

1. Historic District Commission Agenda 1-23-18

Documents:

[HDC JAN 23, 2018 AGENDA.PDF](#)

2. Historic District Commission Meeting Packet 1-23-18

Documents:

[HDC MEETING PACKET 1-23-18.PDF](#)

CITY OF YPSILANTI
Agenda
Historic District Commission
Tuesday, January 23, 2018 - 7:00 p.m.
Ypsilanti Freighthouse, 100 Market Place
Ypsilanti, MI 48198

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
Mike Davis, Jr.	P	A
Erika Lindsay	P	A
Alex Pettit	P	A
Ron Rupert	P	A
Jane Schmiedeke	P	A

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS ON AGENDA ITEMS

IV. PUBLIC HEARING—none

V. BUSINESS SESSION

A. OLD BUSINESS

1. 206-210 N Washington **Window replacement**

B. NEW BUSINESS

2. 211 Maple	Fence installation
3. 204 Maple	AC condenser installation
4. 15 W Michigan	Door replacement

C. STUDY ITEMS—none

D. ADMINISTRATIVE APPROVALS—none

E. OTHER BUSINESS

5. 2017 HDC annual report
6. Property monitoring

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

7. Approval of the minutes of January 9, 2018

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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B. NEW BUSINESS

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3. 204 Maple **AC condenser installation**
4. 15 W Michigan **Door replacement**

C. STUDY ITEMS—none

D. ADMINISTRATIVE APPROVALS—none

E. OTHER BUSINESS

5. 2017 HDC annual report
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5. Preserve distinctive features.

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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.



HDC Work Permit Staff Review

Property address: 206-210 N Washington

Date of Application: December 4, 2017

Date of Review: January 18, 2018

Date of Meeting: January 23, 2018

Proposed work: window replacement

Materials: Anderson windows, unknown material and configuration

Staff review:

1. This application was previously discussed as a study item and was tabled at the December 12, 2017 and January 9, 2018 meetings due to the applicant not being present for the meeting.
2. The applicant is aware that vinyl windows would be inappropriate for this structure.
3. Staff advised the applicant to provide the window spec sheets and further documentation via email.
4. The HDC will need to deny the application by the January 23, 2018 meeting on procedural grounds, unless the applicant submits for an extension in writing, which has not been received at this time.
5. Applicant has also indicated that he is open to the color choice for the windows.
6. A building department permit will be required for this work and should be obtained by the applicant prior to the commencement of work.

~~Relevant Secretary of the Interior's Standards:~~
~~#9, #10~~

Staff Recommended Motion:

Move to deny the application dated December 4, 2017 for 206-210 N Washington with the finding that the application is incomplete and lacks the necessary information for consideration.

1. Use property for original purpose or provide compatible use with minimal alteration.
2. Do not destroy original character. Do not remove or alter historic material or features.
3. Do not imitate earlier styles.
4. Preserve significant changes acquired over time.
5. Preserve distinctive features.
6. Repair, don't replace. Replacements shall match original.
7. Clean building gently—no sandblasting.
8. Preserve archaeological resources.
9. Contemporary designs shall be compatible and shall not destroy significant original material.
10. New work shall be removable.



**City of Ypsilanti
Historic District Commission
Work Permit Application**

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

PHDC-17-0156
Rec# 23109

OFFICE USE ONLY

Date Filed:

Meeting Date:

Action Item/Study Item

3

To complete this application:

1. Complete this form.
2. Attach the following documents:
 - a. Photo(s) showing all locations where work is proposed (can be emailed).
 - b. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components—this includes information from catalogues, professional quotes, or websites (can be emailed).
 - c. Dimensioned drawings of any new construction or modifications to existing structures, including awnings and signs.
 - d. A sketch plan, if proposal is for work on the grounds and not just the main structure (e.g., installing a new driveway, fence, or shed). This can be drawn on a scaled copy of a mortgage survey.
3. Applications and materials must be received by the Building Department **no later** than 4pm on the Tuesday one week prior to the meeting.

INCOMPLETE APPLICATIONS WILL BE REJECTED

Property

Address

210 N. Washington

Applicant

**If applicant is not owner of property, a written statement from the owner authorizing this application must be included.*

Name

Greg Davel Balmoral Holdings LLC

Address

P.O. Box 20242

City

Cheyenne

State

WY

Zip

82003

Phone / Fax

406-581-7730

E-Mail

BalmoralHoldingsLLC@gmail.com
gregdavel@gmail.com

Contractor

Contractor Name & Contact Info

Angle Builders

Type of work

- ☐ Roofing
☒ Window/Door Replacement

- ☐ Porches
☐ Sign
☐ Fence (or other sitework)

☐ Other

Complete Description of Proposed Work:

Install windows to replace old and damaged windows at 206 & 210 N. Washington.

Materials (for paint include color chips or samples with application):

210 N. Washington

Permit Application Fee (action items only)

The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional \$3,000 of construction cost. An additional fee of \$50 applies to HDC work started without the applicable permit.

Construction Cost:

\$50,000

Permit fee:

\$35 + 80 = \$115

Signature

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

I further affirm that 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.

Signature:

[Redacted Signature]

Date:

12/4/2017

Print Name:

GREG DAVEL

If you have questions about what the HDC generally permits or does not permit, or what they need to see in an application to render a decision, please call the office at 734-483-9646, email us at ckochanek@cityofypsilanti.com, or view our factsheets at cityofypsilanti.com/hd.

All other necessary Building Permits must be acquired before beginning work.



HDC Work Permit Staff Review

Property address: 211 Maple

Date of Application: January 9, 2018

Date of Review: January 18, 2018

Date of Meeting: January 23, 2018

Proposed work: fence installation

Materials: 3.5' x 8' pressure treated pine French Gothic fence panels, 4" pressure treated pine posts (fence posts), 6" pressure treated pine posts (gate posts) and white paint

Staff review:

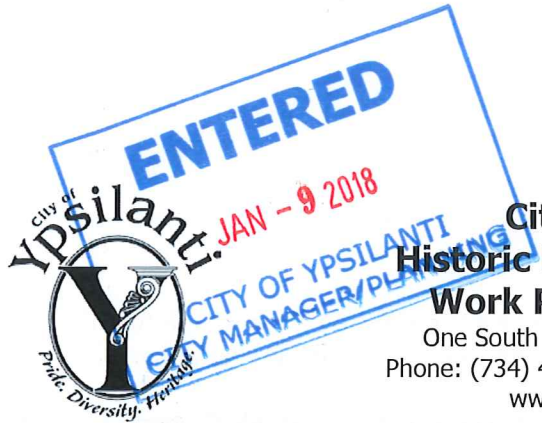
1. This application was previously discussed as a study item at the October 24, 2017 HDC meeting. At that time the applicant was planning a temporary wire fence for the rear portion of the fence.
2. The applicant appears to be proposing to install the wood fence on both the front and rear at this time.
3. The applicant plans to install the fence as depicted in the diagram and paint it white.
4. The applicant plans to create a gate from one of the fence panels.
5. A building department fence permit will be required for this work and should be obtained by the applicant prior to the commencement of work.

Relevant Secretary of the Interior's Standards:
#9, #10

Staff Recommended Motion:

Move to approve the application for 211 Maple for the installation of the fence as depicted in the application dated January 9, 2018. The fence will consist of 5' x 8' pressure treated pine French Gothic fence panels with 4" pressure treated pine fence posts. One fence panel will be made into a gate with 6" pressure treated pine posts. The fence and posts will be painted white.

1. Use property for original purpose or provide compatible use with minimal alteration.
2. Do not destroy original character. Do not remove or alter historic material or features.
3. Do not imitate earlier styles.
4. Preserve significant changes acquired over time.
5. Preserve distinctive features.
6. Repair, don't replace. Replacements shall match original.
7. Clean building gently—no sandblasting.
8. Preserve archaeological resources.
- 9. Contemporary designs shall be compatible and shall not destroy significant original material.**
- 10. New work shall be removable.**



**City of Ypsilanti
Historic District Commission
Work Permit Application**

One South Huron • Ypsilanti, MI 48197
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www.cityofypsilanti.com

phde - 18-0003

OFFICE USE ONLY	
Date Filed:	1/9
Meeting Date:	1/23
Action Item/Study Item	

To complete this application:

1. Complete this form.
2. Attach the following documents:
 - a. Photo(s) showing all locations where work is proposed (can be emailed).
 - b. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components—this includes information from catalogues, professional quotes, or websites (can be emailed).
 - c. Dimensioned drawings of any new construction or modifications to existing structures, including awnings and signs.
 - d. A sketch plan, if proposal is for work on the grounds and not just the main structure (e.g., installing a new driveway, fence, or shed). This can be drawn on a scaled copy of a mortgage survey.
3. Applications and materials must be received by the Building Department **no later** than 4pm on the Tuesday one week prior to the meeting.

INCOMPLETE APPLICATIONS WILL BE REJECTED

Property

Address

211 Maple Street

Applicant

**If applicant is not owner of property, a written statement from the owner authorizing this application must be included.*

Name

Jennifer Boehme

Address

211 Maple Street Apt. 1

City

Ypsilanti

State

MI

Zip

48198

Phone / Fax

4106889963

E-Mail

jennifer.boehme@gmail.com

Contractor

Contractor Name & Contact Info

work to be done by owner

Type of work

☐ Roofing

☐ Window/Door

Replacement

☐ Porches

☐ Sign

☒ Fence (or other sitework)

☐ Other

Complete Description of Proposed Work:

Fence portion of side yard with:

Front and Rear Fence: French gothic style picket fence. 1/2" x 2.5" x 42" pickets on 5" centers, 8 foot fence sections with one 42" gate. On four inch posts. All to be painted white. Gate made from 1 fence panel.

For location of side yard and fence relative to property, see image in document "211 Maple Property Lines with gate.pdf" Fence location is shown with yellow lines relative to the property boundaries.

Materials (for paint include color chips or samples with application):

Fence: Fence posts: 4" x 4" pressure treated pine; Gate posts (2): 6" x 6" pressure treated pine; Pickets: 1/2" x 2.5" pressure treated pine; Rails: 2" x 4" pressure treated pine

Permit Application Fee (action items only)

The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional \$3,000 of construction cost.
An additional fee of \$50 applies to HDC work started without the applicable permit.

Construction Cost:

\$397 (Fence)

Permit fee:

\$35 + _____ = \$35

Signature

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

I further affirm that 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.

Signature:



Date:

Jan. 9, 2018

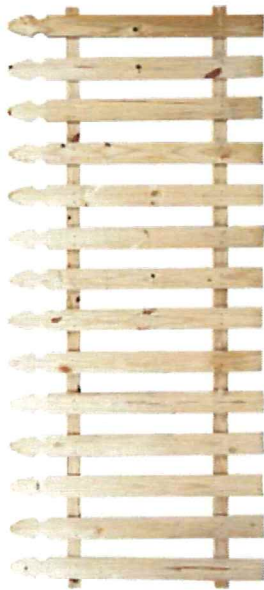
Print Name:

Jennifer Boehme

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All other necessary Building Permits must be acquired before beginning work.

Model # 0360850 Internet #100065442 Store SKU #556238

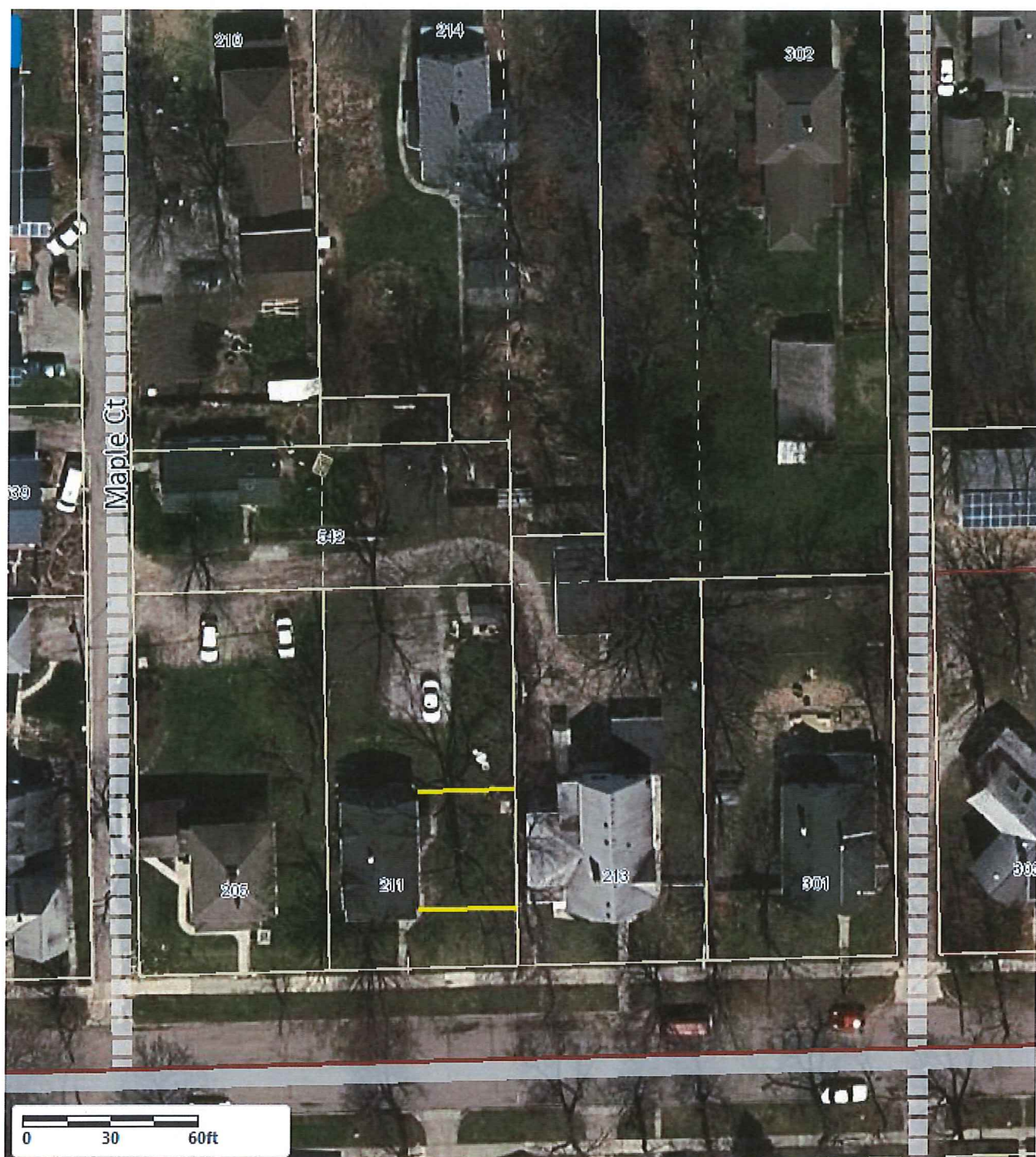


3.5 ft. H x 8 ft. W Pressure-Treated Pine French Gothic Fence Panel

★★★★★ (32) [Write a Review](#) [Questions & Answers \(52\)](#)

- YellaWood finish protects it from rot, fungal decay or termites
- Panels are pre-assembled and easy to install
- Panel can be used to create a gate

\$1735 /each (limit 5 per order)





01/11/2018 10:15

211 Maple



HDC Work Permit Staff Review

Property address: 204 Maple

Date of Application: January 16, 2018

Date of Review: January 18, 2018

Date of Meeting: January 23, 2018

Proposed work: air conditioning installation

Materials: ac condenser unit

Staff review:

1. This work has already been completed. Staff spoke with a representative for the contractor on the day of the installation who was unaware that a HDC permit was needed for the ac unit.
2. The contractor was out to install a new heater unit and the owner decided to have the ac unit installed at the same time.
3. Staff advised that they were unable to approve the installation of the ac unit and that it would need approval by the commission.
4. Staff advised that that the installation of the ac unit would be preferred at the rear of the property, however the existing deck/patio at the back makes installation there challenging.
5. The ac unit was installed at the side, near the back half of the house.
6. A building department permit will be required for this work and should be obtained by the applicant.

Relevant Secretary of the Interior's Standards:
#9, #10

Staff Recommended Motion:

Move to approve the application for work already completed at 204 Maple for the installation of the air conditioning condenser unit on the west side, near the rear of the house.

1. Use property for original purpose or provide compatible use with minimal alteration.

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

3. Do not imitate earlier styles.

4. Preserve significant changes acquired over time.

5. Preserve distinctive features.

6. Repair, don't replace. Replacements shall match original.

7. Clean building gently—no sandblasting.

8. Preserve archaeological resources.

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

10. New work shall be removable.

R.23241
PHDC-18-0004



City of Ypsilanti
Historic District Commission
Work Permit Application

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www.cityofypsilanti.com

OFFICE USE ONLY

Date Filed:

Meeting Date:

Action Item/Study Item

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INCOMPLETE APPLICATIONS WILL BE REJECTED

Property

Address

204 MAPLE YPSILANTI, MI 48197

Applicant

**If applicant is not owner of property, a written statement from the owner authorizing this application must be included.*

Name

MATTHEW BOEUNG

Address

204 MAPLE

City

YPSILANTI

State

MI

Zip

48197

Phone / Fax

(810) 599-0869

E-Mail

Contractor

Contractor Name & Contact Info

ADVANCED HEATING AND COOLING (313) 543-3373

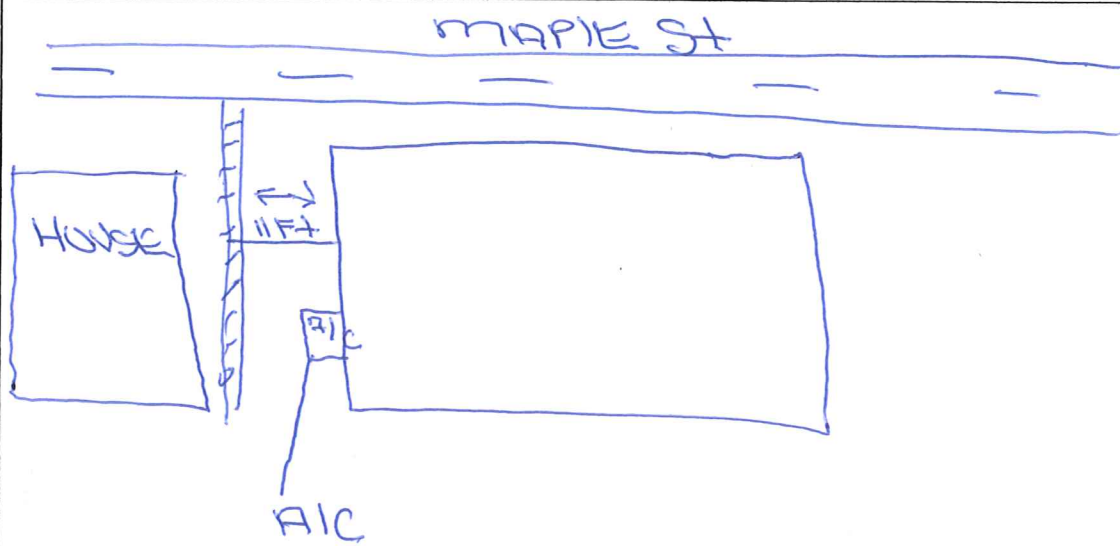
Type of work

- ☐ Roofing
☐ Window/Door
Replacement

- ☐ Porches
☐ Sign
☐ Fence (or other sitework)

☒ Other

Complete Description of Proposed Work:



Materials (for paint include color chips or samples with application):

Permit Application Fee (action items only)

The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional \$3,000 of construction cost.
An additional fee of \$50 applies to HDC work started without the applicable permit.

Construction Cost:

Permit fee:

\$35 + _____ =

Signature

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I further affirm that 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.

Signature:

Date:

Print Name:

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All other necessary Building Permits must be acquired before beginning work.









HDC Work Permit Staff Review

Property address: 15 W Michigan

Date of Application: January 17, 2018

Date of Review: January 18, 2018

Date of Meeting: January 23, 2018

Proposed work: door installation

Materials: wood door with glass and a hollow metal door

Staff review:

1. The applicant plans to replace both the front door and the back door on the building.
2. The new doors are to be painted in the same color and be made of the same materials as they are currently.
3. The applicant plans to have doors that are similar, if not identical, to what exists on the building at this time. The contractor had not finalized the plans for the doors at the time of application.
4. The applicant states that the doors are being replaced for energy efficiency.
5. Staff visited the site and verified that the rear door is coming apart at the bottom.
6. A building department permit may be required for this work and should be obtained by the applicant prior to the beginning of work.

Relevant Secretary of the Interior's Standards:
#9, #10

Staff Recommended Motion:

Move to approve the application for work at 15 W Michigan for the installation of new doors. The rear door is to be a hollow metal door and the front door is to be a wood door with glass similar to the existing doors. Both doors will be painted red to match the existing color scheme.

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3. Do not imitate earlier styles.

4. Preserve significant changes acquired over time.

5. Preserve distinctive features.

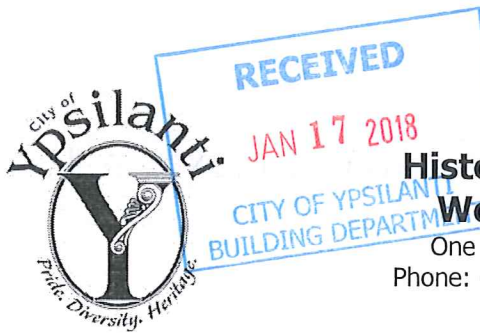
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8. Preserve archaeological resources.

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

10. New work shall be removable.



City of Ypsilanti
Historic District Commission
Work Permit Application

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

R. 23247
PHDC-18-0005

OFFICE USE ONLY

Date Filed:

Meeting Date: 1/23

Action Item/Study Item

To complete this application:

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INCOMPLETE APPLICATIONS WILL BE REJECTED

Property

Address

15 W. Michigan Ave., Ypsi, 48197

Applicant

*If applicant is not owner of property, a written statement from the owner authorizing this application must be included.

Name

Frank Ferguson

Address

1917 Valley Dr.

City

Ypsilanti

State

MI

Zip

48197

Phone / Fax

734.604.7844

E-Mail

info@mc-lous.com

Contractor

Contractor Name & Contact Info

Type of work

☒ Roofing

☒ Window/Door
Replacement

☐ Porches

☐ Sign

☐ Fence (or other sitework)

☐ Other

Complete Description of Proposed Work:

Replacement and weathering of front and back doors for energy efficiency

Materials (for paint include color chips or samples with application):

Permit Application Fee (action items only)

The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional \$3,000 of construction cost.
An additional fee of \$50 applies to HDC work started without the applicable permit.

Construction Cost:

\$1,000 est.

Permit fee:

\$35 + _____ =

Signature

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I further affirm that 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.

Signature

Date:

1-16-18

Print Name

Frank Fjoren

If you have questions about what the HDC generally permits or does not permit, or what they need to see in an application to render a decision, please call the office at 734-483-9646, email us at hintern@cityofypsilanti.com, or view our factsheets at cityofypsilanti.com/hdc.

All other necessary Building Permits must be acquired before beginning work.

Cynthia Kochanek

From: David Murabito <davebito@gmail.com>
Sent: Thursday, January 18, 2018 9:50 AM
To: Cynthia Kochanek
Cc: info@ma-lous.com
Subject: Re: HDC door application

Hi Cynthia,

Our contractor is heading to the site today to review the scope. We intend to maintain the same materials. Wood door with window at front. Hollow metal door at rear. They will look very similar if not identical and will be painted the same colors. We will have more information from the contractor once he assesses existing conditions and we'll provide any further details ahead of the HDC meeting if possible.

Thanks.

- David & Frank, Ma Lou's

On Thu, Jan 18, 2018 at 8:03 AM, Cynthia Kochanek <CKochanek@cityofypsilanti.com> wrote:

Hello,

I know that Jenny in the building department said that you will be bringing photos of the proposed doors to the HDC meeting, but I was hoping to get a bit more info for my review. What materials are the new doors made of? Will they look the same or are you going with a new design? Same color?

Thanks,

Cynthia Kochanek

Preservation Planner

Community Development Division, City of Ypsilanti

[734-483-9646](tel:734-483-9646)

ckochanek@cityofypsilanti.com



15 W Michigan



**2017 Annual Report
Historic District Commission
Ypsilanti, Michigan**

INTRODUCTION

The Historic District Commission of the City of Ypsilanti is governed by the Michigan Local Historic Districts Act, State of Michigan Public Act 169 of 1970, and by Chapter 54 of the City of Ypsilanti Code of Ordinances.

MEMBERSHIP

Anne Stevenson, Chair
Hank Prebys, Vice-Chair
Mike Davis
Erika Lindsay

Alex Pettit
Ronald Rupert
Jane Schmiedeke

COMMISSION AND STAFF

Throughout 2017, the Historic District Commission (HDC) continued meeting on the second and fourth Tuesday of each month at 7:00 p.m. The location of the meetings were subject to change from the City Council Chambers, as necessary.

The HDC was staffed by intern Yasmin Ruiz, through March and by Associate/Preservation Planner Cynthia Kochanek beginning in April. In July, the Preservation Planner position was created, which provides a more stable and consistent staffing for the HDC. This freed the intern role to be more of a learning position that would not require the intern to attend HDC meetings on Tuesdays which conflict with a required course in the HP program. In the HDC Assistant/Preservation Planner role, staff worked 15-20 hours per week performing various administrative tasks to enable the Historic District 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; webpage maintenance; and preparing reports, as needed.

The Commission continued to provide prompt review of applications. Applications are collected from the Building Department and reviewed by staff for completeness. Incomplete applications are addressed through email or phone correspondence with the applicant, requesting additional information be provided prior to the meeting. If that information is not provided, the application is returned to the applicant. Staff reviews are written for each application and are designed to address issues and to fill in gaps in the applications. These staff reviews are included in the meeting packets. Meeting packets are then posted on the City of Ypsilanti's website and emailed to the Commission by the Friday prior to each meeting.

The HDC Assistant/Preservation Planner attends each HDC meeting in order to take minutes. After the meeting, the HDC Assistant writes decision letters and drafts the official minutes. The draft is then forwarded to the HDC Chair for review. Starting at the second meeting in October, a recording secretary, Seth Regan, started attending the HDC meetings in order to take minutes thus freeing staff to fulfill a more advisory role.

The turnaround time for the application process, from submittal to the mailing of decision letters, generally takes about two weeks; however, the approvals are provided to the building department the day after the meeting to expedite the work.

Potential applicants are encouraged to bring projects to the Commission as study items before the 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.

INITIATIVES

HDC Application Revisions

A new application format and application checklist was implemented in early 2016, that application was tweaked throughout 2017 as issues were identified.

Fact Sheets

A new lighting fact sheet was adopted by the HDC in September and modifications were made to the Masonry and Mortar fact sheet.

New Owner Outreach

"New Owner" mailings occurred quarterly in March, June, September, and December.

Facebook updates

Staff began utilizing the commission's Facebook page to do weekly "Throwback Thursday" posts utilizing old photos from City files and surveys as well as photos from the archives at the Ypsilanti Historical Society. Staff has also been utilizing the page more regularly for meeting updates and other interesting preservation related topics.

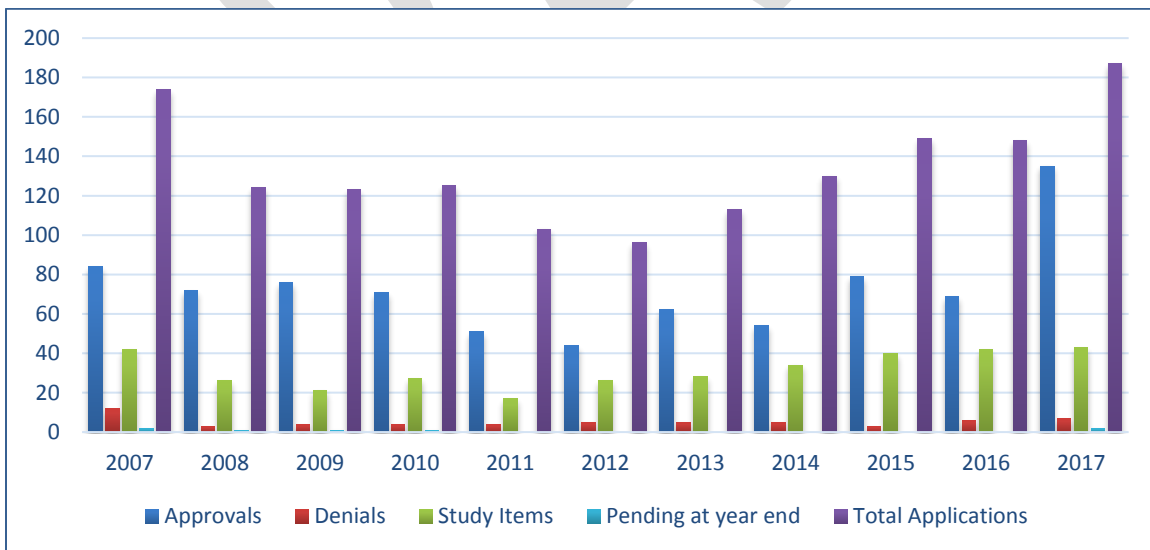
APPLICATIONS

The number of applications received in 2017 was the highest amount received in the last ten years. The number of study items is similar to the amount for the previous 2 years and seems to be averaging out around 40 per year. Administrative approvals are at the highest level they've been in the last decade, the figure for this past year is triple that of the previous year. This can be attributed to not only the amount of applications taken in for the year but also to the staff's knowledge and comfort level with administrative approvals. 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 depicted in the table below.

Historic District Commission Actions, 2012-2017

	2012	2013	2014	2015	2016	2017
Approved as submitted	44	62	54	79	69	73
Approved with modifications	10	6	25	15	14	22
Approved administratively	9	9	9	11	13	36
Amended approvals	2	2	3	1	4	4
Denied: lack of information	2	0	0	3	1	1
Denied: inappropriate	3	5	5	0	5	6
Pending at year end	0	0	0	0	0	2
Total Action Items	70	84	96	109	106	144
Study Items	26	28	34	40	42	43

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 2007 through 2017.



MAJOR PROJECTS

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

- **Ypsilanti Freighthouse**

The Ypsilanti Freighthouse was issued a temporary Certificate of Occupancy in January and a permanent Certificate of Occupancy in October and was able to open to the public and host public meetings and events after more than a decade of being closed to the public.

- **203 S Huron**

The Gilbert Residence was approved for renovation of the main entry, window and gutter replacement and a modification of the roofline. Work has commenced and is expected to be completed in the first half of 2018.

- **39 E Cross**

A storefront renovation was approved for this location with new signage as part of a larger renovation project that included interior work on the restaurant. Exterior work appears to have been completed at this time.

- **15 S Washington**

The old Smith Furniture Building was approved for work in July. The plans for work included window additions, storefront window replacement, door replacement and the addition of a knee wall on the S. Washington frontage. Work commenced at the end of 2017.

- **400 N River**

Building restoration work was approved for the Thompson Block in February of 2017. Work on stabilizing the building has commenced and visible changes to the structure should start in the coming year.

Demolitions

In June of 2017, the HDC approved the demolition of an accessory structure (a garage) at 333 Oak St. The HDC agreed that the garage was of minimal historical significance and the current owners were looking to modify the structure and add a garage in order to make the building more accessible. At that same meeting, the house addition and new garage were approved.

Appeals

No appeals were filed with the State Historic Preservation Review Board in 2017.

Looking Forward

2018 should be an exciting and eventful year for the historic district and the commission. Visible changes should start to take place at the Thompson Block and work on 15 S Washington should be completed in the coming year.

Staff will process updates and revisions to the current HDC Fact Sheets, the HDC Work Permit Application and any other commission forms and webpages, as needed. Staff will continue the Facebook updates for community outreach and will look to streamline and perfect the commissions' processes.

SUMMARY

Although of varied scope and scale, the projects completed throughout 2017 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 Historic District to beautify the district and preserve the heritage of Ypsilanti's built environment.

This report adopted at the January 23, 2018 regular meeting of the Historic District Commission and respectfully submitted to the Ypsilanti City Council.

Anne Stevenson, Chair
Historic District Commission

Date

Cynthia Kochanek, Preservation Planner
Community & Economic Development Department

Date

CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION
ACTION MINUTES of JANUARY 9, 2018

CALL TO ORDER AND ROLL CALL

Anne Stevenson Chair, 7:01 PM

Meeting Location: Ypsilanti Freighthouse, 100 Market Place, Ypsilanti, MI

Commissioners Present: Anne Stevenson, Ron Rupert, Jane Schmiedeke, Mike Davis Jr., Alex Pettit, Hank Prebys, Erika Lindsay

Commissioners Absent: None

Staff Present: Cynthia Kochanek, Preservation Planner
 Seth Torkelson-Regan, Commission Secretary

APPROVAL OF AGENDA

Motion: Prebys (second: Schmiedeke) moves to approve the agenda as submitted.

Approval: Unanimous. Motion carries.

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS

206-210 N Washington

**Application was moved to the end of the meeting due to no applicant present.*

169 N Washington

**Application is for window and gutter replacement*

Applicant: Charles Donaldson, contractor-Present

Discussion: Stevenson: Asked where the two windows that were not addressed in the email are going to be installed.

Donaldson: Responded that two of the windows are doubles, which makes up for the two missing ones.

Stevenson: Asked if they are Pella aluminum clad wood windows are to be painted white.

Donaldson: Responded yes.

Stevenson: Asked if the gutters are k-style aluminum gutters to be painted white.

Donaldson: Responded yes. Clarified that the three windows on the front and side elevation will have divided-lights in them, and three windows will not.

Rupert: Asked about the north side of the house.

Donaldson: Responded no windows will be replaced on the north side.

Motion: Rupert (second: Davis) moves to approve the work at 169 N Washington for the installation of k-style aluminum gutters and downspouts, to be white in color, as indicated in the application submitted on December 6, 2017. Work to also include the installation of eight Pella aluminum-clad double hung wood windows in white. Windows to match lite patterns that previously existed.

Secretary of the Interior Standards:

#5- Preserve distinct features

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

#10- New work shall be removable.

Approval: Unanimous approval. Motion carries.

401 E Forest

**Application was moved to the end of the meeting due to no applicant present.*

NEW BUSINESS

319 S Washington

**Application was moved to the end of the meeting due to no applicant present.*

14 S Huron

**Application is for sign installation*

Applicant: Andy Smith, contractor-Present

Discussion: Stevenson: Asked what work had taken place already.

Smith: Responded that the monument sign and the sign on the door has been installed, but the window signs have not yet been installed.

Motion: Prebys (second: Schmiedeke) moved to approve the work at 14 S Huron for signage installation as depicted in the application dated January 3, 2018. The existing monument sign has been refaced with Lexan panels measuring 71.75" x 17.75" for the top panel and 60" x 15" for the bottom panel. Vinyl logos will be placed on the door and windows as depicted in the application. All signage is subject to zoning ordinance requirements.

Secretary of the Interior Standards:

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

#10- New work shall be removable.

Approval: Unanimous approval. Motion carries.

APPROVAL OF AGENDA

Motion: Prebys (second: Pettit) moved to add 112 W Michigan to the agenda as a study item.

Approval: Unanimous approval. Motion carries.

STUDY ITEM

112 W Michigan

Applicant: Anthony Nitsos

Discussion: Nitsos: States that he is planning work for the back of the building. He states that the door at the back is a shared entrance for the residence on the upper level and the retail space. In addition, there is a display window box that is leaking. It is very inefficient. He would like to remove the box window and add a second entrance at the back so that the retail space can have one door and a private entrance for the upstairs.

Prebys: Asked what his plans would be for the entrance to the shop.

Nitsos: Responded that the entrance to the shop would be a door alongside the other entrance.

Prebys: Asked how he envisions the doorway to look.

Nitsos: Responded similar to the other one or whatever the HDC recommends.

Rupert: Asked if the current door is a steel slab

Nitsos: Responded yes, it is.

Davis: Recommended a glass commercial door.

Nitsos: Added he would like something energy efficient and secure.

Rupert: Asked about the space occupied by the box.

Nitsos: Responded he would replace it with a similar plaster as the wall, maybe including a light fixture over the door.

Davis: Asked how far is there from the gray wall to the retail space.

Nitsos: Responded that it is a fire exit from the back of the retail space.

Davis: Asked what he would see if he looked in through the window.

Nitsos: Responded he would see the furnace and next to it a sink, and the entrance winds to the front.

Davis: Asked if there would be a space to build the retail there.

Nitsos: Responded no. He could make it an access to the retail space. He would like the area to be an entrance for the retail space.

Davis: Suggested a storefront steel & glass entry door would work best.

Prebys: Asked if anyone sees a problem with removing the display window.

Nitsos: Asked what the HDC recommends for lighting.

Davis: Responded that they are trying to eliminate light pollution.

[Staff provided a HDC lighting fact sheet to the applicant]

Nitsos: Stated he may be able to get lights to match the ones there now.

OLD BUSINESS

206-210 N Washington

**Application is for window replacement*

Applicant: Greg Davel, owner-Not present

Motion: Pettit (second: Prebys) moved to table 206-210 N Washington for further information from the applicant about the windows.

Approval: Unanimous. Motion carries.

401 E Forest

**Application is for an amendment to a previous porch repair application*

Applicant: Curtis Mullins, owner-Not present

Discussion: Stevenson: Stated that the HDC authorized an admin approval but with the provision that the existing beadboard on the porch ceiling remain. Now, however, all the beadboard is gone.

Kochanek: Stated the applicant is difficult to get ahold of. That this is an amendment to the original application.

Stevenson: Applicant is asking for the HDC to approve plywood beadboard panels.

Lindsay: Asked if the applicant was originally going to lay the new work over the old work.

Stevenson: Responded that for some reason it appears that the applicant decided to tear everything down.

Davis: Stated that he doesn't think this application should be held up because otherwise the work will not be done.

Pettit: Stated he thinks this is a time for a “notice to proceed” rather than an “approval of work.”

Kochanek: Advised of the reasons listed in the ordinance for when a notice to proceed can be used. Stated that reason #1, “the resource constitutes a hazard to the safety of the public or the occupants” may be the most applicable.

Stevenson: Agreed, and that should be specified in the motion.

Lindsay: Asked what will happen now that the demo by neglect is still in the process of this application.

Kochanek: Responded that there is an open demo by neglect. This application and work will postpone the demolition by neglect.

Motion: Davis (second: Prebys) moved for a notice to proceed for the amended application for work at 401 E Forest to include the replacement of the porch ceiling with plywood beadboard panels to be painted white. Citing the HDC Notice to Proceed Ordinance Clause #1.

Approval: Unanimous. Motion carries.

NEW BUSINESS

319 S Washington

**Application is for gutter replacement*

Applicant: Jim Jackson, contractor-Not present

Discussion: Kochanek: Stated it appears the applicant is going like-for-like except for the size difference and colors for the gutters and downspouts.

Schmiedeke: States that it appears that the applicant is attempting to match the gutters to the trim color on the house and the downspouts with the main color of the house so that it blends in.

Motion: Pettit (second: Lindsay) moved to approve the application for 319 S Washington for gutter and downspout replacement. The new gutters will be 6” half round aluminum gutters in buckskin brown with 4” fluted aluminum downspouts in wicker, as noted in the submitted materials. The

new gutters and downspouts will be located in the same locations that they are currently.

Secretary of the Interior Standards:

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

#10- New work shall be removable.

Approval: Unanimous. Motion carries.

ADMINISTRATIVE APPROVALS—none

OTHER BUSINESS

Property monitoring

121 W. Michigan

Kochanek: Asked if HDC remembers ever seeing an application for H&R Block's lights surrounding their windows. They are installed inside the window, but are pointing outward. Asked if the HDC wants her to send a letter.

HDC: Responded yes.

LED lights

Kochanek: Stated that a few other places have interior LED lights in their windows that can be seen from the exterior.

Pettit: Asked where the line is between interior and exterior lighting.

Stevenson: Stated that if the majority of the light is projecting outwards, she would want to see a HDC application for that.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS—none

HOUSEKEEPING BUSINESS

Approval of previous minutes for December 12, 2017

Motion: Prebys (second: Pettit) moved to approve minutes as submitted.

Approval: Unanimous approval. Motion carries.

ADJOURNMENT

Motion: Pettit (second: Schmiedeke) moved to adjourn the meeting.

Approval: Unanimous approval. Motion carries.

MEETING ADJOURNED at 7:44 p.m.

DRAFT

Cynthia Kochanek

From: Jim Jackson <jim@gutterdoctorplus.com>
Sent: Friday, January 05, 2018 12:26 PM
To: Cynthia Kochanek
Subject: Re: 319 S Washington

Cynthia

The color of the gutters is buckskin brown and the color of the downspouts are wicker, they will be located in the same locations

We install and service all types of gutters and gutter guards

Jim Jackson
Sales Rep
thegutterdoctorplus.com
C-734-368-3464
O-734-761-9443

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On Jan 5, 2018, at 8:35 AM, Cynthia Kochanek <CKochanek@cityofypsilanti.com> wrote:

Hello,

I am in receipt of an HDC application for gutter replacement at 319 S Washington. I had a few questions on the project and wanted to let you know when the meeting is. What color will the gutters and downspouts be? Will the downspouts be in the same locations as they are currently?

This application will be on the HDC agenda for January 9, 2018. The meeting will be held at 7 pm at the **Ypsilanti Freighthouse, 100 Market Place, Ypsilanti, MI 48198.** *We recommend that the applicant, owner or someone familiar with the project attend the meeting.*

If you have any questions please feel free to contact me.

Thanks,
Cynthia Kochanek
Preservation Planner
Community Development Division, City of Ypsilanti
734-483-9646
ckochanek@cityofypsilanti.com



sales@gutterdoctorplus.com

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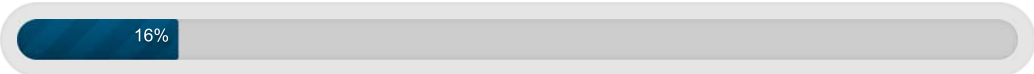
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Choose Color *

*Colors shown may not accurately represent product color.
*80 (Hi Gloss) white no longer available

Standard Aluminum Colors

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	80° (Hi Gloss) White		Dark Bronze
	Amp Linen		Royal Brown
	Almond		Pearl Gray
	Cream		CB Gray
	Herringbone		Terratone Bronze
	Wicker		Tuxedo Gray
	Clay		Grecian Green
	Buckskin		Scotch Red
	Beaver Brown		Black

Translate »