

1. Historic District Commission Virtual Meeting

Documents:

[HISTORIC DISTRICT COMMISSION - 13 JUL 2021 - AGENDA - PDF.PDF](#)



AGENDA

Historic District Commission Meeting

7:00pm - July 13, 2021
Virtual

Page

1. CALL TO ORDER
2. ROLL CALL

Alex Pettit, Chair
Anne Stevenson, Vice Chair
Erika Lindsay
James Ratzlaff
Amy Swift
James Chesnut
Stefan Szumko
Scott Slagor, Staff
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT ON AGENDA ITEMS
5. PUBLIC HEARINGS
6. BUSINESS SESSION
 - 6.1. OLD BUSINESS
 - 6.2. NEW BUSINESS 3 - 22
[421 N Adams](#)
[301 S Huron](#)
[11 E Cross](#)
 - 6.3. STUDY ITEMS
 - 6.4. ADMINISTRATIVE APPROVALS 23 - 42
[318 W Cross](#)
 - 6.5. OTHER BUSINESS
 1. Demolition by Neglect Discussion with City Attorney
 2. Property Monitoring
 3. Updates from Staff
 4. Commissioner Comments
7. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS
8. HOUSEKEEPING BUSINESS
 - 8.1. Approval of meeting minutes 06/22/2021 43 - 50
[Historic District 6-22-2021 Full Minutes](#)
9. ADJOURNMENT

Meeting ID: 861 1501 0936, **Link:** <https://us02web.zoom.us/j/86115010936>
Phone: 888 475 4499 or 877 853 5257



HDC Work Permit Staff Review

Property address: 421 N Adams

Property History: The property includes a vernacular front-gable house that according to City records was erected in 1904. The building was noted as contributing to the National Register historic district.

Date Complete Application Received: June 25, 2021

Date of Review: July 1, 2021

Date of Meeting: July 13, 2021

Proposed work: Gutter and rain chain.

Materials: Half-round gutter and rain chain.

Staff review:

1. This application is to install a gutter across the 16' façade of the front porch.
2. There are currently no gutters on the porch and the owner would like to install one to better direct water.
3. The new gutter will be painted to match the trim of the house.
4. Due to the orientation of the roof and deep overhang, the applicant feels a traditional downspout would look awkward at this location and would like to install a rain chain instead.

Recommended Motions:

Move to approve and issue a Certificate of Appropriateness for the work at 421 N Adams as submitted the application on June 25, 2021, for installation a half-round gutter and rain chain on the front porch as specified.

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

Prepared by:
Scott E. Slagor, Preservation Planner

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

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

3. Do not imitate earlier styles.

4. Preserve significant changes acquired over time.

5. Preserve distinctive features.

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

7. Clean building gently—no sandblasting.

8. Preserve archaeological resources.

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

10. New work shall be removable.

PH DC-21-0039

27927
CashCITY OF YPSILANTI
BUILDING DEPARTMENT

JUN 25 2021

RECEIVED

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

421 N. ADAMS

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

Name

ANDREW RODRIGUEZ

Address

[REDACTED]

City

YPSILANTI

State

MI

Zip

48197

Phone / Fax

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:

IN STALL ON THE FRONT OF THE FRONT PORCH 16' OF
1/2 ROUND GUTTER WITH RAIN CHAIN INSTEAD OF
DOWN SPOUT. GUTTER IS GRAY BUT WILL BE PAINTED
WITH TO MATCH HOUSE TRIM PAINT.

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

PAINT GUTTER TO MATCH CURRENT TRIM ON HOUSE.

Permit Application Fee (action items only)

The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional \$3,000 of construction cost. There is a flat fee of \$35 for painting only. *An additional fee of \$50 applies to HDC work started without the applicable permit.*

Construction Cost:

\$ 200.00

Permit fee:

~~\$35~~ + \$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:

[Redacted Signature]

Date:

6/24/2021

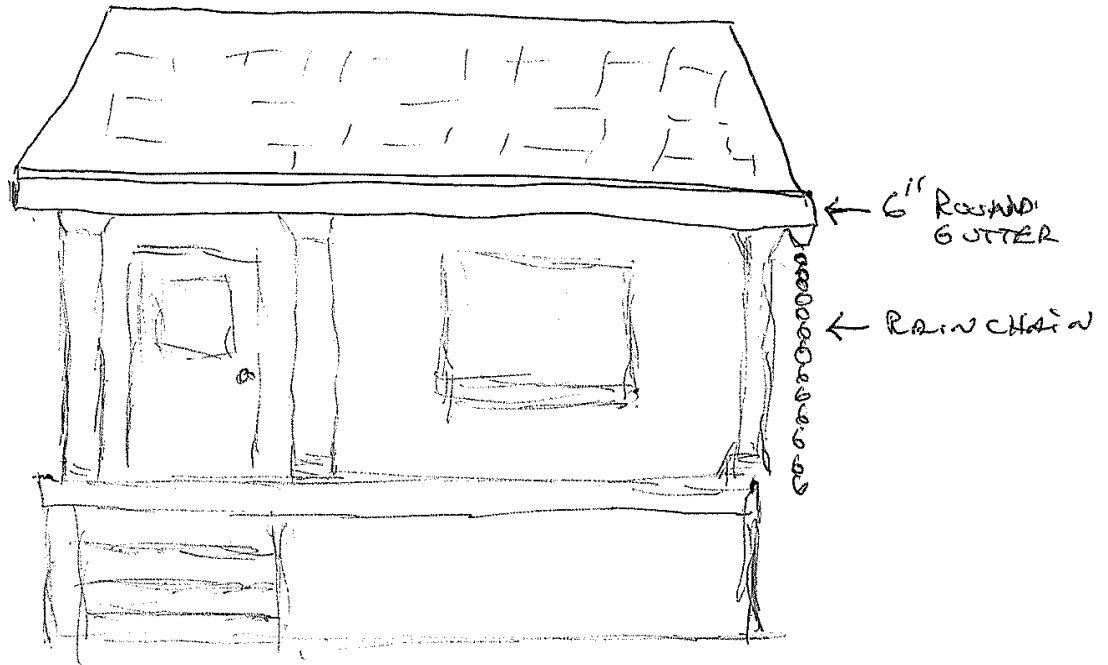
Print Name:

ANDREW RODRIGUEZ

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

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

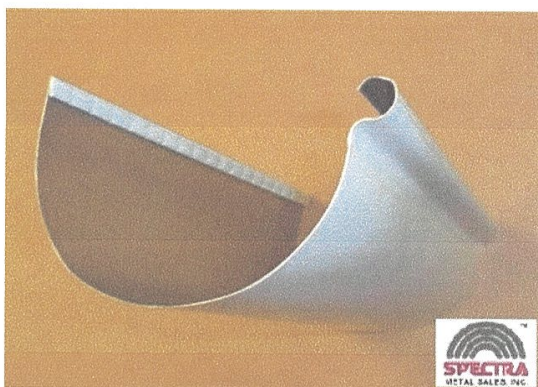
FRONT ELEVATION.



INSTALL 16' OF ROUND GUTTER
WITH RAIN CHAIN. GUTTER TO
MATCH CURRENT TRIM PAINT.

Spectra Metals 6" x 10' Dove Gray Half-Round Aluminum Gutter

Model Number: 6HR10DG | Menards® SKU: 1588150



PRICE \$44.99
11% MAIL-IN REBATE Good Through 6/26/21 \$4.95
FINAL PRICE **\$40⁰⁴ each**

\$4.00 /lin. ft.

You Save \$4.95 with Mail-In Rebate

Variation: Dove Gray

Additional Packaging/Handling Charges May Apply.

* Mail-in Rebate is in the form of merchandise credit check, valid in-store only. Merchandise credit check is not valid towards purchases made on MENARDS.COM®.



FREE Ship To Store

Available for Special Order at
MICHIGAN CITY
Get it as soon as 07/16/2021



Delivery

Available

Description & Documents

Spectra Metals gutter systems are essential for collecting and controlling rain water from your roof. Gutters come in a variety of sizes, styles, colors, and materials in order to suit your needs and be an attractive addition to your home or building. Gutters prevent erosion of landscaping and yards and prevent water from entering your home foundation.



Shipping Dimensions: 120.00 H x 6.00 W x 6.00 D

Shipping Weight: 8.1875 lbs

Brand Name: **Spectra Pro Select**



Features

- Prefinished, baked-on enamel paint for color longevity
- Available in a variety of colors to match your gutter system
- Matching accessories to complete the gutter system
- Prevent gutters from clogging by adding a gutter leaf cover

Specifications

Product Type	Aluminum Gutter	Material	Aluminum
Thickness	0.027 inch	Style	Half Round
Color/Finish	Dove Gray	Overall Width	6 inch
Overall Length	10 foot	Return Policy	Special Order Merchandise (view Return Policy)

Please Note: Prices, promotions, styles and availability may vary by store and online. Inventory is sold and received continuously throughout the day; therefore, the quantity shown may not be available when you get to the store. This inventory may include a store display unit. Online orders and products purchased in-store qualify for rebate redemption. Mail-in Rebate is in the form of merchandise credit check, valid in-store only. Merchandise credit check is not valid towards purchases made on MENARDS.COM®. By submitting this rebate form, you agree to resolve any disputes related to rebate redemption by binding arbitration and you waive any right to file or participate in a class action. Terms and conditions available at www.rebateinternational.com

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✉ email@address.x

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+2 more

\$49.15

☆☆☆☆☆ 0

[View Q&A](#)

\$46.69

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[Learn how](#)

Monarch Rain Chains Teardrop 8.5-ft Mill Double Link Rain Chains

Item #2561400 Model #90011

The exotic and graceful curves of the Teardrop offers a contemporary look to your home

It is hung in place of a downspout and allows the water to travel down the length of the Rain Chain

Creates an exquisite melodious sound which is magical to the ears

1
Qty

Add to Cart



Free Store Pickup

Pickup Estimated: Tue, Jul 6, 2021



Delivery

Delivery Estimate: Tue, Jul 6, 2021

Feedback



Monarch Rain Chains Teardrop
8.5-ft Mill Double Link Rain Chains

\$49.15

Add to Cart

Overview

Specifications

Reviews

Questions & Answers

Product Features

- The exotic and graceful curves of the Teardrop offers a contemporary look to your home
- It is hung in place of a downspout and allows the water to travel down the length of the Rain Chain
- Creates an exquisite melodious sound which is magical to the ears
- As a link style chain, there will be a splash factor as the water moves down the length of the chain

SPECIFICATIONS

Series Name	Teardrop	Warranty	None
Rust Resistant	×	Length (Feet)	8.5
Style	Double link	Link Length (Inches)	3.5
Thickness (Gauge)	6	Weight (lbs.)	3
Material	Aluminum	Cup Size (Inches)	0
Color/Finish Family	Silver	Cup Bottom Opening (Inches)	0
Manufacturer Color/Finish	Mill	Weather Resistant	✓
		UNSPSC	21101

Feedback

REVIEWS



Be the first to leave a review.

[Write a Review](#)



Monarch Rain Chains Teardrop
8.5-ft Mill Double Link Rain Chains

\$49.15

[Add to Cart](#)

[Overview](#)

[Specifications](#)

[Reviews](#)

[Questions & Answers](#)

[Product Features](#)



Facing southwest to facade and north elevation.



Facing northwest to facade and south elevation.



HDC Work Permit Staff Review

Property address: 301 S Huron

Property History: The property includes Tudor Revival-style house designed by Ypsilanti architect, R. S. Gerganoff for D. M. Silkworth. The plans were completed on August 6, 1935, and according to assessing records, the house was built 1937.ⁱ Silkworth owned numerous filling stations and auto supply stores and had commissioned many designs from Gerganoff. Over 30 of his businesses were designed by Gerganoff, and two of his houses, including 301 S Huron and 925 Pleasant Drive.ⁱⁱ

Date Complete Application Received: June 30, 2021

Date of Review: July 1, 2021

Date of Meeting: July 13, 2021

Proposed work: Porch guardrail, steps, and storm door.

Materials: Aluminum railing and porch steps; aluminum storm door.

Staff review:

Porch

1. The north porch is essentially an open deck. For safety and better access to the porch, the applicant would like to install a guardrail and steps.
2. Staff requested archival records from the Bentley Library (thanks to the suggestions of Commissioner Ratzlaff) to determine if there was an original design intent for the porch guardrail and steps.
 - a. Surprisingly, the architect did not include a guardrail and porch steps in the original plans.
3. Staff advised that because there is no historic precedent, it would be best to select a simple design to avoid creating a false sense of history.
4. The proposed guardrail is a simple aluminum black railing and balustrade, and the steps are matching black metal.
5. A simple black hand rail will be placed at the steps.

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.

Storm Door

6. The applicant also proposes to replace a mid-century mill-finish aluminum storm door with a new dark brown storm door.
 - a. The new door with have an operable window and match an existing door on the opposite side of the house.

Recommended Motions:

Move to approve and issue a Certificate of Appropriateness for the work at 301 S Huron as submitted the application on June 30, 2021, for installation an aluminum guardrail and steps on the north porch as specified; and a replacement aluminum storm door at the location specified.

Relevant Secretary of the Interior's Standards:

#3, #9, #10

Prepared by:

Scott E. Slagor, Preservation Planner

ⁱ Ypsilanti. D.M. Silkworth (residence), Huron and Race Street (Job No. 426) 1935, Folder 22, Z. T. Gerganoff architectural firm records, Bentley Historical Library, University of Michigan.

ⁱⁱ No Author, R.S. Garganoff Biography, Water Street Files, Ypsilanti City Planning 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

R-27934
C-228

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 Huron St, Ypsilanti, MI 48197

Applicant

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

Name

Karen Himmelspaceh

Address

[REDACTED]

City

Ypsilanti

State

MI

Zip

48197

Phone / Fax

[REDACTED]

E-Mail

Contractor

Contractor Name & Contact Info

Dave Gustafson [REDACTED]

Type of work

- ☐ Roofing
☐ Window/Door Replacement

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

- ☐ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:

The cement porch on the north side of my house, along Catherine St., needs a railing and stairs. The current storm door is outdated, ineffective and needs replacing. My proposal is for a simple black metal railing on the cement porch, with a set of black metal see-through steps. I also need a separate black metal railing on one side of the steps. A new brown storm door with retractable screen is proposed to replace the current old grey aluminum door at its same elevation.

See attachment

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

Railing, Storm door, steps

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:

\$2,000

Permit fee:

\$45 + _____ = \$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:

6.28.21

Print Name:

Karen Himmelspach

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.

PH02-21-0042

Karen Himmelspace



Project

Storm Door

Stairs

Porch Railing

Façade



**Patio to receive
Storm door, stairs
and railing**



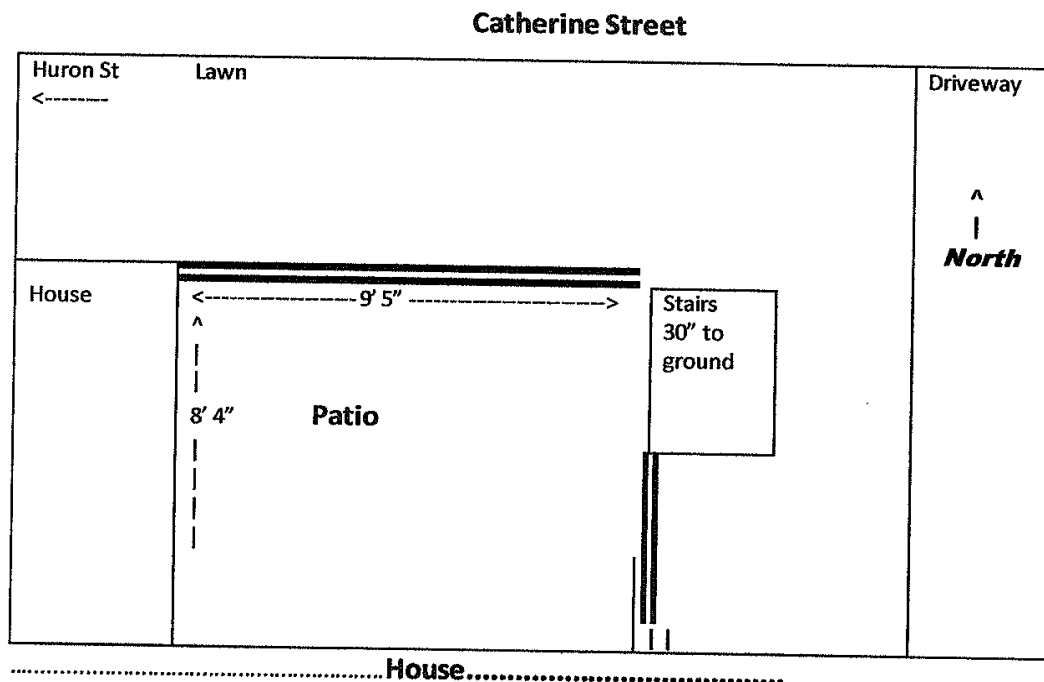
Detailed Description of Proposed Work

The cement porch on the north side of my house, along Catherine St., needs a railing and stairs. The current storm door is outdated, ineffective and needs replacing. My proposal is for a simple black metal railing on the cement porch, with a set of black metal see-through steps. I also need a separate black metal railing on one side of the steps. A new brown storm door with retractable screen is proposed to replace the current old grey aluminum door at its same elevation.

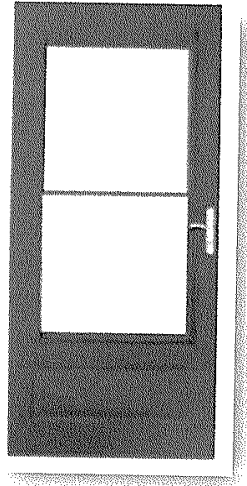
Needs

1. Storm door
2. Metal Stairs
3. Railings for porch and steps

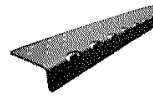
Diagram with Measurements - Double bolded lines are new railing



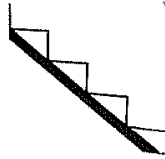
1. Storm Door



2. Stairs

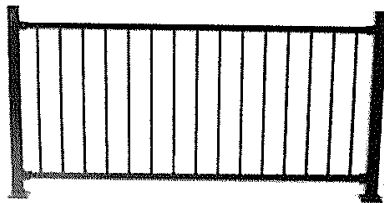


Hand Treads 2' 0" in. x 30" in. x 1.125" in. NanoStep Aluminum Non-slip, Black



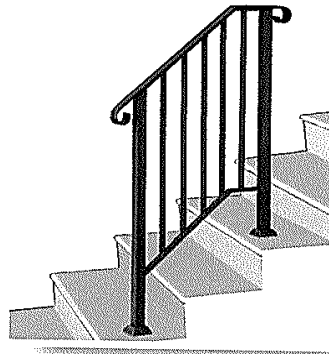
Pylex 4 Steps Steel Stair String Black 2' 0" in. x 10 1/4" in. Includes 1 Step Riser

2. Railing pieces



AVANT 36" Preassembled Aluminum Panel

Metal Transitional Handrail Stair Railing Fits Level Surface fit 1 to 3 Steps





HDC Work Permit Staff Review

Property address: 11 E Cross

Property History: The property includes a former automotive facility that was erected in 1925 and has been altered multiple times. The building was listed as non-contributing in the National Register listing.

Date Complete Application Received: July 2, 2021

Date of Review: July 2, 2021

Date of Meeting: July 13, 2021

Proposed work: Sign.

Materials: Aluminum sign panel.

Staff review:

1. The applicant proposes to install a 1'9"x22'7" aluminum sign panel above the storefront.
2. The sign panel will be anchored to the mortar joints wherever possible.
3. No lighting is proposed as part of this project.

Recommended Motions:

Move to approve and issue a Certificate of Appropriateness for the work at 11 E Cross as submitted the application on July 2, 2021, for installation an aluminum sign panel as specified. The sign shall be mounted to the mortar joints to the greatest extent possible. This project does not include illumination.

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

Prepared by:
Scott E. Slagor, Preservation Planner

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

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

3. Do not imitate earlier styles.

4. Preserve significant changes acquired over time.

5. Preserve distinctive features.

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

7. Clean building gently—no sandblasting.

8. Preserve archaeological resources.

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

10. New work shall be removable.

RECEIVED

JUL 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

R. 27939
#54419
PHDC 21-0044

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

11 E Cross St.

Applicant

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

Name

Johnson Sign Co

Address

663 S Mansfield St

City

Ypsilanti

State

MI

Zip

48197

Phone / Fax

E-Mail

Contractor

Contractor Name & Contact Info

Kevin Short, Senior Sales Executive

Type of work

- ☐ Roofing
☐ Window/Door
Replacement

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

- ☐ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:

Installing a non lit 1'-9" x 22'-7" aluminum sign panel on the masonry wall over the store front with concrete anchor studs in the masonry joints only as needed

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

aluminum

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:

1,500.00

Permit fee:

\$ 45 + _____ = 45.00

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

I further affirm that this property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended.

Signature:

[Redacted Signature]

Date:

7/30/2021

Print Name:

Kevin Short, Senior Sales Executive

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.

PHDC21-0044

New Wall Panel with Digital Print Graphics



SCALE 1/8" = 1'



39.52 SQFT

SCALE 1/2" = 1'

NEW STUD MOUNTED ALUMINUM PANEL WALL SIGN WITH 1" STAND-OFF SPACERS. SIGN FEATURES A ROUND LOGO PANEL & FULL COLOR UV LAMINATED DIGITAL PRINT GRAPHICS. DUE TO THE LENGTH OF THE PANEL, IT WILL REQUIRE (2) HAIRLINE SEAMS.



2240 Lansing Ave, Jackson, MI 49202
1500 S. Cedar St., Lansing, MI 48910
663 S. Mansfield, Ypsilanti, MI 48198
517 784 3720 | www.johnsonsign.com

JOB NAME:

NAME



THIS SIGN IS INTENDED TO BE MANUFACTURED IN ACCORDANCE WITH ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING & BONDING OF THE SIGN. SIGN WILL BEAR LABEL(S):
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IN ACCORDANCE WITH NEC 600

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FACE COLOR	DIGITAL PRINT	TYPE OF INSTALL	STAND-OFF STUD	TRANSFORMER	N.A.	DATE	06/28/21
RETURN COLOR	N.A.	TYPE OF FACE	ALUMINUM	BALLAST	N.A.	JOB NO.	
RETAINER COLOR	N.A.	RACEWAY D. H.	L. N.A.	COMMENTS:		JOB NAME	T-DEPOT-062821-2
LED COLOR	N.A.	HOUSINGS	N.A.	SALESPERSON: KEVIN SHORT		ADDRESS:	11 E. CROSS ST YPSILANTI, MI

APPROVED BY:

DATE:

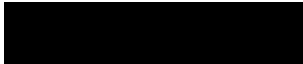


City of Ypsilanti

Community and Economic Development

June 30, 2021

NEIGHBORHOOD ROOFING CO INC



CERTIFICATE OF APPROPRIATENESS

RE: Work Permit Application (PHDC-21-0041) for Re-roofing at 318 W CROSS

Dear NEIGHBORHOOD ROOFING CO INC,

Staff has reviewed the Historic District Work Permit Application for the above named address. Your application to reroof the house with Oakridge shingles in "estate gray," utilizing a ridge vent, and installing a white drip edge, has been **approved**.

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

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

One South Huron Street
Ypsilanti, MI 48197

Tel: (734) 483-9646
Fax: (734) 483-7260

www.cityofypsilanti.com

7. **Torches are not to be used at any time during installation.**

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

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

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

Sincerely,

[Redacted Signature]

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

CC: Property Owner [Redacted]
File
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

318 W Cross St, Ypsilanti MI 48197

Applicant

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

Name

Neighborhood Roofing

Address

[Redacted Address]

City

Ann Arbor

State

MI

Zip

48108

Phone / Fax

[Redacted Phone/Fax]

E-Mail

Contractor

Contractor Name & Contact Info

Same [Redacted] .com

Type of work

- ☒ Roofing
☐ Window/Door Replacement

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

- ☐ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:

- * Tear-off and re-roof on house only using Owens Corning Oakridge shingles.
- * No work on Metal Queen Anne Returns
- * No work on Garage Roof
- * Replace existing Ridge Vent as it exist.

Oakridge shingle color = Estate Gray
Drip Edge = White

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

Permit Application Fee (action items only)

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

Construction Cost:

9250.00

Permit fee:

\$45 + 15 = \$60.00

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

I further affirm that this property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended.

Signature

[Redacted Signature]

Date:

6/22/21

Print Name:

Tom Meadows

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.



OAKRIDGE®
Shingles



TOTAL PROTECTION. TOTAL CONFIDENCE.®



SEAL.



DEFEND.



BREATHE.



Oakridge® Shingles

Make it your own.

When does a house become a home? When the place you live in begins to reflect the life you're living. When every change, both big and small, makes it more and more your own. Choosing a new roof is your opportunity to make a major impact on the look of your home — and we're here to help. Owens Corning has been a leader in the building materials industry for over 75 years. So you can be confident that your new roof will enhance and help protect your home for years to come.

The Right Choice.®

Oakridge® Shingles are The Right Choice® for long-lasting performance and striking beauty. In addition to a wide range of inviting, popular colors, they also offer:

- Limited Lifetime Warranty*/* (for as long as you own your home)
- 110/130** MPH Wind Resistance Limited Warranty*
- StreakGuard™ Protection with a 10-year Algae Resistance Limited Warranty.*

Your home is your canvas.

At Owens Corning Roofing, we're always looking for ways to help you express your sense of style through your home, which is why we've expanded the Oakridge® color palette with these inspiring selections.

Oakridge® Shingles are specially designed to provide a unique blend of artistry and craftsmanship that will give your home a look that is anything but ordinary. Blacks and grays are rich and warm, earth tones capture the vibrancy of nature's brightest hues, and bold color combinations help enhance a wide variety of exterior accents and landscaping. Plus, every Oakridge® Shingle features great contrast and color depth to add drama and curb appeal to your entire home.



Aged Cedar†

Oakridge® Shingle Colors



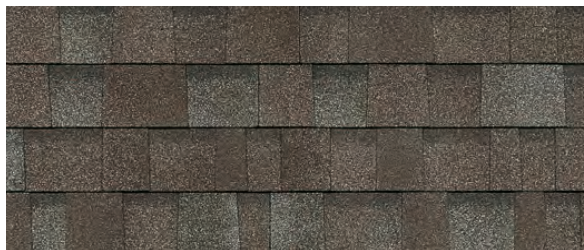
Brownwood[†]



Chateau Green[†]
Not Available in Service Area 1 (see map).



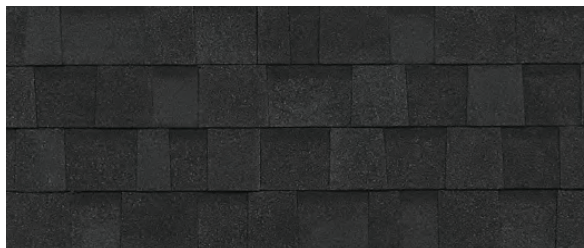
Desert Tan[†]



Driftwood[†]



Estate Gray[†]



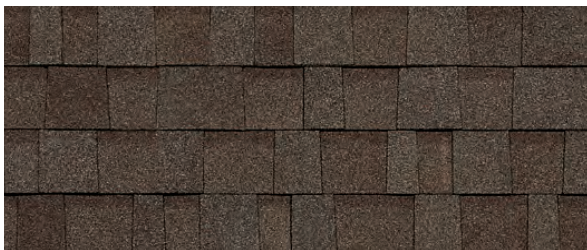
Onyx Black[†]



Shasta White[†]



Sierra Gray[†]



Teak[†]
Not Available in Service Area 1 (see map).

Enhanced colors and bold designs.



Aged Cedar†



Flagstone†



Peppermill Gray†

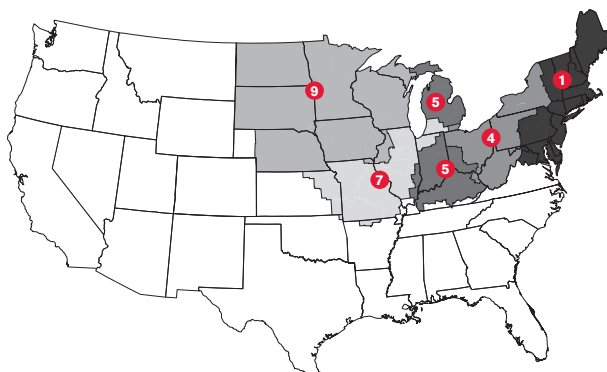


Sand Castle†



Twilight Black†

Color Availability Map



ENERGY STAR® is for roofs too.



Similar to the energy-efficient appliances in your home, roofing products can help provide energy-saving qualities. Owens Corning® Oakridge® Roofing Shingles in Shasta White can help reduce your heating and cooling bills when installed properly. These shingles reflect solar energy, helping to decrease the amount of heat transferred to a home's interior — and the amount of air conditioning needed to keep it comfortable. Actual savings will vary based on geographic location and individual building characteristics. Call 1-800-GET-PINK® or 1-888-STAR-YES for more information.

Product Attributes

Warranty Length*

Limited Lifetime* (for as long as you own your home)

Wind Resistance Limited Warranty*

110/130** MPH

Algae Resistance Limited Warranty*

10 Years

TRU PROtection® Non-Prorated Limited Warranty* Period

10 Years

Product Specifications

Size	13¼" x 39⅝"
Application Exposure	5⅝"
Shingles per Bundle	Not less than 20
Average Shingle Count per 3 Bundles	64
Average Coverage per 3 Bundles	98.4 sq. ft.

Applicable Standards and Codes

ASTM D228

ASTM D3018 (Type 1)

ASTM D3161 (Class F Wind Resistance)

ASTM D3462

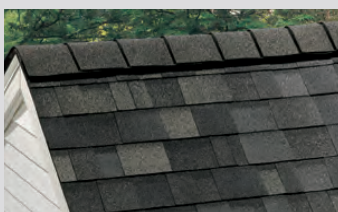
ASTM D7158 (Class H Wind Resistance)

ASTM E108/UL 790 (Class A Fire Resistance)

ICC-ES AC438#

PRI ER 1378E01

Shasta White color meets ENERGY STAR® requirements for initial solar reflectance of 0.25 and 3-year aged solar reflectance of 0.15; 2013 California Building Energy Efficiency Standards, Title 24, Part 6 requirements; rated by the Cool Roof Rating Council (CRRC).



**The perfect
finishing touch.**

Owens Corning® Roofing Hip & Ridge Shingles do more than just deliver added protection to the most vulnerable areas of your roof — they enhance the roofline and help define the character of your entire home.

Don't accept a generic substitute. Be sure to choose the right Owens Corning® Roofing Hip & Ridge style and specially matched color to provide the perfect finishing touch to your new roof.







Total Protection Roofing System^{® ^}

TOTAL PROTECTION **SIMPLIFIED**[™]



Owens Corning[®] Total Protection Roofing System^{® ^} integrates engineered Owens Corning[®] components that work together to address these three primary performance areas, critical to a high-performance roof, while also making it easy to understand the importance of each. **With Owens Corning, it's easy to confidently deliver total protection, beauty and peace of mind.**



SEAL.

SELF-ADHERED ICE
& WATER BARRIER
SYNTHETIC UNDERLAYMENT



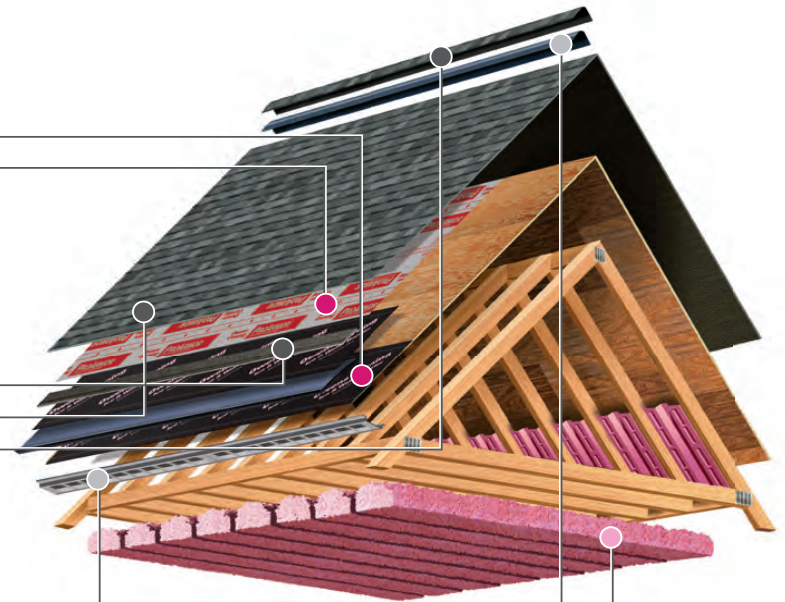
DEFEND.

STARTER SHINGLES
LAMINATE SHINGLES
HIP & RIDGE SHINGLES



BREATHE.

INTAKE VENTS
EXHAUST VENTS



+ COMFORT.

PINK[®] FIBERGLAS[™]
BLOWN-IN
ATTIC INSULATION

Home sweet home.

Owens Corning Roofing wants to help make your purchase of a new roof a positive experience. Not only can we help you choose the right shingle and roofing system components, but we can also help you select the right contractor for the job. Don't worry — we know this is a big decision. We're here to help you feel confident about choosing our roofing products. After all, we're America's most trusted roofing brand^{††} for a reason.

Want design assistance or more information
about Owens Corning® Roofing products?
Or want to find an Owens Corning
Roofing Preferred Contractor network member?

It's easy to reach us:

1-800-GET-PINK®
www.owenscorning.com/roofing

* See actual warranty for complete details, limitations and requirements.

** 110 MPH is standard with 4-nail application. 130 MPH is applicable only with 6-nail application and Owens Corning® Starter Shingle products application along eaves and rakes in accordance with installation instructions.

† Owens Corning strives to accurately reproduce photographs of shingles. Due to manufacturing variances, the limitations of the printing process and the variations in natural lighting, actual shingle colors and granule blends may vary from the photo. The pitch of your roof can also impact how a shingle looks on your home. We suggest that you view a roofing display or several shingles to get a better idea of the actual color. To accurately judge your shingle and color choice, we recommend that you view it on an actual roof with a pitch similar to your own roof prior to making your final selection. Color availability subject to change without notice. Ask your professional roofing contractor for samples of colors available in your area.

‡ 40-year Limited Warranty on commercial projects.

†† 2018 Roofing Brand Awareness Study by Owens Corning Roofing and Asphalt LLC.

International Code Council Evaluation Services Acceptance Criteria for Alternative Asphalt Shingles.

ENERGY STAR and the ENERGY STAR mark are registered trademarks of the U.S. Environmental Protection Agency.

^ Excludes non-Owens Corning® roofing products such as flashing, fasteners, pipe boots and wood decking

Shingles are algae resistant to help control the growth of algae and discoloration.

For patent information, please visit www.owenscorning.com/patents.



**OWENS CORNING
ROOFING AND ASPHALT, LLC**
ONE OWENS CORNING PARKWAY
TOLEDO, OHIO, USA 43659
1-800-GET-PINK®
www.owenscorning.com/roofing

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Owens Corning Roofing Platinum and Preferred Contractors are independent contractors and are not affiliates of Owens Corning.

(Brookville, Kearny, Medina, Minneapolis, Summit)

Flagstone[†]















MINUTES

City of Ypsilanti HISTORIC DISTRICT COMMISSION Virtual Meeting held via Zoom

Tuesday, June 22, 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 7:04pm

Commissioners Present: Alex Pettit – Washtenaw County, City of Ypsilanti
Anne Stevenson - Washtenaw County, City of Ypsilanti
Amy Swift – Alexandria County, Alexandria City, Virginia
James Chesnut – Washtenaw County, City of Ypsilanti
James Ratzlaff – Washtenaw County, City of Ypsilanti

Commissioners Absent: Erika Lindsay, Stefan Szumko

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

APPROVAL OF AGENDA

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

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

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS

319 S Washington

**Windows.*

Applicant: Dan Gilbert, contractor – present
Matt Duncan, Michigan Department of Health and Human Services - present

Discussion: *[Excerpt of Staff Review Notes: the application is for work completed without a permit. All wood*

windows on the house were replaced, 39 total, through a grant from the Michigan Department of Health and Human Services (MDHHS) to remediate lead. The grant was federally funded, and therefore would have been reviewed by the State Historic Preservation Office (SHPO) for compliance with Section 106 of the National Historic Preservation Act. Page 31 of 129 c.]

Pettit: Summarized that after the June 8, 2021 HDC meeting, there were some modifications on the existing installation of the new windows. Indicated that new photos were submitted. Asked applicant if there was any other information to be provided.

Gilbert: Stated that the first option was painting the windows and adding trim to close the gap between the brick molding where there are multiple windows in a row. Stated that they did that on the front of the building. *[Reference new photo materials]*. Stated that the grilles are not installed. Stated that if the grilles were installed and painted, the finished product would look much different than the white trim and would blend in well.

Ratzlaff: Stated that he walked by the home and, in his opinion, with the new painting, one would really have to look to notice the trim being proud.

Pettit: Stated an observation *[reference new photo materials]* that it looks very different than it did before; that there are changes with adjusting the way the color contrast works with paint. Stated that the infill piece between the window units on the combined window arrangement also makes a difference. Stated that nothing has changed in terms of construction but it looks to be moving, visually, in the direction towards something which has been approved in the District. Stated that the screens not being there also changes the look; that you see more of the various steps of the reveal.

Gilbert: Stated that the windows will have screens. Stated that the grids will tie it together. Indicated that trying to improve the installation with removing the brick mold will not accomplish the desired effect; that it would be a difficult task to do that *[Discussion followed as to reasons, reference new photo materials]*.

Pettit: Asked if there is anything different about the sill detail *[reference new photo materials]*.

Gilbert: Confirmed. Stated that the sills stand out farther than the brick mold. *[Clarifying discussion followed]*.

Swift: Stated a concern with the adding of a sill piece. Asked about the thickness of the piece.

Gilbert: Stated that it is a quarter to three-eighths of an inch.

[Discussion as to the installation of the sill piece/longevity]

Swift: Stated that if that window *[reference new photo materials]* is not designed to go into a structure of this sort and was supposed to be designed to go into a masonry opening, which is what the brick mold and the way the sill is ultimately detailed seems to dictate, then I want to make sure that we are not creating an issue of water seepage into that wall cavity in the future.

[Discussion continued re: sill - possible water issues and possible remedies]

[Discussion clarifying the application-extension timeline, per applicant query]

Chesnut: Initiated discussion re: the sill, idea of cutting back the trim in between the windows.

[Discussion continued as to possible remedy options and challenges]

[Discussion re: proposed grid patterns – considerations and concerns]

[Discussion re: plans for flanking/double hung windows]

[Procedural discussion re: motion language]

Motion: Ratzlaff (second: Chesnut) moved to approve and issue a Certificate of Appropriateness for work at 319 S Washington as submitted in the application dated April 21, 2021, for installation of Weathershield double-hung wood windows with replacement exterior grilles, with the flanking windows on the first story facade groupings having either one horizontal muntin or no muntin. The remaining new grilles shall match the original in dimension and configuration, with the previous stated exception stated. The new sashes shall be painted in a darker color to better blend in with the house. The sill should appear to be continuous between serial collections of windows. Also, the trim should appear to be continuous between flanking windows in serial groupings.

Secretary of the Interior Standards:

#5- Preserve distinctive features.

#6- Repair, do not replace. Replacements shall match original.

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

Nays: Commissioners Stevenson, Swift

Absent: Commissioners Lindsay, Szumko

Motion carried.

Commentary: Commissioner Swift spoke as to the importance of lead safe procedures for historic properties and the handling of future HDC applications regarding same.

NEW BUSINESS

32 Photo

**New Fence.*

Applicants: Adrienne Nickles, owner - present

Discussion: Pettit: Stated that the application is for the proposal of fence work.

Nickles: Confirmed.

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

Nickles: Indicated that they had a fence on their property when they moved in in 2015 that

deteriorated and fell over which needs to be replaced. Indicated that they live next door to Cultivate, which is a very busy area, with people often looking around their yard. Stated that the plan is to replace the fence with one that would extend about sixty-seven feet total along the south side of the driveway. Stated that there is another fence that is on the property line next to Cultivate that is a little over five feet, in which a small connector piece that would secure the entire yard would be added. *[Provided additional safety and privacy reasons for the proposed work]*.

Stated that they are proposing a more contemporary style fence given the area of town *[reference packet materials]*.

Swift: Asked if a gate is proposed.

Nickles: Confirmed. *[Reference drawing]* Stated that there is a gate that would go to the walkway and then a double gate that is close to the garage.

Swift: Asked about the small gap between the boards *[reference materials]*.

Nickles: Stated that the plan is for a half-inch between the boards because cedar expands and contracts.

Pettit: Asked about the gate style.

Nickles: Stated that they want it to be continuous and contemporary looking.

Swift: Asked about the latch hardware.

Nickles: Stated it will be black.

[Clarifying discussion re: existing fence height in back]
[Discussion re: fence material and opaque finish considerations]

Swift: Initiated discussion re: addressing the unlevel grade from fence to garage.

Stevenson: Shared background information re: Photo Street – driveway/public right-of-way, per query.

[Procedural discussion as to motion language]

Motion: Swift (second: Ratzlaff) moved to approve and issue a Certificate of Appropriateness for work at 32 Photo for installation of a 67-foot cedar horizontal board fence at the location specified in the application submitted June 15, 2021. The fence shall be no taller than 5-foot and may be finished in a clear coat finish. This fence design is appropriate for this particular location due to limited visibility, security issues concerning the high traffic in that part of town, and the contemporary and vernacular nature of the surrounding structures. Additionally, the gapping along the change in elevation should be minimized through a specific design intent.

Secretary of the Interior Standards:

#3- Do not imitate earlier styles.

#10- New work shall be removable.

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

Nays: None

Absent: Commissioners Lindsay, Szumko

Motion carried.

217 N River

**Metal roof.*

Applicants: Gary Turner, owner - present

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

Turner: Stated that when he bought the house, originally, he was going to put a large two-story addition off the back of the house and re-roof the entire house and addition with a galvalume finished standing-seam metal roofing. Stated that that work was approved by the HDC over a year ago but, since then, he has changed up his approach and decided to go with the dimensional shingles for the main home. *[Shared reasons for the decision]*. Stated that the proposal is to use a standing-seam galvalume metal roof system on the front porch and on the garage in the back. Stated that the main body of the house has the Sandcastle dimensional shingles *[reference photo materials]* which seems the closest to the original shake that was probably on the home in 1890. Stated that the idea is that the galvalume finish of the standing-seam metal roof on the front porch of the garage would also match the gutters and downspouts – six-inch galvalume gutters and a four-inch round galvalume downspout. Stated that it would stay basically white with the aluminum storm windows, galvalume finish on the standing-seam roof, gutters and spouts, and the garage. Stated that he is restoring the home as he found it.

Pettit: Explained that one issue the Commission would be looking at is the mixed materiality of the roofing between the various surfaces. Opened up the discussion for thoughts regarding the mixed materials and the circumstances under which they are planned to be applied.

Chesnut: Asked what was pulled off the porch.

Turner: Stated that it was shingled.

Chesnut: Stated that it looks like a hip rather than a flat roof.

Turner: Confirmed. Stated that it is an asymmetrical hip which was shingled when he found it. *[Offered additional information re: the original condition of the roof and repair work done]*.

Swift: Asked about the slope.

Turner: Stated that the front porch slope is approximately two-twelve.

[Discussion as to building code threshold requirement for materials re: low-sloped roofs; and

if/how it may affect this case]

[Discussion re: change in material considerations/HDC appropriateness]

Ratzlaff: Stated an opinion that the different materials used in the roofing follows the appropriate style, based on other Queen Anne style homes in the District.

[Further discussion as to examples of other homes in the District as to roofing]

Swift: Asked if the main roof has been redone.

Turner: Confirmed.

[Discussion re: manufacturer details/warranty as to roof materials/local precedent]

Stevenson: Shared background history re: reason for past HDC roof approval for a different address.

[Discussion continued as to examples of other homes in the District as to roofing]

Pettit: Emphasized that this roof has already been approved. Stated that there is a difference in roof types being proposed here and the only thing now left to be discussed are the different materials between roofs.

Ratzlaff: Stated that he does not see that as an issue based upon the HDC roof guidelines. Indicated that there is also the texture/consistency in the area. Stated that the most prominent Queen Anne, at least in his neighborhood, uses two different materials for the porch versus the main structure.

Swift: Initiated discussion re: more slope information, manufacturer's suggestion for the slope information/their lowest slope warranty.

[Discussion continued re: precedent]

Pettit: Re-emphasized that the only issue to be discussed at this point is the mixed materiality – not the angles or any of the pitches; that the roof has already been approved.

Stevenson: Indicated not having a problem with the mixed materiality in this case, as the roofs are not butting up against each other. Stated that the porch is a more modern addition. Stated that of course there needs to be caution because even though it is modern, it still may have its own historic significance.

[Discussion continued re: precedent considerations]

[Straw poll feedback was given]

[Procedural discussion]

Motion: Stevenson (second: Swift) moved to approve and issue a Certificate of Appropriateness for work

at 217 N River for installation of new roofing and gutters as specified in the application dated June 15, 2021. The new roof shall be installed on the façade porch and garage. The roof shall be constructed of 16-inch standing seam metal panels in a galvalume finish. The gutters shall be 6.5-inch half-rounds and downspouts shall be located at the outside corners of the building. In this application, a standing seam metal roof is appropriate on the porch because it is a later historic addition and is a secondary mass to the house, is not connected to the primary roof structure of the house. The garage is a later addition and does not have historic significance; and as an auxiliary structure, the Commission will allow more leeway. In addition, the garage faces the street at the gable end, so there are limited sightlines to the roof from the public access.

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, Swift, Ratzlaff

Nays: Commissioner Chesnut

Absent: Commissioners Lindsay, Szumko

Motion carried.

STUDY ITEMS—none

ADMINISTRATIVE APPROVAL

224 N River Roof

309 S Washington Roof

310 Florence Gutters

Motion: Stevenson (second: Swift) moved to accept the administrative approvals as cited above and submitted by Staff.

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

Nays: None

Absent: Commissioners Lindsay, Szumko

Motion carried.

OTHER BUSINESS

1. Property Monitoring—none

2. Updates from Staff

Re: Virtual Public Input Sessions – new 220 N Park proposed development

June 28, 2021 – 1pm

June 29, 2021 – 7pm

3. Commissioner Comments

Commissioners, who wished, shared additional comments.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS—none

HOUSEKEEPING BUSINESS**Approval of the minutes of June 8, 2021**

Motion: Chesnut (second: Ratzlaff) moved to approve the minutes of June 8, 2021, as submitted.

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

Nays: None

Absent: Commissioners Lindsay, Szumko

Motion carried.

ADJOURNMENT

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

MEETING ADJOURNED at 9:49 p.m.

Full Minutes Prepared By: Nancy Hare-Dickerson