

**CITY OF MASON  
HISTORIC DISTRICT COMMISSION  
MINUTES OF JANUARY 18, 2021**

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           | x       |        | Mason, Michigan  |
| Commissioner    | Cummings          | x       |        | Mason, Michigan  |
| Commissioner    | Klein             | x       |        | Mason, Michigan  |
| Commissioner    | Shattuck          | x       |        | Mason, Michigan  |
| Council Liaison | Vogel             | x       |        | 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

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

#### **ADJOURN**

The meeting adjourned at approximately 6:42 p.m.



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