

1. Agenda

Documents: [HISTORIC DISTRICT COMMISSION MEETING AGENDA FEBRUARY 10, 2015 \(PDF\).PDF](#)

2. Agenda Packet

Documents: [HISTORIC DISTRICT COMMISSION MEETING AGENDA PACKET FEBRUARY 10, 2015 \(PDF\).PDF](#)

CITY OF YPSILANTI
Historic District Commission
Regular Meeting Agenda

Tuesday, February 10, 2015
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
Alex Pettit	P	A
Jane Schmiedeke	P	A
Erika Lindsay	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 – None

C. STUDY ITEMS

1. **309 N. Park**

Siding, porch replacement

D. ADMINISTRATIVE APPROVALS - None

E. OTHER BUSINESS

1. **Annual Report**

2. **Property Monitoring**

3. **Porch Fact Sheet**

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

Approval of the minutes of January 27, 2015

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

Date filed 2/3/15 for HDC meeting date 2/10/15

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 N. Park

Applicant

☐ Owner ☐ Architect ☐ Contractor

Name Raymond Anderson / Mary Wigton

Address 511 W Summit

City Ann Arbor

State MI Zip 48103

Phone 734-995-5030

Fax _____

E-mail margwigton@gmail.com

Owner Gabriel and Sara Anderson
(If different than applicant)

Who will perform the work?

☐ Owner ☐ Contractor

Contractor

(Name, address,
phone)

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.

Ypsilanti Historic District Work Permit Application

Date filed 2/3/15 for HDC meeting date 2/10/15

Property Address 309 N. Park

Applicant _____

Description of proposed work (see sample applications)

The house needs exterior work. It especially requires preparation and finishing of the unpainted siding. We would like to consider replacing a porch that is no longer existing. We don't have drawings and details yet, but we would like to present the situation to the commission for your feedback.

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



309 N. Park 12/15/13

309 N. Park 12/15/13



309 N. Park 6/20/2012



309 N Park 2010

Ypsilanti Historic District Commission 2014 Annual Report

Membership

Anne Stevenson, Chair
Hank Prebys, Vice-Chair
Ronald Rupert
Michael Condon
Alex Pettit
Jennifer Henriksen (Last day May 27, 2014)
Erika Lindsay (Confirmed October 21, 2014)
Jane Schmiedeke

Commission and Staff

Throughout 2014, the Historic District Commission (HDC) continued meeting on the second and fourth Tuesday of each month at 7:00 p.m. in the City Council Chambers.

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

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

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

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

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

Statistics and Trends

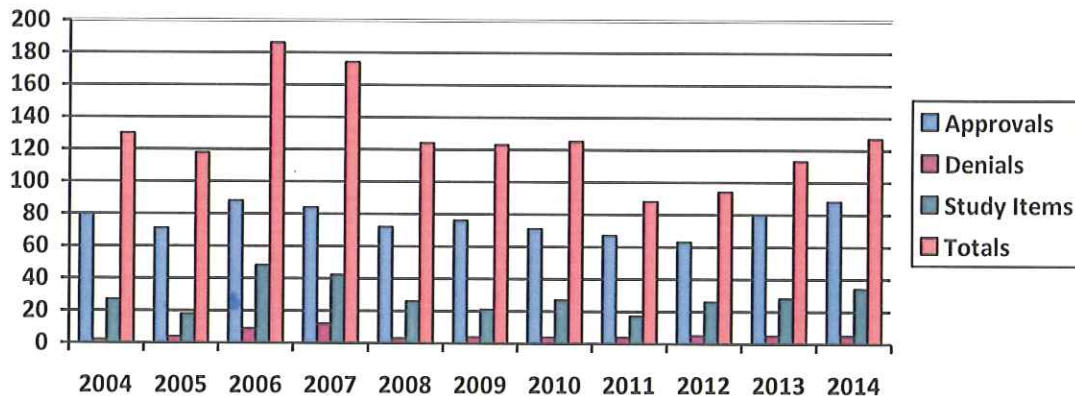
The number of applications received this year was the highest number received since the year 2007. The lower amounts of applications in recent years reflect the impact of economic issues. The ambitious scope of many of the approved projects reflects the commitment of residents and businesses to the improvement of the local community. The number of applications and actions taken is shown in the table below.

Historic District Commission Actions, 2004-2014

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Applications approved as submitted	80	71	88	84	72	76	71	51	44	62	54
Applications approved with modifications	20	22	10	8	2	3	7	15	10	6	25
Administrative approvals			24	19	11	12	13	11	9	10	9
Applications denied due to lack of information	2	4	6	3	1	3	2	1	2	0	0
Applications denied due to inappropriateness	0	0	3	9	2	1	2	3	3	5	5
Applications pending at end of year	1	3	2	2	1	1	1	0	0	0	0
Study Items	27	18	48	42	26	21	27	17	26	28	34
Amendments to previous approvals			5	7	9	6	2	5	2	2	3
Total Applications	130	118	186	174	124	123	125	103	96	113	130

To illustrate the number of projects within the Historic District this year as compared to the past ten years, the chart below depicts HDC Work Permit application activity from 2004 through 2014.

Historic District Work Permit Application Data, 2004-2014



Source: Planning & Development Department Records

Historic District Fact Sheets

In 2014, revisions continued on the HDC fact sheets. A review of the all fact sheets will be conducted throughout the coming year. The alternative energy, fences, and windows fact sheets were revised for current standards. The porch fact sheet revision was started in November 2014 and will be finalized in the first few months of 2015. The sample applications were edited on the HDC website to bring them up to current standards.

Demolitions

No demolitions were approved in 2014.

Appeals

317 S. Huron – An appeal based on the Historic District Commission’s decision to deny the installation of vinyl windows that were installed at the back of the structure in 2006 was dropped. The Commission denied the application on January 28, 2014 since vinyl and vinyl-clad windows were not permissible within the historic district. The owner appealed the decision to the Michigan SHPO and a hearing was scheduled for May 20, 2014 however the owner was willing to settle the issue before the hearing date.

Significant Projects

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

- Riverside Park- The installation of a kiosk for the Heritage River Water Trail was approved.
- Thompson Block- The HDC approved a rehabilitation project for the Thompson Block. This included painting, window installation, parking lot installation, store fronts, lighting, and an addition for stairs and elevator, as well as rooftop decks.
- Starkweather House- A letter was sent by the HDC commission to the insurance company regarding the need to protect the existing zinc roof.
- 230 W. Michigan Ave.- Restoration project of façade to match more appropriately with other surrounding storefronts. The HDC approved the removal of shake shingles, glass block and green paneling above the storefront. Windows were duplicated from neighboring storefront.
- 314 E. Cross- HDC approved project to repair porch while preserving original details on the left side. New posts were also installed, but replicated to match the old ones which were chamfered. Furthermore, roof replacement was approved to match the existing and preserve architectural elements.
- 304 E. Forest- Repairs of the siding and painting were approved by the HDC. Landscaping was redone to remove dirt ramp.
- 206 Oak St.- HDC approved a solar panel installation on the garage and back porch area of the home. This project is an example of how solar panels are being utilized in the historic district while preserving the historic integrity of buildings.

Educational Workshops

The HDC planned three educational workshops for the spring and early summer 2014. The workshop schedule was as follows:

- *Weatherization of the Historic House* on April 22, 2014
- *Alternative Energy for the Historic House* on May 31, 2014
- *Historic Window Repair* on June 24, 2014

The first two workshops were well attended. The *Historic Window Repair* workshop was cancelled due to a presenter's last minute conflict and was unable to be re-scheduled for a later date. Due to the success of previous workshops, a series of similar educational workshops may be planned for 2015.

Evaluation and Training

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

Conclusion

Although of varied scope and scale, the projects completed throughout 2014 are excellent examples of the continued preservation efforts of property owners within the Ypsilanti Historic District. Commendation by the City is due to these owners for their substantial contribution to the community as they continue to support the efforts of the HDC to beautify the district and preserve the heritage of Ypsilanti's built environment.

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

Anne Stevenson, Chair
Historic District Commission

Date

Abigail Jaske, HDC Assistant
Planning and Development Department

Date

YPSILANTI HISTORIC DISTRICT FACT SHEET

Porches

This is one of a series of Fact Sheets provided by the Historic District Commission to assist property owners and building contractors in planning an appropriate rehabilitation 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. A Building Permit will likely also be required.

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/hdc.

The following Historic District Commission (HDC) requirements apply to all porch projects, new or replacement. The Commission encourages the retention of original porch elements which still exist and, in some instances, requires duplication of parts. Porches should not be enclosed, as doing so changes both the appearance and the function of the porch. All projects will be considered on a case-by-case basis and are subject to the building code.

The following is a list of the separate parts that make up a porch:

CEILING: the porch ceiling shall, in most cases, consist of bead board.

HEADER: the header, if any, and its decorative elements shall be appropriate to the style of the building and in the proper proportion.

POSTS: the style of the posts shall be appropriate to the style of the house and existing porch details. If 4 x 4s are boxed, resulting posts must be at least 5 x 5. Replacement posts must match original posts, if any still exist, or be of the same diameter as the originals. Split posts may be required for attachment to an exterior wall.

GUARD RAIL (on the porch):

1 & 2 family homes: a guard rail is required if the porch floor surface is more than 30" above grade. Must be 36" high. (May be as low as 30" if evidence exists to indicate the height of original guard rail.) The guard rail shall consist of three parts: a **top rail** shall be a minimum 2 x 4 placed flat & shall have beveled top edges; **balusters** shall be a minimum 2 x 2 and be spaced so that a 4" sphere cannot pass through; a **bottom rail** shall be a maximum of 2 x 4 placed flat with beveled top edges, shall be at least 3" off of porch decking and shall have support blocks if the guard rail exceeds 8' between posts. All members shall be centered on the porch posts with butt joints.

3-unit & most multi-family and commercial structures: a guard rail is required if the porch deck is more than 30" above grade. The guard rail must be 42" high.

HAND RAIL (down the stairs):

1 & 2 family homes: one hand rail is required for all stairs with 4 or more risers (this number includes the porch itself). The hand rail must be graspable. Wood hand rails shall match the guard rail in style. Hand rails are to be installed at 34-38" above the face of the stair nosing of the first tread and must extend from the face of the top riser to the face of the bottom riser. Ends shall return to the wall or terminate at post. No extension beyond the bottom riser is required. All diagonal members shall be centered on the porch posts and newel posts with butt joints. 1 1/2" painted pipe rails may be approved.

3-unit & most multi-family and commercial structures: hand rails are required on both sides of flights of 1 or more risers. Must be graspable. Must begin 12" horizontally beyond the face of top riser and extend at a slope to at least one tread beyond the face of the bottom riser. Ends shall return to the wall or terminate at a post.

DECK: the deck (floor) of the porch shall consist of 1 x 4 tongue and groove vertical grain fir porch flooring, and shall be installed with the narrow ends of the boards against the wall of the house. The deck shall overhang the skirt and the skirt trim by at least 1". The last deck boards (one at each end of the porch) shall have the exposed tongue and groove trimmed off. The deck of the porch should be sloped in order to shed water.

SKIRTING: porch skirting is required. The skirt shall be framed with a minimum of a 1 x 4. Prefabricated lattice is acceptable, although the HDC strongly recommends replacing the original style or a decorative skirting.

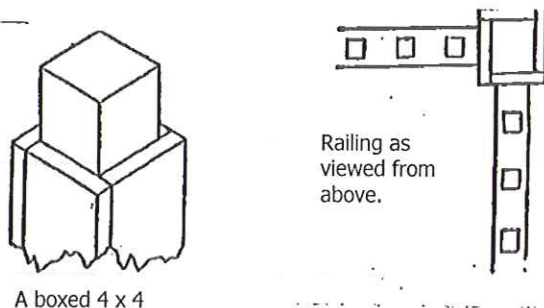
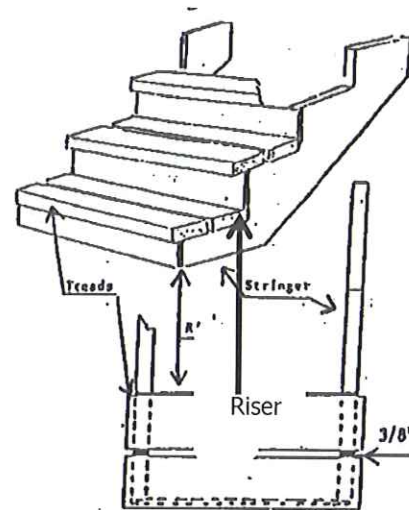
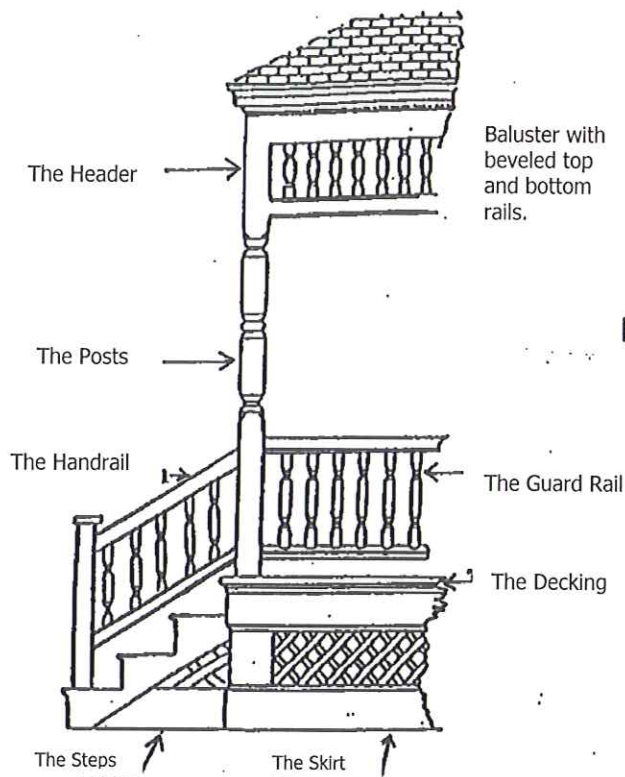
STEPS: (1 & 2 family): pre-formed, multi-step concrete units are usually not appropriate. There are four different parts to the wooden step unit: stringers, treads, risers and skirt. Treads and risers shall be of 5/4" lumber. The maximum height of the rise shall be 8 1/4". The minimum depth of the tread shall be 9" measured from nosing to nosing. Treads shall rest on the stringers, not be rabbeted into the stringers. The tread shall consist of two boards separated by a 3/8" gap. Spacers shall fill the gap over the stringers. Treads shall have a minimum nosing of 3/4" and a 1/2" on the side of stringers, but nosing should not be more than 1 1/4". The rise must be enclosed with a solid panel and shall cover the stringer. The top step must be one rise below the deck. A skirt shall enclose the area beneath the stringers and shall be the same style as the skirting on the porch. Steps shall be uniform; the maximum difference from highest to lowest is 3/8".

3-unit & most multi-family and commercial structures: The maximum height of the rise will shall be 7" and the minimum will be 4". Tread depths shall be 11" minimum and be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle of the tread's nosing. The radius curvature at the leading edge of the tread shall not be greater than 9/16". Beveling of nosings shall not exceed 9/16". The nosing projection size shall not exceed 1 1/4" beyond the tread below. Steps shall be uniform; the maximum difference from highest to lowest is 3/8".

NEWEL: newel posts shall match or be related in style and size with porch posts. They shall be mounted on the bottom step and shall be capped.

LIGHTING: Any changes in lighting for the porch area must be approved by the HDC.

Please Note: Treated lumber should be used only for portions of the porch that come in contact with the ground. All parts of the porch that are above ground shall be painted or stained an opaque stain.



This is an example of an approved way to bring the porch railing up to code.

Historic District Commission Annual Election of Officers

2015 NOMINATION FORM

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

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

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

CALL TO ORDER AND ROLL CALL

Stevenson: States that everyone last time thought there was significant information included. Asks commission if anyone feels that there is historical or architectural significance, that this building be retained?

Prebys: Says that he would say no.

Stevenson: All those in favor of stating there is no historical significance?

Approval: Unanimous.

Stevenson: At this point we can take a vote and take action.

Motion: Prebys (second: Rupert) Movement for approval of the application for demolition of the small building garage behind 418 Maple because it has no significant historical value and as the applicant states it is a hazard.

Approval: Unanimous. Motion carries.

Discussion contd:

Prebys: Inquires about proposed new shed.

Stevenson: States that it will need another application.

Merritts: Asks if a building is under 200 sqft if he still needs a permit?

Stevenson: States that it will still have to go through HDC regardless of size.

Condon: States that any external adjustments will need approval.

Merritts: It was not made clear that he would need another application.

Stevenson: States we can discuss the shed options in the application now.

Schmiedeke: One of the options(top) is more appropriate.

Stevenson: States to come back and commission can approve it.

Merritts: States he was waiting until spring to tear it down and build it.

Prebys: Asks if he was concerned about coming back to meeting.

Merritts: States he was not concerned.

Merritts: Wanted to ask about color. Wants to keep it as close to the house as much as possible. Yellow and brown trim.

Schmiedeke: States he can switch it if he wanted to.

STUDY ITEMS- none

ADMINISTRATIVE APPROVALS- none

OTHER BUSINESS

Property Monitoring:

169 N Washington: Appears that there was a fire at this location and it needs to be monitored. Staff took photos on 12/2/14 and there was a dumpster on the property and a letter was sent to the owner on 12/11/14 advising that any exterior changes need to be brought to the HDC.

525 N Huron: Staff will continue to monitor. Photos were taken on 12/2/14. Staff sent a letter to the owner re: the vinyl windows on the sides, back and front and the metal door on the side. Email response received on 12/24/14 that states that the owner is seeking a loan to finish the work.

214 W Forest: Photos taken 11/6/14, the window on the back has been sided over. Staff sent a second notice on 12/11/14 with no response at this time.

314 E Cross: Staff took photos on 1/22/15 to show work that was completed. Staff will be sending a letter to contractor and owner of the property to determine their progress on the repairs mentioning work on crown molding and gutters.

35 S Huron: Staff took photos on 12/2/14, appears that work is being done. Staff sent a letter on 12/11/14 reminding the owner that any exterior work needs to be brought before the HDC.

106 S Washington: Scheduled for re-inspection by the building department on 1/21/15. The concern is that this structure will only get worse. Staff sent a letter on 12/16/14 advising the owner that the structure needs to be stabilized and recommend immediate action. Received 1/5/15 response from the owner advising that he is still obtaining bids.

613 N Prospect: No update.

221 S Washington: Staff advises that a letter was sent on 10/28/14 to the owner regarding fence needing painting. No response has been received at this time. A second notice will be sent in the spring.

322 E Cross: It was noticed by the HDC that there was a recent outbuilding added to the property. Staff sent a letter on 12/11/14 requesting an application for the additional structure. Staff received a voicemail from the owner replying to the letter and staff left a voicemail advising that the application is still needed.

215 S Washington: The HDC requests that a letter be sent to the owner advising that any exterior work requires an HDC work permit application since it appears that work is in process at this property.

Porch fact sheet: Edits that are needed to the fact sheet are discussed. Staff photographed 109 N River on 1/22/15.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS –none

HOUSEKEEPING BUSINESS

Approval of the minutes of January 13, 2015

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

Approval: Unanimous. Motion carries.

ADJOURNMENT

Motion: Prebys (second: Petit and Lindsay) moves to adjourn.

Approval: Unanimous. Motion carries.

MEETING ADJOURNED AT 7:21 pm