



PLANNING COMMISSION MEETING

AGENDA – December 14, 2021

Mason City Hall, 201 W. Ash Street, Mason, MI
Sycamore Room 1st Floor, 6:30 p.m.

1. **CALL TO ORDER**
2. **CONFIRMATION OF MEMBER ATTENDANCE**
3. **PUBLIC COMMENT**
4. **APPROVAL OF MINUTES**
 - A. Approval of Minutes from the Planning Commission Meeting on November 9, 2021.
 - B. Approval of Minutes from the Joint City Council & Planning Commission Workshop on November 16, 2021.
5. **PUBLIC HEARING**
 - A. Resolution 2021-08 Recommending that the City Council Adopt Ordinance No. 237 – an Ordinance to Amend the City of Mason Zoning Map to Rezone Property at 837 E. Ash Street (Parcel 33-19-10-09-252-007) from RS-1: Single Family Residential to RS-3: Single Family Residential.
6. **UNFINISHED BUSINESS**
 - A. Update: Zoning Amendment – Accessory Structures Ordinance
7. **NEW BUSINESS**
 - A. Resolution 2021-09 Recommendation to City Council to Amend the Capital Improvement Program (2021-2027)
8. **LIAISON REPORT (12.6.21)**
 - A. Receipt of Notice of Appointments to the City Council's Zoning Ordinance Review Special Committee
9. **ADJOURNMENT**

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF NOVEMBER 9, 2021
DRAFT**

Sabbadin 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	Notice given to Chair
Vice-Chair	Howe	X		
Commissioner	Kirkby	X		
Commissioner	Perrault		X	Notice given to staff
Chair	Sabbadin	X		
Commissioner	Waxman	X		
Secretary	Wren		X	Notice given to staff

Also present: Elizabeth A. Hude, AICP, Community Development Director, Thomas DeLafuente, Youth Advisor; Jim Giguere, Giguere Homes, Ron Enger, Engineer

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Howe, second by Barna, to approve the Planning Commission meeting minutes from both the regular meeting and the workshop on October 12, 2021.

VOTE

Yes (6) Barna, Howe, Bleisener, Sabbadin, Waxman, Kirkby

No (0)

Absent (3) Clark, Perrault, Wren

MOTION PASSED

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Resolution 2021-07: Preliminary and Final Site Plan Approval for the development of a new 20 home residential subdivision by James Giguere, Giguere Realty & Development, LLC.

MOTION by Waxman, second by Howe, to approve Resolution 2021-07

DISCUSSION

Chair Sabbadin asked the applicant if he had any concerns about meeting the 2023 timeline of the plat extension granted by City Council. Mr. Giguere stated that he did not and felt he would complete the necessary work by then.

Chair Sabbadin asked staff if the resolution needed to include conditions related to the drain commission approval. Staff stated that it could be if the commissioners wished to do so but that part of the ordinance covered by the staff report stated that compliance with all other local, county, state and federal requirements were required. No additional conditions were added to the resolution.

VOTE

Yes (6) Barna, Howe, Bleisener, Sabbadin, Waxman, Kirkby

No (0)

Absent (3) Clark, Perrault, Wren

MOTION PASSED

LIAISON REPORT

- A. Council Liaison Report – Staff reminded commissioners of the joint workshop on Nov. 16 and that the pre-workshop homework was due Nov. 10.
- B. City Manager Report was printed in the packet.

Commissioner Howe commented that the recent Mason Police K-9 presentation made to the Rotary Club was excellent and that staff handled questions very well.

Commissioner Barna asked for an update on the Parks Millage. Director Hude reported that it passed with 56% of the vote. We are waiting to hear back about the DNR grant for the playground, the status for all parks listed in the City Manager report are in design phase. Now that the millage has passed they will be further prioritized for improvements to move forward.

Meeting was adjourned at approximately 6:45 p.m.

Megan Wren, Secretary

**CITY OF MASON
JOINT CITY COUNCIL AND PLANNING COMMISSION WORKSHOP
MINUTES OF NOVEMBER 16, 2021
DRAFT**

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

CONFIRMATION OF MEMBER ATTENDANCE

		Present	Absent	Notes
Mayor	Whipple	X		
Mayor Pro Tem	Brown	X		
Councilmember	Clark	X		
Councilmember	Droscha	X		
Councilmember	Ferris	X		
Councilmember	Schaffer	X		
Councilmember	Vogel	X		
Chair	Sabbadin		X	Notice given
Vice-Chair	Howe	X		
Commissioner	Barna		X	Notice given
Commissioner	Bliesener	X		
Commissioner	Kirkby	X		
Commissioner	Perrault		X	Notice given
Commissioner	Waxman	X		
Secretary	Wren	X		

Also present: Deborah S. Stuart, City Manager, Sarah J. Jarvis, City Clerk, Michelle Pietsch, Finance Director, Elizabeth Hude, AICP, Community Development Director, Michael Olson, DPW Director/Assistant City Manager, Donald Hanson, Police Chief, Kerry Minshall, Fire Chief, Thomas DeLaFuente, Youth Advisor

PUBLIC COMMENT

None.

PRESENTATION OF THE MASTER PLAN BY DEB STUART, CITY MANAGER AND CONSULTANTS

City Manager Stuart provided an overview of the master plan project and schedule. The consultants led participants through two activities:

- Guiding Principles Photo Exercise – Based upon results of the pre-workshop surveys, participants narrowed down what they believe are important themes to guide the master plan from a list of nine:
 - o Close-knit community
 - o Small town charm
 - o Connected
 - o Inclusive
 - o Vibrant
 - o Welcoming
 - o Safe
 - o Celebrating heritage

- Community Participation - Participants discussed stakeholder groups and strategies for engaging the community around the conversation of the master plan and zoning updates.

ADJOURNMENT

Workshop was adjourned at approximately 9:30 p.m.

Megan Wren, Secretary



Staff Agenda Report: December 14, 2021 Planning Commission

AGENDA ITEM 5A:	Resolution 2021-08 - A Resolution recommending that the City Council adopt Ordinance No. 237 – an Ordinance to amend the City of Mason Zoning Map to rezone property at 837 E. Ash Street (Parcel 33-19-10-09-252-007) from RS-1: Single Family Residential to RS-3: Single Family Residential.
RECOMMENDED ACTION:	Approve Resolution 2021-08 for recommended approval of Ordinance No. 237
PROJECT ADDRESS:	837 E. Ash Street
APPLICANT:	Lindsey Hanson
OWNER:	Lindsey Hanson

Authority

- [Section 94-392](#): An amendment to this chapter may be initiated by the city council, by the planning commission, or by petition of one or more persons having an interest in property within the jurisdiction of this chapter.
- [Section 94-396\(a\)](#): In reviewing any application for an amendment to this chapter, the planning commission shall identify and evaluate all factors relevant to the application, and report its finding in full along with its recommendations for disposition of the application, to the city council within 60 days of receipt of an application or proposed amendment.
- [Section 94-396\(b\)](#): All findings of fact shall be made a part of the public records of the meetings of the planning commission. The planning commission shall transmit its summary received at the public hearing and its recommended action to the city council.

Public Notice: In accordance with [Sec. 94-395](#) and [94-101](#), the public hearing notice was published in the Ingham County Community News Legal Section on Sunday, November 21, 2021, and notice was publicly posted in the window at City Hall. A letter was sent to abutters within 300 feet of the subject parcel. The agenda containing the matter was posted on Friday, December 10, 2021 in accordance with the Open Meetings Act. No additional notice required.

Relation to Other Actions: A first reading of Ordinance No. 237 was conducted at the regular City Council meeting on Monday, December 6, 2021. The Planning Commission will hold a public hearing on December 14, 2021, after which they will make recommendation to City Council. City Council would conduct the second reading and consider adoption at their regular meeting on Monday, December 20, 2021. The ordinance would go into effect on the date of its publication, anticipated to be Sunday, December 26, 2021.

Submittal Criteria: The applicant paid a fee of \$300, and together with the documents listed above, the application appears to satisfy the submittal requirements of [Sec. 94-393](#) and [Sec.94-394](#).

Review Criteria: The applicant has submitted a Request for Zoning Map Amendment that appears to meet the requirements for approval.

ATTACHMENTS:

- Images of parcel location and zoning
- Proposed Resolution 2021-08
- Ordinance No. 237
- Permit Application, received

PROJECT ANALYSIS

Description of Current and Planned Use of Property: The applicant inquired about making improvements to a detached structure and principal structure on the property. After reviewing the dimensional requirements for RS-1, it was discovered that 837 E. Ash St. is a non-conforming lot because it does not meet the dimensional requirements, but also some of the adjacent lots with RS-1 zoning were currently non-conforming as well. The dimensional requirements of RS-3 are consistent with the actual dimensions of 837 E. Ash and several of the surrounding residential lots.

Property Size: 12,632 square feet

Current Zoning District: The parcel is located in the [RS-1 Single Family Residential](#).

Master Plan: The request also addresses the following goals:

- Page 2-3: **Community Character, Historic Preservation and the Environment:** Preserve the quiet, historical, and small-town character of Mason along with the integrity of its environmental resources.
- Page 2-4: **Residential Development:** Establish a residential environment that recognizes the varied economic and family structure conditions of current and future residents while affording persons and families with healthy and stable surroundings that nurture personal growth.

REVIEW CRITERIA:

Per [Sec. 94-396\(a\)](#), the planning commission shall identify and evaluate all factors relevant to the application, and shall report its finding in full along with its recommendations for disposition of the application, to the city council within 60 days of receipt of an application or proposed amendment. Based upon staff's review, the application appears to meet the standards for approval as noted below.

STATUS/NOTE	REQUIREMENT
MEETS	(1) Compliance with the Master Plan of the City.
	The Future Land Use Plan (FLU) in the Master Plan designates this area as Residential. The request to re-zone from RS-1 to RS-3 appears to be consistent with the FLU as they are both residential districts.
MEETS	(2) What, if any, identifiable conditions related to the proposed amendment have changed which justify the proposed amendment?
	After reviewing the dimensional requirements for RS-1, it was discovered that 837 E. Ash is a non-conforming lot because it does not meet the RS-1 dimensional requirements. The dimensional requirements of RS-3 are consistent with the actual dimensions of 837 E. Ash and several of the surrounding residential lots.
MEETS	(3) What, if any, error in judgment, procedure or administration was made in the original chapter which justifies the petitioner's change in zoning?
	There is insufficient explanation in the master plan to determine if the intent of the current zoning is to encourage larger lots and less dense development. Given that the future land use calls for this area to remain residential, it is possible that the assignment of the RS-1 zoning district and associated lot dimensional requirements were intentional for the purpose previously stated, or else the current zoning was assigned in error. Staff believes the master plan's goals of preserving community character supports the petitioner's request as it allows the property to become conforming based upon the existing lot dimensions.
MEETS	(4) What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?
	The effect of this re-zoning is expected to result in additional re-zonings of properties with a similar circumstance. Staff is currently working with consultants on a city-wide audit of properties to address the issue as part of the master plan and zoning update project in progress.
MEETS	(5) What is the impact of the amendment on the ability of the city and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonable be required in the future if the petition is approved?
	This area is already developed and served adequately by public services and facilities.
MEETS	(6) Does the proposed amendment adversely affect the value of the surrounding property?

This re-zoning will not adversely affect property values. Instead, the re-zoning will improve the ability of the property owner to invest in improvements.

MEETS

(7) Are there any significant negative environmental impacts which would reasonably occur if the petitioned zoning change and resulting allowed structures were built? Examples include:

a. Surface water drainage problems.

b. Wastewater disposal problems.

c. Adverse effect on surface or subsurface water quality.

d. The loss of valuable natural resources such as forest, wetlands, historic sites, wildlife, mineral deposits or valuable agricultural land.

The area is already developed. Staff is not aware of any significant environmental impacts that would result from the proposed zoning change.

MEETS

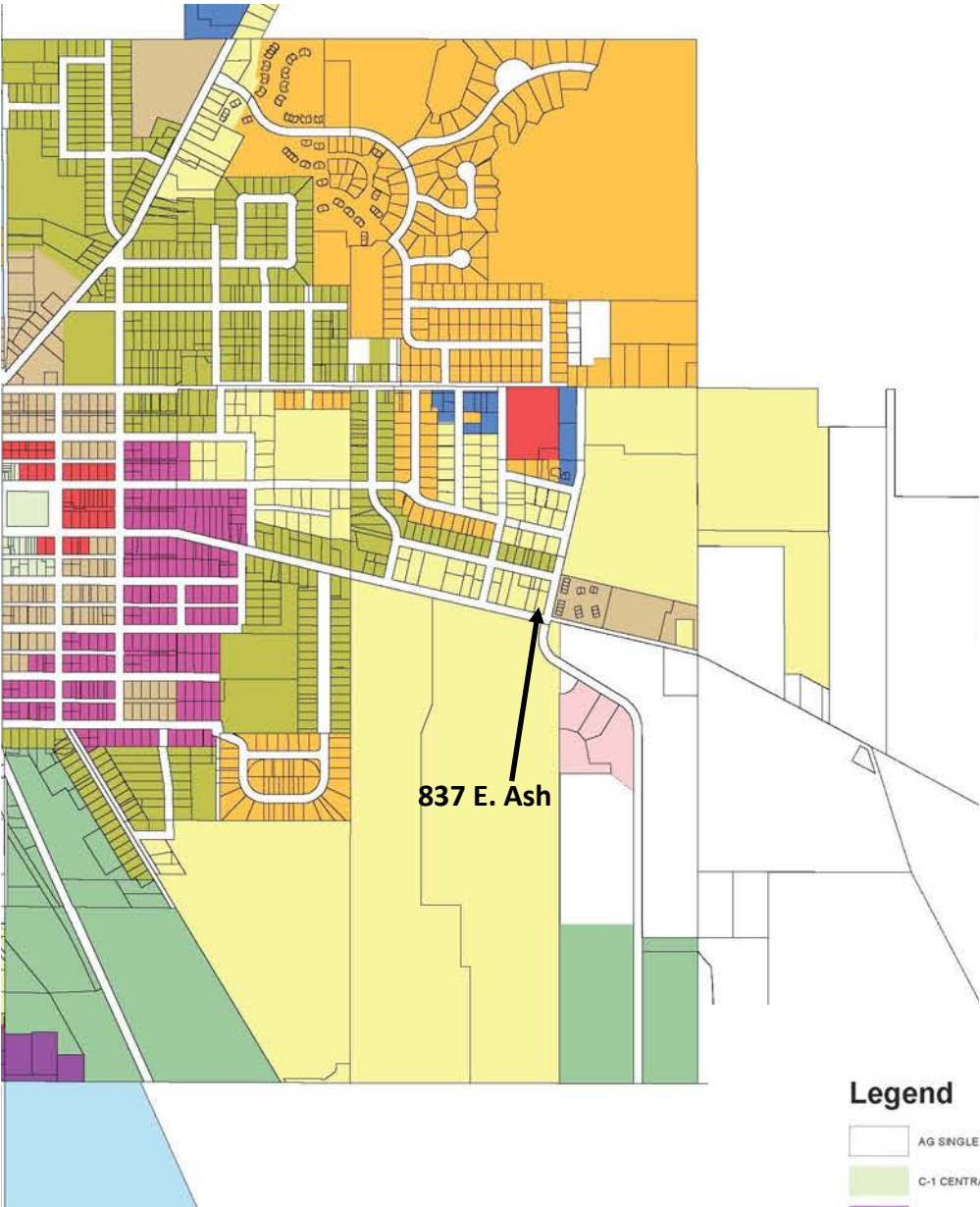
(8) The ability of the property in question to be put to a reasonable economic use in the zoning district in which it is presently located.

The applicant is seeking the re-zoning in order to invest in the property. The re-zoning improves the ability of the property to be put to a reasonable economic use in a residential district.

COMMENTS FROM AGENCIES

No comments/concerns were received.

City of Mason Zoning Map



Legend

- AG SINGLE FAMILY AGRICULTURAL DISTRICT
- C-1 CENTRAL BUSINESS DISTRICT
- C-2 GENERAL COMMERCIAL DISTRICT
- C-3 LOCAL COMMERCIAL DISTRICT
- M-1 LIGHT MANUFACTURING DISTRICT
- M-2 GENERAL MANUFACTURING DISTRICT
- MH SINGLE FAMILY MOBILE HOME DISTRICT
- O1 OFFICE DISTRICT
- O2 SPECIALIZED OFFICE DISTRICT
- R2F TWO FAMILY RESIDENTIAL DISTRICT
- RM MULTIPLE FAMILY RESIDENTIAL DISTRICT
- RS-1 SINGLE FAMILY RESIDENTIAL DISTRICT
- RS-2 SINGLE FAMILY RESIDENTIAL DISTRICT
- RS-3 SINGLE FAMILY RESIDENTIAL DISTRICT

**CITY OF MASON
PLANNING COMMISSION
RESOLUTION No. 2021-08**

**A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL
ADOPT ORDINANCE NO. 237 – AN ORDINANCE TO AMEND THE CITY OF MASON ZONING MAP TO REZONE PROPERTY
AT 837 E. ASH STREET (PARCEL 33-19-10-09-252-007) FROM RS-1: SINGLE FAMILY RESIDENTIAL TO RS-3: SINGLE
FAMILY RESIDENTIAL**

December 14, 2021

WHEREAS, Lindsey Hanson, has requested an amendment to the City of Mason zoning map to rezone her property at 837 E. Ash Street (parcel 33-19-10-09-252-007) from RS-1: Single Family Residential to RS-3: Single Family Residential; and,

WHEREAS, a public hearing on the request was noticed and held at the Planning Commission's regular meeting of December 14, 2021, with testimony given and public comment solicited in accordance with Section 94-101 of the Mason Code; and,

WHEREAS, the Planning Commission accepts the Staff Report dated December 9, 2021, as findings of fact finds that proposed Ordinance is consistent with the relevant criteria of Section 94-396(a).

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby recommend that City Council adopt the proposed Ordinance No. 237 – an ordinance to amend the City of Mason zoning map to rezone property at 837 E. Ash Street (parcel 33-19-10-09-252-007) from RS-1: Single Family Residential to RS-3: Single Family Residential.

The foregoing Resolution was moved for adoption by Planning Commissioner _____ and seconded by Planning Commissioner _____ and declared adopted by the following vote:

Yes ()

No ()

Absent ()

RESOLUTION DECLARED XXXXXX

STATE OF MICHIGAN)

:ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolutions adopted by the Planning Commission of the City of Mason at a regularly scheduled meeting held on Tuesday, December 14, 2021, pursuant to the Michigan Open Meetings Act, the original of which is on is file in my office as part of the minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ____ day of _____ 2021.

Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, Michigan

**CITY OF MASON
ORDINANCE NO. 237**

AN ORDINANCE TO AMEND THE CITY OF MASON ZONING MAP TO REZONE THE PROPERTY AT 837 E. ASH STREET (PARCEL 33-19-10-09-272-007) FROM RS-1 SINGLE FAMILY RESIDENTIAL TO RS-3 SINGLE FAMILY RESIDENTIAL.

December 20, 2021

THE CITY OF MASON ORDAINS:

The Mason Zoning Map is hereby amended as follows:

Parcel 33-19-10-09-252-007, referenced also as 837 E. Ash Street in Mason, is to be rezoned from RS-1 Single Family Residential to RS-3 Single Family Residential.

Sunset Provision. None.

Effective Date. This ordinance shall take effect immediately upon publication of the notice of adoption in a newspaper of general circulation within the city.

The foregoing Ordinance was moved for adoption by Council Member _____ and supported by Council Member _____, with a vote thereon being: YES () NO (), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the _____ day of _____, 2021. Ordinance No. 237 declared adopted this _____ day of _____, 2021.

Russell Whipple, Mayor

Sarah J. Jarvis, City Clerk
City of Mason, Ingham County, State of Michigan



RECEIVED

NOV 10 2021

CITY OF MASON
PLANNING DEPT.

APPLICATION

REQUEST FOR ZONING AMENDMENT

RECEIVED
NOV 09 2021
CITY OF MASON
CUSTOMER SERVICE

Please complete the information requested below. The full text describing the process and basis for approvals of requests for zoning amendments can be found in Chapter 94 – Zoning, Article XII Amendments – [click here](#).

Part 1 - Applicant Information:

Name: Lindsey Hanson
Organization: _____
Address: 837 E. Ash Street
Telephone Number: 517-819-2728 E-mail: lindseyburlison@yahoo.com
Interest in Property (owner, tenant, option, etc.): Owner

Note: If the applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner along with the owner's contact information.

Part 2 – Request for Zoning Amendment

☐ Zoning Text Amendment – Proceed to Part 3 ☒ Zoning Map Amendment (Re-zoning) – Proceed to Part 4

Please briefly summarize your request below. Attach separately a narrative that clearly describes the reason for your request and how you believe it meets the matters to be considered listed in Sec. 94-396(a)(1) through (8) of the City of Mason ordinance, listed at the end of this application package.

Lot is currently zoned RS-1 and is non-conforming
Request is to re-zone to RS-3 to make property
conforming. Please see attached survey

APPLICANT CERTIFICATION

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises to determine compliance with the requirements of the zoning code district requested by the applicant and compliance with conditions precedent to the granting of the zoning district change/text amendment requested.

Signature: Lindsey Hanson Date: 11.9.2021

RECEIVED

PC Packet Pg. 13

NOV 10 2021

CITY OF MASON
PLANNING DEPT.**Part 3 – Zoning Text Amendment****Draft of Zoning Text**

Please attach separately a draft of the zoning text as you wish for it to be amended and send a copy via email in electronic format. Changes to the existing ordinance should be 'tracked and highlighted' to show where changes are being proposed. Staff will format the draft into an ordinance that will be presented to the Planning Commission and City Council.

Part 4 – Zoning Map Amendment**Property Legal Description**

This information can be found on your property survey or in the assessor's record of your property.

Property address: 837 E. Ash Street Parcel #: 33.19.10.09.252.007

If in a subdivision: Subdivision Name: _____ Lot Number: _____

If Metes and Bounds, attach a copy of the full legal description.

Site Area

Indicate the size of the site subject to the request for change of zoning:

In square feet (if under one (1) acre): 12632.4 In acres (if over one (1) acre): _____

Master Plan

Future Land Use Designation (from Master Plan): _____

Does the proposed Zoning District conform to this designation? ☐ Yes ☐ No

Available Services

Public Water ☒ Yes ☐ No

Paved Road (Asphalt or Concrete) ☒ Yes ☐ No

Public Sanitary Sewer ☒ Yes ☐ No

Public Storm Sewer ☒ Yes ☐ No

Health Department Certification may be required where public water and/or sanitary sewer are not available.

Current Use:

Are there any structures currently on the property? ☒ Yes ☐ No

If so, describe the number of structures and how the structures are used (attach additional sheets, if necessary):

Structure 1 - principal home

Structure 2 - accessory building

Soil Data

Has soil bearing capacity and septic suitability of the ground been tested? ☐ Yes ☒ No

If so, provide copy. Note: Such testing may be required if conditions warrant.

Plot Plan

The Plot Plan shall be drawn to a readable scale and shall show all of the following information:

- Existing structures and parking areas, with setback dimensions from property lines
- Survey pins or monuments
- All easements on the property
- Overhead and underground utilities
- Floodplain and wetlands
- Topography (where land characteristics have a bearing on the request)
- Surface drainage, indicated by directional arrows
- Existing zoning and use of surrounding properties

CERTIFICATE OF SURVEY

LOT #37, EXCEPT THE NORTH 90 FEET THEREOF
"ASSESSOR'S PLAT NO. 2"
TOWN 2 NORTH, RANGE 1 WEST, CITY OF MASON,
INGHAM COUNTY, MICHIGAN



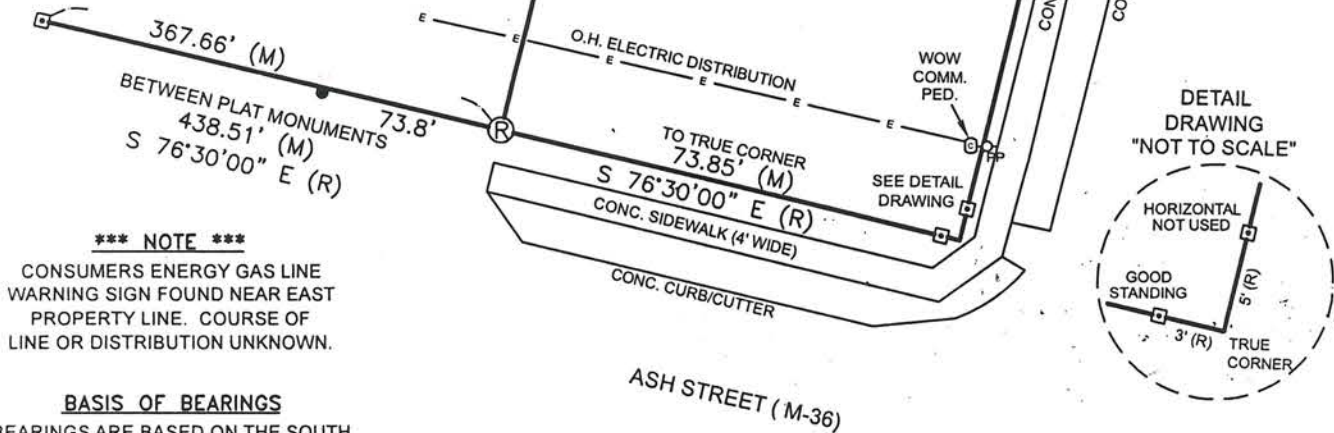
LEGEND

- -- IRON FOUND
- ◻ -- PLAT MONUMENT FOUND
- Ⓡ -- SET REBAR W/CAP "MAF 55056"
- (R) / (M) -- (RECORD) / (MEASURED)
- ↔ -- NOT DRAWN TO SCALE



LOT #36

LOT #37



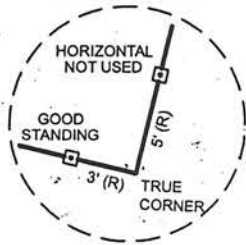
*** NOTE ***

CONSUMERS ENERGY GAS LINE
WARNING SIGN FOUND NEAR EAST
PROPERTY LINE. COURSE OF
LINE OR DISTRIBUTION UNKNOWN.

BASIS OF BEARINGS

BEARINGS ARE BASED ON THE SOUTH
LINE OF LOTS 33 THRU 37 OF
ASSESSOR'S PLAT NO. 2, CITY OF MASON
RECORDED AS S 76°30' 00" E.

DETAIL
DRAWING
"NOT TO SCALE"



JOB#: 21 11. 002

Fauser Land Surveying, L.L.C.

DRAWN BY: MAF

2756 W. KINNEVILLE RD. LESLIE, MI 49251

DATE: 05 NOV 2021

SCALE: 1" = 30'

PAGE: 1 OF 1

I MARK A. FAUSER, PS #4001055056 DO HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE PARCEL (S)
HEREON DESCRIBED AND THAT THE RELATIVE POSITIONAL PRECISION OF EACH CORNER IS WITHIN THE LIMITS
ACCEPTED BY THE PRACTICE OF PROFESSIONAL SURVEYING IN THE STATE OF MICHIGAN, AND THAT ALL THE
REQUIREMENTS OF P.A. 132 OF 1970 AS AMENDED, HAVE BEEN COMPLIED WITH.

Mark A. Fauser
PROFESSIONAL SURVEYOR

CITY OF MASON
P.O. BOX 370
201 W. ASH ST.
MASON MI 48854-370
Phone : (517) 676-9155
WWW.MASON.MI.US

Received From:
HANSON, LINDSEY
837 E ASH ST
MASON MI 48854

Date: 11/09/2021
Receipt: 100291404
Cashier: KM

Time: 2:09:29 PM

ZONING AMENDMENT
837 E ASH

ITEM REFERENCE	AMOUNT
PERBUS PERMIT-VARIOUS BUS LICENSE & PERMIT S	
REZONING 837 E ASH	\$300.00
TOTAL	\$300.00
CASH	\$300.00
Total Tendered:	\$300.00
Change:	\$0.00



Agenda Report: December 14, 2021 Planning Commission

AGENDA ITEM

Resolution 2021-09 Recommendation to City Council to Amend the Capital Improvement Program (2021-2027)

RECOMMENDED ACTION

Approve Resolution 2021-09 Recommendation to City Council to Amend the Capital Improvement Program (2021-2027)

HISTORY

A Capital Improvements Program (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the City of Mason's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community.

The current CIP (2021-2027) was recommended by the Planning Commission (PC) through PC Resolution 2021-01 and adopted by the City Council (CC) through CC Resolution 2021-06. Due to the timing of street construction, staff uses the adopted CIP as a guide in preparing for street projects prior to the adoption of the budget for the next fiscal year. The proposed streets to be completed in the next two construction seasons are:

STREETS, BRIDGES, SIGNALS (\$)		Forecast	
Project Num	Project Name/Description	2022-2023	2023-2024
2017-S14	E. Cherry Street - Rogers Street to End	\$ 109,608	
2017-S15	S. Barnes Street - Ash Street to Kipp Road	\$ 755,160	
2017-S16	Maple Street Bridge Repair/Replacement	\$ 250,000	
2018-S27	Peachtree Place - Columbia Street to South Street		\$ 457,720
2018-S29	McRoberts Street - Columbia Street to Maple Street		\$ 84,355
2018-S30	Steele Street - Ash Street to Elm Street		\$ 68,900
2018-S31	W. Oak Street - McRoberts Street to Lansing Street		\$ 130,188
2019-S1	Walnut Court - Columbia Street to Ash Street		\$ 118,940

After discussion with Mason Public School and challenges with their construction timelines at Steele Street Elementary School, it was determined that Cherry Street would not be feasible to complete this year and the school is requesting it be delayed one construction season to allow for the completion of the project. Staff agrees and recommends swapping Walnut Court for E. Cherry Street, to ensure we are moving forward with our goals for total street construction investment in one year.

Proposed changes to the street construction plan are:

STREETS, BRIDGES, SIGNALS (\$)		Forecast	
Project Num	Project Name/Description	2022-2023	2023-2024
2017-S15	S. Barnes Street - Ash Street to Kipp Road	\$ 755,160	
2017-S16	Maple Street Bridge Repair/Replacement	\$ 250,000	
2019-S1	Walnut Court - Columbia Street to Ash Street	\$ 118,940	
2017-S14	E. Cherry Street - Rogers Street to End		\$ 109,608
2018-S27	Peachtree Place - Columbia Street to South Street		\$ 457,720
2018-S29	McRoberts Street - Columbia Street to Maple Street		\$ 84,355
2018-S30	Steele Street - Ash Street to Elm Street		\$ 68,900
2018-S31	W. Oak Street - McRoberts Street to Lansing Street		\$ 130,188

SUMMARY

Authority

Michigan Planning Enabling Act (Public Act 33 of 2008) gives responsibility for preparing a Capital Improvement Program to local Planning Commission bodies, unless they are exempted.

Urgency

Projects are being prepared to bid and staff needs confirmation that this change is supported.

Relation to Other Actions

The amendment to the CIP and street contracts will require City Council approval to move forward, but no further action by the Planning Commission.

FISCAL IMPACT

Current/ Future Budgets: Project is similar in costs and no budget amendments are required at this time.

ADDITIONAL MATERIAL

Resolution 2021-09

Adopted Capital Improvement Program (2021-27) – [Click here for link](#)

Introduced:

Second:

**CITY OF MASON
PLANNING COMMISSION RESOLUTION No. 2021-09
A RESOLUTION RECOMMENDING THAT
CITY COUNCIL AMEND THE CAPITAL IMPROVEMENTS PROGRAM
FOR THE FISCAL YEARS 2021-2027**

December 14, 2021

WHEREAS, the Capital Improvements Program is a result of significant review and consideration by the City of Mason administrative staff, Planning Commission and City Council of the numerous capital project requests from City department heads for the next six fiscal-year periods; and

WHEREAS, prioritization of projects listed in the program is based on the overall benefit to the community, especially when improving public health, safety and welfare, and so that the most-needed projects will be accomplished first and scarce financial resources are allocated appropriately; and,

WHEREAS, the current CIP (2021-2027) was recommended by the Planning Commission (PC) through PC Resolution 2021-01 and adopted by the City Council (CC) through CC Resolution 2021-06; and

WHEREAS, the Planning Commission accepts the staff report recommendation to amend the Capital Improvements Program and switch Walnut Court for E. Cherry Street; and

WHEREAS, the Capital Improvements Program as amended will be consistent with the Capital Improvements Programming component of the Master Plan.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby recommend that City Council amend the Capital Improvements Program (CIP) for fiscal years 2021-2027 by switching Walnut Court for E. Cherry Street.

Yes (0)

No (0)

Absent (0)

Abstained (0)

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Planning Commission at its regular meeting held Tuesday, December 14, 2021, the original of which is part of the Planning Commission minutes.

Sarah J. Jarvis, Clerk
City of Mason
Ingham County, Michigan



MEMO

TO: Planning Commission
FROM: Elizabeth A. Hude, AICP, Community Development Director
SUBJECT: Zoning Ordinance Review Special Committee Appointments
DATE: December 9, 2021

At their meeting on December 6, 2021, City Council created a Zoning Ordinance Review Special Committee and appointed the following members:

- City Council: Mayor Whipple, Councilmember Droscha, Councilmember Clark
- Planning Commission: Chair Sabbadin, Commissioner Waxman, Commissioner Wren
- Staff: City Manager Stuart, Community Development Director Hude
- Whipple as Chair and Sabbadin as Vice Chair

Please see the attached Staff Agenda Report for additional information.



Agenda Report: December 6, 2021 City Council Meeting

AGENDA ITEM (Whipple, with concurrence of Planning Commission Chair Sabbadin and City Staff)

Establish Zoning Ordinance Review Special Committee and Approve Appointments as Described in the Agenda Report

RECOMMENDED ACTION

Establish Zoning Ordinance Review Special Committee and Approve Appointments as Described in the Agenda Report

HISTORY

As part of the Master Plan and Ordinance Updates (CIP: 2018-B23) project with Smith Group, the zoning ordinance will be reviewed, streamlined and rewritten to meet the current needs of the community. Due to the amount of work and review related to this item, it is recommended that a Special Committee of the Council be created.

The Mayor (with concurrence of Planning Commission Chair Sabbadin and City Staff) is proposing:

1. Establishment of a Zoning Ordinance Review Special Committee of the Council
2. Appointment of the Following Members to that Committee:
 - City Council: Mayor Whipple, Councilmember Droscha, Councilmember Clark
 - Planning Commission: Chair Sabbadin, Commissioner Waxman, Commissioner Wren
 - Staff: City Manager Stuart, Community Development Director Hude
3. and Appointment of Whipple as Chair and Sabbadin as Vice Chair.

The attached summary outlines the scope of the committee.

SUMMARY

Authority: Roberts Rules of Order allow for Special Committees appointed by the body for a specific purpose. The Council will create and appoint the members of the Special Committee.

Urgency: To complete the project within the timeframe, the committee needs to be established by January.

Relation to Other Actions: None

FISCAL IMPACT

Current/ Future Budget: None

ADDITIONAL MATERIAL

Zoning Ordinance Review Special Committee Summary



City Council: Zoning Ordinance Review Special Committee

PURPOSE

Solicit more in-depth input and ideas from designated City Councilmembers and Planning Commissioners representing their respective bodies, prior to full City Council and Planning Commission consideration to ensure the most effective zoning amendment process for the citizens of Mason.

SCOPE OF WORK

- Review and provide feedback on zoning audit.
- Review and provide feedback on proposed zoning blueprint.
- Review and provide feedback (1 round of feedback for each article) to build committee consensus on proposed zoning changes.
- Actively educate the City Council and Planning Commission at various project milestones that require Planning Commission and City Council approval, if necessary.
- To provide a report to Planning Commission and City Council regarding the recommended amendments to be considered within the zoning ordinance and recommendations for future ordinance reviews.
- Be present, as needed, at all necessary public meetings regarding adoption.
- Assist in education of constituents and stakeholders on changes.

MEMBERSHIP

- Elected Officials (3): Councilmembers
- Appointed Officials (3): Planning Commissioners
- Staff (2): City Manager, Community Development Director

EXPECTATIONS

Active participation in discussions and real time feedback. Meetings with consultants will focus on designated sets of sections at a time. Preparation for discussion will depend on the topic of the meeting.

TIMEFRAME

Committee work begins when consultant provides zoning audit and ends when zoning changes are adopted. Anticipated to start January 2022 with a completion date goal of June 2022. Committee will dissolve after zoning amendments is adopted.

MEETINGS

As needed. Depending on frequency, staff may not be present at all meetings.

RECORD KEEPING

City Councilmembers and Planning Commissioners should be prepared to report out on progress to their respective boards and seek guidance from their boards as needed.

BUILDING CONSENSUS

In developing the revised zoning ordinance, take into consideration not only (1) personal opinions,

but also (2) the needs and desires of the stakeholder group(s) that each member represents, as well as (3) the good of the community as a whole. All three perspectives are valid and important but may also compete with each other.

Where competing values and interests are identified, work toward balance, attempt to resolve conflicts, and set priorities as needed.

CREATION AUTHORITY:

Roberts Rules of Order allow for Special Committees appointed by the body for a specific purpose. The Council will create and appoint the members of the Special Committee.



City Manager's Report: December 3, 2021

OPERATIONS

- City Hall will be staffed with minimum staffing and closed to the public on December 27, 28, and 29, in addition to the holidays. Memorandum of Understandings have been negotiated with all the unions to ensure we can continue this benefit that is low cost to customers and the city, but high value to our employees and represents the culture of valuing the Whole Person we are striving to achieve.
- **Marihuana Charter Amendment:**
 - The City has been served a complaint from Ingham Cares Coalition, seeking a judgement that their petition be certified and considered on the November 2022 ballot. Other cities where petitions were not certified were issued a similar complaint in the last week. City Attorney Hitch is responding to that complaint.
 - Staff has worked with the MML over the last few months to advocate for statutory language changes to the Home Rule City Act. The MAMA Board has drafted language this month that they feel is likely to be considered and the MML is now meeting with potential sponsors. The proposed language is:
Cities - MCL 117.5(3) – Prohibit initiative petitions:
Beginning on the effective date of the amendatory act that added this subsection, a city shall not adopt a charter amendment proposed by initiatory petition that authorizes or provides for the number of marihuana facilities or marihuana establishments that may operate within the city pursuant to Michigan medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 et seq., or the Michigan regulation and taxation of marihuana act, 2018, IL 1, MCL 333.27954 et seq., or that directs the legislative body of the city to adopt an ordinance to that effect. Any initiatory petition that proposes such a charter amendment shall be certified as insufficient by the city clerk pursuant to section 25(1) of this act and shall not be submitted to the electors of the city.
- **Library Renovation Project Funding Update:**
 - Total Estimated Project Cost: \$835,000 (including tenant improvements), bid opening December 7, 2021 to confirm costs.
 - Committed Funds: \$726,320 (including \$275,000 from City of Mason)
 - Recent funding commitments: Debbie Zielinski- \$10,000, Henry Ford Allegiance Health Community Vitality Donation \$25,000, Friends of Library \$37,000
 - Staff is working with CADL to apply for Patronicity to fill the final gap. The grant provides a dollar for dollar match up to \$50,000.
- **Rayner Park Playground Funding Update:** The Governor announced this week that she, Governor Gretchen Whitmer, and the Michigan Natural Resources Trust Fund Board recommended 82 development grants for funding, including the City's project in the amount of \$242,500. The Trust Fund board's recommendations will go to the Michigan Legislature for review as part of the appropriations process. Upon approval, the Legislature forwards a bill to the governor for her signature.
- **Department of Public Works Design Update:** First, staff worked with Wolverine internally to develop a concept based only on the City's and MPS's needs. Currently, we are in the process of updating that concept after making several visits to other jurisdictions to view various types of DPW facilities to challenge our concept, including some that have been recently completed and those that are considering electric vehicles conversions. Staff is working with Wolverine Engineering to finalize a concept that will be reviewed again internally, with Mason Public Schools, and with City Council and the School Board before moving forward with cost estimates or final design.

Staffing Updates:

- Open Positions- **Seven:** Seasonal Part-time Crossing Guards – Open until filled. Full-time Laborer- Position closed internally conducting interviews. Full-time Customer Service Specialist – Position open externally until 12/17/21. Full-time Bookkeeper- Position closed internally, reviewing applicants.
- Officer Frank Nehr successfully passed his field training program and has been assigned to the night shift.

Traffic Updates:

- Barnes Street between Ash Street (M-36) and South Street. A citizen complained of speeding vehicles on

Barnes Street, much of which is believed to be Mason High School traffic related. Beginning on September 14, 2021, Mason Officers were assigned to the area for targeted enforcement and as a deterrent, and the speed trailer was deployed to the area. Mason Public Works was also requested to check the area to trim away any branches/foliage from potential traffic sign obstructions. **Status is closed.**

- Okemos Street 100 Block to 300 Block - A citizen complained of speeding vehicle on Okemos Street, most often leaving the 5-Way intersection and speeding N/E on Okemos Street. Beginning on October 5, 2021, Mason Officers were assigned to the area for targeted enforcement, and the speed trailer has been deployed to the area. **Status is open.**

LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Pathway and sidewalk completed; bids for pavilion and design for signs, in progress.	
2020-P8	Rayner Park- Master Park Plan	In progress, anticipated completion winter	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire Rehab 815 Replacement	Anticipate delivery 3rd quarter FY 21/22	
2019-B2a	City Hall – Phase I Design and Security	Security complete- work space eval has been delayed due to staff capacity.	
2020-B4a	DPW- Design	Staff is working on finalizing conceptual design with school district.	

FY 2021-2022			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S23	Rayner St – Randolph St to Columbia St	Completed	July
2017-S24	Eugenia Dr – Northbrook St to End	Completed	November
2017-S25	Hall Blvd – Ash St to South St	Completed	November
2017-S26	Columbia St – Park St to Jefferson St	Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson	DDA reviewed, acquiring quotes for Council	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U15	Replace Hydrants and Mason Plaza	Completed	November
2017-U34	Well No. 5 Rebuild	In progress	
2019-U3a	Wastewater Treatment Plant – Design	Request for Qualifications; closing December 9.	
2021-U1	WTP- High-Pressure Pump VFD	Staff developing RFP	
2021-U2	WTP- Replacement of Valves	Staff developing RFP	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Grant submitted	
2020-P6, 2020-P12, 2020-P13, 2020-P14	Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design	In progress, anticipated completion Winter	
2020-P11	Rayner Park- Phase 1 Construction	Awaiting DNR funding response in 3 rd quarter	
MOTOR VEHICLE POOL (MVP)			
2017-MVP22	Vehicle No. 83 Police	Anticipated 3rd quarter of FY 21-22	
2017-MVP23	Vehicle No. 21 Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22	
2017-MVP27	Vehicle No. 86 Police	Vehicle being outfitted with equipment. Expected to be in service in January.	
2017-MVP24	Vehicle No. 59 Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22	

BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1	Bid posted; Proposals due December 7	
2017-B7	Building: Parking Lot Repairs	Working on addressing punch list.	
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipated 3rd quarter of FY 21-22	
2017-B11	Fire: Washing Machine	City Council approved 11.3.21	
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipated 3rd quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach	Working on addressing punch list.	
2018-B21	Police: Interview Rm Recording System	Staff was able to find an alternative solution at significantly reduced cost.	
2018-B23	Planning: Master Plan/Zoning Update	In progress.	
2018-B24	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
2019-B2b	Building: City Hall Renovations	Anticipate pushing out to next FY, due to staff capacity.	
2019-B3	Clerk: Laserfiche Avante Upgrade	Training anticipated 3rd quarter of FY 21-22	
2020-B4b	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

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

Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
201 W. Ash Ste. 2 - Mason Public Schools ACTIVE	Building permit is active to add a 4 th cubicle, change ceiling light fixtures, floor receptacle boxes and HVAC registers.
412 S. Jefferson – Keans ACTIVE	Building permit is active to tear off and install new insulation and new roof.
680 Eden – Shafer Redi-Mix ACTIVE	Building permit is active to tear off and reroof warehouse.
1133 S. Cedar – MSU Federal Credit Union ACTIVE	Building permit is active to replace 2 externally illuminated wall signs, install new faces in existing monument sign and install new faces in existing pole sign.
100 E. Ash – Howard Hanna Real Estate PENDING	Building permit for new sign is pending HDC review for a Certificate of Appropriateness. Historic District Commission meeting will take place Monday, December 20, 2021 at 6:00pm.
837 E. Ash – Zoning Map Amendment PENDING	Lindsey Hanson has requested an amendment to the City of Mason zoning map to rezone her property from RS-1 Single Family Residential to RS-3 Single Family Residential. A public hearing will be held at the regular Planning Commission Meeting on December 14, 2021, at 6:30 p.m.