



HISTORIC DISTRICT COMMISSION

MONDAY, APRIL 15, 2019

Maple Conference Room – 2nd Floor – 6:00 P.M.

201 West Ash Street, Mason MI

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES

A. Approve Minutes of Regular Historic District Commission Meeting January 21, 2019

5. UNFINISHED BUSINESS

6. NEW BUSINESS

A. Certificate of Appropriateness, 137 E. Maple St., Mason First Presbyterian Church, represented by Steve Sowles, for a new, internally lit, freestanding sign.

7. LIAISON REPORT

A. Development Update: City Manager's Report – to be distributed at the meeting

8. ADJOURN

**CITY OF MASON
HISTORIC DISTRICT COMMISSION MEETING
MINUTES OF JANUARY 21, 2019**

Clinton called the meeting to order at 6:00 p.m. in the Maple Conference Room 2nd floor at 201 West Ash Street, Mason MI.

Present: Clinton, Cummings, Klein, Schulien, Shattuck, Vogel
Absent: Linsley (gave notice)

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

ELECTION OF LEADERSHIP

NOMINATION FOR CHAIR

Schulien nominated Clinton for the position of Chair. Seconded by Shattuck.

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

No (0)

Absent (1) Linsley

Clinton elected as Chair.

NOMINATION FOR VICE-CHAIR

Schulien nominated Shattuck for the position of Vice-Chair. Seconded by Klein. Shattuck declined the nomination.

Schulien nominated Cummings for the position of Vice-Chair. Seconded by Shattuck.

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

No (0)

Absent (1) Linsley

Cummings elected as Vice-Chair.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

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

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

No (0)

Absent (1) Linsley

UNFINISHED BUSINESS

A. Development Update: City Manager's Report

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.

Staff provided an overview of the project. Cummings asked for confirmation that the door style was consistent with the previous project. Staff confirmed the style was consistent.

MOTION by Schulien second by Vogel, to approve the COA.

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

No (0)

Absent (1) Linsley

MOTION APPROVED

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.

Staff provided an overview of the project along with the business plan of the LFA. There will be vendors similar to Maple Street Mall, but for farmers and artisanal goods makers. It will be open six days a week, year round. Vogel noted this was a good business plan.

MOTION by Vogel second by Cummings to approve the COA.

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

No (0)

Absent (1) Linsley

MOTION APPROVED

C. State Historic Preservation Office (SHPO) Certified Local Government (CLG) Evaluation Report
Discussion took place regarding Evaluation Report. Corrective actions will be incorporated into the future HDC goals.

D. Meeting Schedule – The 2019 Mason Public Meetings Public Notice was presented in the packet

E. Training Opportunities - Staff encouraged members to register for upcoming training opportunities. Staff will work to identify local training opportunities for members.

F. Orientation – Review handbooks – New handbooks were distributed. Staff gave an overview of the various sections and highlighted information regarding ethics, procedures and standards for use when reviewing applications and making decisions.

LIAISON REPORT

Council member Vogel provided the liaison report. She noted that there is a new councilmember, Jerry Schafer. This evening (January 21, 2019), City Council will review proposed changes to the rules of order. It was confirmed that the new name for the City Administrator's Report is the City Manager's Report.

Schulien asked about the old School Administration building (118 W. Oak St.). Staff responded that the project is

up in the air, and staff is still working with the applicant.

Concern was raised regarding the electric projecting sign at the Courthouse Pub. It is believed to have been installed without permits or HDC review/approval. Staff will work with the new code enforcement officer to address.

ADJOURN

The meeting adjourned at approximately 7:14 p.m.

Elizabeth A. Hude, AICP, Community Development Director



TO: Historic District Commission

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

RE: 131 E. Maple Street – Presbyterian Church SIGN

DATE: January 18, 2019

On April 11, 2019, Mason First Presbyterian Church, represented by Steve Sowles, submitted a sign permit application for a new, internally lit, freestanding sign located at 131 E. Maple St. The property is zoned O-1 Office District and is located within the Historic District.

A building permit is required for a sign in any zoning district. 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 ...". Per section 31-2 Definitions, a Resource means one or more publicly or privately owned historic or non-historic buildings, structures, sites, objects, features, or open spaces located within a historic district.

The applicant is, therefore, requesting Historic District Commission review and approval of a Certificate of Appropriateness.

City of Mason Ordinance Chapter 58 – Signs

The sign appears to meet the design and placement standards as required in the O1 zoning district described in Ch. 58 Signs of the City ordinance. No additional standards are noted for signs within an Historic District.

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 not discussed in the study.***

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. While the guidance in Section 31-5 does not specifically refer to signs, the sign does require a building permit and meets the definition of a structure within a historic district. 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 freestanding sign appears to be consistent in character with the discretionary standards of the Commission. There appears to be no conflict with the U.S. Secretary of the Interior's Standards for Rehabilitation.

Recommended Action

The Historic District Commission has the following options per Section 31-5 of the City Ordinance:

- Approve a Certificate of Appropriateness
- Deny a Certificate of Appropriateness
- Issue a Notice to Proceed in accordance with Sec. 31-5(f)(3)

Staff recommends approval and offers the following motion for consideration:

Motion

The Historic District Commission approves a Certificate of Appropriateness for one internally lit, freestanding sign located at 131 E. Maple St as submitted on plans received April 11, 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 in the City of Mason Historic District and the property signage has a significant impact on the surrounding area,
2. The proposed sign cabinet will be an internally lit, aluminum and white lexan with vinyl graphics, the supports are made of stone and will be compatible with key historic features of the building such as the stone façade of the church,
3. The sign uses appropriate textures and materials for the historic structure, and
4. The proposed 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:

**131 E. Maple Street
Mason First Presbyterian Church**

Project: Freestanding Sign

Inclusive of a proposed sign cabinet that will be an internally lit, aluminum and white Lexan with vinyl graphics, supported by pillars on either side made of stone.

This certificate is being issued based on the submittals received on April 11, 2019 and approved by the Mason Historic District Commission on April 15, 2019.

Becky Clinton, Chairperson

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

RECEIVED

APR 11 2019

CITY OF MASON
BUILDING DEPT.

Date	April 11, 2019		Permit No. (Office Use Only)	PBA-0038	
Project Name	Mason First Presbyterian Church				
Project Address (Street, City, State, Zip)	131 E. Maple Street Mason, MI 48854				
Parcel ID	33-19-10-09-104-015				
Lot #/Subdivision	#12				
Zoning District(s)	Zone	0-1	Historic District?	<input checked="" type="radio"/> Y <input type="radio"/> N	
Special Assessment Area	Riverwalk Meadows		Cedar Street	Temple Street	
Flood Zone	FIRM Community Panel No.				
Project Description (Attach additional pages if necessary)	New lighted 4x5' sign with split field stone on ends Remove old sign.				
Size of Structure	Valuation of Work \$		Permit Fee \$		
	6,000				
Primary Contact	Owner	Contractor	<input checked="" type="checkbox"/> Other (Specify) Church Member		
Name	Steve Sowles				
Address	1522 Barnes Rd. Leslie, MI 49251				
Telephone	517-388-3833		Email	sowles65@gmail.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

4-11-19

9'6" Long Stone and sign

5' TOP OF SIGN to Grade



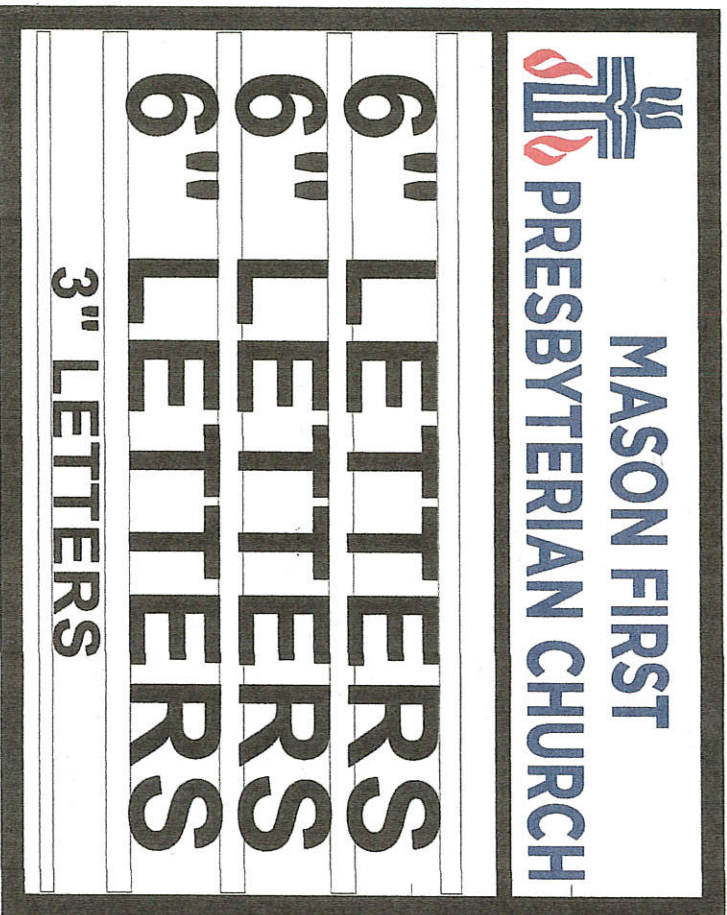
Grade

PAD = 2'W x 10'L x 42"D

MISS DIG Ticket # B91011551

(1) 4' X 5' D/F INTERNALLY ILLUMINATED SIGN CABINET WITH CC LETTERS

5'



1 1/2" RETAINER

WHITE ACRYLIC FACE
WITH VINYL GRAPHICS

CLEAR VANDAL COVER

CC LETTERS & TRACK

131

(2) 5"x12" ADDRESS PLAQUES

CUSTOMER APPROVAL: _____

DATE: _____



2240 Lansing Ave, Jackson, MI 49202
517.784.3720 | www.johnsonsign.com



JOB NAME:

MASON FIRST

PRESBYTERIAN

LOCATION:

MASON, MI

ACCOUNT REP.:

DESIGNER:

REVISION:

NOTES:

FILE NAME:

MAS-MS-051018

SCALE:

1-1/2"=1'

This design and all material appearing hereon constitute the original unpublished work of Johnson Sign Co. may not be duplicated, used or disclosed without written consent.

THIS SIGN IS INTENDED TO BE MANUFACTURED IN ACCORDANCE WITH THE MANUFACTURING PRACTICES OF THE SIGN INDUSTRY. THE SIGN WILL BEAN UL LABELLED.

JOHNSON SIGN CO.
DOES NOT PROVIDE
PRIMARY ELECTRICAL
TO SIGN LOCATION
RESPECTUALLY OF OTHERS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/14/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Fiedler Insurance Agency 117 E Maple Mason MI 48854	CONTACT NAME:		
	PHONE (A/C, No, Ext):	517-676-2449	FAX (A/C, No): 517-676-3171
INSURED FIRST PRESBYTERIAN CHURCH 131 E. Maple MASON MI 48854	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Brotherhood Mutual Insurance		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: 20180614152601316 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	N	N	21M5A0238958	11/20/2017	11/20/2020	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 3,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A	N			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Mason 201 W Ash Street MASON MI 48854	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---



Corporate Office - Jackson
2240 Lansing Ave.
Jackson, MI 49202
P: (517) 784-3720
F: (517) 784-1556
www.johnsonsign.com

Douglas Sign - Lansing
A Division of Johnson Sign
1800 S. Cedar St.
Lansing, MI 48910
P: (517) 482-2090
F: (517) 482-2138

Huron Sign - Ypsilanti
A Division of Johnson Sign
663 S. Mansfield St.
Ypsilanti, MI 48197
P: (734) 483-2000
F: (734) 483-5164

JSC PROPOSAL

Proposal #: 14329

Proposal Date: 05/10/18
Customer #: CRM006652
Page: 1 of 3

SOLD TO:	JOB LOCATION:
MASON FIRST PRESBYTERIAN CHURCH 131 E. MAPLE ST. MASON MI 48854	MASON FIRST PRESBYTERIAN CHURCH 131 E. MAPLE ST. MASON MI 48854

Johnson Sign Company (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #5048 Fabricate (1) 4' x 5' D/F Illuminated Monument Sign with Changeable Copy and (2) Address Number Plaques CABINET= aluminum cabinet with retainers FACE= white lexan with vinyl graphics, vinyl divider bar, and CC track VANDAL COVER= clear lexan vandal cover with locks over entire sign CHANGEABLE COPY= (3) lines of 6" & (1) line of 3" with CC letters & track ILLUMINATION= UL approved white LED's and power supplies PAINT= TBD ADDRESS PLAQUES= .125 aluminum with vinyl address and studs	\$3,950.00	\$3,950.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

TOTAL PROPOSAL AMOUNT: \$3,950.00

TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION

THIS PRICE DOES NOT INCLUDE ELECTRICAL RAN TO SIGN LOCATION, PERMITS OR TAX UNLESS SPECIFICALLY STATED.

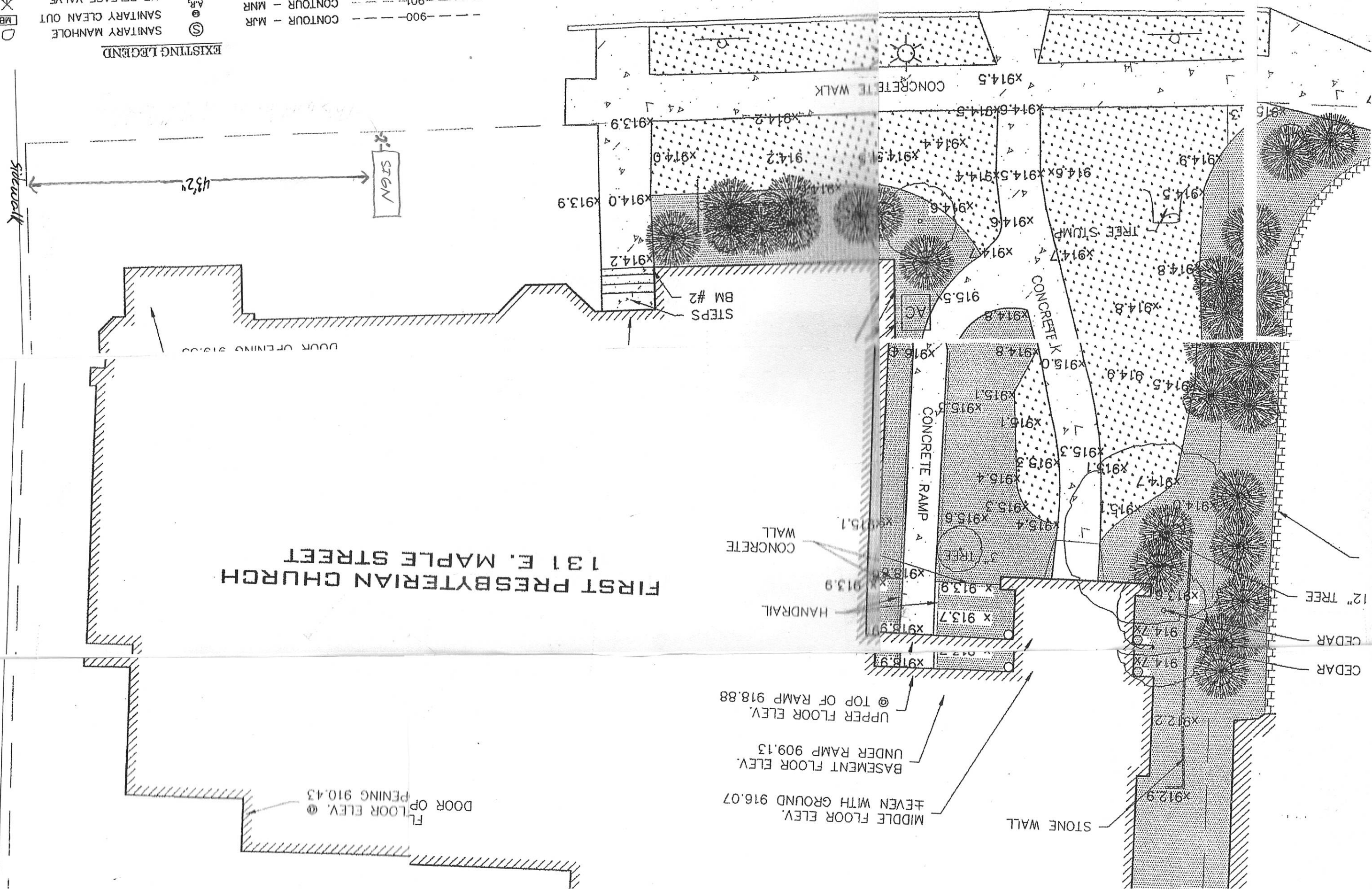
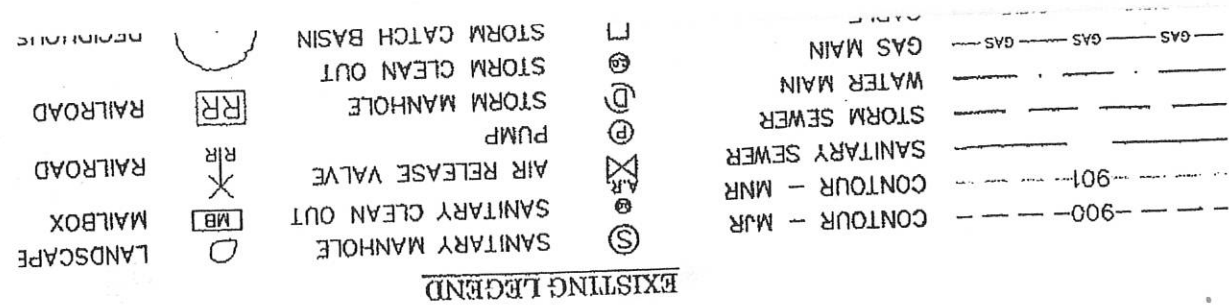
NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

TERMS AND CONDITIONS

COMPANY INITIALS _____

CUSTOMER INITIALS _____





**HISTORIC DISTRICT COMMISSION
TRAINING WORKSHOP**

MONDAY, APRIL 15, 2019

Maple Conference Room – 2nd Floor – 6:00 P.M.
201 West Ash Street, Mason MI

AGENDA

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT**
- 3. PRESENTATION AND TRAINING BY THE MICHIGAN HISTORIC PRESERVATION NETWORK:**

Rhonda Baker – Rhonda is a graduate of Western Michigan University's Public History program and has worked in the field of preservation for over twenty years. She was employed as Assistant Director and Director for the Historic Preservation Department of South Bend and St. Joseph County, Indiana and for the last fifteen years has served as the Historic Preservation Specialist for the City of Grand Rapids, Michigan.

Amanda Reintjes – Amanda received her B.S. in International Studies from Northern Michigan University in 2005 and her M.S. in Historic Preservation from Eastern Michigan University in 2011. She has been serving as a Field Representative for the Michigan Historic Preservation Network since 2012 in Grand Rapids, which serves as the base of operations for work in her region.

- 4. ADJOURN**