



HISTORIC DISTRICT COMMISSION

July 16, 2018, 6:00 p.m.
First Floor Conference Room
Mason City Hall

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES** (June 18, 2018)
- 5. UNFINISHED BUSINESS**
 - A. Development Updates – Administrators Report
 - B. Art and Placemaking in the Historic District - Update
- 6. NEW BUSINESS**
 - A. State Historic Preservation Office (SHPO) Evaluation
 - a. Review of New Materials
 - b. Goal setting for the next three years
- 7. LIAISON REPORT**
- 8. ADJOURN**



CITY OF MASON
HISTORIC DISTRICT COMMISSION MEETING
MINUTES OF JUNE 18, 2018
DRAFT

Clinton called the meeting to order at 6:00 pm in the Second Floor Training Room at 201 West Ash Street, Mason MI.

Commissioner(s) present: Clinton, Cummings, Linsley, Schulien
Commissioner(s) absent: Shattuck, Vogel
Also present: Elizabeth A. Hude, AICP, Community Development Director

PUBLIC COMMENT:

None.

APPROVAL OF MINUTES:

Cummings made a motion, seconded by Schaeffer, to accept the meeting minutes from the March 19, 2018 meeting.

Yes (4)
No (0)
Absent (2)

MOTION APPROVED

UNFINISHED BUSINESS:

- A. Development Updates – Administrators Report was provided in packet.
- B. Art and Placemaking in the Historic District – Staff asked for input on the mural being proposed by Bad Brew. Several members commented they did not find it to reflect the character or intent of the Historic District (circa 1890). They asked staff to check with the owner to see if it could be located to the back or alley or if the colors could be toned down.

NEW BUSINESS:

- A. 154 W. Maple Street
Chris Weir, project architect from Studio Intrigue, presented the proposal to the HDC. The current building will be demolished and a new building will be constructed. He stated that the new building reflects the three factors recommended by the U.S. Secretary of the Interior for infill – Differentiation between new vs. old, transparency/connectivity, and compatibility of materials with surrounding buildings. The materials will include fiber cement panels and reclaimed brick. It is three-stories, 45 feet in height. Cummings asked if an elevator was required, Weir stated the building code does require one. The third floor was for the residents, no restaurant below due to venting requirements, retail only. Schaeffer commented on the studio that was two feet higher and the patio area – raised pavers, guard rail; he noted the stone cornice on the 2nd story. Cummings asked about the timetable. Weir stated they will go to Planning Commission July 10 and anticipated 45-60 days for final drawings/permits and would begin construction next spring. Linsley commented that it would complement the other buildings.

Cummings made a motion, seconded by Schaeffer, to approve a Certificate of Appropriateness for 154 W. Maple Street as submitted on plans dated May 25, 2018, based upon the findings that it is consistent with the standards listed in Section 31-5(3) of the Mason Code.

LIAISON REPORT:

None

ADJOURN:

Meeting adjourned at approximately 6:30 pm.

Becky Clinton, Chair



2018 Baseline Certified Local Government Evaluation

Today's date:

CLG Community Name:

Year certified:

Informant's Name and Title:

Mailing address:

Email address:

Phone:

Please answer the following questions for your Certified Local Government regarding the period 2015-2018.

To review Basic Requirement #1: A local government shall "Enforce appropriate state or local legislation for the designation and protection of historic properties."

- 1) Has the CLG kept its ordinance in effect during the entire period 2015-2018?
- 2) Did your community amend or revise the Historic District Commission bylaws during the evaluation period?

Did your community amend or revise the local historic preservation ordinance during the evaluation period?

➔ **Submit** copies of amendments, new regulations, or guidelines if applicable.

- 3) List and provide boundary descriptions and maps for any historic districts designated during the period 2015-2018.

To review Basic Requirement #2: A local government shall "Establish by state or local law an adequate and qualified historic preservation review commission composed of professional and lay members."

- 4) Please detail HDC staffing levels during the evaluation period and indicate the dates when positions were vacated and filled, for example:

Position	Vacated	Filled
Architectural historian	1/5/2015	2/23/2015

- 5) Explain how your community sought to find qualified professionals to fill vacancies.

➡ **Submit** a copy of the announcement used for vacant positions

- 6) List the names of current historic district commission members, the positions they fill, their qualifications for that position, and whether they meet the Secretary of the Interior's professional qualifications as an archaeologist, architect, architectural historian, historian, or historic architect.

➡ **Attach** the resume of each commission member

➡ **Attach** the resume of the CLG coordinator

➡ **Submit** your commission's conflict of interest policy

- 7) List any Memoranda of Understanding or contracts signed during the evaluation period and indicate which responsibilities—required or optional—will belong to the CLG and which will belong to any other group.

- 8) List the time frame specified in your ordinance and for each evaluation year list the average time frame for issuing the Certificate of Appropriateness.

- 9) Provide the following information for each year.

The number of applications.

The number of decisions.

The number of approvals.

The number of denials.

The number of appeals.

The number of decisions overturned.

- 10) Did each new historic district commissioner receive a copy of:
 The Secretary of the Interior's Standards for Rehabilitation
 Michigan Public Act 169 of 1970 (as amended)
 Michigan's Certified Local Government Program manual
 Information on each locally designated historic district

If not, explain.

- 11) Describe the training that has occurred for HDC members since 2014.

To review Basic Requirement #3: A local government shall "Maintain a system for the survey and inventory of historic resources."

- 12) What has been your system for the survey and inventory of historic resources during the evaluation period?
- 13) Provide a list of surveys undertaken during the evaluation period. Indicate whether they were for archaeological or above ground resources and indicate the number of resources surveyed.
- 14) Were surveys conducted in accordance with SHPO's *Manual for Historic and Architectural Surveys in Michigan*?
- 15) Was a copy of the survey data given to SHPO?

To review Basic Requirement #4: A local government shall "Provide for adequate public participation in the Historic Preservation program, including the process of recommending properties to the National Register of Historic Places."

- 16) List the typical annual meeting schedule for the Historic District Commission.
- 17) Explain how HDC meetings are publicized.
- 18) Has the CLG kept detailed minutes that record all decisions and actions of the commission and include an explanation of the basis for those actions?

➡ **Submit** minutes from three meetings at which the HDC took action.

- 19) How are procedures, guidelines, criteria, and standards been made available to the public in accordance with Michigan's Freedom of Information Act, PA 442 of 1976?
- 20) How do you maintain a record of properties listed in the National Register of Historic Places in your community?

To review Basic Requirement #5: A local government that has been certified shall "Satisfactorily perform the responsibilities delegated to it under the Act."

- 21) Which goals established either in your CLG application or during your last evaluation have been met during this latest evaluation period?
- 22) What are your CLG's goals for the next three years?