



## **PLANNING COMMISSION**

April 10, 2018, Council Chambers, 6:30 pm  
201 West Ash Street, Mason, MI

### **AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES** (March 13, 2018)
- 5. 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., 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
- 6. UNFINISHED BUSINESS**
  - A. Development Update
  - B. Workplan Update
- 7. NEW BUSINESS**
  - A. Discussion: Zoning Ordinance Text Amendment – Sec. 94-173(i) *Hotel, motel, transient lodging facilities.*
- 8. LIAISON REPORT**
- 9. ADJOURN**

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF MARCH 13, 2018**

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

Commissioner(s) Present: Barna, Droscha, Hagle, Sabbadin, Waxman  
Commissioner(s) Absent: Feintuch, Howe, Reeser\*  
Also Present: Elizabeth A. Hude, AICP, Community Development Director

\*Gave notice of absence prior to meeting.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

Motion to approve amended February 13, 2018 minutes was made by Waxman, second by Barna.

**MOTION APPROVED UNANIMOUSLY**

**UNFINISHED BUSINESS**

- A. Commissioners discussed City Administrator's 3.23.18 Council Report – members were appreciative of the information included in this report. Hude also gave a brief update on work to be done in Laylin Park. Emptying of the pond will begin shortly, followed by dredging the pond which will necessitate completely closing the Park for the entire summer. Renovations will also be made to the pavilion during this process. Hopefully Bond Park will be renovated in 2019.
- B. Hude updated the Commission on the Workplan for the next few months:
  - 1. There will be a Parks and Recreation planning document that will outline proposed work to be completed over the summer to several City parks.
  - 2. APRIL – Will continue process of Parks and Recreation planning. Anticipate Public Hearings for several City Ordinance updates.
  - 3. MAY - Staff has secured a booth for City of Mason at the MACC Spring Fling to pass out information on the Parks and Recreation plans for the summer. (Staff could use volunteer help for this table.) Possible Public Hearing for new development coming to Mason and submission of RFP for Cedar/127 Sub-area study.
  - 4. JUNE – More Site Plans. Suggestion to have a presence at Thursday Movie Night to pass out info on Parks and Recreation planning and Planning Commission updates.
  - 5. JULY – Begin working on CIP update to get an earlier start for 2019.

**NEW BUSINESS**

- A. Resolution 2018-01 – Site Plan Review (SPR) for 661 1 North Cedar Street (Commercial Bank/Biggby Coffee)

Hude explained Commercial Bank's/Biggby's preliminary and final site plan review for approval to construct a 1,673 square foot building addition and adding 13 parking spaces on the property located at 661 N Cedar Street. MDOT and Ingham County Drain Commission had no issues with the request as far as access to the building and staff recommended approval with the requested waivers for the dumpster gate and storm sewer placement. Waxman questioned the size of each parking space. Pete Lorenz from Lorenz Surveying and Engineering explained they were the usual size – 10' X 20'.

Waxman made a motion, seconded by Droscha, to approve Resolution 2018-01.

### MOTION APPROVED UNANIMOUSLY

#### B. Resolution 2018-02 – Approve the Capital Improvements Plan (CIP) for Fiscal Years 2018-2024

Hude pointed out minor changes to the 2018-2024 CIP and asked for input from Commissioners. Since there were no comments, Waxman called for a motion on Resolution 2018-02 to approve the Capital Improvements Plan (CIP) for Fiscal Years 2018-2024.

Waxman made a motion, seconded by Droscha, to approve Resolution 2018-02.

### MOTION APPROVED UNANIMOUSLY

Waxman questioned present copper levels in the City's drinking water and asked whose potential responsibility it is for the quality of that water and what is the plan if DEQ determines that responsibility belongs to the City. Hude will ask and report back.

#### C. Draft Sign Ordinance – Discussion

Hude reviewed the proposed draft sign ordinance. Commissioners decided they needed more time to peruse the new ordinance so discussion will be postponed until the April meeting.

#### D. Draft Office District Ordinance - Discussion

Hude presented proposed changes to the Office District Ordinance. The ordinance proposes to add R2 and RS3 zoning uses by right so that buildings can be used as residences. Commissioners asked Hude to prepare the text amendment for the April meeting and to move forward to post as a Public Hearing.

#### E. Rezoning for 440 and 448 S Jefferson (Bad Brewing) from O-1 to C-1 – Discussion

Hude explained that both these addresses have been zoned as office for many years but the current use is only allowed in commercial districts. These addresses need to be zoned commercial and the Commission recommended Hude prepare a re-zoning amendment to present at the April meeting.

### LIAISON REPORT

Droscha reported the Council passed the summer street upgrades including the special situation at Columbia between Cedar and the bridge. The Council also approved Don Hanson as the new Mason Police Chief.

### ADJOURN

The meeting adjourned at 7:16 p.m.

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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: April 6, 2018

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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. The proposal is shown on the following plans submitted on March 8, 2018:

- Topographical Survey, page C1.0 dated January 10, 2018.
- Site Plan, pages C0 – C4, dated March 8, 2018
- Preliminary Plans, pages T101-107, C1-13, A101-600, E101-110, H101-104, P101-110, dated March 1, 2018

The plans are available on the City of Mason website here  
<http://mason.mi.us/2018/Proposed%20Hotel%20Plan-Kipp%20Rd..pdf>

Attached for your review and consideration are the following:

- Application submittal
- Comments received from City staff and other agencies
- Staff review prepared by Landplan
- Planning Commission Review Checklist
- Resolution 2018-03

## **Staff Recommendation**

In accordance with

Special Use Permit: Chapter 94, Article VI, Sec. 94-191(f) Basis of determination. Before approving a special use permit, the planning commission shall find by clear and convincing proof that the applicable standards set forth by this chapter shall be satisfied by the completion and operation of the proposed development, and

Special Use Permit: Chapter 94, Article VI, Sec. 94-191(d)(1) which states that the planning commission may defer a decision in order to obtain that information deemed necessary to making an informed decision,

staff recommends that upon conclusion of the public hearing, the Planning Commission may initiate deliberations but delay a decision until the May 8, 2018 meeting to allow the applicant to submit the additional information necessary to prove that the applicable standards have been satisfied. An alternative option would be to approve the Special Use Permit and Preliminary Site Plan with specific conditions to be met in Final Site Plan review. The following motions are offered for consideration:

### **OPTION 1 - DEFER DECISION TO MAY 8, 2018**

Motion to table the application for Special Use Permit and Preliminary Site Plan Review received on March 8, 2018 for W Kipp Rd – Hotel and Conference Center received by Pat McCaffrey, President, Mason Hospitality Group LLC until the May 8, 2018 public meeting in order to obtain/allow for:

1. Public hearing to amend the zoning ordinance Sec. 94-173(i)(2)(e) to allow for a hotel with a maximum height of four stories and 45' to be held on May 8 prior to resuming discussion on the SUP/Prelim SPR.
2. Traffic Impact Statement
3. Confirmation of water supply
4. Additional information to address questions raised by City staff and agencies.
5. Additional information to address questions raised in Landplan's review dated April 3, 2018.
6. Other (To be specified: Other additional information based on the public hearing as determined necessary by the Planning Commission in order to make an informed decision and confirm the application meets the requirements of the zoning ordinance.)

### **OPTION 2 - APPROVE WITH CONDITIONS**

Motion to approve Resolution 2018-03 for Special Use Permit and Preliminary Site Plan Review which includes 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. Traffic Impact Statement
3. Confirmation of water supply
4. Additional information to address questions raised by City staff and agencies.
5. Additional information to address questions raised in Landplan's review dated April 3, 2018.
6. Other (To be specified: Other additional information based on the public hearing as determined necessary by the Planning Commission in order to make an informed decision and confirm the application meets the requirements of the zoning ordinance.)



# 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 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 [Signature] Date 3/8/18



### 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. 72 rooms, 200 person capacity  
conference area. Continental breakfast, lobby, exercise room, laundry,  
vending, indoor pool.

#### B. Available Services

Public Water	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Permit Pending	Paved Road (Asphalt or Concrete)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Public Sanitary Sewer	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		Public Storm Sewer	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
				(Detention to Willow Creek)		

#### C. Estimate the Following

Traffic Generated <u>TIS being prepared</u>	Total Employees <u>36</u>	Shifts <u>TBD</u>
Population Increase <u>0</u>	Employees in Peak Shift <u>18</u>	
Hours of Operation <u>12</u> AM to <u>12</u> PM	Total Bldg. Area Proposed <u>41,436 sf + 3,097 conf.</u>	
<u>Mon</u> day through <u>Sun</u> day	Parking Spaces Provided <u>124 (5 ADA)</u>	

#### D. Project Phasing

This project will be completed in: 2018 ☒ One Phase ☐ Multiple Phases – Total No. of Phases: One  
**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.



To: City of Mason, Planning Department

Re: Proposed Hotel Pad, located on Kipp Road Mason, Michigan


Parcel is approximately 9.42 Acres

Legal Description as Follows:

The East  $\frac{1}{2}$  of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$ , 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  $\frac{1}{4}$  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  $\frac{1}{2}$  of East  $\frac{1}{2}$  of Southeast  $\frac{1}{4}$  of Southwest  $\frac{1}{4}$  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  $\frac{1}{2}$  of East  $\frac{1}{2}$  of Southeast  $\frac{1}{4}$  of Southwest  $\frac{1}{4}$  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  $\frac{1}{4}$  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;

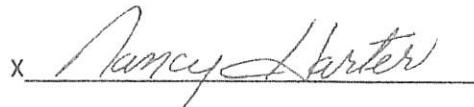
The purpose of this letter is to acknowledge that Timberland Development Group, and or Mason Hospitality Group LLC is making application and seeking approvals for special use permits and site plan for development of a Hotel on the above referenced property we currently own.

Respectfully Submitted

x 

Owner: Bob Harter

Date 3-18-18

x 

Owner: Nancy Harter

Date 3/19/18

**1. Required/Proposed Information**

A. Project Zoning	C-2 General Commercial District
B. Existing Land Use	Vacant
C. Proposed Land Use	Hotel and Conference Center
D. Total Site Area (Excluding US-127 ROW)	435,332 SFT (9.99 Acres)
E. Gross Floor Area of Building	13,966 SFT (0.32 Acres) Hotel Area: 10,778 SFT Conference Center Floor Area: 3,188 SFT
F. Percentage of Building Coverage	3.2%
G. Building Height	4 Stories (45' Maximum)
H. Total Impervious Area	100,995 SFT (2.31 Acres)
I. Net Area of Open Space	334,337 SFT (7.37 Acres)
J. Total Area of Grading Disturbance	294,907 SFT (6.77 Acres)
K. Total Number of Bedrooms	84
L. Required Parking	Hotel – 1 Stall per Bedroom
M. Total Proposed Parking Stalls	119 Stalls 113 – 10 x 20' Stalls 6 – Barrier Free Stalls
N. Landscape Requirements Parking Landscape  Site Landscape  Landscape Buffer B (South Property Line) Trees Shrubs	100 SFT Landscaped Area and 1 Tree per 8 Stalls 119/8 = 1,487 SFT Landscape Area, 15 Trees 1 Tree/10,000 SFT Disturbed Area 294,907/10,000 = 29 Trees 660 LFT (Less US-127 ROW) = 592 LFT 592/30 = 20 Trees 592/20 = 29.6 (4) = 118 Shrubs
O. Floodplain Elevation	892.7 Per FEMA Maps
P. Existing Soils Soil Type	ByA – Brady Sandy Loam 0-3% Slopes Gf – Gilford Sandy Loam 0-2% Slopes with Gravelly Subsoil
Q. Signs	All Freestanding and Wall Mounted Signs to Comply with Chapter 58 of the Zoning Ordinance
R. Parcel Tax ID Number	33-19-10-08-378-002 and 33-19-10-08-378-001
S. Proposed Gas and Electric Service	To Be Coordinated with Utility Companies in the Final Submittal

2. **Exact Height, lowest grade to top of finished floor:** 31' -4"
3. **Exact Height, lowest grade to highest point:** 53' -0" (top of sign tower)
4. **Total Square Footage of Hotel/Conference Center (all floors combined):** 44,376 sf
5. **Owner Affidavit:** Attached

Michael Arens, PE, Engineering Consultant  
1365 N. Alstott Dr.  
Howell, MI 48843  
810-599-9370  
[mike.arens@sbcglobal.net](mailto:mike.arens@sbcglobal.net)

January 10, 2018

Mr. Robert Ford  
Landscape Architects & Planners, Inc.  
809 Center St. Suite 1  
Lansing, MI 48906

Re: Sleep Inn Mainstay - Mason  
Proposed Sanitary Sewer Connection

Dear Mr. Ford:

This letter affirms that the referenced proposed sanitary sewer connection will not have negative impacts on the existing 8-inch sewer which runs along the east side of the proposed project property, and that the capacity of the existing sewer is adequate to handle sanitary sewage flows from the proposed project.

This affirmation is based on review of project documentation of the existing sanitary sewer and the proposed building's sanitary sewer demand.

If you require additional information, please do not hesitate to contact me.

Sincerely,



Michael Arens, PE

Sleep / Mainstay Hotel  
Preliminary Construction Schedule  
2018-2019

	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	19-Jan	Feb
Preliminary Application												
Final Applications												
Permits												
Site Preparation												
Building Foundation												
Building Construction												
Site Construction												
Final Inspections												
Occupancy												

<b>Summary of Comments from City Staff and Agencies</b>	
City Engineer/DPW	Access to public water and installation of fire hydrants will be required; sidewalks are required, in particular from private drive to site; anticipate that the road right of way will be dedicated to the City in the future; site is served by City sanitary sewer with sufficient capacity; A storm system maintenance agreement with the City will need to be executed. (letter 3-15-18)
Police Department	Parking lot and all building entrances should be well lit.
Fire Department	There's not enough information on the water supply. No fire hydrants or Fire Department Connection are shown.
Building Inspector	Building Permit submittal will require: -2 Sets of stamped/signed plans -Copy of water/sewer permit -Copy of soil erosion permit -Copy of any jurisdictional right of way permit -Copy of any required sidewalk/pathway permit -Application must be accompanied by the 'Statement of Special Inspections', prepared by the Architect as per Chapter 17 of the 2015 Edition, Michigan Building Code -Application for building permit must include the appropriate fee
Ingham County Road Department	More detail required for the Kipp Road and private road intersection; Traffic Impact Study to be submitted. (email 3-26-18)
Ingham County Drain Commissioner	Tap-In and Soil Erosion Control Permits required. Storm water discharge will be held to adequate pretreatment standards; drainage plans must meet Rules of ICDC for Low Impact Design (LID). (letter 3-29-18)
Michigan Department of Environmental Quality (DEQ)	Permitting by the State is required under Part 31, Part 301 and possibly under Part 303. (email 3-29-18)
Michigan Department of Transportation (MDOT)	No comments. (email 3-23-18)
Capital Region Airport Authority	No specific concerns. FAA form 7460 needs to be submitted to the FAA. (email 3-30-18)



**From:** Jonathon Vrabel  
**To:** [Elizabeth Hude](#)  
**Subject:** Special Use Permit response  
**Date:** Friday, March 30, 2018 2:58:07 PM

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Elizabeth,

I have reviewed the plans for the special use permit for the hotel on Kipp Rd. I do not have any concerns regarding the project other than to advise a FAA form 7460 needs to be submitted to the FAA and to the State of Michigan in regards to the Michigan Tall Structures Act. The submittal of the form creates an airspace study by the FAA to determine if the structure is a hazard to air navigation. In my opinion, I am confident by the information provided, the project is not a hazard, but the FAA and the State will provide a written determination. This process can take up to 90 days to complete. I would advise the form be submitted as soon as possible.

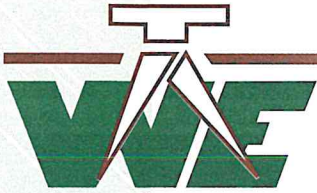
Please let me know if you have any further questions.

Sincerely,

**Jonathon Vrabel**  
**Senior Vice President and Chief Operating Officer**  
**Capital Region Airport Authority**  
4100 Capital City Blvd. | Lansing, MI 48906  
Office Phone: 517-886-3712 | Cell Phone: 724-587-2235  
[jvrabel@craa.com](mailto:jvrabel@craa.com) | [www.flylansing.com](http://www.flylansing.com) | [www.portlansing.com](http://www.portlansing.com)



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# Wolverine Engineers & Surveyors, Inc.

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

## Memorandum

**To:** Elizabeth A. Hude, AICP  
**From:** Donald B. Heck, P.E. *DH*  
**Subject:** Mason Hospitality Group LLC  
Sleep Inn MainStay Hotel  
**Date:** March 15, 2018

At your request we have received and reviewed the Preliminary Site Plan for the Mason Hospitality Group, LLC Sleep Inn MainStay Hotel as prepared by Landscape Architects & Planners, Inc. The site plan as provided consisted of five (5) plan sheets dated March 8, 2018.

In general, the plan proposes the construction of a new four (4) story hotel and conference center with a building footprint of approximately 14,000 square feet located on the north side of Kipp Road, west of and adjacent to US-127. The site is proposed to be accessed from Kipp Road via a private drive (noted as to be constructed to City of Mason Street Standards) located along the westerly property line. It should be noted pursuant to City standards sidewalks will be required and a connection from the private drive to the site is strongly recommended.

As Kipp Road is under the jurisdiction of the Ingham County Road Department (ICRD), all work within the Kipp Road right-of-way will require review and approval by ICRD. It is anticipated a Traffic Impact Statement will be required by ICRD for this proposed driveway/intersection.

The plans indicate a 66 foot wide tract of land along the westerly portion of the property (in which the private drive has been proposed). It is recommended that this 66 wide parcel be dedicated to the City of Mason as road right-of-way for the future extension of Franklin Farms Drive from the north to Kipp Road.

The site is served by sanitary sewer which exists along the easterly property line. Based upon the information available, it is our opinion the existing sanitary sewer has sufficient capacity to serve this development. Service to the hotel and conference center is indicated to extend to an existing manhole on the existing sanitary sewer.

This is an acceptable point of connection. Final plans will need to indicate the size, grade and inverts for this sewer lead. The plans indicate the creation of a new 20-foot wide easement for the existing sanitary sewer.

The site currently does not have access to public water. The nearest public water main is located on the northern side of the Willow Creek in Franklin Farms Drive road right-of-way. It is anticipated that a minimum of an 8-inch water main would need to be extended to serve this development; however, it is recommended the City negotiate to upsize any water main extension to a 12-inch diameter to serve future needs. This water main extension should be dedicated to the City of Mason either within the aforementioned 66 wide right-of-way or a dedicated, permanent easement. Since this is intended to be a public water main it may be constructed by the Developer but will be required to be inspected by the City of Mason or its representatives. No on-site fire hydrants are noted within the site on the preliminary site plan. It is our opinion fire hydrants will be required to provide adequate fire protection.

Storm drainage is indicated as sheet flow across the site into rain gardens and an on-site detention pond with an outlet to Willow Creek. Willow Creek is under the jurisdiction of the Ingham County Drain Commissioner (ICDC) and all work within the Willow Creek Drain easement will require a permit from ICDC. The calculations as provided for the storm water detention appear to be in conformance with the accepted design standards. This storm system is to be private; however, a storm system maintenance agreement with the City will need to be executed.

The site plan indicates fill is to be placed in the 100-year floodplain. A permit will be required from the Michigan Department of Environmental Quality (MDEQ) for this fill and a compensating cut may be required by MDEQ and/or ICDC.

Overall, from an engineering perspective, we take no exceptions with the proposed development and the concepts as presented in the preliminary site plan. As noted herein there are specific design items that will need to be addressed prior to the issuance of Final Site Plan Approval.



# Patrick E. Lindemann

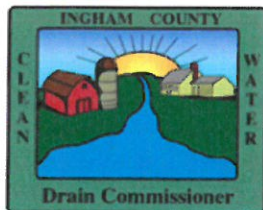
## Ingham County Drain Commissioner

PO Box 220  
707 Buhl Avenue  
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Clos  
*Deputy Drain Commissioner*

Paul C. Pratt  
*Deputy Drain Commissioner*

David C. Love  
*Chief of Engineering and Inspection*

Sheldon Lewis  
*Administrative Assistant*

March 29, 2018

Elizabeth Hude, Community Development Director  
Mason City Hall  
201 West Ash Street  
P.O. Box 370  
Mason, MI 48854

RE: Site Plan Review Request – West Kipp Road  
Conceptual Plan Review; Drain Office #18034

Dear Ms. Hude:

We are in receipt of a March 23, 2018 request by the City of Mason for site plan review for a parcel that lies west of US-127 and on the north side of Kipp Road in the City of Mason. This conceptual review is offered as a courtesy to the City of Mason only and should not be construed by the project owner or others as formal submission to the Ingham County Drain Commissioner for site plan or drainage review.

The Ingham County Drain Commissioner (ICDC) offers the City of Mason the following conceptual review comments on the stormwater system for this project:

1. The plan calls for stormwater to be collected from the proposed development, treated and detained, then discharged into the Willow Creek Drain. An executed commercial Tap-In Permit is required.
2. The site is located in the City of Mason, a Phase II area, and the stormwater discharge should be held to adequate pretreatment standards to protect the receiving waters of the Drain.
3. In order to connect to the Willow Creek Drain, the Drainage plans must meet the Rules of the Ingham County Drain Commissioner for low impact development (LID), pretreating the first 1.0-inch of runoff from the site.
4. The plans must be submitted to the Drain Commissioner's Office for Soil Erosion Control Permit. The application and information about fees can be found on the Ingham County Drain Commissioner's web site at [dr.ingham.org](http://dr.ingham.org).

We appreciate the opportunity to comment on this plan. It is an honor and a privilege to serve you and the other businesses, citizens and municipalities of Ingham County.

Sincerely,

A handwritten signature in blue ink, appearing to read "David C. Love". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

David C. Love  
Ingham County Drain Engineer



**From:** Peterson, Robert  
**To:** [Elizabeth Hude](#)  
**Subject:** RE: Special Use Permit and Preliminary Site Plan Review – West Kipp Road, Mason  
**Date:** Monday, March 26, 2018 12:24:39 PM

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Elizabeth:

I really can't comment on the provided information, for two reasons:

1. There isn't much detail included in the plans for the Kipp Road and private road intersection. I will need much more detail regarding the existing road improvements and intersection work.
2. A Traffic Impact Study was not provided. I know one is in the works, but the information is not available yet.

Lastly, ICRD does not comment on land use or rezoning issues. We leave that up to the local regulations / regulators. We just concentrate on road issues.

Just so you know, the people that came to talk to me about this hotel concept (Timberland), proposed an access off Kipp Road opposite of Jewett Road, not at the apex of the Kipp Road horizontal curve. Thought you should know.

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

**From:** Elizabeth Hude [<mailto:elizabethh@mason.mi.us>]  
**Sent:** Friday, March 23, 2018 4:31 PM  
**To:** Peterson, Robert; Love, David; Barton, Faith; CERVELLID@michigan.gov; ThelenI3@michigan.gov; jvrabel@craa.com  
**Subject:** FW: Special Use Permit and Preliminary Site Plan Review – West Kipp Road, Mason

Dear Concerned Parties:

This morning I dropped off plans for a Special Use Permit and Preliminary Site Plan received from Pat McCaffrey, President, Mason Hospitality Group, LLC 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 west of US-127 on the north side of West Kipp Road in Mason, MI.

Attached is a copy of the public notice and application submitted by the applicant for your review. Your written comments or concerns to this department are appreciated on or before Thursday, April 5, 2018. If it is more convenient to send your comments via email, my address is [elizabethh@mason.mi.us](mailto:elizabethh@mason.mi.us).

Should you have any questions regarding the development proposal, please do not hesitate to call me at (517) 978-0206.

Sincerely,

Elizabeth A. Hude, AICP  
Community Development Director

Elizabeth A. Hude, AICP  
Community Development Director

City of Mason           | Office: 517-978-0206  
201 W. Ash Street   | Mobile: 517-819-0645  
Mason MI 48854   | FAX: 517-676-1330  
<http://mason.mi.us> | [elizabethh@mason.mi.us](mailto:elizabethh@mason.mi.us)

**From:** Thelen, Lawrence (MDOT)  
**To:** [Elizabeth Hude](#)  
**Subject:** Special Use Permit and Preliminary Site Plan Review-West Kipp Rd,Mason(Mason Hospitality Group,LLC)  
**Date:** Friday, March 23, 2018 1:41:51 PM

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Elizabeth,

Since none of the work for the Mason Hospitality Group, LLC development is taking place within the MDOT right of way, MDOT would not have any comments regarding the development.

Regards,

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

 Please consider the environment before printing this email. Thanks!

**From:** Valor, Carol (DEQ)  
**To:** [Elizabeth Hude](#)  
**Cc:** [Cervelli, Donna \(DEQ\)](#)  
**Subject:** West Kipp Road 84 room hotel  
**Date:** Thursday, March 29, 2018 1:54:02 PM

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Hello Elizabeth,

I quickly scanned the plans to verify that permitting by the State is required under Part 31, Part 301 and possibly under Part 303. Your applicant, Mason Hospitality Group should be aware of the state jurisdictions.

As of yet this office has not received an application for any of the regulated impacts under our purview.

Thank you,

Carol Valor  
517-388-3667  
MDEQ Water Resources Division  
Lansing District Office  
525 West Allegan Street  
P O Box 30242  
Lansing MI 48909

MDEQ is on You Tube

Seawalls: [https://www.youtube.com/results?search\\_query=ordinary+high+water+mark+indicators](https://www.youtube.com/results?search_query=ordinary+high+water+mark+indicators)

What we're doing: <https://www.youtube.com/user/MichiganDEq/videos>

Lake Front Owners: [Your Lake Property](#) [https://youtu.be/566bd\\_c\\_Ooc](https://youtu.be/566bd_c_Ooc)

(Press Control key and click!)

**Date:** April 3, 2018  
**To:** Elizabeth A. Hude, AICP, City of Mason Community Development Director  
**From:** Mark A. Eidelson, AICP  
**Re:** *Review of Sleep Inn-Mainstay Hotel / Preliminary Site Plan / Special Land Use Application*

The Mason Hospitality Group LLC has submitted a preliminary site plan and special land use application for a hotel and conference center on an approximately 10-acre tract located at the northwest corner of the US-127/Kipp Road interchange. Access to the hotel site is to be from a proposed private street, Franklin Farm Dr., off of Kipp Road. An access drive to the hotel is to extend eastward from Franklin Farm Dr.

My review focused on the extent to which the project complies with Chapter 94/Zoning of the City Code. My review does not address the adequacy of engineering matters pertaining to utility infrastructure, pavement design, road capacities, drainage and related matters that are the best reserved for engineering specialists. The principal application materials that I reviewed were limited to Sheets C2 through C4 of a larger submittal package, the sheets being prepared by Landscape Architects & Planners, Inc. and dated 3-8-18. My comments are divided into the following sections:

Part One: Report Summary and Conclusions	page 1
Part Two: Project Overview	page 2
Part Three: Conformance to C-2 District Site Development Standards	page 3
Part Four: Conformance to Other Nondiscretionary Site Development Standards	page 3
Part Five: Conformance to Site Plan Approval Standards	page 9
Part Six: Conformance to Special Land Use Approval Standards	page 11

## **Part One** **Report Summary and Conclusions**

The following summarizes the concerns I have raised in this report. I recognize that this application is for preliminary purposes and that the applicant intends to submit more definitive information should this preliminary application move forward.

- 1) The proposed 45' hotel height is contrary to Sec. 94-173(i)(2)(e), which limits hotels to a height of 2 stories or 35 ft.
- 2) The proposed Summersweet shrubs extending to the Franklin Farm Dr. right-of-way line will exceed the 3' clear vision standard of Sec. 94-172(d)(3), and it is unclear whether, irrespective of the Summersweet, the vegetative growth at the northwest corner of the residential lot adjacent to the proposed Franklin Farm Dr. will permit the required clear vision zone south of the driveway.
- 3) The lack of spot elevations in various locations, particularly around the conference center and south entrance area to the hotel, does not permit a definitive conclusion regarding compliance with Sec. 94-172(d)(8), which requires positive drainage away from a building.
- 4) To the extent that the subject property constitutes a "double frontage" lot, Section 94-173(b) prohibits a trash enclosure in the proposed location because the subsection prohibits such features in a front yard.
- 5) No details are provided regarding the character/construction features of the dumpster pad enclosure and conformance with the construction specifications of Sec. 94-173(b) cannot be confirmed.
- 6) I recommend a fence be considered along the access drive, of 4' in height and extending from the center of the second lot east of Franklin Farm Dr. eastward to the general area of the proposed rain garden, to minimize headlight glare for the residential lots to the south. While the landscaping along the site south property line may reduce the level of headlight glare, the landscaping will not be as effective as a fence.

page 1 of 12



- 7) I recommend consideration be given to moving the first 180' of the hotel access drive further north so as to increase the buffer distance between the entrance area and the residential lots to the south, and to encourage slower vehicle speeds along an otherwise 500' straight-shot drive to the front of the hotel.
- 8) No information has been presented regarding design details for exterior light fixtures, including photometric and illumination cut-off characteristics, to determine compliance with the Chapter 94 requirements (including Sec. 94-173(i)(2)(g) and 94-177(e)) regarding restrictions on light/glare impacts on adjacent properties.
- 9) Sec. 94-173(i)(4)(a) prohibits hotel vehicular traffic to a "minor" or "residential street." The proposed Franklin Farm Dr. is akin to a "minor street." I also find at this preliminary stage that if the hotel access drive was to connect to Kipp Road directly, then conformance to this subsection would be established.
- 10) The definition of "lot frontage" and corresponding figure 100-102 suggests that a lot's frontage shall extend along the front property lot line from one side lot line to another, but the preliminary site plan provides for Franklin Farm Dr. to extend along the front lot line only 80' of the subject property's 570' front lot line.
- 11) Sec. 94-176(f)(1) requires a minimum 25' setback from the proposed Franklin Farm Dr. to a residential lot. This required 25' setback is not met at the intersection of Franklin Farm Dr. with Kipp Road, where the Kipp Road access point will taper directly in front of the driveway of the residential lot immediately to the east.
- 12) Contrary to Section Sec. 94-241(i)(1)(d)(2) and (3), the parking lot trees are not located to maximize their shading effect or otherwise breakup large expanses of impervious surfaces.
- 13) No specific information has been provided regarding signage such as sizes, areas, heights, construction materials and other information as required by Chapter 58. The two wall signs illustrated on the Supplement sheet is contrary to Sec. 58-127(c)(3)(a), which limits the number of wall signs to one. A vague reference to a sign tower height of 53' is in violation of the 20' height limitation in the C-2 District.
- 14) Special land use approval standard (4) of Section 94-191(f) prohibits the creation of additional requirements at public cost. It is unclear as to the costs for any improvements to Kipp Road that may be necessary and how the costs are to be addressed.

Some of the above issues are substantive and should be resolved prior to the contemplation of a preliminary approval, including matters raised above in (1), (6), (7), (9), (10), and (11), if officials share my concerns. I recommend this matter be tabled until clarification is provided regarding these issues and any other concerns of a substantive nature that may surface. In addition, it would seem that a clear understanding of the extent to which the facility is to be served by essential services, and the city's capacity to provide any of the applicable services, along with the results of the traffic impact study, are important before a preliminary decision is made.

While the Planning Commission has the option to approve with conditions the proposed preliminary application, it should be recognized that the resulting final application may well require further revisions (perhaps minor) due to the fundamental nature of some of the deficiencies identified in this report and which may be raised by others. Should this preliminary application be approved with conditions, it is very important for the benefit of the applicant, city officials and the public, that the conditions be very specific so that all parties have a common understanding of what is necessary to reach a final approval.

## **Part Two**

### **Project Overview**

The Mason Hospitality Group LLC has submitted a preliminary site plan and special land use application for a Sleep Inn - Mainstay Hotel on an approximately 10-acre tract located at the northwest corner of the US-127/Kipp Road interchange. The development site has been farmed over the years and includes more wooded areas toward and along the Willow Creek corridor. Topographic conditions can generally be described as level to nearly level except within approximately 150' to 200' of Willow Creek where there are instances of grades between 3% and 10%. The National Wetlands Inventory (U.S. Fish and Wildlife Service) identifies no wetlands on the subject property. The Natural Resources Conservation Service (U.S. Dept. of Agriculture) classifies the site's soils as sandy loam. Much of the southeast quarter of the site is located within the 100-year floodplain.

The hotel is to have a ground floor area of approximately 11,000 sq. ft. and be 4 stories in height, with a total maximum height of 45'. The facility is to include an approximately 3,200 sq. ft. conference center to the immediate west of the hotel, connected by way of a short hallway. While the Sheet T101 "Guestroom Mix" table specifies 84 guestrooms, the "grand total" at the bottom of the table delineates 71 total rooms.

Access to the hotel site is to be from a proposed approximately 300' long private Franklin Farm Dr., off of Kipp Road and running along the west edge of the property, and the preliminary plans suggest the road is to be within its own easement that is to extend to just south of Willow Creek. An access drive to the hotel and associated parking area is to extend eastward from proposed Franklin Farm Dr. and will run approximately 30' north of the existing

residentially-zoned lots stripped along Kipp Road.

The hotel site is zoned C-2 General Commercial and the C-2 District authorizes hotels as a special land use. The facility's gross floor area in excess of 15,000 sq. ft. and its proposed location in a floodplain also results in the classification of the facility as a special land use.

The subject property is bounded by Willow Creek to the north and the US-127 south off-ramp to the east. The subject property is bounded by residential lots stripped along Kipp Road to the south and by open spaces including wetlands and wooded areas to the west and northwest in addition to multiple family development to the northwest. Adjacent zoning west of U.S. 127 is a combination of RS-1, RS-2 and RS-3 except for the parcel to the southwest of the subject property on the opposite side of proposed Franklin Farm Dr., which is similarly zoned C-2.

This general area is planned for "Mixed Use" according to the City of Mason Master Plan, including residential, commercial and industrial uses.

### **Part Three**

#### **Conformance to C-2 District Site Development Standards**

- A. C-2 District/Tables 100-1 and 100-2 and 9-4:** Sec. 94-142(e) requires that C-2 uses comply with the site development standards of Sec. 94-121(c), which in turn refers the reader to Tables 100-1 and 100-2 of the City Code. The applicable requirements of these Tables are reproduced below under "Requirements" as are the proposed features under "Proposed." Instances of noncompliance are noted accordingly.

Development Feature	Requirement	Proposed (approximate)
Minimum Lot Area	20,000 sq. ft.	8.7 acres <sup>1</sup>
Minimum Lot Width	100 ft.	570 ft.
Minimum Front Yard Setback	50 ft., with option to reduce up to 50% if determined appropriate.	West yard: 356 ft. East yard: 97 ft. <sup>2</sup>
Minimum Side Yard Setback	10 ft., except 20 ft. when adjacent to residentially zoned or used land.	40 ft. (north yard) 73 ft. (south yard)
Minimum Rear Yard Setback	10 ft., except 20 ft. when adjacent to residentially zoned or used land.	97 ft. <sup>3</sup>
Maximum Lot Coverage (buildings)	50%	3.7% <sup>1</sup>
Maximum Principal Structure Height	45 ft.	45 ft. <sup>4</sup> NONCONFORMANCE
Maximum Accessory Structure Height	15 ft.	Not Applicable

1. Sheet C2 specifies the minimum lot area as 9.99 acres "excluding US 127 ROW." Exclusion of the acreage associated with the proposed Franklin Farm Dr. easement yields a total hotel site area of approximately 8.7 acres and calculations are based on this approximately 8.7-acre site area.
2. Two front yards are created if the project site is considered a "double frontage" lot.
3. This setback applies if the project side is not considered a "double frontage" lot.
4. While Table 100-1 provides for a maximum building height of 45 ft., Sec. 94-173(i)(2)(e) is specific to hotels and establishes a more stringent standard of 2 stories of 35 ft. Accordingly, the proposed height is not in conformance.

### **Part Four**

#### **Conformance to Other Nondiscretionary Site Development Standards**

- A. Visual Clearance – Section 94-172(d)(3):** This section requires a clear vision triangular zone at the Franklin Farm Dr./hotel driveway intersection, extending 60' along the Franklin Farm Dr. right-of-way line from a point along the driveway 7' back from the right-of-way line, and that no plant material shall exceed a height of 3' within this clear vision area. The proposed Summersweet shrubs extending to the right-of-way line will exceed this 3' standard and it is unclear at this time whether, irrespective of the Summersweet, the vegetative growth at the northwest corner of the residential lot adjacent to the proposed Franklin Farm Dr. will permit the required clear vision zone south of the driveway. Staking of the proposed road and access drive, and property corner, may be necessary to make a definitive conclusion in this regard. I will defer to the County Road Department regarding adequate clear vision area at the proposed Franklin Farm Dr./Kipp Road intersection.
- B. Building Grades – Section 94-172(d)(8):** The preliminary grading plan (Sheet C3) appears to comply with the required minimum 2% grade away from the building (within 10' of the building) although the lack of spot elevations in various locations, particularly around the conference center and south entrance area to the hotel, does not permit a definitive conclusion.

- C. Double Frontage Lots – Section 94-172(d)(10):** Double frontage lots are required to provide a front yard along each frontage. To the extent that the US-127 off-ramp may constitute frontage, the site plan provides an adequate front yard (minimum 75' required) on both the east and west sides of the building.
- D. Solid Waste Disposal – Section 94-173(b):** Solid waste is to be disposed of at a dumpster pad located at the northeast corner of the parking lot, approximately 52' from the east lot line (US-127 ROW). It is located in a practical location in that it is easily accessible by waste haulers, away from pedestrian areas, and away from the entrance experience leading to the principal hotel entrance. The location should minimize conflicts with the normal day-to-day vehicle traffic on the site. Its location is approximately 100' from the nearest hotel unit and more than 300' from the adjoining residential uses and districts.

However, to the extent that the subject property constitutes a “double frontage” lot, this subsection prohibits a trash enclosure in the proposed location because the subsection prohibits such features in a front yard. In addition, while Sheet C2 specifies a 6' high dumpster pad enclosure, no details are provided regarding the character/construction features of the enclosure and conformance with the construction specifications of Sec. 94-173(b) cannot be confirmed. This information could be part of a final site plan submittal if the Planning Commission finds this information to be necessary prior to final approval.

Aside from the “double-frontage lot” and construction specifications issues raised above, the preliminary site plan supports compliance with Sec. 94-173(b).

- E. Hotels – Section 94-173(i):** Sec. 94-173(i) presents special standards and requirements for hotels. Some of the applicable requirements of Sec. 94-173(i) are summarized in the table below under “1. Selected Development Features.” Additional applicable requirements of Sec. 94-173(i) are presented following and table and where applicable, other Chapter 94 requirements are referenced where they pertain to the same subject matter.

1. Selected Development Features:

Development Feature Sec. 94-173(i)	Requirement	Proposed (approximate)
Minimum floor area per guest unit. 94-173(i)(2)(a)	250 sq. ft.	255 sq. ft. and greater
Minimum lot area per guest. 94-173(i)(2)(b)	800 sq. ft.	In excess of 3,000 sq. ft. <sup>1</sup>
Maximum building coverage of developed portion of lot. 94-173(i)(2)(c)	25%	8.5% <sup>2</sup>
Minimum building setback from road right-of-way. 94-173(i)(2)(d)	75 ft.	Franklin Farm: 356 ft. US-127 Ramp: 97 ft.
Minimum side/rear yard setback. 94-173(i)(2)(d)	40 ft.	South Side: 73 ft. North Side: 405 ft. Rear: 97 ft. <sup>3</sup>
Maximum building height. 94-173(i)(2)(e)	2 stories or 35 ft.	4 stories/45 ft. <i>NONCOMPLIANCE</i>
Minimum distance between hotel access drive and proposed Franklin Farm Dr./Kipp Rd. intersection. 94-173(i)(4)(a)	50 ft.	210 ft.
Minimum distance between proposed Franklin Farm Dr. and US-127 Interchange. 94-173(i)(4)(a)	200 ft.	In excess of 700 ft.

1. Based on 8.7-acre lot area that excludes the Franklin Farm Dr. right-of-way, 84 one-bedroom hotel units, and average 1.5 occupants per hotel unit.

2. Based on the developed portion of the lot, approximately 165,000 sq. ft.

3. Rear yard setback is applicable if the project side is not considered a “double frontage” lot.

2. General Site Screening: There are multiple parts of Sec. 94-173(i), including Sec. 94-173(i)(2)(f) and Sec. 94-173(i)(2)(g), and other parts of Chapter 94 such as Sec. 94-177(e), that pertain to general site screening including the screening of lighting. Together, these provisions provide:
- A wall, fence or berm shall be provided to prohibit vehicle glare upon adjacent residential property.
  - No screening shall be closer than 50 feet to any street line, except headlight screening shall not be closer than 30 feet. (subs. i(2)(f))
  - No screening shall impair safe vertical or horizontal sight distance for any moving vehicles.

Landscaping near the intersection of Franklin Farm Dr. and the hotel entrance drive complies with the clear vision provisions of Sec. 94-172(d)(3). I interpret the prohibition of screening with 50' of a street right-of-

way line to be applicable only where screening is proposed generally parallel along the street line and this standard does not apply in this instant case.

The site plan provides for no wall, fence or berm for the purpose of screening nuisance lighting. I believe such screening is not necessary to the north given the distance between the parking lot and the residential units to the north and the vegetated character of the Willow Creek corridor that lies between the two. However, it is reasonable to conclude that the residential lots along Kipp Road will be impacted by headlight glare from both the parking areas and during vehicle turning movements along the hotel access drive. While the landscaping along the site south property line may reduce the level of headlight glare, the landscaping will not be as effective as a fence. I recommend a fence be considered along the access drive, of 4' in height and extending from the center of the second lot east of Franklin Farm Dr. eastward to the general area of the proposed rain garden.

3. Exterior Lighting Design: There are multiple sections of Chapter 94 that pertain to the design and casting of outdoor lighting, including Sec. 94-173(i)(2)(g) and 94-177(e). Together, these provisions provide:
  - Lighting shall be confined to the development site, the surface of the light source shall be hooded or louvered to the greatest extent practical so as not to be visible from adjacent properties, no more than one foot candle of light shall cross a lot line, and the lighting is to be directed downward to the greatest extent practical given its intended use.
  - All outdoor lighting shall be arranged so that it is deflected from adjacent properties, streets and thoroughfares, and shall not impair the safe movement of traffic. (subs. i(2)(g))

The nearest exterior lighting to adjacent residential lot lines, being the south lot line of the site, is to be set back approximately 30' from the residential lots. No information has been presented regarding the design details for exterior light fixtures, including photometric and illumination cut-off characteristics and, as such, compliance with the above requirements cannot be established at this time.

4. Accessory Uses. Sec. 94-173(i)(3) permits accessory uses in association with a hotel, such as meeting rooms, provided the accessory use is within the same building as the hotel. The conference center is to be housed in a separate area from that of the hotel but it is to be structurally part of the hotel by way of an enclosed hall way and, as such, is to be part of the same building.
5. Traffic: There are multiple sections of Chapter 94 that pertain to traffic issues including Sec. 94-173(i)(4)(a) and (b), and Sec. 94-176(g). These provisions are addressed below:
  - a. *All site plan proposals submitted for this use shall provide for the proper handling of traffic on the highway, frontage road, or street giving access to the district. No access by motor vehicles, other than stated herein, shall be permitted to a minor or residential street. (Sec. 94-173(i)(4)(a))*

The city code defines the following phrases accordingly:

*"Minor street" means a street supplementary to a secondary street or collector street intended to serve the local needs of the neighborhood and of limited continuity used primarily as access to abutting residential properties.*

*"Secondary or collector street" means a street intended to serve as a major means of access from minor streets to major thoroughfares with considerable continuity within the framework of the master street plan.*

The proposed Franklin Farm Dr. does not neatly fit within either of the above definitions. Recognizing that Kipp Road is classified by the County Road Department as a "primary road" under Act 51, I believe the prevailing conditions suggest that the proposed Franklin Farm Dr. is far more akin to a "minor street" versus a "secondary street." To this end, the site plan does not conform with subsection i(4)(a). I also find at this preliminary stage that if the hotel access drive was to connect to Kipp Road directly, then conformance to this subsection would be established.

It is my understanding that a traffic impact report is under preparation but has yet to be completed, and I assume the study will provide additional information within the context of the required "proper handling of traffic on the highway, frontage road, or street giving access."

- b. *Whenever a proposed use is located adjacent to or within one-half mile of an existing, or planned state or interstate limited access highway interchange, it shall be incumbent upon the applicant to show that the proposed site location shall not cause unsafe traffic congestion resulting at or in conjunction with said limited access interchange, and the applicant shall request and submit with the application a written recommendation from the Traffic Division of the Michigan Department of State Highways. (Sec. 94-173(i)(4)(b))*

It is my understanding that a traffic impact report is under preparation and will address compliance with the requirements above.

- c. Sec. 94-176(g) requires a traffic impact study for uses likely to generate trip generation rates in excess of 100 trips per peak hour, and establishes the minimum content of such studies. It is my understanding that a traffic impact report is under preparation.
6. Exterior Lighting Design: There are multiple sections of Chapter 94 that pertain to the design and casting of outdoor lighting, including Sec. 94-173(i)(2)(g) and 94-177(e). Together, these provisions provide:
- Lighting shall be confined to the development site, the surface of the light source shall be hooded or louvered to the greatest extent practical so as not to be visible from adjacent properties, no more than one foot candle of light shall cross a lot line, and the lighting is to be directed downward to the greatest extent practical given its intended use.
  - All outdoor lighting shall be arranged so that it is deflected from adjacent properties, streets and thoroughfares, and shall not impair the safe movement of traffic. (subs. i(2)(g))

The nearest exterior lighting to adjacent residential lot lines, being the south lot line of the development site, is to be set back approximately 30' from the residential lots. No information has been presented regarding the design details for exterior light fixtures, including photometric and illumination cut-off characteristics and, as such, compliance with the above requirements cannot be established at this time.

**F. General Access – Section 94-176(d):** Sec. 94-176(d) presents general provisions regarding access. As applied to this hotel project during this preliminary review phase, the applicable requirements are presented below in *italics* and are followed by my comments.

- 1) *All lots created in the city shall have frontage on a public street, or a private road approved by the city, and take their lot access from such frontage so as to provide safe, convenient access for fire protection, other emergency vehicles, and any required off-street parking. Curb cuts and driveways accessing public roads shall be located only upon the approval of the city and appropriate state authorities as required by law.*

Access: The preliminary site plan provides for the establishment of a private street, Franklin Farm Dr., to come off of Kipp Road, and from which a hotel access drive will extend. I will defer to the County Road Department regarding the acceptability of the location of the proposed Franklin Farm Dr./Kipp Road intersection and the construction/design features within the Kipp Road right-of-way. Review by the County Road Department as to the proposed intersection location is recommended before this project proceeds further. I will defer to the City of Mason regarding the specific construction/design requirements for proposed Franklin Farm Dr. and conformance thereto.

Frontage: Related to the matter of access is the issue of "frontage." The definition of "lot frontage" in the city code reads:

*Lot frontage shall be measured along the front property line from the intersection point with one side lot line to the intersection point with the opposite side lot line (see figure 100-102 in chapter 100). If the front property line is a curved line the frontage shall be the lineal distance along this curved line.*

This definition and corresponding figure 100-102 suggests that a lot's frontage shall extend along the front property lot line from one side lot line to another, but the preliminary site plan provides for Franklin Farm Dr. to extend along the front lot line only 80' of the subject property's 570' front lot line. Again, the creation of a private hotel driveway from Kipp Road, without the creation of a private street, would resolve this issue though this may not align with the applicant's long range plans for the property including the implications of the south yard becoming the front yard (for zoning purposes). This frontage matter should be resolved before this project may move forward to a final site plan.

- 2) *All plans for structures to be erected, altered, moved or reconstructed, and for the use of premises within the city shall contain a plan for the proposed access to the premises which shall be part of the site plan required pursuant to this chapter. No plan shall be approved unless such access is onto a dedicated public street or an approved private road.*

Please see my comments above under (1)

- 3) *Access drives shall enter perpendicular to the existing public street or private road except where prohibited by physical conditions.*

The hotel access drive intersects with the proposed Franklin Farm Dr. perpendicularly. I will defer to the County Road Department as to whether the angled intersection between Franklin Farm Dr. and Kipp Road is satisfactory.



- 4) *The location of new access points shall conform to road improvement plans or corridor plans that have been adopted by a public body.*

I will defer to the County Road Department as to whether the proposed Franklin Farm Dr. and Kipp Road intersection conforms to officially adopted road improvement plans or corridor plans of the Department.

**G. Access for Commercial Uses – Section 94-176(f):** Sec. 94-176(f) presents additional provisions regarding access for office, commercial and industrial uses specifically. Of particular relevance to this hotel project is the Sec. 94-176(f)(1) requirement that a minimum setback of 25' is required from the proposed Franklin Farm Dr. to a residential lot, and from the hotel driveway to a residential lot. The hotel driveway off of Franklin Farm Dr is to be approximately 30' from the rear lot lines of the residential lots along Kipp Road. However, this required 25' setback will not be met at the intersection of Franklin Farm Dr. with Kipp Road. In fact, at this preliminary stage, the Kipp Road access point will taper directly in front of the driveway of the residential lot immediately to the east.

**H. Supplemental Environmental Regulations – Section 94-177:** Sec. 94-177 addresses supplemental environmental regulations, the relevant sections at this review stage being as presented below along with my comments. The matter of lighting is addressed elsewhere in this report.

1. Subsection (b) requires compliance with local, county, state and federal regulations. It would seem of particular relevance are matters pertaining to utilities including potable water and sewage disposal, the county road department, and county Drain Commissioner. I will defer to the appropriate entities regarding compliance.
2. Subsection (o) prohibits the erosion of or filling of any road drainage facility, the blockage of any public watercourse, and increases in surface water discharge upon adjacent properties and roads. I will defer to the County Road Department, County Drain Commissioner, and other with engineering expertise regarding these matters. The preliminary site plan provides for no grading or clearing within 80' to 200' of Willow Creek.
3. Subsection (p) requires appropriate water supply and sanitary sewer facilities. The site plan provides for the provision of sanitary sewer service by connecting into an existing sewer line along the east property line. The site plan is unclear regarding the source for potable water, other than for a reference to connecting into a proposed water main along Franklin Farm Dr. at a future date. I will defer to city officials regarding assurances that the facility will be adequately served by potable water and sanitary sewer.
4. Subsection (r) prohibits the filling of floodplain areas. The preliminary site plan provides for the filling of portions of the floodplain on the site, and provides for "floodplain compensatory cut" to balance the proposed filled floodplain areas. I will defer to the County Drain Commission, Michigan Department of Environmental quality, and other entities and persons with jurisdiction and/or appropriate expertise.

**I. Off-Street Parking/Loading, Sec. 94-292 and Sec. 94-293:** Sec. 94-292 and Sec. 94-293 address off-street parking and loading and address standards for such matters as the number parking spaces, parking space and aisle dimensions, and screening. The principal requirements as applicable to this hotel project are summarize below along with my findings.

1. Number of Spaces: Section 94-292 requires compliance with Table 100-5 of Chapter 100, regarding the minimum number of required off-street parking spaces. Table 100-5 requires a minimum of 1 space per bedroom or, in the case of the proposed 84-room hotel, 84 spaces (assuming each guest room is a one-bedroom unit).

Table 100-5 is silent on the matter of conference centers. Sec. 94-292(c) provides that in such cases, the zoning official shall determine the requirements of off-street parking based upon a similar listed use. It is my opinion that the most similar listed uses are that of an auditorium and college. In the case of an auditorium, the Table requires a minimum of .33 spaces per seat based on the total seating capacity. Sheet A101 of the site plan document specifies an occupant load for the conference room of 131 people, which yields a minimum required 43 parking spaces for the conference building. In the case of a college, Table 100-5 requires a minimum of 1 space for each 100 sq. ft. of useable floor area. Sheet A101 suggests a useable floor area of approximately 1,960 sq. ft., which yields a minimum required 20 parking spaces for the conference building.

Based on this range of spaces for the conference center, the combined minimum total number of required spaces for the hotel units and conference center is 104 to 127 spaces. The site plan provides for a total of 119 spaces. The proposed 119 spaces appears reasonable.

2. Design Standards: In compliance with Sec. 94-292, the proposed site plan provides for all parking spaces to be on the hotel property, no spaces are to require the driver to back out onto a street, the parking surface is to be of a smooth dustless surface (asphalt), the parking configuration provides the driver with a reasonably clear understanding of the intended circulation plan, the traditional 90° parking configuration encourages orderly and comparatively save movement of vehicles including entering and exiting parking spaces, all spaces are to be 10' in width and 20' in length (according to minimum requirements), and all parking aisles are to be a width of 24' (according to minimum requirements) except for a limited area near the south end of the conference center (22') along a short single-loaded aisle segment.
3. Handicap Accessible Spaces: Michigan rules adopted pursuant to Public Act 1 of 1966 (Utilization of Public Facilities by Physically Limited) provides that in a parking lot of 101 to 150 parking spaces, at least 5 of the spaces must be handicap accessible and of those 5 spaces, a minimum of 1 must be van accessible. The site plan provides for a total of 6 handicap accessible spaces, 1 of which is van accessible.
4. Landscape Buffer: Sec. 94-292(j)(6)(f) requires compliance with the landscape buffer strip standards of Sec. 94-241(f)(1)(b) along the hotel access drive. Sec. 94-241(f)(1)(b) specifies the buffer width (10'), the type of plant material required (tree and/or shrub), and the number of plantings per linear foot of buffer length by plant type. The proposed plantings along the south lot line complies with the required plantings. In recognition that the parking area is to be more than 350' from the nearest residential use to the north, and the presence of considerable vegetative growth near and along the Willow Creek corridor, I believe this standard is not applicable as applied to the north edge of the parking area.
5. Loading/Unloading: Sec. 94-293(c) requires compliance with Table 100-6 of Chapter 100. The Table requires a hotel to provide at least one loading/unloading space where the total floor area of the facility is between 1,501 sq. ft. and 50,000 sq. ft., as in the case of this proposed hotel. The site plan provides for a loading/unloading area near the south entrance of the conference center, and that space meets the required minimum 12' width and 25' length. While the proposed loading/unloading space relies on a portion of a parking aisle, the respective aisle segment serves only three parking spaces and does not interfere with basic circulation. Accordingly, I am comfortable with the proposal.

Sec. 94-293(e) requires a minimum 4'-high solid wall or fence be erected to screen loading/unloading areas where adjoining or abutting a residential use. In recognition that the loading/unloading area is to be more than 100' from the nearest residential lot, along with the existing and proposed plantings along the south lot line, I believe this standard is not applicable in this case.

**J. Landscaping, Screening and Buffer Requirements – Sec. 94-241**: Sec. 94-241 prescribes standards and requirements regarding landscaping, screening and buffering including general site landscaping, parking lot landscaping, and the provision of buffer zones of specified dimensions and character. The principal requirements as applicable to this hotel project are summarized below along with my findings.

1. Plant Hardiness: All of the specified plant material is generally considered to be compatible in the Mason area. Though referenced in Sec. 94-241(c)(7), I am not aware of any *"list of preferred trees and shrubs and dimensional requirements as approved by the planning commission."*
2. General Area Landscaping: Sec. 94-241(c)(8) requires that a minimum of 10% of the site area shall be landscaped with grass, planting beds and/or trees, and a minimum of 1 tree planting per 10,000 sq. ft. of disturbed land (or fraction thereof). Sheet C2 specifies an area of 294,907 sq. ft. of disturbed land and this equates to the planting of a minimum of 30 trees in addition to those intended to meet the required buffer landscaping and parking lot landscaping. Sheet C4 appears to provide 29 trees that are clearly not part of the parking lot landscaping or the buffer landscaping along the south lot line.
2. Buffer Zone Requirements: Sec. 94-241(f) requires compliance with Table 100-4, which specifies compliance with the Zone B buffer standards. Specifications for a Zone B buffer include, but are not limited to, a minimum of 1 tree per 30' of buffer length, 50% of which must be canopy trees, and a minimum of 4 shrubs per 20' of buffer length. The south lot line is 600' in length and this equates to a minimum of 20 tree plantings, 10 of which must be canopy trees, and a minimum of 120 shrub plantings. A total of 20 tree plantings are proposed, 50% to which are to be canopy trees, and 134 shrub plantings are proposed. The balance of the required minimum 10'-width buffer zone is specified as turf.

Sec. 94-241(e) permits any of the requirements of Sec. 94-241 to be waived or modified through site plan review upon the site plan approving body finding that there are specific characteristics of the site or site vicinity that make such requirements unnecessary, inappropriate, or ineffective. I believe it is reasonable for the Planning Commission to waive buffer zone requirements along the north, east and west peripheries of the site and/or developed portions of the lot. The US-127 off-ramp is adjacent to the lot's east side and any buffer measures would be substantially ineffective and not necessary due to the differences in grade

between the ramp and east side of the facility and the existing right-of-way vegetative screen. The nearest residences to the north are approximately 400' from the proposed developed portion of the lot and there exists a substantial vegetative screen along Willow Creek and extending more than 100' toward the hotel facility. The land to the west is vacant and characterized by wooded and wetland environments.

2. **Off-Street Parking Landscaping Requirements:** Sec. 94-241(i) requires the landscaping of parking lots according to specified standards including the provision of one canopy tree and 100 sq. ft. of landscaped area per 8 parking spaces and at least 50% of the required trees must be installed within 10' of the outside boundary of the parking area. 119 off-street parking spaces are proposed, yielding a minimum required 15 tree plantings and 15,000 sq. ft. of landscaped area. The site plan provides for 15 trees in the parking lot or within 10' of the edge of the parking lot. The site plan meets the required 15,000 sq. ft. of landscaped area if the turf areas within 10' of the parking lot are included in the calculation. Otherwise, only approximately one-third of the required landscaped area is provided (parking islands).

The proposed landscaping in the area of the parking lot, with periodic pruning as necessary, does not create traffic hazards or interfere with drainage patterns. Contrary to Section Sec. 94-241(i)(1)(d)(2) and (3), the trees are not located to maximize their shading effect or otherwise breakup large expanses of impervious surfaces, as evidenced by the lack of trees in the lengthy north-south turf strip in the middle of the parking lot and the lack of trees along the west edge of the parking lot.

- K. Signs, Chapter 58:** No information has been provided regarding signage, other than Sheet C-2 that includes a general reference to a single freestanding sign at the access drive off of Franklin Farm Drive and a wall sign on the east face of the hotel. The "Supplement" sheet, providing perspectives of the hotel, includes two wall signs near the top of the hotel building. No specific information has been provided regarding sizes, areas, heights, construction materials and other information as required by Chapter 58 and this may be part of a final site plan package. The freestanding sign at the access drive entrance complies with the 10' minimum setback from a front lot line. The two wall signs illustrated on the Supplement sheet are contrary to Sec. 58-127(c)(3)(a), which limits the number of wall signs to one. I also noted material referencing a sign tower height of 53', in violation of the 20' height limitation in the C-2 District.

## **Part Five**

### **Conformance to Site Plan Approval Standards**

Section 94-227 specifies the standards by which a site plan is to be evaluated. These standards are reproduced below in italics and are followed by my comments.

- 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.*

Topographic alterations are generally limited to filling areas above floodplain level and excavating others to compensate for the floodplain filling and to establish rain gardens and storm retention areas. The preliminary site plan suggests that final grades across the majority of the developed portion of the site will be within 2.5' of existing topography. The site is of adequate size to comfortably accommodate the proposed site modifications, with abundant open space. The hotel building is to be set back approximately 73' from the nearest residential lots (to the south) and the parking lot is to be set back a minimum of approximately 70', with the access drive to be set back approximately 30'. Landscaping is proposed along the south property line to lessen negative impacts on the residential lots to the south. Though the hotel building is certainly larger in scale than the surrounding built environment, its most visible face is to be oriented toward US-127 and away from existing residential uses in the immediate area. Existing wooded areas will also offer some screening from the north and south. I previously recommended the erection of a 4'-high fence to the south of the access drive to minimize vehicle headlight nuisances on the residential lots to the south.

I also recommend consideration be given to moving the first 180' of the hotel access drive further north so as to increase the buffer distance between the entrance area and the residential lots to the south, and to encourage slower vehicle speeds along an otherwise 500' straight-shot drive to the front of the hotel.

- 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.*

Properties to the north, east and south are already developed for residential purposes and US-127. While I suspect the idea of a hotel/conference facility to the north may not be a strongly supported concept for one or more of the owners of the developed and vacant lots to the south, the hotel/conference center's presence need not unreasonably impact the continued use and enjoyment of such lots. Please see my comments in (1) above regarding the erection of a 4' fence and realigning the hotel access drive.

- 3) *All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.*

The site plan provides for convenient vehicle access to within 15' to 30' of all sides of the hotel/conference facility building.

- 4) *Every structure or dwelling unit shall have direct access to a public street or indirect access to a public street via an approved dedicated private street.*

The hotel facility is to be accessed from Franklin Farm Dr., a proposed private street that is to provide access to Kipp Road – a public street.

- 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.*

I will defer to the County Drain Commissioner and other engineering specialists regarding this matter.

- 6) *Provisions shall be made for the construction of storm sewer facilities including grading, gutters, piping, on-site storage, and treatment of turf as required to handle stormwater and prevent erosion.*

The site plan provides for runoff to be sheet-drained to the several proposed rain gardens and storm retention area

- 7) *Secondary containment for above ground areas where hazardous substances are stored or used shall be provided as required by the city fire chief.*

The application makes no reference to the use and/or storage of hazardous substances, and hotel/conference facilities are not typically associated with such practices. Still, the applicant should verify in writing for the record the extent to which hazardous substances are to be used and/or stored and the city fire chief should comment accordingly.

- 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.*

I previously commented on this matter in this report. The nearest exterior lighting to adjacent residential lot lines, being the south lot line, is to be set back approximately 30' from the residential lots. No information has been presented regarding the design details for exterior light fixtures, including photometric and illumination cut-off characteristics and, as such, compliance with this standard cannot be established at this time.

- 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.*

Solid waste is to be disposed of at a dumpster pad located at the northeast corner of the parking lot, approximately 52' from the east lot line (US-127 ROW) and more than 300' from all other lot lines and adjoining uses. The dumpster is to be screened by an enclosure and will be minimally visible, if at all, from these distant residential uses. No loading/unloading docks are proposed, with such activities to occur intermittently at the south door of the conference center within the proposed parking lot and significantly screened from the residences to the south by existing and proposed shrubs and trees.

- 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.*

Vehicular circulation is logical and reasonably clear. Approximately half of the required hotel guest parking spaces do not necessitate the need to cross a parking aisle to access the hotel building. Visually clear crosswalks (striping, change in pavement texture, etc.) would be helpful to better ensure pedestrian safety where crossing a parking aisle is required, particularly opposite the hotel entrance, opposite the conference center west entrance, and anywhere a sidewalk leads to another sidewalk on the opposite side of a parking aisle such as in the area of the south entrance to the conference center. Linkages to abutting parcels are not an applicable consideration in this case.

- b. *Shared driveways and service drives.*

No shared driveway or service drives are proposed at this time, the absence of which is reasonable within the context of the development site and surrounding uses.

c. *Adequate and properly located utilities.*

I will defer to the city's public works departments and persons with engineering expertise regarding this matter.

11) *Provisions shall be made for proposed common areas and public features to be reasonably maintained.*

No public features are proposed at this time and there are no officially designated common areas. It is reasonable that the open space areas around the building and parking lot may be used by some for walking, leisure recreation or similar purposes.

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.*

Chapter 58 pertains to signage and this matter was previously addressed in this report. Additional information is required to determine compliance with Chapter 58. Chapter 74 pertains to subdivisions and is not applicable to this project. I will defer to the Building Inspector regarding compliance with the Building Code.

## **Part Six**

### **Conformance to Special Land Use Approval Standards**

Section 94-191(f) presents the general approval standards for special land uses. The standards are reproduced below in italics along with my comments.

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 existing character of the immediate area is one of mixed-density residential and open space, and the presence of the US-127 interchange. According to the City of Mason Master Plan, this same area is planned for a mix of residential, commercial and/or industrial use.

The hotel building is to be set back approximately 73' from the nearest residential uses (to the south) and the parking lot is to be set back a minimum of 70'. Landscaping is proposed along the south property line to lessen negative impacts on the residential lots to the south. Though the hotel building is larger in scale than the surrounding built environment, its most visible face from existing developed and vacant land is to be oriented toward US-127 and away from existing residential uses to the north and south and the vacant land to the west. Existing wooded areas will also offer some screening from the north and south.

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

The hotel facility need not be hazardous or unreasonably disturbing to uses in the general vicinity. Except for the residential lots to the south, all neighboring developed properties are more than 350' from the facility and there is substantial vegetative screening in between. The hotel facility will be most evident to the residential lots immediately to the south but which are also partially screened by existing vegetation and such screening is to be enhanced by proposed landscaping on the hotel site. Hotels at highway interchanges are generally recognized as practical and convenient locations for the service they provide, including within the context of ease of access and transportation infrastructure, and such facilities can enhance the city's tax base and its economic development efforts for the community as a whole.

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.*

This project will not impact school enrollments and the site plan provides measures for solid waste storage and disposal. The site plan is unclear regarding the manner in which potable water is to be provided. The site plan notes that there will be a future hook-up to a water main along proposed Franklin Farm Dr. but there is no reference to water service to the facility at the time it becomes operational. This matter should be clarified before action on the preliminary application is taken. The facility is to rely on city services for other essential services and I will defer to the city regarding the adequacy of its existing facilities and services to meet the additional demands of the hotel facility. The results of the traffic impact study will shed light on the adequacy of this portion of Kipp Road to accommodate the hotel facility traffic both by volume and safety.

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

The traffic study under preparation should identify any improvements that may be necessary to Kipp Road to adequately accommodate the hotel facility and I will defer to the County Road Department regarding whether the applicant would bear such improvement costs or if they would be funded through public tax dollars or

other public sources. I am aware of no other aspect of the hotel facility that would result in unique additional requirements at public cost for public facilities and services, assuming there is adequate capacity within the city's infrastructure regarding sewage disposal, potable water and other utilities. This type of facility would not normally require special enhancements to emergency services.

- 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.*

The services to be provided by the hotel facility are to be limited to lodging and conference space. These types of services do not typically result in special activities, processes, materials, and equipment or conditions of operation that are detrimental to persons, property, or the general public. The facility is to be served by sanitary sewer and all facility operations are to be housed indoors other than parking facilities and trash storage, with the dumpster to be more than 300' from the nearest residence. Again, I will defer to the results of the traffic study regarding any necessary improvements to Kipp Road to ensure public safety.

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

The project site is void of any special natural resources such as wetlands or extensive woodlands except in the case of Willow Creek along its northern perimeter and associated floodplain environments that extend considerably into the hotel site. The site plan provides for the excavation of portions of the site to compensate for the proposed filling of certain floodplain areas. The site plan provides for no grading or other disturbances within 80' to 200' of the creek. The site plan incorporates several rain gardens in an effort to accommodate the anticipated increased runoff in a more environmentally satisfactory manner. It is my understanding that grading and erosion control plans and storm water management plans, including the filling of floodplain areas, will be subject to the review of the County Drain Commissioner.

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

I will defer to city officials and engineering specialists regarding this matter.

As a final comment, I have not concerned myself with documenting inconsistencies in the submitted materials in recognition that this is a preliminary submittal and the applicant will review in detail any specifications to ensure consistency. Examples include contradictory information regarding the number of bedrooms, incorrect references to the State of Ohio building code, and tabular data specifying gross floor area when the specified square footage appears to apply to the building's footprint.

Please contact me if you have any questions regarding aspects of this report or if you would like to discuss the project further.



# PLANNING COMMISSION REVIEW CHECKLIST

<b>Date</b>	March 2018
<b>Permit</b>	Special Use Permit/Preliminary Site Plan Review
<b>Project</b>	W Kipp Road: Hotel

## **Authority**

In accordance with the City of Mason Ordinances, Chapter 50, for the purpose of cooperating with the governments of the United States and of the state and region, and to promote the comfort, convenience, health, safety, and general welfare of the city and its environs, a city planning commission is created with powers and duties as prescribed by the Michigan Planning Enabling Act, 2008 PA 33, which shall be designated and known as "The Mason Planning Commission." In general, the planning commission shall have such lawful powers as may be necessary to enable it to promote local planning and otherwise carry out the purposes of the Michigan Planning Enabling Act, 2008 PA 33.

## **Requirements for Review/Decision**

*NOTE: A column has been added to section 94-191(f) Basis of Determination and section 94-227 Site Plan Review Standards to assist the reviewer with making findings necessary to make an informed decision.*

**Supplemental Regulations: Chapter 94, Article V, Sec. 94-173(i) Hotel, motel, transient lodging facilities (use), Sec. 94-174 (area), Sec. 94-175 (height), Sec 94-176 (access), Sec. 94-177 (environmental).**

**Special Use Permit: Chapter 94, Article VI, Sec. 94-191 – [Link to full text here.](#)**

(d) Review and decision. The planning commission may approve, approve with conditions, or deny an application for special use permit. The review of a special use permit application and the associated site plan shall be made by the planning commission in accordance with the procedures and standards specified in this chapter.

(1) An application for special use permit and the associated preliminary site plan shall be approved if both are found to be in compliance with the requirements of this chapter, and other applicable local, county, state, or federal laws, rules or regulations. The planning commission may defer a decision in order to obtain that information deemed necessary to making an informed decision.

(2) The applicant may make changes to the application and site plan in order to achieve compliance with this chapter. Such changes shall be noted on the application or site plan or the planning commission may require that these documents be resubmitted incorporating said changes.

(3) Approval and issuance of a special use permit shall signify concurrent approval of the application and preliminary site plan, therefore any subsequent authorized modification to the site plan shall become part of the special use permit and shall be enforceable as such.



(4) The decision to approve or deny a request for a special use permit shall be retained as a part of the record of action on the request and shall incorporate a statement of conclusions which specifies the basis for the decision, any changes to the originally submitted application and site plan necessary to insure compliance with the chapter, and any conditions imposed with approval.

(5) Once a special use permit is issued, all site development and use of land on the property affected shall be consistent with the approved special use permit unless a change conforming to chapter requirements is approved by the planning commission.

(6) The concurring vote of a majority of the members appointed to and serving on the planning commission shall be necessary to approve a special use permit.

(7) The planning commission shall defer all proceedings on an application for a special use permit upon the request of the applicant when less than eight members of the planning commission are present for consideration of and voting on said special use. The right of deferment shall be considered waived by the applicant if deferment is not requested immediately upon the opening of the hearing conducted pursuant to section 94-191(c). When deferment is requested as required, the planning commission shall, at that time, determine the date of a future regular or special meeting for the continuation of the hearing and consideration of the matter. Notice previously given for the original hearing date shall constitute notice of the future hearing date with no further notice required.

(e) Required site plan review. A preliminary site plan must be submitted with the application for a special use permit. After approval and before issuance of a building permit or certificate of occupancy, a final site plan shall be submitted for review by the zoning official. The zoning official may request review by the planning commission of the final site plan. The site plan review shall be in conformance with division 1 of article VII of this chapter.

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

<b>Sec. 94-191(f) Basis of Determination. Special Use Permit</b>	
Findings/Comments/Questions:	
	(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.
	(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.
	(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.
	(4) Not create additional requirements at public cost for public facilities and services.

	(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.
	(6) Not be located such that it will directly or indirectly have a substantial adverse impact on the natural resources of this city.
	(7) Be in compliance with other applicable local, county, state, or federal rules and regulations.
(g) Conditions. The planning commission may impose such reasonable conditions upon the approval of a special use permit as are deemed necessary to protect the general welfare, protect individual property rights, and insure that the intent and objectives of this chapter will be satisfied.	
	(1) The conditions may include those necessary to insure that public services and facilities affected by a proposed use will be capable of accommodating the increased service and facility loads caused by the use.
	(2) The conditions may include those necessary to protect the natural environment and conserve natural resources and energy, to insure compatibility with adjacent uses, and to promote the use of land in a socially and economically desirable manner.
	(3) The conditions shall be designed to protect natural resources, the public health, safety, and welfare, as well as the social and economic well-being of those who will use the land or engage in the activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
	(4) The planning commission may require a performance guarantee in accordance with section 94-100 of this chapter.
	(5) The special use permit may be limited for a specified period of time only where the subject use has some naturally limiting factor.
	(6) The conditions may include that a specified percentage of the authorized construction and/or development be completed within a specified period of time. Failure to meet this requirement shall invalidate special use authorization for only that portion of the project not developed as required.

**Site Plan Review: Chapter 94, Article VII, [full text here](#).**

(h) *Planning commission review.* The planning commission shall have the authority to approve, approve with conditions, or deny an application for preliminary site plan review and approval in accordance with the requirements of section [94-224](#) of this chapter. The following review procedures shall be utilized when considering an application:

- (1) The planning commission shall receive from the zoning official a copy of all material submitted.
- (2) The planning commission shall receive a review and recommendation from the zoning official relative to the compliance of the preliminary site plan with the requirements of this chapter.
- (3) The planning commission shall receive from the zoning official a review and/or recommendation from all appropriate local, state, and federal agencies.
- (4) The planning commission shall utilize the criteria identified within section [94-227](#) of this chapter when reviewing an application.
- (5) The planning commission may impose conditions when approving a preliminary site plan application. The conditions must be reasonable, directly related to the standards of this chapter, or determined to be necessary for the protection of the public health, safety, and welfare.

<b>Sec. 94-227. Standards for site plan review and approval.</b>	
In reviewing an application for site plan review and approval the following standards shall apply: Findings/Comments/Questions:	
	(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.
	(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.
	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.
	(4) Every structure or dwelling unit shall have direct access to a public street or indirect access to a public street via an approved dedicated private street.
	(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.
	(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.

	(7) Secondary containment for above ground areas where hazardous substances are stored or used shall be provided as required by the city fire chief.
	(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.
	(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.
	(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.
	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.
	(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.
	(Ord. No. 152, 5-1-2006)

Introduced:  
Second:

**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 10, 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**, 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. Traffic Impact Statement
3. Confirmation of water supply
4. Additional information to address questions raised by City staff and agencies.
5. 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.

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 regular meeting held Tuesday, April 10, 2018, the original of which is part of the Planning Commission minutes.

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Sarah Jarvis, Clerk  
City of Mason  
Ingham County, Michigan



## **Sec. 94-173. Supplemental use regulations.**

### *(i) Hotel, motel, transient lodging facilities.*

(1) *Intent.* The following shall set forth the requirements for construction and site development of transient housing accommodations within the city.

#### *(2) Standards.*

- a. Minimum floor area for each guest unit shall contain not less than 250 square feet.
- b. The minimum lot area shall be one acre with a minimum width of 150 feet, provided that there shall be at least 800 square feet of lot area for each guest.
- c. The maximum lot coverage of all buildings, including accessory building shall not exceed more than 25 percent of the area within the boundary lines of land developed at any one time.
- d. Minimum yard dimensions. All buildings shall observe a setback of not less than 75 feet from any road right-of-way, and not less than 40 feet from any side or rear property line.
- e. The maximum building height shall not exceed two stories or 35 feet.

*(Option 1 – Strike sentence. Maximum height defaults to that of Zoning District.*

*Option 2 – Add language. ‘Except that properties adjacent to US-127 and within 900 feet of an interchange, the maximum height shall not exceed the height requirement for the zoning district.’)*

f. *Site screening.* The site may be enclosed by open structure wood or wire fences, shrubs and/or trees which, along any yard line, shall not exceed six feet in height. No screening shall impair safe vertical or horizontal sight distance for any moving vehicles. Screening at least four feet high shall be erected to prevent headlight glare on adjacent residential or agricultural property. No screening shall be closer than 50 feet to any street line, except headlight screening shall not be closer than 30 feet.

g. *Lighting.* All outdoor lighting shall be arranged so that it is deflected from adjacent properties, streets and thoroughfares, and shall not impair the safe movement of traffic.

(3) *Accessory uses.* Accessory uses such as meeting rooms, taverns, bars, or similar uses are permitted provided such shall be conducted within the same building as the principal use. A caretaker or proprietor's residence shall be permitted as an accessory use.

#### *(4) Motor vehicle access.*

a. *Site plans.* All site plan proposals submitted for this use shall provide for the proper handling of traffic on the highway, frontage road, or street giving access to the district. No access by motor vehicles, other than stated herein, shall be permitted to a minor or residential street. All points of entrance or exit shall be no closer than 50 feet from the intersection of the right-of-way lines of two streets.

b. *Interstate or interchange site location.* Whenever a proposed use is located adjacent to or within one-half mile of an existing, or planned state or interstate limited access highway interchange, it shall be incumbent upon the applicant to show that the proposed site location shall not cause unsafe traffic congestion resulting at or in conjunction with said limited access interchange, and the applicant shall request and submit with the application a written recommendation from the Traffic Division of the Michigan Department of State Highways. In no case, shall private access drives be less than 200 feet from an interchange.

(5) Signs shall be those identifying any of the permitted uses within the zoning district and shall be in accordance with the provisions of any applicable city chapter.

(6) Off-street parking and loading requirements shall be in accordance with the provisions of article IX of this chapter except that required parking shall be furnished on the immediate premises.

(7) The storage of refuse and space required for the accumulation and out loading of garbage, trash, scrap, waste, and containers therefore shall comply with the standards in section [94-173\(b\)](#).