



PLANNING COMMISSION SPECIAL MEETING AGENDA – March 14, 2022

Mason Middle School, 235 Temple St., Mason, MI
Library, 6:00 p.m.

1. **CALL TO ORDER**
2. **CONFIRMATION OF MEMBER ATTENDANCE**
3. **PUBLIC COMMENT**
4. **APPROVAL OF MINUTES**
 - A. Approval of Minutes from Joint City Council & Planning Commission Meeting February 12, 2022
 - B. Approval of Minutes from the Planning Commission Meeting on February 15, 2022
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
 - A. Resolution 2022-03 John Fischer of J & J Properties of Mason, LLC, has submitted a request for concurrent approval of a Preliminary and Final Site Plan for development of a 43,560 square foot (1.0 acre) gravel lot with one job trailer for purpose of a construction yard on property located at 951 S. Jefferson St., parcel 33-19-10-09-351-014. The parcel is zoned M-1 Light Manufacturing District.
7. **LIAISON REPORT (03.03.22)**
8. **ADJOURNMENT**

CITY OF MASON
JOINT CITY COUNCIL AND PLANNING COMMISSION CIP WORKSHOP
MINUTES OF FEBRUARY 12, 2022
DRAFT

City Manager Stuart called the workshop to order at 9:05 a.m. in the Sycamore Room at 201 W. Ash Street, Mason, Michigan.

Present: Councilmembers: Brown, Clark, Droscha, Ferris, Schaffer, Vogel, Whipple
Planning Commission Members: Barna, Kirby, Perrault, Sabbadin, Waxman
Absent: Planning Commission Members: Bliesener, Howe, Wren
Also present: Deborah S. Stuart, City Manager, Michael Olson, Assistant City Manager/DPW Director, Elizabeth Hude, Community Development Director, Michelle Pietsch, Finance Director, Kerry Minshall, Fire Chief, Donald Hanson, Police Chief, Sarah Jarvis, City Clerk

PUBLIC COMMENT

None

PRESENTATIONS

A. Presentation by Deborah Stuart, City Manager, on the Proposed Capital Improvement Program 2022-2028

ADJOURNMENT

The meeting adjourned at 11:44 a.m.

Sarah J. Jarvis, City Clerk

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF FEBRUARY 15, 2022
DRAFT**

Sabbadin called the meeting to order at 6:30 p.m. in person at Mason City Hall.

CONFIRMATION OF MEMBER ATTENDANCE

		Present	Absent	Notes
Commissioner	Barna		X	No notice given.
Commissioner	Bliesener		X	No notice given.
Council Liaison	Clark	X		
Commissioner	Howe	X		
Commissioner	Kirkby		X	No notice given.
Commissioner	Perrault		X	No notice given.
Chair	Sabbadin	X		
Vice Chair	Waxman	X		
Secretary	Wren	X		

Also present: Elizabeth A. Hude, AICP, Community Development Director, Deborah Stuart, City Manager

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Howe second by Waxman, to approve the Regular Planning Commission meeting minutes from the meeting on January 11, 2022.

VOTE

Yes (5) Clark, Howe, Sabbadin, Waxman, Wren

No (0)

Absent (4) Barna, Bliesener, Kirkby, Perrault

MOTION PASSED

UNFINISHED BUSINESS

Chair Sabbadin reminded everyone of the upcoming Joint City Council and Planning Commission Meeting on Monday, March 14, 2022 at 6:30 pm for the purpose of discussing the Master Plan.

NEW BUSINESS

Resolution 2022-02: Approval of the Capital Improvements Plan for the Fiscal Years 2022-2028

Chair Sabbadin complimented staff on how well-done Saturday's CIP workshop was. Howe commented

that he was impressed as well and recognized the research done for the document.

MOTION by Waxman, second by Howe to approve Resolution 2022-02.

Discussion took place to confirm the changes reflected in the CIP Workshop Supplemental Information handout that was distributed.

AMENDMENT

MOTION by Waxman, second by Howe to request an amendment to Project 2022-B1 in the CIP document to add a 4th bullet including the exploration of adding long-term rental property licensing.

VOTE ON THE AMENDMENT

Yes (1) Waxman

No (4) Clark, Howe, Sabbadin, Wren

Absent (4) Barna, Bliesener, Kirkby, Perrault

MOTION FAILED

VOTE ON THE ORIGINAL MOTION

Yes (5) Clark, Howe, Sabbadin, Waxman, Wren

No (0)

Absent (4) Barna, Bliesener, Kirkby, Perrault

MOTION PASSED

LIAISON REPORT

Clark reported on City Council activities from the January 17 and February 7 meetings.

ADJOURN

The meeting adjourned at approximately 7:04 p.m.



Staff Agenda Report: March 14, 2022 Planning Commission

- AGENDA ITEM:** **Resolution 2022-03** - John Fischer of J & J Properties of Mason, LLC, has submitted a request for concurrent approval of a Preliminary and Final Site Plan for development of a 43,560 square foot (1.0 acre) gravel lot with one job trailer for purpose of a construction yard on property located at 951 S. Jefferson St., parcel 33-19-10-09-351-014. The parcel is zoned M-1 Light Manufacturing District.
- RECOMMENDED ACTION:** Motion to approve Resolution 2022-03 for concurrent approval of a Preliminary and Final Site Plan
- PROJECT ADDRESS:** 951 S. Jefferson
- APPLICANT:** John Fischer, J & J Properties of Mason, LLC.
- OWNER:** J & J Properties of Mason, LLC.

Authority

- [Section 94-225\(a\)](#) All uses of land and structures which are subject to the requirements of this article shall receive preliminary site plan review and approval prior to the submission of a final site plan unless the zoning official determines that concurrent preliminary and final site plan review and approval will promote the general welfare of the city.
- [Section 94-226 \(e\)](#): The planning commission shall have the authority to approve, approve with conditions, or deny an application for final site plan review and approval. Final site plan review shall follow the procedures for preliminary site plan review in subsection [94-225](#) and shall be reviewed in accordance with the standards in section [94-227](#).

Public Notice: None required. In accordance with Sec. [94-225\(f\)](#) and [94-394\(d\)](#), agencies were notified and provided comments listed in the Project Analysis.

Relation to Other Actions: None.

Submittal Criteria: The applicant paid a fee of \$300, and together with the documents listed above, the application appears to satisfy the submittal requirements of Sec. [94-225\(d\)](#) and [Sec. 94-226\(c\)](#).

Review Criteria: The applicant has submitted a Site Plan that appears to meet the requirements for concurrent approval of a Preliminary and Final Site Plan.

ATTACHMENTS:

- Project Analysis with Review Criteria
- Resolution 2022-03
- Permit Application, received February 24, 2022
- Site Plan dated February 23, 2022
- Soil Erosion Sedimentation Control Plan sheet dated January 4, 2022
- Wetland Delineation 'A' dated 2015

PROJECT ANALYSIS

Description of Current and Planned Use of Property:

The property is currently vacant with no prior development. The proposed use of the property is for a staging/storage area of construction equipment and materials for approximately two years to support the Michigan Department of Transportation project taking place on US-127.

The owner is planning on removing topsoil and installing a gravel drive and storage yard area. He will install two security lights and place a temporary portable job trailer on site served by electrical service. There is no plan for plumbing or sanitary services at this time; a port-o-potty will be placed on site. Trees will be planted on the northeast and northwest property lines to provide a screen for neighboring properties.

Property/Building Size: 43,560 square foot lot

Construction Schedule: The applicant plans to begin development of the construction yard immediately upon approval. The temporary job trailer and security lighting will be installed in May of 2022.

Current Zoning District: The parcel is located in the [M-1: Light Manufacturing District](#).

Master Plan: The request addresses the following goals:

- 2-6: Industrial Development - Provide opportunities for the reasonable expansion of industrial development in a manner that is sensitive to the predominant small-town character of the community, minimizes new public service costs, and protects the viability and desirability of residential and commercial areas.

Surrounding Zoning and Land Uses: The site is located on South Jefferson Street, a local public roadway to the west.

	Current Land Use	Zoning	Future Land Use
North	Residential	M-1 Light Manufacturing District	Mixed Use
East	Consumers Energy/Railroad/Vacant	M-1 Light Manufacturing District	Mixed Use
South	Vacant/Manufacturing	C-2 General Commercial District/ M-1 Light Manufacturing District	Mixed Use
West	Residential	RS-1 Single Family Residential	Residential

REVIEW CRITERIA:

Per [Sec. 94-224](#), the planning commission may approve, approve with conditions, or deny any site plan when referred and reviewed in accordance with the standards for site plan review and approval as listed in [Sec. 94-227](#) of the Zoning Ordinance. Based upon staff's review, the application appears to meet the standards for approval as noted below.

Staff recommends concurrent approval of both the Preliminary and Final Site Plan due to the temporary nature of the proposal which does not include permanent buildings. Concurrent approval reduces costs to both the City and the applicant for review and expedites the use of the property.

STATUS/NOTE	REQUIREMENT
MEETS WITH CONDITION	(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.
The proposed gravel lot, job trailer and lighting are designed and arranged in a manner that efficiently utilizes the existing curb cut for access from Jefferson St., follows the current topography, and maintains the necessary set-backs from the property lines, and flood hazard boundary. The adjacent property to the east of the proposal is incorrectly labeled on the site plan as C2 General Commercial district and should be labeled M1 Light Manufacturing. Staff	

recommends approval with the condition that a revised site plan be submitted with the corrected zoning information.	
MEETS	(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.
The proposed development does not appear to impact the development or use of surrounding properties.	
MEETS	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.
Emergency vehicles have access into the site from S. Jefferson Street.	
MEETS	(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 site has direct access to S. Jefferson Street, a public street on the west.	
MEETS	(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.
The site will be subject to requirements of the Ingham County Drain Commission. Construction does not appear to include grading or filling which alters the flow of surface water to or from the property.	
MEETS	(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.
No water, sanitary sewer or storm sewer utilities are being proposed. The proposed lot will be a pervious gravel surface.	
MEETS	(7) Secondary containment for above ground areas where hazardous substances are stored or used shall be provided as required by the city fire chief.
Staff is not aware of any hazardous substances that require secondary containment as required by this section or Ch. 26 Fire Prevention and Protection .	
MEETS WITH CONDITION	(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.
Two lights will be placed on property for security purposes. No additional information regarding the lighting height or specifications is mentioned. Staff recommends approval with a condition that a revised site plan will be submitted with additional information on height and shielding that demonstrates compliance with Section 94-177(e) .	
MEETS	(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.
There are no proposed dumpsters on the applicant's site. There will be trees placed near the entrance and along the northern property boundary to screen the view of the lot from the neighboring properties.	
MEETS	(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.
The proposal appears to meet the requirements for driveway and traffic safety. The gravel lot is constructed in a manner that appears to meet the parking standards of the city in Sec. 94-292(j)(2) which requires parking areas including driveways to be constructed from materials that provide a durable smooth and dustless surface, shall be drained properly, and shall be maintained in a safe and usable condition.	
MEETS	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.
There are no common areas or public features located on the applicant's property. The applicant understands that any City sidewalk that is damaged must be replaced.	
MEETS	(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.

The applicant will be responsible for obtaining any necessary County or State permits. The use of the site and job trailer is incidental to a permitted construction project (MDOT US 127) and therefore a building permit will not be required per [Sec. 94-172\(c\)](#). If the use of the property changes or the layout is altered, a revised site plan will be required per [Sec. 94-228 and 94-230](#).

MEETS

Chapter 94 – Zoning and Chapter 100 – Dimensional Requirements

The plan appears to meet dimensional requirements listed in [Section 94-121\(c\)](#) and [Tables 100-1 and 100-2](#).

MEETS WITH
WAIVER

Sec. 94-241 Landscape, screening and buffer requirements

[Section 94-241e\(6\)](#) provides the Planning Commission with the ability to waive or modify the landscaping requirements based upon the specific characteristics of the site. The applicant is proposing to plant evergreen trees near the entrance and along the northern property boundary to screen the view of the lot. Given the existing vegetation on the site, staff recommends granting a waiver and approving the landscaping as proposed.

COMMENTS FROM AGENCIES

BUILDING

No concerns.

CITY ENGINEER/DPW

Overall, no major concerns. Applicant will need to avoid tracking mud, dirt and gravel onto sidewalk and road; damage to the sidewalk from heavy equipment will need to be repaired if it becomes an issue; noise and dust may be a potential concern for neighbors.

The applicant has agreed to address the concerns as follows:

- A 1X3 stone mud mat construction entrance will be installed and necessary dust control completed per attached Soil Erosion and Sedimentation Control (SESC) plan (previously approved by Ingham County Drain Office) and the SESC permit requirements.
- Any damage to City sidewalk will be promptly replaced.
- Clearing/removal of vegetation on the north side of the entrance will be completed to provide a clear line of site.

POLICE

No concerns.

FIRE

No concerns.

EGLE

No permit required regarding Floodplain; Applicant should contact EGLE for clarification on potential wetlands.

The applicant has consulted with EGLE on wetlands and will not be working in the southwest portion of the lot.

INGHAM COUNTY
ROAD DEPARTMENT

No concerns/does not have jurisdiction.

**CITY OF MASON
PLANNING COMMISSION
RESOLUTION NO. 2022-03**

**A RESOLUTION GRANTING CONCURRENT APPROVAL OF A PRELIMINARY AND FINAL SITE PLAN TO
JOHN FISCHER OF J & J PROPERTIES OF MASON, LLC, FOR DEVELOPMENT OF A 43,560 SQUARE FOOT (1.0 ACRE)
GRAVEL LOT WITH JOB TRAILER FOR THE PURPOSE OF A CONSTRUCTION YARD ON PROPERTY LOCATED AT 951 S.
JEFFERSON ST., PARCEL 33-19-10-09-351-014. THE PARCEL IS ZONED M-1 LIGHT MANUFACTURING DISTRICT.**

MARCH 15, 2022

WHEREAS, a request has been received from John Fischer, J & J Properties of Mason, LLC., requesting concurrent approval of both a preliminary and final site plan for the construction of a 43,560 square foot gravel lot with job trailer for the purpose of a construction yard; and,

WHEREAS, the subject property is located at 951 S. Jefferson Street, parcels 33-19-10-09-351-014; and,

WHEREAS, the proposal is described on materials provided on February 24, 2022; and,

WHEREAS, the parcel is zoned M-1 Light Manufacturing District; and

WHEREAS, Section 94-222 states that any use within the M-1 zoning district requires site plan review; and

WHEREAS, per Section 94-225, the zoning official has determined joint preliminary and final site plan review will promote the general welfare of the city; and

WHEREAS, the Planning Commission has received, reviewed and accepts the project analysis dated March 14, 2022, as findings of fact that, with the conditions and waiver listed herein, the proposed use will comply with the Preliminary and Final Site Plan Review Standards listed in Section 94-227.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby grant concurrent preliminary and final site plan approval to John Fischer, J & J Properties, LLC, for development of a 43,560 square foot (1.0 acre) gravel lot with job trailer for the purpose of a construction yard on property located at 951 S. Jefferson St., parcel 33-19-10-09-351-014 with the following conditions and waiver:

1. A revised site plan will be submitted that reflects staff's comments on the zoning label for the adjacent property to the east and lighting.
2. Additional landscaping required in Sec 94-241 beyond what is proposed is waived.

The foregoing Resolution was moved for adoption by Planning Commissioner _____ and seconded by Planning Commissioner _____ and declared adopted by the following vote:

Yes ()

No ()

Absent ()

RESOLUTION DECLARED XXXXXX

STATE OF MICHIGAN)

:ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolutions adopted by the Planning Commission of the City of Mason at a regularly scheduled meeting held on Tuesday, March 15, 2022, pursuant to the Michigan Open Meetings Act, the original of which is on is file in my office as part of the minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ____ day of _____ 2022.

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

From: [Cervelli, Donna \(EGLE\)](#)
To: [Marcia Holmes](#)
Cc: [Radics, Minh-Huy \(EGLE\)](#); [Valor, Carol \(EGLE\)](#); [Elizabeth Hude](#)
Subject: FW: 951 S. Jefferson
Date: Tuesday, March 1, 2022 2:56:38 PM
Attachments: [951 S. Jefferson Application.pdf](#)
[951 S. Jefferson St. mason, mi FIRMETTE .pdf](#)

Thanks for the opportunity to comment.

RE: 951 S. Jefferson- Mason
Floodplain Elevation Calculation Request - HPF-VQD4-2HEAT
Sycamore Creek

The 1 percent annual chance (100-year) floodplain elevation of Sycamore River at this site is estimated to be 890.5 feet NAVD88. Please see the enclosed portion of the Flood Insurance Rate Map for the City of Mason.

Any occupation, filling, or grading below the 100-year floodplain elevation requires a permit from the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), under the state's Floodplain Regulatory Authority found in Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Based on the attached plans, it appears all work is above the 100-year flood elevation so no permit is required under Part 31.

No review has been performed to determine whether wetlands exist at the subject site. Wetlands are regulated under the authority of Part 303, Wetlands Protection, of the NREPA. The existence of wetlands may restrict the development on-site. If you are unsure of the presence of wetlands, it is recommended that you contact the WRD concerning the Wetlands Identification Program (WIP) or engage a private wetland consultant. For more information regarding the WIP, please contact Mr. Keto Gyekis, Wetlands, Lakes, and Streams Unit, WRD, at 517-243-5002 or gyekisk@michigan.gov. If the project will impact wetlands, please contact the Wetlands Program permits staff, Carol Valor, valorc@michigan.gov. The permit application can be found at: www.michigan.gov/jointpermit.

Sincerely, Donna

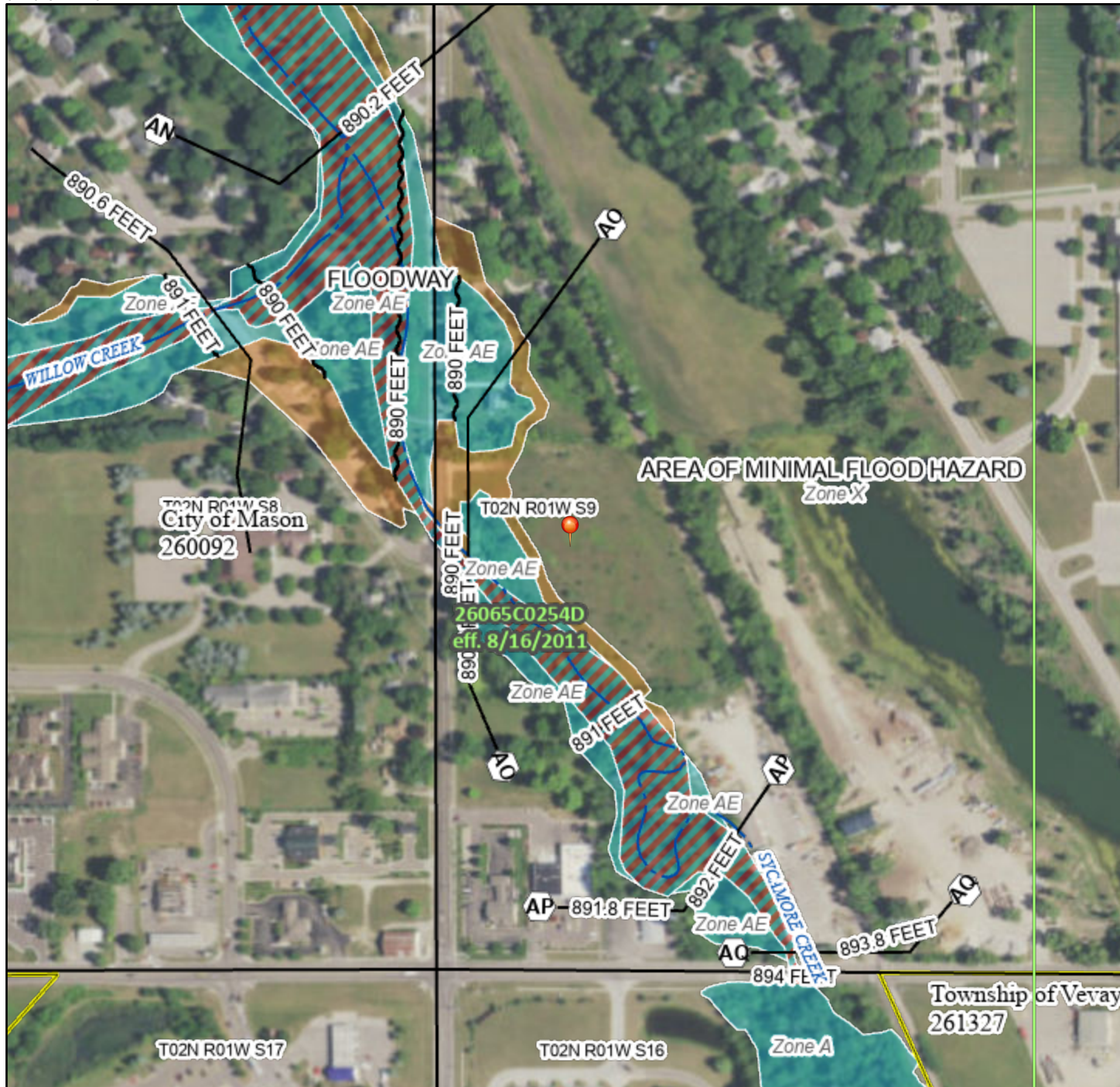
Donna Cervelli, P.E.
Voluntary Wetlands Program Floodplain Engineer
Water Resources Division
Michigan Department of Environment, Great Lakes, and Energy
517-243-6951 | cervellid@michigan.gov
[Follow Us](#) | Michigan.gov/EGLE

From: Marcia Holmes <MarciaH@mason.mi.us>

National Flood Hazard Layer FIRMette



84°26'49"W 42°34'27"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
MAP PANELS		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 3/1/2022 at 2:24 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

0 250 500 1,000 1,500 2,000 Feet 1:6,000

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

84°26'12"W 42°34'11"N

Marcia Holmes

From: Valor, Carol (EGLE) <VALORC@michigan.gov>
Sent: Tuesday, March 1, 2022 4:52 PM
To: Marcia Holmes
Cc: Radics, Minh-Huy (EGLE); Elizabeth Hude; Cervelli, Donna (EGLE)
Subject: RE: 951 S. Jefferson
Attachments: Mason.docx

Hello Marcia,

Regarding wetlands it appears possible that wetland is present along the southwesterly corner of the lot, as hydric soils are present. The land owner may need to have this delineated to confirm. Wetland that is within 500 feet of a 1 acre or larger waterbody or a waterway/stream/drain is regulated as are those five acres or larger in size. I hope this is helpful in the next steps needed to continue your review.

Carol Valor
Environmental Quality Analyst
Michigan Department of Environment, Great Lakes and Energy
Water Resources Division, Lansing District Office
525 West Allegan Street P. O. Box 30242
Lansing MI 48909
517-388-3667

From: Cervelli, Donna (EGLE) <CERVELLID@michigan.gov>
Sent: Tuesday, March 1, 2022 2:56 PM
To: MarciaH@mason.mi.us
Cc: Radics, Minh-Huy (EGLE) <RadicsM@michigan.gov>; Valor, Carol (EGLE) <VALORC@michigan.gov>; Elizabeth Hude <elizabethh@mason.mi.us>
Subject: FW: 951 S. Jefferson

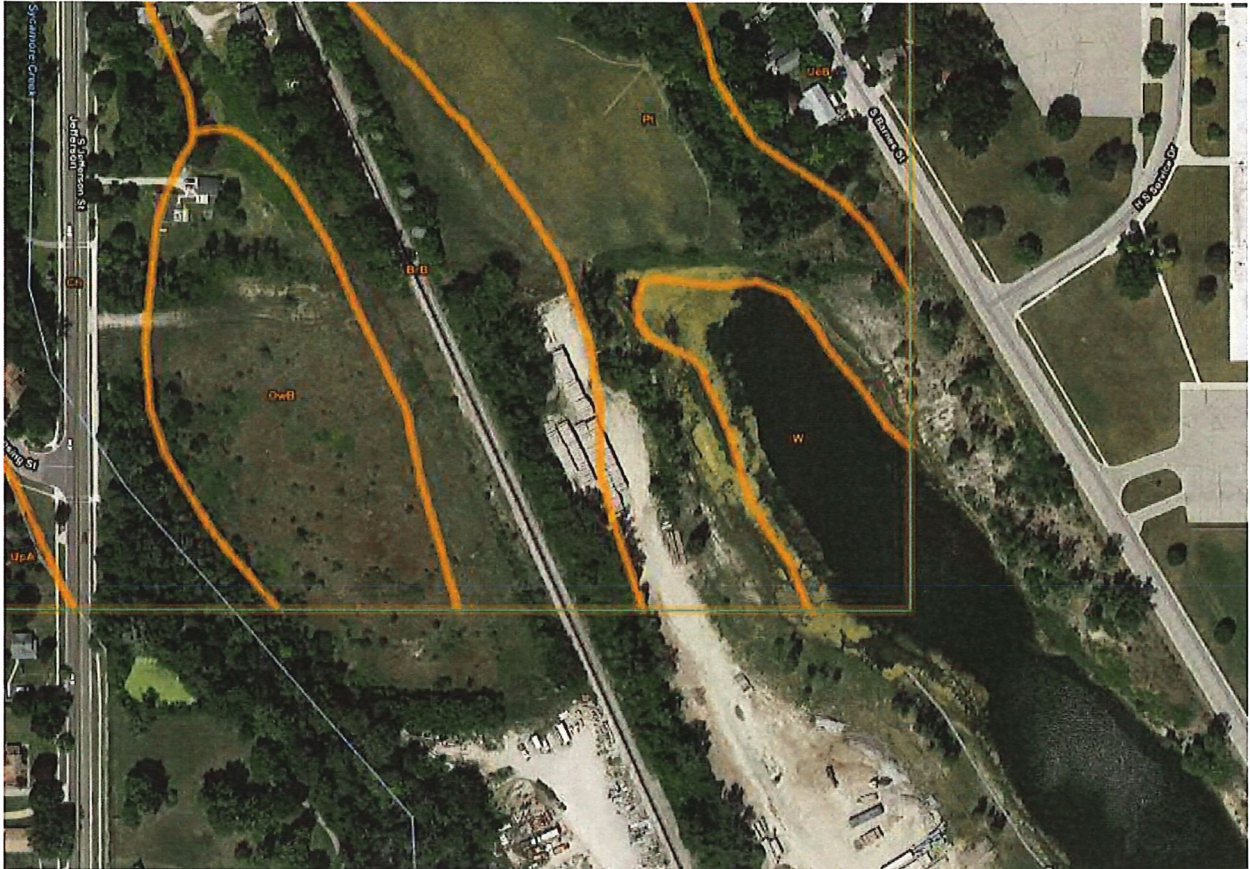
Thanks for the opportunity to comment.

RE: 951 S. Jefferson- Mason
Floodplain Elevation Calculation Request - HPF-VQD4-2HEAT
Sycamore Creek

The 1 percent annual chance (100-year) floodplain elevation of Sycamore River at this site is estimated to be 890.5 feet NAVD88. Please see the enclosed portion of the Flood Insurance Rate Map for the City of Mason.

Any occupation, filling, or grading below the 100-year floodplain elevation requires a permit from the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), under the state's Floodplain Regulatory Authority found in Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended

On the lower left corner of the area of interest there is a possibility that wetlands may be on the parcel, as there is Cohoctah silt loam, a hydric soil present in that corner of the site. The remaining soils indicate upland, non-wetland soil types.





Ingham County, Michigan

Ch—Cohoctah silt loam

Map Unit Setting

National map unit symbol: 689c
Elevation: 250 to 1,500 feet
Mean annual precipitation: 30 to 36 inches
Mean annual air temperature: 45 to 48 degrees F
Frost-free period: 140 to 150 days
Farmland classification: Not prime farmland

Map Unit Composition

Cohoctah and similar soils: 93 percent
Minor components: 7 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Cohoctah

Setting

Landform: Flood plains
Landform position (three-dimensional): Talf
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Loamy and/or sandy alluvium

Typical profile

Ap - 0 to 19 inches: silt loam
Bg - 19 to 42 inches: fine sandy loam
Cg - 42 to 60 inches: loamy sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Poorly drained
Runoff class: Very low
Capacity of the most limiting layer to transmit water (Ksat): High
(1.98 to 5.95 in/hr)
Depth to water table: About 0 to 12 inches
Frequency of flooding: None, Frequent
Frequency of ponding: None
Available water supply, 0 to 60 inches: High (about 10.5 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 5w
Hydrologic Soil Group: A/D
Ecological site: F098XA004MI - Wet Floodplains
Hydric soil rating: Yes

From: [John Heckaman](#)
To: [Marcia Holmes](#)
Subject: Re: 951 S. Jefferson
Date: Tuesday, March 1, 2022 12:49:00 PM

Hi Marcia,
I have no comments regarding the placement of a gravel lot and the 'temp' job trailer.
Thanks
John

John C. Heckaman

Charter Township of Meridian
Dept. of Community Planning and Development
Chief Building Inspector
517.853.4516

From: Marcia Holmes <MarciaH@mason.mi.us>
Sent: Tuesday, March 1, 2022 12:10 PM
To: Marcia Holmes <MarciaH@mason.mi.us>
Cc: Elizabeth Hude <elizabethh@mason.mi.us>
Subject: 951 S. Jefferson

Hello,
In accordance with Sec. 94-225(f) and 94-394(d) of the City of Mason Code, you are receiving notice that we are in receipt of a request from:

John Fischer of J & J Properties of Mason, LLC, has submitted a request for approval of a joint Preliminary and Final Site Plan for development of a 43,560 square foot (1.0 acre) gravel lot with one job trailer for purpose of a construction yard on property located at 951 S. Jefferson St., parcel 33-19-10-09-351-014. The parcel is zoned M-1 Light Manufacturing District.

I have attached the application.

Please provide written comments or concerns to this department on or before Friday, March 11th. Should you have any questions regarding the development proposal, please let me know.

Marcia Holmes

Permit Administrative Specialist, Community Development

City of Mason
517.978.0211
201 W. Ash Street, Mason, MI 48854
www.mason.mi.us

Have questions and not sure where to start? Contact our Customer Service Desk for assistance with

From: [Marcia Holmes](#)
To: [Elizabeth Hude](#)
Subject: FW: 951 S. Jefferson
Date: Tuesday, March 8, 2022 12:33:54 PM

Marcia Holmes

Permit Administrative Specialist, Community Development

City of Mason
517.978.0211
201 W. Ash Street, Mason, MI 48854
www.mason.mi.us

Have questions and not sure where to start? Contact our Customer Service Desk for assistance with all of your community needs at 517.676.9155 or visit <http://www.mason.mi.us>.

This message contains information which may be confidential and privileged. Unless you are the intended recipient (or authorized to receive this message for the intended recipient), you may not use, copy, disseminate, or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail, and delete the message. Thank you very much.

From: Kelly Jones <KJones2@ingham.org>
Sent: Tuesday, March 1, 2022 12:28 PM
To: Marcia Holmes <MarciaH@mason.mi.us>
Cc: Elizabeth Hude <elizabethh@mason.mi.us>
Subject: RE: 951 S. Jefferson

Marcia,

This is outside of the Road Department's jurisdiction, so I do not have any comments at this time.

Thanks,
Kelly R. Jones, PE

Managing Director
Director of Engineering & County Highway Engineer
Ingham County Road Department
301 Bush Street, PO Box 38
Mason, MI 48854
kjones2@ingham.org
(517) 676-9722 x 2336
Website: roads.ingham.org

From: Marcia Holmes <MarciaH@mason.mi.us>

From: [Michael Olson](#)
To: [Marcia Holmes](#)
Cc: [Elizabeth Hude](#)
Subject: RE: 951 S. Jefferson
Date: Wednesday, March 2, 2022 4:17:14 PM

The only concerns that I can think of from a DPW perspective are:

- Mud, dirty, gravel, or other spoils getting tracked on the sidewalk and road.
- Damage to the sidewalk from heavy equipment going in and out. This is the path that connects the trails.

Non-DPW concerns would be the line of sight when the vehicles are pulling out, this is for both other vehicles and pedestrians.

Michael Olson
Assistant City Manager/Director of Public Works
City of Mason
201 West Ash Street | Mason, MI 48854
Office: 517.978.0023 | Mobile: 248.766.1077
michaelo@mason.mi.us

Have questions and not sure where to start? Contact our Customer Service Desk for assistance with all of your community needs at 517.676.9155 or info@mason.mi.us

This message contains information which may be confidential and privileged. Unless you are the intended recipient (or authorized to receive this message for the intended recipient), you may not use, copy, disseminate, or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail, and delete the message. Thank you very much.

From: Marcia Holmes <MarciaH@mason.mi.us>
Sent: Tuesday, March 1, 2022 12:10 PM
To: Marcia Holmes <MarciaH@mason.mi.us>
Cc: Elizabeth Hude <elizabethh@mason.mi.us>
Subject: 951 S. Jefferson

Hello,

In accordance with Sec. 94-225(f) and 94-394(d) of the City of Mason Code, you are receiving notice that we are in receipt of a request from:

John Fischer of J & J Properties of Mason, LLC, has submitted a request for approval of a joint Preliminary and Final Site Plan for development of a 43,560 square foot (1.0 acre) gravel lot with one job trailer for purpose of a construction yard on property located at 951 S. Jefferson St., parcel 33-19-10-09-351-014. The parcel is zoned M-1 Light Manufacturing District.

I have attached the application.

From: [Kerry Minshall](#)
To: [Marcia Holmes](#)
Cc: [Elizabeth Hude](#)
Subject: RE: 951 S. Jefferson
Date: Friday, March 4, 2022 9:12:48 AM
Attachments: [image001.png](#)

I do not have any concerns with the request as it relates to the Fire Department and understand the intent is for an upcoming construction project.

I do however wonder about the future use of the lot should the expected construction project fall through. Does it get restored, used as a permanent parking or storage lot? I suppose that's a question for later should it arise.



Chief Kerry Minshall
City of Mason Fire Department
201 W. Ash Street
Mason, MI 48854
Office 517-244-9025
Cell 517-749-5974
Fax 517-244-9028

From: Marcia Holmes <MarciaH@mason.mi.us>
Sent: Tuesday, March 01, 2022 12:10 PM
To: Marcia Holmes <MarciaH@mason.mi.us>
Cc: Elizabeth Hude <elizabethh@mason.mi.us>
Subject: 951 S. Jefferson

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I have attached the application.

Please provide written comments or concerns to this department on or before Friday, March 11th. Should you have any questions regarding the development proposal, please let me know.

Marcia Holmes

Permit Administrative Specialist, Community Development

City of Mason
517.978.0211

From: [Donald Heck](#)
To: [Elizabeth Hude](#)
Cc: [Michael Olson](#)
Subject: RE: 951 S Jefferson - EGLE comments
Date: Wednesday, March 2, 2022 3:42:12 PM
Attachments: [image001.png](#)

Overall, we have no issue from an engineering perspective. I am unsure of what the actual use of this will be so we would remind the Owner that mud cannot be tracked onto the City streets and that there is a residence to the north that could be impacted by dust and noise.

We appreciate the opportunity to offer our comments.

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

Sincerely,
Don



Donald B. Heck, PE
Wolverine Engineers & Surveyors, Inc.
312 North Street
Mason, Michigan 48854-1169
Ph: 517.676.9200 Fx: 517.676.9396

donh@wolveng.com <http://www.wolveng.com>

From: Elizabeth Hude <elizabethh@mason.mi.us>
Sent: Wednesday, March 2, 2022 3:07 PM
To: Donald Heck <donh@wolveng.com>
Cc: Michael Olson <michaelo@mason.mi.us>
Subject: 951 S Jefferson - EGLE comments

CAUTION: This email originated from outside Wolverine Engineers and Surveyors. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Don,

EGLE comments and our internal review checklist attached. I plan to send the comments to John today after I finish a draft of the staff report.

E

Elizabeth A. Hude, AICP
Community Development Director

From: [Don Hanson](#)
To: [Elizabeth Hude](#)
Subject: Re: 951 S. Jefferson
Date: Tuesday, March 8, 2022 2:23:10 PM

None from PD

From: Elizabeth Hude <elizabethh@mason.mi.us>
Sent: Tuesday, March 8, 2022 11:44 AM
To: Don Hanson <DHanson@ingham.org>
Subject: FW: 951 S. Jefferson

Any concerns?

~Elizabeth

517-978-0206 ph
Internal ext. 206

From: Marcia Holmes <MarciaH@mason.mi.us>
Sent: Tuesday, March 1, 2022 12:10 PM
To: Marcia Holmes <MarciaH@mason.mi.us>
Cc: Elizabeth Hude <elizabethh@mason.mi.us>
Subject: 951 S. Jefferson

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I have attached the application.

Please provide written comments or concerns to this department on or before Friday, March 11th. Should you have any questions regarding the development proposal, please let me know.

Marcia Holmes

Permit Administrative Specialist, Community Development

City of Mason
517.978.0211
201 W. Ash Street, Mason, MI 48854
www.mason.mi.us



PERMIT APPLICATION

ZONING

RECEIVED
FEB 24 2022
CITY OF MASON
CUSTOMER SERVICE

Applicant- Please check one of the following:

- ☒ Preliminary Site Plan Review
☒ Final Site Plan Review
☐ Special Use Permit*
☐ Administrative Review

* includes Preliminary Site Plan Review

DEPARTMENT USE ONLY

Application Received: _____

Tax ID: _____

Fee: _____

Receipt #: _____

RECEIVED

FEB 24 2022

CITY OF MASON
PLANNING DEPT.

Applicant Information:

Name: John Fischer

Organization: J&J Properties of Mason, LLC

Address: 225 E. Kipp Rd, Mason MI 48854

Telephone Number: 517-676-5522

Facsimile Number: 517-676-0466

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: John Fischer (Member of J&J Properties of Mason, LLC) Telephone Number: 517-676-5522

Property Address: 951 S. Jefferson Street, Mason, MI 48854

Legal Description: If in a subdivision: Subdivision Name: _____ Lot Number: _____

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

SEE ATTACHED PROPERTY INFORMATION

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: _____ Date: 2-23-2022

RECEIVED**FEB 24 2022****CITY OF MASON
PLANNING DEPT.****Requested Description:**

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

Gravel lot for purpose of a construction yard. SEE ATTACHED

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 15 vehicles / day

Total Employees 2

Population Increase 0

Employees in Peak Shift 8-10

House of Operation 7 AM to 6 PM

Total Bldg. Area Proposed N/A

Monday Day through Saturday day

Parking Spaces Provided 30

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)	\$275.00

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

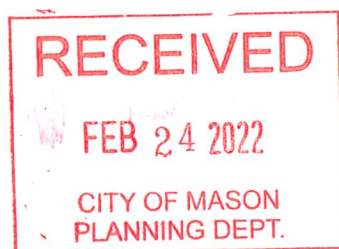
Complete applications must be received a minimum of four (4) weeks prior to a Planning Commission meeting to be placed on an agenda. The Planning Commission has the final authority to approve, approve with conditions or deny an application for Final Site Plan Review. Planning Commission meetings are 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

201 WEST ASH
MASON, MI 48854
5176769155
5176761330

Invoice For PlanRevi PSP22-001

Print Date: 02/24/2022


J & J PROPERTIES OF MASON
225 E KIPP RD
MASON MI 48854

Pay by Account In Full



Pay by Account In Full

\$ 300.00

	Invoice No	Invoice Date	PlanReview Numbe	Address	Amount Due
	00005026	02/24/22	PSP22-001	951 S JEFFERSON	\$ 300.00
Fee Details:	Quantity	Description		Amount Cost	Balance
	1.000	Preliminary Site Plan Review		\$200.00	\$ 200.00
	1.000	Final Site Plan Review Fee		\$100.00	\$ 100.00
Total Amount Due					\$ 300.00

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:
J & J PROPERTIES OF MASON
225 E KIPP RD
MASON MI 48854

Date: 02/24/2022
Receipt: 100295792
Cashier: NV

Time: 12:09:57 PM

PAID
FEB 24 2022
CITY OF MASON

ITEM REFERENCE	AMOUNT
PMT PERMIT	
00005026	
101-254.00-475.000	\$100.00
101-254.00-475.000	\$200.00
TOTAL	\$300.00
CHECK 2328	\$300.00
Total Tendered:	\$300.00
Change:	\$0.00

PROPERTY INFORMATION

ADDRESS

951 S. JEFFERSON STREET
MASON, MI 48854

PARCEL NUMBER

33-19-10-09-351-014



PROPERTY LEGAL DESCRIPTION

BEG ON W SEC LN AT PT N0D12'13"W 1082.12FT FROM SW COR OF SEC 9 - N0D12'13"W 250FT ALNG SD W LN TO S LN OF MCROBERTS & SACKRIDERS ADDN - ALNG SD S LN S89D36'07"E 372.42FT TO W LN OF CONSUMERS ENERGY CO R/W - SE'LY 462.1FT ALNG 2665FT RAD CURVE TO RT, CHD BRG S28D45'58"E 461.59FT - S24D08'44"E 262.74FT ALNG SD R/W - S88D01'47"W 354.9FT - N40D15'15"W 536.14FT TO POB ON SW 1/4 OF SEC 9, T2N RIW. CITY OF MASON, INGHAM COUNTY. 6.645 AC SPLIT ON 02/13/2001 FROM 10-09-351-006 & 10-09-351-009;

INTENDED USE:

- Contractor storage yard
- Equipment parking and storage/staging of construction equipment and materials
- Staging of miscellaneous tools and materials
- Employee parking
- Portable job office trailer with electric power (for period of approximately 24months)
- No utilities (water, sanitary sewer, storm sewer)

CONSTRUCTION DESCRIPTION:

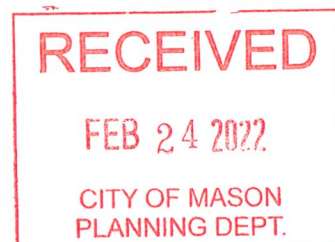
- Excavation and removal of topsoil for subgrade preparation.
- Installation of gravel for drive and storage yard area.
- Installation of 2 security lights (150W / 21,000 lumens)
- Note – construction does not include grading or filling which alters the flow of surface water to or from the property.
- Note – No water, sanitary sewer or storm sewer utilities proposed.

CONSTRUCTION SCHEDULE:

- 03/17/2022 – 05/27/2022 Construction of gravel (pervious) lot and drive
- 05/28/2022 – 06/15/2022 Place temporary portable job trailer and security lighting

CONSTRUCTION COST ESTIMATE:

- \$15,000.00



3
HH

STATE OF
MICHIGAN
INGHAM COUNTY, MI
10/06/2021
2021-042823



REAL ESTATE
TRANSFER TAX
\$1,500.00 ST
\$220.00 CO
TX # 4377092



DocId:8566492

Tx:4377092

10/4/2021 9:09:00 AM

INST. # 2021-042823

DERRICK QUINNEY

REGISTER OF DEEDS

INGHAM COUNTY MICHIGAN

RECORDED ON:

10/06/2021 09:26 AM

PAGES: 3

INGHAM COUNTY TREASURER'S CERTIFICATE
I HEREBY CERTIFY that there are no TAX LIENS or TITLES held by the
state or any individual against the within description, and all TAXES
on same are paid for five years previous to the date of this
instrument as appears by the records of this office except as stated.

10.5.21 Eric Schertzling, Ingham County Treasurer
deho Sec. 135, Act 206, 1893 as amended

WARRANTY DEED

Corporate
(Unplatted Land)

Drafted By:

Steven P. Varilone, Manager
Mason Commerce Center, LLC
PO Box 399
Milford, MI 48381

Return To:

J & J Properties of Mason, L.L.C.
225 E Kipp Rd
Mason, MI 48854

Send Tax Bills To:

J & J Properties of Mason, L.L.C.
225 E Kipp Rd
Mason, MI 48854

Recording Fee: \$35.00
File Number: 943075

State Transfer Tax:
County Transfer Tax:

\$
\$

Tax Parcel No.: 33-19-10-09-351-014

Know All Persons by These Presents: That **Mason Commerce Center, LLC**
whose address is PO Box 399, Milford, MI 48381

Convey(s) and Warrant(s) to **J & J Properties of Mason, L.L.C., a Michigan limited liability company**
whose address is 225 E Kipp Rd, Mason, MI 48854

the following described premises situated in the City of **Mason**, County of **Ingham**, State of Michigan, to wit:

(SEE ATTACHED EXHIBIT A)

More commonly known as: **951 S Jefferson Street, Mason, MI 48854**

For the full consideration of: **Real Estate Transfer Valuation Affidavit on File**

Subject To:

Existing building and use restrictions, easements of record, and zoning ordinances, if any.

RECEIVED

FEB 24 2022

CITY OF MASON
PLANNING DEPT.

RETURN TO:
First American Title
10291 E. Grand River, Ste B
Brighton, MI 48116



First American Title Insurance Company

First American Title

(Attached to and becoming a part of Warranty Deed dated: September 27, 2021 between Mason Commerce Center, LLC, as Seller(s) and J & J Properties of Mason, L.L.C., a Michigan limited liability company, as Purchaser(s).)

If the property conveyed is unplatted, the following applies:

The grantor grants to the grantee the right to make _____ division(s) under section 108 of the land division act, Act No. 288 of the Public Acts of 1967. **(If no number is inserted, the right to make divisions stays with the portion of the parent tract retained by the grantor; if all of the parent tract is conveyed, then all division rights are granted.)** This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Dated this September 27, 2021.

Seller(s):

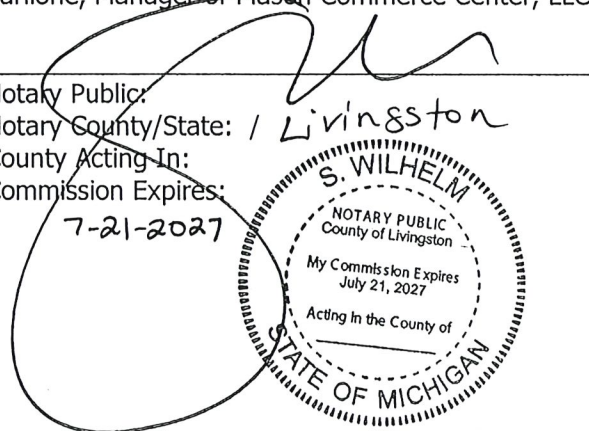
Mason Commerce Center, LLC, a Michigan limited liability company

By: 
Name: Steven P. Varilone
Title: Manager

State of Michigan
County of Livingston

The foregoing instrument was acknowledged before me this September 27, 2021 by Steven P. Varilone, Manager of Mason Commerce Center, LLC. ✕

Notary Public:
Notary County/State: / Livingston
County Acting In:
Commission Expires: 7-21-2027



*a michigan limited liability company. @



(Attached to and becoming a part of Warranty Deed dated: September 27, 2021 between Mason Commerce Center, LLC, as Seller(s) and J & J Properties of Mason, L.L.C., a Michigan limited liability company, as Purchaser(s).)

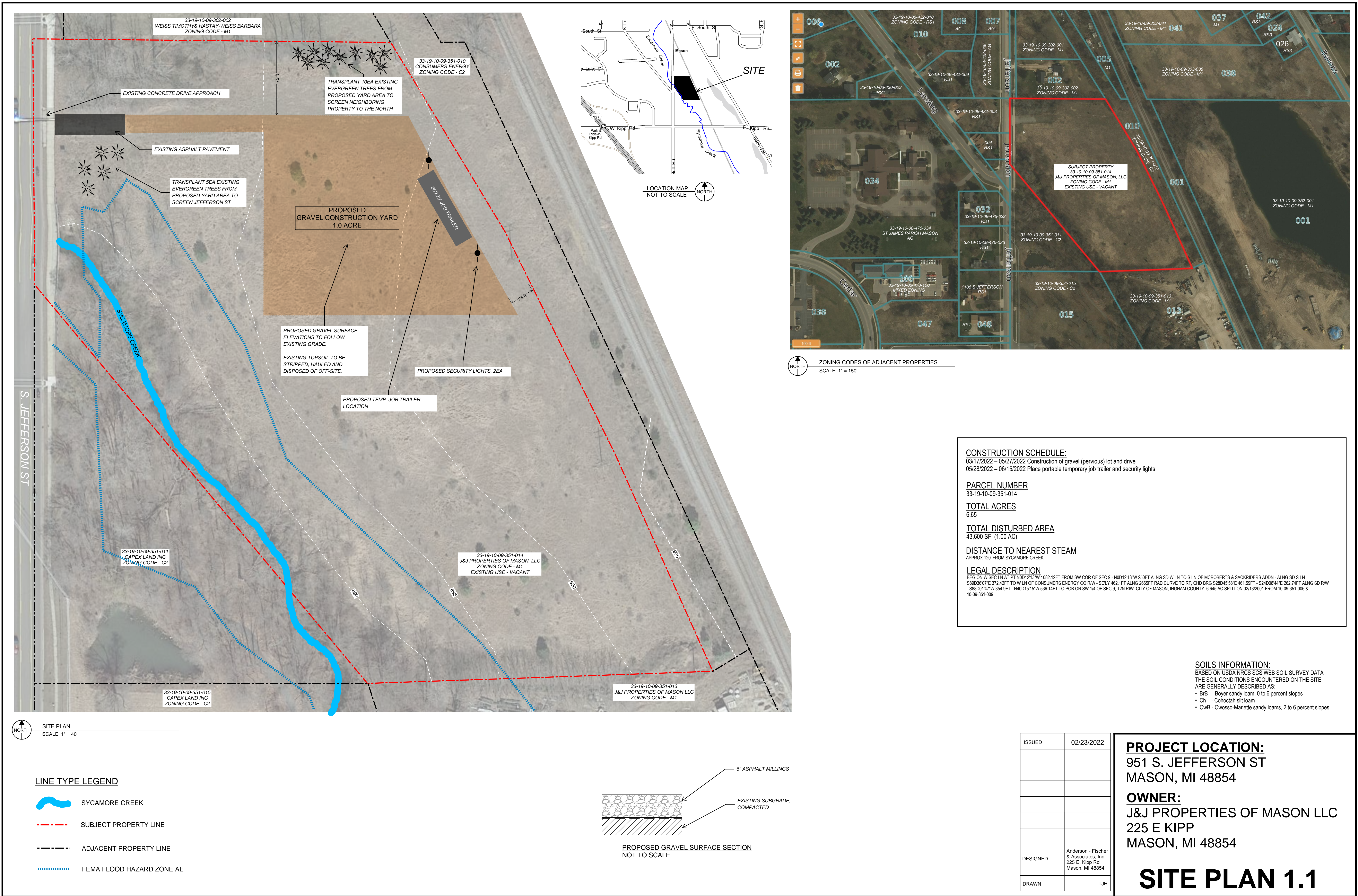
EXHIBIT A

Land situated in the City of Mason, County of Ingham, State of Michigan, described as follows:

A part of the Southwest 1/4 of section 9, Town 2 North, Range 1 West, City of Mason, Ingham County, Michigan, described as: Beginning on the West section line at a point North 00 degrees 12 minutes 13 seconds West 1082.12 feet from the Southwest corner of section 9; thence North 00 degrees 12 minutes 13 seconds West 250.00 feet along said West section line to the South line of Mcroberts & Sack Rider's Addition to the City of Mason; thence along said South line South 89 degrees 36 minutes 07 seconds East 372.42 feet to the West line of Consumers Energy Company's right of way; thence Southeasterly 462.10 feet along the arc of a 2665.00 foot radius curve to the right, whose chord bears South 28 degrees 45 minutes 58 seconds East 461.59 feet along said right of way; thence South 24 degrees 08 minutes 44 seconds East 262.74 feet along said right of way; thence South 88 degrees 01 minute 47 seconds West 354.90 feet; thence North 40 degrees 15 minutes 15 seconds West 536.14 feet to the point of beginning.

Tax Parcel Number: 33-19-10-09-351-014





LEGAL DESCRIPTION

SW ¼ of SW ¼ of Section 9, T2N R1W
BEG ON W SEC LN AT PT NDD1213°W 1082.12FT FROM SW COR OF SEC 9 - NDD1213°W 250FT ALNG SD W LN TO S LN OF MCROBERTS & SACKRIDERS ADDN - ALNG SD S LN S89D36°07'E 372.42FT TO W LN OF CONSUMERS ENERGY CO RW -
SELY 462.1FT ALNG 2669FT RAD CURVE TO RT, CHD BRG S28D45°58'E 461.59FT - S24D06°44'E 262.74FT ALNG SD RW - S88D01°47'W 354.9FT - N40D15°15'W 536.14FT TO POB ON SW 1¼ OF SEC 9, T2N R1W, CITY OF MASON, INGHAM COUNTY.
6.645 AC SPLIT ON 02/13/2001 FROM 10-09-351-006 & 10-09-351-009

SOILS INFORMATION:

BASED ON USDA NRCS SCS WEB SOIL SURVEY DATA
THE SOIL CONDITIONS ENCOUNTERED ON THE SITE
ARE GENERALLY DESCRIBED AS:

- BrB - Boyer sandy loam, 0 to 6 percent slopes
- Ch - Cohocah silt loam
- OwB - Owosso-Marlette sandy loams, 2 to 6 percent slopes

TOTAL DISTURBED AREA:
43,600 SF (1.00 AC)

DISTANCE TO NEAREST STEAM:
APPROX 120' FROM SYCAMORE CREEK

WETLAND NOTE:

NO WETLANDS ARE PRESENT ON SITE

PROJECT DESCRIPTION:

EARTHWORK NECESSARY TO CONSTRUCT A GRAVEL CONSTRUCTION YARD.

EARTH CHANGE ACTIVITIES TO INCLUDE:

EXCAVATION, GRADING, HAULING OF EXCESS MATERIALS TO APPROVED SITE,
FINE GRADING, SEEDING AND EROSION CONTROL MEASURES.

DEWATERING PLAN:

No dewatering is planned. If the need for dewatering

arises, a dewatering plan will be submitted to the Ingham

County Drain Commission Office for approval before
commencing.

INGHAM COUNTY NOTES:

1. Approval of this Permit does not authorize any earth disturbance activity in State regulated wetlands or inland streams, except as approved and authorized by a Michigan Department of Environmental Quality (MDEQ) Permit under Part 301 or 303 of Public Act 451 of 1994, which shall be submitted to the Ingham County Drain Commissioner's Office prior to commencing any earth disturbance authorized herein. Please note that the Ingham County Drain Commissioner's Office is not authorized to implement Part 301 or 303 of Public Act 451 of 1994, or make wetland or other determinations pursuant to these Acts as to what is exempted and what needs a Permit; and therefore, issuance of this Permit does not imply or confirm the location of wetlands or other waters of the State as shown on the plan, or imply or confirm the need for a Permit under these Acts or the exemption under these Acts. It is the responsibility of the Permittee to ensure that State regulated wetlands and/or inland streams are not impacted by any earth disturbance authorized under this Permit without the proper MDEQ permit, if required, and to acquire any necessary permits from the MDEQ prior to the initiation of the earth change authorized herein. Please note that amendments to this Permit may be necessary to conform with the requirements of any issued MDEQ Permit, or any modifications to any issued MDEQ Permit.

2. Contact information for all on-site contractors who will be disturbing the earth, including on-site contact person, office, mobile and fax phonenumbers, email addresses shall be provided to the Ingham County Drain Commissioner's office, attention Jason Lynn, prior to that company's commencement of any earth disturbance authorized by this Permit.

3. The landowner, contractor(s), and any agent involved in obtaining or exercising and performing the earth disturbance work authorized by this Permit, are all held responsible to ensure that the work is performed in accordance with all approved plans, specifications, and conditions contained and permitted herein. Prior to initiating earth disturbance authorized herein, the Permittee is required to provide a copy of this Permit and approved SESC plan to any contractor(s) and agents involved with earth disturbance. The contractor(s) and agents are required to provide a copy of the Permit and approved SESC plan to all subcontractors involved with earth disturbance work. The submitted SESC plan is hereby so amended.

4. If the property subject to this Permit is transferred, the Permit, including all Permit obligations and conditions, are transferred with the property along with the responsibility for any violations of the Permit that exist on the date of the transfer of the property. If a parcel of the property, but not the entire property is transferred, the Permit obligations and conditions with respect to that parcel are transferred, but not the Permit, along with the responsibility for any violations of the Permit with respect to that parcel that exist on the date of the transfer of the parcel. Notice of property or parcel transfers shall be submitted to the Ingham County Drain commissioner's Office prior to transfer and shall otherwise be in compliance with MCL 324.9112. Maintenance responsibilities shall become part of any sales agreements for the land on which the permanent SESC measures are located. The submitted SESC plan is hereby so amended.

5. The following general conditions are hereby made conditions of this Permit: 1) Design, construct, and complete the earth change in a manner that limits the exposed area of disturbed land for the shortest period of time. 2) Remove sediment caused by the Accelerated soil erosion from runoff water before it leaves the site of The earth change. 3) Temporary or permanent control measures shall be designed and installed to convey water around, through, or from the earth change at a non-erosive velocity. 4) Install temporary soil erosion and sedimentation control measures before or upon commencement of the earth change activity and maintain measures on a daily basis. Remove temporary measures after permanent measures are in place and the area is stabilized. 5) Complete permanent soil erosion control measures for the earth change within five calendar days after final grading or upon completion of the final earth change. If it is not possible to permanently stabilize the earth change, then maintain temporary soil erosion and sedimentation control measures until permanent erosion control measures are in place and the area is stabilized. The submitted SESC plan is hereby so amended.

6. The Permit shall be posted at the construction entrance to the site, visible from the public road, until the land is permanently stabilized, and this Office closes the Permit. Laminating the Permit will help it to withstand the weather. The submitted SESC plan is hereby so amended.

7. An Ingham County Inspector is to verify proper installation of the SESC measures prior to commencement of earth disturbance authorized herein (contact Jason Lynn, 719.4901, to arrange for this inspection). The Submitted SESC plan is hereby so amended.

8. Submit NPDES permit issued by MDEQ for Notice of Coverage. To comply with Permit-by-Rule, the site must comply with an maintain the Part 91 Permit, throughout construction until the site is stabilized. During this time, the site must also be inspected t a Certified Construction Storm Water Operator, once per week and within 24 hours of a rain event resulting in a discharge of stor water from the site.

9. Until the site is permanently stabilized and the Permit is closed, the Ingham County Drain Commissioner's Office shall be copy the required NPDES weekly log reports, by the second and fourth Friday each month. Reports should be sent to the attention of Jason Lynn and reference the soil erosion permit number.

KEY	SESC MEASURE	SYMBOL	WHERE USED
1	SEEDING		When bare soil is exposed, temporarily or permanently, to erosive forces from wind and/or water on flat areas, mild slopes, grassed waterways and spillways, diversion ditches and dikes, borrow and stockpile areas, and spoil piles when areas are subject to rainfall impact, and erosive forces from wind or water.
2	MULCH		On flat areas, mild slopes, grassed waterways and spillways, diversion ditches and dikes, borrow and stockpile areas, and spoil piles when areas are subject to rainfall impact, and erosive forces from wind or water.
6	SOIL BINDING POLYMERS		Over all exposed soil surfaces or prepared seed beds that need protection from precipitation impact, sheet flow, rill flow or wind prior to erosive force impact.
60	STORM DRAIN INLET PROTECTION		Around the entrance to a newly constructed catch basin or an inlet that will capture runoff from an earth change activity.
61	SILT FENCE		As a temporary measure used to capture sediment from sheet flow. May also divert small volumes of sheet flow to protected outlets.
66	STABILIZED CONSTRUCTION ACCESS		At locations where construction equipment will enter and exit the drain easement and tracking of soil is anticipated.

SYSTEM INSTALLATION

EXCAVATE A 6" x 6" TRENCH ALONG THE INTENDED FENCE LINE.

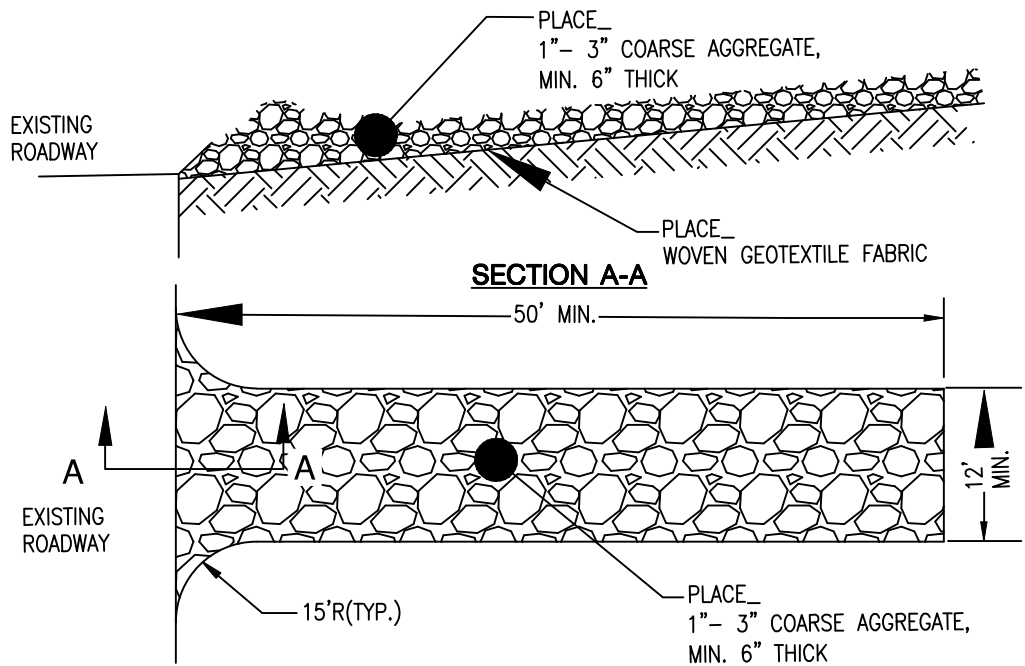
UNROLL FENCE ONE SECTION AT A TIME AND POSITION THE POSTS AGAINST THE BACK (DOWNSTREAM) WALL OF THE TRENCH (NET SIDE AWAY FROM DIRECTION OF FLOW).

DRIVE THE POST INTO THE GROUND UNTIL THE NETTING IS APPROXIMATELY 2" FROM THE TRENCH BOTTOM.

LAY THE TOE-IN FLAP OF FABRIC ONTO THE UNDISTURBED BOTTOM OF THE TRENCH. BACKFILL THE TRENCH AND TAMP THE SOIL.

MAINTAIN FLAT AREA PRIOR TO FENCING

61 SILT FENCE DETAIL



66 CONSTRUCTION ACCESS DETAIL

PROPOSED CONSTRUCTION SCHEDULE

ACTIVITY	YEAR: 2022			
MO>	MARCH	APRIL	MAY	FALL
INSTALL TEMP SESC MEASURES	<div></div>			
EXCAVATION & GRADING	<div></div>	<div></div>		
FINAL STABILIZATION SEED & MULCH			<div></div>	
REMOVE TEMP SESC MEASURES*				<div></div>

* REMOVAL OF TEMPORARY SESC MEASURES TO BE DONE AFTER PERMANENT MEASURES ARE COMPLETED AND ESTABLISHED

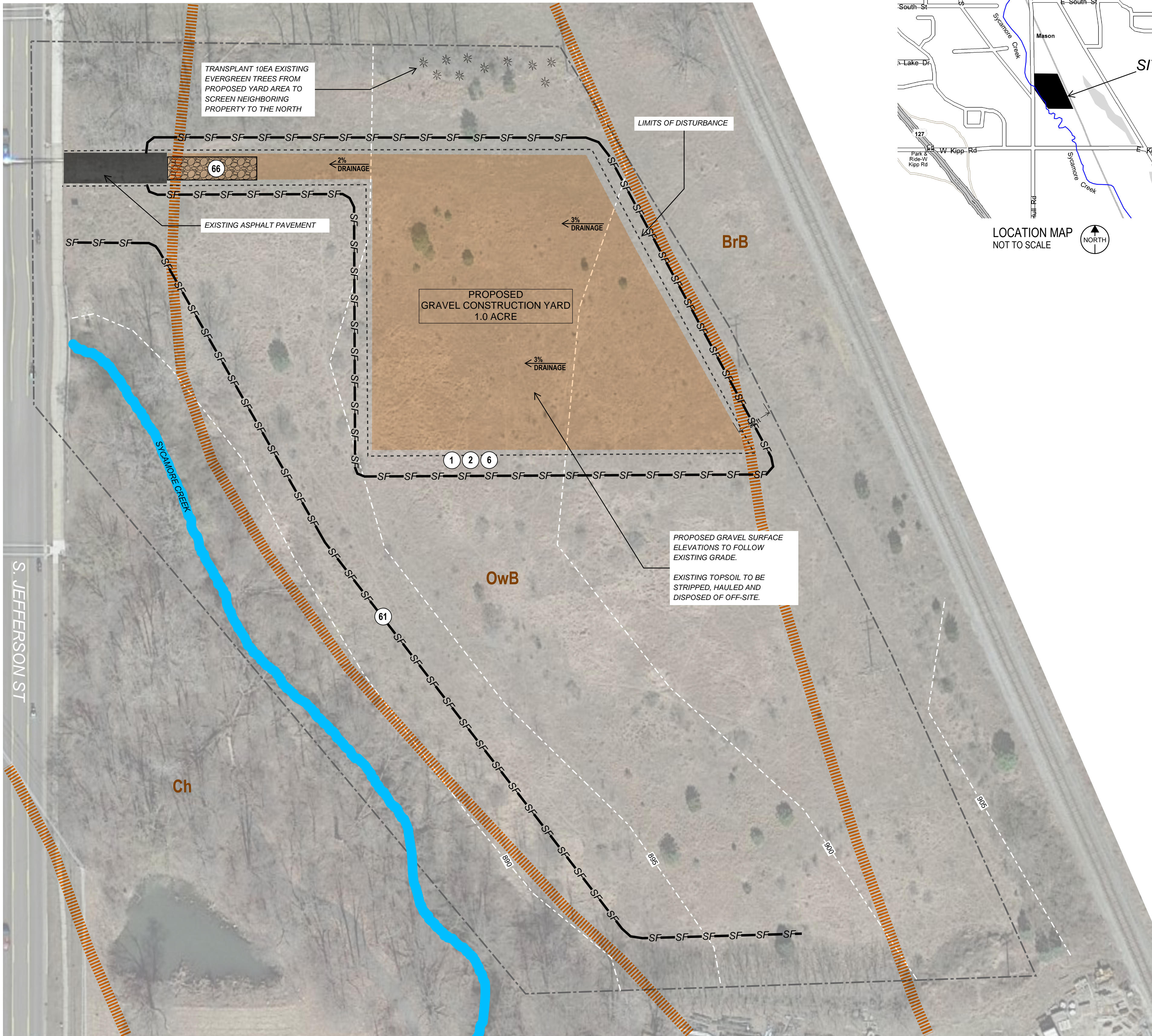
MAINTENANCE FOR TEMPORARY SESC MEASURES:

1. TEMPORARY SESC MEASURES TO BE MAINTAINED BY THE CONTRACTOR.
2. TEMPORARY MEASURES MUST BE MAINTAINED AND IN PLACE UNTIL AREAS ARE PERMANENTLY STABILIZED.
3. SILT IS TO BE REMOVED WHEN IT COLLECTS TO HALF THE HEIGHT OF THE SILT FENCE.
4. REPAIR OR REPLACE SAGGING OR DAMAGED SILT FENCE AS NECESSARY TO MAINTAIN EFFECTIVENESS.
5. TEMPORARY EROSION AND POLLUTION CONTROL PROVISIONS SHALL BE COORDINATED WITH THE PERMANENT CONTROL FEATURES TO ASSURE EFFECTIVE CONTROL OF WATER POLLUTION DURING CONSTRUCTION.
6. REMOVE TEMPORARY SESC MEASURES FOLLOWING PLACEMENT OF PERMANENT SESC MEASURES, VEGETATION ESTABLISHMENT AND APPROVAL FROM INGHAM COUNTY DRAIN COMMISSIONER'S OFFICE.
7. SOIL AND SEDIMENTATION CONTROL MEASURES SHALL BE IN PLACE BEFORE ON SITE CONSTRUCTION BEGINS.
8. REFER TO SOIL EROSION CONTROL KEY FOR ADDITIONAL INFORMATION.
9. CONTRACTOR SHALL PROVIDE A STORMWATER OPERATOR FOR THE SITE - PER NPDES PERMIT REQUIREMENTS.

PERMANENT EROSION CONTROL NOTES:

1. OWNER SHALL BE RESPONSIBLE FOR ESTABLISHMENT OF TURF GRASSES IN ALL NON-PAVEMENT/PAD AREAS.

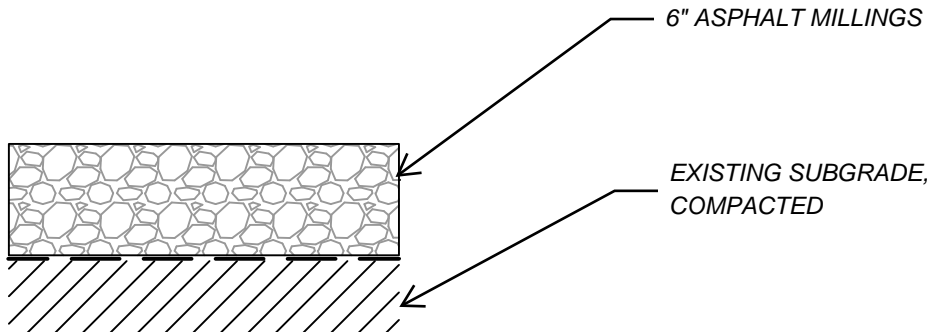
2. ALL PERMANENT SESC MEASURES INSPECTED BY THE PROJECT OWNER FOR ONE GROWING SEASON AFTER INSTALLATION. ANY FAILURES OF VEGETATION TO ESTABLISH WILL BE RE-SEEDING BY THE PROJECT OWNER.



SESC PLAN
SCALE 1" = 40'

LINE TYPE LEGEND

- SYCAMORE CREEK
- PROPERTY LINE
- SILT FENCE
- LIMITS OF DISTURBANCE
- USDA NRCS SOIL BOUNDARY
- CONTOUR



PROPOSED GRAVEL SURFACE SECTION
NOT TO SCALE

ISSUED	01/04/2022
DESIGNED	Anderson - Fischer & Associates, Inc. 225 E. Kipp Rd Mason, MI 48854
DRAWN	TJH

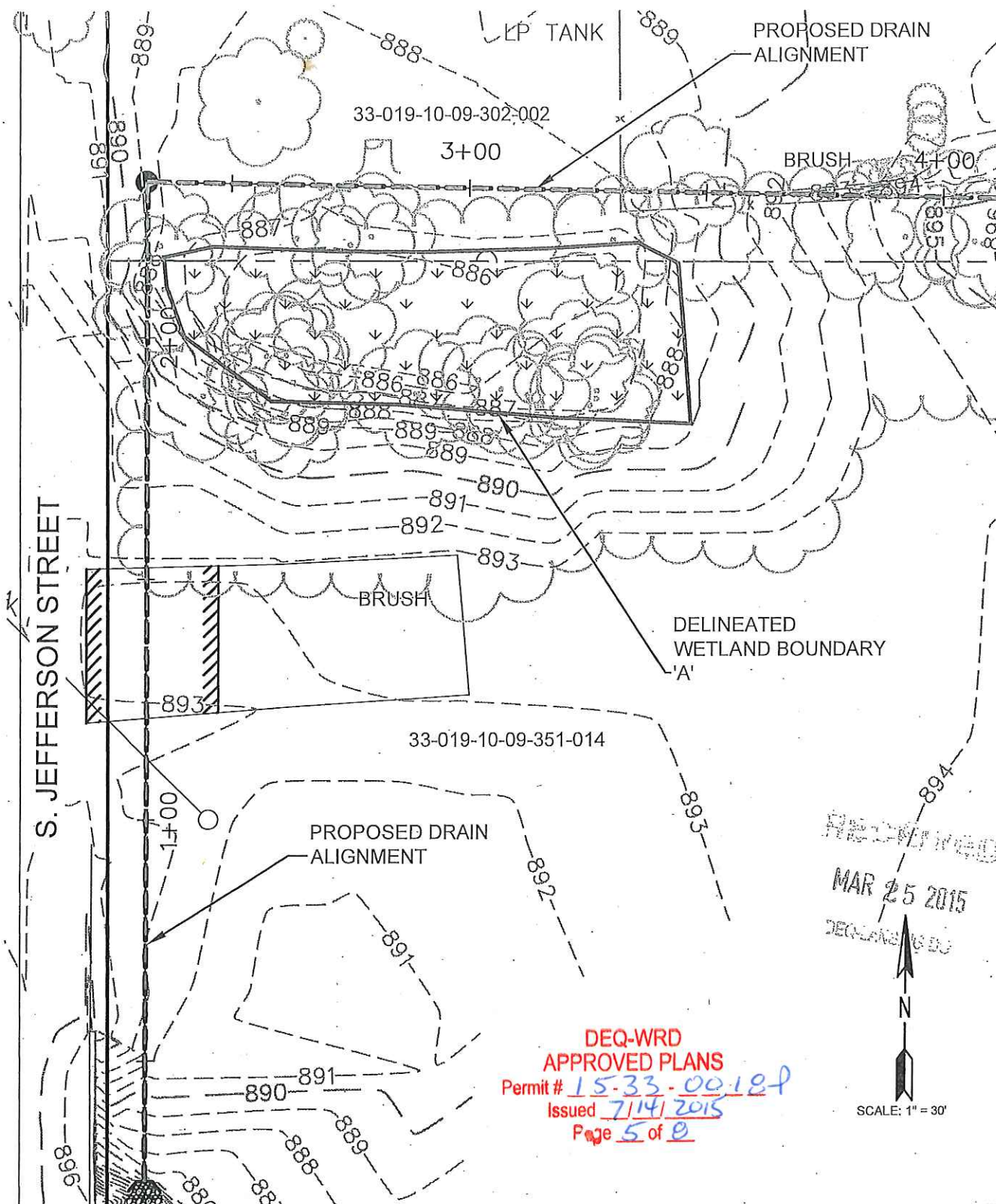
PROJECT LOCATION:

951 S. JEFFERSON ST
MASON, MI 48854

OWNER:

J&J PROPERTIES OF MASON LLC
225 E KIPP
MASON, MI 48854

SESC PLAN 1.0



Eng.TM
Engineering & Surveying

4063 Grand Oak Drive, Suite A109
Lansing, Michigan 48911

MASON PUBLIC SCHOOLS

MASON HIGH SCHOOL OUTLET DRAIN
CITY OF MASON, MICHIGAN

**WETLAND DELINEATION
'A'**

PROJECT NO.

13045.0A

SHEET NO.

FIGURE 4



City Manager's Report: March 3, 2022

OPERATIONS

- **Councilmembers:** Monday, March 21, 2022, at 6:30 p.m., is the date for the next Joint Recognition Ceremony with Mason Public Schools. Councilmembers should plan to attend.
- **Councilmembers:** Wednesday, March 23, 2022, from 4:00 p.m. to 6:00 p.m. is the retirement celebration for Police Chief, Don Hanson. City Council and the community is encouraged to attend.
- **Councilmembers:** Monday, April 11, 2022, will be the Budget Workshop; time will be determined.
- Candidates who are interested in running for Mason City Council must file their Affidavit of Identity and Nominating Petitions with the Mason City Clerk by 4:00 p.m., April 19, 2022. City Council filing packets are available at the Mason City Clerk's Office.
- The City of Mason has been awarded a Drinking Water Asset Management Grant from Michigan Department of environment, Great Lakes, and Energy (EGLE). Additional information can be found [here](#). This grant was mentioned during the Capital Improvement Program Workshop and will assist in the Distribution System Material Inventories as required by Michigan's revised Lead and Copper Rule.
- The State House voted 71-33 to support significant relief to municipal pensions this week. [HB 5054](#) that would provide \$1.15B in state general fund resources will be utilized to provide direct assistance to municipalities to help pay down municipal pension debt. There will be two parts to the grant program, \$900M will be utilized to get all pensions that are less than 60% funded up to 60% funded, and \$250M will be provided to pensions that are 60% funded or greater. We believe if this passes, Mason may be eligible for a million dollars towards our current net pension liability of approximately \$6 million dollars. We are watching this closely and the requirements we would have to meet to be eligible, but it could have a significant impact financially for us.

Staffing Updates:

- **Current Open Positions (11):**
 - CLOSED, EVALUATING APPLICANTS:
 - Full-Time Water Treatment Operator: Interviews in process.
 - Full-Time Chief of Police (Retiring 3/31/2022): Interviews in process.
 - OPEN, EXTERNALLY:
 - Seasonal Part-time Crossing Guard (1): Open until filled.
 - PREPARING/ EVALUATION POSTING:
 - Full-Time DPW Laborer: Closed internally, preparing external posting
 - Permanent Part-Time Administrative Assistant (Community Development): posting closes 3/23/2022
 - Seasonal Part-time DPW (5): Preparing to post
 - Permanent Part-Time Administrative Assistant (Fire Department): posting closes 3/23/2022
 - Full-Time DPW Mechanic: Evaluating position replacement

Traffic Updates:

- 500 Block of Hull Road - A citizen who lives on Hull Road Street complained of speeding vehicles, specifically S/B in the 55-mph zone. Officers were assigned to the area for targeted enforcement. **Status is open.**

LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Pathway and sidewalk completed, bids for pavilion and design for signs, in progress.	
2020-P8	Rayner Park- Master Park Plan	In progress, anticipated completion winter	

BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire Rehab 815 Replacement	Anticipate delivery 3rd quarter FY 21/22	
2019-B2a	City Hall – Phase I Design and Security	Security complete- work space eval has been delayed due to staff capacity.	
2020-B4a	DPW- Design	Staff reviewing concepts	

FY 2021-2022

Project	Project Name/Description	Status	Completed
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STREETS, SIDEWALKS, SIGNALS(S)

2017-S23	Rayner St – Randolph St to Columbia St	Completed	July
2017-S24	Eugenia Dr – Northbrook St to End	Completed	November
2017-S25	Hall Blvd – Ash St to South St	Completed	November
2017-S26	Columbia St – Park St to Jefferson St	Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson	Awarded Contract	

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)

2017-U15	Replace Hydrants and Mason Plaza	Completed	November
2017-U34	Well No. 5 Rebuild	Completed	December
2019-U3a	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023	
2021-U1	WTP- High-Pressure Pump VFD	Council Agenda Item	
2021-U2	WTP- Replacement of Valves	Received no responses for bid, rebidding and reaching out directly currently.	

PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)

2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Grant submitted	
2020-P6, 2020-P12, 2020-P13, 2020-P14	Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design	In progress, anticipated completion March/April	
2020-P11	Rayner Park- Phase 1 Construction	Awaiting DNR funding response in 3 rd quarter	

MOTOR VEHICLE POOL (MVP)

2017-MVP22	Vehicle No. 83	Police	Anticipated 3rd quarter of FY 21-22	
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Vehicle ordered; anticipated arrival in June.	
2017-MVP27	Vehicle No. 86	Police	Vehicle being outfitted with equipment. Expected to be in service in March.	
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	In Service	February

BUILDING, PROPERTY, EQUIPMENT (B)

2017-B5b	Building: Library Phase 1, Part 1	Anticipate re-posting bid in March after receiving no bids in December.	
2017-B7	Building: Parking Lot Repairs	Completed	December
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipated 3rd quarter of FY 21-22	
2017-B11	Fire: Washing Machine	Anticipate receipt in next few months	
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipated 3rd quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach	Working on addressing punch list.	
2018-B21	Police: Interview Rm Recording System	Complete- Alternative Solution Found	December
2018-B23	Planning: Master Plan/Zoning Update	The Zoning Ordinance Review Committee will meet again on March 1 (rescheduled from 2/22.) Public Survey will be released in February.	
2018-B24	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	

2019-B2b	Building: City Hall Renovations	Anticipate next FY, due to staff capacity.	
2019-B3	Clerk: Laserfiche Avante Upgrade	Training anticipated 3rd quarter of FY 21-22	
2020-B4b	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

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

Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
951 S. Jefferson Approval Pending	John Fischer, J & J Properties of Mason, LLC., is requesting joint Preliminary and Final Site Plan approval for development of a 43,560 square foot gravel lot with job trailer for purpose of a construction yard. Planning Commission review is expected to take place at a special meeting on March 14 at 6pm.