



# PLANNING COMMISSION MEETING AGENDA – February 15, 2022

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

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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 January 11, 2022.
5. UNFINISHED BUSINESS
6. NEW BUSINESS
  - A. Resolution 2022-02: Approval of the Capital Improvements Plan for the Fiscal Years 2022-2028
7. LIAISON REPORT (02.04.22)
8. ADJOURNMENT

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF JANUARY 11, 2022**

Clerk Jarvis administered the Oath of Office to Commissioners Kirkby, Sabbadin, Perrault.

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	Gave notice via email.
Council Liaison	Clark	X		
Vice-Chair	Howe	X		
Commissioner	Kirkby	X		
Commissioner	Perrault	X		
Chair	Sabbadin	X		
Commissioner	Waxman	X		
Secretary	Wren	X		

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

**ELECTION OF OFFICERS**

Hude opened the first nomination for Chair.

Waxman nominated Sabbadin for position of chair, second by Howe.

Hude opened the second nomination for Chair.

There were no nominations.

Hude closed the nominations for Chair and called for a vote.

**VOTE**

Sabbadin: Yes (9) Barna, Clark, Howe, Kirkby, Perrault, Sabbadin, Waxman, Wren  
 No (0)  
 Absent (1) Bliesener

**Sabbadin elected Chair**

Hude opened the first nomination for Vice-Chair.

Howe nominated Waxman for position of Vice Chair, second by Kirkby.

Hude opened the second nomination for Vice-Chair.

There were no nominations.

Hude closed the nominations for Vice-Chair and called for a vote.

VOTE

Waxman: Yes (9) Barna, Clark, Howe, Kirkby, Perrault, Sabbadin, Waxman, Wren  
No (0)  
Absent (1) Bliesener

Waxman elected Vice Chair

Hude opened the first nomination for Secretary.

Howe nominated Wren for position of Secretary, second by Barna.

Hude opened the second nomination for Secretary.

There were no nominations.

Hude closed the nominations for Secretary and called for a vote.

VOTE

Wren: Yes (9) Barna, Clark, Howe, Kirkby, Perrault, Sabbadin, Waxman, Wren  
No (0)  
Absent (1) Bliesener

Wren elected Secretary

## **PUBLIC COMMENT**

None.

## **APPROVAL OF MINUTES**

MOTION by Waxman second by Barna, to approve the Planning Commission minutes from the meeting December 14, 2021.

VOTE

Yes (9) Barna, Clark, Howe, Kirkby, Perrault, Sabbadin, Waxman, Wren  
No (0)  
Absent (1) Bliesener

MOTION PASSED

**PUBLIC HEARING**

**Resolution 2022-01A** Recommending that the City Council Not Adopt Ordinance No. 238 – An Ordinance to amend the City of Mason ordinances Part II, Chapter 1, Section 1-2 and Part II, Chapter 94, Article VI, Section 94-192 (7)c to remove the requirement that the property owner reside on the premises of a bed and breakfast as long as the owner lives within the city limits or within a mile of the property.

Chair Sabbadin opened the public hearing at 6:38 p.m. and recognized the applicant Melissa Heiselt, resident of 519 W. Ash St and owner of 103 N. Jefferson.

Ms. Heiselt provided an overview of her applicant and stated that while there was a decision, she was there to provide information and asked that in the master plan and zoning update that her property on Jefferson be included in a future short-term rental option. She had spoken to a neighbor of the property who was in support of its use as a short-term rental as a way to share the history and historic structures with visitors to Mason. She also commented that there were very few options for guests/family to stay in town.

There were no other comments.

Chair Sabbadin closed the public hearing at 6:42 p.m.

MOTION by Waxman second by Barna, to approve the Resolution 2022-01A.

DISCUSSION: Commissioners discussed the proposal and the pending state legislation that could prevent local control of short-term rentals; the applicant’s proposal would create a different definition of a Bed and Breakfast more consistent with short-term rentals. As the City is in the process of updating the master plan and zoning ordinance, some felt it would be better to wait and address short-terms rentals during that process and after the state decision is made. Support for the proposal was expressed and that instead of waiting, let it move forward which would be consistent with the ideas of becoming more inclusive, innovative and welcoming discussed at master plan meetings. Additional discussion took place regarding long-term rentals and if those should be licensed as well; the applicant confirmed that the 1-mile was intended to keep the ownership close and revenue generated local. Staff offered that the aspect of safety and impacts to the community needs to be evaluated.

**VOTE**

Yes (8) Barna, Clark, Howe, Kirkby, Perrault, Sabbadin, Wren

No (1) Waxman

Absent (1) Bliesener

**MOTION PASSED**

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Item 9.A** - MOTION by Barna, second by Waxman to direct staff to evaluate the creation of a business license to allow STRs in Mason and which zoning districts they should be allowed.

DISCUSSION: Commissioners discussed interest in working on the issue starting with short-term rentals and potentially adding a requirement for long-term rentals to ensure all structures met code and to be consistent with all rental properties.

**VOTE**

Yes (9) Barna, Clark, Howe, Kirkby, Perrault, Sabbadin, Wren

No (0)

Absent (1) Bliesener

**MOTION PASSED**

**Item 9.B. 2022 Meeting Schedule** – Chair Sabbadin directed everyone’s attention to the meeting dates in the packet.

**LIAISON REPORT**

Councilmember Clark provided an update of actions taken at the prior City Council meetings on December 20<sup>th</sup>.

**ADJOURN**

The meeting adjourned at approximately 7:11 p.m.

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Megan Wren, Secretary



# Agenda Report: February 15, 2022 Planning Commission

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## AGENDA ITEM:

- Resolution 2022-02: A Resolution Recommending that City Council Adopt the Capital Improvements Program for the Fiscal Years 2022-2028

## RECOMMENDED ACTION

- Approve 2022-02

## 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 community of Mason's existing facilities and infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A joint workshop between the Planning Commission and the City Council will be held on February 12, 2022 to discuss staff recommendations. Any changes to the CIP as a result of that meeting will be presented in a revised document at the Planning Commission meeting on February 15, 2022.

Staff recommends the attached document for the Capital Improvements Program for the Fiscal Years 2022-2028.

## 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

None

### Relation to Other Actions

Projects will be incorporated into budget proposal as funding allows.

## FISCAL IMPACT

**Current/ Future Budgets:** Project identified will be incorporated into future budget proposals.

## ADDITIONAL MATERIAL

Resolution 2022-02

Proposed Capital Improvements Program for the Fiscal Years 2022-2028

Introduced:

Second:

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION No. 2022-02  
A RESOLUTION RECOMMENDING THAT  
CITY COUNCIL ADOPT THE CAPITAL IMPROVEMENTS PROGRAM  
FOR THE FISCAL YEARS 2022-2028**

**February 15, 2022**

**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 Capital Improvements Program is 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 adopt the Capital Improvements Program (CIP) for fiscal years 2022-2028.

Yes (0)

No (0)

Absent (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, February 15, 2022, the original of which is part of the Planning Commission minutes.

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



## City Manager's Report: February 4, 2022

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### OPERATIONS

- **Councilmembers:** **Saturday**, February 12, 2022, at 9:00 a.m., is the joint City Council and Planning Commission Capital Improvements Plan (CIP) workshop in the Sycamore Room at City Hall.
- **Councilmembers:** March 15-16, 2022 will be the MML- 2022 Capital Conference. Please let Dana Martin know if you wish to attend by February 22.
- **Councilmembers:** Monday, March 21, 2022, at 6:30 p.m., is the tentative date for the next Joint Recognition Ceremony with Mason Public Schools.
- In recognition of President's Day, Monday, February 21, 2022, City Hall will be closed to the public for staff training, including wellness and stress management.
- Candidates who are interested in running for Mason City Council must file their Affidavit of Identity and Nominating Petitions with the Mason City Clerk by 4:00 p.m., April 19, 2022. City Council filing packets are available at the Mason City Clerk's Office.
- The Michigan DNR has approved the City of Mason's 2021 Tree City USA application. The Tree City USA program provides communities with a four-step framework to maintain and grow their tree cover. It also gives them an avenue to celebrate their work, showing residents, visitors, and the entire country that they're committed to the mission of environmental change. Tree City, USA is a commendable designation that the City has held consecutively since 1991, through the Arbor Day Foundation.
- City Manager Stuart met with Representative Slotkin's Staff. The requested appropriation was passed by the House this fall but is still unclear if it will be supported in the Senate. While it is likely there will be another continuing resolution, they anticipated they should have a clear indication if it will be supported by the end of February. Her staff was also very helpful in strategizing other options and where they may be able to help secure other funding sources to support the Wastewater Treatment Plant project. Her staff reiterated this project is a high priority for the Representative.
- Staff has also submitted the initial Notice of Intent for funding through the Clean Water State Revolving Fund Program for the Wastewater Treatment Plant for 2023 funding. This is the first step in the process.

### Staffing Updates:

- **Employee Achievements:** Finance Director Pietsch has earned the Certified Public Funds Investment Manager (CPFIM) certification from the Association of Public Treasurers of the United States and Canada. The nationally recognized CPFIM certification program is designed to provide treasury professionals with the confidence and knowledge to better manage investments on behalf of their municipalities.
- **New Hires/Transfers/Promotions:** Dennis Motes transferred on 1/17/2022 from the DPW Department as a full-time Mechanic to the Water Treatment Plant as a full-time Water Treatment Plant Operator; Alyssa Hagle transferred on 1/31/2022 from the Fire Department as a part-time Administrative Assistant to the Finance Department as a full-time Bookkeeper; Nichole Viles was offered and accepted the position of full-time Customer Service Specialist and will be starting on 2/7/2022.
- **Resignations:** Scott Foote resigned as a full-time Laborer effective 1/28/2022; James Schnipke resigned as a full-time Laborer effective 1/31/2022.
- **Current Open Positions (8):**
  - Seasonal Part-time Crossing Guards: Open until filled.
  - Part-Time Administrative Assistant (Fire Department): Preparing to post
  - Part-Time Administrative Assistant (CD): Reviewing position, anticipate delaying until next FY.
  - Full-Time DPW Laborer (2): Positions were posted internally, closes 2/7
  - Full-Time DPW Mechanic: Reviewing position
  - Full-Time Water Treatment Operator: Position closed externally 1/28, applications are under review
  - Chief of Police (Retiring 3/31/2022): Posted externally, closes 2/21



**LARGE CITY PROJECTS**

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

<b>FY 2021-2022</b>			
<b>Project</b>	<b>Project Name/Description</b>	<b>Status</b>	<b>Completed</b>
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
<b>2017-S23</b>	Rayner St – Randolph St to Columbia St	Completed	July
<b>2017-S24</b>	Eugenia Dr – Northbrook St to End	Completed	November
<b>2017-S25</b>	Hall Blvd – Ash St to South St	Completed	November
<b>2017-S26</b>	Columbia St – Park St to Jefferson St	Completed	July
<b>2019-S9b</b>	Signal at E. Maple & S. Jefferson	Out for bid	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
<b>2017-U15</b>	Replace Hydrants and Mason Plaza	Completed	November
<b>2017-U34</b>	Well No. 5 Rebuild	Completed	December
<b>2019-U3a</b>	Wastewater Treatment Plant – Design	Reviewing Qualifications from seven firms	
<b>2021-U1</b>	WTP- High-Pressure Pump VFD	Out for bid	
<b>2021-U2</b>	WTP- Replacement of Valves	Out for bid	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
<b>2020-P3</b>	Hayhoe Riverwalk Trail – Eval. & Repair	Grant submitted	
<b>2020-P6, 2020-P12, 2020-P13, 2020-P14</b>	Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design	In progress, anticipated completion March/April	
<b>2020-P11</b>	Rayner Park- Phase 1 Construction	Awaiting DNR funding response in 3 <sup>rd</sup> quarter	
<b>MOTOR VEHICLE POOL (MVP)</b>			
<b>2017-MVP22</b>	Vehicle No. 83	Police	Anticipated 3rd quarter of FY 21-22
<b>2017-MVP23</b>	Vehicle No. 21	Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22
<b>2017-MVP27</b>	Vehicle No. 86	Police	Vehicle being outfitted with equipment. Expected to be in service in January.
<b>2017-MVP24</b>	Vehicle No. 59	Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B5b</b>	Building: Library Phase 1, Part 1	Anticipate re-posting bid in February. <b>SHPO has extend deadline to complete grant project by one year to September 2023.</b>	
<b>2017-B7</b>	Building: Parking Lot Repairs	Completed	December

<b>2017-B10</b>	Fire: Furnace/AC, Office & Training Area	Anticipated 3rd quarter of FY 21-22	
<b>2017-B11</b>	Fire: Washing Machine	Ordered- Anticipate receipt in next few months	
<b>2018-B15</b>	Fire: Sprinkler System in Truck Bay	Anticipated 3rd quarter of FY 21-22	
<b>2018-B16</b>	Fire: Station 1- Rear Approach	Working on addressing punch list.	
<b>2018-B21</b>	Police: Interview Rm Recording System	Complete- Alternative Solution Found	December
<b>2018-B23</b>	Planning: Master Plan/Zoning Update	In progress. The Zoning Ordinance Review Committee will meet again on February 22. Public Survey will be released in February.	
<b>2018-B24</b>	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
<b>2019-B2b</b>	Building: City Hall Renovations	Anticipate pushing out to next FY, due to staff capacity.	
<b>2019-B3</b>	Clerk: Laserfiche Avante Upgrade	Training anticipated 3rd quarter of FY 21-22	
<b>2020-B4b</b>	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

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

No permits approved during report time-period.