



HISTORIC DISTRICT COMMISSION

MONDAY, MAY 20, 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 April 15, 2019

B. Approve Minutes of Historic District Commission Workshop April 15, 2019

5. UNFINISHED BUSINESS

A. Certificate of Appropriateness (COA) - 137 E. Maple St., Steve Sowles on behalf of Mason First Presbyterian Church, is seeking a COA for a new, internally lit, freestanding sign.

6. NEW BUSINESS

A. Discussion: Maple Street Mall – new mural

B. Discussion: Sign Ordinance Update

C. Regional Planning Workshops for Michigan's Five –Year State Historic Preservation Plan

D. Recommendation to City Council to adopt Resolution - Supporting the Reinstatement of State Historic Tax Credits Senate Bill 54/House Bill 4100

E. Workplan Update: Review HDC three-year goals and update to align with CLG requirements

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 APRIL 15, 2019
DRAFT**

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, Linsley, Schulien, Shattuck, Vogel

Absent:

Also present: Elizabeth A. Hude, AICP, Community Development Director, Rhonda Baker & Amanda Reintjes, The Michigan Historic Preservation Network

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

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

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

A long term plan for the Historic District Commission was discussed amongst members and staff. The following were points of discussion:

- A review of the CLG report and how to address the recommendations in the report findings.
- Engaging students in the Historic District.

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.

The applicant presented the project. His son passed away, and this was going to be his Eagle Scout project. The sign is currently internally lit, and the proposed project also has an internally lit sign.

Cummings does not agree with the interior lighting element of the sign. This element is not consistent with the start of the twentieth century, which is the era of the building's construction. Vogel noted it is important to preserve the integrity of the building. Significant discussion resulted in a motion to continue the matter to a future meeting and allow staff to conduct research that would help the Commission make findings about the design standards for signs in the historic district.

MOTION by Vogel second by Cummings to continue the matter of 137 E. Maple Street to the Historic District Commission's regular meeting on May 20, 2019.

Additional discussion took place regarding the proposed replacement sign and if the internal illumination was grandfathered. Staff responded that while the sign would be considered conforming in its underlying O-1 zoning district, if it does not meet the Historic District standards, then it could be considered non-conforming. A replacement sign would meet to meet the current requirements.

Klein called to end the discussion and move the vote, Vogel Seconded. The chair called for a vote.

Yes (4) Cummings, Linsley, Schulien, Vogel, Clinton, Klein, Shattuck

No (3) Clinton, Klein, Shattuck

MOTION APPROVED

LIAISON REPORT

A. Development Update: City Manager's Report was provided to the commissioners at the meeting.

Councilmember Vogel provided the liaison report. The City Council is reviewing the annual budget, under \$15 million; the last tax increase was two years ago and the one before that was 25 years prior; the focus has been on baseline maintenance including parks; the DPW is in poor condition; nothing has been done at the wastewater plant for 20 years and a decision is to be made about bonding for a new facility. An aspect of the budget City Council is reviewing is part-time workers. Also, retirement and benefit consideration.

Meggie Wren has been nominated to the Planning Commission. Cory Thackery has been nominated to the Downtown Development Authority.

ADJOURN

Klein motioned to adjourn, second by Cummings.

Yes (4) Cummings, Linsley, Schulien, Vogel, Clinton, Klein, Shattuck

The meeting adjourned at approximately 6:48 p.m.

Elizabeth A. Hude, AICP, Community Development Director

**CITY OF MASON
HISTORIC DISTRICT COMMISSION TRAINING WORKSHOP
MINUTES OF APRIL 15, 2019
DRAFT**

Clinton called the meeting to order at 6:50 p.m. in the Maple Conference Room 2nd floor at 201 West Ash Street, Mason MI.

Present: Clinton, Cummings, Klein, Linsley, Schulien, Shattuck, Vogel

Absent:

Also present: Elizabeth A. Hude, AICP, Community Development Director, Rhonda Baker & Amanda Reintjes, The Michigan Historic Preservation Network; Representative of the City of Owosso Historical Commission

PUBLIC COMMENT

None.

PRESENTATION AND TRAINING BY THE MICHIGAN HISTORIC PRESERVATION NETWORK

Staff introduced Rhonda Baker and Amanda Reintjes from the Michigan Historic Preservation Network.

Reintjes discussed two bills, Senate Bill 24 and House Bill 4100. These are in consideration and if passed, they will support historic tax credits. This will encourage more sensitivity and resources toward historical preservation. The focus is on exteriors and not interiors. If passed this will help promote historical preservation.

Reintjes and Baker discussed tools for historic districts including bylaws to guide discussions for more defensible decisions, making motions that include reference to the standards in the decision, delegation for administrative approval and design guidelines. Mason has no design guidelines for review which should reference a "period of significance." The façade study does provide some guidance. She suggested expanding the study to take the whole district into account. Focus on condition vs. integrity and clarified that contributing buildings were 50 yrs/ older.

Another tool is to invite applicants in for discussion during project development to work out issues in advance of their application.

The U.S. Secretary of the Interior Guidelines are the best tool if you don't have design guidelines – all resources have standards. It is important to cite the standards when making decisions and specify which standard has been met or not met?

Discussion also took place on the definition of a hardship. A Technical Feasibility hardship considers the cost of the project in relation to the value of the property. An economic hardship considers the person – why/the cause of the issue, income; alternative resources such as community volunteers or grants can help with projects that are necessary but the applicant faces an economic hardship.

Signs and murals were discussed. The first amendment should be considered when making decisions, the goal is to be content neutral but consider how the structure is treated – if painting masonry, type of paint, preparation of the surface; avoid damages through power washing or sandblasting. There are technical briefs online through the National Park Service. For murals, if it is a canvas attached to the building, consider how it is attached to the building, mortar joints. Does the physical application detract from conjectural features?

Information was shared regarding the National Alliance of Preservation list-serv - a great resource for asking questions. Information about upcoming trainings in SE and SW Michigan was shared.

ADJOURN

The meeting adjourned at approximately 7:45 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: May 17, 2019 revised from April 15, 2019 meeting

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. to replace the current internally lit freestanding sign. 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

At the meeting held on April 22, 2019, the HDC voted to continue the request to the May meeting to allow staff time for additional evaluation of standards regarding signs in an historic district, specifically with regard to internal illumination.

Staff reviewed sign design guidelines from historic districts within Michigan and from other states as well as all are governed by the same U.S. Secretary of the Interior's Standards for Rehabilitation. **Appendix A** of this staff report provides a brief summary of findings, links to the guidelines for independent review, general examples of sign illumination and a revised recommendation for the proposed sign. It appears that there are instances where internally lit signs are accommodated in historic districts when considering the impact to the character and aesthetics of the building and surrounding properties within the district.

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. The motion may be amended:

Motion

The Historic District Commission approves a Certificate of Appropriateness for one freestanding sign located at 131 E. Maple St as submitted on plans received April 11, 2019 with the following condition:

1. The sign will be lit by means of an external light source from the ground or by using antique style lamps consistent with lighting fixtures of the late 1800s/early 1900s. The light source will project onto the sign or be mounted on the front surface of the stone columns on either side of the sign cabinet.





The decision is based upon the following findings of fact 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 aluminum and white lexan with vinyl graphics, set between supports made of stone which will be compatible with key historic features of the building such as the stone façade of the church, and
3. The stone sign supports are appropriate textures and materials for the historic structure, and,
4. The proposed sign will complement and enhance the District.

APPENDIX A – Summary of Findings for Illumination of Signs

LOCATION/LINK	FINDING
Grand Rapids, MI	Page 76 from local guidelines attached. The handout was provided at the April 15 training workshop.
Boyne City, MI Boyne City Main Street Guidelines	Page 24, <i>If internally illuminated cabinet signs are used, their sign panels should be opaque so that when illuminated only the lettering, not the background, is illuminated. The background or field should have a non-gloss, nonreflective finish.</i>
Discussion with Boyne staff - With the exception of 2 gas stations, businesses observe the sign guidelines and use wood signs that are not illuminated or are illuminated by gooseneck/exterior lighting. The community benefits from having a wood sign maker in the area - https://www.thewoodshop.com/	
Grand Haven, MI Downtown Design Guidelines	Page 20, <i>Detailed sign design recommendations, including sandwich board sidewalk signs, can be found in the zoning ordinance, but in general, they should be proportional to the building façade, designed to quickly communicate the business identity and products, and use a simple color palate which complements the building.</i>
Grand Haven, MI Zoning Ordinance, Article VII - Signage	Sec. 40-701.F. <i>Illumination.</i> <i>Unless further regulated elsewhere in the ordinance, sign illumination shall be opaque background with internally lit lettering, facelit channel lettering, backlit lettering or externally lit. When illumination of signs is permitted, illumination shall comply with the following requirements:</i> <i>1. Illumination shall not be flashing, blinking, intermittent, or an on-and-off type of lighting provided; however, that neon lighting shall be permitted on signs in the CB district except for projecting signs.</i> <i>2. Illumination shall be arranged so that light is deflected away from adjacent properties so that no direct sources of light shall be visible to any motorist or pedestrian located in a public right-of-way or street easement or from any adjacent property.</i> <i>3. Any external lighting of signs shall be downward facing or otherwise directed to illuminate only the sign face.</i>
Discussion with Grand Haven staff - pending	
San Antonio, TX 6. Guidelines for Signage Full listing of Historic District Guidelines	Page 3, E. LIGHTING i. <i>Lighting sources—Use only indirect or bare-bulb sources that do not produce glare to illuminate signs. All illumination shall be steady and stationary. Internal illumination should not be used.</i>
Discussion with San Antonio staff – Recommend against internal lighting throughout community, definitely discouraged in historic districts.	

Sign Type Examples - General

Bare Bulb	 A sign with the word "MARQUEE" in large, illuminated letters made of light bulbs, mounted on a dark brick wall. Below the word, the text "LIGHT BULB SIGN LETTERS" is visible.
Internally Lit Lettering Face Lit Channel Lettering	 A sign featuring the word "Google" in its characteristic multi-colored font, with the letters being internally lit and mounted on a dark background.
Backlit lettering Reverse channel	 A sign with the word "CHICO'S" in a bold, sans-serif font, where the letters are backlit, creating a glowing effect against a dark background.
Externally lit – Freestanding and Wall	 A sign for "Papa Gino's Pizzeria" mounted on a brick wall. The sign is illuminated from within, showing the brand name in a stylized font and "PIZZERIA" below it.
Internally lit cabinet - freestanding	 Two examples of freestanding sign cabinets. The left one is a dark, ornate cabinet with a single illuminated panel. The right one is a modern, rectangular cabinet with multiple illuminated panels, displaying information for "Saint George Catholic School" and a website.

Freestanding Sign Examples – Downtown Mason Historic District

		
<p>External ground lighting</p>	<p>No lighting</p>	<p>Pre-existing internally lit cabinet</p>

Proposed freestanding sign at Mason First Presbyterian Church
 Staff suggestion: Antique lamps mounted on the surface of the stone pillars.
 Light image source: <https://mica-lamps.com/mica-lamps-1900-lantern-wall-sconces.html>





BUSINESS SIGNS

Business signs refer to any outdoor sign, display or message intended to advertise or inform, which is secured to, or painted on a structure or an accessory structure such as a garage, awning or canopy or posted in the ground adjacent to the structure.

GUIDELINES

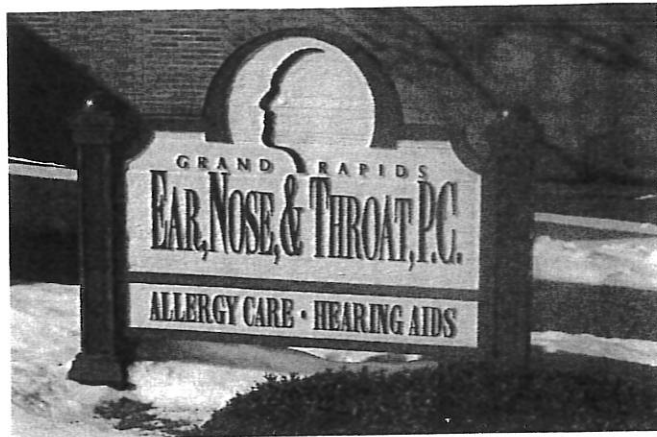
Recommended:

- Constructing a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged or destroyed.
- New work should be compatible with the historic character of the district or neighborhood in terms of size, scale, design, material and texture.
- Secondary design elements such as awnings and signs should be kept as simple as possible
- Signs should be consistent in style and appearance with the neighborhood the sign is to be located in.
- Signs shall be of a style, size, material and appearance consistent with the architecture of the main structure on the property.
- Signs proposed for residential areas should be limited in size and scaled to be legible at the slow travel speeds of residential streets and small enough that they do not dominate buildings originally designed for non-commercial purposes, impose on pedestrian traffic or disturb the continuity of the streetscape.
- Applicable Zoning Code provisions limit the size and location of business signs, in some instances imposing stricter limits than historic district guidelines.
- All sign applications will be judged on an individual basis and are all subject to Zoning Code.
- Two (2) types of sign placement used:
 - o Affixed Signs
 - An affixed sign must be installed to avoid damaging the structure. For example, those affixed to a brick wall shall be attached into the mortar joints and not through the brick.
 - For those signs affixed to a structure, size and proportion must be sensitive to the style and proportions of the structure.
 - Size must also comply with the sign provisions of the Zoning Code.
 - Buildings built as residential structures normally can accommodate a sign no larger than four (4) square feet.
 - Structures originally built for commercial or institutional use, there may be larger blank wall areas on which a larger sign would be consistent with the architecture.
 - o Yard Signs
 - Signs posted in a yard the zoning limits shall be observed.
 - Size of the sign must be proportionate to the main structure.
- Sign styles include but are not limited to:
 - Hanging or protruding signs.
 - Flat wall mounted signs or individual lettering.
 - Painted signs on previously painted surfaces.
 - Awning or canopy signs.
 - Vinyl decal lettering for windows.
 - Yard posted and monument signs.

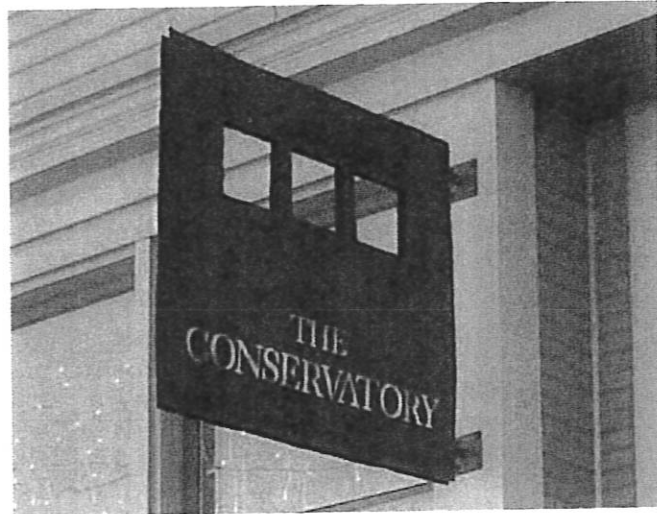
- Historically appropriate materials include wood, cast metal, and flat sheet metal. Alternate, modern materials may be considered if they are used in a way that replicates historic materials and designs.
- Appropriate lettering techniques and designs include paint or gilding on a flat surface; individual letters or logos cut out and mounted on a smooth sign surface or building wall; and metal castings of the entire sign.
- In case of commercial style buildings with appropriate wall area, separate letters mounted to the wall of the structure, taking care to minimize damage to the wall area, is recommended.
- Lighting of signs shall be done through external means.
- The sign lettering, decoration, logo, design or any other elements must be consistent with the scale, design and appearance of the structure to which the sign relates.

Not Recommended:

- Using new internally illuminated signs; inappropriately scaled signs and logos; signs that project over the sidewalk unless they were characteristic feature of the historic building; or other types of signs that obscure, damage, or destroy remaining character defining features of the historic building.
- Introducing any new building, streetscape or landscape feature that is out of scale or otherwise inappropriate to the settings historical character.
- The use of unfinished pressure treated lumber is not recommended.
- Sand-blasting or wood (or other methods) leaving raised letters on a heavily-textured background is not recommended.
- Painting by spraying or air-brushing, yielding letters and designs which are not clearly defined is not recommended.
- Interior illuminated, neon signs, flashing lights and back-lit signs are normally not recommended.



Ground sign



Projecting sign



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 aluminum and white Lexan with vinyl graphics, supported by pillars on either side made of stone, and be that will be externally lit with historic lighting fixtures.

This certificate is being issued based on the submittals received on April 11, 2019 and approved by the Mason Historic District Commission on May 20, 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?	Y 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	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



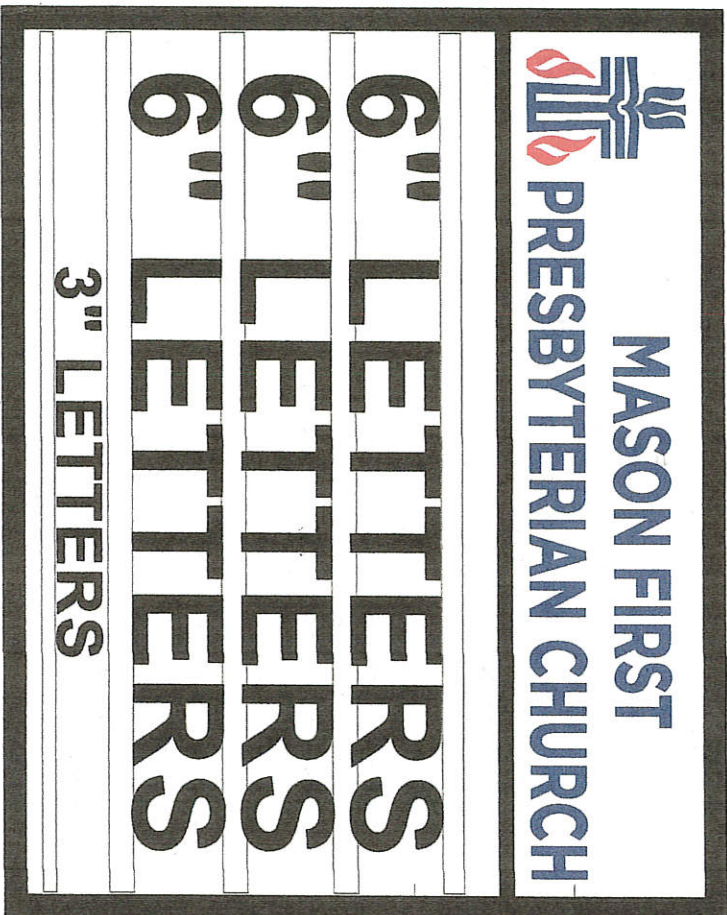
Grade

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: _____



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.

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

JOHNSON
SIGN
CO.
EST. 1964

JOB NAME:

MASON FIRST

PRESBYTERIAN

LOCATION:

MASON, MI

ACCOUNT REP.:

DESIGNER:

REVISION:

NOTES:

FILE NAME:

MAS-MS-051018

SCALE:

1-1/2"=1'



THIS SIGN IS INTENDED TO BE MANUFACTURED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING & BONDING OF THE SIGN. SIGN WILL BEAN UL LABELLED.

JOHNSON SIGN CO.
DOES NOT PROVIDE
PRIMARY ELECTRICAL
TO SIGN LOCATION
RESPONSIBILITY OF OWNER



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:							PRODUCTS - COMP/OP AGG \$ 3,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
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 OCCUR							EACH OCCURRENCE \$
EXCESS LIAB CLAIMS-MADE							AGGREGATE \$
DED RETENTION \$							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE OTH-ER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> 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 
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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 _____

LANDSCAPE
MAILBOX
RAILROAD
RAILROAD



SANITARY MANHOLE
SANITARY CLEAN OUT
AIR RELEASE VALVE
PUMP
STORM MANHOLE
STORM CLEAN OUT
STORM CATCH BASIN



EXISTING LEGEND

CONTOUR - M&R
CONTOUR - MNR
SANITARY SEWER
STORM SEWER
WATER MAIN
GAS MAIN

900-
901-
GAS
GAS

FIRST PRESBYTERIAN CHURCH
131 E. MAPLE STREET

E. MAPLE STREET

MIDDLE FLOOR ELEV.
EVEN WITH GROUND 916.07
BASEMENT FLOOR ELEV.
UNDER RAMP 909.13
UPPER FLOOR ELEV.
@ TOP OF RAMP 918.88

FLOOR ELEV. @
DOOR OPENING 910.43

CONCRETE
WALL

HANDRAIL

CONCRETE RAMP

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STONE WALL

CEDAR
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12" TREE

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Regional Planning Workshops Michigan's Five –Year State Historic Preservation Plan

State Historic Preservation Office (SHPO) Michigan State Housing Development Authority

The SHPO is seeking public input for the Michigan Statewide Historic Preservation Plan 2019-2024. This is an opportunity to:

- Share your vision for the future of historic preservation in Michigan
- Identify the threats and opportunities facing Michigan's historic resources
- Set the direction for statewide historic preservation activities over the next five years

Regional Workshop Locations

All meetings are from 5:30 PM to 8:30 PM. The workshops will be facilitated by Peter Dams of Dams & Associates of Plainwell. They are **free and open to the public**, but we ask that you register in advance at www.michigan.gov/shpo. Refreshments will be provided.

APRIL 23 – BAY CITY

City Hall, Room 317
301 Washington

APRIL 30 – GRAND RAPIDS

Kendall College of Art and Design (KCAD) of Ferris State University
Old Federal Building, (Woodbridge N. Ferris Building), Room 217
17 Pearl Street, NW



MAY 21 – DETROIT

Wayne County Community College - Northwest Campus
Larry K. Lewis Education Center – Media Lab, 8200 West Outer Drive
Parking is free behind the building



JUNE 11 – TRAVERSE CITY

Traverse City Area District Library, McGuire Room
610 Woodmere Avenue

JUNE 12 – ESCANABA

Catherine Bonifas Civic Center, Main Room
225 21st Street N



TO: Historic District Commission

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

RE: Resolution to support the Michigan historic preservation tax credit

DATE: May 17, 2019

For your consideration, enclosed is a draft Resolution regarding Senate Bill 54 and House Bill 4100 to reinstate the Michigan historic preservation tax credit. This was discussed during the training workshop on April 15, 2019.

The City of Mason Historic District Commission has the option of recommending to City Council that they adopt the resolution to support the Michigan historic preservation tax credit.

Additional information on the proposed legislation is available here:

<https://www.mhpn.org/join-mhpn/advocacy-alerts/miimpact/>.

Motion for consideration:

Motion to recommend that City Council adopt a resolution to support the Michigan historic preservation tax credit.

Introduced:

Second:

**CITY OF MASON
CITY COUNCIL RESOLUTION NO. 2019-XX**

**A RESOLUTION IN SUPPORT OF THE REINSTATEMENT OF STATE HISTORIC TAX CREDITS
SENATE BILL 54/ HOUSE BILL 4100**

WHEREAS, the historic buildings, neighborhoods and places in Michigan villages, towns and cities distinguish each community and provide character and a sense of place that contribute significantly to the quality of life and the economic benefits enjoyed in and by each community; and

WHEREAS, the preservation and rehabilitation of historic buildings, places and neighborhoods contributes to the beauty, character, and economic vitality of Michigan communities; and,

WHEREAS, the labor-intensive nature of historic rehabilitation creates jobs and investment in local businesses and has been proven to generate more economic activity than equivalent investment in new construction; and

WHEREAS, demolition or destruction of historic buildings creates costs to Michigan and its communities by destroying the often-irreplaceable construction and ornamental materials of each structure and by adding significantly to landfills, whose makeup is estimated to be more than 40 percent building materials and waste; and

WHEREAS, development and redevelopment within established villages, townships and cities is encouraged by Governor Whitmer; and

WHEREAS, many public policies and financial and lending practices and policies create disincentives or barriers to the preservation, renovation and rehabilitation of historic buildings and resources and create a preferential financial environment for new construction; and

WHEREAS, Michigan has measured the economic impacts of the former Michigan Historic Tax Credit programs between their enactment in 1999 and their elimination in 2011 and seen significant positive direct impacts on the revitalization of neighborhoods and communities, the preservation and creation of affordable and market-rate housing, the creation of skilled local jobs, and the subsequent private investment in areas surrounding tax-credit-driven revitalization projects; and

WHEREAS, each \$1.00 of credit issued leverages \$11.37 in direct economic impact, such that the former Michigan Historic Tax Credit programs during their twelve-year history have leveraged \$251 million in Federal historic tax credits that otherwise would not have returned to Michigan, spurred \$1.46 billion in direct rehabilitation activity, and created 36,000 jobs; and

WHEREAS, the Michigan Legislature is presently considering Senate Bill 54 and House Bill 4100 that would reinstate an up-to-25 percent investment tax credit for owners of historic residential and commercial properties who substantially rehabilitate their properties;

NOW, THEREFORE, BE IT RESOLVED that the City of Mason, Michigan, through its City Council, endorses and supports both Senate Bill 54 and House Bill 4100 and calls upon the Michigan Legislature to pass this important legislation and Governor Whitmer to sign it, in order to stimulate appropriate development and redevelopment and protect the historic character and quality of life of our communities.

Introduced:

Second:

BE IT FURTHER RESOLVED THAT a copy of this Resolution be forwarded to the Michigan Historic Preservation Network.

Yes (0)

No (0)

Absent (0)

Vacant (0)

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, June 3, 2019, the original of which is part of the City Council minutes.

Sarah J. Jarvis, Clerk
City of Mason
Ingham County, Michigan



TO: Historic District Commission

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

RE: Workplan: Three-year goals and CLG

DATE: May 17, 2019

Previously, the HDC proposed the following three-year goals:

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.

Staff recommends reviewing the goals and updating or adding goals that align with recommendations outlined in the CLG audit report attached.



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 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. 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

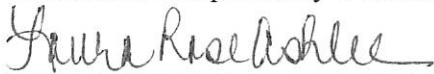
A December 12, 2018, article in the *Lansing State Journal* reported on the planned demolition of 154 West Maple Street, a building in the downtown historic district, and included the approved design for a building that will be constructed in its place. The building is within the district boundaries 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]

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 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.

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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

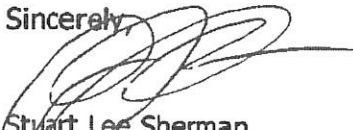
Dear Mr. Conway:

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.