



## City Manager's Report: September 6, 2019

### ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)

Project Name	Status
<b>ZONING AMENDMENTS</b>	
C1 – Central Business District Text Amendment <b>PENDING</b>	Staff has received a request from Jamie Robinson to amend the text of the C1 District for the purpose of adding short-term rentals as an allowed use. A public hearing is scheduled at the Planning Commission meeting on Tuesday, September 10 at 6:30 p.m. City Council is expected to conduct a first reading on Monday, September 23, 2019.
<b>ZONING PERMITS</b>	
Temple St/Kipp Rd SPECIAL USE PERMIT/PRELIMINARY SITE PLAN REVIEW <b>PENDING</b>	Staff has received a request from Paul Davis for a Special Use Permit and Preliminary Site Plan Review to construct a 27,000 sq. ft. building on five acres of land owned by the City on the northeast corner of Temple St and Kipp Rd. A public hearing is scheduled at the Planning Commission meeting on Tuesday, September 10 at 6:30 p.m. or shortly thereafter. If approved, the next steps will be Final Site Plan review along with the re-zoning of the property from AG to M-1, and completion of the land division process to split the five acres from the larger city parcel.
Rayner Ponds Phase 4 Subdivision PRELIMINARY SITE PLAN REVIEW <b>PENDING</b>	Staff has received a request for Preliminary Site Plan Review of the Rayner Ponds Phase 4 Subdivision – 20 lots and one common area. The Planning Commission will consider the application at their meeting on Tuesday, September 10, at 6:30 pm or shortly thereafter. The subdivision has received both tentative and final Preliminary Plat approval by City Council, which followed two public hearings by the Planning Commission. The next steps following Preliminary Site Plan approval include Final Site Plan approval, construction of roads and utilities*, and Final Plat approval. *Building permits for the construction of homes may be issued, however, homes cannot be sold until the Final Plat approval process is complete.
<b>LAND DIVISIONS/COMBINATIONS</b>	
202, 306 Mason St. and 332 Center St	Staff is administratively processing a land combination request from Doberman Technologies to combine three lots for development. Demolition is expected to occur this fall 2019, construction of a new building is anticipated for Spring of 2020.
1926, 1966 W. Dansville Rd	Staff is administratively processing a land division request from Dennis Anderson and Thomas Fraser to reconfigure lots.
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
125 E. Kipp Rd – Dollar Tree <b>PENDING</b>	Building permit under review for a 5,460 sq. ft. addition to accommodate up to four new retailers.
700 E. Ash – Ingham County Fairgrounds <b>PENDING</b>	Building permit under review for improvements in and around the horse barn including a gravel drive, sidewalks, storm sewer installation and plywood skirting. Pending the Soil Erosion permit from the County.
652 Hull Rd- New Goodwill <b>ACTIVE</b>	Building permit application is active and construction has begun. A Groundbreaking Ceremony will be held on Friday, September 13 at 11 am (Council is welcome).
600 Buhl St.- Ingham Animal Shelter <b>ACTIVE – DEMO ONLY</b>	The new shelter is complete. Demolition of the old structure in progress, pending the Soil Erosion permit from the County.
801 N. Cedar St.- City Limits <b>ACTIVE</b>	Building permit is active to construct a 4,828 sq ft addition along with additional parking.
322 S. Jefferson- Commercial Bank <b>ACTIVE</b>	Building permit is active for interior renovation of offices on the second floor.
402 S. Jefferson (former Baja Grill) <b>ACTIVE</b>	Building permit is active for interior and exterior renovations.
549 W. Ash- Dog Groomer	A Temporary Certificate of Occupancy has been issued to assist in opening the

<b>TEMPORARY OCCUPANCY PERMIT ISSUED</b>	business. Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. Once the new parking area is complete, a final Certificate of Occupancy will be issued.
525 N. Cedar- Timeless Treasures <b>TEMPORARY OCCUPANCY PERMIT ISSUED</b>	A Temporary Certificate of Occupancy has been issued for Timeless Treasures. The interior renovation is complete and new parking spaces have been striped on the lot. The remaining work includes the installation of the approved landscaping, repairs to parking lot lighting, and a site plan revision if the owner intends to include the outdoor flea market.
322 S. Jefferson- Commercial Bank – Mural <b>APPROVED</b>	At their regular meeting on August 19, the Historic District Commission (HDC) approved a Certificate of Appropriateness to allow Arts Initiative Mason (AIM) to paint a mural and installation a sign display box on the south façade of Commercial Bank facing Ingham Court.
<b>ZONING BOARD OF APPEALS</b>	
934 and 965 Franklin Farms Drive <b>PENDING</b>	Esquire Development and Construction, Inc., has submitted an appeal to an administrative decision to deny building permits for the construction of two new residential homes due to the lack of a properly maintained storm water system comprising of a detention pond at Lavonne/Franklin Farm Drive and a 25' easement along the rear of the residential properties fronting on Franklin Farm Drive. A public hearing with the Zoning Board of Appeal took place on August 14 at 5:30 p.m. The matter was continued to Monday, September 9 at 5:30 p.m. in the Maple Room.

### OPERATIONS AND COMMUNITY RELATIONS

- **October 12<sup>th</sup>:** City's Open House from 10 am - 2 pm.
- **HOLD DATE- October 26<sup>th</sup>:** The Mayor and Mayor Pro Tem have requested an MML facilitated discussion on how the Council can operate even more effectively. The meeting will be held in the 2<sup>nd</sup> floor Maple Room at City Hall tentatively from 8:30 am to 1:00 pm. The estimated cost for the training is \$3,000.
- We have been notified there will be a 6.54% increase in our health care cost this year due to age of our group, the area we are in, and taxes/fees. We had estimated a 6% increase in the budget and do not believe a budget amendment will be required.

### Staffing Updates:

- New Hires/Promotions: Hayden Wildfong – Police Officer, Full-time, will be starting September 9, 2019.
- Open Positions: Custodian, Part-time- Applications are under review and interviews will be scheduled soon.

### Traffic Updates:

CONCERN	LOCATION / STATUS
Speed <b>OPEN</b>	<b>Barnes Street between Ash Street and Bond Street</b> Staff to place (2) additional 25-mph speed limit signs (already marked) in the area and trim back any obstructing branches for improved signage. Waiting for MISS DIG for flagging.
Speed <b>CLOSED</b>	<b>Lansing Street between South Street and Jefferson Street</b> (this is both a 25-mph and 35-mph zone) Staff placed the speed trailer in the area and officers were assigned to targeted enforcement. Construction on Jefferson Street has concluded which relieve some concerns. Pending final targeted enforcement.
Speed <b>OPEN</b>	<b>Summerwood Subdivision</b> T-C-O #19-02 was passed and staff will be placing (2) 25-mph speed limit signs (already marked) near both entrances. Waiting for MISS DIG for flagging.
Traffic Pattern, Speed <b>OPEN</b>	<b>Cedar Street between Ash Street and South Street</b> Staff developed a plan to improve the area for anticipated changes for Fall 2019 school year. The speed trailer will be placed in the area when available. Staff to change the location of (1) 25-mph speed limit sign, place (2) additional 25-mph speed limit signs (already marked) and trim back any obstructing branches for improved signage in the area. We are awaiting MISS DIG for flagging. Sgt. Budd has been assigned special attention to the area to work with crossing guards and Mason Public School District partners on August 26th and 27th – the first 2 days of school.

### LARGE CITY PROJECTS

### FY 2018-2019 – CONTINUING PROJECTS

Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2018-S1	MDOT- Temple Street Safety Grant	Late Summer/Fall bid letting and Spring 2020 construction.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park Improvements	Building permits are active for the repair of the bridges within the park.	
2018-P2b	Planning: 5-year Parks Plan	Technical work is underway. Community engagement will include input received at the City Open House. There will be display boards, handouts and staff will be onsite to answer questions and receive input. A survey will be available on paper or on-line.	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2017-B4	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 progressing, upper LED lights on front of City Hall and perimeter wall pack lights have been replaced. Parking lot pole lights have been replaced with LEDs.	

<b>FY 2019-2020</b>			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2017-S5	Walnut- Columbia St. to North End	Will begin after Park & Elm are completed.	
2017-S10	Sidewalk Program- NW Quadrant	Anticipated bid process beginning Spring 2020	
2017-S11/ 2017-U19/ 2018-P3	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Contractor in place. Plans and permit request submitted to ICRD for Howell Road crossing. <b>Project is on hold until Spring 2020</b>	
2017-S12/ 2017-U20	W. Elm St.- Henderson St. to Jefferson St.	Concrete work underway. Paving anticipated week of September 16.	
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Park St planned to be paved with Elm St.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U11	Turbine Aeration Blower at POTW	Final comments received from manufacturer, plans to be revised and bid package developed for advertisement.	
2017-U15	Replace Hydrants at Mason Plaza	Securing easement for project	
2017-U23	Well No. 6 Rebuild	Bid process to start August/September	
2017-U24	Study of Sewer Flow on Mason St.	Data collection underway with Wolverine Engineering & Surveyors	
2017-U25	Gutters for Water Treatment Plant	Not started	
2019-U1	WWTP- Design	Not started	
2019-U2	DPW- Design	Not started	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Not started	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP11	Vehicle No. 13 Replacement	Seeking Council approval on August 19	
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	Seeking Council approval on August 19	
2019-MVP1	Vehicle No. 25 Equipping	Not started	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2017-B5	Library Improvements, Phase 1	Preparing Request for Proposals for the final design and construction of Phase 1 improvements.	
2017-B7	City Hall Parking Lot Repairs	Not started	

<b>2017-B10</b>	Fire Station 1- Furnace/AC	Not started	
<b>2017-B11</b>	Fire Station 1- Washer/ Dryer	Not started	
<b>2017-B12</b>	City Hall New Servers	Not started	
<b>2018-B10</b>	BS&A Module for Online Permitting	Not started	
<b>2018-B12</b>	City Hall Carpet Replacement	Not started	
<b>2018-B13</b>	Extrication Tools Replacement	Committee of Firefighters has been formed to bring back a recommendation.	
<b>2018-B15</b>	Sprinkler System in Truck Bay	Not started	
<b>2018-B16</b>	Station 1 Rear Approach	Not started	
<b>2018-B19</b>	Wireless Connectivity- City Hall to Jefferson St (DPW and POTW)	Staff evaluating options available and cost estimates in process.	
<b>2019-B1</b>	Election Tabulator Machines	Not started	
<b>2019-B2</b>	City Hall- Phase 1	Not started	