



HISTORIC DISTRICT COMMISSION
MONDAY, DECEMBER 16, 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 November 18, 2019

5) UNFINISHED BUSINESS

A. 118 W. Oak St. – David Meredith - Certificate of Appropriateness for exterior lighting improvements in C-1 Business District, ***CONTINUED FROM NOVEMBER 18, 2019.***

B. Parks, Recreation & Non-Motorized Plan Update

C. Work Plan Update

a. Commissioner Cummings Proposal for Workshops

b. SHPO CLG – New Community Partnership Program

c. New CLG Annual Report Template

d. 2019 CLG Report with Corrective Action from SHPO

e. 2004 CLG-Mason Agreement

f. Staff presentation on workplan format – handouts will be distributed at the meeting.

6) NEW BUSINESS

7) LIAISON REPORT

8) ADJOURN



TO: Historic District Commission
FROM: Elizabeth A. Hude, AICP, Community Development Director
RE: 118 W. Oak – Outdoor Lighting Options
DATE: December 12, 2019

David Meredith submitted a building permit application on September 17, 2019, with plans for exterior improvements to include outdoor lighting, modifications to the shed for use as a dumpster area and cleaning of the outside west wall located at 118 W. Oak St. The property is zoned C-1 Central Business District and is located within the Historic District. The applicant submitted revised information for the lighting portion of the proposal the week of December 9.

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

A Certificate of Appropriateness was issued for the modifications to the shed for use as a dumpster area and cleaning of the outside west wall on November 18, 2019. The lighting options presented in the first application were not consistent with the time period of the building, nor did they complement the surrounding Historic District. The applicant was asked to provide alternative lighting and the discussion was continued to the December 16 meeting.

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 is not listed 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. Section 31-5(3) lists the discretionary standards that the Commission shall consider and are as follows:

1. *The historical or architectural value and significance of the structure and its relationship to the historical value of the surrounding area.*
2. *The relationship of the exterior architectural features of the structure to the rest of the structure and the surrounding area.*
3. *The general compatibility of exterior design, arrangement, texture, and materials*

- proposed to be used.*
4. *Other factors, including aesthetic value, which the commission considers pertinent.*

Analysis

Staff offers the following recommendations for consideration:

STATUS/ NOTE	REQUIREMENT
M = Appears to meet requirement; D = Does not appear to meet requirement; I = Information Needed; R = Recommendation; W = Waiver Requested; <i>Italics = Staff comments</i>	
M	<p><i>1. The historical or architectural value and significance of the structure and its relationship to the historical value of the surrounding area.</i></p> <p><i>2. The relationship of the exterior architectural features of the structure to the rest of the structure and the surrounding area.</i></p> <p><i>3. The general compatibility of exterior design, arrangement, texture, and materials proposed to be used.</i></p> <p><i>4. Other factors, including aesthetic value, which the commission considers pertinent.</i></p>
<p>This building served as the school administration building, originally built in 1956. The architectural style for this period is Mid-Century Modern.</p> <p>The proposed options for lighting shown appear to be consistent with that era, appropriate for the building and complimentary to the surrounding area. The HDC will need to determine which of the options are preferred for approval.</p>	

Recommended Action

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

1. Approve a Certificate of Appropriateness
2. Deny a Certificate of Appropriateness
3. Issue a Notice to Proceed, under specific conditions, in accordance with Sec. 31-5(f)(3)

They may also continue the matter to a future time and date certain.

In each motion, HDC members will need to incorporate findings (reference specific details of the proposed project) to support the reason why the project does or does not meet the criteria.

Staff offers the following motion for consideration, subject to amendment for additional findings:

Motion – Option 1: Approve a Certificate of Appropriateness

The Historic District Commission **approve** a Certificate of Appropriateness for the proposed outdoor lighting, specifically __ (style) _____, proposed for 118 W. Oak Street as submitted on documents submitted the week of December 7, 2019 based upon the findings that it is consistent with the standards listed in Section 31-5(3) of the Mason Code, specifically:

1. That the property is listed as a contributing building in the City of Mason Historic District and the proposed gooseneck arm lighting will enhance the historic and architectural value of the structure, appear complimentary and generally compatible to the remainder of the building, and will not have a significant negative impact on the surrounding area; and,
2. The proposed gooseneck arm lighting will be compatible with prior restoration of key historic features of the building; and,
3. The proposed gooseneck arm lighting appears to be of an appropriate textures and material for the historic structure; and,
4. The proposed gooseneck arm lighting will complement and enhance the District.

Motion – Option 2: Deny a Certificate of Appropriateness

The Historic District Commission **deny** a Certificate of Appropriateness for the outdoor lighting proposal for 118 W. Oak Street as submitted on documents dated September 17, 2019 based upon the findings that it is not consistent with the standards listed in Section 31-5(3) of the Mason Code, specifically:

1. That the property is listed as a contributing building in the City of Mason Historic District and the proposed lighting will not enhance the historic and architectural value of the structure, does not appear complimentary, and is not generally compatible to the remainder of the building and will have a significant negative impact on the surrounding area as demonstrated by <insert findings>; and,
2. The proposed lighting will not be compatible with prior restoration of key historic features of the building as demonstrated by <insert findings>; and,
3. The proposed lighting is not of an appropriate texture or materials for the historic structure; and,
4. The proposed lighting will not complement and enhance the District as demonstrated by <insert findings>.

Motion – Option 3: Issue a Notice to Proceed, under specific conditions, in accordance with Sec. 31-5(f)(3)

The Historic District Commission grants a **notice to proceed** for the proposed outdoor lighting, specifically __ (style) _____ for 118 W. Oak Street as submitted on documents received the week of December 7, 2019 based upon the following findings (must describe the facts that serves as the basis for meeting the selected condition(s)).

- 1.
- 2.
- 3.

SOPHIA

Outdoor Sconce



9777 Reavis Park Drive
St. Louis, MO 63123
800.331.2425 or 314.631.6000

sales@glighting.com www.glighting.com

GENERAL SPECIFICATION

LED: High efficiency mid-power LEDs are field serviceable.

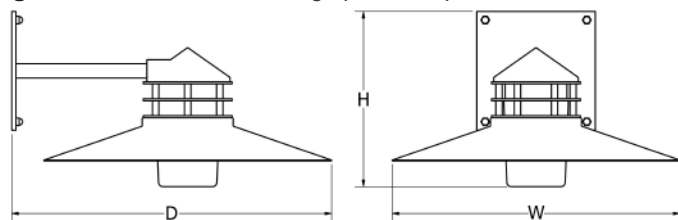
LED Dimming: 1% 0-10V dimming standard with LED lamping option.

Body: Cast aluminum cap. Spun .50 aluminum shade.

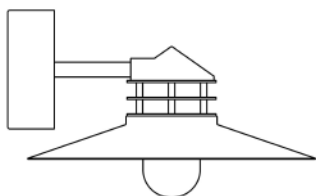
Acrylic: Cylinder is UL-94 HB Flame Class rated.

Standard Finishes: Highly durable oven cured no VOC premium powder coat.

Surge Protection: External surge protector provided as standard.



GL-5000 - Driver located in 4" square x 2 1/8" recessed box (supplied by other)



GL-5001 - Integral Ballast or Driver



GL-5000

SAMPLE CATALOG NUMBER:					
GL-5000-		M15-	C-	NSN-	A
MODEL NO.		LAMPING	DIFFUSER	FINISH	OPTION(S)
GL-5000 10lbs 4.5kg	W in 17" mm 430	L10. 13LED30 [#]	Glass: A. White Opal Flat Bottom B. Frosted Round Bottom C. Clear Round Bottom D. Clear Prismatic Round Bottom Polycarbonate: F. Clear Prismatic Flat Bottom	Standard: Powder Coat BLK -Black BL -Blue GR -Gray LG -Light Gray BE -Beige PAB -Antique Brass PA -Painted Aluminum PTC -Painted Copper WH -White DBZ -Dark Bronze NSN -New Satin Nickel BRN -Brown RD -Red CH -Champagne RG -Reed Green SG -Sungold GM -Gun Metal POR -Oil Rubbed Bronze	A. No Options E. Emergency Remote mount up to 5' from lamps in controlled environment with an area temperature range of 32°-131°F. Compact fluorescent only. EL. Emergency LED Consult factory. Must be remotely mounted in a controlled environment with an area temperature range of 32°-131°F.
	H in 10" mm 255	L15. 13LED35 [#]			
	D in 18" mm 460	L14. 13LED40 [#]			
		M10. 19LED30 [#]			
		M15. 19LED35 [#]			
GL-5001 10lbs 4.5kg	W in 17" mm 430	M14. 19LED40 [#]	Acrylic is UL-94 HB Flame Class rated.	Textured Powder TLV -Light Verdigris TWH -Textured White TBL -Textured Black TS -Textured Silver TBN -Terra Brown TBZ -Textured Bronze	
	H in 10" mm 255	L10. 13LED30			
	D in 18" mm 460	L15. 13LED35			
		L14. 13LED40			
		M10. 19LED30			
	M15. 19LED35				
		M14. 19LED40			
		E. 1CFQ13			
		F. 1CFQ18			
		G. 1CFT26			
		H. 1CFT32			

All dimensions are nominal.

[#] Driver located in 4" sq x 2 1/8" recessed box (supplied by others)

Light Source Definition

Code	LED	Rated Life Hrs	Delivered Lumens	Kelvin	CRI	Code	Fluorescent	Lamp Base	Rated Life Hrs	Lumens
13LED30	13W LED	50000	911	3000	80	1CFQ13	CFQ 13W	GX24q-1 4-PIN	12000	755
13LED35	13W LED	50000	911	3500	80	1CFQ18	CFQ 18W	GX24q-2 4-PIN	12000	1010
13LED40	13W LED	50000	911	4000	80	1CFT26	CFTR 26W	GX24q-3 4-PIN	12000	1440
19LED30	19W LED	50000	1302	3000	80	1CFT42	CFTR 32W	GX24q-3 4-PIN	12000	1850
19LED35	19W LED	50000	1302	3500	80					
19LED40	19W LED	50000	1302	4000	80					



REV 10.03.18
DRAKE/DINO SERIES
BARN LIGHT RLM FIXTURE FAMILY
Max Weight: 10.0 lbs

PROJECT NAME _____

PROJECT TYPE _____

SPS-0153

BLE -	-	-	-	-	-	-	-	-
	A	B	C	D	E	F	G	
	-	-	-	-	-	-	-	
	H	I	J	K	L	M		

Order Example: BLE - S - WHD12 - 370 - ST518 - 975 - NA - WGG - 975 - RIB - HSC - E26 - NA - NA

A - MOUNTING STYLE

C	Cord Hung
CN	Chain Hung
F	Flush Mount
G	Gooseneck
S	Stem Mount

B - SHADE SIZE

DRAKE/DINO:
WHD12
WHD14

C - SHADE FINISH

POWDER COAT FINISHES³:

100	Black
105	Textured Black
200	White
300	Dark Green
307	Emerald Green
311	Jadite
370	Mint
380	Chartreuse
390	Teal
400	Barn Red
420	Orange
470	Watermelon
480	Blush Pink
490	Magenta
500	Buttery Yellow
570	Sunflower
600	Bronze
601	Chocolate
605	Rust
615	Oil-Rubbed Bronze
700	Royal Blue
705	Navy
710	Cobalt Blue
715	Delphite Blue
800	Industrial Grey
805	Charcoal Granite
810	Graphite
975	Galvanized

PORCELAIN FINISHES⁴:

150	Black
250	White
350	Vintage Green
355	Jadite
455	Cherry Red
550	Yellow
650	Bronze
750	Cobalt Blue
765	Delphite Blue

C - SHADE FINISH (CONTINUED)

PORCELAIN FINISHES⁴:

850	Graphite
950	Metallic Chrome

NATURAL FINISHES¹⁰:

995	Raw Copper
996	Weathered Copper
997	Raw Brass
998	Weathered Brass
999	Oil-Rubbed Copper

D - MOUNTING

CSA LISTED CORD OPTIONS:

SBK	Standard Black
SWH	Standard White
CSB	Black Cloth
CSW	White Cloth
CSR	Red Cloth
CSBB	Black & Brown Cloth
CSRW	Red & White Cloth
CSGW	Gold & White Cloth
CSBG	Black & Gold Cloth
CSBW	Black & White Cloth
CSBP	Black & Pink Cloth
CSUW	Blue & White Cloth

NON-CSA LISTED CORD OPTIONS:

CBK	Black Cotton
CMG	Grey Cotton
CRZ	Red Chevron
TBK	Black Cotton Twist ⁵
TWH	White Cotton Twist ⁵
TBR	Brown Cotton Twist ⁵
TRD	Red Cotton Twist ⁵
TPT	Putty Cotton Twist ⁵
TBW	Black & White Twist ⁵
TRW	Red & White Twist ⁵
TBB	Brown & Beige Twist ⁵

CHAIN MOUNT OPTIONS:

CN36	3' of Chain ¹
CN48	4' of Chain ¹
CN60	5' of Chain ¹
CN72	6' of Chain ¹

FLUSH MOUNT OPTIONS:

FM¹

GOOSENECK OPTIONS:

G1'	G16'
G2'	G17
G3'	G19^{1,5}
G4	G22

D - MOUNTING (CONTINUED)

GOOSENECK OPTIONS:

G5'	G24
G6	G25
G7	G26'
G8	G32
G9	G34'
G10	G35'
G11'	G36'
G12'	G40^{1,5}
G13	G64'
G14	G65'
G15	

STEM MOUNT OPTIONS:

ST506	.5" Stem Mount, 6" ¹
ST512	.5" Stem Mount, 12" ¹
ST518	.5" Stem Mount, 18" ¹
ST524	.5" Stem Mount, 24" ¹
ST536	.5" Stem Mount, 36" ¹
ST548	.5" Stem Mount, 48" ¹
ST706	.75" Stem Mount, 6"
ST712	.75" Stem Mount, 12"
ST718	.75" Stem Mount, 18"
ST724	.75" Stem Mount, 24"
ST736	.75" Stem Mount, 36"
ST748	.75" Stem Mount, 48"

E - MOUNTING FINISH

Please Note: See **Section C** for Finish Options. 980-Brushed Aluminum is also available for Gooseneck and Stem mounting styles. If Porcelain Finish is selected, mounting will be powder coat painted-to-match.
(I) If Cord Hung [C] or Flush Mount [F] Mounting Style, selection identifies canopy finish
(II) If Chain Hung [CN] Mounting Style, selection identifies chain and canopy finish
(III) If Stem Mount [S] Mounting Style, selection identifies stem and canopy finish

980 Brushed Aluminum

F - CORDS⁹

NA Not Applicable

Please Note: See **Section D** for all applicable CSA Listed Cord Options. Non-CSA Listed Cord Options for Chain Hung Mounting Style limited to: Black Cotton [CBK], Red Chevron [CRZ] and Grey Cotton [CMG]

G - SHADE ACCESSORIES

NA	None
WC	Wire Cage ¹
TGG	Heavy Duty Guard ^{1,6}
CGG	Cast Guard ^{1,6}
WGG	Wire Guard ^{1,6}

H - SHADE ACCESSORY FINISH

Please Note: See **Section C** for Finish Options. Natural Finishes not applicable with Wire Cage or Guard. If Porcelain Finish is selected, accessory will be powder coat painted-to-match

NA Not Applicable

I - GLASS OPTION

NA	Not Applicable
CLR	Clear Glass ^{6,11}
FST	Frosted Glass ⁶
RIB	Ribbed Glass ⁶
CCR	Clear Crackle Glass ⁶
SMK	Smoke Crackle Glass ⁶
HCR	Honey Crackle Glass ⁶

J - MOUNTING ACCESSORY

NA	None/Not Applicable
HSC	Hang Straight Canopy ^{1,2}
HDSMC	Heavy Duty Stem Mount Canopy ^{1,5}
HDBP	Heavy Duty Backing Plate ^{1,5}
DD	Dusk-to-Dawn Photocell ⁵
DBPC	Decorative Backing Plate Cover
LDBPC	LED Decorative Backing Plate Cover
DCHX	Decorative Backing Plate Cover & Hex Cover
LDCHX	LED Decorative Backing Plate Cover & Hex Cover

K - LIGHT SOURCE

E26	200 Watt Max ⁶
GU24	24 Bi-Pin, 23W Max ⁶
LED11	850 Lumen, 11W LED ⁷
LED16	1250 Lumen, 16W LED ⁷
LED16.8	1600 Lumen, 16W LED ⁶
LED27	2000 Lumen, 27W LED ⁷
LED38	3000 Lumen, 38W LED ⁷
LED43	4000 Lumen, 43W LED ⁷

L - COLOR TEMPERATURE⁸

NA	Not Applicable
2700K	2700K, Warm White
3000K	3000K, Neutral White
3500K	3500K, Bright White
4000K	4000K, Cool White

M - LED LENS^{3,12}

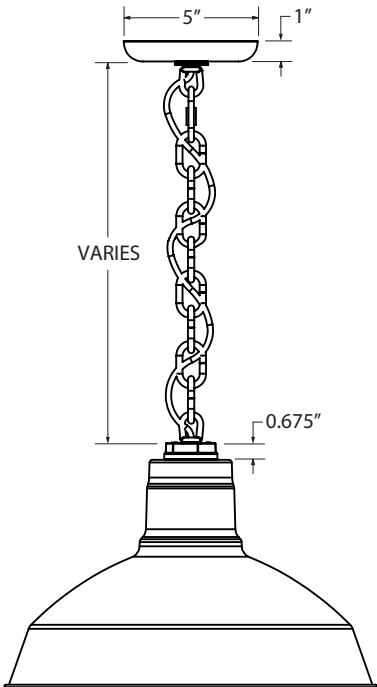
NA	Not Applicable
DL	Domed Lens
FL	Flat Lens

IMPORTANT: (1) Not available in Natural Finishes (2) Only applicable if Stem Mounting Style selected in Section A (3) All Powder Coat finished shades, Galvanized excluded, feature a white interior (4) All Porcelain Enamel finished shades feature a white interior and a black outer rim (5) Not available in LED (6) Guard and Glass accessory reduces incandescent wattage to 100W Max, GU24 Bi-Pin to 18W Max and LED Max to 1600 Lumens (7) Not available with the Guard & Glass Accessory (8) Only applicable if an LED Light Source is selected in Section K, select NA if another light source is selected (9) Only applicable if Chain Hung Mounting Style selected in Section A, select NA if another Mounting Style is selected (10) Natural Finishes have a longer estimated manufacturing time, please check the website for exact lead time. There are no returns accepted on Natural Finishes (11) Not recommended if LED Light Source is selected in Section K (12) Not applicable if LED16.8 Light Source selected in Section K

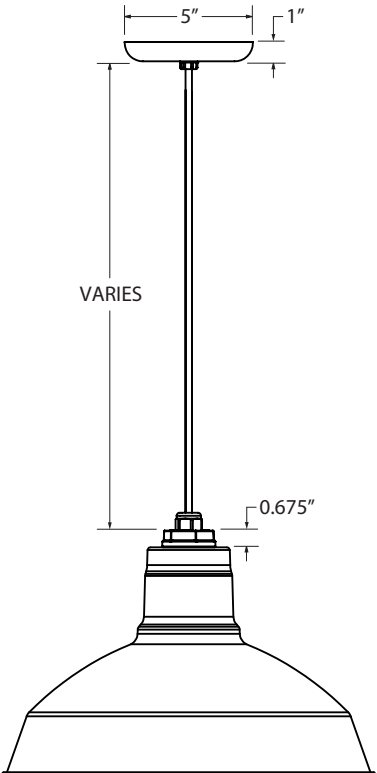
MOUNTING STYLE

Galvanized steel shades are crafted from 20 Ga Sheet metal while 1100-0 Aluminum—ranging from ranging from 0.050" to 0.125"—is used for all other shades. All shades have their edges rolled, and the result is highly durable and stylish lighting.

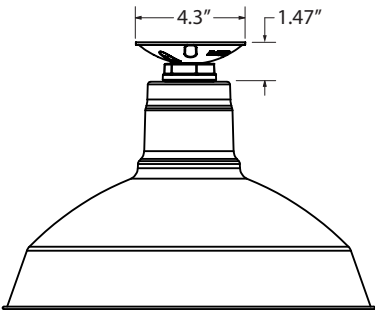
CHAIN HUNG PENDANT (CN)



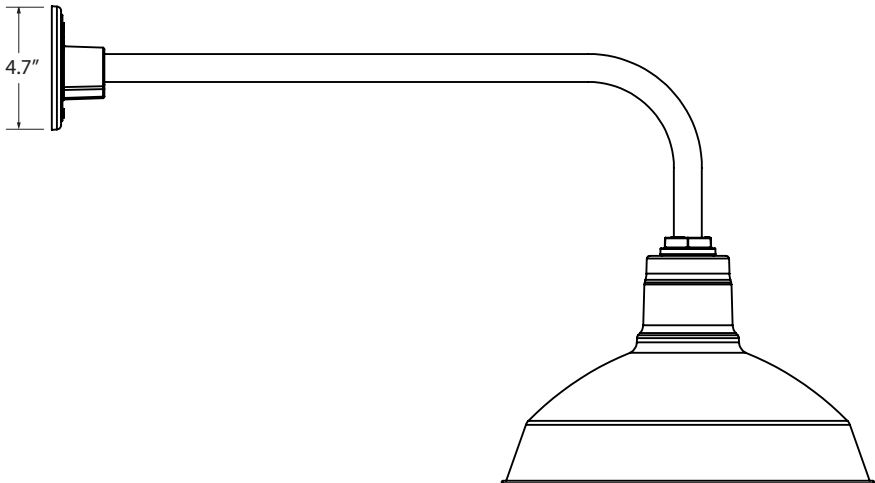
CORD HUNG PENDANT (C)



FLUSH MOUNT (F)

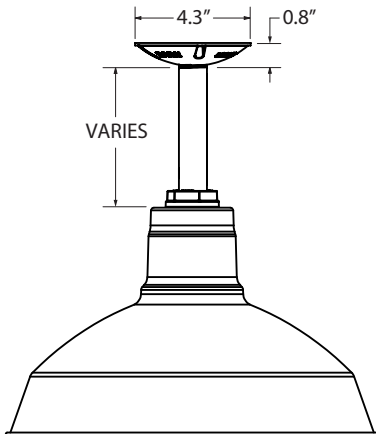


GOOSENECK (G)

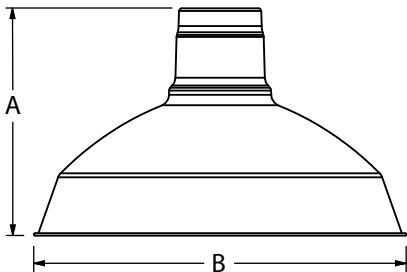


SHOWN WITH: G8 GOOSENECK ARM

STEM MOUNT PENDANT (S)



AVAILABLE SHADE SIZES



SHADE CODE	HEIGHT (A)	DIAMETER (B)
WHD12	7.75"	12"
WHD14	8.50"	14"

LIGHT SOURCE

All published luminaire photometric testing performed to IESNA LM-79-08 standards by a NVLAP accredited laboratory. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. To obtain an IES file specific to your project, please contact the factory.

OPTION	WATTAGE	LUMENS <small>*Avg. value, actual value dependent on bulb used</small>	CRI	VOLTAGE	DIMMING
LEDs					
LED11	11W	850	>90	120 VAC	TRIAC
LED16	16W	1250	>90	120 VAC	TRIAC
LED16.8	16W	1600	>90	120 VAC	TRIAC
LED27	27W	2000	>90	120-277 VAC	0-10V
LED38	38W	3000	>90	120-277 VAC	0-10V
LED43	43W	4000	>90	120-277 VAC	0-10V
INCANDESCENT (MED E26)					
E26	200W Max	*3000	*100	120 VAC	Bulb Dependant
COMPACT FLOURESCENT (GU24 CFL)					
GU24	23W Max	*1600	*75	120 VAC	Bulb Dependant

SPECIFICATIONS**MOUNTING****STEM**

1/2" Nominal (0.84" Actual) or 3/4" Nominal (1.05" Actual) Sch 40, 6063 Aluminum Mounting Stem. Custom Lengths Available upon Request.

GOOSENECK

1/2" Nominal (0.84" Actual) or 3/4" Nominal (1.05" Actual) Sch 40, 6063 Aluminum Gooseneck

CORD

Cord-hung Pendants Include 7' Of Standard Cord Or 5' Of Cotton Cord, +/- For Socket Orientation

SHADE & FINISHES**DRAKE SHADE**

Hand-Spun from High Purity 0.050" Thick 3003-O Temper Aluminum.

DINO PORCELAIN SHADE

Hand-Spun from 20 Gauge Sheet Metal.

POWDER COAT FINISHES

Polyester Powder Coat Finishes Are Electro-Statically Applied and Thermocured

PORCELAIN FINISHES

Applied by Hand and Fired in a High Temperature Oven

LED SPECIFICATIONS**LUMEN MAINTENANCE**

L90(6K) > 36,300 Hours, LED16.8 Source is L90(11K) > 61,000 Hours.

COLOR TEMPERATURES

Standard Color Temperatures Available Include 2700K, 3000K, 3500K and 4000K. Custom Temperatures Available upon Request.

CRI

Minimum 90 CRI. Consult Factory for Other CRI Options.

EFFICACY

Up to 100 LPW Based on Wattage/Lumens in the Table

DRIVER & DIMMING OPTION

850 and 1250 Lumen, Reliant on Triac Dimming 12W / 120V Mounted in Canopy, up to 5% Dimming.
2000, 3000 & 4000 Lumen Reliant on 0-10V Dimmer, Generally up to 10% Dimming.
Requires Compatible Dimming Switch.

CERTIFICATIONS, LISTINGS & WARRANTY**MADE IN THE USA**

Manufactured and Hand-Crafted in Our 60,000 Square Foot Facility Located in Titusville, FL

CSA LISTED FOR WET LOCATIONS

Includes All Stem and Gooseneck Mounting Styles

CSA LISTED FOR DAMP LOCATIONS

Includes All Chain and Select Cord Hung Mounting Styles

LIMITED WARRANTY

For Additional Information on Our Limited Warranty, Please See Our Terms & Conditions



Parks, Recreation, and Non-Motorized Transportation Plan

Online Survey

The City of Mason is in process of updating the Park, Recreation, and Non-Motorized Transportation Plan. This plan will be used to guide the improvements and activities that occur within the City's parks and non-motorized transportation system over the next five years.

Your input is important to creating this plan because it is about serving your individual and family recreation and transportation needs. Those who contribute will help determine the future for the City's park facilities, recreation programs open spaces, and non-motorized transportation. It is important that you take this survey to be heard. Please encourage others to take the survey also, including your family members, neighbors and or community organizational members. It is important that we hear from people of all ages and backgrounds so that the plan can respond to the entire community's needs and desires.

Take the survey! Our public comment period will run now through December 31. Make sure your voice is heard!

The survey can be found at:

www.surveymason.com



Or just scan the QR code to access the survey on your smartphone.

Come share your input for the future of Mason's Parks, Recreation, and Non-Motorized Transportation!

Public Input Open House:

Mason City Hall
Saturday, December 14th
from 10am-2pm.

For more information about the plan, contact Community Development at:
517-676-9155, 201 W. Ash Street, Mason MI 48854



Date

TO: OWNERS OF PROPERTIES IN THE MASON HISTORIC DISTRICT
FROM: CITY OF MASON, HISTORIC DISTRICT COMMISSION
RE: 2020 PROGRAMMING TO SUPPORT PROPERTY OWNERS

The Mason Historic District Commission (HDC) is a state-recognized and city entity dedicated to preserving the unique appearance of Mason's downtown. Education is a part of this role. To that end, the HDC is planning to host a series of brief lectures in 2020 on topics of importance to owners of properties in the historic district. The presentations are designed to be to the point (no more than one hour), spaced out over several months, and inclusive of a question and answer component. Although property owners are the target audience for this series, all presentations are open to the general public.

The schedule of presentations includes the following:

(1) Monday, February 17, 2020, 7:30 pm to 8:30 pm in the City Hall Building

"Characteristics of Bricks Used in Mason Buildings and the Impact on Restoration Projects"

(2) Monday, May 18, 2020, 7:30 pm to 8:30 pm in the City Hall Building

"The Care and Maintenance of Brick Walls that have been Painted"

(3) Monday, August 17, 2020, 7:30 to 8:30 pm in the City Hall Building

"Outdoor Lighting Options for Buildings in the Mason Historic District"

(4) Monday, November 16, 2020, 7:30 to 8:30 pm in the City Hall Building

"What You Need to Consider in Planning for a Mural on Your Building"

From: [Elizabeth Hude](#)
To: [Marcia Holmes](#)
Cc: [Deborah Stuart](#)
Subject: Fwd: [SHPO-CLG] CLG Community Partnership Program
Date: Wednesday, December 11, 2019 4:13:04 PM
Attachments: [CLGCommunityPartnershipProgram.pdf](#)
[ATT00001.htm](#)
[CLG_CPP_SurveyApplication.pdf](#)
[ATT00002.htm](#)
[CLG_CPP_DesignApplication.pdf](#)
[ATT00003.htm](#)
[CLG_CPP_NRHPApplication.pdf](#)
[ATT00004.htm](#)

Marcia

Please include email and attachment in HDC packet under Workplan.

Sent from my iPhone

Begin forwarded message:

From: "Higgins, Alan (MSHDA)" <HigginsS3@michigan.gov>
To: "Higgins, Alan (MSHDA)" <HigginsS3@michigan.gov>
Subject: [SHPO-CLG] CLG Community Partnership Program

Good afternoon, CLGs,

As you know, we are in the middle of reevaluating the core of how we carry out the CLG program and identifying ways to make the program more meaningful for our participating communities. With this, I'm pleased to be able to announce a new incentive that we are offering exclusively to CLGs – the Community Partnership Program – for 2020.

The Community Partnership Program recognizes the importance of helping communities move their local preservation programs forward and seeks to do so by leveraging the technical skillset and ability of SHPO staff to the benefit of CLGs. Through the program, SHPO staff works with selected CLGs to actively complete a project in one of three areas – survey, designation, and protection – to better enable each CLG to meet the goals it has outlined for its local preservation program. At the end of the process, the CLG gets a completed product (i.e., survey report, National Register nomination, or design guidelines) that has been developed by SHPO according to best practice approaches. As a technical assistance and educational initiative, the program includes a minimum participation standard designed to educate the CLG on the importance of such activities and to provide the CLG with first-hand experience in carrying out a project. It is our hope that by directly participating in projects with our CLGs that the program will bolster each CLG's ability to successfully carry out similar activities in the future, ultimately leading to the sustainment of strong local preservation programs.

Distinct from CLG grant programs, the Community Partnership Program is not a grant activity and does not include distribution of funds.

Attached to this message is additional information on the program and brief application forms for the three program areas. Completed applications are due by **Monday, February 3, 2020** via email. Selected projects are anticipated to be announced in February 2020.

As this is a new initiative, I suspect there may be questions along the way. Please feel free to reach out at any time regarding questions you may have about the program and/or application.

Alan

S. Alan Higgins

Certified Local Government Coordinator
State Historic Preservation Office

Michigan Economic Development Corporation

300 N. Washington Square | Lansing, MI 48913

Office: 517.335.9840 | Desk: 517.335.2719

higginsS3@michigan.gov

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CERTIFIED LOCAL GOVERNMENT 2020 COMMUNITY PARTNERSHIP PROGRAM

DESIGN GUIDELINES PROJECTS

PROJECT ELIGIBILITY

- Eligible projects include:
 - Creation of new design guidelines; and
 - Updating of existing design guidelines.
- Guidelines may be for one or more particular topics or comprehensive in nature.
- Projects must focus on established local historic districts. While future districts may also make use of the guidelines, an existing district must be the primary focus of the document.

MINIMUM PARTICIPATION REQUIREMENTS

- The CLG will commit to at least two (2) working sessions with the full HDC. The first session will be at the start of the project to discuss community needs, design issues, particular areas of concern, language preferences, and the like at the start of the process to inform development of the design guidelines. The second meeting will be at the end of the project to discuss best practices and additional items of interest.
- The CLG will advertise and host two (2) public meetings with the HDC for the SHPO to discuss the project, processes, and results. The first meeting will be at the start of the project to solicit feedback from property owners in the historic district(s), and the second meeting will be at the end of the project to present the updated guidelines for review and feedback.
- The CLG will be responsible for carrying the design guidelines through review with local legal counsel and approval processes.

INSTRUCTIONS

- Complete applications, including this form and any necessary attachments, must be received by February 3, 2020.
- Applications should be submitted via email to Alan Higgins, Certified Local Government Coordinator, at higginsS3@michigan.gov.
- Questions can be directed to Alan Higgins via email or at 517.335.2719.

This program has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior, through the Michigan State Historic Preservation Office. However, the contents and opinions herein do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Acts of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. Michigan law prohibits discrimination on the basis of religion, race, color, national origin, age, sex, marital status, or disability. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to the Office for Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, DC 20240.

1. PROJECT INFORMATION

Project Name: _____

Certified Local Government: _____

APPLICANT

Contact Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____ Email: _____

2. ELIGIBILITY VERIFICATION

Did the CLG submit an annual report for FY2019 to SHPO?

☐ Yes ☐ No

An annual report must be on file to be eligible. Submit one with this application if you have not previously done so.

Does the CLG commit to meeting the minimum participation requirements for the project?

☐ Yes ☐ No

If the CLG would like to suggest alternate or additional ways to participate in the project, please describe them below (optional):

1. Provide a brief description of the project, including particular areas of concern/topics that the community wants to be addressed by the project.

2. Submit a copy of existing design guidelines being used in the community, if applicable.
3. Submit a PDF map, shapefiles, or KMZ of the area(s) to be included in the guidelines.
4. Describe any previous efforts to prepare/update design guidelines, including discussions with the HDC, government administration, or property owners.
5. Describe the importance of the project/need in the local community.

6. How will the project be used to further preservation goals and/or planning in the community?

7. Why is assistance needed at this time (e.g., lack of resources, technical skill, etc.)?

8. What does the community hope to get from the project partnership?

4. CERTIFICATION

I certify to the best of my knowledge that the information provided in this application is complete and accurate.

Project: _____

CLG: _____

Preparer Signature

Date

Preparer Printed Name

Authorized Signature (if different than above)

Date

Authorized Printed Name

SHPO USE

Received _____

Reviewed _____

Signature _____



CERTIFIED LOCAL GOVERNMENT 2020 COMMUNITY PARTNERSHIP PROGRAM

NATIONAL REGISTER DESIGNATION PROJECTS

PROJECT ELIGIBILITY

- Eligible projects include:
 - Individual properties; and
 - Contiguous historic districts (e.g., downtown business district, suburban commercial corridor, residential neighborhood, etc.).
- Properties must have been included in a survey within the last 10 years to be considered.
- Properties requiring access to resources imposing a safety/health risk are not eligible.
- Properties must be readily accessible via normal modes of transportation. Remote resources and those requiring special transportation are not eligible.
- For individual properties, the CLG must have owner permission to access the property, including interiors, and move forward with the designation process. For districts, the CLG must provide a list of property owners/addresses within the district.

MINIMUM PARTICIPATION REQUIREMENTS

- The CLG will commit two (2) persons (e.g., CLG liaison and HDC member) to participate in a half-day session, working alongside SHPO to document the property, discuss the designation process, and learn about the importance of historic integrity and contextual significance.
- The CLG will advertise and host a public meeting with the HDC for the SHPO to discuss the role of designation, how it fits into preservation planning, and nomination processes.

INSTRUCTIONS

- Complete applications, including this form and any necessary attachments, must be received by February 3, 2020.
- Applications should be submitted via email to Alan Higgins, Certified Local Government Coordinator, at higginsS3@michigan.gov.
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1. PROJECT INFORMATION

Project Name: _____

Certified Local Government: _____

APPLICANT

Contact Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____ Email: _____

2. ELIGIBILITY VERIFICATION

Did the CLG submit an annual report for FY2019 to SHPO?

☐ Yes ☐ No

An annual report must be on file to be eligible. Submit one with this application if you have not previously done so.

If for an individual property, does the CLG have owner permission to access the property and move forward with the designation?

☐ Yes ☐ No
☐ Not applicable

Submit verification with this application. A project will not move forward until the CLG provides written (email or letter) verification from the property owner.

Was the property included in a survey in the last 10 years?

☐ Yes ☐ No

If so, identify the survey: _____

If no, consider applying for a survey project covering the area.

Does the CLG commit to meeting the minimum participation requirements for the project?

☐ Yes ☐ No

If the CLG would like to suggest alternate or additional ways to participate in the project, please describe them below (optional):

4. CERTIFICATION

I certify to the best of my knowledge that the information provided in this application is complete and accurate.

Project: _____

CLG: _____

Preparer Signature

Date

Preparer Printed Name

Authorized Signature (if different than above)

Date

Authorized Printed Name

SHPO USE

Received _____

Reviewed _____

Signature _____



CERTIFIED LOCAL GOVERNMENT 2020 COMMUNITY PARTNERSHIP PROGRAM

SURVEY PROJECTS

PROJECT ELIGIBILITY

- Eligible projects include:
 - Reconnaissance-level surveys of no more than 250 properties in a contiguous area (e.g., downtown business district, residential neighborhood, etc.); and
 - Thematic surveys of no more than 25 related resources (e.g., midcentury banks, libraries, apartment buildings, etc.) scattered across a community. Requests for assistance with a thematic survey will only be considered if properties to be included have already been identified by the CLG.
- Surveys of unrelated resources dispersed throughout a community, dispersed rural resources, and resources imposing a safety/health risk are not eligible.
- Surveys must focus on properties substantially visible from the right-of-way unless owner permission to access property will be coordinated by the CLG.

MINIMUM PARTICIPATION REQUIREMENTS

- The CLG will commit two (2) persons (e.g., CLG liaison and HDC member) to participate in a survey session, working alongside SHPO to learn about survey processes, how to appropriately document a property, and the importance of good data. The length of this session will be dependent on the scale of the project, ranging from 2 to 6 hours.
- The CLG will advertise and host a public meeting with the HDC for the SHPO to discuss the importance of local survey, processes, and the results of the project.

INSTRUCTIONS

- Complete applications, including this form and any necessary attachments, must be received by February 3, 2020.
- Applications should be submitted via email to Alan Higgins, Certified Local Government Coordinator, at higginsS3@michigan.gov.
- Questions can be directed to Alan Higgins via email or at 517.335.2719.

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1. PROJECT INFORMATION

Project Name: _____

Certified Local Government: _____

APPLICANT

Contact Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____ Email: _____

2. ELIGIBILITY VERIFICATION

Did the CLG submit an annual report for FY2019 to SHPO?

☐ Yes ☐ No

An annual report must be on file to be eligible. Submit one with this application if you have not previously done so.

If the project request is for a thematic survey, has the CLG identified the resources to be included?

☐ Yes ☐ No
☐ Not applicable

Submit a copy of the list with this application. A thematic survey will not move forward until the CLG has identified resources for inclusion.

Does the CLG commit to meeting the minimum participation requirements for the project?

☐ Yes ☐ No

If the CLG would like to suggest alternate or additional ways to participate in the project, please describe them below (optional):

1. Provide a brief description of the project, including why the area/resources have been selected for survey.

2. Submit a PDF map, shapefiles, or KMZ of the area to be surveyed with 3-5 digital photographs of representative properties.
3. Identify any related studies, reference materials, or other sources of information known to be available for the survey effort (e.g., historic contexts, community histories, GIS shapefiles, etc.).
4. Describe the importance of the project/need in the local community.

5. How will the project be used to further preservation goals and/or planning in the community?

6. Why is assistance needed at this time (e.g., lack of resources, technical skill, etc.)?

7. What does the community hope to get from the project partnership?

4. CERTIFICATION

I certify to the best of my knowledge that the information provided in this application is complete and accurate.

Project: _____

CLG: _____

Preparer Signature

Date

Preparer Printed Name

Authorized Signature (if different than above)

Date

Authorized Printed Name

SHPO USE

Received _____

Reviewed _____

Signature _____



CERTIFIED LOCAL GOVERNMENT 2020 COMMUNITY PARTNERSHIP PROGRAM



Certified Local Governments (CLGs) often have several preservation projects that they would like to complete but lack the resources or technical ability to get started on their own. Recognizing such issues and the value of on-the-ground programs that enable communities to move forward their preservation goals, the Michigan State Historic Preservation Office (SHPO) has developed the **COMMUNITY PARTNERSHIP PROGRAM**.

Available only to Michigan's CLGs, the program directly invests SHPO in the community as a local partner, with SHPO actively working on projects alongside the CLG to provide the community with tools to make informed decisions about their historic resources. As a technical assistance and educational initiative, the program's purpose is to build the capacity of CLGs in a meaningful way, supporting the goal of the CLG program to develop, support, and enrich local preservation programs.

WHAT IS IT?

The program uses a competitive process whereby CLGs can apply directly to SHPO to have a project in one of three areas—**identification** (survey), **designation** (National Register), and **protection** (design guidelines)—completed in partnership with SHPO. Through the program, SHPO staff administers and completes the project with the CLG, conducting historic resource survey, preparing National Register documentation, or developing design guidelines. Along the way, the CLG is educated on best practice approaches through first-hand experience and community discussions. At the end of the process, the CLG gets a tangible product from SHPO (i.e., survey report, NRHP nomination, or design guidelines) and is better equipped to engage preservation activities at the local level, carry out future projects on its own, and/or facilitate consultant-driven projects.

The program is distinct from yearly CLG grant allocations and does not include distribution of funds. As such, there is no financial obligation or administrative oversight requirement for participating CLGs.

PROGRAM DETAILS

ELIGIBILITY

The program is available only to CLGs and requires that:

1. CLGs have an annual report on file for the previous fiscal year;
2. Applications have the support of and be submitted by the preservation program liaison for the CLG; and
3. CLGs commit to meeting minimum participation requirements for the project.

APPLICATIONS

CLGs may submit 1 application in each area; however, no community will be selected for more than 1 project.

DEADLINE

Applications must be received via email by February 3, 2020.

CONTACT

S. Alan Higgins
Certified Local Government Coordinator
higginsS3@michigan.gov
517.335.2719



HOW IT WORKS?

The program leverages the insight and skillset of SHPO staff for the benefit of participating CLGs, which are selected through a simple competitive application process.

1. The CLG identifies a project for the program. Want SHPO to help survey an area of your community? Have a building that you'd like SHPO to nominate to the National Register? Need design guidelines for your historic district? Those qualify.
2. The CLG completes the short application for the respective project type and agrees to meet the minimum participation requirements for the project if selected.
3. SHPO staff review the applications and select CLGs for participation.
4. SHPO coordinates with the CLG to complete the project, which is carried out by SHPO in accordance with best practices, during the 2020 calendar year.

PROJECT ELIGIBILITY

A project must be sufficiently defined so that SHPO understands its purpose and the intended outcome, and a project must be able to be completed within the calendar year (2020). Specific eligibility requirements for each project type are listed on the respective application.

To avoid potential conflicts with other SHPO programs, a project is not eligible if:

- It is related to active, pending, or forthcoming environmental review/Section 106 coordination;
- It is part of or associated with mitigation activities;
- It conflicts with active SHPO grants;
- It includes Federal or State property;
- It is focused on a property with a tax credit application under review or awaiting review by SHPO or NPS; or
- It is likely that SHPO will have a foreseeable conflict in the future.

PROJECT SELECTION

Projects will be competitively selected by a committee of SHPO staff based on the purpose and need of the project, its potential to build capacity in the local preservation program, and its relationship to community preservation goals. Participating communities must affirm their commitment to meeting the minimum participation requirements but may elect to do more than the minimum requirements or suggest alternative participation, which will be considered.

It is anticipated that the following number of selections will be made for the calendar year:

- 1 National Register nomination;
- 1 set of design guidelines; and
- 2 survey projects.

Communities will be notified of selected projects in February 2020.

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CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT FY2019 (OCTOBER 1, 2018 – SEPTEMBER 30, 2019)

The Michigan State Historic Preservation Office (SHPO) requires that each Certified Local Government (CLG) submit an annual report of its activities upon the completion of each fiscal year (October 1 – September 30). SHPO uses the provided information to stay up to date on historic preservation activities across the state, identify ways that SHPO can be more responsive to the needs of CLGs, and evaluate local CLG programs.

SHPO has developed a standard template for use by all CLGs in order to streamline the collection/presentation of information and supporting documentation. Each CLG will receive a fillable digital (PDF) copy of the template. Hardcopies can be mailed upon request.

INSTRUCTIONS

Use the annual report template to describe your CLG's program during the last fiscal year.

The reporting period for this report is: **October 1, 2018 – September 30, 2019**.

A complete report consists of:

- Completed annual report checklist
- Completed annual report template
- Applicable attachments and supporting documents

SUBMISSION

CLGs can complete their report electronically or by hand. CLGs completing the digital report can save and email their report and supporting documentation to Alan Higgins, Certified Local Government Coordinator, at higginsS3@michigan.gov.

CLGs completing their report by hand can scan the completed documents and email them as indicated above, or they can mail the hardcopy and supporting documentation to SHPO at the following address:

Attn: Alan Higgins
Michigan State Historic Preservation Office
Michigan Economic Development Corporation
300 N. Washington Square
Lansing, Michigan 48913

DUE DATE

Annual reports are due from each CLG by: **March 1, 2020**.

QUESTIONS?

Have questions or need clarification on assembling your report? Contact Alan Higgins, Certified Local Government Coordinator, at higginsS3@michigan.gov or 517.335.2719.



CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT FY2019 (OCTOBER 1, 2018 – SEPTEMBER 30, 2019)

Community: _____

CLG Representative: _____

Title/Organization: _____

Mailing Address: _____

Phone: _____

Email: _____

CLG/HDC Website: _____

CHECKLIST

Please indicate below those items that you have included with your submission.

REQUIRED

1. Completed Annual Report
2. Minutes from two HDC meetings (if not available on website)

SUPPORTING DOCUMENTATION, IF APPLICABLE

3. Amended or revised ordinances, by-laws, or other regulations with changes highlighted
4. Study reports and/or survey data
5. Attachment A: New Commissioner Resume Form
6. Attachment B: HDC and Staff Training Record Supplement
7. Attachment C: Completed Surveys Supplement
8. Attachment D: Public Education Activities Supplement

SIGNATURE

I hereby certify that the information in this report is accurate and correct to the best of my knowledge.

CLG Contact

Date

SHPO USE

Received: _____

Reviewed: _____

Signature: _____



CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT FY2019 (OCTOBER 1, 2018 – SEPTEMBER 30, 2019)

1. DESIGNATION AND PROTECTION OF HISTORIC PROPERTIES

A. Did the CLG keep its ordinance in effect for the entire fiscal year?

☐ Yes ☐ No

If **no**, briefly explain.

B. Did the CLG amend, revise, or suspend its historic preservation ordinance, by-laws, or other regulations or procedures during the fiscal year?

☐ Yes ☐ No

If **yes**, briefly explain and submit a copy of the document(s) with changes highlighted.

C. Did the CLG have historic district design guidelines in place during the fiscal year?

☐ Yes ☐ No If **yes**, what year were the guidelines last updated?

D. Were any National Register-listed or locally designated contributing properties relocated or demolished during the fiscal year?

☐ Yes ☐ No

If **yes**, identify the properties, including name/address, associated district or National Register property, and a brief explanation.

- E. Identify study report and district designation activities during the fiscal year. If associated reports were not previously provided to SHPO, submit a copy with this report.

STUDY REPORTS CONSIDERED DURING THE FISCAL YEAR	
DISTRICT NAME	DRAFT REPORT PROVIDED TO SHPO?
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

NEW DISTRICTS OFFICIALLY ESTABLISHED DURING THE FISCAL YEAR	
DISTRICT NAME	FINAL REPORT PROVIDED TO SHPO?
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

LOCAL DISTRICTS MODIFIED OR DE-DESIGNATED DURING THE FISCAL YEAR	
DISTRICT NAME AND BRIEF EXPLANATION FOR CHANGE	FINAL REPORT PROVIDED TO SHPO?
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

☐ The CLG had no such activities during the fiscal year.

2. ADEQUATE AND QUALIFIED HISTORIC PRESERVATION COMMISSION

- A. Identify active historic district commission (HDC) members. Submit a resume or **Attachment A** for any **new commissioner** appointed during the fiscal year.

NAME	ROLE ON COMMISSION*	DATE APPOINTED	TERM ENDS

* (e.g., architect, archaeologist, historian, district resident, etc.)

Identify how the CLG sought federally qualified professionals (architects, historians, and archaeologists) to fill vacancies during the fiscal year. Submit a copy of announcements, advertisements, and other means used to seek qualified HDC members.

Are there presently any HDC vacancies?

☐ Yes ☐ No If **yes**, how many?

Did new HDC members receive training materials and information on local districts?

☐ Yes ☐ No ☐ Not Applicable

B. Provide information on regularly scheduled HDC meetings held during the fiscal year.

MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?
January	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. If not available on your website, submit minutes for two meetings.

D. Provide information on applications received for review during the fiscal year.

APPLICATION TOTALS	
# of applications received:	
# of applications reviewed by staff only:	
# of applications reviewed by the HDC:	

APPLICATIONS REVIEWED BY THE HDC	
# of applications that received a final decision during the first review:	
# of applications that came before the HDC more than once:	

RESULTS OF REVIEWS	
# of COAs issued:	
# of Denials issued:	
# of Notices to Proceed issued:	

APPEALS	
# of HDC decisions appealed:	
# of decisions overturned by State Review Board:	
# of decisions affirmed by State Review Board:	

E. Did any HDC members and/or HDC staff receive formal training during the fiscal year?

☐ Yes ☐ No

If **yes**, identify the training. Use **Attachment B** for additional training if necessary.

TRAINING SESSION:	2019 STATEWIDE HISTORIC PRESERVATION CONFERENCE
Sponsoring Organization:	Michigan Historic Preservation Network
Location:	Holland
Date:	May 2019
Names and positions of participants:	

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

If **no**, explain why no one participated in training during the fiscal year and identify any preliminary plans to participate in training next year.

3. SURVEY AND INVENTORY OF HISTORIC PROPERTIES

A. Identify new survey plans, progress on existing plans, and/or changes to existing survey plans, including changes in priorities or processes, implemented during the fiscal year.

B. Did the CLG complete historic resource surveys (windshield, reconnaissance, or intensive) during the fiscal year?

☐ Yes ☐ No

If **yes**, identify them. If the survey data and reports were not previously provided to SHPO, submit a copy with this report. Use **Attachment C** for additional surveys if necessary.

NAME OF SURVEY	HOW MANY RESOURCES?	SURVEY PROVIDED TO SHPO?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

If no surveys were completed during the fiscal year, please explain the reasons.

C. Do you have any historic resource surveys tentatively planned for next fiscal year?

☐ Yes ☐ No

If **yes**, identify the survey(s) below.

NAME OF SURVEY	REASON FOR ANTICIPATED SURVEY (E.G., PART OF WORK PLAN, DEVELOPMENT PRESSURE, CONSIDERING DESIGNATION, ETC.)

D. Was any archaeological survey undertaken during the fiscal year?

☐ Yes ☐ No

If **yes**, identify the survey(s) below.

NAME OF SURVEY	SHPO CONTACTED PRIOR TO WORK?	FOLLOWED STATE ARCHAEOLOGIST'S SURVEY STANDARDS?
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

4. PUBLIC PARTICIPATION IN THE LOCAL HISTORIC PRESERVATION PROGRAM

- A. Identify how the HDC worked with property owners to remind them of their responsibilities and the process for obtaining Certificates of Appropriateness and/or to provide technical assistance on historic preservation issues or projects.

- B. Did the community provide public educational activities (e.g., walking tours, lectures, Preservation Month activities, historical marker programs, etc.) or formal training on historic preservation?

☐ Yes ☐ No

If **yes**, identify the activities. Use **Attachment D** for additional items if necessary.

ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			

C. Were all HDC meetings publicly announced and held in accordance with the Open Meetings Law, P.A. 267 of 1976?

☐ Yes ☐ No

D. Was information about the HDC, its procedures, and meeting activities actively maintained on the local government's website during the last fiscal year?

☐ Yes ☐ No

E. Beyond a website, how does the HDC provide information about meetings and project activities (agendas, public notices, etc.) to the public?

☐ Mailings ☐ Newspapers ☐ Postings at municipal building ☐ On-site project signs
☐ Email ☐ Electronic listserv or bulletin board ☐ Local access channel
☐ Other, as described:

F. Beyond a website, how does the HDC provide information procedures, guidance, documents (design guidelines, COA applications, etc.) to the public?

☐ Mailings ☐ Postings at municipal building ☐ Email
☐ Electronic listserv or bulletin board ☐ Door-to-door fliers/conversations
☐ Community events ☐ Working with other municipal departments
☐ Other, as described:

F. Did the CLG review any National Register of Historic Places nominations during the fiscal year?

☐ Yes ☐ No

If **yes**, identify the nominations below.

PROPERTY NAME/ADDRESS	COMMENTS SUBMITTED TO SHPO?
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

5. CLG PROGRAM GOALS

A. Describe how you have met the goals you had for the last fiscal year.

GOAL 1:	
Did you meet this goal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , describe how it was met. If no , describe why it was not met.	
GOAL 2:	
Did you meet this goal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , describe how it was met. If no , describe why it was not met.	
GOAL 3:	
Did you meet this goal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , describe how it was met. If no , describe why it was not met.	
GOAL 4:	
Did you meet this goal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , describe how it was met. If no , describe why it was not met.	

☐ The CLG did not have specific goals for the last fiscal year.

B. What are your top goals for next fiscal year?

GOAL 1:	
Do you intend to complete this during FY2020 or is it part of an ongoing project?	<input type="checkbox"/> FY20 <input type="checkbox"/> Ongoing
Do you need technical assistance in meeting this goal? If so, describe.	
GOAL 2:	
Do you intend to complete this during FY2020 or is it part of an ongoing project?	<input type="checkbox"/> FY20 <input type="checkbox"/> Ongoing
Do you need technical assistance in meeting this goal? If so, describe.	
GOAL 3:	
Do you intend to complete this during FY2020 or is it part of an ongoing project?	<input type="checkbox"/> FY20 <input type="checkbox"/> Ongoing
Do you need technical assistance in meeting this goal? If so, describe.	
GOAL 4:	
Do you intend to complete this during FY2020 or is it part of an ongoing project?	<input type="checkbox"/> FY20 <input type="checkbox"/> Ongoing
Do you need technical assistance in meeting this goal? If so, describe.	

ADDITIONAL ITEMS OF INTEREST TO SHPO

- A. Did your CLG program/HDC have a work plan for FY2019? ☐ Yes ☐ No
- B. Does your HDC have an annual budget allocation? ☐ Yes ☐ No
- C. Does your community charge a fee for COA applications? ☐ Yes ☐ No
- D. Does your community regulate the removal of mature trees or other important landscaping associated with designated properties? ☐ Yes ☐ No
- E. Does your community proactively work with local real estate agencies/agents to discuss the role of historic preservation and local designation? ☐ Yes ☐ No
- F. Does your community have an active preservation plan, or has it incorporated preservation planning into its master/comprehensive plan?
- ☐ Yes, and a copy is available at this link: _____
 - ☐ Yes, and a copy is available in hardcopy from the city.
 - ☐ We are currently working toward such planning tools.
 - ☐ No, and we currently have no plans for such tools.
- G. Does your community include historic resources in its GIS? ☐ Yes ☐ No ☐ Unsure
- H. Does your community have local incentives for preservation (e.g., tax incentives, façade improvement programs, loan programs, zoning variance allowances)? ☐ Yes ☐ No
- If **yes**, please describe:
- I. Describe any issues or challenges your community needs assistance within in FY2020, or anything else you would like to share with SHPO.

ATTACHMENT A. HDC COMMISSIONER RESUME FORM

CONTACT INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

EDUCATION

Degree	Field	University	Year
_____	_____	_____	_____
_____	_____	_____	_____

RELATED WORK EXPERIENCE

Position: _____

Organization: _____

Dates: _____

Work Description: _____

Position: _____

Organization: _____

Dates: _____

Work Description: _____

OTHER EXPERIENCE/DEMONSTRATED INTEREST IN HISTORIC PRESERVATION

Meets NPS Qualifications (https://www.nps.gov/history/local-law/arch_stnds 9.htm) for:

☐ History ☐ Architectural History ☐ Architecture ☐ Historic Architecture ☐ Archaeology

ATTACHMENT B. HDC AND STAFF TRAINING SUPPLEMENT

Identify formal training completed by HDC members and/or HDC staff during the fiscal year.

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

ATTACHMENT C. COMPLETED SURVEYS SUPPLEMENT

Identify any above-ground historic resource surveys completed during the last fiscal year. If the survey data and reports were not previously provided to SHPO, submit a copy with your submission.

NAME OF SURVEY	HOW MANY RESOURCES?	SURVEY PROVIDED TO SHPO?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

ATTACHMENT D. PUBLIC EDUCATION ACTIVITIES SUPPLEMENT

Identify public education activities (e.g., walking tours, lectures, Preservation Month activities, historical marker programs, etc.) or formal training sessions that the community provided for historic district property owners or the general public.

ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			



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

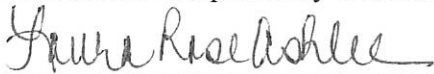
A December 12, 2018, article in the *Lansing State Journal* reported on the planned demolition of 154 West Maple Street, a building in the downtown historic district, and included the approved design for a building that will be constructed in its place. The building is within the district boundaries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

[Architectural and Engineering Documentation](#)

[Archeological Documentation](#)

[Historic Preservation Projects](#)

[Qualification Standards](#)

[Preservation Terminology](#)

 print

Professional Qualifications Standards

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

History

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

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

Archeology

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

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

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

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

Architectural History

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

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

Architecture

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

Historic Architecture

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

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

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

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

NPS

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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

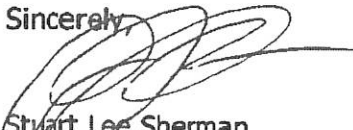
Dear Mr. Conway:

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.

APPENDIX A

**STATE OF MICHIGAN
DEPARTMENT OF HISTORY, ARTS AND LIBRARIES**

CERTIFIED LOCAL GOVERNMENT CERTIFICATION AGREEMENT

WHEREAS, THE CONGRESS OF THE UNITED STATES, in order to extend the state and federal historic preservation partnership to the local level, has required the State Historic Preservation Office (the SHPO) of each state to develop and implement a Certified Local Government (CLG) Program, as described in Section 101(c)(1) of the National Historic Preservation Act of 1966 (the NHPA), 16 USC § 470a(c), and

WHEREAS, THE MICHIGAN HISTORICAL CENTER of the Michigan Department of History, Arts and Libraries, through Michigan's SHPO, has developed a CLG Program in accordance with the "Historic Fund Grants Manual" (the Manual) issued by the U. S. Department of the Interior in October, 1997, which affords municipal units, including cities and counties, an opportunity to formalize and strengthen their local historic preservation programs, review property nominations submitted to the National Register of Historic Places, and compete for matching grant-in-aid funds earmarked for the CLG Program,

NOW, THEREFORE, the CITY OF MASON, MICHIGAN has submitted adequate certification application materials as specified in the Manual and hereby accepts and assumes the required and optional responsibilities identified in the NHPA, Federal Regulations set forth at 36 CFR Part 61, the Manual, and the approved certification application, including amendments, and shall perform as follows:

Required Responsibilities

1. Enforce appropriate federal, state and local legislation for the designation and protection of historic properties.
2. Establish and maintain an adequate and qualified historic preservation review commission composed of professional and lay members, in keeping with state and/or local law. Written approval of each consultant who will be utilized in the CLG Program to satisfy professional qualifications shall be obtained from the Michigan Historical Center prior to the performance of any task by that consultant, and each approval shall be considered an attachment to this Certification Agreement.
3. Maintain a system for the survey and inventory of local historic resources that furthers the purposes of the NHPA.

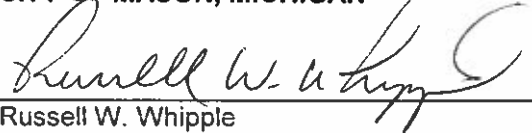
4. Provide for adequate public participation in the local government's historic preservation program, including the process of recommending properties for listing in the National Register of Historic Places.
5. Satisfactorily perform the responsibilities delegated to it under the NHPA.
6. Comply with all federally and SHPO-imposed requirements pertaining to the CLG Program.
7. Submit an annual report to the SHPO not later than March 1 of each year.

Optional Responsibilities

1. Should the CITY OF MASON, MICHIGAN desire to perform optional responsibilities, the parties may amend this Certification Agreement to specify the optional responsibilities that the City will assume. The CITY OF MASON, MICHIGAN may also assume optional responsibilities through the Historic Preservation Fund subgrant process. In such cases, a subgrant agreement will describe the specific work to be performed and how the work will be accomplished.

IT IS UNDERSTOOD that this Certification Agreement will continue in effect so long as the CITY OF MASON, MICHIGAN: 1) remains a CLG in good standing, 2) is eligible for designation based on periodic evaluations of its compliance with the terms set forth above, 3) desires to remain certified, and 4) continues to meet the CLG Program requirements, as established and revised by the Congress of the United States and the U. S. Department of the Interior.


CITY OF MASON, MICHIGAN



Russell W. Whipple
Mayor

Date: 9/7/04

DEPT OF HISTORY, ARTS AND LIBRARIES



Mark Hoffman
Deputy Director

Date: Sept 20, 2004



Brian D. Conway
State Historic Preservation Officer

Date: 9/20/04

☐ City's Original

☐ Department's Original