



PLANNING COMMISSION MEETING AGENDA – January 10, 2023

**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. ELECTION OF LEADERSHIP
5. PUBLIC COMMENT
6. APPROVAL OF MINUTES
 - A. Approval of Minutes from the Planning Commission Meeting on December 13, 2022
7. UNFINISHED BUSINESS
8. NEW BUSINESS
 - A. Master Plan – Discuss priorities for Action Plan
9. LIAISON REPORT ([12.16.2022](#))
10. ADJOURNMENT

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF DECEMBER 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 |
|-----------------|------------|----------------|---------------|
| Commissioner | Barna | X | |
| Commissioner | Bliesener | X | |
| Council Liaison | Clark | | X |
| Commissioner | Kirkby | | X |
| Commissioner | Malczewski | X | |
| Commissioner | Perrault | X | |
| Chair | Sabbadin | X | |
| Vice Chair | Waxman | X | |
| Secretary | Wren | X | |

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

AGENDA

MOTION by Waxman seconded by Barna to amend the agenda by switching items 6A and 6C.

VOTE

Yes (7) Barna, Bliesener, Malczewski, Perrault, Sabbadin, Waxman, Wren

No (0)

Absent (2) Clark, Kirkby

MOTION PASSED

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

A. Planning Commission Meeting on November 15, 2022

Vice Chair Waxman requested an administrative correction to the PC Regular Meeting November 15 minutes to remove the word 'Special'.

MOTION by Waxman second by Bliesener, to approve the Planning Commission Meeting minutes with administrative corrections from November 15, 2022.

VOTE

Yes (7) Barna, Bliesener, Malczewski, Perrault, Sabbadin, Waxman, Wren

No (0)

Absent (2) Clark, Kirkby

MOTION PASSED

B. Joint City Council and Planning Commission Meeting November 15, 2022

MOTION by Waxman second by Wren, to approve the Joint CC and PC meeting minutes from November 15, 2022.

VOTE

Yes (7) Barna, Bliesener, Malczewski, Perrault, Sabbadin, Waxman, Wren

No (0)

Absent (2) Clark, Kirkby

MOTION PASSED

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Resolution 2022-14 to Amend Site Plan Approval for 1155 Temple Street, Paul Davis

MOTION by Waxman second by Bliesener, to approve Resolution 2022-14.

DISCUSSION took place regarding concerns over establishing an undesirable precedent and options to add language to the resolution that specifies triggers for when the sidewalk must be installed. Suggestions were made to staff to discuss potential solutions with the Drain Commission, the airport and Vevay Township to better address stormwater management infrastructure in that area and impacts to the future sidewalk.

Jeff Nye, 865 Wildemere Drive, Mason, (applicant and property owner) provided a description of the stormwater issues in the area related to runoff that would damage a sidewalk.

AMENDMENT

MOTION by Waxman second by Wren, to amend Resolution 2022-14 by adding language conditioning approval to ensure the sidewalk will be installed at the time when the adjacent property to the east is developed, or when the County or City install sidewalks along Kipp Road.

VOTE ON THE AMENDMENT

Yes (6) Barna, Bliesener, Malczewski, Sabbadin, Waxman, Wren

No (1) Perrault

Absent (2) Clark, Kirkby

MOTION PASSED

VOTE ON THE ORIGINAL MOTION (APPROVE AMENDED RESOLUTION 2022-14)

Yes (6) Barna, Bliesener, Malczewski, Sabbadin, Waxman, Wren

No (1) Perrault

Absent (2) Clark, Kirkby

MOTION PASSED

B. Resolution 2022-13 to Amend Capital Improvements Program

MOTION by Waxman second by Wren, to approve Resolution 2022-13.

DISCUSSION took place to confirm the reason for the amendment and timing with the budget cycle.

VOTE

Yes (7) Barna, Bliesener, Malczewski, Perrault, Sabbadin, Waxman, Wren

No (0)

Absent (2) Clark, Kirkby

MOTION PASSED

C. Master Plan discussion

Staff and Commissioners discussed the draft master plan and the review process. Overall, everyone felt it was a good document and complimented staff and the consultants for the work done. Suggestions for improving the document included formatting action tables in larger print, ensuring the document was ADA compliant, customizing generic content to feel more 'Mason,' address the future more, take an objective review as someone not from Mason or not born yet, enhance the Executive Summary as a more condensed version of the rest of the plan, clarify the audience for the document.

LIAISON REPORT

Council Liaison Clark was absent. Chair Sabbadin directed everyone to the City Manager report. He thanked all Commissioners for their service and acknowledged Commissioner Barna for her 10 years of service and announced she would be resigning from the Planning Commission to pursue a degree.

ADJOURN

The meeting adjourned at approximately 7:25 p.m.

Megan Wren, Secretary



City Manager's Report: December 16, 2022

IMPORTANT DATES

- **Friday, December 23, 2022 – Monday, January 2, 2023**- City Hall will be closed to the public and City services will be minimally staffed due to administrative holidays and minimum staffing days between the holidays, December 27, 28, & 29.
 - Memorandums of Understanding have been negotiated with all the unions to ensure we can continue this benefit that is a low cost to customers and the City, but high value to our employees and represents the culture of valuing the Whole Person we are striving to achieve.
 - Attached is How To Pay, a list of the different payment methods available when City Hall is closed. Payments placed in the drop-box by 8:00 a.m. on Tuesday, January 3, 2023, will be marked received as of December 31, 2022.
- The 2023 administrative holiday and training schedule is attached for your reference.
- **Reminder: Tuesday, January 3, 2023**, first City Council meeting of 2023.
- **Thursday, January 19, 2023**: Joint Recognition Honoree recommendation form is due to Becky Hinman, Mason Public Schools.
- **Monday, February 6, 2023, 6:30 p.m.:** Joint Recognition Ceremony in the Sycamore Room at City Hall.

OPERATIONS

Training:

- Active Violence Incident (AVI) training at Sparrow Hospital St. Lawrence Campus: Officer Alex Thompson (11/18) and Officer Steve Chick (12/6)
- Officer Frank Nehr attended Street Cop Training, which is street level gun training on 12/5.

Community Interactions:

- The Police and Fire Departments participated in the following Community Outreach events this December to bring Holiday Cheer, Guest reader at Steele Elementary, Shop with a Cop 12/7 Shop with a Hero 12/8 No Senior w/out Christmas

Staffing Updates: Current Open Positions (4)

- **APPLICANTS:**
 - Full-Time Laborer (1) – Position will be reposted on January 3, 2023
 - Full-Time Police Officer (1) – Interviews concluded on Friday, December 16, 2022
 - Part-Time Custodian (1) – Applications are under review and interviews will take place soon
- **OPEN, EXTERNALLY:**
 - Seasonal Part-time Crossing Guard (1) - Open until filled.

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 received comments from Planning Commission and City Council and is updating the draft document. Anticipate recommendation for Council to release for public feedback in February. | |

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 3 rd 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 |
| 2022-MVP2 | Trailer No. 53 | Public Works | Completed |
| 2022-MVP3 | Trailer No. 55 | Public Works | Completed |
| 2022-MVP4 | Mower Attach No. 39 | Public Works | Completed |
| 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 the contractor for updated costs with reduced scope. Revised estimates are expected in mid-January. | |
| 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.



HOW TO PAY

Building Permits, Police, Taxes, & Utilities

There are no processing fees for utility payments. Processing fees may apply to process other payment types.

COMMERCIAL BANK Drive-through

- No fees
 - ✓ Accepted: Cash, Checks, or Money order
 - ✗ Not Accepted: Credit or Debit cards
- Payment stub required; receipts available
- Please allow 3-5 business days for payment to reflect on your City account
- 2 Locations, hours vary
 - Cedar St- 661 N. Cedar St, Mason, MI 48854
 - Jefferson St.- 322 S. Jefferson St., Mason, MI 48854

DROP-BOX or MAIL

- No fees
 - ✓ Accepted: Checks or Money order
 - ✗ Not Accepted: Credit cards or Debit cards; Cash is not recommended. The City is not responsible for lost or missing cash payments.
- Payment stub requested; receipt provided if an empty self-addressed stamped envelope is included with payment
- Drop-box: 201 West Ash St., Mason, MI 48854 (across from City Hall front doors, next to the flagpole; no postage necessary when placing in the drop-box)
- Mail: City of Mason, Attn: Finance, PO Box 370, Mason, MI 48854 (standard postage rates apply)

ONLINE

- Processing fees may apply (No fees for utility payments)
 - ✓ Accepted: Credit or Debit cards, E-check, and Google Pay
 - ✗ Not Accepted: Cash or Checks
- Available 24/7/365
- Payments posted immediately
- Invoice Cloud- invoicecloud.com/masonmi
 - Building permit payments not accepted
 - Create an account for easier future payments and account reminders
 - One-time, Recurring, AutoPay, and Text payment methods available
- City of Mason- mason.mi.us/payments
 - Building permit payments accepted; a direct link will be sent from Community Development department or Customer Service

PHONE

- Processing fees may apply (No fees for utility payments)
 - ✓ Accepted: Credit or Debit cards and E-check
 - ✗ Not Accepted: Cash or Checks
- Available 24/7/365
- Secure, Automated Pay by Phone: 1-833-699-7827
 - Only Utility and Tax payments accepted

ADDITIONAL INFORMATION

Checks: Make Payable to: City of Mason; Posted the day the check is received (not postmarked date)

Bank or Credit Union Online Bill Payments: Please allow extra time for bill-pay payments as they may be mailed.

Overpayments: May be made at Commercial Bank, in the drop-box or by mail.

Resources: More Questions? Please Contact our Customer Service Desk at 517.676.9155 or info@mason.mi.us.



2023 HOLIDAY SCHEDULE

MASON CITY HALL & MAPLE GROVE CEMETERY

HOLIDAYS (FACILITIES ARE CLOSED AND ONLY ESSENTIAL SERVICES ARE AVAILABLE)

NOTE: Grave openings cannot be scheduled on these holidays, except during Minimum Staffing Days.

- Friday, April 7, 2023..... Good Friday
- Monday, May 29, 2023 Memorial Day
- Tuesday, July 4, 2023..... Independence Day
- Monday, September 4, 2023 Labor Day
- Friday, November 10, 2023 Veterans Day (Holiday on Saturday)
- Thursday & Friday, November 23 & 24, 2023 Thanksgiving Holiday
- Monday, December 25, 2023 Christmas Eve (Holiday on Sunday)
- Tuesday, December 26, 2023 Christmas Day (Holiday moves to next day)
- Monday, January 1, 2024 New Year’s Eve Holiday (Holiday on Sunday)
- Tuesday, January 2, 2024 New Year’s Day Holiday (Holiday moves to next day)

IN-SERVICE TRAINING/ MINIMUM STAFF DAYS (FACILITIES ARE CLOSED TO PUBLIC)

- Monday, January 16, 2023 *Martin Luther King Jr. Day*
- Monday, February 20, 2023 *Presidents’ Day*
- Monday, June 19, 2023 *Juneteenth Day of Observance*
- Monday, October 9, 2023..... *Columbus Day / Indigenous Peoples’ Day*
- Wednesday, Thursday, Friday, December 27, 28 & 29, 2023..... *Minimum Staffing Days - **tentative***



PUBLIC NOTICE

2023 Mason Public Meetings

**All public meetings will be held openly at City Hall.
Dates, times, and location are subject to change.**

Details on when the meeting will be held will be included with each meeting's agenda; available on our website: mason.mi.us and posted to the front window of City Hall at least 24 hours prior to each meeting.

| CITY COUNCIL 7:30 PM (1 st & 3 rd Monday) | DOWNTOWN DEVELOPMENT AUTHORITY 10:00 AM (2 nd Monday, as needed) |
|--|--|
| January 3 & 16 (3 rd already approved) | January 9 |
| February 6 & 20 | February 13 |
| March 6 & 20 | March 13 |
| April 3 & 17 | April 10 |
| May 1 & 15 | May 8 |
| June 5 & 19 | June 12 |
| July 3 & 17 | July 10 |
| August 7 & 21 | August 14 |
| September 4 & 18 (4 th to be rescheduled) | September 11 |
| October 2 & 16 | October 9 |
| November 6 & 20 | November 13 |
| December 4 & 18 | December 11 |

| HISTORIC DISTRICT COMMISSION 6:00 PM (3 rd Monday, as needed) | PLANNING COMMISSION 6:30 PM (2 nd Tuesday after the 1 st Monday) | ZONING BOARD OF APPEALS 5:30 PM (2 nd Wednesday, as needed) |
|---|---|---|
| January 16 | January 10 | January 11 |
| February 20 | February 14 | February 8 |
| March 20 | March 14 | March 8 |
| April 17 | April 11 | April 12 |
| May 15 | May 9 | May 10 |
| June 19 | June 13 | June 14 |
| July 17 | July 11 | July 12 |
| August 21 | August 15 | August 9 |
| September 18 | September 12 | September 13 |
| October 16 | October 10 | October 11 |
| November 20 | November 14 | November 8 |
| December 18 | December 12 | December 13 |

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