

CITY OF MASON

201 West Ash St.
Mason, MI 48854-0370

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PLANNING COMMISSION MEETING - COUNCIL CHAMBER

Tuesday, January 14, 2014

6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes: December 10, 2013 and December 19, 2013 (special meeting)
4. Unfinished Business
5. Oath of Office
6. Election of Chair, Vice-Chair and Secretary
7. People from the Floor
8. Announcements
9. Public Hearing
 - A. Master Plan Update – Final Draft
10. Regular Business
 - A. Motion – Used Vehicle Sales at Auto Body Repair Shops Throughout the Community
11. Unfinished Business
12. New Business
13. Correspondence
 - Planning & Zoning News, December 2013
14. Liaison Reports
15. Director's Report
16. Administrator Report
17. Adjournment

**CITY OF MASON
PLANNING COMMISSION MEETING
MINUTES OF DECEMBER 10, 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: King, Reeser, Sabbadin, Trotter, Waltz, Waxman
Absent: Commissioner: Barna, (excused) Green, (excused) Naeyaert (excused)
Also present: Martin A. Colburn, City Administrator
David Haywood, Zoning & Development Director
Deborah J. Cwiertniewicz, City Clerk

APPROVAL OF MINUTES: Regular Meeting Minutes of November 12, 2013

The Regular Meeting Minutes of November 12, 2013, were approved as presented.

PEOPLE FROM THE FLOOR

Leon Clark, City of Mason Mayor, informed the Commission that it was the last meeting of Commissioner Waltz. He commended his diligence as a Planning Commissioner.

ANNOUNCEMENTS

- Planning Commission Special Meeting – December 19, 2014

REGULAR BUSINESS

Discussion – Used Vehicle Sales at Auto Body Shops throughout the Community

Staff was requested to provide information regarding the implications of Ordinance No. 195 involving auto sales as an accessory use to auto body repair shops, to analyze the impact of allowing used vehicle sales as an accessory use to auto body shops in other zoning districts in the city. Mr. Haywood presented his findings of evaluating the different zoning districts involved, the current uses allowed, and what the allowed uses would be under a special use permit, as requested by the Commission at its November 12, 2013, meeting. A brief discussion ensued. It was suggested to form an ad hoc committee to further consider the matter.

Members of the audience were offered the opportunity to speak to the matter.

Mr. Haywood stated that he spoke with Mr. Derry of Uptown Body Shop, who informed him that he is not interested in selling used cars.

Bruce Wiggington of Mason Auto Body stated that they have no interest in selling used cars. He stated concern that cars that are purchased for resale are totaled and require extensive repair are often not repaired properly or to the standards that they should be. He recommended not making any changes that would allow any and all body shops to sell used cars.

Daryl Benedict of Benedict Auto Body stated that it would be unconstitutional to prohibit an individual who holds a dealer's license to sell cars.

Eric Harter of Andrew's Automotive stated that there are various classes of vehicle licenses for the Commission to consider that could help with their deliberations.

Mark Howe, Mason DDA Chairperson, stated concern regarding the Master Plan and in consideration of the C-1 District. He asked that the Commission include a DDA member on the ad hoc committee, if one is formed, to represent the C-1 District.

Leon Clark, City of Mason Mayor, gave a brief background of why the City Council remanded consideration of used vehicle sales at auto body shops throughout the community to the Planning Commission. He intended that the Commission would discuss establishing standardized rules that would apply equally to similar businesses for consideration in the future.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CORRESPONDENCE

Distributed. Discussion was held regarding the history of the site plan review process.

LIAISON REPORTS

Colburn informed commissioners regarding current City Council business.

DIRECTOR REPORT

Haywood informed the Commission regarding current zoning and development business.

ADMINISTRATOR'S REPORT

Colburn informed the Commission regarding current City business.

ADJOURNMENT

The meeting adjourned at 7:16 p.m.

Deborah J. Cwiertniewicz, City Clerk

Jim King, Secretary

**CITY OF MASON
PLANNING COMMISSION SPECIAL MEETING
MINUTES OF DECEMBER 19, 2013**

Reeser called the meeting to order at 6:36 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan.

Present: Commissioners: Green, Naeyaert, Reeser, Waxman, Waltz
Absent: Commissioners: Barna (excused), King (excused), Sabbadin (excused), Trotter (excused), Sabbadin (excused)
Also present: Martin A. Colburn, City Administrator
David Haywood, Zoning & Development Director
Deborah J. Cwierniewicz, City Clerk

PEOPLE FROM THE FLOOR

None.

PUBLIC HEARING

Special Use Permit – Landings at Rayner Ponds

Reeser opened the public hearing at 6:39 p.m.

David Haywood, Zoning and Development Director, elaborated on his submitted reports of December 13, 2013, and December 19, 2013. He also gave an overview of the special use permit process.

Jeff Kyes of KEBS Inc. informed the Commission that the number of buildings for the development were increased from 10 to 18, the building coverage was reduced by 14%, and six less driveways are proposed. There were no changes to utilities or the storm water system. He briefly explained the principle of site condominium development.

Gordon Shaffer of 54 Harrogate Drive stated concern that the site plan proposed when he and his wife purchased their condo has changed on this site plan from multiple units to single units.

George Graeber of 35 Harrogate Drive asked to have this matter denied or postponed until an agreement can be reached regarding the Master Deed fifth amendment between the co-owners and developer. He stated concern that many issues have not been addressed.

Marilyn Shaffer of 54 Harrogate Drive stated that the duplex condominiums and those proposed should be similarly designed.

Mary Myers of 55 Harrogate Drive stated that the developer had not kept home owners informed as they said they would. She encouraged communication between Mayberry Homes and the Association. She stated that she did not want the integrity of the community to change.

Duane Marlon of 83 Wildemere Drive stated that a restriction should be made to keep the development to single story homes with a similar facade as the existing condos.

Donald Erickson of 16 Avimore Drive stated concern that the rights of current homeowners would change by adoption of the proposed amendment in several ways. He feels that there needs to be discussion between the developer and home owners prior to the Planning Commission taking action.

He asked the Commission to table the resolution. He asked if the developer would be willing to agree to table the resolution to further discuss homeowner concerns. Dawn Ketcheson of 230 Coppersmith Drive asked the Commission to explain the process of approval.

Roy Ketcheson of 230 Coppersmith stated that he is an advisor to the homeowner's association board. Mayberry promised to meet with the homeowners and never did. He stated concerns that paragraph four read that it overrides everything else that has happened in the past. Removal of that restriction needs to go before the board. He added that the Master Deed provides for a two-third vote of property owners regarding an amendment.

Norman Mackay of 65 Wildemere Drive stated that he has questions for Mayberry Homes regarding the new homeowners and association policy.

Cindy McKay of 65 Wildemere Drive stated concern regarding loss of value to their condo with the new development.

Jeff Greeneisen of Rescue LLC, representative for applicant Summit Landings, stated that they would like to keep Mayberry Homes in the project and spoke regarding the financing challenges for attached duplexes and triplexes especially with distressed properties. He expressed that he did not want to agree to association approval for fear of losing Mayberry Homes due to bank time limits and distressed assets policies. It is the bank's position that the changes are by right and do not need association approval. He does not want any higher standard placed on them than what is stated in the Master Deed. He requested legal interpretation of the Master Deed language if it was a condition and suggested placing a stipulation for further legal review as one of the conditions.

Will Randle of Mayberry Homes spoke to the concerns that were expressed by those present and stated that it is their position to be involved with the home owner's association, to communicate with the board and have a joint effort, friendly, amiable position with the association, or he would rather not build on the 18 lots. He briefly spoke to the complexities of bank-owned real estate that is going into a merger.

Donald Erickson of 16 Avemore Drive spoke again, stating that paragraph four of the proposed agreement is the concern. He felt that based on the developers remarks, it could be worked out and he would be agreeable to the preliminary resolution with its conditions

Reeser closed the public hearing at 8:07 p.m.

Resolution No. 2013-14 – A Resolution Approving a Preliminary Site Plan and Special Use Permit Amendment for Phases II And III of the Landings at Rayner Ponds Condominium Development to Convert the Remaining Undeveloped Land in Each Phase to Single Family Condominium Lots

MOTION by Green, second by Waltz,
to consider Resolution No. 2013-14 read.
MOTION APPROVED UNANIMOUSLY

Resolution No. 2013-14 was introduced by Green and seconded by Waxman.

Discussion ensued regarding both attorney reviews. Haywood commented that both attorneys agree that home owner association review is required. He cited the portion of Michigan Compiled Law from the city attorney's memorandum dated December 6, 2013. Item number 5 of the resolution was further discussed.

A brief recess was taken to allow the Commission to prepare appropriate amendment language for Resolution No. 2013-14 at 8:30 p.m. The meeting reconvened at 8:43.

MOTION by Waltz, second by Waxman, to amend Resolution No. 2013-14, in the sixth whereas, item number five, by inserting the following language to the end of the sentence: and that the amendment be approved by the Landings Co-Owners Association.

Discussion ensued whether the amendment would be necessary considering that it is State law and in the memorandum referenced in the resolution.

VOTE ON THE MOTION:

Yes (1) Waltz

No (4) Green, Naeyaert, Reeser, Waxman

Absent (4) Barna, King, Trotter, Sabbadin

MOTION FAILED

**CITY OF MASON
PLANNING COMMISSION RESOLUTION NO. 2013-14
A RESOLUTION APPROVING A PRELIMINARY SITE PLAN AND SPECIAL USE
PERMIT AMENDMENT FOR PHASES II AND III OF THE LANDINGS AT RAYNER
PONDS CONDOMINIUM DEVELOPMENT TO CONVERT THE REMAINING
UNDEVELOPED LAND IN EACH PHASE TO SINGLE FAMILY CONDOMINIUM LOTS
December 19, 2013**

WHEREAS, a request has been received from Summit Landings LLC for preliminary site plan and special use permit approval to be allowed to convert the remaining undeveloped land in Phases II and III in the Landings at Rayner Ponds Condominium Development to single family condominium lots; and

WHEREAS, the subject property is further described as:

A part of the South 1/2 of Section 4, T2N, R1W, City of Mason, Ingham County, Michigan, described as commencing at the Northeast corner of Lot 110, Rayner Ponds Estates No. 3, as recorded in Liber 50 of Plats, Pages 35, 36 and 37, Ingham County Records, being N00°28'58"E 1648.50 feet and S89°31'02"E 400.13 feet from the South 1/4 corner of said Section 4; thence N65°06'13"E 66.00 feet to the Easterly right of way line of Coppersmith Drive as recorded in Liber 2504 of Deeds, Page 860, Ingham County Records; thence along said right of way line Northwesterly 574.27 feet along the arc of a 508.00 foot radius curve to the left whose central angle is 64°46'13" and whose chord bears N57°16'54"W 544.18 feet; thence N89°40'00"W 204.08 feet to the point of beginning; thence continuing along said right of way line the following three courses, N89°40'00"W 257.46 feet; thence Northwesterly 316.82 feet along the arc of a 267.00 foot radius curve to the right whose central angle is 67°59'12" and whose chord bears N55°40'24"W 298.56 feet; thence Northwesterly 235.44 feet along the arc of a 333.00 foot radius curve to the left whose central angle is 40°30'32" and whose chord bears N41°56'04"W 230.56 feet; thence N30°23'38"E 201.73 feet; thence N00°20'00"E 163.13 feet to the East-West 1/4 line of said Section 4; thence along said East - West 1/4 line S89°40'00"E 560.78 feet; thence S00°28'58"W 675.27 feet to the point of beginning, containing 8.43 acres of land, more or less, and subject to any easements or rights of way of record.

And Also A part of the Southwest 1/4 of Section 4, T2N, R1W, City of Mason, Ingham County, Michigan, described as beginning at a point N00°28'58"E 363.13 feet and N00°28'58"E 1.00 feet and N89°31'02"W 25.30 feet and N00°28'58"E 403.64 feet and N89°49'05"W 263.84 feet along the North line of the Griffin's Addition as recorded in Liber 45 of Plats, Pages 316, 317, and 318, Ingham

County Records and N00°36'24"E 815.16 feet from the South 1/4 Corner of said Section 4; thence continuing N00°36'24"E 9.64 feet; thence N89°56'49"W 697.88 feet; thence N29°12'50"E 356.51 feet along the West line of Lot 48 of Assessor's Plat No 1, as recorded in Liber 12 of Plats, Page 44, Ingham County Records; thence N63°37'59"W 392.31 feet along the southeasterly extension of the lot line common to Lots 45 and 46 of said Assessor's Plat to the East right of way line of Okemos Road; thence along said right of way line N27°44'29"E 60.40 feet; thence S82°46'40"E 131.69 feet; thence N27°48'40"E 160.00 feet; thence N55°02'20"E 64.11 feet to the South right of way line of Coppersmith Drive, as recorded in Liber 2504 of Deeds, Page 860, Ingham County Records; thence along said right of way line the following three courses, Southeasterly 188.77 feet along arc of a 267.00 foot radius curve to the right whose central angle is 40°30'32" and whose chord bears S41°56'04"E 184.87 feet; thence Southeasterly 395.13 feet along the arc of a 333.00 foot radius curve to the left whose central angle is 67°59'12" and whose chord bears S55°40'24"E 372.36 feet; thence S89°40'00"E 284.59 feet; thence S00°00'00"W 256.49 feet; thence S61°20'45"W 128.51 feet to the point of beginning, containing 7.09 acres of land, more or less, and subject to any easements or rights of way of record. And Also A part of the South 1/2 of Section 4, T2N, R1W, City of Mason, Ingham County, Michigan, described as beginning at a point N00°28'58"E 363.13 feet and N00°28'58"E 1.00 feet and N89°31'02"W 25.30 feet and N00°28'58"E 403.64 feet and N89°49'05"W 263.84 feet along the North line of the Griffin's Addition as recorded in Liber 45 of Plats, Pages 316, 317, and 318, Ingham County Records and N00°36'24"E 409.70 feet from the South 1/4 corner of said Section 4; thence continuing N00° 36'24"E 405.46 feet; thence N61°20'45"E 128.51 feet; thence N00°00'00"E 256.49 feet to the South right of way line of Coppersmith Drive, as recorded in Liber 2504 of Deeds, Page 860, Ingham County Records; thence along said right of way line the following two courses, S89°40'00"E 176.95 feet; thence Southeasterly 499.66 feet along the arc of a 442.00 foot radius curve to the right whose central angle is 64°46'13" and whose chord bears S57°16'54"E 473.48 feet to the Northeast corner of Lot 110, Rayner Ponds Estates No. 3, as recorded in Liber 50 of Plats, Pages 35, 36 and 37, Ingham County Records; thence along the North and West lines of said Rayner Ponds Estates No. 3 the following six courses, S65°06'13"W 135.00 feet; thence S12°16'47"E 134.11 feet; thence S12°57'13"W 134.11 feet; thence S35°00'45"W 100.73 feet; thence S45°32'42"E 135.00 feet; thence S44°27'18"W 66.00 feet; thence S90°00'00"W 80.00 feet; thence S45°00'00"W 55.00 feet; thence S90°00'00"W 185.47 feet; thence N00°00'00"E 115.03 feet; thence S90°00'00"W 256.36 feet to the point of beginning, containing 9.55 acres of land, more or less, and subject to any easements or rights of way of record. And Also A part of the South 1/2 of Section 4, T2N, R1W, City of Mason, Ingham County, Michigan, described as beginning at a point N00°28'58"E 363.13 feet from the South 1/4 corner of said Section 4; thence continuing N00°28'58"E 1.00 feet; thence N89°31'02"W 25.30 feet to a found iron deeded to be 198.00 feet North of the Northeast corner of Lot 16, Block 10, Griffin's Addition to the City of Mason as recorded in Liber 46 of Deeds, Pages 316 -318, Ingham County Records; thence N00°28'42"E 403.64 feet along the East line of Blocks 9 and 10 to the Northeast corner of Lot 8, Block 9, of said Griffin's Addition; thence N89°49'05"W 263.84 feet along the North line of said Griffin's Addition; thence N00°36'24"E 409.70 feet; thence S90°00'00"E 256.36 feet; thence S00°00'00"E 115.03 feet; thence N90°00'00"E 185.47 feet; thence N45°00'00"E 55.00 feet; thence N90°00'00"E 80.00 feet; thence S45°32'42"E 66.00 feet; thence S44°27'18"W 99.46 feet; thence S00°29'00"W 625.36 feet along Rayner Ponds Estates No. 3 as recorded in Liber 50 of plats, pages 35,36, & 37, Ingham County Records, and along Rayner Ponds Estates as recorded in Liber 36 of plats, pages 50 & 51, Ingham County Records; thence N89°14'20"W 251.50 feet to the point of beginning, containing 7.10 acres of land, more or less, and subject to any easements or rights of way of record.

WHEREAS, a public hearing on the request was noticed and held at the Planning Commission's special meeting of December 19, 2013, with testimony given and public comment solicited; and

WHEREAS, upon compliance with the conditions listed herein, the plans will comply with the site plan review standards listed in Section 8.8 of Ordinance No. 135; and

WHEREAS, the Planning Commission does hereby make written findings that the proposed use of the property, upon compliance with the conditions listed herein, will comply with the conditional use standards listed in Section 203 of Ordinance No. 81 as set forth in staff's memorandums, including attachments, of December 13 and 19, 2013, which statement is incorporated herein by reference; and

WHEREAS, approval is granted with the condition that the applicant shall provide an explanation as to the timing of build-out of the proposed lots, and

WHEREAS, approval is granted subject to the conditions that the applicant provide an analysis of surety

to cover the installation of sidewalk and street trees prior to final site plan approval, and

WHEREAS, approval is granted with the condition that the applicant shall submit a revised site plan with the following changes **prior to final site plan approval**:

- 1) The plan shall show the zoning and current land uses on adjacent properties, and
- 2) The plan shall correctly label Coppersmith Drive as "public", and
- 3) The plans shall address the expectations of the Superintendent of Public Works as stated in his memorandum of December 4, 2013, and
- 4) The plans shall address the expectations of the City Engineer as stated in his letter of November 25, 2013, and
- 5) The applicant provide a revised master deed amendment addressing the concerns of the City Attorney in his memo of December 6, 2013; and
- 6) The plan address the requirements in Section 8.6.3A of Ordinance No. 135, which are the following:
 - 1 Contiguous boundary of the development – The site plan shows Phase II and II, but does not show Phase I
 - 2 The plan should be amended to show the entire legal boundary of the development and should match the legal description provided
 - 3 current zoning and land uses immediately adjacent to the subject site
 - 4 Sidewalks and street trees having minimum separation of 60 feet
 - 5 Location of existing and proposed easements (storm water)
 - 6 Grading plan showing the existing and proposed grading
 - 7 Location of existing and proposed storm water systems, including engineer's calculations for any changes or additions
 - 8 Architect elevations of proposed structures or probable building designs
- 7) The plan shall show the existing and proposed easement location, grant of easement documents, and construction drawings for the proposed storm sewer relocation, and

NOW THEREFORE BE IT RESOLVED, that the Mason Planning Commission does hereby approve a Preliminary Site Plan and Special Use Permit amendment to convert the remaining undeveloped land in Phases II and III in the Landings at Rayner Ponds Condominium Development to single family condominium lots.

RESOLUTION APPROVED UNANIMOUSLY

ADJOURNMENT

The meeting adjourned at 8:56 p.m.

Deborah J. Cwierniewicz, City Clerk

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 – Final Draft

DATE: January 10, 2014

At the November, 2013 Planning Commission meeting staff reported that the Master Plan draft had been published for distribution and announced the scheduled public hearing for January 14, 2014.

Since November, Staff has announced the availability of the Master Plan Draft through the following channels:

- Direct mailing to agencies (Engineer, Drain Commission, Road Commission, Airport, Schools, etc.)
- Direct mailing to visioning meeting attendees
- Press release in ICCN (online 1/2/14 and printed 1/12/14)
- Press release to Mason Today, City Website, Facebook and City Cable Channel

The draft plan incorporates public input received at the three visioning workshops held in September 2011 and provides for the orderly development of land and provides opportunity for activities such as agriculture, residences, commerce, industry, recreation and open space, public facilities, and schools, among other areas.

Several comments have been received providing feedback on the draft plan, including 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, 1989 – 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

- Ron Wuerth, Warren Planning Director, June 17, 2013 – Future Land Use Map colors
- Albert Schulien, June 18, 2013 – M-36 bypass route

Staff has mentioned in several previous meetings that there are three documents that were absent from the draft plan that will need to be added to the final product, which include Build-out Analysis (2002), Summary of Housing Maintenance Research/Survey (2002), and Summary of Public Input (November 2011). The build-out analysis and housing study are unchanged from the 2004 Master Plan. The summary of public input reflects the raw data received from the community visioning meetings held in 2011.

Recommended Action:

Receive public comments and instruct staff to make necessary revisions for adoption of the plan in February 2014.

Attachments:

- a. Executive Summary of Substantive Changes – January, 2014
- b. Public input documents
- c. Build-out analysis (2002)
- d. Summary of Housing Maintenance Research (2002)
- e. Summary of Public Input (Nov. 2011)



Mason Master Plan Update

Executive Summary of Substantive Changes

January, 2014

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”

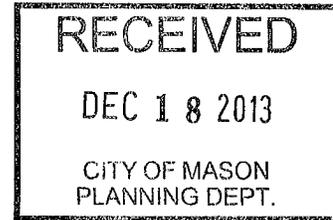
1. Updated “Public Support, Communication and Community Involvement” component to include a public comment action item to foster and promote volunteerism in the community

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

Appendices

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

MEMORANDUM



TO: David Haywood, Zoning & Development Director
FROM: Dennis E. McGinty, City Attorney *DEM*
RE: **MASTER PLAN UPDATE - REQUEST FOR LEGAL REVIEW**
DATE: December 18, 2013

This is in response to your memorandum dated November 5, 2013, forwarding the latest draft of the Mason Master Plan Update and requesting that we conduct a full review of the document for conformance with Michigan law. In general, we find the draft Master Plan to be well-drafted, comprehensive, and in full compliance with the Michigan Planning Enabling Act, 2008 PA 33, and the Michigan Zoning Enabling Act, 2006 PA 110. We do have a few comments and suggestions which might be helpful. If you agree with these suggestions, please feel free to present them to the Planning Commission or give me a call if you wish to discuss these comments further. Our comments by reference to page and paragraph follow. Where I have suggested changes, I have typed the paragraph within which these changes are contained, with the changes shown through highlighting and strikeouts.

Page 1-1. The statement in the final paragraph on this page regarding the authority to adopt zoning regulations being referenced to the Michigan Planning Enabling Act is not correct. The statutory authority to adopt zoning regulations is contained in the Michigan Zoning Enabling Act. I would recommend the third sentence of this paragraph be revised to read as follows:

In fact, the Michigan Planning Enabling Act, ~~which provides Michigan cities and villages with the statutory authority to adopt zoning regulations,~~ 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."

Page 1-2. The fourth bullet in the paragraph captioned **Long Term Interests** could be revised to more closely follow the statement of purpose found at section 7(2)(c) of the PEA from which it appears to be drawn to read as follows:

- Ensuring appropriate land use development and adequate services to protect promote the public health, safety, morals, order, convenience, prosperity, and general welfare of residents and visitors.

We also suggest that the first sentence of the first bullet on the last paragraph on page 1-2 could be revised to more closely follow the purpose clause of the PEA to read as follows:

- 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.

Page 1-3. We would suggest that the last sentence of the first paragraph under the caption **How The Plan Was Prepared** could be expanded a bit to more fully describe the process required under section 39 of the PEA to read as follows:

In November of 2010, notice of intent to prepare a master plan was distributed to area planning and public utility and transportation agencies and municipalities as required pursuant to MCL 125.3839(2), including neighboring Alaiedon and Vevay Townships requesting their cooperation and comment.

Page 1-5. I believe the last three sentences of the second paragraph on page 1-5 would be better as a stand alone paragraph since it discusses services beyond the agricultural activities discussed above. This new paragraph with a new lead-in could read as follows:

The City provides a full range of municipal services. These services and facilities include public sanitary sewer, storm sewer, and water, police and fire protection, street maintenance, parks and recreation facilities, and cemetery services. . . .

Page 2-1. The last full paragraph on this page lists major categories of goals and objectives in eight bullet points. These are drawn from the PA at MCL 125.3807(2), however, "Recreation" listed at subsection (d)(vii) is not listed. I would recommend this be added as an additional bullet to read as follows:

- 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

Page 2-3. There should be space between paragraphs one and two under **Objectives**.

Page 2-4. I would recommend that subparagraph 5), which continues at the top of this page be supplemented by adding a reference to "light" to recognize one of the stated purposes and objectives of the PEA at MCL 125.3807(2)(d)(iii), and further, that subparagraph 12 include a reference to the Hayhoe Riverwalk, which paragraphs would read as follows:

- 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.

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

Page 2-8. I would recommend that subparagraph 4 under the paragraph captioned **Objectives** be revised slightly to refer more generically to land divisions which, under the Michigan Land Division Act, include residential lot splits,

- 4) Encourage future ~~residential lot split~~ land division patterns that maintain the integrity of the City's street network and small town character.

Page 3-2. The third to the last paragraph on this page includes a statement that "Opportunities for the expansion of the Downtown Center should be carefully considered." However, when I look at the FLUP, I see that the first block south of the Courthouse Square is currently zoned CBD, and yet the east 2/3 of this block is designated as residential on the FLUP map. The same is true for the north tier of lots on the first block east of the courthouse which are currently zoned "O" but called out to be residential on the FLUP map. I was curious about what may be an inconsistency between the stated goals and the FLUP.

Page 3-8. Chapter 82, Division 3, of the City Code, strongly encourages all properties to be connected to available public sanitary sewers and water distribution systems in the city. We note, however, that the last sentence of the fourth to the last paragraph on this page seems to suggest that on-site water and sanitary sewer disposal facilities may be permitted subject to Health Department oversight. I would recommend that this paragraph be modified by inserting before this last sentence a statement that development of properties served by private on-site sewage disposal or potable water facilities should be discouraged. This paragraph would then read as follows:

The future expansion of public sewer and water should occur in a phased and

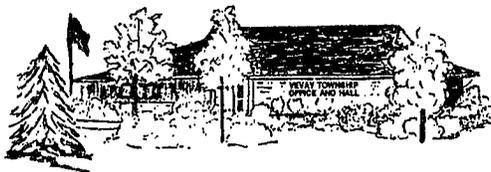
incremental manner so that an overly large geographic area should not be intensely developed at a rate beyond the City's ability to effectively manage growth and development. Development of the property served by private on-site sewage disposal and potable water facilities should be discouraged. In the 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.

Page 5-2. The second to the last paragraph on this page recognizes that special land uses require a heightened level of scrutiny in their review. The ZEA, MCL 125.3504, also specifies that reasonable conditions may be imposed on a special land use during the course of such review to minimize adverse affects on the community. I would suggest this process be acknowledged here by revising this second to the last paragraph as follows:

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.

Please give me a call if you wish to discuss any of these suggestions. Thank you for the opportunity to review this Master Plan.

bks



Vevay Township

Ingham County

780 S. Eden Rd. • Mason, Michigan 48854

Office hours: 10:00 am. - 4:00 pm.

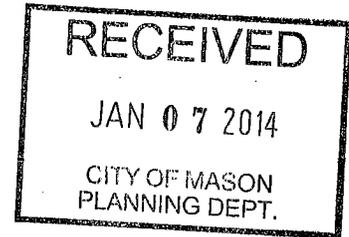
www.vevaytownship.org

(517) 676-9523 Office

(517) 676-6655 Fax

January 7, 2014

Mr. David Haywood
Zoning & Development Director
City of Mason
PO Box 370
Mason, MI 48854-0370



Re: City of Mason, Draft Master Plan

Dear Dave,

Thank you for the opportunity to review and offer comments on the draft City of Mason Master Plan. Vevay Township finds the draft Master Plan to be reasonable and generally compatible with Vevay Township's current planning goals, objectives and policies.

This letter will follow up our meeting today regarding the matter needing clarification for the Legend listed as "City of Mason – 1989 Conditional Transfer –Vevay (11/22/1989)", including revisions to the map.

Our concern is regarding the "square off" portion of the following statement, "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".

According to the language in the 1998 Court Settlement on page 5, **#8(C) Municipal Boundaries**, and specific maps in **Exhibit B**, pages 1-4, actual boundaries for "square off" are only to be portions of Vevay Township Sections 6 & 7 (WEST of the City of Mason) and portions of Vevay Sections 3 & 10 (EAST of the City) rather than the entire noted sections East and West of the City, as the map currently indicates.

Thank you for your immediate attention to this matter and we look forward to continued clarification of the City's Master Plan.

Sincerely,

Gary Howe, Supervisor

JoAnne Kean, Clerk

Gary Howe
Supervisor

JoAnne Kean
Clerk

Shaun L. Sherwood
Treasurer

Douglas B. Shaw
Trustee

Bruce R. Walker
Trustee

revised

**STATE OF MICHIGAN
INGHAM COUNTY CIRCUIT COURT**

The Township of Vevay,
a Michigan municipal corporation,

Plaintiff/Counter-Defendant,

Case No. 97-85216-CK

HONORABLE THOMAS L. BROWN

v

The City of Mason,
a Michigan municipal corporation,

Defendant/Counter-Plaintiff.

J. RICHARD ROBINSON, P.C.
By: J. Richard Robinson (P19524)
Attorney for Plaintiff/Counter-Defendant
Township of Vevay
P.O. Box 1430
2169 Jolly Road, Ste 1
Okemos, Michigan 48905

THRUN, MAATSCH AND NORDBERG, P.C.
By: Patrick J. Berardo (P10707)
Christopher J. Iamarino (P53616)
Co-Counsel for Defendant/Counter-Plaintiff
City of Mason
501 South Capitol Avenue, Suite 500
P.O. Box 40699
Lansing, Michigan 48901-7899
(517) 484-8000

McGINTY, JAKUBIAK, FRANKLAND,
HITCH & HENDERSON, P.C.
By: Dennis E. McGinty (P17407)
Co-Counsel for Defendant/Counter-Plaintiff
City of Mason
601 Abbott Road
East Lansing, MI 48823-3322
(517) 351-0280

SETTLEMENT AGREEMENT

AND STIPULATION OF DISMISSAL

WHEREAS, Plaintiff Township of Vevay (the "Township" or the "Plaintiff") and Defendant City of Mason (the "City" or the "Defendant") herein entered into a certain Agreement dated November 3, 1989, as amended by Agreement dated August 1, 1994 (the "425 Agreement"), pursuant to which certain lands (the "425 District") were transferred conditionally to the City in exchange for the provision of certain utilities and other agreements relative to the development of the 425 District to permit its use as an industrial development area and to provide certain revenues to the Township through a tax sharing agreement; and

WHEREAS, disagreements between the parties have arisen with respect to the provision of sanitary sewer services in the Township outside the 425 District; and

WHEREAS, the parties have reached an agreement with respect to the resolution of the outstanding differences between them and the settlement of all claims, disputes, causes, damages and all other matters arising with respect to the disputes or potential disputes between the parties and the parties now desire to finally and comprehensively settle all of such differences,

IT IS HEREBY AGREED AS FOLLOWS:

Plaintiff and Defendant recite herein the agreements reached by and between them in full and complete settlement of all claims, causes and disputes related to the subject matter of this lawsuit and have, by their respective Township Board and City Council, approved this Settlement Agreement for filing with the Ingham County Circuit Court to be effective as of the date of entry by the court of an order of dismissal in the form attached hereto as Exhibit A.

The parties hereto agree in full compromise and settlement of the claims that each has or may have against the other as follows:

1. Provision of Sanitary Sewer Service to Individual Properties. The City shall provide sanitary sewer service ("Service" or "Sewer Service") to the properties listed in Plaintiff's Complaint upon request of the property owners to be made subsequent to the date of entry of the order of the Court

dismissing Plaintiff's Complaint which request shall be made through the Township and shall include the following:

(a) Plans and specifications for the improvements, including proof of existence of financing or funding of construction costs for the improvements, installation of which shall not be the responsibility of the City.

(b) Copies of construction contracts with requisite performance, labor and material payment bonds if construction costs exceed \$50,000.

(c) Connection fees and sewer use charges as provided further herein.

2. Amendment of Prior Agreements. In consideration of the provision of Service to the properties named in Plaintiff's Complaint and to other properties within the Township, the City and the Township agree that this Settlement Agreement is intended to and does amend the 425 Agreement and any other agreement between the parties where there is a conflict with this Agreement, particularly Sections 1.04, 4.02, 5.02 and Article VI of the 425 Agreement.

3. Sewer Service Within the Township. Pursuant to this Agreement, the City shall provide Sewer Service in the Township south of Sections 7 through 12 of the Township. The Township agrees that it will not use the capacity purchased hereunder in Sections 3, 4, 5, 6, 7, and 10, inclusive. It is understood, however, that the City is currently serving portions of Section 6 of the Township by virtue of an agreement entitled "Utilities Agreement for Sanitary Sewer Between Vevay Township, Alaiedon Township and City of Mason dated August 7, 1995" (the "Alaiedon Agreement"). This Settlement Agreement shall not be construed as modifying or impairing any of the obligations of the parties pursuant to the Alaiedon Agreement.

4. Tax Sharing. Commencing September 15, 1998 from the July 1998 levy and annually thereafter, the City shall pay to the Township the equivalent of a property tax levy of 1.5 mills against all real and personal taxable property located within the existing 425 District as provided in the 425 Agreement between the City and the Township dated November 3, 1989, until the expiration date of said

agreement and thereafter shall pay to the Township the equivalent of 1 mill on real and personal taxable property located within the same area as long as the City levies property taxes.

5. Capacity Purchase. Within 15 days after execution of this Agreement, the Township shall pay to the City the sum of \$434,648, \$300,000 in cash and the balance of \$134,648 by August 1, 1998, in exchange for wastewater treatment and sewage collection capacity of 100,000 gallons per day and shall additionally pay, in cash, to the City four equal annual installments of \$108,662 commencing July 1, 1999, without interest, aggregating \$434,648 for an additional 100,000 gallons per day in wastewater treatment and sewer collection capacity to aggregate a total of 200,000 gallons per day. Thereafter, the Township shall have the option of buying additional capacity at a price not greater than the actual cost of construction of that additional sewage plant expansion capacity to be constructed by the City. 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 shall bear the responsibility and cost of installing sufficient infrastructure within the eligible areas within the jurisdictional boundaries of the Township to provide customers in the Township with access to the sewer system.

6. Sewer Rates. Connection fees charged in the Township shall be 125% of City fees, initially, \$1,500 per unit plus such additional amount as the Township may require. Of that connection fee, \$975 plus such additional amount as the Township may require as an additional fee shall be remitted by the City to the Township and the balance retained by the City. Properties receiving Sewer Service from the City by virtue of this Agreement shall pay periodic user fees directly to the City, which rates shall not exceed one hundred twenty-five percent (125%) of the rates charged by the City to City residents. No portion of user fees shall be required to be remitted to the Township.

7. Water Service and Rates. The City agrees to provide potable water service to users within the Township in areas described in paragraph 3 hereof. The Township or users of said potable water, as the Township shall determine, shall bear the cost of extending water mains and appurtenances beyond current City owned mains and appurtenances. Township users shall, upon connection, remit to

the City a connection fee not to exceed one hundred twenty-five percent (125%) of that charged by the City to its residents. Thereafter, Township users shall be billed directly by the City for periodic water service at a rate not to exceed 125% of that paid by City residents for the same service. Total water service capacity to Township users shall be 350,000 gallons per day, subject to such capacity increases as the parties may subsequently agree. This paragraph shall not be construed to prohibit the Township from levying such fees and charges for water service as it may deem appropriate. In exchange, the Township permits the City to install public wells within the Township and the Township agrees to make available all of its streets and rights of way necessary for the installation of necessary water transmission lines from said wells to the water system.

8. Municipal Boundaries.

A. 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 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.

B. 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 Sections by the City. Nothing in this paragraph shall be construed to affect the rights of such property owners to request or object to annexation.

C. The Township agrees not to oppose the City's desire to "square off" its boundaries by annexing the areas described in Exhibit B. [This area will not include the developed portion of the Township in and around Legion Drive and to the east of Legion Drive along Cedar Street.]

THRUN, MAATSCH AND NORDBERG, P.C.

9. Ownership of Sanitary Sewer and Water Mains and Appurtenances Constructed Pursuant to This Agreement. Sanitary sewer and water mains and appurtenances constructed by the Township and/or users of said utilities within the public right-of-way or public easements obtained for said purpose through which the City is to provide sanitary sewer and water service shall be owned and maintained by the City as part of its municipal system, as if said sewer mains and appurtenances were located within the City of Mason.

10. Transfer of Territory. Upon the expiration of the relevant 425 Agreements, the existing 425 Districts created thereunder shall be incorporated into the corporate boundaries of the City for all purposes.

11. Stipulation of Dismissal. That this matter be dismissed, with prejudice, and without cost to either party pursuant to the proposed Order attached hereto and made a part hereof as Exhibit A.

Dated: _____, 1998

CITY OF MASON

By Russell W. Whynne
Its Mayor

By Patrick M. Piner
Its City Clerk

Dated: May 14, 1998

TOWNSHIP OF VEVAY

By Jeff P. Smith
Its Supervisor

By Steven C. Keevin
Its Clerk

APPROVED AS TO FORM:

J. RICHARD ROBINSON, P.C.

By: J. Richard Robinson (P19524)
Attorney for Plaintiff/Counter-Defendant
Township of Vevay

By J. Richard Robinson
J. Richard Robinson

THRUN, MAATSCH AND NORDBERG, P.C.

By: Patrick J. Berardo (P10707)
Christopher J. Iamarino (P53616)
Co-Counsel for Defendant/Counter-Plaintiff
City of Mason

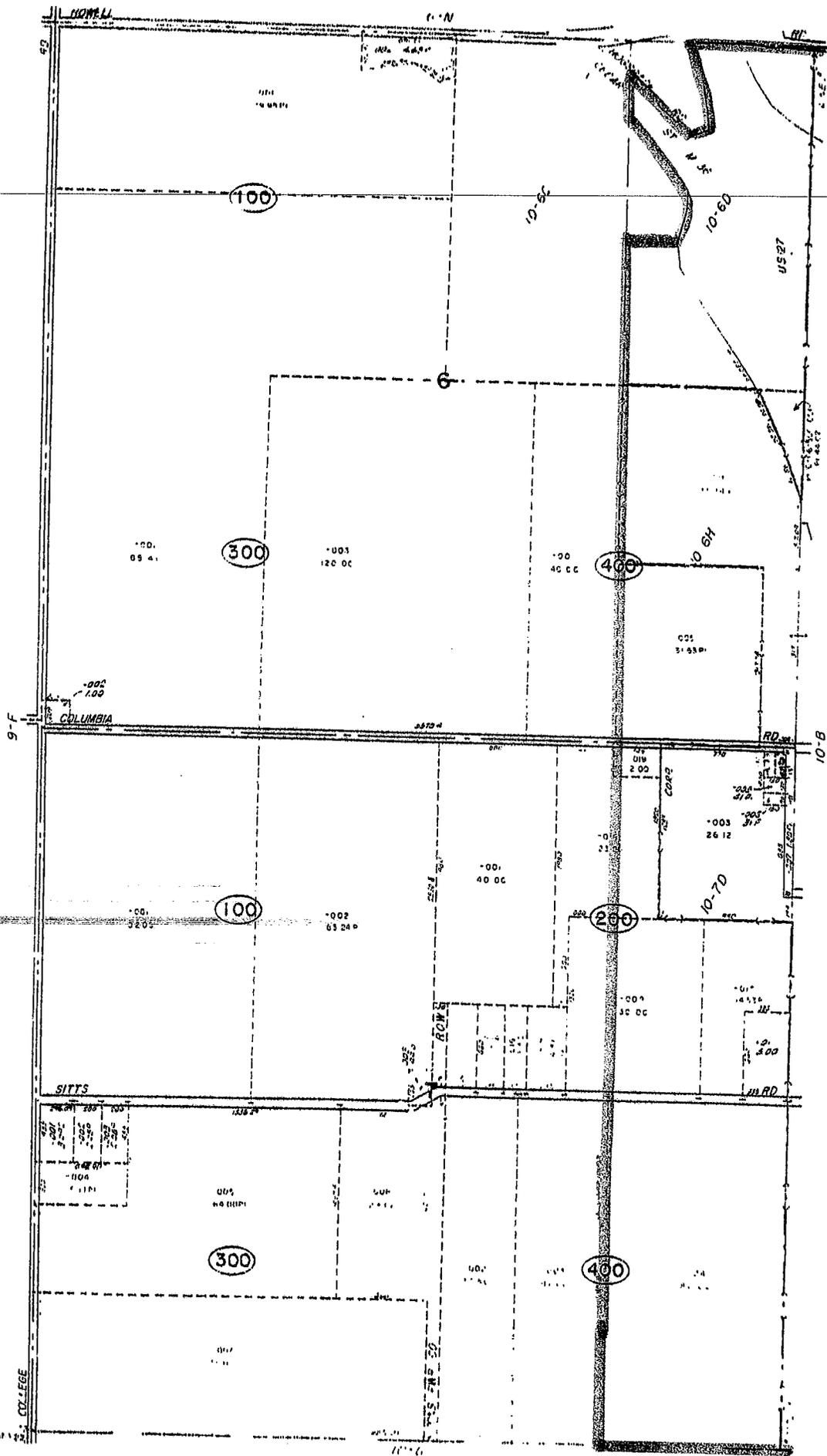
By Patrick J. Berardo
Patrick J. Berardo

s:\users\kmh\pjb\0739-01\040298.a1

Western boundary may be squared to include: The East 1/2 of the NE 1/4 of Section 6 excepting the Mason Heights Subdivisions and parcel 226-003 (Dart Container); the East 1/2 of the SE 1/4 of Section 6; the East 1/2 of the NE and SE 1/4 of Section 7 (Page 2, Exhibit B).

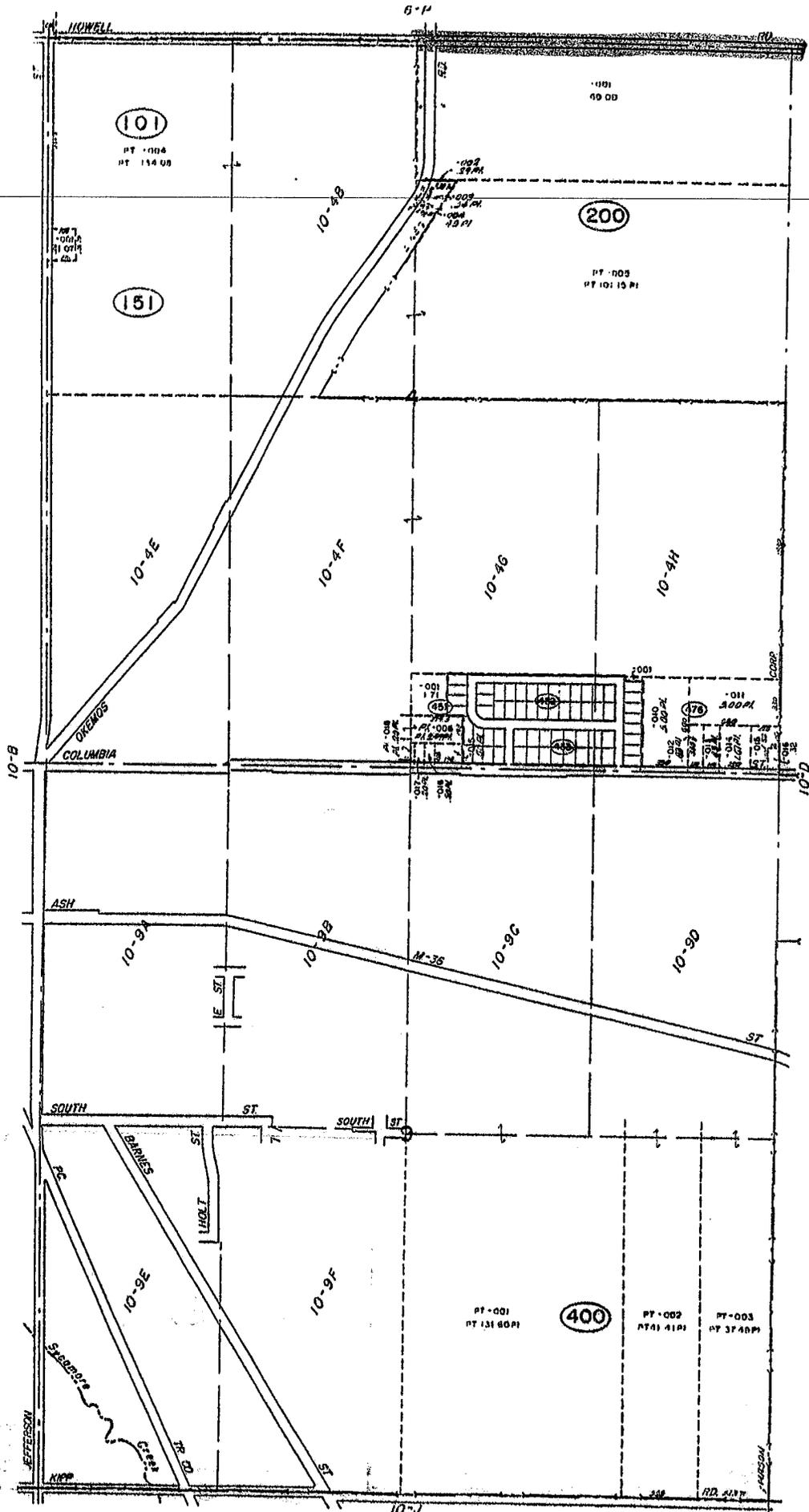
Eastern boundary may be squared to include: All property West of the quarter/quarter section line of Sections 3 and 10, including lands in Sections 4 and 9 not presently within the City and all property South and West of Dexter Trail in Section 10 (Pages 3 and 4, Exhibit B).

s:\users\kmh\pjb\0739-01\051298.g1



*West
Property line*

MASON & VEVA Y TWP.
SECS. 6 & 7 T.2N. R.1W.



Copyright 1978
THE BRUNNEN COMPANY

SCALE: 1" = 400'

10-C

MASON & VEVAY TWP.
SECS. 4 & 9 T2N. R1W.

City of Mason

201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370
www.mason.mi.us



City Hall 517 676-9155
Police 517 676-2458
Fax 517 676-1330
TDD 1-800-649-3777

MEMORANDUM

To: David Haywood, Zoning and Development Director
From: Marty Colburn, City Administrator & DPW Director
Date: April 9, 2013
Re: Review of Maps for Master Plan



Future Land Use Mason Planning Area Map

I have identified six points that may lead to changes on the Future Land Use Map:

1. Kerns Road is listed as public, but that property was sold a couple years ago and is no longer in the ownership of the Mason Public Road System.
2. Downtown is listed as residential, but these properties are currently being used as residential, however, in terms of future land use, it appears that the most local utilization in the future is commercial.
3. The public lands along the southern portion of the Hayhoe Riverwalk, including the trailhead at 848 S. Jefferson, is still listed as residential, but it should be listed as public.
4. Along South Temple St. there are two issues to address: the first on the east side near the curve. Also, the two lots there are currently listed as commercial zoning.
5. On the east side, that northeast side of the properties owned by the City along Temple St. is listed as residential. I believe we should include that as Mixed Use, as the rest of the properties of that area are public properties.
6. At the intersection of M-36 and Dexter Trail, I believe we should reference some commercial zoning in that immediate vicinity for development of potential neighborhood commercial activities.

City of Mason Recreation Facilities and Publicly Owned Lands Map

I have identified six points that may lead to changes on the Recreation Facilities Map:

1. The northwest portion of the City is the Mason Public Schools bus barn, just south of Kim Drive.
2. We need to show the Ingham County Drain Commission office and property.
3. The Ingham County Land Bank property adjacent to US 127 and south of Columbia St. County had planned on putting some residents in here, but with the economic trends, this has been placed on the shelf, although they will ultimately hope to put that to private use. I am not expecting to see that for many years to come.
4. The trailhead located at 848 S. Jefferson does not demonstrate that it is publicly owned.
5. Along Kipp Road, approximately where the Sugar Bush will be located, and adjacent to the High School property and Rayner Park, is not listed as public property, but I believe that it is.
6. Along Temple St. at the curve, there are two parcels that are privately owned. This map shows that they are City property, which neither has ever been.

Thank you for your review. Please advise of the changes that are made.

David Haywood

From: Marlon Brown
Sent: Tuesday, June 25, 2013 7:39 AM
To: David Haywood
Subject: Fwd: Hello former Warren Planning Commissioner

FYI - I know we had discussions about the color gradients of the map and so forth but I figured I would pass along these comments from Ron. He is the planning director in the City of Warren and also has his AICP. I would love to connect the two of you sometime. Anyway, I know you are knowledgeable about the color schemes on the zoning map, but I simply wanted to pass along the feedback.

Begin forwarded message:

From: Ron Wuerth <rwuerth@cityofwarren.org>
Subject: Hello former Warren Planning Commissioner
Date: June 17, 2013 9:41:52 AM EDT
To: Marlon Brown <marlonb@mason.mi.us>

Good Morning Marlon,

I am Always glad to receive your updates regarding your service as a councilman for the City of Mason. I miss your review and comment expertise. I glanced at the master plan in progress. It looks like a good piece of work. I do hope that there were many public meetings or some workshops.. Those meetings always bring out the best in people. Be sure to always pay close attention to the commercial and industrial base. Always work toward diversity in both uses. I did look at the land use/zoning map. I expected the standard colors used for residential, commercial and industrial. Standardized colors help outsiders to also just look at a map and easily find these uses. Yours is different in that one has to pay close attention to the legend. Check it out to see what I am talking about. If necessary compare with Warren's zoning maps easily found in the Planning Department part of the website. Take care and have a good week.

Sincerely,

Ronald F. Wuerth A.I.C.P.
Planning Director

City of Warren Planning Department
1 City Square, Suite 315
Warren, MI 48093

Office: 586-574-4687
Fax: 586-574-4645

RWuerth@CityofWarren.org
www.CityofWarren.org

David Haywood

From: ALBERT SCHULIEN [alschulien@sbcglobal.net]
Sent: Tuesday, June 18, 2013 3:13 PM
To: David Haywood
Subject: Master Plan Update

Mr Haywood

Suggestion for the master plan: Petition the state to create a truck bypass for M 36 via Kipp road. This would keep heavy thru trucks out of downtown and help to preserve our historic downtown buildings.

Al Schulien

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

City of Mason	US Census		Tri-County Projection		2000-2020 Change
	1990	2000	2010	2020	
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 Bureau 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
			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.
			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 STF5A 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/Infras tructure (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: Comparison

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

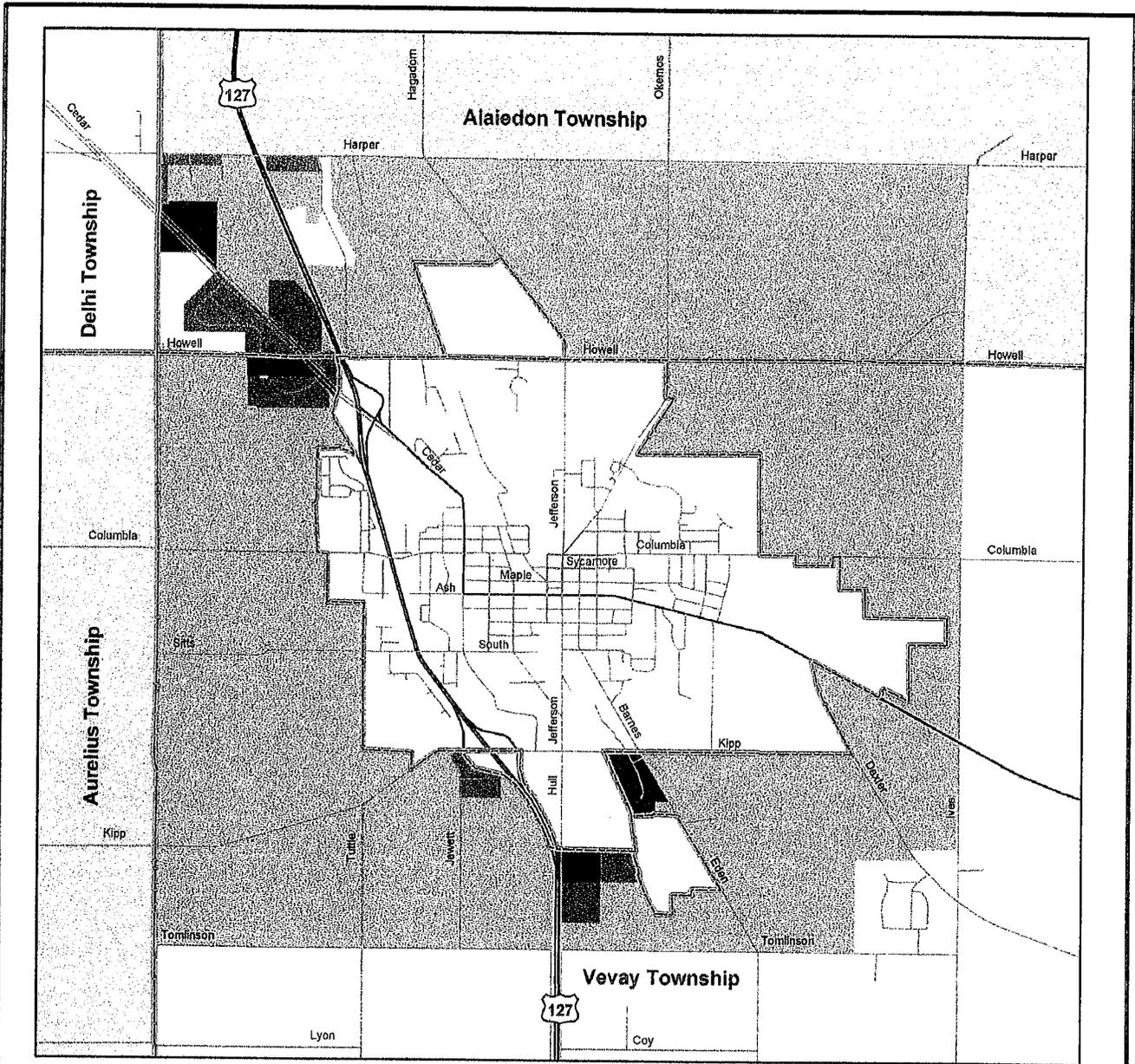
This would suggest a number of policy alternatives to either enhance the quality of life under the current zoning or reduce the allowable densities. Suggested policies include,

- Identify lands to be protected from development for openspace and/or to preserve natural environmental features.

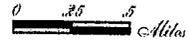
- Develop openspace linkages between developments to provide trail and recreational opportunities.
- Develop cluster zoning and conservation development standards.

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.

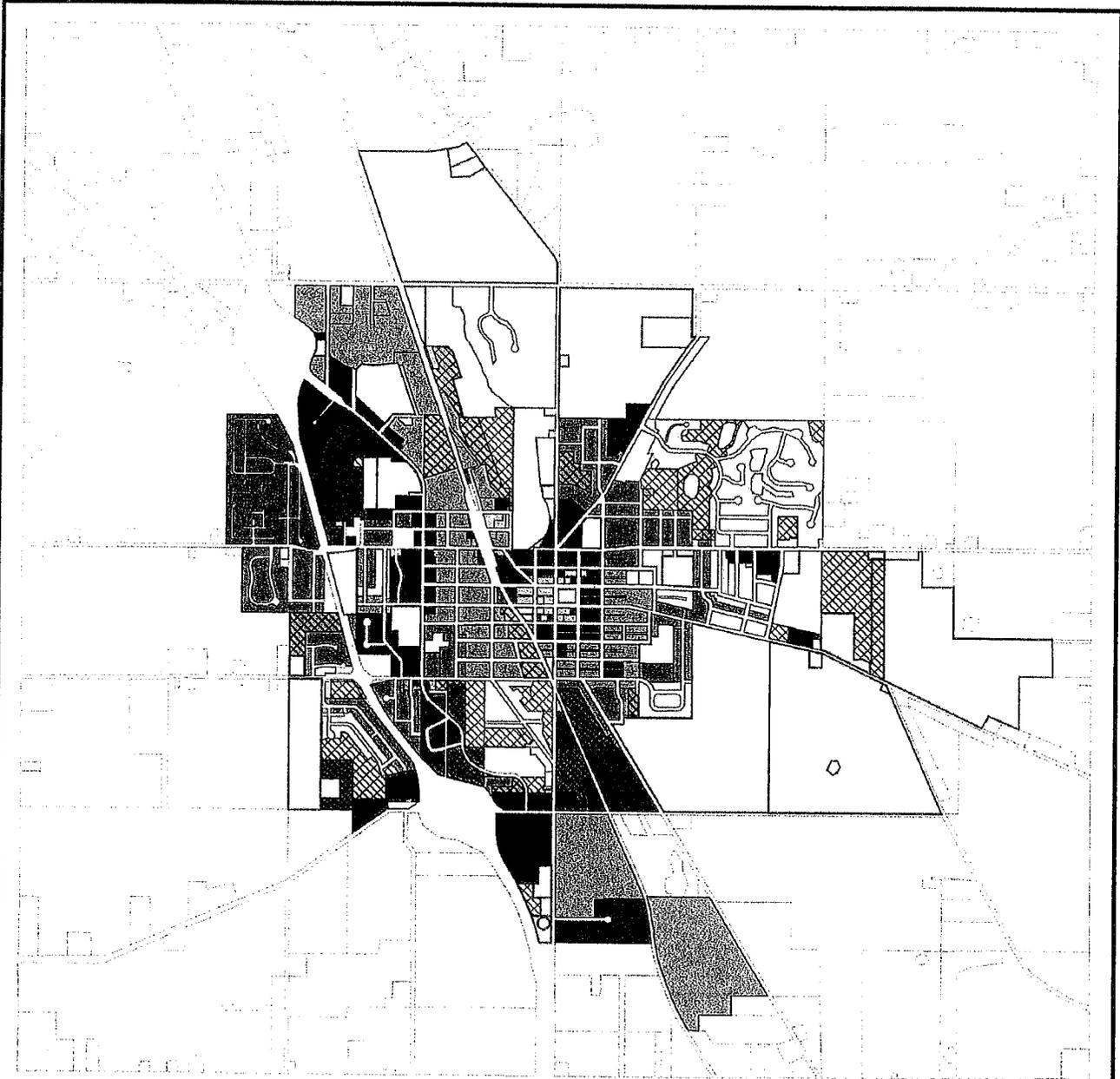


City of Mason
Map 1: Planning Area Zoning

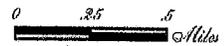


- | | | | |
|--|--|--|-------------------------|
| | A1 - Agricultural | | M1 - Limited Industrial |
| | R1A - One Family Rural Residential | | B1 - Business |
| | R1B - One Family Low Density Residential | | M2 - General Industrial |
| | R1S - Single Family Subdivision | | MCD Boundary |





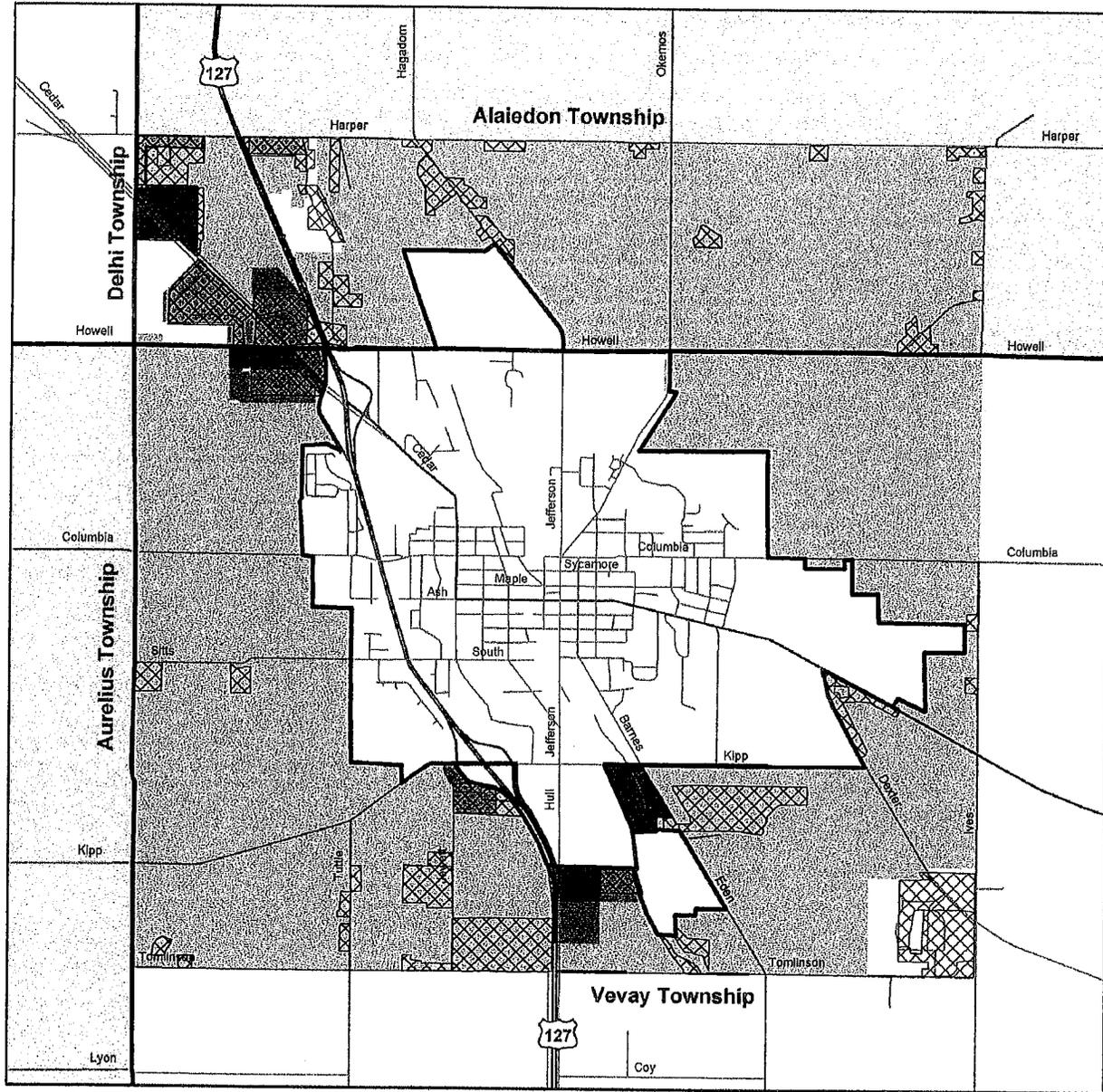
City of Mason
Map 2: Zoning



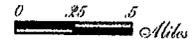
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|----------------------------------|---------------------------------|---------------------------------|
| MH - Single Family Mobile Home | RS2 - Single Family Residential | M2 - General Manufacturing |
| O2 - Specialized Office | RS3 - Single Family Residential | O1 - Office |
| R2F - Two Family Residential | C1 - Central Business District | R2f - Two Family Residential |
| RM - Multiple Family Residential | C2 - Highway Commercial | RS3 - Single Family Residential |
| RS1 - Single Family Residential | M1 - Light Manufacturing | Vacant |
| | AG - Agriculture | |

June 12, 2002
 Source: Tri-County Regional Planning Commission
 City of Mason



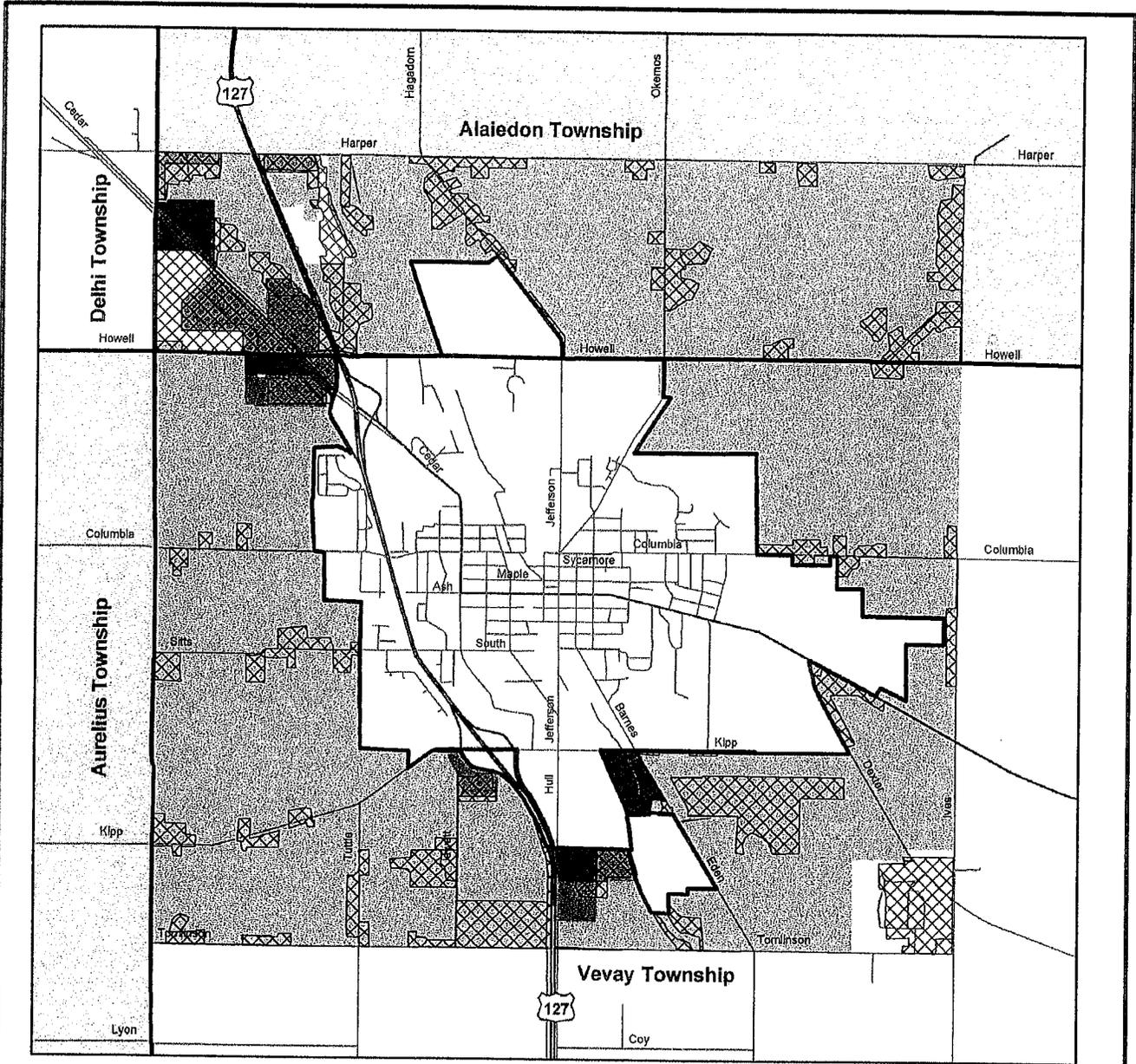


City of Mason
 Map 3: 1978 Zoning Build Out

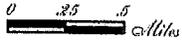


- | | | | |
|--|--|--|-------------------------|
| | A1 - Agricultural | | M1 - Limited Industrial |
| | R1A - One Family Rural Residential | | B1 - Business |
| | R1B - One Family Low Density Residential | | M2 - General Industrial |
| | R1S - Single Family Subdivision | | Built Out Lands |





City of Mason
Map 4: 1999 Zoning Build Out



- | | |
|--|--|
|  A1 - Agricultural |  M1 - Limited Industrial |
|  R1A - One Family Rural Residential |  B1 - Business |
|  R1B - One Family Low Density Residential |  M2 - General Industrial |
|  R1S - Single Family Subdivision |  1999 Built Up Lands |

June 12, 2002
 Source: Tri-County Regional Planning Commission
 City of Mason



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 City 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

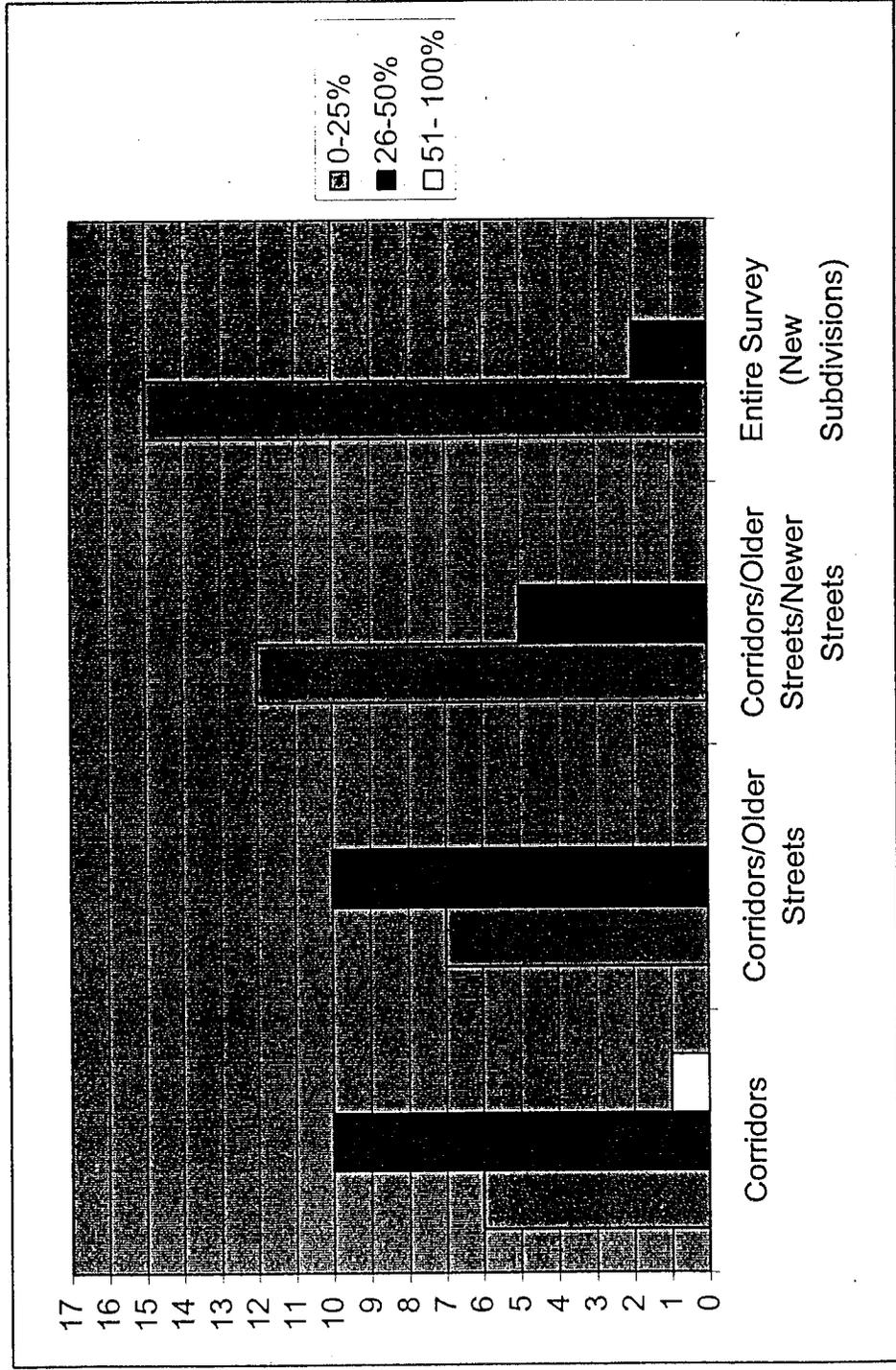
Respectfully submitted,

Mason Land Use, Zoning, and Housing Committee, Spring 2003

Corridors 6
 Corridors/Older Streets 7
 Corridors/Older Streets/Newer Streets 12
 Entire Survey (New Subdivisions) 15

10
 5

0-25%
 26-50%
 51-100%



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 properties survey were marked “no” on the following indicators

1,3*,4,5,8,12,13,14,15*,17

Over 50% of properties survey were marked “no” on the following indicator:

11

Corridors + Older Streets—35

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—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, ~~business~~, notes _____)
_____)

From the street or sidewalk, all of the exterior property areas appear to...

- | | | |
|---|---|---|
| Y | N | 1. <i>be maintained in a clean, safe and sanitary condition</i> |
| 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. <i>are maintained in good repair, structurally sound and sanitary</i> |
| 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 |

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 alot 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 (sidewlks, 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

- 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 than 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

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
County Seat Status	7	Upkeep / Cleanliness of City (Trash from Renters & Apts.)	3	Four Seasons Activities
County Seat	3	Reasonable housing for young people	2	Interconnectivity of Trails (Lansing River, Hayhoe Riverwalk)
Town Square	2	Rental Code (Enforcement & Ordinances)	2	Expand Hayhoe Riverwalk
Courthouse	2	Difficult to maintain property	1	Trails that connect parks / circle the city
Downtown apartments (good use of space and enhances downtown experience)	1	Traffic in Neighborhoods	1	Regional Athletic Tournaments (Soccer, Trap Shooting)
Streets (maintenance/good curb& gutter)	1		1	Trail system (Interconnect with adjacent communities, add lighting)
Streets/sidewalk systems feel safe	1	Community Character	4	Ice Skating at Rayner park
Open Space around Courthouse	1	Size and condition of library (maintenance/more space)	4	Bicycling in Community / Bike Infrastructure
		How to attract young/new residents	3	Sledding at Hayes
		No place to smoke cigars	1	Strong Parks System
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
Own Emergency facilities (urgent care, fire dept, police)	3	Public Services and Infrastructure		Leverage strong/vibrant downtown
Infrastructure - Water Supply	2	Pedestrian Traffic Crossing (SD & Meijer)	4	More lofts downtown
County seat/courthouse	1	Taxes (home values down but taxes don't decrease)	3	Maintain Vibrant Downtown
CATA Buses	1	Snow Removal	2	More lofts downtown
		Railroad Maintenance (Crossings & Appearance)	2	
		Parking on streets causes problems	2	Business and Industry
Historic Preservation (preserve nature of downtown)	3	Sidewalk Maintenance (Sidewalk additions in some areas)	2	Chain Hotels
Historic Buildings	3	High Taxes	2	COSCO
Historical Society / HDC	2	Can't Walk to Elementary Schools from all Neighborhoods	2	Expanded & Stronger Medical Facilities
Historical Preservation / Aesthetic	1	Expand city services geographically/lower costs	1	Low or No Commercial Vacancies Downtown
Historic Homes	1	Roads into Mason (Curbing - Kipp/Sitts)	1	
		Losing Municipal Employees / Services	1	Culture and Arts
		Maintenance of Downtown Streets (Curbing, Edging, Weeds)	1	Arts & Culture
Library	1	Insect Control	1	Continue Trend of Arts and Culture
Hometown, USA	3	Bump outs/curbing into streets	1	Sculptures & Community Art
Post Office & Library	3	Wayfinding - People Get Lost	2	Fountains
Agricultural heritage	2	Poorly Maintained Landscape	1	Arts Commission
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
Proximity to Lansing and East Lansing (location) Community	1	Dangerous intersection - Edgar & Barnes (Aurelius Township)	1	Maintain Local Heritage & Traditions
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
Low Crime Rate	1	Upkeep / Cleanliness of City (Trash from Renters & Apts.)	3	Community Clean Up Days (Seasonal)
Streetscapes	1	Skate Park	4	Mass Transit - Buses - to Downtown Lansing & to MSU
Friendly Neighbors	1	Trees & Upkeep of Natural Resources	2	Relocate Library to existing facilities (Inco graphics, Nazarene Church)
Strategic Geographic Location	1	Low Tree Limbs over Sidewalks	2	Keep Volunteerism Strong
Community Garden - Volunteers	1			Beautification (street scapes and/or hanging flower baskets)
		Business and Industry		Protect Small Town Feel / Prevent Sprawl
		Support for Local Business	3	Preserve existing library for other uses
Parks / Greenspace / Walkability	2	Vacant commercial/industrial spaces	2	Media center to replace library trail system
Water & Natural Resources	2	Polluting businesses on Cedar (Condition of Cedar)	2	Better commercial/residential mixed land use
Recreation Areas	2	Vacant Buildings	2	Don't make any changes
Parks	1	Local Accommodations	2	Recycling Vision for Community

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		
		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	
		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		
		Promoting Community of Mason	2		
Residential and Housing					
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		
		NEZ program/marketing the incentives	1		
Assets to Protect - Favorites					
Downtown Area					
Downtown Area / Buildings	1	Public Services and Infrastructure			
Courthouse	3	Recycling	5		
		Shrinking Tax Base (Ability to do more w/o \$)	4		
		No Parking at Times	2		
Public Services and Infrastructure		Maintaining Balance of Services & Tax Rates	2		
Airport	1	Taxes	1		
County Fair & Fairgrounds	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

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MEMORANDUM

TO: Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

RE: Used Vehicle Sales as an Accessory Use to Auto Body Shops

DATE: January 10, 2014

At the December 10, 2014 Planning Commission meeting, staff provided an analysis and background information regarding a potential ordinance amendment to permit used vehicle sales as an accessory to auto body shops.

At that time, the Planning Commission did not take action, but wanted time to consider the options presented by staff. Attached is staff's report on the issue that provides a detailed analysis of the issue to date. Based on the information contained therein, the Planning Commission may take the following actions, with #1 being strongly supported by staff.

Recommended Action:

Options:

1. Move to direct staff to report back to City Council and recommend no action
2. Move to direct staff to report back to City Council with a request for further direction
3. Move to formulate an ad hoc committee comprised of representatives from the Downtown Development Authority, Planning Commission, City Council and Auto Body Shop owners to explore the issue further and make recommendation back to the Planning Commission

City of Mason

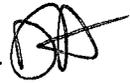
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MEMORANDUM

TO: Planning Commission

FROM: David E. Haywood, Zoning & Development Director 

RE: Discussion - Used Vehicle Sales as an Accessory Use to Auto Body Shops

DATE: December 6, 2013

ISSUE

This discussion was introduced at the November, 2013, Planning Commission meeting as a result of the discussions around Ordinance No. 195 involving auto sales as an accessory use to an auto body repair shop. The ordinance was adopted on November 18, 2013 and becomes effective December 9, 2013. The issue is: what are the ramifications of allowances of similar uses in other zoning districts?

BACKGROUND

Staff was able to identify five known body shops within the city limits, which was reported in November. The table below shows the number of auto body shops in each respective zoning district and whether used vehicle sales are permitted in the zoning district. It has been updated from the November meeting and now accurately reflects the zoning districts in question:

<u>Zoning District</u>	<u>Number of Businesses</u>	<u>Auto Body Shop Permitted</u>	<u>Vehicle Sales Permitted</u>
C-1 (Central Business)	1	N	N
C-2 (General Commercial)	2	Y	Y (SUP)
M-1 (Light Manufacturing)	1	Y	Y (SUP)
M-2 (General Manufacturing)	1	Y	N

At the November meeting, the goal was to introduce the issue and begin to identify the key issues, which to date are the following:

- Analysis of total number of auto body shops and their respective zoning district
- The intent of each zoning district in which an auto body shop is located
- Whether vehicle sales are permitted in the respective zoning district

- Nonconforming uses – auto body shops located in zoning that does not permit them
- Which zoning districts allow auto body shops, but not vehicle sales
- Master Plan development goals for each respective land use category in question

Please refer to the Mason Zoning Map for current boundaries of the zoning districts listed above.

The following is the intent and purpose for the C-1, C-2, M-1 and M-2 zoning districts as listed in the Mason Zoning Ordinance:

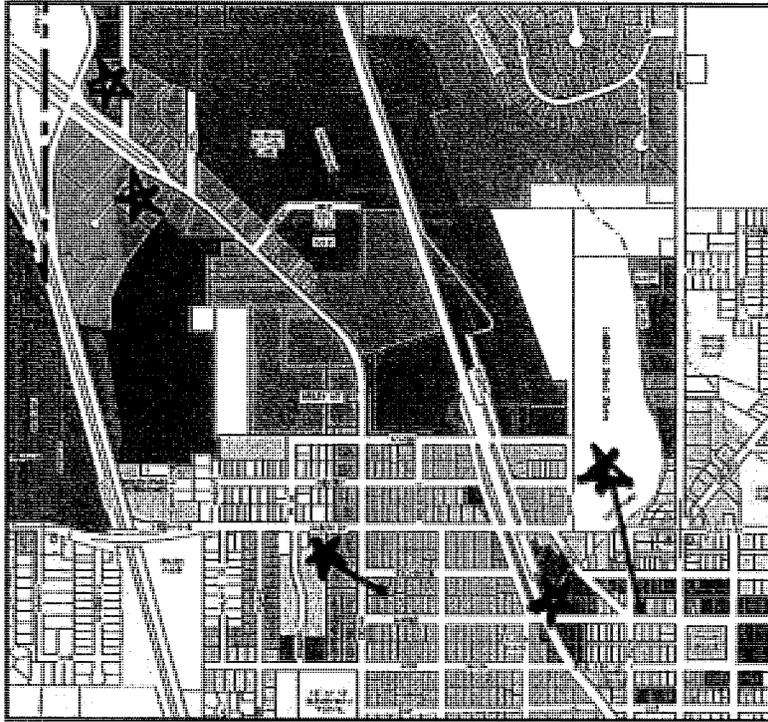
C-1 (Central Business) – “It is the primary purpose of this district to provide opportunities for business establishments in the area generally referred to as the Downtown Center in the city master plan that address the local day-to-day office, retail, and service needs of residents of, and visitors to, the city. It is the intent of this district to prohibit uses that draw from a regional population causing excessive traffic levels or that may otherwise undermine the intended function and character of the historic business area of the city.”

C-2 (General Business) – “It is the primary purpose of this 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.”

M-1 (Light Manufacturing) – “It is the purpose of this 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.”

M-2 (General Manufacturing) – “It is the primary purpose of this district to provide opportunities for a variety of industrial activities, including assembly, packaging, fabrication, processing, compounding, and manufacturing processes that rely on raw materials or previously prepared materials.”

The following is an excerpt of the Mason Zoning Map showing the location of the five body shops in the City, each represented by a star:



CONSIDERATIONS

Considering that Ordinance No. 195 was adopted and the fact that vehicle sales is a permitted land use in the C-2 district and as an accessory use to a body shop in the M-1 district, there remains only two issues to explore, the appropriateness of vehicle sales in the C-1 and M-2 zoning districts. The following offers an analysis of an amendment to the two districts.

C-1 Central Business

Planning Commissioners should keep in mind that auto body repair shops are not currently a permitted land use in the C-1 district. Therefore, the body shop located in the C-1 district is considered a non-conforming use. There are several options to consider when attempting to permit vehicle sales in the C-1 district:

1. Amend zoning ordinance to permit auto body shops as a use by right or by special use permit, etc.
2. Amend zoning ordinance to permit vehicle sales as a use by right, special use, accessory use, etc.

Scenario #2 above may be a plausible way to permit an accessory use to a non-conforming use. However, this may take a legal review to determine if it's possible.

Staff has spoken with the owners of the body shop in the C-1 zoning district. They have stated that they do not intend to sell vehicles.

M-2 General Manufacturing

The M-2 district does not currently permit vehicle sales. Any easy fix to level the playing field for auto body shops is to amend the zoning ordinance to permit vehicle sales as an accessory use auto body shops, similar to Ordinance No. 195 that permitted the same in the M-1 district.

Other Issues to Consider

There are many other implications associated with such an amendment. Since the C-1 district abuts the Courthouse square, the community would need to be comfortable with, and very careful, about how this land use is permitted. The implications include, but are not limited to the following:

- Screening to adjacent residential uses
- Impact to the historic square
- Loss of opportunity for retail trade and service
- Impact on existing surrounding land values
- Compatibility with the Master Plan for the downtown planning area
- Parking space for vehicles marketed
- Signage requirements above and beyond current allowances
- Zero lot line influences on the environmental impact of space utilization in the C-1 district
- Other?

MASTER PLAN

The five existing auto body shops are located in one future land use category, commercial. Chapter Three, Future Land Use Strategy, provides a description of the desired land use patterns in the city, including commercial. The description for the Cedar Street Business Corridor found on page 3-3 supports the continued use of auto body shops.

Chapter Three of the future land use strategy also provides detailed descriptions of the intended land use pattern for subareas of each land use category, including the Downtown Center. Two of the subject auto body shops are located within the Downtown Center planning area. The description for the Downtown Center is as follows:

“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.** *[emphasis added]* 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.”

RECOMMENDATION

No action is necessary at this time. The Planning Commission should be prepared to hold a discussion as to the appropriateness of permitting vehicle auto sales in the C-1 and M-2 and zoning districts.