



HISTORIC DISTRICT COMMISSION SPECIAL MEETING AGENDA – January 30, 2023

Mason City Hall, 201 W. Ash Street, Mason, MI
Maple Room 2nd Floor, 5:30 p.m.

1. OATH OF OFFICE
2. CALL TO ORDER
3. CONFIRMATION OF MEMBER ATTENDANCE
4. ELECTION OF LEADERSHIP
5. PUBLIC COMMENT
6. APPROVAL OF MINUTES
 - A. Approval of Minutes from the Historic District Commission Meeting on July 18, 2022.
7. UNFINISHED BUSINESS
8. NEW BUSINESS
 - A. Letter of Support – SHPO CLG Grant
9. LIAISON REPORT ([1.13.23](#))
10. ADJOURNMENT

**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



TO: Historic District Commission
FROM: Elizabeth A. Hude, AICP, Community Development Director
RE: Letter of Support and draft Resolution to Authorize application to the Certified Local Government Grant Application for the Library renovations.
DATE: January 27, 2023

For your consideration, enclosed is a Letter of Support to include in the Certified Local Government Grant Application for the Mason Library renovations. Submittal of the grant application is contingent upon City Council approval.

Staff offers the following Motion for consideration:

1 – Letter of Support

Motion to approve Letter of Support and submit to SHPO with the CLG grant application



January 30, 2023

Alan Higgins
Certified Local Government Coordinator
State Historic Preservation Office
300 N. Washington Square
Lansing, MI 48913

RE: City of Mason CLG Grant Application for Library Renovations

Dear Mr. Higgins,

We are very excited to support the City of Mason's application for the Michigan State Historic Preservation Office's Michigan Certified Local Government Rehabilitation Planning & Rehabilitation Project Grant in the amount of \$100,000 for the Mason Library renovations. Our Library is the only city owned historic building in Mason's Downtown Historic District. It is an architectural treasure and the symbolic cornerstone of Mason's character and civic life.

As members of the City of Mason Historic District Commission we see this as a great opportunity to protect an important historic resource in Mason that our community takes great pride in. The Library is currently home to the Capital Area District Library. The renovation will preserve this building and increase public accessibility into the foreseeable future, even if the use should change over time.

The City of Mason, in partnership with Capital Area District Library – Mason Branch completed a Feasibility Study in 2018 to develop conceptual plans for the library's renovation. We were generously awarded a SHPO CLG grant of \$116,950 in 2021. This in turn inspired additional community support in the way of private donations by individuals and grants from other community agencies.

After two rounds of unsuccessful bids, escalating costs resulting in part from the COVID-19 pandemic, the renovation budget has nearly doubled to over \$1 million. We are seeking \$100,000 from SHPO through the CLG grant program to help us close the gap without having to further reduce the scope of work to complete the improvements to the library. Specifically, this money will be used to address the restoration of exterior historic features of the building - windows, the stained-glass cupola, and fascia/soffit.

The Mason Historic District Commission fully supports this effort as it aligns with our mission to preserve and increase access to historic resources in Downtown Mason's Historic District. The community has overwhelmingly expressed its support to invest in the protection of the Library building. The City has worked diligently to keep the project moving forward. We appreciate your previous support to get us where we are today and ask that you consider approval of our CLG grant application.

Sincerely,

<name>, Chair
Historic District Commission

CC: City Council, City of Mason



City Manager's Report: January 13, 2023

IMPORTANT DATES

- **Thursday, January 19, 2023:** Joint Recognition Honoree recommendation form is due to Becky Hinman, Mason Public Schools.
- **Monday, January 30, 2023, 7:30 p.m.:** HOLD for **potential** Special Meeting to Discuss Library Renovation
- **Monday, February 6, 2023, 6:30 p.m.:** **Confirmed** Joint Recognition Ceremony at City Hall.
- **Tuesday, February 14, 2023, 6:30 p.m.:** HOLD for **potential** Joint Capital Improvement Program Meeting
- **Monday, February 20, 2023, 6:30 p.m.:** HOLD for Park Site Plan Workshop

OPERATIONS

- As part of our ongoing contract with Invoice Cloud they are raising fees by \$5,400 for 2023. This contract will be up for bid at the end of the fiscal year, but in comparison to other entities continues to be a low-cost option for the City.
- Staff met with Ingham County regarding continued issues with the jail discharge to the sanitary sewer system. The County has identified a solution on site and has agreed to continue to pay any maintenance or repair costs until that is completed.
- Staff meet with EGLE after requesting an amendment to the WWTP ACO in the beginning of September. We expressed the urgency to update the legal document prior to finalizing financing and they appeared supportive of the amendments being requested but are very short staffed and expressed they are backlogged on these types of requests.
- Members of our police department donated \$700 to the Mason Food Bank for No Shave November and December.
- The Police and Fire Chiefs are working in cooperation with area churches to establish opportunities for shelter for extreme weather or power outages. Many churches have expressed interest and we tested our notification process with the snowstorm over Christmas.

Staffing Updates: Current Open Positions (4)

- APPLICANTS:
 - Part-Time Custodian (1) – Applications were reviewed, and interviews took place on January 11, 2023
- OPEN, EXTERNALLY:
 - Full-Time Laborer (1) – Position has been reposted and closes on January 25, 2023
 - Full-Time Police Officer (1) – Position has been reposted and closed on January 25, 2023
 - Seasonal Part-time Crossing Guard (1) - Open until filled.

LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3a	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023.	
2021-U1	WTP- High-Pressure Pump VFD	Supply Chain Issues: anticipated January 2023	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Consumers have notified last week that they do not expect supplies being available until after March.	
2020-P6, P8, P12, P13, P14	Plan/ Design-Rayner Park, Lee Austin Park, Bond Park, Griffin Park, Hayes Park	Anticipate recommendation for Council to release for public feedback in February.	

BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B23	Planning: Master Plan/Zoning Update	Staff confirming priorities for Action Plan. Anticipate recommendation for Council to release for public feedback in February.	

FY 2022-2023				
Project	Project Name/Description	Status	Completed	
STREETS, SIDEWALKS, SIGNALS(S)				
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp	Complete except for final signage and final walk through.		
2019-S1	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action	MOVED	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2018-U39	Well No. 9 (Temple St.) Rebuild	Well No. 8 & 9 (both) are now a priority as they are not operational and are being bid jointly.		
2022-U1	Headworks Huber Screen	Anticipate moving to new FY due to unexpected cost for clarifier tank failure, WWTP		
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P11	Rayner Park- Phase 1 Construction	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P1	Columbia Bridge: Non-Motorized Connect	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P15	Jefferson Trailhead/ Comm Garden	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P17	Non-motorized Program: Southeast	Anticipate Bidding 3 rd quarter of FY 22-23, staff will request adding, into this item, stairs at Maple/ Rogers		
2020-P1	Maple Grove Cemetery: Columbarium (3)	Currently bidding.		
MOTOR VEHICLE POOL (MVP)				
2017-MVP22	Vehicle No. 83	Police	Received 1/5/23; Equipping in process.	
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Council approved; ordered, build year 2024, staff plans to request equipping soon due to lead time required.	
2022-MVP1		Concrete Grinder	Completed	September
2022-MVP2	Trailer No. 53	Public Works	Completed	October
2022-MVP3	Trailer No. 55	Public Works	Completed	September
2022-MVP4	Mower Attach No. 39	Public Works	Completed	September
BUILDING, PROPERTY, EQUIPMENT (B)				
2018-B14	Fire: Rehab 815 Replacement	Equipping in process, anticipate being in service in April.		
2020-B4a	DPW: Facility Design	Anticipate selecting design firm in 4 th quarter.		
2017-B5b	Building: Library Phase 1, Part 1	Revised estimates, update and potential grant application anticipated for special meeting in January.		
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipate bidding in 3 rd quarter of FY 22-23		
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipate bidding in 3 rd quarter of FY 22-23		
2018-B20	Fire: Carpet Replacement for Station 1	Anticipate bidding in 3 rd quarter of FY 22-23		
2018-B25	Police: In-Car Digital Recording System	Completed	January	
2018-B23a	Cedar/127 Corridor Sub-area Plan	Anticipate moving to next FY		
2018-B23b	Kipp Road/Temple Street Sub-Area Plan	In progress		
2019-B2b	City Hall Renovations: Phase 1 /Carpet	Anticipate Bidding 4th quarter of FY 22-23		

2020-B4b	Public Works: Facility Construction	Anticipate moving to next FY	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	Anticipate moving to next FY	

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

Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
620 N. Cedar Midwest Hair Lounge	Building permit issued for interior alteration to accommodate business expansion.
118 W. Oak Mason Community Services	Building permit issued for Certificate of Occupancy to establish new use on the first floor of the building.