



**PLANNING COMMISSION**  
TUESDAY, JANUARY 15, 2019  
Sycamore Room– 1<sup>st</sup> Floor - 6:30 P.M.  
201 West Ash Street, Mason MI

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. OATH OF OFFICE**

**4. ELECTION OF LEADERSHIP**

A. Elect Officers for 2019 – Chair, Vice Chair and Secretary

**5. PUBLIC COMMENT**

**6. APPROVAL OF MINUTES**

A. Approve Minutes of Regular Planning Commission Meeting December 11, 2018

**7. PUBLIC HEARING**

A. Resolution 2019-01: James Giguere of Giguere Homes is requesting Final Preliminary Plat approval to create 20 residential lots, one common area and one remaining parcel for future development in the City of Mason located on Parcel # 33-19-10-04-426-002.

**8. UNFINISHED BUSINESS**

A. Development Update: City Manager's Report (01/04/2019)

**9. NEW BUSINESS**

A. Meeting Schedule

B. Capital Improvement Program (CIP) Schedule

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 (will be distributed at the meeting)

D. Training Opportunities

**10. LIAISON REPORT**

**11. ADJOURN**

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF DECEMBER 11, 2018  
DRAFT**

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

Present: Commissioners: Barna, Droscha, Feintuch, Hagle, Reeser, Sabbadin, Waxman  
Absent: Commissioner: Howe  
Also present: Elizabeth A. Hude, AICP, Community Development Director

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

Motion to approve October 9, 2018 minutes was made by Reeser, second by Sabbadin.

Yes (7) Barna, Droscha, Feintuch, Hagle, Reeser, Sabbadin, Waxman

No (0)

Absent (1) Howe

**MOTION APPROVED**

**UNFINISHED BUSINESS**

**A. Development Update: Administrator's Report**

**NEW BUSINESS**

**A. Resolution 2018-16:** Brian Brady of Red Oak Holdings, LLC is requesting approval of a Final Site Plan for proposed new construction of a 24,287 sq. ft., three-story, mixed-use building to include mercantile, business and single-family residential, on property located at 154 W. Maple Street, parcel 33-19-10-08-233-021, City of Mason, Ingham Co. The proposal calls for the existing structure, which has been vacant for many years, to be demolished.

**Public Comments/Discussion:**

Community Development Director Hude provided an updated staff report on the project. She stated that not much has changed since the original report. The new report reflects that the applicant now meets the City Ordinance because City Council passed an ordinance amending the height in the district. There were no changes externally in the site plan since this project received Special Use Permit and Preliminary Site Plan Approval. Director Hude recommended that there should be 24 onsite parking spaces with 20 spaces available offsite. Moving forward as a part of their building and right of way permits, staff will meet with the group to discuss construction schedule to ensure limited disruption to the traffic in the area. Based on the proposal, Director Hude noted that the plan meets the zoning requirements and she recommends the Planning Commission approve the Final Site Plan.

Commissioner Sabbadin referenced the Staff Report and asked whether lights would be on 24 hours a day. He also sought clarification as to why this was a part of the report.

Commissioner Howe noted that lighting was included as an item in the staff report as a question for consideration.

There are residents in the area and 24/7 lighting would be a change to the area.

Chris Weir, Studio Intrigue Architects and representative for the applicant, responded stating that there will be lighting for 24 hours a day on inside the front/alley for security, lighting in the vestibules, and lighting in the corridors enclosed for safety but not visible from outside.

Commissioner Reeser commented that it is important to consider courtesy in the construction process. During previous projects, trucks took up a lot of storefront parking. Not everyone has the ability to walk three blocks.

**Vote:**

MOTION by Waxman, second by Droscha to approve Resolution 2018-16.

Yes (7) Barna, Droscha, Feintuch, Hagle, Reeser, Sabbadin, Waxman

No (0)

Absent (1) Howe

**MOTION APPROVED**

**B. Thank you: Outgoing Commissioners, Lori Hagle, Ed Reeser**

Chair Sabbadin and Vice-Chair Waxman recognized both Commissioners Hagle and Reeser for their service. Commissioner Reeser served more than ten years on the Planning Commission. Both Commissioners Hagle and Reeser got an opportunity to speak and reflect on their experience and service to the City of Mason through the Planning Commission.

**LIAISON REPORT**

Councilmember Droscha stated that City Council has switched the term for “City Administrator” to “City Manager” because it fits the job description better and other municipal governments use the term in a similar capacity.

Council has read for the first time (December 3, 2018) an Ordinance (Ordinance 223), which will be a moratorium on recreational marijuana businesses. The second reading will be at the next City Council meeting (December 17, 2018).

Council also approved a right of way permit for BAD Brew for a special event in January.

Commissioner Barna asked if Droscha sees a role for the Planning Commission in the discussion about recreational marijuana businesses. Planning Commission was not a part of the medical marijuana discussion. It sounds like cities can opt out, is this the plan?

Droscha responded stating the he is not sure the city is stating we (the City of Mason) are opting out altogether. What we (the City of Mason) are doing, as he understands, is waiting to see what the state actually does with the law and how they outline a mechanism to regulate the law. We (the City of Mason) do not have any idea how the state is going to act on this. This Ordinance is to see what shakes out at the state level first. Yes, at some point the Planning Commission could be involved.

Commissioner Waxman responded stating that he understood the proposed Ordinance is prohibiting businesses; therefore, this (the Ordinance) it is not a moratorium because it is prohibiting business. He went on stating that this is saying to 57% of Mason voters in a record turn out that their opinion does not matter.

Droscha responded saying the discussion is that we (the City of Mason) need more information from the state.

Commissioner Waxman agreed we need more information from the state, but the state does not anticipate any roll out of a regulatory structure until 2020. There is no regulatory structure to permit such a business. Creating such an ordinance prior to a regulatory structure is premature.

Commissioner Barna responded saying it is important to point out that the regulatory mechanism is not available for anyone until 2020. She added that while all voters who voted yes to recreational marijuana do not necessarily want businesses opening up without due consideration from the city.

**ADJOURN**

The meeting adjourned at 6:57 p.m.

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(UPDATE AFTER ELECTION), Secretary



## City of Mason Planning Commission

*Staff Report*

TO: Planning Commission  
FROM: Elizabeth A. Hude, AICP, Community Development Director  
SUBJECT: Preliminary Plat– Rayner Ponds Estates No. 4 (Revised)  
DATE: January 10, 2019

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### PROJECT DESCRIPTION

James Giguere of Giguere Homes is seeking approval of a Final Preliminary Plat creating 20 residential lots and one common area on nine (9) acres, and one remaining parcel of approximately 52 acres for future development as part of Phase 4 of the existing Rayner Ponds Estates development to be located on the following described property in the City of Mason:

Parcel # 33-19-10-04-426-002, 60.97 acres: N 120 RDS OF S/E 1/4 OF SEC 4 EXC PLATS OF RAYNER PONDS ESTATES NO 2 RAYNER PONDS ESTATES NO 3 & RAYNER PONDS SANCTUARY. ALSO EXC BEG AT PT ON NS 1/4 LN NOD28'58"E 660.13 FT FROM S 1/4 COR OF SEC 4 - N0D28'58"E 1982.19 FT TO CEN OF SEC - S89D23'32"E ALNG EW 1/4 LN 730.04 FT - S0D36'28"W 50.22 FT - S60DW 70 FT - S13D53'08"W 415.29 FT - S30DE 70 FT - S32D22'45"W 227.48 FT - S15DE 15.23 FT - SW'LY 116.82 FT ALNG 292.5 FT RAD CURVE TO LEFT, CHD BRG S63D33'30"W 116.05 FT - S52D07'01"W 29.51 FT - SE'LY 165.22 FT ALNG 508 FT RAD CURVE TO RT, CHD BRG S 34D12'51"E 164.5 FT - S65D06'13"W 201 FT -S12D16'47"E 134.11 FT - S12D57'13"W 134.11 FT - S35D00'45"W 100.73 FT -S45D32'42"E 135 FT - S44D27'18"W 66 FT - S45D32'42"E 66 FT - S44D27'18"W 99.46 FT - S0D29'W 328.36 FT - N89D14'20"W 251.5 FT TO POB. FUTURE PHASES, RAYNER POND SANCTUARY, SEC 4, T2NR1W CITY OF MASON SPLIT ON 08/26/2002 FROM 33-19-10-04-426-001;

And will combine Parcel # 33-19-10-04-476-001, .056 acres: BEG NW COR LOT 63-N 19 FT- E 127.5 FT-S 19 FT- W 127.5 FT TO POB RAYNER PONDS ESTATES SEC 4 T2NR1W CITY OF MASON

The proposal is shown on the following plans:

- Preliminary Plat Rayner Ponds Estates No. 4, prepared by Enger Surveying and Engineering, plan date October 9, 2017 and last revised December 20, 2018, sheet 1 of 3
- Preliminary Plat Rayner Ponds Estates No. 4, prepared by Enger Surveying and Engineering, plan date December 20, 2018, sheet 2 of 3 (overall view)
- Preliminary Plat Rayner Ponds Estates No. 4 Grading Plan, prepared by Enger Surveying and Engineering, plan date December 20, 2018, sheet 3 of 3

## **APPLICABLE REQUIREMENTS**

Preliminary Plat approval is subject to the requirements as follows:

State of Michigan Land Division Act (LDA) – Act 288 of 1967

City of Mason Master Plan and Capital Improvement Plan City of Mason Development Standards for Streets and Utilities City of Mason Ordinances:

Ch. 58 Signs

Ch. 70, Art. II Excavations and Curb Cuts

Ch. 74 Subdivisions and Other Divisions of Land

City of Mason Zoning Ordinances:

Ch. 94 Zoning

Ch. 100 Reference Tables and Figures

## **TIMELINE FOR ACTION BY PLANNING COMMISSION**

The application was received on December 21, 2018. Per City of Mason Ordinance Sec. 74-78(c)(3), within 63 days (February 21, 2019) the Planning Commission shall forward to the City Council its recommendation for approval, approval with conditions, or disapproval of the plat. The City Council must consider the recommendation of the Planning Commission within 30 days of the Planning Commission meeting, except that the entire review process must conclude within 90 days from date of submittal (March 20, 2019).

If approved, the applicant will then prepare a Final Plat per the LDA- Act 288 of 1967 and City of Mason Ordinances Ch. 74. The Final Plat is the last step to formally establish the lots and road.

## **CONSTRUCTION SCHEDULE**

The construction schedule will be presented with the construction documents during Site Plan Review as it is subject to the required approvals of this final preliminary plat and a final plat as described in LDA-Act 288 of 1967 and City of Mason Ordinances Ch. 74. Individual building permits will be required for construction of buildings on each lot following the satisfactory completion of the right of way.

## **FEES**

In accordance with the City of Mason Directory of Fees, the application fee is as follows:

Tentative Preliminary Plat \$800.00 + \$10/lot

\$800

\$200 (20 lots X \$10/lot)

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\$1000– Subdivision Application Fee – PAID IN FULL 12/21/2018

## **PUBLIC NOTIFICATION**

The public hearing notice appeared in the December 30, 2018 edition of the Community News, was posted at City Hall, and mailed to property owners and occupants within 300 feet of the parcel. In addition, the notice was sent to the Superintendent of Mason Public Schools and the Preliminary Plat was displayed on the second floor of City Hall.

### **MASTER PLAN – Meets Requirements**

The parcel is zoned RS-2 (Single Family Residential) and surrounded by the land uses as follows:

	<b>Current Land Use</b>	<b>Zoning</b>	<b>Future Land Use</b>
North <b><i>Vevay Township</i></b>	Agricultural	A1-Agricultural	Suburban Residential Area
East <b><i>Vevay Township</i></b>	Agricultural	A1-Agricultural	Suburban Residential Area
South	Residential	RS-2 (Single Family Residential District)	Residential
West	Residential	RS-2 (Single Family Residential District)	Residential

The proposed Final Preliminary Plat appears to be consistent with the Future Land Use Plan in the City of Mason Master Plan. Property abutting the north and east property lines is in Vevay Township.

The subdivision entrance to the lots at Eaton and Stratford measures within one-half mile (10-minute walk) to Mason Middle School, two parks – Laylin and Rayner, the County Fairgrounds, and various medical and professional services. Within one-mile (20-minute walk), residents have access to Downtown Mason, the Hayhoe Rivertrail, and CATA Route #46.

(Source: Google Earth)

### **DESIGN STANDARDS – Meets Requirements**

The proposed Final Plat appears to meet the requirements of ***Ch. 74 Division 3 Design Standards, Ch. 74 Division 4 Required Improvements and the City of Mason Utility and Street Installation Standards***. The need for a Performance Guarantee will be determined in accordance with §74-163 Guarantee of completion of required improvements as part of the Final Plat submittal.

### CITY ORDINANCES – Meets requirements

This Final Preliminary Plat is a revision of the previously approved Tentative Preliminary Plat which was approved with conditions by City Council on January 22, 2018.

Ordinance	Status*	Note
§74-77 Data Required	M	It appears all requirements are met.
§74-127 Streets	M	(f) Proposed cul-de-sac street provides a 66' right of way terminating in a 150' diameter turnaround
§74-128 Easements and Utilities	M	Noted on plan – sanitary sewer, storm sewer, water main
§74-129 Underground Wiring	M	Subject to future final site plan approval
§74-130 Blocks	M	The proposed length of Martells Lane from the intersection of Stratford is 200+/- feet going west and 460+/-feet going east, which is less than the 600 feet maximum allowed.
§74-131 Public walkways	M	The typical road cross-section shows that a 4' sidewalk is proposed on both sides of the street.
§74-132 Public reservations	M	The plan shows a proposed common area. A letter from the Rayner Ponds Estates Community Association (RPECA) dated April 15, 2018 was sent to Jim Giguere stating that the deed restrictions and association by-laws require extensions to the subdivision to be part of the RPECA. (attached)  Staff recommends a neighborhood playground be installed in the common area.
§74-133 Lots	M	Lots appear to meet the minimum requirements of the zoning ordinance and the depth-to-width ratio of 3:1.
§74-157 Streets	M	The extension of Stratford Drive and Martells Lane appear to be proposed as public roads. They will be built as private roads until the city accepts them*. The proposed curb cut is intended to be permanent and greater than 24 feet wide to serve as a private right of way for the purpose of meeting the necessary zoning requirements for frontage on an approved public or private road. Therefore, special permission of City Council is required as the existing roads, Eaton and Stratford, are both public right of ways. The proposed final preliminary plat serves as the opportunity for City Council to review and provide special permission as required.  *Acceptance of both the Stratford extension and Martells Lane as public roads are subject to the requirements on the Public Acceptance Checklist as part of the City of Mason Utility and Street Installation Standards.
§74-158 Water supply	M	It appears all requirements are met. The lots will be served by the public water system.
§74-159 Sanitary sewer system	M	It appears all requirements are met. The lots will be served by the public sewer system.
§74-160 Sanitary sewer system	M	It appears all requirements are met. The lots will be served by the proposed storm drainage system indicated on the plan.
§74-161 Street Trees	M	Street trees will be expected on the construction plans in



		accordance with this section.
§74-162 Monuments	<i>Future</i>	Monuments will be installed and inspected by the City prior to the issuance of building permits. An as-built plan of the right of way and lot divisions must be provided.
§74-163 Guarantee of completion of required improvements	<i>Future</i>	To be determined.
§94-222 Uses Subject to Site Plan Review	<i>Future</i>	The final platted subdivision will be subject to site plan review. Ch. 58 Signs and Ch. 70, Art. II Excavations and Curb Cuts will also be reviewed during site plan review.
*M = Meets requirements; I = Information Needed; R = Recommendation		

## DEPARTMENTS AND AGENCIES

Comments from the remaining departments are attached and summarized below. Comments from outside agencies will be sought separately by the applicant following City Council's action and incorporated into the Final Preliminary Plat in accordance with LDA Act 288 of 1967:

FIRE	No concerns received.
POLICE	No concerns received.
ENGINEERING/ PUBLIC WORKS	
Ingham County Drain Commission	Meets requirements/approved. See letter dated December 6, 2018.
Rayner Ponds Estates Community Association (RPECA)	See letter dated April 15, 2018.

## ACTION

The Planning Commission has the following options:

1. Recommend approval
  - a. The Planning Commission finds that all standards under the Land Division Act, 1967 PA 288, the City of Mason design standards, city and zoning ordinances, and the applicable elements of the master plan are met and all conditions have been satisfied.
  - b. The chairman or secretary of the Planning Commission shall make a notation on each of ten (10) copies.
2. Recommend approval with conditions
  - a. Conditions must be consistent with requirements of the Land Division Act, 1967 PA 288, the City of Mason design standards, city and zoning ordinances, and the applicable elements of the master plan.
  - b. Approval with conditions will deem this a Tentative Preliminary Plat and require the applicant to submit a revised Final Preliminary Plat in accordance with the Land Division Act, Act 288 of 1967, and
3. Recommend rejection
  - a. The Planning Commission shall list its reasons to be recorded in the minutes and forwarded, along with all copies of the preliminary plat, to City Council.

***Staff offers the following motion for consideration:***

**MOTION:**

The Planning Commission recommends approval of the Final Preliminary Plat to create 20 residential lots as part of phase 4 of the existing Rayner Ponds Estates Development submitted by James Giguere of Giguere Homes on a plan dated December 20, 2018.

**Attachments:**

1. Resolution
2. Google Earth image with CIP information
3. Letter from the ICDC
4. Letter from the RPECA
5. Flow Chart – Land Division Act, Act 288 of 1967
6. Application
7. Final Preliminary Plat Plan dated December 20, 2018, sheets 1-3

Introduced:  
Second:

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION No. 2019-01**

**RECOMMENDATION THAT CITY COUNCIL APPROVE RAYNER PONDS PHASE 4 –  
A PRELIMINARY PLAT TO CREATE TWENTY RESIDENTIAL LOTS, ONE COMMON  
AREA, AND ONE REMAINING PARCEL FOR FUTURE DEVELOPMENT IN THE CITY  
OF MASON  
January 15, 2019**

**WHEREAS**, a request has been received from James Giguere of Giguere Homes for preliminary plat approval to create 20 residential lots, one private park, and one remaining parcel for future development in the City of Mason; and

**WHEREAS**, the proposal was shown on a plan dated December 20, 2018, prepared by Enger Surveying & Engineering; and

**WHEREAS**, the subject property is further described as parcel # 33-19-10-04-426-002, 60.97 acres:

N 120 RDS OF S/E 1/4 OF SEC 4 EXC PLATS OF RAYNER PONDS ESTATES NO 2 RAYNER PONDS ESTATES NO 3 & RAYNER PONDS SANCTUARY. ALSO EXC BEG AT PT ON NS 1/4 LN N0D28'58"E 660.13 FT FROM S 1/4 COR OF SEC 4 - N0D28'58"E 1982.19 FT TO CEN OF SEC - S89D23'32"E ALNG EW 1/4 LN 730.04 FT - S0D36'28"W 50.22 FT - S60DW 70 FT - S13D53'08"W 415.29 FT - S30DE 70 FT - S32D22'45"W 227.48 FT - S15DE 15.23 FT - SW'LY 116.82 FT ALNG 292.5 FT RAD CURVE TO LEFT, CHD BRG S63D33'30"W 116.05 FT - S52D07'01"W 29.51 FT - SE'LY 165.22 FT ALNG 508 FT RAD CURVE TO RT, CHD BRG S 34D12'51"E 164.5 FT - S65D06'13"W 201 FT -S12D16'47"E 134.11 FT - S12D57'13"W 134.11 FT - S35D00'45"W 100.73 FT -S45D32'42"E 135 FT - S44D27'18"W 66 FT - S45D32'42"E 66 FT - S44D27'18"W 99.46 FT - S0D29'W 328.36 FT - N89D14'20"W 251.5 FT TO POB. FUTURE PHASES, RAYNER POND SANCTUARY, SEC 4, T2NR1W CITY OF MASON SPLIT ON 08/26/2002 FROM 33-19-10-04-426-001; FOR 2003 TIN: 33-19-10-04-426-002

And

Parcel # 33-19-10-04-476-001, .056 acres: BEG NW COR LOT 63-N 19 FT- E 127.5 FT-S 19 FT- W 127.5 FT TO POB RAYNER PONDS ESTATES SEC 4 T2NR1W CITY OF MASON

**WHEREAS**, the parcel is zoned RS-2 (Single Family Residential); and

**WHEREAS**, Section 74-78, states that the Planning Commission shall forward to the City Council its recommendation for approval, approval with conditions, or disapproval of the plat; and

**WHEREAS**, the Planning Commission accepts the staff report dated January 10, 2019 as findings of fact that the plan complies with the City of Mason Development Standards for Streets and Utilities, and with Section 74 Division 3. Design Standards and Division 4. Required Improvements of the Mason Code; and

**NOW THEREFORE BE IT BE RESOLVED**, that the City of Mason Planning Commission does hereby recommend that the City Council approve Rayner Ponds Phase 4, a Final Preliminary Plat to create twenty (20) residential lots and one common area in the City of Mason, based on the plan dated December 20, 2018, prepared by Enger Surveying & Engineering.

Yes ()  
No ()  
Absent ()  
Vacant ()

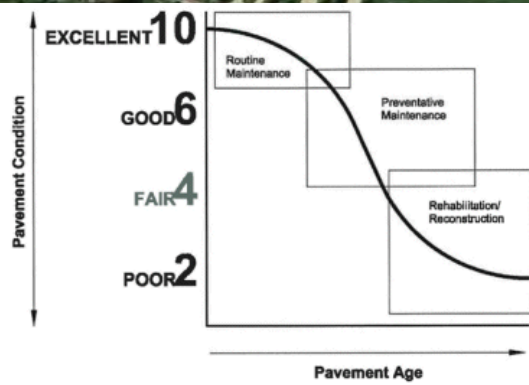
**CLERK'S CERTIFICATION:** I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Planning Commission at its regular meeting held Tuesday, January 15, 2019, the original of which is part of the Planning Commission minutes.

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Sarah J. Jarvis, Clerk  
City of Mason  
Ingham County, Michigan

## Rayner Ponds-Phase 4

City of Mason, MI  
Capital Improvement Program (CIP) and Proposed Development



Pavement Surface Evaluation and Rating (PASER) scale

**Eaton Drive PASER: 5, CIP FY20-21**

**Stratford Drive PASER: 5, CIP FY25-26**

### Legend

- Drain to be evaluated
- FY17-18 NEW ROAD
- FY20-21 CIP: Resurface
- FY25-26 CIP: Resurface
- Proposed Development





# 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>



Carla Florence Clos  
*Deputy Drain Commissioner*

Paul C. Pratt  
*Deputy Drain Commissioner*

David C. Love  
*Chief of Engineering and Inspection*

Sheldon Lewis  
*Administrative Assistant*

December 6, 2018

Mr. Jim Giguere  
Giguere Homes  
6200 Pine Hollow Dr., Ste. 100  
East Lansing, MI 48823

Re: Preliminary Plat for Rayner Ponds Estates No. 4  
City of Mason – Section 4  
Rayner Creek Drain Drainage District  
Drain Office #18107

Dear Mr. Giguere:

This letter is in response to the December 5, 2018 submittal of a preliminary plat for Rayner Ponds Estates No. 4 from Ron Enger of Enger Surveying and Engineering. According to the information provided on the revised document, and the assurances provided by the engineer, all of the points raised in my letter of November 30, 2018 have been adequately addressed.

The Preliminary Plat meets the requirements of the Drain Commissioner's Standards and is approved.

If you have any questions, please contact our office. It is an honor and a privilege serving you and the other citizens, businesses and municipalities of Ingham County.

Sincerely,

David C. Love  
Ingham County Drain Engineer

cc: Ron Enger, Enger Surveying and Engineering  
David Belcovson, Homestead Acceptance Corporation  
Deborah Stuart, City of Mason

COPY

**RAYNER PONDS ESTATES COMMUNITY ASSOCIATION (RPECA)**

**P.O. Box 75**

**Mason, MI 48854**

April 15, 2018

Jim Giguere  
6200 Pine Hollow Drive #100  
East Lansing, Michigan 48823

Dear Mr. Giguere

At the Mason City Planning Commission meeting in January you stated that you were not sure if the Rayner Ponds Phase Four homes would be included in the existing home owners association. Since that time a homeowner brought to our attention that both the deed restrictions and the association by-laws require that extensions to the subdivision be part of the Rayner Ponds Estates Community Association. These homeowners would benefit from our common areas and entrances and should contribute to their upkeep.

I am enclosing copies of the pertinent sections of the restrictions and by-laws. If you would like copies of the entire restrictions and by-laws please email us at [raynerponds@yahoo.com](mailto:raynerponds@yahoo.com).

Sincerely,

RPECA Board of Directors

Cc: Dave Belcovson  
Homestead Acceptance Corporation

Deborah S. Stuart  
City Administrator  
Mason, Michigan

President, Jason Bryan, 760 Wildemere  
Secretary, Carolee Ware, 908 Sanctuary  
Treasurer, Art Miller, 826 Wildemere

Todd Kalchik, 157 Stratford  
Brad Lonsberry, 803 Sanctuary  
Nate Osborn, 873 Wildemere

**ARTICLE XVIII**  
**INDEMNITY**  
(not in Restrictions)

**Limitation of Liability of Directors.** No volunteer director, as that term is defined in Act 162, Public Acts of 1982, as amended ("Act"), shall be personally liable to the Association or its members for monetary damages for breach of fiduciary duty as a director, provided that the foregoing shall not eliminate the liability of a director for any of the following; (1) breach of the director's duty of loyalty to the Association or its members; (2) acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law; (3) a violation of Section 551(1) of the Act; (4) a transaction from which the director derived an improper personal benefit; or (5) an act or omission that is grossly negligent. If the Act hereafter is amended to authorize the further elimination or limitation of the liability of directors, then the liability of a director of the Association, in addition to the liability on personal liability contained herein, shall be limited to the fullest extent permitted by the amended Act. No amendment or repeal of this Article XVIII shall apply to or have any affect on the liability of any director of the Association or with respect to any acts or omissions of such director occurring prior to such amendment or repeal.

**ARTICLE XVIII**  
**ANNEXATION OF ADDITIONAL LOTS AND/OR COMMON AREA**  
(taken from Restrictions- Article VIII)

The Declarant reserved in the Declaration the right in its' sole and absolute discretion at any time or times in the future to amend the Declaration and by recording such with the Ingham County Register of Deeds office to add to it one or more lots or one or more additional subdivisions of land contiguous and adjacent to the Subdivision, hereafter developed and platted by Declarant or its assigns. Such Amendment need only be signed by the Declarant. Additional lots and/or subdivisions may or may not contain additional Common Areas, wetlands, woodlands and/or improvements. Any such amendments to the Declaration shall provide that the owners of all of the residential lots added to the Subdivision(s) or in additional subdivisions shall be required to be members of the Association and shall be subject to the covenants, restrictions, easements, charges and liens set forth in the Declaration. Such amendments shall also provide that the Common Area contained within the Subdivision(s) and all Common Areas later added to the Subdivision(s) or future subdivisions shall be for the benefit and use of all Owners of all Lots in the subdivisions. Additional Common Area so added shall be owned and maintained by the Association in accordance with the terms of the Deed Restrictions. Annexation by action of the Association shall require the consent of two-thirds (2/3) of its members then entitled to vote.

**ARTICLE XIX**  
**EXTERIOR ARCHITECTURAL CONTROL**  
(Based on Restrictions, ARTICLE VII)

Section 1. **Purpose.** The purpose of exterior architectural control is to provide and protect each individual homeowner's rights and property values.



and empowered to tear down and clear from the premises the incomplete portion(s) of such building, or to complete the same at its discretion, and, in either event, the expenses incurred shall be a lien upon the said land and premises.

#### ARTICLE VIII

##### GENERAL PROVISIONS

Section 1. Enforcement. The Association, or any Owner, shall have the right to enforce, by any proceeding at law or in equity, including the attainment of injunctive relief, all restrictions, conditions, covenants, reservations, liens and charges now or thereafter imposed by the provisions of this Declaration. Failure by the Association or by any Owner to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter.

Section 2. Severability. Invalidity of any one of these covenants or restrictions by judgment or court order shall in no wise affect any other provisions which shall remain in full force and effect.

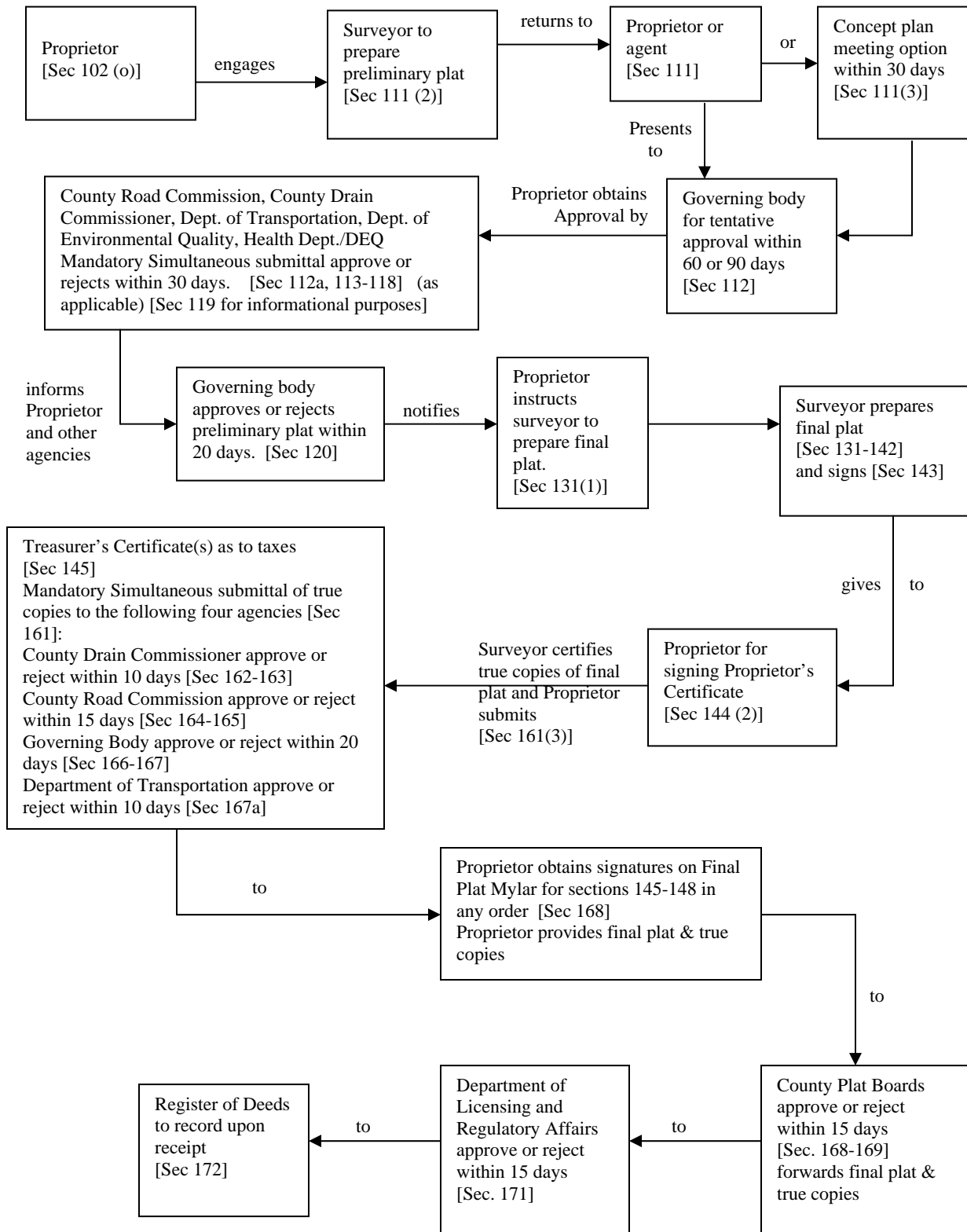
Section 3. Amendment. The covenants and restrictions of this Declaration shall run with and bind the land, for a term of twenty (20) years from the date this Declaration is recorded, after which time they shall be automatically extended for successive periods of ten (10) years. This Declaration may be amended during the first twenty (20) year period by an instrument signed solely by the Declarant; or by an instrument signed by not less than ninety (90%) percent of the lot Owners; and thereafter, by an instrument signed by not less than seventy five (75%) percent of the lot Owners. Any amendment must be recorded with the Ingham County Register of Deeds.

Section 4. Annexation of Additional Lots and Common Area. It is contemplated that the Declarant may, at some future date, amend this Declaration, which amendment shall add Common Area which is to be part of a proposed RAYNER PONDS ESTATES SUBDIVISION, as and when each such subdivision is platted. The proposed future RAYNER PONDS ESTATES SUBDIVISION(S), if created, are to be located adjacent and contiguous to RAYNER PONDS ESTATES SUBDIVISION. The amendment(s), when executed and recorded solely by the Declarant, will subject the platted lots in each of said proposed future RAYNER PONDS ESTATES SUBDIVISION(S) to all of the

requirements of this Declaration, including all the restrictive Covenants and Conditions herein contained relative to the payment of assessments. The Declarant, its successors and assigns, may amend this Declaration without any lot Owner's consent, by recording with the Ingham County Register of Deeds Office an appropriate instrument, signed by the Declarant, providing that all of the Common Area described in any such platted subdivision(s) shall be for the use and benefit of all Owners of lots in RAYNER PONDS ESTATES SUBDIVISION(S), at which time all lots in said proposed future subdivision(s) shall be made subject to all of the Covenants, Conditions and Restrictions herein contained, including but not limited to the requirements for payment of assessments and mandatory membership in the Association and these Restrictions and those applicable to the new subdivision(s) shall be considered to be reciprocal negative easements, thus making the Restrictions applicable herein enforceable by lot Owners in the new platted subdivision(s) and Restrictions applicable to said new platted subdivision(s) enforceable by Owners of lots in RAYNER PONDS ESTATES SUBDIVISION. Nothing herein contained, however, shall be construed to require or obligate Declarant to develop, create and plat any adjacent and contiguous property it may own as a RAYNER PONDS ESTATES SUBDIVISION, the Declarant reserving unto itself the unrestricted right to develop and utilize such property as it may elect, in its sole discretion. Additional residential lots and Common Area other than that hereinbefore referred to above may be annexed with the consent of two-thirds (2/3) of each class of members entitled to vote.

Section 5. Assignment or Transfer of Rights and Powers. Any or all of the rights and powers, titles, easements and estates hereby reserved or given to Declarant, may be assigned by it to the Association composed of the Owners of the properties in the subdivision. Any such assignment or transfer shall be made by appropriate instrument, in writing, in which the assignee shall join for the purpose of evidencing its consent to the acceptance of such powers and rights, and such assignee shall thereupon have the same rights and powers and be subject to the same obligations and duties as herein given and reserved to and assumed by Declarant in connection with the rights, powers, and easements so assigned, and such instrument, when executed by such assignee shall without further act release said Declarant from the obligations and duties in connection therewith.

# FLOW CHART – LAND DIVISION ACT ACT 288 OF 1967



## FINAL PLAT APPROVALS

SUBDIVISION NAME \_\_\_\_\_

PROPRIETOR'S NAME \_\_\_\_\_

### Date of Approval

Final Preliminary Plat Approval  
By Governing Body is prerequisite.  
Section 120. Automatically expires  
In two years.  
Section 131(3)

\_\_\_\_\_

Surveyor's Certificate  
Sections 142(a) and 143

\_\_\_\_\_

Proprietor's Certificate (all)  
Sections 142(b) and 144

\_\_\_\_\_

County Treasurer's Certificate  
Sections 142(c) and 145  
Expires in one year, Section 131(4)

\_\_\_\_\_

Treasurer of the Municipality Certificate,  
if applicable.  
Section 142(d)  
Required only if delinquent taxes are not  
returned to State Treasurer per Section 135  
of Act 206 P.A. 1893

\_\_\_\_\_

**Proprietor simultaneously submits one  
\*true certified copy to each of the approval  
agencies in Sections 142(e, f, g, and i).**

\_\_\_\_\_

**\*Note:** true certified copy may be paper copy

County Drain Commissioner's Certificate  
Sections 142(e), 146, 162, and 163  
If no drain commissioner. Governing Body  
Certifies compliance with Section 192

\_\_\_\_\_

County Road Commission Certificate  
Sections 142(f), 147, 164, and 165.

---

Municipal Certificate  
Sections 142(g), 148, 166, and 167

Michigan Department of Transportation  
Certificate  
Sections 142(i), 150, and 167a.  
Required only when subdivision affects  
a State Trunkline Highway.

---

Proprietor obtains signatures on 1  
original final Plat Mylar.  
Sections 145-148

---

County Plat Board Certificate  
Sections 142(h), 149, 168, and 169  
**Forwards the final plat and each  
of the approved certified true  
copies to LARA**

---

Michigan Department of Labor and  
Economic Growth (LARA)  
Approval  
Sections 142(j), 151, and 171.

---

County Register of Deeds  
Recording Certificate  
Section 172

**Subdivision Completed**

---

## PROPOSAL

Describe the division/combination/conveyance(s) being proposed:

1. Number of new Parcels 2 PARCELS; 1 REMAINDER PARCEL  
1 TO BE SUBDIVIDED INTO 20 LOTS  
AND 1 COMMONS AREA
2. Intended use (residential, commercial, etc.) RESIDENTIAL
3. The new description(s) provide(s) access to an existing public road by: (check one)  
X Each new division has frontage on an existing public road.  
X A new public road, proposed road name: EXTEND STRATFORD DR., MARTELLS LN  
(Road name can not duplicate an existing road name)  
\_\_\_\_\_ A new private road or easement, proposed road name: \_\_\_\_\_  
(Road name can not duplicate an existing road name)  
\_\_\_\_\_ A recorded easement (driveway). (Can not service more than one potential site.)
4. Write here, or attach, a legal description of the proposed new road, easement or shared driveway (attach extra sheets if needed):

DEDICATED PUBLIC STREETS IN PROPOSED SUBDIVISION

5. Write here, or attach, a legal description for each proposed new parcel (attach extra sheets if needed):

NUMBERED LOTS IN PROPOSED SUBDIVISION

---

## DEVELOPMENT SITE LIMITS

Check each that represents a condition which exists on the parent parcel. Any part of the parcel:

- NO is riparian or littoral (it is a river or lake front parcel)  
MAYBE includes a wetland.  
NO includes a beach.  
NO is within a flood plain.  
NO includes slopes more than twenty five percent (a 1:4 pitch or 14 degree angle) or steeper  
NO is on muck soils or soils known to have severe limitations for on site sewage system.  
NO is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

---

## IMPROVEMENTS

Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel, or indicate none (attach extra sheets if needed):

NONE

## FUTURE DIVISIONS

Will there be any future divisions that might be allowed, but not included in this application? YES  
The number of future divisions being transferred from the parent parcel to another parcel? 0  
Identify the other parcel: \_\_\_\_\_  
(See section 109(2) of the Statute: Make sure your deed includes both statements as required in section 109(3) and 109(4) of the Statute.)

## ATTACHMENTS (all attachments must be included)

Letter each attachment as shown here.

- \_\_\_\_\_ A. 1. A survey, sealed by a professional surveyor at a readable scale, of proposed division(s)/combination(s)/conveyance(s)
- OR
2. A map/drawing drawn to a readable scale, of proposed changes to the parent parcel and the 45 day time limit is waived until a professional survey can be submitted:  
Signature: \_\_\_\_\_ Date: 12-21-2018

The survey or map must show:

- 1) Current boundaries (as of March 31, 1997), and
- 2) All previous divisions made after March 31, 1997 (indicate when made or none), and
- 3) The proposed division/combination/conveyance, and
- 4) Dimensions of the proposed division/combination/conveyance, and
- 5) Existing and proposed road/easement rights-of-way, and
- 6) Easements for public utilities from each parcel to existing public utility facilities, and
- 7) Any existing improvements (buildings, wells, septic system, driveways, etc.)
- 8) Any of the features checked in question number 6.

- NA B. A soil evaluation or septic system permit for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public sewer system.
- NA C. An evaluation/indication of approval will occur, or a well permit for potable water for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public water system.
- \_\_\_\_\_ D. Indication of approval, or permit from County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road, easement or shared driveway.
- NA E. A copy of any transferred division rights (S109(4) of the Act) in the parent parcel.
- \_\_\_\_\_ F. A fee of \$ \_\_\_\_\_.
- \_\_\_\_\_ G. Proof of all taxes paid.
- \_\_\_\_\_ H. Other \_\_\_\_\_

## AFFIDAVIT

I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division/combination. Further, I agree to give permission for officials of the municipality, county and the State of Michigan to enter the property where this parcel division/combination is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division/combination which conveys only certain rights under the applicable local land division ordinance, the local zoning ordinance, and the State Land Division Act (formerly representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights).

Finally even if this division/combination is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the divisions/combination made here must comply with the new requirements (apply for division/combination approval again) unless deeds, land contract, leases or surveys representing the approved divisions/combination are recorded with the Register of Deeds or the division/combination is built upon before the changes to laws are made.

APPLICANT'S

Property Owner's Signature



Date: 12-21-2018

OWNER'S AUTHORIZATION IS ON FILE WITH MASON  
CITY COMMUNITY DEVELOPMENT DEPARTMENT



---

**ASSESSOR'S ACTION**

\_\_\_\_\_ Approved

List any conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Denied

State reasons for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Special Assessment – Temple Street: Amount Due \_\_\_\_\_

\_\_\_\_\_ Special Assessment – Riverwalk Meadows Sewer Suspension: Amount Due \_\_\_\_\_

\_\_\_\_\_ Special Assessment – South Cedar Street Sewer Suspension: Amount Due \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**ZONING ADMINISTRATOR'S ACTION**

\_\_\_\_\_ Approved

List any conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Denied

State reasons for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## STRATFORD MASON, MI 48854 (Property Address)

Parcel Number: 33-19-10-04-476-001 [Click here to view local unit data for this parcel](#)



Item 1 of 2 2 Images / 0 Sketches

**Property Owner:** HOMESTEAD ACCEPTANCE CORP

### Summary Information

> Assessed Value: \$2,760 | Taxable Value: \$1,435

> Property Tax information found



Access additional record information for a small convenience fee. \*

> Additional areas of information include: *Delinquent Tax Information*

Show Purchase Options

\* Additional record information is free for all homeowners, click the 'Show Purchase Options' button for more information.

## Owner and Taxpayer Information

<b>Owner</b>	HOMESTEAD ACCEPTANCE CORP 37308 VAN DYKE STERLING HTS, MI 48077	<b>Taxpayer</b>	SEE OWNER INFORMATION
--------------	---	-----------------	-----------------------

## Land Information

<b>Zoning Code</b>	RS2	<b>Total Acres</b>	0.056
<b>Land Value</b>	\$5,512	<b>Land Improvements</b>	\$0
<b>Renaissance Zone</b>	No	<b>Renaissance Zone Expiration Date</b>	No Data to Display
<b>ECF Neighborhood</b>	420 RAYNOR PONDS ESTATES	<b>Mortgage Code</b>	No Data to Display
<b>Lot Dimensions/Comments</b>	No Data to Display	<b>Neighborhood Enterprise Zone</b>	No
<b>Lot(s)</b>		<b>Frontage</b>	
Lot 1		19.00 ft	
		<b>Total Frontage: 19.00 ft</b>	<b>Average Depth: 127.50 ft</b>

## Legal Description

BEG NW COR LOT 63-N 19 FT- E 127.5 FT-S 19 FT- W 127.5 FT TO POB RAYNER PONDS ESTATES SEC 4 T2NR1W CITY OF MASON

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## SANCTUARY MASON, MI 48854 (Property Address)

Parcel Number: 33-19-10-04-426-002 [Click here to view local unit data for this parcel](#)



Item 1 of 1

1 Image / 0 Sketches

**Property Owner:** HOMESTEAD ACCEPTANCE CORP

### Summary Information

> Assessed Value: \$249,680 | Taxable Value: \$99,915 > Property Tax information found



Access additional record information for a small convenience fee. \*

> Additional areas of information include: *Delinquent Tax Information*

Show Purchase Options

\* Additional record information is free for all homeowners, click the 'Show Purchase Options' button for more information.

## Owner and Taxpayer Information

<b>Owner</b>	HOMESTEAD ACCEPTANCE CORP 37308 VAN DYKE STERLING HGTS, MI 48077	<b>Taxpayer</b>	SEE OWNER INFORMATION
--------------	--	-----------------	-----------------------

## Land Information

<b>Zoning Code</b>	RS2	<b>Total Acres</b>	60.970
<b>Land Value</b>	\$499,365	<b>Land Improvements</b>	\$0
<b>Renaissance Zone</b>	No	<b>Renaissance Zone Expiration Date</b>	No Data to Display
<b>ECF Neighborhood</b>	416 RAYNER PONDS-SANCTUARY AND #3	<b>Mortgage Code</b>	No Data to Display
<b>Lot Dimensions/Comments</b>	No Data to Display	<b>Neighborhood Enterprise Zone</b>	No

Lot(s)	Frontage	Depth
--------	----------	-------

No lots found.

Total Frontage: 0.00 ft

Average Depth: 0.00 ft

## Legal Description

N 120 RDS OF S/E 1/4 OF SEC 4 EXC PLATS OF RAYNER PONDS ESTATES NO 2 RAYNER PONDS ESTATES NO 3 & RAYNER PONDS SANCTUARY. ALSO EXC BEG AT PT ON NS 1/4 LN N0D28'58"E 660.13 FT FROM S 1/4 COR OF SEC 4 - N0D28'58"E 1982.19 FT TO CEN OF SEC - S89D23'32"E ALNG EW 1/4 LN 730.04 FT - S0D36'28"W 50.22 FT - S60DW 70 FT - S13D53'08"W 415.29 FT - S30DE 70 FT - S32D22'45"W 227.48 FT - S15DE 15.23 FT - SW'LY 116.82 FT ALNG 292.5 FT RAD CURVE TO LEFT. CHD BRG S63D33'30"W 116.05 FT - S52D07'01"W 29.51 FT - SE'LY 165.22 FT ALNG 508 FT RAD CURVE TO RT, CHD BRG S 34D12'51"E 164.5 FT - S65D06'13"W 201 FT - S12D16'47"E 134.11 FT - S12D57'13"W 134.11 FT - S35D00'45"W 100.73 FT - S45D32'42"E 135 FT - S44D27'18"W 66 FT - S45D32'42"E 66 FT - S44D27'18"W 99.46 FT - S0D29'W 328.36 FT - N89D14'20"W 251.5 FT TO POB. FUTURE PHASES, RAYNER POND SANCTUARY, SEC 4, T2NR1W CITY OF MASON SPLIT ON 08/26/2002 FROM 33-19-10-04-426-001; FOR 2003

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BENCHMARK-TOP MAIN STEAMER ON  
HYDRANT AT INTERSECTION STRATFORD  
DRIVE & EATON DRIVE.  
ELEVATION 906.91 NAVD 88

## LEGEND

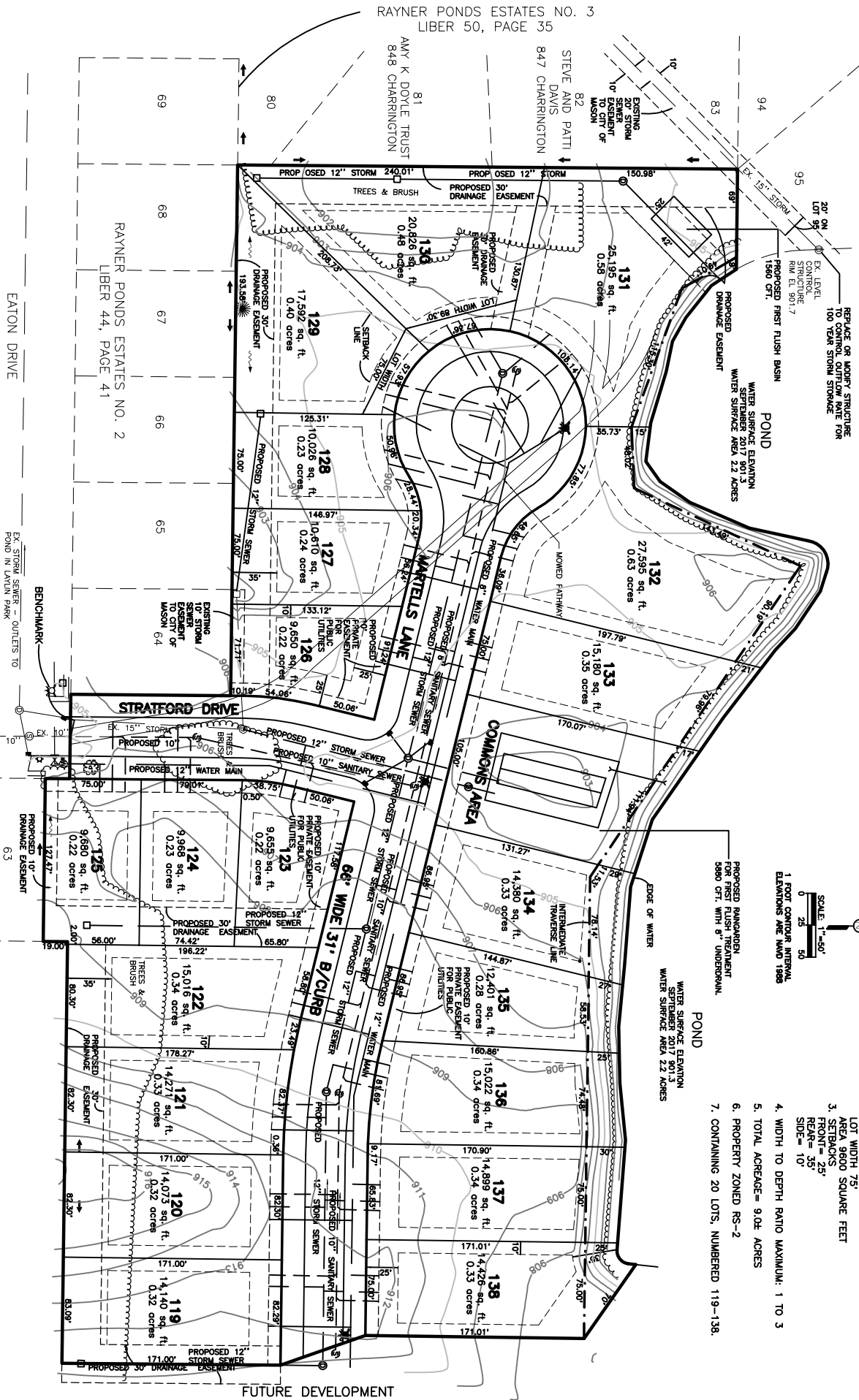
- | PROPOSED         | EXISTING |
|------------------|----------|
| ⑩                | ⑩        |
| STORM MANHOLE    |          |
| ⑨                | ⑨        |
| SANITARY MANHOLE |          |
| —                | —        |
| SANITARY SEWER   |          |
| —                | —        |
| STORM SEWER      |          |
| —                | —        |
| HYDRANT          |          |
| —                | —        |
| WATERMAIN        |          |
| □                | ■        |
| CATCH BASIN      |          |
| ~                | →        |
| SURFACE FLOW     |          |

PRELIMINARY PLAT  
OF  
RAYNER PONDS ESTATES NO. 4

A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 OF SECTION 4,  
T2N, R1W, CITY OF MASON, INGHAM COUNTY, MICHIGAN

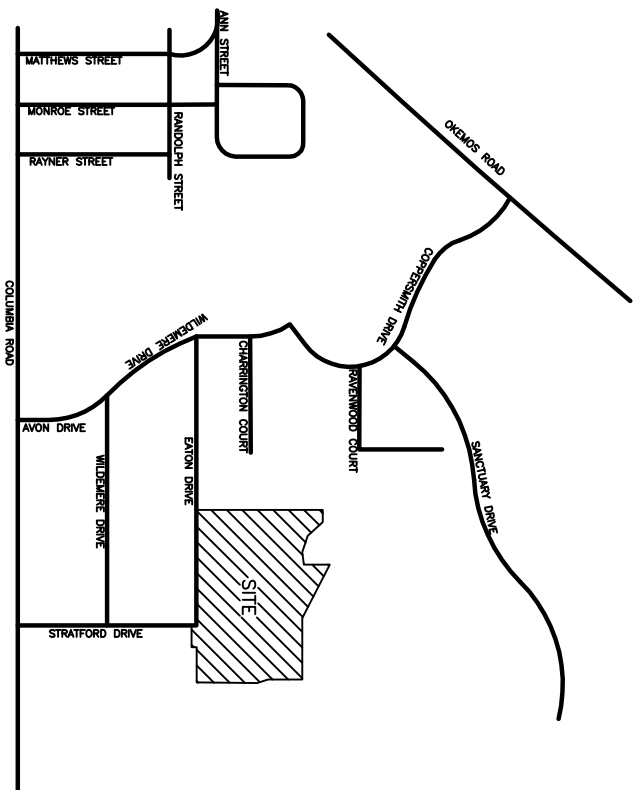
- NOTES  
1. ALL LOTS TO BE SERVED WITH PUBLIC  
SANITARY SEWER, PUBLIC WATER AND PUBLIC  
STORM SEWER. ALL LOTS WILL HAVE A SERVICE  
LEAD FOR EACH PUBLIC UTILITY.

4. WIDTH TO DEPTH RATIO MAXIMUM: 1 TO 3
5. TOTAL ACREAGE= 9.04 ACRES
6. PROPERTY ZONED RS-2
7. CONTAINING 20 LOTS, NUMBERED 119-138.



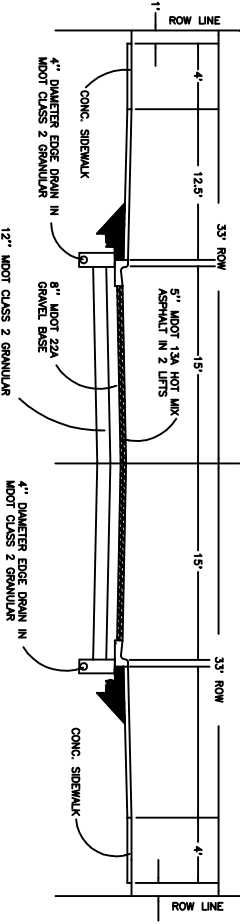
# LOCATION MAP

NO SCALE



LEGAL DESCRIPTION  
PROPOSED RAYNER PONDS ESTATES NO. 4  
PARCEL NUMBER 33-19-10-04-476-001 AND PART OF 33-19-10-04-426-002

A parcel of land in the Southeast 1/4 of Section 4, T2N, R1W, City of Mason/Ingham County, Michigan, the surveyed boundary of said parcel being described as commencing at the South 1/4 Corner of Section 4, T2N, R1W, Michigan Meridian; thence S89°14'40"E, along the South Section line, 1456.14 feet; thence N00°29'00"E, 66.00 foot to the Northeast Corner of Lot 64, Royner Ponds Estates No. 2, recorded in Liber 44 of Plats, Pages 41 and 42; Ingham County Records and the POINT OF BEGINNING; thence N00°29'00"E, along the Eastern line of Royner Ponds Estates No. 2, 1235.00 feet; thence N89°14'40"E, along the Northernly line of Royner Ponds Estates No. 2, 415.28 feet to the Northeast Corner of Lot 68, Royner Ponds Estates Nos. 2 and the Southeast Corner of Lot 80, Royner Ponds Estates No. 3, recorded in Liber 50 of Plats, Pages 35, 36 and 37; Ingham County Records; thence N00°29'00"E, along the Eastern line of Royner Ponds Estates No. 3, 380.93 feet; thence S89°14'40"E, along the eastern line of Royner Ponds Estates No. 3, 66.00 foot to the point of an intermediate intersection of an unnamed road, said point being the intersection of the road with the Eastern line of the Northeast 1/4 of Section 4, T2N, R1W, Michigan Meridian; thence S89°14'40"E, 9 feet to the Northeast Corner of Lot 64, Royner Ponds Estates No. 2, recorded in Liber 44 of Plats, Pages 41 and 42; Ingham County Records; thence S89°14'40"E, 49.01 feet; thence S55°56'23"E, 293.82 feet; thence S89°14'40"E, 361.15 feet to a point on said intermediate intersection; thence S55°00'00"E, 70.29 feet from the western edge; thence S00°45'40"W, 171.01 feet; thence S00°29'00"E, 70.27 feet; thence S00°29'37"W, 171.00 feet; thence N89°14'40"W, 329.93 feet; thence S00°29'37"W, 37.00 feet to the Northeast Corner of Lot 63, Royner Ponds Estates, recorded in Liber 36 of Plats, Pages 50 and 51; Ingham County Records; thence along the Northernly Boundary of Royner Ponds Estates the following four courses: N89°14'40"W, 127.47 feet; thence N00°29'00"E, 19.00 feet; thence N89°14'40"W, 66.00 feet the point of beginning; said parcel contains 9.0 acres.




**TYPICAL ROAD CROSS SECTION**

**NO SCALE**

**PROPOSED PUBLIC STREETS  
APPLIES TO  
STRATFORD DRIVE AND MARTELLS LANE**

DATE	REVISIONS	DATE	REVISIONS
01/03/18	ADD SETBACKS AND REVERSE CROSS SECTION	12/20/18	ADD SHEETS 2 AND 3
09/14/18	ADD SERVICE LINES, ELIMINATE COMMONS WAY, LOT 129 LARGER, ADD DRAINAGE ELEMENTS		
11/06/18	ADD STORM SEWER AT BACK LOTS 127 AND 128, ADD RAINGARDEN FOR FIRST FLUSH TREATMENT, REVERSE LOTS 129 - 134		
12/03/18	CHANGES FOR DRAIN OFFICE, ADD 4 LOTS		

ESE JOB# 33-3119 Preliminary Plat.dwg



ENGINEERING & ENGINEERING  
803 N. CEDAR RD. BOX 87  
MASON, MICHIGAN 48854-0087  
P: 517-519-9252  
FAX: 517-519-6675

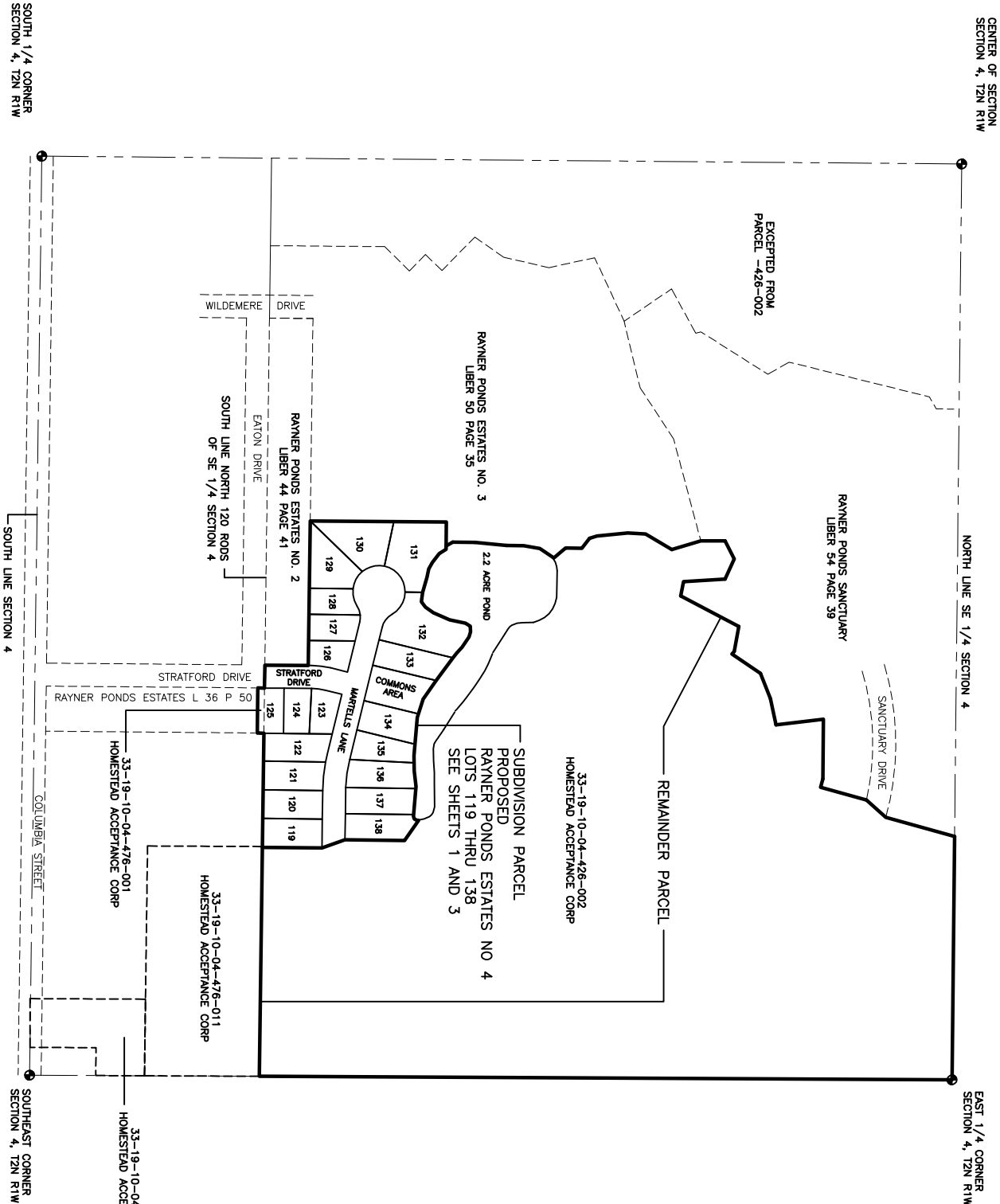
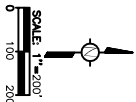
**PRELIMINARY PLAT**

**RAYNER PONDS ESTATES NO. 4**

HORIZ SCALE: 1" = 50'

SHEET 1 OF 3

PRELIMINARY PLAT  
OF  
RAYNER PONDS ESTATES NO. 4  
A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 OF SECTION 4,  
T2N, R1W, CITY OF MASON, INGHAM COUNTY, MICHIGAN



LEGAL DESCRIPTION  
PARCEL NUMBER 33-19-10-04-426-002  
N 120 RDS OF S/E 1/4 OF SEC 4 EXC PLATS OF RAYNER PONDS ESTATES NO. 2 RAYNER PONDS ESTATES NO. 3 & RAYNER PONDS SANCTUARY. ALSO EXC BEG AT PT ON NS 1/4 LN N02D8°58'E 660.13 FT FROM S 1/4 COR OF SEC 4 - N02D8°58'E 1982.19 FT TO CEN OF SEC - S89D23°32'E ALNG EW 1/4 LN 730.04 FT - S00D36°28'W 50.22 FT - S80D°W 70 FT - S13D53°08'W 415.29 FT - S30D°E 70 FT - S32D22°45'W 227.48 FT - S15D°E 15.23 FT - SWLY 116.82 FT ALNG 292.5 FT RAD CURVE TO LEFT, CHD BRG S63D33°30'W 116.05 FT - S92D07°01'W 29.51 FT - SELY 165.22 FT ALNG 508 FT RAD CURVE TO RT, CHD BRG S 34D12°51'E 164.5 FT - S85D06°13'W 201 FT - S12D16°47'E 134.11 FT - S12D57°13'W 134.11 FT - S35D00°45'W 100.73 FT - S45D32°42'E 135 FT - S44D27°18'W 66 FT - S45D32°42'E 66 FT - S44D27°18'W 99.46 FT - S00D29°W 328.36 FT - N89D14°20'W 251.5 FT TO POB. FUTURE PHASES, RAYNER POND SANCTUARY, SEC 4, T2N R1W CITY OF MASON SPLIT ON 08/26/2002 FROM 33-19-10-04-426-001; FOR 2003

CURRENT PROPERTY OWNER  
HOMESTEAD ACCEPTANCE CORP  
37308 VAN DYKE  
STERLING HEIGHTS MI 48077

FUTURE OWNER AND PROPRIETOR  
GIGUERE HOMES  
6200 PINE HOLLOW DRIVE STE 100  
EAST LANSING MI 48823

ENGINEER AND SURVEYOR  
RON ENGER P.S. PE  
ENGERR SURVEYING AND ENGINEERING  
805 N CEDAR ROAD PO BOX 87  
MASON MI 48854

DATE	REVISIONS



ENGERR SURVEYING & ENGINEERING  
805 N. CEDAR, PO BOX 87  
MASON, MICHIGAN 48854-0087  
TEL 517-676-6675  
FAX 517-676-6675

PRELIMINARY PLAT  
RAYNER PONDS ESTATES NO. 4

HORIZ. SCALE: 1"= 200'  
SHEET 2 OF 3

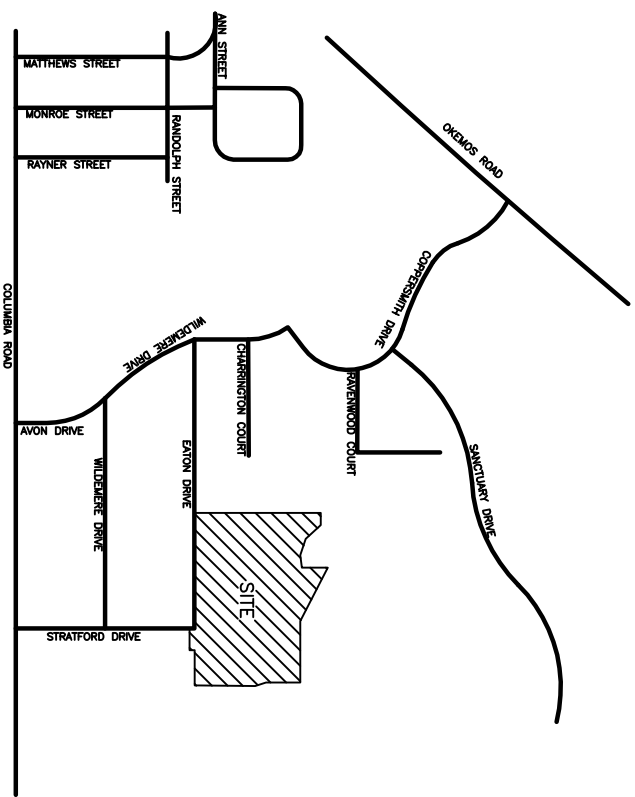
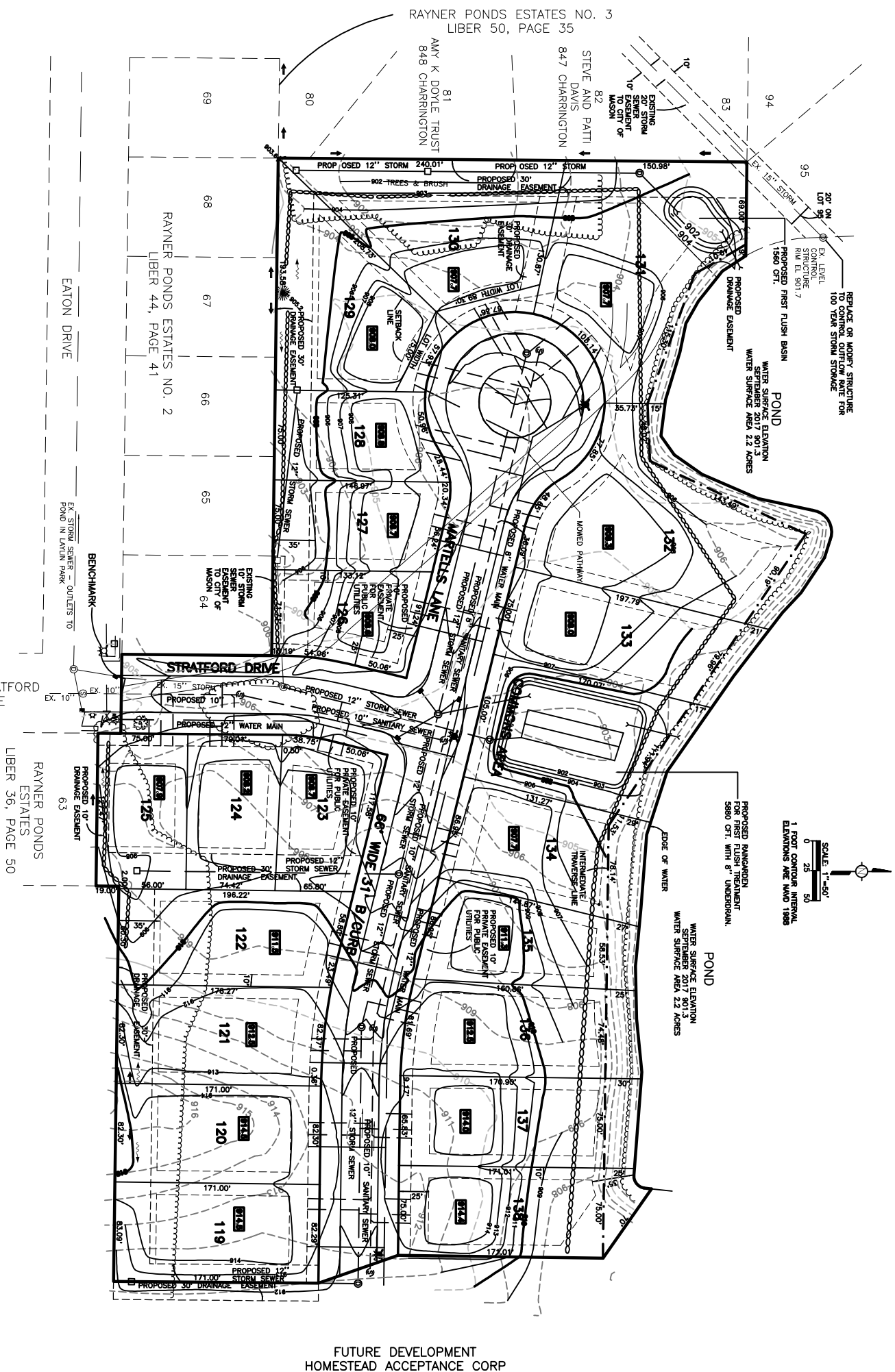
PLAN DATE: DECEMBER 20, 2018

BENCHMARK-TOP MAIN STEAMER ON  
HYDRANT AT INTERSECTION STRATFORD  
DRIVE & EATON DRIVE.  
ELEVATION-906.91 NAVD 88

# PRELIMINARY PLAT OF

## RAYNER PONDS ESTATES NO. 4

A SUBDIVISION OF PART OF THE SOUTHEAST 1/4 OF SECTION 4,  
T2N, R1W, CITY OF MASON, INGHAM COUNTY, MICHIGAN



# LOCATION MAP

NO SCALE

NO SCALE

## LEGEND

PROPOSED EXISTING

STORM MANHOLE ①

SANITARY MANHOLE ②

SANITARY SEWER

STORM SEWER

HYDRANT

WATER MAIN

CATCH BASIN

SURFACE FLOW

CONTOURS

SPOT ELEVATIONS

GARAGE FLOOR

SILT FENCE

TREES & BRUSH

910

905

SE

CB

WM

SS

SF

SM

GF

NOTES  
1 - 1

1. ADD 1/2 FEET TO PROPOSED GARAGE FLOOR ELEVATION TO GET FIRST FLOOR ELEVATION
2. SUBTRACT 7.0 FEET FROM PROPOSED GARAGE FLOOR ELEVATION TO GET BASEMENT FLOOR ELEVATION FOR 8 FEET TALL BASEMENT
3. SUBTRACT 8.0 FEET FROM PROPOSED GARAGE FLOOR ELEVATION TO GET BASEMENT FLOOR ELEVATION FOR 9 FOOT TALL BASEMENT
4. FOLLOWING APPROVAL OF THE FINAL PRELIMINARY PLAN AND PURSUANT TO CONDITION 2(A), IN JANUARY 22, 2018, TENTATIVE APPROVAL OF THE PRELIMINARY PLAN, A MASTER GRADING PLAN WITH FINAL PROPOSED GROUND SURFACE AND STREET ELEVATIONS WILL BE SUBMITTED WITH THE CONSTRUCTION PLANS FOR APPROVAL.

CURRENT PROPERTY OWNER HOMESTEAD ACCEPTANCE CORP 37308 VAN DYKE STERLING HEIGHTS MI 48077	FUTURE OWNER AND PROPRIETOR GIGUEHE HOMES 6200 PINE HOLLOW DRIVE STE 1000 EAST LANSING MI 48823
--	--

ENGINEER AND SURVEYOR  
RON ENGER PS PE  
ENGNER SURVEYING AND ENGINEERING  
805 N CEDAR ROAD PO BOX 87  
MASON MI 48854

PLAN DATE: DECEMBER 20, 2018

**PRELIMINARY PLAT  
RAYNER PONDS ESTATES NO. 4  
GRADING PLAN**

**HORZ SCALE: 1"= 50'**





## City Manager's Report: January 4, 2019

### ACTIVE PRIVATE PROJECTS STATUS UPDATES

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	Building permit active for interior renovations; restore second entrance doors on Jefferson St.; replace door and add concrete pad at alley entrance. The HDC approved a Certificate of Appropriateness for doors on 9/17/18.
402 S. Jefferson (former Baja Grill)	Bids were received on 10/5/18 and project is on track for grant authorization.
201 W. Ash City Hall	The T-Mobile contract to co-locate on the radio tower has been signed and a building permit has been issued. Anticipate installation of equipment to begin this winter.
Pending Subdivisions: Enclave at Rayner Ponds (19 lots, 1 park) and Rayner Ponds – Phase 4 (16 lots)	Subdivisions require three stages of approval before site plan approval and building permits can be issued – Tentative Preliminary Plat/Final Preliminary Plat/Final Plat. Current stage for both: The City has approved a Tentative Preliminary Plat for both projects (Stage 1) and is waiting to receive an application for Final Preliminary Plat (Stage 2). Staff anticipates the applicant will submit a Final Preliminary Plat for Rayner Ponds – Phase 4 in December.
154 W. Maple (former shoe store)	The Planning Commission approved the Final Site Plan on December 11 meeting. 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.
118 W Oak Former school administration building	Two applications received - one to re-zone the property to C1 Central Business District, the second for Final Site Plan approval for the use of the property as an entertainment venue with an escape room on the 2 <sup>nd</sup> floor and arcade on the first floor. Staff is working with applicant to obtain complete information necessary for evaluating the proposal.

### OPERATIONS AND COMMUNITY RELATIONS

- A Public Hearing will be held on Tuesday, January 15, 2019 regarding a preliminary plat for future development as part of Phase 4 of the existing Rayner Ponds Estates development (notice attached).
- February 7, 2019 will be the MACC 2019 Awards Dinner (notice attached). Among other Awards and Recognitions, Fire Chief, Kerry Minshall, will be awarded The Citizen of the Year Award. Councilmembers, please let Dana Martin know if you wish to attend by January 17<sup>th</sup>.
- February 11, 2019 is tentatively planned for the joint City Council and Planning Commission meeting for the Continuous 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 22<sup>nd</sup>.
- Summary from MML of legislation that was passed in the last few months is attached for your reference.

### Staffing Updates:

- New Hires/Promotions: Jeff Rewerts was promoted to Utility Foreman- POTW effective January 6, 2019.
- Open Positions: Police Officer position has been posted, applications due by January 11, 2019. DPW Laborer position has been posted, applications due by January 4, 2019.

## LARGE PUBLIC PROJECTS

FY 2018-2019			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
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	Project has been let through the MDOT system. Rieth Riley is low bidder.	
2017-S10	Sidewalk Program - Summerwood	Documents prepared for a Jan advertisement and spring construction.	
2018-S1	MDOT- Temple Street Safety Grant	Project is funded for FY19 (Oct. 1- Sept. 30). Package to be submitted to MDOT.	
2018-S32	Columbia - Cedar to US 127	Complete	Sep
	MDOT – South Street Bridge Repair	Complete	Nov
	MDOT – Cedar/Ash intersection	MDOT does not have a start date yet.	
	MDOT – Steele Street signaled pedestrian crossing	Complete	Aug
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
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	After 2017-U3	
2017-U6	Abandon Wells by Airport	Project on hold; filed FAA permit to do work – up to 45-day response period.	
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	Work scheduled for spring construction	
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 December to coordinate with other projects involving BS&A software.	
2018-U36	Sewer Push Camera Replacement	Complete	Nov
2018-U37	Log Jam Removal Sycamore Creek	Complete	Nov
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
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	Bid packets announcement will go out December 16 Bid opening January 4 2019.	



<b>MOTOR VEHICLE POOL (MVP)</b>			
<b>2017-MVP6</b>	1/2 Ton 2x4 Pickup Truck	Complete	Sep
<b>2017-MVP7</b>	Mower	Complete	Jul
<b>2017-MVP8</b>	Police Cars	On order	
<b>2017-MVP9</b>	Large Items (Leaf Vacuum)	Complete	Nov
<b>2017-MVP10</b>	5-yard Dump/Plow Trucks	Cab/Chassis (City Council consideration 12.14.18)	
<b>2017-MVP18</b>	Command Vehicle	Complete	Oct
<b>2017-MVP30</b>	Front End Material Loader	Complete	Nov
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B1</b>	Library- Facility Evaluation	In progress	
<b>2017-B3.1</b>	Police: Portable Radios	Complete	Oct
<b>2017-B4</b>	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows.	
<b>2017-B6</b>	Fire: Fire Engine 809/Tower 808	Recommendation to City Council	
<b>2018-B4</b>	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
<b>2018-B4</b>	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
<b>2018-B6</b>	IT: AV Room Technology Patch	Evaluation is complete; staff are reviewing	
<b>2018-B7</b>	Planning: Cedar/127 Corridor (Transportation and Land Use)	Drafting scope/RFP	
<b>2018-B24</b>	City Hall Rental Space Furniture Replacement	Not started, evaluation planned during winter	



# PUBLIC NOTICE

## 2019 MASON PUBLIC MEETINGS

*All public meetings are held at City Hall*

CITY COUNCIL 7:30 PM (1 <sup>st</sup> & 3 <sup>rd</sup> Monday)	DOWNTOWN DEVELOPMENT AUTHORITY 10:00 AM (1 <sup>st</sup> Wednesday, as needed)
January 7 & 21	January No January Meeting
February 4 & 18	February 6
March 4 & 18	March 6
April 1 & 15	April 3
May 6 & 20	May 1
June 3 & 17	June 5
July 1 & 15	July 3
August 5 & 19	August 7
September 9 & 23 (2 <sup>nd</sup> & 4 <sup>th</sup> Monday)	September 4
October 7 & 21	October 2
November 4 & 18	November 6
December 2 & 16	December 4

HISTORIC DISTRICT COMMISSION 6:00 PM (3 <sup>rd</sup> Monday, as needed)	PLANNING COMMISSION 6:30 PM (2 <sup>nd</sup> Tuesday after the 1 <sup>st</sup> Monday)	ZONING BOARD OF APPEALS 5:30 PM (2 <sup>nd</sup> Wednesday, as needed)
January 21	January 15	January 9
February 18	February 12	February 13
March 18	March 12	March 13
April 15	April 9	April 10
May 20	May 14	May 8
June 17	June 11	June 12
July 15	July 9	July 10
August 19	August 13	August 14
September 16	September 10	September 11
October 21	October 15	October 9
November 18	November 12	November 13
December 16	December 10	December 11

**Resources:** More Questions? Please Contact our Customer Service Desk at 517.676.9155.

1.1.2019 (City Clerk)

# Michigan Association of Planning's 2019 Training Workshops for Planning & Zoning Officials

## PLANNING & ZONING ESSENTIALS | 11 am - 4:30 pm March 13, Frankenmuth March 14, Taylor March 20, Kalamazoo

This program is a robust introduction for new planning commissioners and zoning board of appeals members, but also a great refresher for more experienced officials looking to build upon existing knowledge. Public hearing procedures, site plan review, master planning, zoning ordinances, variances, how to determine practical difficulty, and standards for effective decision-making are covered.

**Light meal provided.**

## ZONING ADMINISTRATION | March 6, Mount Pleasant 11 am - 4:30 pm | 3 Master Citizen Planner Credits

The zoning administrator is responsible for ensuring the integrity and effectiveness of the zoning process and for the public support it receives. Since he or she is often the initial contact with affected property owners, intelligent administration and enforcement conducted with sensitivity to public relations is essential. This program is for zoning administrators in rural, suburban, or urban settings as well as municipal officials, other staff members, or citizens interested in a more complete understanding of all facets of zoning administration. **Light meal provided.**

## MASTER PLANNING PROCESS | March 7, Gaylord 5 pm - 9 pm | 3.5 Master Citizen Planner Credits

This workshop is designed for those communities updating existing master plans as well as those creating entirely new ones. Roll up your sleeves and learn step-by-step about the requirements, components, and stakeholder involvement you'll need to organize when drafting or amending a master plan. **Light meal provided.**

## SITE PLAN REVIEW | March 13, Frankenmuth 5 pm - 9 pm | 3.5 Master Citizen Planner Credits

This program will demonstrate the site plan review and approval process and provide practical tools and techniques on how to read a site plan. You'll discuss site design principles, such as pedestrian and traffic considerations, lighting, utilities, ADA compliance, inspections, and landscaping. Participants in this hands-on workshop receive an engineering scale, turning template, and a sample site plan to evaluate. **Light meal provided.**

## MANAGING RISK: MAKING SOUND PLANNING & ZONING DECISIONS | March 20, Kalamazoo 5 pm - 8 pm | 2.5 Master Citizen Planner Credits

As more communities face litigation related to planning and zoning decisions, this is essential training for all elected officials, planning commissioners and zoning board of appeals members and emerging planning professionals. Topics include identifying a conflict of interest, applying discretionary standards during special land use reviews, reasonable expectations of a developer and how your comprehensive plan can minimize risk. **Light meal provided.**

# REGISTRATION FORM

Complete one form per registrant.

## CONTACT INFORMATION:

NAME

AFFILIATION

EMAIL (confirmations and directions will be sent via email)

PHONE (with area code)

BILLING ADDRESS (include apt. or suite #)

CITY

STATE

ZIP

Please list any special needs (dietary restrictions, barrier free access, etc.)

☐ I'm a MAP Member

☐ Join MAP now for \$60 and receive member discount. As a bonus, you will receive membership through June 2020.

MEMBER RATES	NON-MEMBER RATES	*Apply a \$25 late fee if you register LESS THAN 5 business days before workshop*
<input type="checkbox"/> \$100 <input type="checkbox"/> \$100 <input type="checkbox"/> \$100	<input type="checkbox"/> \$130 <input type="checkbox"/> \$130 <input type="checkbox"/> \$130	<b>Planning &amp; Zoning Essentials</b> March 13   Frankenmuth March 14   Taylor March 20   Kalamazoo
<input type="checkbox"/> \$110	<input type="checkbox"/> \$135	<b>Zoning Administration</b> March 6   Mount Pleasant
<input type="checkbox"/> \$95	<input type="checkbox"/> \$125	<b>Master Planning Process</b> March 7   Gaylord
<input type="checkbox"/> \$110	<input type="checkbox"/> \$135	<b>Site Plan Review</b> March 13   Frankenmuth
<input type="checkbox"/> \$95	<input type="checkbox"/> \$125	<b>Managing Risk</b> March 20   Kalamazoo
<input type="checkbox"/> \$25		<b>Student (Full time) Member Rate</b> List workshop and date:

## PAYMENT INFORMATION: TOTAL:

☐ Check enclosed ☐ Invoice Me ☐ Visa ☐ Master Card  
Make checks payable to: Michigan Association of Planning

CARD #

EXPIRATION DATE

SECURITY CODE

SIGNATURE

**Forms can be mailed, faxed, or emailed to:**

Michigan Association of Planning  
1919 W. Stadium Blvd, Suite 4, Ann Arbor, Michigan 48103  
p: (734) 913-2000 | f: (734) 913-2061 | info@planningmi.org

**Register online | [www.planningmi.org](http://www.planningmi.org)**

**Registration Policy:** For cancellations received in writing 5 business days prior to the workshop, a refund (minus a \$25 administration fee) will be given. Those received less than 5 days prior will not be refunded. You may send a substitute or receive workshop materials in the mail.

## THE MASTER CITIZEN PLANNER CREDENTIAL

**P**articipants who complete the Citizen Planner Classroom Program or Citizen Planner Online are eligible to earn the Master Citizen Planner (MCP) credential. In addition to completing the course, the MCP credential requires passing an online exam and capstone presentation, and meeting annual continuing education requirements.

Master Citizen Planners may receive incentives, such as future course discounts, exclusive training opportunities, and scholarships for annual conferences and regional training offered by partnering organizations. The MCP designation is an achievement recognized as the standard of excellence among planning officials and community leaders in Michigan.



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Photo @ istock.com/Chonlchai

### For More Information

To learn more about the Citizen Planner Classroom Program or to register for Citizen Planner Online, contact Janean Danca, Citizen Planner coordinator, at 269-657-8213 or [cplanner@msu.edu](mailto:cplanner@msu.edu). Visit <http://citizenplanner.msu.edu/>.

## MICHIGAN STATE UNIVERSITY | Extension

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MICHIGAN STATE  
UNIVERSITY | Extension

# Citizen Planner Program

A Land Use Training and Certificate Course for Community Land Use Decision-Makers

CITIZEN PLANNER IS A PROGRAM OF MSU EXTENSION



# The Citizen Planner Program

MICHIGAN STATE UNIVERSITY | Extension

**The Michigan State University (MSU) Extension Citizen Planner Program offers land use education for locally appointed and elected planning officials, zoning administrators and interested residents throughout Michigan.**

Citizen Planner is a time-tested educational program proven to be comprehensive without being overwhelming. The program is delivered locally to provide a convenient way for busy community leaders to obtain the latest technical knowledge and the proficiency they need to perform their duties more effectively and responsibly.

## WHY CITIZEN PLANNER?

Local officials have a responsibility to help their communities manage the impacts of economic change and be part of the solutions to challenges their communities face. Local communities that proactively plan to succeed in the New Economy can improve their quality of life and overall sustainability. The Citizen Planner Program empowers local officials to shape the future of their communities by providing them with the tools and education they need to lead.

MSU Extension awards Citizen Planner Classroom Program participants a certificate of completion.

## CITIZEN PLANNER CURRICULUM: Classroom Program

Instructors for the training program include MSU faculty, MSU Extension educators, planners and attorneys. The classroom program consists of six sessions:



- **Understanding the Planning and Zoning Context –** Learn the legal framework for your role, know the sources and limitations of planning and zoning authority, and explore your understanding of ethical decision-making.
- **Planning for the Future of Your Community –** Recognize the function and importance of a master plan, know the statutory and general process for developing one, and understand the master plan's relationship to zoning.
- **Implementing the Plan with Zoning –** Discover the importance of zoning, learn how zoning is administered and gain confidence in your zoning reviews, including site plans.
- **Making Zoning Decisions –** Know how to adopt and amend a zoning ordinance, understand the role of the zoning board of appeals and obtain skills in basic property development methods.
- **Using Innovative Planning and Zoning –** Reflect on the ways your community has changed over time, learn innovative urban and rural planning and zoning

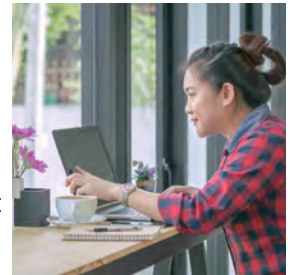
techniques, and strategize with placemaking and design-based solutions for local and regional success in the New Economy.

- **Successfully Fulfilling Your Role –** Strengthen your skills in analyzing how to proceed through an ethical issue, reinforce your ability to apply standards to your decision-making and know when to ask for help.

## ALSO AVAILABLE:

## Citizen Planner Online

Citizen Planner Online includes similar content to the classroom program, but it is offered in a flexible, self-paced, online format. Citizen Planner Online is different from other courses



– the concepts are conveyed through stories about issues unfolding in a fictitious community called Spartyville. The situations Spartyville planning officials face are similar to those many communities must address. The online series of seasons and episodes follows a creative storyline that all learners will enjoy. All you need is a broadband internet connection and a computer, laptop or tablet. The online version of the program includes access to:

- Resources similar to the classroom program.
- Relevant web resources, decision-making tools and online exercises.



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## Citizen Planner Program

A Land Use Training and Certificate Course for  
Community Land Use Decision-Makers

Citizen Planner is a time-tested educational program proven to be comprehensive without being overwhelming. The program is delivered locally to provide a convenient way for busy community leaders to obtain the latest technical knowledge and the proficiency they need to perform their duties more effectively and responsibly.



### Citizen Planner Classroom Sessions

Citizen Planner instructors include MSU Faculty, MSU Extension educators, planners and attorneys. The classroom program consists of six sessions:

- **Understanding the Planning and Zoning Context** – Learn the legal sources and limitations of planning and zoning authority, and explore your understanding of ethical decision-making.
- **Planning for the Future of Your Community** – Recognize the function and importance of a master plan, know the process for developing one and its relationship to zoning.
- **Implementing the Plan with Zoning** – Discover the importance of zoning, learn how zoning is administered and gain confidence in your zoning reviews, including site plans.
- **Making Zoning Decisions** – Learn how to adopt and amend a zoning ordinance, understand the role of the zoning board of appeals and obtain skills in basic property development methods.
- **Using Innovative Planning and Zoning** – Strategize with placemaking and design-based solutions for local and regional success in the New Economy.
- **Successfully Fulfilling Your Role** – Strengthen your ethical decision-making skills, apply standards to your decision-making and know when to ask for help. Also Available: Citizen Planner Online



### Contact

Janean Danca, Citizen Planner  
coordinator, 269-657-8213 or  
[cplanner@msu.edu](mailto:cplanner@msu.edu).  
Visit <http://citizenplanner.msu.edu>.





# Citizen Planner



MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Jeffrey W. Dwyer, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned.

## Classes start

### Understanding the Planning and Zoning Context

6 p.m. – 9 p.m.

### Planning for the Future or Your Community

6 p.m. – 9 p.m.

### Implementing the Plan with Zoning

6 p.m. – 9 p.m.

### Making Zoning Decisions

6 p.m. – 9 p.m.

### Using Innovative Planning and Zoning

6 p.m. – 9 p.m.

### Successfully Fulfilling Your Role

6 p.m. – 9 p.m.

## Course Fee

The course fee is \$295 per participant for the complete core program. The fee covers registration and course materials. Participants that complete all six sessions will receive a certificate of completion.

## How to Register

Online registration is available. Payment can be made by credit card, check. Group registration is also available online. The registration deadline is one week before class begins.

## Grants/Scholarships

A grant program, Risk Reduction Grant Program (RRGP), may be available from your community's liability insurance provider. Michigan Township Participating Plan offers to its municipal members one per community, which covers the complete registration cost reimbursement for completion of the Citizen Planner Program. Contact **Karen Zielinski**; [kzielinski@tmhcc.com](mailto:kzielinski@tmhcc.com) or 800-783-1370 for more information. For member governments of the Michigan Municipal Risk Management Authority (MMRMA), contact **Cara Kowal** at 800-243-1324 for more information regarding grants for education and training through the Risk Avoidance Program (RAP). For municipalities obtaining insurance through Nickel & Saph, Inc. Insurance Agency contact **Stephen R. Saph, Jr.** at 586-463-4573 or [stephenjr@nickelsaph.com](mailto:stephenjr@nickelsaph.com). Contact your local community liability risk insurance carrier to see if similar grants or scholarships are available.

## Persons with Disabilities

Persons with disabilities may request accommodations by calling Janean Danca at 269-657-8213 two weeks prior to the event to ensure sufficient time to make arrangements. Requests made less than two weeks prior to the event will be met if possible.



## **Transforming the Knowledge Gap for Local Planning Officials: Impacts of Continuing Education in a Master Citizen Planner Program**

### **Abstract**

In an era of increasing complexity, the majority of local land-use decisions in the United States are made by volunteer citizen planners. Often these elected or appointed volunteers enter their positions with a passion for their communities but without appropriate background training. The Michigan Citizen Planner Program was developed to address this gap. The study described in this article investigated the self-assessed impacts on graduates of basic and advanced training. Findings suggest that training conducted as the result of collaboration by university Extension, other state agencies, and nonprofit groups is essential to realizing the positive community development impacts expected by citizens and local officials.

**Keywords:** [citizen planner](#), [volunteer training](#), [training impacts](#), [continuing education](#), [quiet revolution](#)

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Construction  
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University  
East Lansing, Michigan

## **Introduction**

In U.S. democracy, planning and zoning decisions are largely conducted at the local level (Cullingworth & Caves, 2009). At the heart of these decisions are the locally appointed planning officials who make zoning recommendations, adopt plans, and review development proposals. It is estimated that there are 90,056 local units of government (Hogue, 2012), comprising both elected officials and, in a greater number, appointed officials charged with these important decisions. Yet despite a half dozen states that require mandatory training (Samson, 2008), local land-use decisions are made primarily by citizen volunteers with little to no formal training.

In addition, the complexity of local land-use decision making has increased substantially (Sullivan, 2012). Topics such as climate adaptation, resiliency planning, sustainable development, and place making require the attention of volunteer planning officials who struggle just to meet the basic responsibilities of their appointed duties. For example, since Hurricane Katrina hit New Orleans and, more recently, Hurricane Sandy leveled devastating effects on East Coast communities and infrastructure, local officials have been forced to contemplate and respond to increased complexities



in local land-use decision making, including natural hazards planning and disaster recovery (Schwab, 2015).

Recent research of local planning officials in northwest lower Michigan, where significant growth was taking place, revealed that "most planning officials in the region were appointed with no prior background, little understanding of their roles, and no training upon being elected or appointed" (Solomon & Pape, 2014, p. 3). The need for training and education also had been recognized by the Michigan Land-Use Leadership Council appointed in 2003 by former governor Jennifer Granholm. A report by the council included the recommendation that "60 percent of planning and zoning officials complete basic land-use planning, zoning, and smart growth educational programs by 2010 and document participation in such programs within 1 year of appointment" (Cullen, Norris, Beyea, Geith, & Rhead, 2006, p. 4; Granholm, 2003). In addition, research of Michigan planning officials statewide in 2006 revealed that nearly 80% felt that continuing education was an appropriate requirement for continuing to serve as a planning official (Cullen et al., 2006, p. 8). These findings are corroborated by views of land-use professionals and scholars nationally, with a 2008 document suggesting that local planning officials "operate with insufficient procedural guidelines and lack the appropriate expertise to implement effective zoning schemes" (Samson, 2008, p. 893).

In recognition of this knowledge gap, several states have increased efforts to provide training and continuing education for planning officials over the past decade or so. Between 2001 and 2007, six states passed laws requiring mandated training for local officials (Samson, 2008). The rapid increase in states' either mandating or encouraging training of local officials has been coined *the quiet revolution in training citizen planners* (Nolon, 2007). An early adopter of voluntary training was Michigan State University (MSU) Extension, with its Michigan Citizen Planner Program.

With over 18,000 locally appointed planning officials, Michigan is among the leading states relative to local land-use decision making (Solomon & Pape, 2014). Therefore, Michigan is an excellent laboratory for testing the impacts of training programs as other states contemplate further training requirements. In response to this situation, MSU Extension developed a new master citizen planner (MCP) initiative in 2006 to provide advanced citizen planner training.

Due to the onslaught of mandated and volunteer training programs for planning officials that has occurred over the last 15 years, there is a need to further understand and measure the effectiveness of such programs. The question remains: Do any of these programs lead to better results in local planning? The research described herein measured perceived impacts of entry-level citizen planner training (CP program) and advanced citizen planner training (MCP program) in response to the following research questions:

1. Do participants in the CP program identify perceived impacts at the local level?
2. Does completion of the MCP program create significantly higher perceived impacts at the local level?

## National and Local Context

### Complexity of Local Issues

The act of making planning decisions comes with its share of challenges, including those related to revenue raising, private involvement in provision of public services, land and real-estate markets, litigation, transportation, urban growth, communication, and various other areas (Freire & Stren, 2001). As urbanization increases, so does the pressure to achieve efficient planning at the local level (Olesen-Tracey, 2010). In cases of negligence in the line of duty, legislation such as the Federal Torts Claim Act (U.S. Code, 2006) holds planning and zoning boards as well as commissioners accountable for their decisions. Providing elected and appointed planning officials with the training they need to make smart decisions confidently is one way to prepare them for the challenges of urbanization.

## **Skills Needed in Planning Positions**

Planning commissions and zoning boards of appeals are typically made up of concerned citizens who care about the futures of their communities yet do not have the skill sets to face the challenges that come with their jobs (Cullen et al., 2006). Local planning officials must learn how to hold hearings, conduct meetings, and process information from applicants and other agencies as well as how to stay out of court. In addition, officials need to understand planning, zoning, and economic statutes and must be able to set goals and work with the public, other units of government, developers, and real estate agents (Samson, 2008). Because planning commissioners and individuals serving on boards of zoning appeals and regional planning authorities are often appointed, commissions have not always kept pace with the times. The knowledge that people in these organizations accrued elsewhere, even in allied disciplines, is not the same as skill in policy discussion and practice. The capacities that commissioners bring to the table and how they interact with the general public and professional planning staff are key to how land and resources are used (Meck, 1997).

## **Rise of Training Programs for Local Planning Officials**

The transition from work in the private sector to work in the public sector, or even between offices within the public sector, can be daunting. Specific aspects of governing positions—such as leadership, community planning, local governmental finance, and local governmental law—involve skills often overlooked while making that transition. These are areas officials need to understand to fulfill their responsibilities effectively (Laris, 2008). States such as Kentucky, Louisiana, Nevada, New Jersey, New York, South Carolina, and Tennessee have laws that mandate continuing training for planning officials (Samson, 2008, p. 897). Some states mandate continuing education for certain officials but leave it optional for others. In some cases, failure to complete training results in exemption from pay raises, publication of failure to comply, or removal from office (Laris, 2008).

"Smart growth" needs "smart people" was the position the Kentucky chapter of the American Planning Association took when it sowed the seeds for Kentucky House Bill 55, which was enacted in 2001 and codified in Kentucky Revised Statutes section 147A.027. Kentucky was the first state to require continuing education, with statute section 147A.027 requiring planning commissioners and members of boards of adjustment to participate in at least 8 hr of training per 2-calendar-year period (Slagle, 2011). Employees such as planning officials, zoning officials, and planning assistants are required to undergo at least twice that amount of training, 16 hr per 2-calendar-year period, beginning from the date of employment (Ky. Rev. Stat. § 147A.027, 2001). Following the passage of Kentucky's statute, Louisiana, New Jersey, New York, South Carolina, and Tennessee also

implemented laws with training requirements (Samson, 2008, p. 897). Some states, such as Massachusetts, Michigan, North Carolina, and Virginia, offer volunteer training opportunities.

## Meeting the Local Knowledge Gap: Michigan's Citizen Planner Program

Beginning as a regional pilot program in 2000 and launched statewide in 2002, the Michigan Citizen Planner Program has trained over 5,000 local officials, making it one of the leading training programs in the nation for volunteer local planning officials (Solomon & Pape, 2014).

The entry-level CP program consists of seven 3-hr weekly sessions (21 hr). The session titles are

- Introduction to Planning and Zoning;
- Legal Foundations of Planning and Zoning;
- Roles and Responsibilities;
- Part I, Planning—Roles and Responsibilities;
- Part II, Zoning—Plan Implementation and Development Controls;
- Innovative Planning and Zoning; and
- The Art of Community Planning.

Participants receive a spiral-bound citizen planner manual complete with short chapters for each of the seven sessions, copies of PowerPoint slides, references, and exercises (Solomon & Pape, 2014). A signature aspect of the program is the use of the fictitious community Spartyville for exercises that simulate real-life local scenarios. The exercises include graphical depictions of characters and places to encourage fun, hands-on application of knowledge gained during the training.

Participants in the MCP program must complete the CP program sessions, pass an online examination, complete a capstone project, and meet continuing education requirements (Beyea, Crawford, Menon, & Neumann, 2014). The capstone projects involve time outside the classroom to allow participants to create measurable impacts. The continuing education requirements involve attending at least 6 hr of training annually. Participants can meet the continuing education requirements by enrolling throughout the year in MCP program–approved courses offered by MSU Extension and partnering organizations.

At the inception of the Michigan Citizen Planner Program, the program originators identified (a) competency levels among members of planning boards and zoning boards of appeals as well as board members' reluctance to serve longer terms as core problems and (b) provision of a land-use training and certificate program for volunteer land-use decision makers in Michigan as a solution. Ten key intended program impacts were identified. For the study reported here, those 10 impact goals

were revisited for the purpose of measuring perceived impacts of the program. The 10 impact goals are as follows:

1. Increase satisfaction of serving on local boards and commissions.
2. Improve continuity/institutional memory at the local level regarding land use and decisions.
3. Increase lengths of time served on local boards and commissions.
4. Enhance the understanding and responsibility of local officials in relation to ethics and conflict-of-interest issues.
5. Improve working relationships and citizen involvement within and among communities.
6. Provide locally focused, current, and ongoing land-use education.
7. Improve land-use decision making.
8. Nurture alumni to promote "good practices" in land use.
9. Increase awareness of existing land-use tools.
10. Reduce local litigation and liability through improved risk-management practices.

## Research Gap

Many adults enroll in continuing education expecting to achieve a variety of outcomes, including the attainment of new knowledge, skills, values, and attitudes (Houle, 1980; Stein, Wanstreet, & Trinko, 2011). However, a main challenge of continuing education has been the inability to properly assess which programs work best and which do not work (Olesen-Tracey, 2010). Although the need for continuing education for volunteer planning officials has been well documented (Cullen et al., 2006; Laris, 2008; Samson, 2008), few have studied the impacts of these programs. The study described here investigated the participant-assessed impacts of the CP and MCP programs on communities in Michigan.

## Methods

The research focus was to understand perceived impact at the local level. Impact in Extension has been defined as "the positive difference we make in people's lives as a result of the programs we conduct" (Diem, 2003, "Why Be Concerned with Impact?"). Putting a finer point on this definition, Extension programming should result in changes in behavior or attitudes or in benefits to society as a whole (Diem, 1997). Use of a survey to collect information about perceived impacts was identified as an appropriate method for reaching the full population of CP program and MCP program participants and creating a composite profile of the population (Scheuren, 1997).

The Qualtrics survey was sent via an email invitation to 3,402 people who had passed through the CP program or MCP program from 2003 through 2014. Techniques such as personalizing email invitations, ensuring anonymity, selecting a mailing list of people who had previously responded to surveys, sending an email reminder, and emphasizing MSU as a legitimate authority carrying out the research were adopted to increase the participation rate (Dillman, Smyth, & Christian, 2013).

The survey instrument included questions related to the previously identified 10 program impact goals. Respondents rated their perceptions of impacts using a 5-point Likert response scale, with 1 representing the highest impact and 5 representing the lowest impact. Mean scores were calculated for reported impacts for the CP program and the MCP program. Ordinal regression was implemented for the purpose of checking for a significant difference in perceived impacts between the two groups of study participants—those who completed only the CP program and those who also completed the MCP program.

## Results

Of the 3,402 emails sent, 1,217 emails were opened, 411 surveys were started, and 333 surveys were completed. On the basis of the literature (Council of American Survey Research Organizations, 1982; Wiseman, 2003), a response rate of 27.36% was calculated through division of the number of completed surveys (333) by the number of eligible reporting units in the sample, defined as those who opened the survey email (1,217). Overall, 9.8% of the email invitations resulted in completed responses. Cumulative averages in annual reports of the Michigan Citizen Planner Program indicate that 33% of participants were college graduates (Beyea, Thorne, & Shockley, 2010). In the survey discussed here, 32% of respondents reported that level of education. In addition, survey responses were from all 14 MSU Extension districts in Michigan, reflecting overall demographic characteristics of participants in the program.

Of the 333 respondents who completed surveys, 8% had participated in but not completed the CP program, and 92% had completed the CP program. Further, 32% of the respondents also had completed the MCP program. For data analysis, the study sample comprised 202 CP graduates and 105 MCP graduates. Responses from the 26 nongraduates were removed from the data.

Table 1 provides information about the study participants' perceptions relative to the 10 intended program impacts. The three top-rated impacts for all respondents were "increase awareness of existing land-use tools" (CP  $M = 2.65$ , MCP  $M = 2.40$ ), "improve land-use decision making" (CP  $M = 2.75$ , MCP  $M = 2.48$ ), and "enhance the understanding and responsibility of local officials in relation to ethics and conflict-of-interest issues" (CP  $M = 2.84$ , MCP  $M = 2.45$ ).

Ordinal regression revealed significant differences ( $p \leq .05$ ) in perceived impact between CP program participants and MCP program participants for eight of the 10 program impact goals (Table 1). In all eight instances, the MCP participants rated the impact significantly higher. Those eight program impact goals were "increase satisfaction of serving on local boards and commissions," "improve continuity/institutional memory at the local level regarding land use and decisions," "increase lengths of time served on local boards and commissions," "enhance the understanding and responsibility of local officials in relation to ethics and conflict-of-interest issues," "improve working relationships and citizen involvement within and among communities," "provide locally focused, current, and ongoing

land-use education," "improve land-use decision making," and "nurture alumni to promote 'good practices' in land use." The two program goals for which there was not a significant difference between the two groups were "increase awareness of existing land-use tools" and "reduce local litigation and liability through improved risk-management practices."

**Table 1.**

Study Participant Perceptions Relative to Program Impact Goals

<b>Impact goal</b>	<b>M</b>		<b>No. of responses</b>		<b>SD</b>		<b>Sig. (p)</b>	<b>Wald</b>
	<b>MCP</b>	<b>CP</b>	<b>MCP</b>	<b>CP</b>	<b>MCP</b>	<b>CP</b>		
Increase satisfaction of serving on local boards and commissions	2.53	3	104	198	1.19	1.166	.001**	10.945
Improve continuity/institutional memory at the local level regarding land use and decisions	2.69	3.125	105	200	1.153	1.056	.001**	10.839
Increase lengths of time served on local boards and commissions	3.06	3.52	104	195	1.29	1.211	.003**	8.704
Enhance the understanding and responsibility of local officials in relation to ethics and conflict-of-interest issues	2.45	2.84	105	198	1.110	1.102	.003**	9.067
Improve working relationships and citizen involvement within and among communities	2.72	3.05	105	198	1.131	1.107	.015*	5.956
Provide locally focused, current, and ongoing land-use education	2.75	3.06	104	200	1.153	1.011	.018*	5.570
Improve land-use decision making	2.48	2.75	105	201	1.03	1.05	.027*	4.880
Nurture alumni to	2.88	3.16	104	199	1.217	1.145	.038*	4.322

promote "good  
practices" in land use

Increase awareness of 2.40 2.65 105 202 1.04 1.059 .060 3.527  
existing land-use  
tools

Reduce local litigation 3.12 3.22 104 195 1.28 1.179 .534 0.387  
and liability through  
improved risk-  
management  
practices

*Note.* MCP = master citizen planner program. CP = citizen planner program.

\* $p \leq .05$ . \*\* $p \leq .01$ .

A 2005 participant survey had explored opinions about how many hours of required continuing education per year is appropriate for planning officials. The question was repeated in the 2015 survey (Table 2). Response options ranged from 1 (*1–5 hours/year*) to 5 (*more than 20 hours/year*). Responses indicated a shift toward an increase in required continuing education hours, from just under 6–10 hr per year (2005 CP  $M = 1.8$ ) to just over 6–10 hr per year (2015 CP  $M = 2.1$ , MCP  $M = 2.0$ ). The 2015 modal response was 1–5 hours/year, and the 2015 modal response was 6–10 hours/year for both CP and MCP respondents.

**Table 2.**

Opinions About Appropriate Requirement for Annual Training Hours

<b>Response- option number</b>	<b>Response-option text</b>	<b>2005 CP</b>	<b>2015 CP</b>	<b>2015 MCP</b>
1	1–5 hours/year	49.0% <sup>a</sup>	32.0%	36.1%
2	6–10 hours/year	33.4%	43.8% <sup>a</sup>	42.3% <sup>a</sup>
3	11–15 hours/year	10.0%	11.8%	11.3%
4	16–20 hours/year	4.7%	8.3%	6.2%
5	More than 20 hours/year	2.8%	4.1%	4.1%
<i>M</i>		1.8	2.1	2.0

*Note.* CP = citizen planner program. MCP = master citizen planner program.

<sup>a</sup>Modal response.

## Discussion

In an era of increasing complexity, the majority of local land-use decisions in the United States are made by volunteer citizen planners. Often these elected or appointed volunteers enter their positions because of a passion for their communities but have minimal background training. The Michigan



Citizen Planner Program was developed to address this gap. In broad strokes, the program goals address personal satisfaction, understanding of role and working relationships, and quality of decision making. The program can be considered a success, with participants perceiving the impacts on their communities as medium to high relative to all of the 10 program impact goals. Given the positive response to the original entry-level CP program, an advanced MCP program was created. According to the findings reported here, participants in both programs felt that the highest impacts were associated with an understanding of the tools available, leading to a better understanding of responsibilities and better quality decision making.

The MCP program participants perceived slightly greater impacts in their local communities than did the CP program participants. This finding leads to the following question: Did the additional training of the MCP program significantly increase perceived impacts? Based on responses from the set of participants in the study described here, the answer is a resounding yes. Eight of the 10 program impact goals were rated significantly higher by the MCP participants than by the CP participants. The additional training was associated with increased satisfaction in serving, improved continuity of local-level knowledge, increased durations of service, enhanced understanding of responsibilities in relation to particular issues, improved working relationships with other officials and community members, provision of effective land-use education, improved decision making, and promotion of good land-use practices. Both CP and MCP participants' perceptions of impact were highest relative to the program impact goal of increasing awareness of existing land-use tools, and there was no significant difference between the groups relative to this intended outcome. This finding could indicate that the entry-level CP program provided the needed knowledge in this area but that it took the MCP level of training to actualize the higher order impacts expressed relative to eight other goals. A surprising finding was that the training did not reduce local litigation through improved risk-management practices, according to participants' perceptions. This outcome could be related to the comparative economic downturn in Michigan during the period represented by the participants. This area requires further investigation to pull apart the influencing factors and explore whether the programming content needs to be adjusted.

Previously collected data allowed for a comparison across the 10-year span of the Michigan Citizen Planner Program related to opinions about the hours of training that should be required for planning officials. The increase in what respondents deemed as appropriate, from just under 6 to 10 hours per year to just over 6 to 10 hours per year, could be attributed to the increasing complexity of land-use decision making required at the local level. Specific to the study described here (the 2015 study), participants' responses could be associated with the improving economy and higher levels of development activity in their local communities.

It is important to note that a constraint of these findings is that all the participants joined the training voluntarily, possibly leading to higher perceived impacts due to self-selection and desire for training. The voluntary participation in the survey also could have led to higher reporting of impacts, resulting from the likelihood that those willing to complete the survey attached a higher sense of value to the CP and MCP programs.

## Conclusion

In conclusion, the entry-level CP program resulted in positive perceived impacts at the local level, and the advanced MCP program led to significant increases in those perceived impacts. Although both groups attributed the highest perceived impacts to how they function and awareness of land-use tools, the MCP group showed significantly higher perceived impact gains. These gains related to foundational skills for any citizen planner: knowing the tools available to them and having the ability to function in their working group. The MCP program participants were able to build on a foundation and show increased impacts across a broader spectrum of potential impacts.

The results have implications at the national level as states contemplate appropriate mechanisms for training citizen planners. The results of the Michigan Citizen Planner Program evaluation support the concept of core competency training for newly appointed planning officials. Moreover, given the increased perceived impacts of master citizen planners, the findings suggest that there can be increased impacts when an initial core competency examination is coupled with annual continuing education requirements. A new initiative from the eXtension Land-Use Planning Community of Practice—the American Citizen Planner (ACP) National Exam and 20-hr ACP course (eXtension, 2012)—is based on the Michigan Citizen Planner Program training model and will provide a national platform for testing these assumptions. The legislative action of those *quiet revolution* states that, over the past dozen years, have adopted training requirements for planning officials to address gaps in planning knowledge, functions, and procedures appears to have merit, according to the findings in Michigan. With over a million elected and appointed planning officials nationwide, training conducted as the result of collaboration by university Extension, other state agencies, and nonprofit groups is essential to realizing the positive community development impacts expected by citizens and local officials.

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## Master Citizen Planner APPLICATION

Master Citizen Planner (MCP) is an optional incentive based credentialing program for planning officials. The MCP credential is a component of the Michigan State University Extension Citizen Planner program offered in Michigan.

All participants seeking the Master Citizen Planner credential **MUST** complete this form and submit it to **Citizen Planner** within 30 days of completing the program, either by email at [dancaj@anr.msu.edu](mailto:dancaj@anr.msu.edu), or by mail to Citizen Planner, MSU Extension, 801 Hazen St., Suite D, Paw Paw, MI 49079.

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### PARTICIPANT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Residing County: \_\_\_\_\_

Email (required for exam): \_\_\_\_\_

☐ CP Online Participant ☐ Classroom Participant in \_\_\_\_\_ County

### CAPSTONE PRESENTATION

MCP applicants must complete a 20 minute (minimum) presentation on a topic learned in the course that is applicable to the community to a legislative body or planning commission in the community within 60 days of completion of the Citizen Planner classroom series or online course. The topic should be relevant and timely to the community's current needs and must be pre-approved by the Citizen Planner program.

Please briefly describe the proposed presentation topic: \_\_\_\_\_

Presented to (community's name): \_\_\_\_\_

Community board or commission (e.g. Township Board): \_\_\_\_\_

Proposed presentation date: \_\_\_\_\_

## Master Citizen Planner Certification Overview

1. Complete the Citizen Planner Classroom or Citizen Planner Online to receive status of Citizen Planner graduate. You *must* be a Citizen Planner certificate-holder in order to receive Master Citizen Planner Status.
2. Turn in by mail or email your Master Citizen Planner Application within 30 days of completion of Citizen Planner Core Series.
  - *Mailing Address:*  
Citizen Planner  
MSU Extension  
801 Hazen St., Suite D  
Paw Paw, MI 49079
  - *Email:*  
[cplanner@msu.edu](mailto:cplanner@msu.edu)  
[dancaj@anr.msu.edu](mailto:dancaj@anr.msu.edu)
3. Take the Master Citizen Planner Exam.
  - Access granted once MCP Application is received- you will be notified by the Citizen Planner office within 3-5 days of receipt of application.
  - You need a score of 70% or higher to pass the exam.
  - Exam can be taken up to 3 times free of charge during 60-day period.
  - Access to the exam lasts for 60 days from the initial date of access. Contact the Citizen Planner office ([cplanner@msu.edu](mailto:cplanner@msu.edu)) if there are problems with accessing the exam.
4. Deliver a Capstone Presentation on a topic learned in the course to a local legislative body or planning commission and submit documentation from the meeting as proof of completion (i.e. minutes from the meeting, copy of the presentation signed by chair, secretary/clerk, or staff of the board) via mail, or e-mail to Citizen Planner within 60 days of when the MCP Application was received by Citizen Planner.

<p>Citizen Planner Modules 1-7 Completed</p> <p><b>A.</b></p>	<p>Complete and turn in MCP Application</p> <p><i>Within 60 days of the last session</i></p> <p><b>B.</b></p>	<p>Complete MCP Exam, Capstone Presentation</p> <p><i>Within 60 days of when Application was received</i></p> <p><b>C.</b></p>	<p>Receive MCP Certification</p> <p><i>Within 10 days</i></p> <p><b>D.</b></p>
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## **Master Citizen Planner Program Policy (August 2012)**

### Master Citizen Planner Program Goals

- Provide incentives for continued learning of citizen planner certificate holders who have completed the requirements to become a Master Citizen Planner.
- Provide incentives for continued networking and sharing of ideas across communities and the state among Master Citizen Planners.
- Maintain the Master Citizen Planner designation as an achievement recognized as the standard of excellence among planning officials and community leaders in Michigan.
- Encourage partnership with other organizations that offer high quality educational programming to enhance the knowledge, skills and abilities of Master Citizen Planners.

### Requirements for Master Citizen Planner Certification

1. Receive certificate of completion from the Citizen Planner classroom series or online course. Only Citizen Planner certificate holders can receive Master Citizen Planner status.
2. Submit the Master Citizen Planner Application within 30 days of completion of the Citizen Planner classroom series or online course.
3. Complete a 20 minute (minimum) presentation on a topic learned in the course to a legislative board or planning commission in the community within 60 days of completion of the Citizen Planner classroom series or online course. Topic should be relevant and timely to the community's current need and must be pre-approved by Citizen Planner program. Applicant must submit documentation from the meeting as proof of completion (i.e. minutes from the meeting, copy of the presentation signed by chair, secretary/clerk, or staff of the board).
4. Complete the Master Citizen Planner Exam (must attain 70% or higher) within 60 days after completion of the Citizen Planner course.

### Maintaining Master Citizen Planner (MCP) Credential

Once awarded, the MCP credential is maintained by completing six (6) credit hours of continuing education every year. Participants can meet the education requirement by enrolling in MCP approved courses available throughout the year. Approved training is offered by MSU Extension and partnering organizations.

The one year period for continuing education begins January 1 of the year following receipt of the MCP dated certificate.

If a MCP certificate holder fails to meet the continuing education requirement, MCP status can be re-established by re-taking the exam and obtaining eight hours of approved education in one year. The annual requirement of continuing education will then begin January 1st of the year following the date of recertification



## Registered Educational Partner and Continuing Education Qualifications

Only courses offered by MSU Extension or a Registered Educational Partner will satisfy the continuing education requirement for MCP. The Citizen Planner program will maintain an up to date list of registered educational partners.

To become a Registered Educational Partner, an organization must provide evidence that they are an organization with a mission related to improving prosperity in Michigan through land use planning; community or economic development, natural resources or environmental quality initiatives; infrastructure, or energy initiatives; or other related educational activities and services.

Trainings may include face-to-face workshops, webinars, online classes or other methods offered by Registered Educational Partners but must be pre-approved by the Citizen Planner program. To apply for credit hours, a Registered Educational Partner must complete the Checklist for MCP Continuing Education Credit Hours. The completed checklist must be submitted to the Citizen Planner program at least two weeks before the training date but partners are strongly encouraged to submit course materials well in advance of the program so that marketing materials can include the MCP credit information and so that the program can be listed on the MSUE Citizen Planner web site and other marketing venues.

Each hour of training will qualify for one hour of education credit. Credits will be given in 30 minute increments.

All educational programs offered by MSU Extension where an attendance fee is charged will offer a reduced rate for MCPs. Registered Educational Partners will be encouraged to offer a reduced rate for MCPs when a fee is charged.

## Management of Master Citizen Planner Continuing Education Hours

To receive credit for training, the MCP will complete and/or sign the Record of Master Citizen Planner Credit form available at the training. Attendance at the course will be verified by an authorized representative for the course. The ultimate responsibility of verifying attendance and receiving credit for attending the program will be on the individual MCP who must make sure the form is received by the Citizen Planner program.

The Citizen Planner program will maintain a list of programs eligible for credit hours being offered around the state and will seek out training information from MSU Extension and partners such as Michigan Association of Planning, Michigan Township Association and Michigan Municipal League. Other registered educational partners and Master Citizen Planners are encouraged to submit information about potential eligible programs so that they can be pre-approved by the Citizen Planner program.

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