



PLANNING COMMISSION SPECIAL MEETING AGENDA – October 25, 2022

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

1. OATH OF OFFICE
2. CALL TO ORDER
3. CONFIRMATION OF MEMBER ATTENDANCE
4. PUBLIC COMMENT
5. APPROVAL OF MINUTES
 - A. Approval of Minutes from the Planning Commission Meeting on September 13, 2022
6. PUBLIC HEARINGS
 - A. Resolution 2022-10: Recommend City Council Adopt Ordinance to Reinstate an amendment of Ch 1, Sec. 1-2; Ch 94 Section 94-141(D); and Ch 94, Section 192 allowing Short-term Rentals in the C1 Central Business District with a Sunset of December 31, 2024.
7. UNFINISHED BUSINESS
8. NEW BUSINESS
 - A. Resolution 2022-11: Mallory Building Contractors, LLC, on behalf of CorrChoice, has requested concurrent approval of a preliminary and final site plan for the addition of an 800 s.f. air compressor room on property located at 700 Eden Rd, parcel 33-19-10-16-400-026.
9. LIAISON REPORT ([10.17.22](#))
10. ADJOURNMENT

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF September 13, 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		
Commissioner	Bliesener	X		
Council Liaison	Clark	X		
Commissioner	Kirkby	X		
Commissioner	Perrault	X		
Chair	Sabbadin	X		
Vice Chair	Waxman	X		
Secretary	Wren	X		
Commissioner	VACANT			

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

AGENDA

MOTION by Waxman second by Wren, to remove agenda item 5 as the request was withdrawn.

VOTE

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

No (0)

Absent (0)

MOTION PASSED

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Barna requested an amendment to the minutes on July 18 to correct administrative errors listing her as both absent and making a motion to approve minutes or vote.

MOTION by Waxman second by Kirkby, to approve the Planning Commission Meeting minutes as amended from July 18, 2022.

VOTE

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

No (0)

Absent (0)

MOTION PASSED

UNFINISHED BUSINESS

None.

NEW BUSINESS

- A. Resolution 2022-09: Approval of a one-year extension of a previously approved Final Site Plan with minor amendments for the 20-lot Rayner Ponds Estates Subdivision shown on a plan submitted by James Giguere of Giguere Homes dated July 28, 2022.

MOTION by Waxman, second by Bliesener to approve Resolution 2022-09.

DISCUSSION: Staff clarified that the agenda incorrectly stated a two-year extension, however, the resolution correctly stated a one-year extension.

VOTE

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

No (0)

Absent (0)

MOTION PASSED

LIAISON REPORT

Council Liaison Clark gave an update on the September 6 City Council meeting.

ADJOURN

The meeting adjourned at approximately 6:40 p.m.

Megan Wren, Secretary



Agenda Report: October 25, 2022 Planning Commission Meeting

AGENDA ITEM

Public Hearing and Resolution 2022-10 recommending that the City Council adopt Ordinance No. 239 – an ordinance to amend the City of Mason ordinances Part II, Chapter 1, Sec 1-2; Chapter 94, Article IV, Section 94-141(b); and Chapter 94, Article IV, Section 94-192(d) to allow for short term rentals in the C-1: Central Business district with a sunset of December 31, 2024.

RECOMMENDED ACTION

Conduct Public Hearing and Approve Resolution 2022-10

HISTORY

On October 7, 2019, City Council adopted Ordinance 227 which amended the City Ordinance to allow Short-term Rentals in the C-1 Central Business District which took effect Sunday, October 13, 2019. A sunset provision of 36 months (3 years) was included in Ordinance 227 which means that on October 13, 2022 the provisions of the ordinance will expire. If City Council determines that the ordinance should not be renewed, no action is necessary. Once the current sunset is reached, the existing short-term rental units will become legally non-conforming and be allowed to continue per Sec. 94-323 Non-conforming use of land.

Since that time, only one Special Use Permit has been issued for property in the C-1 Zoning District. Staff has received several inquiries asking if Short-term Rentals will be allowed in other districts. As part of the master plan and ordinance update, staff will work with consultants to research and develop ordinances that will expand the opportunity for short-term rentals in Mason.

A public hearing was previously held on Ordinance 227 by the Planning Commission on September 10, 2019. The Staff Report dated September 5, 2019 provided Findings of Fact to support approval. Staff has no additional findings that would contradict the information previously submitted in the report and is not aware of any new issues related to short-term rentals in the C1 district that would prevent an extension of the sunset. [Click HERE for the September 10, 2019 meeting packet.](#)

SUMMARY

Authority: Per [Section 7.4 of the City Charter](#), ordinances may be enacted, amended, or repealed by the affirmative vote of not less than four Councilmen.

Urgency: None

Relation to Other Actions: A public hearing by the Planning Commission must be conducted; City Council Introduced and held a First Reading at their meeting on October 3, 2022; a Second Reading and adoption of Ordinance 239 by City Council will be required before it is effective.

FISCAL IMPACT

Current/ Future Budget: None

ADDITIONAL MATERIAL

Original staff report dated September 5, 2019

Resolution 2022-10

Recommended Tracked Changes of Proposed Ordinance 239

(Yellow: changes ORD 227 implemented, Blue: changes new to this ordinance)

CITY OF MASON
PLANNING COMMISSION RESOLUTION No. 2022-10

**A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT ORDINANCE
NO 239 – AN ORDINANCE TO REINSTATE ORDINANCE 227 AND EXTEND THE
SUNSET TO DECEMBER 31, 2024 WHICH PREVIOUSLY AMENDED PART II,
CHAPTER 1, SEC 1-2; CHAPTER 94, ARTICLE IV, SECTION 94-141(B); AND
CHAPTER 94, ARTICLE VI, SECTION 94-192 TO ALLOW FOR SHORT TERM
RENTALS IN THE C-1: CENTRAL BUSINESS DISTRICT.**

October 25, 2022

WHEREAS, the City of Mason previously adopted Ordinance 227 to amend the City of Mason ordinances Part II, Chapter 1, Sec 1-2; Chapter 94, Article IV, Section 94-141(b); and Chapter 94, Article IV, Section 94-192(d) to allow for short term rentals in the C-1: Central Business district; and,

WHEREAS, a public hearing on the request was noticed and held at the Planning Commission's special meeting of October 25, 2022, with testimony given and public comment solicited in accordance with Section 94-101 of the Mason Code; and,

WHEREAS, the Planning Commission finds that proposed Ordinance 239 is consistent with the relevant criteria of Section 94-396(a) and accepts the Staff Report dated September 5, 2019 as findings of fact which includes:

- 1. Compliance with the Master Plan of the City.** *The proposed amendment supports several objectives of the City of Mason Master Plan including Future Land Use; Growth Management, Public Services, and Quality of Life; Community Character, Historic Preservation and the Environment; Economic Development.*
- 2. What, if any, identifiable conditions related to the proposed amendment have changed which justify the proposed amendment?** *Significant investment in Downtown Mason over the years has made it more attractive for economic development; land use practices today are encouraging a return to mixed-uses in downtowns which is consistent with the historical pattern in Downtown Mason.*
- 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 no known error of this sort.*
- 4. What are the precedents and the possible effects of such precedent which might result from the approval or denial of the petition?** *Land use practices have shifted to promote more mixed-use zoning in downtown districts. The approval of the petition may result in increased property values, more economic activity, an increase in pedestrian activity, and improved vitality overall.*
- 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 reasonably be required in the future if the petition is approved?** *There is no unique impact. The C-1 District is currently served with public utilities.*

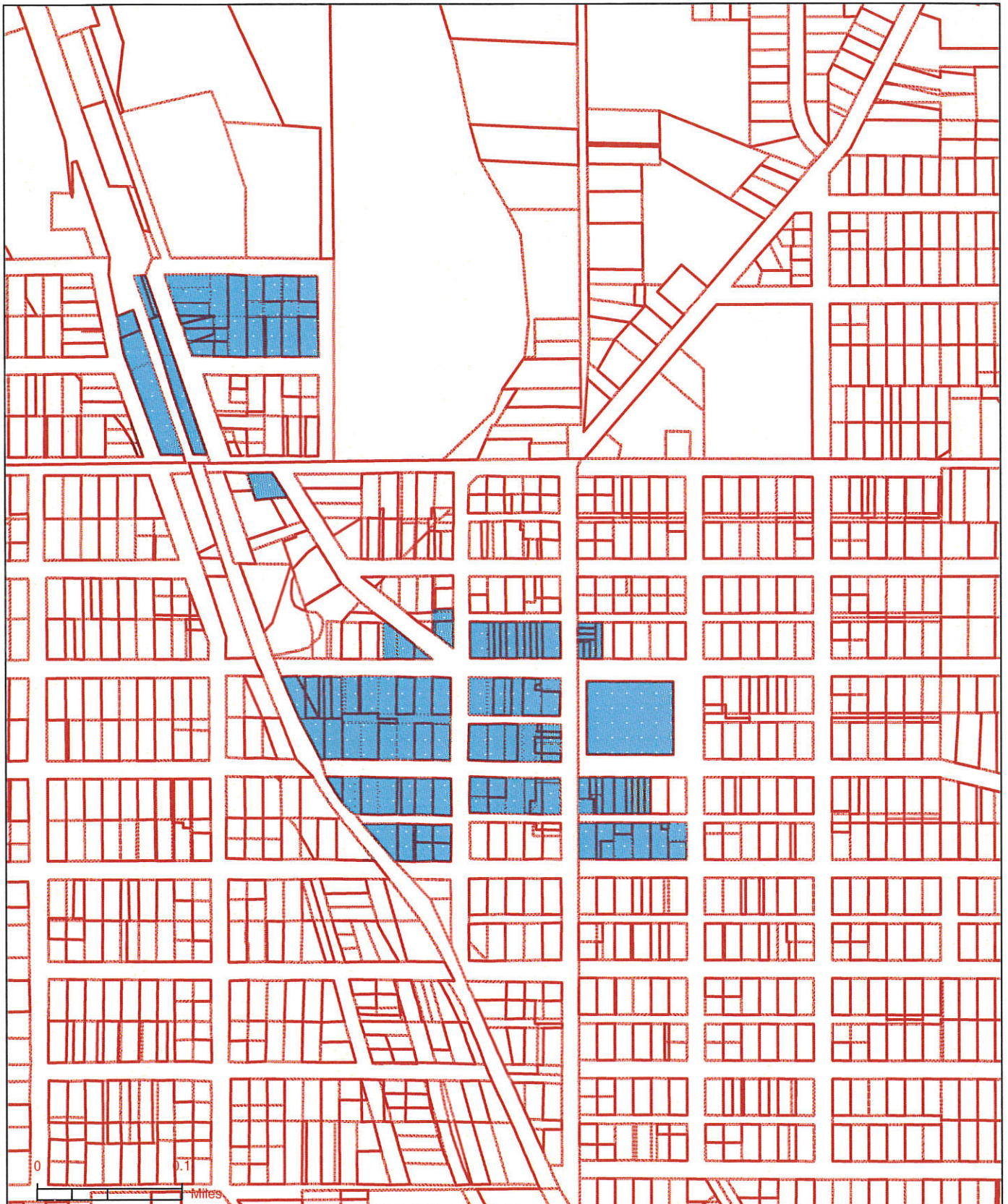
6. Does the proposed amendment adversely affect the value of the surrounding property? *The amendment may result in an increase in property values due to potential development in the district.*
7. Are there any significant environmental impacts which would reasonably occur if the petitioned zoning change and resulting allowed structures were built? *There are no known significant environmental impacts associated with the proposed amendment. The additional use will not uniquely impact the downtown.*
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 additional use made possible by this amendment will increase the ability of all properties in the C-1 Central Business District to be put to a reasonable economic use.*

NOW THEREFORE BE IT RESOLVED, that the City of Mason planning Commission does hereby recommend that the City Council adopt Ordinance No. 239 – an ordinance to amend the City of Mason ordinances Part II, Chapter 1, Sec 1-2; Chapter 94, Article IV, Section 94-141(b); and Chapter 94, Article IV, Section 94-192(d) to allow for short term rentals in the C-1: Central Business district with a sunset of December 31, 2024.

Yes (0)
No (0)
Absent (0)

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

C-1 PARCELS



Introduced/First Reading: _____
 Second Reading/ Adopted: _____
 Publication: _____
 Effective Date: _____

**CITY OF MASON
ORDINANCE NO. 239**

AN ORDINANCE TO REINSTATE ORDINANCE 227 AND EXTEND THE SUNSET TO DECEMBER 31, 2024 WHICH PREVIOUSLY AMENDED PART II, CHAPTER 1, SEC 1-2; CHAPTER 94, ARTICLE IV, SECTION 94-141(B); AND CHAPTER 94, ARTICLE VI, SECTION 94-192 TO ALLOW FOR SHORT TERM RENTALS IN THE C-1: CENTRAL BUSINESS DISTRICT.

THE CITY OF MASON ORDAINS:

Part II, Sec 1-2 Definitions of the Mason City Code is hereby amended by adding:

Part II Code of Ordinances

Chapter 1 Sec 1-2. Definitions

***Short-term rental* consists of a legal dwelling rented for a period of less than thirty days and is non-owner occupied.**

Chapter 94 of the Mason City Code is hereby amended by adding short-term rentals to Article IV, Sec. 94-141(d) and Article VI, Sec. 94-192, which amended, articles shall read as follows:

Chapter 94 Zoning

Article IV. Sec. 94-141. C-1: Central business district

- (a) Intent and purpose. It is the primary purpose of this district to provide opportunities for business establishments in the area generally referred to as the Downtown Center in the city master plan that address the local day-to-day office, retail, and service needs of residents of, and visitors to, the city. It is the intent of this district to prohibit uses that draw from a regional population causing excessive traffic levels or that may otherwise undermine the intended function and character of the historic business area of the city.
- (b) Uses permitted by right.
 - (1) Offices for financial institutions, real estate offices, insurance offices, investment brokers, credit reporting agencies, business management and consulting, information technology services and consulting, and similar business offices.
 - (2) Photographic studios.
 - (3) Professional services establishments providing human health care on an outpatient basis.
 - (4) Medical, optical and dental offices and laboratories.

- (5) Offices for non-profit organizations, professional associations, labor unions, civic-social-fraternal organizations, political organizations, and religious organizations.
- (6) Music, dance, or performing arts studios.
- (7) Offices for professional practitioners in the component fields of medicine, dentistry, psychiatry, and psychology including practitioners committed to ministering to individual and community health. These offices can include group or clinical practice and therapeutic paramedical services.
- (8) Offices for the practice of law, professional services, business services, scientific endeavors, creative activities and similar professions, and the operation of professional associations, societies, and institutes.
- (9) Retail trade, office and personal service businesses including financial institutions, hardware and appliance stores, barber and beauty shops, clothing, food, restaurants, with or without outdoor food and drink service (refer to section 94-173(j)), drug, variety, furniture, jewelry, self-service and/or drop off laundry including dry cleaning performed off-premise, small job printing provided non-explosive fluids are used and similar uses when conducted within a building and no part of which consists of manufacturing or processing on the premises.
- (10) Bed and breakfast (refer to section 94-192(7)).
- (11) Residential use located above a business use that meets the minimum floor area standards of the RM multiple-family residential district.
- (12) Establishments licensed for the sale of alcoholic beverages where consumption is allowed on and/or off the premises.
- (13) Public assembly buildings, indoor theaters, and auditoriums.

(c) Permitted accessory uses. Accessory uses and structures as defined in this chapter.

(d) Uses authorized by special use permit.

- (1) Public buildings including nonresidential governmental, utility, or public service use excluding storage yards, transformer stations, and substations (refer to section 94-192(8)).
- (2) Public or private educational structures or uses (refer to section 94-192(8)).
- (3) Vehicular drive-in service when associated with a principal use.
- (4) Off-street public or private parking facilities (refer to section 94-192(8)).
- (5) Boarding and rooming houses.
- (6) Pub, tavern, or restaurant with outdoor entertainment, including music.
- (7) Any use permitted in this district involving one or more structures that occupy, either individually or collectively, more than 15,000 square feet of gross floor area.
- (8) Monopole telecommunication towers and antennae in accordance with the requirements of section 94-173(d)(13)(a)5.
- (9) Short-term dwelling rental (refer to section 94-192(11)).

(e) Development standards. Any use of land or structures in this district shall comply with the general development standards of section 94-121(c) of this chapter.

(Ord. No. 152, 5-1-2006; Ord. No. 156, 9-5-2006; Ord. No. 161, 9-4-2007; Ord. No. 166, 8-4-2008)

Article VI. Sec. 94-192. Listed special uses.

Special land uses listed in this section shall satisfy the supplementary standards found in this section in addition to the general standards found in section [94-191](#). The following are the listed special uses subject to this section:

(1) *Planned residential developments (PRD).*

- a. *Intent and purpose.* The intent and purpose of a PRD shall be the same as that described for a PUD under section [94-161](#)(a) insofar as subsection [94-161](#)(a) is consistent with other requirements of this section.
- b. Permitted uses. Only the following uses may be permitted in a PRD:
 1. All uses permitted by right in the district in which the PRD is proposed.
 2. Any additional uses which can be shown to be compatible with the general objectives of the Master Plan as well as integral to the specific PRD scheme in which they are contained. For the purpose of this section, an integral use shall be defined as a use which has a specific functional relationship with other uses contained in the development, such as a day care center which serves primarily the needs of residents of the development.
- c. Site development standards and deviations. All proposed individual land uses and facilities in a PRD shall be in conformance with the standards of the district in which the PRD is proposed and any other applicable sections of this code, including such standards pertaining to lot area and dimensions, density, lot coverage, setbacks, building height, parking, loading, landscaping and screening, road widths, and similar requirements, except that the planning commission may permit deviations from such standards where such deviations will result in a higher quality of development than would be possible without the deviations.
 1. Any deviation from applicable standards affecting density shall not result in an increase in density in excess of 30% of the density allowed in the district in which the PRD is proposed.
 2. Except where a deviation is granted, mixed uses shall comply with the regulations applicable for each individual use, including applicable standards for special uses contained in Article VI of this chapter. If regulations are inconsistent with each other, the regulations applicable to the most dominant use shall apply.
 3. Deviation from development standards may be authorized only upon a finding by the planning commission that said deviation will encourage creative design including the enhancement of open space and the protection of natural features, and that there are adequate features or planning mechanisms designed into the project to achieve the objectives intended to be accomplished with respect to each of the standards from which a deviation is sought.
- d. Minimum eligibility criteria. A PRD shall satisfy the minimum eligibility criteria for a PUD as provided by section 94-161(g) insofar as such criteria are consistent with this section.

- e. Phasing. A PRD may be constructed in phases in the manner described for a PUD as provided by section 94-161(l) insofar as such phasing is consistent with this section.

(2) *Auto service station.* Location and special needs for auto service stations require careful planning to properly integrate this type of use into the pattern of other commercial and retail activities and special consideration, therefore, must be given to location, site, layout, use and storage facilities, traffic safety and compatibility with surrounding uses. The following are minimum requirements:

- a. Site size of 20,000 square feet with a minimum width of 150 feet of frontage on a major street.
- b. Buildings shall be set back 50 feet from all street right-of-way lines and shall not be less than 25 feet from a property line of a residentially used lot. Structures, except signs and buildings, shall be no closer than 15 feet to the street right-of-way line.
- c. All activities connected with auto service, except sale of gasoline and associated products, shall be carried on within the building. Outdoor storage of wrecked or partially dismantled vehicles is prohibited.
- d. No more than two driveway approaches shall be permitted directly from any major street nor more than one drive approach from any minor street, each of which shall not exceed 30 feet in width at the property line. If the property fronts on two or more streets, the driveway shall be located as far from the street intersection as practicable, but not less than 30 feet measured from the intersecting corner lot lines. All parking areas shall be constructed from hard-surface materials together with curb, gutter, and sidewalks as exist in the area.
- e. An opaque fence or wall six feet in height shall be erected along all property lines abutting residentially used lots.
- f. Lighting shall be deflected away from adjacent residential properties.

(3) *Junk and salvage yards.* Dealers in junk or salvage shall maintain such records of operation as required by the laws of the State of Michigan and satisfy the requirements of this section and any other applicable parts of this chapter.

- a. No junk or salvage operation shall be located on the same lot as a residential use.
- b. All junk or salvage material shall be stored in a building constructed specifically for that purpose, provided however, that junk automobiles, farm machinery, or recreational vehicles, and parts thereof, stored for the purpose of dismantling may be stored on an outdoor lot. Such a lot shall have an opaque fence or wall eight feet in height which encloses the view of said dismantled automobiles from any public road or street and from adjoining residential and commercial properties. Outdoor storage shall be completely within the enclosed area and shall not exceed the height of the fence.
- c. Junk and salvage yards adjacent to a residential or agricultural zone shall be set back from the property line 100 feet with an intervening greenbelt. The planning commission may reduce the setback requirements of this provision where, by reason of natural or artificial barriers, topographic conditions, the use of natural screening, or the nature of operations, a lesser setback would substantially meet the purpose and intent of this chapter.

- d. No open burning shall be permitted and all industrial processes involving the use of cutting, compression, or packaging shall be conducted within a completely enclosed building.
 - e. Signs are permitted only as they apply to the junk or salvage business.
 - f. No materials, trash, or garbage causing offensive odors or unsanitary conditions shall be stored on the premises.
- (4) *Removal and disposal of soil, sand, gravel, and other materials.* To minimize and avoid open and dangerous excavations, accumulations of stagnant water, erosion of land and conditions unfit for growing of turf and other land uses, harmful and dangerous landfills and potential pollution of the city water supply, the removal of soil, sand, stone, gravel or the dumping of such material or other refuse on any lands in the city, except in the excavation for a structure pursuant to a building permit, is prohibited unless by a special use permit issued by the planning commission. In permitting such use, the commission shall condition the permit on the following requirements:
- a. A fence, adequate to protect trespassing children, and at least six feet in height shall be placed around the entire periphery of the property and no closer than 50 feet to the top of any slope.
 - b. No slope shall exceed an angle with the horizontal of 45 degrees.
 - c. The planning commission shall establish truck traffic haul routes where necessary to minimize traffic hazards and road damage to and from the site.
 - d. Depleted or abandoned areas shall be rehabilitated progressively to a condition entirely lacking in hazards, inconspicuous and blended with the surrounding ground topography. A site reclamation plan must be submitted and approved by the planning commission prior to the granting of a special use permit.
 - e. All slopes, banks, pits and denuded areas shall be reasonably graded, filled and treated to prevent erosion.
 - f. All material used for landfill shall be reasonably leveled, covered and graded and no refuse shall be dumped at any location, which might imperil the city water supply or endanger persons or property.
 - g. A performance guarantee in accordance with section 94-100 of this chapter may be required to assure compliance with these requirements.
- (5) *Community commercial center.* The unique and changing characteristics of this type of business activity requires standards and procedures specifically designed to provide for the flexible application of protective regulations to ensure that a safe, efficient, attractive and pleasing shopping environment can be created and maintained.
- a. Area, height, bulk and placement requirements. Except as herein specified, the district regulations shall apply to area, height, bulk and placement requirements.
 - 1. Lot size. Not less than five acres.
 - 2. Lot frontage. Not less than 300 feet.

3. Minimum yard setbacks. Where side or rear yard setbacks, or vehicular parking abuts a residential area, a minimum yard setback of 25 feet shall be provided with an intervening fence or wall and greenbelt adjacent to the residential area. No parking shall be permitted within the front yard setback.
 4. Minimum floor area. Not less than 800 square feet per business unit.
- b. Parking areas and circulation.
1. All areas accessible to vehicles or pedestrians shall be clearly illuminated, adequately graded and paved, clearly marked and maintained, and adequately drained.
 2. Automobile circulation design shall provide access to and from the parking areas without backing-up or interfering with traffic onto or from an external street under normal anticipated traffic conditions and, where deemed necessary, the front yard setback requirement may be increased to insure against such congestion and/or to provide for safe ingress and egress. A determination shall be made by the planning commission that the external access street to the shopping center shall be fully capable of absorbing the maximum hourly traffic generated by the center without undue interference to other traffic and pedestrians in the area.
 3. All ingress and egress approaches from the external street shall have adequate acceleration and deceleration lanes.
 4. Design of the site shall consider pedestrian protection by providing site access sidewalks and internal walkways separated from the traffic circulation and parking bays. Such pedestrian walkways shall be a minimum of five-feet wide.
- (6) *Temporary outdoor use.* Temporary and seasonal uses on private property in all districts may be permitted by the planning commission when such uses do not impede pedestrian and vehicular traffic. Such uses may include sale of Christmas trees, shrubbery, flowers, fruits and vegetables in season, sidewalk or garage sales or short-term promotional activities. The licensee shall be required to indemnify the city against the cost of removing and cleaning up any waste or debris, or replacing or repairing any damage to public facilities. If approved, a license shall be issued specifying the terms, conditions and time limitations of the activity in accordance with the applicable city ordinance.
- a. Any temporary use of public streets or public property shall be permitted only by the prior approval of the city council, and the council shall, where deemed necessary for the protection of the public interest, require an adequate personal injury and property damage liability policy indemnifying the city against any claim, suit or loss occasioned by the use of city streets or public property.
 - b. Any license issued shall be carried by the owner in charge of the activities or posted on the property by the licensee and shall be available for inspection by a police officer at all times.
- (7) *Bed and breakfast.* It is the intent of this section to provide standards for the utilization of the older large residential structures located in older neighborhoods of the city as bed and breakfast accommodations for tourists while maintaining the character of the surrounding neighborhoods. Bed and breakfast accommodations are subject to the following requirements:

- a. Meals shall only be served to residents, the guests of residents, employees, family members and overnight guests. There shall be no food preparation in any guest sleeping room. Restaurant type operation is prohibited.
- b. Accessory retail or service uses to a bed and breakfast establishment shall be prohibited including gift shops, antique shops, restaurants, and bakeries.
- c. Each premises must be occupied and operated by its owner. The dwelling unit in which the bed and breakfast operations take place shall be the principal residence of the operator, who shall live on the premises while the operation is active. The living area for the owner/operator may be separated from the guest rooms. No more than six transient/guest rooms shall be provided.
- d. Only one sign shall be allowed for identification purposes only. Such sign shall be non-illuminated and unanimated, be mounted flat against the wall of the principal building or freestanding, and not exceed four square feet in area. The planning commission, in its sole discretion, shall approve the indirect lighting of any sign on the site.
- e. Exterior solid waste facilities beyond what might normally be expected for a single-family dwelling shall be prohibited.
- f. Additions or modifications to a structure for the purpose of accommodating additional guests shall be allowed only if such additions or modifications maintain the character of the buildings on, and within the neighborhood of, the property operating a bed and breakfast. Physical modifications to the structure may be permitted including the provision of barrier free access in order to meet building code requirements.
- g. Meals for bed and breakfast patrons shall be prepared using the same kitchen facilities as are used for the residents. Kitchen facilities shall comply with all appropriate city, county and state regulations.
- h. One off-street parking space per room to be rented shall be provided, in addition to the parking required for a single-family dwelling. Parking shall be arranged so as not to pose negative impacts on adjacent properties or necessitate on-street parking.
- i. All sleeping rooms in the bed and breakfast shall be provided in accordance with the Michigan Residential Code promulgated pursuant to MCL 125.1504 and the additional requirements of MCL 125.1504b.
- j. Every bed and breakfast bedroom shall contain a functional smoke detector, and an approved fire extinguisher shall be located on each floor on which such sleeping rooms are located.
- k. Bed and breakfast bedrooms shall be a minimum of 120 square feet for the first two occupants and an additional 30 square feet for each additional occupant in that bedroom.
- l. One-bathroom group for every three sleeping rooms shall be provided, with a minimum of two bathrooms for the exclusive use of bed and breakfast guests.
- m. The stay of bed and breakfast occupants shall be no more than 14 consecutive days and not more than 30 days in any one calendar year.

- n. The operator of each facility shall keep a list of the names of all persons staying at the bed and breakfast, which list shall be available for inspection by the zoning official.
 - o. The bed and breakfast use shall not cause a nuisance to adjoining residences due to noise, odor, lighting, or traffic.
 - p. All dimensional requirements and setbacks shall be maintained for the district in which the bed and breakfast is located. No unique or special equipment or mechanical devices shall be permitted that are not common for single-family dwelling use.
- (8) *Institutional structures and uses.* In recognition of the institutional types of nonresidential uses which may be found compatible with and useful in residential areas, and in recognition of the peculiar and unique functional requirements of certain types of institutional uses, the planning commission may authorize such uses by special use permit when in compliance with the general standards and specific requirements of this article.
- a. Institutional uses include the following:
 - 1. Institutions for human care including hospitals, sanitariums, day care, nursing or convalescent homes, homes for the aged, and philanthropic institutions, but not institutions for substance abuse patients or correctional institutions.
 - 2. Religious uses including churches, or similar places of worship, convents, parsonages, parish houses and other houses for clergy.
 - 3. Education and social uses including public and private schools, auditoriums and other places of assembly, centers for social activities, lodges, fraternities, and sororities.
 - 4. Public buildings and public service uses including publicly owned and operated buildings, public utility buildings and structures, transformer stations and substations, gas regulator stations, radio, television, and microwave towers.
 - 5. Recreation uses including parks, playgrounds, ball fields, public swimming pools, stadiums, community centers, and country clubs.
 - b. Site location standards. In addition to any other regulations or requirements of this chapter, the following standards shall be utilized to evaluate any institutional use for approval:
 - 1. An institutional use shall preferably be located at the edge of a residential district, or abutting a business or industrial district or public open space.
 - 2. All means shall be utilized to face an institutional use on a major street with motor vehicle egress and ingress thereon to avoid the impact of traffic generated by the institutional use in the surrounding area.
 - 3. An institutional use shall preferably be located on a site that offers natural or manmade barriers that will lessen the effect of the institutional use on the surrounding area.
 - 4. A proposed institutional use shall not require costly or uneconomical extensions of public services inconsistent with the growth of the district.

- (9) *Racetrack, racing theater, and casino.* To recognize and accommodate the unique and functional requirements of this use, the intensity of the use, the exceptional demands on transportation facilities and public services that may be generated, the potential for excessive light, noise, dust, odors and fumes, all of which require that special consideration be given to siting, location, layout, parking, storage, traffic circulation, hours of operation, and to ensure compatibility with neighboring uses, such uses shall be subject to the following additional requirements:

a. Minimum site.

1. Racetrack. Twenty acres with an aggregate minimum frontage of not less than 300 feet on at least two major streets.
2. Racing theatre. A minimum site of 10 acres with at least 200 feet of frontage on at least one major street.
3. Casino. A minimum site of 10 acres with at least 200 feet of frontage on at least one major street.
4. Adequate ingress and egress from major street approaches shall be available through appropriate deceleration and acceleration and turning lanes as determined by the city Traffic Engineer.

b. Setbacks. All buildings shall be set back 100 feet from the public street right-of-way and 50 feet from all side and rear lot lines. Parking facilities shall be set back 50 feet from the public street right-of-way and 25 feet from all side and rear lot lines.

c. Lighting. Lighting shall be contained on site, directed inward and downward and not be deflected onto adjacent properties. Except for entry drives, no lighting fixtures shall be located within the required setbacks.

d. Parking requirements. There shall be provided 0.5 paved parking spaces per seat or one space per 6 feet of bench seating in the stadium or grandstand areas of such facilities plus the following additional parking:

1. One paved parking space for each employee on the largest shift of the facility and each owner and trainer.
2. One paved parking space per 50 square feet of usable floor area in any area where food or beverage is sold.
3. One paved parking space per 100 square feet of usable floor area for all betting areas or viewing areas where seats are not provided.
4. One paved parking area suitable to accommodate parking of one truck and horse trailer for each horse entered on the daily racing card.

e. Hours of operation. Such facility shall not be opened to the public except between the hours of 8:00 a.m. and 2:00 a.m., Monday through Saturday and 12:00 p.m. and 2:00 a.m. on Sunday.

- (10) *Outdoor retail sales and service.* Location and special needs for outdoor retail sales and service require careful planning to properly integrate this type of use into the pattern of the local

commercial activities that is compatible with adjacent populations including size, site layout, screening, duration, hours of operation and compatibility of surrounding areas. The following minimum standards shall apply:

- a. Sales and service shall be limited to 15% of the gross floor area of the individual business unit.
- b. Outdoor retail sales and service hours shall not exceed 8 a.m. to 8 p.m. Monday through Saturday and 10 a.m. to 4 p.m. Sunday.
- c. All merchandise shall be removed from the outdoor sales area and placed within a fully enclosed building during non-business hours.
- d. Permanent outdoor display areas may be allowed provided they are fully screened from view on all sides at all times of year.

(11) *Short term rentals* for legal dwelling units are permitted in the C1 Central Business District. No more than six adults per bathroom may occupy a unit. No more than two adults per bed. One annual city parking permit per unit is required if no onsite parking is provided.

Sunset Provision. The provisions of this ordinance shall expire ~~36 months (3 years) from the date the ordinance goes into effect.~~ shall expire on December 31, 2024.

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 _____, 2019. Ordinance No. 239 declared adopted this ____ day of _____, 2019.

Russell Whipple, Mayor

Sarah J. Jarvis, City Clerk



Staff Agenda Report: October 25, 2022 Planning Commission

AGENDA ITEM:

Resolution 2022-11 Mallory Building Contractors LLC, on behalf of CorrChoice, has requested concurrent approval of a Preliminary and Final Site Plan for the addition of an 800 s.f. compression room on property located at 700 Eden Rd., Mason MI parcel number 33-19-10-16-400-026.

RECOMMENDED ACTION:

Motion to approve Resolution 2022-11 for concurrent approval of a Preliminary and Final Site Plan

PROJECT ADDRESS:

700 Eden Rd

APPLICANT:

Mallory Building Contractors LLC

OWNER:

CorrChoice

Authority

- [Section 24-225\(a\)](#) All uses of land and structures which are subject to the requirements of this article shall receive preliminary site plan review and approval prior to the submission of a final site plan unless the zoning official determines that concurrent preliminary and final site plan review and approval will promote the general welfare of the city.
- [Section 94-226 \(e\)](#): The planning commission shall have the authority to approve, approve with conditions, or deny an application for final site plan review and approval. Final site plan review shall follow the procedures for preliminary site plan review in subsection [94-225](#) and shall be reviewed in accordance with the standards in section [94-227](#).

Public Notice: In accordance with [Sec. 94-225\(f\)](#) and [94-394\(d\)](#), agencies were notified and provided comments listed in the Project Analysis. The agenda containing the matter was posted on Friday, October 7, 2022 in accordance with the Open Meetings Act.

Relation to Other Actions: None.

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. 94-226\(c\)](#).

Review Criteria: The applicant has submitted a Site Plan that, with the requested waiver, appears to meet the requirements for concurrent approval of a Preliminary and Final Site Plan.

ATTACHMENTS:

- Resolution 2022-11
- Permit Application, received September 15, 2022
- Site Plan Drawing dated September 8, 2022 and revised September 26, 2022

PROJECT ANALYSIS

Description of Current and Planned Use of Property:

The applicant is seeking approval of an 800 s.f. addition on the north side of the existing building for use as compression room to hold air compressor tanks.

Property/Building Size: The existing building is 252,000 s.f. and there is also an existing 19,350 truck maintenance facility on the south side of the building.

Current Zoning District: The parcel is located in the [M-2 General Manufacturing District](#).

Master Plan: The request also addresses the following objectives and goals:

- 2-7: Provide opportunities for the reasonable expansion of industrial development in a manner that is sensitive to the predominant small-town character of the community, minimizes new public service costs, and protects the viability and desirability of residential and commercial areas.

Surrounding Zoning and Land Uses: The site is located and fronts on Eden Road.

	Current Land Use	Zoning	Future Land Use
North	Industrial	M-2 General Manufacturing District	Industrial
East	Public right of way – Eden Road, and Vevay Township	n/a	Vevay Township - Mixed Use
South	Vevay Township	n/a	Vevay Township - Mixed Use
West	Industrial	M-2 General Manufacturing District	Industrial

Site Location Reference:



REVIEW CRITERIA:

Per [Sec. 94-224](#), the planning commission may approve, approve with conditions, or deny any site plan when referred and reviewed in accordance with the standards for site plan review and approval as listed in [Sec. 94-227](#) of the Zoning Ordinance. Based upon staff's review, the application appears to meet the standards for approval as noted below.

STATUS/NOTE	REQUIREMENT
MEETS	(1) The site shall be developed so that all elements shall be harmoniously and efficiently organized in relation to the size, shape, type and topography of the site and surrounding property.
The location of the addition appears to meet this requirement.	
MEETS	(2) The site shall be developed so as not to impede the normal and orderly development, improvement, and use of surrounding property for uses permitted in this chapter.
The addition is minor does not appear to affect surrounding properties in the manner described in this section. The structure will be entirely within the property boundaries.	
MEETS	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.
Emergency vehicles have access to the building now and the additional will not restrict emergency vehicle access.	
MEETS	(4) Every structure or dwelling unit shall have direct access to a public street or indirect access to a public street via an approved dedicated private street.
Emergency vehicles have access to the site from Eden Road, a County roadway.	
MEETS	(5) Appropriate measures shall be taken to ensure that the addition or removal of surface waters will not adversely affect neighboring properties, that controls are in place to minimize sedimentation and erosion, and that topographic alterations are minimized to accommodate storm water management.
The proposed addition will not impact or alter the current storm water management system on the site.	
MEETS	(6) Provisions shall be made for the construction of storm sewer facilities including grading, gutters, piping, on-site storage, and treatment of turf as required to handle stormwater and prevent erosion.
The site is already served by storm sewer facilities and no changes are proposed.	
MEETS	(7) Secondary containment for above ground areas where hazardous substances are stored or used shall be provided as required by the city fire chief.
Staff is not aware of any hazardous substances that require secondary containment as required by this section or Ch. 26 Fire Prevention and Protection .	
MEETS	(8) Exterior lighting shall be designed and located so that the source of illumination is directed away from adjacent properties, the intensity of lighting is the minimum necessary, and the direction of lighting is downward as much as is possible and appropriate for the project.
Any lighting on the site will need to be shielded and directed downwards therefore meeting this requirement. Staff is not aware of any proposed changes to lighting.	
MEETS	(9) All loading and unloading areas, outside storage areas, and refuse receptacles shall be screened from casual view from the public rights-of-way and adjoining land uses.
There are no new dumpsters being proposed.	
MEETS	(10) Site plans shall meet the driveway, traffic safety, and parking standards of the city in such manner as necessary to address the following:
	a. Safe and efficient vehicular and non-vehicular circulation, including parking areas, non-motorized linkages to abutting parcels, uses, sidewalks, and trails.
	b. Shared driveways and service drives.
	c. Adequate and properly located utilities.
No changes of this nature are proposed. The minor addition on the north side of the building does not appear to impact vehicular circulation and will not trigger a need for additional parking or changes to utility services on site.	
MEETS	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.
Staff is not aware of any common areas or public features affected by the proposal.	
MEETS	(12) The site plan submittal shall demonstrate compliance with all applicable requirements of this chapter, chapters 58 and 74, the building code, and county, state, and federal law.
A building permit application will be required.	
MEETS	Chapter 94 – Zoning and Chapter 100 – Dimensional Requirements

The plan appears to meet the building height, setbacks and lot coverage site development standards listed in [Section 94-121\(c\)](#) and [Tables 100-1 and 100-2](#) as noted on the plan sheets.

**MEETS WITH
WAIVER**

Sec. 94-241 Landscape, screening and buffer requirements

No changes to landscaping are proposed. [Section 94-241e\(6\)](#) provides the Planning Commission with the ability to waive or modify the landscaping requirements based upon the specific characteristics of the site. Given the pre-existing vegetation on the site, and the fact that the addition is minor, staff recommends granting a waiver for required landscaping upgrades.

MEETS

Chapter 58 - Signs

No new or expanded freestanding sign is proposed. Any proposed signage will require a separate building permit subject to the requirements of [Chapter 58](#) of the Zoning Ordinance, including Division 2 of said chapter.

COMMENTS FROM AGENCIES

BUILDING

Plans stamped by an architect will be required with Building Permit Application

**INGHAM COUNTY DRAIN
COMMISSION**

Soil Erosion Waiver issued.

**CITY OF MASON
PLANNING COMMISSION
RESOLUTION NO. 2022-11**

A RESOLUTION GRANTING CONCURRENT APPROVAL OF A PRELIMINARY AND FINAL SITE PLAN TO MALLORY BUILDING CONTRACTORS LLC, ON BEHALF OF CORRCHOICE, FOR THE ADDITION OF AN 800 S.F. COMPRESSION ROOM ON PROPERTY LOCATED AT 700 EDEN RD., MASON MI PARCEL NUMBER 33-19-10-16-400-026. THE PARCEL IS ZONED M-2 GENERAL MANUFACTURING DISTRICT.

October 25, 2022

WHEREAS, a request has been received from Mallory Building Contractors LLC, on behalf of CorrChoice, requesting concurrent approval of both a preliminary and final site plan for the addition of an 800 s.f. compression room; and,

WHEREAS, the subject property is located at 700 Eden Rd., Mason MI parcel number 33-19-10-16-400-026; and,

WHEREAS, the proposal is described on application materials provided on September 15, 2022; and,

WHEREAS, the parcel is zoned M-2 General Manufacturing District; and

WHEREAS, Section 94-222 states that any use within the M-2 zoning district requires site plan review; and

WHEREAS, per Section 94-225, the zoning official has determined joint preliminary and final site plan review will promote the general welfare of the city; and

WHEREAS, the Planning Commission has received, reviewed and accepts the Staff Agenda Report with project analysis dated October 25, 2022, as findings of fact that, with the condition and waiver listed herein, the proposed use will comply with the Preliminary and 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 concurrent preliminary and final site plan approval to Mallory Building Contractors LLC, on behalf of CorrChoice, for the addition of an 800 s.f. compression room on property located at 700 Eden Rd., Mason MI parcel number 33-19-10-16-400-026 with the following condition and waiver:

1. Additional landscaping required in Sec 94-241 beyond what currently exists is waived.

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

Yes (0)

No (0)

Absent (0)

RESOLUTION DECLARED _____

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 special meeting held on Tuesday, October 25, 2022, pursuant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this ____ day of _____ 2022.

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



PERMIT APPLICATION

ZONING

Applicant– Please check one of the following:

- ☐ Preliminary Site Plan Review
☒ Final Site Plan Review
☐ Special Use Permit*
☐ Administrative Review
 * includes Preliminary Site Plan Review

DEPARTMENT USE ONLY

Application Received: _____
 Tax ID: _____
 Fee: _____
 Receipt #: _____

Applicant Information:

Name: Mallory Building Contractors LLC
 Organization: Mallory Building Contractors
 Address: 9808 Old M 78, Haslett MI 48840
 Telephone Number: 5179775664 Facsimile Number: _____
 Interest in Property (owner, tenant, option, etc.): Contractor

Note: If applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner.

Property Information:

Owner: CorrChoice Telephone Number: 5176767630
 Property Address: 700 Eden Road, Mason MI 48854
 Legal Description: If in a subdivision: Subdivision Name: _____ Lot Number: _____
 If Metes and Bounds (can be provided on separate sheet): _____

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 and uses thereon to verify compliance with the terms and conditions of any Special Use Permit and/or Site Plan approval issued as a result of this application.

Signature: [Signature] Date: 9/12/22

Requested Description:

Written Description: Please use this section to describe the use or uses proposed. Attach additional pages, if necessary.

20x40 single sloped lean to metal building structure attaching to an existing metal building

Available Services

Public Water ☒ Yes ☐ No

Paved Road (Asphalt or Concrete) ☒ Yes ☐ No

Public Sanitary Sewer ☒ Yes ☐ No

Public Storm Sewer ☐ Yes ☒ No

Estimate the Following

Traffic Generated 0

Total Employees 175

Population Increase 0

Employees in Peak Shift 50

House of Operation 7 AM to 5 PM
monday Day through friday day

Total Bldg. Area Proposed 800 Sqf

Parking Spaces Provided NA

Project Phasing

This project will be completed in: ☒ One Phase ☐ Multiple Phases – Total No. of Phases: _____

Note: The phases of construction for multi-phase projects must be shown on the site plan

Application Materials

The following are checklists of items that generally must be submitted with applications for Preliminary Site Plan Review, Final Site Plan Review, and Special Use Permits. Applicants should review Articles VI and VII of Chapter 94 of the Mason Code for a complete listing of application requirements. All site plan drawings must comply with the requirements of Section 94-226(d) of the Zoning Ordinance. Incomplete applications will not be processed.

- ☐ Completed application form
- ☐ 2 copies of full scale site plan drawings
- ☐ Plans submitted on CD or PDF (email is acceptable)
- ☐ Legal description
- ☐ Proof of ownership/owner authorization
- ☐ Construction schedule for proposed project
- ☐ Construction calculations for utilities
- ☐ Fee (see below)
- ☐ Any other information deemed necessary

Application Fee

All requests must be accompanied by a fee, as established by the City Council. The fee schedule for Preliminary Site Plan Reviews, Final Site Plan Reviews, and Special Use Permits is as follows (As of October 16, 2006):

Administrative Reviews	\$70.00
Preliminary Site Plan Reviews	\$200.00
Final Site Plan Review	\$100.00
Special Use Permits (includes preliminary site plan review)	\$275.00

Engineering Review**\$220.00***

*Two—hour minimum fee for projects increasing demand on public utilities. Actual fees incurred are billed to applicant upon completion of review.

Application Deadlines**Preliminary Site Plan/Special Use Permit Review**

Applications for Preliminary Site Plan Review may be submitted at any time. Complete applications must be received a minimum four (4) weeks prior to a Planning Commission meeting to be placed on the agenda. Upon receipt of a complete application, a public hearing will be scheduled for the next regularly scheduled meeting (for Special Use Permits only). The Planning Commission has the final authority to approve, approve with conditions or deny an application for Preliminary Site Plan/Special Use Permit Review. The Planning Department staff will issue a letter to the applicant advising of any changes or revisions that may be necessary prior to making application for Final Site Plan Review.

Final Site Plan Review

Complete applications must be received a minimum of four (4) weeks prior to a Planning Commission meeting to be placed on an agenda. The Planning Commission has the final authority to approve, approve with conditions or deny an application for Final Site Plan Review. Planning Commission meetings are held on the second Tuesday after the first Monday of every month, unless the Tuesday is a Township recognized holiday, in which case the meeting is held on the following day (Wednesday).

Staff Report

The Planning Department Staff will prepare a report to the Planning Commission regarding an application for Preliminary Site Plan Review, Final Site Plan Review or Special Use Permit. The report will explain the request and review whether it complies with the zoning standards of the Mason Code. Staff will present the findings of that report during the Planning Commission meeting. An applicant who wishes to obtain one (1) copy of that report, at no cost, prior to the meeting must provide a written request to the Planning Department. The report is generally complete on the Friday before the meeting and can be mailed to the applicant or picked up by the applicant in the Planning Department.

Resources: More questions? Please contact our Customer Service Desk at 517.676.9155.

Revised 7.2.2018 (Community Development)



City Manager's Report: October 14, 2022

OPERATIONS

- **Michigan Municipal Risk Management Authority (MMRMA)** – City of Mason received a distribution of \$21,640 for our share of excess net assets from MMRMA and \$6,385 net assets from the State Pool Retention Fund.
- **Training:** K9 Officer Hayden Wildfong and K9 Tamarack attended the 2022 NAPCH Alpena Seminar 10/1-10/6/2022. Officer Wildfong and Tamarack were trained in Tracking, Search, Aggression, and Ace School. Officer Frank Nehr attended Sig Sauer Training on 10/5-10/6/2022 at Lansing Police Department. He is now M4 Armorer certified.
- Community Development Director Hude attended the Michigan Association of Planning Conference October 12-13 and presented on Mason's Art Alley installations on a panel related to Creative Placemaking.
- Billie O'Berry, Code Enforcement/Community Resource Officer, has been working with Mason Community Services (MCS) and other organizations to help community members address property maintenance issues rather than cite them for violations. Recently, she connected a homeowner with MCS, and a crew of volunteers will be helping with roof repair and painting. This is a great example of community coordination.
- **Staffing Updates:** Current Open Positions (5)
 - **NEW HIRES:**
 - Tanner Miller was hired as a Firefighter August 29, 2022
 - Caylei Ellison was hired as a Part-Time Custodian effective October 5, 2022
 - Sarah Grier was hired as a Part-Time Administrative Assistant – Community Development effective October 17, 2022
 - **RESIGNATIONS**
 - Racquel (Kelly) Flores resigned as a Full-Time Police Officer Effective October 13, 2022
 - Jason Depew resigned as a Full-Time Laborer Effective October 28, 2022.
 - **APPLICANTS:**
 - Full-Time Laborer (3) – First round interviews took place on October 13 and 14. The second round will occur the week of October 17, 2022.
 - **OPEN, EXTERNALLY:**
 - Full-Time Police Officer (1) – Closes on November 17, 2022
 - Seasonal Part-time Crossing Guard (1) - Open until filled.
- **Traffic Updates:**
 - S. Barnes St. and Kipp intersection- Reopened due to the commencement of school. Evaluation is continuing. **Status is open and will be completed on 10/14/2022.**

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	Waiting for Consumers work to be completed	
2020-P6, P8, P12, P13, P14	Plan/ Design-Rayner Park, Lee Austin Park, Bond Park, Griffin Park, Hayes Park	In progress, anticipated drafts to Council delayed to October due to priority shift to finding ambulance provider.	

BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B23	Planning: Master Plan/Zoning Update	Staff anticipates that the draft master plan being delayed to November due to priority shift due to staffing constraints.	

FY 2022-2023				
Project	Project Name/Description		Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)				
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp		All lead water service lines have been replaced, anticipated completion of paving by end of October.	
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		City Council considering executing Project Agreement, Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P1	Columbia Street Bridge: Non-Motorized Connection		County Approved Grant as a Late Award, Awaiting Grant Documents, Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P15	Jefferson Trailhead/ Cemetery/ Community Garden		Anticipate Bidding 3 rd quarter of FY 22-23	
2020-P17	Non-motorized Program: Southeast Quadrant of the City		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 in 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		Staff finalizing concepts, Anticipate bidding 2 nd quarter of FY 22-23	
2017-B5b	Building: Library Phase 1, Part 1		Staff reviewing estimates from contractor, amending scope of SHPO grant for essential items, and awaiting grant consideration from MEDC to fill gap (anticipate announcement Sept)	
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	Underway through County grant, met with consultants to confirm outstanding items.	
2019-B2b	City Hall Renovations: Phase 1 /Carpet	Anticipate Bidding 2 nd 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 2 nd quarter of FY 22-23	

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

Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
Meijer – 550 Hull Rd	Applicant is seeking amendment to Special Use Permit with concurrent Preliminary and Final Site Plan Approval to renovate and relocate the existing Meijer Pharmacy drop-off lane to the front portion of the existing garden center. The garden center will be reduced in size and outdoor storage will be located in the center portion of the new pharmacy drive-up area. The Planning Commission will consider the request at their regular meeting on Tuesday, November 15.