

CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION
MINUTES OF NOVEMBER 13, 2018

CALL TO ORDER AND ROLL CALL

Mike Davis, Jr.	Chair 7:02 PM
Meeting Location:	Ypsilanti Historical Society Archives, 220 N Huron, Ypsilanti, MI 48197
Commissioners Present:	Mike Davis, Jr., Alex Pettit, Erika Lindsay, Hank Prebys, Ron Rupert, Jane Schmiedeke, Anne Stevenson
Commissioners Absent:	None
Staff Present:	Cynthia Kochanek, Preservation Planner Nancy Hare-Dickerson, Commission Secretary

APPROVAL OF AGENDA

Motion: Prebys (second: Schmiedeke) moved to approve the agenda as amended to add a discussion item on the HDC rules and regulations.

Approval: Unanimous. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS

306 N River, Suite D

**Application is for window installation.*

Applicant: Eric Mullins, business owner– Present

Discussion: Davis: Stated that from the window installation discussion had at the October 23rd HDC meeting, the Commission had pending questions about window materials.

Mullins: Stated that a Jeld-Wen non-clad wood window is proposed, which would be the most historically accurate to the upstairs windows *[reference materials]*.

Rupert: Stated that metal clad would help preserve them. Stated that vinyl clad would not be appropriate.

Schmiedeke: Asked if the aluminum screen trim would be green.

Mullins: Stated that the trim would match the windows that are painted.

Rupert: Asked if it is an insulated window.

Mullins: Stated that it is a double pane.

Motion: Lindsay (second: Rupert) moved to approve and issue a certificate of appropriateness for work at 306 N River, Suite D to include the installation of Jeld-Wen series 2500 wood windows per the application or similar Jeld-Wen in aluminum-clad wood. The work is to install windows in the openings previously blocked with cinder blocks and bricks. A total of three windows in the color Evergreen to match the existing windows above. The screen trim is to match.

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 Carried.

56 N Huron

**Application is for storefront renovation.*

Applicant: Amanda Gaytan, owner– Present

Discussion: Davis: Stated that there was discussion at the October 23rd meeting regarding the façade, tile and stained-glass window. Stated that the current application is for upper story window replacement, the stained-glass window and the storefront.

Gaytan: Stated that a copper color metal clad trim would be used, similar to the Riverside Art Center. Stated that rather than tile, a matching straight flat painted façade with no decoration is proposed.

Davis: Asked about the color.

Gaytan: Stated neutral green *[reference materials]*.

Prebys: Asked about the color name and number.

Gaytan: Stated that it is "Desert Mountain", Clark+Kensington exterior paint number 23A 5N. *[Using reference materials, outlined color locations]*

Kochanek: *[Referred to Staff Review Note - "copper color aluminum trim with ivory inset panels"]* Asked if "ivory" should be changed to the proposed green color.

Gaytan: Confirmed. Stated Desert Mountain, Clark+Kensington.

Davis: Asked about the status of the particle board as discussed at the October 23rd HDC meeting.

Gaytan: Stated that it will be removed and replaced by weather-resistant board.

Kochanek: Stated that when contractor spoke with staff, he indicated that the deteriorated board would be removed and replaced with weather protected plywood with metal aluminum cladding over top.

Motion: Prebys (second: Rupert) moved to approve and issue a certificate of appropriateness for work at 56 N Huron for the replacement of the three upper story windows with Pella 6-over-1 aluminum clad wood windows in brown. The window above the door will be replaced with a proposed leaded stained glass window pictured in the submitted materials. A brown paint will be used for around the upper windows and front door and a copper color aluminum trim with metal inset panels in Desert Mountain will replace the sections of the deteriorated pasteboard above and below the large plate glass window on the storefront.

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: Yays: 6, Nays: 1. Motion Carried.

NEW BUSINESS

305 Maple

**The application for fence installation was moved to the end of the meeting as the applicant was not in attendance.*

418 Maple

**Application is for fence installation.*

Applicant: Christina Sears-Etter, owner— Present

Discussion: Sears-Etter: Stated that after receiving feedback and being advised by staff that vinyl fencing would typically not be approved by the Commission, the applicant submitted an amended application for wood fencing. Stated that the proposal is to install 60-80 linear feet of new wooden fencing to enclose the property. Stated that exterior stain will be applied to match the color of the existing fence panel *[referencing color sample]*. Stated that the existing panels may be replaced to match this one *[referencing materials]*. Stated that two small gates for foot travel and one larger gate will be installed.

[Applicant further clarified referencing pictures and schematic]

Rupert: Asked if the color is a solid color stain.

Sears-Etter: Confirmed.

[Discussion re: the difference in styles of the existing fencing]

Schmiedeke: Asked about fence height.

Sears-Etter: Stated that six foot is proposed.

Davis: Asked if it is going to be a six-foot, dog-ear privacy fence.

Sears-Etter: Confirmed.

Lindsay: Asked if replacement of the short piece *[referencing materials]* is proposed.

Sears-Etter: Confirmed.

[Discussion re: the fence proximity to the sidewalk; clarification of location of gates per reference materials]

Motion: Pettit (second: Prebys) moved to approve and issue a certificate of appropriateness for the application at 418 Maple. Work to include the installation of a wood fence to be similar in style to either the existing fence along the west side of the property or the one on the south side of the property, at the owner's discretion. The fence is to be a 6' high wood board fence painted with an opaque stain in the color brown that matches the existing trim on the home. The layout of the fence will be as indicated in the submitted hand drawing. The location of the gates as shown in the drawing with the addition of a gate at the NE corner, near the house. A paint or an opaque stain can be used.

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 Carried.

426 N Huron

**Application is for accessory structure installation.*

Applicant: Elizabeth Darnell, owner– Present

Discussion: Davis: Stated that the application is about adding an accessory structure on the site. Asked applicant to walk the Commission through what is proposed.

Darnell: Stated that applicant owns two lots, of which the house is on one lot and the garage is on the other. Stated that a structure was built in the rear of lot #11, at the top of the bank of the river, for storing things in the yard. Stated that the structure would not be obtrusive to the historic view from the street.

Davis: Asked if the picture is accurate *[referencing materials]*.

Darnell: Confirmed.

Davis: Stated that from the materials list, it looks like the siding is green sheet metal and that the roof is brown, same metal.

Darnell: Confirmed.

Rupert: Asked if there would be lighting.

Darnell: Stated no.

Stevenson: *[Provided applicant with a copy of the Commission Lighting Fact Sheet]*

Rupert: Asked about the doors.

Darnell: Stated that there are five *[referencing photograph]*. Stated that the doors are green and the same sheet metal as the outside.

Davis: Stated that it looks like one of the doors is completed *[referencing photograph]*. Asked if it is a slide.

Darnell: Stated that the doors swing open.

Davis: Asked if the metal can be painted.

Darnell: Stated that it comes pre-painted.

[Discussion re: metal sides and roofing appropriateness]

[Discussion re: Notice to Proceed vs Certificate of Appropriateness language]

Kochanek: Indicated that if the application is approved by the Commission, that applicant would need to pursue a lot combination separately.

Darnell: Acknowledged.

Motion: Stevenson (second: Pettit) moved to approve and issue a notice to proceed for work at 426 N Huron to include the addition of an accessory structure at the rear of the site as indicated in the materials submitted with the application dated 10-25-18. The accessory structure will be wood framed with a metal exterior and five 4' doors. The sides will be finished in green pro-rib panels and the roof will be the same panels in brown.

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 Carried.

305 Maple

**Returned to the application for fence installation after all items were handled for those in attendance at the meeting.*

Applicant: Tom & Suzanne McLinden, owners – Not present

Discussion: Davis: Asked for any commissioner questions.

Schmiedeke: Stated that on page two of the application, applicant stated that the fence will not be painted because it is Wolmanized.

Prebys: Stated that the motion, as proposed, is that the fence will be painted.

Kochanek: Indicated that a staff email was sent to applicant that advised that paint or an opaque stain would be required.

[Discussion re: Wolmanized wood details]

Motion: Lindsay (second: Rupert) moved to table the application for 305 Maple for further information and to be able to speak with the applicant in person.

Secretary of the Interior Standards:

N/A

Approval: Yays: 5, Nays: 2. Motion Carried.

406 E Forest

**Application is for gutter installation.*

Applicant: Kelly McRae, owner – Not present

Discussion: Kochanek: Stated that staff was aware that the applicant would be unable to be present. Stated that applicant proposes to install new K-style gutters which, upon staff's visit to the site, appears to be the same as existing *[referencing materials]*.

Prebys: Stated that the application does not indicate where downspouts would be.

Kochanek: Stated that staff spoke with the contractor who indicated they generally place downspouts at the corners only where appropriate and necessary.

Motion: Prebys (second: Pettit) moved to approve and issue a certificate of appropriateness for work at 406 E Forest to include the installation of 5" Seamless K-Style Gutters & 2" x 3" downspouts with XTREME Guard Stainless Steel Micro-Mesh. The gutters and downspouts will be installed in the color Musket Brown. A condition of approval is that any straps used for the installation of the gutters will be installed under the roof shingles.

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 Carried.

401 E Forest

**Demolition by Neglect consideration. Posted and mailed by staff on October 25, 2018.*

Applicant: Curtis Mullins and Kay Morgan, owners – Not present

Discussion: Kochanek: Stated that demolition by neglect consideration was tabled at the September 12, 2017 HDC meeting. Stated that, as verified by the City Attorney, the HDC can determine that a property is in the process of demolition by neglect with or without the owner in attendance. The owner would only need to be present to work on a timeline for repair. Stated that when staff went on site to place the demo posting, there appeared to possibly be more issues than were present in 2017 *[referencing photographs]*.

[Discussion continued re: appearance of the property]

[Discussion re: process for repairs done at owner's expense if non-compliant]

Motion: Prebys (second: Rupert) moved to determine that the property at 401 E Forest is in the process of demolition by neglect.

Secretary of the Interior Standards:
N/A

Prebys: Asked if a new letter will be sent to the owner.

Kochanek: Stated that owner will be sent a determination letter outlining what has occurred, along with a Notice to Appear in order to work on a timeline for repairs. A 15-day Notice to Appear will be posted on the property, as well as sent to the home by regular and certified mail.

Approval: Unanimous. Motion Carried.

STUDY ITEMS—none

ADMINISTRATIVE APPROVALS

115 W Michigan

**Application is for window replacement.*

207 W Forest

**Application is for reroofing.*

Motion: Prebys (second: Rupert) moved to approve the administrative approvals for 115 W Michigan for window replacement and 207 W Forest for reroofing.

Approval: Unanimous. Motion Carried.

OTHER BUSINESS

Property Monitoring

206-210 N Washington

Pettit: Discussed activity on the property.

Kochanek: Indicated that staff would look into it.

216 N Washington

Rupert: Reported that restoration is completed.

Administrative approvals discussion

Kochanek indicated having nothing new to discuss.

HDC Rules & Regulations discussion

Kochanek: Discussed process for edits, revisions and clarification of language.

Lindsay: Requested that staff make edits to the HDC rules & regulations in order to bring them up to date.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS –none**HOUSEKEEPING BUSINESS****Approval of the minutes of October 23, 2018**

Motion: Prebys (second: Schmiedeke) moved to approve the minutes as submitted for October 23rd.

Approval: Unanimous. Motion carries.

ADJOURNMENT

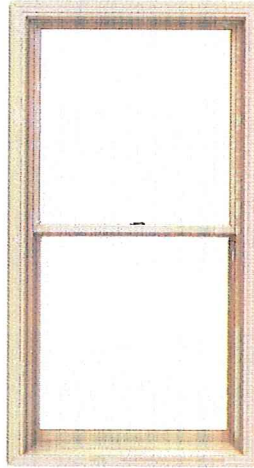
Chairperson Davis adjourned the meeting, citing the end of the agenda with no further items to discuss.

MEETING ADJOURNED at 8:14 p.m.

Supplemental materials-306 N River Suite D

[Home](#) / [Doors & Windows](#) / [Windows](#) / [Double Hung Windows](#)

Model # Z40044 Internet #202985801



Exterior View

Live Chat

[Save to Favorites](#)

JELD-WEN

33.375 in. x 64.5 in. W-2500 Series White Painted Clad Wood Double Hung Window w/ Natural Interior and Low-E Glass

★★★★☆ (8) [Write a Review](#)

\$322⁹⁶ /each

Exterior Color/Finish Family: **White**

White

Width (in.) x Height (in.): 33.375 x 64.5

25.375 x 40.5

29.375 x 40.5

29.375 x 56.5

33.375 x 40.5

33.375 x 56.5

33.375 x 64.5

37.375 x 40.5

37.375 x 56.5

:

[View All \(9\)](#)

Quantity

-

1

+

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Expect it **January 11 - January 18**

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Supplemental materials-306 N River Suite D

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Easy returns in store and online

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Product Overview

White wood double hung window includes screen & nail fin

Double hung window includes energy efficient Low-E Annealed glass

AuraLast pine protects against wood rot & termites for 20 years

Model #: Z40044

Internet #: 202985801

The JELD-WEN W-2500 wood window combines the beauty of wood with affordability and features narrow stiles and rails with a large glass viewing area to bring more of the outdoors into your home. The W-2500 Double Hung wood window is best suited for traditional architectural styles and features upper and lower sashes that slide up and down for varying ventilation. Each sash also tilts for simple cleaning and locks securely in place when done. It is a popular choice for multi-level houses because you can clean your windows safely and easily from inside your home.

- Crafted to deliver excellent energy efficiency and designed with a selection of options to create windows you'll love
- Energy efficient Low-E coated window glass helps keep your home cool in the summer and warm in the winter
- Made with AuraLast Wood that is guaranteed not to rot for as long as you own and occupy your home
- Lifetime limited warranty coverage for wood decay and termite damage
- Screen sold separately
- Natural Pine wood interior adds warmth and beauty to any home
- Primed exterior is ready to paint
- Cam-lock has a simple, elegant and secure design
- Wood windows add a sense of warmth and elegance to any home
- Check local building codes before beginning your project to ensure compliancy
- Not all products are suitable for locations that experience severe weather
- California residents [see Prop 65 WARNINGS](#)

Info & Guides

- [Instructions / Assembly](#)
- [Specification](#)
- [Use and Care Manual](#)
- [Warranty](#)

Live Chat



YOU WILL NEED ADOBE'S ADOBE READER TO VIEW PDF DOCUMENTS. YOU MAY ALSO DOWNLOAD ADOBE READER FOR FREE FROM THE ADOBE WEBSITE.

- Energy efficient Low-E coated window glass helps keep your home cool in the summer and warm in the winter
- Made with Auralast Wood that is guaranteed not to rot for as long as you own and occupy your home
- Lifetime limited warranty coverage for wood decay and termite damage
- Screen sold separately
- Natural Pine wood interior adds warmth and beauty to any home
- Primed exterior is ready to paint
- Cam-lock has a simple, elegant and secure design
- Wood windows add a sense of warmth and elegance to any home
- Check local building codes before beginning your project to ensure compliance
- Not all products are suitable for locations that experience severe weather
- California residents see Prop 65 WARNINGS

Supplemental materials-306 N River Suite D

Compare Similar Double Hung Windows

	CURRENT PRODUCT		
Price	\$322.96/each	\$476.35/each	\$547.94/each
Name	33.375 in. x 64.5 in. W-2500 Series White Painted Clad Wood Double Hung Window w/ Natural Interior and Low-E Glass	37.375 in. x 60 in. W-2500 Series White Painted Clad Wood Double Hung Window w/ Natural Interior and Screen	37.375 in. x 60 in. W-2500 Series Cream Painted Clad Wood Double Hung Window w/ Natural Interior and Screen
Brand	JELD-WEN	JELD-WEN	JELD-WEN
Ratings	★★★★★ (8)	★★★★★ (1)	★★★★★ (1)
	View Product	View Product	View Product

Specifications

Dimensions

Are you enjoying this extension?



yes!



not really

x



Product Depth (in.)	4.5625	Rough Opening Width (in.)	34.125
Product Height (in.)	64.5	Width (in.) x Height (in.)	33.375 x 64.5

Details

Exterior Color/ Finish	White	Interior Color/Finish Family	Unfinished Wood
Exterior Color/Finish Family	White	Lock Type	Cam Action
Features	Argon Gas Insulated, Integrated Nail Fin, Meets Egress Requirements, Paintable/Stainable		
Frame Material	Wood	Number of Locks	1
Frame Type	Brickmould	Product Weight (lb.)	56.56lb
Glass Type	Insulating Glazing Units, Low-E Glass	Returnable	90-Day
Glazing Type	Double-Pane	Solar Heat Gain Coefficient	0.27
Grid Pattern	No Grid	U-Factor	0.3
Grille Type	No Grille	Window Type	Double Hung
Hardware Color/Finish Family	Bronze	Window Type	Double Hung
Included	No Additional Items Included	Window Use Type	New Construction, Replacement

Warranty / Certifications

Energy Star Qualified	Not Qualified	Manufacturer Warranty	20 Year Limited
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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 NOT BE PLACED ON THE AGENDA

Property

Address

418 MAPLE STREET YPSILANTI MI 48198

Applicant

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

Name

Address



Christina Sears
 418 Maple St
 Ypsilanti, MI 48198-3048

City

State

Zip

Phone / Fax

734-216-1375

E-Mail

christina.sears.etter@gmail.com

Contractor

Contractor Name & Contact Info

Tyler Kramer see original application

Type of work

- ☐ Roofing
☐ Window/Door Replacement

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

- ☐ Painting
☐ Other
☒ Application Amendment

Completing
 Existing Fence

Complete Description of Proposed Work:

60'-80' linear feet ~~of~~ new wooden fencing will be installed to enclose my property. Exterior stain will be applied to match the trim color of the home. It will also match the existing fence panel. Two small gates $\approx$ one large gate will be installed.

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

WOOD FENCING
Deep brown exterior stain

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. There is a flat fee of \$35 for painting only. *An additional fee of \$50 applies to HDC work started without the applicable permit.*

Construction Cost:

\$5,999.00

Permit fee:

\$35 +

\$5 =

paid on

11/6/18.

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:

11/12/18

Print Name:

CHRISTINA SEARS - ETTER

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 approvals and permits must be acquired before beginning work.

Cynthia Kochanek

From: Christina Sears Etter <christina.sears.etter@gmail.com>
Sent: Monday, November 12, 2018 4:57 PM
To: Cynthia Kochanek
Subject: Fwd:
Attachments: 418 Maple Street Fencing 60'80'.jpeg

Hello Mrs. Kochanek,

Attached please find a schematic drawing of the 418 Maple Street proposed fencing project. The project is small, completing the fencing that is already partially installed.

Linear Feet estimate: 60' to 80'

Materials: Wood Privacy Fence as in the photos

Entry: 2 single gates, 1 double gate for automobile.

Photos will be brought to the meeting.

Please let me know if you have any questions or concerns.

See you tomorrow evening.

Best regards

Christina

Christina Sears, MFA

734-216-1375

Artistic Director

<https://www.facebook.com/PeopleDancing/>

People Dancing Company

c/o Maple Street Studios

418 Maple Street

Ypsilanti MI 48198

"Exceptional dance programs, based in the community"

Arts in Motion Dance Studio

Substitute Faculty Member

Lecturer in Music and Dance

Eastern Michigan University

www.christinasearsetter.net

----- Forwarded message -----

From: <8177291257@mypixmessages.com>

Date: Mon, Nov 12, 2018 at 4:36 PM

Subject:

To: <christina.sears.etter@gmail.com>

