

**CITY OF MASON
HISTORIC DISTRICT COMMISSION
MINUTES OF MAY 26, 2020**

Clinton called the meeting to order at 4:03 p.m. at 201 W. Ash Street, Mason MI (Via Zoom Teleconference).

Present: (6) Clinton, Cummings, Klein, Schulien, Shattuck, Vogel
Absent: (0)
Also present: Elizabeth A. Hude, AICP, Community Development Director, Marcia Holmes, Administrative Assistant

PUBLIC COMMENT

None.

ELECTION OF LEADERSHIP

Hude opened nominations for Chair.

Schulien nominated Cummings for the position of chair. Klein seconded.

Hude closed the nominations for Chair.

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

MOTION PASSED: Cummings confirmed as Chair

Hude opened nominations for Vice-Chair.

Schulien nominated Clinton for the position of Vice-Chair. Vogel seconded.

Hude closed nominations for Vice-Chair.

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

MOTION PASSED: Clinton confirmed as Vice-Chair

APPROVAL OF MINUTES

MOTION by Schulien, second by Clinton, to approve the Historic District Commission meeting minutes as amended from December 16, 2019.

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

MOTION APPROVED

UNFINISHED BUSINESS

A. Work Plan Update – Community Partnership Program Application submitted – Survey Project (verbal update)

Director Hude reported that the Certified Local Government (CLG) Annual Report was submitted and Staff submitted a Community Partnership Program Application for the Survey Project. The Community Partnership Program Grant was awarded to another community, but the plan is to submit a grant application for the Library project.

Cummings asked if they need to discuss the requirements from the audit from the last CLG annual report. Hude replied that they have made some progress on the survey and then Covid hit. Cummings requested this item be kept under Unfinished Business for the next meeting.

NEW BUSINESS

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

MOTION by Schulien, second by Klein, to approve a Certificate of Appropriateness for the metal gable siding and gutters.

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

No (0)

Absent: (0)

MOTION APPROVED

B. 117 & 119 E. Maple – Fiedler Insurance request for Certificate of Appropriateness for replacement storm doors, replacement windows, exterior painting, and brick exterior re-pointing.

Schulien made Point Of Order as to whether this Certificate of Appropriateness request is 2 separate issues or not. Staff noted it is a single property holder.

Cummings asked if the renovations include the center door between the two storefronts. Alan Fiedler, Aaron Fiedler, and Bruce Johnston were on the Zoom call for questions. Johnston and Aaron Fiedler stated that the door was going to be replaced. Cummings asked if the awning was going to be replaced. Bruce and Aaron replied it was not going away. Cummings asked if the brick re-pointing was going to be done on the east side of the building where there is spalling. The answer was yes. Clinton mentioned that she and a couple of the other Commissioners went to the site and could pick the brick out with her fingers as it was wet. Johnston responded that the plan is to repair the spalling and brick issues but also address the reason this is occurring by providing the need for water relief through some fixes on the roof. Cummings

asked if the large window was part of the renovation. Johnston replied it is, and it is the last window to be replaced on the property.

Cummings asked if there were any other questions. There were none.

MOTION by Klein, second by Vogel, to approve a Certificate of Appropriateness for replacement storm doors, replacement windows, exterior painting, and brick exterior re-pointing.

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

No (0)

Absent: (0)

MOTION APPROVED

C. 2020 Meeting Schedule

Cummings noted the meeting schedule and asked if they would be electronic for the time being. Hude replied that Historic District Commission has no requirement for a minimum amount of meetings so there will be meetings only when there is urgent business and they will be electronic until further notice.

Cummings asked if Zoom would be a possibility to utilize when in person meetings are scheduled but a member is on vacation. Hude was not sure but said she would look into it.

LIAISON REPORT

Vogel welcomed everyone back. She noted that City Council passed the budget with no new capital spending. Council also voted to raise water rates. Vogel explained that with the shutdown, many of the big users - Mason Public Schools, Gestamp, Hair Salons and Dog Groomers closed, what is left is not covering the costs. Council also has cut City staffing by 10 hours weekly through June and July. This will be challenging to DPW who usually hires seasonal staff which will not be happening this year so mowing may take a little longer. The Police Department did create a new parking space on the southeast side of the building for people to come and speak to the Police.

Vogel explained that staffing cuts were also part of the reasoning behind canceling the Memorial Day parade and Fireworks. It will also affect the Ingham County Fair.

DDA was creative and did a gift card sale to help those businesses downtown. They sold \$35,000 worth of cards and are planning a second round while trying to include businesses on the Cedar Street corridor also.

The 2020 High School graduates will be honored in late July.

Director Hude noted that the pre-Covid Historic District Commission budget was limited as to having enough staff capacity to complete special projects but it will be even more limited now as there are no increases in the budget. She alerted members that Work Plan projects may stay under Unfinished Business for a while due to budget cuts.

Cummings shared his reasoning for keeping the work plan on unfinished business which was the Certified Local Government Annual Report.

Cummings asked Klein if the Summer Concert Series would be happening. Klein said that since the City has canceled events, the Concerts are canceled. There is talk of outdoor movies happening at the Fairgrounds but it is only talk right now.

Klein shared an update of the Mason Historical Society. The museum has been closed and remains closed. All summer events have been canceled.

Director Hude shared about the new online building permit system being available and the updated webpage and new FAQ for when do you need a building permit.

ADJOURN

The meeting adjourned at approximately 4:37 p.m.



Elizabeth A. Hude, AICP, Community Development Director and HDC Staff Secretary