



PLANNING COMMISSION MEETING AGENDA – December 13, 2022

**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 15, 2022
 - B. Approval of Minutes of Joint City Council and Planning Commission Meeting November 15, 2022
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - A. Master Plan – Discuss PC comments received on draft document.
 - B. Resolution 2022-13 to Amend Capital Improvements Program
 - C. Resolution 2022-14 to Amend Site Plan Approval for 1155 Temple Street, Paul Davis
7. LIAISON REPORT ([12.02.2022](#))
8. ADJOURNMENT

**CITY OF MASON
PLANNING COMMISSION SPECIAL MEETING
MINUTES OF NOVEMBER 15, 2022
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	Notice given.
Commissioner	Bliesener	X		
Council Liaison	Clark	X		
Commissioner	Kirkby	X		
Commissioner	Malczewski		X	No notice given.
Commissioner	Perrault	X		
Chair	Sabbadin	X		
Vice Chair	Waxman	X		
Secretary	Wren		X	Notice given.

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

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Waxman second by Clark, to approve the Planning Commission Meeting minutes from October 25, 2022.

VOTE

Yes (6) Bliesener, Clark, Kirkby, Perrault, Sabbadin, Waxman

No (0)

Absent (3) Barna, Malczewski, Wren

MOTION PASSED

PUBLIC HEARING

Resolution 2022-12 Nate Palmer of Meijer, Inc. has requested concurrent approval of an amendment to a Special Use Permit, Preliminary and Final Site Plan for the renovation of the existing Meijer Pharmacy Drop-off Lane and Garden Center. The front drive-thru lane is being relocated to be within the front portion of the existing Garden Center. The Garden center is being reduced in size. Outdoor storage will also be located within the center portion of the new Pharmacy Drive-Up area for the property located at 550 Hull Rd., Mason MI parcel number 33-19-10-17-200-027.

Chair Sabbadin opened the public hearing at 6:31 p.m. and closed at 6:35 p.m.

Craig Armstrong, Elevatus Architecture, 111 E. Wayne St. 46802, representing Meijer, provided an overview of the project noting the relocation of the pharmacy to improve safety in front of the store, and

the addition of sidewalks on Kipp Rd and from Kipp Rd to the store. No additional comments from the public were made.

FIRST MOTION by Waxman second by Clark, to approve Resolution 2022-12.

Discussion took place regarding parking requirements and the addition of adding sidewalks along Hull Road.

SECOND MOTION by Clark second by Kirkby, to amend approve Resolution 2022-12 amended to require that within one year from Certificate of Occupancy for the renovation, a sidewalk will be installed the full length of the property along Hull Road as well as safe pedestrian linkages into the site and shown on a revised site plan to be administratively approved by staff.

VOTE ON THE AMENDMENT

Yes (6) Bliesener, Clark, Kirkby, Perrault, Sabbadin, Waxman

No (0)

Absent (3) Barna, Malczewski, Wren

MOTION PASSED

VOTE ON THE FIRST MOTION TO APPROVE AS AMENDED

Yes (6) Bliesener, Clark, Kirkby, Perrault, Sabbadin, Waxman

No (0)

Absent (3) Barna, Malczewski, Wren

MOTION PASSED

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

LIAISON REPORT

Council Liaison Clark gave an update on the November 7 City Council meeting.

ADJOURN

The meeting adjourned at approximately 7:00 p.m.

Megan Wren, Secretary

**CITY OF MASON
JOINT CITY COUNCIL AND PLANNING COMMISSION WORKSHOP
MINUTES OF NOVEMBER 15, 2022**

Whipple 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	Notice given
Councilmember	Vogel		X	Notice given
Chair	Sabbadin	X		
Vice-Chair	Waxman	X		
Commissioner	Barna		X	Notice given
Commissioner	Bliesener	X		
Commissioner	Kirkby	X		
Commissioner	Malczewski	X		
Commissioner	Perrault	X		
Secretary	Wren		X	Notice given

Also present: Deborah S. Stuart, City Manager, Elizabeth Hude, AICP, Community Development Director

PUBLIC COMMENT

None.

PRESENTATION OF THE DRAFT MASTER PLAN BY DEB STUART, CITY MANAGER

City Manager Stuart provided an overview of the draft master plan. Materials were distributed including feedback forms. The schedule for next steps regarding public distribution were discussed. Comments on the draft are due to staff on December 9, 2022. The goal is to request the draft be released to the public in January after the holidays.

ADJOURNMENT

Workshop was adjourned at approximately 8:35 p.m.

Megan Wren, Secretary, Planning Commission



Agenda Report: December 13, 2022 Planning Commission

AGENDA ITEM:

Recommend Amendment to the Capital Improvement Program to the City Council

RECOMMENDED ACTION

Recommend Amendment to the Capital Improvement Program to the City Council

HISTORY

A Capital Improvements Program (CIP) is a multi-year planning instrument used to identify needs and financing sources for capital improvements. 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. The current document directing staff actions was prepared by the Planning Commission on February 15, 2022 and adopted by City Council on February 21, 2022.

Due to the increased costs of construction, many items in the Capital Improvement Program will need to be adjusted to meet budget constraints. However, street work is a time sensitive area that requires an amendment prior to the full consideration due to the preparation time required.

As these are important decisions that impact many residents, the changing of years street construction occurs should follow the process of Planning Commission recommending an amendment for City Council to consider. Staff is recommending the amendment as described in the attachment for Planning Commission consideration in this action.

Please note that full narrative amendments will be incorporated during standard Capital Improvement Program update timeline.

SUMMARY

Authority

Michigan Planning Enabling Act (Public Act 33 of 2008) gives responsibility for preparing a Capital Improvement Program to local Planning Commission bodies. The City of Mason takes the additional step of having Council adopt the Capital Improvement Program.

Urgency

Preparation work for street construction is starting to begin.

Relation to Other Actions

None currently.

FISCAL IMPACT

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

ADDITIONAL MATERIAL

Proposed Capital Improvements Program Amendment for the Fiscal Years 2022- 2028

Proposed Capital Improvements Program Amendment for the Fiscal Years 2022- 2028

STREETS, BRIDGES, SIGNALS (\$)			Budget	Forecast		Amendment Reasoning	CIP Action
Project No.	Category	Project Name/Description	2022-2023	2023-2024	2024-2025		
2017-S15	Streets	S. Barnes Street- Ash Street to Kipp Road	\$868,434			COMPLETE	NONE
2017-S14	Streets	E. Cherry Street- Rogers Street to End		\$ 275,000		NO CHANGE	NONE
2017-S16	Bridge	Maple Street Bridge Replacement		\$ 287,500		NO CHANGE	NONE
2019-S1	Streets	Walnut Court- Columbia Street to Ash Street		\$ 400,000		Moved due to actual costs	Moved from 22/23
2022-S8	Alley NEW	E. Cherry Street- Barnes to Rogers		\$ 55,200		Add due to citizen requests for alley work	NEW
2022-S9	Alley NEW	E. Cherry - Jefferson to Barnes		\$ 46,230		Add due to citizen requests for alley work	NEW
2018-S27	Streets	Peachtree Place- Columbia Street to South Street			\$ 526,378	Moved due to budget constraints	Moved from 23/24
2018-S29	Streets	McRoberts Street- Columbia Street to Maple Street			\$ 97,008	Moved due to budget constraints	Moved from 23/24
2018-S30	Streets	Steele Street- Ash Street to Elm Street			\$ 79,235	Moved due to budget constraints	Moved from 23/24
2019-S4	Streets	Foxview Lane- Entire Length			\$ 60,697	Moved due to budget constraints	Moved from 23/24
2019-S6	Streets	Middlebury Lane- Entire Length			\$ 104,052	Moved due to budget constraints	Moved from 23/24

Introduced:

Second:

**CITY OF MASON
PLANNING COMMISSION RESOLUTION No. 2022-13
A RESOLUTION RECOMMENDING THAT
CITY COUNCIL AMEND THE CAPITAL IMPROVEMENTS PROGRAM
FOR THE FISCAL YEARS 2022-2028**

December 13, 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 current CIP (2022-2028) was recommended by the Planning Commission (PC) through PC Resolution 2022-02 and adopted by the City Council (CC) through CC Resolution 2022-09; and

WHEREAS, the Planning Commission accepts the staff report recommendation to amend the Capital Improvements Program as follows:

- Adding new projects 2022-S8 and 2022-S9 to fiscal year 2023-24
- Moving project 2019-S1 to fiscal 2023-24 from 2022-23
- Moving projects 2018-S27, 2018-S29, 2018-S30, 2019-S4 and 2019-S6 to fiscal year 2024-25 from 2023-24

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 2022-2028 as follows:

- Adding new projects 2022-S8 and 2022-S9 to fiscal year 2023-24
- Moving project 2019-S1 to fiscal 2023-24 from 2022-23
- Moving projects 2018-S27, 2018-S29, 2018-S30, 2019-S4 and 2019-S6 to fiscal year 2024-25 from 2023-24

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, December 13, 2022, the original of which is part of the Planning Commission minutes.

Introduced:

Second:

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



City of Mason Planning Commission *Staff Report*

TO: Planning Commission
FROM: Elizabeth A. Hude, AICP - Community Development Director
SUBJECT: 1155 Temple Street – Final Zoning Site Inspection
DATE: December 8, 2022

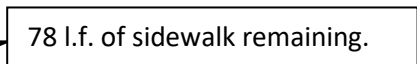
On September 13, 2022 staff completed a final site inspection of the property at 1155 Temple Street. The site was developed consistent with the site plan last amended and approved by the Planning Commission in Resolution 2020-07 on October 27, 2020 with the exception of a portion of sidewalk in the southeast corner of the property.

The plan called for a total of 938 linear feet of sidewalk to be installed along both Temple Street and Kipp Road. A total of 860 linear feet (92%) has been completed with 78 feet remaining in the southeast area of the lot along Kipp Road. As shown in the figures on page 2, the topography is significantly different than the remainder of the lot. There is a 10-15 drop, a storm culvert, and the area floods during rain events. According to the City Engineer, the sidewalk through this portion of the lot would require special engineering and construction resulting in costs estimated to exceed those of a typical sidewalk.

Staff recommends that the construction of the remaining 78 l.f. of sidewalk be deferred due to the fact that the land east of the property is currently owned by the City and being leased for farming, and it is not expected to be developed in the next five years. The cost associated with the construction of the sidewalk, which would not connect to another developed lot to the east, does not seem feasible at this time.

As this portion of the site does not connect with adjacent development, and is outside of the active, developed site and not part of the internal traffic circulation system, staff does not believe there will be any adverse impact or safety concern related to the operation of the site.

Therefore, staff recommends that the final Certificate of Occupancy be issued with the condition that the Planning Commission approves an amendment to the Site Plan to allow for the deferral of the installation of the remaining 78 l.f. of sidewalk to a future date.



**CITY OF MASON
PLANNING COMMISSION
RESOLUTION No. 2022-14**

**A RESOLUTION GRANTING APPROVAL OF AN AMENDMENT TO A FINAL SITE PLAN TO DELAY THE
INSTALLATION OF A 78 L.F. SECTION OF SIDEWALK ASSOCIATED WITH THE NEW CONSTRUCTION OF A 22,000
SQ. FT. BUILDING TO INCLUDE OFFICES AND STORAGE RELATED TO THE BUSINESS OF HOME DAMAGE
RESTORATION SERVICES, ON FIVE ACRES OF PROPERTY LOCATED AT 1155 TEMPLE STREET, THE NORTHEAST
CORNER OF TEMPLE STREET AND KIPP ROAD, PARCEL 33-19-10-09-400-012.**

December 13, 2022

WHEREAS, a request has been received by Paul Davis Corporation, for approval of an amendment to a previously approved Final Site Plan to delay a 78 l.f. section of sidewalk associated with the new construction of a 22,000 sq. ft. building to include offices and storage related to their business of home damage restoration services; and,

WHEREAS, the subject property contains five acres of land located at 1155 Temple Street, the northeast corner of Temple Street and Kipp Road, parcel 33-19-10-09-400-012; and,

WHEREAS, the proposal was shown on plans dated August 9, 2019, and last revised September 15, 2020; and

WHEREAS, the parcel is zoned M-1: Light Manufacturing District; and

WHEREAS, a site plan was previously approved in Resolution 2020-07 on October 27, 2020; and

WHEREAS, Sec. 94-228(b) states that an amendment to a site plan which, in the opinion of the zoning official, represents a material change shall be referred to the planning commission for review and approval if the planning commission exercised original approval; and

WHEREAS, the Planning Commission has received, reviewed and accepts staff's final site inspection report dated December 8, 2022 as findings of fact that the delay of the sidewalk installation will not adversely impact the overall, and will comply with the Final Site Plan Review Standards listed in Section 94-227.

NOW THEREFORE BE IT RESOLVED, that the City of Mason Planning Commission does hereby grant approval of an amendment to a previously approved Final Site Plan to delay a 78 l.f. section of sidewalk associated with the new construction of a 22,000 sq. ft. building to include offices and storage related to their business of home damage restoration services on five acres of land located at 1155 Temple Street, the northeast corner of Temple Street and Kipp Road, parcel 33-19-10-09-400-012.

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 City of Mason Planning Commission at a Special Meeting held Tuesday, December 13, 2022, the original of which is part of the City of Mason Planning Commission minutes.

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



City Manager's Report: December 2, 2022

IMPORTANT DATES:

- **December 9, 2022, by 5 p.m.** City Council and Planning Commission Joint Master Plan, Plan Review Worksheet due to Manager Stuart or Director Hude.

OPERATIONS

- Administrative Approval was given to New Wine Church for their special event, Over the River, which includes stations along the Hayhoe Riverwalk Trail, between N. East Street and Howell Rd.
- Next year's inflation rate multiplier that assessors will use for property values is 5%. Inflation rate is 7.9% but 5% is the max they can use and the highest we have ever seen.
- City Clerk Jarvis has provided a Victim Impact Statement and has been issued a Subpoena to testify this month in the case related to the forging of signatures she discovered related to the petitions we received related to the Marijuana proposal.
- Comcast has started work within the Right of Ways through the City to expand their internet services. The City will provide updates, when possible, through social media.

Training:

- Active Violence Incident (AVI) training at Sparrow Hospital St. Lawrence Campus on 11/18: Sgt. Jeremiah Budd, Sgt. Joe Fairbotham, and Officer Frank Nehr.
- CPR and First Aid training on 11/28: All police department staff

Staffing Updates: Current Open Positions (4)

- NEW HIRES:
 - Roger Pfannenschmid was hired as a Full-Time Laborer effective December 5, 2022
- TERMINATIONS:
 - Jordan Cook's last day of employment as a Full-Time Laborer was November 29, 2022
- APPLICANTS:
 - Full-Time Laborer (1) – Follow-up interviews will be scheduled from the previous interviews
 - Full-Time Police Officer (1) – Interviews are scheduled for the week of December 12, 2022
- OPEN, EXTERNALLY:
 - Part-Time Custodian (1) – Closes on December 9, 2022
 - Seasonal Part-time Crossing Guard (1) - Open until filled.

Traffic Updates:

Barnes St. between South St. and high school parking lot after school. 4 officers assigned to 24 assignments. Other than heavy traffic before and after school, only one violation was witnessed, but were unable to stop due to heavy traffic. Status: Closed as of 11/28/2022.

LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3a	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023.	
2021-U1	WTP- High-Pressure Pump VFD	Supply Chain Issues: anticipated January 2023	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Consumers have notified us that due to supply chain issues, they will not complete the work until after the first of the year.	

2020-P6, P8, P12, P13, P14	Plan/ Design-Rayner Park, Lee Austin Park, Bond Park, Griffin Park, Hayes Park	Staff is doing final design review and making updates based on internal feedback. Anticipate recommendation for Council to release for public feedback in February.	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B23	Planning: Master Plan/Zoning Update	Staff presented the draft Master Plan to City Council and Planning Commission at a joint meeting on November 15, comments are due to staff by December 9.	

FY 2022-2023				
Project	Project Name/Description		Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)				
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp		Complete except for final signage and final walk through.	
2019-S1	Walnut Ct. – Columbia to Ash		Moved to Next FY by Council Action	MOVED
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2018-U39	Well No. 9 (Temple St.) Rebuild		Well No. 8 has become a higher priority, staff evaluating a change in well rebuild.	
2022-U1	Headworks Huber Screen		Anticipated 2 nd quarter of FY 22-23	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair		Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P11	Rayner Park- Phase 1 Construction		Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P1	Columbia Bridge: Non-Motorized Connect		Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P15	Jefferson Trailhead/ Comm Garden		Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P17	Non-motorized Program: Southeast		Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P1	Maple Grove Cemetery: Columbarium (3)		Anticipate Bidding 3 rd quarter of FY 22-23	
MOTOR VEHICLE POOL (MVP)				
2017-MVP22	Vehicle No. 83	Police	On order; anticipated arrival late spring	
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Council approved; ordering in process	
2022-MVP1		Concrete Grinder	Completed	September
2022-MVP2	Trailer No. 53	Public Works	Completed	October
2022-MVP3	Trailer No. 55	Public Works	Completed	September
2022-MVP4	Mower Attach No. 39	Public Works	Completed	September
BUILDING, PROPERTY, EQUIPMENT (B)				
2018-B14	Fire: Rehab 815 Replacement		Anticipate 2 nd quarter of FY 22-23	
2020-B4a	DPW: Facility Design		Anticipate Bidding 3 rd quarter of FY 22-23	
2017-B5b	Building: Library Phase 1, Part 1		Staff met with CADL and architect. Plan to meet with contractor for updated costs with reduced scope.	
2017-B10	Fire: Furnace/AC, Office & Training Area		Anticipate 3 rd quarter of FY 22-23	
2018-B15	Fire: Sprinkler System in Truck Bay		Anticipate 3 rd quarter of FY 22-23	
2018-B20	Fire: Carpet Replacement for Station 1		Anticipate 3 rd quarter of FY 22-23	
2018-B25	Police: In-Car Digital Recording System		Anticipate 3 rd quarter of FY 22-23	
2018-B23a	Cedar/127 Corridor Sub-area Plan		Anticipate 4 th quarter of FY 22-23	
2018-B23b	Kipp Road/Temple Street Sub-Area Plan		In progress	
2019-B2b	City Hall Renovations: Phase 1 /Carpet		Anticipate Bidding 3rd quarter of FY 22-23	

2020-B4b	Public Works: Facility Construction	Anticipate Bidding 3 rd quarter of FY 22-23	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	Anticipate 3 rd quarter of FY 22-23	

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

No permits approved during report time-period.