

1. Historic District Commission Agenda 1-22-19

Documents:

[00-HDC JANUARY 22, 2019 AGENDA.PDF](#)

2. Historic District Commission Meeting Packet 1-22-19

Documents:

[HDC MEETING PACKET 1-22-19.PDF](#)

CITY OF YPSILANTI
Agenda
Historic District Commission
Tuesday, January 22, 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**
- 2. 414 Maple**

Lighting
Window replacement

B. NEW BUSINESS

- 3. 418 Maple**
- 4. 206-210 N Washington**

Fence amendment
Demo by Neglect

C. STUDY ITEMS—none

D. ADMINISTRATIVE APPROVALS—none

E. OTHER BUSINESS

- 5. Rules & Regulations rewrite**
- 6. HDC fact sheet updates (Demolition, Porches, Signs, and Windows)**
- 7. Property monitoring**

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

- 8. Approval of the minutes of January 8, 2019**

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 18, 2019

Date of Meeting: January 22, 2019

Proposed work: lighting installation/replacement

Materials: ASD LED Slim Floodlights in white-5000k

Staff review:

1. This item was tabled from the last two HDC meetings in order to give staff and the commission time to look at the site and the applicant time to research alternatives/shielding.
2. The HDC deadline for review is January 22, 2019.
3. This item was originally in response to a staff letter sent regarding work done on the property without HDC review; the owner has installed 5 LED light fixtures on the building.
4. The lights that were installed 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 owner contacted staff after the January 8th HDC meeting to advise that he has tried two different options for filtering/shielding and has requested that the HDC evaluate the lighting.
6. 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.
7. A building/electrical permit is required for this work if the fixtures are new and should be obtained.

Relevant Secretary of the Interior's Standards:

#9, #10; or N/A

Recommended Motions:

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.

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Move to issue a notice to proceed for work at 227 N Grove for the replacement of the 4 lights on the south and west of the structure and an additional light on the north side of the structure. A condition of this approval is that all of the lights be modified in the same way as the test light on the west side of the property.

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



Available finish:

White

Black

Bronze



LED SMD SLIM FLOODLIGHT WITH ARM:

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



LED SMD FLOODLIGHT with arm

Slim Series

PRODUCT SPECIFICATIONS:

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

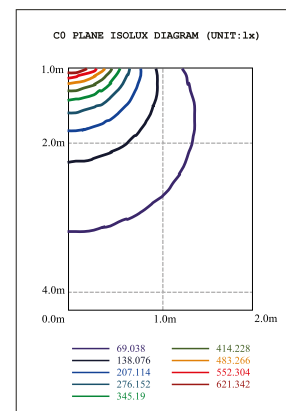
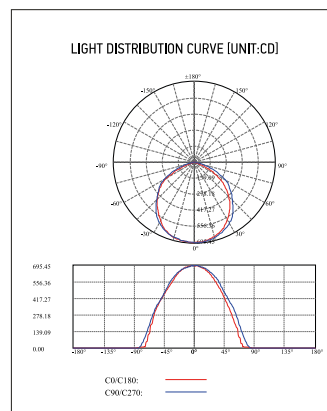
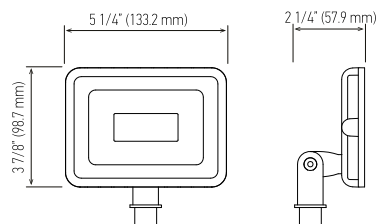
The SMD SLIM Floodlight is designed to install as a surface mounted luminaire.



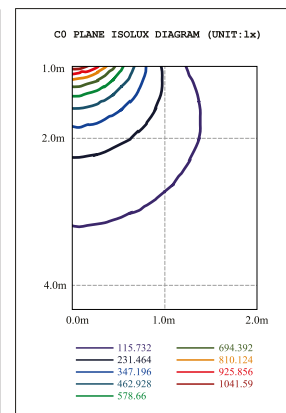
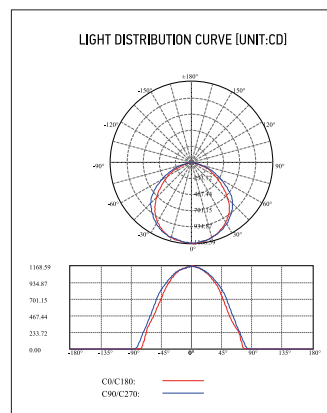
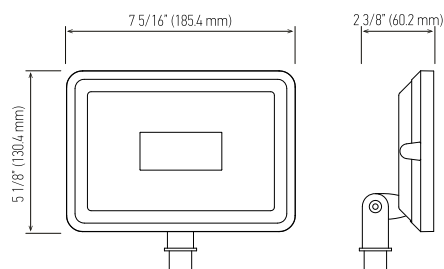
LED SMD FLOODLIGHT with arm

Slim Series

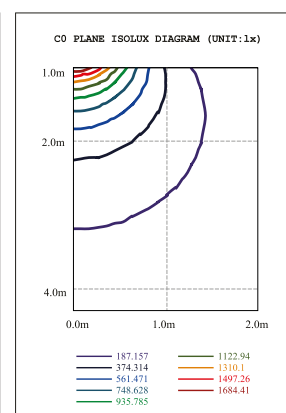
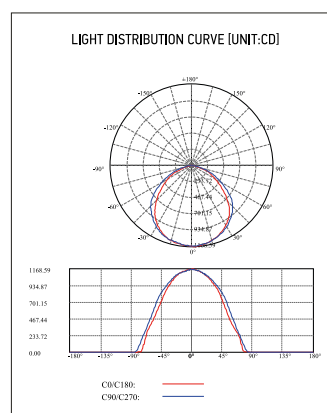
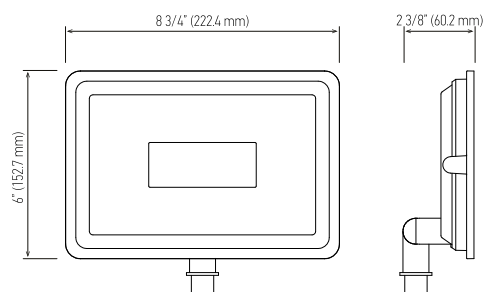
20 W



30 W



50 W





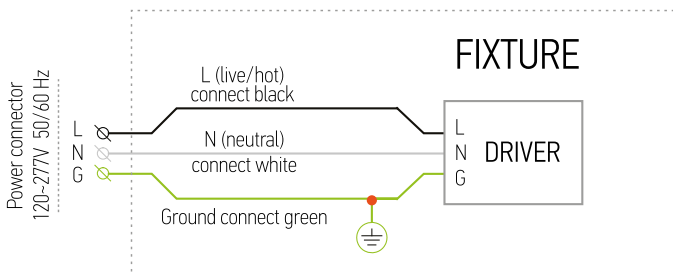
LED SMD FLOODLIGHT with arm

Slim Series

PACKAGE CONTENTS:

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

ELECTRICAL SCHEMATIC DIAGRAM



⚠ WARNING

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

Keep or give to the owner for future reference.

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

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

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

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

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



LED SMD FLOODLIGHT with arm

Slim Series

INSTALLATION GUIDE

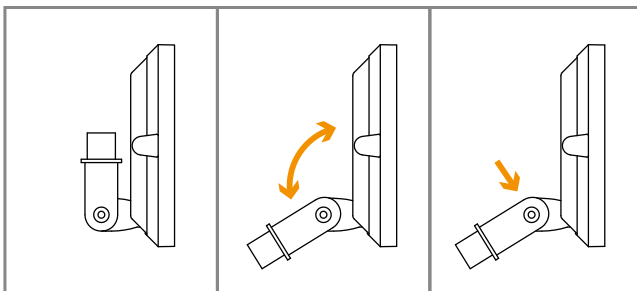
IMPORTANT SAFETY INFORMATION:

Please read all the instructions below before installation.

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

INSTALLATION STEPS

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



*Use a screwdriver to
loosen the screw*

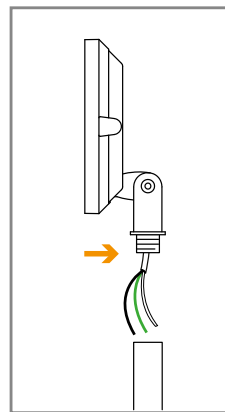
*Adjust the knuckle
to your desired angle*

Tighten the screw

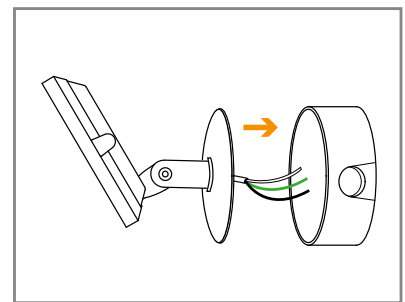
4. Turn on the main power. Installation is finished.

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

POLE MOUNTING



WALL MOUNTING





LED SMD FLOODLIGHT with arm

Slim Series

ORDERING INFORMATION

LED SMD SLIM FLOODLIGHT WITH KNUCKLE ORDERING INFORMATION:

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



HDC Work Permit Staff Review

Property address: 414 Maple

Date of Application: December 12, 2018 (received by the City on 1-3-19, deadline for review is 2-26-19)

Date of Review: January 18, 2019

Date of Meeting: January 22, 2019

Proposed work: window replacement (19 windows)

Materials: Anderson double hung Fibrex windows in white

Staff review:

1. This application was tabled at the last HDC meeting in order for the commission to further research the new materials.
2. 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.
3. 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.
4. 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.
5. The product literature for Fibrex indicates that the frame/sash profiles are not as large as vinyl.
6. 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.

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.

7. 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

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

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

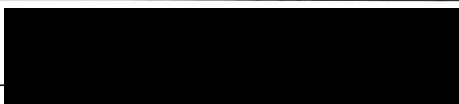
Permit fee:

$$\$35 + 50 = 85$$
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)





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

C: (734)260-4339

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: **(734)260-4339**

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: Rene

Signature of Sales Person

Nick Zreik

Print Name of Sales Person

Signature

Erin Cicero

Print Name

Signature

Print Name



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

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414 Maple St

Ypsilanti, MI 48198

H: (734)544-1503

C: (734)260-4339

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

Legal Name: Renewal by Andersen LLC

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Ypsilanti, MI 48198

H: (734)544-1503

C: (734)260-4339

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

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Ypsilanti, MI 48198

H: (734)544-1503

C: (734)260-4339

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

Legal Name: Renewal by Andersen LLC

2102215127

37720 Amrhein Road I Livonia, MI 48150

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

Erin Cicero

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Ypsilanti, MI 48198

H: (734)544-1503

C: (734)260-4339

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.

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 COMFORT

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

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

+

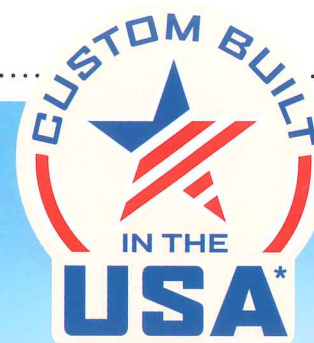
Limited Warranty

= Complete Customer Satisfaction



Gliding Fractional Vent Window / Terratone Interior

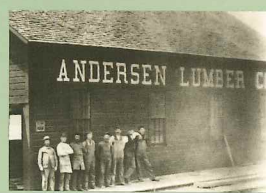
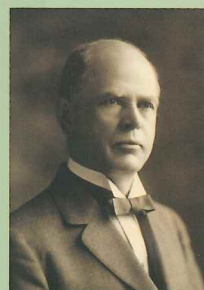
Over 3 million windows installed.



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 Corporation
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



**CERTIFIED
MASTER
INSTALLER**

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.

STANDARD FEATURE



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:

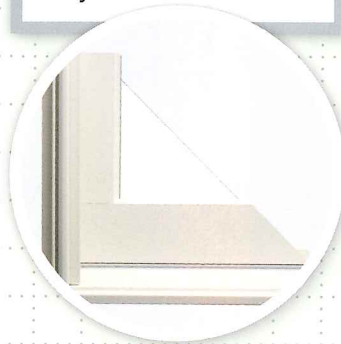
- Water management

ENGINEERING SOLUTION:

- Gravity
- Angled sill

HOMEOWNER BENEFIT:

Sloped sill drains water away from the window.



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

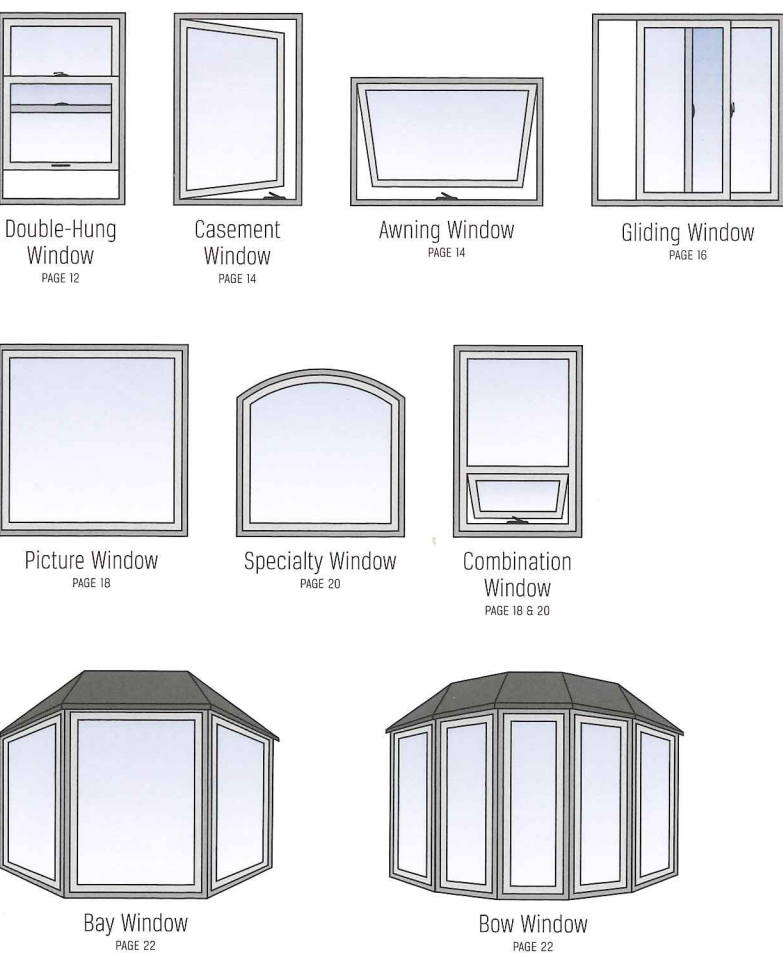
HOMEOWNER BENEFIT:

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

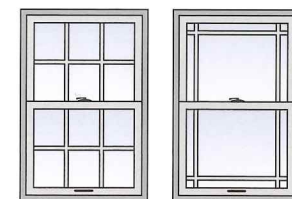


2 Select Colors³



3 Select Hardware and Options

Grilles PAGE 24



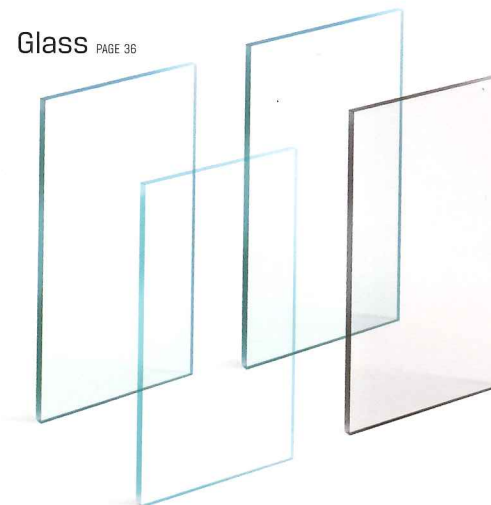
Insect Screens PAGE 26



Hardware Finish PAGE 27

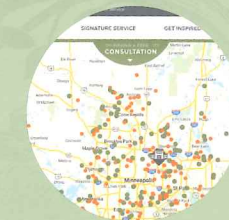


Glass PAGE 36



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.

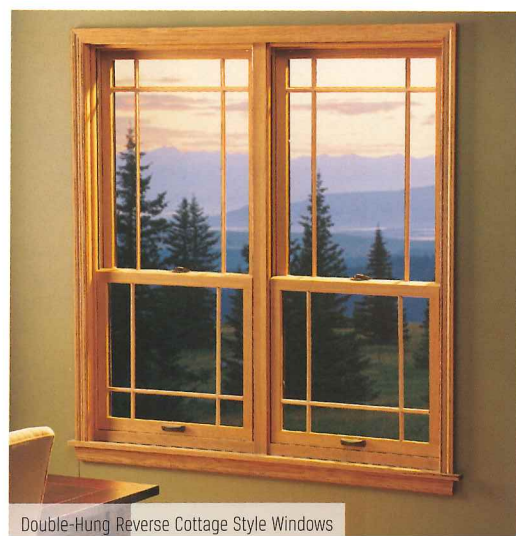


Double-Hung Windows / White Interior

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

CAROL P.

Renewal
by Andersen.
WINDOW REPLACEMENT



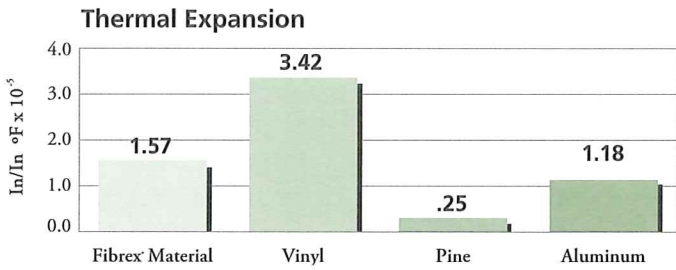
Double-Hung Reverse Cottage Style Windows



The “material” difference

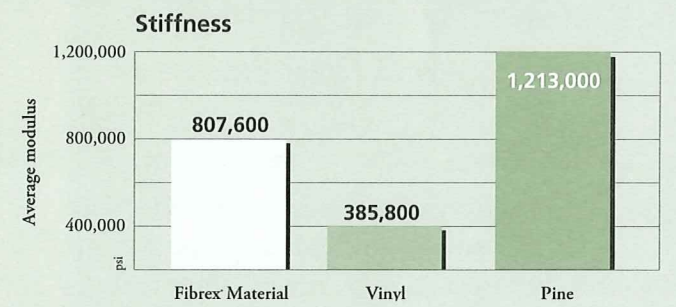
Consider all you expect windows to do for your home—Fibrex® material makes a difference in every instance. Measured across a range of conditions that affect the efficiency, maintenance and beauty of windows, Fibrex® material performs well compared to vinyl, aluminum, fiberglass, and wood. Take a look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

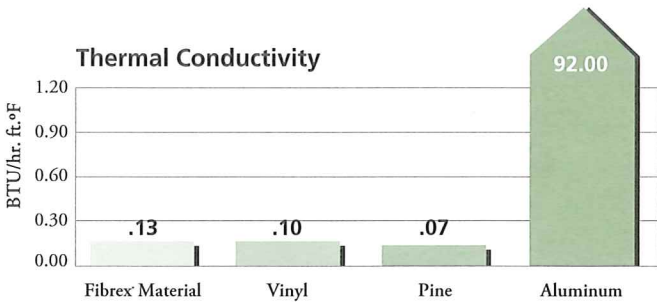
Stable and predictable



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.

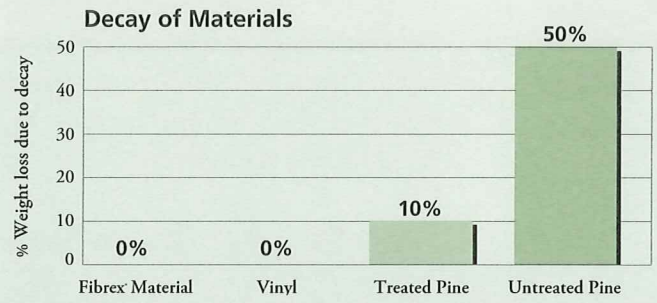
*See the limited warranty for details.

An excellent insulator



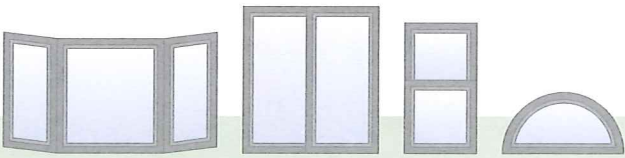
Fibrex material has excellent insulating properties on a par with wood, vinyl or fiberglass. Aluminum, on the other hand, transfers heat out of your home and allows outdoor cold temperatures to chill the window areas inside. Fibrex material insulates about 700 times better than aluminum.

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.*

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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

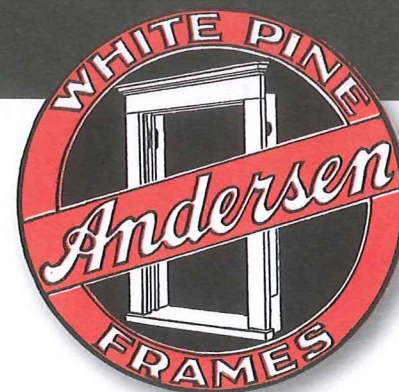


Fibrex® material pellets

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."

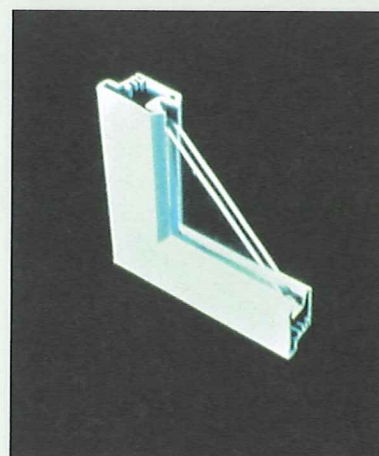
—Paul Delahunt

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.

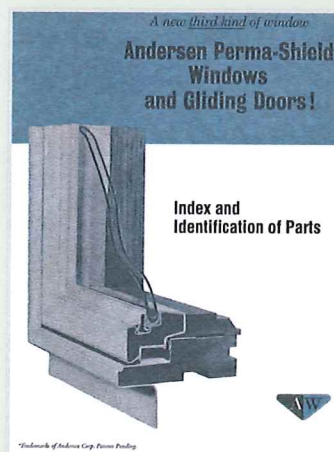
1958 Aluminum rejected as a framing material due to high conduction of heat and cold.

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.

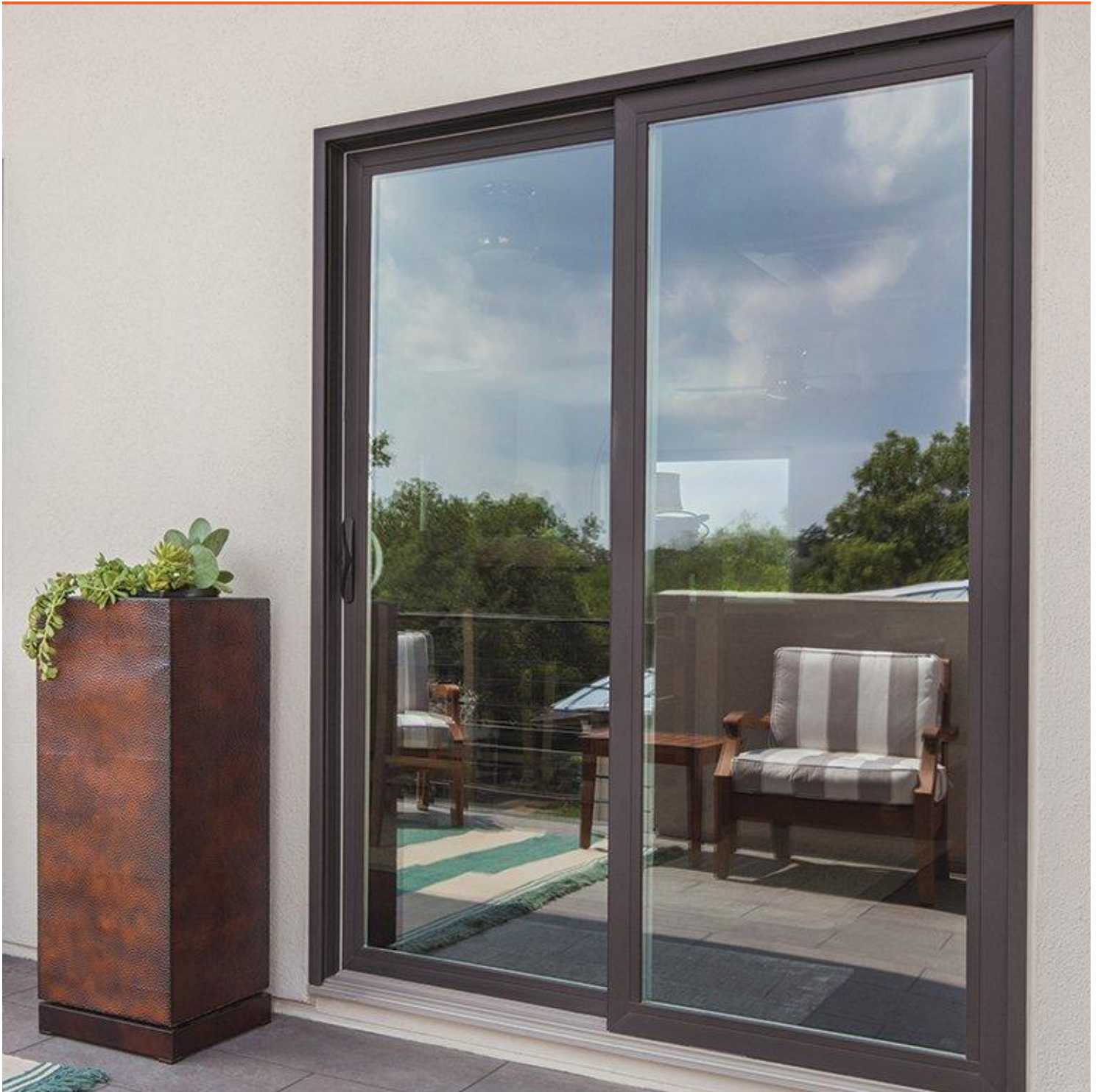
1995 Renewal by Andersen founded. Now one of the largest window replacement companies in the U.S., Renewal by Andersen windows incorporate over 40% reclaimed wood fiber by weight from other window manufacturing operations.

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



Renewal by Andersen® Products and Installation Transferable Limited Warranty

UNITS INSTALLED AFTER MAY 1, 2016

Your Renewal by Andersen® products are warranted under a fully transferable limited warranty covering parts, labor and original installation services.

Transferable Limited Warranty on Glass

The glass in Renewal by Andersen® factory glazed windows (including high-performance Low-E4® glass, high-performance Low-E4® Sun glass, high-performance Low-E4® SmartSun™ glass, high-performance SmartSun glass with HeatLock® technology, patterned glass [including obscure, fern, reed and cascade designs]), Finelight™ grilles, divided light grilles and tempered versions of these glass options is warranted to be free from defects in manufacturing, materials and workmanship for twenty (20) years from the original installation date. It is also warranted not to develop, under normal conditions, any material change in appearance resulting from manufacturing defects or as a result of premature failure of the glass or organic seal for twenty (20) years from the original installation date. This limited warranty on glass does not apply to special order glazings, art glass, insulated art glass, impact-resistant glass or glass that is not factory installed by Renewal by Andersen.

In the event a glass failure occurs as a result of a defect in manufacturing, materials or workmanship within the limited warranty period, Renewal by Andersen, at its option, will: [1] provide and install the appropriate replacement glass product or [2] provide a factory-authorized repair to the existing glass. Such replacement or repair is warranted for the remainder of the original limited warranty period.

Transferable Limited Warranty on Fibrex® Material Components

The Fibrex® material components of your Renewal by Andersen windows (including frame, sash, and exterior grilles) are warranted not to flake, rust, blister, peel, crack, pit or corrode and be free from defects in manufacturing, materials and workmanship for a period of twenty (20) years from the original installation date.

In the event a Fibrex material component fails as a result of a defect in manufacturing, materials or workmanship within the limited warranty period, Renewal by Andersen, at its option, will: [1] provide and install the appropriate replacement parts or [2] provide a factory-authorized repair to the existing product. Such replacement or repair is warranted for the remainder of the original limited warranty period.

Transferable Limited Warranty on Components Other Than Glass

The non-glass portions of your Renewal by Andersen windows (including non-electric operators, locks, lifts, balance systems, hinges, handles, insect screens, weatherstripping, sash and frame members) are warranted to be free from defects in manufacturing, materials and workmanship for a period of ten (10) years from the original installation date.

In the event a component other than glass fails as a result of a defect in manufacturing, materials or workmanship within the limited warranty period, Renewal by Andersen, at its option, will: [1] provide and install the appropriate replacement parts or [2] provide a factory-authorized repair to the existing product. Such replacement or repair is warranted for the remainder of the original limited warranty period.

Transferable Limited Warranty on Exterior Color Finish

The color finish on the Fibrex® material exterior components (frame, sash, window sills and grilles) on Renewal by Andersen windows is warranted to be free from manufacturing defects resulting in color fade greater than 5 delta-E* measured in accordance with ASTM D2244 for a period of ten (10) years from the original installation date.

What is not covered by this exterior color finish warranty: weatherstripping, accessories and hardware, including insect screen frames, handles, trim sets and lock components, exterior trim profiles and exterior aluminum coil stock.

In the event there is a defect covered by this limited warranty for exterior color finish within the limited warranty period, Renewal by Andersen, at its option, will: [1] refinish the product – labor is included (the finish will be applied with standard commercial refinishing techniques and may not be the same finish as originally applied to the product) or [2] repair or replace the product. Such replacement parts or repairs are warranted for the remainder of the original limited warranty period.

Transferable Limited Warranty on Installation

Installation of your Renewal by Andersen windows or other Andersen window and/or door products by an authorized Renewal by Andersen contractor is warranted for a period of five (5) years from the date of original installation. During this period, should your Renewal by Andersen window or door fail to perform according to our specifications due to improper original installation, we will bring the workmanship up to our professional standards, at no cost to you.

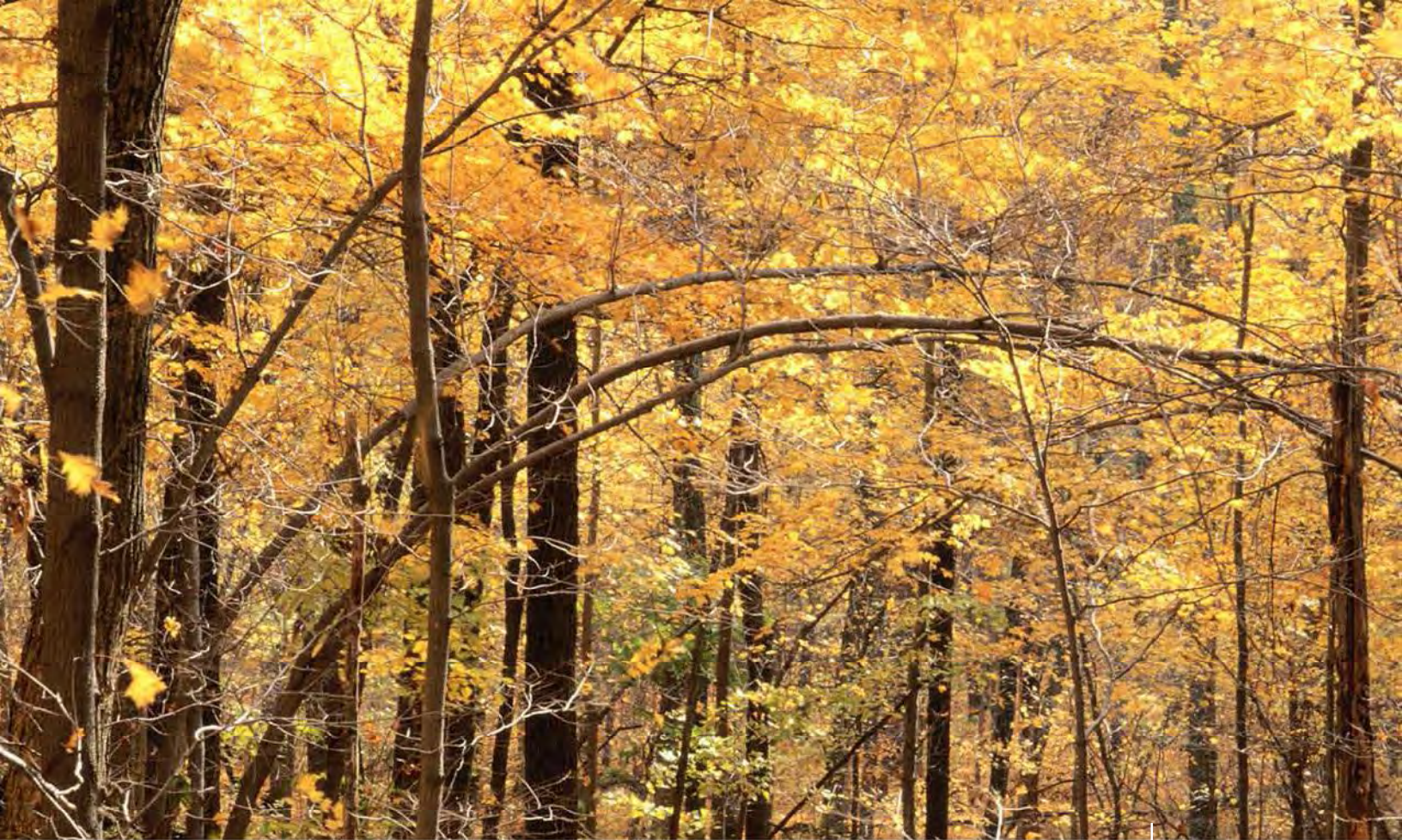
This limited warranty on installation does not extend to labor/services performed by anyone other than the original authorized installer or other authorized Renewal by Andersen contractor, nor to the installation or repair of any finishing or other materials that have been applied to or adjacent to the product after the initial installation.

No Other Warranties or Representations

THIS LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ALL WARRANTIES ARE LIMITED TO THE APPLICABLE STATUTE OF LIMITATIONS, BUT IN NO CASE WILL EXTEND BEYOND THE LIMITED WARRANTY PERIODS SPECIFIED ABOVE. RENEWAL BY ANDERSEN EXCLUDES AND WILL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER ARISING OUT OF CONTRACT, TORT OR OTHERWISE. THE REMEDY OF REPAIR OR REPLACEMENT OF THE ACTUAL PURCHASE PRICE OF THE PRODUCT PROVIDED BY THIS LIMITED WARRANTY IS THE EXCLUSIVE REMEDY WITH RESPECT TO ANY AND ALL LOSS OR DAMAGE.

Applicable Law

This Limited Warranty is only applicable in the U.S.A. (i.e. the fifty states and the District of Columbia) and Canada. This Limited Warranty gives you specific legal rights, and you may have other rights which vary from state to state or province. Some states do not allow the exclusion or limitation of incidental or consequential damages or limitation of the duration of an implied warranty, so the above limitations or exclusions may not apply to you. If any specific term of this Limited Warranty is prohibited by any applicable law, it shall be null and void, but the remainder of this Limited Warranty shall remain in full force and effect.



RENEWABLE, RECLAIMABLE, RESPONSIBLE — **FIBREX®**





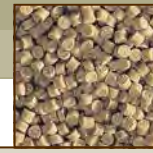
FIBREX® — ENGINEERED FOR STRUCTURAL PERFORMANCE



A SUPERIOR COMPOSITE

At a time when more and more industries are looking to alternative building materials, Andersen Corporation introduces Fibrex®, a revolutionary structural material composite technology that blends the very best attributes of thermoplastics and bio-fibers. Durable and versatile, you can count on Fibrex® material for strength, appearance and performance — in a wide variety of applications. Already in use for ten years in many Andersen® products, it performs extremely well in all weather and environmental conditions. Best of all, Fibrex® technology can utilize “reclaimed” wood fiber and vinyl from post production processes, helping to save on natural resources. Fibrex® is a strong cost-to-benefit option for your product needs.

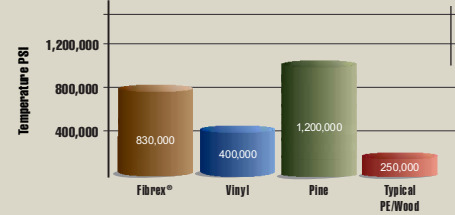
FIBREX®



STIFFNESS

Modulus is the scientific term for a material's stiffness. The higher the number, the stiffer the material. The average modulus for Fibrex® is over twice the average for vinyl, making it a far more stable and rigid material. And though wood's average stiffness is higher, it is far less predictable than Fibrex®, since wood has natural variations such as grain, knots and moisture content.

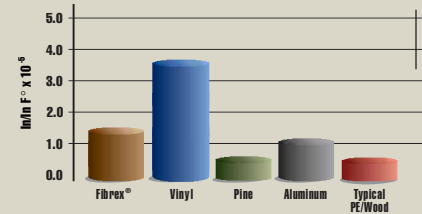
Stiffness



THERMAL EXPANSION

Thermal expansion is the degree to which a given material expands and contracts with changes in temperature. Pine has a very low thermal expansion rate. With a rate of 1.6, Fibrex®, like aluminum, expands and contracts very little. Vinyl, with a thermal expansion rate of 4.0, expands and contracts at a rate twice that of Fibrex®, resulting in bowing and cracking over time.

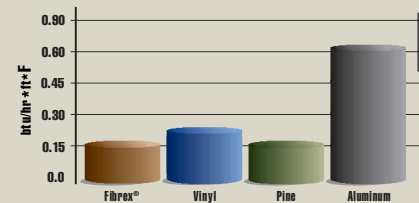
Coefficient of Thermal Expansion (CTE)



CONDUCTIVITY

Fibrex® has a very low thermal conductivity ratio. Its insulating properties can be put on par with pine or vinyl. Unlike aluminum, Fibrex® resists the transfer of heat or cold.

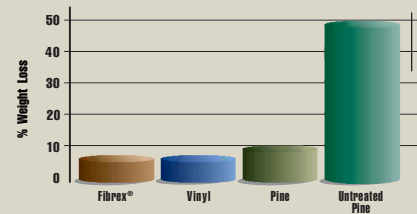
Thermal Conductivity



DECAY RESISTANCE

The special polymer formulations in Fibrex® surround, coat and fill the cell structure of each wood fiber in the manufacturing process, ensuring unsurpassed resistance to rot.

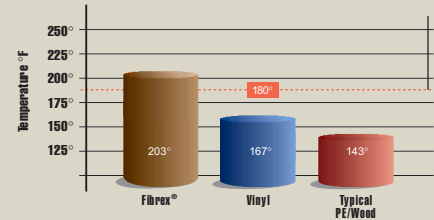
Decay Resistance



HEAT RESISTANCE

High temperatures can result in distortion. At high temperatures, vinyl can bow or sag. In tests, Fibrex® remains rigid and stable to a temperature of 93°C (199°F).

Heat Distortion Temperature





Fibrex® Properties

The design versatility of Fibrex® material is enhanced by its exceptional physical properties. Parts made from Fibrex have a high flexural and tensile modulus, low moisture absorption, a higher heat distortion temperature than rigid PVC and a low coefficient of thermal expansion.

Fibrex® material can be extruded or injection molded into functional components. Extruded profiles can be solid or hollow, machined and joined using mechanical fastening, thermal welding and vibratory weld tacking. Profiles can be extruded with a weatherable capstock, enabling color options and color fastness and allowing the surface appearance to be optimized for a specific application.

Fibrex has been found to be an exceptional material when used for siding, decking, railing, fencing, molding, trim, furniture and packaging, to name a few.



Fibrex® decking



Fibrex® window sill



Fibrex® extrusion

Fibrex® Mechanical Properties (Typical)

Measurement	ASTM	Units	Material Value
Tensile Modulus, 77° (25°C)	D3039	psi (MPa)	
Extrusion direction			950,000 (6,550)
Cross-extrusion direction			750,000 (5,200)
Tensile Yield Strength, 77° (25°C)	D3039	psi (MPa)	3,000 (21)
Tensile Strength (UTS), 77° (25°C)	D3039	psi (MPa)	
Extrusion direction			5,500 (38)
Cross-extrusion direction			3,800 (26)
Tensile Strain at Failure, 77° (25°C)	D3039	%	
Extrusion direction			1.3
Cross-extrusion direction			0.9
Poisson's Ratio	D630	—	0.342 @ 70°F 0.236 @ 160°F
Flexural Modulus, 77° (25°C)	D790	psi (MPa)	830,000 (5,700)
Compressive Modulus, 77° (25°C)	D695	psi (MPa)	571,000 (3,900)
Modulus of Rupture, 77° (25°C)	D790	psi (MPa)	10,000 (69)
Maximum Flexural Strain (E _{max})	D790	%	1.7
Impact Strength, Gardner, 77° (25°C)	D3029	inch•lbs (J)	5.0 (0.56)
0.1" sample thickness			
Izod Notched Impact, 77° (25°C)	D256	inch•lbs/inch (J/m)	7.0 (28)
Maximum Allowable Dynamic Stress	*	psi (MPa)	16,000 (110)
Extrusion Shrinkage	D3679	%	0.2
Specific Gravity	D792	—	1.4
Hardness, Rockwell "L", 77° (25°C)	D785	—	92
Hardness, Rockwell "M", 77° (25°C)	D785	—	66
Static Coefficient of Friction vs. Neolite std.	F1679-96	—	0.60 wet 0.85 dry
Extrusion direction			

Fibrex® Environmental Properties

Measurement	ASTM	Units	Material Value
Moisture Absorption	D570-84	%	0.9
Termite Resistance	—	Weight Loss (g)	
C. formosanus			0
R. flavipes			0
Fungal Decay	D1413		None
Moisture Expansion	D1037	inch/inch/%ΔMC*	1.14x10 ⁻³

Fibrex® Thermal Properties

Measurement	ASTM	Units	Material Value
Heat Deflection Temperature, 264psi (1.82 MPa)	D648	°F (°C)	
66 psi (0.46 MPa)			173 (78) 221 (105)
Coefficient of Thermal Expansion	D696	inch/inch/°F (m/m/°C)	1.6x10 ⁻⁵ (2.9x10 ⁻⁵)
Thermal Conductivity	F433	Btu/hr•ft•°F (W/m•K)	0.1 (0.17)
Specific Heat	—	Btu/lb•°F (J/kg•K)	0.4 (1674)
Flash Ignition Temperature	D1929	°F (°C)	644 (340)
Self Ignition Temperature	D1929	°F (°C)	716 (380)
Flame Spread Index	E84-94		10
Smoke Developed Index	E84-94		580
Average Flame Spread Index	E162-94		22.73
Average Optical Density of Smoke	E662-94		
Flaming mode			472.32
Non-flaming mode			439.24
Average Time of Burn	D635-91	sec.	<5
Average Extent of Burn	D635-91	mm	<5
Final Oxygen Index	D2863	%volume	31.3

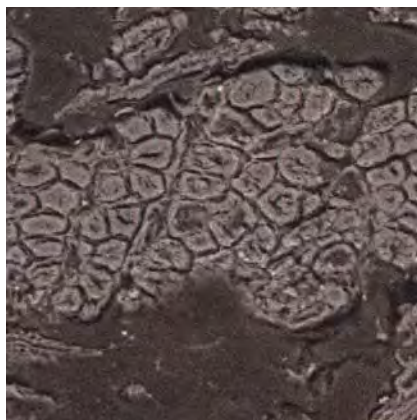


Fibrex® Material Advantage

Special polymer formulations surround and fill each wood fiber — ensuring top performance.



Fibrex®

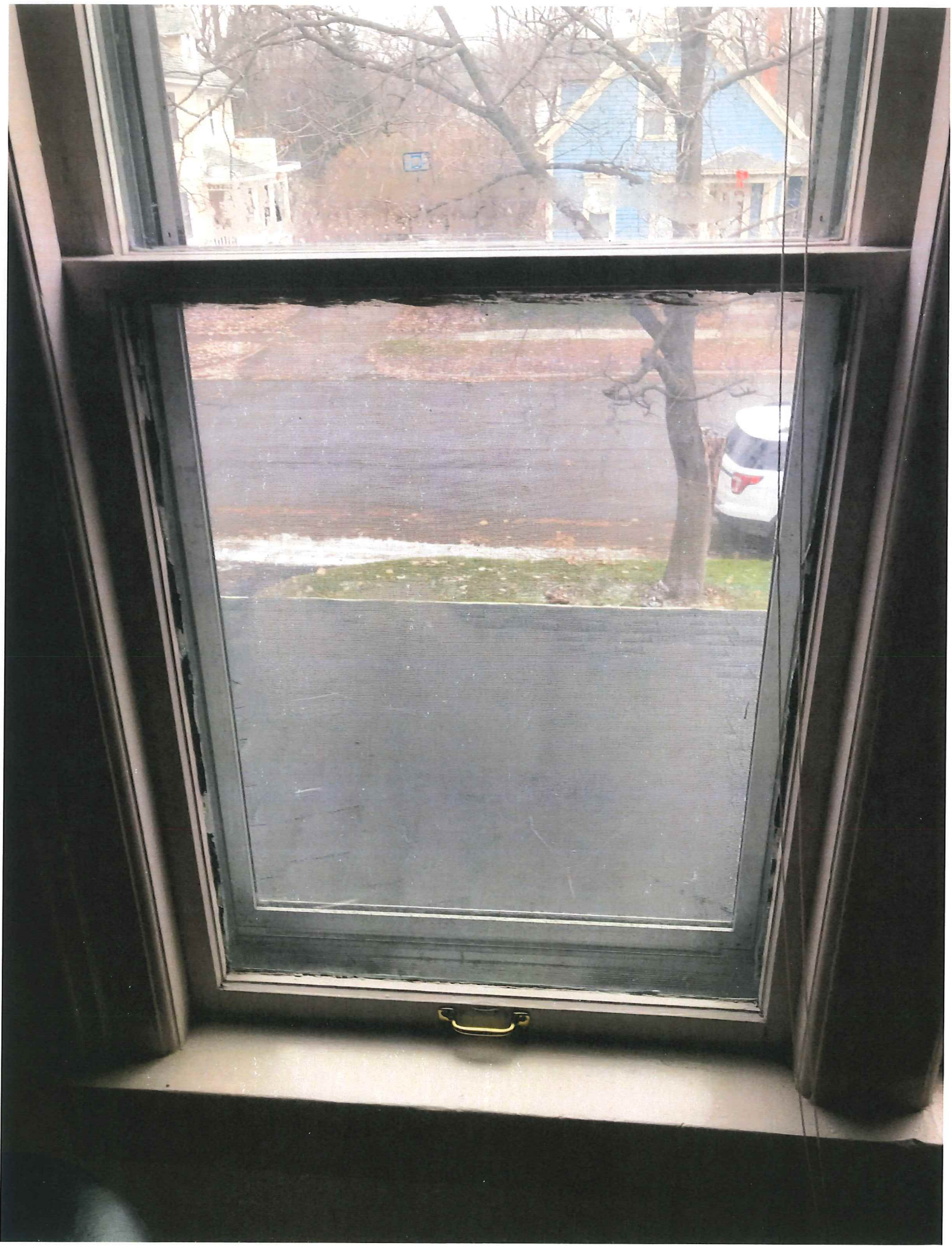


Polyethylene Wood-Fiber Composite

Fibrex® Patents

5,205,102	6,210,792	5,985,429	5,827,607	5,486,553
6,357,197	6,122,877	5,981,067	5,773,138	5,441,801
6,346,160	6,054,207	5,948,524	5,695,874	5,406,768
6,342,172	6,015,612	5,932,334	5,539,027	
6,280,667	6,015,611	5,882,564	5,518,677	
6,265,037	6,004,668	D402,770	5,497,594	

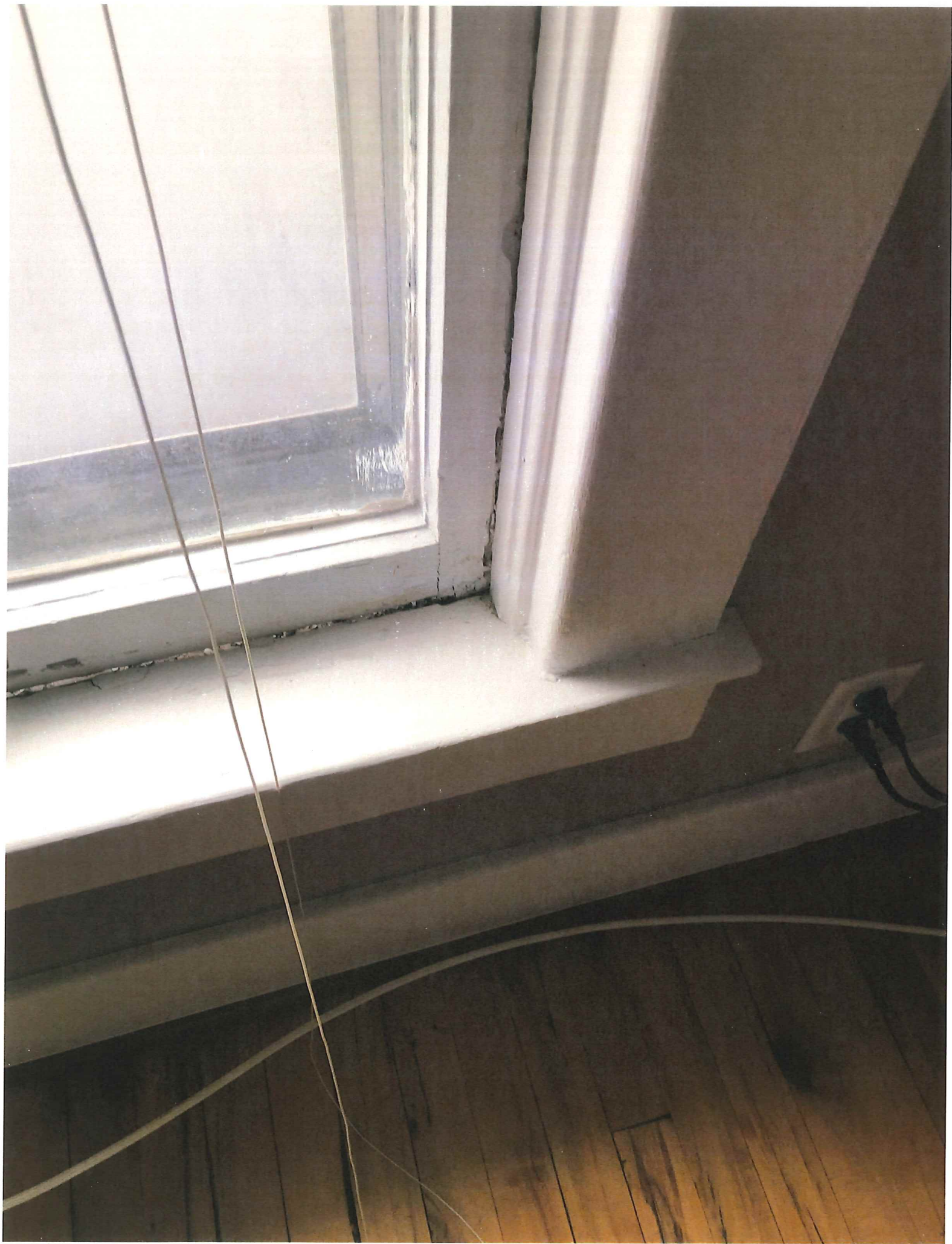
*Additional patents pending







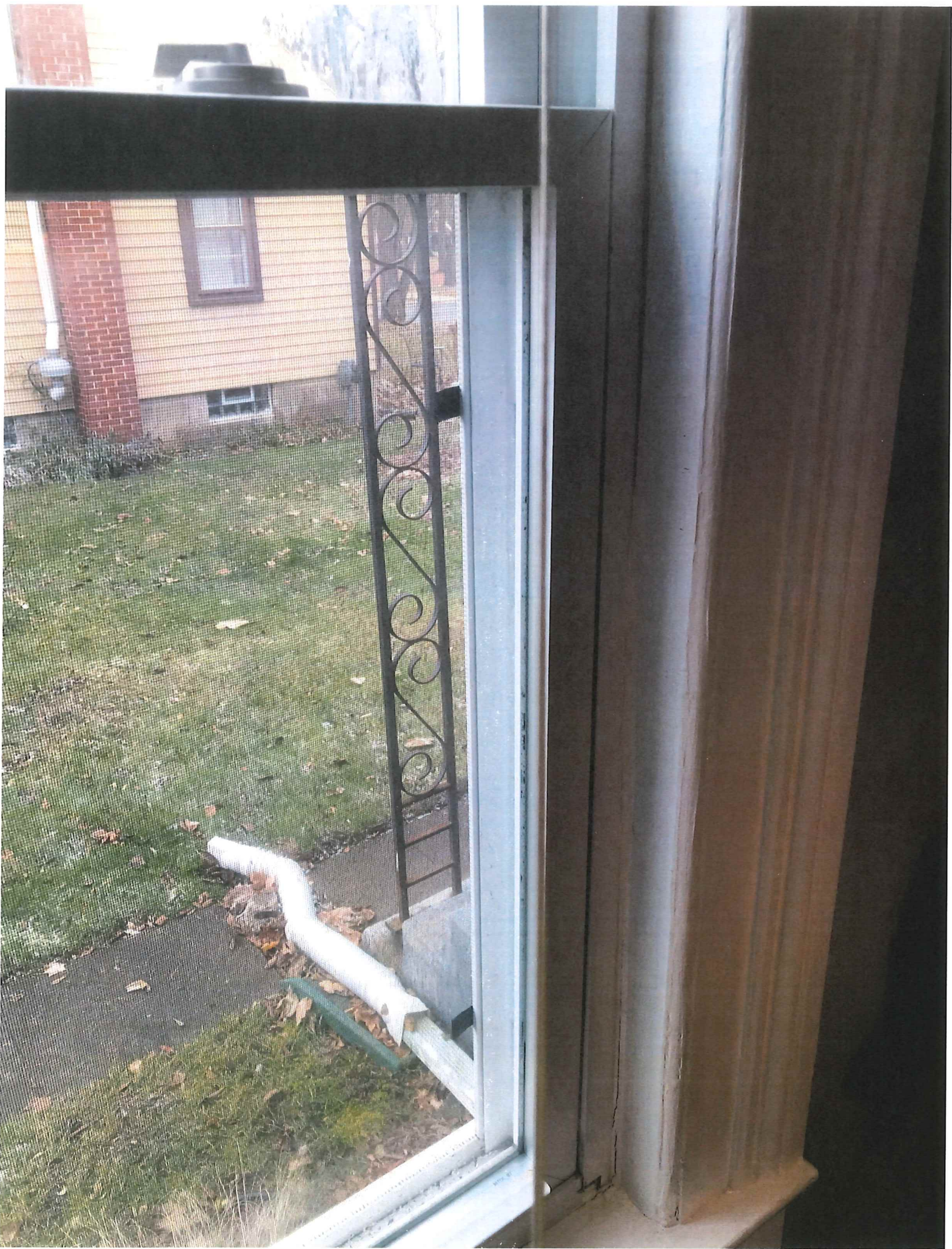




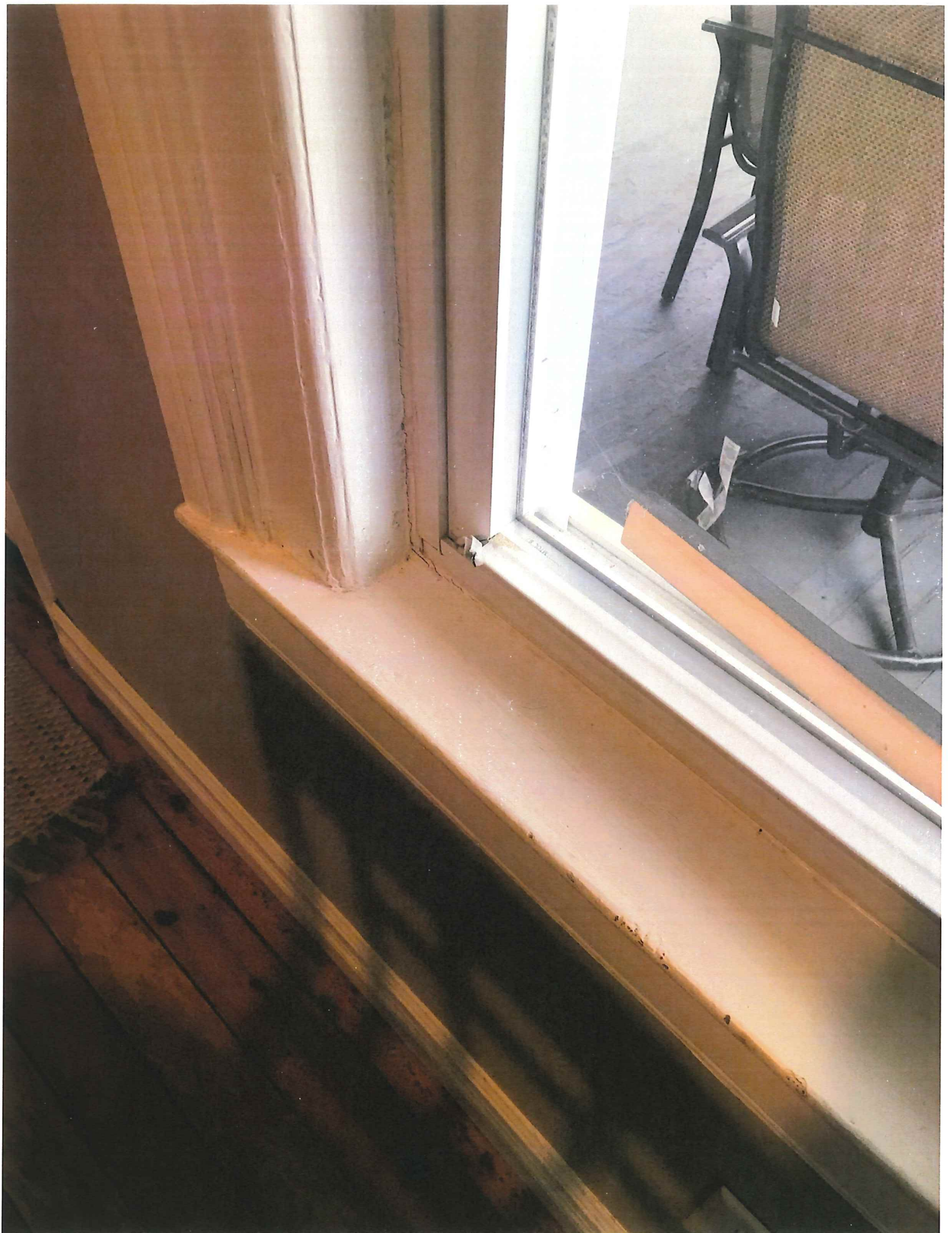














05/08/2014



05/08/2014



05/08/2014





HDC Work Permit Staff Review

Property address: 418 Maple

Date of Application: January 15, 2019

Date of Review: January 18, 2019

Date of Meeting: January 22, 2019

Proposed work: amendment to previous fence installation approval

Materials:

Staff review:

1. The applicant was previously approved for the following work on 11-13-18:
 - a. *The installation of a wood fence to be similar in style to either the existing fence along the west side of the property or the one on the south side of the property, at the owner's discretion. The fence is to be a 6' high wood board fence painted with an opaque stain in the color brown that matches the existing trim on the home. The layout of the fence will be as indicated in the submitted hand drawing. The location of the gates as shown in the drawing with the addition of a gate at the NE corner, near the house. A paint or an opaque stain can be used.*
2. The applicant is seeking to modify the original approval in order to install a dark painted aluminum gate for the driveway area instead of the wood fencing. HDC to verify the exact location.
3. The house is a post-war construction and dates to the 1950s.
4. A building department permit will be required and should be obtained prior to the start of work.

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

Recommended Motion:

Move to approve and issued a certificate of appropriateness for the application for 418 Maple to amend the previous fence installation to include an aluminum gate for the driveway as indicated in the application dated 1-15-19.

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

418 Maple Street

Applicant

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

Name

Christina Sears-Etter

Address

418 Maple Street

City

Ypsilanti

State

MI

Zip

48198

Phone / Fax

734-216-1375

E-Mail

christina.sears.etter@gmail.com

Contractor

Contractor Name & Contact Info

Gregory Wilson, Canopy Landscape, 734-216-0533

Type of work

☐ Roofing

☐ Window/Door
Replacement

☐ Porches

☐ Sign

☐ Fence (or other sitework)

☐ Painting

☐ Other

☒ Application Amendment

Complete Description of Proposed Work:

We received clearance to build a privacy fence at 418 Maple Street and the project is underway. However, it is more feasible and attractive to purchase a wide gate for the driveway that is painted aluminum. This dark-painted aluminum gate will match the existing hand-rails and porch enclosures on the home. The currently existing hand-rails and porch enclosures are on the north and east sides of the home. They are black metal.

The automotive gate, which will be purchased from a Michigan company will be custom built to provide security and an excellent design that will match current exterior features. The gate will attach directly to the cedar fencing. The cedar fencing will be stained as soon as weather and the time-line of the timber allows, as per the original application for fencing.

Only the material for the gate needs to be approved at this time, nothing else about the original fencing application and permit has changed.

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

Black painted aluminum as per existing hand-rails and fencing on exterior cement porches.

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 + _____ =

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:

1/15/19

Print Name:

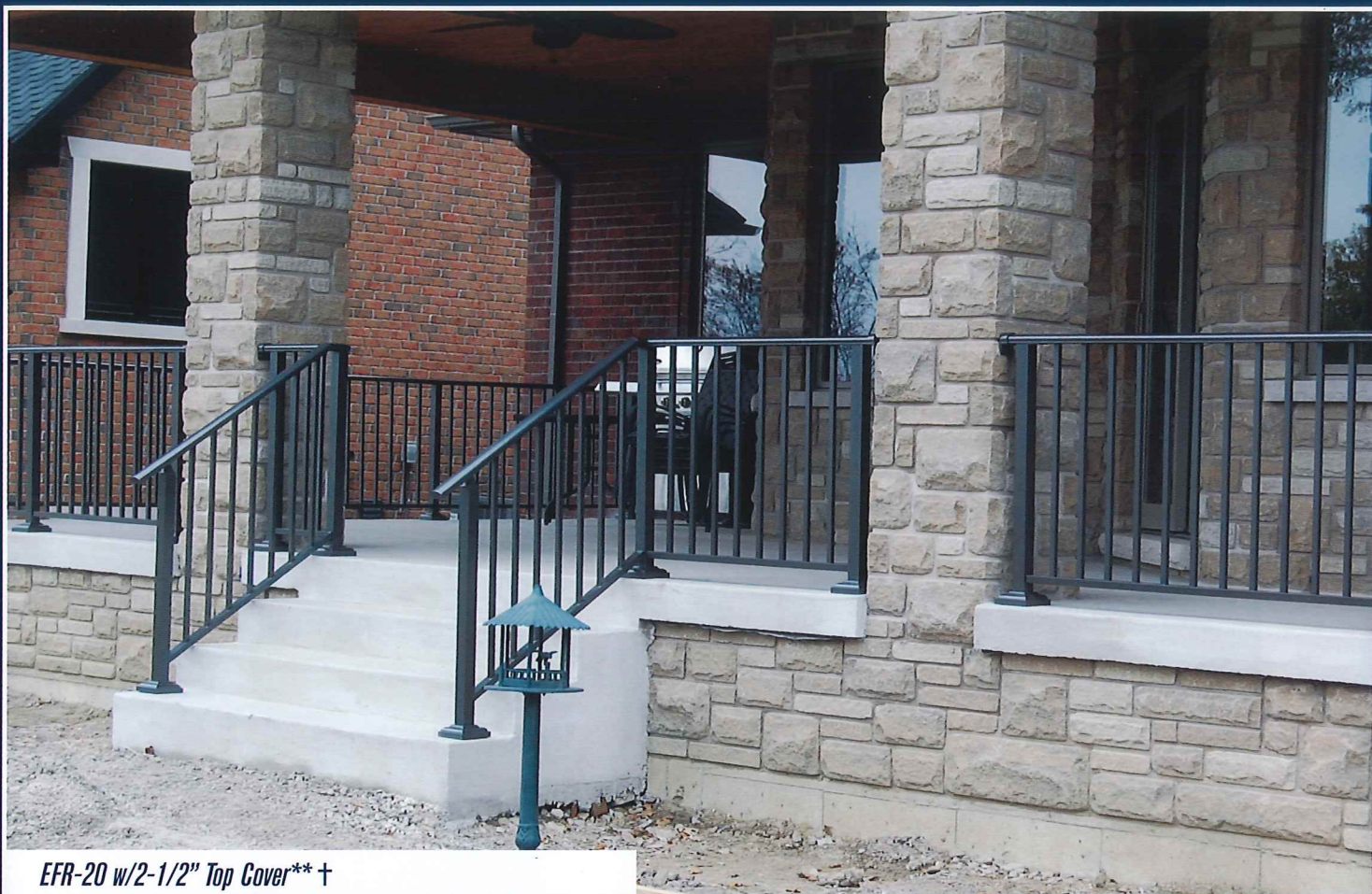
Christina Sears-Etter

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

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



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EFR-20 w/2-1/2" Top Cover** †

Standard Features of Elite Fence Products:

- All railings and fences are constructed of specially designed aluminum extrusions using Alloy 6061-T6 and 6063-T5.
- Maintenance-Free Finish
- Limited Lifetime Warranty
- Super Durable Polyester Powder Coated Finish
- *In certified testing, it has met or exceeded Industry Standard AAMA 2604-05
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EXTRUDED & ASSEMBLED



* Rail End Installation ** Continuous Top Installation † Custom Built for Hidden Connectors

All images and data in this document are property of Elite Fence Products, Inc.

Elite Top™ Railing



EFR-20 w/1-5/8" Elite Top™ *



EFR-20 w/1-3/8" Elite Top™



EFR-20 w/1-3/8" Elite Top™



EFR-20 w/1-3/8" Elite Top™



+ Available in nine sensational colors:

Black	Available in Matte Finish
White	
Quaker Bronze	Available in Matte Finish
Walnut Brown	
Beige	
Sandstone	
Hartford Green	

Colors shown are simulated and may vary.



1-5/8" Round Top Cover Railing



EFR-20 w/1-5/8" Round Top Cover †



EFR-20 w/1-5/8" Round Top Cover** †



EFR-20 w/1-5/8" Round Top Cover*



EFR-20 w/1-5/8" Round Top Cover †



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2-1/2" Top Cover



EFR-20 w/2-1/2" Top Cover**+



EFR-20 w/2-1/2" Top Cover* **



EFR-20 w/2-1/2" Top Cover* **



EFR-20 w/2-1/2" Top Cover* **



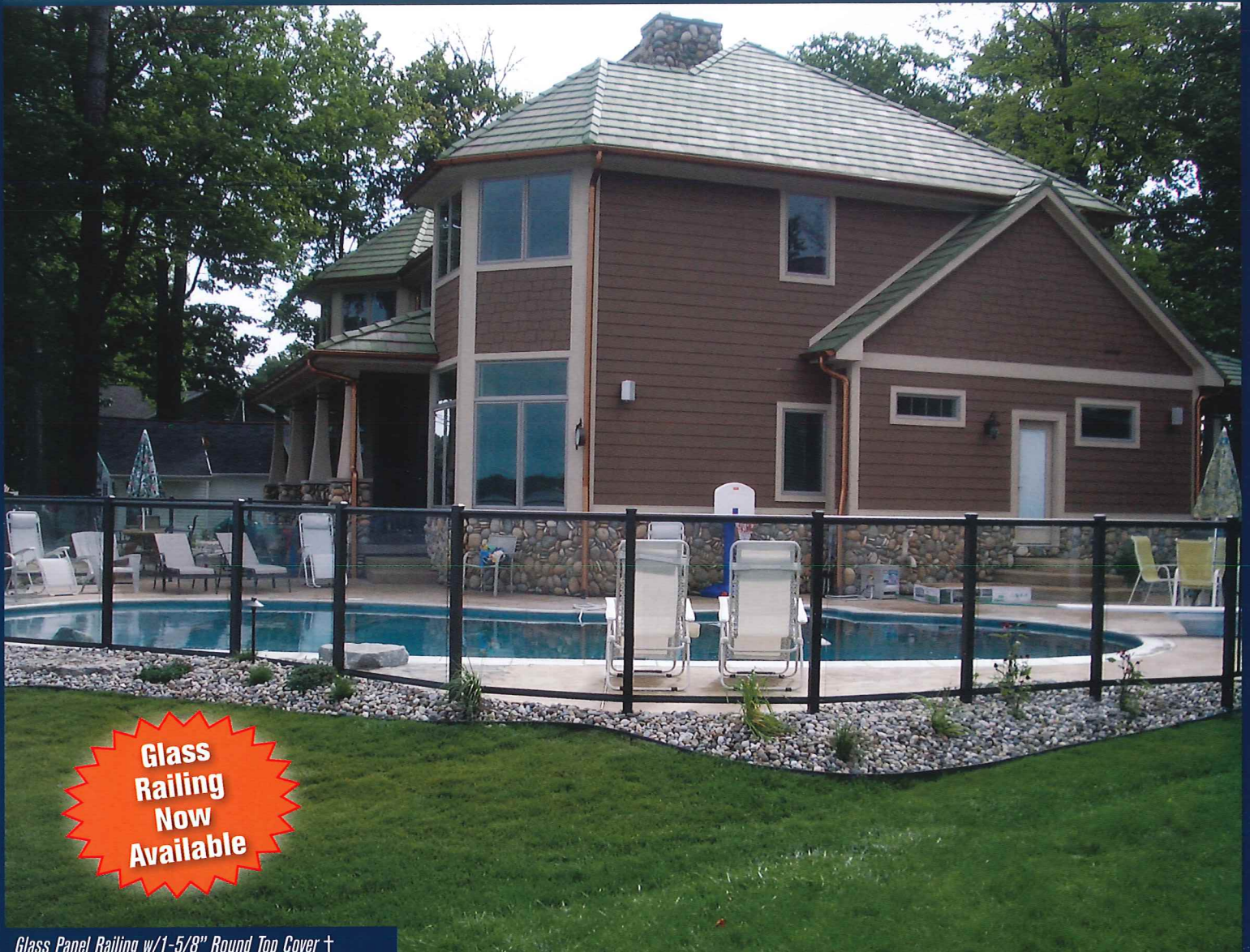
+ Available in nine sensational colors:

Black		Available in Matte Finish
White		
Quaker Bronze		Available in Matte Finish
Walnut Brown		
Beige		
Sandstone		
Hartford Green		

Colors shown are simulated and may vary.



Custom Fabricated Railing



Glass Panel Railing w/1-5/8" Round Top Cover †



*EFR-20 w/2-1/2" Top Cover** †*



*Glass Panel Railing w/1-5/8" Round Top Cover** †*



*EFR-20 w/2-1/2" Top Cover** †*



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* Rail End Installation ** Continuous Top Installation † Custom Built for Hidden Connectors

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Built To Your Layout



EFR-20 w/2-1/2" Top Cover**†



EFR-20 w/2-1/2" Top Cover**†



EFR-20 w/2-1/2" x 4" Top Cover**†



EFR-20 w/2-1/2" Top Cover**†



+ Available in nine sensational colors:

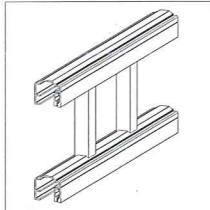
Black		Available in Matte Finish
White		Available in Matte Finish
Quaker Bronze		Available in Matte Finish
Walnut Brown		
Beige		
Sandstone		
Hartford Green		

Colors shown are simulated and may vary.

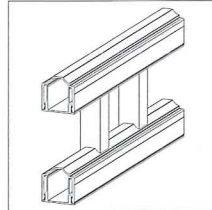




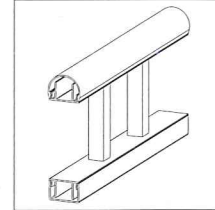
Buy American, Be American™ 



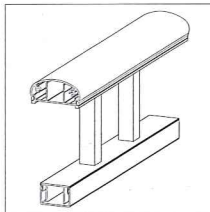
1-3/8" Elite Top™
1-3/8" x 1-1/4"



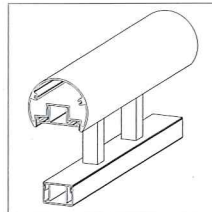
1-5/8" Elite Top™*
1-5/8" x 1-5/8"



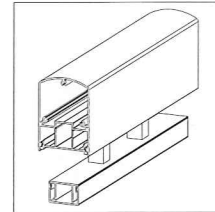
1-5/8" Round Top*
1-5/8" x 1-1/4"



2-1/2" Top Cover*
2-1/2" x 1-1/4"



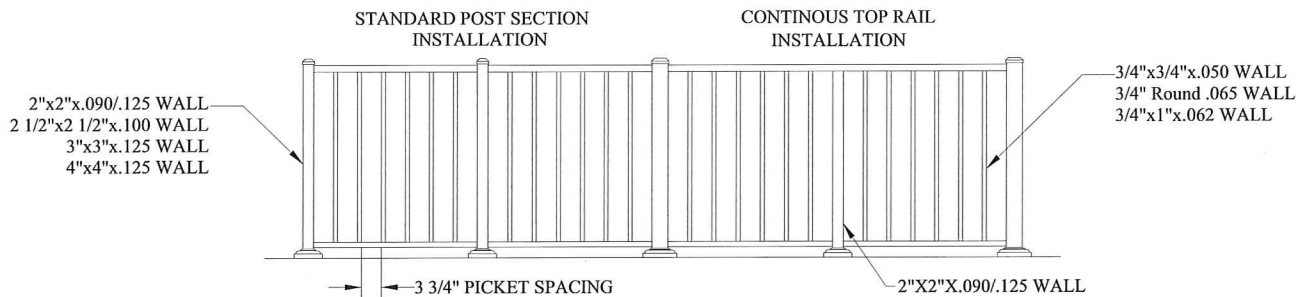
3" Round Top Cover*
3" x 2-7/16"



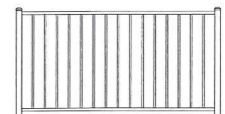
2-1/2" x 4" Top Cover*
2-1/2" x 4"

*AVAILABLE FOR CONTINUOUS TOP INSTALLATION.

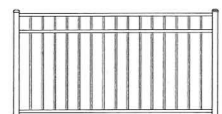
PLEASE VISIT OUR WEBSITE FOR MORE RAILING TOP PROFILE CHOICES AND COMPLETE SPECIFICATIONS AND DETAILS.



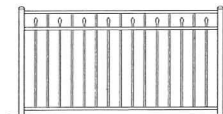
STANDARD AND CUSTOM SECTIONS UTILIZE RAIL ENDS OR OPTIONAL HIDDEN CONNECTORS FOR POST ATTACHMENT



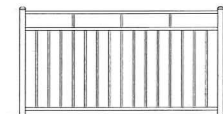
EFR-20 2-RAIL



EFR-20 3-RAIL



EFR-25



EFR-40



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City of Ypsilanti

Community and Economic Development

January 7, 2019

BALMORAL HOLDINGS LLC
PO BOX 20242
CHEYENNE, WY 82003

NOTICE TO APPEAR

RE: Demolition by Neglect-timeline for repair for 206-210 N Washington St

Dear BALMORAL HOLDINGS LLC,

The Historic District Commission (HDC) is charged with protection of properties in the historic district. On Tuesday, October 23, 2018 the HDC determined that the structures at 206-210 N Washington were in violation of the Code of Ordinances for the City of Ypsilanti relating to demolition by neglect. Pursuant Chapter 54, Article II, Division 1, Section 54-31 of the Code, demolition by neglect is defined as *"neglect in maintaining, repairing or securing a resource that results in deterioration of an external feature of the resource or the loss of structural integrity of the resource."*

The HDC will consider a timeline for repair in regards to the demolition by neglect status at 206-210 N Washington St at its meeting on January 22, 2019 at 7:00 p.m. at the Ypsilanti Historical Society Archives, 220 N Huron St, Ypsilanti, MI 48197. You are asked to attend this meeting. You may provide written comments and documentation in advance of the meeting by email (ckochanek@cityofypsilanti.com) or by delivery to the City Clerk's Office with attention to me.

In the event you fail to adhere to this timeline or fail to respond to this or subsequent notification, the City may take legal action against you and the property in order to achieve compliance.

Applications and further information about the Historic District Commission are available online at www.cityofypsilanti.com/hdc. Please contact me at (734) 483-9646 or through email at ckochanek@cityofypsilanti.com with any questions.

Sincerely,

Cynthia Kochanek, Preservation Planner
Community & Economic Development Department

CC: File
Building Department
Owner email



City of Ypsilanti

Community and Economic Development

October 29, 2018

BALMORAL HOLDINGS LLC
PO BOX 20242
CHEYENNE, WY 82003

RE: Finding of Demolition by Neglect at 206-210 N Washington

Dear BALMORAL HOLDINGS LLC,

On Tuesday, October 23, 2018 the Historic District Commission (HDC) reviewed the above named property and determined that the property is a case of demolition by neglect. The structure is in violation of the Code of Ordinances for the City of Ypsilanti relating to demolition by neglect. Pursuant Chapter 54, Article II, Division 1, Section 54-31 of the Code, demolition by neglect is defined as *"neglect in maintaining, repairing or securing a resource that results in deterioration of an external feature of the resource or the loss of structural integrity of the resource."*

You will be required to appear in front of the HDC order to determine a timeline for repair in the near future. In the event you fail to adhere to this timeline or fail to respond to subsequent notifications, the City may take legal action against you and the property in order to achieve compliance. You will be provided written notice prior to the HDC meeting in which you will be required to appear.

In the interim, please feel free to apply for any work you plan to complete on the structure. Applications and further information about the Historic District are available online at www.cityofypsilanti.com/hd. Please contact me at (734) 483-9646 or through email at ckochanek@cityofypsilanti.com with any questions.

Sincerely,


Cynthia Kochanek, Preservation Planner
Community & Economic Development Department

CC: File
Building Department
Greg Davel via email: balmoralholdingsllc@gmail.com



October 5, 2018

City of Ypsilanti

Community and Economic Development

BALMORAL HOLDINGS LLC
PO BOX 20242
CHEYENNE, WY 82003

NOTICE TO APPEAR-SECOND NOTICE

RE: Potential finding of Demolition by Neglect at 206-210 N Washington St

Dear BALMORAL HOLDINGS LLC,

The Historic District Commission (HDC) is charged with protection of properties in the historic district. It has come to the attention of the HDC that the structures at 206-210 N Washington may be in violation of the Code of Ordinances for the City of Ypsilanti relating to demolition by neglect. Pursuant Chapter 54, Article II, Division 1, Section 54-31 of the Code, demolition by neglect is defined as *"neglect in maintaining, repairing or securing a resource that results in deterioration of an external feature of the resource or the loss of structural integrity of the resource."*

The HDC will consider whether the above mentioned historic resource is threatened with demolition by neglect at its meeting on October 23, 2018 at 7:00 p.m. at City Hall, Council Chambers, 1 S Huron St, Ypsilanti, MI, 48197. You are invited to attend this meeting. You may also provide written comments and documentation in advance of the meeting by email (ckochanek@cityofypsilanti.com) or by delivery to the City Clerk's Office with attention to me.

If the HDC finds that the building is in danger of demolition by neglect, you will be required to appear in order to determine a timeline for repair. In the event you fail to adhere to this timeline or fail to respond to this or subsequent notification, the City may take legal action against you and the property in order to achieve compliance.

Applications and further information about the Historic District Commission are available online at www.cityofypsilanti.com/hdc. Please contact me at (734) 483-9646 or through email at ckochanek@cityofypsilanti.com with any questions.

Sincerely,

Cynthia Kochanek, Preservation Planner
Community & Economic Development Department

CC: File
Building Department



City of Ypsilanti

Community and Economic Development

September 7, 2018

BALMORAL HOLDINGS LLC
PO BOX 20242
CHEYENNE, WY 82003

NOTICE TO APPEAR

RE: Potential finding of Demolition by Neglect at 206-210 N Washington St

Dear BALMORAL HOLDINGS LLC,

The Historic District Commission (HDC) is charged with protection of properties in the historic district. It has come to the attention of the HDC that the structures at 206-210 N Washington may be in violation of the Code of Ordinances for the City of Ypsilanti relating to demolition by neglect. Pursuant Chapter 54, Article II, Division 1, Section 54-31 of the Code, demolition by neglect is defined as *"neglect in maintaining, repairing or securing a resource that results in deterioration of an external feature of the resource or the loss of structural integrity of the resource."*

The HDC will consider whether the above mentioned historic resource is threatened with demolition by neglect at its meeting on September 25, 2018 at 7:00 p.m. at the Ypsilanti Historical Society Archives, 220 N Huron, Ypsilanti, MI, 48197. The archives are located in the basement of the building with the entrance on the north side. You are invited to attend this meeting. You may also provide written comments and documentation in advance of the meeting by email (ckochanek@cityofypsilanti.com) or by delivery to the City Clerk's Office with attention to me.

If the HDC finds that the building is in danger of demolition by neglect, you will be required to appear in order to determine a timeline for repair. In the event you fail to adhere to this timeline or fail to respond to this or subsequent notification, the City may take legal action against you and the property in order to achieve compliance.

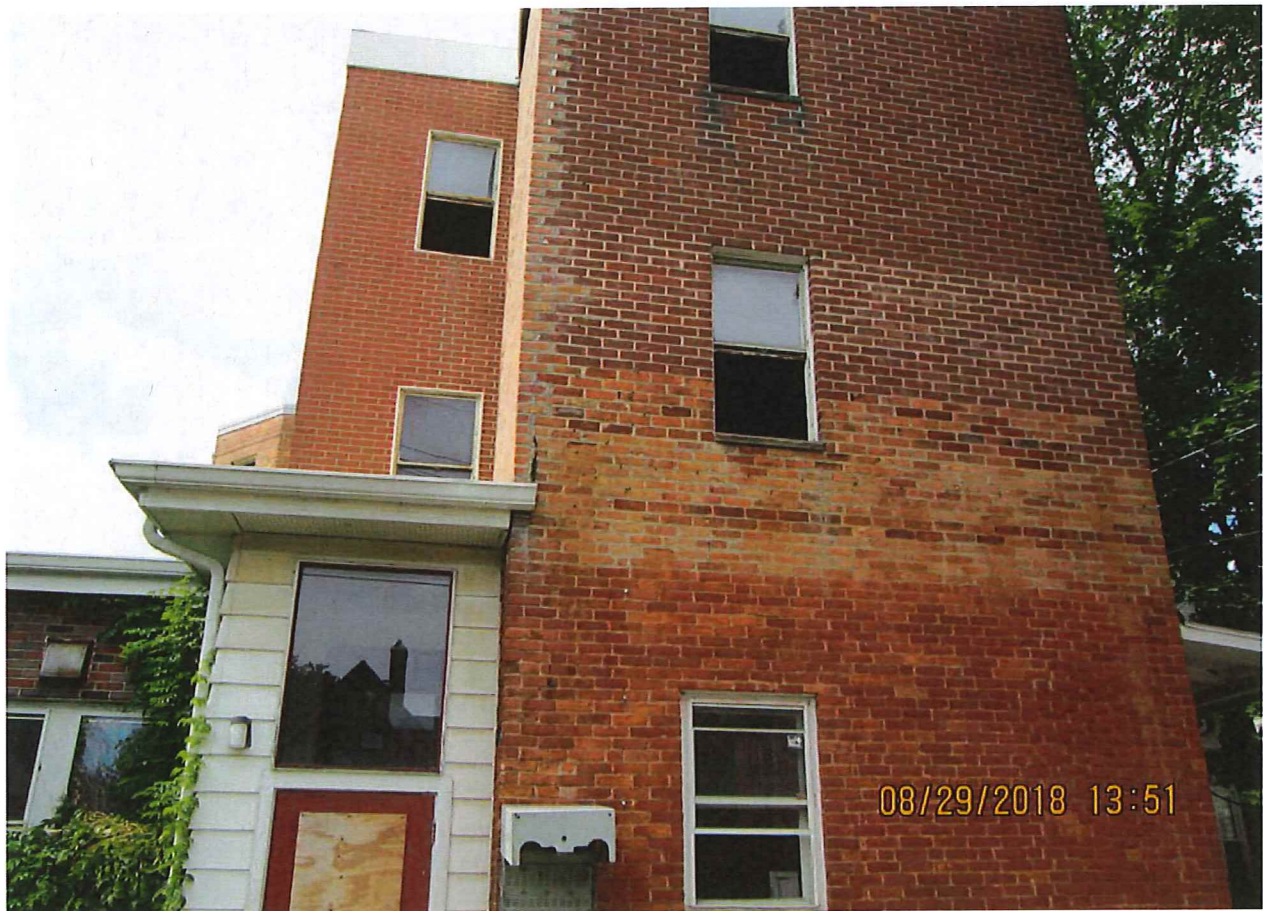
Applications and further information about the Historic District Commission are available online at www.cityofypsilanti.com/hdc. Please contact me at (734) 483-9646 or through email at ckochanek@cityofypsilanti.com with any questions.

Sir [REDACTED]

Cynthia Kochanek, Preservation Planner
Community & Economic Development Department

CC: File
Building Department

206-210 N Washington



206-210 N Washington



206-210 N Washington



206-210 N Washington



206-210 N Washington



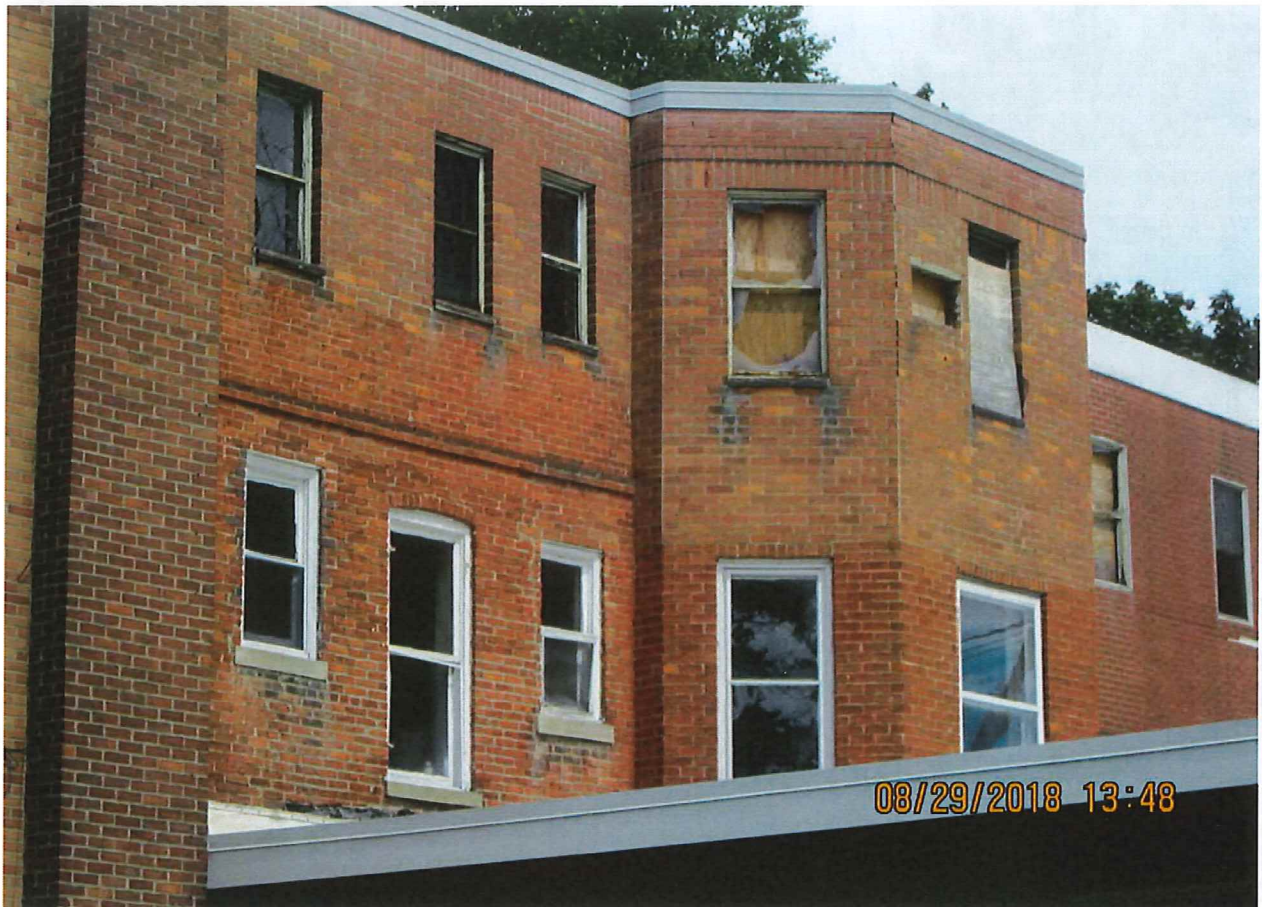
206-210 N Washington



206-210 N Washington



206-210 N Washington



Cynthia Kochanek

From: Greg Davel <balmoralholdingsllc@gmail.com>
Sent: Tuesday, October 23, 2018 2:53 PM
To: Cynthia Kochanek
Subject: 206 -210 N. Washington St

Hello Cindy,

I came Ypsi last week to take care of some issues with my buildings and to get the property at 206 -210 N. Washington cleaned up.

I was planning to stay through the weekend and attend the HDC meeting this evening but unfortunately I had to leave Michigan and will not be able to attend this evening. However, I am attaching pics of the property now and you can see that we have cleaned it up considerably and we have also boarded up any broken windows and open air-conditioning holes in the walls.

I do take exception to the "Demolition by Neglect" notice since I have spent more than \$100,000 on the clean up and other things related to the building since the fire on Jan 1, 2017. We removed enough debris after the fire to fill between 40 and 50, 30-yard dumpsters.

Having cleaned up the buildings, removed the debris and added structural reinforcements in the basement of the building to prevent collapse after the fire, my plan was to completely restore the building and develop it into 15 mid to high- end apartments. However, to restore both buildings as I had envisioned will cost upwards of \$1 million and I don't have those funds available to me so I have decided to sell the building and pay the taxes owing. I know that a contractor can take it off my hands and restore it to its original condition or better for a lot less than I can and turn a profit on it, whereas I am starting from a \$900,000 deficit and will never be able to recover my losses by investing more money into this property.

It is my hope that the HDC will recognize the time and effort that has been put into saving this building and providing a clean slate for somebody else to start with and restore to its original beauty and some. The building and surrounds have been cleaned up with the grass cut, weeds removed, bushes trimmed and broken windows covered with plywood. The windows that can still open have been closed and we will use these windows to allow air flow on warmer days.

Please let me know if you will be able to present these photos to the HDC this evening on my behalf and please keep me apprised of any feedback from the HDC meeting.

I have a couple of interested parties who have looked at the building and I will let you know once I find a suitable buyer

Thank you Cindy.

Regards

Greg Davel
Balmoral Holdings LLC


BEFORE



AFTER



BEFORE



AFTER



BEFORE



AFTER



BEFORE



AFTER





PICS OF BOARDED UP WINDOWS AND A/C UNITS









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. 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. At the next regular meeting the HDC shall elect, from its membership, a Chairperson, and Vice-Chairperson. 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. The Secretary shall be responsible for the record and minutes of each meeting, packet and agenda preparation and notices of decisions.
 - 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 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

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

deal with any applicant in any way that may lead the applicant to believe that he/she has, or will, receive approval for any application or other matter to come before the Commission.

Section 3.0 Application

3.1 Action Items

- A. Filing.** Any property owner, or the owner's authorized agent as defined in the adopted building code, may apply to the HDC for permission to undertake work regulated by the Commission. Application shall be in writing on a form provided by the Building Department, and shall include payment any of fee(s) as may be required and established from time to time by 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 is mutually agreed 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.

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

3.3 Demolition and Moving

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

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

- B. Notices.** Following the first meeting of the HDC at which such application is considered and upon determination that the application may proceed and that a hearing is required, the Commission shall request that a notice be published in a newspaper of general circulation in the City of Ypsilanti. Such notice shall be published at least 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 facia 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, 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. 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 and regulations for any members of the public in attendance, or provides copies.
 - 2. The applicant, or his agent, may present his case, including presenting witnesses on his behalf. No time limit will be imposed on the applicant.

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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.
- 4.8 Parliamentary Procedure.** Meetings shall be conducted in a formal manner and parliamentary

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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).

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 be 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 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.
- 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 hardcopy on file at City Hall. All the pertinent documents and minutes for each case before the HDC shall be copied and filed with the Community & Economic Development Department. Draft copies of the minutes shall be distributed to each member of the HDC prior to the next meeting and shall be available to the public within seven days of the meeting.

Section 6.0 Conflict of Interest Policy

In addition to the Conflict of Interest policy listed in the Historical Preservation ordinance Sec. 54-

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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.

Each member of the Board shall avoid conflicts of interest, including, but not limited to, deliberating on, voting on, or reviewing a case concerning the member; the immediate family or household of the member; property owned by or adjacent to property owned by the member; or a corporation or partnership in which the member has an ownership, employment, or other financial interest. A Board member may consider the possibility of declaring a conflict of interest if their home or property falls within the public noticing radius requirement as prescribed by Section 103 of the Zoning Enabling Act.

Section 7.0 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 8.0 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 9.0 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 10.0 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 _____, 2019 through Resolution No. _____ of the Ypsilanti City Council.

Frances McMullan
City Clerk
City of Ypsilanti



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Historic District Fact Sheet

Demolition or moving

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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If you are considering applying for a permit to demolish or move a structure located within the Ypsilanti Historic District, you should be aware of the following:

A. RESPONSIBILITY OF THE HISTORIC DISTRICT COMMISSION

The Ypsilanti Historic District Commission's legal responsibility is the protection of the historic resources within the Historic District. The demolition or moving of any historic resource constitutes an irreplaceable loss to the Historic District and to the City of Ypsilanti. The demolition or moving of even a non-contributing resource can have serious consequences for the District as a whole. Consequently, demolition and moving are strongly discouraged. The demolition or moving of historic resources within the Historic District must always be the last resort.

B. DEFINITION OF DEMOLITION

The razing or destruction, whether entirely or in part, of a resource and includes, but is not limited to, demolition by neglect. Destruction by fire when arson by the owner or the owner's agent is proven shall be considered demolition. *(Note: the following guidelines apply only to applications for demolition, not to demolition by neglect or destruction by fire.)*

C. REQUIREMENTS OF APPLICANT

The APPLICANT who proposes to demolish or move a resource in the Historic District must submit an application which shall include all of the following:

a. Indication of the resource that is to be demolished or removed.

a-b. Signatures of the applicant and property owner.

b-c. Name and mailing address of the property owner.

c-d. Name and mailing address of the applicant.

d-e. Specific grounds under the provisions of the Ypsilanti Historic District Ordinance upon which the application for a demolition or moving permit is based.

e-f. Information sufficient to justify the grounds upon which the applicant has chosen to base the application.

f-g. Written evidence that alternatives to demolition or moving have been evaluated (including but not limited to rehabilitation, sale, adaptive reuse) and both architectural and financial data to support a conclusion that demolition or moving is the only feasible option. This evidence shall show that the property was offered for sale, the price asked, the period of time during which the property was offered for sale, and how the property was advertised for sale.

g-h. Written evidence of any advice sought by the applicant from a professional(s) experienced in historic preservation work.

h-i. It is the applicant's burden to show that the application complies with the ordinance. If the applicant does not meet the burden, the application shall be denied.

(Excerpted from "Guidelines for the Consideration of Applications for the Demolition or Moving of Structures within the Ypsilanti Historic District", the full text of which is available at the Planning and Development Department of the City of Ypsilanti, 4th Floor, City Hall)



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Historic District Fact Sheet

Porches

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.

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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 the substructure of the porch. 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 the 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.

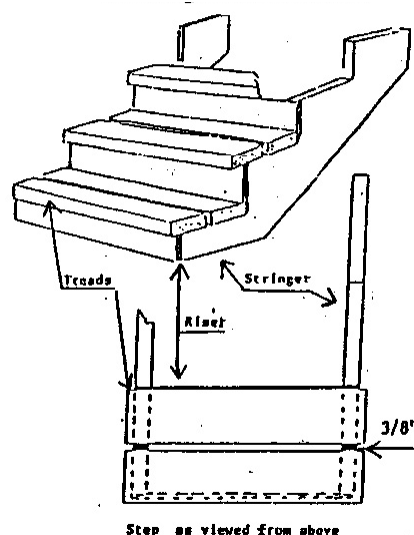
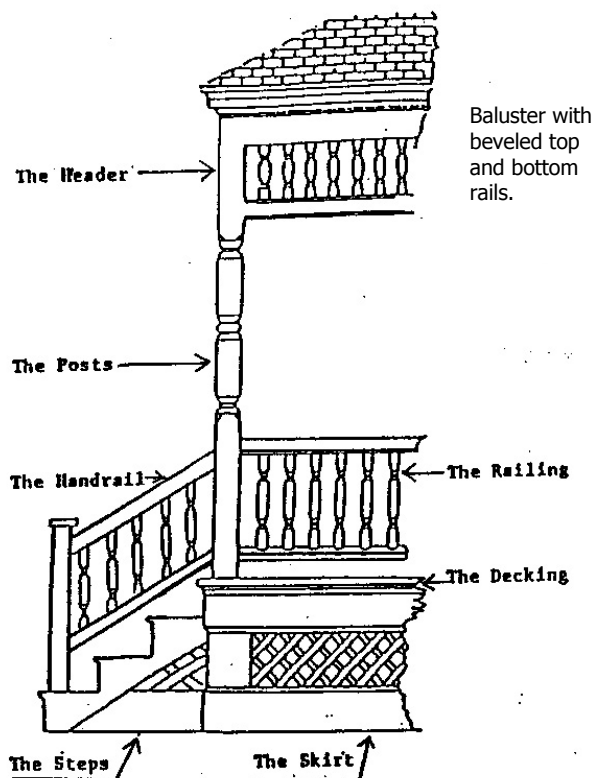
SKIRTING: porch skirting is required. The skirt shall be framed in with a minimum of a 1 x 4. Prefabricated lattice is acceptable, although the HDC strongly recommends replicating the original style or using a decorative skirting.

GUARD RAIL (on the porch): a guard rail may be required if the porch floor surface is of a certain height above grade. The guard rail must 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 such a way that indicates that the additional railing is not original. The guard rail shall consist of three parts: a **top rail** shall be placed flat & shall have beveled top edges; **balusters** shall 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 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 between the top and bottom rails; not attached to exterior of the rails. All members shall be centered on the porch posts with butt joints.

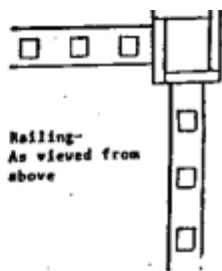
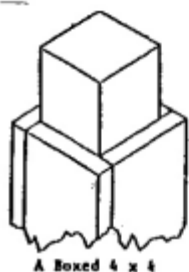
HAND RAIL (down the stairs): if a hand rail is required the hand rail must be graspable. Wood hand rails shall match the guard rail in style. Ends shall return to the wall or terminate at the post. All diagonal members shall be centered on the porch posts and newel posts with butt joints. 1 1/2" painted pipe rails may be approved.

STEPS: there are four different parts to the wooden step unit: stringers, treads, risers and skirt. Treads and risers shall be of 5/4" lumber. 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 nosing on the side of stringers. 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.

**Porch elements are subject to the requirements as listed in the current building code adopted by the City of Ypsilanti.*



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





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Historic District Fact Sheet

Signs and Awnings

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please call the Building Department.

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SIGNS

In general, signs should not be designed as a permanent feature, as the life of a given building normally exceeds the life of any business located in that building. Animated signs and roof billboards are prohibited by the zoning ordinance and will not be approved.

Back-lit Signs: Back-lit signs are strongly discouraged within the Historic District. When a back-lit sign is approved, only the letters may emit light, the background shall be opaque.

Wall Signs: Signs which are attached to the façade of a building, such as just above storefront windows, are normally constructed of aluminum, wood or MDO (medium density overlay). Signs shall be weatherproof and thus not constructed of any materials which cannot withstand the elements. Signs of this "board" type shall have trim around all edges to protect the sign from water damage.

Neon Signs: Pre-existing neon signs may be restored. The use of new neon signs must be appropriate to the character of the building.

Installation Methods:

- Signs must always be installed without causing undue damage to the fabric of the building.
- All installation devices (screws, nails, bolts, anchors, etc.) shall be corrosion-resistant and of a material that will not react adversely with adjacent materials. In most instances, stainless steel will be the metal of choice.
- Signs may be attached to wood surfaces with nails or screws.
- Signs that must be affixed to a brick or stone wall shall be attached with installation devices located at the mortar joints wherever possible.
- Standoffs shall be used when installing a panel sign to a building in order to provide air circulation between the sign and the surface of the building.
- Holes created to allow the insertion of installation devices shall be caulked with an exterior grade, high performance sealant to prevent water from entering the structure and causing damage to the fabric of the building.

AWNINGS

Varying styles of awnings may be used within the Historic District. The style and type that is acceptable for a particular location depends on the style of the building on which it will be installed. Owners should consider matching the profile of awnings on adjacent structures.

Materials for Awnings:

- Awnings with the Historic District shall NOT be translucent.
- Awnings may be constructed of many different materials. Canvas awnings are preferred but vinyl, acrylic and other materials may be considered.
- Lights under awnings may be approved provided light does not show through the awning.
- Metal, fiberglass and unpainted aluminum awnings are generally not in keeping with the style of buildings within the Historic District and are not likely to be approved but are reviewed on a case-by-case basis.

Lettering for Awnings:

- Awnings should not, in general, serve as the primary sign for a business.
- If an awning is intended to serve as a sign, lettering may be added to the valance only. Any other proposed uses of lettering will be examined on a case-by-case basis.



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Historic District Fact Sheet

Windows & Weatherization

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Repairing and Re-glazing Historic Windows

Window repair often results in considerable energy cost savings while at the same time preserving original architectural materials. Epoxy wood-consolidating materials and polyurethane glues make it possible to repair even badly deteriorated wood windows.

Repair Process

- Remove the sash and lay it on a flat surface.
- Examine the exterior window frame, especially the sill, for rot or other deterioration.
- Dig out and replace bad sections with new wood or epoxy repair material. The epoxy works like auto body filler or spackle. Mix it up and pack it tightly into any depression or hollow in the wood. When hardened, it can be sanded, primed and painted.
- Then remove paint or varnish on both interior and exterior of the sash, re-glue where necessary, replace cracked glass and loose or missing glazing putty.
- Sand, apply a coat of linseed oil, prime with old-based primer, and paint the sash with latex paint.
- Replace sash cord if windows are counterweighted.
- Return sash to window.
- Nail stops back into place.

For more information on wood window repair, see NPS Preservation Brief 9: The Repair of Historic Wooden Windows, available at <http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>.

Creating New Windows or Doors

New openings transform a building's character, often threatening historic integrity, and are not generally allowed.

Screen Windows and Storm Windows

Any new screen or storm must be compatible with the window it is covering.

Metal combination screen/storms are permitted, although wood screens and storms are encouraged for better appearance and more efficient energy conservation. If a metal-framed screen/storm is installed, it must fit within the exterior trim and rest upon the blind stop. The metal frame must be either painted or factory-finished, not mill (raw metal) finish. Re-caulking and weather stripping are required and will improve the thermal efficiency.

Shutters

Wood shutters are permitted as a way to close off an unnecessary window. They must be properly hinged, fit within the window frame and painted. Non-functioning shutters may be permitted on a case-by-case basis, if they are considered appropriate for the structure and must appear to match the opening size of the window.

Replacement Windows

In some cases, replacement windows are approved by the Historic District Commission. In all cases, the Commission will require an installation which does not reduce the glass area of any window.

Wood replacement windows are preferred. Wood windows clad in aluminum may be approved in some cases. Solid vinyl and vinyl clad windows will not be approved and are considered inappropriate.

The new window shall be the same configuration as the window it is replacing. For example, three panes over one, one over one, etc. Panes of glass in the replacement must match the size and shape of the original. The exterior trim installed after replacement must match the original. In cases of replacement windows where the glass is not physically divided into panes by muntins, the Commission will require that muntins be permanently adhered to the exterior of the window to replicate the appearance of the original windows.

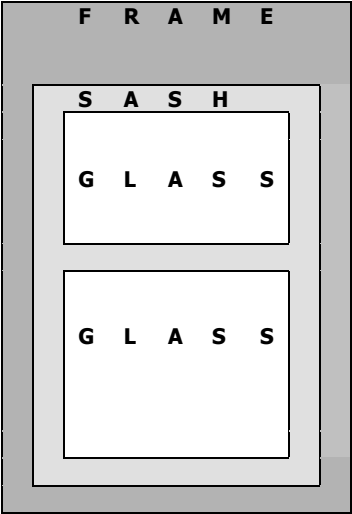
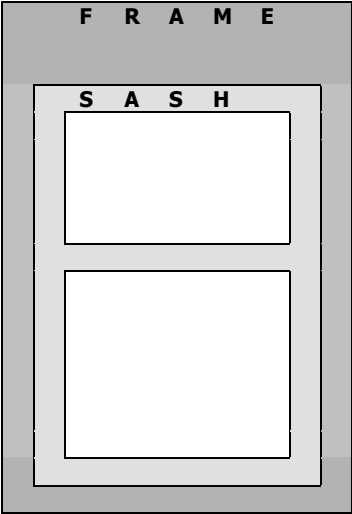
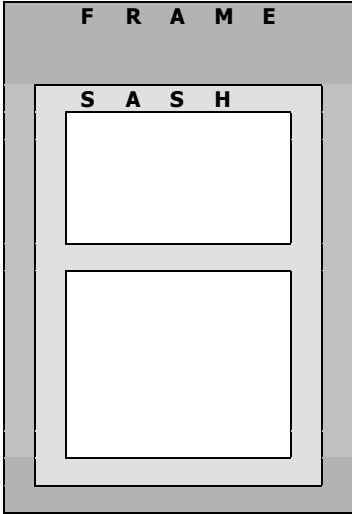
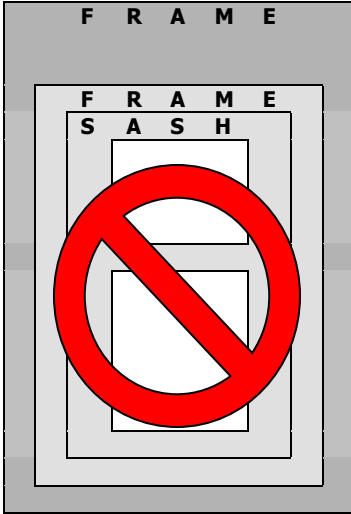
Glass must be clear, not smoked or tinted.

Types of Replacement Windows

Sash kits consist of sash only. The sash is the part of the window that holds the glass and moves up and down within the frame. Sash kits are installed by removing the old sash, leaving the old frame in place, and inserting the new sash in the old frame. The glass area is not reduced (see illustration #2). This installation is appropriate and can be approved.

Full-frame replacements consist of sash and frame. Full-frame replacements are installed in one of two ways:

1. The old sash and the old frame are removed. The replacement window is inserted in the rough opening. The glass area is not reduced (see illustration #3). This installation is appropriate and can be approved.
2. The old sash is removed, but the old frame is left in place. The replacement window (sash and frame) is inserted in the old frame. This results in two frames, the old frame and the replacement frame. The glass area is reduced (see illustration #4). This installation is not appropriate and is not permitted.

			
#1 ORIGINAL WINDOW	#2 SASH KIT installed in OLD FRAME	#3 FULL-FRAME REPLACEMENT installed in ROUGH OPENING	#4 FULL-FRAME REPLACEMENT installed in OLD FRAME
Original frame and sash intact.	Old frame is retained, old sash is removed, new sash kit is inserted in old frame.	Old frame is removed, old sash is removed, full-frame replacement is inserted in rough opening.	Old sash is removed, old frame is retained, full-frame replacement is inserted in old frame.
	Result - no reduction in glass area.	Result - no reduction in glass area.	Result – two frames and reduction in glass area.
	YES	YES	NO

CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION
MINUTES OF JANUARY 8, 2019

CALL TO ORDER AND ROLL CALL

Mike Davis, Jr. Chair 7:03 PM

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

Commissioners Present: Mike Davis, Jr., Alex Pettit, Erika Lindsay, Hank Prebys, Jane
Schmiedeke

Commissioners Absent: Ron Rupert, Anne Stevenson

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

APPROVAL OF AGENDA

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

Approval: Unanimous. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS

227 N Grove
**Application is for lighting.*

Applicant: Chris White, co-owner– Not present

Discussion: Kochanek: Indicated that staff was aware that applicant would be unable to
be present. Stated that staff took photos of the lighting which will be
emailed to the commissioners for their review.

Motion: Prebys (second: Schmiedeke) moved to table the application for 227 N
Grove for more information from the property owner with a deadline of
January 22, 2019.

Secretary of the Interior Standards:
N/A

Approval: Unanimous. Motion Carried.

NEW BUSINESS

414 Maple

**Application is for window replacement.*

Applicant: Brett Mahaffey, Nick Zreik, Larry Jones, representatives for Renewal by Andersen – Present

Kochanek: Stated that the application was originally submitted for vinyl windows and aluminum doors close to a year ago. Stated that, at that time, the Commission denied the application for approval of vinyl windows replacements for the full twenty-nine windows due to inappropriateness. Stated that upon the applicant's return, the Commission approved the application for vinyl window replacements for the rear mid-century addition only. Stated that applicant mentioned, at that time, that they would look at replacing the remaining nineteen windows in front of the house at a later time.

Davis: Stated that the application proposes the installation of Fibrex windows.

Mahaffey: Confirmed. Stated that this is our Fibrex double hung window *[referenced window sample]*. Stated that the proposed installation is for nineteen windows on the house *[referenced materials in the packet]*. Stated that Fibrex is a composite.

Davis: Asked applicant to tell the Commission about the Fibrex material.

Mahaffey: Explained that Renewal by Andersen only has Fibrex windows. *[Discussed history re: Fibrex reference material information]*

Zreik: Stated *[referenced window sample]* that the outside of this window is completely Fibrex material with a wood interior. Stated that it is a wood base window which is designed to be 100-percent water resistant and waterproof.

Prebys: Asked about the kind of testing done regarding the material's long-term stability.

Mahaffey: *[Provided brochure information]*. Stated that testing is done in

Minnesota, which has a harsh climate, by Renewal by Andersen's Research & Development team. Stated that the material has been used, for example, in the bottom sill of Andersen's French wood-hinged patio doors since the 90s because it does not rot. Stated that a window line was eventually created with the material.

Pettit: Asked how the dimensions of the window components; i.e., the overall change to the window appearance, compare to an Andersen metal clad wood window.

Jones: Stated that Andersen does not make a metal clad window.

Zreik: Stated that Andersen does not use aluminum on the outside because condensation is created between the wood and the aluminum. Stated that Andersen has always used the vinyl as the cladding on the outside of the window.

Davis: In terms of the reduction in the total glass size when going from an original window to a vinyl, asked how the Fibrex would compare to what would be seen with vinyl windows, and how would it compare with a wood window.

Zreik: Stated that, most of the time, it depends on the installation of the window and how much of it is being removed. Stated that vinyl is always a thicker window. Stated that each opening is measured down to a sixteenth of an inch. Stated that, style wise, the dimensions are about the same as the new construction window. Stated that there is hardly any glass loss on the Fibrex material compared to a vinyl window.

Pettit: Asked about the comparison to a wood window.

Zreik: Stated that it is the same thing. Stated that it is measured down to a sixteenth of an inch. Stated that there is minimal glass loss.

Pettit: Asked if the Renewal series is a full replacement style window.

Zreik: Confirmed.

[Discussion continued as to applicant's removal/replacement process and HDC's repair/replace guidelines]

Davis: Asked applicant to speak to the condition of the existing windows and the reason a total window replacement with a new material is proposed.

Zreik: Stated that most of the house currently has vinyl windows. Stated that those windows are warped, have lost their seal, and fog is in between the glass. Stated that a lot of the wood in the remaining original windows

are completely warped all the way through *[referenced photo materials]*, with rot and mold on the inside of those windows. Stated that although some of the original windows can be repaired, the energy efficiency desired by the owner cannot be replaced. Stated that it is single pane glass. Stated that there is fading on the floors. Stated that the replacement windows stop the UV rays from coming inside.

Davis: Asked what has been seen in terms of longevity of the Fibrex windows.

Zreik: Stated that the Fibrex windows are holding up a lot better than expected. *[Provided example of a past window installation/results done in Minnesota]*

Schmiedeke: Stated a concern about the configuration of the front window and asked whether that can be replicated.

Zreik: Stated that it is the cottage style window, different size sashes, which is being built in the exact same way.

Davis: Asked if all the windows will be plain without the grilles going across.

Zreik: Confirmed.

Davis: Asked if all the finishes will be white.

Zreik: Confirmed. Stated that it is more of a matte white rather than a glossy.

Pettit: Asked if the front window, the original, is a fixed pane window that does not move.

Zreik: Stated that, originally, it moved.

Pettit: Asked if it is a double hung.

Zreik: Confirmed.

Schmiedeke: Asked about storm windows.

Zreik: Confirmed no storm windows.

Prebys: Asked if there would be screens.

Zreik: Confirmed.

Prebys: Suggested discussing the concept of the new material with the full Commission present. *[Commission consensus]*

Pettit: Stated that the Commission does not take issue with the concept of new materials if the windows can be constructed similarly, after considering the "repair/don't replace" standard. Stated that there is a question of whether the original windows are beyond repair. Stated that from a review of the photos, with proper repair, the original windows may be able to perform a lot better than they currently are.

Davis: Stated that in the past, the Commission has approved the replacement of vinyl windows and requested repairs on the original windows in a home.

[Further discussion re: Secretary of the Interior's Standards]

Lindsay: Asked about the warranty.

Zreik: Stated that the warranty is 20 years on glass and frame and includes parts and labor.

[Further discussion re: window warranty. Applicant will email detailed warranty information to the Commission]

Motion: Prebys (second: Schmiedeke) moved to table the application for work at 414 Maple for discussion among the whole commission and for further research into the new material.

Secretary of the Interior Standards:
N/A

Approval: Unanimous. Motion Carried.

Riverside Park

**Application is for the installation of a sign and benches.*

Applicant: Cynthia Kochanek, representative for the City – Present

Kochanek: Explained that an application was, inadvertently, not submitted to the Commission before the installation was done for a dedication sign in memory of Liz Dahl MacGregor for the playscape in Riverside Park. Indicated that the City also installed two benches within the existing playscape in similar materials.

Davis: Indicated that the sign is not illuminated and size proportions appear appropriate *[referenced materials]*.

Lindsay: *[Discussed graphic design considerations]*.

Motion: Prebys (second: Pettit) moved to approve and issue a certificate of appropriateness for the work already completed at Riverside Park to include the benches and sign as indicated in the application dated December 14, 2018.

Secretary of the Interior Standards:

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

#10- New work shall be removable.

Approval: Unanimous. Motion Carried.

STUDY ITEMS—none

ADMINISTRATIVE APPROVALS

103 Washtenaw

**Application is for reroofing.*

Motion: Schmiedeke (second: Prebys) moved to approve the administrative approval for 103 Washtenaw.

Approval: Unanimous. Motion Carried.

OTHER BUSINESS

Rules & Regulations rewrite

[Commissioners voiced their appreciation for the effort and work of staff that went into updating the HDC rules and regulations]

Motion: Prebys (second: Lindsay) moved to adopt the rules and regulations rewrite for the HDC as submitted in the meeting packet.

Approval: Unanimous. Motion Carried.

Porch fact sheet update

Kochanek: Discussed additional edits and stated that the fact sheet review and input will continue.

Roofing fact sheet update

Kochanek: Discussed edits made to the fact sheet and stated that staff will update and post.

Property Monitoring

227 N Grove

Kochanek: Discussed regarding lighting considerations. Staff will take additional photos.

206-210 N Washington

Kochanek: Indicated that staff posted a notice to appear regarding the timeline for repair. Stated that a notice to appear was also emailed to applicant.

2018 HDC Annual Report

[Discussion regarding contents of report]

Motion: Pettit (second: Schmiedeke) moved to adopt the 2018 Annual Report for the Ypsilanti Historic District Commission as submitted.

Approval: Unanimous. Motion Carried.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS –none

HOUSEKEEPING BUSINESS

Approval of the minutes of December 11, 2018

Motion: Schmiedeke (second: Lindsay) moved to approve the minutes of December 11, 2018 as submitted.

Approval: Unanimous. Motion carries.

ADJOURNMENT

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

MEETING ADJOURNED at 7:55 p.m.