

# CITY OF MASON

201 West Ash St.  
Mason, MI 48854-0370

City Hall 517-676-9155  
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## Historic District Commission Meeting – 2<sup>nd</sup> Floor Training Room Monday, February 23, 2015

7:00 p.m.

### AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes – Meeting of November 24, 2014
4. Unfinished Business
5. Election of Chair and Vice-Chair
6. People from the Floor
7. Announcements
8. Regular Business
  - A. Discussion – Historic District Inventory
9. Unfinished Business
10. New Business
11. Correspondence
12. Liaison Reports
13. Administrator's Report
14. Adjournment

**CITY OF MASON  
HISTORIC DISTRICT COMMISSION MEETING  
MINUTES OF NOVEMBER 24, 2014**

Waltz called the meeting to order at 7:02 p.m. in the 2<sup>nd</sup> floor Training Room at 201 W. Ash Street, Mason, Michigan.

Commissioner(s) Present: Cummings, Jewett, Schulien, Shattuck, Waltz

Commissioner(s) Absent: Mulvany, Clinton

Also present: David E. Haywood, Zoning & Development Director

**APPROVAL OF MINUTES**

The Meeting Minutes of October 27, 2014 were approved as presented.

**PEOPLE FROM THE FLOOR**

None.

**ANNOUNCEMENTS**

None.

**REGULAR BUSINESS**

**Historic Resource Inventory**

Waltz distributed a draft mission statement, including goals. A lengthy discussion ensued. It was the consensus of the Commission that the goal at hand was to develop the Historic Resource Inventory over time by adding value to it, such as historic photos, past occupants, etc. The Commission agreed that the current task at hand was to develop a webpage that presented the essence of the Inventory for public viewing.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Cummings reported that he would not be available for the February meeting.

**CORRESPONDENCE**

None.

**LIAISON REPORTS**

None.

**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 8:11 p.m.

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Deborah J. Cwierniewicz, City Clerk

# City of Mason

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## MEMORANDUM

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" in the "FROM:" line.

RE: Historic District Resource Inventory

DATE: January 23, 2015

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At the November meeting, the Commission reaffirmed the current goal of the Inventory project is to create a framework on the City's website to display inventory data, including pictures. During the discussion it was determined that the Commission should invite a website specialist experienced with Excel database to speak to the Commission about the probable costs and timeline for this effort. Staff would recommend that the Historic Resource District Resource Inventory Subcommittee (Waltz and Jewett) speak with a consultant and report back to the Commission in February or select a consultant to speak directly to the Commission in February.