

# 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, April 14, 2015

6:30 p.m.

### Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes: March 10, 2015
4. People from the Floor
5. Announcements
6. Public Hearing
  - A. 368 South Park Street (Dart Bank) – Rezoning  
Resolution 2015-01 – A Resolution Recommending that the City Council Adopt Ordinance No. 199
  - B. 368 South Park Street (Dart Bank) – Special Use Permit  
Resolution 2015-02 – A Resolution Approving a Preliminary and Final Site Plan and Special Use Permit to Construct a 29,040 Square Foot Bank Facility, Including Drive-Thru, Located at 368 South Park Street
7. Regular Business
  - A. Report – Medical Marihuana Ordinance Subcommittee Activity
8. Unfinished Business
9. New Business
10. Correspondence
  - Vevay Township Planning Commission – Notice of Intent to Prepare Master Plan, March 18, 2015
  - Planning & Zoning News, February 2015
11. Liaison Reports
12. Director's Report
  - Hayhoe Riverwalk Trail Pedestrian Bridge – Bid Specs due May 5, 2015
  - Placemaking Workshop – April 15, 2015
13. Administrator's Report
14. Adjournment

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF MARCH 10, 2015**

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, Brown, Fischer, Hagle, Hude, Reeser, Sabbadin, Scott, Waxman  
Absent: Commissioner: None  
Also present: Martin A. Colburn, City Administrator  
David Haywood, Zoning & Development Director  
Deborah J. Cwierniewicz, City Clerk

**APPROVAL OF MINUTES:**

**Regular Minutes of February 10, 2015**

The regular meeting Minutes of February 10, 2015, were approved as corrected.

**PEOPLE FROM THE FLOOR**

None.

**ANNOUNCEMENTS**

- Commissioners applauded Marlon Brown, Sesquicentennial Chairperson, for the exemplary ceremony held March 9, 2015 for the Sesquicentennial Celebration. Brown commended the Sesquicentennial Committee.
- My Crowd Source was announced as a new business concept to be considered through “The Hatching” event, an online funding platform in the Lansing area.

**PRESENTATIONS**

Harmony Gmazel, Senior Land Use Programs Planner for the Tri-County Regional Planning Commission (TCRPC), gave a brief description of the organization’s role. She informed Commissioners regarding the new free, online mapping tool, Mid-Michigan Health Impact Assessment Toolkit. Ms. Gmazel gave a thorough explanation as she led commissioners along the online digital mapping uses. A brief discussion ensued regarding the practical application for commissioners.

**REGULAR BUSINESS**

**Medical Marihuana Ordinance Subcommittee Report**

Haywood gave a brief update of the first meeting held, February 28, 2015, by the Medical Marihuana Ordinance Subcommittee. The subcommittee discussed the process of creating draft language to the current ordinance to address the issues identified during the Planning Commission meeting held February 10, 2015. The subcommittee developed a brief list associated with, and in addition to the items compiled February 10, as well as planning steps to incorporate public education and participation. Colburn stated that both Aurelius and Vevay Township Supervisors are interested in participating in an ad hoc committee comprised of Aurelius, Vevay, and Mason planning commissioners to discuss compatible legislation between neighboring communities. Brown commented on Washington Post articles regarding legislation introduced on March 10, 2015, in the U.S. Senate to change federal policy relating to medical marihuana.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Hude provided each commissioner with the current Michigan Planner issue dedicated to elected officials and informed them they are eligible to become members if they are interested.

**CORRESPONDENCE**

Distributed.

**LIAISON REPORTS**

Brown informed commissioners regarding current City Council business.

**DIRECTOR REPORT**

Haywood informed the Commission regarding current zoning and development business.

**ADMINISTRATOR'S REPORT**

Colburn informed the Commission regarding current City business.

**ADJOURNMENT**

The meeting adjourned at 7:33 p.m.

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Deborah J. Cwierniewicz, City Clerk

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Seth Waxman, Secretary

# City of Mason

201 W. Ash St.  
P.O. Box 370  
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## MEMORANDUM

TO: Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

SUBJECT: Dart Bank – Rezoning (multiple parcels)

DATE: April 8, 2015

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Staff is in receipt of a request, from Dart Bank, to rezone approximately 0.3 acres of land from O-1 Office to C-1 Central Business. The following properties are subject to the rezoning request:

222 W. Maple St. parcel # 33-19-10-08-235-026  
235 W. Maple St. parcel # 33-19-10-08-235-005  
237 W. Maple St. parcel # 33-19-10-08-235-004  
241 W. Maple St. parcel # 33-19-10-08-234-003  
245 & 247 W. Maple St. parcel # 33-19-10-08-235-002  
Lots 4 and 5, block 44 original plat of the City of Mason, Ingham County,  
Michigan, according to the plat thereof as recorded in Liber 37 of Deeds, page  
234, Ingham County records

Legal description of area proposed to be rezoned: Lots 1, 2, 3, 4 and 5, Block 44, Original Plan of the City of mason, Ingham County, Michigan as recorded in Liber 37 of Deeds, page 234, Ingham County records. The area requested for rezoning is 1.09 acres.

### EXISTING LAND USE AND ZONING:

The character of the area in the vicinity is a mix of land uses and zoning. The area subject to the rezoning request is bordered by West Maple Street to the north, West Ash Street (M-36) to the south, the Jackson and Lansing Railroad to the west and Dart Bank to the east. The current land uses and zoning for the immediately adjacent properties are as follows:

	<b>Current Land Use</b>	<b>Zoning</b>	<b>Future Land Use</b>
<b>North</b>	Commercial (ServiceMaster) Industrial (Benedict Auto)	O-1 (Office) M-1 (Light Manufacturing)	Commercial
<b>East</b>	Commercial (Dart Bank)	C-1 (Central Business)	Commercial
<b>South</b>	Public – City Hall & Fire Department	C-1 (Central Business)	Public
<b>West</b>	Railroad Public (Consumers Energy)	O-1 (Office)	Residential

The text of the Zoning Ordinance describes the intent and purpose of the respective zoning districts. The following represents the intent and purpose of the existing O-1 Office zoning district, as well as the intent and purpose of the requested C-1 Central Business zoning district, as stated in the Code.

O-1 Office – “It is the primary purpose of this district to provide opportunities for business establishments that are predominantly comprised of professional offices, medical offices, administrative offices, and other businesses of a similar office character.”

C-1 Central Business – “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 visitors to, the city. It is the intent of this district to prohibit uses that draw from a regional population causing excessive traffic levels or that may otherwise undermine the intended function and character of the historic business area of the city.”

The following table provides a “snapshot” comparison of the existing O-1 Office and proposed C-1 Central Business zoning districts, including the uses allowed in the respective districts. Those uses that are allowed in both districts are highlighted.

	<b>Existing Zoning O-1 Office</b>	<b>Proposed Zoning C-1 Central Business</b>
<b>Uses Permitted by Right</b>	<ul style="list-style-type: none"> <li>▪ Offices (for profit and non-profit)</li> <li>▪ Photographic studios</li> <li>▪ Professional services</li> <li>▪ Medical, optical and dental offices and labs</li> <li>▪ Music, dance and performing arts studios</li> </ul>	<ul style="list-style-type: none"> <li>▪ Offices (for profit and non-profit)</li> <li>▪ Photographic studios</li> <li>▪ Professional services</li> <li>▪ Medical, optical and dental offices and labs</li> <li>▪ Music, dance, or performing arts studios</li> <li>▪ Offices for professional practitioners</li> <li>▪ Offices for law, professional, service, etc.</li> <li>▪ Retail trade</li> <li>▪ Bed and breakfast</li> <li>▪ Residential uses above the first floor</li> <li>▪ Establishments licensed for sale of alcohol</li> <li>▪ Public assembly, theaters and auditoriums</li> </ul>
<b>Permitted Accessory Uses</b>	<ul style="list-style-type: none"> <li>▪ Accessory structures as defined in Section 94-173(g)</li> <li>▪ Automatic teller machines (walk up only)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accessory structures as defined in Section 94-173(g)</li> </ul>
<b>Uses Permitted by Special Use Permit</b>	<ul style="list-style-type: none"> <li>▪ Religious institutions</li> <li>▪ Day care facilities (up to twelve individuals)</li> <li>▪ Public buildings including non-residential, governmental, utilities, etc.</li> <li>▪ Public or private educational uses</li> <li>▪ Mortuaries and funeral homes (not including crematoriums)</li> <li>▪ Research, development and prototype manufacturing</li> <li>▪ Structures/uses larger than 15,000 sf.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Public buildings including non-residential, governmental, utilities, etc.</li> <li>▪ Public or private educational uses</li> <li>▪ Vehicular drive-in service</li> <li>▪ Off-street parking facilities (public or private)</li> <li>▪ Boarding and rooming houses</li> <li>▪ Pub, tavern or restaurant with outdoor entertainment</li> <li>▪ Structures/uses larger than 15,000 sf.</li> <li>▪ Monopole telecommunication towers</li> </ul>

**MASTER PLAN:**

A request for rezoning is an amendment to the zoning ordinance and Mason Code of Ordinances. Section 94-396(a) provides the following standards that the Planning Commission must consider when evaluating an amendment to the zoning ordinance:

1. *Compliance with the Master Plan of the city.* There two future land use designation within the vicinity of the site, commercial to the north, east and south, and residential to the west, which is separated by a railroad.

The following is a comparison of the requested zoning district relative to the objectives listed for the Commercial Development Goal in the Master Plan:

*Objective #4 of the Commercial Development Goal is to “Encourage commercial development in the downtown area to be or a retail, office and entertainment character to draw people and improve its economic vitality”. (pg. 2-6)* The proposed zoning district would support a variety of potential land uses relative to retail, office and entertainment.

*Objective #13 of the Commercial Development Goal is to “Provide opportunities for the limited and incremental expansion of the downtown business area to provide increased opportunities for new businesses while maintaining its integrity and encouraging the enhancement of nearby residential neighborhoods”. (pg. 2-6)* Although the current use will most likely remain on the subject property, the proposed zoning district would certainly increase opportunities for future businesses.

The Commercial Areas Future Land Use Strategy component of the Master Plan identifies the subject property as part of the “downtown center” which includes the Courthouse square with the following description: “The Downtown Center includes the City’s principal business district, defined by the historic Courthouse Square and surrounding businesses and civic buildings, and extending down State Street to encompass the old railroad depot district (Cobblestone Village area).” (pg. 3-2)

The subject parcel is also located within the boundary of the Downtown Development Authority District. Granting rezoning of the subject site will ensure the current business can rebuild and provide much needed increase in land value to the DDA.

2. *What, if any, identifiable conditions related to the proposed amendment have changed which justify the proposed amendment?* There does not appear to be any changes in the vicinity.
3. *What, if any, error in judgment, procedure or administration was made in the original chapter which justifies the petitioner’s change in zoning?* There is no known error of this sort.

4. *What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?* There does not appear to be a risk of precedent or the effect of a precedent at this location. As mentioned earlier, the requested zoning district is consistent with the Master Plan objectives for the Commercial Development Goal and Commercial Areas Future Land Use Strategy component.
5. *What is the impact of the amendment on the ability of the city and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future if the petition is approved?* There appears to be no impact of this type. The site is currently served with the necessary public utilities.
6. *Does the proposed amendment adversely affect the value of the surrounding property?* Whether the request adversely affects the value of the surrounding property is up to the discretion of the Planning Commission.
7. *Are there any significant environmental impacts which would reasonably occur if the petitioned zoning change and resulting allowed structures were built?* There are no known environmental impacts associated with the proposed rezoning request.
8. *The ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located.* The proposed zoning district is consistent with the Master Plan and provides a range of reasonable economic possibilities.

#### **PUBLIC SERVICES AND FACILITIES:**

##### **Streets and Traffic:**

This site has its frontage on West Ash Street, South Park Street, and West Maple Street. The site is also bordered by the Jackson and Lansing Railroad to the west. In the vicinity of the site, all three streets are paved two-lane streets, without a center turn lane. Maple and Park Streets are under the jurisdiction of the City of Mason. Ash Street is under the jurisdiction of the Michigan Department of Transportation (M-36).

##### **Public Water/Sanitary Sewer/Storm Sewer:**

Public water and storm sewer are located in close proximity to the site via Maple and Ash Streets. Sanitary sewer is available along the west side of the site and along Ash and Maple Streets.

##### **Additional Agency Comments:**

The Ingham County Health Department provided comment indicating that solid waste generated from demolition must be sent to an approved solid waste disposal facility.

The Jackson and Lansing Railroad Company provided comment on the site plan that, indicating that any and all storm water runoff be controlled so as not to discharge onto the railroad right of

way. Please keep in mind that this issue will be dealt with by the Planning Commission as part of the Site Plan Review process.

Comments from additional agencies are attached. No additional concerns or objections to the request noted.

**NOTIFICATIONS:**

Twenty-nine notices were sent to property owners and occupants within 300 feet of the subject site. At the time of this report no written comments were received.

**ANALYSIS:**

In summary, the request to rezone the property is generally consistent with the Master Plan as it is consistent with Objective #4 and #13 of the Commercial Development Goal of Chapter Two and is also consistent with “downtown center” area description of the Commercial Areas component of the Future Land Use Strategy in Chapter Three.

**RECOMMENDATION:**

**The Planning Commission approve Resolution No. 2015-01.**

**Attachments:**

1. Resolution
2. Draft Ordinance
3. Application
4. Property information and legal description
5. Agency comments
  - b. City of Mason Fire Chief
  - c. City of Mason Public Works Supervisor
  - b. Wolverine Engineering
  - c. Ingham County Health Department
  - d. Jackson and Lansing Railroad Company

Introduced:  
Seconded:

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION NO. 2015-01**

**A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT  
ORDINANCE NO. 199 (DART BANK REZONING)**

**April 14, 2015**

**WHEREAS**, a rezoning request has been received from Dart Bank to rezone 222 W. Ash St. (Parcel # 33-19-10-08-235-026), 237 W. Maple St. (Parcel # 33-19-10-08-234-004), 241 W. Maple St (Parcel # 33-19-10-08-235-003), 245 & 247 W. Maple St. (Parcel # 33-19-10-08-235-002), and Lots 4 and 5, Block 44 Original Plat Of The City Of Mason, Ingham County, Michigan, according to the plat thereof as recorded in Liber 37 of Deeds, page 234, Ingham County records from O-1 Office to C-1 Central Business; and

**WHEREAS**, the area subject to rezoning is legally described as: Lots 1, 2, 3, 4 and 5, Block 44, Original Plan of the City of mason, Ingham County, Michigan as recorded in Liber 37 of Deeds, page 234, Ingham County records; and

**WHEREAS**, The request to rezone is consistent with the standards of approval for zoning ordinance amendments listed in Section 94-396(a) of the Mason zoning ordinance, based on the following findings of fact:

1. That the request to rezone the property is consistent with Objective #4 and #13 of the Commercial Development Goal of Chapter Two of the Master Plan.
2. That the request to rezone the property is consistent with "downtown center" area description of the Commercial Areas component of the Future Land Use Strategy in Chapter Three of the Master Plan.
3. That the subject property is currently served by the necessary public utilities
4. That there are no significant negative environmental impacts related to the rezoning request.
5. That the land uses permitted in the C-1 Central Business zoning district will not adversely affect the value of the surrounding property; and

**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby recommend that the City Council adopt Ordinance No. 199 to rezone 1.09 acres of land as described from O-1 Office to C-1 Central Business.

Yes ( )  
No ( )

**CLERK'S CERTIFICATION:** I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Planning Commission at its regular meeting held Tuesday, April 14, 2015, the original of which is part of the Planning Commission minutes.

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

Introduced/First Reading: \_\_\_\_\_  
Second Reading/Adoption: \_\_\_\_\_  
Effective: \_\_\_\_\_

**CITY OF MASON  
ORDINANCE NO. 199**

**AN ORDINANCE TO AMEND THE USE DISTRICT MAP, AS ADOPTED PURSUANT TO SECTION 94-62 OF THE MASON CODE, TO REZONE 1.09 ACRES OF LAND AFFECTING MULTIPLE PROPERTIES HAVING THE FOLLOWING PARCEL NUMBERS AND ADDRESSES 222 W. ASH ST. (PARCEL # 33-19-10-08-235-026), 237 W. MAPLE ST. (PARCEL # 33-19-10-08-234-004), 241 W. MAPLE ST (PARCEL # 33-19-10-08-235-003), 245 & 247 W. MAPLE ST. (PARCEL # 33-19-10-08-235-002), AND LOTS 4 AND 5, BLOCK 44 ORIGINAL PLAT OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 37 OF DEEDS, PAGE 234, INGHAM COUNTY RECORDS FROM O-1 OFFICE TO C-1 CENTRAL BUSINESS**

THE CITY OF MASON ORDAINS: The zoning map of the City of Mason adopted by Section 94-62 of Chapter 94 of the Mason City Code, being the zoning code of the City of Mason, is hereby amended as follows:

That property area subject to rezoning is legally described as: Lots 1, 2, 3, 4 and 5, Block 44, Original Plan of the City of Mason, Ingham County, Michigan as recorded in Liber 37 of Deeds, page 234, Ingham County records; and

THE CITY OF MASON FURTHER ORDAINS: That the requested rezoning is consistent with standards of approval for zoning ordinance amendments listed in Section 94-396(a) of the Mason zoning ordinance; and

THE CITY OF MASON FURTHER ORDAINS: That the Planning Commission at its \_\_\_\_\_ meeting adopted Resolution No. 2015-01 recommending adoption of this ordinance; and

THE CITY OF MASON FURTHER ORDAINS: That the municipal water, sanitary sewer and storm sewer currently serves and are adequate for the site considering the proposed zoning district; and

THE CITY OF MASON FURTHER ORDAINS: That the official zoning map shall be marked evidencing this change, and that the City Clerk shall enter on the Official Zoning Map this ordinance number and the date of adoption thereof, and shall maintain a file containing a copy of this ordinance and map thereto attached, and

THE CITY OF MASON FURTHER ORDAINS: That the City Engineer is hereby directed to make the necessary corrections to the zoning district map evidencing this zoning change, including this ordinance number and the date of adoption thereof; and

THE CITY OF MASON FURTHER ORDAINS: That this ordinance shall become effective twenty days after its adoption, but not before it is published; and

THE CITY OF MASON FURTHER ORDAINS: That this ordinance shall be published within fifteen days after its adoption.

The foregoing Ordinance was moved for adoption by Council Member \_\_\_\_ and seconded by Council Member \_\_\_\_ with a vote thereon being: YES ( ) NO ( ), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the \_\_ day of \_\_\_\_\_, \_\_\_\_.

Ordinance No. 199 declared adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Mike Waltz, Mayor

\_\_\_\_\_  
Deborah J. Cwierniewicz, City Clerk



**APPLICATION – REZONING**

**City of Mason**

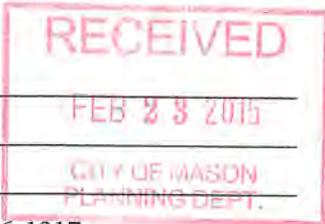
Planning Department • 201 W. Ash Street, Mason, MI 48854  
Phone: 517/676-9155 • Fax: 517/676-1330  
www.mason.mi.us

Applicant– Please indicate the following:	
Current Zoning District(s):	O-1: General Office District
Requested Zoning District(s):	C-1: Central Business District

PLANNING DEPARTMENT USE ONLY	
Application Received:	2/23/15
Tax ID:	Multiple See Attached
Fee:	\$ 300.00
Receipt #:	100174060

**I. APPLICANT INFORMATION**

Name Peter Kubacki, President  
 Organization Dart Bank  
 Address 368 S. Park Street; P.O. Box 40 Mason, MI 48854  
 Telephone Number 517-676-3661 Facsimile Number 517-676-1317  
 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.

**II. PROPERTY INFORMATION**

Owner Dart Bank Telephone Number 517-676-3661  
 Property Address See Attached  
 Legal Description: If in a Subdivision: Subdivision Name \_\_\_\_\_ Lot Number \_\_\_\_\_  
 If Metes and Bounds (can be provided on separate sheet): See Attached

**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 to determine compliance with the requirements of the Zoning Code district requested by the applicant and compliance with conditions precedent to the granting of the Zoning District change requested.

Signature Peter Kubacki Date 2-17-15

**III. REQUEST DESCRIPTION**

**A. Site Area**

Indicate the size of the site subject to the request for change of zoning:

In square feet (if under one (1) acre): See Attached Table

In acres (if over one (1) acre): See Attached Table

**B. Master Plan**

Future Land Use Designation (from Master Plan): Commercial

Does the proposed Zoning District conform to this designation?  YES  NO

**C. Available Services**

Public Water  YES  NO

Paved Road(s) (Asphalt or Concrete)  YES  NO

Public Sanitary Sewer  YES  NO

Public Storm Sewer  YES  NO

Note: Health Department Certification may be required where public water and/or sanitary sewer are not available

**D. Current Use**

Are there any structures currently on the property?  YES  NO

If so, describe the number of structures and how the structures are used (attach additional sheets, if necessary):

A vacant house exists on Parcel 5 (241 W. Maple Street). The house will be demolished as part of a Dart Bank Construction Project.

**E. Soils Data**

*Geotechnical Soil Borings are currently being sampled. The report is not yet available.*

Has soil bearing capacity and septic suitability of the ground been tested?  YES  NO

If so, attach 30 copies. Note: such testing may be required if conditions warrant.

**IV. APPLICATION MATERIALS**

The following is a checklist of items that generally must be submitted with applications for Rezoning. The applicant must submit 30 copies. Incomplete applications will not be processed.

- Completed application form
- Plot Plan of area proposed for Rezoning (see "A" below)
- Legal description of area proposed for Rezoning
- Proof of ownership or owner authorization to request Rezoning
- Fee (see "B" below)
- Any other information deemed necessary

**A. Plot Plan**

The Plot Plan shall be drawn to a readable scale and shall show all of the following information:

1. Existing structures and parking areas, with setback dimensions from property lines
2. Survey pins or monuments
3. All easements on the property
4. Overhead and underground utilities
5. Floodplain and wetlands
6. Topography (where land characteristics have a bearing on the request)
7. Surface drainage, indicated by directional arrows
8. Existing zoning and use of surrounding properties

**B. Application Fee \$300.00** All requests must be accompanied by a fee, as established by City Council (Effective October 16, 2006)

**V. APPLICATION DEADLINES**

Complete applications must be received at least 45 days in advance of a Planning Commission meeting. A public hearing will be scheduled at the next Planning Commission meeting after the 45 day period. At that time the Planning Commission will make a recommendation to the City Council, which has the final authority to approve or deny an application for Rezoning.

Planning Commission meetings are held on the second Tuesday after the first Monday of every month. The City Council will consider recommendations from the Planning Commission at their regular meeting on the third Monday of the month. If any Monday is a City recognized holiday, the meeting is held on the following day (Tuesday).

**VI. STAFF REPORT**

The Planning Department Staff will prepare a report to the Planning Commission regarding an application for Rezoning. The report will explain the request and review whether it complies with the standards in the Zoning Code and the Master Plan. 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.

PROPERTY INFORMATION SUMMARY INFORMATION

DART BANK REZONING APPLICATION

Owner	Dart Bank	Property ID	Lot	Block	Telephone Number	517-676-3661	Rezoned Classification
Property Address:					Current Zoning		
222 W. Ash Street	Parcel 2: 33-19-10-08-235-026	33-19-10-08-235-026	Lots 1 and 2	44	O-1: General Office		C-1: Central Business District
237 W. Maple Street	Parcel 4: 33-19-10-08-234-004	33-19-10-08-234-004	Lot 3	44	O-1: General Office		C-1: Central Business District
241 W. Maple Street	Parcel 5: 33-19-10-08-235-003	33-19-10-08-235-003	Lots 2 and 3	44	O-1: General Office		C-1: Central Business District
245 & 247 W. Maple Street	Parcel 6: 33-19-10-08-235-002	33-19-10-08-235-002	Lot 1 and 2	44	O-1: General Office		C-1: Central Business District
Parcel 7: ID - unknown			Lots 4 and 5	44	O-1: General Office		C-1: Central Business District
Part of Parcel 2 on County Mapping							

Rezoning Requested for Lots 1, 2, 3, 4 and 5 of Block 44

LEGAL DESCRIPTIONS:

PARCEL 2: 33-19-10-08-235-026 (TOTAL AREA 1.59 AC) REZONING AREA FOR LOTS 1 & 2= 19,568 SF:

THAT PART OF LOTS 1 AND 2, BLOCK 44, ORIGINAL PLAT OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN AS RECORDED IN LIBER 37 OF DEEDS, PAGE 234, INGHAM COUNTY RECORDS, LYING WESTERLY OF A LINE 110.00 FEET EAST AND PARALLEL TO THE CENTERLINE OF PENN CENTRAL RAILROAD, ALSO THE EAST 5 FEET OF LOT 1 AND ENTIRE LOTS 2, 7, 8 AND 9, BLOCK 14, ORIGINAL PLAT OF THE CITY OF MASON, ALSO ADJACENT VACATED ALLEY TO SAID LOTS IN BLOCK 14, SECTION 8, T2N, R1W, CITY OF MASON, INGHAM COUNTY, MICHIGAN. COMMONLY KNOWN AS: 222 W. ASH.

PARCEL 4: 33-19-10-08-234-004 (7,275 SF):

THE EAST 40.5 FEET OF LOT 3, BLOCK 44, ALSO THE WEST 8 FEET OF LOT 1, BLOCK 14, SECTION 8, T2N, R1W, ORIGINAL PLAT OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 37 OF DEEDS, PAGE 234 OF PLATS, INGHAM COUNTY RECORDS. COMMONLY KNOWN AS 237 W. MAPLE

PARCEL 5: 33-19-10-08-235-003 (6,831 SF):

THE EAST 20.5 FEET OF LOT 2 AND THE WEST 25.5 FEET OF LOT 3, BLOCK 44, ORIGINAL PLAT OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 37 OF DEEDS, PAGE 234 OF PLATS, INGHAM COUNTY RECORDS. COMMONLY KNOWN AS: 241 W. MAPLE.

PARCEL 6: 33-19-10-08-235-002 (3,267 SF):

LOT 2, EXCEPT THE EAST 20.5 FEET THEREOF, ALSO LOT 1, EXCEPT THAT PORTION OCCUPIED BY THE MICHIGAN CENTRAL RAILROAD COMPANY, ALL IN BLOCK 44, CITY OF MASON, OTHERWISE DESCRIBED AS: COMMENCING AT AN IRON STATE IN THE SOUTH LINE OF MAPLE STREET 20.5 FEET WEST OF THE NORTHEAST CORNER OF SAID LOT 2, BLOCK 44 RUNNING THENCE WEST ON THE SOUTH LINE OF MAPLE STREET 71.9 FEET TO A POINT 110 FEET FROM AND AT A RIGHT ANGLE TO THE CENTERLINE OF THE MICHIGAN CENTRAL RAILROAD, FORMERLY THE JACKSON, LANSING AND SAGINAW RAILROAD, THENCE SOUTHEASTERLY PARALLEL WITH SAID CENTERLINE TO THE SOUTH LINE OF LOT 2 OF SAID BLOCK 44, THENCE EAST TO A POINT 20.5 FEET WEST OF THE SOUTHEAST CORNER OF SAID LOT 2 IN SAID BLOCK 44, THENCE NORTH TO PLACE OF BEGINNING, SECTION 8, T2N, R1W, ORIGINAL PLAT OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 37 OF DEEDS, PAGE 234, INGHAM COUNTY RECORDS. COMMONLY KNOWN AS: 245 AND 247 MAPLE STREET

PARCEL 7 (18,063 SF)

LOTS 4 AND 5, BLOCK 44, ORIGINAL PLAT OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 37 OF DEEDS, PAGE 234, INGHAM COUNTY RECORDS.

## David Haywood

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**From:** Tammy Foster [tzfoster@zfengineering.com]  
**Sent:** Wednesday, April 08, 2015 9:03 AM  
**To:** David Haywood  
**Cc:** 'Don Burt'  
**Subject:** RE: Dart Rezoning

1.09 AC (47,332 sf)



**Ziemnick Foster Engineering**

**Tammy Z. Foster, PE, LEED AP BD+C**  
**Civil Engineer / Owner**

12350 Oneida Road  
Grand Ledge, MI 48837

P: (517) 627.8086 M: (517) 930.0438

[tzfoster@zfengineering.com](mailto:tzfoster@zfengineering.com) [www.zfengineering.com](http://www.zfengineering.com)

*ZFE is certified by MDOT as a Disadvantaged Business Enterprise (DBE)*

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**From:** David Haywood [<mailto:davidh@mason.mi.us>]  
**Sent:** Tuesday, April 07, 2015 4:57 PM  
**To:** Tammy Foster  
**Cc:** Don Burt  
**Subject:** Dart Rezoning

Hi Tammy,

Can you provide the area in acres that is subject to rezoning? Thanks,

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

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2015.0.5863 / Virus Database: 4321/9479 - Release Date: 04/07/15

## David Haywood

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**From:** Kerry Minshall  
**Sent:** Tuesday, April 07, 2015 4:37 PM  
**To:** David Haywood  
**Subject:** RE: Dart Bank SUP & Rezoning

Dave,  
Thanks for the reminder. I do not have any comments or concerns at this time.  
Kerry

Chief Kerry Minshall  
City of Mason Fire Department  
201 West Ash Street  
Mason, MI 48854  
ph 517-244-9025  
fax 517-244-9028

---

**From:** David Haywood [<mailto:davidh@mason.mi.us>]  
**Sent:** Tuesday, April 07, 2015 4:27 PM  
**To:** Martin Colburn; Eric Smith; Deborah Cwierniewicz; John Stressman - Ingham; Kerry Minshall; Ken; Sam Bibler; Tom Silsby  
**Subject:** Dart Bank SUP & Rezoning

Hello all,

Just a reminder that comments are due for the Dart Bank rezoning and special use permit. Most of you have provided comment, however the deadline is tomorrow for comments. Speak now or forever hold your peace! Thanks,

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

# Jackson & Lansing Railroad Company

38235 North Executive Drive - Westland, Michigan 48185-1971

Telephone 734-641-2300 FAX 734-641-2323

March 27, 2015

Mr. David E. Hopwood, P.E.  
Zoning & Development Director  
City of Mason  
Post Office Box 370  
Mason, Michigan 48854-0370



Re: Rezoning Request O-1 (Office) to C-1 (Central Business), Mason  
Lots 1, 2, 3, 4 ad 5, Block 44, Original Plat of the City of  
Mason, Ingham County, Michigan, as recorded in Liber 37 of  
Deeds, Page 234, Ingham County Records  
222 West Ash Street and 237 - 235 - 241 - 245 - 247 West Maple Street

Dear Mr. Hopwood:

Jackson & Lansing Railroad Company ("JAIL") has received your letter dated March 24, 2015 advising that the City of Mason has received a rezoning request affecting the above-identified properties.

In reviewing the plans submitted, it appears that the parking areas within Lots 1 and 4 are slightly sloped such that drainage from the parking areas will flow onto the JAIL railroad right-of-way. This is unacceptable to JAIL.

JAIL has no objection to the proposed rezoning request **PROVIDED** that any plan approved shall include a requirement that any and all drainage or runoff from the subject properties must be controlled so as to not be discharged onto the railroad right-of-way.

Mr. David E. Hopwood, P.E.

City of Mason

March 27, 2015

Page 2 \_\_\_\_\_/

Thank you for bringing this matter to our attention. Should there be any further questions in this regard, please direct them to the attention of the undersigned.

Very truly yours,

**JACKSON & LANSING RAILROAD COMPANY**



Mark W. Dobronski

President

MWD/hp

cc: Mr. Peter Kubacki, President  
Dart Bank  
Post Office Box 40  
Mason, Michigan 48854-0040

fc: Mr. David E. Hopwood, P.E., FAX (517) 676-1330



Linda S. Vail, MPA, Health Officer  
Sugandha Lowhim, MD, MPH, Medical Director

April 2, 2015

City of Mason Zoning and Development  
Attention: Mr. David E. Haywood, Director  
201 West Ash Street  
P.O. Box 370  
Mason, MI 48854-0370



**RE: Per your request the following properties have been reviewed for Rezoning and Site Plan review.**

- 222 West Ash Street (Parcel # 33-19-10-08-235-026)
- 235 & 237 West Maple Street (Parcel # 33-19-10-08-234-004)
- 241 West Maple Street (Parcel# 33-19-10-08-235-003)
- 245 & 247 West Maple Street (Parcel# 33-19-10-08-235-002)

Dear Mr. Haywood:

The above mentioned project has been completed by the Ingham County Health Department, Environmental Health. On Tuesday, March 30, I conducted a site visit of multiple lots identified for rezoning and observed the three existing buildings that are being proposed for demolition. We currently have no objections to the plan as proposed; however, the disposal of the solid waste materials from the demolition project must be sent to a licensed solid waste disposal facility authorized in the Ingham County Solid Waste Management Plan. You must only use these solid waste disposal facilities that are currently approved to take waste from Ingham County. I've included a list of these facilities as an attachment.

If you have any questions regarding this issue, please contact me at your convenience. I can be reached at 517-887-4526 or [rfranco@ingham.org](mailto:rfranco@ingham.org).

Thanks,

Rene Franco, PEM  
Pollution Prevention Program Coordinator

RF/cm

Enclosure

## **SOLID WASTE DISPOSAL FACILITIES**

The Ingham County Solid Waste Plan of 1990 requires solid waste generated in Ingham County to be disposed of in an approved facility. The facilities listed below are the only locations which are currently approved to take waste from Ingham County.

<b>FACILITY TYPE</b>	<b>FACILITY NAME</b>	<b>COUNTY</b>
Solid Waste Landfill, Type II	Waste Management of Hastings	Barry
Solid Waste Landfill, Type II	C & C Landfill	Calhoun
Solid Waste Landfill, Type II	Granger Grand River Landfill	Clinton
Solid Waste Landfill, Type II	Brent Run Landfill	Genessee
Solid Waste Landfill, Type II	Citizens Disposal, Inc.	Genessee
Type B Transfer Facility	Daggett Container Servicel	Ingham
Type B Transfer Facility	Williamston Transfer Station	Ingham
Type B Transfer Facility	Adrian Landfill	Lenawee
Type B Transfer Facility	Irish Hills Transfer Station	Lenawee
Type B Transfer Facility	Rollin Township Transfer Station	Lenawee
Solid Waste Landfill, Type II	Eagle Valley Recycle and Disposal Facility	Oakland
Solid Waste Landfill, Type II	Oakland Heights Development	Oakland
Solid Waste Landfill, Type II	Waste Management of Michigan/Venice Park Recycling & Disposal	Shiawassee
Solid Waste Landfill, Type II	Westside Recycling and Disposal Facility	St. Joseph
Sanitary Landfill, Type II	Veolia Landfill	Washtenaw



# Mason Police Department

201 W. Ash St.  
P.O. Box 370  
Mason, MI 48854-0370

JOHN STRESSMAN  
*Chief of Police*

Office: (517) 676-2458  
Fax: (517) 244-9024  
MASON\_PD@ingham.org

## MEMORANDUM

To: David Haywood  
Planning and Development Director

From: John Stressman  
Chief of Police 

Ref: Dart Bank Construction Rezoning Request

Date: March 25, 2015



I have reviewed the information you provided and have no comments at this time.

If you have any questions, please contact me.

# 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 

SUBJECT: Preliminary & Final Site Plan Review, SUP – 368 S. Park St. (Dart Bank)

DATE: April 9, 2015

The applicant is requesting preliminary and final site plan approval and special use permit to demolish the existing structures on the subject site and construct a new bank facility, including drive-through, on property located on the following parcels: The site is further described as: 368 S. Park St. (parcel # 33-19-10-08-235-025), 222 W. Ash St. (parcel # 33-19-10-08-235-026), 235 W. Maple St. (parcel # 33-19-10-08-235-005), 237 W. Maple St. (parcel # 33-19-10-08-234-004), 241 W. Maple St (parcel # 33-19-10-08-235-003), 245 & 247 W. Maple St. (parcel # 33-19-10-08-235-002), and lots 4 and 5, block 44, original plat of the City of Mason, Ingham County, Michigan, according to the plat thereof as recorded in Liber 37 of Deeds, page 234, Ingham County records. Section 94-142(d)(4) permits uses with vehicular drive-through services by special use permit.

### LAND USE AND ZONING:

The subject site is zoned C-1 (Central Business) and O-1 (Office). The surrounding land uses and zoning are as follows:

	<b>Current Land Use</b>	<b>Zoning</b>	<b>Future Land Use</b>
<b>North</b>	Commercial (ServiceMaster) Commercial (Salon) Industrial (Benedict Auto)	O-1 (Office) C-1 (Central Business) M-1 (Light Manufacturing)	Commercial
<b>East</b>	Commercial (Quality Dairy) Public (Post Office)	C-1 (Central Business)	Commercial
<b>South</b>	Public – City Hall & Fire Department	C-1 (Central Business)	Public
<b>West</b>	Railroad Public (Consumers Energy)	O-1 (Office)	Residential

## **SITE PLAN REVIEW:**

### **Plan Details:**

The application indicates the hours of operation will be 8:00 a.m. to 5:00 p.m. Monday through Friday.

The proposed development is shown crossing multiple parcels of land, involving two zoning districts, O-1 and C-1. Developments, structures, etc. are required to be on contiguous property, particularly where they cross zoning districts. If the parcels are not combined, the proposed structures and related improvements will need to be radically altered from the proposed locations to meet the setback standards for O-1 zoning district. Additionally, the O-1 zoning district does not permit drive-through uses. Therefore, approval is recommended with the condition that all of the land subject to the proposed improvements located in the O-1 zoning district be rezoned to a zoning district that permits drive-through uses, such as C-1.

Building lights are not shown on the plans. The site plan should be revised to show the lighting style and intensity of building lighting. Parking lot lighting should be consistent with site lighting requirements listed in Section 94-177(e) related to overall height and should not exceed 15 feet. Approval is recommended with the condition that the site plan be revised to include these details.

With regard to sheet L-100, it is unclear whether the proposed landscaping will cause a vision obstruction conflict between motorists and pedestrians. Section 94-172(d)(3)a provides the standards related to clear vision areas near street corners and driveways. Although there are no specific landscape standards required for the C-1 (Central Business) zoning district, the information in this section may be helpful in avoiding visibility conflicts at street corners and driveways. Approval is recommended with the condition that clear vision triangles are shown on the site plan and a description of the mature height of landscaping is provided to determine the level of vision obstruction to motorists and pedestrians at driveway entrances.

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

The proposal meets the height, bulk, density, and area requirements of the Code, with one exception.

### **Off-Street Parking & Circulation:**

Article IX of Chapter 94, Zoning, and Table 100-5 of the Mason Code establish the requirement for off-street parking for respective uses. Generally the parking areas, maneuvering lanes, driveways, etc. meet the requirements, with the exception of parking space dimensions. The site plan shows spaces at a dimension of 9 feet by 18 feet (162 square feet). Section 94-(j)(3) of the zoning ordinance requires a minimum 200 square feet for each parking space, with a allowance to reduce 20 percent of the overall required parking to 180 square feet with a minimum width of 9 feet. The applicant has applied to the Zoning Board of Appeals for permission to deviate from the parking space dimension requirement. Their appeal is currently pending. Approval is

recommended with the condition that the applicant receive a variance to be allowed parking spaces with a dimension of 9 feet by 18 feet.

**Signs:**

The proposal appears to meet the standards of Chapter 58, Signs.

**Construction Schedule:**

The applicant has provided a construction schedule indicating that the project will start in April of 2015 and be completed in May of 2015.

**PUBLIC SERVICES AND FACILITIES:**

**Streets, Traffic, and Site Access:**

This site has its frontage on West Ash Street, South Park Street, and West Maple Street. The site is also bordered by the Jackson and Lansing Railroad to the west. In the vicinity of the site, all three streets are paved two-lane streets, without a center turn lane. Maple and Park Streets are under the jurisdiction of the City of Mason. Ash Street is under the jurisdiction of the Michigan Department of Transportation (M-36). The City engineer has provided comment indicating that a permit from the Michigan Department of Transportation will be required for the driveway entrance on Ash Street (M-36). A right of way permit will be required from the City of Mason for all other driveway entrances.

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

Public water and storm sewer are located in close proximity to the site via Maple and Ash Streets. Sanitary sewer is available along the west side of the site and along Ash and Maple Streets.

The sanitary sewer that crosses the west end of the site is a public sewer. The associated easement should be shown. If no easement exists, a grant of easement should be provided. Approval is recommended with the condition that the site plan be revised to show the associated easement or an easement is provided to the City in accordance with City utility standards.

The City Engineer has provided comments in his letter dated March 31, 2015. His comments are relative to minor utility standards related to storm sewer, sanitary sewer, sidewalks, driveway entrances, “waste water” discharge, permit requirements, etc. Approval is recommended with the condition that the applicant provide a revised site plan addressing the comments listed in the City Engineer’s letter.

The storm water system will require a City of Mason drainage facilities maintenance agreement. Approval is recommended with this condition.

**Additional Agency Comments:**

The Ingham County Health Department provided comment indicating that solid waste generated from demolition must be sent to an approved solid waste disposal facility.

The Jackson and Lansing Railroad Company provided comment on the site plan that, indicating that any and all storm water runoff be controlled so as not to discharge onto the railroad right of way. Approval is recommended with the condition that the grading plan be revised to ensure that parking lot storm water run-off is prevented from entering the railroad right of way.

The Ingham County Drain Commissioner's office has provided comment listing two concerns related to pretreatment standards for storm water quality/quantity and that the project will require a soil erosion and sedimentation control permit from the Ingham County Drain Commissioners office.

Comments from additional agencies are attached. No additional concerns or objections to the request noted.

### **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 and rezoning to C-1 is pending. 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, staff is not aware of any 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.*
- (4) Not create additional requirements at public cost for public facilities and services. It does not appear that the proposed use will 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.* The only potential conflict would be landscaping at driveway entrances. Provided the applicant submits further detail that shows no conflicts or reorganizes the landscaping to ensure the clear vision standards in Sec. 94-172(d)(3). Otherwise, staff is not aware of any conflicts of this nature.

(6) *Not be located such that it will directly or indirectly have a substantial adverse impact on the natural resources of this city.* Staff is not aware of any conflicts of this nature.

(7) *Be in compliance with other applicable local, county, state, or federal rules and regulations.* It appears that the proposed use is in compliance, provided the specified conditions of approval are met.

**RECOMMENDATION:**

**The Planning Commission approve Resolution No. 2015-02.**

**Attachments:**

1. Resolution
2. Application
3. Agency Comments
  - a. City of Mason POTW Supervisor
  - b. Ingham County Road Department
  - c. Jackson & Lansing Railroad Company
  - d. City Engineer – Wolverine Engineers & Surveyors
  - e. Ingham County Health Department
  - f. City of Mason Fire Chief
  - g. Ingham County Drain Commissioner
  - h. City of Mason Police Chief
4. Site Plan

Introduced:  
Seconded:

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION NO. 2015-02**

**A RESOLUTION APPROVING A PRELIMINARY AND FINAL SITE PLAN AND  
SPECIAL USE PERMIT TO CONSTRUCT A 29,040 SQUARE FOOT BANK FACILITY,  
INCLUDING DRIVE-THRU, LOCATED AT 368 SOUTH PARK STREET**

**April 14, 2015**

**WHEREAS**, a request has been received from Dart Bank, for preliminary and final site plan and special use permit approval to be allowed to construct a new bank facility, with drive-thru, on multiple properties having principle address 368 South Park Street; and

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

368 S. Park St. (parcel # 33-19-10-08-235-025), 222 W. Ash St. (parcel # 33-19-10-08-235-026), 235 W. Maple St. (parcel # 33-19-10-08-235-005), 237 W. Maple St. (parcel # 33-19-10-08-234-004), 241 W. Maple St (parcel # 33-19-10-08-235-003), 245 & 247 W. Maple St. (parcel # 33-19-10-08-235-002), and lots 4 and 5, block 44, original plat of the City of Mason, Ingham County, Michigan, according to the plat thereof as recorded in Liber 37 of Deeds, page 234, Ingham County records.

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

- 1) The plans shall address the expectations of the City Engineer as stated in his letter of January 28, 2013, and
- 2) That the lands currently zoned O-1 be rezoned to a suitable zoning district that permits drive-through facilities and accommodating setback standards for the proposed use and structures, such as C-1, and
- 3) The plans show building lighting consistent with Section 94-177(e) and that light poles do not exceed 15 feet, and
- 4) The plans demonstrate that there will not be a vision obstruction consistent with Section 94-172(d)(3) at driveway entrances, and

- 5) That the applicant be granted a variance to be permitted parking space size of nine feet by 18 feet, and
- 6) That the site shows the easement for the public sanitary sewer at the west end of the site, and
- 7) That the plans address the concerns expressed by the City Engineer in his letter of March 31, 2015, are adequately addressed to the satisfaction of the City Engineer, and
- 8) That the plans address the concerns of the Jackson and Lansing Railroad as stated in their letter dated March 27, 2015, and

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

- 1) The all of the individual parcels shown in the site plan be combined to a single parcel, and
- 2) An executed Drainage Facilities Maintenance Agreement, and
- 3) In the event that an easement does not exist for the public sanitary sewer at the west end of the site, the applicant shall prepare and provide an acceptable grant of easement for the utility to the Mason City Council, and

**NOW THEREFORE BE IT RESOLVED**, that the Mason Planning Commission does hereby approve a Preliminary and Final Site Plan and Special Use Permit to construct a bank facility, including drive-thru, located on property with a principle address of 368 South Park Street based on the site plan dated March 17, 2015.

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, April 14, 2015, the original of which is part of the Planning Commission minutes.

---

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



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

**City of Mason**

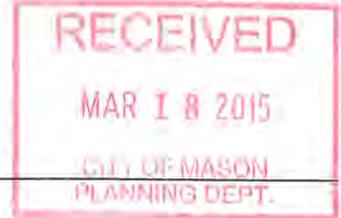
Planning Department • 201 W. Ash Street • Mason, MI 48854

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

www.mason.mi.us

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

PLANNING DEPARTMENT USE ONLY	
Application Received:	<u>March 18, 2015</u>
Tax ID:	<u>various, see attached</u>
Fee:	<u>\$275.-</u>
Receipt #:	<u>100174059</u>



**I. APPLICANT INFORMATION**

Name Peter Kubacki, President

Organization Dart Bank

Address 368 S. Park Street; P.O. Box 40 Mason, MI 48854

Telephone Number 517-244-4402 Facsimile Number 517-676-1317

Interest in Property (owner, tenant, option, etc.) Bank Property Owner, Bank President

**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 Dart Bank Telephone Number 517-244-4402

Property Address 368 S. Park Street; P.O. Box 40 Mason, MI 48854

Legal Description: If in a Subdivision: Subdivision Name N/A Lot Number Multiple

If Metes and Bounds (can be provided on separate sheet): See Topographic Survey Sheet provided with Site Plan Documents

**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 Peter Kubacki Date 3-18-15

III. **REQUEST DESCRIPTION**

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

The project includes demolition of three existing buildings to accommodate a new bank headquarters building for Dart Bank. Improvements to the property will consist of a three-story, approximately 29,040 square foot building, utility improvements, asphalt parking, and site lighting.

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 Traffic to remain the same

Total Employees 66 Shifts 1

Population Increase None.

Employees in Peak Shift 66, 19 administrative, 40 banking

Hours of Operation 8 AM to 5 PM

Total Bldg. Area Proposed 29,040 sf; 17,756 sf (UFA)

Monday through Friday

Parking Spaces Provided 100; Including 4 Barrier Free Spaces

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*

\*Two-hour minimum fee for projects increasing demand on public utilities. Actual fees incurred 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.

Dart Bank  
Preliminary Schedule  
11-3-2014

Visioning	September 30, 2014
Programming	September 30 - November 3, 2014
Schematic Design	November 4- December 17, 2014
Design Development	December 18, 2014 - January 16, 2015
Construction Document Development	January 17 - March 16, 2015
Bidding and Negotiation	March 16 - April 9, 2015
Contract Awards	April 10, 2015
Building Permit Issued	April 17, 2015
Earthwork	April 20 - July 31 2015
Concrete Foundations	May 4 - June 26, 2015
Steel Framework	June 29 - August 7 2015
Concrete Floor Slabs	August 10 - September 4, 2015
Exterior Wall Framing and Board	September 8 - October 9, 2015
Roof Membrane	October 12- October 23, 2015
Temporary Wall Opening Enclosures	October 12 - October 16, 2015
Winter Conditions Start	November 2, 2015
Interior Work (Metal Studs, Drywall, Electrical Mechanical etc)	October 19, 2015 - July 2016
Winter Conditions End	April 1 2016
Masonry Exterior	April 4, 2016 - June 10 2016
Site Concrete	May 31 - June 24 2016
Asphalt Parking Lot	July 5 - July 15 2016
Landscaping	June 24 - August 31, 2016
Occupancy of New Building	July 22, 2016
Demo of Existing Main Office and Drive Through	August 8, 2016



# ENGINEERING CALCULATIONS

Ziemnick Foster Engineering, LLC  
Grand Ledge, MI 48837

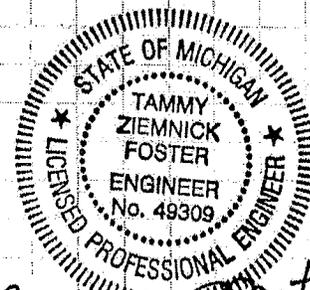
Construction Form 2013-001

Project Name: DART BANK NEW HQ BLDG	By: TZF	Date: 02.05.15
Description: STORMWATER CALCULATIONS	Project No. A029	Sheet No. 1 of 8

STORMWATER CALCULATIONS

FOR:

DART BANK NEW HQ BLDG  
CITY OF MASON  
INGHAM COUNTY, MI



*Tammy Ziemnick Foster*

FEB. 05, 2015

FOR: DART BANK  
BY: T.Z. FOSTER  
DATE: FEBRUARY 2015

SHEET 1 OF 8  
EXHIBIT A: SOIL INFO  
(2 PG)



# ENGINEERING CALCULATIONS

Ziennick Foster Engineering, LLC  
Grand Ledge, MI 48837

Construction Form 2013-001

Project Name: DART BANK NEW HQ BLDG	By: TZF	Date: 02.02.15
Description: STDRM WATER CALCULATIONS	Project No. 14029	Sheet No. 1 of 5

## EXISTING SITE IMPERVIOUS AREAS

ALLOW TO COUNT FORMER INKOGRAPHICS WAREHOUSE  
& HOUSES ALONG SOUTH MAPLE ST. NOW DEMOLISHED

TOTAL SITE AREA (W/IN R.O.W.) = 166,671 SF  $\Rightarrow$  3.83 AC

## ROOF AREAS

MAIN DART HQ:	5037 SF
DRIVE THRU @ DART HQ:	2383 SF
ADMIN. BLDG:	4382 SF
INKO GRAPHICS WAREHOUSE:	37,216 SF
HOUSE MAPLE:	1,040 SF
DEMOLD HOUSE MAPLE:	1,159 SF
SHED:	156 SF
SHED ON DARK PRKE LOT:	38 SF

ROOF: 51,411 SF  
= 1.18 AC

## SITE HARD SURFACE : BIT/CONC.

S. INKOGRAPHICS BIT	23,575 SF
WALK TO HOUSE	55 SF
N. INKO LOADING DOCK	1,395 SF
S. DART PARKING LOT	46,043 SF
WALK, E. DART ADMIN:	51 SF
WALK, E. DART MAIN HQ:	427 SF
WALK & WALK, S. DART HQ:	110 SF

HARD SURFACE  $\approx$  71,656 SF  
= 1.65 AC

## GRAVEL SURFACE

DRIVE TO HOUSE S. MAPLE 580 SF

= 580 SF

= 0.01 AC



# ENGINEERING CALCULATIONS

Ziennick Foster Engineering, LLC  
Grand Ledge, MI 48837

Construction Form 2013-001

Project Name:	By: TZF	Date: 02.02.15
Description:	Project No. 14029	Sheet No. 2 of 5

## C. coefficient Calculation, EXISTING

PER ICDC RULES 2005

ROOF C = 0.95		
Asphalt/Concrete C = 0.95		
GRAVEL/BRICK C = 0.85		
SEMI-DWIMPS, LAWNS		
	SLOPE < 4%	4% - 8%
SOIL GROUP A	0.15	0.20
B	0.25	0.30
C	0.30	0.35
D	0.45	0.50
		> 8%
		0.25
		0.35
		0.40
		0.55

Soil Types on Site (NRCS Soil Survey SEE ATTACHED) EXHIBIT "A"

UeB - Urban Land - Boyer-Spinks complex 0-10% slopes

UpA - Urban Land - Capac-Cotwood complex 0-4% slopes

TOTAL GREEN AREA = 0.99 AC

UeB ≈ 3.1 AC

UpA ≈ 0.7 AC

- ASSUME 1/2 IS > 8% SLOPES
- ASSUME 1/4 IS < 4% SLOPES
- ASSUME 1/4 IS 4-8% SLOPES

ASSUME ALL < 4%  
0.70 AC < 4%

$0.50(3.1) = 0.44 \text{ AC } > 8\%$

$0.25(3.1) = 0.22 \text{ AC } < 4\%$

$0.25(3.1) = 0.21 \text{ AC } 4-8\%$

OF GREEN SPACE AREA  
UpA = 2733  
2603  
5336 SF ⇒ 0.12 AC

UeB = 0.87 AC

### SOIL TYPES

UeB - Type A/B w/ high slope more likely to runoff  
 therefore for 0.44 AC USE 0.35 (Type B) > 8% slope  
 for 0.22 AC USE 0.15 (Type A) < 4% slope  
 for 0.21 AC USE 0.30 (Type B) 4-8% slope

UpA - Type C/D USE 0.40



# ENGINEERING CALCULATIONS

Ziemnick Foster Engineering, LLC  
Grand Ledge, MI 48837

Construction Form 2013-001

Project Name:	By: TZF	Date: 02.02.15
Description:	Project No. 14029	Sheet No. 3 of 5

Coefficient Calculation, existing CONT... Cx

$$\text{Total Area} = 3.83 \text{ AC}$$

	Area	Coefficient
ROOF AREA =	1.18 AC	(0.95)

$$\text{BIT/CONC} = 1.65 \text{ AC} (0.95)$$

$$\text{GRAVEL} = 0.01 (0.85)$$

$$\text{VeB} (> 8\%) = 0.44 (0.35)$$

$$\text{VeB} (< 4\%) = 0.22 (0.15)$$

$$\text{VeB} (4-8\%) = 0.21 (0.30)$$

$$\text{UpA} = 0.12 (0.40)$$

EXISTING Composite Coefficient of Runoff = Cx =

$$\left[ (1.18)(0.95) + (1.65)(0.95) + (0.01)(0.85) + (0.44)(0.35) + (0.22)(0.15) + (0.21)(0.30) + (0.12)(0.40) \right] / 3.83 \text{ AC}$$

$$Cx = (1.121 + 1.5675 + 0.0085 + 0.154 + 0.033 + 0.063 + 0.048) / 3.83$$

$$Cx = 0.78$$



# ENGINEERING CALCULATIONS

Ziennick Foster Engineering, LLC  
Grand Ledge, MI 48837

Construction Form 2013-001

Project Name: DART BANK NEW HQ BLDG By: TZF Date: 02.02.15

Description: STORM WATER CALCULATIONS Project No. 14029 Sheet No. 4 of 5

Proposed Runoff Coefficient, Calculation:  $C_{prop}$

TOTAL SITE AREA (W/IN ROW) = 3.83 AC

### ROOF AREAS

MAIN BLDG 13,698 SF 14,775 SF = 0.34 AC  
DRIVE THRU CANOPY 1,077 SF

### SITE HARD SURFACE

CUSTOMER PRKG : 9484 SF  
EMPLOYEE PRKG : 36,201 SF

CUSTOMER/PARK WALK : 5698 SF  
9046 - 164 - 849 - 2086 - 249 =

Assume 2% additional 51,383 1,030 HARD SURFACE = 52,411 SF = 1.20 AC

### RAIN GARDEN AREAS (NO RUNOFF - DEPRESSIONS)

INSIDE EMPLOYEE PARKING CURB ISLAND = 2203 SF

RAIN GARDEN 6670 SF

RAIN GARDEN = 8873 SF = 0.20 AC

### LAWN AREAS

$U_{pA} = 18,300 - \text{Rain Garden (6670)}$   
 $= 11630 \text{ SF}$  ALL < 4% Type C

$U_{pA} \times 4\% = 11,630 \text{ SF}$   
(ASSUME  $C=0.30$ )

$U_{eB} \text{ Total AREA} = 1.82 \text{ AC} = 78,982 \text{ SF}$

ASSUME 100% IS 4%-8% Type B soils  $(0.6)(78,982) = 47,400 \text{ SF}$   $C=0.30$

ASSUME 20% IS > 8% Type B  $(0.8)(78,982) = 15,800 \text{ SF}$   $C=0.30$   
ASSUME 20% IS < 4% Type C  $(0.2)(78,982) = 15,800 \text{ SF}$   $C=0.30$



# ENGINEERING CALCULATIONS

Ziemnick Foster Engineering, LLC  
Grand Ledge, MI 48837

Construction Form 2013-001

Project Name: DART BANK NEW HQ BLDG	By: TZE	Date: 02.04.15
Description: STORM WATER CALCULATIONS	Project No. 14029	Sheet No. 5 of 5

## Proposed Runoff Coefficient Calculation, Cont... C<sub>PROP</sub>

Total Area = 3.83A

DESCRIPTION	AREA	Coefficient
ROOF	0.34 AC	0.95
HARD SURFACE	1.20 AC	0.95
RAIN GARDEN	0.20 AC	0.15
LAWN UpA <4%	0.27 AC	0.30
LAWN UeB 4-8%	1.10 AC	0.30
LAWN UeB 4%-8%	0.36 AC	0.35
LAWN UeB <4%	0.36 AC	0.30

$$C_{PROP} = \frac{[(0.34)(0.95) + (1.20)(0.95) + (0.20)(0.15) + (0.27 + 1.1 + 0.36)(0.30) + (0.36)(0.35)]}{3.83}$$

$$C_{PROP} = \frac{[0.323 + 1.14 + 0.03 + 0.519 + 0.126]}{3.83}$$

$$C_{PROP} = 0.56$$

$$C_x = 0.78$$

PROPOSED Runoff Coefficient is less than EXISTING Runoff Coefficient

EXISTING IMPERVIOUS AREA = 2.83 AC

PROPOSED IMPERVIOUS AREA = 1.54 AC

TOTAL DECREASE IN IMPERVIOUS AREA = 1.29 AC

NO DETENTION REQ'D

## Map Unit Legend

Ingham County, Michigan (MI065)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
UeB	Urban land-Boyer-Spinks complex, 0 to 10 percent slopes	3.1	81.4%
UpA	Urban land-Capac-Colwood complex, 0 to 4 percent slopes	0.7	18.6%
Totals for Area of Interest		3.8	100.0%

Boyer - loam/sand Type B  
 Spinks - loamy sand Type A

Capac - loam Type C

Colwood - loam Type D/B

D - undrained ) use  
 B - drained ) undrained  
 State SD

from essentially 0 micrometers per second (0 inches per hour) to 0.9 micrometers per second (0.1 inches per hour). For simplicity, either case is considered impermeable for hydrologic soil group purposes. In some cases, saturated hydraulic conductivity (a quantitatively measured characteristic) data are not always readily available or obtainable. In these situations, other soil properties such as texture, compaction (bulk density), strength of soil structure, clay mineralogy, and organic matter are used to estimate water movement. Tables 7-1 and 7-2 relate saturated hydraulic conductivity to hydrologic soil group.

**The four hydrologic soil groups (HSGs) are described as:**

*Group A*—Soils in this group have low runoff potential when thoroughly wet. Water is transmitted freely through the soil. Group A soils typically have less than 10 percent clay and more than 90 percent sand or gravel and have gravel or sand textures. Some soils having loamy sand, sandy loam, loam or silt loam textures may be placed in this group if they are well aggregated, of low bulk density, or contain greater than 35 percent rock fragments.

The limits on the diagnostic physical characteristics of group A are as follows. The saturated hydraulic conductivity of all soil layers exceeds 40.0 micrometers per second (5.67 inches per hour). The depth to any water impermeable layer is greater than 50 centimeters [20 inches]. The depth to the water table is greater than 60 centimeters [24 inches]. Soils that are deeper than 100 centimeters [40 inches] to a water impermeable layer are in group A if the saturated hydraulic conductivity of all soil layers within 100 centimeters [40 inches] of the surface exceeds 10 micrometers per second (1.42 inches per hour).

*Group B*—Soils in this group have moderately low runoff potential when thoroughly wet. Water transmission through the soil is unimpeded. Group B soils typically have between 10 percent and 20 percent clay and 50 percent to 90 percent sand and have loamy sand or sandy loam textures. Some soils having loam, silt loam, silt, or sandy clay loam textures may be placed in this group if they are well aggregated, of low bulk density, or contain greater than 35 percent rock fragments.

The limits on the diagnostic physical characteristics of group B are as follows. The saturated hydraulic

conductivity in the least transmissive layer between the surface and 50 centimeters [20 inches] ranges from 10.0 micrometers per second (1.42 inches per hour) to 40.0 micrometers per second (5.67 inches per hour). The depth to any water impermeable layer is greater than 50 centimeters [20 inches]. The depth to the water table is greater than 60 centimeters [24 inches]. Soils that are deeper than 100 centimeters [40 inches] to a water impermeable layer or water table are in group B if the saturated hydraulic conductivity of all soil layers within 100 centimeters [40 inches] of the surface exceeds 4.0 micrometers per second (0.57 inches per hour) but is less than 10.0 micrometers per second (1.42 inches per hour).

*Group C*—Soils in this group have moderately high runoff potential when thoroughly wet. Water transmission through the soil is somewhat restricted. Group C soils typically have between 20 percent and 40 percent clay and less than 50 percent sand and have loam, silt loam, sandy clay loam, clay loam, and silty clay loam textures. Some soils having clay, silty clay, or sandy clay textures may be placed in this group if they are well aggregated, of low bulk density, or contain greater than 35 percent rock fragments.

The limits on the diagnostic physical characteristics of group C are as follows. The saturated hydraulic conductivity in the least transmissive layer between the surface and 50 centimeters [20 inches] is between 1.0 micrometers per second (0.14 inches per hour) and 10.0 micrometers per second (1.42 inches per hour). The depth to any water impermeable layer is greater than 50 centimeters [20 inches]. The depth to the water table is greater than 60 centimeters [24 inches]. Soils that are deeper than 100 centimeters [40 inches] to a restriction or water table are in group C if the saturated hydraulic conductivity of all soil layers within 100 centimeters [40 inches] of the surface exceeds 0.40 micrometers per second (0.06 inches per hour) but is less than 4.0 micrometers per second (0.57 inches per hour).

*Group D*—Soils in this group have high runoff potential when thoroughly wet. Water movement through the soil is restricted or very restricted. Group D soils typically have greater than 40 percent clay, less than 50 percent sand, and have clayey textures. In some areas, they also have high shrink-swell potential. All soils with a depth to a water impermeable layer less than 50 centimeters [20 inches] and all soils with a water table

## David Haywood

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**From:** Sam Bibler  
**Sent:** Friday, March 27, 2015 7:29 AM  
**To:** David Haywood  
**Subject:** RE: 368 S. Park St. (Dart Bank) Site Plan Review - Request for comments

David, After reviewing the site plan for 368 S. Park St. I do not see any issues the wastewater treatment plant would have. If you have any questions, please contact me. Thank you.

Sam Bibler  
City of Mason  
POTW / CPF Superintendent  
517-676-1166 ext 202

---

**From:** David Haywood  
**Sent:** Thursday, March 26, 2015 10:45 AM  
**To:** Kerry Minshall; Martin Colburn; John Stressman - Ingham; Eric Smith; Ken Baker; Tom Silsby; Sam Bibler  
**Subject:** 368 S. Park St. (Dart Bank) Site Plan Review - Request for comments

Hi all,

Trying something different this time. I am sending my site plan review request for comments via email. Hope it's more efficient for everyone and saves a few trees as well. Attached is my letter of request as well as the application and site plans. Let me know if you have any questions or concerns. Due date for comments is Wednesday, April 8, 2015. Thanks,

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

## David Haywood

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**From:** Peterson, Robert [rpeterson@ingham.org]  
**Sent:** Friday, March 27, 2015 11:31 AM  
**To:** David Haywood  
**Subject:** 368 S. Park St. (Dart Bank drive-through)

Mr. Haywood:

The construction plans provided don't indicate any work within the Ingham County Road Department public road right-of-way. Therefore, we have no comments. Please be aware that M-36 is the jurisdiction of MDOT.

Sincerely,  
Robert H. Peterson, P.E.  
Ingham County Road Department  
Director of Engineering  
County Highway Engineer  
(517) 676-9722 ext 2336  
[rpeterson@ingham.org](mailto:rpeterson@ingham.org)

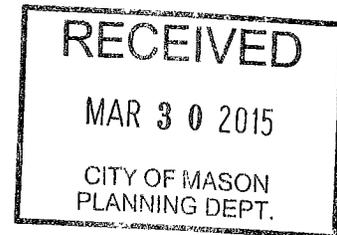
# Jackson & Lansing Railroad Company

38235 North Executive Drive - Westland, Michigan 48185-1971

Telephone 734-641-2300 FAX 734-641-2323

March 27, 2015

Mr. David E. Hopwood, P.E.  
Zoning & Development Director  
City of Mason  
Post Office Box 370  
Mason, Michigan 48854-0370



Re: Rezoning Request O-1 (Office) to C-1 (Central Business), Mason  
Lots 1, 2, 3, 4 ad 5, Block 44, Original Plat of the City of  
Mason, Ingham County, Michigan, as recorded in Liber 37 of  
Deeds, Page 234, Ingham County Records  
222 West Ash Street and 237 - 235 - 241 - 245 - 247 West Maple Street

Dear Mr. Hopwood:

Jackson & Lansing Railroad Company ("JAIL") has received your letter dated March 24, 2015 advising that the City of Mason has received a rezoning request affecting the above-identified properties.

In reviewing the plans submitted, it appears that the parking areas within Lots 1 and 4 are slightly sloped such that drainage from the parking areas will flow onto the JAIL railroad right-of-way. This is unacceptable to JAIL.

JAIL has no objection to the proposed rezoning request **PROVIDED** that any plan approved shall include a requirement that any and all drainage or runoff from the subject properties must be controlled so as to not be discharged onto the railroad right-of-way.

Mr. David E. Hopwood, P.E.

City of Mason

March 27, 2015

Page 2 \_\_\_\_\_/

Thank you for bringing this matter to our attention. Should there be any further questions in this regard, please direct them to the attention of the undersigned.

Very truly yours,

**JACKSON & LANSING RAILROAD COMPANY**



Mark W. Dobronski

President

MWD/hp

cc: Mr. Peter Kubacki, President  
Dart Bank  
Post Office Box 40  
Mason, Michigan 48854-0040

fc: Mr. David E. Hopwood, P.E., FAX (517) 676-1330



# Wolverine Engineers & Surveyors, Inc.

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

March 31, 2015

Mr. David E. Haywood - Zoning and Development Director  
City of Mason  
201 W. Ash Street  
Mason, MI 48854



RE: 368 S. Park Street - Dart Bank Drive Up

Dear Mr. Haywood:

We have received and reviewed the plans for the proposed Dart Bank Headquarters Building as prepared by Ziemnick Foster Engineering LLC with a revision date of March 17, 2015. The plans as reviewed consisted of fourteen (14) plan sheets.

In general the site plan proposes the construction of a new multi-story headquarters for Dart Bank and is located on property current occupied by Dart Bank and the former Inco Graphics property. The site is currently served by water, storm and sanitary sewer.

The storm sewer and grading plan appear to direct all storm water from the east to the west as the existing ground contours would require. The ultimate outlet for the site is an 18 inch storm sewer directed toward the Sycamore Creek. The plans include storm water calculations substantiating the pipe sizes with an acceptable design storm. In addition, the site plan proposes the construction of two (2) rain gardens. There is no storm water detention provided. The proposed design represents a significant reduction in the impervious surface as compared to current conditions; therefore, it is our opinion no additional detention is required. We would recommend the Design Engineer review the utility plan for the coordination of notes and pipe sizes as well as the General Utility Notes on Plan Sheet G101 No. 11 requiring storm sewer to be a minimum of 12 inch.

The storm sewer is proposed to cross Maple Street, presumably by open-cut method. Saw-cutting the full depth of the bituminous pavement will be required and should be noted on the plans. It is anticipate the City will require inspection of the storm sewer construction and the reconstruction of each portion of Maple Street. The connection of the storm sewer to the existing catch-basin in Ash Street (M-36) will require a review and permitting by the Michigan Department of Transportation (MDOT).

Mr. Haywood  
March 31, 2015  
Page 2 of 3

Water service to the building is proposed to extend from the existing water main located on the north side of Maple Street. Approximately 300 feet of 4 inch ductile iron water main is proposed to serve the new headquarters. A crossing of Maple Street, near the intersection with Park Street and State Street is proposed; however, it is recommended that the point of connection be reviewed as it appears that the ten (10) foot horizontal separation between the water main and a storm manhole cannot be attained with the current alignment.

Again the Maple Street crossing should be noted to include saw-cutting the full depth of the existing pavement and it is anticipated this work will require inspection by the City. It is assumed this 4 inch water will be considered a service by the City and remain private.

Sanitary sewer service is proposed by the construction of a new manhole over the existing 10 inch interceptor sewer that runs along the westerly portion of this property with the extension of a six (6) inch lead at slopes of 2.0% and 3.0%. One (1) manhole is proposed at the change of direction on this sewer run. In the long run this structure could prove quite valuable from a maintenance perspective.

Two (2) wells for geothermal heat are proposed to be installed on the site. The plans note that these wells will require a permit from the Ingham County Health Department prior to installation. The "waste water" from this system is directed to an on-site waterfall feature and ultimately into the rain garden. It is not clear as to the amount of waste water anticipated. It is recommended that the City be provided with the anticipated flow data and a confirmation that a surface water discharge permit is not required by the State of Michigan.

There are two (2) new drive entrances proposed for Maple Street; one (1) new drive entrance proposed for Park Street; and, one (1) new drive entrance proposed for Ash Street (M-36). The Ash Street entrance will require review and approval by MDOT.

Significant portions of new sidewalk are being proposed along street sides of the project. It should be noted on the plans that sidewalk damaged during the course of construction shall be replaced as a part of this project.

The plans include a Soil Erosion and Sedimentation Control Plan (SESC). We do not offer any comments as the SESC plan will be review by the Ingham County Drain Commissioner's Office.

Mr. Haywood  
March 31, 2015  
Page 3 of 3

In summary, from an engineering perspective, we recommend approval of the Dart Bank Headquarters site plan contingent upon the City being provided revised plans prior to initiating construction that address the minor items brought forth in our review.

We have retained the set of plans as provided for our files.

We appreciate the opportunity to assist the City with this site plan review and look forward to the successful completion of this project.

Should you have any questions or additional comments, please do not hesitate to contact our office.

Sincerely,

WOLVERINE ENGINEERS & SURVEYORS, INC.



Donald B. Heck, P.E.

DBH:ood

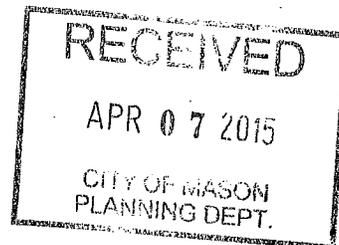
cc: Ken Baker, DPW Director – City of Mason



Linda S. Vail, MPA, Health Officer  
Sugandha Lowhim, MD, MPH, Medical Director

April 2, 2015

City of Mason Zoning and Development  
Attention: Mr. David E. Haywood, Director  
201 West Ash Street  
P.O. Box 370  
Mason, MI 48854-0370



**RE: Per your request the following properties have been reviewed for Rezoning and Site Plan review.**

- 222 West Ash Street (Parcel # 33-19-10-08-235-026)
- 235 & 237 West Maple Street (Parcel # 33-19-10-08-234-004)
- 241 West Maple Street (Parcel# 33-19-10-08-235-003)
- 245 & 247 West Maple Street (Parcel# 33-19-10-08-235-002)

Dear Mr. Haywood:

The above mentioned project has been completed by the Ingham County Health Department, Environmental Health. On Tuesday, March 30, I conducted a site visit of multiple lots identified for rezoning and observed the three existing buildings that are being proposed for demolition. We currently have no objections to the plan as proposed; however, the disposal of the solid waste materials from the demolition project must be sent to a licensed solid waste disposal facility authorized in the Ingham County Solid Waste Management Plan. You must only use these solid waste disposal facilities that are currently approved to take waste from Ingham County. I've included a list of these facilities as an attachment.

If you have any questions regarding this issue, please contact me at your convenience. I can be reached at 517-887-4526 or [rfranco@ingham.org](mailto:rfranco@ingham.org).

Thanks,

  
Rene Franco, PEM  
Pollution Prevention Program Coordinator

RF/cm

Enclosure

## **SOLID WASTE DISPOSAL FACILITIES**

The Ingham County Solid Waste Plan of 1990 requires solid waste generated in Ingham County to be disposed of in an approved facility. The facilities listed below are the only locations which are currently approved to take waste from Ingham County.

<b>FACILITY TYPE</b>	<b>FACILITY NAME</b>	<b>COUNTY</b>
Solid Waste Landfill, Type II	Waste Management of Hastings	Barry
Solid Waste Landfill, Type II	C & C Landfill	Calhoun
Solid Waste Landfill, Type II	Granger Grand River Landfill	Clinton
Solid Waste Landfill, Type II	Brent Run Landfill	Genessee
Solid Waste Landfill, Type II	Citizens Disposal, Inc.	Genessee
Type B Transfer Facility	Daggett Container Servicel	Ingham
Type B Transfer Facility	Williamston Transfer Station	Ingham
Type B Transfer Facility	Adrian Landfill	Lenawee
Type B Transfer Facility	Irish Hills Transfer Station	Lenawee
Type B Transfer Facility	Rollin Township Transfer Station	Lenawee
Solid Waste Landfill, Type II	Eagle Valley Recycle and Disposal Facility	Oakland
Solid Waste Landfill, Type II	Oakland Heights Development	Oakland
Solid Waste Landfill, Type II	Waste Management of Michigan/Venice Park Recycling & Disposal	Shiawassee
Solid Waste Landfill, Type II	Westside Recycling and Disposal Facility	St. Joseph
Sanitary Landfill, Type II	Veolia Landfill	Washtenaw

## David Haywood

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**From:** Kerry Minshall  
**Sent:** Tuesday, April 07, 2015 4:37 PM  
**To:** David Haywood  
**Subject:** RE: Dart Bank SUP & Rezoning

Dave,  
Thanks for the reminder. I do not have any comments or concerns at this time.  
Kerry

Chief Kerry Minshall  
City of Mason Fire Department  
201 West Ash Street  
Mason, MI 48854  
ph 517-244-9025  
fax 517-244-9028

---

**From:** David Haywood [<mailto:davidh@mason.mi.us>]  
**Sent:** Tuesday, April 07, 2015 4:27 PM  
**To:** Martin Colburn; Eric Smith; Deborah Cwiertniewicz; John Stressman - Ingham; Kerry Minshall; Ken; Sam Bibler; Tom Silsby  
**Subject:** Dart Bank SUP & Rezoning

Hello all,

Just a reminder that comments are due for the Dart Bank rezoning and special use permit. Most of you have provided comment, however the deadline is tomorrow for comments. Speak now or forever hold your peace! Thanks,

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

# Patrick E. Lindemann

## Ingham County Drain Commissioner

PO Box 220  
707 Buhl Avenue  
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Cara Florence Clois  
*Dputy Drain Commissioner*

Paul C. Pratt  
*Deputy Drain Commissioner*

David C. Love  
*Chief of Engineering and Inspection*

Sheldon Lewis  
*Administrative Assistant*

April 7, 2015

David E. Haywood, Zoning & Development Director  
Mason City Hall  
201 West Ash Street  
P.O. Box 370  
Mason, MI 48854



RE: Site Plan Review Request: 638 S. Park Street, City of Mason  
Conceptual Plan Review; Drain Office #15030

Dear Mr. Haywood:

We are in receipt of a March 25, 2015 request on behalf of the City of Mason for a site plan review of a new Dart Bank Headquarters building in preparation of a Special Use Permit from the City Planning Commission. The proposed building is 29,040 square feet in the City of Mason at 638 South Park Street.

This conceptual review is offered as a courtesy to the City of Mason only and should not be construed by the project owner or others as formal submission to the Ingham County Drain Commissioner for site plan or drainage review.

The Ingham County Drain Commissioner (ICDC) offers the City of Mason the following conceptual review comments on the stormwater system for this project:

1. The site is currently served by two City of Mason storm sewers on Maple and Ash Streets with final untreated discharge to the Sycamore Creek. The site is not located in the 100-year floodplain.
2. The site is located in a Phase II area and the stormwater discharge should be required to meet adequate pretreatment standards (both of quantity and quality) to protect the receiving waters of Sycamore Creek.
3. The plans should be submitted to the Drain Commissioner's Office for site plan and drainage review, as well as the Soil Erosion Control Permit.

4. Low impact design techniques are being proposed and are strongly encouraged for this site.

We appreciate the opportunity to comment on this plan. It is an honor and a privilege to serve you and the other businesses, citizens, and municipalities of Ingham County.

Sincerely,

A handwritten signature in black ink, appearing to read "David C. Love". The signature is written in a cursive style with a large initial "D" and "L".

David C. Love  
Ingham County Drain Engineer

## MEMORANDUM

To: David Haywood  
Planning and Development Director

From: John Stressman  
Chief of Police

Ref: Dart Bank Special Use Permit

Date: April 9, 2015

I have reviewed the Dart Bank Special Use Permit and have no comments at this time.

If you have any questions, please contact me.



## Vevay Township

Ingham County

780 S. Eden Rd. • Mason, Michigan 48854

Office hours: 10:00 am. - 4:00 pm.

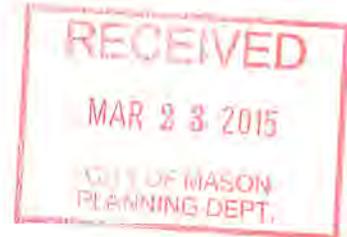
(517) 676-9523 Office

(517) 676-6655 Fax

[www.vevaytownship.org](http://www.vevaytownship.org)

March 18, 2015

City of Mason Planning Commission  
Attn: Chairman Ed Reeser  
201 W Ash St.  
Mason MI 48854



*RE: Vevay Township Notice of Intent to Prepare a Master Plan (Vevay Township, Ingham Co., MI)*

Dear City of Mason Planning Commission:

The Vevay Township Planning Commission has recently initiated the development of a new master plan pursuant to the Planning Enabling Act (PA 33 of 2008, as amended). The master plan will provide Vevay Township with current policies addressing how growth, development, and preservation can best be addressed. Pursuant to Section 39 of the Michigan Planning Enabling Act, this letter serves as notice of the Planning Commission's intention to prepare a master plan. Pursuant to Section 39 of the Act, and in the interest of coordinated planning efforts, this letter is to request that City of Mason Planning Commission cooperate with Vevay Township in this endeavor and comment on the Plan as may be requested during the planning process.

Upon its completion, Vevay Township intends to submit electronically the draft Master Plan to City of Mason Planning Commission for comment, or provide a link to the township's website where the draft Plan can be viewed. Please contact me if an electronic submittal or website link is not satisfactory.

Mark Eidelson, AICP, of LANDPLAN Inc., is assisting Vevay Township with the development of the Master Plan. He may contact City of Mason Planning Commission in his efforts to collect data, develop policies for deliberation, and otherwise assist Vevay Township as needed.

The Vevay Township Planning Commission looks forward to assisting City of Mason Planning Commission with its future planning efforts as well.

Please call if you have any questions.

Sincerely,

Ilene Thayer, Chairperson  
Vevay Township Planning Commission

Gary Howe  
Supervisor

JoAnne Kean  
Clerk

Shaun L. Sherwood  
Treasurer

Douglas B. Shaw  
Trustee

Bruce R. Walker  
Trustee



Communities to invest in. Communities to grow in.™

# PLACEMAKING STRATEGY DEVELOPMENT WORKSHOP: From Planning to Action!



PLACEMAKING AS AN ECONOMIC DEVELOPMENT TOOL IS A CONCEPT THAT IS SWEEPING MICHIGAN. DON'T BE LEFT BEHIND. BE IN THE KNOW! THERE WILL NOT LIKELY BE A MORE AFFORDABLE (FREE) OPPORTUNITY TO READY YOUR COMMUNITY FOR TARGETED GROWTH.

The purpose of this training is to assist your community with the development of a draft placemaking strategy. The workshop involves two parts and runs six (6) hours.

1. The first part provides training from Modules 1-3 of the MPlace Placemaking Curriculum.
2. During the second part, we will supply facilitators to assist representatives of your community in developing a draft placemaking strategy.

This workshop is for city councils and township boards; local, county and regional planning commissioners and staff; local economic development staff and other interested stakeholders. Communities will need multiple participants attending to maximize synergy and benefit for the community.

For those who attend both parts, the Michigan Citizen Planner is offering six (6) CEUs (continuing education units), one (1) CEU/ one (1) hour of instruction, to Master Citizen Planners for their participation.

While RSVPs are required, the workshops are free of charge. Registration is available online at <http://events.anr.msu.edu/placemakingstrategy/>.

## Mason

### Date

Wednesday, April 15, 2015  
1:30pm-8:30pm

### Location

City Hall Training Room  
201 W. Ash St.  
Mason, MI 48854

### Local Contact

David Haywood, City of Mason  
[davidh@mason.mi.us](mailto:davidh@mason.mi.us)  
or call (517) 676-9155

[Register Online](#)

### General Contact

For general information including questions about accommodations for persons with disabilities and those without internet access, contact Holly Madill at [madill@landpolicy.msu.edu](mailto:madill@landpolicy.msu.edu) or call (517) 432-8800.

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Sponsored by Michigan State Housing Development Authority, the MSU Land Policy Institute, the Michigan Municipal League and MSU Extension. Photos courtesy of the Michigan Municipal League (left and right) and Brad Neumann (center).