

**JOINT PLANNING COMMISSION
CITY OF MASON AND VEVAY TOWNSHIP
TUESDAY, JULY 9, 2019
Sycamore Room– 1st Floor - 6:45 P.M.
201 West Ash Street, Mason MI**

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES**
 - A. Approve Minutes of Regular City of Mason and Vevay Township Joint Planning Commission Meeting March 6, 2019.
- 5. UNFINISHED BUSINESS**
- 6. NEW BUSINESS**
 - A. Resolution 2019-02: Michigan Packaging has requested final site plan approval to construct a 160 sq. ft. addition to serve as a truck driver entrance on the south side of the existing office facility at 700 Eden Rd. The site is located in a 425 District and requires joint site plan approval from Vevay Township and the City of Mason.
- 7. ADJOURN**

**CITY OF MASON AND VEVAY TOWNSHIP
REGULAR JOINT PLANNING COMMISSION MEETING
MINUTES OF MARCH 6, 2019
DRAFT**

Winters called the meeting to order at 6:17 p.m. in the Vevay Township Hall at 780 Eden Rd., Mason MI.

Present: Cady, Howe, Minster, Winters
Absent: Droscha, Waxman (gave notice), Sabbadin (gave notice)
Also present: Elizabeth A. Hude, AICP, Community Development Director

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Winters requested an amendment to the minutes, replacing the word "retention" to "detention", when referring to the question cited on page 3 of the Joint Planning Commissions February 12, 2019 minutes.

MOTION by Cady second by Howe to approve the amended Joint Planning Commission meeting minutes from February 12, 2019.

Yes (4) Cady, Howe, Minster, Winters

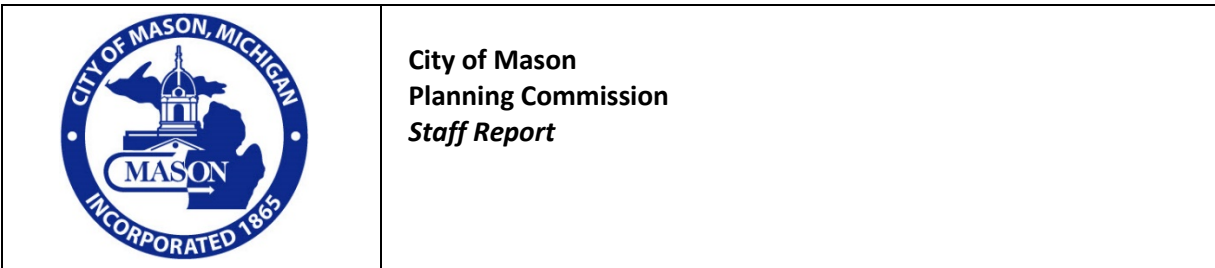
No

Absent (3) Droscha, Waxman, Sabbadin

ADJOURN

The meeting adjourned at approximately 6: 19 p.m.

Jack Cady, Secretary



TO: Planning Commission

FROM: Elizabeth A. Hude, AICP, Community Development Director

SUBJECT: 700 Eden Rd. – Michigan Packaging

DATE: July 3, 2019

Michigan Packaging, represented by Kim Stewart of Jericho Construction, is requesting joint Preliminary and Final Site Plan Approval to construct a 10' x 16'-4" nominal eave height truck driver entrance that would be attached to the existing office facilities south side. The addition would have a door with 2 to 3 windows. The exterior would match the existing office, same siding and green roof, with an access door to the existing office area. The proposal is shown on the following plans and documents:

- Cover letter dated June 19, 2019
- Sheet A-1, dated August 30, 2018
- Sheet S-2, dated November 9, 1994, Site plan w/ sketch of entrance

The applicant paid a fee of \$100, and together with the plans and documents listed above, the application appears to satisfy the submittal requirements of Sec. 94-226(c).

CONSTRUCTION SCHEDULE

The project is expected to begin in early fall and should take 4-6 weeks to complete.

LAND USE/ZONING/MASTER PLAN

The development is proposed on parcels zoned M-2 General Manufacturing District. The applicant seeks to construct a 10'x 16'-4" x 8' nominal eave height truck driver entrance connected to the existing office. The project will not change any on site conditions and should not require any additional parking. The use of the building will comply with the authorized uses in the M-2 District Sec. 94-152.

The existing surrounding land uses, zoning, and planned future use are as follows:

	Current Land Use	Current Zoning	Future Land Use (Master Plan)
North	Industrial	M-1 General Industrial	Eden Road Mixed-Use Area
West	Industrial	M-1 General Industrial	Eden Road Mixed-Use Area
South	Industrial	M-1 General Industrial	Eden Road Mixed-Use Area
East	Industrial	M-1 General Industrial	Eden Road Mixed-Use Area

STAFF REVIEW

Staff finds that the proposed addition, less than 200 s.f., will not require nor result in material modifications to the previously approved Site Plan (1994) and appears to meet the standards for Final Site Plan Approval. Comments are provided below as findings of fact related to the requirements and standards listed.

§94-227. Standards for site plan review and approval. In reviewing an application for site plan review and approval the following standards shall apply:

STATUS/ NOTE	REQUIREMENT
M = Appears to meet requirement; D = Does not appear to meet requirement; I = Information Needed; R = Recommendation; W = Waiver Requested; <i>Italics = Staff comments</i>	
M	(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.
<i>No material change to site proposed. The location, size and architecture appears to be harmonious with surrounding elements.</i>	
M	(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.
<i>No material change to site proposed. The truck driver lounge entrance will significantly improve safety by redirecting drivers away from the loading area.</i>	
M	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.
<i>No material change proposed. Meets requirements.</i>	
M	(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.
<i>No material change proposed. Meets requirements.</i>	
M	(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>NOTE: See (6) below.</i>	
M	(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.
<i>No material change proposed. Meets requirements.</i>	
M	(7) Secondary containment for above ground areas where hazardous substances are stored or used shall be provided as required by the city fire chief.
<i>No material change proposed. Meets requirements.</i>	
M	(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>No material change proposed. Meets requirements.</i>	
M	(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.

See a-c below	(10) Site plans shall meet the driveway, traffic safety, and parking standards of the city in such manner as necessary to address the following:
M	a. Safe and efficient vehicular and non-vehicular circulation, including parking areas, non-motorized linkages to abutting parcels, uses, sidewalks, and trails.
<i>No material change proposed. Meets requirements.</i>	
M	b. Shared driveways and service drives.
<i>No material change proposed. Meets requirements.</i>	
M	c. Adequate and properly located utilities.
<i>No material change proposed. Meets requirements.</i>	
M	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.
<i>No change proposed. Meets requirements.</i>	
See below	(12) The site plan submittal shall demonstrate compliance with all applicable requirements of this chapter, chapters 58 and 74, the building code, and county, state, and federal law.
M	Chapter 94 – Zoning and Chapter 100 – Dimensional Requirements
<i>No material change proposed. Meets requirements.</i>	
M	Sec. 94-172(d)(3)(a) Vision clearance
<i>No change proposed. Meets requirements.</i>	
M	Sec. 94 – Art. X Off-street Parking and Circulation
<i>No change proposed. Meets requirements.</i>	
M	Sec. 94-241 Landscape, screening and buffer requirements
<i>No change proposed. Meets requirements.</i>	
M	Chapter 58 - Signs
<i>No change proposed. Meets requirements.</i>	
NA	Chapter 74 – Subdivisions
<i>Does not apply</i>	
I	Building Code
<i>The applicant is responsible for pursuing required permits.</i>	
I	County, State and Federal Law
<i>The applicant is responsible for pursuing required permits.</i>	

ACTION

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

The planning commission shall have the authority to approve, approve with conditions, or deny an application for final site plan review and approval. *The Planning Commission may also choose to amend the proposed resolution, or continue the review to a future time and date certain to allow for plans to be revised and/or for the applicant to provide additional information.*

§94-229. Extension of site plan approval.

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

§94-230. Conformance to approved site plan.

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

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

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

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

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

The applicant has submitted documentation that appears to contain the information required by the zoning ordinance, and will meet the standards for Final Site Plan approval.

Therefore, the following motion is offered for consideration:

MOTION

Motion to approve Resolution 2019-02.

Attachments:

1. Resolution 2019-02
2. Cover letter dated June 19, 2019
3. Sheet A-1, dated August 30, 2018
4. Sheet S-2, dated November 9, 1994, Site plan w/ sketch of entrance

**CITY OF MASON AND VEVAY TOWNSHIP
JOINT PLANNING COMMISSION
RESOLUTION No. 2019-02**

**A RESOLUTION APPROVING AN AMENDMENT TO A FINAL SITE PLAN TO CONSTRUCT A 160 SQ. FT.
ADDITION TO SERVE AS A TRUCK DRIVER ENTRANCE ON THE SOUTH SIDE OF THE EXISTING OFFICE
FACILITY LOCATED AT
700 EDEN ROAD**

July 9, 2019

WHEREAS, a request has been received from Michigan Packaging for Final Site Plan Approval to construct a 160 SQ. FT. addition to serve as a truck driver entrance on the south side of the existing office facility at 700 Eden Road; and

WHEREAS, the proposal was shown on plans Sheet A-1, dated August 30, 2018 and Sheet S-2, dated November 9, 1994, Site plan w/ sketch of entrance; and

WHEREAS, the parcel is zoned M-2, General Manufacturing District; and

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

WHEREAS, the Joint Planning Commission accepts the staff report dated July 3, 2019 as findings of fact that, the plans will comply with the Site Plan Review Standards listed in Section 94-227 of the Mason Code; and

NOW THEREFORE BE IT RESOLVED, that the City of Mason and Vevay Township Joint Planning Commission does hereby approve an amendment to Final Site Plan to construct a 160 SQ. FT. addition to serve as a truck driver entrance on the south side of the existing office facility at 700 Eden Road based on plans Sheet A-1, dated August 30, 2018 and Sheet S-2, dated November 9, 1994, Site plan w/ sketch of entrance.

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Joint Planning Commission at its meeting held Tuesday, July 9, 2019, the original of which is part of the City of Mason and Vevay Township Joint Planning Commission minutes.

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

Jerico Construction Inc.,

Post Office Box 320, Mason, Michigan 48854-0320 T (517) 676-2409

JericoConstruction.com

JericoConstruction@msn.com

June 19, 2019

City of Mason

Site Plan Review and Building permit

for Michigan Packaging at 700 Eden Rd., Mason

Please find the jump drive which shows the proposed 10'x 16'-4" x 8' nominal eave height truck driver entrance which would attach to the existing office facility south side and prevent truck drivers from walking directly into the manufacturing building.

The building is a shell with a door and two or three windows, the interior finish is drywall and the exterior is matched to the existing office with siding and green roofing - there will be an access door to the existing office area.

There is no change to the site conditions. The impact of this structure is minimal and will not require any additional parking.

The rain and snow is already draining to building south side asphalt parking and this small structure will not impact that.

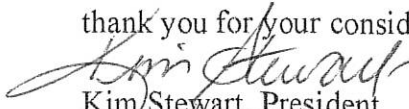
Grade will be the same as the existing office.

We are including some information on the dock canopy but it is not approved by the owner (Michigan Packaging - Greif) for work. The truck driver entrance is a safety issue and needs to be addressed first.

The construction schedule would be early fall and complete within four to six weeks.

There is no plumbing in this so no impact on utilities.

thank you for your consideration,



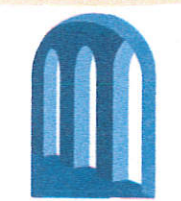
Kim Stewart, President

Jerico Construction Inc.

SCALE 1" = 80'

PRELIMINARY LAYOUT
 NOV 09 NOV 1994
 DATE ISSUED
 GARY J. FEDENA
 DRAWN BY
 4218 SITE
 PROJECT

NEW PRODUCTION FACILITY FOR:
MICHIGAN PACKAGING CO.
 100 EDEN ROAD MASON, MICHIGAN
 INGHAM COUNTY MICHIGAN

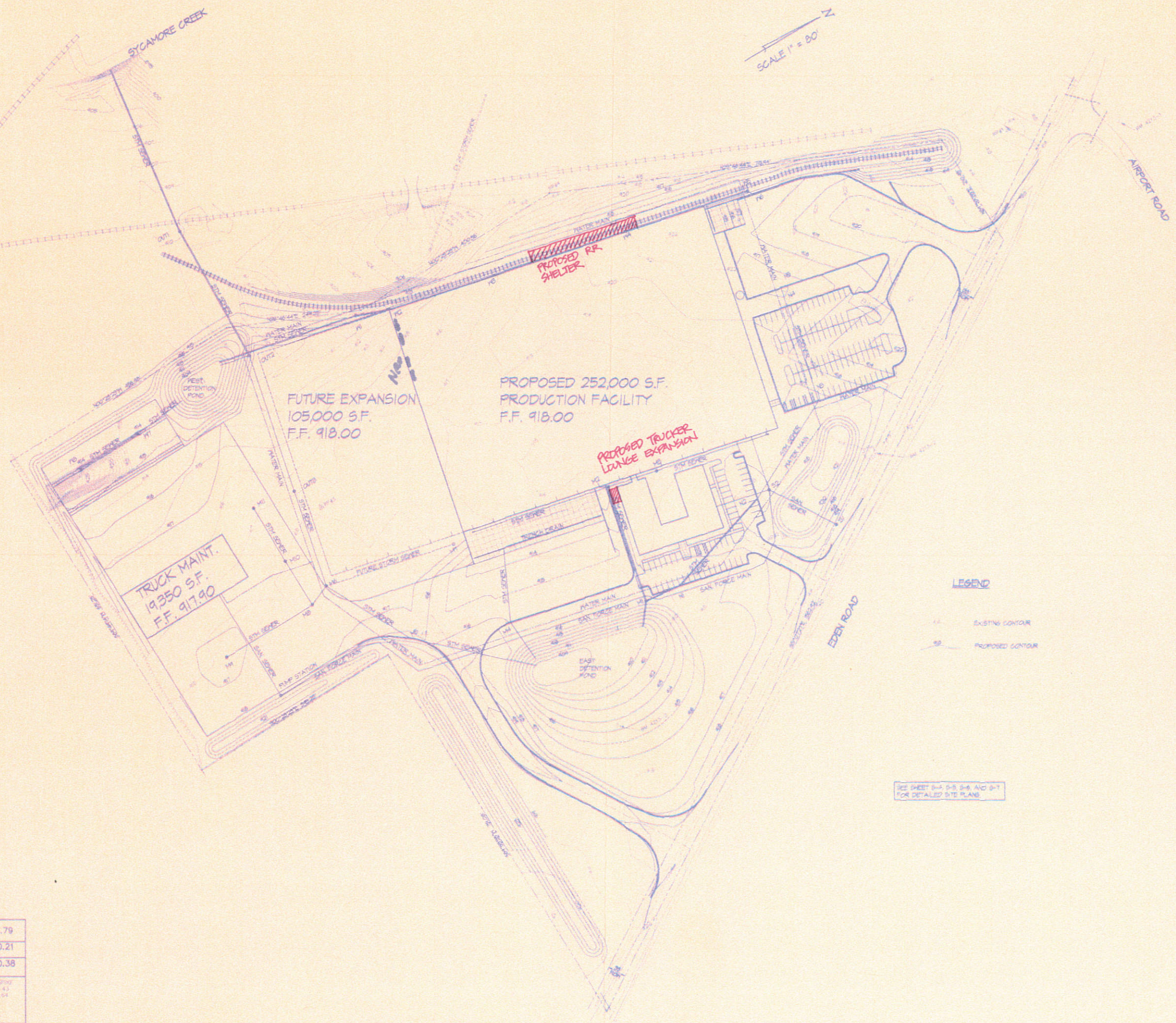


**ROCKWOOD
 DESIGN**
 PETER B. HOLZ
 ARCHITECT
 2215 Burcham Drive
 E. Lansing, MI 48823
 (517) 290-6780
 pete@rockwood3.com

FOR SITE PLAN REVIEW
 FEBRUARY 2010

**CAPITAL
 CONSULTANTS
 ENGINEERS**
 200 N. WASHINGTON AVENUE
 LANSING, MICHIGAN 48206
 (313) 571-1200

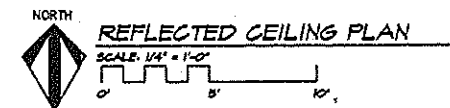
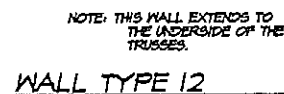
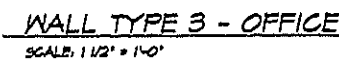
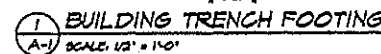
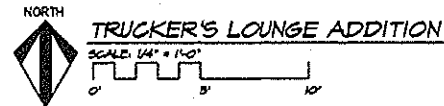
SHEET TITLE
 PROPOSED
 SITE PLAN
 PROJECT NO.
 94-099
 SHEET NO.
 S-2



SEE SHEET S-1A, S-1B, S-1C, AND S-1T
 FOR DETAILED SITE PLANS

BM 4213-1	ELEV. 917.79
BM 4213-2	ELEV. 920.21
BM 4213-3	ELEV. 920.38

SP41-SPIKE	SP42-SPIKE	SP43-SPIKE
N 5000.00	N 4282.25	N 3885.43
E 5000.00	E 6431.55	E 4870.64
SP44-WOOD SIGN		
N 4224.81		
E 4688.79		



ADDITION TO TRUCKER'S LOUNGE
Michigan Packaging Co.
100 EDEN ROAD, MASON, MICHIGAN



		LATEST DATE: FOR REVIEW TH 30 AUG 2010	SHEET TITLE PROPOSED PLAN, DETAILS, CEILING AND ISOMETRIC
		PROJECT NUMBER 18-44	SHEET NO. A-1