1. Agenda

   Documents: HISTORIC DISTRICT COMMISSION MEETING AGENDA NOVEMBER 27, 2012 (PDF).PDF

2. Agenda Packet

   Documents: HISTORIC DISTRICT COMMISSION MEETING AGENDA PACKET NOVEMBER 27, 2012 (PDF).PDF

CITY OF YPSILANTI
Historic District Commission
Regular Meeting Agenda

Tuesday, November 27, 2012
7:00 p.m.

The Ypsilanti Historic District Commission works to safeguard Ypsilanti's built heritage by guiding development and renovation within the Historic District. Enabled by federal, state, and local legislation, the HDC seeks to stabilize and improve property values, to promote preservation education, and to develop the Ypsilanti Historic District as a vital living area.

I. CALL TO ORDER AND ROLL CALL

Jane Schmiedeke, Chair	P	A
Hank Prebys, Vice Chair	P	A
Ron Rupert	P	A
Michael Condon	P	A
Jennifer Henriksen	P	A
Alex Pettit	P	A
Anne Stevenson	P	A

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS ON AGENDA ITEMS

IV. PUBLIC HEARING - none

V. BUSINESS SESSION

A. OLD BUSINESS- None
B. NEW BUSINESS
   1. 409 Maple St. — Fencing
C. STUDY ITEMS
   2. 613 Prospect St. — Garage
   3. 509 N. Adams St. — Shed Demolition
D. ADMINISTRATIVE APPROVAL
   4. 414 Oak St. — Painting
E. OTHER BUSINESS
   5. **Property Monitoring-** none
   6. YDDA Façade Improvement Grant Application
   7. HDC Audio Recording Policy

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

Approval of the minutes of November 13, 2012

VIII. ADJOURNMENT

Secretary of the Interior's Standards for the Rehabilitation of Historic Structures

Developed by the U.S. Department of the Interior, the Standards provide a framework that guides protective decisions regarding historic structures. The Historic District Commission is required to cite applicable Standards with each formal decision it renders. It may also cite HDC Fact Sheets as part of its decision-making process.

1. Use property for original purpose or provide compatible use with minimal alteration.

A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

2. Do not destroy original character. Do not remove or alter historic material or features.

The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Do not imitate earlier styles.

Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

4. Preserve significant changes acquired over time.

Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Preserve distinctive features.

Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. Repair, don't replace. Replacements shall match original.

Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Clean building gently—no sandblasting.

Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Preserve archaeological resources.

Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. Contemporary designs shall be compatible and shall not destroy significant original material.

New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New work shall be removable.

New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

CITY OF YPSILANTI
Historic District Commission
Regular Meeting Agenda

Tuesday, November 27, 2012
7:00 p.m.

The Ypsilanti Historic District Commission works to safeguard Ypsilanti's built heritage by guiding development and renovation within the Historic District. Enabled by federal, state, and local legislation, the HDC seeks to stabilize and improve property values, to promote preservation education, and to develop the Ypsilanti Historic District as a vital living area.

I. CALL TO ORDER AND ROLL CALL

Jane Schmiedeke, Chair	P	A
Hank Prebys, Vice Chair	P	A
Ron Rupert	P	A
Michael Condon	P	A
Jennifer Henriksen	P	A
Alex Pettit	P	A
Anne Stevenson	P	A

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS ON AGENDA ITEMS

IV. PUBLIC HEARING - none

V. BUSINESS SESSION

A. OLD BUSINESS- None

B. NEW BUSINESS

1. 409 Maple St. — Fencing

C. STUDY ITEMS

2. 613 Prospect St. — Garage
3. 509 N. Adams St. — Shed Demolition

D. ADMINISTRATIVE APPROVAL

4. 414 Oak St. — Painting

E. OTHER BUSINESS

5. **Property Monitoring-** none
6. YDDA Façade Improvement Grant Application
7. HDC Audio Recording Policy

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

Approval of the minutes of November 13, 2012

VIII. ADJOURNMENT

Secretary of the Interior's Standards for the Rehabilitation of Historic Structures

Developed by the U.S. Department of the Interior, the Standards provide a framework that guides protective decisions regarding historic structures. The Historic District Commission is required to cite applicable Standards with each formal decision it renders. It may also cite HDC Fact Sheets as part of its decision-making process.

1. Use property for original purpose or provide compatible use with minimal alteration.

A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

2. Do not destroy original character. Do not remove or alter historic material or features.

The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Do not imitate earlier styles.

Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

4. Preserve significant changes acquired over time.

Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Preserve distinctive features.

Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

6. Repair, don't replace. Replacements shall match original.

Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Clean building gently—no sandblasting.

Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Preserve archaeological resources.

Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. Contemporary designs shall be compatible and shall not destroy significant original material.

New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New work shall be removable.

New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Rec. 15275

Ypsilanti Historic District

Work Permit Application

Date filed 11-8-2012 for HDC meeting date 11/13 or 11/27

Action item ☒ Study item ☐ *Action items require payment of the application fee. There is no fee to submit a study item for discussion.*

Property Address 409 MAPLE

Applicant ☒ Owner ☐ Architect ☐ Contractor

Name CATHERINE HAYES

Address 409 MAPLE

City YPSILANTI State MI Zip 48198

Phone 734 846 0499 Fax

E-mail catherineahayes@gmail.com

Owner
(If different than applicant)

Who will perform the work? ☒ Owner ☒ Contractor

Contractor (Name, address, phone) All Arbor Custom Fence Ann Arbor, MI 734 477-0323

Action items only:
Construction Cost 2400 **Permit Application Fee** $25
The permit fee is $20 plus $5 for each (or any portion of) $3000 of construction cost. Payment is due at the time of application.

To complete this application:

1. On the reverse side, summarize the work proposed, list the main materials to be used, and (if relevant) indicate the color scheme planned.
2. Attach the following documents:
   - (a) Photo(s) showing all locations where work is proposed
   - b. Paint color chips (if relevant)
   - c. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components
   - d. Dimensioned drawings of any new construction or modifications to existing structures
   - (e) A site plan, if proposal is for work on the grounds and not just the structure (e.g., installing an air conditioning system compressor). For fences, new structures, or work that will alter the footprint of existing structures, a photocopy of the mortgage survey with proposed changes indicated is required.

Submit the completed application to the City of Ypsilanti Building Department, 1 South Huron Street, along with the application fee if you wish the HDC to consider the proposal as an action item, not a study item.

Incomplete applications will not be considered.

For additional information, or if you have questions, contact the City of Ypsilanti Planning and Development Department, 734.483.9646, hdc@cityofypsilanti.com.

Ypsilanti Historic District Work Permit Application

Date filed _____ for HDC meeting date _____

Property Address 409 MAPLE

Applicant CATHERINE HAYES

Description of proposed work *(see sample applications)*

* Fence backyard with picket fence.
* Cedar 1"x 4"x 4' pickets. * Eight-foot fence sections
* Cedar horizontal rails. * Two gates
* Treated posts.
* All painted white.

Materials

Fence posts: treated wood w/ concrete footings

Pickets: 1"x 4"x 48" cedar

Rails: 2" x 4" cedar

Colors (Attach color chips or samples)

Body White

Trim _____

Roof _____

Accent 1 _____

Accent 2 _____

Other _____

☒ This property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended. (Compliance with this act must be certified to complete this application.)

I hereby attest that the above information is accurate. I am authorized to and hereby grant permission to the City of Ypsilanti and its staff to be on my property for the purposes of preparing reports, taking photographs, and/or evaluating and reviewing this application.

Signature of Applicant

11-8-2012
Date

GEORGE JEROME & CO.

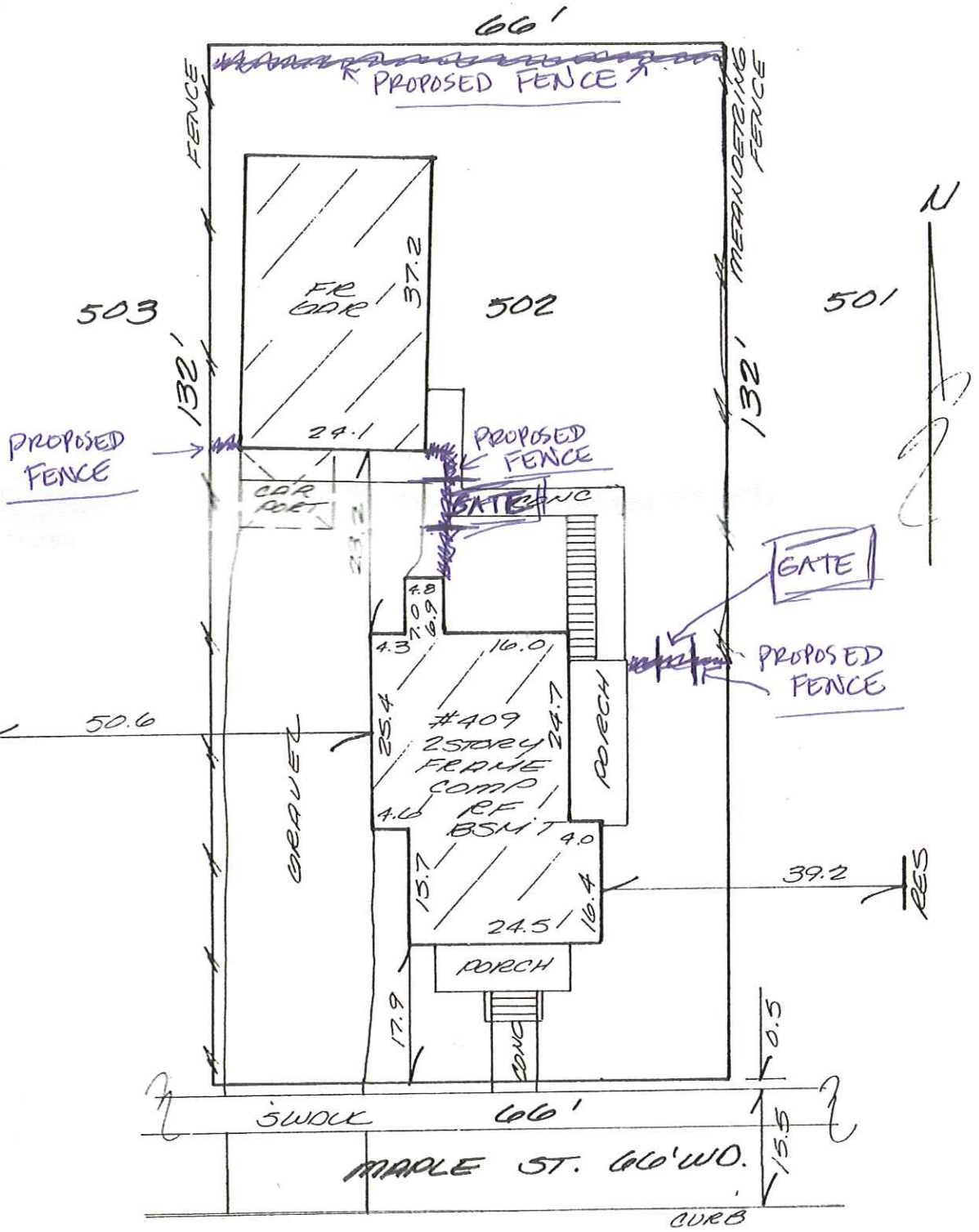
MORTGAGE REPORT for:

FIRST HORIZON ~~HOME~~ LOAN CORPORATION

CONSULTING MUNICIPAL & CIVIL ENGINEERS • SURVEYORS • 28304 HAYES • ROSEVILLE, MI 48066 • (586)774-3000

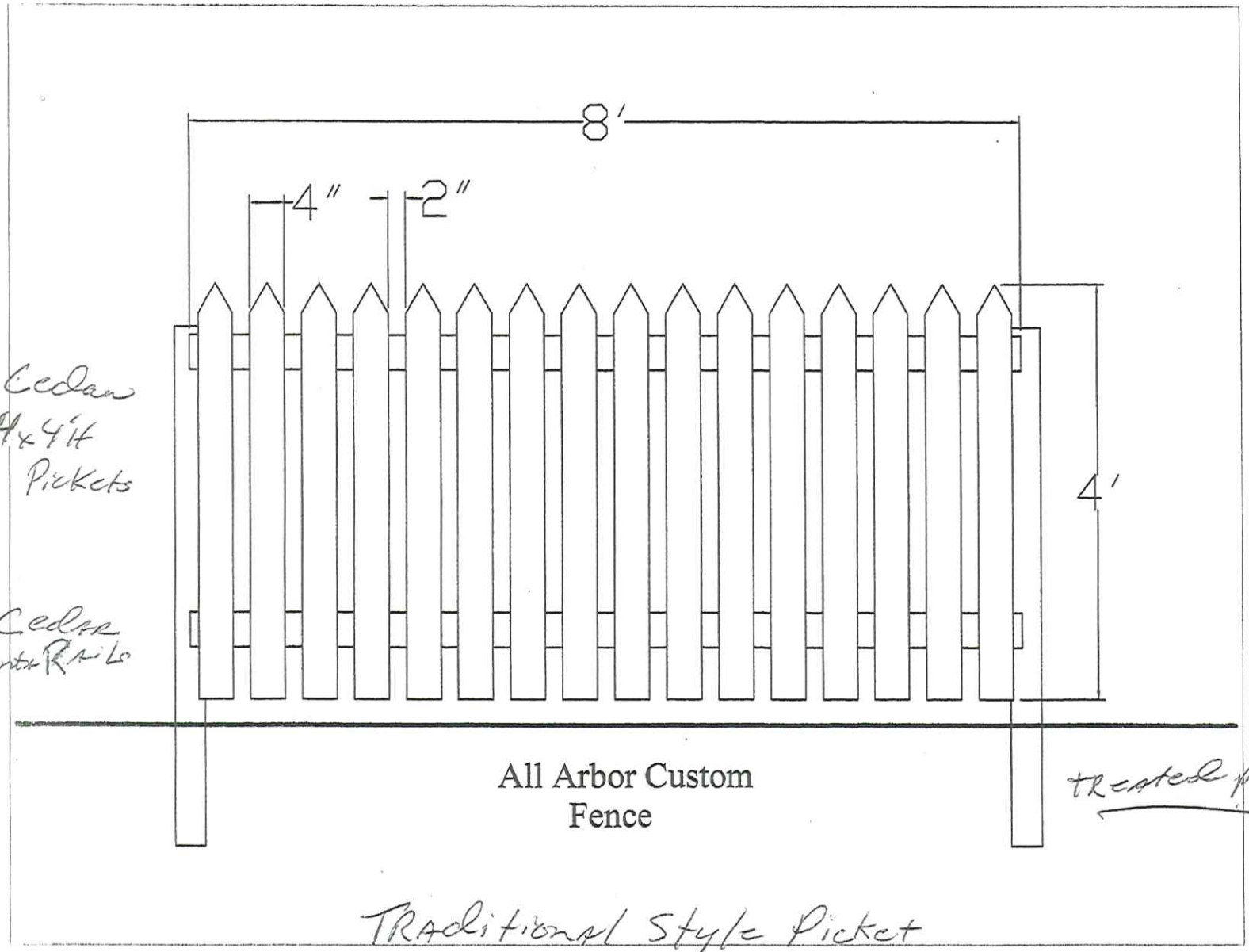
LEGAL DESCRIPTION OF PROPERTY (AS FURNISHED BY CLIENT)

Lot 502, MARK NORRIS ADDITION TO THE VILLAGE OF YPSILANTI (now City of Ypsilanti), Washtenaw County, Michigan. Recorded in Liber N of Plats, Page 162 of Washtenaw County Records.



CERTIFICATE: We hereby certify to: FIRST HORIZON HOME LOAN CORPORATION that we have inspected the above-described property in accordance with the description furnished and confirmed to

- Treated post
— Cedar - Pickets and Horizontal Rails



Traditional Style Picket

Ypsilanti Historic District Rec. 15358

Demolition Permit Application

Date Filed _____ for HDC meeting date 11/27/12

Property Address 509 N. Adams

Applicant: Name DENNIS VESSELS

Address 124 W. Summit

City Ann Arbor State Mi Zip Code 48103

Phone 734-668-6686 Fax 734-668-6987

Email Metro124@AOL.

If applicant is not owner:

Owner's name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Signature of Owner _____

Who will perform the work? OWNER

Contractor's name _____

Address and phone _____

Cost of proposed work $600.00 Permit Application Fee $25.00

The permit fee is $20 plus $5 for each (or any portion of) $3000 of construction cost and is due with the application.

To complete this application:

1. Fill in all necessary information on both sides of this application
2. The following additional items must be submitted with the application in order for an application to be considered complete:
   - Information sufficient to justify the grounds upon which the applicant has chosen to base the application.
   - Written evidence that alternatives to demolition or moving have been evaluated (including, but not limited to rehabilitation, sale, adaptive reuse) and both architectural and financial data to support a conclusion that demolition is the only feasible option. The evidence shall show that the property was offered for sale, the price asked, the period of time during which the property was offered for sale, and how it was advertised.
   - Written evidence of advice sought by applicant from a professional experienced in historic preservation work.
   - It is the applicant's burden to show that the application complies with the Guidelines. If the application does not meet the burden, the application shall be denied.

Incomplete Applications will not be considered

Ypsilanti Historic District Work Permit Application – Demolition / Page 2

Date filed _____ for meeting date _____

Property Address 509 N. Adams

Applicant DENNIS VESSELS

Grounds upon Which an Application May be Based

Please check appropriate box and provide as many as possible of the materials listed under each of the grounds in the "Guidelines for the Consideration of Applications for the Demolition or Moving of Structures within the Ypsilanti Historic District" which is attached to this form.

☑ The structure constitutes a hazard to the safety of the public or the occupants

☐ The structure is a deterrent to a major improvement program that will be of substantial benefit to the community, and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances.

☐ Retaining the structure will cause undue financial hardship (as defined on p.10 of the Guidelines) to the owner when a governmental action, an act of God, or other event beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at it's fair market value, or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.

☐ Retaining the structure is not in the interest of the majority of the community.

I hereby attest that the above information is accurate. I am authorized to and hereby grant permission to the City of Ypsilanti and its staff to be on my property for the purposes of preparing reports, taking photographs, and/or evaluating and reviewing this application.

_____ _____

My Signature Date

For additional information visit our website www.cityofypsilanti.com, or contact the City of Ypsilanti Planning and Development Department, 734.483.9646.

Ypsilanti Historic District

Work Permit Application

Date filed _____ for HDC meeting date 11/27/12 (or 11/21/12)

Action item ☒ Study item ☐ *Action items require payment of the application fee. There is no fee to submit a study item for discussion.*

Property Address 509 N. Adams

Applicant ☒ Owner ☐ Architect ☐ Contractor

Name Dennis Vessels

Address 124 W. Summit

City Ann Arbor State Mi Zip 48103

Phone 734-646-6987 Fax 734-668-6987

E-mail metro124@AOL.com

Owner _____
(If different than applicant)

Who will perform the work? ☒ Owner ☐ Contractor

Contractor (Name, address, phone) _____

Action Items only:

Construction Cost _____ **Permit Application Fee** _____

The permit fee is $20 plus $5 for each (or any portion of) $3000 of construction cost. Payment is due at the time of application.

To complete this application:

1. On the reverse side, summarize the work proposed, list the main materials to be used, and (if relevant) indicate the color scheme planned.
2. Attach the following documents:
   a. Photo(s) showing all locations where work is proposed
   b. Paint color chips (if relevant)
   c. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components
   d. Dimensioned drawings of any new construction or modifications to existing structures
   e. A site plan, if proposal is for work on the grounds and not just the structure (e.g., installing an air conditioning system compressor). For fences, new structures, or work that will alter the footprint of existing structures, a photocopy of the mortgage survey with proposed changes indicated is required.

Submit the completed application to the City of Ypsilanti Building Department, 1 South Huron Street, along with the application fee if you wish the HDC to consider the proposal as an action item, not a study item.

Incomplete applications will not be considered.

For additional information, or if you have questions, contact the City of Ypsilanti Planning and Development Department, 734.483.9646, hdc@cityofypsilanti.com.

Ypsilanti Historic District Work Permit Application

Date filed _____ for HDC meeting date _____

Property Address 509 N. Adams

Applicant Dennis Vessels

Description of proposed work *(see sample applications)*

Demo & Dispose of Shed at the South Rear property line.

Materials

Colors (Attach color chips or samples)

Body _____ Accent 1 _____

Trim _____ Accent 2 _____

Roof _____ Other _____

☐ This property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended. (Compliance with this act must be certified to complete this application.)

I hereby attest that the above information is accurate. I am authorized to and hereby grant permission to the City of Ypsilanti and its staff to be on my property for the purposes of preparing reports, taking photographs, and/or evaluating and reviewing this application.

_____ 11/15/12

Signature of Applicant Date

Ypsilanti Downtown Development Authority
YDDA Façade Improvement Program

Summary:

The Ypsilanti Downtown Development Authority (YDDA) has created the Façade Improvement Program to encourage private investment in the DDA districts building stock and to enhance the overall physical appearance of Downtown Ypsilanti.

This program was created to assist property and business owners to improve the front and prominent rear entrances of their buildings. Funding for the grant program will come from the YDDA. A total of $40,000 will be available for the 2012/13 FY. The funds will be divided among the three distinct YDDA districts as follow; $20,000 for the Historic Downtown, $10,000 for Depot Town, and $10,000 for West Cross/Campus Town. The grants will be issued as a reimbursement for eligible expenses related to façade improvements. The maximum grant award will be for 50% of the eligible expenses not to exceed $2,500.

Applications will be reviewed by the YDDA Economic Restructuring & Design Committee and will be rated on how well they maintain the architectural and historical integrity of the building and the DDA districts and their economic impact. It is the intent of the YDDA to provide the greatest impact possible through this program. Funding will be available on a first-come first-serve basis and will be available through June 30, 2013.

Program Rules:

- Building must be within the YDDA District (see attached map)
- Improvements funded through this program must be on any exterior face of the building that is visible from any street, right-of-way, or parking lot; no interior work will be funded.
- This is a grant program. Money will be distributed after project completion and upon presentation of satisfactory evidence of expenditure/billing.
- All proposed improvements must be approved before the work is started. Work not approved will not be grant-eligible. All applicants must have their proposed improvements reviewed and approved by the Ypsilanti Historic District Commission (HDC) prior to approval.
- The applications will be reviewed by the YDDA Economic Restructuring & Design Committee, and presented to the YDDA Board for approval. The decision of the YDDA shall be final and binding.
- Work must comply with the City of Ypsilanti building and zoning codes. The Economic Restructuring & Design Committee reserves the right to inspect all completed work before payment of the grant.
- Any changes to the originally approved scope of work must be approved in writing by the YDDA Economic Restructuring & Design Committee prior to construction. Failure to receive written approval may invalidate the grant award.
- Building owners or tenants are eligible. If the tenant applies they must provide written proof that the building owner has authorized proposed improvements and the owner must sign the Façade Improvement Program application.
- Participant must be current with all real and personal property taxes to apply for the grant.
- Once a project is approved for funding, work must begin within 30 days of the execution of the program agreement and be completed within 90 days thereafter, or the grant funds may revert back to the funding pool. Requests for time extensions must be submitted in writing and will only be approved upon the expressed written consent of the YDDA.
- All work must be performed in accordance with all applicable local, state, and federal codes.
- Applicants must sign an agreement stating that any improvements paid for with YDDA grant funds must remain intact for at least five years after project completion.

- Applicant agrees to display signage provided by the YDDA acknowledging our financial support for the project during the façade improvement work.

Application and Funding Process:

Interested applicants should submit their applications to the Ypsilanti Downtown Development Authority.

In addition to a completed application, the following information will be required for consideration:

- Minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable taxes are up to date on the property.

All funding will be paid as a reimbursement of project costs. The applicant must submit "paid in full" invoices or cancelled checks for all costs considered for reimbursement. Reimbursement can be withheld for all or a portion of completed work if the applicant has deviated from the originally approved scope of work. Any proposed changes to the approved plan must be submitted in writing to the YDDA Design Committee for consideration.

Eligible Projects:

The following façade improvements are eligible for grant funding:

- Woodwork and architectural metal repair, cleaning, restoration, painting or replacement.
- Masonry repairs, tuck pointing, or low pressure cleaning.
- Exterior painting.
- Window and door repair, restoration, repainting, or replacement.
- Cornice or parapet repair, restoration, or replacement.
- Awning repair, restoration, or installation.
- Exterior lighting fixtures.
- Exterior lighted and two-dimensional signage.
- Architectural and engineering services.
- Removal of after-installed facades along with restoration of vintage elements.

The following items are not eligible for grant funding:

- Property acquisition, mortgage or land contract, or other financing fees.
- Permit fees.
- Appraisal, legal, or accountant fees.
- Repair or creation of features not compatible with original architecture on historical buildings.
- Costs incurred before final grant approval by DDA.

SELECTION CRITERIA

1. Attachment One of this packet addresses General Design Guidelines that will assist the Design Committee with the evaluation proposed façade improvements.

2. Attachment Two of this packet is a Cooperation Agreement that states that the applicant will cooperate with the YDDA in furtherance of its fundamental goal of halting property deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area.

Ypsilanti Downtown Development Authority
YDDA Painting/Façade Grant Application

Ypsilanti DDA
32 N. Washington, Ste. 14
Ypsilanti, MI 48197
734.482.1410

Name	
Mailing Address	
Phone Number	
E-Mail	
Business Name	
Project Address	
Property Owner Name	

Estimated Total Cost of Project: _____

Project Description: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

By submitting this application I (we) affirm that the information provided herein is true and accurate to the best of my (our) knowledge;

Acknowledge that I (we) have read and understood the terms and conditions of the YDDA Painting/Façade Grant Program;

Understand that if my (our) application is approved that I (we) will be required to sign a Painting/Façade Grant Agreement prior to commencement of work on the proposed project;

Allow any photos, renderings, or descriptions of the work to be performed on said project to be used the Ypsilanti DDA for promotional purposes.

Name	
Signature	
Date	

Please attach the following items:

- A minimum of one estimate of project costs from a licensed contractor.
- Color photos of the existing facades.
- Sample materials (glass, cornice detail, trim, colors, etc.).
- Proposed project timeline.
- Letter of permission from the property owner if not the applicant.
- Proof that all applicable taxes are up to date on the property.

ATTACHMENT ONE; General Design Guidelines

1. Changes to the façade of the buildings will not remove, alter, damage or cover up significant architectural features of the building which are original or which reflect a major alteration that is itself architecturally coherent, or which help create a unified and attractive appearance to the building.

2. Changes to the façade of buildings will either; 1) partially or fully restore to the appearance of the building based on actual evidence, including photographs, written documentation, data on the building or site or other data, or 2) represent a modern treatment which blends into and is compatible with the building, adjoining and nearby buildings.

3. In general, the Design Committee will encourage repair and preservation of existing features of facades, unless alterations to these facades have resulted in an incoherent, unattractive or inharmonious appearance. While encouraging correction of such alterations, the committee will advocate minimal alterations of harmonious features.

4. For facades which have previously been substantially altered and for which a modern treatment is chosen, such a treatment will conform with the features, materials, rhythms, color and general appearance of the building and those adjoining, particularly if the building is one in a row of buildings with identical or similar design features.

5. Paint colors will either be based on original colors obtained from paint samples on the buildings, or be compatible with adjoining buildings and colors of the district. Trim colors, which highlight building details, will be encouraged. Spectacular colors will be avoided.

6. The surface cleaning of the structures will be undertaken with the gentlest of means possible. Cleaning methods that damage the historic building materials, particularly sandblasting, shall not be undertaken.

I/We certify that I/We have read and understand the above design guidelines

_____ _____

Applicant Signature Date

ATTACHMENT TWO; Cooperation Agreement

If the project for which this application is submitted is approved for funding by the Board of Directors of the YDDA, the applicant shall cooperate with the YDDA in furtherance of its fundamental goal of halting property deterioration, eliminating that deterioration, and promoting economic growth and vitality within the Downtown Development Area by:

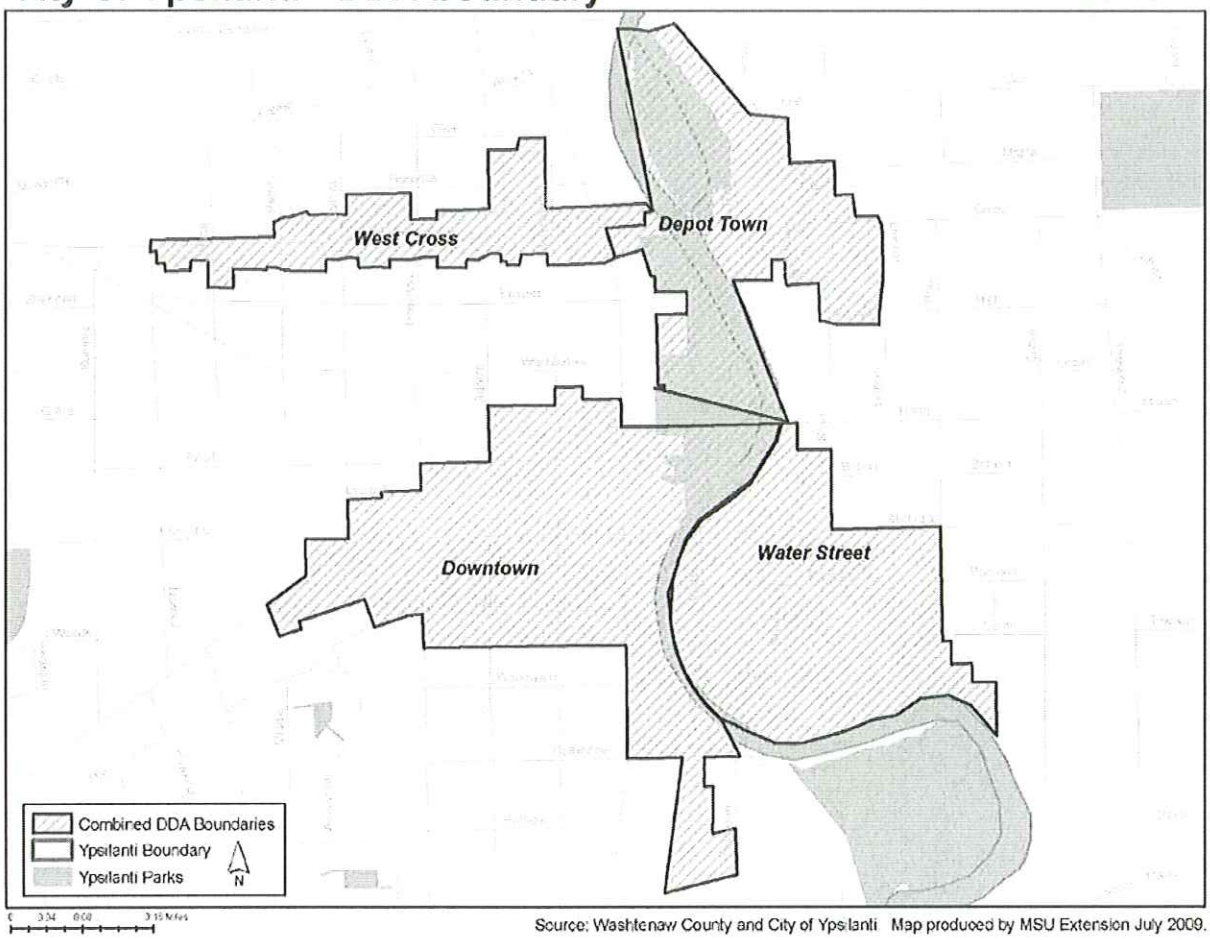
- ☐ Participating in YDDA sponsored tours of Downtown
- ☐ Working with the YDDA on business development programs.
- ☐ Committing where possible to uniform store hours
- ☐ Participating in downtown promotion
- ☐ Design review for any changes to the façade
- ☐ Display signage provided by the YDDA acknowledging our financial during the façade renovation process.

_____ _____

Applicant Signature Date

City of Ypsilanti - DDA boundary

DRAFT



Source: Washtenaw County and City of Ypsilanti Map produced by MSU Extension July 2009.

YPSILANTI HISTORIC DISTRICT COMMISSION
AUDIO RECORDINGS OF MEETINGS POLICY

Effective Date: October 1, 2012

This policy shall be titled "Ypsilanti Historic District Commission Audio Recording of Meetings Policy."

This policy is developed to address proper procedure for Commission minutes.

This policy applies to all open meetings of the Ypsilanti Historic District Commission subject to the Open Meetings Act.

"Audio recording" means any recording made by any electronic device.

The Ypsilanti Historic District Commission is subject to the Michigan Open Meetings Act, MCL 15.262,

MCL 15.269 provides for the keeping of commission minutes. The Commission shall follow the requirements of said section.

The Open Meetings Act does not require audio recording of Commission meetings. The Commission does record meetings to assist in the preparation of meeting minutes.

Audio tapes are not considered part of the minutes and the main purpose is to assist in the preparation of the written minutes. Once the minutes are approved, the audio tapes are no longer needed. The official record of the meeting is not the audio recording but the meeting minutes when approved by the Commission.

Once the official written minutes of the meeting are approved, the audio recording of that meeting shall be erased.

The public shall be notified of the recording of the minutes in the following manner: the legend: "An Audio recording of the meeting will be made for the purpose of assisting in the preparation of official minutes only. Once the official minutes are approved the audio recording will be destroyed" shall be included in each meeting agenda.

Audio recordings shall not be available to the public as they are not written records. MCL 15.232(e). Audio recordings are exempt because they are preliminary to a final decision. MCL 15.243(M).

The public has the right to electronically record Commission meetings. MCL 15.263(1).

Policy Approved: _____, 2012

_____

, Commission Secretary

CITY OF YPSILANTI

HISTORIC DISTRICT COMMISSION

MINUTES OF November 13, 2012

CALL TO ORDER AND ROLL CALL

Jane Schmiedeke	Chair 7:06 PM
Meeting Location:	City Council Chambers, City Hall
Commissioners Present:	Jane Schmiedeke, Hank Prebys, Ron Rupert, Jennifer Henriksen, Michael Condon, Alex Pettit
Commissioners Absent:	Anne Stevenson
Staff Present:	Adam Cripps HDC Assistant

APPROVAL OF AGENDA

Motion: Rupert (second: Prebys) moves to approve the agenda as presented.
Approval: Unanimous. Motion carries.

PUBLIC COMMENT ON AGENDA ITEMS - none

PUBLIC HEARING - none

OLD BUSINESS -

36 E. Cross St.

Applicant: Jed Clay, representative (absent)

Discussion: Applicant is applying to revisit the motion of October 23, 2012, for "replacement of the damaged non-original cornice with a new FRP pre-molded cornice to be done in fiberglass. To be attached to a treated wood frame, anchored to masonry, and any fasteners to attach the treated wood to existing masonry to be corrosion resistant. The proposed model of the cornice is CR447, it is required that in order to keep CR447 in the Italianate style that it is trying to represent that a series of 4 brackets (BR103), also by the manufacturer, be installed along with the cornice as shown on the cut sheet for BR103, with larger brackets at the corners and smaller brackets toward the middle. Additional directions for attaching to a historic masonry can be found in the sign and awning fact sheet."

The applicant's insurance company is not willing to pay for brackets, nor is the applicant. Henriksen noted that there were not any brackets on the building when the damage occurred.

Motion: Rupert (second: Henriksen) moved to amend the previous approval of the application for 36 E. Cross St. to omit the requirement for brackets.

Secretary of the Interior Standards cited: 3
Approval: Unanimous. Motion carries.

NEW BUSINESS

626 Norris St.

Applicant: Demitry Brodsky, Contractor (Present)

Discussion: Application is for replacing original windows and window casings on the house only, as well as replacement of the exterior front and rear doors. Windows are to be Jeld-Wen wood windows, the wood doors to be flat paneled, and the windows are to be painted to match existing color. Window samples were submitted on October 23, 2012, as a study item.

Schmiedeke sought confirmation that the door will be flush, which was confirmed by the applicant. Agreement that windows were to be one-over-one was reached by the applicant and Prebys. The two doors will be identical.

Motion: Prebys (second: Pettit) moved to approve the application for 626 Norris St. to include replacing the windows with Jeldwen one-over-one wood windows with wood casing, replace exterior front and rear doors per the Churches lumber yard transmittal sheet with a flush door with one light as submitted within the facsimile transmission sheet from the lumber yard. To be 1¾" birch solid core. Exterior paint will match existing.

Secretary of the Interior Standards cited: 5
Approval: Unanimous. Motion carries.

309 Maple St.

Applicant: Doctor's Construction, contractor (absent)

Discussion: Application is for replacement of 900 square feet of roofing on the rear upper level of the house with dimensional fiberglass shingles. The shingles will be red to match existing.

Pettit inquired regarding ventilation, and Condon noted a ridge vent is already in place.

Motion: Prebys (second: Henriksen) moved to approve the application for 309 Maple St. for the installation of roofing material at the rear of the building, to be dimensional fiberglass shingles, red to match existing. A ridge vent has been installed and the drip edge matches existing.

Secretary of the Interior Standards cited: 10
Approval: Unanimous. Motion carries.

224 N. Grove St.

Applicant: Zachary Short, owner (Present)

Discussion: Application is for replacement of a sidewalk in front of the dwelling (3 foot by 40 foot) as well as a cracked/damaged sidewalk along the street right-of-way in two areas measuring approximately 4 feet by 29.5 feet and 4 feet by 12 feet. Materials will include Transit mix concrete as specified for flatwork sidewalks, in addition to fiber expansion joints.

Motion: Condon (second: Prebys) moved to approve the application for 224 N. Grove St. to include replacement of the sidewalk in front of the house approximate 3x40 feet and replacement of two sections of city sidewalk along the street right of way, approximately 4x29.5 feet and 4 x2 feet.

Secretary of the Interior Standards cited: 8
Approval: Unanimous. Motion carries.

128-130 W. Michigan Av.

Applicant: Ron Rupert, representative (present)

Discussion: Application is for replacement of 13 second floor windows with new double hung windows from Fingerle lumber. In addition, a box similar to that at 126 W. Michigan Av. is to be constructed to cover where tiles have fallen off the 1st floor storefront. Windows to be painted to match existing gray.

Rupert noted that at 128 W. Michigan, ceramic tiles were glued directly to the brick where the sign board had originally been. A few fell off, so the rest were removed and the owner wants to replace them with a sign board similar to that at 126 W. Michigan. The sign board to be painted black, and will not include a sign. The board to be flat with molding around the outer edge. Henriksen inquired regarding the top molding, which Rupert noted is already in place, as well as a bottom molding. The 13 windows to be wood one-over-ones and matching the existing size.

Motion: Condon (second: Pettit) moved to approve the application for 128-130 W. Michigan Av. to include replacement of 13, 2nd floor windows with new wood double hung one-over-one Jeld-Wen windows painted gray to match existing, and the installation of a sign board above the existing storefront windows at 128 W. Michigan. The signboard will be MDO with a 1x4" or 1x6" frame with a beveled edge. The signboard will be painted black.

Secretary of the Interior Standards cited: 6
Approval: Unanimous. Rupert abstained.

621 Norris St.

Applicant: Josh & Jill Bogden, owners (absent)

Discussion: Application is for removal and replacement of roofing, repair of damaged soffit, fascia, and installation of new gutters where damaged. Materials to be the exact kind and quality of existing, to include autumn brown roof shingles, white soffit & fascia, white trim, and off-white paint. Work has already been completed.

Motion: Prebys (second: Condon) moved to approve the application for 621 Norris St. to include removal and replacement of roofing, soffit and fascia, also new gutters and materials to replicate in kind and quality the original. Roof shingles and corresponding materials to be same color as before, autumn brown.

Secretary of the Interior Standards cited: 5
Approval: Unanimous. Motion carries.

STUDY ITEMS

12 W. Michigan Av.

Applicant: Ron Rupert, representative (Present)

Discussion: Application is for installation of a new door at the front of the residence. Rupert noted the owners want something with less glass than the current door so that the door is about 1/3 glass instead of 2/3 glass. Owners still want at least one window in the door, as well as a mail slot. Prebys noted the proposed doors are Craftsman in style. Pettit pointed out the possibility of frosting the existing door if the visual aspect is the sole reasoning for replacement. Discussion turned to whether it is appropriate to have a residential wooden door beside the adjacent commercial metal door. Prebys expressed the opinion that both doors ought to be replaced at the same time and be similar, and that a sketch or photograph would need to be provided of the whole conceptualization. At the moment, the Commission is not likely to approve the current proposal.

ADMINISTRATIVE APPROVALS-none

OTHER BUSINESS

Property Monitoring- none

Other- Interview with Peter Sturgeon, who is considering the purchase of a house in the Historic District.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS –

HOUSEKEEPING BUSINESS

Approval of the minutes of October 23, 2012

Motion: Rupert (second: Prebys) moves to approve the minutes as presented.
Approval: Unanimous. Motion carries.

ADJOURNMENT

Motion: Pettit (second: Prebys) moves to adjourn the meeting.
Approval: Unanimous. Motion carries.

MEETING ADJOURNED AT 8:22 PM.