

**Historic District Commission Meeting – 2nd Floor Training Room
Monday, February 24, 2014**

7:00 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes – Meeting of January 27, 2014
4. People from the Floor
5. Announcements
6. Introductions
7. Regular Business
 - A. Motion – 145 W. Ash St. – Sign
 - B. Motion – 119 E. Maple St. – Sign
8. Unfinished Business
9. New Business
10. Correspondence
11. Liaison Reports
12. Administrator's Report
13. Adjournment

**CITY OF MASON
HISTORIC DISTRICT COMMISSION MEETING
MINUTES OF JANUARY 27, 2014**

Waltz called the meeting to order at 7:03 p.m. in the 2nd floor Training Room at 201 W. Ash Street, Mason, Michigan.

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

APPROVAL OF MINUTES

The Meeting Minutes of August 26, 2013 were approved as presented.

UNFINISHED BUSINESS

None.

ELECTION OF OFFICERS

Haywood opened the floor for Chairperson nominations.

Nomination by Schulien,
to elect Mike Waltz as Chairperson.

Seeing that no other commissioners were nominated, Haywood closed nominations.

MIKE WALTZ ELECTED AS CHAIRPERSON UNANIMOUSLY

Haywood opened the floor for Vice-Chairperson nominations.

Nomination by Waltz,
to elect Mark Cummings as Vice-chairperson.

Seeing that no other commissioners were nominated, Haywood closed nominations.

MARK CUMMINGS ELECTED AS VICE-CHAIRPERSON UNANIMOUSLY

PEOPLE FROM THE FLOOR

None.

REGULAR BUSINESS

155 West Maple Street – Sign

Motion by Cummings, second by Shattuck,
to 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.

Mike Smith of Sign Smith gave a brief overview of the proposed sign and answered questions of the Commission. The following is a summary of the points made during the discussion:

- The existing sign for Noud & Noud will be taken down
- Haywood confirmed that two signs are permitted as there are two “store fronts”
- The lettering “attorneys at law” will be raised, all other lettering will be flat

MOTION APPROVED UNANIMOUSLY

150th Anniversary Celebration Planning

Brown reported the following developments related to the activity of the Mason 150 Committee:

- The Committee is considering a tree legacy program at \$150 with a \$150 City match
- A master calendar of events is being considered where the public can list concurrent events
- Calendar sponsors may be available at different increments \$500, \$150, etc.
- The Committee plans a press release by March announcing planned events

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

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 7:53 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

A handwritten signature in black ink, appearing to be "DEH", is written over the name "David E. Haywood".

Re: 145 West Ash Street (Mason Library) – Sign Proposal

Date: February 20, 2014

Cheryl Lyons of Capital Area District Libraries and Head Librarian of the Mason Library is requesting approval to install a new freestanding sign at 145 West Ash Street. Attached is a site plan showing the proposed location of the sign, two renderings of the sign face, and a photograph of the building with the sign superimposed in the front yard, including dimensions. The proposed sign face is rectangular in shape with an overall size of three feet wide by four feet tall (approximately 12 square feet). The sign will be built in its current location with new ground posts in the same configuration. The overall height of the sign and structure will be approximately six feet tall.

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.

The façade study does not provide recommendations for the Mason Library.

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 145 West Ash Street as submitted by Cheryl Lyons based on the application received on January 31, 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. Site plan
3. Sign renderings (2)
4. Sign photograph



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 Cheryl Lyons Organization Capital Area District Libraries
Address (Street, City, State, Zip) 145 W. Ash Street Mason MI 48854
Telephone Number (517) 676-9088 Email address lyonsec@cadl.org
Interest in Property (owner, contractor, tenant, option, etc.) Head Librarian

II. PROJECT DESCRIPTION

Project Name New Mason Library Sign
Project Address 145 W. Ash Street Mason MI 48854
Property Owner Name City of Mason Telephone Number (517) 676-9155
Property Owner Address 201 W. Ash Street Mason MI 48854

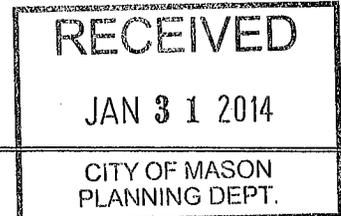
Written Description of Work (attach additional pages, if necessary) Single-sided. Same size as previous sign. Fabrication & installation of in-ground 2-pole sign. Unattached. Materials include 1 Solvent ink printed aluminum composite panel affixed to 4x4 treated pine, PVC covered poles

III. CONTRACTOR INFORMATION

(If more than one contractor is working on the project, list all on separate sheet)
Valuation of Work \$773.59 Contractor License No. n/a Exp. Date n/a
Name ArtCraft Telephone Number 517-485-2221
Address (Street, City, State, Zip) 500 Business Centre Drive Lans MI 48917
Email address signshop@artcraftdisplay.com

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 Cheryl Lyons Date 1/31/14

IV. APPLICATION MATERIALS Applicants should review Section 94-§ 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)
- **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

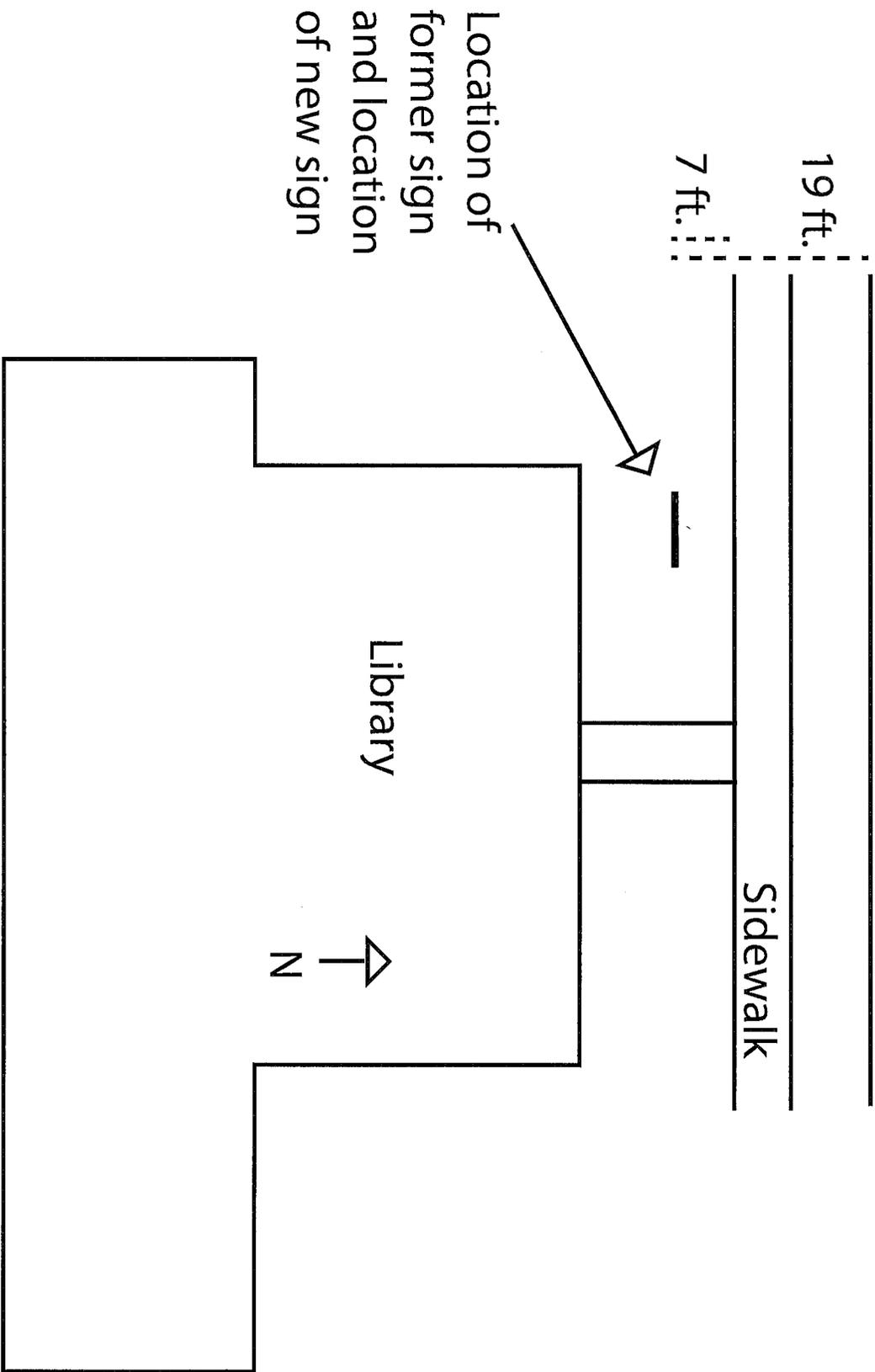
ZONING REVIEW

Zoning District _____ Existing Structure or Use: Conforming ___ Non-Conforming ___
 Proposed Structure or Use: Conforming ___ Non-Conforming ___ Variance Granted ___ Date _____
 Located in Flood Zone _____ FIRM Community Panel No. _____ Flood Zone _____
 Riverwalk Meadows/Cedar Street Suspense Assessment _____ Temple Street Special Assessment _____
 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: _____

W. Ash Street





Capital Area District

LIBRARIES

MASON

3x4'

Monday..... 11 am – 8 pm
Tuesday..... 11 am – 8 pm
Wednesday.... 11 am – 8 pm
Thursday..... 11 am – 8 pm
Friday..... 10 am – 6 pm
Saturday..... 10 am – 5 pm
Sunday* 1 pm – 5 pm

*Closed Sundays between Memorial Day weekend and Labor Day weekend.



Capital Area District
LIBRARIES
MASON

Monday 11 am – 8 pm
Tuesday 11 am – 8 pm
Wednesday... 11 am – 8 pm
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Saturday 10 am – 5 pm
Sunday* 1 pm – 5 pm

*Closed Sundays between Memorial Day weekend and Labor Day weekend.



Capital Area District
LIBRARIES
MASON



David Haywood

From: Lyons, Cheryl [lyonsc@cadl.org]
Sent: Friday, December 27, 2013 1:30 PM
To: David Haywood
Subject: New sign for library part 2

David,

Here are more details on the sign:

Mason sign:

36"x48"

Overlaid wood sign panel, 1/2" thick

All graphics will be plotter cut, 2 mil cast vinyl

Sign + painted posts with decorative finials = \$295.00

Delivery and installation = \$100.00

Total = \$395.00

PLEASE NOTE:

(1) This is not a CARVED wood sign. This is a wood sign, with vinyl graphics overlaid and decorative post finials.

Cheryl

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

A handwritten signature in black ink, appearing to be "DEH", is written over the name "David E. Haywood".

Re: 119 East Maple Street – Sign Proposal

Date: February 20, 2014

Susan Waite of Beltone Hearing is requesting approval to install a new wall sign at 119 East Maple Street. Attached is a photograph of the building with the sign superimposed on the facade, including dimensions. The proposed sign is rectangular in shape, including scalloped corners, and an overall size of ten feet wide by three feet tall (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 12 and 13 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 storefront windows. 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 119 East Maple Street as submitted by Susan Waite based on the application received on February 18, 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 photograph
3. Pages 12 through 13 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

HDC mtg. Feb. 24 - Due Feb. 17

I. APPLICANT INFORMATION

Name SUSAN WAITE Organization BELTONE HEARING
Address (Street, City, State, Zip) 2404 WILDWOOD AVE
Telephone Number (517) 788-7677 Email address TSWAITE@SPCGLOBAL.NET
Interest in Property (owner, contractor, tenant, option, etc.) TENANT

II. PROJECT DESCRIPTION

Project Name BELTONE SIGN OF FRONT OF BUILDING
Project Address 119 E. MAPLE MASON
Property Owner Name ALAN FIEDLER Telephone Number (517) 676-2449
Property Owner Address 117 E. MAPLE MASON

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

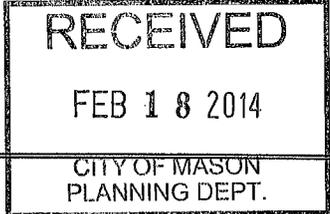
30 SF OF SIGN

III. CONTRACTOR INFORMATION (If more than one contractor is working on the project, list all on separate sheet)

Valuation of Work 900⁰⁰ Contractor License No. _____ Exp. Date _____
Name JOHNSON SIGN Telephone Number 517-784-3720
Address(Street, City, State, Zip) 2240 LAWSING AVE JACKSON, MI 49202
Email address JAY@JOHNSONSIGN.COM

IV. FEES ON REVERSE SIDE

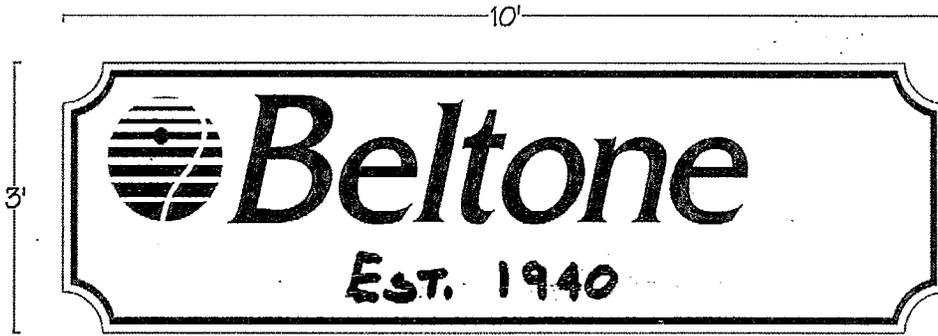
V. APPLICATION MATERIALS ON REVERSE SIDE



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 [Signature] Date 2-17-14



(1) WALL SIGN FOR HISTORIC AREA

BALSTONE
MASON, MI

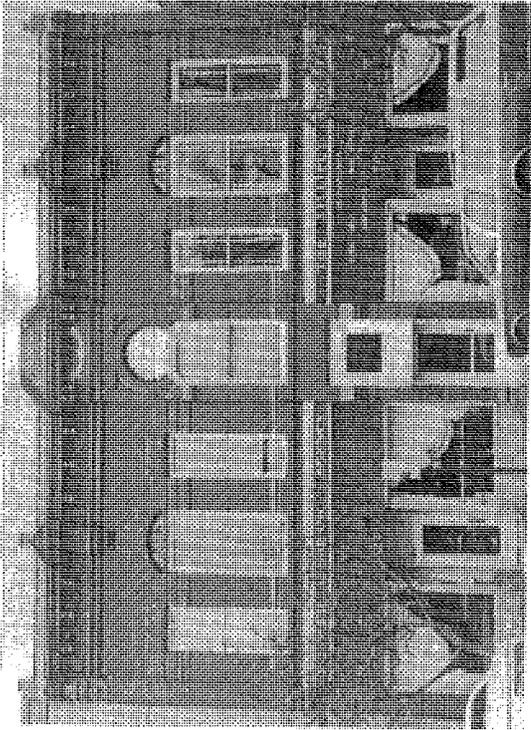
SCALE 1/2" = 1'-0"
BEL-W3-021714-LE

"Building 1st Impressions That Last"

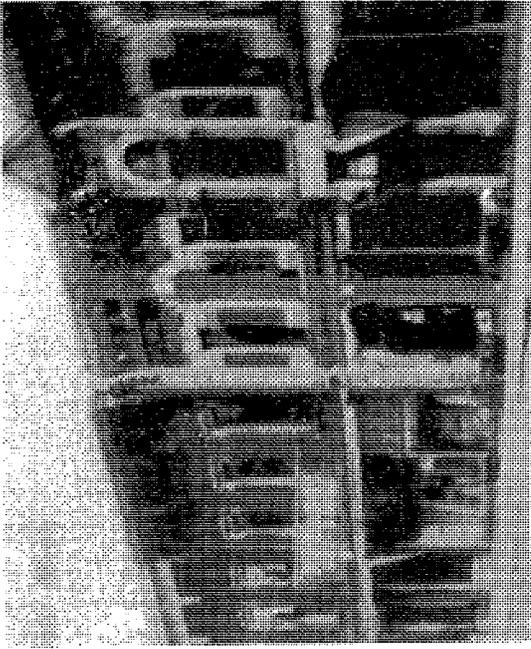
JOHNSON
DESIGN
CO.
EST. 1964

(517) 784-3720
(800) 517-3720
Fax (517) 784-1566

2240 Lansing Ave
Jackson, MI 49202



FIEDLER INSURANCE 117 - 119 East Maple Street 1889



HISTORY: At the time of construction in 1889, Angelica Sherman, about whom little is known, was the property owner. Replacing three small frame buildings that housed a saloon, a harness maker, and a shoe shop, this particular building has contained at various times a saloon, a dry goods store, a grocery, and a drug store. This significant part of Mason's commercial landscape was purchased in 1920 by Rollin C. Darr, Jr., a member of one of the city's prominent families.

ARCHITECTURAL DESCRIPTION: This painted brick commercial structure presents an unusual seven-bay front to the north facade of the courthouse, with a store front on either side of a central stairwell. A very distinctive use of stone as piers, repetitive string courses, and lintels marks this two-story building. On each storefront the central second-floor window possesses a semi-elliptical decorative panel and a framing arch of radiating stone voussoirs. They are larger than the flanking rectangular windows of narrow width, flanking them on either side, which are each topped by a stone hood of crenellated appearance. The central bay placed on a very shallow projection displays a second-floor window beneath a circular ornament of Moorish influence created, again, by the placement of stone. Above this, the bracketed cornice supports a pediment identifying the structure's construction date and smaller pediments above the other large windows. At the building's corners, final decorations remain. And Adamesque swag embellishes the center of the cornice, intensifying the strict symmetry of the front facade. The first floor has retained its original arrangement of doors and display windows.

This brick and stone business block contributes significantly by its architectural presence to the downtown streetscape. The building, which possesses virtually all of its original elements, has had its surface disguised by paint. However, the retention of traditional first-floor arrangements, window treatment, and cornice decoration add immeasurably to the atmosphere of the nineteenth-century courthouse square and its satellite commercial establishments.

QUICK FIX: These two stores occupy one building which maintains a great deal of its original architectural character. The second story is intact with the exception of the windows over the Fiedler Insurance Agency. The original double hung windows have been replaced with a falsey type louver windows. These three window openings should be refitted with double hung wood windows matching the remaining original windows.

The masonry and cornice work appears to be in very good condition on this building. The gray paint should be chemically removed from the masonry so that the original beauty of the stone and brick masonry could be revealed. Sandblasting or other abrasive methods of removal must be avoided. If removal of the paint is impossible, we would recommend painting the brick portion of the building in a red color which was original as made apparent with the aging of the gray paint. The stone sills, belt courses and pilasters should be painted in a buff/gray stone color if the painting option is selected. The cornice work at the top of the building seems to be constructed of metal, however, the detailing of the cornice is such that it would appear the original architect intended this to read as stonework. Therefore, the cornice should be painted the same color as the stone.

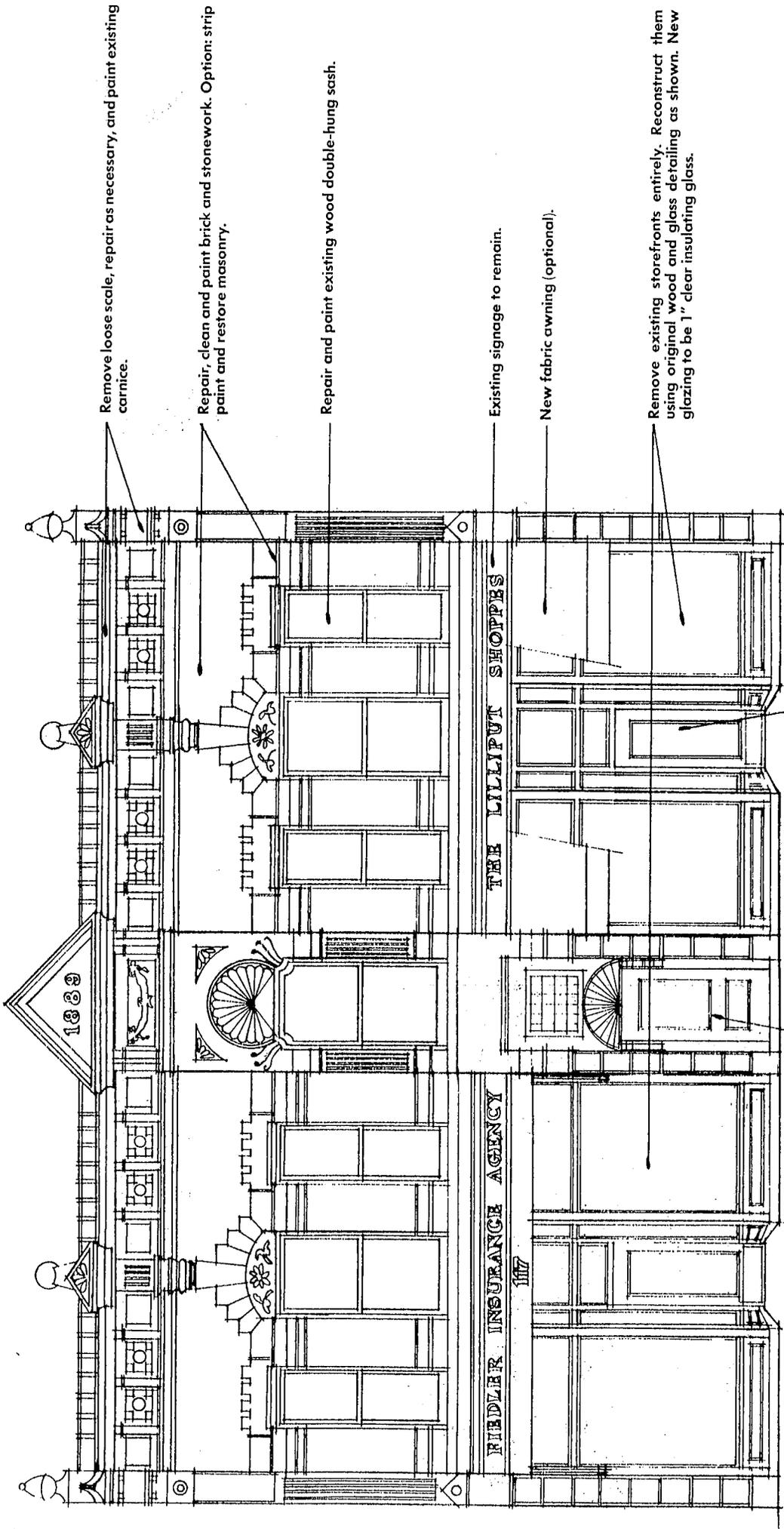
The rope ornamentation and the fan panel above the center stairway window on the second floor and at the stairway entrance at ground level should be painted a nice contrasting color with the stone and brick. Colors should be selected from the color palette maintained in the Mason Main Street office.

The storefronts at street level are not original. The brick knee walls below the display windows are of a hard-fire orange/brown brick. As a minimum, these should be painted the same color as the upper brick. For accurate restoration, which their building deserves, they should be removed and wooden panel type knee walls as shown on early photographs should be installed in their place. The aluminum storefront glazing system should be painted to tie in with the color scheme of the remainder of the building as a minimum and for accurate restoration should be replaced with wood window frames, door frames and doors.

The transom panels over the display windows have been covered with a striated plywood panel. The panels are installed in such a manner that we believe the original transom panels are still behind the plywood. If this is the case, the plywood should be removed and the transoms restored for a very nominal amount of money. If the transom glass is not found in removing the plywood, the original transom panels should be reconstructed to match the detail shown on early photographs.

The sign boards on both buildings are very acceptable and, if they are painted in with the historic color scheme of the building, they would read very nicely.

The aluminum storm windows on the stairway and on the Lilliput Shop should be painted to blend with the historic painting scheme on the remainder of the building unless the owner is willing to do away with the door which would be much more acceptable.



Remove loose scale, repair as necessary, and paint existing cornice.

Repair, clean and paint brick and stonework. Option: strip paint and restore masonry.

Repair and paint existing wood double-hung sash.

Existing signage to remain.

New fabric awning (optional).

Remove existing storefronts entirely. Reconstruct them using original wood and glass detailing as shown. New glazing to be 1" clear insulating glass.

Replace metal door with a new solid core wood panel door.

Replace existing door with a new wood and glass door that matches existing insurance agency entry door.