



# HISTORIC DISTRICT COMMISSION MEETING AGENDA – July 18, 2022

Mason City Hall, 201 W. Ash Street, Mason, MI  
Maple Room 2nd Floor, 6:00 p.m.

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1. **CALL TO ORDER**
2. **CONFIRMATION OF MEMBER ATTENDANCE**
3. **PUBLIC COMMENT**
5. **APPROVAL OF MINUTES**
  - A. Approval of Minutes from the Historic District Commission Meeting on April 7, 2022.
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
  - A. Certificate of Appropriateness: Sarah Russell, LC&W Properties, LLC has requested a COA for a sign on property located at 415 S. Jefferson.
  - B. Discussion: Historic District Design Vision and Triggers for Review
8. **LIAISON REPORT (7.18.2022)**
9. **ADJOURNMENT**

**CITY OF MASON  
HISTORIC DISTRICT COMMISSION  
MINUTES OF APRIL 7, 2022  
DRAFT**

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

**CONFIRMATION OF MEMBER ATTENDANCE**

<b>Members</b>		<b>Present</b>	<b>Absent</b>	<b>Notes</b>
Chair	Klein		X	Gave notice
Vice Chair	Cummings	X		
Commissioner	Clinton	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

**ELECTION OF LEADERSHIP**

Director Hude opened nominations for Chair. Cummings was for the position of Chair by Shattuck, second by Vogel. There were no other nominations for Chair. Hude closed the nominations for Chair.

**VOTE**

Yes (6) Clinton, Cummings, Shattuck, Vogel

No (0)

Absent (2) Klein, Neville-Palmateer

**Cummings elected Chair**

Director Hude opened nominations for Vice-Chair. Vogel nominated Clinton for position of Vice Chair. There were no other nominations for Vice-Chair. Hude closed nominations for Vice-Chair.

**VOTE**

Yes (6) Clinton, Cummings, Shattuck, Vogel

No (0)

Absent (2) Klein, Neville-Palmateer

**Clinton elected Vice-Chair**

**PUBLIC COMMENT**

None.

### **APPROVAL OF MINUTES**

MOTION by Vogel, second by Shattuck to approve the Historic District Commission meeting minutes from December 20, 2021.

#### **VOTE**

Yes (6) Clinton, Cummings, Shattuck, Vogel

No (0)

Absent (2) Klein, Neville-Palmateer

#### **MOTION APPROVED**

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

Certificate of Appropriateness – Dan Kostecke, Jr., Risen Breakfast & Bakery, has requested a COA for wall and window signs on property located at 402 S. Jefferson Street

MOTION by Vogel, second by Shattuck to approve a COA for wall and window signs on property located at 402 S. Jefferson Street.

DISCUSSION: Discussion took place regarding the messaging of the window signs and staff reminded the group that due to the first amendment, content could not be regulated.

#### **VOTE**

Yes (6) Clinton, Cummings, Shattuck, Vogel,

No (0)

Absent (2) Klein, Neville-Palmateer

#### **MOTION APPROVED**

### **LIAISON REPORT**

#### **A. City Council Liaison Report**

Council liaison Vogel presented her liaison report for City Council which included information about the new police chief Mark Wrigglesworth, and that City Council had passed a resolution to recognize June as Pride month in Mason.

### **ADJOURN**

The meeting adjourned at approximately 6:20 p.m.

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



## Staff Agenda Report: July 18, 2022 Historic District Commission

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<b>AGENDA ITEM:</b>	Certificate of Appropriateness – Sarah Russell, LC&W Properties, LLC, has requested a COA for a wall sign on property located at 415 S. Jefferson Street
<b>RECOMMENDED ACTION:</b>	Approve COA for wall sign on property located at 415 S. Jefferson
<b>PROJECT ADDRESS:</b>	415 S. Jefferson Street
<b>APPLICANT:</b>	Sarah Russell, LC&W Properties, LLC
<b>OWNER:</b>	Sarah Russell, LC&W Properties, LLC

### Authority

- [Sec. 58-61](#): Except as provided in section 58-3, it shall be unlawful for any person to erect, alter, relocate or replace within the city any sign without first obtaining a permit from the zoning official, and making payment of the fee as provided for in this division.
- [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:** The meeting agenda was posted at City Hall and on the City's website and Facebook page at least 18 hours prior to the special meeting as required by the Open Meetings Act.

**Submittal Criteria:** The applicant has submitted an application for a building permit which provides the information 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
- Certificate of Appropriateness draft
- Application

## PROJECT ANALYSIS

**Sign Size:** Approximately 8 s.f. – white acrylic letters 10” high affixed to the metal marquee with VHB 2-sided foam tape.

Based upon staff’s review, the application appears to meet the standards and guidelines in [Sec. 31-5\(e\)](#) as noted below.

STATUS/NOTE	STANDARDS AND GUIDELINES
MEETS	1) The historical or architectural value and significance of the structure and its relationship to the historical value of the surrounding area. The property is identified as a contributing resource listed <a href="#">on pages 20-22 of the Mason Main Street Façade Study</a> and is recognized as part of The Lawrence Block.
MEETS	2) The relationship of the exterior architectural features of the structure to the rest of the structure and the surrounding area. The applicant is proposing a wall sign approximately 8 s.f. made up of individual 10” high white acrylic letters spanning approximately 8 ft across the marquee above the storefront on Jefferson Street as shown in the application. The sign is located on the building in a manner and of a scale that does not interfere with the existing architectural features of the structure or the surrounding area.
MEETS	3) The general compatibility of exterior design, arrangement, texture, and materials proposed to be used. The proposed wall sign will be made of white acrylic raised letters 10” high affixed to the metal marquee with VHB 2-sided foam tape as shown on the pictures in the application. The arrangement of the sign on the building, its size, texture and materials appear to be compatible with the exterior design of the building. The proposed raised letters are consistent with the recommendations of the study.
MEETS	4) Other factors, including aesthetic value, which the commission considers pertinent. Staff has no additional concerns regarding the proposed wall sign and defers to the Commission for input.

### Recommended Action

The Historic District Commission has the following options per [Sec. 31-5\(f\)](#) 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 of a Certificate of Appropriateness.

### Motion

The Historic District Commission approves a Certificate of Appropriateness for a new wall sign at 415 S. Jefferson Street as drafted in the packet.

Introduced:

Second:

**CITY OF MASON  
HISTORIC DISTRICT COMMISSION**

***Certificate of Appropriateness***

**415 S. Jefferson Street**

**July 18, 2022**

**Project: Wall sign**

At a regular meeting held on Monday July 18, 2022, the City of Mason Historic District Commission approved a Certificate of Appropriateness for a new wall sign at 415 S. Jefferson Street. Their decision was based upon the findings that, the proposed methods and materials as evaluated in the staff report dated July 18, 2022, are consistent with the standards listed in Section 31-5(3) of the Mason Code specifically:

1. That the property is listed on pages 20-22 of the Mason Main Street Façade Study as a contributing building in the City of Mason Historic District and has a significant impact on the surrounding area, and
2. The proposed wall sign will be attached to marquee on the building above the window and be compatible with the historic architectural features of the building and surrounding area, and
3. The wall sign will consist of white acrylic letters that are generally compatible with the building and surrounding area, and
4. The proposed wall sign will complement and enhance the Historic District.

**VOTE**

Yes (0)

No (0)

Absent (0)

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Mark Cummings, Chairperson



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JUL 01 2022

CITY OF MASON  
PLANNING DEPT.

## SIGN PERMIT APPLICATION

200 W. Ash Street • Mason, MI 48854 • Phone: 517-676-9155

www.mason.mi.us email: info@mason.mi.us

RECEIVED

JUL 01 2022

CITY OF MASON  
CUSTOMER SERVICE

Date 7/1/2022		Permit No. (Office Use Only) PB22-0077	
<b>PROJECT LOCATION</b>			
Project Address (Street, City, State, Zip)		415 S. Jefferson St. Mason MI 48854	
Zoning District		Historic District? <input checked="" type="checkbox"/> Y or <input type="checkbox"/> N	
<b>PROJECT INFORMATION</b>			
TYPE OF SIGN		Total Sq. Ft.	New or Replacement of Existing
Freestanding <input type="checkbox"/>			
Wall <input checked="" type="checkbox"/>			New
Other (describe) <input type="checkbox"/>			
Please submit the following materials with the application to demonstrate compliance with <u>City Ordinances in Chapter 58—Signs</u> :			
<ul style="list-style-type: none"> <li>• A drawing of the sign to scale showing dimensions, total square footage and lighting (Electrical Permit through the State required.)</li> <li>• A drawing of the support structure (base) and footing to scale showing dimensions and total height including the sign.</li> <li>• A site plan to scale showing location of freestanding sign and setbacks.</li> <li>• Building elevation to scale showing the location of wall sign and the lineal dimension of the building or tenant space.</li> <li>• Historic District Signs: Include description of materials used and how it will be attached to the building</li> <li>• Application Form and Property Owner Authorization</li> <li>• Permit fee \$ <u>25.00</u> (\$4.00 per \$1,000 of construction and erection cost with \$25.00 minimum)</li> </ul>			
<b>APPLICANT INFORMATION</b>			
Who is the applicant/primary contact? <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____			
Primary Contact Name/Address Sarah Russell 2110 Holt Rd Mason MI 48854			
Phone (910) 650 1321		Email info@junieboy.com	
It is understood that this permit becomes null and void if work or construction is not commenced within <b>six months</b> , or if work or construction is suspended or abandoned for a period of <b>six months</b> 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.			
I understand that I am responsible for assuring all required inspections are requested and completed in conformance with the applicable code.			
Applicant Signature Sarah Russell		Date 7/1/2022	





### Property Owner Authorization

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

I, Sarah Russell, authorize the below named contractor/agent  
(Property owner)

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

for work to be done at 415 S. Jefferson St Mason 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: Sarah Russell Date: 7/1/2022  
Address: 2110 Holt Rd Mason MI 48854  
Phone: 910 650 1321 Email: info@junieboy.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: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_





# CITY OF MASON

201 WEST ASH  
MASON, MI 48854  
Ph: 5176769155  
Fax: 5176761330


Sign Smith  
122 N Cedar  
Mason, MI 48854

Pay by Account In Full



TOTAL AMOUNT DUE

\$ 25.00

Pay by Invoice Code	Type	Record No.	Invoice No.	Address	Amount Due
	Permit	PB22-0077	00005117	415 S JEFFERSON	\$ 25.00
Effective Date:		07/01/2022	Amount Cost:	\$25.00	
Total Amount Due					\$ 25.00

**PAID**

**JUL 10 2022**

**CITY OF MASON**

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:  
RUSSELL, SARAH  
2131 OKEMOS ROAD  
MASON MI 48854

Date: 07/01/2022 Time: 1:01:08 PM  
Receipt: 100299454 \*\*\* REPRINT \*\*\*  
Cashier: NV

ITEM REFERENCE	AMOUNT
PMI PERMIT	
00005117	
249-371.00-477.000	\$25.00
TOTAL	\$25.00
CHECK 1138	\$25.00
Total Tendered:	\$25.00
Change:	\$0.00

Sign Smith

122 N Cedar St  
Mason, MI 48854

# Estimate

Date	Estimate #
5/17/2022	394

Name / Address
the jefferson

			Project
Description	Qty	Cost	Total
10" tall white 1/2" thick pvc letters attached to metal marque "THE JEFFERSON" letters will be attached using VHB2 sided foam tape		1,224.00	1,224.00T
		<b>Subtotal</b>	\$1,224.00
		<b>Sales Tax (6.0%)</b>	\$73.44
		<b>Total</b>	\$1,297.44





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JUL 01 2022

CITY OF MASON  
PLANNING DEPT.

THE JEFFERSON