

# CITY OF MASON

201 West Ash St.  
Mason, MI 48854-0370

City Hall 517-676-9155  
Fax 517-676-1330

## Historic District Commission Meeting – 2<sup>nd</sup> Floor Training Room Monday, January 25, 2016

7:00 p.m.

### AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes – Meeting of November 23, 2015
4. Unfinished Business
5. Election of Chair and Vice-Chair
6. People from the Floor
7. Announcements
8. Regular Business
  - A. Discussion – Food Truck Ordinance
9. Unfinished Business
10. New Business
11. Correspondence
  - Michigan Historic Preservation Network, January 4, 2016
  - Historical Society of Michigan, January 19, 2016
12. Liaison Reports
13. Administrator's Report
14. Adjournment

**CITY OF MASON  
HISTORIC DISTRICT COMMISSION MEETING  
MINUTES OF NOVEMBER 23, 2015**

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

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

**APPROVAL OF MINUTES**

The Meeting Minutes of August 24, 2015 were approved as presented.

**PEOPLE FROM THE FLOOR**

None.

**ANNOUNCEMENTS**

None.

**REGULAR BUSINESS**

**106 E. Ash St.**

Amanda Harrell-Seyburn of Sedgewick & Ferweda Architects introduced herself to the Commission and gave a brief overview of the project. Together, Ms. Harrell-Seyburn and Commissioners discussed the proposal and made the following statements/comments relative to the proposed development project:

- Mr. Worman is proposing to change the design of the store-front windows that were approved in July 2015
- Mr. Worman had previously been approved to remove the masonry below the store-front windows and lower the windows to near ground level
- Now, Mr. Worman is proposing to leave the masonry window base in place and extend the window height to match nearby store-front windows
- Each of the store-front windows, one on Ash and one on Jefferson, will have two main window panels with four transoms above
- The overall project is broken into three phases, removal of ceramic metal panels and front entry door replacement, replacement of remaining windows and doors, and masonry repairs
- There are no proposed changes to the entry steps
- Pillars will remain, with repairs as previously approved
- Interior raised floor height is one foot one inch above main floor level at front entry door threshold
- The floor levels did not impact decision to keep masonry
- Safety from vehicular traffic was a consideration
- It was originally thought that the masonry portion of the wall would be deteriorated to the extent that it would need to be replaced
- Entire project is expected to be completed by the summer of 2016

Motion by Cummings, second by Shattuck,

To approve the façade improvement proposal for the property located at 106 East Ash Street as submitted by Gary Worman of MK&G Properties based on the application received on November 17, 2015, on the basis that it is consistent with the standards listed in Section 31-5(e) of the Mason Code.

MOTION APPROVED UNANIMOUSLY

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**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 approximately 7:46 p.m.

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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

RE: Staff Agenda Report

DATE: January 22, 2016

A handwritten signature in black ink, appearing to be "D. Haywood", is written over the "FROM:" line of the memo.

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## Food Truck Ordinance

Attached is a memorandum from the City Clerk asking the Commission for comments on a proposed food truck ordinance. Included is a sample ordinance from Traverse City that may serve as the foundation for a local ordinance. Please take a moment to review the ordinance and provide any comments or suggestions related to its impact on the Mason Historic District.

## Organizational Memberships

We have recently received invitations to join the Historical Society of Michigan (HSM) and the Michigan Historic Preservation Network (MHPN). We have been a member of both in the past, but are not currently members of either. Attached are communications from each organization with information about member benefits.

Annual membership for the MHPN is \$150. Annual membership fees for the HSM are between \$35 (basic) and \$50 (enhanced). Benefits for each level of membership are described on the HSM website as the following:

“Member organizations belonging to the Historical Society of Michigan receive subscriptions to both the Chronicle and Michigan Historical Review. They are also eligible for:

- Listing under Local Organizations on the HSM website. If you do not have a site, we will construct a single page with a description, hours, and contact information. The HSM website is visited by thousands each month and many are looking for local resources
- Ability to post events on the Calendar of Michigan History Events with direct links to your website and other information
- Listing in the triennial Historic Michigan Travel Guide, if the organization operates a history destination (such as a museum or historic site) that is open to the public

- Special listing in the triennial Michigan History Directory, which lists all history organizations in the state
- Eligibility for your organization to be featured in the Member Spotlight, Member News, Historical Happenings, and Michigan Books sections of the Chronicle magazine
- Networking opportunities
- Discounts for up to two representatives from your organization to attend HSM conferences and workshops
- Best practices advice, such as how to register as a non-profit, developing bylaws, and more

Organizations that choose an “Enhanced” membership will also receive a subscription to Michigan History.”

MICHIGAN HISTORIC  
PRESERVATION  
NETWORK



January 4, 2016  
Mason Historic District Commission  
201 West Ash Street  
Mason, MI 48854



To Whom It May Concern:

As a Michigan Historic Preservation Network member, we would like to extend our gratitude to you and the members of your Historic District Commission for helping us make this past year such a great one. We know that you work hard for our state's heritage, and we sincerely thank you for helping us protect it.

The MHPN's mission is to advocate for the places that have contributed to Michigan's rich history. Big, small, urban, rural, north, south, east, west -- we believe that *all* of the state's cultural and architectural assets contribute to the unique character and incredible economic vitality of our communities.

Your commission's membership has allowed us to accomplish so much toward that mission in the last year.

- We have fostered professional growth through our robust educational programming, from HDC trainings, to small hands-on community workshops, to the Annual Historic Preservation Conference held every May
- Our staff has supported community engagement efforts in 65 counties and 125 communities through trainings, advising and presentations, as well as through larger - scale initiatives like the Jefferson-Chalmers Demonstration Project in Detroit
- Our staff has also supported community advocacy efforts to protect endangered buildings from demolition threats in places like New Buffalo, Irish Hills and Detroit, where we co-led the precedent setting Detroit Historic Resource survey
- We have continued to manage our MHPN Preservation Intervention Fund Program to help finance historic preservation projects around the state that drive economic activity in communities

Your support helped make these accomplishments possible. Will you please **renew your membership today** so that we can continue to advocate for the Michigan places you hold dear? It's easy to do. Just fill out and return the enclosed form, listing up to ten commissioners, and your preferred method of payment, or visit us online at [www.mhpn.org](http://www.mhpn.org) to renew using Paypal. And don't forget, you can always give a little extra. Every dollar helps!

Thank you again for your support. We hope to see you at your favorite Michigan place soon!

Sincerely,

Denise McGeen

A handwritten signature in black ink, appearing to read "Denise McGeen".

Membership chair  
MHPN Board of Directors



**HISTORIC DISTRICT COMMISSION MEMBERSHIP FORM 2016  
ANNUAL DUES \$150.00**

Keep your commission or study committee fully informed on preservation issues and activities throughout the state by renewing your Commission Membership in the Michigan Historic Preservation Network today. The Commission Membership rate entitles up to TEN members from your Commission, Study Committee, Board or staff to attend conferences at reduced rates as well as receive all Network mailings including newsletters and notices of conferences, workshops and special Network events.

*Additional members may be added at \$20.00 per person. Continue to receive all the benefits and services of being a Network member! Please fill out and return this form with your payment to:*

**Michigan Historic Preservation Network  
313 E. Grand River Avenue  
Lansing MI 48906  
PHONE: 517.371 8080    [www.mhpn.org](http://www.mhpn.org)  
FAX: 517.371 9090    [info@mhpn.org](mailto:info@mhpn.org)**

Commission name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Member's Name:	Mailing Address:	Email:

You may list additional members on the back or on a separate sheet.

Method of Payment: (please PRINT CLEARLY & fill out all information)

Check enclosed payable to "MHPN"  OR Charge: VISA  MC  Discover

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV# \_\_\_\_\_

Name on Card: \_\_\_\_\_ Your Signature: \_\_\_\_\_



5815 Executive Drive  
Lansing, MI 48911

Phone: (517) 324-1828  
Fax: (517) 324-4370  
E-mail: [hsm@hsmichigan.org](mailto:hsm@hsmichigan.org)  
Website: [www.hsmichigan.org](http://www.hsmichigan.org)

**Executive Director**  
Larry J. Wagenaar

**Board of Trustees**

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Phil Porter, Cheboygan  
Larry Rodarte, Saginaw  
Morris Thomas, East Lansing  
Richard Wiener, Williamston  
Leslie C. Williams, Detroit

January 19, 2016

Dear Prospective HSM Member,

Be a part of history and increase visitors to your location!  
Be included in the 7th edition of the *Historic Michigan Travel Guide*!

HSM has moved up the publication date of our next *Historic Michigan Travel Guide*, which will be released in time for the 2016 travel season.

Inclusion in the *Historic Michigan Travel Guide* is one of the benefits you receive as a Historical Society of Michigan member!\* **At this time, your organization is not a member of the Historical Society of Michigan. One of the criteria for inclusion in the Travel Guide is membership. Joining is easy!**

Enclosed is a document that has the information that is **currently in our database** about your organization. If there are no revisions, please let us know that. If there are revisions, you can make them one of two ways.

1. Add those changes to the document and return them in the enclosed postage-paid return envelope.

Or

2. Use our online update form (<http://www.hsmichigan.org/publications/travelguide/inclusion-form/>) and **only fill in the areas that have changed**. If you choose this method, just include your organization name and your changes, and at the end of the form, please add in the "note" field that you are only providing **changes** to current information.

\*To be considered for inclusion in the 2016 edition of the *Historic Michigan Travel Guide*, your organization must meet the three criteria points listed below.

- ▶ Be a current member of the Historical Society of Michigan at the time of publication
- ▶ Maintain a physical site that is open to the general public and able to receive visitors
- ▶ Maintain a physical site that would be considered a "tourist attraction" of historical interest

*Even if your organization does not meet the Travel Guide criteria, please fill out our information gathering form so that we can update our records. Your data will be used for our upcoming Discover Michigan History app/interactive website and the future Michigan History Directory—both of which list every historical entity in Michigan.*

If you have questions about becoming an HSM member, please e-mail [hsm@hsmichigan.org](mailto:hsm@hsmichigan.org) or call (517) 324-1828. You can also start a new membership by going directly online to [www.hsmichigan.org/join/organizational-memberships/](http://www.hsmichigan.org/join/organizational-memberships/).

Thank you. If you have any other questions, please let us know.

Bill Lewis  
Membership and Events Manager



10# 3172

This is the current information that the Historical Society of Michigan has on file about your organization.

**Organization Name:** Mason Historic District Commission

**Contact Person Name and Title:** David Haywood,

**Organization Mailing Address:** Mason City Hall 201 W. Ash St., Mason, MI 48854

**Organization Phone Number:** 517-676-9155

**Organization Fax Number:** 517-676-1330

**Organization E-Mail Address:**

**Organization Website Address:** www.mason.mi.us

**Organization's Mission Statement:**

**Your Physical Location (if different from mailing address):** , ,

**Name of Your Facility or Site:**

**What county is your facility or site located?:** Ingham

**Hours of Operation:** 8 a.m.-5 p.m.

**Admission Price/Policy:**

**Visitor Accessibility:**

**Does this site or facility have a museum store?:**

**Marketing Message (Tell us why visitors should come to your site or what you have for them to see or do):** Review agency for appropriateness of development proposals in Mason Downtown Historic District.

**List up to 10 publications that this site produced:** \*Information may not be current.

**List up to 10 events that your organization produces:** Meetings 4th Mon monthly, 7 p.m. at City Hall.

**List a special collection that you have or list your educational activities:**

**Do you have additional sites that you operate? (Please send us the same information listed above for each of your additional sites):**