

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF NOVEMBER 12, 2019**

Sabbadin called the meeting to order at 6:30 p.m. in the Sycamore Room 1<sup>st</sup> floor at 201 West Ash Street, Mason MI.

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

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

MOTION by Droscha second by Wren, to approve the Planning Commission meeting minutes from October 15, 2019.

Yes (8) Barna, Droscha, Howe, Perrault, Sabbadin, Shattuck, Vercher, Wren  
No (0)  
Absent (1) Waxman

**MOTION PASSED**

**PUBLIC HEARING**

- A. Resolution 2019-15: Jamie Robinson, Robinson Realty, LLC, has requested a Special Use Permit and joint Preliminary/Final Site Plan review to convert a single residential unit into a commercial short-term rental use at 366-368 S. Jefferson St., Apartment 3A, parcel 33-19-10-08-236-023, City of Mason, Ingham Co.

Sabbadin opened the public hearing at 6:32 p.m.

Jamie Robinson, 4748 W. Columbia Rd., Mason, is in attendance if there are any questions.

Director Hude noted the Staff Report in the packet and thanked Jamie Robinson for working with the city to get this Ordinance through. The Special Use Permit Jamie is requesting is for a unit that is already existing. The apartments were renovated in 2016 and were reviewed by the Zoning Administrator and Building Official and a Certificate of Occupancy was issued. The Building Official had no additional requirements for this change. Parking will not be an issue given there is adequate parking in the area. Hude did note there are a few items regarding the maintenance outside of the building facade that will be discussed in the future.

Sabbadin asked for questions or comments.

Barna asked if there are designated parking spots for this rental or is it public parking only? Robinson

replied that they do not provide parking for any of their units.

Sabaddin shared that when his daughter lived there she had to get a permit for overnight parking. Robinson was not sure about a guest pass being available. She did note that residents have received tickets when they had their business vehicle overnight instead of their regular car. DDA discussed the issue of having a guest pass available a couple of months ago. In the meantime, the City Manager said that parking overnight in the City Hall lot will not be ticketed so residents are encouraged to use that lot.

Sabaddin thought that guest parking would be a good issue for the City to take up in the future.

Sabaddin closed the public hearing at 6:36 p.m. and there was no further discussion.

MOTION by Droscha second by Howe, to approve Resolution 2019-15.

Yes (8) Barna, Droscha, Howe, Perrault, Sabaddin, Shattuck, Vercher, Wren  
No (0)  
Absent (1) Waxman

#### MOTION PASSED

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

##### A. CIP Schedule and Budget

Director Hude noted that it is the time of year to prepare the Capital Improvement Plan. A call for projects internally has been requested. These are street projects that are large scale and outside the realm of routine operation and maintenance. A joint City Council and Planning Commission workshop is scheduled for January 27, 2020, to review and discuss the projects.

Barna asked about the time for the January 27 meeting. Director Hude was not sure what time the meeting will be held yet.

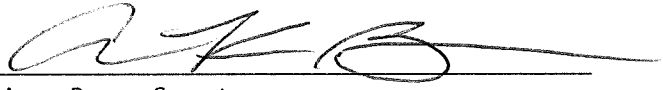
Sabaddin noted the City Manager's report with the listing of all the active projects and thanked all who were at the City Open House in October.

#### LIAISON REPORT

Council Member Droscha informed the Commissioners that they recently evaluated the City Manager and are in the process of approving her contract. Council also had a team building workshop where they defined their rules and how they will work with each other. The sale of Temple Street property was approved. Hude noted progress in the Parks, Recreation & Non-Motorized plan. The website has been updated and the survey is there to fill in. She encouraged commissioners to take the survey and let others know about it. There will be an Open House just for the Parks plan on December 14<sup>th</sup> and residents can sign up for email updates in regards to the schedule.

#### ADJOURN

The meeting adjourned at approximately 6:42 p.m.

A handwritten signature in black ink, appearing to read 'A. Barna', written over a horizontal line.

Anne Barna, Secretary