1. Historic District Commission Virtual Meeting

   Documents:

   HISTORIC DISTRICT COMMISSION - 23 FEB 2021 - AGENDA - PDF.PDF

AGENDA
Historic District Commission Meeting
7:00 pm - February 23, 2021
Held virtually via Zoom

Page

1. CALL TO ORDER
2. ROLL CALL

Alex Pettit, Chair
Anne Stevenson, Vice Chair
Erika Lindsay
Ron Rupert
Amy Swift
James Chesnut
VACANT
Scott Slagor, Staff

3. APPROVAL OF AGENDA
4. PUBLIC COMMENT ON AGENDA ITEMS
5. PUBLIC HEARINGS
6. BUSINESS SESSION
   - 6.1. OLD BUSINESS — 3 - 12
     301 W Michigan Sign
   - 6.2. NEW BUSINESS
   - 6.3. STUDY ITEMS
   - 6.4. ADMINISTRATIVE APPROVALS
   - 6.5. OTHER BUSINESS
7. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS
8. HOUSEKEEPING BUSINESS
   - 8.1. Approval of meeting minutes 02/09/2021 — 13 - 16
     Historic District 2-9-2021 Full Minutes
   - 8.2. Election of Officers
     a. Alex Pettit for Chair
     b. Anne Stevenson for Vice Chair
     c. Amy Swift for Vice Chair
9. ADJOURNMENT

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

https://us02web.zoom.us/j/82250177216

Toll Free Phone Number Access

888 475 4499 US Toll-free
877 853 5257 US Toll-free

When prompted, enter the Meeting ID: 822 5017 7216, 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, 17, 2021

Date of Meeting: February 9, 23, 2021

Date of Scheduled Meeting HDC Must Act: March 23, 2021

Proposed work: Signs.

Materials: Aluminum and plastic sign materials.

Staff review:

1. This application was tabled from the February 9, 2021 meeting.
    a. The Commission had questions regarding illumination and the structure of the signs.
    b. The applicant has not provided additional information but has committed to attending the meeting on February 23, 2021.
2. This application is for signage on Suite 103, a one-story drive-in financial facility at the southeast corner of the building.
3. The application includes aluminum channel letters lit by LEDs on the north, west, and south sides of the building.
4. Individual plastic lettering shall be used as well.
5. An LED-lit ATM box sign will go over the ATM bay on the south elevation.
6. The mounting diagram indicates that signage shall be mounted to the mortar joints.

Recommended Motions:

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

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

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.

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:

Scott E. Slagor, Preservation Planner

City of Ypsilanti

Community and Economic Development

February 10, 2021

GRAY MARCUS
[redacted]

RE: HDC Work Permit Application (PHDC-21-0007) **for 301 W MICHIGAN STE 103**

Dear GRAY MARCUS,

At its regular meeting on Tuesday, February 9, 2021 the Historic District Commission (HDC) reviewed your request for work at 301 W MICHIGAN STE 103. Your application was **tabled** pending further information. The commission requests the following in order to render a decision:

> This application is being tabled due to questions pertaining to what the extent of the lighting is for the signage. This application also illustrates the signage as individually applied letters and individually lit, so the Commission is requesting additional information as to dimensions, what is being lit, and how it is being lit; as well as the type of lighting and temperature it is producing (in Kelvins).

Your application will be considered again at the next regular HDC meeting on Tuesday, February 23, 2021 at 7:00 p.m. *It is strongly encouraged that you or your representative attends the meeting if possible in order to ensure a prompt and accurate review of your submitted materials.* **The application will be denied on procedural grounds by the regularly scheduled meeting on Tuesday March 23, 2021 if no action is taken.**

Please contact me at 734-483-9646 or sslagor@cityofypsilanti.com with any questions.

Sincerely,

[redacted]

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

CC: Property Owner - YPSILANTI COMMERCE CENTER LLC [redacted]
File
Building Department

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

PHDC-21-0007 R.28364 #1582

RECEIVED
FEB 02 2021
CITY OF YPSILANTI
BUILDING DEPARTMENT

City of Ypsilanti
Historic District Commission
Work Permit Application

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.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]		
BELLEVILLE	MI	48111
City	State	Zip
Phone / Fax 734[redacted]	E-Mail [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:

ALUMINUM HALO LIT CHANNELS - 3 SIDES - 15.5"X10.5" LED

LED ILLUMINATED ATM BOX - 16"X72" 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:	Permit fee:
$15,332.97	$45 + 20 = $85 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]	Date: 1-29-21
Print Name: MARCUS GRAY	

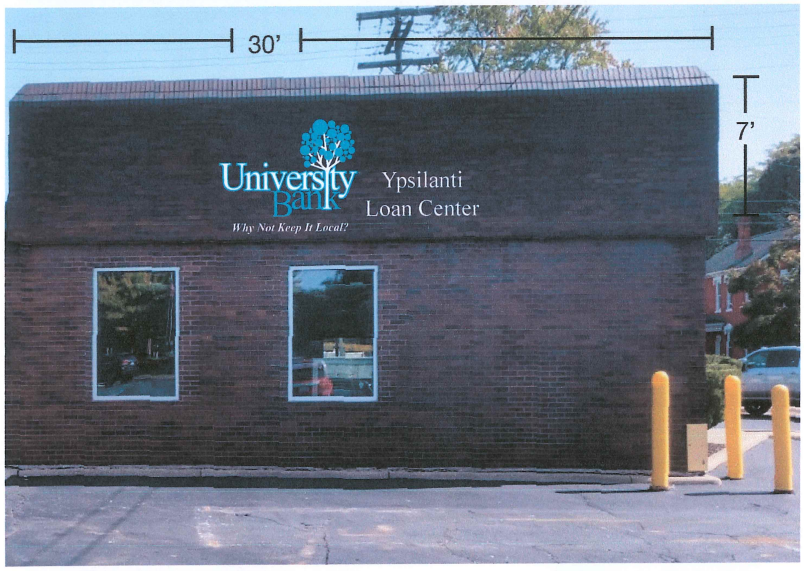
If you have questions about what the HDC generally permits or does not permit, or what they need to see in an application to render a decision, please call the office at 734-483-9646 or view our factsheets online at cityofypsilanti.com/hd.

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

360.5 SQ FT EACH SIDE

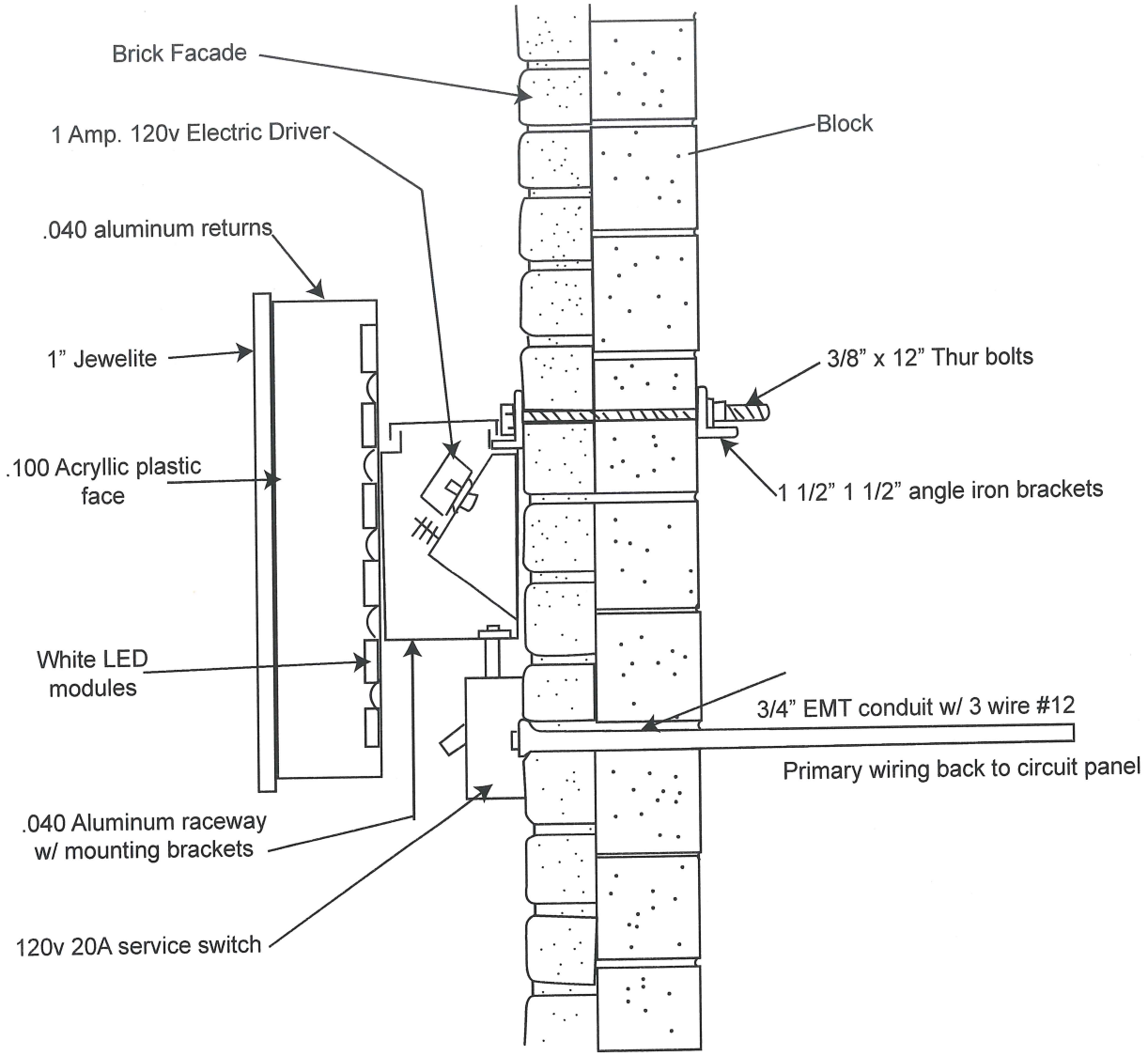
SITE PLAN

University Bank - 301 W Michigan Ave, Ypsilanti MI 48197

SIDE VIEW

Individual aluminum LED Channel LEtter 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.

MINUTES

City of Ypsilanti
HISTORIC DISTRICT COMMISSION
Virtual Meeting held via Zoom

Tuesday, February 9, 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 7:01pm
Commissioners Present:	Alex Pettit – Washtenaw County, City of Ypsilanti Anne Stevenson, Washtenaw County, City of Ypsilanti Erika Lindsay – Washtenaw County, City of Ypsilanti Amy Swift – Palm Beach County, Lake Worth City, Florida James Chesnut – Washtenaw County, City of Ypsilanti James Ratzlaff – Washtenaw County, City of Ypsilanti
Commissioners Absent:	None
Also Present:	Jennifer Symanns, Council Liaison
Staff Present:	Scott Slagor, Preservation Planner Nancy Hare-Dickerson, Commission Recording Secretary

APPROVAL OF AGENDA

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

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

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS—none

NEW BUSINESS
301 W Michigan, Suite 103
**The sign application was moved to the end of New Business as the applicant was not present.*

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: *Notes 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. On the subsequent meeting, January 26, 2021, the applicant presented a vinyl horizontal sliding window and the HDC denied the work.*

Pettit: Asked applicant to describe the information contained in the application.

Young: Indicated that he has provided two window options. Stated that both options are wood and are both the same dimensions. Stated that one option is side by side and the other is a window that slides left to right. Stated that they both would fit in the blue square area *[reference photo materials]* and will both have the same white pine border. Indicated that Option One is preferred as the window is quicker to acquire than Option two.

[Reference materials, discussion ensued as to window proportionality/materiality]

Motion: Chesnut (second: Lindsay) moved 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 #1 as specified, including a horizontal sliding wood window to be painted white. The opening shall be enframed in a 1"x2" trim as specified.

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, Stevenson, Lindsay, Chesnut
Abstain: Commissioner Ratzlaff
Nays: Commissioner Swift
Absent: None
Motion carried.

301 W Michigan, Suite 103
**Sign.*

Applicant: Marcus Gray, contractor - not present

Discussion: *Notes per Staff Review: This application includes aluminum channel letters lit by LEDs on the north, west, and south sides of the building. Individual plastic lettering shall be used as well. An LED-lit ATM box sign will go over the ATM bay on the south elevation. The mounting diagram indicates that signage shall be mounted to the mortar joints.*

Pettit: Provided a brief overview of the application.

[Reference materials, review and discussion ensued as to the portion(s) of translucency; brightness, temperature, lettering]

[Commission consensus that the informational detail provided is unclear]

Motion: Chesnut (second: Stevenson) moved to table action 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. This application is being tabled due to questions pertaining to what the extent of the lighting is for the signage. This application also illustrates the signage as individually applied letters and individually lit, so the Commission is requesting additional information as to dimensions, what is being lit, and how it is being lit; as well as the type of lighting and temperature it is producing (in Kelvins).

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

STUDY ITEMS—none

ADMINISTRATIVE APPROVALS—none

OTHER BUSINESS

1. **Property Monitoring**
   Commissioners/Staff discussed property issues under review.

2. **Staff Updates**
   Re: Virtual Walking Tour – Sunday, March 21, 2021 - Ypsilanti Historical Society

3. **Commissioner Comments**
   Commissioners, who wished, shared additional thoughts.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

The Commission welcomed Council member Jennifer Symanns as Council Liaison for the HDC Commission.

HOUSEKEEPING BUSINESS

1. **Approval of the minutes of January 26, 2021**

Motion: Lindsay (second: Swift) moved to approve the minutes of January 26, 2021, as submitted.

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

2. Nominations for Chair and Vice Chair

Slagor: *[Procedural discussion]*

Lindsay: Moved to nominate Commissioner Pettit for Chair – Accepted
Swift: Moved to nominate Commissioner Lindsay for Chair – Declined
Lindsay: Moved to nominate Commissioner Swift for Chair – Declined

Pettit: Moved to nominate Commissioner Stevenson for Vice Chair – Accepted
Lindsay: Moved to nominate Commissioner Swift for Vice Chair - Accepted

ADJOURNMENT

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

MEETING ADJOURNED at 8:11 p.m.

Full Minutes Prepared By: Nancy Hare-Dickerson