



# PLANNING COMMISSION MEETING AGENDA – August 15, 2023

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

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1. CALL TO ORDER
2. CONFIRMATION OF MEMBER ATTENDANCE
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES
  - A. Approval of Minutes from the Planning Commission Meeting on May 9, 2023
5. PUBLIC HEARING
  - A. Resolution 2023-07 BAD Brewing Company LLC for approval of a Special Use Permit and Concurrent Preliminary and Final Site Plan to allow outdoor entertainment.
6. UNFINISHED BUSINESS
7. NEW BUSINESS
  - A. Resolution 2023-08 Receipt of Final Proposed Master Plan and Release for Public Hearing
8. LIAISON REPORT ([08.07.2023](#))
9. ADJOURNMENT

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF MAY 9, 2023  
DRAFT**

**CALL TO ORDER**

Sabbadin called the meeting to order at 6:30 p.m. in person at Mason City Hall.

**CONFIRMATION OF MEMBER ATTENDANCE**

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

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

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

MOTION by Waxman second by Wren, to approve the Planning Commission Meeting minutes from March 14, 2023.

**VOTE**

Yes (7) Bliesener, Clark, Kirkby, Perrault, Sabbadin, Waxman, Wren

No (0)

Absent (2) Malczewski, Wood

**MOTION PASSED****PUBLIC HEARING**

A. Resolution 2023-05 All Saints Lutheran Church for a Special Use Permit and concurrent Preliminary and Final site plan approval for the creation of a private recreation facility consisting of a six-hole disc golf course on property located at 720 W. South Street, Mason, MI, parcel number 33-19-10-08-177-012. The parcel is zoned AG: Single Family Agricultural District.

Chair Sabbadin opened the public hearing at 6:32 p.m.

Cynthia Vlasic, the applicant representing All Saints Lutheran Church, 3038 Eden Rd, Leslie, provided an

overview of the proposal.

Chair Sabbadin closed the public hearing at 6:36 p.m.

MOTION by Waxman second by Bliesener, to approve Resolution 2023-05.

Discussion took place regarding the landscape buffers. The changes to the site for the proposed disc golf course trigger the requirement for site plan review, and approval is based upon meeting the current requirements of the ordinance. The landscape buffers do not meet the current ordinance and will need to be installed.

#### VOTE

Yes (7) Bliesener, Clark, Kirkby, Perrault, Sabbadin, Waxman, Wren

No (0)

Absent (2) Malczewski, Wood

#### MOTION PASSED

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

A. Resolution 2023-06 BAD Brewing Company LLC for approval of a Final Site Plan amended to reduce the footprint of the proposed bathroom to a 35 s.f. single stall ADA accessible structure, to incorporate the server station attached to the building and to modify the conditions of the previously approved site plan by removing the curb and sidewalk requirement and allow for the installation of bollards at both ends of the alley instead.

MOTION by Waxman second by Bliesener, to approve Resolution 2023-06.

Commissioner Wren disclosed that she had a conflict of interest and requested she be allowed to abstain from voting.

MOTION by Waxman second by Kirkby, to allow Commissioner Wren to abstain from voting.

#### VOTE – WREN TO ABSTAIN

Yes (7) Bliesener, Clark, Kirkby, Perrault, Sabbadin, Waxman, Wren

No (0)

Absent (2) Malczewski, Wood

#### MOTION PASSED

Discussion took place on whether the bollards were permanent or temporary to allow future access into the alley; it was suggested that if bollards are placed, they be permanent on the Jefferson St side and temporary on the opposite end of the alley entrance to the site. The applicant confirmed the lights in them would be solar powered. The bathroom will comply with building, electrical and plumbing codes and be fully connected to City water/sewer system already in place on the site.

Brian Rasdale, 440 S. Jefferson, BAD Brewing Company LLC responded to questions and explained the proposal.

AMENDMENT TO RESOLUTION 2023-06

MOTION by Clark second by Waxman, to amend Resolution 2023-06 by adding the original condition (option 1 on staff report):

1. The applicant to install a curb and replace the entrance of the alley on Jefferson Street with sidewalk to clearly indicate it is not available for pass through traffic. Failure to meet this condition within one year from this approval will require the closure of the outdoor seating area until such time as the condition is met.

VOTE ON AMENDMENT

Yes (6) Bliesener, Clark, Kirkby, Perrault, Sabbadin, Waxman  
 No (0)  
 Absent (2) Malczewski, Wood  
 Abstain (1) Wren

MOTION PASSED

VOTE ON RESOLUTION 2023-06 AS AMENDED

Yes (6) Bliesener, Clark, Kirkby, Perrault, Sabbadin, Waxman  
 No (0)  
 Absent (2) Malczewski, Wood  
 Abstain (1) Wren

MOTION PASSED

B. Resolution 2023-07 Acknowledging receipt of the Kipp Road-Temple Street Sub-Area Plan and recommending that City Council accept it and incorporate it as an appendix to the Master Plan.

MOTION by Waxman second by Clark, to approve Resolution 2023-06.

VOTE

Yes (7) Bliesener, Clark, Kirkby, Perrault, Sabbadin, Waxman, Wren  
 No (0)  
 Absent (2) Malczewski, Wood

MOTION PASSED

C. Receipt of Adopted 2023-2029 Capital Improvement Plan, as Amended by City Council  
 Staff explained that the CIP was adopted by City Council with one minor change which switched Hayes and Bond Park. No action required.

LIAISON REPORT

Council Liaison Clark provided a summary of business from the Council meeting on May 1, 2023. Staff



reported that the display on the master plan and park designs at the Pancake Breakfast on Saturday was successful. Chair Sabbadin reported that they had a record turnout.

**ADJOURN**

The meeting adjourned at approximately 7:16 p.m.

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Megan Wren, Secretary



## Staff Agenda Report: August 11, 2023 Planning Commission

<b>AGENDA ITEM:</b>	<b>Resolution 2023-07</b> BAD Brewing Company LLC for approval of a Special Use Permit with concurrent Preliminary and Final Site Plan amended to allow Outdoor Entertainment and site improvements on property located at 440 S. Jefferson St., parcel 33-19-10-08-240-015.
<b>RECOMMENDED ACTION:</b>	Motion to approve Resolution 2023-07 for approval of a Special Use Permit and concurrent Preliminary and Final Site Plan
<b>PROJECT ADDRESS:</b>	440 S. Jefferson
<b>APPLICANT:</b>	Brian Rasdale, for BAD Brewing Company LLC
<b>OWNER:</b>	Rasdale Investments, LLC

### Authority

- [Section 94-141\(d\)\(6\)](#) states that a Pub, tavern, or restaurant with outdoor entertainment, including music requires a Special Use Permit
- [Section 94-222\(4\)](#) states that any use permitted by a Special Use Permit requires site plan review.
- [Section 24-225\(a\)](#) All uses of land and structures which are subject to the requirements of this article shall receive preliminary site plan review and approval prior to the submission of a final site plan unless the zoning official determines that concurrent preliminary and final site plan review and approval will promote the general welfare of the city.
- [Section 94-226 \(e\)](#): The planning commission shall have the authority to approve, approve with conditions, or deny an application for final site plan review and approval. Final site plan review shall follow the procedures for preliminary site plan review in subsection [94-225](#) and shall be reviewed in accordance with the standards in section [94-227](#).

**Public Notice:** Notice of a public hearing was given as required in [Sec. 94-191\(7\)\(c\)](#) and [Sec. 94-101](#) which requires notices to be published in a newspaper of general circulation, and to be mailed to owners and occupants within 300 feet of the boundary of the subject property. The public hearing notice was published in the Ingham County Community News Legal Section on Sunday, July 30, 2023; notices were mailed to residents on July 24, 2023. In accordance with Sec. [94-225\(f\)](#) and [94-394\(d\)](#), agencies were notified and provided comments listed in the Project Analysis.

**Relation to Other Actions:** None.

**Submittal Criteria:** The applicant paid a fee of \$375, and together with the documents listed above, the application appears to satisfy the submittal requirements of Sec. [94-225\(d\)](#) and [Sec. 94-226\(c\)](#).

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

### ATTACHMENTS:

- Project Analysis with Review Criteria
- Letters from abutters
- Ordinances related to Noise
- Resolution 2023-07
- Permit Application, received July 11, 2023 which includes narrative and site plan sketch.

**PROJECT ANALYSIS****Description of Current and Planned Use of Property:**

The brewery first opened in 2005. Expansions occurred in 2015 (adjacent building #448), followed by outdoor seating in the rear yard. On September 20, 2021, City Council approved Resolution 2021-27 which vacated a portion of the alley between 440 S. Jefferson (Bad Brew) and 412 S. Jefferson (Kean's). The Planning Commission has since approved several site plans to expand the microbrewery business to include additional outdoor seating in the alley, a kitchen, one ADA accessible bathroom, server station and pergola containing a smoker with the condition that the applicant would install curb/gutter and replace the entrance of the alley on Jefferson Street with sidewalk.

The applicant applied for a building permit to place the kitchen first and intended to apply for a second building permit to place the bathrooms. At that time, staff determined that the timeframe for installation of the curb/gutter and sidewalk could be associated with the bathroom permit which would be consistent with the Planning Commission's site plan approval. Due to delays and financial hardship the proposed ADA accessible bathroom along the side of the kitchen is contingent upon funding. The property owner has made arrangements for the curb/gutter and sidewalk to be completed in the spring as stated in their narrative. The following table summarizes what is currently being proposed for approval and the change from the last approved site plan.

	Previously approved Res. 2023-06, May 9, 2023	Proposed August 15, 2023	Change
<b>STRUCTURES - Permanent</b>			
Principal building/decks/stairs	440-448 S. Jefferson, plus alley	Same	None
Server station - attached	63 s.f. (7'x9')	Same	None
Kitchen	224 +/- s.f.	299 s.f.	75 s.f. enclosure
Bathroom – Outdoor, attached to kitchen	35 s.f. (5.5'x7')	Same	None
Pergola	99 s.f. (9'x11')	Same	None
Firepit	Yes	To be removed	Increase in open patio s.f./improve egress
<b>STRUCTURES – Temporary (November – March)</b>			
Greenhouse in alley		720 s.f. (72'x10')	Annual recurring temp structure; will be attached to server station.
Hut on patio		162 s.f. (18'x9')	Annual recurring temp structure; additional information on material and construction has been requested.
Igloos?		None proposed	
Performance shelter ?		None proposed	
<b>USES</b>			
2 <sup>nd</sup> floor	Residential apartments	Same	None
1 <sup>st</sup> floor	2 bars, seating	Same	None
Basement	1 bathroom Brewing, storage	Same	None
Kitchen	Cooking	Same	None
Pergola	Cooking	Same	None
Alley/Patio	Restaurant seating and outdoor entertainment; ADA bathroom		
<b>SEATING CAPACITY</b>	160	185	25
Indoor (Informed by health department and building code)	80	80	none
Outdoor: Summer (April – October)	80	105	Increase by 28
Alley – dining and during	na	88	

<i>entertainment</i>			
<i>Patio – dining and during entertainment</i>	<i>na</i>	25	
<i>Outdoor: Winter (November – March)</i>		67	
<i>Alley – dining and during entertainment</i>		42	
<i>Patio – dining and during entertainment</i>		25	
<b>SAFETY</b>			
Jefferson Street	Curb, gutter, sidewalk	Same	None
Alley side	Bollards	None	No safety measure proposed.
<b>NOISE</b>			
# of events per week/times		Six (6) per year in the alley, usually ending by 8 p.m.; plus Special Events permitted in the ROW through the City	Additional events in the alley

**Current Zoning District:** The parcel is located in the [C-1: Central business district](#).

**Master Plan:** The request also addresses the following goals:

- 2-6: Provide opportunities for new commercial development in a manner that recognizes the overall small-town character of the community and existing dominant land use patterns, strengthens the economic stability of the City, and addresses the consumer needs of both local and regional populations. Objectives in this section also have specific reference to encouragement of commercial development in the downtown area.

**Surrounding Zoning and Land Uses:** The site is located and fronts on South Jefferson Street, a local public roadway to the east, and a public alley way to the west.

	Current Land Use	Zoning	Future Land Use
North	Alley	C-1 (Central Business District)	Commercial
East	Public right of way – Jefferson Street	C-1 (Central Business District)	Commercial
South	Private parking lot	O1	Commercial
West	Office	O1	Commercial

**REVIEW CRITERIA:**

**Staff recommends approval of the Special Use Permit and concurrent approval of both the Preliminary and Final Site Plan with conditions and waivers as described below. Concurrent approval reduces costs to both the City and the applicant for review and expedites the use of the property.**

**NOTE: Evaluation is still in progress. Staff has requested additional information from the applicant regarding the outdoor seating in the hatched portion of the alley belonging to 412 S. Jefferson area and will bring additional information and a revised report to the meeting on August 15, 2023.**

**Special Use Permit Requirements**

Per Section 94-191(f), before approving a special use permit, the planning commission shall find by clear and convincing proof that the applicable standards set forth by this chapter shall be satisfied by the completion and operation of the proposed development. The planning commission shall review the circumstances and facts of each proposed use in terms of these standards and shall make written findings showing that such use shall:

STATUS/NOTE	REQUIREMENT
MEETS WITH CONDITION	(1) Be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of adjacent property or the zoning district in which it is proposed.
	The proposal generally meets this requirement so long as the activities are consistent with City ordinances for noise and light, and the area is kept clear with materials and waste receptacle stored in accordance with the ordinances. There are planters that serve as screening at the ends of the outdoor space with a gap for egress. Staff recommends consideration of opaque screening for the gap that would obstruct the view from the sidewalk and alley without closing the required egress. Screening will need to be approved by the City prior to installation to ensure it meets the required ordinances and to determine if additional permitting is required. Staff has also requested additional information regarding the material and construction of the 'hut'.
MEETS WITH CONDITION	(2) Not be hazardous or disturbing to uses in the same general vicinity and will be a substantial improvement to property in the immediate vicinity and to the community as a whole.
	The proposal generally meets this requirement so long as the activities are consistent with City ordinances for noise and light, and the area is kept clear with materials and waste receptacle stored in accordance with the ordinances. Staff recommends the applicant consider noise mitigation with the installation of acoustic panels on the brick walls, a sound curtain or wall, clam shell around performance measure or other remedy to ensure noise levels are consistent with the noise ordinances. Information on the noise mitigation plans will need to be approved by the City prior to installation to ensure it meets the required ordinances and to determine if additional permitting is required.
MEETS WITH CONDITION	(3) Be served adequately by essential facilities and services, such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools.
	The proposal generally meets this requirement so long as the activities are consistent with City ordinances for noise and light, and the area is kept clear with materials and waste receptacle stored in accordance with the ordinances. The prior use of a Port-O-Potty is not consistent with this requirement and it has since been removed.
MEETS	(4) Not create additional requirements at public cost for public facilities and services.
	Staff is not aware of any additional requirements. The property owner is required to pay for the installation of the curb, gutter and sidewalk on Jefferson Street.
MEETS WITH CONDITION	(5) Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any person, property, or the general welfare by noise, fumes, glare, or odors.
	There is insufficient information in the application to determine the impact to surrounding properties as it relates to noise and light, safety barriers between the alley and the outdoor seating/entertainment area. As stated in 1 and 2 above, staff recommends screening and noise mitigation with City approval prior to installation.
MEETS	(6) Not be located such that it will directly or indirectly have a substantial adverse impact on the natural resources of this city.
	Staff is not aware of any conditions associated with this project that would create any substantial adverse impact on the natural resources of the city.
MEETS	(7) Be in compliance with other applicable local, county, state, or federal rules and regulations.

The applicant is responsible for pursuing the necessary county, state, or federal approvals and permits. A building permit and Historic District Commission approval is required for the permanent server station proposed.

### Site Plan Approval Requirements

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

STATUS/NOTE	REQUIREMENT
MEETS WITH CONDITION	(1) The site shall be developed so that all elements shall be harmoniously and efficiently organized in relation to the size, shape, type and topography of the site and surrounding property.
The proposal generally meets this requirement so long as the activities are consistent with City ordinances for noise and light, and the area is kept clear with materials and waste receptacle stored in accordance with the ordinances. There are planters that serve as screening at the ends of the outdoor space with a gap for egress. Staff recommends consideration of opaque screening for the gap that would obstruct the view from the sidewalk and alley without closing the required egress. Screening will need to be approved by the City prior to installation to ensure it meets the required ordinances and to determine if additional permitting is required.	
MEETS WITH CONDITION	(2) The site shall be developed so as not to impede the normal and orderly development, improvement, and use of surrounding property for uses permitted in this chapter.
The proposal generally meets this requirement so long as the activities are consistent with City ordinances for noise and light, and the area is kept clear with materials and waste receptacle stored in accordance with the ordinances. Staff has requested additional information of the use of the portion of the alley belonging to Kean's.	
MEETS	(3) All buildings or groups of buildings shall be arranged to permit emergency vehicle access by some practical means to all sites.
Emergency vehicles have access to the site from S. Jefferson Street and from the public parking lot/alley to the west.	
MEETS	(4) Every structure or dwelling unit shall have direct access to a public street or indirect access to a public street via an approved dedicated private street.
The site has direct access to both a public street and a public alley.	
MEETS	(5) Appropriate measures shall be taken to ensure that the addition or removal of surface waters will not adversely affect neighboring properties, that controls are in place to minimize sedimentation and erosion, and that topographic alterations are minimized to accommodate storm water management.
Storm water improvements were completed in accordance with the previously approved site plan.	
MEETS	(6) Provisions shall be made for the construction of storm sewer facilities including grading, gutters, piping, on-site storage, and treatment of turf as required to handle stormwater and prevent erosion.
Same as previous.	
MEETS	(7) Secondary containment for above ground areas where hazardous substances are stored or used shall be provided as required by the city fire chief.
Staff is not aware of any hazardous substances that require secondary containment as required by this section or <a href="#">Ch. 26 Fire Prevention and Protection</a> .	
MEETS	(8) Exterior lighting shall be designed and located so that the source of illumination is directed away from adjacent properties, the intensity of lighting is the minimum necessary, and the direction of lighting is downward as much as is possible and appropriate for the project.
No new exterior lighting is proposed. The outdoor area is lit by string lights. Any lighting installed in the future will be required to meet <a href="#">Sec. 94-177(e)</a> .	
MEETS	(9) All loading and unloading areas, outside storage areas, and refuse receptacles shall be screened from casual view from the public rights-of-way and adjoining land uses.
Per <a href="#">Sec. 94-293(c)</a> the site has direct access to the public alley to the west. In addition, on September 20 2021, City Council approved Traffic Control Order 21-02 to add a Loading and Unloading area on S. Jefferson St. There are no proposed dumpsters on the applicant's site. The applicant has an agreement for the use of dumpsters located on the adjacent property not owned by the applicant. If that agreement were to end, the applicant would be required to provide their own refuse receptacle meeting the appropriate screening criteria.	

MEETS WITH CONDITION	(10) Site plans shall meet the driveway, traffic safety, and parking standards of the city in such manner as necessary to address the following:
	a. Safe and efficient vehicular and non-vehicular circulation, including parking areas, non-motorized linkages to abutting parcels, uses, sidewalks, and trails.
	b. Shared driveways and service drives.
	c. Adequate and properly located utilities.
The curb/gutter and sidewalk replacement at the entrance of the alley on Jefferson Street with sidewalk will partially satisfy this requirement. Staff recommends a condition that barriers of some type be placed at the alley end of the space to prevent vehicles from entering. Information on the barriers will need to be approved by the City prior to installation to ensure it meets the required ordinances and to determine if additional permitting is required.	
MEETS	(11) Provisions shall be made for proposed common areas and public features to be reasonably maintained.
The sidewalk, curb, and gutter installed in the City right of way along Jefferson St. by the applicant will be maintained in the future by the City.	
MEETS	(12) The site plan submittal shall demonstrate compliance with all applicable requirements of this chapter, chapters 58 and 74, the building code, and county, state, and federal law.
Staff observed that the exterior brick and paint on the existing building are in need of repair and maintenance subject to the requirements of Chapter 31 – Historic Preservation <a href="#">Sec. 31-5(h)</a> and Chapter 6 – Building and Building Regulations <a href="#">Sec. 6-142</a> .	
The proposed bathroom will require approval by the Historic District Commission prior to installation. The enclosed server station attached to the building requires a building permit and will also be subject to Historic District Commission approval.	
MEETS	Chapter 94 – Zoning and Chapter 100 – Dimensional Requirements
The plan appears to meet the building height, setbacks and lot coverage site development standards listed in <a href="#">Section 94-121(c)</a> and <a href="#">Tables 100-1 and 100-2</a> based upon the information provided.	
MEETS	Sec. 94-241 Landscape, screening and buffer requirements
Landscaping is not required in C-1; no buffer required between C-1 and O-1 per <a href="#">Table 100-4</a> . However, the Planning Commission may recommend screening as conditions for the Special Use Permit above.	
MEETS	Chapter 58 - Signs
No new or expanded freestanding sign is proposed. Any proposed signage will require a separate building permit subject to the requirements of <a href="#">Chapter 58</a> of the City Ordinance.	

#### COMMENTS FROM AGENCIES

No comments or concerns received at the time of this report. Evaluation is still in progress and staff will bring a revised report and additional information to the meeting on August 15, 2023.

#### COMMENTS FROM PUBLIC/ABUTTERS

Two letters from abutters were received and are attached.

**Chapter 94 Zoning, Sec. 94-177 Supplemental Environmental Regulations**

(a) Purpose. The purpose of this section is to promote a healthy environment as it relates to the city's natural resources; sensitive ecosystems; the integrity of the city's land, water, and air; the quality of the city's visual environment, including the management of lighting and its impact upon traffic safety, adjacent land uses and the night sky; and the provision of adequate sewage disposal and potable water. All provisions of this section apply to all structures, buildings and uses unless otherwise noted.

**(d) Noise.** The use of any lot shall not cause the emittance of sound from any source or combination of sources, which when measured in accordance with the procedure described herein, exceeds the sound level limits in this subsection. This subsection shall not apply to motor vehicles registered for use on public roads, agricultural operations, home landscape maintenance machines and snow blowers that meet their respective product requirements, the emission of sound for the purposes of alerting persons of an emergency or emergency vehicle, and the emission of sound in the performance of emergency work.

(1) Measurement of sound level shall be made using a microphone set at a height of approximately four and one half feet along the lot line of the lot on which the sound source being measured is located.

(2) A violation shall not be deemed to exist unless the sound level measured is at least six decibels higher than the sound level measured with the sound source or sources not in operation.

(3) All measurements shall be made using a sound level meter which meets the most current requirements of the American National Standards Institute "Type 2 or Type 1 Sound Level Meters," and which has been set for fast meter response and the A-weighting network.

(4) Sound level limits.

a. Adjacent lot in a residential or other non-commercial or non-industrial district.

1. 7:00 a.m. to 10:00 p.m.: 55 dba

2. 10:00 p.m. to 7:00 a.m.: 50 dba

b. Adjacent lot in a commercial district.

1. 7:00 a.m. to 10:00 p.m.: 65 dba

2. 10:00 p.m. to 7:00 a.m.: 60 dba

c. Adjacent lot in an industrial district.

1. 7:00 a.m. to 10:00 p.m.: 70 dba

2. 10:00 p.m. to 7:00 a.m.: 65 dba

**(e) Light.** The following regulations and standards shall apply to all uses except for single-family and two family dwellings:

(1) No lighting shall in any way impair the safe movement of traffic on any road.

(2) A wall, fence, or berm, at least five feet in height shall be erected to prevent vehicle headlight glare from shining onto adjacent residential property. No wall/fence shall in any way impair safe vertical or horizontal sight distance for any moving vehicles.

(3) Lighting shall be designed and constructed to ensure that direct and reflected light is confined to the lot or parcel upon which the light source is located.

(4) Exterior lighting shall be so installed that the surface of the source of light shall be hooded or louvered to the greatest extent practical so that:

a. Light sources shall not be visible from beyond the lot lines and shall be so arranged to reflect light away from adjacent properties.

b. No more than one foot candle power of light shall cross a lot line five feet above the ground on a residentially used lot.

c. Lighting is directed downward as much as is possible and appropriate for the application.

(5) Outdoor lighting for recreation and amusement areas need not comply with subsection (4) provided the lighting is designed with baffling and glare guards to ensure that no more than one foot candle power of light shall cross a lot line five feet above the ground on a residentially used lot, and such lighting is turned off during hours the facility is closed.



**Chapter 22 ARTICLE II. NOISE\***

\*Charter References: Nuisance abatement, § 2.2(m).

Cross References: Loud noises prohibited, § 42-82.

**DIVISION 1.****GENERALLY****Sec. 22-31. Legislative findings.**

(a) The making and creation of excessive, unnecessary or unusually loud noises within the limits of the city is a condition which has existed for some time; and the extent and volume of such noises is increasing.

(b) The making, creation or maintenance of such excessive, unnecessary, unnatural or unusually loud noises which are prolonged, unusual and unnatural in their time, place and use affect and are a detriment to public health, comfort, convenience, safety, welfare and prosperity of the residents of the city.

(c) The necessity in the public interest for the provisions and prohibitions contained and enacted in this article is declared as a matter of legislative determination and public policy; and it is further declared that the provisions and prohibitions contained and enacted in this article are in pursuance of and for the purpose of securing and promoting the public health, comfort, convenience, safety, welfare and prosperity and the peace and quiet of the city and its inhabitants.

(Ord. No. 107, § 1, 5-5-1980)

**Sec. 22-32. Unlawful noise prohibited.**

It shall be unlawful for any person to make, continue, or cause to be made or continued any excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others within the limits of the city.

(Ord. No. 107, § 2, 5-5-1980)

**Sec. 22-33. Prima facie violations.**

The making of any of the specific noises set forth in section 22-34 which are plainly audible at a distance of 50 feet from the source, or which are plainly audible within any neighboring private residence, hospital or court, shall constitute prima facie evidence of an unlawful noise in violation of this article.

(Ord. No. 107, § 3, 5-5-1980)

**Sec. 22-34. Specific noises prohibited.**

The following acts, among others, are declared to be loud, disturbing, injurious, and unnecessary noises in violation of this article; but this enumeration shall not be deemed to be exclusive:

(1) Horns, signaling devices, etc. The sounding of any horn or signaling device on any automobile, motorcycle or other vehicle on any street or public place of the city, except as a danger warning; the creation by means of any such signaling device of any unreasonably loud or harsh sound; and the sounding of any such device for an unnecessary and unreasonable period of time.

(2) Radios, phonographs, etc. The using, operating, or permitting to be played, used or operated any radio receiving set, musical instrument, phonograph, or other machine or device for the producing of sound in such manner as to disturb the peace, quiet and comfort of the neighboring inhabitants or at any time with louder volume than is necessary for convenient hearing for the persons who are in the room, vehicle or chamber in which such machine or device is operated and who are voluntary listeners. The operation of any such set, instrument, phonograph, machine or device between the hours of 10:00 p.m. and 7:00 a.m. in such a manner as to be plainly audible at a distance of 50 feet from the building, structure or vehicle in which it is located shall be prima facie evidence of a violation of this section.

(3) Yelling, shouting, etc. Yelling, shouting, hooting, whistling or singing on the public streets, particularly between the hours of 10:00 p.m. and 7:00 a.m. or at any time or place so as to annoy or disturb the quiet, comfort or repose of persons in any office, or in any dwelling, hotel or other type of residence, or of any persons in the vicinity.

(4) Animals, birds, etc. The keeping of any animal or bird which by loud or frequent barking or by causing frequent or long-continued noise shall disturb the comfort or repose of any persons in the vicinity.

(5) Steam whistles. The blowing of any steam whistle or steam whistle attached to any stationary boiler except to give notice of the time to begin or stop work or as a warning of fire or danger, or upon the request of proper city authorities.

(6) Loudspeakers, amplifiers for advertising. The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier, or other machine or device for the producing or reproducing of sound which is used upon the public streets for the purpose of commercial advertising or attracting the attention of the public to any building or structure.

(7) Exhausts. The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, motorboat, or motor vehicle except through a muffler or other device which will effectively prevent loud or explosive

noises. The provisions of this section shall not apply to motor vehicles operated on a highway or public street and subject to the noise regulations of Sections 707a--707e of the Michigan Motor Vehicle Code (MCL 257.707a--257.707e) or comparable provisions of the Uniform Traffic Code; and in such case, violations shall be enforced under the procedures set forth in such codes for civil infractions.

(8) Defect in vehicle or load. The use of any automobile, motorcycle or vehicle so out of repair, so loaded or in such manner as to create loud and unnecessary grating, grinding, rattling or other noise or so as to disturb the peace and quiet of streets or other public places.

(9) Loading, unloading, opening boxes. The creation of a loud and excessive noise in connection with loading or unloading any vehicle or the opening and destruction of bales, boxes, crates and containers.

(10) Construction or repairing of buildings, streets or utilities. The erection (including excavation), demolition, alteration or repair of any building other than between the hours of 7:00 a.m. and 7:00 p.m. Monday through Saturday, except in case of urgent necessity in the interest of public health and safety, and then only with a permit from the building official, which permit may be granted for a period not to exceed three days while the emergency continues and which permit may be renewed for periods of three days or less while the emergency continues. If the building official should determine that the public health and safety will not be impaired by the erection, demolition, alteration or repair of any building within the hours of 7:00 p.m. and 7:00 a.m., and if the official shall further determine that substantial loss or inconvenience would result to any party in interest, he may grant permission for such work to be done between the hours of 7:00 p.m. and 7:00 a.m., upon application being made at the time the permit for the work is awarded or during the progress of the work. The construction, alteration or repair of public streets or utilities shall not be conducted other than between the hours of 7:00 a.m. and 7:00 p.m. unless the director of public works or a bona fide public utilities service employee determines that an emergency exists which requires such work, or determines that the public health and welfare will not be adversely affected by such work.

(11) Schools, courts, churches, hospitals. The creation of any excessive noise on any street adjacent to any school, institution of learning, church or court while they are in use, or adjacent to any hospital, which unreasonably interferes with the workings of such institution, or which disturbs or unduly annoys patients in the hospital, provided conspicuous signs are displayed in such streets indicating that the same is a school, hospital or court street.

(12) Hawkers, peddlers. The shouting and crying of peddlers, hawkers and vendors which disturbs the peace and quiet of the neighborhood.

(13) Drums. The use of any drum or other instrument or device for the purpose of attracting attention by creation of noise to any performance, show or sale.

(14) Blowers. The operation of any noise creating blower or power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operating gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to deaden such noise.

(Ord. No. 107, § 4, 5-5-1980)

#### Sec. 22-35. Retaliation.

If there is any evidence of retaliation by any offender against any complainant or witness, such evidence shall be communicated to the district court magistrate and any standard fine schedule adopted by the court for a violation of this article shall thereafter be suspended. In sentencing any violator, the district court or magistrate shall first examine the evidence of retaliation, and if such be shown, shall consider such acts and sentence the violator accordingly.

(Ord. No. 107, § 11, 5-5-1980)

#### Sec. 22-36. Regulations.

The commercial and noncommercial use of sound amplifying equipment shall be subject to the following regulations:

(1) The only sounds permitted shall be either music or human speech, or both.

(2) The operation of sound amplifying equipment shall only occur between the hours of 10:00 a.m. and 10:00 p.m. each day. No operation of sound amplifying equipment for commercial purposes shall be permitted on Sundays or legal holidays.

(3) No sound emanating from sound amplifying equipment shall exceed a volume adequate to serve its purpose as determined by the regulating authority.

(4) The volume of sound shall be so controlled that it will not be unreasonably loud, raucous, jarring, disturbing or a nuisance to reasonable persons of normal sensitiveness within the area of audibility.

(5) The user of sound amplifying equipment shall comply with such additional requirements and regulations as shall be promulgated by the city manager and approved by the city council.

(Ord. No. 107, § 9, 5-5-1980; Ord. 222, § 16, 12-3-2018)

## DIVISION 2.

## SOUND EQUIPMENT REGISTRATION (Staff note – this is for Special Events on Public Property only)

## Sec. 22-61. Registration of sound equipment.

It shall be unlawful for any person, other than personnel of law enforcement or governmental agencies, to install, use or operate within the city a loudspeaker or sound amplifying equipment in a fixed or movable position or mounted upon any sound truck for the purposes of giving instructions, directions, talks, addresses or lectures, or transmitting music to any persons or assemblages of persons in or upon any street, alley, sidewalk, park, place or public property without first filing a registration statement and obtaining approval as set forth in this division.

(Ord. No. 107, § 5, 5-5-1980)

## Sec. 22-62. Registration requirements and duties.

Every user of sound amplifying equipment shall file a registration statement with the city clerk 21 days prior to the date on which the sound amplifying equipment is intended to be used, which statement shall contain the following information:

- (1) The name, address and telephone number of both the owner and user of the sound amplifying equipment.
- (2) The maximum sound producing power of the sound amplifying equipment, which shall include the wattage to be used, the volume in decibels of sound which will be produced, and the approximate distance for which sound will be audible from the sound amplifying equipment.
- (3) The license and motor number if a sound truck is to be used.
- (4) The purpose for which the sound amplifying equipment will be used.
- (5) Such other information as may be required under registration standards and administrative regulations promulgated by the city manager and approved by the city council.

(Ord. No. 107, § 6, 5-5-1980; Ord. 222, § 17, 12-3-2018)

## Sec. 22-63. Registration approval or disapproval.

(a) The city clerk shall return to the applicant an approved copy of the registration statement unless:

- (1) The conditions of the motor vehicle movement are such that use of the equipment would constitute a detriment to traffic safety;
- (2) The conditions of pedestrian movement are such that use of the equipment would constitute a detriment to traffic safety; or
- (3) The city administrator determines that the equipment will create unreasonable or unnecessary noise contrary to subsections (a)(1) and (2) of this section, or violates the regulations of section 22-36.

(b) If after advertising for comments on the proposed registration objections are raised by more than 50 percent of the households within hearing range (as stated in section 22-62), the registration will be denied.

(c) If the application is disapproved, the city clerk will endorse upon the application the reasons for disapproval and return it to the applicant.

(Ord. No. 107, § 7, 5-5-1980)

## Sec. 22-64. Fees.

Prior to the issuance of the registration statement, a fee in the amount established by resolution shall be paid to the city.

(Ord. No. 107, § 8, 5-5-1980)

**CITY OF MASON  
PLANNING COMMISSION  
RESOLUTION NO. 2023-07**

**A RESOLUTION GRANTING APPROVAL OF A SPECIAL USE PERMIT AND CONCURRENT PRELIMINARY AND FINAL SITE  
PLAN TO ALLOW OUTDOOR ENTERTAINMENT AND SITE IMPROVEMENTS ON PROPERTY LOCATED AT 440 S.  
JEFFERSON, PARCEL 33-19-10-08-240-240-015.**

**August 15, 2023**

**WHEREAS**, a request has been received from Brian Rasdale of BAD Brewing Company LLC for approval of a Special Use Permit and concurrent Preliminary and Final site plan to allow Outdoor Entertainment and site improvements; and,

**WHEREAS**, the subject property is located at 440 S. Jefferson Street, parcel 33-19-10-08-240-240-015; and,

**WHEREAS**, the proposal is shown on materials provided on July 11, 2023; and,

**WHEREAS**, the parcel is zoned C-1 Central Business District; and

**WHEREAS**, Section 94-141(d)(6) states that the proposal requires a Special Use Permit; and

**WHEREAS**, Section 94-222 states that the proposal requires site plan review; and

**WHEREAS**, a public hearing on the request was noticed and held at the Planning Commission's regular meeting on August 15, 2023 with testimony given and public comment solicited in accordance with Section 94-101 of the Mason Code; and

**WHEREAS**, the Planning Commission has received, reviewed, and accepts the project analysis dated August 11, 2023 as findings of fact that, with the condition listed herein, the proposed use will comply with the Special Use Permit and Site Plan Review Standards listed in Sections 94-191 and 94-227.

**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby grant approval of a Special Use Permit and concurrent Preliminary and Final site plan to allow Outdoor Entertainment and site improvements as shown on materials provided on July 11, 2023 on property located at 440 S. Jefferson Street, parcel 33-19-10-08-240-240-015 with the following conditions:

1. The property owner will be responsible for cooperating with neighbors to ensure noise levels do not exceed those allowed in Chapters 22 and 94 of the City Ordinance. Failure to meet these ordinances will result in the revocation of the Special Use Permit for Outdoor Entertainment.
2. Screening will be added to limit visibility from either end of the outdoor space and still maintain safe egress.
3. The applicant will provide the City with revised plans and drawings for the use of Kean's property, all seating areas, any additional structures (permanent and temporary), screening, noise mitigation, and traffic safety barriers prior to installation to confirm they are consistent with ordinances and to determine if additional permitting is required.
4. The site and surrounding area will be kept clear and neat in appearance with materials and waste receptacles stored in accordance with the ordinances.
5. The applicant will install curb, gutter, and replace the entrance of the alley on Jefferson Street with sidewalk to clearly indicate it is not available for pass through traffic. Failure to meet this condition by May 30, 2024 will require the closure of the outdoor seating area until such time as the condition is met.

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

Yes ( )  
No ( )  
Absent ( )

RESOLUTION DECLARED XXXXXX

STATE OF MICHIGAN)  
:SS.  
COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolutions adopted by the Planning Commission of the City of Mason at a regularly scheduled meeting held on Tuesday, May 9, 2023, pursuant to the Michigan Open Meetings Act, the original of which is on is file in my office as part of the minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this \_\_\_\_ day of \_\_\_\_\_ 2023.

---

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



## MEMORANDUM

TO: Elizabeth Hude, Community Development Director

FROM: Deborah Stuart, City Manager 

DATE: August 3, 2023

RE: 440 S Jefferson - BAD Brewing Company Outdoor Entertainment Proposal

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In review of the requested Special Use Permit, on behalf of the City of Mason agency review, it should be noted that the City Council has received recent complaints regarding amplified noise associated with outdoor events at this location. While our law enforcement personnel were not called to determine if an actual noise violation occurred and the structures of the downtown noise causes echoing, you should be aware it has been brought up by five members of the public during public comment. One member of the public suggested screening during outdoor events in the alley that are amplified to limit the noise carrying.

Mary Jo Leonard  
419 South Park Street  
Mason, MI 48854

August 5, 2023

Elizabeth A. Hude, AICP  
Community Development Director  
City of Mason  
Mason, MI 48854



Dear Ms. Hude:

I would like to take this opportunity to share with you my thoughts and concerns regarding the Special Use Permit submitted by Bad Brewery under consideration by the Mason City Planning Commission on August 15, 2023. From my understanding Mr. Rasdale is requesting permission for outdoor entertainment to occur at his establishment without requesting a Special Use Permit for each event. This concerns me as it relates to a quality of life issue for the Mason community.

I have been a resident of Mason for the past forty years residing at 419 South Park Street. After my husband passed away, I decided to remain in Mason working as a school psychologist for our school district. The quality of life afforded by our small community and quiet neighborhoods has always appealed to me. I am very fortunate to have wonderful neighbors and enjoy living in the center of Downtown Mason.

During my professional career, I worked with many families searching for an outstanding community to raise their young families, many of whom moved specifically to Mason to take advantage of our excellent school system, safe environment, and child friendly atmosphere. I hope that the City Planning Commission takes into account the negative or adverse impact the request by Bad Brewery for outdoor entertainment to occur without seeking a Special Use Permit for each event may have on Downtown Mason and our family oriented community.

My home at 419 South Park Street is on the corner of South Park Street and Oak Street, located across the street from the Mason City Hall and Mason School Administration building at the end of the alley facing west. My outdoor brick patio facing east surrounded by a privacy fence in addition to the brick building adjacent to my back property line buffers some of the amplified noise and laughter coming from Bad Brewery during evening hours, although the sound is becoming increasingly loud and annoying. With an apparent increase in capacity at Bad Brewery, I expect that the noise level will continue to intensify making it progressively problematic to quietly relax or entertain friends in a peaceful manner during warm weather



evening hours. I am concerned that the Special Use Permit application requested by Bad Brewery does not adequately explain what future entertainment events are being planned.

Initially, I was comfortable with the closing of the alley on Jefferson Street for an outdoor dining space when asked if I had any concerns. In an effort to work cooperatively and support Mason's local businesses, I agreed to the alley's closing. The idea of an outdoor pub serving lunch and dinner appealed to me. It soon became apparent that the scope of the entertainment venue expanded to include exceedingly loud music during the evening hours and at times inappropriate adult content and language. I do not recall receiving notification that Ms. Rasdale is requesting permission for outdoor entertainment without first requiring a permit for planned events.

The addition of a "Comedy Night" venue with amplified noise and profanity is not in keeping with the quality of life and inherent character of our community the citizens of Mason have come to expect and have appreciated over the years. The noise levels are undoubtedly objectionable and excessive, clearly exceeding the levels outlined in the noise ordinance. In my opinion, outdoor entertainment, which at times may include inappropriate adult content and language, should not take place in the presence of children living in the nearby vicinity.

In the spirit of neighborliness and goodwill, I highly encourage Mason Planning Commission members to take into account the importance of maintaining and preserving the quality of life we enjoy and continue to envision for Downtown Mason in the years to come. We want to welcome young families to our town to take advantage of our highly respected educational programs, our family oriented environment, our outstanding local businesses, our lovely and peaceful parks, and eagerly anticipated yearly events sponsored by the Mason Area Chamber of Commerce. Working cooperatively with each other has always been the hallmark of Mason businesses and citizens in our community. I support the idea of a small and local outdoor pub designated for dining, however, I seriously question the need for a live outdoor entertainment venue to operate in Downtown Mason without requesting a Special Use Permit first for each event.

Thank you Ms. Hude for your consideration in this matter. I will be attending the City Planning Commission meeting on August 15, 2023. Please feel free to contact me at (517-231-7235) if you have any questions regarding the contents of my letter.

Respectfully,



Mary Jo Leonard



Mary Jo Leonard  
419 South Park Street  
Mason, MI 48854



August 5, 2023

Elizabeth A. Hude, AICP  
Community Development Director  
City of Mason  
Mason, MI 48854

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Thank you Ms. Hude for your consideration in this matter. I will be attending the City Planning Commission meeting on August 15, 2023. Please feel free to contact me at (517-231-7235) if you have any questions regarding the contents of my letter.

Respectfully,



Mary Jo Leonard



Judi DeMartin  
409 S Park Street  
Mason, MI 48854

August 9, 2023

Elizabeth A Hude, AICP  
Community Development Director  
City of Mason  
201 W Ash Street  
Mason, MI 48854



Dear Ms. Hude,

I am writing regarding the Special Use Permit, submitted by Bad Brewery, under consideration by the Planning Commission. My understanding is that Mr. Rasdale is requesting permission for outdoor entertainment (amplified sound), which would not require a permit for each event. This is problematic on multiple fronts, but primarily from a noise perspective. I am hopeful the Planning Commission will perform a comprehensive review and carefully consider the impact prior to taking action.

I plan to attend the hearing on August 15<sup>th</sup>, but wanted to give you advance notice of my thoughts.

Bad Brewery requested and received approval for the city to vacate the alley (in combination with Kean's). In the spirit of goodwill, we did not object to the closing of the alley for outdoor seating space, even though there are inconveniences, including having to go around the block to get in our driveway due to the one-way alley. At the time I did not realize the outdoor plan included the vacating of property and I am not sure I was ever notified. Regardless, I never imagined that we would be living with loud music and amplified outdoor entertainment in that small space, just a short distance from our backyard.

As background, our family has lived at 409 S Park Street for over 75 years. My husband grew up in this house. The neighborhood has changed significantly over the years and we have adapted to most of the increase in noise and activity. We have a three-generation household, which includes three school aged children, ages 5, 8 and 11. Two of them will be starting school in mid-August. They go to bed 7-8 pm.

We have not experienced conflict with our neighbors and have enjoyed good relationships through the years. Unfortunately, with Bad Brewery, there is conflict developing. I believe we have been very tolerant of the noise and other inconveniences generated by Bad Brewery. Again, in a spirit of goodwill, we have lived with the seven-hour block parties and the associated amplified sounds. But, noise levels at times are totally unacceptable and clearly exceed the levels outlined in the noise ordinance. Amplified sound and bass vibrations are clearly audible within our house, with all windows closed with live bands. Some bands produce more bass than others. We have not received responses from Mr. Rasdale, which reflect an interest in our thoughts or concerns, an acknowledgement of property rights or the impact his business choices have had on his neighbors. In fact, it appears Bad Brewery has ambitions to become more of an outdoor entertainment venue than a local pub with outdoor seating.

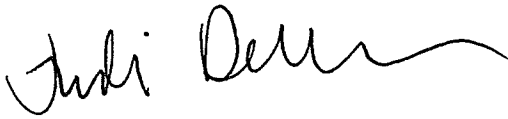
Our concerns are outlined below:

1. Our home is located at 409 S Park St. The lot is 132 ft deep and 52 ft wide. It is a small lot in the Downtown Mason district. Our property line is 92 feet from the west Bad Brewery alley/property line. There is no barrier or buffer, other than our fence, which surrounds our property on the north, east and south sides. The alley has brick buildings bordering on the south and a parking lot on north. With the tall brick buildings and pavement, there is very little to deflect sound in this area. The "entertainment area" on the application is in the closest possible location to our property line.
2. The noise level, from the Bad Brewery varies day to day, with voices and laughter clearly audible most nights if patrons are sitting outside. But with amplified outdoor entertainment the noise is much higher, exceeding acceptable limits and at times significantly affecting our ability to use our backyard peacefully and comfortably. There is not much, if any, reduction in sound as it travels the 92 feet. This noise can be disturbing and irritating, adversely affecting our quality of life. Sound and thumping bass are present inside our house with the live bands. It is annoying to say the least.
3. The noise has increased in the immediate vicinity due to the increased occupancy of the Bad Brewery outdoor area. The supplemental information submitted with the application for Special Use confirms this. Bad Brewery will have an outside seating capacity of 113. This is a much larger number than initially, and represents another increase. I wonder if the increased capacity is primarily for accommodating live entertainment events.
4. Currently, outdoor entertainment events with amplified sound occur several times monthly, some extending to 9-9:30 pm during the week. Additionally, there are block parties, 7 hours in duration, 4-5 times a year on Saturdays. It is not clear in the Special Use Permit application what future events are planned. In fact, it is not specified at all, except to say the entertainment area would be where "people would set up their guitar, do comedy night, etc." Bad Brewery operates 7 days a week. With the presence of amplified sound, there will be no quiet time in the evening at our house, even with windows closed.
5. As far as I remember, downtown Mason has not had regular outdoor entertainment at any business. Many cities prohibit this type of entertainment due to the noise and its impact on the community. What is the need for outdoor entertainment at this location in the city? Is the location/size adequate? Is live entertainment compatible with the surrounding area? Have noise studies been completed? Have operational issues, such as hours, duration, or frequency been considered? How many nights a week, how many times a year, what types of activities are acceptable? How are adjacent and nearby residents affected?
6. As mentioned, the application does not specify what events are planned. Would approval of this Special Use Permit allow Mr. Rasdale to unilaterally decide when outdoor entertainment would be held and for how long? At what volume?
7. Outdoor entertainment has the potential to substantially change the character of downtown Mason. Amplified profanity and vulgarity are not acceptable, as during outdoor Comedy Night,

when anyone in the area can hear the content. My grandchildren should not have to be exposed to the adult content. Although content of these outdoor events may not be on the agenda, simple courtesy and consideration would go a long way to promote harmony in the neighborhood.

Thank you for your attention and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Judi DeMartin". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Judi DeMartin

JUL 11 2023

CITY OF MASON  
CUSTOMER SERVICE

# PERMIT APPLICATION

## ZONING

**Applicant— Please check one of the following:**

<input type="checkbox"/>	Preliminary Site Plan Review
<input type="checkbox"/>	Final Site Plan Review
<input checked="" type="checkbox"/>	Special Use Permit*
<input type="checkbox"/>	Administrative Review
* includes Preliminary Site Plan Review	

**DEPARTMENT USE ONLY**

Application Received: \_\_\_\_\_

Tax ID: \_\_\_\_\_

Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_

**Applicant Information:**Name: Brian RasdaleOrganization: BAD Brewing CompanyAddress: 434 Ravenwood Mason, MI 48854Telephone Number: 517-819-4259 Facsimile Number: NAInterest in Property (owner, tenant, option, etc.): owner

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

**Property Information:**Owner: Brian Rasdale Telephone Number: 517-676-7464Property Address: 440 S Jefferson Mason, MI 48854Legal Description: If in a subdivision: Subdivision Name: See attached BSA Lot Number: \_\_\_\_\_

If Metes and Bounds (can be provided on separate sheet): \_\_\_\_\_

**APPLICANT CERTIFICATION**

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any Special Use Permit and/or Site Plan approval issued as a result of this application.

Signature: [Signature] Date: 7/11/23



**Requested Description:**

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

Special Use permit to have music, comedy night, etc in the alley. See attached sheet for further details

**Available Services**

Public Water ☒ Yes ☐ No

Paved Road (Asphalt or Concrete) ☒ Yes ☐ No

Public Sanitary Sewer ☒ Yes ☐ No

Public Storm Sewer ☒ Yes ☐ No

**Estimate the Following**

Traffic Generated 80 is capacity, so

Total Employees 21

Population Increase that would be max

Employees in Peak Shift 21

House of Operation 12 P AM to 12 AM  
F Day through S day

Total Bldg. Area Proposed - only space for music, already space being used in alley

Parking Spaces Provided -

**Project Phasing** 3pm-10pm M-TH  
12pm-3pm Sunday

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

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

**Application Materials**

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

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

**Application Fee**

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

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

**Engineering Review****\$220.00\***

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

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

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

**Final Site Plan Review**

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

**Staff Report**

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

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

Revised 7.2.2018 (Community Development)



**CITY OF MASON**

201 WEST ASH  
MASON, MI 48854  
5176769155  
5176761330

Invoice r PlanRevi PSUP23-002  
PC PACKET PAGE 29  
Print Date: 07/11/2023


Pay by Account In Full



Pay by Account In Full

RASDALE INVESTMENTS LLC  
3106 Scarborough Rd  
Lansing MI 48910

**\$ 275.00**

Invoice No					Invoice Date	PlanReview Numbe	Address	Amount Due
		00005329	07/11/23	PSUP23-002	440 S JEFFERSON		\$ 275.00	
Fee Details:	Quantity	Description				Amount Cost	Balance	
	1.000	Special Use Permit				\$275.00	\$ 275.00	
Total Amount Due						\$ 275.00		

**PAID**

**JUL 11 2023**

**CITY OF MASON**

## MESSAGE TO TAXPAYER

INTEREST ADDED SEPTEMBER 1ST.  
POSTMARKS DO NOT COUNT.  
CREDIT CARDS ACCEPTED ON OUR WEBSITE  
WWW.MASON.MI.US

\*PLEASE READ REVERSE SIDE OF STATEMENT\*

## PAYMENT INFORMATION

This tax is due by: 08/31/2023

Pay by mail to: CITY OF MASON  
TREASURER  
201 W. ASH ST. PO BOX 370  
MASON, MI 48854-0370

## PROPERTY INFORMATION

Property Assessed To:  
RASDALE INVESTMENTS LLC  
440 S JEFFERSON  
MASON, MI 48854

Prop #: 33-19-10-08-240-021  
Prop Addr: 440 S JEFFERSON

MASON PUBLIC  
School: 33130

## TAX DETAIL

Taxable Value: 134,099 COMMERCIAL-IMPROVED  
State Equalized Value: 160,200 Class: 201  
PRE/MBT %: 0.0000 DDA  
Mort Code:

Taxes are based upon Taxable Value.  
1 mill equals \$1.00 per \$1000 of Taxable Value.  
Amounts with no millage are either Special  
Assessments or other charges added to this bill.

## Legal Description:

(MA 188, 189) PART OF LOTS 9 & 10 BLK 16 CITY OF MASON COM AT NE COR OF  
LOT 10, BLOCK 16 - W 100 FT - S 44.5 FT - E 100 FT - N 44.5 FT TO BEG.  
ALSO S 1/2 OF THAT PART OF VACATED E 100 FT OF ALLY ON BLK 16.

DESCRIPTION	MILLAGE	AMOUNT
CITY TAX	15.25000	2,045.00
CITY PARK/TRAIL	0.99470	133.38
INGHAM ISD	6.22900	835.30
L.C.C.	3.76920	505.44
STATE ED FUND	6.00000	804.59
MPS OPERATING	17.97480	2,410.40
COUNTY	6.78070	909.28
REFUSE	0.00000	380.94

## OPERATING FISCAL YEARS

The taxes on bill will be used for governmental  
operations for the following fiscal year(s):

County: 01/01/23 - 12/31/23  
Twn/Cty: 07/01/23 - 06/30/24  
School: 07/01/23 - 06/30/24  
State: 10/01/23 - 09/30/24  
Does NOT affect when the tax is due or its amount

Total Tax	56.99840	8,024.33
Administration Fee		54.65
<b>TOTAL AMOUNT DUE</b>		<b>8,078.98</b>

Please detach along perforation. Keep the top portion.

Mort Code

Mort Co Name:

Pay this tax to:

CITY OF MASON  
TREASURER  
201 W. ASH ST. PO BOX 370  
MASON, MI 48854-0370

DDA

PLEASE RETURN THIS PORTION WITH PAYMENT. THANK YOU.

This tax is due by: 08/31/2023

After 08/31/2023 additional interest and fees apply

2023 Summer Tax for Prop #: 33-19-10-08-240-021

TAXPAYER NOTE: Is your name & mailing address correct?  
If not, please make corrections below. Thank You.

Property Addr: 440 S JEFFERSON

Make Check Payable To: CITY OF MASON

**TOTAL AMOUNT DUE: 8,078.98**

Amount Remitted: \_\_\_\_\_

RASDALE INVESTMENTS LLC  
440 S JEFFERSON ST  
MASON MI 48854-1654

Tray:3 Bundle:3 Seq:1345

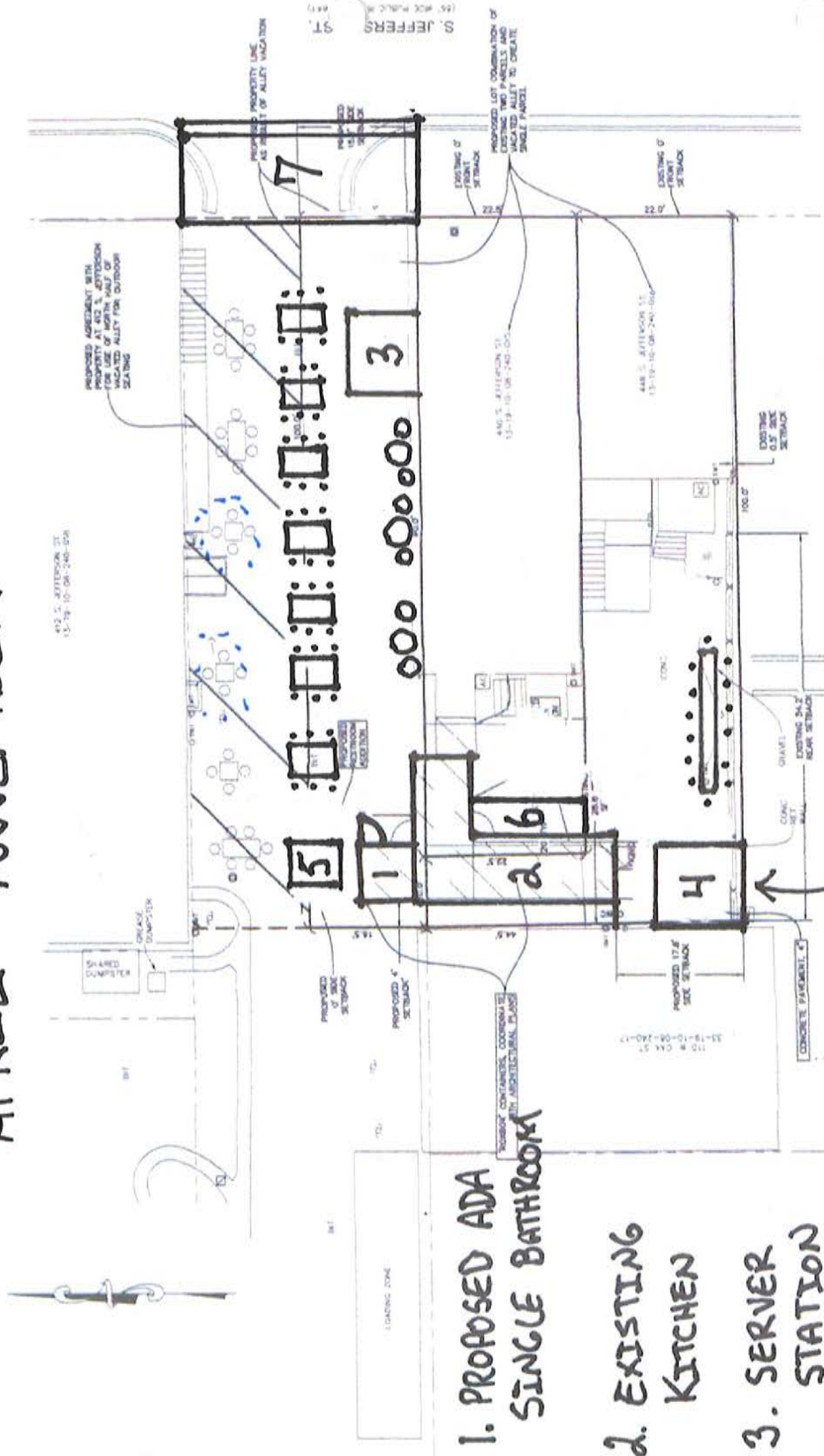


## Supplemental Information to Special Use Permit

- In the summer months there will be open air table seating in the alley that has 88 seats. The back patio will be used for special events (block party, etc) or private parties only, and will not be a part of everyday seating. When this space is in use it will seat up to 25 people. This space is also used for e0178employee seating/break room.
- In the winter months there will be the closed greenhouse in the alley that seats 42 people. We keep a few of the North side tables in the alley open during the winter in case anyone needs open-air dining which consists of 8 seats. The back patio will have 1 large, enclosed hut which will seat up to 18. This is the space where we currently have the firepit, which we plan to remove to accommodate the huts relocation.
- The "entertainment" area is just a small open area at the end of the alley that is always an open space. This is where people would set up to play their guitar, do comedy night, etc. Nothing about this changes seating, footprint, etc.
- The bathroom is still unsure at this point but would like to keep noted on the site plan if future finances allow.
- The server station is intended to keep things safe from the outside elements. It is where we set up glass racks, trash cans, silverware, plates, cooler, glassware, etc. It is heated in the winter so the staff isn't standing outside in the cold if servicing the greenhouse and huts, as well as a private place for staff to handle money.
- The curb/gutter has a due by date of 5/9/2024. At this time, we plan to have it done well before then, but are waiting on contractor timelines and availability to open up to put us on their schedule. If we are able to get it on their calendar to be completed by the end of the year, weather permitting we will, but if we can't and it gets too cold the lay concrete then we will be on as early as we can for their spring schedule once weather allows. The cost of this has been quoted between \$12,000-\$17,000 depending on the the depths of the tear out once they start doing it.



APRIL - NOVEMBER  
OCTOBER -



7. CURB/GUTTER +  
SIDEWALK TO  
BE COMPLETED  
BY 5/9/2024

4. 9'x11'  
PERGOLA

5. ENTERTAINMENT  
AREA  
8' x 8'

6. KITCHEN  
AWNING

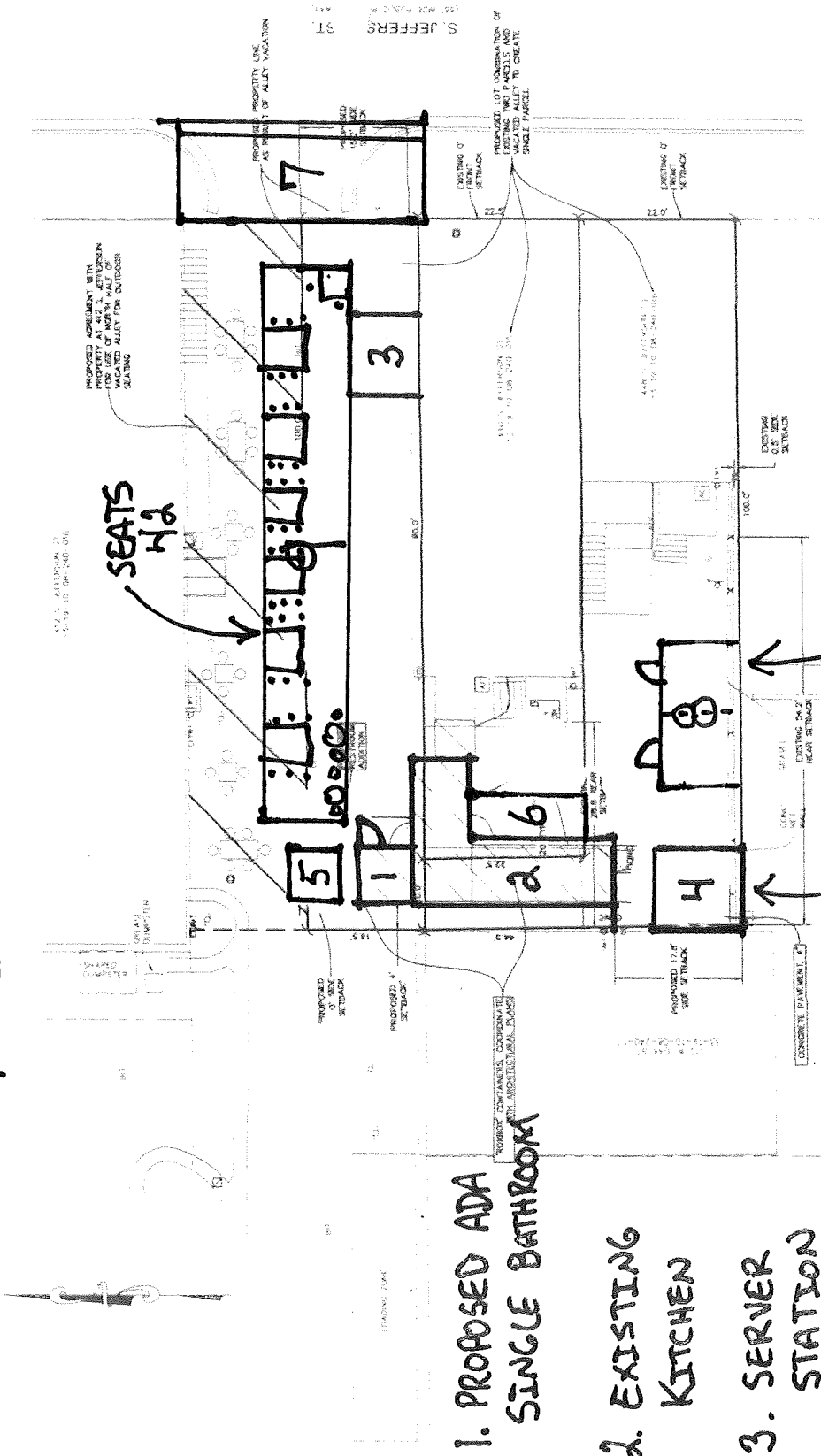
1. PROPOSED ADA  
SINGLE BATHROOM

2. EXISTING  
KITCHEN

3. SERVER  
STATION  
7' x 9'

80 ALLEY  
Total Seating: 14-25 patio

NOVEMBER - MARCH



Total Seating: 60



## Agenda Report: August 15, 2023 Planning Commission Meeting

### AGENDA ITEM

Resolution 2023-08: Receipt of Final Proposed Master Plan and Release for Public Hearing

### RECOMMENDED ACTION

Approve Resolution 2023-08

### 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.

#### 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

#### February – May 2023:

- Draft plan released for public review by City Council and Planning Commission
- Review by agencies
- 2,886 direct mail postcards sent
- 100 postcards distributed at Customer Service, Open House, etc.
- 2 Open houses in-person
- 2 Open houses on Zoom

June - August 2023:

- Staff finalized the plan and addressed all comments provided
- Planning Commission received the final draft with feedback from comment period.

### NEXT STEPS

- Planning Commission considers resolution recommending public hearing of the document after which they will consider adoption and then forward recommendation to City Council.
- City Council considers resolution to adopt the document.
- Once adopted, the plan will be released to the public, agencies, and posted on the website.

### 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, [Sections 50-35](#) and [50-36](#) 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:** A public hearing and adoption of the final Master Plan will support the continuation of updates to the City's Zoning and other related ordinances.

**Relation to Other Actions:** City Council will consider adoption of the final Master Plan after the Planning Commission holds a public hearing and considers adoption at their meeting on Tuesday, September 12, 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 2023-08

Master Plan 8.15.23 FINAL DRAFT

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION No. 2023-08**

**A RESOLUTION DIRECTING STAFF TO PROCEED WITH A PUBLIC HEARING ON  
THE FINAL PROPOSED MASTER PLAN.**

**August 15, 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 approved 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 has received the Final Proposed Master Plan which incorporates comments received from the general public as well as 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 must hold at least one public hearing on the Proposed Master Plan prior to adoption in accordance with Sec. 43 of the Michigan Planning Enabling Act; 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 directs staff to proceed with a Public Hearing for the Final Proposed Master Plan in accordance with Sec. 43 of the Michigan Planning Enabling Act; 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 Commissioner \_\_\_\_\_ and seconded by Planning Commissioner \_\_\_\_\_ and declared adopted by the following vote:

Yes (0)

No (0)

Absent (0)

RESOLUTION DECLARED \_\_\_\_\_



:SS.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolutions adopted by the Planning Commission of the City of Mason at a regular meeting held on Tuesday, August 15, 2023, pursuant to the Michigan Open Meetings Act, the original of which is on is file in my office as part of the minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this \_\_\_\_ day of \_\_\_\_\_ 2023.

---

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

# MI MASON OUR PLAN, OUR FUTURE.



**2023 Master Plan  
Proposed August 15, 2023**



# 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*

Leon Clark, *Mayor Pro Tem*

Elaine Ferris

Scott Preadmore

Jerry Schaffer

Jon Droscha

Rita Vogel

\*Former Councilmember Marlon Brown

## PLANNING COMMISSION

---

John Sabbadin, *Chairperson*

Seth Waxman, *Vice-Chairperson*

Megan Wren, *Secretary*

Kenneth Bliesener II

Leon Clark, *Ex-Officio, Councilmember*

Kyle Elizabeth Kirkby

Austen Malczewski

Mitch Perrault

Matt Wood

\*Former Commissioners Anne Barna, Mark Howe

## CONTRIBUTING STAFF

---

Deborah Stuart, *City Manager*

Elizabeth Hude, *AICP, Community Development Director*

## CONSULTANT TEAM

---

SmithGroup

CIB Planning

Piper & Gold Public Relations

*\*Participated in launching of plan and engagement process.*

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# Executive Summary



## 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.



## WELCOMING

Promote Mason as a welcoming and vibrant place through...

### 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
<b>Community Engagement:</b> Foster community ownership and civic engagement through partnerships and communication.	W1 Partnerships
	W2 Communication
<b>Downtown + Gateways:</b> Support a thriving downtown and vibrant business districts.	W3 Place Keeping
	W4 Vibrant Business Districts
<b>Access + Proximity:</b> Promote Mason's access to and as a hub for local and regional amenities.	W5 Local Connections
	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.26).
- ☐ **W2:** Engage stakeholders and seek input from diverse perspectives beyond the minimum requirements including valuing the input of legacy residents and newcomers (p.27).
- ☐ **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.28).
- ☐ **W4:** Support local business development or entrepreneurship by enhancing the vibrant, thriving business district through increased residents and/or visitors (p.29).
- ☐ **W5:** Support local connections and equitable access to community assets and services through wayfinding and design (p.30).
- ☐ **W6:** Engage regional and local partners to ensure opportunities to serve residents better through partnership aren't duplicated or missed (p.32).





## CHARMING

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

### 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

Strategy	Target
<b>Historic Preservation:</b> Promote historic preservation by leveraging existing assets and programs.	C1: Historic Assets
	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 upon existing character of neighborhoods and streets.	C4: Walkable Site Design
	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.35).
- ☐ C2: Provide resources to preserve existing assets in the community (p.37).
- ☐ C3: Provide attainable, quality housing for residents of diverse incomes and family types building upon existing patterns in neighborhoods and the downtown core (p.377).
- ☐ C4: Promote walkability and quality site design that contributes to a vibrant neighborhood or district. (p.4237).
- ☐ C5: Promote walkability and multi-modal transportation by providing safe, attractive, and convenient access to pedestrian, bicycle, and transit systems (p.4437).



## SAFE

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

### 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
<b>Investments:</b> Consider long-term efficiency, resiliency, and the next generation's needs.	S3: Sustainable City Budget
	S4: Design with Community and Users
	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.49).
- ☐ S2: Encourage growth in areas with existing capacity first (p.655).
- ☐ S3: Diversify the local tax base to ensure economic resiliency while considering the ongoing costs for development compared to the benefits (p.6969).
- ☐ S4: Provide an opportunity for feedback from residents and/or city staff directly impacted by a decision (p.70).
- ☐ S5: Include environmentally responsible and resource-efficient materials and processes throughout the project's lifecycle (p.711).



## 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.



### WELCOMING | 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.                               |



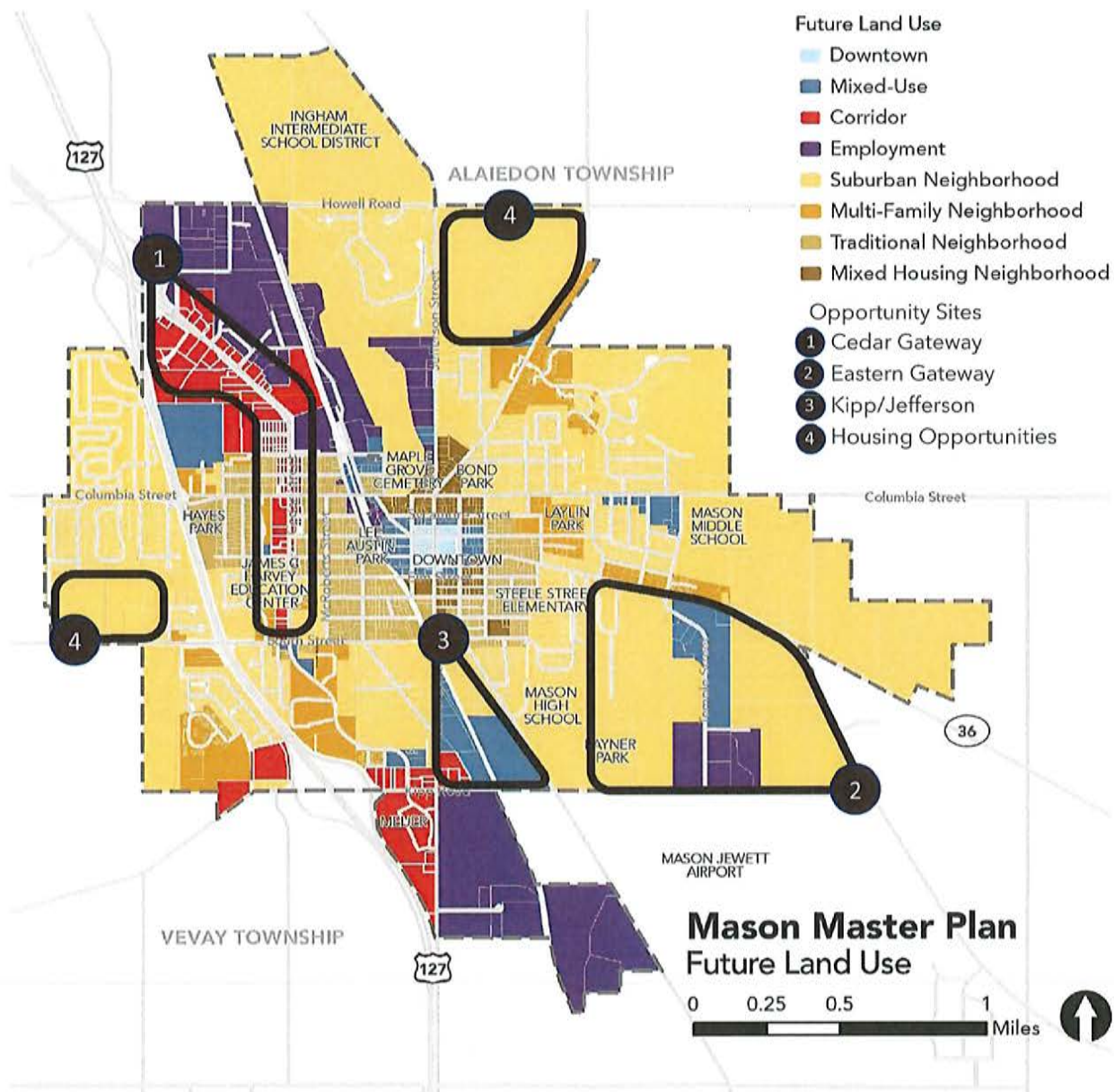
### SAFE | Provide forward-thinking delivery of City services.

- |             |  |
|-------------|--|
| 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. |
| 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.  |
| 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.





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An aerial photograph of a city street intersection. A large, ornate building with a central dome and multiple wings is visible on the left side of the image. The building is surrounded by trees and a parking lot. To the right of the building, there is a large, open area with trees and a few scattered vehicles. Further to the right, there are several large, rectangular buildings, possibly industrial or commercial, with flat roofs. The streets are paved and have visible lane markings. Numerous cars are parked in the lots and driving on the streets. The overall scene depicts a busy urban environment.

## CHAPTER 1

# Overview

## 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

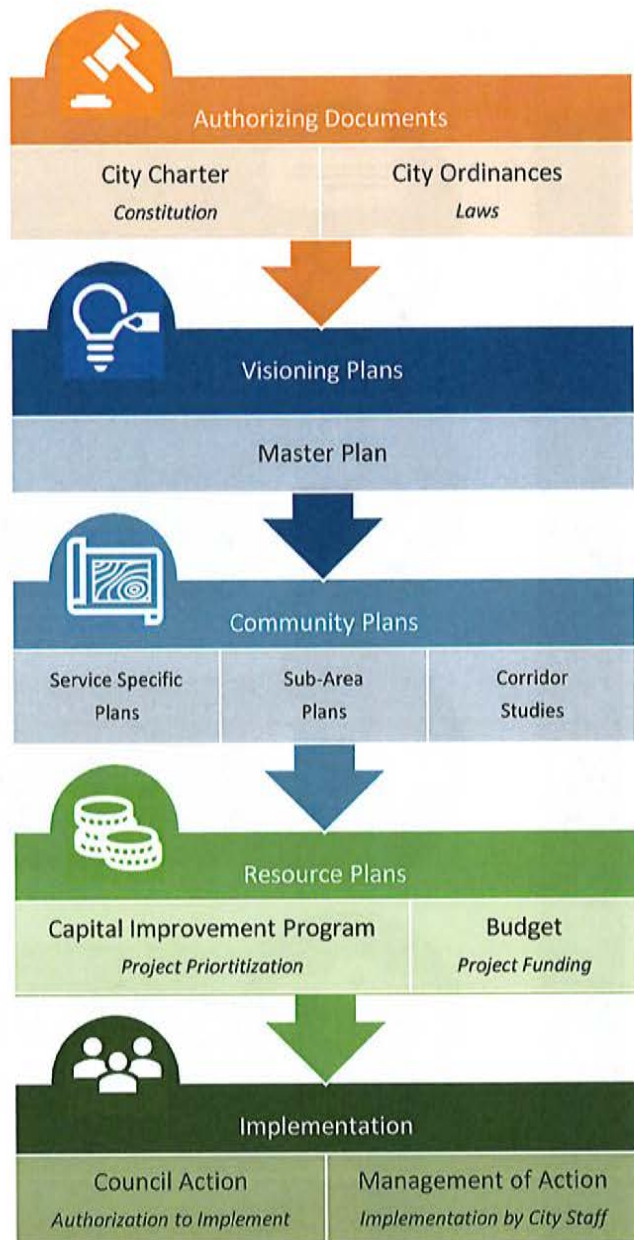
Planning is a process, arriving at a land use and policy document through rounds of analysis and engagement. Each planning effort builds on previous plans.

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)
- 2014 Master Plan Update: 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

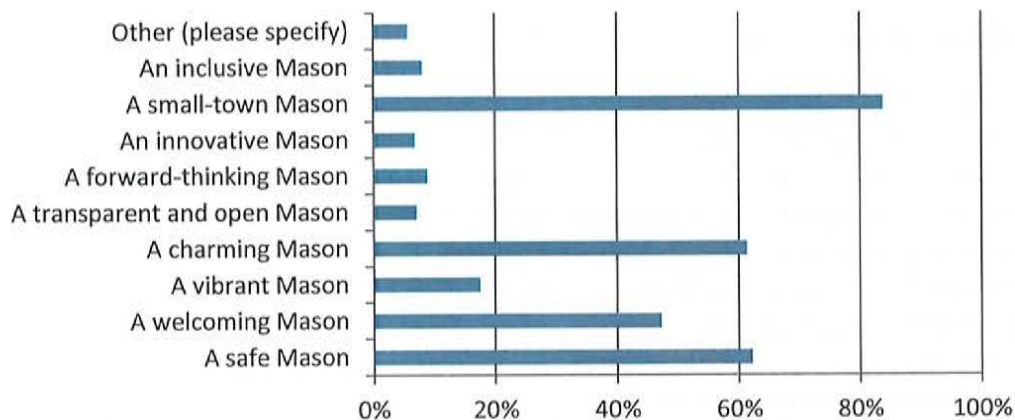




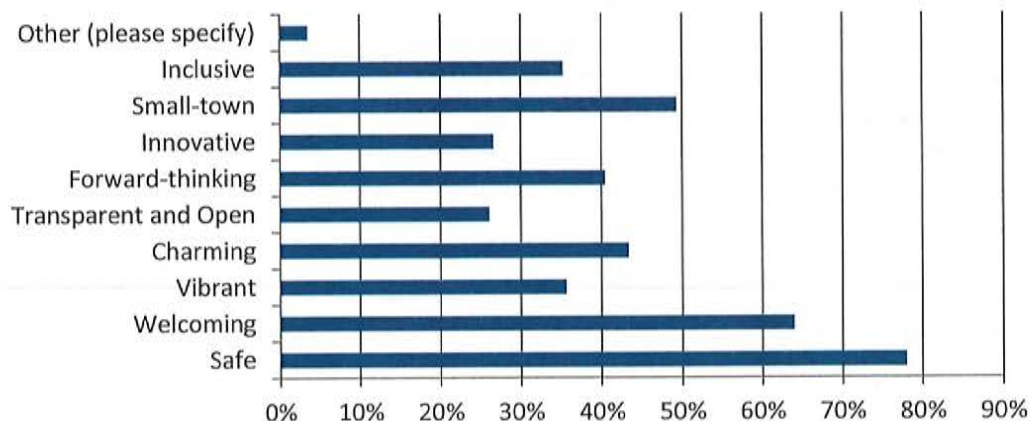
## Community Input

Community 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%. Additional information on feedback received can be found in Appendix A.

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

5

public  
meetings

1,442

survey  
responses

22

Facebook  
posts to 4,300  
followers

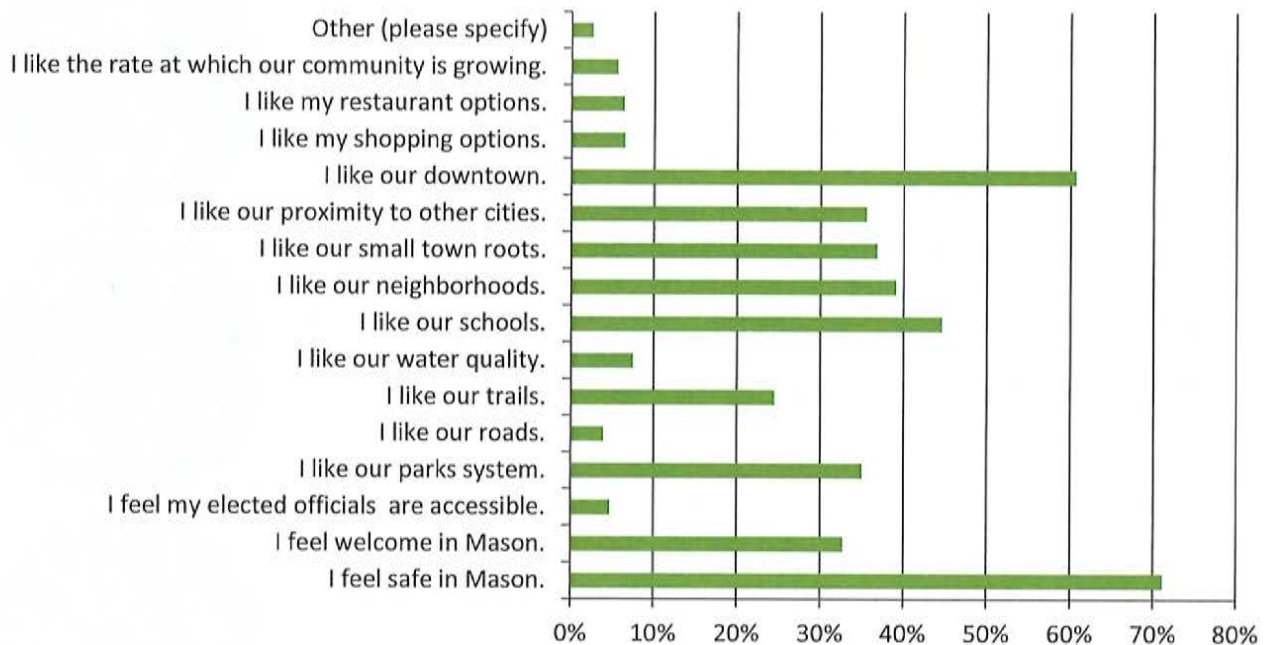
5,746

postcards sent  
to registered  
voters

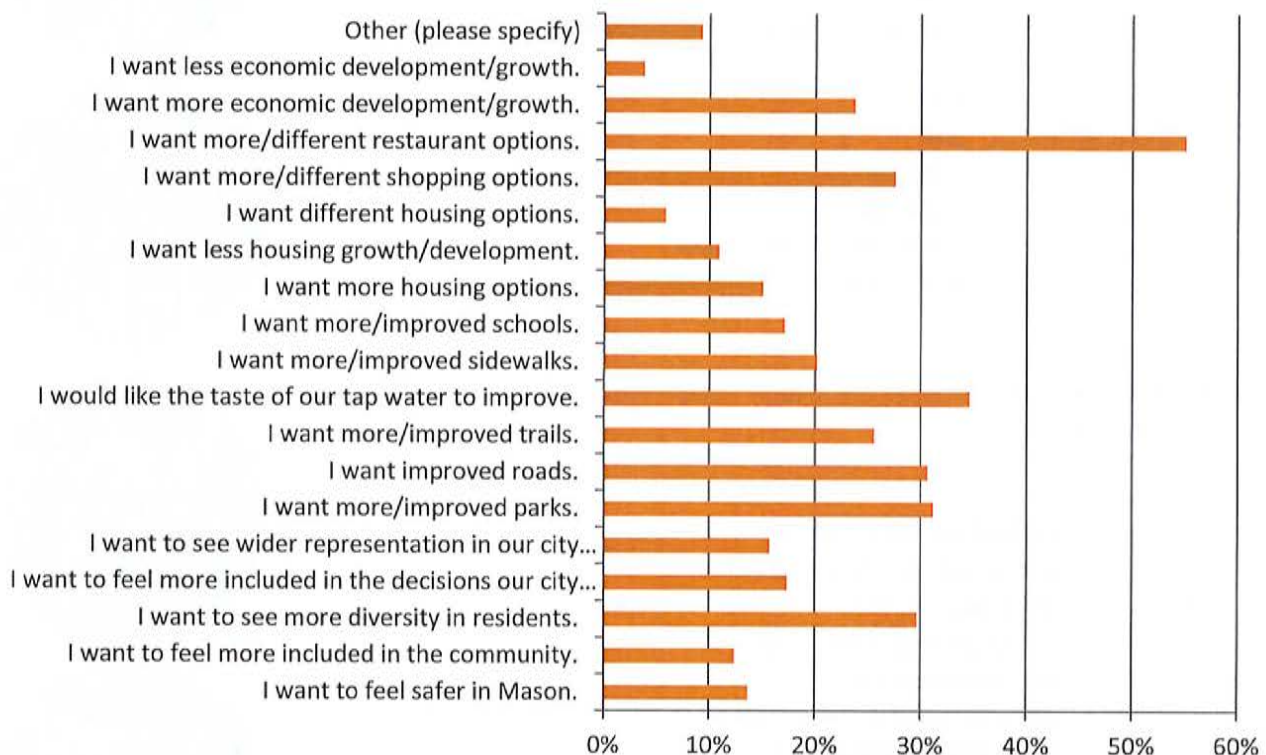
5,870+

emails sent to  
community  
members

## 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)

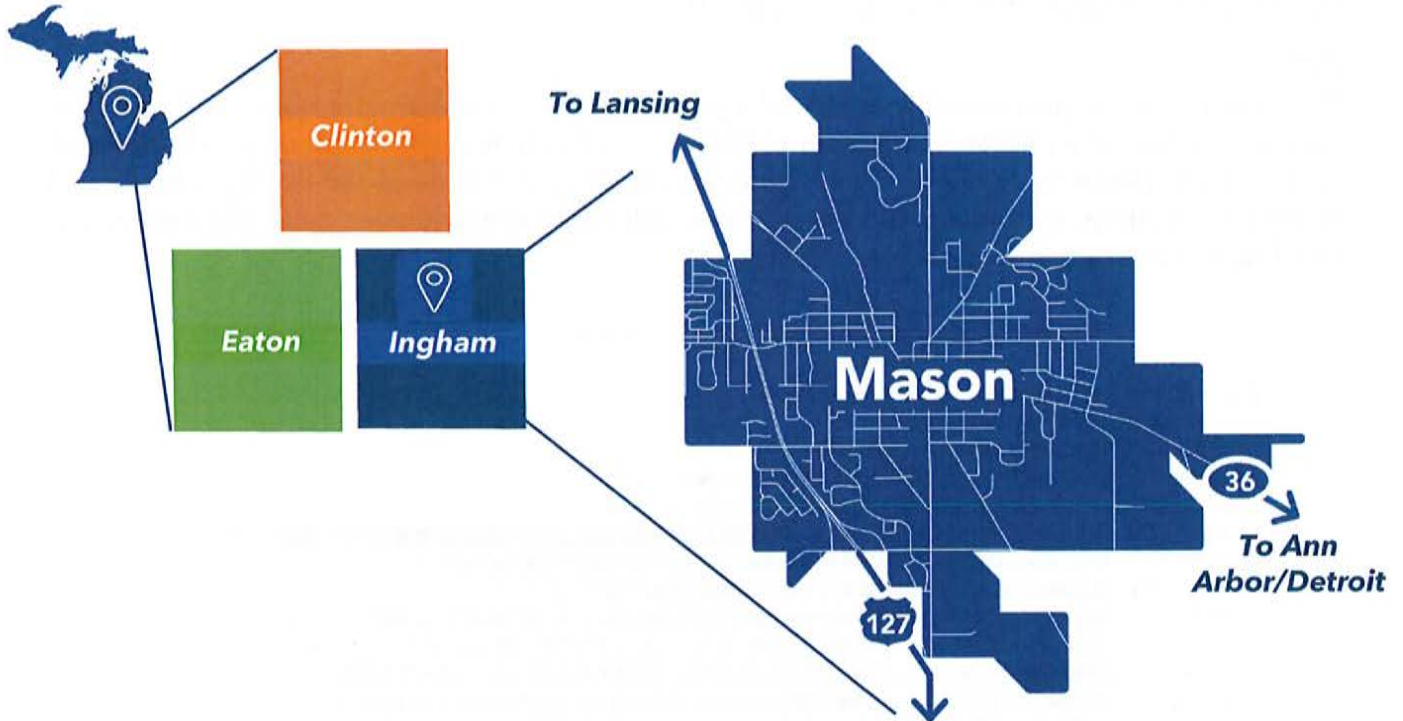


The full public input analysis, survey results, and focus group summaries are available in the appendices.



## 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.

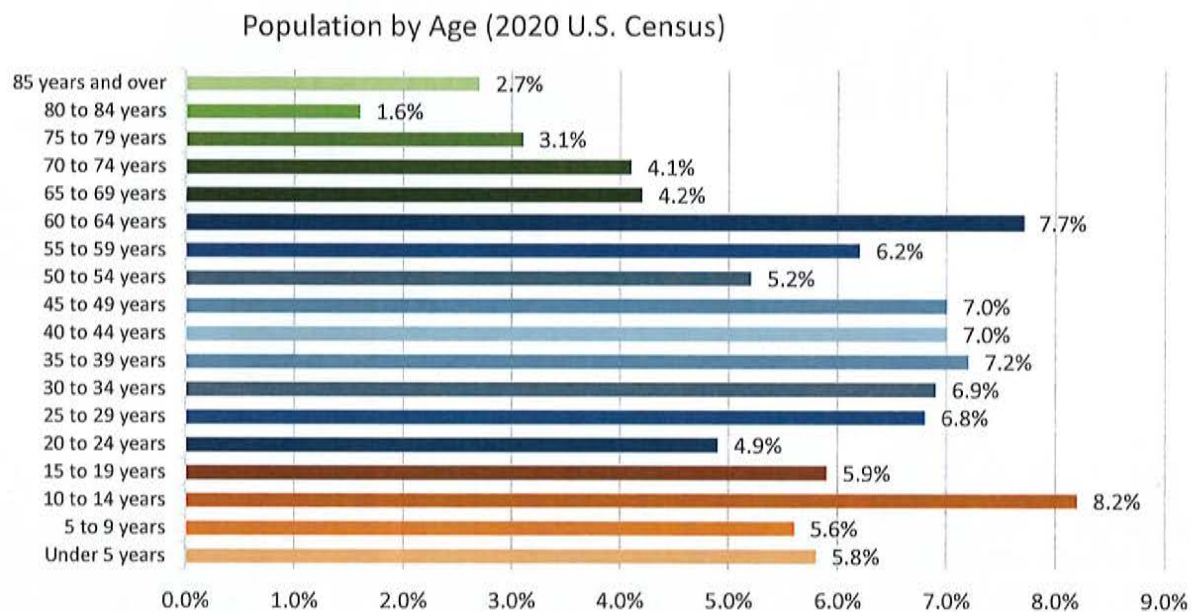
This demographic overview of Mason summarizes data from the 2020 U.S. Decennial Census, American Community Survey, and State of Michigan. Other demographic data pertaining to specific topic areas is provided in later chapters. One factor to consider is that the data in the following pages is inclusive 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 2020 U.S. Census, Mason has a population of 8,238 people, which is a slight decrease from the 2010 Census. However, the State of Michigan 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. According to the U.S. Census Bureau, three in four individuals with a disability are 65 or older.

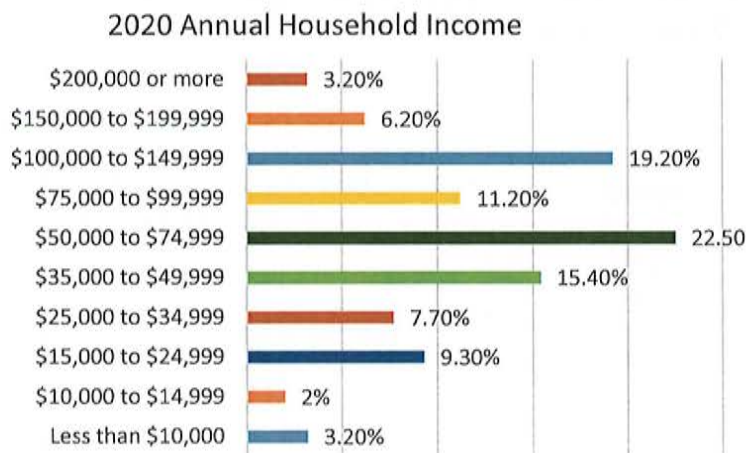
## Race

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.S. Census provides an opportunity to ensure that planning decisions consider all perspectives.

## Income

2020 U.S. Census Bureau data shows residents in 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 defines poverty as a household who's total income is less than the poverty threshold of \$33,148.

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



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



## Employment

The top industries 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 unemployment rate 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.S. Census Bureau 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% were 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.S. Census Bureau. 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 first three chapters are organized around three guiding principles, nine strategies, and sixteen specific targets:



### WELCOMING

Promote Mason as a welcoming and vibrant place through...

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



### CHARMING

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

Strategy	Target
<b>Historic Preservation:</b> Promote historic preservation by leveraging existing assets and programs.	C1: Historic Assets
	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 upon existing character of neighborhoods and streets.	C4: Walkable Site Design
	C5: Street Character

**SAFE**

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
<b>Investments:</b> Consider long-term efficiency, resiliency, and the next generation's needs.	S3: Sustainable City Budget
	S4: Design with Community and Users
	S5: Build with the Future in Mind

Two additional chapters outline recommendations and tools for implementing the strategies and achieving the targets:

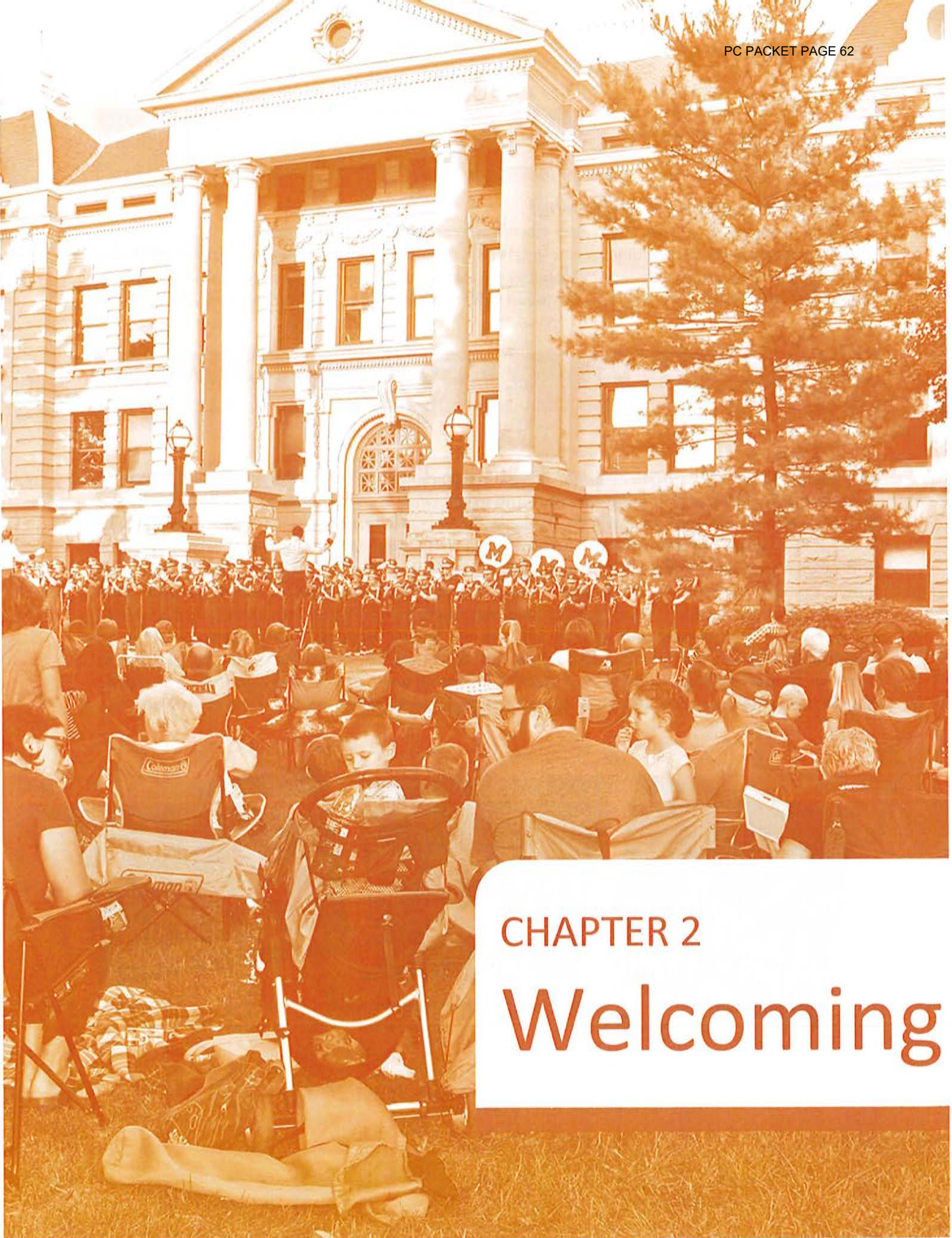
**Land Use**

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.





## CHAPTER 2

# Welcoming





## WELCOMING

Promote Mason as a welcoming and vibrant place.

### 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 [2020 Parks, Recreation and Non-Motorized Transportation Plan](#) 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 [RRC Public Participation Guide](#).



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 Chapter 3.

### **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. 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 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.



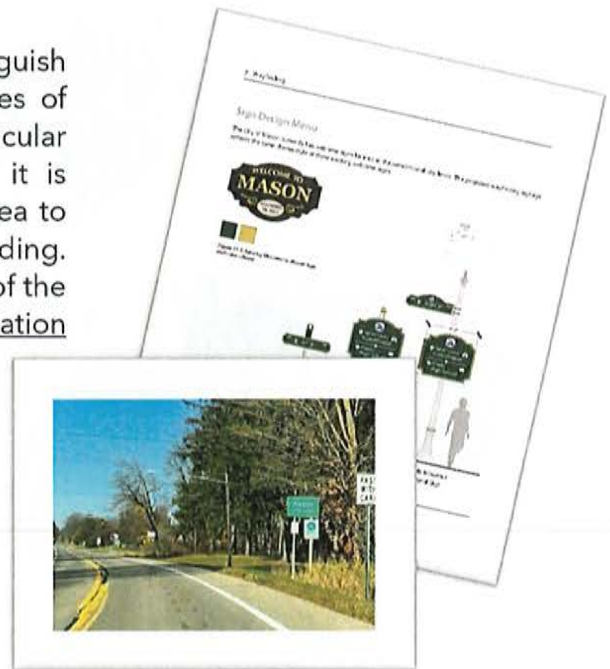
Connected, accessible neighborhoods are welcoming and vibrant through the following priorities:

- 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 Plan 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.

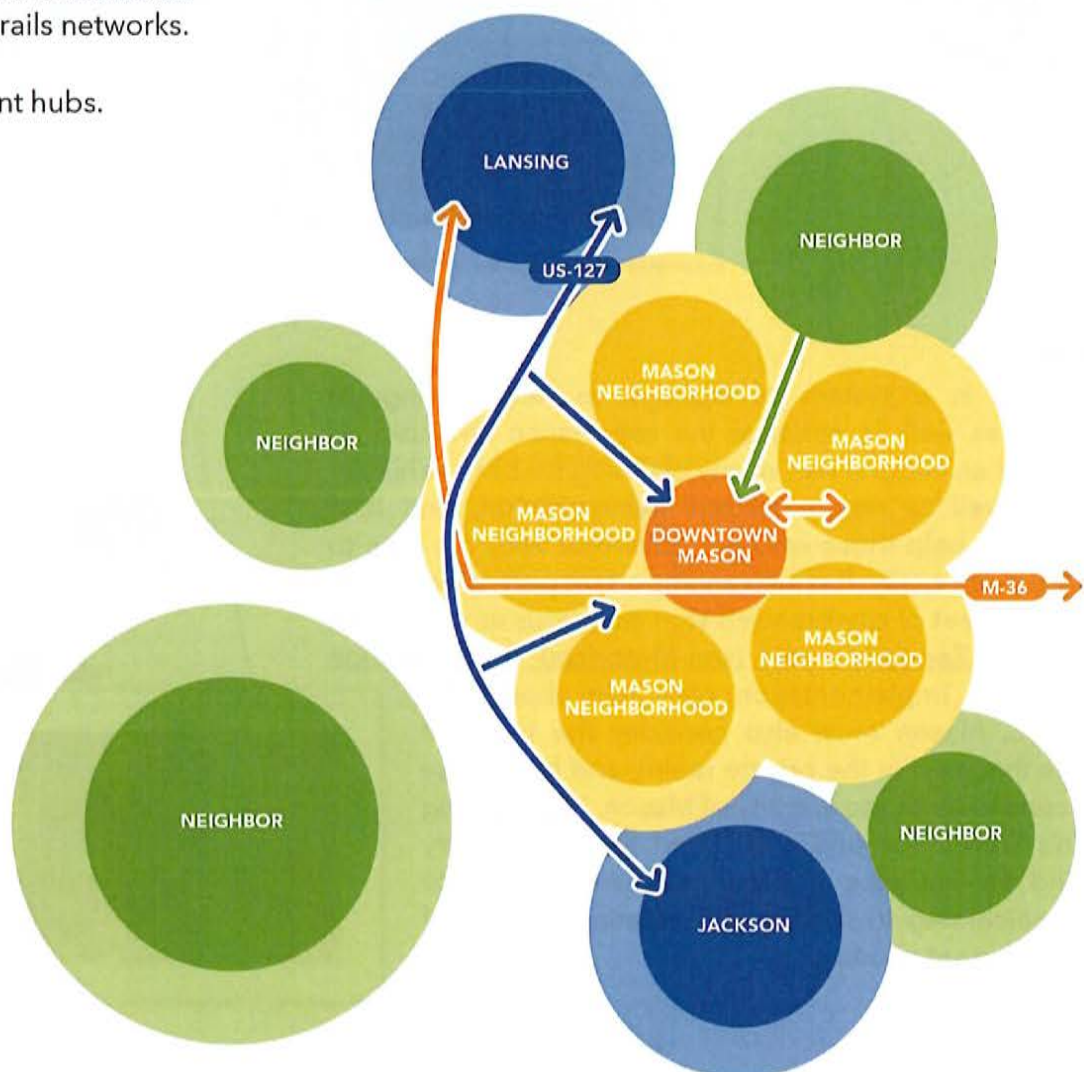


## W6: Regional Connections

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:

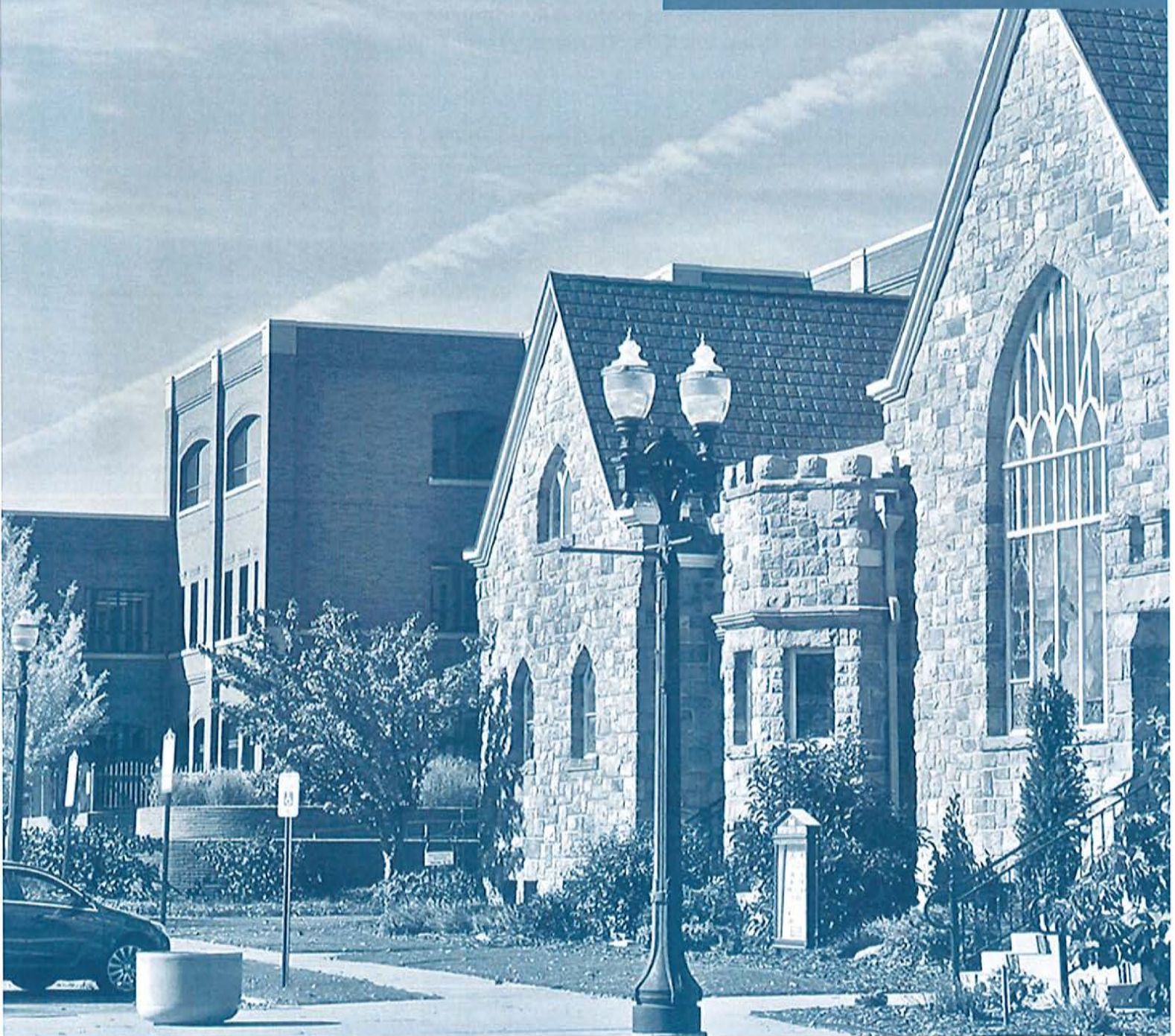
- Retail, entertainment centers, and hotels.
- Colleges and universities.
- Parks and trails networks.
- Hospitals.
- Employment hubs.





## CHAPTER 3

# Charming







## CHARMING

Preserve Mason's neighborhoods and small-town charm.

### 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.

Architectural style



Façade composition



Façade design



Pedestrian realm



Massing and scale



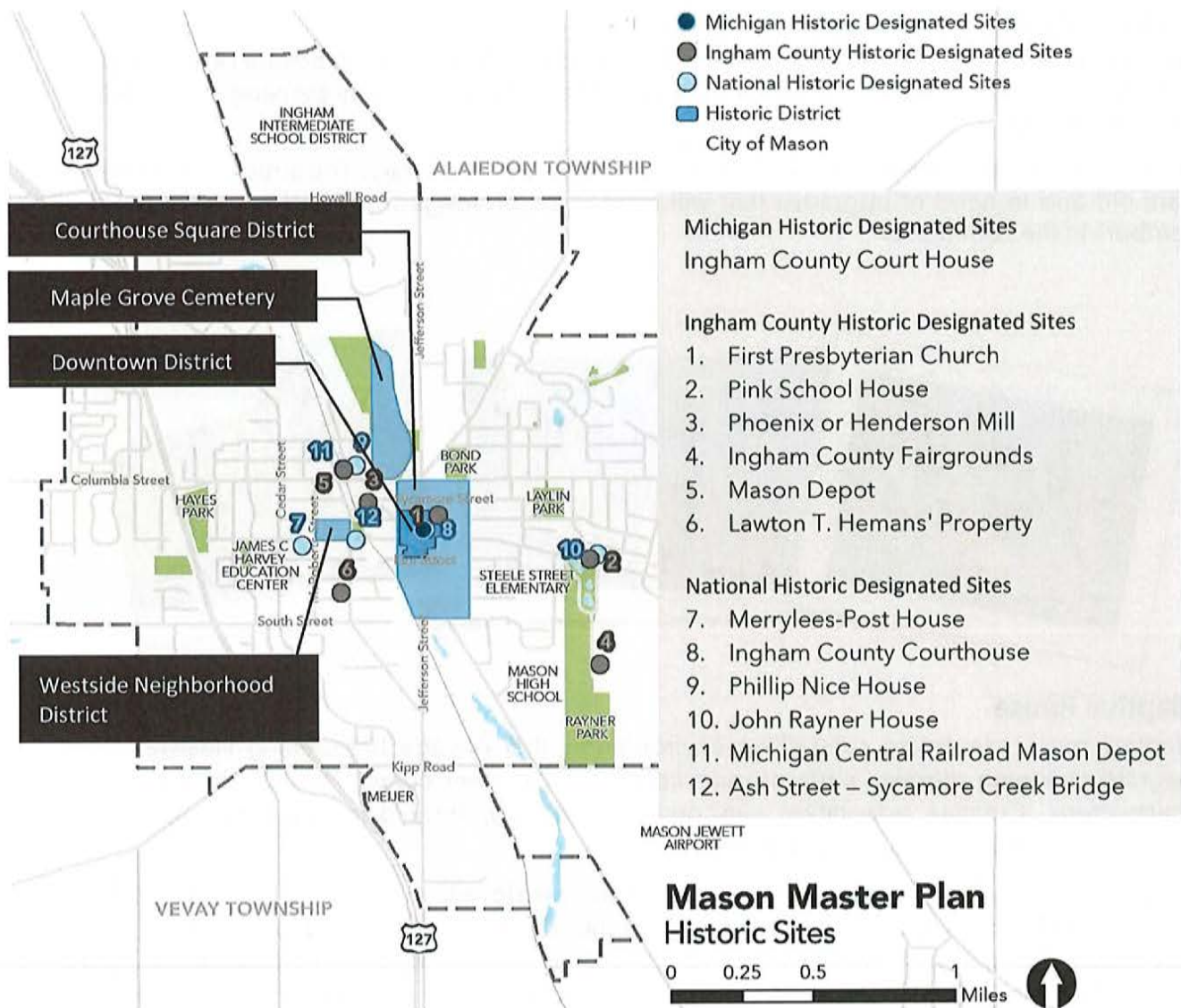


## HISTORIC PRESERVATION

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](http://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 projected to grow 8.9% by 2030. 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 typical nuclear family of four to just one to two people. 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. 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.

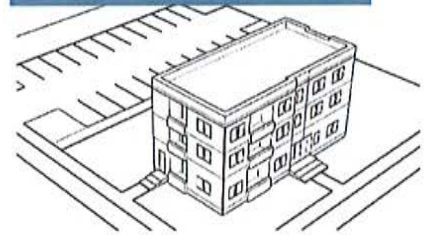
**Downtown Living:** Housing in the downtown area is an opportunity to provide the missing middle housing that often attracts young talent moving into the area as well as seniors looking for less to maintain and access to walkable amenities. Upper floor housing downtown is in high demand and an attractive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

**Senior Housing:** The senior population in Mason will continue to grow as a percentage of the overall population. By 2050, it is projected (in Michigan) that the population of children and young adults will shrink by 6 percent and the working age population will be stagnant (falling over the

*Apartment Style Buildings*



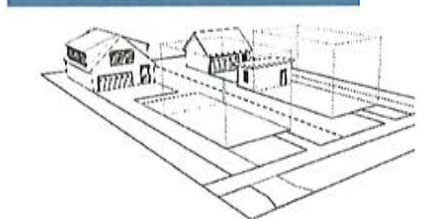
*Duplex Home*



*Single Family Homes*



*Accessory Dwelling Units*





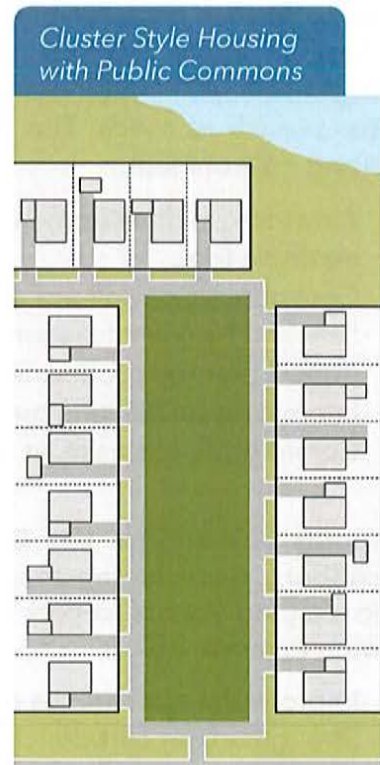
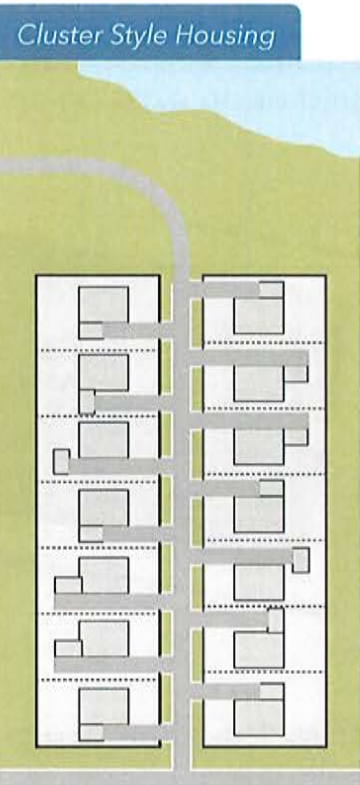
next decade, then recovering to just above the current level), while the population of people aged 65 and older will grow by 30 percent. This shift to an older population creates unique need for the Mason housing market to create smaller accessible housing that allows for aging in place while allowing larger homes to transition and attract more families. Without that transition there may be unintended consequences to the school system, utility use, etc. that would negatively impact the community. This critical need may require additional incentives to support the gap in financing for these projects. 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.

AARP’s Livability Index<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>1</sup>2022 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, updates to the Zoning Ordinance that guide site design should:

- 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.

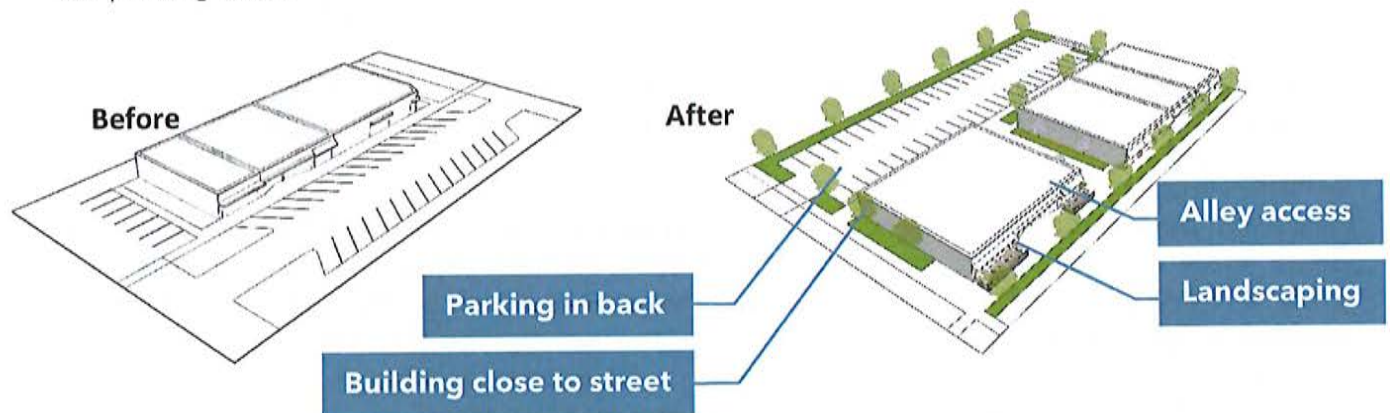
## Building Orientation and Placement

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 considered 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



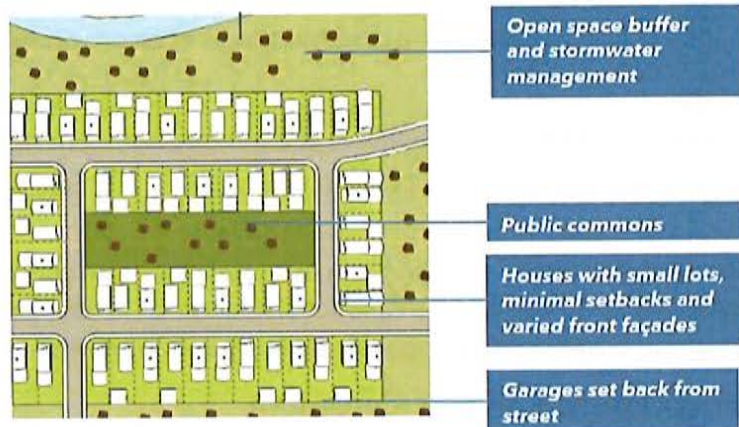
entrances should also be provided in proximity to pedestrian connections, public spaces, and the parking areas.



### Traditional Neighborhood Development

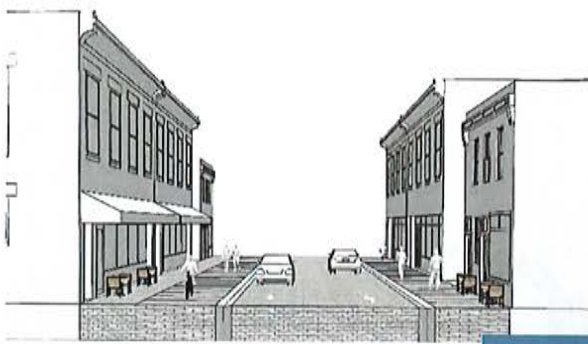
Traditional neighborhood developments (TNDs) permit smaller lots provided the home designs are reflective of traditional neighborhoods, including inviting front porches, varied architectural design, and minimal front yard setbacks. Often included within TNDs are alleys to provide access to garages, eliminating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

**Before****After**

**Dedicated space  
for street furniture  
and cafes**

**Landscaping-  
separated auto and  
pedestrian zones**

**Road diet with  
dedicated  
parking lane**

## 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.

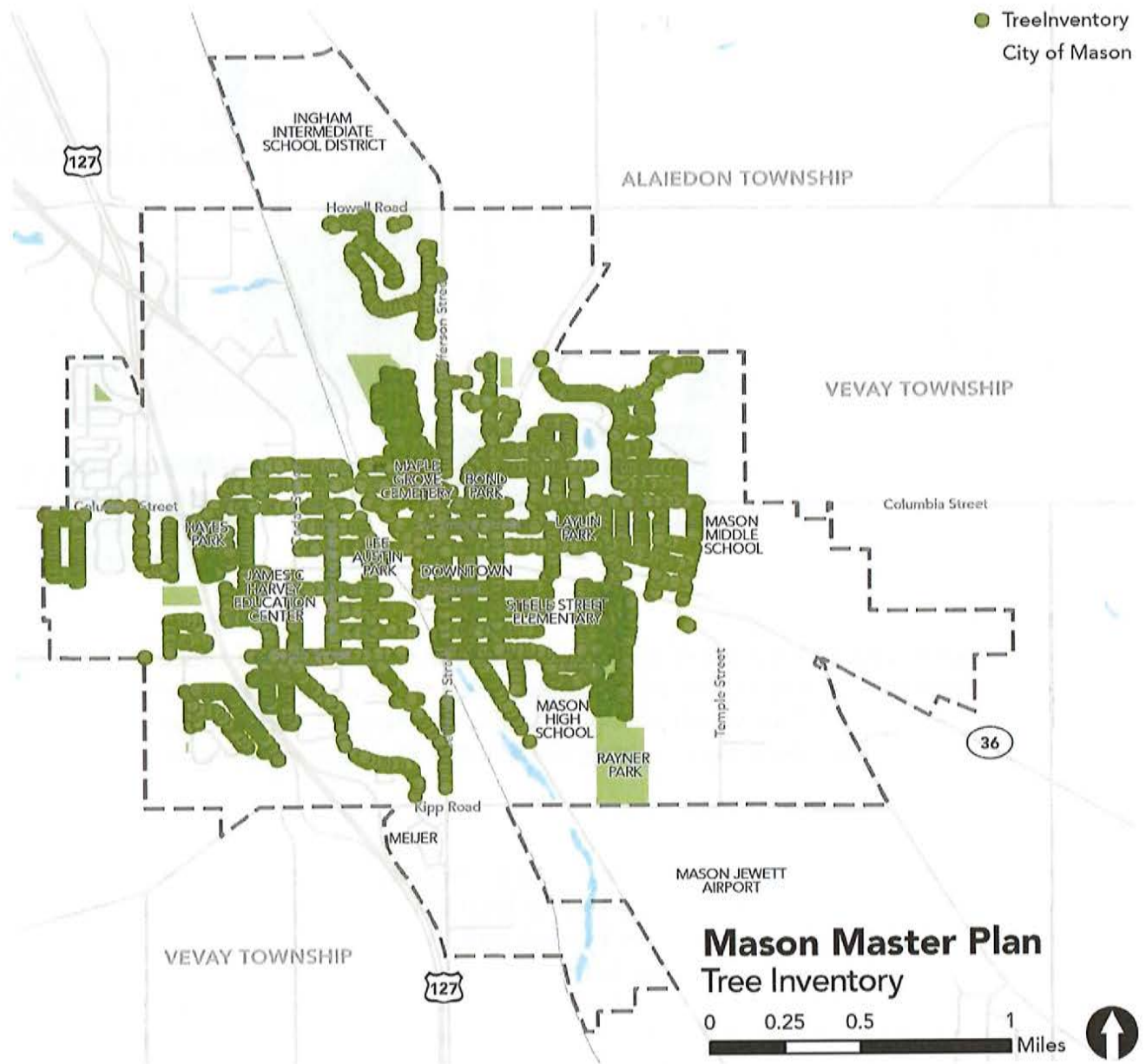
## Street Trees

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



## CHAPTER 4

# Safe





## SAFE

Provide forward-thinking delivery of city services.

### 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 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.



#### 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.



**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 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. 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 Environment, Great Lakes, and Energy (EGLE). 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, a result of periodic bypass flows, was issued with the intended resolution being 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 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 permit 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)**

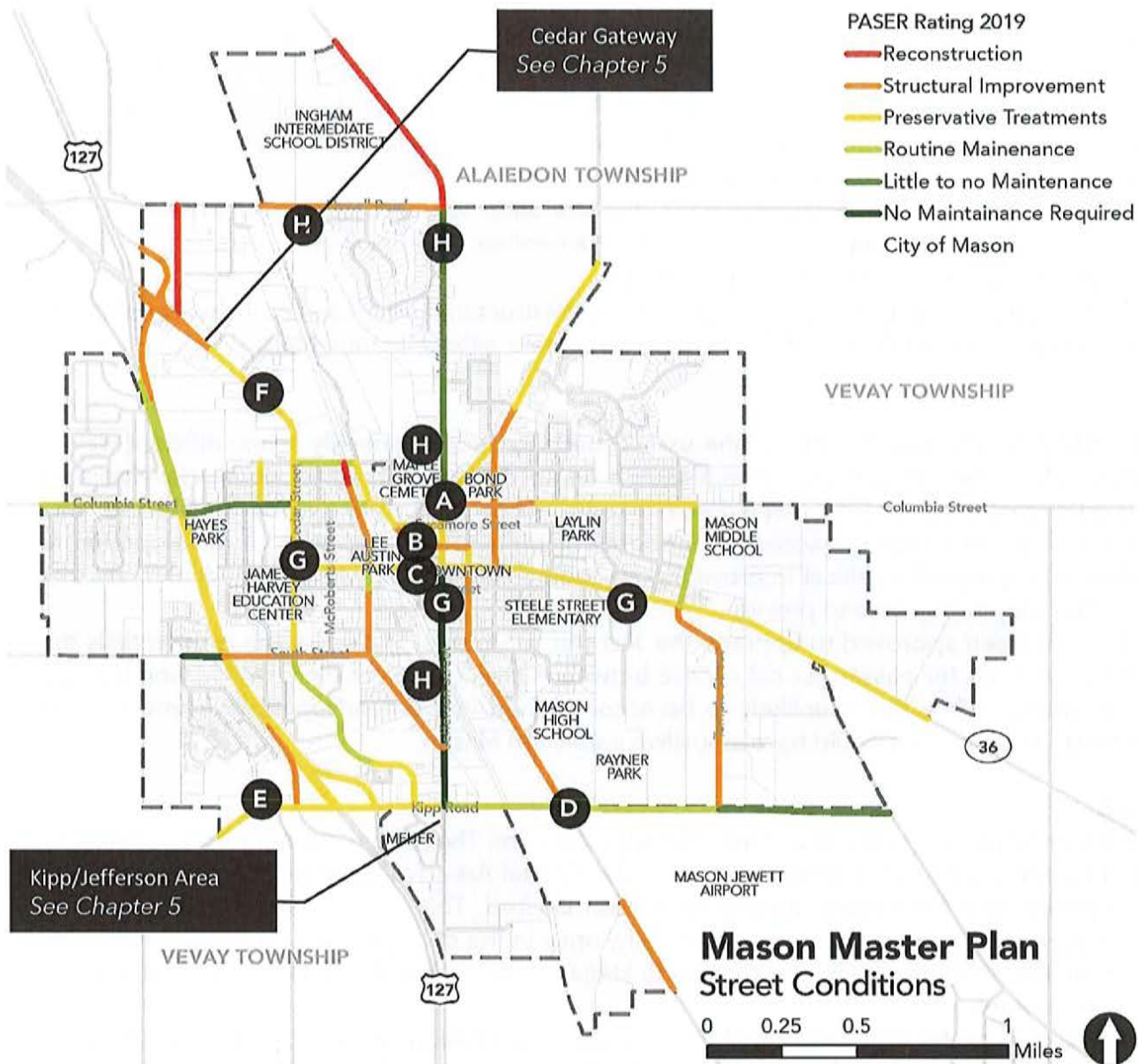
An important component of road improvements is safety considerations. TZD is a strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all. This goal has been adopted by MDOT and Tri-County Regional Planning Commission which provide funding 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.
- E Franklin Farms Connection to Kipp

- F Walkability: Cedar Street, limited buffer to sidewalk
- G 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.
- 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 City's 2020 Parks, Recreation and Non-Motorized Transportation Plan, a nonmotorized network includes 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.

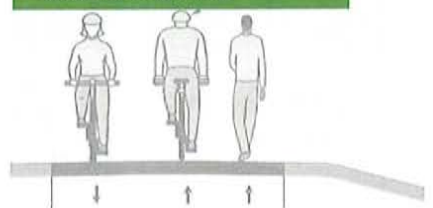
Sidewalks



Bicycle Lane



Shared Use Path



Side Path



Paved Shoulders



Shared Lanes



## 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, 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. Additional regional connections are being explored through the Tri-County Regional Planning Commission's Trail Feasibility Study. Connections to businesses from the trail will be important in order to capitalize on the potential economic impact of more non-motorized visitors to Mason.

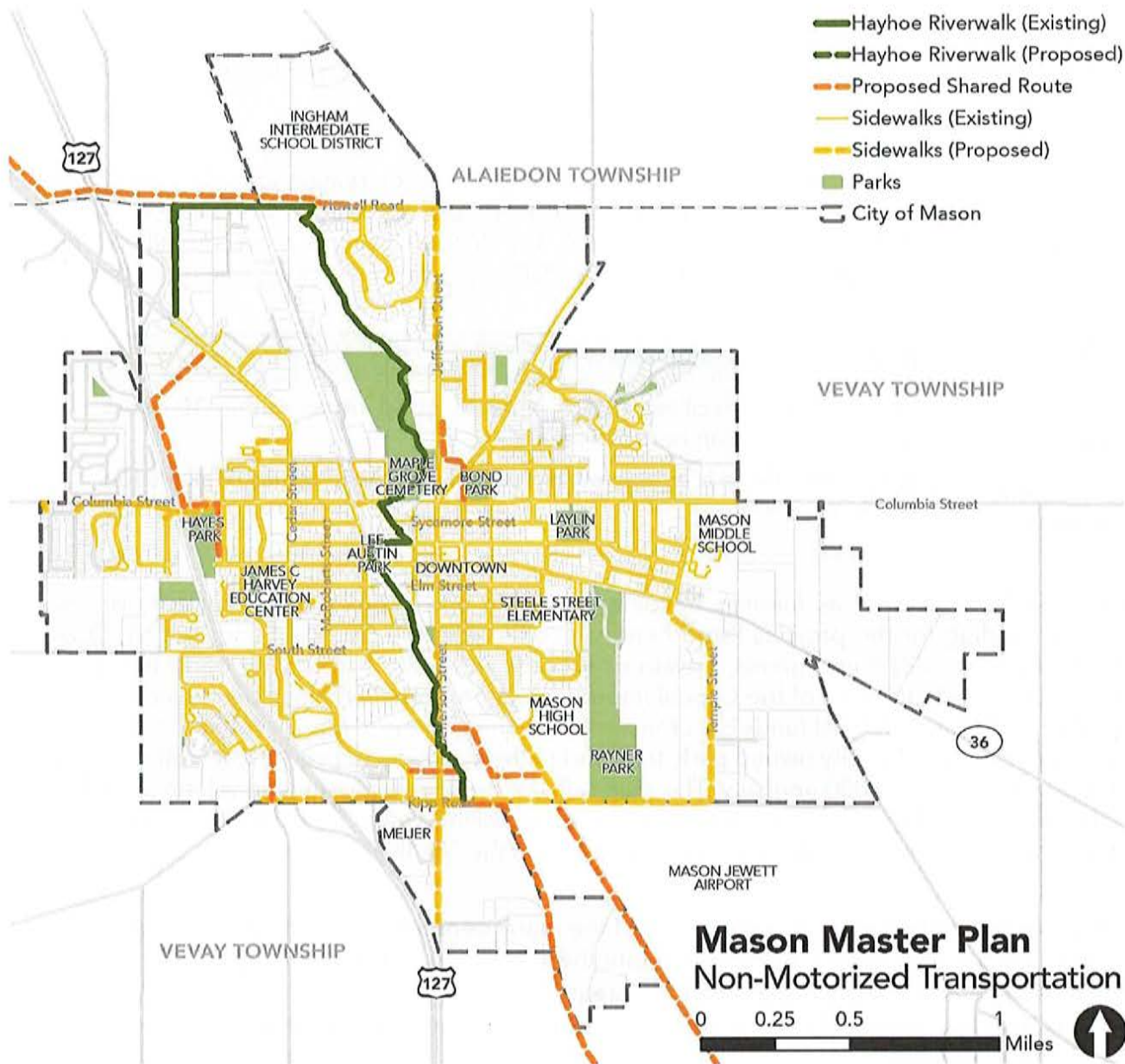
These priorities are identified in the City's 2020 Parks, Recreation and Non-Motorized Transportation Plan, which prioritized needs using the 5C's: Compliance (ADA), Condition, Capacity, Cost, and Community Input. The following items were identified in the Plan's objectives and goals related to **non-motorized 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.

### Parks

Initiatives related to Parks are identified in the City's 2020 Parks, Recreation and Non-Motorized Transportation Plan, 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	Ensure that there is a park located within a 1/2-mile radius of all Mason residents

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.

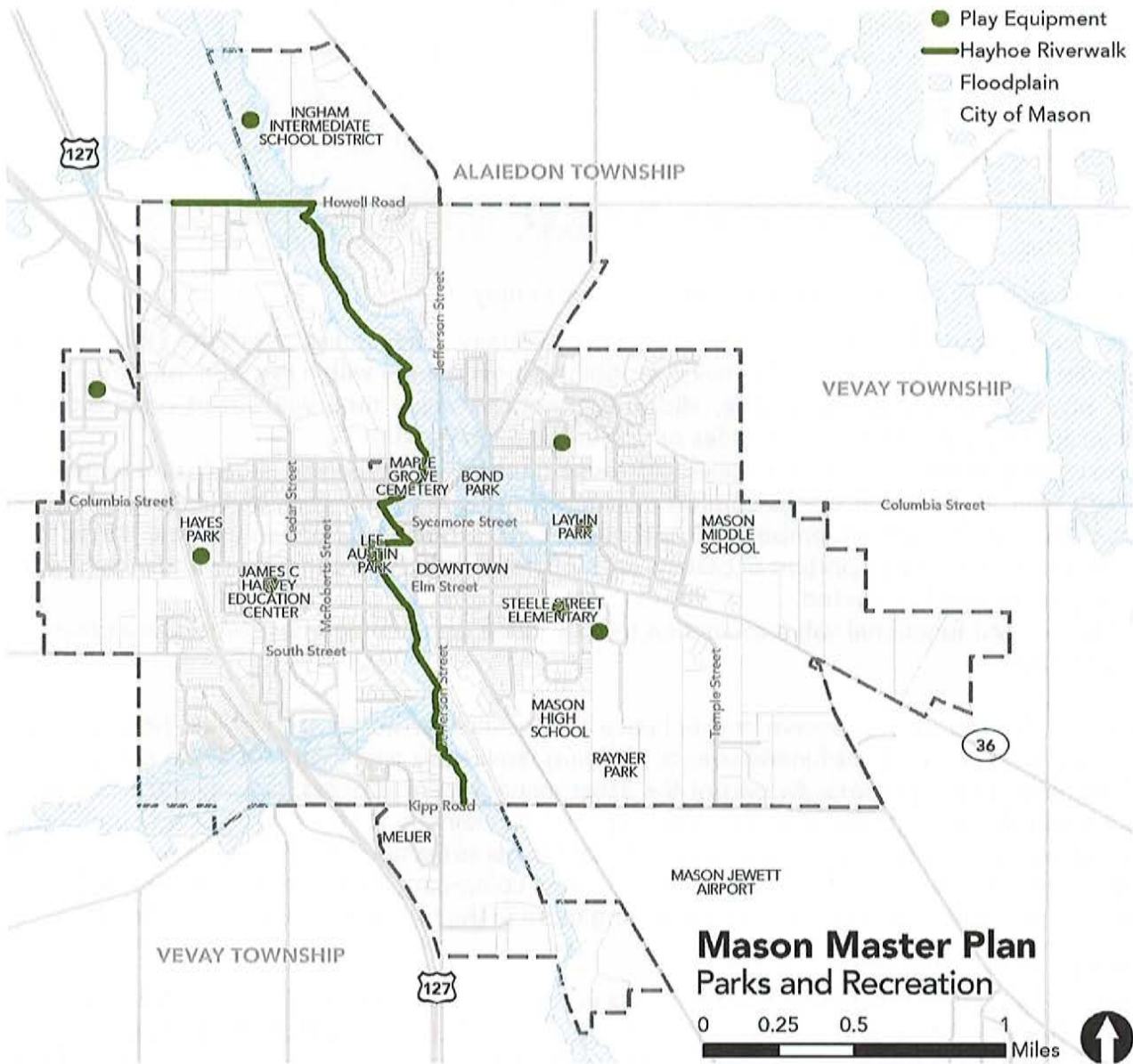
Society is becoming increasingly more aware of the many benefits provided by open space and recreation. It is the city's goal to actively promote these benefits for the public's well-being in the form of providing and developing recreational areas and activities.

- **Physical and Mental 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.
- **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.



Did you know that 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.





## Cemetery

Cemeteries were the first public parks. The great rural cemeteries were built at a time when there were no 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 more in the future 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



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?



assessments of tree health, prioritizing funds to 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 46 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 where 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 6169 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 but is not a savings in 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 do not have access to internet in 2020 according to the 2020 U.S. Census. Reliable and fast internet should be available all residents. 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 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.



### 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.

## INFRASTRUCTURE

Optimize existing capacity and prepare for growth.

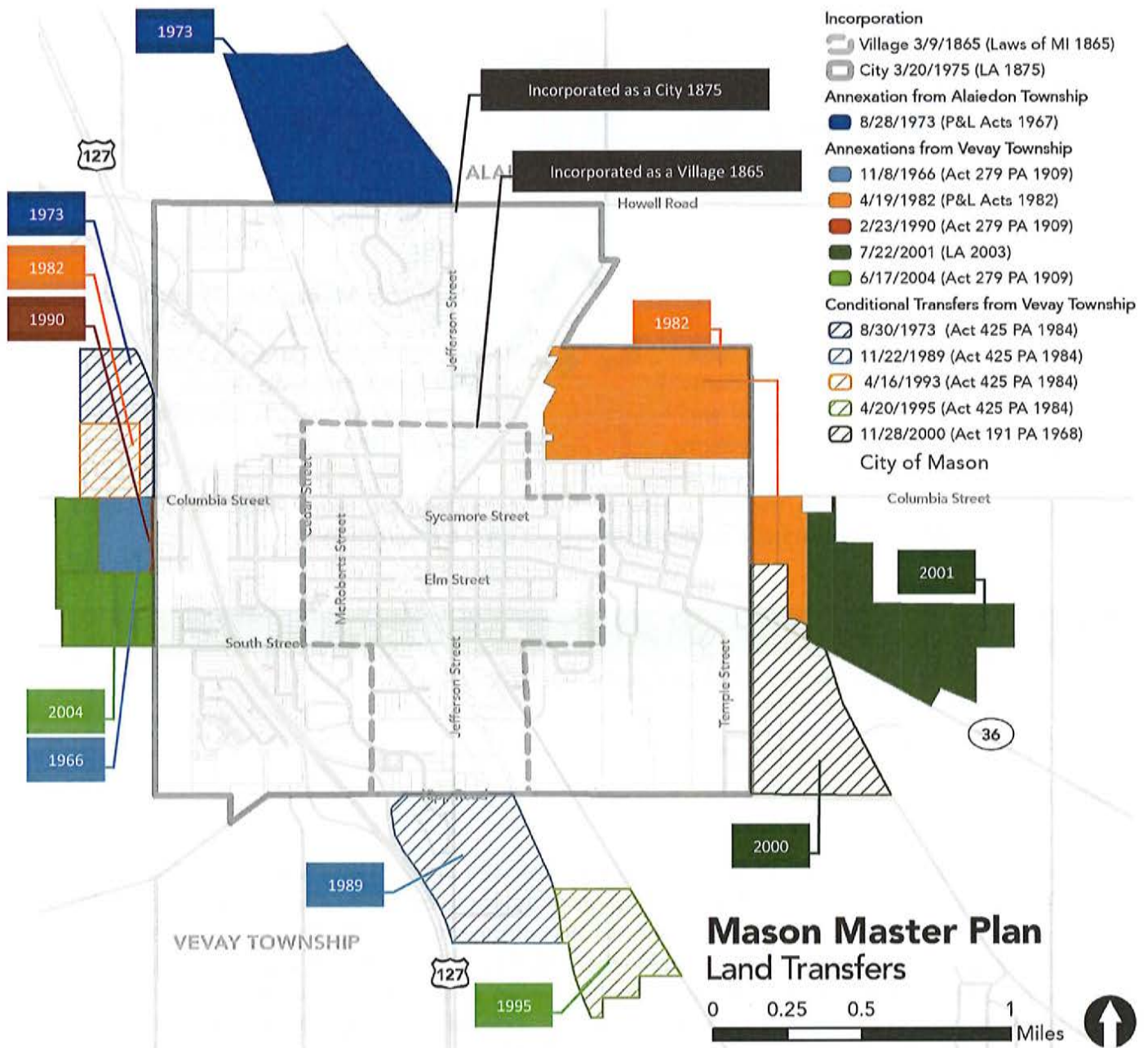
### S2: Purposeful, Strategic Growth

#### 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 area 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 to 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:
  - 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.

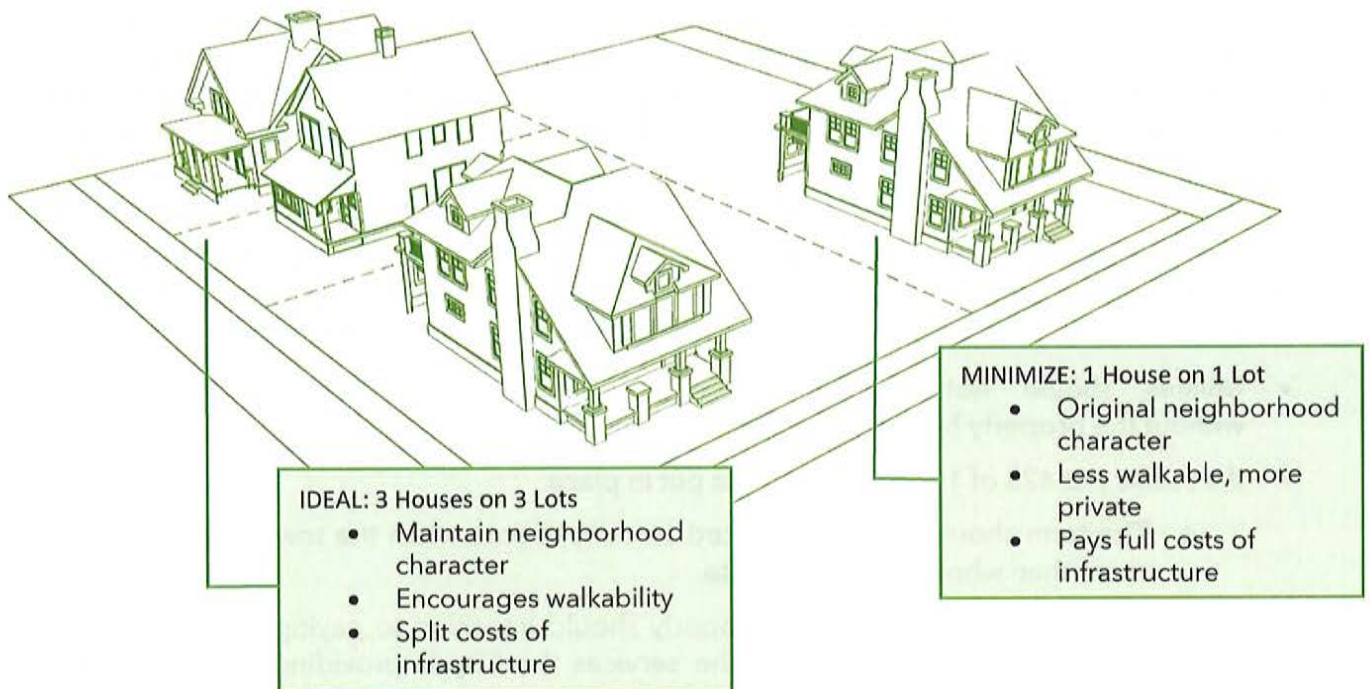
## Why Plan for Growth?

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 significantly 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 the total millage rate levied in Ingham County to be higher for all residents relative to residents in other counties. When comparing Ingham County cities, Mason generally falls near the middle of local property tax rates.

Mason is one of only a few cities in the state that has a budgetary funding requirement for city streets. The City of Mason is required by City Charter to appropriate a minimum amount of money each year for the maintenance and improvement of city streets. The primary sources of this appropriated money are grants, state revenue sharing and fuel taxes, and the city property tax levy. However, grant fund availability for streets is becoming more limited and the state has reduced anticipated revenue sharing. The revenue constraints noted, coupled with the



accelerating costs of street work, may require the City to consider other options for increasing revenue for all City operations or adjust budget expenditure priorities, including the policies guiding street maintenance and improvement.

Outside factors, including rising costs overall, require 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 is 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 net zero by 2040, CATA aims to complete a zero-emission fleet transition by 2035, and the State of Michigan is working toward carbon neutrality by 2050. With a firmly established identity as a small town, Mason has the opportunity to embrace the surrounding natural environment and ensure services, utilities, and development patterns follow similar environmentally conscious methods within restrictions of other budget priorities.

## How to Improve Energy Efficiency

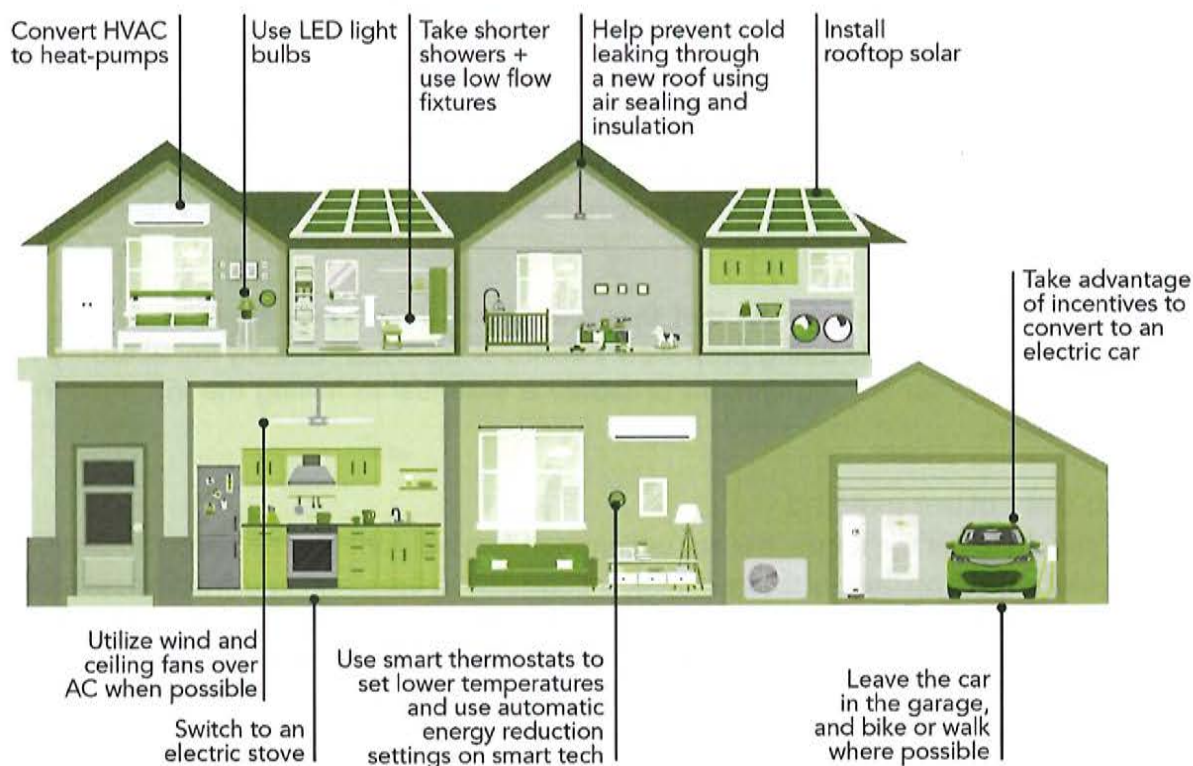


Diagram adapted and data sourced from "[Residential Building Electrification in California](#)", Energy + Environmental Economics

This is a major goal of the [Tri-County Regional Planning Commission](#), 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 converting Mason's fleet for services, such as police vehicles, to electric vehicle options. This offers Mason an opportunity to lead by example and build on the initiatives of others in the region who are transitioning to hybrid vehicles.

Ingham County currently has 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.

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## CHAPTER 5

# Land Use

## 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 Plan 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 type 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 affect 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.

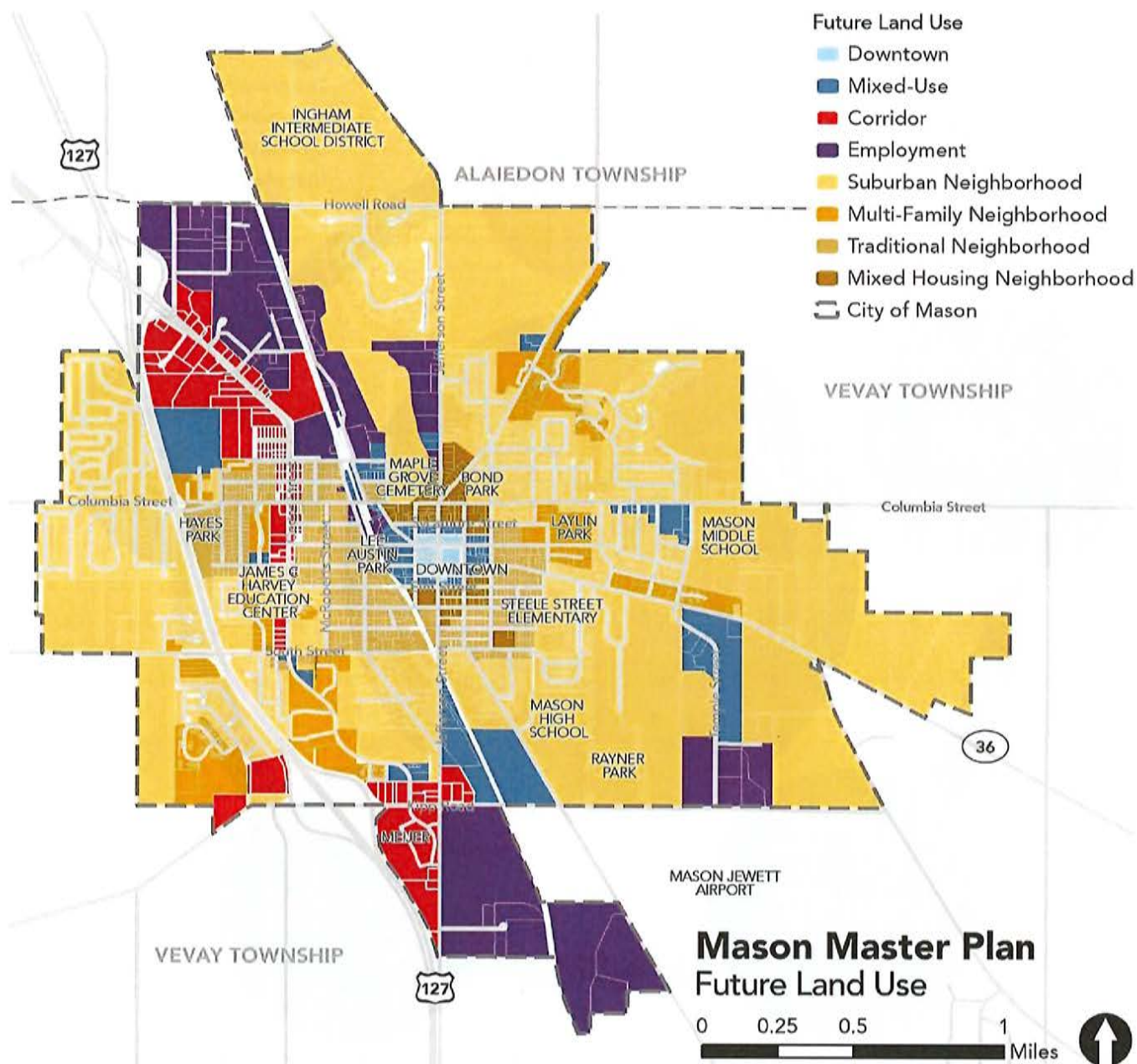
## What Land Use Doesn't Do

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 does not say what can or cannot happen on a piece of property until zoning is changed to enforce regulations.



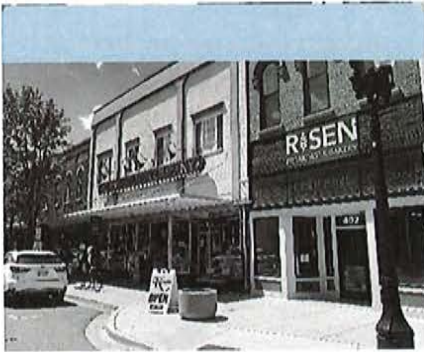
## How Land Use is Used

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.





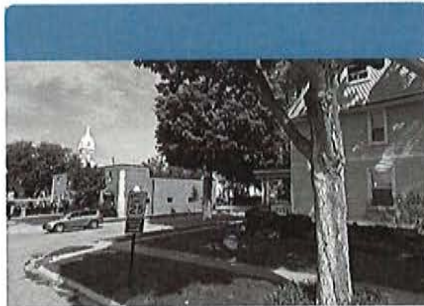
## Land Use Place Types



### 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.

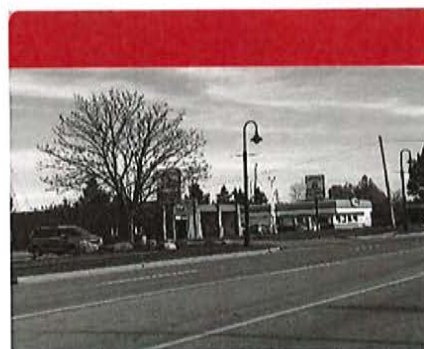
**Parking** On-street, public lots, de-emphasized  
**Streets and Access** Grid, alleys; prioritize non-motorized  
**Applicable Zoning Districts** C-1



### 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 auto-dependent 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 US-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.

#### Garages

Rear yard

#### Streets and Access

Grid, alley

#### Frontage

Porch 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

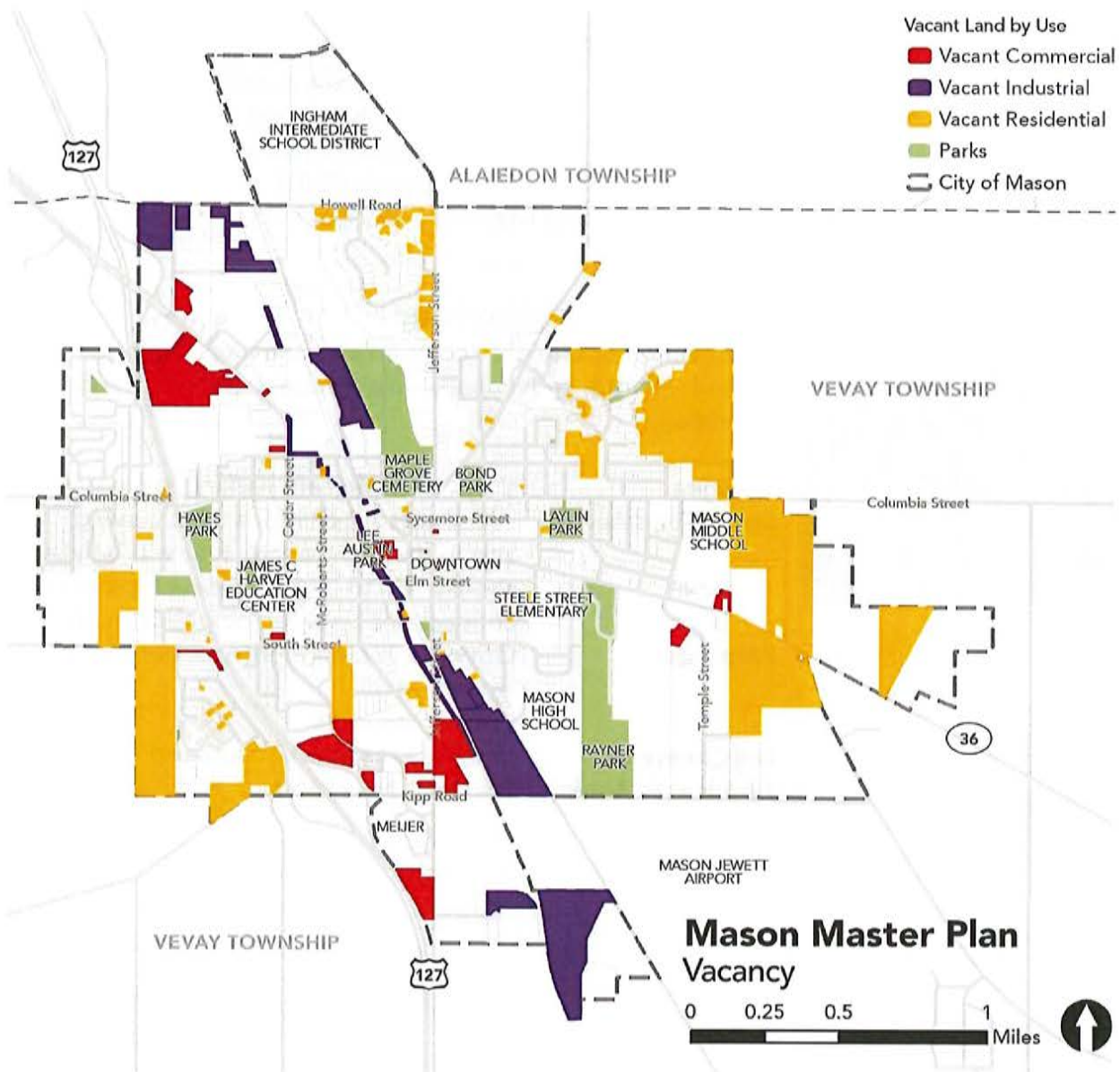
**Applicable Zoning Districts** New RM-1

## 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:

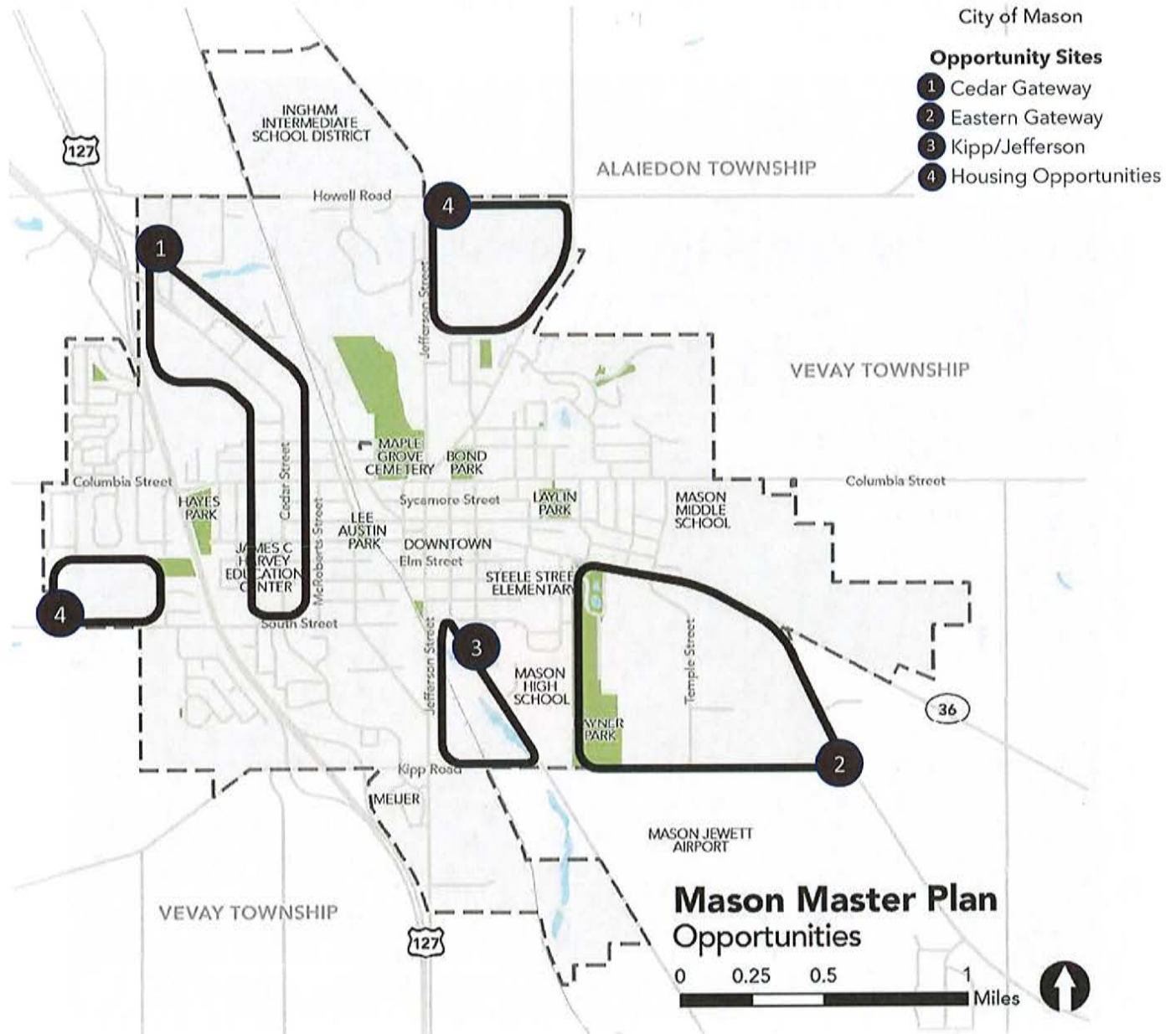
- Vacant Commercial Land: 51 acres
- Vacant Industrial Land: 114 acres
- Vacant Residential Land: 315 acres





## 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

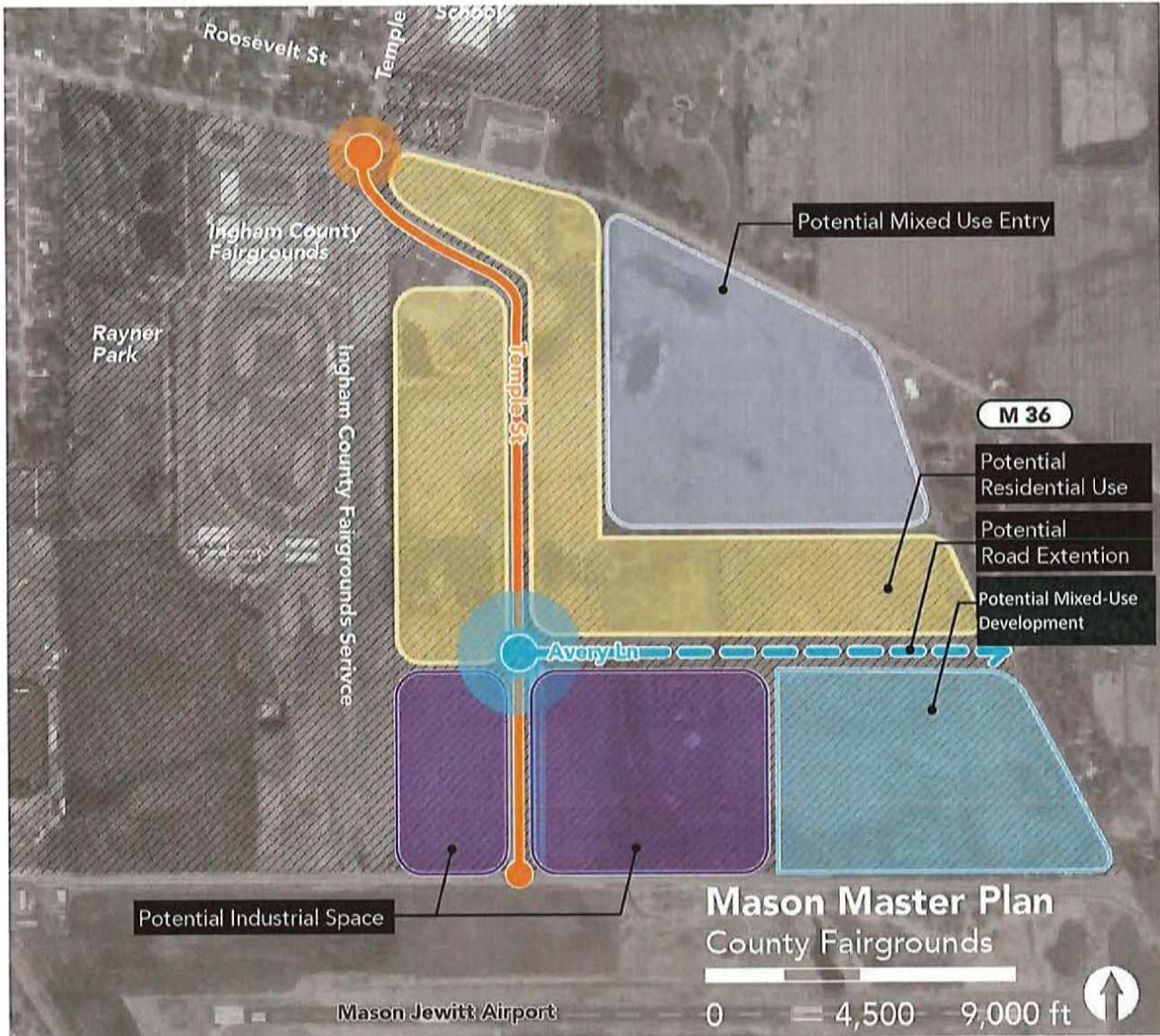
Cedar Street is the primary northwestern gateway of Mason, a path for visitors from the greater Lansing region to access the city off U.S. 127. The city should prioritize development which will establish this area as a branded entrance to the city, fit with the industrial context of the area, and transition 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

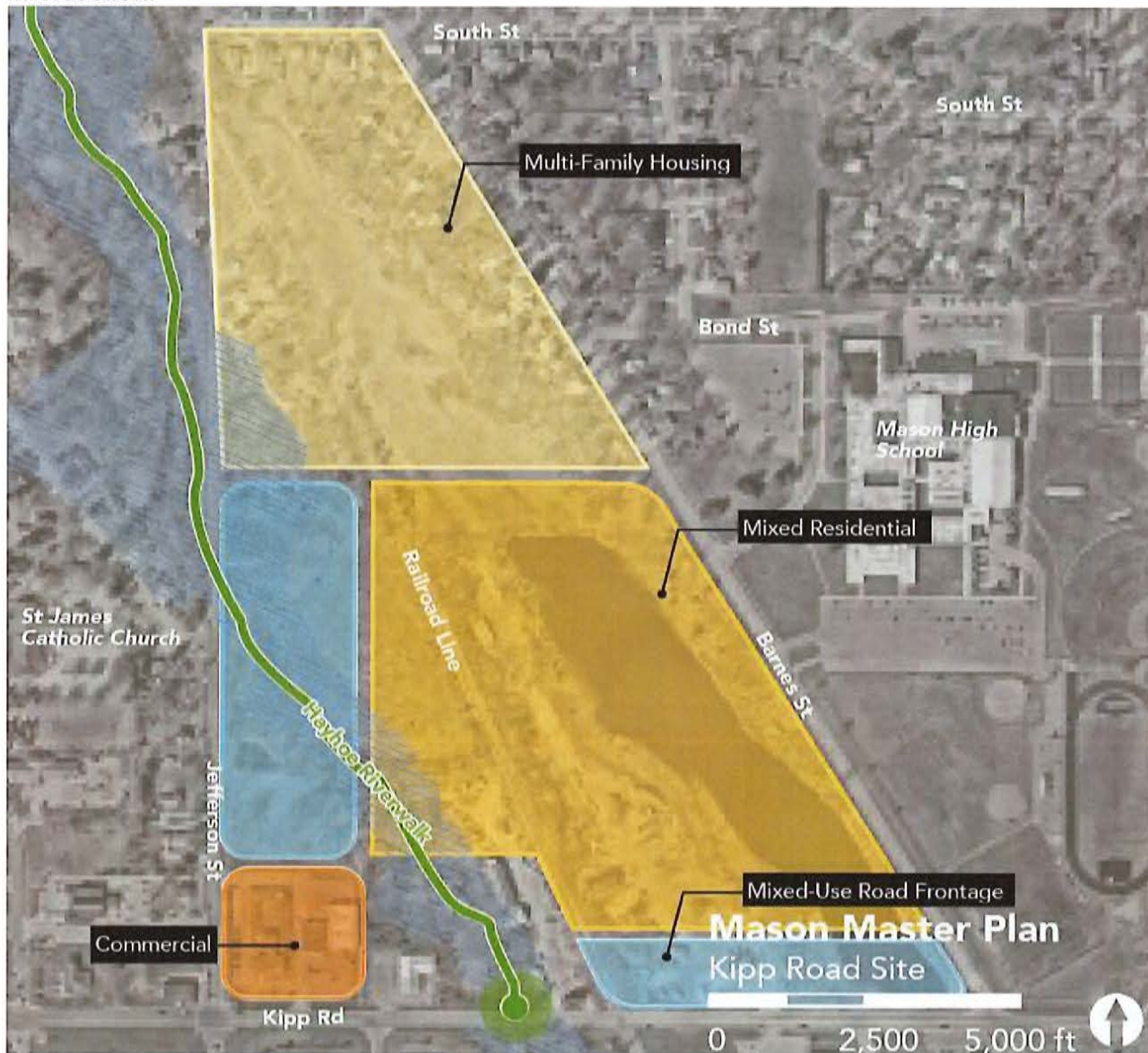
A portion of this area is planned to be used for the City's Department of Public Works / Mason Public Schools Bus Garage Facility. Industrial uses would be compatible across Temple Street, with larger lot residential uses interfacing with Temple Street. To service these residences and connect with neighboring 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. Additional information related to Kipp Road and Temple Street can be found in Appendix B.





### 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.

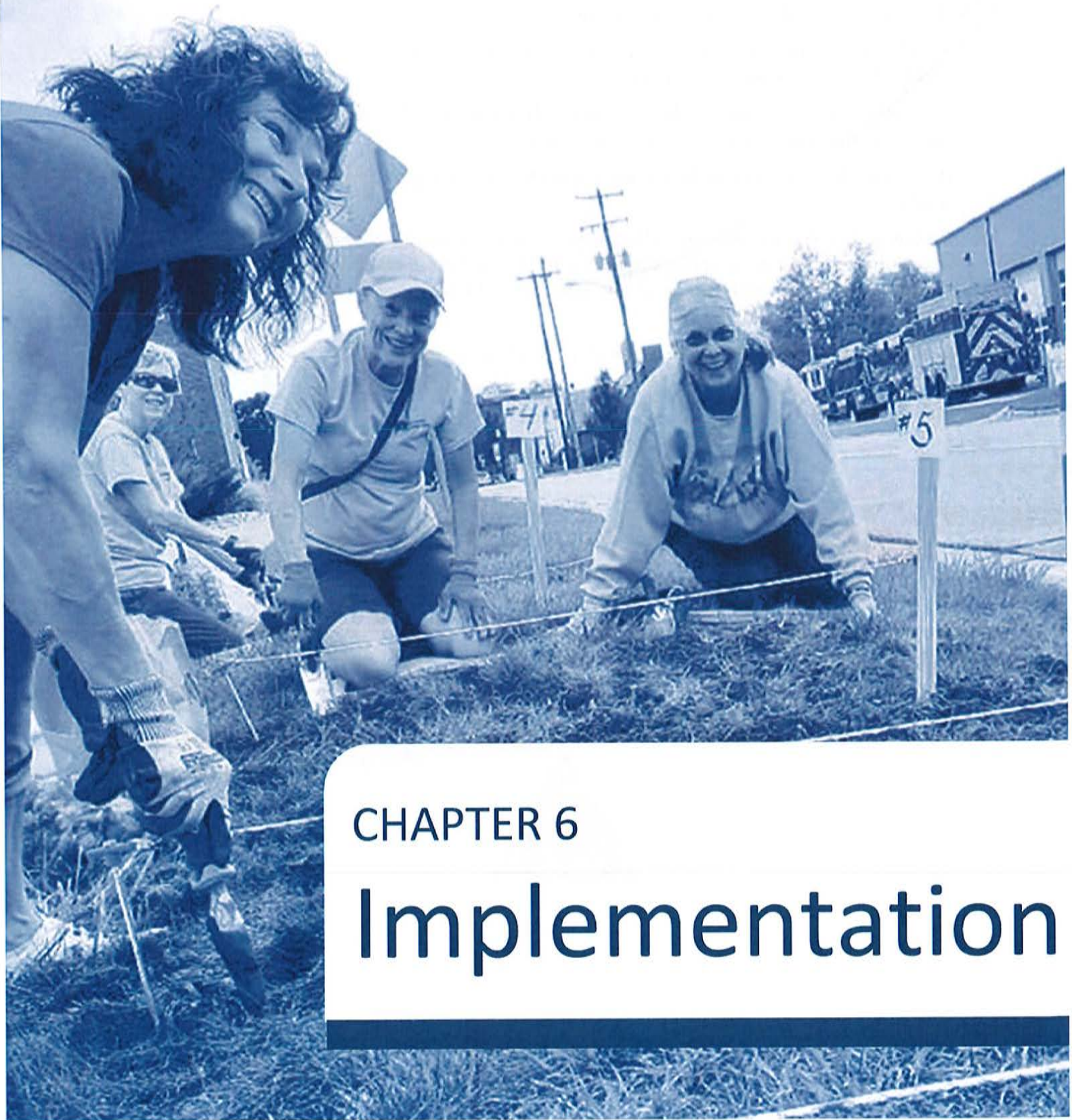
Fairly rigid. Requires formal amendment to change.

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 on page 80 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.
- In residential district, re-zone properties and adjust dimensional requirements to reduce nonconformities.
- Simplify use list, add additional use standards to reduce the need for special land use procedures





## CHAPTER 6

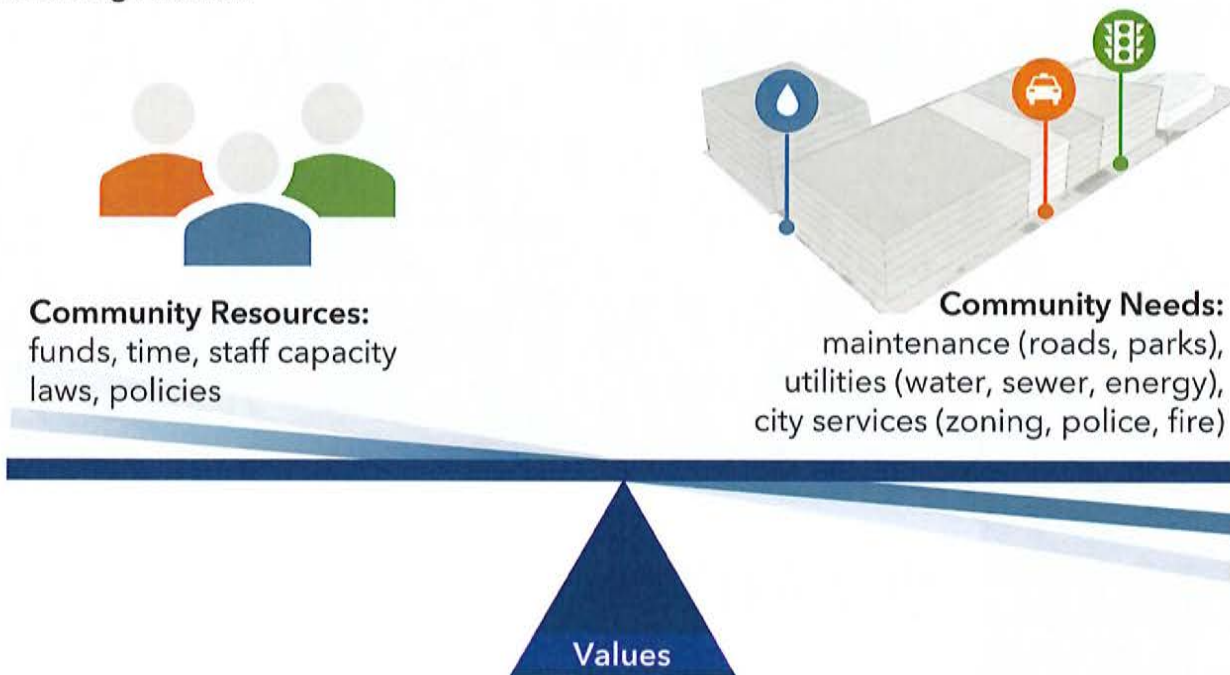
# Implementation

## 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





## Implementation Process



## 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

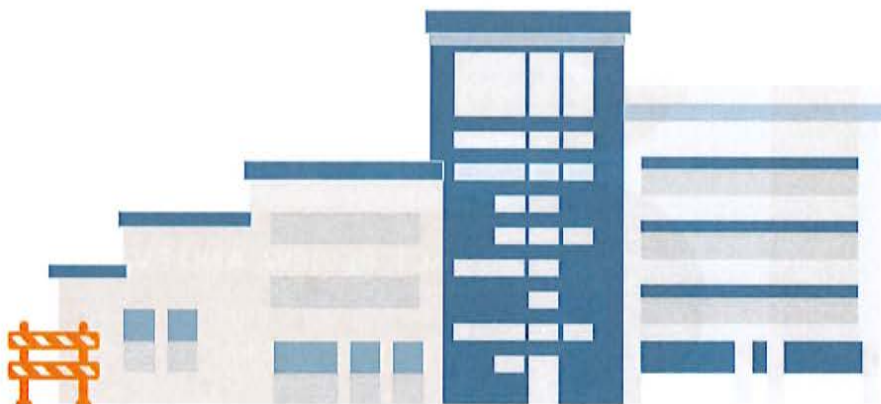
City officials and departments must embrace the plan, applying its recommendations to help shape annual budgets, work programs, and the design of capital improvements. For example, the city's engineering practices can support implementation through infrastructure improvements, streets, and storm water 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 decision-making 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 Mason or 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 promotion of services. The spirit of cooperation through alliances and partnerships will be sustained to benefit everyone in the region. City 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.



### WHAT WE HEARD

"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

## 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.

### **Local Development Financing Authority (LDFA)**

The LDFA was created to help stimulate economic growth, improve employment, stimulate new private investment in the City of Mason and to broaden the local tax base. The LDFA has dedicated all their revenue to funding the Wastewater Treatment Plant expansion bond payments until 2055. This is their final project in the tax increment financing plan and their contribution was critical to securing the financing for the project that is critical for future economic growth.

### **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:
  - High level of positive public involvement
  - Reasonable cost estimate (based on similar recent federal aid projects)
  - Industry design standards used without exceptions
  - High likelihood of all permits to be secured
  - 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 the 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.26).
- ☐ **W2:** Engage stakeholders and seek input from diverse perspectives beyond the minimum requirements including valuing the input of legacy residents and newcomers (p.27).
- ☐ **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.28).
- ☐ **W4:** Support local business development or entrepreneurship by enhancing the vibrant, thriving business district through increasing residents and/or visitors (p.29).
- ☐ **W5:** Support local connections and equitable access to community assets and services through wayfinding and design (p.30).
- ☐ **W6:** Engage regional and local partners to ensure opportunities to serve residents better through partnership aren't duplicated or missed (p.32).

**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.35).
- ☐ **C2:** Provide resources to preserve existing assets in the community (p.37).
- ☐ **C3:** Provide attainable, quality housing for residents of diverse incomes and family types building upon existing patterns in neighborhoods and the downtown core (p.377).
- ☐ **C4:** Promote walkability and multi-modal transportation by providing safe, attractive, and convenient access to pedestrian, bicycle, and transit systems (p.422).
- ☐ **C5:** Enhance livability of local neighborhoods by enhancing or contributing to street character (p.444).

**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. 4949).
- ☐ **S2:** Encourage growth in areas with existing capacity first (p.655).
- ☐ **S3:** Diversify the local tax base to ensure economic resiliency while considering the ongoing costs for development compared to the benefits (p.6969).
- ☐ **S4:** Provide an opportunity for feedback from residents and/or city staff directly impacted by a decision (p.70).
- ☐ **S5:** Include environmentally responsible and resource-efficient materials and processes throughout the project's lifecycle (p.71).

## 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 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. 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:

<b>S</b>	Specific (or Significant): What actions will occur and who will carry them out?
<b>M</b>	Measurable (or Meaningful): What does completion look like?
<b>A</b>	Attainable (or Action-Oriented): Do the resources (i.e., money, staff) exist to carry out these changes?
<b>R</b>	Relevant (or Rewarding): Will it have an impact and who should know about it?
<b>T</b>	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.	27	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.	30	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.	30	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.	26	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).	26	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.	27	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.).	28	As resources are available	Partnerships

## CHAPTER 6 IMPLEMENTATION

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.	28	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.	29	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.	29	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.	32	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.	32	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.	35	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.	355	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.	37	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.	37	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.	422	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	444	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	355	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).	377	As resources are available	Partnerships



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

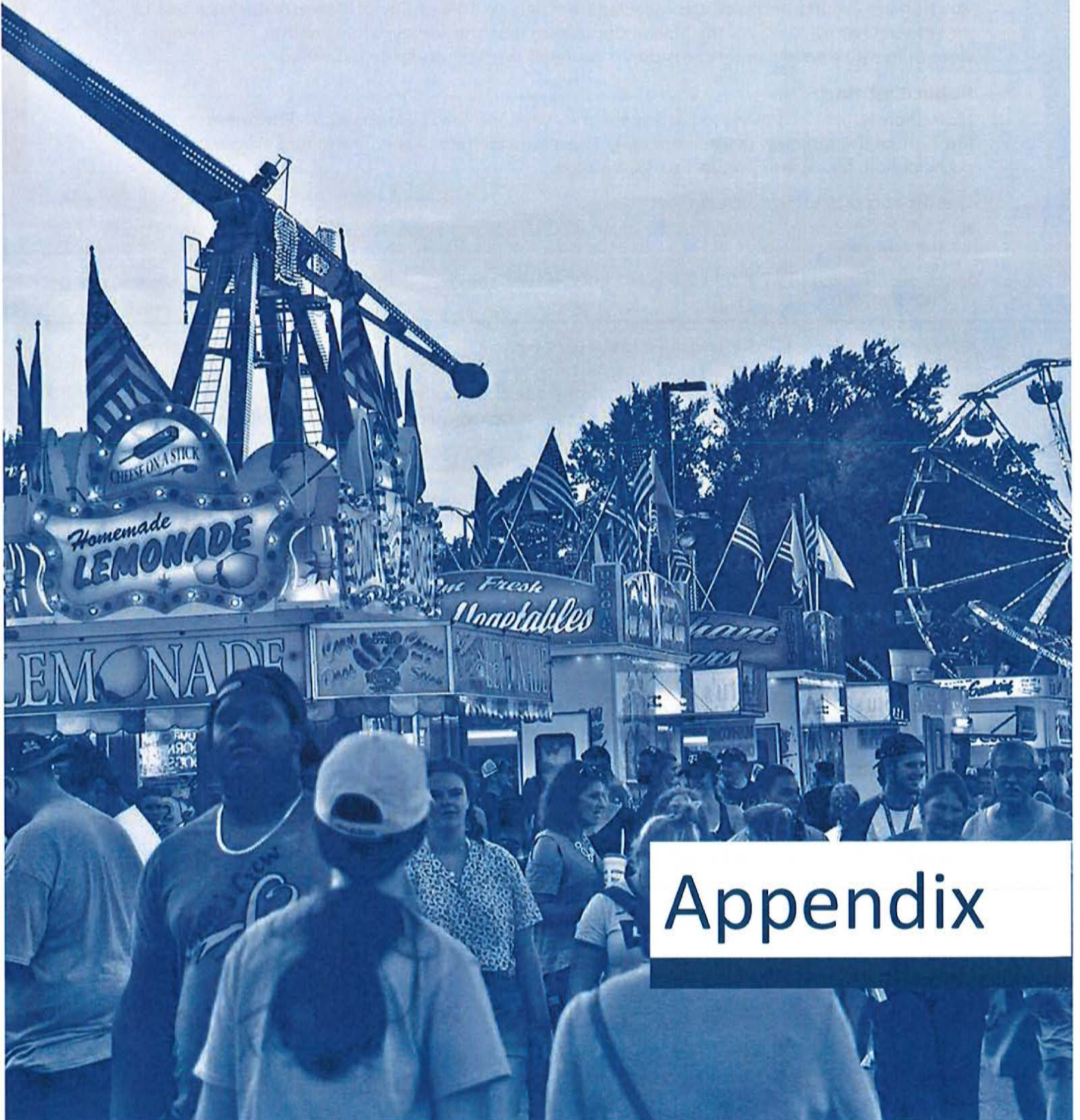
Priority	Reference Number	Strategy	Specific Target	Action	Page	Time Frame	Tool
HIGH	MP2023-S1.2	Existing Facilities and Services	S1: Asset Management	Utilities Asset Management Plan to include enhancement to water treatment (quality, lead service lines, distribution, wellhead protection), expansion of the wastewater treatment plant, and improvements to the stormwater collection system.	49	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.	69	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.	711	1-3 Years	RRC
MEDIUM	MP2023-S1.1	Existing Facilities and Services	S1: Asset Management	Public Safety Asset Management Plan	49	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.	49	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.	49	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.	4949	As resources are available	CIP



Priority	Reference Number	Strategy	Specific Target	Action	Page	Time 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.	49	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.	655	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.	69	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.	700	As resources are available	Local Regulation







# Appendix



## Appendix A: Engagement and Outreach Summary

### Engagement and Outreach Summary

As the City of Mason engaged the public as a part of the Mason Master Plan, extensive outreach was done to ensure feedback was received from at least 10% of City of Mason residents aged 10 and older. Overall, 9.57% of the Mason population took the survey, while another 32 meetings were held with a wide variety of residents, business owners, students and others.

#### Public Outreach

More than 16,000 invitations to participate in surveys and focus groups were distributed throughout the region with approximately 10% response rate of survey and focus group participation, far exceeding the 1 to 3% average.

##### Specific outreach efforts included:

- Notifications sent to governments and agencies in accordance with Michigan Planning Enabling Act.
- A Guiding Principles and Photo Survey sent to City Council, Planning Commission and staff - 50+ recipients.
- Postcards sent to 5,746 registered voters.
- 22 Facebook posts including links, graphics, events, photos and polls each shared with an audience of more than 4,300 followers.
- Inclusion in the Mason First United Methodist Church newsletter.
- Direct email to all prior permit applicants, all City Boards and Commissions, staff and others who signed up for information (400+ recipients).
- Email distribution of the Master Plan online survey to all parents, middle school students, high school students and staff of the Mason Public Schools (5,423 recipients).
- Personal emails and calls to developers, realtors, business owners, service organizations, churches, rental property managers, etc. (50+ contacts).

##### Outreach efforts for the Draft Master Plan included:

- 2,886 direct mail postcards sent
- 100 postcards distributed at Customer Service, Open House, etc.
- 2 Open houses in-person
- 2 Open houses on Zoom

### Survey Completion and Demographics

**In total, 1,442 people responded to the survey, a mix of residents and non-residents. Of those, 716 of the survey respondents were Mason residents, or just under the 10% goal of the total population.**

As a part of the outreach and promotion of the survey, it was important to the project team the demographics of those who completed the survey mirrored that of the City of Mason as much as possible.

City of Mason resident survey completion was within 3.2% of actual population by age for seven of the age categories. The outreach tactic to high school and middle school students resulted in



a disproportionately high percentage of 10-14 year olds, thus slightly skewing the results, with them making up nearly a quarter of total survey respondents.

The only severely under-represented age demographics were 20 to 24 year olds, who were underrepresented by 8.54%, and 85 years and older, who were underrepresented by 7.84%. Often times people in the 20 to 24 age bracket are college students living away from home and continue to use their Mason address as their permanent residence. Depending on their location and circumstances, they may not be as fully aware of things happening and miss opportunities to engage. Another possible reason for low engagement in the younger demographics is that people aged 20 to 24 are often simply less likely to volunteer their time.

There was significant paper outreach to those in more senior demographics. While we exceeded the target goal in the 65 to 74 year old demographic, percentage of responses based on population decreased with each age group. This could be indicative of the realities of aging and the higher likelihood for declining cognitive and physical health that may prohibit them from participation.

	2020 Mason (City) ACS Population	2020 Mason (City) ACS Percentage	Survey Goal 10%	# of Respondents	% of Total Population Participated	% of Goal Reached	Adequate Representation
TOTAL*	8,441	100%					
TOTAL AGE 10+	7,479		748	716			
10-14 years	695	8.23%	70	168	24.2%	241.7%	GOOD
15 to 19 years	497	5.89%	50	34	6.8%	68.4%	FAIR
20 to 24 years	410	4.86%	41	6	1.5%	14.6%	POOR
25 to 34 years	1152	13.65%	115	107	9.3%	92.9%	GOOD
35 to 44 years	1198	14.19%	120	149	12.4%	124.4%	GOOD
45 to 54 years	1030	12.20%	103	135	13.1%	131.1%	GOOD
55 to 64 years	1174	13.90%	117	111	9.5%	94.5%	GOOD
65 to 74 years	699	8.28%	70	88	12.6%	125.9	GOOD
75 to 84 years	392	4.64%	39	32	8.2%	81.6%	GOOD
85 years and over	232	2.75%	23	5	2.2%	21.6%	POOR
Skipped				3			

Analyzing the racial demographics became more challenging due to the small percentage representation of a number of races as defined by the U.S. Census Bureau. For example, Hawaiian or Other Pacific Islander alone was overrepresented by a whopping 390%, but this was calculated based on a target 10% response of a single survey respondent, when four people of the racial demographic responded.

People of color were underrepresented in the survey responses as a whole. In total, 83 Mason residents of color completed the survey, while 740 White alone individuals completed the survey. To have the representative 17% people of color respond to the survey, 122 responses from this demographic would have been required. One important thing to note is the Ingham County Jail is located within Mason and inmates are counted in the population. The 350-400 inmates skew the results of both eligible participants and the actual demographic makeup of the

community. Overall, outreach efforts resulted in fair or good representation for racial demographics.

RACE (Age 0-85+)	2020 ACS Estimate	% of Pop.	Survey Response Goal (10%)	# of Respondents	% of Total Population Participated	% of Goal Reached	Adequate Representation
American Indian and Alaska Native alone	16	0.19%	2	3	18.8%	150%	GOOD
Asian alone	108	1.30%	11	7	6.5%	63.64%	FAIR
Black or African American alone	243	2.93%	24	10	4.1%	41.7%	POOR
Hispanic or Latino*	314	3.80%	31	14	4.5%	45.2%	POOR
Middle Eastern or North African	0	0	-	1		101.1%	GOOD
Native Hawaiian and Other Pacific Islander alone	1	0.01%	0	4	400%	-	GOOD
White alone	7,321	88.39%	732	740	10.1%	-	GOOD
Some Other Race alone	87	1.05%	9	13	14.9%	144.4%	GOOD
Population of two or more races:	507	6.12%	51	31	6.1%	60.8%	FAIR
<b>TOTAL</b>	<b>8,597</b>		<b>860</b>	<b>823</b>		<b>9.57%</b>	

In terms of renters vs. owners, renters were also underrepresented. Survey responses from owners should have been two to one to renters to be representative. Instead, responses from owners were more than six to one over renters.

	2020 ACS Estimate	2010 Census	Goal (10%)	# of Respondents	% of Total Population Participated	% of Goal Reached	Adequate Representation
RENT-OWN							
Rent	2,491	33.3%	249	91	3.65%	36.5%	POOR
Own	4,988	66.7%	499	643	12.9%	128.9%	GOOD
NA/Skipped				102			

These factors need to be taken into account when weighing survey responses.



## What We Set Out to Learn

At the beginning of the community feedback process, Mason staff set out with four key questions in mind:

- What are the most effective ways for Mason to evolve while preserving our neighborhoods and small-town charm?
- What infrastructure projects, policy decisions and community engagement efforts will foster a more innovative, welcoming and forward-thinking environment in Mason?
- Where and how do we guide future development in Mason for the best utilization of space at the lowest cost to taxpayers?
- How do we create a development review process that is consistent, efficient, cost-effective and honor's the community's vision?

To help answer the four key questions, the questions were expanded into "big ideas," or the guiding principles or values that the community holds regarding specific issues or ideas. Recognizing most city residents aren't experts in the technical aspects of the master plan, the big ideas are a way to help understand the priorities and values of residents' which can then be translated by staff and the team into master plan policy priorities.

The big ideas that resonated the most with staff, city council and planning commission were refined and expanded upon and became the focus of the survey and focus group discussions. The big ideas residents provided feedback on were:

- Safe.
- Welcoming.
- Vibrant.
- Charming.
- Transparent and open.
- Forward-thinking.
- Innovative.
- Small-town.
- Inclusive.

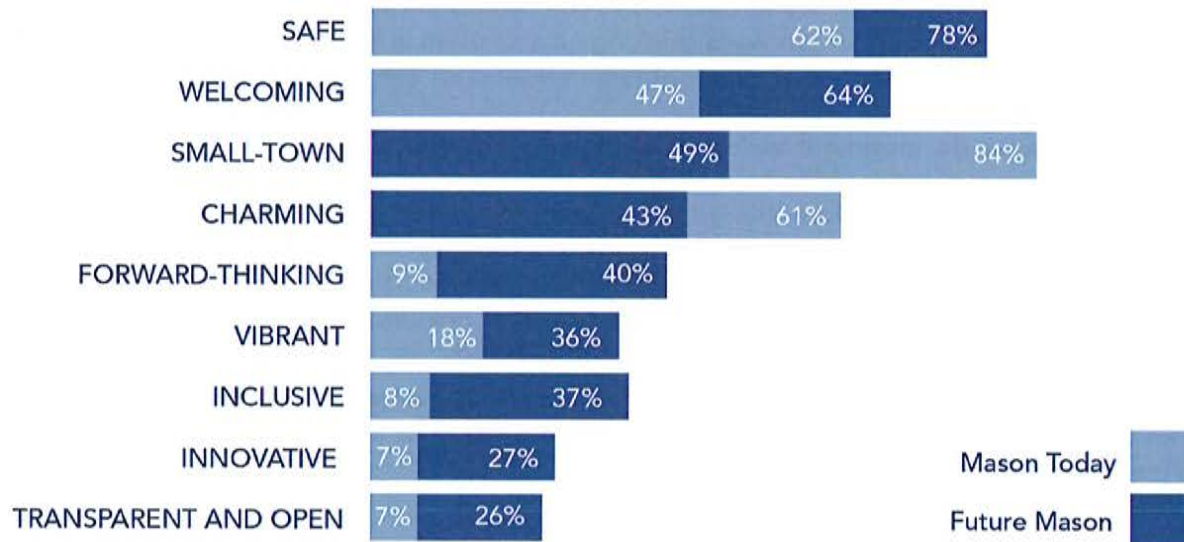
## Top Survey Takeaways

Survey participants were largely residents (97.84%), but also came from those attending school (20.5%) or working (18.55%) within the City of mason and provided insight as to what people value and want into the future. The survey was also used to guide our questions and topics for exploration in focus groups. Over the course of several months, there were 22 focus groups held with 25 unique participants representing businesses, developers, service organizations, arts/historic, residents and elected/appointed officials. These smaller and individualized sessions created a space where people were willing to discuss their priorities and concerns in more detail.

When describing Mason as it is **today**, "a small-town Mason" was the overwhelming selection, with more than 80% of respondents selecting it. Just over 60% of respondents selected "safe" and "charming," respectively. Nearly 50% selected "welcoming." The remaining answers were all selected by fewer than 20% of respondents.

When it comes to selecting what people **MOST** want to see in Mason in 20 years, **the responses were far more equally distributed, with even the lowest ranking values (transparent and open, and innovative) selected by just over 26% of respondents.** This means that all of these

values are important with people and should be factored into decisions in how it connects back to support future work and development and how they want the City of Mason to be perceived. Further reinforced through the focus groups, people identified the importance of retaining the city for what it represents today but expressed interest in opportunities to enhance what's already in place with intentional progress.



When asked the question, “What do you like most about Mason,” [Q1] respondents could select up to five of the 15 potential responses. Two “Mason likes” were selected by more than 50% of respondents – “I feel safe in Mason” at 71% and “I like our downtown” at 61%.

The next highest ranking were:

- “I like our schools.” 45%. [Q1]
- “I like our neighborhoods.” 39%. [Q1]
- “I like our small-town roots.” 37%. [Q1]
- “I like our proximity to other cities.” 36%. [Q1]
- “I like our parks system.” 35%. [Q1]

Of note is the big idea of ensuring a “welcoming” Mason. While nearly 50% of respondents indicated they believe today’s Mason is welcoming and 64% of respondents WANT a welcoming Mason in the future, only 33% of respondents said they feel welcome in Mason. Additionally, 12% indicated they want to feel more included in the community and 14% indicated they want to feel safer in the community. Additionally, with the racial demographics of the City of Mason mostly White, it will take intentional work to ensure that people with different racial ethnicities perceive the area as welcoming and inclusive.

Nearly every group of focus groups had conversations around housing availability and accessibility. There are consistent concerns raised about limited residential opportunities that support aging in place, as well as potential zoning, bureaucratic and financial concerns that factor into the ability to integrate this into future planning.



With more than 60% of the respondents describing today's Mason as "safe," and more than 50% of respondents selecting, "I feel safe in Mason," it brings forth the question – one that people weren't particularly willing to explore in focus groups and one that could be impacted by the age and race inequities in respondents – **what do "welcoming" and "safe" mean to different people and how do we define them in the context of the master plan?**

With an 88% white population in the City of Mason (compared to 61% nationwide and 72% of Michigan's population), and 90% of the survey responses from white respondents, only 30% of respondents indicated they wanted to see more diversity in Mason's residents. With the Ingham County Jail housing 350-400 inmates at any given time, this data skews the demographic data with the mainstream population far less diverse than the numbers show. Inclusivity ranked seventh of the nine big goals. As difficult as it is to grapple with the big conversations and nuances about safety, race, feeling welcome and inclusivity, they must be acknowledged when weighting residents' feedback.

It's also important to note that people expressed great interest in and appreciation in both the downtown and general amenities. We heard throughout the focus groups about ideas and opportunities people identified to expand upon these options. People are interested on building upon the foundation of what's already in place. However, with the shift in knowing how the City of Mason wants to be perceived as well as the expressed interest in intentional growth, we are defining the values moving forward in the plan using the responses about things like growing, diversity, etc.

## Mason Residents' Master Plan Goals

City of Mason respondents indicated they value most of the big ideas shared. This gave us the opportunity to more clearly define the values based on other survey feedback along with focus group dialogue, as well as to eliminate any overlap.

The responses to, **"What do you want to see in Mason's future?" [Q2]** were directly relevant to the master plan's big ideas. With each of these questions, respondents could select up to five of the 15 potential responses. **All but one of the 18 options were selected by more than 10% of respondents and answer many of the key questions.** The survey responses and focus group discussions pointed to a number of aspects that make the City of Mason a place they love with ideas for ways to build upon or improve what's already in place. While there were a number of elected officials and community members who expressed concern for losing the small-town aspects of Mason with too much growth, an overwhelming majority of community members are interested in small scale growth. We heard in the focus groups that people would love to have more restaurant and shopping options, park features and community amenities – all amenities that are in alignment with what's currently there and embraced.

- What are the most effective ways for Mason to evolve while preserving our neighborhoods and small-town charm?
- What infrastructure projects, policy decisions and community engagement efforts will foster a more innovative, welcoming and forward-thinking environment in Mason?
  - "I want to see more diversity in residents." **30%. [Q2]**
  - "I want to see wider representation in our city government." **16% [Q2]**
  - "I want to feel more included in the decisions our city staff and elected officials make." **17%. [Q2]**
  - "I want to feel safer in Mason." **14%. [Q2]**
  - "I want to feel more included in the community." **12%. [Q2]**
- Where and how do we guide future development in Mason for the best utilization of space at the lowest cost to taxpayers?
  - "I want more/different restaurant options." **55%. [Q2]**
  - "I would like the taste of our tap water to improve." **35% [Q2]**
  - "I want more/improved parks." **31%. [Q2]**
  - "I want improved roads." **31%. [Q2]**
  - "I want more/different shopping options." **28%. [Q2]**
  - "I want more economic development/growth." **27%. [Q2]**
  - "I want more/improved trails." **26%. [Q12]**
  - "I want more/improved sidewalks." **20%. [Q2]**
  - "I want more/improved schools." **17%. [Q2]**
  - "I want more/housing options." **15%. [Q2]**
  - "I want different housing options." **6%. [Q2]**
- How do we create a development review process that is consistent, efficient, cost-effective and honor's the community's vision?
  - "I feel my elected officials are accessible." **4.70% [Q2]**
  - "I want to feel more included in the decisions our city staff and elected officials make." **17.39% [Q2]**
  - "I want to see wider representation in our city government." **15.74% [Q2]**
  - "I want to feel more included in the community." **12.44% [Q2]**



Throughout the master plan, these wants by people are being directly linked to our big ideas and guiding principles. Through it all, residents of the City of Mason consistently articulated what they want for their community through this master planning process.

**Mason's residents want a community that is:**

**SAFE:** A safe Mason will ensure all residents and visitors feel secure and welcome, equitably provide services to residents, and build relationships within the community leading to mutual trust with schools, public safety and city government.

**VIBRANT:** A vibrant Mason will encourage play, innovation, and activation in the city through its public spaces, neighborhoods and downtown.

**WELCOMING:** A welcoming Mason will have an inviting community fabric, value the input of legacy residents and newcomers, and foster respect and support between neighbors.

**CHARMING:** A charming Mason will celebrate its heritage, preserve its small-town character, and build a walkable, close-knit community fabric.

**FORWARD-THINKING:** A forward-thinking Mason will explore and invite changes and advancements that feel authentic to the spirit of Mason, while better serving all members of the community.

## 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

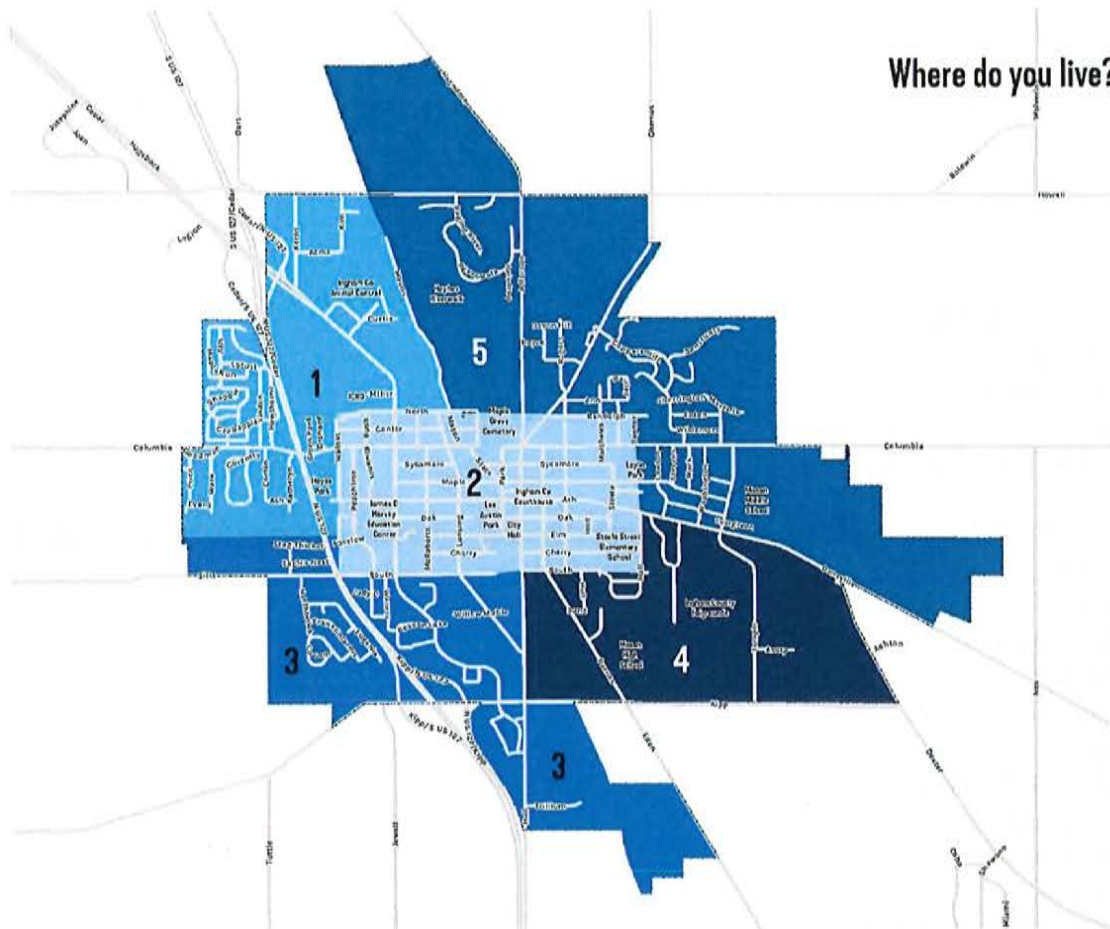
3. How old are you?

- 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
- 5
- 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:

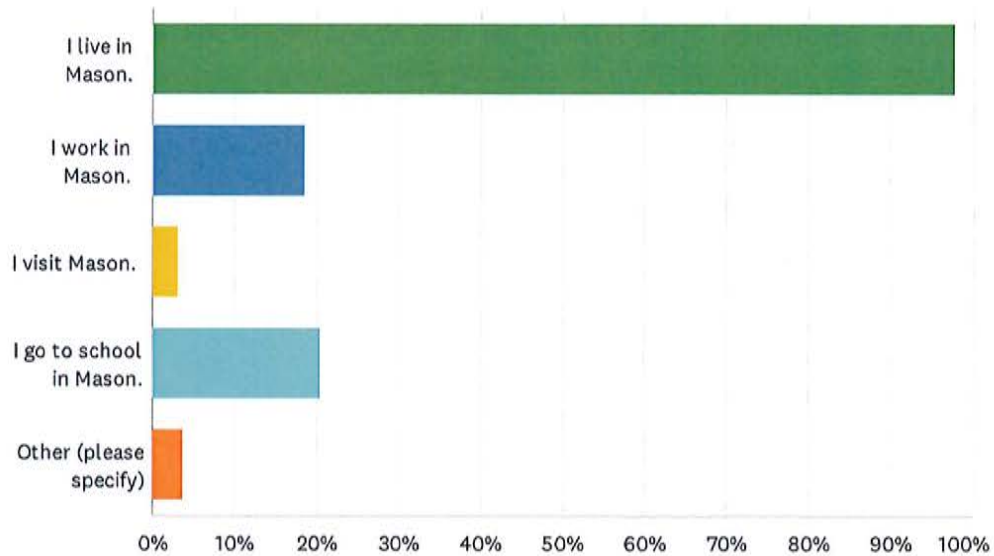
Strongly Agree -- Somewhat Agree -- Neither Agree Nor Disagree -- Somewhat Disagree -- Strongly Disagree

- 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)

Answered: 927 Skipped: 0



### ANSWER CHOICES

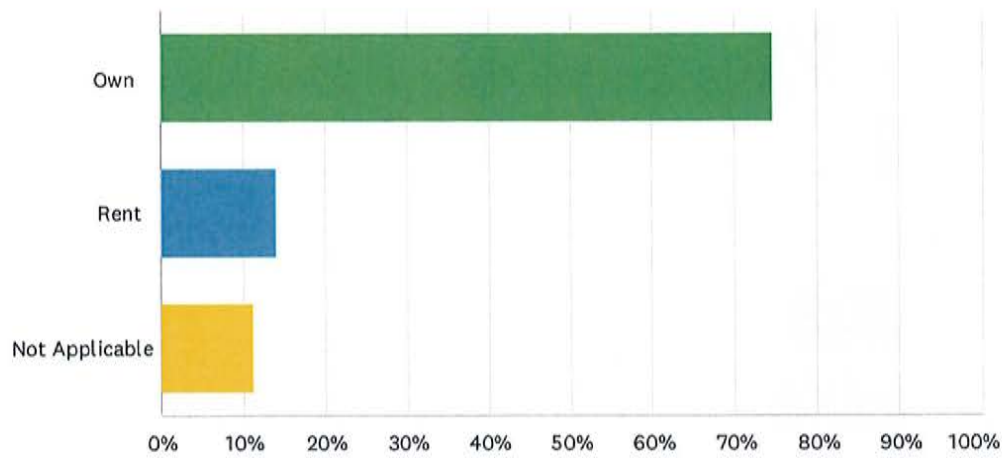
### RESPONSES

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?

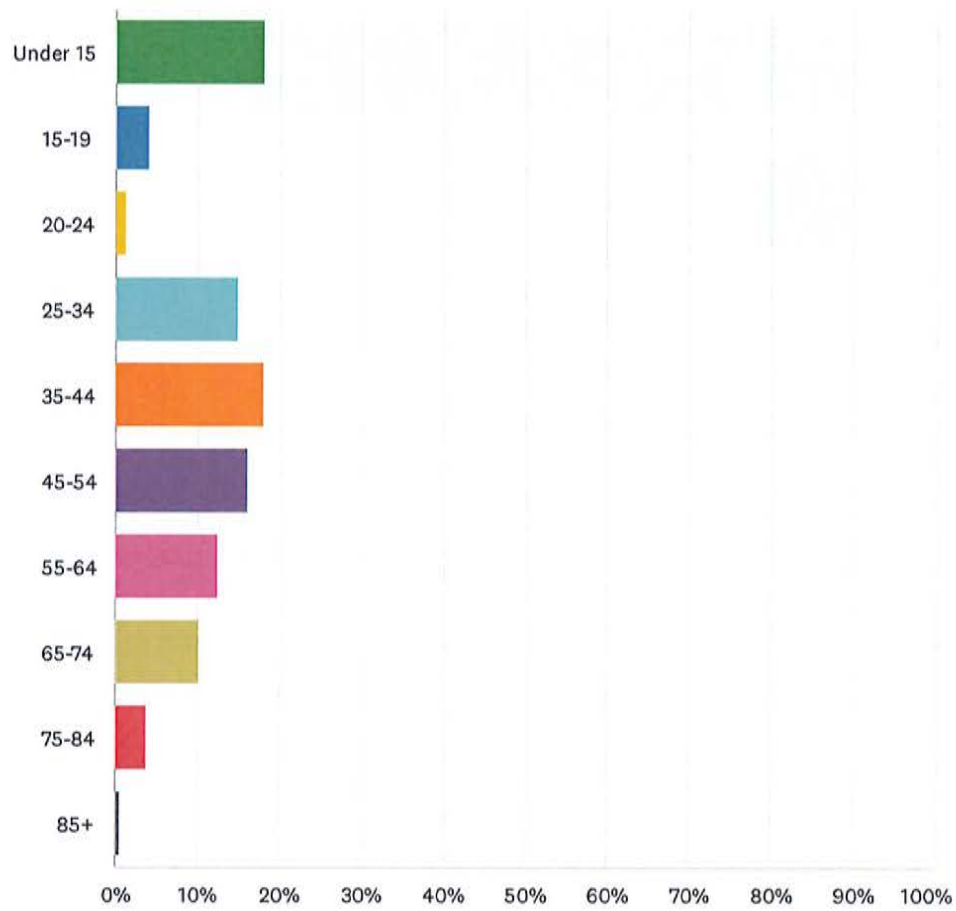
Answered: 926 Skipped: 1



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

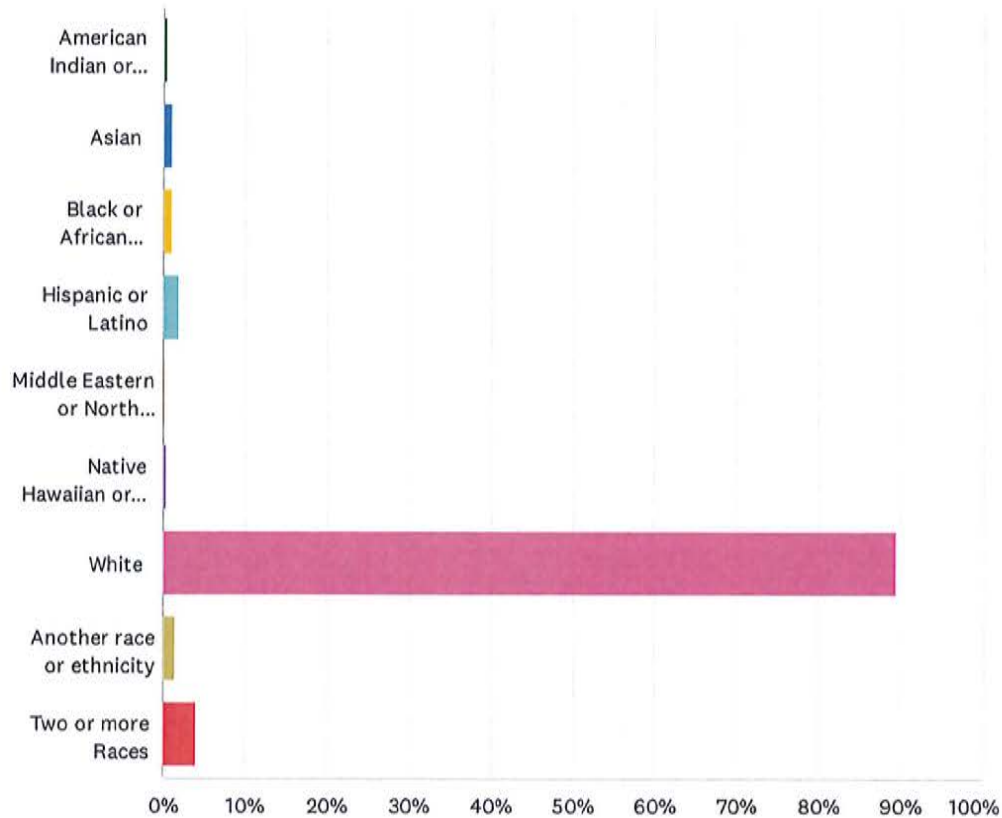




ANSWER CHOICES	RESPONSES	
Under 15	18.18%	168
15-19	4.11%	38
20-24	1.19%	11
25-34	14.94%	138
35-44	18.07%	167
45-54	16.23%	150
55-64	12.55%	116
65-74	10.28%	95
75-84	3.79%	35
85+	0.65%	6
TOTAL		924

## Q4 How would you identify yourself?

Answered: 912 Skipped: 15

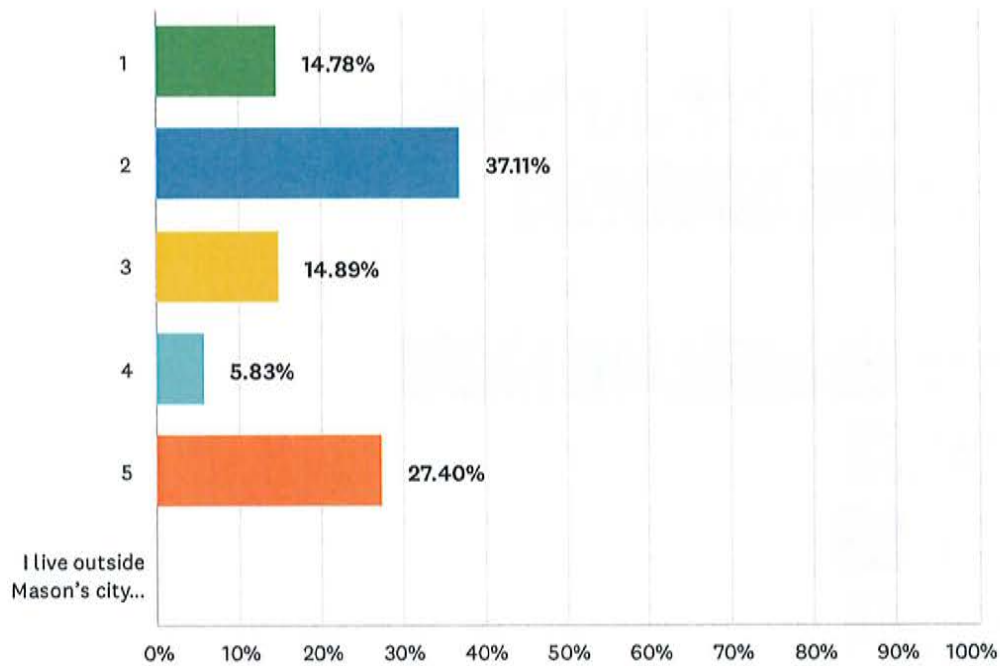


ANSWER CHOICES	RESPONSES	
American Indian or Alaska Native	0.33%	3
Asian	0.99%	9
Black or African American	1.10%	10
Hispanic or Latino	1.86%	17
Middle Eastern or North African	0.22%	2
Native Hawaiian or other Pacific Islander	0.44%	4
White	89.58%	817
Another race or ethnicity	1.54%	14
Two or more Races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



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

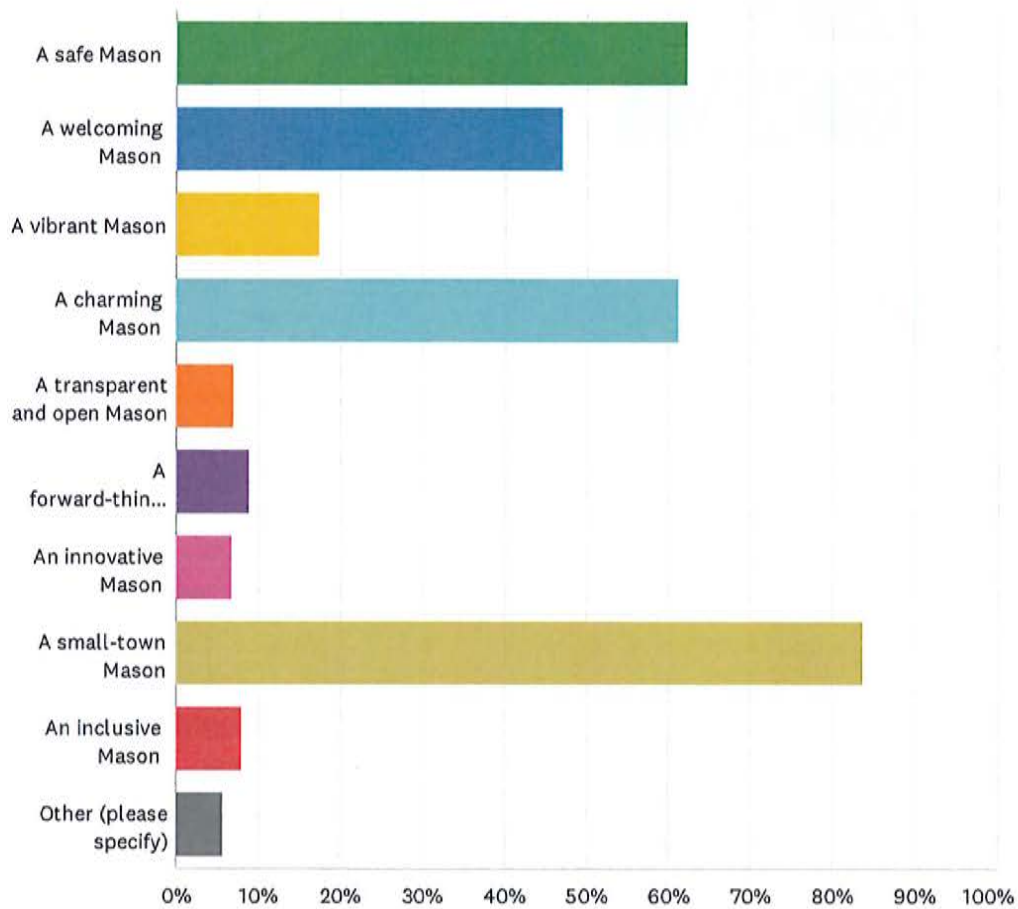
Answered: 927 Skipped: 0



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

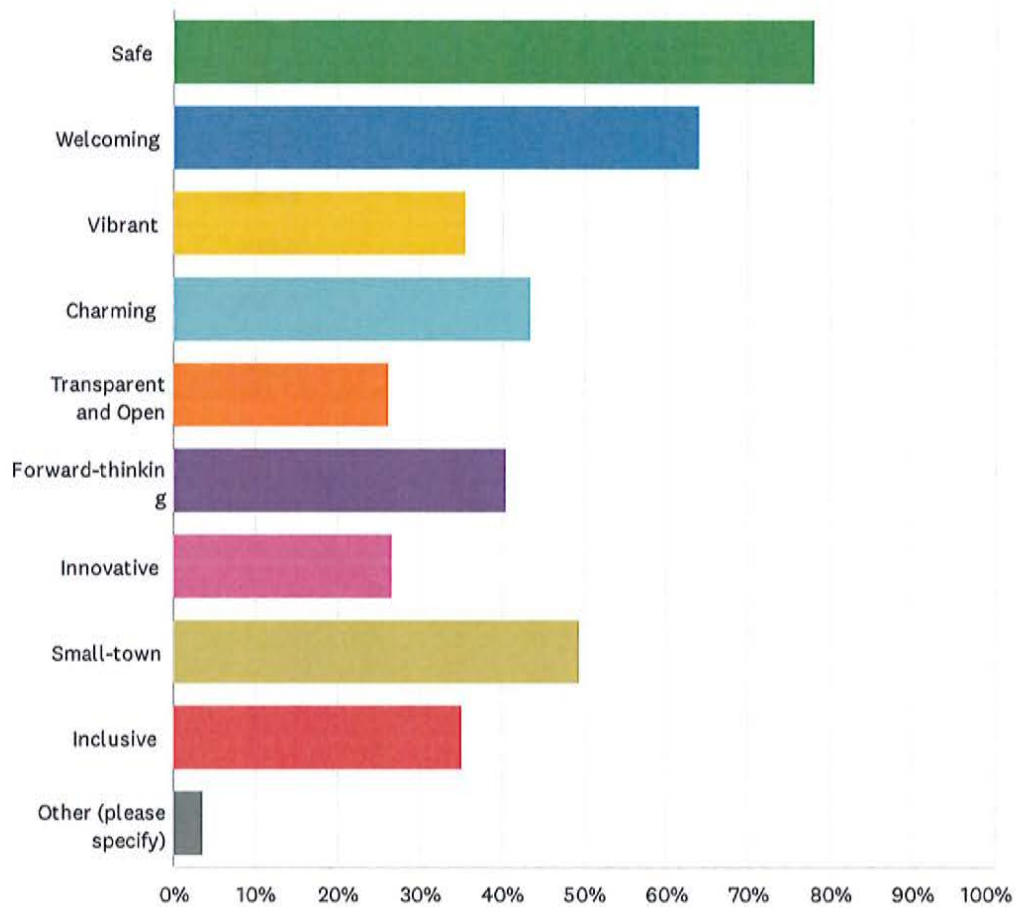




ANSWER CHOICES	RESPONSES	
A safe Mason	62.18%	490
A welcoming Mason	47.21%	372
A vibrant Mason	17.51%	138
A charming Mason	61.29%	483
A transparent and open Mason	7.11%	56
A forward-thinking Mason	8.88%	70
An innovative Mason	6.85%	54
A small-town Mason	83.88%	661
An inclusive Mason	8.12%	64
Other (please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

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

Answered: 788 Skipped: 139

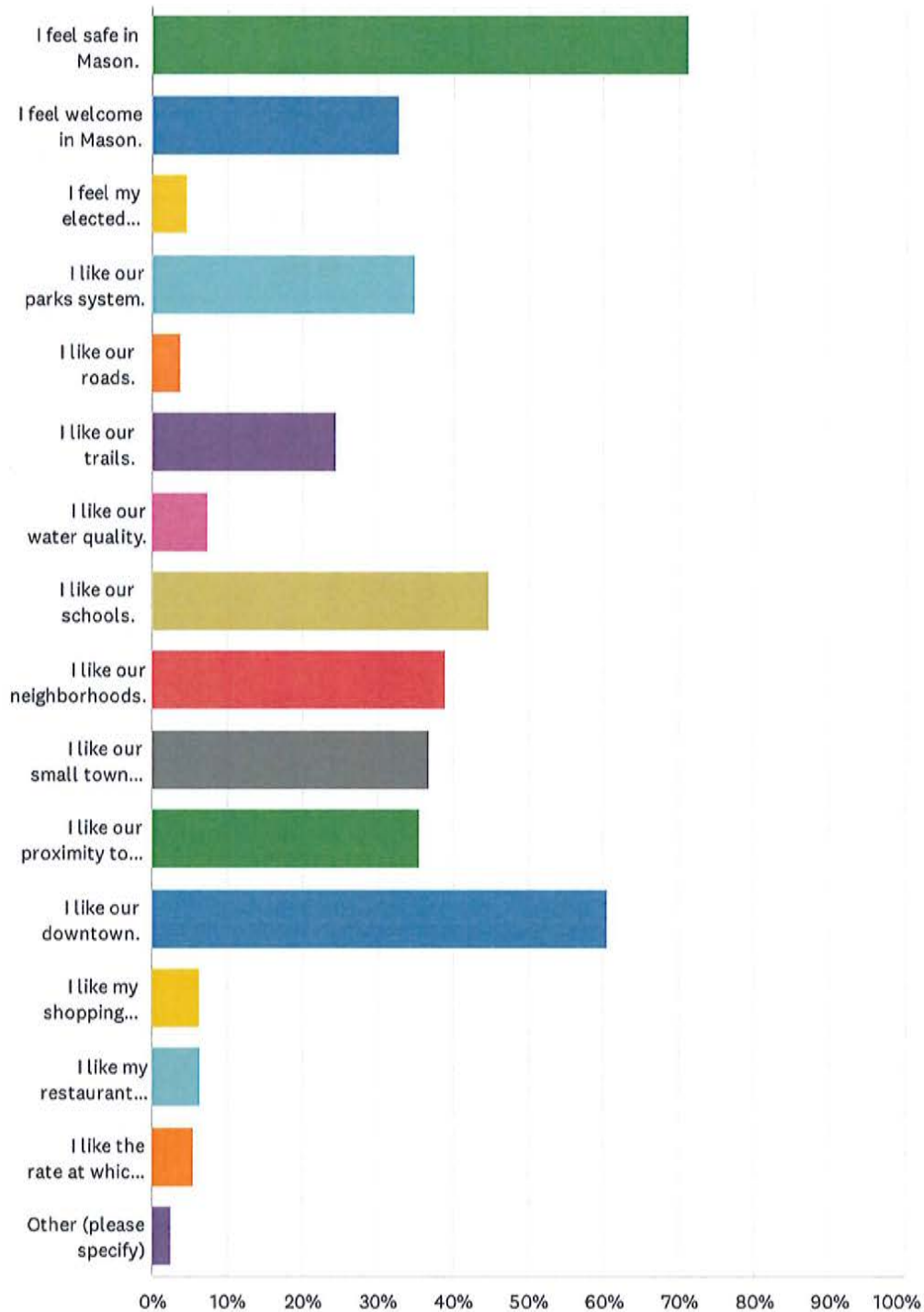




ANSWER CHOICES	RESPONSES	
Safe	78.05%	615
Welcoming	63.96%	504
Vibrant	35.66%	281
Charming	43.40%	342
Transparent and Open	26.14%	206
Forward-thinking	40.48%	319
Innovative	26.65%	210
Small-town	49.37%	389
Inclusive	35.28%	278
Other (please specify)	3.55%	28
Total Respondents: 788		

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

Answered: 788 Skipped: 139



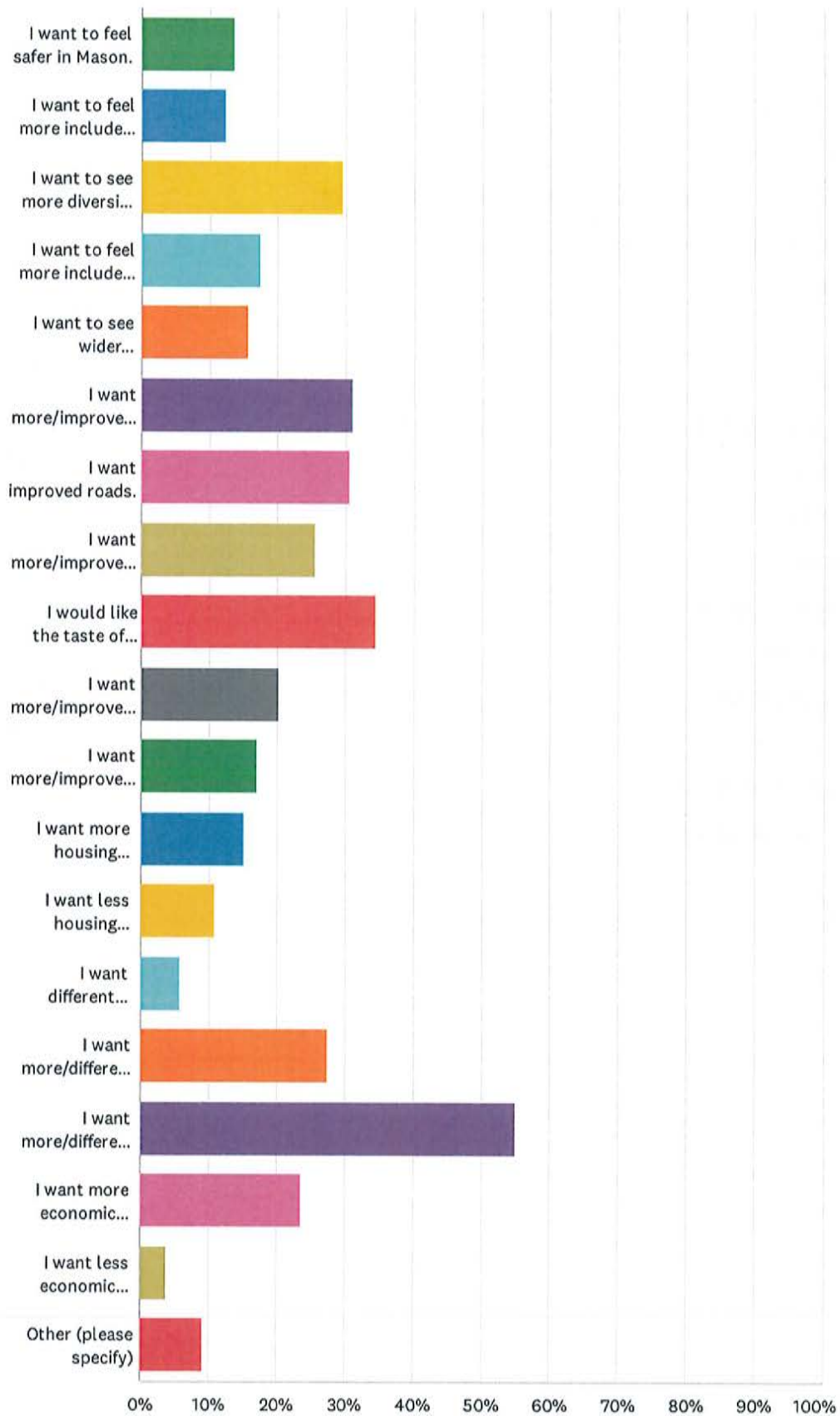


<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
I feel safe in Mason.	71.19%	561
I feel welcome in Mason.	32.74%	258
I feel my elected officials are accessible.	4.70%	37
I like our parks system.	35.03%	276
I like our roads.	3.93%	31
I like our trails.	24.49%	193
I like our water quality.	7.49%	59
I like our 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



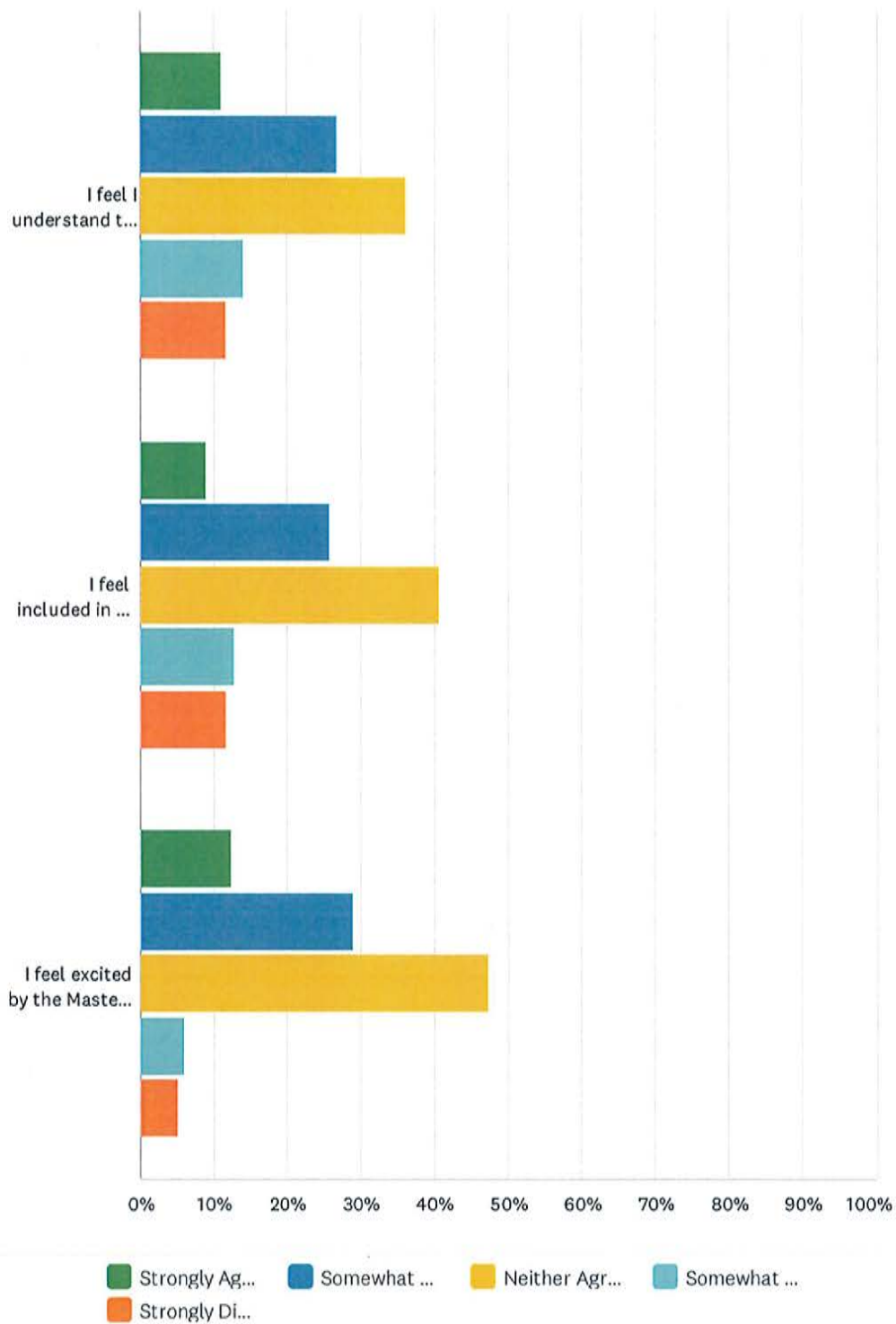


<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
I want to feel safer in Mason.	13.71%	108
I want to feel more included in the community.	12.44%	98
I want to see more diversity in residents.	29.70%	234
I want to feel more included in the decisions our city staff and elected officials make.	17.39%	137
I want to 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:

Answered: 778 Skipped: 149



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

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



Community Comments		
Date	Source	Comment
5/5/2022	Developer Focus Group	Market not there for pocket communities yet but should consider infrastructure costs are very costly; challenging for developer to pay all of those costs and still make housing affordable; biggest stumbling block to development: streets, utilities, lighting, sidewalks
5/5/2022	Developer Focus Group	County Road Commission and Drain Commission very challenging; permitting process lengthy and costly; while well-intentioned, cumbersome
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	need to reevaluate the growth line; it has changed since the growth of the 90s
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	Brownfield remediation is really costly; developers can't pay for that
5/5/2022	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
5/5/2022	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 opportunity for walkable redevelopment; integrate housing here; still close to downtown
5/5/2022	Developer Focus Group	schools over capacity
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	have lost redevelopment downtown in past because of height restriction
5/5/2022	Developer Focus Group	tear-down rebuilds will continue to increase - what can the city do to facilitate this?
5/5/2022	Developer Focus Group	2 flats above commercial; lots of interest - families, young people, seniors (despite there being stairs)
5/5/2022	Developer Focus Group	Columbia Lakes: too dense; lots of traffic (was there or should there be a traffic study?)
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 bureaucratic layers
5/5/2022	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
5/5/2022	Developer Focus Group	get rid of minimum square footage
5/5/2022	Developer Focus Group	need more people to support downtown businesses
5/5/2022	Developer Focus Group	set policy based on values
5/5/2022	Developer Focus Group	goal: walkable 5-minute community
5/5/2022	Developer Focus Group	Quality Farm and Fleet could be city center 2
5/5/2022	Developer Focus Group	need more traffic generators downtown (like schools - shouldn't be on edge of community)
5/5/2022	Developer Focus Group	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	need more trails - wide like Hayhoe
5/5/2022	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	Developer Focus Group	appraisals aren't in line with what things are selling for
5/5/2022	Developer Focus Group	need education for public on why we need density; reframe it
5/5/2022	Developer Focus Group	Parking lots on Sycamore: could be housing; podium plus 4 on top; would have enough rent to cover constructions costs (approx. \$300/sq ft for podium and \$225 for stick built floors on top)
5/5/2022	Developer Focus Group	Infrastructure costs: can't get loans for it; banks get penalized for financing it because it's risky
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
5/5/2022	Developer Focus Group	developers follow path of least resistance; if it's too challenging, they'll go elsewhere where it's easier
5/5/2022	Developer Focus Group	average house, can't build it new for cheaper than \$300-450K with current construction costs
5/5/2022	Developer Focus Group	current infrastructure costs: \$3000 per linear foot
5/5/2022	Developer Focus Group	put density near schools
5/5/2022	Developer Focus Group	map the density around downtown
5/5/2022	Developer Focus Group	projects take a while and the rules change along the way
5/5/2022	Developer Focus Group	there is "rigidness" in the process; 30% of costs to develop come from regulation costs

Community Comments Date	Source	Comment
5/5/2022	Developer Focus Group	make downtown a place to be
5/5/2022	Developer Focus Group	there is market for smaller units; costs are prohibitive for smaller sizes
5/5/2022	Developer Focus Group	Mason needs condos (response from other participant: what does this mean? What are they looking for? Less maintenance? Smaller size?)
5/5/2022	Developer Focus Group	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	Developer Focus Group	need more smaller homes
5/5/2022	Developer Focus Group	very friendly community; people say hi on the street
5/5/2022	Developer Focus Group	Wolverine Engineering: now that they work for the city, private developers can use them
5/5/2022	Developer Focus Group	subs near Rainer Ponds: Platted in 80's, could be something else, worried neighbors might balk; interest in smaller lots, different models
5/5/2022	Businesses Focus Group	city recently posted for customer service job, had 28 applicants
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)
5/5/2022	Businesses Focus Group	City has been great to work with
5/5/2022	Businesses Focus Group	contractor permits went well
5/5/2022	Businesses Focus Group	DDA working on new business orientation packet
5/5/2022	Businesses Focus Group	Need more support for small businesses
5/5/2022	Businesses Focus Group	No spaces that already have a commercial kitchen
5/5/2022	Businesses Focus Group	A&W struggling to hire
5/5/2022	Businesses Focus Group	We don't have an issue attracting people here – just not enough homes
5/5/2022	Businesses Focus Group	Community space need – after school kids, feature local art
5/5/2022	Businesses Focus Group	Evenings – not very lively other than Bad Brew and Courthouse Pub
5/5/2022	Businesses Focus Group	Allow residential on Cedar
5/5/2022	Businesses Focus Group	Facebook groups: sit down restaurant needed
5/5/2022	Businesses Focus Group	Mason is known for antiques, capitalize on that
5/5/2022	Businesses Focus Group	Cinnamon Lane Bakery coming soon
5/5/2022	Businesses Focus Group	Don't need another pizza place, Chinese, ice cream shop
5/5/2022	Businesses Focus Group	Need faster turnaround – permits, inspections
5/5/2022	Businesses Focus Group	Fairgrounds are a huge draw to the community
5/5/2022	Businesses Focus Group	Permitting – challenges with communications, forms, - more of an ease of use as a new commercial building, growing pains
5/5/2022	Businesses Focus Group	Bigger commercial spaces can be used in a different manner (non-traditional)
5/5/2022	Businesses Focus Group	Some businesses are big draws and some are just there because they've been there
5/5/2022	Businesses Focus Group	Traditional things that have been there for a long time
5/5/2022	Businesses Focus Group	"we're lacking things to do" we have businesses but community "places" to draw people in and hang around
5/5/2022	Businesses Focus Group	Need more of a reason to draw people in
5/5/2022	Businesses Focus Group	More people (outside of Mason) mean more patronized businesses
5/5/2022	Businesses Focus Group	What do we do when we're downtown?
5/5/2022	Businesses Focus Group	Need community-type place; civic spaces
5/5/2022	Businesses Focus Group	Some vacant spaces - What else could we be doing?
5/5/2022	Businesses Focus Group	Need more dining
5/5/2022	Businesses Focus Group	Chamber – great summer events
5/5/2022	Businesses Focus Group	Painting pottery, wine and painting place
5/5/2022	Businesses Focus Group	No hotel
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
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"

Community Comments	Source	Comment
5/9/2022	Businesses Focus Group	occupancy challenges between assembly vs. retail use
5/9/2022	Businesses Focus Group	Need more consistency: apply for same thing year to year but the requirements change
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	gloos: 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)
5/9/2022	Businesses Focus Group	building code occupancy
5/9/2022	Businesses Focus Group	need more face-to-face conversations; email and leaving a message; poor follow through
5/9/2022	Businesses Focus Group	parking downtown: city does good job with events; need more signage to parking and more parking downtown
5/9/2022	Businesses Focus Group	private lot next to brewery won't sell or lease for parking
5/9/2022	Businesses Focus Group	Corridors need help: residential poorly maintained on Okemos, Jefferson, Ash; could there be grant money to help private owners improve their property? Painting, yard clean up needed
5/9/2022	Businesses Focus Group	Corridors: need better sense of arrival; gateway to city
5/9/2022	Businesses Focus Group	Gateways to downtown; need more of a sense of arrival
5/9/2022	Businesses Focus Group	127 exit areas aren't welcoming; not good gateways to city
5/9/2022	Businesses Focus Group	call downtown "Courthouse Square"
5/9/2022	Businesses Focus Group	Lee Austin Park: needs updates, fence, nicer structure
5/9/2022	Businesses Focus Group	need better understanding of pipeline of projects (CIP) like parks projects. Where are things on the priority list?
5/9/2022	Businesses Focus Group	What is Mason known for? History, downtown square, school district, working county capitol that is different than state; desirable to live and shop
5/9/2022	Businesses Focus Group	need more housing: Rainer Ponds and downtown
5/9/2022	Businesses Focus Group	recently tweaked parking time limits/overnight parking?
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
5/9/2022	Businesses Focus Group	Data/communications: advocate for more cell towers and advertise fiber availability to businesses/residents
5/9/2022	Businesses Focus Group	Short-term rentals: don't want to commercialize neighborhoods
5/9/2022	Businesses Focus Group	Murals: need criteria for historic district review
5/6/2023	Resident	Regarding the Mason Master Plan, my only thought is for the cemetery. Would it be possible to include a provision where the cemetery stones are looked after? Every year I see a few more stones that have fallen over or lean precariously or have shifted to the point they need to be moved back into position. This is due to age, moles, woodchucks, settling sand, and the weight of the riding lawnmowers as they cut grass. Overall, the cemetery has been very well taken care and it would be nice to know future caretakers will continue with the dedication.
5/6/2023	Resident	Safety - S-way Park, 4-way Jefferson/Sycamore, 5-way Okemos: no safe way for their kids to get to Bond Park. Air B&B: Supports, limit impact to neighbors, interested in getting involved
5/6/2023	Resident	Meijer: Disabled individual would like sidewalk to be safe to get to work.
5/6/2023	Resident	Trees! They make a huge difference and are a great asset for any community and homeowner. We do have a pretty nice tree canopy overall here in Mason. However, there are lots of gaps, and several stretches that are sorely lacking, and would benefit greatly by simply adding trees. As an example, along the business corridor on Cedar St, from 127 coming into town. There are some trees, but also some long empty stretches. It looks so much nicer where there are trees lining the roadway, instead of seeing pavement and parking lots. Even "less-than-charming" buildings are softened with greenery. Also, along some residential streets and in various in-town areas trees have died, or never been planted, leaving significant gaps. The character of those more barren areas is dramatically different than the tree lined areas. With a bit of prompting homeowners may step-up and plant. And, as you know, the benefits of trees also go way beyond appearance. Trees cool the city down in summer, provides habitat., etc. The City should plant trees in certain areas as a beautification program in keeping with our Objectives. (Maybe there are grant \$\$ available for tree planting?) And/or possibly consider a program similar to what was done in a city where I used to live years ago (Lathrup Village, MI; they suffered from the loss of elm trees). The City offered trees to homeowners at a greatly reduced price, including planting them, in the right of way (between the sidewalk and street). A few choices of trees were available. The response was tremendous, and today the tree canopy is lovely. A big success! Finally, I also suggest including planting some variety of evergreen/pine/spruce/ etc., in select areas to maintain the beauty year-round. Look around and envision an even more leafy Mason!!



## Appendix B: Kipp Road/Temple Street Sub-Area Study



# Technical Memorandum

**Date:** March 20, 2023

**To:** Adam Falkowski  
Project Manager, Professional Engineer  
C2AE

**From:** James Carter  
C&A Engineers, LLC

**Re:** Traffic Signal Warrant Study  
E. Kipp Road at Barnes Street

C&A Engineers, LLC performed an analysis to determine if a traffic signal would be warranted at the intersection of E. Kipp Road at Barnes Street/Eden Road. The results are summarized in this technical memorandum, which is provided in **Appendix A** for reference. The purpose of the analysis is to determine if the intersection meets the warrants for traffic signal installation as described in the *Michigan Manual on Uniform Traffic Control Devices* (MUTCD).

Recently, safety concerns were expressed from the City of Mason and Mason Public School District. Therefore, at the City's request, C&A Engineers has completed this Traffic Signal Warrant Study for the intersection of E. Kipp Road at Barnes Street/Eden Road. The objective of the study was to evaluate the intersection against the warrants contained in the MMUTCD as well as review the crash data for the past five years at the intersection to determine if a traffic signal is warranted. This report consists of the following sections:

- Description of Existing Conditions
- Crash Analysis
- Traffic Signal Warrant Analysis
- Conclusions and Recommendations

## I. EXISTING CONDITIONS

**Exhibit 1** shows an aerial photograph of the subject intersection. Kipp Road and Barnes Street/Eden Road are under the jurisdiction of the Ingham County Road Commission (ICRC). Kipp Road has a thru lane and a center-left-turn lane on both approaches. The posted speed limit along Kipp Road east of the intersection is 55 mph, and 45 mph west of the intersection.

The SB approach Barnes Road has one thru lane and a right-turn lane, the EB approach has a single thru/left/right lane. At the intersection, an exclusive right-turn lane exists on the south leg and an exclusive left-turn lane exists on the north and west legs. The westbound approach across the railroad crossing consists of a single lane for all movements. The posted speed limit along Barnes Road north of the intersection is 50 mph, and 55 mph on Eden Road south of the intersection. The intersection of E. Kipp Road at Barnes Street/Eden Road currently an overhead flasher, with stop control on the Barnes Street/Eden Road approaches.

24-hour traffic counts (**Appendix B**) were obtained from Tri-County Regional Planning Commission (TCRPC) for the intersection, turning movements at the intersections were not collected nor available. The 24-hour traffic counts are summarized in **Table 1**. The peak hours at the intersection were determined to be 7:00 to 8:00 A.M. and 4:00 to 5:00 P.M. The traffic count data indicates that the heaviest traffic movement is on EB Kipp Street during both peak hours.

TABLE 1: ADJACENT ROADWAY SUMMARY

Roadway Segment	EB Kipp Rd	WB Kipp Rd	SB Barnes St	NB Eden Rd
Number of Lanes	1-Thru/RT & CLTL	1-Thru/RT & CLTL	1-Thru/RT & CLTL	1-Lane
Posted Speed Limit	55 mph	45 mph	55 mph	50 mph
AADT	4,165 veh/day	2,087 veh/day	1,112 veh/day	849 veh/day

## II. CRASH ANALYSIS

Crash data was collected from the Michigan Crash Facts database for the intersection and a crash analysis was performed for the intersection for the period from 2017 to 2021. The crashes occurring at the intersection during this period are summarized in **Table 2 and 3**.

TABLE 2 – CRASHES BY TYPE

Location	Crashes By Type										
	Single Veh	Head-On	Head-Left	Angle	Rear-End	Rear-Left	Rear-Right	Swipe-Same	Swipe Opp	Backing	Other
Kipp at Barnes/Eden	1	0	1	7	0	0	0	3	0	0	0
											12

TABLE 3 – CRASHES BY TYPE

Location	Year					
	2017	2018	2019	2020	2021	Total
Kipp at Barnes/Eden	4	2	5	1	0	12

Crash data is provided in **Appendix C**. Findings from the crash analysis are as follows:

- The majority of the crashes (7) are angle crashes (58.33%).
- One (1) head-on-left turn.
- Three (3) sideswiped-same direction.
- There was not an unusually high occurrence (2) of wet pavement crashes.
- The intersection does not experience unusually high numbers of nighttime crashes.
- Eight of the 12 crashes involved no injury, i.e., there was only property damage. One (1) of the 12 crashes involved a serious injury only, three (3) were type C injury and none of the 12 crashes involved a fatality.
- In general, there is not a significant crash problem at the intersection based on the data.

## III. TRAFFIC SIGNAL WARRANT ANALYSIS

The MMUTCD lists nine different traffic signal warrants of which at least one must be met to consider the installation of a traffic signal at the intersection. These warrants are based on a number of variables including existing approach traffic volumes, pedestrian volumes, crash experience, and proximity to rail crossings and schools.



## Applicable Warrants

Each of the nine traffic signal warrants contained in the MMUTCD was reviewed to determine its applicability at the intersection. The applicable warrants are described in more detail below:

- **Warrant 1: Eight-Hour Vehicular Volume**
  - **Condition A – Minimum Vehicular Volume:** A total of at least 500 vehicles per hour (vph) on both major street approaches and at least 150 vph on the higher approach volume of the minor street are required for any eight hours of the day. *Warrant 1, Condition A is not satisfied.*
  - **Condition B – Interruption of Continuous Traffic:** A total of at least 750 vph on both major street approaches and at least 75 vph on the higher approach volume of the minor street are required for any eight hours of the day. *Warrant 1, Condition B is not satisfied.*
- **Warrant 2: Four-Hour Vehicular Volume** – The total volume on both major street approaches and the higher-volume minor street approach must fall above the applicable curve when plotted on Figure 4C-1 in the MUTCD for any four hours of the day. *Warrant 2 (70%), is satisfied (6 hours).*
- **Warrant 3: Peak Hour Vehicular Volume** – The total volume on both major street approaches and the higher-volume minor street approach must fall above the applicable curve when plotted on Figure 4C-3 in the MUTCD for the same 1 hour (any four consecutive 15-minute periods) of the day. *Warrant 3 is not satisfied.*
- **Warrant 4: Pedestrian Volume**
  - **Condition A – Pedestrian Four-Hour Volume** – The total volume on both major street approaches and the number of pedestrians per hour crossing the major street (total of all crossings) all fall above the curve in Figure 4C-5 for any four hours of the day. *Warrant 2 Condition A was not evaluated.*
  - **Condition B – Pedestrian Peak Hour Volume** – The total volume on both major street approaches and the number of pedestrians per hour crossing the major street (total of all crossings) falls above the curve in Figure 4C-7 for any one hour of an average day (four consecutive 15-minute periods). *Warrant 2 Condition B was not evaluated.*
- **Warrant 5: School Crossing** – A traffic control signal shall be considered when there are insufficient gaps in vehicle traffic for the number of schoolchildren using a pedestrian crossing to cross safely and where there are a minimum of 20 schoolchildren using the crossing during the highest crossing hour. *Warrant 5 was not evaluated.*
- **Warrant 7: Crash Experience** – This warrant is met when an adequate trial of alternatives with satisfactory observance and enforcement has failed to reduce crash frequency; five or more reported crashes, of types susceptible to correction by a traffic control signal, have occurred within a 12-month period; and for each of any 8 hours of an average day, the vehicles per hour on the major street and on the higher-volume minor street approach meet 80% of the minimum volumes for Warrant 1, Condition A or Condition B. *The traffic volume requirements are summarized in Table 1. The crash data for the years 2017 - 2021 are summarized previously in Table 2 & 3. In addition to the volume criteria not being met, no 12-month period within the analysis period met the requirement of five or more crashes of types correctable through the installation of a traffic signal. Therefore, the required conditions for Warrant 7 were not met for the analysis period, and Warrant 7 is not satisfied.*
- **Warrant 9: Intersection Near a Railroad Grade Crossing** – A traffic signal installation shall be considered when both of the following conditions are met:
  - An at-grade railroad crossing exists on a STOP- or YIELD-controlled approach and the distance from the center of the track nearest to the intersection to the stop or yield line is less than 140 feet.

- During the peak traffic hour during which train crossings occur, the plotted point representing the total volume on both major street approaches and the corresponding vehicles per hour on the minor street approach that crosses the track falls above the applicable curve on Figure 4C-9 or Figure 4C-10 for the combination of approach lanes over the track and the clear storage distance.

*Warrant 9 is not satisfied.*

#### IV. CONCLUSIONS AND RECOMMENDATIONS

This memorandum has presented the results of a traffic signal warrant study at the intersection of Kipp Road at Barnes Street/Eden Road intersection in Mason Michigan. The objective of the study was to evaluate the intersection against the warrants contained in the MMUTCD as well as review the crash data for the past five years at the intersection to determine the potential need for a traffic signal installation.

The findings of the traffic signal warrant study can be summarized as follows:

- The number of crashes that have occurred at the intersection is low, with 12 crashes over five (5) years. The crash data indicated there was not an unusually high occurrence of crashes susceptible to reduction with signalization.
- Nearly 60% of the total crashes were angle type crashes, were due to drivers on the north Barnes Street approach not yielding to traffic from the Kipp Road approaches. Signs are present on the north leg with text indicating traffic from the crossroad does not stop. It is recommended that a copy of the same "traffic from crossroad does not stop" be placed on the south approach (Eden Road) back of the far-side stop sign post, to increase the conspicuity of the condition.
- The intersection did not meet the MMUTCD traffic signal warrants, except for Warrant 2 (70%) Four-Hour Vehicular Volume, based on historical volume obtained from TCRPC database.
- Satisfactory Intersection Sight Distance (ISD) is available for motorists stopped on the north and south approaches to adequately see a westbound motorist coming from the east and west on Kipp Road.

## **APPENDIX A – WARRANT ANALYSIS**



W1

**Michigan Manual of Uniform Traffic Control Devices**  
**Worksheet for Signal Warrants (Section 4C)**  
**WARRANT 1: Eight-Hour Vehicular Volume**

Intersection: Date	10/11/2017	Kipp @ Barnes	by	CAE
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1	: No. of Lanes on Major St?			
1	: No. of Lanes on Minor St?			
50	: Speed limit or 85th Percentile? (MPH)			
YES	: Is the intersection within an isolated community?			
8235	: If answer 4 is Yes, then what is the of the population isolated community?			
NO	: Have other remedial measures been tried?			

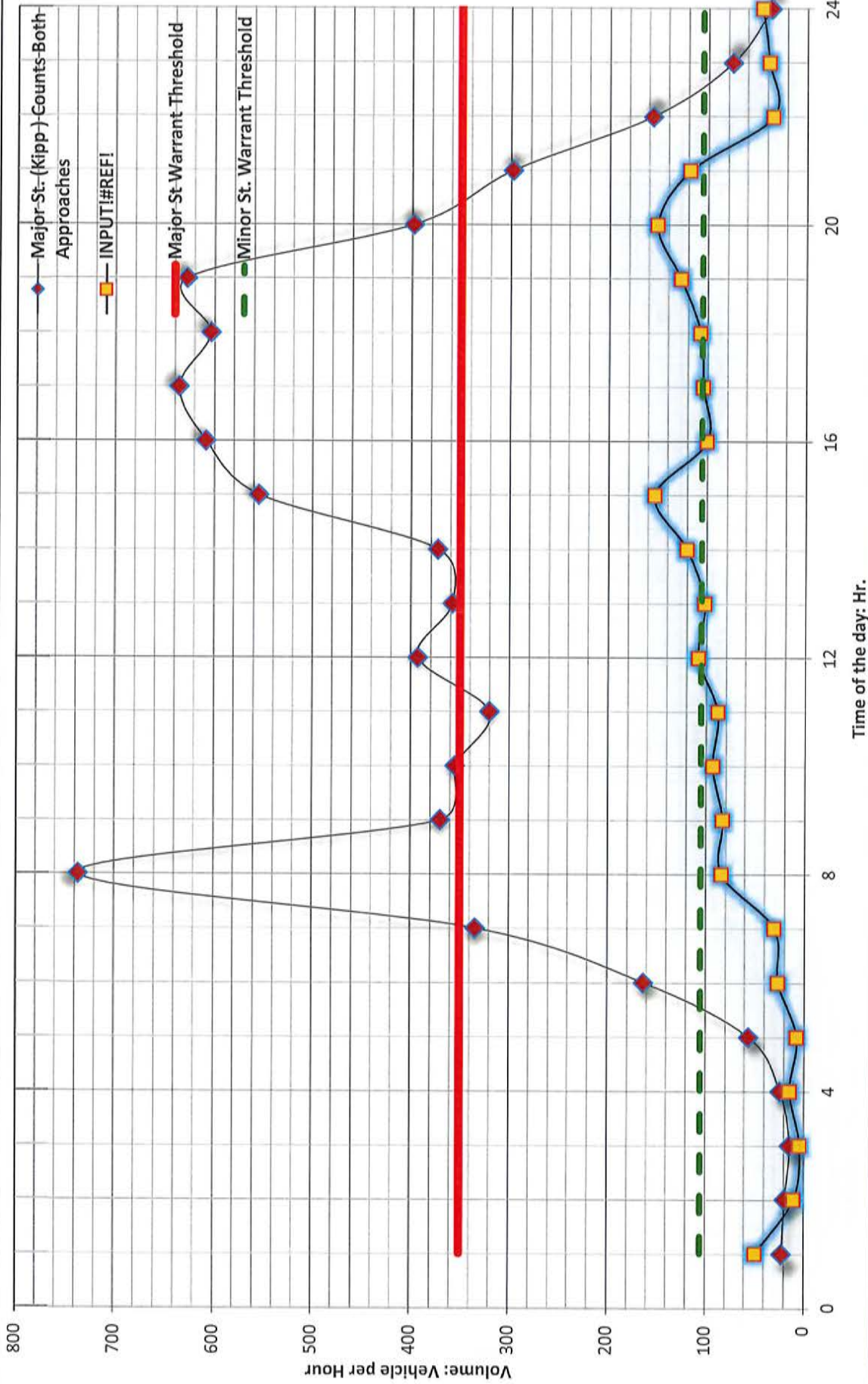
USE 70% WARRANTS 1A AND 1B. DO NOT USE COMBINATION OF A & B													
Time	Major Volume (Both Apr.)	Minor Volume (One Apr.)	Condition A Major Volume	Condition A Minor Volume	Warrant Condition A Met?	Condition B Major Volume	Condition B Minor Volume	Warrant Condition B Met?	Combination Major A	Combination Minor A	Combination Major B	Combination Minor B	Warrant Condition A & B met?
00:01 - 01:00	22	49	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
01:00 - 02:00	19	10	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
02:00 - 03:00	14	4	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
03:00 - 04:00	24	14	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
04:00 - 05:00	56	7	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
05:00 - 06:00	163	26	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
06:00 - 07:00	334	30	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
07:00 - 08:00	737	84	350	105	NO	525	53	YES	N/A	N/A	N/A	N/A	N/A
08:00 - 09:00	370	83	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
09:00 - 10:00	355	93	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
10:00 - 11:00	320	88	350	105	YES	525	53	NO	N/A	N/A	N/A	N/A	N/A
11:00 - 12:00	393	108	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
12:00 - 13:00	358	102	350	105	YES	525	53	NO	N/A	N/A	N/A	N/A	N/A
13:00 - 14:00	373	120	350	105	YES	525	53	YES	N/A	N/A	N/A	N/A	N/A
14:00 - 15:00	555	153	350	105	NO	525	53	YES	N/A	N/A	N/A	N/A	N/A
15:00 - 16:00	609	100	350	105	NO	525	53	YES	N/A	N/A	N/A	N/A	N/A
16:00 - 17:00	636	104	350	105	NO	525	53	YES	N/A	N/A	N/A	N/A	N/A
17:00 - 18:00	604	107	350	105	YES	525	53	YES	N/A	N/A	N/A	N/A	N/A
18:00 - 19:00	628	127	350	105	YES	525	53	NO	N/A	N/A	N/A	N/A	N/A
19:00 - 20:00	398	151	350	105	YES	525	53	NO	N/A	N/A	N/A	N/A	N/A
20:00 - 21:00	298	118	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
21:00 - 22:00	156	34	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
22:00 - 23:00	75	38	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A
23:00 - 00:00	36	45	350	105	NO	525	53	NO	N/A	N/A	N/A	N/A	N/A

Number of Hours that met the warrant 1A =	6
Number of Hours that met the warrant 1B =	6
Number of Hours that met the warrant 1 A & B =	0

A. Is the Minimum Vehicular Volume Warrant Met? (Condition A)	NO
B. Is the Interruption of Continuous Traffic Met? (Condition B)	NO
C. Combination of Warrants A and B Criteria Met?	N/A



**FIGURE 1: WARRANT 1A**

IS THERE A REDUCTION IN THE WARRANT THRESHOLDS TO 70% ...

1- DUE TO SPEED? YES

2- DUE TO ISOLATED COMMUNITY WITH POPULATION LESS THAN 10,000? YES

Spot Number:

Kipp @ Barnes

NO. OF LANES ON MAJOR ST.:? 1

NO. OF LANES ON MINOR ST.:? 1

Number of Hours that met the Warrant: 6

Does this intersection meet Warrant 1A for signal installation? NO

Data Collection Date: 9/21/2017

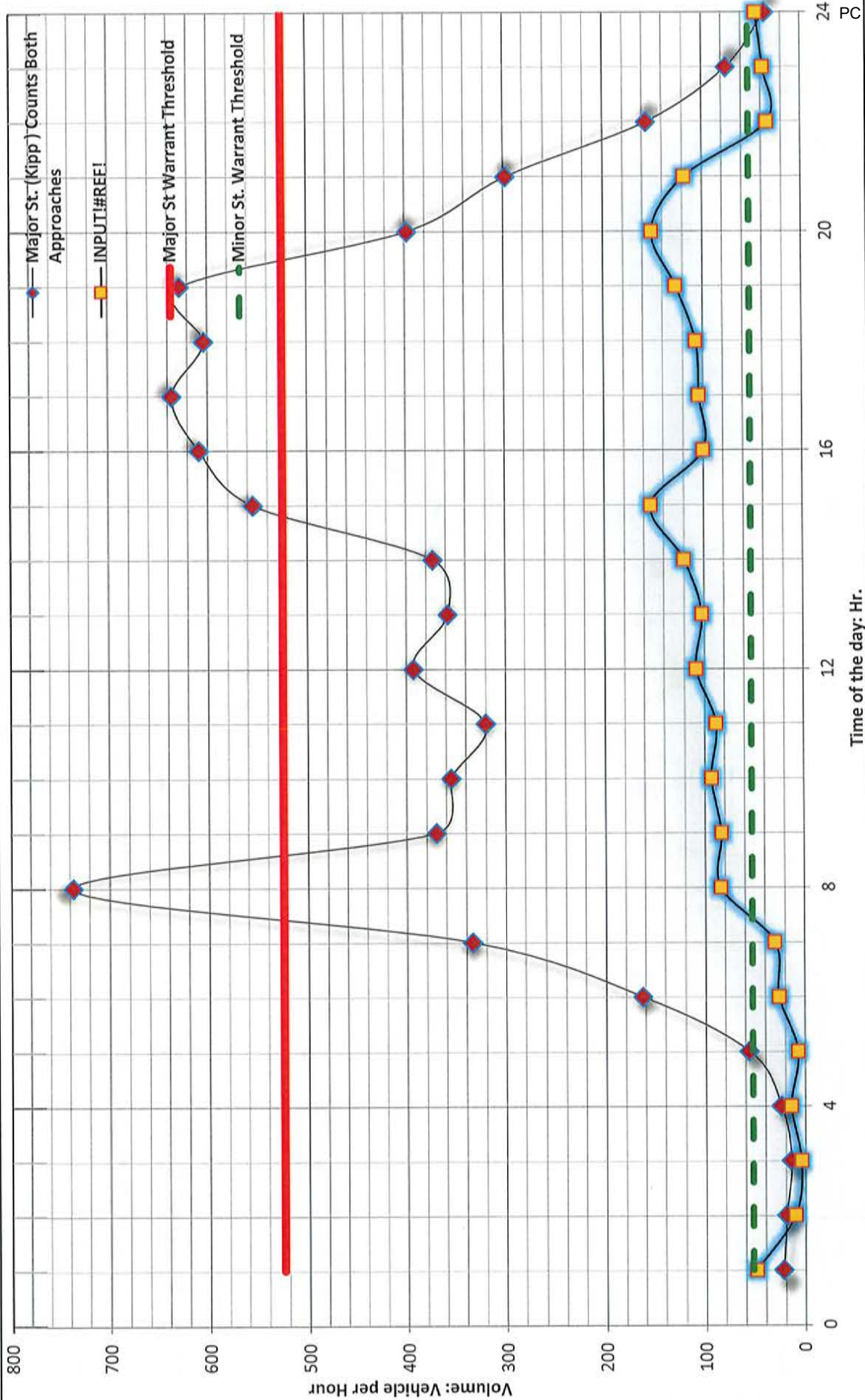


FIGURE 1: WARRANT 1B

IS THERE A REDUCTION IN THE WARRANT THRESHOLDS TO

70% ...

1- DUE TO SPEED? YES

2- DUE TO ISOLATED COMMUNITY WITH POPULATION LESS THAN

10,000? YES

Spot Number:

Kipp @ Barnes

NO. OF LANES ON MAJOR ST.? 1

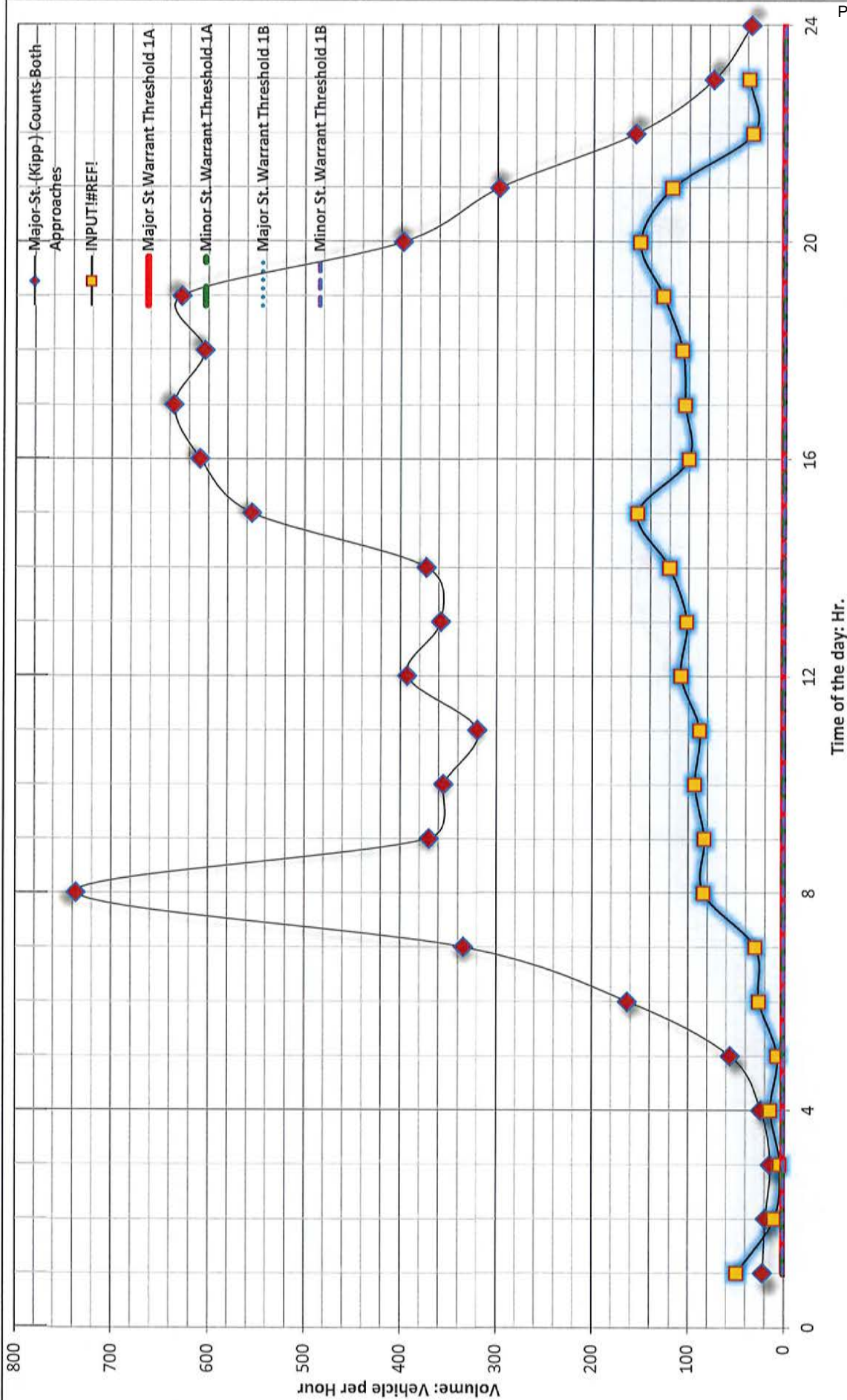
NO. OF LANES ON MINOR ST.? 1

Number of Hours that met the Warrant: 6

Does this intersection meet Warrant 1B for signal installation? NO

Data Collection Date: 9/21/2017





**FIGURE 3: WARRANT 1A&B**

IS THERE A REDUCTION IN THE WARRANT THRESHOLDS TO 56% ...

1- DUE TO SPEED? YES

2- DUE TO ISOLATED COMMUNITY WITH POPULATION LESS THAN 10,000? YES

Spot Number:

Kipp @ Barnes

NO. OF LANES ON MAJOR ST.? 1

NO. OF LANES ON MINOR ST.? 1

Number of Hours that met the Warrant: 0

Does this intersection meet Warrant 1A&B for signal installation? N/A

Data Collection Date: 9/21/2017

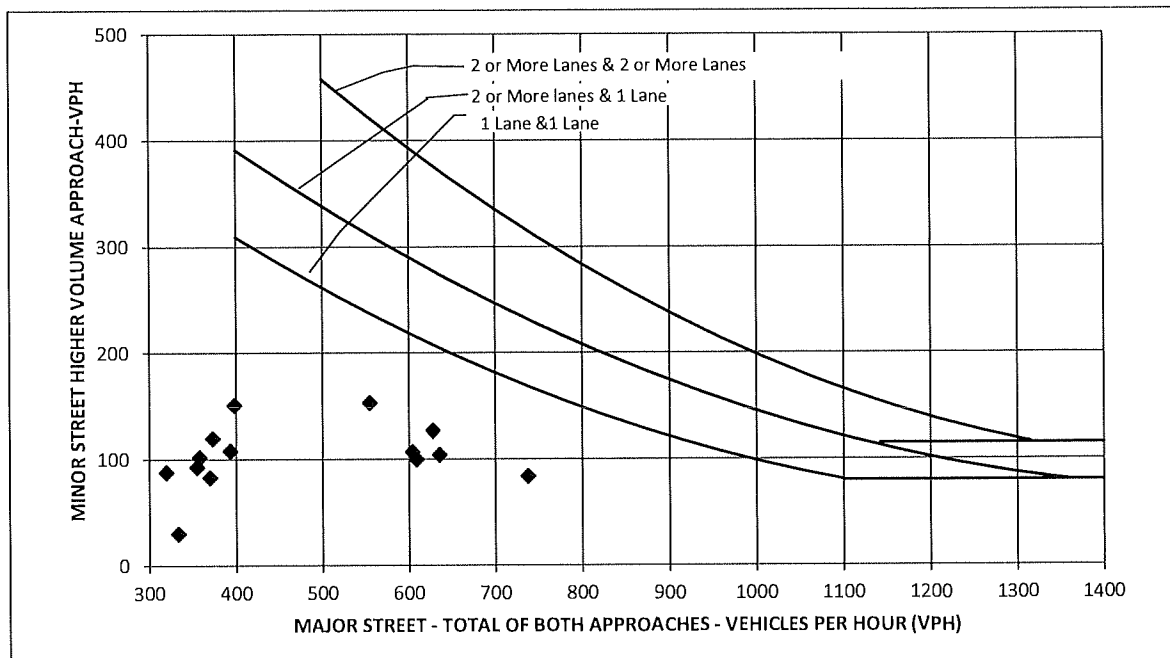
W2-100%

**Michigan Manual of Uniform Traffic Control Devices**  
**Worksheet for Signal Warrants (Section 4C)**  
**WARRANT 2: Four-Hour Vehicular Volume**

Spot Number:	0		
Intersection:	Kipp @ Barnes		
Date	10/11/2017	by	CAE

1	: No. of Lanes on Major St.
1	: No. of Lanes on Minor St.
50	: Speed limit or 85th Percentile? (MPH)
YES	: Is the intersection within an Isolated community?
8235	: What is the of the population isolated community?

**DO NOT USE THIS GRAPH - USE 70% GRAPH**



How Many Hours Are Met

0

Is Warrant 2 (100%) Met?

N/A

W2-70%

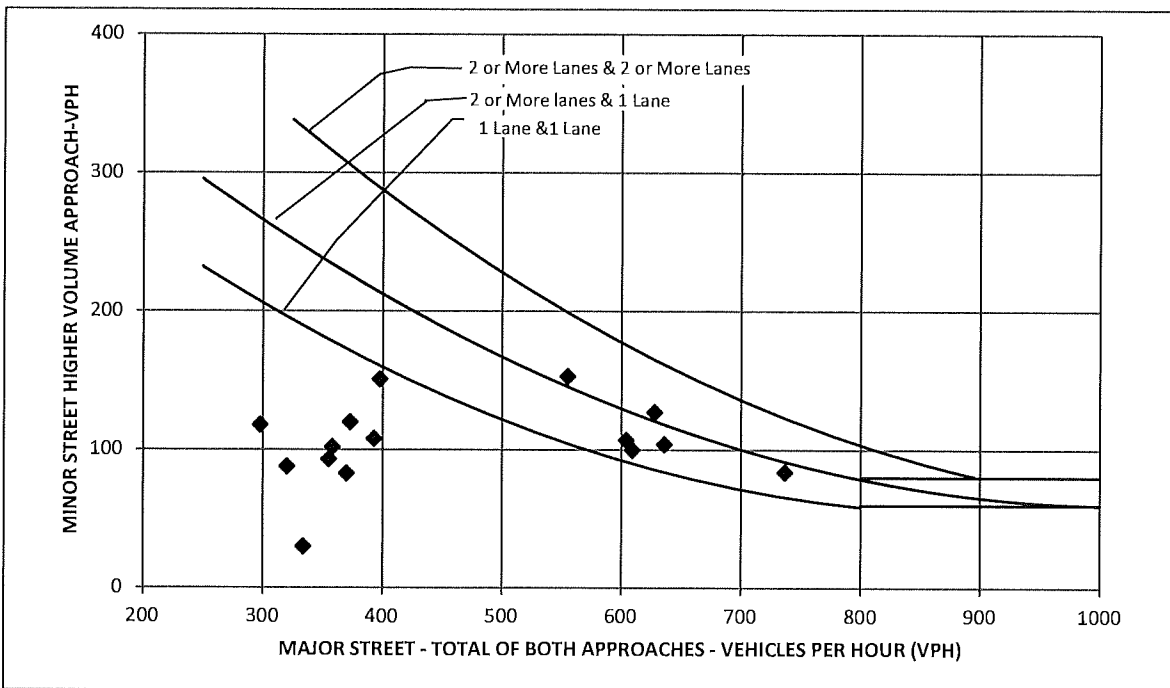
## Michigan Manual of Uniform Traffic Control Devices

## Worksheet for Signal Warrants (Section 4C)

## WARRANT 2: Four-Hour Vehicular Volume

Spot Number:	0		
Intersection:	Kipp @ Barnes		
Date:	10/11/2017	by:	CAE

1	: No. of Lanes on Major St.
1	: No. of Lanes on Minor St.
50	: Speed limit or 85th Percentile? (MPH)
YES	: Is the intersection within an Isolated community?
8235	: What is the of the population isolated community?



How Many Hours Are Met

6

Is Warrant (70%) Met?

YES



W3 A

<b>Michigan Manual of Uniform Traffic Control Devices</b> <b>Worksheet for Signal Warrants (Section 4C)</b> <b>WARRANT 3 A: Peak-Hour Vehicular Volume</b>			
Spot Number:	0		
Intersection:	Kipp @ Barnes		
Date	10/11/2017	by	CAE
NOT MET   NOT MET NOT MET	0 1 4 7 67 04:00 - 05:00	: Total Stop Time Delay (hrs) : Minor Street Approach Lanes : Total Approaches : Minor Approach Volume : Total Entering Volume : Peak Hour	
Is Warrant 3 A Met?			NO

W3 B-100%

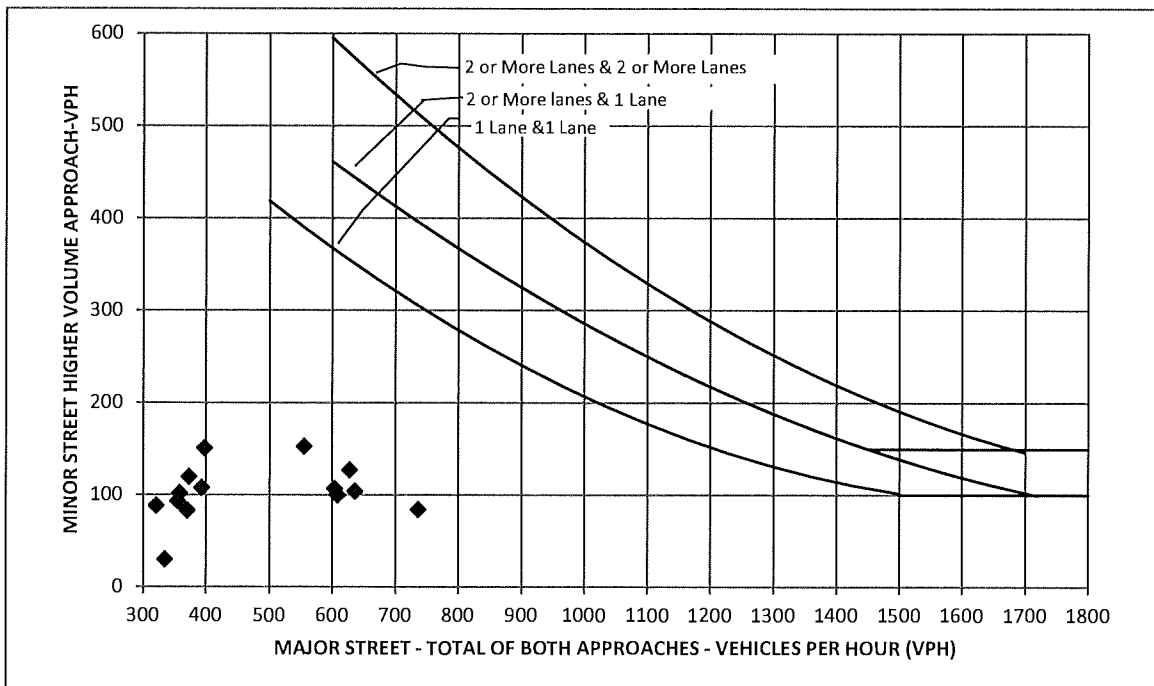
## Michigan Manual of Uniform Traffic Control Devices

## Worksheet for Signal Warrants (Section 4C)

## WARRANT 3 B(100%): Peak-Hour Vehicular Volume

Spot Number:	0		
Intersection:	Kipp @ Barnes		
Date	10/11/2017	by	CAE

1	: No. of Lanes on Major St.
1	: No. of Lanes on Minor St.
50	: Speed limit or 85th Percentile? (MPH)
YES	: Is the intersection within an Isolated community?
8235	: What is the of the population isolated community?

**DO NOT USE THIS GRAPH - USE 70% GRAPH**

How Many Hours Are Met

0

Is Warrant 3 B (100%) Met?

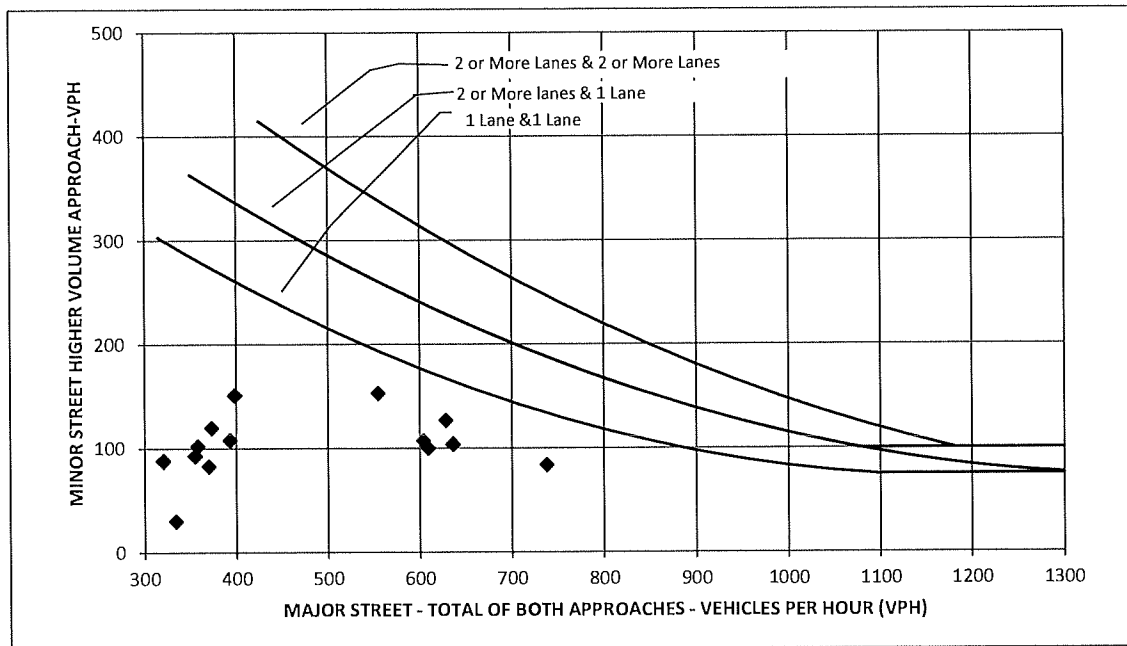
NO

W3 B-70%

**Michigan Manual of Uniform Traffic Control Devices**  
**Worksheet for Signal Warrants (Section 4C)**  
**WARRANT 3 B(70%): Peak-Hour Vehicular Volume**

Spot Number:	0
Intersection:	Kipp @ Barnes
Date	10/11/2017 by CAE

1	: No. of Lanes on Major St.
1	: No. of Lanes on Minor St.
50	: Speed limit or 85th Percentile? (MPH)
YES	: Is the intersection within an Isolated community?
8235	: What is the population of the isolated community?



How Many Hours Are Met

0

Is Warrant (70%) Met?

NO



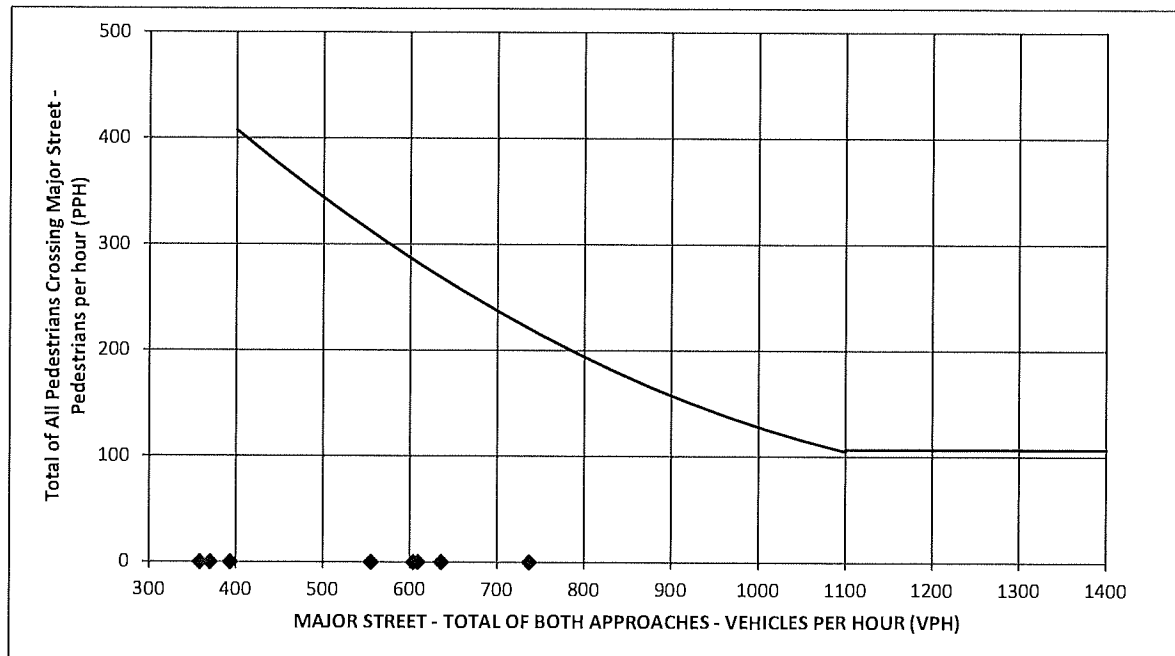
W4 4HR-100%

**Michigan Manual of Uniform Traffic Control Devices**  
**Worksheet for Signal Warrants (Section 4C)**  
**WARRANT 4 (100%): Four-Hour Pedestrian Volume**

Spot Number:	0		
Intersection:	Kipp @ Barnes		
Date	10/11/2017	by	CAE

0	: Distance to Nearest Signal or Stop Control on Major Road
0%	: Percentage Reduction in Pedestrian Volumes
50	: Speed limit or 85th Percentile? (MPH)
YES	: Is the intersection within an Isolated community?
8235	: What is the of the population isolated community?

### Adjacent Traffic Signal or Stop Sign is Too Close



How Many Hours Are Met

N/A

Is Warrant 4 B (100%): Four Hour Met?

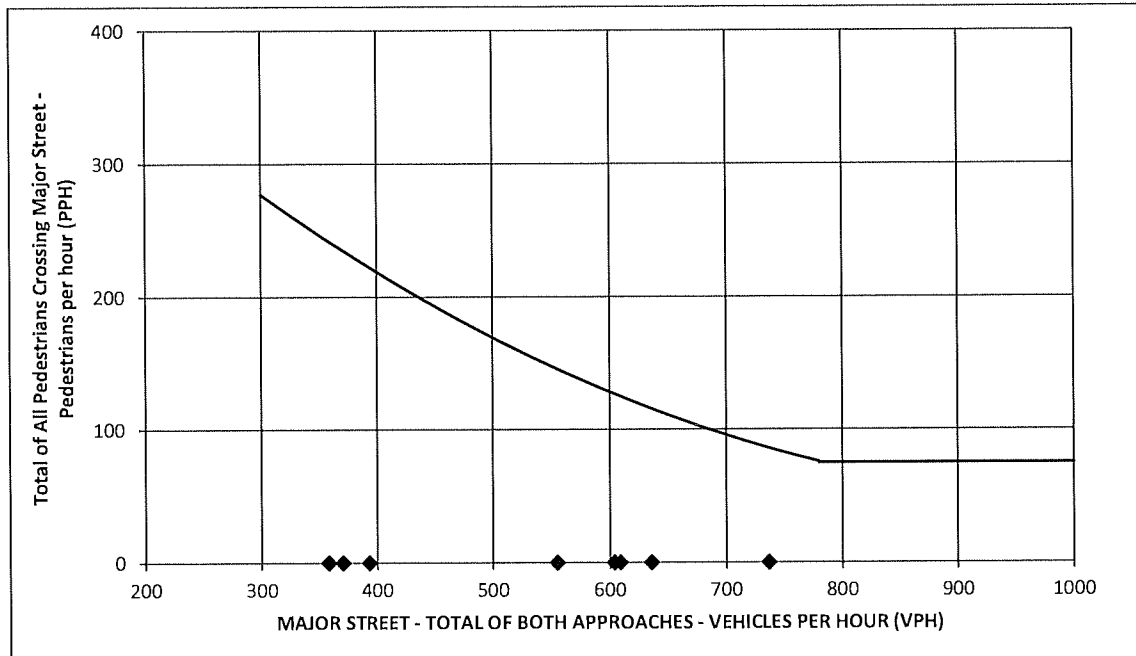
N/A

**Michigan Manual of Uniform Traffic Control Devices**  
**Worksheet for Signal Warrants (Section 4C)**  
**WARRANT 4 (70%): Four-Hour Pedestrian Volume**

Spot Number:	0		
Intersection:	Kipp @ Barnes		
Date	10/11/2017	by	CAE

0	: Distance to Nearest Signal or Stop Control on Major Road
0%	: Percentage Reduction in Pedestrian Volumes
50	: Speed limit or 85th Percentile? (MPH)
YES	: Is the intersection within an isolated community?
8235	: What is the of the population isolated community?

### Adjacent Traffic Signal or Stop Sign is Too Close



How Many Hours Are Met	N/A
Is Warrant 4 B (70%): Four Hour Met?	N/A

W7

Michigan Manual of Uniform Traffic Control Devices Worksheet for Signal Warrants (Section 4C) WARRANT 7: Crash Experience									
Spot Number:		0							
Intersection:		Kipp @ Barnes							
Date		10/11/2017	by	CAE					
1 : No. of Lanes on Major St? 1 : No. of Lanes on Minor St? NO : Has adequate trial of remedial measure with adequate enforcement been tried? NO : Are there 5 or more Crashes Susceptible to Correction by Signalization in a 12 Month Period?									
Time	Major Volume (Both Apr.)	Minor Volume (One Apr.)	Condition A Major Volume	Condition A Minor Volume	Warrant Condition A Met?	Condition B Major Volume	Condition B Minor Volume	Warrant Condition B Met?	
00:01 - 01:00	22	49	280	84	NO	420	42	NO	
01:00 - 02:00	19	10	280	84	NO	420	42	NO	
02:00 - 03:00	14	4	280	84	NO	420	42	NO	
03:00 - 04:00	24	14	280	84	NO	420	42	NO	
04:00 - 05:00	56	7	280	84	NO	420	42	NO	
05:00 - 06:00	163	26	280	84	NO	420	42	NO	
06:00 - 07:00	334	30	280	84	NO	420	42	NO	
07:00 - 08:00	737	84	280	84	YES	420	42	YES	
08:00 - 09:00	370	83	280	84	NO	420	42	NO	
09:00 - 10:00	355	93	280	84	YES	420	42	NO	
10:00 - 11:00	320	88	280	84	YES	420	42	NO	
11:00 - 12:00	393	108	280	84	YES	420	42	NO	
12:00 - 13:00	358	102	280	84	YES	420	42	NO	
13:00 - 14:00	373	120	280	84	YES	420	42	NO	
14:00 - 15:00	555	153	280	84	YES	420	42	YES	
15:00 - 16:00	609	100	280	84	YES	420	42	YES	
16:00 - 17:00	636	104	280	84	YES	420	42	YES	
17:00 - 18:00	604	107	280	84	YES	420	42	YES	
18:00 - 19:00	628	127	280	84	YES	420	42	YES	
19:00 - 20:00	398	151	280	84	YES	420	42	NO	
20:00 - 21:00	298	118	280	84	YES	420	42	NO	
21:00 - 22:00	156	34	280	84	NO	420	42	NO	
22:00 - 23:00	75	38	280	84	NO	420	42	NO	
23:00 - 00:00	36	45	280	84	NO	420	42	NO	
Is there a reduction in the warrant thresholds to 56% = NO Number of Hours that met the warrant 7A = 13 Number of Hours that met the warrant 7B = 6									
A. Is the Minimum Vehicular Volume Warrant Met Based on Crash Patterns? (Condition A)									NO
B. Is the Interruption of Continuous Traffic Met Based on Crash Patterns? (Condition B)									NO



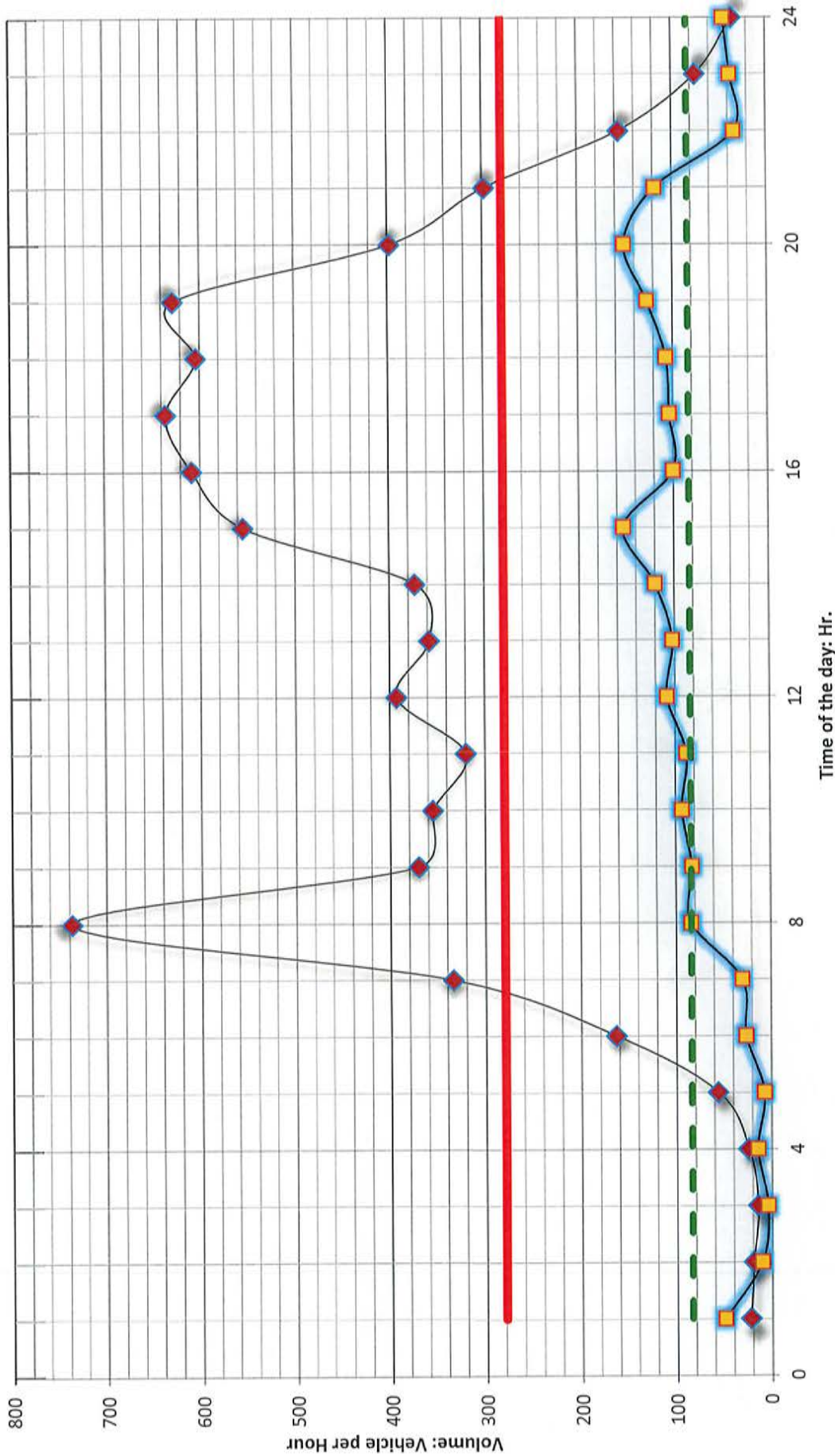


FIGURE 1: WARRANT 7A

Major St. (Kipp ) Counts Both Approaches

NO

Is there a reduction in the Warrant

Threshold to 56%:

13

Number of Hours that met the

Warrant:

Does this intersection meet Warrant 7A

for signal installation?

NO

Spot Number:

Kipp @ Barnes

NO. OF LANES ON MAJOR ST.? 1

NO. OF LANES ON MINOR ST.? 1

Data Collection Date: 9/21/2017

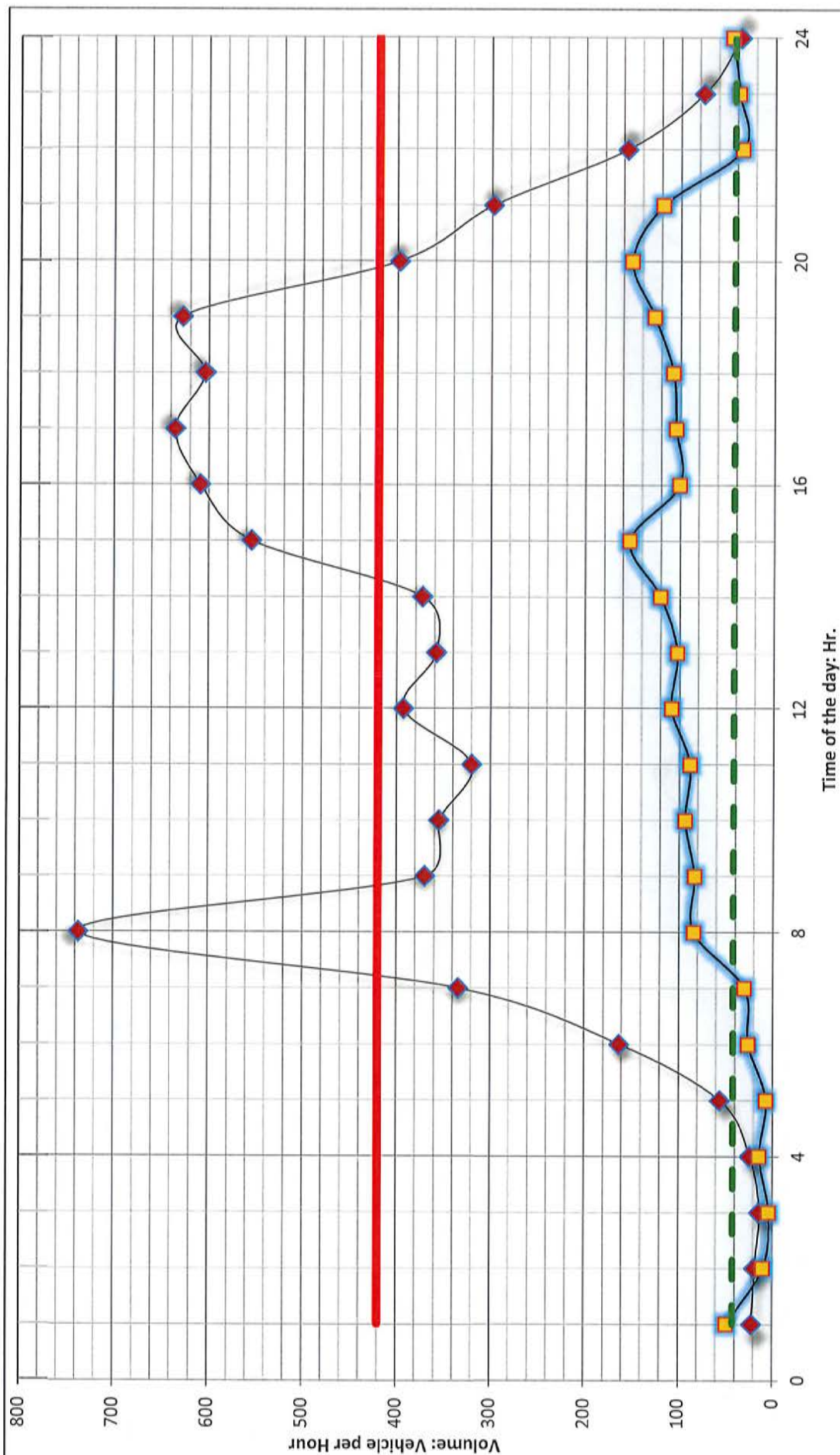


FIGURE 2: WARRANT 7B

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<b>Michigan Manual of Uniform Traffic Control Devices</b> <b>Worksheet for Signal Warrants (Section 4C)</b> <b>WARRANT 8: Roadway Network</b>			
Spot Number:	0		
Intersection:	Kipp @ Barnes		
Date	10/11/2017	by	CAE
<p>The need for a traffic signal control study is applicable when the common intersection of two or more major routes meets one or both of the following criteria :</p> <p style="margin-left: 40px;">(1) has a total existing, or immediately projected, entering volume of at least 1,000 vehicles during the peak hour and has five-year projected volumes, based on an engineering study, which meet one or more of Warrants 1, 2, and 3 during an average weekday; or</p> <p style="margin-left: 40px;">(2) has a total existing or immediately projected entering volume of at least 1,000 vehicles for each of any five hours of a non-normal business day (Saturday and/or Sunday).</p>			
<b>Is Warrant 8 Met?</b>			<b>NO</b>



W9

Michigan Manual of Uniform Traffic Control Devices Worksheet for Signal Warrants (Section 4C) WARRANT 9: Intersection Near a Grade Crossing			
Spot Number:	0		
Intersection:	Kipp @ Barnes		
Date	10/11/2017	by	CAE
Adjustment Factors	0	: Clear Storage Distance (ft)	
	0	: Number of Approach Lanes Crossing Tracks	
	0	: Peak Hour	
	#N/A	: Peak Hour Major Street Volume	
	#N/A	: Peak Hour Minor Street Volume	
	0	: Trains per Day	
	0%	: Percentage High Occupancy Busses	
	0	: Percentage Tractor Trailers	
	#N/A	: Adjusted Minor Street Volume	
	#N/A	: Is Figure 4C-10 Satisfied?	
	Is Warrant 9 Met?		

## APPENDIX B – TRAFFIC DATA

Location Info		Count Data Info	
Location ID	12026_WB	Start Date	5/23/2017
Type	LINK	End Date	5/24/2017
Class	-	Start Time	12:00 AM
Located On	KIPP RD	End Time	12:00 AM
Between	DEXTER TRAIL AND EDEN RD	Direction	
Direction	WB	Notes	
Community	Vevay Twp	Count Source	Kipp Road
MPO_ID		File Name	12026_170523_Vol60.csv
HPMS ID		Weather	
Agency	Ingham County Road Department	Study	
		Owner	swansonm
		QC Status	Accepted
<b>Interval: 60 mins</b>			
Time	Hourly Count		
00:00 - 01:00	6		
01:00 - 02:00	2		
02:00 - 03:00	1		
03:00 - 04:00	2		
04:00 - 05:00	11		
05:00 - 06:00	64		
06:00 - 07:00	138		
07:00 - 08:00	296		
08:00 - 09:00	136		
09:00 - 10:00	112		
10:00 - 11:00	94		
11:00 - 12:00	122		
12:00 - 13:00	106		
13:00 - 14:00	96		
14:00 - 15:00	137		
15:00 - 16:00	154		
16:00 - 17:00	135		
17:00 - 18:00	141		
18:00 - 19:00	119		
19:00 - 20:00	83		
20:00 - 21:00	60		
21:00 - 22:00	39		
22:00 - 23:00	21		
23:00 - 24:00	12		
TOTAL	2087		



Location Info		Count Data Info	
Location ID	10696_SB	Start Date	5/23/2017
Type	LINK	End Date	5/24/2017
Class	-	Start Time	12:00 AM
Located On	Barnes RD	End Time	12:00 AM
Between	KIPP RD AND EAST BOND ST(MASON)	Direction	
Direction	SB	Notes	
Community	Vevay Twp	Count Source	Barnes Street
MPO_ID		File Name	10696_170523_Vol60.csv
HPMS ID		Weather	
Agency	Ingham County Road Department	Study	
		Owner	swansonm
		QC Status	Accepted
<b>Interval: 60 mins</b>			
<b>Time</b>	<b>Hourly Count</b>		
00:00 - 01:00	2		
01:00 - 02:00	1		
02:00 - 03:00	0		
03:00 - 04:00	1		
04:00 - 05:00	4		
05:00 - 06:00	5		
06:00 - 07:00	19		
07:00 - 08:00	83		
08:00 - 09:00	22		
09:00 - 10:00	13		
10:00 - 11:00	20		
11:00 - 12:00	29		
12:00 - 13:00	22		
13:00 - 14:00	30		
14:00 - 15:00	153		
15:00 - 16:00	84		
16:00 - 17:00	86		
17:00 - 18:00	107		
18:00 - 19:00	127		
19:00 - 20:00	151		
20:00 - 21:00	118		
21:00 - 22:00	27		
22:00 - 23:00	4		
23:00 - 24:00	4		
TOTAL	1112		

Location Info		Count Data Info	
Location ID	15623_NB	Start Date	5/23/2017
Type	LINK	End Date	5/24/2017
Class	-	Start Time	12:00 AM
Located On	EDEN RD	End Time	12:00 AM
Between	KIPP RD AND TOMLINSON RD	Direction	
Direction	NB	Notes	
Community	Vevay Twp	Count Source	Eden Road
MPO_ID		File Name	15623_170523_Vol60.csv
HPMS ID		Weather	
Agency	Ingham County Road Department	Study	
		Owner	swansonm
		QC Status	Accepted
<b>Interval: 60 mins</b>			
Time	Hourly Count		
00:00 - 01:00	1		
01:00 - 02:00	7		
02:00 - 03:00	6		
03:00 - 04:00	9		
04:00 - 05:00	17		
05:00 - 06:00	28		
06:00 - 07:00	33		
07:00 - 08:00	56		
08:00 - 09:00	50		
09:00 - 10:00	60		
10:00 - 11:00	40		
11:00 - 12:00	48		
12:00 - 13:00	44		
13:00 - 14:00	68		
14:00 - 15:00	70		
15:00 - 16:00	60		
16:00 - 17:00	49		
17:00 - 18:00	53		
18:00 - 19:00	47		
19:00 - 20:00	31		
20:00 - 21:00	35		
21:00 - 22:00	30		
22:00 - 23:00	3		
23:00 - 24:00	4		
TOTAL	849		

Location Info		Count Data Info	
Location ID	15626	Start Date	5/23/2017
Type	LINK	End Date	5/24/2017
Class	-	Start Time	12:00 AM
Located On	KIPP RD	End Time	12:00 AM
Between	EDEN RD AND HULL RD	Direction	
Direction	EB	Notes	
Community	Vevay Twp	Count Source	Kipp Road
MPO_ID		File Name	15626_170523_Vol60.csv
HPMS ID		Weather	
Agency	Ingham County Road Department	Study	
		Owner	swansonm
		QC Status	Accepted
<b>Interval: 60 mins</b>			
Time	Hourly Count		
00:00 - 01:00	12		
01:00 - 02:00	16		
02:00 - 03:00	10		
03:00 - 04:00	12		
04:00 - 05:00	22		
05:00 - 06:00	62		
06:00 - 07:00	158		
07:00 - 08:00	406		
08:00 - 09:00	182		
09:00 - 10:00	194		
10:00 - 11:00	163		
11:00 - 12:00	206		
12:00 - 13:00	188		
13:00 - 14:00	218		
14:00 - 15:00	279		
15:00 - 16:00	375		
16:00 - 17:00	404		
17:00 - 18:00	376		
18:00 - 19:00	426		
19:00 - 20:00	176		
20:00 - 21:00	136		
21:00 - 22:00	95		
22:00 - 23:00	33		
23:00 - 24:00	16		
TOTAL	4165		



## APPENDIX C – CRASH DATA



## City Manager's Report: August 4, 2023

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### OPERATIONS

- **Cemetery Columbarium Rates:** The Cemetery Board met on June 22, 2023, to set the rates for purchasing a niche and opening a niche in the newly purchased three columbaria. The guidelines, fees, and map have been updated and can be found [here](#).
  - Cost of one (1) niche was determined by taking the total of the cost of the three Columbarium, Foundation, and Engineering costs for mapping Section V and dividing it by 144 niches (total number of niches in the three-columbarium purchased). Then a \$100.00 perpetual care fee was added taking the cost to \$700.00.
  - The cost for engraving the fronts of the niches is set by INCH Memorials, the vendor for the Columbarium, and will be passed on directly to the purchaser. The Cemetery Board approved the engraved font to be Times New Roman. Engraving orders will be provided to INCH Memorial quarterly to be completed.
- On July 21, 2023, Officer Christian Washington was officially sworn into duty with a ceremony that his family and staff attended.
- July 25-27, 2023, the City Manager attended the Michigan Municipal Executives (MME) summer conference that provided critical information on various topics including, but not limited to: Legislative updates, Treasury updates on Revenue Sharing/ Pension funding/ Budget, the Secretary of State update on Proposal 2 impacts, Leadership and Hiring Challenges in Current Market, Ethical Standards for City Managers, and Generational Workforce Changes.
- **Wastewater Treatment Plan Project:**
  - On July 28, 2023, staff met again with Michigan's Department of Environment, Great Lakes, and Energy (EGLE) regarding the Administrative Consent Order (ACO) amendment requested last year. While EGLE's staff capacity is making it not feasible to have a draft amendment by the time of loan closing, EGLE has assured us that only compliance requirements related to obtain compliance with the Remedial Design Standard (RDS), National Pollutant Discharge Elimination System (NPDES) Permit, and the law will be included in the amended requirements. We are working with EGLE and our legislative representatives to expedite this process but anticipate it may take months.
  - On August 1, 2023, staff and our bonding consultants met with representatives from EGLE, Treasury, and Attorney General's office to finalize the debt information for the project.
    - EGLE confirmed a loan in the amount of \$30,985,000; for 30 years; at an interest rate of 2.125%.
    - The Treasury and the Attorney General offices confirmed our legal ability to issue the bond under state law and without a referendum.
    - Payments were outlined as follows:
      - April 1, 2024: First interest payment
      - April 1, 2026: First principal payment
      - April 1, 2055: Final maturity payment
    - Estimated on August 9, 2023: The purchase agreement is to be executed.
    - Estimated on August 14, 2023: The closing documents are to be executed.

### Trainings:

- All Mason Police Officers participated in their annual Firearms Training July 26 - July 28, 2023.

### Staffing Updates: Current Open Positions (4)

#### CLOSED POSITIONS:

- Full-Time Police Officer (1) – Offer has been made, accepted, in the pre-employment screening process.
- Part-Time Administrative Assistant, Community Development (1) – Offer has been made, accepted, in the pre-employment screening process.

## OPEN POSITIONS:

- Full-Time Police Officer (1) – Position will be reposted soon.
- Seasonal Part-time Crossing Guard (1) - Open until filled.

## Traffic Updates:

- Traffic Complaint- Mason Street, speeding vehicles. Officers have completed their assignments. Status: Closed

**CAPITAL IMPROVEMENT PROGRAM PROJECTS***Removed after one notice of complete.*

FY 2023-2024				
Project	Project Name/Description		Status	Completed
STREETS, BRIDGES, SIGNALS(S)				
2017-S14/ 2017-U27	E Cherry St: S Rogers St to End		In process.	
2017-S16	Maple Street Bridge: Replacement		Easement in process, bid once finalized.	
2023-S1	E Cherry St South Alley: S Jefferson St to S Rogers St		In process.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2019-U3b	WWTP Plant Construction		See note above.	
2022-U1	WWTP Headworks Huber Screen		3Q Project	
2023-U2	Water Service Line Replacement		In Progress	
2023-U3	Hunting Meadows/ Stag Thicket Valve		Anticipate starting in August/ September	
2023-U4	South Well Tower Chlorine Analyzer		Seeking City Council approval 8.7.23.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P1	Columbia Bridge: Non-Motorized Connect		Accepting bids until 11:30 am on Aug. 16, 2023. <a href="#">Link to bid documents</a>	
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair		Accepting bids until 10:30 am on Aug. 16, 2023. <a href="#">Link to bid documents</a>	
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding Signage		3Q Project	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks		Feedback will be requested of CC at the 8.7.23 meeting.	
2020-P9	DDA: Downtown Wayfinding Signage		3Q Project	
2020-P11	Rayner Park- Phase 1 Construction		Site plan received; bids being prepared for release in August.	
2020-P15	Jefferson Trailhead/ Comm Garden		Accepting bids until 10 am on August 16, 2023. <a href="#">Link to bid documents</a>	
2020-P21	Hayes Park: Capital Improvements		3Q Project	
2022-P1	Maple Grove Cemetery: Columbarium		Foundations are poured, waiting for delivery. See notes above regarding updated fees.	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs		2Q Project	
2023-P3	DDA: Tree Replacement		Accepting bids until 11 am on August 16, 2023. <a href="#">Link to bid documents</a>	
MOTOR VEHICLE POOL (MVP)				
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024	
2018-MVP3	Vehicle No. 84	Police Patrol	Anticipate being able to order by November	
2019-MVP6	Vehicle No. 802	Fire Expedition	Seeking City Council approval 8.7.23.	
2022-MVP5	Equip. No. 37	Public Works Gator	Seeking City Council approval 8.7.23.	



<b>2023-MVP1</b>	Vehicle No. 88	New Police Patrol	Anticipate being able to order by November	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>				
<b>2017-B5b</b>	Building: Library Phase 1, Part 1	The new bathrooms and replacement ramp in Zone A are anticipated to be complete by the end of August. The remaining work is expected to be finished by December, except for exterior work.		
<b>2018-B23</b>	Planning: Master Plan/Zoning Update	Staff will present the final plan to the Planning Commission in August for recommendation to City Council. Zoning to begin after Master Plan is adopted.		
<b>2018-B23a</b>	Cedar/127 Corridor Sub-area Plan	Staff is finalizing the scope. Bids expected to be released by October.		
<b>2019-B2b</b>	City Hall Renovations: Phase 1 /Carpet	2Q Project		
<b>2019-B8</b>	Police: Car Port (7-Car Unit)	3Q Project		
<b>2020-B4</b>	DPW: Facility Design Build	Preparing bid package, anticipate bidding in Sept.		
<b>2022-B1</b>	Ordinance Update: Planning, Subdivision, Signs, STR	3Q Project		
<b>2023-B1</b>	City Hall: HVAC Controls Replacement	In Progress		
<b>2023-B2</b>	DPW: Salt Storage	3Q Project		
<b>2023-B3</b>	Police: Taser Replacement	2Q Project		
<b>2023-B4</b>	Planning: Public Participation Plan & Communication Strategy	2Q Project		