

# CITY OF MASON

201 West Ash St.  
Mason, MI 48854-0370

City Hall (517) 676-9155  
Fax (517) 676-1330

## PLANNING COMMISSION MEETING - COUNCIL CHAMBER Tuesday, March 12, 2013

6:30 p.m.

### Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes:
  - February 12, 2013
  - February 28, 2013
4. People from the Floor
5. Announcements
6. Public Hearing
  - A. Special Use Permit – 1140 S. Jefferson St./S. Cedar St. – Michigan State University Federal Credit Union, drive-thru
7. Regular Business
  - A. Resolution 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
  - B. Report – Master Plan Update
8. Unfinished Business
9. New Business
10. Correspondence
  - 300 E. Kipp Rd. – Final Site Plan Approval, March 7, 2013
11. Liaison Reports
12. Director Report
  - Complete Streets Training – March 7, 2013
13. Administrator Report
14. Adjournment

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF FEBRUARY 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: Green, King, Naeyaert, Reeser, Sabbadin, Trotter  
Absent: Commissioners: Barna, Cotter, Waltz (all excused)  
Also present: Martin A. Colburn, City Administrator  
David Haywood, Zoning & Development Director  
Deborah J. Cwiertniewicz, City Clerk

**APPROVAL OF MINUTES: JANUARY 15, 2013**

The Minutes of January 15, 2013, were approved as submitted.

**UNFINISHED BUSINESS**

None.

**PEOPLE FROM THE FLOOR**

None.

**ANNOUNCEMENTS**

None.

**PUBLIC HEARING**

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

Reeser informed the public that due to a publication error, the public hearing for the proposed drive-thru credit union at 1140 South Jefferson Street and South Cedar Street is deferred to the regularly scheduled Planning Commission meeting of March 12, 2013, to afford time for proper notice.

**Rezoning – 114 North Mason Street – R2F (Two Family Residential) to RM (Multiple Family)**

Reeser opened the public hearing at 6:35 p.m. and invited the public to speak on the issue.

Jeanette Feintuch (applicant), 604 South Barnes Street spoke in favor of the rezoning request and offered the following comments:

- The unit is currently a single family home
- That three units are desired to make the property marketable
- The subject property had been a three-unit fifteen years ago
- That there are multiple family units in the vicinity
- That there will not be any adverse impacts on the public utility systems serving the site

Matthew Campbell spoke in opposition to the rezoning request and stated the following concerns:

- That the applicant has an outstanding water bill that remains unpaid
- That since he purchased his home in 2009, the neighborhood has changed from two-family to multiple family by identifying a five-unit, a four unit and two three-unit dwellings in the immediate vicinity
- That multiple family developments have the potential for criminal activity

- That allowing the rezoning will create a precedent for more multiple family in the neighborhood
- That although the applicant is only interested in three units now, the requested zoning district allows the current and future owners to add additional units

Being there were no further comments, Reeser closed the public hearing at 6:40 p.m.

**REGULAR BUSINESS**

**Resolution No. 2013-03 – A Resolution Approving a Preliminary Site Plan to Construct a 7,900 Square Foot Credit Union Facility, Including Drive-thru, Located at 1140 South Jefferson Street and South Cedar Street**

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

MOTION by Sabbadin, second by Naeyaert, to consider Resolution No. 2012-03 read.

**MOTION APPROVED UNANIMOUSLY**

Resolution No. 2012-03 was introduced by Green and seconded by Sabbadin.

Gregory McKenzie of Daniels & Zermack spoke on behalf of the applicant and provided an overview of the proposed site improvements, indicating that they take no exception to the conditions listed in the resolution, with the exception that they request to remove the limitation on the hours of operation.

Discussion ensued regarding many aspects of the proposal, primarily related to site buffering, canopy setback and hours of operation.

MOTION by Naeyaert, second by Sabbadin, to approve Resolution No. 2013-03 and defer action on the hours of operation to the March 12, 2013 regularly scheduled Planning Commission meeting.

**MOTION APPROVED UNANIMOUSLY**

CITY OF MASON  
 PLANNING COMMISSION RESOLUTION NO. 2013-03  
 A RESOLUTION APPROVING A PRELIMINARY SITE PLAN TO CONSTRUCT A  
 7,900 SQUARE FOOT CREDIT UNION FACILITY, INCLUDING DRIVE-THRU,  
 LOCATED AT 1140 SOUTH JEFFERSON STREET AND SOUTH CEDAR STREET  
 February 12, 2013

**WHEREAS**, a request has been received from Michigan State University Federal Credit Union, for preliminary 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**, due to a publication error, the public hearing for the requested special use permit is deferred to the regularly scheduled Planning Commission meeting on March 12, 2013; and

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

- 1) The hours of operation for the drive-thru (not including ATM) be limited to the hours of 7am to 6pm Monday through Friday and 9am to 3pm Saturday, and
- 2) The installation of access drives described herein shall be required within 12 months upon the development of access drives on adjacent properties, and
- 3) That a special use permit is granted prior to or concurrently with final site plan approval, and
- 4) That a minimum of 11 parking spaces shall be maintained as pervious surface for the duration of the special use permit, and
- 5) That a City of Mason soil erosion and sedimentation permit will be required prior to the issuance of a building permit, and
- 6) The applicant be granted a special use permit prior to or concurrently with final site plan approval, and

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

- 1) The plan shall show the zoning and current land uses on adjacent properties to the west and east of the subject property, and
- 2) The plans shall address the expectations of the Public Works Supervisor as stated in his memorandum of February 7, 2013, and
- 3) The plans shall address the expectations of the City Engineer as stated in his letter of January 28, 2013, and
- 4) The plans shall address the expectations of the Fire Chief as stated in his memorandum of February 3, 2013, and
- 5) The plan shall show a 20 foot side yard setback adjacent to the residential property to the south, and
- 6) The plan shall show a method of obscuring the parking lot light pole marked LB-25 that adequately screens light for the residential property to the south by use of vegetation or alteration to the light pole or source, and
- 7) The plan shall show the required landscape buffer yard dimension on the perimeter of the entire site and the required landscaping materials along the north property line consistent with the standards in 94-241(f)(1)a, and
- 8) The plan shall show 7 additional replacement trees as a result of site disturbance (one tree per 10,00 square feet) pursuant to Section 94-241(c)(8) of the Zoning Ordinance, and
- 9) The plans shall show a reduction in the number of wall signs for both the principal building and the ATM canopy to one wall sign each, or be granted a variance by the Sign Board of Appeals prior to the issuance of a building permit for signage, 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) 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 Preliminary Site Plan 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 January 15, 2013.

**RESOLUTION APPROVED UNANIMOUSLY**

**Resolution No. 2013-04 – A Resolution Recommending the City Council Adopt an Ordinance to Rezone 0.258 Acres of Land Located at 114 North Mason Street from R2F Two-Family Residential to RM Multiple-Family Residential**

Haywood elaborated on his report regarding the request to rezone and provided an analysis of how the request is consistent with the standards of approval listed in Section 94-396(a) of the Zoning Ordinance.

MOTION by Sabbadin, second by King,  
to consider Resolution No. 2013-04 read.

**MOTION APPROVED UNANIMOUSLY**

Resolution No. 2013-04 was introduced by Green and seconded by Sabbadin.

A lengthy discussion ensued regarding the rezoning request with the following findings of fact being made:

- The surrounding zoning is R2F Two-Family Residential
- That allowing higher density zoning will upset the single- and two-family land use patten in the immediate vicinity
- That multiple family will negatively impact the neighborhood by generating an increase the number of vehicle trips in the area
- That the applicant has an outstanding water bill that remains unpaid
- That multiple family will negatively impact the neighborhood by increasing the level of noise in the area
- That multiple family will negatively impact the neighborhood with additional building construction and resulting proximity of multiple family structures

Reeser called for the vote on Resolution No. 2013-04

Yes (0)

No (6) Green, King, Naeyaert, Reeser, Sabbadin, Trotter

Absent (3) Barna, Cotter, Waltz

**RESOLUTION FAILED**

**Discussion – Master Plan Update**

Haywood gave a brief update of the Master Plan and spoke regarding the future land use map updates and committee's public outreach campaign to educate the residents on the plan.

**UNFINISHED BUSINESS**

Reeser introduced new commission members.

**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.

**ADMINISTRATOR'S REPORT**

Colburn informed the Commission regarding current City business.

**ADJOURNMENT**

The meeting adjourned at 8:19 p.m.

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Deborah J. Cwierniewicz, City Clerk

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Jim King, Secretary

**CITY OF MASON  
PLANNING COMMISSION SPECIAL MEETING  
MINUTES OF FEBRUARY 28, 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, Cotter, Green, King, Naeyaert, Reeser, Sabbadin, Trotter, Waltz  
Absent: Commissioner: None  
Also present: Martin A. Colburn, City Administrator  
David Haywood, Zoning & Development Director  
Deborah J. Cwierniewicz, City Clerk

**PEOPLE FROM THE FLOOR**

None.

**PUBLIC HEARING**

**Special Use Permit – 300 East Kipp Road – Disposal of Soils**

Reeser opened the public hearing at 6:31 p.m.

John P. Fischer of J&J Properties of Mason, LLC stated that he is proposing to clean up the 300 East Kipp Road property to apply approximately 20,000 cubic yards of clean, compacted clay fill making the property suitable for future construction and improvements.

Being there were no further comments, Reeser closed the public hearing at 6:33 p.m.

**REGULAR BUSINESS**

**Resolution No. 2013-05 – A Resolution Approving a Preliminary Site Plan and Special Use Permit to Dispose Approximately 20,000 Cubic Yards of Soils on Property at 300 East Kipp Road**

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

MOTION by Green, second by Naeyaert,  
to consider Resolution No. 2012-05 read.

**MOTION APPROVED UNANIMOUSLY**

Resolution No. 2012-05 was introduced by Green and seconded by Naeyaert.

A brief discussion ensued regarding the use of clean fill as well as the route and weight of the gravel trains.

MOTION by Waltz, second by King,  
to amend Item No. 2 in Resolution No. 2013-05 by striking the words, as much as practicable, and insert in its place, and Class A all season roads or other suitable route.

**MOTION APPROVED UNANIMOUSLY**

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION NO. 2013-05  
A RESOLUTION APPROVING A PRELIMINARY SITE PLAN AND SPECIAL USE  
PERMIT TO DISPOSE APPROXIMATELY 20,000 CUBIC YARDS OF SOILS ON  
PROPERTY AT 300 EAST KIPP ROAD**

February 28, 2013

**WHEREAS**, a request has been received from John Fischer, for preliminary site plan and special use permit approval to be allowed to dispose 20,000 cubic yards of soils at 300 East Kipp Road; and

**WHEREAS**, the subject property is further described as: All that part of South ½ of SW ¼ of Sec. 9 which lies East of MCRR RW and West of Barnes St., Sec. 9, T2N, R1W, City of Mason, Ingham County 24.99 acres; and

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

- 1) The hours of operation shall be limited to the hours of 7am to 5pm Monday thru Friday.
- 2) The truck traffic route shall be limited to Kipp Road and U.S. 127 and Class A all season roads or other suitable route, and shall not utilize South Barnes Street.
- 3) That a revised site plan be submitted labeling the site access point for truck and excavation equipment and that truck traffic shall be limited to this single point.
- 4) The applicant shall provide a revised site plan indicating where, what type and in what amount soil will be stockpiled.
- 5) That a City soil erosion and sedimentation permit is required prior to commencement.
- 6) The plans shall address the expectations of the Public Works Supervisor as stated in his memorandum of February 22, 2013.
- 7) The plan shall show 19 additional replacement trees as a result of site disturbance (one tree per 10,000 square feet) pursuant to Section 94-241(c)(8) of the Zoning Ordinance.
- 8) The special use permit shall expire on August 1, 2014, where the site shall be final graded per plan and final soil erosion controls established; now

**THEREFORE BE IT RESOLVED**, that the Mason Planning Commission does hereby approve a preliminary site plan and special use permit to dispose of approximately 20,000 cubic yards of soil on property located at 300 East Kipp Road based on the site plan dated February 15, 2013.

RESOLUTION APPROVED UNANIMOUSLY

**ADJOURNMENT**

The meeting adjourned at 7:00 p.m.

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Deborah J. Cwierniewicz, City Clerk

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Jim King, Secretary

# City of Mason

201 W. Ash St.  
P.O. Box 370  
Mason, MI 48854-0370  
www.mason.mi.us



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## MEMORANDUM

TO: Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

SUBJECT: Final Site Plan Review & Special Use Permit – 1140 S. Jefferson St. (MSUFCU)

DATE: March 12, 2013

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The applicant is requesting final site plan and special use permit approval to demolish the existing structure, on the subject site and construct a credit union facility, including drive-through, on property located at 1140 South Jefferson Street and property to the west on South Cedar Street. The parcel is zoned C-2 General Commercial. Section 94-142(d)(4) permits uses with vehicular drive-through services by special use permit.

Preliminary site plan approval was granted on February 12, 2013. The following staff report is intended to address the final site plan and special use permit review standards.

### SITE PLAN REVIEW:

#### Plan Details:

At the preliminary site plan review, staff recommended limiting the hours of operation of the drive-thru to the hours of operation listed on the application. After careful research of other similar bank uses, staff found no such conditions placed on other facilities. Therefore it is recommended to remove such operational limitation from the resolution.

All plan details previously noted have been met.

#### Height, Bulk, Density, and Area Requirements:

All height, bulk, density and area requirements have been met.

**Off-Street Parking & Circulation:**

The plan now addresses the previous parking and parking lot lighting issues previously noted, including pervious parking and parking lot light screening.

**Landscaping:**

The applicant has added the required buffer yards to the north property line and indicated the correct buffer width of five feet.

**Signs:**

Previously staff had recommended that the applicant apply for a variance for the number of wall signs proposed, including the principle building and ATM canopy. Because the property abuts two streets, they are entitled to two wall signs by ordinance. Staff has discussed the issue and is comfortable that the applicant has met the intent of the code. If the Planning Commission is comfortable with this interpretation as well, staff would recommend removing the requirement for obtaining a sign variance.

**PUBLIC SERVICES AND FACILITIES:**

**Water, Sanitary Sewer and Storm Water Management:**

The proposed storm water system and supporting calculations appear to satisfy the concerns expressed by the City Engineer and Public Works Supervisor. However, the Public Works Supervisor has provided additional comments requiring that the applicant obtain a right-of-way permit for work in the street, that utility tap-ins will need inspection prior to covering up, and that the City will retain the hydrant being replaced.

The relocated hydrant location and detail adequately satisfies the City Engineer and Fire Chief's concerns.

**Additional Agency Comments:**

Comments from the remaining agencies are attached. No additional concerns have been received regarding this site plan review at this time.

**ANALYSIS:**

It appears that the site and proposed use will comply with the site plan review standards listed in Sections 94-227 of the Code, provided the previously noted conditions are met.

In addition to these standards, Section 94-191(f) of the Mason Code provides the Basis of Determination for Special Use Permits. These standards must be met before a Special Use Permit can be approved. The standards and staff commentary regarding compliance follow:

- (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 for commercial use. The use appears to be harmonious with the general surroundings and character of the immediate vicinity.

- (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.*

Provided the mitigating improvements listed in this staff report and accompanying resolution, there are no additional conflicts of a hazardous or disturbing nature associated with the proposed use.

- (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.*

The use is proposed in an area currently served by public water, sanitary sewer and other necessary facilities. The applicant has provided the necessary details for connections to public utilities that address the concerns of the City Engineer, Fire Chief, Public Works Supervisor, and Public Works Director.

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

The proposed use will not create additional public costs.

- (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.*

There are no known conflicts of involving uses, activities, processes, materials, and equipment that will be detrimental to any person, property, or the general welfare by noise, fumes, glare, or odors.

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

There are no known adverse impacts on the natural resources of the city associated with the proposed use.

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

The proposed use appears to be in compliance with applicable local, county, state and federal rules and regulations, provided the specified conditions of approval are met.

**RECOMMENDATION:**

**The Planning Commission approve Resolution No. 2013-06.**

Attachments:

1. Resolution 2013-06
2. Application
3. Storm water calculations
4. Agency Comments
  - a. City Engineer
  - b. City of Mason Fire Chief
  - c. City of Mason Public Works Supervisor
5. Site Plan

Introduced:  
Seconded:

**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.

Yes ( )  
No ( )

**CLERK'S CERTIFICATION:** I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Mason Planning Commission at its regular meeting held Tuesday, March 12, 2013, the original of which is part of the Planning Commission minutes.

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Deborah J. Cwierniewicz, City Clerk  
City of Mason  
Ingham County, Michigan

**APPLICATION – SITE PLAN REVIEW/SPECIAL USE PERMIT**



**City of Mason**

Planning Department • 201 W. Ash Street • Mason, MI 48854

Phone: 517/676-9155 • Fax: 517/676-1330

www.mason.mi.us

<b>Applicant– Please check one of the following:</b>	
<input type="checkbox"/>	Preliminary Site Plan Review
<input checked="" type="checkbox"/>	Final Site Plan Review <i>SUBMITTED 2.25.13</i>
<input checked="" type="checkbox"/>	Special Use Permit*
* includes Preliminary Site Plan Review	

<b>PLANNING DEPARTMENT USE ONLY</b>	
Application Received:	<i>Feb. 26, 2013</i>
Tax ID:	<i>08-476-022 and 08-476-039</i>
Fee:	<i>\$100.00</i>
Receipt #:	<i>100140924</i>

**I. APPLICANT INFORMATION**

Name Ms. April Clobes, Executive V.P./COO

Organization Michigan State University Federal Credit Union

Address 3777 West Road, East Lansing, Michigan 48823

Telephone Number 517-333-2254 Facsimile Number 517-333-2227

Interest in Property (owner, tenant, option, etc.) Purchase Agreement

**Note: If applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner.**

**II. PROPERTY INFORMATION**

Owner John Fischer Telephone Number \_\_\_\_\_

Property Address Parcel 1 - 1140 S. Jefferson; Parcel 2 - 200 S. Cedar St.

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

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

See attached Schedule A and Sheet LS1.1

**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 *April M Clobes* Date *1/9/13*

III. **REQUEST DESCRIPTION**

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

Full-service credit union branch office with four (4) attended drive-up lanes and free-standing, accessory ATM canopy structure with two (2) drive-up ATM's.

B. **Available Services**

Public Water  YES  NO  
Public Sanitary Sewer  YES  NO

Paved Road (Asphalt or Concrete)  YES  NO  
Public Storm Sewer  YES  NO

C. **Estimate the Following**

Traffic Generated 500 trips/day

Total Employees 15 Shifts 1

Population Increase 0

Employees in Peak Shift 15

Hours of Operation 7:00 AM to 6:00 PM

Total Bldg. Area Proposed 7888

Monday through Friday

Parking Spaces Provided 46

Saturday 9:00 AM to 3:00 PM

D. **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

IV. **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
- 20 copies of site plan drawings (30 copies for Special Use Permits)
- 1 – 11" x 17" copy of the site plan
- 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):

<u>Preliminary Site Plan Reviews</u>	\$200.00
<u>Final Site Plan Review</u>	\$100.00
<u>Special Use Permits (includes preliminary site plan review)</u>	\$275.00
<u>Engineering Review</u>	\$220.00*

\*minimum fee for projects increasing demand on public utilities, fees are billed to applicant upon completion of review

**V. 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).

**VI. 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.

M= MEASURED  
D= DESCRIBED

SECTION CORNER  
F.I.  
FOUND PROPERTY IRON

SCHEDULE A - LEGAL DESCRIPTIONS:

AS STATED ON THE COMMITMENT FOR TITLE INSURANCE, TRANSNATION TITLE AGENCY OF MICHIGAN, TITLE NO. 98732LANS (EFFECTIVE DATE NOVEMBER 16, 2012).

PARCEL 1:

PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 8, TOWN 2 NORTH, RANGE 1 WEST, CITY OF MASON, INGHAM COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT ON THE EAST SECTION LINE NORTH 00 DEGREES 04 MINUTES 31 SECONDS EAST 232.00 FEET FROM THE SOUTHEAST CORNER OF SAID SECTION 8; THENCE NORTH 89 DEGREES 55 MINUTES 35 SECONDS WEST 297.00 FEET PARALLEL WITH THE SOUTH SECTION LINE OF SAID SECTION 8; THENCE NORTH 00 DEGREES 04 MINUTES 31 SECONDS EAST 171.00 FEET PARALLEL WITH THE EAST SECTION LINE OF SAID SECTION 8; THENCE SOUTH 89 DEGREES 55 MINUTES 35 SECONDS EAST 297.00 FEET PARALLEL WITH SAID SOUTH SECTION LINE TO A POINT ON SAID EAST SECTION LINE; THENCE SOUTH 00 DEGREES 04 MINUTES 31 SECONDS WEST 171.00 FEET ALONG SAID EAST SECTION LINE TO THE POINT OF BEGINNING.

PARCEL 2:

A PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 8, TOWN 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 DEGREES 55 MINUTES 35 SECONDS WEST 297.00 FEET ALONG THE SOUTH SECTION LINE OF SAID SECTION 8; THENCE NORTH 00 DEGREES 04 MINUTES 31 SECONDS EAST 201.50 FEET PARALLEL WITH THE EAST SECTION LINE OF SAID SECTION 8 TO THE POINT OF BEGINNING; THENCE NORTH 89 DEGREES 55 MINUTES 35 SECONDS WEST 198.00 FEET PARALLEL WITH SAID SOUTH SECTION LINE TO THE EASTERLY RIGHT OF WAY LINE OF CEDAR STREET; THENCE NORTH 00 DEGREES 04 MINUTES 31 SECONDS EAST 201.50 FEET ALONG SAID EASTERLY RIGHT OF WAY LINE; THENCE SOUTH 89 DEGREES 55 MINUTES 35 SECONDS EAST 198.00 FEET PARALLEL WITH SAID SOUTH SECTION LINE; THENCE SOUTH 00 DEGREES 04 MINUTES 31 SECONDS WEST 201.50 FEET PARALLEL WITH SAID EAST SECTION LINE TO THE POINT OF BEGINNING.

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.

SCHEDULE B - SECTION II EXCEPTIONS:

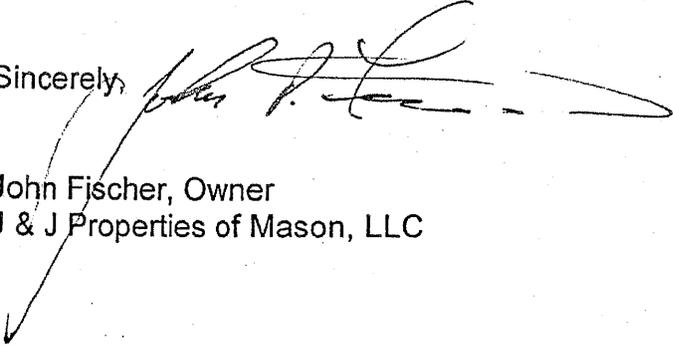
January 9, 2013

City of Mason  
111 N. Rogers  
Mason, MI 48854

RE: Parcels 33-19-10-08-476-022 & 33-19-10-08-476-039

Please allow this letter to serve as permission for MSUFCU to apply for building approvals and variances relative to development of the parcels noted above. MSUFCU currently is under contract to purchase said parcels.

Sincerely,



John Fischer, Owner  
J & J Properties of Mason, LLC

# Memorandum

To: Mr. Gregory A. McKenzie, AIA

From: Paul Furtaw

Date: February 22, 2013

Re: Drainage Calculation Narrative

Mr. McKenzie:

The following narrative is intended to supplement the drainage calculations and drawings for the proposed MSU Federal Credit Union Mason Branch. Please note the following:

- The proposed site is broken up into two different drainage areas with a portion of the site draining to Cedar Street to the west (Drainage Area 'A') and a portion draining to South Jefferson Street to the east (Drainage Area 'B'). Each drainage area will outlet into its own respective detention pond (Detention Pond 'A' and Detention Pond 'B') prior to being discharged into the municipal system.
- Per the requirements of the City of Mason, each detention area was designed to (a) accommodate the first flush rainfall event, (b) reduce post-development suspended solids by 80%, and (c) accommodate the 2-Year, 24-hour rainfall event at the pre-developed conditions.
- The site is currently developed and the supporting calculations demonstrate how the post-development runoff rate is less than that of the pre-developed runoff.
- With respect to Drainage Area 'A,' the proposed development results in a slight increase in impervious surface such that the volumes required to treat the first flush and 2-Year storm events are 348 cubic feet and 410 cubic feet respectively. The total pond area as shown on the drawings can store approximately 2,500 cubic feet of water. Because required storage volume is so small and the pond is oversized, rather than using a more conventional outlet structure, we are proposing to use a rain garden/infiltration trench. The proposed design would allow all of the runoff collected from the design storm events to filter through the ground into a perforated storm sewer prior to being discharged. We believe that this design will effectively treat 100% of the post-development suspended solids. The structure rim elevation is set to provide one foot (1') of freeboard above the 2-Year, 24-hour storm event elevation and still allow six inches (6") of additional freeboard below the top of bank of the proposed pond.
- With respect to Drainage Area 'B,' one set of outlet holes is proposed to regulate the discharge of the first flush rainfall event. This design has historically been recognized by MDEQ as having the ability to meet the required 80% reduction in post-development suspended solids. These outlet holes will also regulate the 2-Year, 24-hour storm event. The pond is sized such that the required storage volume for the 2-Year, 24-hour event can be accommodated at elevation 898.4. The rim elevation of the outlet structure is set at 899.5 providing 1.1' of freeboard above the 2-Year storm event while still allowing for six inches (6") of additional freeboard below the top of bank of the proposed pond.

If you have any further questions regarding the proposed storm water design, feel free to contact me.

Sincerely,

BERGMANN ASSOCIATES



Paul Furtaw, PE  
Encl



2-22-13



**DETENTION POND DESIGN CALCULATION - Drainage Area 'A'**

Project Name: MSUFCU Mason Branch  
 Site Location: Cedar Street  
Mason, MI

Cont. Drainage Area (Acres): 0.30 (J)  
 Proposed Runoff Coefficient "C" Value: 0.64 (K)  
 Existing Runoff Coefficient "C" Value: 0.59 (L)  
 Maximum Allowable Release Rate (CFS) 0.35 (M)

A	B	C	D	E	F	G	H	I
Duration (Minutes)	Duration (Hours)	100-Year 2-Hour Total Rainfall (Inches)	100-Year 2-Hour Rainfall Avg. Intensity (Inch/Hr)	Proposed 2yr-24hr Avg. Runoff Flowrate (CFS)	Proposed 2yr-24hr Runoff Volume (CFT)	Maximum Allowable Release Rate (CFS)	Required 2yr-24hr Storage Volume (CFT)	First Flush (1/2 Inch) Storage Volume (CFT)
5	0.08	0.33	3.96	0.76	228	0.35	175	348
10	0.17	0.50	3.00	0.58	346	0.35	239	348
15	0.25	0.70	2.80	0.54	484	0.35	325	348
20	0.33	0.90	2.70	0.52	622	0.35	410	348
30	0.50	1	2.00	0.38	691	0.35	373	348
40	0.67	1.10	1.65	0.32	760	0.35	336	348
50	0.83	1.20	1.44	0.28	829	0.35	298	348
60	1.00	1.30	1.30	0.25	899	0.35	261	348
90	1.50	1.40	0.93	0.18	968	0.35	12	348
120	2.00	1.50	0.75	0.14	1,037	0.35	-238	348
180	3.00	1.60	0.53	0.10	1,106	0.35	-806	348
240	4.00	1.68	0.42	0.08	1,161	0.35	-1,388	348
300	5.00	1.74	0.35	0.07	1,203	0.35	-1,983	348
360	6.00	1.80	0.30	0.06	1,244	0.35	-2,579	348
540	9.00	2.00	0.22	0.04	1,382	0.35	-4,352	348
720	12.00	2.25	0.19	0.04	1,555	0.35	-6,091	348
900	15.00	2.30	0.15	0.03	1,590	0.35	-7,968	348
1080	18.00	2.40	0.13	0.03	1,659	0.35	-9,811	348
1260	21.00	2.45	0.12	0.02	1,693	0.35	-11,688	348
1440	24.00	2.50	0.10	0.02	1,728	0.35	-13,565	348

Required 2yr-24hr Detention Storage (CFT) 410

- A) Duration of the storm event in minutes.
- B) Duration of the storm event in hours.
- C) Total amount of rainfall during a 2-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 2-year recurrence storm event. Calculated by dividing Column C by Column B
- E) The unrestricted 2-year recurrence average discharge flowrate from the proposed site under fully developed conditions. Calculated by multiplying Intensity (D), Runoff Coefficient (K) and Drainage Area (J).
- F) The unrestricted 2-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 (M).
- 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 first flush volume is based on storing the runoff from the first 1/2 inch of rain.
- J) Area contributing to the proposed detention/ retention facility
- K) Weighted Runoff Coefficient based on proposed development conditions
- L) For the purposes of these calculations, it was assumed that the site pre-development conditions is undeveloped
- M) Allowable Release Rate based on  $Q=CiA$  where  $i=2.0$  inches 2-year, 30-minute storm)

Calculations by: Paul Furtaw, P.E. - Bergmann Associates

Date: February 22, 2013

**DETENTION POND DESIGN CALCULATION - Drainage Area 'B'**

Project Name: MSUFCU Mason Branch  
 Site Location: Cedar Street  
Mason, MI

Cont. Drainage Area (Acres): 1.65 (J)  
 Proposed Runoff Coefficient "C" Value: 0.65 (K)  
 Existing Runoff Coefficient "C" Value: 0.27 (L)  
 Maximum Allowable Release Rate (CFS) 0.89 (M)

A	B	C	D	E	F	G	H	I
Duration (Minutes)	Duration (Hours)	100-Year 2-Hour Total Rainfall (Inches)	100-Year 2-Hour Rainfall Avg. Intensity (Inch/Hr)	Proposed 2yr-24hr Avg. Runoff Flowrate (CFS)	Proposed 2yr-24hr Runoff Volume (CFT)	Maximum Allowable Release Rate (CFS)	Required 2yr-24hr Storage Volume (CFT)	First Flush (1/2 Inch) Storage Volume (CFT)
5	0.08	0.33	3.96	4.25	1,274	0.89	1,140	1,947
10	0.17	0.50	3.00	3.22	1,931	0.89	1,663	1,947
15	0.25	0.70	2.80	3.00	2,703	0.89	2,302	1,947
20	0.33	0.90	2.70	2.90	3,475	0.89	2,940	1,947
30	0.50	1	2.00	2.15	3,861	0.89	3,059	1,947
40	0.67	1.10	1.65	1.77	4,247	0.89	3,178	1,947
50	0.83	1.20	1.44	1.54	4,633	0.89	3,297	1,947
60	1.00	1.30	1.30	1.39	5,019	0.89	3,416	1,947
90	1.50	1.40	0.93	1.00	5,405	0.89	3,000	1,947
120	2.00	1.50	0.75	0.80	5,792	0.89	2,584	1,947
180	3.00	1.60	0.53	0.57	6,178	0.89	1,366	1,947
240	4.00	1.68	0.42	0.45	6,486	0.89	71	1,947
300	5.00	1.74	0.35	0.37	6,718	0.89	-1,301	1,947
360	6.00	1.80	0.30	0.32	6,950	0.89	-2,673	1,947
540	9.00	2.00	0.22	0.24	7,722	0.89	-6,712	1,947
720	12.00	2.25	0.19	0.20	8,687	0.89	-10,558	1,947
900	15.00	2.30	0.15	0.16	8,880	0.89	-15,177	1,947
1080	18.00	2.40	0.13	0.14	9,266	0.89	-19,602	1,947
1260	21.00	2.45	0.12	0.13	9,459	0.89	-24,220	1,947
1440	24.00	2.50	0.10	0.11	9,653	0.89	-28,839	1,947

Required 2yr-24hr Detention Storage (CFT) 3,416

- A) Duration of the storm event in minutes.
- B) Duration of the storm event in hours.
- C) Total amount of rainfall during a 2-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 2-year recurrence storm event. Calculated by dividing Column C by Column B
- E) The unrestricted 2-year recurrence average discharge flowrate from the proposed site under fully developed conditions. Calculated by multiplying Intensity (D), Runoff Coefficient (K) and Drainage Area (J).
- F) The unrestricted 2-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 (M).
- 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 first flush volume is based on storing the runoff from the first 1/2 inch of rain.
- J) Area contributing to the proposed detention/retention facility
- K) Weighted Runoff Coefficient based on proposed development conditions
- L) For the purposes of these calculations, it was assumed that the site pre-development conditions is undeveloped
- M) Allowable Release Rate based on  $Q=CiA$  where  $I=2.0$  inches 2-year, 30-minute storm)

Calculations by: Paul Furtaw, P.E. - Bergmann Associates

Date: February 22, 2013



March 8, 2013

David Haywood  
City of Mason  
201 West Ash Street  
Mason, MI 48854

Re: MSU Credit Union – Final Review

Dear David,

I have reviewed the final site plans for the MSU Credit Union. It appears they have addressed all of the issues that the City of Mason staff previously brought to them. At this time I have no additional concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Martin Colbum', followed by a long horizontal line extending to the right.

Martin Colbum  
City Administrator

## David Haywood

---

**From:** Ken Baker [kenb@mason.mi.us]  
**Sent:** Thursday, March 07, 2013 2:51 PM  
**To:** David Haywood  
**Subject:** RE: 1140 S. Jefferson - Final Site Plan comments due

Dave:

The only comment I have is the contractor will need to pull a permit to work in the right of way for the taps. The water tap and sewer Taps will need to be inspected before they are covered up. And the hydrant that gets pulled out belongs to the City and we will pick it up from the site after removal.

Thank You

Ken Baker

Superintendent of Public Works

---

**From:** David Haywood [mailto:davidh@mason.mi.us]  
**Sent:** Thursday, March 07, 2013 8:20 AM  
**To:** Ken Baker; Kerry Minshall; Martin Colburn; Sam Bibler  
**Subject:** 1140 S. Jefferson - Final Site Plan comments due

Hello all. Just a reminder that comments are due for the final site plan review for MSUFCU. Thanks,

David E. Haywood  
Zoning & Development Director  
City of Mason  
201 W. Ash Street  
Mason, MI 48854  
517.676.9155



# CITY OF MASON FIRE DEPARTMENT

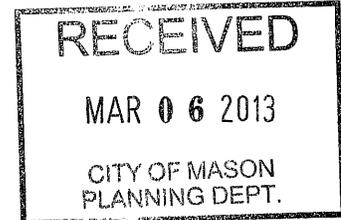
KERRY J. MINSHALL, CHIEF  
221 W ASH  
MASON, MI 48854  
PH: 517-244-9025  
FAX: 517-244-9028

To: David E. Haywood  
Zoning & Development Director

From: Kerry Minshall  
Fire Chief

Date: March 6, 2013

Re: Final Site Plan Review – 1140 South Jefferson Street (MSUFCU)



I have reviewed the final site plan for the proposed Michigan State University Federal Credit Union to be located at 1140 South Jefferson Street in the City of Mason.

I do not have any concerns or comments at this time.

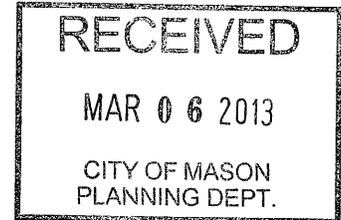


# Wolverine Engineers & Surveyors, Inc.

312 North Street • Mason, Michigan 48854 • 517.676.9200 • Fax 517.676.9396

March 6, 2013

Mr. David Haywood, Zoning & Development Director  
City of Mason  
201 W. Ash Street  
Mason, MI48854



RE: 1140 S. Jefferson Street  
Michigan State Federal Credit Union

Dear Mr. Haywood:

We have received and reviewed the site plan for the proposed Michigan State Federal Credit Union (MSUFCU) to be located at 1140 S. Jefferson Street as prepared by Bergmann Associates and dated February 25, 2013.

As noted in our review letter of January 28, 2013 MSUFCU is proposing the construction of a new 7,888 square foot building for use as a new full service branch.

The proposed facility will require the open cut of Cedar Street for the installation of the sanitary sewer lead. The plans indicate the proposed repair cross section which is acceptable.

A six (6) inch water main is proposed to extend from the existing water main in Cedar Street. Near the northeast corner of the Credit Union the service splits for domestic service, irrigation and fire protection. A post indicator valve has been proposed for the fire suppression service.

Site grading appears to be designed to direct surface water to catch basins along the perimeter which ultimately drain into one (1) of two (2) detention basins located on the site. Each detention basin accomplishes the desired purpose through slightly different methodologies. It is recommended that MSUFCU maintenance personnel be provided an Operations and Maintenance manual for the detention basin upon completion of the project.

Finally, the soil erosion control plans appear to be adequate for permit issuance; although, it is understood a soil erosion permit will be issued to the earthwork contractor.

In summary, from an engineering perspective, we take no exception to the proposed site plan and utility construction plans for the proposed MSUFCU Branch at 1140 S. Jefferson.

Mr. Haywood  
March 6, 2013  
Page 2 of 2

We received one (1) set of plans for review and have retained said set for our files.

Prior to connection to the existing utilities we would recommend a meeting on-site be held to discuss the contractor's anticipated procedures.

We appreciate the opportunity to present our comments to you for this project.

Sincerely,

WOLVERINE ENGINEERS & SURVEYORS, INC.



Donald B. Heck, P.E.

DBH:ood

cc: Marty Colburn, Administrator – City of Mason  
Ken Baker – City of Mason

# City of Mason

201 W. Ash St.  
P.O. Box 370  
Mason, MI 48854-0370  
www.mason.mi.us



City Hall 517 676-9155  
Police 517 676-2458  
Fax 517 676-1330  
TDD 1-800-649-3777

## MEMORANDUM

TO: Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

RE: Master Plan Update

DATE: March 8, 2013

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As we wind down the process for adopting the Master Plan, I would like to provide the basic overview of the approval process after the preparation of a final draft. Pursuant to the Michigan Planning Enabling Act, the process is summarized as the following:

- The Master Plan Update Committee prepares the final draft and introduces to the Planning Commission (PC) as a whole
- The PC approves the plan for introduction to the City Council (CC), including any changes and corrections as necessary
- The CC then authorizes the plan for distribution
- The PC then distributes the final draft to all parties that received the notice of intent to plan at the beginning of the update process, beginning the 63 day public comment period
- The PC then holds a public hearing on the draft plan after the 63 day period
- Public hearing notice is published in paper and distributed not less than 15 days before the hearing
- After public input, the PC must approve by 2/3 of membership and forward to CC for final adoption
- The CC may reject the plan and send it's reasons to the PC for consideration
- At such time the CC approves the plan, the Clerk shall insert a statement inside the front or back cover recording the CC approval.

That's the process in a nutshell. The next step is to set a schedule for this process. Obviously the PC will need time to review the document thoroughly with enough time to come to a comfort level on a draft to send to the Council for request to distribute.

I anticipate having a final draft for the PC to begin their final review as a whole by March 22, 2013. Potentially, the PC could request authorization from the CC to distribute at the May 14 PC meeting.

No action is necessary at this time.