



## **HISTORIC DISTRICT COMMISSION**

MONDAY, SEPTEMBER 21, 2020

Electronic Meeting – 6:00 P.M.

### **AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENT**

**4. APPROVAL OF MINUTES**

A. Approve Minutes of Regular Historic District Commission Meeting June 22, 2020

**5. UNFINISHED BUSINESS**

**6. NEW BUSINESS**

A. 322 S. Jefferson – Commercial Bank request for Certificate of Appropriateness for brick repair.

B. 322 S. Jefferson – AIM is requesting review of a modification to a previously approved mural project.

C. Letter of Support for State Historic Preservation Office (SHPO) Certified Local Government (CLG) grant application for Mason Library renovations.

**7. LIAISON REPORT**

City Manager's Report

**8. ADJOURN**



# HISTORIC DISTRICT COMMISSION ELECTRONIC MEETING INFORMATION

**PLEASE TAKE NOTICE** that the meeting of the City of Mason Historic District Commission scheduled for **September 21, 2020, starting at 6:00 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: **September 21, 2020 at 6:00 p.m.** Eastern Time

**Meeting ID: 833 0689 6766**

**Passcode: MASON2020**

Video Conference Information: **Link to join online:**

<https://us02web.zoom.us/j/83306896766?pwd=Q0U1UEExuaWFuYW5qZ3krZ2JIUU14Zz09>

- You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID identified above.
- Phone Information:  
**Dial (312) 626 6799 (Enter meeting ID when prompted.)**  
**Meeting ID: 833 0689 6766**  
**Passcode: 679817361**

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 3:00 pm on the day of the meeting sent to [marciah@mason.mi.us](mailto:marciah@mason.mi.us) will be read aloud by Chair.
    2. Those requesting to speak during meeting, by providing name, address in by 3:00 pm on the day of the meeting sent to [marciah@mason.mi.us](mailto: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**  
**HISTORIC DISTRICT COMMISSION**  
**MINUTES OF JUNE 22, 2020**  
**DRAFT**

Clinton 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 4<sup>th</sup>. 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.

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



**TO:** Historic District Commission  
**FROM:** Elizabeth A. Hude, AICP, Community Development Director  
**RE:** 322 S. Jefferson – Brick Repair  
**DATE:** September 18, 2020

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Commercial Bank has submitted a proposal to repair four areas of brick spalling on the west wall of the building at 322 S. Jefferson. They have also applied for a Right of Way permit as they will need to shut off the alley for a week to complete the project.

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 52 of the study, referenced as Mason State Bank.***

#### **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 appears to be consistent in character with the previously approved Commercial Bank façade on the same building. There appears to be no conflict 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>This is a contributing resource listed on page of the Façade Study. The repairs will be completed in a manner that is consistent with the existing appearance.</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 building faces the Courthouse Square and is adjacent to other contributing historic structures. The changes will not negatively impact the rest of the structure or surrounding area.</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, methods 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>The proposed repairs will improve the aesthetic value of the building as it addresses the deterioration of the brick façade.</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 exterior walls of the building at 322 S. Jefferson including brick re-pointing and repainting as shown on documents submitted based upon the findings that the proposed methods 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 proposed repairs 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 methods and materials for the proposed repairs will be compatible with the rest of the structure and the surrounding area.
3. The proposed repairs will be made using appropriate methods and materials for the historic structure; and,
4. The proposed repairs will complement and enhance the District.



**From:** [Carol Babcock](#)  
**To:** [Elizabeth Hude](#)  
**Cc:** [Marcia Holmes](#); [Kevin D. Collison](#)  
**Subject:** Commercial Bank (Jefferson St) exterior brick repairs  
**Date:** Tuesday, September 1, 2020 4:13:40 PM  
**Attachments:** [Photo Layout.pdf](#)  
[Bid No 20097 Commercial Bank - Mason.pdf](#)  
[Map.pdf](#)

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Good Afternoon Elizabeth,

Per my conversation with Marcia this afternoon, I am forwarding you the scope of work proposal and photos of the exterior repair areas of our building here at 322 S Jefferson. The Photo attachments identify the areas of work on both the back and alley side of our building.

Please note that this work will not affect the mural or artwork installed in the alley, but will require blocking off access to the alley for possibly up to a week (per the contractor). An alternate route for traffic would be to circle the block and cut through the bank's parking area to the Salon parking lot and USPS mail box.

Please feel free to contact me after you have had an opportunity to review our proposal and let us know how to proceed.

Sincerely,  
Carol Babcock

[Click Here to Check Mortgage Rates or Apply Online!](#)

If you no longer wish to receive emails from **Commercial Bank**, please reply with "Unsubscribe

**Carol L Babcock**

Admin Loan Assistant &  
Facilities Manager-Mason

**Direct:** 517-969-7479

**Fax:** 517-676-0528



322 S. Jefferson St.  
Mason, MI 48854

[www.commercial-bank.com](http://www.commercial-bank.com)

**IDENTITY THEFT WARNING:** PLEASE DO NOT submit any of your sensitive personal or confidential information via unsecured email. All such information should be DROPPED OFF IN PERSON, or sent by other secure communication means such as fax or Commercial Bank's SECURE email system. Please arrange for the SECURE delivery of such information for your own identity and confidentiality protection, and the security of the bank's information. Please do not hesitate to contact me with any questions.

**NOT A COMMITMENT TO LEND:** The contents of this message and any attachment thereto is NOT intended or written to be used, and cannot be used, for the purpose of a commitment to lend. Further, this communication should not be construed as offering legal and/or tax advice.

# PROPOSAL

Office Use:

Bid No:

20097

FROM: CUSACK'S MASONRY RESTORATION, INC.

P.O. Box 220, Hubbardston, MI 48845

Telephone (989)981-6625

Fax (989)981-6570

Proposal Submitted To	Work to be Performed At
<b>Name:</b> Commercial Bank <b>Attn:</b> Carol Babcock cbabcock@commercial-bank.com <b>Address:</b> 322 S. Jefferson St. <b>City,St,Zip:</b> Mason, MI 48854 <b>Phone #:</b> 517-969-7479	<b>Job Name:</b> Masonry Repairs to Rear & Side of Building <b>Job Address:</b> <b>City,St,Zip:</b> Mason, MI 48854 <b>Date of Bid:</b> 8/21/2020

We hereby propose to furnish all the ☒ materials ☒ equipment, and perform all the necessary labor for the completion of:

Perform necessary tuckpointing and brick replacement on rear and side of building, first &amp; second floor.

- 1) Cut out spalled, cracked, or missing brick. Install replacement brick into bonding and coursing pattern of existing brick. If cutting is required, use a motor-driven saw to cut masonry with clean, sharp, un-chipped edges. Bid based on 550 brick +/- Unit price for additional brick \$38.00/brick
- 2) Lay brick with completely filled bed, head, and collar joints. Butter ends with sufficient mortar to head joints and shove into place. Maintain joint width to match existing joints. Tool exposed mortar joints to match joints of surrounding existing brick work.
- 3) New brick to match existing as closely as possible. Brick to be approved by owner.
- 4) Perform any necessary tuckpointing in this area. Remove mortar from joints to a depth of 3/4" deep minimum. Joints to be cut with a motor-driven masonry saw, taking care not to damage masonry.
- 5) Rinse masonry joint surfaces with water to remove dust and mortar particles.
- 6) Apply pointing mortar first to areas where existing mortar was removed to depths greater than surrounding areas. Apply in layers not greater than 1/4". Fully compact each layer thoroughly and allow it to become thumbprint hard before applying next layer. Where existing bricks have worn or rounded edges slightly recess finished mortar surface below face of masonry to avoid widened joint faces.
- 7) Tool joints to match original appearance of joints. Remove excess mortar from edge of joint by brushing.
- 8) After mortar has been allowed to properly cure, clean exposed masonry surfaces in the work area of excess mortar and foreign matter.
- 9) Check caulking around 2nd story window (where there is damage on the inside wall) and re-caulk if necessary.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specification submitted for above work and completed in a substantial workmanlike manner for the Sum of:

Twenty thousand nine hundred and no cents----- Dollars: ( \$20,900.00 )

Payments shall be net 30 days, subject to 1 1/2% interest unless otherwise stated.

Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry all necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by Contractor.

Respectfully submitted by: 

Doug Cusack, President

Note - This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the the work as specified. Payment will be made as outlined above.

Accepted: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Printed Name/Title: \_\_\_\_\_

Please sign and return original to above address.



**Cusack's Masonry Restoration, Inc.**  
**P. O. Box 220**  
**Hubbardston, MI 48845**

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**Telephone 989.981.6625**

**Fax 989.981.6570**

September 16, 2020

Project: Commercial Bank – Mason  
Masonry Repairs to Rear and Side of Building

Cusack's Masonry Restoration, Inc has been contracted by Commercial Bank located at 322 S Jefferson Street in Mason, Michigan to perform masonry repairs on the rear and side of their building. We understand that this building is a historic building located in the Historic District and therefore take extra care in the masonry work to be completed.

Due to this building being deemed historical, attached you will find the historical mortar mixes and methods that will be used to make the necessary repairs. Brick that needs to be replaced on the building will be matching brick to what is currently on the building.

We look forward to working with Commercial Bank to give the building the necessary repairs that it needs.

Respectfully,

Doug Cusack, President  
Cusack's Masonry Restoration, Inc

Attachment



**Pointing Style.** Close examination of the historic masonry wall and the techniques used in the original construction will assist in maintaining the visual qualities of the building. Pointing styles and the methods of producing them should be examined. It is important to look at both the horizontal and the vertical joints to determine the order in which they were tooled and whether they were the same style. Some late-19th and early-20th century buildings, for example, have horizontal joints that were raked back while the vertical joints were finished flush and stained to match the bricks, thus creating the illusion of horizontal bands. Pointing styles may also differ from one facade to another; front walls often received greater attention to mortar detailing than side and rear walls. **Tuckpointing** is not true repointing but the application of a raised joint or lime putty joint on top of flush mortar joints. **Penciling** is a purely decorative, painted surface treatment over a mortar joint, often in a contrasting color.

**Masonry Units.** The masonry units should also be examined so that any replacement units will match the historic masonry. Within a wall there may be a wide range of colors, textures, and sizes, particularly with hand-made brick or rough-cut, locally-quarried stone. Replacement units should blend in with the full range of masonry units rather than a single brick or stone.

### Matching Color and Texture of the Repointing Mortar

New mortar should match the unweathered interior portions of the historic mortar. The simplest way to check the match is to make a small sample of the proposed mix and allow it to cure at a temperature of approximately 70 degrees F for about a week, or it can be baked in an oven to speed up the curing; this sample is then broken open and the surface is compared with the surface of the largest "saved" sample of historic mortar.

If a proper color match cannot be achieved through the use of natural sand or colored aggregates like crushed marble or brick dust, it may be necessary to use a modern mortar pigment.

During the early stages of the project, it should be determined how closely the new mortar should match the historic mortar. Will "quite close" be sufficient, or is "exactly" expected? The specifications should state this clearly so that the contractor has a reasonable idea how much time and expense will be required to develop an acceptable match.

The same judgment will be necessary in matching replacement terra cotta, stone or brick. If there is a known source for replacements, this should be included in the specifications. If a source cannot be determined prior to the bidding process, the specifications should include an estimated price for the replacement materials with the final price based on the actual cost to the contractor.

Mortar Types (Measured by volume)			
Designation	Cement	Hydrated Lime or Lime Putty	Sand
M	1	1/4	3 - 3 3/4
S	1	1/2	4 - 4 1/2
N	1	1	5 - 6
O	1	2	8 - 9
K	1	3	10 - 12
"L"	0	1	2 1/4 - 3





Examples of  
Areas Requiring  
Brick Replacement  
& Tuckpointing  
As Necessary





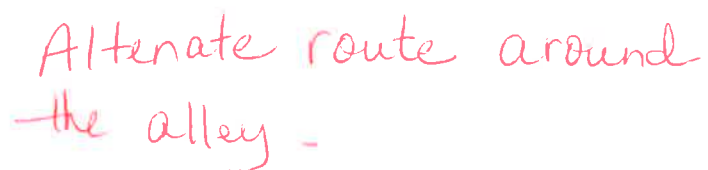


Inspect & Re-Caulk  
Window Perimeter

Replace Brick  
& Tuckpoint  
As Necessary











**TO:** Historic District Commission  
**FROM:** Elizabeth A. Hude, AICP, Community Development Director  
**RE:** 322 S. Jefferson Street – Commercial Bank Mural  
**DATE:** September 18, 2019

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Arts Initiative of Mason, represented by Jeff Mills, has submitted the attached conceptual drawing for the wall in the alley at 322 S. Jefferson. The previously issued permits have expired. They are seeking input from the HDC on the concept and will return for a formal request and building permit once an artist has been selected and the mural has been finalized.

Attachment: Conceptual drawing received September 15, 2020

Questions?  
Jeff Miles - 802-8555  
Sally Trout 676-0559

RECEIVED  
SEP 15 2019  
CITY OF MASON  
PLANNING DEPT.

Welcome to Mason

will be  
bi-plane -  
not caricature

4x6 metal frame  
painted to meet HDC  
requirements from 2019.  
pictures that were previously  
approved. 1st will be 5k run.

Children at  
play - already on wall.

Nothing

Nothing





**TO:** Historic District Commission  
**FROM:** Elizabeth A. Hude, AICP, Community Development Director  
**RE:** Letter of Support and draft Resolution to Authorize application to the Certified Local Government Grant Application for the Library renovations.  
**DATE:** September 18, 2020

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For your consideration, enclosed is a Letter of Support and draft Resolution regarding the authorization applying for the Certified Local Government Grant Application for the Mason Library renovations.

Motion for consideration:

**1 – Letter of Support**

Motion to approve Letter of Support and submit to SHPO with the CLG grant application



September 21, 2020

Joelle Letts, Grant Manager/Budget Analyst  
Michigan State Housing Development Authority  
State Historic Preservation Office  
735 East Michigan Avenue  
P.O. Box 30044  
Lansing, MI 48909-7544

RE: City of Mason Library Renovations – Part 1

Dear Ms. Letts,

We are very excited to support the City of Mason's application for the Michigan State Historic Preservation Office's Michigan Certified Local Government Rehabilitation Planning & Rehabilitation Project Grant in the amount of \$100,000 for Phase I of the Mason Library renovations. Our Library is the only city owned historic building in Mason's Downtown Historic District. It is an architectural treasure and the symbolic cornerstone of Mason's character and civic life.

As members of the City of Mason Historic District Commission we see this as a great opportunity to protect an important historic resource in Mason that our community takes great pride in. The Library is currently home to the Capital Area District Library, and the investment in the renovations will support much needed work to preserve this building and increase public accessibility. We view this as a long-term commitment to ensure this historic resource is preserved, even if the use should change over time.

The City of Mason, in partnership with Capital Area District Library – Mason Branch completed a Feasibility Study in 2018 to develop conceptual plans for the library's renovation. The cost of the \$22,000 study was shared by both organizations in addition to in-kind support for project management and administration. The study initially resulted in three phases which was then narrowed down to two.

The intent of two phases was to focus Phase 1 on the immediate needs to improve the first floor and accessibility for long-term use, and to separate the new addition to accommodate an elevator for the future expansion. We understand and support the final design recommendation to eliminate Phase 2 made by staff. This decision reflects the direction of City Council and consultation with SHPO. Phase 2

would not be consistent with the goals to preserve the historic architecture of the building and is not financially feasible in the foreseeable future.

In May 2019, the City of Mason approved the FY19-20 library facility budget to invest up to \$550,000 for what was previously termed Phase 1 of the renovation. Of that amount, the City has committed \$275,000 from the General Fund to support the development of final design plans, \$50,000, and construction up to \$225,000, along with in-kind support for related project management and administration. We are seeking \$100,000 from SHPO through the CLG grant program to address the needs for renovation of the building that support its long-term preservation and utilization.

The Mason Historic District Commission fully supports this effort as it aligns with our mission to preserve and increase access to historic resources in Downtown Mason's Historic District. During the feasibility study several community meetings were held and the Historic District Commission heard overwhelmingly the need and desire to invest in the protection of the Library building. We wholeheartedly agree that we must act now to invest in the protection of this architectural centerpiece and ask that you consider approval of our CLG grant application. We look forward to seeing the future success inspired by this investment.

Sincerely,

Mark Cummings, Chair  
Historic District Commission

CC: City Council, City of Mason





## City Manager's Report: September 10, 2020

### COVID-19 UPDATES:

- Staff is now back to full hours and furloughs are no longer in place at this time. However, we are still limiting access to City Hall by the public to Monday- Thursday 9 am-3 pm. Residents are encouraged to make contact-less payments, for all payments, including tax payments, by mail, online, or placing in our drive up drop-box in the City Hall parking lot. We are asking residents to limit the use of cash and prepare checks before you enter City Hall. If a receipt is requested, please provide an email address or enclose a self-addressed, stamped envelope.
- Please see the Continuity of Operations document, as of July 6, 2020, available on the City's website: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of June 3, 2020 available on the City's website: [here](#). This document complies with related Executive Orders and continues to be utilized by other communities as a model.
- In response to COVID-19, Staff is currently preparing recommendations to the Capital Improvements Program (CIP). It is anticipated that this will be presented to the Planning Commission in October (due to revenue estimates being provided by State), followed by consideration by the City Council. Budget amendments will also be necessary to implement any of the capital projects recommended to move forward.

### ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)

Project Name	Status
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
118 W. Oak St. – Arcade/Nail Salon <b>PENDING</b>	Two permits pending. 1. Change of Occupancy permit has been filed for Nail Tech in small office space. 2. Change of Occupancy permit has been filed to proceed with opening of the Arcade on the first floor only.
205 S. Cedar - DSN <b>PENDING</b>	Two building permits pending for this address. Both filed after code enforcement violations were noted. 1. Sign permit. 2. Installing door on front of building.
352 W. Columbia St. – Michigan Barn Wood and Salvage <b>PENDING</b>	Building permit is under review for application of spray foam over 2 sections of roof.
700 Buhl – Ingham County Justice Complex <b>PENDING</b>	Building permit is under review for interior remodeling of existing storage facility to accommodate relocation of vehicle maintenance function. Includes new interior mechanical, plumbing, and electrical work. This work is part of a phased construction project for the new Ingham County Justice Complex.
110 W. Oak – Mason Energy Group <b>ACTIVE</b>	Building permit active for siding, fascia, and soffit work.
117 & 119 E. Maple – Fiedler <b>ACTIVE</b>	Building permit is active for replacement storm doors, replacement windows, exterior painting, and brick exterior re-pointing.
124-136 W. Ash St. <b>ACTIVE</b>	Building permit active for 2 <sup>nd</sup> story interior renovations and replacement of all 2 <sup>nd</sup> story windows.
125 E. Kipp Rd – Dollar Tree <b>ACTIVE</b>	Building permit is active for a 5,460 sq. ft. addition to accommodate up to four new retailers.
132 S. Cedar– Peak Performance <b>ACTIVE</b>	Ste. 500- Building permit is active for renovating space for physical therapy clinic.
213 N. East St. – ServiceMaster <b>ACTIVE</b>	Building permit active to add overhead door, open doorways to meet ADA code and build necessary ramps.
230 Temple St. – Sparrow <b>ACTIVE</b>	Building permit is active for tear off and re-roof of building.
301 Bush – Ingham County <b>ACTIVE</b>	Building permit active for tear off and re-roof of building.
610 N. Cedar – Rite Aid <b>ACTIVE</b>	Building permit is active for removal and installation of new signs on business walls.

700 Buhl – Ingham 911 <b>ACTIVE</b>	Building permit is active for installation of antennas, microwave dishes and associated mounts on existing tower. Install unmanned equipment shelter.
801 N. Cedar St.- City Limits <b>ACTIVE</b>	Building permit is active to construct a 4,828 sq. ft. addition along with additional parking.
1133 S. Cedar – MSU Federal CU <b>ACTIVE</b>	Building permit is active for interior renovations.
1154 S. Jefferson – (former Hart Well Drilling) <b>ACTIVE</b>	Building permit is active for demolition of building, removal of debris, and restoration of disturbed areas. The property owner does not have plans for the site at this time.
402 S. Jefferson (former Baja Grill) <b>COMPLETED</b>	Building permit is active for interior and exterior renovations. Downstairs shell has received final approval and Certificate of Occupancy issued for upstairs apartments.
652 Hull Rd- New Goodwill <b>COMPLETED</b>	Final inspection approved and Certificate of Occupancy issued.
525 N. Cedar- Timeless Treasures <b>TEMPORARY OCCUPANCY PERMIT ISSUED</b>	Remaining work includes the installation of landscaping, repairs to parking lot lighting, and a site plan revision if they intend to include the outdoor flea market.
549 W. Ash- Dog Groomer <b>TEMPORARY OCCUPANCY PERMIT ISSUED</b>	Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. <i>Parking updates have been delayed until spring.</i>
<b>BUILDING PERMITS – FIRE RESTORATION</b>	
Private Residence – Park St. <b>PENDING</b>	Building permit is pending after fire.
Private Residence – Hall Blvd. <b>ACTIVE</b>	Building permit is active for reconstruction of residence.
111 Mason St. – Mason Depot <b>ACTIVE</b>	Building permit is active for reconstruction after fire.
<b>ZONING AMENDMENT REQUESTS</b>	
117 Mark St. <b>PENDING</b>	Application to rezone property from O-2 to RS-2. Public hearing to be held at 9/15/2020 Planning Commission meeting.
R2F District <b>PENDING</b>	Application to allow 3-unit multiple family residential in the R2F Two-Family zoning district. Public hearing to be held at 9/15/2020 Planning Commission meeting.
<b>OTHER</b>	
Rayner Ponds Phase 4 Subdivision – Giguere Realty & Development <b>PENDING</b>	Giguere Realty & Development, is requesting a 12-month extension of their approved Final Site Plan to construct roads, utilities and infrastructure to serve a new residential subdivision with 20 buildable lots and one common area on property located north of the intersection of Stratford and Eaton roads. This will be reviewed at the 9/15/2020 Planning Commission Meeting.
840 E. Columbia St. – Masonic Lodge <b>PENDING</b>	Administrative Site Plan Application is being reviewed for changes to the parking lot for one-way traffic, and the addition of a new driveway to accommodate drop-off at the entrance to building where a new elevator is to be installed for ADA access.
1155 Temple – Paul Davis Restoration <b>PENDING</b>	Application to amend previously approved Site Plan to reduce building square footage, modify parking and driveway. The application is scheduled for review at the 9/15/2020 Planning Commission meeting.
322 S. Jefferson – Commercial Bank <b>PENDING</b>	The owner will be completing exterior brick repairs to the back and alley side of building. This will include the closure of Ingham Ct adjacent to their building and propose re-routing traffic through their parking lot. Historic District Commission will review at 9/21/2020 meeting.

## OPERATIONS

- MML Annual Convention will be held virtually, Sept. 30- Oct. 2. All Council Members and Leadership team are registered with the group rate. [Convention Agenda](#)
- We currently have 2,563 voters who have requested an Absentee Ballot for the November General Election. All returned Absentee Ballot envelopes will have pre-paid postage on them to allow for easy return for voters. Initial mailing of all applications we currently have will be mailed by September 24, 2020. Then they will be mailed daily thereafter.
- We received our OPEB actuarial for June 30, 2020. We moved from 24% funded to 50% funded with assumption changes, increased contributions to our Trust Fund and changes in the AFSCME contract for retirees.
- The City finished the Work Share Program on July 25<sup>th</sup>. Estimated savings to the City was \$84,650.
- Summer Property Tax Collections are at 90.8% for the 2020 Summer taxes compared to 94% last year.
- As discussed at a previous meeting, emergency expenses outside of the purchasing threshold are being incurred related to the sinkhole at 410 E. Maple that in order to ensure the house is not damaged. Once the project is complete, cause of sinkhole is determined, and staff can provide the required itemized list, the City Manager will provide for City Council approval.
- Administrative approval has been given to Mason First Presbyterian Church, for use of parking spaces in the Laylin Park parking lot for the purpose of distributing food for a Drive-Thru Picnic on Wednesday, September 16, 2020 from 4:30 p.m. to 6:30 p.m.
- The City Manager has been asked to represent Region 7 on a Redevelopment Ready Workgroup across the state to help the State improve the program for local governments. Mason has completed the evaluation for the program but has not been certified. She was also asked to present at the Internal City Manager's Association Conference (held virtually this year) on the City of Mason being viewed as a model case study on Gender Equity in the Workforce.

### Staffing Updates:

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

### Substance Abuse Program Updates:

#### Drug Take Back Program (Prevention):

- About 80% of people that misuse prescription drugs get medication from family members and friends through theft, buying or being given the medication. Properly disposing of is essential to keep them out of our community and decrease access. The City of Mason drug drop box is available right as you walk into City Hall. In the last two years, we have collected 738.7 pounds of unwanted or expired prescription medication.

#### Hope Not Handcuffs <https://www.familiesagainstnarcotics.org/hopenothandcuffs> (Prevention):

- Hope Not Handcuffs is an initiative started by Families Against Narcotics (FAN), aimed at bringing law enforcement and community organizations together to find viable treatment options for individuals seeking help to reduce dependency with heroin, prescription drugs, and alcohol. A person struggling with any substance use disorder can come to any of the participating police agencies (including Mason) and ask for help. Our customer service and police staff are in the process of being trained on the intake process to receive these individuals with compassion.

#### Narcan Administration (Life Saving):

- Narcan is a medication that can reverse an overdose within minutes of being administered, giving time to provide life-saving treatment. Narcan is a medication approved by the Food and Drug Administration (FDA) to prevent overdose death caused by opioids such as heroin, morphine, hydrocodone (Vicodin), and oxycodone (OxyContin, Percocet). Our police department personnel are trained in its use and Narcan is provided at no cost by Ingham County Community Mental Health. **Narcan Use and Mortality Rate is as follows for the last two years.**
  - FY 2018: 4 deployments, 4 survived
  - FY 2019: 4 deployments, 4 survived



**Traffic Updates:**

- Summerwood Subdivision- Speed Complaint  
Officers were assigned to the area for targeted enforcement and more police presence. The speed trailer was not deployed. Officers routinely noted no speeding vehicles. The matter is closed.

**LARGE CITY PROJECTS**

FY 2019-2020			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
<b>2017-S11/ 2017-U19/ 2018-P3</b>	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Final Restoration completed. Pond restoration work is in progress.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
<b>2017-U11</b>	Turbine Aeration Blower at POTW	Reviewed and approved documents from contractor. Estimated time of arrival of blower is February 2021.	
<b>2017-U24</b>	Study of Sewer Flow on Mason St.	Staff working with Wolverine Engineering to move monitoring equipment to a new area. Staff working with Wolverine Engineering to develop next steps based of data received.	

FY 2020-2021			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
<b>2017-S17</b>	Center Street- Walnut Street to N. Bush Street	Scheduled for final asphalt layer week of September 21.	
<b>2017-S18</b>	Brookdale Street- W. South St to Willow Street	Completed	August
<b>2017-S19</b>	Cherry- McRoberts Street to Henderson Street	Waiting for Consumers Energy to finish to complete base asphalt and adjustment of structures.	
<b>2017-S21</b>	Eaton Drive- All	Completed	June
<b>2017-S22</b>	W. Elm Street- McRoberts Street to Lansing Street	Scheduled for final asphalt layer week of September 21.	
<b>2019-S9a</b>	E. Maple– S. Jefferson to S. Barnes	Completed	June
<b>2019-S9b</b>	Signal at E. Maple & S. Jefferson	Delayed traffic study due to COVID-19.	
<b>2019-S5a</b>	Henderson Street– Entire length	Scheduled for final asphalt layer week of September 21.	
<b>2019-S5b</b>	Alley- W. Columbia Street to W. Sycamore Street	Scheduled for final asphalt layer week of September 21.	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2019-B16b</b>	Clerk: Election Tabulator Machines	Tabulator should be received by mid-October, in time for November election.	