

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF AUGUST 10, 2021**

Sabbadin called the meeting to order at 6:30 p.m. in person at Mason City Hall.

MOTION by Waxman, second by Barna, to amend the agenda to include Oath of Office as item 2, and to add the text 'Special Use Permit' to Gestamp's request in item 5.A.

**OATH OF OFFICE**

City Clerk Sara Jarvis administered the Oath of Office to Kyle Elizabeth Kirkby, Planning Commissioner recently appointed by City Council at their August 2 meeting. Chair Sabbadin welcomed Commissioner Kirkby.

**ROLL CALL**

Roll Call		Present	Absent	Notes
Commissioner	Barna	X		
Council Liaison	Clark	X		
Vice-Chair	Howe		X	Without notice
Commissioner	Husby		X	With notice
Commissioner	Kirkby	X		
Commissioner	Perrault	X		
Chair	Sabbadin	X		
Commissioner	Waxman	X		
Secretary	Wren	X		Arrived at 6:49 p.m.

Also present: Elizabeth A. Hude, AICP, Community Development Director

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

MOTION by Waxman, second by Barna, to approve the Planning Commission meeting minutes from June 15, 2021.

Yes (7) Barna, Clark, Kirkby, Perrault, Sabbadin, Waxman, Wren

No (0)

Absent (2) Howe, Husby

**MOTION PASSED**

## **PUBLIC HEARING**

A. Alan Boyer, LSG Engineers & Surveyors, on behalf of Gestamp Mason, LLC, has requested approval of a Final Site Plan and Special Use Permit for construction of a new 49,200 sq. ft. addition on an existing 624,780 sq. ft. building to be used as a Finish Goods Product Storage (Low Bay) and to perform other related site improvements on property located at 200 E. Kipp Rd, parcel 33-19-10-16-100-024. The parcel is zoned M-2 General Manufacturing District.

OPEN: 6:36 p.m.

CLOSED: 6:42 p.m.

PUBLIC COMMENTS: NONE

DISCUSSION: Alan Boyer, LSG Engineers & Surveyors, on behalf of Gestamp Mason, LLC presented a summary of the project as described in the agenda packet. Director Hude provided an overview of the staff report and that additional information had been requested in several areas – parking, lighting, landscaping, sidewalks and traffic/truck routes. Mr. Boyer pointed out their statement in the packet that they are working with staff to address the items and take no exception to the items in the report. He noted additional Gestamp representatives in the audience – Jeff Bowling, Christopher Trevisan, and Damian Starr.

Discussion between the applicant, Commissioners took place. Key points discussed included encouraging the applicant to utilize the provision in the ordinance to defer construction of unnecessary new required parking to minimize impervious surface, the history and need for sidewalk connections on the site, and the need for a traffic study. The applicant reported that an additional 40 trucks per day would visit the site, all routed through an existing high-traffic area from the Kipp Rd exit on US-127 east to turn right and travel south on Hull Rd, then turn left to enter on Trillium Dr. They do not intend to utilize the Barnes Rd exit at this time. They would like to arrange for the traffic study to be completed and made available at a later date as the lead time is about 4 months out for completion. Gestamp would like to begin construction at the end of the month, August 31. They will have the revised plans and additional information ready to meet the deadline for a special meeting of the PC the week of August 23. The Commissioners determined that Wednesday, August 25, at 6:30 p.m. would be best for attendance.

MOTION by Waxman, second by Clark, to table the discussion to Wednesday, August 25, 2021 at 6:30 p.m.

Yes (7) Barna, Clark, Kirkby, Perrault, Sabbadin, Waxman, Wren

No (0)

Absent (2) Howe, Husby

**MOTION PASSED**

## **UNFINISHED BUSINESS**

A. Master Plan Update

Director Hude encouraged everyone to sign up for the email updates and to anticipate a request for future joint PC/CC kick-off meeting in the future, possibly late September or October.

## **NEW BUSINESS**

A. Discussion: Ordinance text amendments regarding attached garages and front yard parking  
Director Hude provided an overview of her request for guidance on a future text amendment to the ordinance that clarifies the community's expectations on projecting garages. There have been different interpretations over the years and staff is seeking PC input on amendments to clarify existing language, and accommodate modern housing styles. Commissioners asked questions and discussion took place regarding the need for an ordinance amendment – some felt no changes were necessary; if the amendment should limit projecting garages at all or only in certain areas such as older neighborhoods with established patterns (infill) vs. newer subdivisions; and if it was necessary to regulate architectural details like windows in a garage door. Some expressed support for addressing the issue noting examples of housing that appeared to be a wall of garages and the need to consider the character of Mason. Staff was advised to revise the proposal and bring to the next meeting in September, removing some of the detail on restrictions, and to focus the amendments toward clarifying and strengthening subjective language.

### A. Discussion: Youth Advisor Role

Youth Advisor, Thomas De LaFuente was unable to attend the meeting. Commissioners agreed to take up the discussion further at the September meeting when he was present.

## **LIAISON REPORT**

### A. Council Liaison Report

Council Liaison Clark provided an update regarding actions taken at the last City Council meeting on August 2.

### B. City Manager Report

Director Hude stated that they were still working to fix the link in the packet, and that printed copies were made available this evening.

Meeting was adjourned at 8:25 p.m.



Megan Wren, Secretary