

# Mason County Planning & Zoning Department

102 E. FIFTH STREET  
SCOTTVILLE, MICHIGAN 49454  
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February 6, 2018

Minutes of the Mason County Planning Commission meeting held at 102 E. Fifth St.,  
Scottville, February 6, 2018 at 7:00 p.m.

MEMBERS PRESENT: Michael Shaw, Tom Hooper, Cary Shineldecker, Doug  
Robidoux, Janet Andersen, Jim Wincek, Frank Redmond

MEMBERS ABSENT: None

OTHERS PRESENT: Mary Reilly, Cayla Christmas

The meeting was called to order at 7:00 p.m. by Chairman Jim Wincek.

Doug Robidoux made a motion to approve the minutes of the January 16, 2018 special  
meeting as amended. Second by Cary Shineldecker. Motion carried, 7 Yes 0 No.

Additions, deletions or modifications to the agenda: Jim Wincek stated he would like to  
address the new business in a different order than listed on the agenda.

Conflict of Interest: None

Jim Wincek opened public comment.

Evelyn Bergaila stated she would like to see the Planning Commission pay specific  
attention to the order in the agenda for applications. Ms. Bergaila stated specific  
attention should be paid to the part allowing property owners and applicants to rebut.  
Ms. Bergaila said she does not like having to write questions on a sheet of paper while  
Consumers Energy, lawyers, and the Planning Commission get to speak. She stated  
her "favorites" about the bylaws are the initial and final public comment period. Ms.  
Bergaila stated she would like for those comment periods to remain the same.

Correspondence: Mary Reilly stated the Mason County Recreation Master Plan has  
been adopted, and she has a printed version if the Planning Commissioners want to  
borrow it. Logan Township has adopted an ordinance to allow medical marijuana  
growing, processing, transportation, and safety compliance. Ms. Reilly stated there is  
one resident of Logan Township who would like to have a marijuana "grow."

Cary Shineldecker asked how that request would come before the Planning  
Commission.

Mary Reilly stated the resident would have to apply for a text amendment which would  
then go to a public hearing and then before the Board of Commissioners.

Mary Reilly stated the City of Scottville is looking into allowing medical marijuana

1 dispensaries.

2  
3 Jim Wincek opened the public hearing for application PZ17240, a change of use  
4 request for an existing building located in the C-2 zoning district of Amber Township  
5 parcel 001-015-004-60 access 1916 W. US 10. The building would be used by Habitat  
6 for Humanity Restore and contain a mix of retail and storage. She presented photos and  
7 a site plan. Ms. Reilly stated the nonconforming sign would need to be removed.

8  
9 Frank Redmond made a motion to accept the staff report as presented. Second by  
10 Janet Andersen. Motion carried, 7 yes 0 no.

11  
12 Jim Wincek asked the applicant if she would like to speak.

13  
14 Jamie Healy, Executive Director for Habitat for Humanity, stated they are excited to fill  
15 the vacant building as there will be room for the organization to expand. Ms. Healy  
16 stated there is only cosmetic work that will need to be done to the existing building.

17  
18 Cary Shineldecker asked Jamie Healy if the lights on the west side of the building were  
19 the only lights, and what the hours of operation were going to be. Ms. Healy stated they  
20 were the only lights, and the hours of operation are Monday-Thursday 10 am to 6 pm  
21 and Fridays and Saturdays 10 am to 4 pm.

22  
23 Cary Shineldecker asked if the lights were going to be on a timer.

24  
25 Bob Gibson stated it would make sense financially for the lights to be on a timer.

26  
27 Tom Hooper asked why there aren't proposed light fixtures on the front of the building  
28 by the handicap parking.

29  
30 Bob Gibson stated they were planning to consult with the electrician about light options,  
31 but didn't think it was needed for the site plan.

32  
33 Jamie Healy stated there are existing lights on the front of the building as well as a  
34 mercury light on the utility pole in the front of the building.

35  
36 Mary Reilly explained there is a night sky compliance part of the ordinance which is why  
37 new lighting needs to be addressed. Ms. Reilly stated a purpose of that part of the  
38 ordinance is to avoid glare for drivers. If left unaddressed, "wall-packs" are often  
39 installed which do not meet ordinance requirements for lighting.

40  
41 Cary Shineldecker proposed the mercury light in the front of the building not be used  
42 and noted the location map is incorrect on the site plan.

43  
44 Frank Redmond stated he likes the new use for the existing building on US 10.

45  
46 Janet Andersen asked Jamie Healy if they were planning to move the existing sign from  
47 their current location to the proposed location. Ms. Healy stated they would be getting a

1 new sign.

2  
3 Jim Wincek read through the Standards for Granting Site Plan Approval in Section  
4 18.05.

- 5  
6 **1) Arrangement of Structures: Site plans shall demonstrate that buildings, parking areas,**  
7 **signs, walls, fences, and the like are designed to minimize adverse affects on development**  
8 **users and the occupants of adjacent properties. Meets standard.**
- 9  
10 **2) Natural Features: Site plans shall demonstrate that as many natural features as possible**  
11 **have been retained, particularly where such features provide a buffer between adjoining**  
12 **properties or assist in preserving the general appearance of the neighborhood or help**  
13 **control soil erosion or storm water. Meets standard.**
- 14  
15 **3) Vehicular and Pedestrian Traffic: Site plans shall fully conform to the driveway traffic and**  
16 **access standards of the Michigan Department of Transportation and Mason County.**  
17 **Further, the site plan shall demonstrate that there is a proper relationship between**  
18 **existing and proposed roadways, parking areas, and that the safety and convenience of**  
19 **pedestrian and vehicular traffic has been assured. Meets standard.**
- 20  
21 **4) Public Safety: Site plans shall fully conform to the applicable fire safety and emergency**  
22 **vehicle access requirements of the State of Michigan International Code.** The Planning  
23 Commission is not qualified to make that judgment as that would be determined by a fire marshal.  
24 There are no known issues. Meets standard.
- 25  
26 **5) Drainage: Site plans shall fully conform to the Mason County Drain Commission**  
27 **standards. Meets standard.**
- 28  
29 **6) Erosion: Site plans shall fully conform to the Mason County Soil Erosion and**  
30 **Sedimentation Control Ordinance. Not applicable.**
- 31  
32 **7) Hazardous Waste Management: Site plans shall demonstrate that reasonable precautions**  
33 **will be taken to prevent hazardous materials from entering in the environment. Not**  
34 **applicable.**
- 35  
36 **8) Public Health: Site plans shall fully conform to the requirements of the Michigan**  
37 **Department of Public Health and the Mason County Health Department. Not applicable.**
- 38  
39 **9) Statutory Compliance: Site plans shall fully conform to all applicable state and federal**  
40 **statutes. Meets standard.**
- 41  
42 **10) All parking areas, landscaped areas, service drives and the like shall be separated by well**  
43 **defined mechanisms such as concrete curbing, rolled asphalt curbing, or similar method**  
44 **as determined by the Planning Commission. Meets standard.**
- 45  
46 **11) Lighting: Site plans for non-residential uses and multiple-family uses shall include only**  
47 **lighting that is night sky compliant. Meets standard.**
- 48

1       **12) In addition to any and all access requirements of this Ordinance, acceleration and/or**  
2       **deceleration lanes may be required by the Planning Commission after consultation with**  
3       **the access management advisory committee. Not applicable.**  
4

5       Mike Shaw made a motion to approve application PZ17240 for Habitat Humanity  
6       Restore with the condition to not use the mercury light on the utility pole. Second by  
7       Cary Shineldecker. Application meets standards of Section 18.05. Motion carried, 7  
8       yes 0 no.  
9

10       New Business: The Planning Commission discussed Roberts Rules of Order, Michigan  
11       Association of Planning, Community Planning Code of Ethics, the possibility of finding a  
12       new meeting room, amending the bylaws to include the Pledge of Allegiance, the review  
13       of bylaws, Planning Commission Ordinance, code of conduct, and DISC Analysis.  
14

15       The board recommended amending the bylaws to include a requirement to complete  
16       MSUE Citizen Planner certification within the first 3 year term.  
17

18       Unfinished Business: None  
19

20       Zoning Directors Report: Mary Reilly stated the Public Hearing for the Zoning Ordinance  
21       update will occur on March 1<sup>st</sup> at 7:00 pm in the Graystone Conference Room. Adam  
22       Young will be there. Ms. Reilly asked for suggestions on how the Planning Commission  
23       would like to get the word out to the public about the hearing.  
24

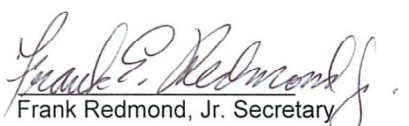
25       The Planning Commission agreed to cancel the meeting for February 20<sup>th</sup> due to lack of  
26       agenda items.  
27

28       Zoning Board of Appeals: Cary Shineldecker stated ZBA elected officers and approved  
29       a request for a height variance for a freestanding sign for the Days Inn Hotel in  
30       Pentwater.  
31

32       Jim Wincek opened public comment.  
33

34       Public Comment: Evelyn Bergaila stated she is concerned about standard 4 in Section  
35       18.05 regarding Public Safety. Ms. Bergaila felt the general thought was if the Planning  
36       Commission can't answer that then they can't address it. Ms. Bergaila stated the  
37       Planning Commission or applicant should find someone in the county who can review  
38       the public safety requirement on a site plan.  
39

40       Meeting adjourned at 9:05 PM.

41         
      Frank Redmond, Jr. Secretary  
      Mason County Planning Commission