



ZONING BOARD OF APPEALS
WEDNESDAY, APRIL 10, 2019
Sycamore Room – 1st Floor – 5:30 P.M. 201
West Ash Street, Mason MI

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES**
 - A. Approve Minutes of Regular Zoning Board of Appeals Meeting January 9, 2019
- 5. UNFINISHED BUSINESS**
- 6. NEW BUSINESS**
- 7. LIASON REPORT**
 - A. Development Update: City Manager's Report (3/29/2019)
- 8. ADJOURN**

**CITY OF MASON
ZONING BOARD OF APPEALS MEETING
MINUTES OF JANUARY 9, 2019**

Sabbadin called the meeting to order at 5:32 p.m. in the First Floor Oak Conference Room at 201 W. Ash Street, Mason, Michigan.

Present: Crips, Fisher, Harris, Sabbadin
Absent: Madden, McCormick, Wilson
Also Present: Elizabeth A. Hude, AICP, Community Development Director

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Crips, second by Fisher
To approve the minutes of the July 12, 2017 meeting were approved as presented.

Yes (4) Crips, Fisher, Harris, Sabbadin
No (0)
Absent (3) Madden, McCormick, Wilson

UNFINISHED BUSINESS

- A. Development Update: Administrator's Report
A discussion of the 154 West Maple project occurred.
- B. Zoning Ordinance Revisions – Status Update
 - 1. Ord 219: Ch. 94 Art. XI – Zoning Board of Appeals
 - 2. Ch. 58 Signs

NEW BUSINESS

Hude opened nominations for Chair.

Fisher nominated Sabbadin for the position of chair. Crips seconded.

Hude closed the nominations for Chair.

Sabbadin: Yes (4) Crips, Fisher, Harris, Sabbadin
No (0)
Absent (3) Madden, McCormick, Wilson

Hude opened nominations for Vice-Chair.

Sabbadin nominated Crips for the position of Vice-Chair. Fisher seconded.

Hude closed nominations for Vice-Chair.

Crips: Yes (4) Crips, Fisher, Harris, Sabbadin
No (0)
Absent (3) Madden, McCormick, Wilson

- A. Review Orientation Packet
- B. Meeting Schedule

The meeting schedule for the 2019 calendar year was discussed. Staff noted to check with the City Clerk on reviewing board dates to avoid conflict.

- C. Training Opportunities

There was a discussion on training opportunities for board members. Board members relayed they are very interested in learning more. Staff is working on a local opportunity for training with the MSU Extension or the Michigan APA (American Planning Association) which would also include the surrounding communities.

LIAISON REPORT

Councilmember Madden was absent from this meeting.

ADJOURN

The meeting adjourned at 6:24 p.m.

Elizabeth A. Hude, AICP, Community Development Director



City Manager's Report: March 29, 2019

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

Project Name	Status
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	A Temporary Certificate of Occupancy has been issued. They are open for business!
322 S. Jefferson Commercial Bank – Downtown Mason	Two building permits are active for interior and exterior renovations to restore two entrance doors on Jefferson St.; replace door and add concrete pad at alley entrance.
402 S. Jefferson (former Baja Grill)	Grant Agreement has been signed. The building permit is under review.
201 W. Ash City Hall	Anticipate installation of T-Mobile equipment to begin this spring
154 W. Maple (former shoe store)	Building permit has been issued. A Right of Way Permit is expected to be submitted next which will include 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.
652 Hull Rd New Goodwill	Staff anticipates a building permit application once supplemental permits from the State and County have been obtained.
400 S. Cedar St Harvey Education Center / Mason Public Schools	State building permit active for construction of new addition as part of the Phase 1 Bond Project. More information available at: http://bondprojects.masonk12.net/ .
MDOT – Ash/Cedar (M-36)	MDOT has started the signal upgrade project at the intersection of Ash and Cedar (M-36) next week. The Contractor completed installation of the signal foundations. The signals themselves and the sidewalk work will take place at a later time TBD. This 2nd phase of work will take approximately 1-2 weeks and will have the following traffic impacts: Periodic daily lane closures on M-36 for the Contractor to perform the work. The intersection will not be closed at any time and traffic will be maintained through the intersection.
801 N. Cedar St. (City Limits)	City Limits, has requested final site plan approval to construct a 4,828 square foot addition along with additional parking. The project is currently on hold as staff is waiting for additional information from the applicant.
118 W. Oak St. (Old MPS Admin. Bldg.)	The Planning Commission held a public hearing on March 12, 2019 to consider a request from applicant, David Meredith, WCH, LLC, to rezone the property from an O-1: General office district to a C-1: Central business district. They recommend that City Council approve Ordinance 226 which provides for the re-zoning of the property. On Monday, March 18 th , City Council held a 2 nd reading and adopted Ordinance No.226, re-zoning the property as requested.
SUBDIVISIONS	<i>Subdivisions require three stages of approval before site plan approval and building permits can be issued: (1) Tentative Preliminary Plat, (2) Final Preliminary Plat, (3) Final Plat.</i>
Enclave at Rayner Ponds Subdivision (19 lots, 1 park)	The City has approved a Tentative Preliminary Plat (Stage 1) and is waiting to receive an application for Final Preliminary Plat (Stage 2).
Rayner Ponds – Phase 4 Subdivision (16 lots)	The City approved a Tentative Preliminary Plat in January of 2018 (Stage 1). Staff received an application for Final Preliminary Plat (Stage 2) in December of 2018. A public hearing was held by the Planning Commission on January 15 resulting in a recommendation for approval to City Council. City Council approved the Final Preliminary Plat on January 21, 2019. The applicant will submit a Final Plat for approval (Stage 3) next.

OPERATIONS AND COMMUNITY RELATIONS

- **City Manager Stuart will be out of the office the week of April 1. All City Council concerns should be directed to Elizabeth Hude or Dana Martin in her absence.**
- **April 13, 2019 (Saturday)** is planned for the 2019 Budget meeting; please hold the date. We anticipate the meeting will go from 8:30 am- 1pm and will be held in City Hall.
- Officer Kelly Flores is an Advisor for the Ingham Co. Regional Explorer Post #133. We donated several out-of-service soft body armor vests to the program for the Advisors and youth to use as needed to enhance program safety.
- IT Right recently notified us of a crypto event on our terminal server and no data was lost or stolen. This event involved hackers encrypting files on our server to get ransom money. IT Right reviewed our server settings and made stronger log-in requirements, password policy changes and are modifying the remote access process for users offsite.
- The Fire Department and Police Officers are cross training in forced door entry using a Halligan tool. What have been traditional firefighter skills are being shared with police in case forced entry is necessary during an emergency, by using skill and technique over brute force.
- A RAP grant was also prepared for 50% tuition reimbursement from MMRMA to the City of Mason for the cost of a First-Line Supervisor Course for Sgt. Jeremiah Budd – which he will attend soon.
- Mason was named a 2018 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management. This is the 28th consecutive year Mason has received this designation.

Staffing Updates:

- **New Hires/Promotions:** Justin Demo has been hired and sworn in as a new Police Officer as of March 26, 2019.
- **Open Positions:** Code Enforcement/Community Resource Officer has been offered and accepted, candidate is in the pre-employment screening process. Project Specialist position 2nd interviews have concluded and an offer of employment will be made soon. Laborer position in the DPW Department has been posted internally with a deadline of April 3, 2019.

LARGE CITY 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	Cannot begin construction before June 9 per contract. Pre-Con meeting will be held in May.	
2017-S10	Sidewalk Program – Downtown and Summerwood	Pre-Construction Meeting has been held and April 1 construction expected to begin on downtown ramps.	
2018-S1	MDOT- Temple Street Safety Grant	MDOT Grade Inspection has been completed	
2018-S32	Columbia - Cedar to US 127	Complete	Sep
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	Delayed until future FY	N/A
2017-U6	Abandon Wells by Airport	Delayed until future FY	N/A
2017-U9	Northbrook - South to Carom Circle	Complete	Sep
2017-U10	S. Jefferson - Oak St to Kipp Road	See 2017-S9 above	
2017-U12	300,000 G Storage Tank Top Sealing	Delayed until future 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	Delayed until future FY	N/A
2017-U16	Cathodic Protection for Ground Storage Tank	Delayed until future FY (2020-2021)	N/A
2017-U17	High Service Pump No. 1 Rebuild	Complete	Mar

2017-U18	Replace Chlorine Analyzer	Complete	Aug
2018-U35	BS&A Work Order Application	Award of project anticipated in May	
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	Proposals from consultants are being reviewed with award anticipated by May	
2018-P5	City Tree Evaluation	Notice to Proceed & Contract to be signed; Pre-Evaluation Meeting to be scheduled	
MOTOR VEHICLE POOL (MVP)			
2017-MVP6	1/2 Ton 2x4 Pickup Truck	Complete	Sep
2017-MVP7	Mower	Complete	Jul
2017-MVP8	Police Cars	Complete	Jan
2017-MVP9	Large Items (Leaf Vacuum)	Complete	Nov
2017-MVP10	5-yard Dump/Plow Truck	Cab/Chassis Ordered	
2017-MVP18	Command Vehicle	Complete	Oct
2017-MVP30	Front End Material Loader	Complete	Nov
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B1	Library- Facility Evaluation	A public open house was held on March 12 to gain feedback on the initial results	
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	City Council Approved Change Order, Feb 18	
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; RFP in process	
2018-B7	Planning: Cedar/127 Corridor (Transportation and Land Use)	Moved to 2019-2021 – integrate with master plan	N/A
2018-B24	City Hall Rental Space Furniture Replacement	Old rectangle tables have been replaced with plastic ones. New chairs are currently being evaluated.	

FY 2019-2020

Project	Project Name/Description	Status	Completed
	2019 Local Streets	Bonds and Insurances in hand; Pre-Construction Meeting to be set, Contract and Notice of Award to be signed. Anticipate May 1st start of construction.	



**ZONING BOARD OF APPEALS
TRAINING WORKSHOP**
WEDNESDAY, APRIL 10, 2019
Maple Room – 2nd Floor - 5:30 P.M.
201 West Ash Street, Mason MI

AGENDA

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT**
- 3. PRESENTATION**
 - a. Tour and overview of Community Development Office
 - b. Annual workplan and quarterly goals
- 4. TRAINING - Review of a ZBA member's role**
 - a. Contents of binder
 - b. Communication – Social Media and the Grocery Store
 - c. Checklist for application review
 - d. Roster and nameplates
- 5. ADJOURN**