



PLANNING COMMISSION
TUESDAY, NOVEMBER 12, 2019
Sycamore Room - 1st Floor - 6:30 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 Planning Commission Meeting October 15, 2019

5. PUBLIC HEARINGS

- A. Resolution 2019-15: Jamie Robinson, Robinson Realty, LLC, has requested a Special Use Permit and joint Preliminary/Final Site Plan review to convert a single residential unit into a commercial short-term rental use at 366-368 S. Jefferson St., Apartment 3A, parcel 33-19-10-08-236-023, City of Mason, Ingham Co.

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- A. CIP Schedule & Budget Discussion

8. LIAISON REPORT

9. ADJOURN

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF OCTOBER 15, 2019
DRAFT**

Sabbadin called the meeting to order at 6:30 p.m. in the Sycamore Room 1st floor at 201 West Ash Street, Mason MI.

Present: Droscha, Howe, Perrault, Sabbadin, Vercher, Waxman, Wren

Absent: Barna, Shattuck

Also Present: Elizabeth A. Hude, AICP, Community Development Director

MOTION by Waxman second by Howe, to amend the Agenda to move item 7A Resolution 2019-14 up to and inclusive of 5A and then move all other items up one number.

Yes (7) Droscha, Howe, Perrault, Sabbadin, Vercher, Waxman, Wren

No (0)

Absent (2) Barna, Shattuck

MOTION PASSED

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Waxman second by Howe, to approve the Planning Commission meeting minutes from September 10, 2019.

Yes (7) Droscha, Howe, Perrault, Sabbadin, Vercher, Waxman, Wren

No (0)

Absent (2) Barna, Shattuck

MOTION PASSED

PUBLIC HEARING

- A. Resolution 2019-14: Matt Haenlien, FED Corporation, on behalf of Paul Davis Corporation, has submitted a request for a Special Use Permit for new construction of a 27,000 sq. ft., building to include offices and storage related to their business of home damage restoration services, on property located at the northeast corner of Temple Street and Kipp Road, parcel 33-19-10-09-400-009. Continued from September 10, 2019, to be discussed in conjunction with item 7.A. below.

(moved up from 7.A.) Resolution 2019-14: Matt Haenlien, FED Corporation, on behalf of Paul Davis Corporation, has submitted a request for a Final Site Plan for new construction of a 27,000 sq. ft., building to include offices and storage related to their business of home damage restoration services, on property located at the northeast corner of Temple Street and Kipp Road, parcel 33-19-10-09-400-009.

Sabbadin re-opened the public hearing at 6:33 p.m. continued from September 10 for Resolution 2019-14 on behalf of Paul Davis.

Matt Haenlien, 777 W. Cedar Avenue, Gladwin, Michigan, FED Corporation shared that since the last meeting they have provided revised site plans based on the preliminary site plan meeting.

Sabbadin asked for questions or comments.

Director Hude presented facts for the record from the staff report confirming Matt Haenlien's statement that they did provide updated plans about one month ago for review. The applicant has addressed most of the items in the previous staff report with a few exceptions:

- The Fire Chief has requested a change to the Fire Department Connection (FDC). Director Hude stated that this can be handled during the building permit process and the Fire Chief would sign off before the permit was issued.
- The sidewalk at the corner of Kipp and Temple should face west, but that can be addressed during the Right of Way permit process.
- Staff noted that with the parking lot reconfiguration the grade was rather steep on the southeast corner and they wonder how that will impact soil erosion and snow storage.
- A few of the deferred parking spaces overlap the area where the dumpster will be placed, but that can be addressed when the time comes with a revised plan.
- Staff noted an observation regarding the location of the vestibule and moving it to the west side facing parking – not required, just a note.
- Ingham County Drain Commission comments were received right before Director Hude came to the meeting. She noted they were standard comments that could be addressed when they get the Soil Erosion permit.
- Road Commission comments focused on requirements for a Right of Way permit and the details surrounding it.
- Director Hude also noted vision clearance triangles should be added to the landscaping plan and inform the location of any signs in the future.
- Parking calculations need to be updated during the construction permit stage if allowed by the Planning Commission. An additional ADA space will be necessary along with an additional deferred space in the future. The front yard parking plan is an improvement, addresses safety issues with traffic for employees/service vehicles and customers. Staff supports the proposal.
- Landscaping plans need to be updated. Director Hude requested that staff handle the review administratively during the construction permit if okay with Planning Commission.
- The applicant addressed the dumpsters being behind the building, the lighting plan was revised, the Police Chief had no comments and the Fire Chief was satisfied with the narrative provided regarding the use of hazardous materials on site.

Overall, staff finds the applicant appears to have met the requirements of the Special Use Permit and recommends approval of the Resolution with the three conditions that the FDC be revised to the Fire

Chief's satisfaction, the landscaping plan be revised, and the parking plan be revised to satisfy staff's comments.

Sabbadin asked if the commissioners had any questions for the applicant while he was present.

Howe thanked the owners for the extra time and money spent to get this done. He feels it will be an asset to the City.

Sabbadin asked Mr. Haenlien if he sees any issues in complying with the three conditions that Director Hude noted in her staff report. Mr. Haenlien said they are very minor items and will be pretty easy to fix.

With no further questions Sabbadin closed the public hearing at 6:41 p.m.

MOTION by Waxman second by Droscha, to approve Resolution 2019-14.

Discussion:

Waxman asked Director Hude if all of the items could be safely administratively handled. Director Hude stated that she believed so. She suggested that they could approve the resolution tonight, and if there are concerns, she can recommend a site plan amendment to address them. This would allow the applicant to move forward through the permitting process.

Waxman is comfortable with allowing Director Hude to handle the issues administratively knowing she will come to them if there is an issue.

Sabbadin reiterated that the motion will approve both the Special Use Permit and the Site Plan together.

VOTE ON MOTION

Yes (7) Droscha, Howe, Perrault, Sabbadin, Vercher, Waxman, Wren

No (0)

Absent (2) Barna, Shattuck

MOTION PASSED

UNFINISHED BUSINESS

None.

NEW BUSINESS

- A. Resolution 2019-13: James Giguere, Giguere Realty & Development, LLC, is requesting a Final Site Plan Approval for the development of a new residential subdivision containing 20 residential lots and one common area. The subdivision will include paved public streets, public water, public sanitary sewer, and public storm sewer. The new subdivision will be developed on property located north of the intersection of Stratford and Eaton streets, parcel 33-19-10-04-426-002 POLP, City of Mason, Ingham Co.

Director Hude stated that this proposal has been presented previously as part of the plat process and as a preliminary site plan; this is a final site plan that, if approved, will allow the developer to move forward constructing the road and installing the utilities to serve 20 buildable lots and one common area. They

would also be eligible to pull building permits to start construction on homes. In order to sell the lots and the homes they would have to finish the plat process which is separate. Plats require site plan review.

As Director Hude reviewed the staff report, she noted the applicants appear to have addressed all the comments. Comments received include:

- City Engineer would like an easement for future water connection between lots 129 and 130 which can be done as a revision to the construction plan.
- The Fire Chief requested construction detail of the cul-de-sac to confirm the B2 standard which allows the fire truck to go up and around and not pop a tire.
- The Drain Commission submitted a letter discussing the need for soil erosion permits.
- The Road Commission noted they do not have jurisdiction over the area and did not see it posing a major impact to the surrounding roads.
- WOW Cable commented they had limited budget for installing the utilities if they were selected to be a part of the project.
- Director Hude stated that she did send a staff report to City Council as they will need to sign off on the final plat; she wanted to make them aware of the upcoming construction. She did receive confirmation that they are aware that construction will begin after this step. Their concern, which the applicant addressed in their narrative, was that the homes built would become part of the existing Homeowners Association and any homes fronting water would become part of the Lake Association. The applicant noted in their narrative that that is required by deed for the property.
- Staff is recommending approval of the site plan with the following conditions:
 - The applicant supply drafts of the Covenants and Deeds and to include language on a revised construction plan and plat noting the Homeowners Association is responsible for the common areas and that the owners within that subdivision will be part of the respective associations.
 - A drain maintenance agreement – some type of schedule of which kinds of maintenance would occur over a twenty year period for the rain garden and drainage easement; this is required by the Drain Commission as well. This would cover the common area, the rain garden, and would show that it is being actively maintained in a manner appropriate for the long term. The Homeowners Association also needs to be made aware that in the 30 foot drainage easement there can be no obstruction to the flow of water and that they are responsible for enforcing that restriction.
 - The revised construction plans would need to include detail on the cul-de-sac to satisfy the Fire Chief's comments, and
 - Prior to signing the final plat, both the City and Drain Commission would need As-Built Drawings.

Sabbadin asked for comments or questions from the board.

MOTION by Waxman second by Droscha, to approve Resolution 2019-13.

Discussion:

Droscha shared that City Council is concerned about the Homeowners Association because they have another development where the homeowners do not want the association anymore and they don't want to maintain the common areas. He believes that this will not be the same situation.

Howe remarked that it is a good question because homeowners associations generally do not have that kind of money to provide maintenance so who would then be responsible.

Droscha replied that this is what the City is dealing with now. The Homeowners Association is responsible to raise dues to cover what is necessary to maintain the common areas per the deed.

Howe agreed, but noted that the association has to be strong enough to follow through with the home owners and many are not. He can see the Homeowners Association saying the common area is a water feature therefore it is the responsibility of the Lake Association.

Director Hude noted there is an active association for both Homeowners and Lake in this area.

Howe agreed there is an association for both but wondered how you classify an active association. He noted that there are things going on that the association needs to deal with but they do not have the teeth to go after the home owners. They collect the money and maintain the lighting and the cul-de-sacs and that is all. The association board are volunteers.

Director Hude stated that the law is pretty clear on the mechanisms to deal with those problems and associations are required to file reports yearly. She is nervous if homes are going to be built and they come to the final plat and there is no active Homeowners Association willing to take on what is required, that it will cause an issue for City Council in terms of signing the final plat. Another option which some communities have done is that the developer is responsible for those issues for a certain number of years until the association is in place and moving forward.

Waxman asked if it would become a code enforcement issue if it was not maintained. If the grass isn't mowed, do we mow it ourselves and then bill the owners?

Director Hude stated that is how they discovered the last one, it started out as a mowing bill and now we are looking at petitioning the Drain Commission to take over a portion of the area. It is a code enforcement issue that can result in legal action. The City wants to respect the homeowner's property rights and the developer's right to develop the property so everyone needs to honor the responsibilities that come with that. This is a stand-alone property and the developer is clear in their understanding of what is required.

Ron Enger, 4685 W. Columbia Road, Mason, engineer for the project, shared he is not aware that the Homeowners Association and affiliated Pond Association are not active. They showed up to the first public hearing and were adamant that the new home owners become part of the associations as referenced in the deed. He is not aware of any infractions from the City in regards to not maintaining the property. He asked if someone knows of something not happening that is supposed to, to please let him know and they will get it taken care of.

Howe noted again that the people serving are volunteers and they change frequently. He said the association is active and does a very good job maintaining the common areas.

Mr. Enger understands and agrees that the level of service could change with different volunteers. He said that Rayner Ponds has so far proven to be consistent in upholding their duties.

Waxman shared that the concerns of City Council have been heard and that one subdivision isn't necessarily the same as the next. He also understood Commissioner Howe's point that it is a volunteer

association, which he believes most are, but he is not concerned that they will not honor their responsibilities. The City has mechanisms in place that provide the incentive to do that. He understands City Council's concerns but thinks if they would have seen the turnout from the first public hearing they would know they are not sitting idly by as they were concerned about drainage. He sees no reason not to move forward as the resolution states conditions to include those assurances.

Howe is also in support. He does not want to hold it up either, he just thought it was a good point and wondered how you go about making sure it doesn't turn into the other situation. He also noted that not everyone at the public hearing was from the association but were from adjacent properties because they were concerned about the water.

Director Hude commented that in the files for the plat, she has letters on letterhead from the Association that document their request and reference to the deed. The applicant has also supplied deeds and their narrative addresses the issue; the file has the information for the board to reflect on.

Droscha shared that the problem with the other association is that they dissolved and refuse to have an association.

VOTE ON MOTION

Yes (7) Droscha, Howe, Perrault, Sabbadin, Vercher, Waxman, Wren

No (0)

Absent (2) Barna, Shattuck

MOTION PASSED

B. 2020 Meeting Schedule

Sabbadin noted the 2020 meeting schedule in the packet and specifically mentioned the March 17th date being different due to elections. Staff stated that she can send out Outlook appointments to them from the staff calendar. Commissioners agreed this would be helpful.

LIAISON REPORT

Council Member Droscha informed the Commissioners there can now be Short-Term rentals in the C-1 District with a Special Use Permit. Hude informed the commission that staff had received an application from Jamie Robinson and they will see that in November.

ADJOURN

The meeting adjourned at approximately 7:02 p.m.



City of Mason Planning Commission *Staff Report*

TO: Planning Commission
FROM: Elizabeth A. Hude, AICP, Community Development Director
SUBJECT: Special Use Permit and joint Preliminary/Final Site Plan Review: 366-368 S. Jefferson
DATE: November 7, 2019

Jamie Robinson, Robinson Realty, LLC, has submitted a requested for approval of a Special Use Permit and joint Preliminary/Final Site Plan to convert an existing single residential unit into a commercial short-term rental use at 366-368 S. Jefferson St., Apartment 3A, parcel 33-19-10-08-236-023, City of Mason, Ingham Co.

This is shown on the documents included with the application, received November 5, 2019:

- Narrative with photo
- Architectural schematic showing unit layout
- Certificate of Occupancy issued for Permit PB16-0146

The applicant paid a fee of \$275 (Special Use Permit/Site Plan Review), and together with the documents listed above, the application appears to satisfy the submittal requirements of Sec. 94-191 and Sec. 94-226(c).

PUBLIC NOTICE

Notice was given as required in Sec. 94-101 which requires notices to be published in a newspaper of general circulation, and to be mailed to owners and occupants within 300 feet of the boundary of the subject property. The public hearing notice was published in the Ingham County Community News Legal Section on Sunday, October 27, 2019; notices were mailed on October 23, 2019.

LAND USE/ZONING/MASTER PLAN:

The property is located in the C-1 District, and is also located within the Downtown Historic District. No changes are currently proposed to the exterior of the building and therefore Historic District Commission (HDC) approval is not required at this time. The exterior brick and paint are in need of repair and maintenance and subject to the requirements of Chapter 31 – Historic Preservation and Chapter 6 – Building and Building Regulations.

Section 94-222 states that any use within the C-1 zoning district requires final site plan review. If the proposed use was allowed by right, the application would qualify for administrative site plan review under Sec. 94-223, as there is no increase in the base or footprint of the structure, and no increase in the number of required off-street parking spaces. City Council adopted Ordinance 227 on October 7,

2019 which amended the text in the C-1 District for the purpose of adding short-term rentals as a use allowed with a Special Use Permit. A Special Use Permit requires Site Plan Review. The applicant has, therefore, made application for both a Special Use Permit and Site Plan Review. Staff recommends that the application be viewed simultaneously as a preliminary and final site plan.

The site is located and fronts on both Ash Street/M-36 (state trunk-line under the jurisdiction of Michigan Department of Transportation (MDOT)) and South Jefferson Street, a local public roadway.

The surrounding land uses and zoning are as follows:

	Current Land Use	Zoning	Future Land Use
North	Commercial	C-1 (Central Business District)	Commercial
East	Public right of way – Jefferson Street and Governmental – County Courthouse	C-1 (Central Business District)	Public
South	MDOT right of way and Commercial	C-1 (Central Business District)	Commercial
West	Commercial	C-1 (Central Business District))	Commercial

The proposed use is consistent with the goals and objectives of the Master Plan, specifically Objective 8 under Economic Development (p. 2-5) which states:

Explore the development of a bed and breakfast program to further encourage tourist trade, while protecting the desirability of nearby neighborhoods.

A bed and breakfast is a form of a short-term rental.

REVIEW OF SUBMITTAL

In 2016, the Zoning Administrator administratively approved the use and site plan as part of the renovation of the residential units. The Building Official also reviewed, inspected, and approved the unit as meeting the State Construction Codes, evidenced by the Certificate of Occupancy issued. This is a pre-existing unit served by essential facilities and services.

The change in use will be limited to the term of the lease from the current month-month to, if approved, shorter periods of less than 30 days. Short-term rentals are a more transient use than the current use, however, the impacts are expected not to be substantially adverse. Providing short-term rentals as an option in the downtown is a use consistent with the community vision as expressed in the Master Plan. The ordinance to allow the use with a Special Use Permit does have a sunset clause of three years. This will be the first SUP issued for short-term rentals and staff will work with the property owner to monitor any issues that may arise and need to be addressed.

Staff received the following comment:

Building	Certificate of Occupancy issued in 2016. No additional requirements.
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§94-227. Standards for site plan review and approval. In reviewing an application for site plan review and approval the following standards shall apply:

STATUS/NOTE	REQUIREMENT
*M = Meets requirements; I = Information Needed; R = Recommendation	
M	(1) The site shall be developed so that all elements shall be harmoniously and efficiently organized in relation to the size, shape, type and topography of the site and surrounding property.
M	(2) The site shall be developed so as not to impede the normal and orderly development, improvement, and use of surrounding property for uses permitted in this chapter.
M	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.
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.
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.
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.
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.
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.
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.
M	(10) Site plans shall meet the driveway, traffic safety, and parking standards of the city in such manner as necessary to address the following:
	a. Safe and efficient vehicular and non-vehicular circulation, including parking areas, non-motorized linkages to abutting parcels, uses, sidewalks, and trails.
	b. Shared driveways and service drives.
	c. Adequate and properly located utilities.
M	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.
M	(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.
<u>Circulation, Loading and Off-Street Parking</u>	

Circulation

The proposed building is adequately served by infrastructure that supports the safe and orderly circulation of motorized and non-motorized traffic: bi-directional traffic and two lanes of on-street parking and a sidewalk. CATA route #46 is available on Jefferson St.

Loading

There shall be no requirement of loading or unloading space in the C-1 district for property with direct access to an alley. (§94-293(c))

The site currently has direct access to an alley and therefore is exempt from the loading space requirement.

Off-Street Parking

§94-292(h)(1) Uses in the C-1 district states that there shall be no off-street parking space requirements in the C-1 district for those uses which require 20 or less off-street parking spaces. Uses requiring more than 20 off-street parking spaces shall have their parking requirement determined by the planning commission. In making such a decision, the planning commission shall consider the availability of both public and private parking spaces.

This is an existing unit and will continue to be served by parking in the same manner as it is now. A city permit is required for overnight parking. The property will be responsible for communicating with prospective tenants and ensuring a permit is obtained.

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

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

STAFF RECOMMENDATION:

Staff finds that the proposal appears to meet all requirements for approval as it is a pre-existing unit and use. 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.

Staff offers the following motion for consideration:

MOTION

Motion to approve Resolution 2019-15 for a Special Use Permit and joint Preliminary/Final Site Plan

Attachments:

1. Resolution 2019-15
2. Application
3. Agency comments

Introduced:
Second:

**CITY OF MASON
PLANNING COMMISSION
RESOLUTION No. 2019-15**

**A RESOLUTION GRANTING A SPECIAL USE PERMIT AND JOINT PRELIMINARY/FINAL SITE PLAN
APPROVAL TO CONVERT A SINGLE RESIDENTIAL UNIT INTO A COMMERCIAL SHORT-TERM RENTAL USE
AT 366-368 S. JEFFERSON ST., APARTMENT 3A, PARCEL 33-19-10-08-236-023.**

November 12, 2019

WHEREAS, a request has been received from Jamie Robinson, Robinson Realty, LLC, for approval of a Special Use Permit and Final Site Plan Approval to convert a single residential unit into a commercial short-term rental use; and,

WHEREAS, the subject property is located at 366-368 S. Jefferson St., Apartment 3A, parcel 33-19-10-08-236-023; and,

WHEREAS, the proposal was shown on plans materials provided on October 7 and November 5, 2019; and,

WHEREAS, the parcel is zoned C-1 Central Business District; and

WHEREAS, Section 94-222 states that the proposal requires site plan review; and

WHEREAS, Section 94-141(7) states that short-term rentals are permitted in the district with a Special Use Permit; and

WHEREAS, a public hearing on the request was noticed and held at the Planning Commission's regular meeting on November 12, 2019 with testimony given and public comment solicited in accordance with Section 94-101 of the Mason Code; and

WHEREAS, the Planning Commission has received, reviewed and accepts the staff report dated November 8, 2019 as findings of fact that the use will comply with the Preliminary and Final Site Plan Review Standards listed in Section 94-227, and with the Special Use Permit Review Standards listed in Section 94-191(f) of the Mason Code; and

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby grant a Special Use Permit and joint Preliminary/Final site plan approval.

Yes (0)
No (0)
Absent (0)

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City of Mason Planning Commission at its meeting held Tuesday, November 12, 2019, the original of which is part of the City of Mason Planning Commission minutes.

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



PERMIT APPLICATION

ZONING

Applicant— Please check one of the following:

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

* includes Preliminary Site Plan Review

DEPARTMENT USE ONLY

Application Received: _____	RECEIVED OCT 07 2019 CITY OF MASON PLANNING DEPT.
Tax ID: _____	
Fee: _____	
Receipt #: _____	

Applicant Information:

Name: JAMIE ROBINSON
Organization: Robinson Realty
Address: 366-368 S. Jefferson
Telephone Number: 517 719 6700 Facsimile Number: 517 676 1152
Interest in Property (owner, tenant, option, etc.): owner

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

Property Information:

Owner: Scott & Jamie Robinson Telephone Number: 517 719-6700
Property Address: 366-368 S. Jefferson APT 3-A
Legal Description: If in a subdivision: Subdivision Name: _____ Lot Number: _____
If Metes and Bounds (can be provided on separate sheet): _____

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: Jamie Robinson Date: 10/7/19

Requested Description:

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

Special use Permit - Short term Rental C-1

Available Services

Public Water ☒ Yes ☐ No

Paved Road (Asphalt or Concrete) ☒ Yes ☐ No

Public Sanitary Sewer ☒ Yes ☐ No

Public Storm Sewer ☐ Yes ☒ No

Estimate the Following

Traffic Generated 1

Total Employees 0

Population Increase 0

Employees in Peak Shift 0

House of Operation 24 AM to PM

Total Bldg. Area Proposed 1000 SFT

 Day through day

Parking Spaces Provided 1

Project Phasing

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

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

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
- ☐ 2 copies of full scale site plan drawings
- ☐ Plans submitted on CD or PDF (email is acceptable)
- ☐ 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):

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

Engineering Review

\$220.00*

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

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).

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.

Resources: More questions? Please contact our Customer Service Desk at 517.676.9155.

Revised 7.2.2018 (Community Development)

CITY OF MASON
P.O. BOX 370
201 W. ASH ST.
MASON MI 48854-370
Phone : (517) 676-9155
WWW.MASON.MI.US

Received From:
ROBINSON, JAMIE
4748 W COLUMBIA RD
MASON MI 48854

Date: 10/07/2019 Time: 3:55:21 PM
Receipt: 100257829
Cashier: SO

SPECIAL USE PERMIT
366 S JEFFERSON

ITEM REFERENCE	AMOUNT
PERBUS PERMIT-VARIOUS BUS LICENSE & PERMIT S	
366 S JEFFERSON SPEC USE	\$275.00
TOTAL	\$275.00
CHECK 4003	\$275.00
Total Tendered:	\$275.00
Change:	\$0.00

Scott and Jamie Robinson, Robinson Realty

Jamie@thevaultdeli.com

4748 W. Columbia Rd Mason, MI 48854

517-719-6700

Special Use Permit Request- Short Term Rental

In compliance of City of Mason Ordinance No 227 Section 94-141(D) I am requesting a special use permit for short term rental of Apartment 3-A, 366-368 S. Jefferson St. Mason Mi.

This is a 900+ square foot third floor loft apartment above The Vault Deli, it overlooks Jefferson Street and Ash Street. This apartment was rehabilitated in 2016 with code compliant 24 hour fire monitoring. Tenants for this unit may reach us 24/7 by cell phone or Airbnb app.

The apartment use is unchanged except that it is furnished with up to six adults sleeping via one king in bedroom and two pull-out queen sofas. The apartment rental will change tenants more frequently than current prior month to month leasing.

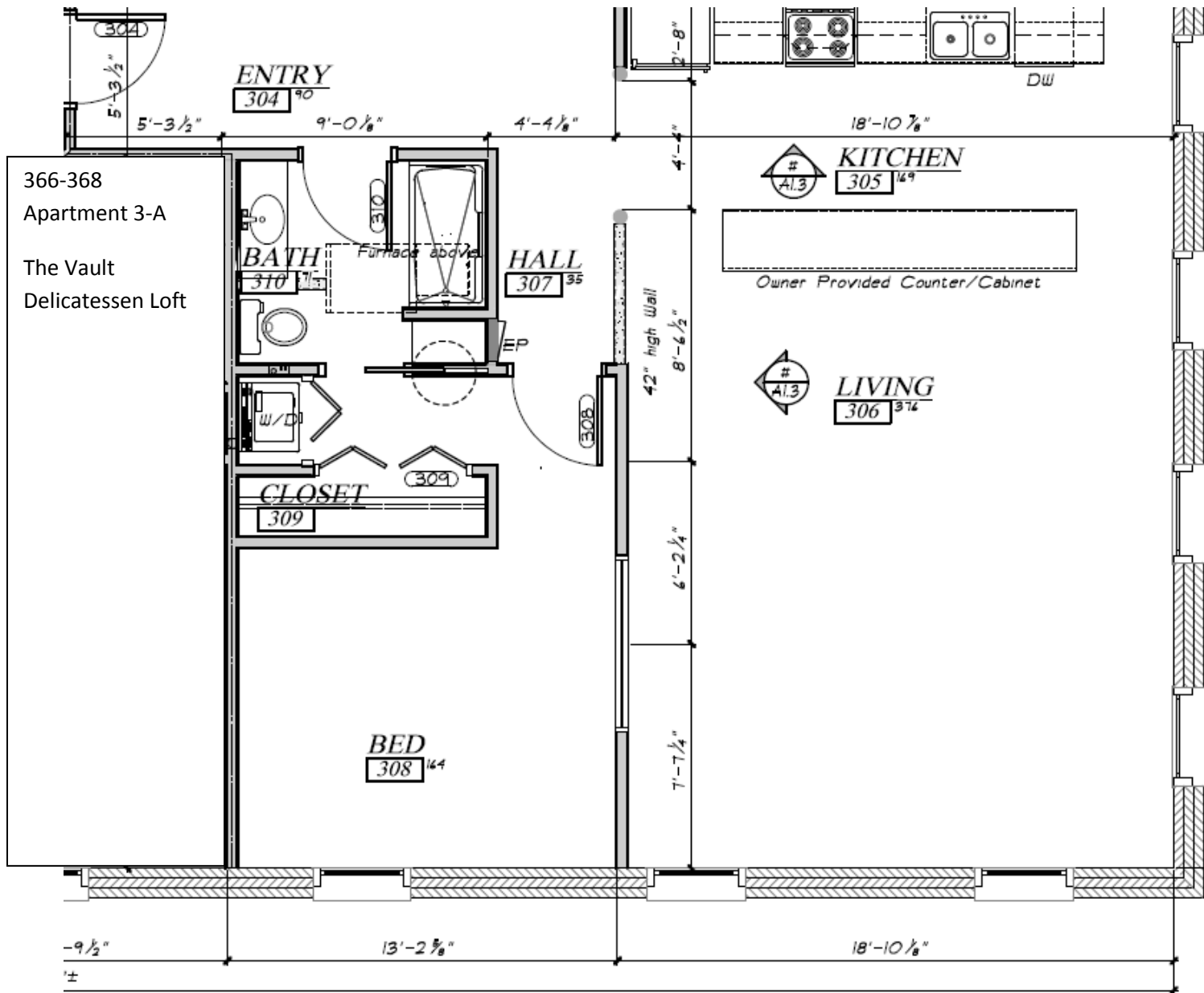
Parking is unchanged. Tenants are responsible for public parking.

Jamie Robinson



Third Floor, 4 Jefferson Front facing windows

Third Floor 3 West Ash Street Windows



**CERTIFICATE OF OCCUPANCY
CITY OF MASON**

**INGHAM COUNTY
STATE OF MICHIGAN**

RE: Permit # **PB16-0146**

Owner: ROBINSON REALTY LLC

Address 368 S JEFFERSON

Applicant LEO TRUMBLE III

Address 6214 W SAGINAW

Upon final inspection the construction and use of the structure at **368 S JEFFERSON** appear to meet the requirements of existing City of Mason Ordinances and the **MRC/ MBC 2009 & CITY ORD**

Permission is hereby granted to occupy the said premises as set forth in the corresponding application under which the permits were granted, so far as completed.

This approval shall become null and void whenever any use of this structure violates and City of Mason Ordinance.

State Approved Mechanical 06/28/2016 Electrical 07/11/2016 Plumbing 06/29/2016

Fire Alarm 7/11/16

Building Code in Effect: **MRC/ MBC 2009 & CITY ORD**

Use Group:

Occupancy Load:

0

Construction Type:

Sprinkler System Information

Sprinkler System Required? **N** Installed? **N**

**ROBINSON REALTY LLC
368 S JEFFERSON**

Signed in Mason, Michigan
07/20/16

NON-TRANSFERABLE



Acting Building Official



City Manager's Report: November 1, 2019

ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)

Project Name	Status
ZONING PERMITS	
366-368 S. Jefferson St., Apartment SPECIAL USE PERMIT PENDING	Robinson Realty is requesting a Special Use Permit and Joint Preliminary and Final Site Plan Approval to convert a single residential unit into a commercial short-term rental use. A public hearing will be held at the Planning Commission Meeting, Tuesday, November 12 at 6:30 p.m. or shortly thereafter.
LAND DIVISIONS/COMBINATIONS	
1926, 1966 W. Dansville Rd PENDING	Staff is administratively processing a land division request to reconfigure lots. A portion of the land is within a 425 agreement with Vevay Township.
BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW	
111 Mason St. – Mason Depot ACTIVE	Building permit is active for reconstruction after fire.
575 N. Cedar St. – Heb's Inn ACTIVE	Building permit is active for reconstruction after fire.
125 E. Kipp Rd – Dollar Tree ACTIVE	Building permit under review for a 5,460 sq. ft. addition to accommodate up to four new retailers.
652 Hull Rd- New Goodwill ACTIVE	Building permit application is active and construction of a new 15,772 square foot commercial building for a Goodwill retail store.
801 N. Cedar St.- City Limits ACTIVE	Building permit is active to construct a 4,828 sq ft addition along with additional parking.
322 S. Jefferson- Commercial Bank ACTIVE	Building permit is active for interior renovation of offices on the second floor. Preparing to issue Certificate of Occupancy.
402 S. Jefferson (former Baja Grill) ACTIVE	Building permit is active for interior and exterior renovations.
549 W. Ash- Dog Groomer TEMPORARY OCCUPANCY PERMIT ISSUED	A Temporary Certificate of Occupancy has been issued to assist in opening the business. Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. Once the new parking area is complete, a final Certificate of Occupancy will be issued. <i>Parking updates have been delayed due to operators strike.</i>
525 N. Cedar- Timeless Treasures TEMPORARY OCCUPANCY PERMIT ISSUED	A Temporary Certificate of Occupancy has been issued for Timeless Treasures. The interior renovation is complete and new parking spaces have been striped on the lot. The remaining work includes the installation of the approved landscaping, repairs to parking lot lighting, and a site plan revision if the owner intends to include the outdoor flea market.

OPERATIONS AND COMMUNITY RELATIONS

- Officer Hayden Wildfong is in Step 2 of the Field Training Program and is assigned to the day shift.
- On October 25, 2019, Sgt. Fairbotham assisted the Mason High School Football Team with an escort from the city limits back to the Mason High School after their game at Eaton Rapids High School
- With the passing of Proposal 18-3 in November 2018, any registered voter can vote absentee without having a reason. If an effort to determine how many City of Mason voters would want to vote absentee the City Clerk's office sent out a notice to all registered voters in the City of Mason who were not already on the Permanent Absentee Voter list asking them to reply if they would like to be added to this list. At this point we have received back 790 requests taking our Permanent Absent Voter list to 1632 which is 26% of the registered voters in the City of Mason.
- The City will be posting the Farm Lease Bid in early November to solicit bids for lease of the City owned property along Temple Street and the corner of Dexter Trail and Kipp Road for the purpose of planting and harvesting crops.

Staffing Updates:

- New Hires/Promotions: Catherine Bush started as the new Part-Time Custodian on Thursday, October 31, 2019.
- Open Positions: Public Works Director – Position has been posted and will close on Friday, November 14, 2019. Crossing Guard – Position has been posted and will close on Friday, November 8, 2019

Traffic Updates:

- Center Street between Bush Street and Walnut Street - Speed Complaint
Officers assigned to targeted enforcement; speed trailer will be placed in the area when available.
- Columbia Street near the Sycamore Village Mobile Home Park (Bus Stop) - Speed Complaint/Concern for Students
Officers assigned to targeted enforcement; speed trailer is currently in the area. Staff is partnering with Sycamore Village Management to add a conspicuous school bus warning sign for W/B traffic to notify drivers of the bus stop.
- Columbia Street between Cedar Street and the US 127 Overpass - Speed Complaint
Officers assigned to targeted enforcement; speed trailer was placed in the area.
- Maple Street between Columbia Street and Steele Street -Speed Complaint.
This concern is related to the Mason Middle School drop-off and pick-up times in the AM and PM. Officers assigned to targeted enforcement; speed trailer will be placed in the area when available.

LARGE CITY PROJECTS

FY 2018-2019 – CONTINUING PROJECTS			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2018-S1	MDOT- Temple Street Safety Grant	Rejected the bids due to the cost. May rebid in January.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park Improvements	Building permits are active for the repair of the bridges within the park.	
2018-P2b	Planning: 5-year Parks Plan	Technical work is underway. Community engagement began at the City Open House. The materials displayed are now available on the City's website under Community Development → 2019 Update - Parks, Recreation, and Non-Motorized Plan . There is a link on the webpage to an online survey as well. Additional promotion of the survey and announcement of future public meetings will begin in early November.	

FY 2019-2020			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S5	Walnut- Columbia St. to North End	Top Course placed on October 28. Final cleanup and restoration as applicable remain.	
2017-S10	Sidewalk Program- NW Quadrant	Anticipated bid process beginning Spring 2020	
2017-S11/ 2017-U19/ 2018-P3	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Contractor in place. Plans and permit request submitted to ICRD for Howell Road crossing. Project is on hold until Spring 2020	
2017-S12/ 2017-U20	W. Elm St.- Henderson St. to Jefferson St.	Anticipated completion late October. Elm St. east of the railroad track anticipated to be topped on October 28; west of railroad track will be completed later with a larger paver.	
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Park St planned to be paved with Elm St. Anticipated to be topped on October 28.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Bid Opening has been cancelled pending equipment procurement review with Manager and staff.	

2017-U15	Replace Hydrants at Mason Plaza	Easement from 1980 for the utilities has been located. Discussions with Owner about relocations is underway.	
2017-U23	Well No. 6 Rebuild	Not started	
2017-U24	Study of Sewer Flow on Mason St.	Data collection underway with Wolverine Engineering & Surveyors	
2017-U25	Gutters for Water Treatment Plant	Not started	
2019-U1	WWTP- Design	Not started	
2019-U2	DPW- Design	Not started	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Not started	
MOTOR VEHICLE POOL (MVP)			
2017-MVP11	Vehicle No. 13 Replacement	On order; anticipated delivery mid-December	
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	On order; anticipated delivery mid-December	
2019-MVP1	Vehicle No. 25 Equipping	Outfitting beginning the end of September; anticipated completion January 2020	
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5	Library Improvements, Phase 1	Request for Proposals will be issued in November to solicit contractor for the final design and construction of Phase 1 improvements. Staff and CADL are evaluating fundraising options including grant resources.	
2017-B7 2018-B16	City Hall Parking Lot Repairs Station 1 Rear Approach	Projects will be combined with 2017-B7 for efficiency and budgeting. Estimated construction costs have been estimated and planning is in process.	
2017-B10	Fire Station 1- Furnace/AC	Not started	
2017-B11	Fire Station 1- Washer/ Dryer	Not started	
2017-B12	City Hall New Servers	Email conversion to Office 365 scheduled early December	
2018-B10	BS&A Module for Online Permitting	Not started	
2018-B12	City Hall Carpet Replacement	Not started	
2018-B13	Extrication Tools Replacement	Requesting Council take action at October 7 th meeting. Additional purchase anticipated to complete this project and is in process.	
2018-B15	Sprinkler System in Truck Bay	Preparing bid documents for project.	
2018-B19	Wireless Connectivity- City Hall to Jefferson St (DPW and POTW)	Previous account manager no longer with ACD. Working on new estimates with alternate routes.	
2019-B1	Election Tabulator Machines	Not started	
2019-B2	City Hall- Phase 1	Not started	