

HISTORIC DISTRICT COMMISSION MEETING AGENDA – October 18, 2021

Mason City Hall, 201 W. Ash Street, Mason, MI Maple Room, 6:00 p.m.

- 1. CALL TO ORDER
- 2. CONFIRMATION OF MEMBER ATTENDANCE
- 3. PUBLIC COMMENT
- 4. APPROVAL OF MINUTES
 - A. Approval of Minutes of Regular Historic District Commission Meeting June 21, 2021
- 5. CORRESPONDENCE
- 6. UNFINISHED BUSINESS
 - A. Master Plan Update mason.mi.us/MasterPlan
- 7. NEW BUSINESS
 - A. Certificate of Appropriateness Tracey Hernly of Howard Hannah Has Requested A COA for A Wall Sign on property located at 100 E. Ash.
 - B. Certificate of Appropriateness Brian Rasdale of BAD Brewing Company Has Requested A COA for A New Accessory Structure Containing A Kitchen and Two Bathrooms on Property Located at 440 and 448 S. Jefferson Street.
- 8. LIAISON REPORT (09.30.21)
- 9. ADJOURN

CITY OF MASON HISTORIC DISTRICT COMMISSION MINUTES OF JUNE 21, 2021 DRAFT

Vice Chair Cummings called the meeting to order at 6:00 p.m. at Mason City Hall.

Roll Call		Present	Absent	Notes
Commissioner	Clinton	Χ		
Vice Chair	Cummings	Х		
Chair	Klein		Х	With Notice
Commissioner	Shattuck	Х		
Council Liaison	Vogel	Х		
Commissioner	Neville-Palmateer	Х		
Commissioner	Vacant (Schulien)			

Also present: Community Development Staff - Elizabeth A. Hude, AICP, Director/HDC Secretary; Haley Clayton, Intern; Alan Higgins, SHPO CLG Coordinator

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Vogel, second by Clinton to approve the Historic District Commission meeting minutes from May 17, 2021.

Yes (5) Clinton, Cummings, Shattuck, Vogel, Neville-Palmateer

NO (U)

Absent: (1) Klein

MOTION APPROVED

UNFINISHED BUSINESS

A. Master Plan Update

Director Hude informed Commissioners that the selection of contractors for the Master Plan has been narrowed down and that the formal announcement will come at the City Council meeting in July. In addition, she reminded everyone to sign up for the Master Plan email updates and to share this with friends and members of the community. Cummings asked what the approval process was for the Master Plan. Director Hude stated that after the Master Plan is drafted, it goes before the Planning Commission. PC will recommend it being approved/adopted by City Council. City Council then adopts it. The Plan is then implemented in two primary ways: through spending (budget) and laws (ordinances). The next step to implement the Master Plan would be to update the zoning ordinance, which is part of this project, and making sure that the Capital Improvement Program and operating budgets are investing money in what the community wants. Cummings asked if the Master Plan was linked to the budget process. Director Hude stated that it is one of the ways the plan is implemented. Once the Master Plan has been adopted, we look at the Capital Plan and the Operating Budget. The plan is reviewed and then it is determined how to spend the money in a way that supports the plan. Cummings asked if the plan would be adopted this year. Director Hude stated that it would probably take a year to a year and a half to get through.

Historic District Commission Minutes

June 21, 2021

B. SHPO – CLG – Community Survey Project Update – Final Presentation by Haley Clayton, Intern Director Hude introduced Haley Clayton, Community Development Intern working on the CLG Project and Alan Higgins from SHPO (State Historic Preservation Office). Alan Higgins provided a brief introduction of himself as the CLG Coordinator for the SHPO. He coordinates the Certified Local Governments (CLG) Programs, which Mason participates in. He helps CLG's with Historic Preservation. He also manages the Grant programs that are applicable to the communities that are in the CLG Programs. Cummings asked if there were an increase in the number of cities that qualify for CLG status. Higgins responded that any local unit of government can become a CLG. They must have an Historic District Ordinance, an Historic District Commission, they must survey the historic resources in their community and there are a couple of participation requirements as well. There are currently thirty-three (33) communities that participate. There are three (3) that have come on in the last year and a half. There are five (5) to eight (8) that are in the process of becoming CLG's right now. Technically there are seventy-eight (78) communities in the State of Michigan that have Historic District Commissions already that could become a CLG. Cummings asked in an average year how many CLG's submit funding requests. Higgins stated that it varies. Last year there was a great response to the funding applications. Prior to his arrival at SHPO (late 2019), they were not getting a lot of applications for the CLG funding, and they were trying to solicit applications. Prior to him working with SHPO, the position was vacant for over 10 years. There were people helping with that position along with other things. Last year there were nine (9) applications total. Cummings asked if there had been any incremental increases to the funding amounts allocated in the years that Higgins has been with SHPO. Higgins replied yes; their funding is dependent on what is allocated from National Park Service. Those funds are distributed to the State Historic Preservation Office. They (SHPO) by law, are required to distribute 10% of the funds received directly to communities that participate in the CLG program. Because Park Service allocations to state offices are trending upward, that in turn means that what they distribute to communities is increasing also. Cummings asked what the process was for evaluating and reviewing the applications that come in for the CLG funding. Higgins responded that when applications come into the office, they go through a preliminary feedback round, making sure there are no deficiencies, and that the application is complete. They then are reviewed by the program staff depending on the classification of the application. They are not scoring the applications, but they are making sure they are technically sufficient and that what is proposed is acceptable. Any applications that are technically acceptable and complete move on to the scoring committee. Then it is competitively scored based on the criteria that has been established for that year. SHPO considers several different things, making sure that the funds are distributed fairly among the communities. Cummings asked if the applications are reviewed separately. Higgins stated that everyone reviews the applications individually at their own, then collectively come together to review. Every CLG must submit an annual report to our office, that helps us to review the communities' goals and what they are working toward. Council Liaison Vogel mentioned the Library Phase 3, which is loosely a wish list, is on our CIP in case some money or grant opportunity comes, it will show that we have had that on there and that it is part of our plan.

Director Hude stated that part of the reason Alan Higgins was invited to the meeting tonight was to observe Haley's Community Survey Project presentation. The Community Survey is an item listed as a goal in our CLG report. The Library renovation is a great example of how the survey supports historic preservation: we have taken our community vision statement, the Master Plan and identified an historic city property that we are going to invest in and all these components helped us to receive the grant funding we applied for. Director Hude expressed her appreciation to both Clayton and Higgins for their help with the grant process.

Clayton presented the final draft for the Historic District Survey Workplan. The goal is to collect information on all historic structures in the City of Mason starting in 2021 and completed by 2030. Prior surveys were done in 1984 (city wide), and the façade study of the Historic District in 2009. In the last draft of the workplan we had the survey mapped out by street, it is now mapped into 26 different areas and are color coded. The inventory forms need to be completed for each property. A photo will be taken, and research will be done for that area. All information collected will be entered into the SHPO template and sent. Vogel asked if they are color coded by priority, especially if there are areas or properties not previously researched/surveyed and recorded. Director Hude acknowledged that there might be some fine tuning to the color coding. There is research that needs to be done on the subdivisions so that more information is available regarding the different subdivisions and confirmation of the boundaries. Director Hude felt strongly that the Laylin Park neighborhood should be first, as there are upgrades being done to the park, the new signage and the kiosk telling the story of that area. Director Hude shared history about Mr. Jewett naming the streets in that area after people he personally knew, and how he presented deeds to pieces of property in that neighborhood to soldiers coming home from WWII.

Cummings wanted confirmation that we were able to obtain this information and put it into our own database and then submit to SHPO to be uploaded into a larger database. Clayton said that currently it is in an Excel spreadsheet. Higgins informed the commission that they can use whatever database they want. Data will be extracted from the forms sent to SHPO and entered in their main database. That information will be a resource when communities need technical support. With the workplan is in place, the next step is to determine if we have staff to handle this, if we need technical assistance, or do we need money to hire someone to do this? All of this will be reviewed, and determinations will be made regarding what should be budgeted to get this done. This should be viewed as an investment, because if this leads to grants than there is a return on the investment with the money coming back to us.

Cummings wanted to know if volunteers would be required to use pen and paper to document their research and then must upload that information. Director Hude is working to get tablets for the building inspectors, and she is researching if those tablets can be multipurpose for this project as well. Neville-Palmeteer asked if there would be standardized language on the surveys so that everything would be consistent. Director Hude indicated that there will be a reference page in the survey packet along with some training materials and links to videos. Director Hude will email the information out to everyone once it is finalized. Neville-Palmeteer asked that if the survey were completed, would it make it easier to apply for National grants and funding. Director Hude answered that yes that is one of the reasons to have this done, it also serves as the documentation for the process of nominating something for the National Register. By doing that, when properties/neighborhoods are recognized federally, opportunities for funding become available if projects related to preservation and restoration arise. That is why the work needs to come first.

Vogel asked if it was considered and cheaper to seek out a canvasing firm to do this in one summer and get it done. Hude said she and Alan could discuss and see how other communities went about gathering the information. Higgins referred to a large neighborhood in the City of Kalamazoo that was utilizing some of their CLG grant funds to hire a canvasing firm for 3532 homes. Vogel asked what the timeline on that project was. Higgins indicated that CLG grant funds have sixteen (16) months to get the work done; that is a federally mandated timeline. Cummings expressed concerns about the historic use of properties and inquired if there could be a portion of the survey done and submitted with the basics and then further

research later. Higgins informed that this would be the first level type of survey focused on the architecture and that the research at this level is whatever is readily available. At this level it is not a deep dive into each property, just a first step of documentation. There are some sections on those inventory forms that will not have information. Details can be added over time. There are different expectations when communities do the surveys versus when they hire consultants to do the research as the latter are being paid to do the research. Clayton said that after this survey, the community can go for another grant for an Intensive Level survey which was confirmed by Higgins. Hude asked the Commissioners if there were any additional questions. Vogel stated that when she started on the HDC this survey project was always discussed and that she appreciates the groundwork that has been laid by Director Hude to sees this survey project to fruition. Director Hude expressed her appreciate to Alan Higgins for his guidance in the process.

NEW BUSINESS

None.

LIAISON REPORT

A. City Council Liaison Report

Vogel presented her liaison report for City Council. The Water Report is back from last year and that looks good, currently waiting for the water study to come back with information on what the funding will be for, and the Police Department is working on E Citations.

ADJOURN

The meeting adjourned at approximately 6:45 p.m.	
Flizabeth A. Hude, AICP, Community Development Director and HDC Staff Secretary	



Staff Agenda Report: October 18, 2021 Historic District Commission

AGENDA ITEM: Certificate of Appropriateness – Connie Ferguson of Howard Hanna Real Estate Has

Requested A COA for A Sign on Property Located at 100 E Ash Street

RECOMMENDED ACTION: COA for a sign on property located at 100 E. Ash Street

PROJECT ADDRESS: 100 E. Ash Street

APPLICANT: Connie Ferguson of Howard Hanna Real Estate

OWNER: LC&W Properties

Authority .

• <u>Sec. 31-5(a):</u> A permit shall be obtained from the zoning official before any work is performed within a historic district affecting the exterior appearance of a resource or affecting the interior arrangements of a resource that will cause visible change to the exterior appearance of a resource.

<u>Section 31-4(7)</u>: The commission established by this chapter shall have the following duties and powers:
Review plans and applications for all permits required by this chapter for any work affecting the exterior
appearance of any historic or non-historic resource within a historic district. The commission shall have the
power to issue a certificate of appropriateness if it approves of the plans submitted. The commission shall
also have the power to issue a denial or a notice to proceed.

Public Notice: No additional public notice required beyond notice of a regular public meeting per the Open Meetings Act.

Relation to Other Actions: The applicant has applied for a building permit subject to approval of a COA by HDC per Sec 31-5(b) and (c).

Submittal Criteria: The applicant has submitted applications for zoning and building permits which provide the plans and elevations necessary to satisfy the submittal requirements of <u>Sec. 31-5(c)</u>.

Review Criteria: Per Sec. 31-5(d) the review of any application shall follow the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, as set forth in 36 C.F.R. Part 67. Review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the Secretary of Interior's Standards and Guidelines and are established or approved by the center. In reviewing applications, the commission shall consider the standards and guidelines in Sec. 31-5(e) listed in the Project Analysis.

ATTACHMENTS:

- Project Analysis with Review Criteria
- COA
- Images and drawing

PROJECT ANALYSIS

Description of Current and Planned Use of Property:

Office space for real estate company Howard Hanna.

Wall Sign Size: 40" tall by 8' wide = 27 s.f.

REVIEW CRITERIA:

Per <u>Sec. 31-5(d)</u> the review of any application shall follow the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, as set forth in 36 C.F.R. Part 67. Review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the Secretary of Interior's Standards and Guidelines and are established or approved by the center. In reviewing applications, the commission shall consider the standards and guidelines in <u>Sec. 31-5(e)</u>. Based upon staff's review, the application appears to meet the standards for approval as noted below.

STATUS/NOTE	REQUIREMENT	
NAFFTC	1) The historical or architectural value and significance of the structure and its relationship to	
MEETS	the historical value of the surrounding area.	
The property is identified as a contributing resource listed on pages 20-21 of the Mason Main Street Façade Study.		
MEETS	2) The relationship of the exterior architectural features of the structure to the rest of the	
IVIEETS	structure and the surrounding area.	
The applicant is proposing two 27 s.f. signs which will be placed above the storefront windows on both Ash and		
Jefferson streets co	nsistent with the suggested location in the Façade Study. They will be anchored to the building	
using Tapcon bolts	s. This is consistent with the placement of signs on other buildings in the surrounding area.	
MEETS	3) The general compatibility of exterior design, arrangement, texture, and materials proposed	
	to be used.	
The sign will be ma	de of high-density urethane foam (HDU) and will have raised letters with sandblasted textured	
background. The appearance is comparable in texture to a carved wood sign. Enclosed in the packet is a picture of		
the sign at their downtown Williamston office, also an historic building, as an example.		
MEETS	4) Other factors, including aesthetic value, which the commission considers pertinent.	
The proposed sign appears to be consistent with the suggestion of raised letters in the Façade Study and compliment		
the district.		

Introduced:	
Second.	

CITY OF MASON HISTORIC DISTRICT COMMISSION Certificate of Appropriateness 100 E. Ash Street October 18, 2021

Project: New Wall Signs

At their regular meeting on Monday, October 18, 2021 the City of Mason Historic District Commission approved a Certificate of Appropriateness for two new wall signs at 100 E. Ash Street. Their decision was based upon the findings that the proposed methods and materials stated in the staff report dated October 18, 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 and has a significant impact on the surrounding area, and
- 2. The proposed signs will be anchored on the building using Tapcon bolts in a location consistent with the recommendations of the Mason Main Street Façade Study and other buildings in the area, and
- 3. The exterior design, texture and materials of 27 s.f. HDU foam with raised letters, and a sandblasted textured background, comparable in appearance with a wood sign, and
- 4. The proposed signs will complement and enhance the District.

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

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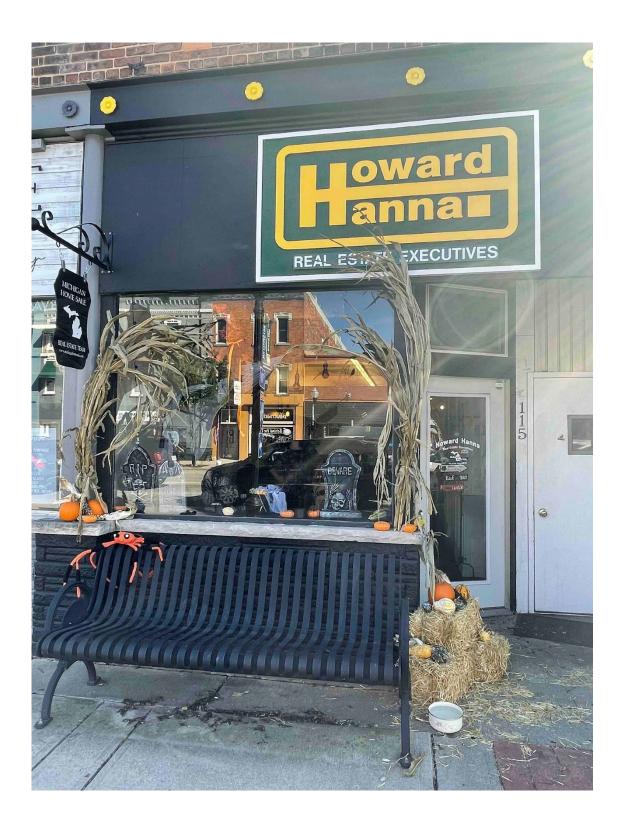


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SEP 21 2021

CITY OF MASON BUILDING DEPT.

EXAMPLE OF SIGN FROM WILLIAMSTON OFFICE





Staff Agenda Report: October 18, 2021 Historic District Commission

Certificate of Appropriateness - Brian Rasdale of BAD Brewing Company Has Requested AGENDA ITEM:

A COA for A New Accessory Structure Containing A Kitchen and Awning Connection to

the Main Structure on Property Located at 440 and 448 S. Jefferson Street.

COA for A New Accessory Structure Containing A Kitchen with Two Bathrooms and an

RECOMMENDED ACTION: Awning Connection to the Main Structure on Property Located at 440 and 448 S.

Jefferson Street.

PROJECT ADDRESS: 440 and 448 S. Jefferson

APPLICANT: Brian Rasdale, for Bad Brewing Company LLC

OWNER: Rasdale Investments, LLC

Authority .

Sec. 31-5(a): A permit shall be obtained from the zoning official before any work is performed within a historic district affecting the exterior appearance of a resource or affecting the interior arrangements of a resource that will cause visible change to the exterior appearance of a resource.

Section 31-4(7): The commission established by this chapter shall have the following duties and powers: Review plans and applications for all permits required by this chapter for any work affecting the exterior appearance of any historic or non-historic resource within a historic district. The commission shall have the power to issue a certificate of appropriateness if it approves of the plans submitted. The commission shall also have the power to issue a denial or a notice to proceed.

Public Notice: No additional public notice required beyond notice of a regular public meeting per the Open Meetings Act.

Relation to Other Actions: The applicant has applied for a building permit subject to approval of a COA by HDC per <u>Sec 31-5(b)</u> and (c).

Submittal Criteria: The applicant has submitted applications for zoning and building permits which provide the plans and elevations necessary to satisfy the submittal requirements of Sec. 31-5(c).

Review Criteria: Per Sec. 31-5(d) the review of any application shall follow the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, as set forth in 36 C.F.R. Part 67. Review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the Secretary of Interior's Standards and Guidelines and are established or approved by the center. In reviewing applications, the commission shall consider the standards and guidelines in Sec. 31-5(e) listed in the Project Analysis.

ATTACHMENTS:

- Project Analysis with Review Criteria
- COA
- Applicant narrative
- Plans and elevations

PROJECT ANALYSIS

Description of Current and Planned Use of Property:

The brewery first opened in 2005. Expansions occurred in 2015 (adjacent building #448), followed by outdoor seating in the rear yard. In June of 2020, approval of a temporary outdoor seating area in the alley was given to support the business during the Covid restrictions. On Monday, September 20, 2021, City Council approved Resolution 2021-27 which vacated a portion of the alley between 440 S. Jefferson (Bad Brew) and 412 S. Jefferson (Kean's). Planning Commission approved a concurrent Preliminary and Final Site Plan on Tuesday, October 12, 2021. The applicant presented conceptual images of the proposed structures at the May 17, 2021 HDC meeting.

Property/Building Size: 440 s.f. accessory building, awning connecting kitchen to historic resource

REVIEW CRITERIA:

Per <u>Sec. 31-5(d)</u> the review of any application shall follow the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, as set forth in 36 C.F.R. Part 67. Review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the Secretary of Interior's Standards and Guidelines and are established or approved by the center. In reviewing applications, the commission shall consider the standards and guidelines in <u>Sec. 31-5(e)</u>. Based upon staff's review, the application appears to meet the standards for approval as noted below.

STATUS/NOTE	REQUIREMENT			
MEETS	1) The historical or architectural value and significance of the structure and its relationship to			
IVILLIS	the historical value of the surrounding area.			
440 and 448 S. Jeffe	erson are contributing buildings, shown on <u>pages 26-29 of the Mason Main Street Façade Study</u> .			
The proposed acces	ssory structure will not be directly attached to the historic building, however, there will be an			
awning connecting the kitchen to the rear of the building. No other alteration to the historic structure is proposed				
and the new kitchen will be located in the rear yard of the property facing the Kean's mural.				
MFFTS	2) The relationship of the exterior architectural features of the structure to the rest of the			
IVIEETS	structure and the surrounding area.			
The exterior archite	ctural features of the proposed structure include the base which is contemporary, a rehabilitated			
cargo shipping container. As discussed in the <u>US Secretary of the Interior's Standards</u> , p. 26, the new addition will				
not directly impact	the historic building and is smaller in size, and differentiated from it. If the awning and accessory			
kitchen were to be i	removed, the essential form and integrity of the historic building would not be affected.			
MEETC	3) The general compatibility of exterior design, arrangement, texture, and materials proposed			
MEETS	to be used.			
The exterior design,	texture and materials are metal and will be a color similar to the mural wall adjacent to the site			
on the Kean's build	ing. The placement of the kitchen is such that it will be arranged on the site behind the historic			
resource where it will primarily be visible only from the interior of the site or the public alley/parking lot.				
MEETS	4) Other factors, including aesthetic value, which the commission considers pertinent.			
The shipping contain	ner is reminiscent of the rail cars which creates a connection to the railway not far from the site.			
It offers a complimentary contrast to the historic building and enhances the value of the space attracting more				
people into the historic downtown.				

Introduced:	
Second.	

CITY OF MASON HISTORIC DISTRICT COMMISSION Certificate of Appropriateness 440 and 448 S. Jefferson October 18, 2021

Project: New Accessory Structure and Awning

At their regular meeting on Monday, October 18, 2021 the City of Mason Historic District Commission approved a Certificate of Appropriateness for a new accessory structure containing a kitchen and an awning connection to the main structure on property located at 440 and 448 S. Jefferson Street. Their decision was based upon the findings that the proposed methods and materials stated in the staff report dated October 18, 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 and has a significant impact on the surrounding area, and
- 2. The proposed accessory structure and awning are contemporary and differentiated from the historic building, and will not negatively affect its essential form and integrity, and
- 3. The exterior design, texture and materials are metal and will be a color similar to the buildings adjacent to the site, and
- 4. The proposed accessory structure and awning will complement and enhance the District.

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

Historic District Commission,

This is a request from BAD Brewing Company located at 440/448 S Jefferson St, Mason, MI 48854. We are requesting the approval of the HDC for the addition of an outdoor kitchen and bar that will not be connected to the existing historical buildings of 440/448 S Jefferson St. Thank you for your consideration.

Local ordinance Ch 31 Historic Preservation

(d) The review of any application shall follow the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, as set forth in 36 C.F.R. Part 67. Review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the Secretary of Interior's Standards and Guidelines and are established or approved by the center.

We will be placing the container kitchen/bar unit as far back as possible away from the existing historic buildings so that they can maintain their character as well as the site and setting. It also should be noted that the back 1/3 of 440 was added well after the original construction and is concrete block not brick.

(1) The historical or architectural value and significance of the structure and its relationship to the historical value of the surrounding area.

We feel that by putting the building in the far back of the lot and sitting next to a newer concrete block building that it is far enough away from the historical building that it will not distract from the original construction of 440/448 S. Jefferson.

(2) The relationship of the exterior architectural features of the structure to the rest of the structure and the surrounding area.

The new container unit will be roughly 38 feet from the original historic structures of 440/448 S. Jefferson St.

(3) The general compatibility of exterior design, arrangement, texture, and materials proposed to be used.

The container unit will be constructed of metal shipping containers and painted to a color that will be very close to the background color of the mural located on Kean's Store Company. Also attached will be a rendering of the project.

(4) Other factors, including aesthetic value, which the commission considers pertinent.

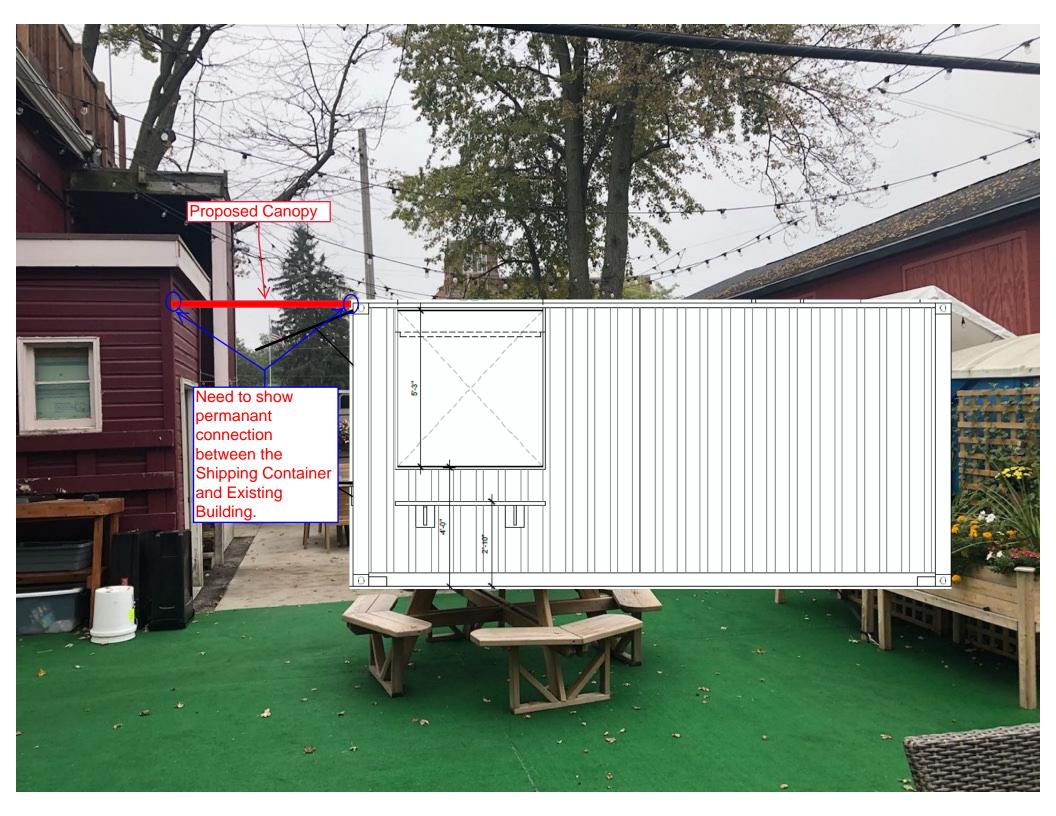
We feel that the moden simple style of the charcoal gray container kitchen/bar will fit nicely into the downtown area without taking away from the original beauty of the historical values that Mason has.

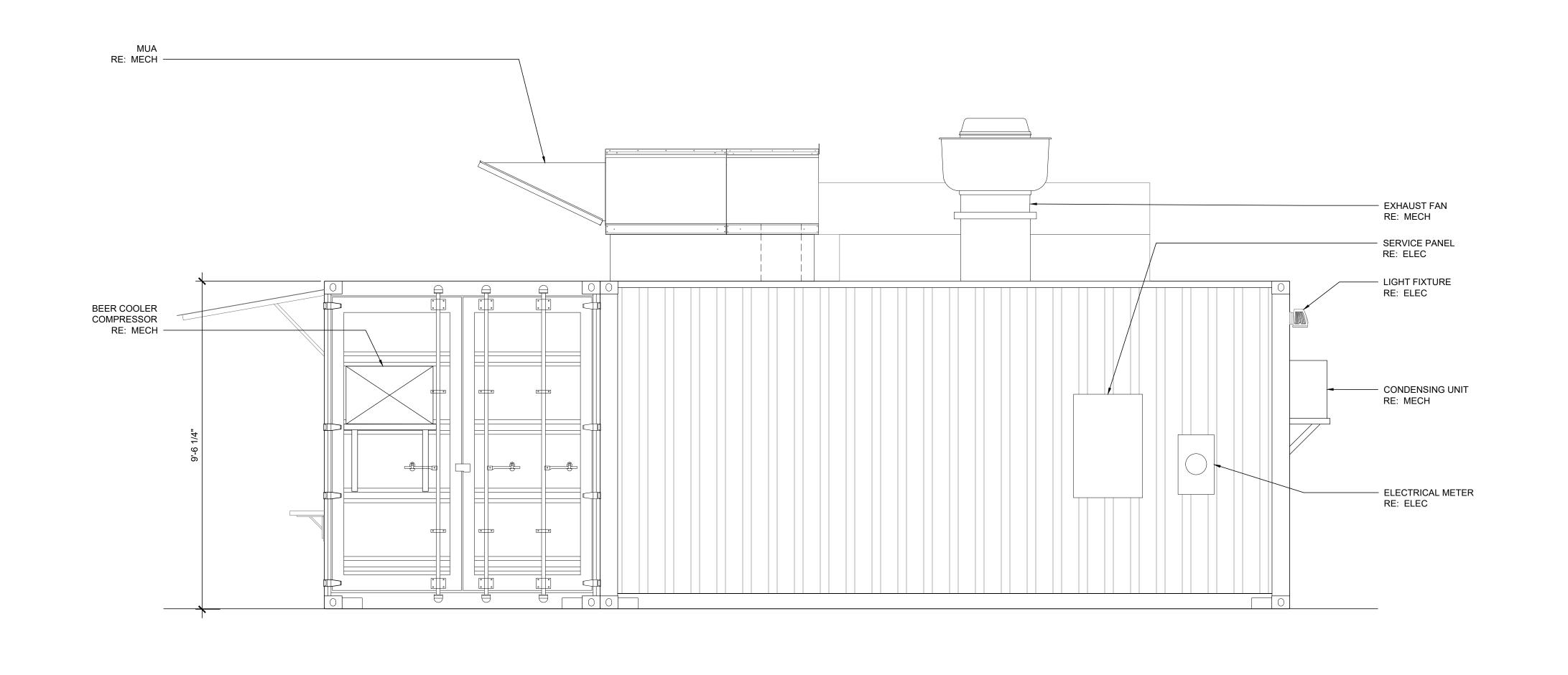
Thank you for your consideration!

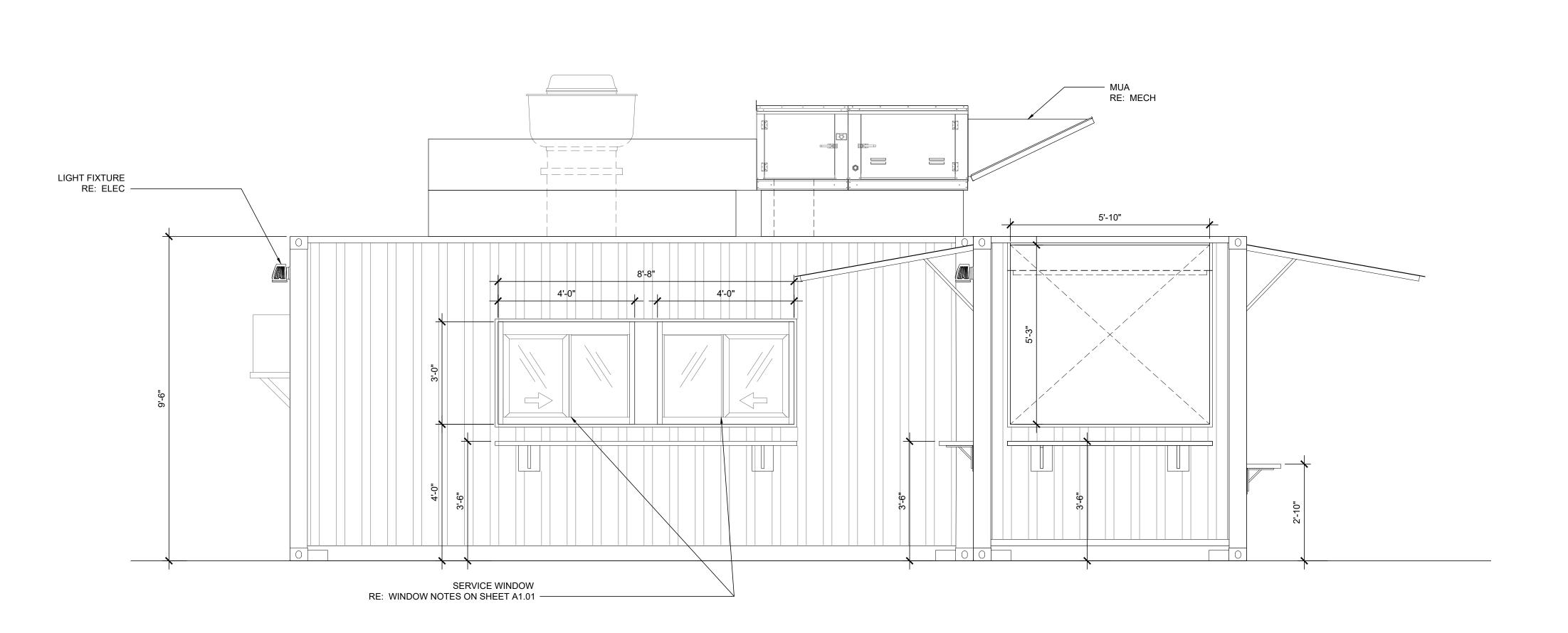
Brian Rasdale & Danielle French

BAD Brewing Company

440 S. Jefferson St Mason MI 48854 517-676-7664







OWNER / DEVELOPER ROXBOX CONTAINERS No Date Description Seal Project Title: BAD Brewing Project No. 2112 CONSTRUCTION DOCUMENTS 7/23/21 Sheet EXTERIOR Title **ELEVATIONS**

Sheet Number A2.00

EXTERIOR ELEVATION

1/2" = 1'-0"

EXTERIOR ELEVATION

A2.00 1/2" = 1'-0"

