CITY OF MASON

201 West Ash St.
Mason, MI 48854-0370

City Hall 517-676-9155
Fax 517-676-1330

CITY COUNCIL MEETING - COUNCIL CHAMBER

Monday, March 17, 2014

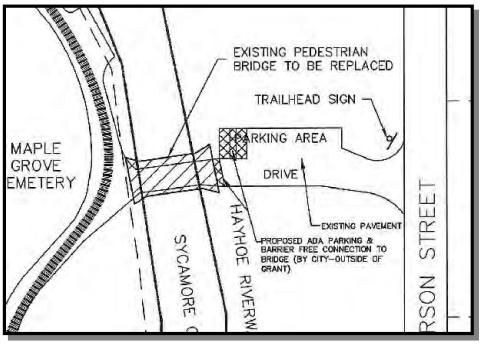
7:30 p.m.

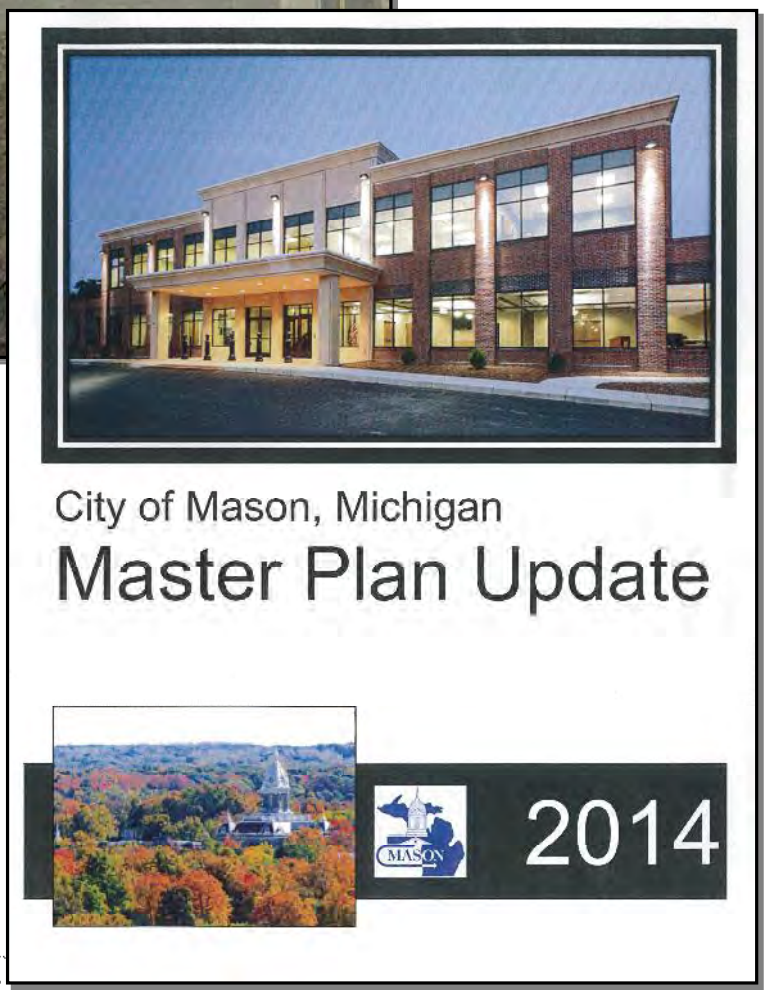
AGENDA

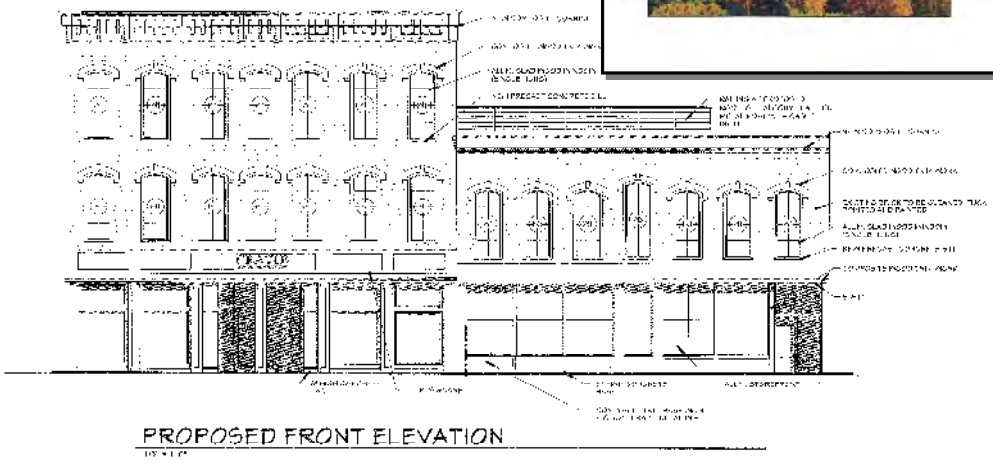
1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Invocation
4. Announcements
5. People from the Floor
6. Presentations
   A. Gene Hardy
   B. Bruce Johnston
   C. David Haywood—2013 Planning and Zoning Department Annual Report
7. Consent Agenda
   A. Approval of Minutes
      - Regular Council Meeting: March 3, 2014
   B. Approval of Bills
   C. Motion—Accept and Place on File 2013 Planning and Zoning Department Annual Report
8. Regular Business
   A. First Reading—Ordinance 196—An Ordinance to Amend Chapter 10—Businesses—of the Code of the City of Mason by Adding Article III Which Defines Medical Marihuana Operations and Dispensaries, Requires a License and Sets Forth the Requirements to Obtain a License and the Effect of Having a License Within the City of Mason
   B. Resolution 2014-10—A Resolution Authorizing the City Administrator to Enter into a Project Development Agreement with the Michigan Department of Natural Resources
   C. Resolution 2014-11—A Resolution Approving the City of Mason Master Plan Update 2014
   D. Resolution 2014-12—Authorizing City Council to Apply for State and Tribal Assistance Grant (STAG) to Capture $500,000 Congressional Appropriation to put Toward the Water Project Located at the Mason Publicly Owned Treatment Works
   E. Motion—Select Company to Prepare Concept for City Hall Landscaping
9. Unfinished Business
10. New Business
11. Correspondence
    - Monthly Revenue Expenditure Report
12. Liaison Reports
13. Councilmember Reports
14. Administrator's Report
    - Appointments Made to Citizen-Community Emergency Response Coordinating Council
    - Michigan Economic Development Corporation Redevelopment Ready Communities
15. Adjournment

CITY OF MASON

Zoning and Development Department 2013 Annual Report







CITY OF MASON, MICHIGAN

Mission Statement

Mason is a community founded upon a respect for our historic past, while encouraging an atmosphere that values family, business, the environment and arts, creating a sense of place for present and future generations.

INTRODUCTION

During the past year the Department of Zoning and Development continued to provide services to the community relating to planning, zoning, building inspections and code enforcement.

Department Responsibilities
The Zoning and Development Department provides staffing to various Boards, Commissions and Committees, including the following:

- City Council
- Planning Commission
- Zoning Board of Appeals
- Building Code Board of Appeals
- Sign Board of Appeals
- Historic District Commission

The Zoning and Development Department is responsible or participates in the coordination of plan review and enforcement for the following Chapters of the Mason City Code:

- Chapter 30 (Floods)
- Chapter 31 (Historic Preservation)
- Chapter 50 (Planning)
- Chapter 58 (Signs)
- Chapter 60 (Soil Erosion and Sedimentation Control)
- Chapter 74 (Subdivisions and Other Divisions of Land)
- Chapter 94 (Zoning)

In addition to the code responsibilities described above, the Department is responsible for the day-to-day maintenance needs for City Hall, the Police Department, the Mason Library, and other City property, including 972 Mason Street and 1020 E. Ash St.

The Zoning and Development Department is comprised of the following personnel:

- David Haywood, Zoning & Development Director
- Ginger Kenney-Sweet, Caryl Clark, Shannon Orlowski – Reception staff (permit support staff –processing applications, inspection scheduling, data entry, etc.)

STAFF ACTIVITY

The Zoning Division was involved in a variety of activities during 2013, including, but not limited to, the following:

A. Prepared staff reviews for special use permits, site plans, zoning amendments, site plan reviews for building permits, code enforcement, assignment of addresses for new commercial and residential structures, and land division requests.

B. Conducted Soil Erosion and Sedimentation Control permit application reviews, site inspections and enforcement.

C. Worked with the City Administrator, Planning Commission and Department Heads to complete the Capital Improvement Plan for the fiscal years 2013-2018 (Planning Commission).

D. Attended Mason Chamber of Commerce Economic Development Committee meetings informing members of City business and development activities.

E. Attended monthly Tri-County brown-bag lunch meetings (planner's networking).

F. Through Tri-County Regional Planning Commission, served as a member to the Urban and Rural Service Boundary Committee.

G. Continued to report on current department activities through use of the Mason Newsletter, City website, and Facebook.

H. Completed fourth successful season of the community garden program, including community input meetings and volunteer leadership training – donation of over 200 pounds of produce to the Capital Area Community Services food pantry and Jefferson Square Apartments.

I. Completed the Master Plan Update. (Planning Commission & City Council)

J. Met bi-weekly with the code enforcement officer to provide experience and assistance in letter writing, code knowledge, procedures and due process requirements, including dangerous building hearings.

K. Coordinated inspections/plan reviews with Fire Chief regarding proposed and damaged structures.

L. Supervised building inspections, plan reviews and building code enforcement.

M. Provided orientation support for reception staff and incoming Board and Commission members.

N. Solved complicated building maintenance issues for City Hall, roof leaks, fan motors, wall cracks, door locks, plumbing, lighting, temperature, etc.

O. Successfully repaired building maintenance issues at Library, such as leaking faucets, roof leak, lighting, HVAC equipment, door mechanisms, electrical repairs, etc.

P. Supervised janitorial cleaning services and day-to-day cleaning needs of staff at City Hall.

Q. Participated in the update of the City's Wellhead Protection Plan.

R. Prepared year-end budget projections for fiscal year 2013.

S. Prepared budget request for fiscal year 2014.

T. Staff liaison to the Michigan Environmental Commission project to study the public interest in public transportation routes between Mason and Lansing.

TRAINING

Staff attended/conducted the following training courses:

1. Michigan Association of Planning annual conference – various tracks
2. Transportation Bonanza – American Planning Assn., MI Chapter
3. Sustainability Consortium Meeting – Tri-County Regional Planning (HUD)
4. Guest lecturer – MSU college of planning
5. MSU Planning Alumni Development Group – MSU Alumni

FACILITIES

City Hall Facilities
Staff continues its commitment to report and achieve compliance with warrantee requests related to City Hall. Staff has successfully completed identification of all remaining warrantee deficiencies and is nearing completion of their repair.

Mason Library
Staff continues to support the great services provided by the Capital Area District Library (CADL) by responding to the facility maintenance needs as they arise.

1020 E. Ash St.
This structure was acquired along with the property on Temple Street largely consisting of agricultural lands. Staff is currently exploring options for disposal of this building either by relocation or demolition, pending budget approval.

972 N. Mason St.
This single family residential structure was acquired in 2011. Due to the current condition and location, the structure is scheduled for demolition in 2014 pending budget approval. Staff has completed initial asbestos survey and acquired estimates for removal.

PLANNING, ZONING & COMMUNITY DEVELOPMENT

The Zoning and Development Department has been active in the past year with development permits and variances. The following table illustrates the comparative levels of zoning permits from 2011 through 2013.

Zoning Permit Type	2011	2012	2013
Rezonings	0	1	2
Text Amendments	-	-	1
Special Use Permits	3	1	4
Public Hearings	-	2	7
Preliminary Site Plan Reviews	2*	2	8
Final Site Plan Reviews	2	2	7
Plats (Preliminary / Final)	0	0	0
Planned Unit Developments	0	0	0
Parking Lot Plan Reviews	0	0	0
Land Divisions (Division/Conveyance/Combination)	2	3	1
Zoning Board of Appeals	6	3	1
Historic District Commission	8	7	5
Building Code Board of Appeals	0	0	0
Sign Code Board of Appeals	2	0	1
Soil Erosion & Sedimentation Control	15	20	23
TOTAL	**35**	**41**	**60**

* Site plan reviews not covered by special use permits.

Ordinance Amendments

Michigan Medical Marihuana Act – Staff continues to provide general background and updates on the ever-changing landscape of pending legislation, legal opinions, case law, and ordinance samples.

Ordinance No. 195 – Amended the M-1 (Light Manufacturing) zoning district to allow the sale of used vehicles as an accessory use to auto body and paint shops.

Used Vehicle Sales – Explored the appropriateness of allowing used vehicle sales as an accessory use to auto body and paint shops city-wide.

Soil Erosion and Sedimentation Control

The City of Mason took control as the municipal enforcing agency of soil erosion and sedimentation control, as permitted by the Michigan Department of Environmental Quality (MDEQ) in 2009. Since then staff has experienced challenges in completing required

inspections due to staff reduction and limited resources. In 2012, the MDEQ determined that there was inadequate staff support assigned to the program, particularly in the area of field inspections. This ruling forced staff to secure third party inspection services. Wolverine Engineering was retained to conduct field inspections and reporting for each soil erosion permit issued. Wolverine Engineering has surpassed expectations in their level of experience and reporting skills. In early 2014, the MDEQ determined that the field inspections are being conducted in accordance with their standards. However, professional inspection services come with a cost. Currently service costs are exceeding revenue about two to one. Staff is doing everything in its power to minimize the cost of inspections, including staying in close contact with both inspectors and contractors to minimize return trips for compliance. Staff is also utilizing drawing on bonds to complete work where contractors have not met compliance orders.

Urban Service Management

As a member of the Urban and Rural Service District/Urban Service Boundary Committee, staff continues to participate in forwarding the mission of this Tri-County Regional Planning Commission work group:

The Regional Growth Initiative's Urban and Rural Service District Boundary Committee Mission is:

- *to keep urbanized areas viable*
- *to protect farmland, open space and rural quality of life*
- *to preserve priority conservation areas*
- *to utilize existing infrastructure*
- *to save costs through cooperation and efficiency*

Master Plan Update

The Mason Planning Commission has completed the update to the Master Plan. Commissioners Burns, Brown, King, Waltz and Naeyaert, as well as Councilmember Brown, had been courageous enough to volunteer their Saturday mornings to the effort. The adoption ends a three year effort to update the plan to current trends, planning and zoning law and community input.

Mason 150th Celebration Planning

The Mason 150 Committee has been steadily preparing and planning the celebration of the City's beginning including, developing memorabilia, creating a Mason 150 logo, developing a tree legacy program, developing a master calendar of events, developing a sponsorship program, etc. The timeframe for the celebrations has been announced as July 2 through July 5, 2015, in addition to the actual anniversary date event of March 9, 2015.

Mason Welcome Sign

Larry Miller, through a grass-roots service organization effort, has constructed a new welcome and entrance sign at the northwest entrance to the City on North Cedar Street near the Mason City Limits and bowling alley. The sign is similar in design to the existing entrance signs located at the entrances to the City on North and South Jefferson

Streets. The sign also includes area service organization logos that participated in fund raising to pay for expenses associated with the construction of the sign.

Public Transportation Study

The City of Mason is collaborating with the Michigan Environmental Council, the Mid-Michigan Program for Greater Sustainability and the Community Reinvestment Fund to engage interested parties in dialogue on mass transit visioning for the route(s) between Mason and Lansing. The program involves engaging the community to gage the opinion and interest in public transportation between Mason and Lansing.

Community Garden

Staff is proud to report on a fourth successful community garden growing season. The purpose of the garden is to provide space for individuals to grow produce for their personal consumption, as well as provide space for volunteers to grow produce to donate to area organizations in need, such as Jefferson Square Apartments, the Mason Capital Area Community Services food pantry, Green Acres, etc. The garden is located at 213 North Jefferson Street just south of the Hayhoe Riverwalk trailhead.

Volunteer garden coordinators, Jill Slade and Jason McMahon, worked very hard to complete a successful year, completing nearly 80 hours of volunteer time. Together, they were responsible to regular communication with gardeners being responsive to concerns regarding garden pests and irrigation functionality by solving complex watering system designs, resulting in a nice watering system that is easy to use by all gardeners.

Staff and the volunteer coordinators were able to successfully recruit volunteers and gardeners to obtain compost, fencing, tilling, hose, rakes, shovels and other miscellaneous materials necessary for the garden.

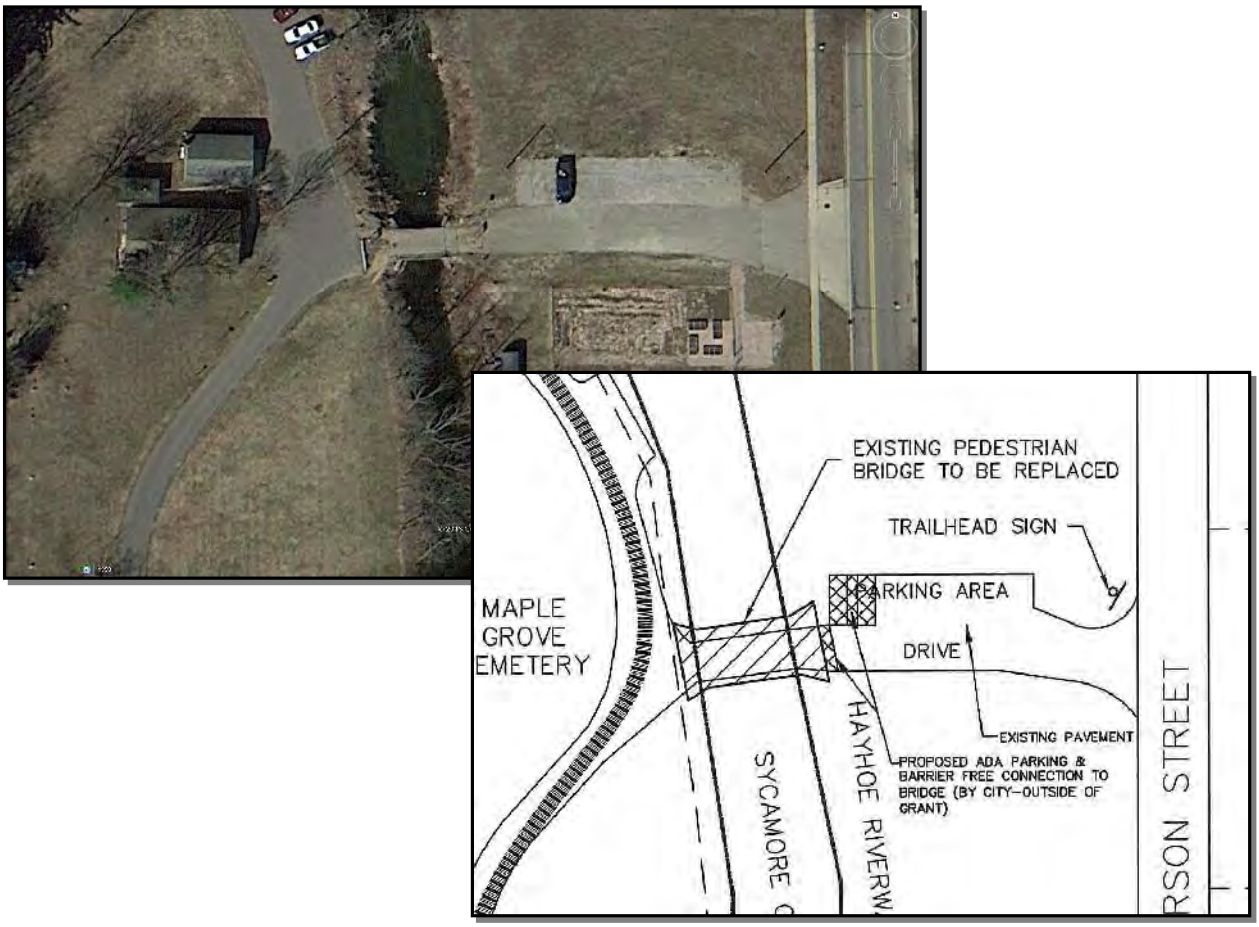
Staff is proud to report that volunteer gardeners continue their service to the community! Staff is also proud to report that with the guidance of volunteer coordinator Kelli Green the program was directly responsible for growing and delivering over 200 pounds of produce to residents in need. **According to the FDA, that's enough to feed a family of four for one month! Thank you Kelli Green, and thank you Mason gardeners!**

The Garden Project
Growing Healthy Food, Cultivating Connections
A Program of the Greater Lansing Food Bank

The Mason Community Garden is a proud affiliate of the Lansing Garden Project.

Recreation

Thanks to the Zoning & Development Department, the City received $60,000 in grant funding to replace the bridge in front of the Cemetery offices on South Jefferson Street. The funding will pay for a new eight foot wide pedestrian bridge and associated parking and trail signage. The bridge is the first step in providing trail linkage to the east side of the City and future linkage to the Dansville area.



Planning Commission
The Mason Planning Commission welcomes three new members:

Tim Fischer – the former Deputy Policy Director for the Michigan Environmental Commission and now the Chief Administrative Officer for M1-Rail in Detroit, Tim is no stranger to land use and transportation planning. In addition to a law degree, Tim brings a wealth of knowledge and experience in planning, policy and implementation in the transportation sector.

Elizabeth Hude – currently a planner for HNTB in the transportation field, Elizabeth brings a wealth of knowledge and experience in transportation planning to the Commission. Elizabeth is also a native resident of Mason.

Seth Waxman – As the Business Development Specialist for Service Master of Mason, Seth brings a local business perspective to the Commission. Seth is a resident of the downtown area and passionate about local planning and development.

BUILDING & CONSTRUCTION

The Department strives to provide contractors, applicants, property owners, tenants and residents with expert consultation in a way that anyone can understand. Our goal is to provide anyone with an interest in improving their property with the resources they need to get the job done right, on-time and as cost effectively as possible.

The overall level of building permits issued in 2013 increased slightly as compared to permits issued in 2012. Residential permits are also slightly down from a year ago, with all new residential permits in the single-family category. The following table illustrates the comparative building activity in the City for the past three years:

Building Permit Type	2011	2012	2013
New Single Family Homes	8	17	15
Value	$817,000	$1,882,000	$1,661,222
Multiple family permits (incl. two fam.)	3	0	0
Value	$238,000	$0	$0
Commercial permits	13	10	16
Value	$15,787,006	$174,500	$5,072,783
Sign permits	6	8	14
Demolition permits	11	11	5
Other permits	134	193	152
Total permits	**175**	**239**	**202**
Total value of construction	**$18,040,462**	**$3,632,948**	**$7,925,270**
Total permit fees	**$123,521**	**$34,726**	**$63,863**

The major commercial, office, industrial, and institutional buildings receiving building permits in 2013 are as follows (permits over $10,000):

1. Community Mental Health, 556 N. Cedar St.
2. Efficiency Productions, Inc., 685 Hull Rd.
3. Service Master, 210 State St.
4. MSU Federal Credit Union, 1133 S. Cedar St.

Building Inspections
Meridian Township inspectors are providing building inspection service on a on-call basis. Meridian Township inspectors and support staff are providing an exceptional service to the City and community. Permits are typically issued within 48 hours of receipt and in many cases issued the same day.

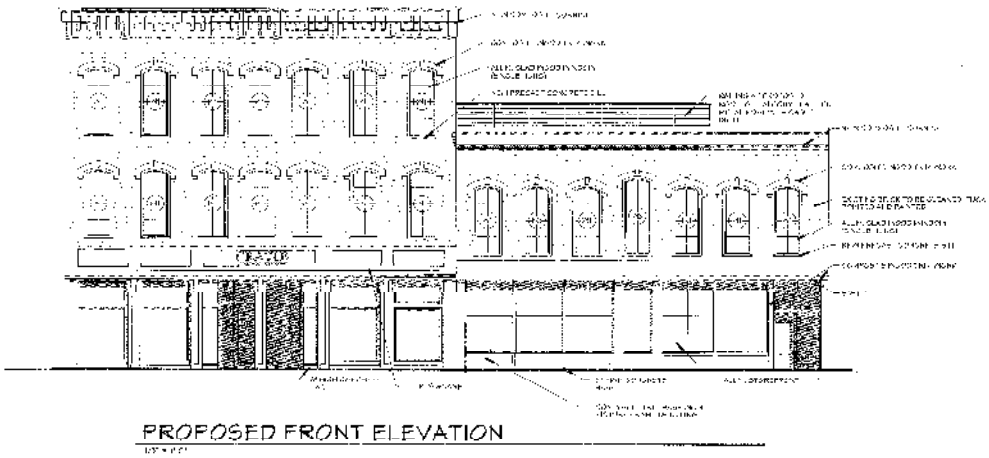
Inspections are performed within 24 hours of request. Inspectors are timely, courteous and professional. Inspection results are communicated effectively to reception staff and in return to property owners/applicants.

Year End Highlights
The year brought much needed demolition to a total of five (5) damaged or functionally obsolete structures (4 residential) including the following:

- 848 S. Jefferson St. (residential)
- 140 N. Rogers St. (residential)
- 1133 S. Cedar St. (commercial)
- 110 S. Park St. (residential)
- 354 E. South St. (residential)

Staff has worked diligently with property owners to facilitate and assist their needs with regard to demolition projects, such as providing contacts with area demolition contractors, assisting with permit process and utility disconnection.

124/140 E. ASH ST.
The former Shopping Guide building at 124/140 East Ash Street has been approved for redevelopment. Many agencies have been involved in the development of this site including the Mason Downtown Development Authority, Ingham County Land Bank, Ingham County Housing Commission, Michigan Economic Development Corporation, Michigan State Housing Development Authority, Mason Planning Commission, Mason Historic District Commission, Kincaid Henry Development Group, and Oracle Financial Solutions (Mason).



Upon completion of the project, Oracle will occupy the entire first floor and a portion of the third floor. Oracle plans to consolidate and move their two satellite offices from Lansing to Ash Street. Ten new apartment housing units are proposed for the remainder of the building. The project is expected to be completed by spring of 2015.

CODE ENFORCEMENT

Staff has been working very closely with the Code Enforcement Officer, Jim Duthie, to provide assistance in procedural issues, case history, experience, etc. Staff meets with the code officer on a weekly basis to discuss relevant issues. It is the goal of the Zoning Department to continue to provide assistance to code enforcement officer in order to make him (the position) self sustainable.

The Zoning & Development Director responded to 17 complaints ranging from building construction commencing without a permit to complicated zoning violations. Staff also responded to 23 soil erosion violations with compliance at nearly 100%.

CITY OF MASON
REGULAR CITY COUNCIL MEETING
MINUTES OF MARCH 3, 2014

Clark called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. He also led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Brown, Clark, Droscha, Ferris, Mulvany, Naeyaert
Absent: Councilmember: Bruno
Also present: Martin A. Colburn, City Administrator
Deborah J. Cwiertniewicz, City Clerk
Eric Smith, Finance Director/Treasurer
John Stressman, Chief of Police
Kerry Minshall, Fire Chief
Dennis Howe, Fire Department Captain
Kathy Revels, Human Resource Coordinator
Dennis McGinty, City Attorney

ANNOUNCEMENTS

- Mason Pizza Day – March 5, 2014
- The Tree Commission is seeking nominations for the person that will be honored at the 2014 Arbor Day celebration

PEOPLE FROM THE FLOOR

Stressman introduced newly hired Mason Police Officer Raquel Flores.

PRESENTATION

Pat Hicks – Sun Dried Music Festival

Pat Hicks, Vice President of the Sun Dried Music Festival, Incorporated, informed Council regarding the organization's plans for its annual event. Last year, the organization invited area churches to use the stage and equipment for a Sunday morning community worship service. Attendance for the service was overwhelming and is planned to be held this year as well. He elaborated on the particulars planned for the event and requested Council approval for various street closures, waiver of the noise ordinance and associated permits and fees, as well as the rental of the City generator and potable water supply for the vendors

Chief John Stressman – Police Department 2013 Annual Report

Stressman elaborated on the 2013 Police Department Annual Report to Council.

Chief Kerry Minshall – Fire Department 2013 Annual Report

Minshall elaborated on the 2013 Fire Department Annual Report to Council. Fire Department volunteer Captain Dennis Howe was also in attendance.

CONSENT AGENDA

MOTION by Naeyaert, second by Droscha,
to amend the Consent Agenda by moving Regular Business Item (D) Motion – Request for Street Closures for the Mason State Bank 5K Race and Item (E) Motion – Mason Area Chamber of Commerce Annual Events, to Consent Agenda Items (F) and (G), and move Regular Business Item (F) Discussion – City Hall Landscape Proposals, to Item (D).
MOTION APPROVED UNANIMOUSLY

MOTION by Naeyaert, second by Droscha,
to approve the Consent Agenda as follows:

A. Motion – Approval of Minutes – Regular Council Meeting: February 17, 2014

B. Motion – Approval of Bills - $160,946.94

C. Motion – Police Department 2013 Annual Report
Accept the 2013 Annual Report for the Mason Police Department and place it on file.

D. Motion – Fire Department 2013 Annual Report
Accept the 2013 Annual Report for the Mason Fire Department and place it on file.

E. Motion – Street Closures – Sun Dried Music Festival
Approve the request for the Sun Dried Music Festival Incorporated street closures as follows: Jefferson Street between Ash and Sycamore Streets, Maple Street from the east side of the entrance to the Mason State Bank parking lot to Barnes Street (including both sides) from Maple to Ash Streets, and Ingham Court from Jefferson Street to the Mason State Bank driveway, Friday, August 22, 2014 at 8:00 a.m. through Sunday, August 24, 2014, approximately 4:00 p.m. Also granted is a waiver of the amplified music ordinance and associated permits and fees, Friday night, August 22 until 12:00 midnight, Saturday until 1:00 a.m. Sunday the 24, and Sunday from 9:00 a.m. until 4:00 p.m. to allow a Community Worship Service to be held; additionally, rental of the City generator, and use of the fire hydrant located on the corner of Jefferson and Maple Streets to provide a potable water supply to the vendors is granted.

F. Motion – Request for Street Closures for the Mason State Bank 5K Race
Approve the Mason State Bank request to close Maple Street between Jefferson and Barnes Streets and both lanes of Barnes Street between Maple and Ash Streets on Friday, May 2, 2014 between 4:00 p.m. to 10:00 p.m. as well as Maple Street between Barnes and Steven Streets from 7:00 p.m. to 8:45 p.m. to conduct the 26th Annual Mason State Bank 5K Run.

G. Motion—Mason Area Chamber of Commerce Annual Events
Approve the request as outlined in the letter from Doug Klein, MACC Executive Director, dated February 19, 2014, for street closures, use of equipment, electrical power, and waiver of permit and fees for annual community events.

MOTION APPROVED UNANIMOUSLY

REGULAR BUSINESS

Resolution No. 2014-08 – A Resolution Approving an Increase to the City of Mason Utility Rates

MOTION by Droscha, second by Brown,
to consider Resolution No. 2014-08 read.
MOTION APPROVED UNANIMOUSLY

Resolution No. 2014-08 was introduced by Droscha, seconded by Brown.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-08
A RESOLUTION APPROVING AN INCREASE TO THE CITY OF MASON UTILITY RATES
March 3, 2014

WHEREAS, the City of Mason is anticipating significant capital improvements to the infrastructure of the water system and the sewer system as outlined in the Master Plan, Capital Improvement Plan, Street Improvement Plan, and City of Mason Budget; and

WHEREAS, the most significant capital improvement is a result of an Administrative Consent Order (ACO) from the Michigan Department of Environmental Quality (MDEQ) requiring the City to make significant improvements to the Publicly Owned Treatment Works (POTW) plant; and

WHEREAS, the Mason City Council is charged with assigning a just and reasonable rate for supplying the users of the water system and the sewer system with utility services as the City may provide; and

WHEREAS, the Water and Sewer Fund is a Proprietary Fund which, by definition, is financed primarily by user charges; and

WHEREAS, the Mason City Council contracted with H.J. Umbaugh & Associates to conduct an analysis of the Water and Sewer Fund along with a Water Rate Study and a Sewer Rate Study; and

WHEREAS, the Utility Rate Study Commission has met, reviewed and discussed the recommendations and reports submitted by H.J. Umbaugh & Associates; and

WHEREAS, the Utility Rate Study Commission is recommending to the Mason City Council that the following changes be implemented as recommended by H.J. Umbaugh & Associates:

- Water Base Charge will be $6.13
- Water Charge will be $3.57 per 1,000 gallons after the first 2,000 gallons
- Water Capital Improvement Charge will be $2.51 per 1,000 gallons of water sold
- Water Meter Charge will be $2.52
- Sewer Base Charge will be $9.97
- Sewer Charge will be $5.02 per 1,000 gallons after the first 2,000 gallons
- Sewer Capital Improvement Charge will be $.68 per 1,000 gallons of water sold; now

THEREFORE, BE IT RESOLVED, that the Mason City Council establishes the above listed rates for the Water and Sewer Fund effective for the first billing period commending on or after July 1, 2014.

RESOLUTION APPROVED UNANIMOUSLY

Resolution No. 2013-49 – Approval of Funding and Construction of an Apron in Front of the Mason Fire Department

Resolution No. 2013-49 was considered read and introduced at the November 4, 2013 meeting. At that meeting, Council took action to defer consideration of Resolution No. 2013-49.

MOTION by Naeyaert, second by Droscha,
to amend Resolution No. 2013-49 by striking "and placement of sidewalks within the LDFA area," in the first paragraph, strike the second and third paragraphs, and in the last paragraph strike $74,936.40 and insert $18,097.50, also strike "sidewalks within the LDFA."
MOTION APPROVED UNANIMOUSLY

Discussion ensued regarding the use of asphalt rather than concrete for sidewalks at the Fire Department, and whether it was equitable to require businesses to install concrete sidewalks while the City chose to use asphalt for the apron out to the street. It was discussed that the project was reviewed by the city engineer and that one of the goals was to improve the grade from the drive to the street.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2013-49
TO APPROVE FUNDING AND CONSTRUCTION
OF AN APRON IN FRONT OF THE MASON FIRE DEPARTMENT
March 3, 2014

WHEREAS, on October 24, 2013 the City of Mason published a bid for replacing the drive apron at the Mason Fire Station Number 1; now

THEREFORE BE IT RESOLVED, the Mason City Council approves funding and awards the contract to TCI in the amount of $18,097.50 for the construction of the Fire Department apron, authorizing the City Administrator for contractual signature authority.

Yes (5) Brown, Droscha, Ferris, Mulvany, Naeyaert
No (1) Clark
Absent (1) Bruno
RESOLUTION APPROVED

Resolution No. 2014-09 – Authorization for Change in the Standard Streetlighting Contract between the City and Consumers Energy Company

MOTION by Droscha, second by Brown,
to consider Resolution No. 2014-09 read.
MOTION APPROVED UNANIMOUSLY

Resolution No. 2014-09 was introduced by Naeyaert, seconded by Droscha.

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-09
AUTHORIZATION FOR CHANGE IN THE STANDARD STREETLIGHTING CONTRACT BETWEEN THE CITY AND CONSUMERS ENERGY COMPANY
March 3, 2014

WHEREAS, it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the streetlighting service as provided in the Authorization for Change in the Standard Streetlighting Contract between the Company and the City of Mason, dated October 28, 1977.

NOW THEREFORE BE IT RESOLVED, that the City Administrator be and is authorized to execute such Authorization for Change on behalf of the City of Mason.

RESOLUTION APPROVED UNANIMOUSLY

Discussion – City Hall Landscaping Proposals

It was discussed that Council would plan for landscaping City Hall during the budget meetings as well as the process to follow. It was the consensus of Council to choose one of the proposals and request that company to prepare a concept that would fit within the budget for landscaping at the next regular meeting.

UNFINISHED BUSINESS

Administration was commended for arranging an extension of storm debris collection through Granger.

NEW BUSINESS

None.

CORRESPONDENCE

All correspondence was distributed.

LIAISON REPORTS

Mulvany informed Council regarding Historic District Commission business.

COUNCILMEMBER REPORTS

None.

ADMINISTRATOR'S REPORT

Colburn informed Council regarding city business.

EXECUTIVE SESSION

Collective Bargaining Contract

MOTION by Naeyaert,
to adjourn to executive session to discuss a collective bargaining contract.
Yes (6) Brown, Droscha, Ferris, Mulvany, Naeyaert, Clark
No (0)
Absent (1) Bruno
MOTION APPROVED UNANIMOUSLY

Tax Tribunal Matters Per the Request of the City Attorney

MOTION by Naeyaert,
To discuss tax tribunal matters per the request of the city attorney.
Yes (6) Brown, Droscha, Ferris, Mulvany, Naeyaert, Clark
No (0)
Absent (1) Bruno
MOTION APPROVED UNANIMOUSLY

ADJOURNMENT

The meeting adjourned to executive session at 9:17 p.m.

Deborah J. Cwiertniewicz, City Clerk

Leon R. Clark, Mayor

03/14/2014 11:22 AM
User: TF
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON
EXP CHECK RUN DATES 03/11/2014 - 03/19/2014
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID
COUNCIL REPORT

MONDAY, MARCH 17, 2014

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Invoice Date	Amount	
07800	BLUE CROSS BLUE SHIELD OF MICHIGAN			
G#7029499DIV#001 101-855.00-874.001	RETIREES INSURANCE CITY EXPENSE RETIREES INSURANCE CITY EXPENSE	03/14/2014	7,378.57	
GR#7029499710DIV#1&2 750-000.00-231.015	HEALTH INSURANCE CITY EXPENSE HEALTH INSURANCE CITY EXPENSE	03/14/2014	12,037.34	
		VENDOR TOTAL:		19,415.91
06474	CONSUMERS ENERGY			
MARCH 2014 592-555.00-920.000	ELECTRICITY 1/25 - 2/21 ELECTRICITY 1/25 - 2/21	03/07/2014	8,630.81	
		VENDOR TOTAL:		8,630.81
05221	MCGINTY, HITCH, HOUSEFIELD, PERSON,			
MARCH 2014 101-266.00-826.000	FEB 2014 LEGAL FEES FEB 2014 LEGAL FEES	03/14/2014	5,318.61	
		VENDOR TOTAL:		5,318.61
		TOTAL - ALL VENDORS:		33,365.33

I hereby certify that I have reviewed the above bills and expenses and to the best of my knowledge and belief, they cover expenditures of City services and materials and are within current budget appropriations.

Martin A. Colburn
City Administrator

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 17, 2014 **Agenda Item:** 7 (C)

AGENDA ITEM

Motion – 2013 Annual Report – Zoning & Development Department – David Haywood, Zoning & Development Director

EXHIBITS

- Zoning & Development Annual Report 2013

STAFF REVIEW

Zoning & Development Department

SUMMARY STATEMENT

Staff is proud to present the Department's accomplishments in the 2013 Zoning & Development Annual Report.

RECOMMENDED ACTION

Move to accept the 2013 Annual Report for the Zoning & Development Department and place it on file.

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 17, 2014 **Agenda Item:** 8 (A)

AGENDA ITEM
First Reading—Ordinance 196—An Ordinance to Amend Chapter 10—Businesses—of the Code of the City of Mason by Adding Article III Which Defines Medical Marihuana Operations and Dispensaries, Requires a License and Sets Forth the Requirements to Obtain a License and the Effect of Having a License Within the City of Mason

EXHIBITS
- Ordinance 196
- Memo from Attorney Tom Yeadon dated February 27, 2014

STAFF REVIEW
Administration

SUMMARY STATEMENT
Due to the Michigan Supreme Court ruling on February 6, 2014, the case of *Beek vs. Wyoming* invalidated the City of Wyoming's prohibition on the use of medical marihuana. The City of Mason's Ordinance was similarly written to prohibit uses altogether. The City Attorney is recommending that the City reestablishes an Ordinance requiring a license for caregivers operations and then adopts a moratorium on the issuances of license until further investigation and determination is considered.

RECOMMENDED ACTION
Introduce Ordinance No. 196 and consider it read for the first time.

Introduced: _____
First Reading: _____
Second Reading: _____
Adopted: _____
Effective: _____

CITY OF MASON
ORDINANCE NO. 196

AN ORDINANCE TO AMEND CHAPTER 10 - BUSINESSES - OF THE CODE OF THE CITY OF MASON BY ADDING ARTICLE III WHICH DEFINES MEDICAL MARIHUANA OPERATIONS AND DISPENSARIES, REQUIRES A LICENSE AND SETS FORTH THE REQUIREMENTS TO OBTAIN A LICENSE AND THE EFFECT OF HAVING A LICENSE WITHIN THE CITY OF MASON

THE CITY OF MASON ORDAINS:

Article III of Chapter 10 - Businesses - of the Code of City of Mason and sections 10-70, 10-71, 10-72, 10-73, 10-74 and 10-75 are hereby added to the Code of the City of Mason to read as follows:

ARTICLE III - MEDICAL MARIHUANA

Sec. 10-70. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Act means the Michigan Medical Marihuana Act.

Dispensary means a structure, lot or premises from which two or more primary caregivers sell, deliver or otherwise dispense medical marihuana to patients.

Marihuana means that term as defined in section 7106 of the public health code, 1978 PA 368, MCL 333.7106.

Patient means any person to whom a primary caregiver delivers marihuana pursuant to the Act.

Primary caregiver means a person who is licensed and defined under the act as a person who is at least 21 years old and who has agreed to assist with a patient's medical use of

marihuana and who has never been convicted of a felony involving illegal drugs.

Primary caregiver operation means a structure, lot or premises from which a primary caregiver sells, delivers or otherwise dispenses medical marihuana to a patient.

Qualifying patient means a person who has been diagnosed by a physician as having a debilitating medical condition.

Registry identification card means a document issued by the department of community health that identifies a person as a registered qualifying patient or registered primary caregiver.

Usable marihuana means the dried leaves and flowers of the marihuana plant, and any mixture or preparation thereof, but does not include the seeds, stalks, and roots of the plant.

Sec. 10-71. Required; fee; application.

(a) No person shall operate a primary caregiver operation or operate or assist in the operation of a dispensary without having first obtained and without being in possession of a valid license issued by the city clerk.

(b) Application shall be made annually on forms provided by the city clerk which shall require the full legal name and date of birth of each caregiver and address of the intended location of the primary caregiver operation or dispensary, a copy of each caregiver's registry identification card, the number of registered patients for each caregiver and the maximum amount of usable marihuana and maximum number of marihuana plants the caregiver operation or dispensary may have on the property at any one time. The application shall state whether any electrical devices designed to assist in the growing of medical marihuana will be used in conjunction with the license, whether any structural modifications have been made or are intended to be made in conjunction with the license. The application shall be accompanied by any required building, electrical or plumbing permits.

(c) The initial application fee shall be $100.00 for each primary caregiver operation and $100.00 per caregiver for each dispensary. Renewal fees shall be established by annual budget resolution of the city council.

Sec. 10-72. Conditions of issuance.

The city clerk shall not issue an initial or renewal license until such time as all of the following conditions have been met:

(a) A completed application has been submitted to the clerk with the required fees that accurately states the lawful amount of usable marihuana and marihuana plants an applicant may have on the property at any one time.

(b) Proof that an annual inspection has been conducted by the Mason police department and the police department certifies that the facility is in conformity with the state law and city ordinances. The police department may, as part of its inspection, require building officials and/or

the fire department inspect the property prior to certification to ensure that it is in conformity with state law and city ordinances should the police suspect, during their inspection, that unreported or non-permitted structural alterations have been made, unreported or non-permitted electrical modifications have been made, unreported or non-permitted electrical devices are being used, otherwise unsafe electrical connections or overloaded circuits are present or unreported or un-permitted plumbing modifications have been made in conjunction with the license.

(c) Where the application identifies electrical devices are being used or intended to be used to assist in the growing of medical marihuana, proof that the fire department has inspected and approved the use or proposed use and that any necessary permits for electrical alterations have been obtained.

(d) Where the application identifies structural modifications have been made or are intended in conjunction with the license, proof that the appropriate building code officials have inspected the property and issued the necessary permits.

Sec. 10-73. Conduct of licensee.

(a) Each licensee shall, as a condition of obtaining and maintaining a license, agree to comply at all times with all applicable local and state building, zoning, fire, health, and sanitation statutes, ordinances, and regulations.

(b) The premises shall be operated and maintained at all times consistent with responsible business practices and so that no excessive demands will be placed upon public health or safety services, nor any excessive risk of harm to the public health, safety, or sanitation.

(c) The premises shall at all times be operated in compliance with all applicable provisions of this code and the act.

(d) The licensee shall immediately notify the city clerk of any changes in the names or additions and reductions in the number of primary caregivers operating from any structure, lot or premises within the city and pay the appropriate application fee for each increase in the number of primary caregivers.

Sec. 10-74. Effect of license; suspension, penalty.

(a) A license is valid only for the location identified on the license and cannot be transferred to another location within the city without a new application.

(b) Conducting a primary caregiver operation or a dispensary is a violation of federal law. A license does not prohibit prosecution by the federal government of its laws. Nor does a license prohibit prosecution by state authorities for violations of the act or other violations not protected by the act. A valid license shall not be construed as providing any protection beyond prosecution by the city of Mason for conducting a primary caregiver operation or a dispensary without a license.

(c) Compliance with city ordinances and state statutes is a condition of maintenance of a license and a license may be suspended for cause pursuant to the provisions of this chapter.

(d) Suspension of a license is not an exclusive remedy and nothing contained herein is intended to limit the city's ability to prosecute code violations that may have been the cause of the suspension or any other code violations not protected by this act.

(e) No person who has not been identified as a primary caregiver on an application with the city clerk, or subsequent filing with the city clerk pursuant to the requirements of this article, shall be deemed to be licensed.

(f) Any changes to the act or any decisions by a court of competent jurisdiction which would render a license issued under this article void or otherwise ineffective, shall result in the immediate expiration of any license issued under this section.

(e) Each day that a person shall conduct a primary caregiver operation or a dispensary without a license shall constitute a separate offense.

Sec. 10-75. Confidentiality.

Names and addresses of applicants and any licensed primary caregivers under this article shall be confidential information and shall be maintained as confidential records not subject to disclosure, except to other authorized employees of various city departments as is necessary to perform their official duties under this article. No records or information shall be released except upon order of a court of competent jurisdiction.

Declaration of need to be effective immediately

This ordinance is declared to be immediately necessary for the preservation of the public peace, health and safety and shall be effective upon adoption.

Number of council members present ___.
Number of affirmative votes ___.

The foregoing Ordinance was moved for adoption by Council Member _____ and seconded by Council Member _____ with a vote thereon being: YES (__) NO (__), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the ____ day of _____, 2014. Ordinance No. ___ declared adopted this ____ day of _____, 2014.

_____
Leon R. Clark, Mayor

_____
Deborah J. Cwiertniewitz, City Clerk

McGinty, Hitch, Housefield, Person,
Yeadon & Anderson, P.C.

MEMORANDUM

TO: Mason City Council

FROM: Thomas M. Yeadon, Assistant City Attorney TMY

RE: **MEDICAL MARIHUANA ORDINANCE**

DATE: February 27, 2014

As I believe many of you are aware, on February 6, 2014, the Michigan Supreme Court in the case of *Beek v Wyoming* invalidated the City of Wyoming's prohibition on the use of medical marihuana.

As you may recall, our office originally drafted an ordinance which would license "primary caregiver operations" and "dispensaries." We then declared a moratorium on the issuance of licenses while we considered the matter.

While considering the matter, the City determined that, instead of regulating primary caregiver operations, it was in the City's best interest to prohibit those uses altogether as other communities had done. As such, we adopted an amendment to section 94-121 which prohibits any uses for enterprises or purposes that are contrary to federal, state, or local laws or ordinances. This is very similar to the language adopted by the City of Wyoming. As such, this language is no longer effective to regulate any aspect of medical marihuana use as originally intended.

Given the above, it is my recommendation that the City start back to where we originally were when we looked at this situation. That is, I recommend we readopt the ordinance requiring a license for primary caregiver operations and then adopt a moratorium on the issuance of those licenses while we once again look at this matter. The *Beek* decision clearly stated that it was not prohibiting all forms of regulation – only the ban on medical marihuana use. I have attached those for your review.

bks
cc David Haywood

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 17, 2014 **Agenda Item:** 8 (B)

AGENDA ITEM

Resolution No. 2014-10 – A Resolution Authorizing the City Administrator to Enter into a Project Development Agreement with the Michigan Department of Natural Resources

EXHIBITS

- Resolution No. 2014-10
- Development Project Agreement – Michigan Recreation Passport Grant Program
- Letter of Commitment to Funding – George & Lisa Hayhoe, March 10, 2014
- Grant Award – Dart Foundation, February 10, 2014

STAFF REVIEW

Zoning & Development Department

SUMMARY STATEMENT

Project Summary: Removal of the existing bridge over the Sycamore Creek near the Maple Grove Cemetery offices and construction of an eight foot wide pedestrian bridge and trailhead signage. Designed for pedestrian use, the proposed bridge will serve as a link between the existing parking lot on South Jefferson Street and the Hayhoe Riverwalk Trail.

The project has three donors/grantors totaling $60,000. The Michigan Department of Natural Resources Recreation Passport Grant Program (MDNR) has approved funds in the amount of $30,000. The Dart Foundation has pledged $10,000 for educational signage. And George and Lisa Hayhoe have pledged $20,000 toward the project.

The proposed project is anticipated to have a total construction cost of $90,131, leaving $30,000 of the project unfunded. Staff is recommending that City Council approve the use of Iva Bond Trust funds toward the unfunded portion of the project.

The MDNR is requesting the City to enter into a project agreement. The due date for executing the agreement is April 11, 2014.

Funding for the project, provided the Council authorizes the agreement and commits funding, would be available through March 31, 2017.

RECOMMENDED ACTION

Move to approve Resolution No. 2014-10.

Introduced:
Seconded:

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-10

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A PROJECT DEVELOPMENT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES

March 17, 2014

WHEREAS, the City of Mason applied for and received approval from the Michigan Recreation Passport Grant Program for the development of a pedestrian bridge over the Sycamore Creek and trailhead signage to serve as a link between the existing Hayhoe Riverwalk Trail and the existing trailhead parking lot on South Jefferson Street; and

WHEREAS, the estimated project cost, including matching obligations, is as follows:

City of Mason (Iva Bond Trust Fund match)	$30,100
Dart Foundation	$10,000
Private Donation (George & Lisa Hayhoe)	$20,000
State Funds (MI Passport Grant)	$30,000
Total Project Cost	$90,100

WHEREAS, the City wishes to appropriate $30,100 from the Iva Bond Trust Fund as local match; and

NOW THEREFORE BE IT RESOLVED, that the City Council does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources (MDNR), and that the City Council does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide thirty-thousand and one-hundred ($30,100) dollars to match the grant authorized by the MDNR.

2. To maintain satisfactory financial accounts, documents, and records to make them available to the MDNR for auditing at reasonable times.

3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

Yes ( )
No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, March 17, 2014, the original of which is part of the City Council minutes.

_____

Deborah J. Cwiertniewicz, City Clerk
City of Mason
Ingham County, Michigan

MICHIGAN RECREATION PASSPORT GRANT PROGRAM

DEVELOPMENT PROJECT AGREEMENT

Project Number: **RP13-442**

Project Title: **Maple Grove Park Riverwalk Pedestrian Bridge and Trailhead Sign**

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and the **CITY OF MASON IN THE COUNTY OF INGHAM** ("GRANTEE"). The DEPARTMENT has authority to issue grants to local units of government for the development of public recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended. The GRANTEE has been approved by the Director of the Department to receive a grant. In PA 59 of 2013, the Legislature appropriated funds from the Recreation Passport Grant Program (RPGP) to the DEPARTMENT for a grant-in-aid to the GRANTEE. As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the necessary attachments by April 11, 2014.

1. The legal description of the project area (APPENDIX A); boundary map of the project area (APPENDIX B); and Recreation Grant application bearing the number **RP13-442** (APPENDIX C) are by this reference made part of this Agreement. The Agreement together with the referenced appendices constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.

2. The time period allowed for project completion is the date of execution by the DEPARTMENT **through March 31, 2017**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.

3. This Agreement shall be administered on behalf of the DEPARTMENT through Grants Management.

   a. All reports, documents, or actions required of the GRANTEE shall be submitted to the:

      RECREATION PASSPORT GRANT PROGRAM
      GRANTS MANAGEMENT
      MICHIGAN DEPARTMENT OF NATURAL RESOURCES
      PO BOX 30425
      LANSING MI 48909-7925

b. The GRANTEE'S representative for this project is:

Name _____ Title _____

Mailing Address _____

Telephone _____ FAX _____

Email Address _____

c. All notices, reports, requests or other communications from the DEPARTMENT to the GRANTEE shall be sufficiently given when mailed and addressed as indicated above. The DEPARTMENT and the GRANTEE may by written notice designate a different address to which subsequent notices, reports, requests, or other communications shall be sent.

4. The words "project area" shall mean the land and area described in the attached legal description (APPENDIX A) and shown on the attached boundary map (APPENDIX B).

5. The words "project facilities" shall mean the following individual components, as further described in APPENDIX C.

   Pedestrian Bridge

   Bollards

   Bridge Abutment Walls

   Remove Existing Bridge

   Trailhead Sign

   Soil Erosion Control

   Site Clean Up and Restoration

   MDEQ Crossing Permit

6. The DEPARTMENT agrees as follows:

   a. To grant to the GRANTEE a sum of money equal to **Thirty-three (33%) percent of Ninety Thousand One Hundred ($90,100.00) dollars,** which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **ThirtyThousand($30,000.00) dollars**.

b. To grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:

   i. Payments will be made on a reimbursement basis at **Thirty-Three (33%) percent** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.

   ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE on a form provided by the DEPARTMENT which includes an expenditure list supported by documentation as required by the DEPARTMENT, including but not limited to copies of invoices, cancelled checks, and/or list of force account time and attendance records.

   iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.

   iv. Final payment will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected a RPGP sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE agrees as follows:

   a. To immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Sixty Thousand One Hundred ($60,100.00) dollars** in local match. This sum represents **Sixty-Seven (67%) percent** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.

   b. With the exception of engineering costs as provided for in Section 8, to incur no costs toward completion of the project facilities before execution of this Agreement and before written DEPARTMENT approval of plans, specifications and bid documents.

   c. To complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:

      i. All projects with a total project cost of $15,000 or greater shall retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.

ii. Within 180 days following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional (Prime Professional is not required for grants less than $15,000).

iii. Upon written DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than $10,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.

iv. Upon written DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between $2,500 and $10,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.

v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.

vi. Complete construction to all applicable local, state and federal codes, as amended; including the federal Americans with Disabilities Act (ADA) of 1990, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; and the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Acts, Act 453 of 1976, as amended.

vii. Bury all new telephone and electrical wiring within the project area.

viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.

d. To operate the project facilities for a minimum of 40 years (useful life of facilities anticipated), to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.

e. To provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are

prohibited on grant assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.

f. To adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.

g. To separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and recreation program.

h. To furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.

i. To maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.

j. To erect and maintain a sign on the property for the life of the facilities which designates this project as one having been constructed with the assistance of the RPGP. A sign will be provided by the DEPARTMENT. Any replacement sign(s) will be at the expense of the GRANTEE.

k. To conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony to the local media. The use of the program logo and a brief description of the program are strongly encouraged in brochures related to public recreation produced by the GRANTEE. Upon the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.

8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning **January 1, 2014** and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.

9. To be eligible for reimbursement, the GRANTEE shall comply with the DEPARTMENT requirements. At a minimum, the GRANTEE shall:

a. Submit a written progress report every 180 days during the project period.

b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun. For grants $15,000 or less, reimbursement should be submitted for entire amount at completion of the project.

c. Submit a complete request for final reimbursement within 90 days of project completion and no later than **March 31, 2017**. If the GRANTEE fails to submit a complete final request for reimbursement by **March 31, 2017**, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.

10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, during the life of the facilities, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area.

11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in APPENDIX C and this Agreement.

12. The project area and all facilities provided thereon and the land and water access ways to the project facilities shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.

13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title acquired shall not be subject to: 1) any possibility of reverter or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) any reservations or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:

a. Received a written exemption from the DEPARTMENT before the execution of this Agreement, and

b. Received prior written approval from the DEPARTMENT of a lease and/or easement for any portion of the property not held in fee simple title as indicated in written correspondence from the DEPARTMENT dated _____, and

c. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and

d. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.

14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.

15. During the life of the facilities, none of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.

16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and commits the project area to Michigan's recreation estate for the useful life of the project facilities, therefore:

a. The GRANTEE agrees that, during the life of the facilities, the project area or any portion thereof will not be converted to other than public recreation use without prior written approval by the DEPARTMENT and implementation of mitigation approved by the DEPARTMENT, including but not limited to replacement with land and/or project facilities of similar recreation usefulness and fair market value.

b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT.

c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.

17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with recreation lands and project facilities of equal or greater fair market value, and of reasonably equivalent usefulness and location. The DEPARTMENT shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other recreation properties and project facilities of equal or greater fair

market value and of reasonably equivalent usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.

18. The GRANTEE acknowledges that:

    a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and

    b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and

    c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing same.

19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.

20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts 451 of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.

21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give written approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:

    a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;

    or

    b. If any portion of the project area is a facility, documentation that Department of Environmental Quality-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public recreation use and/or the resource protection values of the project area.

22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.

23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.

24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.

25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.

26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.

27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.

28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT may, in addition to any other remedy provided by law,:

    a. Terminate this Agreement; and/or

    b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or

    c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the RPGP, Michigan Natural Resources Trust Fund, and Land and Water Conservation Fund; and/or

d. Require repayment of grant funds already paid to GRANTEE.

e. Require specific performance of the Agreement.

29. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and the net increase in the quality of public recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.

30. Prior to the completion of the project facilities, the GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.

31. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status or disability that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.

32. The DEPARTMENT shall terminate and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Labor and Economic Growth pursuant to Public Act No. 278 of 1980.

33. The GRANTEE agrees to assist DEPARTMENT personnel in promotion of the Recreation Passport Program by distributing marketing materials provided by the DEPARTMENT.

34. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.

35. The rights of the DEPARTMENT under this Agreement shall continue for the anticipated life of the project facilities as stated in Section 7(d).

36. The Agreement may be executed separately by the parties. This Agreement is not effective until:

a. The GRANTEE has signed the Agreement and returned both copies together with the necessary attachments within 60 days of the date the Agreement is issued by the DEPARTMENT, and

b. The DEPARTMENT has signed the Agreement. IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, on this date.

Approved by resolution (true copy attached) of the

_____
(date)

_____ meeting of the _____
(special or regular) (name of approving body)

GRANTEE

SIGNED:

By _____

Print Name: _____

Title: _____

_____

Date: _____

Grantee's Federal ID#

_____

WITNESSED BY:

1) _____

2) _____

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED:

By _____
Steven J. DeBrabander

Title: Manager, Grants Management

Date: _____

WITNESSED BY:

1) _____

2) _____

APPENDIX A

LEGAL DESCRIPTION OF THE PROJECT AREA

APPENDIX B

BOUNDARY MAP OF THE PROJECT AREA

APPENDIX C

RECREATION GRANT APPLICATION RP13-442

(incorporated herein by reference)

Richard George Hayhoe
Lisa Hayhoe
P.O. Box 422
Mason, Michigan 48854

RECEIVED
MAR 10 2014
CITY OF MASON
PLANNING DEPT.

Mr. David Haywood,

We are pleased to inform you that we intend to contribute twenty thousand ($20,000) dollars to the City of Mason to be used towards the construction of the Maple Grove Park Riverwalk Pedestrian Bridge and Trailhead Sign project.

Once the City of Mason raises the balance of funds needed for this project from other sources, public or private, the grant will be issued for $20,000. We understand that this will happen sometime in calendar year 2015. This offer expires on 12/31/15.

We are once again, very happy to participate in a project which increases public access to the Hayhoe Riverwalk and improves the quality of life in Mason.

Sincerely,

Richard George Hayhoe
Lisa Hayhoe

DART FOUNDATION SM

500 HOGSBACK ROAD
MASON, MICHIGAN 48854
PHONE: 800.248.5960
FAX: 517.244.2631

February 10, 2014

RECEIVED
FEB 11 2014
CITY OF MASON
PLANNING DEPT.

Mr. David Haywood
City of Mason
201 W. Ash Street
Mason, MI 48854

Dear Mr. Haywood:

I am pleased to inform you that the Dart Foundation's Board of Directors has approved a conditional grant of $10,000 to the City of Mason to be used towards the replacement of the Maple Grove Park Riverwalk Pedestrian Bridge and Trailhead Sign. The conditions are as follows:

- Once the City of Mason raises the balance of funds needed for this project from other sources (public or private), and provides a list of donors to the Dart Foundation, a grant will be issued for the final $10,000.
- If the project and budget as described in your grant application dated December 13, 2013 change materially, the City of Mason must provide a new project description and budget to the Dart Foundation before the release of funds.
- This offer expires on June 30, 2015.

We look forward to receiving updates on progress towards your goal. Good luck!

Sincerely,

Claudia Remenar

Claudia Remenar
Foundation Manager

CR/lr
Enclosures

City of Mason, Michigan

Master Plan Update

2014

City of Mason Master Plan

Prepared By The
City of Mason
Planning Commission

Adopted By The
City of Mason
Planning Commission

Adopted By The
Mason City Council

Mason City Council

Leon Clark, Mayor
Robin Naeyaert, Mayor Pro Tem
Marlon Brown
Les Bruno
Elaine Ferris
Jon Droscha
Jim Mulvany

Mason Planning Commission

Ed Reeser, Chair
John Sabbadin, Vice Chair
Jim King, Secretary
Robin Naeyaert, Mayor Pro Tem
Anne Barna
Elizabeth Hude
Tim Fischer
Natalie Trotter
Seth Waxman

Mason Master Plan Update Committee

Robin Naeyaert, Mayor Pro Tem
Marlon Brown, Planning Commissioner
Jim King, Planning Commissioner
Mike Waltz, Planning Commissioner
Chris Burns, Planning Commissioner
David Haywood, Zoning & Development Director

Martin Colburn, City Administrator

VISION STATEMENT

Mason is a community founded upon a respect for our historic past, while encouraging an atmosphere that values family, business, the environment and arts, creating a sense of place for present and future generations.

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Chapter One
OVERVIEW

Introduction

This Chapter provides an overview of the City of Mason and the Master Plan's role, importance, preparation process, and principal policies. It presents a framework for the Master Plan by defining its purpose, goals and objectives. Understanding the fundamentals of the Master Plan will enable Mason residents and officials to appreciate the role it plays in ensuring the future welfare of the City and community at large. In order for the Plan to be effective, it must be embraced as a vital tool in preserving and enhancing the public health, safety, and welfare of the City is essential if this Plan is to be effective.

What is the Master Plan?

Purpose

Just as individuals and families plan for their future well being, so must municipalities. It is vital that the municipality look to the future and take specific actions to address current and future needs. Such actions may involve improvements to the street network, improvements to the level of emergency services, and the pursuit of new local employment opportunities.

This Master Plan is a policy document that identifies how growth and associated land development should be guided to enhance the future welfare of Mason. The following key words and phrases can generally describe the Master Plan:

FUTURE ORIENTED: The plan concerns itself with long-range planning to guide and manage future growth and development. The plan is a picture of Mason today and a guide for how the community should evolve over the **next ten to twenty years** in response to growth and community aspirations.

GENERAL: The plan establishes broad principles and policies to address future land use and public services.

COMPREHENSIVE: The Plan is comprehensive in that it addresses all principal types of land use and the practical geographic boundaries of each.

A PLAN: The Plan is a tangible document which consists of both text and maps, a key portion of which presents and illustrates the City's policies regarding its planned future land use pattern and associated public services.

DYNAMIC: The Plan is intended to be continually evolving in light of the aspirations of local residents, changing conditions in the City, and new strategies to manage growth.

The City of Mason Planning Commission, under the authority of the Michigan Planning Enabling Act, P.A. 33 of 2008 (as amended), prepared this Master Plan. The Act provides for the development of plans by a Planning Commission.

Though the Planning Commission is the principal body authorized to develop a Master Plan, the City Council and general public had opportunities for input throughout the planning process (See "How the Plan was Prepared" on page 1-3.).

The Master Plan is not a law or regulatory document, but a *"policy plan"* to be implemented through, in part, zoning and other regulatory tools. For example, though the Master Plan is not a zoning ordinance, the Master Plan's recommendations and policies serve as a basis for the current City of Mason Zoning Ordinance, as well as any subsequent updates to the plan and other ordinances. In fact, the Michigan Planning Enabling Act stipulates that where a local unit of government has adopted a zoning ordinance, the master plan shall include a, *" zoning plan for various zoning districts controlling the height, area, bulk, location and use of buildings and premises. The zoning plan shall*

include an explanation of how the land use categories on the future land use map related to the districts on the zoning map." This Master Plan addresses this statutory requirement and ensures a strong legal foundation for the City's zoning regulations.

Elements of the Master Plan

This Master Plan consists of the following key components:

1) *Chapter One – Overview,* presents the purpose and role of the Plan, the process followed in its preparation, key planning policies, and a summary of City conditions.
2) *Chapter Two – Planning Issues, Goals and Objectives* presents a discussion of important planning issues currently facing the City with associated goals and objectives that address these issues.
3) *Chapter Three – Future Land Use Strategy* presents the planned future land use pattern for the City.
4) *Chapter Four – Zoning Plan* describes the relationship of future land use categories, including height, area, bulk, location, and use of buildings and premises and other related standards to the zoning districts listed in the Zoning Ordinance.

4) *Chapter Five – Implementation* Strategies presents implementation measures to effectuate the policies of the Plan.
5) *The Appendices* present background studies that provide a review of existing conditions and trends including matters pertaining to demographics, land use, public services and utilities, history, and development build-out studies. The Appendices make occasional references to policy issues that arose in committee meetings during the preparation of the Plan. These policy issues are included in the Appendices for informational purposes only and do not represent the official planning policies of the City.

Importance and Application of the Master Plan

The importance and application of the City of Mason Master Plan are demonstrated in: 1) the long-term interests of the City; and 2) the day-to-day administration of the City's planning and zoning program.

Long Term Interests

There are a number of current interests shared by residents and officials of Mason that can be expected to continue for years to come. These interests are also expected to be shared by future residents and officials, including the following:

- Protecting the City's small-town and historic character.
- Recognizing the City's agricultural heritage and surrounding agricultural context
- Minimizing tax burdens.
- Ensuring appropriate land use development and adequate services to promote the public health, safety, morals, order, convenience, prosperity, and general welfare of residents and visitors.
- Managing growth and development.

The Master Plan supports these long-term interests by providing an aggressive future-oriented strategy. Intensive development that places excessive demands upon the City's infrastructure and services can lead the City into a future of tremendous social and environmental risks which will seriously threaten the public's health, safety, and welfare. Chapter Three establishes future land use and public services strategies to secure these and other long-term interests.

Day-To-Day Administration

In addition to furthering the long-term interests of the City, the Master Plan also plays an important role in the day-to-day planning and zoning efforts of the City:

- Advisory Policies: The Plan is an official advisory policy statement as a guide for development that should be readily shared with existing and prospective landowners and developers. The Plan informs them of the long term intentions of the City regarding land use and encourages development proposals more closely integrated with the policies of the Plan.
- Regulatory Programs: The Plan establishes a practical basis for the City to revise, update, or otherwise prepare regulatory programs, including zoning and land division regulations, intended to ensure that the policies of the Plan are implemented.
- Review of Land Development Proposals: Chapter Two includes a list of City goals and objectives which should be reviewed when considering future proposed rezoning requests, site plans, and related land use proposals. These goals and objectives seek to further establish a record upon which the proposal can be evaluated. Equally important, Chapter Three provides policies regarding the planned future land use pattern in

the City. This Chapter also provides valuable reference points upon which land use proposals should be evaluated.

- Public Services Improvements: The cost-effective use of Mason's tax dollars requires the identification of a planned future land use pattern. Residential, commercial, and industrial land uses have varying public services needs. The identification of a planned future land use pattern enables the City to pinpoint areas that may be in need of current public services improvements. The identification also enables the City to better determine areas of future need, rather than playing *"catch-up"* while the City's health, safety, and welfare may be at risk. Chapters Three and Four provide important guidance in this area.
- Intergovernmental Coordination: This Plan provides the basis for Mason officials to communicate effectively with nearby communities regarding both the impact of their planning and zoning actions and opportunities for mutual gain through coordinated efforts with regard to land use and public services.
- Factual Reference: The Plan includes a factual overview of relevant trends and conditions in Mason. This factual profile can educate local officials and residents and aid in the review of development proposals, encourage constructive discussion of planning issues and policies, and serve as a base line for future studies.

How The Plan Was Prepared

In May of 2010, the Mason Planning Commission began the process of updating its Master Plan. The current plan was approved in 2004 and as a result of the 5-year review, the Commission decided to revise the document. A Master Plan Committee was formed with the purpose of reviewing the plan and preparing updates and revisions for the consideration of the full commission and city council. The committee also established a timeline and work plan for the master plan update. In November of 2010, notice of intent to prepare a master plan was distributed to area planning and public transportation agencies and municipalities as required pursuant to MCL125.3839(2), including neighboring Alaiedon and Vevay Townships requesting their cooperation and comment.

Early in 2011, the full planning commission embarked upon a chapter-by-chapter review of the current plan. This process enabled commissioners to become familiar with the contents of the current plan and also provide guidance to the committee with regard to areas that should be revised. This initial review process concluded in the summer of 2011. In September 2011, the planning commission held three community-visioning workshops at City Hall. These workshops were purposed to gather public input on the update to the Master Plan. Residents, business leaders, and other members of the community were invited to attend and share their thoughts and concerns about the future direction of the city. The workshops focused on the positive and negative aspects of the community, challenges and priority areas, and visions for neighborhoods and the city at large. The planning Commission also created an online survey as an additional medium for public input at the stage. Overall, more than 80 people participated in the workshops or completed the online survey.

Following the community-visioning workshops, the Master Plan Update Committee compiled all of the comments and began identifying which items were addressed within the current plan. The items that were not addressed in the plan provided insight into how the plan should be updated. Moreover, the committee reviewed and considered the recommendations of the 2011 Tri-County Urban Service Management Study, as well as the Community Planning Principles as endorsed by the Michigan Association of Planning. In addition to this, the committee continued revising the master plan appendices as well as the original timeline and work plan.

The committee continued to meet and refine the plan to further explore and clarify the future land use strategy and applicable goals and objectives of the Plan. Participants included members of the Planning Commission and City Council, as well as the Planning/Zoning Director. A complete initial draft Plan was then prepared, reviewed, and further refined.

In the interest of regional coordination and compliance with the Michigan Planning Enabling Act, the City then forwarded a copy of the draft Plan to neighboring municipalities to solicit their review and comment October 30, 2013, marking the beginning of the statutory 63 day review period. The Planning Commission then held a public hearing on the draft Plan on January 14, 2013. The Planning Commission subsequently recommended adoption of the Plan to the City Council and the City Council adopted the Plan on _____.

City of Mason Overview

The following is a brief overview of the City of Mason. A more detailed review of City trends and conditions can be found in the Appendices.

The City of Mason is situated along U.S. 127 in the central region of Ingham County in the south-central portion of Michigan's Lower Peninsula. The City's relatively central location within Ingham County has allowed it to serve as the county seat since 1840. It is home to the historic old county courthouse, the beacon and cornerstone of the downtown historic district. I-96 is located just seven miles to the north. Its proximity to Lansing and East Lansing puts it under the Metro Area's "sphere of influence."

The City covers approximately five square miles. The 2010 U.S. Census recorded 3,574 households, of which 3,278 are occupied housing units, 2,032 families, and a population of 8,252 persons. Mason is the county seat of Ingham County and this contributes to the stability of the community's growth.

The City is located in the north central portion of the survey township borders of Vevay Township, and extends north to include approximately 200 acres in the survey township borders of Alaiedon Township. Aside from the greater Lansing area (capital of Michigan) eight miles to the northwest, the landscape of the surrounding communities is mostly agriculture and scattered residential development. Michigan State University (MSU), a premiere institution and one of the nation's pioneer land-grant institution and one of the top research universities in the world, is approximately nine miles to the north in East Lansing. MSU is a major employer in the greater Lansing area and aspects of university life including housing for students and professors, sports programs, and campus events impact Mason and the many other surrounding communities.

The City's topography can be generally described as level to mildly rolling. Drainage is facilitated through a network of watercourses, the most significant of which is Sycamore Creek. Sycamore Creek flows through the City in a northerly direction and, along with its tributaries, drains the entire City. The most significant of these tributaries are Willow Creek and Rayner Creek. Willow Creek drains southwest portions of the City, and Rayner Creek drains southeast portions.

Regional access to Mason is via US-127, I-96, and M-36. US-127 travels north-south through the western periphery of the City with two interchanges within or abutting the City (Kipp Road and Cedar Street). Interstate 96 (I-96) travels east-west across the state, and with an exit (Okemos Street) six miles north of the City's north border. I-96 intersects with US-127 approximately eight miles northwest of the City. M-36 provides additional regional access, traveling across the eastern half of Vevay Township from Gregory and Dansville into Mason..

As with many urban communities, Mason has an integrated development pattern. The focal area of the City is its historic central business area in the core of the City, located across from the historic county courthouse square and surrounded by the City's residential neighborhoods. This central business area began to take shape as early as the 1840's and many of its buildings today approach 130 years in age. In addition to the retail and office businesses in this central business area, two other principal retail areas are present. The Cedar Street business corridor extends from the central business area's west side to the US-127 interchange in the City's northwest corner. This business corridor has a predominantly office and neighborhood-service character in the City's central area and changes to a highway-commercial character toward the interchange. The City's other US-127 interchange, Kipp Road, is the location of a large department store and several small commercial businesses.

Industrial development is limited to three principal locations. The majority of the City's industrial businesses are located in the area generally defined by Howell Road to the north, the Jackson and Lansing Railroad to the east, and the Cedar Street business corridor to the southwest. Additional industrial areas include the historic grain elevator facilities along the railroad just west of the central business area and the newly constructed industrial facility at Kipp and Hull Roads near US-127.

Portions of the developed areas of Mason are a result of "425 Agreements" with Vevay Township. Public Act 425 of 1984 enables two local units of government to conditionally transfer property by written agreement for the purpose of economic development projects. During the period that a particular agreement is in effect, the municipal boundaries of the respective city extend to encompass the agreement acreage. As part of the conditional transfers of the properties to the City, both municipalities receive certain tax revenues and the City is the primary body responsible for public services to these properties. Since 1989, the two governments have entered into four such agreements that account for, in part, Kipp Road development including a large department store and auto part manufacturer, Eden Road development including a packaging plant and concrete manufacturer, and expansions to a manufactured housing community on Columbia Road.

The 2010 Census recorded 3,584 dwelling units. 488 of the units, or 8.3% were vacant. Of the occupied

dwellings in 2010, 56.7% were single family dwellings, 6.1% were two-family dwellings, and 24.8% were dwellings within multiple family structures. 10.1% of the single family dwellings consisted of mobile homes and all were located in the manufactured housing community on the City's west side along Columbia Road. The 2010 Census reported that 16.2% of the dwelling units in 2000 were constructed prior to 1940, 31.8% were constructed between 1940 and 1979, and 51.8% were constructed since 1980. For Michigan as a whole, the median construction year for owner-occupied and renter-occupied housing units in 2000 was 1964 and 1967 respectively. The median value of the City's owner-occupied dwellings in 2006-2010 was $118,600. This compares to $137,900 and $144,200 for the county and state respectively.

Agriculture is a significant part of the economic base of the City and surrounding Townships. It consists of grain farming, livestock farming and forestry. In 2013 the taxable value of agricultural real estate in Alaiedon, Aurelius and Vevay Townships totaled 43.8 million dollars (Ingham County Equalization, Dec. 2012). Mason commercial businesses supply and service agriculture through the sale of fertilizer, chemicals, farm machinery and hardware. It also remains the site of a large grain terminal that receives, processes and stores corn, soybeans and wheat. Mason's strong rural culture and heritage is evident in two well-attended annual events, the Ingham County Fair and the Steam Threshers Show south of the City. Public services and facilities in the City are wide in scope.

The City provides a full range of services. These services and facilities include public sanitary sewer, storm sewer, water, police and fire protection, street maintenance, parks and recreation facilities, and cemetery services. The City has a Council-Manager form of government, where a City Administrator manages the daily operation of these services and other functions, and a seven-member city council determines policy and enacts legislation for the city. The City also owns and provides the land and building facilities for the Mason branch of the Capital Area District Library (CADL).

The City of Mason was one of two local municipalities to receive $10,000 from the Lansing Economic Area Partnership Public Art for Communities grant program. The location for the public art work is the county-foreclosed parcel located at 848 North Jefferson Street that had a dilapidated house. Dace Koenigsknecht of St. Johns will create an original sculptural piece for the site. The site will be developed as a trailhead to the Hayhoe Riverwalk, including parking, bike rack, benches, trail mapping and ADA access to the trail system. This location for the artwork is very visible along the arterial street and the Hayhoe Riverwalk, and will draw people into the Hayhoe Riverwalk trailhead area, as well as welcome visitors to the City of Mason itself.

Mason Planning Area and Overview of Planning Policies

Preparation of this Plan involved the identification of a planning area larger than just the City of Mason itself. The Mason Planning Area extends approximately one mile from the City's boundaries which reflects the respective adopted future land use designations of the adjoining townships. The City recognizes that its future is linked to decisions regarding the future of the land surrounding the City. As such, the City and the Townships of Alaiedon and Vevay can all mutually gain when planning programs are coordinated. The Michigan Planning Enabling Act requires that each municipality study current conditions and future growth while consulting with neighboring jurisdictions to prevent conflicts in master plans and zoning. It is in the interest of coordinated planning that the Mason Planning Area is established.

This Plan presents a coordinated strategy that addresses growth, development and preservation. The Plan supports the continuation of Mason as a close-knit community with a strong residential base, and reasonable opportunities for new commercial and industrial development to further encourage economic stability.

The Plan supports the stability of existing commercial and industrial centers in the City, in addition to infill and redevelopment, to improve the visual impact and viability of business areas. Similarly, the Plan supports preservation of existing residential neighborhood areas and the redevelopment of neighborhoods that may no longer offer healthy housing environments for residents and families. Opportunities for new residential development are to be provided on vacant land within the City not otherwise planned for non-residential use, and through the incremental expansion of the City through municipal boundary adjustments or cooperative agreements with surrounding townships. The Plan supports the provision of varied housing options to address the differing needs and preferences of current and future residents. These options include traditional village neighborhoods and neighborhoods that incorporate the preservation of open spaces. Open space areas may include park and natural areas, and linear open spaces that may follow creeks or otherwise link larger open spaces to one another.

The Plan identifies several “mixed-use” areas throughout the City to accommodate the majority of new commercial and industrial development, including the land areas north of and adjacent to the Mason-Jewett Field (airport), southeast of the US-127/Cedar Street interchange, and northwest of the US-127/Kipp Road interchange. All of these areas represent viable opportunities for mixed development patterns, including industrial, commercial and residential, with appropriate design measures to ensure compatibility among the uses.

Future development should recognize the small-town character and historic areas of Mason. Development should complement the desired character of the community and, in association with the City’s historic areas, be sensitive to the historical character and significance of these areas. Additionally, special care should be exercised to ensure complementary entranceways into the City. These goals can be reached through appropriate building design, scale, lighting, landscape amenities, and streetscape improvements.

Chapter Two
PLANNING ISSUES, GOALS & OBJECTIVES

Introduction

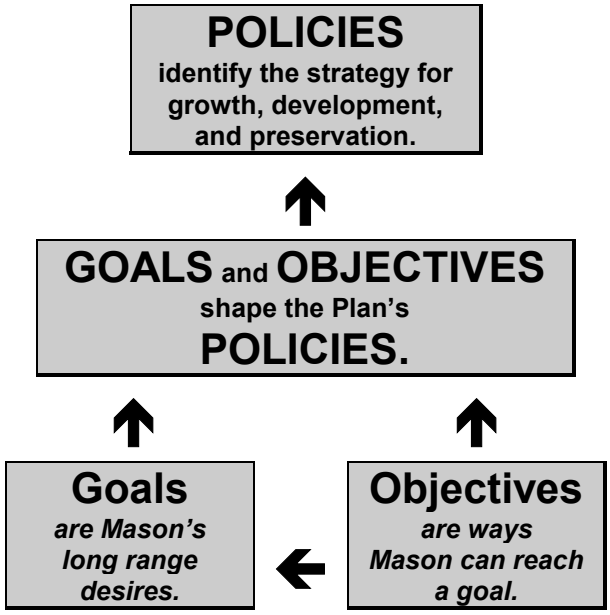
The purpose of this Plan is to establish a basis for future land use and public services in the City of Mason. The City wants to guide and shape future growth and development and not allow the community to evolve merely by chance. To effectively plan for the City's well being with regard to future land use and public services, it is necessary to identify key goals and objectives in response to important planning issues facing the City. The following is a summary of these planning issues and related goals and objectives.

Planning Issues, Goals & Objectives

Each issue presented in this Chapter is followed by a set of goal and objective statements. Planning goals are statements that express the City's long range desires. Each goal has accompanying objectives which are general strategies that the City can pursue to attain the specified goal.

The goals and objectives are important for several reasons:

- The goals and objectives provide current and future residents of Mason with an overview of the intended future character of the City.
- The goals and objectives identify and outline the basic parameters which should be used in guiding land use and public services policies.
- The goals and objectives serve as references upon which future rezoning, land development, and public services decisions can be evaluated.



Goals, Objectives, and Policies of the Plan

The planning issues, goals and objectives, are divided into the following major categories:

- Growth Management, Public Services, and Quality of Life
- Community Character, Historic Preservation, and the Environment
- Residential Development
- Economic Development
- Commercial Development
- Industrial Development
- Streets and Circulation
- Recreation
- Regional Coordination

The planning issues presented in the following pages are not intended to be all inclusive. Rather, they are presented as the primary issues that Mason should address as it establishes a future for itself. These issues will evolve over time and should be reexamined periodically with appropriate modifications made.

Growth Management, Public Services, and Quality of Life

Since 1970, the City of Mason has experienced average 10-year growth rates approaching 13%. Mason is a very desirable place to live for those seeking the comfort of a small town with ease of access to regional employment and retail centers. It is reasonable to anticipate that the population of Mason will continue to increase in the coming years.

The character and quality of life will be affected by the way the City chooses to manage future growth and development. Managed growth can preserve the City's existing small-town and rural character; retain its historic charm and resources; encourage orderly land development; assure adequate public services and wise expenditures of funds; and improve economic stability. This Plan must provide a strategy for effectively shaping and guiding future growth and development in a feasible manner, consistent with the aspirations of the citizenry of the City and the opportunities and constraints presented by its natural and cultural characteristics.

Successful growth management is dependent upon a coordinated public services program. Municipalities offer varying levels of public services. In Mason, city-operated public services include sewer and water, street maintenance and improvements, parks and recreation, and police and fire protection. The extent of public services has two primary impacts. First, public services impact land use choices. For example, affordable housing opportunities are significantly lessened in the absence of public sewer. Secondarily, the extent of public services also impacts the perceived quality of life within a community. For example, response times by a local fire department and the availability of recreation opportunities affects the quality of life experienced by local residents. In maintaining and expanding public services, it must be recognized that public service improvements will likely encourage additional growth and development.

Tax revenues dictate, in part, the extent and quality of public services. Although development will increase the City's tax base, the same development will place additional demands upon public services. Contrary to traditional planning wisdom and thought, recent research has shown that development does not necessarily *"pay its way"*. This conclusion was similarly reached, for example, by Dr. Robert Burchell of the Center for Urban Policy Research at Rutgers University. Dr. Burchell developed a "Cost-Revenue Hierarchy of Land Uses" based on an analysis of hundreds of fiscal impact studies including case studies of 18 Michigan communities. The hierarchy concluded that traditional single family residential development typically generated less municipal revenue than the costs for the public services it requires.

GOAL: *Manage growth in a manner that encourages the preservation of Mason's small-town character, and ensures appropriate maintenance and improvements to public services and facilities, compatibility among land uses and coordination between land use and public services programs, enhancement of community quality of life, and the cost-effective use of tax dollars.*

Objectives

1) Identify locations in the City, by sound planning and zoning, that are appropriate for residential and non-residential use, taking into account the constraints and opportunities presented by the City's natural and cultural features.
2) Preserve the City's natural resources through a coordinated future land use strategy and related implementation tools that permit reasonable use of land while discouraging unnecessary destruction or loss of natural resources, including wetlands and the Sycamore Creek corridor.
3) Maintain effective land use and development review regulations to ensure that development is compatible with the policies, goals and objectives of this Plan.
4) Separate incompatible land uses by distance, natural features, or man-made landscape buffers that adequately screen or mitigate adverse impacts.
5) Guide development into areas where public facilities and services have adequate capacity to accommodate the growth and increased development intensities, and where the expansion of public facilities is cost-effective.
6) Encourage compact development of the city through infill and adaptive re-use of property along existing water and sewer systems first, and then compact development along new sewer and water lines.
7) Identify those areas of the City which, due to existing conditions and the planned future land use pattern presented in this Plan, may be in need or will be in need of improved public services such as police and fire protection.

8) Continually monitor local attitudes with regard to public services and facilities and take appropriate planning and capital improvement actions to address identified and projected needs.
9) Recognize the special needs of senior citizens in the provision of public services and facilities.
10) Maintain efforts to encourage citizen-awareness of development proposals and issues, and to provide substantive public involvement and input opportunities on such matters.
11) Maintain a regular meaningful communications program with adjoining municipalities and regional agencies to discuss and investigate public facilities and services needs, opportunities for new or additional shared facilities and services, and alternative strategies for improving local public services, including contracted services, shared services, and City-operated services.
12) Recognize the importance of recreation as an integral component of the City's public services program and the need to continue providing recreation facilities in coordination with program providers.
13) Maintain efforts to facilitate community gardening and community food security through recruiting volunteer coordinators, providing available land where appropriate, and donating excess produce to local food pantries.
14) Continue an open dialogue with Mason Urgent Care and other medical facilities to encourage proactive engagement in addressing the current and future needs of the community.
15) Pursue the creation of a community recreation center/facility.
16) Continue placemaking efforts to strengthen the City's ability to attract young, new residents and knowledge based workers.

Community Character, Historic Preservation and the Environment

The City of Mason is a unique community with a rich character. It includes both an historic central business area bounded by quiet residential neighborhoods, and areas devoted to highway interchange commercial development, industrial uses, and park development. The historic county courthouse square is a daily reminder of the legacy of the community, its role within the regional framework of Ingham County, and the foundation by which the community's character is defined. The protection of Mason's small-town and historic character is important to local residents. *"Small-town character"* is a subjective quality, but in Mason, *"small-town character"* refers to high levels of peacefulness, quiet, pedestrian activity, community identity, comparatively small and inviting buildings, and awareness and concern for one's neighbors and fellow residents. Also of importance in defining the City's small-town and rural character are the nearby farm operations.

While the City's historic and small-town features are strong positive influences on the City, the City's natural features are equally important components. These natural features include woodland and wetland areas, the Willow, Rayner, and Sycamore Creek corridors, and open field areas. Not only are these elements important in shaping the character of the City, they provide vital environmental roles including wildlife habitats, flood control, water purification, groundwater recharge, and improved air quality. Preservation of these resources can be very difficult because the process of encroachment can occur slowly. Substantial damage to an entire region and/or ecosystem frequently occurs over an extended period.

Residents strongly support the small-town character of the community and its natural resources, and want these features to be important parts of the City's future. Effective protection of small-town character and the natural environment does not require the prohibition of growth and development. Managed growth and development, including effective site development practices, encourages the continuation of the City's desirable features.

GOAL: *Preserve the quiet, historical, and small-town character of Mason along with the integrity of its environmental resources.*

Objectives

1) Encourage land development designed in scale with existing developed areas and the dominant character of the City, through reasonable standards addressing density, building size, height, architectural design, setbacks, signage, opens space, and other development features.
2) Preserve the small-town and historic character of the Court House square and its visual role in defining the City's downtown business area, through appropriate land use and development standards.
3) Support the efforts of the City Historic District Commission and encourage the maintenance and preservation of historically significant structures.
4) Maintain a structurally sound housing stock and encourage the rehabilitation or removal of blighted structures.
5) Ensure that the quantity and quality of new development does not unreasonably create increases

in air, light, noise, land, and surface and underground water pollution, or the degradation of environmental resources.

6) Continue efforts to enhance a greater sense of community identity and character through streetscape improvements to commercial and other activity centers, and provide attractive entranceways into the City.

7) Encourage the continuation of farms and agricultural operations in peripheral areas of the City through complementary zoning provisions, until alternative use of the farm acreage is deemed more beneficial.

8) Provide necessary code development and ordinance enforcement to ensure the general maintenance and appearance of the City.

9) Maintain and beautify established and new parking areas through appropriate landscaping and screening.

10) Encourage landscaping and screening programs, in association with new commercial and industrial development, to minimize negative impacts on community character.

11) Encourage the preservation of open spaces and natural resources (such as woodlands, wetlands, and stream corridors) as part of the land development process, including the use of clustered housing design.

12) Recognize the significance of special natural resources associated with park facilities in the City, including the Ingham County fairgrounds, the City-owned Rayner Park, and the Hayhoe Riverwalk, and encourage the preservation of these resources as part of the City's park and recreation planning efforts.

13) Support the efforts to maintain a centrally located Library and Post office in the downtown area.

14) Maintain efforts to encourage outdoor dining in the City right-of-ways in the central business district.

15) Continue to support activities that enhance community traditions, family values, and promote community interactions, such as parades, Down Home Days, Sun Dried Music Festival, fireworks, Ingham County Fair, farmers market, etc.

16) Encourage continued support and development of local arts and culture initiatives.

17) Encourage efforts to attract destination restaurants and entertainment in the downtown area.

Residential Development

Mason is a very attractive place to live for those seeking a small-town rural environment, with excellent regional access to employment, retail, and cultural centers. Both rural and urban residential lifestyles are readily available in the City and additional rural lifestyles are plentiful in the surrounding townships. The available public sewer and water in the City provides opportunities for varying housing densities and lifestyles, and housing that addresses the varying economic and family structure conditions of current and future residents. It is the desire of the City to provide a mixed-use pattern of housing, with alternative housing options throughout all residential areas, and encourage a cohesive and integrated residential population. All housing should provide adequate open space and yard areas that are compatible with surrounding land use conditions. However, creative planning for clustered housing may provide such open spaces in non-traditional patterns.

GOAL: Establish a residential environment that recognizes the varied economic and family structure conditions of current and future residents while affording persons and families with healthy and stable surroundings that nurture personal growth.

Objectives:

1) Identify areas for future residential use that, with appropriate levels of public services and surrounding land use conditions, encourages healthy residential environments.

2) Provide opportunities for varied housing types and patterns to address the varied housing needs of current and future residents.

3) Discourage residential development that relies on on-site sewage disposal. In the absence of public sewer, coordinate housing densities with the natural carrying capacity of the land.

4) Encourage innovative residential development that incorporates mixed housing forms, while preserving natural resource systems , open spaces, and the City's rural and small-town character.

5) Prevent random commercial encroachment into established residential neighborhoods.

6) Encourage the upkeep of residential structures and yards, and the rehabilitation of blighted areas.

7) Encourage the preservation of historically significant dwellings.

8) Discourage main thoroughfares through residential areas and the use of residential streets for commercial or industrial traffic.

9) Encourage high density, multiple family developments, to locate near commercial centers (such as central business district and North Cedar Street corridor).

Economic Development

The economic stability of Mason directly affects the quality of life experienced by its residents. Economic stability is a function of many elements including property tax revenues, public services costs, employment, and consumer spending. As noted previously, traditional planning wisdom that supported the position that development "pays its way" has been replaced by considerable research to the contrary. Traditional single-family development has been found to frequently generate greater public services costs than the tax revenue it produces. On the other hand, commercial and industrial development has been found to typically generate equal or more revenue than the increased public service costs. Additionally, commercial and industrial development can provide close-to-home employment opportunities.

Accommodating reasonable opportunities for commercial and industrial expansion is important. However, merely designating areas for such development may not be adequate, particularly as applied to commercial development. Prospective businesses and consumers must be attracted to the commercial areas. Effective crime control, convenient parking, cultural amenities, and attractive streetscapes are very important.

GOAL: Strengthen and expand upon the area's economic base through strategies that attract new businesses and encourage consumer activity.

Objectives

1) Identify areas appropriate for commercial and industrial development, taking into consideration existing land use patterns, infrastructure, accessibility and other factors.
2) Reevaluate zoning regulations that impede reasonable commercial and industrial development.
3) Maintain open communication between the private business sector and the City regarding economic development opportunities.
4) Encourage industrial and commercial development that provides employment opportunities to the local population, strengthens the City's tax base, and coordinates with available public services.
5) Encourage retail services in close proximity to places of significant employment.
6) Encourage site development practices that create inviting areas and corridors for consumer activities.
7) Encourage the upkeep of commercial properties and the rehabilitation of blighted and deteriorating areas.
8) Explore the development of a bed and breakfast program to further encourage tourist trade, while protecting the desirability of nearby neighborhoods.
9) Coordinate planning efforts with the Mason Downtown Development Authority to implement a sound strategy for downtown development.
10) Support the Chamber of Commerce and other local organizations in promoting economic development while preserving the desired small-town character of the city through programs such as "Home Town Values", and other initiatives that strengthen the economic community by buying locally.

See "Commercial Development" and "Industrial Development" below for additional goals and objectives specific to commercial and industrial development.

Commercial Development

Commercial development in Mason consists primarily of its historic central business district and highway commercial areas associated with Cedar Street and the U.S.-127 interchanges. Addressing future commercial development effectively requires consideration of need, location and character.

There are no universal standards that identify the appropriate amount or need for commercial development in a particular community. Each community is unique, with its own set of circumstances including infrastructure, existing land use patterns, growth, and public perceptions. While there may be varying perceptions about the appropriate levels of commercial development in the City, there are several conditions that are very apparent: 1) A viable business district requires retail and office services; 2) The presence of U.S. 127 creates opportunities to address regional commercial needs, in the greater Lansing area; and 3) Increased commercial development will strengthen the economic stability of the City, with more employment opportunities and a larger tax base. Commercial development is recognized as one of the few uses which produces tax revenues that approach or exceed the cost of providing adequate municipal services to such uses (unlike traditional single family residential development).

The City's commercial areas reflect conditions characteristic of viable commercial development with access, visibility, and an adequate population base. While encroachment of existing commercial areas into residential areas is not generally supported, it must be recognized that the long-term viability of the City's central business district may well require opportunities for expanded retail and office development.
Commercial uses can vary significantly in character, ranging from retail to office, professional and other services, and ranging in size and scale from a small local hardware store to a large department store or multiplex movie theater. As commercial uses are of varying character, so are their impacts. Interest in preserving the overall small-town character of the City should affect decisions regarding the location of future development according to its character and type.

GOAL: *Provide opportunities for new commercial development in a manner that recognizes the overall small-town character of the community and existing dominant land use patterns, strengthens the economic stability of the City, and addresses the consumer needs of both local and regional populations.*

Objectives

1) Limit commercial growth primarily to existing commercial centers until such time that new, planned-centers may be determined to be beneficial.
2) Encourage commercial development to locate in targeted areas rather than indiscriminately encroach into residential and industrial areas.
3) Encourage commercial development in the downtown area that is coordinated with the desired small-town and historical character and identity of the area, considering such features as building size and height, architectural design, setbacks, signage, and open spaces.
4) Encourage commercial development in the downtown area to be of a retail, office and entertainment character to draw people and improve economic vitality.
5) Encourage commercial development in the downtown area that facilitates a pedestrian-friendly environment.
6) Encourage a more vibrant downtown area by providing opportunities for residential dwellings and offices above first floor businesses.
7) Encourage improvements to downtown buildings to facilitate safe access and use of upper levels.
8) Develop a downtown parking plan that provides convenient parking facilities to improve the downtown area's attractiveness as a place to shop and gather while not undermining the small-town character, unique identity, or nearby residential neighborhoods.
9) Provide appropriately located opportunities for commercial uses that predominantly target local day-to-day consumer needs, with a focus on the downtown business area.
10) Provide appropriately located opportunities for commercial uses that draw from a more regional market with a focus on Cedar Street and highway interchanges.
11) Establish landscaping and screening measures to ensure commercial development that is sensitive to the desired character of the community and minimizes adverse impacts on the normal use and enjoyment of adjoining land.
12) Coordinate the intensity of commercial development with available public facilities and services, including street infrastructure.
13) Provide opportunities for the limited and incremental expansion of the downtown business area to allow increased opportunities for new businesses while maintaining its integrity and encouraging the enhancement of nearby residential neighborhoods.
14) Encourage pedestrian and visual linkages between the downtown business area and the antique shopping area to the northwest.

Industrial Development

The City of Mason has two primary areas of industrial development: 1) near the City's southern border in the Kipp Road vicinity; and 2) near the City's northern border in the vicinities of Howell Road and U.S. 127. Manufacturing activities include a broad mix related to automotive, agriculture, construction, and general consumer industries. Benefits of industrial expansion in the City include city wide economic stability and close-to-home employment opportunities. However, it is important that future industrial uses do not undermine the character and stability of residential and commercial areas and are coordinated with public services and available capacities. The presence of both rail and highway access along with public sewer and water establishes a strong foundation for reasonable industrial expansion.

Industrial development can range from low to high intensity, and its impacts upon adjoining and near-by land uses can similarly vary. Certainly, in light of the small-town fabric of the City and the welfare of its residents and residential areas, industrial uses that are characterized by comparatively limited infrastructure demands and low levels of traffic and waste products

are preferred. These may include, by example, informational and communication technologies and light assembly operations. Irrespective of the intensity of future industrial uses, industrial development should recognize the desired character of the City in scale, design, and operations, and minimize negative visual and other operational impacts on nearby land uses.

GOAL: *Provide opportunities for the reasonable expansion of industrial development in a manner that is sensitive to the predominant small-town character of the community, minimizes new public service costs, and protects the viability and desirability of residential and commercial areas.*

Objectives

1) Recognize the significance of key corridors such as U.S. 127 and the Jackson and Lansing Railroad as potential opportunities for the location of new industrial development.
2) Emphasize industrial development that is in character and scale with surrounding land uses and the City as a whole, considering such features as building size and height, architectural design, setbacks, signage, lighting, landscaping, and open spaces.
3) Encourage industrial development to be located in targeted areas rather than indiscriminately encroach into residential and commercial areas.
4) Emphasize industrial uses that have comparatively low public services and infrastructure needs.
5) Emphasize industrial uses that minimize negative impacts upon adjacent land uses, taking into consideration such factors as noise, traffic, lighting, fumes and shadow patterns.
6) Encourage industrial uses to locate within well-designed industrial parks, characterized by ample landscaping buffering and interior street systems.
7) Through site plan review proceedings, work to ensure that new industrial uses reflect a visual character that is complementary to the City as a whole.
8) Encourage the redevelopment and upgrading of deteriorating and unsightly industrial properties.

Transportation, Streets, and Circulation

As new residential and non-residential land uses are introduced into the City, demands upon the street network will increase. This increased traffic may encourage congestion along some of the City's streets. Conversely, it must be recognized that street improvements may attract new development that will place additional demands on the network. This can be particularly true in the case of commercial and industrial development. Increased traffic demands can be minimized by adequate street maintenance and the coordination of street improvements with the planned future land use pattern.

Good land use management can maximize the potential of the city's street system and minimize adverse impacts to other street segments. Locating higher intensity land uses close to key thoroughfares will minimize future maintenance costs, as well as traffic levels, along the City's other streets. Improperly managed, the City's principal thoroughfares have the potential to evolve into corridors of strip residential and commercial development, with excessive signage and lighting, driveways and curb cuts, and expansive parking areas. Such a development pattern will undermine the function of these corridors, encourage congestion and traffic hazards, and alter the essential perception of the dominant rural and small-town character of the City.

Proper land use management and site development plans along important corridors can enhance the entry experience into the City, strengthen its identity and charm, and improve economic stability.

Affording bicycle and pedestrian movement throughout a community, and between communities, has long been identified as an important goal in improving quality of life. The past several decades have witnessed an unprecedented surge in interest in trail systems on the local, state, and federal level as their value gains greater understanding. These trails can limit the reliance on the automobile, improve the health of local residents, improve the quality of leisure time, facilitate economic activity, and encourage a vibrant community.

The Mason Planning Area is currently served by one public transportation facility, the Capital Area Transportation Authority (CATA) bus Route 46. This route provides bus service between Mason and Lansing twice daily, once in the early morning and again in the late afternoon. This route has had a steady increase in ridership since 2005, nearly doubling from 6,890 to 12,595 in 2011, an 83% increase in ridership. Use of public transportation is up all over the state. CATA reported its highest ridership year in its 39 year history in 2011.

The trend of popularity in public transportation is not limited to the greater Lansing area. Considerable funding is being spent in Michigan to improve passenger rail service. Recently a segment of the Wolverine line (Chicago-Jackson-Detroit/Pontiac) has received funding to increase this line to high-speed

rail. Funding has been approved to upgrade the Jackson Intermodal Station, which is potentially the southern terminus for passenger rail service between Lansing and Jackson, with Mason being a stop between. Given the trend in funding and usage of passenger rail and other forms of public transportation, Mason should identify potential locations for multimodal transportation stop(s)/hub(s).

GOAL: *Maintain a transportation network throughout the City, including vehicular, pedestrian, and bicycle travel, that encourages efficient and safe travel consistent with the small-town character of the community and coordinated with the planned future land use pattern that meets the needs of all users of the streets, including children, families, older adults, and persons with disabilities.*

Objectives

1) Identify priority street segments for systematic maintenance and improvement, based upon the planned future land use pattern and existing and projected traffic patterns.
2) Maintain a healthy balance between high-traffic generating land uses and development patterns along the City's secondary streets and street improvements to accommodate such development.
3) Pursue measures to minimize the potential for traffic congestion and safety hazards along adjacent streets, including limitations on the number, size, and shape of new land divisions, the discouragement of "strip" development, and limitations on curb cuts.
4) Encourage future land division patterns that maintain the integrity of the City's street network and small town character.
5) Discourage major street improvements that will increase growth and development pressures in areas of the Mason Planning Area not specified for such growth.
6) Implement access management principles, including the use of combined service drives, to minimize new curb cuts.
7) Encourage the construction of collector streets in conjunction with land development to foster efficient traffic circulation and ensure the public health, safety and welfare.
8) Ensure appropriate and coordinated ingress and egress to serve development, including the number and location of access points and the efficient movement of traffic between adjacent neighborhoods and other developments.
9) Continue emphasis on Mason as a "walkable community," supporting initiatives to facilitate safe and convenient non-motorized movement including sidewalk installation and maintenance.
10) Encourage integration and connection of new residential neighborhoods with the rest of the City, including pedestrian/bicycle paths to facilitate safe and convenient non-motorized movement.
11) Encourage the linking of residential and commercial centers with pedestrian/bike paths.
12) Explore and pursue the development of a streetscape improvement program along important thoroughfares to improve pedestrian activity and safety, heighten the City's identity and visual character, and attract shoppers to the area.
13) Continue to communicate and coordinate with the Capital Area Transportation Authority (CATA) to maintain and enhance the various public transit services it provides to the City.
14) Support activities of the Capital Region Airport Authority (CRAA) that do not undermine the local street network or otherwise negatively impact quality of life in the City, including noise and safety risks.
15) Develop standards for city streets that meets the needs of all legal users of the streets, including children, families, older adults, and people with differing abilities.
16) Explore the feasibility of and potential location for a multi-modal transportation hub for a range of public and private transportation systems, including bus routes, passenger rail and non-motorized transportation.
17) Require integrated street connections between residential developments that ensure connectivity, vehicular and pedestrian circulation, and maintains the efforts of a walkable community where feasible.
18) Encourage a main north-south primary street along the city's west side (west of US-127) to facilitate residential growth and associated vehicular traffic connection to the highway.

Regional Coordination

The City of Mason must recognize that it exists within a regional network of communities, none of which are islands unto themselves. Mason abuts the Townships of Alaiedon and Vevay, and the Mason Planning Area abuts Aurelius Township. The City and nearby municipalities can greatly benefit by cooperatively pursuing common goals in the areas of land use and public services. Planned land use and public services should take into consideration conditions in abutting communities such as existing land uses, develop-

ment densities, available infrastructure and public services, and land use planning policies.

GOAL: *Guide future development and public services in a manner that recognizes the position of Mason within the larger region, and the mutual impacts of Mason's planning efforts and those of neighboring communities.*

Objectives

1) Where practical, identify a planned future land use pattern that seeks to ensure compatibility among land uses along municipal borders.
2) Establish a formal and regular communication program with area policy makers to discuss local and area-wide public facilities and services needs, land use conditions and trends, and contemporary planning issues. Identify mutually beneficial strategies to address short and long-term needs and issues.
3) Recognize that the City's economic well-being depends upon growth and the expansion of the City's current borders and public service areas, and that the preservation of farmland and rural character in surrounding communities is tied to the reasonable expansion of the City.
4) Strive to accommodate City expansion incrementally through mutually beneficial strategies with neighboring townships.

Chapter Three
FUTURE LAND USE STRATEGY

Introduction

The City of Mason's principal planning components are contained in the Master Plan's Future Land Use Strategy. The Future Land Use Strategy identifies the desired pattern of land use and development throughout the City and in the greater Mason Planning Area. The Future Land Use Strategy also presents guidelines regarding future infrastructure and public services improvements. These guidelines are to help ensure that future public services are coordinated with the planned future land use pattern, and the achievement of the Plan's goals and objectives.

The Future Land Use Strategy consists of polices regarding future land use and development in the City and the Future Land Use Map. Implementation of these policies largely rests with the regulatory tools of the City – most importantly the City's Zoning Ordinance. The Zoning Ordinance is the primary implementation tool of this Master Plan, including appropriate changes that may surface due to the policies of this Plan. The Zoning Ordinance generally regulates the type, location, bulk, and intensity of land development. The City may also adopt other supporting regulatory tools to further the implementation of the policies of this Plan, as well as pursue specific public services and capital improvements. Chapter Four addresses implementation strategies in greater detail.

The goals and objectives presented in Chapter Two are the foundation on which the Future Land Use Strategy is based. These include, in part, the desire to guide future development in a manner that insures the compatibility between land uses, the coordination between development patterns and public facilities and services, the cost-effective use of tax dollars, and the preservation of the City's small-town/rural character.

The Future Land Use Strategy is based upon an analysis of the City's natural and cultural features such as community attitudes, existing roadway network, and existing development patterns. The opportunities and constraints presented by these and other characteristics were evaluated in the context of the goals and objectives in Chapter Two in order to arrive at a planned future land use pattern.

In the interest of regional planning and governmental coordination, and in consideration of the Mason Planning Area concept, the abutting conditions in Alaiedon and Vevay Townships were also considered. The recommendations of this chapter generally complement the principal planning policies of the Alaiedon Township Master Plan, and the Vevay Township Master Plan.

Future Land Use Categories

The Future Land Use Strategy divides the City and abutting township lands into "categories" and identifies the predominant land use pattern planned for each. However, no development should occur unless adequate measures are provided for sewage disposal and potable water. These land use categories collectively make up the planned future land use pattern for the Mason Planning Area. These categories are:

- Commercial
- Industrial
- Public
- Residential
- Mixed-Use

It is not the intent of this Plan to identify the specific land uses that should be permitted in each of these categories. This Plan makes broad-based recommendations regarding the dominant land use(s) to be accommodated in each of these categories. Specific permitted land uses will be determined by zoning

provisions, based upon considerations of compatibility. There may be certain existing land uses that do not "fit" with the planned future land use pattern. This should not be necessarily interpreted as a lack of City support for the continuation of such uses. Zoning regulations should clarify this matter.

The approximate borders of these categories are illustrated on the Future Land Use Map at the end of this chapter. The Future Land Use Map depicts the boundaries in more detail than the explanatory text of the chapter. The boundaries are described as approximate since the exact demarcation is best reserved for the City's zoning regulations and the detailed review and analysis of zoning and development proposals. There is frequently room for discretion at the exact interface between the boundaries of two planning categories and appropriate uses at these points of interface. However, the approximate boundaries as presented in this Plan have been considered carefully. Significant departures are strongly discouraged except for unique circumstances and where the public health, safety and welfare will not be undermined. It is also important to understand that neither the Future Land Use Map nor the explanatory text is intended to stand on its own. Both the policy discussions and map are inseparable and must be viewed as one.

Commercial

All commercial development should reflect design measures to encourage compatibility with adjacent and nearby land uses and the desired small-town character of the community. Similarly, commercial development in historic districts should seek to continue the historic integrity of the area. Adequate buffers and/or screening mechanisms should ensure that new commercial development minimizes impacts on residential properties. Limitations on signage, building heights, size, and related architectural qualities should be continued and enhanced to ensure compatibility of new land uses with the desired character of the surrounding areas and the City as a whole. Special attention should be directed to preventing future commercial development from undermining public health, safety or welfare due to poor street access practices such as excessive curb cuts and conflicting turning patterns.

The Future Land Use Strategy identifies four commercial areas. Each of these is discussed in the following pages.

Downtown Center: The Downtown Center includes the City's principal business district, defined by the historic courthouse square and surrounding businesses and civic buildings, and extending down State Street to encompass the old railroad depot district (Cobblestone Village area). The Downtown Center embodies the identity, charm and character that make Mason such a unique community. Mason has been the county seat for Ingham County since 1840 and the county's governmental affairs have since been centered at the courthouse square. This business area is marked by a small-town character and a pedestrian friendly environment. It is a meeting place for many. The long-term viability of the Downtown Center is a key component of the Future Land Use Strategy. The Plan strongly supports the continued role of the Downtown Center as a thriving center of commercial and community activity within the greater fabric of the City.

Development should be designed of such scale, architecture and amenities to preserve the Downtown Center as a historic and pedestrian-friendly commerce center. Development and redevelopment efforts should be coordinated with the desired small-town character and identity of the area, considering such features as building size and height, façade treatments, lighting, signage and related development features. Uses should primarily address the day-to-day retail, office and entertainment needs of the local population and visitors, including restaurants. Opportunities for complementary institutional and civic uses compatible with the intended character of the Downtown Center should remain. Uses that are characterized by the generation of traffic patterns that may undermine pedestrian safety should be discouraged.

Opportunities for the expansion of the Downtown Center should be carefully considered. Development proposals involving expansion should generally focus on properties immediately abutting existing businesses rather than occurring haphazardly or in a leap-frog pattern. Expansion of the Downtown Center should be limited and incremental only. Expansion should occur only where compatibility among land uses can be ensured and the stability and desirability of nearby residential neighborhoods and businesses can be maintained.

Cedar Street Business Corridor: The Cedar Business Corridor includes most of the land along Cedar Street from the US-127 interchange to South Street. This corridor presents varying conditions as one travels its length. The Plan establishes differing policies for the northern and southern portions of the corridor.

The northern half of the corridor, generally extending from the highway interchange to North Street, is afforded excellent regional access by the presence of the US-127 interchange. This segment has evolved

as a business corridor catering to the convenience needs of the highway traveler and uses that particularly benefit from proximity to the highway because of the regional market on which they rely. The Plan supports the continued role of this portion of Cedar as a highway business corridor. The Plan supports the redevelopment of properties in this area to enhance their impact on the City's overall character.

Future commercial development and redevelopment should be characterized by predominantly highway-oriented uses and uses that are particularly dependent on regional access. However, this corridor segment should undergo improvements to heighten public safety and visual amenities. These improvements should include streetscape improvements that address, in part, landscaping and lighting, signage, limitations on the frequency and number of driveways, and the use of shared service drives. This portion of Cedar Street serves as one of the primary entrances into the City. Its visual character impacts perceptions of the community as a whole and its desirability as a place of commerce.

The southern half of the Cedar Street Business Corridor reflects a very different character from that to the north. This segment of Cedar Street is characterized by a greater portion of businesses that cater to the day-to-day retail and office needs of the local population. Businesses are comparatively smaller in size than those to the north and parking requirements are typically less. Smaller buildings and development areas should be encouraged between North and South Streets. In light of this established development pattern and the proximity of residential neighborhoods to the east and west, the Plan supports the continued neighbor-service orientation of this business corridor. Office and small retail/service business should be encouraged and all new or redevelopment areas should be responsive to the local and city-wide interests in protecting the stability and desirability of nearby residences and neighborhoods. Special care should be taken to assure adequate buffers between these commercial uses and nearby residential areas.

Expansion of this portion of the business corridor to the east and west along intersecting streets is not encouraged. It may be reasonable if it occurs in a limited, controlled and incremental manner, and where such expansion does not harm adjacent neighborhoods.

The principal commercial component of this portion of the corridor is between North and Ash Streets. Portions of the Cedar Street frontage south of Ash Street are characterized by a mix of residential, public, office and retail uses. This Plan supports the continuation of the dwellings as places of residence. The Plan also supports opportunities for the incremental conversion of these dwellings to small retail, office or similar commercial or institutional uses in character with the intent of this corridor segment.

Hull Road Commercial Area: The Hull Road Commercial Area includes the land area generally defined as Hull Road to the east, Kipp Road to the north, US-127 to the west, and the water tower to the south. This commercial area is established in recognition of the existing commercial development in this location and the Plan's support for its long term stability as a commercial center on the periphery of the City. The Hull Road Commercial Area includes a regional retail store and nearby strip commercial development on the north side of Kipp Road. These uses, including fast-food restaurants and service stations, are appropriately located near the Kipp Road highway interchange to serve the needs of the highway traveler and the greater regional area. Opportunities exist for additional development of similar character on vacant land just north of the water tower. However, with the industrial facility to the east and the water tower to the south, the Plan recognizes that this vacant land may also function reasonably well for appropriately designed light industrial purposes.

East Columbia Office Area: The East Columbia Office Area is centered at the East Columbia/ Washington Streets intersection. It is designated as a specialized office area in recognition of its existing status as a small office center providing medical services. The Plan supports the continued use of this area for office purposes. However, due to the surrounding residential character of the area, expansion of this office center or conversion to higher-intensity uses, including retail, is discouraged.

The "Mixed-Use" section of this chapter discusses additional opportunities for commercial development within designated "mixed-use" areas.

Industrial

Future industrial development should be of a character that compliments the City's interests in environmental protection, and the protection of nearby and city-wide property values and the use and enjoyment of such properties. Site development practices that are sensitive to the City's small-town character and adjacent land uses should be encouraged. Reasonable limitations on signage, building heights, size, and related architectural qualities should guide future industrial development to ensure compatibility. Richly landscaped, along with properly placed parking areas and screens should guide future development. Industrial uses that have minimal

external impacts are strongly encouraged. These may include service-oriented industries such as communication and information technologies and manufacturing operations that focus on the assembly of pre-made parts versus raw materials operations.

The Future Land Use Strategy identifies three industrial areas and are discussed below.

North Railroad Industrial Area: The North Railroad Industrial Area is generally defined by Howell Road to the north, Jackson and Lansing Railroad to the east, the Cedar St. interchange and Cedar Street Business Corridor to the west and southwest, and North Street to the south. This geographic area is the principal existing industrial center of the City. There are opportunities for new development on vacant land and redevelopment of existing sites. This area has both public sewer and water and benefits from rail access and its proximity to US-127. Comparatively few residences are present in the area. The Area includes the existing industrial facility at the northeast corner of Cedar and North Streets and the former Mason Plaza site directly north. The Area also includes the site of the City's former landfill on the east side of the railroad. The previous landfill operations may present environmental limitations to the further use of the site. However, should they exist, the limitations may not necessarily preclude future industrial use as part of a coordinated redevelopment program. Further studies should be undertaken to gain greater insight into this matter.

South Railroad Industrial Area: The South Railroad Industrial Area incorporates the majority of the land along the Jackson and Lansing Railroad from Tomlinson Road north to Jefferson Street, including the land south of the airport. This Area is established in recognition of the extensive industrial development present and the appropriateness of additional industrial development. This Area benefits from being served with public sewer and water, rail access, close proximity to US-127, Kipp and Eden Roads (county primary roads), and Mason-Jewett Field (airport). There are comparatively few residences in this Area and surrounding land uses are predominantly agricultural, commercial, and public (Mason High School).

Mason Elevator Site: The grain elevator facility has been part of the Mason community since its early development and adds a special historical dimension to the community as a whole. Situated just northwest of the Downtown Center Area and adjacent to the railroad, operations continue today. The Plan identifies the Mason Elevator site for industrial use. However, the circumstances surrounding this site are unique and the Future Land Use Strategy establishes special policies addressing the future use of this site. However, the Plan also recognizes that the use of this site for industrial purposes, located in the midst of a predominantly residential and retail area, is not an ideal situation. While the use of the site as a grain elevator may be reasonable in light of its operational characteristics and the site's historical significance, re-use of the site for alternative industrial uses may be unreasonable (depending upon their specific character and operational characteristics).

This Plan supports the continued use of the site as it presently operates. Should elevator operations cease at some time in the future, special care should be exercised in authorizing alternative uses for the site. Continued use of the site for industrial purposes should occur only upon finding that such use and the specific development plans associated with site improvements do not further undermine the enjoyment, use and value of adjacent and nearby properties. Utilization of the site for commercial purposes, compatible with area businesses and the intended character of the Downtown Center, is an alternative use for the site.

Public

The Public land use category encompasses substantial portions of the City. The specific properties vary in character but are all related to governmental functions. Nearly all are owned by the respective governmental agency providing the function. These properties include parks such as Rayner Park and the Fair Grounds, library, post office, schools, religious institutions, fire stations, City Hall, Mason-Jewett airport, water towers, and county offices such as the Road Department, Drain Commissioner, Courts, and the Sheriff's Office including jail facilities. All of the publicly designated properties provide important community services. The Public land use category is established to recognize the presence of these facilities, the critical services they provide to the City and regional area, and the Plan's support for their continued presence in the community.

The classification of properties as Public is not intended to prohibit the conversion of these properties to alternative uses if sites or facilities become outdated or otherwise undermine the continued delivery of the public service in a cost-effective and sound manner. The conversion of such properties should generally coincide with the planned use of immediately surrounding properties to ensure compatibility. However, the conversion of park land or Fair Grounds to alternative uses is strongly discouraged as is any change to the function of the County Courthouse and its historical integrity. Conversion of the Fair Grounds

to a park is compatible with the overall planned land use pattern for the City.

The presence of the Mason-Jewett airport in the Mason Planning Area presents unique conditions. The airport presents benefits to the surrounding communities. It facilitates regional access to the area and provides recreational pilots with the opportunity to pursue their interest. The airport encourages consumer spending in local business areas and encourages a stronger tourist economy. However, the proximity of the airport to the City itself and the increasing residential development in the area highlights the sensitive relationship between airport facilities and surrounding land use patterns. Future proposals for expansion or other changes in airport operations should be evaluated carefully within the framework of the existing and planned future land use pattern for the Mason Planning Area.

Residential

The Future Land Use Strategy identifies the largest portion of the Mason Planning Area as "Residential." The majority of the land developed for housing is characterized by single family dwellings, with multiple family dwellings primarily limited to the south central and northeast portions of the City. The Plan recommends continued opportunities for new and varying housing options and that the options integrate with one another to encourage a cohesive community.

The Residential category is to accommodate varying development densities. Because of the City's interest in facilitating an integrated and cohesive community, the Future Land Use Strategy does not specify particular categories for specific density ranges. The Future Land Use Strategy encourages a mixed housing pattern of varying densities composed of predominantly single family dwellings, along with an appropriate mix of two-family and multiple family dwellings. Where comparatively large housing projects are proposed, the Plan supports the integration of these varying housing options on the project site. However, the Planning Commission and City Council should encourage higher density residential developments to locate in or within one-quarter mile of the commercial areas and transit stops as described earlier in chapter two.

The Plan also recognizes that the current proportion of the City's dwelling units in multiple family and manufactured housing community developments (approximately 30% and 11.5% respectively (source: Zoning & Development Dept., building permit estimates through 2012) reflects a comfortable housing mix and exceeds the proportionate mix state-wide. The Plan does not support large new developments of this nature. To the extent that there is expansion of manufactured housing development in the City, such expansion should be limited in location to similar high-density housing areas.

As the Plan supports a mixed-density development pattern, special care must be exercised during rezoning and development plan review proceedings to ensure compatibility between existing and new development. This compatibility can be encouraged through reasonable density transitions, landscaping and screening, and other site design measures. The development densities and scale of future housing projects should be coordinated with available levels of public services including sewage disposal, potable water, and street infrastructure.

The provision of opportunities for new residential development on existing vacant and/or agricultural land should not detract from the importance of appropriate maintenance and improvements to the City's existing housing stock and neighborhood quality of life. It is the residents of Mason that shape its character and the quality and stability of the City's housing affects all persons and families residing within. The City's existing residential neighborhoods impact the real and perceived character of the City as a whole, thereby affecting the City's overall stability as a place of commerce and housing. The quality of the City's housing stock has an effect on abutting and nearby property values. When deterioration becomes excessive, individuals and families lose a sense of pride in their community. Redevelopment of existing neighborhoods that may undergo excessive decline should be considered as a means to improve the City's housing environment. Such redevelopment includes encouraging the maintenance of existing homes; encouraging the enhancement of older, historic homes; as well as constructing new "in-fill" housing.

The outer regions of the Mason Planning Area are primarily characterized by active farm operations. Their classification is not intended to suggest that the farm operations are inappropriate or should otherwise be converted to residential use. Local farming activities have a positive impact in defining the overall character of the City and the greater Mason Planning Area. On the other hand, the Plan recognizes that some farm activities may not be compatible with encroaching high density residential areas. The Plan further recognizes that the long-term viability of these nearby farm operations may slowly decline due to the presence of the City and its future growth and development. Except where specifically recommended elsewhere in this Plan, residential development is the preferred alternative use where farm operations may give way to development. In light of the operational

characteristics of large-scale intensive livestock operations, such uses are strongly discouraged in or near the City. Potential new residents in the Mason Planning Area should recognize that the traditional smells, noises, pesticide applications, and generally recognized agricultural activities associated with responsible farming may well continue on a long term basis.

In addition to the Plan's support for varied housing densities, the Plan supports varied development patterns to address housing preferences and market conditions. Two such options include "open space communities" and "traditional neighborhood design."

Open Space Communities: The residents of Mason have clearly expressed an interest in maintaining the City's small town character. This character is shaped in part by the abundant open spaces including farmsteads, open fields, farmlands, woodlots, and natural wildlife habitats that surround the City's urban fabric. As the City incrementally expands, the potential to undermine this small-town character and the area's natural resources significantly increases. Residents are concerned about being surrounded by suburban development that will eventually make it difficult to define Mason as different from nearby communities. Residents are equally concerned about the impact of suburban expansion on area creeks, wetlands, floodplains and other open spaces. While some of these resources are regulated by state and/or federal law, such as wetlands of five acres or more in size, the preservation of other open spaces are subject to the decisions of local officials and developers.

Development patterns that incorporate the preservation of open spaces are strongly encouraged. To this end, the Plan supports opportunities for what is frequently referred to as "clustering" and "open space communities." This form of development provides for the clustering of dwellings on a portion of the development parcel, so that the balance of the parcel can be retained in an open space status. The open space can include natural areas such as woodlands and wetlands, wildlife habitats, park areas, and in some cases, farmland. These open space areas can be reserved by the use of conservation easements, deed restrictions, or similar tools. Open space communities have been shown to be economically viable and perhaps more profitable than typical low-density subdivision developments, while simultaneously enhancing nearby property values and the preservation of the local environmental integrity. This form of development may be particularly beneficial in the outlying portions of the Mason Planning Area.

Traditional Neighborhood Design: There is another development alternative to typical subdivision design that is very different from open space communities yet is equally effective in fostering the preservation of Mason's small-town character. This form of development is frequently referred to as "traditional neighborhood design" (TND) and incorporates and fosters a unique sense of neighborhood. The principles of TND are reflected in traditional village development patterns, many of which are evident in Mason's core area. TND supports comparatively high density residential development centered around a town square consisting of a central public space devoted to commercial and civic uses. The residences include a mix of housing styles including single family, townhouses and apartments. Streets are very "walkable" and pedestrian linkages are evident throughout. Streets typically follow a grid-like pattern and alleys are encouraged instead of driveways.

These village development patterns are generally recognized as offering an exciting alternative to otherwise sprawling subdivisions of little character. These village nodes provide convenient consumer services, foster a sense of mutual caring for one another, and embody a sense of vitality and identity. They offer opportunities for cost-effective public services and housing for all family stages. The higher density residential development within these village patterns encourages less encroachment of housing in the more rural and farm-based surroundings.

What may be equally effective in accommodating residential development while preserving the overall small town character of the City is the incorporation of a sense of unique identity within each evolving neighborhood. This may be accomplished through housing design, open space buffers, pedestrian-friendly circulation and linkages to nearby civic areas, and other development tools.

Mixed-Use

In addition to differentiating between areas of the City for commercial, industrial, public and residential use, the Future Land Use Strategy establishes a number of planned "mixed-use" areas. As the phrase implies, these areas are recognized as being potentially appropriate for one or more land use types depending upon market conditions and the character and merits of specific development proposals. These areas are characterized by one or more conditions that support a heightened degree of flexibility as to their use and development. These include: 1) a surrounding land use pattern of a mixed character; 2) the absence of significant existing residential development; and 3) proximity to the highway interchanges and/or Mason-Jewett airport.

In light of the potential mixed-use development of these areas, special care must be exercised during all phases of the review and approval of specific development proposals. This will ensure that the arrangement of such uses and the interface between them enhances their compatibility and the viability of each. Where light industrial uses may be pursued, they should generally be limited to those with minimal external impacts such as service-oriented industries, communication and information technologies, and manufacturing operations that focus on the assembly of pre-made parts. Where commercial uses are pursued, emphasis should be upon non-retail development such as offices, lodging facilities, and conference centers. Commercial uses of a convenience nature, such as fast-food restaurants, service stations and convenience stores are encouraged where they are intended to foster ease of access for neighborhood residents and local workers.

Five mixed-use areas are identified on the Future Land Use Map. Their locations, and recommended land use programs are as follows:

1) Cedar Street Interchange: This mixed use area is immediately southeast of the Cedar Street/US-127 interchange, situated between US-127 and the Cedar Street business corridor and extending south. Its development could be based upon one or a combination of uses including residential, retail, office, industrial and institutional. However, it must be recognized that existing access from Cedar Street is limited due to, in part, the site's limited frontage and the presence of the Cedar Street boulevard just south of the interchange. Any future use of the site must be evaluated for access compatibility. Additional and/or improved points of access may be necessary to realize the full development potential of this site. Unless an alternative location is proven to be more accommodating to traffic and traffic safety, the primary means of egress to this area should be created at the intersection of Cedar Street and Curtis Street. Walnut Street and Orchard Lane should only be utilized for light traffic and not main thoroughfares to this area.

   A sub-area plan for this area should be developed to detail the expectations of the development pattern of this area relative to street layout, connectivity to existing streets (M-36, Walnut, Orchard, Curtis St., etc), location for the variety of land uses (big box stores, multiple family residential, etc.). Please refer to Chapter Five, Future Study Areas for a complete description.

2) Kipp Road Interchange: This mixed-use area lies directly west of the Kipp Road/US-127 interchange, including frontage along Kipp Road, US-127 and access ramp, Jewett Road, and Tomlinson Road, and generally encompassing all of Section 17. The area is considered appropriate for mixed residential, commercial and industrial uses. However, because of commercial and industrial development's greater reliance on frontage, improved access and/or visibility, residential encroachment is encouraged in the areas outside the northeast region of this mixed-use area. Commercial development of a convenience nature, such as fast-food restaurants, service stations and convenience stores, is generally discouraged in light of existing services of similar character in the area and elsewhere. Strip development is also strongly discouraged, in favor of development plans that emphasize more unified and rural character preservation themes. Kipp Road is a primary thoroughfare in the Township and into the City of Mason. Special care should be taken during the review and approval of development proposals to ensure the Kipp Road corridor provides an inviting entrance into the City. This can be achieved through proper signage, lighting, placement of buildings and parking areas, and ample landscaping and open spaces. Residential development of varying densities may be viable in this area and may consist of single family, two-family and multiple family development. Please refer to Chapter Five, Future Study Areas for a complete description.

3) Airport: This mixed-use area is on the north side of Kipp Road, adjacent to the Mason-Jewett airport, and extending to Dexter Trail. The area may be used for light industrial, commercial and/or public park developments that would provide for high quality jobs with minimal negative impacts from traffic, noise or similar nuisances. Frontage areas could be suitable locations for appropriately designed commercial and/or industrial use. However, industrial uses should be situated closer to the Kipp Road frontage for access purposes, with appropriate commercial development to serve as a transition to the residential area planned to the north. Land uses east of the runway should function as a buffer between the airport and future residential development to minimize resident complaints about noise

4) Alaiedon/Vevay Cedar Corridor: This mixed-use corridor follows Cedar Street from the US-127 interchange west into Vevay Township and across the southwest corner of Alaiedon Township. This area is intended to accommodate limited commercial and light industrial uses. The corridor is substantially developed in Vevay Township with highway-oriented uses and industrial uses along Legion Drive. In Alaiedon Township, this area contains several small businesses near College Road

and industrial uses. The current land use and land division pattern does not support substantial development of either commercial or industrial use at this time.

5) County Fairgrounds East Buffer Area: This mixed use area serves as a buffer between the entertainment functions at the county fairgrounds and single-family residential development located further to the east, while complimenting the residential uses in surrounding neighborhoods. Only appropriate commercial, office, and multi-family transitional housing should be located here. Streets in this development should be encouraged to have outlets on both Kipp Road and Ash Street but commercial developments on Ash Street (M-36) should be carefully evaluated for their potential impact. A sub-area plan for this area in conjunction with the Airport mixed-use area should be developed to detail the expectations of the development pattern of theis area relative to street layout, connectivity to existing streets, land uses in proximity to preferred airport zoning, etc.

Coordinated Public Services

This chapter describes the planned pattern of land use throughout the Mason Planning Area. Since the character and feasibility of land use and development is directly influenced by the extent to which public services are available, special attention should be directed to the manner in which public service improvements occur. An important principle of the Future Land Use Strategy is that no new development should occur unless public services are adequate to meet the needs of that new development. Similarly, public service improvements, and the increased development that may result from such improvements, should not jeopardize the City's interest in managing growth and development. Thus, it is very important that future public service improvements be coordinated with the planned pattern of future land use. Further, the extent of public services also impacts the perceived quality of life within a community as it pertains to recreation, police and fire protection, and other services.

As new residential and non-residential land uses are introduced, demands upon the street network will increase. Appropriate maintenance and improvement programs should be developed to maintain and enhance the street and pedestrian circulation network. Conversely, it must be recognized that street improvements may well attract new development which, in turn, will place additional demands on the street network.

Excepting emergency conditions, such as an impassable street, the functional classification of streets should dictate the priority of improvements when all other conditions are generally equal. Priority improvements should be assigned to the City's principal thoroughfares, including their impact as entranceways into the community. Also of importance is the establishment of a truck route around the downtown area.

The future expansion of public sewer and water should occur in a phased and incremental manner so that an overly large geographic area should not be intensely developed at a rate beyond the City's ability to effectively manage growth and development. Development of the property served by private on-ste sewage disposal and potable water facilities should be discouraged. In the absence of public sewer or water, on-site sewage disposal and potable water facilities should be constructed and maintained in accordance with the requirements and standards of the Ingham County Public Health Department and other applicable local, county, state or federal agencies.

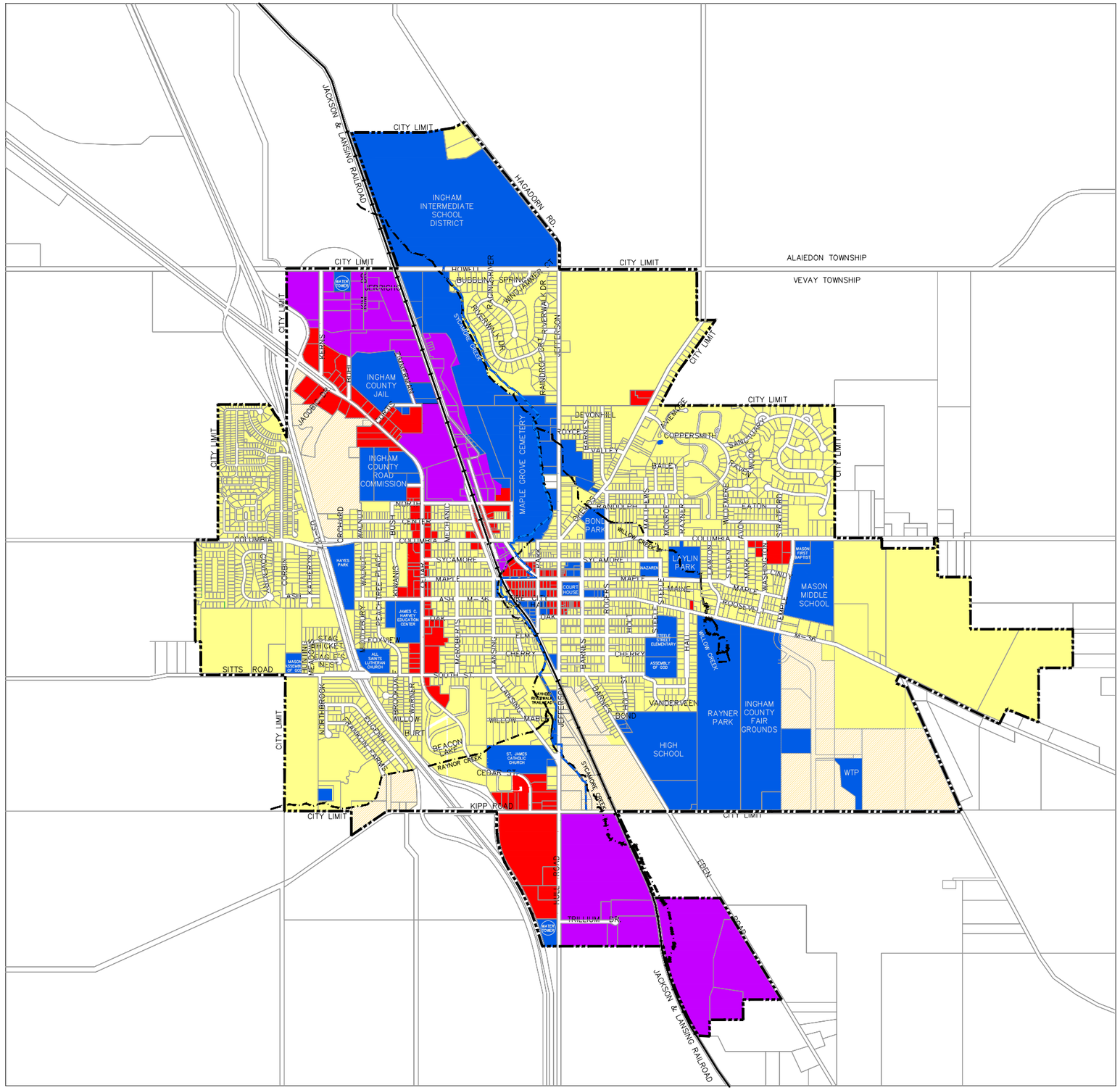
As community growth and land development increases, so does the demand for emergency services. It is important that the City assure that adequate fire and police protection services are available to existing and future residents and property. To prevent emergency services deficiencies, the City should continually monitor police and fire protection needs and services, and explore improving service levels. Considerations for improved services should include the expansion of joint services with neighboring municipalities, the establishment of additional fire and police stations as service levels dictate, and the purchase of new equipment.

Demands can be expected to increase in the areas of recreation facilities and programs, services to the elderly, recycling, and others. In collaboration with other agencies and organizations, coordination between the City's growing population and the programs that serve it should be closely monitored and improvements should be pursued where deficiencies are identified.

Chapter Four presents both general and specific strategies that address the implementation of the Future Land Use Strategy, including public services coordination.

Future Land Use

Mason Planning Area



Commercial

Industrial

Mixed Use

Public

Residential

City of Mason

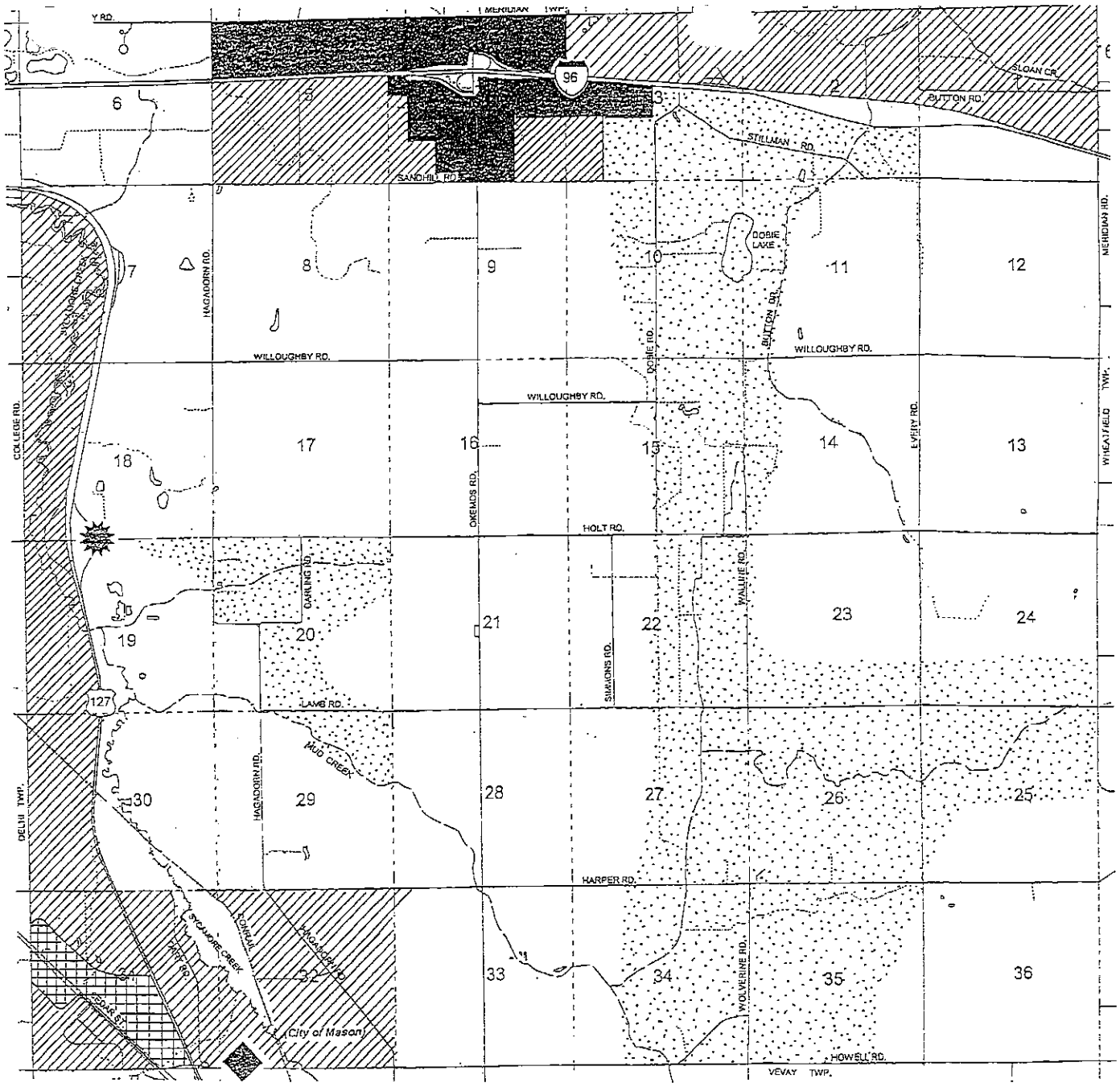
Hayhoe Riverwalk

Land use areas outside the City limits have not been included. To view these areas please refer to the corresponding township master plan.

Produced by:
Tri-County Regional Planning Commission
August 25, 2003 (rev.5)

Revised by:
Wolverine Engineers & Surveyors, Inc.
March 22, 2013

Source:
City of Mason Planning Commision



ALAIEDON TOWNSHIP MASTER PLAN

FUTURE LAND USE

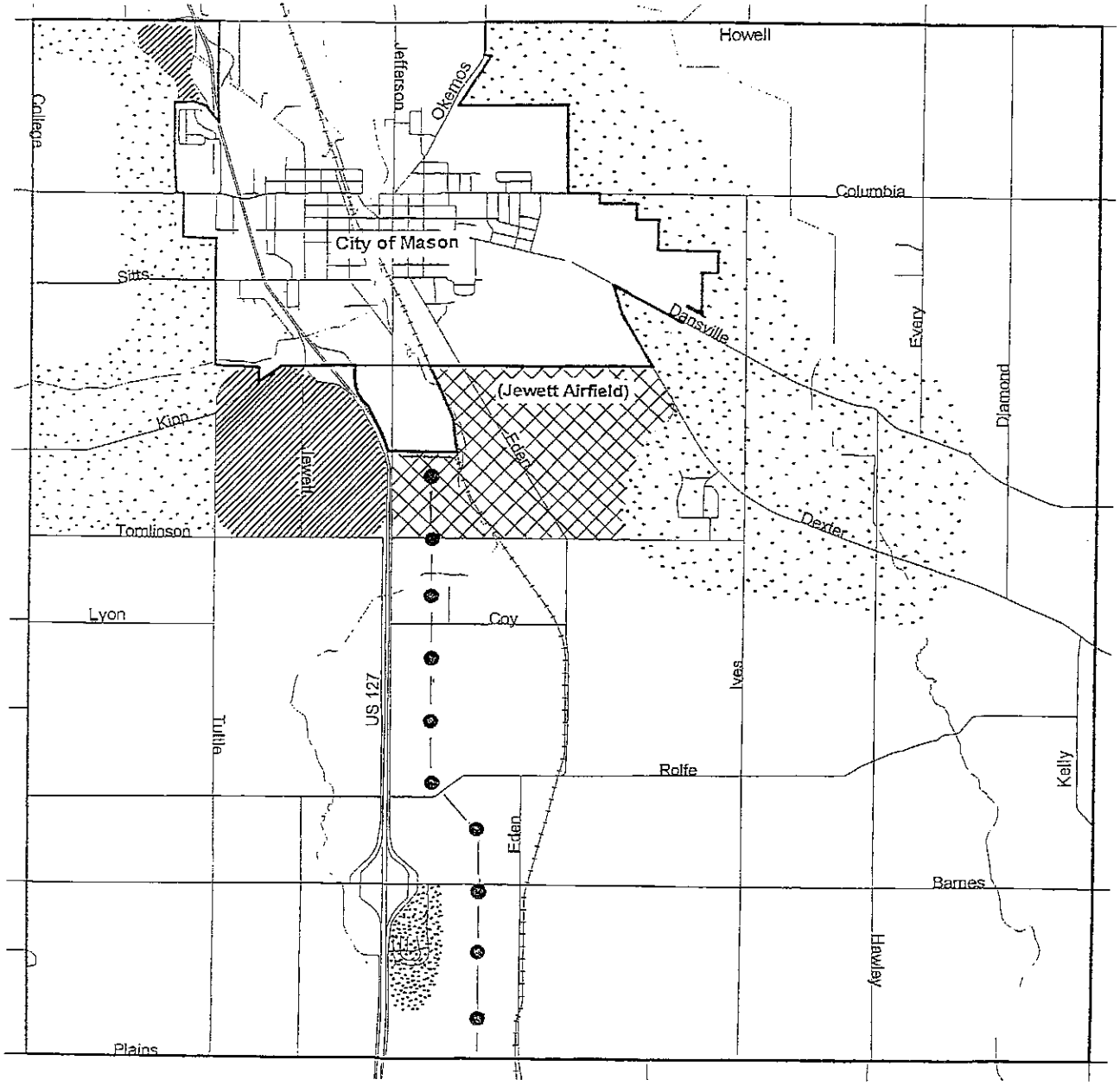
North

Approx. Scale in Feet: 3,300

LEGEND

- Primary Agricultural Area
- Secondary Agricultural / Rural Residential Area
- Suburban Residential
- Jolly/Okemos Roads Commercial Area
- Cedar Street Commercial/Industrial Area
- Howell Road Commercial/Industrial Area
- Holt Road Interchange Commercial Area

December 17, 2002



VEVAY TOWNSHIP MASTER PLAN

FUTURE LAND USE

May 5, 2004

LEGEND

- Agricultural / Rural Residential Area
- Suburban Residential Area
- Manufactured Housing Community Area
- Industrial Area
- Mixed-Use Area
- Inter – Urban Railroad Trail

N

0.5 0 0.5 1 Miles

Chapter Four
Zoning Plan

Introduction

This chapter includes a general description of a zoning plan, followed by a brief explanation of the relationship between this Master Plan and the Zoning Ordinance. The intent and key dimensional standards of the zoning districts are also briefly described.

What Is A Zoning Plan?

A "zoning plan" is a term used in the Michigan Planning Enabling Act. Section 33(2)(d) of the Michigan Zoning Enabling Act, PA 33 of 2008, as amended, requires that a zoning plan be prepared as a basis for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. This zoning plan includes an explanation of how the land use categories on the future land use map relate to the districts on the zoning map.

Relationship To Master Plan

This Master Plan sets forth the vision, goals and policies for growth and development in the City of Mason for approximately the next twenty years. It includes a specific strategy for managing growth and change in land uses and infrastructure in the area over this period, and will be periodically reviewed and updated at least once each five years. This chapter presenting the Zoning Plan, along with the rest of the relevant parts of this Master Plan, is intended to guide the implementation of and future changes to the Zoning Ordinance. Existing permitted uses of land, including density, setbacks and other related standards are as established in the Zoning Ordinance.

As a general policy, it is recommended that the rezoning of any land in support of the Future Land Use Map be deferred until specific applications are made. This will allow maximum opportunity to ensure that appropriate levels of public utilities are available to support the development. Similarly, no rezoning should be made that is inconsistent with the Future Land Use Map and/or text of this Plan, unless this Plan is first amended after careful study to establish the appropriateness of the change. As a general rule, this means if the proposed use is dense or intense enough to require public sewer and/or water and both are not present at the site, a rezoning request to permit the use should be denied, until the necessary public utilities are available to the site.

Zoning Districts

The following are the general purposes and characteristics of zoning within the City of Mason. The specific purposes of individual zoning districts and permitted land uses are listed in the specific district provisions of the Zoning ordinance. The section references indicate where detailed ordinance language for each district is located within the Zoning ordinance.

Commercial Districts

The following zoning districts are commercial districts:

C-1: Central Business	Section 94-141
C-2: General Business	Section 94-142
C-3: Local Business	Section 94-143

It is the primary purpose of the C-1 district to provide opportunities for business establishments in the area generally referred to as the Downtown Center in the city master plan that address the local day-to-day office, retail, and service needs of residents of, and visitors to, the city. It is the intent of this district to permit uses that draw from a regional population.

It is the primary purpose of the C-2 district to provide opportunities for business establishments that address the retail and service needs of both local and regional populations, including the highway traveler and uses that draw from a regional market or which uniquely benefit from close proximity to the US-127 interchanges.

It is the primary purpose of the C-3 district to provide opportunities for business establishments that address the local day-to-day office, retail, and service needs of the city's residents and visitors, and nearby surrounding populations, and which are not located in the city's historic business area (C-1 District) nor cater to the highway traveler or serve more regional populations, for which the C-2 District has been established.

It is the primary purpose of the O-1 district to provide opportunities for business establishments that are predominantly comprised of professional offices, medical offices, administrative offices, and other businesses of a similar office character.

It is the primary purpose of the O-2 district to provide in areas of a predominantly residential character, opportunities for office establishments which, because of the uses authorized and the required site development standards, are deemed compatible with such residential areas and which may be a benefit to such areas as a result of the services provided.

Industrial Districts

The following zoning districts are industrial districts:

M-1: Light Manufacturing	Section 94-151
M-2: General Manufacturing	Section 94-152

It is the purpose of the M-1 district to provide opportunities for a variety of industrial activities that can be generally characterized as being of low intensity, including the absence of objectionable external affects such as noise, fumes, vibrations, odors and traffic patterns, and resulting in limited demands for additional public services. Manufacturing operations in this district are generally intended to utilize previously prepared materials as opposed to the use, alteration, or manipulation of raw materials.

It is the primary purpose of the M-2 district to provide opportunities for a variety of industrial activities, including assembly, packaging, fabricating, processing, compounding, and manufacturing processes that rely on raw materials or previously prepared materials.

Public Districts

This land use category includes properties in any zoning district that are owned by public or nonprofit institutions.

Residential Districts

The following zoning districts are residential districts;

AG: Agricultural Single-Family	Section 94-122
RS-1: Single-Family Residential	Section 94-123
RS-2: Single-Family Residential	Section 94-123
RS-3: Single-Family Residential	Section 94-123
R2F: Two-Family Residential	Section 94-124
RM: Multiple-Family Residential	Section 94-125
MH: Single-Family Mobile Home	Section 94-126
PUD: Planned Unit Development	Section 94-161

It is the primary purpose of the AG district to provide opportunities for the continuation of agricultural activities while also providing opportunities for single-family residential development patterns and lifestyles of a more rural and suburban character than provided elsewhere in the city. It is also expected that property within this district may transition to other more intensive uses. It is the intent of this district that development ensures a stable and healthy residential environment with suitable open spaces. The lot area requirements contained herein are minimum requirements but larger lot areas may be required where natural site conditions dictate and/or public sewer or water is not available. Persons considering residing within this district should be aware that the traditional odors, noises, dust, pesticide applications, and other generally recognized agricultural activities associated with farming may continue on a long term basis in this district. However, in light of the comparatively high-density character of the city and the associated concentration of persons and families, including school and religious facilities, intensive agricultural activities such as large concentrated livestock operations are not considered appropriate uses in this district.

It is the primary purpose of the RS-1, RS-2, and RS-3 districts to provide opportunities for single-family residential development patterns and lifestyles of a more suburban and urban character than available in the AG district. The RS districts provide for varying lot sizes and development densities to allow for variation in housing preferences and market conditions and to provide the city with reasonable discretion in determining the most appropriate district under specific conditions including on-site and surrounding conditions. It is the intent of these districts that development ensures a stable and healthy residential environment with suitable open spaces and to prohibit uses that undermine this intent.

It is the primary purpose of the R2F district to provide opportunities for two-family residential development patterns and lifestyles. It is the intent of this district that development ensures a stable and healthy residential environment with suitable open spaces and to prohibit uses that undermine this intent.]

It is the primary purpose of the RM district to provide housing opportunities and lifestyles in the form of multiple family dwellings, such as apartments and townhouses. It is the intent of this district that development ensures a stable and healthy residential environment with suitable open spaces and to prohibit uses that undermine this intent.

It is the primary purpose of the MH district to provide housing opportunities and lifestyles in the form of manufactured housing communities as regulated under the Mobile Home Commission Act (MCL

125.2301 et seq.) and the Mobile Home Commission rules promulgated there under. It is the purpose of this district that, because of the comparative speed at which a manufactured housing community can be constructed and because of the potential for a rapid increase in demand upon public infrastructure and services, the district be established only where development will not outpace the ability of the city to effectively manage and accommodate demands upon public infrastructure and services and maintain the quality of life, local character, and identity of the city. It is the intent of this district that development ensures a stable and healthy residential environment with suitable open spaces and to prohibit uses that undermine this intent.

It is the purpose of the PUD district to establish provisions for the submission, review and approval of applications for specific development proposals that rely on more flexible land use and development standards than would normally be permitted by other districts. Such developments shall be authorized as "planned unit developments". It is the purpose of this district that such PUD districts and development be established only where it is determined that such approval supports the objectives of this chapter and results in a benefit to the community that would not otherwise be realized under traditional district provisions. Such benefit may address innovation in land use and site layout; economy and efficiency in the use of land, natural resources, energy, and the providing of public services and utilities; useful open space; improved housing, employment, and shopping opportunities; and greater compatibility of design and use with the characteristics of the project area and between neighboring properties. This district and its provisions is not intended as a device for ignoring this chapter or the planning upon which it is based. To this end, the provisions of this section are intended to result in land use and development substantially consistent with the planned development pattern for the city, with modifications and departures from generally applicable chapter requirements made in accordance with standards provided in this section to ensure appropriate, fair, and consistent decision making.

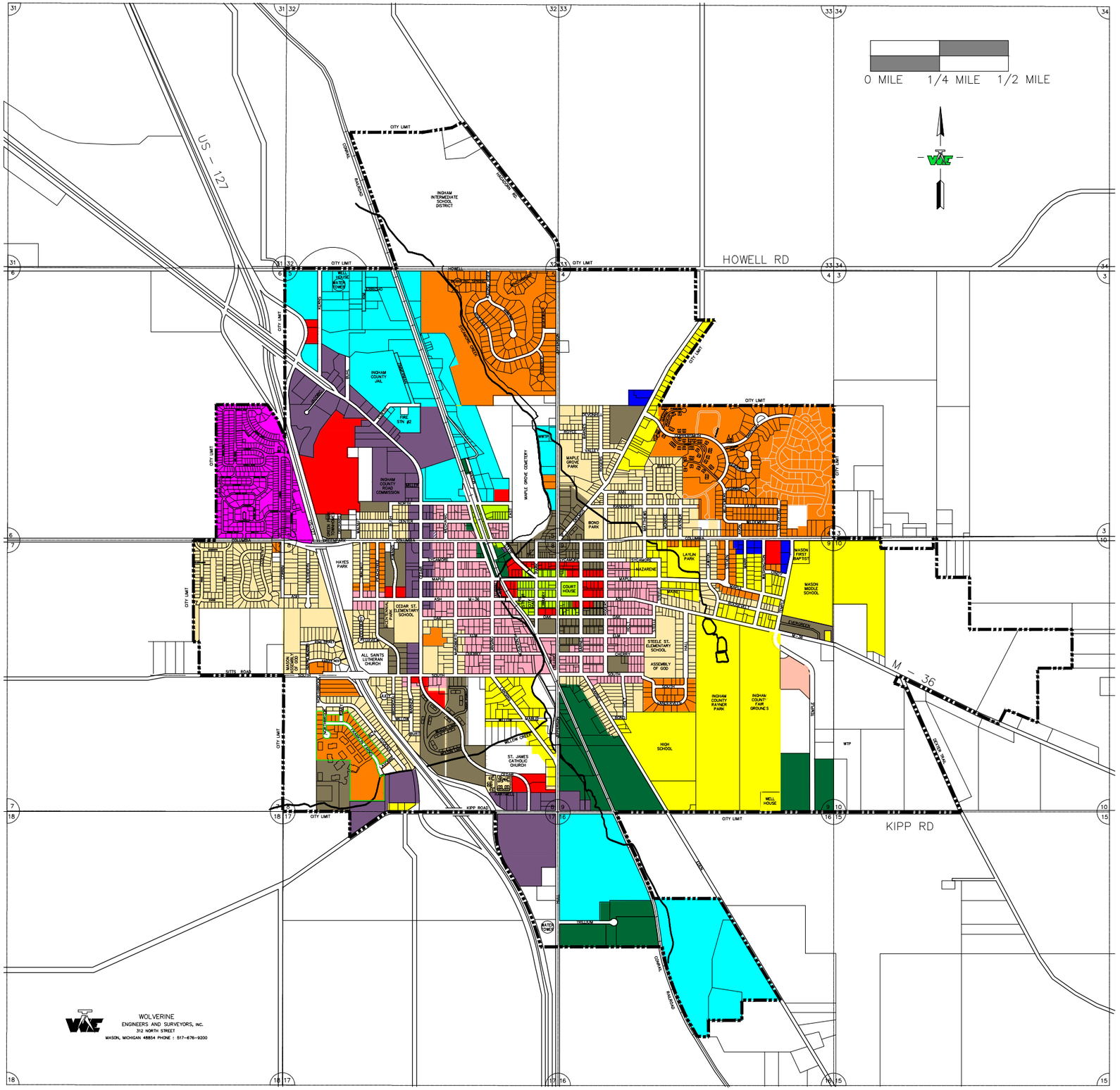
Mixed-Use Districts

This land use category includes properties in any zoning district that are described in the Land Use Categories component of Chapter Three.

The following is Table provides a comparison of the designations on the Future Land Use Map and comparable districts in the City's Zoning Ordinance

City of Mason Zoning

No Scale



Legend

- RS-1 SINGLE FAMILY RESIDENTIAL DISTRICT
- RS-2 SINGLE FAMILY RESIDENTIAL DISTRICT
- RS-3 SINGLE FAMILY RESIDENTIAL DISTRICT
- AG SINGLE FAMILY AGRICULTURAL DISTRICT
- MH SINGLE FAMILY MOBILE HOME DISTRICT
- R2F TWO FAMILY RESIDENTIAL DISTRICT
- RM MULTIPLE FAMILY RESIDENTIAL DISTRICT
- 01 OFFICE DISTRICT
- O2 SPECIALIZED OFFICE DISTRICT
- C-1 CENTRAL BUSINESS DISTRICT
- C-2 GENERAL COMMERCIAL DISTRICT
- C-3 LOCAL COMMERCIAL DISTRICT
- M-1 LIGHT MANUFACTURING DISTRICT
- M-2 GENERAL MANUFACTURING DISTRICT
- PUD PLANNED UNIT DEVELOPMENT DISTRICT
- C-2 GENERAL COMMERCIAL DISTRICT (CONDITIONAL)

10/18/2012

Chapter Five
IMPLEMENTATION STRATEGIES

Introduction

This Master Plan establishes a strategy for growth, development and preservation in the City of Mason Planning Area. The Plan is comprised of policies that are presented in both graphic and narrative form and are to provide basic guidelines for making reasonable, realistic community development decisions. It establishes policies and recommendations for the proper use of land and the provision of public services and facilities. The Plan is intended to be used by local officials, by those pursuing private sector developments, and by all residents interested in the future of the City. The Plan is a policy document. As a policy document, the Plan's effectiveness is directly tied to the implementation of its policies through specific tools and actions.

The completion of the Plan is one part of the planning process. Realization or implementation of the goals, objectives and policies of the Plan can only be achieved by specific actions, over an extended period of time, and through the cooperative efforts of both the public and private sectors.

Implementation of the Plan may be realized by actively:

1) Ensuring city-wide knowledge, understanding, and support of the Plan, and the continuing communication with and involvement of the citizenry.
2) Regulating the use and manner of development through up-to-date reasonable zoning controls, subdivision regulations, building and housing codes, other regulatory tools, and development incentives.
3) Providing a program of capital improvements and adequate, economical public services to encourage desired land development and redevelopment.

The purpose of this Chapter is to identify implementation tools and where applicable, specific actions to be pursued and the body or bodies considered most appropriate to administer the action.

Public Support, Communication and Community Involvement

Citizen participation in and understanding of the general planning process and the specific goals, objectives and policies of the Plan are critical to the success of the City's planning program. Understanding and support of the Plan by local citizens can greatly enhance its implementation. This support may be found in citizen support for bond proposals, special assessments, zoning decisions, and development proposals.

In order to organize public support most effectively, the City must emphasize the necessity of, and reasons for long-range planning and the development of the Master Plan. The City must encourage citizen participation in on-going community planning efforts.

Specific actions to be undertaken to encourage public understanding and support of the City's planning program, and the continued communication with and involvement of the citizenry, are presented in the following list.

1) Ensure that copies of the Master Plan are readily available for viewing at the City Hall and on City's website. (Zoning Administrator)
2) Post the Future Land Use Map of the Master Plan in the City Hall where it is clearly visible and on the City's website. (Zoning Administrator)
3) Make the Master Plan and a listing of current events pertaining to planning and zoning matters available on the City's web site. (Zoning Administrator)

4) Apprise residents of meetings that will address development proposals as the projects move through each stage of review and deliberation, through public notices, the City's newsletter, City Hall postings, and other means. (Zoning Administrator)

5) Maintain a posting at the City Hall and on the City's web site that identifies proposed developments and land use decisions under consideration, and where individuals may acquire additional information on such matters. (Zoning Administrator)

6) Conduct an annual report concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development. (Planning Commission)

7) Make available the Mason "City Newsletter" to all residents on the City's website, and include articles in the newsletter that discuss the City's planning efforts and land use decisions currently under deliberation. (City Administrator)

8) Post the newsletter at the City Hall, on the City's web site, and other public sites for public viewing by all. (City Administrator)

9) Utilize the City's cable channel to inform residents about community activities and programs. (City Administrator)

10) Support a Welcome Wagon program to greet new residents. (Community)

11) Encourage Neighborhood Watch programs in each neighborhood to promote cooperation and communication. (Police Department)

12) Encourage continued communication and cooperation with neighboring townships. (All local officials)

13) Ensure all City staff with direct citizen contact has a basic understanding of the Master Plan and related enforcement mechanisms. (Planning Commission, Zoning Administrator, City Administrator)

14) Make information available to the public on the City's various ordinances including their general purpose and scope, and the general procedures for resolving conflicts or violations. (Zoning Administrator, City Administrator).

15) Continue to foster the philosophy of community policing, including maintaining the bicycle patrol for increased and enhanced public contact.

16) Promote and foster volunteerism within the community for the purpose of advancing the goals and policies of this plan.

Land Development Codes

Zoning Ordinance

A zoning ordinance is the primary tool for implementing a Master Plan through the regulation of the use of land. A zoning ordinance generally divides a community into districts and identifies those land uses permitted in each district. Each district prescribes minimum standards that must be met such as minimum lot area, lot width, and building setbacks. Zoning regulations for cities are adopted under the authority of the Michigan Zoning Enabling Act, P.A. 110 of 2006, as amended. The purpose of zoning, according to the Act, is to (in part): *"…regulate and restrict the use of land and structures; to meet the needs of the state's citizens for food, fiber, energy, and other natural resources, places of residence, recreation, industry, trade, service, and other uses of land; to ensure that uses of the land shall be situated in appropriate locations and relationships; to limit the overcrowding of land and congestion of population and transportation systems and other public facilities…".*

Permitted land uses in a district are generally designated as *"uses permitted by right"* and *"special land uses",* and this differentiation is an important tool.

Uses Permitted by Right: Uses permitted by right are the primary uses and structures specified for which a particular district has been established. An example may be dwellings in a residential district.

Special Land Uses: Special land uses are uses and structures that have been generally accepted as reasonably compatible with the primary uses and structures within a district. However, because of their specific character, they may present potential injurious effects upon the primary uses within the district or are otherwise unique in character. These uses require special consideration in relation to the welfare of adjacent properties and to the City as a whole. An example may be a cemetery in a residential district.

Special land uses require a heightened level of scrutiny in their review and may require reasonable conditions necessary to ensure compatibility and to protect the community and its environment. Officials are afforded greater discretion in determining whether a particular special land use is appropriate on a particular site.

Another important tool is the requirement for the submittal of a site plan illustrating proposed alterations and improvements to a parcel. Such a plan assists local officials to determine if the development

complies with all standards of the Zoning Ordinance and if it is designed to encourage compatibility with surrounding land uses.

Adoption of zoning regulations by the City Council provides the legal basis for enforcement of zoning provisions. The ultimate effectiveness of the various ordinance requirements, however, is dependent upon the overall quality of ordinance administration and enforcement. The Planning Commission, City Council, and staff are responsible for carrying out zoning/development related functions including the review of development plans and site inspections, community/developer liaison, and other functions. Each of these functions can require a substantial investment of time. Adequate staff levels and/or consulting assistance are important to ensure that these essential day-to-day functions are met and appropriate development results.

The City first adopted zoning regulations in the mid-1950s and has periodically updated its zoning provisions to address changing conditions and policies in the City. The zoning ordinance underwent extensive updating in 2001 to incorporate the many amendments adopted over the years and address substantive deficiencies. With the adoption of this Master Plan, the City's zoning ordinance should again be reviewed to identify any amendments that may be beneficial to implement the policies of the Plan.

The Planning Commission should undertake an evaluation of the Zoning Ordinance to determine whether the Ordinance is in coordination with the Master Plan. If a lack of coordination is evident, a determination should be made as to whether amendments to the Zoning Ordinance or Master Plan are in order. If deficiencies in the Ordinance are identified, the Planning Commission should develop a program for addressing the deficiencies through prioritized amendments. However, depending upon the extent or character of the deficiencies, prioritization may be difficult due to the potential overlap and inter-relatedness of the deficient sections. Ultimately, the Planning Commission should develop a set of amendments to address the deficiencies. Once the amendments have been refined to the satisfaction of the Planning Commission, taking into consideration public input received from at least one public hearing, the Planning Commission should then make a report of the amendments to the City Council for consideration. At a minimum, the following evaluations should occur to determine coordination between the Master Plan and Zoning Ordinance.

1) Evaluate the schedule of districts to determine if they implement the Plan's policies, including the clarity of each district's purpose statement.
2) Evaluate the delineation of authorized uses in each district, including those authorized as *"uses permitted by right"* and as *"special land uses"* to ensure the purpose of the District is implemented. For example, the allowance of boarding and rooming houses *"by right"* in the Central Business district may be contrary to the principal purpose of the downtown area and the policies of this Plan.
3) Evaluate the site development standards of each District to ensure the purpose of the District is implemented. For example, the absence of provisions addressing the size and bulk of commercial buildings (beyond just height) may contribute to development that is out of character with the site and/or surrounding conditions, and the policies of this Plan.
4) Evaluate site plan and special land use review procedures including the sufficiency of information required to make sound decisions, the scope of approval standards, the clarity of procedures, and the opportunities for comment by varied public bodies including police, fire, and public works departments.
5) Evaluate site development standards addressing: a) landscaping/screening, outdoor lighting, environmental protection, access management along thoroughfares, signage, and off-street parking; b) preservation of the City's character and environmental integrity; and c) measures to limit conflicts between land uses.
6) Evaluate opportunities for beneficial innovative development patterns, such as mixed-use areas and open space communities, through regulations that encourage desirable development patterns (incentive zoning).
7) Evaluate the clarity of administrative and enforcement provisions to ensure consistency in the application of the Zoning Ordinance.
8) Evaluate provisions for the inclusion of adequate green space areas as part of new development, including both residential and nonresidential development.
9) Evaluate the extent to which the Ordinance's provisions addressing open space areas, landscaping, screening, and buffering measures encourage city beautification and compatibility among land uses including: a) streetscape and alley improvements and long-term maintenance; b) landscaping and screening between properties; c) parking lot landscaping and screening; d) screening of air conditioners, dumpsters, and similar accessory structures; and e) sidewalk and other non-motorized circulation amenities.

Subdivision Ordinance

When a developer proposes to subdivide land, the developer is, in effect, planning a portion of the City. To ensure that such a development is in harmony with the Master Plan, the subdivision or re-subdivision of residential and nonresidential land must be adequately reviewed. A subdivision ordinance establishes requirements and design standards for the development of plats including streets, blocks, lots, curbs, sidewalks, open spaces, easements, public utilities, and other associated subdivision improvements. The Land Division Act, P.A. 288 of 1967, as amended, provides the authority for municipalities to adopt local ordinances to administer the provisions of the Land Division Act.

With the implementation of a subdivision ordinance, there is added insurance that development will occur in an orderly manner and the public health, safety and welfare will be maintained. For example, subdivision regulations can help ensure developments are provided with adequate utilities and streets, and appropriately sized and shaped lots. Adopting a local ordinance addressing the creation of subdivisions can encourage a more orderly and comprehensive manner for the review and approval of subdivision plats.

The City of Mason adopted a subdivision ordinance in 1968 and it has been periodically amended since. At a minimum, the following evaluations should occur to determine coordination between the Master Plan and Subdivision Ordinance.

1) Evaluate the provisions addressing required improvements including the necessity or appropriateness for streetscape improvements (lighting, street tree plantings, etc.).
2) Evaluate the clarity of the provisions addressing all administrative and enforcement matters to ensure consistency in the application of the Subdivision Ordinance.

Other Special Purpose Ordinances

While zoning and subdivision regulations are the most frequently used tools for the regulation of land use and development, the control of land use activities can extend beyond their respective scopes. Special purpose rules and regulations can complement zoning and subdivision regulations and further the implementation of the Master Plan. The City of Mason has adopted numerous such ordinances including ordinances that address junk, weeds, noise, fire protection, historic preservation, use of parks, and streets and sidewalks. The City should evaluate its current special purpose ordinances and determine what new ordinances, and/or amendments to current ordinances, may be beneficial to further implement the Master Plan.

Areas of particular action are presented in the following list:

1) Adopt a light pollution ordinance to address excessive lighting, glare, and related nuisance issues associated with inappropriate outdoor lighting conditions. (Planning Commission, City Council)
2) Adopt a *"clean creek"* ordinance, or amendments to existing City environmental codes, to address improper clearing and discharging of runoff or wastes in or near important water courses. (City Council, in coordination with the County Drain Commissioner)
3) Adopt a property maintenance ordinance, or amendments to existing City junk and blight codes, to address the proper maintenance of residential and nonresidential properties. (City Council)
4) Adopt an access management ordinance to ensure safety along thoroughfares and minimize congestion. (Planning Commission, City Council)
5) Explore opportunities for enacting amendments to existing ordinances that will provide incentives to developers (such as allowing greater densities for additional open spaces) to pursue desirable development patterns. (City Administrator, Zoning Administrator)
6) Adopt ordinances and policies to fund storm water management. (City Council)
7) Evaluate the appropriateness of an overlay form-based code district for the Mason Historic District #1 and/or the Downtown Development Authority District. An overlay district should preserve and ensure community-defining building forms in the downtown square. The overlay district should address basic building form issues such as minimum number of building levels, fenestration, first floor store front height, recessed entryways, sign board placement, etc.
8) Pursue the adoption of a city Fire Code (Fire Chief)

Capital Improvements Programming

The orderly programming of public improvements is to be accomplished in conjunction with the Master Plan. The manner in which this occurs is called Capital Improvements Programming. In its basic form, a Capital Improvements Program (CIP) is a complete

list of all proposed public improvements planned for a six year period, including costs, sources of funding, location, and priority. It is a schedule for implementing public capital improvements that acknowledges current and anticipated demands, and recognizes present and potential financial resources available to the community. The CIP is not intended to encourage the spending of additional public monies, but is simply a means by which an impartial evaluation of needs may be made. The CIP outlines the projects that will replace or improve existing facilities, or that will be necessary to serve current and projected land use development within a community. Obviously, completion of the various projects contained within the CIP is fully dependent on the availability of funds and other conditions beyond the City's control.

Advanced planning for public works through the use of a CIP ensures more effective and economical capital expenditures, as well as the provision of public works in a timely manner. Few communities are fortunate enough to have available at any given time sufficient revenues to satisfy all demands for new or improved public facilities and services. Consequently, most are faced with the necessity of determining the relative priority of specific projects and establishing a program schedule for their initiation and completion. The use of capital improvements programming can be an effective tool for implementing the Master Plan.

The following projects, identified as part of the Master Plan planning process and largely reflective of the Capital Improvement Plan adopted by the Planning Commission in 2012, should be included in such a program:

Police Protection

1) Install a carport structure at the City Hall to protect the vehicles from the elements and improve response times.
2) Explore the feasibility of a joint gun range with other area jurisdictions, such as Ingham County and Delhi Township, and pursue its development if determined feasible and practical.
3) Update and replace pistols, holsters, rifles, and rifle racks.

Fire Protection

1) Purchase new vehicles to replace aging units of decreasing reliability.
2) Purchase new Officer vehicle.

City Hall

1) Improve the audio/visual and other technology systems in the community room

Water Service

1) Continue the process of looping the system as new development occurs to maintain adequate pressure.
2) Replace and upgrade the older and undersized pipe on an ongoing basis.
3) Maintain the well maintenance and replacement program to ensure adequate supply.
4) Install a dehumidification system.
5) Provide/install security cameras.
6) Install cathodic protection systems for the Ash Street and Hayes Park water wells.
7) Install water main along Kipp Road.
8) Explore alternative power sources (solar or wind).

Sanitary Sewer Service

1) Expand, upgrade or replace the waste water treatment plant in phases, to increase available treatment capacity when warranted by future development.
2) Continue to investigate and eliminate cross connections to the system which are unnecessarily absorbing system capacity through inflow and infiltration.
3) Replace and upgrade the older and undersized pipe on an ongoing basis.
4) Plan for the replacement or possible elimination of the two older lift stations and continue to monitor the functioning of the other two.
5) Explore alternative power sources.
6) Upgrade controls in the Main Court lift station.
7) Install a backup generator for the Curtis Street and Hunting Meadows lift stations.
8) Upgrade/repair sewer cameras.

Storm Water Management

1) Continue to evaluate, replace and upgrade storm sewer lines in conjunction with the street improvements program.
2) Create a Red Cedar River Watershed Management Plan.
3) Replace curb markers and obtain supplies for storm water program.
4) Replace the asphalt at the Public Works yard.

Transportation

1) Extend Eugenia Street or Franklin Farms Drive to Kipp Road to allow additional ingress/egress to the area as development occurs.

2) Implement strategies to reduce traffic accidents along Ash Street and Jefferson Street.
3) Continue full funding of the street improvement program, including sidewalks.
4) Continue to develop a M-36 truck bypass route to discourage truck traffic in the downtown area.
5) Install sidewalks as part of an infill program to establish continuous pedestrian and non-motorized circulation networks.
6) Install pedestrian crossings in railroad right-of-ways where absent and repair pedestrian crossings where needed.
7) Encourage MDOT to extend recent improvements made to the north section of Cedar Street south to encompass the section between Columbia and Ash, including installation of sidewalk, trees, etc.
8) Integrate complete streets infrastructure and design features into street design and construction where appropriate to create safe and inviting environments for all users to walk, bicycle, and use public transportation where appropriate and feasible.
9) Develop street linkage on the west side of US-127 between Sitts/South Street and Kipp Road.
10) Build railroad crossing from the Mason Elevator property on Zimmerman Street to North Mason Street to facilitate Mason Elevator and farm vehicles and improve safety for those vehicles.

Parks, Recreation, Forestry and Cemetery

1) Continue improvements at Rayner Park, including open air seating at Rayner Stage, restroom improvements, lighting, landscaping, and pedestrian bridge repair/replacement.
2) Expand non-motorized trail system to connect with east side of City.
3) Expand non-motorized trail system to connect with Delhi Township and Vevay Township existing and proposed trail systems.
4) Resurface Bond and Hayes Park parking lots.
5) Construct second entrance in Maple Grove Cemetery and expand Cemetery into phase one and two.
6) Continue to remove and replace damaged, infested and diseased street trees and plant new trees where missing.
7) Reduce the impact of extensive tree loss in public spaces by diversifying tree species, particularly in parks and streets.
8) Improve the bathroom facilities at Bond and Hayes Parks.

Downtown Development Authority (DDA)

1) Continue to pursue streetscape amenities.
2) Provide capital assistance to 124/140 East Ash Street properties.
3) Upgrade the sound system surrounding the Courthouse square to facilitate festivals and public events.
4) Continue to provide facade assistance to eligible property owners as budget permits.

Library

1) Actively partner with the Capital Area District Library to continue to research alternatives that would allow expansion or replacement/relocation of the Mason Library to meet the current and future needs of the Capital Area District Library's service goals and objectives.
2) Pursue solutions to existing facility limitations addressing repairs to the garage floor, window replacement, and new barrier free bathrooms.

Economic Development Programs

There are a number of programs available to the City to encourage economic development in coordination with the Master Plan.

Financing

The **Downtown Development Authority Act, P.A. 197 of 1975,** as amended, permits municipalities to establish a nonprofit development corporation called a Downtown Development Authority (DDA) with broad powers, including those of taxation and bonding, to focus on revitalization and development within established "downtown" boundaries. The Act gives the DDA broad powers with regard to the planning and development of the downtown district. It may engage in downtown planning, promote housing and public facility developments, and encourage economic development projects. Operating revenues may be raised through public and private contributions or through properties the DDA may control. With the approval of the municipal governing body, an ad valorem tax may be levied on real and tangible personal property within the downtown district. Capital financing may be raised through revenue bonds, borrowing money, and tax increment financing. Tax increment

financing involves the capture of increased property taxes resulting from new development to pay for the public facilities and other activities required for the development.
The City of Mason established a DDA in 1984. All DDA plans for economic development and financing should be reviewed and, if applicable, revised to maintain coordination with the Master Plan.

Other programs function similarly to those authorized by P.A. 197 of 1975. **The Economic Development Corporation (EDC) Act,** P.A. 338 of 1974, as amended, permits the creation of county or local corporations that can be used to assist financing of private development projects that will result in the creation of new jobs and an expanded tax base. The **Local Development Finance Authority (LDFA) Act**, P.A. 281 of 1986, permits the creation of a local authority board to fund infrastructure improvement projects for industrial development.

Commercial Business Retention and Expansion

1) Continue support for the Downtown Development Authority, Historic District Commission, and the Mason Area Chamber of Commerce's efforts to preserve, enhance and protect our unique downtown center including:
   a) Evaluate existing and encourage ongoing improvement of downtown facades. (Downtown Development Authority and City Council)
   b) Explore opportunities to improve the clarity and attractiveness of direction signs for visitors to Mason for events and destinations, including locations of public restrooms and water fountains. (Downtown Development Authority and City Administrator)
   c) Encourage building owners to install fire sprinkler systems for building and public safety. (City Administrator, Fire Chief, and Downtown Development Authority)
   d) Continue maintenance of the downtown streetscape including street and sidewalk sweeping; planting/landscaping enhancements; and alley revitalization. (Downtown Development Authority and City Administrator)
   e) Expand visibility of police patrols in downtown to enhance citizen perception of safety. (Police Chief)
   f) Encourage and support efforts of the DDA and Chamber of Commerce in pursuing community identity campaigns, such as branding and logos. (DDA, Chamber of Commerce, City Administrator)
2) Encourage additional development and improvement of the Cedar Street and Kipp Road commercial business corridors through sign ordinance regulation; streetscape improvements; access management; and architectural guidelines. (Planning Commission and City Council)

Industrial Development

1) Collaborate with county, regional, and state economic development organizations to identify opportunities for attracting new industrial development and for expanding existing Mason industries. (Planning Commission, City Council)
2) Prioritize "clean" industries for City economic development efforts. (Planning Commission, City Council, and Downtown Development Authority)
3) Seek to limit encroachment of commercial and residential land uses into those areas identified in the Master Plan for industry. (Planning Commission, City Council)
4) Consider infrastructure needs of future industrial expansion when opportunities arise, especially as related to electronic information transmittal and rail and highway transport. (Planning Commission, City Council)
5) Participate in "brownfield" programs to facilitate the redevelopment of abandoned industrial sites. (Planning Commission, City Council)

Other Implementation Strategies

In addition to the tools discussed in the previous pages, there are a number of other miscellaneous implementation strategies that should be pursued to further implement the Master Plan. These additional strategies are listed below:

Continuing Care for Senior Citizens

1) Encourage a privately developed extended care facility for older citizens in need of long term care services or accommodations. (Community)
2) Provide a safe and accessible walking trail for exercise and enjoyment. (City Council)
3) Increase activities for senior citizens, including a new Senior Night. (Community)

Entertainment

1) Promote the establishment of Bed and Breakfast facilities in the downtown area. (Planning Com-

mission, City Council, and Downtown Development Authority)

2) Encourage the establishment of a movie theater and playhouse for live productions. (Planning Commission)
3) Encourage church groups to provide after school activities for youth, especially for pre-teens. (Residents)
4) Pursue and attract destination restaurant and entertainment (Downtown Development Authority and City Administrator)

Housing

1) Explore opportunities for encouraging compliance with the property maintenance ordinance and City junk and blight codes, to address the proper maintenance of residential and nonresidential properties. (City Council)
2) Develop strategies to encourage the conservation of older housing stock and explore community interest in expanding historic preservation efforts for older homes of significant architectural interest. (City Administrator, Zoning Administrator)
3) Pursue state and federal grant programs to assist in the enhancement of residential areas. These programs include:
   a) *Community Development Block Grants, Housing Grant Program:* Under this program, CDBG funds may be used by a community that demonstrates housing needs. Neighborhood preservation and revitalization is a priority and may be addressed by implementing a variety of comprehensive neighborhood housing rehabilitation and community development activities such as home improvements, rehabilitation of rental units, programs for the homeless, and public facilities improvements if part of a comprehensive improvement program for a targeted neighborhood. (City Administrator)
   b) *Community Development Block Grants, Neighborhood Builders Alliance Program:* Under this program, CDBG funds may be used to improve the quality of life by rebuilding neighborhoods. Funds may be used to support the efforts of neighborhood based and other non-profit organizations to undertake specific activities directed at general neighborhood improvements and crime prevention. (City Administrator)

Recreation

1) Evaluate and implement the City Recreation Plan. (City Council)
2) Continue to promote Mason as a "Walkable Community" by maintaining and developing city sidewalks on all streets where practical. Pursue projects such as Hayhoe Riverwalk, connecting existing park spaces in the community with walking and bike trails. (Planning Commission)
3) Maintain strong coordination with local service organizations to facilitate the provision of recreation programs in association with the City's park facilities and library site. (City Administrator)
4) Pursue state and federal grant programs to assist in the enhancement of recreation facilities and opportunities. (City Administrator)
5) Establish a recreation board broadly representative of the community. (City Council)
6) Develop recreational facilities that are capable of attracting regional athletic tournaments.

Transportation

1) Pursue state and federal grant programs to assist in the enhancement of transportation corridors including streets, non-motorized trails, and streetscape improvements. For example, the Michigan Transportation Economic Development Fund, administered through the Michigan Department of Transportation, provides grants for street projects relating to economic development opportunities in agriculture or food processing, tourism, forestry, high technology research, manufacturing, or eligible office center developments.
2) Monitor activities of the Mason-Jewett Field and the Capital Region Airport Authority (CRAA), and communicate with airport authorities regarding operations, proposed changes, and anticipated impacts on the City.
3) Partner with CRAA and Vevay Township to develop and implement a plan to reduce the undesirable effects of airport operations on area residents, including the enhancement of airport rules and enforcement thereof, and to develop a process for effectively handling resident complaints regarding airport use.
4) Develop a non-motorized transportation plan emphasizing the nature and extent of walkways and trails linking parks, schools and other institutions to each other and neighboring jurisdictions and identifying locations of other alternative means of transportation within the City.
5) The City of Mason should study options for improving the major motor vehicle entrances into the City. Improvements could include streetscape for more trees and other plantings; removing overhead utility wires; controlling signage; improving

directional signage; enhancing the skyline of the city for viewing the County Courthouse dome which is visible from many approaches to the City; improving interfaces with pedestrian and bicycle paths; and implementing "traffic calming" methods to improve vehicular safety. The study should result in a general proposal that could become more specific if funding became available. Partnerships could be developed with surrounding units of government to further advance these improvements for mutual benefit.

The priority order for improving entrances is as follows:

- North Cedar Street (Could link to Holt/Delhi Township study);
- Kipp Road and Jefferson Street (Could link to new commercial/industrial developments in that area.)
- East Ash (Could link to any improvements to the County Fair Grounds by Ingham County.)
- West Columbia (Could link to new residential developments in that area.)

6) Access Management

Adopt access management guidelines in order to better manage the future development of the community. "Access Management" is a set of proven techniques that can help reduce traffic congestion, preserve the flow of traffic, improve traffic safety, prevent crashes, preserve existing street capacity and preserve investment in streets by managing the location, design and type of access to property".

Future Study Areas

Due to the special characteristics of certain areas of the city, special care must be taken to ensure that development happens in an orderly way and that the expectations of the performance of these special areas are clearly thought out with the proper guidance provided to prospective developers and land owners as to critical development components such as traffic patterns, traffic access points, density concerns etc. that if not properly managed may have a detrimental impact to the surrounding area. It is the intent of this plan, because of the unique physical characteristics of the areas described below, that more intensive planning is necessary to best promote the public health, safety, morals, order, convenience, prosperity, and general welfare. This plan also acknowledges that the planning for each of these sub areas in not possible without delaying the planning process for the entire planning jurisdiction. The planning areas below are directly coorelated with the mixed use planning areas described in Chapter Three.

1. County Fairgrounds East Buffer Area
2. Airport
3. Cedar Street Interchange

Maintaining a Current Master Plan

Successful implementation of desired policies requires the maintenance of a current Master Plan. The Master Plan should be updated periodically. The Plan must be responsive to community changes if it is to be an effective community tool and relied upon for guidance. Periodic review of the Plan should be undertaken by the Planning Commission, City Council, and other officials to determine whether the Plan continues to be sensitive to the needs of the community and continues to chart a realistic and desirable future. Community changes that may suggest amendments to the Plan include changing conditions involving available infrastructure and public services, growth trends, unanticipated and large-scale development, and changing community aspirations. The Michigan Planning Enabling Act requires a Planning Commission to review its Master Plan at least every five years to determine whether amendments or a wholly new Plan is necessary. However, an annual review of the Plan is recommended to ensure the Plan stays current with the continuing evolution of the City.

Important questions that should be asked during a review of the Plan should include:

1) Does the Plan present valid and current inventory data (Appendices)?
2) Does the discussion of planning issues and goals/objectives (Chapter Two) continue to be appropriate for the City today and, if not, what additions, deletions or other revisions should be considered?
3) Does the Future Land Use Strategy (Chapter 3) continue to reflect the preferred strategy for addressing development and preservation and, if not, what revisions should be considered?

Amendments to the Plan or the preparation of a wholly new Plan should follow the procedures delineated in the Michigan Planning Enabling Act in addition to measures the City believes will enhance the planning process. The City should seek substantive community input on possible changes during the early stages of deliberations as it has done in the past.

Appendix A

Historic Overview

The City of Mason is the namesake of the first Governor of Michigan, Stevens T. Mason. Governor Mason was instrumental in guiding the Territory of Michigan into statehood. Elected Governor in 1837 at the age of 23, Mason is the youngest governor in American History. The “boy governor” went on to end the dispute with the State of Ohio for Toledo. In doing so, Mason was able to convince the federal government to intercede and grant the western two-thirds of the Upper Peninsula in exchange for Toledo. Mason was also involved in the development of some of the first railroad systems, canals and land grant institutions in the State. With the generous support of the Granger Group and assistance of donors Gary Granger, Mel Legg, Steven Davis, Les Bruno Jr., Mike Waltz, and David and Kathy Cornwell, a bust of Stevens T. Mason is prominently displayed in the foyer of the Mason City Hall.

The City of Mason, the county seat of Ingham County, straddles the Sycamore Creek in the southern third of Michigan's lower-peninsula. The community, which had 8,252 inhabitants in 2010, lies within the home county of Lansing, the state capital. The intersection of the creek with the esker ridge known as "hogback", a part of the landscape created by the glacier, attracted the Monroe, Michigan investment company of Charles Noble in 1836. In the 1830's Michigan was the location of heavy land speculation inspiring the founding and settlement of scores of communities.

The City formally became the county seat in 1840 and has resisted all subsequent attempts to remove the function to Lansing. The accompanying county traffic combined with the business generated by Mason's position as a railroad shipping point for the region's lumber and agricultural products resulted in the community's growth. However, Mason's nineteenth-century development was apparently limited by the capital's proximity. The most substantial expansion did not occur until after World War I.

In January of 1836, Charles Noble, the register of deeds in Monroe County, bought 560 acres in Ingham County's Vevay Township, at the site of Mason, and sent Lewis Lacey forth to begin the development of his investment, Lacey, who reportedly traveled past an Indian encampment on the site of the current courthouse, constructed a dam and sawmill on Sycamore Creek where it cuts through the esker ridge deposited by the retreat of the glacier. This is now in the area where State Street crosses the creek. The "hogback", a once dramatic part of the landscape, has been largely excavated for gravel and is no longer readily apparent. Lacey was joined later by Ephraim B. Danforth, a member of the Charles Noble Company. Danforth managed the sawmill and installed gristmill equipment within it - the first saw and grist mills in the county - and registered the original plat of thirty-one blocks for Mason Centre in 1838.

Ephraim B. Danforth's original plat reflected a common layout oriented to the cardinal points of the compass and using a central block as a public town square. The state gazetter of 1838, the year of the plat's recording, listed Mason Centre as the only community in Ingham County. The routes from established villages in the new state to Mason Centre and unsettled territories, converged at the town square and created the commercial center of Mason. Among the early buildings that framed the public square was the office of Minos McRoberts. Dr. McRoberts, who came to the settlement in 1837, was the first physician in Mason. He served as the first Register of Deeds in Ingham County and county histories report that his office was virtually the courthouse. He continued in active duty to the community all of his life. The first courthouse was built in 1843 at a cost of $800 and was located on the south side of Ash Street, across from the present structure. It was utilized until 1857, and was later moved to 721 South Jefferson Street where it currently stands. During the ensuing fifteen years Ingham County experienced rapid growth. By the time the second actual courthouse structure, the first one of any substantial size, was constructed in 1858 on the public square, the square was already the physical focus of Mason.

In 1865, Mason was incorporated as a village. These decades saw the early establishments of schools and churches. A newspaper, The Ingham Telegram, was begun in 1842. The forties also saw the publication of The Ingham County Weekly News, Ingham Democrat, Graham Herald, and the Masonian Times, a manuscript newspaper. Six additions to the original plat were acknowledged the year after incorporation and four more were made before Mason became a City in 1875.

The rapid development of the late 1860s and 1870s were spurred by the completion of the Jackson, Lansing, and Saginaw Railroad in 1866. This line connected with the east-west line of the Michigan Central in Jackson and provided the invaluable link of reliable transportation to additional markets. That transportation connection increased the population and cast Mason in a new role as a shipping point for the area's products.

The railroad also fostered the prosperity of the agricultural lands surrounding Mason. The 1874 Atlas of Ingham and Eaton Counties listed Vevay Township, in which Mason is located, with the highest cash value of farms, farming implements, and livestock among townships of Ingham County. The agricultural emphasis was on grains and dairy products. The Mason Creamery was one of the successful local enterprises that depended on this aspect of the township. Among the local farmers who influenced the path of Mason were Rosalvo F. Griffin and John Rayner. Griffin, the first mayor of Mason, established a cheese factory, which drew upon the area's resources, in 1871. Rayner bought substantial land holdings in the township, speculating in real estate while maintaining a large farm. The Rayner family, in particular, made a number of important contributions to the civic and commercial life of the City, including the Rayner Opera House in 1880-81. A portion of the Rayner farmstead now constitutes Rayner Park and the Ingham County Fairgrounds.

The fourteen years from 1863 to 1877 saw rapid growth, incorporation as a village (1865) and later as a city (1875), all a result of the railroad. The population of the town quadrupled to 2,000 in that period. Development during the rest of the nineteenth century continued at a more restrained pace. Population actually declined in the last twelve years of the century. The amount of construction illustrated that this period was more a time of consolidation than of expansion.

Among the enterprises begun during the last quarter of the nineteenth century was the successful mining of the gravel from the esker ridge and a short-lived venture to extract local coal deposits. The pull of the State Capital and the industry that nearby Lansing possessed, probably restricted Mason's growth in the late nineteenth and early twentieth century.

Once again the need for additional space for county offices became apparent, and the decision was made to build a new facility. Construction of the current courthouse was begun in 1902, completed in 1904 and dedicated in 1905.

During the first half of the twentieth century, a number of businesses added to Mason's industrial element. Among these industries, the Telling-Bell-Vernon Company of Cleveland established a plant in 1919 for the processing of cream, powdered milk, and, later, infant formula. The company became known in subsequent years as the SMA Corporation and in the 1960's was the largest local employer. Another industrial concern, Dart Container, was begun by the Dart family who has contributed to Mason's development for several generations. They also started an insurance agency and a local bank.

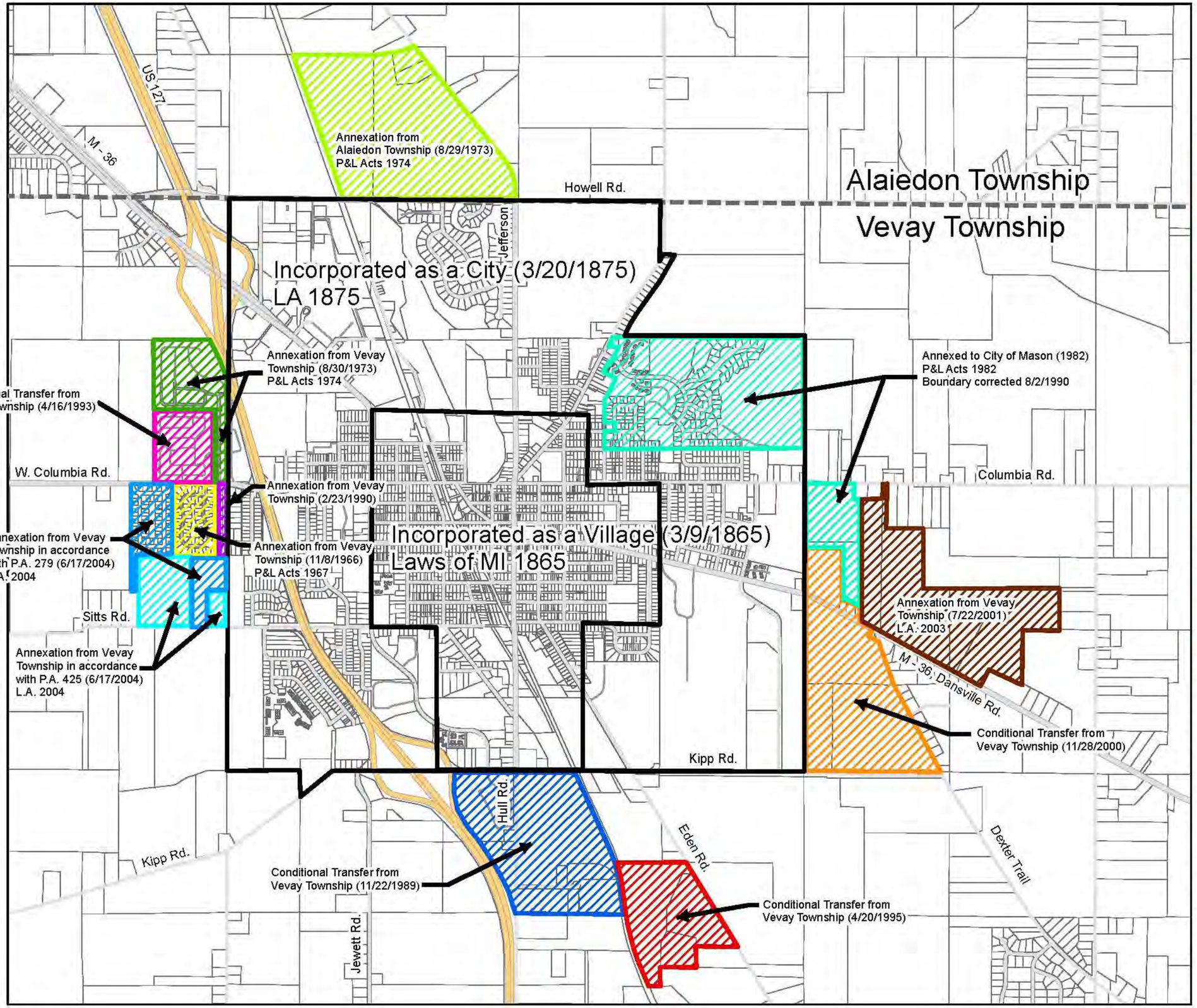
Dart Container started operations in the late 1950's as the producers of insulated cups and other containers. In the early 1980s a 15-year courthouse historic renovation project which was begun in 1981 and later completed in 1996 at an investment of over $10 million, The 1980s also saw the development of new subdivisions in the community.

The 1990s saw a bit of a growth spurt as subdivision development continued and the Sycamore Village Mobile Home Park was expanded. During this period the City suffered the loss of Wyeth Ayerst and the 400 jobs the company provided. Annexation activity and P.A. 425 agreements with adjacent townships expanded the City's boundaries. 1998 brought SSAB HardTech (now Gestamp Mason) to the community with Meijer following in 1999. During 2001 the City completed a major streetscape project in the downtown area.

The strength of Mason lies not only in its individual local history but also in its typicality. It represents a nineteenth century county seat common to the Midwest whose existence relied on its governmental function and the surrounding farmland. Free from uncontrolled periods of growth that can damage the historic nature of a

community, Mason retains many of its nineteenth and early twentieth century structures. The dwellings, stores, churches, and government buildings typify the self-sufficient agricultural service centers of Michigan.

City of Mason
Boundary History



- Laws of MI 1865, Incorporated as a Village (3/9/1865)
- L.A. 1875, Incorporated as a City (3/20/1875)
- P&L Acts 1967 Annexation from Vevay Township (11/8/1966), Act 279, P.A. of 1909
- P&L Acts 1974, Annexation from Alaiedon Township (8/29/1973), Act 279, P.A. of 1909
- P&L Acts 1974, Annexation from Vevay Township (8/30/1973), Act 279, P.A. of 1909
- P&L Acts 1982, Annexation from Vevay Township (4/19/1982), Act 191, P.A. of 1969 and Act 279, P.A. of 1909 Boundary corrected 8/2/1990
- Conditional Transfer from Vevay Township (11/22/1989), Act 425, P.A. 1984
- Annexation from Vevay Township (2/23/1990), Act 191, P.A. of 1968 and Act 279, P.A. of 1909
- Conditional Transfer from Vevay Township (4/16/1993), Act 425, P.A. of 1984
- Conditional Transfer from Vevay Township (4/20/1995), Act 425, P.A. of 1984
- Conditional Transfer from Vevay Township (11/28/2000), Act 425, P.A. of 1984
- L.A. 2001, Annexation from Vevay Township (7/22/2001), P.A. 191 of 1968
- L.A. 2004, Annexation from Vevay Township (6/17/2004), P.A. 279 of 1909
- L.A. 2004, Annexation from Vevay Township (6/17/2004), P.A. 425 of 1984

L.A.: Local Acts
P&L: Public and Local Acts
P.A.: Public Act

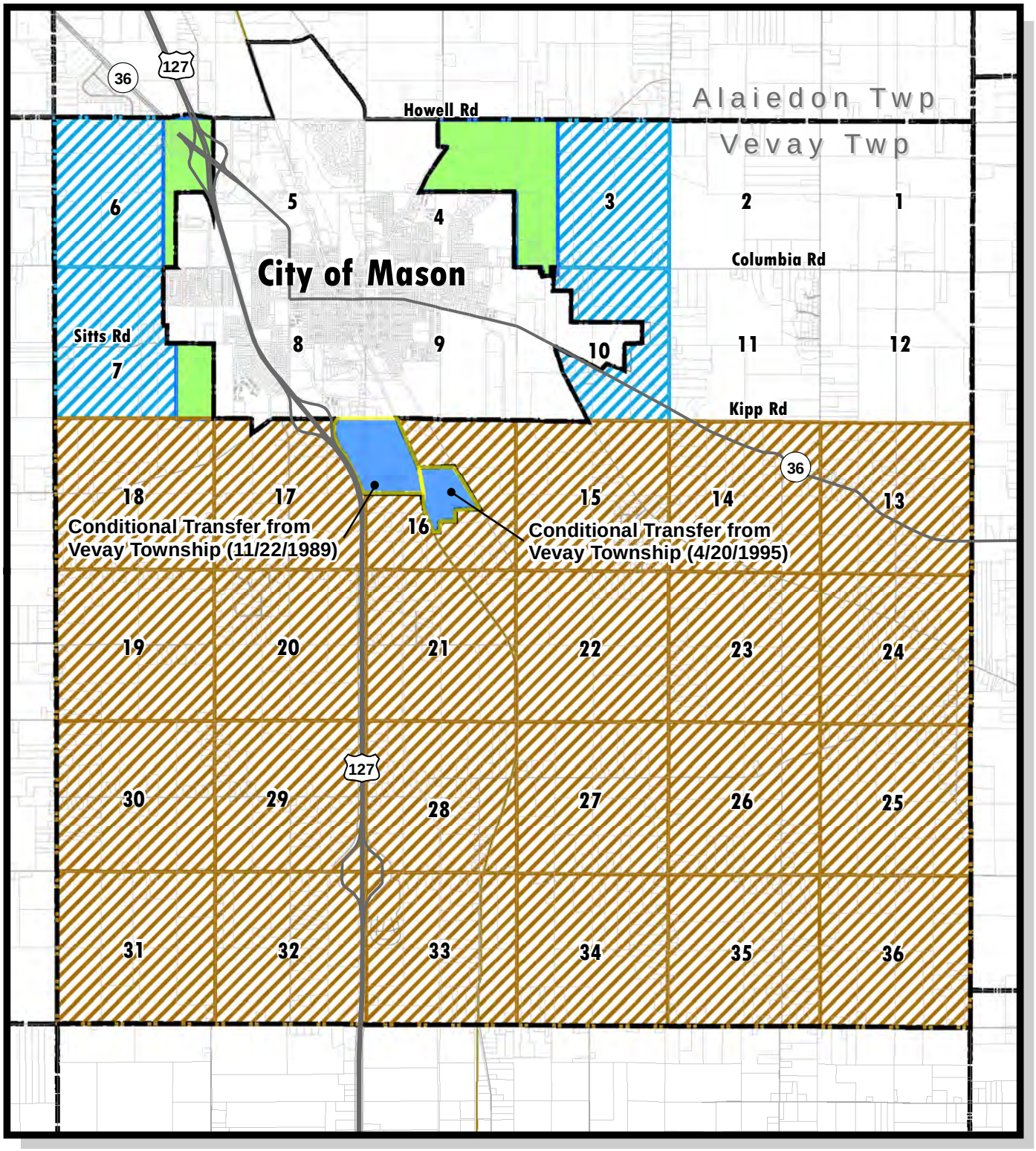
Public Act 425 of 1984: An act to permit the conditional transfer of property by contract between certain local units of government; to provide for permissive and mandatory provisions in the contract; to provide for certain conditions upon termination, expiration, or nonrenewal of the contract; and to prescribe penalties and provide remedies.

Public Act 191 of 1968: An act to create a state boundary commission; to prescribe its powers and duties; to provide for municipal incorporation, consolidation, and annexation; to prescribe penalties and provide remedies; and to repeal acts and parts of acts.

Public Act 279 of 1909: An act to provide for the incorporation of cities and for revising and amending their charters; to provide for certain powers and duties; to provide for the levy and collection of taxes by cities, borrowing of money, and issuance of bonds or other evidences of indebtedness; to validate actions taken, bonds issued, and obligations heretofore incurred; to prescribe penalties and provide remedies; and to repeal acts and parts of acts on specific dates.

Tri-County Regional Planning Commission

Drafted 10/4/2012



City of Mason

1989 Conditional Transfer - Vevay (11/22/1989)

Review for Modifications: Nov. 2014
Review for Renewal or discontinuations: Nov. 2014
Term expiration (unless renewed): Nov. 2019

In considering and granting any required use permit, the application shall be reviewed by a Joint Planning Commission composed of four (4) members of the Mason Planning Commission appointed by the Mayor and approved by the Mason City Council and the three (3) members of Vevay Township Planning Commission appointed by the Township Supervisor and approved by the Township Board. The Joint Planning Commission shall meet on call and will be staffed by the Building Official of the City of Mason.

The Joint Planning Commission shall review the 425 Agreement every 5 (five) years and submit any recommendations for proposed modifications to the City Council and Township Board.

The 1989 Conditional Transfer from Vevay Township was amended in 1998. Pursuant to this Agreement, the City shall provide Sewer Service in the Township south of Sections 7 through 12. The Township will not use the capacity purchased in Sections 3, 4, 5, 6, 7, and 10, inclusive. The City is currently serving portions of Section 6 of the Township under the Alaiedon Agreement, which this Agreement shall not modify or impair.
The City shall provide a wastewater treatment and sewage collection capacity of 200,000 gallons per day. Under no circumstances shall the City be required to sell any capacity from the last 300,000 gallons of capacity remaining of expanded plant capacity.

The Township permits the City to install public wells within the Township.

The City agrees that it will not petition or otherwise seek annexation of land within the Township south of Section 7 through 12, inclusive. However, the Township agrees to the inclusion within the boundaries of the City for all purposes the area described in the 425 Agreement of 1989 as the "425 District" upon expiration and non-renewal of the 425 Agreement on November 3, 2019. It is understood however that this paragraph shall not be deemed to bar individual property owners from petitioning for annexation to the City and shall not bar the City from providing sewer and/or water service to property owners if such annexation is approved.

The City and the Township acknowledge that land contained in Sections 3, 4, 5, 6, 7 and 10, inclusive, may be annexed by the City when sewer and water services are offered to properties in the said Section by the City. Nothing in this paragraph shall be construed to affect the rights of such property owners to request or object to annexation.

The Township agrees not to oppose the City's desire to "square off" its boundaries by annexing the areas west and east of the City.

0 1 2 Miles

Tri-County Regional Planning Commission

This map was created for planning purposes from a variety of sources. It is neither a survey nor a legal document. Information provided by other agencies should be verified with them where appropriate.

N

Appendix B

Community Description

The City of Mason is situated along U.S. 127 and its relatively central location within Ingham County has allowed it to serve as the county seat since 1840. It is home to the historic old county courthouse, the beacon and cornerstone of the downtown historic district. I-96 is located just seven miles to the north. Its proximity to Lansing and East Lansing puts it under the Metro Area's "sphere of influence."

The geographical boundaries of the City's 4.94 square miles lie primarily within Vevay Township, with a small portion spilling over into Alaiedon Township to the north. Mason is surrounded by predominantly agricultural land uses, contributing to the area's rural character.

Natural Features

Waterways

Three major creeks meander through the City, those being Willow Creek in the southwest and Rayner Creek (east central), which converge with Sycamore Creek flowing northward out of the City. The flood plain area within the City coincides with areas adjacent to the creeks. Sycamore Creek is part of the Grand River Drainage Basin and flows into the Grand River in the southeast portion of Lansing. In addition there are some small wetlands scattered around the area.

Topography

The land area within the city limits is relatively flat. Since the general area drains to the creeks, the higher elevations are found away from the creeks with lower elevations found along the creeks. Elevations within the City range from 925 feet at the south end to 880 feet on the north by Sycamore Creek.

Soils

Most of the soils within the City fall into urban land complexes, which are characterized as nearly level to rolling/undulated. The primary exception to this lies along the creeks where Gilford Sandy Loam and Cohoctaw Silt Loam are found. There are also some relatively small, isolated areas of Capac Loam.

Population

Mason has experienced a steady growth in population through the decades. The largest increase from 1930 to the present came during the 2000's when 1,088 people were added. This also represented the largest percentage increase of 15.2 %.

Table B-1: Population, Mason and surrounding communities.

Community	2010	2000	% Change	1990	1980	1970
Mason	8,252	7,164	15.19	6,762	6,019	5,468
Vevay Twp.	3,537	3,614	-2.13	3,668	3,113	1,916
Alaiedon Twp.	2,894	3,498	-17.27	3,173	2,845	2,470
Aurelius Twp.	3,525	3,318	6.24	2,686	2,460	1,987
Delhi Twp	25,877	22,569	14.66	19,190	17,144	13,795
Ingham Twp.	2,452	2,061	18.97	1,942	1,974	1,498
Dansville	563	429	31.24	437	479	486
Ingham Co.	280,895	279,320	0.56	281,912	275,520	261,463
Michigan	9,883,640	9,938,444	-0.55	9,295,297	9,262,078	8,875,083
U.S.	308,745,538	281,421,906	9.71	248,709,873	226,542,199	203,302,031

Source: U.S. Bureau of the Census

As the table indicates, Mason has experienced positive growth over the last decade, appreciably more than the state's declining population level. Michigan's decline in turn proved to be the only state in the nation to post a declining population base since 2000. Ingham County's modest addition of 1,575 people seems to be primarily attributable to migration out of the state’s urban centers and into the rural areas.

Mason saw a significant 51% increase in population between 1970 and 2010 while Vevay Township experienced dramatic growth since 1970 (85 %).

Table B-2: Median Age and People per Household, Mason and surrounding communities.

Community	Median Age		People/Household	
	2010	***2000***	***2010***	***2000***
Mason	37.8	36.5	2.29	2.38
Vevay Twp.	43.3	37.5	2.67	2.86
Alaiedon Twp.	47.4	39.2	2.56	2.71
Aurelius Twp.	42.6	37.9	2.73	2.93
Delhi Twp	37.7	35.9	2.52	2.61
Ingham Twp.	40.7	36.9	2.86	2.85
Dansville	33.4	32.3	2.92	2.98
Ingham Co.	31.4	30.4	2.36	2.42
Michigan	38.9	35.5	2.49	2.56
U.S.	37.2	35.3	2.58	2.59

Source: U.S. Bureau of the Census

As demonstrated in Table B-2, most of the communities shown have a median age higher than the state and significantly higher than Ingham County. It would be reasonable to infer that Ingham County's median age is highly influenced by the MSU population. Mason exhibits the lowest number of people per household among all jurisdictions, including the county, state and nation. In virtually all of the locations identified, the median ages of the populous have increased and the number of people per household has decreased. This implies that the younger population may be leaving the area.

Income, Education and Housing

Mason ranks ahead of Ingham County in terms of Median Household Income, but lags behind the state as well as all the surrounding jurisdictions, except for Dansville. In addition, the City displayed the highest level of individuals and families in poverty in the area at 15.3% and 15.1% respectively, only exceeded by the county's rate that is heavily influenced by the City of Lansing.

Table B-3: Income and Educational Attainment

Community	% Female	Poverty Level		% High School Grad +	Median Family Income
		Individual	Family		
Mason	49.2	15.3	15.1	86.2	46,546
Vevay Twp.	50.1	1.0	1.0	91.9	70,019
Alaiedon Twp.	50.3	4.4	5.6	93.4	64,634
Aurelius Twp.	49.7	4.4	4.4	86.6	69,904
Delhi Twp	51.8	8.3	7.7	92.4	58,570
Ingham Twp.	49.6	7.4	6.6	91.6	58,125
Dansville	50.8	12.5	8.8	87.2	37,411
Ingham Co.	51.4	19.9	19.3	91.5	45,606
Michigan	51.0	14.5	13.5	87.0	48,700
U.S.	50.9	13.5	12.8	84.3	51,425

Source: U.S. Bureau of the Census American Fact Finder, 2005-2009 American Community Survey 5-Year Estimates, Data Profile using tables B15001 and B17017

In terms of the percentage of people with a bachelor's degree or higher, at 23.2% Mason ranked third behind Delhi Township (27.8%) and Alaiedon Township (27.7%) when compared with surrounding communities, while the county displayed the highest level at 28.4%.

Table B-4: Selected Housing Characteristics

Community	Age of Structure - % 1939 or Earlier	% Built During 2000's	Median Housing Value
Mason	17.4	27.9	127,900
Vevay Twp.	17.2	11.5	181,100
Alaiedon Twp.	15.2	4.7	203,200
Aurelius Twp.	16.9	14.8	207,000
Delhi Twp	8.2	19.3	162,400
Ingham Twp.	24.2	9.8	166,400
Dansville	36.2	13.9	124,000
Ingham Co.	17.7	7.6	140,400
Michigan	16.6	8.7	147,500
U.S.	14.4	11.3	185,400

Source: U.S. Bureau of the Census American Fact Finder, 2005-2009 American Community Survey 5-Year Estimates, Data Profile using tables B19013, B25024, B25034 and B25077

As Table B-4 indicates, Mason saw an unprecedented growth in new home builds since 2000 when compared to the county and state. Delhi Township and Dansville are in sharp contrast to one another, with most of Delhi's housing showing as relatively new while Dansville's being considerably older. The Table also indicates Median Housing Value in Dansville lagging well behind all communities compared with Mason not too far behind. It should be noted that the 27.9% of units built in Mason during the 2000's actually represents over 1,000 structures while Delhi Township continues to show substantial growth of over 4,100 structures added since 1990.

According to the 2010 Census figures Vevay Township had the highest proportion of mobile homes with 10.1% of the total housing units (134 units); Mason actually had more units (361) which translated into 9.9 %. Nationwide, the ratio is 6.8%, statewide at 5.8% with Ingham County coming in at 2.8% (Source: U.S. Bureau of the Census American Fact Finder, 2005-2009 American Community Survey 5-Year Estimates, Data Profile: table B25024).

Economic Characteristics

As of March, 2011 Mason had a total of 3,264 taxable parcels in Commercial, Industrial or Residential Categories. Fifty-four (54) of these are classified Industrial and comprise $22,276,780 of the City's total taxable value of $209,398,402. This means that the Industrial sector makes up just 1.7% of the total parcels in the City but contributes 10.6% of the tax base. In addition over $13 million in industrial taxable value is captured by the LDFA.

Table B-5: Parcel Count and Taxable Value

	Parcels		Taxable Value	
Classification	Number	Percent	Amount - $	Percent
Industrial	54	1.7	22,276,780	10.6
Commercial	229	7.0	45,435,750	21.7
Residential	2,981	91.3	141,685,872	67.7
Totals	3,264	100.0	209,398,402	100.0

Note: Includes real and personal property. Excludes 151 exempt and 3 utility parcels.

Mason is part of the Greater Lansing Metro Area, whose unemployment rate typically runs a bit lower than the state wide level. Being the county seat, Ingham County government is the major employer in the City of Mason proper, with Dart Container Corporation the zip code area's largest employer. Table B-6 shows Mason area employers with 100 or more employees in zip codes 48854 (Mason) and 48819 (Dansville).

Table B-6: Major Employers, City of Mason

Company/Agency	# of Employees
Dart Container	1,250
Ingham County	1,200
Dart Energy	550
Meijer	400
Mason Public Schools	400
Ingham ISD	340
Gestamp	300
Thomas Redmer Gp.	200
Lear	180
Michigan Packaging	150
Nitrex	100
Efficiency Productions	100

Source: Mason Area Chamber of Commerce (Hoover's – a Dun & Bradstreet database) 9/19/12

Mason Public Schools

The Mason School District comprises approximately 110 square miles in area, including all of the City of Mason, almost all of Vevay Township, approximately 75% of Aurelius and Alaiedon Townships, 25% of Delhi Township and a small portion of Wheatfield Township. The district enjoys a good reputation throughout the region due to the quality of education provided as reflected in such measures as the Michigan Educational Assessment Program (MEAP) and the American College Test (ACT) assessments.

The following school facilities are located within Mason:

- Steele Elementary
- Mason Middle School
- Mason High School
- James Harvey Education Center/Administration Building
- Transportation Department (approx. 30 buses)

The two other facilities for the district are Alaiedon Elementary School in Alaiedon Township and North Aurelius Elementary School in Aurelius Township. One of the District's former facilities, the Jefferson Street School (high school and junior high), has been converted into senior housing while another, Cedar Street Elementary, has

been converted to the Harvey Education Center, which houses Child Development Services, the Special Education Office, and the Central Administrative Offices. Currently all the facilities are fully functional and adequate for the needs of the district.

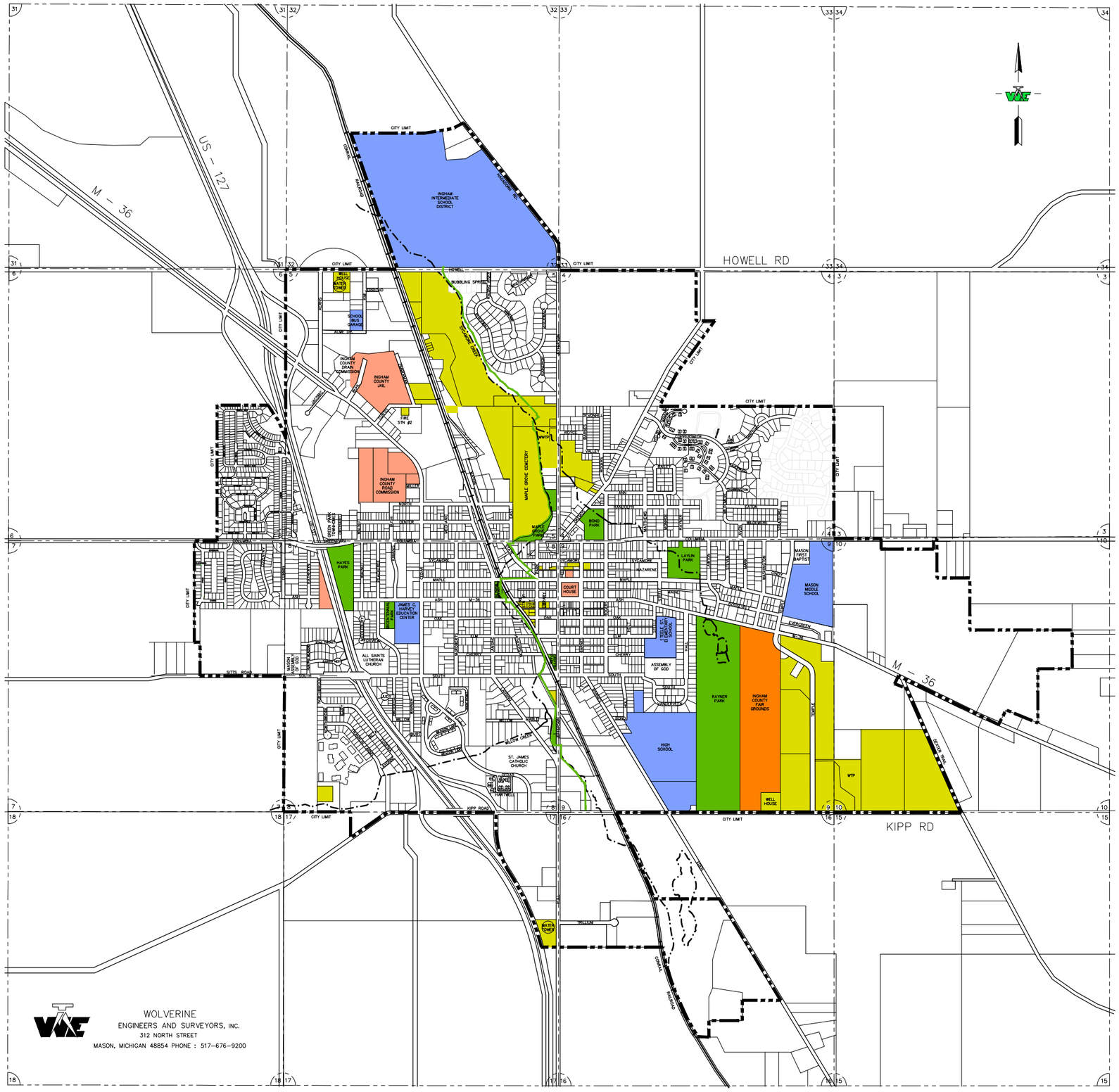
The district has demonstrated an upward growth trend in the past three years in student population (2011-12, 2012-13, 2013-14). The district was at 2,935 at the start of the 2010-11 school year, and were at 3,110, pending State verification. This is a modest 2% increase in those three years, for a total of 6%. This growth mirrors the cities growth as one of the few municipal entities that are actually adding citizens and school age children in the mid-Michigan area.

Source: Mason Public Schools Superintendent's Office, 2013.

City of Mason

Recreation Facilities & Publicly Owned Lands

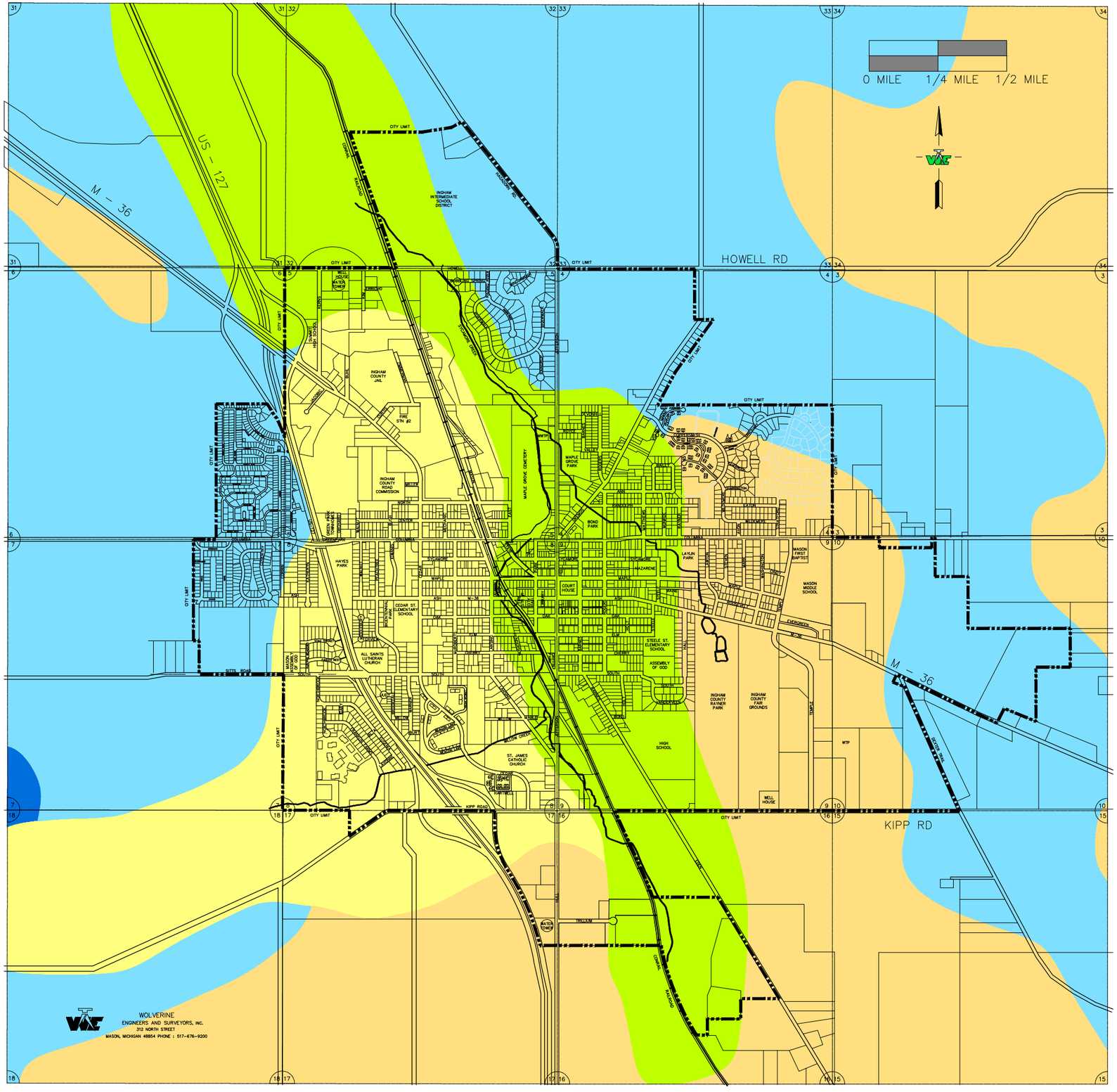
No Scale



Legend

- City Parks
- City Property
- County Fair Grounds
- County Property
- School Property
- City Limits
- Hayhoe Riverwalk Trail

02/05/2014



City of Mason Soils

Soils Inventory

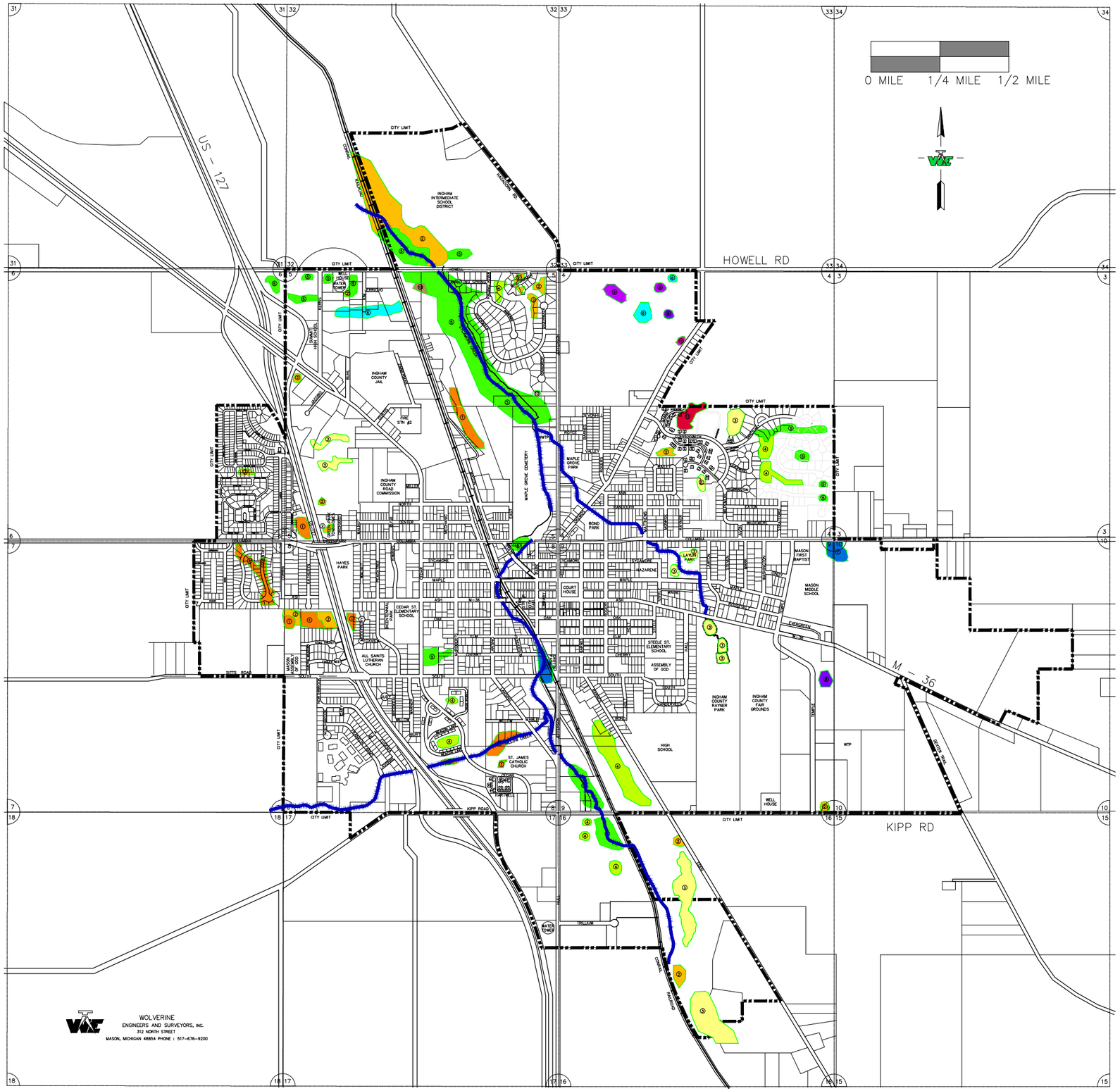
No Scale

Legend

U.S. DEPARTMENT OF AGRICULTURE, SOIL CONSERVATION SERVICE

- Marlette-Capac-Owosso association: Nearly level to rolling, well drained to somewhat poorly drained loamy soils.
- Houghton-Palms-Edwards association: Nearly level, very poorly drained muck soils.
- Oshtemo-Houghton-Riddles association: Nearly level to hilly, well drained and poorly drained, sandy, loamy, and muck soils.
- Capac-Marlette-Colwood association: Nearly level and undulating, well drained to poorly drained loamy soils.
- Marlette-Oshtemo-Capac association: Nearly level to steep, well drained to somewhat poorly drained loamy and sandy soils.

10/18/2012



City of Mason

Mason Wetlands Wetland Inventory

No Scale

Legend

NATIONAL WETLANDS INVENTORY MAPPING CODE DESCRIPTIONS

1. PSSIC - (P) Palustrine, (SS) Scrub-Shrub, (1) Broad-Leafed Deciduous, (C) Seasonally Flooded
2. PEMC - (P) Palustrine, (EM) Emergent, (C) Seasonally Flooded
3. PUBHx - (P) Palustrine, (UB) Unconsolidated Bottom, (H) Permanently Flooded, (x) Excavated
4. PUBGx - (P) Palustrine, (UB) Unconsolidated Bottom, (G) Intemittenly Exposed, (x) Excavated
5. PFO1C - (P) Palustrine, (FO) Forrested, (1) Broad-Leaved Deciduous, (C) Seasonally Flooded
6. PEMA - (P) Palustrine, (EM) Emergent, (A) Temporally Flooded
7. PFO1A - (P) Palustrine, (FO) Forested, (1) Braod-Leaved Deciduous, (A) Temporarily Flooded
8. PUBF - (P) Palustrine, (UB) Unconsolidated Bottom, (F) Semipermanently Flooded
9. PEMAf - (P) Palustrine, (EM) Emergent, (A) Temporarily Flooded, (f) Farmed
10. Pf - (P) Palustrine, (f) Flooded
11. PSS1B - (P) Palustrine, (SS) Scrub-Shrub, (1) Broad-Leaved Deciduous, (B) Saturated
12. PUBG - (P) Palustrine, (UB) Unconsolidated Bottom, (G) Intermittently Exposed
13. PUBH - (P) Palustrine, (UB) Unconsolidated Bottom, (H) Permanently Flooded

Creek, Waterway

10/18/2012

Appendix C

Utilities/Infrastructure

Sanitary Sewer System

The sewage collection and treatment system consists of a 1.5 MGD activated sludge treatment plant, 32 miles of sewer line including interceptors, and five lift stations. Recent improvements at the plant include an addition to the building and a .66 million gallon sludge storage tank to the existing .30 million gallon storage tank. The Waste Activated Sludge System has been installed and activated.

The City, like most other communities in Michigan, operates under a National Pollutant Discharge Elimination System permit (NPDES) administered by the MDEQ. This permit establishes the allowable effluent levels to be discharged to the receiving waters, namely Sycamore Creek. The NPDES permit went into effect on November 1, 2008, and will expire at midnight on October 1, 2012.

A study was completed by Wolverine Engineers to determine the best method of providing sewer service to areas on the undeveloped east side of Mason. The feasibility study has identified six districts, known as the Rayner Creek Utility District, that are served via a common lift station and force main. During 2005, as part of the Temple Street extension from M-36 to Kipp Road, the sewer and pump station have been constructed to serve District 3 as this area develops. A copy of the sanitary sewer service district map is included in Appendix A.

Storm Water System

The current gravity system consists of concrete drainage pipes ranging from 6 inches to 42 inches in diameter, along with corrugated metal pipes up to 72 inches in diameter. Catch basins located in the streets carry the water to these pipes which eventually discharge to the Sycamore Creek, Willow and Rayner County Drains, where the treated sanitary sewage discharge is considered to be a point source discharge. Storm water discharge is considered to be a non-point discharge. This distinction becomes important in understanding State and Federal regulations.

In 2002, the City was notified that it would be required to comply with the Federal Phase II Storm Water Regulations. The City had been working with a consortium of 18 neighboring jurisdictional agencies within Ingham, Eaton and Clinton counties; collectively known as the Greater Lansing Regional Committee (GLRC). The intent of the GLRC was to seek voluntary permits for each of its members and to approach the regulations on a watershed basis. This methodology seemed logical and would allow the sharing of resources and expenditures for the unfunded mandate.

Mason received its Certificate of Coverage under the National Pollutant Discharge Elimination System (NPDES) general permit in August 2008. Some of the requirements of the storm water program were development of an Illicit Discharge Elimination Plan, Public Education Plan, and a Watershed Management Plan (WMP). The WMP was developed over 2004 and 2005, involving several public and stakeholder meetings. Using the WMP as guidance, each community developed a Storm Water Pollution Prevention Initiative Plan (SWPPI). The SWPPI is the pollution prevention action plan outlining best management practices for communities and developments, plus public educational actions. The GLRC has divided into several committees and subcommittees to develop the required actions. The first permit cycle expired in April 2008, and a new permit was issued in July of 2009 at which time both the WMP and SWPPI have been updated. The new permit cycle starts in September 2013. There are best management practices that need to be adopted per our discharge permit from MDEQ for storm water controls in the City of Mason.

Maintenance of the storm water system is divided between the City and the Ingham County Drain Commission. (The county has designated drains that flow through the City such as the Willow and Rayner Creek Drains.) It does become confusing sometimes as to who takes care of what and where. The Drain Commission will begin cleaning part of the Rayner Drain in late 2012.

Detention ponds are required on developments where the city engineer determines that the runoff will be too great for the catch basins and storm sewer located in the street. Many of the newer developments have these ponds on site.

Normally, the storm water system performs well during run-off events. In February, 2001, during the rain and melting snow, the county fairgrounds and consequently the ponds at Rayner Park flooded to the point where water was running across Ash Street. That was an unusual event but history has shown that it does happen. The last severe flood in Mason was in April of 1975.

On July 28 and 29, 2011, another sever storm dropped over 7 inches of rain in approximately 24 hours. This flooded Rayner and Sycamore Creeks forcing a sanitary sewer overflow at the POTW, disabling the ISD lift station and damaging storm drains and a couple streets.

It has become evident that the ponds in Rayner Park (park of Rayner Creek), controlled by the Ingham County Drain Commissioner, need to be dredged to allow water detention and storm water settlement.

Current Regulations

The EPA began its first round of storm water management requirements in 1992. At that time, and after a great deal of discussion, communities under 100,000 population that owned wastewater plants and vehicle maintenance garages were exempt from the regulations. This was accomplished through a last minute amendment to a federal Intermodal Surface Transportation Act that was passed. Since that time, EPA has wasted no time in working on Phase II of the Storm Water Management regulations. Due to a status change designated by the U.S. Census Bureau in 2000, Mason became part of the Greater Lansing Urban Area. The City received its NPDES Permit for storm water in November of 2008, expiring in April 2013.

SANITARY SEWER OVERFLOWS AND INFLOW/INFILTRATION

Sanitary Sewer Overflows (SSOs) are the discharge of untreated, or partially treated wastewater to public waterways, over land as well as (this one is significant) the flooding of a basement for reasons other than a plugged, or broken sewer lead. Inflow is the direct introduction of storm water into the sanitary sewer system by means of a cross connection, or possibly an open sanitary manhole. City staff believes that a significant inflow source stems from many of the homes in town through footing tiles and sump pumps. Infiltration is the leaking of ground and surface water into the sanitary system through cracks in the pipes and manholes, or through bad joints in the sewer lines. Inflow and infiltration (I/I) can cause SSOs and both have been ongoing problems in most municipal sanitary systems since the first pipe went into the ground.

POTW systems are required to report any release of untreated sewage into the receiving stream to the MDEQ. A verbal notification is followed by a written report. Last year, a survey was mailed to all dischargers in the state and it was discovered that not every community has been reporting like they should. Violations carry penalties such as fines and possible jail time. Evidently some communities had discharges that were not reported, while other communities didn't even bother to respond to the survey. Because of this the MDEQ is meeting with those communities with SSO issues and drafting an agreement/plan as to how and when the SSO problem will be corrected. This "agreement" is also called an Administrative Compliance Order (ACO) and is a legally binding document containing fines ($1500 to $2500 per day) for future SSO events.

To further complicate the problem, the courts have determined that owners of POTW systems may be liable for any backups into basements. Cities are no longer protected by the Act of Nature clause, even if they are able to show that they maintain the system in a responsible manner.

In February and May of 2001, May of 2004, and January and September of 2008, the City experienced some serious run-off events that forced the bypass of untreated sewage. In addition, approximately ten residents reported flooded basements. In June 2010, the City received a letter from MDEQ with a draft ACO and instructions that a representative from the department will be meeting with City representatives.

SSO UPDATE

In September 2010, representatives from the City of Mason and MDEQ held a meeting in regard to the issue of the Sanitary Sewer Overflows (SSOs). The MDEQ claims that the City of Mason is in violation of its NPDES permit, due to the SSO events that have occurred in the past, and corrective actions are needed to prevent future SSO events. As requested by the MDEQ, The City of Mason has installed metering devices in the collection system of the older subdivisions to check for Inflows and Infiltration (I/I), which are now collecting data. This is to determine if footing drains are possibly connected to the sanitary sewer system. In addition, as requested by the MDEQ, the City of Mason has installed a high flow, metering device at the entrance of the wastewater treatment plant. The device was installed in June of 2012. The City of Mason is moving forward to meet the MDEQ requests.

Based on observations and published studies, City staff suspects that residential sump pumps and footing tiles significantly contribute to I/I problems. Once a severe rainstorm ends and the initial surge in the sewage flow passes, the daily average flow will remain higher than normal for several weeks. Inspections of sewer lines in residential areas show increasing flows as one proceeds downstream of the line, plus the "sewage" is extremely clear. Once the ground becomes saturated, sump pumps and footing tiles contribute an enormous amount of water.

Under a pending consent order between the City of Mason and the MDEQ, the City must be able to certify that the City's WWTP is capable of providing secondary treatment to wastewater flows up to the 25-year/24-hour design storm event of 3.9 inches without bypassing during normal WWTP operations.

Beginning in the summer of 2006, the City will provide "sump pump collectors" as part of its local streets maintenance program. The next step is the need to develop policy as to determine who must connect to the collectors. This will be difficult and it will literally entail evaluation of each residential and commercial building.

DRINKING WATER SYSTEM

Water System

The City's water system consists of six wells, two 500,000 gallon elevated storage towers and one one-million gallon ground storage tank and approximately 45 miles of water main in various sizes (4" to 16"). The City now has a new centralized treatment facility; the water is pumped through raw water mains to the treatment plant to remove Radium 226 and 228 as well as iron.

The City of Mason Water Treatment Plant went on line in November of 2008 and the treatment process is working well. The process is consistently removing radium 226 and 228 down to a average of 1 pqL (pico-quri per liter) which is 4 pqL less than the MCL of 5 pqL. The iron removal process is also working well as the plant receives iron coming in to the plant at .44 ppm and on average removes the iron down to less than 0.05 ppm.

The improved water quality from the plant is helping the City of Mason to comply with the Radium rule and the Lead and Copper rule. The city has passed all the radium tests since the plant has gone on line on 2008 and is now in compliance with the Radium rule. Another benefit of the improved water quality is the City of Mason has now passed four rounds of lead and copper sampling which put the city in compliance with the Lead and Copper rule. The results of being in compliance with these two rules has helped reduce the amount of samples required for Lead and Copper testing and radium testing for the City. This has saved a lot of man hours and residents resident's time spent collecting samples for the City of Mason.

The City currently has a Wellhead Protection Plan approved by the MDEQ. The City will need to keep the plan up to date and enforce its well head protection plan.

Upgrades to the older, undersized water lines will continue in conjunction with the street improvement plan. Recent improvements to the water distribution system include the instillation of Variable Frequency Drives (VFDs) on the wells, construction of the new water plant, and ground water storage tank, new 8" water main on Ash St., and Steele St.

The City of Mason's utilities are comprised of the drinking water, the sanitary sewer (collection and treatment), and the storm sewer systems. The following narrative will discuss the current status of capacities and system components, current regulations and other issues for each system.

Definitions are provided below for various abbreviations that will be used in the discussion of the City's utilities.

psi: pounds per square inch (water pressure)
EPA: Environmental Protection Agency (Federal)
g.p.m: gallons per minute
MCL: Maximum Contaminate Level is the maximum permissible level of a contaminant in drinking water.
MGD: Million Gallons per Day (1.0 MGD equals 1,000,000 gallons per day)
MG: Million Gallons
MDEQ: Michigan Department of Environmental Quality (oversees all drinking water, sanitary and stormwater regulations)
POTW: Publicly Owned Treatment Works (includes the entire sanitary sewer system; collection, lift stations and treatment plant). The Wastewater Treatment Plant is referred to as the POTW Plant

Current Components and Capacities

The City's Water System Reliability Study and Contingency Plan of the entire water system, completed during the summer of 2005 by Wolverine Engineering is planned to be updated in 2013. Currently, the City of Mason water treatment plant went on line in November of 2008. This facility is taking water from all the wells, treating it to remove Radium and Iron and storing it in the 1 million gallon ground storage tank. The water is then pumped from the ground storage out to the distribution system to the two 500,000 elevated storage tanks to maintain pressure on the system (65-80psi). The plant can pump 4,500 gallons per minute with all three high service pumps running, but the treatment plant can only produce 1,736 gallons of treated drinking water per minute when in operation.

Table B-1 lists information on the water system's wells, storage tanks and water mains. Table B-2 contains the current information on the wells. The notes at the bottom of the table provide further explanation of terminology.

The concept of Firm Capacity is an important consideration for the water system. Ideally, the City should be able to meet the daily water demand, and provide fire protection, in the event the largest producing well is out of service. It does happen on occasion despite all the best maintenance efforts.

Regarding fire protection, pursuant to recommendations by the Insurance Services Office, the fire flow duration should be three (3) hours for recommended fire flows of 3000 and 3500 g.p.m. These flows are not unreasonable for the industrial areas on the north and south ends of Mason. The following table shows the current storage calculations:

Water Storage Calculations for 3-Hour Fire Flow	
Average Demand (766 gpm)	137,880 gallons per 3 hours
Fire Flow (3,500 gpm)	630,000 gallons per 3 hours
Well Supply (1,675 gpm)	-301,500 gallons per 3 hours
Storage Needed Based Upon Fire Flow	466,380 gallons

Based upon these calculations, water storage provided by the 2 elevated water towers is adequate.

Given the recent improvements and modifications made within the City, the addition of a water tower, the addition of a 1 million gallon ground storage tank, the replacement of water meters, the new control system, and the

cleaning and rehabilitation of the wells, the City of Mason finds itself in a comfortable position relating to water supply.

Current Regulations

Radionuclides: The original Radium Rule was first published in 1976 and revised in 1991. Since then water system operators have been required by the Federal Environmental Protection Agency (EPA) and the Michigan Department of Environmental Quality to periodically sample the drinking water for radioactivity. The reasoning behind this is attributed to the development and operation of nuclear reactors and radio nuclide-generating devices which result in the production of radioactive elements. However, there are naturally occurring radioactive elements such as uranium, thorium and radium which may originate in the shale and coal bearing layers that are interspersed throughout the municipal aquifer.

Since Mason began testing for radium in the mid 1990's, specifically the isotopes of Total Alpha, Radium 226 and Radium 228, the results have always been below the Maximum Contaminant Level (MCL). The monitoring for radium was done in the distribution system. In December 2003, a change in the Radium Rule by the EPA required water systems to sample at the "point of entry", or in Mason's case, at each of its wells. This new requirement put 2 of the wells over the MCL for Combined Radium 226/228 with most of the remaining wells just below the standard. In other words, Mason was out of compliance with a Federal Drinking Water standard and would need to take corrective action.

Consultants were hired in the summer of 2005 to study the problem and present some possible treatment alternatives that would be in the best interests of, and to serve our community for years to come. The study was done in such a way as to allow Mason to apply to the MDEQ for a low interest loan through the Drinking Water Revolving Fund program to help fund the project. With adequate funding secured, the facility was constructed and completed in 2008. The facility is a centralized hydrous manganese oxide (HMO) treatment plant that was recommended by the study to meet the radium MCL.

Arsenic Rule: On January 16, 2001, President Clinton signed the new arsenic rule that would lower the MCL from the existing 50 parts per billion (ppb) to 10 ppb. This became effective January 16, 2006 and it is impacting smaller communities. Fortunately, most of the monitoring for arsenic in Mason's water has indicated non-detectable levels.

Lead & Copper Rule: These two metals pose potential health risks if the exposure is of sufficient duration and their concentrations are high. In 1992, the Federal Environmental Protection Agency began requiring all public water supplies to annually test for lead and copper. What are actually being monitored are the corrosive characteristics of drinking water on household plumbing.
With the addition of the new water treatment plant, the City of Mason now has a consistently higher water quality, which has resulted in passing four consecutive sets of lead and copper tests. After passing these sets of 40 samples the City is now in reduced monitoring to 20 tests every three years.

The MCL for lead and copper is .015 mg/l and 1.3 mg/l, respectively. Samples for the tests are collected at 20 different households throughout the city once per year. The sampling procedure is to flush the water tap for 10 minutes, do not use the water for 6 hours and then collect the first draw. This assumes that the corrosiveness of the water will leach the lead and copper from the pipes and faucet. Historically, Mason has had difficulties meeting the copper limit. Part of the problem lies in the requirement that allows residents to perform the actual sampling, many times the proper protocol in not followed. Water softeners can also negatively affect the results. The City has found that the centralized water treatment has corrected this chronic problem.

TABLE C-1

CURRENT WATER SYSTEM COMPONENTS

Revised July 2012

Well Name	Year Commissioned
Park Street Well #1 (abandoned in 2011)	1931
Curtis Street Well #2 (abandoned in 2007)	1958
Howell Road Well #3 (standby in 2008)	1974
Hayes Well #4	1987
West Ash Well #5	1989
Franklin Well #6	1992
Kipp Road Well #7	2002
Temple Street Well #8	2009
Temple Street Well #9	2013 Planned

FIRE HYDRANTS: Approximately 600

2 ELEVATED STORAGE TANKS (500,000 Gallons each), Constructed in 1995 & 2004
1 Ground Storage Tank (1,000,000 gallons) Constructed 2008

FINISHED WATER MAIN	**(Lineal Feet)**
4 Inch	32,820
6 Inch	81,300
8 Inch	63,810
10 Inch	7,000
12 Inch	56,475
16 Inch	900
Total	**242,305 (45.9 miles)**

RAW WATER MAIN	**(Linear Feet)**
8 Inch	3,262
12 Inch	5,259
16 Inch	7,837
Total	**16,358 (3.1 miles)**

NOTES:

The original water main consists of cast iron, much of which remains in service today.
Since the early 1970's, upgrades have been made with ductile iron pipe.
Raw water main is high-density polyethylene pipe.

TABLE C-2

CURRENT WELL CHARACTERISTICS

Revised July 12, 2011

ACTUAL RATED DEPTH CAPACITY

WELL	(ft.)	STATUS	(gpm)	(gpm)
Howell #3	213	Standby	350	325
Hayes Park #4	245	Active	350	280
Ash #5	272	Active	250	250
Franklin #6	346	Active	500	400
Kipp #7	358	Active	350	350
Avery Lane #8	400	Active	391	250
Temple St #9	352	Under construction	325	
TOTAL CAPACITY			**2,516gpm**	**1,875gpm**
FIRM CAPACITY			**2,016gpm**	**1,475gpm**

NOTES:

- Firm Capacity represents the total capacity minus the largest producing well.
- Howell #3 is not connected to the new raw water lines.
- Howell Road well is normally in standby mode; emergency use only.

TABLE C-3

CURRENT & PAST WATER PRODUCTION

Revised July 2011

YEAR	YEARLY TOTAL (MG)	DAILY AVERAGE (MGD)	DAILY AVERAGE (gpm)	MONTHLY MAXIMUM (MGD)	MONTHLY MAXIMUM (gpm)	MONTHLY MINIMUM (MGD)	MONTHLY MINIMUM (gpm)
2004	256	.890	618	1.570	1090	.349	242
2005	328	.895	622	1.646	1143	.527	366
2006	324	.888	617	1.567	1,088	.531	368
2007	346	.949	659	1.771	1,230	.579	402
2008	345	.943	655	1.848	1,283	.540	375
2009	314	.860	597	1.842	1,279	.395	274
2010	304	.832	577	1.326	921	.422	293
2011	317	.869	603	1.164	808	.610	422

NOTES:

The Maximum Day on record is 1.848 MGD (1,283 gpm) recorded in July 2008.

SANITARY SEWER SYSTEM (POTW)

Current Components & Capacities

The sanitary sewer collection system consists of approximately 32 miles of clay, concrete and, as of recently, plastic pipe. The collection system starts as a 6-inch sewer lead from the buildings, which is the responsibility of the property owner to repair and maintain. The sewer leads connect to the lateral sewers located in the streets that ultimately connect to the interceptors that carry the sanitary sewage to the POTW Plant. Table 4 lists the major interceptors in town. The majority of the 6-inch and 8-inch sewers were constructed prior to 1930, using a bituminous sealer for the joints. Since 1958, rubber 0-rings have been used for the joints, significantly reducing the possibility of groundwater leakage.

Sewage typically flows by gravity through the lines. There are times when significant changes in elevation occur, particularly during new development, that the sewage must be lifted from a low area to a higher elevation in order to flow. This is accomplished by pump stations, or lift stations. Table 5 lists the five lift stations in the system. The Main Court pump station serves one short street and the Hunting Meadows pump station serves that subdivision. The Curtis St. Lift Station serves the businesses along N. Cedar Street and the county jail facilities. The ISD Lift Station serves the Career Center complex, Dart Container, the Riverwalk Meadows Subdivision, and the commercial district fronting Legion Drive. Temple Street lift station serves the new water treatment plant and the industrial district on Temple Street.

Lift stations are operating about 6-7 hours daily. The City's engineer recommends an upgrade when a lift station's pumps run 8 hours per day. The elimination of Curtis Street Lift Station by relaying about 2700 feet of sanitary sewer at an estimated cost of $250,000 does not appear to be cost effective.

The sanitary sewage enters the POTW Plant through a 30-inch pipe. The plant is a conventional activated sludge plant. It is a Class B plant with a design flow of 1.5 million gallons per day (MGD). It was constructed in 1958 with additional improvements in 1975-77. Table C-6 gives the basic design criteria of the plant and Table C-7 gives flow and plant loading data for the past several years. The plant load refers to the strength of the sewage that the plant must treat. This is also referred to as the biochemical oxygen demand (BOD). The data for the year 2001 is skewed due to the extremely wet weather experienced in February and May.

Current Regulations and Proposed Projects

All dischargers of treated sewage to public waterways are permitted to do so by means of a National Pollutant Discharge Elimination Systems (NPDES) Permit. This permit is required by the Federal Clean Water Act and administered by the MDEQ. The permit specifies exactly how clean the treated sewage must be. It is a legal document and contains enforceable limits on the final treated water that is discharged (effluent).

Mason has had a NPDES permit since 1973 and it is reissued every 5 years after a formal application has been submitted to MDEQ. The current permit was issued on November 1, 2008 and will expire on October 1, 2012. Typically, each reissued permit has effluent limits that are a little more restrictive than the prior one.

Mercury Analysis: Mercury has been a metal of concern for many years due to its potential health threats and the fact that it is considered to be a bio-accumulating chemical of concern. In other words, its concentration increases in organisms' tissues as it makes its way up the food chain.

The approved test method for mercury has had a detection limit of .2 micro-grams per liter, or parts per billion. As of July 1999, the EPA approved a new mercury analysis method that has a detection limit of .5 nano-grams per liter (ng/L) or part per trillion. This new method has a detection limit that is 400 times more sensitive. The current limit in the permit is 30 ng/l, but the target water quality standard (the ultimate goal) for the receiving streams is 1.3 ng/l.

A recent requirement in the current permit is the development of a Mercury Minimization Program (MMP). The City’s MMP was approved by MDEQ and became effective on April 2, 2009.

Previously, approximately 20,000 gallons of drinking water were used daily in the City of Mason. An alternative pumping system was constructed in 2010 to use treated effluent for the purpose of chlorinating, applying polymer, and supplying pump seal water and spray foam, in place of using treated drinking water, thus saving the City about 7 million gallons of drinking water annually. This is consistent with water conservation and sustainability.

TABLE C-4

INTERCEPTING SEWERS

Sycamore Creek Interceptor: 30-Inch diameter sewer extending from a point approximately where the old city garage on North Jefferson Street sat south along Sycamore Creek to Mable Court. Constructed in 1990 replaced to gain depth and slope to eliminate the Cherry Street lift station.

Willow Creek Interceptor: 18-Inch diameter sewer extending from Mable Court (30inch interceptor) west along Willow Creek to Eugenia Drive. Constructed in 1990 to replace the old 15-inch interceptor, which had major infiltration.

Intermediate School District Interceptor: 15-Inch diameter sewer extending north from the ISD Lift Station (north of D.P.W. facility) along Sycamore Creek to Howell Road. Constructed in the late 1960s and remains in good condition.

Legion Drive/Howell Road Interceptor: 15-Inch diameter sewer extending from the ISD Interceptor north to Howell Road and west, crossing US-127 and Cedar Street, to the end of Legion Drive. It was constructed in 1994 to service businesses on Legion Drive and Dart Container Corporation.

West Columbia Street Interceptor: 15-Inch diameter sewer extending west from the 30-inch Sycamore Creek Interceptor at Maple Street to approximately the west city limits. Constructed in 1975 and extended to serve the Coventry Woods and Sycamore Mobile Home Park developments in 1998.

East Side Interceptor: Constructed shortly after WWII, 15-inch and 18-inch sewer extending southeasterly from the POTW Plant to Ash Street near Steele Street. In 1976 the interceptor was reconstructed as part of the Waste Water Treatment Plant expansion.

East Columbia-Eastside Interceptor: 24-inch sewer interceptor constructed in 2007. It begins near the intersection of Okemos and Randolph Streets, runs across Bond Park then beside the Rayner Drain to Mathews Street. It then continues easterly along E. Columbia to Lawton St Street.

TABLE C-5

PUMP (LIFT) STATIONS

Name	GPM/Pump	Year Constructed
ISD Lift Station	300	1971 – Rebuilt in 2011
Curtis St. Lift Station	300	1964
Main Court Lift Station	80	1985
Hunting Meadows Lift Station	90	1992
Temple Street Lift Station	300	2007

NOTES:

- All the lift stations have two (2) pumps.

TABLE C-6

POTW PLANT DESIGN DATA

DESIGN AVERAGE FLOW	1.5 MGD
POPULATION EQUIVALENT (PE)	12,000 PEOPLE
PLANT LOAD	2,400 LBS/DAY

TABLE C-7

POTW PLANT AVERAGE FLOWS AND PLANT LOADS

Revised May 21, 2012

YEAR	PRECIP (In.)	FLOW (MGD)	BOD (Lbs/Day)	BIOSOLIDS (MG/YR)	POP. EQUIV.
1993	37.35	1.417	1247	1.076	6235
1994	35.98	1.247	1222	.745	6110
1995	26.90	1.183	1276	.630	6380
1996	27.67	.970	1560	.950	7800
1997	33.01	1.015	1508	.892	7540
1998	33.40	1.074	1592	.768	7960
1999	27.71	.863	1539	.786	7695
2000	36.13	.881	1569	.840	7845
2001	36.60	1.158	1623	.742	8115
2002	21.84	.992	1792	.775	8960
2003	30.51	.895	1724	.650	8620
2004	35.73	1.053	1642	.452	8210
2005	23.73	.947	1597	1.040	7985
2006	42.73	1.088	1694	.998	8470
2007	31.6	.979	1487	1.456	7435
2008	38.4	1.112	1526	.593	7630
2009	34.33	1.665	1653	.882	8265
2010	16.82	0.985	1915	.672	9575
2011	42.11	1.15	1693	.808	8465

NOTES:

- 1 PE = .2 lbs of Plant Load
- The Plant Load in 1983, prior to Wyeth Laboratories pretreatment facility, was 3,061 lbs/day (over the design).
- November 1995: Michigan Packaging began operations (increased load).
- May 1996: Wyeth Laboratories ceased operations (decreased flow).
- For 2001, February's average was 1.546 MGD and May's was 1.666 MGD and a total of 7.46" of rain.
- 2004: May - 1.637 MGD average flow; monthly total of 9.41 inches of rain

Appendix D

Municipal Services

CITY SERVICES

Much of the municipal services provided to the residents of Mason are based out of the City's administrative complex at City Hall, 201 West Ash Street, one block west of the downtown area. The location is conveniently in close proximity to the post office and library.

Police Department

The Mason Police Department, a full-time, full-service law enforcement agency, is conveniently located in the first floor of the new Mason City Hall at 201 West Ash Street. The Department staff is comprised of the Chief of Police, two patrol sergeants, one detective corporal, nine police patrol officers, and three clerical support members responsible for all staff support services.

The Department performs all the services expected of a full-time police department. It is a community-based, service-oriented operation which constantly evaluates its quality of service using citizen surveys, solicitation of community input, and personnel performance reviews. All levels of service are evaluated, and every member of the Department is tasked with performing to his/her maximum ability, using a variety of problem-solving techniques to resolve community problems and maximize the community's quality of life.

The Department operates under a collaborative philosophy of maintaining partnerships with the community, other law enforcement agencies and government services, and a variety of community-based organizations. The Department also maintains a policy of openness and transparency which provides the community with a window into its functions and standards, assuring all of the entire agency's integrity, ethical standards, and efficiencies.

In 2010, the City of Mason reported the third lowest crime level of all surrounding communities in the tri-county area. Its Violent Crime Index report was 71% below the national average, and its Property Crime Index was 56% below the national average (with 1.59 officers per 1,000 residents, as compared to the Michigan average of 1.88 officers per 1,000 residents). The City of Mason is a safe and secure community with expectations of the highest standards of government efficiency and an excellent quality of life for all its residents.

Fire Department

The Mason Fire Department operates out of two stations. Station 1 is located at 221 West Ash Street adjacent to City Hall and houses the administrative offices as well as most of the firefighting equipment. The 12,403 square foot facility was built on its current location in 1998 replacing the old station on the corner of Oak and Jefferson Streets. Station 1 was dedicated and named the Chief James M. Pelton Memorial Fire Station in July 2002. Station 2 is located at 615 Curtis Street and was built in 1976. The 1800 square foot building currently houses the Ingham County Hazardous Materials truck, trailer and equipment as well as other reserve firefighting equipment.

Department staffing consists of a full time Chief, a paid on call Assistant Chief, Captain, two Lieutenants and 32 Engineer, Firefighter and or Trainees for a total of 38 members.

The fire department fleet consists of:
1984 Wolverine, 3000 gallon tanker, 500 gallon per minute pump
1990 Grumman, 1000 gallon pumper, 1250 gallon per minute pump
1992 Chevrolet 3500, squad
1993 Dodge, 100 gallon brush truck, 11 gallon per minute pump
1995 Serro-Scotty Fire Safety House Trailer
2001 Pierce, 300 gallon, 105 foot aerial platform, 2000 gallon per minute pump
2002 Ford Expedition Command SUV
2007 HME, 3000 gallon pumper/tanker, 1250 gallon per minute pump
2010 Spencer, 1000 gallon rescue pumper, 1500 gallon per minute pump
2011 Achilles, 12 foot inflatable rescue boat
2011 Hallmark, Rescue Trailer

The fire service area includes the City of Mason, Aurelius Township and Vevay Township for a total of 73 square miles serving a population of approximately 15,000 residents.

Services provided include but are not limited to fire suppression, fire prevention, vehicle extrication, haz-mat operations, ice rescue, water rescue and search and rescue.

The City of Mason has an Insurance Services Offices (ISO) rating classification of 4. Aurelius and Vevay Townships have a split rating classification of 7/10.

Mason Fire is a member of the Ingham County Tanker Task Force for rural water supply. We are also participating members of the Ingham County Haz-mat team. We have cooperative mutual agreements with all of the other Ingham County fire departments as well as the east side of Eaton County.

Administrative Services and City Hall

The current city hall was built in 2010. The new structure is the first building in the City of Mason to be recognized as a LEED (Leadership in Efficiency and Environmental Design) building. The new building houses the following Departments: Administration, Assessing, Finance, Police and Zoning and Department. The new city hall complex also includes updated Police Department facilities, new communications tower, training rooms, basement shelter, and ample parking.

The Council Chambers and Community Room is located on the main floor of City Hall. This is a multi-purpose room that can be divided into two meeting rooms by tract walls, facilitating more than one event at a time. It is primarily used for City Council meetings, various other board and commission meetings, election precincts for all elections, as well as the Mason Area Senior Club. This room is used by a variety of groups and residents for various functions.

City Clerk

In June of 2010, the position of City Clerk was established as a separate officer of the city. Previous to this, the City Clerk position was incorporated into the City Administrator duties. The responsibilities of the office of the City Clerk include, custodian of the official City seal and records, records management, election administration, voter registration, meeting management, cemetery administration, and, per the City Charter, a member of the Cemetery Board of Trustees. The City Clerk is also the clerk of the City Council, administrator of the community room rentals, FOIA Coordinator, and the municipal meeting video coordinator.

Cemetery, Parks and Forestry

The City operates it's only cemetery, Maple Grove Cemetery, located in the central portion of the City within the northern sector. Established in 1844, it comprises approximately 38 acres with additional acreage available for expansion. Sycamore Creek flows all along the eastern edge of the property which is important to the development of the Hayhoe Riverwalk Trail throughout the City. Approximately 50 burials are performed on average per year. The older portion of the cemetery has been listed on the National Register of Historic Places.

The City of Mason owns and operates 8 municipal parks within the city limits totaling 92.74 acres and includes a wide variety of seasonal recreation activities. See table D-1 for more detailed information about Mason's wide range of recreation activities. The City Land and Recreation Map at the end of this appendix provides the location of each park.

In 2010, the City of Mason acquired Rayner Park from Ingham County. Located on the east side of the City adjacent to the Ingham County Fairgrounds, Rayner Park totals 62 acres and provides facilities for soccer, basket ball and softball along with a playground, shelter, picnic tables, grills and a nature area. A series of ponds are situated on the north end of the property which flow into Rayner Creek.

COUNTY SERVICES

Ingham County Courthouse

The historic courthouse is the dominant feature of the landscape in the downtown area. The building was dedicated in 1905 and is actually the third facility utilized for county government purposes. Beginning in 1980 a major renovation project was initiated for the courthouse square and Hilliard Building; during the ensuing fifteen years over $10 million was spent on the project. Ingham County is governed by a 13-member board of commissioners which oversees a budget of approximately $194 million (2012).

Ingham County Road Department

The Road Department has its offices on a 19 acre parcel in the northwest quadrant of Mason west of Cedar Street. The Ingham County Road Department (ICRD) is governed by the Board of Ingham County Commissioners. The ICRD is responsible for more than 1,253 miles of roads outside incorporated cities and villages throughout Ingham County. Through the efforts of its more than 70 employees and 450 pieces of equipment, those roadways are cleared of snow and are kept in good repair. In addition, the ICRD is responsible for traffic signals, flashing beacons, bridges, road signs, and culvers within county road rights-of-way throughout Ingham County's 550 square miles. The Road Department depends on Act 51 funds, derived primarily from fuel taxes, for its road maintenance and improvement activities.

Ingham County Drain Commission

The Drain Commissioner's offices are located at 707 Buhl Avenue in the northwest portion of Mason. This office has responsibility for the storm drainage system throughout the county, including construction, maintenance and the establishment of drainage districts. The Drain Commission and Road Department budgets, taken together, account for approximately $17.5 million of the overall Ingham County budget.

Ingham County Parks

Offices housing the Ingham County Parks Board and staff are located in the Hilliard Building on the downtown square across from the County Courthouse. The Parks Board oversees the operation of 1,400 acres of parkland.

Ingham County Fairgrounds

The Fairgrounds are adjacent to Rayner City Park on the east. The parcel is 71.5 acres in size and along with the race track, grandstand and other fair facilities provides a community center, multipurpose exhibition area and winter storage space. The fair board is responsible for a budget in excess of approximately $700,000; activities are programmed throughout the year on the grounds.

FEDERAL SERVICES

U.S. Postal Service

The Mason Post Office, on the northeast corner of Ash and Park streets, was erected in the 1930s through the work of the WPA. The Postal Service is outgrowing the existing building and the site has no room for expansion. The Postal Service is looking for a site of approximately 1.8 acres as a minimal size. Efforts are underway to try and accommodate the Post Office's needs while still retaining the service in the downtown area as an anchor for

the district.

OTHER SERVICES – NON-GOVERNMENTAL

Emergency Medical Service

EMS is provided primarily by Lansing-Mason Area Ambulance (LMAA), a private entity located just outside the northwest corner of the city in Vevay Township. LMAA's' s service area includes all of Ingham County, the southern portion of Clinton County, the eastern portion of Eaton County, and the northern part of Jackson County. Locally the territory covered includes the City of Mason, the City of Leslie, the Village of Onondaga, the Village of Dansville, Vevay Township, Alaiedon Township, Ingham Township, Leslie Township, Onondaga Township, most of Aurelius Township, half of Bunker Hill Township. LMAA employs 12 full time and 52 part time personnel utilizing nine ambulances, one ALS non-transport units and six wheelchair vans. Roughly 2,800 of their 12,000 runs per year occur in Mason and the surrounding area. Typically, LMAA runs 12,000 wheelchair transports per year. The City of Mason Fire Department, Police Department and LMAA share an excellent working relationship.

Library

The Mason Library at 145 W. Ash is owned by the City of Mason and operated by the Capital Area District Library as part of its 13 branch library system serving 13 communities and 23 municipalities. The building was commissioned by Mr. Albert Hall and constructed in 1938 as a memorial to his wife ADA. Through the years it has undergone two expansions/renovations bring the total area used to 6,424 square feet on three floors. The library offers over 30,000 titles in circulation in various formats including printed materials, books on CD, music CDs, DVDs, and electronic resources such as digital downloadables for eReaders. The Mason Library also offers high-speed internet accessible computers for patrons and serves as a WiFi hotspot. The library provides a full-range of educational and entertainment programs for children, tweens, teens, and adults.

The Mason Library's immediate service area includes Mason plus most of Vevay Township and portions of Alaiedon and Aurelius Townships. Library services are funded through a millage of 1.56mils. The library struggles to keep up with increased visits, circulation, and the demands of an increasingly sophisticated clientele in its current facility due to the building's age, space constraints and lack of handicap accessibility. The City and CADL continue to work together to maximize efficient utilization of the current library facility and explore future opportunities to expand the library and its services in the future. A major renovation of the Mason Library was completed in 2012, which included upgraded equipment, interior remodeling, updated furnishings, roof repairs, partial window replacement, storm sewer upgrade and landscaping.

City of Mason Parks Inventory

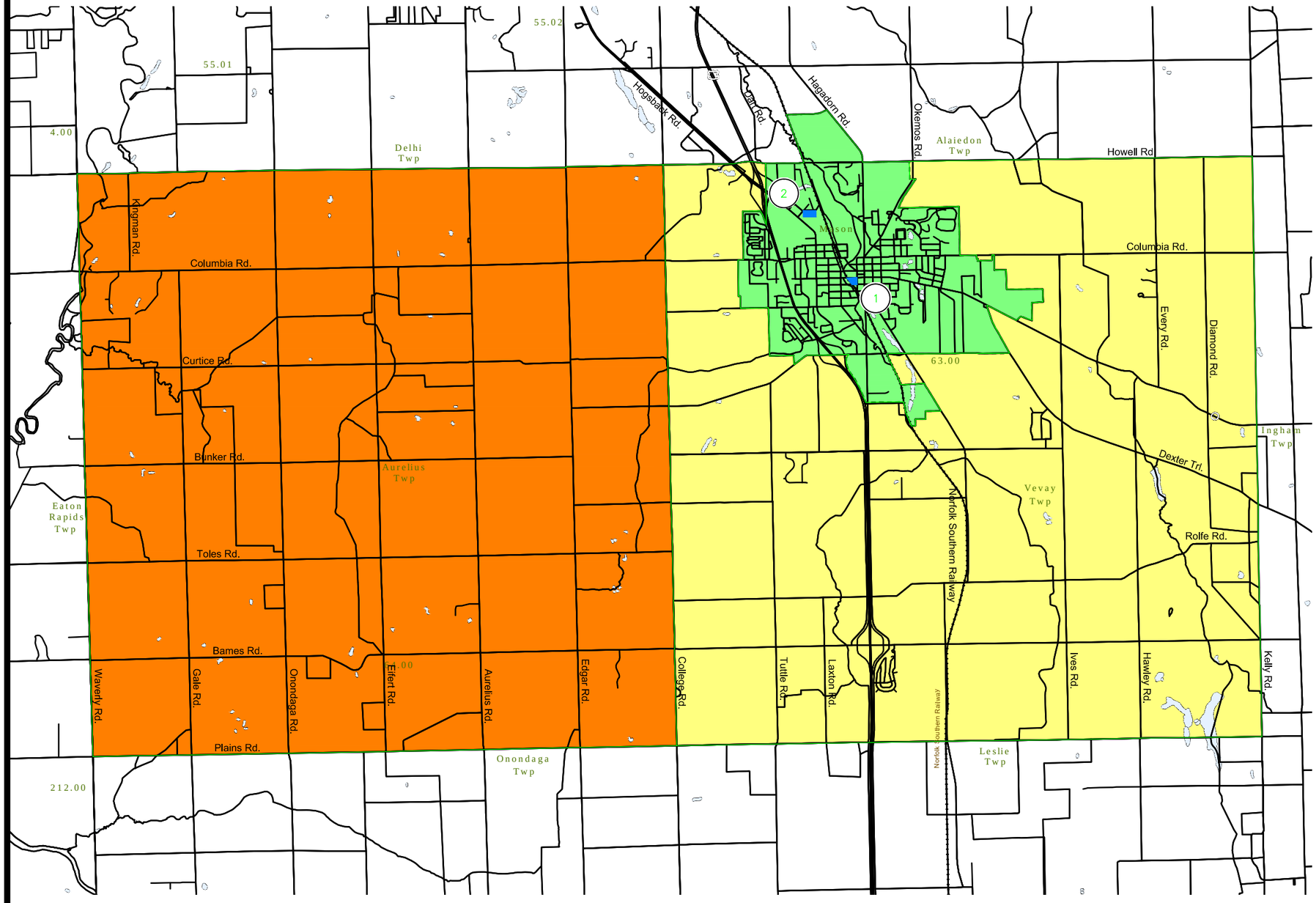
Park	Hayes	Laylin	Bond	Maple Grove	Bicentennial	Lee Austin	Griffin	Rayner
Acres	9.22	7.2	5.3	5.2	2.27	0.9	0.65	62
Location	W	E	Central	Central	SW	Central	S	SE
Water Body	N	Y	Y	Y	N	Y	N	Y
Shelter	Y	Y	N	N	N	N	Y	Y
Restroom	Y	Y	Y	N	N	N	N	Y
Ball field	Y	N	Y	N	N	N	N	Y
B.B. Court	Y	N	N	N	N	N	N	Y
Tennis Ct.	Y	N	N	N	N	N	N	N
Table	Y	Y	Y	Y	N	Y	Y	Y
Grill	Y	Y	N	N	N	Y	N	Y
Play Equip.	Y	Y	N	N	N	Y	N	Y
Parking	Y	Y	Y	Y	N	Y	Y	Y
Other	Sledding	Fishing	Skating	-	-	-	-	Y*

*Rayner Park has a variety of facilities, including Rotary Stage for performing arts, 20 acres of woodland with hiking trails, native plant garden, and ample open space.

City of Mason

Mason Fire District

No Scale
11/07/2012



Legend

- Fire Station #1
- Fire Station #2
- Fire Station Location
- Vevay Township
- Aurelius Township
- City of Mason

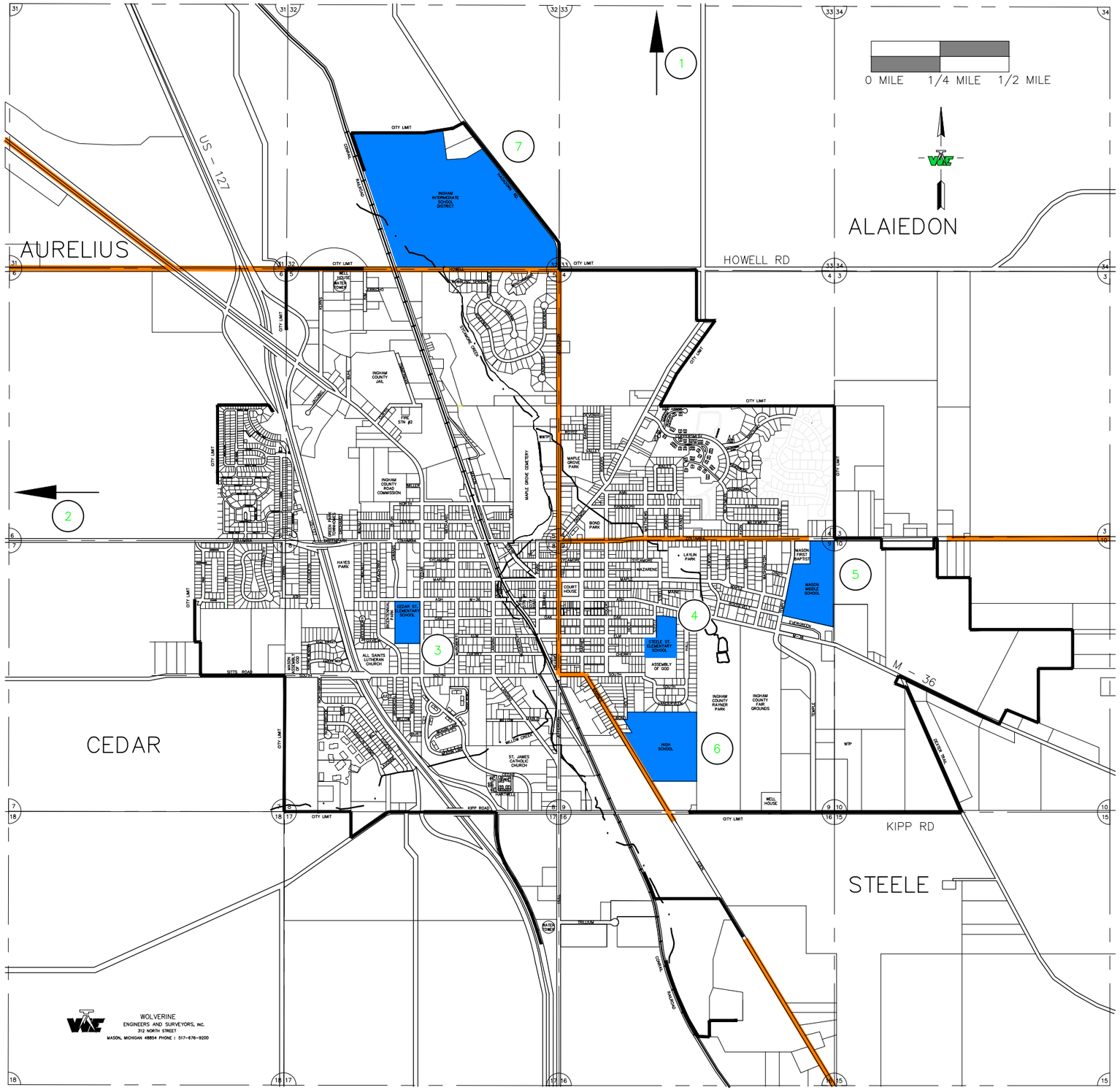
WOLVERINE
ENGINEERS AND SURVEYORS, INC.
312 NORTH STREET
MASON, MICHIGAN 48854 PHONE : 517-676-9200

City of Mason

Mason Schools Locations and Boundaries

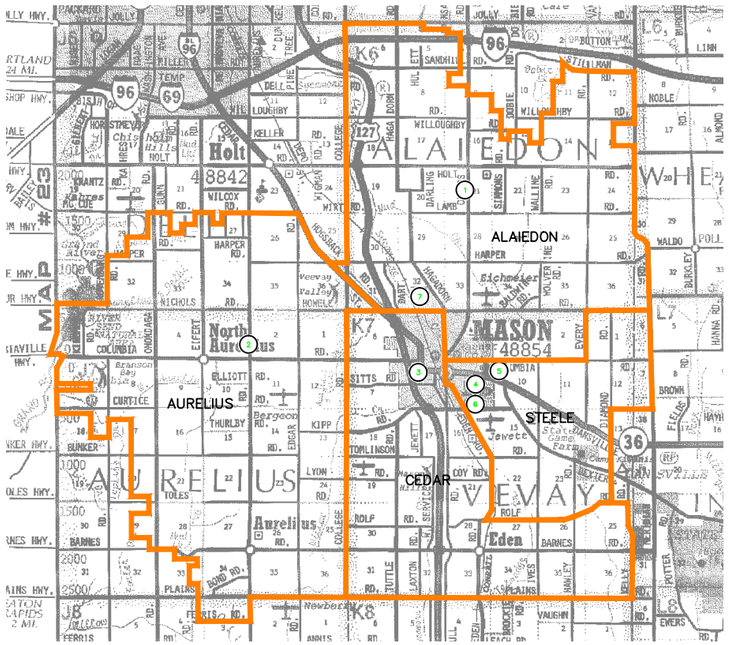
No Scale

03/22/2013



Legend

1. Alaiedon Elementary
2. North Aurelius Elementary
3. James C. Harvey Education Center
4. Steele St. Elementary
5. Mason Middle School
6. Mason High School
7. Capitol Area Career Center



Appendix E

Transportation

Mason is situated along U.S.127 which connects the community to Jackson/I-94 to the south, 1-96 to the north, as well as St. Johns and Mt. Pleasant further north through Lansing. M-36 is a state highway which originates on the north end of Mason just south of the U.S.127/Cedar Street interchange and runs south then eastward through town to Dansville and beyond to U.S.23. It is classified as a minor arterial by the Bureau of Transportation Planning at MDOT.

Multiple modes of transportation are available in the Mason area, and each will be discussed below.

Motorized Transport

Streets and Alleys

Mason has 12.25 miles of major streets and 19.11 miles of local streets. The City receives Act 51 state funds for maintenance of these streets based on a formula allocating so many dollars per mile. The City also funds street maintenance projects with General Fund tax revenues. Major streets include Jefferson, Okemos, Columbia, Barnes, Lansing, W. South, Kerns, Peachtree, S. Cedar, Temple, a portion of Rogers and a combined route of North/Mason/State/Sycamore/Maple/Oak.

In March, 2002 the City Council approved a Ten Year Street Improvement Plan with projected annual expenditures ranging from $707,200 to $1,037,100 during the period. Again, these revenues come from a combination of local tax revenues and Act 51 funds. The city now uses a Five Year Street Improvement Plan. The projected annual expenditure continues to range from $707,200 to $1,037,100. The Street Improvement plan is typically amended annually.

The Street Improvement Plan lays out an aggressive street maintenance/improvement program where significant local projects are tackled annually. The street inventory has been expanding as new subdivisions have developed. This development has introduced more private streets as well, which creates confusion over snow removal and maintenance responsibilities.

Road Improvement Plans

The Michigan Department of Transportation (MDOT) resurfaced state highway M-36 (Ash and Cedar Streets) in 2008. MDOT also resurfaced US-127 between the City of Mason and I-96 in 2009. The section of US-127 between the City of Mason and Jackson was resurfaced in 1999. Kipp Road is tentatively scheduled for a deep overlay during the 2015 fiscal year.

Delhi Township completed Cedar Street improvements and surrounding streetscape between Holt and Mason in 2010.

Bridges

The Kipp Road bridge was replaced and the West South Street bridge was resurfaced in 2011. During the 2001 streetscape improvement, The nearby M-36(Ash Street)/Sycamore Creek bridge was renovated/replaced to enhance safety. The State Street bridge (Sycamore Creek) was replaced in 2003. The Howell Road Bridge (at

Sycamore Creek) was replaced in 2008.

Trucks

Section 78-6 of the Mason City Code prohibits trucks from traveling through the city on any street unless designated as a truck route. The purpose of this ordinance is to protect the peacefulness of our residential communities, structural soundness of buildings, safety of our pedestrians and the quality of our streets from heavy truck usage.

Safety

The crash history for 2010 and 2011 reveal a total of 397 crashes reported to the Police Department. With over 92 percent of the crashes reported, the Police Department concluded that there is no discernible pattern or grouping indicting an established traffic problem.

Maintenance and Funding

The City of Mason uses City personnel for its own minor street repairs, which include pavement, curb and sidewalk repairs, and some installation. M-36 and portions of US-127 are maintained by the Michigan Department of Transportation. Portions of the following streets within the city limits are maintained by the Ingham County Road Department: Kipp, Howell, Hagadorn, Kerns and Okemos. As previously mentioned, funding for maintenance is provided in part by the State through the Act 51 formula and in part by general City tax revenue.

Public Transportation

The Mason Limited/CATA

In August 2001, the Capital Area Transportation Authority (CATA) replaced the Mason Express with a new route called the Mason Limited. The bus departs from Cedar & Kerns St. at 7:10 a.m. and travels on Cedar to Columbia to State to Sycamore to Jefferson. The final morning stop in Mason is at the Mason Meijer on Hull Road.

After leaving the Mason Meijer, the bus travels north on US-127 to I-496 to downtown Lansing. The return trip in the afternoon departs from the CATA Transportation Center on Grand Avenue at 5:00 p.m. with limited stops in the downtown area before returning to Mason via I- 496 and southbound US-127. When in Mason, the afternoon routing is the reverse of the morning routing. The bus is scheduled to arrive at Cedar & Kerns by 5:35 p.m. A fee is required for all bus/van transportation provided by CATA.

CATA Rural Services

CATA Rural Services link the communities of rural Ingham County to each other and to the Lansing urban area. Further trips within the Lansing area can then be made by transferring to one of CATA's fixed route buses.

CATA Rural Service is an advance-reservation, demand-response, curb-to-curb service available for residents of rural Ingham County who are traveling within Ingham County for any trip purpose. Reduced fares are available for senior citizens and people with disabilities. Rides must be scheduled at least one day before the day of the trip. Service is available Monday-Friday from 7:00 a.m. to 6:00 p.m., excluding major holidays.

Rides are scheduled in advance by telephone. The telephone is answered from 6:30 a.m. to 6:00 p.m. However, requests for rural trips must be received by 4:30 p.m.

Mason REDI-RIDE/CATA

Mason Redi-Ride is a demand-response service within the boundaries of Harper, Ives, Tomlinson, and College Roads. In most cases, a bus can be at your pick up location within 30 minutes of the time you call. The days and hours of service for the Mason Redi-Ride are: Monday-Friday 7:00 a.m. to 6:00 p.m. and on Saturday from 8:30 to 4:00 p.m.

The Mason Connector/CATA is a regularly scheduled service that runs from Mason Town Center to Meijer on South Pennsylvania, The departure times from Mason to Lansing are: Monday— Friday at 8:30 a.m., 11:00 a.m., 1:00 p.m., 3:00 p.m. and 6:10 p.m. The departure times from Meijer on South Pennsylvania to Mason are: Monday-Friday at 8:10 a.m., 10:35 a.m., 12:35 p.m., 2:35 p.m. and 4:15 p.m.

Sundays and Holidays

CATA Rural Service does not operate on Sundays or the major holidays of New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Rideshare

CATA rideshare provides a computer matching service to aid in the formation of carpools and vanpools for commuters to the Lansing area.

Railroad

The Jackson & Lansing Railroad (owned by Adrian & Blissfield) bisects the City of Mason. Some businesses, including Kent Feeds, Mason Elevator and Blue Grass Landscaping currently have spurs from the railroad for freight service. Three or four more spurs are possible for future businesses along the railroad if needed. Railway access, as well as Interstate Highway access, from potential industrial sites enhances their economic development potential. For example, Gestamp Mason and Lear are now located along the railroad. Additional interest in this development is expected as the two new General Motors Assembly Plants in Lansing become more fully operational.

The Amtrak Station in East Lansing provides passenger train services with access to Detroit, Toronto, Chicago, Grand Rapids, and beyond.

Mason-Jewett Airport

Mason-Jewett Field is located south of Kipp Road and east of Eden Road in Vevay Township, southeast of the City of Mason. The facility has a general utility classification and accommodates both business and recreational use. The 75 foot -wide runway was lengthened to 4000 feet in 1998; business or cargo jets with light loads can now land. There is no control tower; landings are handled by UNICOM; 600 foot ceiling and 1 mile visibility are required. Basic instrument landing system (non-precision) instrument approach is specified. Also, while designated a "utility" airport, it is not expected to develop beyond cargo/charter airfield use. General passenger air transport is handled through Capital City Airport which is north of Lansing.

The Ten Year Capital Improvement Plan of 2000 for Mason-Jewett Field/Capital Region Airport Authority suggests the following projects: Complete perimeter fence Phases II-IV 2012; 2013 perform an Environmental Assessment of runway 1-19; 2014 Design turf runway 1-19 and acquire easements for runway 1-19; 2015 construct turf runway 1-19; 2016 Reconstruct runway 10-28 and parallel taxiway; 2017 Reconstruct taxi streets 1-7; 2018 Reconstruct parking lot; 2019 Reconstruct entrance road; 2020 Acquire SRE displacement plow; 2021 Acquire SRE blower.

Lansing Community College offers aviation maintenance training geared to train and accredit hundreds of aircraft mechanics with its FAA-approved Part 147 curriculum.

Non-motorized Transportation

As stated previously in this Plan, the City of Mason is striving to be a "Walkable Community". Providing widely available and safe access to pedestrians of all ages should benefit residents of all ages (including school children, senior citizens, and young families) with recreational opportunities for a healthier lifestyle; provide affordable transportation between shopping, schools, workplaces and residences within our community; and enhance the friendly small town ambience that is desired by most residents. As walking options continue to expand, a brochure/flyer and Internet posting should publicize this information. The Mason Historical Society's

"walking tour" documents and the Maple Grove Cemetery walk information could be included.

Linear Trails

The Hayhoe Riverwalk Trail which follows the Sycamore Creek extends 2.5 miles north and south from Howell Road to Kipp Road. This initiative was supported by the City of Mason's Recreation Plan and a generous donation from a private citizen. If available, additional state or federal funds could be sought to complement the existing efforts. The Recreation Plan envisions this trail as an integral component of a larger regional trails system extending from Leslie to Lansing, with additional links/loops within the city. For example, options include connecting to the Lansing River Trail (via the Kenneth Hope Soccer Complex) and/or Burchfield Park near Holt to the west; or to Leslie on the South. Within the City, linkages to "special interest areas" such as the antique mall, fairgrounds, specialty shops on Cedar and downtown, Pink School and Museum should be considered as methods to economically benefit the city by attracting more visitors.

Sidewalk Improvement Plan

The City of Mason has a very comprehensive approach to providing safe sidewalks throughout the community. Ordinance No 73 enacted in 1968 indicates concrete sidewalks, meeting standard specifications, shall be constructed along both sides of every street shown on the city plat. Further, the city has developed and regularly updates a long range sidewalk improvement plan which is implemented in coordination with the street improvement plan.

Streetscapes

In 2001, the City of Mason combined the regularly scheduled street improvement effort with a grant of federal funds from the Michigan Department of Transportation to renovate the downtown streetscape for enhanced aesthetics and safety. Diseased trees were removed and the attractiveness of downtown businesses improved. The project involved the installation of brick pavers, imprinted concrete in some locations, concrete and sidewalk work, new street trees, planters, trash receptacles and bollards. Planning for this effort was initiated by the City of Mason's Tree Commission and then enjoyed broad support within the community. To benefit businesses located in areas other than the downtown, additional streetscape renovations should be considered for future development of the major highway commercial thoroughfares in the community. The Cedar Street, Jefferson Street, and Ash Street business corridors should be especially considered. Of course, these plans can be related to improving the primary entrances into the city.

Bicycles

Bicycles are expected to use several different types of thoroughfares within the City of Mason including streets, roads, alleys, and linear trails/parks. Further, the downtown streetscape has been designed to encourage safe bicycle use.

Development Issues

Business and Industry Development

As previously done for other developments, such as Gestamp Mason, financial incentives for economic development is available to support major transportation or other infrastructure requirements for new site locations or expansions of manufacturing facilities or to support improvements to enhance existing business activity.

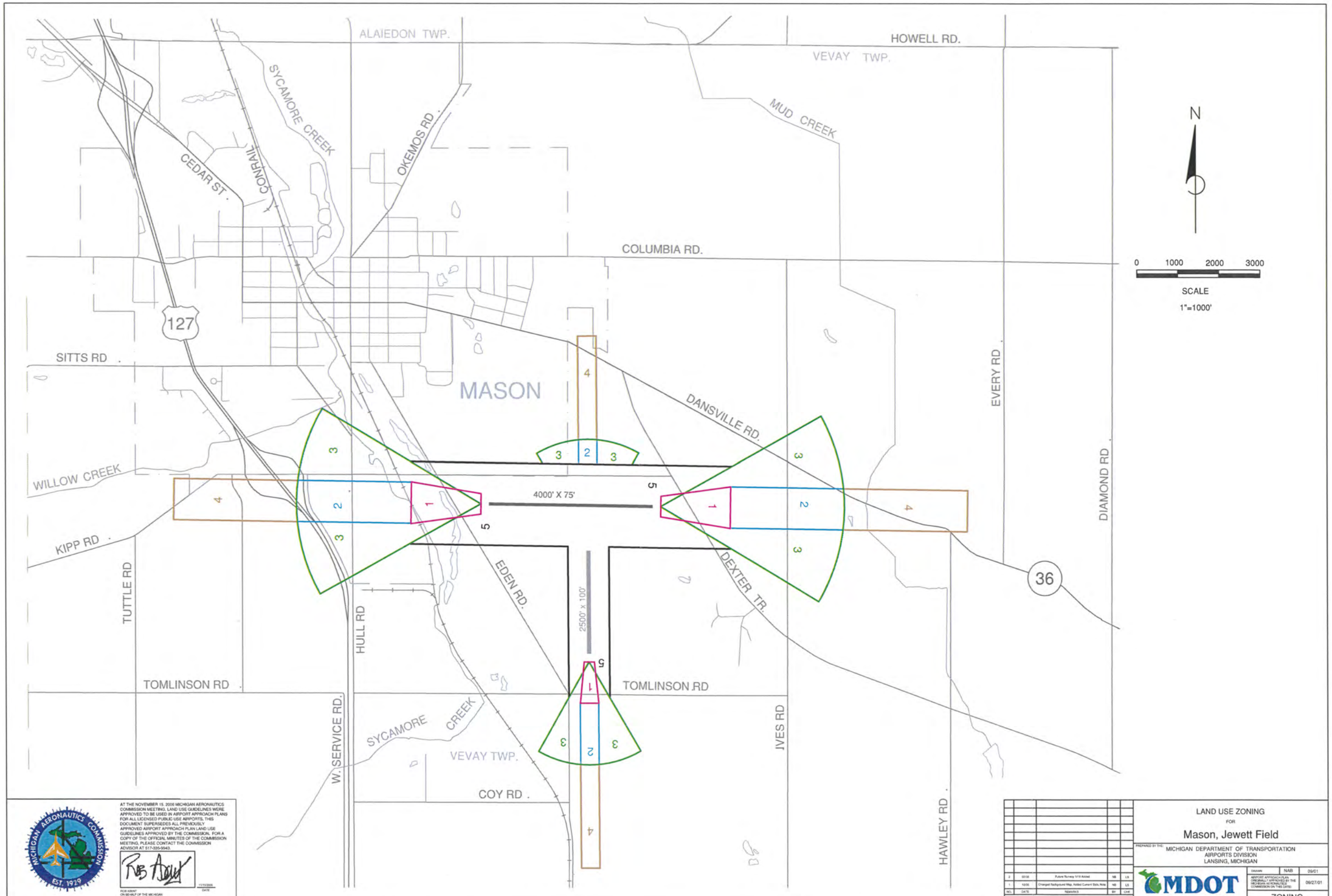
Tri-County Regional Planning Commission

The Tri-County Regional Planning Commission (TCRPC) is a multi-purpose regional entity recognized by the state of Michigan. The TCRPC supports the region of mid-Michigan by planning for and coordinating intergovernmental solutions to growth-related problems, providing technical assistance to local governments and meeting the needs of communities across the region. The TCRPC provides services in the areas of transportation, economics', environmental, land use, data and maps. While participation by individual local units of

government with the TCRPC is voluntary, many of the objectives of their Five Year and for the Twenty Year Strategies are complementary to Mason's interests for improving the quality of life in our community and for promoting business interests.

Access Management

"Access Management is a set of proven techniques that can help reduce traffic congestion, preserve the flow of traffic, improve traffic safety, prevent crashes, preserve existing street capacity and preserve investment in streets by managing the location, design and type of access to property" (Access Management Guidebook, MDOT). The City needs to adopt these guidelines in order to better manage the future development of the community.


ALAIEDON TWP.
HOWELL RD.
VEVAY TWP.
MUD CREEK
SYCAMORE CREEK
OKEMOS RD.
CONRAIL
CEDAR ST.
COLUMBIA RD.
N
0 1000 2000 3000
SCALE
1"=1000'
127
SITTS RD.
MASON
DANSVILLE RD.
EVERY RD.
DIAMOND RD.
WILLOW CREEK
4000' X 75'
KIPP RD.
TUTTLE RD
EDEN RD.
DEXTER TR.
36
HULL RD
2500' X 100'
TOMLINSON RD.
TOMLINSON RD
W. SERVICE RD.
SYCAMORE CREEK
VEVAY TWP.
COY RD.
IVES RD
HAWLEY RD.
AT THE NOVEMBER 15, 2006 MICHIGAN AERONAUTICS COMMISSION MEETING, LAND USE GUIDELINES WERE APPROVED TO BE USED IN AIRPORT APPROACH PLANS FOR ALL LICENSED PUBLIC USE AIRPORTS. THIS DOCUMENT SUPERSEDES ALL PREVIOUSLY APPROVED AIRPORT APPROACH PLAN LAND USE GUIDELINES APPROVED BY THE COMMISSION. FOR A COPY OF THE OFFICIAL MINUTES OF THE COMMISSION MEETING, PLEASE CONTACT THE COMMISSION ADVISOR AT 517-335-9943.
MICHIGAN AERONAUTICS COMMISSION EST. 1929
11/13/2006
DATE
FOR ABOVE ON BEHALF OF THE MICHIGAN AERONAUTICS COMMISSION
REVISIONS
LAND USE ZONING
FOR
Mason, Jewett Field
PREPARED BY THE:
MICHIGAN DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION
LANSING, MICHIGAN
MDOT
DRAWN NAB 09/01
AIRPORT APPROACH PLAN ORIGINALLY APPROVED BY THE MICHIGAN AERONAUTICS COMMISSION (ON THIS DATE) 09/27/01
ZONING
FILE NUMBER 33-01

ACCIDENT SAFETY ZONES, LAND USE GUIDELINES AND PLANNING STRATEGIES FOR NEW DEVELOPMENT

Accident Safety Zone	Land Use Characteristics	Land Use Guidelines	Land Use Planning Strategies *All aviation uses are acceptable
Zone 1 (See Special Note)	**Population Density**	Avoid land uses which concentrate people indoors or outdoors.	1. 0-5 people/acre. 2. Airport sponsor should purchase property if possible. 3. Zone land uses, which by their nature, will be relatively unoccupied by people (i.e. mini-storage, small parking lots).
	Residential vs. Non-Residential Land Use	Prohibit all residential land uses. All non-residential land uses permitted outright subject to the Population Density and Special Function Land Use guidelines.	1. Create a height hazard overlay ordinance around the airport. 2. Airport sponsor should purchase property if possible. 3. Airport sponsor should obtain avigation and obstruction easements. 4. During the site development process, shift all structures away from the runway centerlines if possible. 5. Landscaping requirements shall establish only low growing vegetation. 6. Prohibit high overhead outdoor lighting. 7. Require downward shading of lighting to reduce glare. 8. Evaluate all possible permitted conditional uses to assure compatible land use.
	Special Function Land Use	Prohibit all Special Function Land Uses.	1. Prohibit overhead utilities and all noise sensitive land uses. 2. Zone land for uses other than for schools, play fields, hospitals, nursing homes, daycare facilities and churches. 3. Limit storage of large quantities of hazardous or flammable material. 4. Ensure permitted uses will not create large areas of standing water, or generate smoke/steam, etc.

Special Note: Since the dimensions of Zone 1 correspond to the dimensions of the Runway Protection Zone (RPZ), those airports receiving federal grant dollars from the FAA's Airport Improvement Program, should strongly consider purchasing the RPZ or otherwise acquire rights to the property for the RPZ..

COMPATIBLE LAND USE MATRIX

Accident Safety Zone	Land Use Characteristics	Land Use Guidelines	Land Use Planning Strategies *All aviation uses are acceptable
Zone 2	**Population Density**	Avoid land uses which concentrate people indoors or outdoors.	1. 0-5 people/acre. 2. Zone land uses, which by their nature, will be relatively unoccupied by people (i.e. mini-storage, small parking lots).
	Residential vs. Non-Residential Land Use	Prohibit all residential land uses. All non-residential land uses permitted outright subject to the Population Density and Special Function Land Use guidelines.	1. Create a height hazard overlay ordinance around the airport. 2. Obtain avigation and obstruction easements. 3. During site development process, shift all structures away from the runway centerlines if possible. 4. Prohibit mobile home parks. 5. Landscaping requirements shall establish only low growing vegetation. 6. Prohibit high overhead outdoor lighting. 7. Require downward shading of lighting to reduce glare. 8. Evaluate all possible permitted conditional uses to assure compatible land use.
	Special Function Land Use	Prohibit all Special Function Land Uses.	1. Prohibit overhead utilities and all noise sensitive land uses. 2. Zone land for uses other than for schools, play fields, hospitals, nursing homes, daycare facilities and churches. 3. Limit storage of large quantities of hazardous or flammable material. 4. Ensure permitted uses will not create large areas of standing water, or generate smoke/steam, etc.

COMPATIBLE LAND USE MATRIX

Accident Safety Zone	Land Use Characteristics	Land Use Guidelines	Land Use Planning Strategies *All aviation uses are acceptable
Zone 3	**Population Density**	Avoid land uses which concentrate people indoors or outdoors.	1. < 25 people/acre. 2. Zone land uses, which by their nature, will be relatively unoccupied by people (i.e. mini-storage, small parking lots).
	Residential vs. Non-Residential Land Use	Limit residential development to Low Density housing standards. All non-residential land uses permitted outright subject to the Special Function Land Use guidelines.	1. Create a height hazard overlay ordinance around the airport. 2. Obtain avigation and obstruction easements. 3. During site development process, shift all structures away from the runway centerlines if possible. 4. Prohibit mobile home parks. 5. Landscaping requirements shall establish only low growing vegetation. 6. Prohibit high overhead outdoor lighting. 7. Require downward shading of lighting to reduce glare. 8. Evaluate all possible permitted conditional uses to assure compatible land use.
	Special Function Land Use	Prohibit all Special Function Land Uses.	1. Prohibit overhead utilities and all noise sensitive land uses. 2. Zone land for uses other than for schools, play fields, hospitals, nursing homes, daycare facilities and churches. 3. Limit storage of large quantities of hazardous or flammable material. 4. Ensure permitted uses will not create large areas of standing water, or generate smoke/steam, etc.

COMPATIBLE LAND USE MATRIX

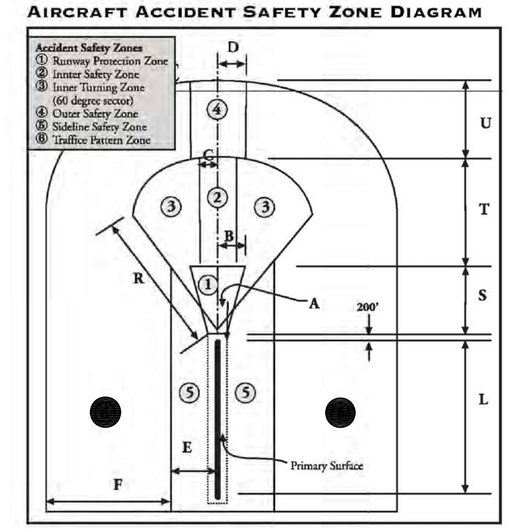
Accident Safety Zone	Land Use Characteristics	Land Use Guidelines	Land Use Planning Strategies *All aviation uses are acceptable
Zone 4	**Population Density**	Limit population concentrations.	1. < 40 people/acre in buildings, < 75 persons/acre outside buildings.
	Residential vs. Non-Residential Land Use	Limit residential development to Low Density housing standards. All non-residential land uses permitted outright subject to the Special Function Land Use guidelines.	1. Create a height hazard overlay ordinance around the airport. 2. Obtain avigation easements. 3. Clustered development to maintain density as long as open space remains unbuilt. Place clustered development away from ex tended runway centerline. 4. Prohibit mobile home parks. 5. Require downward shading of lighting to reduce glare. 6. Evaluate all possible permitted conditional uses to assure compatible land use.
	Special Function Land Use	Prohibit all Special Function Land Uses.	1. Evaluate noise sensitive land uses in light of aircraft noise contour lines (if available) when establishing new zoning. 2. Prohibit high overhead utilities and all noise sensitive land uses. 3. Zone land for uses other than for schools, play fields, hospitals, nursing homes, daycare facilities and churches. 4. Limit storage of large quantities of hazardous or flammable material. 5. Ensure permitted uses will not create large areas of standing water, or generate smoke/steam, etc.

COMPATIBLE LAND USE MATRIX

Accident Safety Zone	Land Use Characteristics	Land Use Guidelines	Land Use Planning Strategies *All aviation uses are acceptable
Zone 5	**Population Density**	Avoid land uses which concentrate people indoors or outdoors.	1. 0-5 people/acre. 2. Zone land uses, which by their nature, will be relatively unoccupied by people (i.e. mini-storage, small parking lots).
	Residential vs. Non-Residential Land Use	Prohibit all residential land uses. All non-residential land uses permitted outright subject to the Population Density and Special Function Land Use guidelines.	1. Airport sponsor should purchase property if possible. 2. Create a height hazard overlay ordinance around the airport. 3. Obtain avigation and obstruction easements. 4. During site development process, shift all structures away from the runway centerlines if possible. 5. Landscaping requirements shall establish only low growing vegetation. 6. Prohibit high overhead outdoor lighting. 7. Require downward shading of lighting to reduce glare. 8. Evaluate all possible permitted conditional uses to assure compatible land use.
	Special Function Land Use	Prohibit all Special Function Land Uses.	1. Prohibit overhead utilities and all noise sensitive land uses. 2. Zone land for uses other than for schools, play fields, hospitals, nursing homes, daycare facilities and churches. 3. Limit storage of large quantities of hazardous or flammable material. 4. Ensure permitted uses will not create large areas of standing water, or generate smoke/steam, etc.

APPENDIX A

Aircraft Accident Safety Zone Diagram



Note:
Data Source: NTSB accident investigations 1984-1991. Illustration Source: Hodges and Shore, Institute of Transportation Studies, University of California, Berkley, 1993.

Safety Zone Dimension (in Feet)

Dimension	Runway Length Category (L)		
	Runway less than 4,000	Runway 4,000 to 5,999	Runway 6,000 or more
A	125	250	500
B	225	505	875
C	225	500	500
D	225	500	500
E	500	1,000	1,000
F	4,000	5,000	5,000
R (60° Sector)	2,500	4,500	5,000
S	1,000	1,700	2,500
T	1,500	2,800	2,500
U	2,500	3,000	5,000

AT THE NOVEMBER 15, 2006 MICHIGAN AERONAUTICS COMMISSION MEETING, THESE LAND USE GUIDELINES WERE APPROVED TO BE USED IN AIRPORT APPROACH PLANS FOR ALL LICENSED PUBLIC USE AIRPORTS. THIS DOCUMENT SUPERSEDES ALL PREVIOUSLY APPROVED AIRPORT APPROACH PLAN LAND USE GUIDELINES APPROVED BY THE COMMISSION. FOR A COPY OF THE OFFICIAL MINUTES OF THE COMMISSION MEETING, PLEASE CONTACT THE COMMISSION ADVISOR AT 517-335-9943.

MDOT
MICHIGAN DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION

ND.	DATE	REMARKS	BY	CHK
D	10/30/06	ZONE 3 MODIFICATIONS, TITLE CHANGE	LPS	RH
C	8/26/03	SAFETY ZONE DIAGRAM	NAB	
B	4/16/02	Delete Zone 6	NAB	
A	3/01/02	New guidelines / strategies	NAB	

REVISIONS

LAND USE GUIDELINES
FOR
STATE OF MICHIGAN
AIRPORT APPROACH PLANS

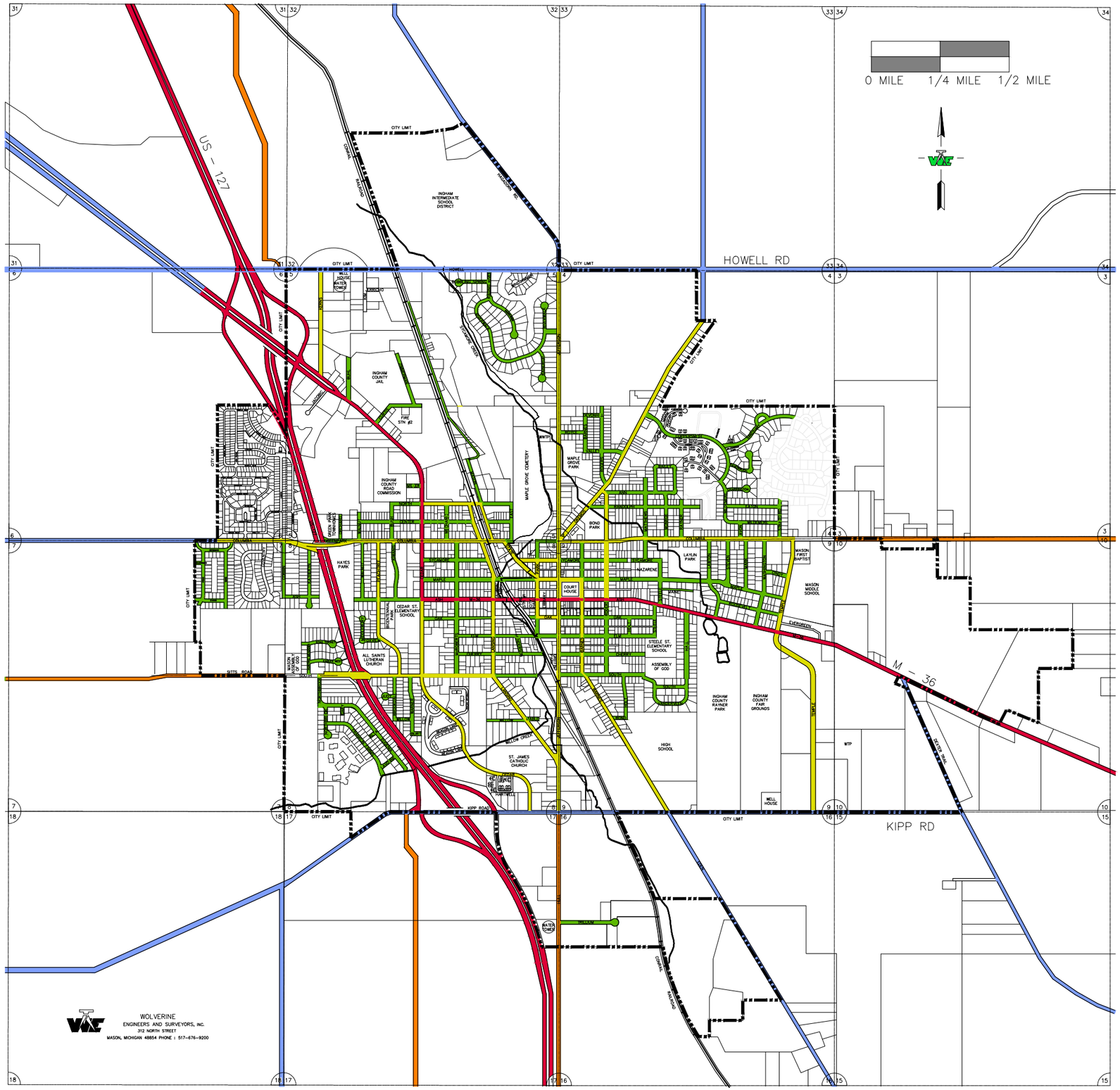
MICHIGAN DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION
LANSING, MICHIGAN

APPROVED

AIRPORTS DIVISION ADMINISTRATOR DATE

DRAWN	NAB	8/03
CHECKED		
PLOTTED		

FILE NUMBER 33-01



City of Mason Streets

MDOT Designations

No Scale

Legend

- City Streets
- City Primary Street
- County Road
- County Primary Road
- State Trunk Line
- City Limits

10/18/2012

Appendix F

The Downtown Area

A clearly distinguishable city center lies at the heart of a community's ability to retain its identity. Mason is fortunate to have a relatively healthy and thriving downtown area, with a strong rate of occupancy. Anchoring the city center is the historic Ingham County Courthouse, which dates back to 1904. During the early 1980's a benchmark decision was made to restore the structure. This project cost over $10 million, spent over a 15 year period. The courthouse is part of the central business district as well as the Historic District. The Historic District in turn is part of the Downtown Development Authority (DDA) District, which also encompasses the antiques district to the northwest. It has been argued that no other community in Michigan has a courthouse and courthouse square with the same degree of prominence and grandeur as Mason.

The downtown area has significant tangible and intangible value that is difficult to estimate and impossible to replace. This value has been identified by community residents as having three components: providing a unique community identity; enhancing the historic aesthetics of the community; and providing a familiar and attractive setting for social and cultural events such as ceremonies, festivals, parades and more. The downtown acts as a "central commons" to unify all of the city's neighborhoods.

The downtown area is bisected by M-36 (Ash Street), a state highway, and Jefferson Street running north and south. The city center roughly encompasses the same area as the Downtown Development Authority District and the Historic District. Boundary maps for the DDA District and the Historic District are included with this appendix.

The downtown area is a mixture of retail and service businesses, with apartment or "loft" housing in place on the upper floors above the businesses. The "triangle of synergy" in the downtown is created by the post office, library and city hall being located on the corners of Ash and Park Streets, just one block west of the courthouse square where much of Ingham County's core business is conducted.

The Victorian Era Historic District also serves as a catalyst to attract visitors to the area. The DDA is reinforcing and strengthening this impact of the Historic District through its façade grant program and has supported several façade improvement projects since the program's inception. The DDA has also been very supportive of loft renovations in the downtown area. Additionally, the successful completion of the streetscape project in 2001 greatly enhanced the downtown's appearance with brick pavers, new pavement and sidewalk, landscaping, flower planters, litter receptacles and bollards.

Downtown Development Authority

The Mason Downtown Development Authority was created in 1984 by action of the Mason City Council. The MDDA was formed to prevent the deterioration of the buildings and infrastructure of downtown Mason and to promote economic development. The MDDA District consists of the buildings in downtown Mason and extends to include the Mason Antiques Market on Mason Street. MDDA is funded through the "capture" of a portion of the real estate taxes paid by each property owner within the MDDA District.

Historic District Commission

In 1983, the City of Mason established the Historic District Commission (HDC) through a city ordinance. Its purpose and function is to safeguard the historical heritage of the City of Mason in designated areas. A Historic District was created that encompasses a portion of the downtown section of the city. The charge given the HDC

is consistent with the National Historic Preservation Act of 1966 and later amendments to foster civic beauty and pride, promote the use of historic districts for the education, pleasure, and welfare of Mason's citizenry, and to improve and stabilize property values in historic districts. The Mason Historic District Commission is charged with reviewing plans for construction, alteration, moving, exterior changes, signage, or the demolition of all buildings within the Historic District.

Appendix G

Buildout Analysis

In May of 2010, the Mason Planning Commission began the process of updating its Master Plan and shortly thereafter, embarked upon a chapter-by-chapter review of the plan and where the data was determined to be outdated or there were identified changes in the strategic direction of the city or changes in the desires of the community members, information in the Master Plan was modified accordingly; this review process characteristically included the review and assessment of the original build-out analysis performed in 2002. While the population and housing characteristics have changed between 2002 and 2012, the Commission found that the inferences and conclusions have not. The Commission, therefore, elected not to expend the resources to solicit revised analysis. The findings in 2002, that there is over-capacity of planning residential land in the City of Mason and surrounding areas projected to be the situation until at least 2020, are still relevant today.

City of Mason

Planning Commission

Planning Area Study

Revised

July 17, 2002

Prepared By:

HNTB Michigan, Inc
Suite 420
333 Albert Street
East Lansing, MI 48823

HNTB

City of Mason Planning Area Study

This study presents a build-out analysis for City of Mason, Michigan. The purpose of the assessment is to examine the housing capacity based upon unit density provisions of the current zoning ordinance. A future land use planning area was extended around the City by the Land Use, Housing, and Zoning Committee for the purpose of examining the impact of future development on the City (See Map 1).

The analysis compares the impact on land development for the City of Mason and each portion of Alaideon and Vevay Townships located in the planning area for the year 2020, when development has been allowed to reach its maximum potential (i.e., "build-out" state) This assessment utilizes a traditional urban planning approach for analysis, including inventorying available geographic information and population projections from the Tri-County Planning Commission.

The Assessment Process

The build-out assessment employed a multi-step process that entailed:

1. Conducting an inventory of existing baseline geographic information for City of Mason, Alaideon Township and Vevay Township from various sources. Information on demographic trends, land use development trends, natural resources, as well as zoning ordinances and land use plans of the City and Townships was gathered and assessed.

2. Soliciting comments from the Land Use Committee and designating lands suitable for development

3. Overlaying the maps of land categories designated as developed and unsuitable for development and "subtracting" the geographic areas associated with these categories from the land use plan maps. The 1978 and 1999 developed land included areas designated by the Tri-County Planning Commission as part of Regional Growth: Choices for our Future project. (See Maps 3,4). ArcInfo 8.0 geographic information system software packages were used to perform the mapping as well as the analytical calculations for this assessment.

4. Determining the number of acres and calculating the number of allowable housing units in the zoning ordinance zones associated with the land areas remaining. The number of housing units allowed is based on the density stipulations of the zoning ordinance.

5. Calculating the residential build-out for the year 2020 based on U.S. Census and Tri-County Planning Commission projections of population.

6. Assessing the results and analyzing their possible impacts on the City's future development, economic health and quality of life.

Population Projections:

Table 1 illustrates the population projections for the year 2020 for the City of Mason, Alaideon Township and Vevay Township. Population is projected by the Tri-County Planning Commission to increase 867 persons in 2020 in the City of Mason.

Table 1: Population Projections

	US Census		Tri-County Projection		2000-2020
City of Mason	**1990**	**2000**	**2010**	**2020**	**Change**
Population	6,768	7,164 *	7,739	8,031	867
Households	2,426	2,806	2,956	3,115	309
Average household Size	2.79	2.38			
Alaideon Township					
Population	3,173	3,048 *	3,704	3,775	727
Households	1,076	1,115	1,355	1,414	299
Average household Size	2.95	2.71			
Vevay Township					
Population	3,668	3,614	3,503	3,708	94
Households	1,231	1,264	1,276	1,374	110
Average household Size	2.98	2.86			

Sources:
US Census: US Census Bureau STF3A Files 1990, 2000
Tri-County Regional Planning Commission: KJS population projections
* Assumes resolution of Census Burea Challenge in City's favor

General Housing Characteristics

In 2000, The City of Mason had 2,806 households. This is an increase of 14 percent from 1990 (Table 1). In 2000 approximately 63% of the housing units are owner occupied and 37% renter occupied housing (Table 2).

Table 2: City of Mason General Housing Characteristics, Census 2000

Subject	Number	Percent
OCCUPANCY STATUS		
Total housing units	2,961	100.0%
Occupied housing unit	2,806	94.8%
Vacant housing unit	155	5.2%
TENURE		
Occupied housing units	2,806	100.0%
Owner-occupied housing unit	1,766	62.9%
Renter-occupied housing unit	1,040	37.1%
VACANCY STATUS		
Vacant housing units	155	100.0%
For rent	53	34.2%
For Sale Only	44	28.4%
Rented or sold, not occupied	9	5.8%
For seasonal, recreational, or occasional use	12	7.7%
For migratory workers	0	0.0%
Other vacant	37	23.9%
AGE OF HOUSEHOLDER		
Occupied housing units	2,806	100.0%
15 to 24 years	142	5.1%
25 to 34 years	500	17.8%
35 to 44 years	668	23.8%
45 to 54 years	558	19.9%
55 to 64 years	329	11.7%
65 years and over	609	21.7%
65 to 74 years	310	11.0%
75 to 84 years	228	8.1%
85 years and older	71	2.5%

Source: U.S. Census Bureau, Census 2000 Summary File 1. Matrices H3, H4, H5, H6, H7, and H16

Table 3: Vevay Township

Vevay Zoning District	Description	Minimum Lot Size (acres)	Acres in Planning Area	Existing Developed Land	Wetlands	Roads/Infra structure (20%)	Net Buildable Acres	Total Units Allowed	Build-Out Pop. (2.38pph)
Residential Zones									
R-1A	One Family Rural Residential	0.69	0	0	0	0	0	0	0
R-1B	Low Density Residential	0.66	160	102	3	11	44	67	159
R-MI	Multiple Family	0.28	0	0	0	0	0	0	0
A-1	Agricultural	1.50	4247	505	134	722	2886	1924	4580
MH-1	Mobile Home Park	20.00	0	0	0	0	0	0	0
	sub total		**4407**	**607**	**137**	**733**	**2930**	**1991**	**4738**
Commercial Zones									
B-1	Business	0.69	49	34	1	3	11	16	N.A.
B-2	Highway Service	0.69	0	0	0	0	0	0	N.A.
B-3	Planned Shopping Center	4.00	0	0	0	0	0	0	N.A.
M-1	Limited Industrial	None	121	69	0	10	42	N.A.	N.A.
M-2	General Industrial	None	39	37	2	0	0	N.A.	N.A.
	sub total		**209**	**140**	**3**	**13**	**53**	**16**	**0**
	Total Acres		**4616**	**747**	**140**	**746**	**2983**	**2007**	**4738**

Sources: Vevay Township Zoning Ordinance, US Census Bureau STF3A Files 2000, Tri-County Planning Commission

Note: 20% represents an average land use standard for roads and infrastructure

Table 4: Alaideon Township

Alaiedon Zoning District	Description	Minimum Lot Size (acres)	Acres in Planning Area	Developed Area	Wetlands	Roads/Infra structure (20%)	Net Buildable Acres	Total Units Allowed	Build-Out Pop. (2.38pph)
Residential Zones									
R-1A	One Family Rural Residential	2.00	130	100	1	6	23	12	28
R-1B	Low Density Residential (Deleted May 1985)	Deleted	0	0	0	0	0	N.A.	N.A.
R-M1	Multiple Family	0.66	0	0	0	0	0	0	0
R-1S	Single Family Subdivision	0.66	114	114	0	0	0	0	0
A1	Agricultural	2.00	2114	346	309	292	1167	584	1389
MH	Mobile Home Park	20.00	0	0	0	0	0	0	0
	sub total		**2358**	**560**	**310**	**298**	**1190**	**595**	**1417**
Commercial Zones									
B-1	Business	0.69	52	47	0	1	4	6	N.A.
B-2	Highway Service	0.69	0	0	0	0	0	0	N.A.
B-3	Planned Shopping Center	4.00	0	0	0	0	0	0	N.A.
M-1	Industrial Park	None	50	47	1	0	2	N.A.	N.A.
M-2	General Industrial	None	0	0	0	0	0	N.A.	N.A.
P-0	Professional Office	3.00	0	0	0	0	0	0	N.A.
	sub total		**102**	**94**	**1**	**1**	**6**	**6**	**0**
	Total Acres		**2460**	**654**	**311**	**299**	**1196**	**601**	**1417**

Sources: Alaideon Township Zoning Ordinance, US Census Bureau STF3A Files 2000, Tri-County Planning Commission

Note: 20% represents an average land use standard for roads and infrastructure

Table 5: City of Mason

Mason Zoning District	Description	Minimum Lot Size (acres)	Acres in Planning Area	Developed Area	Wetlands	Roads/Infra structure (20%)	Net Buildable Acres	Total Units Allowed	Build-Out Pop. (2.38pph)
Residential Zones									
AG	Single Family Agriculture	0.69	925	301	0	125	499	725	1725
RS-1	Single Family Residential	0.28	155	112	0	9	34	125	297
RS-2	Single Family Residential	0.22	524	419	13	18	74	334	795
RS-3	Single Family Residential	0.20	263	233	0	6	24	123	293
R2F	Two Family Residential	0.20	113	102	0	2	9	45	107
RM	Multiple Family Residential	0.20	117	82	0	7	28	143	342
PUD	Planned Unit Development	20.00	0	0	0	0	0	0	0
MH	Manufactured Home Park	20.00	74	74	0	0	0	0	0
	sub total		2171	1323	13	167	668	1495	3559
Commercial Zones									
O-1	General Office	0.20	62	22	0	8	32	164	N.A.
O-2	Specialized Office	0.28	7	7	0	0	0	0	N.A.
C-1	Central Buisness	0.46	16	16	0	0	0	0	N.A.
C-2	Highway Commercial	0.46	144	106	0	8	30	66	N.A.
M-1	Light Manufacturing	0.46	95	70	0	5	20	44	N.A.
M-2	General Manufacturing	0.46	344	284	0	12	48	105	N.A.
	sub total		**668**	**505**	**0**	**33**	**130**	**378**	**0**
	Total Acres		**2839**	**1828**	**13**	**200**	**798**	**1874**	**3559**

Sources: City of Mason Zoning Ordinance, US Census Bureau STF3A Files 2000, Tri-County Planning Commission

Note: 20% represents an average land use standard for roads and infrastructure

Table 5 illustrates that approximately 668 acres are available for residential development and 130 acres are available for commercial development in the City of Mason. The number of units for each zoning category is calculated by subtracting from the net buildable area a standard 20% to account for roads and infrastructure. Projected population is calculated by multiplying the number of units by 2.38 persons per household (2000 US Census, Mason MI).

Discussion of Results

Existing Zoning Build-out

Table 6 below summarizes the build-out result for the existing future zoning. The table shows the aggregate number of developable acres in each jurisdiction in the planning area. For this analysis, the total units is the sum for residential zoning districts in each community. The results of this study are for planning purposes only.

Table 6: Planning Area Summary

	Total Acres in Planning Area	Developed Area	Wetlands	Roads/Infrastructure (20%)	Net Buildable Acres	Total Units Allowed	Build-Out Pop. (2.38pph)*
Residential Zoning							
City of Mason	2171	1323	13	167	668	1495	3559
Alaideon Township	2358	560	310	298	1190	595	1417
Vevay Township	4407	607	137	733	2930	1991	4738
sub total	**8936**	**2490**	**460**	**1197**	**4789**	**4081**	**9714**
Commercial Zoning							
City of Mason	668	505	0	33	130	378	0
Alaideon Township	102	94	1	1	6	6	0
Vevay Township	209	140	3	13	53	16	0
sub total	**979**	**739**	**4**	**47**	**189**	**400**	**0**
Total Acres	**9915**	**3229**	**464**	**1244**	**4978**	**4482**	**9714**

Summary of Results

Table 7 illustrates 1495 residential units could be built under the current residential zoning for the City of Mason. Contrasted with the projected population and number of housing units for 2020 (309 units, Table 1) a calculation can be made to represent either an over or under supply for the provision of housing units in the community. Table 7 indicates that land may be over zoned for development when compared to demand

based on projected population. Specifically, the capacity of the City as a whole exceeds the projected demand of 309 units by 1186 residential units.

Table 7: Residential Capacity Summary

Land Use Build-Out	Units Allowed Under Current Res. Zoning (Table 6)	Dwelling Unit Demand 2020 (Table 1)	2020 Capacity (-Over Capacity)
City of Mason (excluding planning area)	1495	309	-1186
Alaideon Township planning area	595	299	-296
Vevay Township planning area	1991	110	-1881

The Alaideon Township planning area has 296 units allowable under current zoning with an over capacity of 554 residential units. Similarly, The Vevay Township planning area could potentially accommodate 1991 residential units with an over capacity of 1881 units.

By examining Table 5, a conclusion can be made that the large over capacity for the City is reflected in the 499 acres that could be potentially developed at .69 minimum lot size. Although, this area would more likely be developed at a higher density permitted under the single family residence zoning district. Single family zoning is approximately equal to ¼ acre minimum lot size. Table 8 compares how this area could be built out under the RS-1, RS-2, RS-3 single family zones.

Table 8: Comparision

Mason Zoning District	Description	Minimum Lot Size (acres)	Net Buildable Area	Units	Proj. Build-Out Pop. 2.38pph
AG	Single Family Agriculture	0.69	499	725	1726
RS-1	Single Family Residential	0.28	499	1782	4242
RS-2	Single Family Residential	0.22	499	2268	5398
RS-3	Single Family Residential	0.20	499	2495	5938

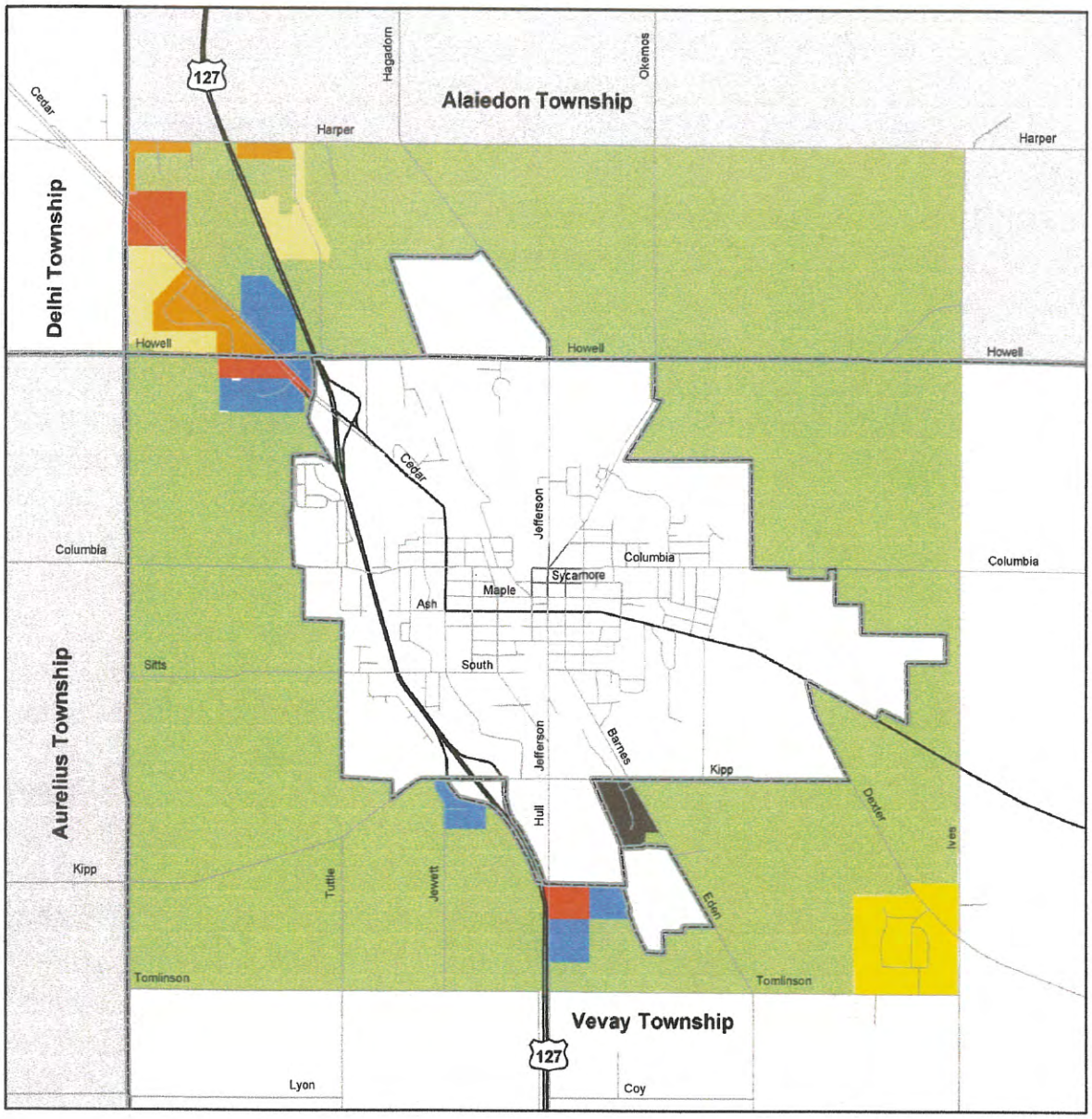
This would suggest a number of policy alternatives to ether enhance the quality of life under the current zoning or reduce the allowable densities. Suggested policies include,

- Identify lands to be protected from development for openspace and/or to preserve natural environmental features.

- Develop openspace linkages between developments to provide trail and recreational opportunities.
- Develop cluster zoning and conservation development standards.

Although caution is given from concluding any direct relationship, the build-out study is at best an estimate of the relationship between zoning and land use. It is an important tool for guiding the development of the future land use plan and map. A future land use plan is a community's vision and policy statement for managing growth and development. The zoning ordinance is an implementation tool of the land use plan and assigns the allowable use and permitted densities.

The Planning Area Study and build-out analysis does not in all instances reflect the actual future build-out of undeveloped land. There are many constraining factors that would limit actual site planning and development.



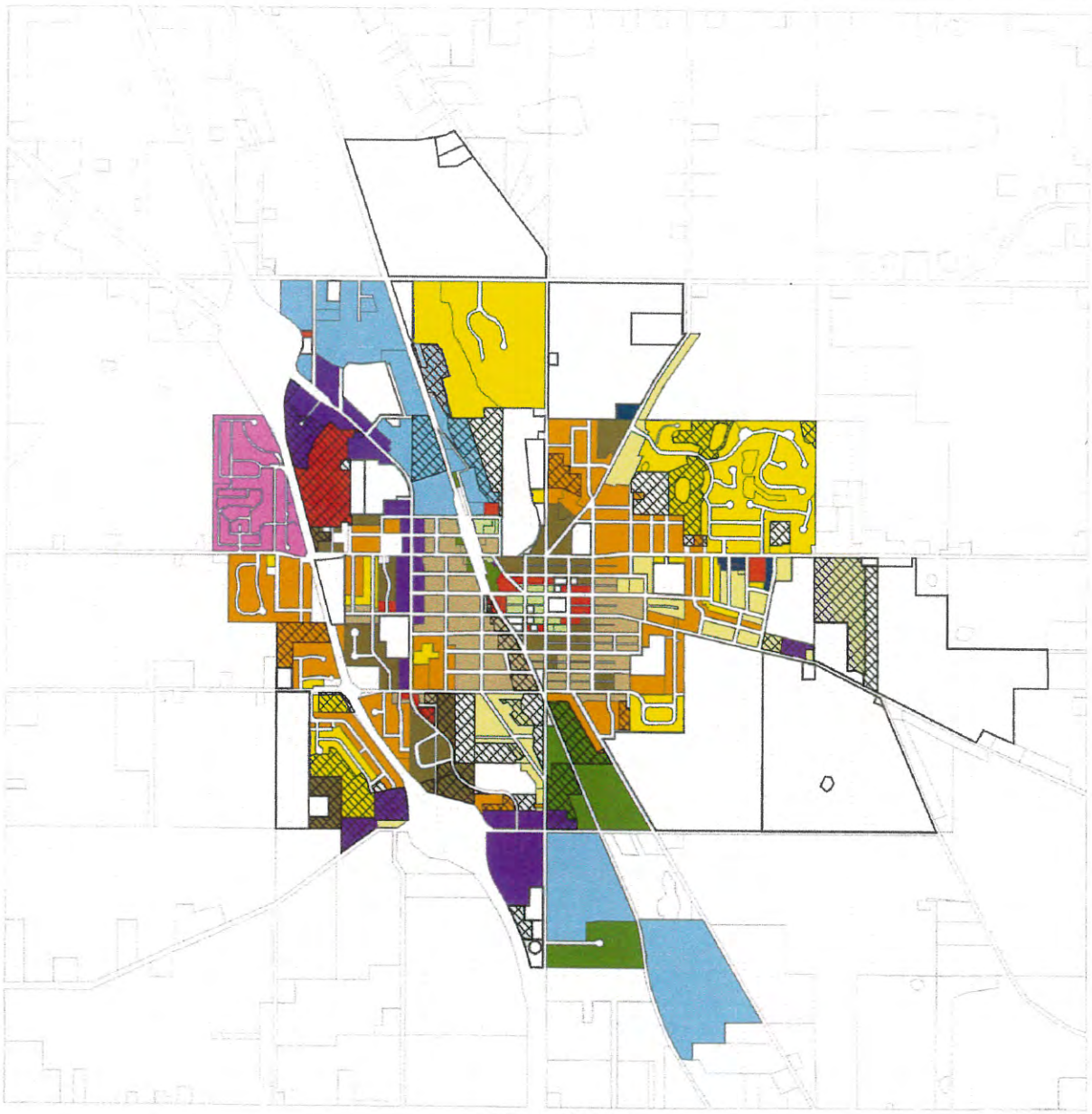
City of Mason

Map 1: Planning Area Zoning

0 .25 .5 Miles

- A1 - Agricultural
- R1A - One Family Rural Residential
- R1B - One Family Low Density Residential
- R1S - Single Family Subdivision
- M1 - Limited Industrial
- B1 - Business
- M2 - General Industrial
- MCD Boundary

June 12, 2002
Source: Tri-County Regional Planning Commission
City of Mason



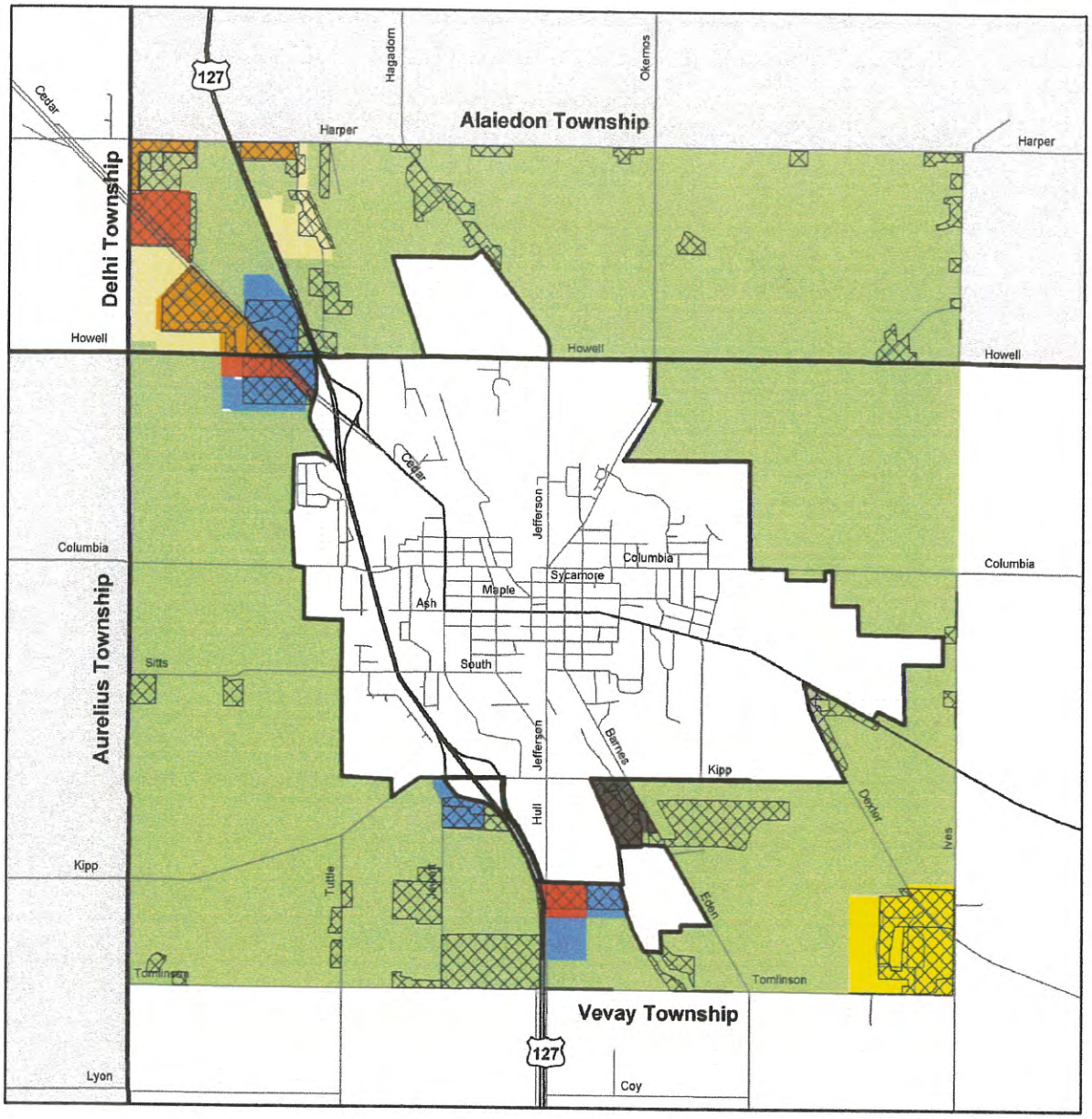
City of Mason
Map 2: Zoning

0 .25 .5 Miles

- MH - Single Family Mobile Home
- O2 - Specialized Office
- R2F - Two Family Residential
- RM - Multiple Family Residential
- RS1 - Single Family Residential
- RS2 - Single Family Residential
- RS3 - Single Family Residential
- C1 - Central Business District
- C2 - Highway Commercial
- M1 - Light Manufacturing
- AG-Agriculture
- M2 - General Manufacturing
- O1 - Office
- R2f - Two Family Residential
- RS3 - Single Family Residential
- Vacant

June 12, 2002
Source: Tri-County Regional Planning Commission
City of Mason

N W E S



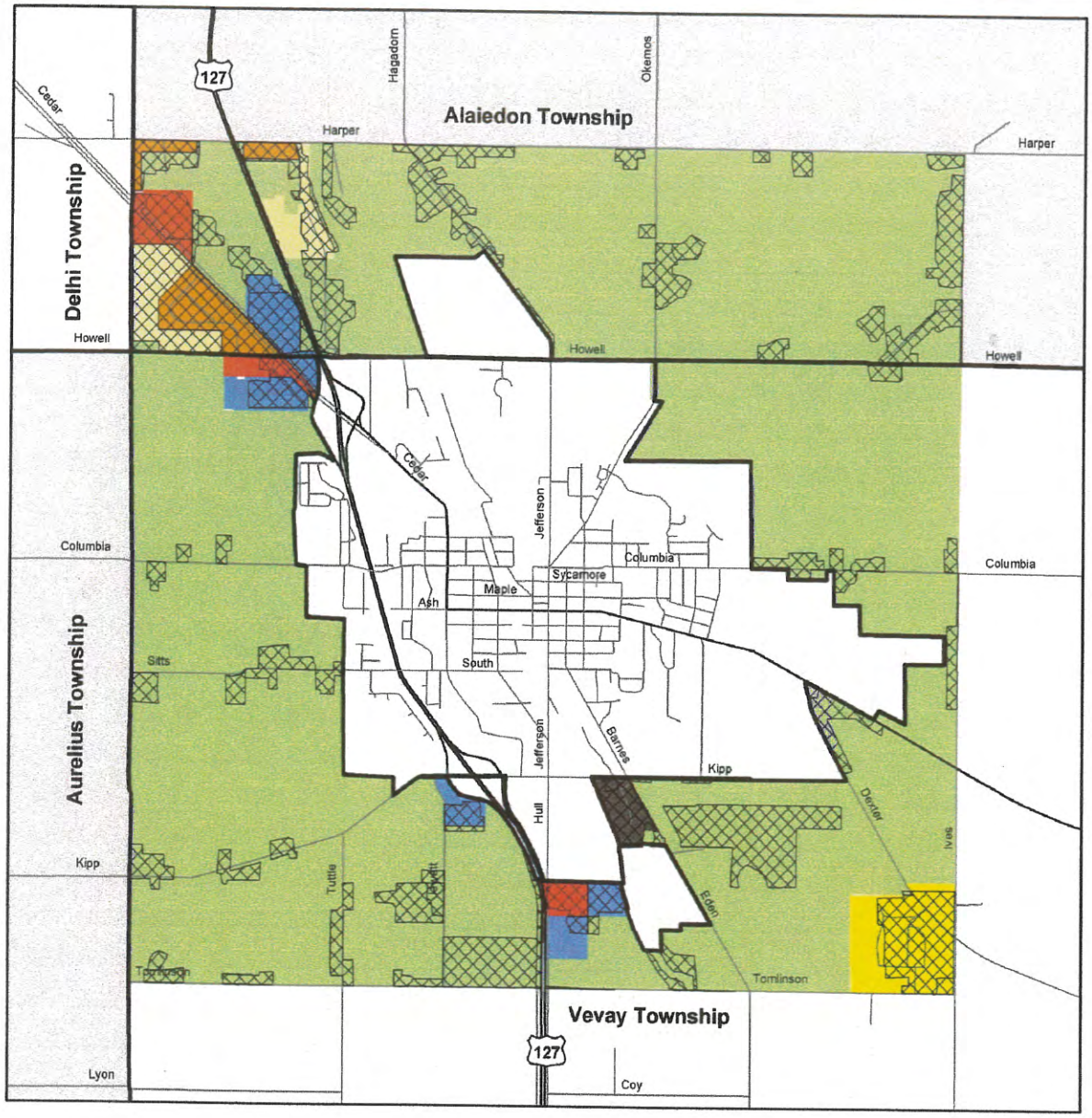
City of Mason

Map 3: 1978 Zoning Build Out

0 .25 .5 Miles

- A1 - Agricultural
- R1A - One Family Rural Residential
- R1B - One Family Low Density Residential
- R1S - Single Family Subdivision
- M1 - Limited Industrial
- B1 - Business
- M2 - General Industrial
- Built Out Lands

June 12, 2002
Source: Tri-County Regional Planning Commission
City of Mason



City of Mason

Map 4: 1999 Zoning Build Out

0 .25 .5 Miles

- A1 - Agricultural
- R1A - One Family Rural Residential
- R1B - One Family Low Density Residential
- R1S - Single Family Subdivision
- M1 - Limited Industrial
- B1 - Business
- M2 - General Industrial
- 1999 Built Up Lands

June 12, 2002
Source: Tri-County Regional Planning Commission
City of Mason

Appendix H

Summary of Housing Maintenance Survey/Research

Update on Housing Maintenance Efforts

In October 2010 the City held a public meeting for the purpose of staff and local landlords to discuss the implementation of a rental registration program. The landlord community objected to a rental registration program and expressed various concerns. The landlord community suggested that a fire code may be more appropriate to address minimum safety concerns. Following this meeting, city staff recommended several options, including adopting the International Property Maintenance Code and/or International Fire Code (or other maintenance/fire code) and requiring an inspection for occupancy only at the point of sale or change of occupancy, and then not again until the next sale or change of occupancy. City Council stated that landlords should not be held to different requirement than homeowners. No action was taken regarding a rental registration or property maintenance program.

The following section provides the efforts pursued during the Master Plan update process that led up to the Plan adopted in 2004. The effort studied the housing conditions in the city at the time and provides recommendations for improvements to the City's housing stock. The Master Plan Update Committee concluded that the results and recommendations provided in the 2004 study continue to be relevant to this current master plan.

Report on the 2002 housing maintenance survey conducted by the Mason Land Use, Zoning, and Housing Committee

Background

The Mason Master Plan completed in 1990 identified the following goal and strategies related to housing maintenance:

1990 Goal: Promote the improvement and maintenance of existing housing stock, especially in the historic district area.

What: Promote housing rehabilitation grants and loans
Who: City Council & Chamber of Commerce
When: 1991

What: Promote public education about housing improvement and maintenance
Who: City, Community Banks, Chamber of Commerce
When: 1991

In the early 1990s, a City Council motion to consider a housing maintenance code was proposed and tabled for later consideration. In the mid-1990s, the Planning Commission made a recommendation to City Council to consider adopting a maintenance housing code, but no action was taken.

Since then, various facilitated sessions have been held with community members to think about the future of Mason. For example, the "Vision for the Downtown" held at Vevay Township Hall in spring of 1998, the economic study commissioned by the Downtown Development Authority in 2000, and the kick-off for the Mason Master Planning Process in fall of 2001. The results of this work indicate that residents place high value on the historic character of the Courthouse Square and the surrounding streets filled with older homes. The streets leading to downtown Mason are thought to be important as gateways that should complement the Square. At the same time, the need to attend to improvement and maintenance of the older homes has continued to be identified as a challenge.

More needs to be done before our valuable downtown is diminished further. Clearly, if Mason is to capitalize on its strength of the historic character, the goal set forth in the 1990 Master Plan should be revisited and reinforced in the current Master Plan.

With this understanding, the Land Use, Zoning, and Housing Committee devised a method to gather data about the status of the housing stock and property within Mason. A survey of 17 property condition indicators was developed. It was adapted from the *International Property Maintenance Code* published in 1998 by the International Code Council (ICC). This group is comprised of representatives from Building Officials and Code Administrators International (BOCA), the International Conference of Building Officials (ICBO), and the Southern Building Code Congress International (SBCCI). The "yes" or "no" indicators used by our Committee were taken from Sections 302 and 303 that address exterior property areas and structures (see attached survey).

A typical question asked for the presence or absence of an easily observable condition, for example: "does the property have peeling, flaking, or chipped paint"? To ensure data reliability, properties were randomly selected by parcel number from Mason's tax rolls. A surveyor visited and viewed 333 of the city's 1882 residential properties over the course of two weeks in early Spring 2002. Winter had been fairly warm and dry so there was no snow on the ground during the survey. High winds occurred on one of the survey days, scattering branches and debris. Each property was viewed from the front sidewalk. The seventeen questions were marked "yes" or "no" on individual forms, which also contained the date and property address. The addresses were later removed to keep everything confidential.

Next, the data from each property was put into an Excel software worksheet and crosstabulated by streets and indicators. Percentages of properties marked "yes" and "no" for each indicator were calculated. In addition to citywide results, the data was organized into three categories. (See attached tables.)

Corridors to downtown (58 properties)
Corridors plus older streets surrounding downtown (193 properties)
Corridors, older streets, plus newer streets (277 properties)
Entire survey area (333 properties)

Then, graphic displays were created that compared the above-mentioned four categories in terms of the percentages of indicators not met. Next, using these same four categories, indicators not met were listed within the broad percentages.

Findings

A few patterns emerge from the analysis of the data. As one travels out from the Courthouse Square, property conditions improve. Some of the most troublesome properties are very close to the Square, and yet, it is the area immediately surrounding the Courthouse Square that is most highly valued by city residents. The data from the property maintenance survey shows that a high percentage of properties and housing stock of the older streets surrounding the Court House Square need improvement.

Entrance Corridors. The highest percentage of poor maintenance is in the corridors leading into the historic center of town. Accumulation of rubbish on the properties, and peeling, flaking and chipped paint of the structures along these nine streets were highest among the negative indicators. Accessory structures on properties also were identified as deteriorating and in need of repair and ability to support imposed loads was questioned. Conditions on walks, stairs and driveways were identified frequently as potentially hazardous. Plant growth in excess of 10 inches was mentioned often.

Corridors and Older Streets. This category includes the 35 older streets surrounding the historic center of town. Survey results show a high percentage of rubbish on these properties, peeling and chipped paint, structures in need of repair, and potentially unsafe walkways. In addition there were a fairly high number of areas of potential rodent

harborage and a fairly high number of disassembled vehicles were observed on these properties.

Corridors, Older Streets and Newer Streets. When traveling further out from the historic center to include the newer streets (64 streets), fewer negative indicators are noted. Property maintenance is generally better. However, hazardous walks, rubbish and peeling and/or chipped paint remain are found in this classification.

Entire Survey Area. The addition of the streets in new subdivisions (83 streets) to the survey data increases the number of positively met indicators but the Committee finds there are still enough problem areas to warrant a city-wide action plan.

The City of Mason should:

1. Promote the improvement and maintenance of existing housing stock, especially in the historic district area
2. Determine areas that are deficient in the current city zoning ordinance for necessary enforcement capability.
3. Consider adoption of a property maintenance code that would be useful to include in the zoning ordinance.
4. Reallocate some portion of staff time to identifying specific properties from which rubbish needs to be removed, unsafe structures need to be repaired or removed, peeling and/or chipped surfaces on buildings needs to be repaired and painted, and disassembled vehicles need to be repaired or removed.
5. Develop and publish a stepped process of code enforcement, including property owner notification and timelines for remediation of the problem.

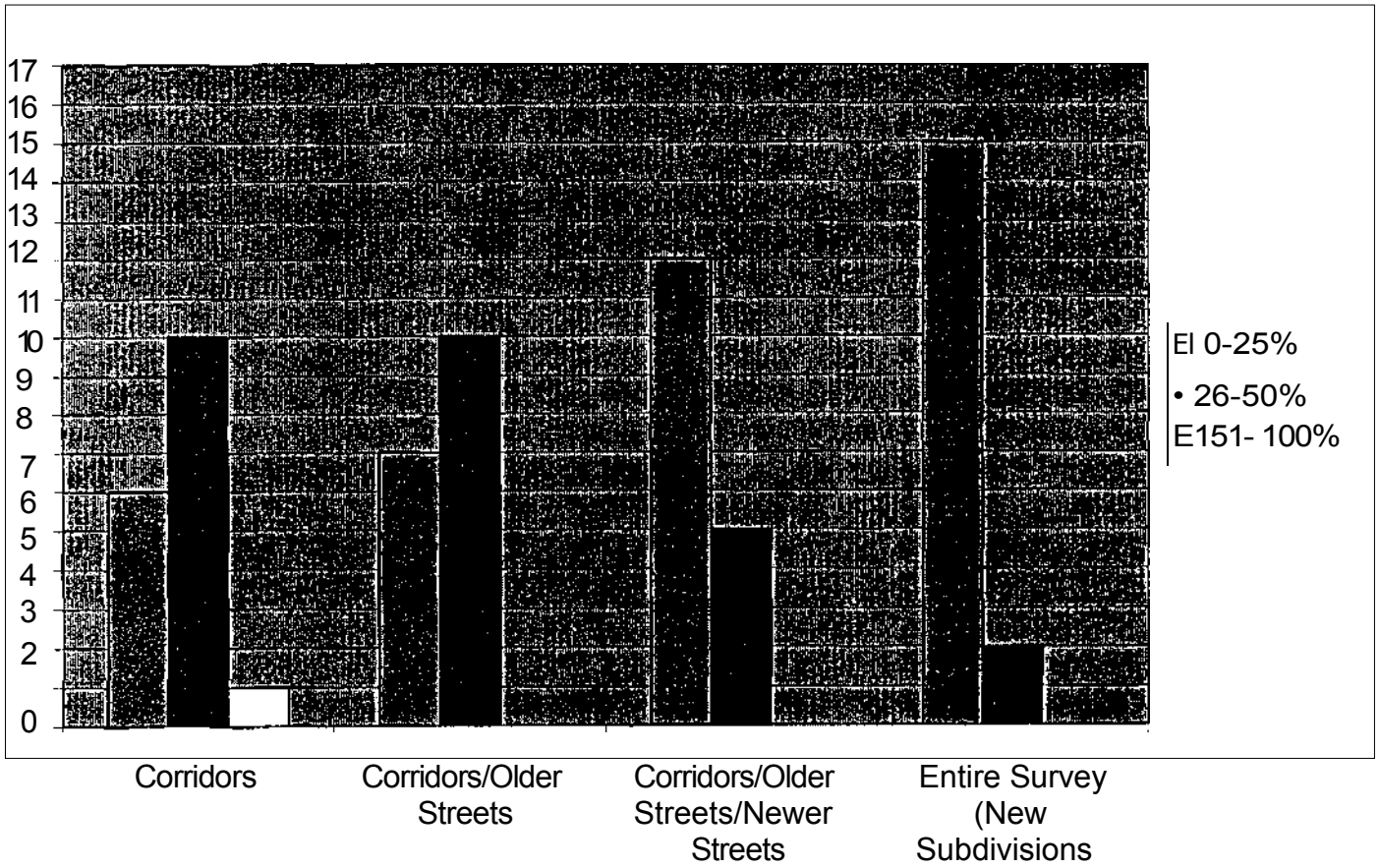
The Planning Commission and Cit), Council should:

1. Collaborate with the Downtown Development Authority, Historic District Commission, and the Mason Area Chamber of Commerce to coordinate multiple messages that appeal to a variety of audiences using various media to promote a public information campaign about of the impact and importance of property maintenance to the overall future.
2. Collaborate with the Downtown Development Authority, Historic District Commission, and the Mason Area Chamber of Commerce to investigate, identify, and publish information about low-interest loans for property maintenance

Respectfully submitted,

Mason Land Use, Zoning, and Housing Committee, Spring 2003

	Corridors	Corridors/Older Streets	Corridors/Older Streets/Newer Streets	Entire Survey (New Subdivisions)
0-25%	6	7	12	15
26-50%	10	10	5	2
51-100%	1			



Property Maintenance Survey Results by Street/Road Categories

Corridors-9 streets/roads

Between 0-25% of properties surveyed were marked "no" on the following indicators:

2,6,7,9,10,16

Between 26-50% of prope Hies survey were marked "no" on the following indicators

1,3*,4,5,8,12,13,14,15*,17

Over 50% ofproperties survey were marked "no" on the following indicator:

11

Corridors + Older Streets-35

Between 0-25% ofproperties surveyed were marked "no" on the following indicators:

2,6,7,8, 9,10,16

Between 26-50% ofproperties survey were marked "no" on the following indicators

1,3*,4,5,8, 11*,12,13,14,15*,17

Corridors + Older Streets + Newer Streets-64

Between 0-25% of properties surveyed were marked "no" on the following indicators:

2,6,7,8, 9,10,16

Between 26-50% of properties survey were marked "no" on the following indicators

1,3*,4,5,8,11*,12,13,14,15*,17

Corridors + Older Streets + Newer Streets + New Subdivisions-83

Between 0-25% of properties surveyed were marked "no" on the following indicators:

1,2,4,5,6,7,8,9,10,12,13,14,16,17

Between 26-50% of properties survey were marked "no" on the following indicators .

3, 11,15

*indicates high in % grouping

PROPERTY MAINTENANCE SURVEY **Date _____**

PROPERTY ADDRESS _____

CURRENT LAND USE (sf, mf, home+business, busiftess; notes _____

From the street or sidewalk, all of the exterior property areas appear to...

Y **N** *1. be maintained in a clean, safe and sanitary condition*

Y **N** 2. be graded and maintained to prevent erosion of soil & accumulation of water

Y **N** 3. have walks, stairs, driveways, parking spaces free from hazardous conditions

Y **N** **4.** be free of disorderly plant growth in excess of 10 inches

Y N 5. be free of noxious weeds

Y N 6. be free from rodent harborage and infestation

Y N 7. control discharge of gases, smoke, orders, or waste to abutting property

Y N 8. have all accessory structures maintained in sound and good repair

Y N 9. have no vehicle in a state of major disassembly, disrepair, or dismantled

Y N 10. have no damaged or defaced surfaces of structures, e.g., carving, graffiti

Y N 11. be free from any accumulation of rubbish or garbage

From the street or sidewalk, all of the structures...

Y **N** *12. are maintained in good repair, structurally sound and sanitary*

Y N 13. have doors, door and window frames, porches and trim in good condition

Y N 14. are protected from the elements and decay by painting or other treatment

Y N 15. have no peeling, flaking and chipped paint

Y N 16. display the street number which is easily readable from the public way

Y N 17. are maintained free from deterioration & can support imposed loads

Appendix I

Summary of Public Input

What things do you value most about our community?

- Small town living. Safe neighborhoods. Respectful neighbors.
- What I like most about our community is how we show a certain image. I like the people; the sense of community I feel when I am in town.
- Small, quiet, walkable, and friendly with reasonable shopping and conveniences.
- The downtown area, and its overall sense of place.
- Excellent essential public services
- Quite small town atmosphere
- Nice people throughout the town, and not a lot of crime throughout the whole town
- I like how our community is very tight knit and everyone is included.
- The people
- How close things are together, physically and including how tight knit the community is.
- I value that people are so friendly and welcoming. Recently we moved here and the warmth of everyone in the town is amazing.
- How friendly everyone is and it's a wonderful place to live.
- Neighborhoods
- Small town atmosphere, good school system, low crime rate.
- The close proximity to Lansing, Jackson, Okemos and Holt.
- The small town charm, without losing the 21st century interests
- The schools, community events, the mixture of farming, small business and "bedroom" community feel.

What are your favorite things about the City of Mason?

- Places to walk.
- Just the nice look and feel of it all.
- Good walkways (sidewalks, parks, and the Hayhoe trail.
- I like that it is a close knit community, safe place to live, and great place to bring up your kids.
- The sense of community, and more events.
- Our gorgeous Courthouse Square, community events, friendly people.
- Holiday traditions, nice sports facilities and teams, and mostly everything is in walkable distance
- The historical-like down town is beautiful.
- The parks
- The shops that are close together. The community's desire to help one another.
- I like how there are many events held in the main square like the recent music festival. It is a good way for the community to come together.
- It's easy to get around.
- Historical beauty to include downtown and many of the citizens

- The downtown courthouse square area, Hayhoe Riverwalk trail, nice neighborhoods with well maintained houses.
- The unique styles of the single family homes
- The quaint look of the downtown area
- The charm of the family atmosphere of the community events
- Easy access to highways

Why do you live here? Why did you move here?

- Kids could walk to school. The city officials did not seem to intrude too much in the lives of citizens.
- I have lived here my entire life, born and raised. Been here for over 24 years now.
- Small urban area close to East Lansing that provides good housing and living conditions
- Wonderful place for kids, good schools, and safe place to live.
- I've been in Mason since I was 3 months old. I really didn't have a choice to move here back in 1964
- I moved here to raise my family in a town that was safe, small, and beautiful.
- Good school where the teachers care
- I live here because my mom decided to move me here at the age of three so I could get a better education through Mason Public Schools.
- The community
- I live here because of the community and because it's convenient.
- I live here because we liked the school and found a affordable house.
- I grew up here.
- family considerations and professional reasons
- I grew up here and work in Mason.
- We moved to Mason to enjoy the small town feel of the community. My husband grew up in a small town and was missing that sense of a family-style community where everyone knows your name and/or your family.

What are your least favorite things about the City of Mason?

- Mason seems to be trying to become like the bigger cities with rules & laws that intrude. Also I see the hiring of code compliance "officers" as a bad step. It creates an us-vs.-them feeling, and fees or fines must now be assessed somehow to pay for these employees and their vehicles. I don't see the need for this and would like to see this program done away with. Also the crime rate seems to be rising lately, and I tend to lock my doors even during the day now.
- I very much dislike the parking. Parking especially around the Ware's Pharmacy area and all around the courthouse here in town. Something should be done more with parking, I believe.

- apparent high number of rental units and the general maintenance of said properties
- Not enough sit down restaurants, as well as, lack of entertainment that keeps you in the City.
- Some bad attitudes in town. They don't realize how good they have it.
- I don't think there is anything I dislike about the City of Mason. I wish it were located in a warmer climate but other then that, it's perfect!!
- Skate Park
- I dislike how the Veterans Day Parade is held during school hours so students that attend school on Veterans Day cannot watch and be there to support the Veterans. I think it would be great for the Veterans to see youth out on the streets as they ride by on their floats, being honored for what they did for our community/ country.
- There little activities
- The crappy side roads that really need fixing.
- Some of the roads are not in very good condition.
- How little there is to do in town.
- Dumpy houses. Most of those are rentals.
- Lack of a nice restaurant or two (compared to say Williamston) is the biggest reason we spend our money outside of town.
- I also wish the Riverwalk trail was plowed in the winter so there would be a place to walk the dogs. Part of it is done from the old water treatment plant out to the tower behind the subdivision, why not do the whole thing? Many people walk in the winter, but the sidewalks are usually salted which makes it a bad place to walk your dog. The River trail in Lansing is maintained all winter so that's where we end up going.
- Current lack of leadership. No new ideas/promotions. Lack of encouragement for constituent involvement in local government. Archaic ideas for the Community. No encouragement for new small business growth. Some Community Leaders seem to not respect the opinions of the community. Council does not appear to be cohesive, they appear to be more competitive with each other.

What are the biggest challenges in the City of Mason today?

- High Property Taxes! When I retire, I will have to move because I won't be able to afford the taxes anymore.
- I believe one of the biggest challenges we face is traffic and parking due to the population booming.
- Budgeting and maintaining the small town feel. Also keeping a viable downtown with some shopping options.
- Keeping properties kept up in these tough economic times. (blight)
- Maintaining essential services. Thank goodness for expansions of Meijer, Gestamp, Michigan Packaging to keep revenue going.
- Functioning during the winter, and it would be nice to maintain the roads a little better

- Budget cuts, and local business's going out of business.
- Theft-Home invasion
- Finding a job for teens. Getting over the idea that kids have input yet it's not important.
- N/A
- Getting a job close by.
- Financial picture
- Maintaining the parks and trail (mowing!?). Attracting new families while maintaining the small town atmosphere. Maintaining the quality of the school system.
- Traffic flow and traffic signal timing at main intersections.
- Need more promotion of city attractions to draw more tourists to the town
- Encourage younger families to our community to maintain and increase population growth. We can do this by helping to promote our great schools, pride in our homes and continue to encourage small businesses.
- Inspire cottage industries to bring more revenue and tourist interest to the area.
- Continue to "Dress-up" the downtown area, encourage homeowners to take pride in their homes.

What ideas do you have for the future of the City of Mason?

- Maintain the small town feel, and discourage low cost or subsidized housing developments.
- Support the parks financially and keep an activie economic development unit to bring more jobs into the community. Keep Keans alive and support the antique markets. Keep the weekend activities and the Thursday night programs as long as possible.
- Keep downtown intact while continuing to grow the tax base intelligently (ie.. mixture of industrial, commercial, and residential.
- Mason is positioned well geographically for any type of development. What I see lacking are areas zoned for major office buildings. (e.g. the size of Jackson Nat'l, Delta Dental, Accident Fund, etc)
- Keep it small and prosperous, please don't strive to become a big city.
- Senior Center, YMCA
- Remember the youth of the community while making decisions.
- To have incentives for businesses. This would help Mason grow.
- I really don't know.
- Recycling should be a more important aspect of the town. Add recycling bins maybe?
- More businesses.
- Work on Industrial and commercial growth. Create codes to protect safety of community and provide resources. Allow wide variety of housing options to include ownership and rentals. Encourage retail businesses. Invest into the

infrastructure of the city to keep us current and a good investment for new citizens to move here.

- I'm not sure but it seems like another restaurant would attract people here. And I know it's been discussed and attempted before with the Firehouse restaurant, but apparently that wasn't as popular as we hoped it would be. I like how other communities have a big banner over a major road (Cedar Street) when they have a festival coming up like Downhome Days, Spring Fling, Sun Dried etc. I think that gets a lot of people's attention.
- Promotion for cottage industry
- City-wide beautification contest, one for rental homes, one for homeowners and one for businesses
- Better promotion of current businesses/services in Mason to residents and non-residents.
- Promotion of community health& fitness groups/programs, maybe a website/on-line magazine with area contact information.
- Map of historical farms/homes/businesses, (i.e. Grand Ledge Home Holiday Tour).
- Promote a community-wide education day, promoting our schools and teachers with school open houses, festivals etc.

Mason Community Visioning Workshop
Consolidated Comments

Assets to Protect - Values		Issues to Address - Least Favorites		Visions / Ideas for Mason	
Downtown Area		**Residential and Housing**		**Parks and Recreation**	
Courthouse Square	10	Deteriorating Housing (Rental Prop. Maintenance)	6	Establish YMCA	21
County Seat Status	7	Upkeep / Cleanliness of City (Trash from Renters & Apts.)	3	Four Seasons Activities	10
County Seat	3	Reasonable housing for young people	2	Interconnectivity of Trails (Lansing River, Hayhoe Riverwalk)	7
Town Square	2	Rental Code (Enforcement & Ordinances)	2	Expand Hayhoe Riverwalk	6
Courthouse	2	Difficult to maintain property	1	Trails that connect parks / circle the city	4
Downtown apartments (good use of space and enhances downtown experience)	1	Traffic in Neighborhoods	1	Regional Athletic Tournaments (Soccer, Trap Shooting)	4
Streets (maintenance/good curb& gutter)	1			Trail system (Interconnect with adjacent communities, add lighting)	3
Streets/sidewalk systems feel safe	1	**Community Character**		Ice Skating at Rayner park	3
Open Space around Courthouse	1	Size and condition of library (maintenance/more space)	4	Bicycling in Community / Bike Infrastructure	2
		How to attract young/new residents	3	Sledding at Hayes	1
Public Services and Infrastructure		No place to smoke cigars	1	Strong Parks System	1
Fire Dept. / Quality of City Services	7	Media center might be more appropriate than library	1		
Sidewalks	5	Jail - Inmates Walking Home After Release	1	**Downtown Area**	
Public Safety Services	4			Remain County Seat	7
Own Emergency facilities (urgent care, fire dept, police)	3	**Public Services and Infrastructure**		Leverage strong/vibrant downtown	2
Infrastructure - Water Supply	2	Pedestrian Traffic Crossing (ISD & Meijer)	4	More lofts downtown	1
County seat/courthouse	1	Taxes (home values down but taxes don't decrease)	3	Maintain Vibrant Downtown	1
CATA Buses	1	Snow Removal	2	More lofts downtown	1
		Railroad Maintenance (Crossings & Appearance)	2		
Historic Preservation		Parking on streets causes problems	2	**Business and Industry**	
Historical preservation (preserve nature of downtown)	3	Sidewalk Maintenance (Sidewalk additions in some areas)	2	Chain Hotels	6
Historic Buildings	3	High Taxes	2	COSCO	1
Historical Society / HDC	2	Can't Walk to Elementary Schools from all Neighborhoods	2	Expanded & Stronger Medical Facilities	2
Historical Preservation / Aesthetic	1	Expand city services geographically/lower costs	1	Low or No Commercial Vacancies Downtown	1
Historic Homes	1	Roads into Mason (Curbing - Kipp/Sitts)	1		
		Losing Municipal Employees / Services	1	**Culture and Arts**	
Community Character		Maintenance of Downtown Streets (Curbing, Edging, Weeds)	1	Arts & Culture	5
Library	1	Insect Control	1	Continue Trend of Arts and Culture	5
Hometown, USA	3	Bump outs/curbing into streets	1	Sculptures & Community Art	4
Post Office & Library	3	Wayfinding - People Get Lost	2	Fountains	4
Agricultural heritage	2	Poorly Maintained Landscape	1	Arts Commission	1
Proactive attitude of the city	2	Cedar Street between Ash & Columbia Need Improvement	1		
Variety of Community Events	2	Side Roads Near High School - Need Repair	1	**Historic Preservation**	
Community Theatre	2	Smell from Local Gas Wells	1	More Historic Designation Residential Districts	5
Proximity to Lansing and East Lansing (location) Community	1	Dangerous Intersection - Edgar & Barnes (Aurelius Township)	1	Maintain Local Heritage & Traditions	3
People	1	Access to Public Parking	1		
Appearance of Community (Roads & Housing)	1			**Community Character**	
Faith Community	1	**Parks and Recreation**		Volunteer Bank - Volunteer Coordination	5
Low Crime Rate	1	Upkeep / Cleanliness of City (Trash from Renters & Apts.)	3	Community Clean Up Days (Seasonal)	4
Streetscapes	1	Skate Park	4	Mass Transit - Buses - to Downtown Lansing & to MSU	4
Friendly Neighbors	1	Trees & Upkeep of Natural Resources	2	Relocate Library to existing facilities (Inco graphics, Nazarene Church)	3
Strategic Geographic Location	1	Low Tree Limbs over Sidewalks	2	Keep Volunteerism Strong	3
Community Garden - Volunteers	1			Beautification (street scapes and/or hanging flower baskets)	2
		Business and Industry		Protect Small Town Feel / Prevent Sprawl	2
Parks and Recreation		Support for Local Business	3	Preserve existing library for other uses	1
Parks / Greenspace / Walkability	2	Vacant commercial/industrial spaces	2	Media center to replace library trail system	1
Water & Natural Resources	2	Polluting Businesses on Cedar (Condition of Cedar)	2	Better commercial/residential mixed land use	2
Recreation Areas	2	Vacant Buildings	2	Don't make any changes	2
Parks	1	Local Accommodations	2	Recycling Vision for Community	1

Riverwalk trail	1	Commercial taxes too unbalanced	1	Local Attractions (Fire Dept. 9/11 Memorial)	1
Walkable/bikeable (safe community)	1	Location of Farmers Market	1		
Hayhoe Riverwalk	1	Rear Elevations of Buildings	1	**Media, Marketing and Public Info**	
Turtle and Fish Ponds	1			Consolidate City Info & Activities Info	2
Sycamore / Willow Creek - Natural Resources	1	**Downtown Area**		Electronic Billboards Advertising Local Events	1
Rayner Park - Volunteers	1	Downtown Signage / Parking Signage	3	Branding Campaign	1
		What the bollards look like	1		
Schools		Downtown Bollards	1	**Public Services and Infrastructure**	
Public Schools System	3			Upgrade or replace wastewater treatment plant (POTW)	4
High School Sports Facility	2	**Issues to Address - Challenges**		Return of the Inter-Urban Rail Line	3
Good school system	1	**Community Character**		Intermodal Transportation Hub	3
Schools (Growth & Opportunities)	1	Library	9	Community building/facility (Nazarene Church?)	2
ISD & CACC	1	Balance development of commercial, residential and industrial	6	Parking ramp for downtown parking	2
Friendly Students	1	Library Building / Facilities	4	Maintain good water resources	1
Re-use of Jefferson Street School	1	Attract People to Mason	4		
		Need Bed & Breakfast Establishments	4	**Residential and Housing**	
Business and Industry		Keep young talent	2	Senior housing/facilities -more assisted care	1
Diverse Industrial / Commercial Base	2	Perceptions of Mason (i.e. too far away)	2		
Stable economy in Mason	1	Size of city (keep it small/rural)	1		
Small business - downtown (locally owned/community feel)	1	Need Senior Center	1		
Local Business Attractions	3	Linking Different Sectors of the Community	1		
Commercial / Industrial Diversity	1				
Sidewalk Dining	1	**Media, Marketing and Public Info**			
		Information Flow / Local Mass Media	5		
Residential and Housing		Promoting Community of Mason	2		
Stability of the neighborhoods	1	Public Space for Media (Web, Radio, TV)	1		
Neighborhoods / Safety	1	Lack of Community Paper or Radio	1		
Senior Housing	1				
		Business and Industry			
		Need Hotel Chain	5		
		Vacant houses	1		
Assets to Protect - Favorites		NEZ program/marketing the incentives	1		
Downtown Area					
Downtown Area / Buildings	1	**Public Services and Infrastructure**			
Courthouse	3	Recycling	5		
		Shrinking Tax Base (Ability to do more w/o $)	4		
Public Services and Infrastructure		No Parking at Times	2		
Airport	1	Maintaining Balance of Services & Tax Rates	2		
County Fair & Fairgrounds	1	Taxes	1		
		Walkability in Winter	1		
Community Character					
Sense of Community (Postman)	2	**Residential and Housing**			
Land Barrier - Surrounded by Farmland	2	Incentives for housing development and ownership locally	3		
Downtown Community Events	1	Property Maintenance	3		
Proximity to Other Cities	1	Maintaining neighborhoods	2		
Thursday Night Live!	1				
Suburban "Feel"	1	**Parks and Recreation**			
Holiday Traditions - Santa Claus	9	Parks Not Handicap Friendly	3		
Parks and Recreation		**Downtown Area**			
Rayner Park	1	Developing lofts downtown	1		
Walkability	1	Lure Area Visitors to Downtown	1		
Park System	1				

Business and Industry					
Variety of Commercial & Services	2				
Local Shops (Hardware)	1				
Core Commercial Area	1				
Assets to Protect - Why Mason					
Schools					
Best School System	6				
Schools	4				
Community Character					
Small town feel (knowing neighbors, safety)	3				
Christmas parade/lighting	3				
Sun dried music festival	2				
Great Place to raise a family	2				
Rural / Semi Rural Small Town Character	2				
People	1				
Location	1				
Family connection	1				
Grew up in similar small community	1				
Like the community	1				
Great mix of assets	1				
Quiet community	1				
Courthouse lawn concerts	1				
Born / Raised (Family Connections)	1				
Close to MSU (students / alumni)	1				
Location (Close to Lansing & E.L.)	1				
Convenient Location	1				
Halfway Between Lansing and Jackson	1				
Public Services and Infrastructure					
Frugal City Government	1				
Fewer Urban Challenges	1				
Historic Preservation					
Local Heritage	3				
Business and Industry					
Employment	1				
Mason Meijer (compared to other Meijer stores)	1				
Residential and Housing					
Newer housing developments	1				

Mason Community Visioning Workshop
Consolidated Comments

Assets to Protect - Values		Issues to Address - Least Favorites		Visions / Ideas for Mason	
Downtown Area		**Residential and Housing**		**Parks and Recreation**	
Courthouse Square	10	Deteriorating Housing (Rental Prop. Maintenance)	6	Establish YMCA	21
County Seat Status	7	Upkeep / Cleanliness of City (Trash from Renters & Apts.)	3	Four Seasons Activities	10
County Seat	3	Reasonable housing for young people	2	Interconnectivity of Trails (Lansing River, Hayhoe Riverwalk)	7
Town Square	2	Rental Code (Enforcement & Ordinances)	2	Expand Hayhoe Riverwalk	6
Courthouse	2	Difficult to maintain property	1	Trails that connect parks / circle the city	4
Downtown apartments (good use of space and enhances downtown experience)	1	Traffic in Neighborhoods	1	Regional Athletic Tournaments (Soccer, Trap Shooting)	4
Streets (maintenance/good curb& gutter)	1			Trail system (Interconnect with adjacent communities, add lighting)	3
Streets/sidewalk systems feel safe	1	**Community Character**		Ice Skating at Rayner park	3
Open Space around Courthouse	1	Size and condition of library (maintenance/more space)	4	Bicycling in Community / Bike Infrastructure	2
		How to attract young/new residents	3	Sledding at Hayes	1
Public Services and Infrastructure		No place to smoke cigars	1	Strong Parks System	1
Fire Dept. / Quality of City Services	7	Media center might be more appropriate than library	1		
Sidewalks	5	Jail - Inmates Walking Home After Release	1	**Downtown Area**	
Public Safety Services	4			Remain County Seat	7
Own Emergency facilities (urgent care, fire dept, police)	3	**Public Services and Infrastructure**		Leverage strong/vibrant downtown	2
Infrastructure - Water Supply	2	Pedestrian Traffic Crossing (ISD & Meijer)	4	More lofts downtown	1
County seat/courthouse	1	Taxes (home values down but taxes don't decrease)	3	Maintain Vibrant Downtown	1
CATA Buses	1	Snow Removal	2	More lofts downtown	1
		Railroad Maintenance (Crossings & Appearance)	2		
Historic Preservation		Parking on streets causes problems	2	**Business and Industry**	
Historical preservation (preserve nature of downtown)	3	Sidewalk Maintenance (Sidewalk additions in some areas)	2	Chain Hotels	6
Historic Buildings	3	High Taxes	2	COSCO	1
Historical Society / HDC	2	Can't Walk to Elementary Schools from all Neighborhoods	2	Expanded & Stronger Medical Facilities	2
Historical Preservation / Aesthetic	1	Expand city services geographically/lower costs	1	Low or No Commercial Vacancies Downtown	1
Historic Homes	1	Roads into Mason (Curbing - Kipp/Sitts)	1		
		Losing Municipal Employees / Services	1	**Culture and Arts**	
Community Character		Maintenance of Downtown Streets (Curbing, Edging, Weeds)	1	Arts & Culture	5
Library	1	Insect Control	1	Continue Trend of Arts and Culture	5
Hometown, USA	3	Bump outs/curbing into streets	1	Sculptures & Community Art	4
Post Office & Library	3	Wayfinding - People Get Lost	2	Fountains	4
Agricultural heritage	2	Poorly Maintained Landscape	1	Arts Commission	1
Proactive attitude of the city	2	Cedar Street between Ash & Columbia Need Improvement	1		
Variety of Community Events	2	Side Roads Near High School - Need Repair	1	**Historic Preservation**	
Community Theatre	2	Smell from Local Gas Wells	1	More Historic Designation Residential Districts	5
Proximity to Lansing and East Lansing (location) Community	1	Dangerous Intersection - Edgar & Barnes (Aurelius Township)	1	Maintain Local Heritage & Traditions	3
People	1	Access to Public Parking	1		
Appearance of Community (Roads & Housing)	1			**Community Character**	
Faith Community	1	**Parks and Recreation**		Volunteer Bank - Volunteer Coordination	5
Low Crime Rate	1	Upkeep / Cleanliness of City (Trash from Renters & Apts.)	3	Community Clean Up Days (Seasonal)	4
Streetscapes	1	Skate Park	4	Mass Transit - Buses - to Downtown Lansing & to MSU	4
Friendly Neighbors	1	Trees & Upkeep of Natural Resources	2	Relocate Library to existing facilities (Inco graphics, Nazarene Church)	3
Strategic Geographic Location	1	Low Tree Limbs over Sidewalks	2	Keep Volunteerism Strong	3
Community Garden - Volunteers	1			Beautification (street scapes and/or hanging flower baskets)	2
		Business and Industry		Protect Small Town Feel / Prevent Sprawl	2
Parks and Recreation		Support for Local Business	3	Preserve existing library for other uses	1
Parks / Greenspace / Walkability	2	Vacant commercial/industrial spaces	2	Media center to replace library trail system	1
Water & Natural Resources	2	Polluting Businesses on Cedar (Condition of Cedar)	2	Better commercial/residential mixed land use	2
Recreation Areas	2	Vacant Buildings	2	Don't make any changes	2
Parks	1	Local Accommodations	2	Recycling Vision for Community	1

Riverwalk trail	1	Commercial taxes too unbalanced	1	Local Attractions (Fire Dept. 9/11 Memorial)	1
Walkable/bikeable (safe community)	1	Location of Farmers Market	1		
Hayhoe Riverwalk	1	Rear Elevations of Buildings	1	**Media, Marketing and Public Info**	
Turtle and Fish Ponds	1			Consolidate City Info & Activities Info	2
Sycamore / Willow Creek - Natural Resources	1	**Downtown Area**		Electronic Billboards Advertising Local Events	1
Rayner Park - Volunteers	1	Downtown Signage / Parking Signage	3	Branding Campaign	1
		What the bollards look like	1		
Schools		Downtown Bollards	1	**Public Services and Infrastructure**	
Public Schools System	3			Upgrade or replace wastewater treatment plant (POTW)	4
High School Sports Facility	2	**Issues to Address - Challenges**		Return of the Inter-Urban Rail Line	3
Good school system	1	**Community Character**		Intermodal Transportation Hub	3
Schools (Growth & Opportunities)	1	Library	9	Community building/facility (Nazarene Church?)	2
ISD & CACC	1	Balance development of commercial, residential and industrial	6	Parking ramp for downtown parking	2
Friendly Students	1	Library Building / Facilities	4	Maintain good water resources	1
Re-use of Jefferson Street School	1	Attract People to Mason	4		
		Need Bed & Breakfast Establishments	4	**Residential and Housing**	
Business and Industry		Keep young talent	2	Senior housing/facilities -more assisted care	1
Diverse Industrial / Commercial Base	2	Perceptions of Mason (i.e. too far away)	2		
Stable economy in Mason	1	Size of city (keep it small/rural)	1		
Small business - downtown (locally owned/community feel)	1	Need Senior Center	1		
Local Business Attractions	3	Linking Different Sectors of the Community	1		
Commercial / Industrial Diversity	1				
Sidewalk Dining	1	**Media, Marketing and Public Info**			
		Information Flow / Local Mass Media	5		
Residential and Housing		Promoting Community of Mason	2		
Stability of the neighborhoods	1	Public Space for Media (Web, Radio, TV)	1		
Neighborhoods / Safety	1	Lack of Community Paper or Radio	1		
Senior Housing	1				
		Business and Industry			
		Need Hotel Chain	5		
		Vacant houses	1		
Assets to Protect - Favorites		NEZ program/marketing the incentives	1		
Downtown Area					
Downtown Area / Buildings	1	**Public Services and Infrastructure**			
Courthouse	3	Recycling	5		
		Shrinking Tax Base (Ability to do more w/o $)	4		
Public Services and Infrastructure		No Parking at Times	2		
Airport	1	Maintaining Balance of Services & Tax Rates	2		
County Fair & Fairgrounds	1	Taxes	1		
		Walkability in Winter	1		
Community Character					
Sense of Community (Postman)	2	**Residential and Housing**			
Land Barrier - Surrounded by Farmland	2	Incentives for housing development and ownership locally	3		
Downtown Community Events	1	Property Maintenance	3		
Proximity to Other Cities	1	Maintaining neighborhoods	2		
Thursday Night Live!	1				
Suburban "Feel"	1	**Parks and Recreation**			
Holiday Traditions - Santa Claus	9	Parks Not Handicap Friendly	3		
Parks and Recreation		**Downtown Area**			
Rayner Park	1	Developing lofts downtown	1		
Walkability	1	Lure Area Visitors to Downtown	1		
Park System	1				

Business and Industry					
Variety of Commercial & Services	2				
Local Shops (Hardware)	1				
Core Commercial Area	1				
Assets to Protect - Why Mason					
Schools					
Best School System	6				
Schools	4				
Community Character					
Small town feel (knowing neighbors, safety)	3				
Christmas parade/lighting	3				
Sun dried music festival	2				
Great Place to raise a family	2				
Rural / Semi Rural Small Town Character	2				
People	1				
Location	1				
Family connection	1				
Grew up in similar small community	1				
Like the community	1				
Great mix of assets	1				
Quiet community	1				
Courthouse lawn concerts	1				
Born / Raised (Family Connections)	1				
Close to MSU (students / alumni)	1				
Location (Close to Lansing & E.L.)	1				
Convenient Location	1				
Halfway Between Lansing and Jackson	1				
Public Services and Infrastructure					
Frugal City Government	1				
Fewer Urban Challenges	1				
Historic Preservation					
Local Heritage	3				
Business and Industry					
Employment	1				
Mason Meijer (compared to other Meijer stores)	1				
Residential and Housing					
Newer housing developments	1				

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 17, 2014 **Agenda Item:** 8 (C)

AGENDA ITEM

Resolution No. 2014-11 – A Resolution Approving the City of Mason Master Plan Update 2014

EXHIBITS

- Resolution No. 2014-11
- Master Plan Update 2014 – February 11, 2014

STAFF REVIEW

Zoning and Development Department

SUMMARY STATEMENT

At the January 14, 2014 meeting the Planning Commission held a public hearing and received comments from the public. At that time, staff disclosed the comments that were received to date and disclosed recommended minor revisions based on that input, which include the following:

- City Attorney, December 18, 2013 – stating minor inconsistencies with the Michigan Planning Enabling Act, Michigan Land Division Act, Future Land Use Map relative to on-site disposal of sewage, and the Michigan Zoning Enabling Act relative to reasonable conditions for special land uses.
- Vevay Township, January 7, 2014 – regarding an inconsistency in boundary lines shown on the "1989 Conditional Transfer – Vevay" map in Appendix A in their letter of January 7, 2014
- City Administrator, Martin Colburn, April 9, 2013 – regarding minor errors on the Future Land Use Map and Recreation Facilities and Publicly Owned Lands Map

One other minor change is to the title page. The new title includes the word "update".

Attached is a copy of the Master Plan as adopted by the Planning Commission on February 11, 2014 for your review and consideration.

RECOMMENDED ACTION

Move to approve Resolution No. 2014-11.

Introduced:
Second:

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-11

A RESOLUTION APPROVING THE CITY OF MASON MASTER PLAN UPDATE 2014

March 17, 2014

WHEREAS, the Mason Planning Commission is authorized by the Michigan Planning Enabling Act (PA33 of 2008) to prepare and adopt a master plan; and

WHEREAS, the Mason City Council and the Mason Planning Commission wish to update the Master Plan to comply with current state law, to address the current and future needs of the City, and to identify how growth and associated land development will be guided to enhance the future welfare of Mason; and

WHEREAS, the Master Plan Update 2014 was prepared by the Mason Planning Commission in coordination with City staff and adopted on February 11, 2014; and

WHEREAS, the Planning Commission held three community visioning workshops in September of 2011 to gather public input; and

WHEREAS, a public hearing on the draft Master Plan Update 2014 was noticed and held at the Planning Commission's regular meeting of January 14, 2014 with testimony given and public comment solicited, including from surrounding municipalities and underlying agencies, in accordance with the Michigan Planning Enabling Act (PA33 of 2008); and

WHEREAS, the City Council has received and reviewed the adopted Master Plan Update 2014; and

NOW THEREFORE BE IT RESOLVED, that the Mason City Council does hereby approve the adopted Master Plan Update 2014 dated February 11, 2014, and resolves to use the Plan as an overall policy plan to guide the future development of the City of Mason.

Yes ( )
No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, March 17, 2014, the original of which is part of the City Council minutes.

_____
Deborah J. Cwiertniewicz, Clerk
City of Mason
Ingham County, Michigan

CITY OF MASON

STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 17, 2014 **Agenda Item:** 8 (D)

AGENDA ITEM

Resolution No. 2014-12—Authorizing City Council to Apply for a United States Environmental Protection Agency (US EPA) State and Tribal Assistance Grant (STAG) to Capture $500,000 Congressional Appropriation to put Toward the Water Project Located at the Mason Publicly Owned Treatment Works

EXHIBITS

Resolution 2014-12

STAFF REVIEW

Administration

SUMMARY STATEMENT

The City of Mason received notification of a United States Congressional appropriation of $500,000 for a City water project. However, the City was then notified by the United States Environmental Protection Agency (US EPA), Region 5 in Chicago, Illinois that in order to receive a grant from the US EPA for water related infrastructure improvements, we are required to submit an application for Federal assistance: SF-424.

In order to receive the $500,000, the City is applying for a State and Tribal Assistance Grant (STAG) for a new waste water treatment plant entrance works and ancillary upgrades to improve plant capacity at an estimated cost of $1.6 million.

RECOMMENDED ACTION

Move to approve Resolution No. 2014-12.

Introduced:
Seconded:

CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2014-12

A RESOLUTION AUTHORIZING THE CITY OF MASON TO APPLY FOR A UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (US EPA) STATE AND TRIBAL ASSISTANCE GRANT (STAG) TO CAPTURE THE $500,000 CONGRESSIONAL APPROPRIATION TO PUT TOWARD THE WATER PROJECT LOCATED AT THE MASON PUBLICLY OWNED TREATMENT WORKS

March 17, 2014

WHEREAS, the City of Mason received notification of a United States Congressional appropriation of $500,000 for a City water project; and

WHEREAS, the United States Environmental Protection Agency (US EPA), Region 5 in Chicago, Illinois informed the City that to receive a grant from the US EPA for water related infrastructure improvements, we are required to submit an application for Federal assistance: SF-424; and

WHEREAS, the City is applying for a State and Tribal Assistance Grant (STAG) for a new waste water treatment plant entrance works and ancillary upgrades to improve plant capacity at an estimated cost of $1.6 million; and

NOW THEREFORE BE IT RESOLVED, that the Mason City Council gives City Administrator Martin Colburn signature authority and authorizes the City to submit an application to the US EPA for Federal assistance SF-424 (STAG) for new waste water treatment plant entrance works and ancillary upgrades to improve plant capacity.

Yes ( )
No ( )

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, March 17, 2014, the original of which is part of the City Council minutes.

_____
Deborah J. Cwiertniewicz, City Clerk
City of Mason
Ingham County, Michigan

CITY OF MASON
STAFF AGENDA REPORT TO CITY COUNCIL

Meeting Date: March 17, 2014 **Agenda Item:** 8 (E)

AGENDA ITEM
Motion—Select Company to Prepare Concept for City Hall Landscaping

EXHIBITS
1. HTA Companies, Inc. proposal
2. The Plant Professionals, Inc. proposal
3. Snyder's Landscape Design Inc. proposal
4. Bluegrass Lawn and Landscape proposal

STAFF REVIEW
Administration

SUMMARY STATEMENT
At the last City Council meeting, City Council stated that they would provide guidance to City administration by making a determination at this council meeting as to the provider of services for developing the City Hall landscaping.

RECOMMENDED ACTION
Select Company to Prepare Concept for City Hall Landscaping

PROPOSAL 1

HTA Companies, Inc.

HTA COMPANIES

5855 Michigan Rd.
Dimondale, Michigan
48821

p | 517.482.2007 f | 517.482.2008
www.htacompanies.com

PROPOSAL

To: City of Mason

Phone

Date December 2, 2013

Job Name/Location
City Hall
Landscaping

Job Number

Job Phone

We hereby submit specifications and estimates for:

HTA will furnish and install all labor, equipment, and materials necessary to complete landscape construction on the above project as per HTA design. Scope of work to include the following items only:

- Removal of existing plantings
- 11 Pardon Me Daylily (1 gal)
- 26 Stella D'oro Daylily (1 gal)
- 21 Knockout Rose (3 gal)
- 6 Andorra Juniper (3 gal)
- 7 Green Velvet Boxwood (3 gal)
- 5 Silver Arrow Grass (2 gal)
- 3 Plume Grass (2 gal)
- 13 Sea Green Juniper (3 gal)
- 3 Fat Albert Spruce (4' height)

PLANTINGS PRICE: $6,813.00

- Optional: 4" shredded hardwood bark mulch (90 cyd)

BARK MULCH PRICE: $3,780.00

We Propose hereby to furnish material and labor—complete in accordance with the above specifications, for the sum of:

dollars ($).

Payment to made as follows:

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature:

Acceptance of Proposal—The above prices, specifications and conditions are satisfacroty and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Note: This proposal may be withdrawn by us if not accepted within days.

Signature:

Date of Acceptance:

Signature:

HTA COMPANIES

5855 Michigan Rd.
Dimondale, Michigan
48821

p | 517.482.2007 f | 517.482.2008
www.htacompanies.com

PROPOSAL

To:

Phone	Date
Job Name/Location	
Job Number	Job Phone

We hereby submit specifications and estimates for:

- Mainentance: 5 occasions as directed by owner, including weeding, removal of debris, trimming, watering
-

MAINTENANCE PRICE: $3,625.00

NOTE:-No planting outside of seasonal limitations
-No turf seeding included
-No permits or other fees included
-Not responsible for acts of vandalism, accidental damage, or natural occurances
-HTA cannot be responsible for marking of the parking lot/concrete surfaces

REFERENCES:

- First Housing, Lansing, Mi. 517-887-4200
  - Landscaping Design/Construction
- Christman Company Lansing, Mi. 517-482-1488
  - Landscaping, Irrigation, and Maintenance
- Block 36 apartments East Lansing, Mi. 517-333-6195
  - Landscaping Design/Construction, Irrigation, and Maintenance

We Propose hereby to furnish material and labor—complete in accordance with the above specifications, for the sum of:

dollars ($ 14,218.00 *).*

Payment to made as follows: ~~TERMS: Net 30~~

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature:

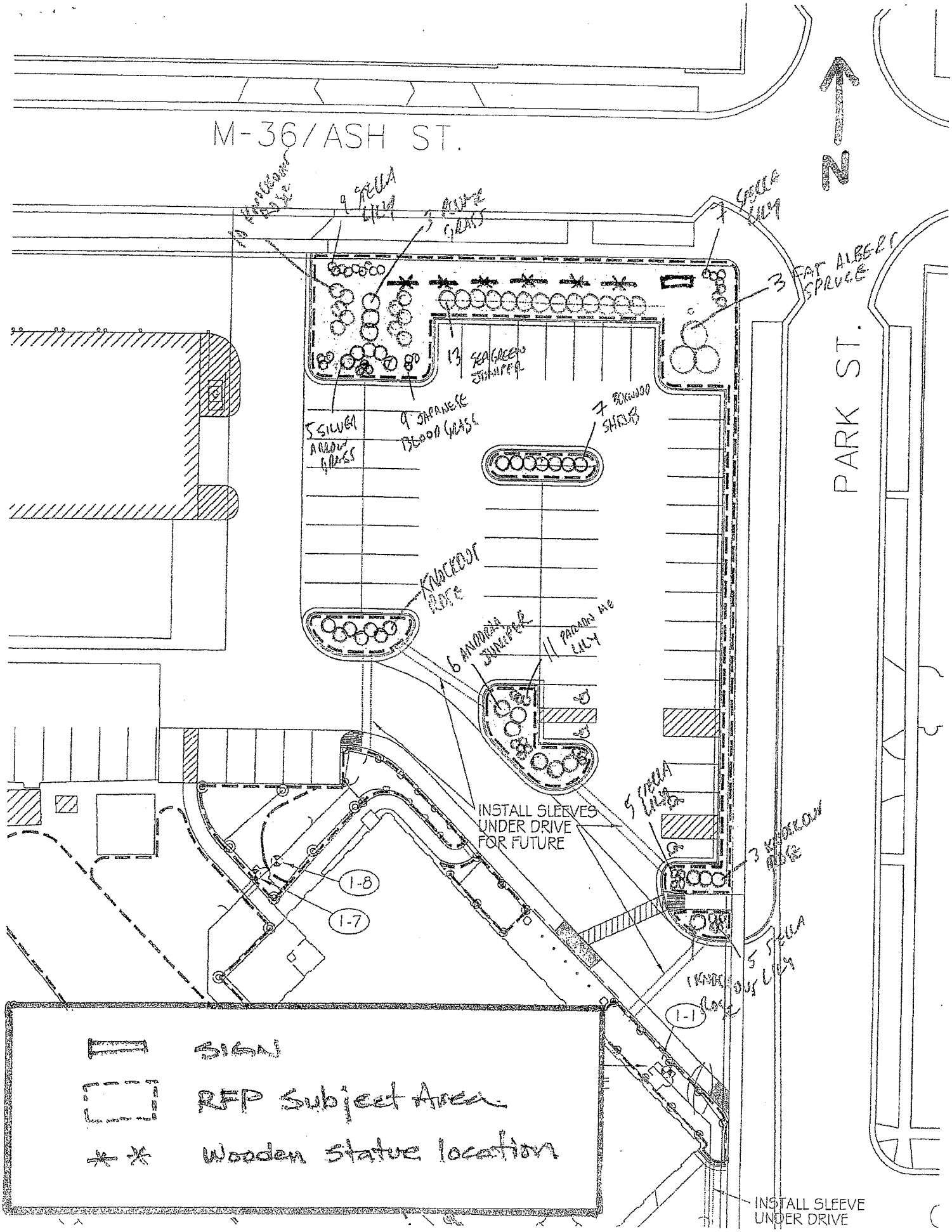
Note: This proposal may be withdrawn by us if not accepted within 20 days.

Acceptance of Proposal—The above prices, specifications and conditions are satisfacroty and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature:

Date of Acceptance:

Signature:


M-36/ASH ST.
N
PARK ST.
9 SCILLA LILY
7 SCILLA LILY
3 FAT ALBERT SPRUCE
13 SEAGREEN JUNIPER
5 SILVER ARROW GRASS
9 JAPANESE BLOOD GRASS
7 BOXWOOD SHRUB
KNOCKOUT ROSE
6 ANDORA JUNIPER
11 PARADISE LILY
INSTALL SLEEVES UNDER DRIVE FOR FUTURE
5 SCILLA LILY
3 KNOCKOUT ROSE
5 SCILLA LILY
1-8
1-7
1-1
INSTALL SLEEVE UNDER DRIVE
SIGN
RFP Subject Area
Wooden Statue location

SIGNATURE SHEET
(Please type or print clearly in ink only)
RFP Landscaping Services

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in the RFP, except as noted herein. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete Legal Name and Address of Firm:

HTA COMPANIES, INC
5855 N. MICHIGAN RD
DIMONDALE, MI 48821

Remit to Address:

SAME

Signature: [signature]

Name (type/print): BRETT MILLER

Title: PROJECT MGR

Telephone: (517) 482-2007 Fax No.: ( ) 482-2008

Date: 12/2/2013

PROPOSAL 2

The Plant Professionals, Inc.

David Haywood
City of Mason Clerk's Department
Mason City Hall
201 W. Ash Street
Mason, Michigan 48854
(517) 676-9155

12/4/2013

Landscape Proposal for Mason City Hall
Parking Lot Landscape

4	Acer saccharin 'Green Mountain'	$87.50	$350.00
18	Junipers squamata 'Blue Star' Juniper	$24.50	$441.00
11	Cotoneaster dammeri 'Coral Beauty'	$18.75	$206.25
37	Rosa 'Knock Out'	$37.50	$1,387.50
20	Ceanothus americanus 'New Jersey Tea'	$75.00	$1,500.00
7	Baptisia False Indigo	$17.75	$124.25
12	Pervoskia atripliocifolia	$10.25	$123.00
25	Echinacea purpurea 'Purple Magnus' Coneflower	$10.25	$256.25
110	Hemerocallis 'Happy Returns' Daylily	$10.75	$1,182.50
99	Sedum 'Autumn Fire'	$10.25	$1,014.75
30	Yards probark mulch	$23.96	$718.80
10	Yards prosoil	$17.96	$179.60
1	Wetting agents for improved acclimation	$50.00	$50.00

Subtotal plants and materials	$7,533.90
Labor	$9,080.00
Dump Fee	$420.00
Delivery	$110.00
Total, estimated	$17,143.90

A 50% deposit is requested.

The Plant Professionals Inc
www.theplantprofessionals.com
16886 Turner Street • Lansing, MI 48906 • (517) 327-1059 • Fax (517) 327-0299

Other options to reduce the cost would be:

If you choose to do the demolition, removing existing grass and root balls with the exception of the 10 grasses on the plan, that would reduce your cost by: $3,020.00

Another option to reduce the cost would be to reduce the amount of Daylilies and Sedum by a third for a less full look. If you choose this option you would reduce the cost by: $734.00

The planting plan is the property of The Plant Professionals. It may not be used by another party. However, it may be purchased for: $350.00

The Plant Professionals Inc
www.theplantprofessionals.com
16886 Turner Street • Lansing, MI 48906 • (517) 327-1059 • Fax (517) 327-0299

We offer four references for 2013 projects which are also revisions of existing landscapes:

Michigan Chamber of Commerce
600 So. Walnut St.
Bob Thomas
Lansing, MI 48933
371-2100

We have worked with the state Chamber for several years. As the landscape ages and needs change we are updating various aspects. This year we began an update of the courtyard, which will complete in 2014 to fit available budget. We are retaining healthy and proportionate trees and changing both design and plant materials for a new look that will last.

Orchid Orthopedic
Donna Samburg
1365 Cedar Street
Holt, MI 48842
694-2300

This is a new client in 2013, referred to us by an interior designer and an architect we have worked with in the past. We designed a permanent planting for a raised structural masonry planter that includes seasonal rotations, and also designed a new bed surrounding a new sign at the street. We have installed and maintain both areas.

John Geddert Residence –Twistars, Inc.
800 Woodbury
Grand Ledge, MI
322-0360

This elaborate landscape had been well designed but had not had complete professional care . We began with a complete pruning and were asked back first to update shrubs and perennial plantings, then to add new bed areas including additional trees. Working on steep slopes and with a fast turn around were highlights of this project. We will be maintaining the landscape in 2014 as well.

DeWitt Township
Rod Taylor
1401 W. Herbison Road
DeWitt, MI 48820
517-668-0270

Updates to existing beds at flagpole and entrance signs. Worked with township to add perennial color and visual interest on a tight budget.

Qty	Code	Scientific Name	Common Name
4	SM	Acer saccharum	Green Mountian' Sugar Maple
18	BJS	Juniperus squamata	Blue Star' Juniper
11	CT	Cotoneaster dammeri	Coral Baeuty'
37	KR	Rosa	Knook Out'
20	NJ	Ceanothus americanus	New Jersey Tea
7	BT	Baptisia	False Indigao
12	RS	Pervoskia atriplicifolia	Russian Sage
25	CF	Echinacea purpurea	Purple Magnus' Coneflower
110	DL	Hemerocallis	Happy Returns' Daylilly
99	S	Sedum	Autumn Fire'
3	ET	Existing Tree	
10	EG	Existing Grass	

The design intent of this landscape plan is to provide seasonal interest, safe sightlines to drivers and pedestrians, and low maintenance. The plants for this design have been carefully selected to meet all the needs of the client.

The native plants chosen throughout the design will benefit the environment through reduced water use, and less need for pesticides and fertilizers. Native plants can result in lower long term maintenance costs, increased plant hardiness, and increased biodiversity.

The trees that have been selected will guide traffic, provide shade, and frame views. As a rule, trees require less maintenance than shrubs. Their initial cost is small compared to their advantages and the long term increase in the value of the property.

The trees, shrubs, and perennials have also been selected for salt resistance (considering winter parking lot and sidewalk care) dry conditions, and with the exception of the trees, they are all three feet or less in height at maturity.

All of the shrubs on this plan are drawn to the mature width.

N →

Company Name: The Plant Professionals, Inc.
16886 Turner Road, Lansing, MI 48906

Scale 1/8=1'

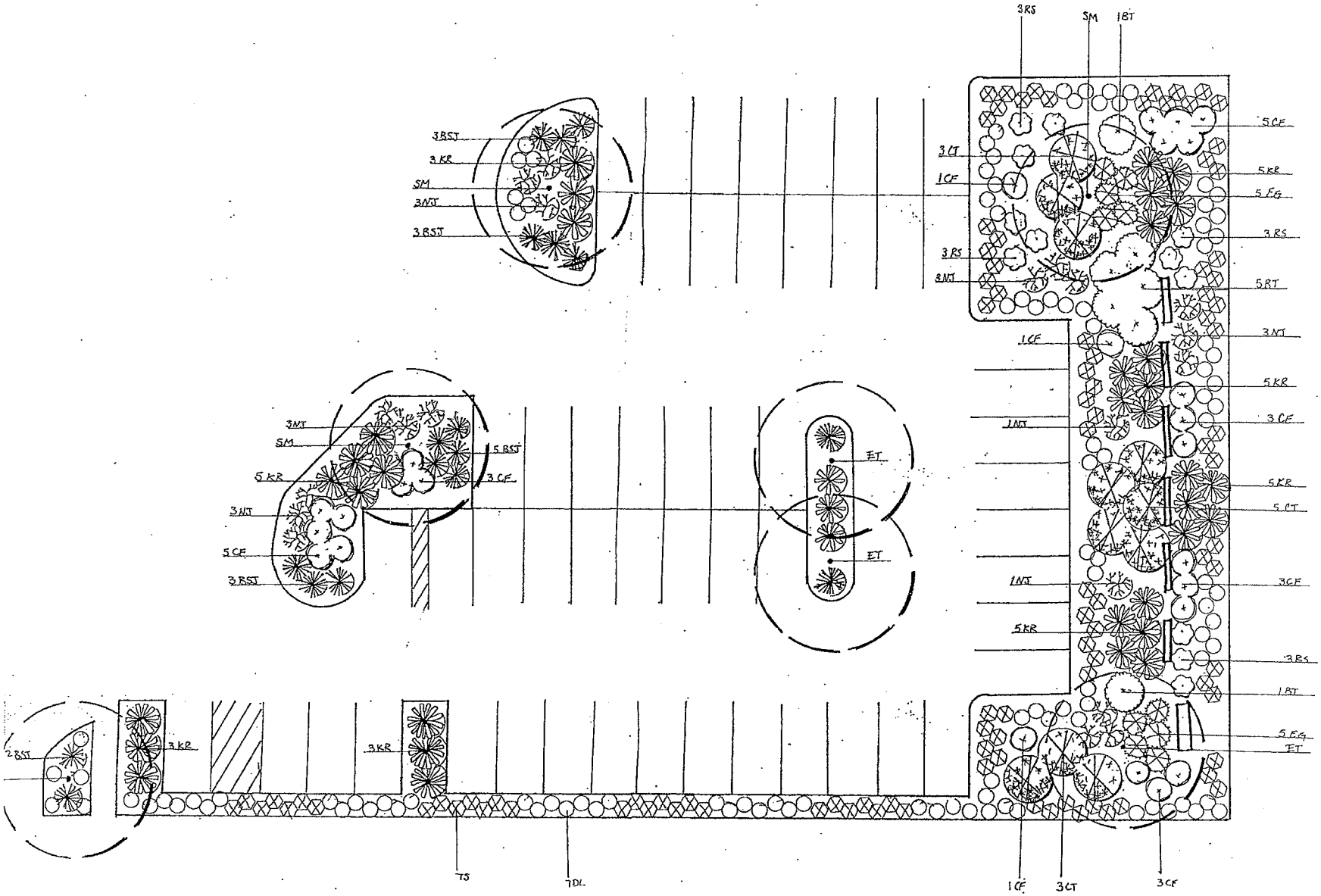
Drawing No. 1

Date: 12-2-13

Project: Mason City Hall

Drawn by: Alexa LeBaron

Property of: The Plant Professionals, Inc.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3CF

Qty	Code	Scientific Name	Common Name
4	SM	Acer saccharum	Green Mountian' Sugar Maple
18	BJS	Juniperus squamata	Blue Star' Juniper
11	CT	Cotoneaster dammeri	Coral Baeuty'
37	KR	Rosa	Knock Out'
20	NJ	Ceanothus americanus	New Jersey Tea
7	BT	Baptisia	False Indigao
12	RS	Pervoskia atriplicifolia	Russian Sage
25	CF	Echinacea purpurea	Purple Magnus' Coneflower
110	DL	Hermerocallis	Happy Returns' Daylilly
99	S	Sedum	Autumn Fire'
3	ET	Existing Tree	
10	EG	Existing Grass	

The design intent of this landscape plan is to provide seasonal interest, safe sightlines to drivers and pedestrians, and low maintenance. The plants for this design have been carefully selected to meet all the needs of the client.

The native plants chosen throughout the design will benefit the environment through reduced water use, and less need for pesticides and fertilizers. Native plants can result in lower long term maintenance costs, increased plant hardiness, and increased biodiversity.

The trees that have been selected will guide traffic, provide shade, and frame views. As a rule, trees require less maintenance than shrubs. Their initial cost is small compared to their advantages and the long term increase in the value of the property.

The trees, shrubs, and perennials have also been selected for salt resistance (considering winter parking lot and sidewalk care) dry conditions, and with the exception of the trees, they are all three feet or less in height at maturity.

All of the shrubs on this plan are drawn to the mature width.

PROPOSAL 3

Snyder's Landscape Design Inc.

Contract

Date	Contract #
11/21/2013	2013-1956

SNYDER'S
LANDSCAPE DESIGN INC.
P.O. Box 267. Dimondale, MI 48821-0267

RECEIVED
NOV 22 2013
CITY OF MASON
PLANNING DEPT.

Name / Address
City of Mason 201 W Ash St Mason MI 48854

Phone: 517.646.5952
Fax: 517.913.6020
E-mail: Matt@snyderslandscape.com

P.O. No.

Description	Total
MATERIALS: -30 cy MI Stone 2-4" -70 cy Probark Mulch -2 rolls Weed Barrier 3x300	8,691.34
PLANT MATERIALS -60 Dwarf Fountain Grass -100 Liriope Big Blue -3 Sweet Gum -6 Flasecypress	
LABOR: Delivery of materials and labor to-	12,080.20
DEMO -Dig up and place on city specified area for recycyling of removed grasses (this estimate does not include any disposal of debris)	
PREP -Prep areas for installation of above materials	
*Estimate is only valid for 30 days. Snyder's Landscape reserves the right to review the project scope and revise estimate as needed after 30 days from above date.	

Customer Initials _____

Customer Initials _____

Total $20,771.54

SNYDER'S
LANDSCAPE DESIGN INC.

Matt Snyder-President

Po Box 267 | Dimondale MI 48821
Matt@snyderslandscape.com
Office: 517.646.5952
Fax: 517.913.6020
Cell: 517.204.6155

REFERENCE SHEET

Douglas J
Contact: Curt Lowe
Phone: 517.230.5465
E-mail: Curt.Lowe@douglasj.com
4663 Ardmore Ave
Okemos MI 48864

CB Richard Ellis Martin
Contact: Heather Humphrey
Phone: 517.351.2200
E-mail: heather.humphrey@cbre.com
1111 Michigan Ave Suite 201
East Lansing MI 48823

Hawk Hollow Properties
Contact: Camie Kessler
Phone: 517.641.6303
E-mail: camiekesler@gmail.com
Hawk Hollow Properties
Bath MI 48808

SIGNATURE SHEET

(Please type or print clearly in ink only)
RFP Landscaping Services

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in the RFP, except as noted herein. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete Legal Name and Address of Firm:

SNYDERS LANDSCAPE DESIGN INC
P.O. BOX 267
Dimondale, MI 48821

Remit to Address:

Signature: [signature]

Name (type/print): MATT SNYDER

Title: President

Telephone: (517) 646-5952 Fax No.: (517) 916-6020

Date: 11-20-13

PROPOSAL 4

Bluegrass Lawn and Landscape

BlueGrass
Lawn & Landscape Services

781 Hull Road Mason, MI 48854 - (517) 676-9500 - Fax (517) 676-8925 - www.bluegrasslandscape.net

Landscape Estimate

Client Information
Mason City Hall 201 W.Ash Mason, MI 48854 Landscape Improvements

Date	Estimate #
12/2/2013	1796

Terms

Description	Qty	Total
LANDSCAPE PROPOSAL		
Removal of existing vegetation as needed to bare soil		4,500.00
Installation of boulder walls per design		6,000.00
-Walls will consist of one 14 lnft, 20 lnft, and six 12-14 lnft walls near statues		
-Wall height at 20-26"		
Install pavers per design		1,000.00
-Thinking that we can use the same pavers we used at the Fire Station		
-About 105 sqft		
80 Yds of topsoil, installed		2,500.00
Install plants per design, included will be fertilizer and a water absorption granule		9,700.00
-Prairie perennials will consist of combination of smaller perennials (under 24")		
Will include Allium, Carpet Sedum, Little Bunny Fountain grass, Walkers Low Catmint, Daylily, Asters, Coreopsis		
These areas will also have some accent boulders		
-One year warranty on plant material		
38 Yds of hardwood mulch, includes preen		2,000.00
-Optional: Install dyed material (will hold color longer) ADD $460		
24 Yds of stone mulch (1-6" in size)		3,000.00
-For island beds, includes landscape fabric		
Small turf area created, see design		400.00
Edging as needed (about 50 ft)		120.00
First Year Maintenance, includes: 5 weed control visits, 15 water applications, 1 cutback of perennials		1,850.00
OPTIONS FOR DESIGN - Delete boulder walls. Lower plant count. Create more turf areas with smaller beds. All would lower cost and have a dramatic change in the design look. The current design offers the most color and plant variation.		

Signature: _____ Print: Doug Rykes

Total $31,070.00

BlueGrass
Lawn & Landscape Services

BlueGrass Lawn & Landscape Projects

(Current projects our company has design/installed)

1. **Serentiy Place Apartments** – 216 S Clinton in Grand Ledge
   Working with CapCon Construction out of Lansing. 517-887-4208. Will be complete in fall of 2013. It is a refurbished landscape that we designed and installed. Retaining walls and plantings.

2. **Thorburn Residence** – 930 n Clark Rd in Dansville
   New construction house. Designed by BlueGrass Landscape. Features will include patio, boulder walls, outcropping steps, irrigation, grade and seed. Started in fall of 2013 and will complete in spring of 2014. Audrey Thorburn. 517-242-2600

3. **Mason Fire Station** – 221 W Ash in Mason
   New design installed that includes water feature, paver pad, plantings, landscape lighting. Summer of 2012.

781 Hull Rd Mason, MI 48854 • (517)676-9500 • Fax: (517)676-8925 • www.bluegrasslandscape.net

BlueGrass
Lawn & Landscape Services

BlueGrass Landscape has been in business since April of 2000. BlueGrass Landscape was established in Mason and still works in the Mason area more than any other Mid-Michigan cities. We have maintained a very consistent growth rate over the past 5 years. We have been strengthening our design/install practices over those same years. BlueGrass incorporates many different features into our landscape projects. Combining hardscape, irrigation and water features with our designs is only part of what we offer.

The total number of customers that BlueGrass maintains varies. We do some maintenance work that keeps a consistent number of customers of the course of a season. But what we think is valuable is the number of referrals that we get from previous customers. Returning customers (customers that add-on to their landscape) continues to grow each year. Our areas of work include all of the Mid-Michigan area, although we have travelled for work. Indiana, Ann Arbor, New Buffalo are some of the areas that we have done install work.

During the summer, we employee about 18 people (2013). We grew from about 14 people last year and expect our 2014 total to be in the area of 25. We have grown our retail side of our business over the past two years. BlueGrass Landscape maintains 3-4 landscape crews, a maintenance crew, an irrigation crew, and our retail division. We feel that we can handle many aspects of the landscape environment in an efficient manner.

The City Hall landscape project is a project that we want to be a part of. We want to add some color and compliment the statues that will be a focal point of the landscape berm. Providing hardscapes (boulder walls) and color throughout the year will help accomplish our goal. With Any design work a clear communication with the owner is necessary. Before work any work begins, we will make sure that everyone is on the same page and if changes are needed, we do so at the beginning.

If awarded the contract – contact information would be through Doug Byers. Vice President. 517-490-0449. doug@bluegrasslandscape.net

Individuals working on the project Troy Schniers. Has worked with BlueGrass now for three years. Graduated from MSU in turf management. Also Nick Shank will be working on the project. Another graduate from MSU horticulture. Then we would probably have some summer help (typically college students working as a summer job). Total of 4-5 employees working onsite as needed.

Mason City Hall

Landscape Plan

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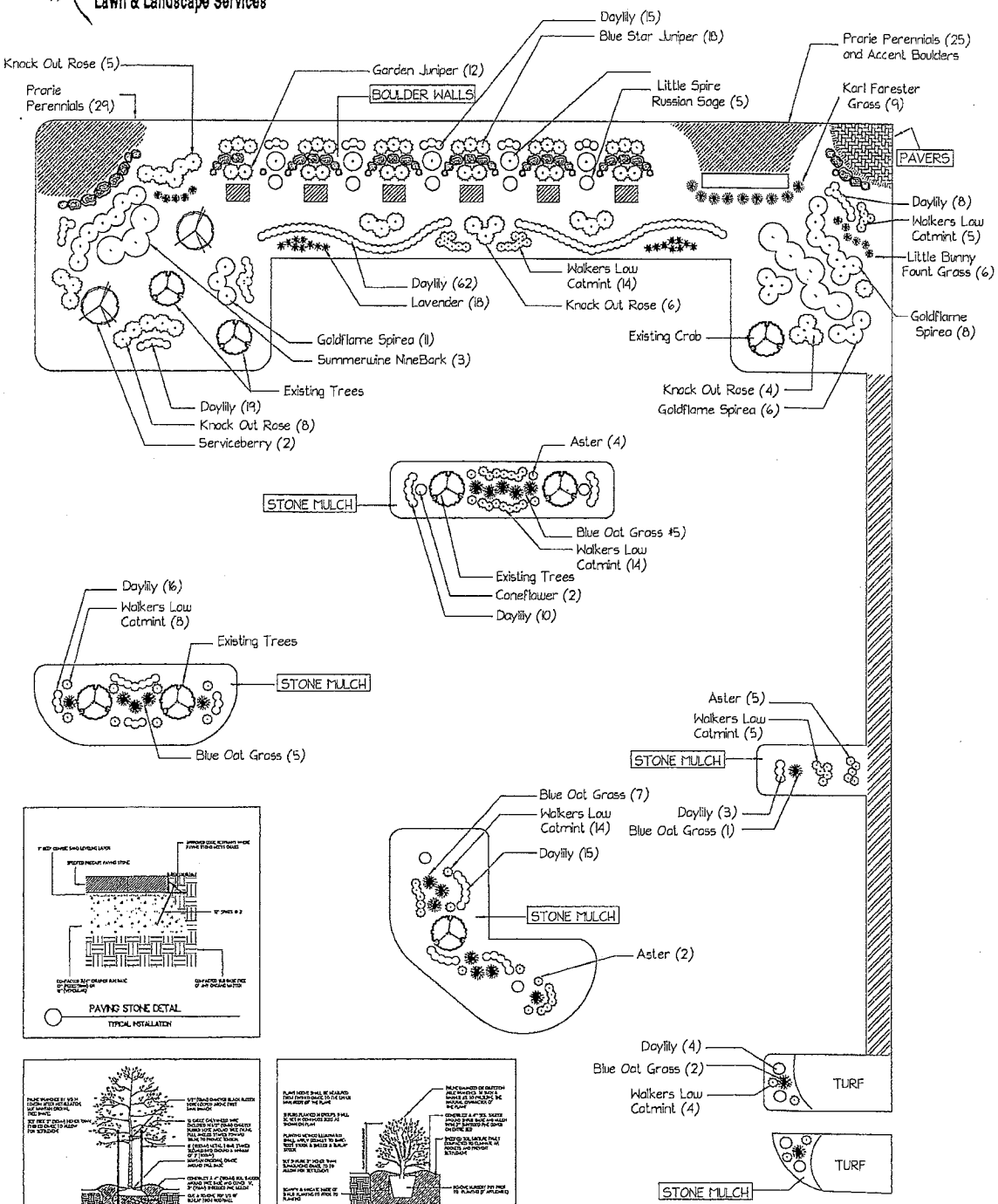
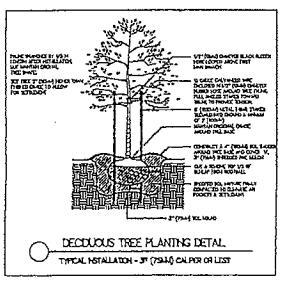
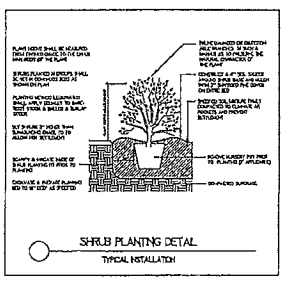
SCALE IN FEET

BlueGrass Lawn & Landscape Services







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(Please type or print clearly in ink only)
RFP Landscaping Services

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in the RFP, except as noted herein. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete Legal Name and Address of Firm:

BLUEGRASS LAWN & LANDSCAPE

781 HULL RD

MASON, MI 48854

Remit to Address:

Signature: D J Byers

Name (type/print): DOUGLAS BYERS

Title: VICE PRESIDENT

Telephone: (517) 676-9500 Fax No.: (517) 676-8925

Date: 12/2/13

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 02/28/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
215.00	CLERK	100.00	22.69	0.00	77.31	22.69
254.00	TREASURER/FINANCE	4,969,430.00	4,333,374.77	124,133.86	636,055.23	87.20
271.00	FORESTRY	29,770.00	33,070.00	0.00	(3,300.00)	111.08
276.00	CEMETERY	31,250.00	34,673.50	3,735.00	(3,423.50)	110.96
301.00	POLICE DEPARTMENT	71,610.00	64,474.57	3,767.70	7,135.43	90.04
336.00	FIRE DEPARTMENT	161,560.00	130,762.13	38,231.54	30,797.87	80.94
458.00	SIDEWALK CONSTRUCTION-REPAIR	33,000.00	0.00	0.00	33,000.00	0.00
528.00	REFUSE COLLECTION	340,100.00	341,927.04	49.92	(1,827.04)	100.54
747.00	COMMUNITY GARDEN	250.00	35.00	0.00	215.00	14.00
751.00	RECREATION	5,750.00	12,715.00	765.00	(6,965.00)	221.13
758.00	PUBLIC ART	10,000.00	5,000.00	0.00	5,000.00	50.00
850.00	WORKERS COMPENSATION	43,520.00	35,889.00	0.00	7,631.00	82.47
TOTAL Revenues		5,696,340.00	4,991,943.70	170,683.02	704,396.30	87.63
Expenditures						
101.00	COUNCIL	40,585.00	24,467.62	890.30	16,117.38	60.29
172.00	ADMINISTRATOR	240,980.00	182,597.94	12,611.48	58,382.06	75.77
209.00	ASSESSING	47,205.00	30,516.38	3,817.93	16,688.62	64.65
247.00	BOARD OF REVIEW	650.00	180.00	0.00	470.00	27.69
254.00	TREASURER/FINANCE	472,590.00	357,711.28	28,623.43	114,878.72	75.69
260.00	TECHNOLOGY	80,945.00	26,232.06	7,707.81	54,712.94	32.41
262.00	ELECTIONS	117,370.00	77,082.37	8,167.76	40,287.63	65.67
265.00	BUILDING OFFICIAL/CITY HALL	154,580.00	100,802.17	15,221.60	53,777.83	65.21
266.00	LEGAL/ATTORNEY	87,125.00	63,918.76	4,642.12	23,206.24	73.36
268.00	PARK STREET PROPERTY	41,985.00	0.00	0.00	41,985.00	0.00
269.00	PROPERTY	471,720.00	308,304.14	0.00	163,415.86	65.36
271.00	FORESTRY	63,465.00	47,212.71	457.67	16,252.29	74.39
272.00	ADMINISTRATIVE SERVICES	239,420.00	203,137.01	8,158.99	36,282.99	84.85
276.00	CEMETERY	220,160.00	148,959.40	4,744.58	71,200.60	67.66
305.00	POLICE ADMINISTRATION	326,065.00	229,554.68	17,317.35	96,510.32	70.40
315.00	CROSSING GUARDS	23,975.00	15,458.51	1,819.29	8,516.49	64.48
316.00	POLICE PATROLLING	1,004,145.00	703,533.95	54,978.31	300,611.05	70.06
336.00	FIRE DEPARTMENT	483,425.00	372,514.57	18,462.32	110,910.43	77.06
380.00	PLANNING/ZONING OFFICIAL	116,355.00	82,911.46	8,744.09	33,443.54	71.26
426.00	CIVIL DEFENSE	615.00	1,061.17	106.17	(446.17)	172.55
428.00	DISASTER ACCOUNT	100.00	0.00	0.00	100.00	0.00
441.00	PUBLIC SERVICES	5,620.00	4,100.32	142.45	1,519.68	72.96
447.00	ENGINEERING	290.00	290.00	0.00	0.00	100.00
448.00	STREET LIGHTING	125,700.00	72,421.67	899.26	53,278.33	57.61
458.00	SIDEWALK CONSTRUCTION-REPAIR	33,000.00	0.00	0.00	33,000.00	0.00
528.00	REFUSE COLLECTION	339,570.00	232,041.81	27,168.65	107,528.19	68.33
747.00	COMMUNITY GARDEN	530.00	663.73	0.56	(133.73)	125.23
756.00	PARKS AND BALL DIAMONDS	127,895.00	94,055.39	3,292.60	33,839.61	73.54
758.00	PUBLIC ART	15,000.00	10,000.00	0.00	5,000.00	66.67
775.00	SENIOR CITIZENS	8,040.00	4,240.00	425.00	3,800.00	52.74
790.00	LIBRARY	8,020.00	7,291.79	1,416.38	728.21	90.92
806.00	CHRISTMAS DECORATIONS	6,945.00	6,131.07	0.00	813.93	88.28
807.00	CABLE COMMISSION	4,560.00	3,010.00	300.00	1,550.00	66.01
808.00	PLANNING COMMISSION	755.00	594.18	223.72	160.82	78.70
850.00	WORKERS COMPENSATION	43,520.00	33,086.00	9,160.00	10,434.00	76.02
855.00	RETIREE BENEFITS	94,770.00	68,759.10	8,208.05	26,010.90	72.55
890.00	CONTINGENCIES	61,900.00	510.00	0.00	61,390.00	0.82
999.00	SURPLUS	586,765.00	639,489.99	0.00	(52,724.99)	108.99

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 02/28/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL Expenditures		5,696,340.00	4,152,841.23	247,707.87	1,543,498.77	72.90
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		5,696,340.00	4,991,943.70	170,683.02	704,396.30	87.63
TOTAL EXPENDITURES		5,696,340.00	4,152,841.23	247,707.87	1,543,498.77	72.90
NET OF REVENUES & EXPENDITURES		0.00	839,102.47	(77,024.85)	(839,102.47)	100.00

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 02/28/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREETS FUND						
Revenues						
000.00		1,353,035.00	829,938.18	29,421.51	523,096.82	61.34
TOTAL Revenues		1,353,035.00	829,938.18	29,421.51	523,096.82	61.34
Expenditures						
000.00		56,130.00	30,000.00	0.00	26,130.00	53.45
451.00	STREET/ROAD CONSTRUCTION	996,135.00	639,489.99	0.00	356,645.01	64.20
463.00	STREET MAINTENANCE	129,240.00	85,789.40	3,065.09	43,450.60	66.38
474.00	TRAFFIC SERVICES	24,640.00	14,398.78	3,003.20	10,241.22	58.44
478.00	WINTER MAINTENANCE	36,850.00	33,039.92	5,032.58	3,810.08	89.66
482.00	STREET ADMIN/GEN EXP	110,040.00	65,000.00	0.00	45,040.00	59.07
TOTAL Expenditures		1,353,035.00	867,718.09	11,100.87	485,316.91	64.13
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		1,353,035.00	829,938.18	29,421.51	523,096.82	61.34
TOTAL EXPENDITURES		1,353,035.00	867,718.09	11,100.87	485,316.91	64.13
NET OF REVENUES & EXPENDITURES		0.00	(37,779.91)	18,320.64	37,779.91	100.00

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 02/28/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREETS FUND						
Revenues						
000.00		198,005.00	95,605.32	10,166.42	102,399.68	48.28
TOTAL Revenues		198,005.00	95,605.32	10,166.42	102,399.68	48.28
Expenditures						
463.00	STREET MAINTENANCE	146,890.00	97,295.71	3,160.85	49,594.29	66.24
474.00	TRAFFIC SERVICES	8,725.00	1,798.61	63.81	6,926.39	20.61
478.00	WINTER MAINTENANCE	30,390.00	23,537.77	4,413.39	6,852.23	77.45
482.00	STREET ADMIN/GEN EXP	12,000.00	12,000.00	0.00	0.00	100.00
TOTAL Expenditures		198,005.00	134,632.09	7,638.05	63,372.91	67.99
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		198,005.00	95,605.32	10,166.42	102,399.68	48.28
TOTAL EXPENDITURES		198,005.00	134,632.09	7,638.05	63,372.91	67.99
NET OF REVENUES & EXPENDITURES		0.00	(39,026.77)	2,528.37	39,026.77	100.00

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 02/28/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
000.00		125,500.00	49,009.71	45.25	76,490.29	39.05
TOTAL Revenues		125,500.00	49,009.71	45.25	76,490.29	39.05
Expenditures						
000.00		125,500.00	26,631.64	23.99	98,868.36	21.22
TOTAL Expenditures		125,500.00	26,631.64	23.99	98,868.36	21.22
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		125,500.00	49,009.71	45.25	76,490.29	39.05
TOTAL EXPENDITURES		125,500.00	26,631.64	23.99	98,868.36	21.22
NET OF REVENUES & EXPENDITURES		0.00	22,378.07	21.26	(22,378.07)	100.00

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 02/28/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 250 - LOCAL DEV. FINANCE AUTHORITY						
Revenues						
000.00		422,820.00	1,883,906.54	581.37	(1,461,086.54)	445.56
TOTAL Revenues		422,820.00	1,883,906.54	581.37	(1,461,086.54)	445.56
Expenditures						
691.00	L.D.F.A.	422,820.00	47,505.00	0.00	375,315.00	11.24
TOTAL Expenditures		422,820.00	47,505.00	0.00	375,315.00	11.24
Fund 250 - LOCAL DEV. FINANCE AUTHORITY:						
TOTAL REVENUES		422,820.00	1,883,906.54	581.37	(1,461,086.54)	445.56
TOTAL EXPENDITURES		422,820.00	47,505.00	0.00	375,315.00	11.24
NET OF REVENUES & EXPENDITURES		0.00	1,836,401.54	581.37	(1,836,401.54)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 02/28/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 297 - ECONOMIC DEVELOPMENT COMM.						
Revenues						
000.00		70.00	41.40	5.00	28.60	59.14
TOTAL Revenues		70.00	41.40	5.00	28.60	59.14
Expenditures						
000.00		70.00	0.00	0.00	70.00	0.00
TOTAL Expenditures		70.00	0.00	0.00	70.00	0.00
Fund 297 - ECONOMIC DEVELOPMENT COMM.:						
TOTAL REVENUES		70.00	41.40	5.00	28.60	59.14
TOTAL EXPENDITURES		70.00	0.00	0.00	70.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	41.40	5.00	(41.40)	100.00

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 02/28/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 353 - 1992 LDFA BOND						
Revenues						
000.00		0.00	36,505.00	0.00	(36,505.00)	100.00
TOTAL Revenues		0.00	36,505.00	0.00	(36,505.00)	100.00
Expenditures						
000.00		0.00	36,505.00	0.00	(36,505.00)	100.00
TOTAL Expenditures		0.00	36,505.00	0.00	(36,505.00)	100.00
Fund 353 - 1992 LDFA BOND:						
TOTAL REVENUES		0.00	36,505.00	0.00	(36,505.00)	100.00
TOTAL EXPENDITURES		0.00	36,505.00	0.00	(36,505.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 02/28/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 02/28/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - WATER/SEWER FUND						
Revenues						
000.00		3,566,290.00	1,730,235.48	194,004.62	1,836,054.52	48.52
TOTAL Revenues		3,566,290.00	1,730,235.48	194,004.62	1,836,054.52	48.52
Expenditures						
545.00	WATER & SEWER ADMINISTRATION	41,110.00	27,713.54	3,151.25	13,396.46	67.41
546.00	SEWER IMPROVEMENT	44,310.00	44,309.25	0.00	0.75	100.00
548.00	SEWER MAINTENANCE	288,865.00	79,773.06	3,230.87	209,091.94	27.62
555.00	WASTEWATER TREATMENT PLANT	871,315.00	613,498.83	44,032.78	257,816.17	70.41
556.00	WATER MAINTENANCE	385,280.00	303,735.40	40,172.63	81,544.60	78.83
557.00	STORM SEWER PROGRAM	26,575.00	15,974.77	2,000.00	10,600.23	60.11
558.00	WATER IMPROVEMENT	405,175.00	465,973.43	4,835.85	(60,798.43)	115.01
559.00	WATER TREATMENT PLANT	838,660.00	282,395.96	19,319.32	556,264.04	33.67
566.00	ALLOWANCE FOR DEPRECIATION	665,000.00	0.00	0.00	665,000.00	0.00
TOTAL Expenditures		3,566,290.00	1,833,374.24	116,742.70	1,732,915.76	51.41
Fund 592 - WATER/SEWER FUND:						
TOTAL REVENUES		3,566,290.00	1,730,235.48	194,004.62	1,836,054.52	48.52
TOTAL EXPENDITURES		3,566,290.00	1,833,374.24	116,742.70	1,732,915.76	51.41
NET OF REVENUES & EXPENDITURES		0.00	(103,138.76)	77,261.92	103,138.76	100.00

PERIOD ENDING 02/28/2014

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Fund 612 - MASON BUILDING AUTHORITY						
Revenues						
000.00		277,745.00	115,073.58	0.02	162,671.42	41.43
TOTAL Revenues		277,745.00	115,073.58	0.02	162,671.42	41.43
Expenditures						
000.00		277,745.00	115,069.99	0.00	162,675.01	41.43
TOTAL Expenditures		277,745.00	115,069.99	0.00	162,675.01	41.43
Fund 612 - MASON BUILDING AUTHORITY:						
TOTAL REVENUES		277,745.00	115,073.58	0.02	162,671.42	41.43
TOTAL EXPENDITURES		277,745.00	115,069.99	0.00	162,675.01	41.43
NET OF REVENUES & EXPENDITURES		0.00	3.59	0.02	(3.59)	100.00

PERIOD ENDING 02/28/2014

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Fund 661 - MOTOR VEHICLE POOL						
Revenues						
000.00		344,725.00	159,500.23	5,353.49	185,224.77	46.27
TOTAL Revenues		344,725.00	159,500.23	5,353.49	185,224.77	46.27
Expenditures						
567.00	SHOP & BLDG. MAINTENANCE	44,010.00	38,538.33	1,132.86	5,471.67	87.57
568.00	EQUIPMENT MAINTENANCE	170,615.00	118,467.06	14,753.42	52,147.94	69.44
901.00	EQUIPMENT-CAPITAL OUTLAY	130,100.00	72,911.94	0.00	57,188.06	56.04
TOTAL Expenditures		344,725.00	229,917.33	15,886.28	114,807.67	66.70
Fund 661 - MOTOR VEHICLE POOL:						
TOTAL REVENUES		344,725.00	159,500.23	5,353.49	185,224.77	46.27
TOTAL EXPENDITURES		344,725.00	229,917.33	15,886.28	114,807.67	66.70
NET OF REVENUES & EXPENDITURES		0.00	(70,417.10)	(10,532.79)	70,417.10	100.00

PERIOD ENDING 02/28/2014

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Fund 702 - RAYNER BOND FUND						
Revenues						
000.00		33,000.00	27,230.72	8,413.16	5,769.28	82.52
TOTAL Revenues		33,000.00	27,230.72	8,413.16	5,769.28	82.52
Expenditures						
000.00		33,000.00	7,937.28	0.00	25,062.72	24.05
TOTAL Expenditures		33,000.00	7,937.28	0.00	25,062.72	24.05
Fund 702 - RAYNER BOND FUND:						
TOTAL REVENUES		33,000.00	27,230.72	8,413.16	5,769.28	82.52
TOTAL EXPENDITURES		33,000.00	7,937.28	0.00	25,062.72	24.05
NET OF REVENUES & EXPENDITURES		0.00	19,293.44	8,413.16	(19,293.44)	100.00

PERIOD ENDING 02/28/2014

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Fund 711 - CEMETERY TRUST FUND						
Revenues						
000.00		4,300.00	3,540.14	560.19	759.86	82.33
TOTAL Revenues		4,300.00	3,540.14	560.19	759.86	82.33
Expenditures						
000.00		4,300.00	0.00	0.00	4,300.00	0.00
TOTAL Expenditures		4,300.00	0.00	0.00	4,300.00	0.00
Fund 711 - CEMETERY TRUST FUND:						
TOTAL REVENUES		4,300.00	3,540.14	560.19	759.86	82.33
TOTAL EXPENDITURES		4,300.00	0.00	0.00	4,300.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	3,540.14	560.19	(3,540.14)	100.00

PERIOD ENDING 02/28/2014

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Fund 812 - SPECIAL ASSESSMENT FUND						
Revenues						
000.00		201,640.00	47,135.38	100.82	154,504.62	23.38
TOTAL Revenues		201,640.00	47,135.38	100.82	154,504.62	23.38
Expenditures						
000.00		201,640.00	185,194.15	0.00	16,445.85	91.84
TOTAL Expenditures		201,640.00	185,194.15	0.00	16,445.85	91.84
Fund 812 - SPECIAL ASSESSMENT FUND:						
TOTAL REVENUES		201,640.00	47,135.38	100.82	154,504.62	23.38
TOTAL EXPENDITURES		201,640.00	185,194.15	0.00	16,445.85	91.84
NET OF REVENUES & EXPENDITURES		0.00	(138,058.77)	100.82	138,058.77	100.00
TOTAL REVENUES - ALL FUNDS		12,223,470.00	9,969,665.38	419,334.87	2,253,804.62	81.56
TOTAL EXPENDITURES - ALL FUNDS		12,223,470.00	7,637,326.04	399,099.76	4,586,143.96	62.48
NET OF REVENUES & EXPENDITURES		0.00	2,332,339.34	20,235.11	(2,332,339.34)	100.00

City of Mason

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MEMORANDUM

TO: Honorable Mayor and Council Members

FROM: Martin Colburn, City Administrator

DATE: March 17, 2014

RE: City Administrator's Report

Appointments Made to Citizen-Community Emergency Response Coordinating Council
Governor Snyder recently announced the appointments of Fire Chief Kerry Minshall and two others to the Citizen-Community Emergency Response Coordinating Council. The Council supports and enhances Michigan's homeland security, community health, public safety and hazard preparedness with responsible planning and leadership. Please congratulate Chief Minshall on this important public safety state appointment.

Michigan Economic Development Corporation Redevelopment Ready Communities
The MEDC has established a program that supports Michigan communities in becoming development ready and competitive. This process identifies best practices using both private and public resources. I am pursuing Mason being selected as a Redevelopment Ready Community (RRC), a statewide certification program that measures and certifies communities that integrate the best practices within their operations. The certification would be a formal recognition that Mason has an established vision for the future and provides best practices to assist the business community. There is no direct cost to apply for this program. This is a competitive process and those communities selected will receive an evaluation, report of findings and technical support for the implementation of the recommended strategies. By having these practices and certification in place, it would make Mason more competitive and available for future funding from MEDC and other state agencies. It will also assist us in the education process of the available resources and tools to assist with economic development. I am hopeful that this will assist us in our future endeavors of pursing economic development opportunities, working with our business community and developing current City-owned properties into a productive business location and job creation site. I also see this as a team building opportunity with the many boards and commissions that are linked to economic development in our community.