

# 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, March 28, 2011

7:00 p.m.

### AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes – Meeting of January 24, 2011
4. Unfinished Business
5. People from the Floor
6. Announcements
7. Presentations
8. Regular Business
  - A. Inventory of Historic Places – Report on Final Database
9. Unfinished Business
10. New Business
11. Correspondence
  - National Trust for Historic Preservation
  - John Renaud, National Park Service – January 23, 2011
12. Liaison Reports
13. Administrator Report
  - 2010 Census Data Released
14. Adjournment

**CITY OF MASON  
HISTORIC DISTRICT COMMISSION MEETING  
MINUTES OF JANUARY 24, 2011**

Cummings called the meeting to order at 7:08 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan.

Commissioner(s) Present: Brown, Mulvany Schulien, Shattuck

Commissioner(s) Absent: Cummings, Hyndman, Tornholm

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

**APPROVAL OF MINUTES: November 22, 2010**

The Meeting Minutes of November 22, 2010, were approved as presented.

**UNFINISHED BUSINESS**

None.

**ELECTION OF OFFICERS**

Haywood opened the floor for Chairperson nominations.

Nomination by Shattuck,  
to elect Mark Cummings as Chairperson.

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

**MARK CUMMINGS ELECTED AS CHAIRPERSON UNANIMOUSLY**

Haywood opened the floor for Vice-Chairperson nominations.

Nomination by Mulvany,  
to elect Loren Shattuck as Vice-chairperson.

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

**LOREN SHATTUCK ELECTED AS VICE-CHAIRPERSON UNANIMOUSLY**

**PEOPLE FROM THE FLOOR**

Mike Waltz thanked the Commission for his opportunity to serve, noting his experience was very gratifying.

**ANNOUNCEMENTS**

Schulien announced that Rayner Park was granted a County Historic Site by the Ingham County Historical Commission.

## **INTRODUCTIONS**

Megan Ruth introduced herself as a Michigan State University journalism student and in attendance to cover the meeting for a class paper.

## **PRESENTATIONS**

None.

## **REGULAR BUSINESS**

### **Inventory of Historic Places**

Haywood announced that the inventory was virtually complete and informed the Commission that the next step will be consulting with the webmaster to determine the appropriate format for posting the database on the City's website.

### **350 South Jefferson Street – Sign**

Motion by Mulvany, second by Schulien,  
to approve the wall sign proposal for 350 South Jefferson Street as submitted by Shawn Sodman based on the application received on January 18, 2011, on the basis that it is consistent with the standards listed in Section 31-5(e) of the Mason Code.

Commissioners discussed the proposal briefly and staff reported that the proposal meets the sign ordinance standards.

### **MOTION APPROVED UNANIMOUSLY**

### **Historic District Commission Goals for 2011**

Commissioners discussed setting goals or topics of interest to pursue in 2011 as the following:

- To approach the City Assessor/Finance Department to request that photographs generated by the assessing staff be archived with the Historic District Commission as a matter of policy.
- Continue to pursue means to support the efforts to market the downtown area, specifically with regard to historic resources.
- Develop methods to raise funds for potential projects such as façade restoration, murals, exhibits, and other District improvements.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

Mulvany reported that salvaged church pews will be refurbished and located at City Hall. Mulvany invited anyone with an interest to participate in the relocation and refurbishing process.

**CORRESPONDENCE**

Staff provided Commissioners information regarding the National Alliance of Preservation Commissions.

**LIAISON REPORTS**

Haywood gave a brief report of Council business.

**ADMINISTRATOR'S REPORT**

Haywood gave a brief report of the Zoning & Development Department business. Haywood also announced the availability of grant funding for the Michigan Humanities Council "The Way We Worked" traveling exhibit.

**PEOPLE FROM THE FLOOR**

None.

**ADJOURNMENT**

Being there was no further business, the meeting adjourned at 8:09 p.m.

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Deborah Cwierniewicz, City Clerk

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TRUST  
FOR  
HISTORIC  
PRESERVATION®

Reactivate your Membership in the  
National Trust for Historic Preservation today  
and continue to receive all of your Member Benefits!

Dear Friend of Historic Preservation,

Over a decade ago the National Trust took the bold step to end its reliance on an annual federal appropriation of \$7 million, which, at its peak, represented more than 50% of our core unrestricted budget.

We have made tremendous progress in replacing our federal funding, thanks in no small part to the generosity of our Members. I am happy to report that in the first decade after giving up federal funding our operations budget actually grew from \$35 million to more than \$55 million, representing a significant increase in program work, including opening three new Field Offices, five new Historic Sites – for a total of 29 – and launching several new initiatives.

But while I am proud of the accomplishments of the last decade, the demand for our services continues to grow. Therefore, when we created our budget plans for this year, we decided to press forward to expand our outreach, services to the field, and grants and loans for worthy projects. From working in coalition with preservation and environmental groups to forge an agreement that would help protect Utah's Nine Mile Canyon, the site of more than 10,000 Native American petroglyphs, from further damage from natural gas development to standing our ground to make sure Congress maintains funding for critical preservation programs, like Save America's Treasures, that support preservation projects all across the country.

And while we knew that our aggressive agenda would put a strain on our operations, we simply could not turn our backs on the communities who came to us for help. As a result, we needed to set our budget goals accordingly. In order to meet these goals this year and keep the pace of preservation moving forward in a positive direction, we need your support.

I'm rushing you this message to ask you – urge you – to please renew your support of preservation and the National Trust for Historic Preservation by sending in your membership dues of \$20 for an individual or \$30 for a family. Of course, if you can send even more for your membership dues that will help us greatly.

And when you send your membership dues, you will reactivate all of the special benefits of Membership in the National Trust, including your very own tote bag, FREE of charge, which you can use to carry everything from groceries to library books, plus a subscription to *Preservation* magazine and discounts at National Trust Historic Sites and select Historic Hotels of America.

With your renewed support, the National Trust for Historic Preservation will strive to extend our reach, counter anti-preservation forces, and broaden our efforts to enhance the character and quality of our communities through preservation action. More specifically, your renewed membership support will enable us to:

- Help our State and Local Partners continue their efforts to use our Partners in the Field program to bring preservation services, knowledge, and support to local communities. Thanks to a generous member, 45 grants have been awarded to our partners to hire field representatives in 30 states;

- Expand our current collection of 29 Historic Sites into a broader array of Partner Places – now numbering more than 200 – that will bring the past alive for millions of our fellow citizens;
- Develop innovative and highly successful preservation-based economic development programs like our renowned National Main Street Center program that has been active in 1,800 historic downtowns across the country;
- Fight in court, through our acclaimed Legal Defense Fund, to defend the rights of communities to use the law to protect their built heritage;
- Grow our Statewide and Local Partners program, now numbering over 100, and provide expert financial assistance and advice to these critical partners throughout the nation;
- Identify and save historic places through our Preservation Fund grants, often the first financial commitment a project receives; and
- Educate the public about the cause of preservation and the fact that our built heritage is not just about bricks and mortar, but about a part of the American soul.

Won't you please help to sustain the vital work of the National Trust for Historic Preservation – uninterrupted – as we strive to meet these important needs while still maintaining momentum on our other critical programs?


Remember, the National Trust is today the one preservation organization dedicated to the vital and complex mission of “protecting the irreplaceable.”

Still today, too few of our fellow citizens truly comprehend the power of preservation. Too few understand that preservation is not simply about architecture and landscape, but about our lives – who we were and are today – and about leaving future generations a solid foundation on which to build.

Please, help the National Trust preserve – and pass on to those who come after us – the best of America. Rush your renewal gift today. Simply complete and return the enclosed reply with your check or credit card information in the enclosed Business Reply Envelope.

We'll quickly process your gift and send you your personalized membership card so you can enjoy all of the benefits of membership. I look forward to your prompt reply so that I may welcome you as a Member of the National Trust for Historic Preservation.

Sincerely,



Dolores McDonagh  
Vice President, Membership

P.S. Your new membership card will be mailed once we receive and process your renewal gift of \$20, \$30, or more. Remember, your new membership card entitles you to all the benefits and privileges of the National Trust Membership, including our special tote bag, FREE.

# MEMBERSHIP BENEFITS

NATIONAL  
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HISTORIC  
PRESERVATION®

“You’ll feel tremendous satisfaction in knowing your Membership is protecting America’s heritage for generations to come.”

The National Trust for Historic Preservation appreciates our Members. Through our exclusive Membership Benefits Package, Members receive opportunities to share in preservation successes across the country.



## In thanks for your generous membership gift, you’ll receive:

**A FREE TOTE BAG** — You’ll receive a National Trust for Historic Preservation Tote Bag for joining today. Show your neighbors and community members you care about preserving America’s history.

**PRESERVATION MAGAZINE** — Our award-winning, bimonthly magazine, filled with stunning photographs and engaging articles on emerging issues in preservation and inspiring stories about how committed individuals made a difference in their community, as well as our popular Historic Homes for Sale section. Past issues included a story on the fight to save Brooklyn’s Coney Island, the tale of how a couple in La Jolla, California, saved three Victorian and Craftsman-style cottages from the wrecking ball, and a photo-essay on Kentucky’s vanishing landscapes.

**YOUR PERSONALIZED MEMBERSHIP CARD** identifying you as an individual who cares about preserving America’s heritage.

**SPECIAL TRAVEL BENEFITS DESIGNED TO HELP YOU EXPERIENCE HISTORIC AMERICA**, including discounted admission to all 29 National Trust Historic Sites and nearly 200 Partner Places across the country (plus nearly 500 historic sites overseas), invitations to join us on National Trust Study Tours, and special rates and packages at participating Historic Hotels of America®.

**MEMBER DISCOUNTS** on a wide selection of items online and in select Historic Site Gift Shops, including discounts on books and guides about design, architecture, history, and community preservation activities. Visit us at [www.PreservationNation.org](http://www.PreservationNation.org).

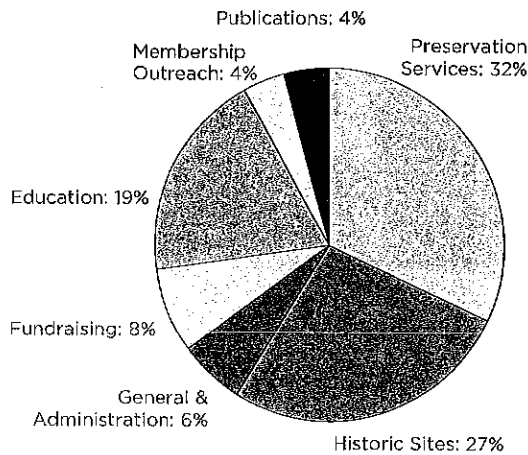
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Members receive discounted admission to more than 200 Historic Sites and Partner Places, from the Steinbeck House in Salinas, California to Elvis Presley’s Graceland in Memphis, Tennessee (shown above).

# YOUR SUPPORT LEADS TO PRESERVATION VICTORIES

86 cents of every dollar you give to the National Trust for Historic Preservation goes to the implementation of our preservation and outreach programs.



Support from Members provides the foundation for our many programs and services, including our National Main Street Center, which has helped more than 2,000 communities rehabilitate more than 186,000 buildings. Dues payments help acquire and provide support for our 29 Historic Sites across the country, provide technical assistance to communities, educate the public on the importance of preservation, and much more.

Members have also helped us win important preservation battles such as the fight to protect Utah's Nine Mile Canyon, the site of more than 10,000 Native American petroglyphs, from increased damage due to development, and enabled us to work with the Montana Historical Society to save the former mining "boom towns" of Virginia City and Nevada City, Montana.

The National Trust for Historic Preservation receives no government funding for our operations, so member dues and contributions are crucial if we are to continue our work to protect America's irreplaceable architectural and cultural heritage.

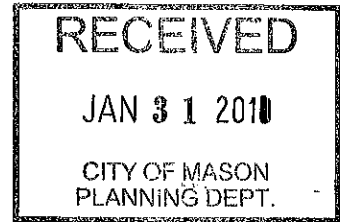
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## Notes and Updates for Certified Local Government (CLG) Contacts

January 23, 2011



Dear Colleague,

There are a few things that need updating or further explanation in the January 4, 2011, request for information on Certified Local Government (CLG) FY 2010 achievements under local law.

1. As the official CLG contact for your community I have sent you (and your colleagues in other CLGs) this hard-copy package because at least one of the following reasons applies to you.
  - a. I have not heard from your State CLG coordinator that she/he is collecting the accomplishments information for us; and/or
  - b. We do not have a valid e-mail address for you; and/or
  - c. I have not heard from your State CLG Coordinator that a hard-copy package is unnecessary given our earlier e-mail communications.
2. Also, in putting together this package, I have excluded CLG contacts from whom I have already received a report. If you have received this message but you have already sent me your report, please let me know. Something may have gone astray.
3. Several people have alerted us that our CLG web site has been moving very slowly recently. We have taken some initial steps at our end to correct the problem and we continue to investigate the situation. The speed of the downloads remains very uneven. In the meantime, our Information Technology folks tell us that if you hit the "refresh" button every so often, that should help the situation.
4. I have been having some problems in getting the hard-copy mailing out in a timely fashion. Therefore, don't worry about the January 28, 2011, target date for providing this information to me. If you get something to us by February 25, 2011, or thereabouts, that will be just fine.

Please let me know if you have any questions concerning this material.

Yours,

A handwritten signature in black ink that reads "John W. Renaud". The signature is written in a cursive, flowing style.

John W. Renaud  
Project Coordinator  
Historic Preservation Grants  
National Park Service  
E-mail: John\_Renaud@nps.gov  
Telephone: 202-354-2066  
Fax: 202-371-1794

Cc: State CLG Coordinator



# United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.

Washington, D.C. 20240

H32(2256)

JAN 4 2011

Dear Certified Local Government Contact:

Once again, we need your assistance in reporting on the accomplishments of the national historic preservation partnership. I am asking for any information that you might have on the number of significant properties designated or protected under your local laws. Please send the FY 2010 annual information on the enclosed form or its equivalent (see below). It is unchanged substantively from last year. Please note that we are seeking this information on a voluntary basis. This is information that your office already has readily available; we are not asking your office to gather this information solely because we are seeking it. Although the Government Performance and Results Act (GPRA) provides the impetus to ask these questions, I think that you will agree that having national data on our achievements has several benefits. For example, the information that you and your colleagues in other Certified Local Governments (CLGs) provided in recent years concerning properties designated and protected under local law has been extremely helpful in the budgetary and strategic planning processes. If you are new to this process or would like a more detailed rationale for this process, please read Enclosure A.

For your use and perusal, we have posted on our website (<http://www.nps.gov/history/hps/clg/index.htm>) results from FY 1997 through FY 2009. As soon as possible, we will post this year's results, forms, and guidance. Please check your CLG contact information and let us (and your State CLG Coordinator) know if it is not current. We want to ensure that our materials get to the right people. Please complete the enclosed baseline questionnaire if you haven't done so in the past or if you need to correct for missing or inaccurate data from previous years. We have made a parallel request for data from each State Historic Preservation Office. Your State office may wish to collect your questionnaire and annual data and forward the data to us in a batch from all of the participating CLGs in your State. If this is the situation (check with your State CLG coordinator), there is no need for you also to send the questionnaire and annual data to us directly, although you are certainly free to do so if you wish.

By January 28, 2011, please forward your completed form(s) to:

Historic Preservation Grants Division (Attention: John Renaud)  
Heritage Preservation Assistance Programs  
National Park Service  
1201 Eye Street, NW (Organization Code 2256)  
Washington, DC 20005

Alternatively, feel free to send the material to John by telefax at 202-371-1794 or by e-mail at [John\\_Renaud@nps.gov](mailto:John_Renaud@nps.gov). If you want an electronic (Word) version of this form and accompanying guidance, please contact John by e-mail. A .pdf version also will be available from our website. If your State Historic Preservation Office is collecting the responses for forwarding to us, you may be asked to send them the information somewhat earlier. If you have any questions on any of these matters, please consult John by telephone at 202-354-2066, by fax, or by e-mail.

Sincerely,

Hampton Tucker  
Chief, Historic Preservation Grants Division

Enclosures

CC: State CLG Coordinator

**Why is it important to respond to a GPRA-related request for historic preservation accomplishments?**

The Government Performance and Results Act (GPRA) sends a strong, clear message to all of us who administer Federal programs. Those programs can no longer be judged by what we do, but rather by what we accomplish; not by the level of our effort, but by the ultimate outcome of that effort. Where a Federal program is carried out through the grant-making process, as is the case with the Historic Preservation Fund, GPRA's inquiry follows those dollars to their ultimate use. The programmatic outcome is the key.

The National Park Service and the other Executive branch agencies present their appropriation requests in a format that: 1) projects the outcomes to be achieved through the expenditure of those dollars and 2) reports on the outcomes achieved through previous expenditures. Further, we must establish a useful baseline, against which those outcomes can be measured, so that there is some sense of whether the program is making reasonable progress toward its longer-range goals and objectives.

Creating and applying to this national program the kind of measures GPRA expects is a task that is very difficult to accomplish in any meaningful way. And yet, we must do it. Reporting on the specific responsibilities mandated by the National Historic Preservation Act (NHPA) is no longer enough. Whatever the difficulties of implementing GPRA, we cannot argue with the soundness of its fundamental goal. Neither can we ignore the political imperative to take it seriously and thereby ask ourselves honestly: What is the outcome of all our work? Is the outcome worth the investment?

Facing up to GPRA boldly may also help us to overcome some of the misperceptions, lack of interest, and in some cases downright hostility that have hobbled this program, whenever the subject concerns the level of appropriations for the Historic Preservation Fund. For years we have collectively wondered why we cannot seem to convey to non-preservationists the importance and value of this program in which we all believe so deeply. We get frustrated and angry at the persistent suggestions that real historic preservation can only mean putting hammer to nail and trowel to brick, while carrying out the SHPO duties spelled out in the NHPA is somehow just administrative overhead of lesser worth. The goal in implementing GPRA for the HPF is to demonstrate that the national historic preservation program does achieve valuable outcomes we that can measure, defend, and be proud of.

The outcome by which we must measure this program is found in the legislative title of the National Historic Preservation Act, itself: "An Act to Establish a Program for the Preservation of Additional Properties throughout the Nation..." If "preservation of additional properties" is the touchstone for the entire NHPA, we must be able to describe our accomplishments in those terms. We firmly believe we are, in fact, preserving more properties when we nominate or review projects or carry out our other activities. The question facing us is how to demonstrate that fact.

We have always been hesitant to claim credit for preserving something where that something is not within our direct control, and where what we have done cannot be said to ensure perpetual preservation. We must stop selling ourselves so short. The Act tells us to preserve historic properties, but the Act also defines the tools we are to use, and so creates some level of expectation for the degree of preservation and protection we can achieve. In our understandable efforts to limit our own accountability to those things we do ourselves, we have also been hesitant to claim credit for the preservation efforts of others. In doing so, we overlook the broad directives of the Act "to assist State and local governments . . . to expand and accelerate their historic preservation programs and activities" and to "give maximum encouragement to organizations and individuals undertaking preservation by private means." If, by our leadership, encouragement, assistance, and example, we contribute to the good works of others, we should be willing to take some credit. If our efforts are not leading to this outcome, we must reexamine our efforts. That is what GPRA is all about.

National Park Service  
Heritage Preservation Assistance Programs  
Historic Preservation Grants Division

National Park Service Annual Products Report for CLGs  
Hard Copy Version

CLG NAME: City of Mason STATE: Michigan  
CONTACT FOR THIS FORM: David Haywood TELEPHONE: 517.676.9155

FEDERAL FISCAL YEAR: 2010 (October 1, 2009, – September 30, 2010) E-MAIL: davidh@mason.mi.us

Please read "Guidance for Completing the National Park Service Annual Products Report for CLGs". This guidance defines terms, explains what to count, answers frequently-asked questions, etc

1. CLG Inventory Program

During the reporting period, how many historic properties did your local government add to your CLG inventory?

0

2. Local Register (i.e., Local Landmarks and Historic Districts) Program

a. During the reporting period, did your local government have a local register program to create local landmarks/local historic districts (or a similar list of designations created by local law)?

Yes  No

b. If the answer to question 2a is "No," please leave question 2b's blank empty and proceed to question 3a. If the answer is "Yes," then, during the reporting period, how many historic properties (i.e., contributing properties) did your local government add to your local register (or similar list created by local law)?

\_\_\_\_\_

3. Local Tax Incentives Program

a. During the reporting period, did your local government have a local government historic preservation tax incentives program?

Yes  No

b. If the answer to question 3a is "No," please leave question 3b's blank empty and proceed to question 4a. If the answer is "Yes," then, during the reporting period, how many historic properties did your local government assist through your local government's historic preservation tax incentives program?

\_\_\_\_\_

(Continued on next page)

CLG NAME: City of Mason  
(Annual Report continued from the previous page)

STATE: Michigan

**4. Local "Bricks and Mortar" Grants/Loans Program**

- a. During the reporting period, did your local government have a local government historic preservation grants/loans program for rehabilitating/restoring historic properties? Yes  No
- b. If the answer to question 4a is "No," please leave question 4b's blank empty and proceed to question 5a. If the answer is "Yes," then, during the reporting period, how many historic properties did your local government assist through your local government's historic preservation grant/loan program? \_\_\_\_\_

**5. Design Review/Local Regulatory Program**

- a. During the reporting period, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to, or impacts on, properties within a historic district)? Yes  No
- b. If the answer to question 5a is "No," please leave question 5b's blank empty and proceed to question 6a. If the answer is "Yes," then, during the reporting period, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s)? 5

**6. Local Property Acquisition Program**

- a. During the reporting period, did your local government have a program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes  No
- b. If the answer to question 6a is "No," please leave question 6b's blank empty. You have finished the Annual Report. If the answer is "Yes," then during the reporting period, how many historic properties did your local government acquire (or help to acquire) in whole or in part through purchase, donation, or other means? \_\_\_\_\_

**Notes/Comments:**

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Thank you for filling out this form. For maximum benefit, please send it, no later than January 28, 2011, to:

Historic Preservation Grants Division Attention: John Renaud  
Heritage Preservation Assistance Programs  
National Park Service  
1201 Eye Street NW (Organization Code 2256),  
Washington, DC 20005.

Alternatively, feel free to send the report to John Renaud by fax at 202-371-1794 or at [John\\_Renaud@nps.gov](mailto:John_Renaud@nps.gov) by e-mail. If you want an electronic (Word) version of this format and accompanying guidance, please contact John by e-mail. There is also an on-line data entry option that is available for State CLG Program Coordinators. If you have any questions, please contact John by telephone at 202-354-2066, by fax, or by e-mail.

Because of its long-term uses, it will never be too late to provide this report's information.