

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF FEBRUARY 13, 2007**

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

Present: Commissioners: Armstrong, Boyic, Hunt, Johnson, Lutz, Naeyaert, Reeser, Tornholm, Waltz
Also present: Marty Colburn, City Administrator
David Haywood, Planning and Development Director
Deborah Cwiertniewicz, Deputy City Clerk

APPROVAL OF MINUTES – PLANNING COMMISSION MEETING: January 9, 2007

The Minutes of January 9, 2007 were approved as submitted.

PEOPLE FROM THE FLOOR

None.

REGULAR BUSINESS

Resolution No. 2007-01 – A Resolution Approving a Final Site Plan for CP Federal Credit Union

Resolution No. 2007-01 was introduced by Johnson and seconded by Naeyaert. Haywood gave a brief summary of the final site plan proposal for the CP Federal Credit Union. Discussion ensued.

Motion by Naeyaert, second by Johnson,
to amend Resolution No. 2007-01 in the sixth whereas paragraph by adding
the following condition:

- 11) The plan shall show that the public sanitary sewer lead conforms to public standards.

MOTION APPROVED UNANIMOUSLY

**CITY OF MASON
PLANNING COMMISSION RESOLUTION NO. 2007-01
A RESOLUTION APPROVING A FINAL SITE PLAN FOR CP FEDERAL CREDIT UNION
February 13, 2007**

WHEREAS, a request has been received by David Jaeckels of Building Committee, Inc., regarding parcels 33-10-10-09-351-007, 33-10-10-09-351-011 and 33-10-10-09-351-012, owned by the Hayhoe Family Trust, for final site plan approval to be allowed to construct a 3,750 square foot federal credit union, with drive-thru, on 1.75 acres of property located at the northeast corner of Kipp Road and Jefferson Street; and

WHEREAS, the credit union facility as proposed to be constructed on property described as:

A part of the Southwest ¼ of Section 9, T2N, R1W, City of Mason, Ingham County, Michigan; described as beginning at the Southwest Corner of said Section 9; thence N00°12'13"W 363.00 feet along the West Line of said Section 9; thence S89°54'16"E 210.00 feet parallel with the South Line of said Section 9; thence S00°12'13"E 363.00 feet parallel with said West Line to said South Line; thence N89°54'16"W 210.00 feet along said South Line to the point of beginning, containing 1.75 acres of land more or less and subject to any easements or rights of way of record, and

WHEREAS, utilities are proposed to be constructed on additional property further described as:

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

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

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

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

- 1) The special use permit approval does not become effective until the conditions listed herein have been met.
- 2) That the applicant provide a copy of a soil erosion and sedimentation permit from the Ingham County Drain Commissioner; and

WHEREAS, approval is granted with the condition that the applicant shall submit a revised set of plans to the Planning Department for administrative review with the following changes prior to the issuance of a building permit:

- 1) The plan shall show lighting for the entire site showing the height, location, lamp style and details of the proposed lighting, including photometric contours showing light levels not exceeding 1.5 foot candles within either road right-of-way.
- 2) The plan shall note that all proposed sidewalks are to be placed one foot inside the road right-of-way.
- 3) The plans shall show a manhole at the point of storm sewer alignment change, approximately 40 feet southwest of the detention pond. The manhole shall be constructed to City of Mason standards.
- 4) The plan shall indicate the appropriate backflow prevention device to the satisfaction of the Public Works Director.
- 5) The plan shall show the required sight triangles adjacent to the proposed Kipp Road right-of-way.
- 6) The plan shall show and reference the Jefferson Street driveway access as having the same standards as the Kipp Road entrance requirements set forth by the Ingham County Road Commission in their letter dated September 22, 2006, and received by the Planning Department on February 7, 2007.
- 7) The plan shall show the proposed sign placement set back 17.5 feet from the road right-of-way of both Kipp Road and Jefferson Street.
- 8) The plans shall show the new storm water management system, including any additions or changes in the Michigan Department of Environmental Quality permit requirements. The applicant, in addition, shall provide a copy of written communication received from the MDEQ requiring or allowing any changes shown on the plans.
- 9) The drawings shall clarify where and how the first flush basin controlled outlet will be directed. The explanation shall be indicated on the revised plans, and that all sheets shall be in agreement.
- 10) The plans shall have drawing and revision dates as appropriate; and

11) The plan shall show that the public sanitary sewer lead conforms to public standards.

WHEREAS, approval is granted with the condition that the following be submitted to the Planning Department for administrative review prior to the issuance of an occupancy permit:

- 1) A recorded copy of a deed showing the transfer of 17 additional feet of property to Ingham County for the purpose of additional right-of-way.
- 2) The applicant shall execute a drainage facilities maintenance agreement in a form acceptable to the City Attorney.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby approve the Final Site Plan for a 3,750 square foot federal credit union facility, including drive-thru, located on property situated at the northeast corner of Jefferson Street and Kipp Road based on the plans received on January 17, 2007.

Yes (9) Armstrong, Boyic, Hunt, Johnson, Lutz, Naeyaert, Reeser, Tornholm, Waltz

No (0)

RESOLUTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

None.

NEW BUSINESS

Tornholm spoke briefly regarding the need to include the protection of mature trees in the ordinance at the preliminary stage of site plan review, for both beautification and global warming concerns.

COUNCIL CORRESPONDENCE

Distributed.

LIAISON REPORTS

Naeyaert informed the Commission regarding City Council business.

ADMINISTRATOR'S REPORT

Colburn informed the Commission regarding City business.

PEOPLE FROM THE FLOOR

Toby Mohlman asked various questions regarding the role of the Planning Commission, City Council, and other city boards and commissions, as well as opportunities for public comment. Mr. Mohlman was informed that he could meet with the City Administrator to discuss the city's governmental structure and citizen participation.

ADJOURNMENT

Being there was no further business, the meeting adjourned at 7:05 p.m.

Martin A. Colburn, City Clerk