

CITY OF MASON

201 West Ash St.
Mason, MI 48854-0370

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

Historic District Commission Meeting – 2nd Floor Training Room Monday, July 25, 2011

7:00 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes – Meetings of May 23, 2011, and June 27, 2011
4. People from the Floor
5. Announcements
6. Presentations
7. Regular Business
 - A. Motion – 322 S. Jefferson St. (Mason State Bank) – Sign Proposal
 - B. Discussion – City of Mason 150th Anniversary Celebration, Norm Austin (Invited)
 - C. Report – Historic District Resource Inventory – report on website progress
8. Unfinished Business
9. New Business
10. Correspondence
 - Preservation Magazine, July/August, 2011 edition
11. Liaison Reports
12. Director's Report
13. Adjournment

**CITY OF MASON
HISTORIC DISTRICT COMMISSION MEETING
MINUTES OF JUNE 27, 2011**

Cummings called the meeting to order at 7:21 p.m. in the 2nd floor training room at 201 W. Ash Street, Mason, Michigan.

Commissioners Present: Brown, Cummings, Tornholm
Commissioners Absent: Hyndman, Mulvany, Schullien, Shattuck
Also present: David E. Haywood, Zoning & Development Director

Being there was no quorum, the meeting was adjourned at 7:22 p.m.

Deborah J. Cwierniewicz, City Clerk

**CITY OF MASON
HISTORIC DISTRICT COMMISSION MEETING
MINUTES OF MAY 23, 2011**

Cummings called the meeting to order at 7:00 p.m. in the 2nd floor training room at 201 W. Ash Street, Mason, Michigan.

Commissioner(s) Present: Brown, Cummings, Schulien, Shattuck, Tornholm

Commissioner(s) Absent: Hyndman, Mulvany

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

APPROVAL OF MINUTES: April 25, 2011

The Meeting Minutes of April 25, 2011, were approved as presented.

UNFINISHED BUSINESS

None.

PEOPLE FROM THE FLOOR

Doug Klein, Mason Area Chamber of Commerce, informed the Commission that the Chamber's Hometown USA Committee was working on a 150th City anniversary logo contest for 2012. He stated that the downtown banner program is on a three year cycle and the current cycle ends in 2012. The winning logo would then be on downtown banners from 2013 through 2015. He further announced that the Hometown USA Committee will be meeting on June 7, 2011, at 8:45am to discuss the logo contest and provide suggestions for events/programming for the 150th City Anniversary Celebration. He further suggested that the Commission serve as the entity responsible for organizing the 150th celebration.

ANNOUNCEMENTS

None.

PRESENTATIONS

None.

REGULAR BUSINESS

119 East Maple Street – Sign

Motion by Shattuck, second by Brown,

The Historic District Commission approve the sign proposal for 119 East Maple Street as submitted by Renae Knight (Jack & Jill Children's Consignment Boutique) based on the application materials received on May 18, 2011, on the basis that it is consistent with the standards listed in Section 31-5(e).

Commissioners generally commented that the sign design was appropriate.

MOTION APPROVED UNANIMOUSLY

City of Mason – 150th Anniversary Celebration

Brown provided a brief summary of research conducted on Lansing's 150th and Mason's 125th anniversary celebrations and provided a suggested timeline/schedule of events for Mason's 150th celebration. He also provided sample letters, organizational structure, and suggestions from Lansing and Mason's past practice. A brief discussion ensued and several questions arose during the conversation including:

- How will a celebration of this magnitude be financed?
- What is the actual anniversary date?
- Can we invite Norm Austin (past organizer) to next meeting to speak on the issue?

Motion by Schulien, second by Shattuck

To take responsibility for organizing the City of Mason's 150th Anniversary Celebration.

MOTION APPROVED UNANIMOUSLY

Inventory of Historic Places

Haywood gave a brief presentation of the webmaster's mock webpage for individual historic resource information, including photographs. Haywood pointed out that it appears that there are a wide range of formats that we may choose, but that we need now to either develop template for the webmaster or allow the webmaster to prepare a final product. A brief discussion ensued.

Motion by Tornholm, second by Schulien,

To authorize the Zoning Administrator to pursue a contract with the webmaster to create a template for historic resource inventory data, as necessary.

MOTION APPROVED UNANIMOUSLY

Haywood reported that the inventory of historic places now has a current photograph for the Mason Chiropractic Center at 415 S. Jefferson St., as provided by Commissioner Shattuck.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CORRESPONDENCE

None.

LIAISON REPORTS

Tornholm gave a brief report of Council business.

DIRECTOR'S REPORT

Haywood gave a brief report of the Zoning & Development Department business.

PEOPLE FROM THE FLOOR

None.

ADJOURNMENT

Being there was no further business, the meeting adjourned at approximately 8:37 p.m.

Deborah J. Cwiertniewicz, 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: 322 S. Jefferson Street – Sign Proposal (Mason State Bank)

Date: July 15, 2011

Ted Urban of Sign Creations is requesting approval on behalf of Mason State Bank to replace the existing wall sign at 322 S. Jefferson Street. Attached is a rendering of the sign, including dimensions. Also attached is a rendering of the building façade showing the location of the proposed sign. The proposed sign will be constructed of foam composite with a black background and gold graphics and lettering. The proposed size is 45 inches by 90 inches (approx. 28 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 50 through 53 of the Study provide recommendations for the subject building. Attached is a copy of pages 50 through 53 for your reference.

The Study does provide sign recommendations for the building indicating that a sign board should be recreated between the ground floor store windows and cornice. However, the building does not currently have a cornice and the sign board has been greatly altered. The proposed sign is very similar to other signs in the downtown area. Signs of this type, location and placement generally have been accepted by the Commission.

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. Staff's analysis of the applicant's compliance with those standards is as follows:

1. *The historical or architectural value and significance of the structure and its relationship to the historical value of the surrounding area.*

The building has a very integral location within the historic district, as it is visible from many vantage points in the downtown area. The proposed sign appears to be consistent with the historical value of the building as well as the surrounding area.

2. *The relationship of the exterior architectural features of the structure to the rest of the structure and the surrounding area.*

The proposed sign appears to be consistent with the building and surrounding resources.

3. *The general compatibility of exterior design, arrangement, texture, and materials proposed to be used.*

The proposed sign appears to fit within the existing sign board and are very similar to previous historical signs in style and letter type.

4. *Other factors, including aesthetic value, which the commission considers pertinent.*

There does not appear to be other factors not covered by standards 1 through 3 above.

Recommended Action

The Historic District Commission approve the sign proposal for 332 S. Jefferson Street as submitted by Ted Urban (Sign Creations, LLC) based on the application received on July 11, 2011, 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 specs and rendering
3. Pages 50 through 53 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

I. APPLICANT INFORMATION

Name TED URBAN Organization SIGN CREATIONS LLC
Address (Street, City, State, Zip) 3101 TUTTLE RD. LESLIE, MI 49051
Telephone Number (517) 589-5078 Facsimile Number (517) 589-8420
Interest in Property (owner, contractor, tenant, option, etc.) _____

II. PROJECT DESCRIPTION

Project Name MASON STATE BANK
Project Address 322 S. JEFFERSON
Property Owner Name _____ Telephone Number () 676 0500
Property Owner Address _____

Written Description of Work (attach additional pages, if necessary) NOV HIT
DIMENSIONAL BUILDING SIGN. SANDBLASTED 15" FOAM.
(SAME MATERIAL AS ~~THE~~ WARE'S PLY.) SEE ATTACHED RENDERING.

III. CONTRACTOR INFORMATION

(If more than one contractor is working on the project, list all on separate sheet)
Valuation of Work _____ Contractor License No. _____ Exp. Date _____
Name SIGN CREATIONS LLC Telephone Number 517-589-5078
Address (Street, City, State, Zip) 3101 TUTTLE RD. LESLIE, MI 49051

IV. FEES ON REVERSE SIDE

V. APPLICATION MATERIALS ON REVERSE SIDE

RECEIVED
JUL 11 2011
CITY OF MASON
PLANNING DEPT.

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 _____

Date 7-11-11

IV. APPLICATION MATERIALS – Applicants should review Section 94-95 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
 - Fee
 - Any other information deemed necessary

V. FEES

- 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 _____

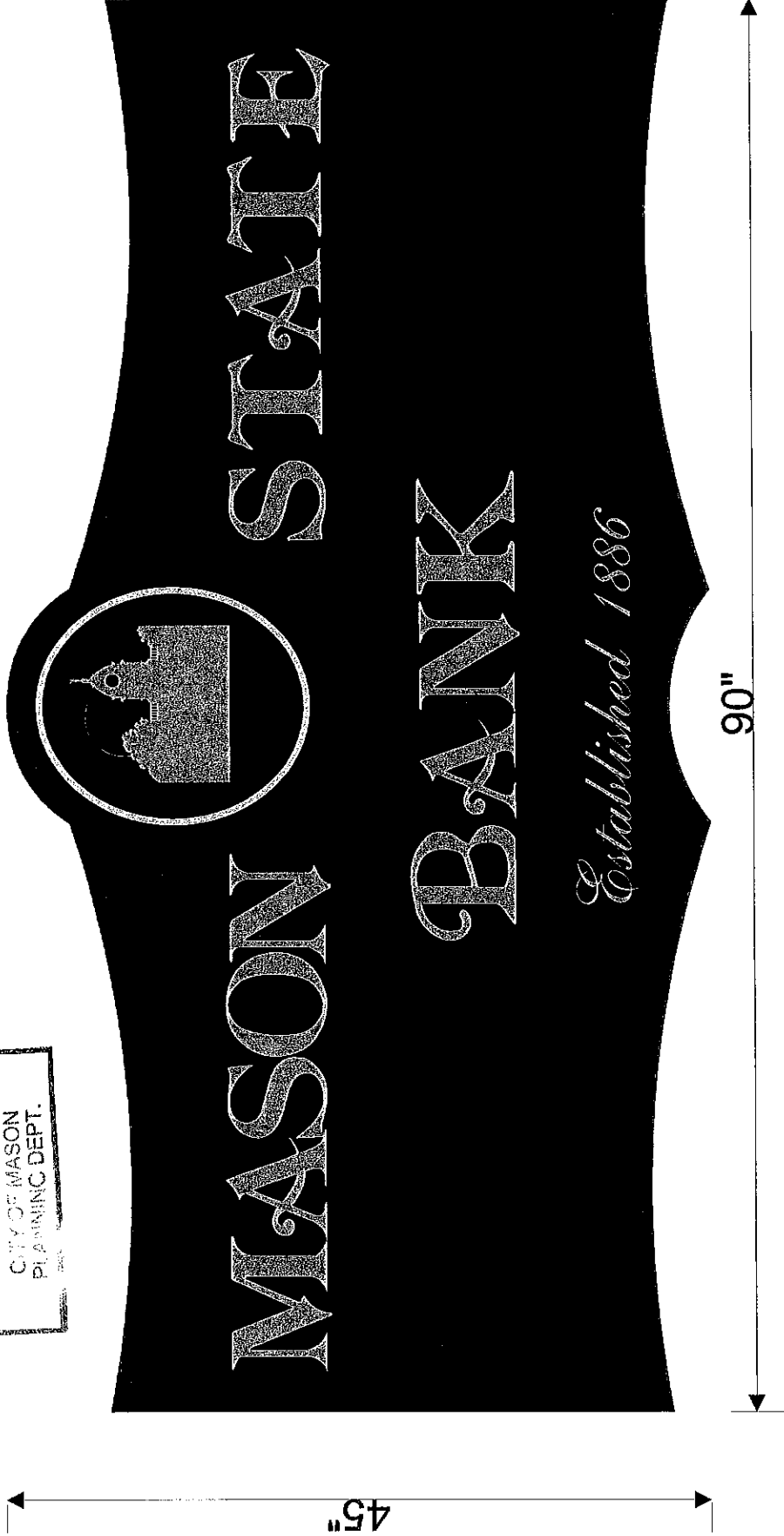
BUILDING REVIEW

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: _____

RECEIVED

JUL 11 2011

CITY OF MASON
PLANNING DEPT.



45"

90"

Dimensional sign material is sandblasted 15 pound 2.5" sign foam

