

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF OCTOBER 12, 2021**

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

**CONFIRMATION OF MEMBER ATTENDANCE**

		Present	Absent	Notes
Commissioner	Barna	X		
Commissioner	Bliesener	X		
Council Liaison	Clark	X		
Vice-Chair	Howe	X		
Commissioner	Kirkby	X		
Commissioner	Perrault	X		
Chair	Sabbadin		X	Notice given
Commissioner	Waxman	X		
Secretary	Wren	X		

Also present: Elizabeth A. Hude, AICP, Community Development Director, Thomas DeLafuente, Youth Advisor

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

MOTION by Clark, second by Waxman, to approve the Planning Commission meeting minutes from August 25, 2021.

**VOTE**

Yes (8) Barna, Bliesener, Clark, Howe, Kirkby, Perrault, Waxman, Wren

No (0)

Absent (1) Sabbadin

**MOTION PASSED**

**UNFINISHED BUSINESS**

- A. Projecting Garage Ordinance Update - Director Hude stated that staff would present an update at the December meeting which would incorporate comments from Commissioners.
- B. Master Plan – Director Hude stated that the joint PC/CC meeting was scheduled for November 16, 6:30-9:30 p.m. and that an outlook appointment would be sent out.

**NEW BUSINESS**

- A. Brian Rasdale of BAD Brewing Company has Requested Approval of a Final Site Plan for the Expansion of a Microbrewery Business to Include Additional Outdoor Seating and a New Accessory Structure Containing A Kitchen and Two Bathrooms on Property Located At 440 and 448 S. Jefferson Street.

MOTION by Waxman, second by Clark, to approve Resolution 2021-06

DISCUSSION

Commissioner Wren disclosed that the application involves the use of a portion of Kean's but that she does not personally gain financially from the use.

Commissioner Howe disclosed that he does not personally gain financially from the proposal but that he does interact with the applicant through his employer.

Discussion took place and questions were asked to confirm there were no issues with drainage, Usable Floor Area (UFA); the structure is a repurposed shipping container, insulated and meets the building code as a building; the use is not equal to or greater than 15,000 s.f.; a Special Use Permit is required for Outdoor Entertainment and staff will follow up with applicant on this and the additional temporary accessory structures that will be on site. The evaluation on Noise will be part of a future discussion regarding updates to the ordinances, but nothing in the proposal suggests the noise levels will change from the existing levels. The issue of separate and combined Preliminary and Final Site Plan Review will be clarified on a future revision of the application. Some commissioners expressed concerns regarding visibility at Jefferson and Oak due to on-street parking and whether or not there was sufficient parking downtown. Additional questions were asked to confirm staff's report on dumpsters, paint, the four-foot setback on the west property line, and the rock wall.

VOTE

Yes (8) Barna, Bliesener, Clark, Howe, Kirkby, Perrault, Waxman, Wren

No (0)

Absent (1) Sabbadin

MOTION PASSED

LIAISON REPORT

- A. Council Liaison Report - Council Liaison Clark provided an update regarding actions taken at the last City Council meeting on October 4.
- B. City Manager Report was printed in the packet.

Meeting was adjourned at approximately 7:55 p.m. followed by a workshop on the Planning Commission Handbook.



Megan Wren, Secretary

**CITY OF MASON  
PLANNING COMMISSION WORKSHOP  
MINUTES OF OCTOBER 12, 2021**

Howe called the meeting to order at approximately 8:05 p.m. in person at Mason City Hall.

**CONFIRMATION OF MEMBER ATTENDANCE**

		<b>Present</b>	<b>Absent</b>	<b>Notes</b>
Commissioner	Barna	X		
Commissioner	Bliesener	X		
Council Liaison	Clark	X		
Vice-Chair	Howe	X		
Commissioner	Kirkby	X		
Commissioner	Perrault	X		
Chair	Sabbadin		X	Notice given
Commissioner	Waxman	X		
Secretary	Wren	X		

Also present: Elizabeth A. Hude, AICP, Community Development Director, Thomas DeLafuente, Youth Advisor

**PUBLIC COMMENT**

None.

**PRESENTATION BY COMMUNITY DEVELOPMENT DIRECTOR HUDE REGARDING PLANNING COMMISSIONER HANDBOOK**

Director Hude opened the workshop and briefly discussed the MML handbook provided to each Commissioner. Discussion took place regarding the roles of Commissioners related to plan reviews and site visits. Staff will work to create a webpage containing all PC Handbook Materials in one place, will look for a one-page handout reference for Roberts Rules of Order, and will seek additional information on what constitutes Ex Parte communications.

**ADJOURNMENT**

Workshop was adjourned at approximately 8:55 p.m.

  
Megan Wren, Secretary