

1. Historic District Commission Regular Meeting

Documents:

00- HDC AGENDA 11-24-2020.PDF
01-114 WOODWARD.PDF
02- APPLICATION EXTENSIONS.PDF
03- HISTORIC DISTRICT 11-10-2020 FULL MINUTES.PDF
HDC FULL PACKET 11-24-2020.PDF
PUBLIC NOTICE- NOVEMBER 24 2020 HDC VIRTUAL MEETING.PDF

CITY OF YPSILANTI
Agenda
Historic District Commission
Tuesday, November 24, 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. 114 Woodward Carriage barn addition and exterior work

C. STUDY ITEMS

1. 322 E Forest Detached garage proposal

D. ADMINISTRATIVE APPROVALS -none

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 November 10, 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: 114 Woodward

Property History: The property includes a Shingle-style house, and a carriage barn; both are contributing to the historic district. Assessing data says the house was erected in 1893, however Sanborn Maps indicate it was erected sometime between 1900 and 1909. The property owner believes the carriage barn predates the house to ca. 1875. Based on Sanborn maps, there is a barn at this location prior to the house, originally associated with a property at 113 S Washington. At some point the property lines were redrawn and the barn became part of 114 Woodward. Sanborn Maps between 1888 and 1909 depict the barn as a one-and-one-half story building with a small one-story addition to the east elevation. This changes by 1916, and the building is noted as a one-story garage with a square footprint, the east addition having been removed.

Date Complete Application Received: November 17, 2020

Date of Review: November 18, 2020

Date of Meeting: November 24, 2020

Proposed work: Addition to carriage barn, new window, and new door.

Materials: Wolmanized lumber, wood siding, vinyl window, and a metal overhead garage door.

Staff review:

1. In October, the applicant applied for a new roof on the carriage barn. When staff visited the site, it was apparent that several changes had been made to the building without HDC review, and a subsequent permit for the remaining exterior work was requested.

Addition

2. A small shed-roof addition was made to the north elevation of the building.
 - a. The addition measures 5'x12' 3½" and rests on a concrete slab.

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.

- b. The slab is supported by 6"-wide footings set 2' deep.
- c. The addition is wood-framed and clad in wood siding to match the building.
- d. The addition utilizes an old entry door found in the barn.

Window

3. A new vinyl six-over-six window was added within the former window frame on the west elevation.
 - a. According to the applicant, a window replacement was necessary because a tree that had grown out of the foundation on the building's corner had shifted that side of the building and damaged the existing window beyond repair. The applicant stated they have repaired other windows on the building, but this one was not possible.
 - b. The applicant stated that they could not find a wood replica window in their desired repair timeframe. Their goal was to complete work over the summer and secure the building in time for winter, due to a pest infestation.
 - c. Staff does not have photographic documentation of the original window. However, according to records on file, the carriage barn was inspected by the HDC in 2003 as a case of demolition by neglect. (Ultimately, the building was not determined a case of demolition by neglect). Notes from that inspection from Commissioners Ron Rupert and Brenda Rigdon indicate that at the time, the original windows were extant. The building was described as having two *"standard sized windows [that were] double-hung with a 6-over-6 configuration and have very thin muntins."* Further description identified them as having been *"true divided light muntins and joined with wood pegs."*

Garage door

4. According to the Rupert/Rigdon assessment, interior framing indicates that the building originally had a drive-through bay with openings on the north and south elevations. Those openings have since been cladded over and an opening was made on the east elevation, likely when it was converted to a garage in the early twentieth century.
5. The east elevation bay was most recently one large bay with no formal door. The applicant had previously implemented a wood barrier with doors that hung from the interior.
6. To better secure the building from animals and weather, the applicant has permanently infilled part of the opening and installed an overhead door.
 - a. The infilled area is clad in novelty-drop siding, matching that on the rest of the elevation.
 - b. The new door is an overhead steel door with a "grain slate finish."
 - i. The applicant stated they wanted to find something that mimicked an old wood door.
 - ii. In staff opinion, the faux wood-grain finish is not especially noticeable.

Finishing

7. The carriage barn will be painted to match the house using a base of "Ashley's Heather," with secondary colors of "swan white," and "dusty violet."

Summary

8. In staff opinion, the addition and infill of the old garage bay are generally compatible with the character of the building. However, both the overhead door and replacement window are not compatible with the HDC's guidelines. The overhead door has a faux woodgrain finish, which is noncompatible in most installations. The window is an

inserted vinyl replacement with interior muntins. Both door and window are minimally visible from the right-of-way.

Recommended Motions:

Move to issue a notice to proceed for work at 114 Woodward as submitted in the application dated November 17, 2020, for work to the carriage barn as specified; including the addition to the north elevation, replacement window on the west elevation, and bay infill with an overhead door on the east elevation. Approved work also includes painting the exterior to match the house with the condition that no pressure washing or sandblasting is to be used.

Relevant Secretary of the Interior's Standards:

#7 #9

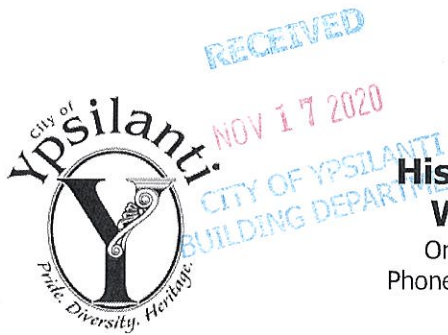
Move to deny the application for work at 114 Woodward as the replacement window and overhead door as installed do not meet the HDC guidelines as cited in the Windows and Doors Fact Sheets. Specifically, vinyl windows are not compatible with the historic character of the building, and the faux-wood grain finish on the steel door is not compatible.

Relevant Secretary of the Interior's Standards:

#2 #5

Prepared by:

Scott E. Slagor, Preservation Planner



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

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

R-28121
C-2522
PHDC-200086

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 Street Ypsilanti MI 48197

Applicant

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

Name

Alan B. Young

Address

[REDACTED]

City

Ypsilanti

State

Michigan

Zip

48197

Phone/Fax

[REDACTED]

[REDACTED]

Contractor

Contractor Name & Contact Info

Type of work

- ☐ Roofing
☐ Window/Door Replacement

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

- ☐ Painting
☒ Other
☐ Application Amendment

Complete Description of Proposed Work:

5x12 ft. and 3 1/2 in. thick concrete slab @ 2-ft deep 6 in.
wide footing #1 #2 #3
Wolmanized 2x4 base plate @ wall anchors between studs #4
Exterior siding and roof #5 #7
Original door (found in barn) with ^{new} lockable handle. #6
Material cost \$740.00

11/17/2020- Applicant spoke to staff and added a new window and garage door to the scope of work.

Schematic attached
Pictures included

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

Main color — Ashley's Heather
Outer door frame
and other pieces — Snow White
Door — Dusty Violet

Pictures B+C
Paint chips included

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: \$740.00

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:

Print Name:

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-20-0086





1



*
Main
color
(same as
house)

Ashley's Leather 90BB 41/16R
Purple Twilight 90BB 21/220

Swan White
98YY 82/022

WN56

Framing

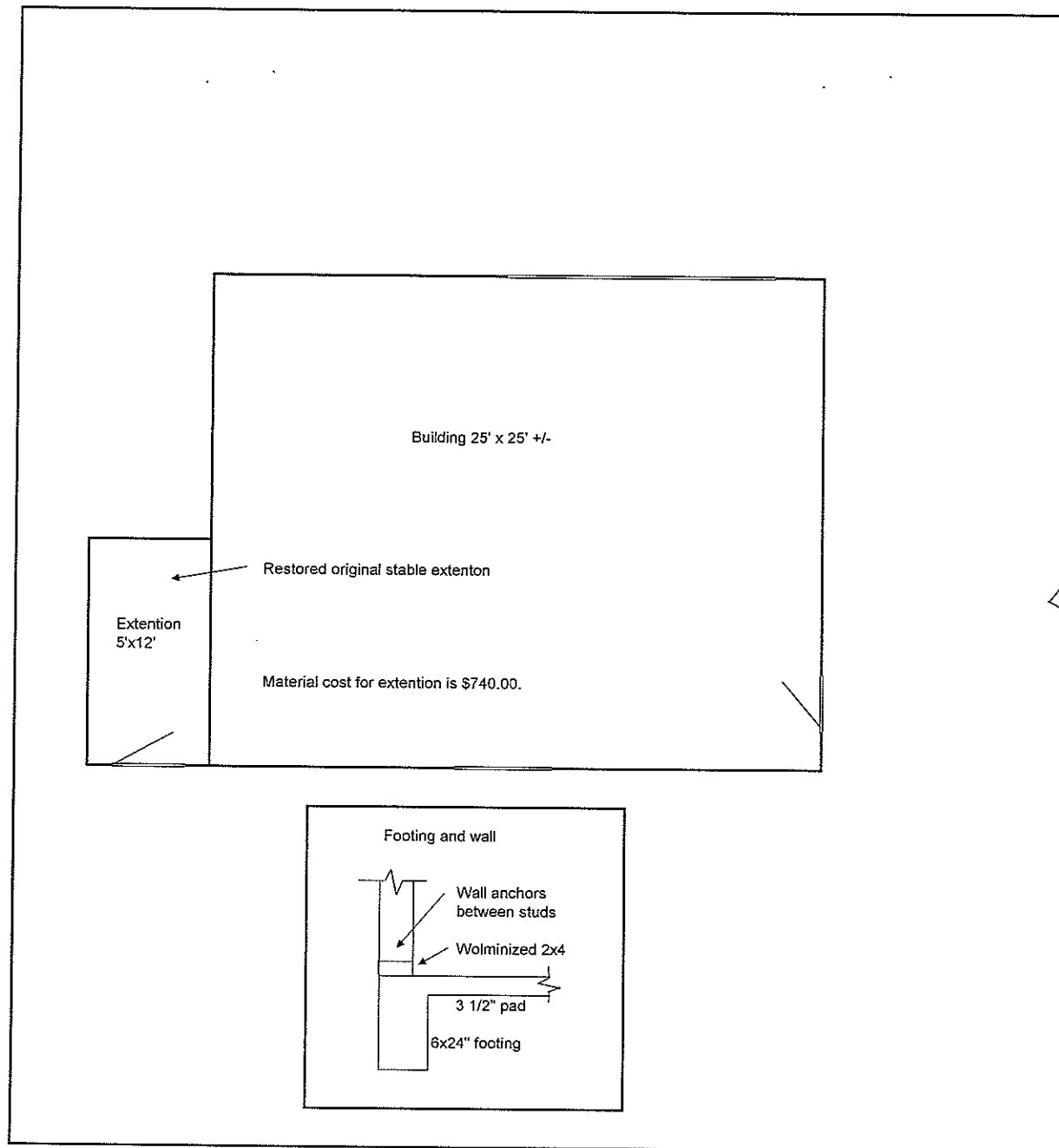
Dusty Violet
90BB 18/267

W40

Door

Young, Alan, Eileen
114 Woodward
Ypsilanti, Michigan

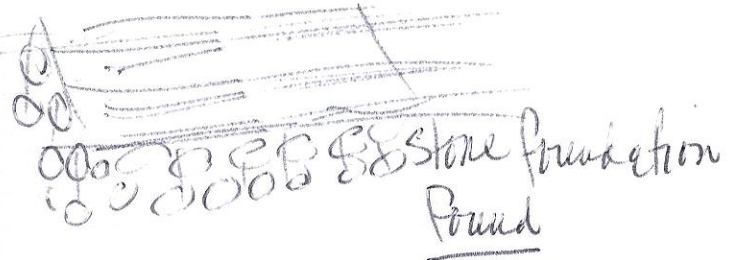
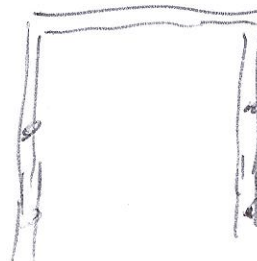
YOUNG BARN EXTENTION





A

pre existing frame



North side of barn ^{before} @ out shed
Shed is attached here

B



Painting underway
Same colors as house

Crawford Door Sales

334 E Michigan Ave

Ypsilanti, MI 48198 US

734-483-4563

accountspayable@crawforddoorpsi.com

Invoice**BILL TO**

Eileen Young



Ypsilanti, MI 48197

SHIP TO

Eileen Young



Ypsilanti, MI 48197

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
5174006	09/09/2020	\$0.00	09/09/2020	COD	

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Gen Door Furnished and installed 1) Clopay 8 x 7 GD2LU Steel insulated door 18.4 R value ultra grain slate finish with dual handle lock and slate seal.	1	1,350.00	1,350.00

PAYMENT 1,350.00

BALANCE DUE **\$0.00**



35-1/8 in. x 59-1/4 in. 50 Series Single
Vinyl Window with Nailing Flange and
Grilles

by **American Craftsman**

Product Images





Facing northwest to house and carriage barn.



Facing northwest to south and east elevations of carriage barn



Facing northeast to south and west elevations of carriage barn



Facing south to north elevation of carriage barn.



Carriage House

114 Woodward

8/10/11



Community Planning and Development
Historic District Commission
1 S. Huron
Ypsilanti, MI 48197
Telephone: (734) 482-9646

Historic District Commission Request for Extension of Review

By State law, Public Act 169, and by the City of Ypsilanti Code of Ordinances, the Historic District Commission (HDC) must act within 60 days receiving a complete application. If the HDC does not act within the allotted review period, the application is considered approved. An extension of this review period may be granted if both the HDC and applicant agree in writing.

A need for such extension could arise because the HDC cannot make quorum within the 60-day period, or the applicant needs more time to provide additional information. A minimum of four commissioners constitutes a quorum and must be present to vote on a decisive motion for action items. Applications that lack information the HDC identifies as necessary to make a decision will be denied on procedural grounds unless an extension is agreed in writing.

Extension agreements may be executed by the HDC at a meeting where a quorum is present or by the Preservation Planner prior to a meeting. Extensions executed by the Preservation Planner must be approved by the HDC at the next meeting.

Application # _____ Address of property _____

Date completed application was submitted _____

Date of last scheduled HDC meeting within 60 day review period _____

Name of Applicant _____

Mailing Address _____

City _____ State _____ Zip _____

I _____ request that the Historic District Commission extend the review period concerning the address and case number specified scheduled meeting on ____/____/____. This signed request is an agreement in writing by the applicant to extend the review period specified in the City of Ypsilanti Code of Ordinance 54-83(a) – see below*.

Signed (applicant) _____ Date ____/____/____

Preservation Planner _____ Date ____/____/____

Historic District Commission motion to accept extension: _____

Offered by: _____ Supported by: _____

YES: _____ NO: _____ ABSENT: _____ VOTE: _____

* Code of Ordinance of the City of Ypsilanti, Chapter 54 – HISTORICAL PRESERVATION Sec.-83 (a):
...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.



November 24, 2020

RESOLVED BY THE HISTORIC DISTRICT COMMISSION OF THE CITY OF YPSILANTI:

WHEREAS, the Ypsilanti Historic District Commission (HDC) is charged with reviewing exterior changes to resources within Ypsilanti's designated local historic districts, and

WHEREAS, per state law and the Ypsilanti Code of Ordinances, the HDC must act on completed HDC Work Permit Applications within 60 days;

WHEREAS, there may be circumstances where the HDC cannot act within 60 days and both the applicant and HDC agree to an extension of the application review period;

WHEREAS, a quorum of the HDC is required to make such an extension, there may be circumstances where an extension has to be executed by staff due to the inability for a quorum to meet;

NOW THEREFORE BE IT RESOLVED THAT, the Ypsilanti Historic District Commission allows the Preservation Planner to execute application extension agreements on their behalf subject to the approval of the HDC at the next available meeting.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



MINUTES

City of Ypsilanti HISTORIC DISTRICT COMMISSION Virtual Meeting

Tuesday, November 10, 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 7:04pm

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: Lindsay (second: Chesnut) 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—none

NEW BUSINESS

101 S Washington

**New signs.*

Applicant: Duane Romanski, owner - present

Discussion: Pettit: Stated that the application is for sign work. Asked applicant to walk the Commission through what is being proposed.

Romanski: Stated that they recently purchased the building. Stated that applicant is looking

to switch the panel on the main sign at Ferris and Washington Street. Indicated that the plan is to change just the outside panel on the "Chapel Parking" sign in the parking lot. Stated that they would like to put their logo on the side of the building.

Pettit: Asked if there are anywhere in the photos where it identifies where the sign for the building would go.

Romanski: Stated that if you go to the one that says "Chapel Parking" *[reference photo materials]*, it would be just to the left of the portico there.

Pettit: Asked if it is correct that these are backlit signs.

Romanski: Confirmed.

Pettit: Asked if it is correct that applicant is proposing to change out the acrylic panel on those two signs *[reference photo materials]*.

Romanski: Confirmed.

Pettit: Asked if it is correct that the sign at the corner *[reference photo materials]* is a single direction sign, just the one facing the street.

Romanski: Confirmed.

Pettit: Asked if it is correct that the sign in the parking lot *[reference photo materials]* is a two-sided sign.

Romanski: Confirmed.

Pettit: *[Explained HDC general policy regarding new or modified backlit signs in the District]* Stated that the proposed drawings are black on white. Asked if applicant would be interested in entertaining the concept of reversing that – where it would be white on black.

Romanski: Stated that they did not want to change it all that much. Indicated that the current sign has been there for over forty years. Stated that they were looking to just switch the panel to make it look pretty much the way it does now, just with a different name on it. *[Further statements as to difficulties in making the sign different from what is proposed]*

Swift: Stated that the current signs are non-compliant but they are there and they have a history of being there. Acknowledged agreement with Commissioner Pettit's request for the color to be inverted. Indicated an opinion that, overall, because the panels are existing, it is not necessary to implement a bigger change than that.

Chesnut: Asked if it is correct that for the lit panels, it is almost like a one-to-one swap out; that what is being asked by applicant is that just the plastic panel gets swapped out and that what is really changing is the letters, the naming.

Romanski: Confirmed.

[Further discussion as to the proposed design/inversion considerations/lighting options]

Lindsay: Indicated that one thing for the Commission to consider is that it is a non-contributing property.

[Procedural discussion ensued]

Pettit: Asked if it is correct that the remaining sign, which is a new sign, is five-by-five-foot.

Romanski: Confirmed.

Pettit: Asked about the mounting method.

Romanski: Stated -- masonry screws.

[Further discussion as to mounting provisions]

Swift: Asked if there is lighting planned for this sign *[reference photo materials]*.

Romanski: Confirmed, no.

[Procedural discussion continued]

Motion: Swift (second: Chesnut) moved 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.

Secretary of the Interior Standards:

#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, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

STUDY ITEMS—none

ADMINISTRATIVE APPROVALS

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

1. 114 Woodward Roof

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

Nays: None
Absent: Commissioners Stevenson and Rupert
Motion carried.

OTHER BUSINESS

1. Discussion on 60-day approvals.

Discussion centered on a memo prepared by Scott Slagor regarding the circumstances that led to the automatic approval of the application at 527 N Huron, and suggested ways that the 60-day application time period could be extended so an automatic approval is less likely to occur in the future. Staff suggested that the Commission consider the following actions:

- Staff recommended 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 asked 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.

Discussion: Pettit: *[Presented an overview of the memo]*.

Lindsay: Suggested considering another version of the suggestions presented, granting extension power to staff on a per instance basis since this situation may happen again given the situation on the Commission; whether it be a quorum issue or meeting issue because of COVID. Stated that option three was not the best because the Commission has a history of not being able to make quorum. Asked if staff could be granted extension power by an email vote. Stated concern for the position it may put staff. Stated that giving one person the extension power permanently may be problematic.

Slagor: Stated that decisions cannot be made via email because it violates the Open Meetings Act.

Pettit: Suggested taking the first two options and combining them, allowing staff to make an extension agreement subject to approval by the Commission at the next meeting.

Slagor: Confirmed that option would be feasible.

Pettit: *[Broad discussion on staff involvement with extensions, and legal HDC meetings]*

Pettit: Asked what the outcome of the discussion tonight should be.

Slagor: Offered to add discussion and resolution of staff approving extensions subject to HDC approval at the next meeting.

Pettit: Asked for commissioner input.

Swift: Asked for clarification about the process with tabling due to a lack of information. Asked why staff cannot automatically extend to the next meeting.
[Broad discussion on the process for extensions, tabling, and incomplete applications].

Swift: Asked if a blanket denial is feasible when the clock runs out.

Pettit: Clarified that the 60-day time frame is in the ordinance and cannot change unless ordinance changes.

[Discussion of why the 60-day time frame is in place, and how it is affected by the pandemic]

Chesnut: Asked to clarify the definition of complete application.

Slagor: Stated that applications are considered complete once they go in front of the Commission, filled out the form, attachments, and photos. Amy Arnold, Preservation Planner with the State Historic Preservation Office who reviews appeals, stated that the clock starts once the application is date stamped and approved by Staff.

Chesnut: Asked for clarification that it is not within the Commission's powers to define complete applications.

Slagor: Confirmed that it is the City who defines complete applications.

[Discussion of qualifications for complete applications and review]

Pettit: Stated that the Commission still needs a tool for these instances regardless of how complete the application is.

[Discussion of how large projects are approved in the 60-day time frame]

Lindsay: Asked to discuss if staff can approve an extension subject to approval by the commission.

[Discussion ensued]

Lindsay: Asked if they could allow staff to approve, deny, or extend.

Slagor: Stated that the Commission can delegate an official to approve minor classes of work, but not denial. Does not know of other Commissions that have staff outright deny applications, and it may not be a good power to give to one person.

[Discussion of Commission and staff actions on applications]

Pettit: Asked when it is appropriate to discuss an extension with the applicant.

Slagor: Stated that it is unclear in the ordinance and State Law but would interpret it as the last regularly scheduled meeting before the 60-days are up.

[Discussion on the amount of time it takes to execute a decision or extension]

Slagor: Suggested including bolded dates in the staff review to make the timeline clearer.

Chesnut: Suggested modifying the template to say date of initial application, and they can do the math.

[Discussion of staff reviews and the Commission's review of applications]

Pettit: Asked if staff would take points from the discussion and put together a resolution for next meeting.

Slagor: Confirmed.

2. Property Monitoring

Commissioners/Staff discussed property questions, concerns and issues currently being reviewed.

3. Updates from staff

Re: Historic District commissioner vacancy

Re: Upcoming Michigan Historic Preservation conference

Re: Water Street site development

4. Commissioner Comments

Commissioners, who wished, shared additional thoughts/comments.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS -none

HOUSEKEEPING BUSINESS

Approval of the minutes of October 27, 2020

Motion: Swift (second: Chesnut) moved to approve the minutes of October 27, 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 8:43 p.m.

Full Minutes Prepared By: Nancy Hare-Dickerson

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IV. PUBLIC HEARING—none

V. BUSINESS SESSION

A. OLD BUSINESS—none

B. NEW BUSINESS

1. 114 Woodward Carriage barn addition and exterior work

C. STUDY ITEMS

1. 322 E Forest Detached garage proposal

D. ADMINISTRATIVE APPROVALS -none

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 November 10, 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: 114 Woodward

Property History: The property includes a Shingle-style house, and a carriage barn; both are contributing to the historic district. Assessing data says the house was erected in 1893, however Sanborn Maps indicate it was erected sometime between 1900 and 1909. The property owner believes the carriage barn predates the house to ca. 1875. Based on Sanborn maps, there is a barn at this location prior to the house, originally associated with a property at 113 S Washington. At some point the property lines were redrawn and the barn became part of 114 Woodward. Sanborn Maps between 1888 and 1909 depict the barn as a one-and-one-half story building with a small one-story addition to the east elevation. This changes by 1916, and the building is noted as a one-story garage with a square footprint, the east addition having been removed.

Date Complete Application Received: November 17, 2020

Date of Review: November 18, 2020

Date of Meeting: November 24, 2020

Proposed work: Addition to carriage barn, new window, and new door.

Materials: Wolmanized lumber, wood siding, vinyl window, and a metal overhead garage door.

Staff review:

1. In October, the applicant applied for a new roof on the carriage barn. When staff visited the site, it was apparent that several changes had been made to the building without HDC review, and a subsequent permit for the remaining exterior work was requested.

Addition

2. A small shed-roof addition was made to the north elevation of the building.
 - a. The addition measures 5'x12' 3½" and rests on a concrete slab.

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.

- b. The slab is supported by 6"-wide footings set 2' deep.
- c. The addition is wood-framed and clad in wood siding to match the building.
- d. The addition utilizes an old entry door found in the barn.

Window

- 3. A new vinyl six-over-six window was added within the former window frame on the west elevation.
 - a. According to the applicant, a window replacement was necessary because a tree that had grown out of the foundation on the building's corner had shifted that side of the building and damaged the existing window beyond repair. The applicant stated they have repaired other windows on the building, but this one was not possible.
 - b. The applicant stated that they could not find a wood replica window in their desired repair timeframe. Their goal was to complete work over the summer and secure the building in time for winter, due to a pest infestation.
 - c. Staff does not have photographic documentation of the original window. However, according to records on file, the carriage barn was inspected by the HDC in 2003 as a case of demolition by neglect. (Ultimately, the building was not determined a case of demolition by neglect). Notes from that inspection from Commissioners Ron Rupert and Brenda Rigdon indicate that at the time, the original windows were extant. The building was described as having two *"standard sized windows [that were] double-hung with a 6-over-6 configuration and have very thin muntins."* Further description identified them as having been *"true divided light muntins and joined with wood pegs."*

Garage door

- 4. According to the Rupert/Rigdon assessment, interior framing indicates that the building originally had a drive-through bay with openings on the north and south elevations. Those openings have since been cladded over and an opening was made on the east elevation, likely when it was converted to a garage in the early twentieth century.
- 5. The east elevation bay was most recently one large bay with no formal door. The applicant had previously implemented a wood barrier with doors that hung from the interior.
- 6. To better secure the building from animals and weather, the applicant has permanently infilled part of the opening and installed an overhead door.
 - a. The infilled area is clad in novelty-drop siding, matching that on the rest of the elevation.
 - b. The new door is an overhead steel door with a "grain slate finish."
 - i. The applicant stated they wanted to find something that mimicked an old wood door.
 - ii. In staff opinion, the faux wood-grain finish is not especially noticeable.

Finishing

- 7. The carriage barn will be painted to match the house using a base of "Ashley's Heather," with secondary colors of "swan white," and "dusty violet."

Summary

- 8. In staff opinion, the addition and infill of the old garage bay are generally compatible with the character of the building. However, both the overhead door and replacement window are not compatible with the HDC's guidelines. The overhead door has a faux woodgrain finish, which is noncompatible in most installations. The window is an

inserted vinyl replacement with interior muntins. Both door and window are minimally visible from the right-of-way.

Recommended Motions:

Move to issue a notice to proceed for work at 114 Woodward as submitted in the application dated November 17, 2020, for work to the carriage barn as specified; including the addition to the north elevation, replacement window on the west elevation, and bay infill with an overhead door on the east elevation. Approved work also includes painting the exterior to match the house with the condition that no pressure washing or sandblasting is to be used.

Relevant Secretary of the Interior's Standards:

#7 #9

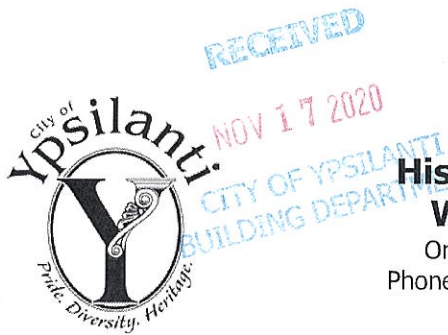
Move to deny the application for work at 114 Woodward as the replacement window and overhead door as installed do not meet the HDC guidelines as cited in the Windows and Doors Fact Sheets. Specifically, vinyl windows are not compatible with the historic character of the building, and the faux-wood grain finish on the steel door is not compatible.

Relevant Secretary of the Interior's Standards:

#2 #5

Prepared by:

Scott E. Slagor, Preservation Planner



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

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

R-28121
C-2522
PHDC-200086

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 Street Ypsilanti MI 48197

Applicant

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

Name

Alan B. Young

Address

[Redacted]

City

Ypsilanti

State

Michigan

Zip

48197

Phone/Fax

[Redacted]

[Redacted]

Contractor

Contractor Name & Contact Info

Type of work

- ☐ Roofing
☐ Window/Door Replacement

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

- ☐ Painting
☒ Other
☐ Application Amendment

Complete Description of Proposed Work:

5x12 ft. and 3 1/2 in. thick concrete slab @ 2-ft deep 6 in.
wide footing #1 #2 #3
Notmanized 2x4 base plate @ wall anchors between studs #4
Exterior siding and roof #5 #7
Original door (found in barn) with ^{new} lockable handle. #6
Material cost \$740.00

11/17/2020- Applicant spoke to staff and added a new window and garage door to the scope of work.

Schematic attached
Pictures included

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

Main color — Ashley's Heather
Outer door frame
and other pieces — Snow White
Door — Dusty Violet

Pictures B+C
Paint chips included

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:

\$740.00

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:

Print Name:

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-20-0086





1



*
Main
color
(same as
house)

Ashley's Leather 90BB 41/16R
Purple Twilight 90BB 21/220

Swan White
98YY 82/022

WN56

Framing

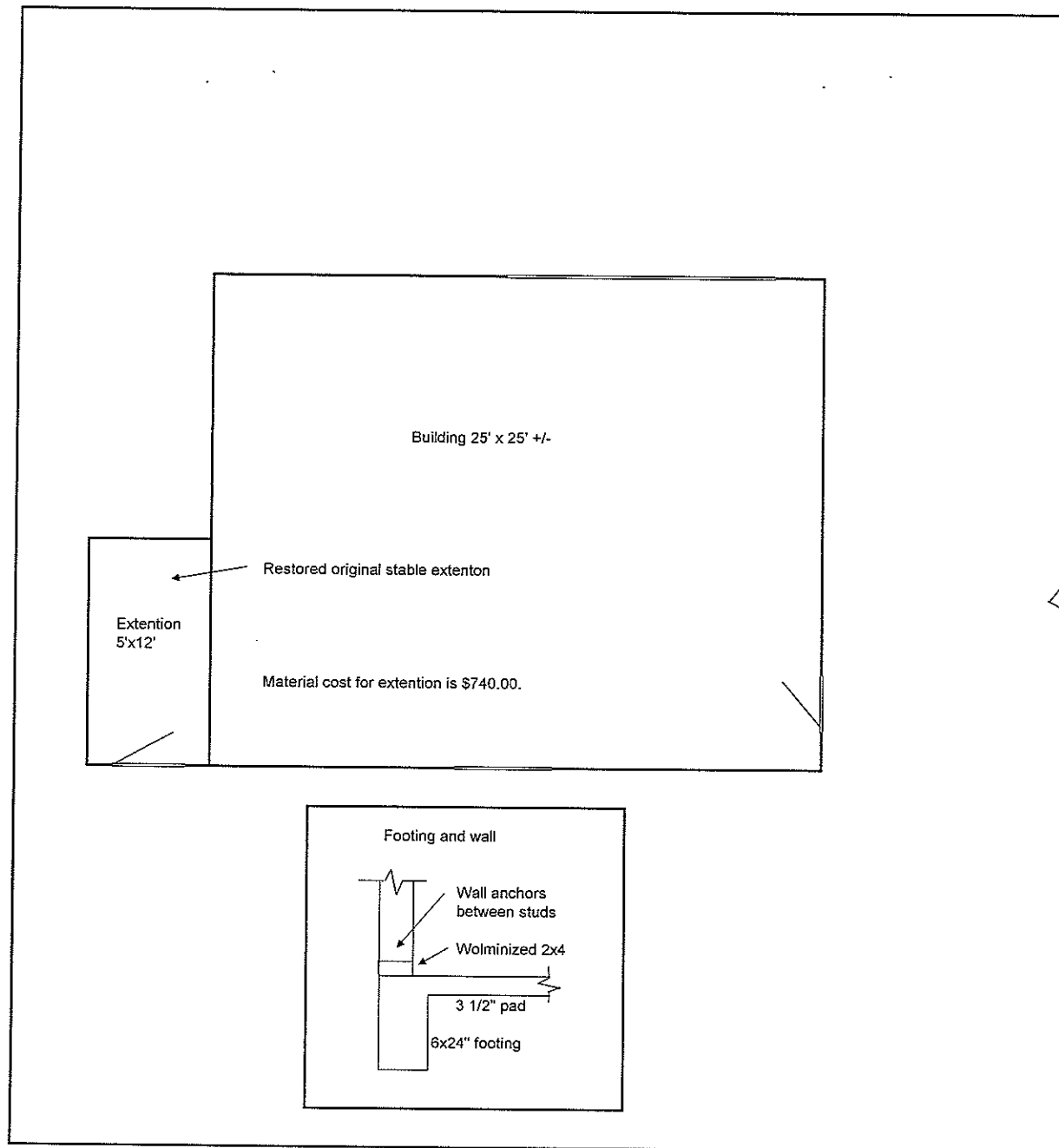
Dusty Violet
90BB 18/267

W40

Door

Young, Alan, Eileen
114 Woodward
Ypsilanti, Michigan

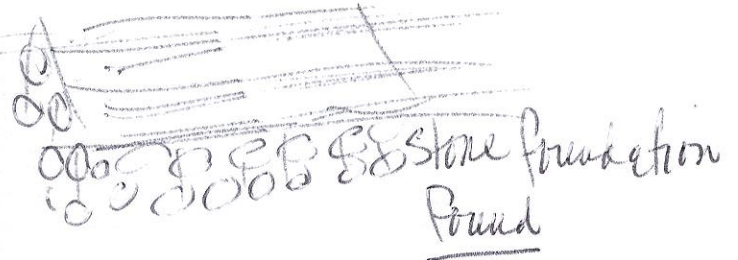
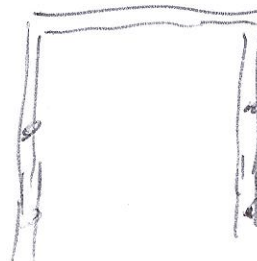
YOUNG BARN EXTENTION





A

pre existing frame



North side of barn ^{before} @ out shed
Shed is attached here

B



Painting underway
Same colors as house

Crawford Door Sales

334 E Michigan Ave

Ypsilanti, MI 48198 US

734-483-4563

accountspayable@crawforddoorpsi.com

Invoice**BILL TO**

Eileen Young



Ypsilanti, MI 48197

SHIP TO

Eileen Young



Ypsilanti, MI 48197

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
5174006	09/09/2020	\$0.00	09/09/2020	COD	

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Gen Door Furnished and installed 1) Clopay 8 x 7 GD2LU Steel insulated door 18.4 R value ultra grain slate finish with dual handle lock and slate seal.	1	1,350.00	1,350.00

PAYMENT 1,350.00

BALANCE DUE **\$0.00**



35-1/8 in. x 59-1/4 in. 50 Series Single
Vinyl Window with Nailing Flange and
Grilles

by **American Craftsman**

Product Images





Facing northwest to house and carriage barn.



Facing northwest to south and east elevations of carriage barn



Facing northeast to south and west elevations of carriage barn



Facing south to north elevation of carriage barn.



Carriage House

114 Woodward

8/10/11



Community Planning and Development
Historic District Commission
1 S. Huron
Ypsilanti, MI 48197
Telephone: (734) 482-9646

Historic District Commission

Request for Extension of Review

By State law, Public Act 169, and by the City of Ypsilanti Code of Ordinances, the Historic District Commission (HDC) must act within 60 days receiving a complete application. If the HDC does not act within the allotted review period, the application is considered approved. An extension of this review period may be granted if both the HDC and applicant agree in writing.

A need for such extension could arise because the HDC cannot make quorum within the 60-day period, or the applicant needs more time to provide additional information. A minimum of four commissioners constitutes a quorum and must be present to vote on a decisive motion for action items. Applications that lack information the HDC identifies as necessary to make a decision will be denied on procedural grounds unless an extension is agreed in writing.

Extension agreements may be executed by the HDC at a meeting where a quorum is present or by the Preservation Planner prior to a meeting. Extensions executed by the Preservation Planner must be approved by the HDC at the next meeting.

Application # _____ Address of property _____

Date completed application was submitted _____

Date of last scheduled HDC meeting within 60 day review period _____

Name of Applicant _____

Mailing Address _____

City _____ State _____ Zip _____

I _____ request that the Historic District Commission extend the review period concerning the address and case number specified scheduled meeting on ____/____/____. This signed request is an agreement in writing by the applicant to extend the review period specified in the City of Ypsilanti Code of Ordinance 54-83(a) – see below*.

Signed (applicant) _____ Date ____/____/____

Preservation Planner _____ Date ____/____/____

Historic District Commission motion to accept extension: _____

Offered by: _____ Supported by: _____

YES: _____ NO: _____ ABSENT: _____ VOTE: _____

* Code of Ordinance of the City of Ypsilanti, Chapter 54 – HISTORICAL PRESERVATION Sec.-83 (a):
...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.



November 24, 2020

RESOLVED BY THE HISTORIC DISTRICT COMMISSION OF THE CITY OF YPSILANTI:

WHEREAS, the Ypsilanti Historic District Commission (HDC) is charged with reviewing exterior changes to resources within Ypsilanti's designated local historic districts, and

WHEREAS, per state law and the Ypsilanti Code of Ordinances, the HDC must act on completed HDC Work Permit Applications within 60 days;

WHEREAS, there may be circumstances where the HDC cannot act within 60 days and both the applicant and HDC agree to an extension of the application review period;

WHEREAS, a quorum of the HDC is required to make such an extension, there may be circumstances where an extension has to be executed by staff due to the inability for a quorum to meet;

NOW THEREFORE BE IT RESOLVED THAT, the Ypsilanti Historic District Commission allows the Preservation Planner to execute application extension agreements on their behalf subject to the approval of the HDC at the next available meeting.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



MINUTES

City of Ypsilanti HISTORIC DISTRICT COMMISSION Virtual Meeting

Tuesday, November 10, 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 7:04pm

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: Lindsay (second: Chesnut) 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—none

NEW BUSINESS

101 S Washington

**New signs.*

Applicant: Duane Romanski, owner - present

Discussion: Pettit: Stated that the application is for sign work. Asked applicant to walk the Commission through what is being proposed.

Romanski: Stated that they recently purchased the building. Stated that applicant is looking

to switch the panel on the main sign at Ferris and Washington Street. Indicated that the plan is to change just the outside panel on the "Chapel Parking" sign in the parking lot. Stated that they would like to put their logo on the side of the building.

Pettit: Asked if there are anywhere in the photos where it identifies where the sign for the building would go.

Romanski: Stated that if you go to the one that says "Chapel Parking" *[reference photo materials]*, it would be just to the left of the portico there.

Pettit: Asked if it is correct that these are backlit signs.

Romanski: Confirmed.

Pettit: Asked if it is correct that applicant is proposing to change out the acrylic panel on those two signs *[reference photo materials]*.

Romanski: Confirmed.

Pettit: Asked if it is correct that the sign at the corner *[reference photo materials]* is a single direction sign, just the one facing the street.

Romanski: Confirmed.

Pettit: Asked if it is correct that the sign in the parking lot *[reference photo materials]* is a two-sided sign.

Romanski: Confirmed.

Pettit: *[Explained HDC general policy regarding new or modified backlit signs in the District]* Stated that the proposed drawings are black on white. Asked if applicant would be interested in entertaining the concept of reversing that – where it would be white on black.

Romanski: Stated that they did not want to change it all that much. Indicated that the current sign has been there for over forty years. Stated that they were looking to just switch the panel to make it look pretty much the way it does now, just with a different name on it. *[Further statements as to difficulties in making the sign different from what is proposed]*

Swift: Stated that the current signs are non-compliant but they are there and they have a history of being there. Acknowledged agreement with Commissioner Pettit's request for the color to be inverted. Indicated an opinion that, overall, because the panels are existing, it is not necessary to implement a bigger change than that.

Chesnut: Asked if it is correct that for the lit panels, it is almost like a one-to-one swap out; that what is being asked by applicant is that just the plastic panel gets swapped out and that what is really changing is the letters, the naming.

Romanski: Confirmed.

[Further discussion as to the proposed design/inversion considerations/lighting options]

Lindsay: Indicated that one thing for the Commission to consider is that it is a non-contributing property.

[Procedural discussion ensued]

Pettit: Asked if it is correct that the remaining sign, which is a new sign, is five-by-five-foot.

Romanski: Confirmed.

Pettit: Asked about the mounting method.

Romanski: Stated -- masonry screws.

[Further discussion as to mounting provisions]

Swift: Asked if there is lighting planned for this sign *[reference photo materials]*.

Romanski: Confirmed, no.

[Procedural discussion continued]

Motion: Swift (second: Chesnut) moved 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.

Secretary of the Interior Standards:

#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, Lindsay, Swift, Chesnut

Nays: None

Absent: Commissioners Stevenson and Rupert

Motion carried.

STUDY ITEMS—none

ADMINISTRATIVE APPROVALS

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

1. 114 Woodward Roof

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

Nays: None
Absent: Commissioners Stevenson and Rupert
Motion carried.

OTHER BUSINESS

1. Discussion on 60-day approvals.

Discussion centered on a memo prepared by Scott Slagor regarding the circumstances that led to the automatic approval of the application at 527 N Huron, and suggested ways that the 60-day application time period could be extended so an automatic approval is less likely to occur in the future. Staff suggested that the Commission consider the following actions:

- Staff recommended 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 asked 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.

Discussion: Pettit: *[Presented an overview of the memo]*.

Lindsay: Suggested considering another version of the suggestions presented, granting extension power to staff on a per instance basis since this situation may happen again given the situation on the Commission; whether it be a quorum issue or meeting issue because of COVID. Stated that option three was not the best because the Commission has a history of not being able to make quorum. Asked if staff could be granted extension power by an email vote. Stated concern for the position it may put staff. Stated that giving one person the extension power permanently may be problematic.

Slagor: Stated that decisions cannot be made via email because it violates the Open Meetings Act.

Pettit: Suggested taking the first two options and combining them, allowing staff to make an extension agreement subject to approval by the Commission at the next meeting.

Slagor: Confirmed that option would be feasible.

Pettit: *[Broad discussion on staff involvement with extensions, and legal HDC meetings]*

Pettit: Asked what the outcome of the discussion tonight should be.

Slagor: Offered to add discussion and resolution of staff approving extensions subject to HDC approval at the next meeting.

Pettit: Asked for commissioner input.

Swift: Asked for clarification about the process with tabling due to a lack of information. Asked why staff cannot automatically extend to the next meeting.
[Broad discussion on the process for extensions, tabling, and incomplete applications].

Swift: Asked if a blanket denial is feasible when the clock runs out.

Pettit: Clarified that the 60-day time frame is in the ordinance and cannot change unless ordinance changes.

[Discussion of why the 60-day time frame is in place, and how it is affected by the pandemic]

Chesnut: Asked to clarify the definition of complete application.

Slagor: Stated that applications are considered complete once they go in front of the Commission, filled out the form, attachments, and photos. Amy Arnold, Preservation Planner with the State Historic Preservation Office who reviews appeals, stated that the clock starts once the application is date stamped and approved by Staff.

Chesnut: Asked for clarification that it is not within the Commission's powers to define complete applications.

Slagor: Confirmed that it is the City who defines complete applications.

[Discussion of qualifications for complete applications and review]

Pettit: Stated that the Commission still needs a tool for these instances regardless of how complete the application is.

[Discussion of how large projects are approved in the 60-day time frame]

Lindsay: Asked to discuss if staff can approve an extension subject to approval by the commission.

[Discussion ensued]

Lindsay: Asked if they could allow staff to approve, deny, or extend.

Slagor: Stated that the Commission can delegate an official to approve minor classes of work, but not denial. Does not know of other Commissions that have staff outright deny applications, and it may not be a good power to give to one person.

[Discussion of Commission and staff actions on applications]

Pettit: Asked when it is appropriate to discuss an extension with the applicant.

Slagor: Stated that it is unclear in the ordinance and State Law but would interpret it as the last regularly scheduled meeting before the 60-days are up.

[Discussion on the amount of time it takes to execute a decision or extension]

Slagor: Suggested including bolded dates in the staff review to make the timeline clearer.

Chesnut: Suggested modifying the template to say date of initial application, and they can do the math.

[Discussion of staff reviews and the Commission's review of applications]

Pettit: Asked if staff would take points from the discussion and put together a resolution for next meeting.

Slagor: Confirmed.

2. Property Monitoring

Commissioners/Staff discussed property questions, concerns and issues currently being reviewed.

3. Updates from staff

Re: Historic District commissioner vacancy

Re: Upcoming Michigan Historic Preservation conference

Re: Water Street site development

4. Commissioner Comments

Commissioners, who wished, shared additional thoughts/comments.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS -none

HOUSEKEEPING BUSINESS

Approval of the minutes of October 27, 2020

Motion: Swift (second: Chesnut) moved to approve the minutes of October 27, 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 8:43 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 24, 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 24, 2020 HDC Regular Meeting Virtual Access Link

<https://us02web.zoom.us/j/85081412699>

When prompted, enter **Meeting ID:** 850 8141 2699

November 24, 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:** 850 8141 2699, 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 20, 2020