

**CITY OF MASON  
HISTORIC DISTRICT COMMISSION  
AMENDED MINUTES OF NOVEMBER 18, 2019**

Clinton called the meeting to order at 6:00 pm in the Maple Conference Room 2<sup>nd</sup> floor at 201 West Ash Street, Mason MI.

Present: (6) Clinton, Cummings, Linsley, Schulien, Shattuck, Vogel  
Absent: (1) Klein (notice given)  
Also present: Elizabeth A. Hude, AICP, Community Development Director

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

MOTION by Schulien, second by Vogel, to approve the Historic District Commission meeting minutes from October 21, 2019.

Yes (6) Clinton, Cummings, Linsley, Schulien, Shattuck, Vogel  
No (0)  
Absent: (1) Klein

**MOTION APPROVED**

MOTION by Cummings, second by Linsley, to move 6. New Business before 5. Unfinished Business.

Yes (6) Clinton, Cummings, Linsley, Schulien, Shattuck, Vogel  
No (0)  
Absent: (1) Klein

**MOTION APPROVED**

**NEW BUSINESS**

- A. 118 W. Oak St. – David Meredith – Certificate of Appropriateness for exterior improvements in C-1 Business District.

Director Hude shared that David Meredith has submitted a building permit for the old school administration building. A building permit is not necessary in this instance, but he will be doing some cleaning to the outside of the building along with changing exterior lighting so that does fall under the Historic District Commission approval. She informed Mr. Meredith about the US Secretary of Interior standards in regards to cleaning the brick. There is also a small shed they want to convert into an enclosure for their dumpster. Staff reached out to the State Historic Preservation Office but did not hear anything back yet.

There was discussion as to how the shed would be constructed into a dumpster enclosure. Would the garbage

truck be able to access the dumpster? There is also a gas meter on the south side of the building that would need to be disconnected. Staff reminded everyone that the focus is on the architectural aspect of the building and also noted that a decision needs to be made regarding the lights also.

There was discussion regarding the style of lights selected. Linsley did not feel they fit the Mason style. Vogel agreed and would prefer something more complementary to the local district.

MOTION by Cummings, second by Linsley, to approve the partial demolition of the shed and addition of the wooden gate as the shed is not a historically significant structure and removal of the wall and roof would not damage the character of the historic district.

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

No (0)

Absent: (1) Klein

#### MOTION APPROVED

The Commissioners asked Staff to reach out to the applicant to provide lighting options that are less industrial and more time specific.

MOTION by Schulien, second by Vogel, to continue the discussion on lighting to the next meeting.

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

No (0)

Absent: (1) Klein

#### MOTION APPROVED

### UNFINISHED BUSINESS

#### A. Workplan update for 2020

Director Hude acknowledged Gordon Wilson, 404 W. Maple St., being in attendance. He has extensive experience working with historic buildings in painting and construction.

Hude referenced the Certified Local Government (CLG) Audit and that work needs to be continued on the survey of Historic Buildings. The survey needs to entail the entire city whereas in the past it was only the Historic District. Would like to digitize the information. Will come back to the survey discussion later.

There was discussion as to the detail included in the minutes, it was noted that more details are necessary when discussing Certificate of Appropriateness's. Staff has worked on setting up the Motion's to be more fill in the blank and believes the Commission is making progress on this point.

The next point was to obtain copies of national register nominations and retain for public access. Progress has been made on this point as Ross Whitehead worked on the GIS project this summer. There is also a need to find an architect to serve as an advisor or to be on the Commission. This person does not need to be a resident to be an advisor, but to be a member on the commission they would need to be a City of Mason resident.

Hude mentioned the Parks, Recreation and Non-Motorized Plan and that Cemeteries and Cultural Landmarks are included in the plan so there is an opportunity to apply for grants if available. The Commission can also consider whether they want to include the historic and national historic districts in the next plan. Consideration needs to

be thought through with regards to homeowners in those historic districts and what the benefits and drawbacks would be.

Director Hude noted that staff would be spending a large amount of time this next year on the Library renovations.

Discussion then moved to supporting the Historic property owners and buildings in need of repair. Correspondence was received from the Michigan Historic Preservation Network regarding membership and they do have grants and training available that may be helpful. Gordon Wilson shared about the brick that makes up many of the downtown buildings. The clay came from Laylin Pond and the bricks are similar to an adobe style as they are softer than brick made today. Modern mortar destroys this type of brick so you have to use special care when doing maintenance. Vogel asked about having a booth at the Spring Fling where there are people, like Gordon, who can give information or workshops on how to paint windows or how to fix your brick. Hude would like to see a couple of handouts for guidelines. Cummings suggested doing lectures or presentations every three months with topics that would be geared toward historic district building preservation and have refreshments available. Linsley added that they should be videotaped and uploaded to Youtube. Vogel asked if they could coordinate with the Museum. Cummings wants to make sure that all affected property owners would be the main focus. Cummings is willing to coordinate the effort and Vogel will help.

Three action items to move forward on are the Historic Building Survey, finding an architect, and the workshop series.

#### **LIAISON REPORT**

Vogel referenced the City Manager's report.

#### **ADJOURN**

The meeting adjourned at approximately 7:00 p.m.



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Elizabeth A. Hude, AICP, Community Development Director