



AGENDA

Historic District Commission Meeting

7:00 PM - Tuesday, May 24, 2022

Ypsilanti Freighthouse, 100 Market Place

Page

1. CALL TO ORDER
2. ROLL CALL

Alex Pettit, Chair
James Ratzlaff
James Chesnut
Stefan Szumko
Jeff Muir
Jimmy Huffman
Delrhea Byrge
Ellen Thackery, 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 - 126

- [1 210 Oak agenda item](#)
- [2 410 N Hamilton agenda item](#)
- [3 305 E Forest agenda item](#)
- [4 206 N Huron agenda item](#)
- [5 109 Maple agenda item](#)
- [6 317 N Washington agenda item](#)
- [7 315 S Washington agenda item](#)

6.3. STUDY ITEMS

109 Maple Street--other windows, siding, porch

6.4. ADMINISTRATIVE APPROVALS

207 W Michigan, paint (brick had been previously painted)

6.5. OTHER BUSINESS

1. Property Monitoring
2. Updates from Staff
3. --conflict of interest forms signed and returned
4. --Elements of Design/New Construction Presentation, June 14 7 pm to start meeting
5. Commissioner Comments

7. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS
8. HOUSEKEEPING BUSINESS
 - 8.1. Approval of meeting minutes 05/10/2022
[Historic District 5-10-2022 Full Minutes DRAFT](#)
9. ADJOURNMENT

127 - 133



HDC Work Permit Staff Review

Property address: 210 Oak

Property History: 210 Oak is a two-story, frame Colonial Revival-style house, with the original portion being quite square in proportion and with a one-story addition to the rear. The original portion has a hipped roof and a full-width, 1-story porch with Tuscan columns. According to *A Field Guide to American Houses* (McAlester), about one-third of Colonial Revival houses built before about 1915 are of this subtype, consisting of a two-story square house with a one-story full-width porch with classical columns. This house contributes to both the National Register district and the local historic district and the National Register nomination describes the house as a "cubical, 19th-century house."

Date of Application: Initial application received April 26, 2022; revised application received via email May 10, 2022

Date of Review: May 18, 2022

Date of Meeting: May 24, 2022

Proposed work:

Applicant seeks to remove 21 windows of various materials and replace with 21 Anderson Fibrex windows; and remove front wood storm door and front wood door and replace that system with one steel Provia entry door.

Materials: Replacement windows would be Fibrex, a composite material of wood and resins, and new aluminum trim around the windows would be installed on the exterior "to preserve the original wood trim." New entry door would be steel—no storm door is proposed.

Staff review:

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

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

3. Do not imitate earlier styles.

4. Preserve significant changes acquired over time.

5. Preserve distinctive features.

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

7. Clean building gently—no sandblasting.

8. Preserve archaeological resources.

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

10. New work shall be removable.

1. Staff believes that the wood windows and the front door and storm door are all character-defining features of the house.
2. WINDOWS: There is a variety of window types in the house. Several are wood with sash cords, some are wood with spring operation, and some are vinyl. Homeowner would like to have all windows the same and be energy efficient. Homeowner and staff first spoke in April and staff explained if there are original wood windows, the historic district commission is charged with trying to preserve them. Staff sent a follow-up email with window repair resources. In late April and May, staff emailed with Andersen window permit coordinator Brett Mahaffey. Brett submitted an initial application, staff requested additional information (more detailed conditions information and cut sheets for the proposed windows), and staff explained in an email that it might be advisable to submit a separate application for the vinyl windows and that the commission will likely need more detailed pictures of the individual conditions of the wood windows. Brett explained that the applicant and homeowners would like to go ahead with this application.
3. Staff believes that the window inventory provided is useful but that additional, more detailed information about unrepairable conditions needs to be provided to the commission to make decisions about replacement. The Standards for Rehabilitation state, "Deteriorated historic features will be repaired rather than replaced." The Guidelines associated with the Standards state that it is Not Recommended to replace windows "solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair." Staff believes that a conditions report and estimate from a window repair professional would be helpful to have because it would document which windows are likely original to the house, which are likely later replacements and their approximate age, and the conditions of all of the wood windows.
4. DOORS. Staff wasn't entirely clear as to what the goals are for the front doors. Staff understands that the new steel door would allow for there to be no more storm door and that it would have a more integrated deadbolt, but perhaps there are additional non-repairable issues regarding the historic front doors that staff is not seeing. Standard 6 states, "Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials." Based on the current application, staff is not seeing that the historic materials are beyond repair.
5. Before proceeding with work, applicant must obtain the appropriate building department permits.

Relevant Secretary of the Interior's Standards: #2, #6

Recommended Motion:

Move to postpone the revised application received May 10, 2022 for work proposed at 210 Oak Street so that the applicant can provide more detailed photos and commentary about the

conditions of the exterior front doors and conditions of all of the wood windows that make the materials unrepairable. With the information provided in the current application, the proposed work does not meet the Secretary of the Interior's Standards 2 and 6. Commission also advises applicant that a separate application for the vinyl window replacements could likely be more readily processed and approved. If no further application is taken on this application, a procedural denial will be issued by July 8, 2022.

Prepared by:

Ellen Thackery, 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

210 Oak Street

Applicant

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

Name

Brett Mahaffey

Address

37720 Amrhein

City

Livonia

State

MI

Zip

48150

Phone / Fax

E-Mail

Contractor

Contractor Name & Contact Info

Renewal by Andersen

Type of work

- ☐ Roofing
☒ Window/Door
Replacement

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

- ☐ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:

Replacing 21 existing double hung windows and 1 entry door.

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

Windows - White - Renewal by Andersen - Fibrex (wood composite material)
Entry Door - Avocado color - Steel - Provia door

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:
\$53,700	\$45 + \$85 = \$125

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: 4/25/2022
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Print Name:
Brett Mahaffey

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.



210 Oak Street

Ypsilanti Historic District

Renewal by Andersen

37720 Amrhein

Livonia, MI 48150

- Homeowners want to replace 21 vinyl and wood windows with Renewal by Andersen windows and replace the front entry door (Provia Door System)
- Existing windows are double hung windows and will be replaced with matching double hung window units
- Exterior color will be white
- No storm windows after replacement
- House was built in 1850
- Renewal by Andersen windows use Fibrex (wood composite) material
- Insert windows will be installed with minimal aluminum on exterior to preserve original exterior wood trim
- Existing windows are not energy efficient, some top sashes slide/fall down when unlocked, a couple windows have cracked glass or broken locks, and four types of windows used throughout the house





Front of house - 201 is framed differently on top compared to 202 and 203



Wood Storm

101, 102, 103, 106, 107
109, 110, 111, 112, 113



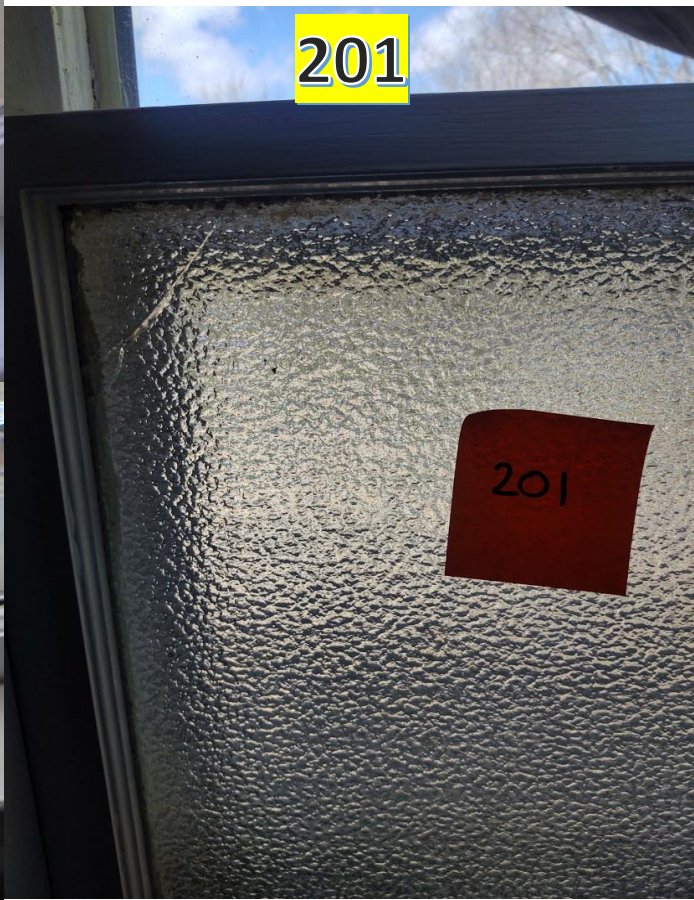
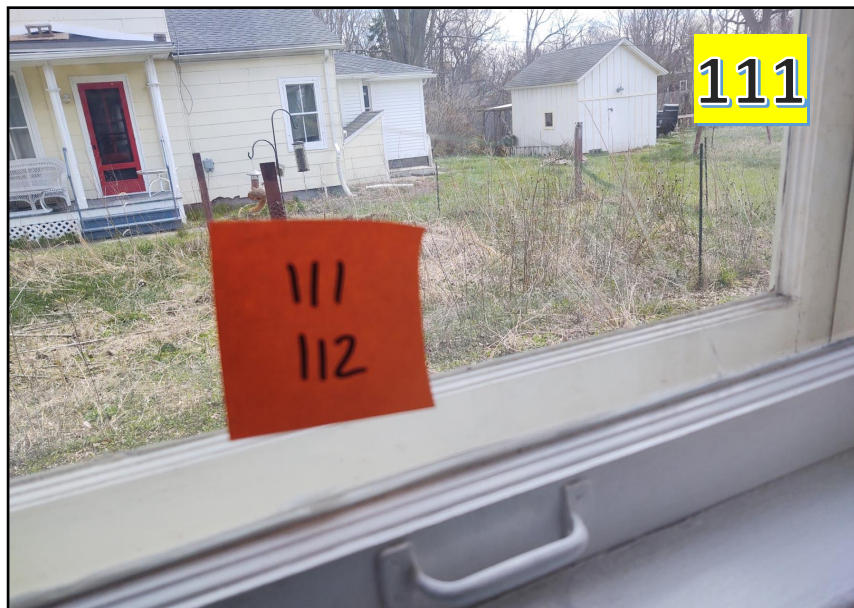
Aluminum Storm

104, 105, 201, 202, 203
204, 205, 206, 208



No Storm

108, 207



101, 111, 201, 204 have cracked glass

Zinc track

Four types of windows in house

Spring operation

String operation

Vinyl Window



FRONT OF HOUSE
21 windows and 1 entry door being replaced

-
- 201, 202, and 203 – Replacing with same style – Double Hung windows
 - 101 – Replacing Double Hung with matching double hung with 1:3 configuration
 - 114 – Replacing Entry door



RIGHT SIDE OF HOUSE
21 windows and 1 entry door being replaced

204, 205, 206 – Replacing with same style – Double Hung windows
102, 103, 104, 105, 106, 107 – Replacing with same style – Double Hung windows



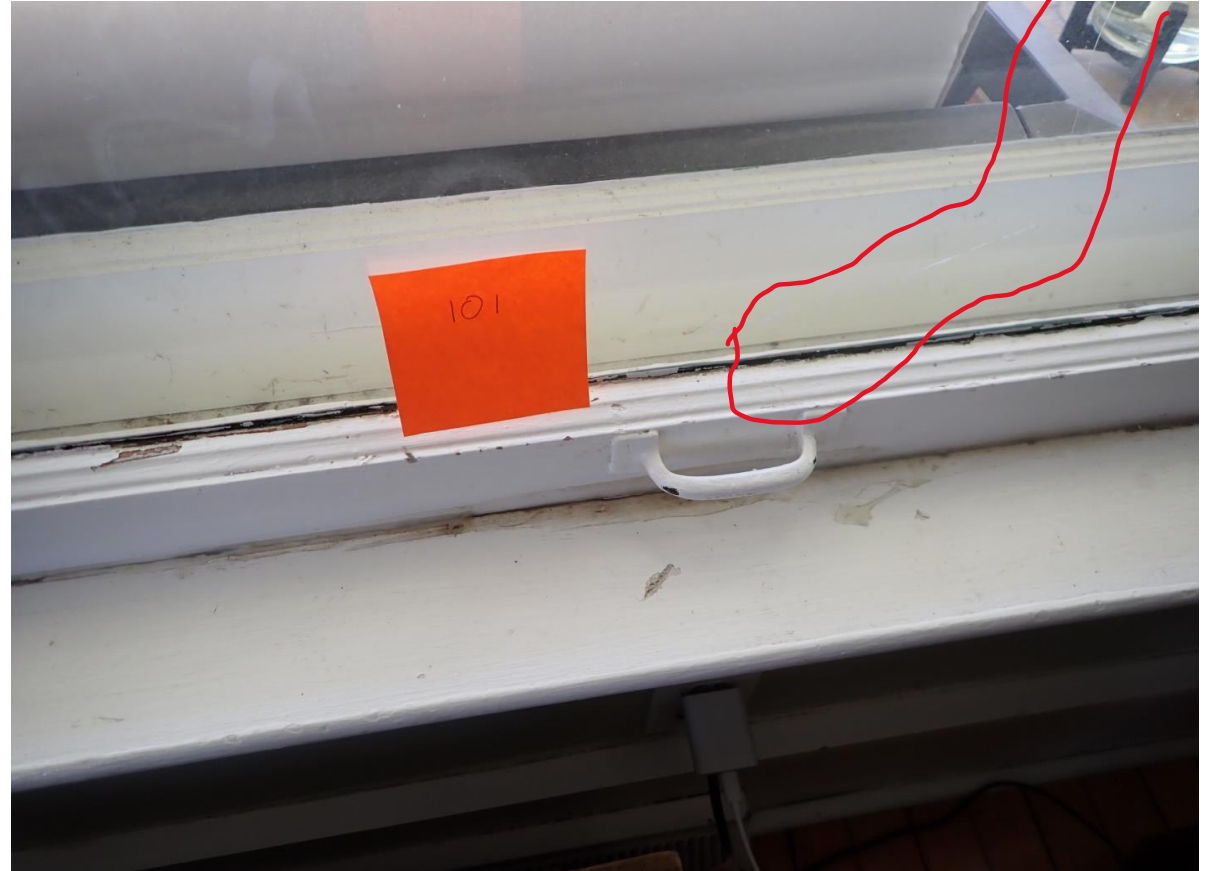
BACK / RIGHT SIDE OF HOUSE
21 windows and 1 entry door being replaced

204, 205, 206, 207 – Replacing with same style – Double Hung windows
102, 103, 104, 105, 106, 107, 108 – Replacing with same style – Double Hung windows



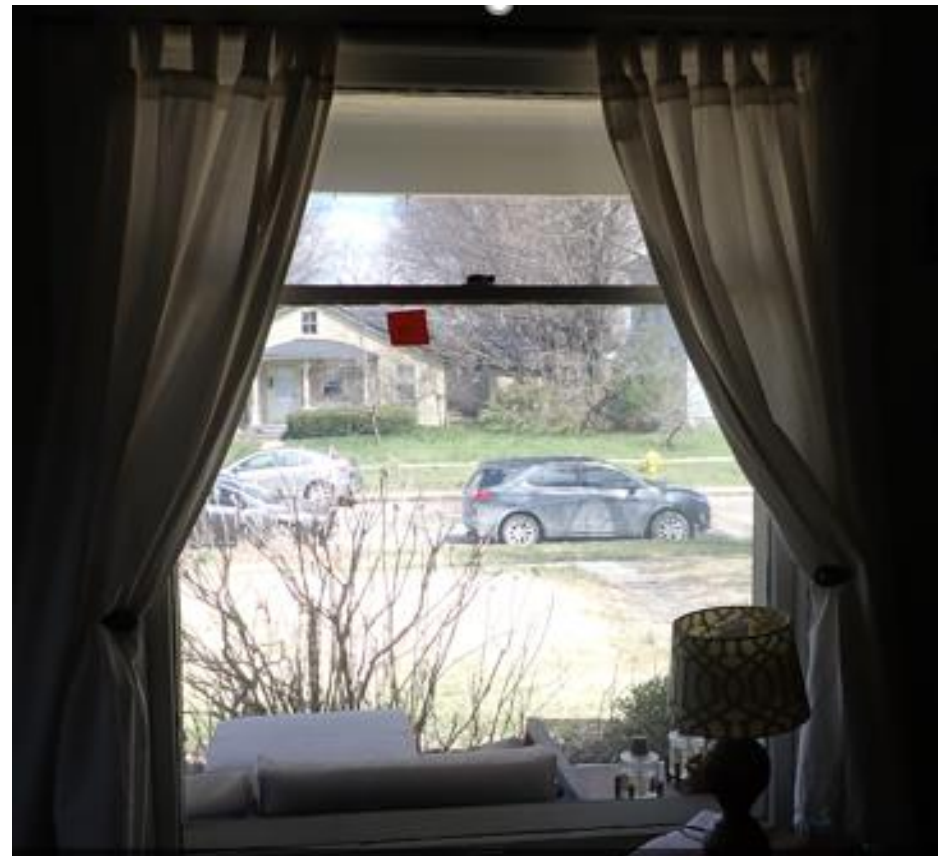
LEFT SIDE OF HOUSE
21 windows and 1 entry door being replaced

-
- 208 – Replacing with same style – Double Hung windows
 - 109, 110, 111, 112 – Replacing with same style – Double Hung windows
 - 113 – Replacing with same style Double Hung 1:3 style



210 Oak Street

101 (Living Room) – 1:3 Double Hung – lower window pane is cracked and interior string missing



210 Oak Street

101 (Living Room) – 1:3 Double Hung – lower window pane is cracked and interior string missing

Wood Window – String tyle



210 Oak Street
102 & 103 (Living Room) – Double Hung

Vinyl Window
Wood Storm Windows



210 Oak Street
102 & 103 (Living Room) – Double Hung

Vinyl Window



210 Oak Street
104 (Laundry Room) – Double Hung

Wood Window – Zinc track
Aluminum storm – missing glass



210 Oak Street
104 (Laundry Room) – Double Hung

Wood Window – Zinc track



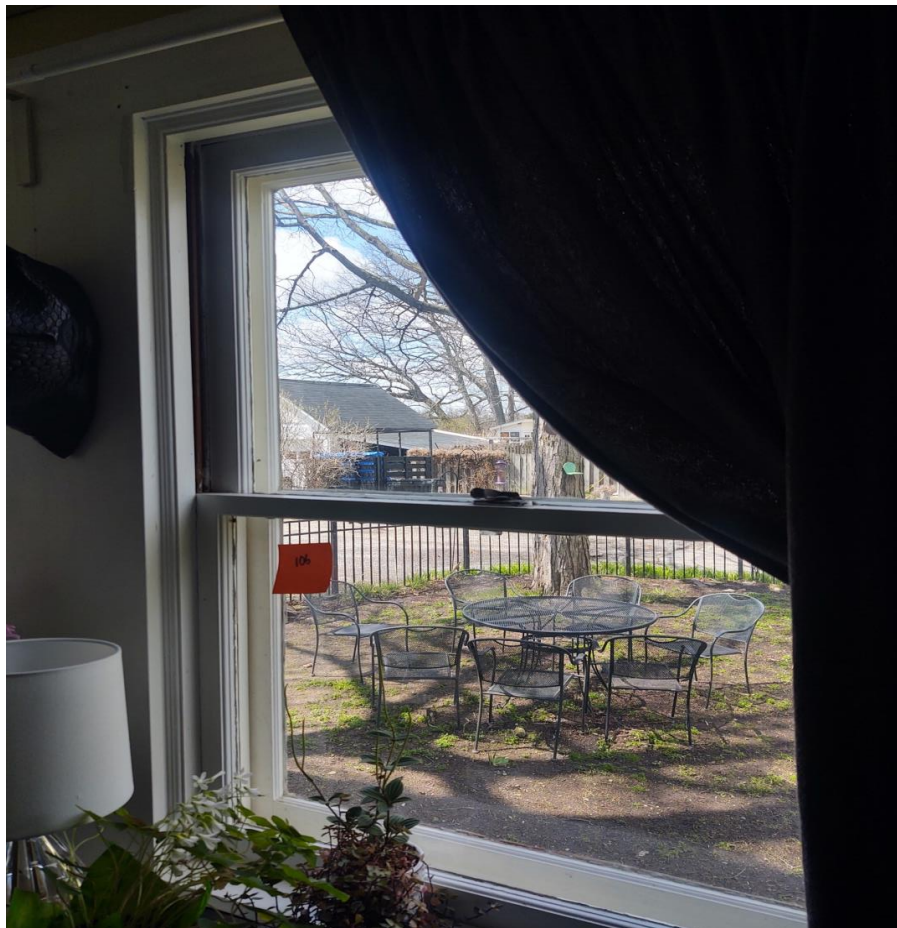
210 Oak Street
105 (Bathroom) – Double Hung – 3w x 2h – upper sash

Wood Window – Zinc track



210 Oak Street
106 and 107 (Kitchen) – Double Hung

Wood Window – 106 spring operation / 107 – string operation



210 Oak Street

106 and 107 (Kitchen) – Double Hung

Wood Window – 106 spring operation / 107 – string operation



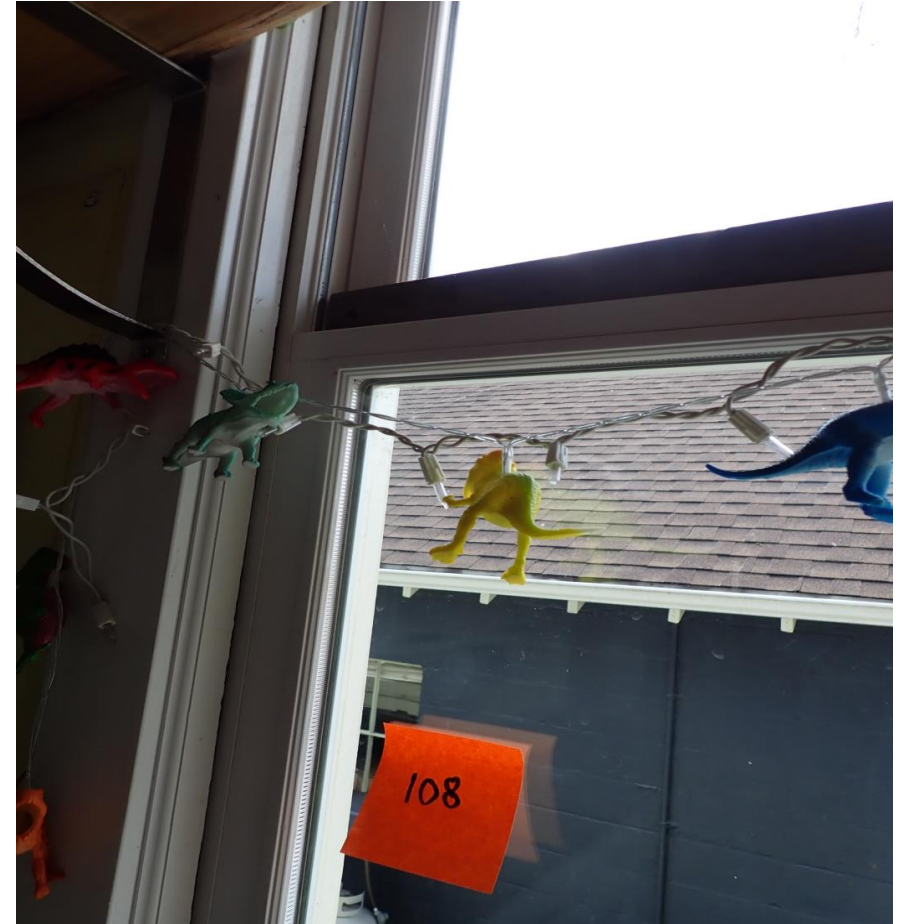
210 Oak Street
106 and 107 (Kitchen) – Double Hung

Wood Window – 106 spring operation / 107 – string operation



210 Oak Street
108 (Kitchen sink) – Double Hung

Vinyl Window



210 Oak Street
108 (Kitchen sink) – Double Hung

Vinyl Window



210 Oak Street
109 & 110 (Bedroom) – Double Hung

Wood Window – String operation



210 Oak Street
109 & 110 (Bedroom) – Double Hung

Wood Window – String operation



210 Oak Street
111, 112 & 113 (Dining Room) – Double Hung

Wood Window – String operation
113 – 1:3 style



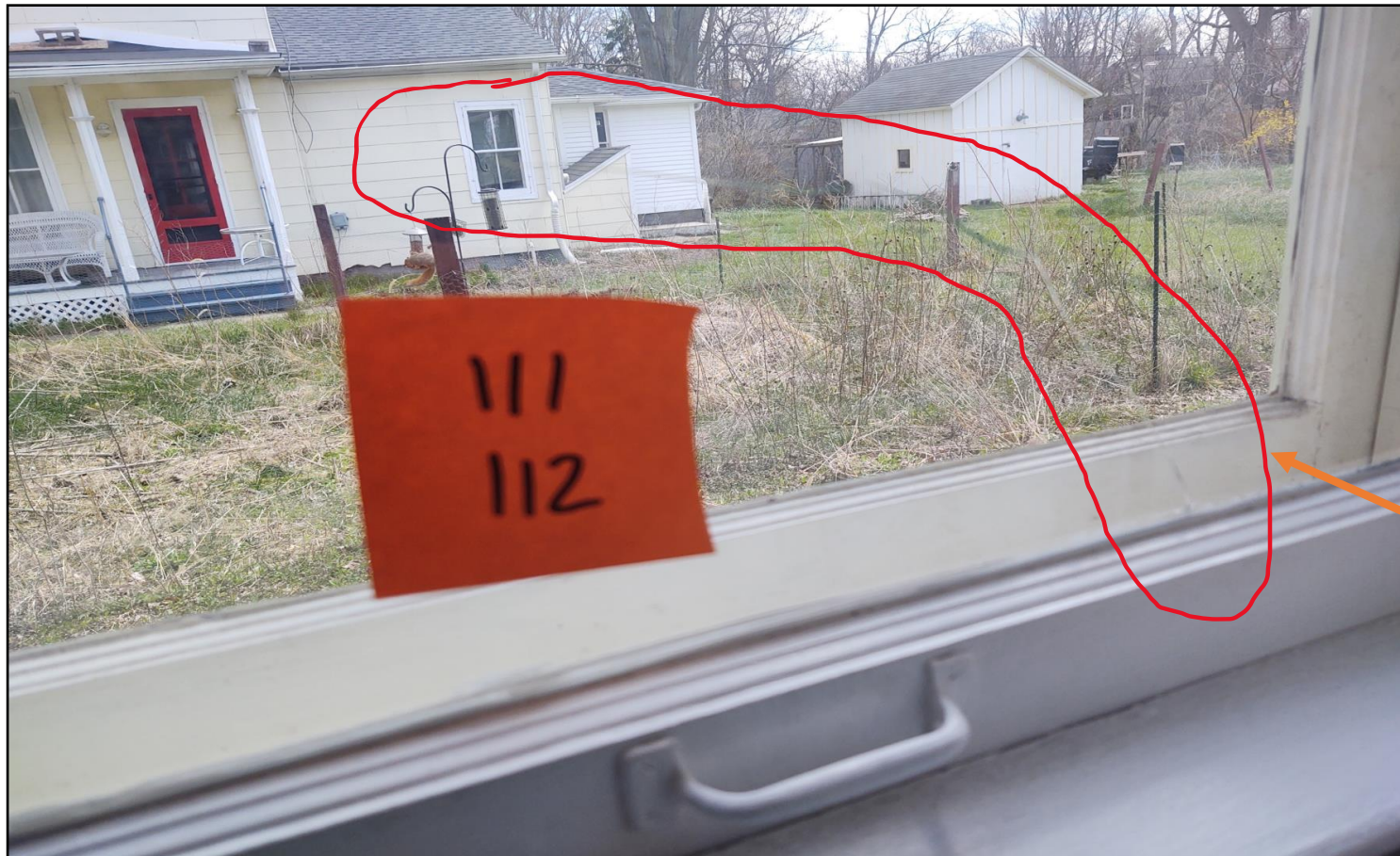
111 112



210 Oak Street

111 & 112 (Dining Room) – Double Hung

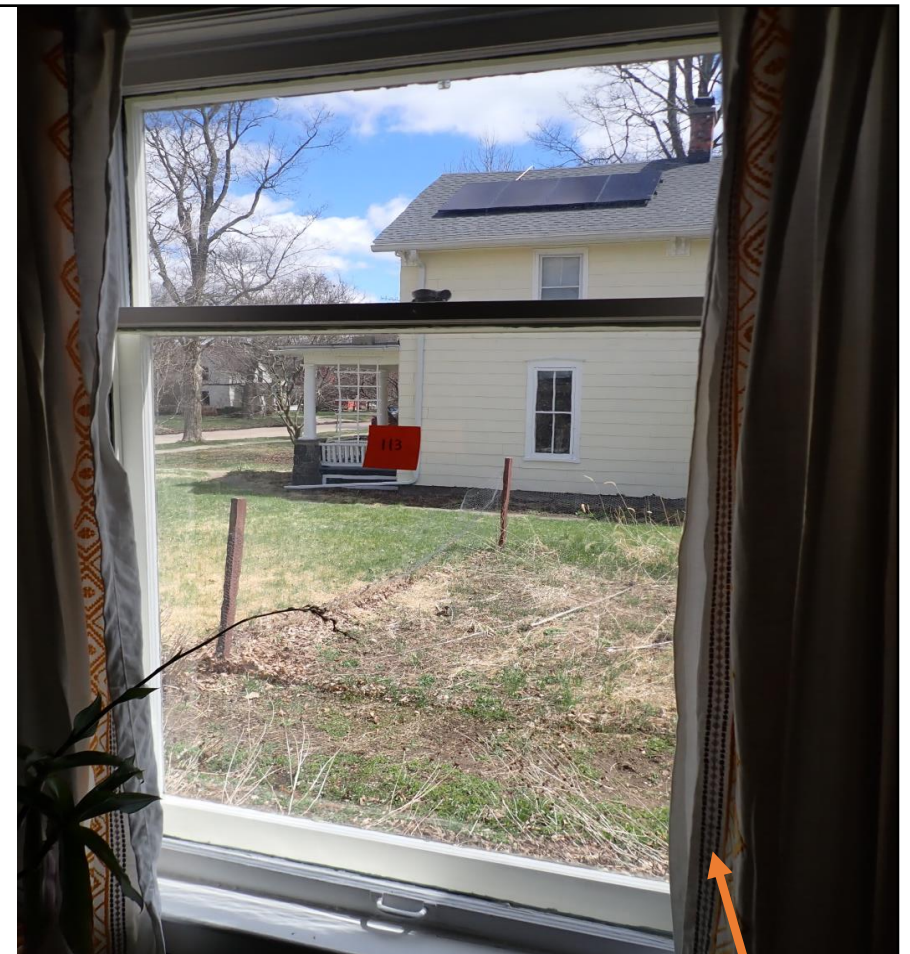
Wood Window – String operation



Crack

210 Oak Street
111 & 112 (Dining Room) – Double Hung

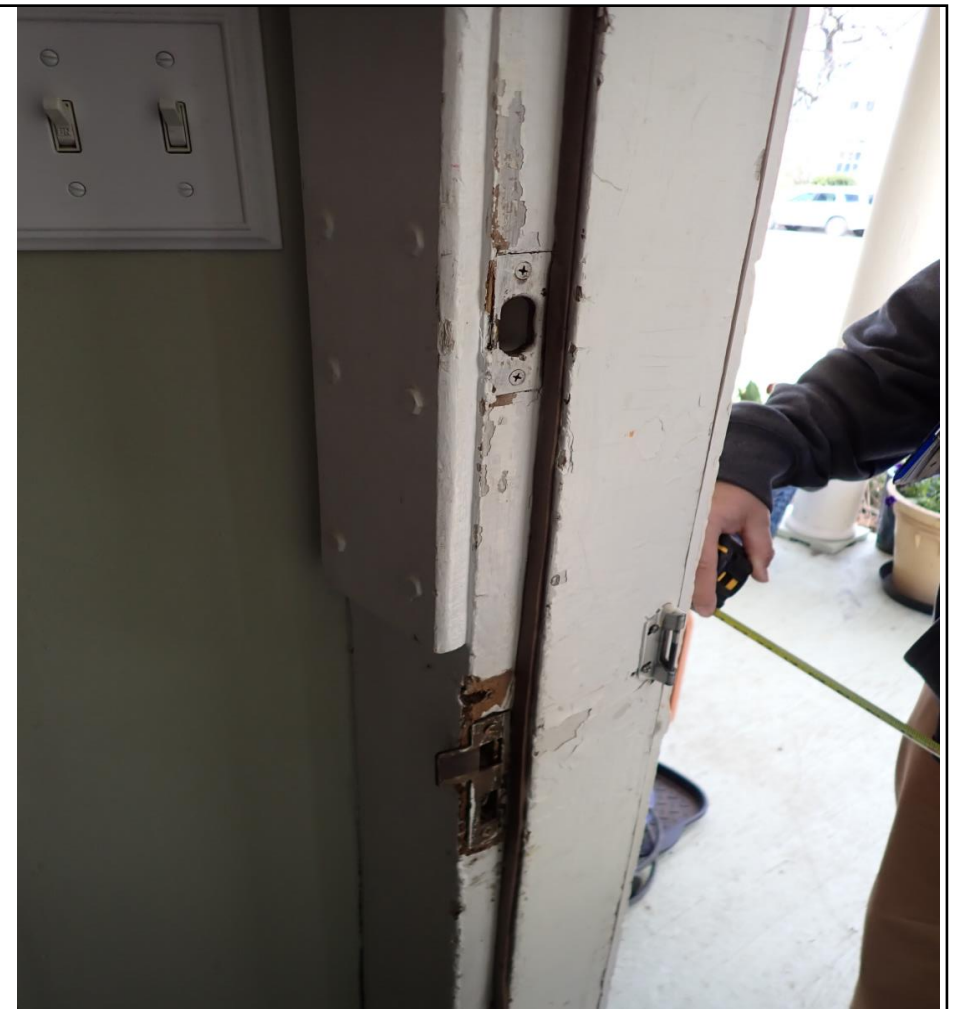
Wood Window – String operation



113

210 Oak Street
111, 112 & 113 (Dining Room) – Double Hung

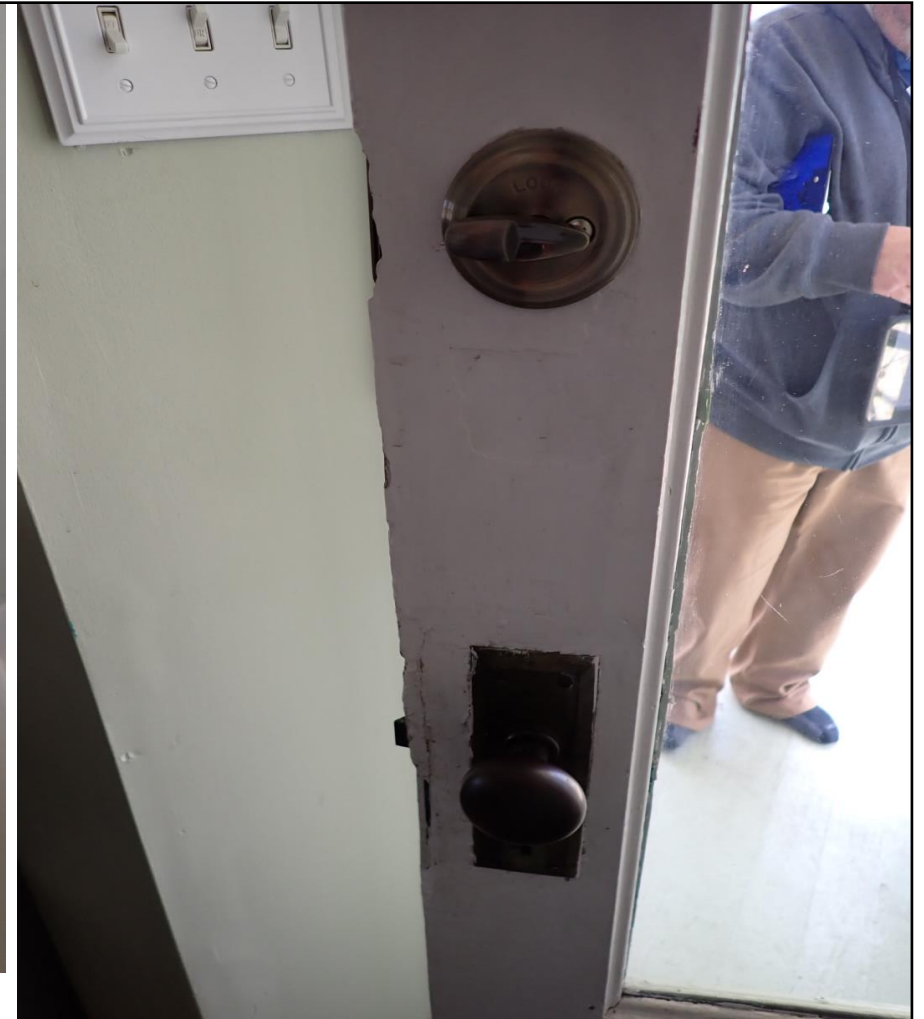
Wood Window – String operation
113 – 1:3 style



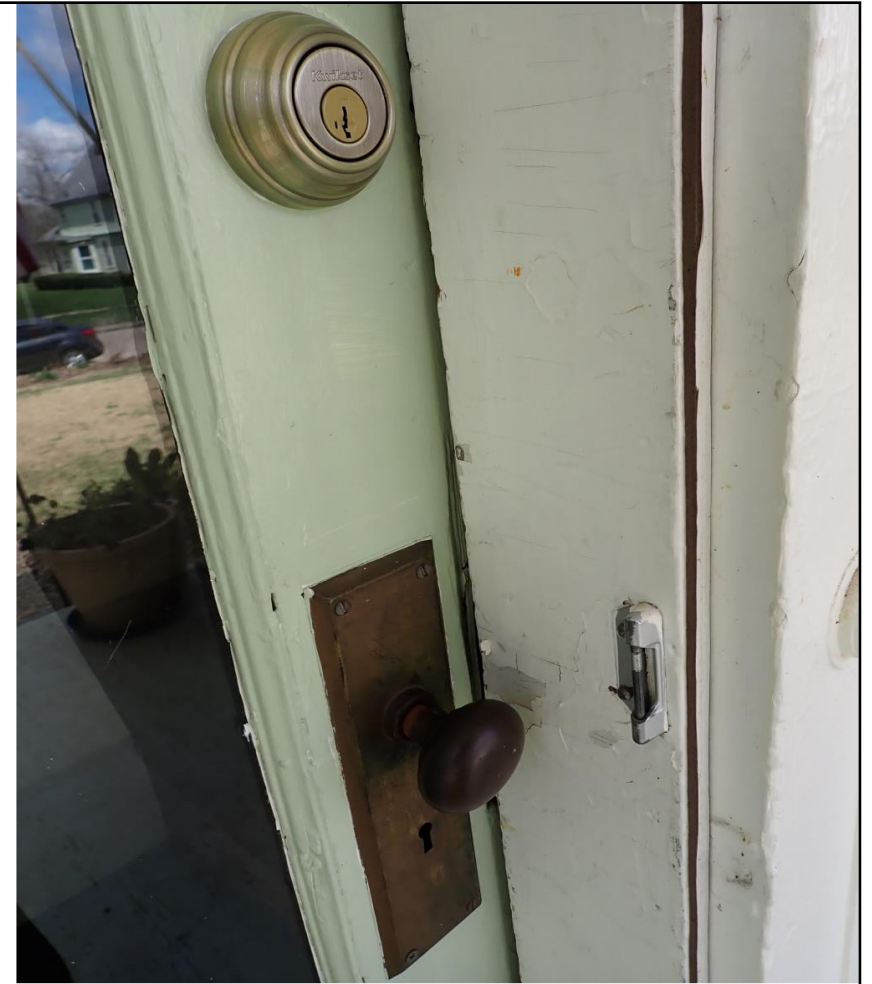
210 Oak Street

114 (Front Entrance) – Entry Door

Deadbolt was added on from original – door locks into 1x4 casing – reinforcement board was bolted over deadbolt locking area



210 Oak Street
114 (Front Entrance) – Entry Door



210 Oak Street

114 (Front Entrance) – Entry Door

Deadbolt was added on from original



210 Oak Street

114 (Front Entrance) – Entry Door – No storm on new door

YOUR PROFESSIONAL-CLASS PRODUCT

Legacy 20-Gauge Smooth Steel Entry Door with Clear Glass



OUTSIDE VIEW



INSIDE VIEW

DETAILS

Legacy Single Entry Door in FrameSaver Frame

Left Hand Inswing - Inside Looking Out

Entry Door

2 Panel 440 Style 20-Gauge Smooth Steel Door

ComforTech DLA

Textured Plugless Trim

Sandpiper Beige Inside / Avocado Outside

Rectangular Transom

ComforTech DLA

Hardware

Flat Bronze Westcott Lever Trilennium Handle (2 3/8" Backset)

Frame

Textured Cafe Cream Aluminum Frame Cladding

Sandpiper Beige Inside Frame

FrameSaver Inside Mull Cover - Sandpiper Beige

3 Tubes of Cafe Cream

3 Additional Tubes of Enzian Blue Caulk

Bronze ZAC Auto-Adjusting Threshold

Aged Bronze Ball Bearing Hinges

Security Plate

Poplar Colonial 3 1/2" Casing - Snow Mist White

Oak Quarter Round (1/2" x 3/4") Shoemold - Natural Oak



877.389.0835
2150 State Route 39
Sugar Creek, OH 44681

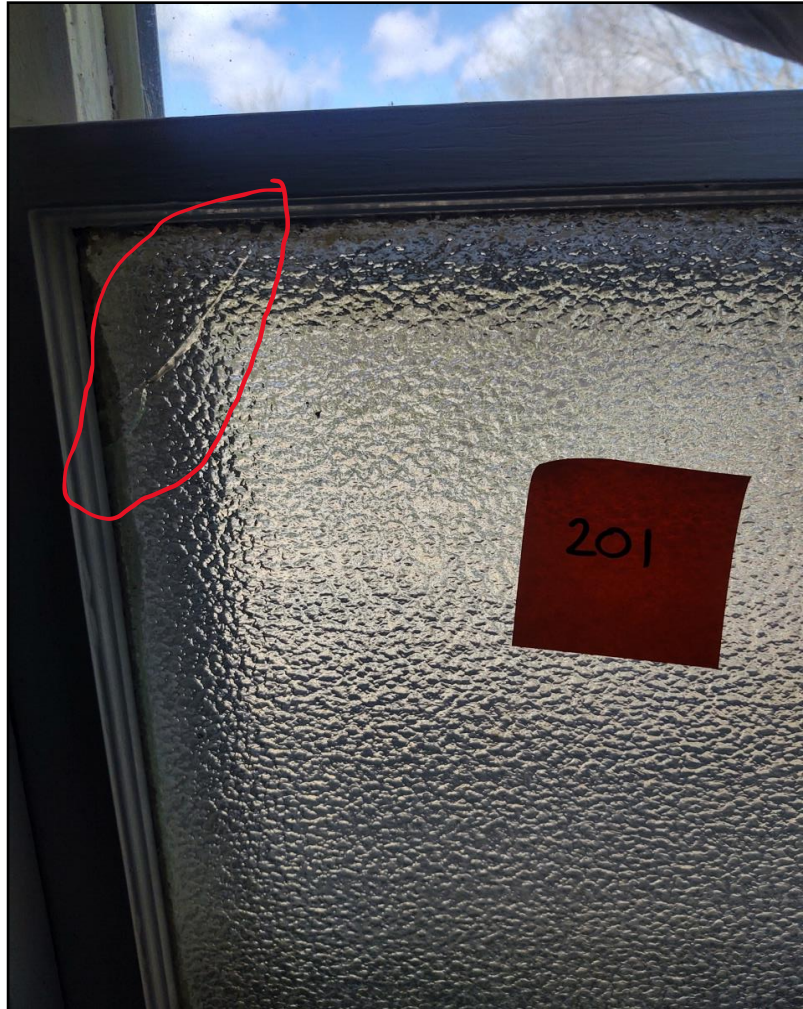
210 Oak Street
114 (Front Entrance) – Entry Door



210 Oak Street
201 (Bathroom) – Double Hung

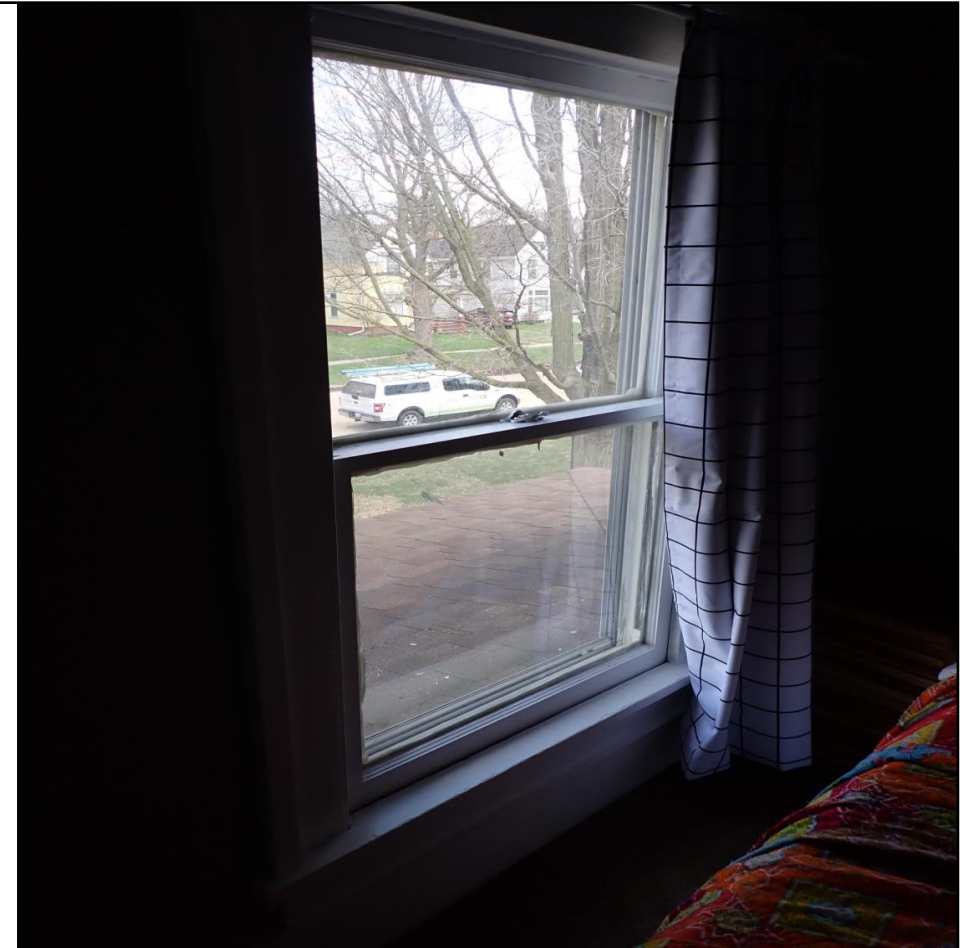


Wood Window – String operation



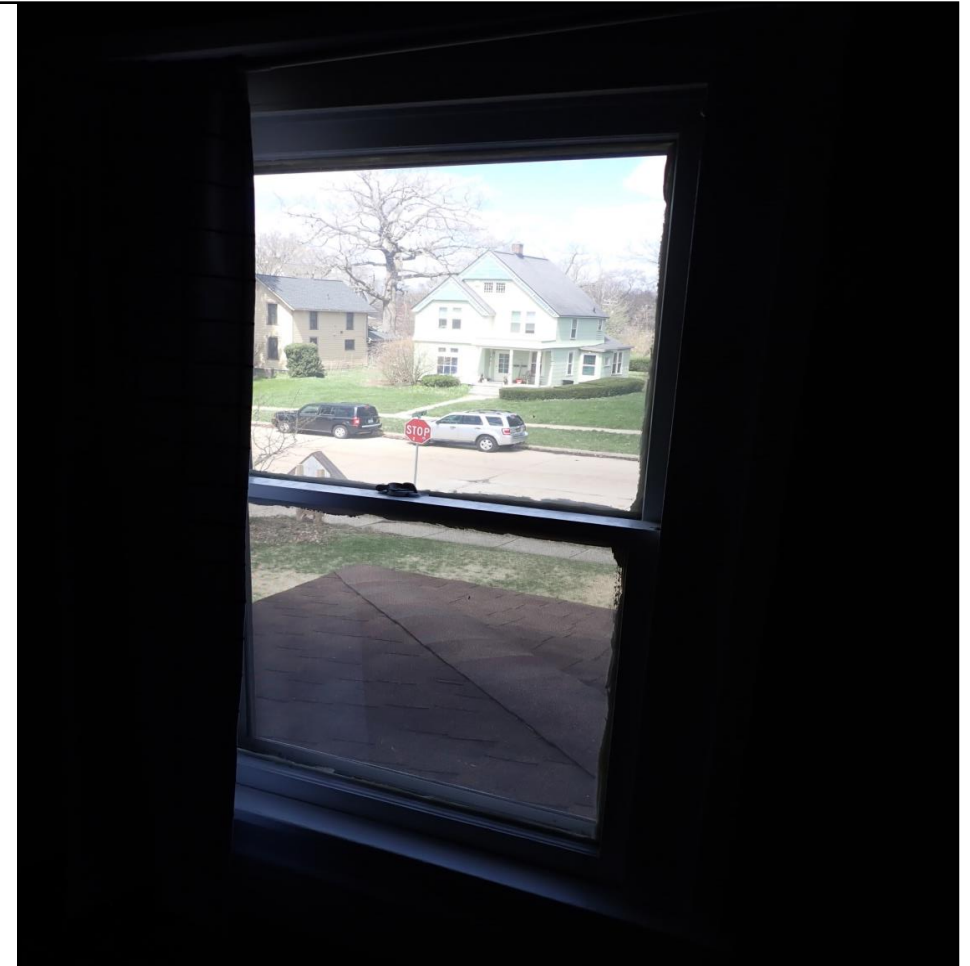
210 Oak Street
201 (Bathroom) – Double Hung

Wood Window – String operation



210 Oak Street
202 (Bedroom2) – Double Hung

Wood Window – Zinc Track



210 Oak Street
203 (Bedroom2) – Double Hung

Wood Window – Zinc Track



210 Oak Street
204 & 205 (Bedroom2) – Double Hung

Wood Window – Zinc Track

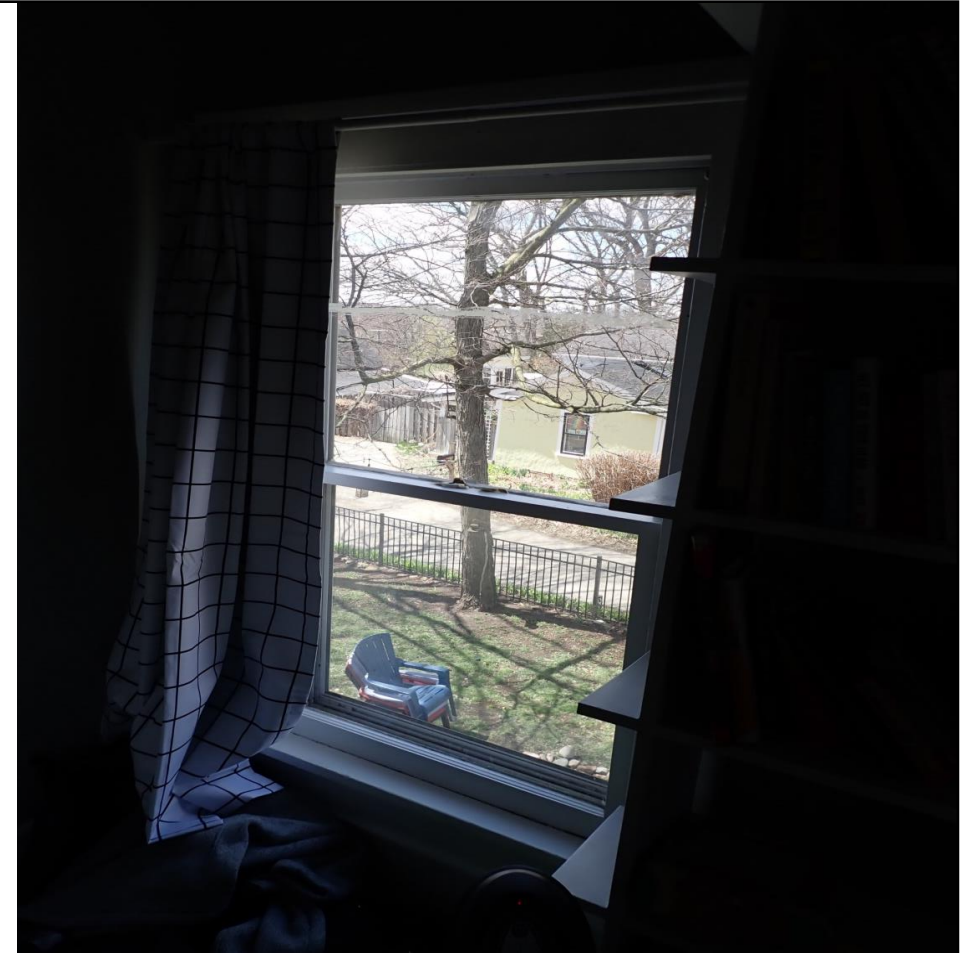


Crack



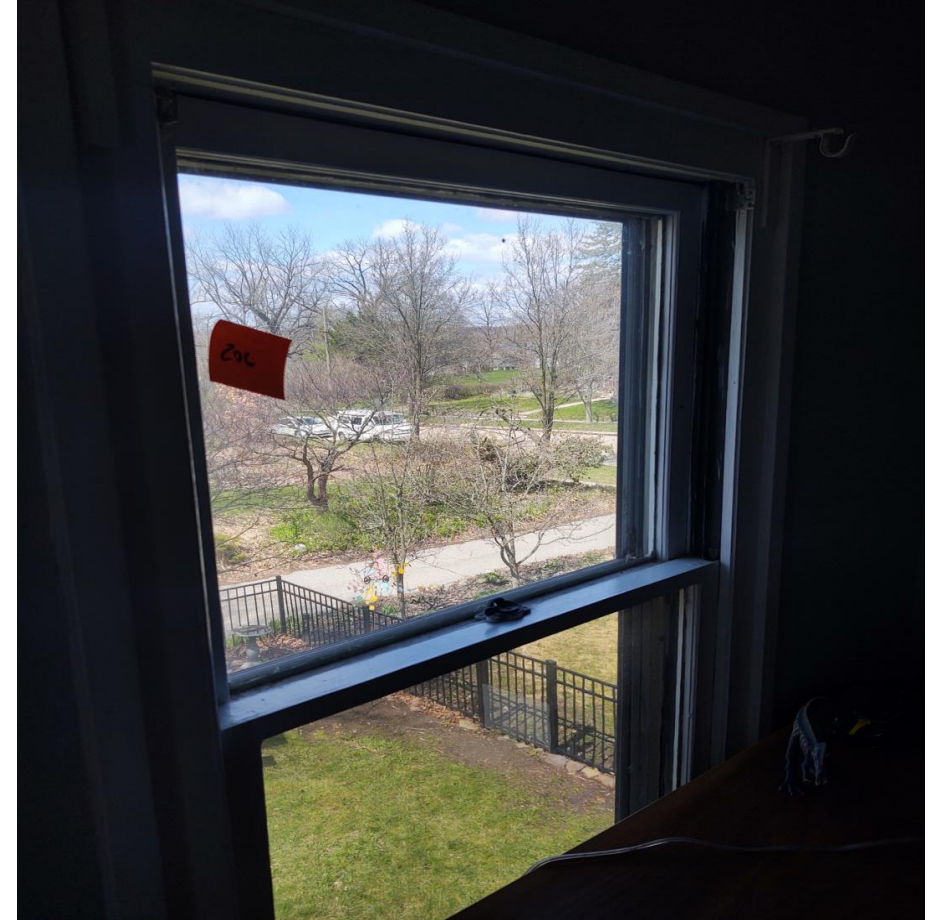
210 Oak Street
204 (Bedroom2) – Double Hung

Wood Window – Zinc Track



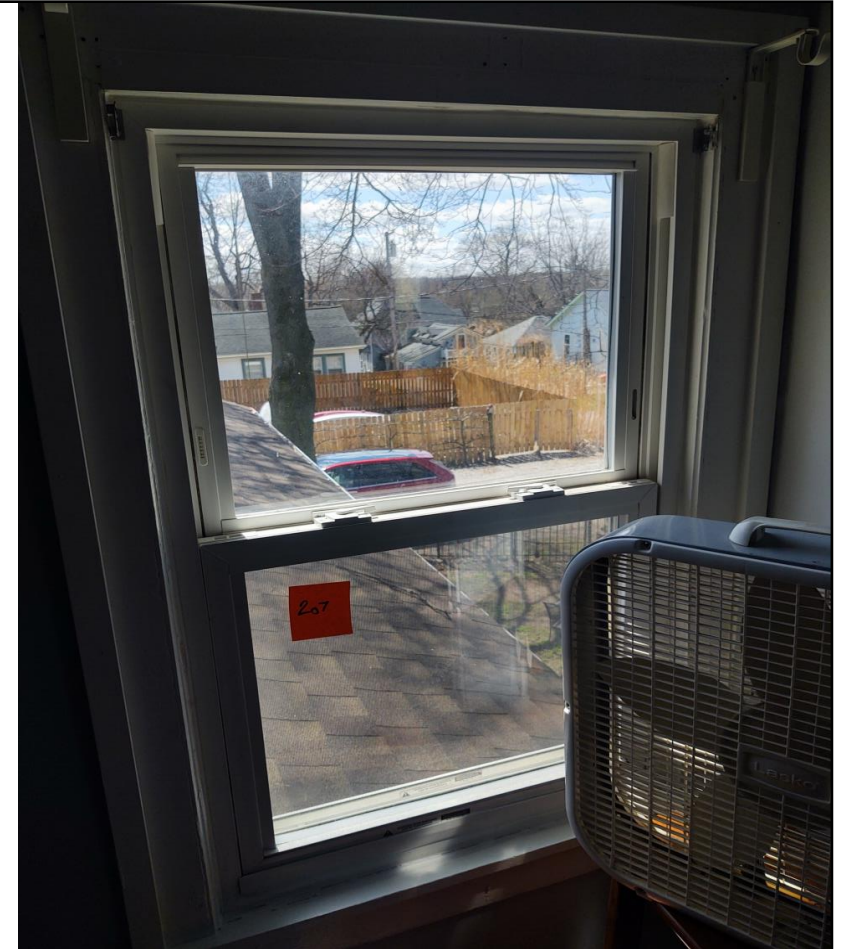
210 Oak Street
205 (Bedroom2) – Double Hung

Wood Window – Zinc Track



210 Oak Street
206 (Bedroom3) – Double Hung

Wood Window – Zinc Track



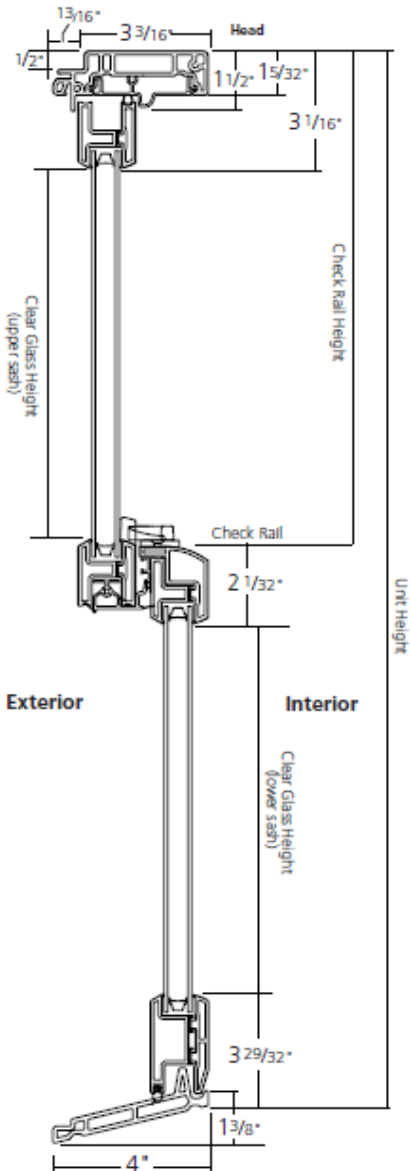
210 Oak Street
207 (Bedroom3) – Double Hung

Vinyl Window



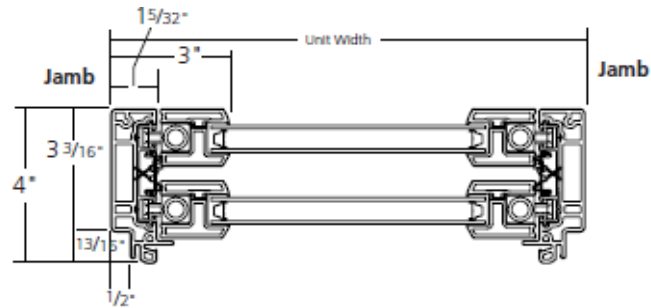
210 Oak Street
208 (Stairway) – Double Hung

Wood Window – Zinc Track



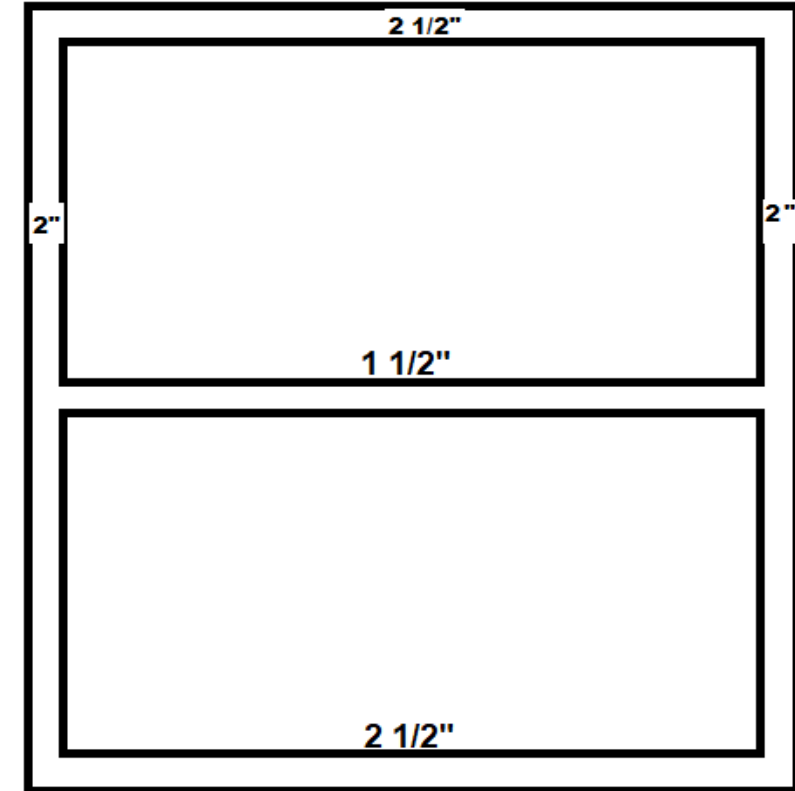
Renewal by Andersen

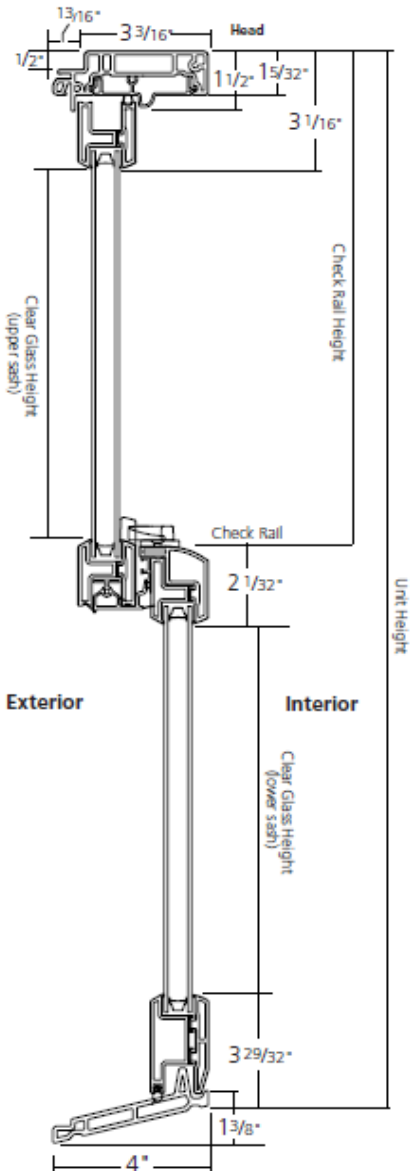
DOUBLE HUNG



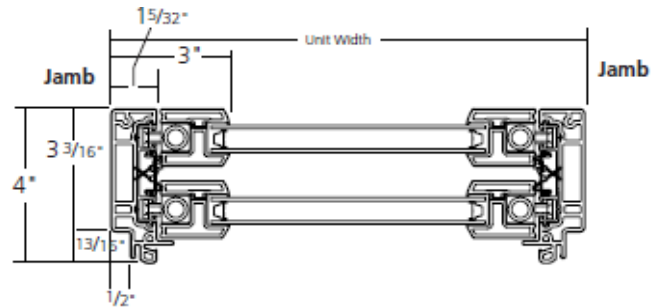
Existing Windows

DOUBLE HUNG
WOOD WINDOW – SPRING OPERATION
WOOD WINDOW - STRING OPERATION





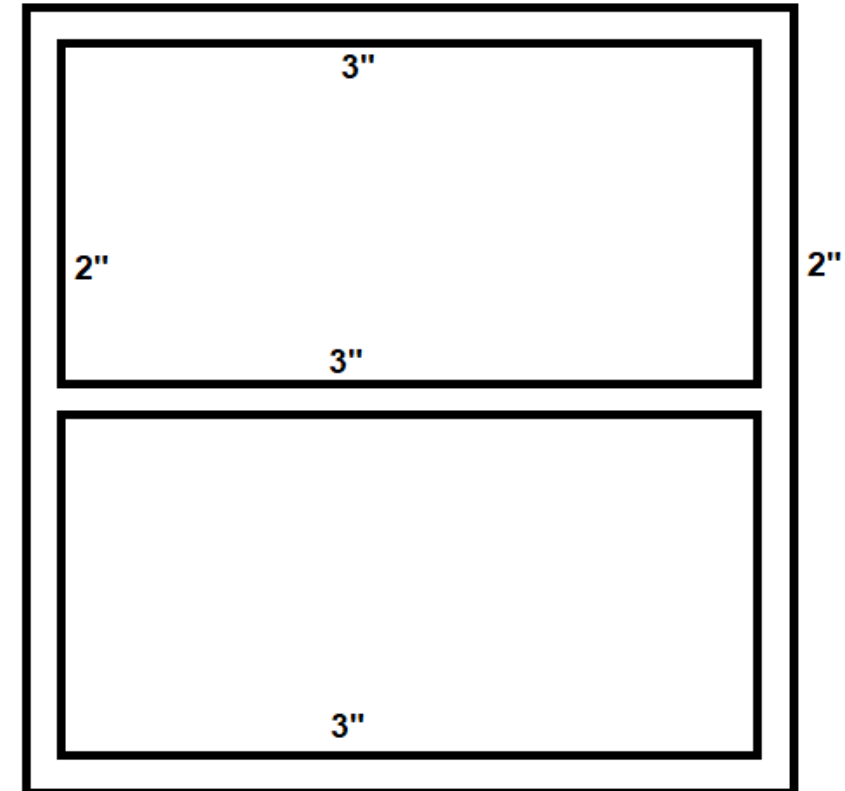
Renewal by Andersen
DOUBLE HUNG



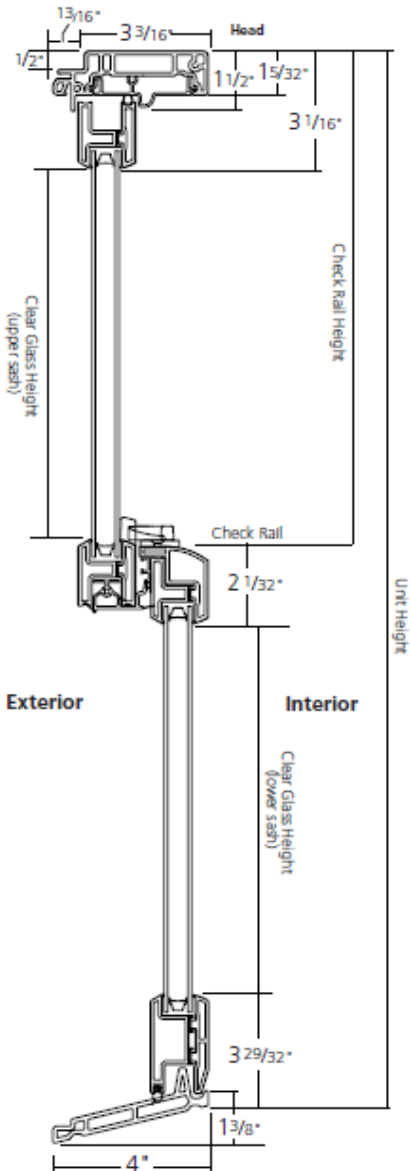
Existing Windows

DOUBLE HUNG

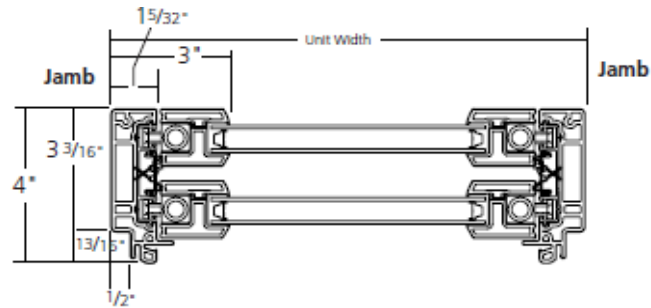
VINYL WINDOWS



3" - Top, Bottom, and Check rail
2" - Sides

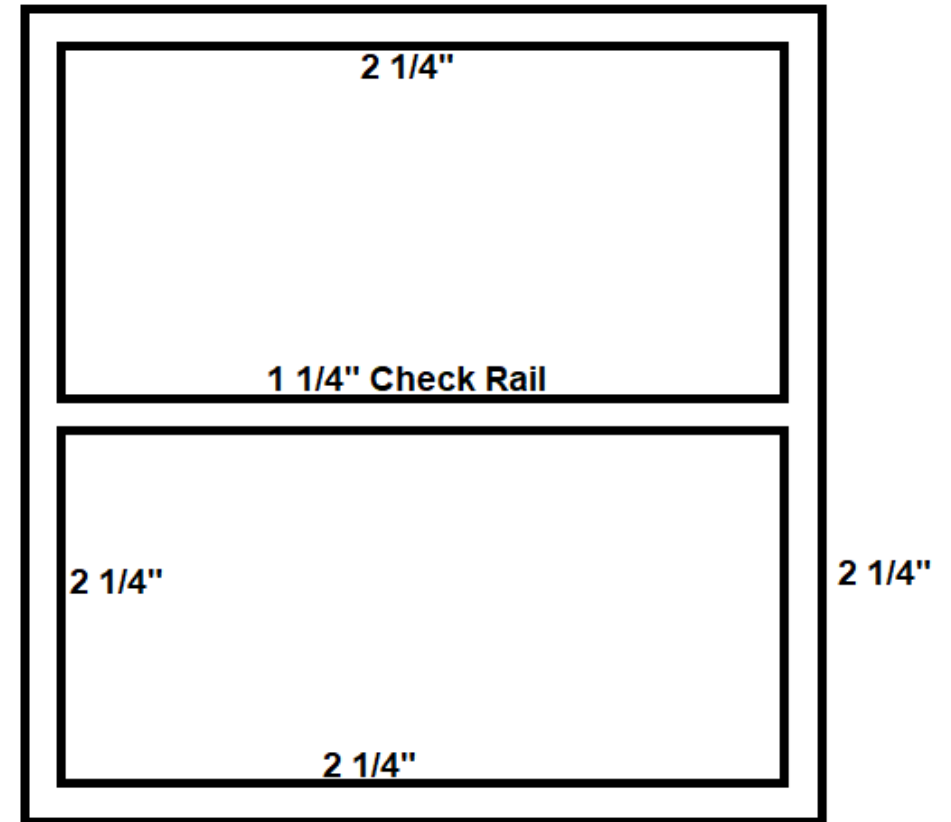


Renewal by Andersen
DOUBLE HUNG



Existing Windows
DOUBLE HUNG

WOOD WINDOW - ZINC TRACK OPERATING



2 1/4" - Top / Bottom / Sides

Grille on one window is 1/2"

Double-Hung WINDOWS

This classic window style is an excellent choice no matter where you live. Choose gently curved Contemporary or squared Traditional Check Rails.

CONVENIENT

Easy cleaning from the inside.

ELEGANT

Traditional look of mortise-and-tenon styling.

ACCURATE

Appropriate for restoration and renovation projects.



Double-Hung Equal Window



Double-Hung Cottage Style Window



Double-Hung Reverse Cottage Style Window
(Reverse)



Check Rail Options



Contemporary



Traditional

Reverse cottage style windows feature a larger upper sash.



Renewal
by Andersen.
WINDOW REPLACEMENT

"My new windows look beautiful and can be opened from the bottom or top."

CAROL P.

Double-Hung Windows / White Interior



FIBREX[®] MATERIAL: A BETTER ALTERNATIVE, A BETTER WINDOW

Reinventing the window

Innovation has been a hallmark of Andersen Corporation since its founding in 1903. From implementing “mass production” techniques in 1904 (nine years before Henry Ford), to producing the first completely assembled window unit in the industry (1926), to becoming the world’s largest specialized window frame factory in 1929, our guiding principle has always been to “make a product that is different and better.” Each step of the way we have incorporated the latest technologies, fine precision, and high standards in our quest to be better.

Introducing Fibrex[®] material

One of our most innovative ideas is Fibrex material. This revolutionary composite combines the strength and stability of wood with the low-maintenance features of vinyl. In fact, you might say it’s an evolutionary product—Andersen scientists developed the first hollow vinyl window in the U.S. in 1959, and engineered composite window materials in the 1960s and 1970s. In 1992, Andersen perfected composite window technology, and patented Fibrex material. Today, Fibrex material is the perfect choice for your new replacement windows.

	Fibrex® Material	Other Materials
Strength	Because Fibrex® material is strong, we can make our sash and frames narrower. Narrower frames mean more glass, more view.	Vinyl frames are known to have a higher expansion/contraction rate and can bow, breaking the glass seal.
Insulation	Fibrex material has superior thermal insulating properties. Combined with Andersen® High-Performance™ Low-E4® glass, this helps your home stay warmer in winter and cooler in summer. You can save money on your energy bills. Your home feels more comfortable.	Aluminum window frames conduct heat and cold. Heat leaks out of your house in the winter and into your house in the summer.
Low Maintenance	Fibrex material never needs scraping or painting. It won't rot, decay or mold.*	Fiberglass frames are painted and may need regular maintenance.
Beauty	Renewal by Andersen replacement windows preserve the architectural beauty of your home. Frame and sash design reflect the shape and lines of your original windows. The unique extruded Fibrex material can be made into any kind of window—including curved specialty windows.	Most replacement windows have square profiles that may look artificial in your home. Vinyl frame material is often thicker, reducing glass area. Fiberglass can only be made into straight lineals.
Environmental Responsibility	40% of the raw material by weight used to make Fibrex material is clean, reclaimed wood fiber. Reclaimed materials in the manufacturing process can also be reground and reused. Renewal by Andersen® windows meet Green Seal's science-based environmental certification standards as well as being ENERGY STAR® qualified for meeting strict energy efficiency criteria set by the U.S. Department of Energy.	Andersen windows are the only windows with Green Seal certification. Fiberglass is a thermoset material and cannot be reformed into new profiles.
Warranty	A window is not just glass and some framing material. It's a precise combination of glass, frame and quality installation. We back it all with a 20/2/10 Limited Warranty* that is one of the best in the business.	More than half of all remodeling firms have been in business less than four years.** Installation is rarely covered in the written warranty.

Ellen Thackery

From: Mahaffey, Brett [REDACTED]
Sent: Tuesday, May 10, 2022 1:56 PM
To: Ellen Thackery
Cc: Mahaffey, Brett
Subject: RE: 210 Oak Street - Historic Application
Attachments: Wenzel - 210 Oak St - Updated.pdf

Attention: This email was sent to the City of Ypsilanti from an external source. Please be extra vigilant when opening attachments or clicking links.

Good Afternoon,

Attached is the updated form with the cut sheets added at the end.
I'll mail a check later today when I get in the office.

Thanks,

Brett Mahaffey
P: 734-237-1065
Permit Coordinator • Michigan
Renewal by Andersen

From: Ellen Thackery <EThackery@cityofypsilanti.com>
Sent: Saturday, May 7, 2022 3:22 PM
To: Mahaffey, Brett <[REDACTED]>
Subject: RE: 210 Oak Street - Historic Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello! I'm so sorry but I didn't see this email until now. I apologize! In addition to the app you submitted, please send me cut sheets and specs for the windows you are proposing to install in place of all the windows, along with information and pictures about the current condition of any historic wood windows. The window fact sheet is here: <https://cityofypsilanti.com/DocumentCenter/View/2355/Windows>. You can pay in person or mail a check to the Building Department at City Hall, 1 S Huron, Ypsilanti MI 48197. I will not be able to get you on the agenda for May 10, I'm sorry to say, but if you send the check and all of this information by 4 pm on Tuesday May 17, I can get you on the agenda for Tuesday May 24. That will be at 7 pm at the Ypsilanti Freighthouse, 100 Market Place, Ypsilanti. Please let me know of any questions or concerns, and I'm sorry I missed this email initially. Thank you.

Ellen



Ellen Thackery

Preservation Planner
Community & Economic Development Department
City of Ypsilanti
734-482-9709
www.cityofypsilanti.com
she/her

From: Mahaffey, Brett <[REDACTED]>
Sent: Tuesday, April 26, 2022 9:47 AM
To: Ellen Thackery <ETHackery@cityofypsilanti.com>; Mahaffey, Brett <[REDACTED]>
Subject: 210 Oak Street - Historic Application

Attention: This email was sent to the City of Ypsilanti from an external source. Please be extra vigilant when opening attachments or clicking links.

Good Morning,

I'm not sure if we have met before, I tried to email this to Scott but the email came back. I called the building department and they gave me your contact information! I hope this is the correct person for Historic applications.

Attached is the HDC application, contract, and the scope of work and pictures of all the existing windows for a replacement project on 210 Oak Street.

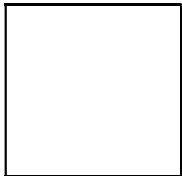
Please let me know if I can pay the fee online, over the phone, or if I need to mail in a check - to get this on the next meeting's agenda, I believe it's for May 10th @ 7pm?

Also, Is there any chance at all to be first on the agenda? I'm on the Westland Historic Commission and we have a society meeting that same evening at 7pm, they know I'm probably not going to make it, or could be late, but thought I would give it a shot to ask!!

We have been previously approved and replaced windows at 216 S Washington (twice) and 414 Maple.
If you need any more information, please let me know!!

Thank you!

Brett Mahaffey
P: 734-237-1065
Permit Coordinator • Michigan
Renewal by Andersen
37720 Amrhein • Livonia, MI • 48150





HDC Work Permit Staff Review

Property address: 410 N Hamilton

Property History: This house is a frame foursquare. It contributes to the National Register district and the local historic district.

Date of Application: May 10, 2022

Date of Review: May 19, 2022

Date of Meeting: May 24, 2022

Proposed work: Replace porch railing
Paint siding, trim, and porch railing
Reroof house and porch

Materials:

Porch railing: Treated, unfinished wood top and bottom porch railing with white aluminum spindles between. Applicant proposes to paint the treated lumber white once it's cured.

Paint siding and trim: Waterloo blue (Sherwin Williams) first and second floor and all trim in white.

Roof: asphalt shingles in Hearthstone Gray

Staff review:

1. **RAILING:** Applicant has replaced original porch railing with a new porch railing. Original was low and all wood (Figure 1). Existing low, historic porch rails can remain in place as is, but if homeowner wants to make them taller for safety, or if extensive repairs/replacement trigger the railing to meet new building code, a short piece of matching wood trim or a thin pipe can be added to the top of the porch components so that the original railing can be kept and seen but the height is to modern code (booster rail). See examples of booster rails in figures 3-7.
2. In this case, however, applicant bought new railings and installed them (Figure 2). Applicant explained that the historic railing components suffered from rot and could not be salvaged.

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.

3. With all-new porch railing, the old height will no longer meet code. (New porch railings can be 36-42" tall.) Standard for Rehabilitation 6 states, "Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials." The Guidelines for Entrances and Porches state, "Not Recommended: Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible."
4. In weighing this Standard and these Guidelines, staff does not believe that this new porch railing meets the Standards and Guidelines.
5. Staff believes that the new porch railing should be closer in appearance and materials to the original railings. It is understood that the new railings need to be taller than the old were (36" minimum), but the design, color, texture, and materials need to be closer to the historic railing that was removed in order to meet the Standards for Rehabilitation, in staff's opinion.
6. PAINT: Applicant proposes repainting wood shingles on second floor and wood siding on first floor Sherwin Williams Waterloo blue. Applicant proposes painting house trim Sherwin Williams Pure White. Staff can approve this administratively.
7. ROOF: Applicant proposes a roof tear-off and re-roof with very similar asphalt shingles on both the porch roof and main house roof. Staff can approve this administratively.
8. Before proceeding with work, applicant must seek the appropriate building department permits.

Relevant Secretary of the Interior's Standards:
#5, #6

Recommended Motions:

Move to deny the application for the replacement of the historic porch rail as proposed May 10, 2022 for 410 N Hamilton because the proposed porch work does not meet the Secretary of the Interior's Standards for Rehabilitation 5 or 6 or the associated Guidelines for Rehabilitation. A proposed new railing should match the historic railing in design, color, texture, and materials. Staff can approve the proposed roofing and painting administratively.

Prepared by:
Ellen Thackery, Preservation Planner



Figure 1. Photo from Google June 2021. Original porch railing and handrails.



Figure 2. Staff photo, May, 2022.

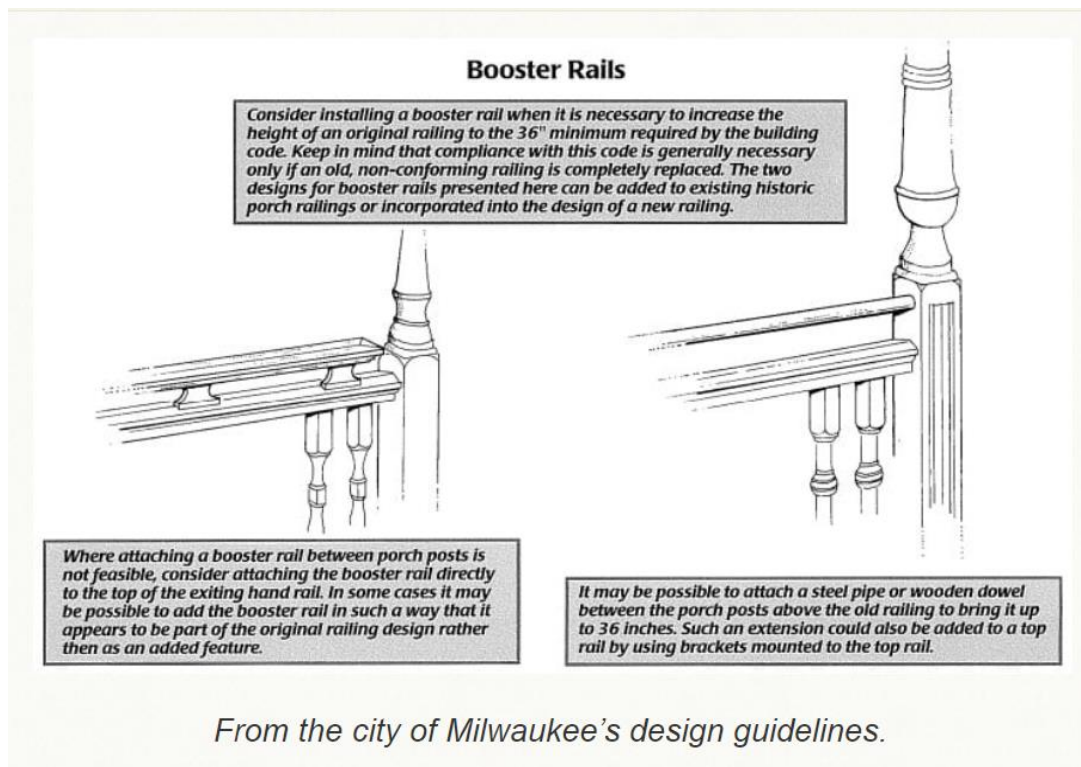


Figure 3.



Figures 4 and 5. Booster rail examples from the internet.





Figures 6 and 7. Booster rail examples from the internet.





PHDC 22-0039

R. 29787
11695378

**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

410 N Hamilton 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

Jackson Dean Troin

Address

8482 Arthur Ave.

City

Ypsilanti

State

MI

Zip

48197

Phone / Fax

E-Mail

Contractor

Contractor Name & Contact Info

Jackson Dean Troin, State License No: 242100301, Troin Construction LLC, 734-834-8356, jdtroin@gmail.com

Type of work

- ☒ Roofing
☐ Window/Door
Replacement

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

- ☒ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:**ROOF:**

Replace Existing Architectural Shingles with New Architectural Shingles (medium, dark grey color).

EXTERIOR PAINT:

Apply Exterior Paint to wood siding, and front porch.

Trim, front Porch railings and Spindles Color: PURE WHITE SW-7005

Wood Siding Color: WATERLOO (Blue) SW-9141

FRONT PORCH BANISTER:

Replace existing front porch banister.

****Remove existing banister due to existing rot and sits below code MI Building code requirements (25" height).**

****Install 42" railing, with code-complying, 4" space spindles.**

****WILL KEEP ALL EXISTING, ORIGINAL PORCH POSTS THROUGHOUT.**

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

Architectural Shingles, Medium/Dark Grey.

Trim, front Porch railings and Spindles Color: PURE WHITE SW-7005

Wood Siding Color: WATERLOO (Blue) SW-9141

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: \$7,500

Permit fee: \$45+\$5+\$10 = \$105
\$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: 5/9/2022

Print Name: Jackson Dean Troin

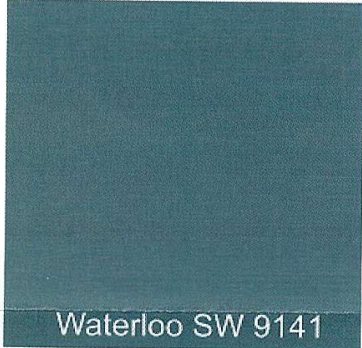
If you have questions about what the HDC generally permits or does not permit, or what they need to see in an application to render a decision, please call the office at 734-483-9646 or view our factsheets online at cityofypsilanti.com/hd.

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

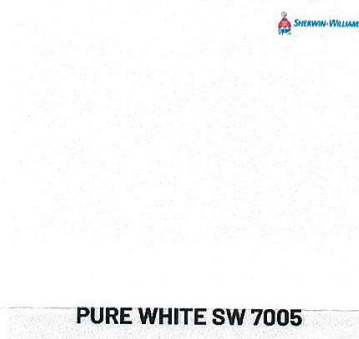
PHDC 22 0039

PROPOSED PAINT COLORS:

Siding: "Waterloo Blue"

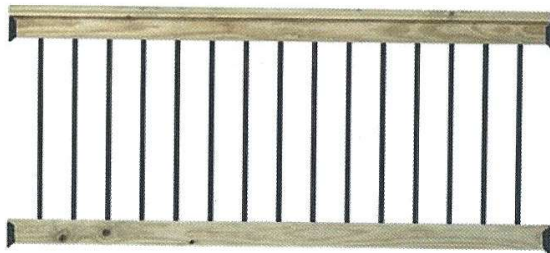


House Trim & Porch Railing: "Pure White"



PROPOSED PORCH RAILING:

Treated, unfinished wood top and bottom, mounted with discrete brackets, aluminum spindles.



PROPOSED SHINGLES:

"Hearthstone Grey" Architectural shingles -this is the closest color tone I could find to the existing architectural shingles.





HDC Work Permit Staff Review

Property address: 305 E Forest

Property History: 305 E Forest is a 1.5-story bungalow that is not mentioned by address in the National Register nomination. The boundary of the local historic district includes this north side of E Forest as the boundary of the local historic district. The house was likely built in the 1940s. The approved work we have on file includes:

1999: new roof

2001: air conditioner

2002: some replacement windows/sash kits

2009: Exterior painting of the house in greens with white and purple accents

2010: a new wood front door; some window replacements

2019: a new roof; house photos show paint peeling on the shutters and on the garage at this time

Date of Application: May 17, 2022

Date of Review: May 19, 2022

Date of Meeting: May 24, 2022

Proposed work:

Garage:

Replace two wood garage doors with one new metal overhead garage door.

Remove center post, bolster sagging header.

Install gutter on front of garage with downspout.

Move electrical from overhead line to underground conduit.

Install grounded electrical box inside garage.

Removal of flood light, replace with lights similar to those on house.

Patio:

Remove concrete patio, replace with stone pavers and landscaping

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.

Materials: 16' x 6'3" Clopay Coachman series CD22 sectional door
New pavers

Staff review:

1. Applicant has attended two Historic District Commission (HDC) meetings to discuss study items, including garage door.
2. Garage is a secondary structure behind the houses.
3. These historic garage doors are of a unique design and the doors are intended to slide open laterally and fold, but the wood has deteriorated and the hardware, which is no longer widely available, is failing. The design is not simply a wood carriage house door that slides on an overhead track like a barn door. The HDC has indicated an understanding that these garage doors have deteriorated beyond repair and need to be replaced.
4. Even though this garage's doors have a unique historical design, staff notes that the garage is a secondary structure to a house that is not mentioned by address in the National Register district nomination. As a result, it seems to staff that the Secretary of the Interior's Standard for Rehabilitation that applies in this case is Standard 9.
5. Standard 9 states, "New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment."
6. The garage door that the applicant proposes is a metal overhead door that is designed to appear as carriage house doors that would open laterally, but it is clearly of a modern material so there is no chance of confusing the historical record. In this way, staff believes that the proposed garage door is both compatible and differentiated, meeting the Standard.
7. The other proposed garage work (removing post, shoring up the sagging header, installing gutter and downspout) is necessary to install the proposed door and/or to ensure a longer life for the structure.
8. The other work being proposed (removing a concrete patio and replacing it with pavers) is also behind the house, will not be readily seen from the street, does not attach to the house, and is not incompatible with the house or site.
9. Before proceeding with work, applicant must seek the appropriate building department permits.

Relevant Secretary of the Interior's Standards:

Garage: #9

Patio: #9 and 10

Recommended Motions:

Move to approve the application and issue a Certificate of Appropriateness for the work proposed May 17, 2022 for 305 E Forest Ave, for work including removing a concrete patio and replacing it with pavers, and doing work on the garage to prepare it for new doors and installing new doors. The garage work includes removing the center post, bolstering the sagging header, removing deteriorated wood doors, installing a vertical overhead door, removing and replacing flood lights, installing a gutter and downspout, moving an overhead

electrical line and replacing it with an underground conduit, and installing a grounded electrical box inside the garage. The proposed patio work meets Secretary of the Interior's Standards for Rehabilitation 9 and 10. The proposed garage work meets Secretary of the Interior's Standard for Rehabilitation 9.

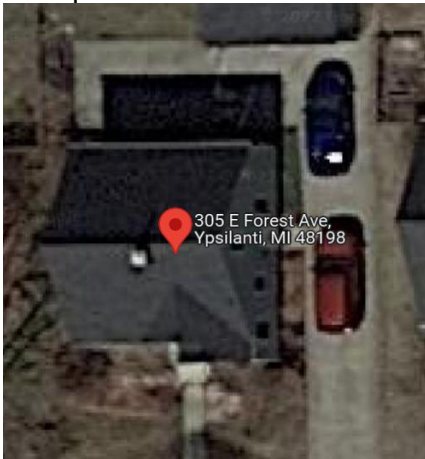
Prepared by:

Ellen Thackery, Preservation Planner

Photos:

Garage photos are with application.

Patio photos:



Patio is behind house. Google aerial view, 2021.



Patio behind house. Applicant-provided photo, 2022.



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

2 9843
visa

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.

PHOTO 22.0044

INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

Property

Address

305 E Forest Ave. Ypsilanti, MI 48198

Applicant

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

Name

Carolyn Berger

Address

305 E Forest Ave. Ypsilanti, MI 48198

City

Ypsilanti

State

MI

Zip

48198

Phone / Fax

E-Mail

Contractor

Contractor Name & Contact Info

Ann Arbor Door Systems 734-663-0033 and Wilderness Construction 734-429-0616

Type of work

- ☐ Roofing
☒ Window/Door Replacement

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

- ☐ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:

Replacing 2 rotted wooden garage doors with a single new metal garage door on the detached garage. Removing center post, bolstering the sagging header above doorway, removing lateral-sliding doors, installing vertical sliding door. Removal of flood light and replacing with similar lights as those installed on the home. Door will be in the same color as existing doors, 16 x 6'3" Clopay Coachman Series CD22, insulated, R=6.5, sectional door.

Installation of gutter on front of garage with downspout.

Removal of concrete patio and replacing with stone pavers and landscaping. Moving electrical from overhead line to underground conduit, installation of grounded electrical box inside garage.

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

See attached proposal from contractor.

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:

16046.25

Permit fee:

\$45 + 25 = 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:



Date:

05/17/2022

Print Name:

Carolyn Berger

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.

PHOC 22.0044

ANN ARBOR DOOR SYSTEMS, INC.
2200 S. INDUSTRIAL, SUITE E
ANN ARBOR, MI 48104
PHONE: (734) 663-0033 FAX: (734) 663-9903

Proposal

DATE: April 26, 2022

BID TO: Carrie Berger
305 E Forrest Ave
Ypsilanti, MI 48198

SITE: New Construction

DESCRIPTION OF WORK TO BE PERFORMED:

We propose to furnish labor and materials to install the new garage door as described below:

Quote #1: \$7,850.00

Furnish and install one (1) 16 x 6'3" Clopay Coachman Series CD22, insulated, R=6.5, sectional door finish painted in white with white overlays. The top section solid design 11. We will use low headroom tracks with torsion springs and new seals around side, bottom and top.

Furnish and install one (1) LiftMaster 8365W chain driven operator with 2 remotes and outside keyless entry. We will also provide an emergency key disconnect just in case of loss of power.

TERMS: 50% DEPOSIT/COD

CUSTOMER'S SIGNATURE: _____ DATE: _____

Please sign, date and return if accepted

SALES REPRESENTATIVE: _____ DATE: _____

Christopher S Yoder



P.O. Box 799 • Saline, MI 48176 • Phone: 734-429-0616

Carrie & John Berger
[REDACTED]

305 E Forest Ave
Ypsilanti, MI 48198

Job Address:
305 E Forest Ave
Ypsilanti, MI 48198

GARAGE DOOR:

- Homeowner to have garage space cleared out and ready before we start
- Take out existing garage doors (2) and all accessory parts and dispose of
- Modify new opening to meet opening requirements for new garage door
- Remove electrical above doors (1 spotlight), homeowner to have someone move/re-install new lights
- Build a new header to code to support the new opening
- Build in sides and top of opening to fit measurements given by Chris at Ann Arbor Door
- Opening to be 16' by 6' 3" when completed
- Interior/Exterior to be finished by homeowner
- Ann Arbor Door (Chris) in charge of garage door/install
- *If rotted wood is found around garage opening additional framing replacement will be charged on a time and material basis if required
- Remove electrical that goes from house out to garage, run new lines from electrical box in basement (drill hole to run out of house) trench it and properly run it underground to garage installing a new service box installed in garage to code (homeowner to demo all cement before we run new electrical)
- Clean up all job related material
- **Homeowner to handle/approval from Historical Committee**
- Permit fee + \$250.00 acquisition fee to be added to final invoice

TOTAL: \$8,196.25

Terms and conditions of Wilderness Construction

Labor Warranty:

Labor provided by Wilderness Construction is warranted to be free from defects in workmanship for a period of eighteen (18) months from initial completion date excluding minor punch list items.

Payment Terms:

The above pricing reflects a 3.5% discount for payment with cash or check. Payments by credit card or financing will not receive this discount. Final payment is due upon completion of the project. Accounts not paid within (30) days of completion of the job shall be subject to interest charges of eighteen percent per annum, and in no event higher than the interest rate allowed by law. In any case where completion is delayed due to customer selection delays, product warranty replacements and or manufacturing defects, the customer agrees to pay the contract balance less 50% of the affected product MSRP until the said issue has been resolved.

Schedule Commitments:

All written start/complete dates are subject to weather conditions, labor shortage due to illness, equipment failure, product availability or delays required to finish previously scheduled projects which, with any such type occurrence, will hold the contractor harmless for resulting delays. In no event, will cancellation or withholding of payment be justified because of schedule changes.

Landscaping and yard:

Wilderness Construction will try to work as careful as possible on and around your yard and landscaping. Unfortunately, some yard and landscaping repair may be needed after completion of the project. Any repair or replacement needed is the responsibility of the homeowner.

Contract Specifications:

Labor or material options that may have been discussed during the quotation process not specified in writing on the approved contract are not included and will incur extra charges. A change order/additional work order will be issued for customer approval.

Arbitration:

It is agreed between the Buyer and Seller, that should a disagreement occur, it will be resolved by a small claims court or, if in excess of that jurisdiction, (\$1,500.00), by Arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. In either event, the costs of proceedings will be paid by the party deemed to be wrong.

Material/Product Guarantees:

All material is guaranteed to be as specified on the quote provided. Non installation related product warranty claims shall be resolved by the manufacturer.

Insurance:

Wilderness Construction and our labor force are fully licensed and insured.

Additional:

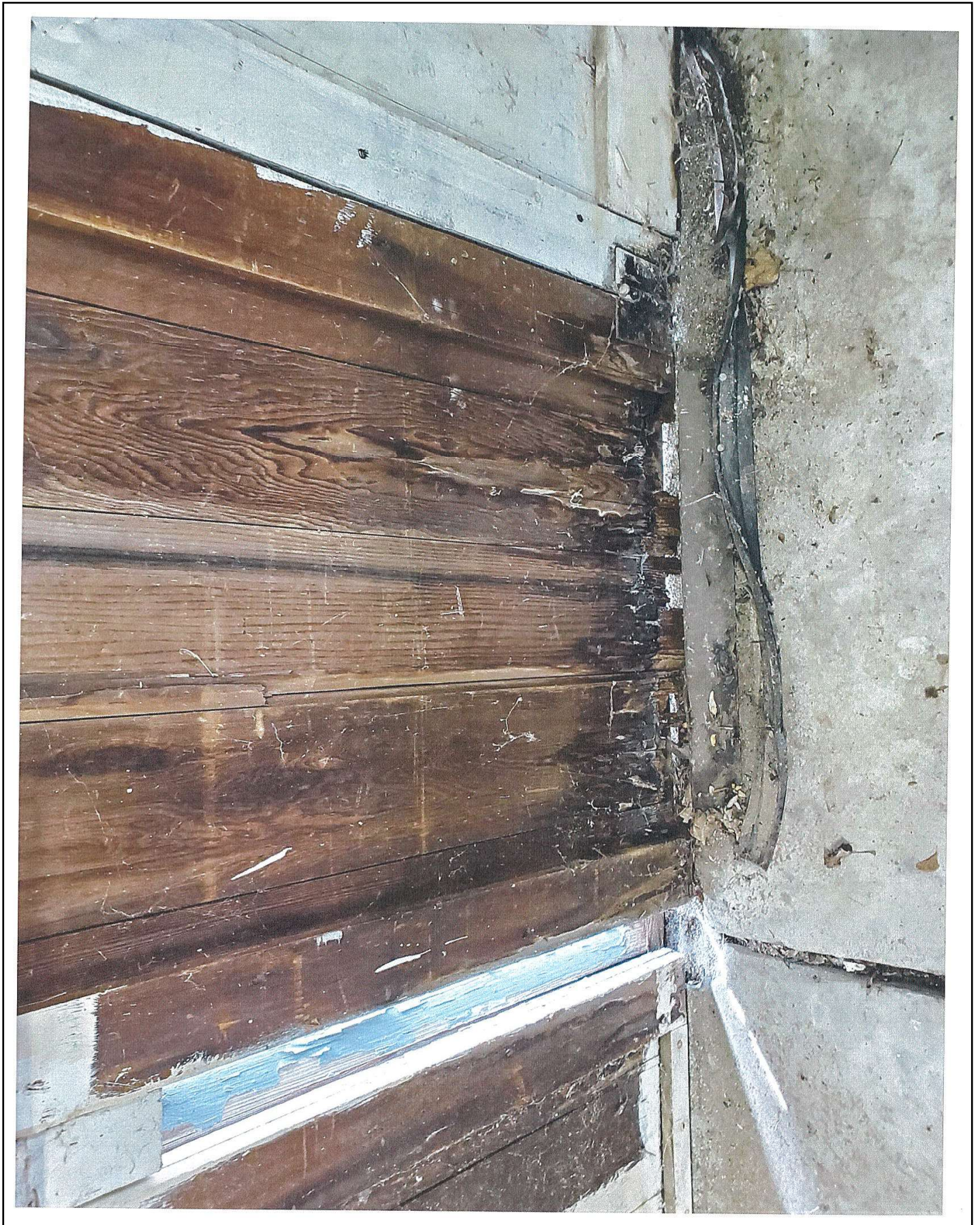
Unforeseen conditions such as but not limited to rotted wood, hidden wires, cables, water lines, vent pipes, duct lines, buried cement, steel, boulders, etc. and additional work requested by the client will be charged at a rate of \$95.00/Hr. per carpenter for labor including travel time to acquire materials, plus our cost for materials marked up 35%. Additional trades required other than Wilderness Construction carpenters due to unforeseen conditions and or additional work requested by the client such as but not limited to electrical, plumbing, HVAC, masonry, and specialized abatement services will be charged additional as quoted to the client.

The Client has read and fully understands the conditions above and accepts these conditions as part of the contract agreement.













HDC Work Permit Staff Review

Property address: 206 N Huron

Property History: This historically significant house contributes to both the National Register district and the local historic district. It is a two-story hipped-roof brick cubical Italianate with 2-story brick wings to the sides and rear. The original Italianate house at the center was built in 1863 by Delos Showerman. The addition to the north was built in 1909 by the Daniel Quirk family. More research is needed to determine when the addition to the south side was built.

Date of Application: May 17, 2022

Date of Review: May 20, 2022

Date of Meeting: May 24, 2022

Proposed work: Detached deck

Materials: Treated lumber to be stained once it cures

Staff review:

1. This deck has been built next to the carriage house behind the historic house.
2. Applicant did not think an application was necessary because deck is freestanding.
3. Applicant must obtain the appropriate building department permits.

Relevant Secretary of the Interior's Standards: #10

Recommended Motions:

Move to issue a certificate of appropriateness for the work proposed at 206 N Huron May 18, 2022 to include a freestanding deck of treated lumber, to be stained once it cures. The design is likely incompatible with the historic house, but the deck meets Standard 10 in that it is removable.

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.

Prepared by:
Ellen Thackery, 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.
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 - 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).
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INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

Property

Address

206 N Huron

Applicant

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

Name

Don Greenlee

Address

206 N Huron

City

Ypsi

State

MI

Zip

48197

Phone / Fax

E-Mail

Contractor

Contractor Name & Contact Info

Self

Type of work

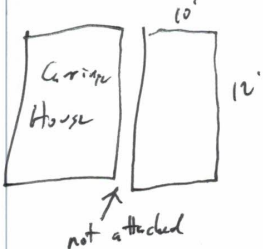
- ☐ Roofing
☐ Window/Door Replacement

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

- ☐ Painting
☒ Other
☐ Application Amendment

Complete Description of Proposed Work:

10' x 12' wood ~~deck~~ detached from house
deck



*Not drawn to scale

House

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

Treated lumber. Will stain to match fence in 6-12 months

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:

\$ 800

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:

5-17-22

Print Name:

Jan Granger

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.

Ellen Thackery

From: Ian Greenlee [REDACTED]
Sent: Tuesday, May 17, 2022 3:19 PM
To: Ellen Thackery
Subject: 206 N Huron Deck
Attachments: 206 Deck Permit HDC.pdf

Attention: This email was sent to the City of Ypsilanti from an [external source](#). Please be extra vigilant when opening attachments or clicking links.





HDC Work Permit Staff Review

Property address: 109 Maple

Property History: 109 Maple is a two-story, hipped roof house. The 1988 National Register district nomination for this area describes the house as "early 20th-century" and contributing to the National Register district. The house now has aluminum siding on it and in May 2020, the homeowner received approval to remove this siding to reveal the wood underneath. No historic photos have been located to date, but staff will try to find some. Homeowner would also like to discuss a porch as a study item; it is possible that the wood siding under the current siding will have evidence of a past porch and its location and outline.

This application is a revised application that the commissioners reviewed at the May 10 meeting and postponed action on. That application had 11 windows on it; per a commission recommendation, this application only includes the replacement of two vinyl windows from that total of 11.

Date of Application: May 17, 2022 (amended app via email)

Date of Review: May 18, 2022

Date of Meeting: May 24, 2022

Proposed work:

Applicant seeks to remove two vinyl windows and replace them with two Pella double-hung, aluminum-clad wood windows. Applicant also seeks to replace aluminum window trim with wood trim.

Applicant also seeks re-approval from last year to remove all aluminum siding and assess condition of wood siding underneath.

Materials: Replacement windows would be treated softwood clad in white aluminum, and then new wood trim around the windows would be installed on the exterior.

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.

Staff review:

1. SIDING. Staff would suggest that removing aluminum siding and restoring the wood siding if possible would bring the house more in line with the Secretary of the Interior's Standards for Rehabilitation, in that more of the house's original character would be visible again. Staff would, however, caution a gradual approach to the siding removal. Staff would suggest pulling some aluminum siding from a part of the house that isn't visible from the sidewalk or street at first to assess how the condition of the siding underneath looks in that location. If that looks promising, staff would suggest that the aluminum siding removal could continue if the siding underneath continued to appear to be in good condition. Staff can approve paint on aluminum or wood siding administratively in response to a completed, submitted application.
2. VINYL WINDOWS: Staff believes the proposed one-over-one double-hung wood windows clad in aluminum would meet the Secretary of the Interior's Standards as a replacement for vinyl—a non-historic material. Staff believes the proposed windows to replace these two vinyl windows meets Standard #9. Staff would suggest that applicant may want to wait on replacing the two vinyl windows until a plan is in place for all of the house's windows, in case that would mean these two windows would end up looking different from the other windows, but, ultimately, that is up to the applicant.
3. Before proceeding with work, applicant must obtain the appropriate building department permits.

Relevant Secretary of the Interior's Standards:

For the removal of the aluminum siding: #2, #6

For the replacement of two vinyl windows with aluminum-clad wood: #2, #9

Recommended Motions:

Move to approve and issue a certificate of appropriateness for the removal of non-historic aluminum siding as proposed May 17, 2022. The proposed work meets the Secretary of the Interior's Standards, including Standards 2 and 6.

Move to approve and issue a certificate of appropriateness for the removal of two double-hung vinyl windows at 109 Maple and the replacement of them with the Pella Lifestyle Series aluminum-clad wood windows as proposed May 17, 2022. The proposed work meets the Secretary of the Interior's Standards, including Standards 2 and 9.

Prepared by:

Ellen Thackery, Preservation Planner

Pictures of 109 Maple Street from sidewalk, May, 2022:







**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

109 Maple St

Applicant

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

Name

Matthew Peters

Address

109 Maple St

City

Ypsilanti

State

Mi

Zip

48198

Phone / Fax

E-Mail

Contractor

Contractor Name & Contact Info

Self

Type of work

- ☐ Roofing
☒ Window/Door
Replacement

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

- ☐ Painting
☐ Other
☐ Application Amendment

Complete Description of Proposed Work:

Remove/replace two windows on the second story east facing side with new Pella - Lifestyle Series - double hung - white aluminum clad exterior/wood interior windows.

Argument: The two windows being proposed are cheap vinyl replacement windows which do not meet the HDC guidelines. The more northern window (stairway) was previously installed prior to my ownership. The second more southern window (bathroom) had been previously removed "completely". Upon purchase of the house it was discovered that the window opening had been covered up on the inside and only an aluminum storm window remained on the outside. As a short term solution I installed a cheap vinyl window temporarily until ready for a permanent solution.

The size of the new constructions windows will match the existing window on the second floor to maintain consistency of appearance and retain the same area of glass as the original windows. In addition, I will remove the aluminum boxing that is currently being used to trim the windows and will retrim with 4" - 5/4 board. This will be done in order to be consistent with the original trim profile used on the house.

Further... I already received approval last year but did not complete. I would still like to take the siding down to the original clapboard to asses its condition and retain/retrim the remaining windows with 4" - 5/4 board to make the house more consistent and accurate with the original look.

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

Pella Lifestyle double hung new construction 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:

1000

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:

5/3/2022

Print Name:

Matthew Peters

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.

109 Maple St
Ypsilanti, MI 48198





109 Maple St
Ypsilanti, MI 48198

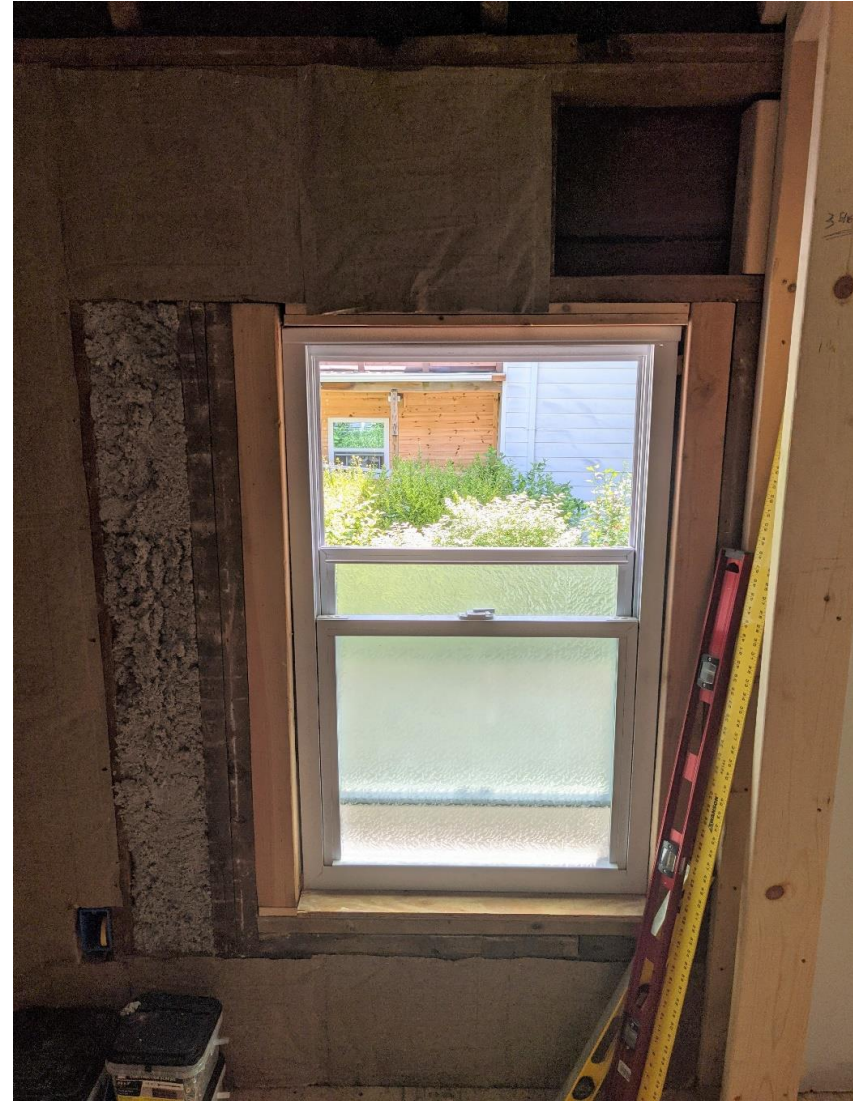
Window 6 – 30 x 47.5 RO - (previously replaces with non HDC compliant vinyl window)



Window 7 – 30 x 47.5 RO



Window 7 – Adjust frame to make identical with rest of upstairs windows. Vinyl installed by me 3 years ago due previous window being removed and boarded over. (temporary solution)





HDC Work Permit Staff Review

Property address: 317 N Washington

Property History: This gas station is a modern non-contributing building.

Date of Application: May 17, 2022

Date of Review: May 20, 2022

Date of Meeting: May 24, 2022

Proposed work: Demolish gas station convenience store and build a new convenience store. Gas pumps remain where they are.

Materials:

Staff review:

1. This application is for demolishing a non-contributing convenience store portion of a gas station to build a new convenience store.
2. The pumps must remain where they are.
3. Applicant proposes one option and an alternate plan if the first cannot get the needed variances.
4. Staff would like to ask applicant if material choices and building design are final.
5. Staff reminds commissioners and public that the procedure for a proposed demolition in the local historic district is:
 - At the first meeting at which a complete (as determined by city staff) application for demolition or moving is considered, the Commission shall follow its usual procedures, allowing for presentation by the applicant and discussion by the Commission.
 - The Commission shall determine whether sufficient information has been submitted with the application. The Commission may request any

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.

- additional information it deems necessary for its determination.
- If the application can be accepted as submitted, the Commission shall vote to accept the application and schedule a public hearing. (The application is considered formally accepted as the date of the vote to accept.)
 - If the application cannot be accepted because additional information is needed, the application may be postponed until such time as the additional information becomes available.
 - **No action shall be taken by the Commission at this first meeting.**

Relevant Secretary of the Interior's Standards: N/A

Recommended Motion:

Move to accept as complete the application for demolition of the convenience store at 317 N Washington Street dated May 24, 2022, and staff is requested to schedule a public hearing and send the required notices.

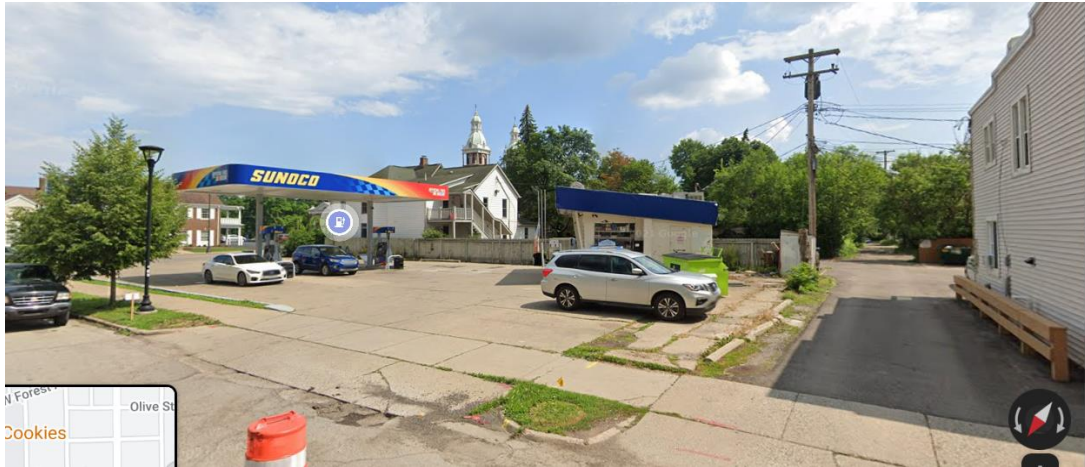
Move to postpone the application for demolition of the convenience store at 317 N Washington because the historic district commission still needs information pertaining to/ describing [...] in order to consider the application complete. Once that information has been submitted, staff will bring this application back to the commission for review of its completeness. Once the application is deemed complete, the commission will accept it and a public hearing will be scheduled.

Prepared by:

Ellen Thackery, Preservation Planner



Pictures taken by staff, May 2022, from Washington.



Picture from Google June 2021 from Cross Street.



Ypsilanti Historic District
Demolition Permit Application

Date Filed _____ for HDC meeting date _____

Property Address 317 N. Washington St.

Applicant: Name Todd Ballou, Architect

Address 3300 Berry Rd (Superior Twp)

City Ypsilanti State MI Zip Code 48198

Phone _____ Fax _____

Email _____

If applicant is not owner:

Owner's name Eddie Hammie / Ypsi Fuel Mart

Address 317 N. Washington

City Ypsilanti State MI Zip Code _____

Phone _____ Fax _____

Signature of Owner [Signature]

Who will perform the work?

Contractor's name To be determined

Address and phone (demo only)

Cost of proposed work \$5,000 Permit Application Fee \$35

The permit fee is \$30 plus \$5 for each (or any portion of) \$3000 of construction cost and is due with the application. An additional administrative fee of \$50 applies to HDC work started without the issuance of applicable permits.

To complete this application:

1. Fill in all necessary information on both sides of this application
2. The following additional items must be submitted with the application in-order for an application to be considered complete:
 - Information sufficient to justify the grounds upon which the applicant has chosen to base the application.
 - Written evidence that alternatives to demolition or moving have been evaluated (including, but not limited to rehabilitation, sale, adaptive reuse) and both architectural and financial data to support a conclusion that demolition is the only feasible option. The evidence shall show that the property was offered for sale, the price asked, the period of time during which the property was offered for sale, and how it was advertised.
 - Written evidence of advice sought by applicant from a professional experienced in historic preservation work.
 - It is the applicant's burden to show that the application complies with the Guidelines. If the application does not meet the burden, the application shall be denied.

Incomplete Applications will not be considered

Date filed _____ for meeting date _____

Property Address _____

Applicant _____

Grounds upon Which an Application May be Based

Please check appropriate box and provide as many as possible of the materials listed under each of the grounds in the "Guidelines for the Consideration of Applications for the Demolition or Moving of Structures within the Ypsilanti Historic District" which is attached to this form.

- ☐ The structure constitutes a hazard to the safety of the public or the occupants
- ☒ The structure is a deterrent to a major improvement program that will be of substantial benefit to the community, and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances.
- ☐ Retaining the structure will cause undue financial hardship (as defined on p.10 of the Guidelines) to the owner when a governmental action, an act of God, or other event beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value, or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
- ☒ Retaining the structure is not in the interest of the majority of the community.

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

Jack Ball
My Signature

5/16/2022
Date

For additional information visit our website www.cityofypsilanti.com, or contact the City of Ypsilanti Planning and Development Department, 734.483.9646.

Historic District Committee Building Demolition Application

**317 N. Washington Street
5/16/2022**

Overview of Project

The property owner at 317 N. Washington, Eddie Hamie, proposes to increase the size of his convenience store, which will require demolition of the existing building. This project is in the early stages of design, and we realize that the requirements of the planning commission, zoning board of appeals, and the historic district will intertwine. This Historic Commission demolition permit application will be our first step, and we will be returning to the historic commission to revisit the project once the project develops further to request final approval for the project.

History of 317 N. Washington

The convenience store located at 317 N. Washington is a tiny 441 sf building built in 1958, now 64 years old. We have found very little historic data about the site, but it appears to have been a gas station since the late 1930s, so the use has been established for more than 80 years. Before 1958, the building is unknown, but a gas station would be more likely to include a repair garage rather than a convenience store. The canopy was added over the gas pumps in the 80s or 90s. The site appears to have been a sorority house prior to the 1930s.

Improvement Project & Demolition of Existing Building

The convenience store is a thriving business that is ready to expand. Besides being very small, the existing building has no accessibility, and no useable toilet rooms. Any expansion project will quickly become a major improvement program that will overcome the existing structure, and the structure will be surrounded by new construction, or more simply demolished.

We propose demolition of the structure because:

- it is a deterrent to a major improvement program
- retaining the structure is not in the interest of most of the community- at-least considering the opportunity for a major improvement program.

The structure is probably considered a non- or little-contributing resource within the historic district. A larger building that will provide more retail products to the neighborhood and meet building code requirements is assumed to be of substantial benefit to the community.

Alternatives to Demolition

Reuse of the structure is not considered reasonable since the proposed building is also small. Incorporating the existing walls and utilities into the new plan is an undue burden with little benefit. Relocating the building is considered unlikely because the building is unattractive, in poor condition, does not meet building code requirements (accessibility and toilets), and is too small to house most uses. **Therefore, we request approval for demolition of the existing convenience store building.**

Zoning Requirements for a new Building

The existing convenience store structure is significantly non-conforming to zoning ordinances because it is located too far toward the rear of the property. We are proposing a larger building in the same location, which is similarly non-conforming. This proposal will rely on several variances granted by the Zoning Board of Appeals, which can be recommended by the Historic District Commission with a finding that the variances will not adversely affect the neighboring properties. (Sec 54-53) **Although this is an application for building demolition, it is also necessary to ask specifically for the commission's support for the non-conforming building location.** Without the support of the historic district commission, we assume the Zoning Board of Appeals will favor a more conforming building location close to Washington Street.

We note that it not surprising that gas station buildings are non-conforming and zoning variance requests are common. The Historic corridor is a zoning district that strives to facilitate walkability of the area while gas stations are designed for vehicular traffic. The zoning ordinance mandates that building be close to the front of the property to welcome pedestrians, define a street scape, and hide parked vehicles behind the building. In contrast, gas station buildings are intentionally set back from the street to provide room for cars to enter and maneuver around gas pumps. In addition, gas pumps are no longer a permitted use in the Historic District and the pumps cannot be moved or expanded. This narrows the available options for a new building.

The benefits of continuing the non-conforming building location relate mostly to the functionality of the gas pumps and vehicular traffic. Locating gas pumps behind the building creates a functional and practical hardship that will make it difficult for drivers to recognize the business as a gas station. We acknowledge that gas stations are a place where pedestrian and vehicular traffic must coexist, and our goal is to make sure the relationship to pedestrian traffic is improved and not exacerbated.

This property is designated as a Washington Street Address with the (zoning) expectation that the building be close to Washington Street. The building entrance is also mandated to face Washington Street. However, the gas station is functionally situated to serve the corridor of Cross Street which has a higher vehicular traffic rate than the core Neighborhood of Washington Street. Despite the address, the proposed location has a stronger relationship with Cross Street than Washington Street. We are proposing to maintain the existing building location because it will not adversely affect the neighboring properties.

Historic Ordinance Requirements

The Historic District Ordinance provides design criteria to guide the design of new buildings, including setbacks that closely match the adjacent buildings. The existing convenience store building is closest to 217 W. Cross street, but it is set back considerably. A larger building will still be setback from its neighbor but will improve that relationship enough to meet the side street setback requirement. The Washington Street setback is so large that there is effectively no existing relationship with 315 N. Washington Street. The proposed building will have 2 stories which is more like the scale of adjacent buildings.

Alternate Plan

We acknowledge the possibility of locating a new building adjacent to Washington Street for the purposes of meeting zoning ordinances. We studied this possibility and are providing the alternate concept to put the proposed plan in context. **We want to be clear that the property owner has no interest in pursuing the alternate plan at this time, but if zoning variances are not a possibility, the alternate plan is the logical path forward.**

The zoning ordinance allows a building along Washington Street to have a 0 ft front setback (no front yard), and our alternative example arbitrarily uses a 5ft setback so the alternate building will be similar in size to the proposed design. That places the alternate building 7-8 feet in front of 315 N. Washington with front setbacks that are much closer than existing conditions. However, since a relationship did not previously exist with our Washington Street neighbor, this is a dramatic change. Although the close proximity of buildings is not uncommon in urban settings, this will obviously have a negative impact on the north facing windows of 315 N. Washington.

Locating a new building along Washington Street will close the curb cut on Washington Street and all traffic to the gas station will need to enter from Cross Street. A new building located on Washington Street will also dramatically change the visibility across this site which is now largely open. We will need to maintain a minimum traffic visibility triangle, but visibility will also change dramatically. It appears that the existing ground mounted sign could remain in place, although it would be reasonable to mount it to the new building.

Because of the address designation, the building must have an entrance and significant windows facing Washington Street. In addition, the gas station must have an entrance and glass facing the gas pumps for functional reasons. Glass facades on both sides of the building creates less opportunity to locate interior features like toilet rooms, coolers with solid walls, and utilities.

Summary

We request approval to demolish the existing convenience store building as a premise of a new convenience store project because it will be a benefit to the community and will not represent a significant loss of a historic resource.

The concept of creating a new non-conforming building on the west side of the property is worthwhile to consider because it will not adversely affect neighboring properties, other than a mere lack of compliance with zoning ordinances. The alternative plan that complies with zoning ordinances will represent a dramatic change that has a greater potential to adversely affect the neighboring properties.

YPSI FUEL MART
YPSILANTI, MI

CODE ANALYSIS
YPSILANTI ZONING ORDINANCE

	THIS PROPERTY ZONED HC, HISTORIC CORRIDOR WITH ADJACENT R3 ACROSS ALLEY TO WEST IS ZONED HC ADJACENT TO THE SOUTH IS ZONED HC (SINGLE FAMILY RESIDENTIAL) ACROSS STREET TO NORTH ZONED CN ACROSS STREET TO EAST ZONED HC
122-451	PERMISSIBLE USES A CONVENIENCE STORE (RETAIL LESS THAN 15,000SF) IS A SPECIAL USE IN THE HC DISTRICT, AND THAT USE IS EXISTING AND PROPOSED TO BE EXPANDED. A SPECIAL USE PERMIT IS REQUIRED. AUTO FILLING STATIONS ARE NOT PERMITTED IN THE HC DISTRICT, SO THE EXISTING PUMPS AND CANOPY ARE NON-CONFORMING, AND CANNOT BE EXPANDED OR RELOCATED
ARTICLE 8	THIS SITE IS WITHIN THE HISTORIC OVERLAY DISTRICT, AND WILL REQUIRE A REVIEW BY THE HISTORIC DISTRICT COMMISSION

SCHEDULE OF REGULATIONS

BLOG TYPE CM	FACING N. WASHINGTON STREET			
	REQ'D	EXISTING	PROPOSED	VARIANCE
COMMERCIAL MIXED MEDIUM				
LOT AREA	0-60,000 SF	9,626 SF	NO CHANGE	NONE
LOT WIDTH (WASHINGTON)	60-120 FT	65.0 FT	NO CHANGE	NONE
LOT DEPTH (CROSS)	0-500 FT	148.5 FT	NO CHANGE	NONE
MAX LOT COVERAGE	0-90 %	16.2 %	27.7 %	NONE
FRONT YARD (WASHINGTON)	0-15 FT	113.5 FT±	102.5 FT±	EX. NON CONFORMITY REDUCED
SIDE STREET (CROSS)	0-15 FT	34.1 FT±	13.0 FT±	NONE
MIN SIDE YARD (SOUTH)	0.0 FT	1.6 FT±	0.0 FT±	NONE
MIN REAR YARD (ALLEY)	10.0 FT (A)	8.9 FT±	10.0 FT±	NONE
FRONTAGE BUILDOUT (WASHINGTON)	90-100 %	0 %	0 %	EX. NON CONFORMITY MAINTAINED
BUILDING HEIGHT	2-5 STORY	1 STORY	2 STORES	NONE

(A) THIS PROPERTY IS ADJACENT TO A MULTI-FAMILY APARTMENT ON THE SOUTH SIDE, AND IS NOT ADJACENT TO SINGLE FAMILY RESIDENTIAL.

COMMERCIAL FRONTAGE REQUIRED

REQ'D	EXISTING	PROPOSED	VARIANCE
DISTANCE BETWEEN OPENINGS	MAX 2 FT	2 FT	
DOOR RECESS	MAX 5 FT	5 FT	
GROUND FLOOR TRANSPARENCY	MIN 60%	60%	
HT TO WINDOW SILL	MAX 2.5 FT	2.5%	
6FT PATH TO SIDEWALK			(C)
OPTIONAL AWNING			
SET BACK FROM CURB	MIN 2.0 FT	115 FT±	
CLEAR DEPTH	4-10 FT	4FT	
CLEAR HEIGHT BELOW	MIN 8.0 FT	9FT	

(C) 6FT PATH PROVIDED TO CROSS STREET. 6FT PATH WOULD TYPICALLY BE PROVIDED TO THE FRONT, WASHINGTON STREET

PARKING REQUIREMENTS- 2 STORY

1 SPACE FOR EACH 250 GROSS SF OF RETAIL 1,707 SF x 2 STORES / 250 = 14.1 SPACES	14
1 SPACE FOR EACH EMPLOYEE	1
REDUCE 1/2 SPACE FOR EACH FILLING STATION 4 FILLING SPACES x .5 = 2	-2
SUB TOTAL	13
REDUCE 50% FOR WALKABLE DISTRICT (HC/ HISTORIC CORRIDOR)	-6½
REQUIRED PARKING	6
PROPOSED PARKING	3

YPSI ZONING 122-681 EXEMPTS EXISTING COMMERCIAL USES IN THE HISTORIC DISTRICT FROM PARKING REQUIREMENTS. THIS IS PROVIDED FOR REFERENCE PURPOSES ONLY.

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BALLOU ENTERPRISES PLLC

HIST DISTRICT
REVISION
PRELIMINARY

16 MAY 2022
23 MAR 2022
2 MAR 2022

focus / design
Todd Ballou, Registered Architect
(734) 276-2110
www.focusdesign.us
focusdesign@comcast.net
3300 Berry Rd, Ypsilanti, MI 48198

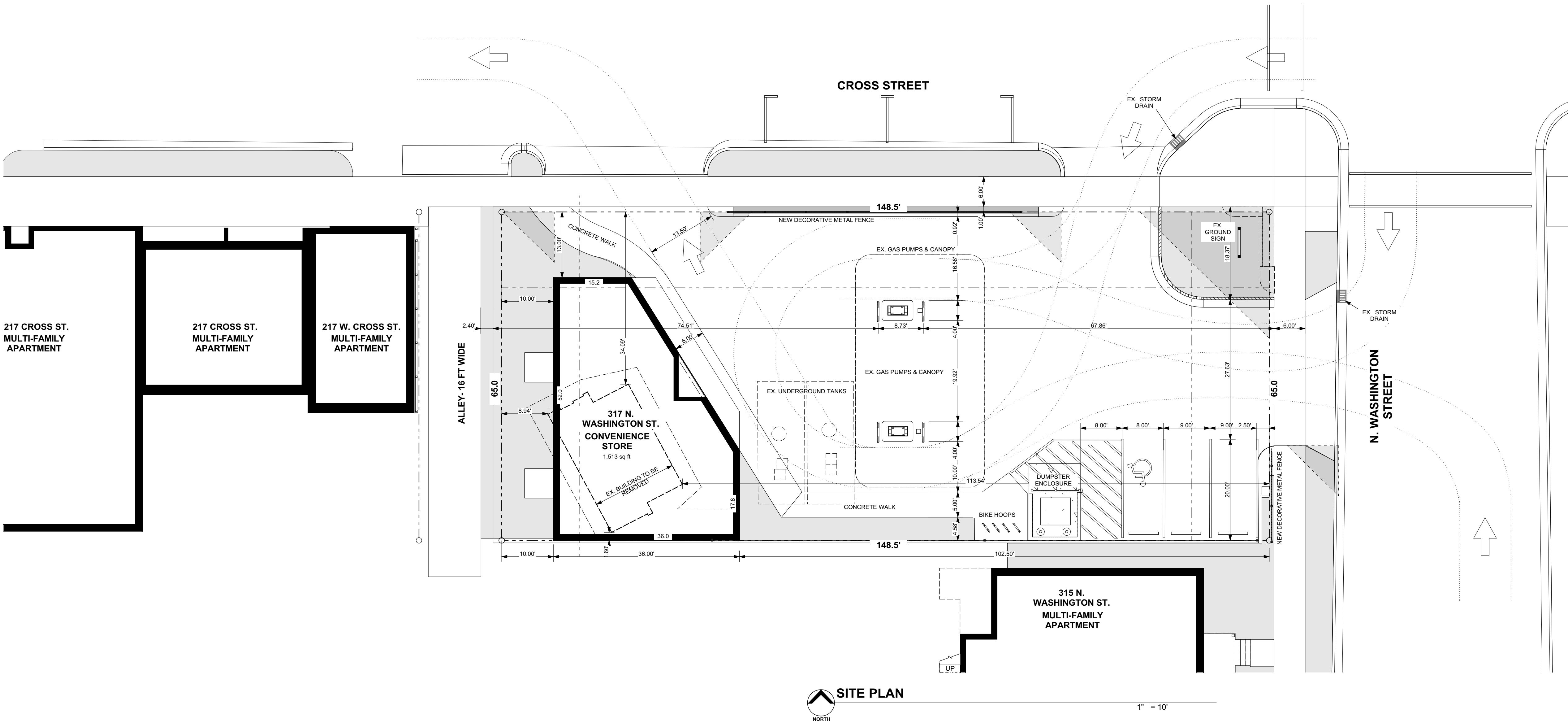
PROJECT:
YPSI FUEL MART
317 N WASHINGTON STREET
YPSILANTI, MI

TITLE: **SITE PLAN**

JOB NO:
2208

SHEET NO.

A1

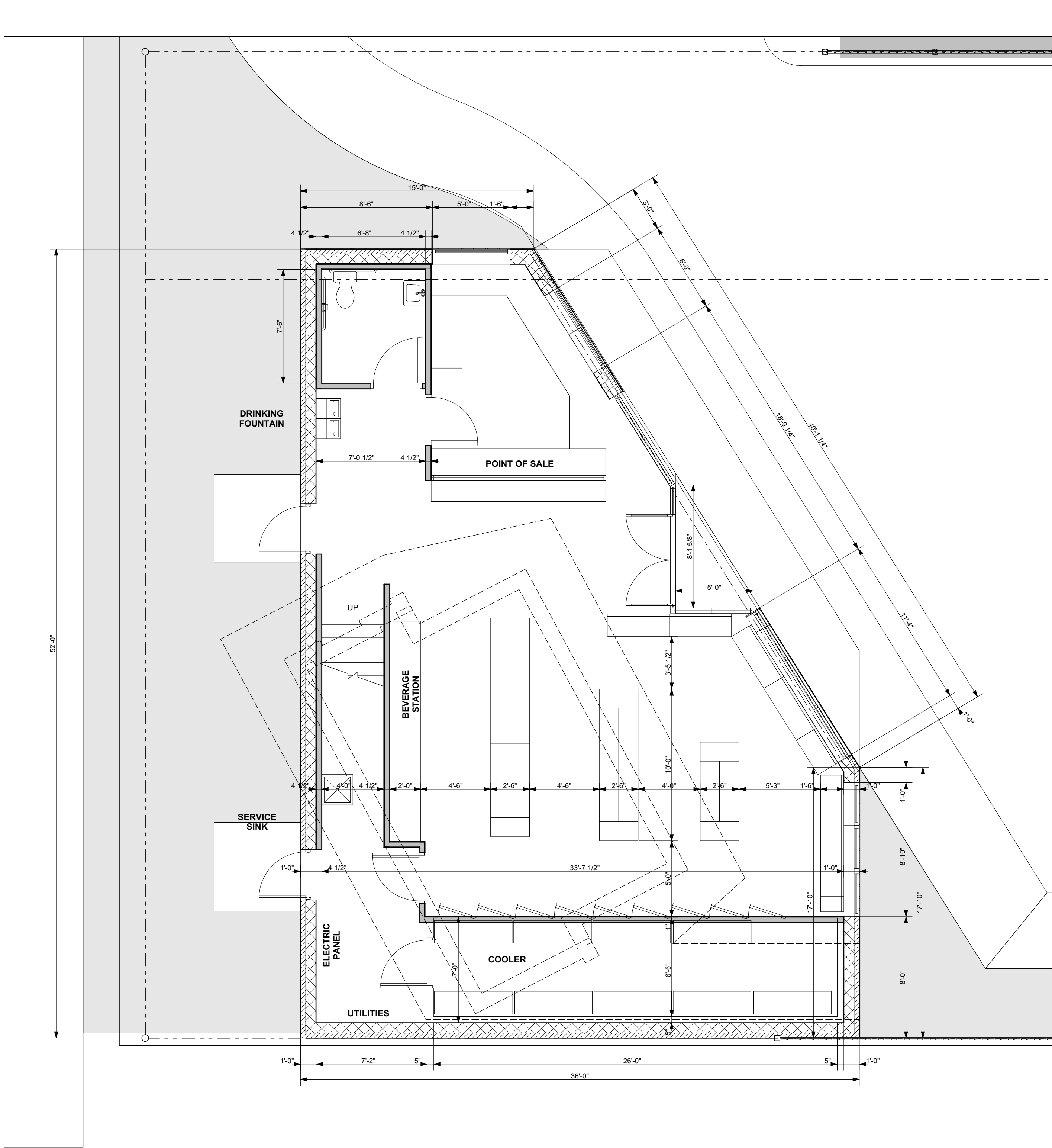


SITE PLAN

1" = 10'



Floor Plan Cutaway



1ST FLOOR PLAN
1/4" = 1'-0"

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BALLOU ENTERPRISES PLLC

HIST DISTRICT
REVISION
PRELIMINARY

16 MAY 2022
23 MAR 2022
2 MAR 2022

focus / design
Todd Ballou, Registered Architect
(734) 276-2110
www.focusdesign.us
focusdesign@comcast.net
3300 Berry Rd, Ypsilanti, MI 48198

PROJECT:
YPSI FUEL MART
317 N WASHINGTON STREET
YPSILANTI, MI

TITLE:
FLOOR PLAN

JOB NO:
2208

SHEET NO.
A2



Aerial View



Washington Street Approach



Washington Street View



View of corner



Cross Street View

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HIST DISTRICT
REVISION
PRELIMINARY

16 MAY 2022
23 MAR 2022
2 MAR 2022

focus / design
Todd Ballou, Registered Architect
(734) 276-2110
www.focusdesign.us
focusdesign@comcast.net
3300 Berry Rd, Ypsilanti, MI 48198

PROJECT:
YPSI FUEL MART
317 N WASHINGTON STREET
YPSILANTI, MI

TITLE: **RENDERINGS**

JOB NO:
2208

SHEET NO.

A3

CODE ANALYSIS
YPSILANTI ZONING ORDINANCE

	THIS PROPERTY ZONED HC, HISTORIC CORRIDOR WITH ADJACENT R3 ACROSS ALLEY TO WEST IS ZONED HC ADJACENT TO THE SOUTH IS ZONED HC (SINGLE FAMILY RESIDENTIAL) ACROSS STREET TO NORTH ZONED CN ACROSS STREET TO EAST ZONED HC
122-451	PERMISSIBLE USES A CONVENIENCE STORE (RETAIL LESS THAN 15,000SF) IS A SPECIAL USE IN THE HC DISTRICT, AND THAT USE IS EXISTING AND PROPOSED TO BE EXPANDED. A SPECIAL USE PERMIT IS REQUIRED. AUTO FILLING STATIONS ARE NOT PERMITTED IN THE HC DISTRICT, SO THE EXISTING PUMPS AND CANOPY ARE NON-CONFORMING, AND CANNOT BE EXPANDED OR RELOCATED.
ARTICLE 8	THIS SITE IS WITHIN THE HISTORIC OVERLAY DISTRICT, AND WILL REQUIRE A REVIEW BY THE HISTORIC DISTRICT COMMISSION

SCHEDULE OF REGULATIONS

BLDG TYPE: CM COMMERCIAL/ MIXED MEDIUM	REQ'D	EXISTING	PROPOSED	VARIANCE
LOT AREA	0-60,000 SF	9,626 SF	NO CHANGE	NONE
LOT WIDTH (WASHINGTON)	60-120 FT	65.0 FT	NO CHANGE	NONE
LOT DEPTH (CROSS)	0-500 FT	148.5 FT	NO CHANGE	NONE
MAX LOT COVERAGE	0-90 %	16.2 %	27.3 %	NONE
FRONT YARD (WASHINGTON)	0-15 FT	113.5 FT±	5.0 FT±	NONE
SIDE STREET (CROSS)	0-15 FT	34.1 FT±	14.0 FT±	NONE
MIN SIDE YARD (SOUTH)	0.0 FT	1.6 FT±	0.0 FT±	NONE
MIN REAR YARD (ALLEY)	10.0 FT (A)	8.9 FT±	107.5 FT±	NONE
FRONTAGE BUILDOUT (WASHINGTON)	90-100 %	0 %	80 % (B)	EX. NON CONFORMITY REDUCED
BUILDING HEIGHT	2-5 STORY	1 STORY	2 STORIES	NONE

(A) REAR YARD IS 25FT MIN IF ADJACENT TO SINGLE FAMILY RESIDENTIAL. THIS PROPERTY HAS A HOUSE STRUCTURE ADJACENT TO INTERIOR SIDE LOT LINE TOWARD THE SOUTH. THIS PROPERTY HAS A 16-SPACE PARKING LOT AND IS ASSUMED TO BE USED AS MULTI-FAMILY

(B) 90% FRONTAGE BUILDOUT IS NOT ATTAINABLE WITH THE REQUIRED 25FT TRAFFIC VISIBILITY TRIANGLE, DEPENDING ON HOW THE TRIANGLE IS LOCATED

COMMERCIAL FRONTAGE REQUIRED

	REQ'D	EXISTING	PROPOSED	VARIANCE
DISTANCE BETWEEN OPENINGS	MAX 2 FT		2 FT	
DOOR RECESS	MAX 5 FT		0 FT	
GROUND FLOOR TRANSPARENCY	MIN 60%		60%	
HT TO WINDOW SILL	MAX 2.5 FT		2.5%	
6FT PATH TO SIDEWALK			PROVIDED	
OPTIONAL AWNING				
SET BACK FROM CURB	MIN 2.0 FT		13 FT±	
CLEAR DEPTH	4-10 FT		4 FT	
CLEAR HEIGHT BELOW	MIN 6.0 FT		9 FT	

PARKING REQUIREMENTS- 2 STORY

1 SPACE FOR EACH 250 GROSS SF OF RETAIL 1,375-1,422 SF x 2 STORIES / 250 = 11 SPACES	11
1 SPACE FOR EACH EMPLOYEE	1
REDUCE 1/2 SPACE FOR EACH FILLING STATION 4 FILLING SPACES x .5 = 2	-2
SUB TOTAL	10
REDUCE 50% FOR WALKABLE DISTRICT (HC/ HISTORIC CORRIDOR)	-5
REQUIRED PARKING	5
PROPOSED PARKING	5

YPSI ZONING 122-681 EXEMPTS EXISTING COMMERCIAL USES IN THE HISTORIC DISTRICT FROM PARKING REQUIREMENTS. THIS IS PROVIDED FOR REFERENCE PURPOSES ONLY.

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HIST DISTRICT
REVISION
PRELIMINARY

15 MAY 2022
23 MAR 2022
2 MAR 2022

focus / design
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(734) 276-2110
www.focusdesign.us
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3300 Berry Rd, Ypsilanti, MI 48198

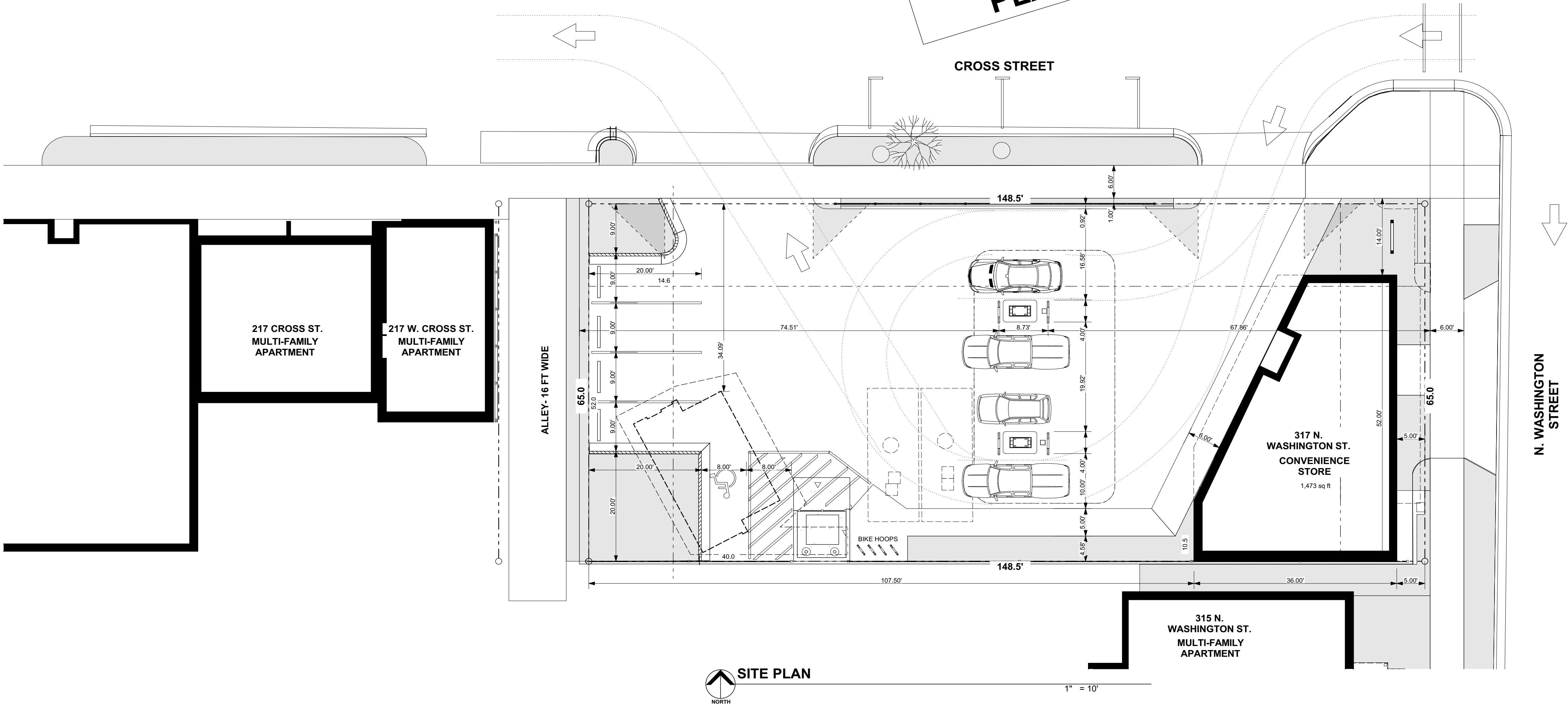
PROJECT:
YPSI FUEL MART
317 N WASHINGTON STREET
YPSILANTI, MI

TITLE: **ALTERNATE SITE PLAN**

JOB NO:
2208

SHEET NO.

B1

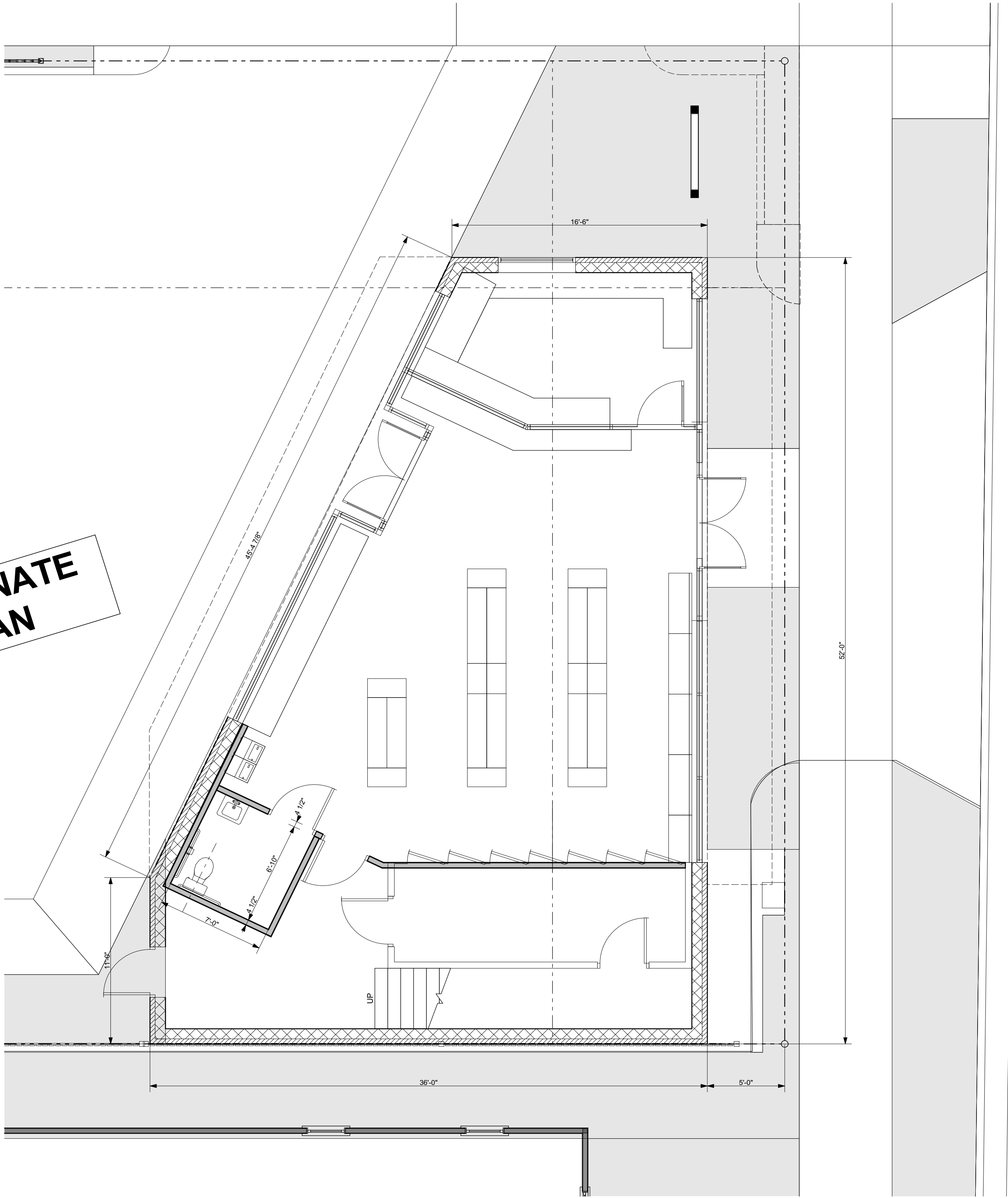


SITE PLAN



Floor Plan Cutaway

ALTERNATE
PLAN



1ST FLOOR PLAN

1/4" = 1'-0"

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HIST DISTRICT
REVISION
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16 MAY 2022
23 MAR 2022
2 MAR 2022

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PROJECT:
YPSI FUEL MART
317 N WASHINGTON STREET
YPSILANTI, MI

TITLE: **ALTERNATE FLOOR PLAN**

JOB NO:
2208

SHEET NO.

B2



Aerial View



Washington Street Approach



Washington Street View



View of corner



Cross Street View

ALTERNATE
PLAN

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16 MAY 2022
23 MAR 2022
2 MAR 2022

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PROJECT:
YPSI FUEL MART
317 N WASHINGTON STREET
YPSILANTI, MI

TITLE: ALTERNATE RENDERINGS

JOB NO:
2208

SHEET NO.
B3



HDC Work Permit Staff Review

Property address: 315 S Washington

Property History: This house is considered to be non-contributing in the National Register district nomination because of the outside stair that was added for the apartment, in place of a porch, according to the nomination. It is described as a "2-story, late 19th-century cross-gable Queen Anne. Original gable detailing covered and porch removed."

Date of Application: May 17, 2022

Date of Review: May 20, 2022

Date of Meeting: May 24, 2022

Proposed work: PVC venting on the exterior of the home, necessary for high-efficiency furnace and hot water tank.

Materials: PVC exhaust pipes

Staff review:

1. This application is for PVC venting on the exterior of the home, necessary for high-efficiency furnace and hot water tank.
2. The vents will have a minimal visual impact on the house's exterior.
3. Staff is only concerned about any exhaust causing condensation and moisture issues on the siding. As long as the exhaust moves the hot air and moisture away from the siding, staff doesn't see any issues.
4. Applicant must obtain the appropriate building department permits.

Relevant Secretary of the Interior's Standards: #10

Recommended Motion:

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 proposed at 315 S Washington May 17, 2022 to include two PVC exhaust pipes to be installed through the siding above the foundation. The proposed work meets Secretary of the Interior's Standard for Rehabilitation 10.

Prepared by:
Ellen Thackery, Preservation Planner



315 S Washington from Google streetview, October 2020



City of Ypsilanti
Historic District Commission
Work Permit Application

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

OFFICE USE ONLY

Date Filed:

Meeting Date:

Action Item/Study Item

To complete this application:

1. Complete this form.
2. Attach the following documents:
 - a. Photo(s) showing all locations where work is proposed (can be emailed).
 - b. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components—this includes information from catalogues, professional quotes, or websites (can be emailed).
 - c. Dimensioned drawings of any new construction or modifications to existing structures, including awnings and signs.
 - d. A sketch plan, if proposal is for work on the grounds and not just the main structure (e.g., installing a new driveway, fence, or shed). This can be drawn on a scaled copy of a mortgage survey.
3. Applications and materials must be received by the Building Department **no later** than 4pm on the Tuesday one week prior to the meeting.

INCOMPLETE APPLICATIONS WILL NOT BE PLACED ON THE AGENDA

Property

Address

315 S. Washington Ypsilanti, 48197

Applicant

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

Name

Pollard Heating and Cooling-Howard Pollard

Address

23062 Columbia St

City

Dearborn

State

MI

Zip

48124

Phone / Fax

313-551-4011

E-Mail

Office@PollardHeating.com

Contractor

Contractor Name & Contact Info

Pollard Heating and Cooling;313-551-4011; Office@PollardHeating.com

Type of work

- ☐ Roofing
☐ Window/Door
Replacement

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

- ☐ Painting
☒ Other
☐ Application Amendment

Complete Description of Proposed Work:

Replace existing furnace and hot water tank.

-Furnace will be replaced with a 96% efficient furnace.

-Hot water tank will be replaced with a high efficient, power vented hot water tank.

-PVC venting on the exterior of the home is necessary for high efficient installations.

-Photos are included that show the PVC venting that will be necessary for the furnace and hot water tank.

-PVC Venting will be exiting the house on the left side, under the stairs to the second floor.

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:

\$8000.00

Permit fee:

\$45 + **\$10** = **\$55.00**

Signature

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

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

Signature:



Date:

05/10/2022

Print Name:

Howard Pollard

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.

Washington, 315 S
-Front of house



Washington, 315 S
-Right side of house



Washington, 315 S
-Left side of house



Washington, 315 S
-Water heater vent. 2-inch PVC



Washington, 315 S
-Furnace vent



Washington, 315 S
-Location of penetration for venting





MINUTES

City of Ypsilanti
HISTORIC DISTRICT COMMISSION
Meeting held in person at Ypsilanti Freighthouse

Tuesday, May 10, 2022
7:00 P.M.

CALL TO ORDER AND ROLL CALL

Meeting Called to Order 7:15 pm

Chair Alex Pettit welcomed everyone, told public when and how they would have an opportunity to address commission

Commissioners Present:

Alex Pettit – Washtenaw County, City of Ypsilanti
James Ratzlaff – Washtenaw County, City of Ypsilanti
Stefan Szumko - Washtenaw County, City of Ypsilanti
James Chesnut – Washtenaw County, City of Ypsilanti
Jimmy Huffman – Washtenaw County, City of Ypsilanti, sworn in 4/26/22
Delrhea Byrge—Washtenaw County, City of Ypsilanti, sworn in 5/10/22

Commissioners Absent: Jeff Muir – Washtenaw County, City of Ypsilanti, ill, excused

Staff Present: Ellen Thackery, Preservation Planner

APPROVAL OF AGENDA

Motion: Szumko (second: Ratzlaff) moved to approve the agenda.

Approval: Roll call vote. Unanimous. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS—none

PUBLIC HEARING—none

OLD BUSINESS—none

NEW BUSINESS

202 E Forest

**Removal of rear porch, building an addition, installation of ADA ramps*

Staff Report: House contributes to the National Register and local historic districts. Both front and back porches appear to be original. The proposed work is to demolish the first-floor rear porch, build an addition in its place, and build a handicapped-accessible ramp to front and back doors. Staff recommended thinking about the motions in three steps.

Applicant: Architect Ric Foley was in person to answer questions. He stated that the design team incorporated the commission's feedback into this revised proposal. He explained that the reasons they are seeking to demolish the rear porch include (1) the porch is in very bad condition, and (2) they need to build the addition so that they can achieve the necessary sight lines for a childcare facility.

Discussion: Commission discussed that it would be great if the porch columns and any removed materials could be saved in storage so that if anyone wanted to restore the rear porch, they could. Agreed that they would not include language about this idea in a motion—it is simply a recommendation for applicant to consider. Clarified that the porch would be gone for this addition and that the addition is about the size the porch was. Clarified that the roof would just be a sloped shed roof at a shallow pitch. Clarified that the new roof design for the first-floor addition encourage some returns to dump water right to a fascia—yes, that is the intention because it is not much water.

Motion: Ratzlaff (second: Szumko) made three motions regarding this application:
I move to issue a notice to proceed for the demolition of the rear porch at 202 E Forest, proposed April 21, 2022. The porch is a historic feature of the house, but it is on the rear of the house, and its demolition would allow for an addition that would make possible childcare in this location, which is of substantial benefit to the community.

In addition, I move to issue a certificate of appropriateness for the handicapped-accessible ramps as proposed April 21 for 202 E Forest because they meet the Secretary of the Interior's Standards for Rehabilitation, specifically Standards 2, 5, 9, and 10.

Finally, I move to issue a certificate of appropriateness for the new addition proposed April 21 for 202 E Forest because it meets the Secretary of the Interior's Standard for Rehabilitation #9.

Relevant Secretary of the Interior's Standards:
#2, #5, #6, #9, #10

Approval: Roll call. Unanimous. Motion carried.

330 E Forest

**6' wood fence proposed to be replaced by a 6' tall wood composite fence, same locations as currently*

Staff Report: This house contributes to both the National Register and the local historic districts. In the National Register nomination, the house is described as "two-story, L-shaped, gable-roof 19th-century with raking cornices without returns." The proposed work is to replace a non-historic 6' wood fence with a 6' Trex-brand composite fence. This issue was before the commission as a study item last month.

Applicant: Homeowners Wendee Wegenik and Elizabeth Perry attended the meeting in person.

Discussion: Clarified that the existing, non-historic fence is cedar and deteriorated beyond repair. Clarified for new commissioners why the fence that had been studied at the last meeting was not successful—faux and exaggerated woodgrain on plastic. This is a smoother, sturdier product and Commission believes it meets the Standards better for its effect on the district.

Motion: Szumko (seconded by Ratzlaff) Move to issue a certificate of appropriateness for the work at 330 E Forest proposed April 22, 2022 for the removal and disposal of the existing fence and installation of 6' composite fencing around the backyard and down a portion of the driveway. The proposed work is appropriate because it meets Standards 9 and 10; the new proposed fence will not affect any historic materials and if it were to be removed, the historic building would be unaffected.

Approval: Roll call. Unanimous. Motion carried.

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

202 N Washington

* Paint

Staff: 202 N Washington is not listed as a contributing building in the National Register nomination. Staff was unable to find original building permits. The building was a gas station, then an auto repair shop, and is now being rehabilitated for use as a coffee shop. The brick veneer is not historic—the building's brick veneer was removed and then replaced in October 2021.

Applicant: Property owner was not able to attend. Staff had spoken with him and staff will notify him of the meeting's outcome.

Discussion: Commissioner clarified that this was a case where the owner had removed all brick veneer without commission's approval and then got permission for this brick facing that looked very similar to what was there. Clarifying that all brick was indeed replaced. Recalled some conversation from last year about a mural, but no mention of a mural this application. Looking at adjacent properties/environment, there is plenty of unpainted brick in the area—this brick is not historic, however. There is also a painted white house nearby, as well. Clarifying whether north and east sides are historic/existing brick—clarified that it is concrete block painted white on those sides and the remaining sides are now new, non-historic bricks.

Motion: Ratzlaff moved (seconded by Chesnut) to issue a certificate of appropriateness for the painting of existing wood trim and new brick as proposed May 2, 2022 at 202 N Washington because the work meets Secretary of the Interior's Standards for Rehabilitation Standard 9 and 10. The painting of the new, non-historic brick does not destroy historic materials, features, or spatial relationships and is not incompatible with the adjacent properties in the district, and the paint used must be compatible with the material being painted.

Approval: Roll call. Unanimous. Motion carried.

302 S Huron

**small-scale, scattered chimney repointing*

Staff Report: This house contributes to both the National Register and the local historic districts. The house is at the corner of Catherine and Huron and is a wood-framed Italianate house with wood siding and original brackets. In the National Register nomination, the house is described as, "a two-story cubical Italianate." The chimney is brick and only a few feet of it protrude through the roof. Some portions of the house's foundation are field stone and others are brick. Staff mentioned that the proposed mortar mix is directly from the City's fact sheet about historic bricks and it has a little more lime than Preservation Brief #2 specifies. Staff didn't think that would hurt anything but flags it for the commission. Staff also notes that Preservation Brief #2 specifies that round sand might be preferable, but staff is not a mason.

Applicant: Applicant was not able to attend. Staff had spoken with him and will notify him of the meeting's outcome.

Discussion: Commissioner states that the extra addition of lime will not damage the bricks—it just makes it easier to manage. Also, sharp sand is more commonly used because it is filtered and clean. Round sand tends not to be used in masonry because it is inconsistent. The sharper sand takes to the mix better.

Motion: Szumko moved (seconded by Byrge) to issue a certificate of appropriateness for the work at 302 S Huron as proposed May 3, 2022 for the repointing of several scattered, small areas of the brick chimney. Proposed mortar mix should be soft enough to avoid damaging historic bricks. As long as deteriorated mortar is removed carefully by hand when necessary with a hammer and chisel or carefully using a small pneumatic chisel, and without any harsh cleaning or sandblasting, the proposed work meets the Secretary of the Interior's Standards for Rehabilitation #2, #5, #6 and #7.

Approval: Roll call. Unanimous. Motion carried.

229 W Michigan

**replacing 4 lights on poles in the plaza, replacing in-ground uplights, and replacing two existing parking lot lights.*

Staff Report: This building contributes to the local historic district. It was built in 1915 as a Carnegie Post Office and was adapted for use as the Ypsilanti Public Library in 1963. Proposed is new lighting around the parking lot and plaza. The proposal is to add 4 new 12' black pole-top lights, replace 2 lights in the parking lot (silver), and replace the in-ground landscape lights (black/brown). None of these proposed lights will be mounted to the historic building.

Applicant: Kyle Keaffhaber and Brendan Booms

Discussion: Commissioner wonders if the landscape uplighting is against city code. Staff's understanding is the uplights are allowed but no more than 3000 K. The city planner will need to approve this plan administratively. Commissioner clarifies that in the past, commissioners have been more prone to approve a lighting fixture that did not try to look historic so there was no question which materials are historic and which are not. That's not to say that the current commissioners would approach lighting fixtures in that same way, but that's where the commission typically went in the past. Commissioner agreed that the option 1 (Cambria) light looks like it might imitate earlier styles. Applicant mentions that the light fixtures on the sidewalk are unshielded and the design intent had been to carry that same brightness of unshielded light into the plaza--cohesion. Brendan explained that when you spread light over a surface area, that reduces glare, and clarified definitions of "fully shielded" and "full cutoff." Full cutoff means that 0 percent of your light output is above horizontal. With the globe, some light (a small amount) escapes upward. Fully shielded means that the light source is hidden above horizontal—the light source is recessed. If the light source is completely hidden in the housing, it is shielded.

Seeking to provide more security—don't want to blast the light, however, to the residents next door. Next door, the first floor is commercial but the second floor is an apartment. So the light barely reaches that second floor. That is achieved by the cutoff and shielding but also to keep the light directed more at the library.

Option 1 is a simplified traditional streetlamp—it's not so ornate that it would be likely to confuse the historic record. Two streetlight bases are shown in the materials but the simpler one (the 500 series) is the one they'd use.

Motion: Szumko moved (Chesnut seconded) to issue a certificate of appropriateness for the new lighting proposed May 3, 2022 for 229 West Michigan Avenue to include the installation of: four new lights on poles in black, either Option 1 or Option 2; bases in the 500 series; two new parking lights as proposed in silver; and the replacement of existing in-ground landscape lights with new black and brass ones, with the conditions that all light must be fully shielded and will use maximum 3,000 K LED bulbs and that the lighting plan will be reviewed and approved by the City Planner. The proposed work meets the Secretary of the Interior's Standards for Rehabilitation 9 and 10.

Approval: Roll call. Unanimous. Motion carried.

109 Maple

**replacing windows*

Staff Report: 109 Maple is a two-story, hipped roof house. The 1988 National Register district nomination for this area describes the house as "early 20th-century" and contributing to the National Register district. The house now has aluminum siding on it and in May 2020, the homeowner received approval to remove this siding to reveal the wood underneath. No historic photos have been located to date, but staff will try to find some.

Homeowner would also like to discuss a porch as a study item; it is possible that the wood siding under the current siding will have evidence of a past porch and its location and outline.

Applicant seeks to remove all aluminum storm windows, remove 11 windows, and install 11 new Pella Lifestyle series double-hung aluminum-clad wood windows. Applicant also plans to inspect aluminum siding and replace any that is damaged and repair or replace in kind. After this work is complete, homeowner would like to paint.

Applicant: Unable to attend. Staff can give feedback to applicant as needed.

Discussion: Commissioners state that they're not seeing the level of detail they'd need to see to approve replacements. More detailed photos are necessary—photos showing the issues/conditions in detail, and also some accompanying text that describes the conditions. The documentation now shows an orientation to the windows and shots of whole windows for the most part, but the commissioners need detailed, zoomed-in shots of rot, issues, for every window, etc. Might make sense to have the vinyl windows on one application and the wood windows on another, if that works for their construction process.

Motion: Chesnut moved (Byrge seconded) to postpone the May 4, 2022 application for 109 Maple until additional information can be provided that clarifies the questions posed at the 5/10/22 historic district commission meeting.

Approval: Roll call. Unanimous. Motion carried.

STUDY ITEMS

305 E Forest

**Would like to cover peeling cedar siding on house with siding, replace two separate garage doors with one overhead door, and re-side garage as well.*

Commission discussed that the wood siding on the house was restored and the fact that it's peeling within about 5 years or so indicates to them perhaps a problem with the way the wood was prepped for painting. Much of a paint job is prep, and then some is about the quality of the paint used. A good paint job should last 8 years or more, and then, it can be touched up as needed and it's not a major paint job down to the bare wood every time. Covering up the wood siding with more siding can seal moisture in, which isn't good for a house, and the ways that the windows and doors and rooflines will be handled with applied siding can have a negative impact on the house too. Commission would want to see in more detail that the siding can not be repaired and then siding options can be considered. Homeowners shared photos of neighboring houses and streetscape to show that other neighbors have siding of alternative materials such as aluminum and vinyl. Commission and homeowners discussed.

Regarding the garage, the commission wanted to better understand the deterioration issues and what is causing them and whether the original material is no longer repairable. Applicant provided photos of the garage doors and commission understood that they likely need to be replaced. Commission encouraged homeowners to consider applying for the garage work now and the house siding can be a separate future application.

Homeowners stated that they don't really want to have two different sidings—the cedar on the house and then a new siding on the garage. They are likely not going to apply soon.

ADMINISTRATIVE APPROVALS

- 1. 111 Maple—asphalt roof to asphalt roof**
- 2. 530 N Huron—asphalt roof to asphalt roof**

OTHER BUSINESS

1. Property Monitoring

- a. Commissioners/Staff discussed property concerns and property issues under review.

2. Updates from Staff

- b. Welcome, new commissioners Jimmy Huffman and Delrhea Byrge! Staff met with the two new commissioners to help them get oriented just prior to the meeting.
- c. State historic Tax Credit Infoshop, Wednesday June 15, at the Freighthouse. Registration is open at <https://cityofypsilanti.com/263/Historic-District>.
- d. Staff working on lining up a training for commissioners about new infill, elements of design, and how to review.

3. Commissioner Comments

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS—none

HOUSEKEEPING BUSINESS

Approval of the Minutes of April 26, 2022

Motion: Szumko (second: Ratzlaff) moved to approve the minutes of April 26, 2022, as submitted.

Approval: Roll call. Unanimous
Motion carried.

ADJOURNMENT

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

MEETING ADJOURNED at 10:45 p.m.