



HISTORIC DISTRICT COMMISSION

MONDAY, FEBRUARY 17, 2020

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

201 West Ash Street, Mason MI

AGENDA

1) CALL TO ORDER

2) ROLL CALL

3) OATH OF OFFICE – Loren Shattuck, Mark Cummings

4) ELECTION OF LEADERSHIP

A. Elect Officers for 2020 – Chair and Vice-Chair

5) PUBLIC COMMENT

6) APPROVAL OF MINUTES

A. Approve Minutes of Regular Historic District Commission Meeting December 16, 2019

7) UNFINISHED BUSINESS

A. Work Plan Update:

a. Draft Certified Local Government (CLG) Annual Report

b. Community Partnership Program Application submitted – Survey Project (verbal update)

8) NEW BUSINESS

A. 2020 Meeting Schedule

B. 110 W. Oak – Pierce Plumbing request for Certificate of Appropriateness for new metal gable siding and gutters.

C. Discussion with Alan Higgins, CLG Coordinator, Michigan State Historic Preservation Office (SHPO), regarding the CLG Programs.

9) LIAISON REPORT

A. City Manager's Report ([see here](#))

10) ADJOURN

City of Mason

Boards and Commissions

Election of Officers - worksheet

Board/Commission	HDC			
Year	2020			
Position	Nomination	First	Second	Vote
CHAIR <i>Facilitates meetings</i>	1			
	2			
	3			
	4			
VICE-CHAIR <i>Facilitation of meetings in Chair's absence</i>	1			
	2			
	3			
	4			
SECRETARY <i>Receives applications, keeps records, prepares meeting minutes</i>	Staff/Community Development Director			

NOTES:

**CITY OF MASON
HISTORIC DISTRICT COMMISSION
MINUTES OF DECEMBER 16, 2019
DRAFT**

Clinton called the meeting to order at 6:02 pm in the Maple Conference Room 2nd floor at 201 West Ash Street, Mason MI.

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

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Schulien, second by Shattuck, to approve the Historic District Commission meeting minutes as amended from November 18, 2019.

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

MOTION APPROVED

UNFINISHED BUSINESS

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

Director Hude shared that David Meredith submitted updated outdoor lighting options for the old school administration building. There was discussion among the members regarding the Sophia sconce, and that the light may project light and bother neighbors given that the bulb doesn't appear to be shielded in any way. The City ordinance does require lighting to be shielded as much as possible and the light source to not be visible. There was a possibility that the bulb on the Sophia sconce could be shaded on one side to make it opaque to rectify the problem. Klein believes the Gooseneck arm light meets the criteria of being shielded, it directs light downward and does not spread the light around and is appropriate for the time period. Vogel shared that she feels the Sophia option better fits the time period and matches the aesthetic of the building.

MOTION by Klein, second Schulien, to approve a Certificate of Appropriateness for the Gooseneck arm light option.

Yes (5) Clinton, Cummings, Klein, Schulien, Shattuck
No (1) Vogel
Absent: (0)

MOTION APPROVED

B. Parks, Recreation & Non-Motorized Plan Update

The Open House for the Parks Plan was Saturday and there were 3 City Council members in attendance and a good group of residents. The survey is still available online through the end of the month, and we are nearing 7% in number of respondents. The draft plan is also available on the website. Director Hude referenced a section in the Plan which discusses the Historic District and Maple Grove Cemetery. There was a suggestion to clean up the west side of the railroad tracks downtown and add some nice trees and flowers to make it attractive.

Discussion took place regarding the attractiveness on the west side of Ash Street versus the unattractiveness of the East side of Ash Street in regards to yard upkeep and paint colors on houses. Director Hude responded that the Historic District can be enlarged but there needs to be thought about the pros and cons to the homeowners with more cost and oversight. It was also noted that there are other historic areas in Mason besides the downtown district.

C. Work Plan Update

Cummings shared his proposal for workshops and there were questions as to the HDC budget to fund the workshops. Hude referenced materials she handed out that deal with HDC expenses, budget and planning. The new SHPO programs were discussed and Director Hude went through some of the most important items that need to be done in the next year including: advertising open positions, applying for a Certified Local Government Community Partnership Program project for help with an architectural survey, preparing a Request for Proposal for architectural services, training, and partnering with the Mason Historical Society to host seminars.

Vogel thanked Director Hude for the job she has done in leading the Historic District Commission.

LIAISON REPORT

Vogel referenced the City Manager's report.

ADJOURN

The meeting adjourned at approximately 7:11 p.m.



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			

REBECCA J. CLINTON

POSITION:

Administrative Secretary/Receptionist

EDUCATION:

**Lansing Community College:
Secretarial Degree
H.S. Graduate, 1968**

EXPERIENCE:

Total Experience:	47 Years
Years with WESI	45 Years

1974 - Present - Wolverine Engineers & Surveyors, Inc.

Responsibilities include Preparation of plans and specifications for biddings, Pay Requests, Change Orders; Accounting from 1974 to 1998; Preparation of Proposals for Biddings on Projects and updating employee information, going through files to prepare for storage.

1971 - 1973 – Ingham County Equalization Department

Responsibilities included typing of Surveys and other information related to that department.

2014 - Present – City of Mason Historical Commission

Responsibilities included going over and approving Façade Renovation to the downtown historical district. Have been Chairman for the last three years. Also help out with the City of Mason DDA which approves grants for renovations to the downtown historical district.

2012 – Present – Local Historian

I have written four books in the last six years. I wrote the 150th Celebration Book on the History of the City of Mason, also a book on my dad “Dr. George and Mason General Hospital”; and a book on a Historical Hanging in Mason that happened in 1866, and a book on Happy Times, Sad Times and Remembering the Past and Present.

I am currently working on two more books about the History of the Churches in Mason, and a book on a Judge and Two Prisoners and a County Nurse that Haunt the Courthouse. I love the history of Mason and am proud to be one of the Historians.

DOUGLAS J. KLEIN, APR, CTA

Accredited in Public Relations – Certified Tourism Ambassador

617 Randolph – Mason, MI 48854

Home: (517) 676-3933 – Mobile: (517) 775-8601



Doug Klein specializes in planning and implementing marketing, management, education, and communication programs for small businesses and educational institutions. He is also expert in coordinating public communication strategies for community organizations and associations. Living in the Lansing area for over 50 years, Doug Klein understands the concerns of people who live, work, and do business in mid-Michigan.

Doug Klein is an adjunct professor at Lansing Community College. He instructs public relations, communication, business, and marketing classes. In his 24 years at LCC, Doug Klein has earned recognition on four separate occasions as a "Salute to Excellence" and "Employee Recognition" award winner – twice individually and twice again as part of a team effort. He has also served as an academic advisor and administrator for the College. Through his consulting firm, Star Associates, he does consulting and training for a limited and select number of businesses and organizations. In May 2005, Doug Klein also took on an additional job as the executive director of the Mason Area Chamber of Commerce. In 2010, he also became a Certified Tourism Ambassador through the Greater Lansing Convention and Visitors Bureau.

His volunteer activities have included membership in the Friends of the Mason Library, current board member of the Mason Farmers Market Association, and current member and president of the Mason Area Historical Society. He has also been involved with the Mason Promise Scholarship, the Relay for Life, Sun Dried Music Festival, Ingham County Fair Foundation, and other community groups. As a City of Mason volunteer, he produces and maintains community announcements on the "Channel 21" PEG channel and was recognized by the City for that contribution with a Mayoral Proclamation in 2010.

In past years, he was an instructor for Michigan State University and a consultant and instructor for Northwood University. Doug Klein holds a B.A. degree (1983) in Communication from Michigan State University, where he also completed all coursework in the M.A. program in Public Relations with a cognate in higher education administration. Doug Klein later did additional graduate study in the M.S.A. program in Leadership and Management through Central Michigan University. A member of the Public Relations Society of America since 1983, and 2003 President of the Central Michigan Chapter of PRSA, he holds the prestigious APR designation (Accreditation in Public Relations) from the Society. In 2005, he was awarded with their highest local honor, the PACE Maker of the Year. He is a member of the American Marketing Association. In 2012, he was inducted into the national marketing honorary Alpha Mu Alpha.

Prior to obtaining his bachelor's degree, Doug Klein served for over 12 years in a variety of sales, support, management, and staff positions for wholesale, retail, service, and industrial supply businesses. Besides his work for educational institutions, in more recent years he has worked for media, trade and professional associations, non-profit organizations, and in the health care industry.

Continuing a strong history of community service activities, Doug Klein has been and is currently on the editorial board of the Greater Lansing Business Monthly magazine. Since 1996, he has served on several committees of the Mason Area Chamber of Commerce. President of the Mason Chamber in 2000 and briefly in 2012, he has also been a member of MACC's Board of Directors. His involvement with Mason Chamber activities was recognized by the MACC with their President's Award in 2004 and their Special Recognition Award in 2013. He has also served on a number of committees of the Lansing Regional Chamber of Commerce and has been a LRCC Ambassador. Doug Klein was LCC's representative on the Board of Partners for the Closing the Digital Gap Program, headquartered at the Black Child and Family Institute in Lansing for many years. A graduate of Lansing Everett High School and former president of the Lansing Junior Board of Education, he has been a volunteer for the Commission for Lansing Schools Success and has been a Junior Achievement program volunteer. In all of his work, he has gained valuable practical insights into meeting successfully the day-to-day challenges faced by individuals and organizations and continually commits himself to sharing those insights with others.

CONTACT INFORMATION

Chad Linsley, O.D.

Home Address: 439 East Ash

Mason, MI 48854

(517) 525 – 2041

chadlinsley@gmail.com

EDUCATION

Degrees: Bachelor of Science in Vision Science

Ferris State University, May 2007

Doctor of Optometry

Michigan College of Optometry, May 2010

EMPLOYMENT

2010- Present : Mason Family Eye Care Mason, Michigan

Clinical optometrist

2012- Present : Michigan College of Optometry

Part-time faculty member supervising interns at the Duane Waters Hospital in Jackson Michigan

COMMUNITY

2017- Present: City of Mason Historic Business Commission

COMMENTS

I am a long-time history lover who is fairly well-versed in American Presidents and conflicts in our country's history (specifically the American Civil War). My wife and I are appreciators of not only Mason's historical homes (ours was built in 1926), but also it's charming commercial buildings surrounding the courthouse. I believe that it is crucial that we set the tone for the future of Mason's development by ensuring the beautiful aesthetic of our downtown square is maintained. I am pleased to play my role in the preservation of Mason's historic charm.

ALBERT F. SCHULIEN

725 E. Ash St., Mason MI · 517.676.1330

EXPERIENCE

2006 – 2017

ENGINEER CONSULTANT, STATE OF MICHIGAN

2003 – 2006

ENGINEER CONSULTANT, NITREX METAL TECHNOLOGIES INC.

2004 – 2005

TEACHER, LANSING COMMUNITY COLLEGE

1993 – 2003

PLANT MANAGER, M.C. MOLDS INC.

EDUCATION

B.S. MECHANICAL & AEROSPACE ENGINEERING, ILLINOIS INSTITUTE OF TECHNOLOGY

ACTIVITIES

1994 – PRESENT

FEDERAL & STATE HISTORIC SITE, OWNER

2008 – PRESENT

MASON HISTORIC COMMISSION, ACTIVE COMMISSION MEMBER

2010 – PRESENT

MASON AREA HISTORIC SOCIETY, ACTIVE MEMBER

2005 – 2015

INGHAM COUNTY HISTORIC COMMISSION, MEMBER



PUBLIC NOTICE

2020 MASON PUBLIC MEETINGS

All public meetings are held at City Hall

CITY COUNCIL 7:30 PM (1 st & 3 rd Monday)	DOWNTOWN DEVELOPMENT AUTHORITY 10:00 AM (1 st Wednesday, as needed)
January 6 & 20	January No January Meeting
February 3 & 17	February 5
March 2 & 16	March 4
April 6 & 20	April 1
May 4 & 18	May 6
June 1 & 15	June 3
July 6 & 20	July 1
August 5 (1 st Wed) & 17	August 5
September 14 & 28 (2 nd & 4 th Monday)	September 2
October 5 & 19	October 7
November 4 (1 st Wed) & 16	November 4
December 7 & 21	December 2

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

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

1.1.2020 (City Clerk)



TO: Historic District Commission
FROM: Elizabeth A. Hude, AICP, Community Development Director
RE: 110 W. Oak – Gable Siding and Gutters (Pierce Plumbing)
DATE: February 13, 2020

Jamie Pierce, Pierce Plumbing at 110 W. Oak Street is requesting approval of a Certificate of Appropriateness for the removal of wood siding and installation of corrugated metal gable siding on both the north and south gables of his building and dark metal gutters on the east and west sides. The building is in the O-1 Zoning District, Downtown Development Authority District and the Historic District.

Staff observed the work in progress and spoke to the contractor on site and requested that the necessary building permits be pulled which includes Historic District approval. As the work has already been installed, staff stated to the contractor that in the event the Historic District does not approve the change, the property owner may be asked to replace the metal siding with a different material.

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

Mason Main Street Façade Study

The Main Street Façade Study is the manual by which each building within the Mason Historic District was evaluated. The Study provided architectural consultation to the building owners and the Historic District Commission. The recommendations provided in the Study were based on the U.S. Secretary of the Interior's Standards for Rehabilitation. This property is not discussed in the study and is presumed to be a non-contributing structure.

U.S. Secretary of the Interior's Standards for Rehabilitation

Section 31-5(d) states that the review of any application shall follow the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. Section 31-5(3) lists the discretionary standards that the Commission shall consider and are as follows:

1. *The historical or architectural value and significance of the structure and its relationship to the historical value of the surrounding area.*
2. *The relationship of the exterior architectural features of the structure to the rest of the structure and the surrounding area.*
3. *The general compatibility of exterior design, arrangement, texture, and materials proposed to be used.*
4. *Other factors, including aesthetic value, which the commission considers pertinent.*

Analysis

The proposed façade improvements appear to be consistent with both the Mason Main Street Façade Study and the U.S. Secretary of the Interior's Standards for Rehabilitation. Staff offers the following recommendations for consideration:

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>As stated above, the building is assumed to be non-contributing as it is not listed in the Façade Study. The architecture of the building appears to be different from most other resources in the District. It is surrounded by parking to the north, south, and east which serves as a buffer to contributing resources fronting on Jefferson, and is directly adjacent to the west is the old school administration building of the post-modern architectural era.</p>
M	<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>As mentioned above, the building is separated on three sides from contributing historic buildings by parking and trees. The structure itself is concrete block with an asphalt shingled roof.</p> <p>The selected colors and materials do not detract from the historic and architectural value of the structure and appear to be complimentary and generally compatible to the remainder of the building and surrounding structures.</p>
M	<p><i>3. The general compatibility of exterior design, arrangement, texture, and materials proposed to be used.</i></p> <p>The dark metal gable siding is compatible with the dark roof and concrete block building.</p>
M	<p><i>4. Other factors, including aesthetic value, which the commission considers pertinent.</i></p> <p>Staff believes the metal gable siding enhances the aesthetics of the structure, is appropriate for the type of structure (industrial) and is compatible with the adjacent old school building.</p>

Previous wood gable:



Current metal gable:



Recommended Action

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

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

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

Staff offers the following motion for consideration:

Motion

The Historic District Commission approve a Certificate of Appropriateness for the metal gable siding and gutters installed at 110 W. Oak Street as shown in the staff report 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 not listed as a contributing building in the City of Mason Historic District and the selected color and materials will not detract from the historic and architectural value of the structure and 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 metal gable siding and gutters are compatible with the rest of the structure and the surrounding area.
3. The proposed color and material of the siding and gutters consists of appropriate textures and materials for the historic structure; and,
4. The proposed metal gable siding and gutters will complement and enhance the District.