

**CITY OF MASON  
HISTORIC DISTRICT COMMISSION MEETING  
MINUTES OF JANUARY 21, 2019**

Clinton called the meeting to order at 6:00 p.m. in the Maple Conference Room 2<sup>nd</sup> floor at 201 West Ash Street, Mason MI.

Present: Clinton, Cummings, Klein, Schulien, Shattuck, Vogel  
Absent: Linsley (gave notice)

Also present: Elizabeth A. Hude, AICP, Community Development Director

**ELECTION OF LEADERSHIP**

**NOMINATION FOR CHAIR**

Schulien nominated Clinton for the position of Chair. Seconded by Shattuck.

Yes (6) Clinton, Cummings, Klein, Schulien, Shattuck, Vogel

No (0)

Absent (1) Linsley

*Clinton elected as Chair.*

**NOMINATION FOR VICE-CHAIR**

Schulien nominated Shattuck for the position of Vice-Chair. Seconded by Klein. Shattuck declined the nomination.

Schulien nominated Cummings for the position of Vice-Chair. Seconded by Shattuck.

Yes (6) Clinton, Cummings, Klein, Schulien, Shattuck, Vogel

No (0)

Absent (1) Linsley

*Cummings elected as Vice-Chair.*

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

MOTION by Vogel second by Schulien, to approve the Historic District Commission meeting minutes from December 17, 2018.

Yes (6) Clinton, Cummings, Klein, Schulien, Shattuck, Vogel

No (0)

Absent (1) Linsley

**UNFINISHED BUSINESS**

A. Development Update: City Manager's Report

**NEW BUSINESS**

A. Certificate of Appropriateness, 322 South Jefferson, Commercial Bank submitted proposed plans to change the façade of the building by adding a new front door entrance.

Staff provided an overview of the project. Cummings asked for confirmation that the door style was consistent with the previous project. Staff confirmed the style was consistent.

MOTION by Schulien second by Vogel, to approve the COA.

Yes (6) Clinton, Cummings, Klein, Schulien, Shattuck, Vogel

No (0)

Absent (1) Linsley

MOTION APPROVED

B. Certificate of Appropriateness, 103 East Maple Street, Local Farm Alliance (LFA) owner Dan Kostecke Jr., submitted a sign permit application for a new farmer’s market which includes two signs.

Staff provided an overview of the project along with the business plan of the LFA. There will be vendors similar to Maple Street Mall, but for farmers and artisanal goods makers. It will be open six days a week, year round. Vogel noted this was a good business plan.

MOTION by Vogel second by Cummings to approve the COA.

Yes (6) Clinton, Cummings, Klein, Schulien, Shattuck, Vogel

No (0)

Absent (1) Linsley

MOTION APPROVED

C. State Historic Preservation Office (SHPO) Certified Local Government (CLG) Evaluation Report  
Discussion took place regarding Evaluation Report. Corrective actions will be incorporated into the future HDC goals.

D. Meeting Schedule – The 2019 Mason Public Meetings Public Notice was presented in the packet

E. Training Opportunities - Staff encouraged members to register for upcoming training opportunities. Staff will work to identify local training opportunities for members.

F. Orientation – Review handbooks – New handbooks were distributed. Staff gave an overview of the various sections and highlighted information regarding ethics, procedures and standards for use when reviewing applications and making decisions.

**LIAISON REPORT**

Council member Vogel provided the liaison report. She noted that there is a new councilmember, Jerry Schafer. This evening (January 21, 2019), City Council will review proposed changes to the rules of order. It was confirmed that the new name for the City Administrator’s Report is the City Manager’s Report.

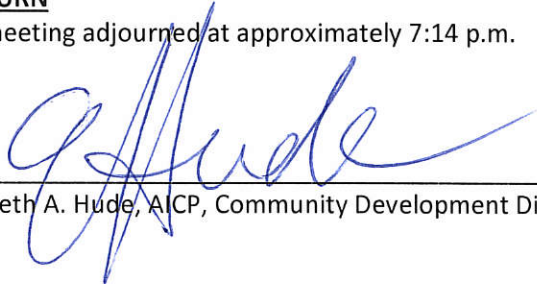
Schulien asked about the old School Administration building (118 W. Oak St.). Staff responded that the project is

up in the air, and staff is still working with the applicant.

Concern was raised regarding the electric projecting sign at the Courthouse Pub. It is believed to have been installed without permits or HDC review/approval. Staff will work with the new code enforcement officer to address.

**ADJOURN**

The meeting adjourned at approximately 7:14 p.m.



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Elizabeth A. Hude, AICP, Community Development Director