

1. Agenda

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

2. Agenda Packet

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

CITY OF YPSILANTI
Historic District Commission
Regular Meeting Agenda

Tuesday, March 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. **520 N Adams**

Addition to main structure

C. STUDY ITEMS- None

D. ADMINISTRATIVE APPROVAL- None

E. OTHER BUSINESS

1. **Property Monitoring** – None

2. **Vinyl Clad Resolution**

3. **Window Fact sheet**

4. **HDC Election Results**

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

Approval of the minutes of February 25, 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. 16759

Date filed 3/4/14 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 520 north Adams

Applicant

☒ Owner ☐ Architect ☐ Contractor

Name Amanda & William Allen

Address 520 north Adams

City Ypsilanti State MI Zip 48197

Phone (734) 717-7884 Fax _____

E-mail AmandaRuthB@gmail.com

Owner _____
(If different than applicant)

Who will perform the work?

☐ Owner ☒ Contractor

Contractor TBD
(Name, address, phone) _____

Action Items only:

Construction Cost 15,000 Permit Application Fee \$45

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 3/4/14 for HDC meeting date _____

Property Address 520 north Adams

Applicant Amranda & William Allen

Description of proposed work (see sample applications)

See Plans. Peak Flat roof to match.

Materials

to match / open to ideas

Colors (Attach color chips or samples)

to match

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.)

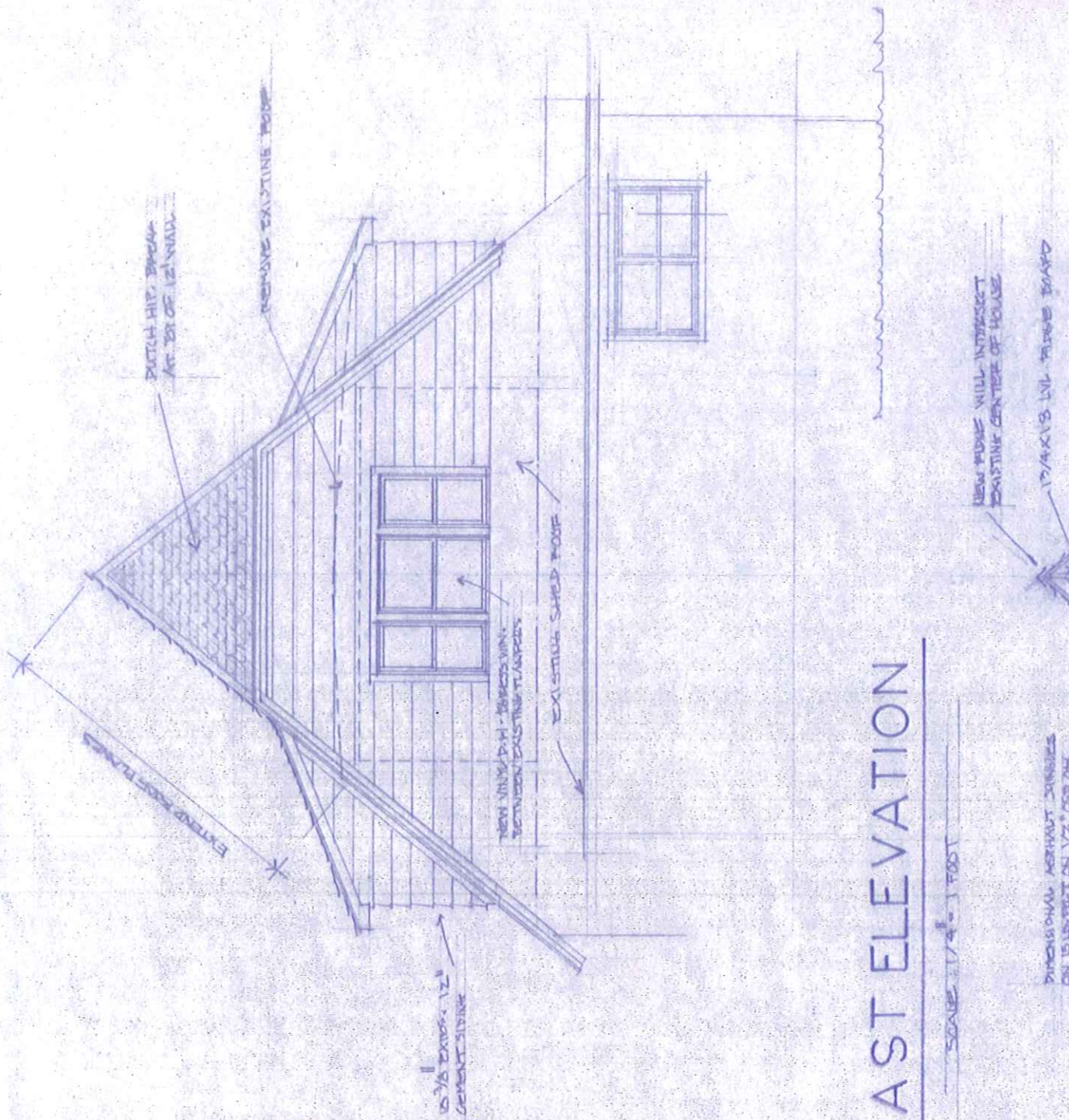
I hereby attest that the above information is accurate. I am authorized to and hereby grant permission to the City of Ypsilanti and its staff to be on my property for the purposes of preparing reports, taking photographs, and/or evaluating and reviewing this application.

Amranda Allen

Signature of Applicant

3/4/14

Date



EAST ELEVATION

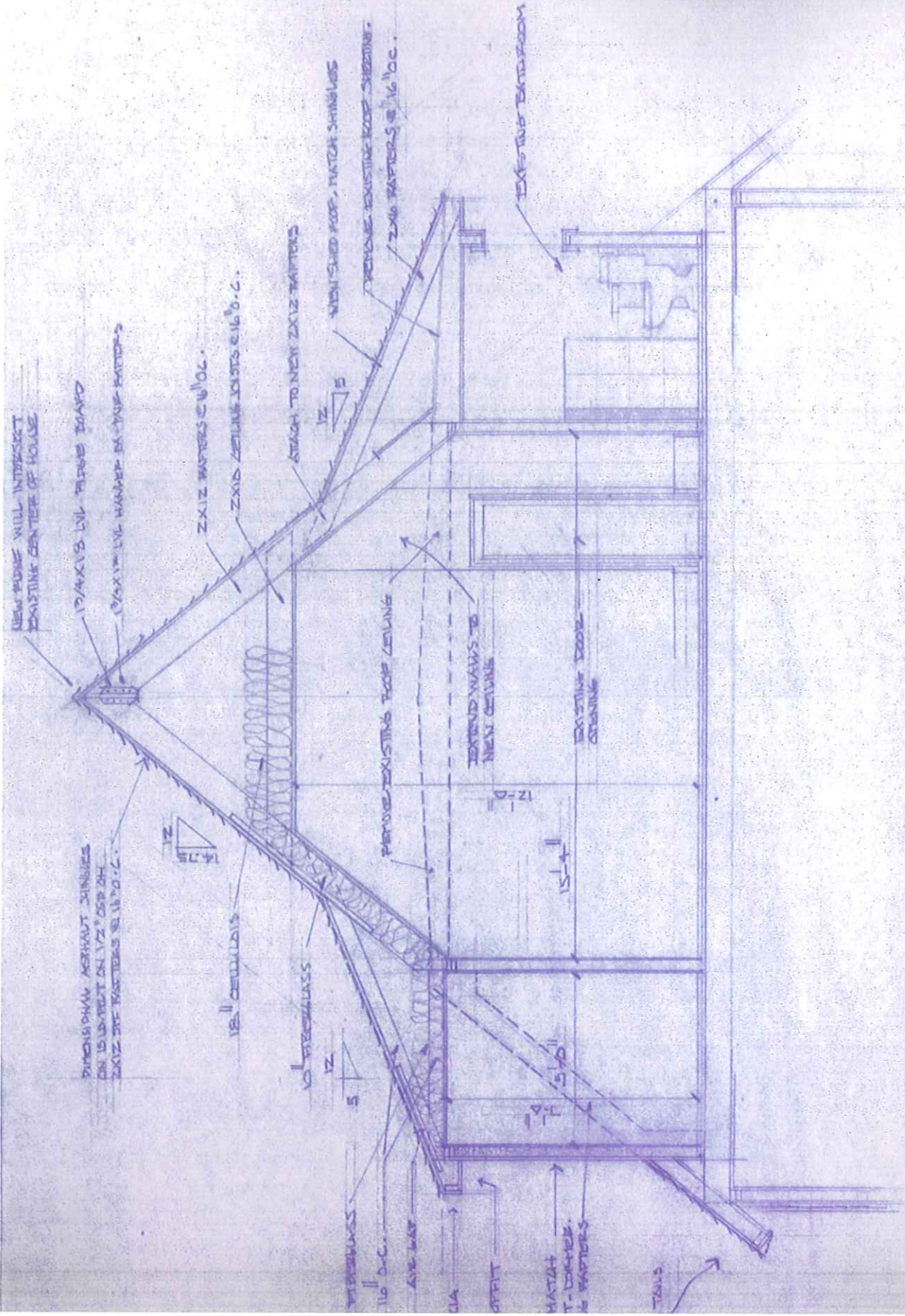
SCALE 1/4" = 1 FOOT

DIMENSIONAL ASHRAFT DIMENSIONS
ON 15-10-1972 ON 1/2" 053 214

520 N. Adams

SECOND FLOOR PLAN

520 N. Adams



WALL SECTION I-A

SCALE: 3/8" = 1'-0"

SEC 1-A

NATCH EXISTING FITCH

HIP UP TO NEW PITCH

NEW FLOOR

SAFE WEATHERSTRIP SHINGLES

ADMIN. FLASHING

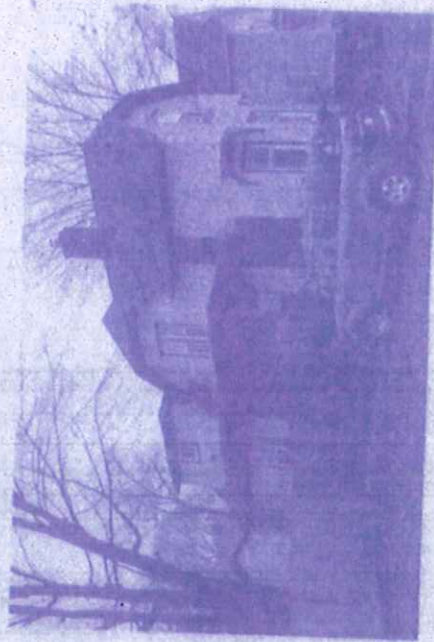
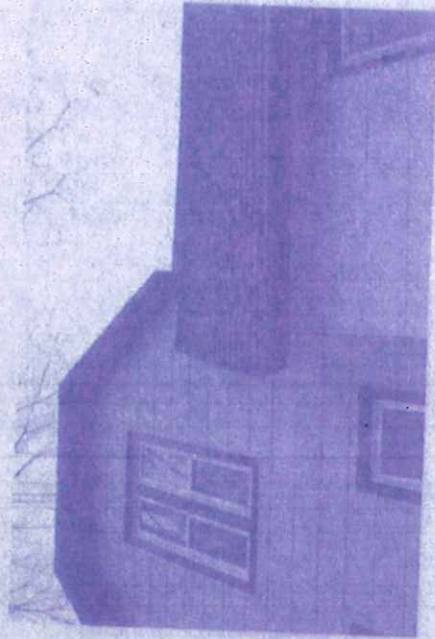
EXISTING ROOF

EAST ELEVATION

SCALE 1/4" = 1' 0"

520 N. Adams

520 N. Adams



EXISTING RESIDENCE

Image/Sketch for Parcel: 11-11-40-106-004**City of Ypsilanti**[\[Back to Non-Printer Friendly Version\]](#) [\[Send To Printer\]](#)**Caption:** No caption found

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March 11, 2014

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

WHEREAS the Ypsilanti Historic District Commission recognizes that vinyl has a high expansion and contraction coefficient as compared to wood, that vinyl is not environmentally or historically appropriate and lacks repair potential therefore it has a relatively short life span;

WHEREAS the Commission affirms that the installation of vinyl clad replacement windows will no longer be considered appropriate in the Ypsilanti Historic District for the above stated reasons;

WHEREAS the Ypsilanti Historic District Commission recognizes the necessity to formalize its position regarding the installation of vinyl clad replacement windows;

NOW, THEREFORE BE IT RESOLVED, THAT with this resolution the Historic District Commission will no longer approve the installation of vinyl clad replacement windows within the Ypsilanti Historic District;

THAT upon receipt of an application for a building permit to install vinyl clad windows within the Ypsilanti Historic District, the Ypsilanti 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.

For more information on wood window repair, see [NPS Preservation Brief 9: The Repair of Historic Wooden Windows](#).

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 configuration must be compatible with the configuration 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:

Wood 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.

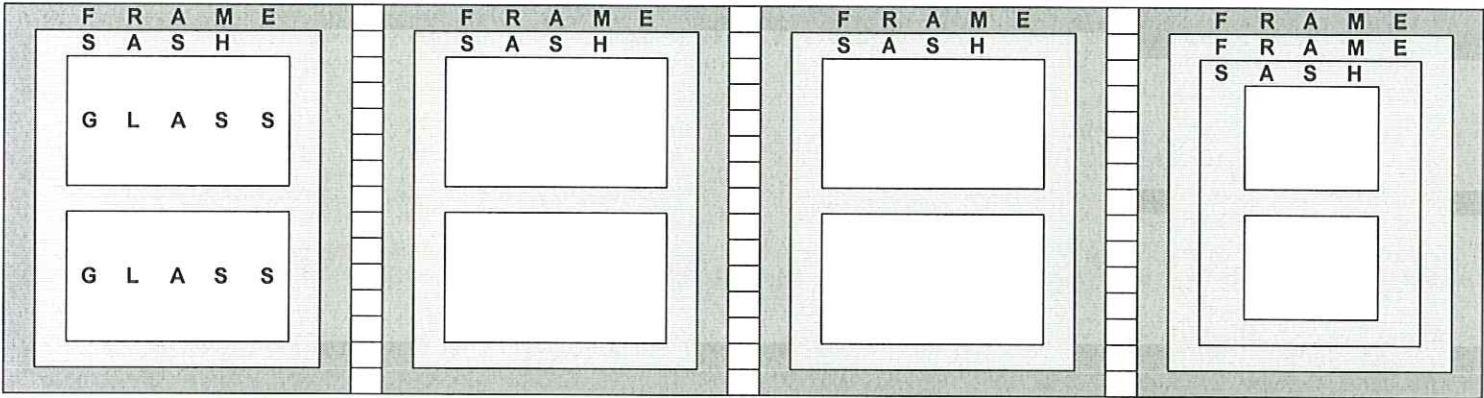
There are two kinds of replacement windows:

- 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

CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION
MINUTES OF FEBRUARY 25, 2014

CALL TO ORDER AND ROLL CALL

Anne Stevenson Chair 7:00 PM

Meeting Location: 4th Floor Conference Room, City Hall

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

Commissioners Absent: Ron Rupert

Staff Present: Cynthia Kochanek, HDC Assistant

APPROVAL OF AGENDA

Motion: Prebys (second: Henriksen) moved to approve the agenda as submitted.

Approval: Unanimous. Motion carries.

PUBLIC COMMENT ON AGENDA ITEMS - none

PUBLIC HEARING- none

NEW BUSINESS

312 N. River

Applicant: Corinne Sikorski, owner (present).

Discussion: Application is for the amendment to the previously approved sign installation. The amendment is to install the letters for the sign without the bar to attach them to the wall and instead install each letter with its own anchor and silicone pads. One mount will be placed in the wall per letter for a total of eighteen.

 Sikorski: States that the contractor installing the sign says to take out the bar holding the letters since the bar would add a place for debris to collect. She states that she was advised that the letters would be more secure if attached to the wall with their own anchors.

 Schmiedeke: States that if the sign was placed on the bar it would mean that the letters would not be flush against the wall. Flush mount means that the sign will be right up against the wall of the building.

Motion: Prebys (second: Schmiedeke) moves to approve the amendment to the application for 312 N. River. The amendment is to change the installation of the sign. Instead of a track mounted sign it will now be flush mounted. Each

letter of the sign will be given a 1" hidden mortar joint stud mount along with two to three hidden silicone mounting pads. The stud mount needs to be of a non-corrosive material.

Secretary of the Interior Standard:

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

Approval: Unanimous. Motion carries.

ADMINISTRATIVE APPROVALS

310 Florence

Discussion: Application is for the installation of a new roof and to replace the gutters on the home. This work has already been completed as of May 2013. The new replacement gutters are the same color as the previous gutters on the home. The roof appears to be a similar color.

Motion: Prebys (second: Henriksen) moves to approve the administrative approval for 310 Florence for roof installation and gutters.

Approval: Unanimous. Motion carries.

309 Florence

Discussion: Application is for the installation of a new roof. Staff talked with the applicant since the application was not specific and the applicant stated that the plan is to match the existing color and roofing material to what is already there. The only other work planned is for the repair of a damaged gutter. All roof vents are planned to stay the same.

Motion: Condon (second: Pettit) moves to approve the replacement of the roof at 309 Florence with the new roof in a matching color and venting in the existing locations. If code requires additional venting then soffit and ridge venting are preferred, if can vents are utilized then they should not be seen from the street.

Approval: Unanimous. Motion carries.

OTHER BUSINESS

Property Monitoring- none

Vinyl Clad Resolution

Discussion: Resolution regarding the disallowance of vinyl clad windows within the district is presented.

Pettit: Has a question regarding the issue with vinyl clad windows. He states that the HDC wants to protect the original materials in the house but would like to know if there are other artificial materials that we would have an issue with for windows.

Henriksen: States that she believes that the issue is about the performance of vinyl for windows.

Pettit: States that vinyl has come a long way and would like to know if the HDC will re-evaluate at a later date since strides may be made in the future that mean that vinyl will be a better option. He would like to know if there is a time threshold that the HDC would feel comfortable with in regards to a guarantee for durability in vinyl windows.

Prebys: States that a major problem with vinyl windows is that they deteriorate with UV light exposure and they have a relatively short useful lifespan.

Condon: States that he has installed vinyl clad in the past and has not noticed any particular problems with the windows that he has installed, but that he will not install vinyl siding since it appears to be made with gaps in it that would allow water to penetrate. He states that he has seen some vinyl-clad windows installed in the last 25 years or so where the vinyl has started to chip off. Most clad windows are aluminum clad not vinyl clad. He states that he does not have a strong opinion either way, but has seen some vinyl deteriorate.

Petit: States that he would like to see the first paragraph worded better on the resolution. He wants to make sure that the resolution makes sense and that it stands up on its own. It may be just a matter of the wording in the first paragraph.

Stevenson: Agrees that the first paragraph may need to be reworded. Overall, the HDC needs to make sure that the home owners in the district are using a sustainable product for window replacement. States that she and staff will work on the first paragraph and revisit for next HDC meeting.

Window Fact Sheet

Discussion: The window fact sheet was altered to remove the option for the installation of vinyl clad windows and to state that vinyl clad windows are not allowed in the historic district.

Schmiedeke: States that she would like to know if the whole section about window repair on the first page is accurate.

Prebys: States that we could possibly refer to some other reference for window repair instead of the step-by-step listed on the fact sheet.

Condon: States that the first sentence that addresses the screen/storm windows needs to be reworded since it is confusing.

Prebys: States that the sentence could be reworded to state as follows: "Any screen/storm configuration must be compatible with the window it is covering."

Schmiedeke: States that the sentence regarding shutters should specify wood shutters since there are other alternatives out there.

Stevenson: States that there was only really two changes to the fact sheet from what they have in front of them; the change to the storm/screen sentence and to add the word "wood" in front of shutters at the beginning of the sentence about shutters. She states that the corrections can be made and brought back for the next HDC meeting.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS – none

HOUSEKEEPING BUSINESS

Approval of the minutes of February 11, 2014

Motion: Prebys (second: Henriksen) moves to approve with corrections.
Approval: Unanimous. Motion carries.

ADJOURNMENT

Motion: Petit (second: Henriksen) moves to adjourn.
Approval: Unanimous. Motion carries.

MEETING ADJOURNED AT 7:55 pm