

# CITY OF MASON

201 West Ash St.  
Mason, MI 48854-0370

City Hall (517) 676-9155  
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## PLANNING COMMISSION MEETING - COUNCIL CHAMBER

Tuesday, May 14, 2013

6:30 p.m.

### Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes: April 9, 2013
4. People from the Floor
5. Announcements
6. Regular Business
  - A. Discussion – Master Plan Final Draft
7. Unfinished Business
8. New Business
9. Correspondence
  - Planning & Zoning News, March 2013
10. Liaison Reports
11. Director Report
12. Administrator Report
13. Adjournment

**CITY OF MASON  
PLANNING COMMISSION MEETING  
MINUTES OF APRIL 9, 2013**

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

Present: Commissioners: Barna, Green, King, Naeyaert, Reeser, Sabbadin, Trotter, Waltz, Waxman  
Absent: Commissioner: None  
Also present: Martin A. Colburn, City Administrator  
Deborah J. Cwiertniewicz, City Clerk

**APPROVAL OF MINUTES: Regular Meeting Minutes of March 12, 2013**

The Regular Meeting Minutes of March 12, 2013, were approved as submitted.

**PEOPLE FROM THE FLOOR**

None.

**ANNOUNCEMENTS**

None.

**REGULAR BUSINESS**

**Discussion – Master Plan Final Draft**

A brief discussion was held regarding the Master Plan final draft. The commissioners will prepare comments and questions for discussion at the next regular meeting with Zoning & Development Director David Haywood.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**CORRESPONDENCE**

Distributed.

**LIAISON REPORTS**

Naeyaert informed commissioners regarding current City Council business.

**DIRECTOR REPORT**

None.

**ADMINISTRATOR'S REPORT**

Colburn informed the Commission regarding current City business.

**ADJOURNMENT**

The meeting adjourned at 7:06 p.m.

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Deborah J. Cwierniewicz, City Clerk

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Jim King, Secretary

# City of Mason

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## MEMORANDUM

TO: Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

RE: Master Plan Update

DATE: May 10, 2013

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By now you have received a final draft copy of the Master Plan, which was distributed to you on March 26, 2013. Up to this point, we have all had just over six weeks to review the document. At next week's meeting I would like to hold the final discussion on this issue and receive any final comments you have. At that point, based on the discussion comments, the final draft will be presented to City Council with a request to distribute and permission to hold a public hearing. Also attached is the Executive Summary of changes to the Master Plan for your review.

Pursuant to the Michigan Planning Enabling Act, the process for adopting a Master Plan is summarized as the following:

- The Master Plan Update Committee prepares the final draft and introduces to the Planning Commission (PC) as a whole
- The PC approves the plan for introduction to the City Council (CC), including any changes and corrections as necessary
- The CC then authorizes the plan for distribution and public hearing
- Public hearing notice is published in paper and distributed not less than 15 days before the hearing
- The PC then distributes the final draft to all parties that received the notice of intent to plan at the beginning of the update process, beginning the 63 day public comment period
- The PC then holds a public hearing on the draft plan after the 63 day period
- After public input, the PC must approve by 2/3 of membership and forward to CC for final adoption
- The CC may adopt or reject the plan and send it's reasons to the PC for consideration
- At such time the CC approves the plan, the Clerk shall insert a statement inside the front or back cover recording the CC approval.

### **Recommended Action:**

**Approve final draft with comments/corrections and forward to the City Council with request to distribute and schedule a public hearing.**



# Mason Master Plan Update 2013

## Executive Summary of Substantive Changes

March, 2013

### **Chapter One “Overview”**

1. Updated reference to enabling legislation permitting local municipalities to create and adopt a master plan; guidelines for master plans. Pg. 1-1
2. Updated legal reference requiring a zoning plan pg. 1-2
3. Updated “Elements of the Master Plan” to include zoning plan Pg. 1-2
4. Updated “How the plan was prepared” to include new description explaining the master plan revision process pg. 1-3
5. Included new census data from 2010 – pg 1-4,5
6. Updated “Mason Planning Area” to reflect actual township future land use designations pg. 1-6

### **Chapter Two “Planning Issues, Goals & Objectives”**

1. Updated “Growth management, Public Services, and Quality of Life” component to include public comments regarding:
  - a. Supporting and facilitating community gardening
  - b. Proactively engaging with Urgent Care to address current and future needs of community
  - c. Pursuing the creation of a community recreation facility
  - d. Continuing to enhance placemaking efforts
2. Updated “Community Character, Historic Preservation and the Environment” component to include public comments regarding:
  - a. Supporting a centrally located library and post office
  - b. Encouraging outdoor dining in City’s rights-of-way in the downtown area
  - c. Continuing to support traditional community/family values, community celebrations, and parades
  - d. Continuing to support local art movement and/or a public art commission

3. Updated “Residential Development” component to include the following:
  - a. Encouraging high density, multiple family developments near commercial centers and/or public transit stops
4. Updated “Economic Development” component to include public comments regarding:
  - a. Supporting the Chamber of Commerce’s effort in promoting economic development while preserving the desired small-town character
5. “Updated Transportation, Streets and Circulation” component as follows:
  - a. Updated information concerning the Capital Area Transportation Authority bus service to Mason and recent funding for passenger service rail in Michigan.
  - b. Amended a goal to include statutory requirement for complete streets
  - c. Added an objective to develop complete streets standard
  - d. Added an objective to study future location of a multi-modal transportation hub

### **Chapter Three “Future Land Use Strategy”**

1. Updated “Residential” component to include the following:
  - a. Added language to encourage the planning commission and City Council to require high-density residential development to locate near commercial centers and transit stops pg. 3-5
  - b. Updated statistics regarding multiple family housing. Pg. 3-5
2. Updated “Mixed-Use” component to include the following:
  - a. Cedar Street Interchange
    - Specified location for road connection opposite Curtis Street
    - Added a recommendation for a focused study and sub-area plan
  - b. Kipp Road Interchange
    - Updated the description of this interchange
  - c. County Fairgrounds East Buffer Area
    - Added a recommendation for a focused study and sub-area plan

### **Chapter Four – “Zoning Plan” (NEW CHAPTER)**

1. Establishes the relationship of Master Plan to the Zoning Ordinance
2. Establishes the general purpose of each zoning district
3. Establishes the zoning districts that fall under each future land use category

### **Chapter Five – “Implementation Strategies”**

1. Updated “Public Support, Communication and Community Involvement” component to include a public comment action item to foster and promote volunteerism in the community
2. Updated “Land Development Codes” to include current law reference to zoning enabling legislation
3. Updated “Other Special Purpose Ordinances” as follows:
  - a. Deleted sign update recommendation (Ordinance updated in 2006)
  - b. Added a recommendation for a form-based code overlay district in the Central Business area.
  - c. Recommend adoption of a fire code
4. Updated “Capital Improvements Programming” as follows:
  - a. Deleted several completed items related to police and fire protection, city hall, and transportation
  - b. Added several items related to pedestrian facilities, library facilities, and access to different modes of transportation
5. Updated “Economic Development Programs” to encourage continued support of the DDA activities
6. Updated “Other Implementation Strategies” as follows:
  - a. Recreation – Expand the development of recreation opportunities during all seasons
  - b. Recreation – Develop recreation facilities that are capable of attracting regional athletic tournaments/events
  - c. Transportation – Develop a non-motorized transportation plan
  - d. Future Study Area – Added a new section to recommend more intensive planning in three areas of the City: The County Fairgrounds East Buffer Area, The Airport Area, and the Cedar Street Interchange Area
7. Revised “Maintaining a Current Master Plan” with updated references to the Michigan Planning Enabling Act

The content of the Appendices of the Plan were amended to include current descriptions of places, events, data, and other reference materials.

**Census Highlights:**

1. Population increased 15%, 7,164 to 8,252, third highest in region
2. Smallest household size in area
3. Younger population leaving
4. Mason lags behind region in median household income
5. Lowest median housing value, \$127,900