



## **HISTORIC DISTRICT COMMISSION**

MONDAY, JANUARY 21, 2019  
Maple Conference Room – 2<sup>nd</sup> Floor – 6:00 P.M.  
201 West Ash Street, Mason MI

### **AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. ELECTION OF LEADERSHIP**

- A. Elect Chair and Vice-Chair for 2019

**4. PUBLIC COMMENT**

**5. APPROVAL OF MINUTES**

- A. Approve Minutes of Regular Historic District Commission Meeting December 17, 2018

**6. UNFINISHED BUSINESS**

- A. Development Update: City Manager's Report (01/04/2019)

**7. NEW BUSINESS**

- A. Certificate of Appropriateness, 322 South Jefferson, Commercial Bank submitted proposed plans to change the façade of the building by adding a new front door entrance.
- B. Certificate of Appropriateness, 103 East Maple Street, Local Farm Alliance (LFA) owner Dan Kostecke Jr., submitted a sign permit application for a new farmer's market which includes two signs.
- C. State Historic Preservation Office (SHPO) Certified Local Government (CLG) Evaluation Report
- D. Meeting Schedule
- E. Training Opportunities
- F. Orientation – Review handbooks

**8. LIAISON REPORT**

**9. ADJOURN**

**CITY OF MASON  
HISTORIC DISTRICT COMMISSION MEETING  
MINUTES OF DECEMBER 17, 2018  
DRAFT**

Clinton called the meeting to order at 6:03 pm in the Maple Conference Room 2<sup>nd</sup> floor at 201 West Ash Street, Mason MI.

Present: Clinton, Cummings, Klein, Linsley, Schulien, Shattuck, Vogel (6:20 pm)

Absent:

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

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

MOTION by Schulien second by Shattuck, to approve the Historic District Commission meeting minutes from September 17, 2018.

Yes (6) Clinton, Cummings, Klein, Linsley, Schulien, Shattuck

No (0)

Absent (1) Vogel

**UNFINISHED BUSINESS**

A. Development Update: Administrator's Report

**NEW BUSINESS**

A. Certificate of Appropriateness (COA): 330 S. Jefferson St.: Christopher Buck, of Modern Woodmen of America, submitted a building permit application for a proposed sign for the storefront located at 330 S. Jefferson Street.

Discussion:

The Community Development Director provided an overview of the project. Christopher Buck purchased an old sign that was previously on the front of Commercial Bank. The proposal states he will shrink down the sign to 30 feet. The sign is composed of an aluminum frame, polycarbonate background with lettering, and a black border.

MOTION by Cummings second by Shattuck, to approve the COA.

Yes (6) Clinton, Cummings, Klein, Linsley, Schulien, Shattuck

No (0)

Absent (1) Vogel

B. Historic District Commission Appointments

Doug Klein is taking over a vacancy with the Historic District Commission (HDC). There are two years left in his appointment. Doug is also the incoming President of the Mason Historical Society. He is retiring from the Mason Area Chamber of Commerce in October.

C. Re-appointments: Albert Schulien, Rebecca Clinton, and Chad Linsley

Clinton let the Commission know that she is retiring from Wolverine Engineers & Surveyors, Inc. Her last day is 12/18/2018.

Note: Commissioner Vogel joined the meeting at 6:20 p.m. and provided the liaison report.

**LIAISON REPORT**

Vogel gave an update on City Council business:

- The second reading of the ordinance to opt out of marijuana will be read this evening.
- The project on 154 Maple was discussed. It is moving forward.
- It was reported that the City of Mason's water PFAS levels are safe. New legislation from the capitol may change and shape guidelines for PFAS.

**ADJOURN**

The meeting adjourned at approximately 6:28 p.m.

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Elizabeth A. Hude, AICP, Community Development Director and HDC Secretary



## City Manager's Report: January 4, 2019

### ACTIVE PRIVATE PROJECTS STATUS UPDATES

Project Name	Status
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	Building permit active for construction of new restaurant.
322 S. Jefferson Commercial Bank – Downtown Mason	Building permit active for interior renovations; restore second entrance doors on Jefferson St.; replace door and add concrete pad at alley entrance. The HDC approved a Certificate of Appropriateness for doors on 9/17/18.
402 S. Jefferson (former Baja Grill)	Bids were received on 10/5/18 and project is on track for grant authorization.
201 W. Ash City Hall	The T-Mobile contract to co-locate on the radio tower has been signed and a building permit has been issued. Anticipate installation of equipment to begin this winter.
Pending Subdivisions: Enclave at Rayner Ponds (19 lots, 1 park) and Rayner Ponds – Phase 4 (16 lots)	Subdivisions require three stages of approval before site plan approval and building permits can be issued – Tentative Preliminary Plat/Final Preliminary Plat/Final Plat. Current stage for both: The City has approved a Tentative Preliminary Plat for both projects (Stage 1) and is waiting to receive an application for Final Preliminary Plat (Stage 2). Staff anticipates the applicant will submit a Final Preliminary Plat for Rayner Ponds – Phase 4 in December.
154 W. Maple (former shoe store)	The Planning Commission approved the Final Site Plan on December 11 meeting. Staff is working with the applicant to develop a demolition/construction schedule and maintenance of traffic plan that will minimize impacts to traffic and businesses in the surrounding area.
600 Buhl St. Ingham Animal Shelter	Building permit active for new construction.
118 W Oak Former school administration building	Two applications received - one to re-zone the property to C1 Central Business District, the second for Final Site Plan approval for the use of the property as an entertainment venue with an escape room on the 2 <sup>nd</sup> floor and arcade on the first floor. Staff is working with applicant to obtain complete information necessary for evaluating the proposal.

### OPERATIONS AND COMMUNITY RELATIONS

- A Public Hearing will be held on Tuesday, January 15, 2019 regarding a preliminary plat for future development as part of Phase 4 of the existing Rayner Ponds Estates development (notice attached).
- February 7, 2019 will be the MACC 2019 Awards Dinner (notice attached). Among other Awards and Recognitions, Fire Chief, Kerry Minshall, will be awarded The Citizen of the Year Award. Councilmembers, please let Dana Martin know if you wish to attend by January 17<sup>th</sup>.
- February 11, 2019 is tentatively planned for the joint City Council and Planning Commission meeting for the Continuous Improvement Plan (CIP) review; please hold the date.
- March 19-20, 2019 will be the MML- 2019 Capital Conference. Councilmembers, please let Dana Martin know if you wish to attend by February 22<sup>nd</sup>.
- Summary from MML of legislation that was passed in the last few months is attached for your reference.

### Staffing Updates:

- New Hires/Promotions: Jeff Rewerts was promoted to Utility Foreman- POTW effective January 6, 2019.
- Open Positions: Police Officer position has been posted, applications due by January 11, 2019. DPW Laborer position has been posted, applications due by January 4, 2019.



## LARGE PUBLIC PROJECTS

FY 2018-2019			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
2017-S6	South St - Northbrook to City Limits	Complete	Sep
2017-S7	Avon Street - All	Complete	Sep
2017-S8	Northbrook - South to Carom Circle	Complete	Sep
2017-S9	S. Jefferson - Oak Street to Kipp Road	Project has been let through the MDOT system. Rieth Riley is low bidder.	
2017-S10	Sidewalk Program - Summerwood	Documents prepared for a Jan advertisement and spring construction.	
2018-S1	MDOT- Temple Street Safety Grant	Project is funded for FY19 (Oct. 1- Sept. 30). Package to be submitted to MDOT.	
2018-S32	Columbia - Cedar to US 127	Complete	Sep
	MDOT – South Street Bridge Repair	Complete	Nov
	MDOT – Cedar/Ash intersection	MDOT does not have a start date yet.	
	MDOT – Steele Street signaled pedestrian crossing	Complete	Aug
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2018-U1	Utilities for Properties on Kipp Road	Complete	Sep
2017-U3.2	Waste Water Treatment Plant Upgrades	Complete	Oct
2017-U3.3	Design of the New DPW Facility	After 2017-U3	
2017-U6	Abandon Wells by Airport	Project on hold; filed FAA permit to do work – up to 45-day response period.	
2017-U9	Northbrook - South to Carom Circle	Complete	Sep
2017-U10	S. Jefferson - Oak St to Kipp Road	See 2017-S9	
2017-U12	300,000 G Storage Tank Top Sealing	Delayed until next FY	N/A
2017-U13	Well No. 7 Rebuild	Well work is complete. The motor is on order.	
2017-U15	Replace Two Fire Hydrants Behind Mason Plaza	Work scheduled for spring construction	
2017-U16	Cathodic Protection for Ground Storage Tank	Planning stage.	
2017-U17	High Service Pump No. 1 Rebuild	In progress	
2017-U18	Replace Chlorine Analyzer	Complete	Aug
2018-U35	BS&A Work Order Application	Award of project anticipated in December to coordinate with other projects involving BS&A software.	
2018-U36	Sewer Push Camera Replacement	Complete	Nov
2018-U37	Log Jam Removal Sycamore Creek	Complete	Nov
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
2017-P8	Laylin Park Improvements	Staff is evaluating final work priorities for the spring.	
2018-P1	Howell Road - Hayhoe Riverwalk (Dart Trailhead)	Complete	Nov
2018-P2	Howell Road - Hayhoe Riverwalk Trail Extension	Complete	Nov
2018-P3	Planning: 5 yr Parks/Recreation Plan; Bond Park Improvements	In progress	
2018-P5	City Tree Evaluation	Bid packets announcement will go out December 16 Bid opening January 4 2019.	

MOTOR VEHICLE POOL (MVP)			
2017-MVP6	1/2 Ton 2x4 Pickup Truck	Complete	Sep
2017-MVP7	Mower	Complete	Jul
2017-MVP8	Police Cars	On order	
2017-MVP9	Large Items (Leaf Vacuum)	Complete	Nov
2017-MVP10	5-yard Dump/Plow Trucks	Cab/Chassis (City Council consideration 12.14.18)	
2017-MVP18	Command Vehicle	Complete	Oct
2017-MVP30	Front End Material Loader	Complete	Nov
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B1	Library- Facility Evaluation	In progress	
2017-B3.1	Police: Portable Radios	Complete	Oct
2017-B4	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows.	
2017-B6	Fire: Fire Engine 809/Tower 808	Recommendation to City Council	
2018-B4	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
2018-B4	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
2018-B6	IT: AV Room Technology Patch	Evaluation is complete; staff are reviewing	
2018-B7	Planning: Cedar/127 Corridor (Transportation and Land Use)	Drafting scope/RFP	
2018-B24	City Hall Rental Space Furniture Replacement	Not started, evaluation planned during winter	



**TO:** Historic District Commission

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

**RE:** 322 S. Jefferson

**DATE:** January 18, 2019

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Commercial Bank has submitted a proposal to change the façade of the storefront of the building located at 322 S. Jefferson by adding a new front door entrance.

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 discussed on page 52 of the study, referenced as Mason State Bank.***

#### **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**

The proposed façade changes appears to be consistent in character with the previously approved Commercial Bank façade on the same building. There appears to be no conflict with both the Mason Main Street Façade Study and the U.S. Secretary of the Interior's Standards for Rehabilitation. Staff offers the following recommendations for consideration:

## **Recommended Action**

### Motion

The Historic District Commission approve a Certificate of Appropriateness for a proposed wall sign to be located above the storefront at 322 S. Jefferson Street as submitted on plans dated January 7, 2019 based upon the findings that it is consistent with the standards listed in Section 31-5(3) of the Mason Code, specifically:

1. That the property is listed as a contributing building in the City of Mason Historic District and the property signage has a significant impact on the surrounding area,
2. The proposed project will be compatible with prior restoration of key historic features of the building,
3. The project proposes a wall sign that uses appropriate textures and materials for the historic structure, and
4. The proposed wall sign will complement and enhance the District.



## Mason Historic District Commission

# *Certificate of Appropriateness*

Approval is hereby given by the Historic District Commission for the proposed alteration of resources or new construction within the Mason Historic District consistent with the requirements of Chapter 31 of the Mason Code for the following property:

**322 S. Jefferson**

**Project: Façade changes to create a new front door entrance**

This certificate is being issued based on the submittals received on January 7, 2019 and approved by the Mason Historic District Commission on January 21, 2019.

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Becky Clinton, Chairperson

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Date



# BUILDING PERMIT APPLICATION

PLEASE NOTE: PERMIT FEES ARE DUE AT THE TIME OF APPLICATION.

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

www.mason.mi.us email: elizabethh@mason.mi.us

Date	1/7/19	Permit No. (Office Use Only)	FB19 0002
Project Name	Commercial Bank Renovation		
Project Address (Street, City, State, Zip)	322 S. Jefferson St., Mason, MI 48854		
Parcel ID	33-19-10-08-236-025		
Lot #/Subdivision			
Zoning District(s)	Zone	Central Business District	Historic District? <input checked="" type="radio"/> Y <input type="radio"/> N
Special Assessment Area	<input type="checkbox"/> Riverwalk Meadows	<input type="checkbox"/> Cedar Street	<input type="checkbox"/> Temple Street
Flood Zone	No	FIRM Community Panel No.	
Project Description (Attach additional pages if necessary)	New Front door entrance for direct access for outside to 2nd floor (the bank will still have direct access to 2nd floor at the back of the building).		
Size of Structure	Valuation of Work \$ \$9,763.00	Permit Fee \$ 80.00	
Primary Contact	<input type="checkbox"/> Owner	<input checked="" type="checkbox"/> Contractor	<input type="checkbox"/> Other (Specify)
Name	Hunter Nivison @ JBS Contracting		
Address	1680 Gover Pkwy, Mount Pleasant, MI 48858		
Telephone	989-773-0770	Email	hnivison@jbscontracting.com
If different than above:			
Contractor Name		Contractor License #	2102123587
Contractor Address			
Contractor Telephone		Email	

## 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

*[Handwritten Signature]*

Date

1/7/2019

**APPLICATION MATERIALS** – Applicants should review Section 94-95 of the Mason Code for a complete listing of application requirements. Incomplete applications will not be processed. The following is a summary of materials that must accompany a completed building permit application:

- Completed application form
- Permit fee
- Plans on CD/Jump Drive (COMMERCIAL PROJECTS ONLY)
- Site plan, including the following (as necessary):
  - Boundary line survey
  - Location, setbacks, dimensions, and height of existing and proposed structures
  - The existing or intended use
  - The proposed number of sleeping rooms
  - Location of utility lines, wells, and septic drain fields
  - The yard, open space and parking area dimensions
  - Street grades, proposed finished grades and contour changes (where changes are proposed)
  - Location of regulated waterways, floodplains or wetlands
  - Legal description (as necessary)
- Proof of ownership/owner authorization
- Construction schedule for proposed project
- Construction calculations for utilities
- Any other information deemed necessary to determine compliance with building codes and city ordinances

**FEES** -- Fees are due at the time of application. A complete listing of fees can be found in the Directory of Charges online at [www.mason.mi.us](http://www.mason.mi.us) under Forms and Reports.

Permit for the excavation, the erection, addition, or alteration of any structure	\$50 Minimum fee for the first \$5,000 of construction cost plus \$6 for each additional \$1,000 of construction cost
Manufactured Housing/Mobile Home Placement	\$125
Special Inspection/Re-inspection	\$50
Residential Razing Permit	\$150
Fee for construction without a permit	1.5 times the permit charge
Roofing (roof-over only)	\$50
Re-roofing (tear off and new roof)	\$100
Siding permit	\$50
Sign permit	\$ 4.00 per \$1,000 of construction and erection cost with \$25.00 minimum permit fee.
Swimming Pool	\$75

### FOR DEPARTMENTAL USE ONLY

#### ZONING REVIEW

Existing Structure or Use: Conforming \_\_\_ Non-Conforming \_\_\_  
 Proposed Structure or Use: Conforming \_\_\_ Non-Conforming \_\_\_ Variance Granted \_\_\_ Date \_\_\_  
 Historic District Commission Review Required: yes \_\_\_ no \_\_\_ Date Approved \_\_\_  
 Approved \_\_\_ Denied \_\_\_ Official/Administrator \_\_\_ Date \_\_\_  
 Special Conditions \_\_\_\_\_

#### BUILDING REVIEW

Sidwell No. \_\_\_\_\_ Assessed Value of Structure \$ \_\_\_\_\_  
 Application Accepted By \_\_\_\_\_ Date \_\_\_\_\_ Permit No. \_\_\_\_\_  
 Occupancy/Use Group \_\_\_\_\_ Code \_\_\_\_\_  
 Soil Erosion Permit No. \_\_\_\_\_ Change of Use/New Use \_\_\_ Tap in Fee \_\_\_\_\_  
 Building Permit Fee \_\_\_\_\_ Total Fee Received \_\_\_\_\_ Receipt No. \_\_\_\_\_  
 Approved \_\_\_ Denied \_\_\_ Official/Administrator \_\_\_ Date \_\_\_  
 Special Conditions \_\_\_\_\_





# Building Permit Inspections

City of Mason  
201 W. Ash Street  
Mason, MI 48854  
(517) 676-9155

## Commercial Permits

Permit # PB19-0002 issued to JBS Contracting, for work to be completed at 322 S. Jefferson, requires that the following inspections be completed and approved in accordance with the provisions of Section 110, of the Michigan Building Code, 2015 Edition.

- ☐ 1. Footing or foundation inspection
- ☐ 2. Concrete slab or under-floor inspection
- ☐ 3. Lowest floor elevation (if required)
- ☒ 4. Frame inspection
- ☐ 5. Roof deck inspection
- ☐ 6. Lath or gypsum board inspection
- ☐ 7. Fire-resistant penetrations
- ☐ 8. Energy efficiency inspections
- ☐ 9. Other inspections: \_\_\_\_\_
- ☐ 10. Special inspections (required per code, Section 17)
- ☐ 11. Plans are required on Disc before Final Inspection
- ☒ 12. Final inspection

Inspection requests must be received at least 24 hours in advance: however, requests received before 9:00 a.m. will be considered same day as the inspector's schedule allows.

To schedule an inspection, contact the Reception Desk at (517) 676-9155.

Failure to schedule a required inspection will result in the issuance of a Municipal Civil Infraction violation notice. The minimum fine for a violation notice is \$75. It is the responsibility of the applicant to complete the project and ensure that all work has received final approval.

**\*\* All inspections will take place in the afternoon\*\***

Special Conditions, as listed on the permit:

Building Inspector

NO PLANS  
NO 2nd  
PAGE  
OF PERMIT  
APP.





# CITY OF MASON

201 WEST ASH  
MASON, MI 48854  
5176769155  
5176761330

Invoice For Permit: PB19-0002

Print Date: 01/11/2019


JBS Contracting  
1680 Gover Parkway  
Mount Pleasant MI 48858

Pay by Account In Full

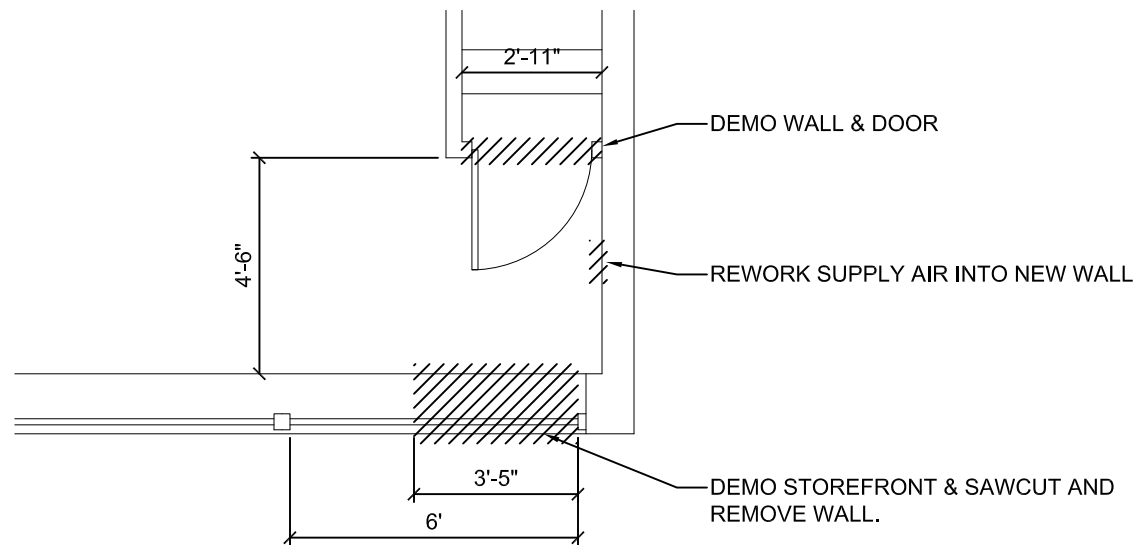


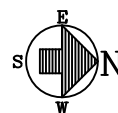
Pay by Account In Full

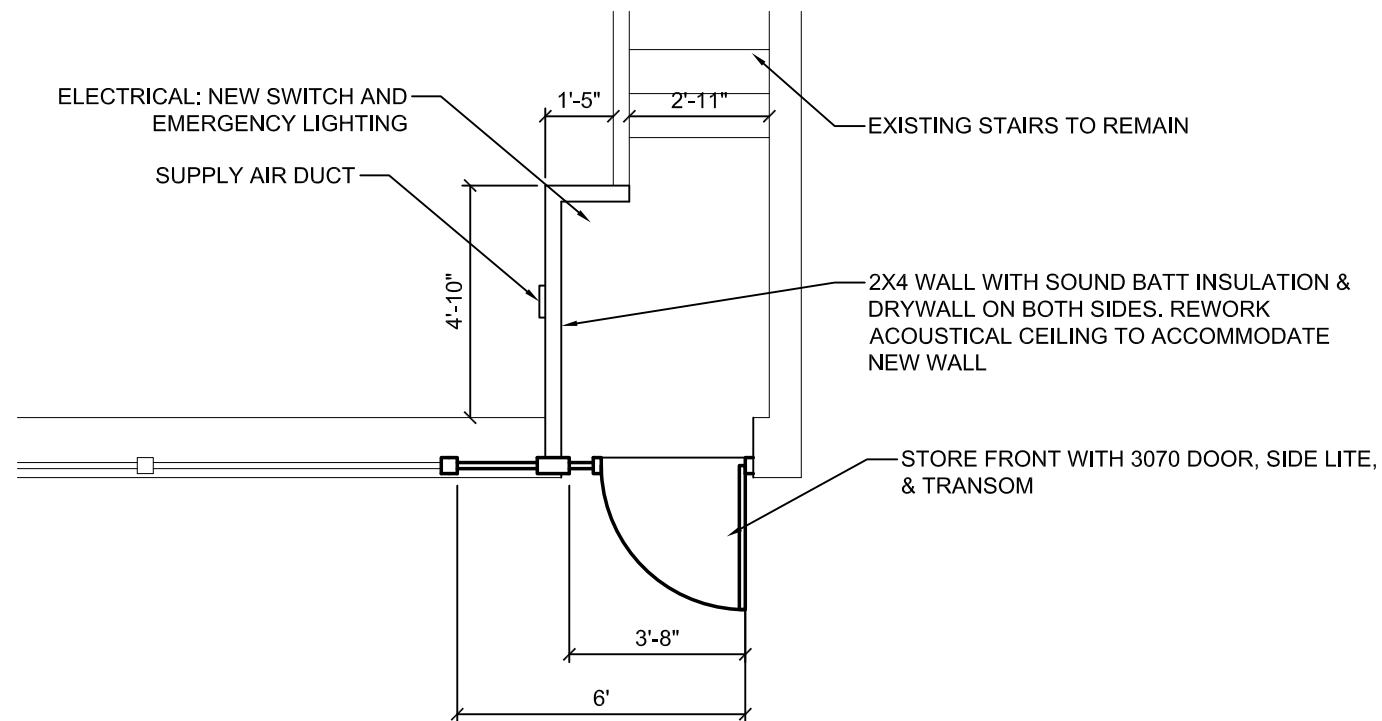
\$ 80.00

Invoice No		Invoice Date	Permit Number	Address	Amount Due	
		00003984	01/07/19	PB19-0002	322 S JEFFERSON	\$ 80.00
Fee Details:	Quantity	Description			Amount Cost	Balance
	9763.000	NEW BUILDING / ADDITION / ALTERATIONS			\$80.00	\$ 80.00
Total Amount Due					\$ 80.00	

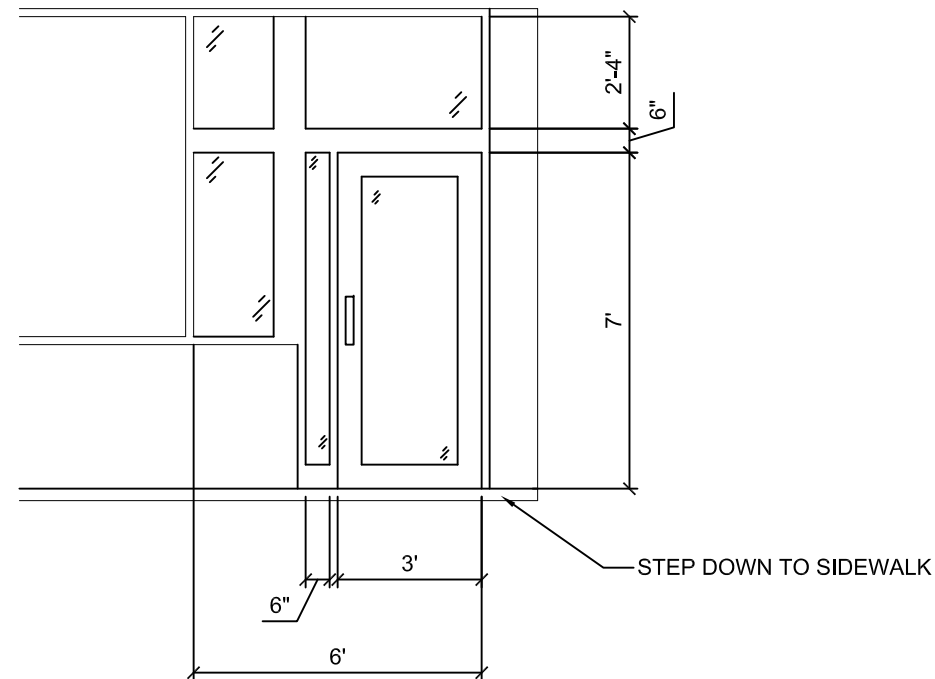
PAID  
JAN 11 2019  
CITY OF MASON



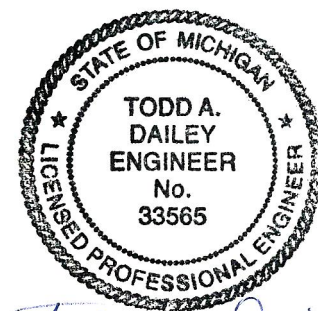
 **DEMO PLAN**  
SCALE:  $\frac{1}{4}" = 1'-0"$



 **FLOOR PLAN**  
SCALE:  $\frac{1}{4}" = 1'-0"$



**WEST ELEVATION**  
SCALE:  $\frac{1}{4}" = 1'-0"$



*Todd Dailey*

REVISIONS		
TAG:	DATE:	CHANGE:

SCALE:  
VARIES

**A1**

COMMERCIAL BANK

JBS JOB NUMBER:
DRAWING NAME: DEMO/FLOOR PLAN
DRAWN BY: HCN
REVIEWED BY:
FIELD SUPERVISOR:
DATE: 12/26/2018

ENGINEER'S SEAL:

COMMERCIAL BANK  
322 S. JEFFERSON ST.  
MASON MI. 48854

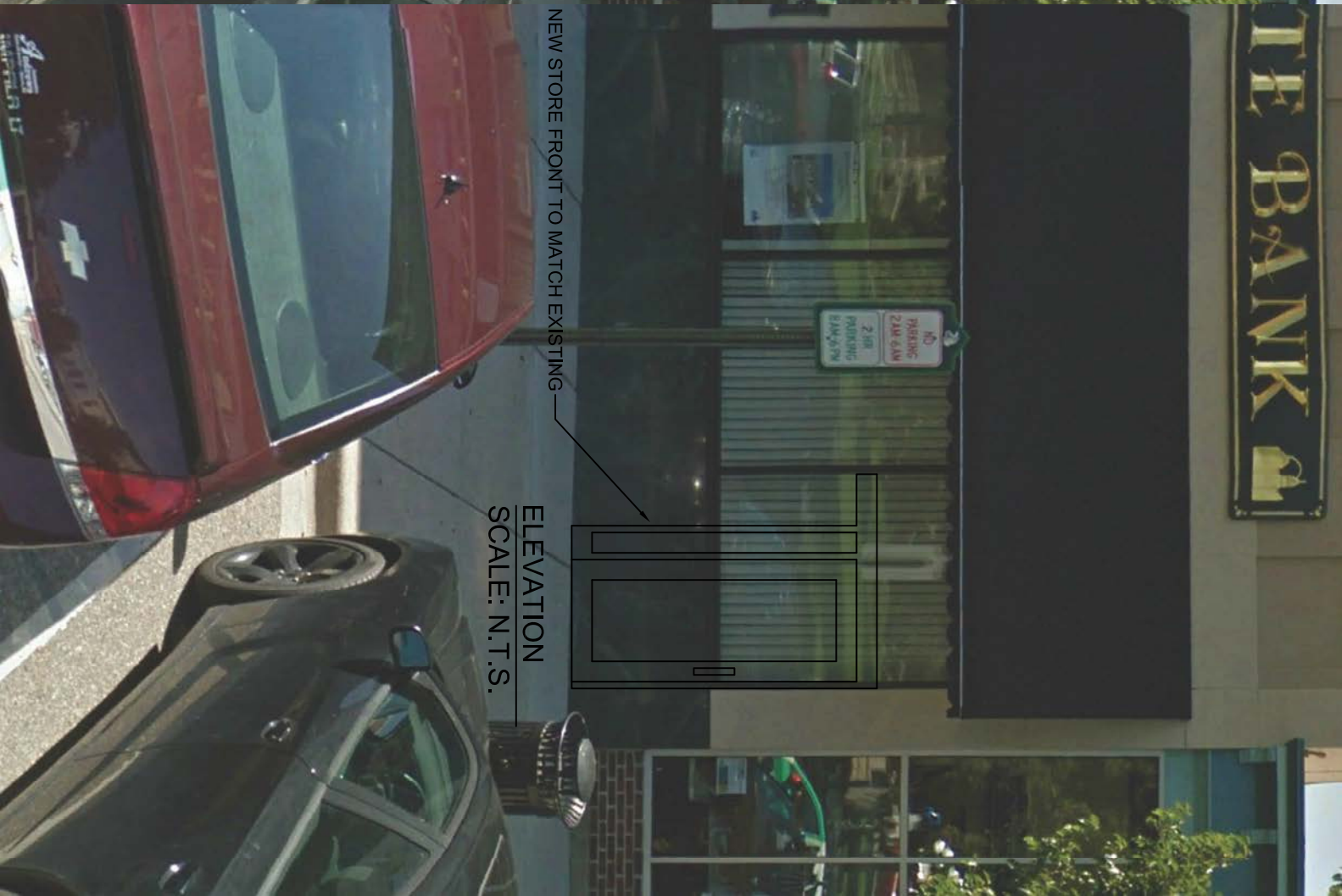
COMMERCIAL/INDUSTRIAL  
CONSTRUCTION

**JBS Contracting Inc.**  
1680 COVER PARKWAY  
MT. PLEASANT, MI 48858  
PH: (989) 772-0770  
FAX: (989) 772-9272



DEMO STORE FRONT & WALL

DEMO  
SCALE: N.T.S.



NEW STORE FRONT TO MATCH EXISTING

ELEVATION  
SCALE: N.T.S.





**TO:** Historic District Commission

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

**RE:** 103 E. Maple Street

**DATE:** January 18, 2019

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Dan Kostecke Jr., owner of Local Farm Alliance (LFA), submitted a sign permit application for two wall signs at 103 E. Maple St. One sign will be placed above the door on Maple St. A second sign will be placed on the wall facing Jefferson St.

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 discussed on page 8 of the study, referenced as Neubrecht Pharmacy.***

#### **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**

While it does not follow the recommendation of the Study, the proposed wall sign appears to be consistent in character with the previously approved signs throughout the District. There appears to be no conflict with the U.S. Secretary of the Interior's Standards for Rehabilitation. Staff offers the following recommendations for consideration:



## **Recommended Action**

### Motion

The Historic District Commission approve a Certificate of Appropriateness for two proposed wall signs, one to be located above the storefront at 103 E. Maple Street and one on the façade facing Jefferson Street as submitted on plans received January 8, 2019 based upon the findings that it is consistent with the standards listed in Section 31-5(3) of the Mason Code, specifically:

1. That the property is listed as a contributing building in the City of Mason Historic District and the property signage has a significant impact on the surrounding area,
2. The proposed project will be compatible with prior restoration of key historic features of the building,
3. The project proposes a wall sign that uses appropriate textures and materials for the historic structure, and
4. The proposed wall sign will complement and enhance the District.



## Mason Historic District Commission

# *Certificate of Appropriateness*

Approval is hereby given by the Historic District Commission for the proposed alteration of resources or new construction within the Mason Historic District consistent with the requirements of Chapter 31 of the Mason Code for the following property:

**103 E. Maple Street**

**Project: Wall Signs**

This certificate is being issued based on the submittals received on January 8, 2019 and approved by the Mason Historic District Commission on January 21, 2019.

---

Becky Clinton, Chairperson

---

Date

**RECEIVED**

JAN 08 2019

**BUILDING PERMIT APPLICATION** CITY OF MASON  
BUILDING DEPT.

PLEASE NOTE: PERMIT FEES ARE DUE AT THE TIME OF APPLICATION.

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

www.mason.mi.us email: elizabethh@mason.mi.us

Date	1-8-19	Permit No. (Office Use Only)
Project Name	LFA Farmers Market storefront sign	
Project Address (Street, City, State, Zip)	103 E. Maple St, Mason, MI 48854	
Parcel ID		
Lot #/Subdivision		
Zoning District(s)	Zone	Historic District? Y N
Special Assessment Area	Riverwalk Meadows	Cedar Street Temple Street
Flood Zone	FIRM Community Panel No.	
Project Description (Attach additional pages if necessary)	Installing 2 signs for our business onto store building. One on Maple <sup>street</sup> (main) & another facing Jefferson street	
Size of Structure ~ 24 x 12 sq. ft	Valuation of Work \$ \$1600	Permit Fee \$
Primary Contact	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Contractor
Name	Dan Kosrecke Jr	
Address	2845 E. Willoughby Rd, Mason, MI 48854	
Telephone	517-441-3456	Email dan@localfarmalliance.com
If different than above:		
Contractor Name	Contractor License #	
Contractor Address		
Contractor Telephone	Email	

**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

1-8-19

**APPLICATION MATERIALS** – Applicants should review Section 94-95 of the Mason Code for a complete listing of application requirements. Incomplete applications will not be processed. The following is a summary of materials that must accompany a completed building permit application:

- Completed application form
- Permit fee
- Plans on CD/Jump Drive (COMMERCIAL PROJECTS ONLY)
- Site plan, including the following (as necessary):
  - Boundary line survey
  - Location, setbacks, dimensions, and height of existing and proposed structures
  - The existing or intended use
  - The proposed number of sleeping rooms
  - Location of utility lines, wells, and septic drain fields
  - The yard, open space and parking area dimensions
  - Street grades, proposed finished grades and contour changes (where changes are proposed)
  - Location of regulated waterways, floodplains or wetlands
  - Legal description (as necessary)
- Proof of ownership/owner authorization
- Construction schedule for proposed project
- Construction calculations for utilities
- Any other information deemed necessary to determine compliance with building codes and city ordinances

**FEES** -- Fees are due at the time of application. A complete listing of fees can be found in the Directory of Charges online at [www.mason.mi.us](http://www.mason.mi.us) under Forms and Reports.

Permit for the excavation, the erection, addition, or alteration of any structure	\$50 Minimum fee for the first \$5,000 of construction cost plus \$6 for each additional \$1,000 of construction cost
Manufactured Housing/Mobile Home Placement	\$125
Special Inspection/Re-inspection	\$50
Residential Razing Permit	\$150
Fee for construction without a permit	1.5 times the permit charge
Roofing (roof-over only)	\$50
Re-roofing (tear off and new roof)	\$100
Siding permit	\$50
Sign permit	\$ 4.00 per \$1,000 of construction and erection cost with \$25.00 minimum permit fee.
Swimming Pool	\$75

## FOR DEPARTMENTAL USE ONLY

### ZONING REVIEW

Existing Structure or Use: Conforming \_\_\_ Non-Conforming \_\_\_

Proposed Structure or Use: Conforming \_\_\_ Non-Conforming \_\_\_ Variance Granted \_\_\_ Date \_\_\_

Historic District Commission Review Required: yes \_\_\_ no \_\_\_ Date Approved \_\_\_

Approved \_\_\_ Denied \_\_\_ Official/Administrator \_\_\_ Date \_\_\_

Special Conditions \_\_\_\_\_

### BUILDING REVIEW

Sidwell No. \_\_\_\_\_ Assessed Value of Structure \$ \_\_\_\_\_

Application Accepted By \_\_\_\_\_ Date \_\_\_\_\_ Permit No. \_\_\_\_\_

Occupancy/Use Group \_\_\_\_\_ Code \_\_\_\_\_

Soil Erosion Permit No. \_\_\_\_\_ Change of Use/New Use \_\_\_ Tap in Fee \_\_\_\_\_

Building Permit Fee \_\_\_\_\_ Total Fee Received \_\_\_\_\_ Receipt No. \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_ Official/Administrator \_\_\_ Date \_\_\_

Special Conditions \_\_\_\_\_





# CITY OF MASON

201 WEST ASH  
MASON, MI 48854  
5176769155  
5176761330

Invoice For Permit: PB19-0004

Print Date: 01/08/2019

Dan Kostecke Jr.  
2845 E Willoughby Rd  
Mason MI 48854

Pay by Account In Full



Pay by Account In Full

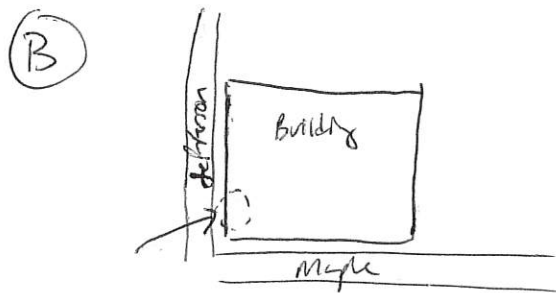
\$ 25.00

		Invoice No	Invoice Date	Permit Number	Address	Amount Due
		00003986	01/08/19	PB19-0004	103 E MAPLE	\$ 25.00
Fee Details:	Quantity	Description			Amount Cost	Balance
	600.000	SIGNS			\$25.00	\$ 25.00
Total Amount Due					\$ 25.00	

PAID  
JAN 08 2019  
CITY OF MASON



(A) Main storefront sign



Same design as main sign ("A")  
 but ~~26.51~~ smaller  $\rightarrow \sim 16.02" \times 69.51"$

Facing Jefferson St.





# Building Permit Inspections

City of Mason

201 W. Ash Street

Mason, MI 48854

(517) 676-9155

## Residential Permits

Permit # PB19-0004, issued to Dan Kostale Jr., for work to be completed at 103 E Maple, requires that the following inspections be completed and approved in accordance with the provisions of the Michigan Residential Code, 2015 Edition.

- ☐ 1. Footing inspection
- ☐ 2. Foundation inspection
- ☐ 3. Floodplain inspection (as required)
- ☐ 4. Energy Efficiency inspection (Insulation)
- ☐ 5. Frame and Masonry inspection
- ☐ 6. Roof Deck inspection
- ☐ 7. Other inspections: \_\_\_\_\_
- ☐ 8. Fire-resistance-rated construction inspection
- ☐ 9. Final inspection

Inspection requests must be received at least 24 hours in advance: however, requests received before 9:00 a.m. will be considered same day as the inspector's schedule allows.

To schedule an inspection, contact the Reception Desk at (517) 676-9155.

Failure to schedule a required inspection will result in the issuance of a Municipal Civil Infraction violation notice. The minimum fine for a violation notice is \$75. It is the responsibility of the applicant to complete the project and ensure that all work has been approved and finalised.

**\*\* All inspections will take place in the afternoon\*\***

Special Conditions, as listed on the permit:

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---

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\_\_\_\_\_  
Building Inspector

CITY OF MASON  
P.O. BOX 370  
201 W. ASH ST.  
MASON MI 48854-370  
Phone : (517) 676-9155  
WWW.MASON.MI.US

Received From:  
Dan Kostecke Jr.  
2845 E Willoughby Rd  
Mason MI 48854

Date: 01/08/2019      Time: 12:27:24 PM  
Receipt: 100240506  
Cashier: KM

PB18-0004  
103 E MAPLE  
SIGN

ITEM REFERENCE	AMOUNT
PMT PERMIT	
00003986	
101-254.00-477.000	\$25.00
TOTAL	\$25.00
CASH	\$25.00
Total Tendered:	\$25.00
Change:	\$0.00



**TO:** Historic District Commission

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

**RE:** SHPO CLG Evaluation Report

**DATE:** January 18, 2019

---

Enclosed is the recent evaluation report received from SHPO. The City of Mason is a member of the Certified Local Government (CLG) program which promotes preservation at the grass roots level and reflects best preservation practices. As a CLG member, we have the benefit of access to grant resources and technical support that would otherwise not be available. In order to maintain our CLG status, we are required to meet certain best practices. The evaluation report outlines areas of improvement for the City of Mason related to the CLG requirements.

Staff will review the report and answer questions during the HDC meeting on January 21, 2019. You may also email me in advance at [elizabethh@mason.mi.us](mailto:elizabethh@mason.mi.us).

More information regarding the CLG program can be found at <https://www.michigan.gov/mshda>. Click on the Certified Local Government Program in the left side bar.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

EARL J. POLESKI  
EXECUTIVE DIRECTOR

January 2, 2019

Ms. Elizabeth Hude, AICP  
Community Development Director  
City of Mason  
201 W. Ash Street  
Mason, MI 48854

Dear Ms. Hude:

Enclosed is the Certified Local Government evaluation report prepared by Outreach Coordinator Laura Ashlee in response to your written responses to our questions. We thank you for your work in assembling these materials.

You will see that we identified six issues needing attention in order for the City of Mason to comply with the requirements of the CLG program. We would be happy to discuss them if you have questions. Our goal is to help your community be as successful as possible and fully benefit from the CLG program.

With a single email or letter, please advise this office within ninety days after the date of this letter as to how these deficiencies have been or will be corrected. Also, please provide copies of this letter and the report to the members of the Mason Historic District Commission.

Feel free to contact Laura Ashlee at 517-335-2725 or [ashleel@michigan.gov](mailto:ashleel@michigan.gov) if you have any questions.

Sincerely,

Brian D. Conway  
State Historic Preservation Officer

BDC:lra

cc: The Honorable Russ Whipple, Mayor

Enclosures (Evaluation Report, Federal Professional Qualifications Standards, City of Birmingham's certification application)

**CERTIFIED LOCAL GOVERNMENT EVALUATION REPORT  
EVALUATION PERIOD 2015-2018**

**City of Mason  
December 28, 2018**

State Historic Preservation Office outreach coordinator Laura Ashlee sent Community Development Director Elizabeth Hude the 2018 evaluation form on June 13, 2018. The completed evaluation response was received in SHPO on July 23, 2018. Ms. Ashlee asked additional questions via email on December 6, 2018, and answers were received on December 20, 2018.

**Basic Requirement #1: A local government shall “enforce appropriate state or local legislation for the designation and protection of historic properties.”**

A) *Did the local government keep its ordinance in effect during the entire period 2015-2018?*  
YES.

B) *Did the local government amend or revise the Historic District Commission bylaws during the evaluation period?*  
NO.

*Did the local government amend or revise the local historic preservation ordinance during the evaluation period?*  
NO.

C) *Are the new ordinances, amendments, bylaws, etc. consistent with the requirements of the CLG program?*  
N/A.

**Basic Requirement #2: A local government shall “establish by state or local law an adequate and qualified historic preservation review commission composed of professional and lay members.”**

A) *Did the local government maintain a fully staffed commission during the entire time period?*  
NO.  
A 2017 vacancy remained until November 2018.

B) *Were all vacancies on the commission filled within sixty days?*  
NO.  
Three of four vacancies were filled well within the required sixty days.

**Corrective Action: Report vacancies and appointments to SHPO in the CLG annual report**

C) *Was an effort made to find qualified professionals to fill vacancies?*

No special effort was noted in the evaluation response. The evaluation response listed several people as meeting the professional requirements; however, a credential review showed that only one individual meets the qualifications.

Mark Cummings has a PhD in history.

Section 399.204 of PA 169 of 1970 as amended stipulates: *A local unit having a population of more than 5,000 individuals but less than 25,000 individuals shall appoint at least 1 member from a list of citizens submitted by 1 or more duly organized local historic preservation organizations. The commission of all local units shall include as a member, if available, a graduate of an accredited school of architecture who has 2 years of architectural experience or who is an architect registered in this state.*

**Corrective Action: Seek an architect meeting the Secretary of the Interior's professional qualifications to serve as an advisor when needed**

See the attached federal professional qualification standards.

- D) *Did the commission maintain records and operate in accordance with its written guidelines, including conflict of interest rules?*

U/K

- It is difficult to assess adherence to policies and guidelines because the minutes provided do not contain detail. [See comments below under Basic Requirement #4, B]
- The city has a code of ethics that is consistent with the NPS conflict of interest policy.

- E) *Did the commission respond to 100 percent of the applications for Certificates of Appropriateness within the time frame specified in the ordinance?*

YES.

The required time frame is forty-five days. Applications were processed as follows:  
2015: 6 days, 2016: 11 days, 2017: 42 days, 2018: 22 days

- F) *Were fewer than 20 percent of the commission's design review decisions appealed and then overturned?*

YES.

There were eleven total applications and decisions during the evaluation period. There were zero denials and zero appeals.

- G) *Was the required training information from the SHPO distributed to all commissioners?*

YES.

Each new commissioner is given a binder containing the required materials. No formal training has occurred since 2014. The city stated in its evaluation response that the HDC would like more SHPO contact and training.

**Basic Requirement #3: A local government shall "maintain a system for the survey and inventory of historic resources."**



- A) *Did the local government maintain its system for the survey and inventory of historic resources during the entire time period?*

NO.

There has not been ongoing survey.

**Corrective Action: Develop a plan for ongoing survey**

Although Mason conducted survey in the past, it needs to have a plan in place for keeping that information current.

- Review the survey system in place at the time of certification and consider whether it is still applicable.
- Consider whether there are areas that may not have been surveyed or may not have met the criteria for listing in the past but have reached fifty years of age since the survey was completed (e.g. a mid-twentieth-century neighborhood that reflects modern design). In addition, some buildings may have been noncontributing due to age, but may be contributing now.
- Establish the priority of each area and determine time frames.
- The City of Birmingham's certification application may be helpful in developing a system for survey. [See attached.]
- The city may want to consult with SHPO Survey Coordinator Katie Kolokithas regarding its survey system and goals.

- B) *If the survey work within the CLG's jurisdiction is not yet complete, have architectural and/or archaeological surveys been initiated?*

NO.

- C) *If archaeological surveys have been initiated, was the State Archaeologist contacted prior to the commencement of work?*

N/A.

- D) *Does all survey work meet with the Secretary of the Interior's Standards for Identification?*

N/A.

**Basic Requirement #4: A local government shall "Provide for adequate public participation in the Historic Preservation program, including the process of recommending properties to the National Register of Historic Places."**

- A) *Have all commission meetings been publicly announced and held in accordance with the Open Meetings Law, P.A. 267 of 1976?*

YES.

The HDC meets regularly on the third Monday of the month. The schedule and agendas are posted at city hall and on the city's website.

- B) *Do the minutes of commission meetings include all decisions and actions of the commission, including the reasons for those decisions?*

NO.

As requested by SHPO, the city provided three sets of minutes. The minutes do not document the business that transpired.

- No mention of an application for a Certificate of Appropriateness
- No description of the work or summary of issues
- No record of discussion or commissioner comments
- No record of the specific motion

The minutes of September 25, 2017, with regard to renovation of the Maple Street Mall states “All questions/concerns were answered to the satisfaction of the Commission.” In the future, the questions and answers and the concerns should be reported in the minutes.

**Corrective Action: Take detailed minutes as described below**

HDC minutes provide the foundation for a body of decisions and help facilitate consistency in decision making. The minutes should provide:

- A summary of the proposed work and any issues that exist.
- Documentation of the discussion that took place. Comments by commissioners should be recorded in the minutes with attribution and with enough detail to provide the reader with a clear understanding of the discussion and process that occurred.
- Documentation of the reasons for each decision made, with reference to the appropriate standard in the *Secretary of the Interior’s Standards for Rehabilitation*.
- In addition
  - Unless the decision is tabled, in which case a reason should be stated, the motion should direct that one of the following be issued: A Certificate of Appropriateness, a Notice to Proceed, or a Denial. The minutes should record the motion in full.
  - SHPO recommends that the city provide each commissioner with standard “fill-in-the-blank” language for each type of motion. Having this available at the meetings will assist commissioners in wording motions and will lend consistency to the proceedings.

C) *Have all procedures, guidelines, criteria, standards, etc. been available to the public for review and comment in accordance with the Freedom of Information Act, P.A. 442 of 1976?*

YES.

The city reported: *The City maintains a dedicated webpage for the Historic District Commission which contains procedures, guidelines, criteria and standards. Staff advises applicants as to the availability of these materials during the application process.*

D) *Has the CLG maintained an accurate record of all national register nominations from within the jurisdiction?*

NO.

According to the CLG Certification Manual the CLG “has the responsibility to participate directly in the national Historic Preservation program by reviewing and making recommendations on nominations to the National Register of Historic Places of non-federal properties. A CLG may also comment on the nomination of federal

*properties, but this is not required. Responsibility for nominating properties remains with the SHPO, but participation at the local level shall include the following steps. (See CLG certification manual for detail.)*

It is expected that CLGs will maintain copies of nominations to the National Register and make them available to the public.

**Corrective Action: Obtain copies of national register nominations and retain for public access**

Downloadable copies of nominations for properties listed through 2013 are available through the National Park Service at <https://catalog.archives.gov/id/20812803>. Upon request SHPO will provide scans of the remaining nominations. A guide to using the site is available from the SHPO website at [michigan.gov/nrhp](http://michigan.gov/nrhp). The city may want to post digital copies on its website in addition to making hard copies available at city hall.

- E) *Were complete reports submitted to the SHPO within the sixty-day period for 90 percent of all national register nominations from within the CLG's jurisdiction?*

N/A.

No properties were nominated to the National Register during the evaluation period.

- F) *Did 100 percent of the reports on National Register nominations objectively evaluate the properties in relation to the National Register criteria?*

N/A.

**Basic Requirement #5: A local government that has been certified shall "Satisfactorily perform the responsibilities delegated to it under the Act."**

- A) *Did the local government meet one or more of the goals that were identified at the time of certification or at the last evaluation?*

Mason was certified in 2004, however, SHPO never conducted an evaluation.

The city cited progress toward the goal of publishing a database of designated properties on the city's website as an achieved goal.

- B) *Has the local government identified goals for the upcoming three-year period?*

YES.

The city listed seven goals. Several are to improve community awareness of designated resources. None of the goals, however, deal with identification, evaluation, registration, or protection as required by the CLG program. The certification manual states under Basic Requirement #5, C, "*The CLG shall establish goals for its preservation program that will describe anticipated activities in terms of identification, evaluation, registration, and protection.*" The terms of the manual are to be continued following certification. The city's stated goals are:

*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.*

**Corrective Action: Establish achievable goals with specific deadlines**

- Most of the goals should relate to identification, evaluation, designation, and protection as specified in the CLG manual.
  - Public education leads to protection, so educational goals may be appropriate.
- Goals should contain action steps with deadlines.
  - For instance, Goal 1 may be *Expand First Street district to include Monroe Street and Pine Street properties*
    - *Survey Monroe Street from "X" Street to "Y" Street and Pine Street from "A" Street to "B" Street – Deadline: Fall 2019*
    - *Report written and submitted to SHPO by March 1, 2020*
- Goals do not need to be numerous, but they should be achievable in the next three years.
- Training goals might include:
  - Commissioners will attend one of the NAPC trainings sponsored by SHPO in 2019
  - Pay for up to four commissioners to attend the 2020 Michigan Historic Preservation Network Conference

The attached excerpt from the City of Birmingham's CLG application may provide a helpful example of how to formulate goals. Again—goals need not be numerous, but they should be achievable. Identify actions and deadlines.

**Recommendation: Undergo commissioner training regarding design review and oversight responsibilities regarding new construction**

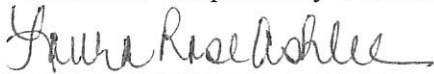
A December 12, 2018, article in the *Lansing State Journal* reported on the planned demolition of 154 West Maple Street, a building in the downtown historic district, and included the approved design for a building that will be constructed in its place. The building is within the district boundaries as a non-contributing building. While it lacks historic character, any renovations to the structure or new construction on the site should undergo the same process with the HDC as would a historic structure. The commission should consider the impact of the new construction on the district and the new building's compatibility with existing structures in terms of scale, materials, profile, and design elements.

If the article has presented the situation correctly, it would appear the commission would benefit from training regarding its role related to new construction, design review, and the Secretary of the Interior's Standards for Rehabilitation. These topics will be covered in free training by the National Alliance of Preservation Commissions, which will be held in Ypsilanti and Kalamazoo in March 2019. SHPO urges commissioners and HDC staff to attend.



**Reminder regarding Annual Reports**

Per the certification agreement, the city is required to submit an annual report to SHPO. Annual reports are due March 1 of each calendar year.

Evaluation completed by Outreach Coordinator Laura Ashlee on December 28, 2018.



Laura Rose Ashlee, Outreach Coordinator

NPS ...  [Link to](#)A Cultural Resource Subject  

# ARCHEOLOGY AND HISTORIC PRESERVATION:

## *Secretary of the Interior's Standards and Guidelines*

### *[As Amended and Annotated]*

#### [Contents](#)

#### [Standards & Guidelines for:](#)

#### [Introduction](#)

#### [Preservation Planning](#)

#### [Identification](#)

#### [Evaluation](#)

#### [Registration](#)

#### [Note on Documentation and Treatment of Hist. Properties](#)

#### [Historical Documentation](#)

#### [Architectural and Engineering Documentation](#)

#### [Archeological Documentation](#)

#### [Historic Preservation Projects](#)

#### [Qualification Standards](#)

#### [Preservation Terminology](#)

 print

## Professional Qualifications Standards

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

### History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

### Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;

2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

#### **Architectural History**

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

#### **Architecture**

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

#### **Historic Architecture**

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

<< [Hist. Preserv. Projects](#) | [Intro](#) | [Preserv. Terms](#)  
>>

NPS

[Laws](#) | [Search](#) | [E-mail](#) | [Links to the Past](#)

10

[Privacy & Disclaimer](#)

MJB





JUN - 4 2009

June 1, 2009

CLG Coordinator  
State Historic Preservation Office (SHPO)  
Michigan Historical Center  
702 W. Kalamazoo  
PO Box 30740  
Lansing, MI 48909-8240

Re: Request for CLG Certification

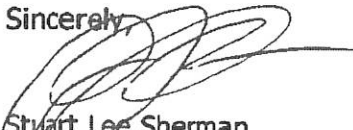
Dear Mr. Conway:

The City of Birmingham is hereby requesting Certification under the Certified Local Government Program.

The Historic District Commission has been striving to promote and protect the rich historical heritage of the Birmingham area. The City currently has 80 historic properties.

We are anxious to participate in the Certified Local Government Program and hope that, after reading the attached application, the MHC will enable us to do so.

Sincerely,



Stuart Lee Sherman  
Mayor

## **Request for Certification of the Birmingham Historic District Commission in the National Historic Preservation Certified Local Government Program.**

The City of Birmingham Historic District Commission is requesting certification in accordance with the Certified Local Government Program in the Michigan Manual (1990) published by the MHC; Michigan Department of State.

### **Basic Requirement #1 (Legislation)**

- A. Appendix A of this submission is Chapter 127 "Historic Districts" of the Birmingham City Code. This represents the local legislation passed under Michigan PA 169 and adopted for purposes of establishing a local Historic District Commission to designate and protect historic districts and individual historic properties within Birmingham.
- B. The highlighted section numbers within Appendix A identify the locations of the ten components that are deemed consistent with the purposes of PA 169.
- C. Legal descriptions of Birmingham's Historic Districts are part of the Historic Districts Ordinance found in Sec. 127-25 Historic District Boundaries. Maps of the Historic Districts are attached to the application. (See Appendix B)
- D. The Code of Conduct is found in the City of Birmingham City Ordinance:

### **ARTICLE IX. ETHICS**

Sec. 2-320. Public policy.

Public office and employment are public trusts. For government to operate properly, each city official, employee, or advisor must earn and honor the public trust by integrity and conduct.

The city hereby declares that all city officials and employees must avoid conflicts between their private interests and the public interest. Public officials and employees must:

- (1) Be independent, impartial and responsible to the people;
- (2) Make governmental decisions and policy in the proper governmental channels;
- (3) Not use public office for personal gain.

To enhance public trust, the city must provide its officials and employees with adequate guidelines for separating their roles as private citizens from their roles as public servants.

This Code sets minimum standards of ethical conduct for all city officials and employees, elected or appointed, paid or unpaid. It proscribes actions incompatible with the public interest and directs disclosure of private financial or other interests in matters affecting the city.

(Ord. No. 1805, 4-28-03; Ord. No. 1810, 5-19-03; Ord. No. 1819, 1-12-04)

### **Basic Requirement #2 (Historic District Commission)**

- A. The Birmingham Historic District Commission is the official name of the functioning review body (Previously known as the Historic District and Design Review Commission prior to August, 2006, and the Planning and Historic District Commission prior to April 1988).
- B. All Commission members have a demonstrated interest, competence, or knowledge in historic preservation.
  - 1. A resume for each Historic District Commissioner is included in this report under Appendix D.
  - 2. The Historic District Commission presently has three members with professional qualifications which meet the National Park Service 36 CFR criteria:
    - a) Mr. Douglas Jones is a licensed architect with the State of Pennsylvania, and has 3 years of full-time professional experience on historic preservation projects.
    - b) Mr. Peter Frawley has a BA in history, and served as Assistant Director for the Research Department (history) at Colorado State University.
    - c) Ms. Sheila Bashiri, Administrative Liaison to the Historic District Commission, has a BFA in Historic Preservation, worked for the City of Detroit Historic Designation Advisory Board for 2 years as an architectural historian, served on the staff of Detroit's Historic District Commission for 3 years, and has served as Birmingham's Administrative Liaison to the Historic District Commission and the Historic District Study Committee for 5 years.
  - 3. See Historic District Commission resumes under Appendix D.
- C. See Section 127 - 6 of Appendix A
- D. Rules of Procedure have been established for the Historic District Commission. These Rules of Procedure were adopted on August 16, 2006. (See Appendix C)

### **Basic Requirement #3 (Survey and Inventory System)**

- A. In **1983**, a study committee was formed to survey the historic structures in the City of Birmingham. The committee identified 6 areas which they felt worthy of historic designation. These areas include:
  - 1. Mill Pond Historic District
  - 2. Shain Park Historic District
  - 3. Merrill, Townsend, Brown Historic District
  - 4. Bates Street Historic District
  - 5. Central Business Historic District
  - 6. 14 Other Non-contiguous Historic Districts

In **1984**, the City Commission adopted a Historic District Ordinance which formally designated these areas as historic districts. After the initial designation of the districts, the

surveying and inventory of other structures was done on an ad-hoc basis by members of the Planning and Historic District Commission and the Birmingham Historical Board. Based on the thorough study and recommendation of the Historical Board, action was taken to recommend the designation of sites and/or structures to the Planning and Historic District Commission for review. The Commission, in turn, made recommendations to the City Commission for the designation of sites and structures thought to be of historic or architectural significance.

The Planning and Historic District Commission was changed to the Historic District and Design Review Commission in April, **1988**.

In **2005**, an outside consulting firm conducted a study of houses in the neighborhood surrounding the Bates Street Historic District. As a result of that study, several houses were recommended for further study for potential designation. The Historic District and Design Review Board asked the City Commission to direct the Historic District Study Committee to research the buildings. The Study Committee performed a thorough survey of the buildings and determined that there was not enough significance to warrant the pursuit of designation.

In **2006**, a new Historic Districts Ordinance was written to comply with PA 169. The Historic District and Design Review Board was disbanded, and the Historic District Commission was formed.

In **2007**, a directive was given to the Historic District Study Committee to go back and survey and inventory those historic districts that were previously designated under the ordinance but may not have been adequately documented. The goal is to complete this process within 18 months.

The City of Birmingham will undertake three surveys within the next four years:

**Survey the Eco City Neighborhood:** The area flanking Woodward and bordering Fourteen Mile Road, Grant, Holland, and Torry consists of industrial housing that was developed in 1921, and annexed to the City of Birmingham in 1926. This area has been experiencing a loss of resources due to demolition and new construction. The City will conduct a survey to be initiated in May 2009 and completed within one year.

**Survey Post WWII Neighborhood:** The area bordered by Maple Holland Adams Rd. and Eton Rd. has many Post WWII track houses. This area will be surveyed within two years upon the completion of the Eco-City Survey.

**Survey of Modern Architecture in Birmingham:** Birmingham has numerous examples of Modern architecture sprinkled throughout the City. A survey will be undertaken, to be completed within the next three years following the survey of the Post WWII neighborhood.

- B. The survey guidelines indicated on pages 7 and 8 of the Certified Local Government application presently are and have been followed by the Historic District Commission.

1. The City of Birmingham will follow the *Manual for Historic and Architectural Survey in Michigan* or any procedures or processes set forth by the State Historic Preservation office when undertaking a survey.
2. At the completion of the current survey of the previously designated historic districts, the data will be forwarded to the MHC in both printed and digital form.
3. An original copy of all survey data is currently available to the general public. The City will retain at least one copy of all future survey data and make it available to the public.
4. No archaeological survey projects have been undertaken in the City of Birmingham. If, and when, such surveys are necessary, MHC procedures will be followed.

**Basic Requirement #4 (Public Participation)**

- A. Public participation in the Historic District Commission is accomplished in the following ways:
1. All meetings of the Commission adhere to the Open Meetings Act, Public Act 267 of 1976, as amended. This is found in the adopted policy resolution No. 343-91 by the City Commission in June of 1991.
  2. Historic District Commission meetings are regularly scheduled for the first and third Wednesdays of each month and special meetings may be called when necessary in accordance with the Historic District Commission Rules of Procedure adopted August 16, 2006. (See Appendix C)
  3. Public notice is provided and agendas are posted on the City of Birmingham Website and at the City of Birmingham City Hall for all regular meetings and special meetings prior to the meeting date. Additionally, the City has "enotify" email alert system which allows residents to sign up to receive public notices.
  4. All procedures, guidelines, criteria, standards, etc., used by the Commission, are available to the public at the City of Birmingham Planning Department. (See Appendix E).
  5. Minutes of all meetings and decisions of the Historic District Commission are posted on the City of Birmingham website, are sent to the public through "enotify" if requested, are kept on permanent file at the City of Birmingham Community Development Department, Planning Division, and are made available to the public in compliance with the Freedom of Information Act, PA 442 of 1976, as amended.
  6. All Historic District Commission decisions are made in a public forum and applicants are given written notification of the decisions.
- B. The City of Birmingham currently has three properties listed on the National Register, and an application for the property of a former Commissioner is currently under consideration.

Any future participation in the nomination of National Register sites shall be conducted in accordance with the criteria established by the MHC.

- C. An annual report is prepared and submitted to the City Commission which summarizes the Historic District Commission activities for each year.

#### **Basic Requirements#5 (Goals)**

- A. The preservation goals of the Birmingham Historic District Commission are to provide for the establishment of historic districts within the City of Birmingham; to safeguard the heritage of the City of Birmingham by preserving districts in the City which reflect elements of its cultural, social, economic, political, or architectural history; to stabilize or improve property values in and adjacent to such districts; to promote civic beautification of historic districts; and to promote the use of local history for the education, pleasure, and welfare of the citizens of the City of Birmingham, the State of Michigan and to the Nation.

The activities the Commission proposes to complete with the next 3 years include:

1. **Goal: Resurvey previously designated historic structures.** The goal is to complete this process within the next year.

##### **Tasks**

Continue researching the remaining properties  
Compile information for archiving  
Submit data to MHC

##### **Completion**

12/09  
02/10  
04/10

2. **Goal: Designate the Eco City Neighborhood.** The City will conduct a survey to be initiated in June 2009 and completed within one year.

##### **Tasks**

Survey Eco City Neighborhood  
Identify contributing resources  
Obtain resolution from City Council to begin study  
Conduct photographic inventory of resources  
Conduct research on contributing resources  
Submit preliminary study report  
Hold Public Hearing  
Submit final report to City Commission  
City Commission pass ordinance of designation

##### **Completion**

05/10  
06/10  
07/10  
09/10  
02/11  
03/11  
04/11  
05/11  
06/11

3. **Goal: Nominate National Register Historic District.**

The City of Birmingham currently has three historic landmarks listed on the National Register. Additional potential National Register Historic Districts will be identified and nominated.

##### **Tasks**

Identify district for nomination  
Send preliminary questionnaire to the SHPO staff

##### **Completion**

05/09  
06/09



Obtain resolution from the City Commission to begin study	08/09
Conduct Research	08/09
Submit nomination materials	11/09
Submit application to National Register	02/10

4. **Goal: Designate Wallace Frost Homes as Local Historic Districts.** In 1991, a report was completed and endorsed by the City Commission regarding Wallace Frost, a known Michigan architect and former Birmingham resident. Plaques were also designed and made available to the property owners of homes verified to have been designed by Wallace Frost. Since the initial report, several resources have been demolished.

Tasks	Completion
Survey to determine remaining resources	11/10
Identify at least 3 resources for designation	01/11
Obtain resolution from City Commission to begin study	02/11
Conduct research on the 3 resources	05/11
Submit Preliminary Study Report	07/11
Hold Public Hearing	09/11
Submit final report to City Commission	11/11
City Commission pass ordinance of designation	12/11

5. **Goal: Four educational workshops from Michigan Historic Preservation Network.** Since 2006, the Historic District Commission has partnered with the Michigan Historic Preservation Network to provide four Historic Preservation Workshops per year for the public. The funding for these workshops was withdrawn from city budget. The goal is to continue to educate the public about historic preservation through this partnership.

Tasks	Completion
Submit draft proposal	10/09
Submit grant application	12/09
Schedule workshops with MHPN	06/10

In addition to the above goals and activities, the Birmingham Historic District Commission is fully prepared to carry out all required and optional activities outlined on the Certified Local Government criteria.

- B. The City of Birmingham does not choose to review tax credit applications at this time.

# APPENDIX A



# PUBLIC NOTICE

## 2019 MASON PUBLIC MEETINGS

*All public meetings are held at City Hall*

CITY COUNCIL 7:30 PM (1 <sup>st</sup> & 3 <sup>rd</sup> Monday)	DOWNTOWN DEVELOPMENT AUTHORITY 10:00 AM (1 <sup>st</sup> Wednesday, as needed)
January 7 & 21	January No January Meeting
February 4 & 18	February 6
March 4 & 18	March 6
April 1 & 15	April 3
May 6 & 20	May 1
June 3 & 17	June 5
July 1 & 15	July 3
August 5 & 19	August 7
September 9 & 23 (2 <sup>nd</sup> & 4 <sup>th</sup> Monday)	September 4
October 7 & 21	October 2
November 4 & 18	November 6
December 2 & 16	December 4

HISTORIC DISTRICT COMMISSION 6:00 PM (3 <sup>rd</sup> Monday, as needed)	PLANNING COMMISSION 6:30 PM (2 <sup>nd</sup> Tuesday after the 1 <sup>st</sup> Monday)	ZONING BOARD OF APPEALS 5:30 PM (2 <sup>nd</sup> Wednesday, as needed)
January 21	January 15	January 9
February 18	February 12	February 13
March 18	March 12	March 13
April 15	April 9	April 10
May 20	May 14	May 8
June 17	June 11	June 12
July 15	July 9	July 10
August 19	August 13	August 14
September 16	September 10	September 11
October 21	October 15	October 9
November 18	November 12	November 13
December 16	December 10	December 11

**Resources:** More Questions? Please Contact our Customer Service Desk at 517.676.9155.

1.1.2019 (City Clerk)