

1. Historic District Commission Virtual Meeting

Documents:

[HISTORIC DISTRICT COMMISSION - 09 FEB 2021 - AGENDA - PDF.PDF](#)



AGENDA

Ypsilanti Historic District Commission Meeting

7:00pm -2/9/2021

Virtual meeting held via Zoom

Page

1. CALL TO ORDER

2. ROLL CALL

Alex Pettit, Chair

Anne Stevenson, Vice Chair

Erika Lindsay

Amy Swift

James Chesnut

James Ratzlaff

VACANT

Scott Slagor, Staff

Jennifer Symanns, Council Liaison

3. APPROVAL OF AGENDA

4. PUBLIC COMMENT ON AGENDA ITEMS

5. PUBLIC HEARINGS

6. BUSINESS SESSION

6.1. OLD BUSINESS

6.2. NEW BUSINESS

[01-301 W Michigan Sign](#)

[02-301 S Washington](#)

6.3. STUDY ITEMS

6.4. ADMINISTRATIVE APPROVALS

6.5. OTHER BUSINESS

- Property Monitoring

- Staff Updates

- Commissioner Comments

7. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

8. HOUSEKEEPING BUSINESS

8.1. Approval of meeting minutes MM/DD/20XX

[03-Historic District 1-26-2021 Full Minutes](#)

8.2. Nomination of Officers for Chair and Vice Chair

9. ADJOURNMENT

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

3 - 31

33 - 37

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

<https://us02web.zoom.us/j/82505663098>

888 475 4499 US Toll-free

877 853 5257 US Toll-free

When prompted, enter the Meeting ID: 825 0566 3098, followed by the #, press # again to be connected



HDC Work Permit Staff Review

Property address: 301 W Michigan STE 103.

Property History: The property includes a Brutalist high-rise commercial building erected in 1975. The building is non-contributing to the historic district.

Date Complete Application Received: February 2, 2021

Date of Review: February 4, 2021

Date of Meeting: February 9, 2021

Proposed work: Signs.

Materials: Aluminum and plastic sign materials.

Staff review:

1. This application is for signage on Suite 103, a one-story drive-in financial facility at the southeast corner of the building.
2. The application includes aluminum channel letters lit by LEDs on the north, west, and south sides of the building.
3. Individual plastic lettering shall be used as well.
4. An LED-lit ATM box sign will go over the ATM bay on the south elevation.
5. The mounting diagram indicates that signage shall be mounted to the mortar joints.

Recommended Motions:

Move to issue a Certificate of Appropriateness for the work at 301 W Michigan Suite 103 as submitted in the application dated February 2, 2021, for installation of new signage as specified. The new signs shall be mounted to the mortar joints to the greatest extent possible.

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

Prepared by:

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.

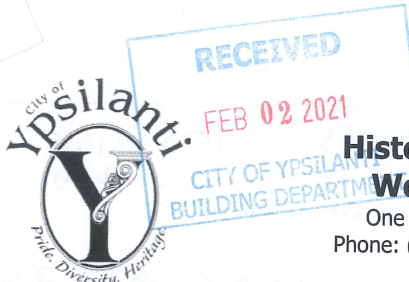
8. Preserve archaeological resources.

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

10. New work shall be removable.

Scott E. Slagor, Preservation Planner

PHDC-21-0007 R.28364 #1582



**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

301 W MICHIGAN AVE, YPSILANTI, MI 48197

Applicant

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

Name

MARCUS GRAY

Address

[Redacted Address]

BELLEVILLE

MI

48111

City

State

Zip

Phone / Fax

734 [Redacted]

E-Mail

[Redacted E-Mail]

Contractor

Contractor Name & Contact Info

[Redacted Contractor Information]

Type of work

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

Complete Description of Proposed Work:

ALUMINUM HALO LIT CHANNELS - 3 SIDES - 15.5" X 10.5" LED
LED ILLUMINATED ATM BOX - 16" X 72" WITH LOGO
WHITE GLOSS FORMED PLASTIC TEXT - MOUNTED STUDS - 3 SETS
BANK LOGO / WHY NOT KEEP IT LOCAL?
YPSILANTI LOAN CENTER

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

ALUMINUM - LED LIGHTS - DRIVERS - FORMED PLASTIC LETTERS -
MOUNTS - POLYCARBONATE FACES - DIGITAL PRINT

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:

\$15,332.97

Permit fee:

\$45 +

20

= 685

70

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

[Redacted Signature]

Date:

1-29-21

Print Name:

MARCUS GRAY

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.



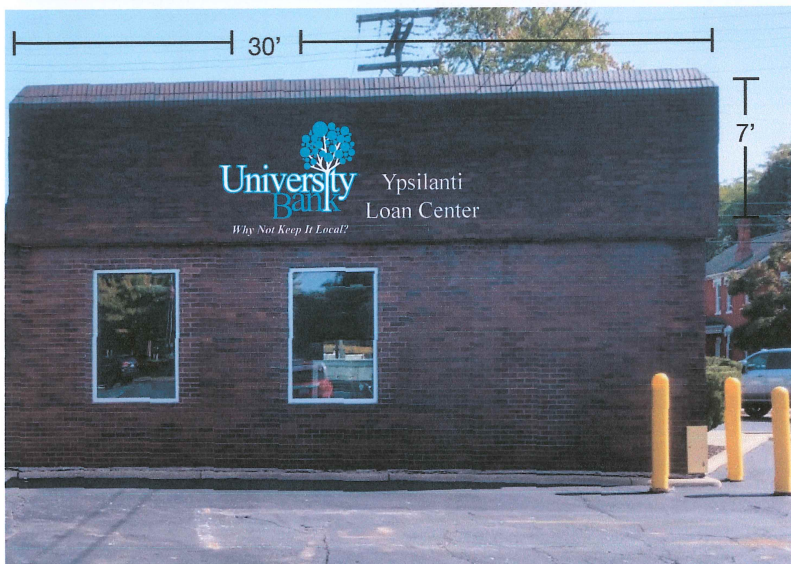
University Bank

301 W Michigan Ave
Ypsilanti MI 48197

SIGNS
BY TOMORROW
SIGNS & GRAPHICS NATIONWIDE

33611 Plymouth Road
Livonia, MI 48150
734-522-8440

*Prepared by
Marcus Gray*



36.05 SQ FT EACH SIDE

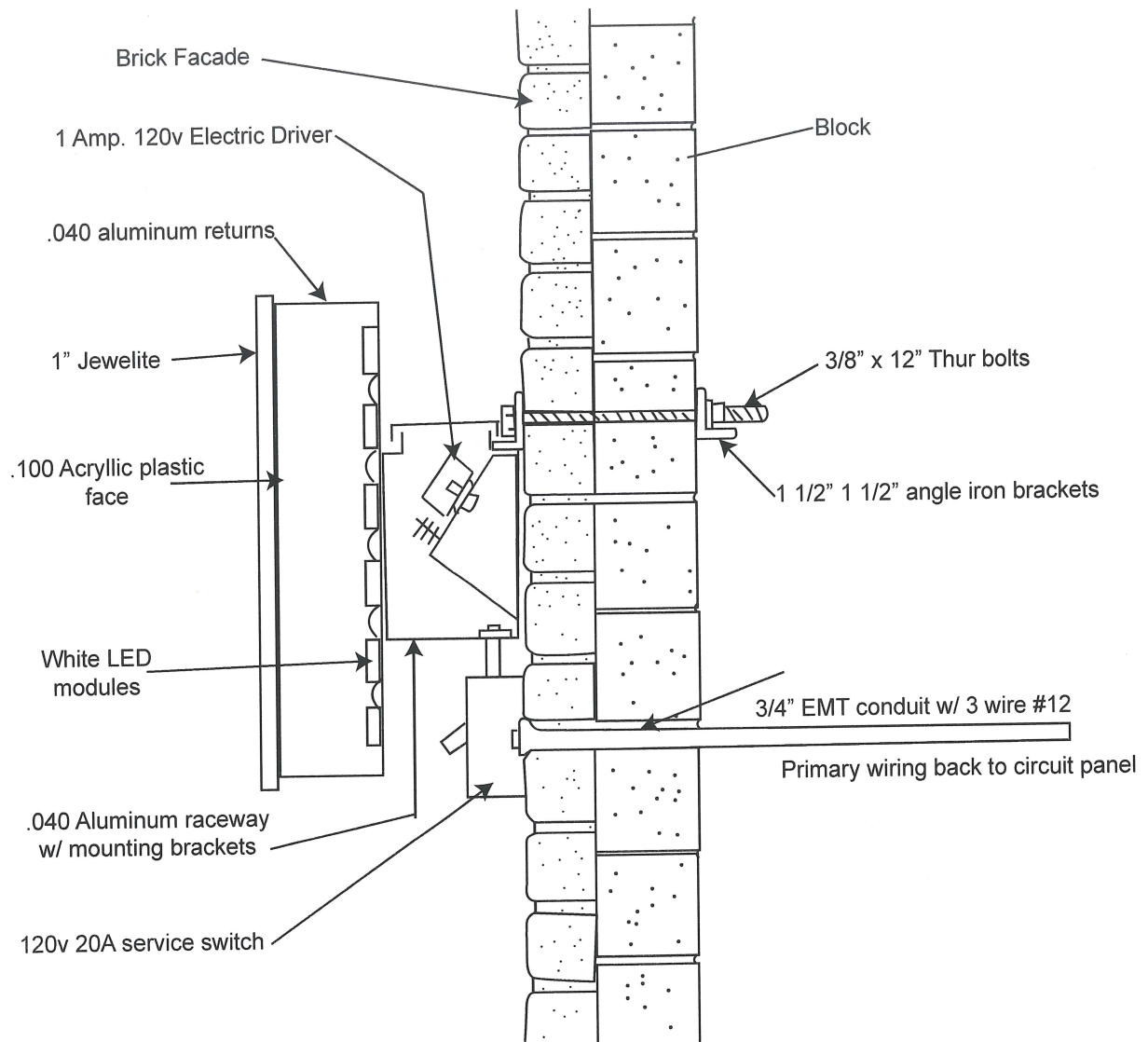
SITE PLAN

University Bank - 301 W Michigan Ave, Ypsilanti MI 48197



SIDE VIEW

**Individual aluminum LED Channel L^Etter Sign
attached to a Raceway, color to match
the building facade color
MOUNTING METHODS**



SIGNS
BY TOMORROW
SIGNS & GRAPHICS NATIONWIDE

33611 Plymouth Road
Livonia, MI 48150
734-522-8440

Staff photos- 301 W Michigan



Facing southwest to facade and east elevation



Facing southwest to drive-in section of building.



Facing northwest to drive-in section of building.



HDC Work Permit Staff Review

Property address: 301 S Washington

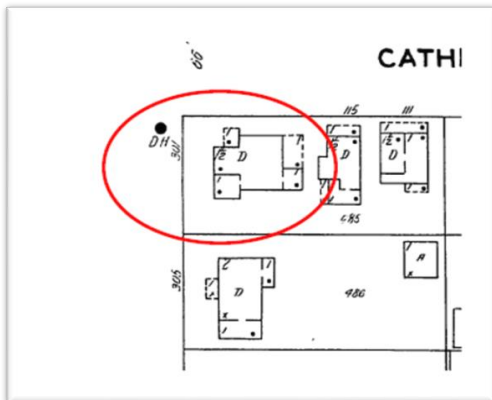
Property History: The property includes a nineteenth century house that is noted as contributing in the National Register district. The building has undergone multiple exterior changes since its construction.

There have been many inquiries into the structural history of this house. Staff worked on compiling a structural and occupant history of the property over summer 2020 in anticipation of future work being done.

Structural History

According to City Assessing Records, the house was constructed in 1865. The building has the vernacular Gabled Ell form, albeit altered. The pediments over the windows indicate it may have once had either Italianate or Gothic Revival stylistic elements. The rear of house is depicted in an 1868 bird's eye view drawing, confirming the early construction date.

The building has an irregular footprint from multiple additions and porches. In Staff opinion, the building likely originated as a T-plan and was added to over time to reach its present shape. It is unclear when all the additions and porches were made, however a 1927 Sanborn Map indicates that the façade and east porches were extant and not enclosed (see below).



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.

In Staff opinion, the building likely once had a wood-framed porch that extended along the north elevation, providing access to the front door from Washington Street. The present porch with its concrete block piers and slender columns, facing to Catherine Street, was likely added ca. 1910-1915; along with the porch on the east elevation that has since been enclosed. It appears that the original front door was reused on the entry vestibule when the early twentieth century porch was added. The porch enclosures and asbestos shingle siding were likely added in the mid-twentieth century after the property's long-time owners passed away.

Occupant History

Based on available historical City Directories, the earliest known occupants of the house were Thomas Walker McAndrew and Alice Rowley McAndrew, who resided in the house from the 1880s to 1940s. Thomas Walker McAndrew was born in 1852 in Ypsilanti to Scottish pioneers William and Dr. Helen McAndrew.¹ His father was a cabinet maker and undertaker, with a shop downtown (on Michigan Avenue, where SPARK East is today); his mother was one of the first doctors in Washtenaw county. His stepsister, Alice Rowley was born in 1866 in Dundee, Michigan. She was orphaned and later adopted by the McAndrews.² Thomas and Alice married in 1878.

Thomas built a lifelong career in business. As a youth, Thomas was engaged in his father's furniture business; starting out as an upholsterer.³ In 1876, Thomas took over for his father and partnered with George McElcheran, renaming the shop Mack & Mack. The partnership lasted until 1906 when McElcheran retired and Thomas and Alice's son, Atwood McAndrew, took his place. Presumably, having his son involved in the business enabled Thomas to branch out to other business endeavors, evidenced by the various positions noted in City Directories; including: President of Horner Specialty Shoe Co., President of US Pressed Steel Co., and Secretary/Treasurer at Ypsilanti Building & Loan Assoc. Thomas retired from business in 1939.⁴ The family furniture store continued for another generation, in operation until the 1980s. Research did not reveal additional information on the life of Alice Rowley McAndrew. She died on December 12, 1944, and Thomas Walker McAndrew followed, passing on June 18, 1946.⁵

Date Complete Application Received: February 2, 2021

Date of Review: February 4, 2021

Date of Meeting: February 9, 2021

Proposed work: Window Replacement.

Materials: Vinyl replacement window or Wood double-hung replacement windows.

¹ Ypsilanti Historical Society "The Remarkable McAndrews" *Ypsilanti Gleanings*, (Fall 2004), 11.

² Ibid.

³ German, Pamela and Robinson, Veronica, "Gone, but not Forgotten," *Ypsilanti Gleanings* (Winter 2008), 4.

⁴ Washtenaw County Historical Society, "County's Oldest Businesses Honored," *Washtenaw Impressions*, (December 1976) 2.

⁵ <https://www.findagrave.com/memorial/145894851/thomas-walker-mcandrew>

Staff review:

1. This application is to amend work that was completed without a permit. The work as completed was originally proposed at the January 12, 2021 meeting. In a "straw poll" the Commission did not agree with the work, so the applicant amended to have it removed. This subsequent application is to correct the unapproved work.
 - a. On the subsequent meeting, January 26, 2021, the applicant presented a vinyl horizontal sliding window and the HDC denied the work.
2. Originally, this one-story section had a tall two-over-two wood window, off centered on the elevation (see file photos from 2004).
3. On July 14, 2015 the Commission approved then owner to remove the adjacent ca.1920 tripartite window for installation of French Doors (it appears the previous owner never installed the doors, rather installed a sliding door instead).
 - a. The window was moved to the one-story ell in place of the two-over-two window.
4. The current owner replaced the tripartite window with a small double-hung vinyl window. The Commission generally found this inappropriate and hoped to have a larger, more vertically oriented window to match the rest of the house.
5. The owner says due to construction constraints, replicating a tall window is not possible here, but a wider window to match the light area of the tripartite window could be achieved.
6. The applicant is proposing two options for replacement
7. **Option 1** is a horizontal sliding vinyl window at this location, matching what was proposed and denied on January 26.
 - a. The window will measure 54" wide by 33" tall.
 - b. Although previously denied, the applicant would prefer this option as the window is quicker to acquire than Option 2.
8. **Option 2** consists of a pair of Jeld-Wen Siteline double-hung wood windows matching the opening of Option 1.
9. Both options will be enframed by 1"x2" trim boards.
10. In Staff opinion, of the two options, Option 2 is the most appropriate, however the draft motion is prepared for the Commission to choose either.

Recommended Motions:

Move to issue a notice to proceed for the work at 301 S Washington as submitted in the application dated January 19, 2021, for replacing the south elevation window according to Option [#] as specified, including [a horizontal sliding vinyl/a pair of double-hung Jeld-Wen Siteline wood windows]. The opening shall be enframed in a 1"x2" trim as specified.

Relevant Secretary of the Interior's Standards:

#9 #10

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

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

301 S Washington

Applicant

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

Name

Bryan Yung

Address

[Redacted]

City

Royal oak

State

MI

Zip

48067

Phone

[Redacted]

Contractor

Contractor Name & Contact Info

Woodson Services

[Redacted]

Type of work

- ☐ Roofing
☒ Window/Door Replacement

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

- ☐ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:

1. A Wood window from another home installed in Blue taped area of Picture. Area Has Same amount of light as other windows in the House
This option can be Done ASAP
2. Custom order wood window which will take 6-8 weeks to shipped to store for PICK UP
Same size window as option 1 allowing in the same amount of light. This window will Also fit in Blue tape area of Picture.

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

Wood Windows

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:

\$1,500

Permit fee:

\$45 + 0 = \$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:

2-2-21

Print Name:

Bryan Young

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.

2/2/2021

Gmail - (no subject)

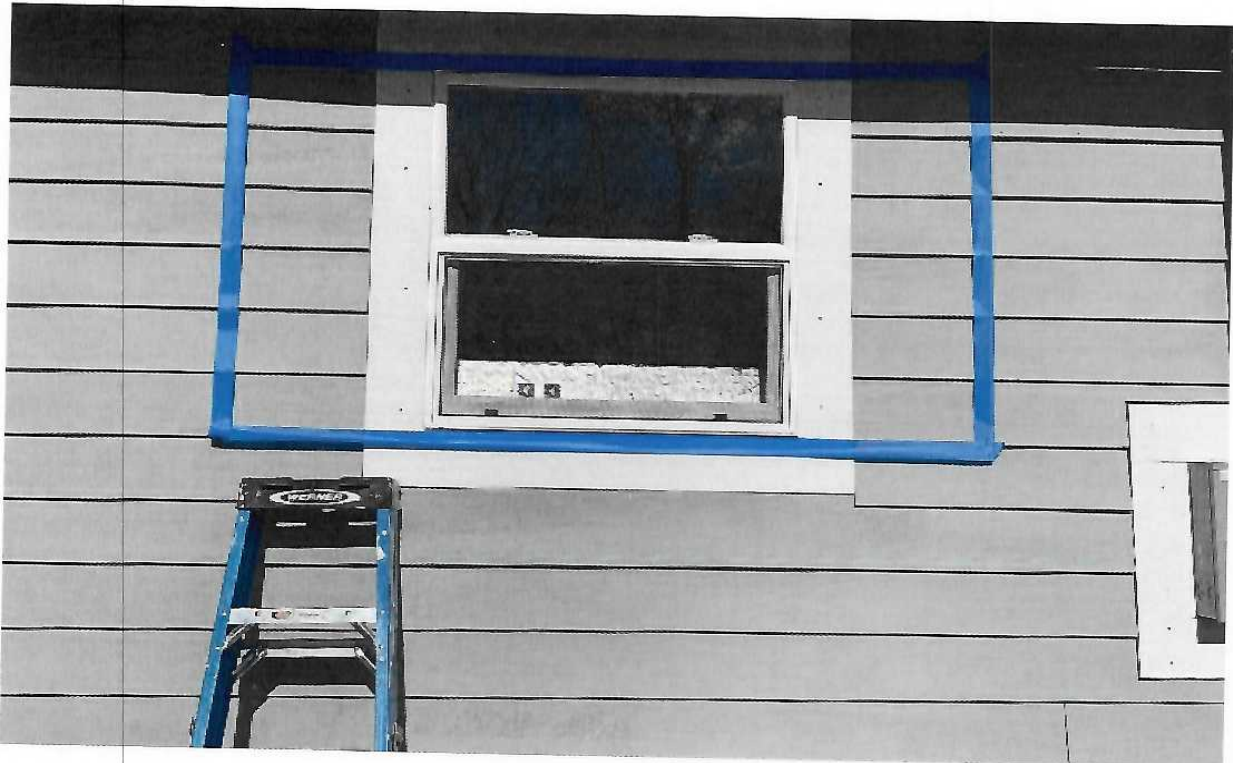


(no subject)

1 message

Bryan Young <byoung522@gmail.com>
To: byoung522@gmail.com

Tue, Feb 2, 2021 at 3:13 PM



54 x 35

2/2/2021

Gmail - (no subject)



(no subject)

1 message

Option 1

Tue, Feb 2, 2021 at 10:29 AM



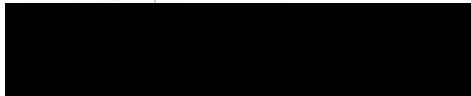
2/2/2021

Gmail - (no subject)



(no subject)

1 message



OPTION 2

Tue, Feb 2, 2021 at 10:28 AM



CPH2W 2

6-8 WEEKS



Paul Ward
47255 Michigan Ave.

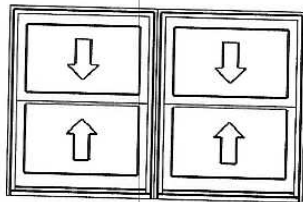
QUOTE BY : Paul Ward
SOLD TO : Bryan
PO# :
Ship Via : Ground

QUOTE # : JW21010118L - Version 0
SHIP TO :
PROJECT NAME :
REFERENCE :

U-Factor Weighted Average: 0.45

SHGC Weighted Average: 0.58

LINE	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line 1	Rough Opening : 54 3/4 X 35 3/4	Frame Size : 54 X 35 Siteline Wood Double Hung, Auralast Pine, 2 Wide Primed Exterior, Natural Interior, No Exterior Trim, No Sill Nosing, 4 9/16 Jamb, White Jambliner, Concealed Jambliner Chestnut Bronze Hardware, US National-WDMA/ASTM, DP 35, Insulated Clear Annealed Glass, Protective Film, Black Spacer, Traditional Glz Bd, No Screen, This mull configuration complies with AAMA 450 standards and is professional engineer-approved. **Any Screens For Wood Double Hung/Slide-By Units Within a Mull Without Trim Have No Method for Attachment. PEV 2020.4.0.3225/PDV 6.295 (12/12/20)NW	\$859.74	1	\$859.74



Viewed from Exterior. 1/2" = 1'

Line 1-1(A1)		Frame Size : 27 X 35 Siteline Wood Double Hung, Auralast Pine, Primed Exterior, Natural Interior, No Exterior Trim, 4 9/16 Jamb, Standard Double Hung, White Jambliner, Concealed Jambliner Chestnut Bronze Hardware, US National-WDMA/ASTM, PG 35, Insulated Clear Annealed Glass, Protective Film, Black Spacer, Traditional Glz Bd, No Screen, Product Does Not Qualify for Accidental Glass Breakage Warranty Coverage, *Custom-Width*, *Custom-Height*, GlassThick=0.698, Clear Opening:23.2w, 13.9h, 2.2 sf U-Factor: 0.45, SHGC: 0.58, VLT: 0.60, Energy Rating: 16.00, CR: 45.00, CPD: JEL-N-885-01781-00001 PEV 2020.4.0.3225/PDV 6.295 (12/12/20)NW			
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cust-16539

LINE	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
------	-----------------------	--------------------------	-------------------	-----	-------------------

Line 1-2(A2)

Frame Size : 27 X 35
 Siteline Wood Double Hung, Auralast Pine,
 Primed Exterior,
 Natural Interior,
 No Exterior Trim,
 4 9/16 Jamb,
 Standard Double Hung, White Jambliner, Concealed Jambliner
 Chestnut Bronze Hardware,
 US National-WDMA/ASTM, PG 35,
 Insulated Clear Annealed Glass, Protective Film, Black Spacer, Traditional
 Glz Bd,
 No Screen,
 Product Does Not Qualify for Accidental Glass Breakage Warranty Coverage,
 Custom-Width, *Custom-Height*, GlassThick=0.698, Clear
 Opening:23.2w, 13.9h, 2.2 sf
 U-Factor: 0.45, SHGC: 0.58, VLT: 0.60, Energy Rating: 16.00, CR: 45.00,
 CPD: JEL-N-885-01781-00001
 PEV 2020.4.0.3225/PDV 6.295 (12/12/20)NW

Total: \$859.74
sales tax (6.00%): \$51.58
Net Total: \$911.32
Total Units: 1

 Protect yourself when you choose JELD-WEN Auralast pine products backed by a limited lifetime warranty against wood rot and termite damage.

For CA Title 24 applications, refer to weighted average U-Factor and SHGC, and discuss with California energy consultant to ensure compliance with code.

Trim board sample

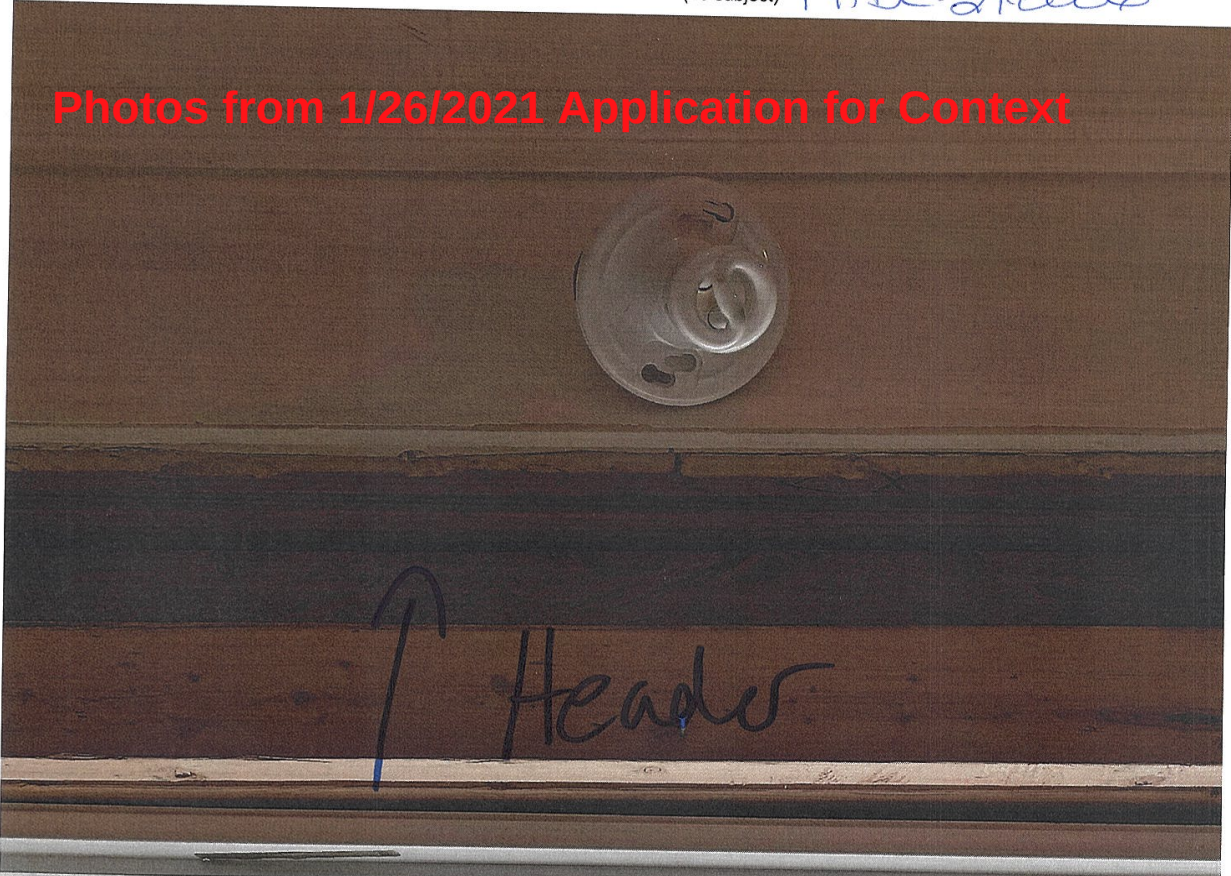


1/19/2021

Gmail - (no subject)

PHDC-21-0006

Photos from 1/26/2021 Application for Context



<https://mail.google.com/mail/u/0?ik=3c97dcf6e1&view=pt&search=all&permthid=thread-f%3A1689324447708927133&simpl=msg-f%3A16893244477...> 2/2

1/19/2021

Gmail - (no subject)



<https://mail.google.com/mail/u/0?ik=3c97dcf6e1&view=pt&search=all&permthid=thread-f%3A1689324464480379619&simpl=msg-f%3A16893244644...> 2/2

1/19/2021

Gmail - (no subject)



Bryan Young [REDACTED]

(no subject)

1 message

Bryan Young [REDACTED]

Tue, Jan 19, 2021 at 9:09 AM



Same Amount of light as other
windows And gets closer to original
look

<https://mail.google.com/mail/u/0?ik=3c97dcf6e1&view=pt&search=all&permthid=thread-f%3A1689324481344041235&simpl=msg-f%3A16893244813...> 1/1



File photo showing elevation in 2004



301 S. Washington

Dec 04

1/4/2021

Gmail - (no subject)



(no subject)

1 message

Mon, Jan 4, 2021 at 10:24 AM



Applicant photo showing condition on purchase.

Facade photos (for reference)







MINUTES

City of Ypsilanti HISTORIC DISTRICT COMMISSION Virtual Meeting held via Zoom

Tuesday, January 26, 2021
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 7:05pm

Commissioners Present: Alex Pettit – Washtenaw County, City of Ypsilanti
Erika Lindsay – Washtenaw County, City of Ypsilanti
Amy Swift – Washtenaw County, City of Ypsilanti
James Chesnut – Washtenaw County, City of Ypsilanti
James Ratzlaff – Washtenaw County, City of Ypsilanti

Commissioners Absent: Anne Stevenson, Ron Rupert

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

APPROVAL OF AGENDA

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

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

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS

301 S Washington

**Door.*

Applicant: Bryan Young, owner - present

****Commissioner Ratzlaff recused himself from discussion and voting/turned off his video and microphone, having cited a possible conflict in being a direct neighbor to the property.****

Discussion: Pettit: Summarized that per the previous discussion held at the January 12, 2021 HDC meeting, that applicant was going to look for some new or pre-existing door options that more closely matched the historic door to bring back to the Commission to review.

[Review and discussion ensued as to the details of the four (4) door options presented by applicant, reference photo and document materials]

[Further discussion as to the possible appropriateness of the new steel door option, identified as option number four (4)]

Motion: Lindsay (second: Chesnut) moved to issue a Notice to Proceed for the work at 301 S Washington as submitted in the application dated January 5, 2021, and amended January 19, 2021, for installation of a new steel door matching option number 4, as specified, with the condition that the new door shall have a smooth finish rather than faux wood grain. The Commission acknowledges that the original door is an irreplaceable loss and this new door, at minimum, meets the design guidelines in the Door Fact Sheet.

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

Abstain: Commissioner Ratzlaff

Nays: None

Absent: Commissioners Stevenson, Rupert

Motion carried.

NEW BUSINESS

301 S Washington

**Window.*

Applicant: Bryan Young, owner - present

****Commissioner Ratzlaff recused himself from discussion and voting/turned off his video and microphone, having cited a possible conflict in being a direct neighbor to the property.****

Discussion: Pettit: Indicated that there was previous discussion held at the January 12, 2021 HDC meeting regarding the window.

Note per Staff Review: This application is to amend work that was completed without a permit. The work as completed was originally proposed at the January 12, 2021 meeting. In a "straw poll" the Commission did not agree with the work, so the applicant amended to have it removed. This subsequent application is to correct the unapproved work.

Young: *[Discussed a "horizontal window" option, reference marked-up photos]*. Indicated that the proposed window option will be the same amount of light as all the other windows, size wise, but instead of going up and down, it will go left and right.

Pettit: Asked if applicant had anything showing what the window fenestration would look like.

Young: Stated that it would be the same type of window that you are looking at right now *[reference photo]*. It just would be the size of – instead of going vertical, it would be going horizontal and would still be a double hung.

[Clarifying discussion continued as to the new proposed window option]

[Discussion as to trim considerations]

Pettit: Indicated that at this point, the Commission has some general idea about how the opening size can possibly be changed but no real specifics as to what is going in there. Indicated that rather than general proportions, it would be helpful for the Commission to see something more concrete as to how big that opening is going to be *[reference photos]* and what a proposed window arrangement would be that goes in to that opening.

[Discussion continued regarding the proposed window arrangement, including the importance of proportionality and materiality]

Motion: Chesnut (second: Lindsay) moved to deny the application for work at 301 S Washington as submitted in the application dated January 19, 2021, for installation of a horizontal sliding vinyl window on the south elevation. A horizontal sliding window is not appropriate for a mid-nineteenth century house where all other windows are double-hung sashes. Additionally, vinyl is an incompatible material with the Historic District as it does not expand and contract at the same rate as wood, is not repairable, and does not have a finish or profile consistent with historic wood windows.

Secretary of the Interior Standards:

#6- Repair don't replace, replacements shall match the original.

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

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

Abstain: Commissioner Ratzlaff

Nays: None

Absent: Commissioners Stevenson, Rupert

Motion carried.

208 E Cross

**Siding.*

Applicant: Carrie Taylor, owner - present

Discussion: Pettit: Indicated that the application is for siding work. Asked applicant to talk the Commission

through what is planned.

Taylor: Indicated that she previously addressed the Commission as a study item *[October 13, 2020]*, in which it was discussed that she would return with an application providing multiple options.

[Reference photo and document materials, discussion ensued, with applicant clarifying three (3) siding options as to details, preference and cost]

Motion: Swift (second: Chesnut) moved to issue a Certificate of Appropriateness for the work at 208 E Cross as submitted in the application dated January 19, 2021 for siding work as specified in either options 2a or 2b. In either option, it is suggested that the new boards be fed in along the seams with the Hardie Board and, in Option 2a, that the division between Hardie Board and shake be emphasized with a piece of trim to match the current trim color and material.

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, Ratzlaff
Nays: None
Absent: Commissioners Stevenson, Rupert
Motion carried.

STUDY ITEMS—none

ADMINISTRATIVE APPROVALS—none

OTHER BUSINESS

- 1. 2020 City of Ypsilanti Annual Report - Historic District Commission and Historic Preservation Program**
- 2. 2020 Annual Certified Local Government Report for State Historic Preservation Office**

[Staff provided an overview of the information detailed in the two (2) reports. Commissioner query and comments followed]

Motion: Chesnut (second: Ratzlaff) moved to adopt the 2020 City of Ypsilanti Annual Report - Historic District Commission and Historic Preservation Program; and moved to adopt the 2020 Annual Certified Local Government Report for the State Historic Preservation Office.

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

3. Property Monitoring

Commissioners/Staff discussed property issues under review.

4. Updates from Staff

Re: Reminder - Nominations for chair/vice chair at next meeting

5. Commissioner Comments— Commissioners, who wished, shared additional thoughts.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

One comment received: Bryan Young.

HOUSEKEEPING BUSINESS

1. Approval of the minutes of January 12, 2021

Motion: Chesnut (second: Lindsay) moved to approve the minutes of January 12, 2021, as submitted.

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

ADJOURNMENT

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

MEETING ADJOURNED at 9:42 p.m.

Full Minutes Prepared By: Nancy Hare-Dickerson