

1. Agenda

Documents: [HISTORIC DISTRICT COMMISSION MEETING AGENDA FEBRUARY 11, 2014 \(PDF\).PDF](#)

2. Agenda Packet

Documents: [HISTORIC DISTRICT COMMISSION MEETING AGENDA PACKET FEBRUARY 11, 2014 \(PDF\).PDF](#)

CITY OF YPSILANTI
Historic District Commission
Regular Meeting Agenda

Tuesday, February 11, 2014
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

Anne Stevenson, 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
Jane Schmiedeke	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. **313 Washtenaw**

Porch /stair installation

C. STUDY ITEMS

D. ADMINISTRATIVE APPROVAL - None

E. OTHER BUSINESS

Property Monitoring – update on 326 E Forest

Annual Report

Fence Fact sheet

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

Approval of the minutes of January 28, 2014

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

Rec 116696

Date filed Feb 4, 2014 for HDC meeting date Feb 11, 2014

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 313 Washtenaw

Applicant ☒ Owner ☐ Architect ☐ Contractor

Name Jian Qun (Garry) Wang / Susan Qu

Address 1795 Willard Dr.

City Canton State MI Zip 48187

Phone 248 974 8415 Fax _____

E-mail _____

Owner _____
(If different than applicant)

Who will perform the work? ☒ Owner ☐ Contractor

Contractor _____
(Name, address, phone)

Action Items only:

Construction Cost 1200.00 Permit Application Fee 35.00

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 313 Washtenaw

Applicant  Wang / Susan Qu

Description of proposed work (see sample applications)

Build / Replace stairs / Porch

See details on Architector's drawing

Materials wood, black pipe for hand railing

Colors (Attach color chips or samples)

Body White

Accent 1 _____

Trim _____

Accent 2 _____

Roof Black

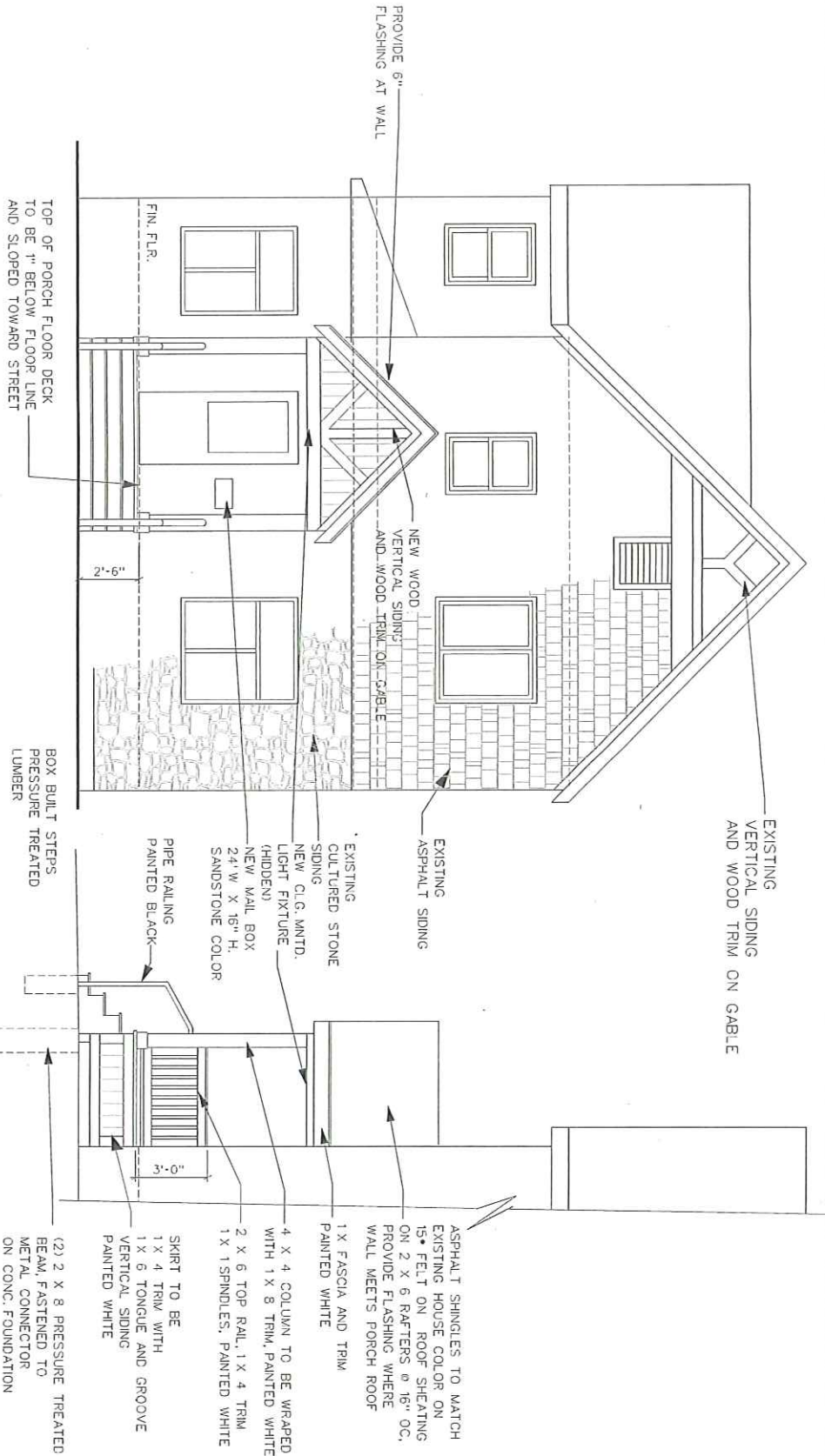
Other _____

- ☐ 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

2/4/2014
Date



Front Elevation

SCALE: 1/4" = 1'-0"

Side Elevation

SCALE: 1/4" = 1'-0"

1 OF 1

Alterations to:

313 Washtenaw Ave.
Ypsilanti, MI 48197

DATE: 1-31-14

Owner:

Quality Student Housing

Garry Wang- Susan Qu
ph. 517-416-2531

Architect:

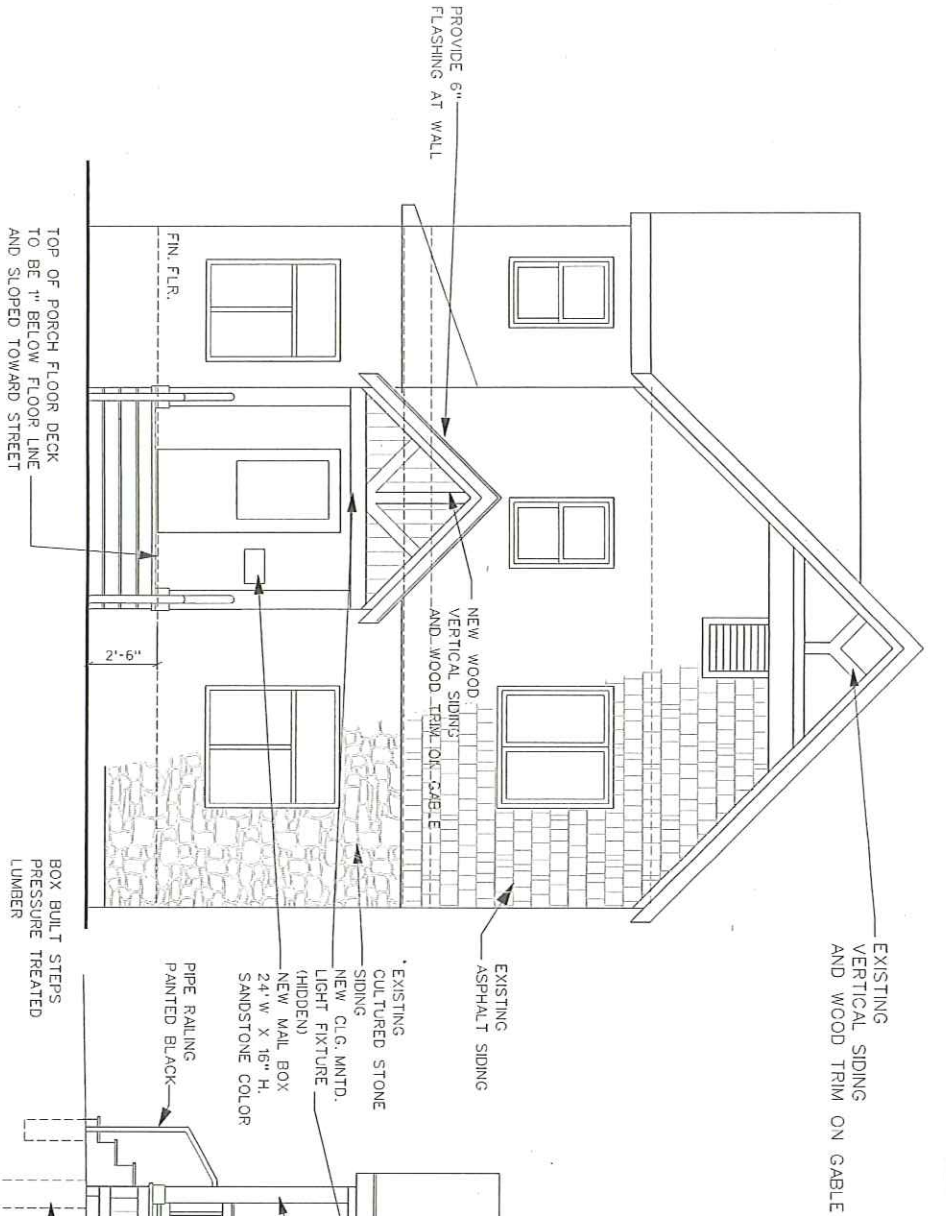


Gannon Architecture, LLC

ph: 734-709-7568

mgannon_4@msn.com

2041 N. Arbor Way Dr. #73
Canton, MI 48188



Front Elevation

SCALE: 1/4" = 1'-0"

BOX BUILT STEPS
PRESSURE TREATED
LUMBER
PORCH DECKING TO BE TONGUE AND GROOVE
SLOPED TOWARD SIDEWALK

ASPHALT SHINGLES TO MATCH
EXISTING HOUSE COLOR ON
15' FELT ON ROOF SHEATHING
ON 2 X 6 RAFTERS @ 16" OC.
PROVIDE FLASHING WHERE
WALL MEETS PORCH ROOF

1 X FASCIA AND TRIM
PAINTED WHITE

4 X 4 COLUMN TO BE WRAPPED
WITH 1 X 8 TRIM, PAINTED WHITE

2 X 6 TOP RAIL, 1 X 4 TRIM
1 X 1 SPINDLES, PAINTED WHITE

SKIRT TO BE
1 X 4 TRIM WITH
1 X 6 TONGUE AND GROOVE
VERTICAL SIDING
PAINTED WHITE

(2) 2 X 8 PRESSURE TREATED
BEAM, FASTENED TO
METAL CONNECTOR
ON CONC. FOUNDATION
42" BELOW GRADE

Side Elevation

SCALE: 1/4" = 1'-0"

1 OF 1

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Ypsilanti, MI 48197

Owner:

Quality Student Housing

Garry Wang- Susan Qu
ph. 517- 416- 2531

Architect:



Gannon Architecture, LLC

ph: 734-709-7568

mgannon_4@msn.com

2041 N. Arbor Way Dr. #73
Canton, MI 48188

Image/Sketch for Parcel: 11-11-40-482-004**City of Ypsilanti**[\[Back to Non-Printer Friendly Version\]](#) [\[Send To Printer\]](#)**Caption:** No caption found

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Historic District Commission

2013 Annual Report

Membership

Anne Stevenson, Chair
Hank Prebys, Vice-Chair
Ronald Rupert
Michael Condon
Alex Pettit
Jennifer Henriksen
Jane Schmiedeke

Commission and Staff

Throughout 2013, the Historic District Commission (HDC) continued meeting on the second and fourth Tuesday of each month at 7:00 p.m. in the City Council Chambers.

The HDC was staffed by interns Adam Cripps, Connie Locker and Cynthia Kochanek. In the HDC Assistant role, they worked 15-20 hours per week performing various administrative tasks to enable the Commission to fulfill its responsibilities under the historic district ordinance. Staff responsibilities included reviewing Historic District Work Permit Applications prior to meetings; corresponding with applicants; preparing meeting agendas, Commission packets, and minutes; property monitoring; and preparing reports as needed.

The Commission continued to provide prompt review of applications. The current application procedure begins with the filing of a Historic District Work Permit Application by noon on the Wednesday before the HDC meeting. The applications are then collected from the Building Department and reviewed by staff for completeness. Incomplete applications are addressed through written or phone correspondence to the applicant, requesting that additional information be provided prior to the meeting. Properties under consideration are photographed by staff for reference and included with all completed applications into assembled meeting packets. Packets are then posted on the City of Ypsilanti's website and emailed to the Commission by the Friday before each meeting.

The HDC Assistant attends each Commission meeting. After the meeting, the HDC Assistant writes all decision letters and a draft of the official minutes. The draft is then forwarded to the HDC Chair for review. The turnaround time for this process, from application submittal to mailing of decision letters, generally takes about ten days;

however the approvals are provided to the building department the next day so as to expedite the work getting done.

Potential applicants are encouraged to bring projects to the Commission as study items before formal submission of a Work Permit Application. This allows the Commission to provide feedback to property owners at a conceptual stage, clarifying expectations and allowing for a more predictable final review.

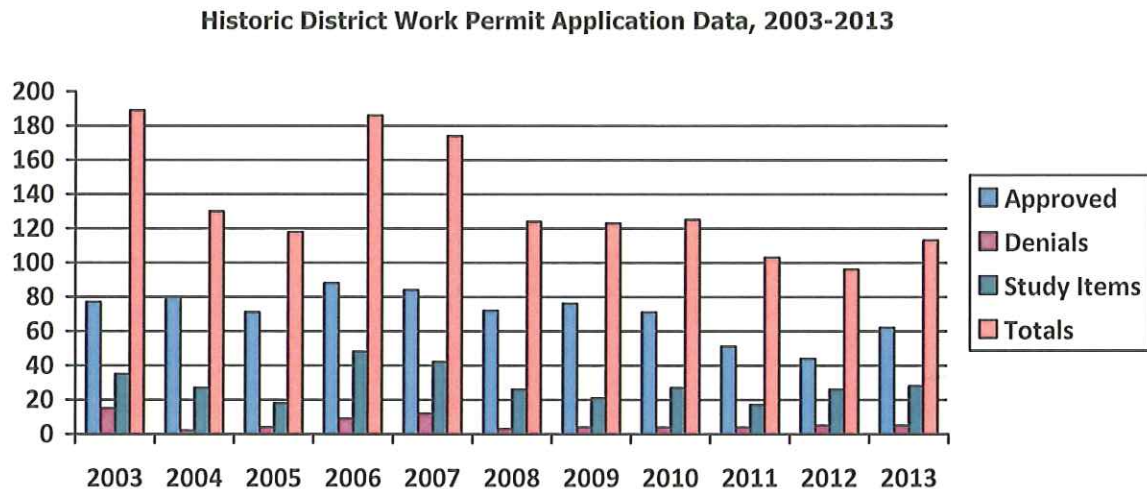
Statistics and Trends

The number of applications received this year was higher than the previous two years. The lower amounts of applications in recent years reflect the impact of economic issues. The ambitious scope of many of the approved projects reflects the commitment of residents and businesses to the improvement of the local community. The number of applications and actions taken is shown in the table below.

Historic District Commission Actions, 2003-2013

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Applications approved as submitted	77	80	71	88	84	72	76	71	51	44	62
Applications approved with modifications	61	20	22	10	8	2	3	7	15	10	6
Administrative approvals				24	19	11	12	13	11	9	10
Applications denied due to lack of information	3	2	4	6	3	1	3	2	1	2	0
Applications denied due to inappropriateness	12	0	0	3	9	2	1	2	3	3	5
Applications pending at end of year	1	1	3	2	2	1	1	1	0	0	0
Study Items	35	27	18	48	42	26	21	27	17	26	28
Amendments to previous approvals				5	7	9	6	2	5	2	2
Total Applications	189	130	118	186	174	124	123	125	103	96	113

To illustrate the number of projects within the Historic District this year as compared to the past ten years, the chart below depicts HDC Work Permit application activity from 2003 through 2013.



Source: Planning & Development Department Records

Historic District Fact Sheets

In 2013, revisions continued on the HDC fact sheets. A review of the all fact sheets will be conducted throughout the coming year. Production of house style fact sheets will also continue in 2014. The fence, window, and the alternative energy facts sheets will be the first to undergo revisions.

Demolitions

Three demolitions were approved in 2013. On February 12, 2013, the shed at the rear of the property at 509 N. Adams St. was approved for demolition. On May 28, 2013 three rear additions on the structure at 302 E. Cross St. were approved for demolition due to the instability of these structures causing a hazard for public safety. On September 24, 2013, the garage at 402 S. Washington was approved for demolition. This garage was the only remaining structure on the property but was not historically or architecturally significant.

Appeals

No appeals were requested in 2013.

Significant Projects

The Historic District continued to benefit from investment over the past year. Some of the significant projects are summarized here:

- 217 W. Michigan Avenue, 76 N Huron, 312 N River, and the Ypsilanti Freighthouse – Application was approved for the installation of temporary artwork at these addresses as part of the Detroit Institute of Art Inside/Out program facilitated locally through the Downtown Development Authority (DDA). Artwork was displayed between July and September of 2013.
- 56 E. Cross (Sidetrack Bar and Grill) - Work was approved to include the creation of 12 new window openings on the north and east elevations at the corner of the building, to be constructed in the size of the window openings that already exist on the former street side elevation.
- Freighthouse (100 Market Place)- Work was approved to include a new entry door, new entry stairs and vent stacks for HVAC and plumbing systems. The installation of fifteen solar panels was also approved for the southwest section of the roof.
- Riverside Park- The installation of the Heritage Bridge to span the Huron River was approved.
- 118 S. Washington- Installation of a solar panel array on the south, west and east sides of the detached garage on the property was approved by the commission.
- 323 Oak- Approval was given for the installation of a solar array on the west face of the roof at the northern most end of the house.
- 328 E. Cross- The installation of solar panels on the 2nd story south facing roof on the house was approved.
- Starkweather House- The installation of seven windows on the second story was approved along with the installation of a historic wood door at the front entry and four exterior light fixtures. One of three apartments is now certified for rental!

Educational Workshops

The HDC did not host any educational workshops in 2013. In previous years educational workshops were held on topics of interest to the residents within the historic district. Some examples of previous workshops are:

- Repairing Historic Windows
- Researching Your Historic Home
- The Basics of the HDC

Due to the success of previous workshops, a series of similar educational workshops are being planned for 2014.

Evaluation and Training

CLG Evaluation- 2012 saw an evaluation conducted of the Ypsilanti Historic District Commission. Created by MSHDA for the purpose of analyzing how historic district commissions in certified local governments operate, the evaluation was filled out and submitted to the state. Results of the evaluation are still forthcoming.

Conclusion

Although of varied scope and scale, the projects completed throughout 2013 are excellent examples of the continued preservation efforts of property owners within the Ypsilanti Historic District. Commendation by the City is due to these owners for their substantial contribution to the community as they continue to support the efforts of the HDC to beautify the district and preserve the heritage of Ypsilanti's built environment.

This report respectfully submitted to the Ypsilanti City Council by the Historic District Commission.

Anne Stevenson, Chair
Historic District Commission

Date

Cynthia Kochanek, HDC Assistant
Planning and Development Department

Date

YPSILANTI HISTORIC DISTRICT FACT SHEET

FENCES

This is one of a series of Fact Sheets provided by the Historic District Commission to assist property owners and building contractors in planning appropriate rehabilitation of structures within the Historic District.

Your application for a Historic District Work Permit, submitted to the Building Department, will be forwarded to the Historic District Commission for review and must be approved by the Commission before work can begin. A Building Permit will also be required.

You may want to come before the Historic District Commission as a Study Item to describe your project and get HDC input before you apply for a building permit.

The following guidelines provide some basic information regarding the installation of fences and/or walls within the Historic District.

- All fences must meet local zoning and height regulations and be safely and properly installed.
- Established property line patterns and street and alley widths must be retained.
- Full perimeter fencing is not allowed. No more than two types of fencing may be used on a single lot.
- New fences or walls must be designed so as to minimize their impact on existing historic fabric at the site. They must be compatible with the site in setback, size, and scale to protect the historic integrity of the property.
- New fences or walls must be removable without impairing the essential integrity of the historic property.
- All wooden fences must be painted or opaque-stained in a color to compliment the adjacent structure.
- Hedges and other natural plantings may be considered as alternatives to fencing. Hedges must conform to fence and wall regulations regarding size, location, and height.
- Brick or stone used for foundations, piers and/or walls must be compatible with the structure/s on the site.
- The use of barbed wire spikes, nails, or any other sharp point or instrument of any kind on top or on the sides of any fence is prohibited.
- Historic District Work Permit applications may be obtained from the Building Department on the 3rd floor of City Hall, in the Planning and Development Department on the 4th floor of City Hall, or on the City website, www.cityofypsilanti.com.
- Please see the [Fence Application for Zoning Compliance](#) form for more information regarding Building Department requirements. Note: A certified survey of the lot to be fenced must be submitted with the application. The survey must show the house, accessory structures, fences, etc. Fences to be installed on property lines must have a notarized letter from the adjacent property owner(s) and must be submitted with the application.

Fencing NOT allowed - incompatible with Historic District architectural styles:



Stockade



Chain link

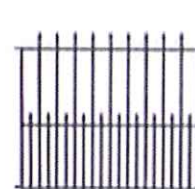


Split Rail

Fencing which MAY be allowed:



Twisted wire with
wooden posts



Wrought iron,
Cast iron,
aluminum



Dog ear

CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION
MINUTES OF JANUARY 28, 2014

CALL TO ORDER AND ROLL CALL

Anne Stevenson Chair 7:00 PM

Meeting Location: City Council Chambers, City Hall

Commissioners Present: Alex Pettit, Jane Schmiedeke, Ron Rupert, Anne Stevenson,
Hank Prebys, Michael Condon

Commissioners Absent: Jennifer Henriksen

Staff Present: Cynthia Kochanek, HDC Assistant

APPROVAL OF AGENDA

Motion: Rupert (second: Schmiedeke) moved to approve the agenda as presented.

Approval: Unanimous. Motion carries.

PUBLIC COMMENT ON AGENDA ITEMS - none

PUBLIC HEARING- none

OLD BUSINESS

317 S. Huron

Applicant: Frances & Erik Gunderson (absent)

Discussion: Application is regarding the 2006 installation of vinyl clad replacement windows on the three-season porch at the back of the structure.

This application was considered at the last meeting and additional information was needed to render a decision. The commission needed to know what this application is for and why it was brought up now.

Kochanek: Advised that she spoke with the applicant Erik Gunderson and that he was advised in a recent rental inspection that a permit was not pulled for the windows installed in the three-season porch at the back of the house. The applicant is now trying to correct the situation. The applicant advised that this work was completed in 2005 or 2006 and that no new work is planned for the windows. He also states that a contractor came out to fix the jalousie windows, which were there before, but it was found that these windows could not be fixed so the contractor replaced them with vinyl clad. He states that his mother may have thought that the contractor pulled the necessary permits.

Rupert: States that these windows do not look like vinyl clad, that they look more like all vinyl windows.

Schmiedeke: Wants to know if they are being asked to approve work that has already been completed several years ago.

Kochanek: Affirms that this is the case.

Prebys: States that he would deny the windows, even if they are vinyl clad. Wants to know if anyone would have an issue with denying this application since the district does not allow vinyl clad or vinyl windows.

Motion: Prebys (second: Schmiedeke) moves to deny the application for windows at 317 S. Huron because the windows that have previously been installed are vinyl or vinyl clad and are not permissible in the historic district.

Secretary of the Interior Standard:
10: New work shall be removable.

Approval: Unanimous. Motion carries.

NEW BUSINESS

501 N. Adams

Applicant: Patricia Harroun (absent)

Discussion: Application is for the replacement of the current black standard shingle roof with GAF Timberline architectural shingles.

Kochanek: Advised that she spoke with the applicant on the phone since she would not be able to make it in due to the weather. The applicant states that she is going from a standard black shingle to a GAF Timberline architectural shingle in black. That the ridge vents will be black and no work is planned for the gutters or trim.

Schmiedeke: Wants to know if any additional vents will be added.

Kochanek: States that she was not made aware of any other changes but that was not specifically discussed in her conversation.

Pettit: Wants to know if we are familiar with this type of shingle.

Rupert: Confirms that this exact type of shingle was seen in the last meeting but in a different color.

Motion: Condon (second: Prebys) moves to approve the application for roof replacement. The new shingles will be GAF Timberline in black. The venting will be soffit and ridge venting. Ridge venting will be black. The drip edge will match the shingle color. No work is to be done to the gutters and any additional venting required will be placed so that they are not visible from the street.

Secretary of the Interior Standards cited:
10: New work shall be removable.

Approval: Unanimous. Motion carries.

720 Norris

Applicant: David Wright; Wright Signs and Carrie and David Peron; Arbor Brewing Company (present).

Discussion: Application is for one ground mounted sign on wood posts and one wall mounted sign made of 4' x 7' MDO mounted with lag screws and wall anchors.

Stevenson: Only question that she has is regarding the PVC sleeves and how the HDC felt about the use of them.

Wright: States that he usually does PVC for a ground sign so that the posts are less likely to be damaged. If they were to go with wood posts, then he would recommend that the applicant use cedar.

Rupert: PVC used here would be similar to PVC fence posts.

Wright: The PVC will be painted with plastic paint.

Schmiedeke: Her concern is that the wall mounted MDO sign may need a frame.

Stevenson: States that the application is confusing since the actual application lists MDO for both signs but the attached drawing shows aluminum for the wall mounted sign.

Wright: States that he put on the drawing an aluminum sign for the wall sign since that is what he would prefer to use there. An aluminum sign is not preferred for the ground sign since it will not hold up as well as the MDO sign. The ground sign would be no more than 6' off the ground.

Prebys: Wants to know if any trim would be used on the MDO sign.

Wright: States that he has not found anything that holds up other than priming and painting the edges of the signs with enamel paint. States that he could also use latex caulk on the edges to seal the sign.

Stevenson: States that she would prefer the use of cedar posts for ground sign.

Prebys: Agrees on the use of the cedar posts.

Wright: States that the only issue with the cedar posts is that they will still get damaged by lawn care equipment.

Stevenson: Asks if the sign can be surrounded by mulch for protection.

Prebys: Asks if the commission is agreed on the cedar posts for the ground sign and not the PVC sleeves.

Motion: Condon (second: Prebys) moves to approve the installation of the 4' x 7' aluminum sign to the building over the door. The aluminum sign will be mounted on standoffs and corrosion resistant fasteners will be used. The sign for the yard will be 4' x 7' made of ¾" MDO attached to cedar 4" x 4" posts. A latex caulk will be used around the edge to seal the sign.

Secretary of the Interior Standards cited:
5: Preserve distinctive features.

Approval: Unanimous. Motion carries.

64 N. Huron

Applicant: Great Lakes Fence Company, Inc.; contractor (absent).

Discussion: Application is to close in the area from the building to the property line with a chain link fence and gate. Chain link fence will be 8' high with an additional 1' in barbed wire on top.

Prebys: Wants to know why the HDC is considering this application since it is for a chain link fence.

Schmiedeke: States that this is being considered since this for an industrial area.

Pettit: Wants to know if this is for the actual electrical substation since it looks like the application is for fencing only a small section between the buildings. He would like to know if this is needed since the substation is already closed in.

Rupert: States that this will keep people from coming thru the walk way between the buildings.

Schmiedeke: States that this will not be seen from the street.

Motion: Schmiedeke (second: Condon) moves to approve the application as submitted.

Secretary of the Interior Standards cited:
#9: Contemporary designs shall be compatible and shall not destroy significant original material.

#10: New work shall be removable.

Approval: Unanimous. Motion carries.

STUDY ITEMS

313 Washtenaw

Applicant: Jian Qun Wang and Huaxian (Susan) Qu; owners (present)

Discussion: Application is regarding the installation of a new front stair and porch.

Wang: States that the concrete stairs are broken. He states that he plans for wood stairs with a roof on top.

Prebys: States that the drawings do not show any handrails and that the HDC would need to see a plan for them in the application.

Schmiedeke: States that the elevation shows the stairs as the full width of the porch but the floor plan shows the stairs do not run the full width of the porch.

Wang: States that the stairs are not planned for the full width of the porch.

Prebys: States that if the stairs were to run the full width of the porch then the handrail could be attached directly to the porch posts. He states that the HDC would need more detail on the handrails for the stairs and the porch railing.

Rupert: States that the handrail and guardrail could be as simple as a 2' x 2' for the top and bottom rails.

Pettit: States that the drawing depicts that siding will be utilized on the porch that matches what is on the house. Since there are a couple different types of siding used on the house he would like to know which siding from the house will be used on the porch.

Prebys: Advises the applicant that the HDC will need to know exactly what type of siding will be used when the application is submitted. He states that they will be looking for a picture and description. He would also like to know what they plan is for lighting to porch area. He would like to know if it will be on the wall.

Qu: States that there already is a light on the wall.

Rupert: Advises that the angle of the roof is going to cover the current light fixture.

Prebys: States that the HDC will need to know exactly what they plan to do with regard to the light fixture. He would also like to know what the plan is for the mailbox, this is something that will also need to be submitted with the application and a drawing depicting where it will be.

Wang: States that he is planning to install the mailbox on the side of the building.

Pettit: States that the applicant will need to cover the porch sides with some type of skirting and the HDC will need to know what the plan is for this as well.

Prebys: The porch concept for this house is something that the HDC is comfortable with and this concept could be approved in the future, but more detail is needed in the actual application.

Rupert: States that the applicant could put the mailbox inside the foyer and that they would need to contact USPS for more information. The light fixture

could be placed in the ceiling of the porch; it does not need to be fixed to the wall.

Stevenson: States to summarize what is needed for the application the porch railings, stair handrails, the light fixture for the porch, the siding utilized on the porch, the skirting for the sides of the porch and the mailbox placement need to be addressed in more detail on the future application.

Prebys: States that all wood elements would need to be painted and the HDC would need to know what color will be used.

Rupert: States that no treated planks are to be used for porch decking. That the porch decking needs to be tongue and groove planks. The framing of the porch that is not seen does not need to be painted but what is seen does need to be painted.

Qu: States that she was advised that they need to wait 1 year before painting treated wood.

Condon: Replies that this type of wood can be painted after a few weeks.

Schmiedeke: Requests staff to send a letter to the owner and architect regarding what is needed for the application. Stevenson agrees to same.

ADMINISTRATIVE APPROVALS - none

OTHER BUSINESS

Fact sheets: The fence and window fact sheets need to be reviewed by the HDC.

Property Monitoring:

326 E Forest: The garage on the property that previously had no siding now is partially covered with vertical siding. The commission requests that staff send a letter to the owner regarding this.

7 S. Washington: Rupert reports that a computer company is moving in at this address and that they have signed a three year lease.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS – none

HOUSEKEEPING BUSINESS

Approval of the minutes of January 14, 2014

Motion: Rupert (second: Pettit) moves to approve with corrections.

Approval: Unanimous. Motion carries.

ADJOURNMENT

Motion: Pettit (second: Prebys) moves to adjourn.

Approval: Unanimous. Motion carries.

MEETING ADJOURNED AT 7:55pm

Historic District Commission Annual Election of Officers

2014 NOMINATION FORM

Please check those Commissioners whose names
you wish to appear on the election Ballot
(include both Chair and Vice Chair)

	CHAIR	VICE CHAIR
Condon, Michael	[]	[]
Henriksen, Jennifer	[]	[]
Pettit, Alex	[]	[]
Prebys, Hank	[]	[]
Rupert, Ron	[]	[]
Schmiedeke, Jane	[]	[]
Stevenson, Anne	[]	[]

Submit Nomination Form to staff at the February 11th HDC meeting.