

1. Agenda

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

2. Agenda Packet

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

CITY OF YPSILANTI
Historic District Commission
Regular Meeting Agenda

Tuesday, March 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. **301 W Cross**
2. **422 N Hamilton**
3. **7 S Washington**

Sign replacement
Rear porch work/roof
Vinyl window sign

C. STUDY ITEMS- None

D. ADMINISTRATIVE APPROVAL

1. **121 W Michigan**

Re-roof

E. OTHER BUSINESS

1. **Property Monitoring** – None

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

Approval of the minutes of March 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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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.



Ypsilanti Historic District Work Permit Application

Date filed 3-11-14 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 301 W. Cross St. Ypsilanti MI 48198

Applicant ☐ Owner ☐ Architect ☐ Contractor

Name HAROUN MOHAMMED

Address 301 W. Cross St

City Ypsilanti State MI Zip 48198

Phone 734-679-6436

Fax _____

E-mail _____

Owner _____
(If different than applicant)

Who will perform the work? ☐ Owner ☒ Contractor

Contractor
(Name, address,
phone)

FAST SIGNS

3510 Washtenaw Ave ANN ARBOR MI 48104

Action Items only:

Construction Cost 2,000

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.

Ypsilanti Historic District Work Permit Application

Date filed 3-11-14 for HDC meeting date _____

Property Address 301 W. Cross St.

Applicant Haroun Mohammed

Description of proposed work (see sample applications)

Switch out sign panels

Materials

vinyl / plastic sign

red background w/clear letters

no painting / signage attached to building

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.

Haroun Mohammed
Signature of Applicant

3-11-14
Date

GOT
Burger!

S. J. White

301 W. Cross





Ypsilanti Historic District

Work Permit Application

Date filed 3/13/14 for HDC meeting date 3/25/14

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 472 N. Hamilton

Applicant ☒ Owner ☐ Architect ☐ Contractor

Name Fred Wheeler

Address 3456 Ashburnham

City Ann Arbor State MI Zip 48105

Phone 734.686.7079 Fax NONE

E-mail fredwheeler1@aol.com

Owner N/A
(If different than applicant)

Who will perform the work? ☒ Owner ☐ Contractor

Contractor _____
(Name, address, phone)

Action Items only:

Construction Cost _____ Permit Application Fee 75⁰⁰

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.

Ypsilanti Historic District Work Permit Application

Date filed _____ for HDC meeting date _____

Property Address _____

Applicant _____

Description of proposed work (see sample applications)

See attached blueprints

Rear porch work

Materials

Colors (Attach color chips or samples)

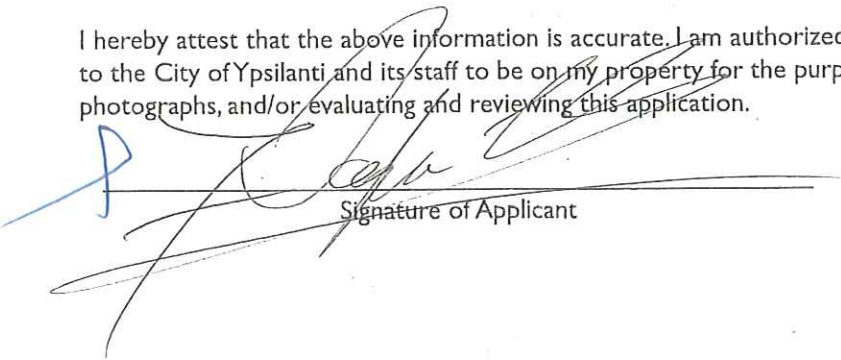
Body _____ Accent 1 _____

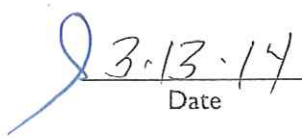
Trim _____ Accent 2 _____

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


Date

422 N. Hamilton





Ypsilanti Historic District
Work Permit Application

Rec 16758

Date filed 03/14/2014 for HDC meeting date 03/19/2014

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 7 S. Washington, Ypsilanti, MI 48197

Applicant ☐ Owner ☐ Architect ☐ Contractor

Name Michael D. Stackhouse

Address 5560 Gratiot Rd - Suite D.

City Saginaw State MI Zip 48638

Phone 989-790-0907 Fax 989-790-0758

E-mail mstackhouse@samsa.com

Owner Joseph Lawrence

(If different than applicant)

Who will perform the work? ☐ Owner ☒ Contractor

Contractor Undetermined at this point

(Name, address,
phone)

Action Items only:

Construction Cost Less than \$3,000 **Permit Application Fee** \$35.00

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.

Ypsilanti Historic District Work Permit Application

Date filed 03/14/2014 for HDC meeting date 03/19/2014

Property Address 7 S. Washington, Ypsilanti, MI 48197

Applicant Michael D. Stackhouse

Description of proposed work *(see sample applications)*

Install vinyl window lettering per enclosed conceptual picture. We are seeking approval for our design prior to hiring a contractor.

size - 5' w x 3' h
area of 15 sq. ft

Materials

Vinyl window lettering

Colors *(Attach color chips or samples)*

Body _____

Accent 1 White

Trim _____

Accent 2 Orange

Roof _____

Other Blue

- ☒ 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

03/14/2014

Date



(734) 547-3255

www.samsa.com

COMMERCIAL & RESIDENTIAL SERVICES

- Computer Sales, Setup & Support
- Computer Repair & Virus Removal
- Data Backup & Recovery
- Computer Networking & Consulting
- Website Design & Development
- Software Development
- E-Commerce & Marketing

7 S. Washington





Ypsilanti Historic District

Work Permit Application

no later
than 3/19

Date filed 3/13/14 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 121 W MICHIGAN AVE

Applicant ☐ Owner ☐ Architect ☒ Contractor

Name ANDREW DRESNER | NEIGHBORHOOD ROOFING CO. INC.

Address 2601 BASSON RD

City SALINE State MI Zip 48176

Phone 734 944 1328 Fax _____

E-mail ANDY @ NEIGHBORHOODROOFING.COM

Owner ANDY DRESNER
(If different than applicant)

Who will perform the work? ☐ Owner ☒ Contractor

Contractor _____
(Name, address, phone) _____

Action Items only:

Construction Cost 11,250 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:

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Ypsilanti Historic District Work Permit Application

Date filed _____ for HDC meeting date _____

Property Address 121 W MICHIGAN

Applicant _____

Description of proposed work (see sample applications)

- TEAR OFF ~~UPPER~~ ROOFING ON UPPER SECTION
- REROOF USING TPO (WHITE SINGLE PLY MEMBRANE)
- 1 INCH INSULATION BOARD
- NEW MATCHING EDGE TRIM (TO MATCH OLD) (WHITE)

ROOF IS VERY LOW PITCH - EXISTING PITCH

Materials

Colors (Attach color chips or samples)

Body WHITE

Accent 1 _____

Trim WHITE

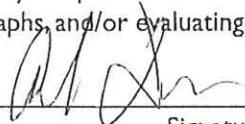
Accent 2 _____

Roof WHITE

Other _____

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Signature of Applicant

3/13/14

Date

121 W. Michigan Ave



121 W. Michigan Ave



CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION
MINUTES OF MARCH 11, 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, Ron Rupert

Commissioners Absent: None

Staff Present: Cynthia Kochanek, HDC Assistant

APPROVAL OF AGENDA

Motion: Rupert (second: Prebys) moves to approve the agenda with the addition of
317 S Huron as a study item.

Approval: Unanimous. Motion carries.

PUBLIC COMMENT ON AGENDA ITEMS - none

PUBLIC HEARING- none

NEW BUSINESS

520 N Adams

Applicant: Amanda and William Allen, owners (present).

Discussion: Application is for an addition to the home.

Allen: States that the flat roof on the back of the 2nd floor of the house is in need of repair or replacement. She is not sure why the roof was flat other than it could be a previous addition. However the trim inside is the same as the rest of the house. States that she would like to make the addition a more useable living space. The roof will be peaked to match the other two peaks on the house.

Schmiedeke: States that what is listed as the east elevation on the plans is actually the south elevation.

Prebys: States that the windows will change.

Allen: States that she is willing to put in the type of windows that the HDC would require.

Rupert: States that wood windows or aluminum clad wood windows are needed. These windows need to be 1-over-1 double hung. No specific brand is required.

Schmiedeke: States that this would be visible from the street.

Allen: States that there is a chimney that she was not able to see on that side of the house.

Henriksen: Would like to know what type of siding would be used for the addition.

Allen: Would match the siding as close as they can since what is currently on the house is asbestos siding. States that they would like to get rid of the asbestos siding in the future.

Prebys: May not be able to find anything to match the asbestos siding.

Condon: States that there is cement siding that may closely match the asbestos.

Rupert: States that it is perfectly acceptable to use clapboard siding since that was what was on the original structure.

Schmiedeke: States that if they ever get around to removing the asbestos siding then it would be a better match to what exists under it.

Allen: States that the roofing would match the existing asphalt shingles.

Pettit: Would like to know if there is any venting needed in the area of the addition.

Allen: Plans to do spray foam insulation but is not sure of what specific venting is needed with that.

Condon: States that a baffle system would probably be used.

Rupert: Would like to know if the chimney would need to be built up.

Allen: Confirms that the chimney is used for venting for the furnace and hot water heater.

Rupert: States that the chimney will have to be extended and that the brick and mortar will need to be matched to the existing.

Prebys: States that they may want to consider having the chimney lined since the gas furnace exhaust will cause acid to attack the mortar and cause damage to the chimney and this would mean more expense later on.

Rupert: Would like to know if the gutters and drip edge will be the same along with the color scheme on the house.

Allen: Agrees that all will be the same.

Motion: Condon (second: Prebys) moves to approve the application for 520 N. Adams to include the modification of the roofline on the rear portion of the structure. The existing lower roof pitch will change to a new higher ridge with a dormer added on the south side. The new portion will be sided with clapboard with an exposure to match the existing exposure of the original clapboard siding under the current asbestos siding on the house. New windows will be wood or aluminum clad wood 1-over-1 double hung. Roofing will be asphalt shingles to match the existing. Any roof venting will be ridge venting. If can vents are required to meet code, then they shall not be seen from the street. The existing chimney will be rebuilt as required by code with a brick to match the existing. Paint colors to match those existing on the house. Drip edge to match the shingles and gutters to match the existing.

Secretary of the Interior Standard:

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

Approval: Unanimous. Motion carries.

STUDY ITEMS

317 S. Huron

Applicant: Fran Gunderson, owner (present).

Discussion: Application was denied back on January 28, 2014. Applicant was unable to attend the meeting and would like to discuss.

Gunderson: Could not attend the previous meeting due to the weather. The HDC has already looked at this. The windows were replaced in 2006. The windows that were there prior to the current replacement windows were jalousie windows and were installed by the previous owner. The wind was going right through those windows and she felt that the windows needed to be replaced as soon as possible. She was not aware that she needed approval for this as she thought that only the front of the house was something that needed to be reviewed by the historic district commission. These windows are on an addition done in the 1950s. These windows were large and were unlike any other historic windows in the city. She had a company called Citywide come out and do the work; this is a company similar to Wallside as they make the windows. She has had inspections since the windows were installed and this is the first time that it was brought to her attention.

Stevenson: States that the application was denied and that this has returned as a study item. The HDC will not reverse this decision but the applicant can appeal or put in a new application. She advises that the HDC does not approve vinyl or vinyl-clad windows within the historic district.

Gunderson: States that she was advised to come back here. She is extremely discouraged with all the issues with the City of Ypsilanti. She states that this house has been inspected three times and she got a long list of things that

needed to be corrected. She states that at this time she may look into selling the house.

Stevenson: Apologizes and states that we have to look at this application when it was brought to the HDC. It does not matter that the work was previously completed.

Gunderson: Wants to know if the HDC is saying that she would need to take these windows out and put new windows in to get approval.

Rupert: Confirms and states that the new windows would need to be wood or aluminum clad windows in order for the HDC to approve them in the district. Advises that the Ypsilanti HDC has a charter to uphold the ordinance in the district for over 25 years.

Gunderson: States that she will not change the windows.

Condon: States that the HDC understands and is sorry that this has happened. He states that the contractor should have pulled the required permits before installation. If the correct process was followed then the contractor would have been advised that the house was in the historic district and what the acceptable materials for use were. The contractor could then have discussed the appropriate windows with the applicant.

Gunderson: States that the company is a pretty big company and that she cannot imagine that he did not pull permits.

Prebys: States that the needed permits were not pulled for this work.

Gunderson: States that she is upset with the City of Ypsilanti.

ADMINISTRATIVE APPROVALS- none

OTHER BUSINESS

Property Monitoring- none

Vinyl Clad Resolution

Discussion: A resolution regarding the disallowance of vinyl clad windows within the district is presented with the suggested changes from the last HDC meeting.

Stevenson: States that it looks good.

Motion: Schmiedeke (second: Prebys) moves to approve the vinyl clad resolution as presented.

Approval: Unanimous. Motion carries.

Window Fact Sheet

Discussion: Window fact sheet was altered to remove the option for installation of vinyl clad windows and include the updates that were suggested at the previous HDC meeting.

Prebys: Would like to know if the HDC should address fiberglass windows on the fact sheet.

Stevenson: Wants to know if the word preferred in "wood windows are preferred" is an issue since that can be interpreted differently.

Pettit: States that clearly we are targeting homeowners with this fact sheet.

Rupert: States that we may need to take window installation on a case by case basis and cannot make a judgment on every replacement window on the fact sheet.

Motion: Rupert (second: Schmiedeke) moves to approve the window fact sheet as submitted.

Approval: Unanimous. Motion carries.

HDC Election Results

Staff advises that Anne Stevenson will continue to be the HDC chair and Hank Prebys will continue to be the vice-chair.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS – none

HOUSEKEEPING BUSINESS

Approval of the minutes of Feb 25, 2014

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

Approval: Unanimous. Motion carries.

ADJOURNMENT

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

Approval: Unanimous. Motion carries.

MEETING ADJOURNED AT 7:59 pm