

1. Historic District Commission Agenda 12-11-18

Documents:

[00-HDC DECEMBER 11, 2018 AGENDA.PDF](#)

2. Historic District Commission Meeting Packet 12-11-18

Documents:

[12-11-18 HDC MEETING PACKET.PDF](#)

CITY OF YPSILANTI
Agenda
Historic District Commission
Tuesday, December 11, 2018 - 7:00 p.m.
City Council Chambers, City Hall, 1 S Huron St.
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—none

B. NEW BUSINESS

1. 227 N Grove

Lighting

2. 13 N Washington

Signage

3. 324 W Forest

Deck and egress stair installation

C. STUDY ITEMS—none

D. ADMINISTRATIVE APPROVALS

4. 15 E Cross

Signage

E. OTHER BUSINESS

5. Rules & Regulations rewrite

6. Porch fact sheet updates

7. Property monitoring

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

8. Approval of the minutes of November 27, 2018

9. 2019 HDC Meeting Schedule

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: 227 N Grove

Date of Application: November 26, 2018

Date of Review: December 7, 2018

Date of Meeting: December 11, 2018

Proposed work: lighting installation/replacement

Materials: ASD LED Slim Floodlights in white-5000k

Staff review:

1. This item is in response to a staff letter sent regarding work done on the property without HDC review.
2. The owner is looking to/has installed 5 LED light fixtures on the building.
3. The applicant provided a picture of the box via email; staff then located the cut sheet for the lights on the company website. It appears that the lights do have a swivel knuckle that can down direct the lighting. There does not appear to be any shield options.
4. The lights are 5000k in temperature which is higher than the HDC recommended 3000k temperature for lighting. HDC to verify if there are any options to make these fixtures more compliant with the HDC policy.
5. The zoning ordinance requires that parking facilities used during the night time be illuminated in sec. 122-609. That section also requires the following:
(b) All outdoor lighting must be so designed and arranged so as not to shine on adjacent properties or occupied dwellings, or adversely impact vehicular or pedestrian traffic on nearby streets, drives, walkways, or general rights-of-way. (1) Outdoor lighting originating on a site may not exceed one-half (0.5) footcandle at the lot line. (2) Light fixtures must be full cutoff.
6. A building/electrical permit is required for this work if the fixtures are new and should be obtained prior to the start of work.

Relevant Secretary of the Interior's Standards:
#9, #10; or N/A

Recommended Motions:

Move to issue a notice to proceed for work at 227 N Grove for the replacement of the 4 lights on the south and west of the structure

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and an additional light on the north side of the structure. A condition of this approval is that the lights be fully shielded/down directed with a maximum of a 3000k temperature rating.

Move to deny the application for the replacement and installation of a total of five light fixtures at 227 N Grove as proposed in the Historic District Work permit application dated November 26, 2018 with the findings that the proposed lights do not meet the established HDC lighting policy in regards to light temperature and compliance with dark sky standards nor are the lights compatible with the historic materials, features, size, scale and proportion of the property.

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

227 N. Grove

Applicant

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

Name

Christopher White owner Ospray Construction

Address

4260 Logans Ln.

City

Commerce

State

MI

Zip

48390

Phone / Fax

248-798-6012

E-Mail

Chriswhite82@Comcast.net

Contractor

Contractor Name & Contact Info

Ospray Construction Contact same as above

Type of work

- ☐ Roofing
☐ Window/Door Replacement

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

- ☐ Painting
☒ Other
☐ Application Amendment

Complete Description of Proposed Work:

High Street

Stairs

Add 1-Light for stairs & walk

Replace 4-Existing Lights with LED

Parking Lot

N. Grove St

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

5- LED 6x6 120-277V 50/60HZ 5000K 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:

Permit fee:

\$35 + 50 = 85.00

Signature

I hereby attest that [REDACTED] 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:

11-26-18

Print Name:

Christopher White

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.



LED SLIM FLOODLIGHT

Model: ASD-SSFL-A5050-W

WHITE / BLANCO

50 w

NON-DIMMABLE
NO REGULABLES

5000 K

DAYLIGHT
LUZ DE DIA

5135 lm

LUMINOUS
LUMINOSO





LED SMD FLOODLIGHT with arm

Slim Series

LED SMD SLIM Floodlights are a great step forward in the lighting industry. Their energy consumption is much lower and performance is often higher than that of all other widely used types of fixtures. Our floodlights can be mounted directly to electrical boxes or to poles with 3/4" threaded inserts.

Our SMD LED chips used in LED SMD SLIM Floodlights are very reliable and produce bright, even, consistent light.

LED SMD SLIM Floodlights are universal, contemporary and are widely used in residential and commercial applications such as yards, driveways, landscape lighting, walkways, parking lots – anywhere you need bright consistent light.

FEATURES AND BENEFITS:

- ▶ Great energy savings compared with any other floodlights
- ▶ Resistance to high and low temperatures
- ▶ 3/4" NPS threaded locking swivel knuckle
- ▶ No maintenance costs
- ▶ Suitable for wet locations
- ▶ Suitable for uplighting & downlighting
- ▶ L-70 Life > 70,000 hrs
- ▶ 5-year limited warranty

ORDERING MATRIX:

Family	Knuckle	Watts	CCT	Finish
ASD-SSFL	A	XX	XX	X
SLIM SMD Floodlight	with arm	20 = 20 W	30 = 3,000 K	Blanc = Black
		30 = 30 W	40 = 4,000 K	W = White
		50 = 50 W	50 = 5,000 K	B = Bronze



Available finish:

White

Black

Bronze



LED SMD SLIM FLOODLIGHT WITH ARM:

Model	LED	Watts	Dimming Compatible	CCT	Lumens	Finish	Dimensions (LxWxH)
ASD-SSFL-A2050	SMD	20 W	No	5,000 K	1,770 lm	Black	5 1/4" x 2 1/4" x 3 7/8"
ASD-SSFL-A2030-B	SMD	20 W	No	3,000 K	1,803 lm	Bronze	5 1/4" x 2 1/4" x 3 7/8"
ASD-SSFL-A2050-W	SMD	20 W	No	5,000 K	1,770 lm	White	5 1/4" x 2 1/4" x 3 7/8"
ASD-SSFL-A3030-B	SMD	30 W	No	3,000 K	3,087 lm	Bronze	7 5/16" x 2 3/8" x 5 1/8"
ASD-SSFL-A3040-B	SMD	30 W	No	4,000 K	3,191 lm	Bronze	7 5/16" x 2 3/8" x 5 1/8"
ASD-SSFL-A3050	SMD	30 W	No	5,000 K	3,035 lm	Black	7 5/16" x 2 3/8" x 5 1/8"
ASD-SSFL-A3050-W	SMD	30 W	No	5,000 K	3,035 lm	White	7 5/16" x 2 3/8" x 5 1/8"
ASD-SSFL-A5030-B	SMD	50 W	No	3,000 K	5,221 lm	Bronze	8 3/4" x 2 3/8" x 6"
ASD-SSFL-A5040-B	SMD	50 W	No	4,000 K	5,370 lm	Bronze	8 3/4" x 2 3/8" x 6"
ASD-SSFL-A5050	SMD	50 W	No	5,000 K	5,133 lm	Black	8 3/4" x 2 3/8" x 6"
ASD-SSFL-A5050-W	SMD	50 W	No	5,000 K	5,133 lm	White	8 3/4" x 2 3/8" x 6"



LED SMD FLOODLIGHT with arm

Slim Series

PRODUCT SPECIFICATIONS:

Construction & Materials						
Housing	Aluminum					
Reflector	Aluminum					
Glass	Tempered glass					
Mounting	¾" NPS threaded locking swivel arm					
Finish	Black, White, Bronze					
Weight	SSFL-A2050	SSFL-A3030-B	SSFL-A3050	SSFL-A5030-B	SSFL-A5050	
	SSFL-A2050-W	SSFL-A3040-B	SSFL-A3050-W	SSFL-A5040-B	SSFL-A5050-W	
	0.66 lbs (0.3 kg)	1.25 lbs (0.57 kg)	1.25 lbs (0.57 kg)	1.78 lbs (0.81 kg)	1.78 lbs (0.81 kg)	
Environmental System						
Work Environment	Suitable for Wet Locations					
Operating Temperature	-40°F to 104°F (-40°C to 40°C)					
L-70 Life	> 70,000 hrs					
Optical System						
Luminous Flux	SSFL-A2050	1,770 lm	SSFL-A3030-B	3,087 lm	SSFL-A5030-B	5,221 lm
	SSFL-A2050-W		SSFL-A3040-B	3,191 lm	SSFL-A5040-B	5,370 lm
			SSFL-A3050 SSFL-A3050-W	3,035 lm	SSFL-A5050 SSFL-A5050-W	5,133 lm
Color Temperature	3,000 K, 4,000 K, 5,000 K					
CRI	>80					
Electrical System						
Input Voltage	110~130VAC 50/60 Hz					
Max input current	SSFL-A2050	SSFL-A3030-B	SSFL-A3050	SSFL-A5030-B	SSFL-A5050	
	SSFL-A2050-W	SSFL-A3040-B	SSFL-A3050-W	SSFL-A5040-B	SSFL-A5050-W	
	0.2 A	0.3 A	0.3 A	0.5 A	0.5 A	
Inrush current	SSFL-A2050	SSFL-A3030-B	SSFL-A3050	SSFL-A5030-B	SSFL-A5050	
	SSFL-A2050-W	SSFL-A3040-B	SSFL-A3050-W	SSFL-A5040-B	SSFL-A5050-W	
	0.11 A	0.18 A	0.18 A	0.32 A	0.32 A	
Action time (Inrush current)	SSFL-A2050	SSFL-A3030-B	SSFL-A3050	SSFL-A5030-B	SSFL-A5050	
	SSFL-A2050-W	SSFL-A3040-B	SSFL-A3050-W	SSFL-A5040-B	SSFL-A5050-W	
	1.2 ms	1.1 ms	1.1 ms	0.95 ms	0.95 ms	
AC input range	min 100 V max 130 V					
Off State Power	0 W					
Power Consumption	SSFL-A2050	SSFL-A3030-B	SSFL-A3050	SSFL-A5030-B	SSFL-A5050	
	SSFL-A2050-W	SSFL-A3040-B	SSFL-A3050-W	SSFL-A5040-B	SSFL-A5050-W	
	20 W	30 W	30 W	50 W	50 W	
Power Factor	≥0.9					
Output voltage	120 V					
Max output current	SSFL-A2050	SSFL-A3030-B	SSFL-A3050	SSFL-A5030-B	SSFL-A5050	
	SSFL-A2050-W	SSFL-A3040-B	SSFL-A3050-W	SSFL-A5040-B	SSFL-A5050-W	
	150 mA	300 mA	300 mA	250 mA	250 mA	
LED driver class	Class 2					
Regular and Voluntary Certifications						
5-year limited warranty						
ETL certified						
DesignLights Consortium (DLC) listed (Classification: Standard)						

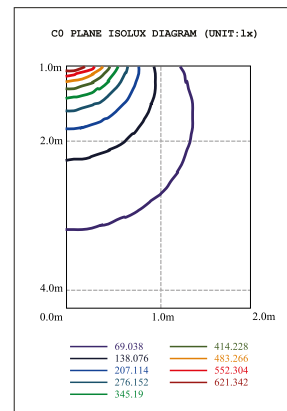
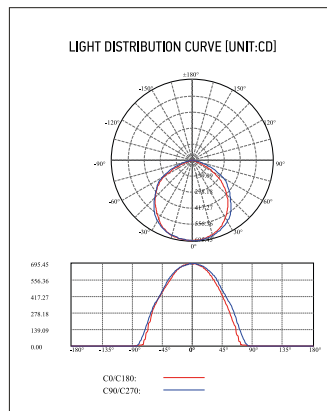
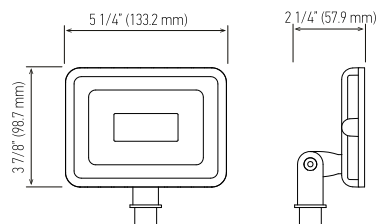
The SMD SLIM Floodlight is designed to install as a surface mounted luminaire.



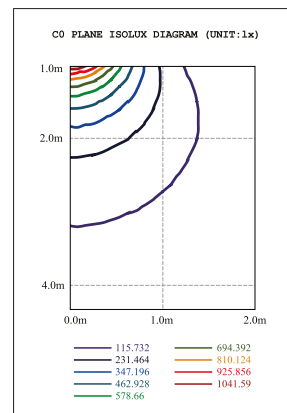
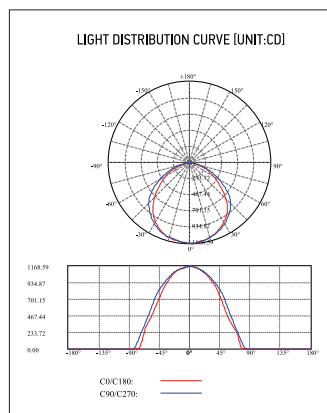
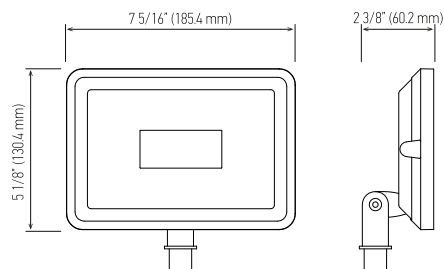
LED SMD FLOODLIGHT with arm

Slim Series

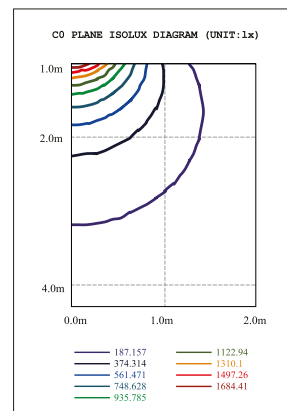
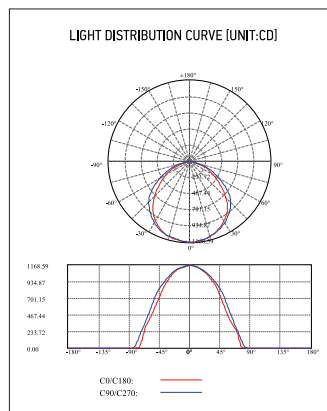
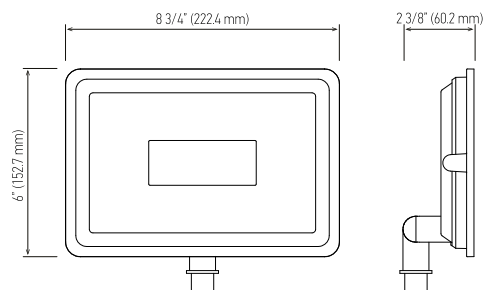
20 W



30 W



50 W





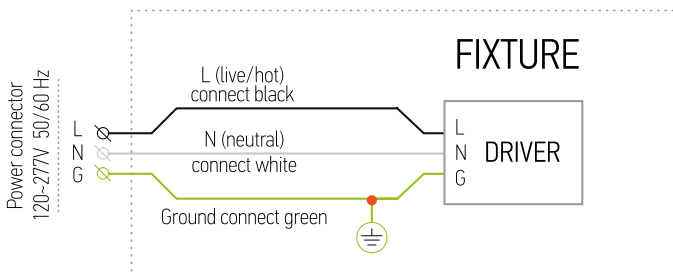
LED SMD FLOODLIGHT with arm

Slim Series

PACKAGE CONTENTS:

Description	Q-ty
LED SMD Slim Floodlight Fixture	1
Box	1
Installation Instructions	1

ELECTRICAL SCHEMATIC DIAGRAM



⚠ WARNING

RISK OF PERSONAL INJURY – READ and follow all WARNINGS and installation instructions.

Keep or give to the owner for future reference.

Risk of cuts: Wear gloves to prevent cuts or abrasions when removing from carton, handling, installing, and maintaining this product.

Risk of electric shock: This product must be installed in accordance with the applicable installation code by a person familiar with the construction and operation of the product and the hazards involved.

Risk of Fire: Minimum 90°C supply conductors. Consult a qualified electrician to ensure correct branch circuit conductor.

ASD® assumes no responsibility for claims arising out of improper or careless Installation or handling of this product.

For recessed installation: Access above ceiling required. Inherently protected. Vapor barrier must be suitable for 90°C.



LED SMD FLOODLIGHT with arm

Slim Series

INSTALLATION GUIDE

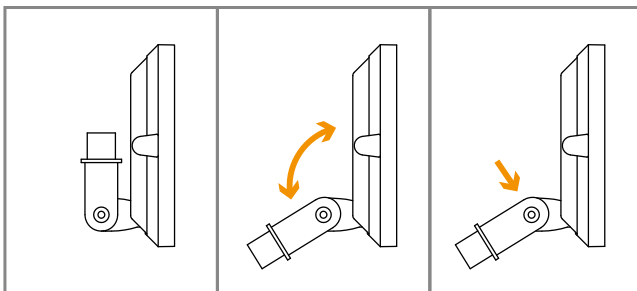
IMPORTANT SAFETY INFORMATION:

Please read all the instructions below before installation.

- ▶ Make sure that the supply voltage corresponds to the rated product voltage.
- ▶ The product must be installed by a qualified electrician in accordance with the National Electrical Code and corresponding local codes.
- ▶ If the product is damaged, do not use it.

INSTALLATION STEPS

1. Turn off the main power.
2. Adjust the knuckle (the knuckle allows you to choose the necessary light direction and set the desired angle for the lighting fixture):



Use a screwdriver to
loosen the screw

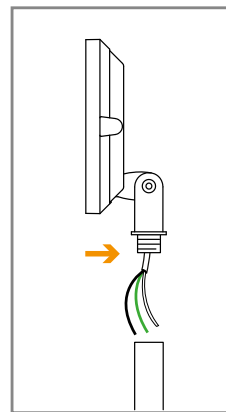
Adjust the knuckle
to your desired angle

Tighten the screw

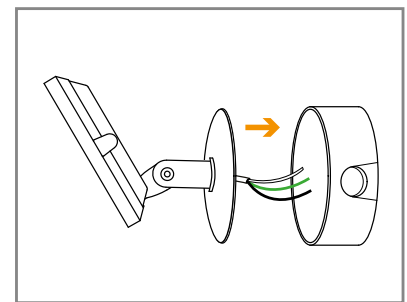
4. Turn on the main power. Installation is finished.

3. The floodlight can be mounted directly to an electrical box or to a pole with a 1/2" threaded insert. Connect the black (hot), white (neutral) and green (ground) wires from the fixture to the existing wires in a properly installed and grounded UL listed junction box for power with suitable strain relief for power cord.

POLE MOUNTING



WALL MOUNTING





LED SMD FLOODLIGHT with arm

Slim Series

ORDERING INFORMATION

LED SMD SLIM FLOODLIGHT WITH KNUCKLE ORDERING INFORMATION:

Model	Watts	UPC	GTIN 14	Product Code	Pcs in one Carton	Carton Size	Carton Weight
ASD-SSFL-A2030-B	20 W	819201021888	10819201021885	24.0144	40	23.03 x 14.37 x 10.24	30.27 lbs
ASD-SSFL-A2050	20 W	819201021307	10819201021304	024.0127	40	23.03 x 14.37 x 10.24	30.27 lbs
ASD-SSFL-A2050-W	20 W	819201021314	10819201021311	024.0128	40	23.03 x 14.37 x 10.24	30.27 lbs
ASD-SSFL-A3030-B	30 W	819201021895	10819201021892	024.0145	20	16.14 x 14.17 x 12.2	33.44 lbs
ASD-SSFL-A3040-B	30 W	819201021864	10819201021861	024.0142	20	16.14 x 14.17 x 12.2	33.44 lbs
ASD-SSFL-A3050	30 W	819201021321	10819201021328	024.0129	20	16.14 x 14.17 x 12.2	33.44 lbs
ASD-SSFL-A3050-W	30 W	819201021338	10819201021335	024.0130	20	16.14 x 14.17 x 12.2	33.44 lbs
ASD-SSFL-A5030-B	50 W	819201021901	10819201021908	024.0146	20	19.09 x 14.37 x 14.17	35.99 lbs
ASD-SSFL-A5040-B	50 W	819201021871	10819201021878	024.0143	20	19.09 x 14.37 x 14.17	35.99 lbs
ASD-SSFL-A5050	50 W	819201021345	10819201021342	024.0131	20	19.09 x 14.37 x 14.17	35.99 lbs
ASD-SSFL-A5050-W	50 W	819201021352	10819201021359	024.0132	20	19.09 x 14.37 x 14.17	35.99 lbs



HDC Work Permit Staff Review

Property address: 13 N Washington

Date of Application: December 5, 2018

Date of Review: December 7, 2018

Date of Meeting: December 11, 2018

Proposed work: sign installation

Materials: aluminum sign, plastic lettering, anchor bolts

Staff review:

1. The applicant is looking to install a projecting, building-mounted sign on the front of the building. The size is proposed as 44.3 sf.
2. The applicant plans to anchor the sign through mortar joints.
3. The sign is non-illuminated and made of aluminum and plastic.
4. Signage is subject to zoning ordinance requirements.
5. A building department 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 13 N Washington. Work to include the installation of a projecting, building-mounted sign as proposed in the Huron Sign Co. design concept dated 11-14-18. Signage is subject to zoning ordinance requirements.

Prepared by:

Cynthia Kochanek, Preservation Planner

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

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

3. Do not imitate earlier styles.

4. Preserve significant changes acquired over time.

5. Preserve distinctive features.

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

7. Clean building gently—no sandblasting.

8. Preserve archaeological resources.

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

10. New work shall be removable.



RECEIVED

DEC 05 2018

CITY OF YPSILANTI
BUILDING DEPARTMENT

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

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

R.24889
#50754
PHDC-18-0120

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

13. N Washington, Ypsilanti MI

Applicant

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

Name

Willis Johnson

Address

663 S. Mansfield St.

City

Ypsilanti

State

MI

Zip

48197

Phone / Fax

517-917-2906

E-Mail

will@johnsigh.com

Contractor

Contractor Name & Contact Info

Johnson Sigh Co. / Will Johnson 517-917-2906

Type of work

- ☐ Roofing
☐ Window/Door Replacement

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

- ☐ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:

Fabricate & Install (1) New Non illuminated projecting wall sign as per prints. Size of sign is approximately 11'-1" - tall by 4' wide. Sign to be installed over entrance for best visibility

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

Painted aluminum for the main cabinet structure with aluminum tubing / angle for structure. Letters are 3/4" thick Plastic which also painted

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:

\$9400

Permit fee:

\$35 +

=

\$50

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:

12-5-18

Print Name:

William Johnson

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.



Johnson Sign Co.
Corporate Headquarters
2240 Lansing Ave.
Jackson, MI 49202
P: (517) 784-3720
F: (517) 784-1553
www.johnsonsign.com
Remit all payment and invoices
to above address

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Huron Sign - Ypsilanti
A Division of Johnson Sign
663 S. Mansfield St.
Ypsilanti, MI 48197
P: (734) 483-2000
F: (734) 483-5164

PHD-18-0120
JSC PROPOSAL
Proposal #: 14766

Proposal Date: 11/16/18
Customer #: CRM007622
Page: 1 of 3

SOLD TO:	JOB LOCATION:
Back Office Studio 13 N Washington Ypsilanti MI 48197	Back Office Studio 13 N Washington Ypsilanti MI 48197 REQUESTED BY: John Newman

Johnson Sign Company (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #5422 Fabricate and install (1) new custom 12' x 4' flagmounted sign as per prints PRICING BREAKDOWN: Sign = \$8,000 Tax = \$480 Installation = \$1,000 Total = \$9,480	\$9,480.00	\$9,480.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

TOTAL PROPOSAL AMOUNT: \$9,480.00

TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION
(INTEREST OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

THIS PRICE DOES NOT INCLUDE ELECTRICAL RAN TO SIGN LOCATION, PERMITS OR TAX UNLESS SPECIFICALLY STATED.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

TERMS AND CONDITIONS
JOHNSON SIGN CO.

- UPON DEFAULT IN THE PAYMENT OF ANY SUMS HEREIN AGREED, Johnson Sign Company MAY, AT ITS OPTION, DECLARE THE ENTIRE BALANCE PRICE FULLY DUE AND PAYABLE WITHOUT FURTHER NOTICE TO CUSTOMER; AND WHEN DECLARED, CUSTOMER AGREES TO PAY INTEREST ON SAID BALANCE, WHEN DECLARED DUE AT THE RATE OF 1.5% PER MONTH. CUSTOMER FURTHER AGREES TO PAY ALL REASONABLE COSTS OF COLLECTION OF SAID BALANCE INCURRED BY THE COMPANY, INCLUDING ATTORNEY'S FEES.
- BOTH PARTIES HERETO AGREE THAT THE TITLE TO SAID ELECTRICAL SIGN SHALL REMAIN IN THE COMPANY UNTIL PAID FOR IN FULL, BUT AFTER DELIVERY TO THE CUSTOMER ALL DAMAGE FROM FIRE OR OTHER CAUSES AFTER SAID DELIVERY SHALL BE ASSUMED BY SAID CUSTOMER AND WILL NOT AFFECT THE RIGHTS OF THE COMPANY TO ENFORCE OF THE PURCHASE PRICE THEN UNPAID.

COMPANY INITIALS

WRT

CUSTOMER INITIALS

JAN



Johnson Sign Co.
Corporate Headquarters
2240 Lansing Ave.
Jackson, MI 49202
P: (517) 784-3720
F: (517) 784-1553
www.johnsonsign.com
*Remit all payment and invoices
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F: (517) 482-2138

Huron Sign - Ypsilanti
A Division of Johnson Sign
663 S. Mansfield St.
Ypsilanti, MI 48197
P: (734) 483-2000
F: (734) 483-5164

JSC PROPOSAL

Proposal #: 14766

Proposal Date: 11/16/18
Customer #: CRM007622
Page: 2 of 3

3. IT IS FURTHER AGREED BY BOTH PARTIES THAT ALL PROVISIONS IN REGARD TO THE PROJECT ARE CONTAINED IN WRITING HEREIN.
4. ALL TERMS AND CONDITIONS OF THIS CONTRACT SHALL BE BINDING UPON ANY SUCCESSORS, ASSIGNEES OR OTHER LEGAL REPRESENTATIVES OF THE RESPECTIVE PARTIES BUT NO ASSIGNMENT SHALL BE MADE BY THE CUSTOMER WITHOUT THE CONSENT IN WRITING OF THE COMPANY UNLESS FULL PAYMENT OF THE TOTAL CONSIDERATION HAS BEEN MADE.
5. Johnson Sign Company SHALL SECURE ALL NECESSARY PERMITS FROM THE BUILDING OWNER, AND/OR OTHERS WHOSE PERMISSION IS REQUIRED FOR THE INSTALLATION OF THE SIGN AND SAID SHALL BE LIABLE FOR ANY OBSTRUCTION OF DELIVERY DUE TO DELAY IN OBTAINING SUCH PERMISSION. FURTHERMORE, IF CUSTOMER EXECUTES THIS CONTRACT OF SALES WITHOUT EVER OBTAINING PERMISSION FROM PARTY OR PARTIES NECESSARY FOR THE INSTALLATION OF SAID SIGN, THEN CUSTOMER PURCHASES SAME AND IS BOUND TO THE TERMS AND CONDITIONS OF THIS CONTRACT AS THOUGH SAID PERMISSION WAS OBTAINED AND AGREES TO RELIEVE THE COMPANY FROM ANY LIABILITY FOR ITS FAILURE WITHIN 10 DAYS OF DELIVERY TO ERECT OR INSTALL SAID SIGN.
6. CUSTOMER AGREES TO PROVIDE ELECTRICAL SERVICE FEED WIRE OF SUITABLE CAPACITY AND APPROVED MATERIAL TO LOCATION OF DISPLAY IN ADVANCE OF INSTALLATION, AND TO MAKE CONNECTION OF SAID ELECTRICAL FEED TO DISPLAY.
7. WHEN PIER DRILLING IS NECESSARY, THE COMPANY WILL CONTACT APPROPRIATE AGENCY TO LOCATE PUBLIC UTILITIES. LOCATION OF PRIVATE UTILITIES IS SOLE RESPONSIBILITY OF THE CUSTOMER. IN THE EVENT ROCK IS ENCOUNTERED IN THE DRILLING PROCESS, TO THE POINT WHERE SPECIAL EQUIPMENT IS REQUIRED, ADDITIONAL MONIES MAY BE REQUESTED IN WRITING BY THE COMPANY.
8. ALL PRODUCTS MANUFACTURED BY THE COMPANY ARE GUARANTEED UNCONDITIONALLY AGAINST DEFECTIVE PARTS, MATERIALS AND WORKMANSHIP, WITH EXCEPTION OF INCANDESCENT AND FLUORESCENT LAMPS AS THEY ARE NEVER GUARANTEED, FOR A PERIOD OF ONE YEAR (1) YEAR. FOR THE NEXT THREE HUNDRED THIRTY (330) DAYS, AND MATERIAL, WITH THE EXCEPTION OF THE LAMPS, WILL BE REPLACED AT NO COST TO THE BUYER FOR THIS MATERIAL. THE COST OF LABOR, HOWEVER, WILL BE CHARGED AT HOURLY RATES.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 30 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: _____

ACCEPTED BY: _____

SIGNATURE: _____

DATE: 12-5-18

TITLE: _____

DATE: 12/5/18

COMPANY INITIALS WRT

CUSTOMER INITIALS JUN



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F: (734) 483-5164

DEPOSIT INVOICE

Invoice #: DP14766

Inv Date: 11/16/18
Customer #: CRM007622
Page: 3 of 3

SOLD TO:	JOB LOCATION:
Back Office Studio 13 N Washington Ypsilanti MI 48197	Back Office Studio 13 N Washington Ypsilanti MI 48197 REQUESTED BY: John Newman

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
John Newman		Willis Johnson	11/16/18	50.0% Due Upon Receipt	12/30/18

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #5422 Fabricate and install (1) new custom 12' x 4' flagmounted sign as per prints PRICING BREAKDOWN: Sign = \$8,000 Tax = \$480 Installation = \$1,000 Total = \$9,480	\$9,480.00	\$9,480.00
TOTAL PROPOSAL AMOUNT			\$9,480.00
*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***			

PLEASE PAY THIS DEPOSIT AMOUNT: \$4,740.00

PHDC-18-0120



HURON
SIGN CO.

663 S. MANSFIELD
P.O. BOX 980423
YPSILANTI, MI 48198
PHONE 734-483-2000
1-800-783-0100
FAX 734-483-5164
www.huronsign.com

A Division of
Johnson Sign Co.



ISA
INTERNATIONAL SIGN ASSOCIATION

DESIGN COMPETITION
AWARD WINNER



WSA
WORLD SIGN ASSOCIATES

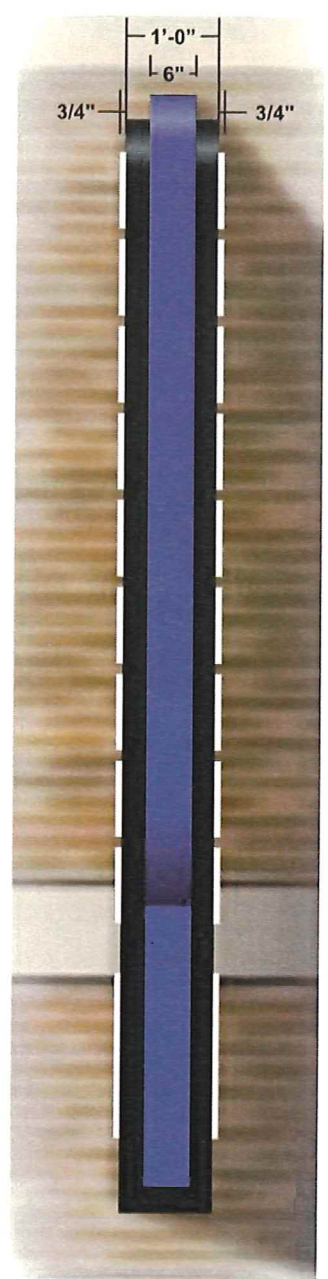
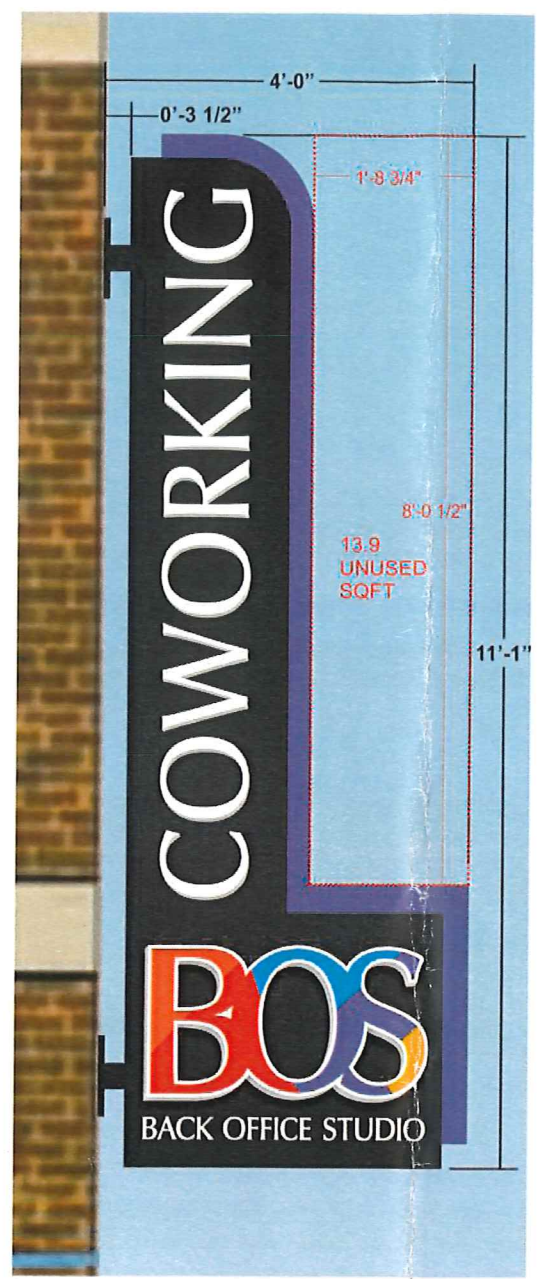
BEST OF THE BEST
AWARD WINNER

Custom Projecting Sign

Initial Design Concept



PARTIAL EAST ELEVATION SCALE 1/8" = 1'



44.3 SQFT EXTENTS SCALE 1/2" = 1' SIDE VIEW

30.4 SQFT ADJUSTED TOTAL

BUILD & INSTALL THIS NEW CUSTOM DIMENSIONAL NON-ILLUMINATED PROJECTING SIGN. SIGN FEATURES 3/4" THICK FLAT CUT GRAPHICS AND A 4" DEEP FABRICATED ACCENT BAND. SIGN IS ATTACHED TO WALL WITH (8) 1/2" X 12" THROUGH BOLTS IN STEEL WALL PLATES. THROUGH BOLTS ALIGNED TO MORTAR JOINTS.

FONT: OPTIMA BK





ALL ELECTRICAL SIGNS TO
BEAR THIS MARK

Underwriters
Laboratories, Inc.

-SUITABLE FOR WET LOCATIONS-
IN ACCORDANCE WITH NEC 600

ELECTRIC SIGN
CERTIFIED MANUFACTURER

# OF SETS	1 D/F	RETURN DEPTH	12"	RACEWAY COLOR	N.A.	DESIGNER	S WILKIE
FACE COLOR	PRINT/WHT/BLK	TYPE OF INSTALL	WALL PLATES	TRANSFORMER	N.A.	DATE	11/14/18
RETURN COLOR	BLACK	TYPE OF FACE	ALUMINUM	BALLAST	N.A.	JOB NO.	
RETAINER COLOR	N.A. (BLIND)	RACEWAY D. H. L.	N.A.	COMMENTS:		JOB NAME	BOS-111418-4
LED COLOR	N.A.	HOUSINGS	N.A.	SALESPERSON:	WILL JOHNSON	ADDRESS:	13 N. WASHINGTON ST. YPSILANTI, MI

APPROVED BY: _____ DATE: _____

THIS DRAWING IS THE REGISTERED PROPERTY OF HURON SIGN COMPANY. IT IS UNLAWFUL TO REPRODUCE IT IN ANY FORM, WITHOUT WRITTEN CONSENT FROM HURON SIGN COMPANY

THIS DRAWING PROVIDED & INTENDED FOR CONCEPTUAL PURPOSES ONLY. THE FINISHED PRODUCT MAY BE SUBJECT TO MINOR & NECESSARY MODIFICATIONS TO AID OR ENABLE FABRICATION PROCEDURES

THIS DESIGN CONCEPT © COPYRIGHT 2018



HDC Work Permit Staff Review

Property address: 324 W Forest

Date of Application: November 27, 2018

Date of Review: December 6, 2018

Date of Meeting: December 11, 2018

Proposed work: deck and egress stair installation

Materials: pressure treated wood, paint to match existing, shingles to match existing, powder coated black metal pre-fabricated spiral stair

Staff review:

1. This item is in response to an issue with the current fire egress on the property.
2. The applicant is looking to modify/replace the existing third floor deck, add a spiral stair that runs the full height of the building, connect the second floor deck to the spiral stair, and modify the first floor deck and stair to allow room for the spiral stair. The roof will be repaired with decking and shingles to match as needed. The new deck will be painted to match the existing decking.
3. The new deck will be pressure treated wood and staff has advised that the balusters need to be framed in between the rails, not attached to the outside.
4. The existing openings for the stairs from the 2nd and 3rd floors will be in filled, HDC to verify the ceiling materials on the 1st and 2nd floor balcony ceilings and all other infill will match exiting.
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 324 W Forest to include the installation of a spiral stair and deck as proposed in the plans submitted with the application dated 11-27-18. The new deck is to be painted to match those that already exist on the building and the railing is to have encased balusters. The existing roof and deck openings are to be repaired with in kind materials.

Prepared by:

Cynthia Kochanek, Preservation Planner

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

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

3. Do not imitate earlier styles.

4. Preserve significant changes acquired over time.

5. Preserve distinctive features.

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

7. Clean building gently—no sandblasting.

8. Preserve archaeological resources.

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

10. New work shall be removable.



City of Ypsilanti
Historic District Commission
Work Permit Application

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

phdc-18-0118
1741
7500

rec# 24864

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

324 West Forest, Ypsilanti, MI. 48197

Applicant

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

Name

James Schmunk

Address

2008 South State Street

City

Ann Arbor

State

MI

Zip

48104

Phone / Fax

734-320-2542

E-Mail

csbjamie@aol.com

Contractor

Contractor Name & Contact Info

TBD

Type of work

- ☐ Roofing
☐ Window/Door
Replacement

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

- ☐ Painting
☒ Other
☐ Application Amendment

Complete Description of Proposed Work:

Install new spiral stairs fire escape per attached drawing off rear entry of the building.

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

None

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:

\$25,000.00

Permit fee:

37

\$35 + _____ = \$72.00

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 s [REDACTED] lle-DeRossett-Hale single-state construction code, PA 230 of 1972, as an

Signature:

Date:

11/27/2018

Print Name:

James R Schmunk

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.

**RE: 324 W. Forest Ave.
Ypsilanti, MI**

**OWNER: James Schmunk
JTK HOLDINGS, LLC
2008 S. State St.
Suite A
Ann Arbor, MI 48104
csbjamie@aol.com**

**OWNER REPRESENTATIVE:
Kevin Kolb
THE KOLB COMPANY, LLC
kevin@thekolbcompany.com
(734) 417-8389**



PROJECT SCOPE:

This fire-escape stair was cited as being in disrepair by The City of Ypsilanti (ref. 02-06-18 Inspection Report: C624-18-0005).

The photograph below depicts the existing conditions. The following pages demonstrate a practical solution to provide a code-conforming *means-of-egress* stairway. Discussions with the City of Ypsilanti's Building Department resulted in a favorable approach to this repair.

Following HDC's approval; formal construction documentation will be submitted for their approval.



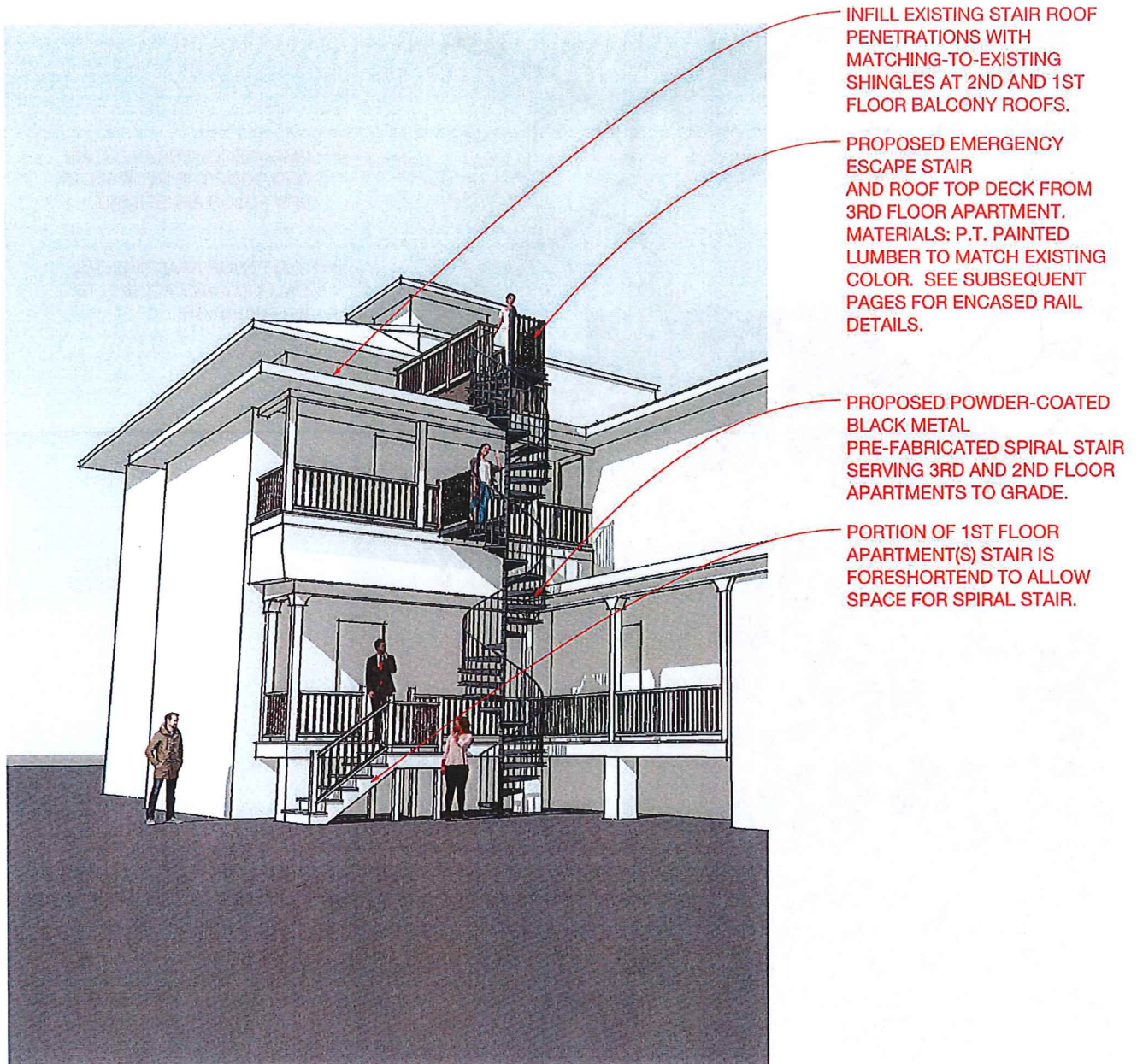
EMERGENCY ESCAPE STAIR
AND ROOF TOP DECK FROM
3RD FLOOR APARTMENT.

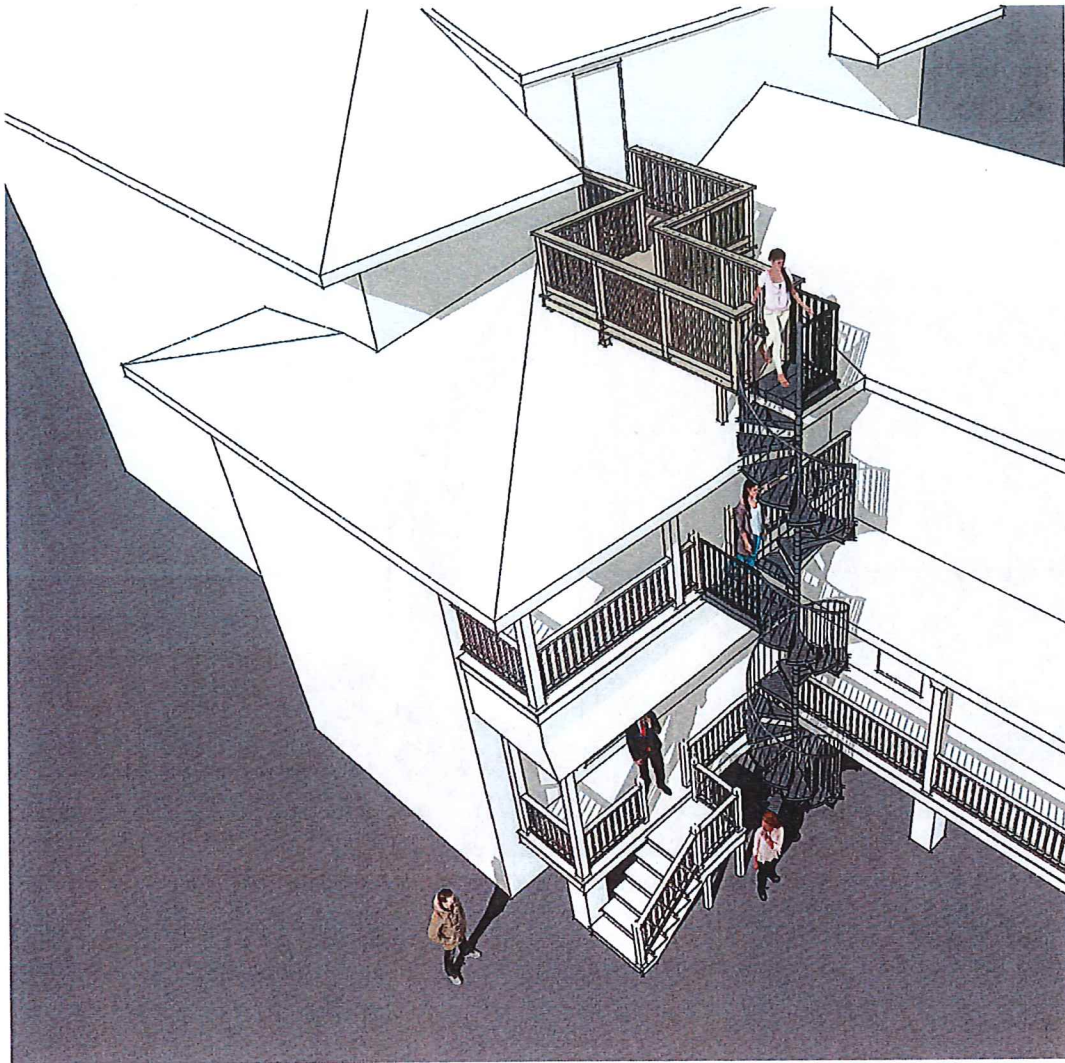
2ND FLOOR APARTMENT(S)
BALCONY AND ACCESS TO
ESCAPE STAIR.

1ST FLOOR APARTMENT(S)
BALCONY AND ACCESS TO
GRADE LEVEL.

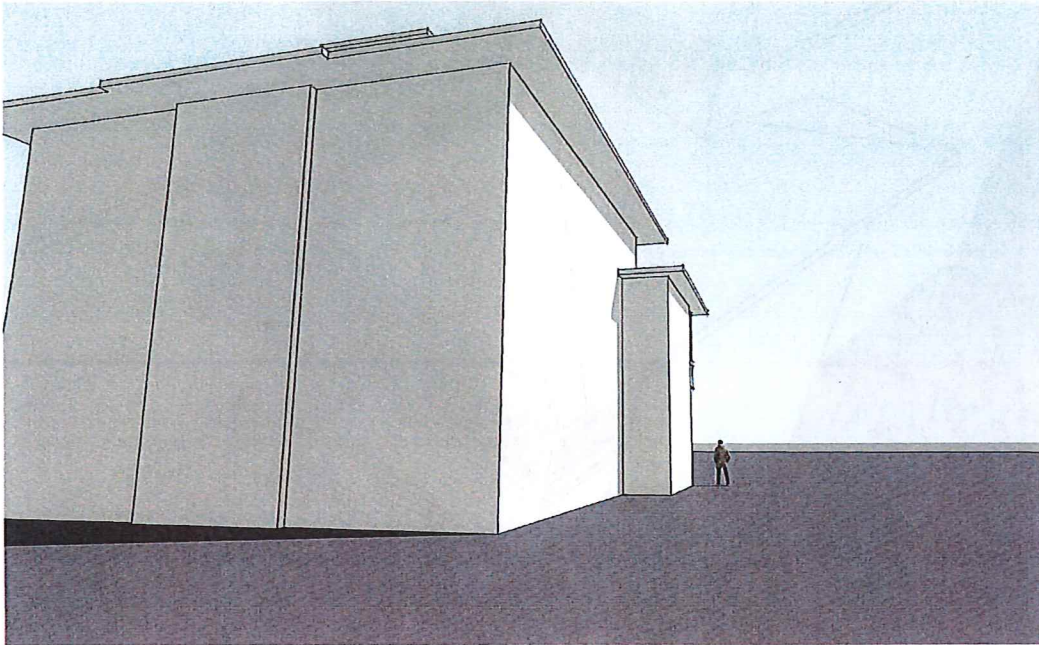
EXISTING CONDITIONS

PROPOSED CONDITIONS (ADDITIONAL VIEWS FOLLOWING)

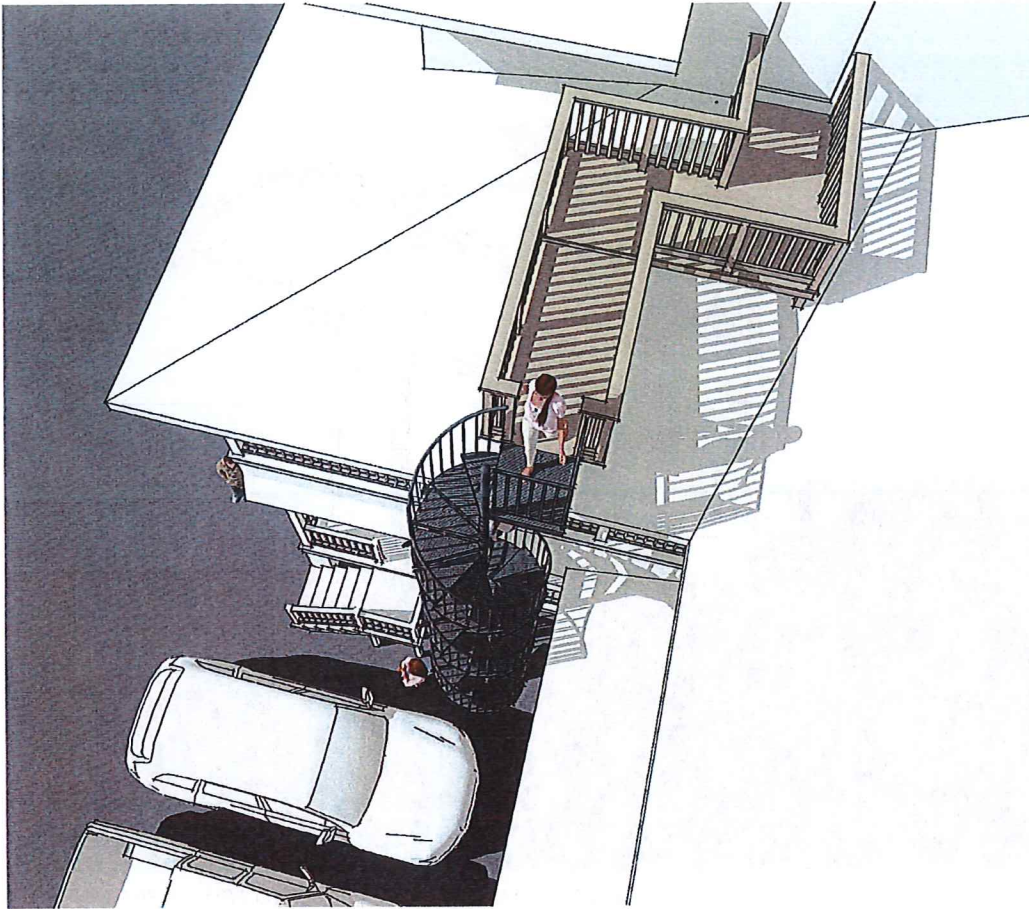




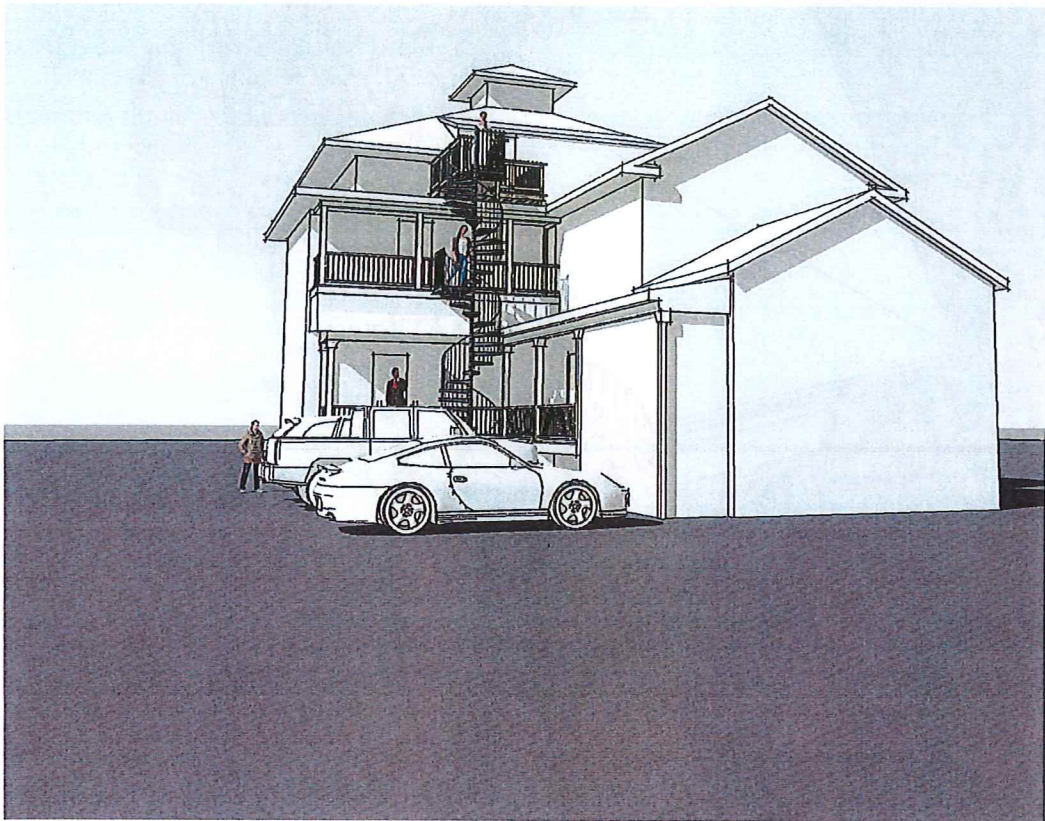
PROPOSED CONDITIONS - LOOKING FROM A DRONE



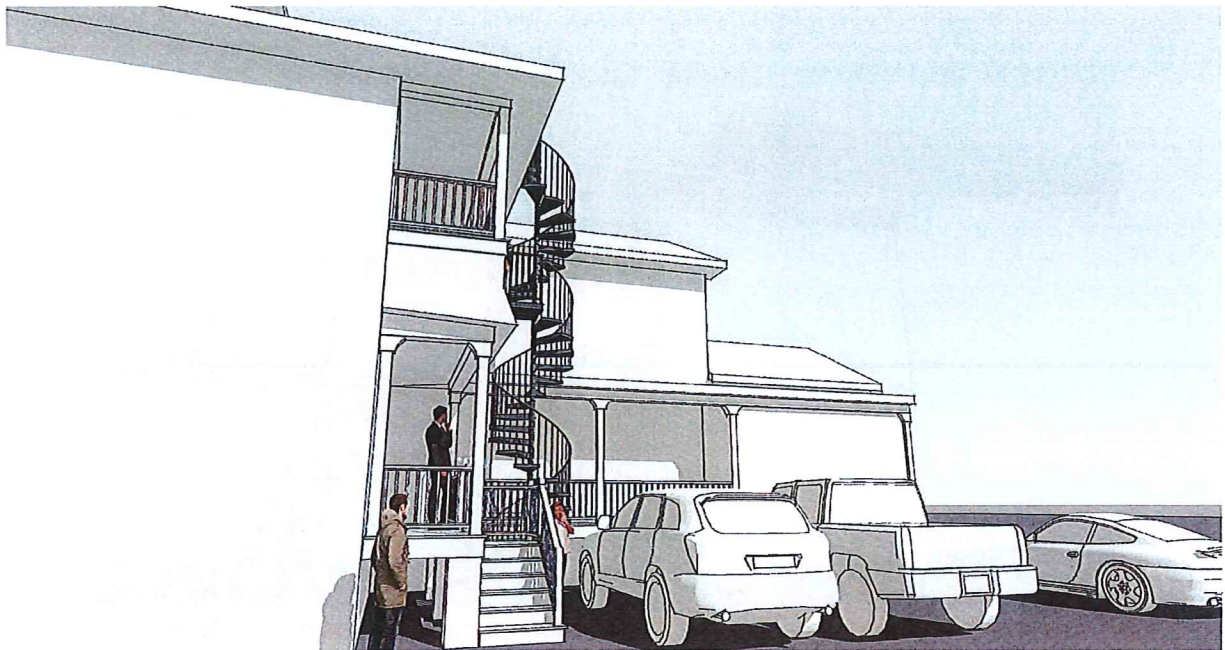
PROPOSED CONDITIONS - LOOKING FROM W. FOREST (NOTE, NO SITELINE)



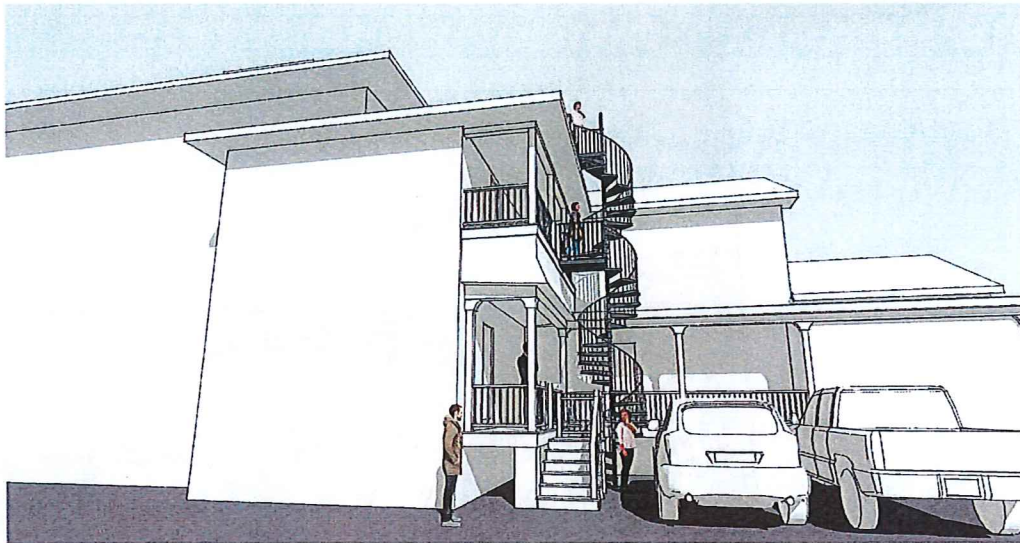
PROPOSED CONDITIONS - LOOKING FROM TOP, DRONE



PROPOSED CONDITIONS - LOOKING FROM REAR LOT LINE



PROPOSED CONDITIONS - LOOKING FROM EASTERLY NEIGHBOR



PROPOSED CONDITIONS - LOOKING FROM EASTERLY NEIGHBOR (FACTIOUS VIEW)



Washtenaw County Parcel Report

Parcel ID:

11-11-04-362-014

Report generated 11/27/2018 12:30:51 PM

Parcel Information

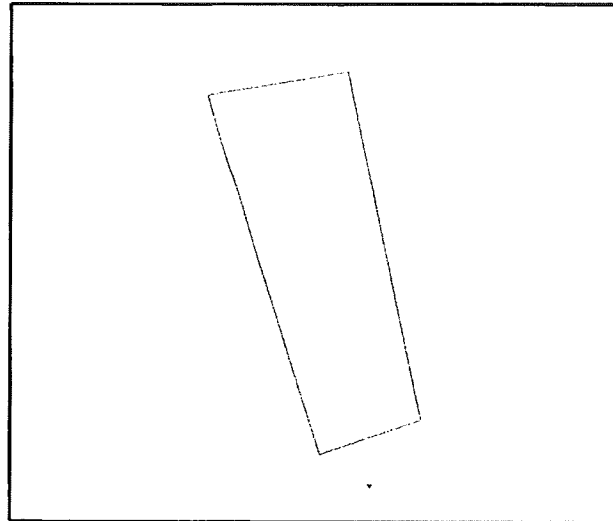
PIN: 11-11-04-362-014
CVT Code: 11
CVT Description: CITY OF YPSILANTI
School: 81020 , YPSILANTI PUBLIC SCHOOLS
Property Class: 204 , COMMERCIAL

Property Information

Address: 324 W FOREST AVE
YPSILANTI , MI 48197

Owner Information

Owner: JTK HOLDINGS, LLC
Address: 2008 S STATE, STE A
ANN ARBOR , MI 48104



Parcel highlighted in blue

Homestead Information

Homestead Percent: 0%

Values

Assessed Value: \$ 210900 **SEV:** \$ 210900
Capped Value: \$ 135003 **Taxable Value:** \$ 135003

Drain Assessment (not incl. drain debts)

Year	Drain Name	Amount
------	------------	--------

Sales (last 3 max)

Date	Sale Price	Type
------	------------	------

Tax Description

*OLD SID - 11 11-322-050-00 YP CITY 33W-1 PART OF LOT A, RE-SURVEY OF PART OF JENNESS EST., LAND COM AT SE COR OF LOT A, TH NON E LINE OF LOT A 235.76', TH S 82 DEG 04' W 98.42 FT, TH S 16 DEG E 250.09' TO FOREST AVE., TH ELY 76.92' TO BEG.

Cynthia Kochanek

From: 734 Brewing Company, Inc. <734brewing@gmail.com>
Sent: Wednesday, December 05, 2018 11:48 AM
To: Cynthia Kochanek
Subject: Re: 15 E Cross

Confirmed, thank you!

On Wed, Dec 5, 2018 at 11:47 AM Cynthia Kochanek <CKochanek@cityofypsilanti.com> wrote:

Hi Patrick,

Shrinking the sign is not really a problem, I will treat your email below as a request to amend your previous application and HDC approval and send you an amended approval letter. It will go before the HDC at the next meeting but it's really more of a formality for staff to update them, you will not need to attend. Please just confirm that you would like to amend the previous HDC application dated 11-20-18 to a 4 x 4 sign and I will get that out to you.

Thanks,

Cynthia Kochanek

Preservation Planner

Community Development Division, City of Ypsilanti

734-483-9646

ckochanek@cityofypsilanti.com

From: 734 Brewing Company, Inc. [mailto:734brewing@gmail.com]
Sent: Wednesday, December 05, 2018 11:32 AM
To: Cynthia Kochanek <CKochanek@cityofypsilanti.com>
Subject: Re: 15 E Cross

Hi Cynthia,

After playing around with pricing, we're hoping to shrink our approved sign from 6x6 to 4x4. Do I need to submit another permit request and come to the next meeting?

Thanks!

Patrick

On Mon, Nov 26, 2018 at 8:18 AM Cynthia Kochanek <CKochanek@cityofypsilanti.com> wrote:

The meeting is at 7 pm.

Cynthia Kochanek

Preservation Planner

Community Development Division, City of Ypsilanti

734-483-9646

ckochanek@cityofypsilanti.com

From: Cynthia Kochanek

Sent: Wednesday, November 21, 2018 5:17 PM

To: '734 Brewing Company, Inc.' <734brewing@gmail.com>; 'patrick@734brewing.com' <patrick@734brewing.com>

Subject: RE: 15 E Cross

Hello,

I have placed the application for 15 E Cross 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.

The meeting packet including the staff review is located here: <http://cityofypsilanti.com/AgendaCenter/ViewFile/Item/1638?fileID=2993>

Let me know if you have any questions or concerns.

Thanks,

Cynthia Kochanek

Preservation Planner

Community Development Division, City of Ypsilanti

734-483-9646

ckochanek@cityofypsilanti.com

From: 734 Brewing Company, Inc. [<mailto:734brewing@gmail.com>]

Sent: Tuesday, November 20, 2018 1:30 PM

To: HDC Intern <hdcintern@washtenaw.org>; HDC Intern <hdcintern@washtenaw.org>

Subject: 15 E Cross

Good afternoon,

These files are to accompany the permit request I will submit later today. Thanks!

Patrick Echlin

734 Brewing Company, Inc.

(734) 649-6453 (cell)



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, packet and agenda preparation and notices of decisions. ~~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 Commission in a public meeting. This shall include, but not be limited to, dealing with the press

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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.

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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 ~~the~~ 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 agreed ~~ds~~ 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 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

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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 at least 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.

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

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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 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

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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.

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.

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- 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 ~~his or her~~ 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.
- ~~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

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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, see appendix of the same title.

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 on 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
City Clerk
City of Ypsilanti

MICHIGAN STATE HISTORIC PRESERVATION OFFICE
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
CONFLICT OF INTEREST POLICY FOR HISTORIC PRESERVATION ACTIVITIES

Application of Policy

The Michigan State Historic Preservation Office is required to implement the federal conflict of interest policy for historic preservation activities. Generally speaking, this conflict of interest policy applies to any person who is paid in full or in part with Historic Preservation Fund (HPF) or matching share (state) monies, or who donates time or provides in-kind services to the HPF program. For purposes of the policy, "person" is defined as and means: the State Historic Preservation Officer; staff member of the State Historic Preservation Office (SHPO), including persons authorized to represent the SHPO or to perform in any official capacity for the SHPO; subgrantees and contractors paid in whole or part by HPF funds or whose time or salaries are used as allowable matching share; members of the State Historic Preservation Review Board and the Michigan Historical Commission; Certified Local Government Historic District Commission members, agents and staff; and the employees, agents, partners, associates, and family members of the persons listed above.

Policy

No person (as defined above) shall participate in the selection, award, or administration of any HPF-assisted program activity, subgrant, contract, or subcontract if a conflict of interest, real or apparent exists; nor shall a person participate through approval, disapproval, recommendation, or other decision concerning any Federal Preservation Tax Incentive Certification, National Register Nomination, or Review and Compliance case if such a conflict, real or apparent, exists.

No person shall engage in outside employment or have any direct or indirect financial interest that actually conflicts or would appear to conflict with the fair, impartial, and objective performance of officially assigned duties and responsibilities for the administration of the HPF program.

No person shall solicit nor accept gratuities, favors, nor anything of monetary value from contractors, potential contractors, or recipients or potential recipients of HPF subgrant award or contract.

Real and Apparent Conflicts

A real conflict of interest exists when a person may benefit (either through financial or personal gain) from the position the person holds with respect to the HPF-assisted program, or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with persons as defined above. (This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HPF program.)

An apparent conflict of interest exists whenever circumstances are such that a person may appear to be in a position to benefit (either through financial or personal gain) from the position the person holds with respect to the HPF-assisted program, or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with other persons as defined above. (This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HPF program, whether or not such a conflict actually exists.)

An apparent conflict also exists when a person may appear to have an unfair competitive advantage because of his or her relationship to the SHPO.

Declaring and Resolving Conflicts

Should a conflict of interest, real or apparent, exist: The person shall fully disclose the possible conflict in writing as soon as the situation becomes apparent, but at a minimum, before the issue or action for which the conflict exists is acted upon or brought to resolution and shall physically absent himself/herself from the decision-making process. The disclosure shall be presented (if appropriate) to the staff person's supervisor and then transmitted to the State Historic Preservation Officer and the Grant Section Supervisor. A disclosure statement shall be submitted for each subsequent fiscal year while the conflict of interest exists.

The entirety of the U.S. Department of the Interior's Policy and Procedure on Conflict of Interest which is set forth in

the National Park Service manual entitled Historic Preservation Fund Grants Manual, Chapter 3 is available in the SHPO office.

ACKNOWLEDGMENT

I certify that the conflict of interest policy for historic preservation activities has been read by me. I agree to abide by the policy and the procedures which implement it, including those specified in the Historic Preservation Fund Grants Manual. In particular, I agree to immediately disclose any real or apparent conflict of interest as soon as such a conflict becomes known to me.

Print Name of Staff Member* (or other affected person) Signature Date

Supervisor (if State employee) Date

Brian D. Conway, SHPO Date

*Staff members who serve in the state classified civil service are also subject to ethics and conflict of interest regulations as prescribed in the Michigan State Housing Development Authority Employee Handbook (January 20, 2010), specific Conflict of Interest Policy for Historic Preservation Activities, Civil Service Commission Rule 2-8, the Contracts with Public Servants Act (Act No. 317 of the Public Acts of 1968), and the State Ethics Act (Act No. 196 of the Public Acts of 1973).



CITY OF

Ypsilanti

PRIDE | DIVERSITY | HERITAGE

Historic District

Porches, steps, and doors

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please contact the Historic District Assistant.

All permit applications are available from the Building Department and at cityofypsilanti.com/permits.

Completed applications may be dropped off at the Building Department.

City Hall

One South Huron
Ypsilanti, MI 48197

Building

3rd Floor, City Hall
Phone: (734) 482-1025
cityofypsilanti.com/157

Planning

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/planning

Historic District

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/hd

All permits, fees, and factsheets can be found at cityofypsilanti.com/permits.

The following Historic District Commission (HDC) requirements apply to all porch projects, new or replacement. The Commission encourages the retention of original porch elements which still exist and, in some instances, requires duplication of parts. Porches should not be enclosed, as doing so changes both the appearance and the function of the porch.

Please Note: Treated lumber should be used only for portions of the porch that come in contact with the ground. All parts of the porch that are above ground shall be painted or stained an opaque stain.

CEILING: the porch ceiling shall, in most cases, consist of bead board.

LIGHTING: Any changes in lighting for the porch area must be approved by the HDC. [See HDC lighting fact sheet for more information on options.](#)

HEADER: the header, if any, and its decorative elements shall be appropriate to the style of the building and in the proper proportion.

POSTS: the style of the posts shall be appropriate to the style of the house and existing porch details. If 4 x 4s are boxed, resulting posts must be at least 5 x 5. Replacement posts must match original posts, if any still exist, or be of the same diameter as the originals. Split posts may be required for attachment to an exterior wall.

NEWEL: newel posts shall match or be related in style and size with porch posts. They shall be mounted on the bottom step and shall be capped.

DECK: the deck (floor) of the porch shall consist of 1 x 4 tongue and groove vertical grain fir porch flooring, **a smooth side tongue and groove composite material, in matching thickness and width may be considered.** Boards shall be installed with the narrow ends of the boards against the wall of the house. The deck shall overhang the skirt and the skirt trim by at least 1". The last deck boards (one at each end of the porch) shall have the exposed tongue and groove trimmed off. The deck of the porch should be sloped in order to shed water.

SKIRTING: porch skirting is required. The skirt shall be framed with a minimum of a 1 x 4. Prefabricated lattice is acceptable, although the HDC strongly recommends [replacing replicating](#) the original style or [using](#) a decorative skirting.

GUARD RAIL (on the porch):

1 & 2 family homes: a guard rail is required if the porch floor surface is more than 30" above grade. Must be 36" high. (May be as low as 30" if evidence exists to indicate the height of original guard rail.) The guard rail shall consist of three parts: a **top rail** shall be a minimum 2 x 4 placed flat & shall have beveled top edges; **balusters** shall be a minimum 2 x 2 and be spaced so that a 4" sphere cannot pass through; a **bottom rail** shall be a maximum of 2 x 4 placed flat with beveled top edges, shall be at least 3" off of porch decking and shall have support blocks if the guard rail exceeds 8' between posts. [Balusters are to be encased in the top and bottom rail, not attached to exterior of the rails.](#) All members shall be centered on the porch posts with butt joints.

3-unit & most multi-family and commercial structures: a guard rail is required if the porch deck is more than 30" above grade. The guard rail must be 42" high.

HAND RAIL (down the stairs):

1 & 2 family homes: one hand rail is required for all stairs with 4 or more risers (this number includes the porch itself). The hand rail must be graspable. Wood hand rails shall match the guard rail in style. Hand rails are to be installed at 34-38" above the face of the stair nosing of the first tread and must extend from the face of the top riser to the face of the bottom riser. Ends shall return to the wall or terminate at post. No extension beyond the bottom riser is required. All diagonal members shall be centered

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Commented [CK1]: Still needed?

Commented [CK2]: Defer to building code here?

Last updated: December 2018

on the porch posts and newel posts with butt joints. 1 1/2"

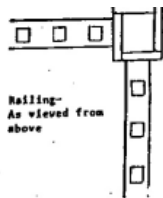
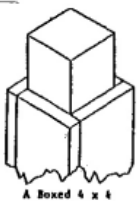
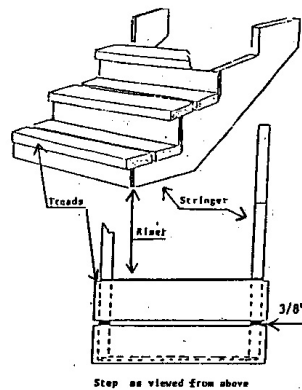
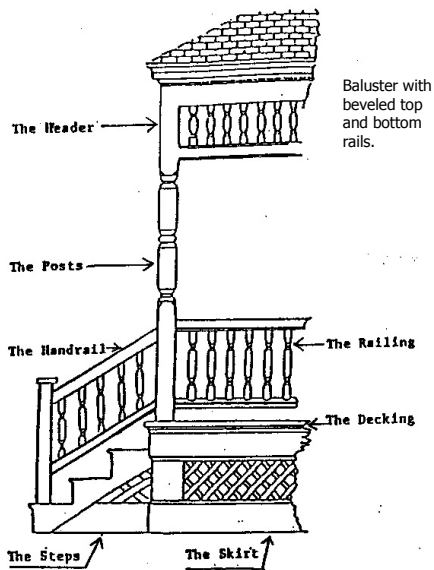
painted pipe rails may be approved.

3-unit & most multi-family and commercial structures: hand rails are required on both sides of flights of 1 or more risers. Must be graspable. Must begin 12" horizontally beyond the face of top riser and extend at a slope to at least one tread beyond the face of the bottom riser. Ends shall return to the wall or terminate at a post.

STEPS:

1 & 2 family homes: pre-formed, multi-step concrete units are usually not appropriate. There are four different parts to the wooden step unit: stringers, treads, risers and skirt. Treads and risers shall be of 5/4" lumber. The maximum height of the rise shall be 8 1/4". The minimum depth of the tread shall be 9" measured from nosing to nosing. Treads shall rest on the stringers, not be rabbeted into the stringers. The tread shall consist of two boards separated by a 3/8" gap. Spacers shall fill the gap over the stringers. Treads shall have a minimum nosing of 3/4" and a 1/2" on the side of stringers, but nosing should not be more than 1 1/4". The rise must be enclosed with a solid panel and shall cover the stringer. The top step must be one rise below the deck. A skirt shall enclose the area beneath the stringers and shall be the same style as the skirting on the porch. Steps shall be uniform; the maximum difference from highest to lowest is 3/8".

3-unit & most multi-family and commercial structures: The maximum height of the rise shall be 7" and the minimum will be 4". Tread depths shall be 11" minimum and be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle of the tread's nosing. The radius curvature at the leading edge of the tread shall not be greater than 9/16". Beveling of nosings shall not exceed 9/16". The nosing projection size shall not exceed 1 1/4" beyond the tread below. Steps shall be uniform; the maximum difference from highest to lowest is 3/8".



This is an example of an approved way to bring the porch railing up to code.

CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION
MINUTES OF NOVEMBER 27, 2018

CALL TO ORDER AND ROLL CALL

Mike Davis, Jr. Chair 7:01 PM

Meeting Location: Ypsilanti Historical Society Archives, 220 N Huron, Ypsilanti,
MI 48197

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

Commissioners Absent: Erika Lindsay, Ron Rupert

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

APPROVAL OF AGENDA

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

Approval: Unanimous. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS

305 Maple

**Application is for fence installation.*

Applicant: Tom & Suzanne McLinden, owners –Present

Discussion: Davis: Stated that the application was tabled at the November 13th meeting
for more information regarding the finishing color/stain for the fence and for
questions as to the exact location.

Tom McLinden: Stated that there is a garage on the back of the property
and that the fence stretches along the alleyway, all the way back to the
house, where it joins in. Stated that the house is on an angle and it takes a

similar 45-degree angle to attach to the one side of the house. Stated that there is a cedar gate that was constructed. Stated that the post side of the fence was set in a reversed order *[referencing materials]* to match the other side of the alley, which is set the same way.

Davis: Asked about the section of the application which notes that the fence will not be painted or stained.

Tom McLinden: Stated that that was the original plan, as applicant expects the Wolmanized wood to grey out to match the neighbor's on that side. Stated that on the other side of the driveway, there is a similar Wolmanized grey fence.

Davis: Stated that there is an HDC standard for wood fences in the District to be painted or opaque stained.

Tom McLinden: Stated that applicants would propose a grey stain for the fence. Stated that the gate is cedar and has been treated to keep it from greying. Stated that the expectation is to keep it in its cedar form.

[Discussion re: paint/stain appropriateness/disposition for cedar gate]

Stevenson: Asked if applicant would again explain why the fence was installed inside/out.

[Discussion re: outward-facing installation of fence postings/rails]

Schmiedeke: Stated that the fence is inside/out. Stated that the support structure should have been facing inward. Stated that since it is on an alley, that possibly the Commission could make an exception. *[Commission consensus]*

Davis: Asked if applicants preferred paint or opaque stain.

Tom McLinden: Stated grey opaque stain as the preference.

Davis: Asked if applicants preferred the gate in the same color or in the cedar color.

Tom McLinden: Stated that applicants would prefer to leave it cedar, but indicated flexibility.

Prebys: Stated cedar with a finish.

Tom McLinden: Acknowledged.

Kochanek: Advised applicants to contact staff and request an extension if the work runs into the 6-month time frame for the approval.

Motion: Pettit (second: Prebys) moved 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 an opaque stain in the color grey with an option to paint the gate in a color closer to the original cedar color of the wood. Also noted that the currently installed condition of the fence be allowed to remain as constructed.

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.

Davis: Stated that applicants are free to come in to discuss the appropriateness of any proposed ideas as a study item, without charge, prior to beginning any exterior work.

NEW BUSINESS

222 N River

**Application is for siding & gutter/downspout replacement and painting.*

Applicant: Holli Andrews, owner– Present

Discussion: Davis: Stated that the application is for siding and gutter work. Referencing review notes, asked if there was verification with staff that the siding will be in the same profile in cedar.

Andrews: Confirmed.

Davis: Referencing review notes, asked if the siding will be salvaged.

Andrews: Confirmed. Stated that the front façade will be done uniformly with cedar and that as much as possible what is removed will be saved to repair the rear.

Davis: Asked if there are paint samples.

Kochanek: Confirmed.

[Paint samples were reviewed and color ideas discussed]

Davis: Asked if the original windows are still in place.

Andrews: Confirmed that most are.

Davis: Asked about the location of downspouts.

Andrews: Stated that downspouts will be kept towards the back, on the corners and as invisible as possible, so as to not interrupt the façade.

Prebys: Stated that the application reads that the existing would be matched.

Andrews: Indicated that that was a mistake. Stated that there are no existing gutters on the house.

Davis: Asked about the style of the gutters.

Kochanek: Referencing an email from the contractor, stated that the gutters are listed as K style, aluminum and white in color.

Andrews: Indicated flexibility.

Schmiedeke: Stated that half rounds are recommended.

Andrews: Acknowledged.

Pettit: Stated that regarding the front façade, that there is a visual divider here *[referencing materials]* between this added on section here *[referencing materials]*. Stated that in the process of removing and replacing the siding, that it is important to make sure that that remains in order to keep that line there *[referencing materials]* because that reads as the edge of the original structure.

Andrews: Acknowledged.

Motion: Stevenson (second: Schmiedeke) moved 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 installation of the gutters and downspouts in aluminum half-rounds in white on the corners or in the back. Work to also include painting with the colors Sherwin Williams SW 9164 Illusive Green for porch decking, Sherwin Williams SW 7008 Alabaster for main body, and Sherwin Williams SW 7750 Olympic Range for shutters. Recommending that the window sash be painted black. No power washing for paint preparation and eggshell will be the paint finish.

Secretary of the Interior Standards:

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

#7 – Clean building gently – no sandblasting.

#10- New work shall be removable.

Approval: Unanimous. Motion Carried.

15 E Cross

**Application is for sign and lighting installation.*

Applicant: Patrick Echlin, business rep/owner– Present

Discussion: Davis: Stated that the application is for lighting and signage.

Echlin: Stated that applicant would like to install a sign and lighting on the other side of the building [*referencing materials*]. Stated that the light is a shielded style and would be similar in color to the building.

Davis: Stated that per HDC guidelines, the bulb temperature should be 3000k or less.

Echlin: Acknowledged.

Motion: Prebys (second: Schmiedeke) moved 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. Light bulbs to be no greater than 3000k (temp).

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.

STUDY ITEMS—none

ADMINISTRATIVE APPROVALS—none

OTHER BUSINESS

Rules & Regulations rewrite discussion

Kochanek: Staff and Commission discussed suggested edits to update the HDC rules & regulations. Review and input to continue.

CLG compliance discussion

Kochanek: Discussion regarding CLG language, goals and staff work needed to achieve compliance.

Property Monitoring

Signs

Pettit: Discussion regarding lighted, animated signs in the District.

Temporary Ramps

Pettit: Discussion regarding temporary metal access ramps in the District.

Kochanek: Staff will monitor.

206-210 N Washington-update

Kochanek: Indicated that owner contacted staff and stated plans to meet with the Commission in January 2019 to establish a timeline for repairs.

302 E Cross-update

Kochanek: Discussed Building Department status.

401 E Forest-update

Kochanek: Indicated that staff will Notice the Demolition by Neglect need to appear to work on a timeline.

400 N River-update

Pettit: Inquired about the status of construction.

Kochanek: Updated commission on status.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS –none

HOUSEKEEPING BUSINESS

Approval of the minutes of November 13, 2018

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

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 8:18 p.m.

Cynthia Kochanek

From: Scott <mirenovations@yahoo.com>
Sent: Tuesday, November 27, 2018 6:24 AM
To: Cynthia Kochanek; Holli Andrews
Subject: Re: Fwd: 222 N River

Good Morning,
We will be using a traditional K style gutter around the perimeter of the home with appropriate downspouts and a 3 ft extension to divert water away from the foundation. The color will be white to match the home color.
Scott

On Monday, November 26, 2018 3:29 PM, Cynthia Kochanek <CKochanek@cityofypsilanti.com> wrote:

Will you be using k-style or half-round gutters?

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

From: Scott [mailto:mirenovations@yahoo.com]
Sent: Thursday, November 22, 2018 4:41 AM
To: Cynthia Kochanek <CKochanek@cityofypsilanti.com>; Holli Andrews <holli.andrews@gmail.com>
Subject: Re: Fwd: 222 N River

Good morning Cynthia,
There are no existing gutters on the home, we will be installing aluminum gutters to allow the water from the roof to be directed from hitting the exterior of the home to prevent future decay of siding and foundation. The paint will be a washable exterior eggshell which will allow for a smooth look and not show all the imperfections of the existing siding as the sheen of a full semi gloss would. The exterior of the home will be painted white with green shutters. The existing shutters are very close to the same color green.
Wishing you a great holiday and if you have any questions or concerns regarding the home renovations please feel free to contact me,
Scott Tanas
Michigan Renovations
734-635-8780

On Wednesday, November 21, 2018 5:16 PM, Cynthia Kochanek <CKochanek@cityofypsilanti.com> wrote:

Hello,

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.

Supplemental Materials for 222 N River

Just to confirm, will the gutters be aluminum? And were you able to confirm what the existing style (k-style or half round) the gutters were? There were two grey paint chips, there was one that had green in the name, Illusive Green, so I assume that is the one that you plan to use for the porch, let me know if that is correct. To my knowledge, there is no white tone that the HDC advises against, the only recommendation is that you use a semi-gloss or similar on the exterior so it's easier to clean and maintain, unlike flat paint.

The meeting packet including the staff review is located here: <http://cityofypsilanti.com/AgendaCenter/ViewFile/Item/1638?fileID=2993>

Let me know if you have any questions or concerns.

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

From: Scott [<mailto:mirenovations@yahoo.com>]
Sent: Tuesday, November 20, 2018 6:43 AM
To: Holli Andrews <holli.andrews@gmail.com>
Cc: Cynthia Kochanek <CKochanek@cityofypsilanti.com>
Subject: Re: Fwd: 222 N River

Good Morning Cindy,
I can be contacted via email or cell at 734-635-8780 for any questions regarding 222 N River rd.

Scott Tanas
Michigan Renovations

On Monday, November 19, 2018 4:40 PM, Holli Andrews <holli.andrews@gmail.com> wrote:

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



City of Ypsilanti
HISTORIC DISTRICT COMMISSION
One South Huron Street
Ypsilanti, Michigan 48197

2019 Calendar of Meetings

The regular meetings of the City of Ypsilanti **Historic District Commission** for the year of 2019 will be held on the **second and fourth Tuesdays of each month**, unless a holiday falls on that date, with no meeting on the fourth Tuesday in December. Unless otherwise indicated, meetings will start at 7:00 p.m. in the City Hall Council Chambers (first floor) at One South Huron Street, Ypsilanti, Michigan.

Dates for the 2019 HDC meetings are as follows:

January 8	January 22
February 12	February 26
March 12	March 26
April 9	April 23
May 14	May 28
June 11	June 25
July 9	July 23
August 13	August 27
September 10	September 24
October 8	October 22
November 12	November 26
December 10	

The City of Ypsilanti encourages persons with disabilities to participate and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired, Limited English Proficiency (LEP) services, and audios of printed materials being considered at the meeting. Individuals requiring auxiliary aids or services should provide two (2) days' notice to the City, and contact the City by writing or calling the following:

City Clerk's Office
One South Huron Street
Ypsilanti, Michigan 48197-5420
(734) 483-1100

All persons are welcome to attend. For further information on the Historic District Commission, contact the Planning and Development Department at the above address, or 734-483-9646, or www.cityofypsilanti.com/hdc.