



# PLANNING COMMISSION SPECIAL MEETING AGENDA – April 23, 2024

Mason City Hall, 201 W. Ash Street, Mason, MI  
Sycamore Room, 6:30 p.m.

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1. **CALL TO ORDER**
2. **CONFIRMATION OF MEMBER ATTENDANCE**
3. **PUBLIC COMMENT**
4. **APPROVAL OF MINUTES**
  - A. Approval of Minutes from the Planning Commission Meeting on March 12, 2024
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
  - A. Resolution 2024-02: Request from Robin Rose, for a Special Use Permit and Concurrent Approval of a Preliminary and Final Site Plan for a Proposed Group Child Care Home for Twelve Children Located at 636 Center St, Mason MI, Parcel Number 33-19-10-05-382-005.
  - B. Resolution 2024-03: Request from Mason Auto Body Repair, Inc. for Approval of a Preliminary Site Plan to the Proposed Parking Lot Expansion Located at 805 Kerns Rd, Mason MI, Parcel Number 33-19-10-05-101-011.
  - C. Resolution 2024-04: Request from the City of Mason for Concurrent Approval of a Preliminary and Final Site Plan to the Proposed Addition of a 1,379 s.f. Permanent Carport Structure on the Southwest Section of the Parking Lot Located at 201 W Ash St, Mason MI, Parcel Number 33-19-10-08-239-012.
  - D. Receipt of City Council Resolution 2024-17 Rules of Order Adopted by City Council 04.01.24
7. **MEMBER REPORTS**
8. **LIAISON REPORT ([04.12.24](#))**
9. **ADJOURN**

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF MARCH 12, 2024  
DRAFT**

**CALL TO ORDER**

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

Confirmation of Member Attendance		Present	Absent
	Bliesener, Kenneth		X
Council Liaison	Preadmore, Scott	X	
	Kirkby, Kyle Elizabeth	X	
	Malczewski, Austen	X	
	Perrault, Mitch	X	
	Sabbadin, John	X	
	Waxman, Seth	X	
	Vercher, John	X	
	Wren, Megan	X	

Also present: Elizabeth Hude, AICP, Community Development Director

**ELECTION OF OFFICERS**

Hude opened nominations for the position of Chairperson. Waxman nominated Sabbadin for Chairperson. No other nominations were made. Hude closed the nominations for the position of Chairperson and called the vote.

**SABBADIN UNANIMOUSLY ELECTED CHAIRPERSON**

Hude opened nominations for the position of Vice Chairperson. Wren nominated Waxman for Vice Chairperson. No other nominations were made. Hude closed the nominations for the position of Vice Chairperson and called the vote.

**WAXMAN UNANIMOUSLY ELECTED VICE CHAIRPERSON**

Hude added that nominations and election of a Secretary needs to happen and is not on the agenda.

MOTION by Waxman, second by Preadmore to amend the agenda to add item 3D – Nominations and Elections of Secretary.

**AMENDMENT APPROVED UNANIMOUSLY**

Hude opened nominations for the position of Secretary. Waxman nominated Wren for Secretary. No other nominations were made. Hude closed the nominations for the position of Secretary and called the vote.

**WREN UNANIMOUSLY ELECTED SECRETARY**

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

MOTION by Vercher, second by Waxman, to approve the Planning Commission Meeting minutes from November 14, 2023.

**MOTION PASSED UNANIMOUSLY****UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

A. Resolution 2024-01: Approval of the Capital Improvements Plan for the Fiscal Years 2024-2030

MOTION by Preadmore, second by Waxman, to approve Resolution 2024-01

**DISCUSSION:**

Hude commented that a joint workshop was held to discuss the CIP on February 26, 2024 and staff has made all the necessary amendments and changes presented in your packet. Waxman commented that next year he would like to see an ADA audit and redesign of the website so that it is more user friendly.

**MOTION PASSED UNANIMOUSLY****LIAISON REPORT**

Hude gave an update on MI APA Training Information. Preadmore gave an update on the City Council Meeting and noted that the City Manager's Report is in the packet.

**ADJOURN**

The meeting adjourned at approximately 6:43 p.m.

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Megan Wren, Secretary



## Staff Agenda Report: April 23, 2024 Planning Commission

<b>AGENDA ITEM 6A:</b>	<b>Resolution 2024-02</b> Compass Construction Concepts, L.L.C., on behalf of the property owner, Robin Rose, for a Special Use Permit and concurrent approval of a Preliminary and Final Site Plan for the proposed Group Child Care Home for twelve children located at 636 Center St, Mason MI, parcel number 33-19-10-05-382-005, in the RS-3 Single Family Zoning District.
<b>RECOMMENDED ACTION:</b>	Motion to approve Resolution 2024-02
<b>PROJECT ADDRESS:</b>	636 Center St.
<b>APPLICANT:</b>	Compass Construction Concepts, L.L.C.
<b>OWNER:</b>	Robin Rose

### Authority

- [Section 94-142\(d\)\(14\)](#) states that a Special Use Permit is required for a day care facility or foster care facility providing care for more than six but not more than 12 individuals in a state licensed residential facility, except adult foster care facilities for care and treatment of persons released from or assigned to or at adult correctional facilities (refer to section 94-192(8)).
- [Section 94-222\(4\)](#) states that any use permitted by a Special Use Permit requires site plan review.
- [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:** Notice of a public hearing was given as required in [Sec. 94-191\(7\)\(c\)](#) and [Sec. 94-101](#) which requires notices to be published. The public hearing notice was published in the Lansing State Journal on April 7, 2024; 23 notices were mailed to residents on April 3, 2024. 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 \$375, 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 an application that appears to meet the review criteria for approval of a Special Use Permit and concurrent Preliminary and Final Site Plan Review. Recommended conditions and waivers have been noted.

### ATTACHMENTS:

- Project Analysis with Review Criteria
- Resolution 2024-02
- Permit Application and Materials, received March 11, 2024



## PROJECT ANALYSIS

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### Description of Current and Planned Use of Property:

The property is currently used as an owner-occupied single-family residence. The day care will be a new use on the property. The back yard is enclosed with a solid wood fence.

**Construction Schedule:** No construction will be associated with the project. The day care will open following Planning Commission approval and once all necessary licensing requirements have been met.

**Master Plan:** The request addresses the following goals and objectives:

W4: Vibrant Business Districts – Open for Business: Daycare is essential to supporting working families. This in turn supports businesses and contributes to the economic stability of Mason.

W5: Local Connections – Neighborhood Connectivity: The location of the daycare is within blocks of Hayes Park and Harvey Educational Center

**Current Zoning District:** The parcel is located in the [RS-3 Single Family Residential District](#).

**Surrounding Zoning and Land Uses:** The site is located on 636 Center St.

	Current Land Use	Zoning	Future Land Use
Project site	Residential	RS-3 Single Family Residential District	Residential
North	Residential	RS-3 Single Family Residential District	Residential
East	Residential	RS-3 Single Family Residential District	Residential
South	Residential	RS-3 Single Family Residential District	Residential
West	Residential	RS-3 Single Family Residential District	Residential

### COMMENTS FROM AGENCIES

None.

## REVIEW CRITERIA:

**Staff recommends approval of the Special Use Permit and concurrent approval of both the Preliminary and Final Site Plan with conditions and waivers as described below. Concurrent approval reduces costs to both the City and the applicant for review and expedites the use of the property.**

### Special Use Permit Requirements

Per Section 94-191(f), before approving a special use permit, the planning commission shall find by clear and convincing proof that the applicable standards set forth by this chapter shall be satisfied by the completion and operation of the proposed development. The planning commission shall review the circumstances and facts of each proposed use in terms of these standards and shall make written findings showing that such use shall:

STATUS/NOTE	REQUIREMENT
MEETS	(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. <i>The neighborhood is zoned RS-3 Single Family Residential. No changes to the structure or site are proposed that would impact the essential character of the district. The daycare will operate during the day, weekdays when residential neighbors are traditionally at work, and not impact evenings and weekends when residents are home.</i>
MEETS	(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. <i>As there are several families in the neighborhood, the use provides a service that has the potential to be a substantial improvement to the area provided the property continues to be well maintained in accordance with other local ordinances.</i>
MEETS	(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. <i>The site is currently adequately served by essential facilities and services.</i>
MEETS	(4) Not create additional requirements at public cost for public facilities and services. <i>Staff is not aware of any additional requirements of this nature.</i>
MEETS	(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. <i>It does not appear that the proposed improvements will cause a detriment of this nature.</i>
MEETS	(6) Not be located such that it will directly or indirectly have a substantial adverse impact on the natural resources of this city. <i>Staff is not aware of any conditions associated with this project that would create any substantial adverse impact.</i>
MEETS	(7) Be in compliance with other applicable local, county, state, or federal rules and regulations. <i>The applicant is responsible for pursuing the necessary county, state, or federal approvals and permits.</i>

### Site Plan Approval Requirements

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.

STATUS/NOTE	REQUIREMENT
MEETS	(1) The site shall be developed so that all elements shall be harmoniously and efficiently organized in relation to the size, shape, type and topography of the site and surrounding property. <i>The neighborhood is zoned RS-3 Single Family Residential. No changes to the structure or site are proposed that would impact the essential character of the district. The daycare will operate during the day, weekdays when residential neighbors are traditionally at work, and not impact evenings and weekends when residents traditionally are home.</i>
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.

<i>Staff is not aware of any conditions associated with this project that impact surrounding properties as described.</i>	
MEETS	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.
<i>The property is a corner lot fronting on both W. Center St. and N. Bush St. providing emergency vehicle access to the site.</i>	
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.
<i>The property is a corner lot fronting on W. Center St. and N. Bush St.; both public streets.</i>	
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.
<i>No significant changes to surface waters is anticipated.</i>	
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.
<i>The site is currently served adequately by public water, sewer, and storm sewer utilities.</i>	
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.
<i>Staff is not aware of any hazardous substances that require secondary containment as required by this section or <a href="#">Ch. 26 Fire Prevention and Protection</a>.</i>	
MEETS	(8) Exterior lighting shall be designed and located so that the source of illumination is directed away from adjacent properties, the intensity of lighting is the minimum necessary, and the direction of lighting is downward as much as is possible and appropriate for the project.
<i>No additional lighting is proposed currently. Any lighting that is to be added in the future must demonstrate compliance with <a href="#">Section 94-177(e)</a>.</i>	
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.
<i>Refuse receptacles will be stored in the garage.</i>	
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.
<i>The applicant presents information that traffic will be managed within the existing driveway and available on-street parking and not obstruct the neighbor's driveway's, emergency access, or traffic on the roadway.</i>	
MEETS	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.
<i>The public right of way (sidewalk, grassy area between sidewalk and road, roadway) appeared to be well maintained during a staff site visit.</i>	
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.
<i>The applicant will be responsible for obtaining any necessary permits from other agencies.</i>	

**CITY OF MASON  
PLANNING COMMISSION  
RESOLUTION NO. 2024-02  
APRIL 23, 2024**

**A RESOLUTION GRANTING A SPECIAL USE PERMIT AND CONCURRENT APPROVAL OF A PRELIMINARY AND FINAL SITE PLAN TO ROBIN ROSE, FOR A PROPOSED GROUP CHILD CARE HOME FOR TWELVE CHILDREN ON PROPERTY LOCATED AT 636 CENTER ST, MASON MI, PARCEL NUMBER 33-19-10-05-382-005, IN THE RS-3 SINGLE FAMILY ZONING DISTRICT.**

**WHEREAS**, a request has been received from Robin Rose, for a Special Use Permit and concurrent approval of a Preliminary and Final Site Plan for a proposed Group Child Care Home for twelve children; and,

**WHEREAS**, the subject property is located at 636 Center St, Mason MI, parcel number 33-19-10-05-382-005; and,

**WHEREAS**, the parcel is zoned RS-3 Single Family Residential zoning district; and,

**WHEREAS**, the proposal is described on application materials provided on March 11, 2024; and,

**WHEREAS**, Section 94-123 (d)(2) states that a Special Use Permit is required for a day care facility providing care for more than six but not more than 12 individuals in a state licensed residential facility in an RS-3 Single Family Residential zoning district; and,

**WHEREAS**, Section 94-222 (4) states than any use permitted by a Special Use Permit 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**, a public hearing on the request was noticed and held at the Planning Commission's special meeting on April 23, 2024 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 Agenda Report with project analysis dated April 23, 2024, as findings of fact that the proposed use will comply with the Special Use Standards listed in Section 94-191(f), 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 a Special Use Permit and Final site plan approval with no further conditions.

\*\*\*\*\*

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

MOTION APPROVED/DENIED

RESOLUTION DECLARED \_\_\_\_\_

\_\_\_\_\_  
Megan Wren, Secretary, Planning Commission  
City of Mason, Ingham County, Michigan



RECEIVED

MAR 11 2024

CITY OF MASON  
PLANNING DEPT.

## COMPASS CONSTRUCTION CONCEPTS, L.L.C.

Mid Michigan's Complete Construction Resource

**To: The City Of Mason Michigan**

201 West Ash Street

Mason, Michigan 48854

Elizabeth Hude – Community Development Director

**Re: Request For Special Use Permit**

Robin Rose – 636 Center Street – Mason, Michigan 48854

For and on behalf of, and in conjunction with the owner, Robin Rose, please find attached the following information for and in consideration of A Special Use Permit and Site Plan Review And Approval relative to the proposed Group Child Care Home at 636 Center Street in Mason Michigan Respectively.

- 1) Zoning Permit Application
- 2) Required Fee In The Amount Of \$ 275.00
- 3) Narrative Relative To City Of Mason Ordinance 94-191(F) Basis Of Determination For Special Use Permits
- 4) Narrative Relative To City Of Mason Ordinance 94-277 Standards For Site Plan Review And Approval
- 5) 636 Center Street – Parcel Map Overview
- 6) 636 Center Street – Enlarged Parcel Overview Map
- 7) 636 Center Street – Parcel Overview Map 2 – Site Improvements

### **Submittal Notes:**

- 1) Pursuant to Zoning Application, this letter shall serve as formal request to release the Planning Department Staff Report to the owner and consultant respectively.  
Said report may be emailed to the following:  
[rmrose008@yahoo.com](mailto:rmrose008@yahoo.com) and [David.compasscc@gmail.com](mailto:David.compasscc@gmail.com)
- 2) Owner hereby authorizes any communications necessary through consultant, Compass Construction Concepts, LLC.

-Please direct correspondence, ie. Meeting dates and the like to both parties respectively.

**New Homes / Remodeling / Decks / Kitchens / Baths / Construction Management / Consulting**  
**David Wilson – President (517) 435-6487**



## **COMPASS CONSTRUCTION CONCEPTS, L.L.C.**

Mid Michigan's Complete Construction Resource

**Respectfully Submitted,**

A blue ink signature of David Wilson, consisting of a series of loops and a long horizontal stroke.

**David Wilson President – Compass Construction Concepts, LLC**

A blue ink signature of Robin Rose, written in a cursive style.

**Robin Rose – Owner 636 Center Street / Mason, Michigan 48854**

**New Homes / Remodeling / Decks / Kitchens / Baths / Construction Management / Consulting**

**David Wilson – President (517) 435-6487**



RECEIVED

MAR 08 2024



# PERMIT APPLICATION

## ZONING

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 #: \_\_\_\_\_

**Applicant Information:**

Name: Robin Rose

Organization: \_\_\_\_\_

Address: 636 Center Street / Mason, Michigan 48854

Telephone Number: (517) 819-5256

Facsimile Number: \_\_\_\_\_

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: Robin Rose (Richardson) Telephone Number: (517) 819-5256

Property Address: 636 Center Street / Mason, Michigan 48854

Legal Description: If in a subdivision: Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

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

Lot 9 & W 16ft. Of Lot 10, Block 6, Bush's Addition, Sec. 5, T2NR1W, City Of Mason, Ingham County

**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: Robin Marie Rose Date: \_\_\_\_\_

**Requested Description:**

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

With Current RS3 Zoning, Principal Residence To Be Utilized For A State Of Michigan Licensed Group Child Care Home

**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 1-12 For Drop Off And Pick Up

Total Employees 1-2

Population Increase 0

Employees in Peak Shift 1-2

House of Operation 7 AM to 5 PM  
Monday Day through Friday day

Total Bldg. Area Proposed 1,046sf. - Existing

Parking Spaces Provided 2 - Existing Driveway

**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)



636 Center Street – Narrative Relative To City Of Mason Ordinance 94-191(F) (Basis Of  
Determination For Special Use Permits)

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

***-The location is currently zoned RS-3 Single Family Residential as is the surrounding parcels. It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***

- (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.

***-It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***

- (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.

***-It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***

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

***-It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***

- (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.

***-It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***

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

***-It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***

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

***-It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***





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

***-The current site and proposed development present no change to the existing conditions. It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***

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

***-The current site and proposed development present no change to the existing conditions. It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***

(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.

***-The current site and proposed development present no change to the existing conditions. It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***

(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.

***-Drop Off and Pick Up Traffic will be managed utilizing the existing driveway and available off-street parking respectively and not obstruct the neighboring driveways, emergency access, or traffic on the roadways. Refuse receptacles will be obscured behind the proposed 6' Privacy Fence. It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***

(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.

***-Please see response to items 9 respectively. It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***

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

***-The current site and proposed development present no change to the existing conditions. It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***



(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.

***-It remains understood that applicant will be required to obtain the applicable State Of Michigan Licenses required and Certificate Of Occupancy for such. Additionally, it remains understood that applicant will continue to be responsible for observation and compliance of the required City Of Mason Zoning Ordinances and any conditions of The Special Use Permit.***





**636 Center Street – Narrative Relative To City Of Mason Ordinance 94-227 (Standards For Site Plan Review And Approval)**

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

- (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.  
***-As the site is existing, the only development is the addition and/or addition of fencing as required for the applicable licensing requirements of The State Of Michigan for the same respectively. It remains the opinion of the applicant that said site meets the requirements as set forth.***
- (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.  
***-With reference to item 1 above, the addition of the proposed fencing remains the only site development proposed. Notably, the addition of a 6' Privacy Fence will prohibit 'toys' and the like from being 'thrown' onto neighboring parcels. Notably, the existing 48" tall 'chain link fence' at the property to the east is owned by said property owner and will remain. Supervision as mandated by The State Of Michigan Licensing Requirements provides adequate assurance prohibiting objects from being 'thrown' onto said neighboring parcel respectively. It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***
- (3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.  
***-The current site and proposed development present no change to the existing conditions. It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***
- (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 current site and proposed development present no change to the existing conditions. It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***
- (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 current site and proposed development present no change to the existing conditions. It remains the opinion of the applicant that said site and proposed development meets the requirements as set forth.***

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# 636 Center Street - Parcel Map Overview



**Disclaimer:** The data is provided for reference only and WITHOUT WARRANTY of any kind.





INGHAM COUNTY  
MICHIGAN

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PLANNING DEPT.

## 636 Center Street - Parcel Overview - Map 2



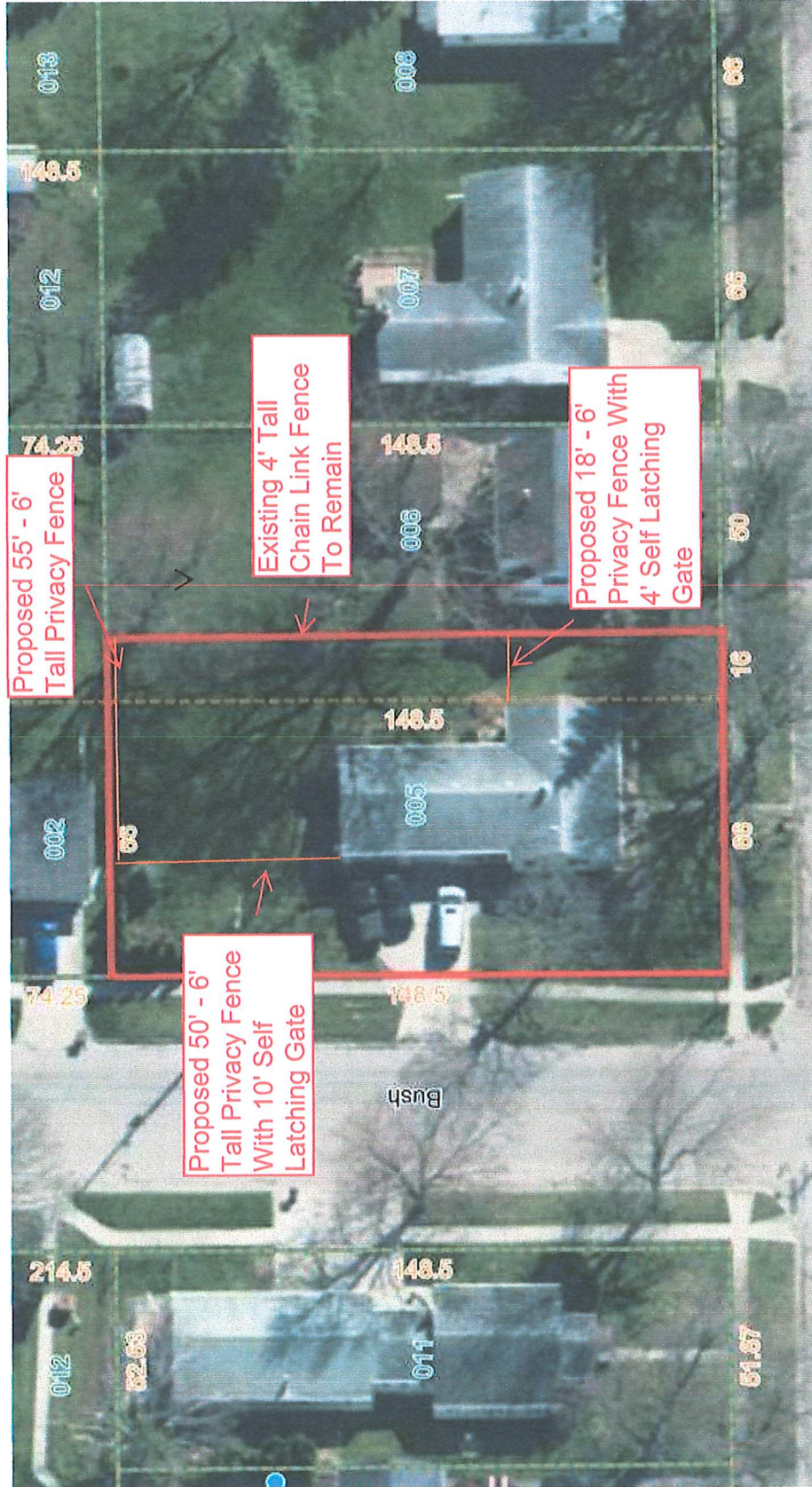
**Disclaimer:** The data is provided for reference only and WITHOUT WARRANTY of any kind.





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# 636 Center Street - Parcel Overview - Map 2



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**CITY OF MASON**

201 WEST ASH  
MASON, MI 48854  
5176769155  
5176761330

Invoice For PlanRevi PSUP24-001

Print Date: 03/08/2024

**PAID****MAR 08 2024****CITY OF MASON**

ROSE ROBIN MARIE  
636 CENTER  
MASON MI 48854

Pay by Account In Full



Pay by Account In Full

**\$ 275.00**

Invoice No	Invoice Date	PlanReview Numbe	Address	Amount Due
	00005448	03/08/24	PSUP24-001 636 CENTER	\$ 275.00
Fee Details:	Quantity	Description	Amount Cost	Balance
	1.000	Special Use Permit	\$275.00	\$ 275.00
Total Amount Due				<b>\$ 275.00</b>

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:  
ROSE ROBIN MARIE  
636 CENTER  
MASON MI 48854

Date: 03/08/2024 Time: 2:35:32 PM  
Receipt: 100321607  
Cashier: PR



ITEM REFERENCE	AMOUNT
PMT PERMIT	
00005448	
101-253.00-490.001	\$275.00
TOTAL	\$275.00
CASH	\$275.00
Total Tendered:	\$275.00
Change:	\$0.00



## Staff Agenda Report: April 23, 2024 Planning Commission

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<b>AGENDA ITEM 6B:</b>	<b>Resolution 2024-03:</b> Request from Mason Auto Body Repair, Inc. for approval of a Preliminary Site Plan for the proposed parking lot expansion, located at 805 Kerns Rd, Mason MI, parcel number 33-19-10-05-101-011.
<b>RECOMMENDED ACTION:</b>	Motion to approve Resolution 2024-03 for a Preliminary Site Plan
<b>PROJECT ADDRESS:</b>	805 Kerns Rd, Mason MI
<b>APPLICANT/OWNER:</b>	Jeff Kreisler, Mason Auto Body Repair, Inc.
<b>REPRESENTATIVE:</b>	Joel Arseneault & Mike Romkema, Hubble, Roth & Clark, Inc.

### Authority

- [Section 24-225\(a\)](#) 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](#).

**Submittal Criteria:** The applicant paid a fee of \$200. A balance of \$100 is due prior to review of a revised Final Site Plan. The fees together with the documents listed below, the application appears to satisfy the submittal requirements of [Sec. 94-226\(c\)](#).

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

### ATTACHMENTS:

- Proposed Preliminary Site Plan
- Project Analysis with Review Criteria
- Agency Comments
- Proposed Resolution 2024-03
- Permit Application, received March 26, 2024
- Plan set dated March 22, 2022

## PROJECT ANALYSIS

### Description of Current and Planned Use of Property:

The applicant is proposing a 15,246 sq. ft. (.35 acre) expansion to extend the parking to the east of the site, including exporting of soil from the site, grading, and proposed storm to account for the new storm water runoff. In the future, the applicant plans a Phase 2 that will include a building addition to the east of the existing building adding an additional 3,237 s.f. to account for the increase in the need for auto body repairs.

**Property Size:** 54,014.4 sq. ft. (1.24 acres)

**Current Zoning District:** The parcel is located in the M-2 General Manufacturing District.

**Master Plan:** The request also addresses the following goals:

Guiding Principle: Safe

Strategy: Infrastructure: Optimize existing capacity and prepare for growth.

Target: S2: Purposeful, Strategic Growth

### Surrounding Zoning and Land Uses:

	Current Land Use	Zoning	Future Land Use
Project Site	Manufacturing	M-2 General Manufacturing	Employment
North	Office	O-1 Office District	Employment
West	MDOT Highway US-127	Non – MDOT Highway	MDOT Highway
South	MDOT Trunkline M-36/Cedar Street	C-2 General Commercial District	Corridor
East	Commercial	C-2 General Commercial District	Corridor

### 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.

STATUS/NOTE	REQUIREMENT
MEETS	(1) The site shall be developed so that all elements shall be harmoniously and efficiently organized in relation to the size, shape, type and topography of the site and surrounding property. <i>The proposed expansion appears to meet this requirement.</i>
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. <i>Surrounding properties will not be affected in a manner described in this requirement.</i>
MEETS	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites. <i>Emergency vehicles have access to the site now and the improvements will not restrict emergency vehicle access.</i>
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. <i>The building has direct access to Kerns Road, a public street (City of Mason).</i>
MEETS WITH CONDITION	(5) Appropriate measures shall be taken to ensure that the addition or removal of surface waters will not adversely affect neighboring properties, that controls are in place to minimize

	sedimentation and erosion, and that topographic alterations are minimized to accommodate storm water management.
<i>City Engineer review in progress. Report will be presented at meeting.</i>	
<b>Condition: A final site plan will be submitted to address comments from the City Engineer.</b>	
MEETS WITH CONDITION	(6) Provisions shall be made for the construction of storm sewer facilities including grading, gutters, piping, on-site storage, and treatment of turf as required to handle stormwater and prevent erosion.
<i>City Engineer review in progress. Report will be presented at meeting.</i>	
<b>Condition: A final site plan will be submitted to address comments from the City Engineer.</b>	
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.
<i>Staff is not aware of any hazardous substances that require secondary containment as required by this section or <a href="#">Ch. 26 Fire Prevention and Protection</a>.</i>	
MEETS	(8) Exterior lighting shall be designed and located so that the source of illumination is directed away from adjacent properties, the intensity of lighting is the minimum necessary, and the direction of lighting is downward as much as is possible and appropriate for the project.
<i>Staff is not aware of any proposed changes to lighting. Any lighting on the site will need to be shielded and directed downwards therefore meeting this requirement.</i>	
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.
<i>There are no new proposed dumpsters on the applicant's site. Existing dumpsters are not visible from the street.</i>	
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.
<i>The proposed improvements generally meet these requirements.</i>	
MEETS	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.
<i>There are no common areas or public features located on the applicant's property.</i>	
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.
<i>The applicant is responsible for seeking and complying with applicable requirements of the county, state, and federal law.</i>	

COMMENTS FROM AGENCIES	
CITY ENGINEER/UTILITIES	PENDING – In review
MDOT	Permit required; fencing damaged and needs to be repaired.
Ingham County Drain Commission	SESC PERMIT ISSUED

**CITY OF MASON  
PLANNING COMMISSION  
RESOLUTION NO. 2024-03  
APRIL 23, 2024**

**A RESOLUTION GRANTING CONCURRENT PRELIMINARY AND FINAL SITE PLAN APPROVAL TO MASON AUTO BODY REPAIR, INC. FOR A PROPOSED PARKING LOT EXPANSION ON PROPERTY LOCATED AT 805 KERNS RD, MASON MI, PARCEL NUMBER 33-19-10-05-101-011, IN THE M-2 GENERAL MANUFACTURING ZONING DISTRICT.**

**WHEREAS**, a request has been received from Jeff Kreisler, on behalf of Mason Auto Body Repair, Inc. for concurrent approval of a Preliminary and Final Site Plan for a proposed parking lot expansion; and,

**WHEREAS**, the subject property is located at located at 805 Kerns Rd, Mason MI, parcel number 33-19-10-05-101-011; and,

**WHEREAS**, the parcel is zoned M-2, General Manufacturing zoning district; and,

**WHEREAS**, the proposal is described on application materials provided on March 26, 2024, with a site plan dated March 22, 2022; 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 Staff Agenda Report with project analysis dated April 23, 2024, as findings of fact that, with the condition listed herein, the proposed use will comply with the 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 for the proposed parking lot expansion located at 805 Kerns Rd, Mason MI, parcel number 33-19-10-05-101-011, in the M-2 General Manufacturing zoning district with the following condition:

- A revised Final Site Plan will be submitted that satisfies comments from the City Engineer.

\*\*\*\*\*

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

MOTION APPROVED/DENIED

RESOLUTION DECLARED \_\_\_\_\_

---

Megan Wren, Secretary, Planning Commission  
City of Mason, Ingham County, Michigan





# PERMIT APPLICATION

## ZONING

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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 #: \_\_\_\_\_

### Applicant Information:

Name: Jeff Kriesler

Organization: Mason Auto Body Repair Inc.

Address: 805 N Kerns Rd, Mason, MI 48854

Telephone Number: (517) 676-9011

Facsimile Number: \_\_\_\_\_

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.

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PLANNING DEPT.

### Property Information:

Owner: Jeff Kriesler

Telephone Number: 517-676-9011

Property Address: 805 N Kerns Rd

Legal Description: If in a subdivision: Subdivision Name: N/a Lot Number: 011

If Metes and Bounds (can be provided on separate sheet): beg. in the West R.O.W Line of Kerns Rd, N00°49'37"E 1,788.44 FT. AND S89°02'28"E

578.61 ft. and AND S01°00'08"W 500.00FT. From West 1/4 corner of section 5, T2N-R1W (City of Mason), Ingham County, MI; Thence West 68.54ft to the East R.O.W. line of highway 127

S07°15'26"W 48.72 FT. ALONG HIGHWAY 127 R.O.W.; S 28° 52' 58" W 122.98 FT. ALONG HIGHWAY 127 R.O.W.; S10°09'40"W 143.98 FT ALONG HIGHWAY 127 R.O.W.; S26°43'16"E

144.51 Ft. Along Highway 127 R.O.W S44°54'34"E 121.18 FT. ALONG HIGHWAY 127 R.O.W. TO THE WEST R.O.W. LINE OF KERNS ROAD, N01°00'08"E 512.70 FT

ALONG THE WEST R.O.W. LINE OF KERNS ROAD TO THE P.O.B. AND SUBJECT TO ALL EASEMENTS OF RECORD AND CONTAINING [1.24] ACRES OF LAND.

### 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: 3/26/24

201 West Ash Street; Mason, MI 48854-0370

Office: 517.676.9155; Website: [www.mason.mi.us](http://www.mason.mi.us)

## Requested Description:

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

The current use is Mason Auto body repair and we are proposing Phase 1 to extend the parking to the East of the site, including exporting of soil from the site, grading, and proposed storm to account for the new stormwater runoff. Phase 2 will include a building addition to the East of the existing building adding additional 3,237 square feet to account for the increase in the need for auto body repairs

## 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 N/a

Total Employees 18

Population Increase N/a

Employees in Peak Shift \_\_\_\_\_

House of Operation 7:30 AM to 5:30 PM  
Monday Day through Friday day

Total Bldg. Area Proposed 3,237 sqft

Parking Spaces Provided 9

## Project Phasing

This project will be completed in: ☐ One Phase ☒ Multiple Phases – Total No. of Phases: 2 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**

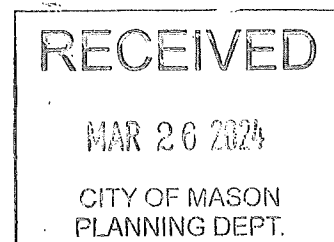
Complete applications must be received a minimum of four (4) weeks prior to a Planning Commission meeting to be placed on an agenda. The Planning Commission has the final authority to approve, approve with conditions or deny an application for Final Site Plan Review. Planning Commission meetings are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





**DETENTION POND DESIGN CALCULATION**

Project Name: Mason Auto Body Repair Inc.  
Site Location: 805 N Kerns Rd  
Mason, MI 48854

Cont. Drainage Area (Acres): 0.35 (L)  
Proposed Runoff Coefficient "C" Value: 0.50 (M)  
Allowable Release Rate per Acre (CFS/ Acre) 0.15 (N)  
Maximum Allowable Release Rate (CFS) 0.07 (O)

1.00 in first flush

A	B	C	D	E	F	G	H	I	J	K
Duration (Minutes)	Duration (Hours)	100-Year 24-Hour Total Rainfall (Inches)	100-Year 24-Hour Rainfall Avg. Intensity (Inch/Hr)	Proposed 100yr-24hr Avg. Runoff Flowrate (CFS)	Proposed 100yr-24hr Runoff Volume (CFT)	Maximum Allowable Release Rate (CFS)	Required 100yr-24hr Storage Volume (CFT)	Bankfull 2yr-24hr (2.42 Inches) Volume (CFT)	First Flush (1 Inch) Storage Volume (CFT)	Total Required Storage Volume (CFT)
5	0.08	0.78	9.36	1.64	491	0.07	470	1,537	635	1,537
10	0.17	1.14	6.84	1.20	718	0.07	697	1,537	635	1,537
15	0.25	1.40	5.60	0.98	882	0.07	851	1,537	635	1,537
20	0.33	1.60	4.79	0.84	1,006	0.07	964	1,537	635	1,537
30	0.50	1.99	3.98	0.70	1,254	0.07	1,191	1,537	635	1,537
40	0.67	2.24	3.36	0.59	1,409	0.07	1,325	1,537	635	1,537
50	0.83	2.48	2.98	0.52	1,565	0.07	1,460	1,537	635	1,537
60	1.00	2.73	2.73	0.48	1,720	0.07	1,594	1,537	635	1,594
90	1.50	3.11	2.07	0.36	1,956	0.07	1,767	1,537	635	1,767
120	2.00	3.48	1.74	0.30	2,192	0.07	1,940	1,537	635	1,940
180	3.00	3.97	1.32	0.23	2,501	0.07	2,123	1,537	635	2,123
240	4.00	4.18	1.05	0.18	2,633	0.07	2,129	1,537	635	2,129
300	5.00	4.39	0.88	0.15	2,766	0.07	2,136	1,537	635	2,136
360	6.00	4.60	0.77	0.13	2,898	0.07	2,142	1,537	635	2,142
540	9.00	4.76	0.53	0.09	2,997	0.07	1,863	1,537	635	1,863
720	12.00	4.91	0.41	0.07	3,096	0.07	1,584	1,537	635	1,584
900	15.00	3.52	0.23	0.04	2,219	0.07	329	1,537	635	1,537
1080	18.00	2.13	0.12	0.02	1,342	0.07	-926	1,537	635	1,537
1260	21.00	2.54	0.12	0.02	1,601	0.07	-1,045	1,537	635	1,537
1440	24.00	2.36	0.10	0.02	1,487	0.07	-1,537	1,537	635	1,537
2880	48.00	6.25	0.13	0.02	3,938	0.07	-2,111	1,537	635	1,537

Required 100yr-24hr Detention Storage (CFT) 2,142

Required Storage (CFT) 2,142

Approx. Preliminary Detention Pond 1386 cft

Approx. Preliminary Storm Pipe Detention 876 cft

**PERMANENT RETENTION POND DESIGN CALCULATION**

Retain Consecutive 100-Year 24 Hour Design Storm Events from the Entire Contributing Area (5.2 Inches of Rainfall)

6,607 CFT

- A) Duration of the storm event in minutes.  
B) Duration of the storm event in hours.  
C) Total amount of rainfall during a 100-year recurrence storm event for the given duration in Column A & B (ref.: midwestern climatological center rainfall Atlas-Bulletin 71).  
D) Average rainfall intensity during the 100-year recurrence storm event. Calculated by dividing Column C by Column B  
E) The unrestricted 100-year recurrence average discharge flowrate from the proposed site under fully developed conditions. Calculated by multiplying Intensity (D), Runoff Coefficient (M) and Drainage Area (L).  
F) The unrestricted 100-year recurrence discharge volume from the proposed site for the given duration. Calculated by multiplying the Proposed Runoff Flowrate (E) by the Storm Duration (A) and by 60 seconds/minute.  
G) The maximum allowable discharge from the site is determined by multiplying the drainage area by the allowed per acre release rate (N).  
H) The required detention storage is determined by multiplying the flowrate differential (Inflow (E) - 0.5\*Outflow (G), by the corresponding duration (A) and by 60 seconds/minute. The calculated maximum release rate only occurs when the pond is full. As the pond dewater the actual release rate from the pond will decrease from the maximum allowed release rate to 0. Therefore, an average release rate equal to 50% of the maximum rate is used in calculating the required storage volume. Calculated storage volumes will vary based on rainfall intensity, the size of the drainage area, and the allowable discharge. The maximum volume of storage for the various storm durations will be the required detention storage volume.  
I) The bank full volume is based on storing the runoff from 2 year - 24 hour storm event (2.42 Inches).  
J) The first flush volume is based on storing the runoff from the first 1/2 inch of rain.  
K) Total required storage volume is the maximum required storage between the 100-year 24-hour at the allowable discharge rate or the total volume of the bank full storm.  
L) Area contributing to the proposed detention/ retention facility  
M) Weighted Runoff Coefficient based on proposed development conditions  
N) Allowable Release Rate from the site per Acre. Based on capacity of downstream conveyance system.

Calculation By: JRA

Date: 3/20/2024

R:\data\edipit\tr\exceffccsfor.xls

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MAR 26 2024

CITY OF MASON  
PLANNING DEPT.

# LIST OF DRAWINGS

1	NOTES, TYPING AND REVISIONS	1
2	GENERAL NOTES	2
3	GENERAL NOTES	3
4	GENERAL NOTES	4
5	GENERAL NOTES	5
6	GENERAL NOTES	6
7	GENERAL NOTES	7

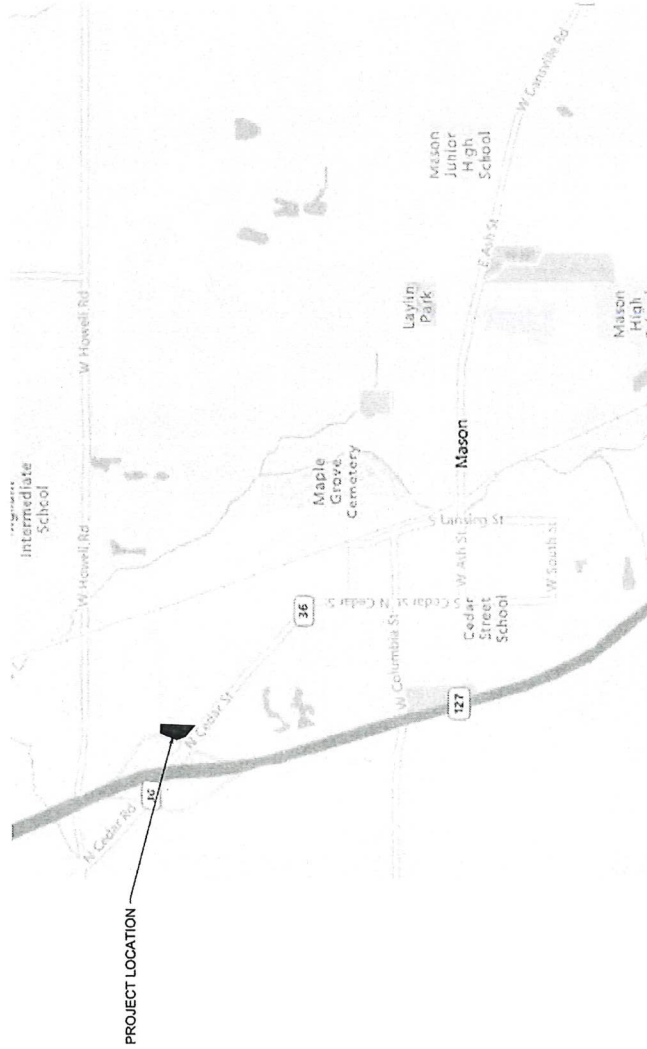
**OWNER:**  
MASON AUTO BODY REPAIR, INC.  
2101 AURELIUS RD.  
HOLT, MI 48842  
CONTACT: JEFF GRIFFIN  
PHONE: (517) 351-1111

**ENGINEER:**  
HUBBELL, ROTH & CLARK, INC.  
2101 AURELIUS RD.  
HOLT, MI 48842  
CONTACT: MIKE HONIGSMAN  
PHONE: (517) 351-1111



## MASON AUTO BODY PARKING LOT EXPANSION

805 KERNS RD, MASON, MI 48854



PROJECT LOCATION



STATE OF MICHIGAN  
JEFF GRIFFIN  
REGISTERED PROFESSIONAL ENGINEER  
NO. 62071  
EXPIRATION DATE 12/31/2024

BY CALLING THE NUMBER YOU ARE SETTING UP  
-CITY OF MASON WATER AND SEWER  
-MASON ENGINEERS DESIGN FOR GAS AND ELECTRIC  
-CITY OF MASON  
-CITY OF MASON  
-CITY OF MASON



NO.	DATE	REVISION
1	03/22/24	1
2		2
3		3
4		4
5		5
6		6
7		7

MASON AUTO BODY  
REPAIR, INC.

HUBBELL, ROTH & CLARK, INC.  
2101 AURELIUS RD.  
SUITE 2  
HOLT, MI 48842  
PHONE: (517) 351-1111  
FAX: (517) 351-1112

MASON AUTO BODY  
SITE IMPROVEMENTS  
COVER SHEET

DATE: MARCH 22, 2024	NO. SCALE: NONE
WEST SCALE: NONE	DRAWN BY: JRA
DESIGN BY: JRA	CHECKED BY: JRA
APPROVED BY: JRA	DATE: 03/22/24

SHEET 1 OF 7





MASON AUTO BODY  
 SITE IMPROVEMENTS  
 REMOVAL PLAN

MASON AUTO BODY  
 REPAIR, INC.

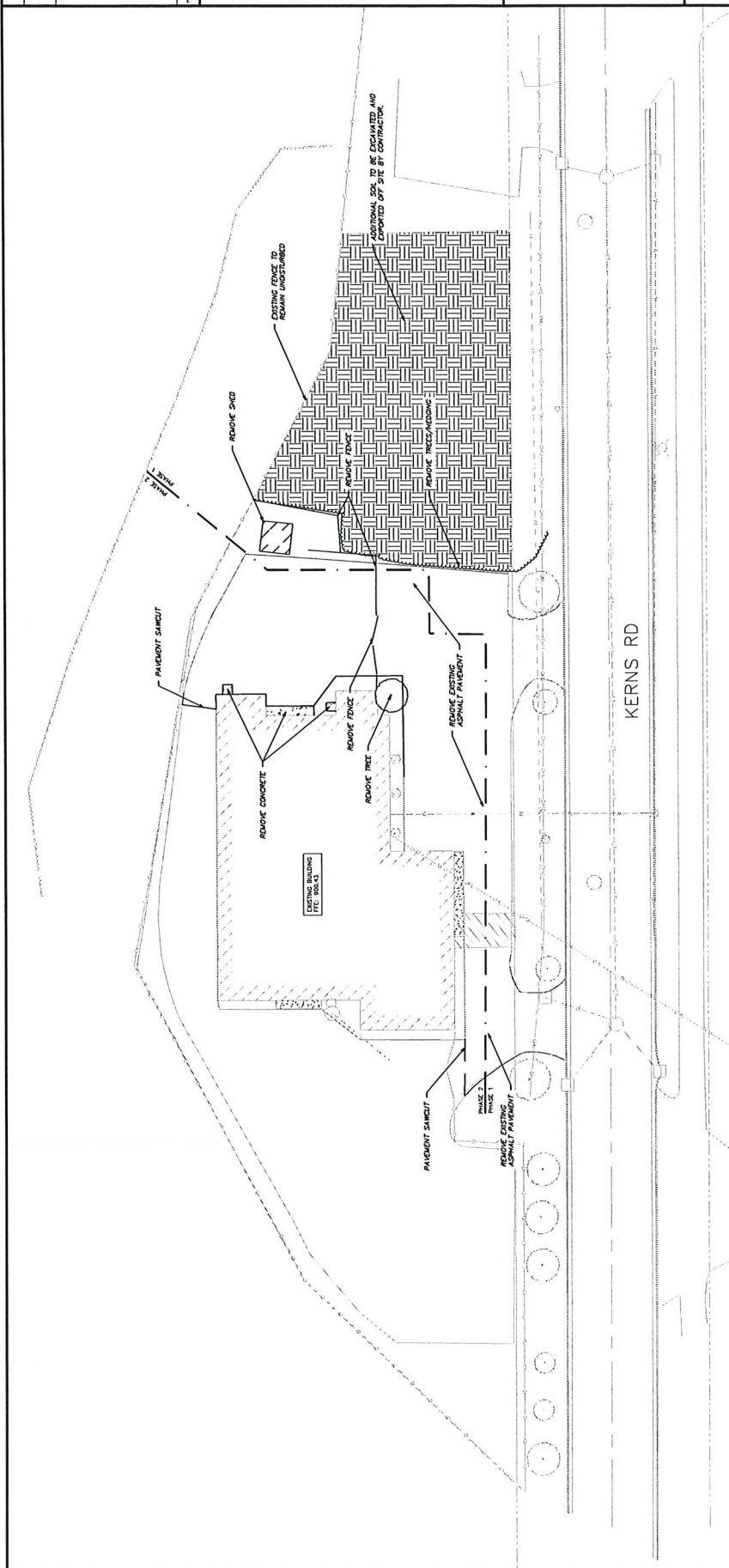
NO	DESCRIPTION (REVISIONS)	DATE	BY
1	SITE PLAN REVIEW	3/22/24	WJS
2			
3			
4			
5			
6			
7			



LEGEND

- HMA SURFACE REMOVAL
- EARTH EXCAVATION
- CONCRETE DEMOLITION
- PENDANT SWIDT

NOTES:  
 1. SITE ACCESS SHALL BE FROM THE NORTH DRIVEWAY SHOWN ON THE EXISTING SITE PLAN. TRUCKS AND EQUIPMENT SHALL NOT BE PROHIBITED THROUGH THE SOUTH DRIVE ACCESS.  
 2. SEE SHEET 4 FOR EXISTING AND PROPOSED DRIVEWAY LAYOUTS.  
 3. SEE SHEET 5 FOR DETAIL DRAGS.



**RECEIVED**  
 MAR 26 2024  
 CITY OF MASON  
 PLANNING DEPT.



NO.	DESCRIPTION (REVISIONS)	DATE	BY
1	SITE PLAN REVIEW	3/22/24	WAB
2			
3			
4			
5			
6			
7			

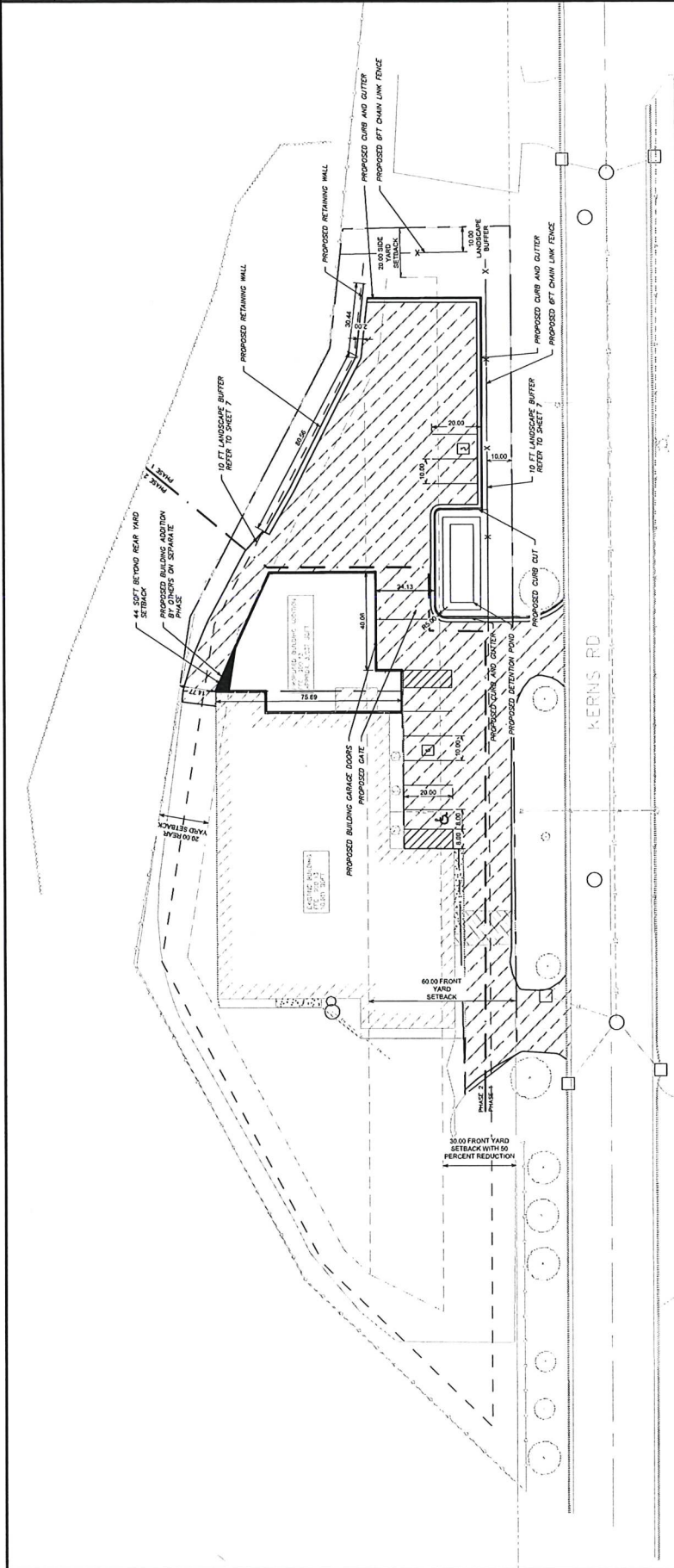
MASON AUTO BODY  
REPAIR, INC.

HUBBELL, ROTH & CLARK, INC.  
CONSULTING ENGINEERS SINCE 1915  
2101 AURELIUS RD  
SUITE 2  
HOLT, MI 48842  
PH: (810) 664-7700  
W: (810) 664-7700

MASON AUTO BODY  
SITE IMPROVEMENTS  
CONSTRUCTION PLAN

DATE: MAR 22, 2024	DATE: MAR 22, 2024
DRAWN BY: JWA	DATE: MAR 22, 2024
CHECKED BY: JWA	DATE: MAR 22, 2024
APPROVED BY: JWA	DATE: MAR 22, 2024
DATE: MAR 22, 2024	DATE: MAR 22, 2024

SHEET 4 OF 7



# SITE INFORMATION

PARCEL SIZE: 1.24 ACRES  
PROPOSED CONSTRUCTION AREA: PHASE 1: 0.32 ACRES  
ZONING: M-2 GENERAL MANUFACTURING DISTRICT  
BUILDING SETBACKS: 60' FRONT YARD SETBACK  
30' SIDE YARD SETBACK  
20' SIDE YARD SETBACK  
MAXIMUM BUILDING HEIGHT: 45'  
PARKING: 1 SPACE PER 200 SQ FT USABLE FLOOR AREA (UPA: 1000sqft)  
LANDSCAPE SETBACKS: 10 FT  
PROPOSED: 9

NOTES:  
1. RETAINING WALL TO BE BUILT BY CONTRACTOR USING 27"x24" STONE BLOCKS.  
2. BUILDING AND PARKING IMPROVEMENTS OF PROPOSED BUILDING ADDITION BY OTHERS UNDER A SEPARATE PHASE.

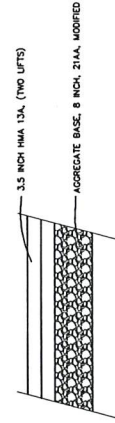
# LEGEND

PROPOSED HMA SURFACE  
PAVEMENT SMOOT

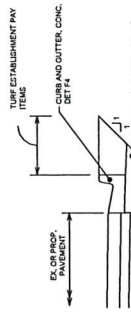
RECEIVED  
MAR 26 2024  
CITY OF MASON  
PLANNING DEPT.

ITEM	RATE LBS PER STD	PERFORMANCE GRADE	REMARKS
HMA, 1.5A	220	58-28	1.5" BASE COURSE
HMA, 1.5A	220	58-28	2" LEVING COURSE
HAND PATCHING	275 MAX	58-28	2 1/2" MAX COURSE
SEAL COAT	0.05-0.15 GAL		*FOR INFORMATION ONLY

# TYPICAL SECTION LEGEND

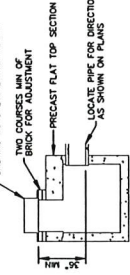


# PROPOSED SECTION PAVEMENT



# TYPICAL CURB & GUTTER NO SCALE

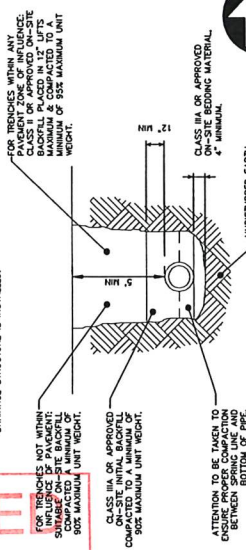
NOTES:  
1. ALL PROPOSED STORM SEWER WILL BE DONE DURING PHASE 1 OF THE PROJECT.



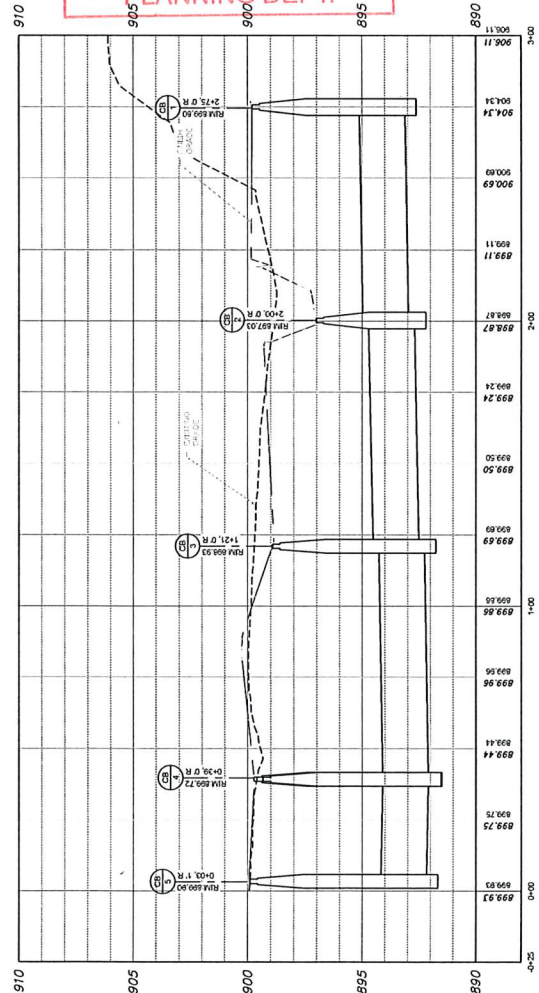
### 48" DIAMETER CATCH BASIN DETAIL

NOTE: BELOW CONCENTRATION SHALL BE IN ACCORDANCE WITH SECTION 403 OF THE 2020 MOUNT STANDARD SPECIFICATIONS FOR CONSTRUCTION AND MOST STANDARD PLAN P-1-G EXCEPT AS MODIFIED BY THIS DETAIL AND THE FOLLOWING:

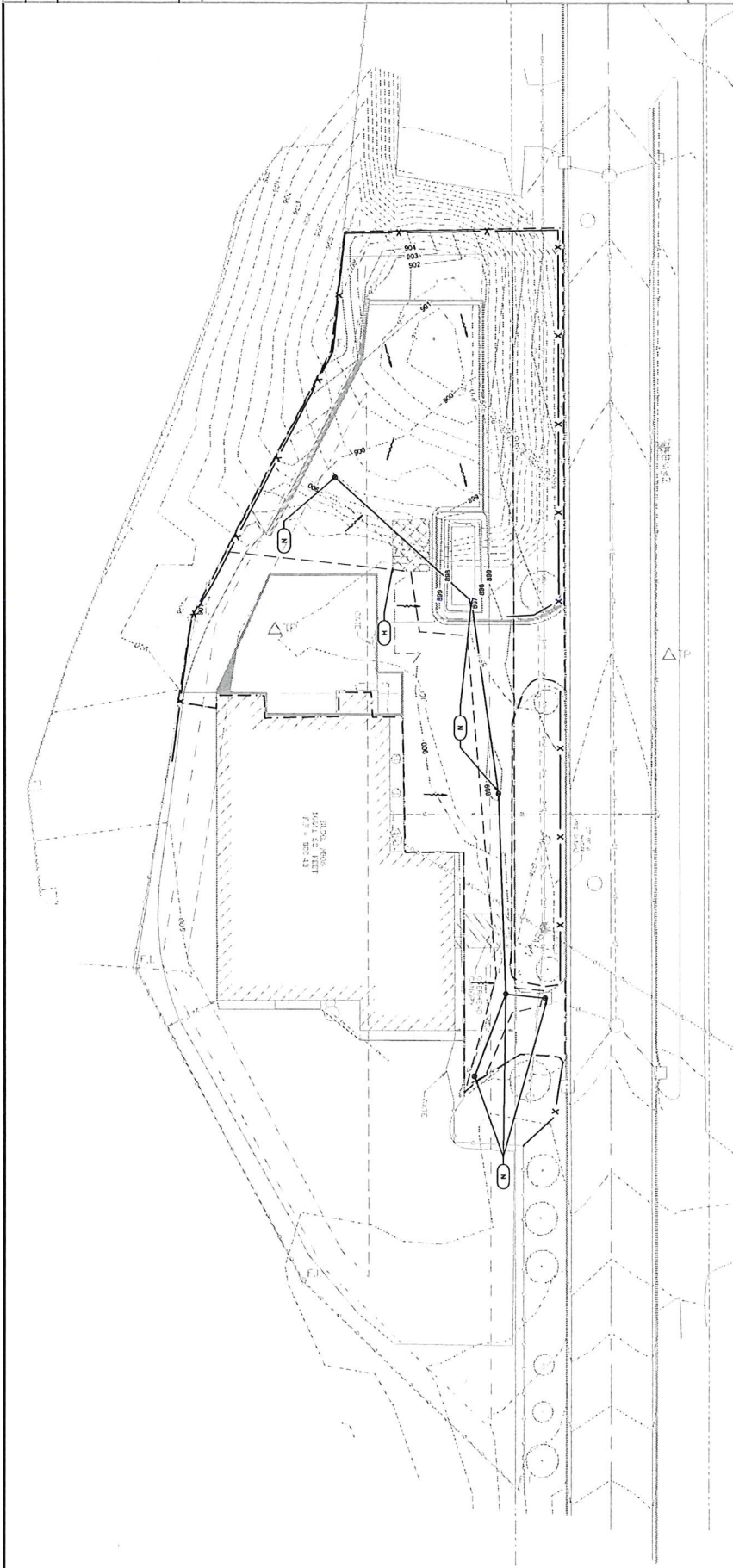
1. EXISTING MANHOLES SHALL PROVIDE A MINIMUM 3 INCH DRAINAGE OPENING.
2. EXISTING MANHOLES SHALL BE REINFORCED WITH STEEL MANHOLES.
3. EACH MANHOLE SHALL BE EQUIPPED WITH A FRAME AND COVER SET IN ACCORDANCE WITH THE DETAIL.
4. THE FRAME AND COVER SHALL BE PAID FOR BY THE ENGINEER. THE FRAME AND COVER SHALL BE PAID SEPARATELY.
5. THE COVER FOR CATCH BASINS TO BE SET TO FINAL GRADE IN A MANNER THAT PROVIDES THE SAME WORK DATA AS THE DRAINAGE STRUCTURE IS INSTALLED.



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MAR 26 2024  
CITY OF MASON  
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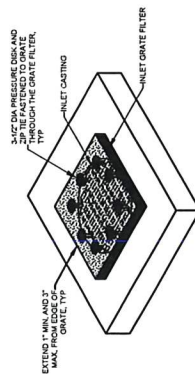






2. SPEC. MEASURES TO BE PLACED PRIOR TO THE START OF REINFORC.
3. EACH WORK ACCESS APPROACH SHALL HAVE MINIMUM DIMENSIONS OF 16' WIDE BY 8' HIGH. CONDUITS SHALL BE PLACED IN THE CENTER OF THE APPROACH. CONSTRUCTED TO WITHSTAND TRUCKS OF AT LEAST 40,000 LBS. EACH APPROACH SHALL BE CONSTRUCTED TO WITHSTAND TRUCKS OF AT LEAST 40,000 LBS.
4. SITE ACCESS BY CONSTRUCTION VEHICLES SHALL BE FROM THE NORTH DRIVE.
5. THROUGHOUT THE CONSTRUCTION PERIOD, THE SITE SHALL BE OPEN AND ACCESSIBLE TO PEDESTRIANS FOR OVERLAND FLOW TO DISCHARGE CANALS BASED ON THE PLANS AND PROTECTED DRAINAGE INLET.
6. TOPSOIL, BACKFILL AND PERMANENT SEEDING SHALL BE COMPLETED PRIOR TO THE START OF THE CONSTRUCTION OF CURB AND DRIVE, SIDEWALK AND DRIVE APPROACH CONSTRUCTION.
7. THE FLOW OF WATER FROM THE GROUND SURFACE AND CONSTRUCTION TRUCKS TO THE FORM OR SANITARY SEWER SYSTEM IS STRICTLY PROHIBITED. THE DISCHARGE FROM PUMPS MUST BE TO THE GROUND SURFACE AND SHALL SURFACE DRAIN TO CATCH BASINS PROTECTED BY INLET FILTERS.
8. NO CONSTRUCTION VEHICLES INCLUDING CONCRETE TRUCKS SHALL BE WASHED DOWN WITHIN 50 FEET OF ANY CATCH BASIN (WHETHER PROTECTED OR NOT).
9. ANY SPILLS AND/OR SOIL STODKES THAT ARE LOCATED ON A PAVED SURFACE ARE TO BE REMOVED IMMEDIATELY. THE REMOVAL OF SPILLS AND/OR SOIL STODKES SHALL BE INCLUDED IN THE PREVENTION PLAN.

EROSION CONTROL, INLET PROTECTION  
GRATE FILTER, ROUND (DEVICE N)







**CITY OF MASON**

201 WEST ASH

MASON, MI 48854

5176769155

5176761330

Invoice For PlanRevi PSP24-001

Print Date: 03/26/2024

MASON AUTO BODY REPAIR INC

805 KERNS RD

MASON MI 48854

Pay by Account In Full



Pay by Account In Full

**\$ 200.00**

	Invoice No	Invoice Date	PlanReview Numbe	Address	Amount Due
	00005466	03/26/24	PSP24-001	805 KERNS	\$ 200.00
Fee Details:	Quantity	Description		Amount Cost	Balance
	1.000	Preliminary Site Plan Review		\$200.00	\$ 200.00
Total Amount Due					<b>\$ 200.00</b>

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

**PAID**  
**MAR 26 2024**  
**CITY OF MASON**

Received From:  
HUBBELL ROTH CLARK  
555 HULET  
BLOOMFIELD HILLS MI 48303

Date: 03/26/2024 Time: 10:17:00 AM  
Receipt: 100322059  
Cashier: KM

PRELIM SITE PLAN  
805 KERNS RD

ITEM REFERENCE	AMOUNT
-----	
PMT PERMIT	
00005466	
101-253.00-490.001	\$200.00
-----	
SUB-TOTAL	\$200.00
Total Tendered:	\$200.00
ORDER #:	
893ad51d-e26c-41f9-a7e2-9742e8d59d36	
Credit Card Type MasterCard	
CC Processing Fee	\$6.50
CREDIT CARD XXXXXXXXXXXX4777	
Grand Total:	\$206.50
Change:	\$0.00

**RECEIVED****MAR 26 2024****CITY OF MASON  
PLANNING DEPT.**

**From:** [Arseneault, Joel](#)  
**To:** [Elizabeth Hude](#)  
**Cc:** [Pamela Derby](#)  
**Subject:** RE: Agency Notice  
**Date:** Friday, April 5, 2024 8:29:26 AM  
**Attachments:** [image001.png](#)

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Good morning Elizabeth,

We spoke to Larry with MDOT yesterday and passed along the information to Jeff so he can set up his account for the MDOT ROW permit.

We are also updating our plans to account for replacing the damaged fence.

Thank you,

Joel Arseneault | Graduate Engineer II  
[HUBBELL, ROTH & CLARK, INC](#)  
2101 Aurelius Road, Suite 2, Holt, MI 48842  
O: 517-694-7760 | M: 248-535-3336



---

**From:** Elizabeth Hude <[elizabethh@mason.mi.us](mailto:elizabethh@mason.mi.us)>  
**Sent:** Friday, April 5, 2024 8:22 AM  
**To:** Arseneault, Joel <[JArseneault@hrcengr.com](mailto:JArseneault@hrcengr.com)>  
**Cc:** Pamela Derby <[PamelaD@mason.mi.us](mailto:PamelaD@mason.mi.us)>  
**Subject:** FW: Agency Notice

Joel,

Wanted to pass this along ASAP. I do not have an email address for Jeff. Please confirm work has stopped – they need to have all permits in place and Planning Comm approval before work proceeds.

Thank you,

~Elizabeth

517-978-0206 ph  
Internal ext. 206

---

**From:** Thelen, Lawrence (MDOT) <[Thelenl3@michigan.gov](mailto:Thelenl3@michigan.gov)>  
**Sent:** Friday, April 5, 2024 6:07 AM  
**To:** Pamela Derby <[PamelaD@mason.mi.us](mailto:PamelaD@mason.mi.us)>; HSC Services Inc <[assess@mason.mi.us](mailto:assess@mason.mi.us)>; Deborah Stuart <[deborahs@mason.mi.us](mailto:deborahs@mason.mi.us)>; Kerry Minshall <[kerrym@mason.mi.us](mailto:kerrym@mason.mi.us)>; Jeremiah Budd - Ingham

<[JBudd@ingham.org](mailto:JBudd@ingham.org)>; Joseph Fairbotham - Ingham <[JFairbotham@ingham.org](mailto:JFairbotham@ingham.org)>; Jeff Rewerts <[JeffR@mason.mi.us](mailto:JeffR@mason.mi.us)>; Sarah Jarvis <[sarahj@mason.mi.us](mailto:sarahj@mason.mi.us)>; Michelle Pietsch <[michellep@mason.mi.us](mailto:michellep@mason.mi.us)>; [Robert.Beagan@cmsenergy.com](mailto:Robert.Beagan@cmsenergy.com); [Jordan.A.Merreot@cmsenergy.com](mailto:Jordan.A.Merreot@cmsenergy.com); [blooney@grangernet.com](mailto:blooney@grangernet.com); [krichmond@ingham.org](mailto:krichmond@ingham.org); [cmerz@ingham.org](mailto:cmerz@ingham.org); [heckaman@meridian.mi.us](mailto:heckaman@meridian.mi.us); [kallen@mobilemedical.org](mailto:kallen@mobilemedical.org); [donh@wolveng.com](mailto:donh@wolveng.com); [bgaukel@ingham.org](mailto:bgaukel@ingham.org); [cbagwell@abrailroad.com](mailto:cbagwell@abrailroad.com)

**Cc:** Elizabeth Hude <[elizabethh@mason.mi.us](mailto:elizabethh@mason.mi.us)>

**Subject:** RE: Agency Notice

Hi Pam,

Regarding the Mason Auto Repair approval of the parking lot expansion. The work has started and the MDOT right of way fence has been damaged and will need to be replaced, a MDOT right of way permit will need to be submitted. The property owner needs to set up an account and apply or set up an account and delegate to the contractor/consultant to apply on their behalf, a \$5000.00 individual performance bond and liability insurance will need to be submitted for the permit to be issued.

MDOT does not have any comments or concerns with the Compass Construction Concepts, L.L.C., on behalf of the property owner, Robin Rose, for a Special Use Permit and concurrent approval of a Preliminary and Final Site Plan for a proposed Group Child Care Home for twelve children located at 636 Center St, Mason MI..

Thanks,  
Larry Thelen  
Transportation Technician  
MDOT-Lansing TSC  
Phone:517-749-8733  
[ThelenL3@michigan.gov](mailto:ThelenL3@michigan.gov)

Please consider the environment before printing this email. Thanks!

---

**From:** Pamela Derby <[PamelaD@mason.mi.us](mailto:PamelaD@mason.mi.us)>

**Sent:** Wednesday, April 3, 2024 12:41 PM

**To:** HSC Services Inc <[assess@mason.mi.us](mailto:assess@mason.mi.us)>; Deborah Stuart <[deborahs@mason.mi.us](mailto:deborahs@mason.mi.us)>; Kerry Minshall <[kerrym@mason.mi.us](mailto:kerrym@mason.mi.us)>; Jeremiah Budd - Ingham <[JBudd@ingham.org](mailto:JBudd@ingham.org)>; Joseph Fairbotham - Ingham <[JFairbotham@ingham.org](mailto:JFairbotham@ingham.org)>; Jeff Rewerts <[JeffR@mason.mi.us](mailto:JeffR@mason.mi.us)>; Sarah Jarvis <[sarahj@mason.mi.us](mailto:sarahj@mason.mi.us)>; Michelle Pietsch <[michellep@mason.mi.us](mailto:michellep@mason.mi.us)>; [Robert.Beagan@cmsenergy.com](mailto:Robert.Beagan@cmsenergy.com); [Jordan.A.Merreot@cmsenergy.com](mailto:Jordan.A.Merreot@cmsenergy.com); [blooney@grangernet.com](mailto:blooney@grangernet.com); [krichmond@ingham.org](mailto:krichmond@ingham.org); [cmerz@ingham.org](mailto:cmerz@ingham.org); [heckaman@meridian.mi.us](mailto:heckaman@meridian.mi.us); [kallen@mobilemedical.org](mailto:kallen@mobilemedical.org); [donh@wolveng.com](mailto:donh@wolveng.com); [bgaukel@ingham.org](mailto:bgaukel@ingham.org); [cbagwell@abrailroad.com](mailto:cbagwell@abrailroad.com); Thelen, Lawrence (MDOT) <[ThelenL3@michigan.gov](mailto:ThelenL3@michigan.gov)>

**Cc:** Elizabeth Hude <[elizabethh@mason.mi.us](mailto:elizabethh@mason.mi.us)>; Pamela Derby <[PamelaD@mason.mi.us](mailto:PamelaD@mason.mi.us)>

**Subject:** RE: Agency Notice

**CAUTION: This is an External email. Please send suspicious emails to [abuse@michigan.gov](mailto:abuse@michigan.gov)**

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Please see attachments.

---

**From:** Pamela Derby <[PamelaD@mason.mi.us](mailto:PamelaD@mason.mi.us)>

**Sent:** Wednesday, April 3, 2024 12:26 PM

**To:** HSC Services Inc <[assess@mason.mi.us](mailto:assess@mason.mi.us)>; Deborah Stuart <[deborahs@mason.mi.us](mailto:deborahs@mason.mi.us)>; Kerry Minshall <[kerrym@mason.mi.us](mailto:kerrym@mason.mi.us)>; Jeremiah Budd - Ingham <[JBudd@ingham.org](mailto:JBudd@ingham.org)>; Joseph Fairbotham - Ingham <[JFairbotham@ingham.org](mailto:JFairbotham@ingham.org)>; Jeff Rewerts <[JeffR@mason.mi.us](mailto:JeffR@mason.mi.us)>; Sarah Jarvis <[sarahj@mason.mi.us](mailto:sarahj@mason.mi.us)>; Michelle Pietsch <[michellep@mason.mi.us](mailto:michellep@mason.mi.us)>; [Robert.Beagan@cmsenergy.com](mailto:Robert.Beagan@cmsenergy.com); [Jordan.A.Merreot@cmsenergy.com](mailto:Jordan.A.Merreot@cmsenergy.com); [blooney@grangernet.com](mailto:blooney@grangernet.com); [krichmond@ingham.org](mailto:krichmond@ingham.org); [cmerz@ingham.org](mailto:cmerz@ingham.org); [heckaman@meridian.mi.us](mailto:heckaman@meridian.mi.us); [kallen@mobilemedical.org](mailto:kallen@mobilemedical.org); [donh@wolveng.com](mailto:donh@wolveng.com); [bgaukel@ingham.org](mailto:bgaukel@ingham.org); [cbagwell@abrailroad.com](mailto:cbagwell@abrailroad.com); [Thelenl3@michigan.gov](mailto:Thelenl3@michigan.gov)

**Cc:** Pamela Derby <[PamelaD@mason.mi.us](mailto:PamelaD@mason.mi.us)>; Elizabeth Hude <[elizabethh@mason.mi.us](mailto:elizabethh@mason.mi.us)>

**Subject:** Agency Notice

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 requests from:

Compass Construction Concepts, L.L.C., on behalf of the property owner, Robin Rose, for a Special Use Permit and concurrent approval of a Preliminary and Final Site Plan for a proposed Group Child Care Home for twelve children located at 636 Center St, Mason MI, parcel number 33-19-10-05-382-005.

Mason Auto Body Repair, Inc. for a concurrent approval of a Preliminary and Final Site Plan to the proposed parking lot expansion, located at 805 Kerns Rd, Mason MI, parcel number 33-19-10-05-101-011.

These projects are on the City of Mason Planning Commission's agenda for a special meeting scheduled for Tuesday, April 23, 2024 at 6:30 p.m. at 201 W. Ash Street in the Sycamore Room.

Please provide written comments or concerns to this department on or before Tuesday, April 23, 2024. Should you have any questions regarding the proposal, please do not hesitate to call Elizabeth A. Hude, AICP, Community Development Director at (517) 978-0206.

*Pam Derby*

Administrative Assistant  
Community Development

**City of Mason**      **I Office: 517-978-0211**  
**201 W. Ash Street**   **I FAX: 517-676-1330**  
**Mason, MI 48854**    **I [PamelaD@mason.mi.us](mailto:PamelaD@mason.mi.us)**



## Staff Agenda Report: April 23, 2024 Planning Commission

<b>AGENDA ITEM 6C:</b>	<b>Resolution 2024-04:</b> Request from the City of Mason for concurrent approval of a Preliminary and Final Site Plan for the proposed addition of a 1,379 s.f. permanent carport structure on the southwest section of the parking lot located at 201 W Ash St, Mason MI, parcel number 33-19-10-08-239-012.
<b>RECOMMENDED ACTION:</b>	Motion to approve Resolution 2024-04
<b>PROJECT ADDRESS:</b>	201 W Ash St
<b>APPLICANT:</b>	City of Mason
<b>OWNER:</b>	City of Mason

### Authority

- [Section 94-222\(4\)](#) states that any use permitted by a Special Use Permit requires site plan review.
- [Section 94-142\(d\)\(14\)](#) states that a Special Use Permit is required for any use permitted in the C-2 district involving one or more structures that occupy, either individually or collectively, more than 15,000 square feet of gross floor area.
- [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](#).

**Relation to Other Actions:** The proposed project and improvements are consistent with the adopted Capital Improvement Program (CIP Project Number 2019-B8).

**Submittal Criteria:** The application appears to satisfy the submittal requirements of Sec. 94-226(c). As this is a project being proposed by the City as a Capital Improvement, staff believes the fee for review is not applicable.

**Review Criteria:** The applicant has submitted an application that appears to meet the review criteria for approval of a Preliminary and Final Site Plan Review. Recommended conditions and waivers have been noted.

### ATTACHMENTS:

- Resolution 2024-04
- Permit Application, received April 9, 2024
- Plan set prepared by Wolverine Engineers & Surveyors, Inc., dated April 5, 2024

### PROJECT ANALYSIS

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#### Description of Current and Planned Use of Property:

The property is currently used for City Hall, Fire and Police services. The carport will serve as cover for police cars.

**Construction Schedule:** The project will be issued for bid immediately following Planning Commission approval.

**Master Plan:** The request addresses the following goals and objectives:

SAFE: Providing forward-thinking delivery of City services; Maintain and improve city facilities and services to be safe and efficient.



**Current Zoning District:** The parcel is in the [C-1 Central Business District](#). *It is the primary purpose of this district to provide opportunities for business establishments in the area generally referred to as the Downtown Center in the city master plan that address the local day-to-day office, retail, and service needs of residents of, and visitor to, the city.*

**Surrounding Zoning and Land Uses:** The site is located on W Ash St and S Park St, both are a local public roadway.

	Current Land Use	Zoning	Future Land Use
Project site	Municipal	C-1 Central Business District	Mixed Use
North	Commercial	C-1 Central Business District	Mixed Use
East	Residential	C-1 Central Business District O-1 Office District	Downtown, Mixed Use
South	Residential	RM Multi-family District	Mixed Housing Neighborhood
West	Railroad, Hayhoe Riverwalk Trail, Residential	R2F Two Family Residential	Traditional Neighborhood

#### COMMENTS FROM AGENCIES

None.

#### REVIEW CRITERIA:

**Staff recommends approval of the Preliminary and Final Site Plan with conditions and waivers as described below.**

#### Site Plan Approval Requirements

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.

STATUS/NOTE	REQUIREMENT
MEETS	(1) The site shall be developed so that all elements shall be harmoniously and efficiently organized in relation to the size, shape, type and topography of the site and surrounding property. <i>The carport appears to be situated on the property over the existing parking spaces in a manner that meets this requirement.</i>
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. <i>The proposed improvements will not impact use of surrounding properties.</i>
MEETS	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites. <i>Emergency vehicles have access via Park St.</i>
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. <i>The site has direct access from Park St, a public street.</i>
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. <i>No significant changes to surface waters is anticipated.</i>

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.
<i>The site is currently served adequately by public water, sewer, and storm sewer utilities.</i>	
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.
<i>Staff is not aware of any hazardous substances that require secondary containment as required by this section or <a href="#">Ch. 26 Fire Prevention and Protection</a>.</i>	
MEETS	(8) Exterior lighting shall be designed and located so that the source of illumination is directed away from adjacent properties, the intensity of lighting is the minimum necessary, and the direction of lighting is downward as much as is possible and appropriate for the project.
<i>No additional lighting is proposed currently. Any lighting that is to be added in the future must demonstrate compliance with <a href="#">Section 94-177(e)</a>.</i>	
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.
<i>The proposed improvements will not impact the existing loading and unloading areas, outside storage areas or dumpsters.</i>	
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.
<i>The proposed improvements generally meet these requirements as the existing driveways and parking spaces will remain.</i>	
MEETS	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.
<i>The property is currently owned and maintained by the City.</i>	
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.
<i>The applicant will be responsible for obtaining any necessary permits from other agencies.</i>	

**CITY OF MASON  
PLANNING COMMISSION  
RESOLUTION NO. 2024-04  
APRIL 23, 2024**

**A RESOLUTION GRANTING CONCURRENT APPROVAL OF A PRELIMINARY AND FINAL SITE PLAN TO THE CITY OF MASON FOR THE PROPOSED ADDITION OF A 1,379 S.F. PERMANENT CARPORT STRUCTURE ON THE SOUTHWEST PORTION OF THE PARKING LOT, ON PROPERTY LOCATED AT 201 W ASH ST, MASON MI, PARCEL NUMBER 33-19-10-08-239-012.**

**WHEREAS**, a request has been received from City of Mason for approval of a concurrent Preliminary and Final Site Plan for the proposed addition of a 1,379 s.f. permanent carport structure to the southwest section of the parking lot; and,

**WHEREAS**, the subject property is located at 201 W Ash St, Mason MI, parcel number 33-19-10-08-239-012; and,

**WHEREAS**, the proposal is described on application materials provided on April 9, 2024; and,

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

**WHEREAS**, Section 94-222 states that any use within the C-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 prepared and the City Council adopted a Capital Improvement Program in accordance with City of Mason Ordinance Chapter 50 that includes the carport improvement (CIP 2019-B8); and,

**WHEREAS**, the Planning Commission has received, reviewed, and accepts the Staff Agenda Report with project analysis dated April 23, 2024, as findings of fact that, with the condition and waivers 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 the City of Mason for the proposed addition of a 1,379 s.f. permanent carport structure to the southwest section of the parking lot located at 201 W Ash St, Mason MI, parcel number 33-19-10-08-239-012.

\*\*\*\*\*

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

MOTION APPROVED \_\_\_\_\_

RESOLUTION DECLARED \_\_\_\_\_

\_\_\_\_\_  
Megan Wren, Secretary, Planning Commission  
City of Mason, Ingham County, Michigan



# PERMIT APPLICATION

## ZONING

### 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 #: \_\_\_\_\_

### Applicant Information:

Name: City of Mason

Organization: City of Mason

Address: 201 W. Ash Street, Mason MI 48854

Telephone Number: (517)-676-9155

Facsimile Number: \_\_\_\_\_

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: City of Mason

Telephone Number: \_\_\_\_\_

Property Address: 201 W. Ash Street, Mason MI 48854

Legal Description: If in a subdivision: Subdivision Name: \_\_\_\_\_ Lot Number: 33-19-10-08-239-012

If Metes and Bounds (can be provided on separate sheet): (MA 163 THRU 171, 268,269) ENTIRE BLOCK

15 & VACATED ALLEY ALSO FRL LOTS A & G ALSO THAT PART FRL LOT E LYING W OF PARK ST ALSO VACATED OAK ST

BTWN BLOCK 15 & FRL LOT A ALSO ALL VACATED PARK ST BTWN ELM ST & OAK ST CITY OF MASON SPLIT/COMBINED

ON 01/07/2019 FROM 33-19-10-08-239-004, 33-19-10-08-239-001, 33-19-10-08-239-005, 33-19-10-08-239-008,

33-19-10-08-239-009, 33-19-10-08-239-010, 33-19-10-08-239-011, 33-19-10-08-279-001, 33-19-10-08-279-002;

### APPLICANT CERTIFICATION

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any Special Use Permit and/or Site Plan approval issued as a result of this application.

Signature: [Signature]

Date: 4/9/2024

**Requested Description:**

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

Permenent Carport structure to be added to the southwestern section of parking lot  
measuring roughly 20' wide and spanning roughly 67'.

**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 none

Total Employees \_\_\_\_\_

Population Increase none

Employees in Peak Shift \_\_\_\_\_

House of Operation 8:30 AM to 4:30 PM

Total Bldg. Area Proposed 1,379 sq.ft.

Mon Day through Fri day

Parking Spaces Provided 10

**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

**RECEIVED**

APR 09 2024

CITY OF MASON  
 PLANNING DEPT.



**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)

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PLANNING DEPT.

### CARPORT SPECIFICATIONS

FABRICATE AND INSTALL DOUBLE WANGS TO  
STAY CAPABLES COVERING (6) 17' X 29'  
STEEL JOISTS WITH 1/8" THICK GALVALUM.  
PROPOSED IS PER USING OUR DESIGN.  
APPROXIMATE ASPHALT PARKING LOT &  
DRIVEWAY ARE TO BE CONCRETE ON  
GRADE. 20LB SNOW, 15 MPH WIND, 2000  
PSF SLO.

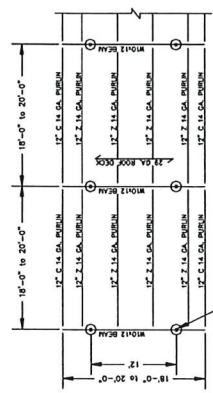
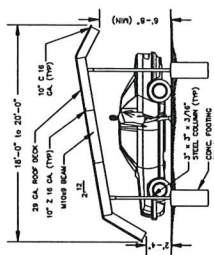
COLUMNS: 36" DIA. AISC 410 GR20 GRADE  
8 TUBULAR STEEL, 4W/ASTM A500 PRKED WITH  
RUST PROHIBITIVE FINISH.

BEAMS: 10" DEEP A-60 GRADE 50  
STEEL, PRIMED WITH RUST PROHIBITIVE  
FINISH.

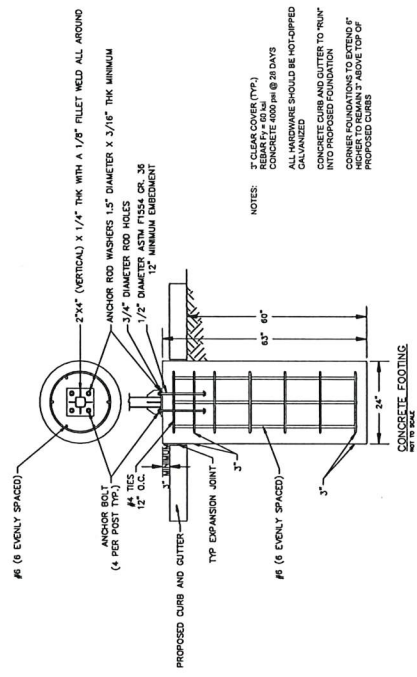
PURLINS: 14 GA., 12" DEEP Z-PURLIN WITH  
Z-FACIAL STIFFENERS, 50 STEEL.

FACH STRUCTURAL CHANNELS WITH 25"  
PURLINS, 14 GA., 12" DEEP Z-PURLIN  
WITH Z-FACIAL STIFFENERS, 50 STEEL.

ROOF: ROLFOFORMED 20 GA. PROFILED  
STEEL WITH 2" MIN. INSULATION, 15' X 29'  
APPLIED FINISH IN A VARIETY OF COLORS  
WITH WHITE UNDERLIE. ATTACHED TO  
CARBON STEEL JOISTS WITH METAL AND  
NIPSON WASHERS.



**FRAMING PLAN**  
SCALE: 1/8" = 1'-0"



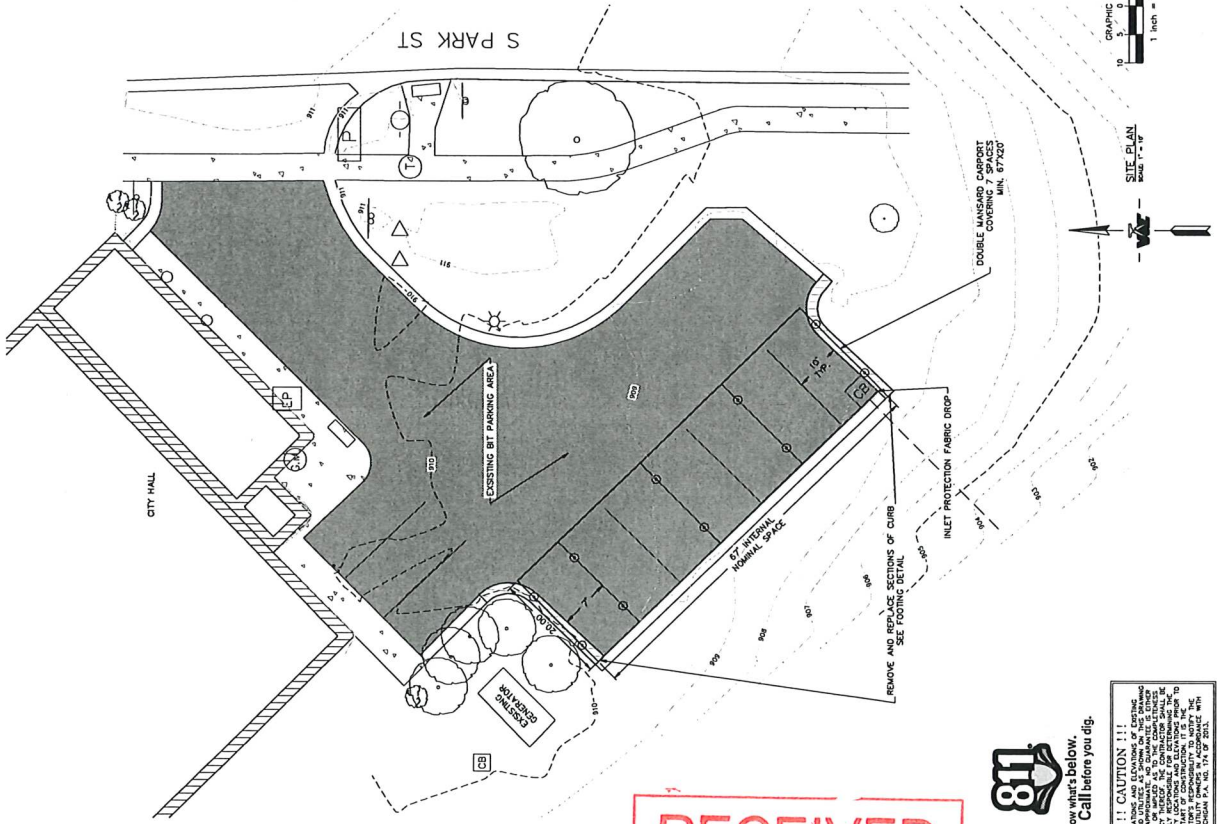
NOTES:

3" CLEAR COVER (TYP.)  
REBAR  $F_y = 60$  ksi  
CONCRETE 4000 psi @ 28 DAYS

ALL HARDWARE SHOULD BE HOT-DIPPED  
GALVANIZED

CONCRETE CURB AND GUTTER TO "RUN"  
INTO PROPOSED FOUNDATION

CORNER FOUNDATIONS TO EXTEND 6"  
HIGHER TO REMAIN 3" ABOVE TOP OF  
PROPOSED CURBS



**!!! CAUTION !!!**

THE LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO ANY EXCAVATION. THE CONTRACTOR IS NOT TO BE HELD RESPONSIBLE TO HOLD THE VARIOUS UTILITY OWNERS IN ACCORDANCE WITH MICHIGAN P.A. NO. 174 OF 2013.

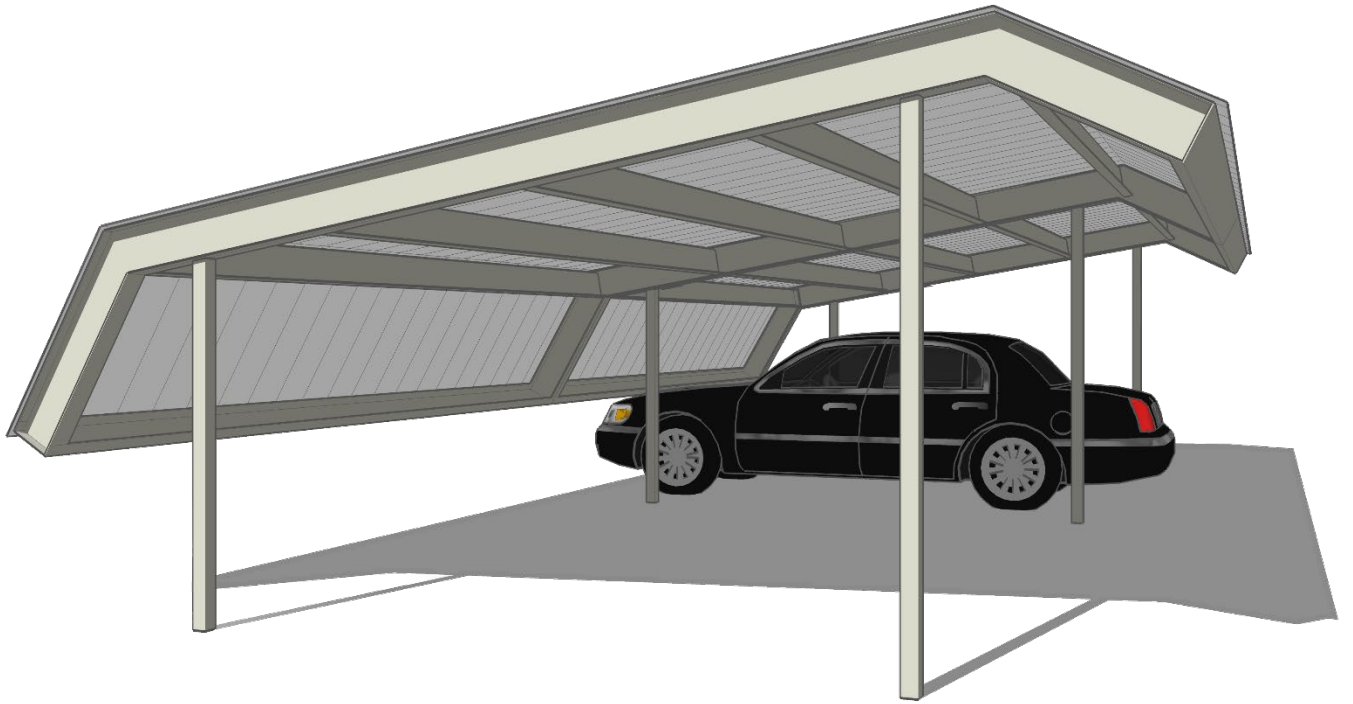


Know what's below.  
**Call before you dig.**

RECEIVED

APR 09 2024

CITY OF MASON  
PLANNING DEPT.







## COVERWORX COLOR OPTIONS

All Coverworx Steel Frame, Metal Roof and Trim work panels are available in the colors below. Mix and match to create a look that suits your needs and expresses your style. Choose a frame finish as well as a metal roof color from the following options. Contact our Coverworx sales staff for custom color information and further details.

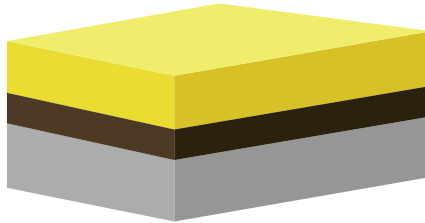
## ROOF COLORS

		
McDonalds Yellow	Casco Orange	Champagne Metallic
		
Texas Silver Metallic	Prewathered Gavalume	Leadcoat
		
Terra Cotta	Buckskin	Silver Metallic
		
Almond	Bone White	Sandstone
		
Slate Gray	Dark Bronze	Mansard Brown
		
Patina Green	Colonial Red	Medium Bronze
		
Brite Red	Copper Penny	Regal Blue
		
Hartford Green	Brandywine	Evergreen
		
Roman Blue	Matte Black	Ash Gray
		
Surrey Beige	Regal White	Charcoal
		
Patrician Bronze	Galvalume Plus	

## POWDER COATING (FRAME) COLORS

Standard RAL Powder colors are also available for only frame color choices

		
Hartford Green	Charcoal	Patina Green
		
Brandywine	Patrician Bronze	Colonial Red
		
Evergreen	Bone White	Medium Bronze
		
Roman Blue	Sandstone	Brite Red
		
Matte Black	Slate Gray	Regal Blue
		
Ash Grey	Dark Bronze	Autumn Red
		
Surrey Beige	Mansard Brown	Tudor Brown
		
Regal White	Light Stone	Timber Tan
		
Clay		



### Powder coating with zinc rich primer and TGIC polyester

Shot blasted steel with factory applied zinc rich primer and TGIC Polyester (5-6 mil min. thickness on exterior and 3 mil min. thickness on interior).

*Note: An Optional Super Durable TGIC and graffiti resistant TGIC color or clear coat is available for an upcharge.*

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2024-17**

**RULES OF ORDER FOR THE CITY COUNCIL AND  
FOR CITY BOARDS AND COMMISSIONS**

**April 1, 2024**

**WHEREAS**, the process of government in the City of Mason includes the activity of a City Council as well as numerous Boards and Commissions sanctioned by the City Council, each of which can play a significant role in the conduct of the affairs of the City; and

**WHEREAS**, the residents of the City of Mason are best served by a City Council as well as by City Boards and Commissions that function smoothly with a firm basis for resolving questions of procedure that may arise; and

**WHEREAS**, the City Council and City Boards and Commissions must each conduct business with the greatest measure of protection and consideration for the residents of Mason, the City of Mason, the Council and each Board and Commission and the rights of individual members and individual residents; and

**WHEREAS**, the application of parliamentary law is the best method yet devised to enable the City Council and City Boards and Commissions to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under the most diverse set of conditions, ranging from total harmony to impassioned division of opinion, with due regard for the opinion of each member and for the right of every resident to address the Council, a Board or a Commission; and

**WHEREAS**, Rules of Order are the written rules of parliamentary law and are critical to ensure effective and efficient operation of any deliberative body, and informed in-person participation by all members is imperative to fulfilling the objectives of Rules of Order and representative democracy; and

**WHEREAS**, the residents of the City of Mason will be best served when the meetings of all public bodies are conducted according to similar procedures consistent with the applicable policies and laws of the City and the State.

**NOW, THEREFORE, BE IT RESOLVED**, that the Rules of Order included as part of this resolution shall be the parliamentary law of the City Council and all City Boards and Commissions of the City of Mason, and shall nullify and replace any other previously approved Rules of Order; and

**BE IT FURTHER RESOLVED**, that these Rules of Order shall be consistently applied and actively enforced at all times in relation to the orderly transaction of business in meetings, and in relation to the duties of officers in the conduct of meetings, of the City Council as well as all City Boards and Commissions, and shall take effect at the first meeting following approval of this resolution.

\*\*\*\*\*

The foregoing Resolution was moved for adoption by Councilmember Droscha and seconded by Councilmember Ferris and declared adopted by the following vote:

Yes (6) Clark, Droscha, Ferris, Preadmore, Schaffer, Whipple

No (1) Vogel

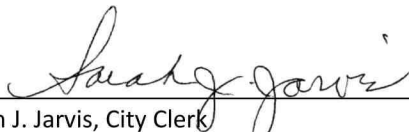
Absent (0)

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN       )  
COUNTY OF INGHAM       ) ss  
CITY OF MASON            )

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 resolution adopted by the City Council of the City of Mason at a regularly scheduled meeting held on Monday, April 1, 2024, pursuant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the Council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 2<sup>nd</sup> day of April, 2024.

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



**RULES OF ORDER FOR THE CITY COUNCIL AND  
FOR CITY BOARDS AND COMMISSIONS**

City Council Resolution No. 2024-17  
City of Mason, Michigan

1) ORDER OF BUSINESS.

- a) City Council: At each regular meeting of the City Council the business to be considered shall be taken up, when applicable, for consideration and disposition in the following order:

1. Oath of Office
2. Call to Order
3. Roll Call
4. Pledge of Allegiance and Invocation
5. Election of Mayor and Mayor Pro Tem
6. Public Comment
7. Presentations
8. Approval of Minutes (if no Consent Calendar)
9. Correspondence (if no Consent Calendar)
10. Consent Calendar
11. Public Hearings
12. Unfinished Business
13. New Business
14. Member Reports
15. Manager's Report
16. Adjourn (Adjourn Sine Die)

- b) City Boards and Commissions: At each regular meeting of a City Board or Commission the business to be considered shall be taken up, when applicable, for consideration and disposition in the following order:

1. Oath of Office
2. Call to Order
3. Confirmation of Member Attendance
4. Election of Leadership
5. Public Comment
6. Presentations
7. Approval of Minutes (if no Consent Calendar)
8. Correspondence (if no Consent Calendar)
9. Consent Calendar
10. Public Hearings
11. Unfinished Business
12. New Business
13. Member Reports
14. Liaison Report
15. Adjourn

## 2) MANAGEMENT OF THE ORDER OF BUSINESS.

- a) Any item of business proposed for inclusion in the Order of Business and all supporting information shall be filed with the City Manager, or assigned staff liaison to the board/commission, by noon on Wednesday of the week preceding the subject meeting. Only items proposed as prescribed by these Rules by a member of the body or the City Manager/staff liaison will be considered for inclusion in the Order of Business, with the exception that items submitted by a non-member of the body as Presentations, Public Comment or Correspondence may be included as prescribed by these Rules.
- b) Any item of business proposed by the Chair of the body or the City Manager/staff liaison may be included in the Order of Business if filed as prescribed in these Rules.
- c) Any item of business proposed by a member of the body requesting action by motion or resolution of the body shall be automatically included in the Order of Business if filed as prescribed in these Rules.
- d) Any item of business proposed by a member, except the Chair of the body, that does not require action, including but not limited to a discussion item or a workshop item, must be approved by a majority vote of the members present for inclusion in the Order of Business of a subsequent meeting. The requirements of this subsection shall not apply to written items submitted under Member Reports.
- e) Each item appropriately filed for inclusion in the Order of Business shall include an explanation to indicate intent, including relevant data and historical information regarding the matter being addressed. The member of the body proposing an item of business is responsible for providing supporting material including an agenda report summarizing the item on the form provided by the City Manager/staff liaison. An agenda report is not required for items submitted under Member Reports.
- f) Any issue introduced at a meeting that does not appear in the Order of Business for that meeting may be deferred for inclusion in the Order of Business of a subsequent meeting in the manner prescribed by these Rules, except that said issue may be added to the current Order of Business if approved by a majority vote of the members present.
- g) The City Manager/staff liaison shall send a complete Order of Business with supporting materials to each member by close of business on the last business day of the week preceding the subject meeting.

## 3) PUBLIC COMMENT.

- a) It is the intent of these Rules to encourage public comment and participation by interested persons that is constructive, informative, and factual in a manner conducive to the conduct of an organized, efficient and professional business meeting. Public comment shall be allowed only during the Public Comment and Public Hearing business items, or when permitted by the meeting Chair pursuant to these Rules.
- b) The Public Comment business item is intended to allow the body to receive comment on any topic a member of the public would like to bring to the attention of the body. A member of the public who wants to speak to a specific Order of Business item may inform the Chair that they would like to reserve their comments to a specific item of interest. The Chair will make note of the request. Prior to a motion regarding the specific business item, the Chair will call on the individual, who may speak regarding that business item in accordance with this section
- c) A member of the public may submit a written public comment and request that it be read aloud by the

Chair during Public Comment or at the time of a specific Order of Business item if requested. A written public comment shall be provided to the Chair prior to the start of the subject meeting. A written public comment submission shall identify the business item or topic being addressed and comply with this section.

- d) All public comment shall be appropriate to the conduct of a public business meeting and, if applicable, the matter under consideration. Each person shall be allowed to speak for a maximum of three (3) minutes and the Chair may limit the number of times each person is allowed to speak. A written public comment shall be allocated no more than three (3) minutes for reading. The limits on time and quantity for speaking or reading may be extended at the discretion of the Chair.
  - e) Any person in attendance at a meeting shall comply with the direction of the Chair as to the appropriateness of their actions or comments. The Chair shall retain discretion, based upon the appropriateness of actions or comments, to disallow or stop a person from speaking, to disallow the reading of a written public comment, or to temporarily recess the meeting at any time to maintain the order of the meeting.
  - f) Any public comment presented to the body shall include for the record the name, residence address and group affiliation, if any, of the person providing the comment.
- 4) PRESENTATIONS. Presentations will provide a venue in the Order of Business for brief presentations that do not require formal action. The City Manager, or assigned staff liaison to the board/commission, shall determine if a presentation is included in the order of business of a meeting. If the City Manager/staff liaison determines that a presentation will not be included in the order of business for a meeting, the person requesting permission for the presentation may appeal directly to the body which shall determine if the presentation is allowed during a future meeting. Presentations shall be no more than 15 minutes in length except upon prior approval of additional time by the body.
- 5) MINUTES. Meeting minutes requiring approval shall be distributed to each member with the Order of Business for the next regular meeting. There shall not be a reading of the minutes at the meeting. If the Order of Business includes a Consent Calendar, approval of the minutes shall be included in the Consent Calendar. If the minutes are not included in the Consent Calendar and a substantial correction, as determined by the Chair, is suggested by the Chair or a member, said correction shall be agreed to by a two-thirds vote of the members present. Corrections not determined to be substantial shall be considered agreed to by consensus unless any member challenges such determination, in which case said correction shall be treated as a substantial correction. Minutes shall be considered approved by consensus without a vote if no corrections are suggested or after all suggested corrections are agreed to as required.
- 6) CORRESPONDENCE. Written correspondence that is filed in accordance with these Rules and is not appropriate for inclusion under another Order of Business item may be included in the Order of Business under the Correspondence business item at the discretion of the City Manager or assigned staff liaison to the board/commission. Any correspondence presented shall include for the record the name, residence address if submitted by a person, the business address if submitted by a business entity, and group affiliation, if any, of the person providing the correspondence.
- 7) CONSENT CALENDAR. A Consent Calendar may be used to allow the body to take action on numerous items at one time. Items in the Consent Calendar may include, but are not limited to, non-controversial matters such as approval of minutes, payment of bills, approval of simple motions, street closures, or correspondence. The body shall act upon all items listed in the Consent Calendar by a single vote without debate. Upon request



by any member made prior to the vote on the Consent Calendar, an item in the Consent Calendar shall be removed from the Consent Calendar and placed in the Order of Business appropriately as determined by the Chair.

- 8) **PUBLIC HEARINGS.** Business items requiring a public hearing shall be placed under the related Public Hearing item for immediate consideration following the public hearing.
- 9) **UNFINISHED BUSINESS.** Any item of business that has been previously addressed by the body but has not received final action.
- 10) **NEW BUSINESS.** Any item of business that may require immediate or future action by the body.
- 11) **MEMBER REPORTS.** A member of the body may provide information or correspondence regarding an event, a meeting, a conference, or other matter that might be of interest to the body or city residents. A verbal Member Report shall not exceed three (3) minutes unless additional time is allowed by the meeting Chair. A written report shall be authored by the member and not include attachments, shall include the member's name and a date, and shall be filed in the manner prescribed by these Rules for any item of business.
- 12) **MANAGER'S REPORT, LIAISON REPORT.** The City Manager, or assigned staff liaison to the board/commission, may provide information regarding appropriate city matters that might be of interest to the body as determined by the City Manager or staff liaison. Member's may ask questions regarding items included in the report.
- 13) **CONDUCT OF BUSINESS.**
  - a) Parliamentarian: The meeting Chair shall serve as Parliamentarian unless that duty is assigned to and accepted by another member. The application and enforcement of these Rules is the responsibility of the Chair.
  - b) Reconsideration: A motion to reconsider enables a majority to bring back for further consideration a motion that has been voted on previously. The motion to reconsider can be made only by a member voting on the prevailing side and is in order only until the adjournment of the next regular meeting following the meeting during which the motion to be reconsidered was acted upon.
  - c) Appeal to Chair: Any decision of the Chair in applying or interpreting these Rules may be appealed by a motion made at the time of the ruling being appealed and before any debate or business has intervened. The Chair shall be allowed to speak first to an appeal with each member allowed to speak once. The Chair may speak one last time after all members have been given an opportunity to speak. The question before the body on an appeal of the Chair shall be "Shall the decision of the Chair be sustained?" A majority or tie vote shall sustain the decision of the Chair.
  - d) Abstain from Voting: No member of the body shall vote on any question in which the member has a financial interest, other than the common public interest, or on any question concerning the conduct of the member, but, on all other questions, each member who is present shall vote unless excused by unanimous consent of the remaining members present.
  - e) Debate, Voting, Motions, and Seconding of Motions: The Chair of the body, or a person serving as Chair, shall have the same rights to debate and vote as a member of the body. The Chair of the body, or a person serving as Chair, shall not make any motion, or second any motion. When five or more members of the

body are present, a motion shall require a second to be considered. When four or fewer members of the body are present, a motion shall not require a second to be considered.

- f) Meeting Decorum Guidelines: All members of the City Council and all City Boards and Commissions are expected to conduct themselves professionally, respectfully, and ethically at all times during meetings. To that end, all members shall:
1. Be prepared, ready to actively participate, and remain attentive without distractions during meetings.
  2. Maintain civility in all discussions and support ideas and positions with relevant data or informed opinion.
  3. Exhibit decorum at all times and adhere to the Meeting Decorum Guidelines and these Rules.
  4. Respectfully hold all members accountable to the Meeting Decorum Guidelines and these Rules.
  5. Be concise, purposeful, and considerate of others when speaking.
  6. Listen attentively and respectfully to the comments of others.
  7. Focus discussions on conflict resolution and the development of solutions.
  8. Respect the body and the Order of Business by staying on-topic.
  9. Respect the decisions of the body regardless of personal opinion.

#### 14) ELECTION OF LEADERSHIP.

- a) Election: The Chair (Mayor), Vice-Chair (Mayor Pro Tem) and any other leadership of the body shall be elected pursuant to the applicable provisions of the City Charter or of the City Code if such provisions exist. Absent Charter or Code requirements, election shall be by majority vote of the members present during the first regular meeting of each calendar year.
- b) Absence: In the absence of the Chair, the Vice-Chair shall serve as Chair. In the absence or disability of the Chair and the Vice-Chair, the members present shall select by majority vote a member to be designated as Acting Chair to perform the duties of the Chair as necessary.

#### 15) MEETING HELD REMOTELY, REMOTE PARTICIPATION OF A MEMBER IN A MEETING.

- a) Subject to applicable state law, the laws and policies of the City of Mason, and these Rules, members may be allowed to participate in a meeting remotely by electronic means.
- b) A member may participate remotely in a meeting only when the member is capable of participation using two-way audio and video communication through use of the electronic platform employed by the City for such meetings.
- c) Any member participating remotely in a meeting shall announce such participation at the time of roll-call or confirmation of attendance for the meeting. In addition, except when the remote participation is due to military duty, the member shall also specify their physical location.

d) Remote participation by the public in a meeting shall only be allowed when the meeting is a remote meeting of the whole body.

e) Remote meeting of whole body: The Chair, in consultation with the City Manager or assigned secretary to a board/commission, may declare that a meeting of the whole body will be held remotely.

1. The justification for holding the meeting remotely and the manner by which the meeting will be conducted shall be communicated to all members of the body no later than when the Order of Business for the meeting is delivered to the members. The body shall determine if the justification given warrants subsequent meetings being held remotely.

2. The published Order of Business for a meeting to be held remotely shall include notice that the meeting will be a remote meeting, the reason for holding a remote meeting, the manner by which the public may participate in the remote meeting, and the manner by which a member of the body may be contacted by the public.

f) Remote participation by a member in an otherwise in-person meeting: A member may participate remotely in a meeting held in-person only under the circumstances allowed by state law and subject to these Rules.

1. The member shall provide written notice to the City Manager or assigned staff liaison to a board/commission of their intention to participate remotely no later than the time when business items are to be filed for the meeting pursuant to these Rules. Failure to provide this notice will result in the member not being allowed to participate remotely as a member of the body.

2. The notice by the member of their intention to participate remotely shall include the reason for remote participation and a description of the manner by which the public may contact the member to provide input on any business that will come before the body. Failure to provide an appropriate reason for remote participation or contact information will result in the member not being allowed to participate remotely as a member of the body.

3. The published Order of Business for a meeting to be attended remotely by a member shall include notice that the member intends to participate remotely, the reason for remote participation and the manner by which the member may be contacted by the public.

16) **RULES OF ORDER.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the City Council and all City Boards and Commissions in all applicable cases in which Robert's Rules are consistent with these Rules, the City Charter, City Code, and State Statute.

17) **SUSPEND RULES.** A request to suspend these Rules shall be granted only by unanimous vote of the members present.





## City Manager's Report: April 12, 2024

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### IMPORTANT DATES

- Tuesday, April 23, 2024, 4:00 PM- Deadline to file City Council filing packets for 2024 election.
- Friday, April 26, 2024, Arbor Day Honoree Celebration - Marie Coughlin has been selected as the 2024 Arbor Day Recipient. The 2024 Arbor Day Ceremony will take place on Friday, April 26, 2024, at 12:00 p.m. at the Fire Station Memorial Garden. See attached invitation for more information.

### OPERATIONS

#### General:

- The City received a grant in the amount of \$896.25 from MMRMA for MACP Police Executives' and New Chiefs' School that Sergeant Joe Fairbotham attended.
- City Manager Stuart and Officer Demo participated in the monthly School Safety Meeting with Mason Public Schools staff on April 3, 2024.
- City Manager Stuart, Mason Public School Superintendent Dr. Kinzer, and School Resource Officer Demo presented to the Mason Public Schools School Board on April 11, 2024, on the School Resource Officer Program.

#### Staffing Updates:

- OPEN POSITIONS - 5
  - Police Chief (1) – Anticipate contingent offer of employment next week.
  - Police Officer (1) – Contingent offer of employment accepted, pre-employment screenings stage
  - Administrative Assistant (1) – Position to be reposted.
  - Utility Operator (1) – Job evaluation underway, internal transfer withdrew
  - Seasonal Part-time Crossing Guard (1) - open until filled.

#### Conferences/ Trainings:

- Officer Sue Putman attended the 2024 Michigan Women in Law Enforcement Conference 4/2-4/3/2024.
- Deputy City Clerk Spink attained her Michigan Professional Municipal Clerk certification.

#### Traffic Complaints:

- Parking: South St near Bond St and Vanderveen. No violations observed. Complaint is closed.
- Speeding: Eugenia Dr and Northbrook St. area - Officers assigned until 5/1/2024.
- Speeding: Okemos St near Randolph/Valley Court Officers- assigned until 7/1/2024.

## CAPITAL IMPROVEMENT PROGRAM PROJECTS

*Removed after one notice of complete.*

FY 2023-2024			
Project	Project Name/Description		Status
STREETS, BRIDGES, SIGNALS(S)			
2017-S16	Maple Street Bridge: Replacement		Estimated costs continue to be concerning and would likely impact next year’s street budget significantly. The staff is requesting an estimate for a bridge inspection to determine more fully the condition of the bridge and options for delays. A proposal will be brought to the Council with further information.
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3b	WWTP Plant Construction		In progress, updated Change Order Log attached.
2022-U1	WWTP Headworks Huber Screen		Awarded, scheduled for April/ May.
2023-U40	WWTP: Curtis St Lift Station Replacement		Bid documents advertised ( <a href="#">Bid Notice</a> ), bid closes 4/24/24. EGLE has brought up concerns about a conservation easement that may impact our ability to cross the creek. We continue to work on this issue, but it may cause delays in the project.
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P11	Rayner Park- Phase 1 Construction		Bid documents advertised ( <a href="#">Bid Notice</a> ), bid closes 4/24/24.
2020-P15	Jefferson Trailhead/ Comm Garden		Under construction, waiting for final items for installation.
2020-P21	Hayes Park: Capital Improvements		Council considering award at 4.15.24 meeting.
2022-P2	Maple Grove Cemetery: Trash/Signs		Awarded, spring installation.
2023-P3	DDA: Tree Replacement		Awarded, installation after Spring Fling weekend.
MOTOR VEHICLE POOL (MVP)			
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024
2018-MVP3	Vehicle No. 84	Police Patrol	Ordered, receipt anticipated next FY
2023-MVP1	Vehicle No. 88	New Police Patrol	Ordered, receipt anticipated next FY
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1		Phase 1, Part 1 and 2 complete. Summary of costs attached, and pending work is attached for Phase I, Part 3
2018-B23	Planning: Master Plan/Zoning Update		In progress, next meeting is scheduled for 4/29/24 at 5:30 pm.
2018-B23a	Cedar/127 Corridor Sub-area Plan		Bids expected to be released in April
2019-B2b	City Hall Renovations: Phase 1/Carpet		4Q Project
2019-B8	Police: Car Port (7-Car Unit)		Bids expected to be released in April
2020-B4	DPW: Facility Design Build		Bids expected to be released in April

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

Project Name	Status
<b>805 Kerns</b> Jeff Kriesler, Mason Auto Body Repair, Inc. <b>Pending</b>	The Planning Commission will consider a request from Mason Auto Body Repair, Inc. for consideration of a Preliminary and Final Site Plan Review for the proposed parking lot expansion at their special meeting on April 23, 2024.



# CITY OF MASON ARBOR DAY 2024

Please join us to celebrate this year's honoree

## MARIE COUGHLIN

**APRIL 26, 2024**

🕒 **12:00 PM**

📍 **Mason Fire Station  
Memorial Garden  
221 W. Ash St.  
Mason, MI 48854**

"Other holidays repose upon the past;  
Arbor Day proposes for the future."

J. STERLING MORTON  
ARBOR DAY FOUNDER

Additional parking available  
at City Hall or across the  
street at Lee Austin park







Date: April 12, 2024

Notes:
Estimated, pending final cost
Change directive sent, pending estimate

Total Contingency:	\$2,347,657
Staff Authorized to:	\$1,000,000
Current Estimated Total:	\$13,549

Reference ID	Description	Submitted By	Received By	Date Submitted	Date Authorized/Returned	Response	CCI Change Number	Confirmed Add/Deduct	Total Contingency After Change	Change Order	Change Order Date	Change Order Authorized Date	Total Change Order
RFI-004	Tree removal as required (25 large trees, 17 smaller trees) in order for installation of bentonite slurry wall. Additional trees (invasive cottonwoods) were also removed after determined to be a threat to tank operations due to branches and seeds. Tree buffer will be installed by completion of project in this area (10 were included in project and six will be added in landscaping change order).	CCI	HRC/City	10/19/23	10/20/23	Proceed with tree removals	CI002	\$ 29,928.37	\$2,317,728.63	C/O: 01	12/8/2023	12/15/2023	\$ 29,928.37
RFI-009	Demolition of 15x60 tank discovered during demolition of old tricking filters	CCI	HRC/City	10/26/23	10/27/23	Proceed with tank demo	CI003_Demo	\$ 16,480.74	\$2,301,247.89	C/O: 02	2/12/2024	3/25/2024	
RFI-008, Other	Slurry wall impacts (credit for removal of slurry wall sections and add for soil stabilization)	CCI	HRC/City	11/8/23	11/8/23	Proceed with modifications to wall	CI004_Slurry_Wall	\$ (75,347.05)	\$2,376,594.94	C/O: 02	2/12/2024	3/25/2024	
RFI-017	Required electrical and mechanical work for continued use of the DPW building sump pump identified during the demolition of the building for the new Dewatering Building. Completed Per RFI 17	CCI	HRC/City	1/29/23	1/29/23	TBD - pending change from CCI, verbal from Phil	CI010_DPW_Sump	\$ 1,092.61	\$2,375,502.33	C/O: 02	2/12/2024	3/25/2024	\$ (57,773.70)
RFI-008	Slurry Wall impacts and oxidation ditch relocation to avoid disruption of the existing 24" effluent pipes. Moving the ditch to the south required two extra buried fittings.	CCI	HRC/City	3/15/24	3/15/24	Proceed with additional fittings and track as TM when installed.	CI002_Slurry_Wall	\$ 9,303.41	\$2,366,198.92	C/O: 03			
03415 Submittal Pre-cast Concrete Coordination with 11390 Submittal Plant Drain Pump	Plant drain pump station pumps and valves submitted require a larger diamter 7' diameter wet well for optimum maintenance and operation and better safety. Increase wet well from 5' diameter to 7' diameter and valve vault from 5' diameter to 6' diameter. Per HRC, this change is reasonable and recommended	CCI	HRC/City	3/18/24	3/22/23	Proceed with replacement and track as TM	CI003_DrainPS	\$ 7,695.93	\$2,358,502.99	C/O: 03			
WCD-003	Tapered joist for the pump hoist is required for the sloped roof and to ensure the hoist track is level. This is provide the safest installation for the pump hoist.	HRC/City	CCI	2/27/24	4/4/24	Proceed with WCD as this is necessary to avoid delays	WCD-003	\$ 2,529.15	\$2,355,973.84	C/O: 03			\$ 19,528.49
CI004 - Supernatent Line Replacement (North Portion)	Existing clay 6" supernatent line from sludge storage was identified to be leaking and needs to be replaced. The line was found to be cracked and impacted by roots and needs to be replaced to prevent leakage of the sludge supernatent. Norther portion replaced to address emergency repairs of leaks	CCI	HRC/City	3/12/24	3/15/24	Northern Portion - Proceed with replacement and track as TM	CI004_Supernatent	\$ 10,866.22	\$2,345,107.62				
Pending CCI Change Number, Supernatent Line Replacement (South Portion)	Southern portion recommended to be replaced to ensure the supernatant line is completely replaced.	CCI	HRC/City			Southern Portion - Confirm with City		\$ 11,000.00	\$2,334,107.62				\$ 21,866.22
WCD-002	Landscaping for plan review requirements (ornamental fencing, additional landscaping)	HRC/City	CCI	12/6/23		TBD - pending change from CCI, not urgent		\$ -					



## Mason District Library Project Project Summary

### REVENUE SUMMMARY

City of Mason, City Council Authorized Contribution		
Description	Authorized Date	Amount
City of Mason Contribution for Design	2/17/2020	\$ 25,375
City of Mason Contribution for Design (C/O)	1/30/2023	\$ 8,300
City of Mason Original Budget for Construction	5/20/2019	\$ 275,000
City of Mason Amendment Increase	3/20/2023	\$ 150,000
<b>Total City of Mason Contribution</b>	<b>43%</b>	<b>\$ 458,675</b>

Donors		
Description	Authorized Date	Amount
Deborah & Timothy Zielinski	11/18/2021	\$ 10,000
Henry Ford Health System	12/13/2021	\$ 25,000
Elaine Ferris	12/17/2021	\$ 100
Deborah & Timothy Zielinski	11/29/2022	\$ 10,000
DDA Allocation	6/22/2023	\$ 200,000
SHPO Grant- Complete	10/12/2023	\$ 116,950
Robert Horning	6/13/2023	\$ 1,000
CADL: 50% library design	6/23/2023	\$ 33,675
Deborah & Timothy Zielinski	9/26/2023	\$ 10,000
Mason Optomist Club	9/27/2023	\$ 2,500
CADL: Ph 2 build out	9/27/2023	\$ 75,000
CADL: Ph 2 build out	9/27/2023	\$ 105,000
Friends of the Mason Library (100 Women)	1/30/2024	\$ 6,100
Friends of the Mason Library	1/30/2024	\$ 5,000
CADL: Contract Reimbursement	Pending	\$ 17,000
<b>Total Donor Contribution</b>	<b>57%</b>	<b>\$ 617,325</b>
<b>TOTAL REVENUE RECEIVED \$ 1,076,000</b>		

Pending Donor	
Description	Amount
SHPO Grant for Windows (Authorized 1/15/24 CC)	\$ 100,000
<b>Total Pending Donor Contribution</b>	<b>\$ 100,000</b>

## EXPENSE SUMMMARY

Description	Change Number	Confirmed Add/Deduct	Updated Total	Available Funding for Project	Maximum Authorized Contract by Council
Design/ Engineering				\$1,076,000.00	
East Arbor Design Contract		\$ 50,750.00	\$ 50,750.00	\$ 1,025,250.00	
East Arbor Design Contract C/O	CO 1 (Design)	\$ 16,600.00	\$ 67,350.00	\$ 1,008,650.00	
Wolverine (Owner's Rep)- Estimate		\$ 13,568.00	\$ 80,918.00	\$ 995,082.00	
Construction Contract Max					\$ 1,091,255.00
PHASE I ORGINAL PROJECT CONTRACT		\$ 191,500.00	\$ 191,500.00	\$ 803,582.00	\$ 899,755.00
SHPO Sign, Basement Bathroom Ceiling Grid/ Lightswitch/Lighting, Vestibule Bathroom Door, Restroom added walls, Circulation room wall, add plugs, Aluminum Imnum Ramp Brand Changes	CO 001R	\$ 21,644.36	\$ 213,144.36	\$ 781,937.64	\$ 878,110.64
Radiator removal, electric unit heaters, damage to electric line	CO 002	\$ 1,438.05	\$ 214,582.41	\$ 780,499.59	\$ 876,672.59
Wood railings to aluminum	CO 003	\$ 1,217.27	\$ 215,799.68	\$ 779,282.32	\$ 875,455.32
PHASE II C/O plus Window Well Work	CO 004	\$ 699,807.00	\$ 915,606.68	\$ 79,475.32	\$ 175,648.32
Painting changes, consumers, accoustical changes, etc.	CO 005	\$ 13,844.45	\$ 929,451.13	\$ 65,630.87	\$ 161,803.87
Emergency Repair to radiator	CO 006	\$ 6,039.33	\$ 935,490.46	\$ 59,591.54	\$ 155,764.54
	Available for Project			\$ 59,591.54	\$ 155,764.54
Pending Next Phases to Complete (Numbers are only estimates due to no contract)					
Window Project (SHPO) Submitted Project for Grant \$148,950 total, \$48,950, <b>approved by City Council 1.15.24.</b> (Updated costs 3.27.24 \$156,584.96).	CO 007	\$ 156,584.96	\$ 1,092,075.42	\$ (96,993.42)	\$ (820.42)
Next Priority: Window wells masonry brick, replace front door, replace awning, Fascia/ Soffit, Cupola, etc. (numbers are only estimates)	CO 008	\$ 46,605.86	\$ 1,138,681.28	\$ (143,599.28)	\$ (47,426.28)
Final Priority: Landscaping/ Bike Rack/Etc. (Separate from Construction Contract)		\$ 10,000.00	\$ 10,000.00	\$ (153,599.28)	\$ (57,426.28)
	Total Remaining to Raise			\$ 153,599.28	
	Pending Revenue			\$ 100,000.00	
	Balance			\$ 53,599.28	