

HISTORIC DISTRICT COMMISSION

MONDAY, FEBRUARY 15, 2021 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 January 18, 2021

5. UNFINISHED BUSINESS

- A. HDC Workplan Progress Staff Update:
 - i. City Wide Survey of Historic Properties
 - a. Overview/Project Description
 - b. Budget/Staff Resources
 - c. Training Michigan Historic Preservation Network workshop video series available on Historic Community Resource Surveys. https://www.mhpn.org/workshop-recordings/
- B. Vacancies and Architect of Record Posting and Staff Update
- C. Library Renovation Staff update
- D. City five-year update to the 20-year Masterplan Staff update
- E. State of Michigan Senate Bill 54 State Historic Tax Credit

6. **NEW BUSINESS**

A. 128 W Ash – Mason Flats represented by Kevin Schaeffer request for Certificate of Appropriateness for a projection sign

7. LIAISON REPORT

- A. City Council Liaison
- B. 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 **February 15, 2021 starting at 6:00 pm,** will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19.

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: **February 15, 2021 at 6:00 p.m.** Eastern Time

Meeting ID: 836 5700 3893

Passcode: 579137

Video Conference Information: Link to join online:

https://us02web.zoom.us/j/83657003893?pwd=clZLckkwTDRvMGtjZFJjTURodzk5UT09

- 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.
- Phone Information:

Dial (312) 626 6799 (Enter meeting ID 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.

Note on Public Comments:

If you would like to provide comments beforehand, please send those comments in an email by 3:00 pm on the day of the meeting to stephanies@mason.mi.us. They will be read aloud by Chair.

If you would like to speak during the meeting, you can send your name and address to stephanies@mason.mi.us by 3:00 pm on the day of the meeting. You can still speak at the meeting if you do not notify us in advance.



General Procedures Related to Electronic Meetings

As required under Public Act 228 of 2020, the following procedures outline the accommodation of meetings held, in whole or in part, electronically by City Council or a City Board or City Commission. Additional procedures will be adopted at a later date, by the Council, to accommodate members that are eligible and cannot attend in person for meetings held on or after January 1, 2021.

Electronic Meeting Procedures for City Council, City Board or City Commission Members

- All attendees including City Council, City Board or City Commission Members will enter the meeting with a muted microphone.
- The meeting Chair's microphone will be unmuted to call the meeting to order.
- During initial roll call, each member will announce the physical location they are participating from by stating
 the county, city, township, or village and state which they are attending the meeting from.
- The meeting Chair will call for a motion and members will signify making a motion by either voice or the "Raise Hand" feature. The same process will be followed for a second to a motion. The meeting Chair will then acknowledge which member made the motion and which member seconded the motion.
- The meeting Chair will then ask if there is any discussion on the motion. Members will indicate a desire to discuss by either voice or the "Raise Hand" feature. The meeting Chair will then acknowledge the particular member granted the floor for discussion by name.
- Votes shall be taken by roll call.

Electronic Meeting Procedures 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 City Council, City Board or
 City Commission 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:
 - o Public only will be allowed to address the members during Public Comments
 - o Public is allowed three (3) minutes to speak.
 - Public must state the name and address slowly and clearly before they start to address the Council.
 - o Public comments will be addressed in the following order:
 - 1. Those provided the day of the meeting and sent to the designated person in the meeting instructions by a certain time will be read during the meeting.
 - 2. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the "Raise Your Hand" Feature in Zoom. The meeting Chair will call on individuals to speak and they will be unmuted at that time.
 - 3. Participants that are available only by phone, after the meeting 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 meeting Chair, at his 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.

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** (provide with agenda) 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 JANUARY 18, 2021 DRAFT

Commissioner Klein was sworn in by Sarah Jarvis, City Clerk prior to the meeting.

Cummings called the meeting to order at 6:01 p.m. at 201 W. Ash Street, Mason MI (Via Zoom Teleconference).

Roll Call		Present	Absent	Location
Commissioner	Clinton	х		Mason, Michigan
Commissioner	Cummings	х		Mason, Michigan
Commissioner	Klein	Х		Mason, Michigan
Commissioner	Shattuck	х		Mason, Michigan
Council Liaison	Vogel	х		Okemos, Michigan
Commissioner	Vacant (Linsley)			
Commissioner	Vacant (Schulien)			

Also present: Elizabeth A. Hude, AICP, Community Development Director, Sarah Jarvis, City Clerk, Marcia Holmes, Permit Admin. Specialist, Community Development

ELECTION OF OFFICERS

Hude opened nominations for Chair.

Cummings nominated Klein for the position of chair. Klein nominated Cummings for position of chair. Cummings nominated Clinton for position of chair.

Hude closed the nominations for Chair.

Klein: Yes (5) Clinton, Cummings, Klein, Shattuck, Vogel

No (0)

Cummings: Yes (0)

No (5) Clinton, Cummings, Klein, Shattuck, Vogel

Clinton: Yes (0)

No (5) Clinton, Cummings, Klein, Shattuck, Vogel

Doug Klein is elected Chair with Roll Call Vote.

Hude opened nominations for Vice-Chair.

Klein nominated Cummings for position of Vice Chair. Cummings nominated Clinton for position of Vice Chair

Historic District Commission Minutes

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Hude closed nominations for Vice-Chair.

Cummings: Yes (3) Klein, Shattuck, Vogel

No (1) Clinton

Abstain (1) Cummings

Clinton: Yes (1) Clinton

No (3) Klein, Shattuck, Vogel

Abstain (1) Cummings

Mark Cummings is elected Vice Chair via Roll Call Vote.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Clinton, second by Vogel, to approve the Historic District Commission meeting minutes from September 21, 2020.

Yes (5) Clinton, Cummings, Klein, Shattuck, Vogel

No (0)

Absent: (0)

MOTION APPROVED BY ROLL CALL VOTE

UNFINISHED BUSINESS

A. HDC Workplan Progress – Staff Update:

- 1. City Wide Survey of Historic Properties
 - a. Overview/Project Description
 - b. Budget/Staff Resources
 - c. Training Michigan Historic Preservation Network workshop video series available on Historic Community Resource Surveys. https://www.mhpn.org/workshop-recordings/

Director Hude noted that per SHPO the survey includes the entire city and that a structure can include a bridge. There bridge on Ash St. at Lee Austin Park is on the National Register and is under the jurisdiction of MDOT. Hude also alerted the Commissioners to the training that has been provided online and encouraged the members to watch as it will give them information on what and how to handle the survey. Hude stated that in regards to budget and staff time that there will be a new Administrative Assistant coming as Marcia Holmes was promoted. The new admin will primarily focus on boards and commissions so that may allow for some time spent on HDC. Hude is also considering an intern to help work with the survey work.

B. Vacancies and Architect of Record – Posting and Staff Update

Hude thanked Commissioner Klein for his help posting a full-page ad in the Mason Historical Society newsletter for the vacancies. She also posted in online and in the paper but there have been no applications received.

Hude said that Dan Bollman the architect for the Library project is willing to step in as needed. Klein asked if anyone else had any potential contacts for board members. Vogel noted that she has had interest from people but they live outside of the city limits. Hude noted that State law allows the Planning Commission to do that and she will need to check the State law covering the Historic District Commission. Hude shared that she has someone considering applying.

C. Library Renovation – Staff update

Hude noted that the final design construction documents are completed and being packaged but the renovation is contingent on the SHPO grant which will not be announced until March or April. Hude continues to be in contact with SHPO so that if Mason does receive a grant the next steps can be quickly acted upon. Cummings asked what the amount for matching funds was and if it was a 60/40 split. Hude replied the total project amount is \$225,000 for this part and the grant amount requested was \$100,000. She also noted that the grant is reimbursement not a match so the City had to show that they have the entire amount available for use. Hude reminded the Commissioners that Council approved \$550,000 for the Library renovations but half of that was from the general fund and the other half will need to be gathered through fundraising efforts and then another SHPO grant can be applied for.

D. City five-year update to the 20-year Masterplan – Staff update

Hude cross referenced the meeting schedule in the Agenda that shows the joint meeting between City Council and Planning Commission to discuss the RFP for the Master Plan. She encouraged the Commissioners that they are welcome to attend the meeting. Cummings asked if the meeting would be held via Zoom and she replied that she did not know yet.

E. State of Michigan Senate Bill 54 – State Historic Tax Credit

Hude said the Senate Bill did pass and that the City submitted a letter of support. She has checked in with SHPO to see what the timeline will be and for now SHPO is in the rulemaking process to administer the program and it may be summer before anything is known. Vogel commented that she is waiting to see what that will mean for the City and its residents and if the Historic District should be enlarged. Hude added that the purpose of the survey is to reveal whether there are other neighborhoods or areas that should be added to the District or whether a new Historic District should be created. She also noted that there are a couple of areas that are listed as National Historic Districts but not local.

NEW BUSINESS

F. 2021 Meeting Schedule

Hude discussed the two joint meetings and shared how the Master Plan and Capital Improvement Plan work together and fit within the budget process.

- i. Joint City Council/Planning Commission Meetings:
- a. Monday, January 25, 2021 at 7:30 pm Capital Improvement Program
- b. Monday, February 22, 2021 at 7:30 pm Master Plan Request for Proposals (finalize)

G. HDC Handbook

Cummings noted that the handbook he has does not match what was sent out and asked what may be different. Hude said she could not find the picture and then noted that the Rules of Order were updated and she added the Ethical Principles in Planning and the AICP Code of Ethics so everyone could see what standards she has to adhere to. The State's Local Historic Districts Act is also included.

Vogel shared that she would stress further the need for new HDC members at the City Council meeting and asked about SHPO's architect compliance requirement. Hude replied that to apply for the Library grant the City had to have an architect that met SHPO's criteria. Hude noted that she met Dan Bollman through the library project but he would be available as needed outside of that project on a contract basis.

LIAISON REPORT

H. City Council Liaison

Vogel shared that Russ Whipple remained Mayor and Marlon Brown was voted Mayor Pro Tem. Leon Clark will be the liaison for the Planning Commission, Jerry Schaffer will be liaison for Zoning Board of Appeals and Vogel remains with the Historic District Commission and was also placed on the Election Commission. Mayor Whipple is the liaison for the DDA and Vogel would like to get the DDA and Historic District Commission to work together.

I. City Manager's Report

<u>ADJOURN</u>				
The meeting adjourned at approximately 6:42 p.m.				
Elizabeth A. Hude, AICP, Community Development Director and HDC Staff Secretary				

Historic District Commission Minutes



TO: Historic District Commission

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

RE: 128 W. Ash – MASON FLATS Sign

DATE: February 11, 2021

On January 28, 2021, The MASON FLATS represented by Kevin Schaeffer submitted materials via email seeking approval for the addition of a projecting sign at 128 W Ash St. The property is zoned C-1 Central Business District and is located within the Historic District.

A building permit is required for a sign in any zoning district. 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 ...". Per section 31-2 Definitions, a Resource means one or more publicly or privately owned historic or non-historic buildings, structures, sites, objects, features, or open spaces located within a historic district.

The applicant is, therefore, requesting Historic District Commission review and approval of a Certificate of Appropriateness.

City of Mason Ordinance Chapter 58 – Signs

Signs in the C1 zoning district are subject to Ch. 58 Signs of the City ordinance. No additional standards are noted for signs within an Historic District within the ordinance. Research from other communities' historic districts, The Mason Main Street Façade Study, and the U.S. Secretary of the Interior's Standards are used to inform decisions about signs in the Historic District.

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 pages 40-42 the study.*

U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties

Section 31-5(d) states that the review of any application shall follow the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties. While the guidance in Section 31-5 does not specifically refer to signs, the sign does require a building permit and meets the definition of a structure within a historic district. 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 sign appears to meet the design and placement standards as required in the C1 zoning district described in Ch. 58 Signs of the City ordinance. No additional standards are noted for signs within an Historic District so staff refers to guidance offered in the Mason Façade Study. While the study does not speak to projecting signs, it does not preclude them. This sign will be used as a directional sign to support those attempting to locate the residential apartments upstairs (guests, deliveries). Projection signs are seen throughout the Historic District and are reminiscent of the 1800s era. The materials, colors and texture appear to be complimentary to the building and neighboring buildings, are aesthetically supportive of and compatible with the rest of the structure and surrounding area. Further, the metal sign appears to be consistent with the recommendations of the U.S. Secretary of the Interior Standards, p. 51, 113, 115 for storefronts.

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 in accordance with Sec. 31-5(f)(3)

Staff recommends approval and offers the following motion for consideration. The motion may be amended:

Motion

The Historic District Commission approves a Certificate of Appropriateness for one projecting sign located at 128 W. Ash St. as submitted via email on January 28, 2021.

The decision is based upon the following findings of fact that it is 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 property signage has a significant impact on the surrounding area,
- 2. The proposed sign is 18"x18" (2.5 s.f.) and will project 24.5" from the building. The sign will be aluminum and the bottom of the sign will be 8 feet off the sidewalk. The bottom of the sign will have an email address of 128WestAsh.com to provide a landing page for those seeking information and calls out the building address.
- 3. The aluminum sign is the appropriate texture and material for the historic structure, and,
- 4. The proposed sign will complement and enhance the District.

Introduced: Second:

CITY OF MASON HISTORIC DISTRICT COMMISSION Certificate of Appropriateness 128 W. Ash February 15, 2021

Project: Addition of a projecting sign

At their online meeting on February 15, 2021 the City of Mason Historic District Commission approved a Certificate of Appropriateness to install a projecting sign at **128 W. Ash St.** as submitted on documents received January 28, 2021 Their decision was based upon the findings that the proposed methods and materials stated in the staff report dated February 15, 2020, 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 property signage has a significant impact on the surrounding area,
- 2. The proposed sign is 18"x18" (2.5 s.f.) and will project 24.5" from the building. The sign will be aluminum and the bottom of the sign will be 8 feet off the sidewalk. The bottom of the sign will have an email address of 128WestAsh.com to provide a landing page for those seeking information and calls out the building address.
- 3. The aluminum sign is the appropriate texture and material for the historic structure, and,
- 4. The proposed sign will complement and enhance the District.

VOTE	
Yes (0) No (0)	
Absent (0)	
Doug Klein, Chairperson	

Elizabeth Hude

From:

Kevin Schaeffer <kschaeffer1@gmail.com>

Sent:

Thursday, January 28, 2021 10:19 AM

To:

Elizabeth Hude

Subject:

Projecting Sign at 128 W Ash

Attachments:

Mason flats sign dimensions.png; The MASON FLATS.png; Mason Flats Sign Concept.png; 20210128_095656.jpg; 20210128_095645.jpg

Elizabeth,

I'd like to discuss the possibility of adding a projecting sign on the outside of 128 W Ash. First of all, I'd like some feedback from the Historic District Committee; and if deemed appropriate, I'm ultimately seeking a Cert of Appropriateness.

Here is the information. I ensured that these elements comply with the ordinance guidelines in Sec. 58-127.

The sign is 18"x18" and will project 24.5" from the building (see attached dimensional drawing).

Please follow this link to see the sign material/style: https://www.georgeandwilly.com/products/store-sign

See attached three photos of the building with ideal sign placement. In these photos, the bottom of the sign is 8' feet off the sidewalk.

This is a preliminary logo concept for the sign:

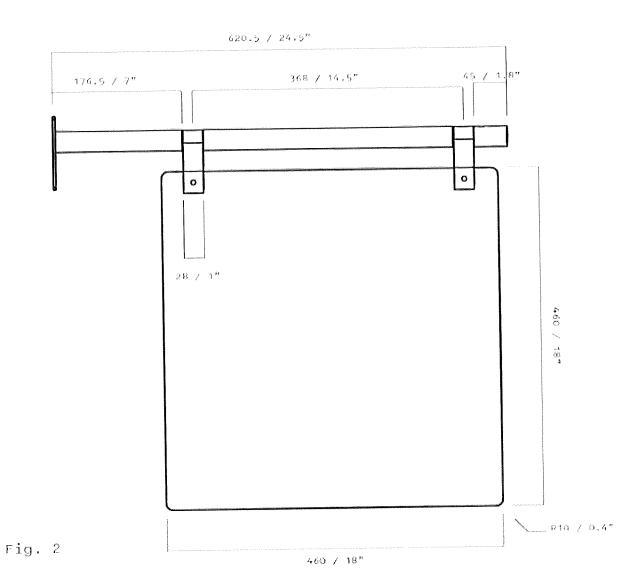


I plan to use the web address 128WestAsh.com to provide a Landing Page for anyone interested in more information regarding the apartments. It also calls out the building address.

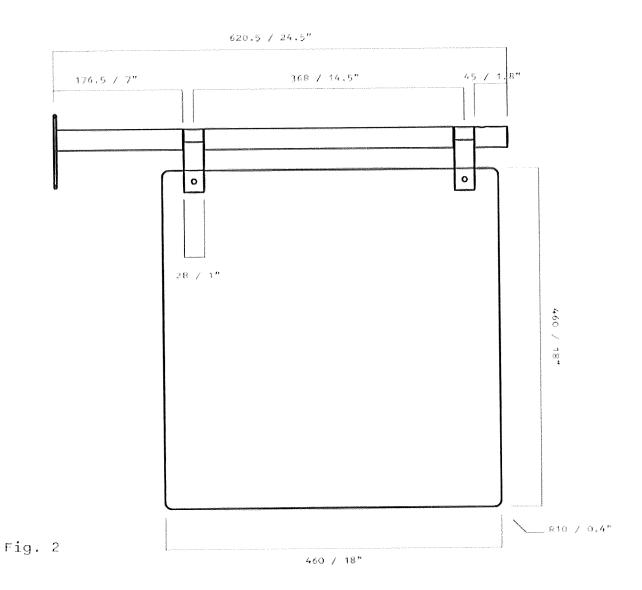
I appreciate your consideration and look forward to discussing this further,

Sincerely,

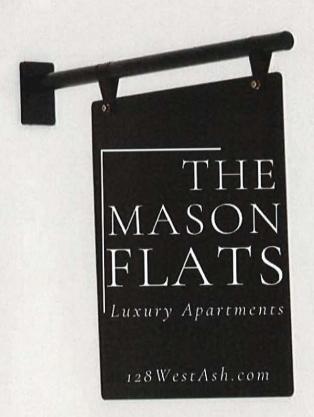
Kevin Schaeffer



DIMENSIONS IN MM/INCHES



DIMENSIONS IN MM/INCHES









City Manager's Report: February 11, 2021

COVID-19 UPDATES

- City Hall is currently open to the public Monday through Friday, 9:00 a.m. to 4:00 p.m. The Customer Service line is answered Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Please see the Continuity of Operations document, as of February 1, 2021, available: here.
- Please see the COVID-19 Preparedness and Response Plan, as of January 12, 2021 available: here.

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

Project Name	Status	
BUILDING PERMITS – COMMERCIAL PR	OJECTS UNDER CITY REVIEW	
118 W. Oak St. – Arcade/Nail Salon PENDING	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 PENDING	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.	
216 W. Kipp – McDonalds PENDING	Building permit is in review for interior and exterior remodel including AD/ improvements.	
340 North – Americhem PENDING	Building permit is in review for installation of new ground sign and directional sign.	
707 Buhl – Ingham County Drain Commission PENDING	Building permit in commercial review to combine 2 rooms into one office upgrade toilets, and upgrade entrance walk to comply with ADA.	
811 Kim Drive PENDING	Building permit is in review for a Certificate of Occupancy for a change o occupancy and use of building space.	
103 E. Kipp – CP Financial Credit Union ACTIVE	Building permit is active for refacing of monument sign and replacement of wa signs.	
124-136 W. Ash St. ACTIVE	Building permit active for 2 nd story interior renovations and replacement of all 2 nd story windows.	
125 E. Kipp – Wild Bill's Tobacco ACTIVE	Two permits active. 1. Building permit is active to install wall sign. 2. Buildin permit is active for interior alterations.	
230 Temple St. – Sparrow ACTIVE	Building permit is active for tear off and re-roof of building.	
624 S. Cedar – EXIT Realty ACTIVE	Building permit is active to install illuminated sign on building.	
624 S. Cedar – Mason Dentistry ACTIVE	Building permits are active for tear off and re-roof and siding of building.	
700 Buhl – Ingham County Justice Complex ACTIVE	Two active permits for phased construction project 1. ACTIVE - Sitework, utilities and interior remodeling of exiting storage facility to accommodate relocation of vehicle maintenance garage. 2. ACTIVE - Demolition of 3-6-9 Unit and vehicle maintenance garage. City formally requested the State provide oversight and building services related to project on other permits and State agreed.	
790 E. Columbia ACTIVE	Building permit is active for interior renovations.	
1154 S. Jefferson – (former Hart Well Drilling) ACTIVE	Building permit is active for demolition of building, removal of debris, and restoration of disturbed areas.	
1155 Temple St. – Paul Davis Restoration ACTIVE	Building permit is active for the construction of a new 22,500 square foot buildin that will be used as warehouse and office space.	
525 N. Cedar- Timeless Treasures TEMPORARY OCCUPANCY PERMIT	Remaining work includes the installation of landscaping, repairs to parking lo lighting, and a site plan revision if they intend to include the outdoor flea market	
549 W. Ash- Dog Groomer TEMPORARY OCCUPANCY PERMIT	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> .	

201 West Ash Street; Mason, MI 48854-0370 Office: 517.676.9155; Website: www.mason.mi.us

Building permit is pending after fire; a second fire occurred on December 15, 2020 that caused significant damage to the facility. They are currently cleaning out building so they can demo and rebuild the structure		
Building permit is active to build new garage after roof collapse.		
Building permit is active to build new steps and shore up foundation after accident.		
Building permit is active for siding and repair of stairwell wall after fire.		
Building permit is active for reconstruction after fire.		
The owner will be installing signs to the front of the building. Historic District Commission will review at 2/15/2021 meeting.		
Application for a Special Use Permit is in review for in-home daycare to go from 6 to 12 children. A Public Hearing is expected to occur at the 3/9/2021 Planning Commission Meeting.		
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 dropoff at the entrance to building where a new elevator is to be installed.		

OPERATIONS

- Councilmembers: An email will be sent soon requesting your availability for a joint City Council and Planning Commission special meeting, regarding the Masterplan.
- Councilmembers: Mark your calendars for the Budget Workshop on Monday, March 29, 2021 at 6:00 p.m.
- An administrative approval was provided to Bad Brewing Company L.L.C. for use of public property for four upcoming special events. All events are contingent upon COVID-19 rules and guidelines that are in place at the time of the event.
- Staff has been working with our IT contractor and WOW over the last few months and resolved the issues
 with the cable channel computer and information has resumed airing on Channel 21 and new slides will be
 airing within the week.
- Staff received notice from WOW that they will be shifting the delivery of their managed video cable services in Mason to a new IP video delivery platform that will add easy access to many of today's popular streaming services. These video services will be accessed through on-screen guides and voice-activated commands, customized to operate with WOW's new streaming box and remote control and expected to be completed in the next few months. With this advancement, staff is working with our current local media consultant to get the necessary equipment needed to broadcast to the cable channel for this upcoming change.
- Public Act 253 of 2020 was signed into law on December 23, 2020. The Act made several changes to the poverty exemption statute (MCL 211.7u) including only the Board of Review can grant/deny poverty exemptions and requiring the policy, guidelines, and application form to be posted on the website. The Act also allows the adoption of a resolution granting a 3 year carry forward of a previous exemption from 2020. Staff have recommended not adopting this resolution as we only have a couple poverty exemptions a year and we like to manage each application annually and have a discussion with the applicant on an annual basis. There is also the chance income can change and they would not remember to resubmit the updated information to us, and this would cause a hardship on that taxpayer at a later point to have to repay the exemption that was already granted.

Staffing Updates:

- New Hires/Promotions: Stephanie Strickland started on February 8, 2021 as the new Part -time Administrative Assistant in Community Development.
- Open Positions: K-9 Handler Special Assignment/ Police Position closed on Friday, January 29, 2021 –
 Interviews and Home Assessments are under way. Full-Time Police Officer Position closed on Friday,
 February 26, 2021. Seasonal Crossing Guard: Posted and is open until filled.

LARGE CITY PROJECTS

FY 2019-2020				
Project	Project Name/Description Status Complete			
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2017-U11	Turbine Aeration Blower at POTW	Contractor planning to begin install in February.		

	FY 2020-2021					
Project	Project Name/Description	Status	Completed			
STREETS, SIDE	WALKS, SIGNALS(S)					
2017-S17	Center Street-Walnut St to N. Bush St	Completed	October			
2017-S18	Brookdale St- W. South St to Willow St	Completed	August			
2017-S19 2020-U2	Cherry- McRoberts St to Henderson St	Completed	October			
2017-S21	Eaton Drive- All	Completed	June			
2017-S22	W. Elm St- McRoberts St to Lansing St	Completed	October			
2019-S9a	E. Maple– S. Jefferson to S. Barnes	Completed	June			
2019-S9b	Signal at E. Maple & S. Jefferson	Traffic study tentatively scheduled for April.				
2019-S5a	Henderson Street– Entire length	Completed	October			
2019-S5b	Alley- W. Columbia to W. Sycamore	Completed	October			
2018-S1	Temple Street Pedestrian Crossing	Confirming with MPS, still priority project.				
UTILITIES: SAN	NITARY SEWER, STORM WATER, AND WAT	ER DISTRIBUTION (U)				
2017-U8	Replace PLCs on 3 Wells	Anticipated start date Spring of 2021				
2017-U23	Well No. 6 Rebuild	Anticipated start date Spring of 2021				
2017-U25	Gutters for Water Treatment Plant	Contractor delayed due to weather conditions.				
2018-U32	South Water Tower Repair	Staff working on RFP for repairs				
2019-U1	Wastewater Treatment Plant - Design	Staff is drafting Request for Proposal for work.				
2019-U4	Study - Wastewater Solids System	Staff is reviewing study report.				
PARKS/ CEME	TERY/ FORESTRY/ NONMOTORIZED (P)					
2017-P8	Laylin Park - Phase II	Anticipated start date Spring of 2021				
2020-P2	Columbia St Bridge Ped. Crossing Design	Anticipated Spring of 2021				
2020-P5	Jefferson St – RR Pedestrian Crossing	Feb Construction Meeting; start Spring 2021				
2020-Р6	Lee Austin Park- Plan/Design	Staff is drafting Request for Proposal for work.				
2020-P7	Non- Motorized Prog: NE Quadrant	Completed	October			
2020-P8	Rayner Park- Master Park Plan	Staff is drafting Request for Proposal for work.				
MOTOR VEHIC	CLE POOL (MVP)					
2017-MVP15	Vehicle No. 16 Replacement	Vehicle has been ordered				
2017-MVP16	Mower No. 77 Replacement	Staff working with vendor on ordering and delivery details				
2017-MVP17	Vehicle No. 85 Replacement	Vehicle has been delivered, waiting for equipment and decals to be outfitted.				
2017-MVP20	Vehicle No. 18 Replacement	Vehicle has been ordered				
2017-MVP21	Mower No. 66 Replacement	Staff working with vendor on ordering and delivery details				
2017-MVP29	Mower No. 69 Replacement	Staff working with vendor on ordering and delivery details				
2018-MVP1	Vehicle No. 22 Replacement	Vehicle has been ordered				

BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B12	IT New Servers	Anticipated start date Spring of 2021	
2017-B17	Fire SCBA units	Anticipated purchase Spring of 2021	
2018-B14	Fire Rehab 815 Replacement	Anticipated purchase Spring of 2021	
2018-B22	Police Body Worn Cameras	Body Worn Cameras have shipped; training is scheduled for the last week of January for initial set-up and rollout.	
2018-B23	Masterplan/Zoning Update	Webpage has been created on City website under How Do I → Learn About → Master Plan which included current documents, draft of Request for Proposal (RFP) and option to sign up for email updates on the project. On February 22, 2021 at 7:30 pm via Zoom, City Council and Planning Commission are planning to meet jointly to confirm the expected outcomes for the plan. Meeting information will be posted on both groups meeting pages.	
2019-B16b	Election Tabulator Machines	Completed	October
2019-B2a	City Hall - Phase I Design and Security	Installation is in progress; anticipated completion February/March.	
2020-B4a	DPW- Design	Staff is working on refining design.	