



## **Board of Review**

Monday, March 8, 2021  
9:00 am - 12:00 pm; 1:00 pm – 4:00 pm  
Zoom

## **AGENDA**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **PUBLIC COMMENT**
5. **APPEALS AND OTHER ACTION ITEMS**
6. **LIAISON REPORT (City Manager's Report 2.26.2021)**
7. **ADJOURN**



# Board of Review (BOR) MEETING

## ELECTRONIC MEETING INFORMATION

**PLEASE TAKE NOTICE** that the meeting of the City of Mason Board of Review scheduled for **March 8, 2021, 9:00 am to 12 pm and 1 pm to 4 pm**, will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19.

The City of Mason will be using Zoom to host this meeting. A free account is required to use Zoom. Please take the time to download and set-up Zoom prior to the meeting. Zoom may be accessed here: <https://zoom.us/>

### MEETING INFORMATION:

Topic: **Board of Review Meeting**

Time: **March 8, 2021. 9:00 am to 12 pm and 1 pm to 4 pm**, Eastern Time

**Meeting ID: 893 6644 2060**

**Passcode: mason2021**

Video Conference Information: **Link to join online:** <https://us02web.zoom.us/j/89366442060>

- You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided above.

Phone Information: **Dial 301.715.8592**

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Michigan Relay at <https://hamiltonrelay.com/michigan/index.html>.

**Resources:** More Questions? Please Contact our Customer Service Desk at 517.676.9155.



# General Procedures Related to Electronic Meetings

As required under Public Act 228 of 2020, the following procedures outline the accommodation of meetings held, in whole or in part, electronically by City Council or a City Board or City Commission. Additional procedures will be adopted at a later date, by the Council, to accommodate members that are eligible and cannot attend in person for meetings held on or after January 1, 2021.

## Electronic Meeting Procedures for City Council, City Board or City Commission Members

- All attendees including City Council, City Board or City Commission Members will enter the meeting with a muted microphone.
- The meeting Chair's microphone will be unmuted to call the meeting to order.
- During initial roll call, each member will announce the physical location they are participating from by stating the county, city, township, or village and state which they are attending the meeting from.
- The meeting Chair will call for a motion and members will signify making a motion by either voice or the "Raise Hand" feature. The same process will be followed for a second to a motion. The meeting Chair will then acknowledge which member made the motion and which member seconded the motion.
- The meeting Chair will then ask if there is any discussion on the motion. Members will indicate a desire to discuss by either voice or the "Raise Hand" feature. The meeting Chair will then acknowledge the particular member granted the floor for discussion by name.
- Votes shall be taken by roll call.

## Electronic Meeting Procedures for Public

- All public participants entering the meeting will automatically be muted upon entering.
- All public participants should either turn off or leave off their video camera. Only City Council, City Board or City Commission Members will be allowed to have their video cameras on. Your video camera will be turned off for you if you do not turn it off yourself.
- Public comment:
  - Public only will be allowed to address the members during Public Comments
  - Public is allowed three (3) minutes to speak.
  - Public must state the name and address slowly and clearly before they start to address the Council.
  - Public comments will be addressed in the following order:
    1. Those provided the day of the meeting and sent to the designated person in the meeting instructions by a certain time will be read during the meeting.
    2. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the "Raise Your Hand" Feature in Zoom. The meeting Chair will call on individuals to speak and they will be unmuted at that time.
    3. Participants that are available only by phone, after the meeting Chair requests.
- Inappropriate or disruptive participants will not be allowed or tolerated and will be removed from the meeting.
- Due to the electronic nature of this type of meeting the meeting Chair, at his discretion, may adjourn the meeting with or without notice for any reason. Every attempt will be made to remain connected to the meeting, however two examples of abrupt adjournment may be computer connectivity issues or lack of appropriate participation.

## ADDITIONAL ZOOM INSTRUCTIONS FOR PARTICIPANTS:

### PHONE INSTRUCTIONS - to join the conference by phone

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** (provide with agenda) when prompted using your touch- tone (DTMF) keypad.

### VIDEOCONFERENCE INSTRUCTIONS – to watch and speak, but not to be seen

#### **Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided above. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9- digit Meeting ID.

#### **To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

#### **Participant controls in the lower left corner of the Zoom screen:**



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a **“Raise Hand”** icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.



## City Manager's Report: February 26, 2021

### COVID-19 UPDATES

- City Hall is currently open to the public Monday through Friday, 9:00 a.m. to 4:00 p.m. The Customer Service line is answered Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Please see the Continuity of Operations document, as of February 1, 2021, available: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of January 12, 2021 available: [here](#).

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

Project Name	Status
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
118 W. Oak St. – Arcade/Nail Salon <b>PENDING</b>	Two permits pending. 1. Change of Occupancy permit has been filed for Nail Tech in small office space. 2. Change of Occupancy permit has been filed to proceed with opening of the Arcade on the first floor only.
205 S. Cedar - DSN <b>PENDING</b>	Two building permits pending for this address. Both filed after code enforcement violations were noted. 1. Sign permit. 2. Installing door on front of building.
216 W. Kipp – McDonalds <b>PENDING</b>	Two permits pending. 1. Building permit is in review for interior and exterior remodel including ADA improvements. 2. Building permit is in review to install 4 signs – one illuminated channel letters on raceway, one illuminated logo wall sign, and two drive-thru direction signs.
715 Curtis – G & G Tax <b>PENDING</b>	Building permit is pending to install illuminated wall sign to front façade of suite.
809 Kerns – T & D Concrete <b>PENDING</b>	Building permit is pending for a Certificate of Occupancy for a change of occupancy and use of building space.
811 Kim Drive <b>PENDING</b>	Building permit is in review for a Certificate of Occupancy for a change of occupancy and use of building space.
103 E. Kipp – CP Financial Credit Union <b>ACTIVE</b>	Building permit is active for refacing of monument sign and replacement of wall signs.
124-136 W. Ash St. <b>ACTIVE</b>	Building permit active for 2 <sup>nd</sup> story interior renovations and replacement of all 2 <sup>nd</sup> story windows.
125 E. Kipp – Wild Bill's Tobacco <b>ACTIVE</b>	Two permits active. 1. Building permit is active to install wall sign. 2. Building permit is active for interior alterations.
230 Temple St. – Sparrow <b>ACTIVE</b>	Building permit is active for tear off and re-roof of building.
340 North – Americhem <b>ACTIVE</b>	Building permit is active for installation of new ground sign and directional sign.
427 S. Jefferson – Realty Office <b>ACTIVE</b>	Building permit is active for a Certificate of Occupancy for a change of occupancy and use of building space.
624 S. Cedar – EXIT Realty <b>ACTIVE</b>	Building permit is active to install illuminated sign on building.
624 S. Cedar – Mason Dentistry <b>ACTIVE</b>	Building permits are active for tear off and re-roof and siding of building.
700 Buhl – Ingham County Justice Complex <b>ACTIVE</b>	Two active permits for phased construction project 1. ACTIVE - Sitework, utilities and interior remodeling of exiting storage facility to accommodate relocation of vehicle maintenance garage. 2. ACTIVE - Demolition of 3-6-9 Unit and vehicle maintenance garage. City formally requested the State provide oversight and building services related to project on other permits and State agreed.
707 Buhl – Ingham County Drain Commission <b>ACTIVE</b>	Building permit is active for project to combine 2 rooms into one office, upgrade toilets, and upgrade entrance walk to comply with ADA.
790 E. Columbia <b>ACTIVE</b>	Building permit is active for interior renovations.
1154 S. Jefferson – (former Hart Well Drilling) <b>ACTIVE</b>	Building permit is active for demolition of building, removal of debris, and restoration of disturbed areas.

1155 Temple St. – Paul Davis Restoration <b>ACTIVE</b>	Building permit is active for the construction of a new 22,500 square foot building that will be used as warehouse and office space.
525 N. Cedar- Timeless Treasures <b>TEMPORARY OCCUPANCY PERMIT</b>	Remaining work includes the installation of landscaping, repairs to parking lot lighting, and a site plan revision if they intend to include the outdoor flea market.
549 W. Ash- Dog Groomer <b>TEMPORARY OCCUPANCY PERMIT</b>	Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. <i>Parking updates have been delayed until spring.</i>
<b>BUILDING PERMITS – DANGEROUS BUILDINGS/FIRE RESTORATION</b>	
Mason St. – Private Residence	Building permit is pending after fire.
665 Hull Rd. – Cleanlites Recycling <b>PENDING</b>	Building permit is pending after fire; a second fire occurred on December 15, 2020 that caused significant damage to the facility. They are currently cleaning out building so they can demo and rebuild the structure
Center St. – Private Residence <b>ACTIVE</b>	Building permit is active to build new garage after roof collapse.
S. Jefferson – Private Residence <b>ACTIVE</b>	Building permit is active to build new steps and shore up foundation after accident.
Park St. - Private Residence <b>ACTIVE</b>	Building permit is active for siding and repair of stairwell wall after fire.
111 Mason St. – Mason Depot <b>ACTIVE</b>	Building permit is active for reconstruction after fire.
<b>ZONING</b>	
Sanctuary & Stratford St. - <b>PENDING</b>	Giguere Realty and Development LLC is requesting a parcel combination and Land Division for 2 lots located on Sanctuary and Stratford Streets.
128 W. Ash – Mason Flats <b>PENDING</b>	A Certificate of Appropriateness was approved for their sign installation at the 2/15/2021 meeting of the Historic District Commission.
S. Eugenia – Private Residence <b>PENDING</b>	Application for a Special Use Permit is in review for in-home daycare to go from 6 to 12 children. A Public Hearing is expected to occur at the 3/9/2021 Planning Commission Meeting.
840 E. Columbia St. – Masonic Lodge <b>PENDING</b>	Administrative Site Plan Application is being reviewed for changes to the parking lot for one-way traffic, and the addition of a new driveway to accommodate drop-off at the entrance to building where a new elevator is to be installed.

## OPERATIONS

- **Councilmembers:** Mark your calendars for the Masterplan Workshop, a joint meeting with the Planning Commission, on **Monday, March 15, 2021 at 8:00 p.m. or immediately following the City Council meeting.**
- **Councilmembers:** Mark your calendars for the Budget Workshop on **Monday, March 29, 2021 at 6:00 p.m.**
- The Planning Commission will hold a public hearing at their regular meeting on Tuesday, March 9, 2021 to receive public comments on the proposed Capital Improvement Program (CIP).
- Reserved curbside pick-up parking spaces, for five downtown businesses who requested it, have been extended through Monday, May 31, 2021.
- The City received final closeout approval for the trail extension on Howell. At the completion of the project, the City contributed \$12,045 and was able to leverage \$1,057,267 toward the project costs (\$801,746 from the Trail Award).
- The Hope Not Handcuffs Program kick-off occurred on February 18, 2021. Mason Police is now a participating agency and employees began formal training on the program. Hope not Handcuffs is an initiative that brings law enforcement and community organizations together in an effort to find viable treatments options for individual seeking help to reduce dependency with heroin, prescription drugs and other substances.

## Staffing Updates:

- **New Hires/Promotions:** Officer Hayden Wildfong was appointed as the K-9 Handler effective February 18, 2021. Tamarack is now placed with Officer Wildfong and they will begin formal training in March as a dual purpose team trained in tracking and explosives detection.

- Open Positions: Full-time Police Officer- position closes on Friday, February 26, 2021. Seasonal Crossing Guard- posted and is open until filled.

## LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U11	Turbine Aeration Blower at POTW	Contractor has begun work, including the electrical portion. Awaiting delivery of blower.	
FY 2020-2021			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
2017-S17	Center Street-Walnut St to N. Bush St	Completed	October
2017-S18	Brookdale St- W. South St to Willow St	Completed	August
2017-S19 2020-U2	Cherry- McRoberts St to Henderson St	Completed	October
2017-S21	Eaton Drive- All	Completed	June
2017-S22	W. Elm St- McRoberts St to Lansing St	Completed	October
2019-S9a	E. Maple– S. Jefferson to S. Barnes	Completed	June
2019-S9b	Signal at E. Maple & S. Jefferson	Traffic study tentatively scheduled for April.	
2019-S5a	Henderson Street– Entire length	Completed	October
2019-S5b	Alley- W. Columbia to W. Sycamore	Completed	October
2018-S1	Temple Street Pedestrian Crossing	MPS has agreed to move forward with this project this fiscal year.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U8	Replace PLCs on 3 Wells	Anticipated start date Spring of 2021	
2017-U23	Well No. 6 Rebuild	Anticipated start date Spring of 2021	
2017-U25	Gutters for Water Treatment Plant	Contractor delayed due to weather conditions.	
2018-U32	South Water Tower Repair	Staff working on RFP for repairs	
2019-U1	Wastewater Treatment Plant - Design	Staff is drafting Request for Proposal for work.	
2019-U4	Study - Wastewater Solids System	Staff is reviewing study report.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park - Phase II	Anticipated start date Spring of 2021	
2020-P2	Columbia St Bridge Ped. Crossing Design	Anticipated Spring of 2021	
2020-P5	Jefferson St – RR Pedestrian Crossing	Feb Construction Meeting; start Spring 2021	
2020-P6	Lee Austin Park- Plan/Design	Staff is drafting Request for Proposal for work.	
2020-P7	Non- Motorized Prog: NE Quadrant	Completed	October
2020-P8	Rayner Park- Master Park Plan	Staff is drafting Request for Proposal for work.	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP15	Vehicle No. 16 Replacement	Vehicle has been ordered	
2017-MVP16	Mower No. 77 Replacement	Staff working with vendor on ordering and delivery details	
2017-MVP17	Vehicle No. 85 Replacement	Vehicle has been delivered, waiting for equipment and decals to be outfitted.	
2017-MVP20	Vehicle No. 18 Replacement	Vehicle has been ordered	
2017-MVP21	Mower No. 66 Replacement	Staff working with vendor on ordering and delivery details	

<b>2017-MVP29</b>	Mower No. 69 Replacement	Staff working with vendor on ordering and delivery details	
<b>2018-MVP1</b>	Vehicle No. 22 Replacement	Vehicle has been ordered	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B12</b>	IT New Servers	Anticipated start date Spring of 2021	
<b>2017-B17</b>	Fire SCBA units	Anticipated purchase Spring of 2021	
<b>2018-B14</b>	Fire Rehab 815 Replacement	Anticipated purchase Spring of 2021	
<b>2018-B22</b>	Police Body Worn Cameras	Body Worn Camera training has begun and have transitioned to the new Axon BWC system.	
<b>2018-B23</b>	Masterplan/Zoning Update	<p>Webpage has been created on City website under How Do I → Learn About → Master Plan which included current documents, draft of Request for Proposal (RFP) and option to sign up for email updates on the project.</p> <p>On February 22, 2021 at 7:30 pm via Zoom, City Council and Planning Commission are planning to meet jointly to confirm the expected outcomes for the plan. Meeting information will be posted on both groups meeting pages.</p>	
<b>2019-B16b</b>	Election Tabulator Machines	Completed	October
<b>2019-B2a</b>	City Hall - Phase I Design and Security	Installation is in progress; anticipated completion February/March.	
<b>2020-B4a</b>	DPW- Design	Staff is working on refining design.	