



**PLANNING COMMISSION**  
TUESDAY, December 15, 2020  
Electronic Meeting - 6:30 P.M.  
201 West Ash Street, Mason MI

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENT**

**4. APPROVAL OF MINUTES**

A. Approve Minutes of Regular Planning Commission Special Meeting October 27, 2020

**5. UNFINISHED BUSINESS**

A. Masterplan – staff update

B. Subdivisions, condominiums and long-term maintenance of common areas – see memo

**6. NEW BUSINESS**

A. Youth Advisor Position - discussion

**7. LIAISON REPORT**

A. City Manager's Report

**8. ADJOURN**



# PLANNING COMMISSION ELECTRONIC MEETING INFORMATION

**PLEASE TAKE NOTICE** that the meeting of the City of Mason Planning Commission scheduled for **December 15, 2020, starting at 6:30 p.m.**, will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19.

The City of Mason will be using Zoom to host this meeting. A free account is required to use Zoom. Please take the time to download and set-up Zoom prior to the meeting. Zoom may be accessed here: <https://zoom.us/>

## MEETING INFORMATION:

Topic: **Planning Commission Meeting**

Time: **December 15, 2020 at 6:30 p.m.** Eastern Time

**Meeting ID: 845 6756 8763**

**Passcode: MASON2020**

Video Conference Information: **Link to join online:**

<https://us02web.zoom.us/j/84567568763?pwd=bGtLNjVuVytKYWV3TWFuSllzRUVmdz09>

- You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID identified above.
- Phone Information:  
**Dial (312) 626 6799 (Enter meeting ID when prompted.)**

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Michigan Relay at <https://hamiltonrelay.com/michigan/index.html>.

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

### Note on Public Comments:

If you would like to provide comments beforehand, please send those comments in an email by 3:00 pm on the day of the meeting to [marciah@mason.mi.us](mailto:marciah@mason.mi.us). They will be read aloud by Chair.

If you would like to speak during the meeting, you can send your name and address to [marciah@mason.mi.us](mailto:marciah@mason.mi.us) by 3:00 pm on the day of the meeting. You can still speak at the meeting if you do not notify us in advance.



# General Procedures Related to Electronic Meetings

As required under Public Act 228 of 2020, the following procedures outline the accommodation of meetings held, in whole or in part, electronically by City Council or a City Board or City Commission. Additional procedures will be adopted at a later date, by the Council, to accommodate members that are eligible and cannot attend in person for meetings held on or after January 1, 2021.

## Electronic Meeting Procedures for City Council, City Board or City Commission Members

- All attendees including City Council, City Board or City Commission Members will enter the meeting with a muted microphone.
- The meeting Chair's microphone will be unmuted to call the meeting to order.
- During initial roll call, each member will announce the physical location they are participating from by stating the county, city, township, or village and state which they are attending the meeting from.
- The meeting Chair will call for a motion and members will signify making a motion by either voice or the "Raise Hand" feature. The same process will be followed for a second to a motion. The meeting Chair will then acknowledge which member made the motion and which member seconded the motion.
- The meeting Chair will then ask if there is any discussion on the motion. Members will indicate a desire to discuss by either voice or the "Raise Hand" feature. The meeting Chair will then acknowledge the particular member granted the floor for discussion by name.
- Votes shall be taken by roll call.

## Electronic Meeting Procedures for Public

- All public participants entering the meeting will automatically be muted upon entering.
- All public participants should either turn off or leave off their video camera. Only City Council, City Board or City Commission Members will be allowed to have their video cameras on. Your video camera will be turned off for you if you do not turn it off yourself.
- Public rules are displayed in the "Chat" Feature; however, the chat feature will not be turned on to allow for chat comments to be added.
- Public comment:
  - Public only will be allowed to address the members during Public Comments
  - Public is allowed three (3) minutes to speak.
  - Public must state the name and address slowly and clearly before they start to address the Council.
  - Public comments will be addressed in the following order:
    1. Those provided the day of the meeting and sent to the designated person in the meeting instructions by a certain time will be read during the meeting.
    2. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the "Raise Your Hand" Feature in Zoom. The meeting Chair will call on individuals to speak and they will be unmuted at that time.
    3. Participants that are available only by phone, after the meeting Chair requests.
- Inappropriate or disruptive participants will not be allowed or tolerated and will be removed from the meeting.
- Due to the electronic nature of this type of meeting the meeting Chair, at his discretion, may adjourn the meeting with or without notice for any reason. Every attempt will be made to remain connected to the meeting, however two examples of abrupt adjournment may be computer connectivity issues or lack of appropriate participation.

## ADDITIONAL ZOOM INSTRUCTIONS FOR PARTICIPANTS:

### PHONE INSTRUCTIONS - to join the conference by phone

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** (provide with agenda) when prompted using your touch- tone (DTMF) keypad.

### VIDEOCONFERENCE INSTRUCTIONS – to watch and speak, but not to be seen

#### **Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided above. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9- digit Meeting ID.

#### **To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

#### **Participant controls in the lower left corner of the Zoom screen:**



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “**Raise Hand**” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

**CITY OF MASON  
PLANNING COMMISSION SPECIAL MEETING  
MINUTES OF OCTOBER 27  
DRAFT**

Sabbadin called the meeting to order at 6:30 p.m. at 201 West Ash Street, Mason MI, via Zoom Teleconference.

Roll Call		Present	Absent	Location
Treasurer	Barna	x		Mason, Michigan
Commissioner	Droscha		x	Notice given
Commissioner	Howe	x		Mason, Michigan
Commissioner	Perrault	x		Mason, Michigan
Chairman	Sabbadin	x		Mason, Michigan
Commissioner	Shattuck		x	Notice given
Commissioner	Vercher	x		Mason, Michigan
Vice-Chair	Waxman	x		Mason, Michigan
Commissioner	Wren	x		Mason, Michigan

Also Present: Elizabeth A. Hude, AICP, Community Development Director, Mason, Michigan, Marcia Holmes, Administrative Assistant, Community Development

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

MOTION by Vercher second by Waxman, to approve the Planning Commission meeting minutes from October 13, 2020.

Yes (7) Barna, Howe, Perrault, Sabbadin, Vercher, Waxman, Wren

No (0)

Absent (2) Droscha, Shattuck

**MOTION PASSED**

**UNFINISHED BUSINESS**

A. City Council Resolution 2020-27 recognizing the Mason Planning Commission's 75<sup>th</sup> Anniversary  
Director Hude noted the copy of the Resolution that City Council approved was in their packets which honored the Planning Commissioners' service and their 75 years and it recognized October as National Planning month.

B. Masterplan and CIP update from staff.

Director Hude is working on the draft scope of the Masterplan. City Council approved the Capital Improvement Program at their last meeting so she is moving ahead to issue a Request for Proposal (RFP) and get the Masterplan started. She is hoping to present a scope for the Planning Commission by the next

month so it can be presented to City Council so everyone can see what is being expected from the proposed team. The plan is to bring the Planning Commission and City Council together early and frequently throughout the process with the selected team so that in the end everyone is on board and the plan can be adopted quickly.

#### **NEW BUSINESS**

- A. Resolution 2020-07: Scott Bell, AICP, Lapham Associates on behalf of Paul Davis Corporation, has requested an amendment to a previously approved Final Site Plan for new construction of a building to reduce the footprint to 22,000 sq. ft. from the originally proposed 27,000 sq. ft. The building is located at 1155 Temple St., parcel 33-19-10-09-400-012, City of Mason, in Ingham Co.

Sabbadin asked if Scott Bell wanted to share anything. Scott Bell, Lapham Associates, noted that based on cost estimates from Paul Davis Restoration's initial budget, the project needed to be downsized to make it more affordable. The building square footage has been downsized which requires less parking spaces so the site plan has been updated to reflect that. The building layout is staying the same with the exception of being 5000 square feet smaller which is coming out of the warehouse space. The number of parking spaces went from 91 down to 74 and deferred parking went from 28 to 20 spaces. Their application is complete and they would like to get the project moving before winter comes.

Director Hude reminded the Commissioners that there had been conditions placed on the previously approved site plan. Staff met with the applicant, discussed the conditions, and that all of the conditions appear to have been met in the current application.

Commissioner Howe disclosed that his employer may have a financial benefit to the approval of this Resolution, but he personally, does not, so he will vote.

MOTION by Waxman second by Howe, to approve Resolution 2020-07.

Yes (7) Barna, Howe, Perrault, Sabbadin, Vercher, Waxman, Wren

No (0)

Absent (2) Droscha, Shattuck

#### **MOTION PASSED**

- B. Electronic Meetings – New procedures adopted by City Council October 19, 2020

Director Hude noted that City Council adopted the new procedures and for consistency directed that they apply for all Board and Commission meetings. They may change at the beginning of next year but this will apply through the end of this year. Sabaddin asked if it goes through the end of 2021. Waxman stated that they have to be reevaluated at the beginning of 2021 as you can only hold virtual meetings if one of three conditions is met.

#### **LIAISON REPORT**

Sabaddin noted the City Manager's report in the packet.

#### **ADJOURN**

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



TO: Planning Commission  
FROM: Elizabeth A. Hude, AICP - Community Development Director  
SUBJECT: Subdivisions  
DATE: December 8, 2020

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At a special meeting held on November 23, 2020, City Council reviewed the recommendation of the City Attorney regarding the matter of Esquire Development v. City of Mason and Franklin Farm Condominium Association – [click here for packet](#). That evening, a motion passed directing the Planning Commission to report back to the City Council as soon as possible with recommendations for ordinance and other policy changes that would be necessary to manage the long-term maintenance of common areas in developments – [click here for minutes](#).

Below are resources for your review in preparation for discussion at the meeting on December 15, 2020. The current laws and ordinances regarding subdivisions and condominiums are as follows:

State

[LAND DIVISION ACT 288 OF 1967](#)

[CONDOMINIUM ACT 59 OF 1978](#)

Local

[Chapter 74 - SUBDIVISIONS AND OTHER DIVISIONS OF LAND](#)

[Chapter 94 – ARTICLE VIII. SITE CONDOMINIUM REGULATIONS](#)

The City currently has one subdivision plat in progress for the Rayner Ponds Phase 4 development. Planning Commission extended the Site Plan approval in Resolution 2020-05 on September 15, 2020 – [click here for packet](#). City Council extended the Preliminary Plat approval in Resolution 2020-29 on November 4, 2020 – [click here for packet](#).

The Enclave subdivision plat, originally proposed as 19 lots with a cul-de-sac, is not moving forward. Instead, the land was divided into 5 buildable lots and one private parcel. This was approved administratively in accordance with the State of Michigan Land Division Act, and City of Mason Ordinance Ch 74, Art. III, shown on the [City Manager's report February 17, 2020](#). During the review and approval of the originally proposed plat, City Council requested information regarding the private common areas and maintenance. Staff discussed the matter in the Staff Agenda Report (SAR) and the opinion from the City Attorney was included in City Council packet on August 13, 2018 – [click here for packet](#).



**MEMO**

TO: ELIZABETH HUDE, ZONING AND PLANNING ADMINISTRATOR

FROM: THOMAS M. HITCH, CITY ATTORNEY

RE: ENCLAVE AT RAYNER PONDS

DATE: August 9, 2018

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The purpose of this memorandum is to address several issues which have arisen regarding the consideration of the preliminary subdivision plat for the development "Enclave at Rayner Ponds." As you and I have discussed, the developer has proposed a preliminary plat for nineteen lots that are to be developed on property to the north of Coppersmith Drive and Sanctuary Drive within the City. The preliminary plat sets out a survey of the nineteen lots and provides for what it describes as a private park. A significant portion of the private park is a wetland that is apparently designated as such by the MDEQ. As the staff has been reviewing the plans, concerns have arisen regarding the failure of other subdivision homeowner associations and condominium associations to properly maintain common areas as set forth in similar developments. The purpose of this memo is to address issues relative to the lot size and then to discuss further potential options that the City may take to deal with the potential that outlots or other common areas may not be properly maintained.

**A. LOT SIZES AT ENCLAVE AT RAYNER PONDS.**

The developer has set forth a plat which appears to comply with the lot size requirements under the Mason City Code, Chapter 100, Article I (see Table 100-1). The property is zoned RS-2 as provided for in the Mason Zoning Code. Under that Code, there is a minimum lot size of 9600 square feet and a minimum width of 75 feet. With the exception of three corner lots, which all significantly exceed the minimum width requirement, all of the lots meet the minimum 75 foot requirement. In addition, the depth of the lots are sufficient so that they are significantly larger than the 9600 square foot minimum, but do not, with the exception of lots 16, 17 and 18, violate the three-to-one ratio of lot depth to lot width as provided for in the City's Subdivision Code. See City Ordinance 74-133(a)(2). In reviewing this plat, it does not appear that for those three lots it can be avoided as it would create an outlot that would be completely inaccessible.

In approaching some of the issues related to the maintenance of the common areas, which will be discussed below, there was a suggestion to potentially require that on the west side of the plat, the lots would be longer, therefore requiring that they be wider, and thus reducing the number of lots. In discussing this with you, it was my opinion that this would not be advisable. As we discussed, the lots clearly meet the City's minimum standards. It is not clear to me that there is any basis to making a developer exceed those minimum standards and reduce the number of lots where a developer would be entitled to rely upon the standards as they currently exist. Therefore, as we discussed, it is my opinion that the lots at Enclave at Rayner Ponds are appropriately sized, given the requirements of the City's RS-2 zone, and the minimum standards as set forth in Chapter 100 of the City Code.

B. CONDITIONS TO ENSURE PROPER MAINTENANCE OF  
OUTLOTS, PRIVATE PARKS AND THE LIKE.

As you and I have discussed, we have an issue at several housing developments (such as Franklin Farms) where common areas and outlots have not been maintained consistent with the surrounding properties within the condominium associations or subdivisions. As a general proposition, condominium developments and subdivision developments call for management of such areas by condominium associations or subdivision associations, depending upon the nature of the development. Under subdivision and condominium law, it is anticipated that there will be a successor organization to the developer that will maintain these pieces of property which are not part of an owner's unit or lot. The concern posed in the Enclave at Rayner Ponds is that there is a fairly significant plot of land, a significant portion of which is apparently designated as a wetland, that will not be owned by any specific individual. The issue is how to address the concerns regarding the maintenance of these parcels. It is my recommendation that the City impose certain conditions as a contingency for the granting of the final plat.

It is my recommendation that at least for Enclave, we make as a condition that the developer undertake that responsibility for two years after installation, and that after the two years, the upkeep and maintenance shall be the responsibility of the homeowners association. This is the track that is taken by Meridian Township. See Meridian Township Subdivision Ordinance, Chapter 62, Section 62-64, and specifically, subparagraph (6), a copy of which is attached to this memo.

In this case, as the developer is quite familiar with the Meridian standards, I am assuming that there would be no opposition. In the future, we should consider amending our Subdivision Zoning Ordinance to provide that specifically for every subdivision owner. It would be my opinion that we could likewise make such a condition for any future condominium units within the City as well.

As we have discussed before, the bigger issue seems to be what we can do if the homeowners association or the condominium association fails in its responsibilities. I have reviewed the City's Special Assessment Ordinance, Chapter 66, *Special Assessments*, and conclude that it would be entirely within the authority of the City to impose special assessments regarding the maintenance and upkeep of these parcels of land. The special assessments would be assessed

against those most specifically benefitted; that is, generally the landowners or condominium owners in the specific development. There may be circumstances, such as storm water issues, where the district may be larger. Nonetheless, using special assessments provides a means for ensuring that the properties are adequately maintained, and paid for by those persons most specifically benefitting from the proper maintenance of these outlots, private parks and the like.

As it pertains to Enclave at Rayner Ponds, I believe there should be some indication in the plan that should these parcels not be properly maintained, the City may, in its discretion, impose special assessments in order to properly maintain the private parks.

As for the future, it would be my recommendation that the City investigate amending both its Subdivision Ordinance and Condominium Ordinance to specifically include the obligations of the homeowners association or condominium association, and notify prospective purchasers that there may be special assessments if the respective associations do not fulfil their requirements that the common areas, outlots and the like be properly maintained.

TMH:ddy  
Enc.

Charter Township of Meridian  
Monday, August 6, 2018

## Chapter 62. Land Division

### Article III. Design Standards

#### § 62-64. Landscaping.

[Ord. No. 2006-03, 8-1-2006; Ord. No. 2008-06, 4-20-2008]

The type of plant material (species), spacing and planting of all landscaping within a subdivision shall comply with the following standards:

- (1) General standards.
  - (a) Landscaping within 15 feet of a fire hydrant shall be no taller than six inches.
  - (b) The development and planting of required landscaping shall be the responsibility of the proprietor, not the individual lot owner.
  - (c) The landscape plan including street trees shall be approved by the Director of Community Planning and Development.
  - (d) Landscaping shall comply with the sight triangle requirements specified in § 86-474 of the Code of Ordinances.
  - (e) Landscape stone shall be limited to no more than 25% of the total landscaped area. Landscape stone shall not be located directly adjacent to a street or a pedestrian/bicycle pathway.
- (2) Street trees.
  - (a) Street trees shall be planted in a manner consistent with the street frontage for each lot, outlot, commons, parks, or other land within the subdivision as indicated on the following chart.

Street Frontage <sup>1</sup>	Number of Street Trees Required
Less than 100 feet	1
>100.00 to 150 feet	2
>150.00 to 200 feet	3
>200.00 to 250 feet	4
For every 50 feet over 250 feet	1

NOTES:

- <sup>1</sup> Corner lots shall have the number of street trees determined by the frontage on each street separately.

- (b) Street trees shall be a minimum of two inches in caliper when planted.
  - (c) Tree species should be selected for tolerance to the roadside conditions and compliance with overhead clearance and sight distance requirements to avoid interference with underground utility lines, street lights or street pavement. To control tree loss due to insects or disease, no more than 25% of trees planted shall be of the same species. No more than two planted trees in a row shall be of the same species. Trees shall be selected from the list of approved species specified by the Ingham County Road Commission and the Township.
  - (d) Street trees shall be planted outside the sight triangle of the intersection of two streets or the intersection of a street and driveway as described in § 86-474 of the Code of Ordinances.
  - (e) Street trees shall be planted between the curb and sidewalk in accordance with the setback standards established by the Ingham County Road Commission and the Township; where curbs or sidewalks do not exist, trees shall be located between the right-of way line and the edge of the pavement but outside of areas needed for open ditches or potential future sidewalks. Street trees may be located on private property within the first 10 feet of the front lot line for those lots where tree location in the public right-of-way is not possible due to conflicts with underground utility lines or restrictions of the Ingham County Road Commission.
  - (f) The lowest branch of any street tree shall provide minimum clearance of 13 feet above a public street and seven feet above a sidewalk, and nine feet above a pedestrian/bicycle pathway. Greater clearances shall be provided if required by the Ingham County Road Commission or the Township. Shrubs and hedges shall not be allowed to overhang a sidewalk or pedestrian/bicycle pathway.
- (3) Landscaping in cul-de-sac islands.
- (a) A minimum of one canopy tree or one conifer tree shall be planted for every 1,000 square feet of ground area within each cul-de-sac island.
  - (b) Canopy trees shall be a minimum of three inches in caliper and shall be planted at least 10 feet from the back of curb.
  - (c) Conifer trees shall be a minimum of eight feet in height and shall be planted at least 15 feet from the back of curb.
  - (d) Canopy trees shall be maintained so the lowest branch is a minimum of 13 feet above the elevation of the street surface.
- (4) Subdivision entrances. Subdivision entrances may include landscaping, lighting, identification signs, fences, walls or other architectural features. All such features shall comply with the Code of Ordinances.
- (5) Landscape buffer. A landscaped buffer a minimum of 20 feet wide shall be provided when a subdivision borders a principal arterial, minor arterial, or collector street as identified in § 86-367 of the Code of Ordinances, a railroad and commercial or industrial land. The buffer shall include trees, shrubs, berms, walls or a combination designed in accordance with the landscape standards described in the Code of Ordinances. Existing natural features shall be retained wherever possible to promote a natural appearance and to protect the existing ecosystem within the landscape buffer. Pedestrian/bicycle pathways, sidewalks, or underground utilities

shall not be installed within the required landscape or natural vegetation buffer. Where a berm is used as part of the landscape buffer, the minimum height shall be two feet, six inches. The maximum slope of the berm facing the primary road shall be 5:1 and the maximum slope of the berm facing the inside of the lot shall be 3:1.

(6) Maintenance.

- (a) Maintenance shall include, but not be limited to, the caring for trees which are dead, dying, diseased, infected with harmful insects or harboring insect eggs, or damaged by any means so as to be rendered unsafe, or having unsafe branches.
- (b) The maintenance of a street tree or the replacement of a street tree which dies within two years after planting shall be the responsibility of the proprietor. After two years the maintenance and the replacement of a street tree shall be the responsibility of the adjacent property owner.
- (c) The upkeep and maintenance, including the replacement of plant material in cul-de-sac islands, at subdivision entrances, buffer areas, commons, parks or other lands shall be the responsibility of the proprietor for two years after the installation. After two years, the upkeep and maintenance shall be the responsibility of the homeowners association. If a homeowners association is not proposed, then the proprietor shall identify the person or organization responsible for the continuing upkeep and maintenance of these areas.



## City Manager's Report: December 3, 2020

### COVID-19 UPDATES

- City Hall will be closed to the public until at least January 4, 2021 to limit exposure to staff. The Customer Service line is answered Monday - Friday, 8:00 a.m. to 5:00 p.m.
- Please see the Continuity of Operations document, as of November 13, 2020, available: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of October 15, 2020 available: [here](#).

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

Project Name	Status
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
118 W. Oak St. – Arcade/Nail Salon <b>PENDING</b>	Two permits pending. 1. Change of Occupancy permit has been filed for Nail Tech in small office space. 2. Change of Occupancy permit has been filed to proceed with opening of the Arcade on the first floor only.
205 S. Cedar - DSN <b>PENDING</b>	Two building permits pending for this address. Both filed after code enforcement violations were noted. 1. Sign permit. 2. Installing door on front of building.
790 E. Columbia <b>PENDING</b>	Building permit is pending for interior renovations.
124-136 W. Ash St. <b>ACTIVE</b>	Building permit active for 2 <sup>nd</sup> story interior renovations and replacement of all 2 <sup>nd</sup> story windows.
202 N. Mason St. – Doberman Technologies <b>ACTIVE</b>	Building permit is active for demolition of 3 residential structures. A temporary fence will be installed to prevent anyone from using the space.
230 S. Cedar – Outpost <b>ACTIVE</b>	Building permit is active for change of occupancy of commercial space from laundromat to tack shop.
230 Temple St. – Sparrow <b>ACTIVE</b>	Building permit is active for tear off and re-roof of building.
301 Bush – Ingham County <b>ACTIVE</b>	Building permit active for tear off and re-roof of building.
600 Buhl – Ingham Animal Control <b>ACTIVE</b>	Building permit is active to construct a 14' x 24' pre-fabricated mini-barn.
700 Buhl – Ingham County Justice Complex <b>ACTIVE</b>	Second Permit is active for demolition of part of the building. Building permit is active for interior remodeling of existing storage facility to accommodate relocation of vehicle maintenance function. Part of a phased construction project for the new Ingham County Justice Complex.
700 Buhl – Ingham 911 <b>ACTIVE</b>	Building permit is active for installation of antennas, microwave dishes and associated mounts on existing tower. Install unmanned equipment shelter.
1133 S. Cedar – MSU Federal CU <b>ACTIVE</b>	Building permit is active for interior renovations.
1154 S. Jefferson – (former Hart Well Drilling) <b>ACTIVE</b>	Building permit is active for demolition of building, removal of debris, and restoration of disturbed areas.
1155 Temple St. – Paul Davis Restoration <b>ACTIVE</b>	Building permit is active for the construction of a new 22,500 square foot building that will be used as warehouse and office space.
525 N. Cedar- Timeless Treasures <b>TEMPORARY OCCUPANCY PERMIT</b>	Remaining work includes the installation of landscaping, repairs to parking lot lighting, and a site plan revision if they intend to include the outdoor flea market.
549 W. Ash- Dog Groomer <b>TEMPORARY OCCUPANCY PERMIT</b>	Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. <i>Parking updates have been delayed until spring.</i>
110 W. Oak – Mason Energy Group <b>COMPLETED</b>	Final inspection was approved for siding, fascia, and soffit work.
440 S. Jefferson – Bad Brewing <b>COMPLETED</b>	Final inspection was approved to set up two tents over current patio.

610 N. Cedar – Rite Aid <b>COMPLETED</b>	Final inspection was approved for removal and installation of new signs on business walls.
<b>BUILDING PERMITS – DANGEROUS BUILDINGS/FIRE RESTORATION</b>	
S. Jefferson – Private Residence <b>PENDING</b>	Building permit is pending after accident.
665 Hull Rd. – Cleanlites Recycling <b>PENDING</b>	Building permit is pending after fire.
Private Residence – Park St. <b>PENDING</b>	Building permit is pending after fire.
111 Mason St. – Mason Depot <b>ACTIVE</b>	Building permit is active for reconstruction after fire.
<b>ZONING</b>	
840 E. Columbia St. – Masonic Lodge <b>PENDING</b>	Administrative Site Plan Application is being reviewed for changes to the parking lot for one-way traffic, and the addition of a new driveway to accommodate drop-off at the entrance to building where a new elevator is to be installed.

## OPERATIONS

- The Rotary Club of Mason agreed to lead fundraising efforts in November for the \$20,000 required for the adoption and training of a sheltered dog for a K-9 Program for the City of Mason. As of 12.3.20, the Rotary had less than \$2,000 remaining to raise to meet the goal. Our team is so appreciative of our generous community and their support of this initiative.
- Canceled: Capital Area District Library – Mason Branch’s Holiday Reindeer Event, December 10, 2020 in Rayner Park.
- Administrative approval has been given to New Wine Church for their Over the River event on December 13, 2020. This event will be held on the Hayhoe Riverwalk Trail with different stations along the trail.
- Surveys have been sent out to all property owners and contractors that pulled building permits in the last two years. We are asking for feedback on their experience to learn how we can improve services in the future. The survey is available here - [mason.mi.us/buildingsurvey](http://mason.mi.us/buildingsurvey).
- City Hall operations will be closed between Christmas and New Year’s, as in previous years to allow our employees to spend time with their families. This continues to be one of our most appreciated benefits and after this stressful year, it is even more deserved. Essential operations will continue and members of our leadership team will be available to respond to any urgent issues.
- 410 E Maple Update: The property is owner is currently waiting for the engineering firm she hired to provide a report on their findings. She will share that with us as soon as she receives it and the firm we hired will review to determine if there is any information that would change his original opinion.
- Rayner Park Grant Applications: We received notification within the last week that we were not awarded grant funding for the Rayner Park Playground from the three programs we applied for. We will take the time to meet with the State to get feedback on our applications and how we can be more competitive for future rounds.

## Staffing Updates:

- Open Positions – Seasonal Crossing Guard position posted and is open until filled.
- Resignations – Rob Mentink voluntarily resigned as Corporal, effective November 13, 2020.

## Traffic Updates:

- Columbia Street at US 127 Overpass - Traffic congestion turning difficulties. Staff is working with MDOT for possible changes to the signal timing. An officer has been assigned to monitor the situation and be a liaison.
- Rodgers Street and Cherry Street – Stop Sign Violations. Officers have been assigned for additional police presence and targeted enforcement.



## LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U11	Turbine Aeration Blower at POTW	Estimated time of arrival of April 2021.	
FY 2020-2021			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
2017-S17	Center Street-Walnut St to N. Bush St	Completed	October
2017-S18	Brookdale St- W. South St to Willow St	Completed	August
2017-S19 2020-U2	Cherry- McRoberts St to Henderson St	Completed	October
2017-S21	Eaton Drive- All	Completed	June
2017-S22	W. Elm St- McRoberts St to Lansing St	Completed	October
2019-S9a	E. Maple– S. Jefferson to S. Barnes	Completed	June
2019-S9b	Signal at E. Maple & S. Jefferson	Delayed traffic study due to COVID-19.	
2019-S5a	Henderson Street– Entire length	Completed	October
2019-S5b	Alley- W. Columbia to W. Sycamore	Completed	October
2018-S1	Temple Street Pedestrian Crossing	Confirming with MPS, still priority project.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U8	Replace PLCs on 3 Wells	Anticipated start date Spring of 2021.	
2017-U23	Well No. 6 Rebuild	Anticipated start date Spring of 2021.	
2017-U25	Gutters for Water Treatment Plant	City Council approved; work expected to begin January 2021	
2018-U32	South Water Tower Repair	Staff reviewing report from Dixon Engineering	
2019-U1	Wastewater Treatment Plant - Design	Staff is drafting Request for Proposal for work.	
2019-U4	Study - Wastewater Solids System	Staff is drafting Request for Proposal for work.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Anticipated start date Spring of 2021	
2020-P2	Columbia St Bridge Ped. Crossing Design	Anticipated Spring of 2021	
2020-P5	Jefferson St – RR Pedestrian Crossing	Working with RR on scheduling rail work.	
2020-P6	Lee Austin Park- Plan/Design	Staff is drafting Request for Proposal for work.	
2020-P7	Non- Motorized Prog: NE Quadrant	Completed	October
2020-P8	Rayner Park- Master Park Plan	Staff is drafting Request for Proposal for work.	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP15	Vehicle No. 16 Replacement	Anticipated purchase Spring of 2021.	
2017-MVP16	Mower No. 77 Replacement	Anticipated purchase Spring of 2021.	
2017-MVP17	Vehicle No. 85 Replacement	Vehicle ordered; expected Spring 2021.	
2017-MVP20	Vehicle No. 18 Replacement	Anticipated purchase Spring of 2021.	
2017-MVP21	Mower No. 66 Replacement	Anticipated purchase Spring of 2021.	
2017-MVP29	Mower No. 69 Replacement	Anticipated purchase Spring of 2021.	
2018-MVP1	Vehicle No. 22 Replacement	Anticipated purchase Spring of 2021.	

BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B12	IT New Servers	Anticipated start date Spring of 2021	
2017-B17	Fire SCBA units	Anticipated purchase Spring of 2021.	
2018-B14	Fire Rehab 815 Replacement	Anticipated purchase Spring of 2021.	
2018-B22	Police Body Worn Cameras	Contract to be presented to City Council 12.7.20	
2018-B23	Masterplan/Zoning Update	Staff is drafting Request for Proposal for work	
2019-B16b	Election Tabulator Machines	Completed	October
2019-B2a	City Hall - Phase I Design and Security	Security approved. Design is still pending.	
2020-B4a	DPW- Design	Staff is working on refining design.	