



HISTORIC DISTRICT COMMISSION

TUESDAY, MAY 26, 2020

Electronic Meeting – 4:00 P.M.

AGENDA

1) CALL TO ORDER

2) ROLL CALL

3) ELECTION OF LEADERSHIP

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

4) PUBLIC COMMENT

5) APPROVAL OF MINUTES

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

6) UNFINISHED BUSINESS

A. Work Plan Update:

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

7) NEW BUSINESS

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

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.

C. 2020 Meeting Schedule

8) LIAISON REPORT

A. City Manager's Report

9) ADJOURN



HISTORIC DISTRICT COMMISSION ELECTRONIC MEETING INFORMATION

PLEASE TAKE NOTICE that the meeting of the City of Mason Historic District Commission scheduled for **May 26, 2020, starting at 4:00 pm**, will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19, under the Governor of Michigan's Executive Orders 2020-59 and 2020-75.

The City of Mason will be using Zoom to host this meeting. A free account is required to use Zoom. Please take the time to download and set-up Zoom prior to the meeting. Zoom may be accessed here: <https://zoom.us/>

MEETING INFORMATION:

Topic: **Historic District Commission Meeting**
Time: **May 26, 2020 at 4:00 p.m.** Eastern Time

Meeting ID: 841 9529 5527

Video Conference Information: **Link to join online:** <https://us02web.zoom.us/j/84195295527>

- You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID identified above.
- Password: 901408
- Phone Information:
Dial (312) 626 6799 (Enter meeting ID and password when prompted.)

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Michigan Relay at <https://hamiltonrelay.com/michigan/index.html>.

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

Electronic Meeting Rules for Public

- All public participants entering the meeting will automatically be muted upon entering.
- All public participants should either turn off or leave off their video camera. Only Historic District Commission (HDC) members will be allowed to have their video cameras on. Your video camera will be turned off for you if you do not turn it off yourself.
- Public comment:
 - Public only will be allowed to address the HDC during Public Comments
 - Public is allowed three (3) minutes to speak.
 - Public must state the name and address slowly and clearly before they start to address the HDC.
 - Public comments will be addressed in the following order:
 1. Those provided in writing by 2:30 pm on the day of the meeting sent to marciah@mason.mi.us will be read aloud by Chair.
 2. Those requesting to speak during meeting, by providing name, address in by 2:30 pm on the day of the meeting sent to marciah@mason.mi.us.
 3. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the “Raise Your Hand” Feature in Zoom. The Chair will call on individuals to speak and they will be unmuted at that time.
 4. Participants that are available only by phone, after the Chair requests.
- Inappropriate or disruptive participants will not be allowed or tolerated and will be removed from the meeting.
- Due to the electronic nature of this type of meeting the Chair, at their discretion, may adjourn the meeting with or without notice for any reason. Every attempt will be made to remain connected to the meeting, however two examples of abrupt adjournment may be computer connectivity issues or lack of appropriate participation. According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540).

ADDITIONAL ZOOM INSTRUCTIONS FOR PARTICIPANTS:

PHONE INSTRUCTIONS - to join the conference by phone

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** (above) when prompted using your touch- tone (DTMF) keypad.

VIDEOCONFERENCE INSTRUCTIONS – to watch and speak, but not to be seen

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided above. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “**Raise Hand**” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

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.



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.



TO: Historic District Commission

FROM: Elizabeth A. Hude, AICP, Community Development Director

RE: 117 & 119 E. Maple – Fiedler Insurance

DATE: May 19, 2020

Fiedler Insurance has submitted a proposal to change the façade of the storefront of the building located at 117 & 119 E. Maple by replacing storm doors at the entrances, replacing windows, exterior repainting and brick exterior re-pointing.

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 was discussed on page 12.***

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 changes appear to be consistent in character with other buildings in the Historic

District. The proposed materials for the windows and doors have previously been approved by the Mason HDC and SHPO for improvements throughout the district, which suggests they do not conflict with either the Mason Main Street Façade Study or the U.S. Secretary of the Interior’s Standards for Rehabilitation. The HDC has the following options:

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 buildings are both contributing resources listed on page 12 of the Façade Study.</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>The buildings face the Courthouse Square and are adjacent to contributing historic structures on the west and the more recent constructed Hilliard building on the east.</p>
M	<p><i>3. The general compatibility of exterior design, arrangement, texture, and materials proposed to be used.</i></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>4. Other factors, including aesthetic value, which the commission considers pertinent.</i></p> <p>Staff believes the proposed materials are appropriate for the type of structure and have been used in several buildings within the Historic District – Oracle, the Wren project. This will contribute to a more consistent architectural palette among the buildings in downtown.</p>

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)
- Continue the matter to a future time and date certain, with or without a request for more information.

Staff offers the following motion for consideration:

Motion

The Historic District Commission approve a Certificate of Appropriateness for façade improvements to the storefront of the building located at 117 & 119 E. Maple by replacing storm doors at the entrances,

replacing windows, exterior repainting and brick exterior re-pointing as shown on documents submitted for Building Permit PB20-0029 based upon the findings that the proposed replacements and materials are 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 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 materials are compatible with the rest of the structure and the surrounding area.
3. The proposed materials, painting and brick repairs consists of appropriate textures and materials for the historic structure; and,
4. The proposed improvements will complement and enhance the District.

Elizabeth Hude

From: Bruce Johnston <revitalization.inc@gmail.com>
Sent: Friday, March 6, 2020 8:58 AM
To: Elizabeth Hude
Cc: Deborah Stuart; ALFiedler@FiedlerInsurance.com
Subject: Fiedler project facade info for Historic Society
Attachments: MAHS Cover letter.docx; 117 E. Maple spec w comments.pdf; 119 E. Maple spec w comments.pdf

Good Morning Elizabeth,

Attached is a specification for the project with comments in red below line items with comments on their historic compliance as I see it. Hope this is helpful.

Additionally, a cover letter discusses the process this project has taken and that we designed it with existing SHPO requirements and materials previously and currently being accepted in projects throughout MI and specifically in Mason with Wren project.

Again, I hope this is helpful and will assist the MAHS evaluate the project for appropriateness.

If you need additional information please let me know. I very much hope to be at the March 16th meeting....I am in St. Joseph that day but hope to be home in time. Mr. Fiedler will be there as well.

Everyone enjoy the weekend coming....it sounds like a good one to be outdoors!

Bruce

Bruce Johnston
Revitalize, LLC
517-719-7512



March 6, 2020

Mason Area Historical Society

Subject: Façade application re: DDA funding for 117 and 119 E. Maple street.

Please accept the following as you consider the above-mentioned application.

Alan Fiedler (property owner) worked with representatives of Revitalize, LLC to structure a bid package for this project in the spring/summer of 2019.

Specifications were produced per owner desire to completely renovate the front facades of each building and east side of 119. Please note we did not include residential window replacement of 2nd floor or re painting of front façade upper story as they were completed previously. The project was put out to bid and 3 bids were received. The owner selected First Contracting as the lowest responsible bid.

A review of the DDA façade committee occurred in February 2020 and a walk thru of the project from committee members was conducted.

The specifications utilized and work planned would be consistent with projects recently completed or on going (Wren project) that have been reviewed and approved by the State Historical Preservation Office (SHPO). In fact, the contractor selected, First Contracting, is the same general contractor doing the work for the Wren project and has a firm grasp of the requirements of the SHPO.

I and Mr. Fiedler appreciate the due diligence required by the MAHS to assure compliance with the rules set forth for historical downtowns. We believe the work to be performed will comply with those rules and I have added comments per work item on the specification used for bid purposes for your review and consideration.

Respectfully,

Bruce Johnston
Revitalize, LLC





Façade Improvement Specifications: 117 E. Maple St Mason, MI

SEE RENDERINGS ATTACHED

TO PROVIDE ADDITIONAL DETAIL:

General Section:

\$_____ General Building Permit:

Permit for working on project. Contact building department for schedule of cost.

\$_____ Dumpster for entire project:

Dumpster service for job site. (SEE OWNER FOR LOCATION BEFORE START OF WORK).

Front (South) Elevation:

\$_____ Demolition:

Remove and dispose of existing commercial storefront exterior materials as illustrated by renderings,

Including:

- Aluminum window framing/related materials including (4) four commercial sized panes of glass.
- Wood entrance door/transom window and all related materials for commercial business.
- *Aluminum storm door and all related materials for residential stairwell.
- **Wood double hung window and all related materials above residential stairwell.

* Keep wooden sunburst awning intact (verify no contact with replacement storm door)

** Keep wooden sunburst above stairwell window intact while replacement window is being installed.

RECEIVED

MAR 06 2020

CITY OF MASON
PLANNING DEPT.

All pricing within this scope of work will reflect modifications to interior areas to allow installation of, commercial windows, transom window, double hung window, storm doors and commercial door. Modifications to exterior will result in many changes to interior surfaces, all interior changes due to exterior work will be brought back to final finish stage (I.E. drywall and/or drop ceilings, trim material, caulking, insulating, priming (if needed) painting and/or staining). Interior trim materials and colors will match surrounding adjacent materials as closely as possible. Verify style, size, and color of matching trims and any other misc. materials with owner before installation.

\$_____ Commercial Windows:

Furnish and install new (bronze) anodized aluminum fixed framing as manufactured by Tubelite, Inc. or approved equal, into existing space and clear 1" inch insulated safety glass windows. Include caulking, labor; and trim materials. Upon completion the four (4) energy efficient windows and new framing will have the same design as existing and will have a weather tight exterior. Further detail and guidance will be provided at contractor walk thru.

Bruce's comment: Proposed new storefronts are same or similar as to those installed at the "oracle" project, Mason farmers market building, Sweetlee's building, and most recently Wren project under construction now. The Oracle building and Wren project were reviewed by the SHPO and approved as the traditional storefront design was either brought back (oracle) or preserved (Wren). Although the materials are more modern than what is being replaced...they are maintenance free and allowed even for Historic Tax Credit projects that I am a part of in nearby communities (Albion as an example)

\$_____ Residential Storm Door:

Furnish and install all materials and labor for a new white replacement storm door as manufactured by "Larson, Hercules model" exterior storm door or approved equal. Include chain stop, closer, self-storing storm & screen with enameled finish. Further detail and guidance will be provided at contractor walk thru.

Bruce's Comment: Replacement of existing residential storm with another that is better and will allow for color blending.



\$ _____ **Window – 2nd Story Front Elevation:**

Furnish and install new SINGLE HUNG aluminum clad exterior with wood interior window unit (with screen) as manufactured by Jenn-Weld windows or approved equal. Second story front elevation window is to be one over one and include a clear transom window top to mimic adjacent surrounding existing windows. Furnish and install new maintenance free exterior trim with color to match existing windows. Verify color with owner before ordering windows. Further detail and guidance will be provided at contractor walk thru.

NOTE 1: Include in price shimming, blocking, exterior flashing, insulation, and caulking, etc. to meet manufacturer's written instructions and SHPO requirements.

Bruce's comment: Window is for center hall window that has never been replaced. It will mimic other windows in the City that have been replaced and received SHPO approval.

\$ _____ **Paint Store Front Elevation Alcove:**

Furnish all labor and materials needed to scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish and install (1) one coat of # 4790 Pro-Primer Exterior Acrylic Primer and (1) one coat of #2000 Solar Ceramic Acrylic Flat paint on (any painted surface in front entry alcove). **Primers will be tinted to match final paint color.** See owner to verify color of primer and paint before installation.

Bruce's comment: Paint to be used is an approved Michigan mixed use building paint that holds up to MI weather conditional.

\$ _____ **Paint 2nd story Front Elevation Window bump-out:**

Furnish all labor and materials needed to scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish and install (1) one coat of # 4790 Pro-Primer Exterior Acrylic Primer and (1) one coat of #2000 Solar Ceramic Acrylic Flat paint on (any painted surface in front entry alcove). **Primers will be tinted to match final paint color.** See owner to verify color of primer and paint before installation. Further detail and guidance will be provided at contractor walk thru.

RECEIVED

MAR 06 2020

CITY OF MASON
PLANNING DEPT.

Façade Improvement Specifications: 119 E. Maple St Mason, MI

**SEE RENDERINGS ATTACHED
TO PROVIDE ADDITIONAL DETAIL:**

General Section:

\$_____ General Building Permit:

Permit for working on project. Contact building department for schedule of cost.

\$_____ Dumpster for entire project:

Dumpster service for job site. (SEE OWNER FOR LOCATION BEFORE START OF WORK).

Front (North) Elevation:

\$_____ Demolition:

Remove and dispose of existing commercial storefront exterior materials as illustrated by renderings,

Including:

- Aluminum window framing/related materials including (4) four commercial sized panes of glass.
- Wood entrance door/transom window and all related materials for commercial business.

All pricing within this scope of work will reflect modifications to interior areas to allow installation of, commercial windows, single hung windows, commercial door with transom window, residential door and storm door. Modifications to exterior will result in many changes to interior surfaces, all interior changes due to exterior work will be brought back to final finish stage (I.E. trim material, caulking, insulating, priming (if needed) painting and/or staining). Interior trim materials and colors will match surrounding adjacent materials as closely as possible. Verify style, size, and color of matching trims and any other misc. materials with owner before installation.

Beltone Hearing Aid Center
119 E. Maple St.
Mason, Mi. 48854

\$_____ **Commercial Windows:**

Furnish and install new (**bronze**) anodized aluminum fixed framing as manufactured by Tubelite, Inc. or approved equal, into existing space and clear 1" inch insulated safety glass windows. Include caulking, labor; and trim materials. Upon completion the four (4) energy efficient windows and new framing will have the same design as existing and will have a weather tight exterior. Further detail and guidance will be provided at contractor walk thru.

Bruce's comment: Proposed new storefronts are same or similar as to those installed at the "oracle" project, Mason farmers market building, Sweetlee's building, and most recently Wren project under construction now. The Oracle building and Wren project were reviewed by the SHPO and approved as the traditional storefront design was either brought back (oracle) or preserved (Wren). Although the materials are more modern than what is being replaced...they are maintenance free and allowed even for Historic Tax Credit projects that I am a part of in nearby communities (Albion as an example)

\$_____ **Paint Store Front Elevation Alcove:**

Furnish all labor and materials needed to scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish and install (1) one coat of # 4790 Pro-Primer Exterior Acrylic Primer and (1) one coat of #2000 Solar Ceramic Acrylic Flat paint on (any painted surface in front entry alcove). **Primers will be tinted to match final paint color.** See owner to verify color of primer and paint before installation.

RECEIVED

MAR 06 2020

CITY OF MASON
PLANNING DEPT.



East Side Elevation:

\$_____ Demolition:

Remove and dispose of existing commercial storefront exterior materials as illustrated by renderings,

Including:

- (1) One wood double hung window and all related materials.

\$_____ Window – 2nd Story East Elevation:

Furnish and install new SINGLE HUNG aluminum clad exterior with wood interior window units (with screen) as manufactured by Jenn-Weld windows or approved equal. Second story East elevation window are to be one over one to mimic adjacent surrounding existing windows. Furnish and install new maintenance free exterior trim with color to match existing windows. Verify color with owner before ordering windows. Further detail and guidance will be provided at contractor walk thru.

NOTE 1: Include in price shimming, blocking, exterior flashing, insulation, and caulking, etc. to meet manufacturer's written instructions and SHPO requirements.

Bruce's Comment: Same as window replacement on 117. Wood w aluminum clad exterior. Same profile as existing and meets SHPO review for Historical acceptance. This window is likely an original or close to it from building construction. Several buildings in Mason (Oracle as example) have this material make up.

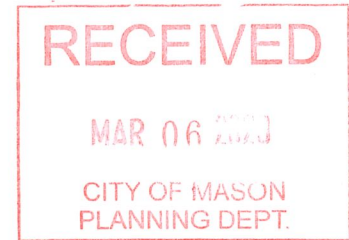
\$_____ Brick Exterior Re-pointing:

Furnish all labor and materials needed to power wash at 1500 psi all painted surfaces. Scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish all labor and materials needed to clean, patch and re-point existing brick exterior in need of repair on East elevation. . This is not a total restoration, the intent is to shore up any brick and mortar joints that is in need of work or repair where needed for a solid exterior façade ready for priming and painting. Upon completion above mentioned work will be stable, solid, secure, weather tight.

NOTE 1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contractors MUST provide mortar information prior to starting project.

Bruce's Comment: Tuck Pointing of brick and minor replacement is planned. Please note we required that the mortar utilized is consistent with existing mortar as to not disturb the existing brick and provide for a historical yet water resistant exterior. This should provide long life to the wall that has significant need.

Beltone Hearing Aid Center
119 E. Maple St.
Mason, Mi. 48854



\$_____ **Paint East Elevation:**

Furnish all labor and materials needed to scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish and install (1) one coat of # 4790 Pro-Primer Exterior Acrylic Primer and (1) one coat of #2000 Solar Ceramic Acrylic Flat paint on (any painted surface in front entry alcove). Spraying of walls is acceptable with brush and roller follow up to assure complete coverage and solid adherence. Hand brush all coats of primer/paint products on trims/brickwork areas where rollers are unable to apply product, assure complete coverage, and solid adherence. Primers will be tinted to match final paint color. See owner to verify color of primer and paint before installation. Further detail and guidance will be provided at contractor walk thru.

Bruce's Comment: Same as painting needs of 117 the products specified are Michigan brick building tested and designed.



RECEIVED
MAR 09 2020

BUILDING PERMIT APPLICATION

CITY OF MASON
CUSTOMER SERVICE

PLEASE NOTE: PERMIT FEES ARE DUE AT THE TIME OF APPLICATION.

Date	3.4.20	Permit No. (Office Use Only)	PHDC20-0001 PB20-0029
Project Name	117 and 119 East Maple Facade Project		
Project Address (Street, City, State, Zip)	117 and 119 East Maple		
Parcel ID	33-19-10-90-906-100 33-19-10-09-104-013		
Lot #/Subdivision			
Zoning District(s)	Zone C-1	Historic District? <input checked="" type="radio"/> Y <input type="radio"/> N	
Special Assessment Area	<input type="checkbox"/> Riverwalk Meadows	<input type="checkbox"/> Cedar Street	<input type="checkbox"/> Temple Street
Flood Zone	<input type="checkbox"/> FIRM Community Panel No.		
Project Description (Attach additional pages if necessary)	Work on front and east side of the building, including window replacement, painting, tuck pointing, and other necessary repairs		
Size of Structure	Valuation of Work \$ 59,600	Permit Fee \$ 380.00	
Primary Contact	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Other (Specify)
Name	Alan Fiedler		
Address	117 and 119 E Maple Street		
Telephone	517.676.2449	Email	ALFiedler@FiedlerInsurance.com
If different than above:			
Contractor Name	First Contracting	Contractor License #	
Contractor Address	701 South Main, Ovid MI 48866		
Contractor Telephone	989.834.1500	Email	

APPLICANT CERTIFICATION

This permit becomes null and void if work or construction is not commenced within six months, or if work or construction is suspended or abandoned for a period of six months at any time after work is commenced. A true copy of the plans of said structure is attached. It is understood that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. "Section 23a of the Michigan Construction Code Act of 1972 (1972 PA 230, MCL 125.1523A) prohibits a person from conspiring to circumvent the licensing requirement of this State relating persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines." By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any permit or approval issued as a result of this application.

Signature: Alan Fiedler

Date: 3-4-20

APPLICATION MATERIALS – Applicants should review Section 94-95 of the Mason Code for a complete listing of application requirements. Incomplete applications will not be processed. The following is a summary of materials that must accompany a completed building permit application:

- Completed application form
- Permit fee
- Plans on CD/Jump Drive (COMMERCIAL PROJECTS ONLY)
- Site plan, including the following (as necessary):
 - Boundary line survey
 - Location, setbacks, dimensions, and height of existing and proposed structures
 - The existing or intended use
 - The proposed number of sleeping rooms
 - Location of utility lines, wells, and septic drain fields
 - The yard, open space and parking area dimensions
 - Street grades, proposed finished grades and contour changes (where changes are proposed)
 - Location of regulated waterways, floodplains or wetlands
 - Legal description (as necessary)
- Proof of ownership/owner authorization
- Construction schedule for proposed project
- Construction calculations for utilities
- Any other information deemed necessary to determine compliance with building codes and city ordinances

FEES -- Fees are due at the time of application. A complete listing of fees can be found in the Directory of Charges online at www.mason.mi.us under Forms and Reports.

Permit for the excavation, the erection, addition, or alteration of any structure	\$50 Minimum fee for the first \$5,000 of construction cost plus \$6 for each additional \$1,000 of construction cost
Manufactured Housing/Mobile Home Placement	\$125
Special Inspection/Re-inspection	\$50
Residential Razing Permit	\$150
Fee for construction without a permit	1.5 times the permit charge
Roofing (roof-over only)	\$50
Re-roofing (tear off and new roof)	\$100
Siding permit	\$50
Sign permit	\$ 4.00 per \$1,000 of construction and erection cost with \$25.00 minimum permit fee.
Swimming Pool	\$75

FOR DEPARTMENTAL USE ONLY

ZONING REVIEW

Existing Structure or Use: Conforming _____ Non-Conforming _____
 Proposed Structure or Use: Conforming _____ Non-Conforming _____
 Variance Granted _____ Date _____ HDC Review Required: Yes _____ No _____ Date _____
 Approved _____ Denied _____ Official/Administrator _____ Date _____
 Special Conditions _____

BUILDING REVIEW

Sidwell No. _____ Assessed Value of Structure \$ _____
 Application Accepted By: _____ Date _____ Permit No. _____
 Occupancy/Use Group: _____ Code _____
 Soil Erosion Permit No.: _____ Change of Use/New Use _____ Tap in Fee _____
 Building Permit Fee: _____ Total Fee Received _____ Receipt No. _____
 Approved _____ Denied _____ Official/Administrator _____ Date _____
 Special Conditions _____

FAÇADE GRANT PROGRAM APPLICATION

XX An approval letter from the owner of the building (Alan R. Fiedler /Bldg Owner

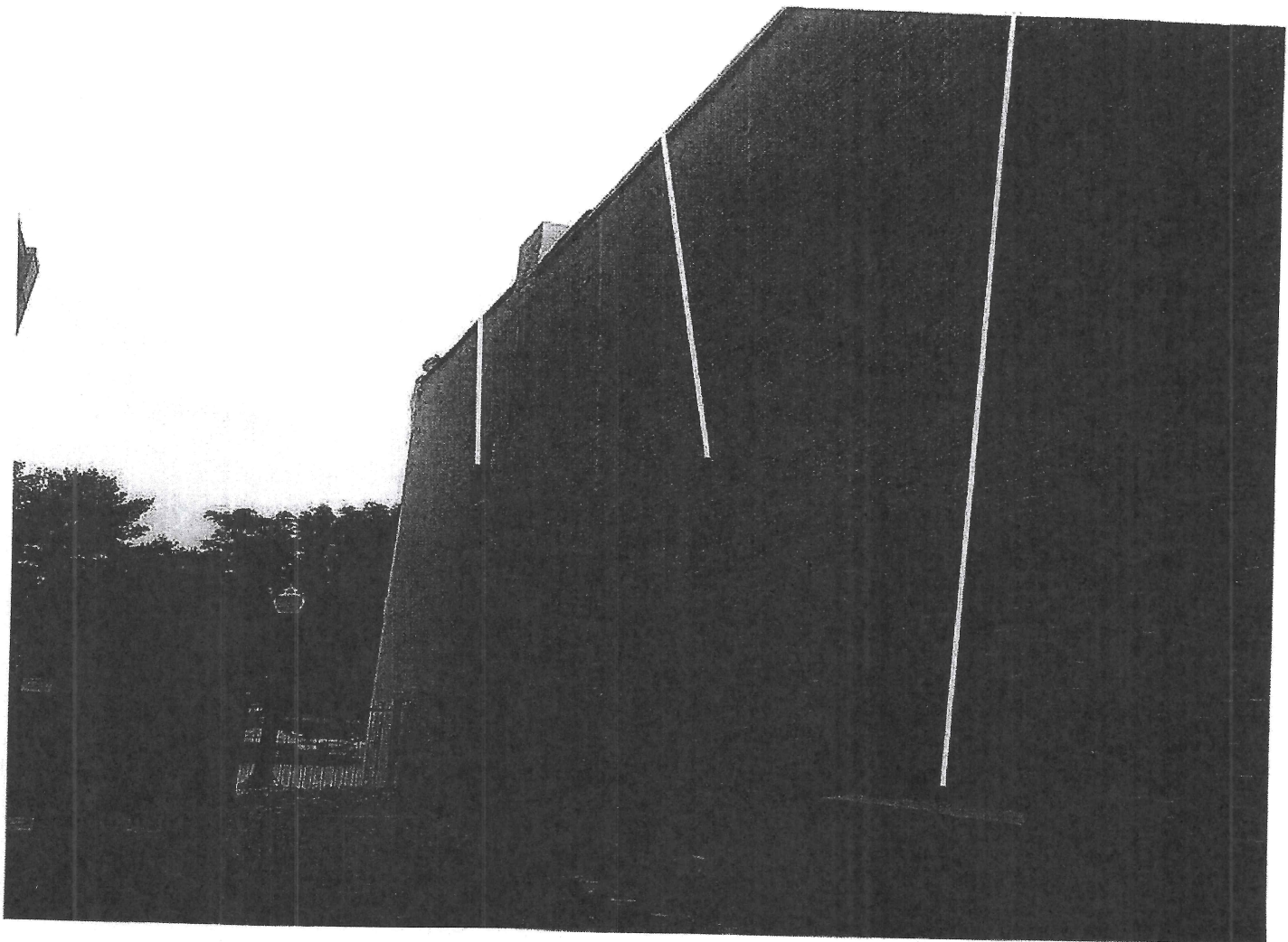
Remove and replace existing
commercial fixed windows and
framing. See scope of work for
more detail.



Clean, patch, repoint existing brick and mortar joints. See scope of work for more detail.

Remove and replace existing in-filling with brick and mortar. See scope of work for more detail.

Remove and replace existing second floor window and framing. See scope of work for more detail.



Remove and replace existing entrance door/transom window and framing. See scope of work for more detail.

Remove and replace existing window and framing. Include scraping, priming and painting of bumpout around window. See scope of work for more detail.

Remove and replace existing commercial fixed windows and framing. See scope of work for more detail.

Remove and replace existing storm door and framing. See scope of work for more detail.



Marcia Holmes

From: Elizabeth Hude
Sent: Wednesday, March 4, 2020 9:48 AM
To: Deborah Stuart; 'Bruce Johnston - Ingham County Housing Commission (revitalization.inc@gmail.com)'
Cc: Alan Fiedler; Marcia Holmes
Subject: RE: HDC Review- Fiedler Project

We have the application and will need more information. The window replacement is a regular building permit, we will need detail related to the building code. We also need the 'scope detail' referenced in the packet. You need to demonstrate you are meeting the requirements for historic preservation as informed by the façade study and US Secretary of Interior standards. Both can be found on our [website here](#).

~Elizabeth

From: Deborah Stuart <deborahs@mason.mi.us>
Sent: Wednesday, March 4, 2020 8:10 AM
To: Elizabeth Hude <elizabethh@mason.mi.us>; 'Bruce Johnston - Ingham County Housing Commission (revitalization.inc@gmail.com)' <revitalization.inc@gmail.com>
Cc: Alan Fiedler <ALFiedler@FiedlerInsurance.com>
Subject: HDC Review- Fiedler Project

Greetings:

I worked with Alan this am to get his building permit submitted for HDC review. He mentioned he may need Bruce's assistance if there are questions regarding the application on the details of the specs. I wanted to close the loop and let everyone know the status as he is hoping for a March HDC consideration.

Please note per our process, the DDA grant approval is contingent on the HDC approval, so no grant agreement will be signed until I hear the results of that meeting.

Thanks!

Deborah Stuart
City Manager, City of Mason
201 West Ash Street | Mason, MI 48854-0370
Office: 517.676.9155 | Mobile: 517.977.7135
deborahs@mason.mi.us

Have questions and not sure where to start? Contact our Customer Service Desk for assistance with all of your community needs at 517.676.9155 or info@mason.mi.us

This message contains information which may be confidential and privileged. Unless you are the intended recipient (or authorized to receive this message for the intended recipient), you may not use, copy, disseminate, or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail, and delete the message. Thank you very much.

Façade Improvement Specifications: 119 E. Maple St Mason, MI

SEE RENDERINGS ATTACHED

TO PROVIDE ADDITIONAL DETAIL:

General Section:

\$_____ **General Building Permit:**

Permit for working on project. Contact building department for schedule of cost.

\$_____ **Dumpster for entire project:**

Dumpster service for job site. (SEE OWNER FOR LOCATION BEFORE START OF WORK).

Front (North) Elevation:

\$_____ **Demolition:**

Remove and dispose of existing commercial storefront exterior materials as illustrated by renderings,

Including:

- Aluminum window framing/related materials including (4) four commercial sized panes of glass.
- Wood entrance door/transom window and all related materials for commercial business.

All pricing within this scope of work will reflect modifications to interior areas to allow installation of, commercial windows, single hung windows, commercial door with transom window, residential door and storm door. Modifications to exterior will result in many changes to interior surfaces, all interior changes due to exterior work will be brought back to final finish stage (I.E. trim material, caulking, insulating, priming (if needed) painting and/or staining). Interior trim materials and colors will match surrounding adjacent materials as closely as possible. Verify style, size, and color of matching trims and any other misc. materials with owner before installation.

Belton Hearing Aid Center
119 E. Maple St.
Mason, Mi. 48854

\$ _____ **Commercial Windows:**

Furnish and install new (**bronze**) anodized aluminum fixed framing as manufactured by Tubelite, Inc. or approved equal, into existing space and clear 1" inch insulated safety glass windows. Include caulking, labor; and trim materials. Upon completion the four (4) energy efficient windows and new framing will have the same design as existing and will have a weather tight exterior. Further detail and guidance will be provided at contractor walk thru.

Bruce's comment: Proposed new storefronts are same or similar as to those installed at the "oracle" project, Mason farmers market building, Sweetlee's building, and most recently Wren project under construction now. The Oracle building and Wren project were reviewed by the SHPO and approved as the traditional storefront design was either brought back (oracle) or preserved (Wren). Although the materials are more modern than what is being replaced...they are maintenance free and allowed even for Historic Tax Credit projects that I am a part of in nearby communities (Albion as an example)

\$ _____ **Paint Store Front Elevation Alcove:**

Furnish all labor and materials needed to scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish and install (1) one coat of # 4790 Pro-Primer Exterior Acrylic Primer and (1) one coat of #2000 Solar Ceramic Acrylic Flat paint on (any painted surface in front entry alcove). **Primers will be tinted to match final paint color.** See owner to verify color of primer and paint before installation.

East Side Elevation:

\$_____ Demolition:

Remove and dispose of existing commercial storefront exterior materials as illustrated by renderings,

Including:

- (1) One wood double hung window and all related materials.

\$_____ Window – 2nd Story East Elevation:

Furnish and install new SINGLE HUNG aluminum clad exterior with wood interior window units (with screen) as manufactured by Jenn-Weld windows or approved equal. Second story East elevation window are to be one over one to mimic adjacent surrounding existing windows. Furnish and install new maintenance free exterior trim with color to match existing windows. Verify color with owner before ordering windows. Further detail and guidance will be provided at contractor walk thru.

NOTE 1: Include in price shimming, blocking, exterior flashing, insulation, and caulking, etc. to meet manufacturer's written instructions and SHPO requirements.

Bruce's Comment: Same as window replacement on 117. Wood w aluminum clad exterior. Same profile as existing and meets SHPO review for Historical acceptance. This window is likely an original or close to it from building construction. Several buildings in Mason (Oracle as example) have this material make up.

\$_____ Brick Exterior Re-pointing:

Furnish all labor and materials needed to power wash at 1500 psi all painted surfaces. Scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish all labor and materials needed to clean, patch and re-point existing brick exterior in need of repair on East elevation. . This is not a total restoration, the intent is to shore up any brick and mortar joints that is in need of work or repair where needed for a solid exterior façade ready for priming and painting. Upon completion above mentioned work will be stable, solid, secure, weather tight.

NOTE 1: Please see the attached Secretary of Interior PB for selection of mortar that will comply with "best use" type of brick on building. It is expected that the mortar will be softer than the brick as to not cause bricks to be damaged before the mortar deteriorates. All contractors MUST provide mortar information prior to starting project.

Bruce's Comment: Tuck Pointing of brick and minor replacement is planned. Please note we required that the mortar utilized is consistent with existing mortar as to not disturb the existing brick and provide for a historical yet water resistant exterior. This should provide long life to the wall that has significant need.

Belton Hearing Aid Center
119 E. Maple St.
Mason, Mi. 48854

\$_____ **Paint East Elevation:**

Furnish all labor and materials needed to scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish and install (1) one coat of # 4790 Pro-Primer Exterior Acrylic Primer and (1) one coat of #2000 Solar Ceramic Acrylic Flat paint on (any painted surface in front entry alcove). Spraying of walls is acceptable with brush and roller follow up to assure complete coverage and solid adherence. Hand brush all coats of primer/paint products on trims/brickwork areas where rollers are unable to apply product, assure complete coverage, and solid adherence. **Primers will be tinted to match final paint color.** See owner to verify color of primer and paint before installation. Further detail and guidance will be provided at contractor walk thru.

Bruce's Comment: Same as painting needs of 117 the products specified are Michigan brick building tested and designed.

Façade Improvement Specifications: 117 E. Maple St Mason, MI

SEE RENDERINGS ATTACHED

TO PROVIDE ADDITIONAL DETAIL:

General Section:

\$_____ General Building Permit:

Permit for working on project. Contact building department for schedule of cost.

\$_____ Dumpster for entire project:

Dumpster service for job site. (SEE OWNER FOR LOCATION BEFORE START OF WORK).

Front (South) Elevation:

\$_____ Demolition:

Remove and dispose of existing commercial storefront exterior materials as illustrated by renderings,

Including:

- Aluminum window framing/related materials including (4) four commercial sized panes of glass.
- Wood entrance door/transom window and all related materials for commercial business.
- *Aluminum storm door and all related materials for residential stairwell.
- **Wood double hung window and all related materials above residential stairwell.

* Keep wooden sunburst awning intact (verify no contact with replacement storm door)

** Keep wooden sunburst above stairwell window intact while replacement window is being installed.

All pricing within this scope of work will reflect modifications to interior areas to allow installation of, commercial windows, transom window, double hung window, storm doors and commercial door. Modifications to exterior will result in many changes to interior surfaces, all interior changes due to exterior work will be brought back to final finish stage (I.E. drywall and/or drop ceilings, trim material, caulking, insulating, priming (if needed) painting and/or staining). Interior trim materials and colors will match surrounding adjacent materials as closely as possible. Verify style, size, and color of matching trims and any other misc. materials with owner before installation.

\$ _____ **Commercial Windows:**

Furnish and install new (**bronze**) anodized aluminum fixed framing as manufactured by Tubelite, Inc. or approved equal, into existing space and clear 1" inch insulated safety glass windows. Include caulking, labor; and trim materials. Upon completion the four (4) energy efficient windows and new framing will have the same design as existing and will have a weather tight exterior. Further detail and guidance will be provided at contractor walk thru.

Bruce's comment: Proposed new storefronts are same or similar as to those installed at the "oracle" project, Mason farmers market building, Sweetlee's building, and most recently Wren project under construction now. The Oracle building and Wren project were reviewed by the SHPO and approved as the traditional storefront design was either brought back (oracle) or preserved (Wren). Although the materials are more modern than what is being replaced...they are maintenance free and allowed even for Historic Tax Credit projects that I am a part of in nearby communities (Albion as an example)

\$ _____ **Residential Storm Door:**

Furnish and install all materials and labor for a new white replacement storm door as manufactured by "Larson, Hercules model" exterior storm door or approved equal. Include chain stop, closer, self- storing storm & screen with enameled finish. Further detail and guidance will be provided at contractor walk thru.

Bruce's Comment: Replacement of existing residential storm with another that is better and will allow for color blending.

\$_____ Window – 2nd Story Front Elevation:

Furnish and install new SINGLE HUNG aluminum clad exterior with wood interior window unit (with screen) as manufactured by Jenn-Weld windows or approved equal. Second story front elevation window is to be one over one and include a clear transom window top to mimic adjacent surrounding existing windows. Furnish and install new maintenance free exterior trim with color to match existing windows. Verify color with owner before ordering windows. Further detail and guidance will be provided at contractor walk thru.

NOTE 1: Include in price shimming, blocking, exterior flashing, insulation, and caulking, etc. to meet manufacturer's written instructions and SHPO requirements.

Bruce's comment: Window is for center hall window that has never been replaced. It will mimic other windows in the City that have been replaced and received SHPO approval.

\$_____ Paint Store Front Elevation Alcove:

Furnish all labor and materials needed to scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish and install (1) one coat of # 4790 Pro-Primer Exterior Acrylic Primer and (1) one coat of #2000 Solar Ceramic Acrylic Flat paint on (any painted surface in front entry alcove). **Primers will be tinted to match final paint color.** See owner to verify color of primer and paint before installation.

Bruce's comment: Paint to be used is an approved Michigan mixed use building paint that holds up to MI weather conditional.

\$_____ Paint 2nd story Front Elevation Window bump-out:

Furnish all labor and materials needed to scrape/remove all loose materials to provide solid surface ready for prime/paint. Furnish and install (1) one coat of # 4790 Pro-Primer Exterior Acrylic Primer and (1) one coat of #2000 Solar Ceramic Acrylic Flat paint on (any painted surface in front entry alcove). **Primers will be tinted to match final paint color.** See owner to verify color of primer and paint before installation. Further detail and guidance will be provided at contractor walk thru.



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)



City Manager's Report: May 15, 2020

COVID-19 UPDATES:

- Please see the Continuity of Operations document that is attached. The last update was on May 12, 2020.
- Please see the COVID-19 Preparedness and Response Plan available on the City's website: [here](#). This document complies with Executive Order 2020-59. The last update was on May 5, 2020.
- As Council is aware, the stock markets had a very difficult first quarter of 2020. This has had a negative impact on our retiree-related investments. Our MERS Defined Benefit saw a decrease of \$1,675,180 or 12.5%. Our OPEB trust fund (retiree health care) saw a decrease of \$114,050 or 12.4%.
- Building Permits - Service has resumed for applications and inspections. Permits can be submitted through the online application or by drop off in the drop box at City Hall. A summary of active permits will be provided, in this report, for the next meeting.
- A new parking space is available for use for anyone required to interact with law enforcement. This parking space is near City Hall on the East side of the building, near S Park Street. Residents should park in this designated space, call the number to indicate arrival, and wait in the vehicle; an officer will meet citizens there. Special thanks to Sgt. Budd, Lynna Walta, Beau Cornell, and Kirk Crawford for making this happen from concept to installation! We will continue to get creative to serve our residents while limiting risk.
- Staff has been working with DDA to launch a gift certificate incentive program to support DDA businesses. The program launched May 15, 2020.



OPERATIONS

- On May 1, 2020, Chief of Police, Donald Hanson, earned a Master of Science degree in Law Enforcement Intelligence and Analysis (LEIA) from MSU. The City knows how important continued education is to our organization. We congratulate the Chief on this achievement and were proud to support him during it.

Staffing Updates:

- City Manager has implemented a hiring freeze due to COVID-19.

Traffic Updates:

- Traffic and speed evaluations in certain areas have become a lower priority to limit contact between staff and public.

LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2018-S1 (FY 18/19)	MDOT- Temple Street Safety Grant MPS/ City support smaller scope and rejecting grant due to costs.	City will contribute \$20,000 (previously committed match) and MPS will contribute \$10,000. Plans are being revised for review. Delaying due to COVID-19	
2017-S5	Walnut- Columbia St. to North End	Final cleanup and restoration as applicable remain.	October
2017-S10	Sidewalk Program- NW Quadrant	Bid Opening April 1; five bids were received, delaying award due to COVID-19	
2017-S11/ 2017-U19/ 2018-P3	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Construction is underway and progressing. Next milestone will be placement of curb and gutter, likely toward the end of the week of May 18 th .	
2017-S12/ 2017-U20	W. Elm St.- Henderson St. to Jefferson St.	Restoration and final clean up as applicable.	November
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Complete	November

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Bids received, delaying due to COVID-19	
2017-U15	Replace Hydrants at Mason Plaza	Discussions with owner about relocations occurring. Delaying due to COVID-19	
2017-U23	Well No. 6 Rebuild	Moved to FY 2020-2021	
2017-U24	Study of Sewer Flow on Mason St.	Data collection underway	
2017-U25	Gutters for Water Treatment Plant	Moved to FY 2020-2021	
2019-U1	WWTP- Design	RFQP planned for Spring, delaying due to COVID-19	
2019-U2	DPW- Design	Delaying due to COVID-19	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Delaying due to COVID-19	
MOTOR VEHICLE POOL (MVP)			
2017-MVP11	Vehicle No. 13 Replacement	Complete	March
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	Complete	March
2019-MVP1	Vehicle No. 25 Equipping	Complete	January
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5	Library Improvements, Phase 1	Contractor has begun work preparing final design/construction documents.	
2017-B7	City Hall Parking Lot Repairs	Bids received, delaying due to COVID-19	
2018-B16	Station 1 Rear Approach		
2017-B10	Fire Station 1- Furnace/AC	Delaying due to COVID-19	
2017-B11	Fire Station 1- Washer/ Dryer	Dryer has been received and installed (May 2020); delaying washer due to COVID-19	
2017-B12	City Hall New Servers	Email Server to Office 365 Complete. City Hall server replacement delaying due to COVID-19	
2018-B10	BS&A Module for Online Permitting	This service is live and we are accepting applications.	May
2018-B12	City Hall Carpet Replacement	Delaying due to COVID-19	
2018-B13	Extrication Tools Replacement	All items have been received.	February
2018-B15	Sprinkler System in Truck Bay	Delaying due to COVID-19	
2018-B19	Wireless Connectivity- City Hall to Jefferson St (DPW and POTW)	Previous account manager no longer with ACD. Working on new estimates with alternate routes. Delaying due to COVID-19	
2019-B1	Election Tabulator Machines	Tabulator Machine has been ordered; manufacturer has been delayed; anticipated receipt July 2020. State of Michigan Grant has been approved to fund 50% of the tabulator cost.	
2019-B2	City Hall- Phase 1	Received bid for design, delaying due to COVID-19	

FY 2020-2021			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
	2020 Local Streets	Pre-construction meeting held on May 12 th . Work scheduled to begin on Eaton and Maple Streets week of May 18 th . Schedule, as provided, has construction slated to be completed by end of August.	



COVID-19

CONTINUITY OF OPERATIONS

This document outlines the City of Mason's continuity of operations during the state of emergency declared by Governor Whitmore under Executive Order No. 2020-4. It will be updated regularly as needs are identified.

CITY CLERK, CUSTOMER SERVICE, AND FINANCE

Customer Service Specialists will be available Mon thru Fri 8 a.m. – 5 p.m. by phone 517.676.9155, email at info@mason.mi.us, or request action [here](#). The Customer Service Specialists are available to answer any questions or concerns.

Freedom of Information Act (FOIA) requests will still be accepted. Request for public records must be submitted in writing using the FOIA request form found [here](#). Requests may be sent via email to foia@mason.mi.us, fax 517.676.1330, or mail: City of Mason, Attn: FOIA Coordinator, 201 West Ash Street, Mason, MI 48854. All responses will be sent through email unless an email is not provided then it will be sent by U.S. Mail.

Payment inquiries will be handled by phone, 517.676.9155 or email info@mason.mi.us during normal business hours. Payments can be made by mail, [online](#), by phone (833.699.7827), or can be dropped off in the drop box located outside of City Hall, 201 West Ash Street, Mason, MI 48854.

- No water shutoffs will occur during this public health emergency in order to reduce the spread. Water bills will be sent out as regularly scheduled and can be paid with any options referenced above.
- Delinquent personal property taxes can be paid by mail or drop box. To get an updated amount due, please call 517.676.9155 or email info@mason.mi.us. For delinquent real property taxes please contact the Ingham County Treasurer's office at (517) 676-7220 or visit [here](#) for more information.

Rental of City owned facilities, including City Hall, have been cancelled through Thursday, October 1, 2020. The City will take no rental requests during this time.

Trash, Recycling, and Yard Waste Collection is provided to City residents by Granger. They have no plans to limit trash or recycling collection at this point. No loose items will be picked up; all items must be in appropriate containers. Bulk item pick-up has been suspended effective April 1, 2020. Yard waste collection began April 1, 2020. More information can be found [here](#).

Compost Center for leaves and grass clippings is available by calling ahead to make an appointment with Customer Service at 517.676.9155. Appointment times are available, Monday – Friday, 7:30 a.m. to 3:00 p.m.

Vendors will be paid without disruption. Checks will not be able to be picked up at City Hall; they will be mailed via USPS.

FACILITIES, MEETINGS AND EVENTS

City **Buildings** have been closed to the public from Monday, March 16, 2020 until further notice.

The City's **Public Meetings, Events and Programs** have also been canceled from Monday, March 16, 2020 through Sunday, May 31, 2020. Special meetings may be called via Zoom, if required.

All rentals of City Spaces have been canceled from Monday, March 16, 2020 through Thursday, October 1, 2020. No future rentals will be considered at this time.

All **Community Special Events** that are utilizing City space, including City streets, have been canceled from Monday, March 16, 2020 through Sunday, May 31, 2020. No new requests will be considered at this time for events based on the guidance from the State, unless they are viewed as essential service.

FIRE

Essential **Fire Services** will be provided and maintained 24/7. **In an emergency, please call 911.**

Burn Permits are being issued for Aurelius Township, Vevay Township, and City of Mason residents by calling Customer Service, 517.676.9155, during regular business hours. Recreational fires are permitted as long as existing guidelines are being followed.

POLICE

Essential **Police Services** will be maintained 24/7. **In an emergency, please call 911.**

Non-Emergency Police inquiries should be directed through 517.676.2458. These calls will be handled on a case-by-case basis, with officers following up in person for some cases and following up by phone whenever possible. The following non-essential police services will be suspended:

- Walk-In Polybutylene terephthalate (PBT) Reporters
- Employment Fingerprinting
- License to Purchase a Pistol
- Public Relations Activities and Presentations
- Drug/Medication Take Back Program
- Car Seat Safety Inspections
- VIN and Salvaged Vehicle Inspections

If there is a need to interact with Law Enforcement, a new designated parking space is available. This allows a Citizen to remain in his/her vehicle, call the number posted, and an Officer will come out this space. This parking space is located near City Hall on the East side of the building, near S Park Street.

PUBLIC WORKS (Water, Wastewater, Public Works, Cemetery, Parks)

Public Works Services will be fully staffed and working normal hours; however, they will have limited face to face contact. Community members can contact 517.676.9155 M-F 8-5 or after hours at 517.676.2458 with any inquiries or request action [here](#).

- The following non-essential services have been suspended:
 - In-home appointments
 - Water testing
 - Meter setting

Our **Water and Wastewater Treatment** Plants will be operating 24/7. The plants have been restricted to no public access and limited to essential staff only.

Parks are now open; however, playground equipment and restrooms are closed due to concerns for public health. All rentals have been cancelled for the park through Thursday, October 1, 2020.

The **Cemetery** remains open and all cemetery services will continue to be provided (burials, lot purchases, foundation orders) by contacting 517.676.9155 or find information [here](#).

PLANNING, ZONING, BUILDING & CODE ENFORCEMENT

Staff will continue to work on Planning projects such as the Library and Parks. Public meetings will either be postponed until further notice or be scheduled using technology for remote participation.

Building Services will continue to accept permit applications; however, no permits will be issued nor will any inspections be performed except for instances of an emergency, and only at the discretion of the Building Official. You may obtain a permit application on-line [here](#), please include all required documents with a check payment and return by mail or in the City's drop box outside City Hall. Please call 517.676.9155 with any further questions.

Information about Mechanical, Electrical, Plumbing permit applications is available through the State of Michigan – [click here](#).

Zoning applications will not be accepted until further notice. Prospective applicants for typical zoning reviews are encouraged to contact staff by phone 517.978.0211 or email marciah@mason.mi.us.

Code Enforcement Services will continue to accept complaints by phone 517.978.0207 or email code@mason.mi.us, however, cases not determined to be a matter of safety may be deferred until further notice. Prohibited Vegetation (Noxious Weeds and Grasses) Ordinance will not be enforced during this time due to [Executive Order 2020-42](#) restricting lawn mowing contracts.

UPDATED 5.12.20



CONSTRUCTION NOTICE

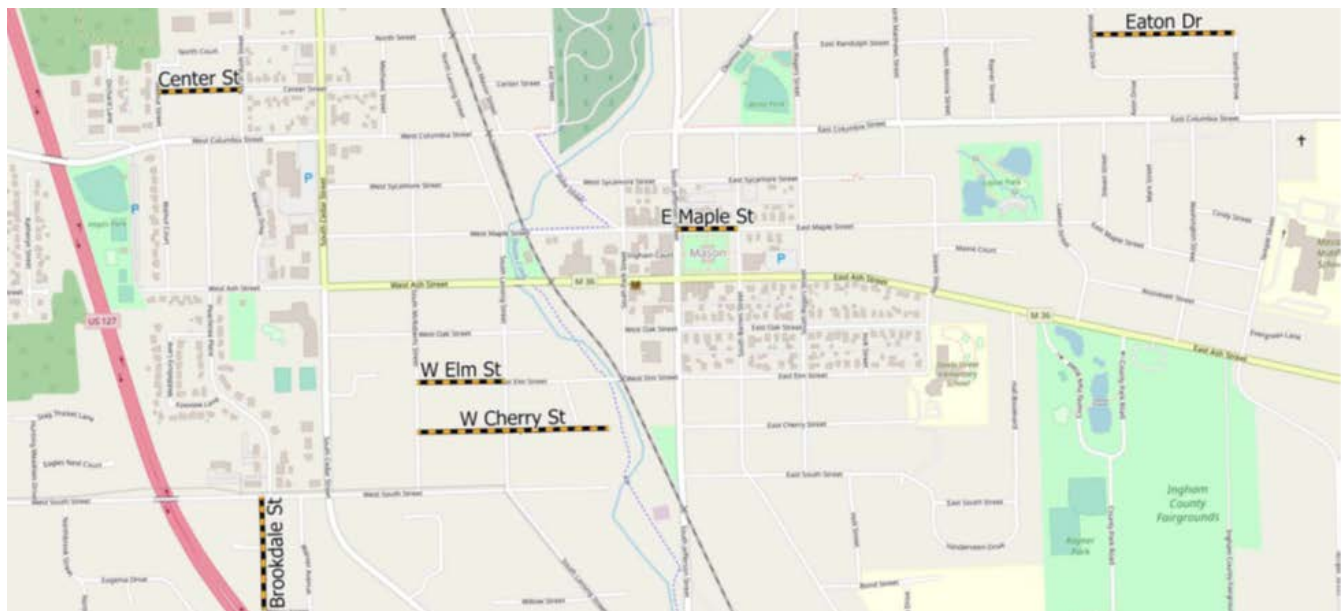
2020 Street Construction: **Directly Impacted Property Owners**

Work Details

Road construction of the following roads beginning as early as May 18, 2020. Additional notices will follow regarding when specific construction will start. Pre-work is beginning now which is separate from the work related to this notice. Pre-work may consist of water main valve replacement and verifying water services.

Brookdale St W South St to Willow St	Construction Dates: June 22, 2020 – July 28, 2020 Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
W Center St N Walnut St to N Bush St	Construction Dates: June 22, 2020 – July 28, 2020 Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
W Cherry St S McRoberts to dead-end	Construction Dates: July 28, 2020 – August 31, 2020 Work will include mill and fill, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
Eaton Dr Stratford Dr to Wildemere Dr	Construction Dates: May 18, 2020 – June 20, 2020 Work will include mill and fill, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
W Elm St S McRoberts to S Lansing St	Construction Dates: July 28, 2020 – August 31, 2020 Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).
E Maple St S Jefferson to S Barnes St	Construction Dates: May 18, 2020 – June 20, 2020 Work will include street reconstruction, concrete work, and ensuring sidewalk ramps are compliant with the American's with Disabilities Act (ADA).

Map of Work Area



What to Expect During Construction

	Pre-Construction Activities: Videos and photographs are taken of the road, sidewalks, driveways, and landscape of each property where the construction is to take place. This ensures that any damage to property will be restored to pre-construction conditions.
	MISS DIG: Paint lines and flags may be installed in front of your property prior to construction. This is performed to avoid damaging a buried utility and possibly interrupting your service. An individual may need to approach the side your home to connect a low voltage signal to locate your utility. The paint is temporary and flags may be removed when construction is completed.
	Work Hours: Work will take place from 7:00am to 7:00pm Monday – Saturday. Please note that work may extend past 7:00pm in special circumstances. Work will not take place on Holidays.
	Noise: You may experience intermittent noise and vibration during construction. We will do our best to keep the inconvenience of construction including noise and dust to a minimum.
	Road and Sidewalk: In order to complete the work in a safe manner, there will be road and sidewalk within the construction work area. Access for emergency vehicles will be maintained at all times. <i>Residents that require accommodation must contact the Project Manager to arrange for access during the construction period.</i>
	Property Access: Access on your property by the contractor is not anticipated to be needed. If access is required in special circumstances, you will be contacted directly by the contractor to arrange for that access. At times, the City may be working within the right of way.
	Water Service: There may be a water main shut-off for a portion of this work. Most disruptions take no more than 6 to 8 hours. A notice will be distributed 24-hours prior to the water shut-off.
	Private Sprinkler Systems: Owners with sprinkler systems located within the right of way (33' from the road centerline) must have the sprinkler heads and lines marked by the homeowner, prior to the start of construction. Sprinkler systems that are not marked at the time of construction and are damaged during construction will not be repaired by the contractor. The repair or replacement of damaged unmarked sprinkler systems will be the responsibility of the property owner.
	Private Water Service Lines: During the course of construction, the City will be confirming that lead is not present. If lead is discovered, the City will also be replacing those water service lines as required by state law.
	Recycling and Waste Removal: Please follow your normal routine. If required, your recycling and waste bins will be moved to an appropriate location for pick-up and returned to your home following pick-up. <i>Please ensure that you label your bins with your address.</i>
	Street Parking: Parking in the active work zone is not permitted due to space requirement for construction equipment and materials. Please be sure to park your vehicle off the road and away from the work area. Please be neighborly and allow others to share your driveway if needed.
	Restoration: The construction work area will be restored with topsoil and seed and/or asphalt where required. This may not occur until the following season depending on weather conditions.
Thank you!	Thank you for your patience and understanding! Building and maintaining a great city takes time. Better infrastructure for all of us is worth the inconvenience.

Resources

If you have questions about the upcoming work or have any issues during construction, please contact us.

Project Manager:	Marty Sekrenes, Wolverine Engineers & Surveyors, Inc. 517.204.2179
Customer Service:	517.676.9155 or info@mason.mi.us
Website:	www.mason.mi.us