

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF MARCH 13, 2018**

Chairman Sabbadin called the meeting to order at 6:30 p.m. in the Council Chambers at 201 West Ash Street, Mason, Michigan.

Commissioner(s) Present: Barna, Droscha, Hagle, Sabbadin, Waxman
Commissioner(s) Absent: Feintuch, Howe, Reeser*
Also Present: Elizabeth A. Hude, AICP, Community Development Director

*Gave notice of absence prior to meeting.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Motion to approve amended February 13, 2018 minutes was made by Waxman, second by Barna.

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

- A. Commissioners discussed City Administrator's 3.23.18 Council Report – members were appreciative of the information included in this report. Hude also gave a brief update on work to be done in Laylin Park. Emptying of the pond will begin shortly, followed by dredging the pond which will necessitate completely closing the Park for the entire summer. Renovations will also be made to the pavilion during this process. Hopefully Bond Park will be renovated in 2019.
- B. Hude updated the Commission on the Workplan for the next few months:
1. There will be a Parks and Recreation planning document that will outline proposed work to be completed over the summer to several City parks.
 2. APRIL – Will continue process of Parks and Recreation planning. Anticipate Public Hearings for several City Ordinance updates.
 3. MAY - Staff has secured a booth for City of Mason at the MACC Spring Fling to pass out information on the Parks and Recreation plans for the summer. (Staff could use volunteer help for this table.) Possible Public Hearing for new development coming to Mason and submission of RFP for Cedar/127 Sub-area study.
 4. JUNE – More Site Plans. Suggestion to have a presence at Thursday Movie Night to pass out info on Parks and Recreation planning and Planning Commission updates.
 5. JULY – Begin working on CIP update to get an earlier start for 2019.

NEW BUSINESS

- A. Resolution 2018-01 – Site Plan Review (SPR) for 661 1 North Cedar Street (Commercial Bank/Biggby Coffee)

Hude explained Commercial Bank's/Biggby's preliminary and final site plan review for approval to construct a 1,673 square foot building addition and adding 13 parking spaces on the property located at 661 N Cedar Street. MDOT and Ingham County Drain Commission had no issues with the request as far as access to the building and staff recommended approval with the requested waivers for the dumpster gate and storm sewer placement. Waxman questioned the size of each parking space. Pete Lorenz from Lorenz Surveying and Engineering explained they were the usual size – 10' X 20'.

Waxman made a motion, seconded by Droscha, to approve Resolution 2018-01.

MOTION APPROVED UNANIMOUSLY

- B. Resolution 2018-02 – Approve the Capital Improvements Plan (CIP) for Fiscal Years 2018-2024

Hude pointed out minor changes to the 2018-2024 CIP and asked for input from Commissioners. Since there were no comments, Waxman called for a motion on Resolution 2018-02 to approve the Capital Improvements Plan (CIP) for Fiscal Years 2018-2024.

Waxman made a motion, seconded by Droscha, to approve Resolution 2018-02.

MOTION APPROVED UNANIMOUSLY

Waxman questioned present copper levels in the City's drinking water and asked whose potential responsibility it is for the quality of that water and what is the plan if DEQ determines that responsibility belongs to the City. Hude will ask and report back.

- C. Draft Sign Ordinance – Discussion

Hude reviewed the proposed draft sign ordinance. Commissioners decided they needed more time to peruse the new ordinance so discussion will be postponed until the April meeting.

- D. Draft Office District Ordinance - Discussion

Hude presented proposed changes to the Office District Ordinance. The ordinance proposes to add R2 and RS3 zoning uses by right so that buildings can be used as residences. Commissioners asked Hude to prepare the text amendment for the April meeting and to move forward to post as a Public Hearing.

- E. Rezoning for 440 and 448 S Jefferson (Bad Brewing) from O-1 to C-1 – Discussion

Hude explained that both these addresses have been zoned as office for many years but the current use is only allowed in commercial districts. These addresses need to be zoned commercial and the Commission recommended Hude prepare a re-zoning amendment to present at the April meeting.

LIAISON REPORT

Droscha reported the Council passed the summer street upgrades including the special situation at Columbia between Cedar and the bridge. The Council also approved Don Hanson as the new Mason Police Chief.

ADJOURN

The meeting adjourned at 7:16 p.m.



Lori Hagle, Secretary