

1. Agenda

Documents: [HISTORIC DISTRICT COMMISSION MEETING AGENDA FEBRUARY 25, 2014 \(PDF\).PDF](#)

2. Agenda Packet

Documents: [HISTORIC DISTRICT COMMISSION MEETING AGENDA PACKET FEBRUARY 25, 2014 \(PDF\).PDF](#)

CITY OF YPSILANTI
Historic District Commission
Regular Meeting Agenda

Tuesday, February 25, 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. **312 N. River**

Amend. to approved sign installation

C. STUDY ITEMS- None

D. ADMINISTRATIVE APPROVAL

1. **310 Florence**

Roof installation

2. **309 Florence**

Roof installation

E. OTHER BUSINESS

1. **Property Monitoring** – None

2. **Vinyl Clad Resolution**

3. **Window Fact sheet**

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

Approval of the minutes of February 11, 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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Amend. to approved sign installation

C. STUDY ITEMS- None

D. ADMINISTRATIVE APPROVAL

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Roof installation

2. **309 Florence**

Roof installation

E. OTHER BUSINESS

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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.



Ypsilanti Historic District Work Permit Application

Date filed 2/18/14 for HDC meeting date 2/25/2014

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 312 N. River

Applicant

☒ Owner ☐ Architect ☐ Contractor

Name

Corinne Sikoroki

Address

312 N. River

City

Ypsilanti

State

MI

Zip

48198

Phone

734.483.1354

Fax

E-mail

Corinne@ypsifoodcoop.org

Owner

(if different than applicant)

Who will perform the work?

☐ Owner ☒ Contractor

Contractor

(Name, address,
phone)

Chrono Identity

201 W. Park

ypsi

Action Items only:

Construction Cost

~

Permit Application Fee

~

The permit fee is \$30 plus \$5 for each \$3,000 of construction cost, and is due at the time of application. An additional administrative fee of \$50 applies to HDC work started without the issuance of applicable permit.

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, hintern@cityofypsilanti.com.

483-7260

Ypsilanti Historic District Work Permit Application

Date filed _____ for HDC meeting date _____

Property Address _____

Applicant _____

Description of proposed work (see sample applications)

This is an amendment/revision
to our request already approved.

We would like to not use a
bar for the letters being attached
to the wall as per diagram
on next page

Materials**Colors** (Attach color chips or samples)Body green

Accent 1 _____

Trim _____

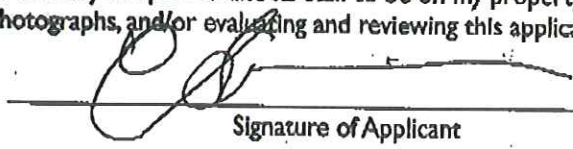
Accent 2 _____

Roof _____

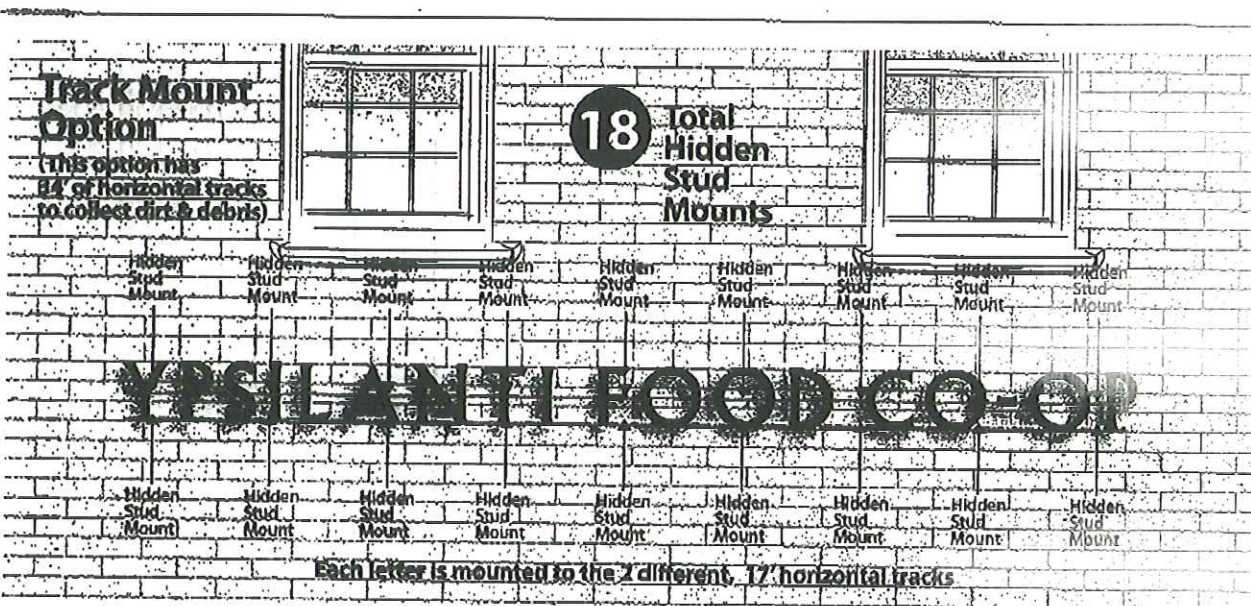
Other _____

☒ 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.

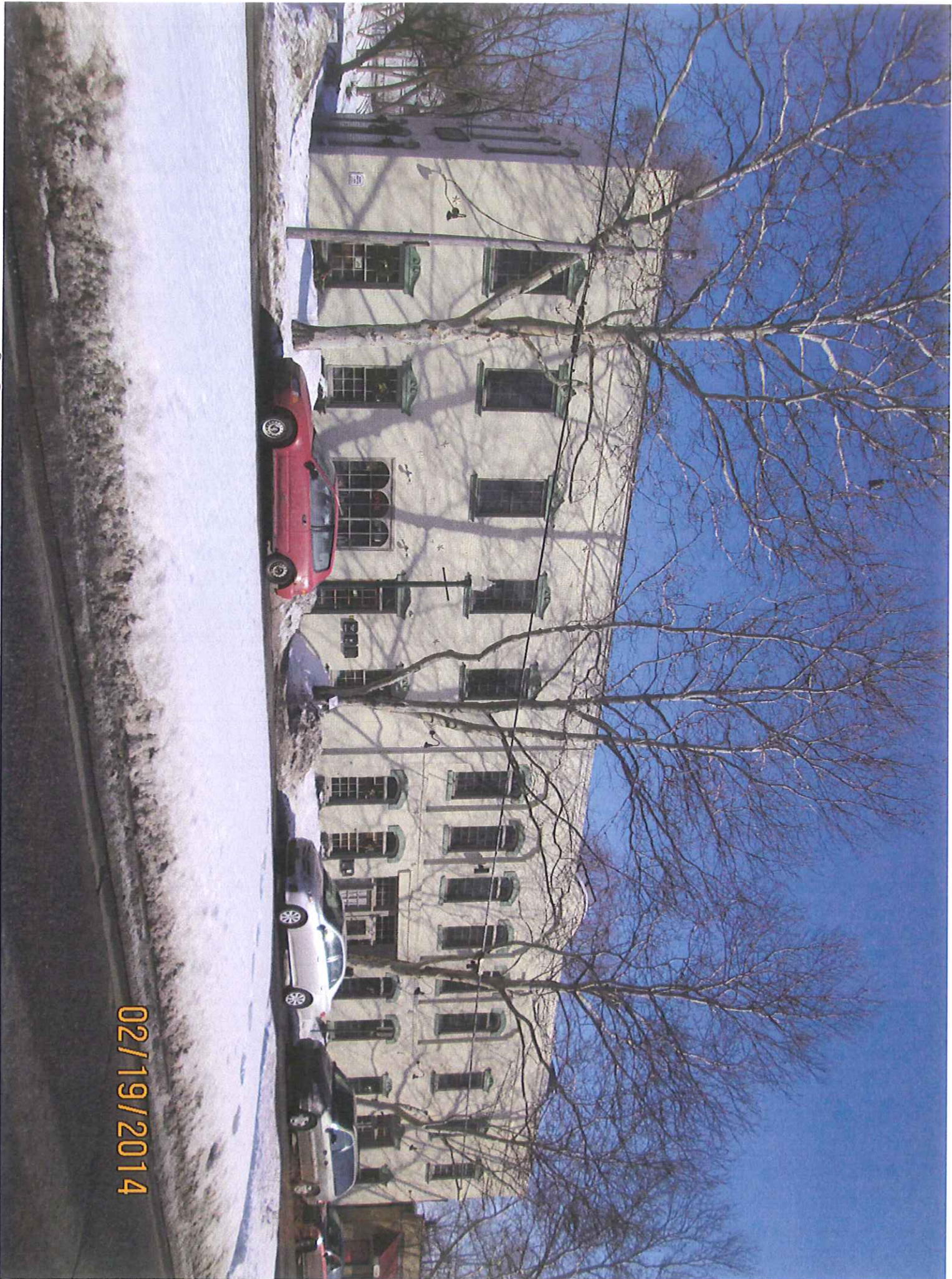

Signature of Applicant2/18/14
Date

Subject: History
 Period: 18th Century
 Date: 1789
 The French Revolution



YPOJELMILACNT/79
YPOJELMILACNT/79

$$\frac{72}{100} \times 100$$



02/19/2014

312 N. River



RECEIVED
FEB 11 2014

40

Ypsilanti Historic District BY: _____
Work Permit Application

Date filed _____ for HDC meeting date 2/25

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 310 FLORENCE

Applicant ☐ Owner ☐ Architect ☒ Contractor

Name HANSONS Brian Elias

Address 977 E. 14 MILE ROAD

City TROY State MI Zip 48083

Phone 248-581-3030 Fax 248-572-0572

E-mail PERMIT AGENT@HANSONS.COM

Owner Brian Elias
(If different than applicant)

Who will perform the work? ☐ Owner ☒ Contractor

Contractor HANSONS
(Name, address, phone) 977 E. 14 MILE ROAD - TROY - MI - 48083

Action Items only:

Construction Cost 10,545. Permit Application Fee _____

The permit fee is \$30 plus \$5 for each \$3,000 of construction cost, and is due at the time of application. An additional administrative fee of \$50 applies to HDC work started without the issuance of applicable permit.

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Ypsilanti Historic District Work Permit Application

Date filed _____ for HDC meeting date _____

Property Address 310 FLORENCE

Applicant HAUSONS

Description of proposed work (see sample applications)

STRIP AND RE-ROOF - HOUSE ONLY
REPLACE GUTTERS

12.22 SQUARES - SMART CHOICE - 30 YEAR - 8/12 PITCH
CAP MASTER - Drip Edge - WATER SHIELD - 65 FOOT ROLL
ICE/WATER SHIELD - ROOFING COLOR IS OLDE ENGLISH
PEWTER

Materials

46 FEET LENGTH - GUTTERS
COLOR - LOW GLOSS WHITE

Colors (Attach color chips or samples)

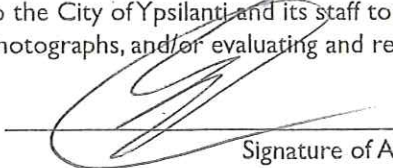
Body _____ Accent 1 _____

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.


Signature of Applicant

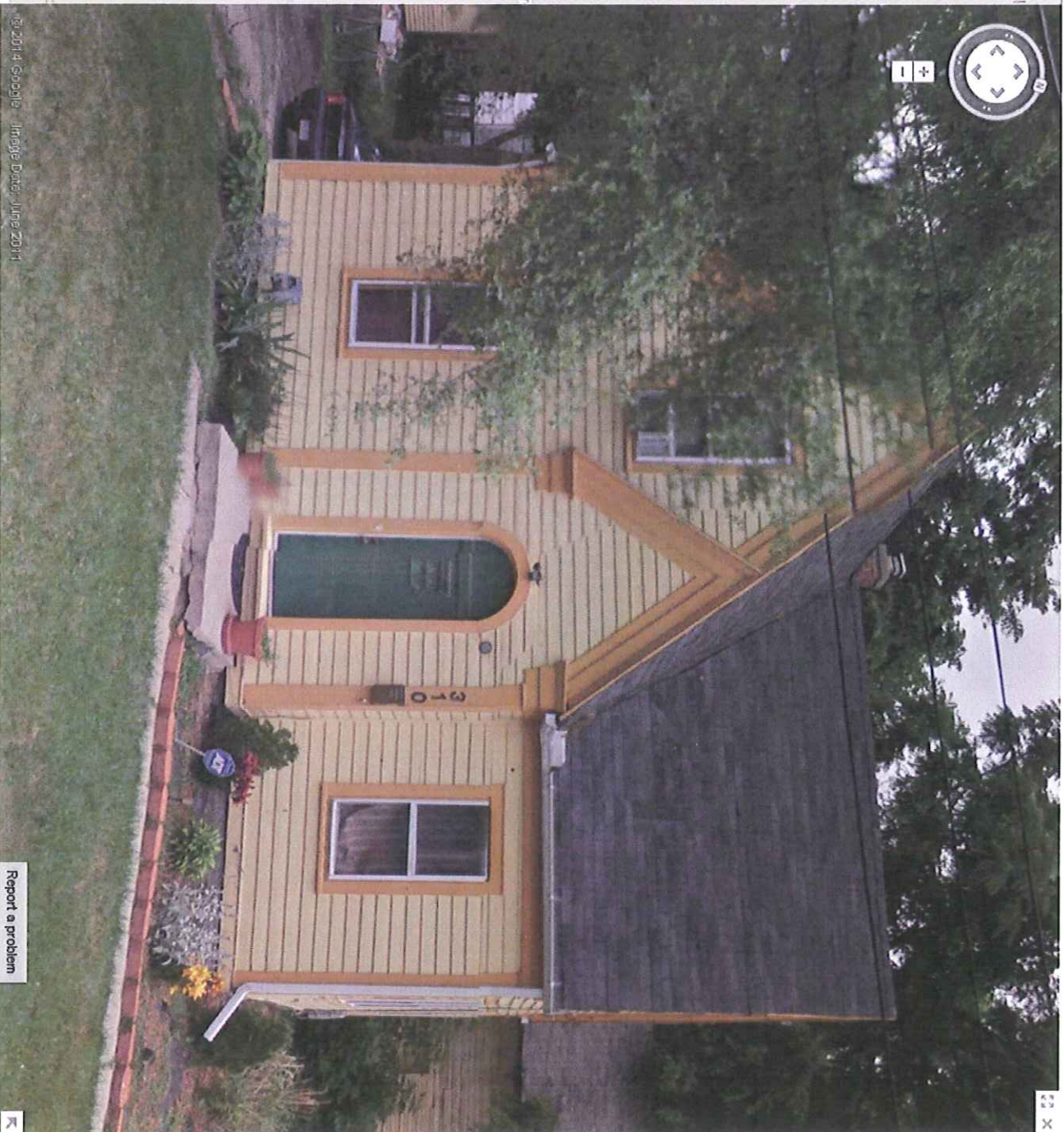
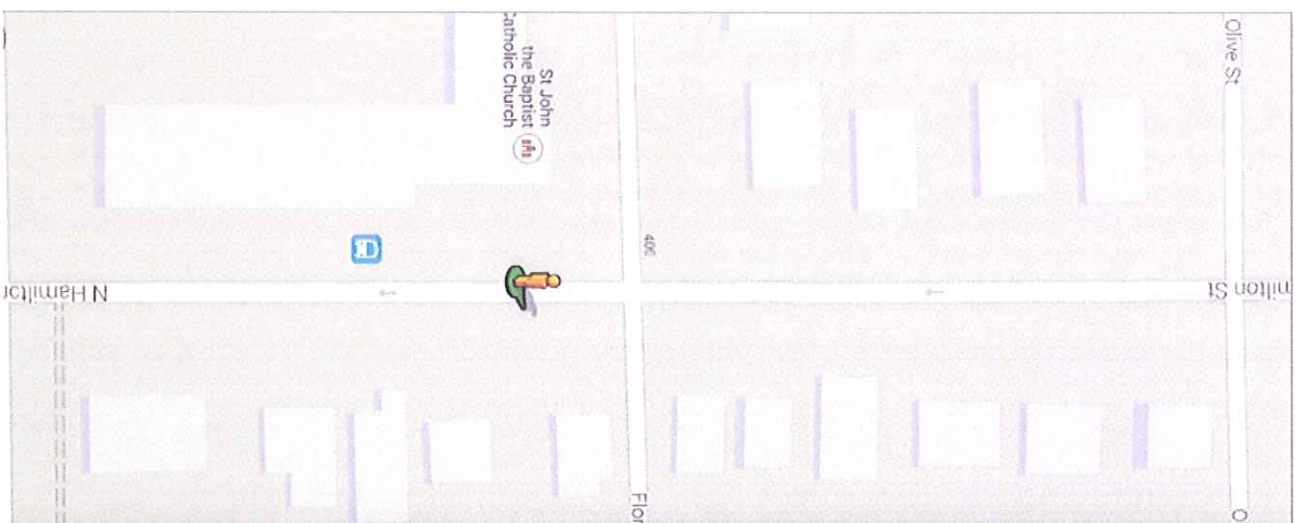
11/31/14
Date

310 Florence
Sept 2003





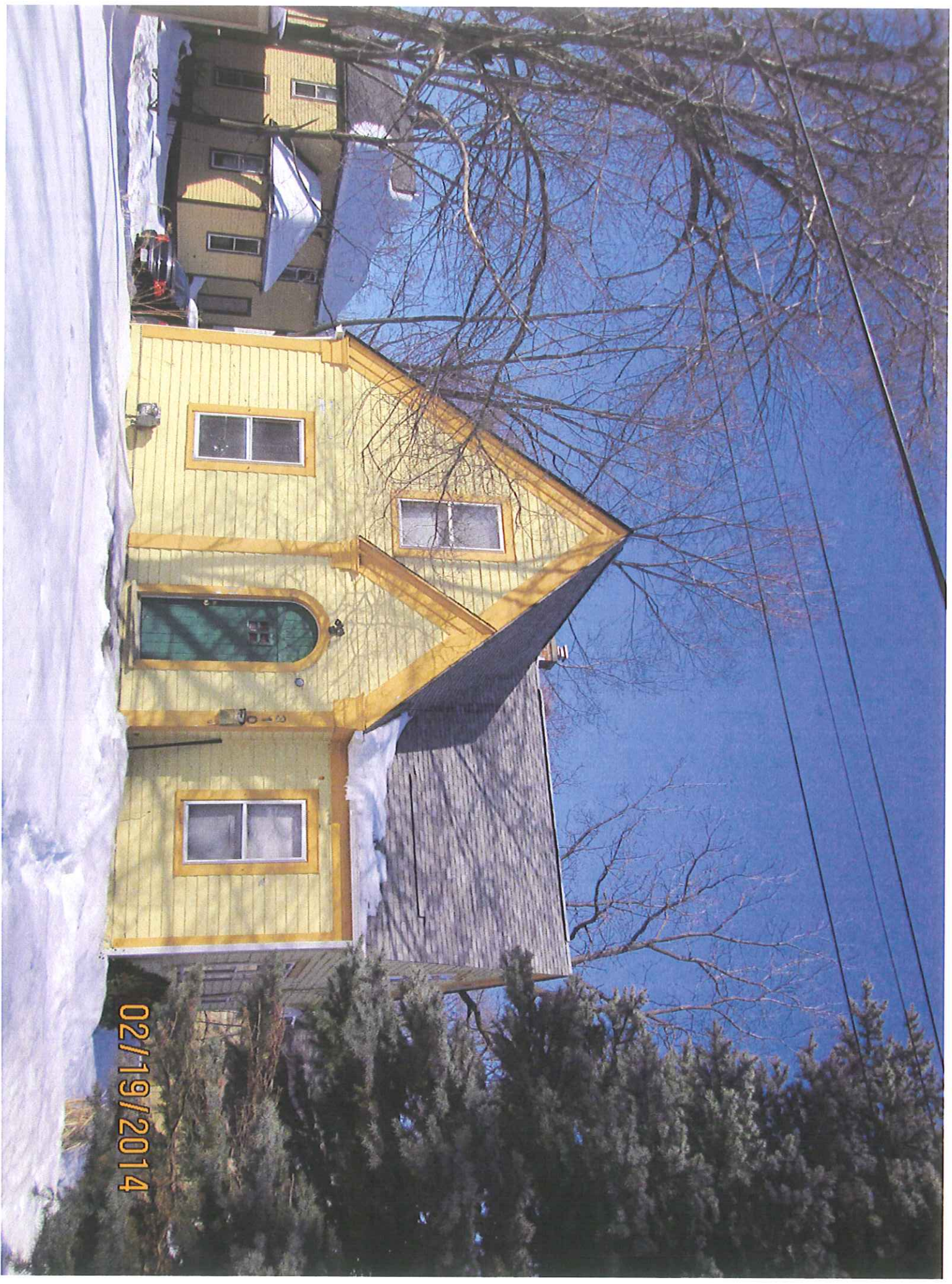
To see all the details that are visible on the screen, use the "Print" link next to the map.



© 2014 Google - Image Date: June 2011

Report a problem

02/19/2014





City of Ypsilanti

Building Inspection and
Code Enforcement Department

COPY

203971

May 17, 2013

HANSON'S WINDOW & SIDING
977 E 14 MILE ROAD
TROY MI 48083-4519

SUBJECT: 310 FLORENCE - HDC APPROVAL NEEDED

According to our records we received a building permit application on May 17, 2013 for REROOF AND REPLACE GUTTERS ON HOUSE ONLY PER HDC APPROVAL. However, the above location is in the Historic District and will need to obtain permission from the HDC **prior** to the building permit being reviewed.

Please complete the enclosed HDC Work Permit Application. Once the HDC has reviewed and approved the work permit application the building permit application will be reviewed. The HDC meets every second and fourth Tuesday of the month. **The work permit application must be turned in on or before noon on the Wednesday prior to the HDC meeting.** Their permit fee is \$20.00 plus \$5.00 for the first \$3,000.00 worth of construction and \$5.00 for every additional or portion of \$3,000.00 worth of construction. **The HDC work permit fee will be \$40.00** based on the total cost of construction listed building permit application received.

Your building permit application will not be reviewed without first obtaining approval from the HDC.

If you have any questions regarding this matter please contact me at (734) 482-1025 between 8:00am and 4:00pm Monday through Friday and I will be happy to assist you.

Thank you in advance for your prompt attention in this matter.

Sincerely,

CITY OF YPSILANTI

Jenni Wennerberg
Building Department Secretary

Enc: Historic District Work Permit Application

Pc: KALOYDIS ANTONI 310 FLORENCE YPSILANTI MI 48197



Ypsilanti Historic District

Work Permit Application

Rec. 16713

Date filed 2-19-14 for HDC meeting date 2-25-14

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 309 Florence

Applicant

☒ Owner ☐ Architect ☐ Contractor

Name Daniel Satwicz + Wendy Weyner-Satwicz

Address 309 Florence

City Ypsilanti

State MI Zip 48197

Phone (734) 218-0760

Fax _____

E-mail Wendingo@hotmail.com

Owner _____

(If different than applicant)

Who will perform the work?

☐ Owner ☒ Contractor

Contractor

(Name, address,
phone)

Shamrock Roofing

Action Items only:

Construction Cost \$5000

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:

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Ypsilanti Historic District Work Permit Application

Date filed 2-19-14 for HDC meeting date 2-25-14

Property Address 309 Florence, Ypsi, MI 48197

Applicant Daniel Satwicz & Wendy Wagner-Satwicz

Description of proposed work (see sample applications)

new roof

Materials

Colors (Attach color chips or samples)

Body _____

Accent 1 _____

Trim _____

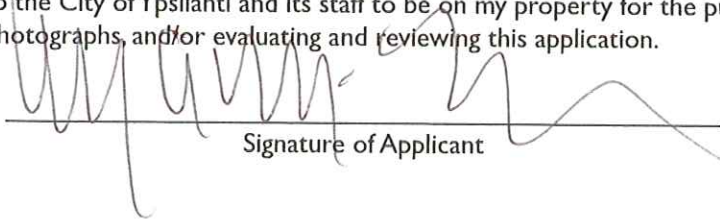
Accent 2 _____

Roof Grey / 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.
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Signature of Applicant

2-19-14
Date

309 Florence

02/19/2014





February 25, 2014

RESOLVED BY THE HISTORIC DISTRICT COMMISSION OF THE CITY OF YPSILANTI:

WHEREAS the Commission recognizes that vinyl clad replacement windows are not compatible with the original materials used on historic structures due to vinyl's high expansion and contraction coefficient which causes stress to existing historic materials and is in opposition to the Secretary of the Interior's Standards for the Rehabilitation of Historic Structures;

WHEREAS the Commission recognizes that the installation of vinyl clad windows will no longer be considered an acceptable long-term solution for window replacement in the Ypsilanti Historic District due to a short life span of the product;

WHEREAS the Ypsilanti Historic District Commission recognizes the necessity to formalize their position regarding the use of vinyl clad windows that were previously allowed within the Historic District;

NOW, THEREFORE BE IT RESOLVED, THAT with this resolution the Historic District Commission will no longer permit vinyl clad windows within the Ypsilanti Historic District based upon the above-mentioned findings;

THAT upon submission of an application for a building permit for vinyl clad windows the Historic District Commission will deny the application and will not issue a certificate of appropriateness; and

THAT this resolution will be in effect from this day forward.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

YPSILANTI HISTORIC DISTRICT FACT SHEET

WINDOWS

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 treatment of structures within the Historic District.

The Historic District Commission requires that a building be maintained in its original form whenever possible. The character and historic value of a building both change whenever alterations are made and every effort shall be made to maintain the historical integrity of a building.

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.

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.

REPAIR:

Although old windows often need repair or leak cold air, it is always preferable and more appropriate to repair the windows than to replace them. Replacement windows will save some energy, therefore some money, but it will take a long time to break even.

Window repair often results in considerable cost savings while at the same time preserving original architectural materials. Epoxy wood-consolidating materials and polyurethane glues make it possible to repair even badly deteriorated wood windows.

- Remove the sash and lay it on a flat surface.

- Examine the exterior window frame, especially the sill, for rot or other deterioration.

- Dig out and replace bad sections with new wood or epoxy repair material. The epoxy works like auto body filler. Mix it up and pack it tightly into any depression or hollow in the wood. When hardened, it can be sanded, primed and painted.

- Then remove paint or varnish on both interior and exterior of the sash, re-glue where necessary, replace cracked glass and loose or missing glazing putty.

- Sand, apply a coat of linseed oil, prime with old-based primer, and paint the sash with latex paint.

- Replace sash cord if windows are counterweighted.

- Return sash to window.

- Nail stops back into place.

NEW WINDOW OPENINGS:

Newly created window openings transform a building's character, often threatening historic integrity, and are not generally allowed.

SCREEN/STORM WINDOWS:

Any new screen/storm must have its horizontal members in the same place as those of the window it is covering.

Metal combination screen/storms are permitted, although wood screens and storms are encouraged for better appearance and more efficient energy conservation.

If a metal-framed screen/storm is installed, it must fit within the exterior trim and rest upon the blind stop. The metal frame must be either painted or factory-finished, not mill (raw metal) finish.

Recaulking and weatherstripping are required and will improve the thermal efficiency.

SHUTTERS:

Shutters are permitted as a way to close off an unnecessary window. They must be properly hinged, fit within the window frame and painted.

REPLACEMENT WINDOWS:

In some cases, replacement windows are approved by the Historic District Commission. In all cases, the Commission will require an installation which does not reduce the glass area of any window.

Wood replacement windows are preferred. Wood windows clad in aluminum may be approved in some cases. Solid vinyl and vinyl clad windows will not be approved.

The new window shall be the same configuration as the window it is replacing; for example, three panes over one, one over one, etc. Panes of glass in the replacement must match the size and shape of the original. The exterior trim installed after replacement must match the original.

In cases of replacement windows where the glass is not physically divided into panes by muntins, the Commission will require that muntins be permanently adhered to the exterior of the window, in order to accurately replicate the appearance of the original windows.

Glass must be clear, not smoked or tinted.

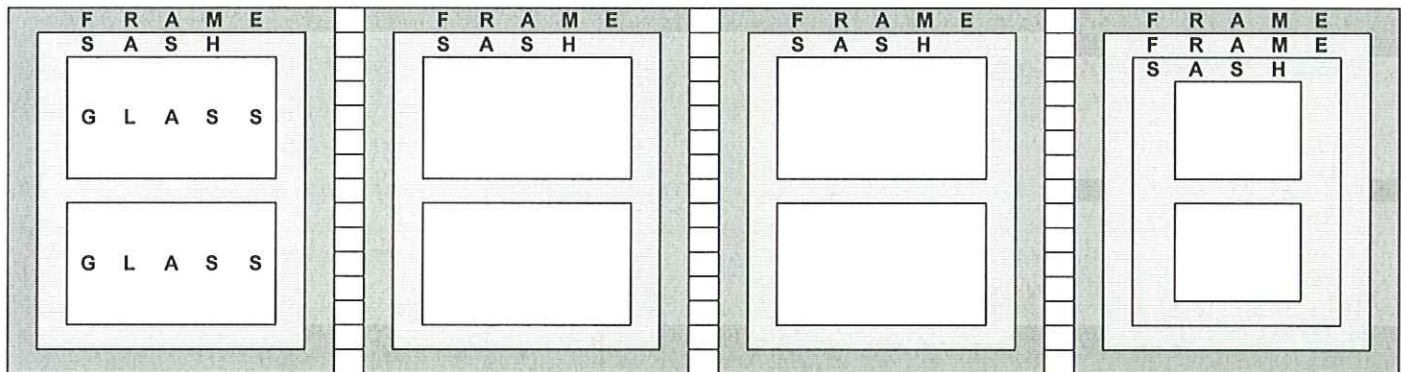
There are two kinds of replacement windows:

1. **SASH KITS**, which consist of sash only. (*The sash is the part of the window that holds the glass and moves up and down within the frame.*)
2. **FULL-FRAME REPLACEMENTS**, which consist of sash and frame.

SASH KITS are installed by removing the old sash, leaving the old frame in place, and inserting the new sash in the old frame. Thus the glass area is not reduced (see illustration #2). This installation is appropriate and can be approved.

FULL-FRAME REPLACEMENTS are installed in one of two ways:

1. The old sash and the old frame are removed. The replacement window is inserted in the rough opening. Thus, the glass area is not reduced (see illustration #3). This installation is appropriate and can be approved.
2. The old sash is removed, but the old frame is left in place. The replacement window (sash and frame) is inserted in the old frame. This results in two frames, the old frame and the replacement frame. Thus, the glass area is reduced (see illustration #4). This installation is not appropriate and will not be approved.



**#1
ORIGINAL WINDOW**

Original frame and sash intact.

**#2
SASH KIT installed in
OLD FRAME**

Old frame is retained, old sash is removed, new sash kit is inserted in old frame.

Result - no reduction in glass area.

YES

**#3
FULL-FRAME
REPLACEMENT installed in
ROUGH OPENING**

Old frame is removed, old sash is removed, full-frame replacement is inserted in rough opening.

Result - no reduction in glass area.

YES

**#4
FULL-FRAME
REPLACEMENT installed in
OLD FRAME**

Old sash is removed, old frame is retained, full-frame replacement is inserted in old frame.

Result - two frames and reduction in glass area.

NO

**Ypsilanti
Historic District Commission
Annual Election of Officers**

**2014
BALLOT**

(Check one choice for Chair and one choice for Vice Chair)

CHAIR

Stevenson, Anne []

**VICE
CHAIR**

Prebys, Hank []

Rupert, Ron []

Submit Nomination Form to staff at the February 25th HDC meeting.

CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION
MINUTES OF FEBRUARY 11, 2014

CALL TO ORDER AND ROLL CALL

Anne Stevenson Chair 7:00 PM

Meeting Location: Lower Level Conference Room, City Hall

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

Commissioners Absent: None

Staff Present: Cynthia Kochanek, HDC Assistant

APPROVAL OF AGENDA

Motion: Prebys (second: Henriksen) moved to approve the agenda with the
addition of 209 E Forest as a action item under new business.

Approval: Unanimous. Motion carries.

PUBLIC COMMENT ON AGENDA ITEMS - none

PUBLIC HEARING- none

NEW BUSINESS

313 Washtenaw

Applicant: Mark Gannon, architect and Jian Qun (Garry) Wang and Susan Qu, owners
(present).

Discussion: Application is for the installation of a porch and stairs at the front of the
house.

 Schmiedeke: Would like to know if this is going to be constructed with
pressure treated lumber.

 Gannon: States that the steps and the posts will be pressure treated. States
that he is planning on using pressure treated decking as well, but that he
was unable to find the pressure treated tongue and grove decking that was
recommended by the HDC.

 Stevenson: Requests that staff give the porch fact sheet to the contractor.

 Condon: States that the HDC would be looking for the decking to be tongue
and groove and since it does not come in contact with the ground it does

not need to be pressure treated. Usually the HDC recommends a tongue and groove Douglas fir.

Gannon: Would like to know where to get this item.

Condon: Advised that it is available at Carter's Lumber or Fingerle Lumber.

Motion: Prebys (second: Rupert) moves to approve the application for 313 Washtenaw as depicted in the architect's drawing from Gannon Architecture dated 1/31/14. To include on the porch new vertical siding in the eave and the porch floor to be constructed of tongue and groove, non-treated wood. The pipe handrail is to be painted black as depicted in the drawings.

Secretary of the Interior Standard:

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

Approval: Unanimous. Motion carries.

209 E Forest

Applicant: Michael Macunovich, contractor (present).

Discussion: Application is for the addition of a handicap ramp straight out from the front of the home over the existing walkway. The application states that all treated lumber is to be used on the project.

Henriksen: Wants to know if this will be temporary or permanent.

Stevenson: States that we generally look at things like this to be permanent additions. Understands there is some sense of urgency with this application. Considers this to be a type of porch and treated lumber is fine if it is in the ground or touching the ground but it is not acceptable for the decking.

Prebys: States that the type of railing detailed in the drawing is not allowed in the district. Advised of the type that is allowed.

Condon: Advises that the framing and post structure can be treated wood but for the decking, treated wood is not allowed. Suggests cedar as a option for the porch decking.

Macunovich: States that the ramp will be built on top of the current porch. The ramp will run 28 feet from the house. He states that he had not addressed the painting issue, since it is the winter and he may need to come back in the spring to sink posts. It is his understanding that this will be a permanent disability for the client. He states that he can go to cedar for the decking on the ramp but that the cost will be more. He would like to know what exactly the HDC requires.

Schmiedeke: States that the HDC requires non-pressure treated wood for the decking and this will need to be painted or stained at a later date. She suggests that the color for the paint to be used could match that on the door or the shutters on the house.

Macunovich: Wants to know if the darker evergreen that is on the shutters would be acceptable.

Prebys: Confirms the darker evergreen is a color that would be acceptable to paint the ramp.

Stevenson: States that the two main things are the railings and the decking. The railings cannot be treated lumber but suggests cedar instead. Pressure treated in the framing of the structure is acceptable. Reiterates that the exposed wood will need to be painted at a later date.

Macunovich: Would like to know if he could use 2x2 and do the sandwich for the railing or a turned spindle.

Stevenson and Prebys: Confirms that 2x2 is fine.

Pettit: Wants to know if there is a need for skirting since this is being treated as a porch.

Rupert: Suggests skirting on the sides of the ramp, something simple is fine.

Prebys: Cites the second page of the porch handout that staff has handed to the contractor as an example of the skirting. The skirting does not need to be cross-hatch.

Michael: Will not have a lot of room to put detail in but can use cedar on the vertical and frame it in on the sides for the skirting.

Motion: Condon (second: Henriksen) moves to approve the application for 209 E. Forest to include a handicap ramp as shown in the attached drawing with the changes to the railing which will comply with the porch fact sheet by the Ypsilanti HDC. Meaning that the spindles will not be surface applied but a top and bottom rail will be installed instead. The porch skirting will be added to comply with the porch fact sheet. The railing structure and surface decking on the ramp will be cedar. Above ground visible members will be painted or have an opaque stain applied.

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

Approval: Unanimous. Motion carries.

ADMINISTRATIVE APPROVALS

None

OTHER BUSINESS

Property Monitoring

326 E Forest: Garage has been partially sided. Staff states that there has not been any response to the letters that both the building department and the HDC have sent to the owners. Rupert: States that there has not been any change to this property since last fall.

405 Oak: Requests that the staff takes a look into this property where work is being done on the porch.

Annual Report

Discussion: The report looks good with the exception of a few edits; need to add Ypsilanti to the front of Historic District Commission on the title, a comma needs to be added after the word however in the first sentence on the top of page 2, a reason for the demolition of the shed at 509 N. Adams needs to be given and the change from a detached garage to an attached garage on 118 S. Washington on page 4.

Motion: Rupert (second: Henriksen) moves to approve the 2013 annual report with the corrections as stated.

Approval: Unanimous. Motion carries.

Fence Fact Sheet

Discussion: The fact sheet is the same that was sent out in the packet except for the highlighted sentence that is a minor correction that Teresa suggested.

Motion: Pettit (second: Prebys) moves to approve as amended.

Approval: Unanimous. Motion carries.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS – none

HOUSEKEEPING BUSINESS

Approval of the minutes of January 28, 2014

Motion: Prebys (second: Rupert) moves to approve as submitted.

Approval: Unanimous. Motion carries.

ADJOURNMENT

Motion: Rupert (second: Henriksen) moves to adjourn.

Approval: Unanimous. Motion carries.

MEETING ADJOURNED AT 7:31 pm