



AGENDA

Historic District Commission Meeting

7:00 PM - Tuesday, December 13, 2022

Council Chambers

Page

1. CALL TO ORDER

2. ROLL CALL

Alex Pettit, Chair

James Chesnut, Vice Chair

Stefan Szumko

James Ratzlaff

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

[412 Oak agenda item](#)

3 - 20

6.2. NEW BUSINESS

6.3. STUDY ITEMS

6.4. ADMINISTRATIVE APPROVALS

6.5. OTHER BUSINESS

1. Property Monitoring

2. Updates from Staff

3. Commissioner Comments

7. AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS

8. HOUSEKEEPING BUSINESS

8.1. Approval of meeting minutes 11/22/2022

21 - 44

8.2 Approval of Amendments to Commission Rules and Regulations

[Historic District 11-22-2022 draft minutes](#)

[2019 Rules and Regulations- Adopted 4.16.2019 proposed amendments](#)

[12 5 22](#)

9. ADJOURNMENT



HDC Work Permit Staff Review

Property address: 412 Oak

Property History: This house is in the local historic district but is not within the National Register district's boundaries. It does not have a 1980s survey sheet in its folder, but the earliest pictures on file are from 1999. By then, the house had had all of its original siding covered over, and its c. 1960s porch posts, front door, and storm door in place. Seven windows were replaced in 2006 with Pella wood double-hung windows. Staff finds that the house is noncontributing to the district.

Update: After the November 22 historic district commission meeting, staff spoke with the homeowner and he explained that he selected the oak color for the front door to match the overhead garage door that had been installed in 2020. That work had been approved as presented (see attached approval letter and plans).

Date of Application: October 25, 2022

Date of Review: November 11, 2022; updated 12/7/22

Date of Meeting: November 22, 2022; 12/13/22

Proposed work: Replacing 1960s front door with fiberglass Craftsman-style front door that's stained to look like a light oak color and replacing 1960s storm door with a new aluminum storm door with a $\frac{3}{4}$ light and a single lower panel.

Materials: fiberglass entry door and aluminum storm door

Staff review:

1. Since this house is noncontributing, the Standard to use for review is Standard 9: "New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and

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.

- proportion, and massing to protect the integrity of the property and its environment.”
2. There are really no visible historic materials or historic features around this front door to preserve. Regarding differentiation, there is very little, if any, old material visible on this elevation from which to differentiate. It is true that this proposed door has the upper windows and lower panels reminiscent of a Craftsman-style door, but when viewed on the whole and because of the materials, staff does not believe that an observer might look at these proposed doors and be confused that they are historic.
 3. Regarding compatibility, there isn't really visible architectural integrity left to preserve on this elevation of this house, and staff believes the proposed doors are compatible with the house's size and scale/proportion (massing doesn't really apply) to avoid harming the integrity of the property and its environment/the larger district.
 4. Before proceeding with work, applicant must seek the appropriate building department permits.

Relevant Secretary of the Interior's Standards:
#9

Recommended Motion:

Move to approve application PHDC 22-0098 for 412 Oak Street and issue a certificate of appropriateness for the replacement of a non-historic front entry door using a fiberglass door with 6 lights and two lower panels and the replacement of a non-historic storm door with an aluminum storm door with a $\frac{3}{4}$ light and a single lower panel. The work is appropriate because it meets Secretary of the Interior's Standard for Rehabilitation #9 and will not harm the integrity of this house or the larger district. The simulated wood grain finish would not normally be approved, but in this case, the wood grain finish matches the overhead garage door that had been installed in 2020.

Prepared by:
Ellen Thackery, Preservation Planner



412 Oak in 2006. City files.



412 Oak in November 2022. City files.



412 Oak, December 2022, garage door just visible. City files.



City of Ypsilanti
Community and Economic Development

August 13, 2020

GARY TURNER
412 MAPLE ST
YPSILANTI, MI 48198

CERTIFICATE OF APPROPRIATENESS

RE: HDC Work Permit Application (PHDC-20-0051) for 412 OAK

Dear GARY TURNER,

On Tuesday, August 11, 2020 the Historic District Commission (HDC) reviewed your request for work at 412 OAK. Your application was **approved** to include:

The work as submitted in the application dated August 4, 2020 for construction of a detached garage. The new garage shall match the dimensions and material specifications in the drawings submitted with the application. The fiber-cement siding shall have a smooth finish. The exterior walls and trim shall be painted to match the house.

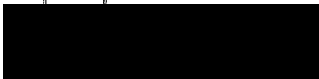
In the commission's decision, the following Secretary of the Interior Standards were cited:

- #9 - Contemporary designs shall be compatible and shall not destroy significant original material.
- #10 - New work shall be removable.

Approval by the Historic District Commission does not guarantee approval by the zoning, building and/or other necessary departments. Before proceeding with the project it is the responsibility of the applicant to have obtained all approvals necessary. You must start work or apply for and receive all applicable permits within six months of this date for your HDC approval to remain valid. **Any change in the work listed above needs to be reviewed by the HDC using an amended application.**

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

Sincerely,



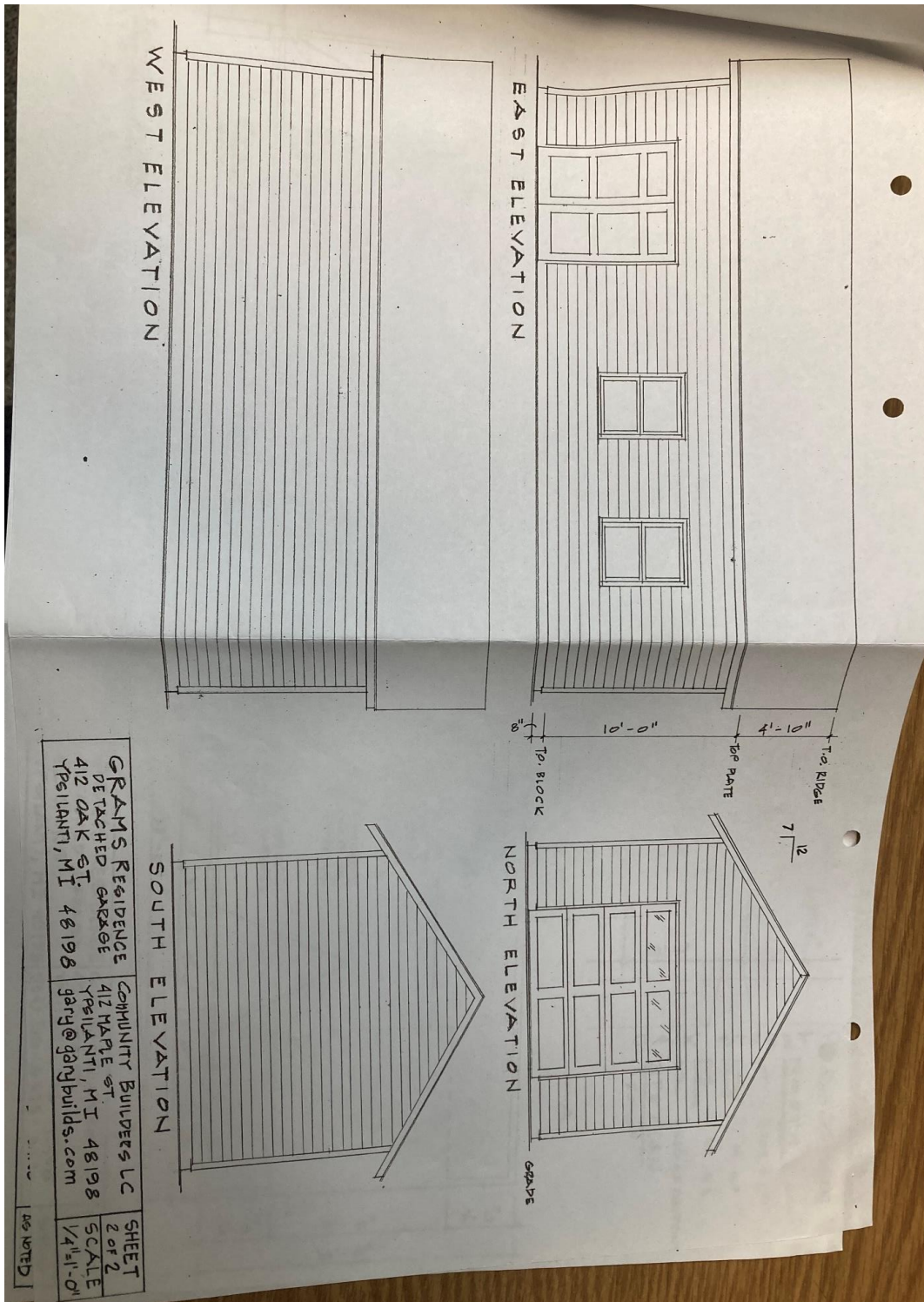
Scott E. Slagor, Preservation Planner
Community & Economic Development Department

CC: Property Owner - GRAMS, WILLIAM-PAMELA 412 OAK ST YPSILANTI MI 48198
File
Building Department

One South Huron Street
Ypsilanti, MI 48197

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

www.cityofypsilanti.com





OCT 25 2022

RECEIVED

**City of Ypsilanti
Historic District Commission
Work Permit Application**
One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646
Fax: (734) 483-7260
www.cityofypsilanti.com

Office Use Only:

Receipt: _____

Method: _____

Action/Study Item

PHDC- 22-0098

To complete this application:

1. Complete this form.
2. Attach the following documents:
 - a. Photo(s) showing an overview of the building and 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 Friday eleven (11) days prior to the meeting.

INCOMPLETE APPLICATIONS WILL BE REJECTED

Property

Address

412 Oak Street, Ypsilanti, MI 48198

Applicant

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

Name

C&L Ward Bros

Address

9284 Lapeer Rd

City

Davison

State

MI

Zip

48423

Phone / Fax

E-Mail **Staff will contact you primarily via email*

Contractor

Contractor Name & Contact Info

C&L Ward Bros

Type of work

- ☐ Roofing
☒ Window/Door Replacement

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

- ☐ Painting
☐ Application Amendment
☐ Other

Complete Description of Proposed Work:

Replacing front entry door on the home to update look. We are replacing with a 6 lite craftsman style fiberglass door stained in Light Oak from Sherwin Williams. Glass is a clear Low-E glass. Storm door will also be replaced with an Andersen 10 series 3/4 light with retractable screen in sandtone. This will be a same for same replacement with no structural modifications.

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

Fiberglass entry door and aluminum frame storm door. Color samples and supporting documents attached.

Permit Application Fee (action items only)

The fee is \$45 for the first \$3,000 in construction cost plus \$5 for every additional \$1 - \$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:

\$6810.29

Permit fee:

\$45 +

=

Signature

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

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

Signature:

Date:

10/20/2022

Print Name:

Patrick L Ward

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

All other necessary Building Permits must be acquired before beginning work.

Measure Technician Job Details

2758H6810.2923V2

Line Number	1
Item:	ThermaTru Entry Door
Location:	A, Foyer
Opening:	Single Door
Inside Casing	36 1/2 width x 83 height
Inside Frame	32 width x 81 1/4 height
Brick to Brick	45 3/4 width x 85 height
Unit Dimensions	33 1/2 width x 81 5/8 height
Door Size:	32" x 80"
Door Collection:	Fiber-Classic (Mahogany Grain) ,FCM608-SDLLE
Door Handing:Put your back to the hinges	The open door is on the LEFT
Door Glass and Caming:	Colonial ,Caming None
Inside Door Color:	Light Oak
Outside Door Color:	Light Oak
Frame:PM	5 1/4" Dura-Tech Woodgrain (Stainable)
Spread	:
Exterior Trim	No Exterior Trim
Outside Frame Color:	Pure White (AW Birch Bark)
Inside Frame Color:	Pure White (AW Birch Bark)
Interior Trim :	None ,None
Shoe:	Oak shoe in Light Oak
Solar SealCaulk Color	ThermaTru Unit Solar Seal Caulk in Solar Seal White
Sill:	Inswing Mill Sill
Hinges:	Ball Bearing Hinge in Zinc Dichromate
Lock Hardware:	Double Bore (5 1/2" on Center) - Schlage -
Installation Extras:	None
Standard Height	81 5/8
Item:	Schlage Door Hardware
Exterior Hardware:	Active Hardware: 609 Antique Brass Georgian Knob ,
Interior Hardware:	Active Interior: ,
Deadbolt Style:	Standard Deadbolt ,None decorative plate
Item	Storm Door A Foyer
Type	3/4 Light Panel Vent
Series	10
Configuration	Single Door
Width	32"
Height	80"
Operation	The open storm door is on the RIGHT
Door Color	Sandtone
Hardware Style:	Mortise Lever
Hardware Color:	Brass
Glass	Single Pane Clear
Additional Items:	None

Measure Technician Job Details

2758H6810.2923V2

Notes:

client would like aluminum wrap for exterior trim rather than pvc or brickmold. Client is saving the existing interior trim. Install 1x6 cedar exterior then wrap with white coil.

Private Notes:

None

Line Number

2

Item:

Wood

Dimensional Wood

(Qty: 3) 1 x 6 Cedar (3/4 x 5-1/2), 8 Feet Long
WHERE: Backer for exterior wrap front door -

Wood for Fascia

None

Treated Wood

None

Cedar Wood

None

Sheet Material

None

Smart Side Trim

None

Line Number

3

Item:

Wraps

Remove and Reinstall:

None

Aluminum Wrap:

Wrap 1 Each Door in Dover White-Variform Coil
(Stock) (IHC Description: Front door wrap) ---

Line Number

4

Dealer

Livingston County Number 21793 Novi

Other

3 1x6x8' RS cedar

Other

1 roll dover white coil



C&L Ward Job Photos - Leo Leszczynski

09/02/2022

Job Number	Client Last Name	Picture Type	Project Coordinator
220510	Grams	MT	Bailey Patterson



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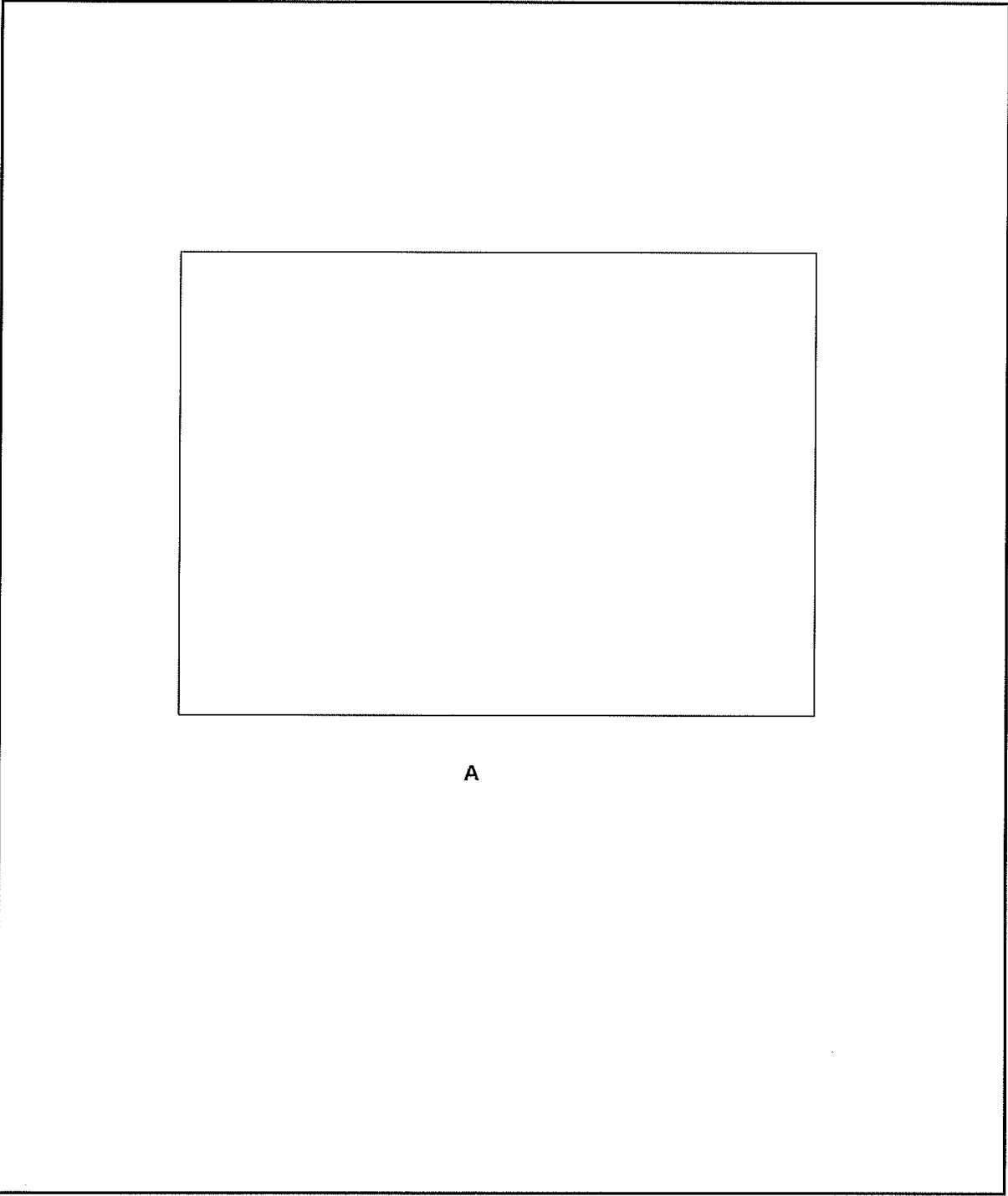
501941F7-189D-4D74-8B23-7FC396B7E



9D5A4974-4F36-4E42-8560-8C5D304B7

EXISTING DOOR, September 2022

Floor Plan



SP028113-1 William Grams

Sales Receipt SP029451-1

Investment Total:	\$10,505.89
C&L Ward Current Promotion - (Expires 9/30/2022):	(\$2,626.47)
Gift Card:	(\$100.00)
Therma-Tru® Door Incentive - (Expires 9/30/2022):	(\$188.97)
Friends & Family Discount	(\$301.52)
Sub Total:	\$7,028.92
Pre-Pay and Save Rebate:	(\$210.63)
Total Before Deposit:	\$6,810.29
Check Number 0000 client to mail check in for \$6,810.29 Deposit	(\$6,810.29)
Remaining Balance:	\$0.00

You have received the Pre-Pay and Save rebate. This rebate requires 100% pre-payment for your project via check.

Projected Install Date: 12/5/2022

This is an **ESTIMATED** install date. Estimated install dates can be affected by many factors beyond our control. **You will be contacted by your Project Coordinator to schedule your actual date and time once the materials have arrived. NOTE: ADD AN ADDITIONAL 126 DAYS TO THE ABOVE DATE FOR ALL WINDOWS AND DOORS IN TERRATONE COLOR!**

SPECIAL NOTE: The above date is our normal Projected Install Date, however, we are currently experiencing extended lead times & product delays from our manufacturers. It is possible that this date may be extended due to the increased demand for building products and supply chain constraints. Thanks in advance for your understanding.

William R. Dumas

Homeowner signature or initials

BUYERS RIGHT TO CANCEL: You, the Buyer(s), may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the accompanying Notice of Cancellation form for an explanation of this right. Additionally, the seller is prohibited from having an independent courier service or third party pick up your payment at your residence before the end of the 3-business-day period in which you can cancel the transaction.

Agreement: Owner(s) agree that this agreement constitutes the entire understanding between the parties, and there are no verbal understandings, changing or modifying any of the terms of this agreement. This agreement may not be changed or its terms modified or varied in any way unless such changes are in writing and signed by one or both of the Owners and the Contractor. Owner(s) hereby acknowledge that Owner(s) has received and read all of the parts of the agreement including: Product Summary, Scope of Work, Terms and Conditions, and Sales Receipt. Owner(s) has received a completed, signed and dated copy of this agreement including the two accompanying Notice of Cancellation forms.

In-Home Consultant

9/12/2022

Date

Clients Signature

9/12/2022

Date

Clients Signature

9/12/2022

Date

Clear Glass with Divided Lites



Mahogany
FCM605
2'8" x 6'8"
2'10" x 6'8"
3'0" x 6'8"



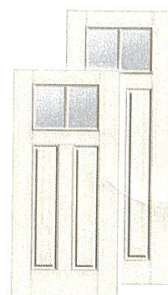
Mahogany
FCM606
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3'0" x 6'8"



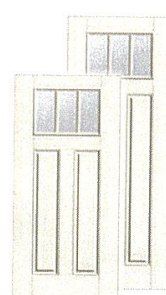
Mahogany
FCM607
2'8" x 6'8"
2'10" x 6'8"
3'0" x 6'8"



Mahogany
FCM608
2'8" x 6'8"
~~2'10" x 6'8"~~
~~3'0" x 6'8"~~



Smooth
S605
2'8" x 6'8"
2'10" x 6'8"
3'0" x 6'8"

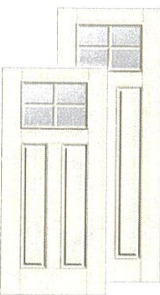


Smooth
S8605
2'8" x 8'0"
2'10" x 8'0"
3'0" x 8'0"

S606
2'8" x 6'8"
2'10" x 6'8"
3'0" x 6'8"

S8606
2'8" x 8'0"
2'10" x 8'0"
3'0" x 8'0"

Er Liten™ Flush-Glazed Clear Glass



Smooth
S607
2'8" x 6'8"
2'10" x 6'8"
3'0" x 6'8"



Smooth
S8607
2'8" x 8'0"
2'10" x 8'0"
3'0" x 8'0"

Stain Options



Clear Coat



English Walnut



Walnut



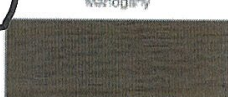
Light Oak



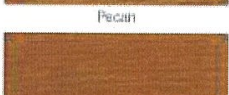
Mahogany



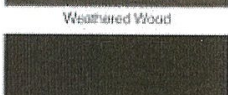
Pecan



Weathered Wood

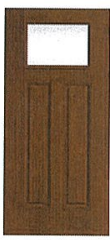


Cherry

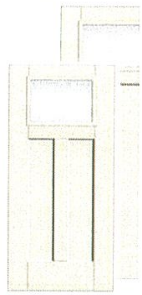


Onyx

Clear Glass



Mahogany
FCM601
2'8" x 6'8"
2'10" x 6'8"
3'0" x 6'8"



Smooth
S2610
2'8" x 6'8"
2'10" x 6'8"
3'0" x 6'8"

FinishRight.
FINISHING PROCESS

SHERWIN WILLIAMS.

2'8" x 6'8"
2'10" x 6'8"
3'0" x 6'8"

2'8" x 8'0"
2'10" x 8'0"
3'0" x 8'0"

*Available with flat lite frame, Advanta flat lite frame or Impact-rated lite frame only.
Note: See page 299 for important product details that may help with your purchase decision.
Right Page: Smooth-Star, Wellesley Glass, Door – S721

Door Construction

Fiber-Classic® and Smooth-Star® doors set the standard for beauty, quality and performance at an excellent value. Explore the craftsmanship and innovation of doors designed for long-lasting energy efficiency, durability and security.



1 Weather Resistance

Composite rails protect the door at the top and bottom edges to help block moisture that can wick into doors.

2 Security

An enhanced lock block combined with a 1-1/4" engineered lumber lock stile increases rigidity and stability.

3 Durability

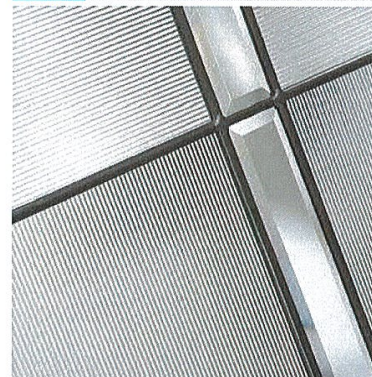
With very little maintenance, a fiberglass door can bring a home years of durability. Unlike wood, fiberglass will not warp or rot. And, unlike steel, it will not dent or rust.

4 R-Values

Built with a polyurethane foam core that offers up to four times the insulating R-Value of wood*, Therma-Tru fiberglass doors insulate against cold and heat for exceptional energy efficiency.



ENERGY STAR® Qualified
Options Available



*Comparison of fiberglass to wood doors (both without glass).

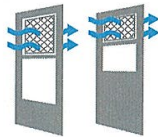
10 SERIES 3/4 & 1/2 LIGHT PANEL VENTILATING

Ventilation

Easy one-handed retractable insect screen that conveniently rolls into the frame when not in use. Vent from the top, offering unlimited glass and ventilation positioning.



ONE-HANDED



Performance

CoreDefense™ Panel System with easy-to-clean aluminum outer layer bonded to a moisture-resistant core for durability and weather protection. Handle-side edge seal for additional weather protection with single-layer weatherstrip for energy efficiency.

Security

Built-in keyed deadbolt for added security.

Operation

Single-closer easily props the door open.

Installation



See page 16 for details.

Glass Options

- Clear Glass
- Clear Glass with Colonial Grilles

COLOR OPTIONS



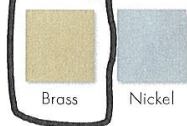
HARDWARE OPTIONS*



Brass
Nickel

Bold name denotes finish shown.

HARDWARE FINISHES



Panel Styles

- 3/4 Light
- 1/2 Light

1/2 Light Pet Door Option



MODEL CODE: 10PRSP

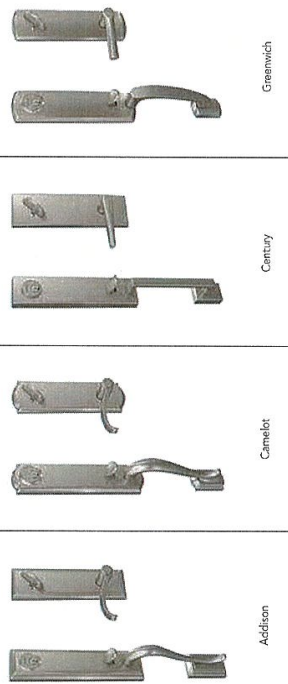
Available with an integrated 10 1/2" x 15" pet door in white with non-embossed panel

* Hardware included in the door package. Printing limitations prevent exact color duplication. See your Andersen supplier for actual finish sample.

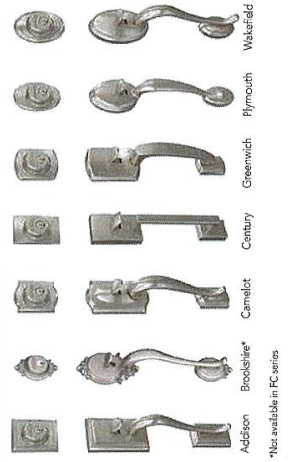


10 Series 3/4 Light Panel Ventilating storm door in white with Colonial grilles.

FCI SERIES 3/4 TRIM HANDLESETS

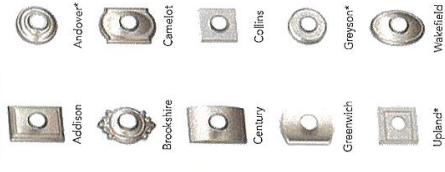


F AND FC SERIES HANDLESETS

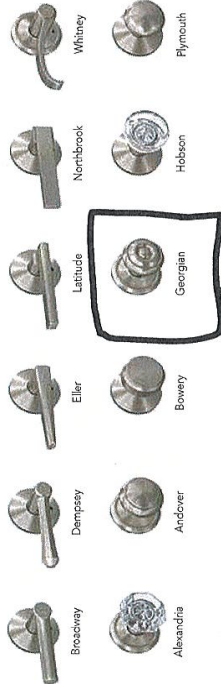


*Not available in FC series

DECORATIVE TRIM



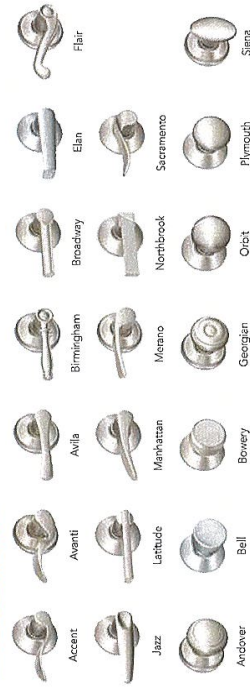
FC SERIES LEVERS AND KNOBS



B SERIES DEADBOLTS



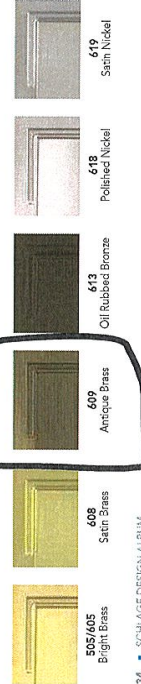
F SERIES LEVERS AND KNOBS



FC SERIES TRIM



Finish options





MINUTES

City of Ypsilanti
HISTORIC DISTRICT COMMISSION
Meeting held in person at Ypsilanti City Hall, Council Chambers

Tuesday, November 22, 2022
7:00 P.M.

CALL TO ORDER AND ROLL CALL

Chair called meeting to order at 7:04 pm.

ROLL CALL

Commissioners Present:

Alex Pettit – Washtenaw County, City of Ypsilanti
James Chesnut – Washtenaw County, City of Ypsilanti
Stefan Szumko - Washtenaw County, City of Ypsilanti
James Ratzlaff – Washtenaw County, City of Ypsilanti
Delrhea Byrge—Washtenaw County, City of Ypsilanti

Commissioners Absent: None

Staff Present: Ellen Thackery, Preservation Planner

APPROVAL OF AGENDA

Motion: Ratzlaff (second: Byrge) moved to approve the revised agenda. (Revised agenda moved the study item up to the first item on the agenda and the commission plans to talk about both applications for 411 N Huron at once.)

Approval: Roll call vote. Unanimous. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS--none

PUBLIC HEARING—none

STUDY ITEM—311 E Forest

Staff reminded commission that this is the second time this homeowner has been to the commission with this study item. House is noncontributing and existing windows are vinyl. Homeowner is interested in removing the center window on the rear of the house and replacing it with a sliding glass door. This door being discussed is a

wood door with a Fibrex composite cladding. Because the house is noncontributing and this proposed work is on the rear, because this is a wood door clad in a composite that the commission has approved before, and because the window that would be removed does not contribute historic material to the house and does not introduce a proportionality problem, this proposed product looks to the commission like it would meet the Secretary of the Interior's Standards for Rehabilitation. When it is time for the actual application, the commission will want to understand what the sliding door will open onto (deck? steps?), but, for now, in concept, commission believes they could approve these doors in this expanded window opening.

OLD BUSINESS

411 N Huron

**Gutter amendment*

Applicant: Hannah McCready, applicant, present.

Staff Report: Staff reminded commission that this application is for an Italianate house that contributes to the district. The commission had approved copper half-rounds and applicant is amending that application to painted aluminum half-rounds, with brackets mounted directly to the fascia board to protect the decorative bracketed cornice.

Discussion: Some of the decorative elements like the fascia brackets and the connector cover will be painted gold; all other metal components will be painted Dark Bronze to match the roof.

Motion: Ratzlaff (second: Szumko) moved to approve the amended application submitted for 411 N Huron November 10, 2022 and issue a certificate of appropriateness for the installation of 6" seamless half-round aluminum gutters in Dark Bronze color and 4" smooth downspouts in Dark Bronze color on parts of the house supplied in the supplemental documents. Gutters to be mounted to the fascia using aluminum cast fascia brackets. The work meets the Secretary of the Interior's Standards for Rehabilitation, specifically Standards 2 and 9.

Approval: Roll call vote. Unanimous. Motion carried.

NEW BUSINESS

411 N Huron

**Removal of nonhistoric sheet metal shed*

Applicant: Hannah McCready, applicant, present.

Staff Report: Typically, when applicants apply to demolish, remove, or move a structure in the historic district, a two-part process is required, and a public hearing is required. However, by the commission's rules, in cases where the commission unanimously agrees that the structure in question "is of such minimal historic or architectural significance that its demolition or moving would clearly be compatible with the purposes of the Historic District Ordinance and that its demolition or removal would have no adverse impact on the adjacent area or upon the Historic District as a whole," the commission may approve the application for demolition. In this case, staff did not believe the outbuilding is contributing and staff believed that the removal of the nonhistoric shed would not

affect the property's historic materials, or spatial relationships on the property or within the district.

Discussion: Commission agreed unanimously.

Motion: Szumko (Ratzlaff seconded) moved to approve the application submitted for 411 N Huron November 10, 2022 and issue a certificate of appropriateness for the removal and disposal of a nonhistoric, non-contributing sheet metal shed because the work meets the Secretary of the Interior's Standard for Rehabilitation 9. The removal of the shed will not destroy historic materials, features, or spatial relationships that characterize this property.

Approval: Roll call vote. Unanimous. Motion carried.

412 Oak

**replacement of front door and storm door*

Applicant: Not present

Staff Report: This building is in the local historic district but not on the National Register. It is a noncontributing building. The house was aluminum sided and many of the windows were replaced with new wood windows in the early 2000s. The proposed work is to replace the entry door and storm door; neither are original to the house.

Discussion: These are replacements for replacements. Looks like material commission has approved before, but a commissioner noticed that the proposal is for a simulated wood finish on the entry door. If texture is not exaggerated, might be okay. Commissioner wondered if possibly there's a longer-term plan the homeowner has in mind. Commissioner mentioned that if this door had been proposed for the new construction approved on N Park, commission would likely not have approved it because it has a fake wood grain. Does a smooth door come in colors other than white? Would they have to paint a smooth door? A couple questions for staff to clarify. If the applicant wants to paint the smooth fiberglass door a color other than white, that isn't really in the commission's purview (the commission doesn't regulate color choices).

Motion: Chesnut moved (Ratzlaff seconded) to approve application PHDC 22-0098 and allow staff to issue a certificate of appropriateness for 412 Oak Street and issue a certificate of appropriateness for the replacement of a non-historic front entry door using a fiberglass door with 6 lights and two lower panels and the replacement of a non-historic storm door with an aluminum storm door with a ¾ light and a single lower panel, under the conditions that the fiberglass door is the smooth option and not wood grained. The work is appropriate because it meets Secretary of the Interior's Standard for Rehabilitation #9 and will not harm the integrity of this house or the larger district. If the applicant wants to select the wood-grain option, the applicant will need to attend the historic district commission meeting December 13 to discuss with the commission.

Approval: Roll call vote. Unanimous. Motion carried.

319 N Huron

**Replacement doors*

Applicant: Laith Issa, applicant, present.

Staff Report: This building is the auto repair at the corner of Huron and Cross and is considered a noncontributing building. The two bathroom doors on the building's side were replaced and the doors into the office and into the garage (people door, not for cars) are the doors now currently under review. The proposed doors will look much like the new bathroom doors, except that the front doors will have glass inserts, similar to what they have now.

Discussion: The main entrance door will still have a transom but will be aluminum, and he is looking at a door that will match the original glass/metal ratio. Commissioner asked about the perception of the bathroom doors and how recessed they and the transoms appear. Old stamped steel had more dimension almost more like milled wood, and we were seeing the opposite side of it. Now that the doors will swing out, they appear closer to the surface of the building. Applicant is interested in treating the glass in the shop door to obscure the view of the shop equipment. Applicant and staff will work together with the city planner to determine what window tints/methods to obscure are allowed in the zoning ordinance for the glass in the shop door and also eventually the storefront windows.

Motion: Ratzlaff (second: Byrge) moved to approve Application PHDC 22-0103 and issue a certificate of appropriateness for the replacement of two original steel doors, their frames, and one transom and its frame at 319 N Huron with aluminum replacement materials as proposed because the building is noncontributing and the proposed work will not have a significant negative impact on the district. As a result, the proposed work meets Secretary of the Interior's Standard for Rehabilitation 9.

Approval: Roll call vote. Unanimous. Motion carried.

201 E Cross

** Replacing four windows (retroactive review)*

Applicant: Alex Berry-Santoro, attorney (P81545) and applicant Judy Weinburger both present.

Staff Report: This house is a contributing house to the district. Every case in the district is unique and the commission must apply the Standards and guidelines fairly and consistently. First is the question, does the building contribute? If it does, the commission is considering the effects of the proposed work on the historic materials as well as the effects of the proposed work on nearby properties and the district. If the building does not contribute, the commission is considering how the proposed work affects the district. In this case, the house is considered contributing. The work that is proposed here is to replace four wood, one-over-one windows with four vinyl one-over-ones. The work has been done, but when the commission reviews work retroactively, the commissioners still consider it as if it has not yet been done. There are two applications in the packet because staff received one application for three windows and then later received an application for four windows.

Staff notes that included in the meeting packet are some guidelines /a policy from the City of Grand Rapids. Staff will make clear in the minutes that the policy included in the packet is from the City of Grand Rapids.

Discussion: *(Two paper copies were distributed to each commissioner and those have been attached.)* Mr. Berry-Santoro stated that there are 29 windows on the home. The house is aluminum sided and he states that there were vinyl windows on the house when his client purchased the home. There are also aluminum windows—there are vinyl-covered windows, aluminum with different sashes, etc. The windows being reviewed here are the three in the front on the first floor. On the east side, there are many different building materials used—some windows have panes in the windows and some don't, some open outward, some open sliding upward. The reason we're here is that one of the tenants was complaining that they can't maintain a 60-degree house. Tenants can sue landlords. So the homeowner addressed the issue with new windows without proper review or permits. The homeowner has also provided cost estimates for replacing these windows with wood and aluminum-clad wood, and those costs range from \$15,300 to \$19,700. Mr. Berry-Santoro stated that they have also provided some income statements showing that the homeowner nets \$576/month on this house and pays \$18,000 in repair per year. Paying \$19,000 on replacement windows in addition to the \$18,000 in annual maintenance costs would mean the owner should just sell the home. He stated that he understands that the commission is charged with preserving historic materials and has Standards, but his contention is that much of the house's historic nature was destroyed before his client owned the property. He doesn't think that these replacement windows are too far visually from what was in place.

Commissioner asked how the applicant got a building permit. Applicant confirmed that she didn't have a building permit. Commissioner asked whether the homeowner knows how old the windows are on the second floor. Homeowner has owned the home about three years and doesn't know how old those windows are. Staff stated that those second-floor windows appear on the 1980s survey photo and that staff considers them likely original. Commissioner conveyed that it is clear that this home has lost some historic materials over time, but it is important to note that some remain, like these second-floor windows, and so they become all that much more important to preserve. Commission encourages people to maintain historic wood windows so they can stay in service for a really long time. Replacement windows are just that—they're replacements and they themselves will need to be replaced before long. That is why the commission regulates what can go into a window opening when a window is replaced—there are two things: one is maintaining the appearance of character-defining features and the other is that the quality of what goes in maintains the house itself over the long term. A good quality window does not allow water in to damage the structure, for example. What the commission worries about is windows that don't have that longevity to them—that is why the commission requires that high-quality materials are used when replacements do indeed become necessary. In this case, the commission did not have the opportunity to evaluate the condition of these windows to understand whether they could have been repaired. Now the commission is trying to determine whether these replacements are suitable. Commission is considering whether the window configuration is appropriate (one-over-one), and the commission also looks very carefully at whether the glass area is maintained. The importance of keeping the glass area the same is conveyed on our public materials, like the fact sheets that are available on the website. Commission does not have measurements of the windows and the glass that were in place, but

commissioner stated that he believes some of the glass size was reduced, as compared to the windows on the first floor at the front of the house to the left (west).

Question about whether this was a full-frame replacement—the interior trim remained in place, so was likely not a full-frame replacement. Question about how the trim was treated—applicant confirmed that the trim was wrapped in aluminum. Applicant states that the older windows leak. Every tenant has to cover the windows with plastic, and that was the problem particularly here. Commissioner acknowledged that the homeowner was trying to address tenant concerns—the question for the commission is whether these particular windows selected are appropriate.

Applicant asked what is meant when it is said that this house is contributing to the district. Staff explained that at the time of the survey, this house was photographed and was deemed contributing by the historic district study committee and by the writers of the National Register nomination. Looking at a colonial revival house (sketch on page 59 of the meeting packet from a book about architectural styles), and comparing it to 201 E Cross, staff suggested that the house still has its original proportions, massing, roof overhangs, second-floor windows, and the dormers are in place, although they have been covered in aluminum and were at the time of the survey. So the architectural survey in the 1980s considers the house contributing and so the commission is charged with trying to preserve the house's historic materials from that point forward. Applicant asks about the dormers—these dormer windows seem unusual in that they are on the house but only are accessible to the attic, and the house has no attic access. The dormers do vent the attic. Commissioner also stated that the year of the house's construction may have also played a role in determining whether the house was contributing or not, and that in part is about the district's historic context and what was happening in Ypsilanti at the time.

Applicant stated that because of the old aluminum covering and that it has so many different windows on it, homeowner did not think the house had many historic features left, but now understands that the shape and symmetry of the house are important to identifying the style as Colonial Revival. Commissioner also stated that it is also very likely that some of the house's original materials are under that aluminum siding. Any materials that are behind that aluminum are also in the commission's charge to protect. Applicant states that there is not much insulation behind the siding, and staff will send a guide to safely insulating a historic building. Commissioner states that commission is also considering appropriateness of a replacement material—even if the feature in question is not historic, how appropriate is the material being proposed? Vinyl is not compatible and does not fit into the district.

Commissioner stated he's trying to focus on the criteria that the commission considers when an application for a new item comes before the commission—glass area and the massing of components of the window. It does look like the sill got built up a bit when the windows got replaced. Commission has approved composite windows also, because they seem to be stronger than vinyl and so can get closer to the appearance of wood than straight vinyl is able to do. Commissioner suggested that the applicant get a composite window estimate as well.

Staff can supply names of window restoration professionals for the upstairs windows because those are character-defining features of the house. Staff did reach out to a composite window supplier for a very quick estimate using the measurements provided on the other estimate, just as a ballpark, and he quoted a white painted wood interior and a Fibrex exterior at

\$3200/window. Staff realizes that the commission would need more detailed estimates to truly consider this, but staff had sought just a quick ballpark estimate for this conversation. Staff will provide the contact for the Fibrex windows that were used elsewhere in the district in a similar case where some windows were original and some were replacements over time on the house. Staff mentioned that Jeld-Wen might have a composite window product to offer also, and staff thought Jeld-Wen also offered a wood replacement window.

Commissioner restated that the windows are of a variety of configurations and materials, but that fact makes the ones on the front and the ones that are historic even more important.

Commissioner asks if the homeowner intends to update the windows on the left side of the house on the first floor for uniformity and homeowner stated that she is not sure. A primary façade (front of the house) gets special consideration and scrutiny because it is so visible. Commissioner stated that commission has never approved vinyl in a case like this on the primary façade when replacing wood windows.

Chair asked if there is other information commissioners may want in order to make a decision. Are sash packs/ conversion kits still available? Could those possibly work here and meet the criteria? In this case, there are already replacements installed. Inserts (as these are) reduce glass area. Next is material—vinyl is unacceptable across the board in the district. The commission would look at proportionality and design, and both of these are close to what was here, other than the glass reduction. Applicant asked whether the commission could conditionally approve these with the condition that the homeowner install something that would meet the Standards on the first floor on the opposite side. Staff explained that the commission has to address the situation before them. The commission can't trade this for that—the commission has to look at the proposal in front of them and determine if the proposal is appropriate or not. If it's appropriate, that's one position. If it's not that's a different position. Is this proposed work appropriate or no? Commissioner stated that this proposal is not appropriate. The city's fact sheets outline that. Commissioner stated that if a building permit was mistakenly issued, that might impact the commission's decision making. Another commissioner stated that had the work been inspected by the building department, the commission would at least know whether the installation will protect the building, but the commission doesn't have that currently. A vinyl window is not something the commission has approved, even for new construction in the district. Wood with aluminum cladding has been approved in the past for new construction.

Chair asked if the commission agrees that this proposed work is not appropriate, what might be appropriate? Commissioners stated that a wood or composite window would be acceptable, and they stated that if the applicant finds a different product in the marketplace, the commission would be happy to look at it. Marvin makes a fiberglass-clad window—there may be others. Marvin has levels of windows and price points, so it's possible a lower-priced option even from these manufacturers is available.

Commissioner stated that one necessity for an approval would be the proper fit for a proper installation. Commissioner asks would a small loss of glass be okay if the material were more appropriate than vinyl? The sill buildup looked most significant—maybe that could be addressed with a good insert and a good installation. To summarize, some options the commission would like to see are some more information about other brands, other more affordable product lines

within brands, and additional materials that interest the applicant, like a composite or something similar. Commissioners would want to see additional photos of the wood windows on the left side of the first floor on the front of the building and would want to understand that the new windows to replace these replacements will not reduce glass and will not greatly affect or build up the sill. Installation becomes very important. For the windows on the left (west) side of the first floor on the front of the house, commission requests that the applicant provide the measurements for the wood structural pieces of the window (both horizontal and vertical) and the measurements of the glass. Please also provide close-up photos of the sill and the trim details between windows on the left (west) on the front of the house on the first floor. There was some conversation about measuring the vinyl windows as well, but since they will need to be replaced, applicant and commissioners agreed that the windows on the first-floor left (west) side can be used as a baseline and those measurements can be used to select appropriate replacements for the right side, where the vinyls were installed.

Motion: Szumko (second: Chesnut) moved to postpone application PHDC 22-0025 for the replacement of four non-historic wood windows with vinyl windows at 201 E Cross for the applicant to provide the following information: additional material options and costs on those, further other potential material options to be considered, and the dimensions of the three windows and all of their components on the west side first floor so that new proposed windows for the east can match these dimensions as closely as possible. The commission must take action or staff must issue a procedural denial on this application by 60 calendar days from November 18, 2022.

Approval: Roll call vote. Unanimous. Motion carried.

Staff explained that the next meeting is December 13 in Council Chambers. If action is not able to be taken by 60 calendar days from November 18 (January 17, 2023), the commission issues a procedural denial and then the applicant would simply reapply. Note for the Minutes: Alternatively, both the commission and the applicant could agree to an extension in writing.

ADMINISTRATIVE APPROVALS

306 S Washington—*paint*

306 S Washington—*roof*

319 N Huron—*door replacements on bathrooms*

OTHER BUSINESS

1. Property Monitoring

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

2. Updates from Staff—

Discussion of shed materials for the new neighborhood at 220 N Park. *(attached)*

3. Commissioner Comments—

- a. 306 S Washington—commissioner sought clarification on activity happening there. Staff explained that house painting and roof HDC administrative approvals were done, but staff is waiting for a new porch application.

AUDIENCE PARTICIPATION ON NON-AGENDA ITEMS—none

HOUSEKEEPING BUSINESS

Historic District Commission

November 22, 2022

8

Approval of the Minutes of October 25, 2022

Motion: Chesnut (second: Ratzlaff) moved to approve the minutes of October 25, 2022, as submitted.

Approval: Roll call vote. Unanimous.
Motion carried.

Draft calendar of 2023 meetings

Motion: Chesnut moved (Byrge seconded) to approve the calendar for 2023 as presented.

Approval: Roll call vote. Unanimous.
Motion carried.

Commission noted that staff needs to check commission's bylaws in case we need to propose an amendment to the bylaws to make this kind of schedule (some months with one meeting, some months with two) permanent. Staff will check. Staff will also send around list of administrative approvals in case commission wants to give staff more administrative approvals.

ADJOURNMENT

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

MEETING ADJOURNED at 10:00 p.m.

WINDOWS ON 201 E CROSS

Front (south)

Upper 2 sets of 2 double hung muntined windows, 6 over single pane. Wood

Lower 2 sets of 3 double hung windows, east side vinyl, *(The replaced windows)*

East Side

Upper 2 muntined windows

Lower 4 double hung vinyl covered windows *(Replaced 1 on this side)*

Back (south)

Upper 1 casement window horizontal opening, wood

2 small double hung windows wood

1 larger double hung wood

Lower 1 vinyl double hung

1 casement vertical opening

2 side by side aluminum windows

West side

Upper 2 muntined double hung wood windows

Lower 2 double hung wood windows

Judy's Rental

Profit and Loss by Property
January 1 - November 22, 2022

	CROSS	TOTAL
Income		
Rental Income	41,308.00	\$41,308.00
Total Income	\$41,308.00	\$41,308.00
GROSS PROFIT	\$41,308.00	\$41,308.00
Expenses		
Bank Charges & Fees	10.00	\$10.00
Cleaning Expense	250.00	\$250.00
Depreciation Expense	4,025.00	\$4,025.00
Insurance	1,550.00	\$1,550.00
Interest Paid	225.30	\$225.30
Legal & Professional Services	257.58	\$257.58
Repairs & Maintenance	18,537.13	\$18,537.13
Taxes & Licenses	8,943.28	\$8,943.28
Utilities	1,165.32	\$1,165.32
Total Expenses	\$34,963.61	\$34,963.61
NET OPERATING INCOME	\$6,344.39	\$6,344.39
Other Expenses		
Inspection	200.00	\$200.00
Total Other Expenses	\$200.00	\$200.00
NET OTHER INCOME	\$ -200.00	\$ -200.00
NET INCOME	\$6,144.39	\$6,144.39

Study Item: Materials Guidelines for Sheds in Local Historic District

(Handed out in paper form at the meeting for discussion)

The neighborhood to be built at 220 N Park will have sheds at each unit for the individual units and the duplexes (but not at the attached townhouses). The housing units will be covered in smooth engineered wood siding. The developers request materials guidelines for these sheds. **For this newly constructed development**, the following shed siding materials are acceptable:

- Smooth wood lap siding painted to match the house
- Smooth engineered wood lap siding painted to match the house
- Smooth fiber cement/ cementitious lap siding painted to match the house
- Smooth panels made of these materials painted to match the house
- Smooth vertical siding (panels or board and batten) made of these materials painted to match the house

Other smooth materials that can be painted to match the house can be proposed and commission would encourage applicant to bring in a sample of the material and pictures of the material in use.

The doors should be wide enough to get a lawnmower in and out and should be made of any of these materials, with a smooth finish, and should be simple in design and hardware and not include extra detailing to give the shed a faux “historical” or “barn” look.

The roof should match the houses in color and material.

Plastic or vinyl-sided sheds will not be approved, and materials with a faux or stamped wood grain will also not be approved.

Shed size and placement is regulated by the zoning ordinance. Once shed designs have been finalized, they will come before the commission for approval. Standard 9 regulates new construction in the district, and Standard 9 states that the new work “will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity” of the area and the district. The City’s Historic District Fact Sheets form design guidelines for the district. The Fact Sheet on Alternate Materials states:

General Comments on Alternative Materials

- Vinyl has proven inappropriate for historic resources and therefore vinyl siding and vinyl/vinyl-clad windows will not be approved.
- Fiber-cement siding (such as HardiePlank) has been approved on a case-by-case basis, primarily for new construction and selective repairs.
- Composite (mixture of wood and fibrous materials) windows have been approved on a case-by-case basis. Please see the Windows Fact Sheet.
- Composite decking has been approved on a case-by-case basis.
- All composite materials should have a smooth or textured finish. Faux-wood grain is not appropriate.
- Applicants presenting new alternative materials should bring samples and product information to the HDC meeting.

One sample shed design (Heartland 4-ft x 8-ft Scottsdale Lean-to Engineered Wood Storage Shed, factory primed and ready to paint) for feedback:





RULES AND REGULATIONS

OF

THE HISTORIC DISTRICT COMMISSION

OF

THE CITY OF YPSILANTI, MICHIGAN

As adopted, Month Day, Year

HDC Rules and Regulations – As adopted, Month Day, Year

Section 1.0 Purpose

The following Rules and Regulations are hereby adopted by the City of Ypsilanti Historic District Commission (hereinafter known as HDC) to facilitate the performance of its duties as outlined in the City of Ypsilanti Historic District Ordinance. The objectives, purposes, powers, and duties of the Commission are those set forth by P.A. 169 of 1970, as amended, being the Local Historic District Act, hereinafter "the Act," and the administration of Chapter 54 of the City Code of Ordinances, Historical Preservation, and all subsequent amendments thereto.

- 1.1 Internal Affairs.** These Rules and Regulations shall govern the internal affairs of the HDC.
- 1.2 No Rights Granted.** These Rules and Regulations govern the procedures of the HDC and do not give rise to any additional rights, remedies, cause of action or benefits.
- 1.3 Time.** Time lines mentioned are advisory only.
- 1.4 Conflict with Law.** These Rules and Regulations in no way amend, modify or repeal any city ordinance or state law. City ordinance and state law take precedence in all cases.

Section 2.0 Officers and Members

- 2.1 Selection.** At the first regular meeting in February of each year the members of the commission shall nominate candidates for Chairperson, and Vice-Chairperson. At the next regular meeting the HDC shall elect, from its membership, a Chairperson, and Vice-Chairperson. All members are eligible for election.
- 2.2 Tenure.** The officers shall take office the same meeting of their selection and shall hold office for a term of one year or until their successors are selected and assume office.
- 2.3 Duties**
 - A. The Chairperson shall preside at all meetings and perform such other duties as may be requested or approved by the HDC.
 - B. The Vice-Chairperson shall act in the capacity of Chairperson in his/her absence and in the event the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the remainder of the un-expired term and the HDC shall select a successor to the office of Vice-Chairperson for the un-expired term.
 - C. The commission may designate a Secretary who is not a member of the commission. The Secretary shall execute documents in the name of the HDC, perform the duties hereinafter listed and shall perform such other duties as the HDC may determine. The Secretary shall be responsible for the record and minutes of each meeting, packet and agenda preparation and notices of decisions.
 - D. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.
- 2.4 Representation.** No officer or member shall act in any capacity which has the appearance of, or could be construed as, representing the Commission unless such action is authorized by the Commission in a public meeting. This shall include, but not be limited to, dealing with the press and attending public and private meetings and/or hearings which deal with the duties or

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authority of the Commission. Except as authorized above, no individual officer or member shall meet or deal with any applicant in any way that may lead the applicant to believe that he/she has, or will, receive approval for any application or other matter to come before the Commission.

Section 3.0 Application

3.1 Action Items

- A. Filing.** Any property owner, or the owner's authorized agent as defined in the adopted building code, may apply to the HDC for permission to undertake work regulated by the Commission. Application shall be in writing on a form provided by the Building Department, and shall include payment any of fee(s) as may be required and established from time to time by City Council.
- B. Public Hearing Notification.** When, pursuant to the Ordinance or these Rules and Regulations, a public hearing is required, the Commission shall review the application at the first meeting after the application is made and shall then set a date for the public hearing as soon as possible in accordance with public notice publication requirements. The Community & Economic Development Department shall publish all required notices and furnish proof of such publication to the HDC prior to the start of the public hearing.
- C. Decisions.** The HDC shall hear all applications and render its decision with a statement of reasons for the decision not more than sixty (60) days after receipt of the application by the HDC, unless a longer period of time is mutually agreed upon by the applicant (in writing) and the HDC. Failure to act shall constitute approval unless an extension is mutually agreed upon in writing by the applicant and the Commission.

It is desirable to have the applicant present at the meeting. If the applicant does not attend the meeting and the HDC can not reach a decision due to lack of information or other questions, it shall instruct the Community & Economic Development Department to notify the applicant in writing and request an appearance at the next regular meeting. If the applicant fails to appear at the said meeting of the HDC, or fails to schedule an alternate appearance date, the Chairperson may entertain a motion from the Commission to deny the application for lack of required information. In cases which are denied for lack of information the applicant will be furnished written notice of the action by the Community & Economic Development Department as provided in Section 3.1.E, below. The applicant shall have fourteen (14) days from the date of notice of denial to apply for reinstatement of the application. In such cases, the applicant must file a written request with the Building Department for reinstatement of the original application. Reinstatement shall be at the discretion of the Chairperson and only for good cause shown and shall not require payment of additional fees. If the applicant fails to appear at the meeting at which the re-instated application is heard the application shall be denied.

- D. Site Inspection.** The HDC, if it considers it necessary, may conduct a site inspection at any site at issue. If such an inspection is part of a public hearing, the site inspection shall be posted as part of the public meeting/hearing. The site inspection, if posted as part of the hearing shall always be held the same day and as part of the same meeting as the start of the public hearing on the application. A quorum of the HDC shall not ride in the same vehicle to or from a site inspection or to or from a meeting. Nothing in this paragraph shall prevent members of the HDC from individually and separately visiting a site in question at their own expense and time. A quorum of the HDC shall not make site inspections or otherwise discuss an application except during posted open meetings of the HDC.
- E. Notice of Decision.** The Community & Economic Development Department shall send immediate notice of all action to the Building Department and shall notify the applicant, or his agent, of all decisions, by first class mail, or by personal service within seven (7) days of the

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action.

- 3.2 Study Items.** Any person wishing to discuss proposed projects or obtain information or advice from the Commission prior to application may request to be placed on the agenda as a study item. The Commission may review plans and advise property owners on what may be appropriate in the District. The Commission may not take any formal action on a study item.

3.3 Demolition and Moving

- A. Applications.** Applications for the demolition or removal of any structure within the Historic District shall:

1. Include the name of the property owner, the telephone number of the applicant and the address, tax identification number and legal description of the subject property.
2. State the specific grounds under the provisions of the Historic District Ordinance upon which the request for the demolition or moving permit is based.
3. Include a site plan showing all existing conditions on the subject property.
4. Include a site plan, along with any drawing, or other description which reasonably describes the proposed use and appearance of the site after removal or demolition of the structure.
5. Include a description of the general type, design, size and use of any new structure to be erected on the site.

- B. Notices.** Following the first meeting of the HDC at which such application is considered and upon determination that the application may proceed and that a hearing is required, the Commission shall request that a notice be published in a newspaper of general circulation in the City of Ypsilanti. Such notice shall be published at least fifteen (15), days prior to the meeting at which the hearing is to be held and shall contain the following:

1. Address of the structure.
2. Nature of the application and name of the applicant.
3. Date, time and place of the meeting at which the application shall be discussed and that reasonable time shall be allotted for comments by the public.

In addition, a copy of such notice shall be mailed, by first class mail, to the owner of the structure at the address contained in the application and to the owner of record, as listed on the tax roll, of all property within three hundred (300) feet of the subject property. A proof of mailing shall be filed in the official file and shall be prima facie evidence of mailing to the addresses shown therein.

- C. Action.** At the meeting of HDC specified in the notice a public hearing shall be held pursuant to the procedure set forth in Section 4.5.D, below. The HDC shall also hear any reports, requested by the HDC, concerning the safety or condition of the structure, historic or architectural merit of the structure, or alternative uses for the structure or site.
1. Formal action on the application shall not be taken at such meeting unless a motion to take action is approved by unanimous vote of the members present and the motion shall state the reason for action and that action be taken for good cause.

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2. Following such meeting, action on the application shall be placed on the agenda for a regularly scheduled meeting of the HDC or such special meeting as the HDC shall specify. Notice that such application is on the agenda for a specified meeting shall be given to each member of the HDC and to the applicant at least four (4) days prior to the meeting.

D. Exceptions to Procedure. The procedure outlined in this section is to be followed in the case of all applications for demolition, removal or moving of structures within the Historic District except that the Commission may approve an application for demolition or moving at any meeting upon the unanimous vote of the members present that such structure is of such minimal historic or architectural significance that its demolition or moving would clearly be compatible with the purposes of the Historic District Ordinance and that its demolition or removal would have no adverse impact on the adjacent area or upon the Historic District as a whole.

Section 4.0 Meetings

- 4.1 Regular meetings.** The HDC shall normally meet twice ~~each month~~. Any other meetings of the HDC shall be called as needed so long as the meeting is properly noticed to the public, in accordance with the Michigan Open Meetings Act. The meeting can be called by the Chairperson of the HDC, or by any two (2) members of the Commission. At the final meeting of each calendar year the Commission shall approve the schedule of regular meetings for the following year.
- 4.2 Attendance.** If any member of the HDC is absent from more than two meetings in a row, then that member shall be considered delinquent. Delinquency may be grounds for the Commission to request the removal any member from the HDC for nonperformance of duty or misconduct. City staff shall keep attendance records and shall notify the HDC whenever any member of the HDC is absent from more than two meetings in a row, so the Commission can consider whether further action is required.
- 4.3 Public.** All meetings, hearings, records and accounts shall be open to the public to the extent required and in conformity with the Michigan Open Meetings Act, Freedom of Information Act, city ordinance and state law.
- 4.4 Quorum.** Four (4) members of the HDC shall constitute a quorum for the transaction of business and the taking of official action for all matters.
- 4.5 Order of Business.** Agenda. The Chairperson or designate shall prepare an agenda for each meeting and the order of business therein shall be as follows:
 - A. Call to order and roll call.
 - B. Approval of Agenda.
 - C. Public comments on agenda items.
 - D. Public Hearings, if necessary. The Chairperson will declare a public hearing open and state its purpose.
 1. The Chairperson summarizes the procedure for a public hearing as outlined in Paragraphs 2 through 7 below, of these rules and regulations for any members of the public in attendance, or provides copies.

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2. The applicant, or his agent, may present his case, including presenting witnesses on his behalf. No time limit will be imposed on the applicant.
3. Members of the HDC may report on any site inspection, any conversations with the applicant they may have had and ask questions relevant to the applicant's presentation.
4. Members of the public who support the applicant speak and correspondence is read.
 - a. The Chairperson shall allow anyone present to speak in favor of the applicant and can impose a time limit for the speaker. All speakers shall state their name, address and if they represent a group.
5. Members of the public who oppose the applicant speak and correspondence is read.
 - a. The Chairperson shall allow anyone present to speak in rebuttal of the applicant and can impose a time limit for the speaker. All speakers shall state their name, address and if they represent a group.
6. Anyone may ask the Chairperson questions on presentations or comments given at this hearing. The Chairperson will attempt to obtain an answer to the question. Answers shall be given to the Chairperson. No discussion, questioning or answering shall take place between any two or more people except between the Chairperson and the individual who has the floor.
7. Motion to Close the Public Hearing.
(At this point all public participation on the issue ends.)

E. Business Session.

1. Old Business - All matters remaining on the agenda from previous meetings.
2. New Business - Matters appearing on the agenda for the first time.
3. Study Items - Discussion items not available for action.
4. Other business of the HDC.

E. Items From the Floor. Opportunity for citizens to address the Commission on items not on the agenda.

G. Housekeeping Business.

1. Approval of minutes from previous meeting(s).
2. Election of officers, if necessary.
3. Other Items.

H. Adjournment.

4.6 Comments Out of Order. The Chairperson shall rule out of order any irrelevant remarks; remarks which are personal, about another's race, religion, sex or sexual orientation, physical condition, ethnic background, beliefs, or similar topics; profanity; or any other remarks which are not about the item at hand or which are scandalous, inflammatory or threatening.

4.7 Recesses. The Chairperson may recess a public hearing and/or meeting to another time if it is after 11 p.m. or if the meeting has been over four (4) hours in length. In order for a recess to be in order, the time, day, month, date, year and location to reconvene shall be stated as part of the action to recess. If a meeting and/or public hearing reconvenes over thirty-six (36) hours after the action to recess, the reconvened meeting shall be posted at least eighteen (18) hours before

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the time of the reconvened meeting, to comply with Section 4.3 of these rules of procedure. Upon reconvening, a roll call shall be taken as the first order of business.

4.8 Parliamentary Procedure. Meetings shall be conducted in a formal manner and parliamentary procedure shall be governed by Robert's Rules of Order if not specifically dealt with in these rules of procedure. Legal Rules of evidence do not apply.

4.9 Motions. Motions shall be reiterated by the Chairperson before a vote is taken.

A. Motions dealing with an application shall contain the following:

1. The address of the subject property.
2. The conclusion and/or decision of the HDC.
3. Any conditions attached to an approval.
4. Reference to the appropriate Secretary of the Interior guideline(s).

B. Any other motion shall be stated in prose or in the form of a resolution.

4.10 Voting. Voting on any application or item requiring a public hearing shall be by roll call vote. All other votes may be by voice vote. Any member may require a roll call vote. Members must be present to cast a vote. Voting by proxy is not permitted. Except as required elsewhere in these Rules and Regulations, a motion is adopted only if a majority of the members present cast their votes in favor of the motion.

4.11 Approvals. All work approved by the Commission shall commence within six (6) months of the date of approval. For purposes of this section the issuance of a building permit shall constitute commencement. In the event that work is not commenced as stated above the approval shall be null and void and the applicant shall file a new application and fee, if required. In the event a permit is cancelled, rescinded or voided by the building department, any approvals by the HDC shall also be rescinded.

Section 5.0 Records

5.1 Preparation. A record of each meeting, including public hearings, shall be prepared under the direction of the Secretary, or his or her designee.

5.2 Content. The record of each meeting shall include the following items:

- A. A copy of any required notices as required in Section 3.3.B of these rules of procedure.
- B. A signed statement indicating that notices, as required in Section 3.3.B of these rules of procedure, was published and posted and a copy of a newspaper notice, if one was published.
- C. The written original of the minutes of the meeting which shall include all action taken.
- D. Verbatim text of any resolutions adopted at the meeting.
- E. Supplemental materials for an application that were submitted during the meeting that were not part of the publically posted meeting packet.

5.3 Retention. The record of each meeting shall be permanently kept on file and spread in suitable volumes, with a hardcopy on file at City Hall. All the pertinent documents and minutes for each case before the HDC shall be copied and filed with the Community & Economic Development Department. Draft copies of the minutes shall be distributed to each member of the HDC prior to

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the next meeting and shall be available to the public within seven days of the meeting.

Section 6.0 Conflict of Interest Policy

In addition to the Conflict of Interest policy listed in the Historical Preservation ordinance Sec. 54-55 the Historic District Commissioners shall be governed by the terms of the Michigan State Historic Preservation Office Michigan State Housing Development Authority Conflict of Interest Policy for Historic Preservation Activities, see appendix of the same title.

Each member of the commission shall avoid conflicts of interest, including, but not limited to, deliberating on, voting on, or reviewing a case concerning the commissioner; the immediate family or household of the commissioner; property owned by or adjacent to property owned by the commissioner; or a corporation or partnership in which the commissioner has an ownership, employment, or other financial interest. A commissioner may consider the possibility of declaring a conflict of interest if their home or property falls within the public noticing radius requirement as prescribed by Section 103 of the Zoning Enabling Act.

Section 7.0 Per Diem and Mileage.

Mileage and per diem may be paid to members of the HDC at rates established by the governing body for attending HDC meetings and other authorized meetings and trips, if those members submit a bill for the same. No mileage or per diem is paid to any members unless authorized and budgeted by the City Council.

Section 8.0 Other Duties

The HDC may formulate and provide advice and may advise on policy to the Planning Commission or Zoning Board of Appeals or any committee thereof, on issues dealing with construction, planning and/or use of property and structures within the Historic District.

Section 9.0 Adoption and Repeal

Upon adoption of these rules of procedure of the Ypsilanti Historic District Commission and approval by Ypsilanti City Council, they shall become effective and all previous by-laws and/or rules of procedure, as amended, shall be repealed.

Section 10.0 Amendments

These rules may be amended at any regular or special meeting by a majority vote of the total membership of the HDC and submission to an approval by City Council provided:

1. Such amendment does not result in a conflict with state law, City ordinance, or court decision; and
2. Such amendment was proposed at a meeting prior to the meeting at which it is considered.

Adopted the ____ day of _____, 2019 through Resolution No. _____ of the Ypsilanti City Council.

Frances McMullan
City Clerk
City of Ypsilanti

Rev May 10, 2010

MICHIGAN STATE HISTORIC PRESERVATION OFFICE
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
CONFLICT OF INTEREST POLICY FOR HISTORIC PRESERVATION ACTIVITIES

Application of Policy

The Michigan State Historic Preservation Office is required to implement the federal conflict of interest policy for historic preservation activities. Generally speaking, this conflict of interest policy applies to any person who is paid in full or in part with Historic Preservation Fund (HPF) or matching share (state) monies, or who donates time or provides in-kind services to the HPF program. For purposes of the policy, "person" is defined as and means: the State Historic Preservation Officer; staff member of the State Historic Preservation Office (SHPO), including persons authorized to represent the SHPO or to perform in any official capacity for the SHPO; subgrantees and contractors paid in whole or part by HPF funds or whose time or salaries are used as allowable matching share; members of the State Historic Preservation Review Board and the Michigan Historical Commission; Certified Local Government Historic District Commission members, agents and staff; and the employees, agents, partners, associates, and family members of the persons listed above.

Policy

No person (as defined above) shall participate in the selection, award, or administration of any HPF-assisted program activity, subgrant, contract, or subcontract if a conflict of interest, real or apparent exists; nor shall a person participate through approval, disapproval, recommendation, or other decision concerning any Federal Preservation Tax Incentive Certification, National Register Nomination, or Review and Compliance case if such a conflict, real or apparent, exists.

No person shall engage in outside employment or have any direct or indirect financial interest that actually conflicts or would appear to conflict with the fair, impartial, and objective performance of officially assigned duties and responsibilities for the administration of the HPF program.

No person shall solicit nor accept gratuities, favors, nor anything of monetary value from contractors, potential contractors, or recipients or potential recipients of HPF subgrant award or contract.

Real and Apparent Conflicts

A real conflict of interest exists when a person may benefit (either through financial or personal gain) from the position the person holds with respect to the HPF-assisted program, or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with persons as defined above. (This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HPF program.)

An apparent conflict of interest exists whenever circumstances are such that a person may appear to be in a position to benefit (either through financial or personal gain) from the position the person holds with respect to the HPF-assisted program, or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with other persons as defined above. (This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HPF program, whether or not such a conflict actually exists.)

An apparent conflict also exists when a person may appear to have an unfair competitive advantage because of his or her relationship to the SHPO.

Declaring and Resolving Conflicts

Should a conflict of interest, real or apparent, exist: The person shall fully disclose the possible conflict in writing as soon as the situation becomes apparent, but at a minimum, before the issue or action for which the conflict exists is acted upon or brought to resolution and shall physically absent himself/herself from the decision-making process. The disclosure shall be presented (if appropriate) to the staff person's supervisor and then transmitted to the State Historic Preservation Officer and the Grant Section Supervisor. A disclosure statement shall be submitted for each subsequent fiscal year while the conflict of interest exists.

The entirety of the U.S. Department of the Interior's Policy and Procedure on Conflict of Interest which is set forth in

the National Park Service manual entitled Historic Preservation Fund Grants Manual, Chapter 3 is available in the SHPO office.

ACKNOWLEDGMENT

I certify that the conflict of interest policy for historic preservation activities has been read by me. I agree to abide by the policy and the procedures which implement it, including those specified in the Historic Preservation Fund Grants Manual. In particular, I agree to immediately disclose any real or apparent conflict of interest as soon as such a conflict becomes known to me.

Print Name of Staff Member* (or other affected person) Signature Date

Supervisor (if State employee) Date

Brian D. Conway, SHPO Date

*Staff members who serve in the state classified civil service are also subject to ethics and conflict of interest regulations as prescribed in the Michigan State Housing Development Authority Employee Handbook (January 20, 2010), specific Conflict of Interest Policy for Historic Preservation Activities, Civil Service Commission Rule 2-8, the Contracts with Public Servants Act (Act No. 317 of the Public Acts of 1968), and the State Ethics Act (Act No. 196 of the Public Acts of 1973).