

1. Agenda

Documents: [HISTORIC DISTRICT COMMISSION MEETING AGENDA JANUARY 28, 2014 \(PDF\).PDF](#)

2. Agenda Packet

Documents: [HISTORIC DISTRICT COMMISSION MEETING AGENDA PACKET JANUARY 28, 2014 \(PDF\).PDF](#)

CITY OF YPSILANTI
Historic District Commission
Regular Meeting Agenda

Tuesday, January 28, 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

1. **317 S. Huron**

Window installation

B. NEW BUSINESS

1. **501 N. Adams**

Roof replacement

2. **720 Norris**

Sign installation

3. **64 N. Huron**

Fence installation

C. STUDY ITEMS

1. **313 Washtenaw**

Porch /stair installation

D. ADMINISTRATIVE APPROVAL - None

E. OTHER BUSINESS

Property Monitoring – None

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

Approval of the minutes of January 14, 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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Fence installation

C. STUDY ITEMS

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Porch /stair installation

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E. OTHER BUSINESS

Property Monitoring – None

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Rec-16531



Ypsilanti Historic District

Work Permit Application

Date filed 12/10/2013 for HDC meeting date _____

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 317 South Huron St

Applicant

☒ Owner ☐ Architect ☐ Contractor

Name Francis & Erik Gunnerson

Address 23036 Brook Forest St.

City Novi State MI Zip 48375

Phone 248-341-6457 Fax _____

E-mail egunnell@gmail.com

Owner _____
(If different than applicant)

Who will perform the work?

☐ Owner ☒ Contractor

Contractor

(Name, address,
phone)

Action Items only:

Construction Cost

2500⁰⁰

Permit Application Fee

25⁰⁰

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 12/10/2013 for HDC meeting date _____

Property Address 317 South Huron St

Applicant Eric Gunnarsson

Description of proposed work (see sample applications)

Remove & Replace ALUMINUM storm windows on 1960s-70s THREE SEASON PORCH. THIS WAS AN ADDITION NOT PART OF THE ORIGINAL STRUCTURE. IT WAS SIDED WITH VINYL SIDING AND NEVER HAD PROPER WINDOWS INSTALLED. PORCH IS ON THE BACK OF HOUSE. WINDOWS WERE INSTALLED IN 2005. ~~REMOVED~~ BECAUSE OF THE SIZE AND TO KEEP CLOSE TO THE SAME STYLE VINYL CLAD WINDOWS WERE INSTALLED.

Materials

Windows previously installed in 2006

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

12/10/2013
Date



317 S. Huron 1/10/14



317 S Huron 1/10/14



317 S. Huron 1/10/14



317 S. Huron St.
Previous windows

Image/Sketch for Parcel: 11-11-39-403-009**City of Ypsilanti**[\[Back to Non-Printer Friendly Version\]](#) [\[Send To Printer\]](#)**Caption:** No caption found

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[Privacy Policy](#)



Rae 16791

Ypsilanti Historic District Work Permit Application

Due DATE 1/22 for 1/28 mtg
NO VISA (Finance's OK)
CHECK
NO PICTURE
JENNY

Date filed _____ for HDC meeting date JAN 28, 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 501 N. ADAMS, YPSILANTI

Applicant ☐ Owner ☐ Architect ☒ Contractor

Name PATRICIA HARLOWN

Address 2700 S. WAGNER RD

City ANN ARBOR State MI Zip 48103

Phone 734 216 2532 Fax 734 665 1515

E-mail patricia@cardeaconstruction.com

Owner N/A
(If different than applicant)

Who will perform the work? ☐ Owner ☒ Contractor

Contractor NEIGHBORHOOD ROOFING, SALINE MI
(Name, address, phone) 734 994-6502

Action Items only:

Construction Cost \$2,500.00 Permit Application Fee _____

The permit fee is \$20 plus \$5 for each \$3,000 of construction cost, and is due at the time of application.

MAKE CK TO CITY OF YPSI

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.

Ypsilanti Historic District Work Permit Application

Date filed _____ for HDC meeting date _____

Property Address 501 N. Adams Street Ypsilanti

Applicant PATRICIA HARRIS

Description of proposed work (see sample applications)

REPLACE EXISTING SHINGLE ROOF
WITH ARCHITECTURAL SHINGLE ROOF
= SHINGLES KEEP COLOR AS EXISTING = BLACK

Materials ARCHITECTURAL ASPHALT SHINGLES

Colors (Attach color chips or samples)

Body _____

Accent 1 _____

Trim _____

Accent 2 _____

Roof SAME AS NOW =
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.

Patricia Harris
Signature of Applicant

Jan 14, 2014
Date

Image/Sketch for Parcel: 11-11-40-108-013**City of Ypsilanti**[\[Back to Non-Printer Friendly Version\]](#) [\[Send To Printer\]](#)**Caption:** No caption found

501 N. Adams



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[Privacy Policy](#)

501 N. Adams





Ypsilanti Historic District Work Permit Application

Date filed 1-21-14 for HDC meeting date 1-28-14

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 720 Norris

Applicant ☒ Owner ☐ Architect ☐ Contractor

Name Rene Greff

Address 720 Norris

City Ypsilanti

State MI

Zip 48198

Phone 734-480-2739

Fax

E-mail rgreff@arborbrewing.com

Owner

(If different than applicant)

Who will perform the work? ☐ Owner ☒ Contractor

Contractor
(Name, address,
phone)

Wright Signs - David Wright

2181 Eureka, Wyandotte, MI 48192

734-284-3390

Action Items only:

Construction Cost 1,850

Permit Application Fee \$25.00

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 50 4060
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.

Ypsilanti Historic District Work Permit Application

Date filed _____ for HDC meeting date _____

Property Address 720 Norris

Applicant Rene Groff - Corner Brewery

Description of proposed work (see sample applications)

- one ground sign mounted on wood posts - post covers to have PVC sleeves
4'x7'
- wall mounted sign 4'x7' MDO plywood (has veneer on face)
mounted with lag screws & wall anchors (8 total)

Materials

MDO PLYWOOD
PVC Post covers

Colors (Attach color chips or samples) Colors as shown on Drawing

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.)

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Rene Groff
Signature of Applicant

1-21-14
Date



#1 by 7'
double sided
pole mounted
two sided
MDO plywood

#1 Pole mounted 4" posts with PVC covers
42" deep holes dug to support
6' height total



#2 by 7'
single sided sign
aluminum

#2 Wall mounted aluminum
install with lag screws into wall anchors



Total trade price \$2000.00
Includes permit drawings app
(not actual fees though)





Ypsilanti Historic District

Work Permit Application

RECEIVED
JAN 22 2014
BY: _____

Date filed

1/8/13

for HDC meeting date

1/20/14

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

64 N Huron

Applicant

☐ Owner

☐ Architect

☒ Contractor

Name _____

GREAT LAKES FENCE COMPANY, INC.

Address _____

16540 Greenfield, Detroit MI 48235-3898

City _____

313-273-2900 * Fax 313-273-6590

Phone _____

Email: info@greatfence.net

Zip _____

Website: www.greatfence.net

E-mail _____

Owner

DTE

(If different than applicant)

Who will perform the work?

☐ Owner

☒ Contractor

Contractor

(Name, address,
phone)

GREAT LAKES FENCE CO. INC

16540 Greenfield Det. MI 48235 313-273-2900

Action Items only:

\$ 3760.00

Construction Cost

Permit Application Fee

30.00

The permit fee is \$20 plus \$5 for each \$3,000 of construction cost, and is due at the time of application.

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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 64 N. Huron
Applicant Great Lakes Fence Co., INC.

Description of proposed work (see sample applications)

close in area From Bldg to
property line fence w/ Fence + gate
Chain link material 8' + BW = 9' overall

Materials

Chain link fence 8' hi + Barb wire

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.
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[Signature]
Signature of Applicant

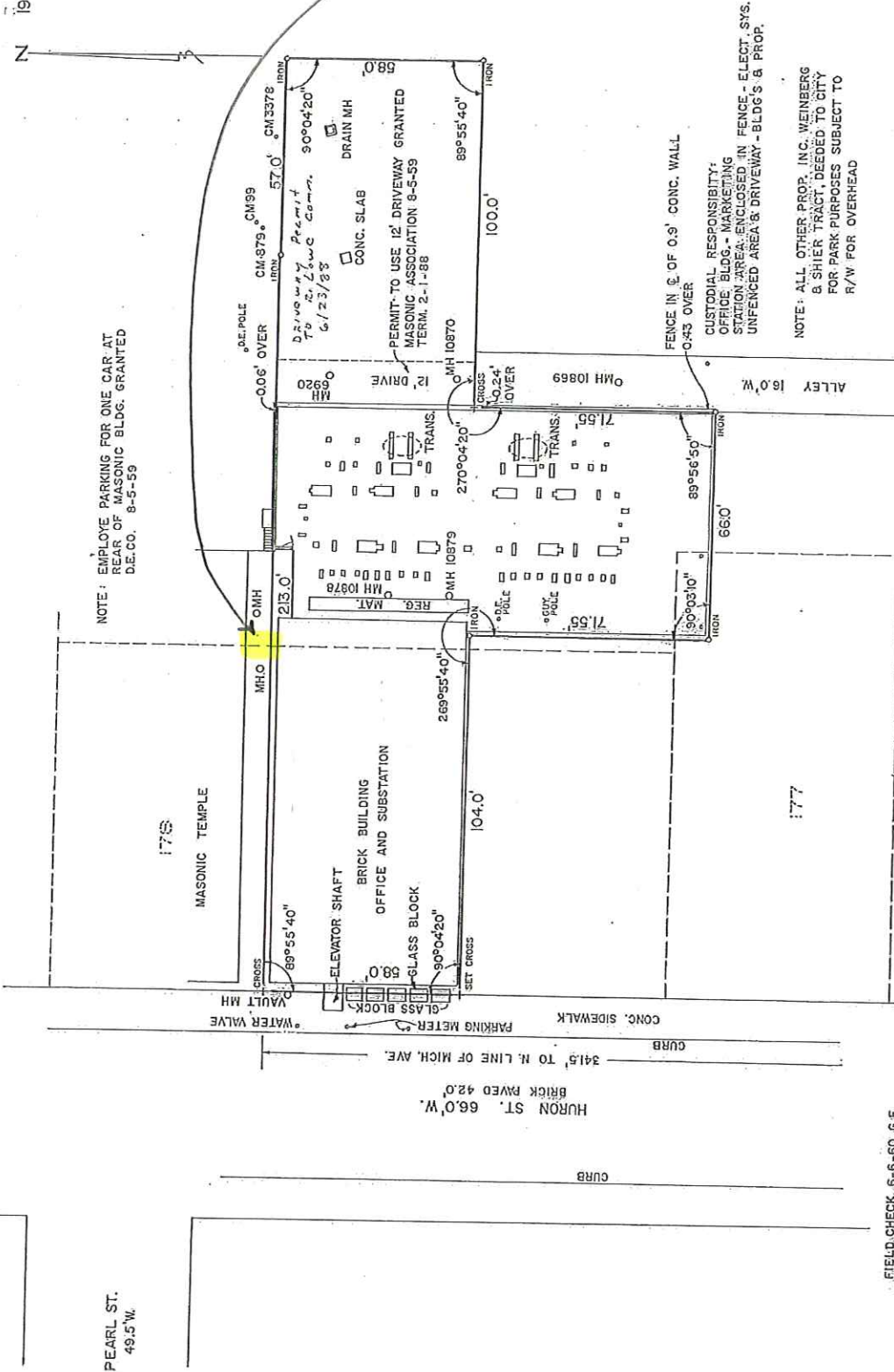
1/20/14
Date

E
N ← S
W

MASONIC Temple Bldg.
EXISTING 14' High.
DTE FENCE.
"DON'T ATTACH."

19

NOTE: EMPLOYEE PARKING FOR ONE CAR AT REAR OF MASONIC BLDG. GRANTED D.E.CO. 8-5-59



FIELD CHECK 6-6-60. G.F.

BY	DATE	APPL.	NAME	DATE
C				
B			ROBERTSON	11-19-57
A			JWSQUIRES	9-24-80
			KULTRON	10-21-80

REVISIONS

CITY: YPSILANTI COUNTY: WASHTENAW
DESCRIPTION: PORTION OF 178 OF ORIGINAL TOWN AND PORTION OF FRENCH CLAIM 690, YPSILANTI TWP., T 3S, R 7E
R.E. FILE 530-585A L P. SCALE 1" = 30'

YPSILANTI OFFICE
YPSILANTI SUBSTATION
THE DETROIT EDISON COMPANY
DETROIT EDISON GENERATION ENGINEERING DEPARTMENT
3MS19

DE FORM DS40 PFG. 12-57A



Ypsilanti Historic District Work Permit Application

Date filed _____ for HDC meeting date 1/27/2013

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 Tian Qun Wang / Huaxian (Susan) Qu

Address 1795 Willard Dr.

City Canton State MI Zip 48187

Phone 248-9748415 Fax _____

E-mail accountantSusan@yahoo.ca

Owner _____
(If different than applicant)

Who will perform the work? ☒ Owner ☐ Contractor

Contractor _____
(Name, address, phone)

Action Items only:

Construction Cost _____ Permit Application Fee _____

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Ypsilanti Historic District Work Permit Application

Date filed _____ for HDC meeting date _____

Property Address _____

Applicant _____

Description of proposed work (see sample applications)

Front stair and porch

Materials *Wood*

Natural Wood

Colors (Attach color chips or samples) *to be determined*

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.)

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Signature of Applicant

1/22/14

Date

313 Washington 1/22/14



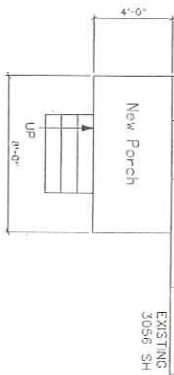
1/22/14 313 Washburn



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



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



ph: 734-709-7568
mgannon_4@msn.com

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

313 Washtenaw Ave
Ypsilanti, MI 48197

1-17-14

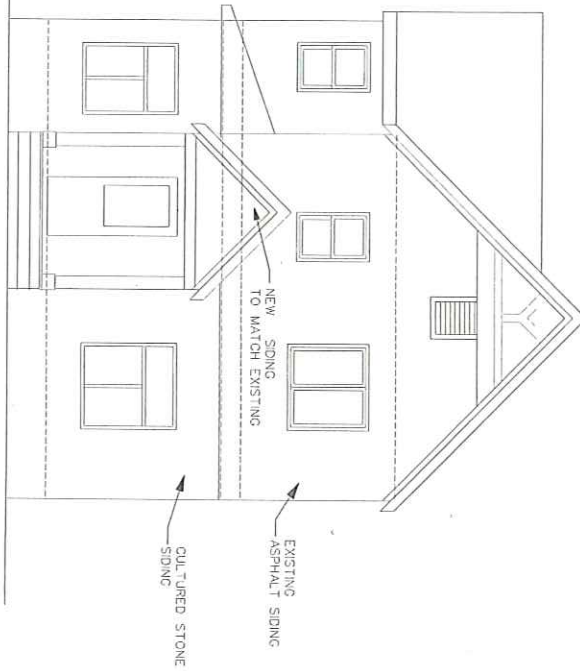
SHT. NO.

101

---dwg/pwd/04/17/2014/04/17/2014 12:15:39

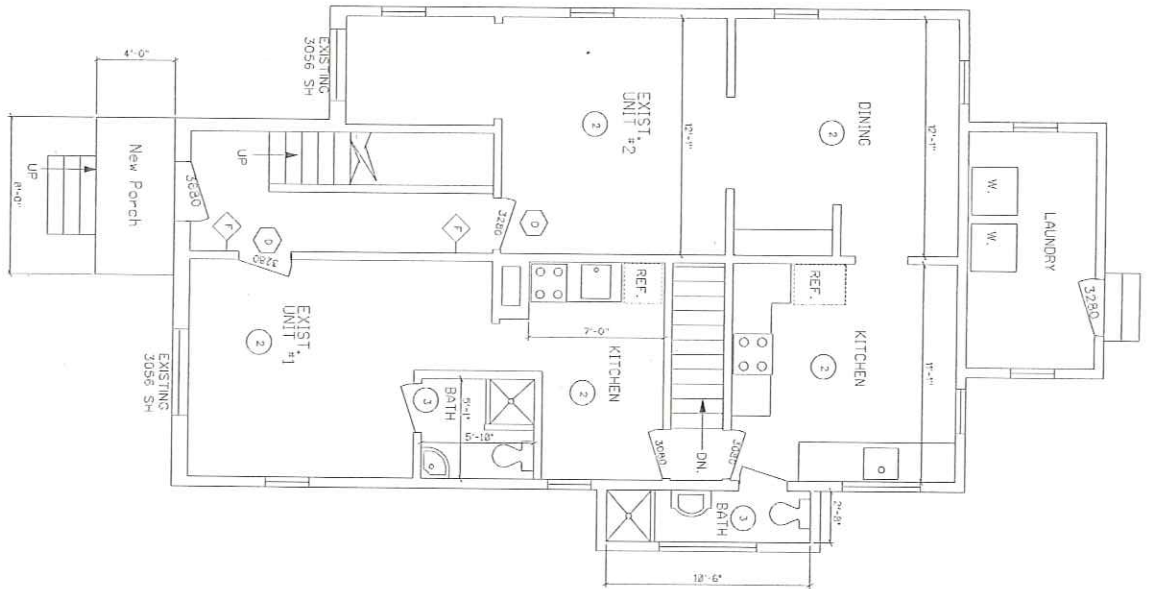
Front Elevation

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



Floor Plan

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



1 OF 1

SHT. NO.

1-17-14

Alterations to:
313 Washtenaw Ave
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

CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION
MINUTES OF JANUARY 14, 2014

CALL TO ORDER AND ROLL CALL

Anne Stevenson Chair 7:00 PM

Meeting Location: City Council Chambers, City Hall

Commissioners Present: Jennifer Henriksen, Alex Pettit, Jane Schmiedeke, Ron
Rupert, Anne Stevenson

Commissioners Absent: Hank Prebys, Michael Condon

Staff Present: Cynthia Kochanek, HDC Assistant

APPROVAL OF AGENDA

Motion: Pettit (second: Henriksen) moved to approve the agenda as
amended to add 121 N Washington as a study item and to change
190 N Washington from an administrative approval to a new
business item.

Approval: Unanimous. Motion carries.

PUBLIC COMMENT ON AGENDA ITEMS - none

PUBLIC HEARING- none

OLD BUSINESS- none

NEW BUSINESS

317 S. Huron

Applicant: Frances & Erik Gunderson (absent)

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

Pettit: Would like to know if this application is for work already
completed. Also, the application states that this is for the storm
windows but that does not correspond to the photos submitted.

Kochanek: States was advised in phone discussion with Frances Gunderson that this work was already completed in 2006.

Rupert: States that it appears that the old Jalousie windows were taken out and oversize vinyl or aluminum clad windows were installed in place of them.

Stevenson: Advised that since the application is unclear as to whether this is for the previously completed work or if this is for the installation of a new set of windows that this application can be tabled in order to obtain more information.

Motion: Pettit (second: Schmiedeke) moves to table pending more information about what this application is for.

Secretary of the Interior Standard:
N/A

Approval: Motion approved and carried.

133 W. Michigan

Applicant: Arbor Glass & Mirror, LLC; Ryan McDonald (absent)

Discussion: Application is for the replacement of the side door on the structure with commercial Ramco door and frame with side light and transom.

Schmiedeke: Would like to know if this is for the door on the Washington St. side and if this is currently a wood door.

Rupert: Affirms that this is a wood door and that he was at this location and that the wood door is currently rotting.

Pettit: Wants to know if there is more information or a cut sheet for this door.

Rupert: States that this is a similar door that was put in at a Depot Town store that was previously a Quiznos and that this is a high quality, commercial door.

Schmiedeke: Wants to know if the other two doors on the building are already metal.

Rupert: Affirms that the other two doors on the structure are already metal.

Henriksen: States that this existing wood door is not original.

Motion: Rupert (second: Henriksen) moves to approve the application for 133 W. Michigan Ave as presented for the Ramco door frame with a sidelight and transom as described in the application submitted in a dark bronze for the west entry door.

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

Approval: Unanimous. Motion carries.

414 Maple

Applicant: Sunglo Restoration Services; contractor (absent).
James Gorman; owner (present)

Discussion: Application is for roof replacement and repair of the siding previously damaged.

Schmiedeke: Wants to know if this house is already aluminum sided.

Gorman: Confirms that the house is already aluminum sided. He states that storms blew down the neighbor's tree and damaged the house. He is looking to replace the entire roof with the dimensional tiles and they want to go with a darker color. He states that their objective is to make the house look the way that it did before the damage.

Schmiedeke: Wants to know what side of the house this work is for.

Gorman: States that this is on the west side of the house. Also that the corner of the side porch flashing was installed incorrectly and rotted the fascia and that they would like for the contractor to fix the flashing and rotted wood in that area. Again this will match what already exists.

Henriksen: In the submitted paperwork, it appears that there is a continuous ridge vent. She would like to know if there are any other roof vents.

Gorman: He states that there are not any other roof vents that he can think of.

Henriksen: Wants to know if the flat roof be a roll roof.

Gorman: States that a few different roof types were discussed for the flat roof.

Schmiedeke: States that the submitted documents show roll roofing.

Henriksen: States that the submitted documents show modified bitumen farther up on the document.

Motion: Henriksen (second: Pettit) moves to approve the application at 414 Maple St. to include the repair to the damage on the aluminum siding. The new aluminum siding will match the exposure of the existing style and will be painted to match the existing color. The roof will be replaced with a dimensional shingle in a charcoal grey by GAF Timberline brand. Any flashing and roof edge will match in color either the roof or trim on the house. Gutters and downspouts that were damaged will be replaced to match what was previously there. A torch is not to be used in the installation.

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

Approval: Unanimous. Motion carries.

190 N. Washington

Applicant: Eric Maurer (absent)

Discussion: Application is for the roof replacement that was previously done. The roof is the same color but appears to be a different type of shingle. The roof shingle style went from scalloped to standard shingle.

Kochanek: This is a structure that was brought to the attention of the HDC by a commissioner who noticed that roofing was being done on the property without a submitted application. Staff went out to document during the roofing process and at that time a part of the roof was a scalloped shingle and the other portion was the standard shingle. The entire roof is now the standard shingle.

Pettit: No issues with the roof replacement but would have liked to see an application before this was completed.

Stevenson: The roof replacement is not a problem but would like to have the approval letter sent with a reminder that an application needs to be submitted prior to starting exterior work in the historic district.

Motion: Rupert (second: Pettit) moves to approve the application for the roof on 190 N. Washington.

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

Approval: Unanimous. Motion carries.

STUDY ITEMS

121 N Washington

Discussion: Owner previously attended an HDC meeting as a study item and is working on completing drawings for the storefront. Owner had a meeting with the building department and planning earlier in the day and wanted to know if the HDC would be receptive to a flat storefront instead of recessed doorway since the questions came up regarding regulations on access if the current structure is re-configured.

Pettit: States that he could still be compliant with access codes without moving the door flush.

Henriksen: States that there are still other things that he could do to remain complaint without moving the door. States that we cannot tell him what to do but that we can consider complete plans when brought to the HDC.

Pettit: Needs to see design plans for the entire concept and the idea needs to be flushed out better.

Stevenson: Vote could go either way on moving the door flush but the feeling may be that moving the door is not necessary in order to become complaint for access.

Rupert: Would like to see samples and a print with dimensions and textures with the application.

ADMINISTRATIVE APPROVALS - none

OTHER BUSINESS

Fence fact sheet

Schmiedeke reconfigured the fact sheet is looking for approval.

Motion: Rupert (second: Henriksen) moves to approve the revised fence fact sheet as submitted with the addition of a date tagline at the bottom of the page.

Approval: Unanimous. Motion carries.

Policy regarding vinyl clad windows

Staff was advised that if the HDC was not going to allow vinyl clad windows within the historic district anymore, then a policy would need to be voted on in order to enforce this.

Discussion: Schmiedeke: Believes that they had already voted on the exclusion of vinyl clad windows previously. Wants to know if we publish our policies on the website.

Stevenson, Rupert and Henriksen: Thought that there was a vote on this before and believe that this policy was already adopted.

Stevenson: In terms of policy, we have a fact sheet online, but other than that....

Pettit: We do not have a actual policy document.

Henriksen: Wants to know if they can just vote on changing the window fact sheet since that is what is published on the website.

Motion: Henriksen (second: Pettit) moves to exclude vinyl windows and vinyl clad windows on the window fact sheet.

Approval: Unanimous. Motion carries.

Property Monitoring - none

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS - none

HOUSEKEEPING BUSINESS

Approval of the minutes of December 10, 2013

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

Approval: Unanimous. Motion carries.

ADJOURNMENT

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

Approval: Unanimous. Motion carries.

MEETING ADJOURNED AT 7:39pm