

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF DECEMBER 12, 2006**

Tornholm called the meeting to order at 6:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan.

Present: Commissioners: Armstrong, Boyic, Coady, Hunt, Lutz, Reeser, Tornholm,  
Waltz

Also present: Martin Colburn, City Administrator  
David Haywood, Planning/Zoning Director  
Deborah Cwierniewicz, Deputy City Clerk

**APPROVAL OF MINUTES – November 14, 2006**

The regular meeting Minutes of November 14, 2006 were approved as submitted.

**PEOPLE FROM THE FLOOR**

None.

**PUBLIC HEARING – special Use Permit: CP Federal Credit Union, Northeast corner of Jefferson Street and Kipp Road**

Haywood gave a brief synopsis of the Special Use Permit requested by CP Federal Credit Union. Tornholm opened the public hearing at 6:33 p.m. and closed it at 6:34 p.m. as there were no public comments.

**REGULAR BUSINESS**

**Resolution No. 2006-14 - A Resolution Approving a Special Use Permit and Preliminary Site Plan for CP Federal Credit Union to Construct a Credit Union, with Drive-Thru, On Property Located at the Northeast Corner of Jefferson Street and Kipp Road**

Haywood gave a brief analysis of the preliminary site plan review.

David Jaeckels of Building Committee Incorporated (BCI) spoke on behalf of CP Federal Credit Union regarding the submitted preliminary site plan.

George Hayhoe stated that he represented the Hayhoe Family Trust as landowners of the property proposed for development by CP Federal Credit Union, and gave their support for the project.

John Crist, President/CEO of CP Federal Credit Union, spoke briefly regarding the company's current status and plans for the proposed project.

Tornholm asked the applicants about the concern raised in the letter submitted by David Love, Ingham County Drain Engineer relating to the first flush basin located in the 100-year flood plain. Jamison Reese of Kebs, Inc. explained how the discharge is addressed and

added that Rick Shram of MDEQ contacted him December 11, 2006. Mr. Shram stated that the flood plan engineer did not have any issues with the plan.

Motion by Coady, second by Reeser,  
to amend Resolution No. 2006-14 by striking *on behalf of the Hayhoe Family Trust, owner of record of* and insert *regarding* in its place, and insert *owned by the Hayhoe Family Trust* following the third parcel identification number;  
and consider it read.

MOTION APPROVED UNANIMOUSLY

Resolution No. 2006-14 was introduced by Coady and seconded by Waltz.

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION NO. 2006-14**

**A RESOLUTION APPROVING A SPECIAL USE PERMIT AND PRELIMINARY  
SITE PLAN FOR CP FEDERAL CREDIT UNION TO CONSTRUCT A CREDIT  
UNION, WITH DRIVE-THRU, ON PROPERTY LOCATED AT THE NORTHEAST  
CORNER OF JEFFERSON STREET AND KIPP ROAD**

**December 12, 2006**

**WHEREAS**, a request has been received by David Jaeckels of Building Committee, Inc., regarding parcels 33-10-10-09-351-007, 33-10-10-09-351-011 and 33-10-10-09-351-012, owned by the Hayhoe Family Trust, for a special use permit and preliminary site plan approval to be allowed to construct a federal credit union, with drive-thru, at the subject property; and

**WHEREAS**, the subject property is further described as:

A part of the Southwest  $\frac{1}{4}$  of Section 9, T2N, R1W, City of Mason, Ingham County, Michigan; described as beginning at the Southwest Corner of said Section 9; thence N00°12'13"W 363.00 feet along the West Line of said Section 9; thence S89°54'16"E 210.00 feet parallel with the South Line of said Section 9; thence S00°12'13"E 363.00 feet parallel with said West Line to said South Line; thence N89°54'16"W 210.00 feet along said South Line to the point of beginning, containing 1.75 acres of land more or less and subject to any easements or rights of way of record, and

Commencing at the Southwest corner, Section 9, T2N, R1W, City of Mason, Ingham County, Michigan; thence North 00°12'13" West, along the West line of Section 9, 375.00 feet; thence South 89°39'31" East, 400.00 feet; thence South 00°12'13" East, 375.00 feet to the South line of said Section 9; thence North 89°39'31" West, along said South Section line, 400.00 feet to the point of beginning. The above described lands are subject to a 10 foot easement for sanitary sewer the centerline of which is described as follows: commencing at a point on the West line of Section 9, T2N, R1W, City of Mason, Ingham County, Michigan, distant North 00°12'13" West, 442.55 feet from the Southwest corner of said Section 9; thence East 169.24 feet; thence South 47° East, 353.44 feet to the point of ending, and

Commencing at the Southwest corner, Section 9, Town 2 North, Range 1 West, City of Mason, Ingham County, Michigan, thence North 00 Deg 12'13" West along the West line of said Section 9, 375.00 feet to the point of beginning of this description; thence North 00 Deg 12'13" West, continuing along said line, 300.00 feet; thence South 89 Deg 39'31" East, 345.00 feet; thence South 00 deg 12'13" East, 300.00 feet; thence North 89 Deg 39'31" West, 345.00 feet to the point of beginning. The above described lands are subject to a 10 foot easement for sanitary sewer the centerline of which is described as follows: commencing at a point on the West line of Section 9, T2N, R1W, City of Mason, Ingham County, Michigan, distant North 00°12'13" West, 442.55 feet from the Southwest corner of said Section 9; thence East 169.24 feet; thence South 47° East, 353.44 feet to the point of ending.

**WHEREAS**, upon compliance with the conditions listed herein, the plans will comply with the site plan review standards listed in Section 94-227 of the Mason Code.

**WHEREAS**, upon compliance with the conditions listed herein, the plans will comply with the standards of the basis for determination listed in Section 94-191(f) of the Mason Code.

**WHEREAS**, a public hearing on the request was noticed and held at the Planning Commission's regular meeting of December 12, 2006, with testimony given and public comment solicited.

**WHEREAS**, approval is granted subject to the following **general conditions**:

- 1) The applicant shall comply with the regulations listed for signs in Chapter 58 of the Mason Code.
- 2) A copy of the approved MDEQ permit shall be provided to staff upon receipt prior to the issuance of a building permit.
- 3) The applicant shall execute a drainage facilities maintenance agreement in a form acceptable to the City Administrator prior to the issuance of an occupancy permit.
- 4) That the applicant provide a copy of a soil erosion and sedimentation permit from the Ingham County Drain Commissioner prior to the issuance of a building permit.
- 5) This special use approval does not become effective until receipt of final site plan approval.

**WHEREAS**, approval is granted subject to the following **general conditions** prior to final site plan review:

- 6) All plans submitted for final site plan review shall include the name, contact information, and professional seal of the plan preparer, as well as a north arrow and the correct and measurable scales for each drawing.
- 7) A revised construction schedule shall be submitted indicating the approximate commencement and completion dates of the project.

**WHEREAS**, approval is granted with the condition that the applicant submit a revised **landscape plan** with the following changes prior to final site plan review:

- 1) The title block shall list Mason, MI, as the project location.
- 2) The plan shall show a ten (10) foot buffer zone along the west and south property lines with one tree per 50 feet. Tree species should be chosen that do not interfere with the overhead utilities located along Jefferson Street. Trees located in the south buffer zone should consist of deciduous canopy trees. Trees should not be placed closer than 50 feet from the intersection of the rights-of-way of Jefferson Street and Kipp Road. The revised landscape plan shall be submitted prior to final site plan review.

**WHEREAS**, approval is granted with the condition that the applicant submit a revised **site plan** with following changes prior to final site plan review:

- 1) The plan shall be consistent with the first floor schematic plan relative to the southwest building entry.
- 2) The plan shall show the existing and proposed zoning and land uses for the subject property and properties adjacent to the site to the south and west.
- 3) The plan shall show all parking spaces having a minimum width of ten (10) feet.
- 4) The plan shall show a lighting plan for the entire site showing the height, location, lamp style and details of the proposed lighting, including photometric contours.

- 5) The plan shall show ten (10) parking spaces having pervious surfaces prior to final site plan review. As an alternative, the applicant may submit a plan that eliminates the mentioned ten (10) spaces.
- 6) The plan shall show a four foot wide sidewalk placed one foot inside the road right-of-way along the site property lines of Jefferson Street and Kipp Road that meets Mason Development Standards.
- 7) The plan shall show the location and size of water and sanitary sewer lines, leads, and connections.
- 8) That plan indicates the appropriate backflow prevention device to the satisfaction of the Public Works Director.
- 9) The plan shall show the closest proposed or existing fire hydrants prior to final site plan review.
- 10) The plan shall indicate the intended future use of the sanitary sewer lead and whether it is intended to be for public or private use.
- 11) The plan shall show the proposed grading topography and construction limits.
- 12) The plan shall accurately reflect the locations of the existing and proposed utilities in the public rights-of-way in the vicinity of the site.

**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby approve the Special Use Permit and Preliminary Site Plan Review for a federal credit union, including drive-thru, located on property situated at the northeast corner of Jefferson Street and Kipp Road based on the site plan dated November 10, 2006, the landscape plan dated July 31, 2006, and the storm water plan (detention plan) dated November 27, 2006.

Yes (8) Armstrong, Boyic, Coady, Hunt, Lutz, Reeser, Tornholm, Waltz  
 No (0)

RESOLUTION APPROVED UNANIMOUSLY

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Motion by Coady, second by Waltz,  
 to recommend that the City Council approve the 2007 Planning Commission meeting dates as follows:

January 9	July 10
February 13	August 14
March 13	September 11
April 10	October 9
May 15	November 13
June 12	December 11

MOTION APPROVED UNANIMOUSLY

## **CORRESPONDENCE**

All correspondence was distributed. Haywood informed the Commission regarding Michigan Association of Planning 2007 workshops and training. Tornholm informed the Commission regarding the Michigan State University Co-op Extension Citizen Planner Program curriculum schedule.

## **LIAISON REPORT**

- Coady informed the Commission regarding City Council business. Ms. Coady also announced that she would not be seeking the Mayor Pro Tem position in 2007 due to her upcoming wedding this summer. She expressed that she enjoyed serving as liaison for the past year and working with the members of the Planning Commission.
- Tornholm informed the Commission regarding her address to the City Council regarding suggestions she presented as the Master Plan goes forward relating to the Cedar Street corridor, residential property, and banning aggressive canine breeds from the community.

## **ADMINISTRATOR'S REPORT**

Haywood gave a brief update regarding the progress of the sign ordinance currently being reviewed.

Tornholm informed the Commission regarding the Tri-County Regional Planning Commission meeting that she and Administrator Colburn attended.

## **PEOPLE FROM THE FLOOR**

None.

## **ADJOURNMENT**

Being there was no further business, the meeting adjourned at 7:33 p.m.

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Martin A. Colburn, City Clerk