

1. Historic District Commission Agenda 1-8-19

Documents:

[00-HDC JANUARY 8, 2019 AGENDA.PDF](#)

2. Historic District Commission Meeting Packet 1-8-19

Documents:

[1-8-19 HDC MEETING PACKET.PDF](#)

CITY OF YPSILANTI
Agenda
Historic District Commission
Tuesday, January 8, 2019 - 7:00 p.m.
Ypsilanti Historical Society Archives, 220 N 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

1. 227 N Grove

Lighting

B. NEW BUSINESS

2. 414 Maple

Window replacement

3. Riverside Park

Sign & bench installation

C. STUDY ITEMS—none

D. ADMINISTRATIVE APPROVALS

4. 103 Washtenaw

Reroof

E. OTHER BUSINESS

5. Rules & Regulations rewrite

6. Porch fact sheet updates

7. Roofing fact sheet updates

8. Property monitoring

9. 2018 HDC Annual Report

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

10. Approval of the minutes of December 11, 2018

VIII. ADJOURNMENT

Secretary of the Interior's Standards for the Rehabilitation of Historic Structures

Developed by the U.S. Department of the Interior, the Standards provide a framework that guides protective decisions regarding historic structures. The Historic District Commission is required to cite applicable Standards with each formal decision it renders. It may also cite HDC Fact Sheets as part of its decision-making process.

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

A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

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

The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Do not imitate earlier styles.

Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

4. Preserve significant changes acquired over time.

Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Preserve distinctive features.

Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

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

Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

7. Clean building gently—no sandblasting.

Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Preserve archaeological resources.

Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

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

New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New work shall be removable.

New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

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HDC Work Permit Staff Review

Property address: 227 N Grove

Date of Application: November 26, 2018

Date of Review: January 3, 2019

Date of Meeting: January 8, 2019

Proposed work: lighting installation/replacement

Materials: ASD LED Slim Floodlights in white-5000k

Staff review:

1. This item was tabled from the December 11, 2018 HDC meeting in order to give staff and the commission time to look at the site and the applicant time to research alternatives/shielding. The HDC deadline for review is January 22, 2019.
2. This item was originally in response to a staff letter sent regarding work done on the property without HDC review; 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:

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10. New work shall be removable.

#9, #10; or N/A

Recommended Motions:

Move to table the application for work at 227 N Grove for more information from and attendance of the property owner.

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

I further affirm that this property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended.

Signature:

Date:

11-26-18

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 ¾" threaded inserts.

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

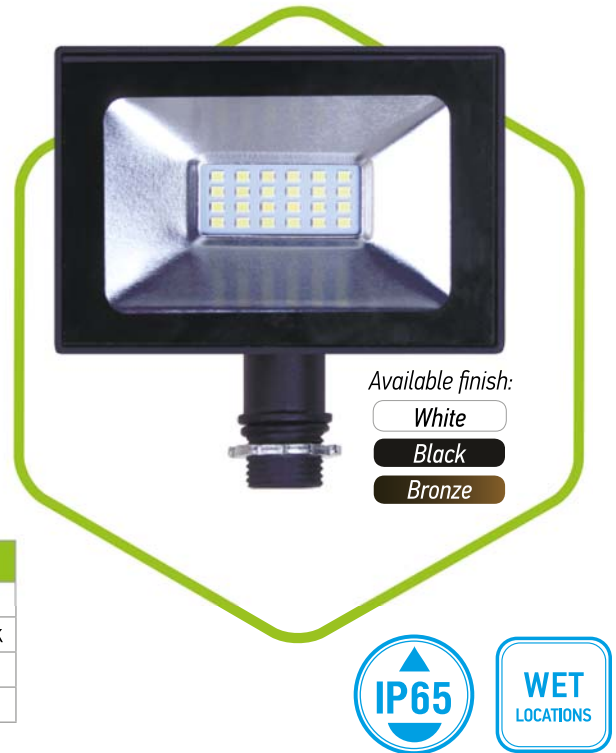
LED SMD SLIM Floodlights are universal, contemporary and are widely used in residential and commercial applications such as yards, driveways, landscape lighting, walkways, parking lots – anywhere you need bright consistent light.

FEATURES AND BENEFITS:

- ▶ Great energy savings compared with any other floodlights
- ▶ Resistance to high and low temperatures
- ▶ ¾" 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



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)						

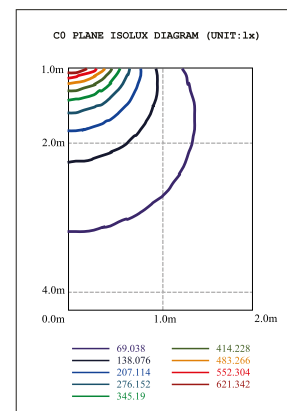
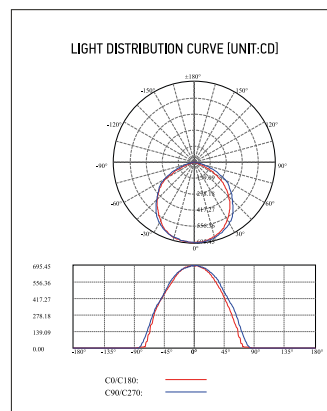
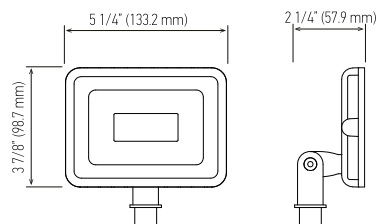
The SMD SLIM Floodlight is designed to install as a surface mounted luminaire.



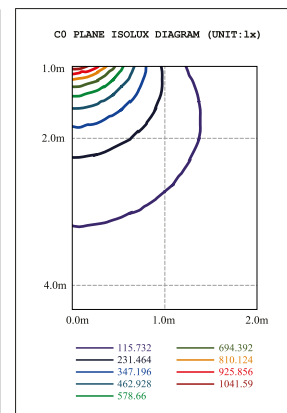
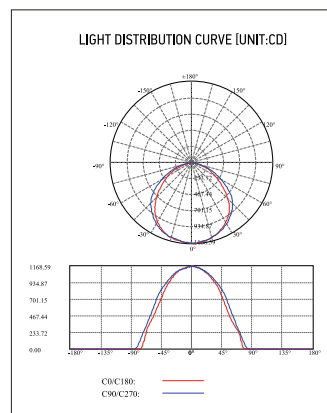
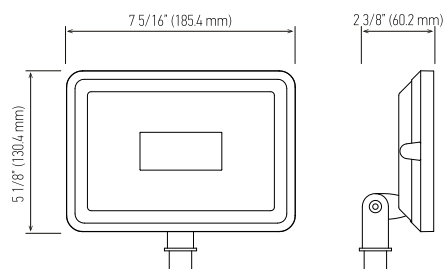
LED SMD FLOODLIGHT with arm

Slim Series

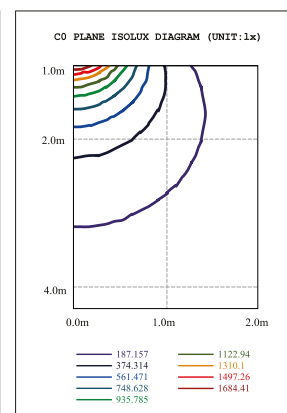
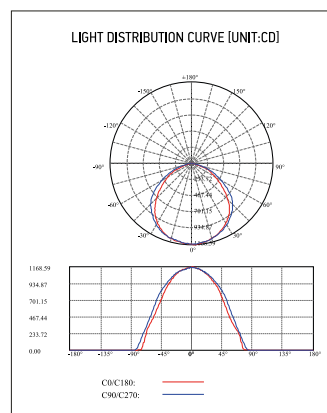
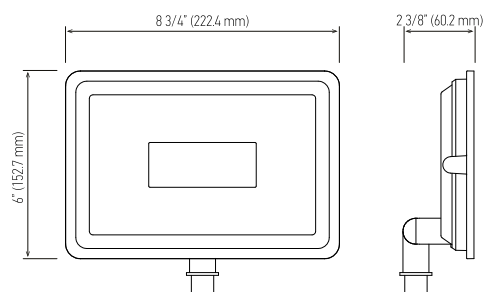
20 W



30 W



50 W





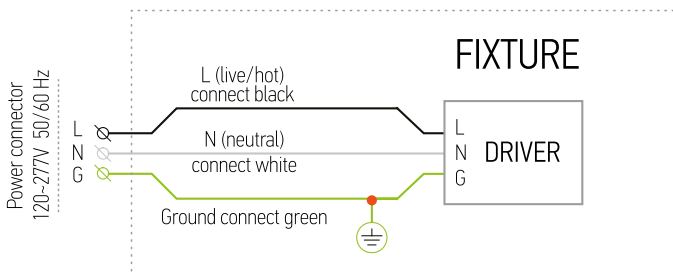
LED SMD FLOODLIGHT with arm

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

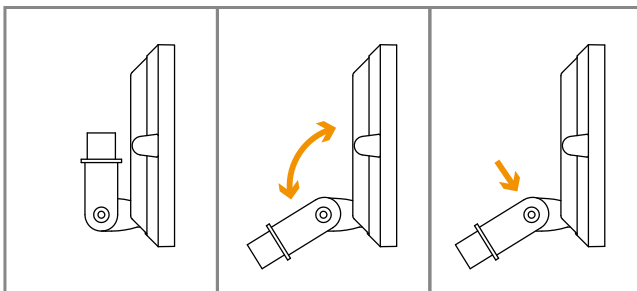
IMPORTANT SAFETY INFORMATION:

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*

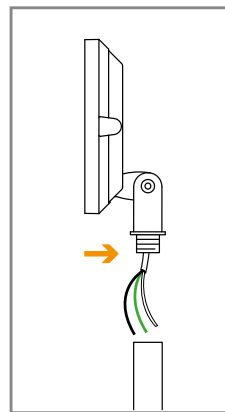
*Adjust the knuckle
to your desired angle*

Tighten the screw

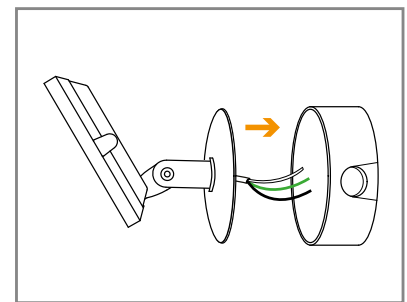
4. Turn on the main power. Installation is finished.

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: 414 Maple

Date of Application: December 12, 2018

Date of Review: January 4, 2019

Date of Meeting: January 8, 2019

Proposed work: window replacement (19 windows)

Materials: Anderson double hung Fibrex windows in white

Staff review:

1. The applicant is looking to replace the existing double hung windows on the house with new Anderson double hung Fibrex windows in white. A total of 19 windows are planned to be replaced on the house.
2. The quote includes a replacement for the larger window on the front of the house with a double hung window in a 1:2 ratio.
3. Fibrex is a composite that is made up of 40% wood fiber and 60% thermoplastic polymer and is a new material to the HDC therefore staff has asked that the company representative provide a sample and have information on the longevity of the product.
4. The product literature for Fibrex indicates that the frame/sash profiles are not as large as vinyl.
5. Window replacement on this structure was previously seen by the HDC in April 2018. The applicant originally applied for the replacement of 29 windows and 3 doors on the house with vinyl windows and steel doors, that application was denied by the HDC due to inappropriateness. The applicant returned with an application for vinyl window replacements for the rear mid-century addition only and was approved for that work on April 24, 2018.
6. 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:
#10; or N/A

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

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

3. Do not imitate earlier styles.

4. Preserve significant changes acquired over time.

5. Preserve distinctive features.

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

7. Clean building gently—no sandblasting.

8. Preserve archaeological resources.

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

10. New work shall be removable.

Recommended Motions:

Move to issue a notice to proceed for the work at 414 Maple for the replacement of 19 windows as proposed in the application dated December 12, 2018 using Anderson double hung Fibrex windows in white.

Move to table the application for work at 414 Maple for the applicant to provide more information and/or the HDC to further research this new material.

Move to deny the application for the replacement of 19 windows at 414 Maple as proposed with Anderson double hung Fibrex windows in white with the finding that the proposed replacement windows are not an appropriate compatible material for the replacement of the windows on the structure.

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

414 Maple Street

Applicant

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

Name

Brett Mahaffey

Address

37720 Amrhein

City

Livonia

State

MI

Zip

48150

Phone / Fax

734-237-1065

E-Mail

Brett.Mahaffey@AndersenCorp.com

Contractor

Contractor Name & Contact Info

Renewal by Andersen, 37720 Amrhein, Livonia, MI 48150 ~ Brett Mahaffey - (734) 237-1065

Type of work

☐ Roofing

☒ Window/Door
Replacement

☐ Porches

☐ Sign

☐ Fence (or other sitework)

☐ Painting

☐ Other

☐ Application Amendment

Complete Description of Proposed Work:

REPLACING 19 WINDOWS

Style: Double Hung
Exterior color: White
Grill pattern: None

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

Fibrex - wood composite (see brochure)

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:

30,540

$30,000 - 33,000 = 50$
 $35 + 50 = 85$

Permit fee:

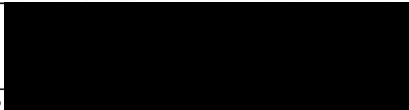
\$35 + 50 = 85

Signature

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

I further affirm that this property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended.

Signature:



Date:

12/12/2018

Print Name:

Brett Mahaffey

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.



RENEWAL BY ANDERSEN
37720 Amrhein Drive
Livonia, MI 48150

12/10/2018

Homeowner:

Erin Cicero
414 Maple Street
Ypsilanti, MI 48198

Contractor:

Renewal by Andersen

Brett Mahaffey (Permit Coordinator)
Brandon Attard (License Holder/GM)
37720 Amrhein
Livonia, MI 48150
Brett.Mahaffey@AndersenCorp.com
Ph – (734) 237-1065

To whom it concerns:

This letter authorizes Brett Mahaffey and Brandon Attard with Renewal by Andersen to apply for the Historic District Commission Work Permit Application.

Erin Cicero
(Homeowner)

dotloop verified
12/10/18 5:06 PM EST
E8PM-0IYY-FLBV-H6NS



Agreement Document and Payment Terms

dba: Renewal by Andersen of Detroit

Legal Name: Renewal by Andersen LLC

2102215127

37720 Amrhein Road | Livonia, MI 48150

Phone: 734-237-1052 | Fax: 651-275-4135 | rbasalesdetroit@andersencorp.com

Erin Cicero

414 Maple St

Ypsilanti, MI 48198

H: (734)544-1503

Buyer(s) Name: **Erin Cicero**

Contract Date: **11/29/18**

Buyer(s) Street Address: **414 Maple St, Ypsilanti, MI 48198**

Primary Telephone Number: **(734)544-1503**

Secondary Telephone Number: [REDACTED]

Primary Email: **erin@davidmueller.com**

Secondary Email: _____

Buyer(s) hereby jointly and severally agrees to purchase the products and/or services of Renewal by Andersen LLC d/b/a Renewal by Andersen of Detroit ("Contractor"), in accordance with the terms and conditions described in this Agreement Document and Payment Terms, any documents listed in the Table of Contents, and any other document attached to this Agreement Document, the terms of which are all agreed to by the parties and incorporated herein by reference (collectively, this "Agreement"). Buyer(s) hereby agrees to sign a completion certificate after Contractor has completed all work under this Agreement.

Total Job Amount: **\$30,540**

By signing this Agreement, you acknowledge that the Balance Due, and the Amount Financed must be made by personal check, bank check, credit card, or cash.

Deposit Received: **\$10,000**

Balance Due: **\$20,540**

Estimated Start:
10-12 weeks

Estimated Completion:
1-2 days

Amount Financed: **\$20,540**

Method of Payment: **Credit Card
Financing**

We schedule installations based on the date of the signed contract and secondarily on the date in which we complete the technical measurements. The installation date that we are providing at this time is only an estimate. We will communicate an official date and time at a later date. Rain and extreme weather are the most common causes for delay.

Notes:

Buyer(s) agrees and understands that this Agreement constitutes the entire understandings between the parties and that there are no verbal understandings changing or modifying any of the terms of this Agreement. No alterations to or deviations from this Agreement will be valid without the signed, written consent of both the Buyer(s) and Contractor. Buyer(s) hereby acknowledges that Buyer(s) 1) has read this Agreement, understands the terms of this Agreement, and has received a completed, signed, and dated copy of this Agreement, including the two attached Notices of Cancellation, on the date first written above and 2) was orally informed of Buyer's right to cancel this Agreement.

NOTICE TO BUYER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign.

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME NOT LATER THAN MIDNIGHT OF 12/04/2018 OR THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION, WHICHEVER DATE IS LATER. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

Legal Name: Renewal by Andersen LLC

dba: Re [REDACTED]

Buyer(s) [REDACTED]

Signature of Sales Person

Signature

Signature

Nick Zreik

Erin Cicero

Print Name of Sales Person

Print Name

Print Name



Itemized Order Receipt

dba: Renewal by Andersen of Detroit

Legal Name: Renewal by Andersen LLC

2102215127

37720 Amrhein Road | Livonia, MI 48150

Phone: 734-237-1052 | Fax: 651-275-4135 | rbsalesdetroit@andersencorp.com

Erin Cicero

414 Maple St

Ypsilanti, MI 48198

H: (734)544-1503

ID#:	ROOM:	SIZE:	DETAILS:
101	Living	46 W 64 H	Window: Double-Hung (DG), Cottage 1:2, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Standard Color Extra Lock, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
102	Living	28 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
103	Bathroom	26 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, Obscure, Tempered Glass, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
104	Kitchen	28 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
105	Kitchen	28 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None



Itemized Order Receipt

dba: Renewal by Andersen of Detroit

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Erin Cicero

414 Maple St

Ypsilanti, MI 48198

H: (734)544-1503

ID#:	ROOM:	SIZE:	DETAILS:
106	Entry	28 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
107	Entry	28 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
201a	Bed1	28 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
201b	Bed1	28 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
202	Bed1	27 W 52 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: Sash 1: High Performance SmartSun Glass, No Pattern, Sash 2: High Performance SmartSun Glass, No Pattern, Tempered Glass, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None



Itemized Order Receipt

dba: Renewal by Andersen of Detroit

Legal Name: Renewal by Andersen LLC

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Phone: 734-237-1052 | Fax: 651-275-4135 | rbasalesdetroit@andersencorp.com

Erin Cicero

414 Maple St

Ypsilanti, MI 48198

H: (734)544-1503

ID#:	ROOM:	SIZE:	DETAILS:
203	Bathroom	26 W 52 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, Obscure, Tempered Glass, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
204	Bathroom	27 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Tempered Glass, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
205	Hallway	28 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
206	Bed2	27 W 52 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: Sash 1: High Performance SmartSun Glass, No Pattern, Sash 2: High Performance SmartSun Glass, No Pattern, Tempered Glass, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None



Itemized Order Receipt

dba: Renewal by Andersen of Detroit

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2102215127

37720 Amrhein Road | Livonia, MI 48150

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Erin Cicero

414 Maple St

Ypsilanti, MI 48198

H: (734)544-1503

F: (734)237-1052

ID#:	ROOM:	SIZE:	DETAILS:
207	Bed2	27 W 52 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: Sash 1: High Performance SmartSun Glass, No Pattern, Sash 2: High Performance SmartSun Glass, No Pattern, Tempered Glass, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
208	Bed2	28 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
209	Tv room	28 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
210	Tv room	28 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
211	Tv room	28 W 64 H	Window: Double-Hung (DG), Equal, Flat Sill, Base Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Screen: TruScene with Exterior Color Match, Full Screen, Grille Style: No Grilles, Misc: None
WINDOWS: 19 PATIO DOORS: 0 SPECIALTY: 0 MISC: 0			TOTAL \$30,540



Renewal by Andersen is committed to our customers' safety by complying with the rules and lead-safe work practices specified by the EPA.

Feel Confident Entrusting Your Home to the Masters



By working with the best people across the board, we're able to push industry installation standards to new heights. Rigorously trained, respectful, and friendly, you'll see why we're proud to call them Certified Master Installers.



A QUALITY EXPERIENCE IS IN THE DETAILS

We've long understood that all the care, pride, and craftsmanship we put into our products would mean little without professional installation. It's from these standards that we created our Certified Master Installer program.



OUR STANDARDS ARE TOUGH

Prior to certification, we require all trainers, installers, and locations to demonstrate their knowledge of construction materials, building codes, and installation methods. We understand you work hard for your home, and we want you to be as comfortable as possible throughout the installation process.



WE TAKE A UNIQUE APPROACH

Not only do we provide a quality, professional process from start to finish, our Certified Master Installer program takes this to the next level by placing your new windows and patio doors in the hands of skilled Master Installers with years of experience.



ONLY THE BEST PEOPLE MAKE THE CUT

We take pride in setting the highest standards in the market, with no stone left unturned. This includes the men and women installing your windows. We're proud to put our name in their hands.



Thanks to meticulous training, extensive supervision, and high expectations, our Certified Master Installers are without a doubt the best team for the job – the team we trust to handle the windows built just for you.

What are Renewal by Andersen® windows made of?

All of our windows are made of Fibrex® material, a revolutionary composite made from reclaimed wood fiber blended with a polymer. This gives our windows the strength and durability of wood and the low-maintenance features of vinyl, while greatly limiting thermal transmittance found in other window materials such as metal.

Unlike many other window materials, Fibrex composite material won't flake, rust, blister, peel, crack, pit, or corrode.¹ It is also two times stronger than vinyl and resists warping and bowing. Never worry about scraping or painting your windows again.

Andersen
EXCLUSIVE
FEATURE

ENGINEERED WITH
FIBREX®
MATERIAL

SMART MATERIALS

Fibrex® material is twice as strong as vinyl, so weathertight seals stay weathertight.

EXCEPTIONAL COMFORT

Fibrex® material blocks thermal transfer nearly 700 times better than aluminum to help reduce heating and cooling bills.

COLOR CHOICE

Our unique process fuses color to Fibrex® material for long-lasting beauty as well as offering dark exterior colors not available on most other replacement windows.

EXCEPTIONAL DURABILITY

Fibrex® material retains its stability and rigidity in all climates.²

	Fibrex®	Aluminum	Vinyl	Wood
Insulating Properties	✓		✓	✓
Low Maintenance	✓	✓	✓	
Resistance to Decay/Corrosion	✓		✓	
Structural Rigidity	✓	✓		✓
Durability	✓	✓		✓
Color/Finish Choices	✓			✓
Maximum Glass Area	✓	✓		varies
Dark Color Performance	✓	✓		✓

The Renewal by Andersen® Difference

Peace of Mind Comes Standard

Renewal by Andersen is the exclusive full-service window replacement division of Andersen Corporation, the most trusted, most recognized, most recommended family of window and door brands among homeowners.²

We were founded with a mission to change the window replacement industry by offering a 'different and better' window replacement experience. We own the process from sales through installation and service, and we promise one-stop accountability.

See for yourself the difference our standards for quality and service will make in your window and door replacement experience. We make it easy.

Start-to-Finish Process

+

Experience

+

Professional Installation

+

Innovative Materials

+

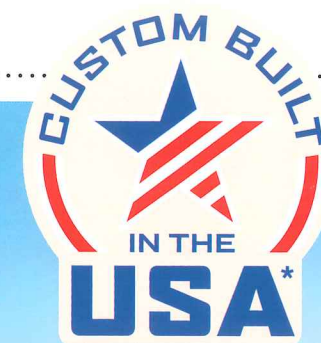
Limited Warranty

= Complete Customer Satisfaction



Gliding Fractional Vent Window / Terratone Interior

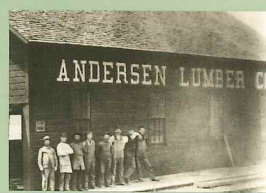
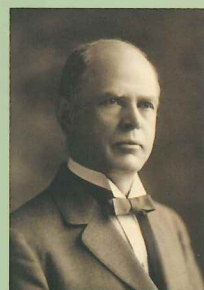
Over 3 million windows installed.



An Unmatched History

Founded in 1903, Andersen Corporation quickly revolutionized the way windows were built and installed. Over the years, Andersen has introduced many industry firsts. Andersen continues to be a leader in producing products that last longer, look better, and function smoothly for many years.

To this day, Andersen Corporation operates under the core principles founder Hans Andersen put in place over a century ago. When you purchase Renewal by Andersen® windows, you're purchasing time-tested innovation – and a piece of history that will last for years to come.¹



Andersen
Celebrating
115 Years
1903-2018



Customer Service



Our professional sales consultants and expert installation teams are with you every step of the way.

Products



Innovative products and features are available throughout our product line.

Professional Installation



Our installers are experienced and understand the many critical steps involved with installing your new windows and doors properly.

Limited Warranty



We offer one of the strongest limited warranties of any window and door manufacturer, and it is fully transferable should you sell your home.¹

Customer-Focused Engineering and Innovation

Years of proven innovation results in products and people you can trust.

Exterior



Casement Window
Red Rock Exterior
Simulated Double-Hung Farmhouse Grilles

FUNCTIONAL REQUIREMENTS:
- Thermal analysis
- Structural analysis

ENGINEERING SOLUTION:
- Increase product performance

HOMEOWNER BENEFIT:
A strong balance of energy efficiency and strength, offering some of the largest casement window sizes.



FUNCTIONAL REQUIREMENTS:
- Hardware mechanics

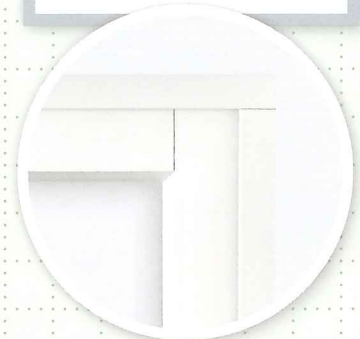
ENGINEERING SOLUTION:
- Low profile hardware with fold-down nesting handle

HOMEOWNER BENEFIT:
Nesting casement window hardware reduces interference with window treatments.

FUNCTIONAL REQUIREMENTS:
- Strengthen corner joints
- Increase window beauty

ENGINEERING SOLUTION:
- Utilize mortise-and-tenon corner joint

HOMEOWNER BENEFIT:
Unique corner key design increases structural integrity and beauty.



FUNCTIONAL REQUIREMENTS:
- Ease of cleaning

ENGINEERING SOLUTION:
- Incorporate hardware that allows for accessibility

HOMEOWNER BENEFIT:
Ease and safety while cleaning your new windows - no more ladders!



With safety and convenience in mind, our double-hung, casement and gliding windows are easy to clean from the interior of your home.

Interior

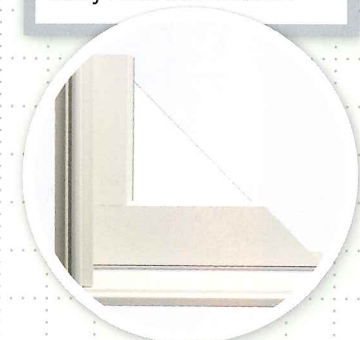


Double-Hung Window
Pine Interior / Custom-Grilles
Satin Nickel Estate Hardware

FUNCTIONAL REQUIREMENTS:
- Reduce air infiltration

ENGINEERING SOLUTION:
- Integrate weatherstrips into side jambs

HOMEOWNER BENEFIT:
Reinforced seals provide a high level of protection against drafts.



FUNCTIONAL REQUIREMENTS:
- Sash design options and historical compatibility

ENGINEERING SOLUTION:
- Integrate interior and exterior grilles into window design

HOMEOWNER BENEFIT:
Add grilles to the inside, outside, and even between the glass of your new window.



FUNCTIONAL REQUIREMENTS:
- Window operation

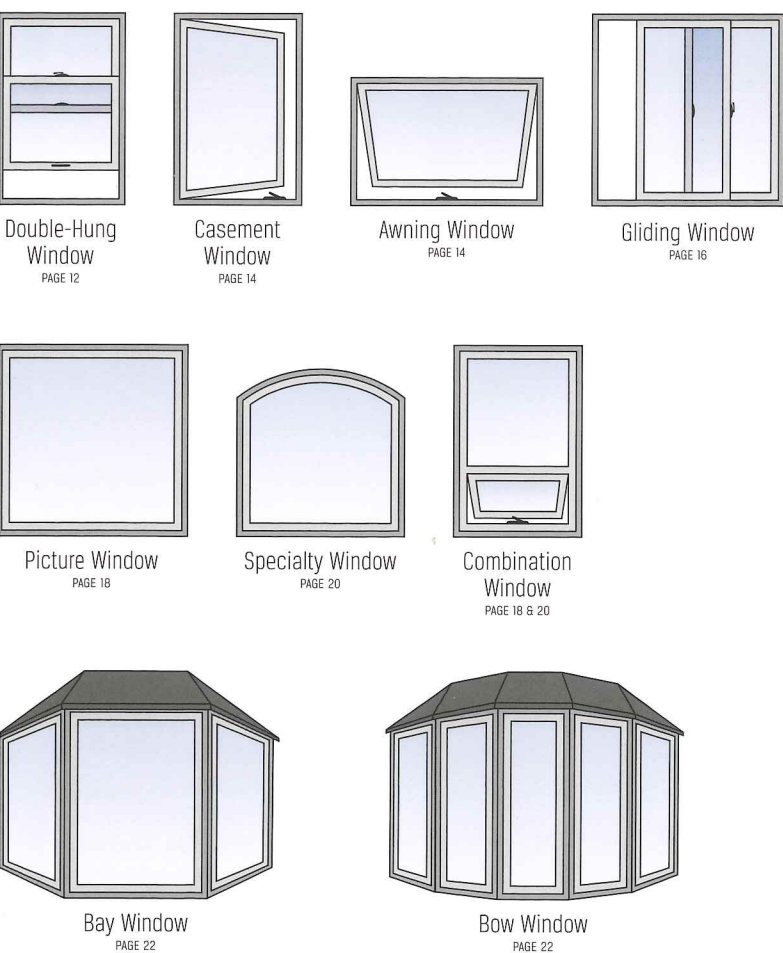
ENGINEERING SOLUTION:
- Incorporate balancer system

HOMEOWNER BENEFIT:
Effortlessly open and close your window.

Choosing Renewal by Andersen® Windows is Easy...

The Renewal by Andersen process starts with our consultative sales approach. Our experienced sales representatives will work with you to find solutions to enhance your home's functionality, energy efficiency, and beauty.

1 Select Window Styles

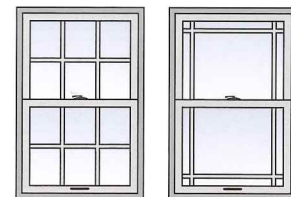


2 Select Colors³



3 Select Hardware and Options

Grilles PAGE 24



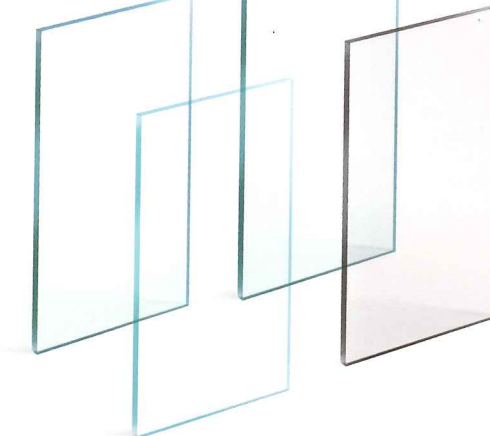
Insect Screens PAGE 26



Hardware Finish PAGE 27



Glass PAGE 36



We make it easy so you can sit back and relax, knowing you've selected a professional start-to-finish window replacement company.

Visit Us Online at
RENEWALBYANDERSEN.COM



See independent homeowner reviews and completed projects from your neighborhood.

Explore how new windows will look in your home.



Get ideas and be inspired by our window options.

Five Key Environmental and Energy Solutions

While we care about you and your home, we also care deeply for the world in which we all live.



See our Environmental and Energy Solutions Brochure for additional information.

Double-Hung WINDOWS

This classic window style is an excellent choice no matter where you live. Choose gently curved Contemporary or squared Traditional Check Rails.

CONVENIENT

Easy cleaning from the inside.

ELEGANT

Traditional look of mortise-and-tenon styling.

ACCURATE

Appropriate for restoration and renovation projects.



Double-Hung Equal Window



Double-Hung Cottage Style Window



Double-Hung Reverse Cottage Style Window (Oriel)

EXPRESS YOUR STYLE

Check Rail Options



Contemporary



Traditional

Reverse cottage style windows feature a larger upper sash.

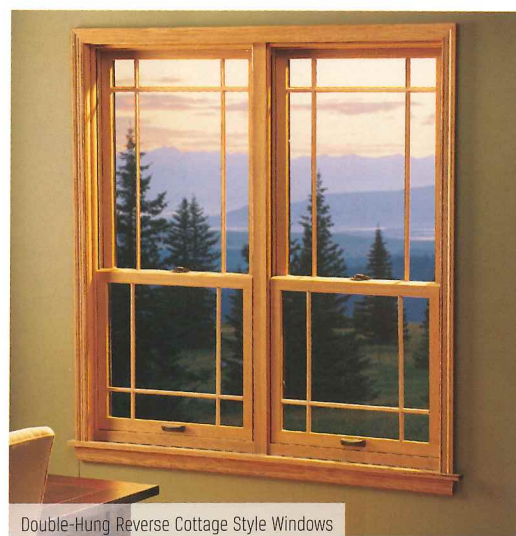


Double-Hung Windows / White Interior

"My new windows look beautiful and can be opened from the bottom or top."

CAROL P.

Renewal
by Andersen.
WINDOW REPLACEMENT



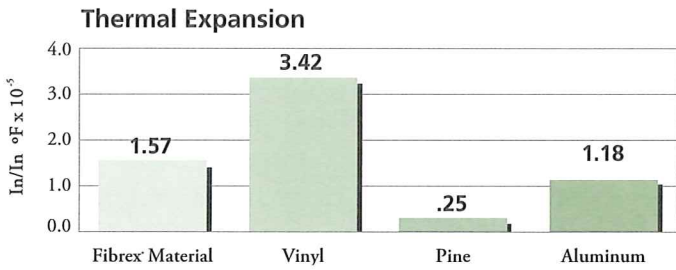
Double-Hung Reverse Cottage Style Windows



The “material” difference

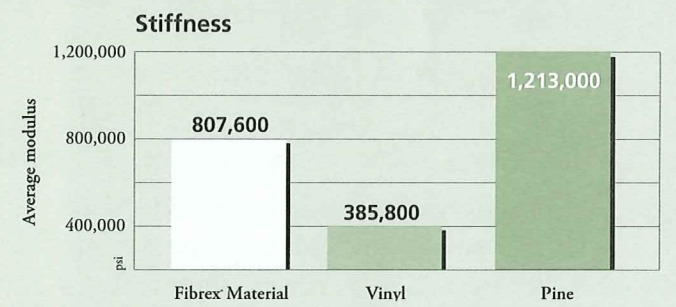
Consider all you expect windows to do for your home—Fibrex® material makes a difference in every instance. Measured across a range of conditions that affect the efficiency, maintenance and beauty of windows, Fibrex® material performs well compared to vinyl, aluminum, fiberglass, and wood. Take a look and we think you’ll agree—replacement windows made of Fibrex® material are the right choice for your home.

Durable and reliable



Fibrex material, like wood, fiberglass and aluminum, expands and contracts very little. Vinyl, however, expands and contracts a lot, which can cause cracks, bowing and leakage of air and water. Fibrex material windows will perform better in every season no matter how cold the winters or how hot the summers in your area.

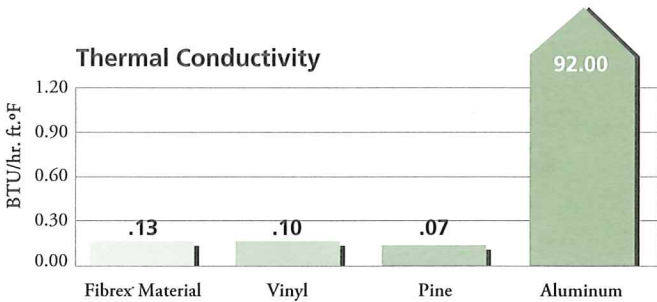
Stable and predictable



Fibrex material is twice as stable and rigid as vinyl. Wood’s average stiffness is higher, but it’s less predictable than Fibrex® material because of wood’s natural variations like grain, knots and moisture content. Fibrex material is strong so frames can be made narrower than with other framing materials. Narrower frames mean more glass, more view. Fibrex material can be made into any style of window—including curved specialty windows—and in colors to complement every home.

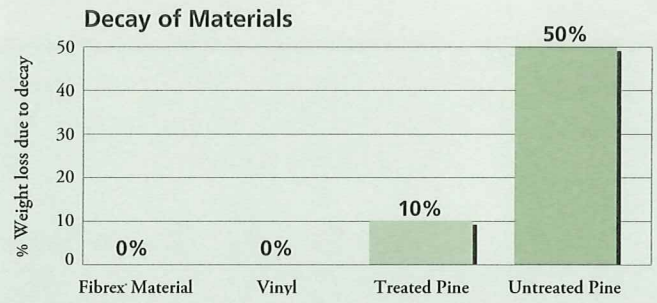
*See the limited warranty for details.

An excellent insulator



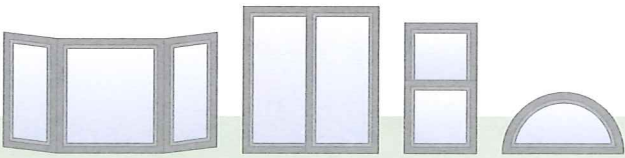
Fibrex material has excellent insulating properties on a par with wood, vinyl or fiberglass. Aluminum, on the other hand, transfers heat out of your home and allows outdoor cold temperatures to chill the window areas inside. Fibrex material insulates about 700 times better than aluminum.

Decay-resistant



With Fibrex material, a special polymer formulation surrounds and coats each wood fiber in the manufacturing process, providing exceptional resistance to rot and fungal growth. Renewal by Andersen’s windows, made with Fibrex material, never need scraping or painting because they are warranted not to flake, rust, blister, peel, crack, pit or corrode.*

*“Renewal by Andersen” and the Renewal by Andersen logo are registered trademarks of Andersen Corporation. All other marks where denoted are trademarks of Andersen Corporation. © 2018 Andersen Corporation. All rights reserved. Rev. 09/16



For additional information on Renewal by Andersen® products and services, please visit our Website at

renewalbyandersen.com

Reorder RL-2001



FIBREX® MATERIAL:
A BETTER ALTERNATIVE, A BETTER WINDOW

Reinventing the window

Innovation has been a hallmark of Andersen Corporation since its founding in 1903. From implementing “mass production” techniques in 1904 (nine years before Henry Ford), to producing the first completely assembled window unit in the industry (1926), to becoming the world’s largest specialized window frame factory in 1929, our guiding principle has always been to “make a product that is different and better.” Each step of the way we have incorporated the latest technologies, fine precision, and high standards in our quest to be better.

Introducing Fibrex® material

One of our most innovative ideas is Fibrex material. This revolutionary composite combines the strength and stability of wood with the low-maintenance features of vinyl. In fact, you might say it’s an evolutionary product—Andersen scientists developed the first hollow vinyl window in the U.S. in 1959, and engineered composite window materials in the 1960s and 1970s. In 1992, Andersen perfected composite window technology, and patented Fibrex material. Today, Fibrex material is the perfect choice for your new replacement windows.

	Fibrex® Material	Other Materials
Strength	Because Fibrex® material is strong, we can make our sash and frames narrower. Narrower frames mean more glass, more view.	Vinyl frames are known to have a higher expansion/contraction rate and can bow, breaking the glass seal.
Insulation	Fibrex material has superior thermal insulating properties. Combined with Andersen® High-Performance™ Low-E4® glass, this helps your home stay warmer in winter and cooler in summer. You can save money on your energy bills. Your home feels more comfortable.	Aluminum window frames conduct heat and cold. Heat leaks out of your house in the winter and into your house in the summer.
Low Maintenance	Fibrex material never needs scraping or painting. It won’t rot, decay or mold*.	Fiberglass frames are painted and may need regular maintenance.
Beauty	Renewal by Andersen replacement windows preserve the architectural beauty of your home. Frame and sash design reflect the shape and lines of your original windows. The unique extruded Fibrex material can be made into any kind of window—including curved specialty windows.	Most replacement windows have square profiles that may look artificial in your home. Vinyl frame material is often thicker, reducing glass area. Fiberglass can only be made into straight lineals.
Environmental Responsibility	40% of the raw material by weight used to make Fibrex material is clean, reclaimed wood fiber. Reclaimed materials in the manufacturing process can also be reground and reused. Renewal by Andersen® windows meet Green Seal’s science-based environmental certification standards as well as being ENERGY STAR® qualified for meeting strict energy efficiency criteria set by the U.S. Department of Energy.	Andersen windows are the only windows with Green Seal certification. Fiberglass is a thermoset material and cannot be reformed into new profiles.
Warranty	A window is not just glass and some framing material. It’s a precise combination of glass, frame and quality installation. We back it all with a Product and Installation Limited Warranty* that is one of the best in the business.	More than half of all remodeling firms have been in business less than four years.** Installation is rarely covered in the written warranty.

*For a copy of the Renewal by Andersen® Products and Installation Transferable Limited Warranty, contact a sales representative. **Small Business Administration Website, www.sba.gov

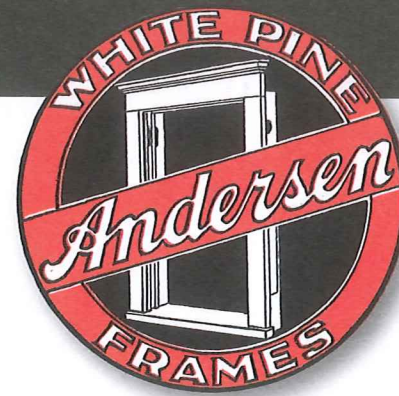


Fibrex® material pellets

Fibrex® Material: A Better Material, A Better Performance

Andersen Corporation was founded in 1903 and soon revolutionized the way windows were installed by pre-cutting materials for carpenters to assemble on the building site.

Over the years, Andersen proudly introduced other industry milestones, including new technologies and methods that made windows and doors last longer, look better, and function as intended for many years. By the 1950s, Andersen's research and development efforts were laying the groundwork for Fibrex® material and a brand new way to provide homeowners with beautiful, high quality, and efficient replacement windows.



Over **100** Years
of innovation and excellence

Andersen® products and patents have revolutionized the window and door industry for over 100 years, changing the home construction industry, how homes are designed, and even how we live in our homes.

We are constantly testing and introducing new materials. Heat and cold chambers mimic extreme temperature conditions. Simulating devices produce extremes of dry and wet to test all new products. Windows, hardware, finishes and packaging materials all undergo testing.

"Renewal by Andersen benefits from the rich tradition of the Andersen® brand. Customers know that they can trust us, that they will be treated well and that we stand behind our products."

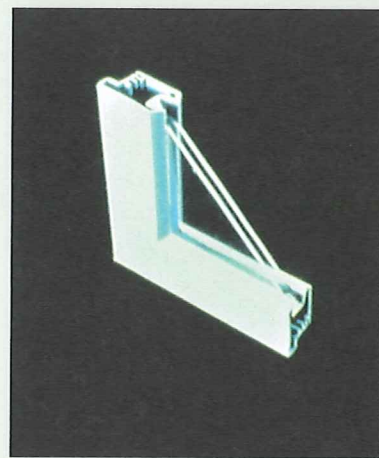
—Paul Delahunt

President of Renewal by Andersen

The company's innovation grows from its talented and committed employees. Andersen family values of excellence, integrity, innovation and partnership speak to the success of its past and guide a future of unlimited possibility.

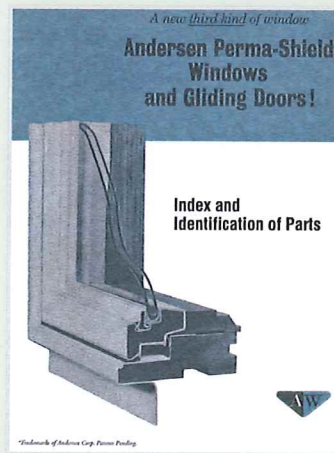
1958 Aluminum rejected as a framing material due to high conduction of heat and cold.

1959 Andersen is the first company to develop a hollow vinyl window in the U.S. but decides it doesn't have enough structural integrity. But the low maintenance feature of the vinyl had possibilities.



Andersen® hollow vinyl window (1959)

1966 Andersen creates the "clad-wood" window and door category (still the standard of excellence in stock-size new construction). Andersen Research & Development invents a way to weld the corners together for airtight, watertight performance.



Perma-Shield® clad casement (1966)

1970s Over the decades, the company learns to approach manufacturing with the aim of extending, preserving and protecting resources. From the supply chain to the manufacturing line to the products themselves, Andersen strives to improve the return on its resources by making windows and doors that perform and last.



Sub-sill support for Frenchwood® hinged patio door (1993)

1970s Andersen sees the extra wood created by its manufacturing process as a potential material resource. The company develops window sash made from reclaimed wood fibers and thermoplastic polymers. The new material performs and weathers well. But manufacturing methods are inefficient until developments are made in the next decade.



"L-Joint" visual appearance environmental test

1968-78 The price of wood increases 400% in 10 years. Wood's unique structure preserves its strength right down to the cellular level. Andersen expands its use of reclaimed wood fibers into pressed wood boards for hidden parts of the window. Engineered wood—wood pieces combined and pressed together—actually prove stronger than traditional raw wood.

1991 Fibrex® material is patented—it combines the best qualities of wood and thermoplastic polymers.

1993 Fibrex® material used as a sub-sill component in the Andersen® Frenchwood® hinged patio door. The Fibrex® material sill was selected for its superior strength and resistance to rot and decay, and performs exceptionally well in this demanding role.

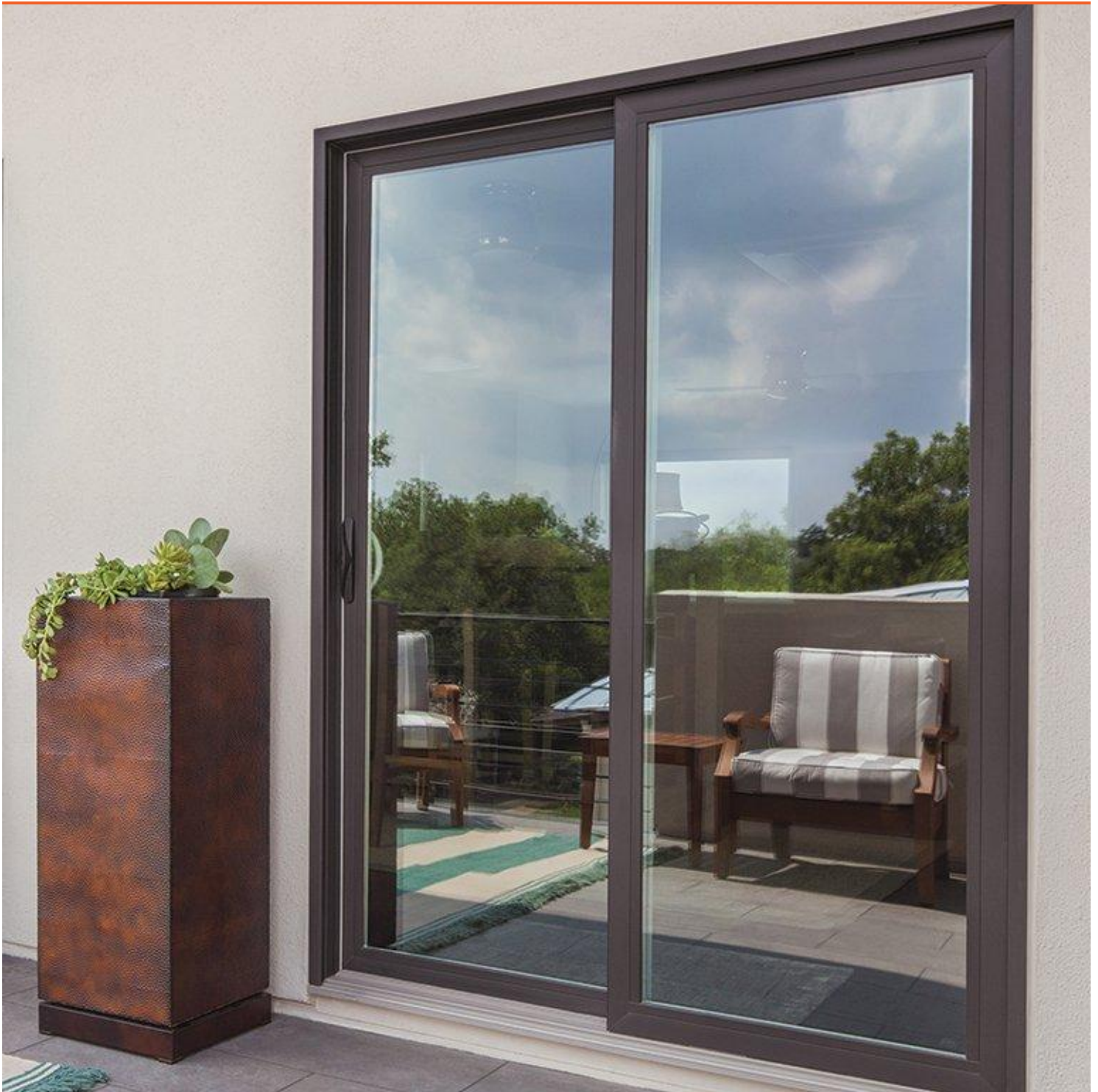
1995 Renewal by Andersen founded. Now one of the largest window replacement companies in the U.S., Renewal by Andersen windows incorporate over 40% reclaimed wood fiber by weight from other window manufacturing operations.

2008 Renewal by Andersen® windows have achieved the highest SCS certified recycled content of any window replacement company.

Fibrex® material pellets

Renewal
by Andersen
WINDOW REPLACEMENT an Andersen Company





Composite - The Smart Alternative To Vinyl

We developed a material that is 2x as strong as vinyl, performs better when exposed to extreme temperatures and delivers exteriors that **won't fade, flake, blister or peel**. We call it Fibrex® material. It's made up of reclaimed wood fiber and thermoplastic polymer that is fused together and is unique Andersen.

Feedback

What Is Fibrex® Material?

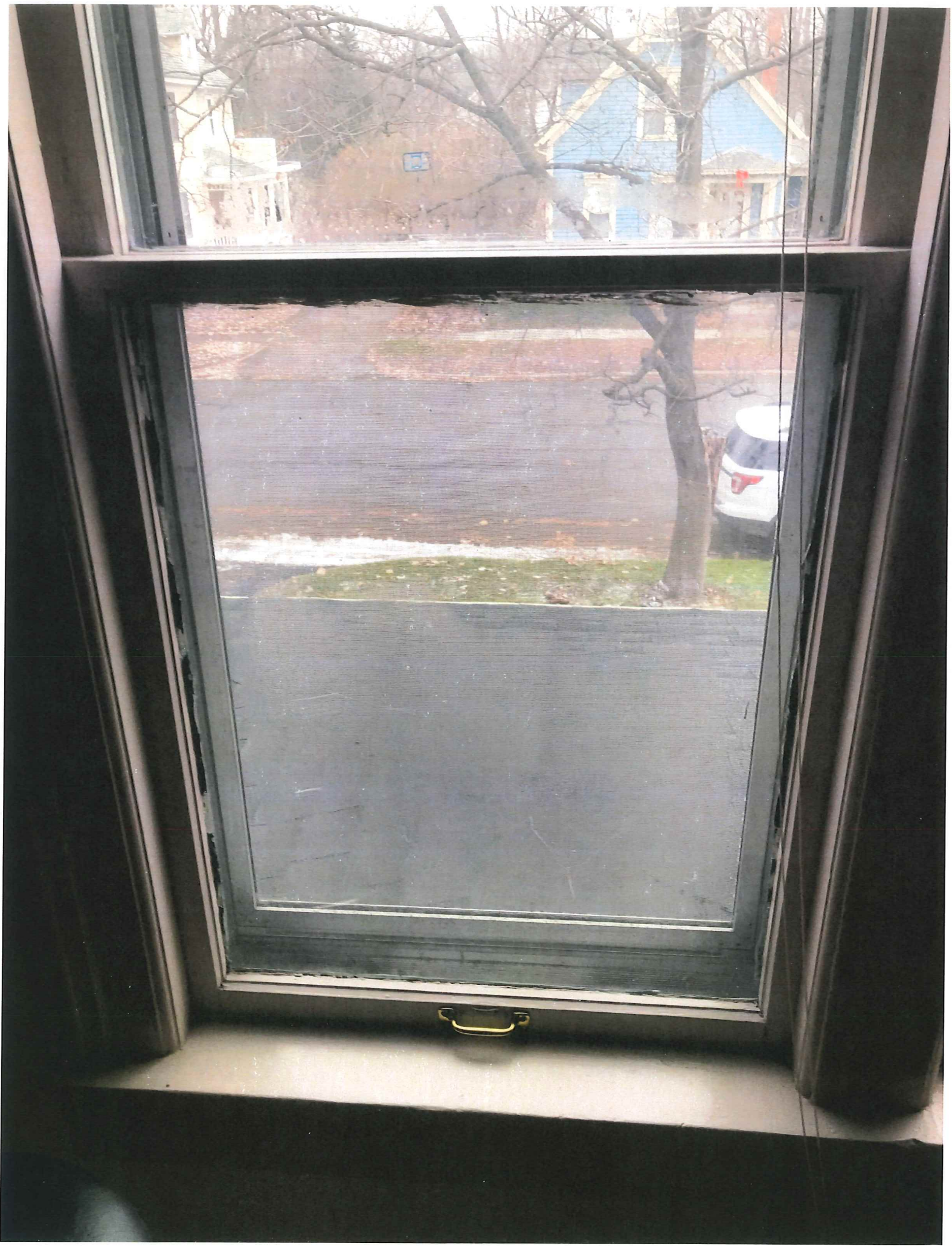
- A blend of 40 percent wood fiber by weight, mostly reclaimed from Andersen manufacturing processes, with 60 percent thermoplastic polymer by weight, some of which is also reclaimed.
- Blocks thermal transfer nearly 700 times better than aluminum to help reduce heating and cooling bills.
- Reduces VOC emissions because no wood preservative treatments or painting is required.
- Twice as strong as vinyl, so weathertight seals stay weathertight.
- Retains its stability and rigidity in all climates.
- A unique fabrication process blends the color with the Fibrex® material during production for long-lasting beauty.
- Resists rot, decay and fungal growth, and won't flake, blister, peel, pit or corrode*

*See individual [product warranties](#) for more information.



100 Series

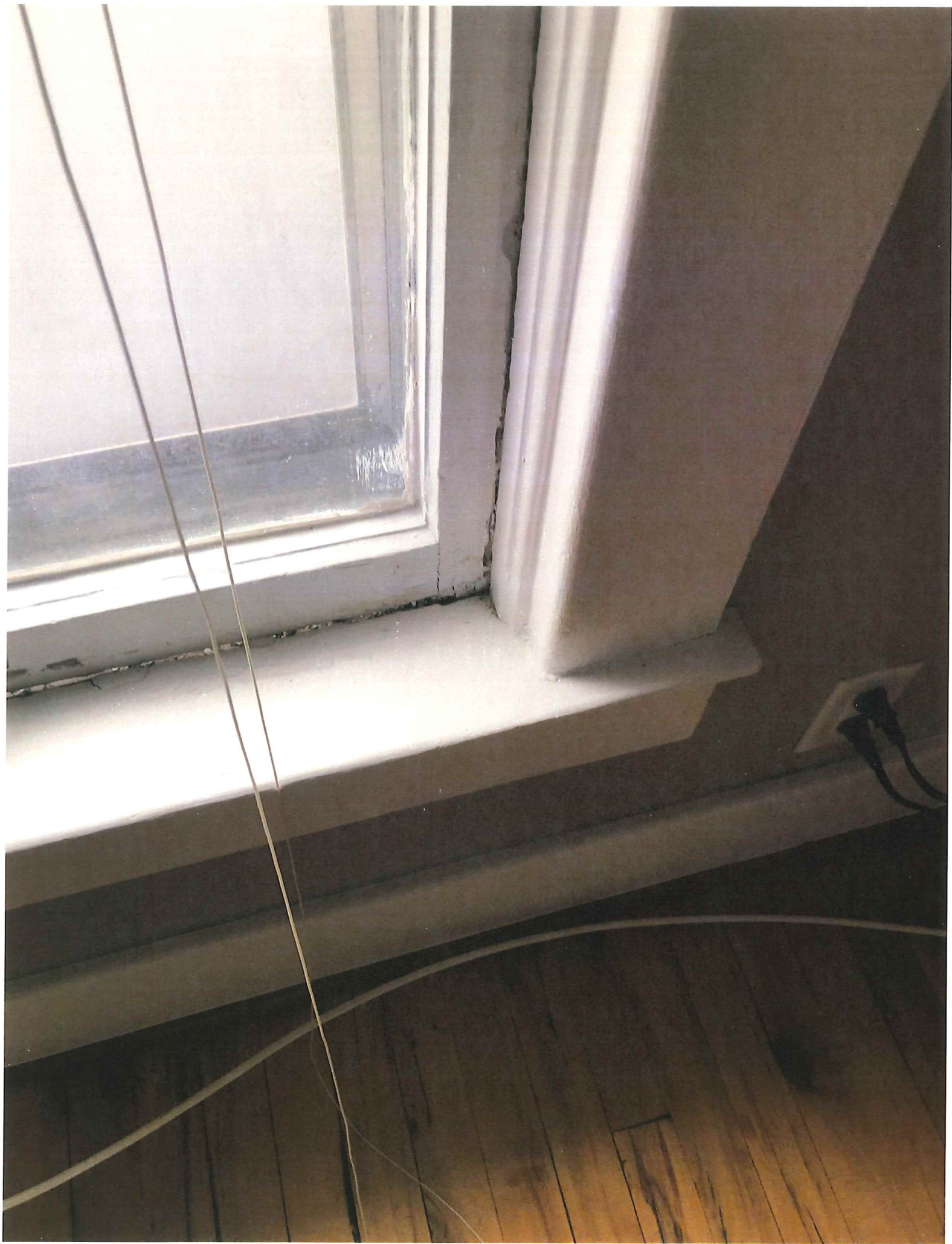
Feedback







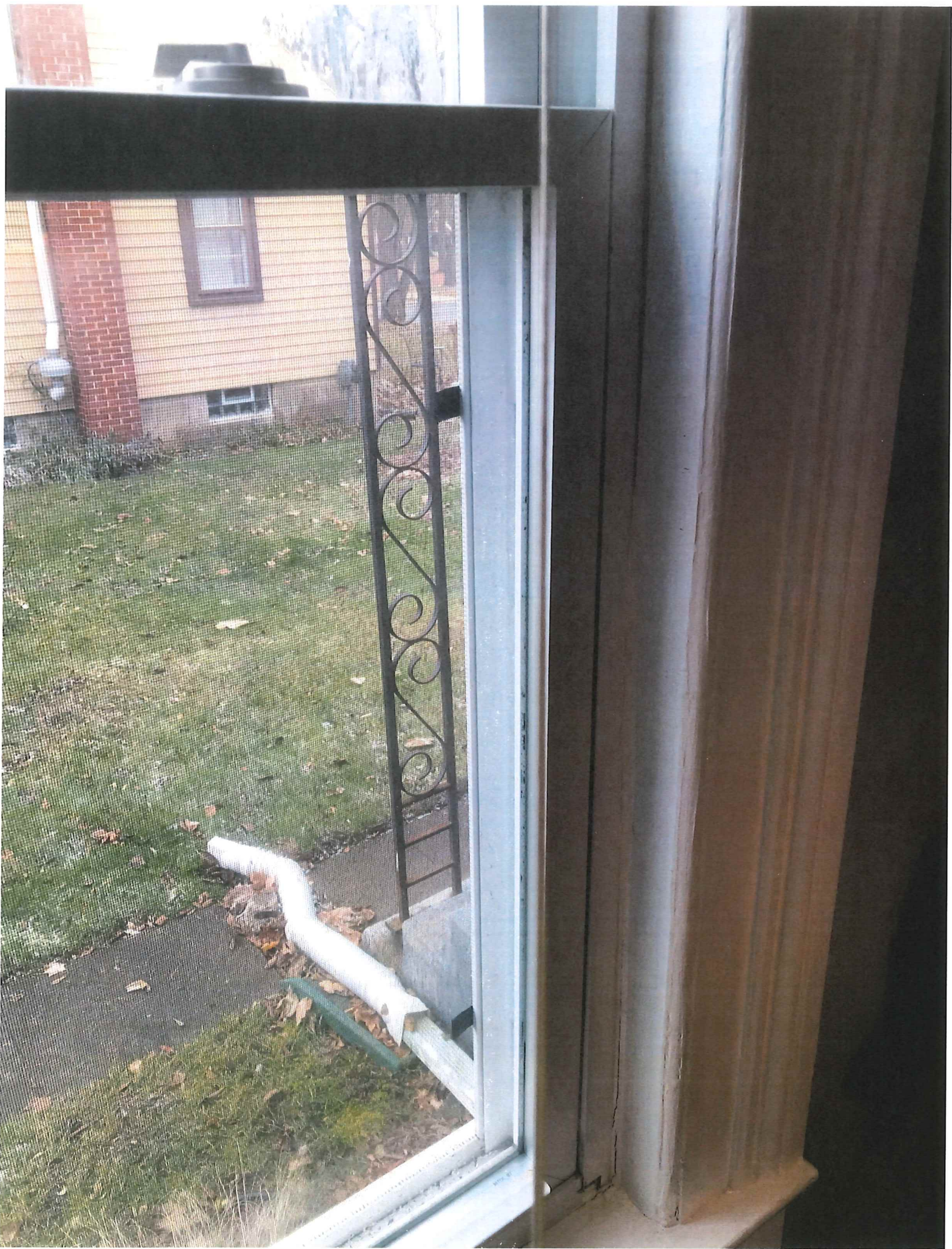




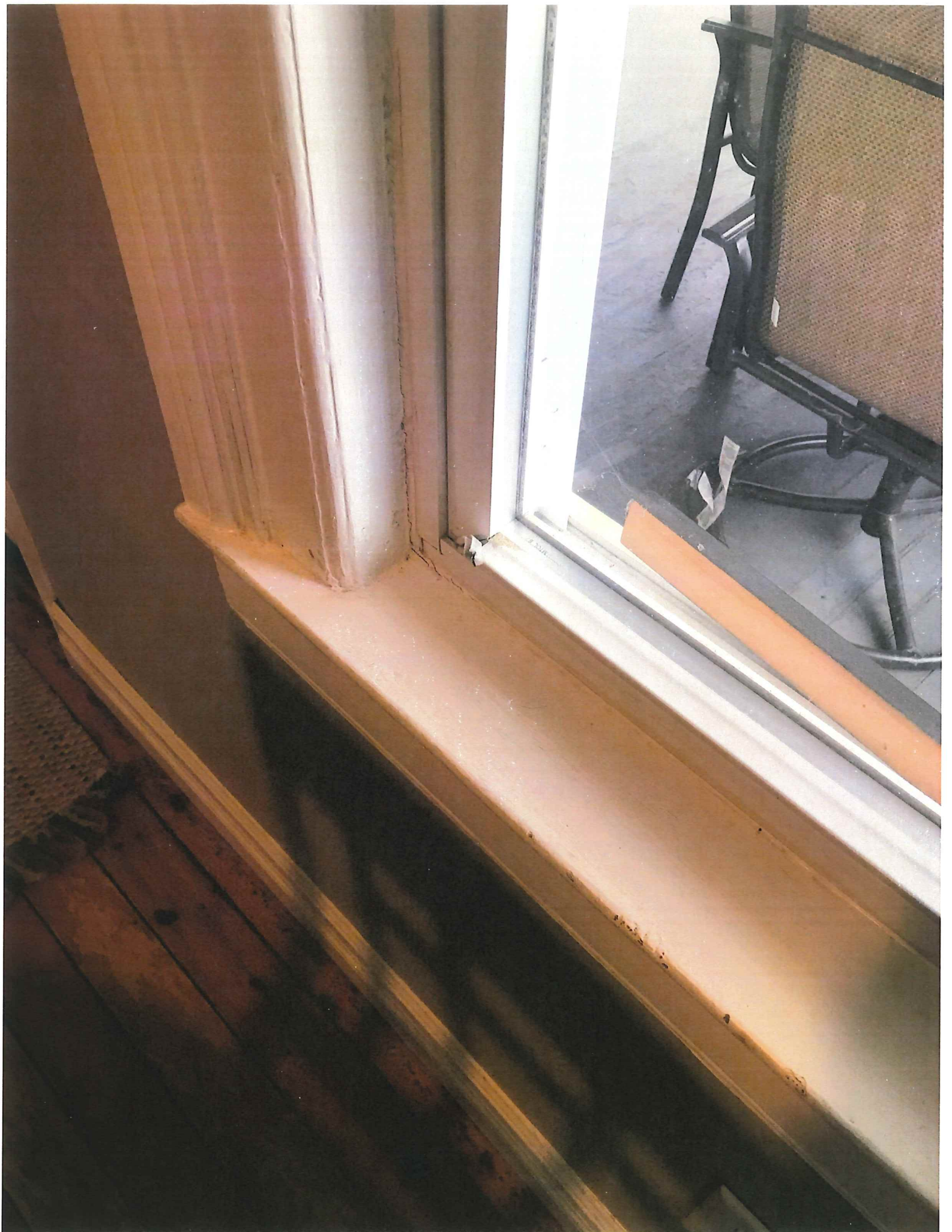
















05/08/2014



05/08/2014





HDC Work Permit Staff Review

Property address: Riverside Park

Date of Application: December 14, 2018

Date of Review: January 3, 2019

Date of Meeting: January 8, 2019

Proposed work: sign and bench installation

Materials: aluminum posts, metal, MDO, acrylic

Staff review:

1. The City has installed a dedication sign for the playscape in Riverside Park. The sign dedicated the playground to the memory of Liz Dahl MacGregor and an official ribbon cutting ceremony took place on December 21, 2018.
2. The City has also installed two benches within the existing playscape in similar materials; one each on the east and west sides within the existing concrete border.
3. The sign is non-illuminated and made of aluminum, acrylic and vinyl.

Relevant Secretary of the Interior's Standards:

#9, #10

Recommended Motion:

Move to approve and issue a certificate of appropriateness for work already completed at Riverside Park to include the benches and sign as indicated in the application dated December 14, 2018.

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

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

Riverside Park

Applicant

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

Name

City of Ypsilanti-Joe Meyers

Address

1 S Huron St

City

Ypsilanti

State

MI

Zip

48197

Phone / Fax

734-483-9646

E-Mail

jmeyers@cityofypsilanti.com

Contractor

Contractor Name & Contact Info

A2 Benchmark (Sign) and Sinclair Recreation, LLC (benches)

Type of work

- ☐ Roofing
☐ Window/Door
Replacement

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

- ☐ Painting
☒ Other
☐ Application Amendment

Complete Description of Proposed Work:

Install 2 benches to match the existing playscape and the Liz Dahl-MacGregor dedication sign. See attached for depictions.

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

aluminum posts, metal, mdo, acrylic

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:

\$ 2,550

Permit fee:

\$35 + _____ = \$0-City owned

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:

12/14/2018

Print Name:

Joe Meyers

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

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

Cynthia Kochanek

From: Joe Meyers
Sent: Friday, December 14, 2018 2:55 PM
To: Cynthia Kochanek
Subject: FW: Sign Quote

Joe Meyers
Director of Economic Development
City of Ypsilanti
734.482.9774 Office
231.350.2547 Cell
jmeyers@cityofypsilanti.com
www.cityofypsilanti.com

-----Original Message-----

From: Matthew Smith [mailto:matt@a2benchmark.com]
Sent: Friday, November 16, 2018 1:01 PM
To: Joe Meyers <jmeyers@cityofypsilanti.com>
Subject: Sign Quote

Here is the breakdown of cost on how I want to make the sign. There are many ways to make it but this one is the fanciest. So if you want me to dumb down the way we produce it to save money let me know.

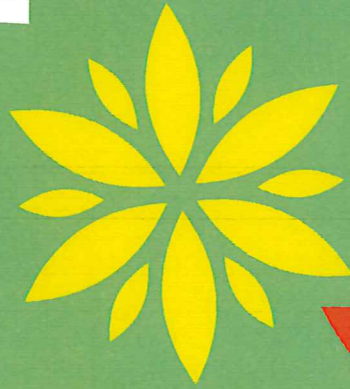
3'x4' 3/4" MDO - \$135
3'x4' 1/4" Frosted Acrylic - \$235
Routed White 1/4" Acrylic Mounted to Clear Acrylic - \$345 Routed White 1/4" Acrylic with colored Vinyl Mounted to Clear Acrylic - \$185
(2) 4"x4"x8' Aluminum Posts - \$250
(6) Stand-offs to mount Clear Acrylic to MDO - \$85 White Vinyl lettering to be applied to clear acrylic - \$235 Paint Posts with Industrial Enamel - \$245 Sign Panel Painted with Industrial Enamel - \$225 Auger - \$185 Installation - \$425

Total - \$2550

This sign built this way will take a little longer than expected to make. I would say 4-6 weeks. Is that acceptable or no?

Benchmark Design Studio
Matthew Smith
734.649.5865
A2benchmark.com

Liz Dahl MacGregor Playground



Dedicated in memory of
Liz Dahl MacGregor
January 24, 1975 - June 9, 2018

She was a committed community activist, friend to many, and a loving mother and wife. In honor of her lifelong commitment to the city and our community at large, we dedicate this play structure to her memory. May she be an example to us all.

This park made possible by:



OFFICE OF COMMUNITY &
ECONOMIC DEVELOPMENT



It is the responsibility of the customer to thoroughly proofread this proof for any typographic errors, omissions or mistakes, before approving for production. BENCHMARK is not responsible for cost of reprinting if changes are made after approval. If color is critical, please request a color proof on actual material.



BENCHMARK
studio



Clear plexi-glass with vinyl
lettering, plexi flowers that
match play structure



It is the responsibility of the customer to thoroughly proofread this proof for any typographic errors, omissions or mistakes, before approving for production. BENCHMARK is not responsible for cost of reprinting if changes are made after approval. If color is critical, please request a color proof on actual material.



BENCHMARK
STUDIO



Liz Dahl MacGregor Playground



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This park made possible by:



OFFICE OF COMMUNITY &
ECONOMIC DEVELOPMENT





RECEIVED

DEC 14 2018

CITY OF YPSILANTI
BUILDING DEPARTMENT**City of Ypsilanti
Historic District Commission
Work Permit Application**One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.comR. 24937 Visg
PHDC-18-0121**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

103 Wastnaw Rd. Yps.

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

Name

ALI Huwio

Address

5417 Daytona Ave.

City

Yps.

State

MI

Zip

48197

Phone / Fax

(734) 216-6455

E-Mail

alihuwio@sbcglobal.net

Contractor

Contractor Name & Contact Info

A. H. Construction Co. 5417 Daytonast. Yps. MI. 48197

Type of work

- ☒ Roofing Front porch
☐ Window/Door Replacement

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

- ☐ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:

Remove & Replace Shingles on Front porch only
match shingles to existing house as close
as possible. use an Arch shingle made
By TAMKO. color Rustic Black

ALL work should meet code requirement
& manufacture specifications.

Materials (for paint include color chips or samples with application):**Permit Application Fee (action items only)**

The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional \$3,000 of construction cost. 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:

#2640.00

Permit fee:

\$35 + _____ =

Signature

I hereby attest that the above information is accurate 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:

12/14/18

Print Name:

ALI Hlwio

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.



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

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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.

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Planning

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Historic District

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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-the substructure 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 on a case-by-case basis. 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 may be~~ required if the porch floor surface is ~~more than 30"~~ of a certain height above grade. ~~The guard rail must be 36" high, meet building code requirements in regards to height. If the original rail exists and the height needs to be increased, then an additional railing may be added to the existing in a way that indicates that the additional railing was not original. (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 and be set into the top and bottom rail, not attached to the exterior of the rails; 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):

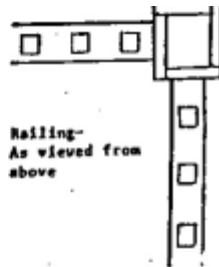
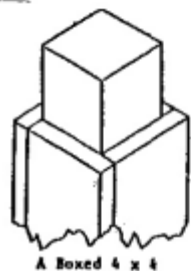
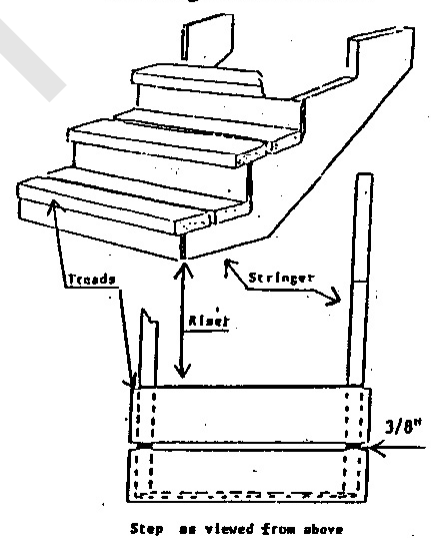
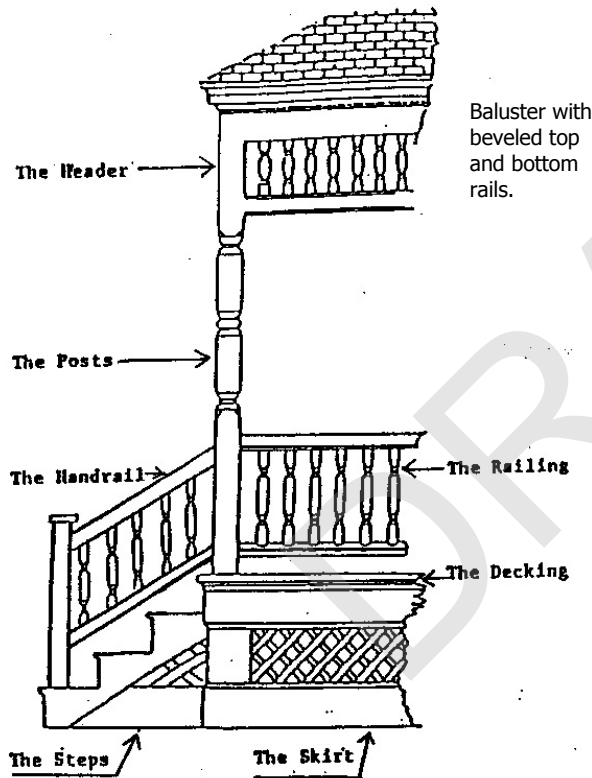
~~1 & 2 family homes:~~ ~~one if a~~ hand rail is required ~~for all stairs with 4 or more risers (this number includes the porch itself).~~ The hand rail must be graspable. Wood hand

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 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". Pre-formed, multi-step concrete units are usually not appropriate. The 3 unit & most multi-family and commercial structures section has been removed.



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



CITY OF

Ypsilanti

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Historic District

Roofing and Satellite Dishes

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Roof replacement or new roof installation

Decorative or unusual features of the roof and trim at the eaves must be retained. The roof deck must overhang enough to accommodate all trim or molding.

Shingles must be similar to the existing shingles on the structure or any adjoining roof in color and material. Three-tab and architectural shingles are acceptable and can generally be approved administratively. Metal roofs will be reviewed by the commission and are considered on a case-by-case basis.

Drip edge must be used, and the color must closely match either the roof shingles or the trim of the building. Matching the roof shingles is recommended.

Flashing must be inserted under siding (clapboard, shingles, etc.), or in the mortar joints of masonry buildings, where the roof meets these surfaces. The color must closely match the adjacent surface (roof shingles, chimney brick, etc.) Mill finish (raw metal) is not permitted

Roof venting must be accomplished with ridge and soffit vents whenever possible. If additional vents, such as cans, must be used to meet code requirements, they must be of a flat profile, in locations not visible from the street and in a color similar to the roof shingles. Mill finish (raw metal) is not permitted.

Flat roof applications can be administratively approved. Torches, or any open flame, are not permitted for the installation of flat roofs and color must be indicated. If the work includes changes or alternations to items other than the roofing, the application may need to be reviewed by the Historic District Commission.

Gutters and Downspouts

If gutter straps are used to hang gutters they must be placed under the roof shingles. Downspouts must be installed where they will be as inconspicuous as possible, generally at the corners of the structure. If half-round gutters exist on the building, they must be replaced with half-round gutters. If K-style gutters already exist or if this is the first time that gutters will be installed on the structure, k-style or half-round gutters may be installed. Half-round gutters are generally considered more appropriate.

Satellite Dish Antennas

Satellite dish antennas, if placed on a roof, must be installed to avoid damage to the roof ~~and must closely match the roof in color~~. If placed elsewhere on the building, exterior woodwork or trim detail shall not be altered or damaged in the installation, nor shall any significant architectural details be removed, damaged, or covered. Dishes should be painted to match the structure, or be a neutral, non-reflective color.

If installed on the ground, satellites shall be installed to minimize visibility from the front of the building, and be a neutral, non-reflective color. Any satellite dish that is no longer in use, must be removed.



**2018 Annual Report
Historic District Commission
Ypsilanti, Michigan**

INTRODUCTION

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

MEMBERSHIP

Anne Stevenson, Chair (Jan – June)
Hank Prebys, Vice-Chair (Jan – Feb)
Mike Davis, Jr., Vice-Chair (March – June) & Chair (June – Dec)

Alex Pettit Vice-Chair (July – Dec)
Erika Lindsay
Ronald Rupert
Jane Schmiedeke

COMMISSION AND STAFF

Throughout 2018, the Historic District Commission (HDC) continued meeting on the second and fourth Tuesdays of each month at 7:00 p.m. The HDC was staffed by Preservation Planner Cynthia Kochanek. Staff worked performing various administrative tasks to enable the Historic District Commission to fulfill its responsibilities under the Historic District Ordinance. Staff responsibilities included reviewing Historic District Work Permit Applications prior to meetings; corresponding with applicants; preparing meeting agendas, commission packets, minutes and various reports; property monitoring; webpage maintenance; Facebook updates; and other support, as needed.

The Commission continued to provide prompt review of applications. Applications are collected from the Building Department and reviewed by staff for completeness. Incomplete applications are addressed through email or phone correspondence with the applicant. Staff reviews are written for each application and are designed to address issues and to fill in gaps in the applications. Staff reviews are included in the meeting packets that are posted on the City's website and emailed to the Commission prior to each meeting.

The Preservation Planner attends each HDC meeting in order to provide staffing support. Last year the HDC was also supported by a recording secretary. This role was filled by Seth Torkelson-Regan (Jan – March) and Nancy Hare-Dickerson (May – Dec). The recording secretary is responsible for drafting full minutes for each meeting.

The turnaround time for applications averages about two weeks. Potential applicants are encouraged to bring projects to the Commission as study items before formal submission of an application. This allows the Commission to provide feedback to

property owners at a conceptual stage, clarifying expectations and allowing for a more predictable final review.

INITIATIVES

HDC Demolition by Neglect

The HDC reviewed and made the determination that three properties in the historic district were in danger of demolition by neglect; 302 E Cross, 206-210 N Washington and 401 E Forest. The HDC and staff are working with the owners of these properties in order to address concerns regarding neglect issues. Once the issues are resolved, the demolition by neglect status will be removed.

CLG Evaluation

Staff worked on a Baseline Certified Local Government (CLG) Evaluation for the Michigan State Historic Preservation Office (SHPO) to address how the City is meeting its obligations as a CLG. The initial review was submitted in July and the SHPO responded with items for the City to address. Staff responded to the items that needed to be addressed in November. The HDC and staff have already implemented a new plan to promote vacancies, developed a strategy for surveying properties and modified the way that minutes are recorded in order to address concerns that were brought up as a result of the survey. The HDC is currently working with staff to add a conflict of interest policy that aligns with what is required for CLG's to the HDC Rules and Regulations. This item will be forwarded to City Council for their review in the first quarter of 2019.

CLG Grant

The City obtained a grant at the end of 2018 in order to host a National Alliance of Preservation Commissions training in March 2019.

New Owner Outreach

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

Facebook updates

Staff continued utilizing the commission's Facebook page to do weekly "Throwback Thursday" posts utilizing old photos from City files and surveys as well as photos from the archives at the Ypsilanti Historical Society. Staff has also been utilizing the page more regularly for meeting updates, relevant preservation related topics as well as posts in May to celebrate Preservation Month.

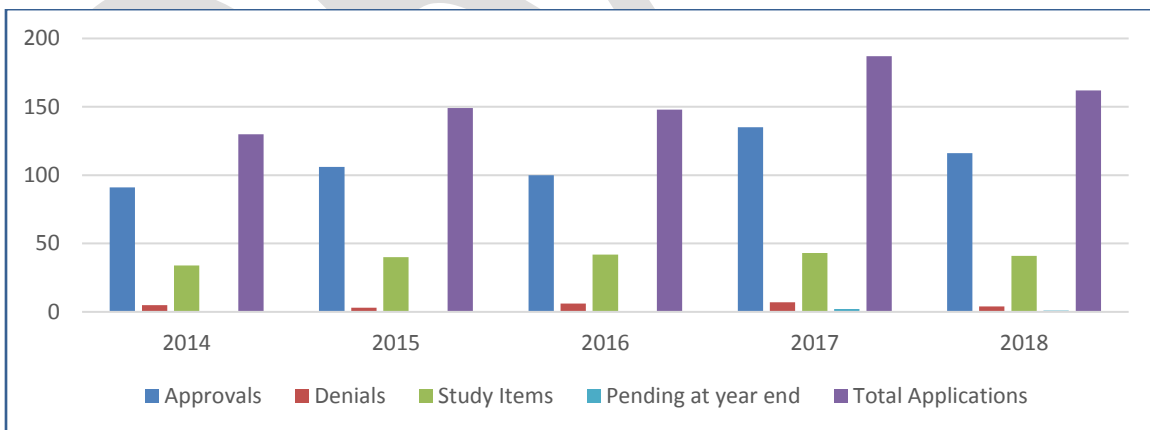
APPLICATIONS

The number of applications received in 2018 was slightly less than the amount seen in 2017, which was the highest amount received in the previous ten years. The number of study items is similar to the amount for the previous few years. Administrative approvals are now at a level that is higher than they've been in recent years, this can be attributed to not only the amount of applications taken for the year but also to the staff's knowledge and comfort level with administrative approvals. The ambitious scope of many of the approved projects reflects the commitment of residents and businesses to the improvement of the local community. The number of applications and actions taken is depicted in the table below.

Historic District Commission Actions, 2014-2018

	2014	2015	2016	2017	2018
Approved as submitted	54	79	69	73	68
Approved with modifications	25	15	14	22	11
Approved administratively	9	11	13	36	27
Amended approvals	3	1	4	4	5
Denied: lack of information	0	3	1	1	1
Denied: inappropriate	5	0	5	6	3
Pending at year end	0	0	0	2	1
Notice to Proceed	0	0	0	0	5
Total Action Items	96	109	106	144	124
Study Items	34	40	42	43	41

To illustrate the number of projects within the Historic District over the past five years, the chart below depicts HDC Work Permit application activity from 2014 through 2018.



MAJOR PROJECTS

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

- **New Construction**

32 Photo was issued a certificate of appropriateness for the construction of a new detached accessory structure on the property. 426 N Huron was issued a notice to proceed for an accessory structure at the back of the property.

- **13 N Washington**

13 N Washington was issued approvals for work on the building at HDC meetings in February and July and for sign installation at the December meeting. Work appears to be nearing the end and is expected to be completed in 2019.

- **116-118 W Michigan**

Building renovations were approved for 116-118 W Michigan that included new storefront entry units, replacement windows on the front and back, awnings and a rooftop deck installation in May. Work has commenced but is proceeding slowly due to additional structural alterations required once work was underway.

- **15 S Washington**

The old Smith Furniture Building was approved for work in July 2017 with an amendment seen by the HDC in March 2018. Work has been completed on the site and a Certificate of Occupancy issued in July 2018.

- **400 N River (Thompson Block)**

In April, the HDC approved an amendment to the previous approval for work on the building. Stabilization and restoration work on the building has commenced and visible changes to the structure were seen by the end of 2018.

Demolitions

In September of 2018, the HDC approved the demolition of the recycling center structures at 651 Rice St. The HDC agreed that the structures were of no historical significance and work had started on the demolition by the end of the year.

Appeals

No appeals were filed with the State Historic Preservation Review Board in 2018.

Looking Forward

2019 should be an exciting and eventful year for the historic district and the commission. Visible changes should continue to take place at 400 N River and work should be completed in the coming year. A new Michigan Historic Preservation tax credit bill is expected to be introduced and staff plans to keep tabs on the tax credit and introduce new resolutions in support of the credit to the HDC and City Council.

In the upcoming year, staff will continue to process updates and revisions to the commission forms, fact sheets along with administering the CLG grant. Staff will continue the Facebook updates for community outreach and will look to streamline and perfect the commissions' processes.

SUMMARY

Although of varied scope and scale, the projects completed throughout 2018 are excellent examples of the continued preservation efforts of property owners within the Ypsilanti Historic District. Commendation by the City is due to these owners for their substantial contribution to the community as they continue to support the efforts of the Historic District to beautify the district and preserve the heritage of Ypsilanti's built environment.

This report was adopted at the January 8, 2019 regular meeting of the Historic District Commission and respectfully submitted to Ypsilanti City Council.

CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION
MINUTES OF DECEMBER 11, 2018

CALL TO ORDER AND ROLL CALL

Alex Pettit Vice-Chair 7:01 PM

Meeting Location: Council Chambers, City Hall, 1 S Huron St, Ypsilanti, MI 48197

Commissioners Present: Alex Pettit, Erika Lindsay, Hank Prebys, Ron Rupert

Commissioners Absent: Mike Davis, Jr., Jane Schmiedeke, Anne Stevenson

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

APPROVAL OF AGENDA

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

Approval: Unanimous. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS—none

NEW BUSINESS

227 N Grove

**Application is for lighting.*

Applicant: Chris White, co-owner— Present

Discussion: Pettit: Asked applicant to walk the Commission through the application.

White: Stated that 50-watt LED lights were installed to replace the existing 150-watt sodium lighting.

Pettit: Stated, per staff notes, that installed lighting is at a 5000k temperature rating. Stated that the HDC threshold is 3000k. Stated that, per the cut sheet, there appears to be bulbs in a similar wattage available in warmer temperatures. Asked about the shielding.

White: Stated that the shielding is oriented to give maximum light to the parking spaces and are pointed at a downward angle. Stated that the lights are approximately 60-feet away from the farthest outward parking spot.

Prebys: Asked about the light on the north side of the building.

White: Stated that it could be pointed down further, as it is just illuminating the stairway. Stated that all the lights could be pointed down further if helpful.

[Applicant discussed reasoning for lighting choices; Commission discussion re: Dark Sky lighting guidelines]

Kochanek: [Provided applicant with a copy of the HDC *Lighting Fact Sheet*]

[Further discussion reiterating and clarifying lighting color temperature requirements and lighting orientation]

Kochanek: Indicated that the current lighting is in conflict with the Zoning Ordinance, sec. 122-609, regarding lighting going beyond the property line.

[Discussion re: HDC/Zoning lighting criteria]

White: Asked if the Commission would be open to the lighting being tilted more downward, the Commission taking a look at it to see if that improves it, and then placing it back on the agenda again.

Pettit: Stated that there is still the issue of the color temperature.

Prebys: Suggested that the Commission table the application to allow applicant the ability to investigate ways to address the concerns.

White: Stated that that would be helpful.

Lindsay: Stated that it would also give the Commission an opportunity to see what the effect is at night.

Motion: Rupert (second: Prebys) moved to table the application for 227 N Grove so that the applicant can put more of a down direction on the lights and see what is involved in lowering the lights to a 3000k temperature rather than the 5000k existing and so that the commission and staff can visually see the effect at night.

Secretary of the Interior Standards:
N/A

Approval: Unanimous. Motion Carried.

[Commission and applicant discussed possible dates for return]

13 N Washington

**Application is for signage.*

Applicant: Will Johnson, rep for Johnson Sign Co & John Newman, business rep/owner– Present

Pettit: Asked applicant to walk the Commission through the application.

Johnson: Stated that applicant proposes installing a four-foot by eleven-foot aluminum wall sign on the southeast corner of the property. Stated the sign will be painted to match the colors shown on the print *[referencing materials]*, with plastic, painted raised letters to give the sign some dimension. Stated that the sign is not illuminated and that it meets the square footage criteria requirements.

Pettit: Asked if applicant proposes any lighting to shine on the sign.

Newman: Stated no.

Motion: Prebys (second: Lindsay) moved 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 regarding size and square footage. The sign is non-illuminated.

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.

324 W Forest

**Application is for a deck and egress stair installation.*

Applicant: Kevin Kolb for the Kolb Co., contractor – Present

Discussion: Pettit: Asked applicant to describe what is proposed.

Kolb: Stated that the condition of the fire escape stair was cited by the City housing inspector as unsafe and repairs were asked for. Applicant, working with others, came up with this design *[referencing materials]* which is not visible from Forest and would be less obtrusive even to the rear parking area. Stated that a railing with encased spindles is proposed and a black powder coated steel stair.

[Discussion re: problem-solving ideas that were looked at and discussed between applicant and Building Department 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]

Lindsay: Stated an aesthetic concern with the black powder coated stair up against the tan color of the building.

Prebys: Stated that a value to the color black is that it identifies it as a modern structure and not trying to make it appear to be part of the original.

[Discussion continued regarding building aesthetics]

Pettit: Asked about ground support that is proposed *[referencing materials]*.

Kolb: Stated that standard footing is being looked at which does not come above grade. Stated that it is currently asphalt. Stated that after the footing is put in place, new asphalt will probably be patched in around that area so that it blends.

Rupert: Asked if there will be wood or metal coming from the third floor *[referencing material]*, that railing on either side.

Kolb: Stated that it will be pressure treated wood that is painted to match the existing, with encased spindles.

[Discussion clarifying the meaning of "encased" spindles]

Lindsay: Stated that it seems like an odd move between the two different rails where there is the one system that connects to the stairs that is powder coated steel and then there is the wooden system.

Pettit: Stated that it is almost like a porch meets the stairs.

Kolb: Stated that the idea is to make a distinction between what time this is put in. Stated that the upper balcony, the third-floor proposed stair has the encased spindles and has the same vernacular and flavor as what is existing, and there is a new spiral stair.

Lindsay: Stated that what she is specifically discussing is the steel railing on the spiral stair.

Kolb: Stated that there is not a lot they can really do with that.

[Discussion continued regarding proposed railing appropriateness]

Motion: Lindsay (second: Prebys) moved 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. A 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. There will be an addition of a black powder-coated fire stair-spiral as indicated in the application.

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

15 E Cross

**Application is for signage.*

Motion: Prebys (second: Rupert) moved to approve the administrative approval for 15 E Cross.

Approval: Unanimous. Motion Carried.

OTHER BUSINESS

Rules & Regulations rewrite

Staff and Commission discussed the MSHDA Conflict of Interest Policy for Historic Preservation Activities. Review and input of the Commission's Rules & Regulations to continue.

Porch fact sheet update

Staff and Commission discussed updates made to fact sheet and suggestions for additional edits. Fact sheet review and input to continue.

Property Monitoring**13 N Washington**-update

Rupert commended the ongoing work.

15 S Washington

Rupert commended the completed work.

302 E Cross

Prebys asked about the situation with the property.
Kochanek updated the Commission as to status.

212 E Cross

Rupert discussed the appearance of the house.

208 E Cross

Prebys discussed the appearance of the property–increase in blight/debris.
Kochanek: indicated that staff will look into it.

400 N River-update

Pettit asked about the status of the building work.
Prebys updated the Commission on some of the work completed.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS –none**HOUSEKEEPING BUSINESS****Approval of the minutes of November 27, 2018**

Motion: Prebys (second: Rupert) moved to approve the minutes from November 27, 2018 as submitted.

Approval: Unanimous. Motion carries.

Approval of the 2019 HDC Meeting Schedule

Motion: Prebys (second: Rupert) moved to approve the 2019 HDC meeting schedule.

Approval: Unanimous. Motion carries.

ADJOURNMENT

Vice-Chair Pettit adjourned the meeting, citing the end of the agenda with no further items to discuss.

MEETING ADJOURNED at 8:20 p.m.