1. Agenda

   Documents: HISTORIC DISTRICT COMMISSION MEETING AGENDA MARCH 12, 2013 (PDF).PDF

2. Agenda Packet

   Documents: HISTORIC DISTRICT COMMISSION MEETING AGENDA PACKET MARCH 12, 2013 (PDF).PDF

CITY OF YPSILANTI
Historic District Commission
Regular Meeting Agenda

Tuesday, March 12, 2013
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.

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.

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. 119 W. Michigan — Sign restoration
C. STUDY ITEMS- None
D. ADMINISTRATIVE APPROVAL
   2. 230 N. Grove — Re-roofing
E. OTHER BUSINESS
   Property Monitoring-none

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

Approval of the minutes of February 26, 2013

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.

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Ypsilanti Historic District

Work Permit Application

Date filed _____ for HDC meeting date 2/12/13

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 119 W. Michigan (Terry Bakery)

Applicant ☑ Owner ☐ Architect ☐ Contractor

Name Debra A. Swanson

Address 2446 HARDING STREET

City YPSILANTI State MI Zip 48197

Phone 734-645-4811 Fax 734-485-8540

E-mail DEBSWAN1003@SBCGLOBAL.NET

Owner DEBRA A. SWANSON, MARK D. SWANSON, JERRY T. SWANSON
(If different than applicant)

Who will perform the work? ☐ Owner ☑ Contractor

Contractor (Name, address, phone) TBD

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 2/12/13

Property Address 119 W. Michigan (Terry Bakery)

Applicant Debra A. Swanson

Description of proposed work *(see sample applications)*

Per contract w/ SHPO for CLG grant:
- remove existing sign
- repair/replace structural, substructure, + cable components
- rehabilitate sign:
  - repair individual sheet metal boxes
  - repair porcelain enamel skin system
  - repair/replace neon light tubes, controls, + power supply systems.
- reinstall sign
- repair/replace any existing flashing to create a weatherproof system.

Materials TBD, but including items listed above.

Colors (Attach color chips or samples)

Body _____ Accent 1 _____

Trim _____ Accent 2 _____

Roof _____ Other _____

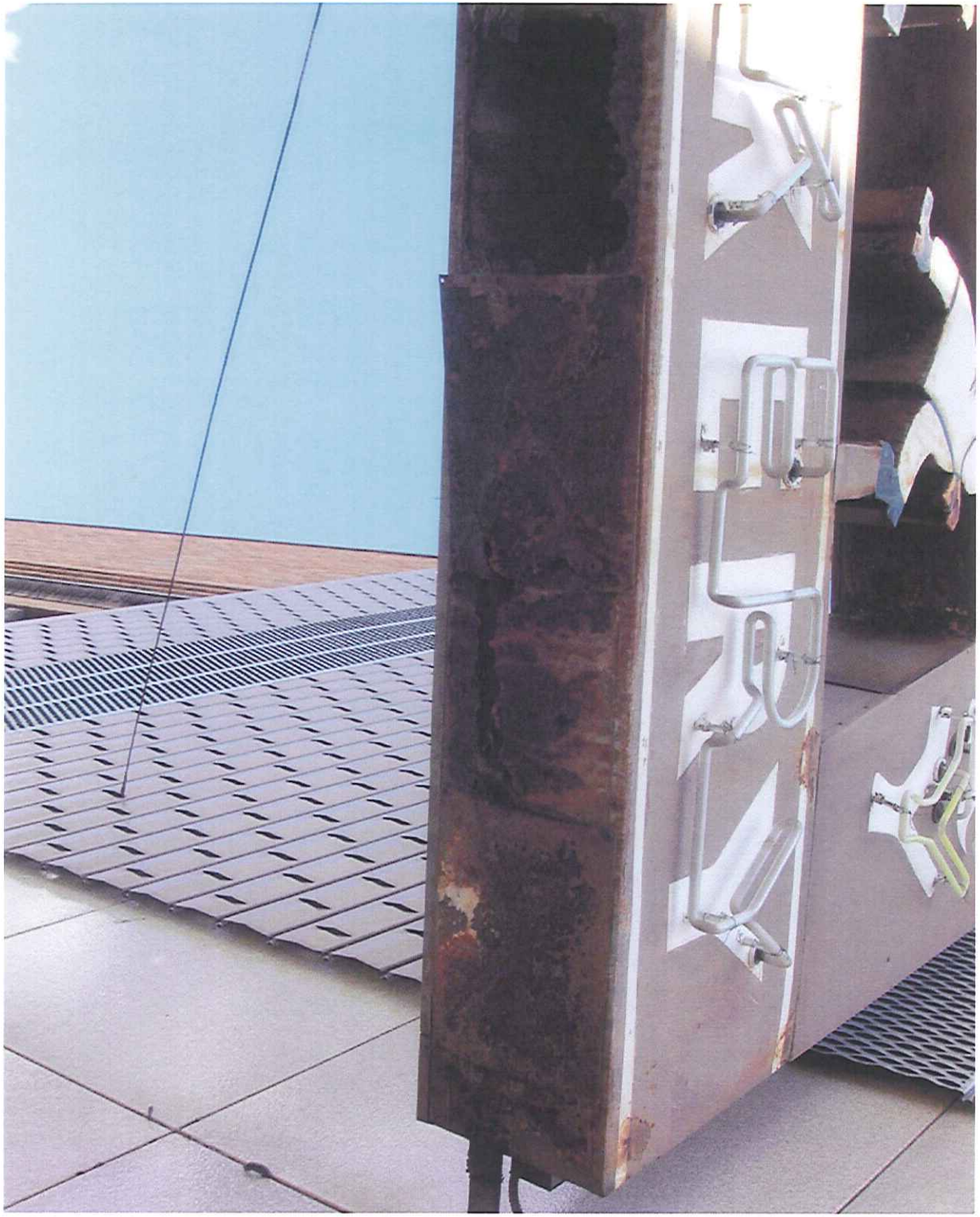
☐ This property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended. (Compliance with this act must be certified to complete this application.)

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.

Debra A. Swanson — Signature of Applicant

1/31/13 — Date

BAKERY



City of Ypsilanti
Planning & Development Department

March 7, 2013

Tony's Roof Repair LLC
1351 Rosewood
Ann Arbor, MI 48104

RE: HDC Work Permit Application for 230 Grove St.

To whom it may concern:

On Thursday, March 7, 2013 the staff of the Historic District Commission (HDC) reviewed your request for work at 230 N. Grove St. Your application was administratively **approved** to include:

> Removing asphalt roofing shingles and replacing with asphalt architectural shingles, dark brown in color, in addition to the installation of iceguard, ice belt, drip edge, ridge vent, and flashing as needed. The drip edge and flashing are to match the shingles in color, and no gutter work is to be conducted.

In the commission's decision, the following Secretary of the Interior Standards were cited:

> #6- Replacements shall match original.

Approval by the Historic District Commission does not exempt you from nor can be substituted for zoning or building department approval. You must apply for and receive all applicable permits within six months of this date for your HDC approval to remain valid.

Please contact me if you have any questions at 734-483-9646.

Sincerely,

Adam W. Cripps

Adam Cripps, HDC Assistant
Planning and Development Department

Cc: File
Jenni Wennerberg, Building Department

Ypsilanti Historic District

Work Permit Application

Rec 15677

Date filed 3/5/13 for HDC meeting date 3/12/13

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 230 N. Grove

Applicant ☐ Owner ☐ Architect ☒ Contractor

Name TONYS ROOF Repair LLC

Address 1351 Rosewood

City A2 State Mi Zip 48104

Phone 734.747-7663 Fax

E-mail

Owner ~~TONY~~ John Stewart
(If different than applicant)

Who will perform the work? ☐ Owner ☒ Contractor

Contractor (Name, address, phone) TONYS ROOF Repair LLC 1351 Rosewood A2 Mich (734.747-7663)

Action Items only:
Construction Cost 7 **Permit Application Fee** 30
The permit fee is $20 plus $5 for each $3,000 of construction cost, and 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 3-5-13 for HDC meeting date _____

Property Address 230 N. Grove

Applicant TONYS ROOF Repair

Description of proposed work *(see sample applications)*

Tear off old roof shingles (asphalt)
Replace with asphalt, shingles (Architectural)
iceguard, felt, drip edge, Ridge vent, FLASHING
as needed. haul garbage away.

Materials

Colors (Attach color chips or samples)

Body _____ Accent 1 _____

Trim _____ Accent 2 _____

DARK → Roof BROWN Shingles 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.

Tony _____ 3-5-13

Signature of Applicant Date

Rec 15677

City of Ypsilanti Building Department
One South Huron Street
Ypsilanti, MI 48197
Phone: (734) 482-1025 Fax: (734) 483-7444
www.cityofypsilanti.com

COPY

Faxed applications can not be accepted

Permit Fee $ 113
HDC ~~Admin Fee~~ $ 30
Cont. Registration $ 35
Plan Review $ _____
C of O $ _____
Total $ 175.00

Building Permit & Plan Review Application

I. Location of Building (Please Print Clearly)

At (location) 230 N. Grove (Number) (Street Name) Zoning Dist. _____

Between By cross (Cross St.) and _____ (Cross St.)

Subdivision _____ Lot _____ Block _____ Lot Size _____

II. Type And Cost of Building - All applicants complete parts A - D

A. TYPE OF IMPROVEMENT

1. ____ New building
2. ____ Addition *(If residential, enter number of new housing units added, if any, in Part D-13.)*
3. ____ Alteration *(See 2 above)*
4. ____ Repair, replacement
5. ____ Wrecking *(If multifamily residential, enter number of units in building in Part D-13.)*
6. ____ Moving *(relocation)*
7. ____ Foundation only

B. OWNERSHIP

8. ____ Private *(individual, corporation, nonprofit institution, etc.)*
9. ____ Public *(federal, state, or local government)*

D. PROPOSED USE – For "Wrecking", most recent use

Residential

12. X One Family
13. ____ Two or more family *(Number of units)* ____
14. ____ Transient hotel, motel, or dormitory *(Number of units)* ____
15. ____ Garage
16. ____ Carport
17. ____ Other – *(Please specify)* _____

Non-residential

18. ____ Amusement, recreational
19. ____ Church, other religious
20. ____ Industrial
21. ____ Parking garage
22. ____ Service station, repair garage
23. ____ Hospital, institutional
24. ____ Office, bank, professional
25. ____ Public utility
26. ____ School, library, educational
27. ____ Stores, mercantile
28. ____ Tanks, towers
29. ____ Other – *(Please specify)* _____

C. COST

	(Omit cents) $
10. Cost of improvement *To be installed but not included in the above cost*	
a. Electrical	
b. Plumbing	
c. Heating, air conditioning	
d. Other (elevator, etc.)	
11. Total cost of improvement	$ 71504

Non-residential – Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

III. Selected Characteristics of Building – For new buildings and additions, complete Parts E-L; for wrecking, complete only Part J; for all others skip to Section IV.

E. PRINCIPAL TYPE OF FRAME

30. ____ Masonry (wall bearing)
31. X Wood frame
32. ____ Structural steel
33. ____ Reinforced concrete
34. ____ Other – *(specify)* _____

F. PRINCIPAL TYPE OF HEATING FUEL

35. ____ Gas
36. ____ Oil
37. ____ Electricity
38. ____ Coal
39. ____ Other – *(specify)* _____

G. TYPE OF SEWAGE DISPOSAL

40. ____ Public or private company
41. ____ Private *(septic tank, etc.)*

H. TYPE OF WATER SUPPLY

42. ____ Public or private company
43. ____ Private *(well, cistern)*

I. TYPE OF MECHANICAL

Will there be central air conditioning?
44. ____ Yes 45. ____ No

Will there be an elevator?
46. ____ Yes 47. ____ No

J. DIMENSIONS

48. Number of stories
49. Total sq. feet of floor area, all floors, based on ext. dimensions.
50. Total land area, sq. feet

K. NUMBER OF OFF STREET PARKING SPACES

51. Enclosed
52. Outdoors

L. RESIDENTIAL BUILDINGS ONLY

53. Number of bedrooms
54. Number of bathrooms: Full / Partial

Describe in detail all work to be done on this permit application.

Note: In addition to plans, a copy of a certified survey is also required for construction of all new buildings, additions, garages, carports, pole barns, fences, sheds, parking lots, etc. Permits will not be issued without the required certified survey.

Tear off old roof haul garbage away
Ice guard Drip edge, Felt, Shingles Ridge vent
Flashing.

IV. IDENTIFICATION – To be completed by all applicants

	Name	Mailing address – (*Number, street, city & state*)	Zip code	Telephone
1. Owner or Lessee	John Stewart	230 N. grove Ypsilanti		484-3263
2. Contractor Info	Tonys Roof repair LLC	1351 Rosewood A2 Mich 48104	Builder's License No.	2103148 450
				exp 5/31/2014
3. Architect or Engineer				

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Signature of applicant	Address	Application date
Tony [signature]	1351 Rosewood A2 Mich	3-5-13

DO NOT WRITE BELOW THIS LINE

V. PLAN REVIEW RECORD – For office use only

Plan Reviews Required	Check	Plan Review Fee	Date Plans Started	By	Date Plans Approved	By	Notes
Building		$					
Plumbing		$					
Mechanical		$					
Electrical		$					
Other *(specify)*		$					

VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS

Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
Boiler					Plumbing				
Curb/Sidewalk cut					Roofing				
Elevator					Sewer				
Electrical					Sign/Billboard				
Furnace					Street Grades				
Grading					Use of public areas				
Oil burner					Wrecking				
Other *(specify)*					Other *(specify)*				

VII. VALIDATION

Building permit number	
Building permit issued	
Building permit fee	$
Certificate of Occupancy	$
Drain Tile	$
Plan review fee	$

For Department Use Only	
Use Group	
Fire Grading	
Live Loading	
Occupancy Load	

Approved by _____ Date

CITY OF YPSILANTI

HISTORIC DISTRICT COMMISSION

MINUTES OF February 26, 2013

CALL TO ORDER AND ROLL CALL

Jane Schmiedeke	Chair 7:03 PM
Meeting Location:	City Council Chambers, City Hall
Commissioners Present:	Jane Schmiedeke, Michael Condon, Ron Rupert, Anne Stevenson, Hank Prebys
Commissioners Absent:	Jennifer Henriksen, Alex Pettit
Staff Present:	Adam Cripps, HDC Assistant

APPROVAL OF AGENDA

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

Approval: Unanimous. Motion carries.

PUBLIC COMMENT ON AGENDA ITEMS - none

PUBLIC HEARING -none

OLD BUSINESS - none

NEW BUSINESS

16 N. Huron

Applicant: Bessie Pappas, Owner (Absent)

Discussion: Applicant is seeking approval for resizing the existing sign to fit underneath the windows (work already completed), and to remove existing ceramic tiles on storefront in order to expose original brick walls.

Prebys inquired what would be done when the potentially damaged cast stone arch will be exposed once the tiles have been removed. He pointed out that the applicant does not state her plans once the wall is exposed and that many types of damages may appear. Rupert expressed concern over what supports the windows, which were installed more recently and which may be resting on the tiles. Schmiedeke stated that more information on the applicants' intentions and a larger perspective photograph showing this storefront's relationship to the entire building. She noted that since extensive work is

being conducted, then the façade style should be consistent across the entire building.

Motion: Prebys (second: Stevenson) moved to table the application for 16 N. Huron pending the receipt from the applicant of further information about the extent of work to be done, how surfaces will be treated once exposed, and how the windows will be treated.

Approval: Unanimous. Motion carries.

STUDY ITEMS- none

ADMINISTRATIVE APPROVALS- none

OTHER BUSINESS

YDDA Mainstreet Project

Schmiedeke consulted with the city attorney regarding whether a HDC commissioner sitting on an YDDA committee would present a conflict of interest. Reading his response, she noted that the city attorney was of the opinion that a conflict exists. Referencing a personal email, Schmiedeke shared that the YDDA director, Tim Colbeck, took exception to the attorney's findings. She then stated that the HDC will abide by the City Attorney's opinion at this time.

The email to Jane Schmiedeke, Chair, Ypsilanti HDC from John Barr, Ypsilanti City Attorney dated 2/18/2013 titled "Re: Duel offices, HDC and DDA" reads as follows:

You have requested my opinion as to whether a member of the Ypsilanti Historic District Commission (HDC) may serve on a committee of the Ypsilanti Downtown Development Authority (DDA).

Both the HDC and DDA are authorized by state statute and created by city ordinance. The DDA is charged with developing the downtown area with various projects. The HDC is charged with protecting the historic qualities of the historic district. The downtown is in the historic district. The DDA must go to the HDC for approval of projects in the downtown area that is in the historic district.

The state Incompatible Offices Act, MCL 15.181 (IOA) provides that the same person may not simultaneously hold two incompatible offices. An incompatible office is one where there is subordination of one office to another; or the supervision of one office by another; or a breach of duty of public office.

In this case, the HDC has the power to approve or disapprove of plans of the DDA, and in effect supervise the action of the DDA. Thus, in my opinion, it would be an incompatible office for an HDC commissioner to serve on a committee for the DDA, when the HDC commissioner would be voting on approval or disapproval of requests of the DDA.

The IOA does contain an exception for a city under 25,000 population. The exception, MCL 15.183(4)(c) is that city council does have the power to authorize the dual offices.

Property Monitoring

-303 E Forrest- Owner intended to approach the commission as a study item to seek fencing alternatives but has instead decided to just remove the fence.

Fact Sheets Review

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS – None

HOUSEKEEPING BUSINESS

Approval of the minutes of February 12, 2013

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

ADJOURNMENT

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

MEETING ADJOURNED AT 7:25pm

Historic District Commission

Annual Election of Officers

ELECTION BALLOT

2013

Check ONE choice for Chair and ONE choice for Vice Chair

	Chair	Vice Chair
Hank Prebys	NA	[ ]
Jennifer Henriksen	[ ]	[ ]
Alex Pettit	[ ]	[ ]
Anne Stevenson	[ ]	[ ]