



HISTORIC DISTRICT COMMISSION

January 11, 2018, 7:00 p.m.
Second Floor Training Room
Mason City Hall

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES** (September 25, 2017)
- 5. UNFINISHED BUSINESS**
 - A. Development Updates
- 6. NEW BUSINESS**
 - A. Elect Chair and Vice Chair
 - B. Motion: Approval of Renovation to 160 East Ash Façade
- 7. LIAISON REPORT**
- 8. ADJOURN**

**CITY OF MASON
HISTORIC DISTRICT COMMISSION MEETING
MINUTES OF SEPTEMBER 25, 2017**

Clinton called the meeting to order at 7:00 pm in the Second Floor Training Room at 201 West Ash Street, Mason MI.

Commissioner(s) present: Clinton, Cummings, Jewett, Linsley, Schulien, Shattuck, Vogel
Commissioner(s) absent: None
Also present: Elizabeth Hude, Community Development Director
Deborah Stuart, City Administrator
Debbie Shattuck, Maple Street Mall
Doug Dancer, Maple Street Mall

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Shattuck made a motion, seconded by Schulien, to accept the meeting minutes from the June 26, 2017 meeting.

MOTION APPROVED

UNFINISHED BUSINESS

None.

NEW BUSINESS

- A. Introduction of New Staff Liaison, Elizabeth Hude
Stuart introduced Elizabeth Hude who is the new Community Development Director and Liaison to the Historic District Commission
- B. Motion – Approval of Renovation to Maple Street Mall
Discussion centered around questions that members of the HDC had for Debbie Shattuck and Doug Dancer, owners of the Maple Street Mall. All questions/concerns were answered to the satisfaction of the Commission.

Jewett made a motion to approve the application for the renovation of the Maple Street Mall as presented, Vogel seconded.

MOTION APPROVED

Yes (6) Clinton, Cummings, Jewett, Linsley, Schulien, Vogel

No (0)

Abstained (1) Shattuck due to conflict

LIAISON REPORT

Vogel gave an update on City business.

Stuart gave an update on the Façade process

ADJOURN

Meeting adjourned at 7:26 pm.



CITY ADMINISTRATOR REPORT

City Council Meeting: 1.8.18

Agenda Item: 9

Status: Active Private Projects

Project Name	Status
106 E. Ash	Certificate of Occupancy issued
Dollar Tree	Building permit active and under construction
132 S. Cedar (former Felpausch)	Building permit active and under construction for new addition and interior alterations in vacant portion of existing building
Klavon's	Building permit issued, demo started
Maple Street Mall	Building permit issued for façade work on-going as weather permits
Benedict Auto	Building permit under review for expansion, waiting for information from owner
402 S. Jefferson (former Baja Grill)	MEDC issuing letter of intent for CDBG funding as gap financing, City Council action will be required
Rayner Ponds Phase #4	Preliminary Plat for 16 new lots will be considered by Planning Commission January 9, City Council action will be required
260 W. Ash (Kelsey's)	DDA Façade Application under review for existing building; Historic District Commission will consider on Jan 11; DDA will consider on Jan 10
201 W. Ash	Staff reviewing proposal from T-Mobile to co-locate on radio tower behind City Hall

Operations and Community Relations

- Staff has created an outdoor ice rink at Rayner Park – hours are 10 am to dark, weather permitting
- Patrol officers are converting to a 12-hour schedule
- Reserve Officers Jacob Mick and Michael Perkins have begun their Field Training Program (FTO); Nick Toodzio has completed his 40-hour FTO which is required before a reserve officer can assume authorized duties
- Community can report icy locations to Customer Service Desk at 676.9155
- One-stop Customer Service will be fully operational next week including taking payments
- Anticipate transitioning to monthly water billing by July 2018
- Laylin Park Improvements – Public comment period still open until January 15
- Jan 15: staff in-service and City Hall offices will be closed

Staffing Changes

- Bo Moore from DPW has accepted a position at City of East Lansing – last day of work is Jan 19
- Dillon Allen begins as DPW laborer on January 8
- Jordan Schnipke has been hired as the part-time custodian for City Hall, taking over the responsibilities of the previously contracted company at no additional cost
- Jim Wolfe retired at the end of December after serving for 21 years as a mechanic in DPW

Upcoming Items for City Council

- Sign Ordinance Amendments
- Committee/Board Ordinance Amendments: Appointments will be delayed until finalized
- T-1 Sewer Agreement Amendment
- CIP Workshop with Planning Commission
- Brown, Ferris, Stuart, Waltz, Whipple registered for MACC 2018 Awards Dinner February 8
- Ferris, Stuart, Whipple attending MML Capital Conference March 20-21



TO: Historic District Commission

FROM: Elizabeth A. Hude, AICP, Community Development Director

RE: 160 E. Ash - Mason Square Properties

DATE: January 5, 2018

The owners of the Mason Square Properties have submitted an application to the Downtown Development Authority for a Façade Assistance Grant for their property.

This request entails extensive changes to the building at 160 E. Ash. Proposed changes include:

1. Replacement of all windows;
2. Replacement of back storm door;
3. Pain front and back door;
4. Repoint limestone.

Section 31-5(a) of the City of Mason's Ordinances requires that a permit be obtained for work "... performed within an historic district affecting the exterior appearance of a resource ...". The subject property is located within the Mason Historic District. The applicant is, therefore, requesting Historic District Commission approval.

Mason Main Street Façade Study

The Main Street Façade Study is the manual by which each building within the Mason Historic District was evaluated. The Study provided architectural consultation to the building owners and the Historic District Commission. The recommendations provided in the Study were based on the U.S. Secretary of the Interior's Standards for Rehabilitation. This property was identified in the as a non-contributing resource in the District. The related excerpts of the Study are attached.

U.S. Secretary of the Interior's Standards for Rehabilitation

Section 31-5(d) states that the review of any application shall follow the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. Section 31-5(3) lists the discretionary standards that the Commission shall consider and are as follows:

1. *The historical or architectural value and significance of the structure and its relationship to the historical value of the surrounding area.*
2. *The relationship of the exterior architectural features of the structure to the rest of the structure and the surrounding area.*
3. *The general compatibility of exterior design, arrangement, texture, and materials proposed to be used.*
4. *Other factors, including aesthetic value, which the commission considers pertinent.*

Analysis

Staff finds that the proposed renovation appears to meet the review standards listed in section 31-5(e) of the Mason Code in the following ways:

1. That the property is listed as a non-contributing in the City of Mason Historic District No. 1 and the rehabilitation of the property will have a significant impact on the surrounding area,
2. The proposed project will rehabilitate key historic features of the building,
3. The project proposes renovations that are appropriate textures and materials for the historic structure, and
5. The proposed structure will complement and enhance the District.

Recommended Action

The Historic District Commission approve the façade improvement proposal for 160 E Ash as submitted, based on the application received on December 21 (Building Permit) and December 23 (façade grant application), 2017, on the basis that it is consistent with the standards listed in Section 31-5(3) of the Mason Code.



APPLICATION: MASTER BUILDING PERMIT

City of Mason

201 W. Ash Street • Mason, MI 48854 ♦ Phone: 517/676-9155 • Fax: 517/676-1330

www.mason.mi.us

I. APPLICANT INFORMATION

Name MARY Kelsey Organization Mason Square Properties LLC
Address (Street, City, State, Zip) P O Box 132 MASON MI 48854
Telephone Number 517 676 0431 Email address Mason Square Properties@gmail.com
Interest in Property (owner, contractor, tenant, option, etc.) Owner

II. PROJECT DESCRIPTION

Project Name 160 E. ASH FACADE
Project Address 160 E. ASH
Property Owner Name MARY Kelsey Telephone Number 517 676 0431
Property Owner Address P O Box 132 MASON MI 48854

Written Description of Work (attach additional pages, if necessary)

REPLACE (4) WINDOWS, BACK storm door,
PAINT FRONT & BACK DOOR, repoint Limestone

III. CONTRACTOR INFORMATION (If more than one contractor is working on the project, list all on separate sheet)

Valuation of Work _____ Contractor License No. _____ Exp. Date _____
Name _____ Telephone Number _____
Address (Street, City, State, Zip) _____
Email address _____

IV. FEEES ON REVERSE SIDE (DO NOT SEND FEE WITH APPLICATION – FEE WILL NOT BE ACCEPTED UNTIL PERMIT IS ISSUED – FEES SUBMITTED AT TIME OF APPLICATION WILL BE RETURNED)

V. APPLICATION MATERIALS ON REVERSE SIDE

APPLICANT CERTIFICATION

NOTICE: This permit becomes null and void if work or construction is not commenced within six months, or if work or construction is suspended or abandoned for a period of six months at any time after work is commenced. A true copy of the plans of said structure is attached. It is understood that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. "Section 23a of the Michigan Construction Code Act of 1972 (1972 PA 230, MCL 125.1523A) prohibits a person from conspiring to circumvent the licensing requirement of this State relating persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines." By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any permit or approval issued as a result of this application.

Signature _____ Date _____

MASON DOWNTOWN DEVELOPMENT AUTHORITY

FAÇADE GRANT PROGRAM APPLICATION CITY ADMINISTRATOR

Name of Applicant(s): MASON Square Properties LLC

Mailing address of Applicant(s): PO Box 132, Mason MI 48854

Telephone number of Applicant(s): 517 674 0431

Project address: 160 E. ASH, Mason MI 48854

Does the Applicant own the building? ☒ Yes ☐ No

(If the answer to No. 5 is "No," please attach a letter from the building owner expressing approval of the proposed project.)

Estimated project cost: \$ 23689 → CAN only afford to do the items check MARKED on the BID sheets

(Attach a detailed cost breakdown supported by one or more quotes from recognized contractors or suppliers.)

WE HAVE LEO TRUMBLE BUILDERS & COMMUNITY BUILDING SERVICES MIKE GOODALL BUILDERS HAS NOT ANSWERED
Total Grant request: \$ 8291.15 which is 35 % of the total project cost. OR PROVIDED A BID

Proposed project start date: JANUARY 15, 2018

Proposed project completion date: FEB 28, 2018

What is (are) the existing use(s) of the building? VACANT

Will the proposed project result in a change in use of the building? ☒ Yes ☐ No If your

answer is "Yes," please explain the change: RETAIL SPACE FOR
CORI'S SWEETLEE BOUTIQUE

The following are attached to this application

☐ A written description of the proposed project

☒ A drawing or rendering of the proposed project

☒ A detailed cost breakdown of the proposed project

☒ Quotes from contractors or suppliers

☐ An approval letter from the owner of the building

The undersigned applicant affirms that:

The information in this application is true and accurate.

The applicant has read and understands the conditions of the Mason DDA Façade Grant Program.

The Mason DDA has reserved the right in its sole discretion to reject this application.

Date: 12-20-2017

Signature of Applicant(s):

May Kelsey member

Tax ID# of business: _____

When completed, submit to: Eric E. Smith, Mason DDA Secretary/Treasurer, 201 W Ash, Mason MI 48854

John and Mary Kelsey
160 E. Ash St.
Mason, MI. 48854

RECEIVED Community Building
Services LLC
2017
CITY ADMINISTRATOR

Façade Improvement Specifications: 160 E. Ash St Mason, MI

SEE RENDERINGS ATTACHED

TO PROVIDE ADDITIONAL DETAIL:

General Section:

✓ \$ 400⁰⁰ General Building Permit: **All City Fees to be paid by owner. Includes: Building Permit. THIS COST ONLY COVERS TIME AND MATERIAL COSTS FOR PERMIT ACQUISITION, plan REVIEW, ETC.*
Permit for working on project. Contact building department for schedule of cost.

✓ \$ 1029⁰⁰ Dumpster for entire project:
Dumpster service for job site. (SEE OWNER FOR LOCATION BEFORE START OF WORK).

Front (North) Elevation:

✓ \$ 600⁰⁰ Demolition:

Remove and dispose of existing commercial storefront exterior materials as illustrated by renderings,

Including:

- Aluminum window framing/related materials including (3) three commercial sized panes of glass.

John and Mary Kelsey
160 E. Ash St.
Mason, Mi. 48854

All pricing within this scope of work will reflect modifications to interior areas to allow installation of, windows, storm transom window, and storm door. Modifications to exterior will result in many changes to interior surfaces, all interior changes due to exterior work will be brought back to final finish stage (I.E. trim material, caulking, insulating, priming (if needed) painting and/or staining). Interior trim materials and colors will match surrounding adjacent materials as closely as possible. Verify style, size, and color of matching trims and any other misc. materials with owner before installation.

✓ \$ 6000⁰⁰ Commercial Windows:

Furnish and install new (bronze) anodized aluminum fixed framing as manufactured by Tubelite, Inc. or approved equal, into existing space and clear 1" inch insulated safety glass windows. Include caulking, labor; and trim materials. Upon completion the three (3) energy efficient windows and new framing will have the same design as existing and will have a weather tight exterior. Further detail and guidance will be provided at contractor walk thru.

NOT PROVIDED

\$ 1000⁰⁰ Exterior Re-pointing/Brick Repair:

Furnish all labor and materials needed to ~~patch~~ patch, and re-point existing brick in need of repair on front elevation. This is not a total restoration, the intent is to shore up any brick and mortar joints that is in need of work or repair. Upon completion above mentioned work will be stable, solid, secure, weather tight.

Note1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contractors MUST provide mortar information prior to starting project.

✓ \$ 500⁰⁰ Exterior Limestone Block Re-pointing:

Furnish all labor and materials needed to ~~patch~~ patch, and re-point existing limestone block in need of repair on front elevation. This is not a total restoration, the intent is to shore up any limestone block and mortar joints that is in need of work or repair (ALL LIMESTONE) this will include roof cap, above window blocks, ornamental details, window sills, under window sandstone blocks and foundation blocks). Upon completion above mentioned work will be stable, solid, secure, weather tight.

John and Mary Kelsey
160 E. Ash St.
Mason, Mi. 48854

Note1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contactors MUST provide mortar information prior to starting project.

✓ \$ 650⁰⁰ **Paint Store Front Elevation Alcove:**

Furnish all labor and materials needed to scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish and install (1) one coat of # 4790 Pro-Primer Exterior Acrylic Primer and (1) one coat of #2000 Solar Ceramic Acrylic Flat paint on (any painted surface in front entry alcove). Primers will be tinted to match final paint color. See owner to verify color of primer and paint before installation.

John and Mary Kelsey
160 E. Ash St.
Mason, Mi. 48854

East Side Elevation:

✓ \$ 750⁰⁰ Demolition:

Remove and dispose of existing commercial storefront exterior materials as illustrated by renderings, Including:

- Aluminum window framing/related materials including (6) six commercial sized panes of glass.

✓ \$ 8,500⁰⁰ Commercial Windows:

Furnish and install new (**bronze**) anodized aluminum fixed framing as manufactured by Tubelite, Inc. or approved equal, into existing space and clear 1" inch insulated safety glass windows. Include caulking, labor; and trim materials. Upon completion the six (6) energy efficient windows and new framing will have the same design as existing and will have a weather tight exterior. Further detail and guidance will be provided at contractor walk thru.

NOT PROVIDED

\$ 1,000⁰⁰ Exterior Re-pointing/Brick Repair:

Furnish all labor and materials needed to ~~clean~~ patch, and re-point existing brick in need of repair on East elevation. This is not a total restoration, the intent is to shore up any brick and mortar joints that is in need of work or repair. Upon completion above mentioned work will be stable, solid, secure, weather tight.

Note1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contractors MUST provide mortar information prior to starting project.

John and Mary Kelsey
160 E. Ash St.
Mason, Mi. 48854

✓ \$ 500⁰⁰ Exterior Limestone Block Re-pointing:

Furnish all labor and materials needed to ~~clean~~ patch, and re-point existing limestone block in need of repair on East elevation. This is not a total restoration, the intent is to shore up any limestone block and mortar joints that is in need of work or repair (ALL LIMESTONE) this will include roof cap, above window blocks, window sills, under window limestone blocks and foundation blocks). Upon completion above mentioned work will be stable, solid, secure, weather tight.

Note1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contractors MUST provide mortar information prior to starting project.

John and Mary Kelsey
160 E. Ash St.
Mason, Mi. 48854

Rear (South) Elevation:

✓ \$ 665⁰⁰ Demolition:

Remove and dispose of existing rear elevation exterior materials as illustrated by renderings,

Including:

- Aluminum window framing/related materials including (1) one commercial sized pane of glass.
- ~~➤ Wood basement stairway door and related materials.~~
- ~~➤ Concrete blocks around entire basement stairs (saving existing steps) and related materials.~~
- Door and transom window storms and related materials.
- Basement window and plastic cover including all related materials.

~~Include removal and re-installation of dirt for replacement concrete wall.~~

✓ \$ 1,500⁰⁰ Commercial Window:

Furnish and install new (bronze) anodized aluminum fixed framing as manufactured by Tubelite, Inc. or approved equal, into existing space and clear 1" inch insulated safety glass windows. Include caulking, labor; and trim materials. Upon completion the one (1) energy efficient window and new framing will have the same design as existing and will have a weather tight exterior. Further detail and guidance will be provided at contractor walk thru.

NOT PROVIDED

\$ 1,000⁰⁰ Exterior Re-pointing/Brick Repair:

Furnish all labor and materials needed to ~~clean~~ patch, and re-point existing brick in need of repair on front elevation. This is not a total restoration, the intent is to shore up any brick and mortar joints that is in need of work or repair. Upon completion above mentioned work will be stable, solid, secure, weather tight.

Note1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contractors MUST provide mortar information prior to starting project.

John and Mary Kelsey
160 E. Ash St.
Mason, Mi. 48854

✓ \$ 500⁰⁰ Exterior Limestone Block Re-pointing:

Furnish all labor and materials needed to ~~clean~~ patch, and re-point existing limestone block in need of repair on rear elevation. This is not a total restoration, the intent is to shore up any limestone block and mortar joints that is in need of work or repair (ALL LIMESTONE) this will include window sill and foundation blocks). Upon completion above mentioned work will be stable, solid, secure, weather tight.

Note1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contactors MUST provide mortar information prior to starting project.

\$ Enclodes Basement Steel Access Door: *NEED ENGINEERED DRAWINGS OR FURTHER GUIDANCE*

Furnish and install new basement access door as manufactured by "Bilco Classic, model "Size B" with steel sides, interior slide bolt locking mechanism, and powder coated, and finish paint. Owner to select color. Provide adequate slope to drain water away from structures and back fill and re-seed entire perimeter of new concrete and door/frame. There will be zero negative slopes toward any structure upon completion.

Note 1: Include in price, removal of metal piping around existing wooden door (if needed).

✓ \$ 240⁰⁰ Rear Transom Window Storm:

Furnish and install new (**bronze**) anodized aluminum fixed framing (match existing storm configuration as closely as possible) and all needed related materials into the existing space above rear entrance door glass transom window unit. Include caulking, labor; and trim materials. Upon completion the rear elevation transom window storm will be tight fitting, solid, secure, and weather tight.

✓ \$ 650⁰⁰ Rear Storm Door:

Furnish and install new (**bronze**) storm door (match existing storm configuration as closely as possible) and all needed related materials into the existing space for the back entrance door. Include caulking labor; and trim materials and use manufacturer's approved anchors for a tight fighting, solid, secure, and weather tight.

John and Mary Kelsey
160 E. Ash St.
Mason, Mi. 48854

✓ \$ 600⁰⁰ **Paint Rear Elevation Door and Transom window frames:**

Furnish all labor and materials needed to scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish and install (1) one coat of # 4790 Pro-Primer Exterior Acrylic Primer and (1) one coat of #2000 Solar Ceramic Acrylic Flat paint on (any painted surface in rear entry/transom window) as manufactured by "O'Leary Paint Co." or approved equal. Primers will be tinted to match final paint color. See owner to verify color of primer and paint before installation.

\$ Excluded **Concrete Permit:**

Permit for all concrete work.

NEED FURTHER GUIDANCE →

\$ Excluded **Concrete Block Stairway Foundation/Wall:**

ENGINEERED DRAWINGS

Furnish and install labor and materials for replacement of East side block wall, include foundation wall to size that allows new entrance opening for Bilco door. Include headers, lentils, framing, door frame, and any other needed materials to comply with Bilco door installation instructions.

✓ \$ 605⁰⁰ **Basement Window:**

Furnish and install new glass block and vent assembly with minimum vent size of 16" x 8" as manufactured by "Pittsburg Corning", West Michigan Glass Block", or approved equal. Provide a secure and weathertight installation. Use manufacturer's recommended anchors, industry standard application techniques, and meet State and Local Energy Codes. Upon completion the rear elevation basement window will be tight fitting, solid, secure, and weather tight.

John and Mary Kelsey
160 E. Ash St.
Mason, MI. 48854

RECEIVED
10/23/2017
CITY ADMINISTRATOR

Bid: L. Trumble Builders, LLC
Total \$35,166.00

Façade Improvement Specifications: 160 E. Ash St Mason, MI

SEE RENDERINGS ATTACHED

TO PROVIDE ADDITIONAL DETAIL:

General Section:

✓ \$ 500.00 General Building Permit:

Permit for working on project. Contact building department for schedule of cost.

✓ \$ 900.00 Dumpster for entire project:

Dumpster service for job site. (SEE OWNER FOR LOCATION BEFORE START OF WORK).

Front (North) Elevation:

✓ \$ 350.00 Demolition:

Remove and dispose of existing commercial storefront exterior materials as illustrated by renderings,

Including:

- Aluminum window framing/related materials including (3) three commercial sized panes of glass.

John and Mary Kelsey
160 E. Ash St.
Mason, Mi. 48854

All pricing within this scope of work will reflect modifications to interior areas to allow installation of, windows, storm transom window, and storm door. Modifications to exterior will result in many changes to interior surfaces, all interior changes due to exterior work will be brought back to final finish stage (I.E. trim material, caulking, insulating, priming (if needed) painting and/or staining). Interior trim materials and colors will match surrounding adjacent materials as closely as possible. Verify style, size, and color of matching trims and any other misc. materials with owner before installation.

✓ \$ 4,650- Commercial Windows:

Furnish and install new (bronze) anodized aluminum fixed framing as manufactured by Tubelite, Inc. or approved equal, into existing space and clear 1" inch insulated safety glass windows. Include caulking, labor; and trim materials. Upon completion the three (3) energy efficient windows and new framing will have the same design as existing and will have a weather tight exterior. Further detail and guidance will be provided at contractor walk thru.

\$ 1,000- Exterior Re-pointing/Brick Repair:

Furnish all labor and materials needed to clean, patch, and re-point existing brick in need of repair on front elevation. This is not a total restoration, the intent is to shore up any brick and mortar joints that is in need of work or repair. Upon completion above mentioned work will be stable, solid, secure, weather tight.

Note1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contractors MUST provide mortar information prior to starting project.

✓ \$ 1,000- Exterior Limestone Block Re-pointing:

Furnish all labor and materials needed to clean, patch, and re-point existing limestone block in need of repair on front elevation. This is not a total restoration, the intent is to shore up any limestone block and mortar joints that is in need of work or repair (ALL LIMESTONE) this will include roof cap, above window blocks, ornamental details, window sills, under window sandstone blocks and foundation blocks). Upon completion above mentioned work will be stable, solid, secure, weather tight.

John and Mary Kelsey
160 E. Ash St.
Mason, Mi. 48854

Note1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contractors MUST provide mortar information prior to starting project.

✓ \$ 800- Paint Store Front Elevation Alcove:

Furnish all labor and materials needed to scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish and install (1) one coat of # 4790 Pro-Primer Exterior Acrylic Primer and (1) one coat of #2000 Solar Ceramic Acrylic Flat paint on (any painted surface in front entry alcove). Primers will be tinted to match final paint color. See owner to verify color of primer and paint before installation.

John and Mary Kelsey
160 E. Ash St.
Mason, Mi. 48854

East Side Elevation:

✓ \$ 700 Demolition:

Remove and dispose of existing commercial storefront exterior materials as illustrated by renderings,

Including:

- Aluminum window framing/related materials including (6) six commercial sized panes of glass.

✓ \$ 8000 Commercial Windows:

Furnish and install new (bronze) anodized aluminum fixed framing as manufactured by Tubelite, Inc. or approved equal, into existing space and clear 1" inch insulated safety glass windows. Include caulking, labor; and trim materials. Upon completion the six (6) energy efficient windows and new framing will have the same design as existing and will have a weather tight exterior. Further detail and guidance will be provided at contractor walk thru.

\$ 1000 Exterior Re-pointing/Brick Repair:

Furnish all labor and materials needed to clean, patch, and re-point existing brick in need of repair on East elevation. This is not a total restoration, the intent is to shore up any brick and mortar joints that is in need of work or repair. Upon completion above mentioned work will be stable, solid, secure, weather tight.

Note1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contractors MUST provide mortar information prior to starting project.

John and Mary Kelsey
150 E. Ash St.
Mason, Mi. 48854

✓ \$ 1,000 — Exterior Limestone Block Re-pointing:

Furnish all labor and materials needed to clean, patch, and re-point existing limestone block in need of repair on East elevation. This is not a total restoration, the intent is to shore up any limestone block and mortar joints that is in need of work or repair (ALL LIMESTONE) this will include roof cap, above window blocks, window sills, under window limestone blocks and foundation blocks). Upon completion above mentioned work will be stable, solid, secure, weather tight.

Note1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contractors MUST provide mortar information prior to starting project.

John and Mary Kelsey
160 E. Ash St.
Mason, MI. 48854

Rear (South) Elevation:

✓ \$ 4,000 — Demolition:

Remove and dispose of existing rear elevation exterior materials as illustrated by renderings,

Including:

- Aluminum window framing/related materials including (1) one commercial sized pane of glass.
- Wood basement stairway door and related materials.
- * Cement blocks around entire basement stairs (saving existing steps) and related materials.
- Door and transom window storms and related materials.
- Basement window and plastic cover including all related materials.

- Include removal and re-installation of dirt for replacement concrete wall)

✓ \$ 12,000 — Commercial Window:

Furnish and install new (bronze) anodized aluminum fixed framing as manufactured by Tubelite, Inc. or approved equal, into existing space and clear 1" inch insulated safety glass windows. Include caulking, labor; and trim materials. Upon completion the one (1) energy efficient window and new framing will have the same design as existing and will have a weather tight exterior. Further detail and guidance will be provided at contractor walk thru.

\$ 600 — Exterior Re-pointing/Brick Repair:

Furnish all labor and materials needed to clean, patch, and re-point existing brick in need of repair on front elevation. This is not a total restoration, the intent is to shore up any brick and mortar joints that is in need of work or repair. Upon completion above mentioned work will be stable, solid, secure, weather tight.

Note1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contractors MUST provide mortar information prior to starting project.

John and Mary Kelsey
160 E. Ash St.
Mason, Mi. 48854

✓ \$ 400- Exterior Limestone Block Re-pointing:

Furnish all labor and materials needed to clean, patch, and re-point existing limestone block in need of repair on rear elevation. This is not a total restoration, the intent is to shore up any limestone block and mortar joints that is in need of work or repair (ALL LIMESTONE) this will include window sill and foundation blocks). Upon completion above mentioned work will be stable, solid, secure, weather tight.

Note1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contractors MUST provide mortar information prior to starting project.

\$ 3,200- Basement Steel Access Door:

Furnish and install new basement access door as manufactured by "Bilco Classic, model "Size B" with steel sides, interior slide bolt locking mechanism, and powder coated, and finish paint. Owner to select color. Provide adequate slope to drain water away from structures and back fill and re-seed entire perimeter of new concrete and door/frame. There will be zero negative slopes toward any structure upon completion.

Note 1: Include in price, removal of metal piping around existing wooden door (if needed).

✓ \$ 400- Rear Transom Window Storm:

Furnish and install new (bronze) anodized aluminum fixed framing (match existing storm configuration as closely as possible) and all needed related materials into the existing space above rear entrance door glass transom window unit. Include caulking, labor; and trim materials. Upon completion the rear elevation transom window storm will be tight fitting, solid, secure, and weather tight.

✓ \$ 600- Rear Storm Door:

Furnish and install new (bronze) storm door (match existing storm configuration as closely as possible) and all needed related materials into the existing space for the back entrance door. Include caulking labor; and trim materials and use manufacturer's approved anchors for a tight fighting, solid, secure, and weather tight.

John and Mary Kelsey
160 E. Ash St.
Mason, Mi. 48854

✓ \$ 400- Paint Rear Elevation Door and Transom window frames:

Furnish all labor and materials needed to scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish and install (1) one coat of # 4790 Pro-Primer Exterior Acrylic Primer and (1) one coat of #2000 Solar Ceramic Acrylic Flat paint on (any painted surface in rear entry/transom window) as manufactured by "O'Leary Paint Co." or approved equal. Primers will be tinted to match final paint color. See owner to verify color of primer and paint before installation.

\$ 100- Concrete Permit:

Permit for all concrete work.

\$ 4000- Concrete Block Stairway Foundation/Wall:

Furnish and install labor and materials for replacement of East side block wall, include foundation wall to size that allows new entrance opening for Bilco door. Include headers, lentils, framing, door frame, and any other needed materials to comply with Bilco door installation instructions.

✓ \$ 300- Basement Window:

Furnish and install new glass block and vent assembly with minimum vent size of 16" x 8" as manufactured by "Pittsburg Corning", West Michigan Glass Block", or approved equal. Provide a secure and weathertight installation. Use manufacturer's recommended anchors, industry standard application techniques, and meet State and Local Energy Codes. Upon completion the rear elevation basement window will be tight fitting, solid, secure, and weather tight.



RECEIVED

12/20/2017

CITY ADMINISTRATOR

Re: Revised scope of work, renderings and repointing guidelines for 160 E. Ash St. Mason Mi.

Mary Kelsey <masonsquareproperties@gmail.com>

Wed, Dec 20, 2017 at 2:48 PM

To: mikeg@goodallconstruction.com

Hi Mike

Would it be possible to let me know either way? Would love for you to do the job but if you are or are not interested could you let me know?

I really appreciate it!

Thank you

Mary

Sent from my iPhone

On Dec 19, 2017, at 2:57 PM, Mary Kelsey <masonsquareproperties@gmail.com> wrote:

Hi Mike

I was wondering if you were able to finish the bid? Are you still interested in bidding on the project?

Thanks Mike

Mary Kelsey

Sent from my iPhone

On Dec 11, 2017, at 4:14 PM, Mary Kelsey <masonsquareproperties@gmail.com> wrote:

Hi Mike

The city gave us the specs for what needs to be completed on the building at 160 E Ash.

Would you be willing to give us a bid? We are hoping to do the windows on January. The rest could be completed in warmer weather when you have time.

Thanks

Mary Kelsey

Sent from my iPhone

Begin forwarded message:

From: Micheal Thompson <spectacularspecs@hotmail.com>

Date: December 11, 2017 at 2:55:32 PM EST

To: "masonsquareproperties@gmail.com" <masonsquareproperties@gmail.com>

Cc: "revitalization.inc@gmail.com" <revitalization.inc@gmail.com>

Subject: Revised scope of work, renderings and repointing guidelines for 160 E. Ash St. Mason Mi.

If you have any other questions shoot me a Email.

Thanks in advance,
Mike

<East Side Elevation.pdf>

<North Front Elevation.pdf>

<South Rear Elevation part 2 of 2.pdf>

<South Rear Elevation part 1 of 2.pdf>

<PB2 Repointing Mortar (1).pdf>

<160E.AshMasonMiFacade.docx>

Clean, patch, re-point existing brick and mortar joints. See scope of work and note #1 for more detail.

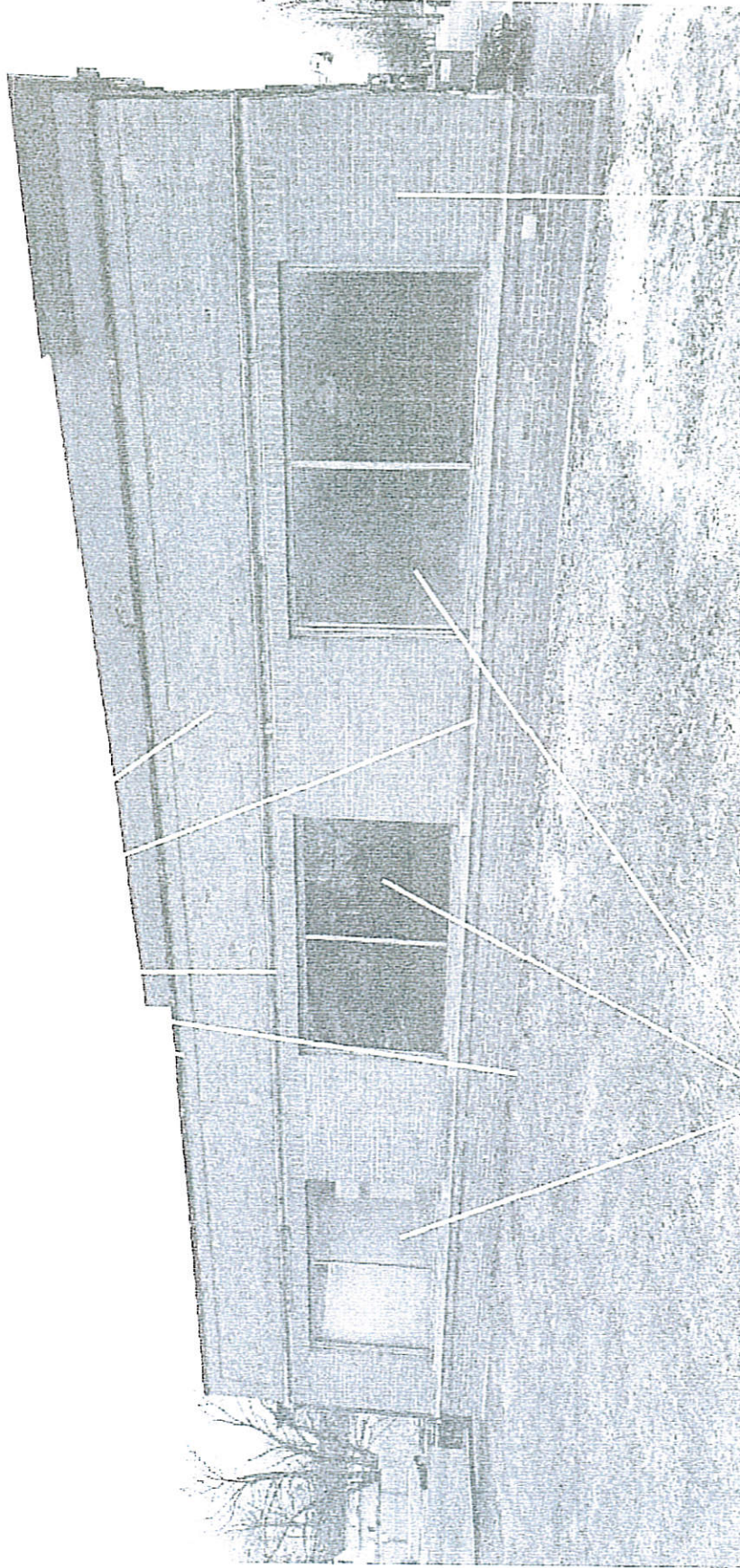
Clean, patch and re-point existing limestone blocks and mortar joints to include roof cap, upper limestone divider, ornamental details, lower divider/window sills and foundation block. See scope of work and note #1 for more detail.



Remove and replace existing commercial fixed windows and framing. See scope of work for more detail.

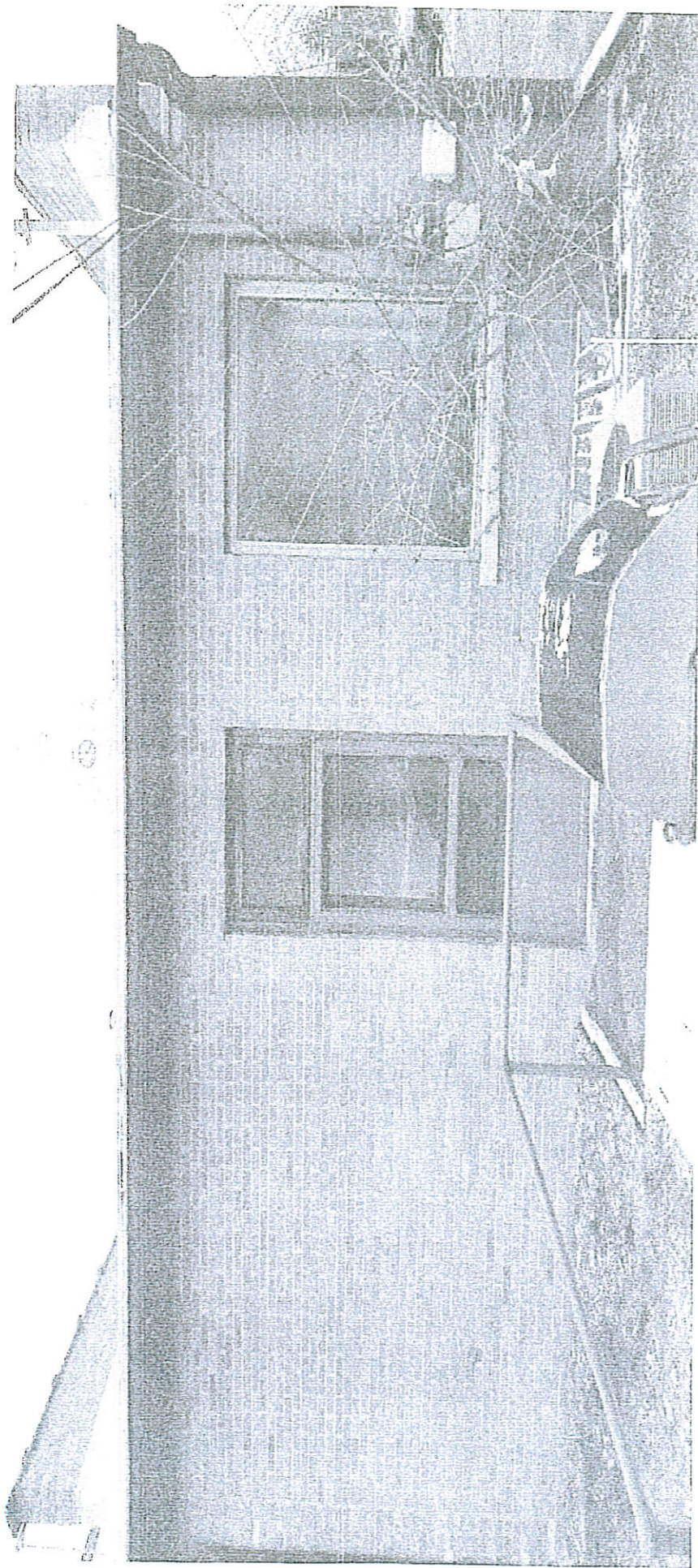
Scrape, prime and paint all painted surfaces in front entry alcove. See scope of work for more detail.

Clean, patch and re-point existing limestone blocks and mortar joints to include roof cap, upper limestone divider, ornamental details, lower divider/window sills and foundation block. See scope of work and note #1 for more detail.



Clean, patch, re-point existing brick and mortar joints. See scope of work and note #1 for more detail.

Remove and replace existing commercial fixed windows and framing. See scope of work for more detail.



Remove and dispose of existing basement entrance stairwell walls and all related materials (leaving existing stairs intact). Furnish and install new poured concrete replacement stairwell walls around saved steps. See scope of work for more detail.

Remove and dispose of existing wood basement door entrance. Furnish and install new steel Bilco basement access door. See scope of work for more detail.

Remove and replace existing basement window, plastic window well cover and all related materials.

Furnish and install glass block windows and all needed materials. See scope of work for more detail.