

**Historic District Commission Meeting – 2nd Floor Training Room
Monday, January 27, 2014**

7:00 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes – Meeting of August 26, 2013
4. Unfinished Business
5. Election of Chair and Vice-Chair
6. People from the Floor
7. Announcements
8. Introductions
9. Regular Business
 - A. Motion – 155 W. Maple St. – Sign
10. Unfinished Business
11. New Business
12. Correspondence
13. Liaison Reports
14. Administrator's Report
15. Adjournment

**CITY OF MASON
HISTORIC DISTRICT COMMISSION MEETING
MINUTES OF AUGUST 26, 2013**

Waltz called the meeting to order at 7:00 p.m. in the 2nd floor Training Room at 201 W. Ash Street, Mason, Michigan.

Commissioner(s) Present: Clinton, Cummings, Jewett, Mulvany, Shattuck, Waltz
Commissioner(s) Absent: Schulien
Also present: David E. Haywood, Zoning & Development Director
Martin Colburn, City Administrator

APPROVAL OF MINUTES

The Meeting Minutes of July 22, 2013, were approved as presented.

PEOPLE FROM THE FLOOR

None.

REGULAR BUSINESS

124/140 E. Ash St. – Façade

Motion by Jewett, second by Cummings,
to approve the façade improvement proposal for 124/140 East Ash Street as submitted by RKH Investments, LLC based on the application received on August 16, 2013, on the basis that it is consistent with the standards listed in Section 31-5(e) of the Mason Code.

Mr. Ryan Henry of RKH Investments, LLC gave a brief overview of the proposed façade improvements and answered questions of the Commission. The following is a summary of the points made during the discussion:

- Project has been an idea and pursued since 2008/2009
- Subject building is the oldest standing building in the historic square
- Neither 124 or 140 E. Ash are listed as “contributing” to the District
- Subject building was the meeting place of the fraternal group Oddfellows
- They have received a great deal of support at the State level in various forms of funding
- They wish to bring back the luster of the building
- Hooker Dejong is the architect of record, which has experience in historic projects and has dealt with MSHDA
- Residential units will be similar to those already rehabbed in the downtown area
- Depending on the extent of previous brick alterations, they may not be able to leave the brick exposed resulting in a painted exterior
- The sign board and cornices will be a composite material
- Entries will be recessed at both the front and rear

Martin Colburn, City Administrator, spoke in support of the project indicating that the project is receiving a variety of funding from the State and local level and that the building has been

deemed blighted by the Building Official. Colburn stressed that the State is looking for a letter of support in addition to the HDC certificate of appropriateness.

MOTION APPROVED UNANIMOUSLY

Mason 150

Marlon Brown provided a report on the activity of the 150th Anniversary Celebration Committee planning and provided the following points:

- Thanked Historic District Commissioners Clinton, Jewett, and Mulvany for their past attendance and involvement at committee meetings
- Publicity is a main focus now including getting the word out of regular meetings on the second Monday of each month at 6:30pm at City Hall
- Brown in attending area community groups and meetings educating as many as he can regarding the current planning of the committee
- The Committee is beginning to utilize the logo with the creation of a Mason 150 hat that incorporates the Chamber's winning logo contest design
- The Committee will be sending out letters during the next month encouraging area citizens and groups to participate and educating on the current planning ideas and themes
- The Committee now has a band account under the umbrella of the Mason Area Historical Society and will be receiving donations
- Individuals may send donations written to the Mason Area Historical Society noted for the Mason 150
- At the last meeting of the Committee, a master list for soliciting donations and participation was created, as well as a calendar of events
- Books, calendars, and souvenir journals were discussed as possible memorabilia
- The next meeting will discuss press releases and other publicity documents
- Next meeting is scheduled for September 9 at 6:30pm

UNFINISHED BUSINESS

Commissioners reminded staff that they are still waiting for a reference binder.

NEW BUSINESS

Motion by Cummings, second by Clinton

To amend the agenda to add item 9.A to discuss a support letter to MEDC supporting the rehabilitation of 124/140 East Ash Street

MOTION APPROVED UNANIMOUSLY

MEDC Support Letter – 124/140 E. Ash St.

Colburn opened the discussion by reporting that in order for the project at 124/140 E. Ash St. to qualify for Michigan Economic Development Corporation funding it is necessary for the HDC to provide a letter of support stating that the project will result in the elimination of blight and that the rehabilitation will result in a benefit to the community, particularly the downtown historic square.

Further discussion ensued. The Commission discussed ideas to develop a letter of support, including the possibility of having staff develop the letter after input from the Commission with the Chair being the signatory, including the following:

- That the project supports the objectives of the Master Plan
- That the project supports the DDA plan, including façade program and blight removal
- That the project is consistent with the Main Street Façade Study
- That the letter include the DDA's budget amount dedicated for façade improvements
- The project creates residential dwellings that support downtown/local business
- The project supports and strengthens property values in the HDC
- List the standards of approval listed in Section 31-5(d) and provide an explanation how each items is satisfied by the project
- Provide a description of the historical value of the property

Motion by Shattuck, second by Clinton

To authorize city staff and chairperson Waltz to write a letter to the MEDC in support of the proposed rehabilitation/redevelopment of 124/140 East Ash Street for the purposes listed in discussion.

MOTION APPROVED UNANIMOUSLY

CORRESPONDENCE

None.

LIAISON REPORTS

Mulvany gave a brief report of the City Council business.

ADMINISTRATOR'S REPORT

Haywood gave a brief report of the Zoning & Development Department business.

ADJOURNMENT

Being there was no further business, the meeting adjourned at 8:27 p.m.

Deborah J. Cwierniewicz, City Clerk

City of Mason

201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370
www.mason.mi.us



City Hall 517 676-9155
Police 517 676-2458
Fax 517 676-1330
TDD 1-800-649-3777

To: Historic District Commission

From: David E. Haywood, Zoning & Development Director

Handwritten initials "DA" in black ink, positioned to the right of the "From:" line.

Re: 155 W. Maple Street – Sign Proposal

Date: January 24, 2014

Mike Smith of Sign Smith is requesting approval to install a new wall sign at 155 West Maple Street. Attached are two photographs of the building with the sign superimposed on the building, including dimensions. The proposed sign is irregular in shape with an overall size of ten feet wide by three feet tall (approximately 30 square feet).

Section 31-5(a) requires that a permit be obtained for work "...performed within a historic district affecting the exterior appearance of a resource...". The subject property is located within the Mason Historic District. The applicant is, therefore, requesting Historic District Commission approval.

The proposed sign is compliant with the standards listed in the sign ordinance, Chapter 58 of the Mason Code.

Mason Main Street Façade Study

The Main Street Façade Study is the manual by which each building within the Mason Historic District is evaluated. The Study provides architectural consultation to the building owners and the Historic District Commission. The recommendations provided in the Study were based on the U.S. Secretary of the Interior's Standards for Rehabilitation. Pages 60 and 61 of the Study provide recommendations for the subject building. Attached is a copy of the relevant pages of the Study for your reference.

The Study does provide sign recommendation for the building showing a sign board across the front of the building over the east storefront window. The proposed sign placement is slightly different in placement than that shown in the Study. However, the proposed sign is in the general vicinity of the sign shown in the Study.

U.S. Secretary of the Interior's Standards for Rehabilitation

Section 31-5(d) states that the review of any application shall follow the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. Section 31-5(e) lists the discretionary standards that the Commission shall consider and are as follows:

1. *The historical or architectural value and significance of the structure and its relationship to the historical value of the surrounding area.*
2. *The relationship of the exterior architectural features of the structure to the rest of the structure and the surrounding area.*
3. *The general compatibility of exterior design, arrangement, texture, and materials proposed to be used.*
4. *Other factors, including aesthetic value, which the commission considers pertinent.*

Recommended Action

The Historic District Commission approve the sign proposal for 155 West Maple Street as submitted by Mike Smith based on the application received on January 3, 2014 on the basis that it is consistent with the standards listed in Section 31-5(e) of the Mason Code.

Attachments:

1. Application
2. Sign photographs (2)
3. Pages 60 through 61 from the Mason Main Street Façade Study



APPLICATION: MASTER BUILDING PERMIT

City of Mason

201 W. Ash Street • Mason, MI 48854 ♦ Phone: 517/676-9155 • Fax: 517/676-1330

www.mason.mi.us

I. APPLICANT INFORMATION

Name Mike Smith Organization Sign Smith
Address (Street, City, State, Zip) 172 N. Cedar St. Mason 48854
Telephone Number (517) 244-1114 Facsimile Number (517) 244-1114
Interest in Property (owner, contractor, tenant, option, etc.) Contractor

II. PROJECT DESCRIPTION

Project Name NOUVEAU WOOD SIGN
Project Address 155 W. Maple Mason 48854
Property Owner Name Bill & John Nava Telephone Number (517) 676-6010
Property Owner Address 155 W. Maple Mason 48854

Written Description of Work (attach additional pages, if necessary)

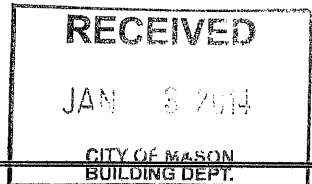
INSTALL (1) 3'x10' 1SIDE WOOD NON-LIT
Sign to Building using concrete anchors

III. CONTRACTOR INFORMATION

(If more than one contractor is working on the project, list all on separate sheet)
Valuation of Work 1200.00 Contractor License No. _____ Exp. Date _____
Name Sign Smith Telephone Number ~~517-244-1114~~ 244-1114
Address(Street, City, State, Zip) 172 N. Cedar St.

IV. FEES ON REVERSE SIDE

V. APPLICATION MATERIALS ON REVERSE SIDE



APPLICANT CERTIFICATION

NOTICE: 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.

Signature *Mike Smith* Date 1-3-14

IV. APPLICATION MATERIALS – Applicants should review Section 94-95 of the Mason Code for a complete listing of application requirements. Incomplete applications will not be processed. The following is a summary of materials that must accompany a completed building permit application:

- Completed application form
- Site plan, including the following (as necessary):
 - Boundary line survey
 - Location, setbacks, dimensions, and height of existing and proposed structures
 - The existing or intended use
 - The proposed number of sleeping rooms
 - Location of utility lines, wells, and septic drain fields
 - The yard, open space and parking area dimensions
 - Street grades, proposed finished grades and contour changes (where changes are proposed)
 - Location of regulated waterways, floodplains or wetlands
 - **PLANS ON CD (COMMERCIAL PROJECTS ONLY)**
 - Legal description (as necessary)
 - Proof of ownership/owner authorization
 - Construction schedule for proposed project
 - Construction calculations for utilities
 - Any other information deemed necessary

V. FEES (DO NOT SEND FEE WITH APPLICATION – FEE WILL NOT BE ACCEPTED UNTIL PERMIT IS ISSUED – FEES SUBMITTED AT TIME OF APPLICATION WILL BE RETURNED)

- Permit to move a building

< 500sf	\$125,
>500sf	\$1,000
- Permit for the excavation, the erection, addition, or alteration of any structure

	\$50 (Minimum fee for the first \$5,000 of construction cost plus \$6 for each additional \$1,000 of construction cost)
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- Commercial Plan Review \$100
- Mfg Housing/Mobile Home Placement \$125
- Special Inspection/Re-inspection \$50
- Residential Razing Permit \$150
- Fee for construction without a permit 1.5 times the permit charge
- Roofing (roof-over only) \$50
- Re-roofing (tear off and new roof) \$100
- Siding permit \$50

FOR DEPARTMENTAL USE ONLY

ZONING REVIEW
 Zoning District C-1 Existing Structure or Use: Conforming ___ Non-Conforming ___
Proposed Structure or Use: Conforming Non-Conforming ___ Variance Granted N/A Date ___
 Located in Flood Zone FIRM Community Panel No. 26005C 0254 D Flood Zone <0.2% Flood/yr.
 Riverwalk Meadows/Cedar Street Suspense Assessment N/A Temple Street Special Assessment N/A
 Historic District Commission Review Required: yes no ___ Date Approved ___

Approved ___ Denied ___ Official/Administrator _____ Date _____

Special Conditions _____

BUILDING REVIEW

Sidwell No. _____ Assessed Value of Structure \$ _____
 Application Accepted By _____ Date _____ Permit No. _____
 Occupancy/Use Group _____ Code _____
 Soil Erosion Permit No. _____ Change of Use/New Use ___ Tap in Fee _____
 Building Permit Fee _____ Total Fee Received _____ Receipt No. _____

Approved ___ Denied ___ Official/Administrator _____ Date _____

Special Conditions: _____

10'

100 YEARS
NORD & NORD P.C.
EST. 1911
DAVID R. BRIDGEL, D.C.
ATTORNEYS AT LAW

36"

16'

13'

100 YEARS
DAVID R. BRUGGEL, P.C.
NOUND & NOUND P.C.
ATTORNEYS AT LAW