fourth floor or on the roof mansard which blocks the view of the mechanical area atop the roof. The signs are part of the front wall and

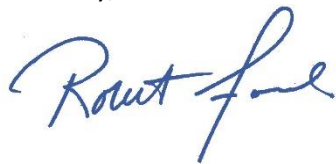
meet the signage requirements of the ordinance. The size of sign was based upon the length of hotel footage divided by two. because there are two signs (Main Stay and Sleep Inn, and by multiplying that number by the ordinance requirement of 1.5, yields a rectangular boarder for each sign that is within the allowable sign requirement.

14. Section 94-191 SLU approval prohibits the creation of additional requirements at public cost: The traffic study provide by Traffic Engineering Associates indicated that there is no need to provide a taper lane off of Kipp Road based upon traffic counts and turning movements since those counts are well below the threshold to warrant a declaration lane. Therefore, the developer plans to pay for a typical intersection and the costs associated on connecting its' driveway to the public roadway (Kipp Road).

We appreciate the opportunity to respond to the issues raised by LandPlan's review letter. Please feel free to contact me regarding any omissions or revisions that you think are necessary to assist in your review and recommendation for approval.

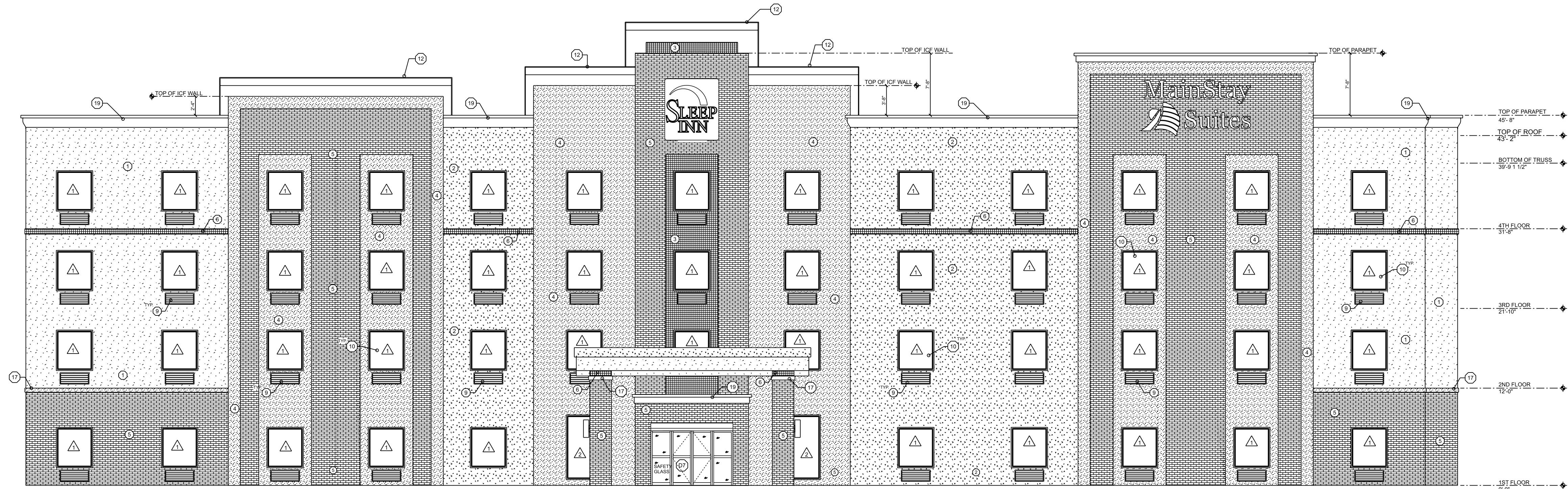
Landscape Architects & Planners

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Ford", with a stylized flourish at the end.

Robert Ford
Landscape Architect / Principal

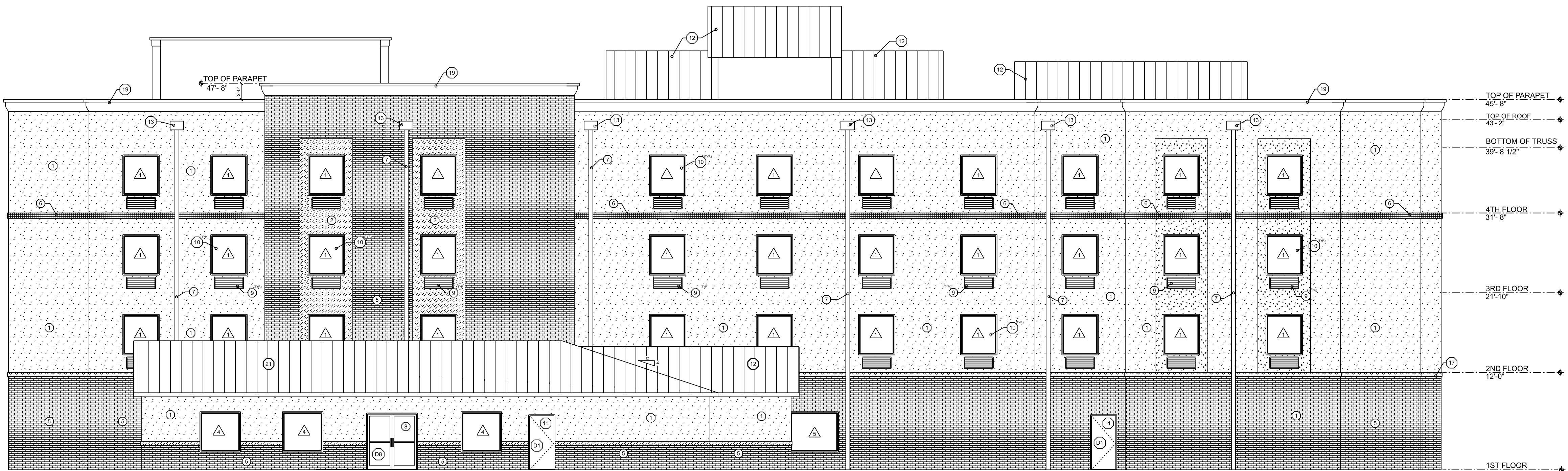
Z:\PROJECTS\PROJECTS 2017\17039 Fors Choice Hotel Development\04 Meetings and Communications\Response to Land Plan Reveiw\LAP response to Land Plan Review of 4-3-18.docx, revised 8-10-18



FRONT ELEVATION
SCALE: 1/8" = 1'-0"

ELEVATION CODED NOTES:

- EIFS TEXTURED COATING: (COLOR: SHERWIN WILLIAMS;) LIGHT GRAY - REPOSE GRAY - SW 7015
- EIFS TEXTURED COATING: (COLOR: SHERWIN WILLIAMS;) MEDIUM GRAY - DOVETAIL - SW 7018
- EIFS TEXTURED COATING: (COLOR: SHERWIN WILLIAMS;) PURPLE - DEWBERRY - SW 6552
- EIFS TEXTURED COATING: (COLOR: SHERWIN WILLIAMS;) DARK GRAY - BLACK FOX - 7020
- BRICK: (COLOR & MANUFACTURER: TBD)
- 8" WIDE BAND (PURPLE - DEWBERRY - SW 6552)
- 6" X 8" PREFINISHED ALUMINUM DOWNSPOUT - COLOR (TBD), TO TIED TO STORM DRAIN SYSTEM. SEE CIVIL DRAWINGS.
- STORE FRONT GLASS DOORS - BRONZE ANNOZIZED ALUMINUM
- PTAC - PTD TO MATCH ADJACENT COLOR.
- ALUM FIXED WINDOW (BRONZE) (SEE WINDOW SCHEDULE)
- METAL DOOR AND FRAME - PRIMED TO MEDIUM GRAY. (SEE DOOR SCHEDULE)
- MACHINE SEAM METAL ROOF COLOR (TBD)
- PRE-FINISHED SCUPPER SYSTEM W/ 4" X 6" DOWN SPOUT.
- 2'X2' FRESH AIR LOUVER FOR LAUNDRY SEE M.E.P. DWGS.
- 18" X 8" LOUVER FOR EXHAUST FANS
- EXTERIOR BUILDING SIGNAGE. PROVIDE ELECTRIC POWER AS REQUIRED. COORDINATE W/SIGNAGE COMPANY ON MOUNTING REQUIREMENT. (SEE ELEC. DWGS.)
- 6" WIDE BAND (DARK GRAY - BLACK FOX-SW7020)
- EXTERIOR SCENCE LIGHTS (SEE E1 & E3)
- PROFILE EIFS CORNICE (COLOR: SHERWIN WILLIAMS; MODEST WHITE - SW 6084)
- 6" WIDE BAND (MODEST WHITE- SW 6084)



REAR ELEVATION
SCALE: 1/8" = 1'-0"



SLEEP INN/MAINSTAY
KIPP RD.
MASON, MI 48854

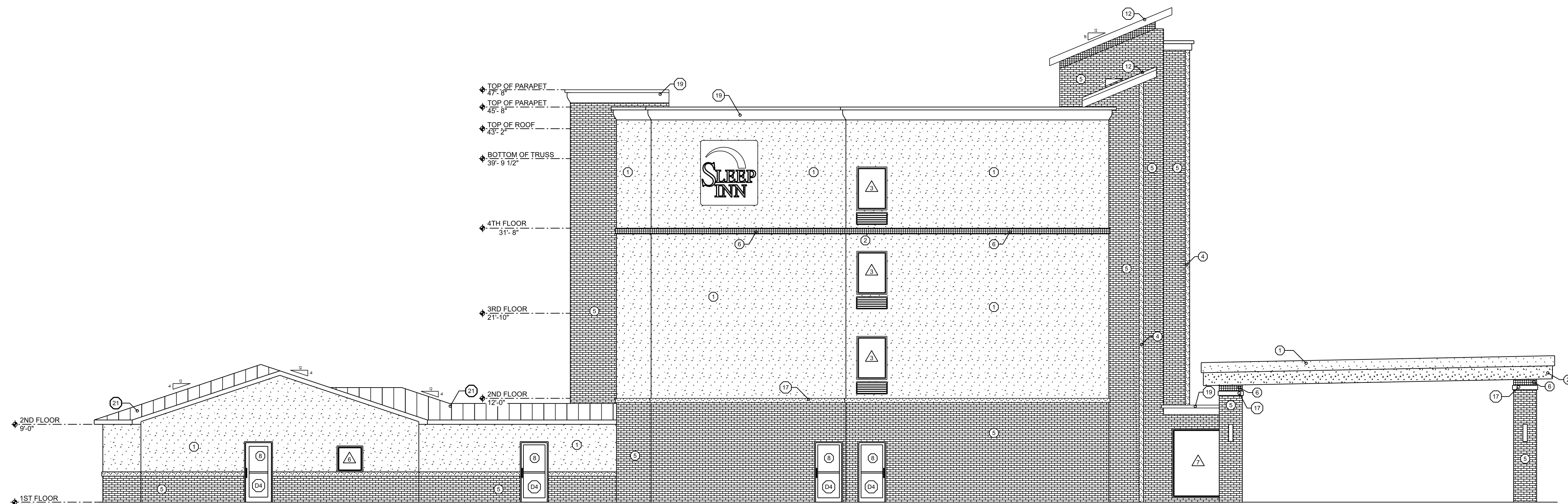
NO.	REVISIONS
1	CONSTRUCTION DOCUMENT SUBMISSION
2	
3	
4	
5	

PROJECT NO.

DATE:
06/5/2018

ELEVATIONS

A201

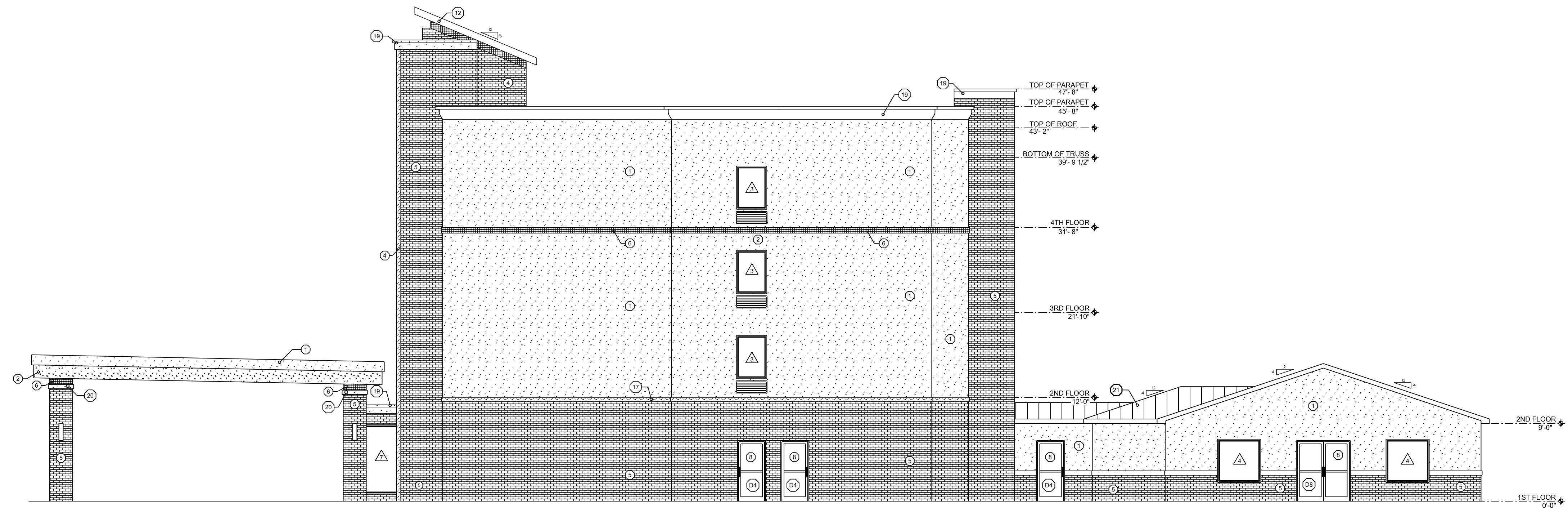


LEFT ELEVATION
SCALE: 1/8" = 1'-0"

ELEVATION CODED NOTES:

#

- EIFS TEXTURED COATING: (COLOR: SHERWIN WILLIAMS;) LIGHT GRAY - REPOSE GRAY - SW 7015
- EIFS TEXTURED COATING: (COLOR: SHERWIN WILLIAMS;) MEDIUM GRAY - DOVETAIL - SW 7018
- EIFS TEXTURED COATING: (COLOR: SHERWIN WILLIAMS;) PURPLE - DEWBERRY - SW 6552
- EIFS TEXTURED COATING: (COLOR: SHERWIN WILLIAMS;) DARK GRAY - BLACK FOX - 7020
- BRICK: (COLOR & MANUFACTURER: TBD)
- 8" WIDE BAND (PURPLE - DEWBERRY - SW 6552)
- 6" X 8" PREFINISHED ALUMINUM DOWNSPOUT - COLOR (TBD), TO TIED TO STORM DRAIN SYSTEM. SEE CIVIL DRAWINGS.
- STORE FRONT GLASS DOORS - BRONZE ANNOZIDED ALUMINUM
- PTAC - PTD TO MATCH ADJACENT COLOR.
- ALUM FIXED WINDOW (BRONZE) (SEE WINDOW SCHEDULE)
- METAL DOOR AND FRAME - PRIMED TO MEDIUM GRAY. (SEE DOOR SCHEDULE)
- MACHINE SEAM METAL ROOF COLOR (TBD)
- PRE-FINISHED SCUPPER SYSTEM W/ 4"X 6" DOWN SPOUT.
- 2'X2' FRESH AIR LOUVER FOR LAUNDRY SEE M.E.P. DWGS.
- 18" X 8" LOUVER FOR EXHAUST FANS
- EXTERIOR BUILDING SIGNAGE. PROVIDE ELECTRIC POWER AS REQUIRED. COORDINATE W/SIGNAGE COMPANY ON MOUNTING REQUIREMENT. (SEE ELEC. DWGS.)
- 6" WIDE BAND (DARK GRAY - BLACK FOX-SW7020)
- EXTERIOR SCONCE LIGHTS (SEE E1 & E3)
- PROFILE EIFS CORNICE (COLOR: SHERWIN WILLIAMS; MODEST WHITE - SW 6084)
- 6" WIDE BAND (MODEST WHITE - SW 6084)



RIGHT ELEVATION
SCALE: 1/8" = 1'-0"



SLEEP INN/MAINSTAY
KIPP RD.
MASON, MI 48854

NO.	REVISIONS
1	CONSTRUCTION DOCUMENT SUBMISSION
2	
3	
4	
5	

PROJECT NO.

DATE:
06/5/2018

ELEVATIONS

A202

Proposed Sleep Inn, Mainstay Hotel - Supplemental Height Description

Mason, Michigan

Description:

The City of Mason's ordinance has a height restriction of 45' for this type of building. Appurtenances are allowed above the roof height if they are ornamental and/or structural. The information below proves that the height of the building complies with the City of Mason's ordinance: Section 1.2 and Section 94-175 as follows:

Building Height:

The height requirement is limited to 45' above the ground elevation or first floor threshold.
The rooftop elevation is 43.2' above ground elevation
The highest parapet, elevation is 53.35' above ground elevation
(the parapet is a structural appurtenance, consisting of a thin portion of the front wall extended above the roof elevation by 7.85' for decoration and to create building character and unique architectural, which is allowed by ordinance).

Gross Roof Square Footage:

Roof:
 $176.625' \times 71.5' = 12,628.687 \text{ s.f.}$
(includes parapet s.f. below)

Structural Appurtenances Square Footage

Ornamental:
Parapet Square Footage: $13' \times 176.625' = 191.34 \text{ s.f.}$
Main Tower parapet: 300 s.f. rear / 500 s.f. front = 800 s.f.
Mechanical:
Elevator shaft: $8.5' \times 10' = 85 \text{ s.f.}$
Laundry vent: $3' \text{ dia} = 7 \text{ s.f.}$
Access Hatch: $3' \times 3' = 9 \text{ s.f.}$
Sub Total: 101 s.f. 101 s.f.
Total Structural Appurtenances Occupancy: 1,092.34 s.f.

Formula per ordinance (appurtenances cannot exceed 20% of Gross Roof s.f.)

$1,093 \text{ s.f.} / 12,629 \text{ s.f.} = 8.7$ (percentage of roof that is occupied by structural appurtenances)
This results in less than 9% of the total roof square footage is occupied by appurtenances.

Conclusion:

The building height meets the City of Mason's requirements.

Supplemental Height Worksheet

Sec. 1-2. Definitions <i>Height</i> means the vertical distance measured from the average finished ground level at the front of the structure to the highest point of the structure.	
Sec. 94-175. Supplemental height regulations. It is the intent of this chapter that certain structural appurtenances shall be permitted to exceed the height limitations of this chapter. No portion of any such structural appurtenance shall be used for human occupancy or for commercial enterprise. Any exception to height limitations shall be only to such height as may be necessary to accomplish the purpose the subject appurtenance is intended to serve and so as not to become a hazard to aviation. Structural appurtenances exceeding the maximum height limitations established by the capital region airport authority within ten miles of a public airport shall not be allowed without the approval of the capitol region airport authority, the Michigan Department of Transportation, Bureau of Aeronautics, and/or any other agency having jurisdiction.	
If the roof area of structural appurtenances permitted to exceed the height limitations exceeds 20 percent of the gross roof area of the structure, said appurtenances shall be considered as integral parts of the whole structure and thereby shall not exceed the height limitations.	
<i>Please provide the following calculation:</i> <div style="text-align: center;"> $\frac{\text{Total roof area dedicated to structural appurtenances/}}{\text{Total gross roof area}}$ </div>	= 8.7 % , see attached worksheet Gross Roof s.f. is 12,629 s.f.,
<i>Exemption allowed per Sec. 94-175</i>	<i>Please explain how the structural appurtenance meets the exemption under Sec. 94-175:</i>
Structural appurtenances which may be permitted to exceed height limitations include the following:	
(1) Structural appurtenances which are ornamental in purpose, such as church spires, belfries, cupolas, domes, ornamental towers, flag poles and monuments.	Parapets surround the entire roof of the building
(2) Structural appurtenances to mechanical or structural functions, such as chimneys, smoke stacks, solar collectors, water tanks, elevator and stairwell penthouses, ventilators, bulkheads, radio towers, masts, aerials, television antennas, fire hose towers, cooling towers, and heating, ventilation and air conditioning equipment.	Mechanical appurtenances consist of: <ol style="list-style-type: none"> 1. Elevator shaft: 85 sf 2. Access hatch: 9 sf 3. Laundry vent: 7 sf Total is 1,092 s.f. of appurtenances
(Ord. No. 152, 5-1-2006)	



Mail Processing Center
Federal Aviation Administration
Southwest Regional Office
Obstruction Evaluation Group
10101 Hillwood Parkway
Fort Worth, TX 76177

Aeronautical Study No.
2018-AGL-6692-OE

Issued Date: 05/21/2018

Ron Fors
Mason Hospitality Group, LLC
4205 Charlar Dr., Suite 2
Holt, MI 48842

**** DETERMINATION OF NO HAZARD TO AIR NAVIGATION ****

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure:	Building Choice Hotel
Location:	Mason, MI
Latitude:	42-34-07.80N NAD 83
Longitude:	84-27-14.50W
Heights:	895 feet site elevation (SE)
	53 feet above ground level (AGL)
	948 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

☐ At least 10 days prior to start of construction (7460-2, Part 1)
☒ Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 L Change 1.

This determination expires on 11/21/2019 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.
- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

This determination is based, in part, on the foregoing description which includes specific coordinates, heights, frequency(ies) and power. Any changes in coordinates, heights, and frequencies or use of greater power, except those frequencies specified in the Colo Void Clause Coalition; Antenna System Co-Location; Voluntary Best Practices, effective 21 Nov 2007, will void this determination. Any future construction or alteration, including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA. This determination includes all previously filed frequencies and power for this structure.

If construction or alteration is dismantled or destroyed, you must submit notice to the FAA within 5 days after the construction or alteration is dismantled or destroyed.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

If we can be of further assistance, please contact our office at (718) 553-4199, or Dianne.Marin@FAA.GOV. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2018-AGL-6692-OE.

Signature Control No: 361713569-365721981

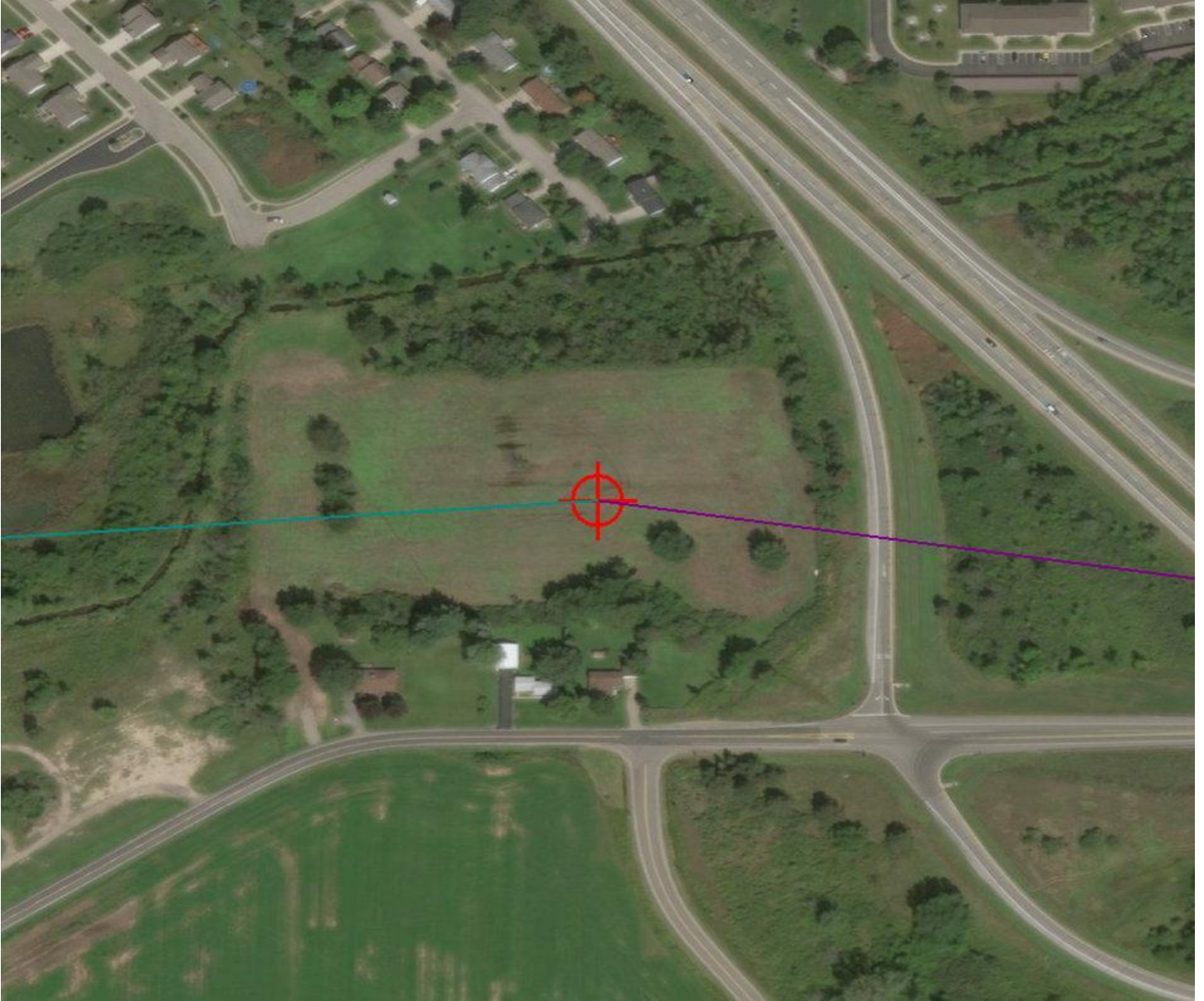
(DNE)

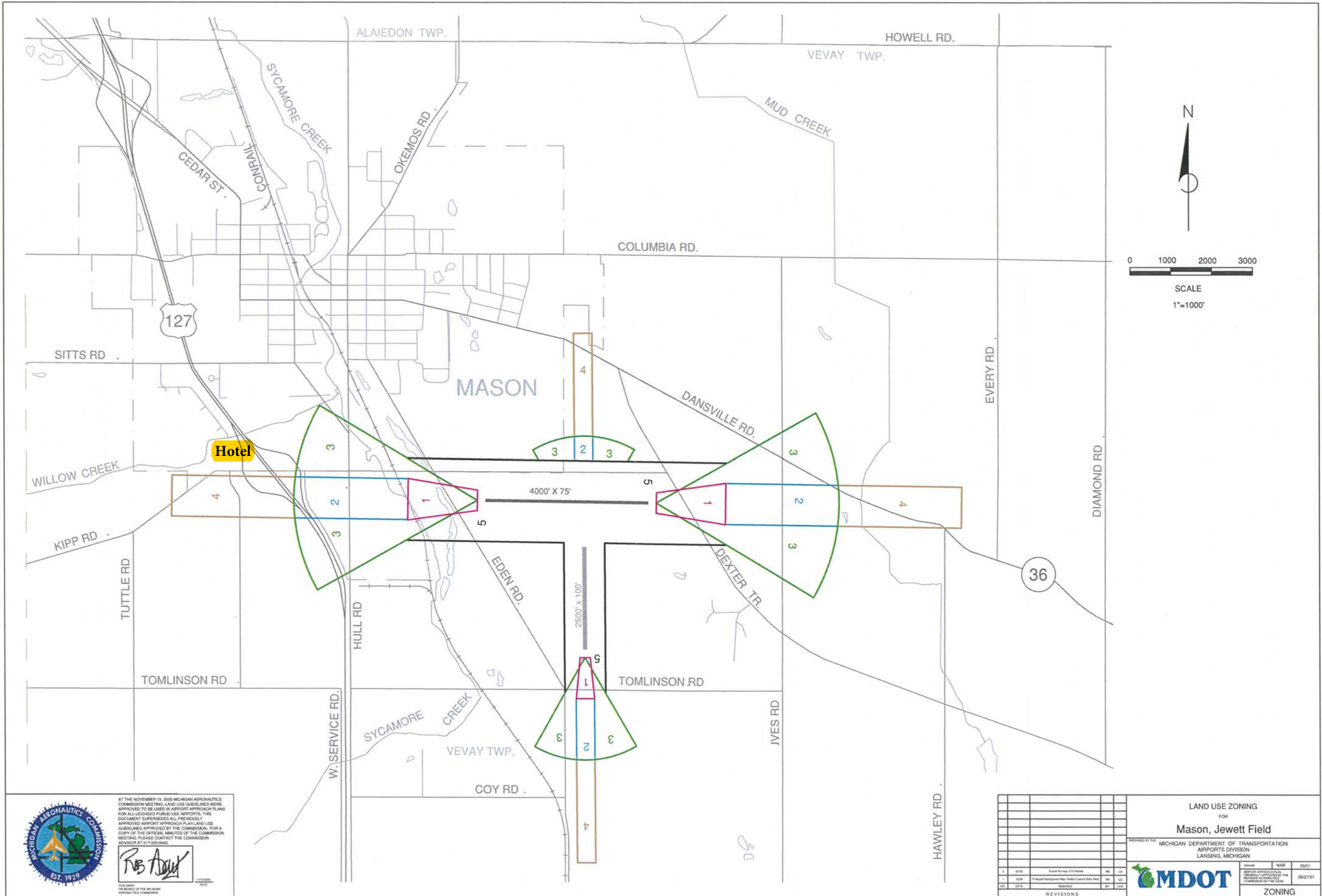
Dianne Marin
Technician

Attachment(s)
Case Description
Map(s)

Case Description for ASN 2018-AGL-6692-OE

The Mason Hospitality Group is proposing to build a 4-story hotel, 72 rooms and ground level conference area. The front of the building faces East and will use an ICF wall system, insulating concrete with EFIS finish, and wood trusses.





AT THE NOVEMBER 15, 2006 MICHIGAN AERONAUTICS COMMISSION MEETING, LAND USE GUIDELINES WERE APPROVED TO BE USED IN AIRPORT APPROACH PLANS FOR ALL LICENSED PUBLIC USE AIRPORTS. THIS DOCUMENT SUPERSEDES ALL PREVIOUSLY APPROVED AIRPORT APPROACH PLAN LAND USE GUIDELINES APPROVED BY THE COMMISSION. FOR A COPY OF THE OFFICIAL MINUTES OF THE COMMISSION MEETING, PLEASE CONTACT THE COMMISSION ADVISOR AT 517-325-6943.

Rob Adair
FOR AIRPORTS
ON BEHALF OF THE MICHIGAN
AERONAUTICS COMMISSION

DATE

REVISIONS			
2	02/08	Future Turnway 1015 Added	MS LS
1	02/08	Changed Background Map, Added Current State Hwy	MS LS
MS	04/10	REMARKS	BY DATE

LAND USE ZONING
FOR
Mason, Jewett Field

PREPARED BY THE
MICHIGAN DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION
LANSING, MICHIGAN

MDOT

Version	NAB	09/01
APPROVED APPROACH PLANS ORIGINALLY APPROVED BY THE MICHIGAN AERONAUTICS COMMISSION ON THE DATE:		
09/27/01		

ZONING

