

**CITY OF MASON
HISTORIC DISTRICT COMMISSION
MINUTES OF JUNE 22, 2020**

Cummings called the meeting to order at 4:00 p.m. at 201 W. Ash Street, Mason MI (Via Zoom Teleconference).

Present: (4) Clinton, Cummings, Klein, Schulien
Absent: (2) Shattuck, Vogel (excused)
Vacancy: (1)
Also present: Elizabeth A. Hude, AICP, Community Development Director, Marcia Holmes, Administrative Assistant

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Klein, second by Schulien, to approve the Historic District Commission meeting minutes from May 26, 2020.

Yes (4) Clinton, Cummings, Klein, Schulien
No (0)
Absent: (2) Shattuck, Vogel

MOTION APPROVED

UNFINISHED BUSINESS

A. Work Plan Update

Cummings asked in regards to issues of staffing if some of the items on the work plan could be initiatives done by some of the members of the Commission given they are newly retired. Hude replied that the survey work is the biggest project to be completed and she is trying to verify from the State Historic Preservation Office (SHPO) as to what is required. She noted there are index cards in the office that someone used to thoroughly document the historic structures at that time and there are questions to be answered if that is acceptable or do they need to be updated. Hude noted that new ones would need to be completed if any houses have turned 50 years old as they would qualify as a historic structure. A Project Manager would be needed to organize and people would be needed to do the dashboard surveys, filling out a form with details. Hude hopes to have more clarification by the Fall, but she is fine with Cummings spearheading the project. Hude stated that they are moving forward with the Library project as she has the documents from the architect to have SHPO give input on as the goal is to apply for the grant this year. The Library and the Pink Schoolhouse are the two historic buildings listed as assets in Mason. She asked Klein to help with the documentation of the arrangements on the Pink Schoolhouse as the City owns the property but the Historical Society owns the building. Cummings asked who is handling the Library grant application. Hude replied that the City staff will be along with the architect.

NEW BUSINESS

A. 124-136 W. Ash – First Contracting Inc. request for Certificate of Appropriateness for replacement of windows.

Cummings went by the address and noted that they would be replacing 29 windows. Hude noted that the specs were provided for each individual window and they would be the same window throughout. Cummings asked about the east side spalling of bricks and if they replace windows will they be repairing the brick. Hude said she spoke to them about the east wall but there are no plans to repair the exterior of the building right now. She noted that repairs would not have to be approved by the Commission if they were minor. If they are major they would need to and the Chamber of Commerce and Dart Insurance building repairs were mentioned to check into. Clinton asked what would happen if as they were replacing the windows and the brick breaks. Klein replied they would do repairs. Schulien asked what kind of window they are using. Hude noted they are the same window, Pella Architect series double hung. Each window is listed out individually. Cummings noted the dumpsters in the back and wondered if there is more work being done. Hude replied there are interior renovations which is detailed in the Building Permit information that was included in the packet.

MOTION by Clinton, second by Klein, to approve a Certificate of Appropriateness for the replacement of windows at 124-136 W. Ash.

Yes (4) Clinton, Cummings, Klein, Schulien
No (0)
Absent: (2) Shattuck, Vogel

MOTION APPROVED


LIAISON REPORT

Cummings referenced the City Managers Report. Hude noted they are doing Temporary Outdoor Seating approvals for restaurants. Cummings asked about the Baja Grill as to their status as it seems they are working. Staff is checking on the status of projects.

Klein noted that the Historical Society will be opening the Museum by appointment only starting on July 4th. The latest newsletter on the Mason Area Historical Society website details the guidelines they are following to open to the public.

ADJOURN

The meeting adjourned at approximately 4:20 p.m.



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