

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF JUNE 15, 2021**

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

Roll Call		Present	Absent	Notes
Commissioner	Barna		X	With Notice, anticipated being at meeting, but arrived after mtg adjourned.
Council Liaison	Clark	X		
Vice-Chair	Howe		X	With Notice
Commissioner	Husby	X		
Commissioner	Perrault	X		
Chair	Sabbadin	X		
Commissioner	Waxman	X		
Secretary	Wren	X		
Commissioner	Vacant (Shattuck)			

Also present: Elizabeth A. Hude, AICP, Community Development Director, Thomas De la Fuente, PC Youth Advisor

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

MOTION by Waxman, second by Husby, to approve the Planning Commission meeting minutes from May 11, 2021.

Yes (6) Clark, Husby, Perrault, Sabbadin, Waxman, Wren

No (0)

Absent (2) Barna, Howe

**MOTION PASSED**

**UNFINISHED BUSINESS**

A. Master Plan Update

Director Hude encouraged everyone to sign up for the email updates. Waxman informed everyone that the selection committee (Deb Stuart, Mike Olson, Leon Clark, Seth Waxman, and Director Hude) met and reviewed the proposals and have narrowed it down to four (4) potential contractors. They are in the process of finalizing those decisions, they have sent questions to contractors and are awaiting the answers. It is anticipated that they will meet one more time to finalize the decision. Waxman commented that overall, the presentations that were received were very good; that this was a tough decision. Many

conversations will need to be had to allow us to make the best recommendation for the city. Clark commented about the interview process and indicated that some presentations were good, and some were not.

## **NEW BUSINESS**

### **A. Scott Shattuck resignation from Planning Commission**

Chair Sabbadin shared that a letter had been received from Scott Shattuck announcing his resignation. The board will be seeking new applications to fill the position.

### **B. Future Zoning Text Amendments**

Director Hude shared that in the Master Plan RFP a major focus is to update the zoning ordinances, both the text, and the zoning map. The process is based on a lot of analysis and community conversations. There are a few items that need to be cleaned up. One of those is that there is some case law that municipalities do not need zoning permits for their own projects. We want to make sure that our zoning texts reflects that as it will pertain to some of the City capital projects that are coming up and we want to be prepared for what the Planning Commission role will be with those. Hude mentioned that she has been working with residential developers and having discussions about the interpretation of the homes with garages that project into the front yard, that will also be brought forth to the Commission for some feedback. Hude is seeking input from developers because these changes will affect them in the long run. There have been several conversations about subdivisions and that is part of the RFP to go through, update and make changes to some of those ordinances. Staff is working with Mason Community Services to determine the necessary ordinance amendments and permits that may be required for use of the Nazarene Church. Hude is working on some text amendments to give them a variety of options. In addition, because of Covid, many residents are looking for ways to invest in their homes. There have been several requests for decks. Because of the setbacks they are limited, so we are looking at a text amendment that would allow projections into a setback. We are trying to have some flexibility and options for those residences wanting to invest in their homes. Hude informed Commissioners that the items regarding public projects could be presented in July and August.

## **LIAISON REPORT**

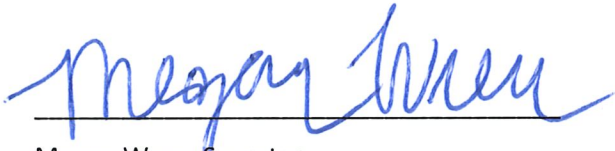
### **A. Council Liaison Report**

Council Liaison Clark reported that at the last City Council meeting; correspondence from a resident was received requesting a dog park in town. City Council approved the fire service agreement with the Township of Aurelius for 2021-2024. There was discussion and approval for the purchase of a Police Vehicle (Hybrid). There was a discussion and passing of resolution 2021-12 which was for an increase to the City of Mason utility rates. Council had second reading and Adoption of Ordinance 235, Amending Chapter 2 – Administration - Article VI. Boards and Commissions - Division 1 - Generally and Division 7 – Local Development Finance Authority. Council had the first Reading of Ordinance 236 to Amend Chapter 78 – Traffic and Vehicles – Article I – In General – Section 78-7 – Skateboards. This came from a resident that wanted to be able to skateboard in the cemetery. The ordinance was amended to allow skateboarding in the cemetery on the property that is dedicated to the Hayhoe River Walk. Additional discussions by Council included Parks and Recreation plan, some sidewalk gaps that exist in Franklin Farms and how those gaps can be filled. Lastly, there was discussion regarding Implicit Bias training for City Council.

B. City Manager Report

Chair Sabbadin reported that the City Manager link in the report was broken. Director Hude said she will check into that and provided direction to where the report could be found in the future. Council Liaison Clark reviewed the report with commissioners.

Meeting was adjourned at 6:45 p.m.

A handwritten signature in blue ink, appearing to read "Megan Wren", is written over a horizontal line.

Megan Wren, Secretary