



## **HISTORIC DISTRICT COMMISSION**

City Hall  
Maple Conference Room – 2<sup>nd</sup> Floor  
201 West Ash Street, Mason MI

MONDAY, AUGUST 20, 2018 - 6:00pm

### **AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES** (July 16, 2018)
- 5. UNFINISHED BUSINESS**
  - A. Development Update: Administrators Report
  - B. Art and Placemaking in the Historic District – Update
  - C. State Historic Preservation Office (SHPO) Evaluation – Submittal update
  - D. HDC Goals/Inventory Project - Update
- 6. NEW BUSINESS**
  - A. Future work planning discussion
- 7. LIAISON REPORT**
- 8. ADJOURN**



# HISTORIC DISTRICT COMMISSION MEETING

MINUTES OF JULY 16, 2018

**DRAFT**

## **Call to Order:**

Clinton called the meeting to order at 6:00 p.m. in the first floor Conference room at 201 W. Ash Street, Mason, Michigan.

## **Roll Call:**

Present: Commissioners: (5) Clinton, Cummings, Linsley, Schulien, Shattuck

Absent: Commissioners: (1) Vogel

Also present: Elizabeth A. Hude, AICP, Community Development Director

## **Public Comments:**

None.

## **Approval of Minutes:**

Motion to approve June 18, 2018 minutes was made by Schulien, second by Cummings.

MOTION APPROVED UNANIMOUSLY

## **Unfinished Business:**

- A. Development Updates  
The Administrators Report was distributed.
- B. Art and Placemaking in the Historic District
  - 1. Chamber Building – Need to check on permit.

## **New Business:**

- A. SHPO Evaluation
  - Review of New Materials  
Ensure that all maps have directional arrow added.
  - Goals setting for the next three years. Discussion took place outlining the following:  
Goals:
    - 1. Public inventory of HDC on website
    - 2. Install markers for all historic buildings located within the Historic District.
    - 3. Integrate interactive program (sell guided tours)
    - 4. Bring in a SHPO representative for a presentation.
    - 5. Review grant opportunities
    - 6. Talk to County about combining resources/Collaborate with Ingham County Historic District
    - 7. Work with the High School – Get young adults interested in Historic District.
  - Action Plan  
Elizabeth: Gather information regarding budget for goals, refine goals  
Elizabeth/Lauren: Gather information on County programs, County contacts-Becky Bennett and Craig

Whitford.

**Liaison Report:**

None.

**Adjourn:**

The meeting adjourned at 7:17 p.m.

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Becky Clinton, Chair



## Administrator's Report: August 13, 2018

### ACTIVE PRIVATE PROJECTS STATUS UPDATES

Project Name	Status
132 S. Cedar (former Felpausch)	Three building permits active for construction of new addition (shell), and for tenants in Suite 700 – Marco's Pizza (1 of 2 in new addition), Suite 600 – Verizon. Marco's anticipates completing final inspections and opening by September 4. They will have a 25-foot high, inflatable 'Marco the chef' on site as part of their grand opening from September 4-11.
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	Building permit active for construction of new restaurant
108 W. Maple Maple Street Mall	Building permit active for façade work; on-going as weather permits
246 W. Maple Benedict Auto	Building permit active for construction of new addition
402 S. Jefferson (former Baja Grill)	MEDC approved an extension for additional time for design; building permit request anticipated this summer
702 Temple Gill Veterinary Clinic	Building permit active for construction of new building
201 W. Ash City Hall	City reviewing draft lease from T-Mobile to co-locate on radio tower behind City Hall.
661 N. Cedar Commercial Bank/Biggby	Building permit active; Construct 1,673 square foot building addition and parking lot improvements
W. Kipp Rd Proposed Hotel	Final Site Plan Application has been received and will be reviewed at the August 14 Planning Commission meeting – Plan calls for construction of a private service road with access to new 4-story, 44,375 sq. ft. 72-rm hotel/conference center.
805 N. Cedar Taco Bell	Building permit active for interior remodel.
Enclave at Rayner Ponds Subdivision	City Council will consider a recommendation from Planning Commission to approve the application received from Giguere Homes for a Preliminary Plat of 'Enclave at Rayner Ponds' to create 19 new residential lots and one private park. A public hearing took place at the Planning Commission's regular meeting on July 10, 2018.
154 W. Maple (former shoe store)	A public hearing took place at the Planning Commissions regular meeting on July 10 for an application received from Red Oak Holdings, LLC, seeking Special Use Permit and Site Plan Review for proposed new construction of a three-story, mixed-use building – mercantile, business, and single-family residential. The applicant requested that action by the Planning Commission be tabled until the August meeting as they consider options for addressing the portion of the building that exceeds the height limit in the C-1 district.
600 Buhl St. New Address	Building permit active for new Ingham County Animal Shelter.

### ACTIVE STATE PROJECTS STATUS UPDATES

MDOT – South Street Bridge Repair	MDOT anticipated that the repair will be completed in Sept and Oct.
MDOT – Cedar St. Ash St. intersection improvements	MDOT does not have a start date yet.



## OPERATIONS AND COMMUNITY RELATIONS

- Mason received \$55,240 in additional road funding in the fiscal year 2017/2018 from leftover general fund dollars in the 17-18 state budget. From correspondence received from the MML, an estimated additional \$140,000 is anticipated for the 18-19 budget of new money due to a road funding package previously approved along with growth in gas tax and registration fees.
- The LEAP award of \$10,000 will be distributed to Maple Street Mall, Kean's, Bad Brew for murals, and to and the Arts Initiative of Mason (AIM) for a mosaic installation in Ingham Court. String lights will be installed over the alley between Kean's and Bad Brew. Kean's mural is currently underway!
- Website Update: Staff has received the website and is currently making updates. Links are being tested and materials are being added with an anticipated launch date in September.
- Credit Cards: New system is anticipated to be operational in October. This will include Point of Purchase and the setting up of automatic billing.
- 2017 Water Report: The report has been submitted and is attached for your reference. The report did not identify any areas of concern at this time.

### Staffing Updates:

- Open Positions: Administrative Assistant, Community Development – Applicants were interviewed and reference checks are being conducted; Bookkeeper, Finance – Interviews have taken place; Administrative Assistant, Clerk/HR – Applications are under review; Staff Assistant, Police Department – Position has been posted and applications are due August 22, 2018; Crossing Guard has been posted and applications are due by August 22, 2018.

## LARGE PUBLIC PROJECTS

FY 2017-2018		
Project	Project Name/Description	Status
2017-U3	Planning/Design WWTP and DPW	Anticipated to be completed by October 2018
2017-B1	Library- Facility Evaluation	Execution of contract is in progress; project kick-off is anticipated the first week in September.
None	City Hall Buildout	Pending signage and window treatments are installed the lease agreement will be finalized for City Council approval.

FY 2018-2019			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2017-S6	South St - Northbrook to City Limits	Complete except final punch list	
2017-S7	Avon Street - All	Complete except final punch list	
2017-S8	Northbrook - South to Carom Circle	Complete except final punch list	
2017-S9	S. Jefferson - Oak Street to Kipp Road	MDOT funding is obligated, but due to cost of asphalt City is pushing for the project to be bid in the winter for better pricing	
2017-S10	Sidewalk Program - Summerwood	Bidding in August	
2018-S1	Temple Street Safety Grant	Waiting on MDOT to bid	
2018-S32	Columbia - Cedar to US 127	Complete except final punch list	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2018-U1	Utilities for Properties on Kipp Road	Complete except final punch list	
2017-U3.2	Waste Water Treatment Plant Upgrades	Received preliminary results with final report anticipated in late September	
2017-U3.3	Design of the New Department of Public Works Facility	After 2017-U3 is completed	
2017-U6	Abandon Monitoring Wells by Airport	Not started	
2017-U9	Northbrook - South to Carom Circle	Complete except final punch list	
2017-U10	S. Jefferson - Oak Street to Kipp Road	See 2017-S9	
2017-U12	300,000 G Storage Tank Top Sealing	To be bid out in August	

2017-U13	Well No. 7 Rebuild	Council considering award	
2017-U15	Replace Two Fire Hydrants Behind Mason Plaza	Not started	
2017-U16	Cathodic Protection for Ground Storage Tank	Not started	
2017-U17	High Service Pump No. 1 Rebuild	To be bid out August	
2017-U18	Replace Chlorine Analyzer for High Service Pump Rm	Complete	Aug 2018
2018- U35	BS&A Work Order Application	Not started	
2018- U36	Sewer Push Camera Replacement	Gathering price quotes	
2018-U37	Log Jam Removal Sycamore Creek	Preparing Bids	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park Improvements	Preparing estimates for final work at park	
2018-P1	Howell Road - Hayhoe Riverwalk (Dart Trailhead)	In progress	
2018-P2	Howell Road - Hayhoe Riverwalk Trail Extension	In progress	
2018-P3	Planning: 5 yr Parks/Recreation Plan	Not started	
2018-P5	City Tree Evaluation	Preparing Bids	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP6	1/2 Ton 2x4 Pickup Truck	On order	
2017-MVP7	Mower	Complete	Jul 2018
2017-MVP8	Police Cars	On order	
2017-MVP9	Large Items (Leaf Vacuum)	On order	
2017-MVP10	5-yard Dump/Plow Trucks	Not started	
2017-MVP18	Other Equipment: Command Vehicle	On Order	
2017-MVP30	Front End Material Loader: Lease ends 6 / 2018	Not started	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2017-B3.1	Police: Portable Radios	Not started	
2017-B4	City Hall Landscaping and Outdoor Lighting Conversion	Design completed, staff starting to implement	
2017-B6	Fire: Fire Engine 809/Tower 808	In process	
2018-B4	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
2018-B4	IT: BS&A Cemetery Upgrade and BS&A Human Resource Upgrade	In process, planned for Sept/Oct	
2018-B6	IT: AV Room Technology Patch	Not started	
2018-B7	Planning: Cedar/127 Corridor (Transportation and Land Use)	Not started	
2018-B24	City Hall Rental Space Furniture Replacement	Not started, evaluating after City Hall renovation is complete	



## **City of Mason Historic District Commission**

TO: Historic District Commission  
FROM: Elizabeth A. Hude, AICP - Community Development Director  
SUBJECT: Downtown Placemaking Project Updates  
DATE: August 17, 2018

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The City of Mason recently applied for and received a \$10,000 grant from the Lansing Area Economic Partnership (LEAP) for alley improvement placemaking projects in Downtown Mason. A focus of the funding is on placing murals, artwork and simple amenities (lights, flower planters, benches/seating) within the downtown alleys to create unique places of interest.

The City solicited project proposals through a Notice of Interest application and six (6) submittals were received. After reviewing all applications, five projects were selected to receive portions of the grant. The recipients met several criteria - the were mentioned in the original grant application to LEAP, projects were visible to the public from an alley or right of way, applicants had secured permission from the property owner/were the property owner, and they were able to complete projects by the grant deadline. The review committee consisted of a representative from the HDC, DDA, LEAP, Mason of Chamber of Commerce, City Administrator and myself.

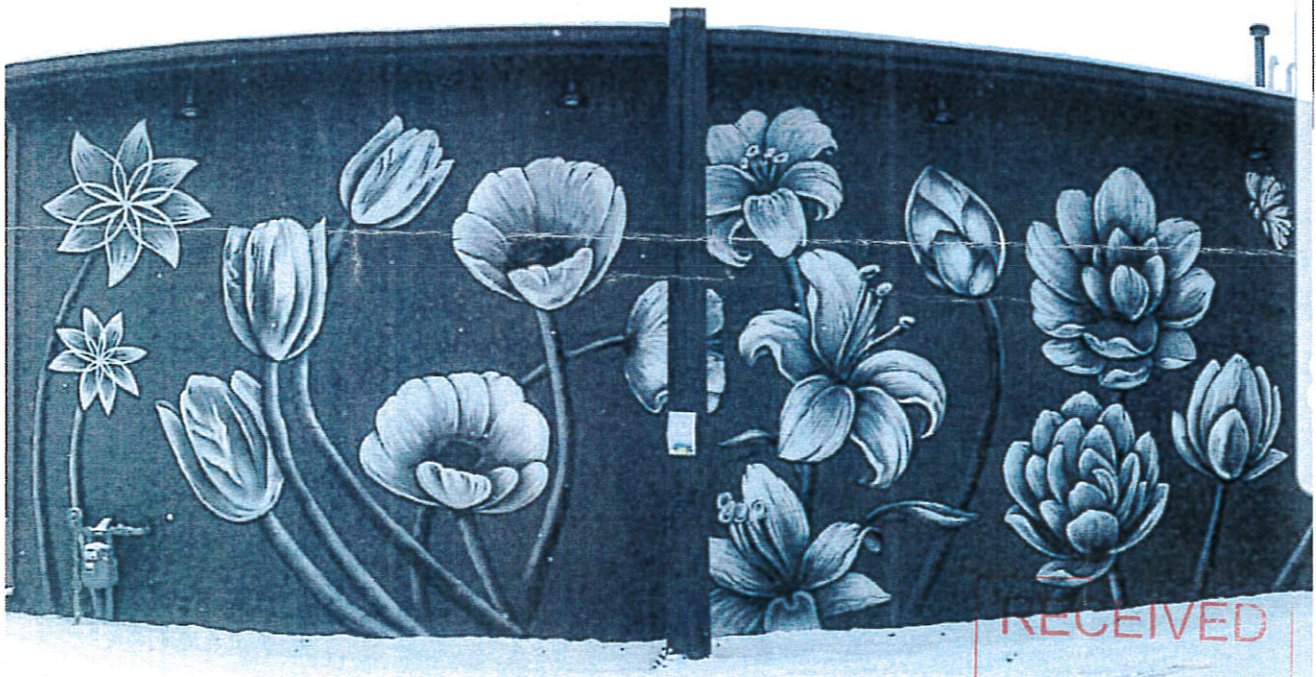
Attached are sketches and pictures for each of the projects that received funding in the Historic District.





**the205coffeebar**  
The 205 Coffee Bar

Kean's Will Look  
Similar to this  
Building in Holland, : Mich.  
Artist name:  
Chris Garcia

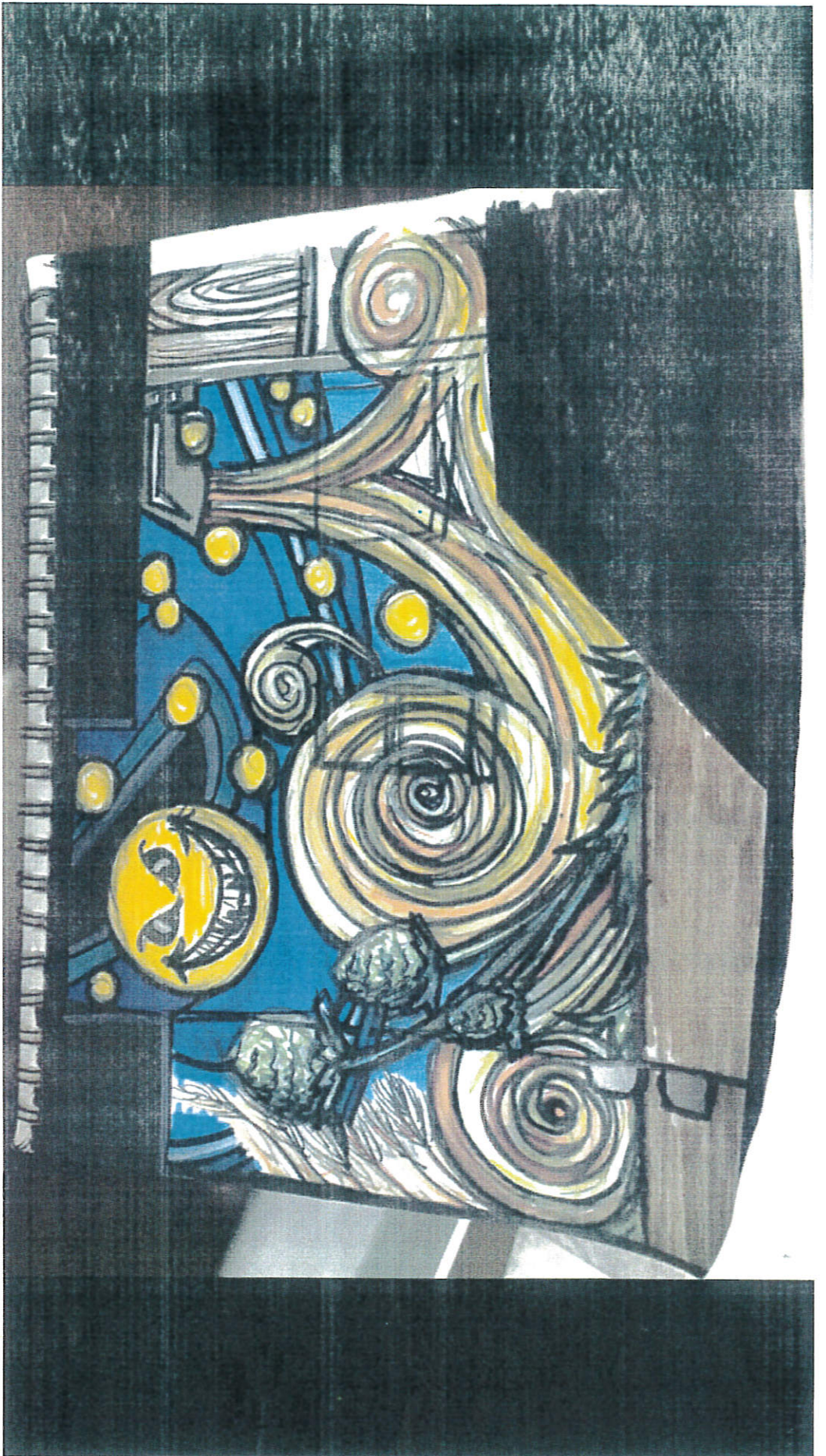


RECEIVED

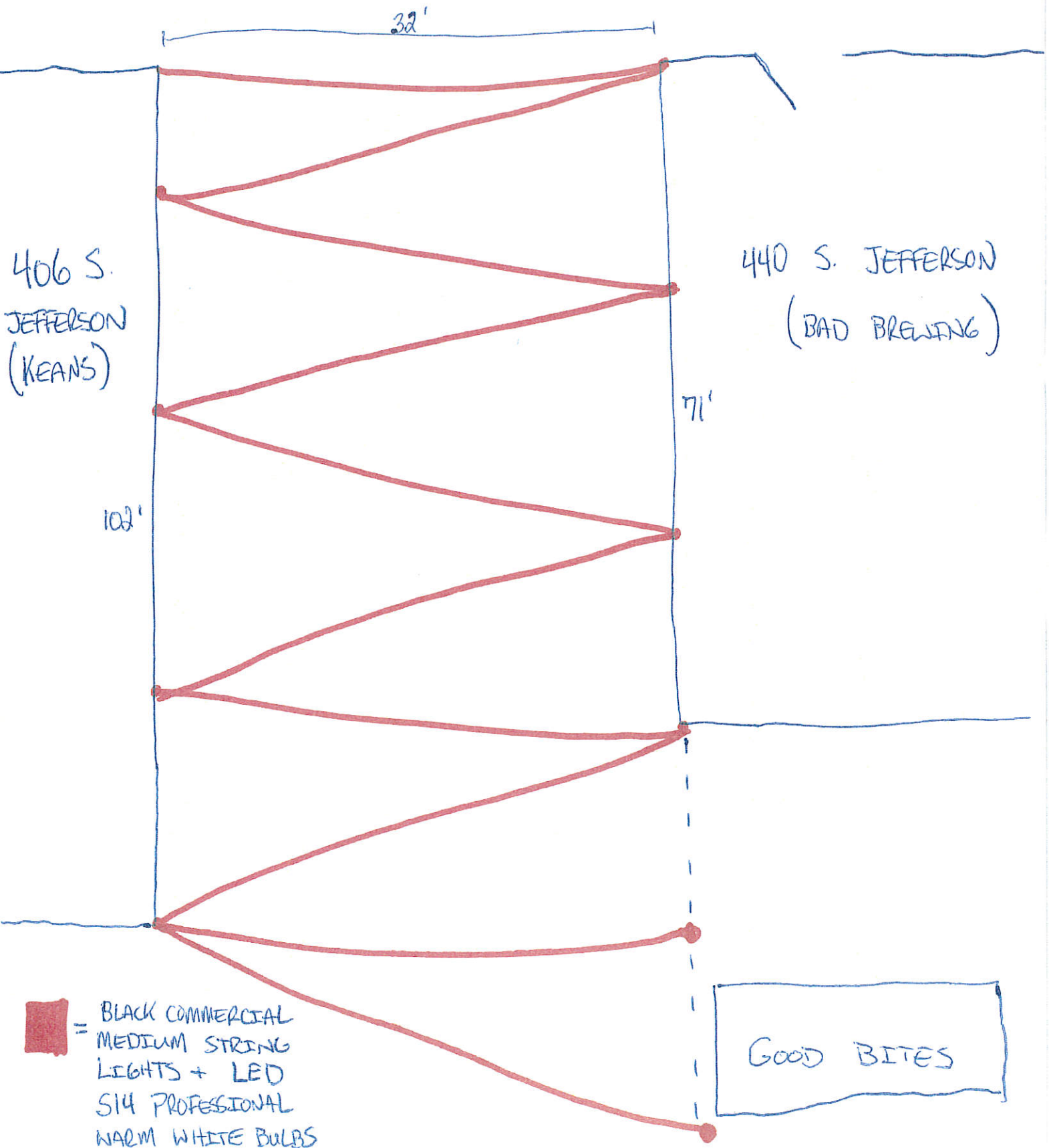
JUL 31 2018

CITY OF MASON  
PLANNING DEPT.





# JEFFERSON ST.







ARCHIVE  
The past  
APPRECIATE  
The moment  
ANTICIPATE  
The future

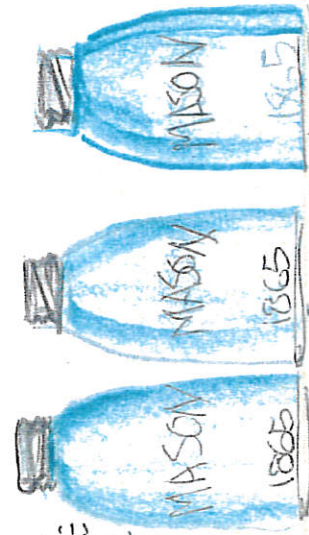
Antique lettering

MAPLE STREET MALL

ARCHIVE  
APPRECIATE  
ANTICIPATE



#



What's in your mason jar?  
#mymasonjar

or

#makingmasonmemories  
take a picture of yourself  
and make a memory to  
preserve.

Bench

Colors &  
Concepts  
(original)



Attachment 1



RECEIVED  
JUL 31 2018  
CITY OF MASON  
PLANNING DEPT.

## **SHPO CLG**

22) What are your CLG's goals for the next three years?

- 1. Publish the record of properties in Mason's Historic District (pictures and data) on the City's website.**
- 2. Work to see that markers are installed on all historic properties in the Mason Historic District. Actively pursue grants and resources, perhaps as a match to property owners, to fund the markers and labor for installation.**
- 3. Implement an interactive, mobile app-based, self-guided tour, of historic properties in the Mason Historic District similar to what the County Historical Commission is implementing. Consult with the County on collaboration.**
- 4. Conduct regular training sessions with representatives from SHPO.**
- 5. Revise format for HDC document to align with SHPO recommended formats.**
- 6. Bring in speakers from Mason Area Historical Society, Ingham County Historic Commission, and other groups to share information and coordinate efforts in support of the Historic Preservation goals/obligations of the Commission.**
- 7. Identify opportunities to work with local students on projects to foster greater community involvement, education, and a love of Mason's heritage.**