



## City Manager's Report: September 20, 2019

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

Project Name	Status
<b>ZONING AMENDMENTS</b>	
C1 – Central Business District Text Amendment <b>PENDING</b>	Staff has received a request from Jamie Robinson to amend the text of the C1 District for the purpose of adding short-term rentals as an allowed use. A public hearing was held at during the Planning Commission meeting on Sept. 10. City Council is expected to conduct a first reading at their Sept. 23 meeting.
<b>ZONING PERMITS</b>	
Temple St/Kipp Rd SPECIAL USE PERMIT/PRELIMINARY SITE PLAN REVIEW <b>PENDING</b>	Paul Davis is seeking approval of a Special Use Permit and Final Site Plan to construct a 27,000 sq. ft. building on five acres of land owned by the City on the northeast corner of Temple St and Kipp Rd. A public hearing opened at the Planning Commission meeting on Tuesday, September 10 at 6:30 p.m. and was continued to the next regular Planning Commission meeting on Tuesday, October 15.
Rayner Ponds Phase 4 Subdivision PRELIMINARY SITE PLAN REVIEW <b>PENDING</b>	Jim Giguere is requesting approval of a Final Site Plan for the Rayner Ponds Phase 4 Subdivision – 20 lots and one common area. The Planning Commission approved the Preliminary Site Plan at their meeting on Sept. 10. The Planning Commission will review the Final Site Plan at their meeting on Tuesday, October 15. The subdivision has received both tentative and final Preliminary Plat approval by City Council, which followed two public hearings by the Planning Commission. The next steps following Final Site Plan approval include, construction of roads and utilities*, and Final Plat approval. *Building permits for the construction of homes may be issued, however, homes cannot be sold until the Final Plat approval process is complete.
<b>LAND DIVISIONS/COMBINATIONS</b>	
1926, 1966 W. Dansville Rd	Staff is administratively processing a land division request from Dennis Anderson and Thomas Fraser to reconfigure lots.
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
125 E. Kipp Rd – Dollar Tree <b>PENDING</b>	Building permit under review for a 5,460 sq. ft. addition to accommodate up to four new retailers.
700 E. Ash – Ingham County Fairgrounds <b>PENDING</b>	Building permit under review for improvements in and around the horse barn including a gravel drive, sidewalks, storm sewer installation and plywood skirting. Pending the Soil Erosion permit from the County.
652 Hull Rd- New Goodwill <b>ACTIVE</b>	Building permit application is active and construction has begun.
600 Buhl St.- Ingham Animal Shelter <b>ACTIVE – DEMO ONLY</b>	The new shelter is complete. Demolition of the old structure in progress, pending the Soil Erosion permit from the County.
801 N. Cedar St.- City Limits <b>ACTIVE</b>	Building permit is active to construct a 4,828 sq ft addition along with additional parking.
322 S. Jefferson- Commercial Bank <b>ACTIVE</b>	Building permit is active for interior renovation of offices on the second floor.
402 S. Jefferson (former Baja Grill) <b>ACTIVE</b>	Building permit is active for interior and exterior renovations.
549 W. Ash- Dog Groomer <b>TEMPORARY OCCUPANCY PERMIT ISSUED</b>	A Temporary Certificate of Occupancy has been issued to assist in opening the business. Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. Once the new parking area is complete, a final Certificate of Occupancy will be issued.

525 N. Cedar- Timeless Treasures  
**TEMPORARY OCCUPANCY PERMIT  
 ISSUED**

**A Temporary Certificate of Occupancy has been issued for Timeless Treasures. The interior renovation is complete and new parking spaces have been striped on the lot. The remaining work includes the installation of the approved landscaping, repairs to parking lot lighting, and a site plan revision if the owner intends to include the outdoor flea market.**

**ZONING BOARD OF APPEALS**

934 and 965 Franklin Farms Drive  
 Esquire Development and  
 Construction, Inc.  
**PENDING**

On Monday, September 9 at 5:30 p.m. the ZBA issued a decision following a public hearing which took place on August 14 at 5:30 p.m. The ZBA' decision reversed the decision of staff's denial and they approved building permits with the condition that first the required improvements to the storm water detention area be made to meet the original design volume and flow standards. This is to be done either by way of a petition to the Ingham County Drain Commissioner (ICDC) from the Co-owners in the Franklin Farms Condominium Subdivision (referred to as a Chapter 8), or by way of the developer to first make the necessary improvements and then convey easements for the detention area to the ICDC (referred to as a 433 Agreement).

**OPERATIONS AND COMMUNITY RELATIONS**

- The City of Mason received \$9,497.49 from the Michigan Department of Natural Resources for the Forestry Grant to reimburse for the tree inventory.
- **October 12<sup>th</sup>**: City's Open House from 10 am - 2 pm.
- **HOLD DATE- October 26<sup>th</sup>**: The Mayor and Mayor Pro Tem have requested an MML facilitated discussion on how the Council can operate even more effectively. The meeting will be held in the 2<sup>nd</sup> floor Maple Room at City Hall tentatively from 8:30 am to 1:00 pm.
- The ASCFME Union and the City have been negotiating since the Spring. The current contract expired June 30, 2019 and the two parties agreed to an extension with no look back while negotiations continue. On September 9, 2019 the negotiating parties agreed to a tentative agreement, contingent on Union and City Council approval. If the Union members approve the agreement, City Council will consider at their next meeting.

**Staffing Updates:**

- New Hires/Promotions: None.
- Open Positions: Custodian, Part-time- Applications are under review and interviews will be scheduled soon.

**LARGE CITY PROJECTS**

<b>FY 2018-2019 – CONTINUING PROJECTS</b>			
<b>Project</b>	<b>Project Name/Description</b>	<b>Status</b>	<b>Completed</b>
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
<b>2018-S1</b>	MDOT- Temple Street Safety Grant	Late Summer/Fall bid letting and Spring 2020 construction.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
<b>2017-P8</b>	Laylin Park Improvements	Building permits are active for the repair of the bridges within the park.	
<b>2018-P2b</b>	Planning: 5-year Parks Plan	Technical work is underway. Community engagement will include input received at the City Open House. There will be display boards, handouts and staff will be onsite to answer questions and receive input. A survey will be available on paper or on-line.	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B4</b>	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 progressing, upper LED lights on front of City Hall and perimeter wall pack lights have been replaced. Parking lot pole lights have been replaced with LEDs.	

**FY 2019-2020**

Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2017-S5	Walnut- Columbia St. to North End	Will begin after Park & Elm are completed.	
2017-S10	Sidewalk Program- NW Quadrant	Anticipated bid process beginning Spring 2020	
2017-S11/ 2017-U19/ 2018-P3	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Contractor in place. Plans and permit request submitted to ICRD for Howell Road crossing. <b>Project is on hold until Spring 2020</b>	
2017-S12/ 2017-U20	W. Elm St.- Henderson St. to Jefferson St.	Concrete work underway. Paving anticipated week of September 23.	
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Park St planned to be paved with Elm St.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U11	Turbine Aeration Blower at POTW	Project to be advertised for bid beginning September 17.	
2017-U15	Replace Hydrants at Mason Plaza	Securing easement for project	
2017-U23	Well No. 6 Rebuild	Not started	
2017-U24	Study of Sewer Flow on Mason St.	Data collection underway with Wolverine Engineering & Surveyors	
2017-U25	Gutters for Water Treatment Plant	Not started	
2019-U1	WWTP- Design	Not started	
2019-U2	DPW- Design	Not started	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Not started	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP11	Vehicle No. 13 Replacement	On order; anticipated delivery mid-December	
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	On order; anticipated delivery mid-December	
2019-MVP1	Vehicle No. 25 Equipping	Outfitting beginning the end of September; anticipated completion January 2020	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2017-B5	Library Improvements, Phase 1	Preparing Request for Proposals for the final design and construction of Phase 1 improvements. Staff and CADL are evaluating fundraising options including grant resources. Preparation of a grant from the Michigan State Historical Preservation Office (SHPO) Certified Local Government (CLG) has begun and will be evaluated for future submittal to coincide with Phase 2 of the improvements.	
2017-B7	City Hall Parking Lot Repairs	Not started	
2017-B10	Fire Station 1- Furnace/AC	Not started	
2017-B11	Fire Station 1- Washer/ Dryer	Not started	
2017-B12	City Hall New Servers	Obtaining quote for Email conversion to Office 365	
2018-B10	BS&A Module for Online Permitting	Not started	
2018-B12	City Hall Carpet Replacement	Not started	
2018-B13	Extrication Tools Replacement	Committee of Firefighters has been formed to bring back a recommendation.	
2018-B15	Sprinkler System in Truck Bay	Not started	
2018-B16	Station 1 Rear Approach	Not started	
2018-B19	Wireless Connectivity- City Hall to Jefferson St (DPW and POTW)	Staff evaluating options available and cost estimates in process.	
2019-B1	Election Tabulator Machines	Not started	
2019-B2	City Hall- Phase 1	Not started	