

**CITY OF MASON
HISTORIC DISTRICT COMMISSION
MINUTES OF JULY 18, 2022**

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

CONFIRMATION OF MEMBER ATTENDANCE

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

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

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

MOTION by Vogel, second by Klein to approve the Historic District Commission meeting minutes from April 7, 2022.

VOTE

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

No (0)

Absent (1) Neville-Palmateer

MOTION APPROVED

UNFINISHED BUSINESS

None.

NEW BUSINESS

Certificate of Appropriateness: Sarah Russell, LC&W Properties, LLC has requested a COA for a sign on property located at 415 S. Jefferson.

MOTION by Klein, second by Vogel to approve a COA for a wall sign on property located at 415 S. Jefferson Street.

DISCUSSION: Discussion took place regarding the location and size of the sign as shown in the materials.

VOTE

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

No (0)

Absent (1) Neville-Palmateer

MOTION APPROVED

Discussion: Historic District Design Vision and Triggers for Review

Council liaison Vogel opened the discussion requesting information from staff regarding the interpretation of Chapter 31 Historic Preservation and the triggers for review as they relate to shade sails. The primary concern is the integrity of the bricks and how sails are attached, as well as the aesthetics and character. Staff mentioned that Chapter 31 Historic Preservation was scheduled for an update in FY 23-34 and that HDC recommendations would be considered as part of that update. Shade sails currently do not require building permits and have not been submitted for HDC approval.

MOTION by Vogel, second by Clinton to request that per City Ordinance Section 31-5(a), shade sails be brought to the HDC for approval prior to installation.

VOTE

Yes (2) Clinton, Vogel

No (3) Cummings, Klein, Shattuck

Absent (1) Neville-Palmateer

MOTION FAILED

Additional discussion took place regarding the lack of maintenance on buildings downtown – murals, signs, and that Property Maintenance of Historic Buildings be placed on the next agenda. Staff mentioned that this would include a review of Chapters 6 Buildings and Property Maintenance and 58 Signs of the City Ordinance.

LIAISON REPORT

A. City Council Liaison Report

Council liaison Vogel presented her report for City Council which included information about the previous meeting and upcoming workshop on donations.

ADJOURN

The meeting adjourned at approximately 6:32 p.m.



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