



HISTORIC DISTRICT COMMISSION MEETING AGENDA – December 20, 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 October 18, 2021
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - A. Certificate of Appropriateness – Tracey Hernly of Howard Hannah Has Requested A COA for Two Wall Signs on property located at 100 E. Ash.
7. LIAISON REPORT ([12.17.21](#))
8. ADJOURN

**CITY OF MASON
HISTORIC DISTRICT COMMISSION
MINUTES OF OCTOBER 18, 2021
DRAFT**

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

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

Also present: Elizabeth A. Hude, AICP, Director/HDC Secretary

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Vogel, second by Cummings to approve the Historic District Commission meeting minutes from June 21, 2021.

Chair Klein requested one correction in the last sentence of the first paragraph on p.4 to change 'appreciate' to 'appreciation.'

VOTE

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

No (0)

Absent (0)

MOTION APPROVED

UNFINISHED BUSINESS

A. Master Plan Update - Director Hude informed Commissioners that a Joint CC/PC workshop was scheduled for Nov. 16, 2021.

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.

Staff received a request from the applicant to withdraw the application. They are still working with the property owner on final authorization.

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.

MOTION by Cummings, second by Clinton to approve a COA for A New Accessory Structure Containing A Kitchen and Two Bathrooms on Property Located at 440 and 448 S. Jefferson Street.

DISCUSSION

Members asked questions regarding utilities, the alley vacation, and building permits. Staff responded that these issues were part of the recent approvals by City Council and the Planning Commission.

VOTE

Yes (5) Clinton, Cummings, Klein, Shattuck, Vogel, Neville-Palmateer
No (0)
Absent (0)

MOTION APPROVED

LIAISON REPORT

A. City Council Liaison Report

Vogel presented her liaison report for City Council which included information about the Oct. 26 forum with City Council on the Parks millage. Chair Klein shared that Historical Society was planning a March open house and starting a campaign to raise funds for the Pink School House renovation.

ADJOURN

The meeting adjourned at approximately 6:29 p.m.

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



BUILDING PERMIT APPLICATION

201 W. Ash Street • Mason, MI 48854 • Phone: 517-676-9155
 www.mason.mi.us email: info@mason.mi.us

Date 12/10/21		Permit No. (Office Use Only)	
PROJECT LOCATION			
Project Address (Street, City, State, Zip)		100 E. Ash, Mason, MI 48854	
Parcel ID 33-19-10-09-110-001	Subdivision name/Lot No. Lot 1 / Block 17	Flood Zone/ FIRM Community Panel No.	Zoning District (s) C1
			Historic District? <input type="checkbox"/> or <input type="checkbox"/>
PROJECT INFORMATION			
CHECK ALL THAT APPLY: ___ Residential ___ Commercial ___ Certificate of Occupancy ___ New Principal Structure ___ Alteration to Existing Structure ___ Demolition of Existing Structure ___ Roof/Siding ___ Windows/Doors <input checked="" type="checkbox"/> Sign(s) ___ Exterior Changes to Building in Historic District ___ Accessory Structure (Deck, Shed, Garage, Pool, Fence, Retaining Wall) ___ Temporary Structure (Tent/Canopy - Special Event)			
Project Description: (Provide a <u>detailed description</u> of work to be done. Also provide information on how the structure or space within the structure will be used. Attach additional pages if necessary.) Adding 2 Exterior signs to building			
Size of Structure (sq. ft.) 27 sqft	Valuation of Work \$1000	Permit Fee \$ 25.00	
Construction Type	Use Group	Occupancy Load	
APPLICANT INFORMATION			
Who is the applicant? <input type="checkbox"/> Property Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____			
Who is the primary contact? <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Other:			
Applicant Name/Address Tracey HerNly (Howard Hanna) 2101 N. Aureliuse Rd Holt, MI 48842			
Applicant Phone 517-697-9100		Email alyshefath@howardhanna.com	
Property Owner Name/Address (If different from applicant or property address) Christa Oesterle / Sarah Russell			
Property Owner Phone 910-650-1321		Email Christa.Oesterle@gmail.com	
Contractor Name/Address Mike Smith (Sign Smith) 122 Cedar St, Mason, MI 48854		License # 20-0451463	
Contractor Phone 517-244-1114		Email signsmith@sbcglobal.net	
It is understood that this permit becomes null and void if work or construction is not commenced within six months , or if work or construction is suspended or abandoned for a period of six months at any time after work is commenced. A true copy of the plans of said structure is attached. It is understood that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.			
Section 23a of the Michigan Construction Code Act of 1972 (1972 PA 230, MCL 125.1523A) prohibits a person from conspiring to circumvent the licensing requirement of this State relating persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines. By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any permit or approval issued as a result of this application.			
Applicant Signature Tracey HerNly		Date 12/10/2021	



CITY OF MASON

201 WEST ASH
MASON, MI 48854
5176769155
5176761330

Invoice For Permit: PB21-0231

Print Date: 09/13/2021


Sign Smith
122 N Cedar
Mason MI 48854

Pay by Account In Full



Pay by Account In Full

\$ 25.00

Invoice No	Invoice Date	Permit Number	Address	Amount Due
 00004950	09/13/21	PB21-0231	100 E ASH	\$ 25.00
Fee Details:	Quantity	Description	Amount Cost	Balance
	1000.000	SIGNS	\$25.00	\$ 25.00
Total Amount Due				\$ 25.00

CITY OF MASON
P.O. BOX 370
201 W. ASH ST.
MASON MI 48854-370
Phone : (517) 676-9155
WWW.MASON.MI.US

Received From:
FATH, ALYSHA
3761 HULL RD
LESLIE MI 49251

Date: 09/13/2021
Receipt: 100289593
Cashier: KM

Time: 11:56:56 AM

BUILDING PERMIT
100 E ASH
SIGN

ITEM REFERENCE	AMOUNT
PMT PERMIT 00004950 249-371.00-477.000	\$25.00
TOTAL	\$25.00
CHECK 1315	\$25.00
Total Tendered:	\$25.00
Change:	\$0.00



Property Owner Authorization

This form must be filled out if you are a contractor doing work for a property owner.

I, Christa Oesterle, authorize the below named contractor/agent
(Property owner)

Mike Smith, Sign Smith to act on my behalf to secure permits and inspections
(Contractor/Agent name/License #)

for work to be done at 100 E Ash St. in Mason, Michigan.
(Address where work is being done.)

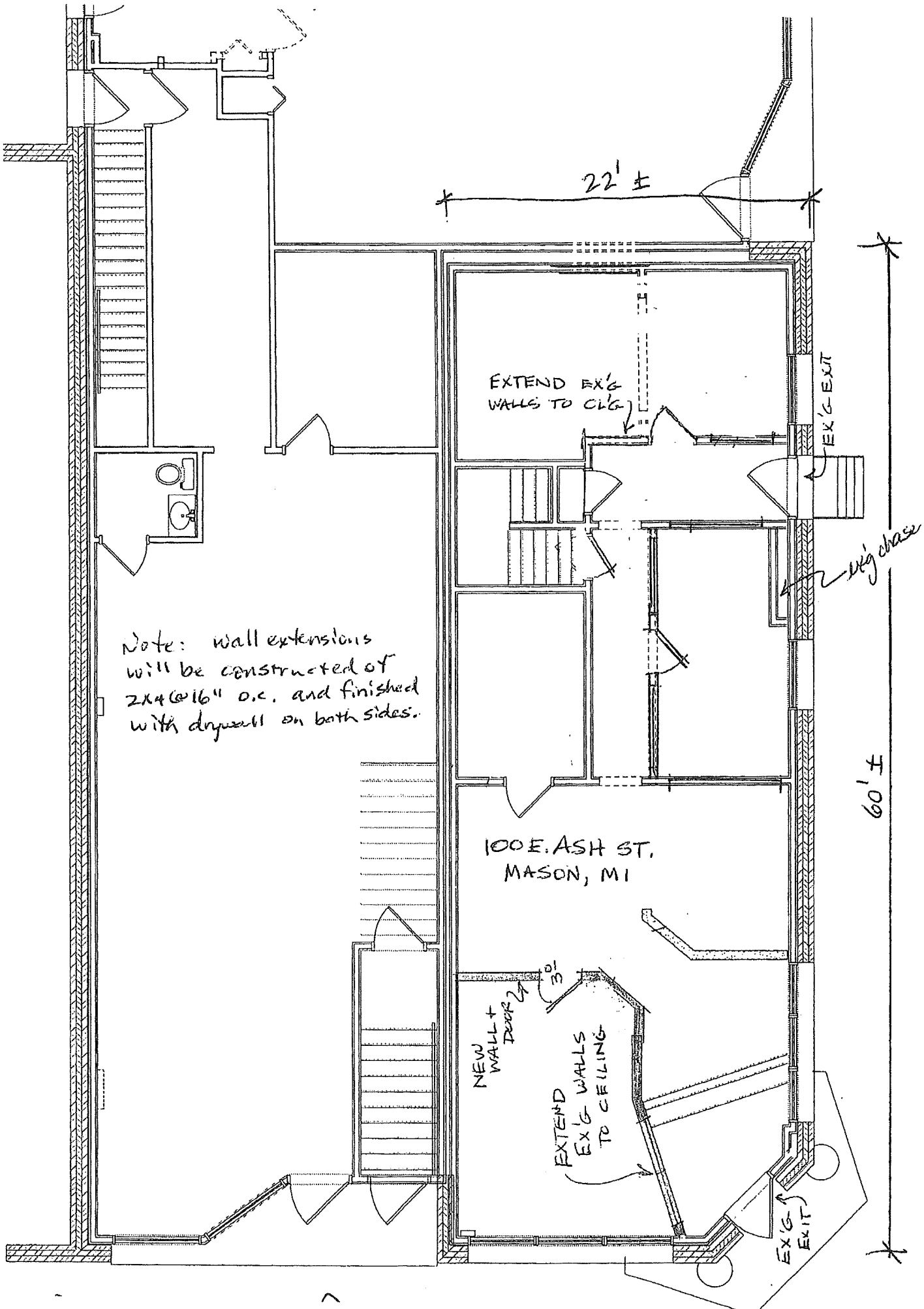
I understand that I remain responsible to ensure that the work described in the building permit shall be installed in accordance with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector.

Signature: Christa Oesterle Date: 11/30/2021
Address: 2110 Holt Rd Mason MI 48854
Phone: 517 927 1104 Email: Christa.oesterle@gmail.com

Agent's/Contractor's Affidavit and Signature

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his authorized agent and understand work described in the building permit shall be installed in accordance and complies with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector. I will cooperate with the Inspector and assume the responsibility to arrange for necessary and timely inspections.

Print Name: Tracey Henny Date: 12/1/21
Signature: [Signature]
Company Name: Howard Hanna Real Estate Executives
Address: 2101 N. Aurelius Rd. Holt, MI
Phone: 517-657-9100 Email: alyshafath@howardhanna.com



Note: wall extensions will be constructed of 2x4 @ 16" o.c. and finished with drywall on both sides.

EXTEND EX'G WALLS TO CLG

NEW WALL + DOOR 2' 30"

EXTEND EX'G WALLS TO CEILING

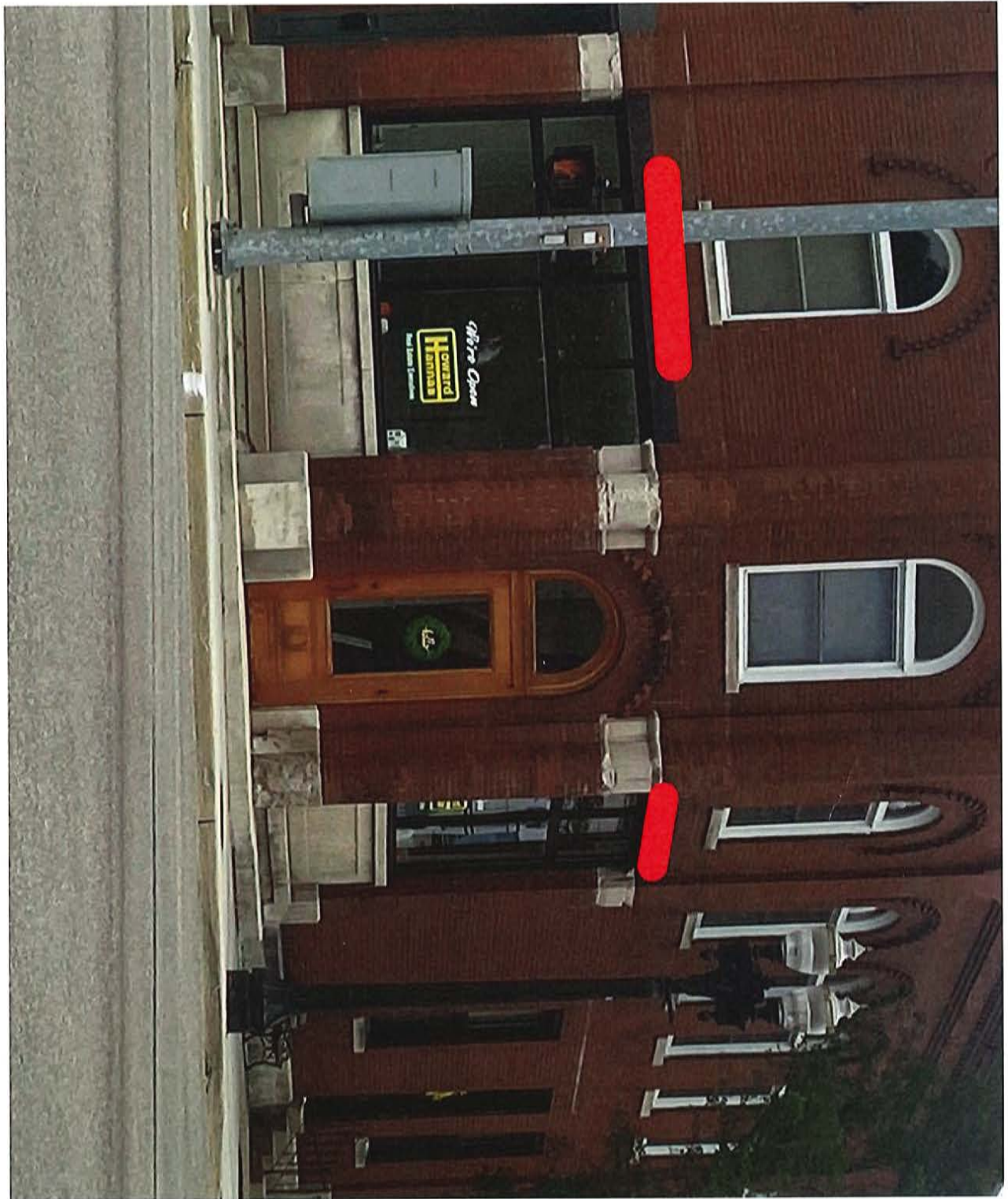
EX'G-EXIT

60' ±

reg. chase

100 E. ASH ST.
MASON, MI

EX'G-EXIT



RECEIVED

SEP 21 2021

CITY OF MASON
BUILDING DEPT.

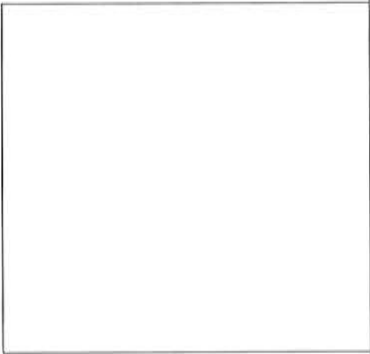
8'



Real Estate Executives

14"

RECEIVED
DEC 03 2021
CITY OF MASON
BUILDING DEPT.





City Manager's Report: December 17, 2021

OPERATIONS

- City Hall will be staffed with minimum staffing and closed to the public on December 27, 28, and 29, in addition to the holidays. Memorandum of Understandings have been negotiated with all the unions to ensure we can continue this benefit that is low cost to customers and the city, but high value to our employees and represents the culture of valuing the Whole Person we are striving to achieve. The 2022 administrative holiday and training schedule is attached for your reference.
- Ingham County staff are recommending funding for ALL three of the City of Mason's projects with over \$700,000 in grant funding out of the \$3 million they are distributing. It will still be a few months before awarded funding is determined by the full Board. The three projects are:
 - Community Garden Restroom/Drinking Fountain – This project scored top of all submitted projects!
 - Hayhoe Riverwalk Trail Repairs
 - Columbia Street Bridge temporary/seasonal pedestrian lane
- Meridian Township Offices will be closed on Fridays for the months of January and February to assist with employee wellbeing. Inspection requests from Mason are low during those months, and usually quite sparse on Fridays in general. They will try to work out specific requests and accommodations as they arise.
- Staff has regularly met with Federal and County representatives to get updates on Federal funding and how to position the City to leveraging those funds. As part of those discussions, the County is spearheading a broadband mapping and task force project that will position Ingham County to be eligible and competitive for Broadband funding when programs are announced. The County is updating staff as they work through the progress of that study.
- Staff is attending Mason Community Leaders group that is focused on non-profits meeting the needs of area residents most in need. We are coordinating potential emergency shelters of last resort locations with our partners and developing a program to assist those that may need help shoveling their sidewalk/ driveways.
- November Election Costs: We received the final invoice this week and the total costs for the election to the City were \$11,837.08. City Council also requested the following items for future meetings, but due to staff shortages we will be planning to presented at the following meetings.
 - Sidewalk Summary for Subdivisions: January
 - Resolution regarding Prosecutor's Office: February
 - Presentation regarding unfunded liabilities: March

Staffing Updates:

- Active Postings: Seasonal Part-time Crossing Guards – Open until filled. Full-time Customer Service Specialist – Position closed 12/17/2021 externally, applications are under review with plans for interviews to be scheduled the first part of January. Full-time Bookkeeper- Position closed internally, reviewing applicants. Full-Time Water Treatment Plant Operator – Posted internally and closed 12/15/2021, applications under review.
- New Hires: James Schnipke was hired as a full-time Laborer effective December 13, 2021.
- Employee Achievements: Effective December 14, 2021, Clerk Sarah Jarvis obtained her Certified Municipal Clerk's designation through the International Institute of Municipal Clerks.

LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Pathway and sidewalk completed, bids for pavilion and design for signs, in progress.	
2020-P8	Rayner Park- Master Park Plan	In progress, anticipated completion winter	

BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire Rehab 815 Replacement	Anticipate delivery 3rd quarter FY 21/22	
2019-B2a	City Hall – Phase I Design and Security	Security complete- work space eval has been delayed due to staff capacity.	
2020-B4a	DPW- Design	Staff is working on finalizing conceptual design with school district.	

FY 2021-2022			
Project	Project Name/Description	Status	Completed

STREETS, SIDEWALKS, SIGNALS(S)			
2017-S23	Rayner St – Randolph St to Columbia St	Completed	July
2017-S24	Eugenia Dr – Northbrook St to End	Completed	November
2017-S25	Hall Blvd – Ash St to South St	Completed	November
2017-S26	Columbia St – Park St to Jefferson St	Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson	DDA reviewed, acquiring quotes for Council	

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
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2017-U15	Replace Hydrants and Mason Plaza	Completed	November
2017-U34	Well No. 5 Rebuild	Completed	December
2019-U3a	Wastewater Treatment Plant – Design	Reviewing Qualifications from seven firms	
2021-U1	WTP- High-Pressure Pump VFD	Staff developing RFP	
2021-U2	WTP- Replacement of Valves	Staff developing RFP	

PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
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2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Grant submitted	
2020-P6, 2020-P12, 2020-P13, 2020-P14	Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design	In progress, anticipated completion Winter	
2020-P11	Rayner Park- Phase 1 Construction	Awaiting DNR funding response in 3 rd quarter	

MOTOR VEHICLE POOL (MVP)			
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2017-MVP22	Vehicle No. 83	Police	Anticipated 3rd quarter of FY 21-22
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22
2017-MVP27	Vehicle No. 86	Police	Vehicle being outfitted with equipment. Expected to be in service in January.
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Anticipated 3rd quarter of FY 21-22

BUILDING, PROPERTY, EQUIPMENT (B)			
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2017-B5b	Building: Library Phase 1, Part 1	Proposals due December 7, no bids were received, evaluating next steps	
2017-B7	Building: Parking Lot Repairs	Working on addressing punch list.	
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipated 3rd quarter of FY 21-22	
2017-B11	Fire: Washing Machine	City Council approved 11.3.21	
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipated 3rd quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach	Working on addressing punch list.	
2018-B21	Police: Interview Rm Recording System	Staff was able to find an alternative solution at significantly reduced cost.	
2018-B23	Planning: Master Plan/Zoning Update	In progress.	
2018-B24	Building: Rental Furniture Replacement	Anticipated 3rd quarter of FY 21-22	
2019-B2b	Building: City Hall Renovations	Anticipate pushing out to next FY, due to staff capacity.	

2019-B3	Clerk: Laserfiche Avante Upgrade	Training anticipated 3rd quarter of FY 21-22	
2020-B4b	Public Works Facility Construction	Need to complete CIP: 2020-B4a	

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

Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
201 W. Ash Ste. 2 - Mason Public Schools ACTIVE	Building permit is active to add a 4 th cubicle, change ceiling light fixtures, floor receptacle boxes and HVAC registers.
412 S. Jefferson – Keans ACTIVE	Building permit is active to tear off and install new insulation and new roof.
680 Eden – Shafer Redi-Mix ACTIVE	Building permit is active to tear off and reroof warehouse.
1133 S. Cedar – MSU Federal Credit Union ACTIVE	Building permit is active to replace 2 externally illuminated wall signs, install new faces in existing monument sign and install new faces in existing pole sign.
100 E. Ash – Howard Hanna Real Estate PENDING	Building permit for new sign is pending HDC review for a Certificate of Appropriateness. Historic District Commission meeting will take place Monday, December 20, 2021 at 6:00pm.
837 E. Ash – Zoning Map Amendment PENDING	Lindsey Hanson has requested an amendment to the City of Mason zoning map to rezone her property from RS-1 Single Family Residential to RS-3 Single Family Residential. A public hearing will be held at the regular Planning Commission Meeting on December 14, 2021, at 6:30 p.m.



2022 HOLIDAY SCHEDULE

MASON CITY HALL & MAPLE GROVE CEMETERY

HOLIDAYS (FACILITIES ARE CLOSED AND ONLY ESSENTIAL SERVICES ARE AVAILABLE)

NOTE: Grave openings cannot be scheduled on these holidays, except during Minimum Staffing Days.

Friday, April 15, 2022.....	Good Friday
Monday, May 30, 2022	Memorial Day
Monday, July 4, 2022.....	Independence Day
Monday, September 5, 2022	Labor Day
Friday, November 11, 2022	Veterans Day
Thursday & Friday, November 24 & 25, 2022	Thanksgiving Holiday
Friday, December 23, 2022	Christmas Eve (Holiday on Saturday)
Monday, December 26, 2022	Christmas Day (Holiday on Sunday)
Friday, December 30, 2022	New Year's Eve Holiday (Holiday on Saturday)
Monday, January 2, 2023	New Year's Day Holiday (Holiday on Sunday)

IN-SERVICE TRAINING/ MINIMUM STAFF DAYS (FACILITIES ARE CLOSED TO PUBLIC)

<i>Monday, January 17, 2022</i>	<i>Martin Luther King Jr. Birthday</i>
<i>Monday, February 21, 2022</i>	<i>Washington's Birthday</i>
<i>Monday, June 20, 2022</i>	<i>Juneteenth National Independence Day (Holiday on Saturday)</i>
<i>Monday, October 10, 2022.....</i>	<i>Columbus Day / Indigenous Peoples' Day</i>
<i>Tuesday, Wednesday, Thursday, December 27, 28 & 29, 2022</i>	<i>Minimum Staffing Days - <u>tentative</u></i>

It is such a joy to
live here.

Attile + Sharon
Pattelky
726 Hall Blvd.

12/15/21

Mason City Council,

My husband and I
thank you very much
for the improvements to
Hall Blvd. It is very
nice to not have
potholes and to walk on
nice sidewalks.

In addition, we
wish to let you know
all the workers were
very nice and helpful
throughout the project.

Thank you for all
the good you do for
our beautiful city.