

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF MARCH 12, 2013**

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

Present: Commissioners: Barna, King, Naeyaert, Reeser, Sabbadin, Trotter, Waltz, Waxman  
Absent: Commissioner: Green (excused)  
Also present: Martin A. Colburn, City Administrator  
David Haywood, Zoning & Development Director  
Deborah J. Cwierniewicz, City Clerk

**APPROVAL OF MINUTES: FEBRUARY 12, 2013**

The Minutes of February 12, 2013, were approved as submitted.

**PEOPLE FROM THE FLOOR**

None.

**ANNOUNCEMENTS**

Commissioners welcomed their newest member, Seth Waxman.

**PUBLIC HEARING**

**Special Use Permit – 1140 South Jefferson Street (MSUFCU) – Drive-thru**

Reeser opened the public hearing at 6:34 p.m. Being there were no comments, Reeser closed the public hearing at 6:35 p.m.

**REGULAR BUSINESS**

**Resolution No. 2013-06 – A Resolution Approving a Final Site Plan and Special Use Permit to Construct a 7,880 Square Foot Credit Union Facility, Including Drive-Thru, Located at 1140 South Jefferson Street and South Cedar**

MOTION by Naeyaert, second by King,  
to consider Resolution No. 2012-06 read.

**MOTION APPROVED UNANIMOUSLY**

Haywood provided a summary of his staff report and detailed description of the conditions of approval as presented in the resolution.

Resolution No. 2012-06 was introduced by Naeyaert and seconded by King.

A brief discussion was held. It was discussed that a sign variance is not required and approval of Resolution No. 2013-06 effectively waives the requirement.

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION NO. 2013-06  
A RESOLUTION APPROVING A FINAL SITE PLAN AND SPECIAL USE PERMIT TO  
CONSTRUCT A 7,880 SQUARE FOOT CREDIT UNION FACILITY, INCLUDING DRIVE-  
THRU, LOCATED AT 1140 SOUTH JEFFERSON STREET AND SOUTH CEDAR STREET  
March 12, 2013**

**WHEREAS**, a request has been received from Michigan State University Federal Credit Union, for final site plan and special use permit approval to be allowed to construct a new credit union facility, with drive-thru, at 1140 South Jefferson Street and South Cedar Street; and

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

Overall Legal Description: The Original Monuments On The Boundaries Of Parcels 1 And 2 Were Recovered In The Field And The Overall Exterior Boundary (Based On Found Original Monuments) Being More Particularly Described As Follows: A Parcel Of Land Lying Within The Southeast 1/4 Of The Southeast 1/4 Of Section 8, Township 2 North, Range 1 West, City Of Mason, Ingham County, Michigan, Described As: Commencing At The Southeast Corner Of Said Section 8; Thence North 89°55'35" West 297.33 Feet Along The South Line Of Said Section 8; Thence North 00°09'05" East 201.52 Feet Parallel With The East Line Of The Southeast 1/4 Of The Southeast 1/4 Of Said Section 8 To A Found Capped Iron #28414 And The Point Of Beginning; Thence North 89°56'17" West 197.98 Feet To A Found 1/2" Rod; Thence North 00°03'03" East 201.47 Feet Along The Easterly Right-Of-Way Line Of Cedar Street To A Found 1/2" Rod; Thence South 89°57'02" East 198.06 Feet To A Found 1/2" Rod; Thence South 89°55'11" East 297.61 Feet Through A Found 1/2" Rod; Thence South 00°09'05" West Along The East Line Of Said Section 8; Thence North 89°54'57" West 297.34 Feet Through A Capped Iron #28414 To A Found Capped Iron #28414; Thence South 00°08'28" West 30.55 Feet To The Point Of Beginning.

**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; and

**WHEREAS**, a public hearing on the request was noticed and held at the Planning Commission's regular meeting of March 12, 2013, with testimony given and public comment solicited; and

**WHEREAS**, The request is consistent with the basis of determination for Special Use Permits listed in Section 94-191(f) of the Mason zoning ordinance, and

**WHEREAS**, approval is granted with the following **general conditions**:

- 1) The installation of access drives described herein shall be required within 12 months upon the development of access drives on adjacent properties, and
- 2) That a minimum of 11 parking spaces shall be maintained as pervious surface for the duration of the special use permit, and
- 3) That a City of Mason soil erosion and sedimentation permit will be required prior to the issuance of a building permit, and
- 4) That street trees proposed to be removed at areas of new curb cut are to be relocated or removed and replaced to new location as directed by City on or before October 1, 2013; and
- 5) The plans shall address the expectations of the Public Works Supervisor as stated in his email of March 7, 2013, and
- 6) The plans shall address the expectations of the City Engineer as stated in his letter of March 7, 2013, and

**WHEREAS**, approval is granted with condition that the applicant provide the following **prior to the issuance of an occupancy permit**:

- 1) An executed Drainage Facilities Maintenance Agreement, and
- 2) Proper documentation, as required by the Ingham County Health Department and the Michigan Department of Environmental Quality, shall be provided indicating that the existing wells on the site have been properly abandoned by a certified well drilling contractor; and
- 3) The two subject parcels having parcel numbers 33-19-10-08-476-002 and 33-19-10-08-476-039 shall be combined to a single parcel; now

**THEREFORE BE IT RESOLVED**, that the Mason Planning Commission does hereby approve a Final Site Plan and Special Use Permit to construct a credit union facility, including drive-thru,

located on property located at 1140 South Jefferson Street and South Cedar Street based on the site plan dated February 25, 2013.

**RESOLUTION APPROVED UNANIMOUSLY**

**Discussion – Master Plan Update**

Haywood stated that a final draft of the Future Land Use Map has been completed. He spoke briefly regarding the Master Plan process for adoption as well as the distribution timeframe. Commissioners will receive a final draft of the document March 25, 2013.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**CORRESPONDENCE**

Distributed.

**LIAISON REPORTS**

Naeyaert informed commissioners regarding current City Council business.

**DIRECTOR REPORT**

Haywood informed the Commission regarding current planning matters. He and Commissioner Barna attended the Complete Streets Forum sponsored by the Tri-County Planning Commission. A brief discussion followed regarding policy and related matters; commissioners interested in forming and serving on a Complete Streets Committee were asked to inform staff.

**ADMINISTRATOR'S REPORT**

Colburn informed the Commission regarding current City business.

**ADJOURNMENT**

The meeting adjourned at 7:34 p.m.

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Deborah J. Cwierniewicz, City Clerk

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Jim King, Secretary