

# PLANNING COMMISSION SPECIAL MEETING AGENDA – February 21, 2023

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 January 10, 2023
- 5. PUBLIC HEARING
  - A. Resolution 2023-01 recommending that City Council Adopt Ordinance 241
- 6. UNFINISHED BUSINESS
- 7. NEW BUSINESS
  - A. Resolution 2023-02 Approval of Final Plat Rayner Ponds Estates No. 4 Phase 1 Lots 119-122
  - B. Resolution 2023-03 recommending that City Council authorize the release of the draft Master Plan for review and comment and direct the Planning Commission to submit the draft plan to those governments and agencies which received the Notice of Intent to update the Master Plan.
- 8. LIAISON REPORT (02.17.2023)
- 9. ADJOURNMENT

# CITY OF MASON PLANNING COMMISSION MEETING MINUTES OF January 10, 2023 DRAFT

#### **OATH OF OFFICE**

Clerk Jarvis administered the Oath of Office to Commissioners Bliesener, Malczewski, and Waxman.

#### **CALL TO ORDER**

Sabbadin called the meeting to order at 6:31 p.m. in person at Mason City Hall.

#### **CONFIRMATION OF MEMBER ATTENDANCE**

		Present	Absent
Commissioner	Bliesener	Х	
Council Liaison	Clark	Х	
Commissioner	Kirkby	X	
Commissioner	Malczewski	X	
Commissioner	Perrault	Х	
Chair	Sabbadin	X	
Vice Chair	Waxman	Х	
Secretary	Wren	Х	
Commissioner	VACANT		

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

#### **ELECTION OF OFFICERS**

Hude opened nominations for the position of Chair.

Waxman nominated John Sabaddin for Chair.

Hude closed the nominations for the position of Chair and called the vote.

VOTE

Sabaddin: Yes (8) Bliesener, Clark, Kirkby, Malczewski, Perrault, Sabbadin, Waxman, Wren

No (0) Absent (0) Vacant (1)

SABADDIN ELECTED CHAIR

Hude opened nominations for the position of Vice-Chair.

Wren nominated Seth Waxman for Vice-Chair.

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

VOTE

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

No (0) Absent (0) Vacant (1) WAXMAN ELECTED VICE-CHAIR

Hude opened nominations for the position of Secretary.

Waxman nominated Meggie Wren for Secretary.

Hude closed the nominations for the position of Chair and called the vote.

VOTE

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

No (0) Absent (0) Vacant (1)

WREN ELECTED SECRETARY

#### **PUBLIC COMMENT**

None.

#### **APPROVAL OF MINUTES**

A. Planning Commission Meeting on December 13, 2022

MOTION by Bliesener second by Waxman, to approve the Planning Commission Meeting minutes from December 13, 2022.

VOTE

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

No (0)

Absent (0)

Vacant (1)

MOTION PASSED

#### **UNFINISHED BUSINESS**

None.

#### **NEW BUSINESS**

A. Master Plan – Discuss priorities for Action Plan

Director Hude and City Manager Stuart provided an overview of the Action Plan and asked Commissioners to place dots on sheets to indicate their recommendation for the top three priorities in each of the three categories – Welcoming, Charming, and Safe.

At approximately 6:38 Chair Sabaddin called for a 10-minute recess at for Commissioners to complete the exercise.

At approximately 6:44 Chair Sabaddin called the meeting back to order.

Discussion took place regarding the scores for each category and the priorities in each. Commissioners discussed removing Zoning and that all zoning be considered as one category, and that this be done across the board for each.

MOTION by Waxman second by Bliesener, to approve nine priorities for the Action Plan:

WELCOMING	CHARMING	SAFE
Zoning Update:  • Update subdivision and zoning ordinances to simplify and expedite plan reviews and approvals.	<ul> <li>Zoning Update (4):         <ul> <li>Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to housing.</li> </ul> </li> <li>Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to prioritizing street character.</li> <li>Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to adaptive reuse of historic structures.</li> <li>Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to walkable site design.</li> </ul>	Zoning:  • Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to future land use and infrastructure capacity.
Create a comprehensive Guide to support businesses and property owners through the various City permitting requirements - zoning, building, storm water, water and sewer, right-of-way, etc.  Adopt a Public Participation Plan	Create resource list for historic preservation including summary on available tax credits and support applications for funding related to historic preservation in the community.  Establish a voluntary fire inspection program	Utilities Asset Management Plan to include enhancement to water treatment (quality lead service lines, distribution, wellhead protection), expansion of the wastewater treatment plant, and improvements to the stormwater collection system.  Adopt a Public Participation Plan and
and Communication Strategy (PP/CS) to ensure actions are taken in collaboration with the community and that the community is informed.	for downtown structures.	Communication Strategy (PP/CS) to ensur project development and feedback includes users and city staff.

<u>VOTE</u>
Yes (8) Bliesener, Clark, Kirkby, Malczewski, Perrault, Sabbadin, Waxman, Wren
No (0)
Absent (0)
Vacant (1)

#### **MOTION PASSED**

#### **LIAISON REPORT**

Council Liaison Clark provided a summary of business from the Council meeting on January 3, 2023.

### **ADJOURN**

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

Megan Wren, Secretary



### Staff Agenda Report: February 21, 2023 Planning Commission

AGENDA ITEM 7A: Resolution 2023-01 - A Resolution recommending that the City Council adopt

Ordinance 241 to Amend Chapter 58- Signs- Article II- Division 3- Board of Appeals, Appeals and Variances, Section 58-86 and Repeal Sections 58-87, 58-88, and 58-89 and to Amend Chapter 94- Zoning- Article XI- Zoning Board of Appeals, to Add Appeals Under, and Variances From, the Requirements of Chapter 58- Signs.

**RECOMMENDED ACTION:** Approve Resolution 2023-01

PROJECT ADDRESS: City of Mason APPLICANT/OWNER: City Manager

#### **Authority**

#### Chapter 58 - Signs (City Council)

• <u>Section 7.4 of the City Charter</u>, "ordinances may be enacted, amended, or repealed by the affirmative vote of not less than four Councilmen."

#### **Chapter 94 – Zoning (Planning Commission)**

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

**Public Notice:** In accordance with <u>Sec. 94-395</u> and <u>94-101</u>, the February 14, 2023 public hearing notice was published in the Lansing State Journal Legal Section on Sunday, January 29, 2023, and publicly posted in the window at City Hall. The agenda containing the matter was posted on Friday, February 10, 2023 in accordance with the Open Meetings Act.

The February 14 meeting was canceled and the agenda rescheduled to February 21. The February 21 public hearing notice was posted on February 14 in the window of City Hall and on the City's Facebook page, and in the Lansing State Journal Legal Section on Friday, February 17, 2023. The agenda containing the matter was posted on Friday, February 17, 2023 in accordance with the Open Meetings Act.

**Relation to Other Actions:** A first reading of Ordinance No. 241 was conducted at the regular City Council meeting on Monday, February 6, 2023. The Planning Commission will hold a public hearing on Tuesday, February 21, 2023, after which they will make a recommendation to City Council. City Council would conduct the second reading and consider adoption at their regular meeting on Monday, March 6, 2023. If adopted, the ordinance would go into effect on the date of its publication, anticipated to be Sunday, March 12, 2023.

**Submittal Criteria:** The request was received through the City Manager's office and appears to satisfy the submittal requirements of Sec. 94-393 and Sec. 94-394.

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

#### **ATTACHMENTS:**

- Proposed Resolution 2023-01
- Ordinance No. 241 without tracked changes
- Ordinance No. 241 with tracked changes

#### **PROJECT ANALYSIS**

HISTORY: The Sign Board of Appeals rarely meets, and it is difficult to find residents willing to serve on such boards. The processes prescribed currently in Ordinance Chapter 58- Signs for sign appeals and variances are very similar to the processes prescribed for appeals and variances under Ordinance Chapter 94- Zoning. The standards prescribed for granting appeals/variances are slightly different between the two chapters but not so different that sign related requests could not easily be handled by the Zoning Board of Appeals. Adoption of Ordinance 241 would place the consideration of appeals and variances related to signs under the jurisdiction of the Zoning Board of Appeals which is familiar with handling that type of requests. The staff liaison for issues under both the sign and zoning ordinances is the Community Development Director (Zoning Official). Adoption of Ordinance 241 would result in one less city board and reduce the related difficulty in finding volunteers as well as result in fewer boards requiring staff attention.

This proposed ordinance has been reviewed by City Staff and the City Attorney. Pending City Council approval, this proposed ordinance will be referred to the Planning Commission for further proceedings consistent with the Michigan Zoning and Enabling Act.

Master Plan: The following goals and objectives are relevant to the proposal:

 Page 2-3: Growth Management, Public Services, and Quality of Life: (10) Maintain efforts to encourage citizenawareness of development proposals and issues, and to provide substantive public involvement and input opportunities on such matters

#### **REVIEW CRITERIA:**

Per <u>Sec. 94-396(a)</u>, the planning commission shall identify and evaluate all factors relevant to the application, and shall report its finding in full along with its recommendations for disposition of the application, to the city council within 60 days of receipt of an application or proposed amendment.

STATUS/NOTE	REQUIREMENT		
MEETS	(1) Compliance with the Master Plan of the City.		
The amendment is admi	The amendment is administrative in nature, not a land use issue, which transfers the same procedure for appeals		
and variances related to Chapter 58 Signs from the Sign Board of Appeals to the Zoning Board of Appeals. This			
appears to be consistent with Master Plan Objective 10 on page 2-3 as stated above as it relates to public			
involvement on development issues.			
MEETS	(2) What, if any, identifiable conditions related to the proposed amendment have		
	changed which justify the proposed amendment?		
The Sign Board of Appeals rarely meets, and it is difficult to find residents willing to serve on such boards. Re-			
assigning the role of granting appeals/variances to the ZBA will ensure the city can adequately provide this service.			
MEETS	(3) What, if any, error in judgment, procedure or administration was made in the		
IVILETS	original chapter which justifies the petitioner's change in zoning?		
There is no known error	of this sort.		

	PC PACKET	
MEETS	(4) What are the precedents and the possible effects of such precedent which might	
IVILLIS	result from the approval or denial of the petition?	
The amendment is admir	sistrative in nature, not a land use issue, which transfers the same procedure for appeals	
and variances related to	Chapter 58 Signs from the Sign Board of Appeals to the Zoning Board of Appeals. If	
approved, this sets a pred	cedent for considering similar amendments with the possible effect of increasing cases	
heard by the ZBA who is	familiar with handling requests for appeals and variances.	
	(5) What is the impact of the amendment on the ability of the city and other	
MEETS	governmental agencies to provide adequate public services and facilities, and/or programs	
	that might reasonable be required in the future if the petition is approved?	
Assigning the granting of	appeals and variances from Chapter 58 Signs to the ZBA will ensure the ability to provide	
adequate public services	by a board with the knowledge and ability to carry out the necessary duties.	
MEETS	(6) Does the proposed amendment adversely affect the value of the surrounding	
IVILLIS	property?	
The amendment is admir	istrative in nature, not a land use issue, and does not apply as it relates to having an impact	
the value of the surround	ling property.	
	(7) Are there any significant negative environmental impacts which would reasonably	
	occur if the petitioned zoning change and resulting allowed structures were built?	
	Examples include:	
MEETS	a. Surface water drainage problems.	
IVIECTO	b. Wastewater disposal problems.	
	c. Adverse effect on surface or subsurface water quality.	
	d. The loss of valuable natural resources such as forest, wetlands, historic sites,	
	wildlife, mineral deposits, or valuable agricultural land.	
The amendment is admir	istrative in nature, not a land use issue, and will not result in any significant environmental	
impacts to the examples	above.	
MEETS	(8) The ability of the property in question to be put to a reasonable economic use in the	
	zoning district in which it is presently located.	
The amendment is admin	istrative in nature, not a land use issue, which seeks to ensures property owners can appeal	

and seek variances from the requirements of Chapter 58 Signs from the ZBA as necessary to address issues that support reasonable economic use of property.

#### **COMMENTS FROM AGENCIES**

No comments were received.

**ACTION:** The Planning Commission has the following options:

- Motion to approve Resolution 2023-1 recommending City Council adopt Ordinance 241,
- Continue to a future meeting date and time in order to obtain additional information (be specific),
- Amendments to the petition:
  - It is common practice to permit minor non-substantive revisions to an amendment during the hearing/deliberation process. It is generally recommended that if the revision is substantive, the PC should hold a second hearing on the revised version. City Council would do a first/second reading of the revised version.
  - The PC can work with an applicant at the public hearing on amendment, but the PC cannot force a change in the applicant's proposed amendment. Any change must be mutually supported and the meeting minutes should document the acceptance of any revision by the applicant.
  - The PC can recommend denial of the applicant's amendment, but then also recommend an alternative version to the CC.

# CITY OF MASON PLANNING COMMISSION RESOLUTION No. 2023-01

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT ORDINANCE NO 241 TO AMEND CHAPTER 58- SIGNS- ARTICLE II- DIVISION 3- BOARD OF APPEALS, APPEALS AND VARIANCES, SECTION 58-86 AND REPEAL SECTIONS 58-87, 58-88, AND 58-89 AND TO AMEND CHAPTER 94- ZONING- ARTICLE XI- ZONING BOARD OF APPEALS, TO ADD APPEALS UNDER, AND VARIANCES FROM, THE REQUIREMENTS OF CHAPTER 58- SIGNS.

#### **FEBRUARY 21, 2023**

WHEREAS, a request has been received through the City Manager's office to Amend Chapter 58- Signs-Article II- Division 3- Board of Appeals, Appeals and Variances, Section 58-86 and Repeal Sections 58-87, 58-88, and 58-89 and to Amend Chapter 94- Zoning- Article XI- Zoning Board of Appeals, to Add Appeals Under, and Variances From, the Requirements of Chapter 58- Signs; and,

WHEREAS, a public hearing on the request was noticed and held at the Planning Commission's special meeting of February 14, 2023, with testimony given and public comment solicited in accordance with Section 94-101 of the Mason Code; and,

**WHEREAS,** the Planning Commission accepts the Staff Report dated February 10, 2022 as findings of fact that the proposed Ordinance 241 is consistent with the relevant criteria of Section 94-396(a).

**NOW THEREFORE BE IT RESOLVED,** that the City of Mason planning Commission does hereby recommend that the City Council adopt Ordinance No. Ordinance 241 to Amend Chapter 58- Signs- Article II- Division 3- Board of Appeals, Appeals and Variances, Section 58-86 and Repeal Sections 58-87, 58-88, and 58-89 and to Amend Chapter 94- Zoning- Article XI- Zoning Board of Appeals, to Add Appeals Under, and Variances From, the Requirements of Chapter 58- Signs.

The foregoing Resolution was moved Planning Commissioner	, ,	
Yes (0) No (0) Absent (0)		
RESOLUTION DECLARED		
STATE OF MICHIGAN) :ss.		
COUNTY OF INGHAM)		
I, the undersigned, the duly qualified Michigan, do hereby certify that the the Planning Commission of the City pursuant to the Michigan Open Meeminutes.	foregoing is a true and complete co of Mason at a special meeting held	ppy of a resolutions adopted by I on Tuesday, October 25, 2022,
IN WITNESS WHEREOF, I have hereu	nto set my official signature, this	day of 2023.
	 Sarah J. Jarvi	s, City Clerk

City of Mason, Ingham County, Michigan

#### CITY OF MASON ORDINANCE NO. 241

AN ORDINANCE TO AMEND CHAPTER 58- SIGNS, ARTICLE II- DIVISION 3- BOARD OF APPEALS, APPEALS AND VARIANCES, SECTION 58-86 AND REPEAL SECTIONS 58-87, 58-88, AND 58-89 AND TO AMEND CHAPTER 94- ZONING, ARTICLE XI- ZONING BOARD OF APPEALS, TO ADD APPEALS UNDER, AND VARIANCES FROM, THE REQUIREMENTS OF CHAPTER 58- SIGNS

#### THE CITY OF MASON ORDAINS:

1. Chapter 58, Article II, Division 3, Section 58-86 of the Mason City Code is hereby amended to read as follows:

# DIVISION 3. BOARD OF APPEALS, APPEALS AND VARIANCES

**Sec. 58-86. Board of appeals.** The zoning board of appeals as prescribed in chapter 94, article XI of this code shall serve as the board of appeals for hearing and deciding appeals and considering and granting variances under this chapter. The procedures and conditions for hearing appeals and granting variances shall be as prescribed in chapter 94, article XI.

Sec. 58-87, Sec. 58-88, Sec. 58-89 Repealed.

2. Chapter 94, Article XI, Sections 94-363, 94-364 and 94-365 of of the Mason City Code are hereby amended to read as follows:

#### ARTICLE XI. ZONING BOARD OF APPEALS

#### Sec. 94-363. Duties and powers.

- (a) Appeals. Upon direct application, the zoning board of appeals shall hear and decide appeals from and review any order, requirement, decision, or determination made by the zoning official under the requirements of this chapter and under the requirements of chapter 58 of this code in accordance with section 94-364 of this chapter.
- (b) Variances. A variance shall be granted only in accordance with section 94-365 of this chapter.
  - (1) Zoning. Upon direct application, the zoning board of appeals shall have original jurisdiction to grant a variance from such dimensional requirements as lot area and width regulations, building height and bulk regulations, yard width and depth regulations, and off-street parking and loading space requirements.
  - (2) Signs. Upon direct application, the zoning board of appeals shall have original jurisdiction to grant a variance from the requirements of chapter 58 of this code.
- (c) Interpretation. The zoning board of appeals shall have the power to:
  - (1) Interpret the provisions of this chapter so as to carry out the intent and purpose of this chapter.

(2) Determine the precise location of the boundary lines between zoning districts.

(Ord. No. 152, 5-1-2006)

#### Sec. 94-364. Appeals.

- (a) Letter of appeal. Except as otherwise provided by rule of the board of appeals, a letter of appeal shall be filed with the zoning official within ten days after the action causing the complaint. The appeal shall state the order or interpretation appealed from, specify the grounds for the appeal and specify the basis for standing to appeal.
  - (1) Standing to appeal. An appeal may be taken by a person aggrieved or by an officer, department, board, or bureau of the city.
  - (2) Record of action. Upon receipt of a letter of appeal, the zoning official shall immediately transmit to the secretary of the zoning board of appeals the letter of appeal and all documents constituting the record of the action upon which the appeal is based.
  - (3) Fee. A fee as established by resolution of the city council shall be paid before an appeal shall be considered filed.
  - (4) Acceptance. The secretary of the zoning board of appeals shall determine, pursuant to this chapter, if a letter of appeal is accepted as being filed in proper form, including the required data and fee. If the letter of appeal is not accepted as being in proper form, the letter of appeal and fee shall be returned by first class mail or hand delivery to the appellant within seven days of filing with the zoning official along with a written explanation of the insufficiency of the letter of appeal.

#### (b) Public hearing.

- (1) When a letter of appeal has been accepted by the secretary of the zoning board of appeals, a public hearing shall be scheduled at the next regularly scheduled meeting or, at the discretion of the secretary, at a special meeting of the zoning board of appeals. Unless otherwise provided by rule of the board of appeals, the scheduled date of the hearing shall be no more than 45 days from acceptance of the appeal.
- (2) Notice of the hearing shall be given pursuant to section 94-101 of this chapter except that a matter involving signs under chapter 58 shall not require notice under section 94-101(1).
- (c) Action on appeal. The zoning board of appeals may affirm, reverse wholly or partly, or modify the order, requirement, decision, or determination appealed. When action is taken to modify said order or interpretation, the board shall, to that end, have all of the powers of the zoning official.
- (d) Majority vote. The concurring vote of a majority of the members appointed to and serving on the zoning board of appeals shall be necessary to reverse any order, decision, or determination of the zoning official.
- (e) Stay of proceedings. An appeal accepted pursuant to subsection 94-364(a) stays all proceedings relative to the order, requirement, decision, or determination appealed unless the zoning official certifies to the zoning board of appeals that a stay would cause imminent peril to life or property. Said certificate of imminent peril shall state by reasons of fact why proceedings shall not be stayed. Upon certification by

the zoning official, proceedings shall not be stayed except by a restraining order issued by the board or by the circuit court.

(Ord. No. 152, 5-1-2006)

#### Sec. 94-365. Variances.

(a) Variance application and fee. An application for variance shall be filed with the zoning official along with a fee as established by resolution of the city council. The application shall specifically state the requirement(s) of this chapter or chapter 58 from which the variance is requested. The zoning official shall immediately forward the application for variance to the secretary of the zoning board of appeals. The secretary of the zoning board of appeals shall determine, pursuant to this chapter, if the application is accepted as being filed in proper form, including the required data and fee. If the application is not accepted as being in proper form, the application and fee shall be returned to the appellant within seven days of filing with the zoning official along with a written explanation of the insufficiency of the letter of appeal.

#### (b) Public hearing.

- (1) When an application for variance has been accepted by the secretary of the zoning board of appeals, a public hearing shall be scheduled at the next regularly scheduled meeting or, at the discretion of the secretary, at a special meeting of the zoning board of appeals. The scheduled date of the hearing shall be no more than 45 days from acceptance of the application for variance.
- (2) Notice of the hearing shall be given pursuant to section 94-101 of this chapter except that a matter involving signs under chapter 58 shall not require notice under section 94-101(1).
- (c) Basic conditions, zoning variance from requirements of this chapter. A variance may be granted only when the variance application and other factual evidence demonstrate all of the following:
  - (1) The variance must be granted in order to avoid practical difficulties not created by the applicant that would result from strict application of the letter of this chapter.
  - (2) A variance will not permit the establishment within a zoning district of any use not permitted within the district.
  - (3) A variance will not cause a substantial adverse effect to property or improvements in the zoning district and the immediately surrounding neighborhood.
  - (4) A variance will not be contrary to the public interest and will insure that the spirit and intent of this chapter will be observed, public safety secured, and substantial justice done.
  - (5) There is no lesser variance than that applied for which would give substantial relief to the applicant.
- (d) Basic conditions, sign variance from requirements of chapter 58. A variance may be granted only when the variance application and other factual evidence demonstrate all of the following:
  - (1) That the alleged practical difficulties are exceptional and peculiar to the property of the person requesting the variance and result from conditions which do not exist generally throughout the city.

- (2) That the alleged practical difficulties which will result from a failure to grant the variance include substantially more than mere inconvenience or mere inability to attain a higher financial return.
- (3) That allowing the variance will result in substantial justice being done, considering the public benefits intended to be secured by this chapter, the individual difficulties that will be suffered by a failure of the board to grant a variance, and the rights of others whose property would be affected by the allowance of the variance.
- (e) Additional conditions.
  - (1) The zoning board of appeals may specify reasonable conditions on the approval of a variance which will substantially secure the objectives of the regulations to which the variance applies, be related to the standards established in the chapter for the land use or activity under consideration, and be necessary to ensure compliance with those standards. The conditions may include those necessary to ensure the public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by user activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. The breach of any condition shall invalidate the variance.
  - (2) The zoning board of appeals may require that a performance guarantee be provided as a condition of approval in granting any variance as allowed in this article. The performance guarantee shall be provided in accordance with section 94-100 of this chapter.
- (f) Majority vote. The concurring vote of a majority of the members appointed to and serving on the zoning board of appeals shall be necessary to grant a variance.

(Ord. No. 152, 5-1-2006)

Secs. 94-366-94-390. Reserved.

#### CITY OF MASON ORDINANCE NO. 241

AN ORDINANCE TO AMEND CHAPTER 58- SIGNS, ARTICLE II- DIVISION 3- BOARD OF APPEALS, APPEALS AND VARIANCES, SECTION 58-86 AND REPEAL SECTIONS 58-87, 58-88, AND 58-89 AND TO AMEND CHAPTER 94- ZONING, ARTICLE XI- ZONING BOARD OF APPEALS, TO ADD APPEALS UNDER, AND VARIANCES FROM, THE REQUIREMENTS OF CHAPTER 58- SIGNS

#### THE CITY OF MASON ORDAINS:

1. Chapter 58, Article II, Division 3, Section 58-86 of the Mason City Code is hereby amended to read as follows:

# DIVISION 3. BOARD OF APPEALS, APPEALS AND VARIANCES

**Sec. 58-86.** Board of appeals-establishment and procedures. The zoning board of appeals as prescribed in chapter 94, article XI of this code shall serve as the board of appeals for hearing and deciding appeals and considering and granting variances under this chapter. The procedures and conditions for hearing appeals and granting variances shall be as prescribed in chapter 94, article XI.

Sec. 58-87, Sec. 58-88, Sec. 58-89 Repealed.

2. Chapter 94, Article XI, Sections 94-363, 94-364 and 94-365 of of the Mason City Code are hereby amended to read as follows:

#### **ARTICLE XI. ZONING BOARD OF APPEALS**

#### Sec. 94-363. Duties and powers.

- (a) Appeals. Upon direct application, the zoning board of appeals shall hear and decide appeals from and review any order, requirement, decision, or determination made by the zoning official <u>under the requirements of this chapter and under the requirements of chapter 58 of this code</u> in accordance with section 94-364 of this chapter.
- (b) Variances. A variance shall be granted only in accordance with section 94-365 of this chapter.
  - (1) Zoning. Upon direct application, the zoning board of appeals shall have original jurisdiction to grant a variance from such dimensional requirements as lot area and width regulations, building height and bulk regulations, yard width and depth regulations, and off-street parking and loading space requirements.
  - (2) Signs. Upon direct application, the zoning board of appeals shall have original jurisdiction to grant a variance from the requirements of chapter 58 of this code.
- (c) Interpretation. The zoning board of appeals shall have the power to:
  - (1) Interpret the provisions of this chapter so as to carry out the intent and purpose of this chapter.

(2) Determine the precise location of the boundary lines between zoning districts.

(Ord. No. 152, 5-1-2006)

#### Sec. 94-364. Appeals.

- (a) Letter of appeal. Except as otherwise provided by rule of the board of appeals, a letter of appeal shall be filed with the zoning official within ten days after the action causing the complaint. The appeal shall state the order or interpretation appealed from, specify the grounds for the appeal and specify the basis for standing to appeal.
  - (1) Standing to appeal. An appeal may be taken by a person aggrieved or by an officer, department, board, or bureau of the city.
  - (2) Record of action. Upon receipt of a letter of appeal, the zoning official shall immediately transmit to the secretary of the zoning board of appeals the letter of appeal and all documents constituting the record of the action upon which the appeal is based.
  - (3) Fee. A fee as established by resolution of the city council shall be paid before an appeal shall be considered filed.
  - (4) Acceptance. The secretary of the zoning board of appeals shall determine, pursuant to this chapter, if a letter of appeal is accepted as being filed in proper form, including the required data and fee. If the letter of appeal is not accepted as being in proper form, the letter of appeal and fee shall be returned by first class mail or hand delivery to the appellant within seven days of filing with the zoning official along with a written explanation of the insufficiency of the letter of appeal.

#### (b) Public hearing.

- (1) When a letter of appeal has been accepted by the secretary of the zoning board of appeals, a public hearing shall be scheduled at the next regularly scheduled meeting or, at the discretion of the secretary, at a special meeting of the zoning board of appeals. Unless otherwise provided by rule of the board of appeals, the scheduled date of the hearing shall be no more than 45 days from acceptance of the appeal.
- (2) Notice of the hearing shall be given pursuant to section 94-101 of this chapter except that a matter involving signs under chapter 58 shall not require notice under section 94-101(1).
- (c) Action on appeal. The zoning board of appeals may affirm, reverse wholly or partly, or modify the order, requirement, decision, or determination appealed. When action is taken to modify said order or interpretation, the board shall, to that end, have all of the powers of the zoning official.
- (d) Majority vote. The concurring vote of a majority of the members appointed to and serving on the zoning board of appeals shall be necessary to reverse any order, decision, or determination of the zoning official.
- (e) Stay of proceedings. An appeal accepted pursuant to subsection 94-364(a) stays all proceedings relative to the order, requirement, decision, or determination appealed unless the zoning official certifies to the zoning board of appeals that a stay would cause imminent peril to life or property. Said certificate of imminent peril shall state by reasons of fact why proceedings shall not be stayed. Upon certification by

the zoning official, proceedings shall not be stayed except by a restraining order issued by the board or by the circuit court.

(Ord. No. 152, 5-1-2006)

#### Sec. 94-365. Variances.

(a) Variance application and fee. An application for variance shall be filed with the zoning official along with a fee as established by resolution of the city council. The application shall specifically state the requirement(s) of this chapter or chapter 58 from which the variance is requested. The zoning official shall immediately forward the application for variance to the secretary of the zoning board of appeals. The secretary of the zoning board of appeals shall determine, pursuant to this chapter, if the application is accepted as being filed in proper form, including the required data and fee. If the application is not accepted as being in proper form, the application and fee shall be returned to the appellant within seven days of filing with the zoning official along with a written explanation of the insufficiency of the letter of appeal.

#### (b) Public hearing.

- (1) When an application for variance has been accepted by the secretary of the zoning board of appeals, a public hearing shall be scheduled at the next regularly scheduled meeting or, at the discretion of the secretary, at a special meeting of the zoning board of appeals. The scheduled date of the hearing shall be no more than 45 days from acceptance of the application for variance.
- (2) Notice of the hearing shall be given pursuant to section 94-101 of this chapter except that a matter involving signs under chapter 58 shall not require notice under section 94-101(1).
- (c) Basic conditions, zoning variance from requirements of this chapter. A variance may be granted only when the variance application and other factual evidence demonstrate all of the following:
  - (1) The variance must be granted in order to avoid practical difficulties not created by the applicant that would result from strict application of the letter of this chapter.
  - (2) A variance will not permit the establishment within a zoning district of any use not permitted within the district.
  - (3) A variance will not cause a substantial adverse effect to property or improvements in the zoning district and the immediately surrounding neighborhood.
  - (4) A variance will not be contrary to the public interest and will insure that the spirit and intent of this chapter will be observed, public safety secured, and substantial justice done.
  - (5) There is no lesser variance than that applied for which would give substantial relief to the applicant.
- (d) Basic conditions, sign variance from requirements of chapter 58. A variance may be granted only when the variance application and other factual evidence demonstrate all of the following:
  - (1) That the alleged practical difficulties are exceptional and peculiar to the property of the person requesting the variance and result from conditions which do not exist generally throughout the city.

- (2) That the alleged practical difficulties which will result from a failure to grant the variance include substantially more than mere inconvenience or mere inability to attain a higher financial return.
- (3) That allowing the variance will result in substantial justice being done, considering the public benefits intended to be secured by this chapter, the individual difficulties that will be suffered by a failure of the board to grant a variance, and the rights of others whose property would be affected by the allowance of the variance.
- (ed) Additional conditions.
  - (1) The zoning board of appeals may specify reasonable conditions on the approval of a variance which will substantially secure the objectives of the regulations to which the variance applies, be related to the standards established in the chapter for the land use or activity under consideration, and be necessary to ensure compliance with those standards. The conditions may include those necessary to ensure the public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by user activity, to protect the natural environment and conserve natural resources and energy, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. The breach of any condition shall invalidate the variance.
  - -(2) A variance granted shall be the minimum necessary to relieve the practical difficulty.
  - (23) The zoning board of appeals may require that a performance guarantee be provided as a condition of approval in granting any variance as allowed in this article. The performance guarantee shall be provided in accordance with section 94-100 of this chapter.
- ( $\underline{f}e$ ) Majority vote. The concurring vote of a majority of the members appointed to and serving on the zoning board of appeals shall be necessary to grant a variance.

(Ord. No. 152, 5-1-2006)

Secs. 94-366—94-390. Reserved.

AGENDA ITEM 8A: Resolution 2023-02 James Giguere of Giguere Homes for review and approval

of the final plat for Rayner Ponds No. 4 subdivision

**RECOMMENDED ACTION:** Motion to approve Resolution 2023-02

PROJECT ADDRESS: Lots 119, 120, 121, and 122 fronting along Stratford Drive within parcel # 33-

19-10-04-477-001

APPLICANT: Ron Enger, PE PS

OWNER: Giguere Realty & Dev. LLC

#### Authority

• <u>Section 74-103</u> states that the planning commission shall review a final plat to determine if it is in substantial agreement with the preliminary plat and notify City Council of its action.

**Public Notice**: The matter was listed on the meeting agenda posted in the window at city hall and on the city's website in accordance with the Open Meetings Act.

**Relation to Other Actions**: City Council will review the final plat and the Planning Commission's decision at their meeting on March 6, 2023 in accordance with <u>Sec. 74-104</u>.

**Submittal Criteria:** The applicant paid a fee of \$340, and together with the documents listed below in attachments, the application appears to satisfy the submittal requirements of <u>Sec. 74-101</u>.

**Review Criteria:** The applicant has submitted a final plat that appears to meet the review criteria for approval.

#### **ATTACHMENTS:**

- Project Analysis with Review Criteria
- Resolution 2023-02
- Final Plat Request, received January 23, 2023
- Preliminary Plat, approved by City Council in Res. 2022-30 on September 6, 2022

#### PROJECT ANALYSIS

**Description of Current and Planned Use of Property:** The property is currently vacant except for Stratford Drive. The planned use is for residential homes.

**Construction Schedule:** Stratford Drive and the necessary utilities have been installed. The sidewalks and trees will be installed as homes are constructed. City Council will specify conditions for remaining improvements in accordance with Sec. 74-104 when they review the final plat on February 20, 2023.

### **REVIEW CRITERIA:**

Staff recommends approval of the final plat as stated in Resolution 2023-02.

### **Final Plat Requirements**

Per <u>Chapter 74 Sections 74-101 through 103</u>, the following requirements shall be met:

STATUS/NOTE	REQUIREMENT		
MEETS	Sec. 74-102. Data required.		
	The final plat shall comply with the provisions of the Land Division Act (MCL 560.101 et		
	seq.) and shall contain, in addition, the following information:		
	(1) The necessary easements along side lot lines for streetlight dropouts have been		
	granted to the appropriate public or private utility.		
	(2) The subdivider shall submit an abstract of title certified to date with an opinion from		
	an attorney at law as to title showing all interests of record, or, at the option of the		
	subdivider, a policy of title insurance for examination in order to ascertain as to whether or		
	not the proper parties have signed the plat.		
·	The final plat shows the necessary easements and has provided an abstract of the title.		
The title references property inclusive of Rayner Ponds No. 4, 5, and 6 shown on the preliminary plat.			
MEETS	Sec. 74-103(a) The final plat documents shall be transmitted to the secretary of the planning		
	commission for review as to compliance with the approved preliminary plat.		
The final plat for Rayner Ponds No. 4 shows Lots 119, 120, 121, and 122 fronting along Stratford Drive within			
parcel # 33-19-10-04-477-001. The lots and layout of the road are consistent with the preliminary plat			
approved by City Council in Res. 2022-30 on September 6, 2022			

# CITY OF MASON PLANNING COMMISSION RESOLUTION No. 2023-02

#### A RESOLUTION APPROVING THE FINAL PLAT FOR RAYNER PONDS NO. 4

#### February 14, 2023

**WHEREAS,** a request has been received from James Giguere of Giguere Homes for review and approval of the final plat for Rayner Ponds No. 4 subdivision; and

WHEREAS, Rayner Ponds No. 4 consists of four (4) lots numbered 119, 120, 121, and 122 fronting along Stratford Drive encompassing approximately .89 acres shown on a plat dated January 9, 2023, prepared by Enger Surveying & Engineering; and

WHEREAS, Section 74-103, states that the Planning Commission shall approve the final plat and notify the city council of this action, or state the reasons in its official minutes and forward its findings to the city council recommending that the city council disapprove the final plat until the objections are removed; and

**WHEREAS,** the Planning Commission accepts the staff report dated January 10, 2019 as findings of fact that the final plat substantially conforms with the preliminary plat approved by City Council in Resolution 2022-30 on September 6, 2022 and City of Mason Ordinance Section 74-102.

**NOW THEREFORE BE IT BE RESOLVED,** that the City of Mason Planning Commission does hereby approve

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

### LETTER OF TRANSMITTAL

FROM:

Enger Surveying & Engineering

805 N. Cedar Road P.O. Box 87

Mason, MI 48854-0087 Phone 517-676-6565 Fax 517-676-6675

TO:

Elizabeth Hude, AICP

Community Development Director

DATE:

23 January 2023

RE:

Rayner Ponds No. 4 Subdivision

Final Plat Approval

#### TRANSMITTED HEREWITH ARE FOLLOWING ITEMS:

2 EA Certified True Copy of the Final Plat

1 EA Policy of Title Insurance

1 EA Check in the Amount of \$340

#### REMARKS:

Elizabeth

With this transmittal, Jim Giguere is requesting Approval of the Final Plat.

Is there an application form that I am supposed to fill out?

We are requesting approval from the Drain Commissioner simultaneously, so using the True Copy procedure as provided for the State law for subdivisions.

I will email the True Copy of the Final Plat to you as .PDF file.

The AS-BUILTS were sent to you and Don Heck a couple weeks ago.

Ron Enger, PE PS 016

cc: ESE File 33-3119

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

Received From: ENGER SURVEYING AND ENGINEERING CO 805 N CEDAR RD MASON MI 48854

Date: 02/06/2023

Time: 1:39:52 PM

Receipt: 100307965

Cashier: KM

RAYNER SUBDIVISION PLAT

ITEM REFERENCE	AMOUNT
PERBUS PERMIT-VARIOUS BUS LICEN	SE & PERMIT
RAYNER SUBDIVISION PLAT	\$340.00
TOTAL	\$340.00
CHECK 001625 Total Tendered:	\$340.00 \$340.00
Change:	\$0.00



POLICY NO .: 8230600-216055315 File No.: 212133LAN

#### OWNER'S POLICY OF TITLE INSURANCE

Issued by

#### Fidelity National Title Insurance Company

Any notice of claim and any other notice or statement in writing required to be given to the Company under this Policy must be given to the Company at the address shown in Section 18 of the Conditions.

#### COVERED RISKS

SUBJECT TO THE EXCLUSIONS FROM COVERAGE, THE EXCEPTIONS FROM COVERAGE CONTAINED IN SCHEDULE B, AND THE CONDITIONS, Fidelity National Title Insurance Company, a Florida corporation, (the Company) insures, as of Date of Policy and, to the extent stated in Covered Risks 9 and 10, after Date of Policy, against loss or damage, not exceeding the Amount of Insurance, sustained or incurred by the Insured by reason of:

- Title being vested other than as stated in Schedule A.
- Any defect in or lien or encumbrance on the Title. This Covered Risk includes but is not limited to insurance against loss from
  - A defect in the Title caused by
    - forgery, fraud, undue influence, duress, incompetency, incapacity, or impersonation;
    - failure of any person or Entity to have authorized a transfer or conveyance;
    - a document affecting Title not properly created, executed, witnessed, sealed, acknowledged, notarized, or delivered;
    - failure to perform those acts necessary to create a document by electronic means authorized by law;
    - a document executed under a falsified, expired, or otherwise invalid power of attorney;
    - a document not properly filed, recorded, or indexed in the Public Records including failure to perform those acts by electronic means authorized by law; or
    - (vii) a defective judicial or administrative proceeding.
    - The lien of real estate taxes or assessments imposed on the Title by a governmental authority due or payable, but unpaid.
    - Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land. The term "encroachment" includes encroachments of existing improvements located on the Land onto adjoining land, and encroachments onto the Land of existing improvements located on adjoining land.
- Unmarketable Title.
- No right of access to and from the Land.
- The violation or enforcement of any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
  - the occupancy, use, or enjoyment of the Land; (a)
  - the character, dimensions, or location of any improvement erected on the Land;
  - the subdivision of land: or
  - environmental protection

if a notice, describing any part of the Land, is recorded in the Public Records setting forth the violation or intention to enforce, but only to the extent of the violation or enforcement referred to in that notice.

- An enforcement action based on the exercise of a governmental police power not covered by Covered Risk 5 if a notice of the enforcement action, describing any part of the Land, is recorded in the Public Records, but only to the extent of the enforcement referred to in that notice.
- The exercise of the rights of eminent domain if a notice of the exercise, describing any part of the Land, is recorded in the Public Records.
- Any taking by a governmental body that has occurred and is binding on the rights of a purchaser for value without Knowledge.
- Title being vested other than as stated in Schedule A or being defective.
  - as a result of the avoidance in whole or in part, or from a court order providing an alternative remedy, of a transfer of all or any part of the title to or any interest in the Land occurring prior to the transaction vesting Title as shown in Schedule A because that prior transfer constituted a fraudulent or preferential transfer under federal bankruptcy, state insolvency, or similar creditors' rights laws; or
  - because the instrument of transfer vesting Title as shown in Schedule A constitutes a preferential transfer under federal bankruptcy, state insolvency, or similar creditors' rights laws by reason of the failure of its recording in the Public Records
    - to be timely, or
    - to impart notice of its existence to a purchaser for value or to a judgment or lien creditor.
- 10. Any defect in or lien or encumbrance on the Title or other matter included in Covered Risks 1 through 9 that has been created or attached or has been filed or recorded in the Public Records subsequent to Date of Policy and prior to the recording of the deed or other instrument of transfer in the Public Records that vests Title as shown in Schedule A.

The Company will also pay the costs, attorneys' fees, and expenses incurred in defense of any matter insured against by this Policy, but only to the extent provided in the Conditions.

IN WITNESS WHEREOF, the Company has caused this Policy to be signed with the facsimile signatures of its President and Secretary and sealed as required by its By-Laws.

Fidelity National Title Insurance Company

Countersigned by:

East Lansing, MI 48823

Timothy D. Boettcher Transnation Title Agency of Michigan

Transnation Title Agency of Michigan Central Division LLC 1675 Watertower Place, Suite 200

President Attest:

Jay C. M.

Secretary

Form 27306 (6/06) ALTA Owner's Policy (6/17/06)

#### **EXCLUSIONS FROM COVERAGE**

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

- 1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
  - (i) the occupancy, use, or enjoyment of the Land;
  - (ii) the character, dimensions, or location of any improvement erected on the Land;
  - (iii) the subdivision of land; or
  - (iv) environmental protection;
  - or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
  - (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
- Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
- Defects, liens, encumbrances, adverse claims, or other matters
  - (a) created, suffered, assumed, or agreed to by the Insured Claimant;
  - not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
  - (c) resulting in no loss or damage to the Insured Claimant;
  - attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 9 and
  - resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Title. (e)
- Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction vesting the Title as shown in Schedule A, is
  - (a) a fraudulent conveyance or fraudulent transfer; or
  - (b) a preferential transfer for any reason not stated in Covered Risk 9 of this policy.
- 5. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the deed or other instrument of transfer in the Public Records that vests Title as shown in Schedule A

#### CONDITIONS

#### **DEFINITION OF TERMS**

The following terms when used in this policy mean:

- (a) "Amount of Insurance": The amount stated in Schedule A, as may be increased or decreased by endorsement to this policy, increased by Section 8(b), or decreased by Sections 10 and 11 of these Conditions.
- "Date of Policy": The date designated as "Date of Policy" in Schedule A.
- "Entity": A corporation, partnership, trust, limited liability company, or other similar legal entity.

  (d) "Insured": The Insured named in Schedule A.
- - The term "Insured" also includes
    - (A) successors to the Title of the Insured by operation of law as distinguished from purchase, including heirs, devisees, survivors, personal representatives, or next of
    - (B) successors to an Insured by dissolution, merger, consolidation, distribution, or reorganization;
    - (C) successors to an Insured by its conversion to another kind of Entity;
    - (D) a grantee of an Insured under a deed delivered without payment of actual valuable consideration conveying the
      - (1) if the stock, shares, memberships, or other equity interests of the grantee are wholly-owned by the named Insured,
      - (2) if the grantee wholly owns the named Insured,
      - (3) if the grantee is wholly-owned by an affiliated Entity of the named Insured, provided the affiliated Entity and the named Insured are both wholly-owned by the same person or Entity, or
      - (4) if the grantee is a trustee or beneficiary of a trust created by a written instrument established by the Insured named in Schedule A for estate planning purposes.
  - (ii) With regard to (A), (B), (C), and (D) reserving, however, all rights and defenses as to any successor that the Company would have had against any predecessor Insured.
- (e) "Insured Claimant": An Insured claiming loss or damage.
- "Knowledge" or "Known": Actual knowledge, not constructive knowledge or notice that may be imputed to an Insured by reason of the Public Records or any other records that impart constructive notice of matters affecting the Title.
- The land described in Schedule A, and affixed improvements that by law constitute real property. The term "Land" does not include any property beyond the lines of the area described in Schedule A, nor any right, title, interest, estate, or easement in abutting streets, roads, avenues, alleys, lanes, ways, or waterways, but this does not modify or limit the extent that a right of access to and from the Land is insured by this policy.

- (h) "Mortgage": Mortgage, deed of trust, trust deed, or other security instrument, including one evidenced by electronic means authorized by law.
- "Public Records": Records established under state statutes at Date of Policy for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without Knowledge. With respect to Covered Risk 5(d), "Public Records" shall also include environmental protection liens filed in the records of the clerk of the United States District Court for the district where the Land is located.
- "Title": The estate or interest described in Schedule A.
- (k) "Unmarketable Title": Title affected by an alleged or apparent matter that would permit a prospective purchaser or lessee of the Title or lender on the Title to be released from the obligation to purchase, lease, or lend if there is a contractual condition requiring the delivery of marketable title.

#### 2. CONTINUATION OF INSURANCE

The coverage of this policy shall continue in force as of Date of Policy in favor of an Insured, but only so long as the Insured retains an estate or interest in the Land, or holds an obligation secured by a purchase money Mortgage given by a purchaser from the Insured, or only so long as the Insured shall have liability by reason of warranties in any transfer or conveyance of the Title. This policy shall not continue in force in favor of any purchaser from the Insured of either (i) an estate or interest in the Land, or (ii) an obligation secured by a purchase money Mortgage given to the Insured.

3. NOTICE OF CLAIM TO BE GIVEN BY INSURED CLAIMANT The Insured shall notify the Company promptly in writing (i) in case of any litigation as set forth in Section 5(a) of these Conditions, (ii) in case Knowledge shall come to an Insured hereunder of any claim of title or interest that is adverse to the Title, as insured, and that might cause loss or damage for which the Company may be liable by virtue of this policy, or (iii) if the Title, as insured, is rejected as Unmarketable Title. If the Company is prejudiced by the failure of the Insured Claimant to provide prompt notice, the Company's liability to the Insured Claimant under the policy shall be reduced to the extent of the prejudice

27306 (6/06) ALTA Owner's Policy (6/17/06)

#### 4. PROOF OF LOSS

In the event the Company is unable to determine the amount of loss or damage, the Company may, at its option, require as a condition of payment that the Insured Claimant furnish a signed proof of loss. The proof of loss must describe the defect, lien, encumbrance, or other matter insured against by this policy that constitutes the basis of loss or damage and shall state, to the extent possible, the basis of calculating the amount of the loss or damage.

#### 5. DEFENSE AND PROSECUTION OF ACTIONS

- (a) Upon written request by the Insured, and subject to the options contained in Section 7 of these Conditions, the Company, at its own cost and without unreasonable delay, shall provide for the defense of an Insured in litigation in which any third party asserts a claim covered by this policy adverse to the Insured. This obligation is limited to only those stated causes of action alleging matters insured against by this policy. The Company shall have the right to select counsel of its choice (subject to the right of the Insured to object for reasonable cause) to represent the Insured as to those stated causes of action. It shall not be liable for and will not pay the fees of any other counsel. The Company will not pay any fees, costs, or expenses incurred by the Insured in the defense of those causes of action that allege matters not insured against by this policy.
  (b) The Company shall have the right, in addition to the options
- (b) The Company shall have the right, in addition to the options contained in Section 7 of these Conditions, at its own cost, to institute and prosecute any action or proceeding or to do any other act that in its opinion may be necessary or desirable to establish the Title, as insured, or to prevent or reduce loss or damage to the Insured. The Company may take any appropriate action under the terms of this policy, whether or not it shall be liable to the Insured. The exercise of these rights shall not be an admission of liability or waiver of any provision of this policy. If the Company exercises its rights under this subsection, it must do so diligently.
- (c) Whenever the Company brings an action or asserts a defense as required or permitted by this policy, the Company may pursue the litigation to a final determination by a court of competent jurisdiction, and it expressly reserves the right, in its sole discretion, to appeal any adverse judgment or order.

#### 6. DUTY OF INSURED CLAIMANT TO COOPERATE

- (a) In all cases where this policy permits or requires the Company to prosecute or provide for the defense of any action or proceeding and any appeals, the Insured shall secure to the Company the right to so prosecute or provide defense in the action or proceeding, including the right to use, at its option, the name of the Insured for this purpose. Whenever requested by the Company, the Insured, at the Company's expense, shall give the Company all reasonable aid (i) in securing evidence, obtaining witnesses, prosecuting or defending the action or proceeding, or effecting settlement, and (ii) in any other lawful act that in the opinion of the Company may be necessary or desirable to establish the Title or any other matter as insured. If the Company is prejudiced by the failure of the Insured to furnish the required cooperation, the Company's obligations to the Insured under the policy shall terminate, including any liability or obligation to defend, prosecute, or continue any litigation, with regard to the matter or matters requiring such cooperation.
- (b) The Company may reasonably require the Insured Claimant to submit to examination under oath by any authorized representative of the Company and to produce for examination, inspection, and copying, at such reasonable times and places as may be designated by the authorized representative of the Company, all records, in whatever medium maintained, including books, ledgers, checks, memoranda, correspondence, reports, e-mails, disks, tapes, and videos whether bearing a date before or after Date of Policy, that reasonably pertain to the loss or damage. Further, if requested by any authorized representative of the Company, the Insured Claimant shall grant its permission, in writing, for any authorized representative of the Company to examine, inspect, and copy all of these records in the custody or control of a third party that reasonably pertain to the loss or damage. All information designated as confidential by the Insured Claimant provided to the Company pursuant to this Section shall not be disclosed to others unless, in the reasonable judgment of the Company, it is necessary in the administration of the claim. Failure of the Insured Claimant to submit for examination under

oath, produce any reasonably requested information, or grant permission to secure reasonably necessary information from third parties as required in this subsection, unless prohibited by law or governmental regulation, shall terminate any liability of the Company under this policy as to that claim.

## 7. OPTIONS TO PAY OR OTHERWISE SETTLE CLAIMS; TERMINATION OF LIABILITY

- In case of a claim under this policy, the Company shall have the following additional options:
- (a) To Pay or Tender Payment of the Amount of Insurance.

To pay or tender payment of the Amount of Insurance under this policy together with any costs, attorneys' fees, and expenses incurred by the Insured Claimant that were authorized by the Company up to the time of payment or tender of payment and that the Company is obligated to pay.

Upon the exercise by the Company of this option, all liability and obligations of the Company to the Insured under this policy, other than to make the payment required in this subsection, shall terminate, including any liability or obligation to defend, prosecute, or continue any litigation.

- (b) To Pay or Otherwise Settle With Parties Other Than the Insured or With the Insured Claimant.
  - (i) To pay or otherwise settle with other parties for or in the name of an Insured Claimant any claim insured against under this policy. In addition, the Company will pay any costs, attorneys' fees, and expenses incurred by the Insured Claimant that were authorized by the Company up to the time of payment and that the Company is obligated to pay; or
  - (ii) To pay or otherwise settle with the Insured Claimant the loss or damage provided for under this policy, together with any costs, attorneys' fees, and expenses incurred by the Insured Claimant that were authorized by the Company up to the time of payment and that the Company is obligated to pay.

Upon the exercise by the Company of either of the options provided for in subsections (b)(i) or (ii), the Company's obligations to the Insured under this policy for the claimed loss or damage, other than the payments required to be made, shall terminate, including any liability or obligation to defend, prosecute, or continue any litigation.

#### 8. DETERMINATION AND EXTENT OF LIABILITY

This policy is a contract of indemnity against actual monetary loss or damage sustained or incurred by the Insured Claimant who has suffered loss or damage by reason of matters insured against by this policy.

- (a) The extent of liability of the Company for loss or damage under this policy shall not exceed the lesser of
  - (i) the Amount of Insurance; or
  - (ii) the difference between the value of the Title as insured and the value of the Title subject to the risk insured against by this policy.
- (b) If the Company pursues its rights under Section 5 of these Conditions and is unsuccessful in establishing the Title, as insured,
  - (i) the Amount of Insurance shall be increased by 10%, and
  - (ii) the Insured Claimant shall have the right to have the loss or damage determined either as of the date the claim was made by the Insured Claimant or as of the date it is settled and paid.
- (c) In addition to the extent of liability under (a) and (b), the Company will also pay those costs, attorneys' fees, and expenses incurred in accordance with Sections 5 and 7 of these Conditions.

#### 9. LIMITATION OF LIABILITY

- (a) If the Company establishes the Title, or removes the alleged defect, lien, or encumbrance, or cures the lack of a right of access to or from the Land, or cures the claim of Unmarketable Title, all as insured, in a reasonably diligent manner by any method, including litigation and the completion of any appeals, it shall have fully performed its obligations with respect to that matter and shall not be liable for any loss or damage caused to the Insured.
- (b) In the event of any litigation, including litigation by the Company or with the Company's consent, the Company shall have no liability for loss or damage until there has been a final determination by a court of competent jurisdiction, and disposition of all appeals, adverse to the Title, as insured.
- (c) The Company shall not be liable for loss or damage to the Insured for liability voluntarily assumed by the Insured in settling any ALTA Owner's Policy (6/17/06)

27306 (6/06)

claim or suit without the prior written consent of the Company.

### 10. REDUCTION OF INSURANCE; REDUCTION OR TERMINATION OF LIABILITY

All payments under this policy, except payments made for costs, attorneys' fees, and expenses, shall reduce the Amount of Insurance by the amount of the payment.

#### 11. LIABILITY NONCUMULATIVE

The Amount of Insurance shall be reduced by any amount the Company pays under any policy insuring a Mortgage to which exception is taken in Schedule B or to which the Insured has agreed, assumed, or taken subject, or which is executed by an Insured after Date of Policy and which is a charge or lien on the Title, and the amount so paid shall be deemed a payment to the Insured under this policy.

#### 12. PAYMENT OF LOSS

When liability and the extent of loss or damage have been definitely fixed in accordance with these Conditions, the payment shall be made within 30 days.

#### 13. RIGHTS OF RECOVERY UPON PAYMENT OR SETTLEMENT

- (a) Whenever the Company shall have settled and paid a claim under this policy, it shall be subrogated and entitled to the rights of the Insured Claimant in the Title and all other rights and remedies in respect to the claim that the Insured Claimant has against any person or property, to the extent of the amount of any loss, costs, attorneys' fees, and expenses paid by the Company. If requested by the Company, the Insured Claimant shall execute documents to evidence the transfer to the Company of these rights and remedies. The Insured Claimant shall permit the Company to sue, compromise, or settle in the name of the Insured Claimant and to use the name of the Insured Claimant in any transaction or litigation involving these rights and remedies.
  - If a payment on account of a claim does not fully cover the loss of the Insured Claimant, the Company shall defer the exercise of its right to recover until after the Insured Claimant shall have recovered its loss.
- (b) The Company's right of subrogation includes the rights of the Insured to indemnities, guaranties, other policies of insurance, or bonds, notwithstanding any terms or conditions contained in those instruments that address subrogation rights.

#### 14. ARBITRATION

Either the Company or the Insured may demand that the claim or controversy shall be submitted to arbitration pursuant to the Title Insurance Arbitration Rules of the American Land Title Association ("Rules"). Except as provided in the Rules, there shall be no joinder or consolidation with claims or controversies of other persons. Arbitrable matters may include, but are not limited to, any controversy or claim between the Company and the Insured arising out of or relating to this policy, any service in connection with its issuance or the breach of a policy provision, or to any other controversy or claim arising out of the transaction giving rise to this policy. All arbitrable matters when the Amount of Insurance is \$2,000,000 or less shall be arbitrated at the option of either the Company or the Insured. All arbitrable matters

when the Amount of Insurance is in excess of \$2,000,000 shall be arbitrated only when agreed to by both the Company and the Insured. Arbitration pursuant to this policy and under the Rules shall be binding upon the parties. Judgment upon the award rendered by the Arbitrator(s) may be entered in any court of competent jurisdiction.

### 15. LIABILITY LIMITED TO THIS POLICY; POLICY ENTIRE CONTRACT

- (a) This policy together with all endorsements, if any, attached to it by the Company is the entire policy and contract between the Insured and the Company. In interpreting any provision of this policy, this policy shall be construed as a whole.
- (b) Any claim of loss or damage that arises out of the status of the Title or by any action asserting such claim shall be restricted to this policy.
- (c) Any amendment of or endorsement to this policy must be in writing and authenticated by an authorized person, or expressly incorporated by Schedule A of this policy.
- (d) Each endorsement to this policy issued at any time is made a part of this policy and is subject to all of its terms and provisions. Except as the endorsement expressly states, it does not (i) modify any of the terms and provisions of the policy, (ii) modify any prior endorsement, (iii) extend the Date of Policy or (iv) increase the Amount of Insurance.

#### 16. SEVERABILITY

In the event any provision of this policy, in whole or in part, is held invalid or unenforceable under applicable law, the policy shall be deemed not to include that provision or such part held to be invalid, but all other provisions shall remain in full force and effect.

#### 17. CHOICE OF LAW; FORUM

(a) Choice of Law: The Insured acknowledges the Company has underwritten the risks covered by this policy and determined the premium charged therefor in reliance upon the law affecting interests in real property and applicable to the interpretation, rights, remedies, or enforcement of policies of title insurance of the jurisdiction where the Land is located.

Therefore, the court or an arbitrator shall apply the law of the jurisdiction where the Land is located to determine the validity of claims against the Title that are adverse to the Insured and to interpret and enforce the terms of this policy. In neither case shall the court or arbitrator apply its conflicts of law principles to determine the applicable law.

(b) Choice of Forum: Any litigation or other proceeding brought by the Insured against the Company must be filed only in a state or federal court within the United States of America or its territories having appropriate jurisdiction.

#### 18. NOTICES, WHERE SENT

Any notice of claim and any other notice or statement in writing required to be given to the Company under this Policy must be given to the Company at Fidelity National Title Insurance Company, Attn: Claims Department, P.O. Box 45023, Jacksonville, Florida 32232-5023.

#### THANK YOU.

Title insurance provides for the protection of your real estate investment. We suggest you keep this policy in a safe place where it can be readily available for future reference. If you have questions about title insurance or the coverage provided by this policy, contact the office that issued this policy, or you may call or write:

Fidelity National Title Insurance Company Claims Department P.O. Box 45023

Jacksonville, Florida 32232-5023

We thank you for choosing to do business with Transnation Title Agency of Michigan Central Division LLC, and look forward to meeting your future title insurance needs.



Form 27306 ALTA Owner's Policy (6/17/06)

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File No.: 212133LAN

#### SCHEDULE A

Name and Address of Title Insurance Company: Transnation Title Agency of Michigan Central

Division LLC, 1675 Watertower Place, Suite 200,

East Lansing, MI 48823

Policy No.: 8230600-216055315 Address Reference: V/L Sanctuary Mason, MI

Amount of Insurance: \$190,000.00

Date of Policy: February 1, 2019, or the date of the recording of the Instrument(s) creating the estate or interest insured herein, whichever is later.

- 1. Name of Insured: Giguere Realty & Development, L.L.C., a Michigan limited liability company
- 2. The estate or interest in the Land that is insured by this policy is: Fee Simple
- 3. Title is vested in: Giguere Realty & Development, L.L.C., a Michigan limited liability company
- 4. The Land referred to in this policy is described as follows:

SEE ATTACHED EXHIBIT "A"

Countersigned by:

Timothy D. Boettcher

27S104 (6/06) ALTA Owner's Policy Schedule A-06 File No.: 212133LAN

#### Exhibit "A"

A parcel of land in the Southeast 1/4 of Section 4, Town 2 North, Range 1 West, City of Mason, Ingham County, Michigan; the surveyed boundary of said parcel being described as commencing at the South 1/4 corner of Section 4, Town 2 North, Range 1 West, Michigan Meridian; thence South 89 degrees 14 minutes 20 seconds East, along the South Section line, 1456.14 feet; thence North 00 degrees 29 minutes 00 seconds East, 660.00 feet to the Southeast corner of Lot 64, Rayner Ponds Estates No. 2, recorded in Liber 44 of Plats, Pages 41 and 42, Ingham County Records and the point of beginning; thence North 00 degrees 29 minutes 00 seconds East, along the Easterly line of Rayner Ponds Estates No. 2, 125.00 feet; thence North 89 degrees 14 minutes 20 seconds West, along the Northerly line of Rayner Ponds Estates No. 2, 415.28 feet to the Northwest corner of Lot 68, Rayner Ponds Estates No. 2 and the Southeast corner of Lot 80, Rayner Ponds Estates No. 3, recorded in Liber 50 of Plats, Pages 35, 36 and 37, Ingham County Records; thence North 00 degrees 29 minutes 00 seconds East, along the Easterly line of Rayner Ponds Estates No. 3, 390.99 feet; thence South 89 degrees 14 minutes 20 seconds East, along the Easterly line of Rayner Ponds Estates No. 3, 69.00 feet to a point on an intermediate traverse line of an unnamed Pond, said point being North 89 degrees 14 minutes 00 seconds West, 9 feet from the water's edge; thence along said intermediate traverse line the following six courses, South 29 degrees 39 minutes 28 seconds East, 49.01 feet; thence South 70 degrees 00 minutes 00 seconds East 115.30 feet; thence North 87 degrees 27 minutes 55 seconds East 48.02 feet; thence North 25 degrees 06 minutes 53 seconds East 143.49 feet; thence South 55 degrees 56 minutes 23 seconds East, 293.62 feet; thence South 89 degrees 14 minutes 20 seconds East, 361.15 feet to a point on said intermediate traverse line being South 55 degrees 00 minutes 00 seconds East, 70 feet from the water's edge; thence South 00 degrees 45 minutes 40 seconds West, 171.01 feet; thence South 19 degrees 18 minutes 29 seconds East, 70.27 feet; thence South 00 degrees 29 minutes 37 seconds West, 171.00 feet; thence North 89 degrees 14 minutes 20 seconds West, 329.99 feet; thence South 00 degrees 29 minutes 37 seconds West 19.00 feet to the Northeast corner of Lot 63, Rayner Ponds Estates, recorded in Liber 36 of Plats, Pages 50 and 51, Ingham County Records; thence along the Northerly boundary of Rayner Ponds Estates the following three courses; North 89 degrees 14 minutes 20 seconds West, 127.47 feet; thence North 00 degrees 29 minutes 00 seconds East, 19.00 feet; thence North 89 degrees 14 minutes 20 seconds West, 66.00 feet to the point of beginning.

ARB: 0201W-04-SE-0010 and 0201W-04-SE-0005

File No.: 212133LAN

**Policy No.:** 8230600-216055315

#### **SCHEDULE B**

#### **EXCEPTIONS FROM COVERAGE**

This policy does not insure against loss or damage, and the Company will not pay costs, attorneys' fees, or expenses that arise by reason of:

- 1. Rights or claims of parties in possession not shown by the Public Records.
- 2. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete survey of the Land.
- 3. Easements or claims of easements not shown by Public Records and existing water, mineral, oil, and gas exploration rights.
- 4. Any lien, or right to a lien, for services, labor or material heretofore or hereafter furnished, imposed by law and not shown in the Public Records.
- 5. Any and all oil, gas, mineral, mining rights and/or reservations thereof.
- 6. Taxes or special assessments which are not shown as existing liens by The Public Records

Taxes and assessments which become due and payable or which become a lien against the property subsequent to the interest insured and deferred and/or installment payments of said taxes and assessments. The Company assumes no liability for tax increases occasioned by uncapping and adjustment of the taxable value, retroactive revaluation, changes in the land usage or loss of any principal residence exemption status for the insured premises.

Any provisions contained in any instruments of record which provisions pertain to the transfer of divisions under Section 109(3) of the Subdivision Control Act of 1967, as amended.

Rights of the public and of any governmental unit in any part of the land taken, used or deeded for street, road or highway purposes.

Rights, if any, of the United States government, the State of Michigan, any other governmental entity, riparian owners, the public or private persons existing in or with respect to the present and past bed, banks, bottomland and waters of pond.

Terms, conditions and provisions which are recited in the Judgement recorded in Liber 674. Page 583.

Terms, conditions and provisions which are recited in the Annexation recorded in Liber 1369, Page 656.

Oil and Gas Lease recorded in Liber 1115, Page 906, Ingham County Records together with any Assignments, Assignments of Working Interest, Assignments of Overriding Royalty Interest, Pooling Agreements, and/or Mortgages and Security Assignments affecting said lease, whether recorded or unrecorded.

Covenants, conditions and restrictions and other provisions but omitting restrictions, if any, based on race, color, religion, sex, handicap, familial status or national origin as contained in instrument recorded in Liber 1331, Page 154, First Amendment recorded in Liber 1490, Page 1009, Second Amendment recorded in Liber 1754, Page 623, Third Amendment recorded in Liber 2333, Page 1038, Fourth Amendment recorded in Liber 2439, Page 66, Fifth Amendment recorded in Liber 2466, Page 1040, Sixth

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File No.: 212133LAN

Amendment recorded in Liber 2851, Page 90, Seventh Amendment recorded in Liber 3143, Page 1268.



1675 Watertower Place, Suffe 200KET PAGE 31

East Lansing, MI 48823 Phone: 517-318-4360 Fax: 517-318-4361

February 13, 2019

6200 Pine Hollow Drive, Suite 100 East Lansing, MI 48823

File Number: 212133LAN

RE: V/L Sanctuary

Dear,

Enclosed please find your Title Insurance Policy insuring the title to the property you recently closed.

We want to congratulate you on your recent real estate transaction. Your policy adds a dimension of security that you deserve.

This is a valuable document and should be kept in a secure place. If you should have any future real estate transactions on this property, please call us for your title insurance needs. A copy of this policy may be requested if you decide to sell or refinance your property. If you have any questions regarding this policy, feel free to call us at 517-318-4360.

We appreciate this opportunity to have been of service to you and look forward to assisting you on future transactions.

Sincerely,

Transnation Title Agency of Michigan Central Division LLC - Phone 517-318-4360

1675 Watertower Place, Suite 200

East Lansing, MI 48823 Phone: 517-318-4360 Fax: 517-318-4361

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## FIDELITY NATIONAL FINANCIAL PRIVACY NOTICE

Fidelity National Financial, Inc. and its majority-owned subsidiary companies (collectively, "FNF," "our," or "we") respect and are committed to protecting your privacy. This Privacy Notice explains how we collect, use, and protect personal information, when and to whom we disclose such information, and the choices you have about the use and disclosure of that information.

#### **Types of Information Collected**

We may collect two types of information from you: Personal Information and Browsing Information.

Personal Information. FNF may collect the following categories of Personal Information:

- contact information (e.g., name, address, phone number, email address);
- demographic information (e.g., date of birth, gender, marital status);
- identity information (e.g. Social Security Number, driver's license, passport, or other government ID number);
- financial account information (e.g. loan or bank account information); and
- other personal information necessary to provide products or services to you.

<u>Browsing Information</u>. FNF may automatically collect the following types of Browsing Information when you access an FNF website, online service, or application (each an "FNF Website") from your Internet browser, computer, and/or mobile device:

- Internet Protocol (IP) address and operating system;
- browser version, language, and type;
- domain name system requests; and
- browsing history on the FNF Website, such as date and time of your visit to the FNF Website and visits to the pages within the FNF Website.

#### **How Personal Information is Collected**

We may collect Personal Information about you from:

- information we receive from you on applications or other forms;
- information about your transactions with FNF, our affiliates, or others; and
- information we receive from consumer reporting agencies and/or governmental entities, either directly from these entities or through others.

#### **How Browsing Information is Collected**

If you visit or use an FNF Website, Browsing Information may be collected during your visit. Like most websites, our servers automatically log each visitor to the FNF Website and may collect the Browsing Information described above. We use Browsing Information for system administration, troubleshooting, fraud investigation, and to improve our websites. Browsing Information generally does not reveal anything personal about you, though if you have created a user account for an FNF Website and are logged into that account, the FNF Website may be able to link certain browsing activity to your user account.

#### **Other Online Specifics**

Cookies. When you visit an FNF Website, a "cookie" may be sent to your computer. A cookie is a small piece of data that is sent to your Internet browser from a web server and stored on your computer's hard drive. Information gathered using cookies helps us improve your user experience. For example, a cookie can help the website load properly or can customize the display page based on your browser type and user preferences. You can choose whether or not to accept cookies by changing your Internet browser settings. Be aware that doing so may impair or limit some functionality of the FNF Website.

<u>Web Beacons</u>. We use web beacons to determine when and how many times a page has been viewed. This information is used to improve our websites.

Revised May 1, 2018

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Do Not Track. Currently our FNF Websites do not respond to "Do Not Track" features enabled through your browser.

<u>Links to Other Sites</u>. FNF Websites may contain links to other websites. FNF is not responsible for the privacy practices or the content of any of those other websites. We advise you to read the privacy policy of every website you visit.

#### **Use of Personal Information**

FNF uses Personal Information for three main purposes:

- To provide products and services to you or in connection with a transaction involving you.
- To improve our products and services.
- To communicate with you about our, our affiliates', and third parties' products and services, jointly or independently.

#### When Information Is Disclosed

We may make disclosures of your Personal Information and Browsing Information in the following circumstances:

- to enable us to detect or prevent criminal activity, fraud, material misrepresentation, or nondisclosurg
- to nonaffiliated service providers who provide or perform services or functions on our behalf and who agree to use the information only to provide such services or functions;
- to nonaffiliated third party service providers with whom we perform joint marketing, pursuant to an agreement with them to jointly market financial products or services to you;
- to law enforcement or authorities in connection with an investigation, or in response to a subpoena or court order; or
- in the good-faith belief that such disclosure is necessary to comply with legal process or applicable laws, or to protect the rights, property, or safety of FNF, its customers, or the public.

The law does not require your prior authorization and does not allow you to restrict the disclosures described above. Additionally, we may disclose your information to third parties for whom you have given us authorization or consent to make such disclosure. We do not otherwise share your Personal Information or Browsing Information with nonaffiliated third parties, except as required or permitted by law.

We reserve the right to transfer your Personal Information, Browsing Information, and any other information, in connection with the sale or other disposition of all or part of the FNF business and/or assets, or in the event of bankruptcy, reorganization, insolvency, receivership, or an assignment for the benefit of creditors. By submitting Personal Information and/or Browsing Information to FNF, you expressly agree and consent to the use and/or transfer of the foregoing information in connection with any of the above described proceedings.

Please see "Choices With Your Information" to learn the disclosures you can restrict.

#### **Security of Your Information**

We maintain physical, electronic, and procedural safeguards to guard your Personal Information. We limit access to nonpublic personal information about you to employees who need to know that information to do their job. When we provide Personal Information to others as discussed in this Privacy Notice, we expect that they process such information in compliance with our Privacy Notice and in compliance with applicable privacy laws.

#### **Choices With Your Information**

If you do not want FNF to share your information with our affiliates to directly market to you, you may send an "opt out" request by email, phone, or physical mail as directed at the end of this Privacy Notice. We do not share your Personal Information with nonaffiliates for their use to direct market to you.

Whether you submit Personal Information or Browsing Information to FNF is entirely up to you. If you decide not to submit Personal Information or Browsing Information, FNF may not be able to provide certain services or products to you.

<u>For California Residents</u>: We will not share your Personal Information or Browsing Information with nonaffiliated third parties, except as permitted by California law.

Revised May 1, 2018

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<u>For Nevada Residents</u>: You may be placed on our internal Do Not Call List by calling (888) 934-3354 or by contacting us via the information set forth at the end of this Privacy Notice. Nevada law requires that we also provide you with the following contact information: Bureau of Consumer Protection, Office of the Nevada Attorney General, 555 E. Washington St., Suite 3900, Las Vegas, NV 89101; Phone number: (702) 486-3132; email: BCPINFO@ag.state.nv.us.

<u>For Oregon Residents</u>: We will not share your Personal Information or Browsing Information with nonaffiliated third parties for marketing purposes, except after you have been informed by us of such sharing and had an opportunity to indicate that you do not want a disclosure made for marketing purposes.

<u>For Vermont Residents</u>: We will not disclose information about your creditworthiness to our affiliates and will not disclose your personal information, financial information, credit report, or health information to nonaffiliated third parties to market to you, other than as permitted by Vermont law, unless you authorize us to make those disclosures.

#### Information From Children

The FNF Websites are meant for adults and are not intended or designed to attract persons under the age of eighteen (18). We do <u>not</u> collect Personal Information from any person that we know to be under the age of thirteen (13) without permission from a parent or guardian.

#### International Users

FNF's headquarters is located within the United States. If you reside outside the United States and choose to provide Personal Information or Browsing Information to us, please note that we may transfer that information outside of your country of residence for any of the purposes described in this Privacy Notice. By providing FNF with your Personal Information and/or Browsing Information, you consent to our collection, transfer, and use of such information in accordance with this Privacy Notice.

#### FNF Website Services for Mortgage Loans

Certain FNF companies provide services to mortgage loan servicers, including hosting websites that collect customer information on behalf of mortgage loan servicers (the "Service Websites"). The Service Websites may contain links to both this Privacy Notice and the mortgage loan servicer or lender's privacy notice. The sections of this Privacy Notice titled When Information is Disclosed, Choices with Your Information, and Accessing and Correcting Information do not apply to the Service Websites. The mortgage loan servicer or lender's privacy notice governs use, disclosure, and access to your Personal Information. FNF does not share Personal Information collected through the Service Websites, except (1) as required or authorized by contract with the mortgage loan servicer or lender, or (2) as required by law or in the good-faith belief that such disclosure is necessary to comply with a legal process or applicable law, to enforce this Privacy Notice, or to protect the rights, property, or safety of FNF or the public.

#### **Your Consent To This Privacy Notice; Notice Changes**

By submitting Personal Information and/or Browsing Information to FNF, you consent to the collection and use of the information in accordance with this Privacy Notice. We may change this Privacy Notice at any time. The revised Privacy Notice, showing the new revision date, will be posted on the FNF Website. Each time you provide information to us following any amendment of this Privacy Notice, your provision of information to us will signify your assent to and acceptance of the terms of the revised Privacy Notice for all previously collected information and information collected from you in the future. We may use comments, information or feedback that you submit to us in any manner that we may choose without notice or compensation to you.

#### Accessing and Correcting Information; Contact Us

If you have questions, would like to access or correct your Personal Information, or want to opt-out of information sharing for affiliate marketing, send your requests via email to <a href="mailto:privacy@fnf.com">privacy@fnf.com</a>, by phone to (888) 934-3354, or by mail to:

Fidelity National Financial, Inc. 601 Riverside Avenue, Jacksonville, Florida 32204 Attn: Chief Privacy Officer

Revised May 1, 2018

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# CITY OF MASON CITY COUNCIL RESOLUTION NO. 2022-30

# APPROVAL OF A TWO-YEAR EXTENSION TO RAYNER PONDS ESTATES NO. 4, 5, AND 6 A FINAL PRELIMINARY PLAT SUBMITTED BY JAMES GIGUERE OF GIGUERE HOMES TO CREATE 20 RESIDENTIAL LOTS IN THE CITY OF MASON

#### SEPTEMBER 6, 2022

**WHEREAS**, James Giguere of Giguere Homes has submitted a request for a two-year extension of a previously approved and extended Final Preliminary Plat due to project delays associated with impacts of Covid-19; and

**WHEREAS**, City Council originally approved the Final Preliminary Plat through Resolution 2019-01 on January 15, 2019 and granted a two-year extension through Resolution 2020-30 on November 4, 2020 which will expire January 21, 2023; and

**WHEREAS**, the applicant has made minor updates to the plat, dated July 28, 2022, to split the development into three phases referred to as Rayner Ponds Estates No. 4, 5, and 6; and

WHEREAS, in accordance with City of Mason Ordinance Sec. Sec. 74-80(e), City Council may extend the approval.

**NOW, THEREFORE, BE IT RESOLVED,** that the Mason City Council approves a two-year extension expiring on January 21, 2025 of the Final Preliminary Plat to create 20 residential lots, one common area, and infrastructure in three phases referred to as Rayner Ponds Estates No. 4, 5, and 6 as shown on plat documents submitted by James Giguere of Giguere Homes dated July 28, 2022.

\*\*\*\*\*\*\*

The foregoing Resolution was moved for adoption by Councilmember Droscha and seconded by Councilmember Brown and declared adopted by the following vote:

Yes (7) Brown, Clark, Droscha, Ferris, Schaffer, Vogel, Whipple No (0) Absent (0)

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN )
COUNTY OF INGHAM ) ss
CITY OF MASON )

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 resolution adopted by the City Council of the City of Mason at a regularly scheduled meeting held on Tuesday, September 6, 2022, pursuant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the Council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 7<sup>th</sup> day of September, 2022.

Sarah J. Jarvis, City C

City of Mason, Ingham County, Michigan



# Agenda Report: February 21, 2023 Planning Commission Meeting

#### **AGENDA ITEM**

Resolution 2023-03: Recommendation to City Council to Release the Draft Master Plan to the Public for Review and Comment

#### RECOMMENDED ACTION

Approve Resolution 2023-03

#### **HISTORY**

#### **Spring 2021: Request for Proposal Development**

The City Council and Planning Commission had a joint meeting to discuss the outcomes they would like for the Master Plan. From that meeting, it was determined the scope should include answering four key questions when drafting the Request for Proposals that are referenced in the plan.

#### **Summer 2021: Interviews / Consultant Selection**

The City Council authorized a contract for professional planning services related to the Master Plan and Ordinance Updates with Smith Group.

#### Fall/ Winter 2021: Public Engagement Development

The City Council and Planning Commission had a joint meeting to narrow the focus of the survey and identify public engagement expectations. They reviewed public engagement plans and identified all stakeholders. Engagement Goal: 10% of City of Mason residents aged 10 and older.

#### Spring/ Summer 2022: Public Engagement

- Survey: Spring 2022
- Focus Groups: Spring/ Summer 2022
- Engagement Vetting: Summer 2022

#### Results:

- 1442 survey responses (9.57% of goal)
- 32 small group discussions
- 22 Facebook posts viewed by 4,300 users
- 5,746 direct mail postcards sent
- 5,870 emails sent related to plan to community members

#### Fall/ Winter 2022: Plan Vetting

On November 15, 2022, staff provided the draft plan to City Council and Planning Commission requesting detailed review and feedback. Feedback was received in December.

#### January 2023:

- Planning Commission recommended a prioritized Action Plan to City Council.
- City Council adopted the recommended Action Plan priorities.
- Staff finalized the plan and addressed all comments provided in the attached Excel document.

#### **CURRENT STATUS**

- Planning Commission received final proposed document, comment tracking and considers resolution recommending public release of document to City Council.
- City Council considers resolution to release document to the public and start official public comment period.

#### **NEXT STEPS**

Comment Period (2-3 months)

- Promote public review of document
- Review by agencies and legal

NOTE: Zoning Ordinance updates will be the focus of staff and the Zoning Committee at this time.

#### TBD:

- Planning Commission will receive feedback from comment period and tracked changes recommended by staff.
- Joint meeting will be held by Planning Commission with City Council to present their changes, if significant, and hear Council feedback.
- Planning Commission will consider resolution recommending adoption of document to City Council.
- City Council will consider adoption of Master Plan.
- Release public facing documents including posters highlighting plan outcomes.

#### **SUMMARY**

#### **Authority:**

- Per the Michigan Planning Enabling Act the planning commission and city council shall adopt a master plan to provide for the regulation and subdivision of land.
- Per the City of Mason Ordinance Chapter 50 Planning, <u>Sections 50-35</u> and <u>50-36</u> The planning commission shall make and approve a master plan as a guide for the development of the city, including any areas outside of its boundaries which in the commission's judgment bear relation to the planning of the city. In the preparation of a master plan, the planning commission shall ... address land use and infrastructure issues and may project 20 years or more into the future.

**Urgency:** Due to the 2-3 month public comment period, staff would like to release the document to the public as soon as possible.

**Relation to Other Actions:** City Council will consider the Planning Commission's recommendation at their meeting on Monday, March 6, 2023.

#### **FISCAL IMPACT**

**Current/Future Budget:** Expenditures related to preparation of the master plan will be incurred per the approved contract and budget noted above.

#### **ADDITIONAL MATERIAL**

Resolution 2023-03 PC/CC Comment/ Edit Tracking Document 2.9.23 Master Plan 2.9.23 DRAFT

# CITY OF MASON PLANNING COMMISSION RESOLUTION No. 2023-03

# A RESOLUTION RECOMMENDING THAT CITY COUNCIL AUTHORIZE THE RELEASE OF THE DRAFT MASTER PLAN FOR PUBLIC REVIEW AND COMMENT.

#### February 21, 2023

**WHEREAS,** the City of Mason has an adopted Master Plan as a guide for development within the City as required by Sec. 31 of the Michigan Planning Enabling Act and City of Mason Ordinance Chapter 50; and

WHEREAS, the Planning Commission completed the required five-year review of the Master Plan and determined that it needed to be updated in accordance with Sec. 35 of the Michigan Planning Enabling Act and City of Mason Ordinance Chapter 50; and

**WHEREAS,** the Planning Commission completed the needed updates and submitted the draft Master Plan to the City Council for review and comment in accordance with Sec. 41 of the Michigan Planning Enabling Act; and

**WHEREAS,** the City Council must approve the release of the draft Master Plan to those governments and agencies which received the Notice of Intent to update the Master Plan, in accordance with Sec. 41 of the Michigan Planning Enabling Act; and

**WHEREAS,** the Planning Commission also requests release of the draft Master Plan to the general public for its review and comment, and

**WHEREAS,** the City Council may reserve its rights to adopt the Master Plan in accordance with Sec. 43 of the Michigan Planning Enabling Act.

**NOW THEREFORE BE IT RESOLVED,** that the Planning Commission recommends that City Council authorize the release of the draft Master Plan for public review and comment and direct the Planning Commission to submit the draft plan to those governments and agencies which received the Notice of Intent to update the Master Plan; and

**IT IS FURTHER RESOLVED** that the Planning Commission recognizes that City Council hereby reserves the right to adopt the Master Plan at the completion of the approval process mandated by the Michigan Planning Enabling Act.

The foregoing Resolution was moved for adoption by Planning Commis	ssioner and seconded by
Planning Commissioner and declared adopted by the following vo	te:
Yes (0)	
No (0)	
Absent (0)	
RESOLUTION DECLARED	
STATE OF MICHIGAN)	
:ss.	

COUNTY OF INGHAM)

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, February 21, 2023, pursuant to the Michigan Open Meetings Act, the original of which is on is file in my office as part of the minutes.			uary 21, 2023,
IN WITNESS WHEREOF, I have hereunto set my official sig	nature, this	day of	2023.
	Sarah J. Jarvis	, City Clerk	Michigan

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, StateCoffACKET PAGE 41

1	PC-CC Droscha	Comment Types Multiple throughout decument	Resolved All corrected or checked
	. Clark	Typos- Multiple throughout document Typos- Multiple throughout document	All corrected or checked
	Ferris	Typos- Multiple throughout document	All corrected or checked
1	Preadmore	Typos- Multiple throughout document	All corrected or checked
,	Preadmore	Go through and validate consistent use of "City" vs "city". Doing a cursory search I get 76 instances of "the City" (excluding 19 instances of "the City of") and 45 hits on "the city"	Checked, believe we caught all that were proper nouns
	Whipple	Typos- Multiple throughout document	All corrected or checked
	Whipple	Can we change the tabs to include title of chapter?	No change: doesn't allow that, titles are too long
	Brown	Typos- Multiple throughout document	All corrected or checked
	Bliesener Droscha	W4 - increases "in/of" ? residents Unified' - Can we ever reach consensus?	Reworded Removed
	Droscha	Vision and Policy Plans, such as this Master Plan, guide officials	Corrected
	Droscha	Step 1 - By the time people read this, it all will need to be in past tense.	Corrected
	Whipple	Is pub hearing joint or does each hold or is only PC?	Reworded to clarify
	Whipple	Public Input clarifications	Section removed
	Sabbadin Perrault	Brighton should be Livingston Brighton should be Livingston	Corrected Corrected
	Preadmore	No mention of access to railroad, can we add?	Add rail info on p. 55
	Droscha	Homes, businesses' are not city services	Reworded
	Ferris	Table Question- over 100	Corrected
	Whipple Whipple	Should Hispanic be listed (16 and 17)  Race- add more information on poverty in Mason	Hispanic is ethnicity and not a race, so not represented separately in census  Moved to Income Section
	Perrault	Define living wages	Removed
	Droscha	Change to "Fewer people drive to Mason to work than people leave Mason to work."	Reworded
		This chart is deceiving. Draw it with \$10,000 increments and see how it changes. \$5,000 increments might	
	Droscha Clark	be most fair Housing paragraph, wording confusing	Changed out Chart for median household income chart by area  Reworded
	Preadmore	Housing paragraph- wording confusing are the employment statistics US Bureau of Labor stats? If so, we should cite.	Reworded
	Whipple	Income: more context on how this changed, how we compare	Added more information here
17	Whipple	Employment: 2019-2020 doesn't cover pandemic	Cited data- this is the latest available
17	Whipple	Employment: Awkward language with suggested reword	Corrected
17	Whipple	Housing: which households are vacant renter or owner occupied	Data only is provided overall as there is no differentiation between rental/ owner occupied when vacant. We did add more recent data based on water usage.
	Perrault	W1: 2nd sentence delete 'create'	Removed
22	Perrault	Add more about performance art - festivals, concerts	Reworded
	Malczewski	first sentence under "Art", Get rid of "To name a few".	Removed
	Whipple Whipple	Where is Hayhoe Trailhead bridge Remove graphic can't read	Clarified Removed
	Preadmore	Embed URL to be consistent	Corrected
	Whipple	What is intent of showing data (call outs)? Low number and not compelling	Removed all call outs
	Whipple	RRC Guide: What is this add description	Clarified
	Whipple Sabbadin	Reference to Downtown as seat not correct  2nd parag. 'The City should' The city doesn't do these things, service clubs do	Corrected Reworded
	Whipple	Character: projecting from where	Clarified
	Whipple	Creative PM: define road diets and integrative crosswalks	Clarified
	Whipple	Downtown Living: ?primary employment center?	Removed
	Whipple	Open for Business: Who does these things - developing workforce, etc.	Removed those we have limited impact on
	Whipple Sabbadin	Neighborhood: Awkward language with suggested reword Change Meijer to shopping	Reworded to clarify Removed
	' Hude	W5 should be W6 - Regional Connections	Corrected
	Whipple	Wayfinding: Awkward language with suggested reword	Reworded to clarify
27	Whipple	Wayfinding: clarify front door vs. downtown entrance	Reworded to clarify
		Missing: I think there is a missed opportunity in chapter 5 to discuss the Kipp Rd corridor as a development opportunity/ gateway. The chapter mentions the Kipp Jefferson area as a focus but I think that all of Kipp	
27	Brown	road should be a focused gateway just like the Cedar gateway	Added reference to Kipp
	Whipple	Milage correction between p. 15 and 28	Corrected
		Building Materials - I assume this only applies to Downtown. Other corridors should be left to develop their	
	Droscha	own character.	Reworded to give example
	Whinnle		Clarified
	Whipple Whipple	Define Step backs Building Material: Reword suggestion	Clarified Corrected
31	Whipple Waxman	Define Step backs Building Material: Reword suggestion #'s and colors are confusing/hard to read on map	
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Page	PC-CC	Comment	Resolved
		Missing: The vision zero policy on page 50 could be explained more if this is a legitimate policy to consider. I	
	Brown Whipple	would like to know more if it being referenced in the plan  Title graphic	Clarified regional program and why it is important for Mason to consider  No change- it is titled
	Droscha	Transit: This is very old information. We need updated data.	Removed old data
	Brosena	Doesn't CATA have any more recent statistics? While an 83% increase in ridership sounds good, it still	The moved old data
52	Preadmore	averages out to just over 17 people per day. (8.5 round trip)	Removed old data
	L .	Did MDOT totally abandon their park and ride at Meijer? If yes, are there future plans for Kipp and US127 to	
	Preadmore	have a park and ride?	Still approved park and ride, added language noting it.
	Whipple Whipple	Transit: is this the latest data Call out: link to Park Plan	removed old data Linked
	Droscha	5th bullet - What research? This should be footnoted if it is true.	Footnote added
	Whipple	Why is there parallel language?	Intentional to model adopted park plan
55	Whipple	Parks: Reword suggestions, including updated language on millage	Reworded if not pulled directly from park plan
	Bliesener	Inset - the should be that	Corrected
	Droscha	1st bullet - Which pandemic? The Black Plague? Might be confused with the next pandemic.	Removed
	Ferris Whipple	Bicentennial and Griffin park not on map Graphic: shading hard to read-	Need to address in final doc Improved
	Droscha	Last sentence of page - Again, footnote the evidence provided or don't use.	Footnote added
	Whipple	Cemetery: add reference to columbarium	Added
		Parag. 5, 7 - customers', delete following the start of the pandemic; change needs to -> should; the	
	Droscha	pandemic -> COVID-19	Reworded
	Clark	Clarify language in Parag.2, 1 Sent; absentee voting section, payment trends	Reworded
	Ferris Preadmore	Clarify language absentee voting section, payment trends  I think this sentence needs to be re-worded. Do we want to mention Proposal 2 impacts?	Reworded Added ref to legal changes impact
	Whipple	1st paragraph page reference incorrect	Corrected
	Whipple	Admin Service: Suggest reword	Reworded to clarify
	I	parag. 4, can be -> is, edit sentence (Faster speeds and download times can result in higher bills, yet fast and	
	Droscha	reliable internet is)	Reworded
	Whipple	Payment Trends: Are there investments that could reduce costs?	At this time none are apparent
	Whipple Whipple	Waste management: remove last line Graphic- note Mason's numbers	Removed Added
	Preadmore	Ambulance: Should this paragraph be updated?	Updated Updated
		Yes! A definition of PA425. I still think we should spell out Public Act 425 of 1984 in other sections rather	
	Preadmore	than just "425".	Referenced full act throughout document
60	Whipple	Add at end of page "and a large area of predominantly agricultural land east of the city"	Added
	Bliesener	2nd parag. Delete 'it'	Reworded
	Droscha	sub-bullet 2: swap these two phrases. Otherwise "it" may mean township.	Reworded
	Droscha Droscha	Capitalize City, delete 'maintain the surrounding rural context of Mason, meaning it would' Last full sentence - righting -> avoiding	Reworded Corrected
	Whipple	Current Goals: Reword suggestion	Reworded to clarify
	Whipple	call out- Tri-County area?	Clarified
	Whipple	Graphic- label ideal and minimize	Added
	Perrault	Ask Mitch - ok?	Now page 68, S3: Sustainable City Budget, confirm comment addressed
	Whipple	Sustainable Budget: Reword Suggestion	Reworded to clarify
	Bliesener Whipple	4th bullet - based should be base second paragraph- add to sentence "with minimized millage rates"	Reworded added
	Droscha	Combine bullets 1 and 5	Corrected
	Whipple	question on ref to Ingham county	removed
65	Whipple	define next zero	Linked
	Whipple	Add at end of page "within the restrictions of other budget priorities"	Added
	Waxman	Electronic should be electric	Corrected
	Preadmore Whipple	There could also be a benefit by waiting until the technology is mature and more affordable.  Title graphic	Reword- to include this note Titled
- 00	willipple	The graphic	No change, confirmed this is appropriate for cold weather. They have back up systems, but most can
66	Whipple	heat pumps are not ideal in Michigan	operate efficiently at -20
	Whipple	Replace electronic with electric	Corrected
	Droscha	Remove: The house diagram. Those are person choice items not planning.	Not addressed: providing reference specifically to note individuals can make changes vs. all being the city
	Perrault Droscha	1st sentence under Upcoming Opps - grammar Parag. 3 - Taller than 40'?	Removed Removed reference
	Ferris	Awkward wording P2, S1	Reworded
	Ferris	Clarifying language needed Upcoming Opportunities- multiple areas	Removed section
67	Ferris	Remove: Wind turbines on structures- don't agree we should go there- consider noise	Removed reference
	Preadmore	Reword Upcoming Opportunities- multiple areas noted	Section removed
	Whipple	Upcoming Opportunities: Reword Suggestions	Removed
	Droscha Whinnle	Change rural context for farming history  Title graphic	KEPT, due to following sentence Title within graphic
/0	Whipple	Title graphic	Title within graphic
71	Whipple	Should settlement agreement with Vevay identifying development area for city be referenced	Not in this location
73	Ferris	Spell out PUD	Corrected
	Bliesener	3rd sentence - add 'of'	Corrected
	Sabbadin	Have landowners been notified - need to let them know.	Yes
	Sabbadin Preadmore	Label missing Graphic: was this left intentionally blank??	Corrected Corrected
	Sabbadin	No callouts, what does each color mean?	Corrected
	Perrault	Is this realistic? Misleading?	Yes, realistic with further study
	Preadmore	Zoning Plan- I like this table	Did we remove this?? A Few noted they liked it in first version
	L		
	Droscha	parag. 3- Swap commitment and however, and move the sentence to the end of the previous paragraph.	Corrected
	Malczewski Whipple	Role of the community "Move" rather than "More".  Plan vs. program	Corrected Corrected
	Whipple	Add other projects (Master Plan, Ordinances, etc.) to CIP summary	Added
	Malczewski	indent the paragraphs under Tax increment Financing (TIF), the paragraph ends with a colon.	Corrected
		I assume we mean the Capital Region Int'l Airport and not Jewett field? Let's spell it out. Should we add	
90	Preadmore	E.L. and MSU to the list also?	Reworded to clarify, removed airport reference
1	L .	We really have to be close to this. Do we know the max distance to a park for the farthest Mason resident?	
	Preadmore	(just curious on my part - not really needed for the document)  Tables are too small to read	Follow-up with SP: Map in Park Plan Corrected
	Waxman Sabbadin	Confirm info, 1 in 3 homes vacant?	Updated data
	Hude	fix graphics at top of page - color block	Corrected
		reduced rental fee maybe?? We do have an overhead cost when facilities are used.	Updated
	Preadmore		
72-73	Preadmore		
72-73	Preadmore	"Invest in implementation of Laserfiche, BS&A and a GIS" I recommend to reword since Laserfiche and BS&A	
72-73	Preadmore	are companies/vendors. Perhaps replace Laserfiche with "a document and records management system	
72-73 Action Plan		are companies/vendors. Perhaps replace Laserfiche with "a document and records management system (Laserfiche)" and BS&A with "public records repository (BS&A Online)". Do we have a vendor in mind for	Clarified
72-73 Action Plan Action Plan	Preadmore	are companies/vendors. Perhaps replace Laserfiche with "a document and records management system (Laserfiche)" and BS&A with "public records repository (BS&A Online)". Do we have a vendor in mind for the GIS yet? BS&A would be more of an ongoing/continuing investment too.	Clarified
72-73 Action Plan Action Plan Action Plan	Preadmore Preadmore	are companies/vendors. Perhaps replace Laserfiche with "a document and records management system (Laserfiche)" and BSAA with "public records repository (BS&A Online)". Do we have a vendor in mind for the GIS yet? BS&A would be more of an ongoing/continuing investment too.  Spell out "Michigan Public Act 425"	Updated
72-73 Action Plan Action Plan	Preadmore	are companies/vendors. Perhaps replace Laserfiche with "a document and records management system (Laserfiche)" and BS&A with "public records repository (BS&A Online)". Do we have a vendor in mind for the GIS yet? BS&A would be more of an ongoing/continuing investment too.	
72-73 Action Plan Action Plan Action Plan Action Plan Action Plan	Preadmore Preadmore Preadmore Whipple	are companies/vendors. Perhaps replace Laserfiche with "a document and records management system (Laserfiche)" and BS&A with "public records repository (BS&A Online)". Do we have a vendor in mind for the GIS yet? BS&A would be more of an ongoing/continuing investment too.  Spell out "Michigan Public Act 425" this appendix is aligned to the left margin. Rest of document is center justified.  Action Plan- should each action have unique code	Updated Updated Corrected
72-73 Action Plan Action Plan Action Plan Action Plan Action Plan Action Plan	Preadmore Preadmore Preadmore Whipple Clark	are companies/vendors. Perhaps replace Laserfiche with "a document and records management system (Laserfiche)" and S&A with "public records repository (B&A Online)". Do we have a vendor in mind for the GIS yet? B&A would be more of an ongoing/continuing investment too.  Spell out "Michigan Public Act 425"  this appendix is aligned to the left margin. Rest of document is center justified.  Action Plan- should each action have unique code  Appendix 2, concern regarding two under presented ages,	Updated Updated Corrected  We worked to reach these individuals with focus groups and direct mailings, but were not successful
Action Plan Ap2 Ap2	Preadmore Preadmore Preadmore Whipple Clark Clark	are companies/vendors. Perhaps replace Laserfiche with "a document and records management system (Laserfiche)" and BSA with "public records repository (BS&A Online)". Do we have a vendor in mind for the GIS yet? BS&A would be more of an ongoing/continuing investment too.  Spell out "Michigan Public Act 425"  this appendix is aligned to the left margin. Rest of document is center justified.  Action Plan-should each action have unique code  Appendix 2, concern regarding two under presented ages,  Appendix 2, multiple comments on data interpretation	Updated Updated Corrected  We worked to reach these individuals with focus groups and direct mailings, but were not successful Removed- added to Ex Sum, listing of all responses, complete survey is in appendix
72-73 Action Plan Action Plan Action Plan Action Plan Action Plan Action Plan	Preadmore Preadmore Preadmore Whipple Clark	are companies/vendors. Perhaps replace Laserfiche with "a document and records management system (Laserfiche)" and S&A with "public records repository (B&A Online)". Do we have a vendor in mind for the GIS yet? B&A would be more of an ongoing/continuing investment too.  Spell out "Michigan Public Act 425"  this appendix is aligned to the left margin. Rest of document is center justified.  Action Plan- should each action have unique code  Appendix 2, concern regarding two under presented ages,	Updated Updated Corrected  We worked to reach these individuals with focus groups and direct mailings, but were not successful

2	DC CC	Comment	Resolved
	PC-CC	, <del></del>	*** **
Ap2	Hude	Race chart -start at top of page, need % of goal reached for 2 lines (Native Hw+, White alone)	Removed
		Not sure there is a enough "public" input that is looking for enough forward. May need to build this into	
		cooperation with civic groups, schools, churches, community groups. Maybe a taskforce item, thing this is a	
		long-term investment of time and may not need the city to be an instigator. citizen committee? think tank?	
	Ferris	school input essay context?	Action MP2023-W2.1 should address
General	Ferris	Highlighting communicating with "all" citizens, even those with out Wi-Fi	Action MP2023-W2.1 should address
General	Ferris	Missing: Tiny Houses- are we ready to consider	Not addressed: Potential Amendment Reference?
General	Ferris	Missing: interurban transport from Mason	See page 55 Transit and CATA services
General	Preadmore	better clarify with "425" means. (I mentioned this in chapter 6 also).	Referenced full act throughout document
General	Preadmore	spell out CIP throughout document	Confirmed spelled out, unless ref in paragraph
General	Whipple	Safe: Prefer Optimize over Maximize	Changed
General	Whipple	Safe: Remove reference to short term gains	Changed
General	Schaffer	Missing: We did not answer how do we guide future development?	See Chapter 5
General	Schaffer	Missing: I'd like more explanation of asset mgt p. 58 and vehicle mgt	Not addressed: More information needed
		Missing: We need to condemn and combat discrimination in all guiding questions. Combating systemic	
General	Vogel	racism requires aggressive action to address structures, policies and practices.	Not addressed: Language proposals should be in the form of an amendment
General	Vogel	Missing: communication, missing DEI and implicit bias training for council and staff	Not addressed: Language proposals should be in the form of an amendment
General	Vogel	Staff: missing anything about addressing systemic racism and discrimination	Not addressed: Language proposals should be in the form of an amendment
			Not addressed: provided better representation of data in document to clarify, as this is not an accurate
General	Vogel	Welcoming: missing any strategy or plan to help the 67% oof Mason feel welcome	reflection of results
		More needs to b said about things the City has control over and those it does not. Example: Survey show	
		people want more restaurants, but the City can control zoning, not the specific businesses that come to	
General	Droscha	town	Not addressed: Language proposals should be in the form of an amendment
		Missing: we did not answer what infrastructure projects, policy decisions, and community engagement	
General	Droscha	efforts will foster more innovative, welcoming, and forward thinking environment	See Chapter 2 on community engagement, See Chapter 4 on build infrastructure and forward thinking
	Droscha	Missing: Full description of complete streets including diagram	Provided more detail
General	Droscha	Missing: Full description of on site wind turbines with diagram	Removed reference
	Droscha	Remove: All reference to public survey through document except Appendix A	Removed
		Missing: I'm wondering if a copy of the existing zoning ordinance with proposed markup/ revisions should be	
General	Brown	incorporated in the appendices	Not addressed: This will be the next step driven by MP not as part of it.





# Acknowledgements

A special thanks to all the community members, elected officials, and others who contributed their time, energy, and enthusiasm. Their voices ensured this plan reflects who Mason was, is, and desires to be.

#### **CITY COUNCIL**

Russell Whipple, Mayor
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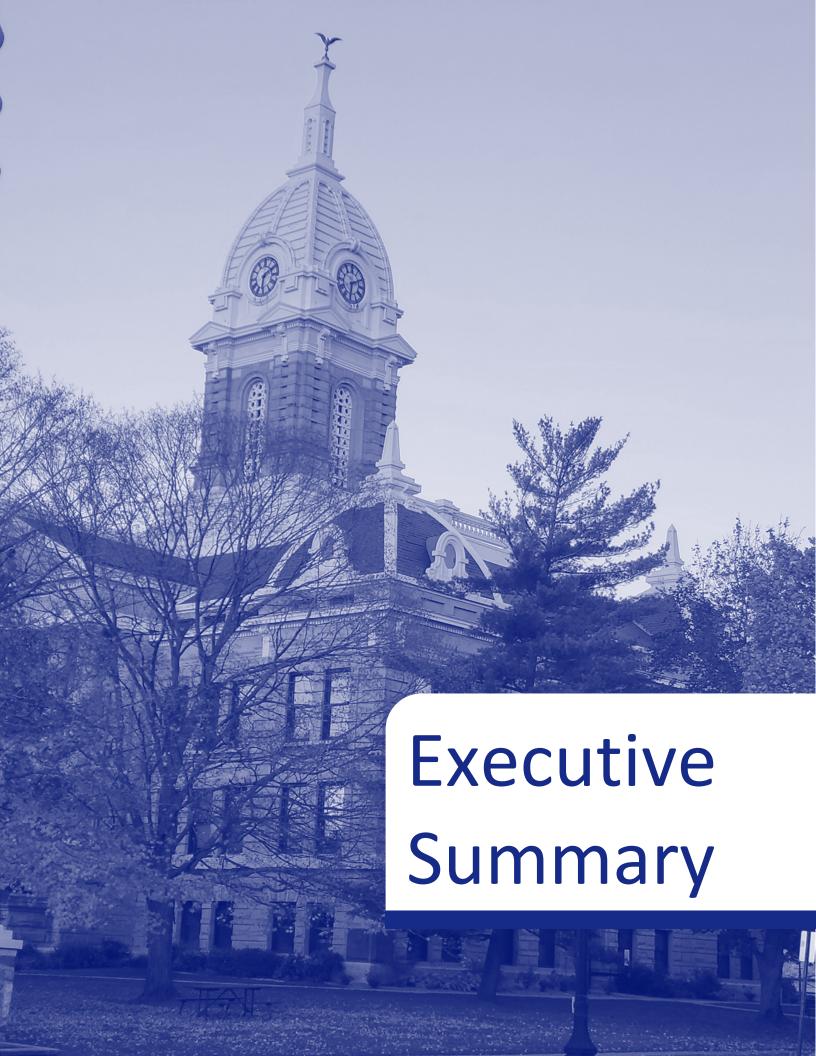
SmithGroup CIB Planning Piper & Gold Public Relations

<sup>\*</sup>Participated in launching of plan and engagement process.

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# **Executive Summary**

The City of Mason is a small town, steeped in history and located in the heart of Michigan, south of Lansing. Mason has served as the Ingham County seat since 1840. According to the State of Michigan, Ingham County's population is projected to grow 8.9% by 2030, which could put more strain on city services such as roads, parks, homes, businesses, and utilities. Mason is proud to be a healthy and growing city and preparing for this potential influx of residents by creating a Master Plan will ensure Mason grows in a way that is authentic to its small-town roots.

This Master Plan is a guidebook for Mason's decision-makers based on a vision of the future for the City of Mason. This vision was derived over the course of several months from conversations, surveys, and focus groups involving over 1200 members of the Mason community. The Master Plan helps City officials decide how to direct City funding and what initiatives to pursue. The Master Plan also identifies important actionable steps to accomplish the tangible goals and milestones that will lead to fulfillment of a community-driven vision of the future.

**Key Questions:** The four key questions the Planning Commission and City Council had at the onset of the Master Plan process were the following:

- What are the most effective ways Mason can continue to evolve while preserving its neighborhoods and small-town charm? *Turn to Chapter 2: Welcoming and Chapter 3: Charming*
- What infrastructure projects, policy decisions, and community engagement efforts will foster a more innovative, welcoming, and forward-thinking environment? *Turn to Chapter 4: Safe*
- Where and how do can future development in Mason be guided for the best utilization of space at the lowest cost to taxpayers? *Turn to Chapter 5: Land Use*
- How can a development review process be created that is consistent, efficient, cost-effective, and honors the community's vision? *Turn to Chapter 6: Implementation*

**Guiding Principles:** Community members, city staff, and key stakeholders discussed a variety of responses that resulted in three guiding principles, each supported by strategies, actions, and key questions for decision-making intended to steer the Mason community toward its desired future:



#### WELCOMING

Promote Mason as a welcoming and vibrant place.



#### **CHARMING**

Preserve Mason's neighborhoods and small-town charm.



#### SAFE

Provide safe infrastructure through the forward-thinking delivery of city services.

# What does it mean to be welcoming?

The City of Mason is a welcoming and vibrant place because of its people. As the community evolves, ensuring Mason remains welcoming for all, requires a commitment to maintaining strong civic engagement, valuing the input of legacy residents and newcomers, and fostering respect and support among neighbors.

## **Approach**

Strategy	Target
Community Engagement: Foster community	W1 Partnerships
ownership and civic engagement through partnerships and communication.	W2 Communication
Downtown + Gateways: Support a thriving	W3 Place Keeping
downtown and vibrant business districts.	W4 Vibrant Business Districts
Access + Proximity: Promote Mason's access to	W5 Local Connections
and as a hub for local and regional amenities.	W6 Regional Connections

## **Key Questions for Decision-Making**

Will a proposed project, action, or plan:

- W1: Provide partnership for programming or create unique places with limited impact to taxpayers (p. 24).
   W2: Engage stakeholders and each input from diverse paragetives beyond the minimum.
- W2: Engage stakeholders and seek input from diverse perspectives beyond the minimum requirements including valuing the input of legacy residents and newcomers (p. 25).
- □ W3: Maintain character of the traditional community center and/or establish a new placemaking effort that provides a new place for people to gather and connect (p. 26).
- W4: Support local business development or entrepreneurship by enhancing the vibrant, thriving business district through increased residents and/or visitors (p. 27).
- W5: Support local connections and equitable access to community assets and services through wayfinding and design (p. 28).
- W6: Engage regional and local partners to ensure opportunities to serve residents better through partnership aren't duplicated or missed (p. 30).



# What does it mean to be charming?

Small-town charm can have a variety of meanings. In this sense, it refers to the physical form of buildings and creating spaces that look uniform in scope and scale using tools such as architectural style and façade design. Defining the built form of Mason can maintain the "small-town" feeling while the city grows and modernizes.

# **Approach**

, the indian		
Strategy	Target	
	C1: Historic Assets	
preservation by leveraging existing assets and programs.	C2: Programs and Partners	
<b>Quality Housing:</b> Facilitate housing opportunities for all ages, incomes, and abilities.	C3: Housing Options and Opportunities	
<b>Building and Site Design:</b> Promote continued reinvestment through development that builds	C4: Walkable Site Design	
upon existing character of neighborhoods and streets.	C5: Street Character	

# **Key Questions for Decision-Making**

Will a proposed project, action, or plan:

- □ C1: Reflect Mason's distinct identity through the preservation, restoration, or adaptation of local architecture and/or features (p. 34).
- □ C2: Provide resources to preserve existing assets in the community (p. 36).
- □ C3: Provide attainable, quality housing for residents of diverse incomes and family types building upon existing patterns in neighborhoods and the downtown core (p. 36).
- □ C4: Promote walkability and quality site design that contributes to a vibrant neighborhood or district. (p. 36).
- □ C5: Promote walkability and multi-modal transportation by providing safe, attractive, and convenient access to pedestrian, bicycle, and transit systems (p. 36).

#### What does it mean to be safe?

When asked about safety, residents regard Mason as a safe place to raise a family. The city is dedicated to being a secure place to live, work, visit, travel, and play. The city has a relatively low crime rate, very few serious traffic accidents, and overall provides essential services that support a high quality of life. However, facilities, infrastructure, and staff require an ongoing investment to keep a safe community. As Mason grows, decision-makers must evaluate investments to ensure that they support the community's vision of maintaining its legacy as a city with high levels of service at the lowest tax burden and with the least amount of regulation.

## **Approach**

Strategy	Target
<b>Facilities:</b> Maintain and improve city facilities to be safe and efficient.	S1: Asset Management for Public Services
<b>Infrastructure:</b> Optimize existing capacity and prepare for growth.	S2: Purposeful, Strategic Growth
	S3: Sustainable City Budget
<b>Investments:</b> Consider long-term efficiency, resiliency, and the next generation's needs.	S4: Design with Community and Users
<i>3</i> ,	S5: Build with the Future in Mind

# **Key Questions for Decision-Making**

Will a proposed project, action, or plan:

- S1: Improve delivery of services and amenities while considering long-term maintenance costs and limiting the impact to taxpayers (p.48).
   S2: Encourage growth in areas with existing capacity first (p.64).
- □ S3: Diversify the local tax base to ensure economic resiliency while considering the ongoing costs for development compared to the benefits (p. 68).
- □ S4: Provide an opportunity for feedback from residents and/or city staff directly impacted by a decision (p. 69).
- □ S5: Include environmentally responsible and resource-efficient materials and processes throughout the project's lifecycle (p.70).

# **Action Plan Priorities**

Prioritization is key to successfully implementing the actions outlined in the Mason Master Plan. Planning Commission and City Council ranked the following as the highest priority items. Additional actions will be completed as resources allow, shown in Chapter 6: Implementation.

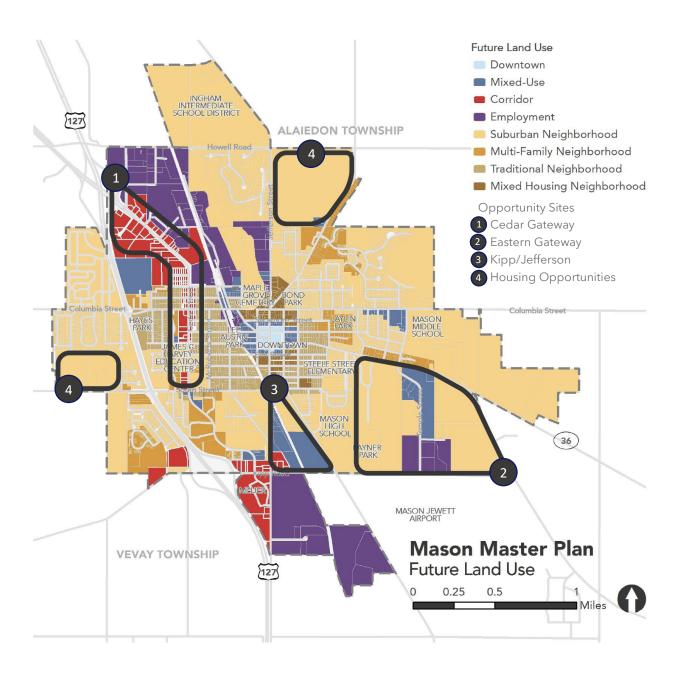
WEI	COMING   Promote Mason as a welcoming and vibrant place
MP2023- W2.1	Adopt a Public Participation Plan and Communication Strategy (PP/CS) to ensure actions are taken in collaboration with the community and that the community is informed.
MP2023- W5.1	Zoning Update: Update subdivision and zoning ordinances to simplify and expedite plan reviews and approvals.
MP2023- W5.2	Create a comprehensive Guide to support businesses and property owners through the various City permitting requirements - zoning, building, storm water, water and sewer, right-of-way, etc.

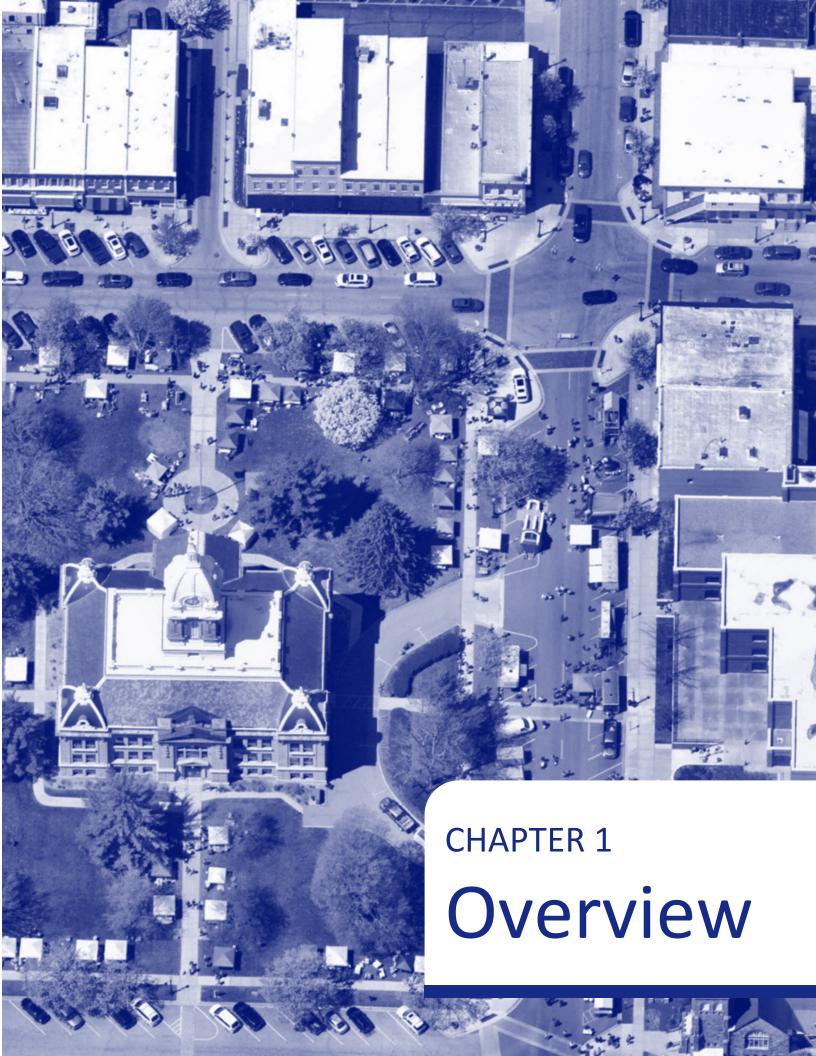
CHARMING   Preserve Mason's neighborhoods and small-town charm.	
MP2023- C1.2	Establish a voluntary fire inspection program for downtown structures.
MP2023- C1.3	Zoning Update: Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to adaptive reuse of historic structures
MP2023- C2.2	Create resource list for historic preservation including summary on available tax credits and support applications for funding related to historic preservation in the community.
MP2023- C3.1	Zoning Update: Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to housing.
MP2023- C4.1	Zoning Update: Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to walkable site design.
MP2023- C5.1	Zoning Update: Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to prioritizing street character

	SAFE	Provide forward-thinking delivery of City services.
N	MP2023- S1.2	Utilities Asset Management Plan to include enhancement to water treatment (quality, lead service lines, distribution, wellhead protection), expansion of the wastewater treatment plant, and improvements to the stormwater collection system.
N	MP2023- S3.1	Zoning Update: Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to future land use and infrastructure capacity.
N	MP2023- S5.1	Adopt a Public Participation Plan and Communication Strategy (PP/CS) to ensure project development and feedback includes users and city staff. <b>Tied to MP2023-W2.1</b> .

# **Future Land Use + Opportunities**

One of the most effective ways for the City to manage change is through a future land use plan and requisite changes to the Zoning Ordinance. A Future Land Use Plan is a long-range vision of how land uses should evolve over time. It provides the framework for the Zoning Ordinance, which is the legal document that regulates property use and development. The land use plan below is discussed further in Chapter 5 and considers the four Key Questions and three Guiding Principles noted above to ensure Mason remains a Welcoming, Charming, and Safe community into the future.





## What is a Master Plan?

A Master Plan is a guidebook for Mason's decision-makers based on the community's vision of the future. The Master Plan provides actionable steps and helps officials decide how to direct city funding, what initiatives to take on, and tangible goals and milestones. This document is required by the State of Michigan per the Municipal Planning Act, Public Act 285 of 1931, as amended. While this plan considers the future of Mason in twenty years, it is reviewed every five years.

#### Intent

The intent of the Mason Master Plan includes the following priorities:

- 1. Ensure the city remains a highly desirable community in which to live, work, operate a business, and visit.
- 2. Unify the community behind a common vision and set of goals and policies.
- 3. Address the desires and needs of the residents, businesses, and property owners to preserve and enhance the character of the community and natural aesthetics.
- 4. Provide a land use pattern which will result in a sustainable community with a diversified tax base and support the desired facilities and services with reasonable tax rates.
- 5. Present an urban framework and future land use map that illustrates how the city desires future development, redevelopment, and other land-based changes to occur.
- 6. Provide a legal basis for zoning and other regulations for the type, intensity, and timing of development.
- 7. Address the status and needs of infrastructure, recreational amenities, and public services.
- 8. Assist City Council in preparing priorities for budgeting, legislation, and oversight of city administration.
- 9. Guide staff by providing a vision and purpose to drive initiatives and provision of services.

#### Use

City leaders, elected officials, staff, and the community should look to the Mason Master Plan as the guide for important policies and decisions. The City will use the plan and its supplements for the following:

- Provide a framework and common goals for all city plans
- Guide policy decisions
- Inform changes to city regulations
- Inform the City of Mason's resource and budgeting decisions
- Evaluate and measure progress toward achieving citywide goals

## **Relationship to Prior Plans**

Planning is a process, arriving at a land use and policy document through rounds of analysis and engagement. Each planning effort builds on previous plans.

There are multiple tiers that lead to ultimately implementing an action:

- 1. **Authorizing Documents**, such as the City Charter, set laws and regulations for development and distribution of services.
- 2. **Visioning Plans**, such as the Master Plan, guide officials based on Mason's community vision.
- 3. **Community Plans**, such as the Sub- Area Plans, determine which projects are of greatest importance for a designated service or area.
- 4. **Resource Plans**, such as the Capital Improvement Program, inform how the city budget will be spent.
- 5. **Implementation** includes City Council authorization to initiate the action and staff management to complete it.

Some plans that factored into the Mason Master Plan include the following:

• 2022 Capital Improvements Program: Capital improvements impact anything from streets to public buildings to parks and closely align with this document's Action Plan (see Chapter 5: Implementation).



- 2020 Parks, Recreation and Non-Motorized Transportation Plan: This plan focused on several critical factors; address current problems, forecast future problems, and provide information to make sound decisions on spending and policy moving forward as it relates to the Mason-owned and operated parks and non-motorized transportation facilities. These were considered when discussing several tools for Mason's overall transportation network (see Chapter 3: Place)
- <u>2014 Master Plan Update</u>: The prior Master Plan effort updated the 2010 Master Plan to reflect the overall goals and objectives of Mason. Action steps and areas of interest were then identified using this guide, which became the building blocks for the goals, objectives, and actions of this plan. This plan replaces the 2014 Master Plan Update.

## **Planning Process**



## **STEP 1: KICKOFF,** Fall 2021

The 2022 Mason Master Plan project and Zoning Ordinance update was introduced to City Council and the Planning Commission.



STEP 2: INITIAL COMMUNITY ENGAGEMENT, Spring 2022

Community members shared their thoughts on Mason today and in the future via a survey.



**STEP 3: FOCUS GROUPS,** Spring/Summer 2022

Using online platforms and in-person meetings, over 20 focus groups were held with residents, business owners, developers, and regional entities to discuss key policies.



**STEP 4: ENGAGEMENT VETTING,** Summer 2022

Using social media, surveys, and office hour discussions, the planning team vetted specific strategies with the public.



**STEP 5: PLAN VETTING,** Summer/Fall/Winter 2022/2023

The public, City Council, Planning Commission, and city staff reviewed the draft 2022 Mason Master Plan.



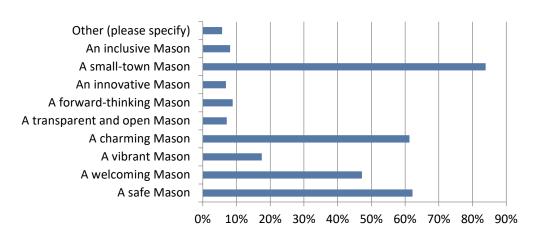
**STEP 6: PLAN ADOPTION,** Spring/Summer 2023

Vetted the final version of the 2022 Mason Master Plan at a Planning Commission public hearing and adopted by City Council.

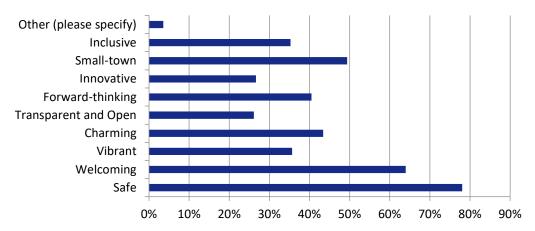
# **Public Input**

Public engagement is an integral phase of the planning process that helps inform the plan's vision. Engagement is used to identify and establish community values. It also ensures recommendations contained in this plan reflect the needs and wants of the community. Extensive outreach was done to ensure feedback was received from at least 10% of City of Mason residents age 10 and older. Of the 1,442 survey respondents, 927 were from Mason residents. These 927 responses were analyzed to identify key community values and opportunities. While the survey was not statistically significant, it was compared to city demographic counts from the United States Census to ensure as many residents were represented as possible through the process. Overall, 9.57% of the Mason population took the Mason Master Plan survey, while another 32 meetings were held with a wide variety of community members. For each question, respondents could check up to 5 options which is why the combined total for each question is over 100%.

Which of these words most describes the City of Mason today? (check up to 5 options)



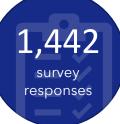
Which of these words most describes the City of Mason you want to see in 20 years?



(check up to 5 options)

32 small-group discussions



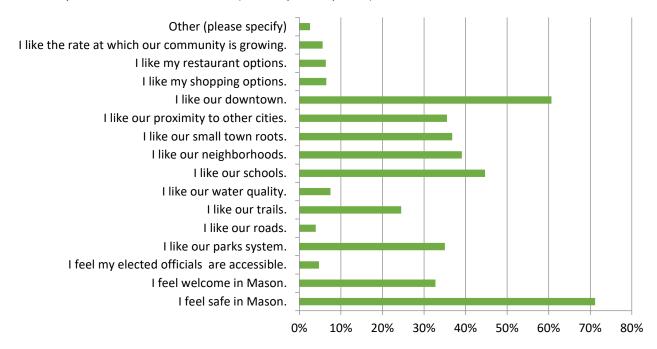




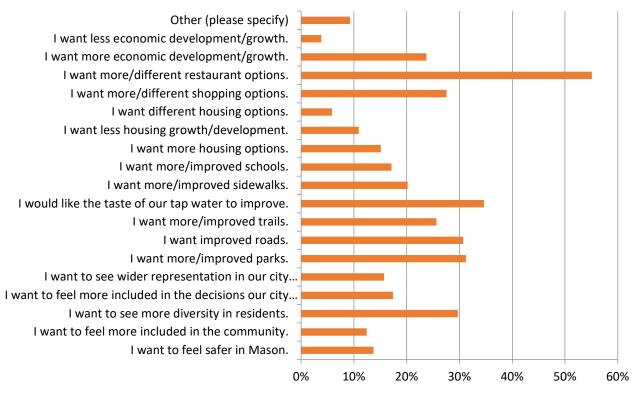




What do you like most about Mason? (check up to 5 options)



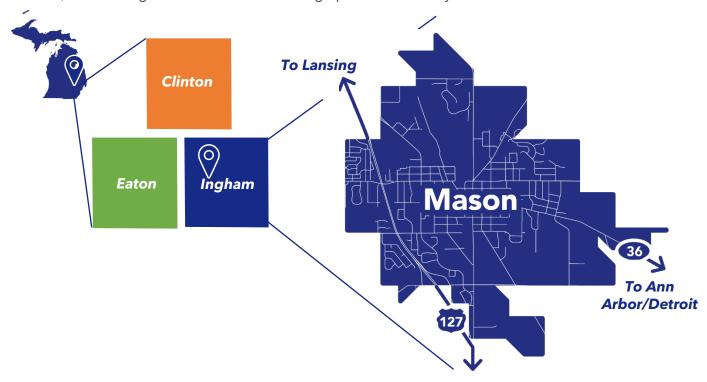
What do you want to see in Mason's future? (check up to 5 options)



The full public input analysis, survey results, and focus group summaries are available in the appendices.

# **Community Context**

The City of Mason is a proud small town, steeped in history and located at the heart of Michigan. Mason is in Ingham County, approximately 18 miles southeast of Lansing and 33 miles north of Jackson. Mason has easy accessibility to U.S.-127 and M-36 (Cedar Street/Ash Street), with the Mason Jewett Airport located just south of the city boundary. At approximately five square miles in area, the city's relatively central location within Ingham County has allowed it to serve as the county seat since 1840. It is home to the historic Ingham County Courthouse, the beacon and cornerstone of the downtown historic district. The Mason community continues to grow within its borders, maintaining the character that is a large part of its identity.



Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC)

Region 7

MEDC RRC provides technical and financial assistance to Michigan communities. Tri-County Regional Planning Commission (TCRPC)

The TCRPC aims to support the Ingham, Eaton, and Clinton counties through economic studies, transportation improvements, and more. Capital Area Regional Transportation Study (CARTS)

The CARTS committee of the TCRPC allocates federal funding on regional transportation projects.

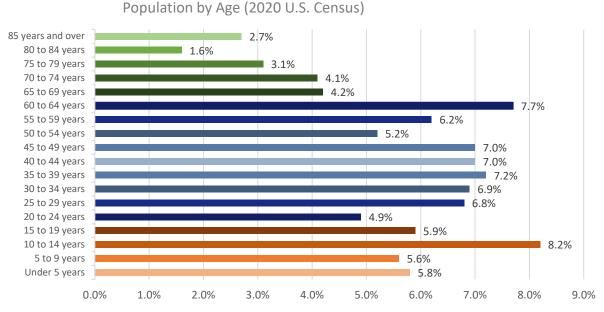
This demographic overview of Mason summarizes data from the 2020 U.S. Decennial Census, American Community Survey, and State of Michigan. Other demographic data pertaining to specific topic areas is provided in later chapters. One factor to consider is that the data in the following pages is inclusive of the 350-400 residents at the Ingham County Jail. This will impact overall participation rates as well as demographics, employment, and income.

#### Growth

According to the <u>2020 U.S. Census</u>, Mason has a population of 8,238 people, which is a slight decrease from the <u>2010 Census</u>. However, the <u>State of Michigan</u> projects Ingham County's population will grow 8.9% by 2030. This population increase could put more strain on the city's streets, parks, neighborhoods, businesses, and utilities.

### Age

One quarter of the population is of school age while another quarter is of retirement age. This diverse age tapestry reinforces the idea of Mason as a family friendly community. Different age groups have different needs. Younger generations indicate the need for quality schools and recreation offerings, middle-age groups require employment opportunities, and older age groups need quality housing in which to age in place.



Source: 2020 U.S. Decennial Census, Summary File 1: Table P12

## **Ability**

As of 2020, 13% of Mason residents have some form of physical or cognitive disability. <u>According to the U.S. Census Bureau</u>, three in four individuals with a disability are 65 or older.

#### Race

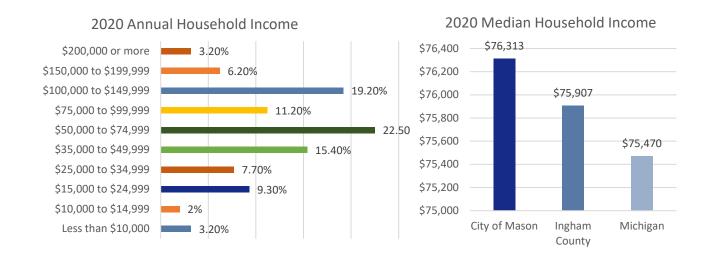
While Mason is a mostly white community, it is also home to people from many different racial and ethnic backgrounds. The information obtained from the <u>U.S. Census</u> provides an opportunity to ensure that planning decisions consider all perspectives.

ı	n	C	O	m	e

2020 U.S. Census Bureau data shows residents in

	2020 Population by Race	Living in Poverty by Race
American Indian or Alaska Native	<1%	15%
Asian	1%	21%
Black or African American	3%	56%
Native Hawaiian or Pacific Islander	<1%	-
White	88%	7%
Two or More Races	6%	-
Other	1%	-

Mason make a median income of \$76,313 which is slightly higher than the median income of Ingham County and the State of Michigan as a whole. Mason's population living in poverty has decreased from 17% in 2015 to 15% in 2020. The U.S. Census Bureau <u>defines poverty</u> as a household who's total income is less than the poverty threshold of \$33,148.



Source: 2020 American Community Survey 5-Year Estimate: Table S1901 for Mason City, Ingham County, and State of Michigan

# **Employment**

<u>The top industries</u> for Mason residents include educational services, health care, and social assistance (29%); finance and insurance, real estate, and rental and leasing (14%); and manufacturing (14%). The number of employed people living in Mason increased 3.8% from 2019 to 2020. Furthermore, the <u>unemployment rate</u> has been cut by two thirds in the past seven years. Mason has a 3.8% unemployment rate as of 2020, compared to 10.7% in 2015. (2020 American Census Survey 5-Year Estimates: Table S2403, DP03)

Many of these employed people commute. In 2020, only 9% of people who lived in Mason also worked in the city. Data from the <u>U.S. Census Bureau</u> shows more people leave Mason for work than come in for work from outside the city. 2,180 people work in Mason but live elsewhere, while 2,613 people who live in Mason work elsewhere. The pandemic has provided an opportunity for rural communities such as Mason to be a place where residents prefer to live while working remotely. Data is currently limited but likely will impact the number of residents commuting for work from Mason.

## Housing

In 2020, 65% of Mason's housing stock dwellings were single-unit residences. An additional 29% was residential buildings with two or more units, and 7% were manufactured homes. Household tenure had a similar split at 70% ownership to 30% renters. 30% of all the residential dwellings were vacant according to the <u>U.S. Census Bureau</u>. However, in 2022 when evaluating water usage, the average vacancy for the year was only 5% for residential users.



Did you know that single family homes in 2021 were approximately 66% of Mason's overall tax base?

Learn more about housing trends, statistics, and recommendations in Chapter 3: Charming.

# **Plan Framework**

The plan's chapters are organized around three guiding principles, nine strategies, and sixteen specific targets:

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# **WELCOMING**

Promote Mason as a welcoming and vibrant place through.

Strategy	Target
Community Engagement: Foster community	W1 Partnerships
ownership and civic engagement through partnerships and communication.	W2 Communication
Downtown + Gateways: Support a thriving	W3 Place Keeping
downtown and vibrant business districts.	W4 Vibrant Business Districts
Access + Proximity: Promote Mason's access to	W5 Local Connections
and as a hub for local and regional amenities.	W6 Regional Connections



# CHARMING

Preserve Mason's neighborhoods and small-town charm through...

Strategy	Target
Historic Preservation: Promote historic	C1: Historic Assets
preservation by leveraging existing assets and programs.	C2: Programs and Partners
<b>Quality Housing:</b> Facilitate housing opportunities for all ages, incomes, and abilities.	C3: Housing Options and Opportunities
<b>Building and Site Design:</b> Promote continued reinvestment through development that builds	C4: Walkable Site Design
upon existing character of neighborhoods and streets.	C5: Street Character



#### SAFF

Provide forward-thinking delivery of city services through...

Strategy	Target
<b>Facilities:</b> Maintain and improve city facilities to be safe and efficient.	S1: Asset Management for Public Services
<b>Infrastructure:</b> Optimizing existing capacity and prepare for growth.	S2: Purposeful, Strategic Growth
	S3: Sustainable City Budget
<b>Investments:</b> Consider long-term efficiency, resiliency, and the next generation's needs.	S4: Design with Community and Users
	S5: Build with the Future in Mind

#### **Land Use**

The Future Land Use plan is a representation of how the city will appear when fully developed. It does not imply that all the changes should occur at once. The Future Land Use plan is the general framework upon which land use and policy decisions for the city will be guided for the next 20 years. This chapter includes zoning ordinance recommendations.

# **Implementation**

This portion of the plan outlines how to address continuous, consistent, and effective use of this document. This document is intended to help prioritize projects, actions, and plans based upon the community's values and vision for the future. This section references available tools and includes a decision-making process for items that may come up that were not anticipated in the plan. This section includes an Action Plan that helps turn the city's Master Plan vision into reality. The breadth of Master Plan recommendations necessitates a condensed list of the major tasks that require action.





# What does it mean to be welcoming?

The City of Mason is a welcoming and vibrant place because of its people. As the community evolves, ensuring Mason remains welcoming for all, requires a commitment to maintaining strong civic engagement, valuing the input of legacy residents and newcomers, and fostering respect and support among neighbors. Mason will strive to promote itself as a welcoming and vibrant place through:

## **COMMUNITY ENGAGEMENT**

Foster community ownership through partnerships and communication.

## W1: Partnerships

The Mason community prides itself on being a welcoming small town. Public gathering spaces, events, and special programming all contribute to the small-town experience by allowing regular opportunities for connections. From the flower beds and planters downtown to the annual parades and festivals, all are the result of time and funding from devoted community members, businesses, and service groups. The City of Mason has developed a strategy of public/private partnership, where the City maintains parks, facilities, and community meeting spaces and relies on private organizations to program those facilities. It is important for the City to document and maintain these strong relationships with entities such as the sports leagues, Mason Area Chamber of Commerce, Mason Sycamore Creek Garden Club, and more. These groups should be included in implementation initiatives (see Chapter 6) and considered when developing regulations to ensure they do not experience barriers when creating engagement opportunities for the community.



#### Art

Investment in the arts can benefit communities in many ways – beautification, overall well-being, tourism, and spending at local businesses. Traditional categories within the arts include everything from visual arts to performing arts to architecture. All play an important part in Mason's local culture.

Mason adopted its current Public Art Program Policy in the spring of 2017 after updating its Master Plan to include public art in its community vision. Combined with the expertise and resources from Lansing Economic Area Partnership and the Arts Council of Greater Lansing, Mason's public art program has made great strides.

During the engagement program for the Master Plan, focus group participants emphasized art as contributing strongly to Mason's sense of place, pride, and welcoming character. Many beautiful sculptures and murals of varying sizes and styles can be seen throughout the city. Property owners and community groups are encouraged to contribute to the ever-growing art installations, and the City should continue to incorporate art into capital improvements, such as the Hayhoe Community Garden Trailhead bridge, through partnerships with artists and arts organizations.

Public art is often free to the public, located outdoors, and accessible to everyone. It provides the chance to share town history and values, showcase local artists, and establish informal monuments. Public art often functions as civic gathering spaces and identifiable meeting places within a city. The <u>2020 Parks, Recreation and Non-Motorized Transportation Plan</u> outlined art as an opportunity space in the Mason parks system and trails, specifically.

#### **W2: Communication**

The City of Mason will be more successful in achieving the goals of this plan by actively communicating and building relationships within the community. Information, especially from the City, should be shared with all residents in the manner that will best reach them beyond the minimum legally required notices and provide regular updates on progress. This requires distributing information in a variety of formats including the city's website, social media, flyers posted in public locations, direct emails, and the U.S. mail.

The City should develop a Public Participation Plan establishing clear expectations for when, how and where information can be shared to ensure residents, partners and groups are afforded an opportunity to participate in the decision-making process. As part of the Public Participation Plan, the City should consider how to develop on-going check-ins related to this specific plan and how we ensure on-going participation in the future of Mason.



Did you know the Michigan Economic Development Corporation has guidelines for public participation?

Learn more by looking at the <u>RRC Public Participation</u> <u>Guide.</u>

The plan also should evaluate the Citizen Request for Action system, training for elected and appointed officials, and citizen trainings to improve communication, access to resources, and provide a better understanding of how the city operates.

The City should also focus on how to integrate new residents quickly into the community, getting them connected to resources and interests. Providing an updated version of the "welcome wagon" that many legacy residents refer to fondly, could be a key opportunity for supporting a feeling of ownership for residents who have invested in the community.

#### **DOWNTOWN + GATEWAYS**

Support place keeping and vibrant, thriving business districts.

## **W3: Place Keeping**

Place keeping can be described as the active care and maintenance of a place and its social fabric by the people who live and work there. Downtown Mason is the community center and has something special that many communities try to recreate. It includes a traditional community square, and a historic downtown surrounded by traditional neighborhoods with easy walking access. Preserving the architecture of the historic buildings such as the Ingham County Courthouse is what makes downtown Mason and its special events and stores a regional destination. To keep the physical space the community enjoys, downtown Mason must continue to be a walkable hub with a mixture of uses and vibrant placemaking. These tactics can extend along strategic corridors that serve as gateways to downtown, such as Cedar, Jefferson, and Ash streets.

# **Maintaining Character**

To attract visitors and maintain existing character easily identifiable by residents, future developments and improvements in downtown and along gateway corridors should promote the following:

- Encourage the preservation of quality building details.
- Incorporate additional (and seasonal) natural amenities and vegetation.
- Support tools and techniques that create attractive and interesting first floors of buildings.
- Improve the coherence of the streetscape to indicate entrance to the district.
- Encourage new development complementary to existing building forms and materials.
- Retain and maintain older structures, especially historic façades.
- Encourage pedestrian-scale design elements such as awnings, façade projecting blade signs, landscaping, benches, and lighting.
- Encourage well-screened service areas: waste receptacles, delivery areas, mechanical equipment, and utilities.

The City should continue facilitating the ability to create unique spaces encouraging people to gather downtown through seasonal decorations, banners, tree lighting, etc. For more on enhancing Mason's small-town character, see <u>Chapter 3</u>.

# **Creative Placemaking**

Art not only builds community connections but can be used as an economic strategy to transform spaces into places. In the fall of 2017, the Arts Council of Greater Lansing launched its Create Place

program and worked with Mason residents and businesses to outline a plan to activate spaces through the arts to drive community and economic development. The effort inspired Mason's Art Alleys – three locations, one on each of the three blocks along Jefferson Street downtown.

The Art Alleys are a source of great community pride. The murals have drawn visitors from throughout the region, served as backdrops for graduation and wedding photos, and led to an increase in foot traffic between businesses. Encouraging businesses to incorporate art or small gathering places into developments will support placemaking efforts. Mason can also use art to create temporary road diets (narrowing of lanes to slow traffic) along main streets, make interactive crosswalks (including art or design to bring more attention to pedestrians), near schools and parks, encourage corner book exchange libraries, and more.



# **Gathering Places**

Providing attractive spaces for people to gather will bring additional patrons throughout the daytime and evening hours. Public spaces should be planned in conjunction with new development and redevelopment of existing sites. Even small sites can provide some type of pedestrian amenity. Outdoor dining/sidewalk cafés add color and vitality to the street and provide an attractive and inviting walking and dining experience. Public plazas, art, or sculpture displays add interest and contribute to Downtown Mason's reputation as a unique business area. Mason should support the creativity of entrepreneurs by allowing them to create unique spaces through test programs (parklets, alley transformations, murals, etc.).

#### **W4: Vibrant Business Districts**

### **Downtown Living**

A robust residential base is a key part of any successful downtown and offers an opportunity for residents who enjoy the vibrancy of downtown that they cannot experience in a traditional single-family home residence experience. A mix of housing types and sizes provides options for all the varied lifestyles that are part of a vibrant downtown. Amenities associated with downtown living include greater access to employment and community facilities as well as a wide range of shopping, entertainment, health, and personal services.

# **Open for Visitors**

Special events, festivals, and fairs are often crucial for local economies. They attract visitors and generate tourism interest. But they also spur local spending and engender positive community identity. An event does not necessarily have to draw many tourists to have a significant economic contribution. When an event is geared specifically for the citizens in and near a locality such as a holiday celebration or fair, the economy can be bolstered by the generated economic activity. The City of Mason can continue to support its business districts by encouraging those who coordinate events to host them in business districts that are best positioned to support them through traffic patterns, open space, parking, and access to businesses. The City could go further by making events in these locations less burdensome by streamlining approval processes and support through city services when appropriate.

## **Open for Business**

The economic stability of Mason directly affects the quality of life experienced by its residents. Economic stability is a function of many elements including property tax revenues, public services costs, employment, and consumer spending.

A comprehensive economic development strategy can focus on how to facilitate growing and diversifying the local tax base, investing in infrastructure that can support the needs of both residents and businesses, creating capacity to support, grow and retain existing businesses within the community and developing a marketing strategy that helps attract new businesses to the community. The Mason Area Chamber of Commerce and Lansing Economic Area Partnership play an important role in this work for the City of Mason that is focused on essential services. The City can help by supporting such organizations and accommodating reasonable opportunities for commercial and industrial land use to strengthen access to jobs for residents. Land use can balance these potential opportunities with infrastructure availability and diverse zoning.

#### **ACCESS + PROXIMITY**

Prioritize local and regional connections.

#### **W5: Local Connections**

# **Neighborhood Connectivity**

Great cities have great neighborhoods. Great neighborhoods connect residents to resources, services, and other neighborhoods. Mason residents value their neighborhoods and want to support continued efforts to keep stable neighborhoods strong and provide additional support for neighborhoods that need it. Each Mason neighborhood has its own character, influenced by the size, age, and architecture of the buildings, the density of homes, the layout of the streets, as well as the access to parks and public spaces.

The phrase complete neighborhood describes dense, walkable, amenity-rich neighborhoods with an abundance of open space. Complete neighborhoods enable residents to access basic needs within a twenty-minute walking radius. By providing a wealth of amenities and housing options in a walkable area, Mason can look to combat segregation by race, economic standing, and better serve the community.

Connected, accessible neighborhoods are welcoming and vibrant through the following priorities:

- Reward short trips by prioritizing investment in local connections between residents and businesses.
- Promote accessible, walkable communities with manageable motorized connections.
- Connect residents to services such as schools, city buildings, restaurants, and businesses.
- Incentivize neighborhood groups and resident-driven efforts to enhance neighborhood pride.



# Wayfinding

Wayfinding is a system of signage to help distinguish directions as well as enhance the experience and uses of spaces. It is an integral part of city planning for both vehicular traffic as well as non-motorized transportation, and it is necessary to help those who are unfamiliar with the area to navigate more easily. It is also an important part of branding. Mason has a set of city-branded sign standards as part of the 2020 Parks, Recreation and Non-Motorized Transportation

<u>Plan</u> and an implementation plan that should be prioritized. Mason must also consider the types of signage that exist in the private realm, and how those signs contribute to the identity of Mason. Highlighting Mason's "front door" on Cedar Street, Kipp Road entry way and the entrance to the downtown is critical to being welcoming to visitors and creating a point of pride for current residents.

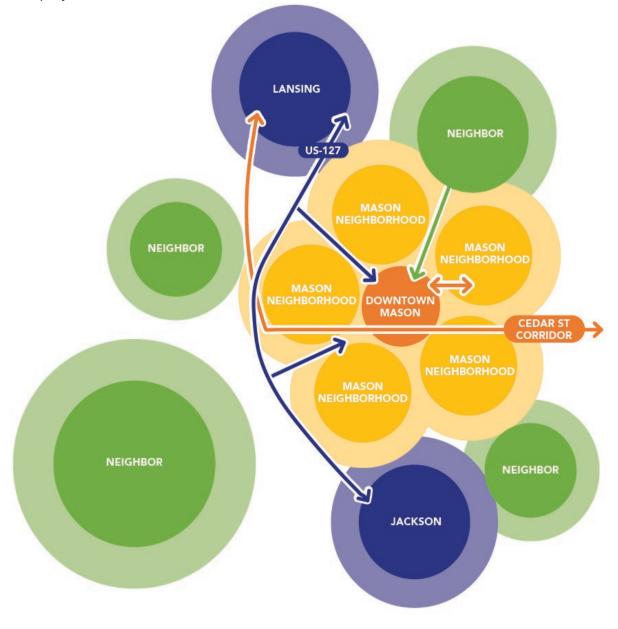


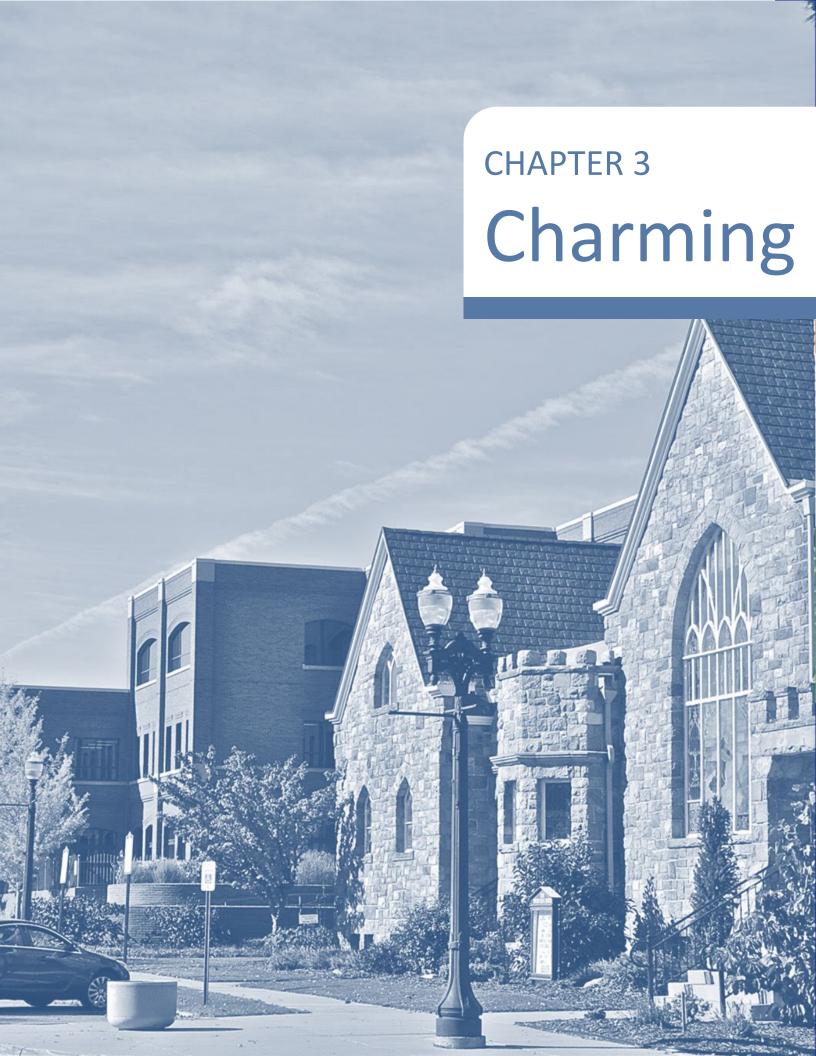
## **W6: Regional Connections**

Mason is a regional hub for many community members in the surrounding townships and nearby villages, especially with attractions such as county services, shopping, restaurants, and specialty stores. Mason has modeled regional partnerships related to fire, facilities, and ambulance services. Regional connectivity often promotes local growth and more efficient use of resources while having the potential to enhance regional economies. Mason Public Schools are a critical part of the community and often share similar challenges with the city. Evaluating partnerships with the school and other regional entities should continue to be a priority to better serve Mason's residents. Those partnerships can be additionally supported by offering a venue for partners to hold regional meetings.

Mason also benefits from being part of a larger regional network, located just 18 miles southeast of Lansing and 33 miles north of Jackson. The large cities near Mason only make Mason stronger and more attractive to its residents. Residents can enjoy the small-town lifestyle surrounded by natural, rural assets and benefiting from the proximity to larger city services. This regional network provides access to many amenities:

- Retail, entertainment centers, and hotels.
- Colleges and universities.
- Parks and trails networks.
- Hospitals.
- Employment hubs.







# What does it mean to be charming?

Small-town charm can have a variety of meanings. In this sense, it refers to the physical form of buildings and creating spaces that look uniform in scope and scale using tools such as architectural style and façade design. Defining the built form of Mason can maintain the "small-town" feeling while the city grows and modernizes.

## **Architectural Style**

An architectural style is a set of characteristics and features that make a building or other structure notable or historically identifiable. Examples of architectural styles include Modern, Traditional, Craftsman, Mid-Century, etc.

## **Façade Composition**

Façade composition is the way the face of the building is organized. A good façade composition is naturally pleasing to the eye and can make the pedestrian feel more comfortable walking in the area.

## **Façade Design**

Façade design is the way in which the overall building composition and the individual architectural details come together to create a unified whole. The façade design may be aligned with a particular style or evoke a certain feeling.

#### **Pedestrian Realm**

Pedestrian realm considers the architectural details, fixtures, furnishings, and site design elements that impact the human experience and how people interact with buildings and circulate through spaces.

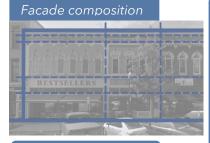
#### **Massing and Scale**

Massing is the size and three-dimensional form of a building. Scale is size relative to something else. Upper story step backs from lower floor(s) are a component of scale that can preserve the pedestrian scale character visible from the street while allowing increased height.

### **Building Materials**

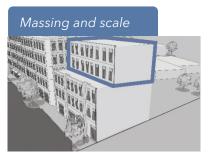
Building materials can be used to reinforce the quality and cohesion of the neighborhood. For example, in Downtown, materials should match the craftsmanship of Mason's historic buildings. They should also be high-quality and durable materials, when possible, to protect the longevity of the structure.









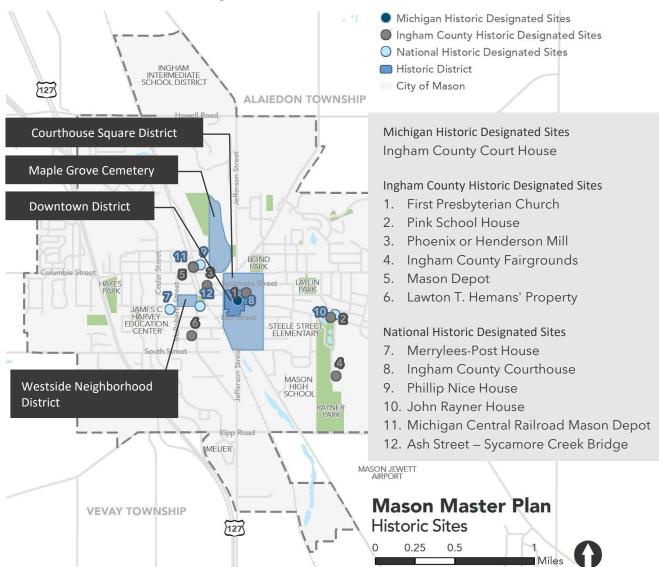


### **HISTORIC PRESERVATION**

Leverage existing assets and programs.

## **C1: Leverage Historic Assets**

Mason is a city steeped in history. In 1836 Charles Noble founded Mason Center, named after Michigan's first governor Stevens T. Mason, in hopes it would become the state capital. He was unsuccessful in that regard. However, he did manage to make Mason the seat of Ingham County. In fact, Mason is the only city in the U.S. that serves as a county seat ahead of the state capital. The central business area began to take shape as early as the 1840s, and many of its buildings today are approaching 150 years in age. Mason has several unique historical landmarks, many of which are included on the National Register of Historic Places.



## **Protecting Historic Assets**

Owning a historic building can be challenging and making investment easier is key to protecting historical assets. The City of Mason may consider establishing design guidelines to assist owners with alterations and improvements to those historic properties. The guidelines serve to guide individuals, businesses, architects, designers, as well as the local historic commission, in making consistent and objective decisions involving work and development within the historic district.

The City is aware of how devastating even a small fire can be within its historic downtown and should start to take steps to empower owners to understand the things they can do to limit their risk. The City should consider a voluntary fire code inspection program that allows business owners to do self-inspection based on a check-list form. The program would be completely voluntary and not require additional staff.

# **Preserving City Owned Assets**

The City owns multiple historic assets within the community from the Pink School House property to the Maple Grove Cemetery. It is important the city sets the model of preserving what is unique in its community.

The city historic structure that is most known and utilized is the library. The structure is nearly 80 years old and in need of upgrades that will support its prolonged use and accessibility for all members in the community.



# **Adaptive Reuse**

Adaptive reuse can create compelling environments that engage broadening lifestyle needs, integrate changing mobility patterns, and connect to a richer context of neighborhoods and infrastructure. Creative adaptation can occur seamlessly, turning aging sites and historic properties into valuable contemporary assets.

Adaptive reuse can be cost-effective compared to tear downs and new builds and should be heavily considered for historic structures and neighborhoods in Mason. Adaptive reuse is also a more sustainable and environmentally conscious way of building. By encouraging adaptive reuse in Mason's Zoning Ordinances, the City will preserve its character and support resilient planning practices.

# **C2:** Leverage Programs and Partners to Protect Assets

Historic districts are essential tools used to preserve the charm that draws people to Mason. They also provide funding opportunities to preserve and maintain historic structures. There are multiple regional, state, and national funding resources available for historic preservation and many require the city to be an applicant to secure the funding. Mason is a part of the Michigan Certified Local Government (CLG) Program, which provides an effective framework for promoting, supporting,

and enhancing historic preservation activities at the local level through exclusive funding opportunities. The city should continue to leverage and promote resources, when possible, to ensure assets are maintained in the community.



Learn more about funding opportunities for historic preservation as part of the Certified Local Government Program at www.miplace.org.

The City of Mason has been very receptive to partnerships with groups to help facilitate the highest and best use for the historic structures it owns. One example of this is the preservation of the Pink School House in Bicentennial Park. The Pink School House is owned and maintained by the Mason Area Historical Society on city park property. In addition, the Mason Sycamore Creek Garden Club has created the Sunflower House, an award-winning children's gardening program, also located at Bicentennial Park adjacent to the Pink School House. Because of these two volunteer groups, the historic asset remains available to the community to enjoy, providing programming for children and families, while limiting the tax burden. It is important that the City prioritize making partnerships such as these feasible and find low-cost ways to support them (for example, maintaining the grounds). If the City were to program those facilities, it would create significantly more cost and less ownership by the community compared to the volunteer run organization. The library is no different and these partnerships should be valued and proactively managed and supported.

Entities such as the Downtown Development Authority (DDA) are also great partners in protecting the city's assets. The DDA has developed multiple programs that assist adaptive reuse of structures, including the Façade Program and the Downtown Liquor License Program. It also funded a façade design study that assists property owners interested in making updates to their buildings. Encouraging the DDA to continue to use its resources to preserve downtown should be a priority for the city.

### **QUALITY HOUSING**

Provide opportunities for all ages, incomes, and abilities.

# **C3: Improve Housing Opportunities**

# **Housing Market Current Trends**

**Household Type:** Most of Mason is comprised of single-family households. However, to meet the needs for a range of affordable housing types and to accommodate the projected population

growth of the county, Mason should consider several strategies to increase housing density and build on the multi-unit styles that are already seen throughout Mason's neighborhoods.

This is consistent with national trends. One in three American households are for single individuals and by 2030, one in five Americans will be over the age of 65. These trends show demand is likely to be higher for smaller homes, walkable neighborhoods, and places for people to age in place (American Planning Association, 2022).

**Vacancy:** 30% of Mason household units were vacant as of 2020, which likely decreased because of the tighter housing market during the pandemic.

Household Ownership: A balance between home ownership and rental opportunities ensures people with different incomes, at different stages of life, and with different ways of life can find quality homes in the Mason community. Mason currently has a 70/30 split in homeowners and renters. As the population grows, Mason will consistently reevaluate this proportion to ensure it matches residents' needs.

Affordability: Mason prides itself on being a great place to live. Part of remaining a great place to live is being a place people can afford to live. In 2020, 21% of residents were considered "cost burdened" – spending over 30% of their annual income on housing. Mason aims to minimize the number of cost-burdened households by expanding the amount of housing provided at affordable monthly costs for residents.



Percent Cost Burdened Households by Annual Income in 2020



## **Housing Need**

The landscape of the American housing market has changed significantly over the past few decades, and Mason already is seeing the effects. Rising construction costs, smaller family sizes, multi-generational living, aging in place, and shifting preferences from suburban subdivisions to traditional city neighborhoods provide Mason an opportunity to capitalize on its existing infrastructure and neighborhoods.

For housing to be affordable for multiple income levels and family types, a balance of owner and renter-occupied units for a variety of incomes should continue to be provided. Smaller families and couples may desire alternatives to single-family detached owner-occupied housing, such as townhomes, flats, cottage housing, and apartments above storefronts. Other households may choose to rent to maintain mobility. As employers seek out new expansion opportunities and work from home positions increase in popularity, nearby workforce housing becomes a critical component to site selection.



WHAT WE HEARD: Developer Focus Group

"We don't have an issue attracting people here-just not enough homes"

"There is a market for smaller units, but costs to build are prohibitive"

"It is difficult to build a home for less than \$300-450,000 with current costs"

- Ingham County's population is <u>projected to grow 8.9% by 2030</u>. If Mason wants to provide the option of living in the community, it needs to offer quality affordable housing.
- One in five Mason residents is living in a "cost-burdened" household, paying over the nationally recommended standard of 30% of their income on housing. To minimize the number of cost-burdened households, Mason needs to prioritize the approval of development with appropriate building typologies and manageable monthly cost ranges.
- Household size has decreased from the <u>typical nuclear family of four to just one to two people</u>. Fewer people per dwelling may indicate more dwelling units are needed.
- People are living longer and staying healthier but they may have accessibility challenges to remain in their current home. Retrofitting their current home may prove challenging, or there may not be enough accessible units available for them to transition to.
- As people are living longer, the housing stock isn't turning over as fast as in prior decades. This
  limits the amount of housing available for younger generations looking for their first home.
  Incomes have not kept pace with housing and transportation cost increases. This has caused
  more households to pay a greater share of their income on housing and transportation,
  becoming "cost-burdened."
- People want to live here! Mason is a desirable place to live for people looking for a "small-town" lifestyle.
- By welcoming more neighbors and different types of housing, there will be more residents to support Mason businesses and city services.

Housing that is affordable for a variety of household incomes is a vital concern when considering the livability of Mason's working and middle class residents, new community members, and seniors. Housing costs are rising faster than most incomes, making attainable workforce housing

a particular challenge. Therefore, housing policy should consider a range of income levels, rental and owner options, and opportunities for residents to build wealth.

## **Housing Options**

Missing Middle Housing: Missing middle housing is a range of multi-unit or clustered housing types—compatible in scale with detached single-family homes—that help meet the growing demand for walkable urban living. These missing middle housing types include duplex, triplex/fourplex, courtyard apartment, townhouse, and live/work units.

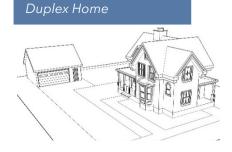
More housing types promote and allow a variety of alternative housing types beyond the traditional single-family home at appropriate locations. By allowing attached units, the city expands the available housing stock for both young families and seniors, increasing the overall demographic diversity of the city itself. Additionally, neighborhood quality can be extremely beneficial to the overall residential culture and value. By enforcing neighborhood maintenance, the city preserves the character of residential neighborhoods and reinforces quality standards for existing housing.

**Downtown Living:** Housing in the downtown area is an opportunity to provide the missing middle housing that often attracts young talent moving into the area as well as seniors looking for less to maintain and access to walkable amenities. Upper floor housing downtown is in high demand and an attractive option for vacant upper stories.

**Infill Housing:** Infill development is a term used to describe buildings created on underutilized and unutilized land in Mason. These developments are created in a way that fits within the existing development pattern that respects the scale, massing, and form of adjacent buildings. Whether one dwelling unit or more, new residential buildings should blend Mason's historic charm with modern design and construction.

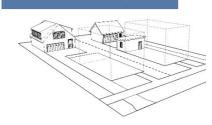
Accessory Dwelling Units: Accessory dwelling units (ADUs) are secondary buildings on a lot with a smaller footprint. These are commonly seen as guest suites or apartments over garages or behind homes. ADUs give homeowners the option of additional rental income or space for family members. It also helps add "gentle density" in a way that is reflective within Mason's existing neighborhood fabric.







Single Family Homes



Accessory Dwelling Units

**Senior Housing:** The senior population in Mason will continue to grow as a percentage of the overall population. The housing needs of seniors is an important part of the commitment to provide appropriate housing choices for all residents. Viable housing options should include

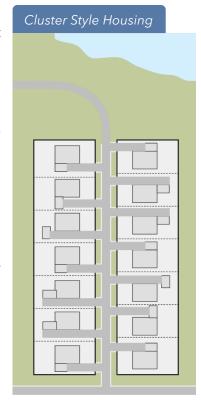
remaining at home, if possible, which is especially important to residents who want to stay in neighborhoods they are most familiar with to be near family and friends. Retrofitting existing homes to be accessible for seniors desiring to "age in place" could include ramps, wider doorways, first floor bedrooms and accessible bathrooms.

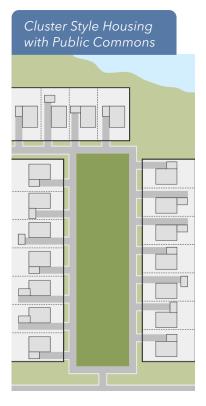
Where "aging in place" is not feasible, special facilities, such as senior independent living, assisted living and congregate care should be considered. Zoning incentives must be provided to allow for these development types. Characteristics of such a site would include adequate size, good road access, and proximity to shopping and services.

<u>AARP's Livability Index</u><sup>1</sup>provides a baseline for assessing local services and amenities that contribute to quality of life, especially for seniors. The Livability Index includes the following categories:

- Housing: Affordability and access.
- Neighborhoods: Access to live/work/play.
- Transportation: Safe and convenient options.
- Environment: Clean air and water.
- Health: Prevention, access, and quality.
- Engagement: Civic and social involvement.
- Opportunity: Inclusion and possibilities.

**Cluster Style Housing-Pocket Neighborhoods:** Cluster-style single-family housing preserves natural features on smaller lots coupled with attached residential townhouses and apartments. In areas where natural features should be preserved, cluster housing on smaller lots for a tradeoff in contiguous open space preservation may be considered.





<sup>2022</sup> AARP Livability Index referenced in the Senior Housing section.

#### **BUILDING AND SITE DESIGN**

Build upon existing character of neighborhoods and streets.



# C4: Walkable Site Design

## Walkability

Safe pedestrian environments are critical to local connectivity and vibrant mixed-use corridors. Pedestrian needs are basic: comfortable, safe destinations within walking distance. Walkable design requires strategic changes to both nonmotorized systems such as sidewalks and motorized systems such as roads. The following are several of the necessary components of an inviting walking environment:

- A mixed-use development pattern that is compatible with walking; trips are short and can be made on foot.
- Continuous sidewalks of appropriate width.
- Safe and frequent locations for crossing.
- Buffers between pedestrians and traffic in the travel lane.
- Interesting and inviting buildings which address the street with observable doors and windows.
- Comfortable places to sit and wait.

**Benefits of Walkable Site Design:** Walkable, pedestrian-friendly sites are more accessible for neighbors, encouraging them to walk or ride from nearby neighborhoods or bus stops, or encouraging visitors to park once and have a friendly way to get between businesses without having to move the car.

- Improve the appearance of buildings and amenities.
- Strengthen the corridor character and neighborhood identity.
- Improve visibility of existing businesses.
- Increase social interaction and physical fitness, diminish crime.

**How to Create Walkable Sites:** To create a more walkable Mason, site designs should consider updating the Zoning Ordinance to:

- Establish redevelopment priorities and promote development where existing infrastructure, such as sidewalks, already exist.
- Regulate access management (driveways) to have consolidated points of entry.
- Integrate housing into and directly abutting traditionally commercial corridors.

### Landscaping

Landscape design enhances the social, environmental, economic, and aesthetic quality of a site. Green space and vegetation, particularly street trees, increase property values, provide more shade, and enhance the pedestrian experience. These areas should be designed to enhance and establish neighborhood identity and invite pedestrian activity. The City should also encourage property owners to integrate appropriate green infrastructure treatments on site or through shared systems with neighbors to improve stormwater management.

### **Parking**

Parking is provided both publicly and on individual sites and could be better shared, signed, and delineated. Future parking design should prioritize the following:

- Landscaped parking areas with well-defined pedestrian walkways and sidewalk screening.
- Utilize trees and planting islands within large surface parking areas to maintain character of area, while also considering maintenance impacts.
- Utilize distinctive surface materials and other techniques to accommodate multiple uses such as public gatherings, recreation, and parking.
- Utilize traffic-calming measures within surface parking areas.
- Utilize on-street parking.
- Place vegetative screening and plantings at appropriate locations around parking areas.

#### **Façades**

Apply some of these tips to achieve a balanced, welcoming façade:

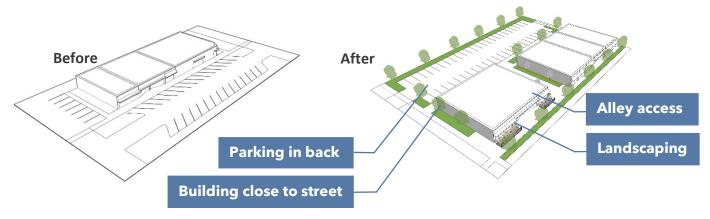
- Align common elements along the street where a distinct alignment pattern already exists.
- Retain the historic integrity of the façade.
- Orient commercial building's active uses and entrances to the street, thus strengthening the street wall and ensuring a distinct character of active, pedestrian-oriented streets.
- Break up building massing with elements such as windows, projecting eaves, and landscaping.

## **Building Orientation and Placement**

The relationship of a building to its site, the public right-of-way and adjacent buildings is a critical component of walkable site design:

- Buildings should be oriented parallel to the main street; buildings located at a corner intersection should have a front façade parallel to both streets when possible.
- Buildings on most downtown streets should be built with little front setback. In locations along
  corridors where an aisle of parking is provided in the front, landscape elements such as walls,
  fences, or plant materials should be used to visually reinforce the established street wall.
- Front façades should occupy the majority of street frontage to eliminate irregularly sized gaps along the street edge. A primary entrance should be provided from the street; secondary

entrances should also be provided in proximity to pedestrian connections, public spaces, and the parking areas.

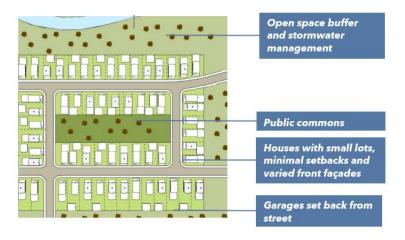


## **Traditional Neighborhood Development**

Traditional neighborhood developments (TNDs) permit smaller lots provided the home designs are reflective of traditional neighborhoods, including inviting front porches, varied architectural design, and minimal front yard setbacks. Often included within TNDs are alleys to provide access to garages, eliminating the visual impact of garages from the street and direct driveway access to streets.

Traditional neighborhoods such as the historic streets surrounding Downtown Mason are loved

because of how they prioritize the community over the car. Streets have sidewalks on both sides and are treelined, providing a well-connected and shaded pedestrian network to support walkability. Homes should continue to encourage walkable neighborhoods by maintaining reasonable setbacks, emphasizing the frontage through details such as porches and yards, and deemphasizing cars by ensuring driveways and garages are focused on the rear of the building.



#### **C5: Prioritize Street Character**

Street character throughout the community is a key component when connecting and creating walkable neighborhoods. Identifying how to maintain street character should be considered when updating the Zoning Ordinance. Streets must be capable of handling traffic capacity, but not at the expense of the overall streetscape. Streetscapes can be used to enhance corridor identity. Streetscape elements include inviting building façades, landscaping, sidewalks, street paving, street furniture, signs, awnings, and street lighting. Crossings, wayfinding, and signage are also important elements.



# Lighting

Lighting promotes activity, establishes a safe pedestrian environment, and provides nighttime orientation. Adequate lighting should be provided along roadways and within parking lots to ensure a safe environment. Traditional lighting and traffic standards can achieve design character consistency. In focus group discussions, lighting was identified as the primary reason someone felt safe in an area.

# Signage

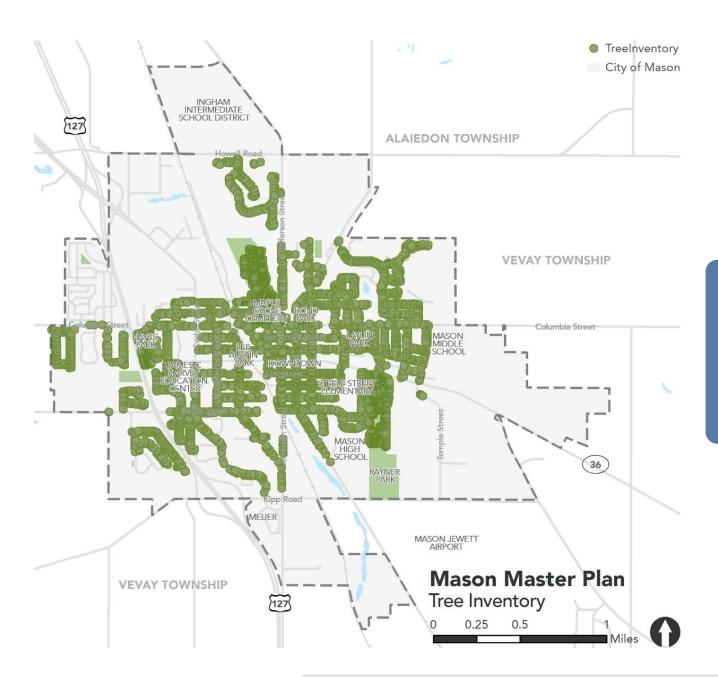
Unique signage can contribute to the entrance to the community, character of the area, celebrate local history, and serve as nontraditional markers for local landmarks. Signs provide an important function of both advertising and navigation by motorists and pedestrians. However, signs often dominate a site and are counterproductive to the primary function of directing patrons. Through careful and well-planned site design, the number of potential signs should be limited. Signs should be integrated with their surroundings in terms of size, shape, color, texture, and lighting and they should not create visual competition with other signs in the area.

#### **Street Trees**

Trees are a vital piece of a city's infrastructure. Healthy tree-lined streets are a key component to creating a more walkable, livable, and sustainable city, providing economic benefits to residents, businesses, and the city in terms of both added value and dollars saved.

Trees play an important role in defining the character of Mason. The tree lined streets serve as an informal "linear park" enjoyed by community members and visitors. In Mason's parks, trees provide shade, assist in preventing soil erosion, and aid in stormwater management.

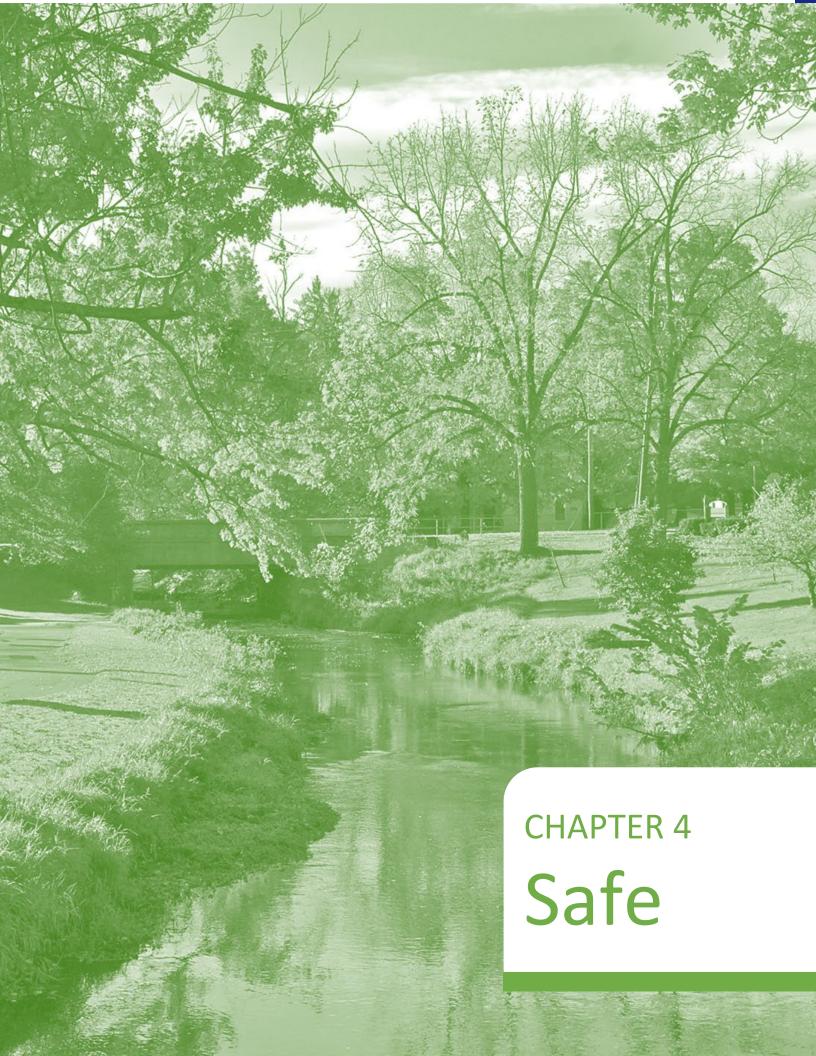
The City of Mason has been named a Tree City USA since 1991. The Tree City USA program is a nationwide movement that provides the framework necessary for communities to manage and expand their public trees.





Did you know that trees provide many benefits? Trees have been shown to increase property values by as much as 15%. Business districts with high canopy can experience as much as a 12% increase in consumer spending. Trees have also been linked to mental health benefits and enhanced perceived safety.

Sources: K. Wolf (August 2007). City Trees and Property Values. Arborist News 16, 4: p. 34-36





### What does it mean to be safe?

When asked about safety, residents regard Mason as a safe place to raise a family. The city is dedicated to being a secure place to live, work, visit, travel, and play. The city has a relatively low crime rate, very few serious traffic accidents, and overall provides essential services that support a high quality of life to create a safe environment. Facilities, infrastructure, and various staff require an ongoing investment to keep a safe community. The city must be forward thinking to anticipate needs and items that may impact our ability to maintain our safe environment in the future. As Mason grows, decision-makers must evaluate investments to ensure that they support the community's vision of maintaining its legacy as a city with high levels of service at the lowest tax burden and with the least amount of regulation.

### **EXISTING FACILITIES AND SERVICES**

Maintain and improve city facilities and services to be safe and efficient.

The City of Mason provides a full range of services. These services and facilities include public sanitary sewer, storm sewer, water, police and fire protection, street maintenance, parks and recreation facilities, and cemetery services. The City has a Council-Manager form of government, where a City Manager manages the daily operation of these services and other functions, and a seven-member city council determines policy and enacts legislation for the city. As such, the City Council is faced with constantly considering the addition to or improvement of services and facilities while maintaining low resident costs.

# **Current Primary City Operated Public Services**

- Public safety (fire and police)
- Utilities (drinking water, wastewater, and stormwater)
- Motorized and non-motorized transportation (streets, sidewalks, trails)
- Parks, cemetery, and forestry
- Administrative services and general facilities (clerk, elections, code enforcement, planning, building, treasurer, assessing, etc.)

# **Current Primary Public Services Partnerships**

- Programming (community groups)
- Shared facilities (library and Mason Public School Administration)
- Internet and communication systems (private utilities)
- Transit
- Waste management
- Ambulance

# **S1: Asset Management for Public Services**

The City currently does not have a complete picture of the condition of all assets owned by the City. A baseline for the condition of equipment utilized and services provided by each department should be established and evaluated on a regular basis. The City should have a detailed asset management plan in each of the key areas that would be more extensive than typical plans including the following:

- Accurate inventory of all assets, including personnel (current training level and expertise of existing staff)
- Standardized maintenance/replacement for all existing equipment/facilities and training needs for existing staff.
- Identification of potential partnerships.
- Evaluation of future growth and anticipated needs.
- Evaluation of resources to achieve current and future goals.
- Evaluation of use of technology like geographic information system (GIS) to support the management of city's assets and provide information for future decision-making.

## **Public Safety**

Public safety is a primary focus of service for the City of Mason. The city's charter enables the powers of the police and fire departments to operate and serve the public. Both departments require regular investment in equipment and personnel to ensure Mason is protecting and retaining its greatest asset – its people!

**Police Services:** In addition to their primary responsibility of maintaining social order, Mason prides itself on providing services that connect with residents through community policing by well-trained, skilled police personnel. Community policing emphasizes initiative-taking problem solving, rather than responding to crime only after it occurs. The approach encourages staff to proactively develop solutions to underlying conditions contributing to public safety problems. The challenges evolve rapidly, and staff is constantly adjusting or training to tackle new public safety trends. The addition and maintenance of the K-9 program is a specific tactic to connect with the



community while providing an additional service related to missing persons that can occur with the city's youth and aging population and increased bomb threats at local schools. Partnering with a non-profit to eliminate the up-front costs allowed the K-9 Program to be feasible and ensured the community was a partner in its creation. This should be a strategy for new efforts when possible.

The City has experienced an increase in resources spent with citizens in crisis. Mason continues to expand training in these areas but is finding limited resources available for citizens after that initial contact. The City should continue to strive for opportunities to grow community

connections proactively instead of reacting. Natural considerations for future partnerships include services related to mental health assistance and a Student Resource Officer available at local school buildings.

**Fire Services:** The City's fire department's paid on-call model is part of the fabric of Mason. In 1867, after a fire impacted the community, citizens banded together and organized, with the City Council, Mason's original Hook and Ladder company. The Mason model of citizen volunteers helping other citizens, in addition to their standard responsibilities, has stood the test of time even as other paid on-call departments struggle to retain team members. While the model keeps costs low, it is essentially another partnership with local employers and firefighters' families to ensure they can respond as needed, without notice. It is imperative that the City models that commitment by continuing to allow staff to be eligible to serve on the fire department as well, when appropriate.

In partnership with the Mason Firefighters Association and due to a civic-minded focus, the fire department excels at connecting with all ages through multiple community events and fire prevention education. In addition to saving lives and suppressing fires, they also consider community-based fire protection and safety strategies. These services operate out of two stations. Station 1 (12,403 square feet) houses the administrative offices, most of the firefighting equipment, and would be a sizable portion of the fire asset management plan. Station 2 currently houses reserve firefighting equipment, training equipment, and a Department of Public Works (DPW) pump. The City plans to relocate the items in Station 2 to the new DPW facility and sell the property to consolidate and reduce maintenance costs.



Currently, the fire service area includes the City of Mason, Aurelius Township, Vevay Township, and a portion of Alaiedon Township for a total of 85 square miles, serving a population of approximately 16,000 residents. The partnerships with these other municipalities have been extremely successful and allow the region to work "smarter" with mutually beneficial outcomes.

The townships receive quality fire service, reduced response times, and reduced insurance rates, while providing revenue to the City to offset costs. This also provides an opportunity for City firefighters to respond to regular service calls that assist with retention, maintain their skills to better serve Mason residents, and utilize equipment that needs to be in service regularly to be effective.



Did you know that paid on-call fire departments have the same level of training requirements as full-time departments at a fraction of the cost?

In 2021, Mason residents paid approximately \$45.55 per capita compared to surrounding full-time municipality's per capita cost of \$150-250 for similar service and response.

Fire equipment and facilities owned by the City needs to be fully inventoried as part of the asset management plan. This has already been completed with the large equipment and a fund has been established to ensure the City can continue with a regular replacement plan that is financially feasible for taxpayers.

## **Utilities: Water, Wastewater, and Storm Water Systems**

#### **Drinking Water**

The City's water system consists of seven wells, two 500,000-gallon elevated storage towers, 600 fire hydrants, one one-million-gallon ground storage tank, and approximately 45 miles of water main service lines in various sizes. The City has a centralized treatment facility; the water is pumped through raw water mains to the treatment plant to remove items as required by the permit.

**Lead and Copper:** The recent rule changes enacted by the State of Michigan require the water utility will, at its expense, replace the entire water service beginning at the corporation valve to 18 inches inside the house if it is found to contain a "lead service line" (LSL). LSLs have been expanded to include services with lead "goosenecks" and galvanized lines that are or were connected to LSLs. There is no longer any distinction between the municipal and customer owned portion of the water service where lead is concerned. This is a significant change for the city and comes with additional costs.

The City is actively investigating the actual number of lead service lines to be replaced. This is to be documented in an asset management plan by January 1, 2025. The plan must also show a schedule of the replacements that must be made at a minimum of 5% per year average, however, all lead service line replacements must be completed within 20 years (by 2045) unless an alternate schedule for replacement is approved in the asset management plan.

The City also has a delineated wellhead protection area and regularly holds wellhead protection

program meetings to ensure the long-term quality of drinking water. A source water protection program also includes management strategies to reduce contamination risk, contingency and new source planning, and public education and outreach.

One of the common topics mentioned throughout the public engagement process was the quality of drinking water in Mason. The supply is clean, safe, and reliable, but the City often receives complaints regarding how hard the water is on fixtures. The City's water is just as safe as bottled water but costs considerably less and has a much lower



#### WHAT WE HEARD

when survey respondents were asked to select top five responses to "What do you want to see in Mason's future?"

35%

of survey respondents said they would like the taste of our tap water to improve.

environmental impact. The City must continue to prioritize regular maintenance and testing throughout the system to improve the identified issues when possible. Having more users of the public water system lowers the operating cost, so providing access to water that residents prefer to drink is crucial to its success. Realistic asset management of the water system is critical to providing a quality service and for setting reasonable, fair rates across various types of users to allow for coverage of fixed and variable costs.

#### Wastewater

The sewage collection and treatment system consist of a 1.5 million gallons per day (MGD) capacity activated sludge treatment plant, 32 miles of sewer line including interceptors, and four lift stations. The plant was originally constructed in its current form in the 1950s and modified and/or expanded in 1975, 1977, 2011, and 2016. The plant treats the wastewater discharges from the entire City of Mason, as well as a portion of Alaiedon Township and a portion of Vevay Township that averages 1.15 MGD.

Wastewater treatment is directly connected to water use because much of the water used by homes, industries, and businesses must be treated before it is released back to the environment. Nature has an ability to cope with small amounts of water waste and pollution, but it would be overwhelmed if the city didn't treat the million-plus of gallons of wastewater and sewage produced every day by Mason users before returning it back to the environment. Treatment plants reduce pollutants in wastewater to a level nature can handle.

During average daily flow rates, the plant operators can use the existing system to treat the water to an excellent quality and meet all discharge permit requirements, even as the plant is well beyond its useful life. Though significant peak flow rates encountered a few times per year exceed the capacity of the treatment system and have resulted in bypass flows to surface water. The City, like most other communities in Michigan, operates under a National Pollutant Discharge Elimination System permit (NPDES) administered by the Michigan Department of Environmental Quality (MDEQ). This permit establishes the allowable effluent levels to be discharged to the receiving waters, Sycamore Creek.

In addition, the City has been operating under an Administrative Consent Order (ACO) since November 11, 2011. The ACO was issued with the intended resolution of the construction of a new plant if improvements to the collection system could not mitigate the capacity issues.

The City is committed to moving forward to improving this service to its residents and has evaluated all the alternatives and determined that it is time to upgrade the wastewater treatment plant facilities. The plant is currently being designed to meet all the permit requirements and ensure that the plant is flexible for future growth of the community. The plant is anticipated to cost the users of over \$28,000,000 to complete and the City has been successful in offsetting a portion of the costs with grants and federal funding.

As part of this project, Mason will require a full asset management plan of the completed plant to ensure that the City maintains the plant as needed and plans for future expenses. The City will also need to evaluate the collection system to determine what regular maintenance is required to reduce infiltration and inflow. Infiltration occurs when groundwater seeps into sewer pipes through cracks, leaky pipe joints, and/or deteriorated utility access holes (manholes). Inflow is stormwater that enters the sewer system through rain leaders and basement sump pumps or foundation drains illegally connected to the sewer.

**Stormwater:** The City of Mason is responsible for the Municipal Separate Storm Sewer System (MS4). The goal of the MS4 program is to reduce the discharge of pollutants to surface waters of the state. MDEQ requires communities to comply with the state and federal stormwater regulations by obtaining a NPDES permit for stormwater. The City has developed a stormwater plan and is partnered with the Greater Lansing Regional Committee (GLRC). Collaborating with other community members of the GLRC has been beneficial to all the communities involved, working

together to achieve a common goal. The stormwater NPEDS requires that each community develop several different programs within their stormwater plan.

The City's MS4 consists of approximately 231,800 linear feet (43.9 miles) of concrete and plastic drainage pipes ranging from 6 inches to 42 inches in diameter, with some corrugated metal pipes up to 72 inches in diameter. The system has 1,026 stormwater catch basins that collect stormwater and debris from roadways, parking lots, building roofs, sump pumps, and some low-lying areas. The collected stormwater flows into the Sycamore Creek, Willow Creek or Rayner Drain.

### **Transportation: Streets, Sidewalks, Trails**

#### **Streets**

The City of Mason contains both public and private roadways. Public roads are owned and operated by the Michigan Department of Transportation (MDOT), the Ingham County Road Commission, and the City of Mason. Private roads are owned and operated by private developments and homeowner groups. The City currently maintains 12.25 miles of major streets, 19.78 miles of local streets, 2.21 miles of cemetery drives, and 3.32 miles of non-motorized trail. Mason collaborates with MDOT to maintain and monitor the health of certain roads and corridors. To define priorities for the local street and major street rehabilitation programs, the City has a formal asset management program that categorizes roads based on their Pavement Surface Evaluation and Rating (PASER).

Street maintenance and improvement is a predetermined budget priority for the City of Mason and the City's Charter. Mason voters have approved that a minimum value equal to 4 mills be allocated to road projects every year.

#### City Charter Sec. 8.4. Adoption of budget. (Excerpt)

The budget resolution shall include a minimum appropriation of money for the street construction program equal to 2/5 of one percent of the taxable valuation of all non-exempt real and personal property in the City

This is unique language that many communities are considering modeling due to deterioration of their street infrastructure and limited funds. At the time the language was adopted, the amount allocated funded a 20-year street program. With increasing costs, the program is now closer to funding a 25- year street program. The program needs a full evaluation to determine all street assets, conditions, and anticipated repair schedule and costs. This will be a critical part of the asset management process related to streets.

The City has staff now who are trained to do a Pavement Surface Evaluation and Rating (PASER) to ensure regular evaluations and adjustments occur. The prioritization of streets must consider investments needed in underground infrastructure to ensure regular maintenance/replacement and limiting the impacts to residents.

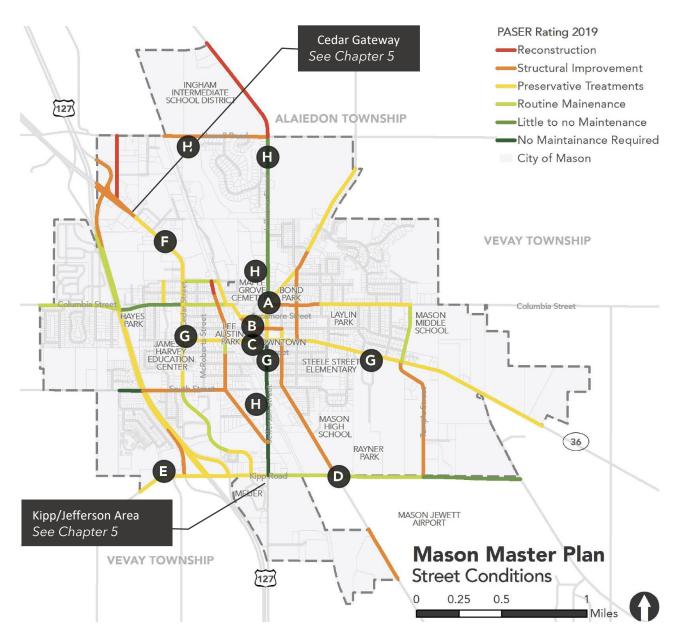
### **Toward Zero Deaths (TZD)**

An important component of road improvements is safety considerations. TZD is a strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all. This goal has been adopted by MDOT and Tri-County Regional Planning Commission which provide funding for various projects. The City may consider adopting TZD strategies when evaluating projects in alignment with these entities.

### **Complete Streets**

Complete streets are designed to enable safe and efficient mobility for all users, from vehicles to bikes to pedestrians. Using this model, roads are meant to:

- Be safe and accessible for all members of the community.
- Be soundly designed and well maintained for lasting investment.
- Be developed in partnership among city agencies, communities, and other stakeholders.
- Promote equitable access to the amenities of the city.
- Expand travel options to increase mobility and improve public health.
- Strengthen the community by promoting human interaction and reflecting local character.
- Protect and enhance the environment.





WHAT WE HEARD: Safe Focus Group

Concerning areas related to traffic, lighting, and walkability:

- A Five-way: Jefferson, Okemos, Columbia
- B Five-way: Park, Maple, State
- C Intersection of Park and Ash
- D Intersection of Kipp and S. Barnes St.
- Franklin Farms Connection to Kipp

- Walkability: Cedar Street, limited buffer to sidewalk
- © Visibility: Rayner Park Entrance, Cedar/Ash, Oak/Jefferson, various intersections with landscaping
- H Increased Lighting: Trailheads, North Jefferson

### **Multi-Modal Transportation**

Multi-modal transportation provides multiple ways for residents to move throughout their neighborhoods. It includes motorized transportation, such as roads and public transit routes, and non-motorized transportation, including sidewalks, trails, and bikeways. Several strategies for Mason to use when designing roadways include:

- Promote diverse transportation modes that are safe, low-cost, and reduce vehicle miles traveled to connect people to jobs, education, amenities, and housing.
- Ensure street infrastructure itself is wide and safe for walkers.
- Identify frequency and reliability of bus routes.
- Provide proper non-motorized transportation infrastructure and resources including bike and scooter parking, publicly available bikes and scooters, sidewalks, and trails.

#### Rail

Rail, while privately owned, reduces the use of roadway and is generally a very efficient way to move freight. The existence of rail in Mason is an advantage from an economic development perspective that should be maintained and encouraged through zoning along the rail line. Site selectors often reference rail access as a priority or preference. Allowing for development to continue along the rail is critical to providing an additional economic development element that other cities may not be able to provide.

Funding has been approved to upgrade the Jackson Intermodal Station, which is potentially the southern terminus for passenger rail service between Lansing and Jackson, with Mason being a stop between. While this is unlikely to be accomplished in the near future, investment in rail infrastructure in the State could have a positive impact on Mason.

#### **Transit**

Transit is an important piece of any non-motorized system. The Mason Planning Area is currently served by one public transportation provider, the Capital Area Transportation Authority (CATA). They operate one fixed-route number 46 Mason Limited. This route provides scheduled bus service between Mason and Lansing twice daily, once in the early morning and again in the late afternoon. Locations served in Mason include Meijer, Sycamore and Jefferson, Cedar Street and points in between.

CATA, Meijer, and MDOT work together to ensure coordination on-site at Meijer between bus stops and the park and ride lot. The City can help to facilitate CATA's investments in accessible bus stops while planning for street work.

Additional on-demand CATA services in Mason include the Connector, Spec-Tran, and Rural Service. Rides can be arranged in advance by contacting CATA Customer Service.

#### **Park and Ride**

A portion of Meijer's parking lot in Mason has been designated as part of the Michigan Carpool Parking Lot Program with over 240 MDOT-owned lots with over 15 located at Meijer stores across Michigan. This is a valuable resource for the regional and our residents, as it allows for residents to coordinate ridesharing to reduce overall costs for commute to their work.

## **Non-Motorized Transportation**

A Non-Motorized Transportation System (NMTS) is made up of a network of infrastructure such as sidewalks, pathways, and bicycle lanes that connect people to places, businesses, and resources

throughout the community. The NMTS works in concert with the roadway infrastructure and spans the gaps where the road network does not exist. This is especially important in Mason, where an integral component of small-town character is the ideal walkable downtown with connected neighborhoods.

# **Benefits of Non-Motorized Transportation**

There are several benefits to having a comprehensive non-motorized transportation system including:

- Provides connections between homes, schools, parks, public transportation, offices, and retail destinations.
- Improves pedestrian and cyclist safety by reducing potential crashes between motorized and non-motorized users.
- Encourages walking and bicycling which improves health and fitness.
- Provides options to make fewer driving trips, saving money.
- Research indicates pedestrian and bike-friendly cities have more economic vitality. (Source: Bikenomics: How Bicycling Can Save the Economy)

#### **Components of Non-Motorized Transportation**

 As outlined and further described in the <u>2020 Parks</u>, <u>Recreation and Non-Motorized Transportation Plan</u>, a nonmotorized network include many types of infrastructure. This includes sidewalks, bicycle lanes, shared use paths, side paths, paved shoulders, and shared lanes.

**Sidewalks:** The City of Mason has a very good existing sidewalk system. A large majority of the streets within the city have associated sidewalks. The city currently operates a sidewalk maintenance program, in which the city is divided into quadrants. This program then defines which years any maintenance projects are to be completed within those quadrants.

- The city also ensures that any road project takes the sidewalks into account and coordinates any sidewalk projects along with the road construction.
- The sidewalk environment should be at an appropriate width that provides ample space for all pedestrians and non-motorized modes of transit. Landscape buffers such as trees or shrubs create a feeling of safety for the pedestrian,













increasing walkability and improving their overall walking experience. Connection improvements should prioritize sidewalk maintenance and continued connectivity between schools, parks, residential areas, and the downtown district.

**Trails:** Trails provide people of all ages with attractive, safe, accessible, and low- or no-cost places to cycle, walk, hike, jog, or skate. Trails can benefit the community's public health, economic and transportation initiatives, and add to community pride. The City of Mason has successfully built 3.32 miles of non-motorized trail with three trailheads that make up the Hayhoe Riverwalk Trail. Regular maintenance and creating internal connections to the trail are essential to fully leverage this asset.

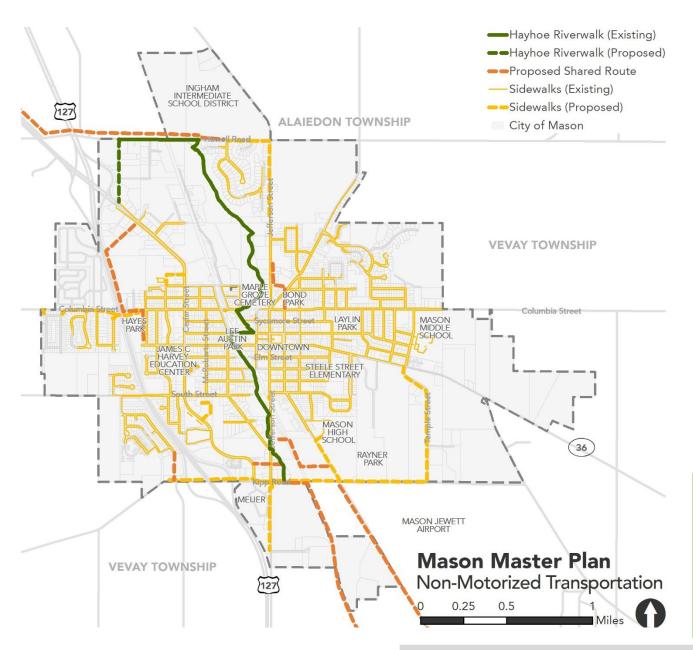
In addition, the regional efforts include connecting Mason's trail north to Lansing via the Delhi Township trail system and connections south to Vevay Township and the City of Leslie. This will likely lead to more visitors to Mason and connections to businesses from the trail will also be important to capitalize on the potential economic impact.

These priorities are identified in the City of Mason's five-year Parks, Recreation, and Non-motorized Plan 2020-2024 which prioritized needs using the 5C's: Compliance (ADA), Condition, Capacity, Cost, and Community Input. The following items were identified in the Plan's objectives and goals related to **non-motorized efforts** that should be incorporated in any asset management plan:

Objective	Goals	
Sustain Existing Facilities	Ensure 100% of neighborhoods have non-motorized connectivity to facilities within 10 years by connecting sidewalk and trail gaps between parks.	
Future Expansion of Facilities	Create regional non-motorized connections.	



Do you want to learn more about the specifics of non-motorized transportation improvements in Mason? See the 2020 Parks, Recreation and Non-Motorized Plan. 2020 Parks, Recreation and Non-Motorized Plan



### Progress Note:

Plan drafted in 2020 and some gaps have already been filled that are updated here!

# Parks, Cemetery, and Forestry

The City of Mason owns and operates eight municipal parks within the city limits totaling 92.74 acres and includes a wide variety of seasonal recreation activities. Mason currently maintains sidewalks along most of the 12.25 miles of major streets and 19.78 miles of local streets. In addition, there are 2.21 miles of cemetery drives.

#### **Parks**

Initiatives related to Parks are identified City of Mason's five-year Parks, Recreation, and Non-motorized Plan 2020-2024 evaluated parks and prioritized needs using the 5C's: Compliance (ADA), Condition, Capacity, Cost, and Community Input. The following items were identified and prioritized as the action steps necessary to meet the Plan's objectives and goals related to **parks**:

Objective	Goals	
Sustain Existing Facilities	Bring 100% of facilities into a state of good repair within 10 years through renovation or replacement.	
Future Expansion of Facilities	' I rocidonte	

Projects will be expedited as funding becomes available and subject to the capacity of city resources. Funding for the projects listed here will come from the General Fund, Act 51, DDA funds, the Iva Bond (IB) Fund, grants, private donations, and a 2021 approved dedicated park millage. Projects in later years of the Capital Improvement Program (CIP) may be moved up and completed sooner if additional funds become available. The citizens of Mason voted to support a five-year 1 mill millage for City owned park, trail, and pathway capital improvements estimated to raise approximately \$230,000 annually. The plan calls for more investment than will be available from the five-year millage. The city has the intention of asking voters to extend the millage if it meets the community's expectations for improvements in the first five years.

Society is becoming increasingly more aware of the many benefits provided by open space and recreation. It is the city's goal to actively promote these benefits for the public's well-being in the

form of providing and developing recreational areas and activities.

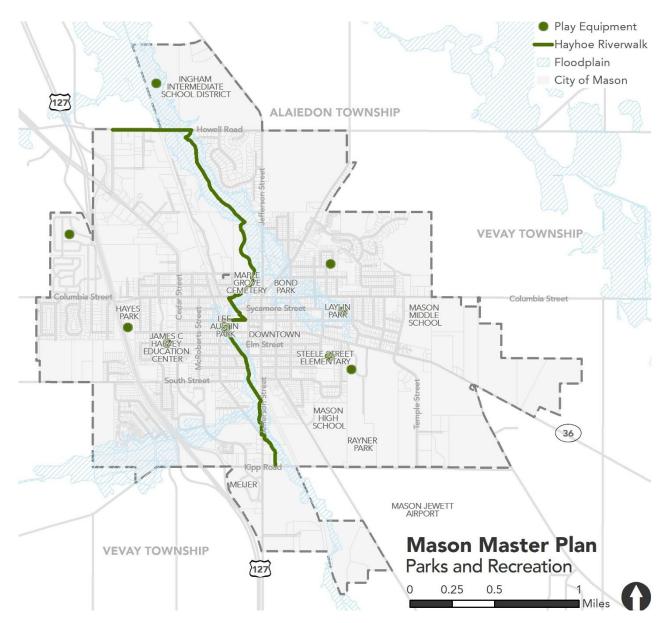
Physical and Mental

- Physical and Mental Health Benefits: Communities have placed an increased value on outdoor activities.
- **Economic Benefits**: Parks and open space increase the value of neighboring residential and commercial properties. Studies have shown that businesses are drawn to communities that provide quality lifestyles for prospective employees.



Did you know the one of the City's parks is Bicentennial Park, where the Pink Schoolhouse that was used in the late 1800s, is located? This an ideal partnership model with the Sycamore Creek Garden Club to program and facilitate increased services to residents without the increased tax burden.

• **Environment Benefits**: Trees reduce air pollution and water pollution, green spaces make cities cooler, and they are a more effective and less expensive way to manage stormwater runoff and flooding than building systems of concrete sewers.



#### Cemetery

Cemeteries were the first public parks. The great rural cemeteries were built at a time when there weren't public parks, art museums, or botanical gardens in American cities. Suddenly, there were large expanses of ground, filled with beautiful sculptures and horticultural art. People flocked to cemeteries for picnics, hunting and shooting, and carriage racing. These places became so popular that not only were guidebooks issued to assist visitors, but also rules of all kinds were posted.

The City of Mason's Maple Grove Cemetery was no exception to this national trend. Established in

1844, it covers approximately 38 acres with additional acreage available for expansion. Sycamore Creek flows along the eastern edge of the property which is important to the development of the Hayhoe Riverwalk Trail throughout the city. Approximately 50 burials are performed on average per year. The older portion of the cemetery has been listed on the National Register of Historic Places.

	LOTS SOLD	BURIALS	CREMATIONS
2021	40	46	59%
2020	24	60	49%
Prior to 2020	Average 12- 15	N/A	N/A

Today, cemeteries have many benefits that residents enjoy:

- A deep historical connection to the local community. They bring residents closer to an understanding of the past and provide insight into how people within the area used to live.
- A place of serene remembrance, allowing visitors to enjoy time with loved ones without considering the daily responsibilities or activities later in the day.
- An important significance for families with loved ones buried in the area. Local cemeteries can
  help offer a space that brings comfort to families and community members as they struggle
  with their grief while remembering loved ones. It can provide a serene environment in which
  to place flowers on important occasions and to spend time speaking on a spiritual level with
  the person who has passed.
- Beyond their functional value as an area to bury loved ones, cemeteries can act as a place of memorial.

Above all, the city must preserve and enhance the location to be an appropriate host of ritual events for families and post-funeral events, allowing families to give their loved one a respectful and dignified burial process. As part of the asset management process, the city must consider maintaining the area, performing needed upgrades to maintain it as a point of pride, consider strategic expansion of lots, and explore options for burials as trends shift toward more cremations. In 2022, the City committed to the building of a few columbariums to provide an alternative to traditional lots and may need to consider adding in the future more depending on the need.

#### **Forestry**

Street and park trees provide plenty of benefits in terms of planning and environmental wellness, such as shade from heat and relief from humidity, making streets more walkable and bikeable, and even lowering the average electricity bills of surrounding households. They also play a key role in lowering the average driving speed on a road, making roadways safer for pedestrians and drivers alike. There's even evidence in some studies that street trees improve the health of nearby residents and increase property values of an area. (Source: The Value of Street Trees, Oakland County One~Fifteen)

The City of Mason is fortunate to have many beautiful, desirable streets and shaded parks due to the investment in trees over the years. The city has been named a Tree City USA since 1991. The

Tree City USA program is a nationwide movement that provides the framework necessary for communities to manage and expand their public trees. The city must continue to maintain this asset through regular assessments of tree health, prioritizing funds to



Did you know that about a third of the over 150 Citizen Action Requests received by the City in 2021 were related to tree trimming or removal?

trim and remove trees when needed, tracking removal/replacement, and setting planting/diversity of species goals. Trees should be a consideration in all public projects and improvements to public spaces. See page for page 45 for a map of tree locations.

#### **Public Works Department and Motor Vehicle Pool**

Many of the staff charged with implementing the areas previously discussed fall under the Department of Public Works and involve multiple facilities with various equipment is stored across the city. The current facility is beyond its useful life without significant investment and may need to be relocated to allow for the Wastewater Treatment Plant to be expanded. This new facility will house all public works activities and equipment for the future needs of the city. A full asset management plan for the facility will be required as part of the project.

The City's Motor Vehicle Pool (MVP) consists of over 59 trucks, cars, and pieces of motorized equipment. Each vehicle has a lifespan determined by a combination of information from the manufacturers, condition based upon maintenance records including number of miles/hours between repairs, and the trade-in value compared to estimated maintenance costs. The primary goals are that the vehicles in the MVP are safe, reliable and provide the necessary functionality at an economical cost.

#### **Administrative Services**

Administrative Services encompasses planning, coordinating, and implementing a broad range of actions that allow the City of Mason to operate efficiently and effectively for its citizens. Some of the services that directly impact residents include elections, freedom of information requests, code enforcement, planning, building, assessing, collections, purchasing, and more.

The city has experienced changing requests for services and should evaluate investment in these areas to maintain service levels. Some examples include:

- FOIA Requests: The City saw a significant increase in FOIA requests in 2021 with the highest ever requested at 163. 70% were related to the police department. Staff is now averaging 120-130 requests a year, and that is requiring considerable administrative resources. Finding ways to make information more accessible or easier to redact should be a priority for the City in the future.
- Absentee Voting: Due to legislative changes impacting elections and voters not being comfortable voting in person during the COVID-19 Pandemic, the City saw a large increase in the number of residents requesting absentee ballots. In 2018, there were 1038 absentee voters. In 2020 there were 3169 registered voters with 2874 choosing to be on the permanent absentee voter list. Election processing workload has shifted dramatically to staff instead of election workers who can participate only on the day of the election. Additional legal changes to the voting process recently, will likely only increase strain on the City during elections. Having the flexibility to shift resources and adapt to these types of changes will be critical to maintaining operations in the future.
- Payment Trends: More residents continue to shift to auto pay, credit card payments, online payments, and paperless billing. This method is easier for the customer, but it has not reduced the staff time to reconcile the accounts; and costs to cover fees have increased. This is an increase in cost to the City to provide convenience to the customer and is not personnel cost or time associated with processing payments.

The City needs to consider continual investment in digitizing and improving citizen access to records through various systems.

## **Service Partnerships**

#### **Ambulance Service**

The City of Mason and surrounding townships have benefited from a locally owned ambulance service that charges the user only for service for many years that closed their business in 2022. As the industry evolves and becomes more challenging, the City of Mason may be faced with whether the users alone can support having a provider in the area. The current short- term contract will provide more data to evaluate the actual costs for service. Any future discussions regarding medical response services should be evaluated with service area partners with a goal of keeping costs limited to taxpayers while ensuring they have an appropriate response time in an emergency.

### **Communication Systems**

Wi-Fi & Broadband: One in ten Mason households didn't have access to internet in 2020 according to the <u>2020 U.S. Census</u>. Reliable and fast internet is a luxury. Faster speeds and download times can result in higher bills, yet fast and reliable internet is often needed for remote working and learning, or even finding new jobs. Considering safe, public hotspots may help to increase internet availability in Mason, especially in times of interrupted service. These locations can also serve as public charging stations and information hubs during times of emergency.

Network Capabilities: Upgrading network infrastructure allows more flexibility in choosing new tech investments. Upgrading provides better, more efficient hardware with less chance of failure. It also gives access to more computing power and storage space. Downtown Mason has access to a fiber optic network that can be marketed to employers, businesses, and residents to maximize internet speeds. Working to facilitate additional investment by companies providing these services should be a priority for the city.

### **Waste Management**

It is important to reduce waste to avoid sending unsuitable materials to landfills, to reduce soil and groundwater contamination, and air pollution.

Composting is a sustainable method of disposal intended to reduce the amount of food waste being sent to landfills. In the U.S., 30% to 40% of the food supply is never eaten, wasting the resources used to produce it and creating many environmental impacts. Food waste is the single most common material landfilled and incinerated in the U.S.

The City currently contracts for waste removal, for most city residents, to reduce costs of individual contracts with a provider. In the current contract, recycling is provided free to residents who were eligible for waste removal and the city saw a large jump in participation in the program. Continuing to provide



# **4.4 LBS**

The average American generates 4.4 pounds of trash per day.



# 20-30%

Composting food scraps and yard waste can reduce 20-30% of what is typically thrown away.



# 67%

Of eligible **Mason households** are participating in recycling program as of 2022, compared to Michigan's recycling rate is estimated at 15-20%, one of the lowest in the country.

easy access opportunities to reduce waste and/or to encourage more recycling locations throughout the community can have a long-term impact on the environment.

#### **INFRASTRUCTURE**

Optimize existing capacity and prepare for growth.

# S2: Purposeful, Strategic Growth

#### **Past Growth**

#### History

Portions of the developed areas of Mason are a result of "425 Agreements" with Vevay Township. Public Act 425 of 1984 enables two local units of government to conditionally transfer property by written agreement for the purpose of economic development projects. These agreements are partnerships for the provision of services within the specified 425 agreement areas. An agreement typically specifies the land uses permitted, the provision of urban services, the governmental jurisdiction, the duration of the agreement and the fate of the property at the end of the agreement. During the period that a particular agreement is in effect, the municipal boundaries of the respective municipalities extend to encompass the agreement acreage. As part of the conditional transfers of the properties to the City, both municipalities receive certain tax revenues, and the City is the primary body responsible for public services to these properties.

Since 1989, the city and townships have entered into five such agreements that account for, in part, Kipp Road development including a large retail store and auto part manufacturer, Eden Road

development including a packaging plant and concrete manufacturer and a large are of

predominately agricultural lands east of the City.

#### **Current Goals**

While Mason has entered into Public Act 425 of 1984 Agreements and annexed property in the past, the intent of this plan is to maintain the current city service boundaries and encourage redevelopment where Mason already provides infrastructure. By ensuring Mason grows from within and promoting a service boundary, Mason can preserve the city's rural landscape which residents love. It also limits sprawl, which can result in an overextended infrastructure network,

higher taxpayer costs, and environmental ramifications.

When considering a request expand service boundaries, priority should be set on the following:



Did you know the Tri-County Regional Planning Commission has created a growth plan for the larger regional areas? See the 2005 Tri-County Growth Plan for more information.

- Utilities should not be extended without the property being required to pay all City property taxes.
- If a Public Act 425 of 1984 agreement is put in place:
  - o The term should include a limited amount of time when the township is made no more than whole on their tax rate.
  - When the plan expires, the property should transition to paying full taxes for the property to the City to fund the services the City is providing, with no further distribution to the township.

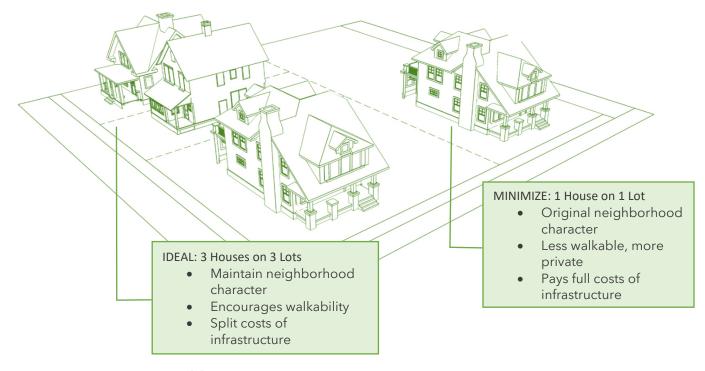
## Why Plan for Growth?

Mason is projected to increase modestly in population along with Ingham County in the coming years. The City would like to grow inward instead of outward. This growth can happen on existing vacant land and larger parcels which allow for infill, accessory dwelling units, and other housing types. This type of growth increases the efficiency of residential development and reduces the amount of agricultural land lost to development. It is important to recognize housing is only one component of growth and other elements are important to creating good neighborhoods:

- Mixed land use
- Existing infrastructure
- Walkable design
- Inclusion of neighborhood public facilities, such as school and park sites

By allowing more units and a variety of housing types that still match the overall character and form of existing neighborhood structures, Mason would allow for more homes to exist in previously established areas. This type of growth maximizes existing infrastructure, decreasing the cost of development for the residents, city, and developer while increasing the overall tax base. This will enhance accessibility in Mason while also avoiding the imbalanced costs of sprawling development.

## What "Growth" May Look Like in Mason Neighborhoods



## **How to Grow Responsibly**

Mason residents and residents of the surrounding communities have consistently said that preserving the small-town character of Mason and the natural agricultural character of the surrounding townships are important priorities for planning the community. Mason also desires to provide efficient infrastructure services to support development. One of the most effective ways to meet both goals is with a service boundary based on:

- Compact, efficient land use
- Protection of farmland and natural areas outside of the city
- Efficient provision of utilities, services, and infrastructure
- An efficient transportation system
- Targeted locations for economic growth
- Diverse housing options

The service boundary marks the separation between rural and urban areas and defines land that can efficiently support urban services such as sewer, water, and streets. Priority growth areas are adjacent to existing development, are served by municipal utilities, and are located along paved streets. Development outside the boundary is not prohibited; however, because public utilities are not available in these areas, development needs to be maintained at a relatively low intensity and the character of development needs to not adversely impact natural features and agricultural uses.

There is presently vacant or underutilized land within Mason's service boundary that can be served by public water and sewer. By focusing new development and infill in these areas first, the city can more efficiently provide the necessary infrastructure to support new growth.

The service boundary is not intended to be static, but should be evaluated on a regular basis along with other updates to the Master Plan based on the:

- Amount and capacity of undeveloped or under-developed land currently within the service boundary, which should be used to satisfy the demand for development prior to expanding the boundary.
- Projected population growth within the city and demand for future development.
- Ability to extend public water and sewer to serve new land areas outside of the service boundary.
- Capacity and condition of the road system to support the new growth areas.
- Ability of the city, county, and other public agencies to provide necessary services to the new growth areas and the additional resulting population.
- Impact higher density development from expanding the service boundary will have on natural features, agricultural uses, and rural character.
- Consistency with the goals and objectives of the Master Plan.

### **INVESTMENTS**

Consider long-term efficiency, resiliency and the next generation's needs.

## S3: Sustainable City Budget

Michigan cities are burdened with a tax structure that limits revenue that cities can receive due to legislation such as the Headlee Amendment and Proposal A.

- Headlee Amendment (1978): Limits ability for cities to raise taxes, limits taxes received due
  to increased tax assessments, and limits revenue collected to the amount the millage was
  originally proposed to generate.
- Proposal A (1994): Growth on taxable value of individual parcels of property is limited to the lesser of inflation or 5 percent. When property was sold/transferred, taxable value is reset to equal state equalized value, which equals half of the property's cash value.

In addition, Ingham County is one of the highest property-taxed counties in the state due primarily to the large stretches of land utilized by the State of Michigan, Michigan State University, and non-profit hospitals. This results in the cost of services funded county-wide to be spread across a smaller proportion of property in the county requiring total millage rate levied in Ingham County to be higher for our residents, relative to residents in other counties.

When comparing Ingham County cities, Mason generally falls near the middle of local property tax rates. However, Mason is one of only a few municipalities in the state that sets the maintenance and improvement of city streets as a high priority in the city budget. The City continuously pursues grants for street work to minimize the impact of the money available in the general fund available for other City operations. However, the limited availability of grant funds and the increased costs of street work, have left City operations with fewer dollars to operate than our comparable cities.

Outside factors including rising costs overall, requiring the City to be very strategic with funding priorities. To maintain a resilient budget, the City must continue to focus on providing only essential services and facilitating partnership to supplement services the City is not able to provide.

The City has implemented a robust Capital Improvement Program (CIP) that should incorporate the results of the asset management plan work outlined in this plan to determine what is sustainable moving forward. The CIP and the implementation of a three-year budget strategy, allows the City to think further into the future, plan for large expenditures, and not make rash decisions based on the results of a single year. These documents are critical to the continuation of a long-term sustainable budget with minimized millage rates. The financial viability of the City and the long-term costs should factor into every decision.

Mason has been very successful in leveraging funding for priorities due to plans and programs providing a unified direction to both staff and funders. Many funding programs require applications over a year in advance and good multi-year plans make that feasible. However, it can be tempting to follow funding instead of seeking funding for priorities. Efforts to seek supplemented funding through grant awards and leveraging funds should always be based on an identified need, not letting grants or other funding entities priorities drive local decisions.

This should not restrict the City from considering funding that is available for a project or idea that is lower on the priority list. The City should be flexible in those situations to advance its goals and reprioritize based on the ability to leverage funding for *local* priorities.

Cities are often called upon to provide incentives to businesses that may locate or expand in the community. While these programs can be formulaic as far as what a business is eligible for, decisions should not be made based on that. The City should consider every incentive provided as an investment where the following is considered:

- Can the project receive traditional financing or is there a gap?
- What is the overall impact to city services for the term of the city's investment?
- If the burden is higher than the tax revenue projected (shifting burden to residents) are there other considerations that are beneficial to the community?
- Does the project diversify Mason's tax base making it more resilient in the future or does it expand a sector that is already a disproportionate amount of the tax base?
- Does the project retain a business that is a critical taxpayer or utility user that would destabilize the city or the utility if they left?

# **S4: Design with Community and Users**

When a project has been prioritized, it is critical that the community can offer options and suggestions prior to the final design. The people using the city's streets and parks for example, have valuable insight and should be included early in the process. Mason should learn from each process and improve as projects progress. This should be identified in the Public Participation Plan identified in Chapter 2.

Putting residents and character of the community first should be the top priority when evaluating investment by the city. For example, the city should focus on making streets better, not wider. When considering transportation improvements, the street network should focus primarily on the short trip and facilitate the walk between neighborhoods, bike to work, or short trip across town. It should not help regional through-travelers to the detriment of those who live and invest in the city.

City resources should not be used to widen roads, or other means of conventionally fighting congestion when other options are available. Wide roads often lead to increased speeds which does not reward residents. Instead, the City should focus funding on adding value to the "place",

holistically looking at street improvements to improve the walkability and aesthetics (like lighting) to make the street safe.

The City is fortunate to have experts on staff that often have direct daily experience with the challenges related to the projects being proposed. Feedback from staff directly impacted by the decision regarding a City service, equipment or facility is essential to having the information to make the best decision.

### S5: Build with the Future in Mind

Every decision should foster the future. It is not uncommon for decisions that occurred 30-50 years ago to have a great impact on the city today. Whether considering the street construction set aside, implementing a sidewalk program, or systematically investing in residential units above storefronts, those decisions determine the community Mason is today. Every decision related to emerging technology should consider the value of waiting until technology if more mature and cost-effective compared to the benefits.

## **Material Choices**

The City has the opportunity to lead the region by example by implementing resilient materials, processes, and technology as city buildings and lots are constructed, retrofitted, or renovated. These strategies should enhance community health and safety by considering the following strategies:

- Efficient and enhanced lighting in parking lots and major corridors.
- Electric vehicle charging stations in public lots.
- Green stormwater infrastructure on vacant lots and lots with large amounts of impervious surfaces, such as parking lots.
- Public Wi-Fi hotspots in community center and parks.
- Local compost collection facilities.
- Bike parking at city facilities.

The region at large is working toward a greener community. Ingham County is hoping to reach <u>net zero by 2040</u>, CATA aims to complete a <u>zero-emission fleet transition</u> by 2035, and the State of Michigan is working toward <u>carbon neutrality by 2050</u>. With a firmly established identity as a small town, Mason has the opportunity to embrace the surrounding nature and ensure services, utilities, and development patterns follow similar environmentally conscious methods within restrictions of other budget priorities.

### **How to Improve Energy Efficiency**

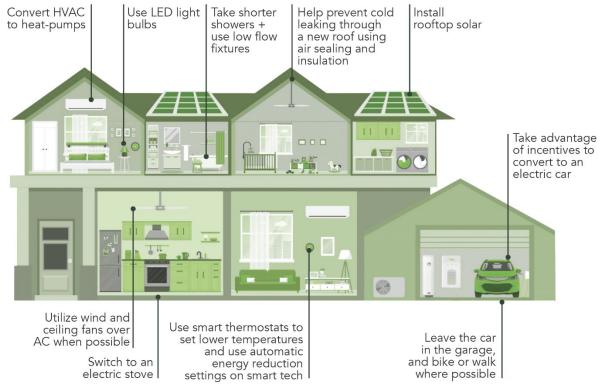


Diagram adapted and data sourced from "Residential Building Electrification in California", Energy + Environmental Economics

This is a major goal of the <u>Tri-County Regional Planning Commission</u>, which recently conducted an environmental analysis on transportation corridors and identified Cedar Street as an area of interest. Green technology can be integrated in many places, including corridors, residences, city buildings, and parking lots. Zoning ordinances and regulations can make it easier for residential and commercial buildings to use green practices, as labeled on the diagram above.

#### **Electric Vehicles**

As electric vehicles (EV) grow in popularity, Mason should consider supporting infrastructure to provide opportunities for future installation of charging stations and dedicated EV parking spaces. Mason should also consider the benefits of leading by example and eventually converting Mason's fleet for services such as police to electric vehicle options, building on the recent initiative of transitioning to hybrid vehicles.

Ingham County currently have several initiatives regarding EV infrastructure, including the

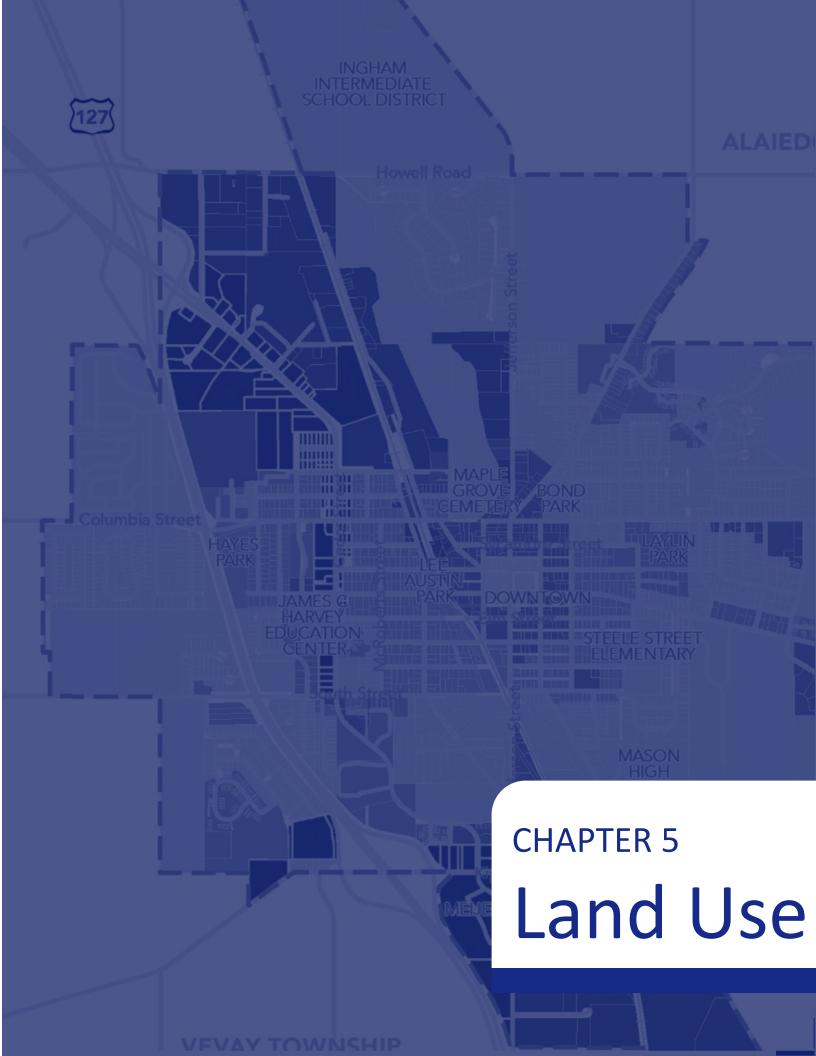
development of a publicly available EV charging station at Ingham County's Justice Complex. It is important to make these incremental steps based on technology maturity and affordability, so the city is prepared for shifts in mobility trends and resident needs.



Did you know the Tri-County Regional Planning Commission has several projects regarding green technology underway? See the 2023 Environmental Mitigation Analysis Report for more information.

## **Support Alternative Energy Options**

Motivating residents to utilize rooftop solar where possible for individual homeowners can help to increase green electrons across the grid, but it also can reduce energy use of the built environment. The city can incorporate solar infrastructure into civic buildings or invest in other types of solar infrastructure such as road signs, lighting, and park amenities. Public-private partnerships are also profitable methods of investing in solar infrastructure city-wide.



## **LAND USE**

The Future Land Use plan is a representation of how the city will appear when fully developed. It does not imply that all the changes should occur at once. The Future Land Use plan is the general framework upon which land use and policy decisions for the city will be guided for the next 20 years.

### How Future Land Use Plan is Created

The Future Land Use plan was created with several factors in mind:

### **Existing Land Use**

Locations of most existing commercial and industrial developments are appropriate and will continue to serve as the primary business centers. Residential neighborhoods are well established and strong. The community land use patterns have evolved in an orderly manner and will be reinforced, rather than altered in a significant manner.

### **Existing Zoning**

There is no "vested interest" that guarantees zoning will not change: In fact, changes are suggested by this Master Plan. However, such changes were carefully considered to ensure the general development arrangement remains consistent and landowners will be ensured a reasonable use of their land.

#### **Prior Master Plan**

Recommendations from the previous Master Plans formed the foundation of this plan update. Those recommendations were refined based on analysis of new data, recent development trends and other factors.

#### Capacity of Streets, Infrastructure, and facilities

Street capacity and accessibility help establish the types and intensity of uses that may be served in an area without adversely impacting traffic operations. Proximity to community facilities such as schools and recreation facilities affects areas that are especially attractive for residential development. Services such as police and fire contribute to quality of life for all land uses.

### **Regional Use Patterns**

Land use patterns for surrounding communities and the region impact the utility and location of uses. For example, lower density uses are located at Mason's edges to preserve its rural context.

#### **Desires of the Community**

Residents want neighborhoods to be preserved and new neighborhoods to be harmonious with the existing city fabric. The land use plan will do this through multiple neighborhood land use styles. Community members and visitors enjoy the rural context of the city. The green ring of farms surrounding the community is an asset which should be maintained by the Future Land Use plan via lighter uses at the city fringes. It will also require collaboration with surrounding jurisdictions to preserve the physical relationship between Mason and the townships which makes the area unique. The City of Mason would like to keep tax costs low for residents when possible. Increased density will spread the cost of infrastructure and services provided across more users. This density will match the existing neighborhood character of each area.

#### What Land Use Does

Land use recommends future uses for parcels as the city grows and evolves over time. If a business wants to move into the area, or new residents need more housing, this plan will advise the best places to locate these services so Mason can maintain the traditional, walkable feel of the area.

### What Land Use Doesn't Do

Future land use is aspirational. It doesn't say what is currently on a piece of property, but what should be there if development plans change. Land use isn't a legally enforceable code. It doesn't say what can or can't happen on a piece of property until zoning is changed to enforce regulations.

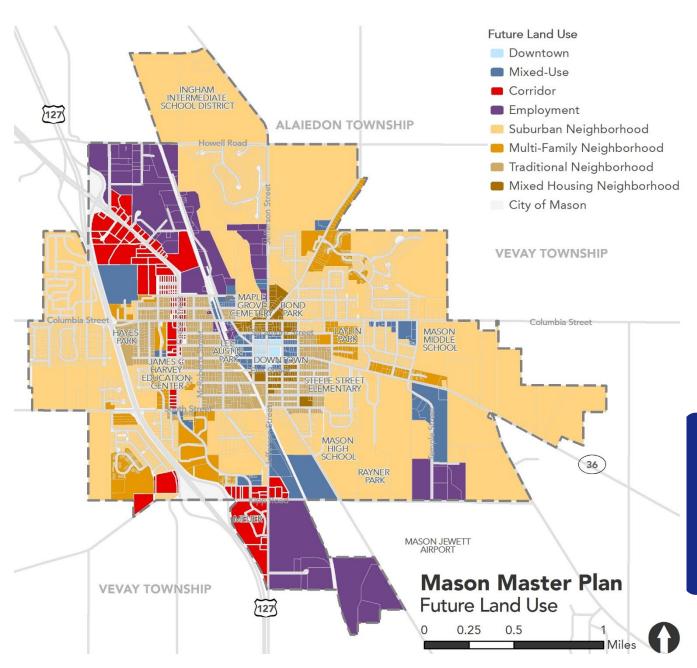


operation, and traffic generated.

and vice versa.

### **How Land Use is Used**

City staff and the Planning Commission use Future Land Use to guide the development of the Zoning Ordinance. Zoning ordinances set the rule and regulations for property development. Some of the designations will match existing conditions while others will not. Future Land Use should be a "road map" for the location of land uses in the city over the long term. Each land use description includes strategies that can be followed to guide land use decisions and implement the intent of the different categories. For example, churches and schools are often shown as the same "use" as their surrounding neighborhood. This ensures that the character of each neighborhood is maintained, even if these sites are redeveloped.





## Downtown

This area is meant to preserve the walkable and historic form which contributes to Mason's charming character. It consists of a mix of uses including retail, restaurants, and offices with residential units above.

**Parking** On-street, public lots, de-emphasized **Streets and Access** Grid, alleys; prioritize non-motorized **Applicable Zoning Districts** C-1



### Mixed Use

This area is meant to provide a mixture of residential and local services which are less auto dependent and can blend into residential neighborhoods. Permitted uses include office, personal services, flats, townhouses, or detached dwellings converted into offices or live-work units. Retail uses should be minimized and local-serving only or complimenting a small-scale production or repair service.

**Parking** Side or rear yard only; screened

**Streets and Access** Encourage shared access; alleys; prioritize

non-motorized

**Applicable Zoning Districts** O-1, O-2, C-3



### Corridor

This area is intended for commercial uses which are more autodependent such as convenience stores, interchange shopping, and services. Permitted uses include retail, auto-related uses, and some light research and development and multi-family residential. Gateways, especially from 127 exits, should prioritize quality site and building design.

Parking Lots may be between building and

street

**Streets and Access** Access management priority; better

accommodate non-motorized

**Applicable Zoning Districts** C-2



## **Employment**

Employment areas are primarily industrial uses for warehousing, manufacturing, and assembly

**Parking** Lots; screen where appropriate

**Streets and Access** Encourage more walkable connections to

neighbor uses

**Applicable Zoning Districts** M-1, M-2



## **Traditional Neighborhood**

Urban areas draw from traditional residential patterns, which are dense, walkable, and pedestrian focused.

**Garages** Rear yard preferred; if attached, de-

emphasized, smaller than principal

dwelling unit

Streets and Access Grid, alley

**Frontage** Porch or stoop

Shallower setback Oriented to street

**Lot Coverage** Smaller lots, more lot coverage permitted

**Applicable Zoning Districts** RF-2



## **Mixed Residential Neighborhood**

Urban areas draw from traditional residential patterns, which are dense, walkable, and pedestrian focused. A flexible mix of housing types including duplexes, townhouses, and apartments.

GaragesRear yardStreets and AccessGrid, alleyFrontagePorch or stoop

Shallower setback Oriented to street

**Lot Coverage** Smaller lots, more lot coverage

permitted

**New Tools** Cottage courts, Accessory Dwelling

Units

**Applicable Zoning Districts** RF-2, New RM-2



## **Suburban Neighborhood**

Urban areas draw from traditional residential patterns, which are dense, walkable, and pedestrian focused.

**Garages** Oriented to side preferred; attached

permitted

**Streets and Access** While past subdivisions used curving

streets and cul-de-sacs, future subdivisions should shift to grid-style development with connections between neighborhoods

**Frontage** Oriented to neighborhood, not bordering

street

Deeper setbacks

**Lot Coverage** More greenspace encouraged

**New Tools**Cluster Neighborhood Development;
mixed housing types with Planned Unit

Development (PUD)

**Applicable Zoning Districts** AG, RS-1, RS-2, RS-3



## **Multi-Family Neighborhood**

Multi-family apartment complexes, planned "campus" style around shared greenspace, clubhouses, parking, and other amenities

**Garages** Carports preferred; parking lots permitted

**Streets and Access** While past subdivisions used curving

streets and cul-de-sacs, future subdivisions should shift to grid-style development with connections between neighborhoods

**Frontage** Oriented to neighborhood, not bordering

street

Deeper setbacks

**Lot Coverage** More greenspace encouraged

**Applicable Zoning Districts** New RM-1

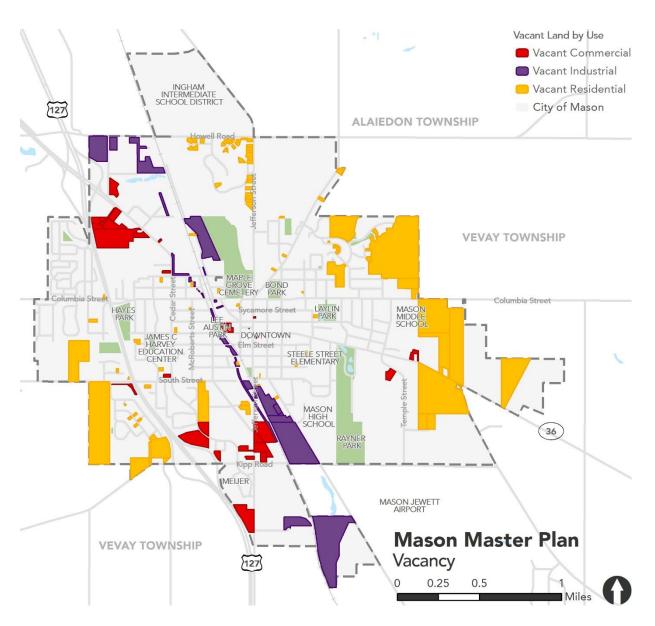
# **Redevelopment Opportunities**

## **Utilize Vacant Land**

A major component of growth management is keeping growth in strategic locations throughout the city where infrastructure does or could exist and limiting intensive development on the periphery of the city unless it matches the character of the area. The city currently has:

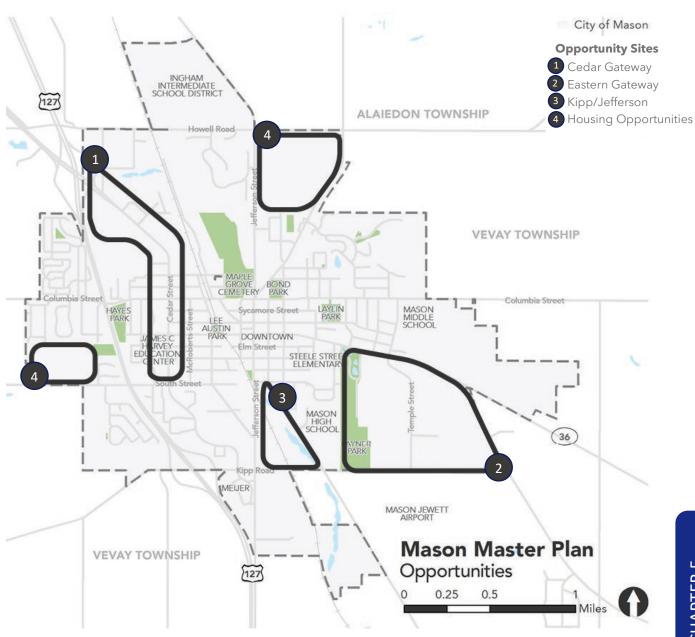
Vacant Commercial Land: 51 acresVacant Industrial Land: 114 acres

• Vacant Residential Land: 315 acres



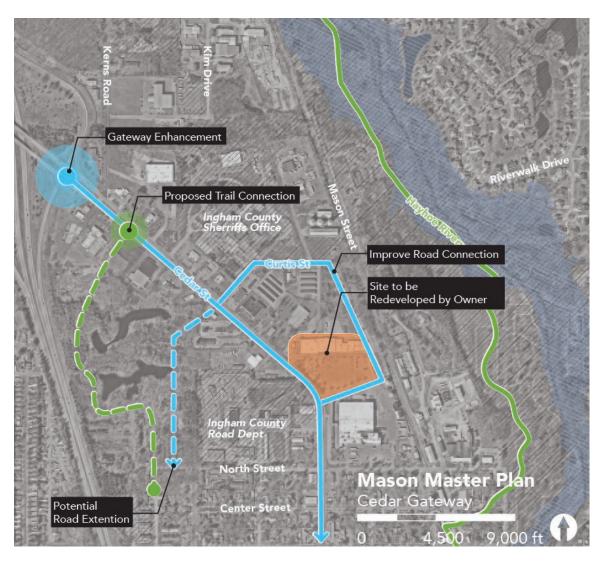
## **Promote Opportunity Sites**

The land use and vacant land analysis uncovered several areas which will serve as primary redevelopment opportunities. Each area would require further analysis and site design, but the Future Land Use Plan and Zoning Ordinance provide direction on potential development avenues in these areas.



### 1. Cedar Gateway

Cedar Street is the primary northwestern gateway of Mason, a path for visitors from the greater Lansing region to access the city off U.S. 127. The city should prioritize development which will establish this area as a branded entrance to the city, fit with the industrial context of the area, and transition well to the commercial uses further south on the Cedar Street artery. Greenway enhancements and screening would provide a strong transition from the rural context to the traditional urban design of the city.

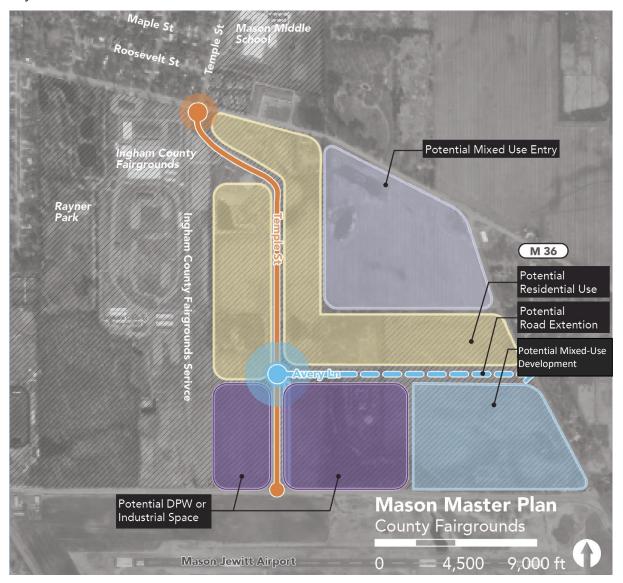






### 2. Eastern Gateway

A portion of this area is planned to be used for the City's Department of Public Works / Mason Public Schools Bus Garage Facility. Industrial uses would be compatible across Temple Street, with larger lot residential uses interfacing with Temple Street. To service these residences and connect with neighboring Vevay Township, Avery Lane should be extended. Mixed uses would be appropriate as M 36 enters Mason, providing an opportunity to brand the Eastern gateway of the city.







## 3. Kipp/Jefferson

This large vacant site in the South of Mason has a few barriers to development, including a portion of the site within the floodplain and the rail tracks bisecting the area. However, direct access to Kipp Road, Jefferson Street, and the Hayhoe Riverwalk make for a highly connected area within walking distance of the Mason High School. The eastern edge of the site interfacing with Barnes Street should be a mixed-use area to capitalize on proximity to the school. The northern end should remain residential to match the surrounding neighborhood while the southern edge of the site along Jefferson Street can be an extension of the commercial uses seen at the Jefferson/Kipp intersection.







## 4. Northern Housing Opportunity

There are several areas of agricultural land on the fringes of Mason which have been annexed over time. If these areas are redeveloped, they could build on Mason's existing neighborhood framework using traditional neighborhood design and cluster housing to preserve shared open space. Traditional neighborhood design includes grid street networks and smaller lot sizes. Further analysis and site design would need to be conducted to ensure compatibility with the surrounding area and if other uses may be more appropriate.







## **ZONING RECOMMENDATIONS**

The Future Land Use map is generalized long-term vision. Zoning is the key mechanism for achieving the desired land use pattern and quality of development advocated in the plan. Since the Future Land Use Plan is a long-range vision of how land uses should evolve over time, it should not be confused with the City's zoning map, which is a current (short-term) mechanism for regulating development.

### **Master Plan**

Provides general policies to be used as a guide.

Describes what should happen in the future. Recommends land use for the next 5 to 10 years.

Adopted under the Municipal Planning Act, Public Act 285 of 1931, as amended.

Includes recommendations that involve other agencies and groups.

Flexible to respond to changing conditions.

# **Zoning Ordinance**

Provides specific regulations as it is the codified law.

Describes what is and is not allowed at time of adoption.

Adopted under the Zoning Enabling Act of 2006, as amended.

Deals only with development-related issues under city control.

Fairly rigid. Requires formal amendment to change.

Therefore, not all properties should be immediately rezoned to correspond with the plan. The Future Land Use Plan is intended to serve as a guide for land use decisions over a longer period (10-20 years). In addition, the Future Land Use map is generalized. The Future Land Use map as well as the plan's goals and strategies should be consulted to judge the merits of a rezoning request. The Future Land Use Place Types outlined previously list the applicable zoning districts where these strategies should apply in future zoning amendments.

### **Proposed Zoning District Amendments**

- Split RM into RM-1 and RM-2 to promote a mixture of urban style housing types closer to downtown to better blend with the existing, historic character while maintaining more suburban-style apartment complexes outside the city core
- Consider combining O-1 and O-2 into a new C-3 to encourage a flexible mixture of uses to fit the context and market conditions. Emphasize standards that reflect desired character and frontages to accommodate office, service, live/work opportunities.
- Strengthen corridor frontage standards for C-2 to encourage more walkable, inviting commercial development.
- Adjust residential district dimensional requirements to reduce nonconformities.
- Simplify use list, add additional use standards to reduce the need for special land use procedures



## **HOW TO IMPLEMENT THE MASTER PLAN**

The Mason City Council, Planning Commission, and the public should strive to ensure the continuous, consistent and effective use of this document. This document is intended to help prioritize projects, actions and plans based on the community's values and vision for the future. The master plan should be referenced and used to:

- Visualize what can be reasonably expected to occur to provide some assurance and security with individual investment decisions.
- Review development proposals in concert with the master plan to confirm that the proposal meets the goals and objectives of the master plan.
- Provide a basis for city-initiated amendments to the Zoning Ordinance to help realize plan goals.
- Review rezoning requests to confirm requests are consistent with the city's criteria to consider rezoning; including existing conditions, the future land use map, the appropriate timing of the change, consistency with the goals and policies of the master plan, and potential impacts on the city.
- Consideration of new or continuing programs, services, equipment.

## **Balancing Priorities**



## Community Resources: funds, time, staff capacity laws, policies



maintenance (roads, parks), utilities (water, sewer, energy), city services (zoning, police, fire)



# **Implementation Process**

### **ESTABLISH A BASELINE**

Develop understanding of the city and its baseline status. Identify where future trade-offs may need to be evaluated for the city to achieve its long-term goals.

UNDERSTAND
Connect with st

Connect with stakeholders to confirm vision and guiding principles and understand challenges to meeting goals.

ANALYZE

Develop indicators and metrics for measuring progress on goals and objectives.

EVALUATE

Evaluate cost benefits, feasibility, and impacts to determine priority actions. What changes is expected to be seen?

RECOMMEND

Recommend the draft plan to commission or council for approval and funding of implementation

ACT, REVIEW, AND EVALUATE

Check plan's progress against indicators annually.
Was the expected change achieved?

# **Tenets of Successful Implementation**

The input received through the master plan process provided a foundation to help achieve the city's vision. Community support, commitment, and involvement must continue.

### Commitment

Successful plan implementation will be directly related to a committed city leadership. While elected and appointed officials will have a strong leadership role, many others – city department directors, staff, and leaders from the community's many institutions and organizations – will also be instrumental in supporting the plan.

Commitment, however, reaches beyond just these individuals and includes the array of stakeholders. Citizens, landowners, developers, and business owners interested in how Mason develops must unite toward the plan's common vision.

## **Integrate with Project Design**

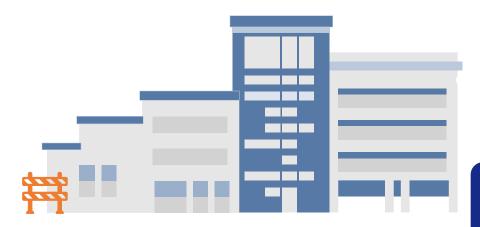
City officials and departments must embrace the plan, applying its recommendations to help shape annual budgets, work programs, and the design of capital improvements. For example, the city's engineering practices can support implementation through infrastructure improvements, streets, and storm systems designed consistent with plan policies and recommendations. Each department, staff person, and elected official should find it a benefit, if not an obligation, to reference the plan when making decisions and setting priorities.

## **Guidance for Development Decisions**

This plan is designed for routine use and should be consistently employed during any process affecting the community's future. Private investment decisions by developers, corporations, and landowners should consider the plan's direction as it is the guide for economic growth and stability of the community and supports the goals and objectives of the overall master plan.

# **Evaluation and Monitoring**

This plan has been developed with a degree of flexibility, allowing nimble responses to emerging conditions, challenges, and opportunities. To help ensure the plan stays fresh and useful, periodic reviews and amendments may be required. This will ensure plan goals, objectives, and recommendations reflect changing community needs, expectations, and financial realities.



## **Roles**

## **Role of City Staff**

City staff handle the day-to-day implementation of policies recommended in this plan and others. City staff wear many hats and fulfill a variety of tasks to keep the city running. The actions identified in this plan cannot be implemented by staff alone. Instead, staff helps guide the team of implementers and makes connections between resources locally and regionally.

## **Role of City Council**

The Mason City Council must be solidly engaged in the process to implement the plan. Their responsibilities will be to prioritize various action items and establish timeframes by which each action must be initiated and completed. They must also consider and weigh the funding commitments necessary to realize the city's vision, whether involving capital improvements, staff capacity, facility design, municipal services, targeted studies, or changes to development regulations.

## **Role of Planning Commission**

The Planning Commission is charged with overseeing plan implementation and is empowered to make ongoing land use decisions. Therefore, many tasks in the Action Plan are the responsibility of the Planning Commission and its staff. As an example, the Planning Commission is charged with preparing studies, ordinances, and certain programmatic initiatives before they are submitted to the City Council. In other instances, the Planning Commission plays a strong role as a "plan facilitator," overseeing the process and monitoring its progress and results. Together, city staff and the Planning Commission must be held accountable, ensuring the master plan impacts daily decisions and actions by its many stakeholders.

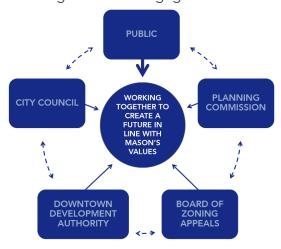
# **Role of the Community**

The more involved the community is, the better the City of Mason can meet their wants and needs. The community is most directly involved in determining the vision and values. This is when citizen input is most likely to influence the process. As the planning process becomes more refined and begins to incorporate professional standards and best practices, the role of the public is smaller, primarily making sure the results still align with the values. The goal of civic engagement is to have

a proactive community, instead of a reactive government.

While this plan and the Zoning Ordinance embed the community's vision into the City's decisionmaking process for most development projects, some types of projects have more opportunity for the public to advocate for priorities when they arise:

- Transportation projects
- The use/reuse of city-owned sites
- Planned Unit Development (PUD) projects
- Projects receiving public incentives



## **TOOLS**

The Master Plan is intended to serve as a guide for land use and redevelopment of the City for the next 20 years. Goals, objectives, and actions noted throughout the plan should be carefully considered during decisions on rezonings, zoning text amendments, other regulations, capital investments for improvements to streets, "complete streets" bikeways/ walkways, utilities, public facilities, land acquisition, and development proposals. Recommendations in this plan apply to both public land (parks, sites, and rights-of-way) and guidance for development and redevelopment of privately-owned property.

Some plan recommendations may involve the need for changes to land use regulations and/or potential new programs. Others may involve partnerships with other municipalities, agencies, organizations, or groups. Since the plan is a long-range guide, refinements or additional studies may also be appropriate in the future to reflect new information, respond to unanticipated factors or to address changes in city policies.

To that end, this chapter provides a summary of the recommendations described in the previous sections of the plan. It also acts as a quick reference for the city staff, planning commission, and the City Council to evaluate progress toward implementation of the plan.

Tools to implement the Master Plan generally fall into six categories and some strategies may include more than one:

- 1. Land use regulations
- 2. Capital improvement plans
- 3. Property acquisition programs
- 4. Partnerships
- 5. Special funding programs
- 6. Resource Allocation
- 7. Other programs

# **Land Use Regulations**

The primary tool for plan implementation, which includes the Zoning Ordinance and other land use regulations, is summarized below. The City also has several other codes and ordinances to ensure that activities remain compatible with the surrounding area, such as noise, blight, and nuisance ordinances.

# **Zoning Regulations**

Zoning regulations control the intensity and arrangement of land development through standards on lot size or units per acre, setbacks from property lines, building dimensions and similar minimum requirements. Various site design elements discussed in this plan are also regulated through site plan review and address landscaping, lighting, driveways, parking and circulation, pedestrian systems and signs. Zoning can also be used to help assure performance in the protection of environmentally sensitive areas such as floodplains, state regulated wetlands, woodlands, and wellhead areas.

## **Zoning Map**

Over time, changes to the zoning map should become more consistent with the land use pattern identified on the Future Land Use Map. In some cases, the City may wish to initiate certain rezonings as part of an overall zoning map amendment. Other changes to the zoning map can be made in response to requests by landowners or developers. In those cases, city officials will need to determine if the time is proper for a change. It is important that the future land use plan be understood as a long-range blueprint: implementation is expected, but gradual in response to needs, conditions and availability of infrastructure. The Zoning Plan outlines how the Future Land Use Plan relates to current zoning.

## **Public Infrastructure Standards**

Public infrastructure refers to the basic facilities and services needed for the functioning of the city such as city streets, water, sanitary sewer and storm sewer, among others. Standards to ensure consistency and uniformity have been adopted so that each facility is designed and constructed to support existing and future development.

## **Subdivision, Land Division and Condominium Regulations**

Subdivision, land division and condominium regulations control the manner in which property is subdivided in the city and the public improvements required to support the development. The distinctions are not always apparent once a project is built, but the approval procedures are different due to separate state statutes that govern these types of land development approaches in Michigan.

# **Capital Improvement Program (CIP)**

The Capital Improvement Program (CIP) serves as the City of Mason's multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The City of Mason CIP contains recommended capital projects, timing, estimated costs and funding for public infrastructure (streets, bikeways, sidewalks, sanitary sewers, waterlines, storm sewers and drainage), community facilities (public buildings, fire, police, and parks), and other projects (master plan, ordinance updates, etc.). Capital projects identified help support and promote desired development and meet the needs of residents and businesses in the city. The number of projects and project timing are influenced by several factors; in particular, the cost, need for environmental clearance or approval by other agencies, and funds available.

The CIP process precedes the budget process and is used by City Council when developing the annual budget. Recommending approval of the CIP by the Planning Commission does not mean they grant final approval of all projects contained within the plan. Rather, by recommending approval of the CIP, the Planning Commission acknowledges that these projects represent a reasonable interpretation of the upcoming community needs and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget if funding is available.

# **Property Acquisition Programs**

Like all municipalities, the City of Mason has the authority to acquire private property for a public purpose. This may include outright purchase, acceptance of land donated by another party, or acquisition through eminent domain (a rare tool). In addition to the ability to acquire private property for public infrastructure or facilities such as roads, sewers, public buildings and parks, the City may acquire private property to facilitate redevelopment and eliminate nonconforming uses or structures. Property acquisition is also an important tool in implementing development projects, particularly for site development and redevelopment.

# **Partnerships**

While the City can coordinate many of the plan's implementation tasks, responsibility should not solely rest on the government. Instead, the vast array of stakeholders with key roles in either the City of Masonor region should all participate. Partnerships with the public and private sector, neighboring municipalities, local businesses, and large landowners will also lead to success implementing the plan's initiatives.

Partnerships may range from sharing information to funding and shared promotions or services. The spirit of cooperation through alliances and partnerships will be sustained to benefit everyone in the region. City



"I believe we have an opportunity to lead the way for the region and implement really innovative practices for our community to better serve our residents." -Planning Commission member

government cannot and should not do it all. Only through public/private collaboration can the plan's vision be realized.

Regional partnerships are especially important. The City recognizes that it exists within a regional network of communities, none of which are islands unto themselves. Mason borders the townships of Alaiedon and Vevay. With proximity to Lansing, East Lansing, and Michigan State University, the City and nearby municipalities can greatly benefit by cooperatively pursuing common goals. As the county seat, Mason has a unique opportunity to establish practices and set the standards for regional policy and design.

# **Special Funding Programs**

Some of the recommendations may be funded locally, some through outside funds, and many through a combination. The City monitors new federal and state funding programs to assist in implementation. In addition, foundations and other organizations may provide contributions.

# Tax Increment Financing (TIF)

In addition to traditional sources, the City can raise revenues within a specific geographic area for specific purposes, or to capture the new increment of tax revenues in a specific geographic area for specific purposes including:

## **Downtown Development Authority (DDA)**

The DDA should continue to be viewed as the development arm of city government, as opposed to simply a funding source for public improvements. The DDA can leverage private investment using its ability to capture the tax increment, both current and future, and direct it toward specific development projects.

## **Transportation Alternatives Program (TAP)**

The Michigan Department of Transportation (MDOT) administers the federal Transportation Alternatives Program (TAP) in Michigan, where regional trail connections and safe routes to school are among the highest priorities for funding. TAP is a competitive grant program that uses federal transportation funds designated by Congress for specific activities that enhance the intermodal transportation system and provide safe alternative transportation options. Projects are selected on a competitive basis for funding in a future fiscal year. Competitiveness is primarily established by:

- **Project Concept** Two types of highly competitive concepts are projects that develop/connect regional trails and projects that make walking/biking routes to school safer.
- **Project Constructability** Applications are reviewed by a team of technical experts to gauge the ability of the proposed projects to be constructed using all current federal and state standards, constructed on time, and constructed on budget. The items that typically are most important for this review are:
  - o High level of positive public involvement
  - o Reasonable cost estimate (based on similar recent federal aid projects)
  - o Industry design standards used without exceptions
  - o High likelihood of all permits to be secured
  - o High level of coordination with all necessary agencies

# **Other Programs**

A variety of housing, economic development, informational and other programs may be used by cities to assist with implementation of recommendations in this plan. Many of these are through state programs as identified in the preceding chapters such as the following:

- Michigan State Housing Development Authority (MSHDA)
- Michigan Economic Development Corporation (MEDC)
- Michigan Community Revitalization Program (MCRP)
- MEDC Redevelopment Ready Communities (RRC)
- Michigan Department of Transportation (MDOT) and Complete Streets Coalition
- Michigan Department of Natural Resources (MDNR)
- Housing and Urban Development (HUD) Community Development Block Grants (CDBG)

## **DECISION-MAKING PROCESS**

This plan builds upon past planning efforts and provides a framework for transparent decision-making moving forward. As Mason continues to evolve, each development decision should be evaluated to ensure the outcome and impacts are in line with the community's vision. Not every project, redevelopment, public, or private investment can fulfill every expectation, but should demonstrate a concerted effort to make incremental progress toward furthering one or more guiding principles while not negatively impacting the others. As these plans, projects, and actions come under review by City Council, Planning Commission, or other review boards or committees, the list can help guide the conversation around balancing priorities and trade-offs.

## **Shared Priorities and Understanding for Decisions**

- Change can take time, or it can sometimes seemingly happen too quickly. Change is relative and experienced by each person differently.
- Incremental outcomes add up to something greater. The collection of improvements across many development projects work together to achieve the vision and guiding principles.
- Decision makers council, commissions, city staff change over time. Having a clear, common set of standards by which the city will evaluate projects will help maintain transparency and consistency over time, no matter who is making the decision.
- When public input is collected on a potential decision, officials, staff, and developers will document feedback and make a concerted effort to demonstrate how steps were taken to mitigate concerns.

#### **WELCOMING**

Will a proposed project, action, or plan:

- W1: Provide partnership for programming or create unique places with limited impact to taxpayers (p.24).
- W2: Engage stakeholders and seek input from diverse perspectives beyond the minimum requirements including valuing the input of legacy residents and newcomers (p.25).
- W3: Maintain character of the traditional community center and/or establish a new placemaking effort that provides a new place for people to gather and connect (p.26).
- □ W4: Support local business development or entrepreneurship by enhancing the vibrant, thriving business district through increasing residents and/or visitors (p.27).
- □ W5: Support local connections and equitable access to community assets and services through wayfinding and design (p.28).
- W6: Engage regional and local partners to ensure opportunities to serve residents better through partnership aren't duplicated or missed (p.30).

#### **CHARMING**

Will a proposed project, action, or plan:

- □ C1: Reflect Mason's distinct identity through the preservation, restoration, or adaptation of local architecture and/or features (p.34).
- □ C2: Provide resources to preserve existing assets in the community (p.36).
- □ C3: Provide attainable, quality housing for residents of diverse incomes and family types building upon existing patterns in neighborhoods and the downtown core (p.36).
- □ C4: Promote walkability and multi-modal transportation by providing safe, attractive, and convenient access to pedestrian, bicycle, and transit systems (p.41).
- □ C5: Enhance livability of local neighborhoods by enhancing or contributing to street character (p.43).

#### **SAFE**

Will a proposed project, action, or plan:

- □ S1: Improve delivery of services and amenities while considering long-term maintenance costs and limiting the impact to taxpayers (p. 48).
- □ S2: Encourage growth in areas with existing capacity first (p.64).
- □ S3: Diversify the local tax base to ensure economic resiliency while considering the ongoing costs for development compared to the benefits (p.68).
- □ S4: Provide an opportunity for feedback from residents and/or city staff directly impacted by a decision (p.69).
- □ S5: Include environmentally responsible and resource-efficient materials and processes throughout the project's lifecycle (p.70).

## **ACTION PLAN**

The implementation tools outlined in the previous sections can be used to fulfill the community's vision expressed through the Plan's Guiding Principles, Targets and Strategies. The Action Plan helps turns the City's Master Plan vision into reality. The breadth of Master Plan recommendations necessitates a condensed list of the major tasks that require action. Three Action Plan summary tables are provided on the following pages. Each table prioritizes projects and defines a timeframe for implementation.

Each action step or change to be sought should be evaluated based on the SMART criteria:

- **S** Specific (or Significant): What actions will occur and who will carry them out?
- **M** Measurable (or Meaningful): Will does completion look like?
- **A** Attainable (or Action-Oriented): Do the resources (i.e., money, staff) exist to carry out these changes?
- **R** Relevant (or Rewarding): Will it have an impact and who should know about it?
- **T** Time-bound (or Trackable). What priority level is the item?

The Action Plan tables are intended to be used by the City Administration to prioritize departmental actions and to review progress. To assist with that, one of three levels of priority is given under each entry:

- **High Priority** tasks are essential and must be implemented over the 5-year planning period. Funding and staff resources must be made available accordingly.
- **Medium Priority** tasks will be pursued by the City as resources become available to implement simultaneously with defined high priority tasks.
- **Low Priority** tasks will likely not be funded or pursued during the first five years, unless priorities change, or enough high- and medium-priority tasks are implemented. These tasks will likely need to be reevaluated during the next Master Plan update.

Annually, city staff and officials should report on progress on the plan's action items prior to the budget being adopted to adjust resources as needed for the upcoming year.

# WELCOMING | PROMOTE MASON AS A WELCOMING AND VIBRANT PLACE.

Priority	Reference Number	Strategy	Specific Target	Action	Page	Time Frame	Tool
HIGH	MP2023- W2.1	Community Engagement	W2: Communication	Adopt a Public Participation Plan and Communication Strategy (PP/CS) to ensure actions are taken in collaboration with the community and that the community is informed.	25	1-3 Years	RRC
HIGH	MP2023- W5.1	Access & Proximity	W5: Local Connections	Zoning Update: Update subdivision and zoning ordinances to simplify and expedite plan reviews and approvals.	28	1-3 Years	Local Regulation
HIGH	MP2023- W5.2	Access & Proximity	W5: Local Connections	Create a comprehensive Guide to support businesses and property owners through the various City permitting requirements - zoning, building, storm water, water and sewer, right-of-way, etc.	28	1-3 Years	RRC
MEDIUM	MP2023- W1.1	Community Engagement	W1: Partnerships	Document through agreements legacy programs, partnerships, and users. Meet at least annually with those public space partners to get feedback and identify future opportunities.	24	As resources are available	Partnerships
MEDIUM	MP2023- W1.2	Community Engagement	W1: Partnerships	Make public spaces more accessible for programming by our citizens through promotions of licensing agreements (art, garden/daffodil, historic-pink school).	24	As resources are available	Partnerships
MEDIUM	MP2023- W2.2	Community Engagement	W2: Communication	Create protocol for promoting the use of Customer Request for Action system and use the system to track and report responses. Report annually results to Council and take into consideration in budget development.	25	As resources are available	Policy
MEDIUM	MP2023- W3.1	Downtowns & Gateways	W3: Place Keeping	Support the creativity of entrepreneurs by allowing them to create unique spaces through test programs (parklets, alley transformations, murals, etc.).	26	As resources are available	Partnerships

Priority	Reference Number	Strategy	Specific Target	Action	Page	Time Frame	Tool
MEDIUM	MP2023- W3.2	Downtowns & Gateways	W3: Place Keeping	Continue creating a unique space signaling people to gather in the Downtown through seasonal decorations, banners, tree lighting, etc.	26	As resources are available	Partnerships
MEDIUM	MP2023- W4.1	Downtowns & Gateways	W4: Vibrant Business Districts	Offer pre-approved areas, low-cost and efficient permitting process for special events in business districts.	27	As resources are available	Local Regulation
MEDIUM	MP2023- W4.2	Downtowns & Gateways	W4: Vibrant Business Districts	Support both Mason Area Chamber of Commerce and Lansing Economic Area Partnership by maintaining an active membership and facilitating their efforts when possible.	27	Maintain/ On-going	Partnerships
MEDIUM	MP2023- W6.1	Access & Proximity	W6: Regional Connections	Support formal associations and informal neighborhood groups through access to staff and city facilities with reduced rental fee.	30	As resources are available	Partnerships
MEDIUM	MP2023- W6.2	Access & Proximity	W6: Regional Connections	Implement wayfinding plan adopted in 2020 Parks, Recreation and Non-Motorized Transportation Plan.	30	As resources are available	CIP

## CHARMING | PRESERVE MASON'S NEIGHBORHOODS AND SMALL-TOWN CHARM

Priority	Reference Number	Strategy	Specific Target	Action	Page	Time Frame	Tool
HIGH	MP2023- C1.2	Historic Preservation	C1: Leverage Historic Assets	Establish a voluntary fire inspection program for downtown structures.	34	1-3 Years	Partnerships
HIGH	MP2023- C1.3	Historic Preservation	C1: Leverage Historic Assets	Zoning Update: Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to adaptive reuse of historic structures.	34	1-3 Years	Local Regulation
HIGH	MP2023- C2.2	Historic Preservation	C2: Leveraging Programs and Partners	Create resource list for historic preservation including summary on available tax credits and support applications for funding related to historic preservation in the community.	36	1-3 Years	Partnerships
HIGH	MP2023- C3.1	Quality Housing	C3: Expand Housing Opportunities	Zoning Update: Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to housing.	36	1-3 Years	Local Regulation
HIGH	MP2023- C4.1	Building and Site Design	C4: Walkable Site Design	Zoning Update: Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to walkable site design.	41	1-3 Years	Local Regulation
HIGH	MP2023- C5.1	Building and Site Design	C5: Prioritize Street Character	Zoning Update: Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to prioritizing street character	43	1-3 Years	Local Regulation
MEDIUM	MP2023- C1.1	Historic Preservation	C1: Leverage Historic Assets	Create design guidelines for the Historic District to clarify expectations for property owners regarding building materials, signage, new construction, and other improvements	34	As resources are available	Local Regulation
MEDIUM	MP2023- C2.1	Historic Preservation	C2: Leveraging Programs and Partners	Invest in projects to support maintenance of status as a Certified Local Government (CLG) through the Michigan State Historic Preservation Office (SHPO).	36	As resources are available	Partnerships

## **SAFE | PROVIDE FORWARD-THINKING DELIVERY OF CITY SERVICES**

Priority	Reference Number	Strategy	Specific Target	Action	Page	Time Frame	Tool
HIGH	MP2023- S1.2	Existing Facilities and Services	S1: Asset Management	Utilities Asset Management Plan to include enhancement to water treatment (quality, lead service lines, distribution, wellhead protection), expansion of the wastewater treatment plant, and improvements to the stormwater collection system.	48	1-3 Years	CIP
HIGH	MP2023- S3.1	Investments	S3: Sustainable City Budget	Zoning Update: Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to future land use and infrastructure capacity.	68	1-3 Years	Local Regulation
HIGH	MP2023- S5.1	Investments	S5: Build with the Future in Mind	Adopt a Public Participation Plan and Communication Strategy (PP/CS) to ensure project development and feedback includes users and city staff. Tied to MP2023-W2.1.	70	1-3 Years	RRC
MEDIUM	MP2023- S1.1	Existing Facilities and Services	S1: Asset Management	Public Safety Asset Management Plan	48	As resources are available	CIP
MEDIUM	MP2023- S1.3	Existing Facilities and Services	S1: Asset Management	Motorized and Non-Motorized Transportation Asset Management Plan with a focus on a 'touch-once' protocol for street improvements and completion of goals in the non-motorized plan.	48	As resources are available	CIP
MEDIUM	MP2023- S1.4	Existing Facilities and Services	S1: Asset Management	Parks, Cemetery, Forestry Asset Management Plan with a focus on completing goals in the Parks, Recreation and Non-motorized Plan.	48	As resources are available	CIP
MEDIUM	MP2023- S1.5	Existing Facilities and Services	S1: Asset Management	Public Works and Motor Vehicle Pool Asset  Management Plan with a focus on regular replacement  of equipment, along with the relocation and  maintenance of the DPW facility.	48	As resources are available	CIP

Priority	Number	Strategy	Specific Target	Action	Page	Frame	Tool
MEDIUM	MP2023- S1.6	Existing Facilities and Services	S1: Asset Management	Invest in implementation of records management systems and a Geographic Information System (GIS) to support improved customer service, asset management (roads, utilities), public safety, future land use planning and decision making.	48	As resources are available	CIP
MEDIUM	MP2023- S2.1	Infrastructure	S2: Purposeful, Strategic Growth	Implement a service boundary goal with PA 425 of 1984 requirements.	64	As resources are available	Local Regulation
MEDIUM	MP2023- S3.2	Investments	S3: Sustainable City Budget	Implement three-year budget and six-year accurate Capital Improvement Program (CIP) adopted by City Council.	68	Maintain/ On-going	CIP
MEDIUM	MP2023- S4.1	Investments	S4: Design with Community and Users	Implement an incentive policy focused on gaps in and diversification of the tax base.	69	As resources are available	Local Regulation

Reference

## **City of Mason 20-Year Master Plan Public Survey**

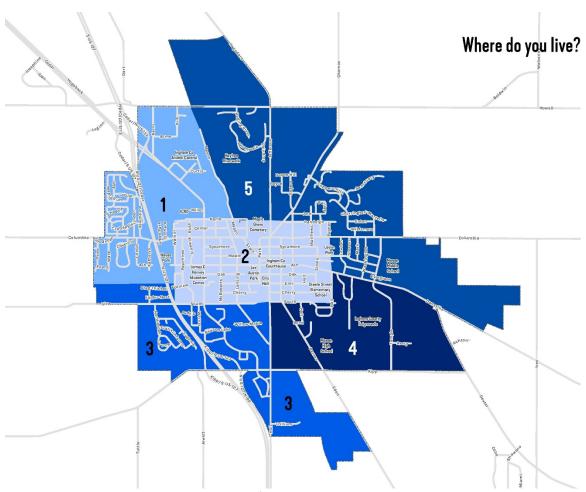
The City of Mason is updating its 20-Year Master Plan which serves as a guidebook to help elected officials and staff decide how to direct City funding for infrastructure and services, and how to manage future growth based upon the community's unified vision. Your input will shape the Mason of tomorrow!

This survey should take approximately 3-5 minutes to complete.

#### Part 1 of 2 – Tell us about you.

Your responses in this section help us to ensure that we hear from as many different community perspectives as possible.

- 1. What's your connection to the city of Mason? (check all that apply)
  - I live in Mason.
  - I work in Mason.
  - I visit Mason.
  - I go to school in Mason.
  - Other (fill in blank)
- 2. Do you rent or own the place where you live in Mason?
  - Own
  - Rent
  - Not Applicable
- 3. How old are you?
  - Under 15
  - 15-19
  - 20-24
  - 25-34
  - 35-44
  - 45-54
  - 55-64
  - 65-74
  - 75-84
  - 85+
- 4. How would you identify yourself?
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Hispanic or Latino
  - Middle Eastern or North African
  - Native Hawaiian or other Pacific Islander
  - White
  - Another race or ethnicity
  - Two or more Races



5. Looking at the map above, which area of Mason do you live in?

- 1
- 2
- 3
- 4
- [
- I live outside of Mason's city limit.

#### Part 2 of 2 – Your input.

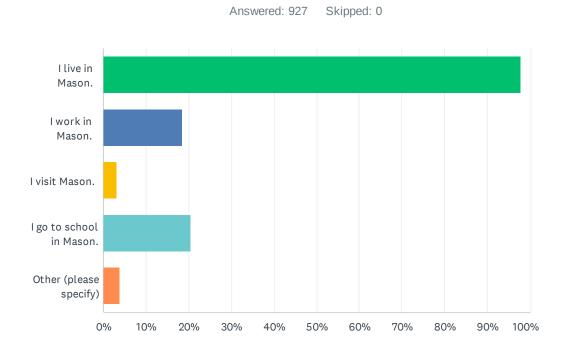
- 1. TODAY: Which of these words MOST describes the City of Mason today? (check up to 5 options)
  - Safe
  - Welcoming
  - Vibrant
  - Charming
  - Open
  - Forward-thinking
  - Innovative
  - Small-town
  - Inclusive
  - Other (please specify)
- 2. FUTURE: Which of these words MOST describes the City of Mason you want to see in 20 years? (check up to 5 options)
  - Safe
  - Welcoming
  - Vibrant
  - Charming
  - Open
  - Forward-thinking
  - Innovative
  - Small-town
  - Inclusive
  - Other (please specify)
- 3. What do you like most about Mason today? (check up to 5 options)
  - I feel safe in Mason.
  - I feel welcome in Mason.
  - I feel my elected officials are accessible.
  - I like our parks system.
  - I like our roads.
  - I like our trails.
  - I like our water quality.
  - I like our schools.
  - I like our neighborhoods.
  - I like our smalltown roots.
  - I like our proximity to other cities.
  - I like our downtown.
  - I like my shopping options.
  - I like my restaurant options.
  - I like the rate at which our community is growing.
  - Other (please specify)

- 4. What do you want to see change in Mason's future? (check up to 5 options)
  - I want to feel safer in Mason.
  - I want to feel more included in the community.
  - I want to see more diversity in residents.
  - I want to feel more included in the decisions our city staff and elected officials make.
  - I want to see wider representation in our city government.
  - I want more/improved parks.
  - I want improved roads.
  - I want more/improved trails.
  - I would like the taste/smell of our tap water to improve.
  - I want more/improved sidewalks.
  - I want more/improved schools.
  - I want more housing options.
  - I want less housing growth/development.
  - I want different housing options.
  - I want more/different shopping options.
  - I want more/different restaurant options.
  - I want more economic development/growth.
  - I want less economic development/growth.
  - Other (please specify)
- 5. Please indicate your level of agreement with the following statements:

Strongly Agree -- Somewhat Agree -- Neither Agree Nor Disagree -- Somewhat Disagree -- Strongly Disagree

- I feel I understand the Master Plan process.
- I feel included in the Master Plan process.
- I feel excited by the Master Plan process.
- 6. Thank you for taking this survey and sharing your input! There will be more opportunities to comment in the future as we prepare the Master Plan. To stay involved, visit the City of Mason website, Facebook page or sign up for email notices using the box below. This email address will only be used to provide you with more information about the City of Mason 20-Year Master Plan project.

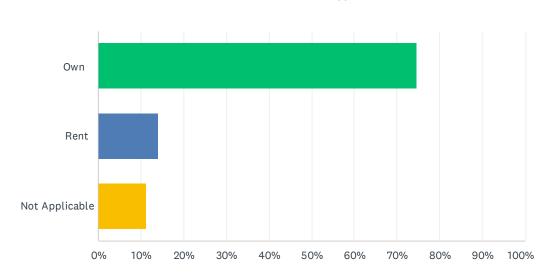
## Q1 What's your connection to the city of Mason? (check all that apply)



ANSWER CHOICES	RESPONSES	
I live in Mason.	97.84%	907
I work in Mason.	18.55%	172
I visit Mason.	3.13%	29
I go to school in Mason.	20.50%	190
Other (please specify)	3.78%	35
Total Respondents: 927		

## Q2 Do you rent or own the place where you live in Mason?

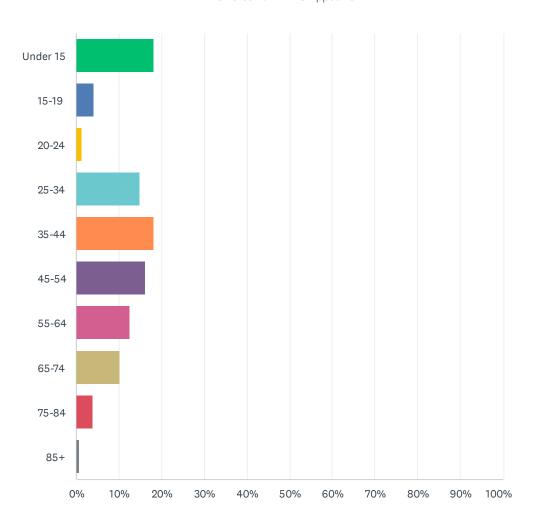




ANSWER CHOICES	RESPONSES	
Own	74.62%	691
Rent	14.15%	131
Not Applicable	11.23%	104
TOTAL		926

## Q3 How old are you?

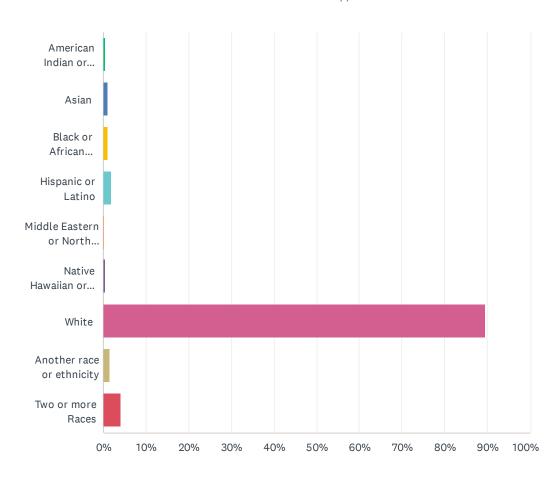
Answered: 924 Skipped: 3



ANSWER CHOICES	RESPONSES	
Under 15	18.18%	168
15-19	4.11%	38
20-24	1.19%	11
25-34	14.94%	138
35-44	18.07%	167
45-54	16.23%	150
55-64	12.55%	116
65-74	10.28%	95
75-84	3.79%	35
85+	0.65%	6
TOTAL		924

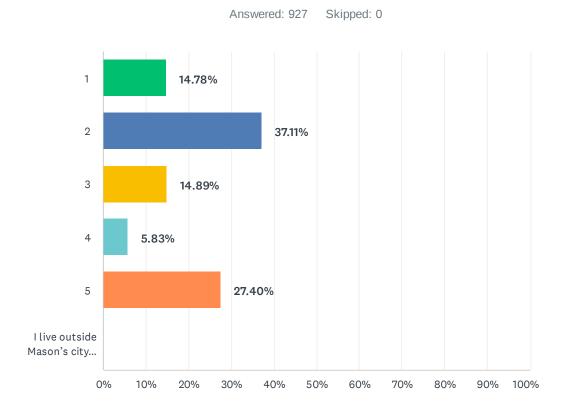
## Q4 How would you identify yourself?

Answered: 912 Skipped: 15



ANSWER CHOICES	RESPONSES	
American Indian or Alaska Native	0.33%	3
Asian	0.99%	9
Black or African American	1.10%	10
Hispanic or Latino	1.86%	17
Middle Eastern or North African	0.22%	2
Native Hawaiian or other Pacific Islander	0.44%	4
White	89.58%	817
Another race or ethnicity	1.54%	14
Two or more Races	3.95%	36
TOTAL		912

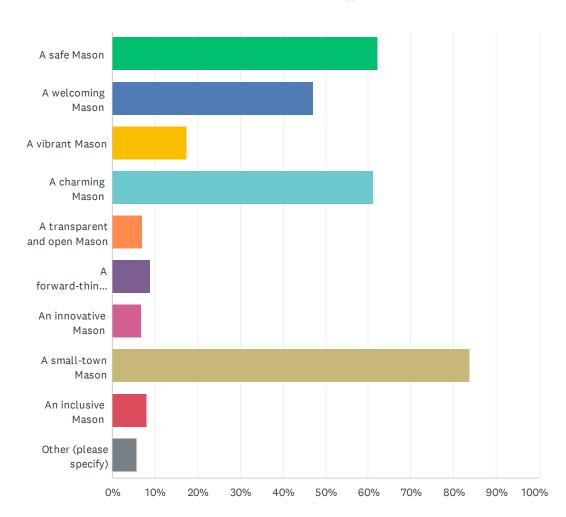
## Q5 Looking at the map above, which area of Mason do you live in?



ANSWER CHOICES	RESPONSES	
1	14.78%	137
2	37.11%	344
3	14.89%	138
4	5.83%	54
5	27.40%	254
I live outside Mason's city limits.	0.00%	0
TOTAL		927

# Q6 Which of these words MOST describes the City of Mason today? (check up to 5 options)

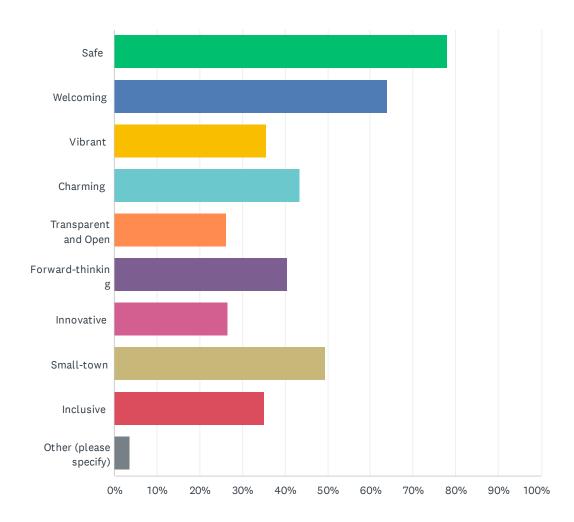
Answered: 788 Skipped: 139



ANSWER CHOICES	RESPONSES	
A safe Mason	62.18%	490
A welcoming Mason	47.21%	372
A vibrant Mason	17.51%	138
A charming Mason	61.29%	483
A transparent and open Mason	7.11%	56
A forward-thinking Mason	8.88%	70
An innovative Mason	6.85%	54
A small-town Mason	83.88%	661
An inclusive Mason	8.12%	64
Other (please specify)	5.71%	45
Total Respondents: 788		

# Q7 Which of these words MOST describes the City of Mason you want to see in 20 years? (check up to 5 options)

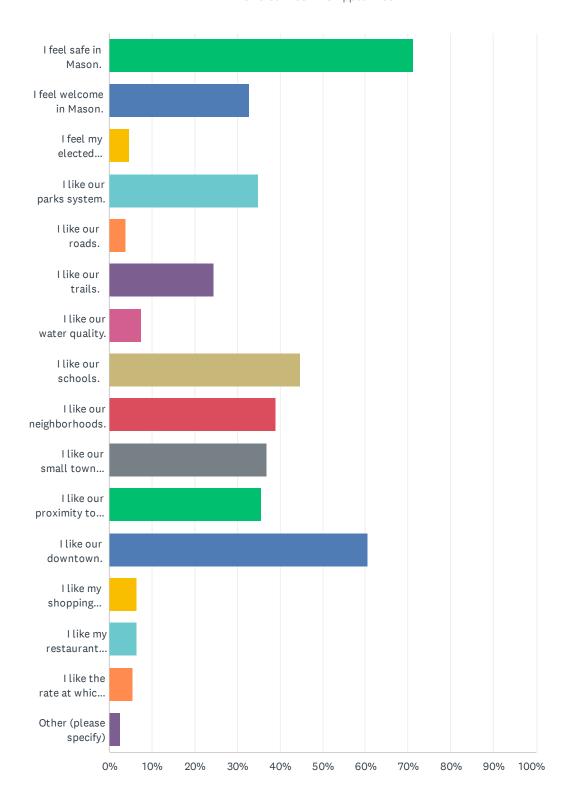




ANSWER CHOICES	RESPONSES	
Safe	78.05%	615
Welcoming	63.96%	504
Vibrant	35.66%	281
Charming	43.40%	342
Transparent and Open	26.14%	206
Forward-thinking	40.48%	319
Innovative	26.65%	210
Small-town	49.37%	389
Inclusive	35.28%	278
Other (please specify)	3.55%	28
Total Respondents: 788		

## Q8 What do you like most about Mason? (check up to 5 options)

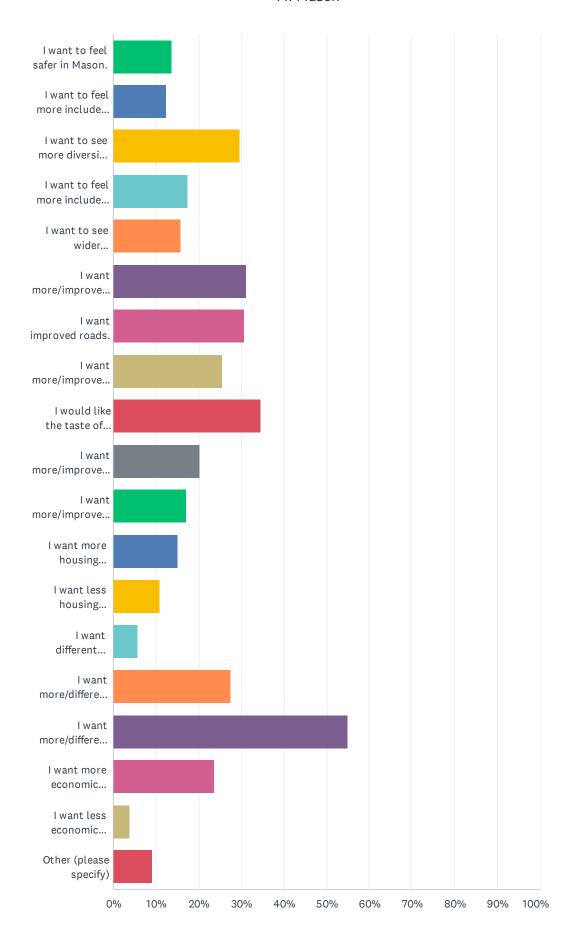
Answered: 788 Skipped: 139



ANSWER CHOICES	RESPONSES	
I feel safe in Mason.	71.19%	561
I feel welcome in Mason.	32.74%	258
I feel my elected officials are accessible.	4.70%	37
I like our parks system.	35.03%	276
I like our roads.	3.93%	31
I like our trails.	24.49%	193
I like our water quality.	7.49%	59
I like our schools.	44.67%	352
I like our neighborhoods.	39.09%	308
I like our small town roots.	36.80%	290
I like our proximity to other cities.	35.53%	280
I like our downtown.	60.66%	478
I like my shopping options.	6.47%	51
I like my restaurant options.	6.35%	50
I like the rate at which our community is growing.	5.58%	44
Other (please specify)	2.54%	20
Total Respondents: 788		

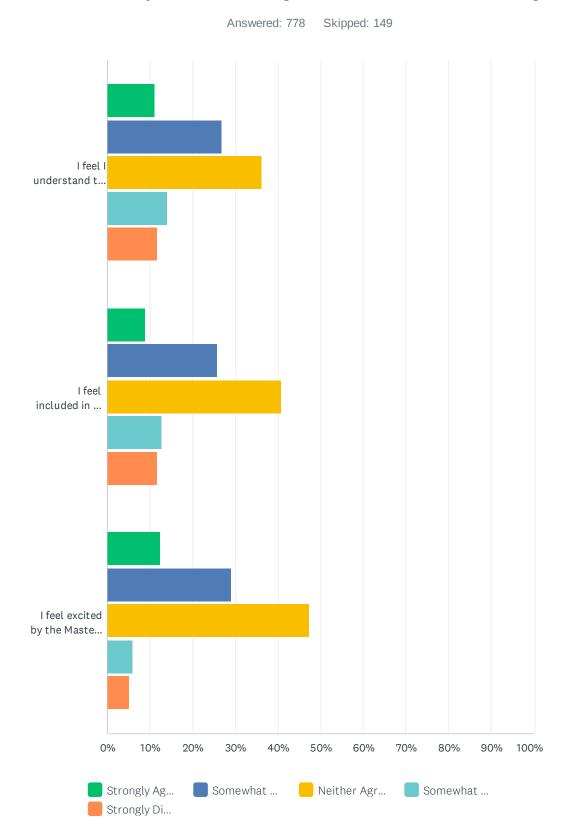
## Q9 What do you want to see in Mason's future? (check up to 5 options)

Answered: 788 Skipped: 139



ANSWER CHOICES	RESPONSE	ES
I want to feel safer in Mason.	13.71%	108
I want to feel more included in the community.	12.44%	98
I want to see more diversity in residents.	29.70%	234
I want to feel more included in the decisions our city staff and elected officials make.	17.39%	137
I want to see wider representation in our city government.	15.74%	124
I want more/improved parks.	31.22%	246
I want improved roads.	30.71%	242
I want more/improved trails.	25.63%	202
I would like the taste of our tap water to improve.	34.64%	273
I want more/improved sidewalks.	20.18%	159
I want more/improved schools.	17.13%	135
I want more housing options.	15.10%	119
I want less housing growth/development.	10.91%	86
I want different housing options.	5.84%	46
I want more/different shopping options.	27.54%	217
I want more/different restaurant options.	55.08%	434
I want more economic development/growth.	23.73%	187
I want less economic development/growth.	3.81%	30
Other (please specify)	9.26%	73
Total Respondents: 788		

## Q10 Please indicate your level of agreement with the following statements:



	STRONGLY AGREE	SOMEWHAT AGREE	NEITHER AGREE NOR DISAGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	TOTAL
I feel I understand the	11.10%	26.84%	36.26%	14.06%	11.74%	775
Master Plan process.	86	208	281	109	91	
I feel included in the	8.97%	25.75%	40.70%	12.87%	11.70%	769
Master Plan process.	69	198	313	99	90	
I feel excited by the	12.47%	29.09%	47.27%	5.97%	5.19%	770
Master Plan process.	96	224	364	46	40	

Q11 Thank you for taking this survey and sharing your input! There will be more opportunities to comment in the future as we prepare the Master Plan. To stay involved, visit the City of Mason website, Facebook page or sign up for email notices using the box below. This email address will only be used to provide you with more information about the Master Plan process.

Answered: 327 Skipped: 600

Date		
	Source	Comment
5/9/2022	Businesses Focus Group	occupancy challenges between assembly vs. retail use
5/9/2022	Businesses Focus Group	need better understanding of pipeline of projects (CIP) like parks projects. Where are things on the priority list?
5/5/2022	Developer Focus Group	don't write policies for one bad apple; bad apple spoils the bunch
	·	
5/5/2022	Developer Focus Group	set policy based on values
5/5/2022	Developer Focus Group	have lost redevelopment downtown in past because of height restriction
5/5/2022	Developer Focus Group	2 flats above commercial; lots of interest - families, young people, seniors (despite there being stairs)
	Developer Focus Group	need more traffic generators downtown (like schools - shouldn't be on edge of community)
	Developer Focus Group	make downtown a place to be
	Businesses Focus Group	Evenings – not very lively other than Bad Brew and Courthouse Pub
	Businesses Focus Group	Facebook groups: sit down restaurant needed
	Businesses Focus Group	Cinnamon Lane Bakery coming soon
	Businesses Focus Group	Some businesses are big draws and some are just there because they've been there
	Businesses Focus Group	Traditional things that have been there for a long time
	Businesses Focus Group	What do we do when we're downtown?
	Businesses Focus Group	Some vacant spaces - What else could we be doing?
5/5/2022	Businesses Focus Group	Need more dining
	·	
5/9/2022	Businesses Focus Group	Gateways to downtown; need more of a sense of arrival
	Businesses Focus Group	DDA working on new business orientation packet
	Businesses Focus Group	Need more support for small businesses
	Businesses Focus Group	No spaces that already have a commercial kitchen
	Businesses Focus Group	Don't need another pizza place, Chinese, ice cream shop
	Businesses Focus Group	Painting pottery, wine and painting place
	Businesses Focus Group	No hotel
5/5/2022	Businesses Focus Group	Community space need – after school kids, feature local art
5/5/2022	Businesses Focus Group	Need community-type place; civic spaces
5/5/2022	Businesses Focus Group	Chamber – great summer events
5/5/2022	Developer Focus Group	need to reevaluate the growth line; it has changed since the growth of the 90s
5/5/2022	Developer Focus Group	schools over capacity
5/9/2022	Businesses Focus Group	don't want too much growth - lose who we are; don't want to be too big; redevelop downtown rather than at the outskirts
5/5/2022	Developer Focus Group	Market not there for pocket communities yet but should consider
5/5/2022	Developer Focus Group	one off infill development is really challenging to make the numbers work - need more of an economy of scale
5/5/2022	Developer Focus Group	those living in downtown houses are buying out of need, not want. Need more higher end housing near downtown
5/5/2022	Developer Focus Group	tear-down rebuilds will continue to increase - what can the city to do facilitate this?
5/5/2022	Developer Focus Group	Columbia Lakes: too dense; lots of traffic (was there or should there be a traffic study?)
	Developer Focus Group	2018, we were affordable, weathered recession decently
5/5/2022	Developer Focus Group	demand is very high right now; market very tight
	Developer Focus Group	get rid of minimum square footage
	Developer Focus Group	need more people to support downtown businesses  Riverwalk: about as suburban as it gets, 13 lots left; it was sold with access to highway; designed under suburban standards
5/5/2022	Developer Focus Group	RiverWalk: about as suburban as it gets, 15 lots left; it was sold with access to nighway; designed under suburban standards
E /E /2022		
5/5/2022		hold development in the care to a different standard than the fringes
	Developer Focus Group	hold development in the core to a different standard than the fringes
5/5/2022	Developer Focus Group	banks are a roadblock; hard to get loans
5/5/2022 5/5/2022	Developer Focus Group Developer Focus Group	banks are a roadblock; hard to get loans appraisals aren't in line with what things are selling for
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5/5/2022 5/5/2022 5/5/2022	Developer Focus Group Developer Focus Group Developer Focus Group	banks are a roadblock; hard to get loans appraisals aren't in line with what things are selling for average house, can't build it new for cheaper than \$300-450K with current construction costs
5/5/2022 5/5/2022 5/5/2022	Developer Focus Group Developer Focus Group	banks are a roadblock; hard to get loans appraisals aren't in line with what things are selling for
5/5/2022 5/5/2022 5/5/2022 5/5/2022	Developer Focus Group Developer Focus Group Developer Focus Group Developer Focus Group	banks are a roadblock; hard to get loans appraisals aren't in line with what things are selling for average house, can't build it new for cheaper than \$300-450K with current construction costs there is market for smaller units; costs are prohibitive for smaller sizes
5/5/2022 5/5/2022 5/5/2022 5/5/2022 5/5/2022	Developer Focus Group	banks are a roadblock; hard to get loans appraisals aren't in line with what things are selling for average house, can't build it new for cheaper than \$300-450K with current construction costs there is market for smaller units; costs are prohibitive for smaller sizes  Mason needs condos (response from other participant: what does this mean? What are they looking for? Less maintenance? Smaller size?)
5/5/2022 5/5/2022 5/5/2022 5/5/2022 5/5/2022	Developer Focus Group Developer Focus Group Developer Focus Group Developer Focus Group	banks are a roadblock; hard to get loans appraisals aren't in line with what things are selling for average house, can't build it new for cheaper than \$300-450K with current construction costs there is market for smaller units; costs are prohibitive for smaller sizes
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5/5/2022 5/5/2022 5/5/2022 5/5/2022 5/5/2022 5/5/2022 5/5/2022	Developer Focus Group	banks are a roadblock; hard to get loans appraisals aren't in line with what things are selling for average house, can't build it new for cheaper than \$300-450K with current construction costs  there is market for smaller units; costs are prohibitive for smaller sizes  Mason needs condos (response from other participant: what does this mean? What are they looking for? Less maintenance? Smaller size?) Rainer Ponds: taking too long to fill up; people don't want mansions in Mason (developer's vision is different from reality)
5/5/2022 5/5/2022 5/5/2022 5/5/2022 5/5/2022 5/5/2022 5/5/2022	Developer Focus Group	banks are a roadblock; hard to get loans appraisals aren't in line with what things are selling for average house, can't build it new for cheaper than \$300-450K with current construction costs  there is market for smaller units; costs are prohibitive for smaller sizes  Mason needs condos (response from other participant: what does this mean? What are they looking for? Less maintenance? Smaller size?) Rainer Ponds: taking too long to fill up; people don't want mansions in Mason (developer's vision is different from reality) need more smaller homes
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Community Comments			
	Source	Comment	
5/9/2022	Businesses Focus Group	private lot next to brewery won't sell or lease for parking	
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F /0 /2022	Businessa Farra Curan	and the state of t	
	Businesses Focus Group Businesses Focus Group	recently tweaked parking time limits/overnight parking?  Lee Austin Park: needs updates, fence, nicer structure	
3/3/2022	businesses rocus Group	County Road Commission and Drain Commission very challenging; permitting process lengthy and costly; while well-intentioned,	
5/5/2022	Developer Focus Group	cumbersome	
5/5/2022	Developer Focus Group	could the City take over any roads from the county? Help speed up curb cut/review process?	
5/5/2022	Developer Focus Group	too many bureacratic layers	
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5/5/2022	Developer Focus Group	create some targeted redevelopment districts for expedited approvals: if you meet the values, 2 meetings, and approvals in 45 days	
	Developer Focus Group	developers follow path of least resistance; if it's too challenging, they'll go elsewhere where it's easier	
	Developer Focus Group	projects take a while and the rules change along the way	
	Developer Focus Group  Developer Focus Group	there is "rigidness" in the process; 30% of costs to develop come from regulation costs  Wolverine Engineering: now that they work for the city, private developers can use them	
3/3/2022	Developer Focus Group	wover me Engineering. Now that they work for the city, private developers can use them	
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5/5/2022	Businesses Focus Group	working on incubator space downtown; building occupancy struggles (1 person per 100 feet, not doable with only 700 square feet)	
	Businesses Focus Group	City has been great to work with	
5/5/2022	Businesses Focus Group	contractor permits went well	
ļ.			
		Need faster turnaround – permits, inspections	
5/5/2022	Businesses Focus Group		
5/ 5/ 2022			
5/5/2022	Businesses Focus Group	Permitting – challenges with communications, forms, - more of an ease of use as a new commercial building, growing pains	
5 /0 /0000			
5/9/2022	Businesses Focus Group	Site plan (\$10-12k) engineering firm, one of the toughest projects to get it through; too much detail required on the site plan	
5/9/2022	Businesses Focus Group	lots of paperwork	
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- 1- 1			
5/9/2022	Businesses Focus Group	Behind Daily Scoop: lots of time wasting on property description; waiting for several months; need a new parcel number	
5/9/2022	Businesses Focus Group	Citizen application for zoning ordinance amendment; "I had to do the research and draft language"	
	Businesses Focus Group	Need more consistency: apply for same thing year to year but the requirements change	
		7	
5/9/2022	Businesses Focus Group	Tents: why do these need building permit? Shouldn't have to inspect a tent that's up for 10 hours	
5/9/2022	Businesses Focus Group	Igloos: needed a building permit this year, building inspector came 2 times and made them put rods in asphalt	
5/9/2022	Businesses Focus Group	shed/electrical wiring: someone reported him saying he needed a state permit (no new wiring, just replacing light with outlet)	
	Businesses Focus Group	need more face-to-face conversations; email and leaving a message; poor follow through	
5/9/2022	Businesses Focus Group	Murals: need criteria for historic district review	
5/5/2022	Developer Focus Group	Brownfield remediation is really costly; developers can't pay for that	
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E /E /2022	Developer Focus Group	Eton Co-op Grain Elevator: redevelopment opportunity for housing; it used to be the edge of the city but doesn't make sense where it is now - work with them to relocate closer to farms	
3/3/2022	Developer Focus Group	Level Lear (? Property on Cedar where it bends?) family not incentivized to redevelop; just a tax benefit for them leaving it empty; prime	
5/5/2022	Developer Focus Group	opportunity for walkable redevelopment; integrate housing here; still close to downtown	
5/5/2022	Developer Focus Group	need education for public on why we need density; reframe it	
		Parking lots on Sycamore: could be housing; podium plus 4 on top; would have enough rent to cover construtions costs (approx. \$300/sq ft	
5/5/2022	Developer Focus Group	for podium and \$225 for stick built floors on top)	
5/5/2022	Businesses Focus Group	Allow residential on Cedar	
	Businesses Focus Group  Businesses Focus Group	Bigger commercial spaces can be used in a different manner (non-traditional)	
3,3,2322		Corridors need help: residential poorly maintained on Okemos, Jefferson, Ash; could there be grant money to help private owners improve	
	Businesses Focus Group	their property? Painting, yard clean up needed	
	Developer Focus Group	very friendly community; people say hi on the street	
	Businesses Focus Group	Corridors: need better sense of arrival; gateway to city	
	Businesses Focus Group	127 exit areas aren't welcoming; not good gateways to city  Quality Farm and Fleet could be city center 2	
5/5/2022	Developer Focus Group	Quality Farm and Fleet could be city center 2	
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	Businesses Focus Group	building code occupancy	
5/9/2022	Businesses Focus Group	Data/communications: advocate for more cell towers and advertise fiber availability to businesses/residents	
E /44 /2022	MHS Students	Trees trimmed under utility lines look had; hun, utilities underground to avoid in future	
5/11/2022	INITIS STUDENTS	Trees trimmed under utility lines look bad; bury utilities underground to avoid in future  Parks need to be better maintained; hayes - Baasketball court crack in pavement creates ledge; Lee Austin is 'gross', not safe/nice, looks	
5/11/2022	MHS Students	abandoned- pavillion has no purpose, fence worn down	
	MHS Students	Splash pad!	
	MHS Students	Sidewalks - some get narrow/dirt is covering them	
		Roads are re-done (cool!), rides bikes to get everywhere	
5/11/2022	MHS Students	Alleys need to be cleaner, frequently walk through them as a short-cut to get home	
5/11/2022 5/11/2022	MHS Students MHS Students		
5/11/2022 5/11/2022 5/11/2022	MHS Students MHS Students MHS Students	Hayhoe Trail - need to add lighting	
5/11/2022 5/11/2022 5/11/2022	MHS Students MHS Students	Hayhoe Trail - need to add lighting Fill empty spaces near Meijer - more entertainment/arcade	
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5/11/2022 5/11/2022 5/11/2022 5/11/2022 5/11/2022 5/11/2022 5/11/2022 5/11/2022	MHS Students	Hayhoe Trail - need to add lighting  Fill empty spaces near Meijer - more entertainment/arcade  Loves downtown - historic/old-fashioned, loves antiques mall;downtown = community, you see people there; wants to see buildings restored/maintained; no McD's (example) - keep it authentic/local  Can the streetlights downtown be more historically aesthetic ie Edison bulbs  Likes having a cute town, source of pride; Loves downtown Chelsea, more like that	
5/11/2022 5/11/2022 5/11/2022 5/11/2022 5/11/2022 5/11/2022 5/11/2022 5/11/2022	MHS Students	Hayhoe Trail - need to add lighting  Fill empty spaces near Meijer - more entertainment/arcade  Loves downtown - historic/old-fashioned, loves antiques mall;downtown = community, you see people there; wants to see buildings restored/maintained; no McD's (example) - keep it authentic/local  Can the streetlights downtown be more historically aesthetic ie Edison bulbs	

Community Community		
Community Comments  Date	Course	Comment
	Source MHS Students	1
	MHS Students	Wants to help town look nicer, how can elderly apply for help if they can't mow lawn there are 2 dead trees near gravel pit (Kipp) that need to be removed
	MHS Students	Fix/replace streetlights on Cedar that were destroyed
	MHS Students MHS Students	Fix streetlights that are out/areas without streetlights
5/11/2022	IVIAS Students	Most kids get around by bike, need bikeshop  Likes how city preserves culture - skatepark; keeps town nice by painting over profanity, keep graffiti in the bowl; add an area to allow bikes
5/11/2022	MHS Students	(ramps)
	MHS Students	Limit access to skatebowl - no kids under 9; Charlotte allows bikes, takes better care of skatepark
	MHS Students	Make scooters available/provide rack for them
	Faith-based/Service Groups	Owns business in Mason, welcoming
3/11/2022	Takii-baseu/ Service Groups	Owns business in viason, welcoming
		Rotary is an opportunity to do things in community but find road blocks - pickle ball, splash pad, stage maintenance at Rayner (mulch, paint)
5/11/2022	Faith-based/Service Groups	why is it not used very much? Does not want to see Mason pursue projects that generate additional long-term costs.
, ,		Mason service coalition (all clubs) has died out as there was no single driver of the program; a quarterly mtg hosted by the City would be a
5/11/2022	Faith-based/Service Groups	good idea
5/11/2022	Faith-based/Service Groups	Optimist focuses on kid based projects - sports, fundraising for scholarships
	Faith-based/Service Groups	Mason is a great community, tight-knit; don't change too much, stay the same but make things better
5/11/2022	Faith-based/Service Groups	Loves Mson, looking for ways Compass Church can serve/more opportunities
5/11/2022	Faith-based/Service Groups	Aging population, keep seniors here, need single level housing
5/11/2022	Faith-based/Service Groups	Sustain walkability throughout town
		Looking for later stage living, low-maintenance, part-time/2nd home, small with a community room for large gatherings and a common
5/11/2022	Faith-based/Service Groups	workshop (Oregon model)
	Faith-based/Service Groups	Loves walking around Courthouse, central community
	Faith-based/Service Groups	Cedar has a lot of unused space
	Faith-based/Service Groups	Would rather see businesses in empty building vs new structures
	Faith-based/Service Groups	Home based workers/remote workers creates less need for office space, allow for conversion to housing
		Observation that the general public seems to think the City dictates where businesses go but really up to business to choose location; need
	Faith-based/Service Groups	to educate public on what city controls (zoning vs a businesses choice to locate/market driven)
5/11/2022	Faith-based/Service Groups	Need clearer info on what options there are for use of property, and on a point of contact
	Faith-based/Service Groups	Frustrated with groomer/dogs barking next door (why allowed?)
	Faith-based/Service Groups	Deb used to attend Econ Dev mtgs; would like City staff to attend
5/11/2022	School Leadership	Need better internet/boradband service
	School Leadership	High School - major traffic flow issue with events; would like to build 2nd drive through wooded lot; Kipp/Barnes, several close-calls
5/11/2022	School Leadership	School properties are land-locked, not much room for growth without losing playfields
		City gets concerns about moving into city and then kids not being able to walk/bike to school and instead bused into country; how do we
5/11/2022	School Leadership	make it easy to walk to neighborhood school
5/11/2022	School Leadership	Most growth comes from new families, estimates now are flat; school of choice is the smallest %
	School Leadership	Capacity could be an issue in 10 years; 1-2 subdivisions away from being at capacity
	School Leadership	As seniors leave houses, new families will fill in which will affect capacity
5/11/2022	School Leadership	Harvey - would like to add on-street parking near Ash/Cedar
		The city needs a Directory/Welcome to Mason: food bank, clothing, event space, community ed, could give to people at time they are
5/11/2022	School Leadership	establishing water service with City
	School Leadership	Need affordable places for people to rent
	School Leadership	Fewer drop-offs on Wed. late start, increase in bus use
	School Leadership	Bus cut-off is 1.5 mi for MS/HS; 1 for elementary
	School Leadership	Need Albanian translation services
	School Leadership	School should never sell property
5/11/2022	School Leadership	MS has drainage issues
5/12/2022	CALL - Local artist/Rooted Reverance organize	Need more guidance on Special Event process/permits as it takes awhile and they want to have things ready; City was flexible/worked well; Good to see mural popping up; Maintain areas for artists to work, difficult to establish career in the arts, challenge to get sponsorships/pay living wages for Rooted Reverence without non-profit status; concerned bout schools cutting funding for arts, art club does fundraising
5/16/2022	Regional Partners Focus Group	regional trail connections: Vevay using ARPA to connect to Hayhoe Trail; Mason ideally suited for walking connections with neighbors
		L
	Regional Partners Focus Group	MDOT: include non-motorized map, they look at city's plans for priorities
5/10/2022	Regional Partners Focus Group	build the periphery of the city intentionally, not just about the car but people-oriented
5/16/2022	Regional Partners Focus Group	TriCounty: working on regional trails feasibility study
		MDOT: corridor studies may not be proactive from them but they will participate if community-driven (Cedar is Tier 3 so not priority for
5/16/2022	Regional Partners Focus Group	them)
	L	County Facilities: working toward Net Zero by 2040; Environmental Affairs Division working on sustainability audit; prioritizing low hanging
5/16/2022	Regional Partners Focus Group	fruit;
	L	
	Regional Partners Focus Group	County: putting in EV charging stations; important to put in infrastructure even if not adding stations yet
	Regional Partners Focus Group	CATA: resolution to be No-Low by 2035 (investigating electric and hydrogen fuel cell options for lowering emissions)
5/16/2022	Regional Partners Focus Group	MDOT: exploring setting a green target based on AA 2030 goals, nothing on books yet
		CATA Macon or a but for transit into Lancing Major working for participation of the standard and distance and distance in a distance of the standard and the st
E /4.C /2022	Regional Partners Facus Crau	CATA: Mason as a hub for transit into Lansing; Meijer working for park/ride now but could explore an additional site or more neighborhood- oriented stop. Could emphasize more Lansing to Mason travel (right now just the courts and Mason to Lansing)
	Regional Partners Focus Group Regional Partners Focus Group	Pandemic has shifted how people live/work - Mason attractive spot for small town atmosphere and working remotely
	Regional Partners Focus Group  Regional Partners Focus Group	MDOT: MDOT and feds prioritizing non-motorized design for most vulnerable users (families and kids)
	Regional Partners Focus Group	Small Town Charm: change but don't change from why people were atrracted here in the first place
	Regional Partners Focus Group	prioritize access management
	Regional Partners Focus Group	Market Mason
	Regional Partners Focus Group	Fairgrounds starting master plan process soon
	Regional Partners Focus Group	Fairgrounds: events 48 weekends of the year, starting a new October event, get 35K people during fair, horse show visitors definitely go into Mason to shop/eat; McDonald's stocks up based on fairground events. Fairgrounds do have heatmap of event attendees
5/16/2022	Regional Partners Focus Group	What would make Mason not have small-town charm? Long way to walk from businesses; negative impacts from industrial; all corridors turn into Cedar (don't want Kipp to become that)
	Regional Partners Focus Group	Cedar/Gateways: need more trees, landscaping, ped friendly, sidewalks better protected from cars; buildings more unified "downtown look
5/16/2022	Regional Partners Focus Group	MDOT: "it's your road, but we own it" so say what you want as a community
	Regional Partners Focus Group	Health, Equity, Social Justice: welcoming, inclusive, history of white people leaving Lansing; schools working on discussions about diversity
	Regional Partners Focus Group	school district: bussing 1700 students (about half); bussing to Aleidon, only Steele Elementary in City limits
	Regional Partners Focus Group	County Jail not likely to expand, reducing jail population

Community Comments		
Date	Source	Comment
5/16/2022	Regional Partners Focus Group	Courthouse restoration starting
5/16/2022	Regional Partners Focus Group	County Road Dept: would like to change access from neighborhood street of Cedar to Cedar
5/16/2022	Regional Partners Focus Group	MDOT's MM 2045 Long-Range Transportation plan has good info on health
	Regional Partners Focus Group	County government is an anchor
	Regional Partners Focus Group	"foodies" as a draw
		Meijer serves regional population. Opportunity to establish as a more neighborhood friendly hub by utilizing outdoor area and road
	Regional Partners Focus Group	improvements
	Regional Partners Focus Group	senior, library programming pulls 40-50% from outside city limits
5/16/2022	Regional Partners Focus Group	doctors' offices likely pulling from region
		why is there a lack of recreation leagues and fields? (compared to DeWitt, Grand Ledge - city philosophy of not providing rec services
	Regional Partners Focus Group	different)
5/16/2022	Regional Partners Focus Group	consider splash pad/ waterpark as attactors (Grand Ledge and Portland are huge draws)
5/16/2022	Regional Partners Focus Group	chamber as promotions arm - re-market events, return to city from pandemic
5/16/2022	Regional Partners Focus Group	Disconnect between what city provides – partnerships aren't understood by public
	Regional Partners Focus Group	Vevay concentrating any new industrial near Kipp
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5/16/2022	Regional Partners Focus Group	MDOT/Health: We need to illustrate the tie between motorized and non-motorized infrastructure to make walkable communities
	Regional Partners Focus Group	Vevay township wants to stay rural and limit growth from Mason encroaching, especially to the south
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5/16/2022	Regional Partners Focus Group	Mason produces less community recreation events and regional amenities (i.e. splash pad) that other communities in the region
5/10/2022	negionari araners i ocus croup	massi produces iess community i coreation events and regional amendes (net speak pad) and other communities mane region
E /16 /2025	Pagianal Bartners Facus Group	"population that this is a town surrounded by forms" maintain the feeling of sural featural drive into a "sharming small town"
5/10/2022	Regional Partners Focus Group	"people love that this is a town surrounded by farms"-maintain the feeling of rural/natural drive into a "charming small town"
- / /		Would like dog park @ Rayner for off-leash activity, great for human and dog socializing/networking; another location would be Bond - the
5/18/2022		rink
5/18/2022	General	Hayhoe Trail needs better maintenance
		Water - Culligan tested contaminants: 667 ppm; purification reduced it to 7ppm; told water here is terrible and doesn't understand why;
5/18/2022		pays Culligan \$30/mo plus salt/ owns water softener
5/18/2022		Need more businesses downtown, fill empty storefronts, provide incentives
5/18/2022	General	Keep downtown small, don't expand it; Marshall is good comparison - walkable, businesses, social district, retail/dining/movie theatre
5/18/2022		Focus large chain businesses onto Cedar
5/18/2022		
3/18/2022	General	Loves outdoor seating downtown  Restaurants - need more options that are not a bar; Klavon's is the only decent non-bar meal; Soup Spoon in Lansing is good example of
5/40/2020	ا ،	
5/18/2022		great food/destination restaurant
5/18/2022		Along Cedar, avoid what happened in E. Lansing; model downtown Mason pattern
5/18/2022		STR - would like option, has property on Ash near downtown
5/18/2022	General	ADUs - not opposed, creative solution to housing problems now
5/18/2022	General	Moved from Lansing, Mason is safe, clean, good roads, quiet; concerned about neighborhood becoming a rental community (STR)
5/18/2022	General	Need more awareness/promotion of community history ie Malcolm X memorial
5/18/2022	General	Can we have hens (no roosters) in town like Lansing/E. Lansing depending on lot size/location?
5/18/2022		Encourage more plantings in right of way taller than current limit to allow for pollinators, wildlife. Lansing allows.
5/18/2022		5-way @ Okemos is the scariest intersection. Needs stop for Okemos traffic inbound.
3/18/2022	General	
E /4 0 /000		Ash/Cedar by Ace Hardware/Harvey Center - fix the alignment on Ash going from the east/west across Cedar, confusing for left turn/throughtraffic.
5/18/2022		
5/18/2022		Can we do something about unpleasant buildings - old Lear on Cedar and the Hart building on Kipp
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Community Comments		
Date	Source	Comment
		Murals - suggest they relate to history of Mason (farming, courthouse); example - Ohio wall, 100's of ft long w/multiple scenes tell story of
5/10/2022	Arts/Culture/Historic	area
	Arts/Culture/Historic	No murals on facade of building, side or rear only
	Arts/Culture/Historic	Murals - prefers orginal artwork/not historic; avoid too many, good amount right now
5/10/2022	Arts/Culture/Historic	How can Mason be more inclusive? Mason history is not inclusive
5/10/2022	Arts/Culture/Historic	Have clear guidelines for who the responsible party is for art installations in case of vandalism or maintenance issues
5/10/2022	Arts/Culture/Historic	Skatepark discussion about quality of art, skate culture, maintenance; purpose is expression
5/10/2022	Arts/Culture/Historic	Would like a cultural arts center, school auditorium needs improvement/is too small, ADA concerns; lighting is horrible for people of color
	Arts/Culture/Historic	Need community cultural center
	Arts/Culture/Historic	Concerned about ADA parking at special events; downtown ADA spaces get blocked off and need to be replaced somewhere
	Arts/Culture/Historic	Questions about future use of roller rink @ Bond (tbd by park plan/design)
E/2/2022	School Property Committee	Long-term capacity issues and the need for land to expand; 2017 bond was opposed to adding capacity in schools; would like to expand soccer/pickle ball on Rayner park
	School Property Committee	Need broadband
	School Property Committee	Sidewalks on Columbia overpass needed
	Neighborhoods	Landscaping - Avoid crab apple trees/messy, city hall grasses were too high/affected visibility
	Neighborhoods	Parks - maintain what we have first, stay within budget; worked for 5 yrs to help maintain Rayner after city took over
	Neighborhoods	Supports resident/non-resident fee structure for community garden
	Neighborhoods	Offer use of facilities (park pavillions) free in exchange for volunteer service
	Neighborhoods	Provide list of work that could be done by volunteers; Hayhoe trail needs coordinator for volunteers
	Neighborhoods	keep skateboardin in parks not on streets
		Shops in Mason, kids use library/go to school but would not move into city/does not see added value; would have to downsize from larger
5/2/2022	Neighborhoods	house in twshp  Concerned about every group wanting its own recognition ie Black Lives Matter; focus on helping neighbor regardless rather than
5/2/2022	Neighborhoods	designating areas (flower garden example) for certain few; feels businesses are welcoming to everyone.
E /2 /2022	Arts/Culture/Historic	Need to make Special Event permits a 'no brainer'/easier and less overwhelming for new groups; package for a single fee instead of a la car with separate fees
	Arts/Culture/Historic	Do more after hours in parks - music in the summer; allow alcohol, help businesses stay open after 5
	Arts/Culture/Historic	Install solar charged bluetooth speaker system at pavillions for users; increase rent to cover costs
	Arts/Culture/Historic	Need better coordination with agencies/non-profits/faith-based groups to support
	Arts/Culture/Historic	Communication is key - facebook is not enough (City)
	Arts/Culture/Historic	Need welcome for newcomer to community
3/2/2022	Arts/ culture/ mistorie	Need welcome for newcomer to community
5 /a /a aa		Would like to see color standards for historic district - no more than 4 colors; need design guidelines to prevent similar situation to Oracle
	Arts/Culture/Historic Arts/Culture/Historic	(urban); avoid Haslett situation (new downtown center, buildings out of scale) and keep set-backs to be pedestrian friendly  Do something about the old shoe store; property maintenance or paint murals onthe wood in front
	Arts/Culture/Historic	Adopt 1% for art in development; consider tax abatement for art; Michigan Conservancy program -clean water/arts
	Arts/Culture/Historic	Avoid blank walls (Dart on Ash), make sure facades are articulated or have art
	Arts/Culture/Historic	Coordinate with service groups for benches/landscaping
	Arts/Culture/Historic	provide incentive for entrepreneurs to draw on - signage, landscaping
	Arts/Culture/Historic	Provide more info on building history - QR code on building that goes to website with info
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	Arts/Culture/Historic	Bandshell at Rayner needs updates for access/loading
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## City Manager's Report: February 17, 2023

#### **IMPORTANT DATES**

- In recognition of President's Day, Monday, February 20, 2023, City Hall will be closed to the public for staff training focused on Solution Mindset.
- Tuesday, February 28, 2023, 5:00 p.m.: CONFIRMED for Joint Capital Improvement Program Meeting

#### **OPERATIONS**

- Arbor Day Nominations- Due March 10, 2023: The City of Mason Tree Commission is now seeking nominees for the person, business or group who will be honored at this year's April 28, 2023, celebration. For more information see attachment.
- Comcast Build Out: Comcast continues their work throughout the city and will touch almost every neighborhood as part of their build out. While this is not a city project, please refer any residents' questions or concerns to Customer Service, as our team is working with Comcast directly to address issues to ensure they are responded to timely.
- Donation: Staff executed a Donation Agreement with the Friends of the Gustafsons last week for bench to be placed in Rayner Park with an estimate value of \$4000. The City is honored to be their selected location for their donation in memorial to six-year-old Arek Gustafson who passed away in 2021.
- Hybrid Police Vehicles: Vehicle number 83 has been received and is our second hybrid vehicle in service. In evaluating the current hybrid vehicle, we determined we recovered the increased vehicle cost within the first year and believe the City will save over \$8,000 in fuel savings over the remaining four years we retain the vehicle.

#### Mason Public Schools:

- The City Manager, along with Mayor Whipple, represented the City on the Mason Public School Strategic Planning Advisory Team last week. This team will meet multiple times prior to making recommendations to the School Board. The first meeting discussed mission and vision for the school district.
- City and Mason Public School staff have begun the negotiations related to the School Resource Officer position. Staff anticipates bringing the MOU to Council in March to consider.
- Motor Vehicle Theft: The City has experienced two new motor vehicle thefts from public parking lots in the last week. In both cases, the owners left the keys in their vehicle. The same suspect has been identified for both instances and one vehicle recovered. Please continue to encourage our residents to remove keys and lock doors to eliminate this easy access by criminals.
- MSU Response: On the night of February 13, Sargant Fairbotham, Officer Demo, and Officer Wildfong all immediately responded to MSU Union Hall after the call went out for an active shooter on MSU's campus. They assisted in clearing buildings, security, and re-unification throughout the night. Our Fire Department also supported Delhi, so they could respond and know that their area was covered for fire. While many of us are still struggling to process the events that night, we continue to offer support to our team members directly involved or impacted and Mason should be very proud our first responders that supported MSU.
- Staffing Updates: Current Open Positions (3)
  - APPLICANTS:
    - Full-Time Laborer (1) Offer has been made and accepted, conditions of offer being vetted.
    - Full-Time Police Officer (1) Offer has been made and accepted, conditions of offer being vetted.
  - OPEN, EXTERNALLY:
    - Seasonal Part-time Crossing Guard (1) Open until filled.
- **WWTP Update:** City staff and HRC met with the flood division of EGLE last week that are the process of reviewing the WWTP plans. While they agree that the FEMA maps require updating and that our build is based on that anticipated update, they are now requiring the City to update the FEMA maps, prior to the sign off the site plan design. This requirement may add cost and time to the project plan preparation. If a budget amendment is required, it will be brought back to Council.

#### **LARGE CITY PROJECTS**

FY 2021-2022						
Project	Project Name/Description	Status	Completed			
UTILITIES: SA	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	Materials received, anticipate install by March				
PARKS/ CEM	ETERY/ FORESTRY/ NONMOTORIZED (P)					
2017-P8	Laylin Park - Phase II	Consumers work completed, scheduling to bring contractors back to complete project				
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Griffin, Hayes Parks	Council considering releasing for public feedback at their 2.20.23 meeting				
BUILDING, PROPERTY, EQUIPMENT (B)						
2018-B23	Planning: Master Plan/Zoning Update	Planning Commission (2.21) considering recommending to Council release of Draft				

	FY 2022-2023					
Project	Project Name/Descr	iption	Status	Completed		
STREETS, SI	DEWALKS, SIGNALS(S)					
2017-S15/ 2017-U28	S. Barnes Street – As	h to Kipp	Completed	February		
2019-S1	Walnut Ct. – Columb	ia to Ash	Moved to Next FY by Council Action Open House held on 2.16.23.	MOVED		
UTILITIES: S	ANITARY SEWER, STO	RM WATER, AND WAT	TER DISTRIBUTION (U)			
2018-U39	Well No. 9 (Temple St.) Rebuild		Bid opening in March. Bid includes both Well No. 8 & 9, as they are now a priority as they are not operational and are being bid jointly. Staff may be asking for the addition of Well No. 10 depending on bids, as it has also failed.			
2022-U1	Headworks Huber So	reen	Requesting to move to next FY due to unexpected cost for clarifier tank failure, WWTP			
PARKS/ CEN	METERY/ FORESTRY/ N	NONMOTORIZED (P)				
2020-P3	Hayhoe Riverwalk Tr	ail – Eval. & Repair	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23			
2020-P11	Rayner Park- Phase 1 Construction		Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23			
2020-P1	Columbia Bridge: Non-Motorized Connect		Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23			
2020-P15	Jefferson Trailhead/ Comm Garden		Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23			
2020-P17	Non-motorized Program: Southeast		Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23, staff will request adding, into this item, stairs at Maple/ Rogers and BAD Brewing alley curb (paid by property owner)			
2020-P1	Maple Grove Cemetery: Columbarium (3)		Currently bidding; due February 22, 2023			
MOTOR VEI	HICLE POOL (MVP)					
2017-MVP2	2 Vehicle No. 83	Police	Completed	February		
2017-MVP1	8a Vehicle No. 24	Dump/Plow Truck	Ordered, build year 2024, staff to request equipping this FY due to lead time required.			
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 No. 39	Public Works	Attachment only- Completed	September		

BUILDING, F	BUILDING, PROPERTY, EQUIPMENT (B)					
2018-B14	Fire: Rehab 815 Replacement	Anticipate being in service in March				
2020-B4a	DPW: Facility Design	Anticipate selecting design firm in 4 <sup>th</sup> quarter.				
2017-B5b	Building: Library Phase 1, Part 1	Budget amendment request and contract award consideration by Council anticipated in March.				
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipate bidding in 3.rd quarter of FY 22-23				
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipate bidding in 3 <sup>rd</sup> quarter of FY 22-23				
2018-B20	Fire: Carpet Replacement for Station 1	Anticipate bidding in 3.rd quarter of FY 22-23				
2018-B25	Police: In-Car Digital Recording System	Completed	January			
2018- B23a	Cedar/127 Corridor Sub-area Plan	Anticipate moving to next FY, due to timing of Master Plan				
2018- B23b	Kipp Road/Temple Street Sub-Area Plan	In progress				
2019-B2b	City Hall Renovations: Phase 1 / Carpet	Anticipate moving to another year due to Library contribution				
2020-B4b	Public Works: Facility Construction	Anticipate moving to next FY				
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	Anticipate moving to next FY, due to timing of Zoning Updates				

## **PUBLIC NOTICE**

# Mason Tree Commission Seeks Nominees for Arbor Day Honoree

Since 1991, the City of Mason has observed Arbor Day during the last week of April by planting a tree in honor of a citizen or group who has made positive contributions to ecology.

The City of Mason Tree Commission is now seeking nominees for the person, business or group who will be honored at this year's April 28, 2023, celebration. Citizens are asked to submit letters of nominations by **Friday, March 10, 2023,** to: City of Mason, Attn: Sarah Jarvis, 201 W Ash Street, Mason, MI 48854. Envelopes should be clearly marked "Arbor Day Nomination." Nominations can also be submitted by email to masonclerk@mason.mi.us, please include "Arbor Day Nomination" in the subject line.

The Tree Commission will make their selection of the 2023 honoree on the basis of their contribution to ecology in general, and promotion and preservation of trees in particular. Emphasis will be placed on selecting an individual or group who has made a significant contribution to the enhancement of the ecology in the City of Mason or surrounding Mason area.

Sarah J. Jarvis, City Clerk

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