



PLANNING COMMISSION
TUESDAY, FEBRUARY 12, 2019
Sycamore Room - 1st Floor - 6:30 P.M.
201 West Ash Street, Mason MI

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES**
 - A. Approve Minutes of Regular Planning Commission Meeting January 15, 2019
- 5. UNFINISHED BUSINESS**
- 6. NEW BUSINESS**
- 7. LIAISON REPORT**
 - A. Development Update: City Manager's Report (February 1, 2019)
- 8. ADJOURN**

**CITY OF MASON
REGULAR PLANNING COMMISSION MEETING
MINUTES OF JANUARY 15, 2019
DRAFT**

Sabbadin called the meeting to order at 6:31 p.m. in the Sycamore Room at 201 W. Ash Street, Mason MI.

Present: Barna, Droscha, Howe, Perrault, Sabbadin, Waxman
Absent: Shattuck (gave notice)
Also present: Elizabeth A. Hude, AICP, Community Development Director

OATH OF OFFICE

The City Clerk swore in Commissioners Sabbadin and Perrault.

ELECTION OF LEADERSHIP

Hude opened nominations for Chair.

Waxman nominated John Sabbadin for the position of Chair. Howe seconded.

Hude closed nominations for Chair.

Sabbadin: Yes (6) Barna, Droscha, Howe, Perrault, Sabbadin, Waxman
No (0)
Absent (1) Shattuck
JOHN SABBADIN ELECTED CHAIR

Hude opened nominations for Vice-Chair.

Droscha nominated Seth Waxman for the position of Vice-Chair. Howe seconded.

Hude closed nominations for Vice-Chair.

Waxman: Yes (6) Barna, Droscha, Howe, Perrault, Sabbadin, Waxman
No (0)
Absent (1) Shattuck
SETH WAXMAN ELECTED VICE-CHAIR

Hude opened nominations for Secretary.

Droscha nominated Anne Klein Barna for the position of secretary. Howe seconded.

Hude closed nominations for Secretary.

Barna: Yes (6) Barna, Droscha, Howe, Perrault, Sabbadin, Waxman
No (0)
Absent (1) Shattuck
ANNE KLEIN BARNA ELECTED SECRETARY

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Howe second by Droscha, to approve the corrected Planning Commission meeting minutes from December 11, 2018.

Yes (6) Barna, Droscha, Howe, Perrault, Sabbadin, Waxman

No (0)

Absent (1) Shattuck

PUBLIC HEARING

Resolution 2019-01: James Giguere of Giguere Homes is requesting preliminary plat approval to create twenty residential lots and one private park and one remaining parcel for future development in the City of Mason located on Parcel # 33-19-10-04-426-002.

Sabbadin opened the public hearing at 6:36 p.m.

Public Comments/Discussion:

Jon D. Kribs, representative for the Amy Doyle Trust, which owns property that abuts the proposed preliminary plat asked about the drainage plans for the proposed plat. He stated that the drainage is currently inadequate.

Community Development Director Hude responded that this issue originally came up when this application was received last year. There is one more phase to this application and construction plans will be provided in the future. This will give further detail about the drainage system. Mr. Kribs stated that there was supposed to be an existing natural easement to encourage proper drainage. Director Hude stated she would make a note of this and look further into the matter.

Ron Enger, engineer and surveyor, whose address is 805 North Cedar Street, spoke as a representative for Giguere Homes. He clarified that Mr. Kribs was inquiring about the West portion of the plat that abuts lots in Rayner Ponds Phase 3. He explained that area has a storm sewer pipe parallel to the west boundary line with three inlets to take water off the surface of the ground and take it to the pond. This should help the drainage in the corner of the subdivision. It will go to the pond on the Northside of the property. Rear yard drainage is also included in several locations in the plan.

David Parks, whose address is 848 Sanctuary Dr., came as a representative for the Pond Association. He stated that there are two associations within Rayner Ponds, the Homeowners Association and the Pond Association. He wanted to make sure that this development would be included in both associations.

Director Hude responded that the deed would need to be reviewed to make sure that new homeowners would be required to take part in both associations. It was confirmed already that deed suggested new homeowners in Rayner Ponds Phase 4 would be required to participate in the Homeowners Association. A copy of the letter sent to Mr. Giguere on April 15, 2018 from the Rayner Ponds Estates Community Association (RPECA) referencing the deed requirement is included in the current packet.

Sabbadin closed the public hearing at 6:43 p.m.

Director Hude recommended approval of the proposed resolution without any further conditions.

Commissioner Droscha confirmed that we (the Planning Commission) will see this application again.

Director Hude confirmed that the applicant is required to submit a final plat application. The final plat is subject to site plan review and they will be required to include a construction schedule.

Vote:

MOTION by Waxman, second by Howe to approve Resolution 2019-01.

Yes (6) Barna, Droscha, Howe, Perrault, Sabbadin, Waxman

No (0)

Absent (1) Shattuck

MOTION APPROVED

UNFINISHED BUSINESS

A. Development Update: City Manager's Report

NEW BUSINESS

A. Meeting Schedule

The meeting schedule for the year was distributed.

B. Capital Improvement Program (CIP) Schedule Announcement

- i. Joint City Council/Planning Commission Workshop - Monday, February 11, 2019 @ 6:30 pm
- ii. Public Hearing – March 12 @ 6:30 pm

C. Review Orientation Packet

The Orientation Packets were distributed and the contents were explained and reviewed.

D. Training Opportunities

Staff is working the American Planning Association and Michigan State University Extension to bring training to the area for commissioners.

Commissioner Barna encouraged fellow members to attend training.

LIAISON REPORT

Councilmember Droscha stated that City Council said goodbye to Councilmember Mike Waltz and welcomed new Councilmember Jerry Schafer.

ADJOURN

The meeting adjourned at approximately 7:00 p.m.

Anne Klein Barna, Secretary



City Manager's Report: February 1, 2019

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

| Project Name | Status |
|--|--|
| 318 W. Kipp - Klavon's 228 W. Kipp - Klavon's | Building permit active for construction of new restaurant. |
| 322 S. Jefferson Commercial Bank – Downtown Mason | Two building permits are active for interior and exterior renovations to restore two entrance doors on Jefferson St.; replace door and add concrete pad at alley entrance. |
| 402 S. Jefferson (former Baja Grill) | Project is on track for grant authorization. |
| 201 W. Ash City Hall | Anticipate installation of equipment to begin this winter. |
| | <i>Subdivisions require three stages of approval before site plan approval and building permits can be issued: (1) Tentative Preliminary Plat, (2) Final Preliminary Plat, (3) Final Plat.</i> |
| Enclave at Rayner Ponds Subdivision (19 lots, 1 park) | The City has approved a Tentative Preliminary Plat (Stage 1) and is waiting to receive an application for Final Preliminary Plat (Stage 2). |
| Rayner Ponds – Phase 4 Subdivision (16 lots) | The City approved a Tentative Preliminary Plat in January of 2018 (Stage 1). Staff received an application for Final Preliminary Plat (Stage 2) in December of 2018. A public hearing was held by the Planning Commission on January 15 resulting in a recommendation for approval to City Council. City Council approved the Final Preliminary Plat on January 21, 2019. The applicant will submit a Final Plat for approval (Stage 3) next. |
| 154 W. Maple (former shoe store) | Staff is working with the applicant to develop a demolition/construction schedule and maintenance of traffic plan that will minimize impacts to traffic and businesses in the surrounding area. |
| 600 Buhl St. Ingham Animal Shelter | Building permit active for new construction. |
| 652 Hull Rd New Goodwill | The City of Mason and Vevay Township Joint Planning Commission will conduct a public hearing on Tues, Feb 12, at 6:30 p.m., at City Hall. The purpose of the hearing is to receive public comment on a request for a special use permit from Goodwill Industries of Central Michigan's Heartland Inc. to construct a new 15,772 square foot commercial building for a Goodwill retail store at 652 Hull Road. The application was previously reviewed and approved in 2017, however, the zoning permit will expire this month and must be re-submitted for approval in order to obtain construction permits. |
| 103 E. Maple St. | Local Farm Alliance (LFA) Farmers Market permits for change of occupancy and signs have been approved. The sign received a Certificate of Appropriateness from the Historic District Commission on January 21. |
| 400 S. Cedar St Harvey Education Center / Mason Public Schools | State building permit active for construction of new addition as part of the Phase 1 Bond Project. More information available at: http://bondprojects.masonk12.net/ . |
| MDOT – Ash/Cedar (M-36) | MDOT has started the signal upgrade project at the intersection of Ash and Cedar (M-36) next week. The Contractor completed installation of the signal foundations. The signals themselves and the sidewalk work will take place at a later time TBD. This 2nd phase of work will take approximately 1-2 weeks and will have the following traffic impacts: Periodic daily lane closures on M-36 for the Contractor to perform the work. The intersection will not be closed at any time and traffic will be maintained through the intersection. |

OPERATIONS AND COMMUNITY RELATIONS

- February 1, 2019: The City started a soft launch of our new website. We will be focusing on testing in February and actively promoting to the community in March. Please let us know your feedback!
- February 5-8, 2019: City Manager Stuart will be attending the MME Winter Institute and will be available by email/text.

- February 7, 2019 is the MACC Awards Dinner; Councilmembers, confirmation emails were sent January 21st to those who registered.
- **February 12, 2019 at 7 p.m. will be the joint City Council and Planning Commission meeting for the Capital Improvement Plan (CIP) review; please hold the date.**
- March 19-20, 2019 will be the MML- 2019 Capital Conference. Councilmembers, please let Dana Martin know if you wish to attend by February 22nd.
- **April 13, 2019 (Saturday) is tentatively planned for the 2019 Budget meeting; please hold the date.**
- **Councilmember Tours:** As we prepare for the budget, it can be helpful to get a tour of our facilities. If you would like the City Manager Stuart to provide that tour, please contact Dana Martin to coordinate a time that works for the group.
- Councilmember Schaffer requested a cost of the three days off between Christmas and New Year's. The additional payroll cost was \$3,503 (0.135% of our annual payroll budget). There were no budget amendments required for this time off because the staff anticipates some overtime and this would come out of that budget. There were also costs savings based on limited use of facilities and equipment. This benefit turned out to be one of the lowest cost benefits we provide to our employees and huge morale booster that was well worth the investment.
- Off. Kelly Flores is scheduled to attend a Field Training Officer School in February and will be added to our cadre of field training officers.
- Officers Bradley and Croley attended a 1-day training course about citizens driving under the influence, using and being under the influence of marijuana. Information on the recent law changes was also presented.
- All Mason PD officers went through low light firearms training and qualification this period using our own certified firearms instructors. Officers were also required to demonstrate shooting tactics with full winter gear on and for cold-conditions adaptation.

Staffing Updates:

- New Hires/ Promotions/ Retirements: Emily Bartlett has been promoted to the Accountant Position in Finance effective February 4, 2019
- Open Positions: DPW Laborer, second round interviews have taken place with the final round to be scheduled soon. Police Officer first round interviews have taken place with the second-round interviews to be scheduled soon.

LARGE CITY PROJECTS

| FY 2018-2019 | | | |
|---|--|--|-----------|
| Project | Project Name/Description | Status | Completed |
| STREETS, SIDEWALKS, BRIDGES (S) | | | |
| 2017-S6 | South St - Northbrook to City Limits | Complete | Sep |
| 2017-S7 | Avon Street - All | Complete | Sep |
| 2017-S8 | Northbrook - South to Carom Circle | Complete | Sep |
| 2017-S9 | S. Jefferson - Oak Street to Kipp Road | Cannot begin construction before June 9 per contract. Pre-Con meeting will be held in May. | |
| 2017-S10 | Sidewalk Program - Summerwood | Seeking City Council Approval of Award, Feb 4, 2019 | |
| 2018-S1 | MDOT- Temple Street Safety Grant | Project is funded for FY19 (Oct. 1- Sept. 30). Working on revisions for MDOT submittal. | |
| 2018-S32 | Columbia - Cedar to US 127 | Complete | Sep |
| UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U) | | | |
| 2018-U1 | Utilities for Properties on Kipp Road | Complete | Sep |
| 2017-U3.2 | Waste Water Treatment Plant Upgrades | Complete | Oct |
| 2017-U3.3 | Design of the New DPW Facility | Delayed until next FY | |
| 2017-U6 | Abandon Wells by Airport | Delayed until next FY | |
| 2017-U9 | Northbrook - South to Carom Circle | Complete | Sep |
| 2017-U10 | S. Jefferson - Oak St to Kipp Road | See 2017-S9 | |
| 2017-U12 | 300,000 G Storage Tank Top Sealing | Delayed until next FY | N/A |
| 2017-U13 | Well No. 7 Rebuild | Well work is complete. The motor is on order. | |
| 2017-U15 | Replace Two Fire Hydrants Behind Mason Plaza | Delayed until next FY | |
| 2017-U16 | Cathodic Protection for Ground Storage Tank | Planning stage | |

| | | | |
|--|--|--|-----|
| 2017-U17 | High Service Pump No. 1 Rebuild | In progress | |
| 2017-U18 | Replace Chlorine Analyzer | Complete | Aug |
| 2018-U35 | BS&A Work Order Application | Award of project anticipated in March/April | |
| 2018-U36 | Sewer Push Camera Replacement | Complete | Nov |
| 2018-U37 | Log Jam Removal Sycamore Creek | Complete | Nov |
| PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P) | | | |
| 2017-P8 | Laylin Park Improvements | Staff is evaluating final work priorities for the spring. | |
| 2018-P1 | Howell Road - Hayhoe Riverwalk (Dart Trailhead) | Complete | Nov |
| 2018-P2 | Howell Road - Hayhoe Riverwalk Trail Extension | Complete | Nov |
| 2018-P3 | Planning: 5 yr Parks/Recreation Plan; Bond Park Improvements | In progress | |
| 2018-P5 | City Tree Evaluation | Seeking City Council Approval of Award, Feb 4, 2019 | |
| MOTOR VEHICLE POOL (MVP) | | | |
| 2017-MVP6 | 1/2 Ton 2x4 Pickup Truck | Complete | Sep |
| 2017-MVP7 | Mower | Complete | Jul |
| 2017-MVP8 | Police Cars | Complete | Jan |
| 2017-MVP9 | Large Items (Leaf Vacuum) | Complete | Nov |
| 2017-MVP10 | 5-yard Dump/Plow Truck | Cab/Chassis Ordered | |
| 2017-MVP18 | Command Vehicle | Complete | Oct |
| 2017-MVP30 | Front End Material Loader | Complete | Nov |
| BUILDING, PROPERTY, EQUIPMENT (B) | | | |
| 2017-B1 | Library- Facility Evaluation | In progress | |
| 2017-B3.1 | Police: Portable Radios | Complete | Oct |
| 2017-B4 | City Hall Landscaping and Lighting | Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows. | |
| 2017-B6 | Fire: Fire Engine 809/Tower 808 | Pre-construction meeting scheduled for January 21 | |
| 2018-B4 | IT: BS&A Timesheet Program | Not started, connection issues with offsite facilities | |
| 2018-B4 | IT: BS&A Cemetery and HR Upgrade | Complete | Nov |
| 2018-B6 | IT: AV Room Technology Patch | Evaluation is complete; staff are reviewing | |
| 2018-B7 | Planning: Cedar/127 Corridor (Transportation and Land Use) | Moved to 2019-2021 – integrate with master plan | |
| 2018-B24 | City Hall Rental Space Furniture Replacement | Old rectangle tables have been replaced with plastic ones. New chairs are currently being evaluated. | |

| FY 2019-2020 | | | |
|---------------------|---------------------------------|--------------------|------------------|
| Project | Project Name/Description | Status | Completed |
| | 2019 Local Streets | In bidding process | |