



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

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. OATH OF OFFICE CONTINUED FROM FEBRUARY 11, 2020.

**Staff has confirmed all Commissioners have been sworn in by the City Clerk.*

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES

- A. Approve Minutes of Regular Planning Commission Meeting February 11, 2020

6. PUBLIC HEARING

- A. Resolution 2020-03: Russ Whipple, RJ Whipple Properties has requested an amendment to the Mason Code to amend the City of Mason ordinances, Part II, Chapter 1, Sec 1-2; Chapter 2, Sec 2-104; Chapter 94, Article IV, Section 94-124; Article VII, Section 94-222; Article IX, Section 94-292; and Chapter 100, Article I, Table 100-2 and Table 100-5 to allow three-unit multiple family use in the R2F: Two Family Residential district.
- B. Resolution 2020-04: Kyle and Laura McGonigal have requested to amend the zoning map by rezoning 117 Mark Street (parcel 33-19-10-09-204-004) from an O-2: Specialized Office district to a RS-2: Single Family Residential.

7. UNFINISHED BUSINESS

- A. October is National Planning month and the Mason Planning Commission's 75th Anniversary
- B. Parks and Non-Motorized Plan Update – Rayner Park grant submittal to DNR, [webpage here](#).

8. NEW BUSINESS

- A. Resolution 2020-05: Rayner Ponds Phase 4 Subdivision seeking extension of Final Site Plan Approval
- B. Resolution 2020-06: 1155 Temple Street – Paul Davis seeking extension of Special Use Permit and Final Site Plan Approval.
- C. Masterplan Workplan – Review upcoming schedule for completing five-year review and update of the 20- year Masterplan. *Staff will present additional materials at the meeting.*
- D. Building Permit Webpage and FAQ – [click here](#). Staff launched an update to the page in May with online permitting services for Roof/Siding permits.

9. LIAISON REPORT

- A. City Manager's Report – [click here](#).

10. ADJOURN



PLANNING COMMISSION ELECTRONIC MEETING INFORMATION

PLEASE TAKE NOTICE that the meeting of the City of Mason Planning Commission scheduled for **September 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, under the Governor of Michigan's Executive Orders 2020-59 and 2020-75.

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

Meeting ID: 895 5206 9050

Video Conference Information: **Link to join online:** <https://us02web.zoom.us/j/89552069050>

- You may also join a meeting without the link by going to 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.

Electronic Meeting Rules 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 Planning Commission (PC) 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 comment:
 - Public only will be allowed to address the PC 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 PC.
 - Public comments will be addressed in the following order:
 1. Those provided in writing **by 3:00 pm** on the day of the meeting sent to marciah@mason.mi.us will be read aloud by Chair.
 2. Those requesting to speak during meeting, by providing name, address in by **3:00 pm** on the day of the meeting sent to marciah@mason.mi.us.
 3. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the “Raise Your Hand” Feature in Zoom. The Chair will call on individuals to speak and they will be unmuted at that time.
 4. Participants that are available only by phone, after the 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 Chair, at their 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. According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540).

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** (above) 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.