

1. Historic District Commission Regular Meeting

Documents:

00- HDC AGENDA 11-10-2020.PDF
01-101 S WASHINGTON.PDF
02-114 WOODWARD ADMIN APPR.PDF
03- MEMO.PDF
04- HISTORIC DISTRICT 10-27-2020 FULL MINUTES.PDF
HDC FULL PACKET 11-10-2020.PDF
PUBLIC NOTICE- NOVEMBER 10 2020 HDC VIRTUAL MEETING.PDF

CITY OF YPSILANTI
Agenda
Historic District Commission
Tuesday, November 10, 2020 - 7:00 p.m.
Remote Meeting via Zoom

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

Alex Pettit, Chair	P	A
Anne Stevenson, Vice Chair	P	A
Erika Lindsay	P	A
Ron Rupert	P	A
Amy Swift	P	A
James Chesnut	P	A
VACANT		

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS ON AGENDA ITEMS

IV. PUBLIC HEARING—none

V. BUSINESS SESSION

A. OLD BUSINESS—none

B. NEW BUSINESS

1. 101 S Washington Signs

C. STUDY ITEMS—none

D. ADMINISTRATIVE APPROVALS

1. 114 Woodward Roof

E. OTHER BUSINESS

1. Discussion on 60-day approvals

2. Property monitoring

3. Updates from staff

4. Commissioner comments

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

1. Approval of meeting minutes October 27, 2020

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.



HDC Work Permit Staff Review

Property address: 101 S Washington

Property History: Based on Sanborn Map data, the original portion of the building was erected between 1888 and 1893. Historically the building was the home of J. H. Wortley, and later the St. Luke Episcopal Church rectory.ⁱ The 1893 Sanborn Map shows the house to have had an essentially irregular T-plan footprint, with a full façade front porch, and two one-story porches on the rear. The building was remodeled over time to include an expanded rear ell, two story façade porch and partial façade porch enclosure.

In 1930, the building was purchased by J. E. Moore, who had a funeral business on N Washington Street. The building was remodeled upon purchase and named "J. E. Moore Home for Funerals."ⁱⁱ A Sanborn Map on file at City Hall shows that between 1927 and 1964 the building's two-story rear section was altered and a one-story rear garage added.

In 1964 the building underwent another remodel under the management of Leonard K. Stark and Richard M. Wagner.ⁱⁱⁱ In 1970 a more major remodel essentially doubled the building size, with what is likely the large Colonial Revival brick addition seen today. In 1986 the firm's name was changed to Stark Funeral Service Moore Memorial Chapel, Inc.

The building was listed as non-contributing to the National Register district because of its many alterations.

Date of Application: October 27, 2020

Date of Review: November 5, 2020

Date of Meeting: November 10, 2020

Proposed work: New signs

Materials: Acrylic sign panels and aluminum.

Staff review:

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.**

1. The applicant proposes replacing the faces of two signs and adding one new sign.
2. The main sign for the property is a free-standing structure at the southeast corner of Ferris and S Washington. The sign includes a metal frame holding a plastic or acrylic backlit sign board.
 - a. The current sign face appears to date to ca. 1986, while the sign structure itself appears to date to ca. 1970.
 - b. The applicant proposes changing the sign face with a new acrylic sign panel for the backlit sign.
 - c. Staff advised that if the sign is backlit, only the letters can be illuminated.
 - d. The applicant conveyed that they were not in a financial position to substantially change the backlit signs, which have been backlit since their installation.
3. The second sign is a backlit parking lot sign, which appears to date to the ca.1964 remodel. The applicant also proposes changing the backlit sign faces with a new acrylic face.
4. The third sign is an aluminum sign to be mounted to the brick wall on the south elevation.
5. Staff recommends that if the Commission wish to issue a notice to proceed, to condition approval on appropriate mounting of the aluminum wall sign.

Recommended Motions:

Move to approve and issue a notice to proceed for work at 101 S Washington as submitted in the application dated October 27, 2020, for the replacement of faces on two signs and the installation of an aluminum wall sign, as specified. Approval is conditioned that the aluminum wall sign be mounted to the mortar joints to the greatest extent possible.

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

Move to table action on the proposed work at 101 S Washington so the applicant may investigate if the sign panels can be made so only the lettering is illuminated.

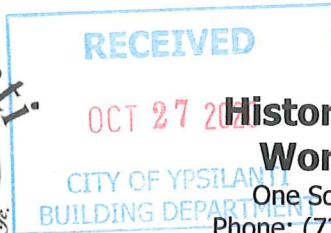
Prepared by:

Scott E. Slagor, Preservation Planner

ⁱ Ypsilanti Gleanings "Stark Funeral Service/Moore Memorial Chapel," *Ypsilanti Gleanings* (Summer 2006), 18.

ⁱⁱ Ibid.18.

ⁱⁱⁱ Ibid., 19.



City of Ypsilanti
Historic District Commission
Work Permit Application
One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

R.27540 #1122
PHOC-20-0085

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

101 S. Washington, Ypsilanti, MI 48197

Applicant

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

Name		
Duane A Romanski		
Address		
[REDACTED]		
City	State	Zip
Ypsilanti	Michigan	48197
Phone / Fax	E-Mail	
[REDACTED]	[REDACTED]	

Contractor

Contractor Name & Contact Info

SLI Custom Signs & Apparel

Type of work

- | | | |
|--|--|---|
| ☐ Roofing | ☐ Porches | ☐ Painting |
| ☐ Window/Door Replacement | ☒ Sign | ☐ Other |
| | ☐ Fence (or other sitework) | ☐ <u>Application Amendment</u> |

Complete Description of Proposed Work:

Switch out Name and Logo panel on our Main Sign at S.Washington and Ferris

Switch out Panels on Parking lot Sign

Add our Logo to Rear of the Building Attached with masonry screws

See attached Documents

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

The fee is \$45 for the first \$3,000 in construction cost plus \$5 for every additional \$3,000 of construction cost. There is a flat fee of \$10 for painting only. *An additional fee of \$50 applies to HDC work started without the applicable permit.*

Construction Cost:
1000.00

Permit fee:
\$45 + 0 = \$45.00

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:

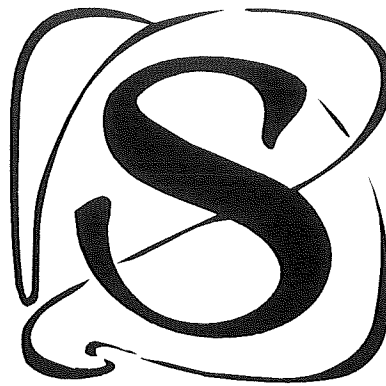
10/26/2020

Print Name:

Duane A Romanski

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 or view our factsheets online at cityofypsilanti.com/hd.

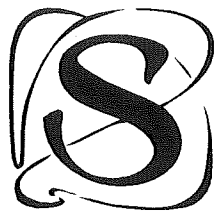
All other necessary approvals and permits must be acquired before beginning work.



STARK FUNERAL

PROFESSIONALS

PROOF FOR MAIN SIGN (CORNER OF S. WASHINGTON + FERRIS)



STARK FUNERAL

PROFESSIONALS

PARKING

PROOF FOR PARKING LOT SIGN



PROOF FOR LOGO ON BUILDING. LEFT OF MAIN DOOR.

Removable Main Acrylic Backlit Panel - 58 1/2 x 33 1/2 - Qty 1

Removable Parking Lot Acrylic Backlit Panel - 45 1/2 x 18 3/8 - Qty 2

Router Cut Aluminum Sign to be mounted on brick facing parking lot left of the main door using clear silicone. - 5' x 5' - Qty 1



Facing southeast to property overview of facade and north elevation



Facing north to south elevation where wall-mounted sign will go



Facing southeast to free-standing sign.



Facing south to parking lot sign.



Facing northeast to parking lot sign.



City of Ypsilanti

Community and Economic Development

October 29, 2020

GO TO ROOFING INC
6250 JACKSON RD
ANN ARBOR, MI 48103

CERTIFICATE OF APPROPRIATENESS

RE: Work Permit Application (PHDC-20-0084) for Re-roofing at 114 WOODWARD

Dear GO TO ROOFING INC,

Staff has reviewed the Historic District Work Permit Application for the above named address. Your application to re-roof the garage has been **approved**. The roof is to be re-clad in Vista architectural shingles in "Midnight Black," with a black drip edge, ridge vents, edge vents, and the other work described in the application. Approval of the rolled roofing on the shed addition is subject to the approval of that addition by the Historic District Commission.

The following Historic District conditions must be followed in all roofing projects:

1. **Any decorative or unusual feature on the roof, trim or molding must be maintained.** Roof deck shall overhang sufficiently to accommodate duplication of any trim or molding.
2. **Shingles shall match the current shingles in color and material.** Must be asphalt or fiberglass traditional three-tab or dimensional (i.e. architectural).
3. **Metal work, drip edge, flashing vents, must have color either factory-applied or applied on site and must match the existing colors.** No raw material.
4. **Flashing must be inserted under siding.** Color must closely match the adjacent surface (either roof shingles or building trim).
5. **Roof venting shall be accomplished through the use of ridge vents.** If additional vents must be used to meet code requirements, vents shall have a flat profile and closely match the roof color. Can vents are prohibited unless deemed necessary for code compliance. Any new can vents must be placed at the rear of the structure and *must not* be visible from the street.

6. **Gutter straps must be installed under the roof shingles.** Downspouts must be located at the corners of the structure.
7. **Torches are not to be used at any time during installation.**

The following Secretary of Interior Standards were considered in approving your application:

- #5 – Preserve distinctive features.
- #10 – New work shall be removable.

This detailed list takes the place of your presence at a Historic District Commission (HDC) meeting. Therefore, it is important that you read carefully and follow **all** guidelines detailed in this letter. This approval is for re-roofing only, which according to your application is the only work being performed at this time. Any work on the gutters, fascia, soffits or trim must be reviewed by the HDC. If you have any questions regarding this information please contact me at (734) 483-9646. **Approval by the Historic District Commission does not exempt you from nor can it be substituted for zoning or building department approval.**

Sincerely,



Scott E. Slagor, Preservation Planner
Community & Economic Development Department

CC: Property Owner - YOUNG ALAN B & EILEEN 114 WOODWARD YPSILANTI MI 48197
File
Building Department

RECEIVED

OCT 26 2020



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

114 Woodward St

Applicant

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

Name

GOTO Roofing Inc

Address

6250 Jackson Rd

City

Ann Arbor

State

MI

Zip

48103

Phone / Fax

E-Mail

Contractor

Contractor Name & Contact Info

GOTO Roofing / Veronica Lopez

Type of work

- ☒ Roofing
☐ Window/Door Replacement

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

- ☐ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:

Tear off old shingles and reroof. No structure changes
see original contract for more details.
Outbuilding Only.

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

Shingles Vista! Midnight Black
MalarKey

Permit Application Fee (action items only)

The fee is \$45 for the first \$3,000 in construction cost plus \$5 for every additional \$3,000 of construction cost. There is a flat fee of \$10 for painting only. *An additional fee of \$50 applies to HDC work started without the applicable permit.*

Construction Cost:

\$8,800.00

Permit fee:

\$45 + _____ =

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:

10/19/2020

Print Name:

Beverly Veronica Lopez

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 or view our factsheets online at cityofypsilanti.com/hd.

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

PHDC-20-0084



(734) 627-ROOF
6250 Jackson Road • Ann Arbor, MI 48103
Referral Source: Scottie G

Name Aileen Young Date 10-16-20 Est Start Date 10-30-20
Street 114 Washington St City Ypsilanti Zip 48197 Twp City
Inspector Steve D Email steved@gotoroofing.com

☒ ROOFING ☐ SIDING ☐ GUTTER ☒ OTHER

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Remove old roofing material down to the wood decking
Install Sheathing over old roof boards (1/2 barn)
- additional decking charged at \$55 per sheet
Install T-style drip edge
Install Rolled Roofing on rear shed roof
Install ice guard 6 ft up each side
Install synthetic underlayment
Install EdgeVent for intake ventilation (approx 40 LF)
Install Ridge Vent for exhaust ventilation
Install architectural shingles
Replace barn fascia with 1x8 (unpainted) (approx 114 LF)
Replace soffit on barn as need
Thorough clean up and disposal of all debris

emg Homeowner acknowledges that GoTo Roofing, Inc. will make every effort to match the product being used in repair or replacement with your existing structure's color or material, but due to the passing of time, elements, and product availability we cannot guarantee an exact match in colors and/or finishes.

emg Homeowner understands that due to the nature of repairs, the extent of damage may not be fully known until after the repair has been initiated and the greater scope of problems becomes evident, which may impact pricing.

Shingle <u>Vista</u>	Sq. # <u>10</u>	Shingle Dimensions <u>MRP</u>	Ridge (Lin/Ft.) <u>20</u>
Color <u>Midnight Black</u>	Cap <u>20</u>	Flat/2-Ply Sq. # <u>2</u>	Box <u>BLK BRO TT</u> Box# <u>0</u>
Drip <u>BLK</u> <u>WHT</u> <u>BRO</u> <u>TT</u>	Ft. <u>140</u>	OSB <u>13</u>	Gutter Color <u>0</u>
<u>SYNTH</u> <u>FELT</u> Ice <u>3</u>	Pitch <u>12 + 2</u>	Soil 3-4" # <u>0</u> 1-2" # <u>0</u>	Gut 5" 6" <u>0</u> Down # <u>0</u>

PRICE \$	TOTAL \$ <u>8800.00</u>	<u>CASH/CHECK</u> CREDIT CARD FINANCE
minimum service charge \$450	Less Deposit -\$ <u>—</u>	CHECK # CC CVC:
	SUBTOTAL \$ <u>8800.00</u>	CASH/CHECK DISC. CANNOT BE COMBINED WITH OTHER OFFERS

BALANCE IS DUE AT THE TIME OF COMPLETION. ANY REMAINING BALANCE UNPAID AFTER 14 DAYS FROM COMPLETION WILL INCUR A 10% LATE FEE.
A 0 DOLLAR BALANCE FOR ANY PAYMENT RETURNED DUE TO INSUFFICIENT FUNDS.

SIGNATURE [Redacted] DATE Oct 16, 2020
SIGNATURE _____ DATE _____

NOTICE OF RIGHT TO CANCEL: YOU, THE BUYER, MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO 5PM ON THE THIRD BUSINESS DAY FROM THE DATE OF THIS TRANSACTION. SEE THE BACK OF THIS AGREEMENT FOR THE NOTICE OF CANCELLATION FORM AND EXPLANATION OF THIS RIGHT.







Memo

To: Historic District Commission

From: Scott E. Slagor, Preservation Planner

Date: November 5, 2020

Subject: Automatic Approvals after a 60 Day Window

Background

- The application for 527 N Huron was discussed briefly at the HDC meeting on October 27, 2020. The application was automatically approved because the 60-day period the Commission had to act had lapsed. The Commission decided to discuss the details of this unique approval at the next meeting, citing the lateness of the hour and limited quorum. Staff has prepared this memo to guide the discussion.
- Both the City's Historical Preservation Ordinance and the State Enabling Legislation. Public Act 169 require that "The commission must act within 60 calendar days after the date a complete application is filed with the commission. Failure to act shall constitute approval unless an extension is agreed upon in writing by the applicant and the commission."
- According Amy Arnold, Preservation Planner for the Michigan State Historic Preservation Office, the 60-day clock starts when a completed application is submitted and date stamped by the City Department responsible for taking applications.
- Staff has generally interpreted a "complete" application to mean one that is filled out in its entirety and includes specification sheets and attachments.
- The submission date for 527 N Huron was August 19, 2020.
- The 60-day deadline for the application was October 18, 2020.
- During that period, the item was tabled once and the Commission was not able to meet twice due to lack of quorum. The Commission could not meet on its regularly scheduled October 13 meeting due to the Michigan Supreme Court striking down the Governor's Executive Order that allowed for virtual meetings. The City did not feel safe having board and Commission meetings in-person and canceled all board and commission meetings until the Open Meetings Act could be amended to allow for virtual meetings, which occurred on Monday October 19, 2020.
- With no mechanism for the Commission to meet to either extend the application review period, or approve/deny the application, the application was automatically approved.

How to Extend an Application Period

- As stated above, an extension of an application review must be agreed in writing between both the applicant and Commission. This would require a quorum to make the agreement and a letter or resolution to be signed.
- Staff asked Amy Arnold and City Attorney, John Barr, their opinions on how to execute such a matter, especially during a pandemic.

- Ms. Arnold suggested that the letter must be signed by both the applicant and HDC Chair, *"However, if the HDC wants to give the staff person the official authority to sign such a form, then an official transfer of authority statement should be created that defines the action and outlines the procedure—review of the request by the HDC chair before the staff person signs off would be one of the procedures to include. All HDC members should sign the "official transfer of authority statement" and it should be kept on file. Sort of like defining minor classes of work."*
- In the opinion of Mr. Barr, although the letter may be signed by the chair, based on the HDC Rules and Regulations, no one commissioner can act on behalf of the Commission. Therefore, the whole Commission must meet to formally make the extension agreement with the applicant. Mr. Barr did suggest that if the applicant is agreeable, the Chair could sign such a letter and include a stipulation that it is *"subject to approval of the Commission."*

Recommendation:

- Staff recommends development of a form letter that can serve as a template for future extensions, so one is ready in case this issue arises again.
- Staff asks the Commission to discuss how they would like such an agreement to be executed in the future:
 - Delegate extension powers to staff by resolution, or
 - Allow the chair to make agreements subject to the approval of the whole Commission
 - Consider whether such agreements should only be executed at regular or special meetings where a quorum of Commissioners are present.



MINUTES

City of Ypsilanti HISTORIC DISTRICT COMMISSION Virtual Meeting

Tuesday, October 27, 2020
7:00 P.M.

CALL TO ORDER AND ROLL CALL

Chairperson Pettit Video/telephone usage instructions given for potential attendees
Meeting called to order at 7:02pm

Commissioners Present: Alex Pettit, Erika Lindsay, Amy Swift, James Chesnut

Commissioners Absent: Anne Stevenson, Ron Rupert

Staff Present: Scott Slagor, Preservation Planner
Nancy Hare-Dickerson, Commission Recording Secretary

APPROVAL OF AGENDA

Motion: Swift (second: Lindsay) moved to approve the agenda as submitted.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut
Nays: None
Absent: Commissioners Stevenson and Rupert
Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS

24 N Huron

**Stone-faced concrete wall*

Applicant: Bessie Pappas, owner- present; Maria Pappas, owner's daughter – present, Donna Malski, contractor – present.

Discussion: Pettit: Indicated that applicants are here to discuss additional details on how modifications are going to be made to the wall, discussed at the September 22, 2020 commission meeting, in order to make it a potentially acceptable option for HDC approval.

Malski: Stated that a suggestion would be to make the bin blocks more historical looking or

aesthetically pleasing by placing the bin blocks equal distance from each other, possibly bring in another eight more and space them so that shrubs could be placed in between them and ivy could be planted and grow over the bin blocks. Stated that it would be visually aesthetically pleasing and would also serve the purpose of a barrier between the parking area and the alleyway.

Pettit: Stated that at the last meeting, there was discussion about adding stone facing to the concrete blocks. Stated that the Commission does not know what the comprehensive plan is. Stated that the Commission needs to see the whole plan laid out, and details.

Malski: Asked if the Commission is asking to see a sketch.

Pettit: Stated that the Commission would like to see a sketch of what the final finished product would look like, as well as specifications for the placement and design and a scale representation of all the components that will be involved in the wall. Indicated that ivy being mentioned, for example, that that would need to be specified. Indicated that having that information in a document is what is needed.

Malski: Acknowledged. Stated that as to the bin blocks, that there is no need for a below grade foundation wall. Stated that the blocks are designed to be used above grade without a foundation wall.

Pettit: Stated that the Commission does not really know what the final proposal is going to look like. Stated that, at one point, the blocks were going to be attached together in some fashion. Stated that it just is not clear. Stated that the Commission needs to see a site plan that shows where the blocks are going to go and what they are going to look like, all the materials that are going to be used and any other details that applicant feels would be helpful.

Malski: Acknowledged. Asked who the information would be presented to.

Pettit: Stated that the information would be presented to the Historic District Commission at a commission meeting.

Malski: Stated that another issue is that there was another load of the large concrete stone dropped last week in the alleyway.

Pettit: Asked if more of these blocks have been added to the site.

Malski: Stated that not the blocks but the concrete stones in the alleyway roadway.

M. Pappas: Indicated that the stones being referred to is something that was inappropriately placed in the alleyway but may not be something to be discussed with this commission.

[Further discussion regarding concrete stones in alleyway – staff to refer to Department of Public Services]

Pettit: Asked if there is any other information applicant has to present at this point.

Malski: Confirmed, no. Stated that she knows what is needed and that she will work to get that.

Swift: *[Initiated procedural discussion regarding HDC decision-making in reference to 60-day timeline]*

Swift/Chesnut: *[Reiterated previous discussion regarding information needed from applicants – clarifying discussion continued]*

Pettit: Asked if the only thing that is changing in the proposal is taking the existing blocks and dressing them with landscaping. Asked if the stone face is still incorporated in the proposal.

M. Pappas: Confirmed. Indicated that the stone face is still incorporated, as well as the landscaping. Stated that they are going to still improve the image of the blocks. Indicated that the Commission was previously given a proposal that was pretty detailed as to height, dimensions, etc. Stated that she is unclear as to why they are being asked again for those dimensions when they are in the proposal that was submitted.

Slagor: Clarified that staff and the Commission were under the impression, originally, that this was going to be a connected stone and that the blocks were going to be used as the base for a stone wall. Stated that that is what prompted the discussion about foundation.

Malski: Indicated that the shrubs would be green all year round to soften the concrete finish of the bin blocks.

Pettit: Stated that his understanding is that the blocks are not going to have a concrete finish.

Malski: Stated that they are concrete blocks. Stated that the purpose of the ivy was to not have to apply cultured stone to the face of the bin blocks.

Pettit: Indicated that there appears to be two different stories.

Malski: Stated that she was hoping that the ivy that was planted and the shrubs that were planted in between could be sufficient and not have to go to a more expensive resolution of applying the cultured stones.

Pettit: Indicated that if greenery is put over a concrete block, it is still a concrete block. Stated that that was not a proposal that commissioners seemed to be on board with.

[Commissioner thoughts/concerns regarding concrete block/greenery proposal]

Pettit: Stated that it puts the Commission in the position where the undressed concrete block with some added greenery does not seem like something that would be approved. Indicated that applicant is being given this information in order to put together a more complete proposal. Stated that, earlier in the year, the Commission had already denied the application and indicated that the blocks should be removed.

M. Pappas: Stated that she is still not clear on the details of what the Commission is asking *[outlined various examples]*.

Pettit: Stated... a completed drawing showing exactly where each block is going and how the treatment would look on each block -- more of a structural design drawing of how the block or whatever you are putting, looks in place, whatever you are hoping to encase it with, and whatever you are planning to put under it, however you are planning to put the block in place -- but each and every block shown -- how the whole wall will look in a drawing -- sort of an architectural rendering perhaps or a site plan showing "here is the above view", "here is where everything is going to go".

Lindsay: Stated... a site plan to scale, showing exact locations. And also showing an elevation, showing an actual view of what this will look like in place.

Swift: *[Discussed why having a site plan is important]*

Chesnut: *[Discussed why the elevation information in a site plan is important]*

Malski: *[Re-initiated discussion regarding English ivy proposal]*

Asked about the possible use of wood fence panels.

Pettit: Asked how and where it would be used.

Malski: Stated that it would be in lieu of bin blocks -- it could be used as a partition between the alleyway and parking area.

Pettit: Stated that the HDC had previously approved several fence-type options for the property. Indicated that it may be helpful if applicant would like to provide several options to whatever is being proposed, including looking at fencing.

[Procedural discussion]

Motion: Swift (second: Lindsay) moved to deny the proposed work at 24 N Huron, citing a lack of information on the foundation and structure of the proposed wall, including a site plan, elevation and other materiality information previously requested by the HDC.

Secretary of the Interior Standards:

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

#10 – New work shall be removable.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

303 N Summit

**New concrete steps*

Applicant: Scott Westover, YCUA representative - present

Discussion: Westover: Indicated that as a follow up to the September 22, 2020 HDC meeting discussion, he submitted additional information and details about how they plan to approach the stair replacement. Stated that the plan is to sawcut and put an expansion joint and sealant.

Pettit: Acknowledged receipt of submission.

Swift: *[Initiated brief discussion regarding the plan for removing the concrete away from the stones].*

Motion: Swift (second: Chesnut) moved to approve and issue a Certificate of Appropriateness for the work at 303 Summit, as submitted in the application dated September 14, 2020, with the amendments presented on October 13, 2020 for the removal and replacement of concrete sidewalks and steps.

Secretary of the Interior Standards:

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

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

NEW BUSINESS

400 N River

**Application for new signs was moved to later in the agenda as the applicant was not present.*

10 S Huron

**New Windows.*

Applicant: Jeff Kuhns and Nancy Balogh, owners - present

Discussion: Pettit: Asked applicant to walk the Commission through what is proposed.

Kuhn: Indicated that the plan is to match the windows on the side and the two in the rear with the five windows across the front that were previously replaced.

Pettit: Asked if the plan is to put in windows that fit into the full brick opening *[reference photo materials]*.

Kuhn: Confirmed.

[Discussion as to condition of current windows/appropriateness of new window

replacement]

Motion: Chesnut (second: Lindsay) moved to approve and issue a Certificate of Appropriateness for the work at 10 S Huron for the installation of five Pella Architect Series aluminum-clad wood windows as specified. New windows shall be full frame replacements and finished in a cranberry color to match those on the façade, and the sizing of the new windows are to fit the brick openings.

Secretary of the Interior Standards:

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

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut
Nays: None
Absent: Commissioners Stevenson and Rupert
Motion carried.

303 E Forest

**Fence and Pergola*

Applicant: Adam and Elizabeth Forman, owners - present

Discussion: Pettit: Asked applicants if the application is for work already completed.

E. Forman: Confirmed.

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

A. Forman: *[Provided background history of the home/background history and reasons for addition of pergola to rear of home].*

[Discussion as to questions regarding fence material/color/location, reference photo materials]

E. Forman: *[Requested the application be amended to include the deck below the pergola]*

Motion: Swift (second: Lindsay) moved to approve and issue a Certificate of Appropriateness for the work at 303 E Forest as submitted in the application dated October 19, 2020, and amended this evening [10/27/2020] to include the deck; for installation of a wood privacy fence and pergola, with the condition that the structures are finished in a paint or opaque stain; and, in this case, for them to be complete in their finishing.

Secretary of the Interior Standards:

#9 – Contemporary Designs shall be compatible and shall not destroy significant original material.

#10 – New work shall be removable.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut
Nays: None
Absent: Commissioners Stevenson and Rupert
Motion carried.

303 E Forest

**Sliding glass door.*

Applicant: Adam and Elizabeth Forman, owners - present

Discussion: Pettit: *[Reference photo materials]*... Indicated the need for a finish to be added to the wood trim piece.

A/E. Forman: Acknowledged.

A. Forman: Stated that they can paint that to match the house.

[Discussion as to wood trim color considerations]

Motion: Lindsay (second: Swift) moved to issue a Notice to Proceed for the work at 303 E Forest as submitted in the application dated October 19, 2020 for installation of a Pella wood-framed and aluminum-clad sliding glass door on the north elevation, with the condition that the door and surrounding trim be painted to match the rest of the house.

Secretary of the Interior Standards:

#9 – Contemporary Designs shall be compatible and shall not destroy significant original material.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

400 N River

**New signs.*

Applicant: Kevin Short, Johnson Sign Company - present

Discussion: Pettit: Asked if it is correct that all of the metal signage has been installed.

Short: Confirmed. Stated that all the signs have been installed.

Pettit: *[Reference photo materials]*... Asked if the diagonal one on the south side is the only one that is painted.

Short: Confirmed. Stated – directly painted on the brick.

Swift: Asked if the brick was already painted.

Short: Confirmed. Stated that the brick was already painted several times and then they just did an overlay -- reverse copy white, over it. Stated -- so the white was painted over the existing painted background wall.

Pettit: Asked if the only signage that included lighting are the two on the front façade *[reference*

photo materials].

Short: Confirmed. Stated that they have the gooseneck lighting for only the "Ypsilanti" and "Depot Town" signs, not for the "mash" or "Thompson & Co. restaurant & bar".

Lindsay: Asked if there was any plan to have the address listed.

Short: Confirmed, no. Stated that they did not do any lettering for the address.

Lindsay: *[Reference photo materials, page 37]*... Stated that that sign that can be seen, that lines up with one of the columns, seems to be attached with pipe strap and that it looks temporary.

Pettit: Indicated not having seen any documentation in the application for that particular sign.

Lindsay: Stated that that is a concern. Stated that she would want a guarantee that that sign would not be included in an approval to be permanent.

[Further discussion to clarify "address" sign location]

Lindsay: Indicated a concern that the "Thompson & Co." sign across the front, on the awning *[reference photo materials]*, looks like a really thin sign that is sort of tacked on. Indicated an opinion that it is not something that she would have approved. *[Further clarifying discussion]*

Pettit: Asked how the sign is attached – "mash" and "Thompson & Co. restaurant & bar".

Short: Indicated that the "Thompson & Co. restaurant & bar" sign is a quarter or half-inch thick panel with brackets for attachment.

Swift: Asked what the panel is made of.

Short: Stated -- a vinyl composite.

Lindsay: Indicated an opinion that it is not cohesive and is hard to see – that there is an overhang and then the sign is tacked on behind that. *[Further clarifying discussion continued]*

Motion: Chesnut (second: Swift) moved to approve and issue a Certificate of Appropriateness for the work at 400 N River, as submitted in the application, dated September 30, 2020, for installation of two building-mounted signs and two awning-mounted signs on the façade; a painted wall sign and blade sign on the south elevation; and awning-mounted letters on the east elevation. The signs shall be installed per specifications submitted.

Secretary of the Interior Standards:

#5 – Preserve distinctive features.

#9 – Contemporary designs shall be compatible and shall not destroy significant original materials

#10 – New work shall be removable

Roll Call Vote - Ayes: Commissioners Pettit, Swift, Chesnut

Nays: Commissioner Lindsay
Absent: Commissioners Stevenson and Rupert
Motion carried.

410-412 Maple

**Amendment to earlier application (porch floor)*

Applicant: Michael Kozura, owner - present

Discussion: Pettit: Asked applicant to walk the Commission through what is planned.

Kozura: *[Provided information on issues which occurred while doing previously approved porch work]* Stated that they took the aluminum off *[reference photo materials]* and that the plan is to leave the aluminum off – that it looks more historic. Stated that it is a low enough level where railings will not be needed. Stated that they will keep the look on the bottom of that skirting but will slightly raise it approximately an inch off the ground using a galvanized mesh skirting for air breathing ability. Stated that they used a replacement rubberized roofing product to replace the one that was worn away on the top.

[Discussed details regarding porch decking repairs on the lower level due to water damage]

Motion: Chesnut (second: Swift) moved to approve and issue a Certificate of Appropriateness for the amended application at 410-412 Maple as submitted on October 20, 2020, for the added replacement of the porch floor with TimberTech Azek flooring in "Coastline" with a brushed finish.

Secretary of the Interior Standards:

#9 – Contemporary Designs shall be compatible and shall not destroy significant original material.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut
Nays: None
Absent: Commissioners Stevenson and Rupert
Motion carried.

307 N River

**Mural and Extension.*

Applicant: Tom Gritter, project representative - present

Discussion: Pettit: Asked if the work has already been completed.

Gritter: Confirmed. Stated that there are two items. Stated that there is a mural that had already been completed. Stated that ownership of the building changed over last month. Indicated that the new owners are requesting an extension on some site improvements that were approved by the HDC at the beginning of the year to allow enough time for proper completion.

[Discussion regarding type of mural work that was previously approved by the HDC and current

Motion: Lindsay (second Chesnut) moved to approve and issue a Certificate of Appropriateness for the work at 307 N River as submitted in the application dated October 19, 2020 for a colorful geometric mural painted on the already-painted concrete block portion of the building; and issue a six-month extension of the work approved on January 14, 2020.

Secretary of the Interior Standards:

#9 – Contemporary Designs shall be compatible and shall not destroy significant original material.

#10 – New work shall be removable.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

STUDY ITEMS

208 E Cross- Property owner Carrie Taylor discussed options for repairing unapproved siding.

322 E Cross- Property owner Joe Bertolotti discussed options for basement window replacement.

10s Block of N Huron- Elizabeth Nightingale of the Environmental Protection Agency (EPA) discussed pollution remediation systems in the 10s block of N Huron. The EPA program is exempt from local permitting processes.

ADMINISTRATIVE APPROVALS

Motion: Lindsay (second: Chesnut) moved to approve the administrative approvals for the following:

- | | |
|---------------------|---------|
| 1. 234 W Michigan | Deck |
| 2. 106 S Huron | Roof |
| 3. 114 S Huron | Roof |
| 4. 302 S Washington | Paint |
| 5. 417 N Adams | Roof |
| 6. 112 W Michigan | Paint |
| 7. 309 W Cross | Paint |
| 8. 300 N Washington | Roof |
| 9. 406 N Hamilton | Gutters |

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

OTHER APPROVALS

527 N Huron- Staff provided the letter showing approval of 527 N Huron, which was approved by default due to the Commission not reaching a decision within 60 days of the application.

OTHER BUSINESS

1. Resolution to support CLG Funding for Starkweather Chapel window restoration.

Motion: Pettit (second: Chesnut) moved to accept the Resolution to support CLG Funding for Starkweather Chapel window restoration.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

2. Property Monitoring- none

3. Commissioner Comments- none

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS -none

HOUSEKEEPING BUSINESS

Approval of the minutes of September 22, 2020

Motion: Chesnut (second: Swift) moved to approve the minutes of September 22, 2020, as submitted.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

ADJOURNMENT

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

MEETING ADJOURNED at 11:10 p.m.

Full Minutes Prepared By: Nancy Hare-Dickerson

CITY OF YPSILANTI
Agenda
Historic District Commission
Tuesday, November 10, 2020 - 7:00 p.m.
Remote Meeting via Zoom

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

Alex Pettit, Chair	P	A
Anne Stevenson, Vice Chair	P	A
Erika Lindsay	P	A
Ron Rupert	P	A
Amy Swift	P	A
James Chesnut	P	A
VACANT		

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS ON AGENDA ITEMS

IV. PUBLIC HEARING—none

V. BUSINESS SESSION

A. OLD BUSINESS—none

B. NEW BUSINESS

1. 101 S Washington Signs

C. STUDY ITEMS—none

D. ADMINISTRATIVE APPROVALS

1. 114 Woodward Roof

E. OTHER BUSINESS

1. Discussion on 60-day approvals

2. Property monitoring

3. Updates from staff

4. Commissioner comments

VI. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

VII. HOUSEKEEPING BUSINESS

1. Approval of meeting minutes October 27, 2020

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.



HDC Work Permit Staff Review

Property address: 101 S Washington

Property History: Based on Sanborn Map data, the original portion of the building was erected between 1888 and 1893. Historically the building was the home of J. H. Wortley, and later the St. Luke Episcopal Church rectory.ⁱ The 1893 Sanborn Map shows the house to have had an essentially irregular T-plan footprint, with a full façade front porch, and two one-story porches on the rear. The building was remodeled over time to include an expanded rear ell, two story façade porch and partial façade porch enclosure.

In 1930, the building was purchased by J. E. Moore, who had a funeral business on N Washington Street. The building was remodeled upon purchase and named "J. E. Moore Home for Funerals."ⁱⁱ A Sanborn Map on file at City Hall shows that between 1927 and 1964 the building's two-story rear section was altered and a one-story rear garage added.

In 1964 the building underwent another remodel under the management of Leonard K. Stark and Richard M. Wagner.ⁱⁱⁱ In 1970 a more major remodel essentially doubled the building size, with what is likely the large Colonial Revival brick addition seen today. In 1986 the firm's name was changed to Stark Funeral Service Moore Memorial Chapel, Inc.

The building was listed as non-contributing to the National Register district because of its many alterations.

Date of Application: October 27, 2020

Date of Review: November 5, 2020

Date of Meeting: November 10, 2020

Proposed work: New signs

Materials: Acrylic sign panels and aluminum.

Staff review:

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.**

1. The applicant proposes replacing the faces of two signs and adding one new sign.
2. The main sign for the property is a free-standing structure at the southeast corner of Ferris and S Washington. The sign includes a metal frame holding a plastic or acrylic backlit sign board.
 - a. The current sign face appears to date to ca. 1986, while the sign structure itself appears to date to ca. 1970.
 - b. The applicant proposes changing the sign face with a new acrylic sign panel for the backlit sign.
 - c. Staff advised that if the sign is backlit, only the letters can be illuminated.
 - d. The applicant conveyed that they were not in a financial position to substantially change the backlit signs, which have been backlit since their installation.
3. The second sign is a backlit parking lot sign, which appears to date to the ca.1964 remodel. The applicant also proposes changing the backlit sign faces with a new acrylic face.
4. The third sign is an aluminum sign to be mounted to the brick wall on the south elevation.
5. Staff recommends that if the Commission wish to issue a notice to proceed, to condition approval on appropriate mounting of the aluminum wall sign.

Recommended Motions:

Move to approve and issue a notice to proceed for work at 101 S Washington as submitted in the application dated October 27, 2020, for the replacement of faces on two signs and the installation of an aluminum wall sign, as specified. Approval is conditioned that the aluminum wall sign be mounted to the mortar joints to the greatest extent possible.

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

Move to table action on the proposed work at 101 S Washington so the applicant may investigate if the sign panels can be made so only the lettering is illuminated.

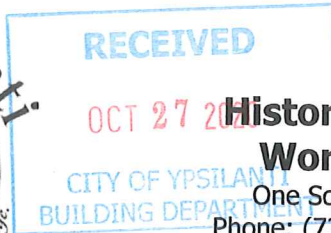
Prepared by:

Scott E. Slagor, Preservation Planner

ⁱ Ypsilanti Gleanings "Stark Funeral Service/Moore Memorial Chapel," *Ypsilanti Gleanings* (Summer 2006), 18.

ⁱⁱ Ibid.18.

ⁱⁱⁱ Ibid., 19.



City of Ypsilanti
Historic District Commission
Work Permit Application
One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

R.27540 #1122
PHOC-20-0085

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

101 S. Washington, Ypsilanti, MI 48197

Applicant

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

Name		
Duane A Romanski		
Address		
[REDACTED]		
City	State	Zip
Ypsilanti	Michigan	48197
Phone / Fax	E-Mail	
[REDACTED]	[REDACTED]	

Contractor

Contractor Name & Contact Info

SLI Custom Signs & Apparel

Type of work

- | | | |
|--|--|---|
| ☐ Roofing | ☐ Porches | ☐ Painting |
| ☐ Window/Door Replacement | ☒ Sign | ☐ Other |
| | ☐ Fence (or other sitework) | ☐ <u>Application Amendment</u> |

Complete Description of Proposed Work:

Switch out Name and Logo panel on our Main Sign at S.Washington and Ferris

Switch out Panels on Parking lot Sign

Add our Logo to Rear of the Building Attached with masonry screws

See attached Documents

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

The fee is \$45 for the first \$3,000 in construction cost plus \$5 for every additional \$3,000 of construction cost. There is a flat fee of \$10 for painting only. *An additional fee of \$50 applies to HDC work started without the applicable permit.*

Construction Cost:
1000.00

Permit fee:
\$45 + 0 = \$45.00

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:

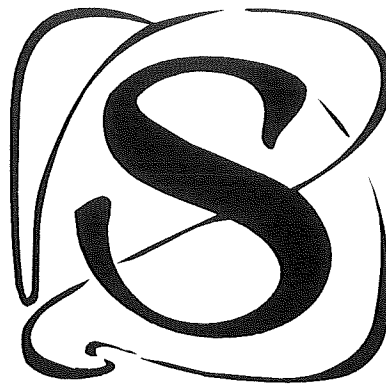
10/26/2020

Print Name:

Duane A Romanski

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 or view our factsheets online at cityofypsilanti.com/hd.

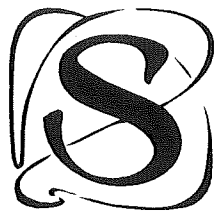
All other necessary approvals and permits must be acquired before beginning work.



STARK FUNERAL

PROFESSIONALS

PROOF FOR MAIN SIGN (CORNER OF S. WASHINGTON + FERRIS)

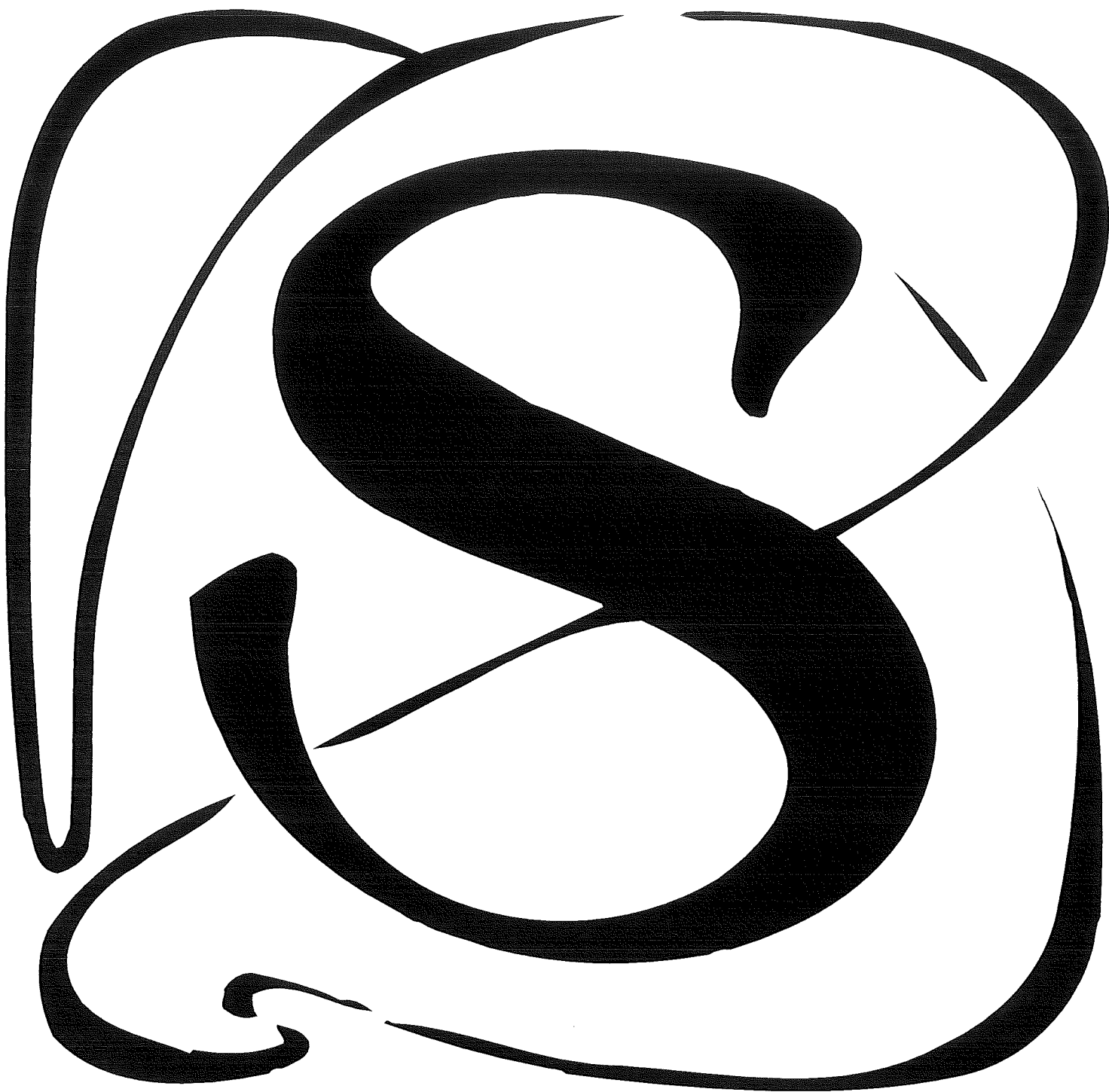


STARK FUNERAL

PROFESSIONALS

PARKING

PROOF FOR PARKING LOT SIGN



PROOF FOR LOGO ON BUILDING. LEFT OF MAIN DOOR.

Removable Main Acrylic Backlit Panel - 58 1/2 x 33 1/2 - Qty 1

Removable Parking Lot Acrylic Backlit Panel - 45 1/2 x 18 3/8 - Qty 2

Router Cut Aluminum Sign to be mounted on brick facing parking lot left of the main door using clear silicone. - 5' x 5' - Qty 1



Facing southeast to property overview of facade and north elevation



Facing north to south elevation where wall-mounted sign will go



Facing southeast to free-standing sign.



Facing south to parking lot sign.



Facing northeast to parking lot sign.



City of Ypsilanti

Community and Economic Development

October 29, 2020

GO TO ROOFING INC
6250 JACKSON RD
ANN ARBOR, MI 48103

CERTIFICATE OF APPROPRIATENESS

RE: Work Permit Application (PHDC-20-0084) for Re-roofing at 114 WOODWARD

Dear GO TO ROOFING INC,

Staff has reviewed the Historic District Work Permit Application for the above named address. Your application to re-roof the garage has been **approved**. The roof is to be re-clad in Vista architectural shingles in "Midnight Black," with a black drip edge, ridge vents, edge vents, and the other work described in the application. Approval of the rolled roofing on the shed addition is subject to the approval of that addition by the Historic District Commission.

The following Historic District conditions must be followed in all roofing projects:

1. **Any decorative or unusual feature on the roof, trim or molding must be maintained.** Roof deck shall overhang sufficiently to accommodate duplication of any trim or molding.
2. **Shingles shall match the current shingles in color and material.** Must be asphalt or fiberglass traditional three-tab or dimensional (i.e. architectural).
3. **Metal work, drip edge, flashing vents, must have color either factory-applied or applied on site and must match the existing colors.** No raw material.
4. **Flashing must be inserted under siding.** Color must closely match the adjacent surface (either roof shingles or building trim).
5. **Roof venting shall be accomplished through the use of ridge vents.** If additional vents must be used to meet code requirements, vents shall have a flat profile and closely match the roof color. Can vents are prohibited unless deemed necessary for code compliance. Any new can vents must be placed at the rear of the structure and *must not* be visible from the street.

6. **Gutter straps must be installed under the roof shingles.** Downspouts must be located at the corners of the structure.
7. **Torches are not to be used at any time during installation.**

The following Secretary of Interior Standards were considered in approving your application:

- #5 – Preserve distinctive features.
- #10 – New work shall be removable.

This detailed list takes the place of your presence at a Historic District Commission (HDC) meeting. Therefore, it is important that you read carefully and follow **all** guidelines detailed in this letter. This approval is for re-roofing only, which according to your application is the only work being performed at this time. Any work on the gutters, fascia, soffits or trim must be reviewed by the HDC. If you have any questions regarding this information please contact me at (734) 483-9646. **Approval by the Historic District Commission does not exempt you from nor can it be substituted for zoning or building department approval.**

Sincerely,



Scott E. Slagor, Preservation Planner
Community & Economic Development Department

CC: Property Owner - YOUNG ALAN B & EILEEN 114 WOODWARD YPSILANTI MI 48197
File
Building Department

RECEIVED

OCT 26 2020



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

114 Woodward St

Applicant

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

Name

GOTO Roofing Inc

Address

6250 Jackson Rd

City

Ann Arbor

State

MI

Zip

48103

Phone / Fax

E-Mail

Contractor

Contractor Name & Contact Info

GOTO Roofing / Veronica Lopez

Type of work

- ☒ Roofing
☐ Window/Door Replacement

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

- ☐ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:

Tear off old shingles and reroof. No structure changes
see original contract for more details.
Outbuilding Only.

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

Shingles Vista! Midnight Black
MalarKey

Permit Application Fee (action items only)

The fee is \$45 for the first \$3,000 in construction cost plus \$5 for every additional \$3,000 of construction cost. There is a flat fee of \$10 for painting only. *An additional fee of \$50 applies to HDC work started without the applicable permit.*

Construction Cost:

\$8,800.00

Permit fee:

\$45 + _____ =

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:

10/19/2020

Print Name:

Beverly Veronica Lopez

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 or view our factsheets online at cityofypsilanti.com/hd.

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

PHDC-20-0084



(734) 627-ROOF
6250 Jackson Road • Ann Arbor, MI 48103
Referral Source: Scottie G

Name Aileen Young Date 10-16-20 Est Start Date 10-30-20
Street 114 Washington St City Ypsilanti Zip 48197 Twp City
Inspector Steve D Email steved@gotoroofing.com

☒ ROOFING ☐ SIDING ☐ GUTTER ☒ OTHER

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Remove old roofing material down to the wood decking
Install Sheathing over old roof boards (1/2 barn)
- additional decking charged at \$55 per sheet
Install T-style drip edge
Install Rolled Roofing on rear shed roof
Install ice guard 6 ft up each side
Install synthetic underlayment
Install EdgeVent for intake ventilation (approx 40 LF)
Install Ridge Vent for exhaust ventilation
Install architectural shingles
Replace barn fascia with 1x8 (unpainted) (approx 114 LF)
Replace soffit on barn as need

Thorough clean up and disposal of all debris

emg Homeowner acknowledges that GoTo Roofing, Inc. will make every effort to match the product being used in repair or replacement with your existing structure's color or material, but due to the passing of time, elements, and product availability we cannot guarantee an exact match in colors and/or finishes.

emg Homeowner understands that due to the nature of repairs, the extent of damage may not be fully known until after the repair has been initiated and the greater scope of problems becomes evident, which may impact pricing.

Shingle <u>Vista</u>	Sq. # <u>10</u>	Shingle Dimensions <u>MRP</u>	Ridge (Lin/Ft.) <u>20</u>
Color <u>Midnight Black</u>	Cap <u>20</u>	Flat/2-Ply Sq. # <u>2</u>	Box <u>BLK BRO TT</u> Box# <u>0</u>
Drip <u>BLK</u> <u>WHT</u> <u>BRO</u> <u>TT</u>	Ft. <u>140</u>	OSB <u>13</u>	Gutter Color <u>0</u>
<u>SYNTH</u> <u>FELT</u> Ice <u>3</u>	Pitch <u>12 + 2</u>	Soil 3-4" # <u>0</u> 1-2" # <u>0</u>	Gut 5" 6" <u>0</u> Down # <u>0</u>

PRICE \$	TOTAL \$ <u>8800.00</u>	<u>CASH/CHECK</u> CREDIT CARD FINANCE
minimum service charge \$450	Less Deposit -\$ <u>—</u>	CHECK # CC CVC:
	SUBTOTAL \$ <u>8800.00</u>	CASH/CHECK DISC. CANNOT BE COMBINED WITH OTHER OFFERS

BALANCE IS DUE AT THE TIME OF COMPLETION. ANY REMAINING BALANCE UNPAID AFTER 14 DAYS FROM COMPLETION WILL INCUR A 10% LATE FEE.
A 0 DOLLAR BALANCE FOR ANY PAYMENT RETURNED DUE TO INSUFFICIENT FUNDS.

SIGNATURE [Redacted] DATE Oct 16, 2020
SIGNATURE _____ DATE _____

NOTICE OF RIGHT TO CANCEL: YOU, THE BUYER, MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO 5PM ON THE THIRD BUSINESS DAY FROM THE DATE OF THIS TRANSACTION. SEE THE BACK OF THIS AGREEMENT FOR THE NOTICE OF CANCELLATION FORM AND EXPLANATION OF THIS RIGHT.







Memo

To: Historic District Commission

From: Scott E. Slagor, Preservation Planner

Date: November 5, 2020

Subject: Automatic Approvals after a 60 Day Window

Background

- The application for 527 N Huron was discussed briefly at the HDC meeting on October 27, 2020. The application was automatically approved because the 60-day period the Commission had to act had lapsed. The Commission decided to discuss the details of this unique approval at the next meeting, citing the lateness of the hour and limited quorum. Staff has prepared this memo to guide the discussion.
- Both the City's Historical Preservation Ordinance and the State Enabling Legislation. Public Act 169 require that "The commission must act within 60 calendar days after the date a complete application is filed with the commission. Failure to act shall constitute approval unless an extension is agreed upon in writing by the applicant and the commission."
- According Amy Arnold, Preservation Planner for the Michigan State Historic Preservation Office, the 60-day clock starts when a completed application is submitted and date stamped by the City Department responsible for taking applications.
- Staff has generally interpreted a "complete" application to mean one that is filled out in its entirety and includes specification sheets and attachments.
- The submission date for 527 N Huron was August 19, 2020.
- The 60-day deadline for the application was October 18, 2020.
- During that period, the item was tabled once and the Commission was not able to meet twice due to lack of quorum. The Commission could not meet on its regularly scheduled October 13 meeting due to the Michigan Supreme Court striking down the Governor's Executive Order that allowed for virtual meetings. The City did not feel safe having board and Commission meetings in-person and canceled all board and commission meetings until the Open Meetings Act could be amended to allow for virtual meetings, which occurred on Monday October 19, 2020.
- With no mechanism for the Commission to meet to either extend the application review period, or approve/deny the application, the application was automatically approved.

How to Extend an Application Period

- As stated above, an extension of an application review must be agreed in writing between both the applicant and Commission. This would require a quorum to make the agreement and a letter or resolution to be signed.
- Staff asked Amy Arnold and City Attorney, John Barr, their opinions on how to execute such a matter, especially during a pandemic.

- Ms. Arnold suggested that the letter must be signed by both the applicant and HDC Chair, *"However, if the HDC wants to give the staff person the official authority to sign such a form, then an official transfer of authority statement should be created that defines the action and outlines the procedure—review of the request by the HDC chair before the staff person signs off would be one of the procedures to include. All HDC members should sign the "official transfer of authority statement" and it should be kept on file. Sort of like defining minor classes of work."*
- In the opinion of Mr. Barr, although the letter may be signed by the chair, based on the HDC Rules and Regulations, no one commissioner can act on behalf of the Commission. Therefore, the whole Commission must meet to formally make the extension agreement with the applicant. Mr. Barr did suggest that if the applicant is agreeable, the Chair could sign such a letter and include a stipulation that it is *"subject to approval of the Commission."*

Recommendation:

- Staff recommends development of a form letter that can serve as a template for future extensions, so one is ready in case this issue arises again.
- Staff asks the Commission to discuss how they would like such an agreement to be executed in the future:
 - Delegate extension powers to staff by resolution, or
 - Allow the chair to make agreements subject to the approval of the whole Commission
 - Consider whether such agreements should only be executed at regular or special meetings where a quorum of Commissioners are present.



MINUTES

City of Ypsilanti HISTORIC DISTRICT COMMISSION Virtual Meeting

Tuesday, October 27, 2020
7:00 P.M.

CALL TO ORDER AND ROLL CALL

Chairperson Pettit Video/telephone usage instructions given for potential attendees
Meeting called to order at 7:02pm

Commissioners Present: Alex Pettit, Erika Lindsay, Amy Swift, James Chesnut

Commissioners Absent: Anne Stevenson, Ron Rupert

Staff Present: Scott Slagor, Preservation Planner
Nancy Hare-Dickerson, Commission Recording Secretary

APPROVAL OF AGENDA

Motion: Swift (second: Lindsay) moved to approve the agenda as submitted.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut
Nays: None
Absent: Commissioners Stevenson and Rupert
Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS

24 N Huron

**Stone-faced concrete wall*

Applicant: Bessie Pappas, owner- present; Maria Pappas, owner's daughter – present, Donna Malski, contractor – present.

Discussion: Pettit: Indicated that applicants are here to discuss additional details on how modifications are going to be made to the wall, discussed at the September 22, 2020 commission meeting, in order to make it a potentially acceptable option for HDC approval.

Malski: Stated that a suggestion would be to make the bin blocks more historical looking or

aesthetically pleasing by placing the bin blocks equal distance from each other, possibly bring in another eight more and space them so that shrubs could be placed in between them and ivy could be planted and grow over the bin blocks. Stated that it would be visually aesthetically pleasing and would also serve the purpose of a barrier between the parking area and the alleyway.

Pettit: Stated that at the last meeting, there was discussion about adding stone facing to the concrete blocks. Stated that the Commission does not know what the comprehensive plan is. Stated that the Commission needs to see the whole plan laid out, and details.

Malski: Asked if the Commission is asking to see a sketch.

Pettit: Stated that the Commission would like to see a sketch of what the final finished product would look like, as well as specifications for the placement and design and a scale representation of all the components that will be involved in the wall. Indicated that ivy being mentioned, for example, that that would need to be specified. Indicated that having that information in a document is what is needed.

Malski: Acknowledged. Stated that as to the bin blocks, that there is no need for a below grade foundation wall. Stated that the blocks are designed to be used above grade without a foundation wall.

Pettit: Stated that the Commission does not really know what the final proposal is going to look like. Stated that, at one point, the blocks were going to be attached together in some fashion. Stated that it just is not clear. Stated that the Commission needs to see a site plan that shows where the blocks are going to go and what they are going to look like, all the materials that are going to be used and any other details that applicant feels would be helpful.

Malski: Acknowledged. Asked who the information would be presented to.

Pettit: Stated that the information would be presented to the Historic District Commission at a commission meeting.

Malski: Stated that another issue is that there was another load of the large concrete stone dropped last week in the alleyway.

Pettit: Asked if more of these blocks have been added to the site.

Malski: Stated that not the blocks but the concrete stones in the alleyway roadway.

M. Pappas: Indicated that the stones being referred to is something that was inappropriately placed in the alleyway but may not be something to be discussed with this commission.

[Further discussion regarding concrete stones in alleyway – staff to refer to Department of Public Services]

Pettit: Asked if there is any other information applicant has to present at this point.

Malski: Confirmed, no. Stated that she knows what is needed and that she will work to get that.

Swift: *[Initiated procedural discussion regarding HDC decision-making in reference to 60-day timeline]*

Swift/Chesnut: *[Reiterated previous discussion regarding information needed from applicants – clarifying discussion continued]*

Pettit: Asked if the only thing that is changing in the proposal is taking the existing blocks and dressing them with landscaping. Asked if the stone face is still incorporated in the proposal.

M. Pappas: Confirmed. Indicated that the stone face is still incorporated, as well as the landscaping. Stated that they are going to still improve the image of the blocks. Indicated that the Commission was previously given a proposal that was pretty detailed as to height, dimensions, etc. Stated that she is unclear as to why they are being asked again for those dimensions when they are in the proposal that was submitted.

Slagor: Clarified that staff and the Commission were under the impression, originally, that this was going to be a connected stone and that the blocks were going to be used as the base for a stone wall. Stated that that is what prompted the discussion about foundation.

Malski: Indicated that the shrubs would be green all year round to soften the concrete finish of the bin blocks.

Pettit: Stated that his understanding is that the blocks are not going to have a concrete finish.

Malski: Stated that they are concrete blocks. Stated that the purpose of the ivy was to not have to apply cultured stone to the face of the bin blocks.

Pettit: Indicated that there appears to be two different stories.

Malski: Stated that she was hoping that the ivy that was planted and the shrubs that were planted in between could be sufficient and not have to go to a more expensive resolution of applying the cultured stones.

Pettit: Indicated that if greenery is put over a concrete block, it is still a concrete block. Stated that that was not a proposal that commissioners seemed to be on board with.

[Commissioner thoughts/concerns regarding concrete block/greenery proposal]

Pettit: Stated that it puts the Commission in the position where the undressed concrete block with some added greenery does not seem like something that would be approved. Indicated that applicant is being given this information in order to put together a more complete proposal. Stated that, earlier in the year, the Commission had already denied the application and indicated that the blocks should be removed.

M. Pappas: Stated that she is still not clear on the details of what the Commission is asking *[outlined various examples]*.

Pettit: Stated... a completed drawing showing exactly where each block is going and how the treatment would look on each block -- more of a structural design drawing of how the block or whatever you are putting, looks in place, whatever you are hoping to encase it with, and whatever you are planning to put under it, however you are planning to put the block in place -- but each and every block shown -- how the whole wall will look in a drawing -- sort of an architectural rendering perhaps or a site plan showing "here is the above view", "here is where everything is going to go".

Lindsay: Stated... a site plan to scale, showing exact locations. And also showing an elevation, showing an actual view of what this will look like in place.

Swift: *[Discussed why having a site plan is important]*

Chesnut: *[Discussed why the elevation information in a site plan is important]*

Malski: *[Re-initiated discussion regarding English ivy proposal]*

Asked about the possible use of wood fence panels.

Pettit: Asked how and where it would be used.

Malski: Stated that it would be in lieu of bin blocks -- it could be used as a partition between the alleyway and parking area.

Pettit: Stated that the HDC had previously approved several fence-type options for the property. Indicated that it may be helpful if applicant would like to provide several options to whatever is being proposed, including looking at fencing.

[Procedural discussion]

Motion: Swift (second: Lindsay) moved to deny the proposed work at 24 N Huron, citing a lack of information on the foundation and structure of the proposed wall, including a site plan, elevation and other materiality information previously requested by the HDC.

Secretary of the Interior Standards:

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

#10 – New work shall be removable.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

303 N Summit

**New concrete steps*

Applicant: Scott Westover, YCUA representative - present

Discussion: Westover: Indicated that as a follow up to the September 22, 2020 HDC meeting discussion, he submitted additional information and details about how they plan to approach the stair replacement. Stated that the plan is to sawcut and put an expansion joint and sealant.

Pettit: Acknowledged receipt of submission.

Swift: *[Initiated brief discussion regarding the plan for removing the concrete away from the stones].*

Motion: Swift (second: Chesnut) moved to approve and issue a Certificate of Appropriateness for the work at 303 Summit, as submitted in the application dated September 14, 2020, with the amendments presented on October 13, 2020 for the removal and replacement of concrete sidewalks and steps.

Secretary of the Interior Standards:

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

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

NEW BUSINESS

400 N River

**Application for new signs was moved to later in the agenda as the applicant was not present.*

10 S Huron

**New Windows.*

Applicant: Jeff Kuhns and Nancy Balogh, owners - present

Discussion: Pettit: Asked applicant to walk the Commission through what is proposed.

Kuhn: Indicated that the plan is to match the windows on the side and the two in the rear with the five windows across the front that were previously replaced.

Pettit: Asked if the plan is to put in windows that fit into the full brick opening *[reference photo materials]*.

Kuhn: Confirmed.

[Discussion as to condition of current windows/appropriateness of new window

replacement]

Motion: Chesnut (second: Lindsay) moved to approve and issue a Certificate of Appropriateness for the work at 10 S Huron for the installation of five Pella Architect Series aluminum-clad wood windows as specified. New windows shall be full frame replacements and finished in a cranberry color to match those on the façade, and the sizing of the new windows are to fit the brick openings.

Secretary of the Interior Standards:

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

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut
Nays: None
Absent: Commissioners Stevenson and Rupert
Motion carried.

303 E Forest

**Fence and Pergola*

Applicant: Adam and Elizabeth Forman, owners - present

Discussion: Pettit: Asked applicants if the application is for work already completed.

E. Forman: Confirmed.

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

A. Forman: *[Provided background history of the home/background history and reasons for addition of pergola to rear of home].*

[Discussion as to questions regarding fence material/color/location, reference photo materials]

E. Forman: *[Requested the application be amended to include the deck below the pergola]*

Motion: Swift (second: Lindsay) moved to approve and issue a Certificate of Appropriateness for the work at 303 E Forest as submitted in the application dated October 19, 2020, and amended this evening [10/27/2020] to include the deck; for installation of a wood privacy fence and pergola, with the condition that the structures are finished in a paint or opaque stain; and, in this case, for them to be complete in their finishing.

Secretary of the Interior Standards:

#9 – Contemporary Designs shall be compatible and shall not destroy significant original material.

#10 – New work shall be removable.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut
Nays: None
Absent: Commissioners Stevenson and Rupert
Motion carried.

303 E Forest

**Sliding glass door.*

Applicant: Adam and Elizabeth Forman, owners - present

Discussion: Pettit: *[Reference photo materials]*... Indicated the need for a finish to be added to the wood trim piece.

A/E. Forman: Acknowledged.

A. Forman: Stated that they can paint that to match the house.

[Discussion as to wood trim color considerations]

Motion: Lindsay (second: Swift) moved to issue a Notice to Proceed for the work at 303 E Forest as submitted in the application dated October 19, 2020 for installation of a Pella wood-framed and aluminum-clad sliding glass door on the north elevation, with the condition that the door and surrounding trim be painted to match the rest of the house.

Secretary of the Interior Standards:

#9 – Contemporary Designs shall be compatible and shall not destroy significant original material.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

400 N River

**New signs.*

Applicant: Kevin Short, Johnson Sign Company - present

Discussion: Pettit: Asked if it is correct that all of the metal signage has been installed.

Short: Confirmed. Stated that all the signs have been installed.

Pettit: *[Reference photo materials]*... Asked if the diagonal one on the south side is the only one that is painted.

Short: Confirmed. Stated – directly painted on the brick.

Swift: Asked if the brick was already painted.

Short: Confirmed. Stated that the brick was already painted several times and then they just did an overlay -- reverse copy white, over it. Stated -- so the white was painted over the existing painted background wall.

Pettit: Asked if the only signage that included lighting are the two on the front façade *[reference*

photo materials].

Short: Confirmed. Stated that they have the gooseneck lighting for only the "Ypsilanti" and "Depot Town" signs, not for the "mash" or "Thompson & Co. restaurant & bar".

Lindsay: Asked if there was any plan to have the address listed.

Short: Confirmed, no. Stated that they did not do any lettering for the address.

Lindsay: *[Reference photo materials, page 37]*... Stated that that sign that can be seen, that lines up with one of the columns, seems to be attached with pipe strap and that it looks temporary.

Pettit: Indicated not having seen any documentation in the application for that particular sign.

Lindsay: Stated that that is a concern. Stated that she would want a guarantee that that sign would not be included in an approval to be permanent.

[Further discussion to clarify "address" sign location]

Lindsay: Indicated a concern that the "Thompson & Co." sign across the front, on the awning *[reference photo materials]*, looks like a really thin sign that is sort of tacked on. Indicated an opinion that it is not something that she would have approved. *[Further clarifying discussion]*

Pettit: Asked how the sign is attached – "mash" and "Thompson & Co. restaurant & bar".

Short: Indicated that the "Thompson & Co. restaurant & bar" sign is a quarter or half-inch thick panel with brackets for attachment.

Swift: Asked what the panel is made of.

Short: Stated -- a vinyl composite.

Lindsay: Indicated an opinion that it is not cohesive and is hard to see – that there is an overhang and then the sign is tacked on behind that. *[Further clarifying discussion continued]*

Motion: Chesnut (second: Swift) moved to approve and issue a Certificate of Appropriateness for the work at 400 N River, as submitted in the application, dated September 30, 2020, for installation of two building-mounted signs and two awning-mounted signs on the façade; a painted wall sign and blade sign on the south elevation; and awning-mounted letters on the east elevation. The signs shall be installed per specifications submitted.

Secretary of the Interior Standards:

#5 – Preserve distinctive features.

#9 – Contemporary designs shall be compatible and shall not destroy significant original materials

#10 – New work shall be removable

Roll Call Vote - Ayes: Commissioners Pettit, Swift, Chesnut

Nays: Commissioner Lindsay
Absent: Commissioners Stevenson and Rupert
Motion carried.

410-412 Maple

**Amendment to earlier application (porch floor)*

Applicant: Michael Kozura, owner - present

Discussion: Pettit: Asked applicant to walk the Commission through what is planned.

Kozura: *[Provided information on issues which occurred while doing previously approved porch work]* Stated that they took the aluminum off *[reference photo materials]* and that the plan is to leave the aluminum off – that it looks more historic. Stated that it is a low enough level where railings will not be needed. Stated that they will keep the look on the bottom of that skirting but will slightly raise it approximately an inch off the ground using a galvanized mesh skirting for air breathing ability. Stated that they used a replacement rubberized roofing product to replace the one that was worn away on the top.

[Discussed details regarding porch decking repairs on the lower level due to water damage]

Motion: Chesnut (second: Swift) moved to approve and issue a Certificate of Appropriateness for the amended application at 410-412 Maple as submitted on October 20, 2020, for the added replacement of the porch floor with TimberTech Azek flooring in "Coastline" with a brushed finish.

Secretary of the Interior Standards:

#9 – Contemporary Designs shall be compatible and shall not destroy significant original material.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut
Nays: None
Absent: Commissioners Stevenson and Rupert
Motion carried.

307 N River

**Mural and Extension.*

Applicant: Tom Gritter, project representative - present

Discussion: Pettit: Asked if the work has already been completed.

Gritter: Confirmed. Stated that there are two items. Stated that there is a mural that had already been completed. Stated that ownership of the building changed over last month. Indicated that the new owners are requesting an extension on some site improvements that were approved by the HDC at the beginning of the year to allow enough time for proper completion.

[Discussion regarding type of mural work that was previously approved by the HDC and current

Motion: Lindsay (second Chesnut) moved to approve and issue a Certificate of Appropriateness for the work at 307 N River as submitted in the application dated October 19, 2020 for a colorful geometric mural painted on the already-painted concrete block portion of the building; and issue a six-month extension of the work approved on January 14, 2020.

Secretary of the Interior Standards:

#9 – Contemporary Designs shall be compatible and shall not destroy significant original material.

#10 – New work shall be removable.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

STUDY ITEMS

208 E Cross- Property owner Carrie Taylor discussed options for repairing unapproved siding.

322 E Cross- Property owner Joe Bertolotti discussed options for basement window replacement.

10s Block of N Huron- Elizabeth Nightingale of the Environmental Protection Agency (EPA) discussed pollution remediation systems in the 10s block of N Huron. The EPA program is exempt from local permitting processes.

ADMINISTRATIVE APPROVALS

Motion: Lindsay (second: Chesnut) moved to approve the administrative approvals for the following:

- | | |
|---------------------|---------|
| 1. 234 W Michigan | Deck |
| 2. 106 S Huron | Roof |
| 3. 114 S Huron | Roof |
| 4. 302 S Washington | Paint |
| 5. 417 N Adams | Roof |
| 6. 112 W Michigan | Paint |
| 7. 309 W Cross | Paint |
| 8. 300 N Washington | Roof |
| 9. 406 N Hamilton | Gutters |

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

OTHER APPROVALS

527 N Huron- Staff provided the letter showing approval of 527 N Huron, which was approved by default due to the Commission not reaching a decision within 60 days of the application.

OTHER BUSINESS

1. Resolution to support CLG Funding for Starkweather Chapel window restoration.

Motion: Pettit (second: Chesnut) moved to accept the Resolution to support CLG Funding for Starkweather Chapel window restoration.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

2. Property Monitoring- none

3. Commissioner Comments- none

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS -none

HOUSEKEEPING BUSINESS

Approval of the minutes of September 22, 2020

Motion: Chesnut (second: Swift) moved to approve the minutes of September 22, 2020, as submitted.

Roll Call Vote - Ayes: Commissioners Pettit, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

ADJOURNMENT

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

MEETING ADJOURNED at 11:10 p.m.

Full Minutes Prepared By: Nancy Hare-Dickerson



**PUBLIC NOTICE
CITY OF YPSILANTI
HISTORIC DISTRICT COMMISSION – VIRTUAL MEETING**

The Ypsilanti Historic District Commission (HDC) will hold A Virtual Meeting on Tuesday, November 10, 2020 at 7 p.m.

The Regular HDC Meeting is being held virtual in order to prevent the spread of COVID 19.

The meeting can be attended through the below link, or through the below toll free numbers.

November 10, 2020 HDC Regular Meeting Virtual Access Link

<https://us02web.zoom.us/j/89674484529>

When prompted, enter **Meeting ID:** 896 7448 4529

November 10, 2020 HDC Regular Meeting Toll Free Phone Number Access

888 475 4499 US Toll-free

877 853 5257 US Toll-free

When prompted, enter the **Meeting ID:** 896 7448 4529, followed by the #, press # again to be connected

Members of the public will be able to make comment during the designated time for public comment. To address the HDC, meeting participants will need to "raise their hand" to indicate they want to speak.

To raise your hand while participating online, click the "Raise Hand" icon at the bottom of the Zoom Screen or press *9 via phone. After you raise your hand you will be informed when it is your turn to speak, and your microphone will be unmuted at that time. Your microphone will be muted again when you have finished your comments or when your speaking time has expired.

Instructions for Persons with Disabilities

Persons with disabilities who need accommodations to effectively participate in the meeting should contact the City Clerk, Andrew Hellenga at ahellenga@cityofypsilanti.com by 5:00 p.m. on the day before the meeting to request assistance. Closed Captions will be provided during the meeting.

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

Andrew Hellenga
City Clerk
Posted: November 6, 2020