

1. Historic District Commission Agenda 6-26-18

Documents:

[00-HDC JUNE 26, 2018 AGENDA.PDF](#)

2. Historic District Commission Meeting Packet 6-26-18

Documents:

[HDC MEETING PACKET 6-26-18.PDF](#)

CITY OF YPSILANTI
Agenda
Historic District Commission
Tuesday, June 26, 2018 - 7:00 p.m.
City Hall, Council Chambers, 1 S. Huron
Ypsilanti, MI 48197

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
Mike Davis, Jr., Vice Chair	P	A
Erika Lindsay	P	A
Alex Pettit	P	A
Hank Prebys	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. 113 Buffalo	Side & rear porch installation
2. 6 S Washington	Amendment to storefront work application
3. 301 W Michigan	Sign installation
4. 216 N Washington	Concrete pad & apron/gravel installation

B. NEW BUSINESS

5. 304 N Hamilton	Painting
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C. STUDY ITEMS

6. 621 Norris	Window Replacement
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D. ADMINISTRATIVE APPROVALS

7. 216 N Hamilton	Reroof
8. 310 E Cross	Fence installation
9. 405 Maple	Painting

E. OTHER BUSINESS

- 10. Administrative approvals discussion**
- 11. Demolition process/application discussion**
- 12. Property monitoring**
- 13. LED lighting strips resolution/policy**

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

14. Approval of the minutes of June 12, 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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HDC Work Permit Staff Review

Property address: 113 Buffalo

Date of Application: May 14, 2018, modified plans received on 6/22/2018

Date of Review: June 22, 2018

Date of Meeting: June 26, 2018

Proposed work: side and rear porch installation

Materials: beadboard for the porch ceiling, aluminum (k-style) gutters, Tamko 3-tab shingles to match, Valspar Sequoia Glade (main), Valspar La Fonda Mirage (accent), Valspar Cincinnati Hotel Nichols Taupe (second trim), tongue & grove fir decking, lattice to match new plans, concrete footings, wood joists, rafters and lintels, recessed hot tub

Staff review:

1. The applicant was tabled at the past 2 HDC meetings for a more simplified plan for the porch. The applicant has provided new plans and renderings dated June 21, 2018.
2. The applicant is looking to install a side/rear wraparound porch on the southwest side of the house, a recessed hot tub will be installed as well.
3. Changes from the originally submitted design include changes to the lattice in the skirting area, the removal of the spindles in the header area, and less details on the posts.
4. The applicant was previously approved by the HDC for the front porch rehab on September 27, 2016.
5. The applicant has included three historic photos for documentation; however this is a new porch and the historic side porch does not appear to have been a wraparound porch thus it should be differentiated from the historic style.
6. The applicant plans to use beadboard for the porch ceiling, Tamko 3-tab shingles for roofing to match the house, tongue & grove fir decking, lattice to match the plans, concrete footings, wood joists, rafters and lintels.
7. HDC to verify that the main material for the porch is wood and that all wood parts are to be fir or similar.

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8. What appears to be k-style gutters are indicated on the plans. HDC to verify this and what color the gutters will be.
9. HDC to confirm the location and if there will be any additional structure above ground for the hot tub.
10. Painting on the porch will be in the following to match the house: Valspar Sequoia Glade (main), La Fonda Mirage (accent), Cincinnati Hotel Nichols Taupe (second trim)
11. A Zoning review will be required.
12. A building department permit will be required for this work and should be obtained prior to the start of any work.

Relevant Secretary of the Interior's Standards:

#3, #9, #10

Recommended Motion:

Move to approve the application for work on 113 Buffalo St to include the installation of a wood side and rear wraparound porch as depicted in the architect plans and renderings dated June 21, 2018. Work to include the installation of fir porch decking, a bead board porch ceiling, and concrete footings with Tamko 3-tab shingles on the roof to match the main house. The porch is to be painted in the existing color scheme of the house: the main color is Valspar Sequoia Glade, the accent color is La Fonda Mirage and the second trim color is to be Cincinnati Hotel Nichols Taupe. K- Style gutters will be installed and painted to match the color scheme. A hot tub will be recessed into the ground at the southeast corner of the rear portion of the porch.



R. 23825
#1112
PHDC-18-0043

**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

OFFICE USE ONLY

Date Filed:

Meeting Date:

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

113 Buffalo, Ypsilanti, 48197

Applicant

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

Name

Stewart W. Beal

Address

113 Buffalo

City

Ypsilanti

State

MI

Zip

48197

Phone / Fax

734-320-6376

E-Mail

sbeal@gobeal.com

Contractor

Contractor Name & Contact Info

Beal Properties, LLC

Type of work

☐ Roofing

☐ Window/Door
Replacement

☒ Porches

☐ Sign

☐ Fence (or other sitework)

☐ Other

Complete Description of Proposed Work:

Install of side and rear porch. Ceiling material to be B-board, porches to be roofed using Tamko 3-tab shingles to match the shingles on the main house. Lattice to match historic photos, stairs and porch rails to match stair and porch rails in photos. Porch to be painted existing color scheme of the house as it currently is. Main color to be Valspar Sequoia Glade, Accent color is La Fonda Mirage. Trim number two color to be Cincinnati Hotel Nichols Taupe. See attached architectural drawings for further details.

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

See attached architectural drawings for further details.

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:
75,000

Permit fee:
\$35 + 120 = 155

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:

5/12/2018

Print Name:

Stewart W. Beal

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.

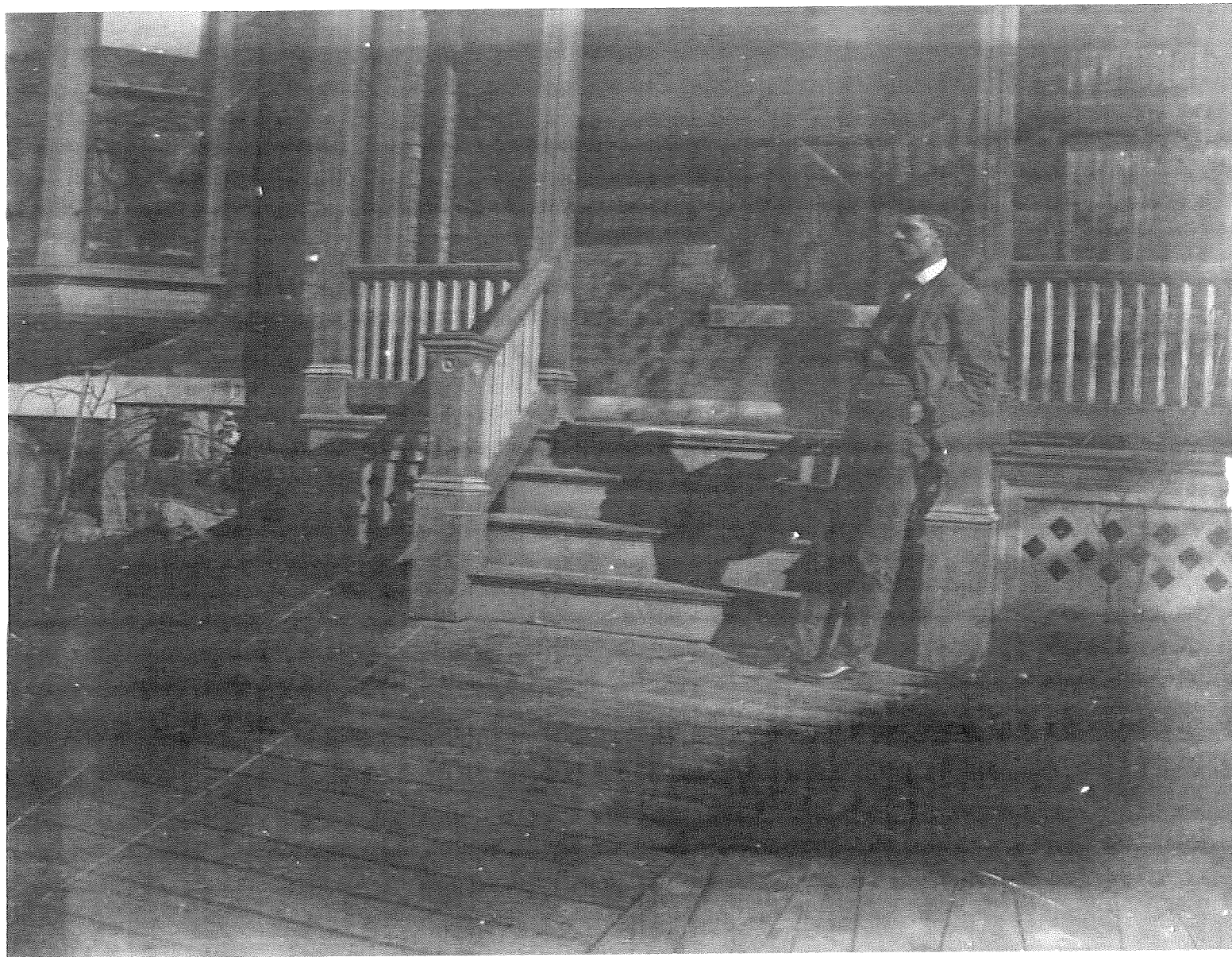
Image/Sketch for Parcel: 11-11-39-481-004



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PHDC. 18.0043

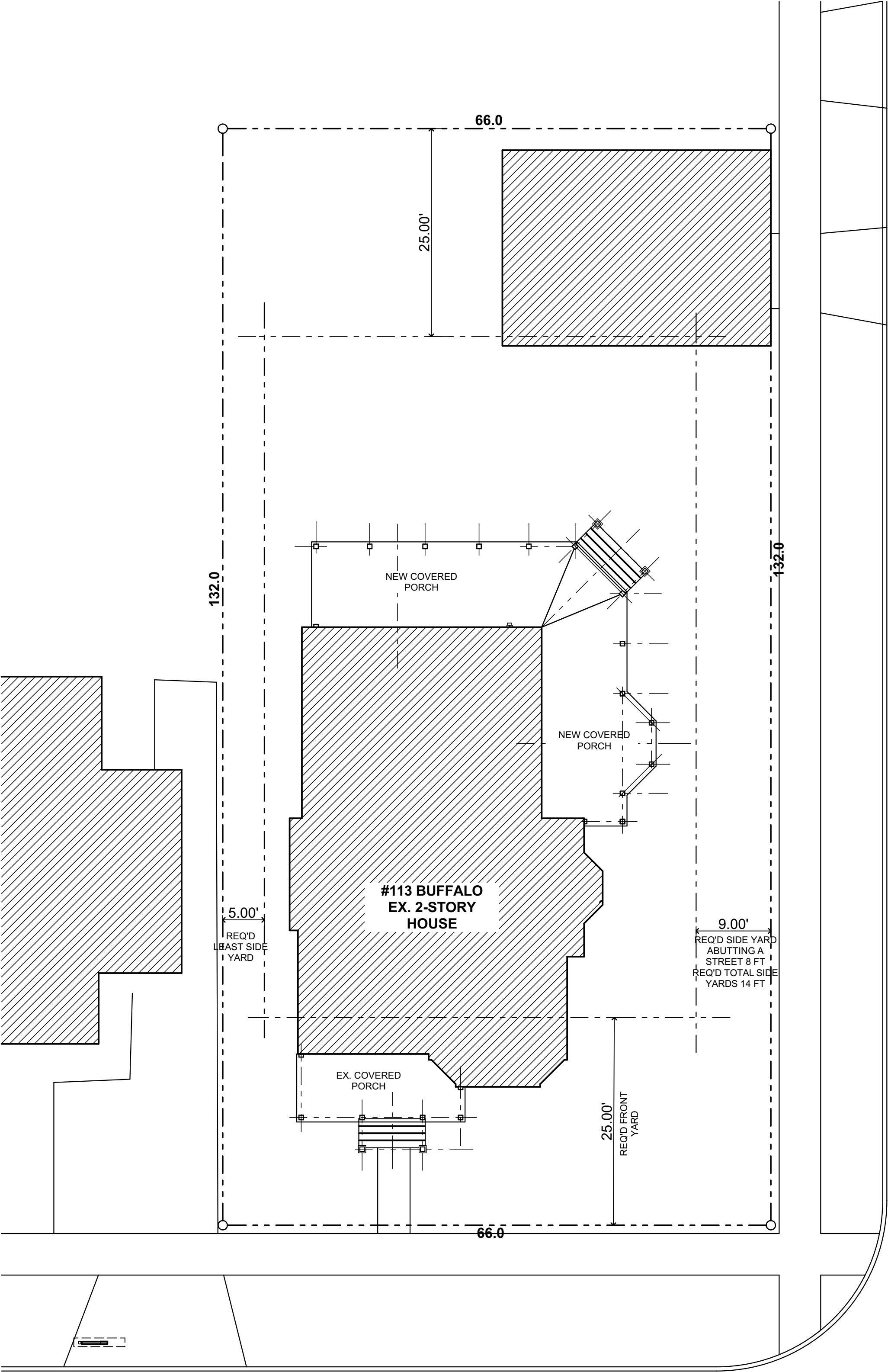






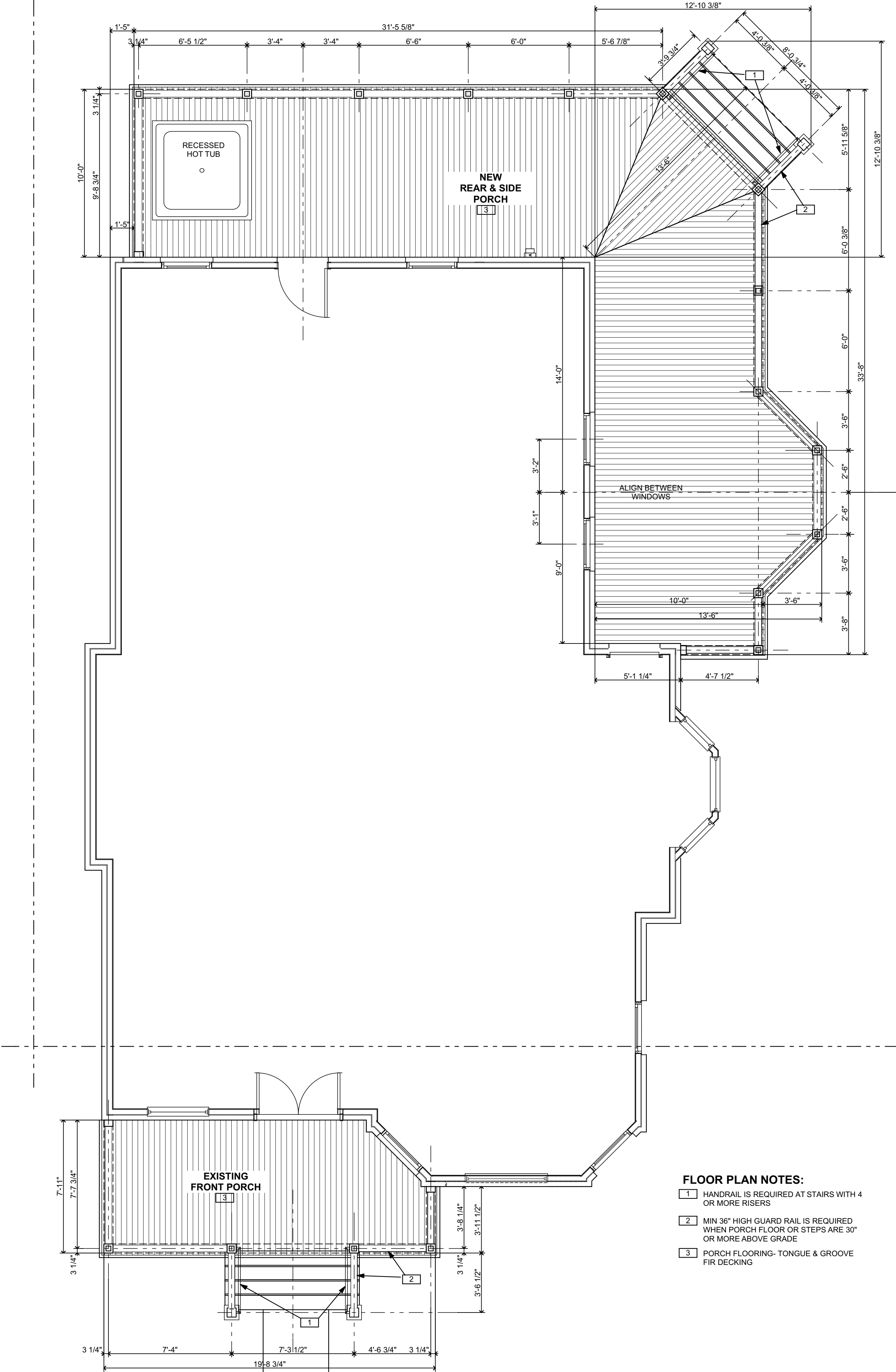
BEAL RESIDENCE

YPSILANTI, MI



SITE PLAN

1" = 10'



1ST FLOOR PLAN

1/4" = 1'-0"

- FLOOR PLAN NOTES:**
- 1 HANDRAIL IS REQUIRED AT STAIRS WITH 4 OR MORE RISERS
 - 2 MIN 36" HIGH GUARD RAIL IS REQUIRED WHEN PORCH FLOOR OR STEPS ARE 30" OR MORE ABOVE GRADE
 - 3 PORCH FLOORING- TONGUE & GROOVE FIR DECKING

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OCT 5 2016
27 SEP 2016
24 AUG 2016
31 MAY 2016
31 JAN 2014

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

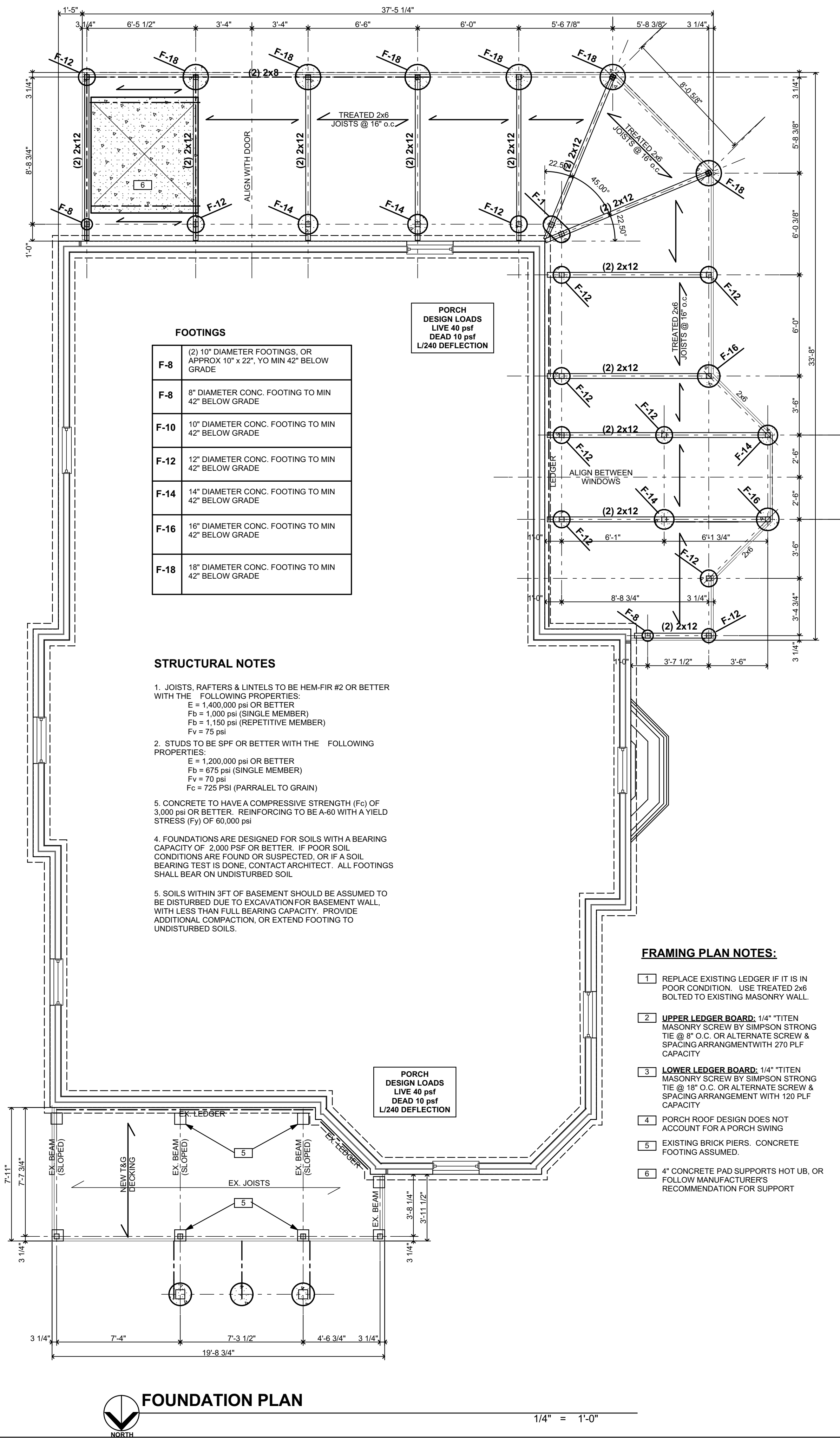
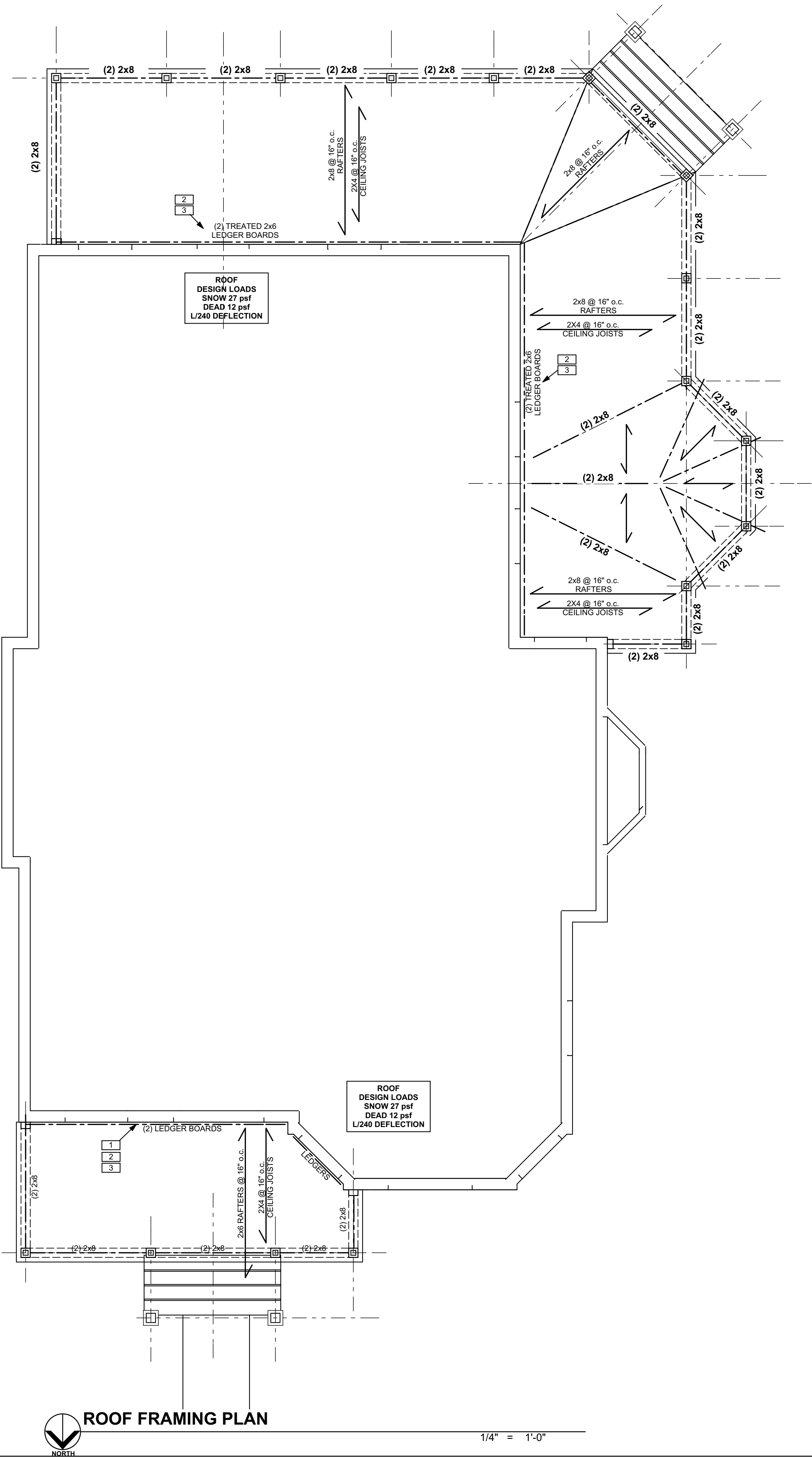
PROJECT:
BEAL RESIDENCE
113 BUFFALO ST
YPSILANTI, MI

TITLE: **SITE PLAN & FLOOR PLAN**

JOB NO:
1401

SHEET NO.

A1



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PROJECT:
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JOB NO:
1401

SHEET NO.
A2

TITLE: **FRAMING & FOUNDATION PLANS**



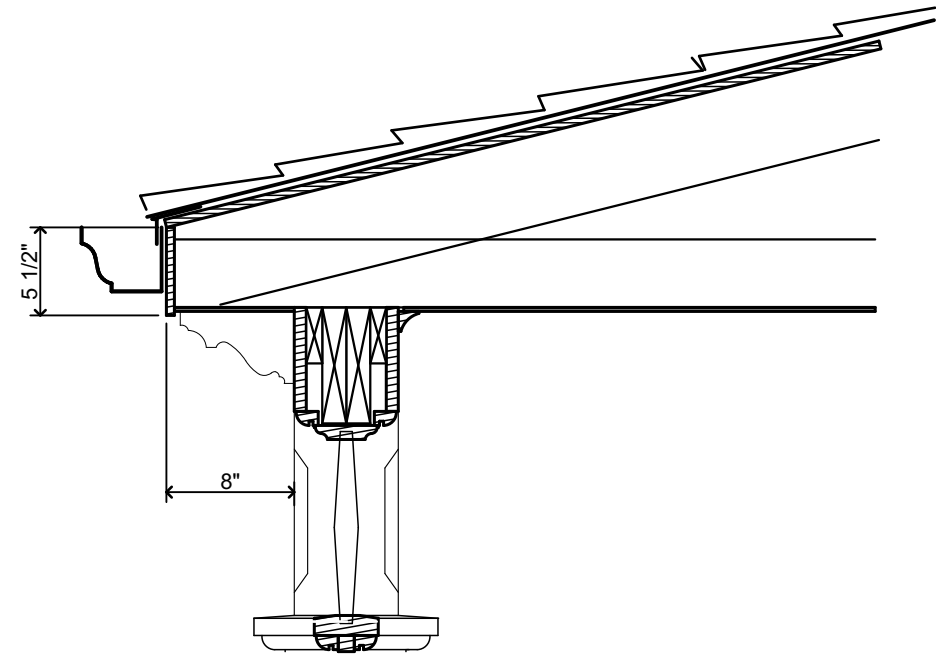


2
A4 RIGHT ELEVATION

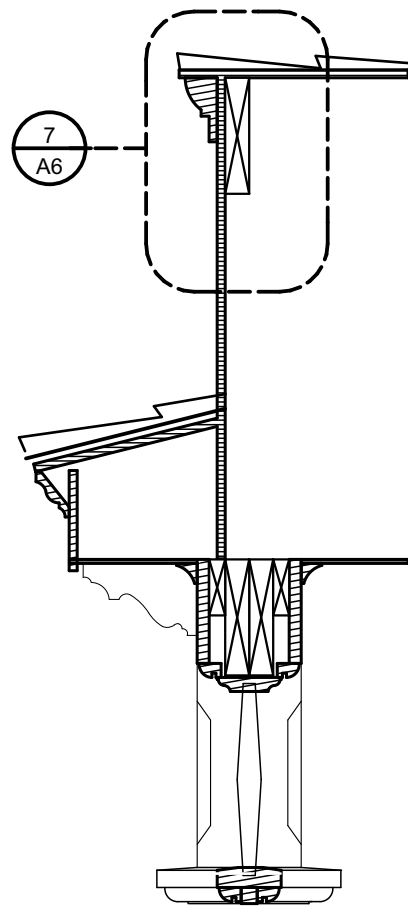
1/4" = 1'-0"

3
A4 REAR ELEVATION

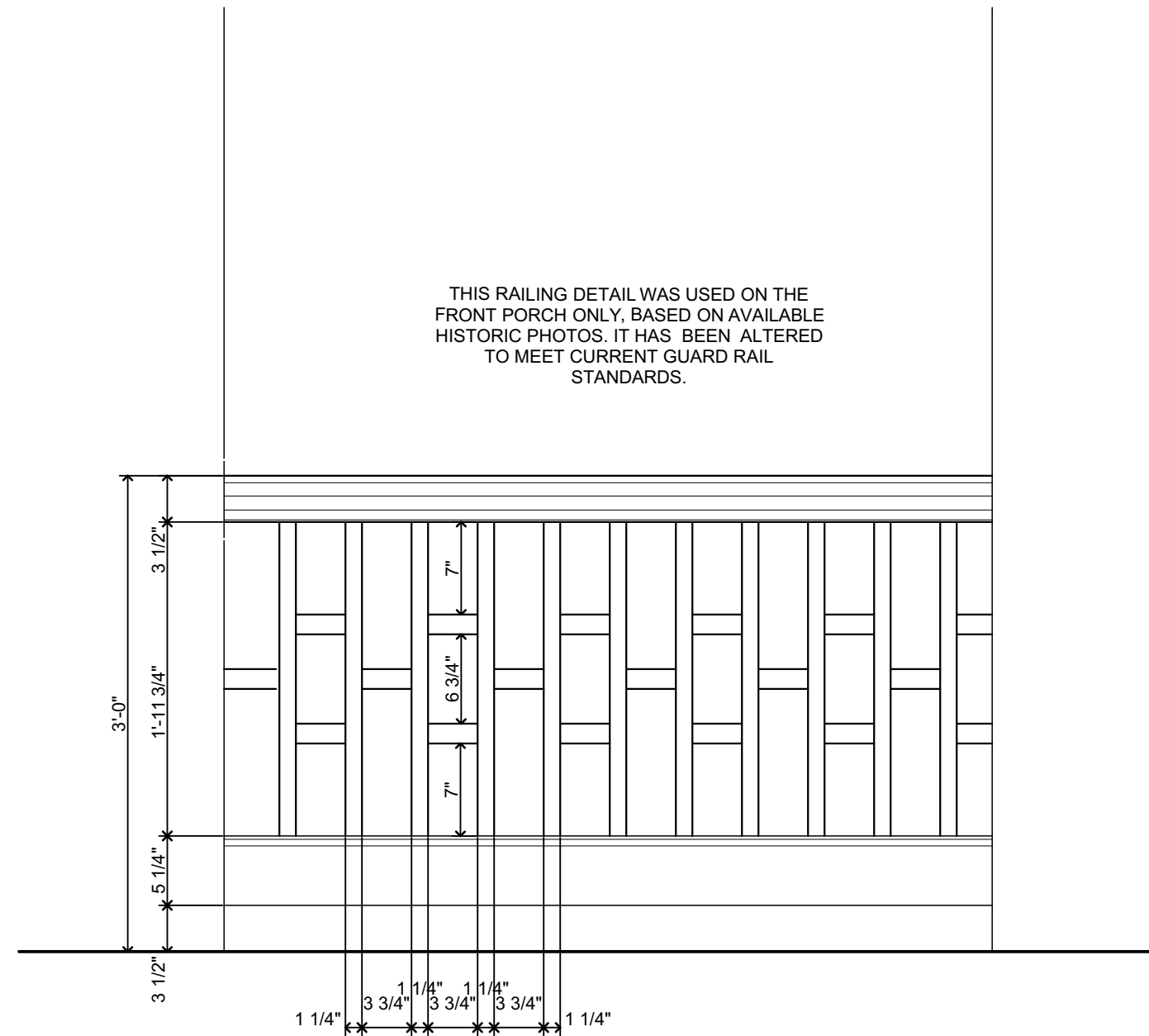
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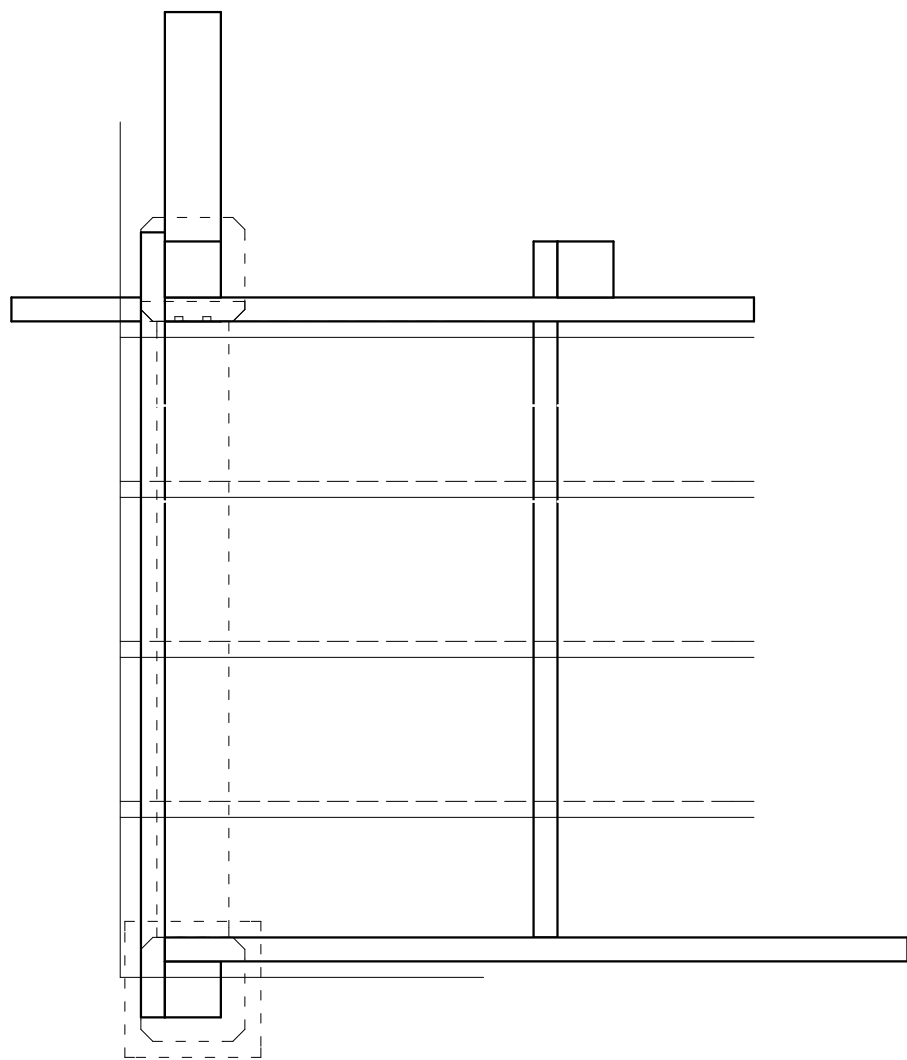
6
A5 **ALTERNATE EAVE WITH GUTTER**
Scale 1" = 1' - 0"



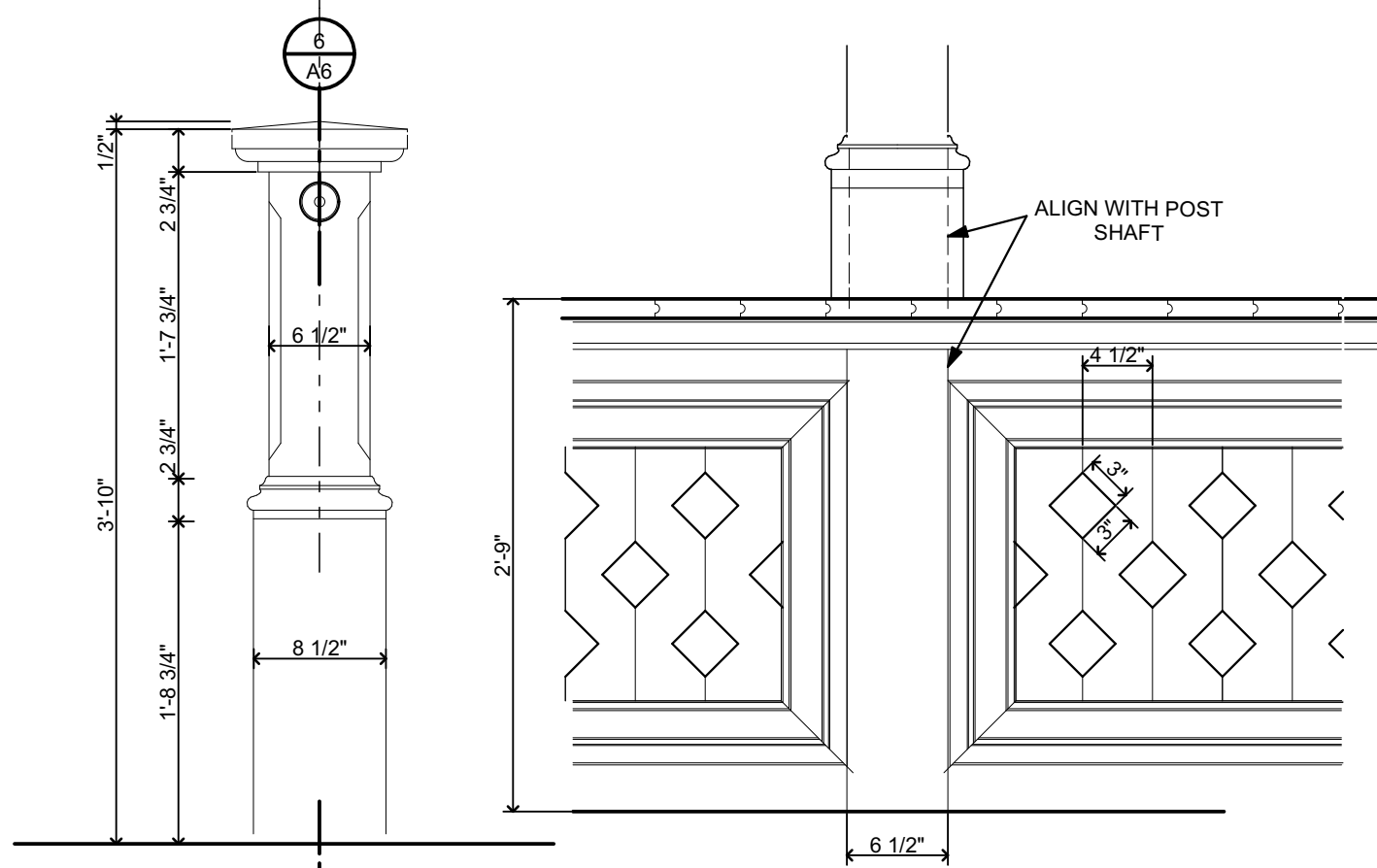
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A5 **RAKE DETAIL**
Scale 1" = 1' - 0"



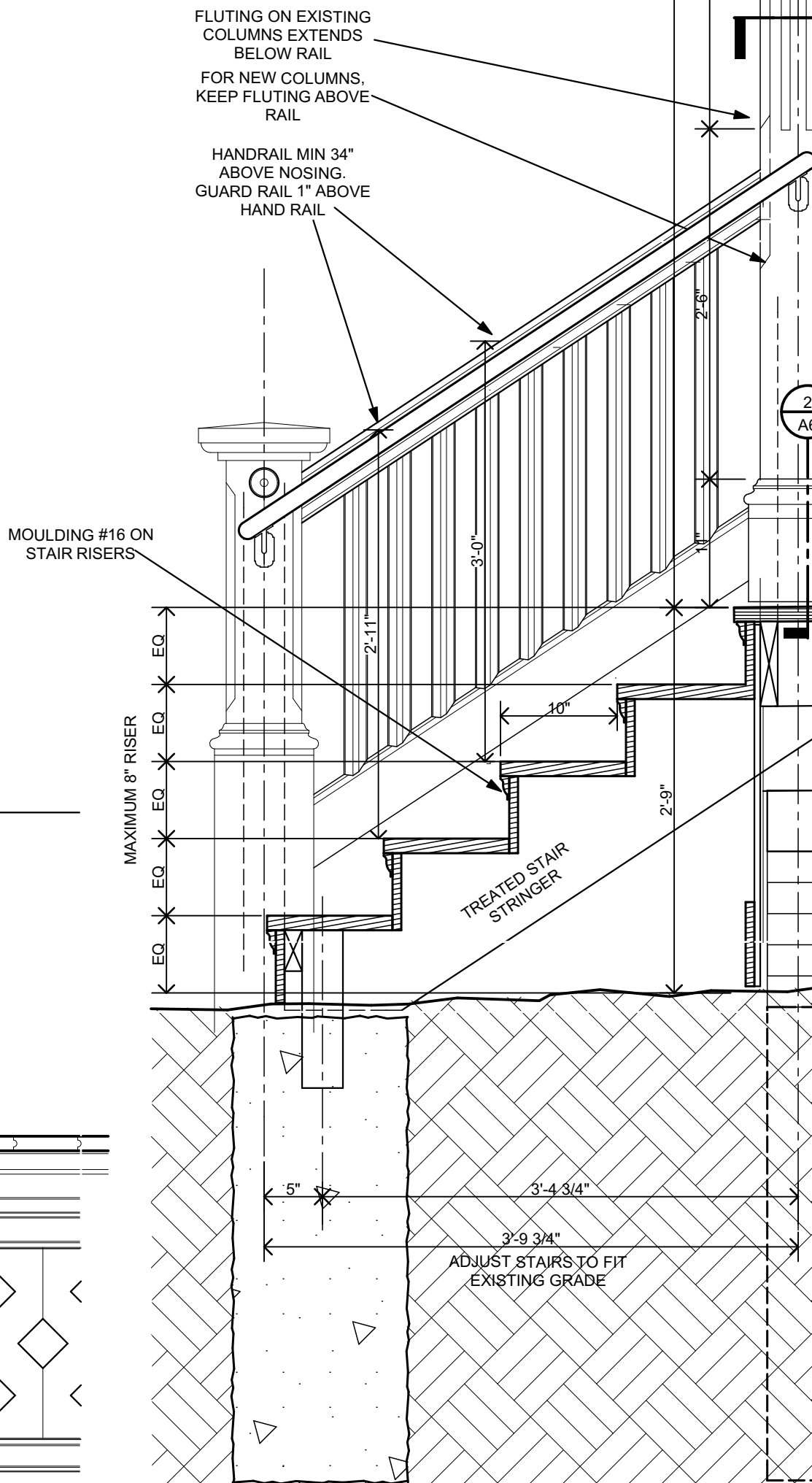
5
A5 **ALTERNATE RAIL DETAIL**
Scale 1" = 1' - 0"



3
A5 **STAIR FRAMING PLAN**
Scale 1" = 1' - 0"



2
A5 **SKIRT & RAIL**
Scale 1" = 1' - 0"



1
A5 **PORCH SECTION**
Scale 1" = 1' - 0"

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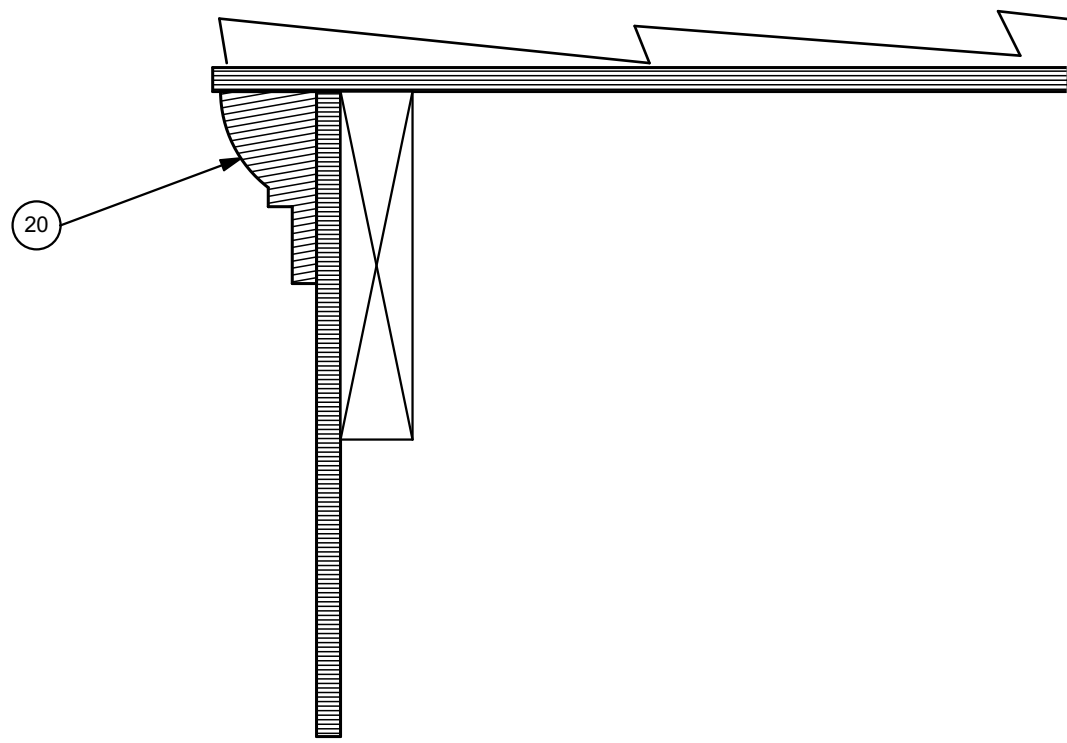
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1113 BUFFALO ST
YPSILANTI, MI

TITLE: **SECTION & DETAILS**

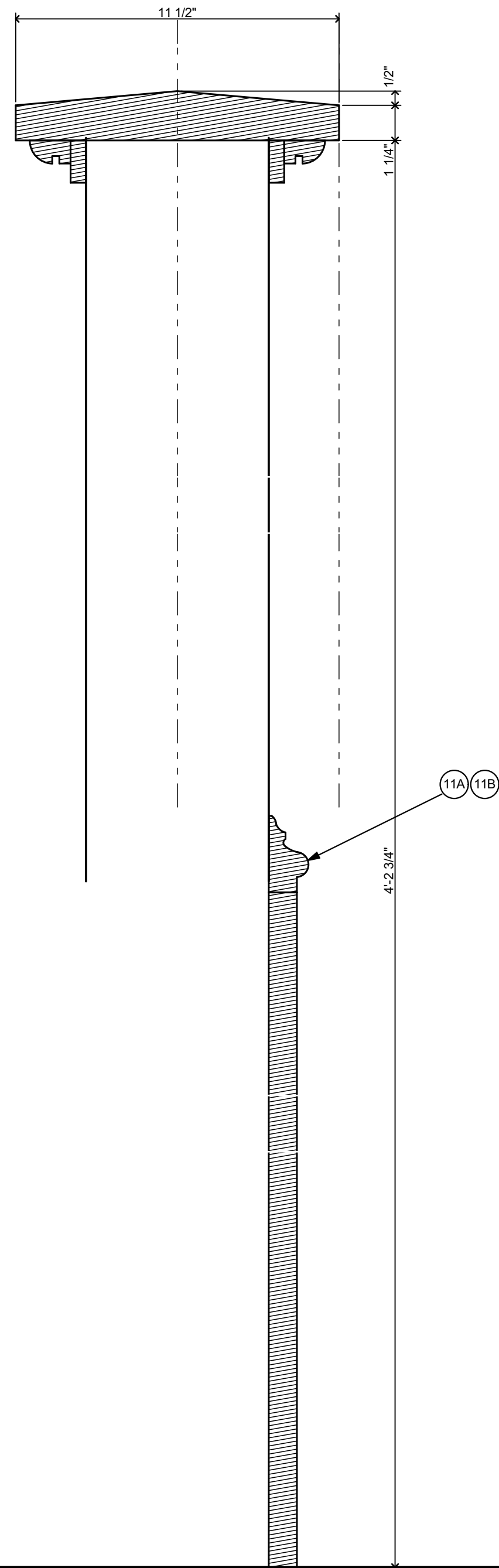
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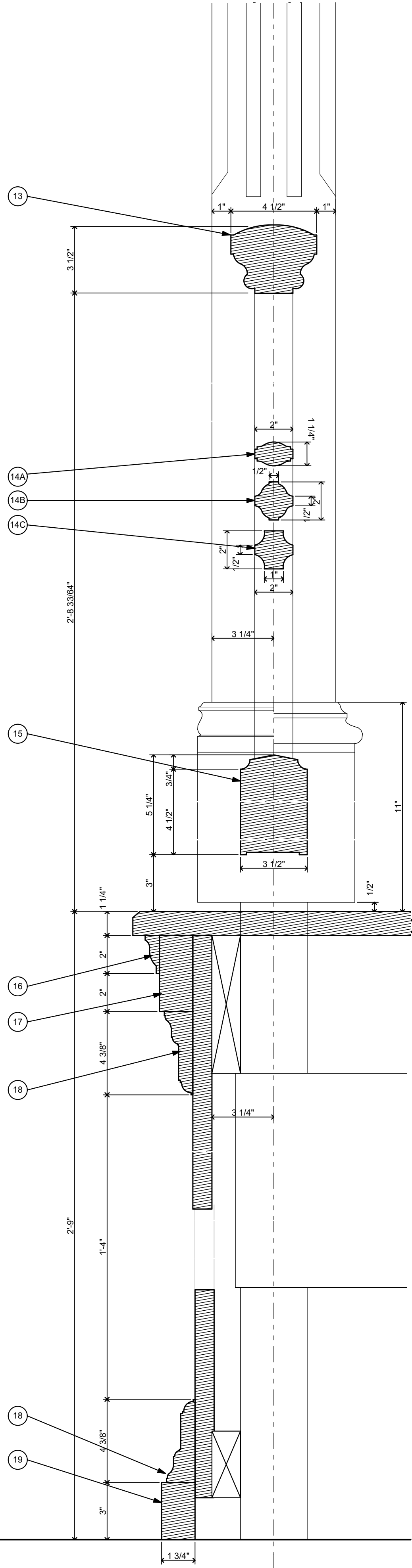
A5



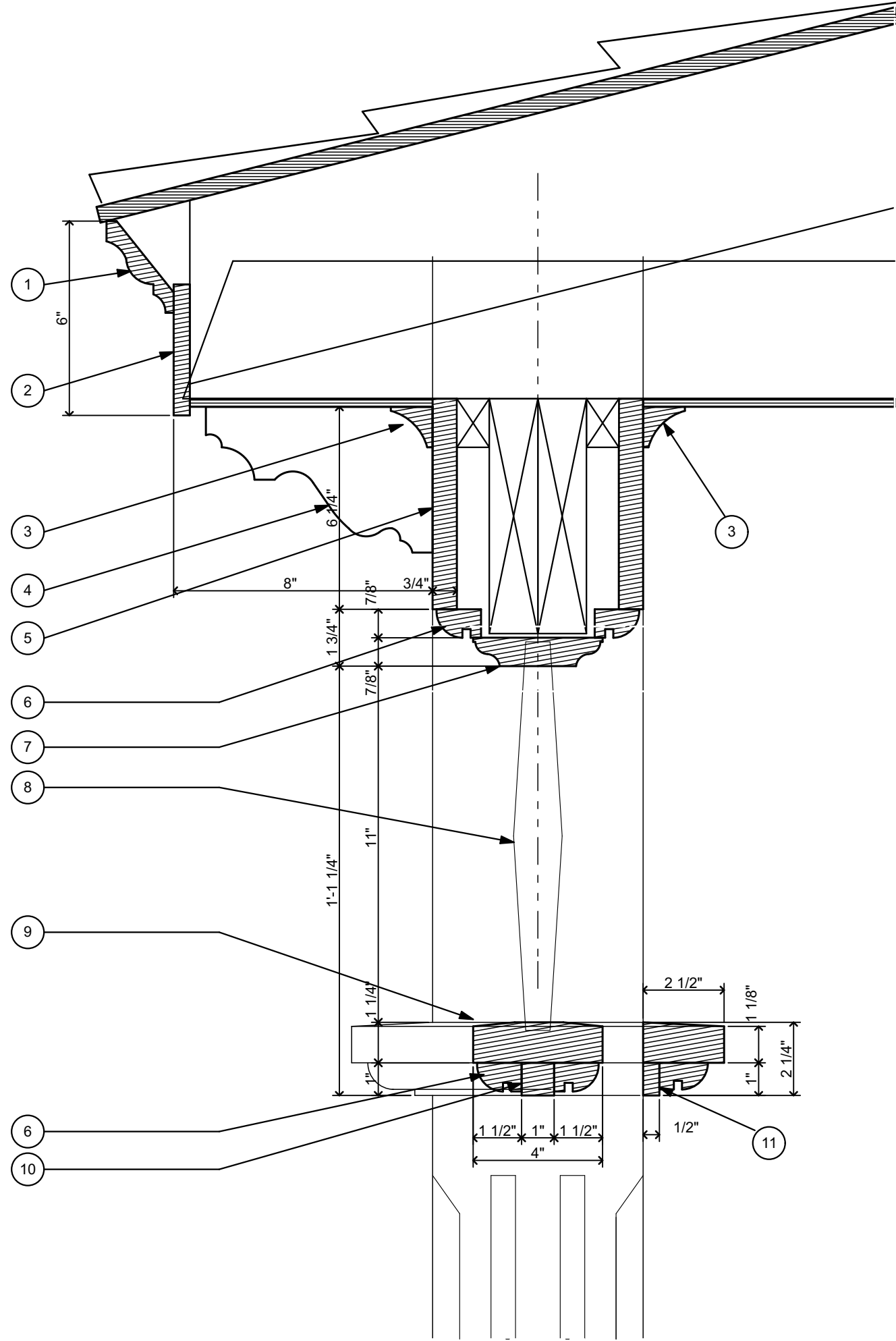
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A6 **RAKE DETAIL**
Scale 3" = 1' - 0"



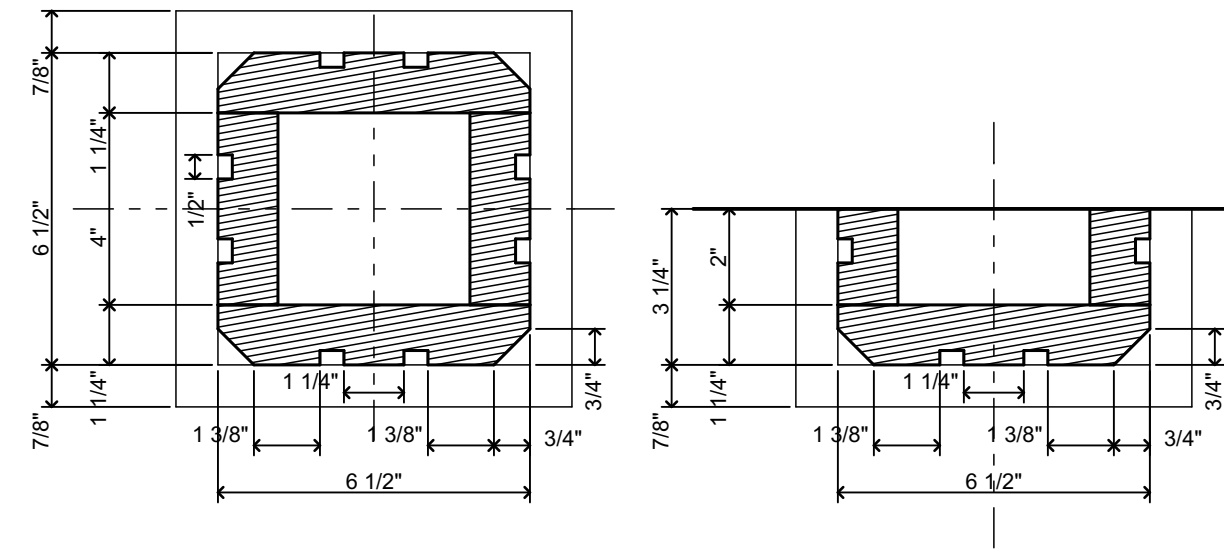
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A6 **NEWEL POST**
Scale 3" = 1' - 0"



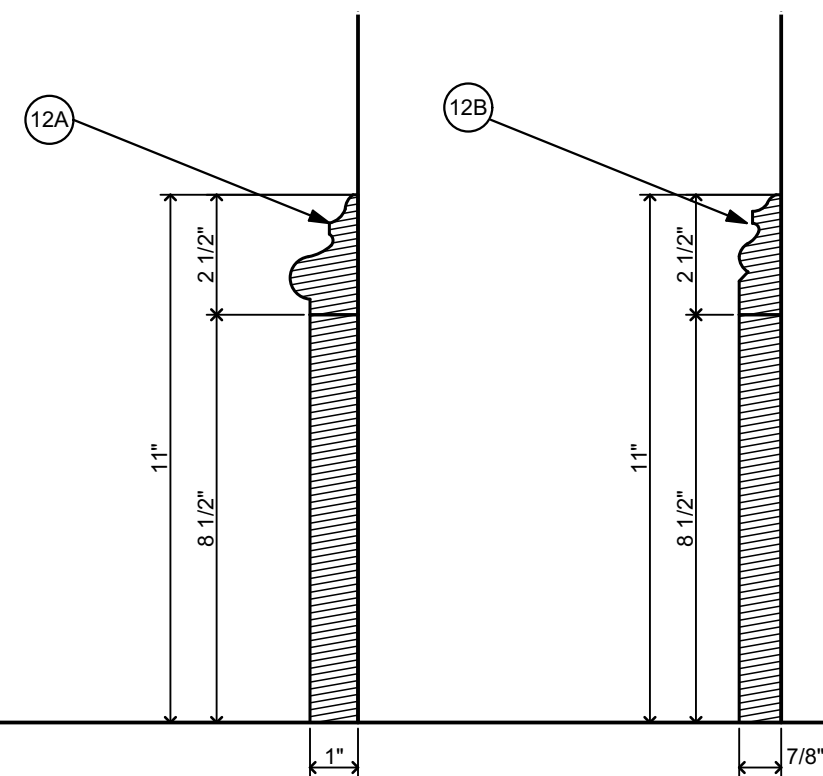
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A6 **PORCH SKIRT & RAIL**
Scale 3" = 1' - 0"



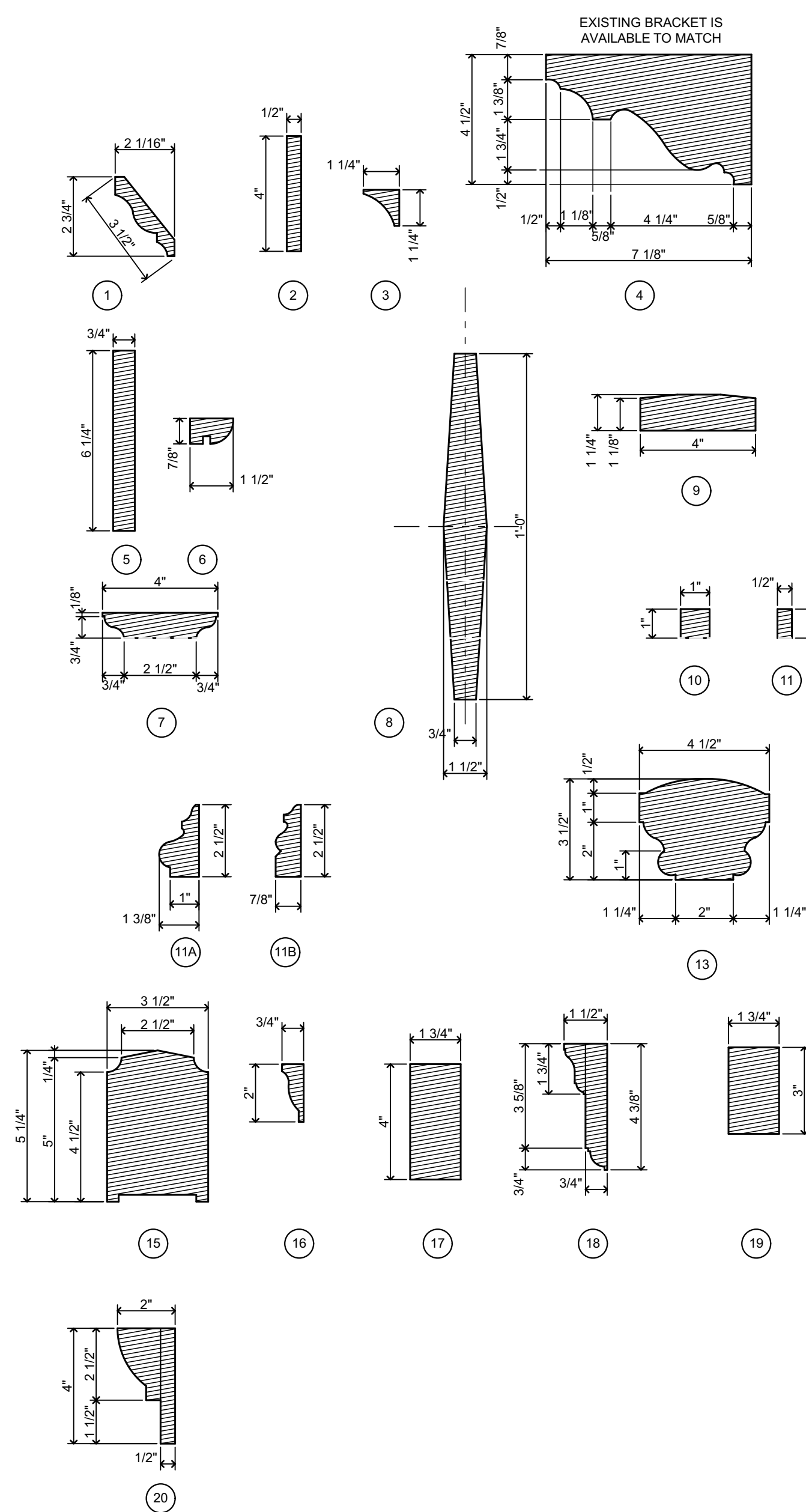
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A6 **EAVES DETAIL**
Scale 3" = 1' - 0"



3
A6 **COLUMN SHAFT**
Scale 3" = 1' - 0"



2
A6 **COLUMN BASE**
Scale 3" = 1' - 0"

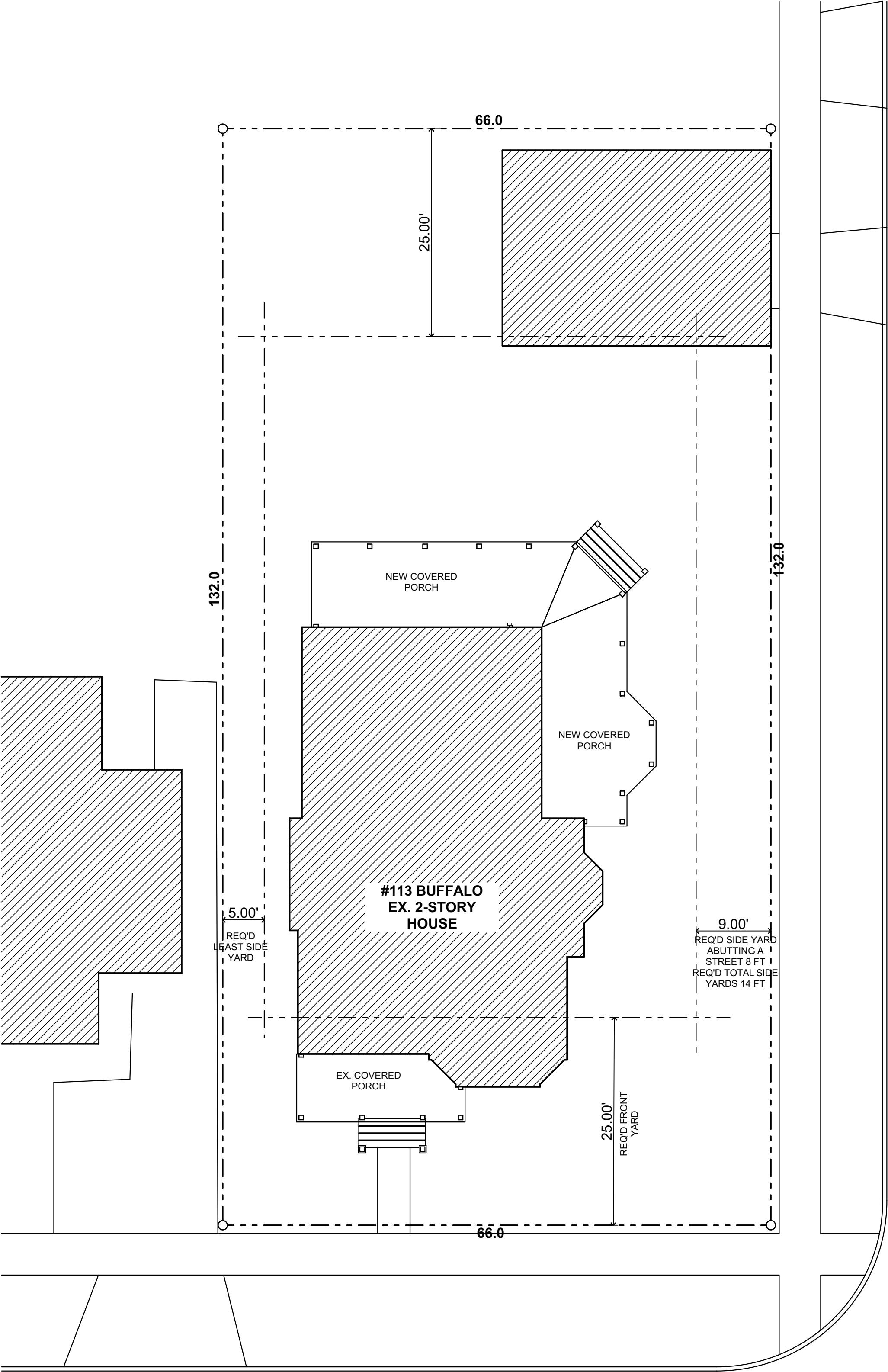


1
A6 **WOOD MOULDING DETAILS**
Scale 3" = 1' - 0"



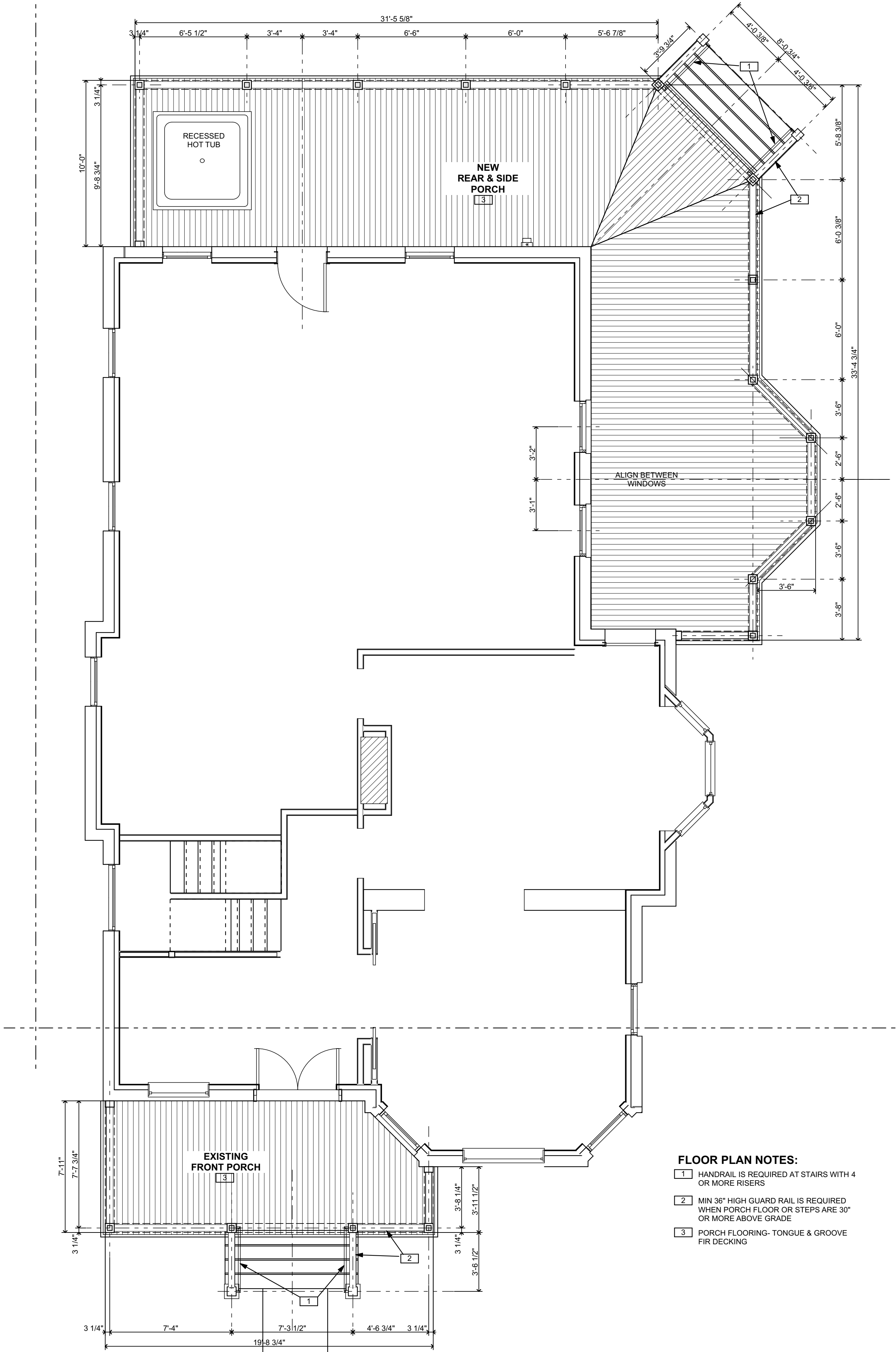
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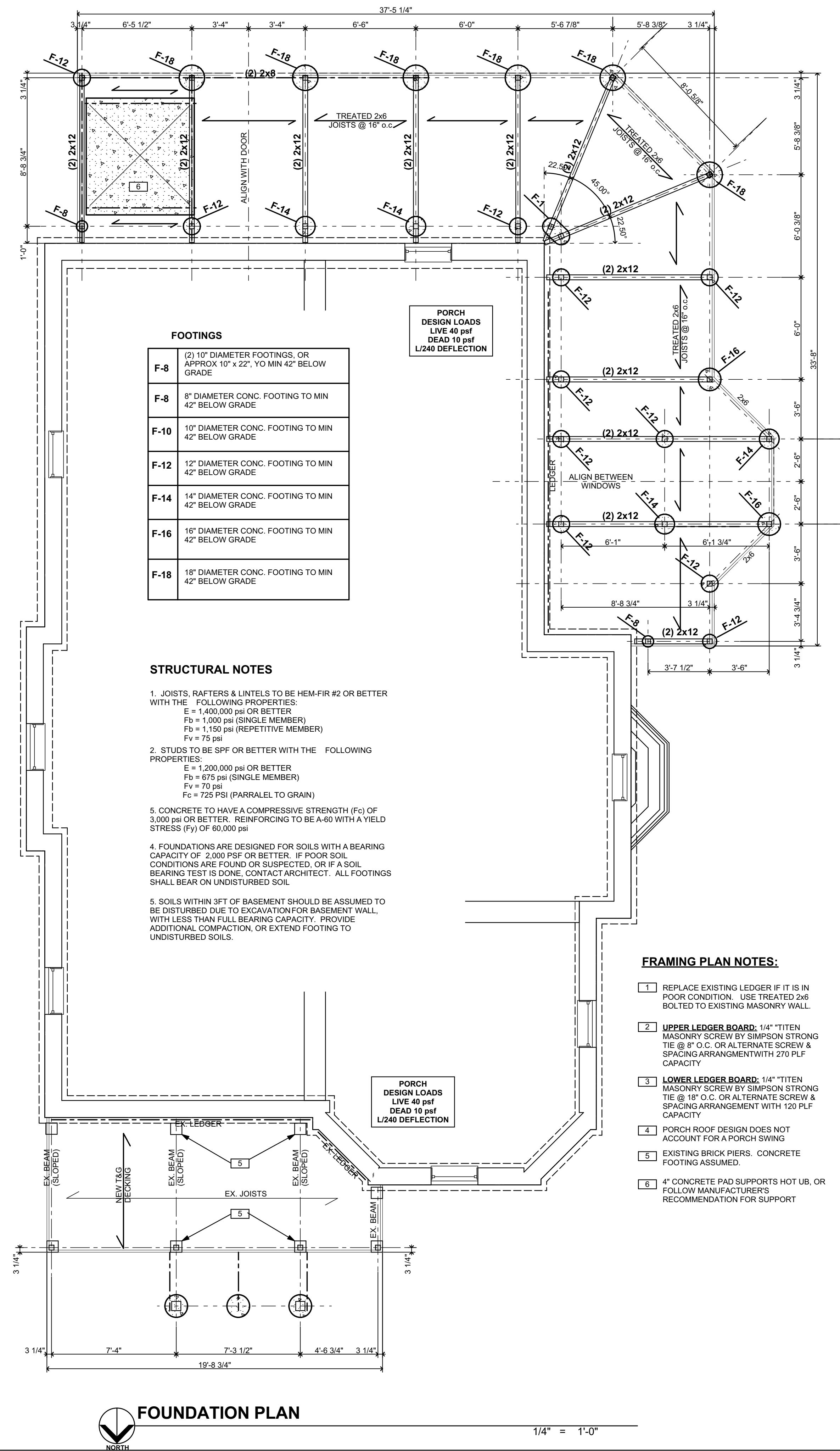
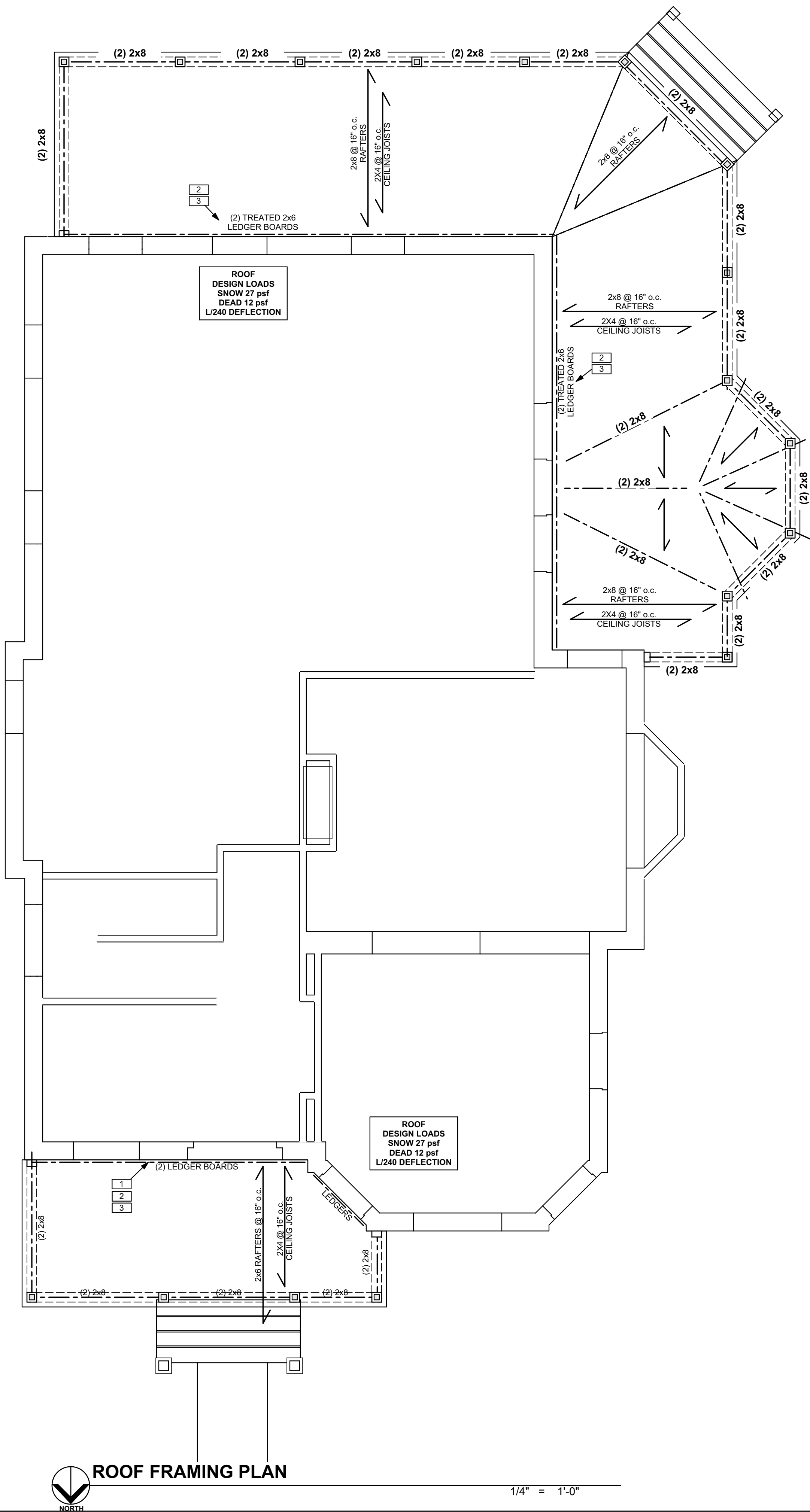
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JOB NO:
1401

SHEET NO.
A2

TITLE: **FRAMING & FOUNDATION PLANS**



2 LEFT ELEVATION

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1 FRONT ELEVATION

1/4" = 1'-0"

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PROJECT:
BEAL RESIDENCE
113 BUFFALO ST
YPSILANTI, MI

TITLE: **ELEVATIONS**

JOB NO:
1401

SHEET NO.

A3

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PRELIMINARY	31 JAN 2014

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

PROJECT: **BEAL RESIDENCE**
113 BUFFALO ST
YPSILANTI, MI

TITLE: **ELEVATIONS**

JOB NO:
1401

SHEET NO.
A4





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BALLOU ENTERPRISES PLLC

REVISION
FOOTINGS
REVIEW
RENDERING
REVISION
PRELIMINARY

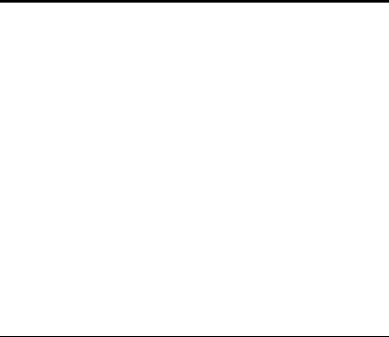
21 JUN 2018
OCT 5 2016
27 SEP 2016
24 AUG 2016
31 MAY 2016
31 JAN 2014

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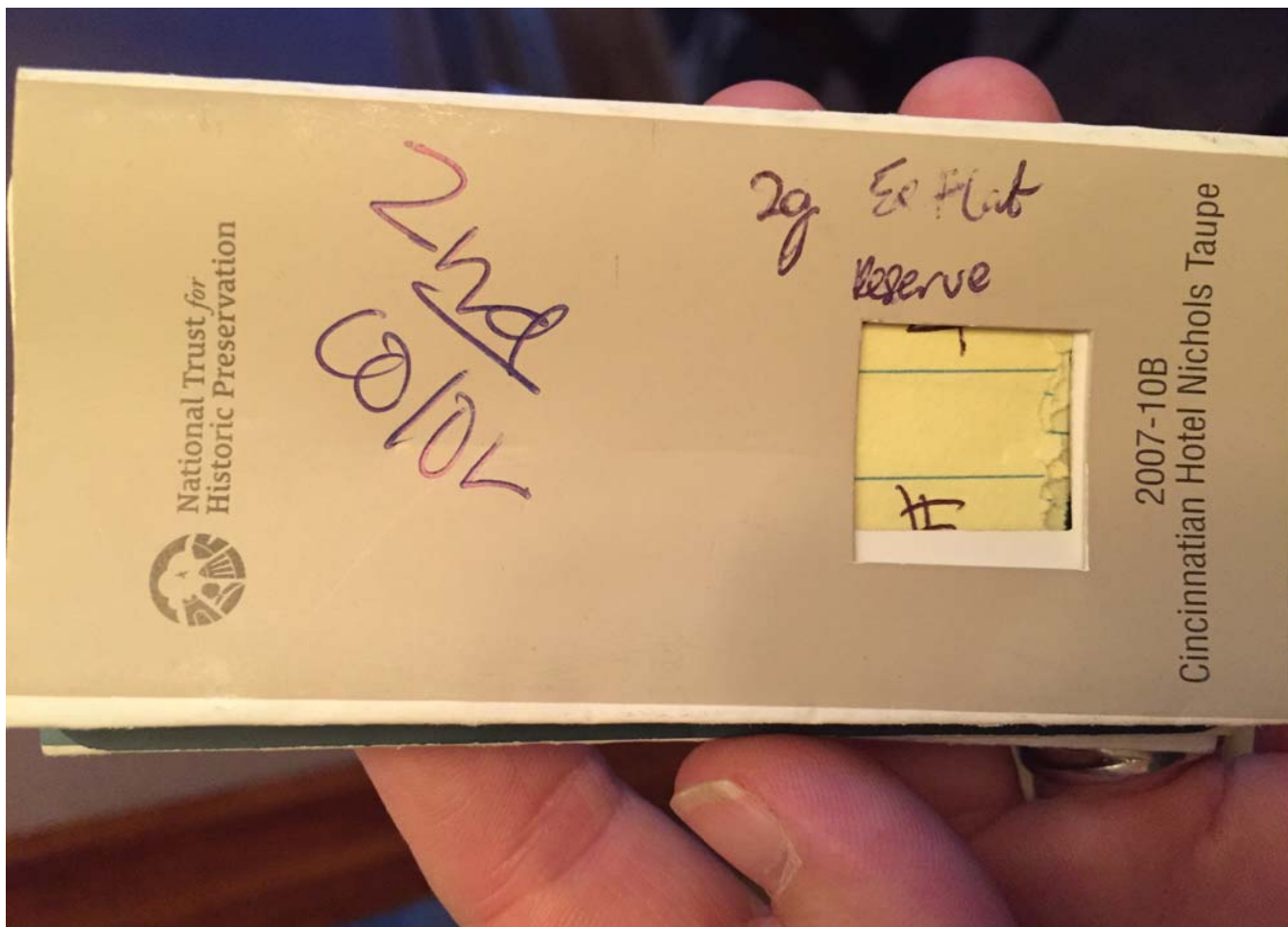
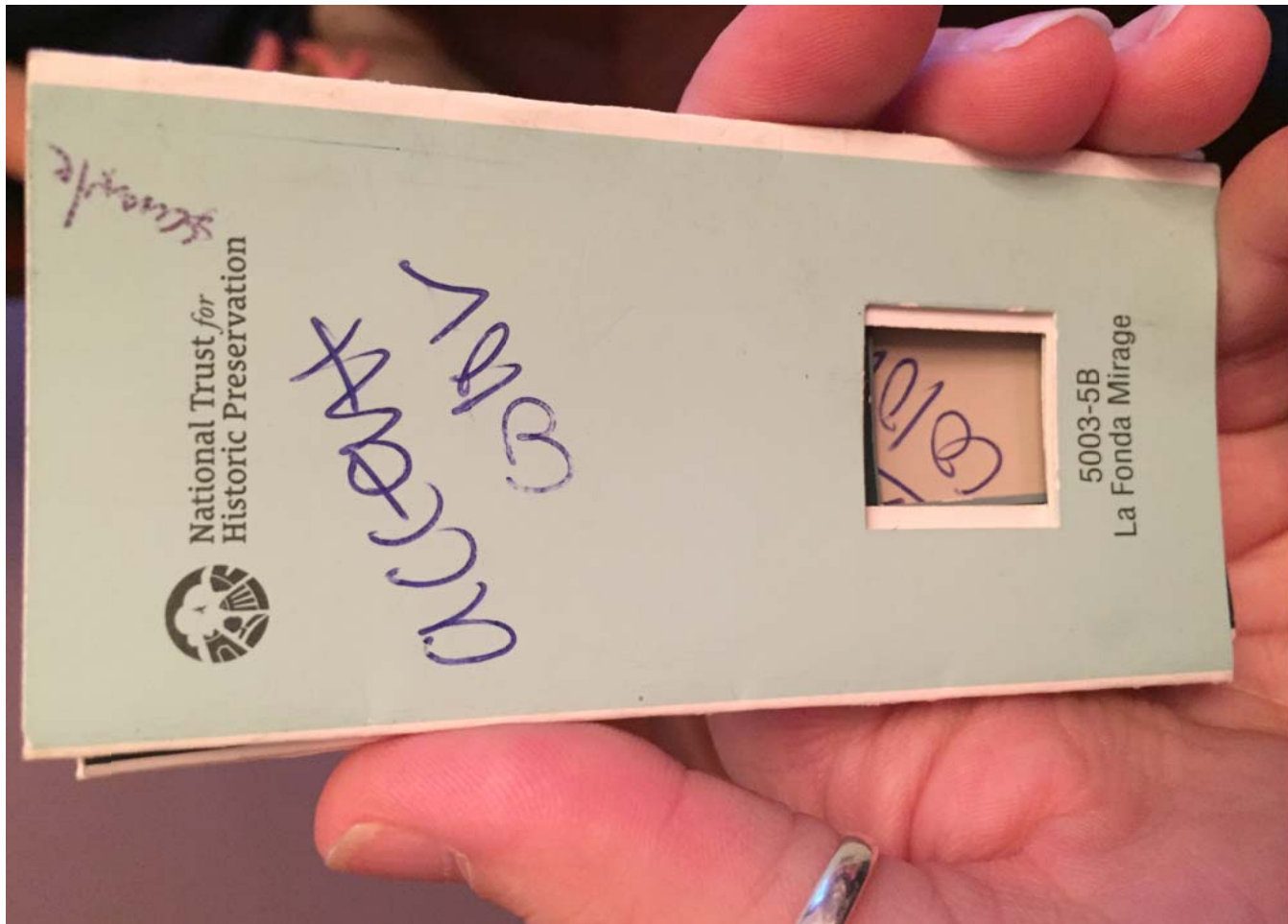
PROJECT:
BEAL RESIDENCE
113 BUFFALO ST
YPSILANTI, MI

TITLE: **RENDERINGS**

JOB NO:
1401



SHEET NO.
A7



10/8
Main



5002-4C
Sequoia Glade



HDC Work Permit Staff Review

Property address: 6 S Washington

Date of Application: May 24, 2018

Date of Review: June 22, 2018

Date of Meeting: June 26, 2018

Proposed work: amendment to the previous application for storefront work on the northern storefront

Materials: None listed, appears to be wood or MDO, gray paint

Staff review:

1. This application was tabled at the June 12, 2018 HDC meeting so that staff could provide more information to the applicant and the HDC regarding the previous approvals and discussions from minutes on this project.
2. The applicant was previously approved for various work on the building:
 - 11-20-14: *admin approval for reroof*
 - 6-9-15: *approved for awning removal with condition that the trim be reused in the replacement awning*
 - 6-23-15: *approved for the installation of steel beams and a temporary wall on the south side of the building*
 - 10-27-15: *south storefront work, painting to match existing color scheme (tan and red)*
 - 1-28-16: *admin approval for reroof*
 - 9-13-16: *approval for work on the north storefront includes windows and metal trim with an 8" projection- the rendering submitted with the application shows all the panels were to remain with the modified trim/awning and the same color scheme*
 - 4-5-17: *admin approval for reroof*
3. Work actually completed on the north storefront includes a signboard similar to the southern portion of the storefront; the enamel panels were removed and replaced with the signboard. The signboard and door were painted grey. The southern storefront was also painted grey.
4. The applicant spoke with staff in December 2017 and indicated that the awning fell apart and was not salvageable and that is why the work differed from the

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.

approved work. At that time staff indicated that an amended application was needed for the modified work.

5. Staff started the sending work without permit letters to the applicant in March of 2018 with a final notice on May 7, 2018.
6. Historically the building did not have the Moderne style storefront, see the historic photo from the Ypsilanti Historical Society Archives below. The Moderne storefront was most likely installed in the 1930s or 1940s. This type of modernizing was often seen in the mid-century throughout the City and beyond. Most of these types of storefront treatments have been removed from building facades in the City. Most recently the HDC approved the remodel of the top of the building at 230 W Michigan, which had a modern glass block and window treatment.
7. In the National Park Service's *Preservation Brief 11: Rehabilitating Historic Storefronts* author H. Ward Jandl states that "Not surprisingly, then, the storefront has become the feature most commonly altered in a historic commercial building."
8. The grey paint on the signboard area is not compatible with the existing colors on the remaining enamel/metal panels on the lower storefront.

Relevant Secretary of the Interior's Standards:

#9, #10

N/A

Recommended Motions:

Move to approve the work already completed at 6 S Washington to include the modification of the planned reinstallation of the metal trim/awning with the enamel/metal panels to remain at the top of the northern storefront. The work will instead include the installation of a wood signboard in this area. A condition of this approval is that signboard area be painted to match the colors that exist on the lower half of the storefront.

Move to deny the work already completed at 6 S Washington on the top portion of the northern storefront with the finding that this work is inappropriate and incompatible with the existing lower half of the storefront and this work does not preserve significant changes acquired over time.

Photo courtesy of the Ypsilanti Historical Society's Collections from the Fletcher-White Archives



RECEIVED

MAY 24 2018

R 23875 #607
PHDC-18-0051



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

OFFICE USE ONLY

Date Filed:

Meeting Date:

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

6 S. Washington ST.

Applicant

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

Name

ANDREW EPSTEIN / MARCELA RUBIO

Address

4631 MIDWAY DR.

City

ANN ARBOR

State

MI

Zip

48103

Phone / Fax

734-276-9526

E-Mail

birdscolors@gmail.com

Contractor

Contractor Name & Contact Info

Prestige Builders

Type of work

- | | | |
|--|--|---|
| ☐ Roofing | ☐ Porches | ☒ Other |
| ☐ Window/Door Replacement | ☐ Sign | |
| | ☐ Fence (or other sitework) | |

Complete Description of Proposed Work:

We had originally proposed to have the metal awning removed per the request of the building department for safety concerns, and replaced by an 8" trim using the existing metal trim. Due to damage to the trim from years of neglect, rust the contractor ~~recommended~~ recommended we look for other options.

This application serves to ask the approval for work already completed. In particular, the solution we settled on, was to mimic other store fronts in the area, with just a plain framed trim.

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

The color of the trim pieces are light & dark gray. Please see attached image.

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:

~~\$\$\$~~ < \$3000. -

Permit fee:

\$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.

Date:

5/22/2018

Print Name:

MARCELA RUBIO-OROZCO

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: 301 W Michigan

Date of Application: May 14, 2018, received on May 22, 2018

Date of Review: June 22, 2018

Date of Meeting: June 26, 2018

Proposed work: sign installation

Materials: Double-sided non-illuminated aluminum monument sign measuring 52" in height x 72" wide

Staff review:

1. This application was tabled at the HDC meeting on June 12, 2018.
2. The applicant is looking to install a double-sided non-illuminated aluminum monument sign measuring 52" in height x 72" wide at the corner of property near the intersection of Hamilton and W. Michigan.
3. The property has two existing monument type signs flanking the building.
4. The applicant has been advised by staff that the zoning ordinance does not permit this type of sign in the zoning district for this building.
5. Another issue with the sign as proposed will be with the required 25' visibility triangle required at this intersection.
6. Another potential issue may be with the size of the sign and the permitted signage allotment for the property.
7. *Staff has advised the applicant of these issues and was expecting a withdrawal of the application from the applicant however the only request that staff has received is one for the withdrawal of the building department application not the HDC application.*
8. The HDC can approve the sign if it feels that it is appropriate; however the sign cannot be installed without approval from the Zoning Board of Appeals (ZBA) and the building department.
9. Variances will need to be obtained from the ZBA for this sign as proposed.
10. A building department permit will be required for this work and should be obtained prior to the start of any work.

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

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.

Recommended Motion:

Move to approve the work at 301 W Michigan for the sign installation as depicted in the submitted sign plans dated 4-26-18. The sign is to be a double-sided non-illuminated, aluminum monument sign measuring 52" in height x 72" wide. Sign approval is subject to zoning ordinance requirements.



RECEIVED

MAY 22 2018

CITY OF YPSILANTI
BUILDING DEPARTMENT

**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

OFFICE USE ONLY

Date Filed:

Meeting Date:

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 prior to the meeting.

INCOMPLETE APPLICATIONS WILL BE REJECTED

Property

Address

301 W. Michigan Ave

Applicant

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

Name

Ed Phillips

Address

40920 Executive Dr.

City

Harrison Twp

State

MI

Zip

48045

Phone / Fax

586-468-7110

E-Mail

Janet@phillipsign.com

Contractor

Contractor Name & Contact Info

Phillips Sign & Lighting

Type of work

☐ Roofing

☐ Window/Door
Replacement

☐ Porches

☒ Sign

☐ Fence (or other sitework)

☐ Other

Complete Description of Proposed Work:

Installation of non illuminated lawn sign.

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

cabinet - white factory finished .063" aluminum
Faces - 3mm white alupanel PMB H85 - 03 BLACK
Reveal to be fabricated from black factory finished .063" Aluminum

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:

2,681.52

Permit fee:

\$35 + 0 = \$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:

5-14-18

Print Name:

ED Phillips

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.

TOTAL SIGN AREA: 20 Sq. Ft.

SIDE VIEW

7 in
3 in

Aluminum Cabinet with Aluminum Face-

Aluminum Tube

Digital
Print

4" Vinyl Address

(2) 3" Square Tubes set into a
10" Diameter Augered
Concrete Footing 45" Deep—

Client Approval:

Date:

Ph: 586.468.7110

Fx: 586.468.7441

phillips SIGN & LIGHTING inc.

40920 Executive Drive
Harrison Twp., MI
48045-1363

JOB NO: 33961

Designs, details and plans represented herein are the sole property of Phillips Sign & Lighting, Inc. All or any part of these designs (except registered trademarks) are protected. Attempts to duplicate designs without written consent may result in Legal Repercussions.

PROJECT: Ypsilanti Commerce Center (Beal)

FILE: Ypsilanti Commerce Cntr-Beal-PERMIT

SITE ADDRESS: 301 W. Michigan Ave., Ypsilanti. 48197

ARTIST: DM DATE: 4-26-18 REV: DM 4-27-18 DM 5-9-18 PERMIT

www.phillipssign.com

Item #1: Monument Sign - Non Illuminated
Qty (1) - Double Sided

TOTAL SIGN AREA: 20 Sq. Ft.



Client Approval: 

5/7/18

Date:

Ph: 586.468.7110

Fx: 586.468.7441

Phillips SIGN & LIGHTING inc.

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 Harrison Twp., MI
 48045-1363

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PROJECT: Ypsilanti Commerce Center (Beal)

FILE: Ypsilanti Commerce Cntr-Beal-PERMIT

SITE ADDRESS: 301 W. Michigan Ave., Ypsilanti, 48197

ARTIST: DM DATE: 4-26-18 REV: DM 4-27-18 DM 5-3-18 PERMIT

BEAL

www.phillipssign.com

SITE PLAN 301 W. Michigan Ave



***** = Proposed sign install location per elevation drawing

Client Approval: _____

Date: _____

Ph: 586.468.7110

Fx: 586.468.7441

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48045-1363

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PROJECT: Ypsilanti Commerce Center (Beal)

FILE: Ypsilanti Commerce Cntr-Beal-PERMIT

SITE ADDRESS: 301 W. Michigan Ave., Ypsilanti, 48197

ARTIST: DM DATE: 4-26-18 REV: DM 4-27-18 DM 5-3-18 PERMIT



www.phillipssign.com

SITE PLAN 301 W. Michigan Ave



Client Approval: _____

Date: _____

Ph: 586.468.7110

Fx: 586.468.7441

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PROJECT: Ypsilanti Commerce Center (Beal)

FILE: Ypsilanti Commerce Cntr-Beal-PERMIT

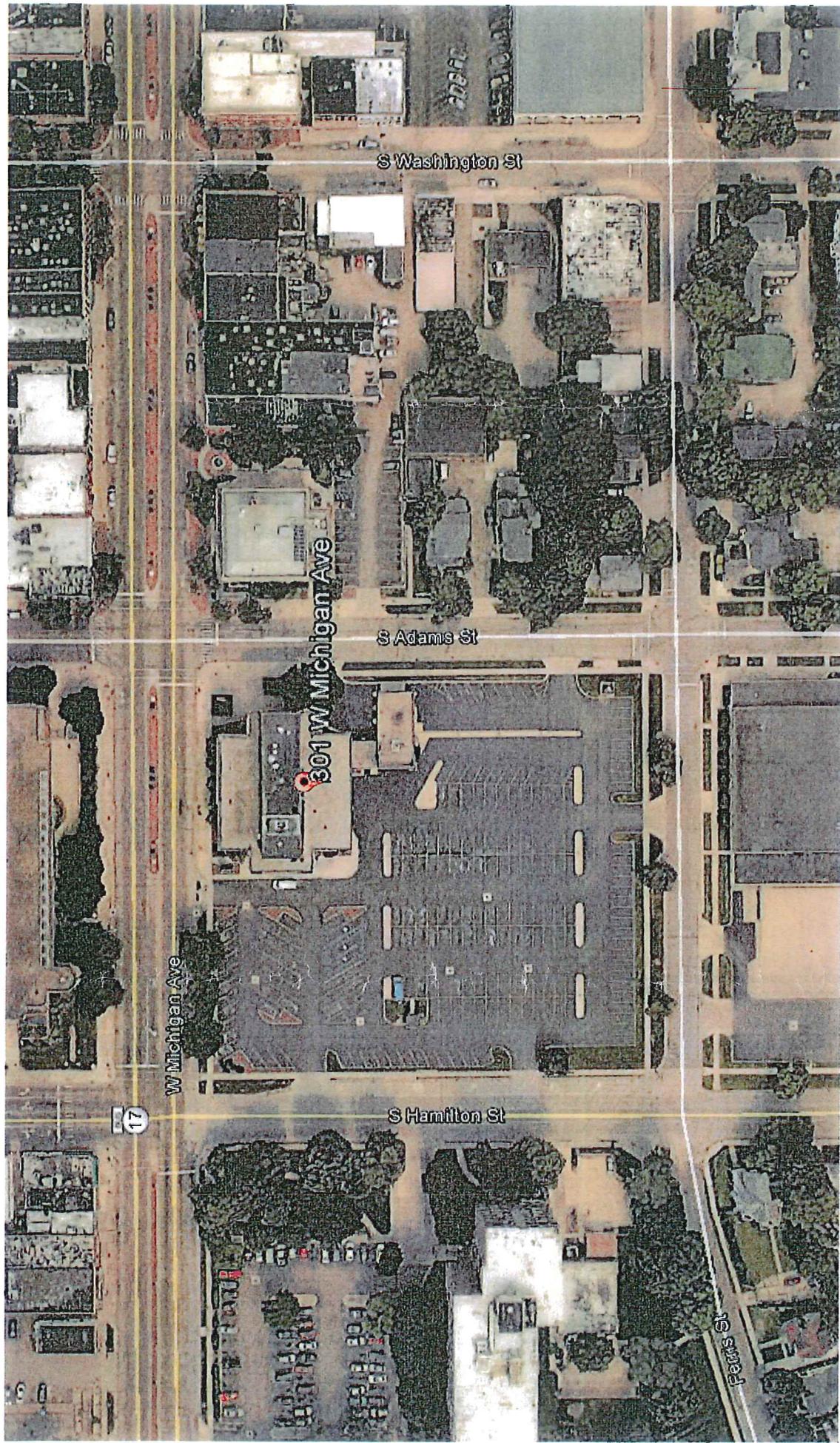
SITE ADDRESS: 301 W. Michigan Ave., Ypsilanti, 48197

ARTIST: DM DATE: 4-26-18 REV: DM 4-27-18 DM 5-3-18 PERMIT



www.phillipssign.com

SITE PLAN 301 W. Michigan Ave



Client Approval: _____

Date: _____

Ph: 586.468.7110

Fx: 586.468.7441

phillips SIGN & LIGHTING inc.

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Harrison Twp., MI
48045-1363

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PROJECT: Ypsilanti Commerce Center (Beal)

FILE: Ypsilanti Commerce Cntr-Beal-PERMIT

SITE ADDRESS: 301 W. Michigan Ave., Ypsilanti, 48197

ARTIST: DM DATE: 4-26-18 REV: DM 4-27-18 DM 5-3-18 PERMIT



www.phillipssign.com



HDC Work Permit Staff Review

Property address: 216 N Washington

Date of Application: June 3, 2018

Date of Review: June 22, 2018

Date of Meeting: June 26, 2018

Proposed work: Concrete pad & apron/ gravel installation

Materials: concrete, pipe, rebar, pea gravel

Staff review:

1. The applicant is placing a concrete pad on the interior of the outbuilding with concrete aprons on the exterior of the outbuilding. Interior work is not under the jurisdiction of the HDC.
2. Pea gravel will also be placed near the outbuilding, as depicted in the submitted drawing, for drainage.
3. Staff verified via email that this work only pertains to the outbuilding.
4. The applicant will need to pull a right-of-way permit with the Department of Public Services if the aprons are in the alley/right-of-way.
5. HDC to advise the applicant to not use the bright white curing compound.
6. A building department permit may be required for this work and should be obtained prior to the start of any work.

Relevant Secretary of the Interior's Standards:
#9

Recommended Motion:

Move to approve the work at 216 N Washington on the outbuilding to include the installation of two aprons and pea gravel as depicted in the submitted drawing with the condition that a bright white curing compound will *not* be used on the concrete.

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.



RECEIVED

JUN 04 2018

CITY OF YPSILANTI
BUILDING DEPARTMENT

**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

OFFICE USE ONLY

Date Filed:

Meeting Date:

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

216 N. WASHINGTON

Applicant

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

Name

Home Services LTD / Jon Homms

Address

421 N. Huron St

City

YPSILANTI

State

MICHIGAN

Zip

48197

Phone / Fax

(810) 241-0600

E-Mail

Contractor

Contractor Name & Contact Info

Home Services LTD

Type of work

☐ Roofing

☐ Window/Door
Replacement

☐ Porches

☐ Sign

☐ Fence (or other sitework)

☒ Other

Complete Description of Proposed Work:

Interior Concrete pad and
exterior Aprons and drainage
with pea gravel (as per diagram)
attached

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

concrete, pipe, rebar

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: \$ 3000 -

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:

6/3/2018

Print Name:

Ronald W Rupert

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: 304 N Hamilton

Date of Application: June 12, 2018

Date of Review: June 22, 2018

Date of Meeting: June 26, 2018

Proposed work: painting

Materials: paint, applicant is planning blue for the main color and white for the trim

Staff review:

1. The applicant is looking to repaint the house.
2. Staff has verified that there will be a color change to blue for the main color on the body of the house and white trim.
3. Staff has requested that the applicant bring color chips to the HDC meeting as the applicant had not finalized the color choice at that time.
4. HDC to advise no power washing or sandblasting in the preparation for painting.
5. HDC to advise of preference for oil-based primer and a satin finish paint.
6. A building department permit is not required for this work.

Relevant Secretary of the Interior's Standards:
#7, #10

Recommended Motion:

Move to approve the work at 304 N Hamilton. Work to include the painting of the structure in (*color choice*) for the body of the house and in (*color choice*) for the trim.

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.



RECEIVED

JUN 12 2018

CITY OF YPSILANTI
BUILDING DEPARTMENT

**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

OFFICE USE ONLY

Date Filed:

Meeting Date:

Action Item/Study Item

To complete this application:

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 - 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 prior to the meeting.

INCOMPLETE APPLICATIONS WILL BE REJECTED

Property

Address

304 North Hamilton St

Applicant

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

Name

Raymond Scherer

Address

22511 Dickinson Rd

City

New Boston

State

Michigan

Zip

48164

Phone / Fax

734-646-4151

E-Mail

Contractor

Contractor Name & Contact Info

Type of work

- ☐ Roofing
- ☐ Window/Door Replacement

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

☒ Other

Complete Description of Proposed Work:

Looking to repaint the outside
of the house

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:

\$2000.00

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:

6-12-2018

Print Name:

Raymond Scherer

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.

Image/Sketch for Parcel: 11-11-40-185-007

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03/28/2018 13:37



RECEIVED

JUN 06 2018

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. 23982
86125
PHDC-18-0058

OFFICE USE ONLY

Date Filed:

Meeting Date:

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

216 N. Hamilton St.

Applicant

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

Name

Barnes & Barnes Properties, LLC

Address

520 W. Cross St.

City

Ypsilanti

State

MI

Zip

48197

Phone / Fax

734-480-7400

E-Mail

bob@barnesapts.com

Contractor

Contractor Name & Contact Info

Burke Roofing

Type of work

☒ Roofing

☐ Window/Door
Replacement

☐ Porches

☐ Sign

☐ Fence (or other sitework)

☐ Other

Complete Description of Proposed Work:

Re-roof with black Tamko 30 year architectural shingles. Install ridge cap and replace current turtle box vents. This is the same shingle and roofing company that roofed 207, 212, and 213 N. Hamilton in the last 2 years.

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:
\$9,000	\$35 + 10 = \$45

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:
	6/4/18

Print Name: Robert M. Barnes

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.



RECEIVED

JUN 07 2018

CITY OF YPSILANTI
BUILDING DEPARTMENT

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-23989
#10376
PHDC 18-0059
OFFICE USE ONLY

Date Filed:

Meeting Date:

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

310 E Cross St

Applicant

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

Name

All Arbor Custom Fence

Address

5591 N Maple Rd

City

Saline

State

MI

Zip

48176

Phone / Fax

734-477-0323

E-Mail

allarborcustomfence@gmail.com

Contractor

Contractor Name & Contact Info

All Arbor Custom Fence, James Skochelak 734-260-5559

Type of work

☐ Roofing

☐ Window/Door

Replacement

☐ Porches

☐ Sign

☒ Fence (or other sitework)

☐ Other

Complete Description of Proposed Work:

Remove old 4' high wood picket fence and replace with new 4' high wood picket fence. The fence will be going in the exact location of the existing old fence. It will be the same style picket fence.

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

Treated pine wood

Permit Application Fee (action items only)

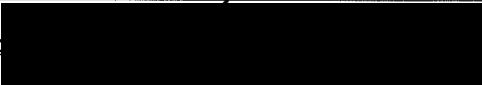
The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional \$3,000 of construction cost.
An additional fee of \$50 applies to HDC work started without the applicable permit.

Construction Cost:	Permit fee:
\$4,000	\$35 + 5 = 40

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: 5-31-18
--	---------------

Print Name: JAMES SKOCHNEK

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.

PUBLIC ALLEY

PHDC-18-0059

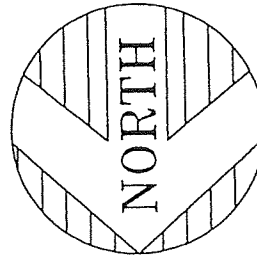
LOT SURVEY SHOWING
THE LOCATION OF THE
FENCES

LOT 13

LOT 12

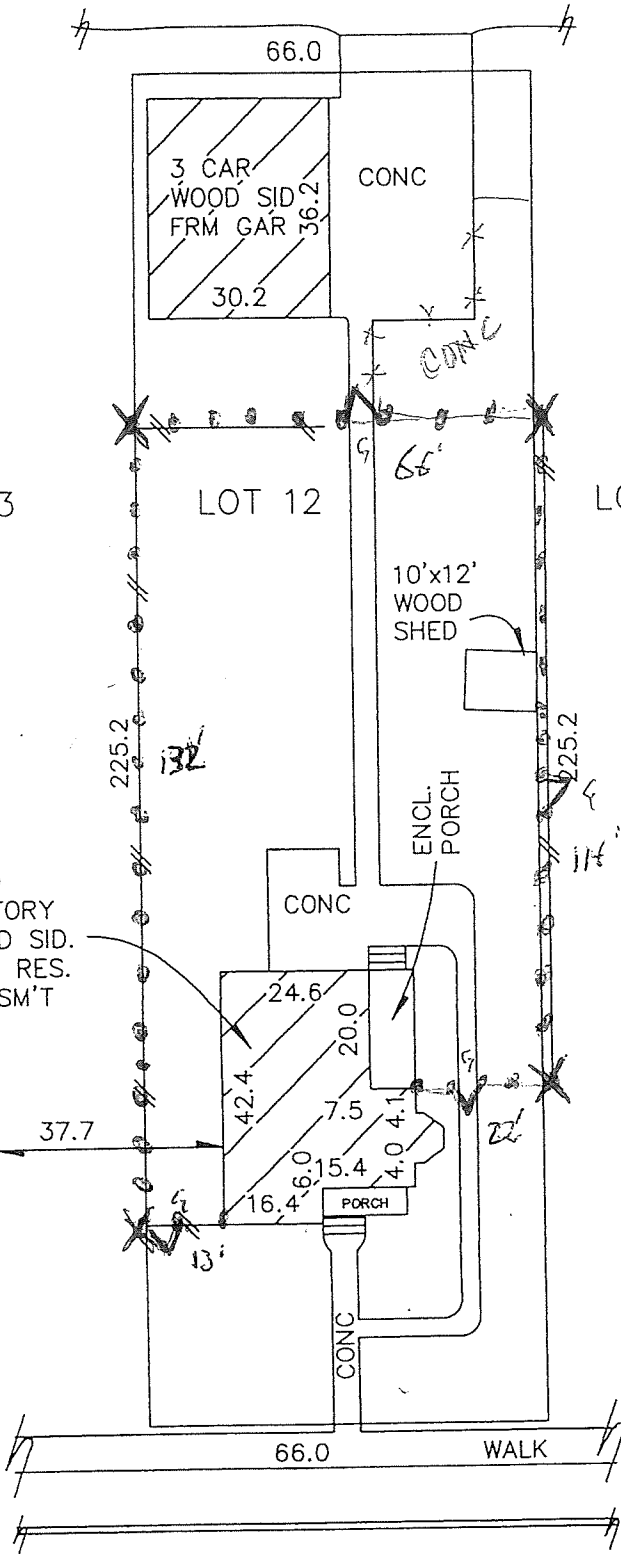
LOT 11

NOTE: A BOUNDARY
SURVEY IS NEEDED TO
DETERMINE EXACT SIZE
AND/OR LOCATION OF
PROPERTY LINES.



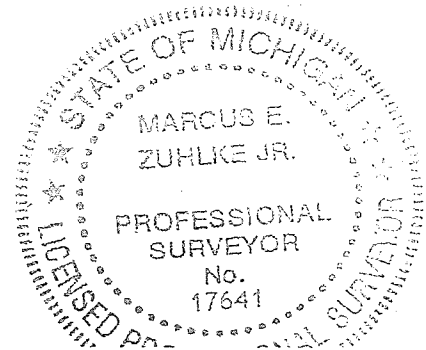
#310
2 STORY
WOOD SID.
FRM. RES.
W/BSM'T

#RES



EAST CROSS STREET 66' WD.

I hereby certify that we have surveyed the above-
cordance with the description furnished for
age loan to be made by the forementioned
and that the buildings located thereon do



SCALE DRAWING
OF FENCE LOCATION

301

313

305

309

315



302

306

GATE

310

13'

314

318

320

22'

114'

132'

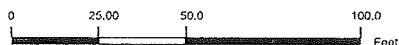
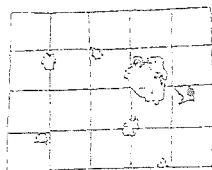
GATE

66'

GATE

318

314



1: 600

5/21/2018



NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

FENCE STYLE

4' HIGH PICKET



CLIENTS SIGNATURE ON
CONTRACT AUTHORIZING
THE WORK



All Arbor Custom Fence

5591 N. Maple, Saline, MI 48176

Ph. 734 477-0323 • AllArborCustomFence.com

Customer Information

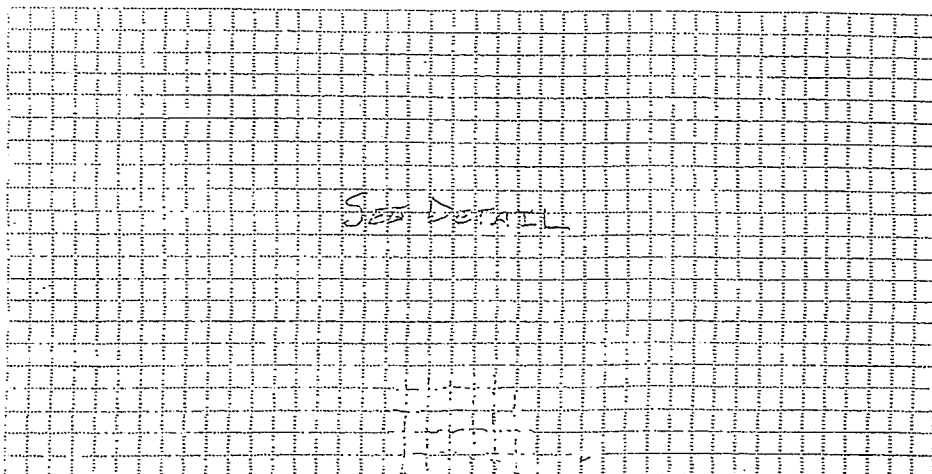
MARY SEELHORST
310 E. CROSS ST.
YPSILANTI, MI 48198

Project Information

Date 5-21-18

INSTALL APPROXIMATELY 350' OF
4' TALL TREATED FENCE WITH
FOUR 4' WIDE SINGLES SWING
GATES

Project layout



Notes & Specifications

4x4 POSTS SET IN CONCRETE
2x4 RAILS
1x4 PICKETS
REMOVE OLD FENCE
PERMIT & MISS DIG
INCLUDED

- All Arbor Custom Fence agrees to furnish materials and/or labor for project noted for amount stated below and will guaranty all labor furnished on stated project and agrees to remedy any defects in workmanship for a period of 2 years from date of completion. Materials for same project are subject to Manufacturers Warranty.
- Customer/Owner to establish lot lines and location of project Under no circumstances does All Arbor Fence assume any responsibility concerning property lines or in anyway guaranty their accuracy. If property lines cannot be located it is recommended that the Owner have the property surveyed.
- All Arbor Custom Fence shall not be liable for delays caused by strikes, weather conditions, material delay or any other causes beyond our control.
- All Arbor Custom Fence will assume responsibility for underground public utilities located and marked but in no way assumes responsibility for unmarked lines such as Sprinkler Systems or privately ran utility lines, nor will All Arbor Custom Fence be held liable for damaged utility lines due to customer requiring excavation in marked utility areas. Additional charges may result from excavation near underground utilities or obstructions such as tree roots, foundation, large rock and boulders.
- Any variation from original plan shall be considered a "Change Order" and may be subject to additional charges.
- The full amount of this contract plus additional charges, if applicable is due upon completion of contracted work and receipt of invoice.
- All Arbor Custom Fence is fully licensed and insured.

Contract Amount _____

Down Payment _____

Balance Due _____

A [REDACTED]
[REDACTED]
Salesperson

5-22-18

Date

5-21-18

Date



RECEIVED

JUN 14 2018

CITY OF YPSILANTI
BUILDING DEPARTMENT

**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. 24009 #3031

PHDC-18-0062

OFFICE USE ONLY

Date Filed:

Meeting Date:

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).
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INCOMPLETE APPLICATIONS WILL BE REJECTED

Property

Address

405 MAPLE

Applicant

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

Name

GARY D. TURNER

Address

227 MILES #2

City

YPSILANTI

State

MI

Zip

48198

Phone / Fax

734 216-6575

E-Mail

GARY@GARTBUILDS.COM

Contractor

Contractor Name & Contact Info

GARYTURNER/COMMUNITY BUILDERS

GARY@GARTBUILDS.COM
(734) 216-6575

Type of work

☐ Roofing

☐ Window/Door
Replacement

☐ Porches

☐ Sign

☐ Fence (or other sitework)

☒ Other

Complete Description of Proposed Work:

RE-NEWAL OF PHDC 160100
HOUSE COLORS PREVIOUSLY
APPROVED

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:

6/14/18

Print Name:

ATKINSON

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

Administrative Approvals

Any applications which have been given administrative approval since the last HDC meeting must appear on the next agenda. Although they only have to be reviewed quarterly, it is the current practice to include Administratively Approved applications on the agenda immediately following their approval.

The commissioners can then, by note, accept them.

HDC staff is authorized by the HDC to approve the following types of work without HDC review:

- Flat commercial re-roofing
- Residential re-roofing, only if:
 - No color change is proposed.
 - No shingle style change is proposed. (Check with the chair but you may be able to approve a change from three tab to architectural shingles or vice versa).
 - No gutter work is proposed.
 - Roof vents must be ridge type vents whenever possible. If the building official determines that ridge venting is not possible, any vents installed must be invisible from any street and must have a flat profile.
- Porch decking, only if:
 - No other porch members are involved.
 - Material proposed for decking is vertical grain tongue-and-groove fir.

***This is the current policy on administrative approvals. Staff suggested at the June 12, 2018 HDC meeting that the commission think about whether staff should be permitted to address more applications as administrative approvals.*

CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION
MINUTES OF JUNE 12, 2018

CALL TO ORDER AND ROLL CALL

Mike Davis, Jr. Vice-Chair 7:02 PM

Meeting Location: City Hall, Council Chambers, 1 S. Huron, Ypsilanti, MI

Commissioners Present: Mike Davis, Jr., Erika Lindsay, Alex Pettit, Ron Rupert

Commissioners Absent: Anne Stevenson, Hank Prebys, Jane Schmiedeke

Staff Present: Cynthia Kochanek, Preservation Planner
Nancy Hare-Dickerson, Commission Secretary

APPROVAL OF AGENDA

Kochanek: Added 310 E Cross as a study item.

Motion: Rupert (second: Pettit) moved to approve the agenda as amended.

Approval: Unanimous. Motion carries.

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS

113 Buffalo

**Application is for side & rear porch installation*

Applicant: Stewart Beal, owner –Not present

Motion: Rupert (second: Pettit) moved table the application for work at 113 Buffalo for the applicant to be in attendance.

Secretary of the Interior Standards:
N/A

Approval: Unanimous. Motion carries.

405 Maple

**Owner requested that the HDC return to the item after his contractor arrives, item moved to later in agenda.*

6 S Washington

**Application is for amendment to the previous application for work on the storefront*

Applicant: Marcela Rubio, owner– Present

Discussion: Davis: Indicated that the application is to address an amendment to the previous application about the storefront awning/trim work and asked the applicant to begin the discussion.

Rubio: Stated that she assumes the Commission has seen the work that has been done and that that is the amendment.

Davis: Asked for commissioner comments regarding why the commission had the letters sent out.

Pettit: Stated that it would be helpful if applicant would describe what was done in terms of the signboard piece.

Rubio: Stated that it is an older building that has an art deco façade that was installed in the 1950s and that above the art deco façade there was an awning that the Building Department asked them to address because it was collapsing; that there was approval to remove it and to put it back up. Stated that when they were doing the construction, it was clear that it was rusted and decayed and they were advised not to put it back up. Stated that they had thoughts of putting it back up but closer to the building but they were advised that it would be something that would be cost prohibitive, so they decided to make a trim kind of front to it.

Davis: Asked if the modification is to now have the flat signboard rather than the eight-inch awning protruding from the building, which was the initial Commission compromise.

Rubio: Confirmed and stated that the flat signboard is very similar to what is seen on other buildings in the Historic District; that they had already received approval for this [*indicated the south side of the building*] sign area and that they wanted to match it on the other side for consistency.

Pettit: Asked if there was some finished work that was done just prior to the installation of the signboard on the larger area - some sort of a trim piece.

Rubio: Stated that previous to this, it was metal tiles on the top but it was like a trim piece that was over it.

Davis: Asked if the timeframe being discussed is in between the construction

period before the signboard was finished.

Rubio: Stated that the signboard was completed over a year ago.

Pettit: Asked for confirmation that the gray signboard was put up over a year ago.

Rubio: Confirmed.

Pettit: Asked if something else had been put with the signboard after that.

Rubio: Stated that there was never anything else in that area.

Pettit: Asked for confirmation that it was open like that [*referencing the overhead*], up until the signboard was put up.

Rubio: Confirmed that that is what it was before. Stated that, as you can see, it is coming down in the photos.

Pettit: Agreed and stated (this photo was from) 2014.

Rubio: Stated that that is the reason the Building Department asked them to address it.

Pettit: Confirmed.

Rupert: Agreed with Commissioner Pettit that there is a gray profile on the top part.

Rubio: Stated that that is part of the metal tiling.

Lindsay: Stated concern that the color, material and continuity are totally different than what was there before; that returning and talking with the Commission would have been helpful.

Rubio: Stated that is difficult when the workers are there at the moment and the Commission meets only once every two weeks which would have meant a two week delay.

Davis: Stated that the Commission recognizes that things happen during construction; that several months elapsed before the Commission initiated letters in order to wait and see if everything was finished. Stated that it is up to the commission today to decide if this modification is appropriate or if the original compromise with the reduced awning should stand or if it should be tabled.

Rupert: Agreed with Commissioner Lindsay that there is no cohesiveness, no

continuity and no connection between the bottom enamel panels and the signboard, as well as the color being an issue.

Rubio: Stated that she understands their point that there is a lack of continuity between the bottom and the top but that they are kind of dealt with the bottom. That the HDC has stated that they need to keep the bottom panels and that it would be cost prohibitive to do something with the bottom panels. Stated that when you look at the whole building that there is some continuity between that and the rest of the building, which the HDC approved.

Pettit: Stated that he would argue that both parts of the building are not really the same. The scale and massing between the two parts of the building are not the same.

Lindsay: Stated that the original existing façade and those enamel plates are incredibly different material-wise than the signboard material that was installed. Stated that the Commission is speaking to appropriateness; that the proportions are different, there are a lot of different things that have changed with the omission of the original awning line and with the original art deco façade that was there. Asked about the original panels.

Rubio: Stated that they are no longer there.

Davis: Asked staff for clarification on what a denial of the application would mean.

Kochanek: Stated that a denial means the work is inappropriate and opens up an avenue for an appeal process; that if the Commission finds that the work is inappropriate, the ordinance indicates that it "be required to be returned to its previous state".

Davis: Stated that that would be difficult given the condition the building was in, that the awning could never be put back on and that there were significant issues with the material.

Lindsay: Stated her recall is of a conversation the Commission had when the co-owner was present about what might happen if the original awning could not be restored. Stated that it is an important piece to keep in mind because those other panels that were there provided a cohesion in the façade but now is not possible because they have been removed and possibly discarded.

Rubio: Confirmed the panels were discarded.

Lindsay: Stated that it is problematic because a conversation about this had occurred; that possibilities had been discussed about producing a very thin line and a two to three-inch piece made of wood to then replicate that piece.

Pettit: Confirmed remembrance of the conversation referred to by Commissioner Lindsay.

Lindsay: Stated that there were conversations and many opportunities through which the Commission attempted to work with the applicants.

Rubio: Stated she does not recall those conversations.

Lindsay: Confirmed that Rubio was not present.

Davis: Stated that it was the co-owner who was present; that work was approved for a north storefront that included windows and metal trim with an eight-inch projection.

Rubio: Asked if the eight inches would include the metal things that were removed.

Pettit: Stated that it was to cover that gap.

Davis: Stated that if it was not the original material that it was going to be like a metal clad trim.

Pettit: Stated that it was a piece of trim that had the same profile.

Davis: Stated that there would be like the red and the peach tiles below.

Lindsay: Stated that the tiles would also be above.

Davis: Stated that there would be an eight-inch awning clad in metal.

Kochanek: Stated that the original commission meeting minutes talked about making the awning closer to the building and using some of the original pieces on the face.

Rubio: Stated that she is not understanding how to go about using original pieces which applicant does not have or creating some sort of aluminum piece to replicate it.

Pettit: Stated that it was not to replicate it; that the renderings show pretty well what the intent was from what was submitted to the Commission. Stated that the materials had been discussed. Stated that if original materials became unavailable, an alternative for cladding that piece could have been discussed but it was never brought back to the Commission.

Davis: Stated that the projection itself could be made of wood and clad in a thin piece of metal and then painted; that it does not have to be an exact replica of what was there.

Pettit: Stated that it is more like showing a ghost line of the original structure that had been there.

Davis: Asked staff to go back to one of the old pictures with the awning. Stated that the issue he has with the new signboard is that before the new signboard was put on, there was this cohesion on the bottom half from the gray below the brick, down, with the peach and the red and then the red and then the brick above; that it was separate but it had cohesion. Stated that, now, the signboard splits the façade into thirds on both buildings. Stated his desire to see more work done that makes the building more cohesive; that possibly if the signboard was painted differently, it could be helpful. Stated that the very minute details were left up to the owners so they could do something that was feasible and not cost prohibitive but still maintain the value and integrity of the building.

Lindsay: Stated the importance of also maintaining the specific character of the building, that now is gone.

Davis: Stated that he is not comfortable with approving the current work.

Pettit: Stated that there might be value in having that previous material to review and tabling the application for now.

Davis: Agreed with Commissioner Pettit.

Kochanek: Stated, in answer to an earlier question, the statement in the ordinance says "When work has been done upon a resource without a permit, and the historic district commission finds that the work does not qualify for a certificate of appropriateness, the commission may require an owner to restore the resource to the condition the resource was in before the inappropriate work was done or to modify the work so that it qualifies for a certificate of appropriateness".

Davis: Stated that the applicant falls into "or modify the work so that it qualifies for appropriateness", that it is not feasible for the Commission to require the applicant to put back what was there. Stated that rather than deny the applicant, a possible consensus is to look at tabling the motion, re-examine the materials that were submitted from September of 2016 and then discuss with the full commission what would be deemed appropriate.

Rupert: Stated that the Commission cannot do the designing for the applicants.

Pettit: Stated that there seemed to have been something that had been agreed upon and doable, which is not this; that that is the reason for revisiting the other drawings.

Lindsay: Agreed.

Davis: Asked staff to locate the September 13, 2016 submittal to look at right now and send it to the applicant in order to go back and discuss what potentially could be done knowing that the Commission is not comfortable with what is there now. Asked the applicant if they could return in two weeks and have a discussion about what the Commission would find appropriate.

Pettit: Stated that he thought there were some drawings of the detail.

Kochanek: Stated that this is what was submitted at the time [*referencing overhead*] and that there are also other drawings that were submitted prior.

Davis: Asked staff to gather this info and send it to the owners so they can look at what they previously submitted. That the Commission can look at it again, and then come back in two weeks and have a fuller discussion.

Kochanek: Asked if the Commission had suggestions for what might make what is there now, work; that there was the mention of paint.

Rupert: Stated that it is still going to look out of place.

Lindsay: Stated that the two side pieces (on the signboard) are creating a kind of a funny juxtaposition; that the original did not have.

Rubio: Asked Commissioner Lindsay if she is referring to removing the two ends of the signboard frame and doing a wrap-around.

Lindsay: Agreed, just removing the (vertical) end pieces. Stated that that might be something where the applicants can thin that down and put a piece on both the left and right edge of the building, like a molding piece versus being an entire frame-out. Stated, or to at least put a really thin piece on it that would be the same color.

Kochanek: Asked Commissioner Lindsay if she is referring to removing the piece being referenced on the overhead.

Lindsay: Confirmed, those two.

Rupert: Confirmed, the verticals.

Davis: Asked about a thin molding that produces the lines.

Lindsay: Asked if Commissioner Davis is referring to the verticals.

Davis: Confirmed. Stated that was the big thing in the previous rendering, that the top of it was the same vertical panels.

Pettit: Stated that the distinguishing piece was that there was going to be some sort of projection, although small, more than just what is there now; that that was the defining piece as opposed to the signboard.

Davis: Stated that there are many good architects in the area that could look at the building as it is today and propose a solution. Stated that the commission is sensitive to things being cost prohibitive, there is not an expectation that all things be custom made, or replicate exactly what was there before; that there is a middle ground to preserve the character of the building. Stated that it is an important building, as there are not many buildings in the district that have this art deco character.

Motion: Rupert (second: Pettit) moved table the application for work at 6 S Washington for more detailed information on the signboard façade.

Secretary of the Interior Standards:
N/A

Approval: Unanimous. Motion carries.

405 Maple

**Returned to item after contractor's arrival.*

**Application is for amendment to the previous application for reroof; color change*

Applicant: Charles Smith, owner and Gary Turner, contractor -Present

Discussion: Davis: Asked the applicant to walk the commissioners through the application.

Turner: Stated that the project has grown over time but the goal is to re-roof the entire house including the out building and the front porch which was rebuilt last season. Stated that they changed roofing suppliers and that the gray color number G7 is their current selection. Stated that the owner is interested in using the Galvalume because it has the least amount of toxic coating on it of the metal roofing systems they have investigated and he would like to utilize the water from his roof to water his gardens with.

Davis: Asked if it would be the porch or the whole house.

Turner: Stated eventually the whole house but starting with the porch, the old garage, and also an awning proposed to add to the front.

Davis: Asked if it would look just like that [*referencing the material*].

Turner: Confirmed. Stated it is residential grade standing seam, 16 inch, and that this is the house and trim color [*referencing paint samples*] which it contrasts nicely with.

Davis: Stated a concern about reflectivity.

Turner: Stated that it gets dirty but it is cleaned fairly quickly.

Rupert: Asked if applicant planned to do the porch and the outbuilding first.

Turner: Confirmed.

Rupert: Asked if applicant knew his permit might expire in a year.

Turner: Stated that they are doing chunks at a time each season, as much as they can do; that they would renew the permit if necessary.

Kochanek: Asked if a building permit had been pulled.

Turner: Confirmed.

Kochanek: Stated that once a building permit is pulled, it keeps the permit active. Stated that there was approval for painting in 2016 but with no building permit required for painting if that work has not started, then that permit has expired.

Rupert: Asked where the awning is proposed and if it was on the original permit.

Kochanek: Confirmed that it was included on the original permit. Stated that it is going to be on the lower middle window.

Turner: Confirmed.

Kochanek: Stated that the Commission approved the awning when the adjustment of the roofline on the accessory structure was approved.

Davis: Stated that the awning is part of the motion dated 12-12-2017.

Turner: Stated that that part would probably come later when they deal with the house painting and the main roof.

Davis: Asked if the Commission can approve the house painting today.

Kochanek: Stated that applicant needs an application for it; that they were probably unaware it had expired.

Davis: Asked if the Commission can authorize administrative approval for only the house painting.

Kochanek: Confirmed. Advised applicant to submit an application.

Motion: Lindsay (second: Pettit) moved to authorize an administrative approval for the paint colors for 405 Maple. The paint colors were previously approved in the October 2016 application. The paint colors are SW 7007-Ceiling Bright White for trim and SW 7604- Smoky Blue for the body.

Approval: Unanimous. Motion carries.

Discussion: Davis: Asked commissioners their thoughts regarding the roofing.

Pettit: Stated that there is a question about the unfinished look of material and the brightness and reflectivity.

Lindsay: Asked if applicant has looked into any other low toxicity options.

Turner: Stated that as far as standing seam metal goes, this is the least toxic because it has the least amount of coating. Stated that the gray is a pretty uniform gray; that the residential applications has a slight channeling which may offer more shadow, break up the surface a little more and be duller than corrugated steel.

Davis: Stated his concern that the raw material may not be appropriate for a residential application in the District.

Turner: Stated that the material is finished but just has the least toxic coating.

Davis: Stated that it gives the appearance of a raw material which might be more appropriate for an industrial area rather than a residential property.

Turner: Stated that it is a higher end residential roofing system and would probably appear extremely finished in the application; that the gray patina is uniform and would have a very handsome appearance.

Motion: Pettit (second: Rupert) moved to approve the amended application for work at 405 Maple to include the new roof color to be Galvalume-41 as opposed to the original color, Grey-G7.

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

Approval: Yays: 3, Nays: 1. Motion Carries.

NEW BUSINESS

314 Maple

**Application is for solar panel installation*

Applicant: Barbara Zmich, owner and Dave Strenski, contractor –Present

Discussion: Davis: Asked the applicant to walk the commissioners through the application.

Strenski: Stated that the owner would like to put solar on their house; that an energy analysis was done and enough solar will be placed on the house to make them 100%. Stated that eleven panels will be placed on the second story roof at the south facing peak and that two rows will be placed on the lower roof where there is a south facing slope.

Davis: Asked if it will be visible from the street.

Strenski: Stated they are not visible because it is on the back of the house and that there are trees in the back.

Pettit: Asked if it will extend above the ridge.

Strenski: Confirmed that it may extend a little but that it would not be visible from the street because of the angle.

Pettit: Asked what the offset of the panels from the roof.

Strenski: Stated about six inches.

Davis: Stated concern about site lines from the street, glare from the street and glare for the neighbors.

Strenski: Confirmed that none of those concerns are an issue. Stated that there are meters on the back of the house; that there will be conduit that will go off the roof and down the back into the house to an inverter box.

Motion: Rupert (second: Pettit) moved to approve the work at 314 Maple to include the installation of 21 SolarWorld 295-watt solar panels on the rear side of the gabled upper and lower roofs on the structure. A SolarEdge 7 kW inverter will also be installed at the rear of the structure.

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.

15 Oak

**Application is for door installation*

Applicant: Jason Bing, owner – Present

Discussion: Davis: Asked the applicant to give a rundown of the application.

Bing: Stated that the home, which he purchased about twelve years ago, had doors that were not original to the structure that he is now able to update them. Stated he would like to add some light in the house on the east door with a half light and a three-quarter light on the west door. Stated that he went to the local salvage store and went thru the process with them. He got doors that lined up with roughly the same time that this house went through is largest renovation/update in 1912-1913.

Rupert: Asked if the storm doors will remain on the building or eventually be replaced.

Bing: Confirmed that the storm doors will eventually be replaced.

Pettit: Asked if the plan is to replace the wood doors and leave the existing storms for now.

Bing: Confirmed.

Davis: Asked if the stain is to be used on both doors.

Bing: Confirmed that is correct.

Rupert: Stated that the fifteen light door is not appropriate for the building; that it appears to be an interior French door. Stated that it would not generally be seen on the exterior of the building.

Pettit: Asked if it would be appropriate as a door to a garden; that the age of the door could work and it matches the period of renovation.

Lindsay: Stated that the door has a nice exterior lock.

Bing: Stated that it was used as an exterior door.

Rupert: Asked if it could be seen from the road.

Bing: Confirmed. Stated that it is a door that is essentially a window at the bottom of the stairwell.

Lindsay: Stated that applicant previously discussed the reason for the particular door is to get more light into the interior space.

Bing: Confirmed.

Pettit: Asked if steps were going to be added (at this door) right away.

Bing: Stated that steps would not be added right away.

Pettit: Asked if applicant would be using it as a door.

Bing: Stated that it was not going to be used as a door.

Lindsay: Asked if applicant would like to keep it as a door instead of just replacing it with a window.

Bing: Stated that he considered replacing it with a window but that it would be more useful as a door for getting things upstairs.

Motion: Pettit (second: Rupert) moved to approve the work at 15 Oak St to include the installation of the exterior doors on the east and west sides of the house as depicted in the materials submitted with the application dated May 29, 2018.

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.

106 N Adams

**Application is for fence/hanging garden installation*

Applicant: Sidharth Chhabra, applicant – Present

Discussion: Davis: Stated that the application is for the wood fence.

Chhabra: Stated it is not actually a fence. [*Indicated the plans submitted with the application and shown on the screen.*] He explained the layout of the site to the commission. Stated that they put a wooden structure at the side of the bus station so they could set up vegetable and flower planters and they were not aware that permission was needed.

Davis: Stated that the Commission reviewed this in July 2017 as part of another application but that the application included a second story greenhouse which was not appropriate so the application was denied at that time. Stated that he does not have a problem with shadowbox planters.

Rupert: Stated that an opaque stain should be used for the vertical garden.

Davis: Agreed.

Lindsay: Stated that there are some nice opaque stains that have a primer built in which could help it penetrate the wood.

Motion: Rupert (second: Lindsay) moved to approve the vertical garden at 106 N Adams. Work to include the installation of a wood structure/fence for a hanging garden as depicted in the materials submitted with the application dated June 5, 2018. A condition of the approval is that the wood structure be finished with an opaque color stain.

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.

232 N River

**Application is for porch work*

Applicant: Stefan Szumko, owner –Present

Discussion: Davis: Asked applicant to walk the commissioners through the application.

Szumko: Stated that on the front porch, there is rotting of the interior columns, the north side flooring and the floor framing; that he is proposing to repair the lower half of the front porch, replace the columns as best as he can, wherever it makes sense, inside the column wrap. Stated that he would like to add a big screen to the porch with screen wood molding painted black to match the screen or trim color in the two sections of the house as opposed to the front entry; and that to enter that screened-in porch, to put in a black zipper door as opposed to a framed-in door just behind the middle right column. Stated that they could do a framed-in door painted black to match the screen.

Lindsay: Asked if there would be a third panel on the side.

Szumko: Confirmed.

Davis: Stated that the screen material needs to be as opaque and as translucent as possible with it being a front porch, so that you can see the house and see that there are occupants on the porch.

Rupert: Asked what the dimensions are between each column.

Szumko: Stated the dimensions are roughly sixty to eighty. Stated that the screen in the upstairs balcony also needs to be replaced.

Lindsay: Stated a concern about applicant being able to get the screen taut enough across the span and the height, which may be part of a reason for applicant to consider panelizing it in smaller sections.

Rupert: Stated that the applicant could put a support in there.

Pettit: Stated that the applicant may need a support anyway because it is a big opening.

Davis: Asked if the screen is part of the application.

Szumko: Stated no, because it is already there.

Davis: Stated that the bottom screening is not there yet.

Szumko: Agreed.

Kochanek: Stated that the applicant submitted the screening materials for the lower porch after the meeting packet went out and that technically, it is not part of this application.

Davis: Asked if the porch flooring will be replaced with four-inch tongue and groove flooring.

Szumko: Confirmed.

Davis: Asked if the four-inch overhang at the bottom of the porch will be eliminated.

Szumko: Confirmed. Stated that when the porch was originally built, the deck was put down maybe two inches and then the wrap around the porch offset four inches back; that area has been collecting snow, rain and debris and there is nothing to actually tack on anything behind it; that he would like to eliminate that area and put in a flat piece of trim with flashing on top of that.

Davis: Asked if applicant was going to try to reuse or replace the posts.

Szumko: Confirmed, with as exact as possible.

Davis: Stated as long as it has the trim on the top and down the sides and that they are painted to match.

Rupert: Asked if it is fluted on the columns.

Szumko: Stated that the front has no fluting; that it is all square and rectangular and it is all wrapped. Stated that he would use cold molding and cork ground for the trim and that the colors would match.

Motion: Lindsay (second: Pettit) moved to approve the application at 232 N River. Work to include the repair of the balcony with like materials and the

replacement of the porch materials as indicated in the application dated June 5, 2018. All materials to be painted to match the existing colors on the structure. All wood is to be in a smooth finish and all wood product to be in a smooth finish.

Secretary of the Interior Standards:

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

#10- New work shall be removable.

Approval: Unanimous. Motion Carries.

STUDY ITEM
232 N River

Discussion: Davis: Stated regarding the screens, that the discussion left off at possibly needing to have separation in the middle.

Pettit: Asked if the wood that was framed as the divider was painted black as opposed to white like the trim; if that would keep it from reading as breaking up the space.

Lindsay: Stated that it would be cohesive with the actual screen because the screen material is also black.

Davis: Stated that the screen will have to have a separate application; that if applicant can submit it within sixty days, a fee waiver could be requested.

Kochanek: Confirmed. Advised that it would be an amended application.

Davis: Asked if the Commission can amend it.

Kochanek: Stated that the applicant can amend this application to add screening. Advised applicant to include the drawings that he previously emailed to staff and include on the application that it is an amended application to the HDC application from June 5th asking to add screening to the porch.

Davis: Asked applicant to include cut sheets of the material that he went through.

Lindsay: Stated that it would be helpful if applicant could detail on one of the diagrams how this will work; that she would then feel comfortable having staff do an administrative approval.

NEW BUSINESS

301 W Michigan

**Application is for sign installation*

Applicant: Ed Phillips, Phillips Sign & Lighting, applicant – Not present

Discussion: Kochanek: Stated that she has advised the owner that this application is for a sign that the zoning ordinance will not permit. That she is expecting that the applicant will withdraw this application.

Motion: Lindsay (second: Pettit) moved to table the application at 301 W Michigan citing the lack of information and the applicant not in attendance.

Secretary of the Interior Standards:
N/A

Approval: Unanimous. Motion Carries.

216 N Washington

**Application is for the installation of a concrete apron and gravel*

Applicant: Ron Rupert, Home Services, LTD, contractor –Present

Motion: Lindsay (second: Pettit) moved to table the application for 216 N Washington citing the fact that the Commission would not have quorum as a commissioner would need to recuse himself in order to present the application.

Secretary of the Interior Standards:
N/A

Approval: Unanimous. Motion Carries.

ADMINISTRATIVE APPROVALS

114 W Michigan

**Application is for amendment to sign application*

314 Maple

**Application is for reroofing*

Motion: Rupert (second: Lindsay) moved to approve the administrative approvals at 114 W Michigan and 314 Maple.

Approval: Unanimous. Motion Carries.

STUDY ITEMS

310 E Cross

Discussion: Kochanek: Stated that there is currently a picket fence on the property and that the contractor is doing the same fence, in the same exact location, to be painted brown like the current fence. Stated that the only difference is that the top of that fence is going to be pointed as opposed to a dog ear style.

Rupert: Stated that it is a wider picket.

Kochanek: Stated that applicant is asking for the Commission to allow an administrative approval since he was planning on installing the fence prior to the next HDC meeting on June 26th. Stated that the applicant missed the deadline by two days.

Davis: Stated that the picket is appropriate and looks like it is a little tighter together, that it might actually block the HVAC system there.

Rupert: Stated that applicant lists the material as treated pine wood but does not list any color.

Kochanek: Stated that applicant is aware that painting is a Commission requirement which would be added as a condition. The applicant consulted with the owner who is looking at doing the same or similar brown color that is on the current fence.

Motion: Lindsay (second: Rupert) moved to authorize the administrative approval for 310 E Cross St application for a fence with the condition that staff give the condition that the fence must be painted or stained with an opaque stain. The fence as specified in the diagram submitted and the color to match the existing.

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.

OTHER BUSINESS

Demolition Process/application discussion

Commissioner Lindsay had nothing to report on at this time.

Property Monitoring

114 W Michigan

Davis: Asked staff to check on the possibility of an animated open sign at this location.

212 Ferris

Pettit: Asked staff to check on the porch at this location as he thought that there had been some recent changes.

LED lighting strips resolution/policy

Davis: Asked staff to look into the feasibility of the light meter and how that might work.

HOUSEKEEPING BUSINESS

Approval of the minutes of May 22, 2018

Motion: Rupert (second: Pettit) moved to approve the minutes as drafted.

Approval: Unanimous. Motion carries.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS –none

ADJOURNMENT

Vice-Chairperson Davis adjourned the meeting, citing the end of the agenda with no one remaining in the audience and no further items to discuss.

MEETING ADJOURNED at 8:58 p.m.