

1. Agenda

Documents: [HISTORIC DISTRICT COMMISSION MEETING AGENDA MAY 12, 2015 \(PDF\).PDF](#)

2. Agenda Packet

Documents: [HISTORIC DISTRICT COMMISSION MEETING AGENDA PACKET MAY 12, 2015 \(PDF\).PDF](#)

CITY OF YPSILANTI
Historic District Commission
Regular Meeting Agenda

Tuesday, May 12, 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

1. 10 N Washington

Window installation/paint/façade
alteration/ADA ramp

2. 330 Maple St

Roof installation

3. 124 Pearl St

Door installation/installation of chiller on
roof

4. 11 S Washington

Window sign installation

5. 333 E Cross

Deck and chicken coup installation

C. STUDY ITEMS

1. 333 Oak St

Addition installation/garage alterations

D. ADMINISTRATIVE APPROVALS – None

E. OTHER BUSINESS

1. Property Monitoring

2. Accessibility Fact Sheet

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

Approval of the minutes of April 28, 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 4/29/15 for HDC meeting date 5/12/15

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 10 N. Washington

Applicant ☒ Owner ☐ Architect ☐ Contractor

Name Elan Ruggill

Address 1869 Chicory Ridge

City Ann Arbor State MI Zip 48103

Phone 734 707 3198 Fax _____

E-mail elansr@yahoo.com

Owner _____
(If different than applicant)

Who will perform the work? ☐ Owner ☒ Contractor

Contractor TBD
(Name, address, phone) _____

Action Items only: \$20,000

Construction Cost

Permit Application Fee 80.00

The permit fee is \$20 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.

\$25

$$\begin{array}{r} 20,000 = 6.66 \\ 3,000 \times 5 \\ \hline 33.33 \\ + 35 \\ \hline \$68.33 \\ \$80.00 \end{array}$$

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 4/29/15 for HDC meeting date 5/12/15

Property Address 10 N. Washington

Applicant Elan Ruggiel

Description of proposed work (see sample applications)

Remove Ex. Wood Awning at front
Install new windows on front + side
ADA ramp + steps at existing side entry

Materials

Colors (Attach color chips or samples)

Body Tomato Bisque

Accent 1 Fortune Cookie

Trim _____

Accent 2 Black Walnut

Roof _____

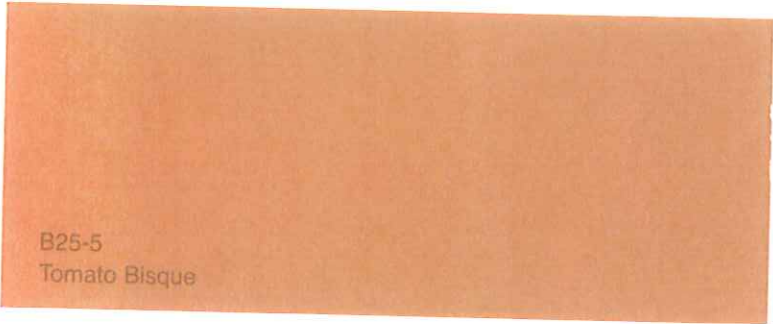
Other _____

- ☐ 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

4/29/15
Date

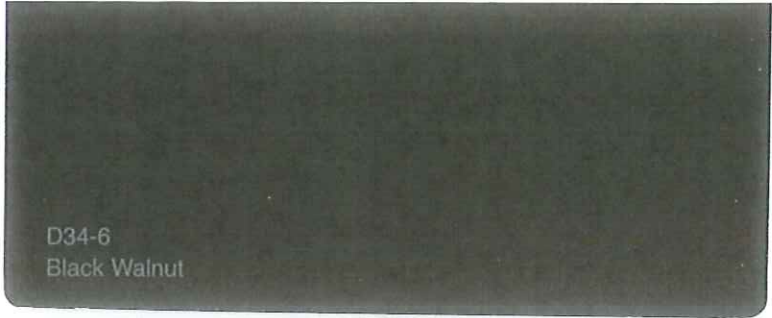


B25-5
Tomato Bisque



B17a

B17-1
Fortune Cookie



D34-6
Black Walnut

Paint colors (based on Olympic Paints)
P1- Tomato Bisque B25-5
P2- Fortune Cookie B17a
P3- Black Walnut D34-6 (or match to
available dark brown window color)

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Tutti i diritti sono riservati.

	79 APR 2015
FIRST DRY COMM.	
DRIED PERMIT #1	
FIRST DRY COMM.	
DRIED PERMIT #3	
DRIED PERMIT #2	
FIRST DRY COMM.	
DRIED PERMIT #1	
GROVE ANALYSIS	
MEASUREMENTS	

focus / design
Todd Ballou, Registered Architect
(734) 276-2110
www.focusdesign.us
focusdesign@comcast.net
3300 Barry Rd., Ypsilanti, MI 48198

Project: 10 N. WASHINGTON
10 N. WASHINGTON
APRIL 19, 1961

JOB NO:
1409



SHEET NO.

3

Historic Photo



Typical side window

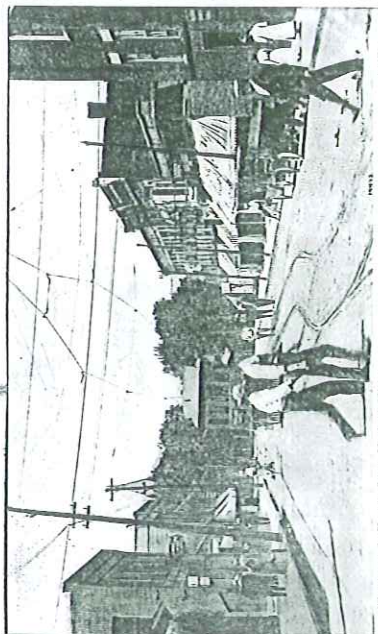


Typical side window



Current Photo-front

From the Post-Card collection of David Davis
(Prior to 1912 - about 1909-10?)



Washington St. Traction Depot, Ypsilanti, Mich.

14473

Rev. 19223

3



Ypsilanti Historic District

Work Permit Application

* Date filed 5/4/15 for HDC meeting date 5/12/15

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** 330 Maple St, YPSILANTI MI 48198

Applicant ☐ Owner ☐ Architect ☒ Contractor

Name Neighborhood Roofing

Address 2601 Brassow Rd

City Saline State MI Zip 48176

Phone 734-994-6500 Fax 734-994-6502

E-mail Cabrina@neighborhood Roofing.com

* **Owner** Nathan Dotz
(If different than applicant)

Who will perform the work? ☐ Owner ☒ Contractor

Contractor Neighborhood Roofing
(Name, address, phone) 2601 Brassow Rd, Saline, MI 48176

Action Items only:

Construction Cost 6600 Permit Application Fee \$45.00

The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional or portion of \$3,000 of construction cost. An additional fee of \$50 applies to HDC work started without the 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 5/4/15 for HDC meeting date 5/12/15

Property Address 330 Maple St Ypsilanti, MI 48198

Applicant Neighborhood Roofing

Description of proposed work (see sample applications)

- Tear-off 3-Tab shingles and replace with a Dimensional shingle that matches current roof as closely as possible (Tamko - Rustic Redwood) (12 sq)
 - on Flat sections Tear-off Tar membrane and replace with EPDM Rubber Roofing Membrane. (4 sq)
 - All Flashings and Drip edge will be in brown to match shingle
 - Brown Vents will be added as inconspicuous as possible
- Materials** to insure proper ventilation

Tamko (Rustic Redwood)

EPDM - Black Rubber

Flashings, Drip edge, and Roof Vents (Brown) to match shingle

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]
Signature of Applicant

5/1/15
Date



330 Maple St



Ypsilanti Historic District

Work Permit Application

Date filed 5/5/2015 for HDC meeting date 5/12/15

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 124 PEARL STREET Suite 100

Applicant

☐ Owner ☐ Architect ☐ Contractor ☒ Lessee

Name MISHIGAMA CRAFT Brewing LLC

Address 3500 Hillshire Court

City Superior Township State Mi Zip 48198

Phone 734-883-1401

Fax

E-mail davidc.roberts@yahoo.com

Owner Centennial Plaza LLC

(If different than applicant)

Who will perform the work?

☐ Owner ☒ Contractor

Contractor

(Name, address,
phone)

Crawford Doors / Boone & Darr

334 E. Michigan

YPS - 734-483-4563

ANN ARBOR, MI

734-665-0648

Action Items only:

Construction Cost \$11,000

Permit Application Fee \$450

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 5/5/15 for HDC meeting date 5/12/15

Property Address 124 PEARL Street

Applicant MISHIGAMA CRAFT Brewing

Description of proposed work (see sample applications)

see attached

Materials

chiller and steel doors

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.)

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Signature of Applicant

5/5/15
Date

3500 Hillshire Court
Superior Township, Michigan 48198
May 5, 2015

Ypsilanti Historical Commission
1 South Huron Street
Ypsilanti, Michigan 48197

Subject: Mishigama Craft Brewing Improvements to 124 Pearl Street

Dear HDC:

This letter contains our application for a Work Permit at 124 Pearl Street.

Please see the following attachments to this letter:

Attachment 1 is the completed Work Permit Application.

Attachment 2 is the Description of the Proposed Work.

Attachment 3 contains the photos of the property as it currently exists.

Attachment 4 contains a summary sheet on the chiller unit to be installed on the roof of the single story portion of the building.

Please let me know if there is any other information or documentation that you need to obtain your support and approval of our project. Thank you for your support of this project/business.

Regards,



David C. Roberts
CEO, Mishigama Craft Brewing
734-883-1401

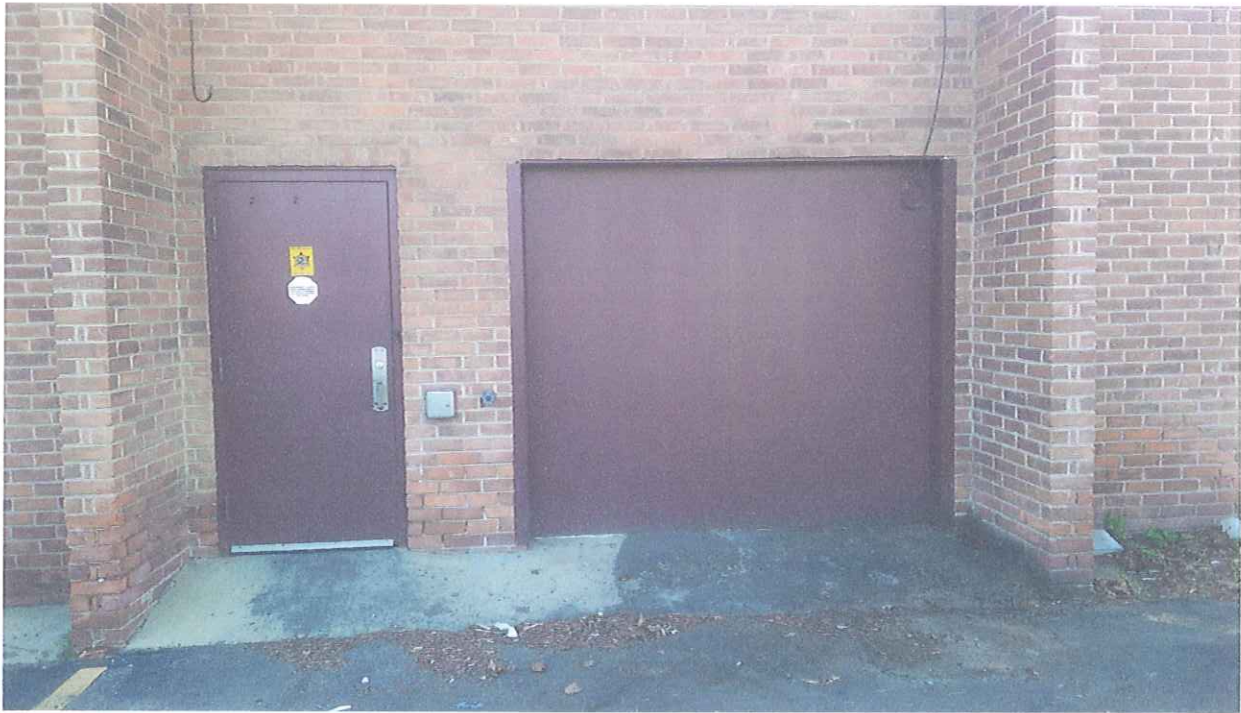
Project Description

The Ypsi Alehouse project needs to make two changes to the exterior at 124 Pearl Street Suite 100 to make it functional for the brewery. The first is the installation of two additional doors in the rear/side of the building so equipment, supplies and product can be moved in and out of the building. The current configuration is shown in Photos 1-3 in Attachment 3. The doors will be similar to the door on the left in Photo 1 and will be installed in the area on the right that had doors previously. The new doors will be painted the same color as the door on the left to maintain consistency with the other doors on the side of the building. The work will be done by Crawford Doors of Ypsilanti.

The second change will be the addition of a chiller unit to the roof of the single story part of the building. The details of the chiller unit are in Attachment 4. This unit is similar in size and function to the air conditioning units that are currently on that section of the roof. This installation will be done by Boone and Darr of Ann Arbor.

Selected Photos of Exterior of Future Ypsi Alehouse

1



2



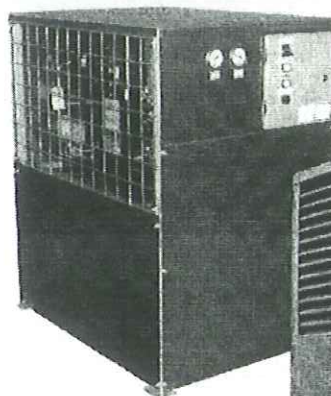
3



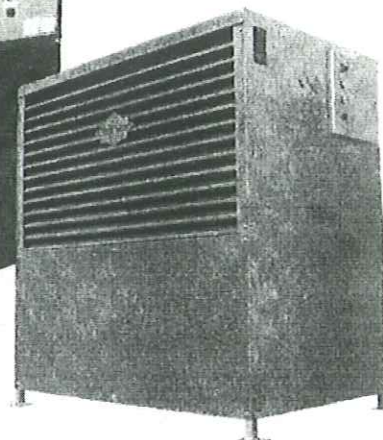
4



Pro ChilStar™ Micro Chiller System



Standard ChilStar™ System
with Galvanized Skins



ChilStar™ System Shown
with Stainless Steel Skins
and Louvers

The Perfect Chiller Solution

A compact Chiller System designed specifically for applications requiring chilled glycol in the range of 20°F to 35°F.

SUPPLIED WITH:

- REFRIGERANT R404A
- STAINLESS STEEL GLYCOL PUMP
- HIGHLY EFFICIENT SPIRAL DRUM EVAPORATOR WITH 60 MONTH REPLACEMENT WARRANTY
- 20 GAL INSULATED GLYCOL RESERVOIR
- ELECTRONIC TEMPERATURE CONTROL WITH TEMPERATURE DISPLAY
- GLYCOL FLOW INDICATOR
- REFRIGERANT PRESSURE GAUGES
- ALARM INDICATOR LIGHTS AND FUNCTION SWITCHES
- FACTORY TESTED AND SHIPPED WITH COMPLETE OPERATING REFRIGERANT CHARGE.
- OPTIONAL STAINLESS STEEL SKINS PACKAGE, CASTER SET AND HOSE RACK FOR MOBILE APPLICATIONS

Available in 4 sizes:

PE102D1R420-A **2HP**

15,000 BTU/HR*

PE103D1R420-A **3HP**

20,000 BTU/HR*

PE105F1R420-A **5HP**

35,000 BTU/HR*

PM108F2R420-A **7.5HP**

56,000 BTU/HR*

* based on 27 F Glycol & 90 F Ambient



When Keeping Cool is Everything™
Manufacturers and Suppliers of the Pro Chiller and Proformer Product Line.

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Fax: 253.735.2631

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www.proformerproducts.com

PRO CHILSTAR™ MICRO CHILLER SYSTEMS
2 HP TO 7.5 HP PACKAGED AIR COOLED

SUPPLIED WITH HERMETIC™ COMPRESSORS

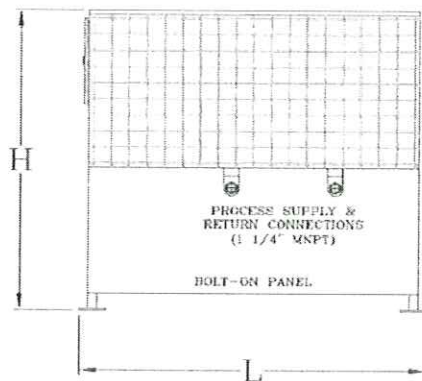
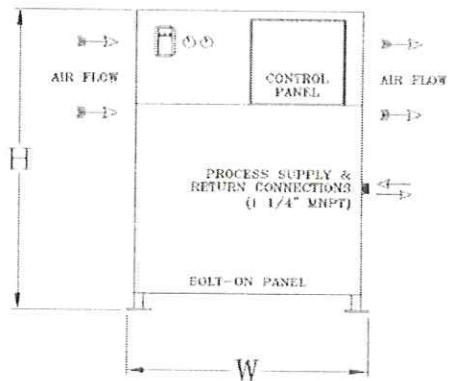
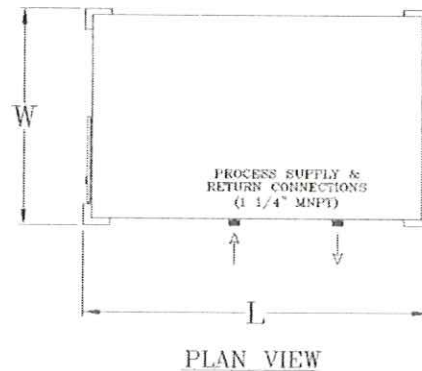
SINGLE COMPRESSOR SYSTEMS				PHYSICAL DATA					ELECTRICAL DATA			
CHILSTAR SYSTEM	MODEL	CAPACITY 24°F GLYCOL 90°F COND 10°F SUBCOOL	CAPACITY 35°F GLYCOL 90°F COND 10°F SUBCOOL	GLYCOL PUMP	TANK CAPACITY (GAL)	DIMENSIONS L X W X H (INCHES)	SHIP WEIGHT (LBS)	OPERATING WEIGHT (LBS)	MINIMUM CIRCUIT AMPACITY/ MAXIMUM OVERCURRENT PROTECTION			
2 HP	PE102D1R420-A	15,000	18,400	1 HP	20	45 X 32.5 X 49	675	750	230V 1PH 60HZ MCA/MOP	208-200V 3PH 60HZ MCA/MOP	480V 3PH 60HZ MCA/MOP	GLYCOL FITTING CONNECTION SIZES
3 HP	PE103D1R420-A	20,000	23,300	1 HP	20	45 X 32.5 X 49	715	800				1-1/4 IN
5 HP	PE105F1R420-A	35,000	43,600	1 HP	20	58.5 X 40.5 X 56	735	850				1-1/4 IN
7.5 HP	PM108F2R420-A	56,000	63,800	2 HP	20	71 X 43.5 X 68	1,455	1,550	N/A			1-1/2 IN

EACH OF THE CHILSTAR SYSTEMS IS DESIGNED WITH THE FOLLOWING STANDARD EQUIPMENT

- R404A Refrigerant
- Stainless Steel Glycol Pump
- Highly Efficient Spiral Drum Evaporator with 60 MONTH Warranty
- 20 Gallon Insulated Glycol Storage Reservoir
- Electronic Temperature Control With Digital Display
- Glycol Flow Indicator
- Refrigerant Pressure Gauges
- Alarm Indicator Lights & Function Switches
- Factory Tested and Shipped With a Complete Refrigerant Charge
- Optional Caster Set and Hose Rack Available for Mobile Applications

A COMPACT CHILLER SYSTEM
DESIGNED SPECIFICALLY FOR APPLICATIONS
REQUIRING CHILLED GLYCOL IN THE RANGE
OF 20°F to 35°F.

2 HP-7.5 HP MODEL SYSTEMS



CONTROL PANEL END ELEVATION

SIDE ELEVATION

2/3
HP
Models

PRO REFRIGERATION INC
PO BOX 1528
AUBURN, WA 98071
WWW.PROCHILLER.COM



PHONE: 253-735-9466
TOLL FREE: 800-845-7781
FAX: 253-735-2631
INFO@PROREFRIGERATION.COM

Pro Refrigeration reserves the right to change prices and specifications without notice.



Ypsilanti Historic District

Work Permit Application

Rec 17250

5

Date filed 5/6/15 for HDC meeting date 5/12/15

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 11 S. Washington St.

Applicant

☒ Owner ☐ Architect ☐ Contractor

Name Alexander Gray

Address 11 S. Washington St.

City Ypsilanti

State MI

Zip 48197

Phone 313-334-2424

Fax _____

E-mail AlexGray1013@gmail.com

Owner _____

(If different than applicant)

Who will perform the work?

☒ Owner ☒ Contractor

Contractor

(Name, address,
phone)

Vivid Imaging

Washington St.

734-544-1990

Action Items only:

Construction Cost \$200

Permit Application Fee 30

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 5/6/15 for HDC meeting date _____

Property Address 11 S. Washington St.

Applicant Alexander Gray

Description of proposed work (see sample applications)

~~WIP~~ Vinyl Signs
in window
(Front)

Materials

Vinyl

Colors (Attach color chips or samples)

(white sign)

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.

Alexander Gray
Signature of Applicant

Date



Ypsilanti Historic District
Work Permit Application

Date filed 05/06/2015 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 333 E. CROSS STREET

Applicant ☒ Owner ☐ Architect ☐ Contractor

Name ZACHARY PURDON

Address 333 E. CROSS ST.

City YPSILANTI State MI Zip 48198

Phone 734-730-8146

Fax _____

E-mail ZAK OFALL@USA.NET

Owner VIVIAN E PHILLIPS RUCBL LIVING TRST
(If different than applicant)

Who will perform the work? ☒ Owner ☐ Contractor

Contractor

(Name, address,

phone)

Action Items only:

Construction Cost

\$150

Permit Application Fee

\$30

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 5/6/2015 for HDC meeting date _____

Property Address

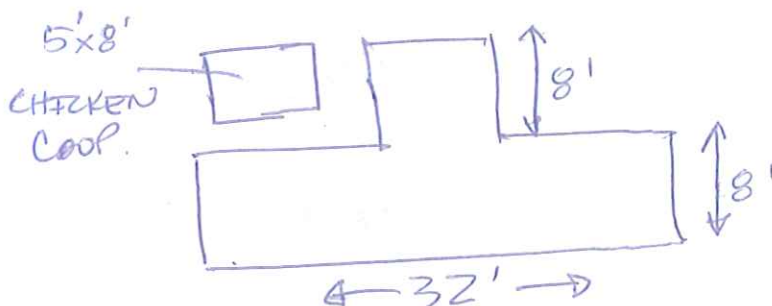
333 E. CROSS ST.

Applicant

ZACHARY PURDON

Description of proposed work (see sample applications)

PLATFORM DECK IN BACKYARD & CHICKEN COOP.



Materials

DECK IS 5 8'x8' SECTIONS BROUGHT FROM PREVIOUS HOME AND CONNECTED TOGETHER

CHICKEN COOP IS PORTABLE AND WILL BE PAINTED WHITE W/ RED TRIM TO MATCH HOUSE. I WILL REMOVE TREE HOUSE AS A CONDITION OF APPROVAL.

Colors (Attach color chips or samples)

Body WHITE

Accent 1 _____

Trim RED

Accent 2 _____

Roof METAL

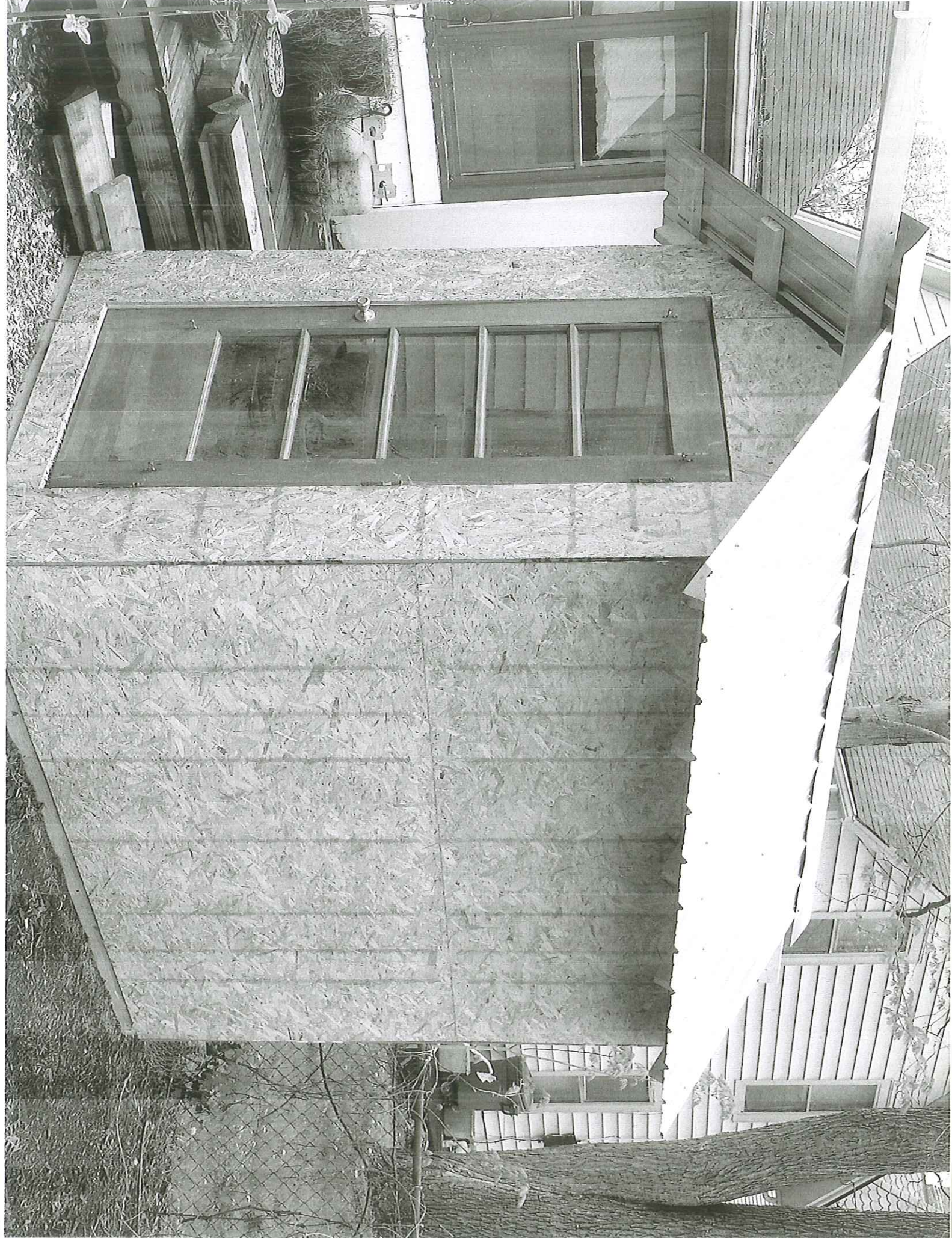
Other _____

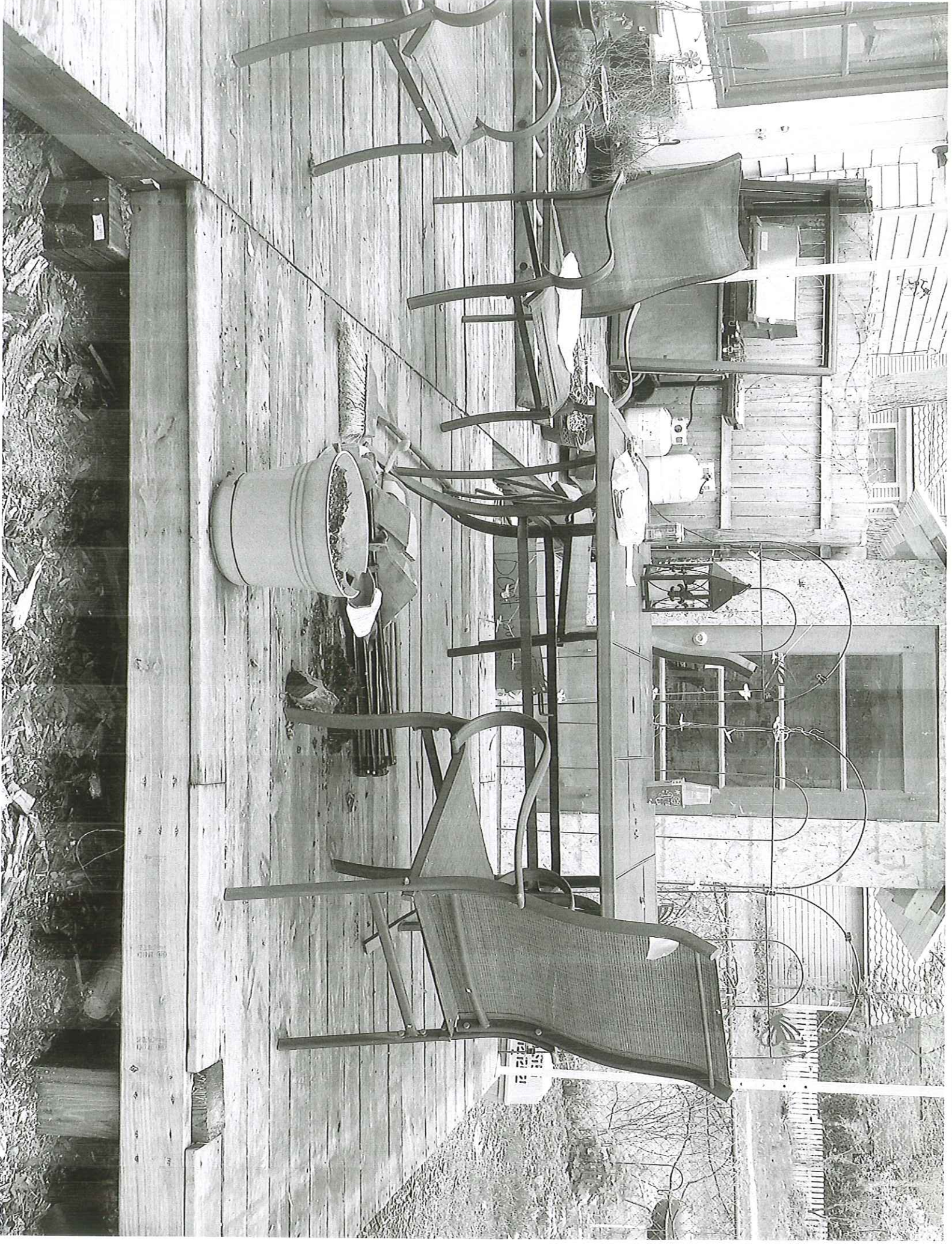
- ☐ This property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended. (Compliance with this act must be certified to complete this application.)

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]
Signature of Applicant

05/06/2015
Date







Ypsilanti Historic District Work Permit Application

Date filed 5/5/15 for HDC meeting date 5/12/15

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 333 Oak st

Applicant ☒ Owner ☐ Architect ☐ Contractor

Name Judy Lucchetti

Address 333 oak St

City Ypsilanti State mi Zip 48198

Phone 7344836484

Fax _____

E-mail slucchetti@comcast.net

Owner _____

(If different than applicant)

Who will perform the work? ☐ Owner ☒ Contractor

Contractor _____

(Name, address,

phone) _____

Action Items only:

Construction Cost _____ **Permit Application Fee** _____

The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional or portion of \$3,000 of construction cost. An additional fee of \$50 applies to HDC work started without the 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 5/5/15 for HDC meeting date 5/12/15

Property Address 333 Oak St

Applicant Judy Lucchetti

Description of proposed work *(see sample applications)*

We need to add on a first floor bedroom and wheel chair accessible bathroom. We also need to make access to garage from inside the house. Garage walls are sitting on wood base and so is deteriorating and needs to be fixed. A contractor told us that it would be cheaper to tear down and rebuilt a new garage. The garage may need to be moved a bit and sized slightly bigger to accommodate wheelchair access. Architect has not drawn up any plans yet. We need to discuss what we need to do to stay in the house.

Materials

Our house is aluminum siding. Can we use aluminum siding in the addition to match?

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

5/5/15

Date



333 Oak St,

CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION
MINUTES OF April 28, 2015

CALL TO ORDER AND ROLL CALL

Anne Stevenson Chair 7:00 PM

Meeting Location: Lower Conference Room, City Hall

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

Commissioners Absent: None

Staff Present: Abigail Jaske, HDC Assistant

APPROVAL OF AGENDA

Motion: Rupert (second: Prebys) moves to approve the agenda.

Approval: Unanimous. Motion carries.

PUBLIC COMMENT ON AGENDA ITEMS - none

PUBLIC HEARING- none

OLD BUSINESS- none

NEW BUSINESS

9 S Adams St

This property will be the future location of the indoor Ypsilanti Farmers Marketplace. Applicant is seeking the approval of two additional entry installations. *Application was tabled last meeting pending more information on the type of door to be installed.*

Applicant: Laura Gillis – applicant, representative of Growing Hope(not present).

Discussion:

Motion: Rupert (second: Lindsay) moves to table the application pending information on the door.

Approval: Unanimous. Motion carries.

10 N Washington Suite 109

Applicant is looking to install vinyl sticker signage on the windows of his storefront. Signage will include: business phone number/email, website, and logo. The colors will include neon green and silver.

Applicant: Sedrick Hesterly – owner(present).

Discussion:

Stevenson: States that the applicant is looking to put a vinyl sticker in the window. Do any of the Commissioners have any issues with the application as submitted?

Schmiedeke: Inquires about the size of the sign?

Hesterly: States that the sign is up to code.

Motion: Prebys (second: Condon) moves to approve the application for the window sign installation as submitted.

Secretary of the Interior Standard:
#10- New work shall be removable.

Approval: Unanimous. Motion carries.

36 N Washington

The applicant is looking to install two stickers in his store front windows as signage. Colors include purple and teal. The sign design will be of the company logo, Friends Closet, as seen in the meeting packet.

Applicant: Deonta Doss, owner (not present).

Discussion:

Stevenson: States that the application is straight forward. Do any Commissioners have any issues?

Motion: Prebys (second: Schmiedeke) moves to approve the application for 36 N Washington as submitted.

Secretary of the Interior Standard:
#10- New work shall be removable.

Approval: Unanimous. Motion carries.

**The applicant arrived at the meeting right after the approval by the Commission. The applicant stated that there were to be size adjustments that would decrease the overall window coverage.*

36 E Cross

The applicant is looking to rebuild an existing ramp in the back entrance of the restaurant to meet new ADA requirements. Application also includes installing new aluminum fence around the new outside patio area. Applicant is requesting installation of a rolling security

door and the approval of the same paint colors for the back of the building, as were approved on the front (charcoal gray, yellow, black, and white).

Applicant: Jason Branum— owner of Maiz Mexican Cantina

Discussion:

Stevenson: States that based on the description of proposed work, what questions does the Commission have?

Pettit: Inquires about the wooden screen?

Branum: States that it is the one discussed last meeting.

Rupert: Inquires if the applicant considered the shadow box board in the front, on the back, and underneath.

Branum: States that he could do either.

Rupert: States the shadow box would allow wind to pass through the slats and cut down on destruction.

Branum: States they are going to dig 32" posts.

Prebys: Asks the applicant to walk the Commission through the application.

Branum: States that the concrete leading up to the shorter fence on the drawing, on the backside of the building, is the model of fence that was submitted for approval, the basic aluminum fence. States that in another photo there is a walkway coming out from the ramp and where that walkway is located is where the gate will be installed. The fence will run the length of the parking lot and along the building on the western side at where the curb is on the patio. Located behind it, the screen on the loading ramp will be installed; states he wanted to do something to mimic the other ramp. One of the panels installed will not look like a gate, but will have the capability of opening like one. States that only one of the ramps goes up to his storefront as he is a tenant that rents the space, and does not own it. States that the contractor wants to make the ramps look the same.

Prebys: Inquires about the color of the wood on the ramp.

Branum: States it is treated lumber and they would like to stain it a charcoal solid color. States that the old patio is divided in half by a wooden beam and directly above it is a steel beam, that is load bearing, and they could use the steel beam as hangers. They want to install a rolling security door, color black, model number is the 944. This area needs to be weather proof; there will be computers, printers, and liquor. States it is necessary for it to be an indoor structure.

Prebys: Inquires if the pergola is going to stay?

Branum: Confirms.

Pettit: Inquires as to how the water drains at the back of the building?

- Branum: States it all pitches towards the rain retention pond and when they laid concrete previously they left the pitch intact. There is a drain tile that will need to be relocated when they do the ramping. States that there will be a false roof installed inside to allow the drain to run through.
- Branum: States that the only thing that is not drawn in is when they install the security door in they will have to build out about a foot for a single 42" post so there is a post for the door to slide into. The only thing viewable from the street once it is enclosed is the roll door.
- Rupert: Inquires if the pergola will be painted as well.
- Branum: States that he would like to stain it to match. For the ramp they want to bring it up to code and would be the same treated wood.
- Prebys: Inquires as to what the commission thinks about the balusters of the current ramp.
- Rupert: States that there is no bottom rail and if he is rebuilding they would like to see a top and bottom rail.
- Pettit: States that the step before the door does not have a riser.
- Branum: Confirms that there is no riser.
- Pettit: States that they would like to see risers on all steps and to review the HDC porch fact sheet for more detail.
- Branum: States the door color will be black. Not looking at painting the long part of the building, but the same color scheme from the front would apply to the back.
- Prebys: Inquires about the lighting in the back.
- Branum: States that lighting was not included in the application, but they would like to string commercial lights that are on the interior of the building on the exterior patio area. The lights would run from the the end of the 8 foot screen and then to the end of the aluminum fence.
- Rupert: Suggests maybe placing lights underneath the pergola.
- Branum: States that there are lights there now.
- Stevenson: Inquires if the Commission has any other questions?
- Motion:** Prebys(second: Pettit) moves to approve application for work at the rear of 36 E Cross to include the rebuilding of the handicap ramp on the existing foot print, rebuilding to include decking and new railings and handrails to meet ADA and porch fact sheet requirements including risers for the steps, top and bottom rails, and framed skirting. Approval will also include new wooden screening blocking customer view from the old loading ramp, which would be pressure treated wood. Commission recommends shadow box construction. The new railing and the delivery ramp and tenant

entrance that currently exists would be similar construction. Installation of new aluminum fence of outside southern portion around the new concrete patio area would be Superior Aluminum Picket Fence Series 7000, 42" high and gate to match. The application also includes a rolling security door underneath the existing pergola as sited, Roll Out Model 944, which may require construction not to exceed a foot beyond the current delineated space. The wall of the back restaurant will be painted charcoal, gray, yellow and black, colors that are similar to those used on front of the restaurant. All treated wood will be painted an opaque stain and the canopy currently over the door shall be removed and Commission approves at least two uprights at the southern end of the patio to help support a string of lights which will be installed over the patio area.

Secretary of the Interior Standard:
#10- New work shall be removable.
#3- Do not imitate earlier styles.

Approval: Unanimous. Motion carries.

210 N Washington

Applicant is requesting approval for a roof replacement project. It is a flat-top roof and the applicant would like to remove the old one and install a layer of 1-5" ISO and I-Layer 2" ISO and install new duro-last 40 mill PVC roof. Installation of a new metal edge is also being requested.

Applicant: Kenneth W. Trent –contractor (present).

Discussion:

Stevenson: States the application is for a roof installation. Can the applicant discuss the proposed work?

Trent: States they will be doing three sections, installing new poly 1-5" ISO and 1 layer 2" poly ISO that will not be seen from the fascia. States it is a white vinyl roof made with Duro-last. The membrane is a 40 mil PVC roof.

Condon: Inquires if he is aware of any vinyl installations having issues with fire, because the installation requires heat application.

Trent: The heat torching will have be controlled by digital controls. States that they will be put down and the membrane will be screwed on the edges with a barb plate.

Condon: Inquires if they are doing heavy gauge metal coding?

Trent: States there is a snap lock that goes on.
*Demonstrates for Commissioners with sample that was brought in.

Condon: Inquires if the roof is white currently.

Trent: Confirms.

Rupert: Inquires about the installation of a gutter.

- Trent: States on the rear of the property there will be a new gutter installed that will be white.
- Condon: Inquires if the gutter is draining the whole roof and if the vinyl will be going into the gutter.
- Trent: Confirms. States that there is double protection for ice buildups.
- Schmiedeke: Inquires as to why the applicant wants white for the roof.
- Stevenson: Asks how the Commission feels about white?
- Trent: States that changing the color would make the existing material stand out.
- Motion:** Condon (second: Prebys) moves to approve the application to include the installation of a vinyl roof system and a case style gutter and downspout at the rear of the building, and aluminum coping in white, to match the existing adjacent material.
- Approval: Unanimous. Motion carries.
- Secretary of the Interior Standard:
#10- New work shall be removable.

40-44 E Cross

The applicant is proposing a façade alteration on the building. It is broken down into 4 phases: Phase 1 – Removing the brick veneer from the first floor on the front of the building and constructing columns as shown in the application. The plan is to change block openings to accommodate doors and new windows; the applicant would like to paint and install 8 exterior lights. Phase 2 – Install new windows on the second floor. Phase 3 – Add arch to the top of the building. Phase 4 – Patch and paint the second and third floors with 5 colors as seen in application.

- Applicant: Sally and Rex Richie – owners (present).
- Discussion:
- Sally: States that in the application they included their whole plan and that it would be in phases.
- Prebys: Inquires as to if they should approve just the first item and then talk about the rest of the study item.
- Sally: States that their timeline to complete the project is by the end of the summer.
- Stevenson: States that the Commission will try to work through and approve the whole application..
- Prebys: States that the Commission does not have any issues with the colors for the painting of the exterior.
- Stevenson: States that after painting they wanted to work on the first floor.

Rex: States that the engineering drawings are in progress and that he has masons lined up to begin working.

Sally: States that they were told they would not need engineer drawings to come before the HDC.

Prebys: States that the application states there would be goose neck lights and panels over plywood for the sign boards.

Rupert: States that the Commission does not recommend plywood and they would rather have an MDO.

Rex: States they wanted to match the original building as much as they could without installing iron columns.

Condon: Inquires as to what saw cut bricks are.

Rex: States that he thinks the bricks will be used like the brick face that is already there and the bricks will just be turned.

Condon: Inquires as to if there is structural steel behind the veneer.

Rex: Confirms. States that there is cinder block.

Condon: States that it appears the plan is to saw the bricks and turn them to make them look like a column.

Sally: Confirms.

Pettit: States that the application states that phase one would be the removal of the brick veneer.

Rex: States that their goal is to make the structure look like the rest of Depot Town.

Schmiedeke: Inquires about the door types; there are four doors in the plans and four doors there now.

Rex: States that they would be the same doors, except maybe the apartment door. Inquires as to how the Commission feels about varnish as opposed to paint for a door finishing.

Schmiedeke: States that varnish does not hold up.

Schmiedeke: Inquires about the windows they are proposing. Are they new windows?

Rex: Confirms.

Rupert: Inquires how the curved windows fit into the space.

Prebys: States there was an arch and it was filled in with wood and plastered over. Inquires where the mutton bars would be located.

Rex: States that true divided lights are expensive and he would rather go with muttons.

Prebys: States that he would want to see the muttons on the exterior.

Condon: States they would not just want interior muttons.

Rex: States that he understands the Commission's recommendation to have the muttons on the exterior.

Rupert: States that another option would be a wood window and have a metal clad on the exterior.

Stevenson: States that the Commission should talk about the arch as it is the only element they have not discussed.

Prebys: Inquires about the lettering and how it will be done.

Sally: States that it would be black and they thought it would be painted on original.

Stevenson: States that the application says there would be 3-dimensional lettering attached.

Rex: States they are not attached to the design of the lettering.

**Stevenson goes through the different elements of the project and the Commissioners state if they have any additional questions or comments:*

The arch:
No questions.

Second floor windows:

Condon: States windows need to be aluminum clad or wood with muttons on the outside at least, but could be on both sides.

Front façade:

Rupert: States no problem with goose neck lighting.

Condon: States that he is concerned with the saw cut columns.

Rex: States that the Commission is probably misunderstanding the wording as it was not done by the mason.

Sally: States that they put up awnings to try to hide the modern facade and they want it completed correctly.

Paint colors:

The Commission does not have any problems with paint colors.

Motion: Condon (second: Rupert) moves to approve the application for 40-44 E Cross St to include the removal of the existing brick veneer on the first floor and rebuilding of the brick columns at the bearing points and the

installation of new windows, new bulk heads, and new sign boards to the first floor as described in the print. The installation of new goose neck light fixtures above the first floor. The installation the new third floor cornice as shown in the blue print and the replacement of the existing windows with wood or aluminum clad wood with mutton patterns as shown in the print. The repainting of the entire exterior of the building with the colors as presented with the exclusion of any existing brick that is not currently painted. The reconstruction of the arched brick façade and sign terrapin and cornice and lettering to be either painted on or a 3-dimensional lettering based on historical photos(citing the drawing that was submitted with the application that was revised 3-30-15).

Secretary of the Interior Standard:

#5- New work shall be removable.

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

#7- Clean building gently—no sandblasting.

Approval: Unanimous. Motion carries.

STUDY ITEMS

303 N Huron

The Towner House Foundation is looking to do fundraising for the Towner House and would like to speak to the Commission about how they feel about a brick installation that contained names of donors.

Applicant: Towner House Foundation - John Harrington & Patty Harrington (present).

Discussion:

Stevenson: States that the application says that the Towner House Foundation would like to install fundraising bricks. Inquires about the location of the brick installation.

John: States that when they first turned in their application they only wanted to discuss the fundraising bricks. However, he states that there are two additional items he would like to discuss with the Commission which included gutters and a sign. States that the first thing they see in front of them is the existing path to the home and the second one is the photoshopped version that includes the addition of new bricks.(referring to handout)

Commission: States that they do not foresee a problem with the bricks.

Lindsay: States she prefers the cooler colors.

John: States that the Foundation met with Eastern Michigan University's Historic Preservation Program and they recommended the installation of gutters on the Towner House. States that the only places they could be put on would be on the North and South side to prevent water from going straight down into the foundation. The model they looked at is a steel gutter with an aluminum coating.

- Stevenson: Recommends that the gutters be painted to match the trim color.
- Prebys: Recommends putting the gutters up and then painting them once the property owner has decided on a paint color.
- Pettit: Inquires about the fasteners of the gutters.
- John: States that there are ones that are invisible attachments that go on underneath the shingles.
- Condon: Discusses different bracket options for them. Suggests the Classic Gutter Company located in Ann Arbor.
- John: States that the sign for the Towner House has been removed from the posts. The example shared with the Commission would be four foot by four foot in size. States that the sign is a smooth finish and then it will just screw into the post. The small picture in front of the Commissioners is what the front of the house looks like with the sign gone and then the two posts are still there. States they tried to use the old sign board, but it is too degraded.
- Rupert: Inquires about the new material.
- Patty: States that the new material is aluminum and is highly durable.
- Prebys: States that because of the size of the sign, he recommends increasing the size of certain information and decreasing the size of other text so that drivers could see some of the text and then walkers could see the details and other information.

10 N Washington

Application submitted includes work on the façade to remove the existing wood frame soffit and underlying wood gable marquee to expose the brick façade. The approval of the installation of a new half-round window in existing opening above the front door is also requested. Application includes installation of four side windows in existing openings, removing shutters, installation of four new wall sconces, and painting of the exterior.

Applicant: Todd Ballou – Architect (present) and owner (present).

Discussion:

Ballou: States that this is the second time they have come in to see the Commission. The first time was to remove the wood frame soffit. States pictures on the last page of the application packet shows that they found another wooden marquee that hides most of the brick and it is in the shape of a gable. States that this is fortunate, because they can see a radial brick arch hiding. States that it is all covered, but there is no brick so that was probably a round window, but that is far as they can go without removing more. Proposing putting a new window in. States they used to have some marquees that they could eliminate, because the brick goes all the way down.

- Rupert: States that historically speaking that the spoke wagon wheel window is appropriate for that opening.
- Prebys: States that he does not find anything ahistorical or wrong about the whole proposed project.

*The Commission sees no foreseeable problems with the plan.

- Ballou: States that they want to install the windows that were once there.
- Condon: States they might want to get tempered glass since the windows are located in an alley as it is more difficult to break.
- Rupert: States they might want to get aluminum clad windows.
- Rupert: States that the shutter and door panels will be removed.
- Stevenson: Suggests that as they are working on the project they could take images and give them to the Ypsilanti Archives for future record.

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. Sent out a letter on 2/24/15 inquiring about the work that needs to be done due to the fire and that it will require HDC approval. No response as of 3/24/15; HDC advised staff to send another letter. Staff sent letter on 3/31/15. No response as of 4/14/15. Staff received a call from the owner on 4/28/15 and he said that he is planning on repairing the home and that it is historic and any exterior alterations will be brought before the HDC. He is looking to get new windows and doors and wants to put together a proposal and come before the HDC at an upcoming meeting.

525 N Huron: 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. Second notice sent as of February 24th seeking info on work completion and where they are at with their CO. The HDC noticed interior work occurring on the premises. Staff informed the HDC that the owner called on 3/24/15 and informed the HDC that he bought door replacements and two of the existing vinyl windows that needed to be replaced were. Staff will contact and try to get more details as well as take photos.

214 W Forest: Second notice sent 12/11/14. No update.

314 E Cross: No update.

35 S Huron: No update.

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 sent second notice on 1/15/15, no response as of 3/10/15.

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. Staff sent letter on 1/15/15, no response as of 3/10/15.

33 E Cross: Staff sent out a letter on 2/24/15 to the owner inquiring about work that needs to be done to maintain the bricks on the West side of the building.

15 S Washington: The HDC noticed work being done on this property without approval; specifically this is referring to the removal of the roof. Staff sent out letter on 3/12/15 requesting more info. Staff took photos on 3/25/15. Staff is sending second notice per the Commission's request on 4/28/15 and will be consulting with the Planning and Building Department regarding permits.

202 N River: The HDC requests that a letter be sent to the owner advising that any exterior work requires an HDC work permit application as there was a new stair entrance leading to the back of the property without approval as of 3/24/15. Staff will send a letter and take photos. Staff sent a letter on 3/31/15. Took photos on 4/14/15 and shared with the Commission.

29 S Huron: The HDC approved a fence removal and reinstallation, but the fence has not been installed. Staff will send a letter as advised by the HDC on 3/24/15.

219 N Huron: Unapproved set of wood stairs and railings on the front of the home. Staff took photos on 4/14/15 and shared with the HDC. Staff will send a letter as advised by the HDC on 4/14/15. Staff received a response from the owner on 4/28/15 and he claims that the steps installed were an emergency fix to a set of concrete steps that had been there that contained a hole. He stated he was going to stop work until he obtains his HDC permit and is going to put together an application for submittal.

409 Maple: Work was approved on 7/24/14 and HDC is concerned it has not been completed as of 4/28/15. Staff will take photos and look over approval letter to see what still needs to be completed and will notify the HDC and send out a letter accordingly.

333 E Cross: Staff was notified on 4/23/15 that there were some "additions" at the rear of the house. This included: a possible new deck, storage shed, a tree house, and some type of installation that looks like a furnace. Staff notified the building department and they sent a letter. Staff will take photos and write a letter

requesting information on the additions and notify the owner that any exterior modifications need HDC approval and a work permit.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS –none

HOUSEKEEPING BUSINESS

Approval of the minutes of April 14, 2015

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

Approval: Unanimous. Motion carries.

ADJOURNMENT

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

Approval: Unanimous. Motion carries.

MEETING ADJOURNED AT 8:40 pm