

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF January 10, 2023**

OATH OF OFFICE

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

CALL TO ORDER

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

CONFIRMATION OF MEMBER ATTENDANCE

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

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

ELECTION OF OFFICERS

Hude opened nominations for the position of Chair.

Waxman nominated John Sabaddin for Chair.

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

VOTE

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

No (0)

Absent (0)

Vacant (1)

SABADDIN ELECTED CHAIR

Hude opened nominations for the position of Vice-Chair.

Wren nominated Seth Waxman for Vice-Chair.

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

VOTE

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

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

Hude opened nominations for the position of Secretary.

Waxman nominated Meggie Wren for Secretary.

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

VOTE

Wren: Yes (8) Bliesener, Clark, Kirkby, Malczewski, Perrault, Sabbadin, Waxman, Wren
No (0)
Absent (0)
Vacant (1)
WREN ELECTED SECRETARY

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

A. Planning Commission Meeting on December 13, 2022

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

VOTE

Yes (8) Bliesener, Clark, Kirkby, Malczewski, Perrault, Sabbadin, Waxman, Wren
No (0)
Absent (0)
Vacant (1)
MOTION PASSED

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Master Plan – Discuss priorities for Action Plan

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

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

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

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

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

WELCOMING	CHARMING	SAFE
<p>Zoning Update:</p> <ul style="list-style-type: none"> Update subdivision and zoning ordinances to simplify and expedite plan reviews and approvals. 	<p>Zoning Update (4):</p> <ul style="list-style-type: none"> Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to housing. Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to prioritizing street character. Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to adaptive reuse of historic structures. Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to walkable site design. 	<p>Zoning:</p> <ul style="list-style-type: none"> Update subdivision and zoning ordinances to reflect the recommendations of the master plan related to future land use and infrastructure capacity.
<p>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.</p>	<p>Create resource list for historic preservation including summary on available tax credits and support applications for funding related to historic preservation in the community.</p>	<p>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.</p>
<p>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.</p>	<p>Establish a voluntary fire inspection program for downtown structures.</p>	<p>Adopt a Public Participation Plan and Communication Strategy (PP/CS) to ensure project development and feedback includes users and city staff.</p>

VOTE

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

No (0)

Absent (0)

Vacant (1)

MOTION PASSED

LIAISON REPORT

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

ADJOURN

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



Megan Wren, Secretary