



ZONING BOARD OF APPEALS
Maple Conference Room – 2nd Floor
201 West Ash Street, Mason MI
Wednesday, January 9, 2019, 5:30 P.M.

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT**
4. **APPROVAL OF MINUTES** (July 12, 2017)
5. **UNFINISHED BUSINESS**
 - A. Development Update: Administrator's Report
 - B. Zoning Ordinance Revisions – Status Update
 1. Ord 219: Ch. 94 Art. XI – Zoning Board of Appeals
 2. Ch. 58 Signs
6. **NEW BUSINESS**
 - A. Elect Officers for 2019 – Chair and Vice-Chair
 - B. Review Orientation Packet (will be distributed at the meeting)
 - C. Meeting Schedule
 - D. Training Opportunities
7. **LIASON REPORT**
8. **ADJOURN**

**CITY OF MASON
ZONING BOARD OF APPEALS MEETING
MINUTES OF JULY 12, 2017
DRAFT**

Sabbadin called the meeting to order at 5:30 p.m. in the Second Floor Training Room at 201 W. Ash Street, Mason, Michigan.

Board Member(s) Present: Crips, Curtis, Harris (alternate), Madden (alternate), McCormick, Sabbadin, Schaffer, Spenny
Board Member(s) Absent: Ackerson
Also present: Deborah Stuart, Interim Community Development Director

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

The minutes of the November 16, 2016 meeting were approved as presented.

PUBLIC HEARING

- A. Public Hearing 108 S Park Street Variance – Building Addition – opened at 5:32 p.m.
Applicant provided information on the requested variance.
Public Hearing closed at 5:48 p.m.

- B. Consideration of 23.5 Foot Front Yard Setback Variance to Allow for the Construction of an Addition to the Structure Located at 108 S Park Street

MOTION by Crips, second by Schafer
to disapprove the request for a 23.5 front yard setback variance to allow for the construction of an addition to the structure located at 108 S Park Street.

MOTION PASSED UNANIMOUSLY

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CORRESPONDENCE

None.

LIAISON REPORT

None.

ADJOURN

The meeting adjourned at 6:07 p.m.

Deborah Stuart, Interim Community Development Director



Administrator's Report: December 14, 2018

ACTIVE PRIVATE PROJECTS STATUS UPDATES

Project Name	Status
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	Building permit active for construction of new restaurant.
322 S. Jefferson Commercial Bank – Downtown Mason	Building permit active for interior renovations; restore second entrance doors on Jefferson St.; replace door and add concrete pad at alley entrance. The HDC approved a Certificate of Appropriateness for doors on 9/17/18.
402 S. Jefferson (former Baja Grill)	Bids were received on 10/5/18 and project is on track for grant authorization.
201 W. Ash City Hall	The T-Mobile contract to co-locate on the radio tower has been signed and a building permit has been issued. Anticipate installation of equipment to begin this winter.
Pending Subdivisions: Enclave at Rayner Ponds (19 lots, 1 park) and Rayner Ponds – Phase 4 (16 lots)	Subdivisions require three stages of approval before site plan approval and building permits can be issued – Tentative Preliminary Plat/Final Preliminary Plat/Final Plat. Current stage for both: The City has approved a Tentative Preliminary Plat for both projects (Stage 1) and is waiting to receive an application for Final Preliminary Plat (Stage 2). Staff anticipates the applicant will submit a Final Preliminary Plat for Rayner Ponds – Phase 4 in December.
154 W. Maple (former shoe store)	The Planning Commission approved the Final Site Plan on December 11 meeting. Staff is working with the applicant to develop a demolition/construction schedule and maintenance of traffic plan that will minimize impacts to traffic and businesses in the surrounding area.
600 Buhl St. Ingham Animal Shelter	Building permit active for new construction.
118 W Oak Former school administration building	Two applications received - one to re-zone the property to C1 Central Business District, the second for Final Site Plan approval for the use of the property as an entertainment venue with an escape room on the 2 nd floor and arcade on the first floor. Staff is working with applicant to obtain complete information necessary for evaluating the proposal.

OPERATIONS AND COMMUNITY RELATIONS

- March 19-20, 2019 will be the MML- 2019 Capital Conference. Councilmembers please let Dana Martin know if wish to attend.
- The City has been notified that we have received the following grants:
 - MDEQ - \$3,225 for the well head protection program
 - DNR - Forestry Division \$9,500 for tree evaluation
- Mason staff recently participated in Shop with a Cop on December 1st and Ingham County TRIAD No Senior without Christmas on December 6th.
- Two patrol officers traveled to Metro-Detroit for a 2-day Active Violence Training, sponsored and partially funded by MMRMA.

Staffing Updates:

- New Hires/Promotions: Jeremiah Budd and Joseph Fairbotham were sworn in as the new Police Sergeants on Monday, December 10. Beau Cornell was promoted to Equipment Operator on December 10.
- Open Positions: Assistant Finance Director Interviews completed; staff making final selection. Utility Foreman (POTW) interview completed; staff making final selection. Police Officer position has been posted applications due by January 11, 2019. DPW Laborer position has been posted applications due by January 4, 2019.

LARGE PUBLIC PROJECTS

FY 2018-2019			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S6	South St - Northbrook to City Limits	Complete	Sep
2017-S7	Avon Street - All	Complete	Sep
2017-S8	Northbrook - South to Carom Circle	Complete	Sep
2017-S9	S. Jefferson - Oak Street to Kipp Road	Project has been let through the MDOT system. Rieth Riley is low bidder.	
2017-S10	Sidewalk Program - Summerwood	Documents prepared for a Jan advertisement and spring construction.	
2018-S1	MDOT- Temple Street Safety Grant	Project is funded for FY19 (Oct. 1- Sept. 30). Package to be submitted to MDOT.	
2018-S32	Columbia - Cedar to US 127	Complete	Sep
	MDOT – South Street Bridge Repair	Complete	Nov
	MDOT – Cedar/Ash intersection	MDOT does not have a start date yet.	
	MDOT – Steele Street signaled pedestrian crossing	Complete	Aug
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2018-U1	Utilities for Properties on Kipp Road	Complete	Sep
2017-U3.2	Waste Water Treatment Plant Upgrades	Complete	Oct
2017-U3.3	Design of the New DPW Facility	After 2017-U3	
2017-U6	Abandon Wells by Airport	Project on hold; filed FAA permit to do work – up to 45-day response period.	
2017-U9	Northbrook - South to Carom Circle	Complete	Sep
2017-U10	S. Jefferson - Oak St to Kipp Road	See 2017-S9	
2017-U12	300,000 G Storage Tank Top Sealing	Delayed until next FY	N/A
2017-U13	Well No. 7 Rebuild	Well work is complete. The motor is on order.	
2017-U15	Replace Two Fire Hydrants Behind Mason Plaza	Work scheduled for spring construction	
2017-U16	Cathodic Protection for Ground Storage Tank	Planning stage.	
2017-U17	High Service Pump No. 1 Rebuild	In progress	
2017-U18	Replace Chlorine Analyzer	Complete	Aug
2018-U35	BS&A Work Order Application	Award of project anticipated in December to coordinate with other projects involving BS&A software.	
2018-U36	Sewer Push Camera Replacement	Complete	Nov
2018-U37	Log Jam Removal Sycamore Creek	Complete	Nov
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park Improvements	Staff is evaluating final work priorities for the spring.	
2018-P1	Howell Road - Hayhoe Riverwalk (Dart Trailhead)	Complete	Nov
2018-P2	Howell Road - Hayhoe Riverwalk Trail Extension	Complete	Nov
2018-P3	Planning: 5 yr Parks/Recreation Plan; Bond Park Improvements	In progress	
2018-P5	City Tree Evaluation	Bid packets announcement will go out December 16 Bid opening January 4 2019.	

MOTOR VEHICLE POOL (MVP)			
2017-MVP6	1/2 Ton 2x4 Pickup Truck	Complete	Sep
2017-MVP7	Mower	Complete	Jul
2017-MVP8	Police Cars	On order	
2017-MVP9	Large Items (Leaf Vacuum)	Complete	Nov
2017-MVP10	5-yard Dump/Plow Trucks	Cab/Chassis (City Council consideration 12.14.18)	
2017-MVP18	Command Vehicle	Complete	Oct
2017-MVP30	Front End Material Loader	Complete	Nov
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B1	Library- Facility Evaluation	In progress	
2017-B3.1	Police: Portable Radios	Complete	Oct
2017-B4	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows.	
2017-B6	Fire: Fire Engine 809/Tower 808	Recommendation to City Council	
2018-B4	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
2018-B4	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
2018-B6	IT: AV Room Technology Patch	Evaluation is complete; staff are reviewing	
2018-B7	Planning: Cedar/127 Corridor (Transportation and Land Use)	Drafting scope/RFP	
2018-B24	City Hall Rental Space Furniture Replacement	Not started, evaluation planned during winter	



PUBLIC NOTICE

2019 MASON PUBLIC MEETINGS

All public meetings are held at City Hall

CITY COUNCIL 7:30 PM (1 st & 3 rd Monday)	DOWNTOWN DEVELOPMENT AUTHORITY 10:00 AM (1 st Wednesday, as needed)
January 7 & 21	January No January Meeting
February 4 & 18	February 6
March 4 & 18	March 6
April 1 & 15	April 3
May 6 & 20	May 1
June 3 & 17	June 5
July 1 & 15	July 3
August 5 & 19	August 7
September 9 & 23 (2nd & 4th Monday)	September 4
October 7 & 21	October 2
November 4 & 18	November 6
December 2 & 16	December 4

HISTORIC DISTRICT COMMISSION 6:00 PM (3 rd Monday, as needed)	PLANNING COMMISSION 6:30 PM (2 nd Tuesday after the 1 st Monday)	ZONING BOARD OF APPEALS 5:30 PM (2 nd Wednesday, as needed)
January 21	January 15	January 9
February 18	February 12	February 13
March 18	March 12	March 13
April 15	April 9	April 10
May 20	May 14	May 8
June 17	June 11	June 12
July 15	July 9	July 10
August 19	August 13	August 14
September 16	September 10	September 11
October 21	October 15	October 9
November 18	November 12	November 13
December 16	December 10	December 11

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

1.1.2019 (City Clerk)

Michigan Association of Planning's 2019 Training Workshops for Planning & Zoning Officials

PLANNING & ZONING ESSENTIALS | 11 am - 4:30 pm March 13, Frankenmuth March 14, Taylor March 20, Kalamazoo

This program is a robust introduction for new planning commissioners and zoning board of appeals members, but also a great refresher for more experienced officials looking to build upon existing knowledge. Public hearing procedures, site plan review, master planning, zoning ordinances, variances, how to determine practical difficulty, and standards for effective decision-making are covered.

Light meal provided.

ZONING ADMINISTRATION | March 6, Mount Pleasant 11 am - 4:30 pm | 3 Master Citizen Planner Credits

The zoning administrator is responsible for ensuring the integrity and effectiveness of the zoning process and for the public support it receives. Since he or she is often the initial contact with affected property owners, intelligent administration and enforcement conducted with sensitivity to public relations is essential. This program is for zoning administrators in rural, suburban, or urban settings as well as municipal officials, other staff members, or citizens interested in a more complete understanding of all facets of zoning administration. **Light meal provided.**

MASTER PLANNING PROCESS | March 7, Gaylord 5 pm - 9 pm | 3.5 Master Citizen Planner Credits

This workshop is designed for those communities updating existing master plans as well as those creating entirely new ones. Roll up your sleeves and learn step-by-step about the requirements, components, and stakeholder involvement you'll need to organize when drafting or amending a master plan.

Light meal provided.

SITE PLAN REVIEW | March 13, Frankenmuth 5 pm - 9 pm | 3.5 Master Citizen Planner Credits

This program will demonstrate the site plan review and approval process and provide practical tools and techniques on how to read a site plan. You'll discuss site design principles, such as pedestrian and traffic considerations, lighting, utilities, ADA compliance, inspections, and landscaping. Participants in this hands-on workshop receive an engineering scale, turning template, and a sample site plan to evaluate. **Light meal provided.**

MANAGING RISK: MAKING SOUND PLANNING & ZONING DECISIONS | March 20, Kalamazoo

5 pm - 8 pm | 2.5 Master Citizen Planner Credits
As more communities face litigation related to planning and zoning decisions, this is essential training for all elected officials, planning commissioners and zoning board of appeals members and emerging planning professionals. Topics include identifying a conflict of interest, applying discretionary standards during special land use reviews, reasonable expectations of a developer and how your comprehensive plan can minimize risk. **Light meal provided.**

REGISTRATION FORM

Complete one form per registrant.

CONTACT INFORMATION:

NAME _____

AFFILIATION _____

EMAIL (confirmations and directions will be sent via email) _____

PHONE (with area code) _____

BILLING ADDRESS (include apt. or suite #) _____

CITY _____ STATE _____ ZIP _____

Please list any special needs (dietary restrictions, barrier free access, etc.)

- I'm a MAP Member
 Join MAP now for \$60 and receive member discount. As a bonus, you will receive membership through June 2020.

MEMBER RATES	NON-MEMBER RATES	*Apply a \$25 late fee if you register LESS THAN 5 business days before workshop*
<input type="checkbox"/> \$100	<input type="checkbox"/> \$130	Planning & Zoning Essentials March 13 Frankenmuth
<input type="checkbox"/> \$100	<input type="checkbox"/> \$130	March 14 Taylor
<input type="checkbox"/> \$100	<input type="checkbox"/> \$130	March 20 Kalamazoo
<input type="checkbox"/> \$110	<input type="checkbox"/> \$135	Zoning Administration March 6 Mount Pleasant
<input type="checkbox"/> \$95	<input type="checkbox"/> \$125	Master Planning Process March 7 Gaylord
<input type="checkbox"/> \$110	<input type="checkbox"/> \$135	Site Plan Review March 13 Frankenmuth
<input type="checkbox"/> \$95	<input type="checkbox"/> \$125	Managing Risk March 20 Kalamazoo
<input type="checkbox"/> \$25		Student (Full time) Member Rate List workshop and date: _____

PAYMENT INFORMATION: TOTAL: _____

- Check enclosed Invoice Me Visa Master Card
 Make checks payable to: Michigan Association of Planning

CARD # _____

EXPIRATION DATE _____ SECURITY CODE _____

SIGNATURE _____

Forms can be mailed, faxed, or emailed to:

Michigan Association of Planning
 1919 W. Stadium Blvd, Suite 4, Ann Arbor, Michigan 48103
 p: (734) 913-2000 | f: (734) 913-2061 | info@planningmi.org

Register online | www.planningmi.org

Registration Policy: For cancellations received in writing 5 business days prior to the workshop, a refund (minus a \$25 administration fee) will be given. Those received less than 5 days prior will not be refunded. You may send a substitute or receive workshop materials in the mail.