

1. Historic District Commission Agenda 11-27-18

Documents:

[00-HDC NOVEMBER 27, 2018 AGENDA.PDF](#)

2. Historic District Commission Meeting Packet 11-27-18

Documents:

[HDC MEETING PACKET 11-27-18.PDF](#)

CITY OF YPSILANTI
Agenda
Historic District Commission
Tuesday, November 27, 2018 - 7:00 p.m.
Ypsilanti Historical Society Archives, 220 N 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

Mike Davis, Jr., Chair	P	A
Alex Pettit, Vice-Chair	P	A
Erika Lindsay	P	A
Hank Prebys	P	A
Ron Rupert	P	A
Jane Schmiedeke	P	A
Anne Stevenson	P	A

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS ON AGENDA ITEMS

IV. PUBLIC HEARING—none

V. BUSINESS SESSION

A. OLD BUSINESS

1. 305 Maple

Fence installation

B. NEW BUSINESS

2. 222 N River

**Siding & gutter/downspout replacement,
painting**

3. 15 E Cross

Sign & lighting installation

C. STUDY ITEMS—none

D. ADMINISTRATIVE APPROVALS—none

E. OTHER BUSINESS

4. Rules & Regulations rewrite discussion

5. CLG compliance discussion

6. Property monitoring

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

7. Approval of the minutes of November 13, 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: 305 Maple

Date of Application: September 27, 2018

Date of Review: November 20, 2018

Date of Meeting: November 27, 2018

Proposed work: wood privacy fence, already installed

Materials: Wolmanized wood

Staff review:

1. This item was tabled at the last meeting for more information on the finishing color/stain for the fence and for the applicant's attendance at the meeting. Staff advised the applicant via letter that the application was tabled, the meeting date and that the application would be denied on procedural grounds on December 11, 2018 if no action is taken.
2. Staff sent a letter to the owner regarding a fence installed without a permit back in July 2018. The applicant installed a wood privacy fence between house and garage on the west side of the lot.
3. Fence is a dog-ear style which is generally permitted; however, posts and rails are installed facing outward.
4. HDC to advise fence must be painted according to HDC guidelines: "All wooden fences must be painted or opaque-stained in a color to complement the adjacent structure. Pressure-treated wood must be cleaned and dried or aged before painting or staining."
5. A building permit is required for this work and should also be obtained.

Relevant Secretary of the Interior's Standards:

#9, #10

Recommended Motion:

Move to approve and issue a notice to proceed for work at 305 Maple to include the already installed fence on the condition that the fence is to be finished in a paint or opaque stain.

Prepared by:

Sarah Stachnik, Community and Economic Development Intern &
Cynthia Kochanek, Preservation Planner

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5. Preserve distinctive features.

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\$ 35-
+ 50-
85-
Admission?

RECEIVED

SEP 27 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 NOT BE PLACED ON THE AGENDA

Property

Address

305 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

Tom + Suzanne McLinden owners

Address

305 Maple St.

City

Ypsilanti

State

MI

Zip

48198

Phone / Fax

734-395-5583

E-Mail

Suem@msfs.com

Contractor

Contractor Name & Contact Info

NONE

Type of work

- ☐ Roofing
- ☐ Window/Door Replacement

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

- ☐ Painting
- ☐ Other
- ☐ Application Amendment

Complete Description of Proposed Work:

install wood privacy fence* between house & garage on west side of lot - to match exactly with the privacy fence along the east side of our lot which was already installed by that neighbor.

* fence = wolmanized Pine, dog-eared style (like neighbors fence on east side of our lot.)

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

wolmanized wood privacy fence - will NOT be painted - it's wolmanized

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:

Permit fee:

\$35 +

0 = \$35.00

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.

Sign

Date:

Print Name:

Suzanne L. McLinden

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.

RECEIVED

SEP 27 2018

CITY OF YPSILANTI
BUILDING DEPARTMENT

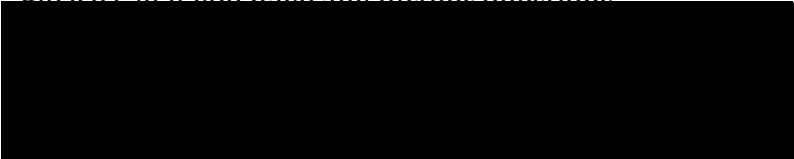
Thomas & Suzanne McLinden
305 Maple Street
Ypsilanti, MI 48197
734-645-1905/734-395-5583

City of Ypsilanti
Building Department

Enclosed are requested permit applications for a partial fence we added to our backyard in June of this year. We recently received your request as we were out of town from July thru Labor Day and use a different mailing address for that reason.

I have filled the form out and included the required permit fees. I calculated \$120 for the building permit and \$85 for the HDC permit. Not sure why we would need the permit from HDC as our neighbors already have the exact same fence in their yards. We have spent the past 35 years living on 10 acres in Lodi Township so this is all new to us and apparently we have a lot to learn.

Please call if you have any further questions.



our portion of
fence recently
installed

Garage

we matched the
fence the neighbor had,
on the
east side
of our
yard.

Newly installed
5' x 50'±
w/lanized
privacy fence
along alley side

Alley

Our
House

305 Maple

PHDC-18-0099
R24809, 2296

our portion of
fence recently
installed
(in red)

we matched the
fence the neighbor
already installed
on the
east side
of our
yard

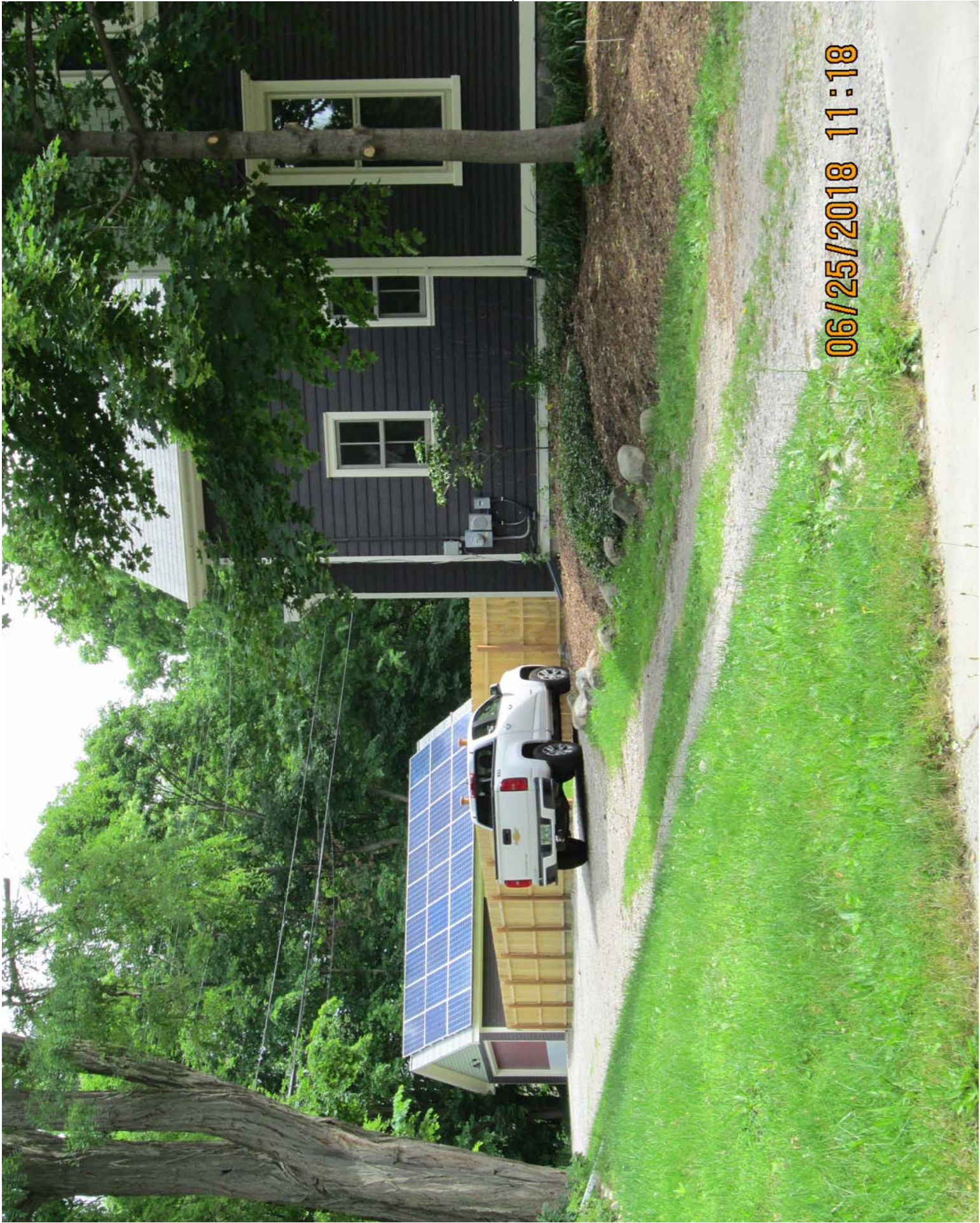
Alley

our
Garage

Newly installed
5' x 50' ±
w/lanized
privacy fence
along alley side

door
Our
House

↑
305 Maple





HDC Work Permit Staff Review

Property address: 222 N River

Date of Application: November 19, 2018

Date of Review: November 21, 2018

Date of Meeting: November 27, 2018

Proposed work: Siding & gutter/downspout replacement, painting is to match the existing

Materials: cedar clapboards to match existing siding, gutters and downspouts to match existing, Sherwin Williams SW 3164 Illusive Green, Sherwin Williams SW 7008 Alabaster, Sherwin Williams SW 7750 Olympic Range, all to match existing

Staff review:

1. This item is in response to a staff letter and action from the building department. A building permit was issued for this work prior to the HDC approval and work has started. The issuance of the permit was done in error on the City's part.
2. The owner spoke with staff and verified that the siding will be in the same profile in cedar. Any of the existing siding that can be salvaged will be and it will be used for replacements at the sides and back of the property. The full siding replacement appears to only be for the front of the building. Staff advised the building department and owner that work on the siding can continue but that an application will need to be seen by the HDC.
3. The applicant plans to match the existing gutters on the property. It is unclear from existing photos of the property what profile they are as staff could only locate one downspout on photos. Staff has asked for verification from the applicant as to what the style is and materials to be used, i.e. aluminum, etc. The existing gutters and downspouts are white in color.
4. The painting is to match the existing colors on the property, thus is considered a repair but is included in the motion. HDC to recommend that a semi-gloss or similar be used for ease of cleaning and advise that no power washing is to be used for paint prep.
5. A building permit is required for this work and has been obtained.

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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.

Relevant Secretary of the Interior's Standards:

#6, #7, #10

Recommended Motion:

Move to approve and issue a certificate of appropriateness for work at 222 N River for the replacement of the front siding with cedar clapboards and the reuse of the salvaged siding to repair the sides and rear of the structure. Work to also include the replacement of the gutters and downspouts to match the existing in *(style and color?)*. Work to also include the painting to match the existing colors on the house using Sherwin Williams SW 3164 Illusive Green (porch deck), Sherwin Williams SW 7008 Alabaster (main/body), and Sherwin Williams SW 7750 Olympic Range (shutters).

Prepared by:

Cynthia Kochanek, Preservation Planner



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

222 N. River St.

Applicant

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

Name

Holli Andrews

Address

222 N River St.

City

Ypsilanti

State

MI

Zip

48198

Phone / Fax

734-717-7406

E-Mail

holli.andrews@gmail.com

Contractor

Contractor Name & Contact Info

Michigan Renovations • Scott Tanas • 734-635-8780

Type of work

☐ Roofing

☐ Window/Door
Replacement

☐ Porches

☐ Sign

☐ Fence (or other sitework)

☐ Painting

☒ Other

☐ Application Amendment

Complete Description of Proposed Work:

- Clapboard repair & replacement w/ exterior painting.
- Facade clapboards removed & repurposed to replace original clapboards on side & anterior walls of the building.
 - Facade restored w/ cedar clapboards & painted to recreate the original Greek Revival housing appearance.
 - Any repair or restoration work will rely on the reuse of existing clapboards, complicated by cedar replacement of original color scheme, to match high quality preservation efforts by the City.
- Materials (for paint include color chips or samples with application):

Cedar clapboards, existing repurposed clapboards, paint (color chips attached). — replace gutters according to exact match of any existing.

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: \$28,177 + 4226. = total 32,403
clapboards + paint

Permit fee:
\$35 + _____ = \$85 —

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:

November 18, 2018

Print Name:

Holli R. Andrews

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All other necessary approvals and permits must be acquired before beginning work.

Cynthia Kochanek

From: Holli Andrews <holli.andrews@gmail.com>
Sent: Monday, November 19, 2018 4:40 PM
To: Michigan Renovations
Cc: Cynthia Kochanek
Subject: Fwd: 222 N River

Hi Scott and Cindy --

I want to connect you both here since real communication and questions will ultimately be answered by each of you. Cindy is the Ypsi Historic District Commissioner. Scott is the contractor for 222 N River.

Scott, please see Cindy's email below for details on the status of the permit.

I would be grateful to be copied on any correspondence.

Thank you for clarifying this morning's conversation, Cindy. As for the paint colors, I have chosen Alabaster (white) for the siding, and Olympic Range (green) for the shutters. The others were included in case you found those to be unacceptable. I did take the chips and held them next to the original colors -- someone said you had certain white tones that you might advise against. And, you are right -- the greenish grey is for the porch.

Thank you both for your guidance! I am very excited to become part of the Historic District's preservation community.

Holli

Holli R. Andrews
Community Planning and Design

[web](#)
[linked in](#)
[email](#)
[media](#)

Cities have the capability of providing something for everybody, only because - and only when - they are created *by everybody*.

Jane Jacobs, The Death and Life of Great American Cities

Word.

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

From: Cynthia Kochanek <CKochanek@cityofypsilanti.com>
Date: Mon, Nov 19, 2018 at 4:13 PM
Subject: 222 N River
To: holli.andrews@gmail.com <holli.andrews@gmail.com>

Hello,

I wanted to follow up on our phone conversation from this morning. I also wanted to let you know that if you haven't received it in the mail yet, I did send a letter about there being no HDC permit at the end of last week. I have advised the building department that work on the siding can continue as the house is currently somewhat open to the elements, and you stated that you are using cedar siding in the same profile as the existing. The gutter/downspout work will need to be reviewed prior to work starting on them and the HDC will have questions about the placement, color, style, etc.

As for the paint colors, I took a look at the application and it looks like there might be a two different versions of the colors that you submitted, is that correct? Is there a preferred color that you wish to go with? Or does one match closer to the existing colors than another? I assume that the grey is for the porch decking, white for siding/main color and green for the shutters.

I have placed the application on the HDC agenda for November 27th at the **Ypsilanti Historical Society Archives, 220 N Huron, Ypsilanti, MI 48197.** The entrance to the archives is on the north side of the building. We recommend that the applicant, owner or someone familiar with the project attend the meeting.

Welcome to the Historic District and I apologize for any mix-up on our end regarding the permits.

Thanks,

Cynthia Kochanek

Preservation Planner

Community Development Division, City of Ypsilanti

734-483-9646

ckochanek@cityofypsilanti.com

SW 9164
Illusive Green

237-C4

SW 7750
Olympic Range

278-C4

SW 7008
Alabaster

255-C2



HDC Work Permit Staff Review

Property address: 15 E Cross

Date of Application: November 20, 2018

Date of Review: November 21, 2018

Date of Meeting: November 27, 2018

Proposed work: Sign & lighting installation

Materials: 6' x 6' Lexan sign, RAS10-ABR architectural bronze gooseneck lighting

Staff review:

1. The applicant is looking to install gooseneck lighting over the existing sign on the E Cross side of the building and install gooseneck lighting and a new 6' x 6' Lexan sign on the Rice St side of the property.
2. The gooseneck lighting is compliant with the HDC lighting requirements.
3. Lexan has been approved as a sign material in the past by the HDC. HDC to verify the type of fasteners and to advise that the fasteners need to be installed in the mortar joints.
4. The sign is subject to the requirements listed in the zoning ordinance, including those regarding size of the sign.
5. A building permit is required for this work and should be obtained prior to the start of work.

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

Recommended Motion:

Move to approve and issue a certificate of appropriateness for work at 15 E Cross to include the installation of a 6' x 6' Lexan sign on the Rice St side as depicted in the materials submitted with the application on 11-20-2018. Work to also include the installation of two RAS10-ABR architectural bronze gooseneck lights over the new sign and the addition of two of the same lights over the existing sign on the front of the building. Signage is subject to zoning ordinance requirements.

Prepared by:

Cynthia Kochanek, Preservation Planner

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

10. New work shall be removable.



RECEIVED

NOV 20 2018

CITY OF YPSILANTI
BUILDING DEPARTMENT

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

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www.cityofypsilanti.com

OFFICE USE ONLY

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Property

Address
15 E Cross

Applicant

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

Name
734 Brewing Company, Inc.

Address
15 E. Cross

City
Ypsilanti

State
MI

Zip
48198

Phone / Fax
734 649 6453

E-Mail
patrick@734brewing.com

Contractor

Contractor Name & Contact Info
Hopp Electric (734) 475-6480

Type of work

- ☐ Roofing
☐ Window/Door
Replacement

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

- ☐ Painting
☒ Other
☐ Application Amendment

Complete Description of Proposed Work:

This request has two parts:

1. Install a 6'x6' Lexan sign between our Rice St. doors.
2. Install 2 lights each over both signs (the original one on Cross and this new one on Rice)

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

See email attachments for "Architectural Bronze" colored light fixtures

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: \$1,700

Permit fee: 0
\$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: 11/20/18

Print Name: Patrick Echlin

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.

R Series

10" Angle Shades

UL LISTED FOR WET LOCATIONS

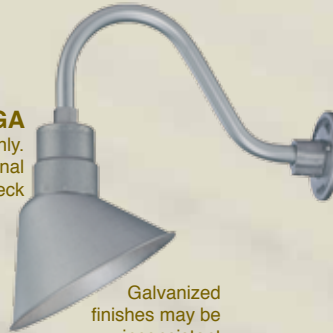
RAS10-ABR
Shade Only.
Shown with optional
RGN15-ABR Goose Neck



RAS10-WH
Shade Only.
Shown with optional
RGN15-WH Goose Neck



RAS10-GA
Shade Only.
Shown with optional
RGN15-GA Goose Neck



Galvanized
finishes may be
inconsistent

RAS10-SB
Shade Only.
Shown with optional
RGN15-SB Goose Neck



RAS10-SG
Shade Only.
Shown with optional
RGN15-SG Goose Neck
and RWG10-SG Wire Guard

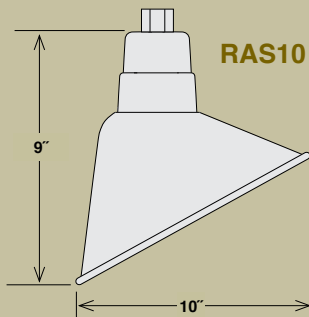


RAS10-SR
Shade Only.
Shown with optional
RGN15-SR Goose Neck

EASY TO ORDER:

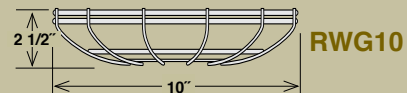
1. Choose a Shade
2. Choose a Goose Neck
3. Wire Guard Optional

Angle Shades



ITEM #	WIDTH	LAMPS	WIRE	FINISH
RAS10-ABR	10"	Med. 200W A21	100"	Architectural Bronze
RAS10-GA	10"	Med. 200W A21	100"	Galvanized
RAS10-SB	10"	Med. 200W A21	100"	Satin Black
RAS10-SG	10"	Med. 200W A21	100"	Satin Green
RAS10-SR	10"	Med. 200W A21	100"	Satin Red
RAS10-WH	10"	Med. 200W A21	100"	White

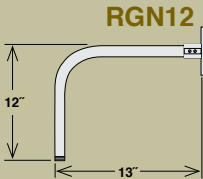
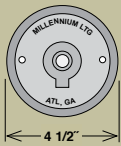
Wire Guards



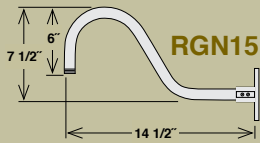
ITEM #	WIDTH	FINISH
RWG10-ABR	10"	Architectural Bronze
RWG10-GA	10"	Galvanized
RWG10-SB	10"	Satin Black
RWG10-SG	10"	Satin Green
RWG10-SR	10"	Satin Red
RWG10-WH	10"	White

Goose Necks (Actual Photos Shown on Page 58)

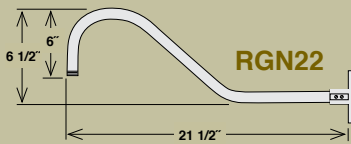
Back Plate included
with goose neck



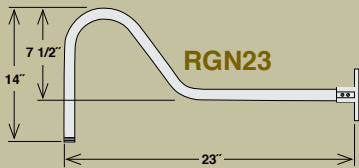
RGN12



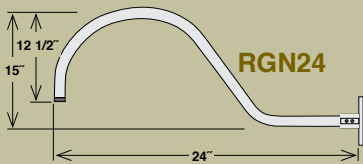
RGN15



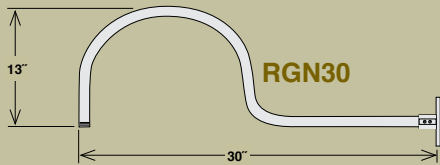
RGN22



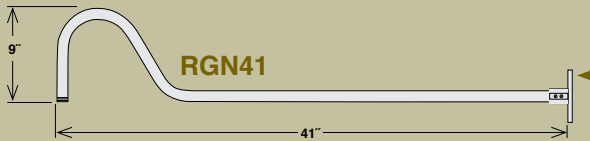
RGN23



RGN24



RGN30



RGN41

ITEM #	ID	LENGTH	FINISH
RGN12-ABR	3/4"	13"	Architectural Bronze
RGN12-GA	3/4"	13"	Galvanized
RGN12-SB	3/4"	13"	Satin Black
RGN12-SG	3/4"	13"	Satin Green
RGN12-SR	3/4"	13"	Satin Red
RGN12-WH	3/4"	13"	White
RGN15-ABR	3/4"	14 1/2"	Architectural Bronze
RGN15-GA	3/4"	14 1/2"	Galvanized
RGN15-SB	3/4"	14 1/2"	Satin Black
RGN15-SG	3/4"	14 1/2"	Satin Green
RGN15-SR	3/4"	14 1/2"	Satin Red
RGN15-WH	3/4"	14 1/2"	White
RGN22-ABR	3/4"	21 1/2"	Architectural Bronze
RGN22-GA	3/4"	21 1/2"	Galvanized
RGN22-SB	3/4"	21 1/2"	Satin Black
RGN22-SG	3/4"	21 1/2"	Satin Green
RGN22-SR	3/4"	21 1/2"	Satin Red
RGN22-WH	3/4"	21 1/2"	White
RGN23-ABR	3/4"	23"	Architectural Bronze
RGN23-GA	3/4"	23"	Galvanized
RGN23-SB	3/4"	23"	Satin Black
RGN23-SG	3/4"	23"	Satin Green
RGN23-SR	3/4"	23"	Satin Red
RGN23-WH	3/4"	23"	White
RGN24-ABR	3/4"	24"	Architectural Bronze
RGN24-GA	3/4"	24"	Galvanized
RGN24-SB	3/4"	24"	Satin Black
RGN24-SG	3/4"	24"	Satin Green
RGN24-SR	3/4"	24"	Satin Red
RGN24-WH	3/4"	24"	White
RGN30-ABR	3/4"	30"	Architectural Bronze
RGN30-GA	3/4"	30"	Galvanized
RGN30-SB	3/4"	30"	Satin Black
RGN30-SG	3/4"	30"	Satin Green
RGN30-SR	3/4"	30"	Satin Red
RGN30-WH	3/4"	30"	White
RGN41-ABR	3/4"	41"	Architectural Bronze
RGN41-GA	3/4"	41"	Galvanized
RGN41-SB	3/4"	41"	Satin Black
RGN41-SG	3/4"	41"	Satin Green
RGN41-SR	3/4"	41"	Satin Red
RGN41-WH	3/4"	41"	White









RULES AND REGULATIONS

OF

THE HISTORIC DISTRICT COMMISSION

OF

THE CITY OF YPSILANTI, MICHIGAN

As adopted, Month Day, Year

HDC Rules and Regulations – As adopted, Month Day, Year

Section 1.0 Purpose

The following Rules and Regulations are hereby adopted by the City of Ypsilanti Historic District Commission (hereinafter known as HDC) to facilitate the performance of its duties as outlined in the City of Ypsilanti Historic District Ordinance. The objectives, purposes, powers, and duties of the Commission are those set forth by P.A. 169 of 1970, as amended, being the Local Historic District Act, hereinafter "the Act," and the administration of Chapter 54 of the City Code of Ordinances, Historical Preservation, and all subsequent amendments thereto.

- 1.1 Internal Affairs.** These Rules and Regulations shall govern the internal affairs of the HDC.
- 1.2 No Rights Granted.** These Rules and Regulations govern the procedures of the HDC and do not give rise to any additional rights, remedies, cause of action or benefits.
- 1.3 Time.** Time lines mentioned are advisory only.
- 1.4 Conflict with Law.** These Rules and Regulations in no way amend, modify or repeal any city ordinance or state law, ~~and~~ and city ordinance and state law take precedence in all cases.

Section 2.0 Officers and Members

- 2.1 Selection.** At the first regular meeting in February of each year the members of the commission shall nominate candidates for Chairperson, and Vice-Chairperson, ~~and Secretary~~. At the next regular meeting the HDC shall elect, from its membership, a Chairperson, and Vice-Chairperson, ~~and Secretary~~. All members are eligible for election.
- 2.2 Tenure.** The officers shall take office the same meeting of their selection and shall hold office for a term of one year or until their successors are selected and assume office.
- 2.3 Duties**
 - A. The Chairperson shall preside at all meetings and perform such other duties as may be requested or approved by the HDC.
 - B. The Vice-Chairperson shall act in the capacity of Chairperson in his/her absence and in the event the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the remainder of the un-expired term and the HDC shall select a successor to the office of Vice-Chairperson for the un-expired term.
 - C. The commission may designate a Secretary who is not a member of the commission. The Secretary shall execute documents in the name of the HDC, perform the duties hereinafter listed and shall perform such other duties as the HDC may determine. ~~In the absence of the Chairperson and Vice-Chairperson the Secretary shall assume the duties of the Chairperson.~~ The Secretary shall be responsible for the record and minutes of each meeting, and packet and agenda preparation. The Vice-Chairperson may act in the absence of the Secretary.
 - D. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.
- 2.4 Representation.** No officer or member shall act in any capacity which has the appearance of, or could be construed as, representing the Commission unless such action is authorized by the

HDC Rules and Regulations – As adopted, Month Day, Year

Commission in a public meeting. This shall include, but not be limited to, dealing with the press and attending public and private meetings and/or hearings which deal with the duties or authority of the Commission. Except as authorized above, no individual officer or member shall meet or deal with any applicant in any way that may lead the applicant to believe that he/she has, or will, receive approval for any application or other matter to come before the Commission.

Section 3.0 Application

3.1 Action Items

- A. **Filing.** Any property owner, or the owner's authorized agent as defined in the adopted building code, may apply to the HDC for permission to undertake work regulated by the Commission. Application shall be in writing on a form provided by the Building Department, and shall include payment any of fee(s) as may be required and established from time to time by the City Council.
- B. **Public Hearing Notification.** When, pursuant to the Ordinance or these Rules and Regulations, a public hearing is required, the Commission shall review the application at the first meeting after application is made and shall then set a date for the public hearing as soon as possible in accordance with public notice publication requirements. The Community & Economic Development Department shall publish all required notices and furnish proof of such publication to the HDC prior to the start of the public hearing.
- C. **Decisions.** The HDC shall hear all applications and render its decision with a statement of reasons for the decision not more than sixty (60) days after receipt of the application by the HDC, unless a longer period of time is mutually agreed upon by the applicant (in writing) and the HDC. Failure to act shall constitute approval unless an extension ~~in-is~~ mutually agreeds upon in writing by the applicant and the Commission.

It is desirable to have the applicant present at the meeting. If the applicant does not attend the meeting and the HDC can not reach a decision due to lack of information or other questions, it shall instruct the Community & Economic Development Department to notify the applicant in writing and request an appearance at the next regular meeting. If the applicant fails to appear at the said meeting of the HDC, or fails to schedule an alternate appearance date, the Chairperson may entertain a motion from the Commission to deny the application for lack of required information. In cases which are denied for lack of information the applicant will be furnished written notice of the action by the Community & Economic Development Department as provided in Section 3.1.E, below. The applicant shall have fourteen (14) days from the date of notice of denial to apply for reinstatement of the application. In such cases, the applicant must file a written request with the Building Department for reinstatement of the original application. Reinstatement shall be at the discretion of the Chairperson and only for good cause shown and shall not require payment of additional fees. If the applicant fails to appear at the meeting at which the re-instated application is heard the application shall be denied.

- D. **Site Inspection.** The HDC, if it considers it necessary, may conduct a site inspection at any site at issue. If such an inspection is part of a public hearing, the site inspection shall be posted as part of the public meeting/hearing. The site inspection, if posted as part of the hearing shall always be held the same day and as part of the same meeting as the start of the public hearing on the application. A quorum of the HDC shall not ride in the same vehicle to or from a site inspection or to or from a meeting. Nothing in this paragraph shall prevent members of the HDC from individually and separately visiting a site in question at their own expense and time. A quorum of the HDC shall not make site inspections or otherwise discuss an application except during posted open meetings of the HDC.
- E. **Notice of Decision.** The Community & Economic Development Department shall send

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immediate notice of all action to the Building Department and shall notify the applicant, or his agent, of all decisions, by first class mail, or by personal service within seven (7) days of the action.

- 3.2 Study Items.** Any person wishing to discuss proposed projects or obtain information or advice from the Commission prior to application may request to be placed on the agenda as a study item. The Commission may review plans and advise property owners on what may be appropriate in the District. The Commission may not take any formal action on a study item.

3.3 Demolition and Moving

- A. Applications.** Applications for the demolition or removal of any structure within the Historic District shall:

1. Include the name of the property owner, the telephone number of the applicant and the address, tax identification number and legal description of the subject property.
2. State the specific grounds under the provisions of the Historic District Ordinance upon which the request for the demolition or moving permit is based.
3. Include a site plan showing all existing conditions on the subject property.
4. Include a site plan, along with any drawing, or other description which reasonably describes the proposed use and appearance of the site after removal or demolition of the structure.
5. Include a description of the general type, design, size and use of any new structure to be erected on the site.

- B. Notices.** Following the first meeting of the HDC at which such application is considered and upon determination that the application may proceed and that a hearing is required, the Commission shall request that a notice be published in a newspaper of general circulation in the City of Ypsilanti. Such notice shall be published not less than five (5), nor more than fifteen (15), days prior to the meeting at which the hearing is to be held and shall contain the following:

1. Address of the structure.
2. Nature of the application and name of the applicant.
3. Date, time and place of the meeting at which the application shall be discussed and that reasonable time shall be allotted for comments by the public.

In addition, a copy of such notice shall be mailed, by first class mail, to the owner of the structure at the address contained in the application and to the owner of record, as listed on the tax roll, of all property within three hundred (300) feet of the subject property. A proof of mailing shall be filed in the official file and shall be prima facie evidence of mailing to the addresses shown therein.

- C. Action.** At the meeting of HDC specified in the notice a public hearing shall be held pursuant to the procedure set forth in Section 4.5.D, below. The HDC shall also hear any reports, requested by the HDC, concerning the safety or condition of the structure, historic or architectural merit of the structure, or alternative uses for the structure or site.

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1. Formal action on the application shall not be taken at such meeting unless a motion to take action is approved by unanimous vote of the members present and the motion shall state the reason for action and that action be taken for good cause.
2. Following such meeting, action on the application shall be placed on the agenda for a regularly scheduled meeting of the HDC or such special meeting as the HDC shall specify. Notice that such application is on the agenda for a specified meeting shall be given to each member of the HDC and to the applicant at least four (4) days prior to the meeting.

D. Exceptions to Procedure. The procedure outlined in this section is to be followed in the case of all applications for ~~demolition or removal~~demolition, removal or moving of structures within the Historic District except that the Commission may approve an application for demolition or moving at any meeting upon the unanimous vote of the members present that such structure is of such minimal historic or architectural significance that its demolition or moving would clearly be compatible with the purposes of the Historic District Ordinance and that its demolition or removal would have no adverse impact on the adjacent area or upon the Historic District as a whole.

Section 4.0 Meetings

- 4.1 Regular meetings.** The HDC shall normally meet twice each month. Any other meetings of the HDC shall be called as needed so long as the meeting is properly noticed to the public, in accordance with the Michigan Open Meetings Act. The meeting can be called by the Chairperson of the HDC, or by any two (2) members of the Commission. At the final meeting of each calendar year the Commission shall approve the schedule of regular meetings for the following year.
- 4.2 Attendance.** If any member of the HDC is absent from more than two meetings in a row, then that member shall be considered delinquent. Delinquency may be grounds for the Commission to request the removal any member from the HDC for nonperformance of duty or misconduct. ~~The elected Vice Chairperson~~ City staff shall keep attendance records and shall notify the HDC whenever any member of the HDC is absent from more than two meetings in a row, so the Commission can consider whether further action is required.
- 4.3 Public.** All meetings, hearings, records and accounts shall be open to the public to the extent required and in conformity with the Michigan Open Meetings Act, Freedom of Information Act, city ordinance and state law.
- 4.4 Quorum.** Four (4) members of the HDC shall constitute a quorum for the transaction of business and the taking of official action for all matters.
- 4.5 Order of Business.** Agenda. The Chairperson or designate shall prepare an agenda for each meeting and the order of business therein shall be as follows:
- A. Call to order and roll call.
 - B. Approval of Agenda.
 - C. Public comments on agenda items.
 - D. Public Hearings, if necessary. The Chairperson will declare a public hearing open and state its

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purpose.

1. The Chairperson summarizes the procedure for a public hearing as outlined in Paragraphs 2 through 7 below, of these rules ~~of procedure~~ and regulations for any members of the public in attendance, or provides copies.
2. The applicant, or his agent, may present his case, including presenting witnesses on his behalf. No time limit will be imposed on the applicant.
3. Members of the HDC may report on any site inspection, any conversations with the applicant they may have had and ask questions relevant to the applicant's presentation.
4. Members of the public who support the applicant speak and correspondence is read.
 - a. The Chairperson shall allow anyone present to speak in favor of the applicant and can impose a time limit for the speaker. All speakers shall state their name, address and if they represent a group.
5. Members of the public who oppose the applicant speak and correspondence is read.
 - a. The Chairperson shall allow anyone present to speak in rebuttal of the applicant and can impose a time limit for the speaker. All speakers shall state their name, address and if they represent a group.
6. Anyone may ask the Chairperson questions on presentations or comments given at this hearing. The Chairperson will attempt to obtain an answer to the question. Answers shall be given to the Chairperson. No discussion, questioning or answering shall take place between any two or more people except between the Chairperson and the individual who has the floor.
7. Motion to Close the Public Hearing.
(At this point all public participation on the issue ends.)

E. Business Session.

1. Old Business - All matters remaining on the agenda from previous meetings.
2. New Business - Matters appearing on the agenda for the first time.
3. Study Items - Discussion items not available for action.
4. Other business of the HDC.

E. Items From the Floor. Opportunity for citizens to address the Commission on items not on the agenda.

G. Housekeeping Business.

1. Approval of minutes from previous meeting(s).
2. Election of officers, if necessary.
3. Other Items.

H. Adjournment.

4.6 Comments Out of Order. The Chairperson shall rule out of order any irrelevant remarks; remarks which are personal, about another's race, religion, sex or sexual orientation, physical condition, ethnic background, beliefs, or similar topics; profanity; or any other remarks which are not about the item at hand or which are scandalous, inflammatory or threatening.

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- 4.7 Recesses.** The Chairperson may recess a public hearing and/or meeting to another time if it is after 11 p.m. or if the meeting has been over four (4) hours in length. In order for a recess to be in order, the time, day, month, date, year and location to reconvene shall be stated as part of the action to recess. If a meeting and/or public hearing reconvenes over thirty-six (36) hours after the action to recess, the reconvened meeting shall be posted at least eighteen (18) hours before the time of the reconvened meeting, to comply with Section 4.3 of these rules of procedure. Upon reconvening, a roll call shall be taken as the first order of business.
- 4.8 Parliamentary Procedure.** Meetings shall be conducted in a formal manner and parliamentary procedure shall be governed by Robert's Rules of Order if not specifically dealt with in these rules of procedure. Legal Rules of evidence do not apply.
- 4.9 Motions.** Motions shall be reiterated by the Chairperson before a vote is taken.
- A. Motions dealing with an application shall contain the following:
1. The address of the subject property.
 2. The conclusion and/or decision of the HDC.
 3. Any conditions attached to an approval.
 4. Reference to the appropriate Secretary of the Interior guideline(s).
 5. ~~Statement that the approval is subject to the adopted rules of the Commission.~~
- B. Any other motion shall be stated in prose or in the form of a resolution.
- 4.10 Voting.** Voting on any application or item requiring a public hearing shall be by roll call vote. All other votes may by voice vote. Any member may require a roll call vote. Members must be present to cast a vote. Voting by proxy is not permitted. Except as required elsewhere in these Rules and Regulations, a motion is adopted only if a majority of the members present cast their votes in favor of the motion.
- 4.11 Approvals.** All work approved by the Commission shall commence within six (6) months of the date of approval. For purposes of this section the issuance of a building permit shall constitute commencement. In the event that work is not commenced as stated above the approval shall be null and void and the applicant shall file a new application and fee, if required. In the event a permit is cancelled, rescinded or voided by the building department, any approvals by the HDC shall also be rescinded.

Section 5.0 Records

- 5.1 Preparation.** A record of each meeting, including public hearings, shall be prepared under the direction of the Secretary, or ~~their~~ his designee.
- 5.2 Content.** The record of each meeting shall include the following items:
- A. A copy of any required notices as required in Section 3.3.B of these rules of procedure.
- B. A signed statement indicating that notices, as required in Section 3.3.B of these rules of procedure, was published and posted and a copy of a newspaper notice, if one was published.
- C. The written original of the minutes of the meeting which shall include all action taken.
- D. Verbatim text of any resolutions adopted at the meeting.

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~~D.E.~~ Supplemental materials for an application that were submitted during the meeting that were not part of the publically posted meeting packet.

5.3 Retention. The record of each meeting shall be permanently kept on file and spread in suitable volumes, with a hard copy ~~filed with the City Clerk on file at City Hall~~. All the pertinent documents and minutes for each case before the HDC shall be copied and filed with the Community & Economic Development Department. Draft copies of the minutes shall be distributed to each member of the HDC prior to the next meeting and shall be available to the public within seven days of the meeting.

Section 6.0 Conflict of Interest Policy

In addition to the Conflict of Interest policy listed in the Historical Preservation ordinance Sec. 54-55 the Historic District Commissioners shall be governed by the terms of the Michigan State Historic Preservation Office Michigan State Housing Development Authority Conflict of Interest Policy for Historic Preservation Activities.

Section 67.0 Per Diem and Mileage.

Mileage and per diem may be paid to members of the HDC at rates established by the governing body for attending HDC meetings and other authorized meetings and trips, if those members submit a bill for the same. No mileage or per diem is paid to any members unless authorized and budgeted by the City Council.

Section 78.0 Other Duties

The HDC may formulate and provide advice and may advise policy to the Planning Commission or Zoning Board of Appeals or any committee thereof, on issues dealing with construction, planning and/or use of property and structures within the Historic District.

Section 89.0 Adoption and Repeal

Upon adoption of these rules of procedure of the Ypsilanti Historic District Commission and approval by Ypsilanti City Council, they shall become effective and all previous by-laws and/or rules of procedure, as amended, shall be repealed.

Section 109.0 Amendments

These rules may be amended at any regular or special meeting by a majority vote of the total membership of the HDC and submission to an approval by City Council provided:

1. Such amendment does not result in a conflict with state law, City ordinance, or court decision; and
2. Such amendment was proposed at a meeting prior to the meeting at which it is considered.

Adopted the ____ day of _____, ~~1999-2018~~ through Resolution No. _____ of the Ypsilanti City Council.

Robert A. Slone, Jr. Frances
McMullan

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City Clerk
City of Ypsilanti

DRAFT

CERTIFIED LOCAL GOVERNMENT EVALUATION REPORT
EVALUATION PERIOD 2015-2018
City of Ypsilanti-Responses to the SHPO August 23, 2018 review

Today's date: 11/20/2018

CLG Community Name: City of Ypsilanti

Year certified: 2002

Informant's Name and Title: Cynthia Kochanek, Preservation Planner

Mailing address: 1 S Huron St., Ypsilanti, MI 48197

Email address: ckochanek@cityofypsilanti.com Phone: 734-482-9709

Basic Requirement #2: A local government shall "Establish by state or local law an adequate and qualified historic preservation review commission composed of professional and lay members."

B) Were all vacancies on the commission filled within sixty days?

NO.

In 2016 a position remained vacant for nearly six months. The Ypsilanti HDC is a stable group with little turnover. Frequent vacancies have not been an issue. The commission reviews more than one hundred applications for Certificates of Appropriateness per year, however, so it is important to maintain a full commission so that a quorum can be met at each meeting.

SHPO corrective action: *Promote commission openings and actively seek qualified individuals to fill them.*

CLG-Ypsilanti response: Staff will in the future take a more active role in the filling of vacancies on the commission including promoting the vacancy on Facebook, the City website and with in-person interactions with residents in the City. Staff will also contact the HDC as well as local heritage/historic organizations to promote the opening. As mentioned in the initial review there is a job description for HDC commissioners and the City now has an online system in which a potential commissioner can apply. The hope is that this process will help develop a list of potential commissioners to draw from when a vacancy occurs. A staff policy document on what to do when a commission vacancy occurs will be placed in our staff manual for future staff to reference. Appendix A is the proposed policy document that will be placed in the HDC staff reference manual. Please advise if there are any changes or modifications that need to be made to the document.

D) Did the commission maintain records and operate in accordance with its written guidelines, including conflict of interest rules?

YES.

While the commission has a conflict of interest policy, the policy is not as comprehensive as the Department of Interior policy that is required of Certified Local Governments.

SHPO corrective action: *Adopt a conflict of interest policy consistent with the one required by the U. S. Department of the Interior.*

The National Park Service, U. S. Department of the Interior, requires that CLGs adhere to the conditions stipulated in the conflict of interest policy provided to SHPOs. SHPO will provide the City of Ypsilanti with that policy.

CLG-Ypsilanti response: In order to formally adopt the NPS/SHPO compliant conflict of interest policy for the HDC the Rules and Regulations will need to be amended. Any modification to the Rules and Regulations must be reviewed by the HDC, the City Attorney's office and then approved by City Council after proper noticing. This is a several week process and since the HDC Rules and Regulations are being modified, other corrections will be made in order to bring them up to date. Please see Appendix B for the draft Rules and Regulations that staff has worked on and that will be proposed to the HDC. It is expected that these will be adopted by February or March 2019.

Basic Requirement #3: A local government shall "Maintain a system for the survey and inventory of historic resources."

A) *Did the local government maintain its system for the survey and inventory of historic resources during the entire time period?*

NO.

Staffing has been limited so no systematic survey took place during the evaluation period. The city did, however, collect additional information on many resources and updated photos. In addition, during the period, the city made survey and study committee reports available on its website.

SHPO corrective action: Develop a plan for ongoing survey

Although Ypsilanti has conducted survey in the past, it needs to have a plan in place for keeping that information current.

- *Have the areas identified in the 2001 application been surveyed? Those areas were the Water Street Redevelopment area, the Cross Street neighborhood, the Normal Park neighborhood, and the Historic South Side neighborhood.*
- *The city should consider whether there are areas that may not have been surveyed or may not have met the criteria for listing in the past but have reached fifty years of age since the survey was completed (e.g. a mid-twentieth-century neighborhood that reflects modern design). In addition, some buildings may have been noncontributing due to age, but may be contributing now.*
- *Establish the priority of each area and determine time frames.*
- *How will survey be accomplished? Volunteers? A consultant?*
- *The city may want to apply for a CLG grant.*

CLG-Ypsilanti response:

- *Have the areas identified in the 2001 application been surveyed?*
 - *Water Street Redevelopment area:* This area is currently vacant land with all buildings being demolished by 2011. There are extensive files on the Water Street area, most stored off site, but it is entirely likely that a survey was completed prior to the demolition of the buildings on site.

- o *Cross Street neighborhood*: has not had a comprehensive survey on its own however 6 properties on West Cross along with several properties on Washington, Adams and Hamilton that would be considered part of this area were surveyed by EMU HP students as part of graduate Preservation Research Techniques class in 2005. These surveys/papers on are on file with the City.
 - o *Normal Park neighborhood*: has not had a comprehensive survey on its own however there was a partial survey of Normal Park properties by EMU HP students as part of the HP graduate program in the mid-1990s which is on file with the City.
 - o *Historic South Side neighborhood*: has not had a comprehensive survey on its own. Two properties on S. Washington that would be considered part of this area were surveyed by EMU HP students as part of graduate Preservation Research Techniques class in 2005. These surveys/papers on are on file with the City.
- City staff has considered that there are areas that may not have been surveyed and may not have met the criteria for listing in the past that have reached fifty years of age or been modified to meet the criteria since the original survey was completed. The City was mostly built out prior to the mid-twentieth-century, so there are relatively few mid-century properties in the City. There are however pockets of post-war housing, one of which is on the boundary of the current Historic District. Staff acknowledges that there are some buildings that were considered noncontributing due to age and modifications of the resource that may now be contributing to the district, the City Hall building is one of them. Preservation staff is interested in revisiting surveys and the National Register nomination for the Ypsilanti Historic District and has brought that to the attention of the Community and Economic Development Director at the City. However, City resources are not at the level in which significant time and resources can be allocated to this project. Staff plans to resurvey one resource in the district, the City Hall building, over this winter. City Hall was not considered contributing at the time of the National Register Survey due to significant modifications made to modernize the façade of the building. Restoration work was completed in the 1990s which returned the building to its 1940s appearance. Staff will work on the survey and verify its compliance with the new SHPO survey standards as a stepping point/template to continue future surveys.
- *Establish the priority of each area and determine time frames.*
 1. Resurvey City Hall. Staff plans to survey the City Hall building during the slower period over this winter and establish a template from which to work for future surveys and verify compliance with the new SHPO guidelines. Time frame: Winter/Spring 2019.
 2. Water Street Redevelopment Area: As there are no resources to be preserved, staff does not suggest revisiting this area for survey at this time.
 3. Historic South Side neighborhood survey: this area is in the most need for a survey as it has had little coverage in previous surveys. Time frame: Fall 2020/Winter 2021.
 4. Resurvey and revisit the National Register Nomination: this document is in need of an update but will be a larger project due to the volume of resources covered and amount of editing required. Time frame: Fall 2022/Winter 2023.
 5. Cross Street neighborhood survey: this area has had some previous documentation. Time frame: Fall 2023/Winter 2024.

6. Normal Park neighborhood survey: this area has had some previous documentation and staff may be able to enlist the active neighborhood for help in surveying. Time frame: Fall 2024/Winter 2025.
- *How will survey be accomplished? Volunteers? A consultant?*
 - o Surveys may need to be accomplished with the help of volunteers, interns and possibly EMU HP students. A consultant will need to be utilized if current staffing levels and workload hold.
 - *The city may want to apply for a CLG grant.*
 - o City staff is aware of the possibility of utilizing CLG funds however staff time and financial resources are still an issue even with possible grant funding.

Basic Requirement #4: A local government shall “Provide for adequate public participation in the Historic Preservation program, including the process of recommending properties to the National Register of Historic Places.”

- B) *Do the minutes of commission meetings include all decisions and actions of the commission, including the reasons for those decisions?*

YES.

The commission keeps detailed minutes. Discussion points are recorded and attributed to individual commissioners, and reasons for decisions are noted, including the appropriate Secretary of the Interior's Standard. The only deficiency found is that motions do not include the appropriate action that should occur: issuance of a Certificate of Appropriateness, issuance of a Notice to Proceed, or issuance of a Denial.

SHPO corrective action: *Unless the decision is tabled, in which case a reason should be stated, the motion should direct that one of the following be issued: A Certificate of Appropriateness, a Notice to Proceed, or a Denial. The minutes should record the motion in full.*

CLG-Ypsilanti response: This action has already been implemented. Commissioner's state in the motion for an application whether a certificate of appropriateness, a notice to proceed, or a denial is being issued. Staff then sends the corresponding letter to the applicant. Please see Appendix C for a sampling of previously approved minutes from the past few months which provide support of this implementation.

Basic Requirement #5: A local government that has been certified shall “Satisfactorily perform the responsibilities delegated to it under the Act.”

- B) *Has the local government identified goals for the upcoming three-year period?*

YES.

The City of Ypsilanti cited five goals for the next three years, however, the goals lack specificity. The city should think about what is achievable in the next three years and establish some action steps and time lines/deadlines for those goals.

SHPO corrective action: Assign specific timelines and details to the identified goals

- *Create new Design Guideline booklet- Time line required*
- *Continue to study the potential for the establishment of additional local districts or expansion of the current district- Identify some action steps to take and establish a deadline (NOTE: This goal will likely be linked to your survey process.)*

- *Continue to encourage and promote National Register nominations- Identify specific nominations that should be done, who will do them, and a deadline. (NOTE: The city may apply for competitive CLG grants for survey and nomination work.)*
- *Continue to work on communication and education with current property owners and prospective buyers. Suggestions:*
 - o *Develop a communication plan*
 - o *Develop historic district fact sheets for realtors-myth busting, requirements and responsibilities of living in a district, etc.*
 - o *Establish deadline for this goal*
- *Increase staffing levels in order to work to update existing surveys-How will this be achieved? Suggestions:*
 - o *Discuss with city council or other decision makers (specify) possibility of contractual employment to do survey*
 - o *Use of volunteers*
 - o *Arrangement with Eastern Michigan University to assist a federally qualified historian with field work*
 - o *Establish a deadline for this goal.*

CLG-Ypsilanti response:

- *Create new Design Guideline booklet*
 - o Some groundwork has been completed by previous interns. Staff will review and modify as needed and add content to create this. Time frame: Winter 2020.
- *Continue to study the potential for the establishment of additional local districts or expansion of the current district- Identify some action steps to take and establish a deadline*
 - o Please see the Develop a Plan for Ongoing Survey responses for steps and timelines. At this time, with current staffing levels and the level of resources in the existing district is not anticipated that additional districts will be added by staff. It is however possible that if an area is brought to the City's attention by a neighborhood that would like to be added to the existing district or as a separate historic district and the neighborhood is actively involved and engaged in the process, then City staff would facilitate that process.
- *Continue to encourage and promote National Register nominations- Identify specific nominations that should be done, who will do them, and a deadline.*
 - o City staff has recently been in contact with a board member of Highland Cemetery regarding their National Register Nomination, staff has promoted the benefits of the nomination and advised of the possibility to partner with the City for CLG grant opportunities for the nomination and for the repair/restoration work once a designation is received. The City has provided some records for their research. The board decided to go ahead with the nomination without pursuing the CLG grant and are currently working with a consultant on the nomination.
 - o Verify the Ypsilanti Water Tower designation. There is a reference in the Ypsilanti Historic District National Register Nomination to the designation of the Water Tower however the City does not have a record of that nomination. With the NPS database inaccessible, staff plans to contact the SHPO or NPS directly for the nomination and verification of the designation. If none exists, staff will pursue one.
 - o Tucker House. Staff would like to work on a nomination for the house, if one has not been completed previously, subject to the owner's cooperation. Time frame: Winter 2020. Staff is also considering adding this as a single resource to the existing historic district, however this would be subject to the owner's cooperation.

- *Continue to work on communication and education with current property owners and prospective buyers. Suggestions:*
 - o *Develop a communication plan*
 - Staff currently does significantly more communication and education than in previous years. Staff does Facebook posts for Throwback Thursdays, and educational articles during Preservation Month as well as periodically throughout the year to help historic building owners. Staff also does quarterly new owner letters and keeps the City website updated for meeting info, meeting location changes, agendas, packets, news, etc. Staff can develop and formalize a communication plan regarding these processes over the next year to include in the HDC staff manual. Time frame: Fall 2019.
 - o *Develop historic district fact sheets for realtors-myth busting, requirements and responsibilities of living in a district, etc.*
 - There are eleven existing fact sheets posted on the City's website including a Historic District fact sheet that addresses the processes and procedures of the HDC. Requirements and responsibilities are also addressed on the webpage itself. City staff mails a new owner letter to new owners in the historic district welcoming them to the district and describing the process and their responsibilities on a quarterly basis. A realtor mailing/postcard was spearheaded under a previous intern however it proved unsustainable as a single postcard was mailed to a realtor as new listings in the HDC went on the market which required significant time and resources. Staff can create a realtor and/or a myth busting fact sheet and post it online over the coming year. Time frame: Fall 2019.
 - o *Establish deadline for this goal*
 - See above.
- *Increase staffing levels in order to work to update existing surveys-How will this be achieved? Suggestions:*
 - o *Discuss with city council or other decision makers (specify) possibility of contractual employment to do survey*
 - Staff will discuss with their immediate supervisor (Community and Economic Development Director) in the coming months and suggest that the topic be broached with the City Manager and/or City Council, depending on the amount that is required to be budgeted for the contracted position. The likelihood of this occurring will rely on grants that can be obtained. Time line: Winter 2019.
 - o *Use of volunteers*
 - Staff can enlist the help of the HDC, and see if there is any interest from the local heritage organizations; the Ypsilanti Heritage Foundation and the Ypsilanti Historical Society. Time line: Fall 2019.
 - o *Arrangement with Eastern Michigan University to assist a federally qualified historian with field work*
 - Contact the program director at EMU HP in the Fall of 2019 to inquire about the possibility of working with students on surveys and revisiting the City's National Register Nomination.
 - o *Establish a deadline for this goal.*
 - See above for the time lines.

Reminder regarding Annual Reports

Per the certification agreement, the city is required to submit an annual report to SHPO. Annual reports are due March 1 of each calendar year.

CLG-Ypsilanti response: Staff was unaware of this requirement. This is particularly due to staff turnover since the original CLG certification and due to there being no reference materials on the CLG process in the staff HDC manual. Staff typed up a CLG Maintenance entry for the staff manual to avoid this issue in the future. Appendix D is the proposed policy document that will be placed in the HDC staff reference manual. Please advise if there are any changes or modifications that need to be made to the document.

Promotion of a Commission Vacancy

Per ordinance, a vacancy on the HDC is required to be filled within 60 days. In the past the responsibility for filling any vacancy on commissions fell to the City Clerk's office with little HDC staff input. In the future and to ensure that any vacancy is filled within in that allotted time frame, HDC staff is to take a more active role in this process. The following is a list of what the HDC staff member should do upon receiving a commission resignation from a Commissioner:

- Email a confirmation of receipt to the commissioner that has resigned and save it in the shared drive under the minutes for that year.
- Forward the resignation to the City Clerk's office and the Mayor.
- Advise the HDC Chair and Vice-Chair of the resignation.
- Post on Facebook and as a News item on the City website regarding the opening, include the HDC job description.
- Place the item on the next meeting agenda for the HDC in order to discuss it with the commission and enlist commissioners to help get the word out.
- Contact the Ypsilanti Historical Society and Ypsilanti Heritage Foundation to promote the openings and request recommendations.
- Maintain contact with the City Clerk's office to see if any applications have been received.
- Repost notices on website and Facebook, if no applications have been received in the first 30 days of the opening.

CLG Maintenance

The Certified Local Government Program is a partnership between local, state and national governments focused on promoting historic preservation at the grass roots level. The program is jointly administered by the National Park Service (NPS) and the State Historic Preservation Offices (SHPOs) in each state, with each local community working through a certification process to become recognized as a Certified Local Government (CLG). CLGs then become an active partner in the Federal Historic Preservation Program and the opportunities it provides, including grant opportunities. The City of Ypsilanti has been a CLG Community since 2002 and in the past has received CLG grants.

The SHPO will send a periodic CLG evaluation (generally every four years) which will require responses from staff. The last evaluation was in 2018.

In order to maintain the City's status as a CLG, HDC staff will need to do the following:

- Submit an annual report to SHPO by March 1 of each calendar year.
- Ensure that the CLG manual (found on the MI SHPO website) is provided as part of the HDC new commissioner manual for any new commissioner.
- Keep the local preservation ordinance in effect.
- Ensure that the local ordinance and rules and regulations and any amendments to them are consistent with the CLG program.
- Maintain a full commission and ensure commissioner vacancies are filled within 60 days with qualified professionals.
- Identify preservation goals and actively work towards completing them.
- Maintain an ongoing system for the survey and inventory of historic resources.
- Develop four-year historic preservation goals for the community.
- Provide for adequate public participation in the local historic preservation program, including compliance with Michigan Open Meetings Act and the Freedom of Information Act.
- Participate in the process of nominating historic properties to the National Register of Historic Places.

**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

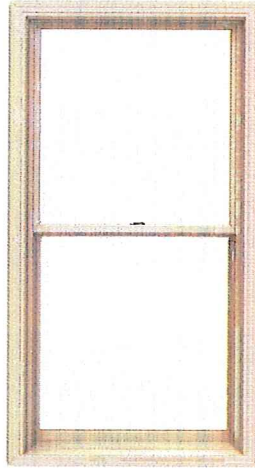
Chairperson Davis adjourned the meeting, citing the end of the agenda with no further items to discuss.

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

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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

+

Not in Your Store - We'll Ship It There

Available for pickup

January 10 - January 15

We'll send it to Ann Arbor for **free pickup**

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We'll Deliver It to You

Standard Delivery

Expect it **January 11 - January 18**

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Supplemental materials-306 N River Suite D

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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

התאריך 11.02.2021

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You will need Adobe's Acrobat® Reader to view our document copy from the Adobe Web site.

Supplemental materials-306 N River Suite D

Compare Similar Double Hung Windows

	CURRENT PRODUCT				
Price		\$322.96/each	33-375 in. x 64.5 in. W-2500 Series White Painted Clad Wood Double Hung Window w/ Natural Interior and Low-E Glass	JELD-WEN	★★★★☆ (8) View Product
Name		\$476.35/each	37-375 in. x 60 in. W-2500 Series White Painted Clad Wood Double Hung Window w/ Natural Interior and Screen	JELD-WEN	★★★★★ (1) View Product
		\$547.94/each	37-375 in. x 80 in. W-2500 Series Cream Painted Clad Wood Double Hung Window w/ Natural Interior and Screen	JELD-WEN	★★★★★ (1) View Product
		\$561.06/each	37-375 in. x 80 in. W-2500 Series Cream Painted Clad Wood Double Hung Window w/ Natural Interior and Screen	JELD-WEN	★★★★★ (1) View Product

Specifications

Dimensions

Are you enjoying this extension?

☹ not really

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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>

